

Guiding Guests and Users Through Astra Schedule 8

This session will detail how the University of Arizona Health Sciences provides homepage structure; written and video documentation; and information in the request forms to successfully guide Astra users and guests through the Astra Schedule environment.

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Agenda

- Presenter Backgrounds
- Institution Overview
- Astra Schedule 8 Environment Overview
- Homepage Structure, Documentation and Event Forms
- Takeaways and Key Points
- Questions and Comments
- Closing Remarks and Contact Information

Presenter Backgrounds



Sam Shea

Director, UAHS Scheduling

Has managed scheduling for the Phoenix Biomedical Campus (PBC) since 2012. Duties include the development, oversight and implementation of scheduling policies and procedures for curricular and event operations on the PBC and UAHS Tucson campus.

Earned an MBA from the University of Alaska, Fairbanks following his undergraduate studies at Jamestown College in North Dakota.



Brett Thomas

Manager, UAHS Scheduling

Has been with the University of Arizona since 2014, working in information technology with the University of Arizona College of Medicine - Phoenix and now currently spearheading the implementation of Astra Schedule for Tucson Health Sciences.

Earned Masters degree in Educational Technology from Northern Arizona University, and completed undergraduate studies at the University of Arizona in Tucson.

Overview: The University of Arizona Health Sciences

- The University of Arizona Health Sciences (UAHS) has two campuses in Arizona: the downtown Phoenix, AZ (Phoenix Biomedical Campus, PBC) and Tucson, AZ (UAHS Tucson Campus).
- The PBC is a unique multi-university environment, which includes Arizona's three public higher education institutions (UA, NAU, ASU).
- As of Fall 2017 the total UA student population (Phoenix and Tucson) is 44,831 with 35,123 being undergraduate and 9,708 being Graduate & Professional.

Health Sciences Innovation Building (HSIB) Tucson, AZ



Health Sciences Education Building (HSEB) Phoenix, AZ



UAHS Scheduling Astra 8 Environment

- Current version of Astra Schedule is 8.5.
- The University of Arizona Health Sciences in Phoenix and Tucson share a database. We support:
 - ~76 users across the Health Sciences campuses
 - 350+ rooms and 9 different buildings across the Health Sciences campuses
- We use the Events side of Astra to schedule our irregular and non-standardized curricular meeting patterns for our health science schools.
- Fall 2017-Spring 2018, there were 14,000+ meetings scheduled in the system for the Phoenix Biomedical Campus alone.

Guiding Guests and Users with Homepages

UAHS Scheduling - Users:



The University of Arizona
Health Sciences

UAHS Scheduling - Users

CHECK Available Space

REQUEST an Event

REQUEST an Event with Resources (Event Forms)

MODIFY Your Scheduled Events

SIMULATION Request Form

Have Questions? Contact Us!

UAHS Scheduling Policies

[Classroom Scheduling Timeline](#)

[College Prioritized Classrooms \(Phase 1 and 2 Scheduling\)](#)

[Space Classifications \(Classroom or Meeting Space\)](#)

[Event Form and Required Lead Times](#)

User Training and How-To's

[How to Create Astra Schedule Events](#)

[How to View and Manage Your Events](#)

[How to Cancel Events and Meetings](#)

[How to Request a Web, Video and Teleconference Resource](#)

[All Other Training Documents and Videos](#)

Helpful Links

[UAHS Scheduling Website](#)

[Distinguishing Between a Special Event and a Meeting](#)

[PBC Special Events Website](#)

[UAHS Scheduling FAQs](#)

News & Updates:

NEWS: This year, September 1st happens to land on a Saturday and Labor Day is September 3rd, meaning that it wouldn't be until September 4th that you would begin requesting space. We have decided to open Spring 2019 curriculum coordination a day early because of this. **The Spring 2019 Classroom Block will be lifted at 8am on Friday, August 31st.**

NEWS: VERY IMPORTANT: We will be offering a **Astra Schedule Refresh Training on August 30th (Thursday) from 2:00 pm – 3:00 pm in B202.** Please attend this session as there will be some important tips and helpful information about scheduling classes in Astra Schedule. Many of the questions we get during curriculum coordination are answered during these training sessions.

UPDATE: We wanted to announce some important upcoming changes for curriculum coordination.

Going forward, the following details will be required for all Curriculum Events scheduled through Astra:

- The **event name** for Academic (Credit Bearing) events must include the class subject, number and title. See first screen shot below, as well as several course examples from PeopleSoft; the two should match exactly (please see example screenshot below).
- The **estimated attendance** (Est. Attend) field for all curriculum listings must be filled in as highlighted in the screen shot below (please see example screenshot below).

UPDATE: We hope you are having a wonderful day! We wanted to reach out to you to let you know there has been a change in the system in regards to the way Clinical Skills rooms/labs will be requested going forward.

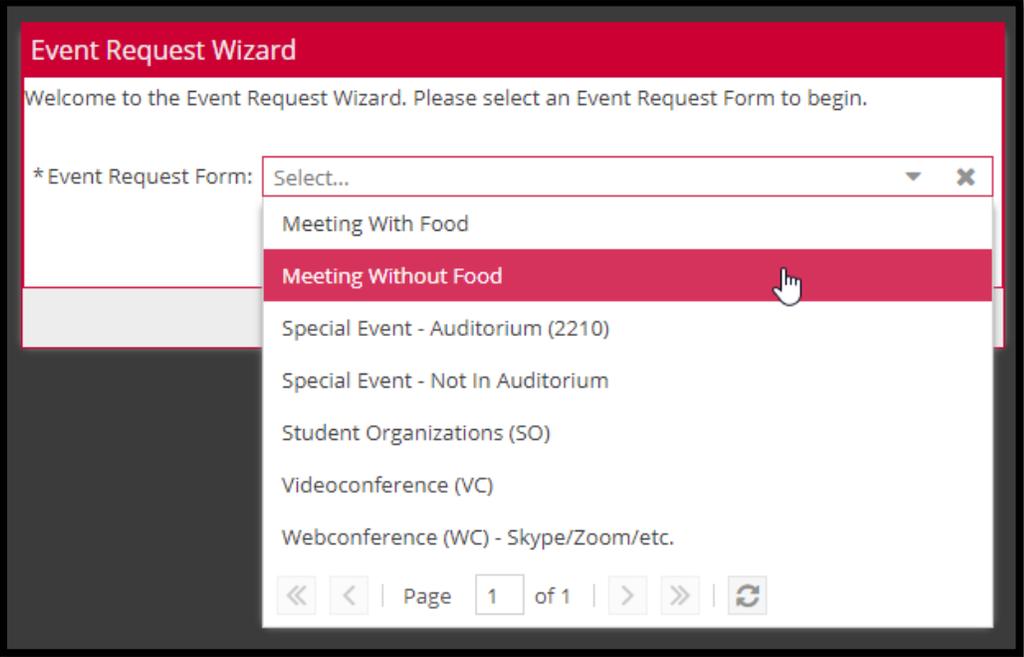
Clinical Skills spaces will now be requested through email (pbcclinicalskills@email.arizona.edu) for any reservations in the Clinical Skills area. Curriculum Coordinators will no longer have access to directly request these spaces in the system. You will however, still retain viewing permissions on the scheduling grids. As stated above, all requests should

PBC Policy Documentation

- [PBC Classroom Scheduling Timeline](#) - A timeline that was established in 2013 with the focus on protecting classrooms for academic credit bearing sessions. There are 3 phases that allow users to request academic credit bearing sessions in a layered approach.
- [PBC College-Prioritized Curriculum Spaces](#) - A list of spaces that are specifically prioritized to different colleges, allowing them to secure space related to their academic needs before the spaces are opened for other activities.
- [PBC Space Classifications](#) - A document that outlines the different types of spaces we have on our campuses (meeting vs. classroom vs. lab spaces).
- [Event Forms and Required Lead Times](#) - A document that outlines the lead times expected of our requesters for different resources and form requests on campus. This ensures that there is ample time for auxiliary service to be provided, based on the user's request.

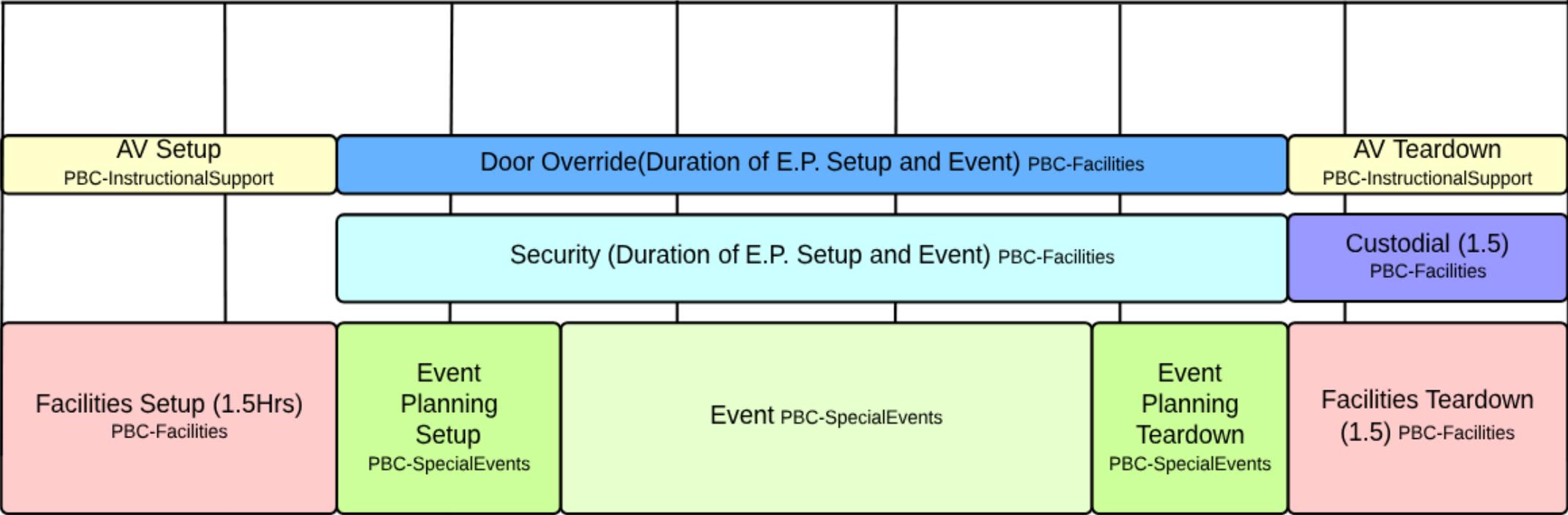
Event Forms

- **Meeting With Food** - Approved by our Campus Management and Operations team to make sure that meetings that have food are: A) cleaned by custodial staff and B) that the room is ready for the next group.
- **Meeting Without Food** - Approved by central scheduling. Space-only requests are made this way.
- **Special Event forms** - Approved by our Event Services team who take the information on the form and help coordinate the events with resources, food vendors, security etc.
- **Student Organizations** - Approved by our Student Affairs office. Allows verified students organizations to have student-led events on campus.
- **Video and Web Conferencing forms** - Resource forms that are approved by our Instructional Support team, which allows them to track when staffing is needed to support video and web conferencing sessions.

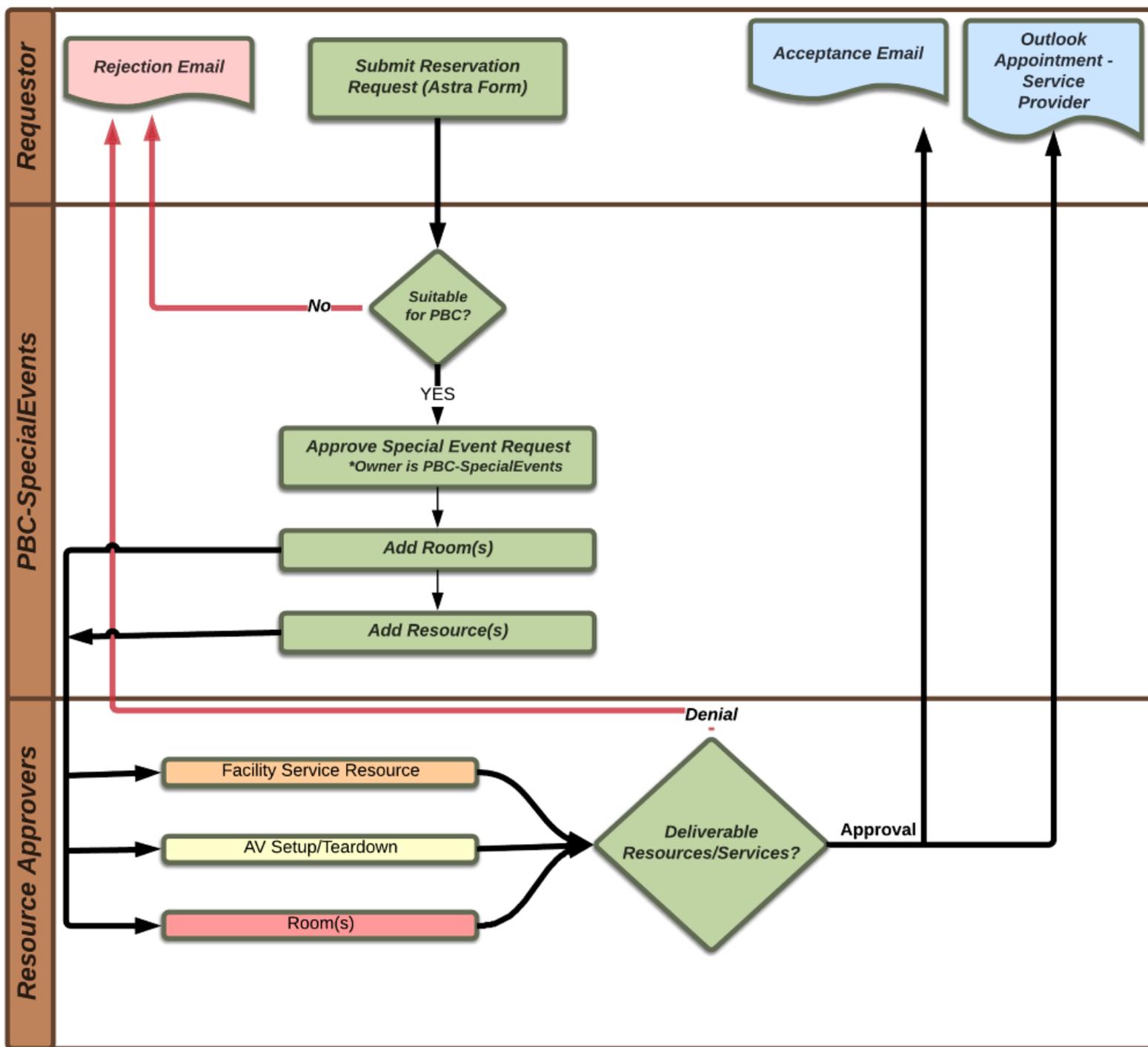


The screenshot displays the 'Event Request Wizard' interface. At the top, a red header bar contains the title 'Event Request Wizard'. Below the header, a white box contains the text: 'Welcome to the Event Request Wizard. Please select an Event Request Form to begin.' The main content area features a label '* Event Request Form:' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Meeting With Food', 'Meeting Without Food', 'Special Event - Auditorium (2210)', 'Special Event - Not In Auditorium', 'Student Organizations (SO)', 'Videoconference (VC)', and 'Webconference (WC) - Skype/Zoom/etc.'. The 'Meeting Without Food' option is highlighted in red, and a mouse cursor is pointing at it. At the bottom of the interface, there are navigation controls including back, forward, and refresh buttons, along with a page indicator showing 'Page 1 of 1'.

Event Elements



Special Events Work Flow



Takeaways and Key Points

- It's important to establish clear and effective policies to drive scheduling on university campuses.
- Homepage configuration needs to be organized and clear to the end user.
 - This helps to reduce confusion and to allow users to clearly see quick navigation items for the application and targeted news and update information to help them stay in front of changing policies and procedures.
- Different Event forms are recommended to incorporate auxiliary service providers on campus. These Astra Schedule workflows help keep everyone in the loop, making it easier to track activities and maintain strong communication.

Questions? Comments?

Contact information



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Thank you!