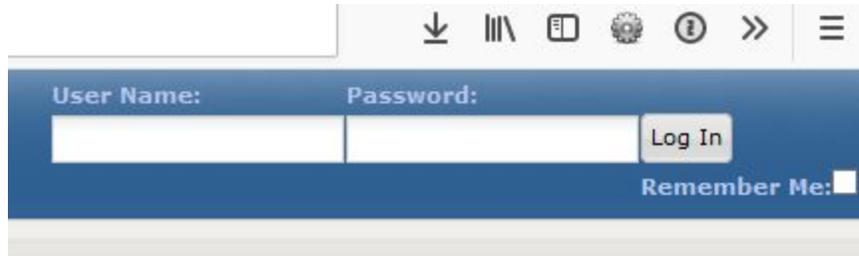


For a long time Faculty has been using a form on the EU website to reserve computer labs for classes and exams. In cooperation with the Conferences office, IT is using a new process for reserving computer labs, which involves the ASTRA system. This document details the new process.

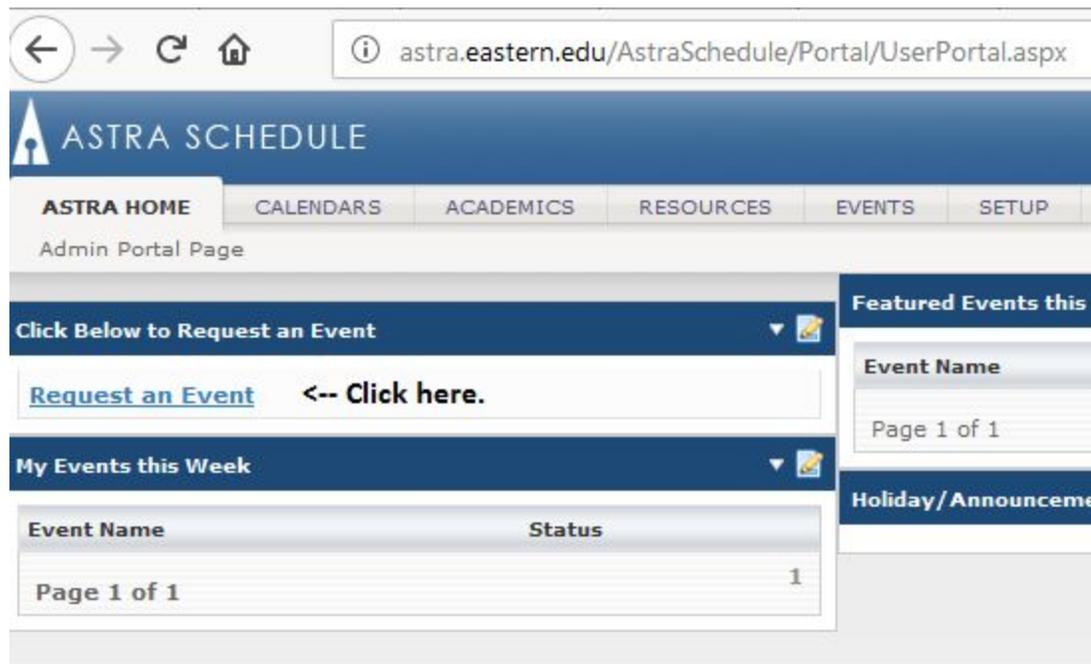
If you need to reserve McInnis Room 105 (MC-105) which contains 24 PCs, or McInnis Room 319 (MC-319) which contains 11 PCs -- or both -- please do the following:

1. Visit the ASTRA website at, <http://astra.eastern.edu>.
2. Login. The login form, where you enter your username and password, is in the upper-right corner of the ASTRA website. (NOTE: This is the same username and password you use for the myEastern portal site.)



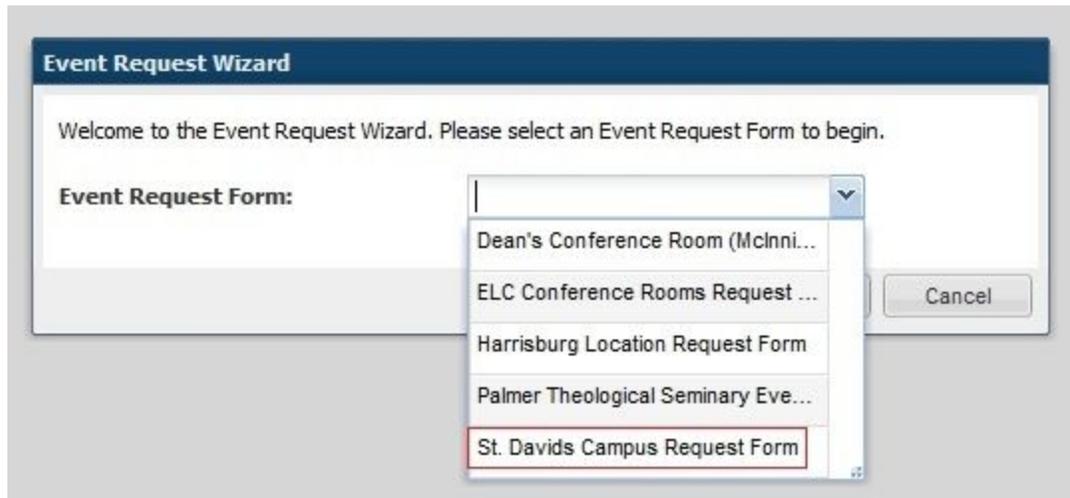
A screenshot of a web browser showing the login form for the ASTRA system. The browser's address bar is partially visible at the top. The login form has a blue header with the text "User Name:" and "Password:". Below these labels are two white input fields. To the right of the password field is a "Log In" button. Below the input fields is a "Remember Me:" checkbox.

3. Once you have logged in, you will land on the ASTRA HOME tab, and, in the upper-left corner of this tab, will be a block which contains a single link titled 'Request an Event' -- click that link.



A screenshot of the ASTRA SCHEDULE Admin Portal Page. The browser's address bar shows the URL astra.eastern.edu/AstraSchedule/Portal/UserPortal.aspx. The page has a blue header with the text "ASTRA SCHEDULE". Below the header is a navigation menu with tabs: "ASTRA HOME", "CALENDARS", "ACADEMICS", "RESOURCES", "EVENTS", and "SETUP". The "ASTRA HOME" tab is selected. Below the navigation menu is a section titled "Click Below to Request an Event" with a dropdown arrow and a small icon. Below this section is a link labeled "Request an Event" with the text "<-- Click here." to its right. Below the link is a section titled "My Events this Week" with a dropdown arrow and a small icon. Below this section is a table with two columns: "Event Name" and "Status". The table has one row with the text "Page 1 of 1" and the number "1". To the right of the table is a section titled "Featured Events this Week" with a dropdown arrow and a small icon. Below this section is a table with one column: "Event Name". The table has one row with the text "Page 1 of 1". Below the table is a section titled "Holiday/Announcements" with a dropdown arrow and a small icon.

4. Clicking the 'Request an Event' link, will initiate the 'Event Request Wizard'. On the first page of the wizard is a drop-down menu. Select 'St. Davids Campus Request Form', and then click the 'Next' button. (Note: Your drop-down list may have more or less forms available for you to select than are shown in the image below; but all users should have *at least* the 'St. Davids Campus Request Form' available to them. Also, the 'Next' button is *behind* the drop-down list in the image below.)



5. After you select your Event Request Form and click 'Next', you will be on the Event Request form for the St. David's campus (which happens to be on the 'Events' tab of ASTRA.) Fill in all of the fields on this page that have an asterisk (*) by them.
6. The image below is the top portion of the Event Request form, it is pretty self-explanatory. Please note, the 'Meeting Type' field will always be 'Class' when Faculty are reserving the computer labs for classes, or for exams.

Event Request (St. Davids Campus Request Form)

Please fill out the following form in as much detail as possible.

Please Provide Your Contact Information

Department/Organization:* Business
 Your Name (Last, First):* West, James
 Email Address:* jwest1@eastern.edu
 Phone Number:

Please Provide Event Details

Event Name:* BUS 101 Exam
 Event Type (example: Meeting):* Exam
 Event General Description:
 Expected Number of Attendees:* 24
 Please include Student Services in all correspondence involving this event:

Please use the Meeting Generator to Request Space

Meeting Name*: BUS 101 Exam Max Attendance: 0
 Meeting Type*: Class Private Featured Requires Room
 Description:

7. Now, scroll to the bottom of the Event Request form, where the meeting settings boxes are located.
8. On the bottom of the form, set your Start Time, End Time, and Date on the 'Single Meeting(s)' tab of the 'Meeting Recurrence' box, lower-left.

Please note: The 'calendar' part of this box is very touchy. You need to make sure you **ONLY** click the date you plan to host the class / exam in the computer lab. When you do, it will **highlight in bold** the date you clicked on. If you click on more than one date on the calendar, the ASTRA system thinks you are trying to plan a 'multi-day event', which you are not. If you are planning a multi-day event, please reach out to the Conferences office for more information. If you accidentally click on more than one date, just click the date you do NOT want, to 'un-highlight' it. Once you have your date and times selected, click the '+Create' button (green plus-sign).

In the example above, the date I was creating this document was the 29th, which is why it is contained in a Red box. The date of the event for which I am submitting an Event Request was the 4th of September, which is why it is the ONLY bolded date on the calendar. As indicated by the Start Time and End Time fields, this was to be an hour-long event starting at 12:30 PM.

9. Once the calendar is happy with your **selected date** and you click the 'Create' button, the 'Meetings' box to the right should populate with your Event Request.
10. Your next step will be to tell ASTRA *where* the event will be held -- which comp lab, MC-105 or MC-319. To do that click the check-box next to the Event you just created on the 'Meetings' list, and then click the 'Request Rooms' button just above the list.

Meetings

<input type="checkbox"/> Request Rooms <input type="checkbox"/> Request Resources <input type="checkbox"/> Delete							
<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	Business 101 E...	09/04/2018	12:30 PM	1:30 PM	09/04/2018		

11. When you click 'Request Rooms', the 'Assign Room' pop-up window will appear. The first thing you will need to do is select the 'filter' for the window from the 'Saved Filter' drop-down menu, on the left side of the window. You will want to select the 'McInnis Learning Center' filter from that drop-down menu.

12. The right side of the window will now populate with all of the rooms you can schedule events for within the McInnis building, including the MC-105 and MC-319 computer labs. Select the lab you would like to host your event within, and then click 'OK'.

Room	Score	Availability
BUS 101 Exam		9/12/2018 Wed 1:30pm-2:30pm
MCIN 107	100	Unavailable
MCIN 300	98	Avail (Request)
MCIN 252	85	Unavailable
MCIN 328	85	Unavailable
MCIN 253	85	Unavailable
MCIN 121	85	Unavailable
MCIN 120	85	Unavailable
MCIN 254	81	Unavailable
MCIN 329	77	Avail (Request)
MCIN 120 & 121	65	Unavailable
MCIN AUD - Au...	54	Avail (Request)
MCIN 319 - Com...	50	Avail (Request)
MCIN 109	50	Unavailable
MCIN 105 - Com...	50	Selected

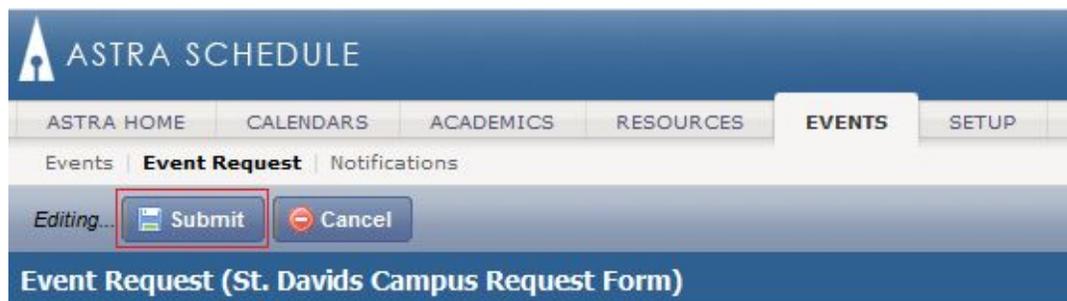
13. Once you click 'OK' on the 'Assign Room' pop-up window, the window will close and the 'Meetings' list (lower-right) of the page, will be updated such that your scheduled event will now have Room assigned to it.

Name	Start Date	Start Time	End Time	End Date	Room	Resources
BUS 101 Exam	09/12/2018	1:30 PM	2:30 PM	09/12/2018	MCIN 105 - Com...	

14. Time to wrap things up with the event request and get on with our other tasks for the day. If your event in the Computer lab requires additional / specialized software, please make note of that in the

'Comments or Questions' section, found *below* the 'Meeting Recurrence' (calendars) and 'Meetings' (checkbox list) boxes, at the bottom of the page.

15. The last step of this process is to *submit* your request to Conferences. This is done by clicking the 'Submit' button (with the little floppy-disc icon) in the upper-left corner of the Event Request request form.



The screenshot shows the ASTRA SCHEDULE interface. At the top, there is a navigation bar with tabs for ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, and SETUP. Below this, there is a sub-navigation bar with 'Event Request' selected. A 'Submit' button with a floppy disc icon is highlighted with a red box, and a 'Cancel' button is next to it. Below the buttons, the title 'Event Request (St. Davids Campus Request Form)' is displayed. The main content area contains the instruction: 'Please fill out the following form in as much detail as possible.' followed by the section header 'Please Provide Your Contact Information'. The form fields are: 'Department\Organization:*' with the value 'Business', 'Your Name (Last, First):*' with the value 'West, James', 'Email Address:*' with the value 'jwest1@eastern.edu', and 'Phone Number:' which is empty.

Department\Organization:*	Business
Your Name (Last, First):*	West, James
Email Address:*	jwest1@eastern.edu
Phone Number:	

One of the presumptions of this process is that you will submit an Event Request for each class / exam you plan to conduct in each computer lab. This also means that if you are trying to use BOTH MC-105 and MC-319 at the same time -- for example maybe you have an exam, which you need to administer to more than 24 students -- you will need to submit 2 Event Requests; one for each computer lab, for the same date and times. Then, 24 of your students can take their exam in MC-105, and the rest can overflow into the MC-319 lab.

Multiple-Date Events

If your events take place on multiple dates, but at the **EXACT SAME TIME**, you can click / highlight multiple dates on the calendars, and then create a group of meetings by clicking the 'Create' button. The ASTRA system will pause and ask you to 'Name' the group of meetings you are about to create. Give it an appropriate name.

The meetings list will now have an expandable / collapsible list (on the right). You can schedule the same room for all of the meetings in the newly-created meeting group, by selecting the meetings' group check-box, and then clicking the 'Request Rooms' button.

Meetings

  							
<input type="checkbox"/>	Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/>	BUS 101 Exam (4 ir		1:30 PM	2:30 PM			
<input checked="" type="checkbox"/>	BUS 101 Exam	09/12/2018	1:30 PM	2:30 PM	09/12/2018	 MCIN 319 - Com...	
<input checked="" type="checkbox"/>	BUS 101 Exam	09/21/2018	1:30 PM	2:30 PM	09/21/2018	 MCIN 319 - Com...	
<input checked="" type="checkbox"/>	BUS 101 Exam	09/26/2018	1:30 PM	2:30 PM	09/26/2018	 MCIN 319 - Com...	
<input checked="" type="checkbox"/>	BUS 101 Exam	10/04/2018	1:30 PM	2:30 PM	10/04/2018	 MCIN 319 - Com...	

Conversely, if they all happen at the **EXACT SAME TIME**, but you need to schedule different rooms for each, you will need to first 'expand' the group list using the little plus sign to the left of the meeting group's name. Then, select the check-box for each individual meeting, and assign a room that way.