

Important Scheduling Procedure Changes

The following pages contain information on changes in procedures for using Astra Schedule that are effective for **092 Course Schedule Maintenance**. For more information on a specific topic, please refer to your training documents.

Changes have been listed here, but not in the training documents. Work on the manual and procedural changes will be on-going this summer and we anticipate a fully updated manual to be ready later this year. This document contains all important changes.

New Procedures and Procedure Changes

- When no room is needed, use the *Assign Available Room Tool* (the blue plus sign) to **schedule your class directly into XX**. This will make your section turn yellow, which means that it is scheduled.
- If a section needs to have a section cluster (multiple meeting pattern), please contact our office to have it set up
- The filters as described in the original training documents do not work consistently. Please ignore these procedures while we work out the issues.
- To Crosslist or Not to Crosslist? This is an issue! Course that meet together but are not officially crosslisted will not be optimized correctly leaving them HOMELESS. You must contact our office regarding non-crosslisted courses that meet together!!!!

Very Important Reminders—MUST READ!

- If you have priority rooms or delegated departmental rooms, use the *Assign Available Room Tool* (the blue plus sign) to **schedule your class directly into your room**. **DO NOT** put your own room as a preference because this does not mean that your class will be placed there. If you have successfully scheduled your room, the section will turn yellow in your database.
- Buildings and rooms that are listed in *Scheduling Preferences* are only requests. Putting a room in this area does not guarantee that you will get the room. To increase your chance of getting a room that you want, list more than one room in this area. Also list features (MMC, DVD player, etc) if they are necessary for that course.
- REMEMBER-you **CANNOT** work in Astra before **9 a.m.** or after **5:30 p.m.** or on **weekends!** This issue will be resolved when we begin to use PeopleSoft for our student information system. Use our help sessions if you need some quiet time to do scheduling work!

New Helpful Tips!

- When looking for a specific course in your subject, click on the drop-down menu (the down arrow) in the “course” column, and then click on the course number that you are looking for. This will show you all sections of the selected course. You will find this especially helpful when you have added a new class and have trouble finding it in the database.
- If you are working through one section after another in order, use the arrow buttons located under the “Okay” and “Cancel” buttons on the upper right-hand corner of the window. This will bring you through the records in the order of the database and save you a LOT of waiting time!
- To view both meeting patterns of a section in your database, click on *Database/Database Layout* and then check the box in the bottom left-hand corner of the *Database Layout Tool* that says “Show all section cluster meetings.” When you go back to your database, you will see that a section will be listed twice, but the two records will show the two different meeting patterns. To help you see these better, use the first tip.