

## How to Make a Room Request

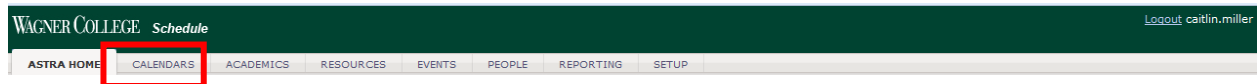
As a reminder to access the system please visit <http://schedule.wagner.edu> and login with your Wagner All-Access Username and Password as your email address. If you are a faculty member, staff person or administrator please use the “From Admin/Staff/Faculty” form. If you are a student requesting a space for a registered student organization use the “Student Organization” form.

When you log into the Campus Room Scheduling system “AdAstra” at the website <http://schedule.wagner.edu> you will notice a couple of changes in the appearance of the system.

### Usage of the Scheduling Grid

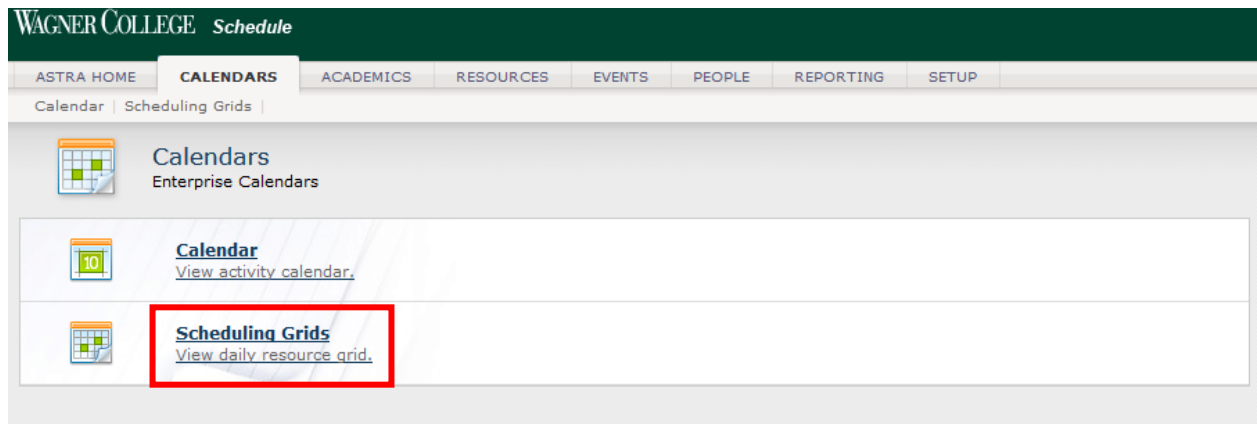
The biggest change in the new version of AdAstra is the appearance of the Calendars. When you log into AdAstra you should see a row of tabs along the top of the page. Different users will see different tabs depending on their user role and privileges.

It should look something like this:

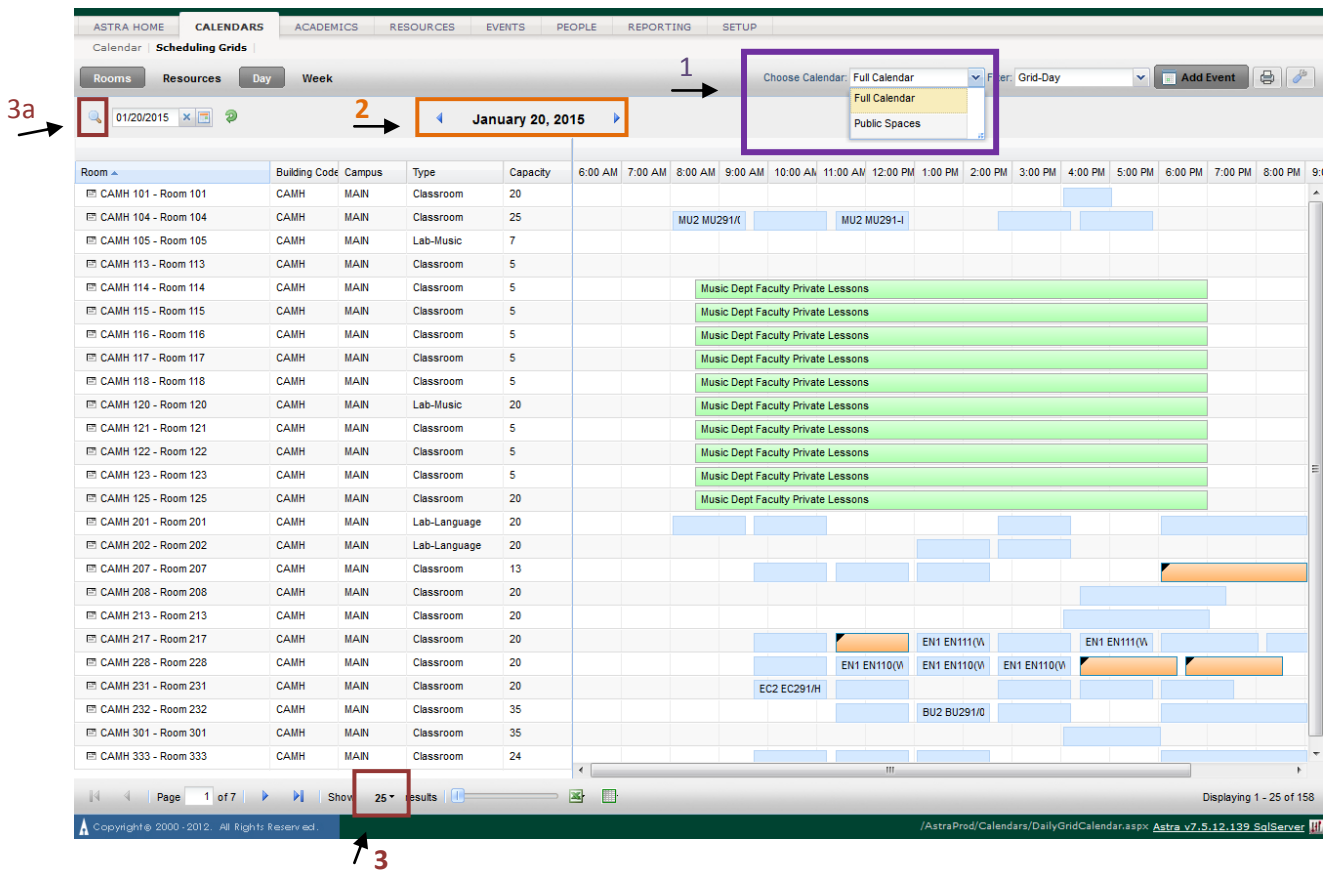


Click on the “Calendars” tab (outlined in red above), which on most screens will be the second tab.

Most users will only see the “Scheduling Grids” option in the Calendar view modes.



When you click on *Scheduling Grids* you will see the following:



A few tips when using the Scheduling Grid: (Match outline color above to corresponding font color below to see tip.)

1. Whenever you are viewing the Scheduling Grid, your first step should ALWAYS be to select “Full Calendar” in the Choose Calendar drop down.

If you do not select “Full Calendar” the scheduling grid will appear blank so it will look like every space is available.

2. To navigate to another date:
  - a. Click on the date that appears in bold at top. A calendar will show up so you can scroll through the months.
  - b. Click on the blue arrows on either side of the date to go one day at a time.
3. The grid will show you the first 25 rooms. You can expand this by clicking where the 25 is at the bottom and expanding the range to as many as 200 locations. You can then scroll through the page to look for a specific room.
  - a. Instead of scrolling through the complete list of campus rooms you can also use the filter function to the top left of the scheduling grid to search for a specific room.
4. All of the credit class “sections” will show up in orange or light blue. Any other events will appear in green.

### Requesting a Room

Once you have determined that the room is available go to the Event Request Form located at the “Astra Home” page.

Visit [http://wagner.edu/lifelong-learning/room\\_req/](http://wagner.edu/lifelong-learning/room_req/) for additional directions on how to Request a Room using AdAstra.

## Scheduling a Room

If your department has room scheduling privileges you will be able to schedule your room directly from the scheduling grid once you have determined that the space is available.

A quick and easy way of doing this is hovering over the space you wish to schedule at the approximate time. A box will pop-up prompting you to fill out the rest of the information with the date, time and room pre-populated. If you need to follow the steps to publish this event you will have to go back and edit the meeting detail.

## Advertising your event online

The public campus calendar ([wagner.edu/events](http://wagner.edu/events)), Daily Bulletin email, and Wagner app all sync events from AdAstra. If your event is open to the wider campus community or the general public, be sure to check the "publish on [wagner.edu](http://wagner.edu)" button and fill out the web fields and event details. Please give careful thought to the event title and event details in particular, since these will tell people why they should attend your event. It will look like the image below:

Editing Submit Cancel

Event Request (From Admin/Staff/Faculty)

**Room Request Form**

Department Name\*: External Programs

Requested By\*: [Dropdown]

Email\*: caitlin.miller@wagner.edu

Phone\*: [Text]

Event Name\*: [Text]

Event Details (will show on wagner.edu calendar):\* [Text]

Will you be contacting Receiving for any specific furniture needs?:

Will you be contacting Dining Services for catering? (Food not permitted in Manzulli):

Advertise on public events calendar: If you would like to advertise this event online, select appropriate values below.

Publish on Wagner.edu?:

Web Primary Category: [Dropdown]

Web Secondary Category: [Dropdown]

Web Organizer 1: [Dropdown]

Web Organizer 2: [Dropdown]

Room Request: After inputting your meeting below, please make sure to click the "create" button. After you have completed this step, select the box to the left of your meeting(s) and click the "assign rooms" button.

**Event Meetings**

Meeting Name\*: [Text] Max Attendance: 0 [Dropdown]

Meeting Type\*: [Dropdown]

Description: [Text]

Private  Featured  Requires Room

If you are publishing your event to the web calendar, ensure that the start and end time reflect the time you actually expect attendees to arrive and depart. If you require additional time before and/or after your event to set-up or clean-up, you can add them as additional meetings and use the meeting type "event set-up" or "event break-down".

## Questions

For any questions please contact:

For room availability, event edits for public calendar, update tips, etc.:

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For technical issues or access to the system:

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