

# The Evolution of Event Scheduling in Astra Schedule 8

Learn how NorthWest Arkansas Community College has adapted to the new user interface and event functionality in Astra Schedule 8.

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NorthWest Arkansas Community College

# Agenda

- Introductions
- Overview
- Session Content
- Q&A Discussion

# Who is NWACC?

- NorthWest Arkansas Community College
- Started in 1989 as a College Without Walls
- First Building Opened in August of 1995
- Largest Two-Year College in the State
- Main Campus with Several Satellite Locations
  - 8,000 Students - Credit
  - 2,500 Students - Non-Credit / Workforce
  - 2,000 Students - Adult Education
- Brightwater - New Culinary School
- New Washington County Center - Spring 2019
- Integrated Design Lab - Fall 2019



# Who am I?

Background in Graphic Design / Art and Project Management

B.A., University of Arkansas - Graphic Design

M.A., The University of Tulsa - Masters in Art Management

- **Work Experience:**

- Walmart General Offices
- The University of Tulsa
- Philbrook Museum of Art / Arts & Humanities Council of Tulsa

- **Currently:**

- Co-Owner, Ozark Sunrooms & More
- NWACC - Director of Food Services & Event Management - 8<sup>th</sup> Year
- Ad Astra System Admin./Events Admin.
- First Year on CAB



# Astra Schedule 8 - What's New!

## The Wizard is Gone...But...

### Now there are Several Great Ways to get to the Create Events Window

- **The Homepage** - If you have the Activity List on your Homepage, you can create an event by hitting the **Create Event** button.
- **The Calendar** - Schedulers can click on a **date** in the monthly calendar view and it will bring up the Create Event Window. Users can click on the **Request Event** button on the top right to request an event.
- **The Scheduling Grid** - **ADD Event** button brings up the Create Events Window and replaces the Quick Event window in Astra 7.
- **The Events List Page** - Under the Events Tab, you can click on Events and it will bring up an Events List Page. Click on the **ADD** button and you will get the Create Events window.



# Option 1: Homepage



Secure | https://www.aaiscloud.com/NWARCC/default.aspx?home

Home Calendars Academics Events Reporting Settings abenson5 ?

### Welcome to NWACC Ad Astra Home Page

#### Activity list

Create Event

7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT C206	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT C208	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT C209	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT C210	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT A210	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT C203	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b> SCWT A212A	Aug <b>16</b>
7:00 AM - 9:00 PM <b>ADED Classes</b>	Aug <b>16</b>

<< < > >> | ↻ 1-20 of 38

#### Custom Content

# Option 2: Calendar

The screenshot shows a web browser window with the URL <https://www.aaiscloud.com/NWARCC/Calendars/GuestCalendar.aspx>. The page title is "Activity Calendar". The navigation bar includes links for Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. The main content area displays a calendar for October 2018. The calendar grid shows dates from Sep 30, 2018, to Nov 3, 2018. A search bar and a "Request Event" button are located at the top of the calendar view. Two blue arrows point to the "Request Event" button and the date "Sep 30, 2018".

Sep 30, 2018	Oct 1	Tue 2	Wed 3	Thu 4	Fri 5	Sat 6
	1p Jon Comstock Discussion	5:30p MOCK INTERVIEWS-2018-CRA Program	6a LIFE QUIZ	6a LIFE QUIZ	6a LIFE QUIZ	
7	6a Closed for Set Up	2p Workforce Career Fair	3p Workforce Career Fair	7a ADH Protective Health Codes	7a Quality Conversation Meeting	8a ECIC Meeting
14	12p Ozark Mountains British Brass Band Concert	7a Wal-Mart Stakeholders Meeting	7a Wal-Mart Stakeholders Meeting	7a Wal-Mart Stakeholders Meeting		6a Smash Brothers Tournament
21			1p Waffle House	0a Life Quiz	0a Life Quiz	6a Life Quiz
28		12p Transition Fair		7:30a Village House Adult Day Program	7a Election Polling Place	7a Election Polling Place

# Option 3: Scheduling Grid

Secure | <https://www.aaiscloud.com/NWARCC/Calendars/DailyGridCalendar.aspx>

Home Calendars Academics Events Reporting Settings abenson5 ?

Rooms Resources Day Week Choose Calendar: Select... Filter: Select... Add Event

Date: Today August 16, 2018

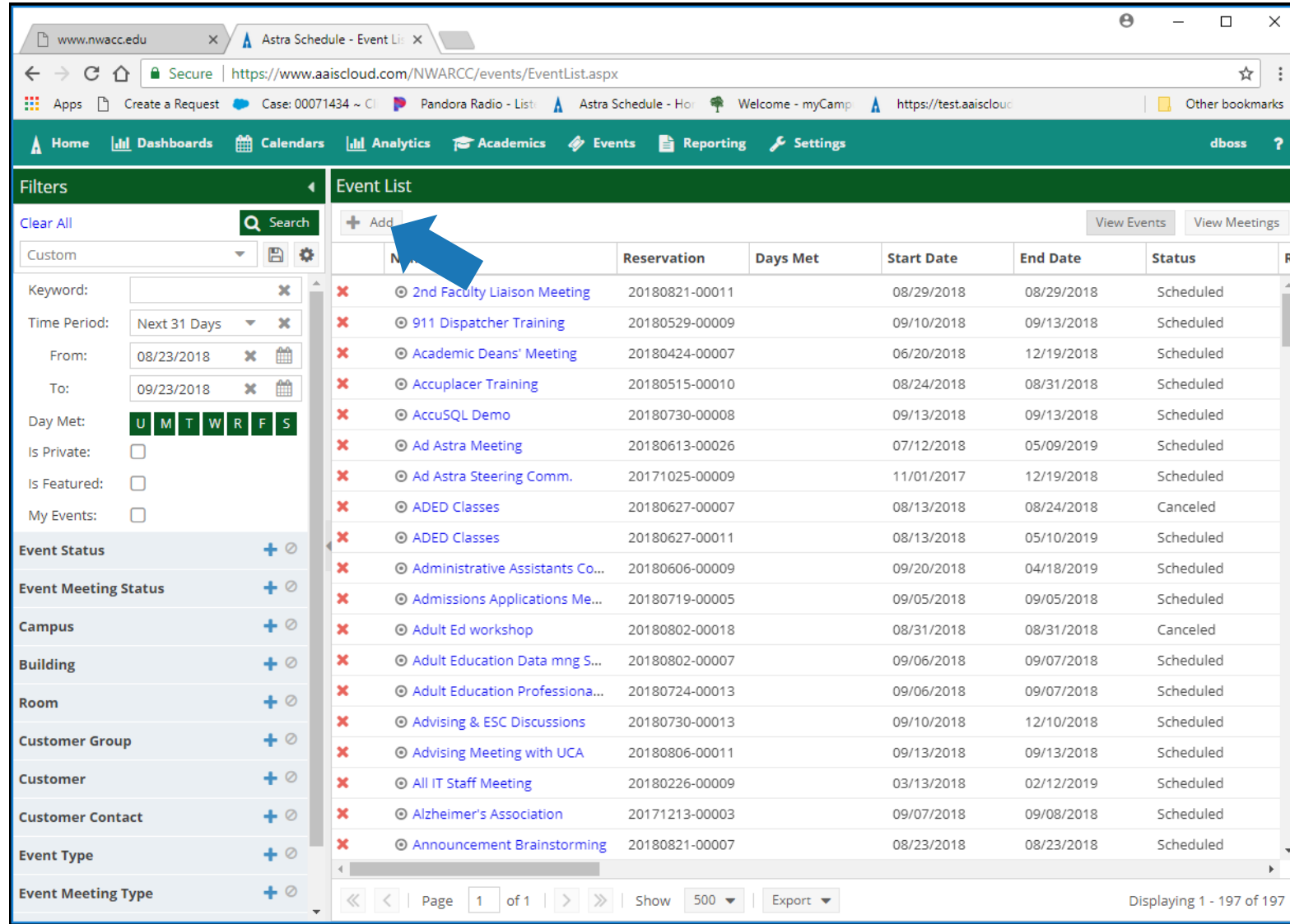
Room	Buildin...	Campus	Type	Capacity	06:00 AM	07:00 AM	08:00 AM	09:00 AM	10:00 AM	11:00 AM	12:00 PM	01:00 PM	02:00 PM	03:00 PM	04:00 PM	05:00 PM
⊙ BH 1003 - Writing Center	BH	MAIN	Writing Center	16												
⊙ BH 1004 - General Classr...	BH	MAIN	Classroom	24												
⊙ BH 1007 - General Classr...	BH	MAIN	Classroom	24												
⊙ BH 1008 - General Classr...	BH	MAIN	Classroom	24												
⊙ BH 1015 - Computer Tea...	BH	MAIN	Computer Teaching Lab	20												
⊙ BH 1016 - Reading Center	BH	MAIN	Reading Center	13												
⊙ BH 1018 - General Classr...	BH	MAIN	Classroom	18												
⊙ BH 1019 - Computer Tea...	BH	MAIN	Computer Teaching Lab	20												
⊙ BH 1020 - General Classr...	BH	MAIN	Classroom	22												
⊙ BH 1021 - Art Teaching L...	BH	MAIN	Art Lab	15												
⊙ BH 1030 - White Auditori...	BH	MAIN	Auditorium	340												
⊙ BH 1031 - Lobby, Foyer	BH	MAIN	Lobby or Foyer	20												
⊙ BH 1106 - Art Teaching L...	BH	MAIN	Art Lab	21												
⊙ BH 1109 - General Classr...	BH	MAIN	Classroom	24												
⊙ BH 1116 - Art Teaching L...	BH	MAIN	Art Lab	20												
⊙ BH 1127 - Computer Tea...	BH	MAIN	Computer Teaching Lab	20												
⊙ BH 1128.18 - Conference...	BH	MAIN	Conference Room	6												
⊙ BH 1134 - Conference Ro...	BH	MAIN	Conference Room	11												
⊙ BH 1151 - Graphic Desig...	BH	MAIN	Computer Teaching Lab	20												
⊙ BH 1152 - General Classr...	BH	MAIN	Classroom	24												
⊙ BH 1203 - Hallway	BH	MAIN	Lobby or Foyer	100												
⊙ BH 1308 - Library Study ...	BH	MAIN	Study Room	2												
⊙ BH 1324 - Teaching & Le...	BH	MAIN	Staff Training Lab	27												
⊙ BH 1326 - Biology Lab	BH	MAIN	Science Lab	30												

Page 1 of 1 | Show 25 | Export

Displaying 1 - 267 of 267



# Option 4: Events Page



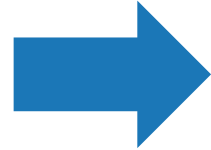
The screenshot displays the Astra Schedule - Event List page. The browser address bar shows the URL <https://www.aaiscloud.com/NWARCC/events/EventList.aspx>. The page features a navigation menu with options like Home, Dashboards, Calendars, Analytics, Academics, Events, Reporting, and Settings. A sidebar on the left contains filters for Event Status, Event Meeting Status, Campus, Building, Room, Customer Group, Customer, Customer Contact, Event Type, and Event Meeting Type. The main content area is titled "Event List" and includes a search bar, a "+ Add" button (highlighted with a blue arrow), and a table of events. The table has columns for Name, Reservation, Days Met, Start Date, End Date, and Status. The events listed include "2nd Faculty Liaison Meeting", "911 Dispatcher Training", "Academic Deans' Meeting", "Accuplacer Training", "AccuSQL Demo", "Ad Astra Meeting", "Ad Astra Steering Comm.", "ADED Classes", "Administrative Assistants Co...", "Admissions Applications Me...", "Adult Ed workshop", "Adult Education Data mng S...", "Adult Education Professiona...", "Advising & ESC Discussions", "Advising Meeting with UCA", "All IT Staff Meeting", "Alzheimer's Association", and "Announcement Brainstorming". The page also shows pagination information: "Page 1 of 1" and "Showing 500" items.

Name	Reservation	Days Met	Start Date	End Date	Status
2nd Faculty Liaison Meeting	20180821-00011		08/29/2018	08/29/2018	Scheduled
911 Dispatcher Training	20180529-00009		09/10/2018	09/13/2018	Scheduled
Academic Deans' Meeting	20180424-00007		06/20/2018	12/19/2018	Scheduled
Accuplacer Training	20180515-00010		08/24/2018	08/31/2018	Scheduled
AccuSQL Demo	20180730-00008		09/13/2018	09/13/2018	Scheduled
Ad Astra Meeting	20180613-00026		07/12/2018	05/09/2019	Scheduled
Ad Astra Steering Comm.	20171025-00009		11/01/2017	12/19/2018	Scheduled
ADED Classes	20180627-00007		08/13/2018	08/24/2018	Canceled
ADED Classes	20180627-00011		08/13/2018	05/10/2019	Scheduled
Administrative Assistants Co...	20180606-00009		09/20/2018	04/18/2019	Scheduled
Admissions Applications Me...	20180719-00005		09/05/2018	09/05/2018	Scheduled
Adult Ed workshop	20180802-00018		08/31/2018	08/31/2018	Canceled
Adult Education Data mng S...	20180802-00007		09/06/2018	09/07/2018	Scheduled
Adult Education Professiona...	20180724-00013		09/06/2018	09/07/2018	Scheduled
Advising & ESC Discussions	20180730-00013		09/10/2018	12/10/2018	Scheduled
Advising Meeting with UCA	20180806-00011		09/13/2018	09/13/2018	Scheduled
All IT Staff Meeting	20180226-00009		03/13/2018	02/12/2019	Scheduled
Alzheimer's Association	20171213-00003		09/07/2018	09/08/2018	Scheduled
Announcement Brainstorming	20180821-00007		08/23/2018	08/23/2018	Scheduled

Regardless of the access point, the creation process is the same. You will get this window.

## COOL FEATURES!

- Self Populating Fields
  - Rooms
  - Event Type
  - Contact
  - Customer



### Create Event

Single  Multiple  Recurring

Start Time: 2:00 PM End Time: 3:00 PM

Start Date: 07/26/2017 End Date: 07/26/2017

---

Event Name: Student Affairs Meeting

Room: Admin Bldg 127 - Conference Room

Event Type: Administrative

Contact: Guest, Tom

Customer: Student Affairs

[More Options](#) [Save and Send Notification](#) [Save](#) [Cancel](#)

# Create Event - Features

## More Great Features!

- Clock Icon
- House Icon

### Create Event

Single  Multiple  Recurring

Start Time: 2:00 PM End Time: 3:00 PM

Start Date: 07/26/2017 End Date: 07/26/2017

---

Event Name: Student Affairs Meeting

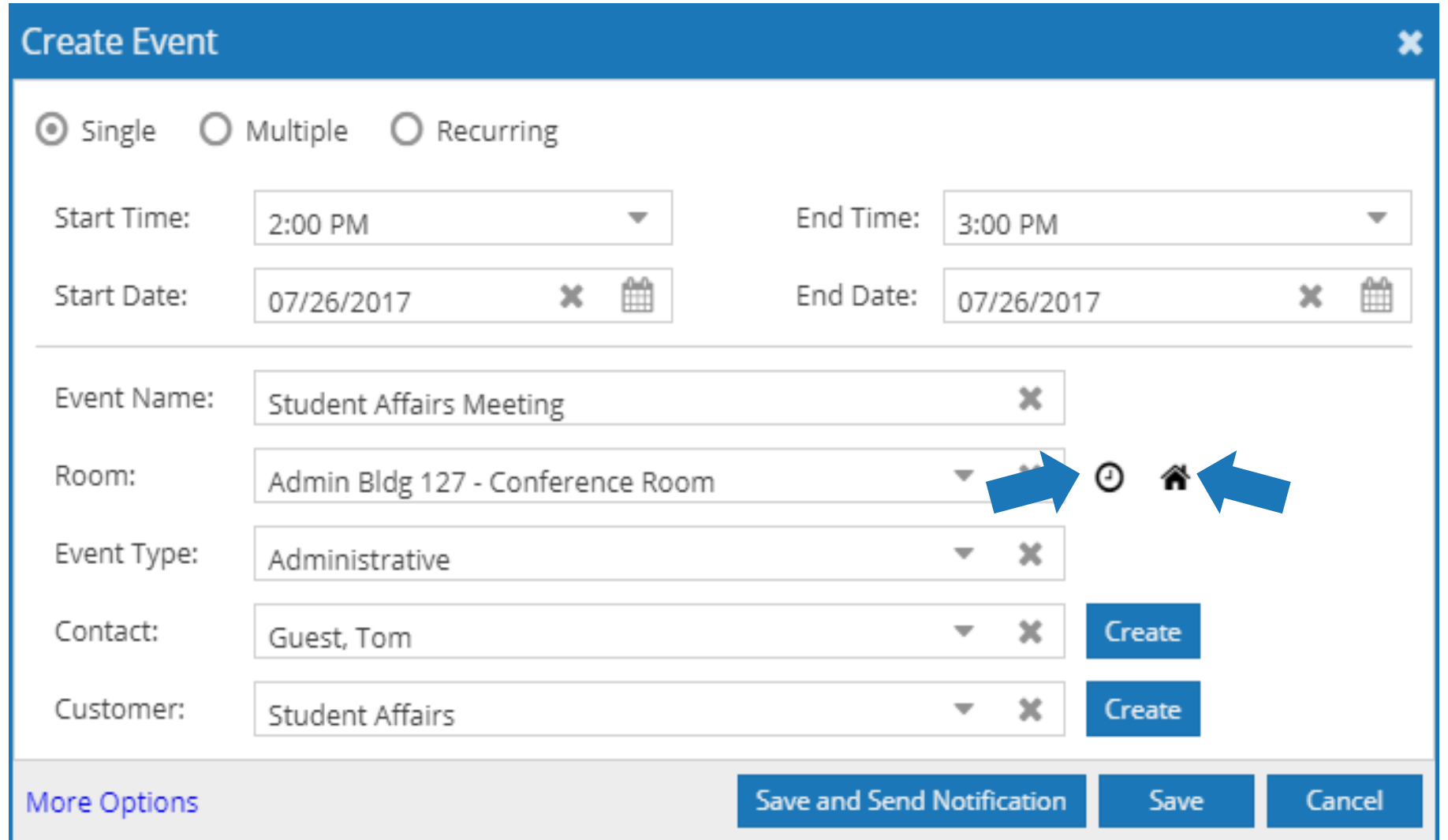
Room: Admin Bldg 127 - Conference Room

Event Type: Administrative

Contact: Guest, Tom

Customer: Student Affairs

[More Options](#) [Save and Send Notification](#) [Save](#) [Cancel](#)

The screenshot shows a 'Create Event' form with several input fields. Two blue arrows point to icons located to the right of the 'Room' field: a clock icon and a house icon. The form includes fields for event type, contact, and customer, each with a 'Create' button. At the bottom, there are buttons for 'More Options', 'Save and Send Notification', 'Save', and 'Cancel'.

# Clock / House Icons

If you aren't in the habit of using the calendar page first to see if your date, room and time are available, then you might find that your room is unavailable. These two icons are helpful in finding a room and a time quickly. The CLOCK Icon will show where your time is overlapping. You can click on it and move it to another time or day without having to go back to the calendar. You can use the HOUSE Icon to check available rooms. It will pull up the available rooms for the date and time that you selected.

## Clock Icon

Find Available Time: SCWT B102 - Wal-Mart Auditorium

< August 26 - September 1, 2018 >

	Sun 08/26	Mon 08/27	Tue 08/28	Wed 08/29	Thu 08/30	Fri 08/31	Sat 09/01
06:00 AM							
07:00 AM						07:00 AM - 07:00 PM For Adult Ed	
08:00 AM							
09:00 AM							
10:00 AM				10:00 AM - 02:00 PM Associated Builders			
11:00 AM							
12:00 PM							
01:00 PM						01:30 PM Te...	
02:00 PM							
03:00 PM							
04:00 PM							

Ok Cancel

## House Icon

Scheduler -

Filter

All Rooms

Room Options

- Show Only Available Rooms
- Show Shared Rooms
- Show Alt Room Configs

Capacity: Between and

Campus +

Building +

Room +

Region +

Room Type +

Feature +

Facility Layout +

Room	(mtg) 8/5/2018 Sun 1:30-2:00pm
... CHP 1020	Available
... BWTR 120	Available
... CHP 2039	Available
... CHP 1015	Available
... CHP 2011	Available
... SC Patio	Available
... BH 2328	Available
... BH 2459	Available
... BH 1324	Available
... NCPT 1010	Available
... SCWT C209	Available
... CHP 3033	Available
... BH 1455	Available
... BH 2241	Available
... WCC 101	Unavailable
... FARMHS J6	Unavailable
... NCPT 2004	Available

Page 1 of 11

OK Cancel

# Create Event - Multiple or Recurring

## Create Event ✕

Single  Multiple  Recurring

Start Time: 2:00 PM End Time: 3:00 PM

Start Date: 07/26/2017 End Date: 07/26/2017

---

Event Name: Student Affairs Meeting

Room: Admin Bldg 127 - Conference Room

Event Type: Administrative

Contact: Guest, Tom

Customer: Student Affairs

[More Options](#) [Save and Send Notification](#) [Save](#) [Cancel](#)

[Create](#) [Create](#)

# Create Event Window: Multiple Events

- In this window you can click on several dates on the left and move them to the box on the right.
- With each date you can change the time before moving them to the right.
- You have the same features below the calendar as you saw in the Single Event window.
- You can also go to More Options to fill out more information.

Create Event
✕

Single
  Multiple
  Recurring

Start Time: 
 End Time:

Today
Clear

July 2017

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Meetings

- ✕ Wed, 07/26/2017, 10:00 AM to 11:00 AM
- ✕ Thu, 07/27/2017, 09:00 AM to 10:00 AM

Event Name:

Room:

Event Type:

Contact:

Customer:

More Options
Save and Send Notification
Save
Cancel

# Create Event Window: Recurring Events

- Once you have filled in the recurring pattern information, you can still fill in the same information at the bottom that is like the window for single or multiple events.
- You can also go straight to **More Options** to fill out the rest of the information. In this window you will see where you can schedule multiple dates and rooms.
- At any time you can jump straight to the **More Options** window where you can fill out everything in one window.

Create Event
✕

Single
  Multiple
  Recurring

Start Time: 
 End Time:

Today Clear

July 2017

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Meetings

- ✕ Wed, 07/26/2017, 10:00 AM to 11:00 AM
- ✕ Thu, 07/27/2017, 09:00 AM to 10:00 AM

Event Name:

Room:

Event Type:

Contact:

Customer:

More Options
Save and Send Notification
Save
Cancel



# More Options

Reservation Number: 20180816-00013

Event Information

Reservation #: 20180816-00013 \* Owner: Benson, Allan

\* Event Name:  \* Event Type:

Description:

Event Status: Initial to Schedule by abenson5

Est. Attend:

\* Contact:    Private:

\* Customer:    Attached:

Notify:

Meetings | Additional Contacts | Attachments | Reminders | Attendees | Notes | Calendar Description | History

+ Add Meeting | Edit Selected | Assign Rooms | Assign Resources | Drop Selected | Delete Selected

<input type="checkbox"/>	Name	Status	Start Date	Start Time	End Time	End Date	Room	Room Configuration
<input type="checkbox"/>			08/05/2018	01:30 PM	02:00 PM	08/05/2018		

- In More Options you can add multiple dates, times and rooms.
- You can add Resources
- Use the Calendar Description so that when you hover over an event on the Calendar, you will see your notes about room set up, AV, Catering, DPS, etc.



Questions?

# Contact Information



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