ASTRA – ROOM SCHEDULING

HOW TO REQUEST A ROOM ON CAMPUS

Astra is receiving a major upgrade on campus. There are new features and an upgraded interface, and this means that some of the processes are changing.

Astra now has cross browser compatibility, which means you can access it using Firefox, Chrome, IE, Safari, etc. Log on to Astra here: http://roomrequest.nku.edu.

Use your NKU Username and password to log in to Astra.

Before requesting a room, you must use the Calendars tab to check its availability.

The Calendars tab now uses a Scheduling Grid. Each room on campus is shown, with 25 listed by default. Here, you can search for a room or space, then view its availability. If you manually search, it is recommended that you show 200 results by clicking the menu at the bottom of the screen.

Advanced Search Options

You can also search for specific rooms using the Advanced Search Options icon, which is on the left side of the screen.
In the Advanced Search Options section, you can filter the list to show specific buildings and/or rooms.

Use the plus icon to the right of “Building” and/or “Room” to build your filter. Check the building(s) and/or room(s) you would like to include. Once your selections are complete, click the Search button at the top.

In the example below, the Student Union is selected under “Building”, and SU 105 and SU 106 are selected under “Room”.

You can save filters for future use. Once you have built your filter, click the Save icon at the top of the search panel. Give the filter a name, then click OK.

**Note:** Clicking “Set as Default Filter” will not filter rooms automatically. You will still have to select your filter and click “Search”.

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**NKU OFFICE OF Information Technology**

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Viewing Room Details

You can change the calendar to a weekly view by clicking “Week” at the top of the page. The calendar will then appear more like Microsoft Outlook’s calendar.

Click on the date at the top of the screen to show a date picker. This will allow you to show a room’s availability on the date of your meeting.

You can also hover over the notecard icon to the left of a room to view more details, such as an image of the room, its capacity, and any additional instructions regarding requesting the room.
Requesting a Room

Once you have confirmed the availability of a room, click “Request Event” in the upper right corner. This will launch the Event Request Wizard to guide you through the rest of the process.

Select the appropriate Event Request Form from the dropdown and click Next. In this example, “Request Form for Student Union” is used to reserve SU 105.

Astra will then show the appropriate Event Request Form. Complete all necessary fields on the form.

**Note:** Near the bottom of each form, there are three checkboxes (Private, Featured, and Requires Room). **Do not** check the “Private” checkbox. “Private” does not mean that your event is closed to uninvited guests – it means that you, and the approver, lose the ability to see or work with the event in Astra (due to limitations of the system it is not possible for NKU to remove that option from the forms).

Please be aware that the approver/scheduler is not able to change or remove the private status – some may cancel the event, and require the requester to resubmit the request online.

Selecting a Single Meeting Date/Time

At the bottom of each form, there is a section marked “Meeting Recurrence” on the bottom left.

Select the date of the meeting using the calendar, as well as the Start Time and End Time. Then click “Create” at the top right.

You can select multiple dates on the calendar. Using this feature, you can schedule a meeting on multiple days (ex: Tuesday and Thursday of the same week). To remove a date, simply click it again.
Assigning a Room for your Event

After clicking “Create” in the previous step, your event will show on the right panel. Select the event by clicking the checkbox to the left of the meeting, then click “Request Rooms”.

A window will appear, containing a list of the appropriate rooms based on the form you selected. This example shows all Student Union, University Center, and outdoor spaces.

In the left panel, you can uncheck the buildings you do not wish to see rooms for (OD and UC are unchecked here). Remember to click “Search” after doing this. You can also click “Room” to sort the list.

The availability of the room on the date/time of your meeting is displayed. To assign the room, click “Avail (Request)”, and the selection will turn green and change to “Selected”. Click OK to continue.

**Note:** The column to the right of “Room” is the “Score” or each room. This feature is not used by NKU, and does not indicate the room’s capacity. You can ignore this column.

You will then return the previous window, and your meeting will now have a room assigned.

You are now ready to submit your request. Click the “Submit” button and you will then receive a notification that the appropriate people have received your request.
Selecting a Recurring Meeting

In the Meeting Recurrence section, click the “Recurring” tab. Select the meeting time as usual, then you can select if the meeting recurs weekly, monthly, or yearly. Multiple days can be chosen, if a meeting occurs every Tuesday and Thursday, for example. You can also set up a recurrence for every 2 weeks, for example, using the dropdown. Once the appropriate recurrence is selected, click the “Create” button as usual.

The example below shows a meeting recurring every Thursday at 3:30pm from 10/20/2016 to 12/15/2016.

If there are any conflicts with holidays, you will receive a notification, and the meeting for those days will not be created. In this example, the meeting on 11/24/2016 conflicts with Thanksgiving.

From here, continue to follow the procedure for assigning a room for your event.