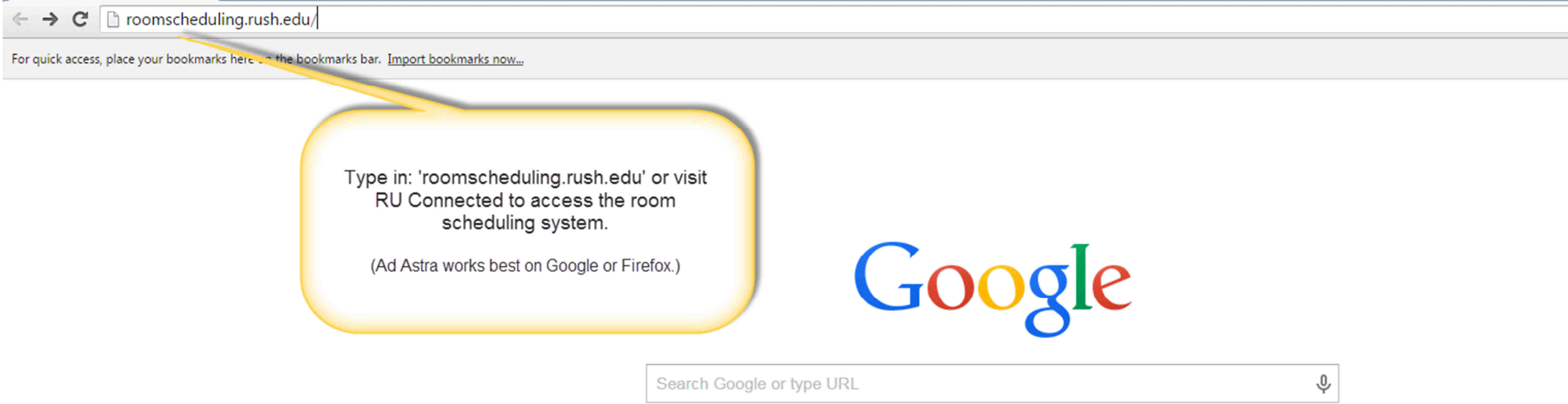


Ad Astra Scheduling

To view the Ad Astra calendar please either log into the RUConnect portal (and choose 'Astra Scheduling') from the right-side menu, or type in 'roomscheduling.rush.edu' into the url and hit enter. The Ad Astra system works best in Google or FireFox browsers.



Ad Astra Scheduling

Welcome to the Ad Astra site. Please login using your RUSH username and password.

The screenshot displays the Ad Astra Scheduling website. At the top, there is a navigation bar with the following links: [ASTRA HOME](#), [CALENDARS](#), [ACADEMICS](#), [RESOURCES](#), and [EVENTS](#). The main content area is divided into several sections:

- Event List:** A table with columns for Event Name and Status. It shows "Page 1 of 1" and a count of "1".
- Holiday/Announcements:** A table listing various academic events and holidays with their corresponding dates.
- Rush U Helpful Links:** A section containing links to external resources: [RU Connected Portal](#), [Registrar's Office Home Page](#), [Room Scheduling Policy and Procedures](#), and [2015-15 Rush University Catalog](#).

A callout box with a yellow border and rounded corners points to the 'Rush U Helpful Links' section, containing the text: "Here you can find external links to help assist you with any questions, like the Academic Calendar, Policy and Procedures and the University Catalog."

Event Name	Status
Page 1 of 1	1

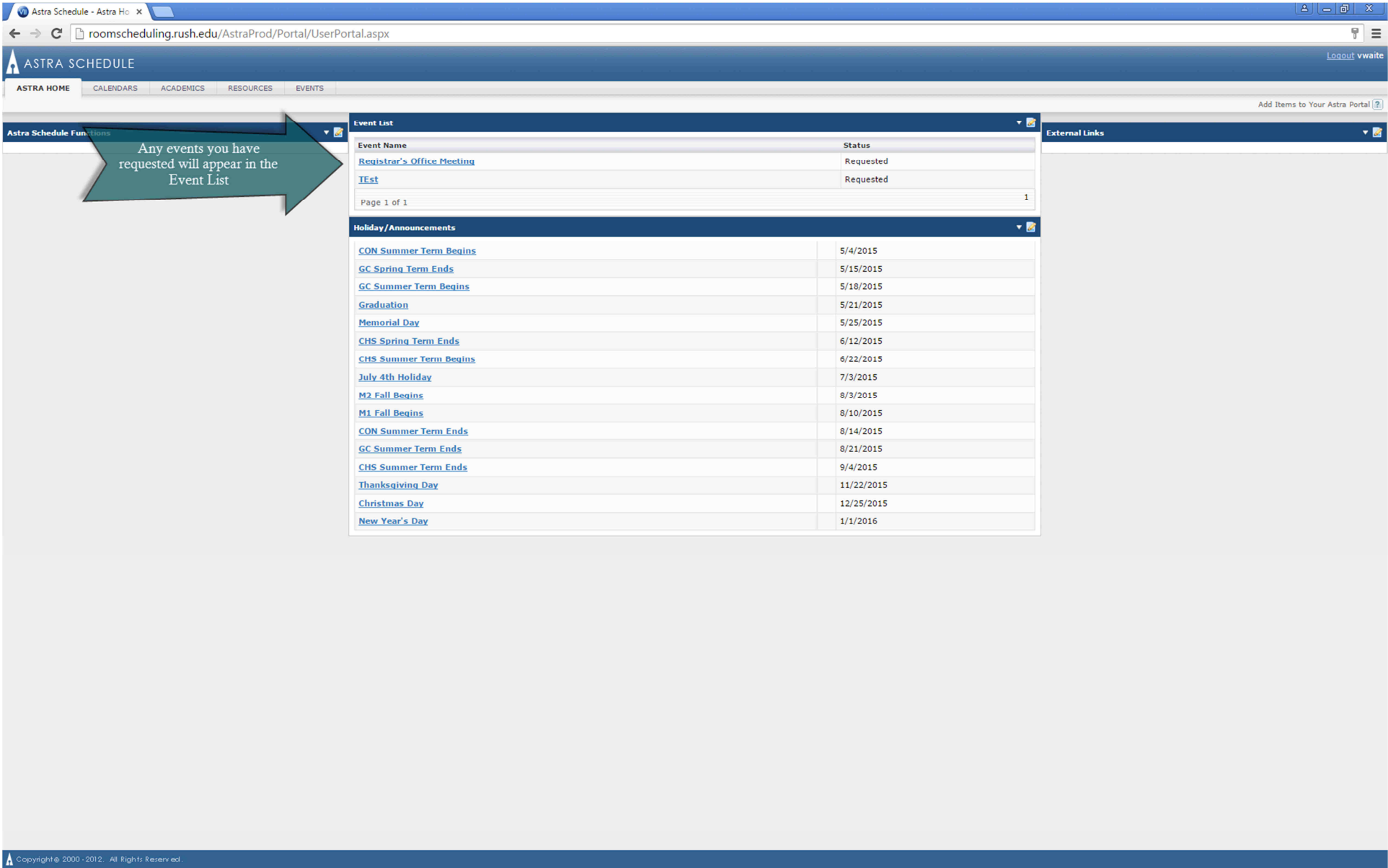
Holiday/Announcements	
CON Summer Term Begins	5/4/2015
GC Spring Term Ends	5/15/2015
GC Summer Term Begins	5/18/2015
Graduation	5/21/2015
Memorial Day	5/25/2015
CHS Spring Term Ends	6/12/2015
CHS Summer Term Begins	6/22/2015
July 4th Holiday	7/3/2015
M2 Fall Begins	8/3/2015
M1 Fall Begins	8/10/2015
CON Summer Term Ends	8/14/2015
GC Summer Term Ends	8/21/2015
CHS Summer Term Ends	9/4/2015
Thanksgiving Day	11/22/2015
Christmas Day	12/25/2015
New Year's Day	1/1/2016

Rush U Helpful Links

- [RU Connected Portal](#)
- [Registrar's Office Home Page](#)
- [Room Scheduling Policy and Procedures](#)
- [2015-15 Rush University Catalog](#)

Ad Astra Scheduling

Your Astra home page.



Any events you have requested will appear in the Event List

Event Name	Status
Registrar's Office Meeting	Requested
TEst	Requested

Page 1 of 1

Holiday / Announcements	
CON Summer Term Begins	5/4/2015
GC Spring Term Ends	5/15/2015
GC Summer Term Begins	5/18/2015
Graduation	5/21/2015
Memorial Day	5/25/2015
CHS Spring Term Ends	6/12/2015
CHS Summer Term Begins	6/22/2015
July 4th Holiday	7/3/2015
M2 Fall Begins	8/3/2015
M1 Fall Begins	8/10/2015
CON Summer Term Ends	8/14/2015
GC Summer Term Ends	8/21/2015
CHS Summer Term Ends	9/4/2015
Thanksgiving Day	11/22/2015
Christmas Day	12/25/2015
New Year's Day	1/1/2016

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Ad Astra Scheduling

To View the calendar:

The screenshot shows the Ad Astra Scheduling web application interface. At the top, there is a dark blue header with the text "ASTRA SCHEDULE" on the left and a "Logout" link on the right. Below the header is a navigation bar with three tabs: "ASTRA HOME", "CALENDARS", and "ACADEMICS". The "CALENDARS" tab is highlighted. A green arrow points to this tab with the text "1. Click on the 'Calendar' tab." Below the navigation bar, there are two main sections. The first section is titled "Calendars" and contains the text "Enterprise Calendars" and a calendar icon. The second section is titled "Scheduling Grids" and contains the text "View daily resource grid." and a calendar icon. A green arrow points to the "Scheduling Grids" section with the text "2. Click on the 'Scheduling Grids' tab to view the AAC classroom calendar." On the right side of the interface, there is a "Help" section with a link to "Help: Calendar".

Ad Astra Scheduling

Requesting an Event:

The screenshot shows the ASTRA SCHEDULE web application interface. At the top, there is a navigation bar with the following tabs: ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, and **EVENTS**. Below the navigation bar, there is a sub-menu with links for Events, Event Request, and Notifications. The main content area is titled "Events" and includes the text "View, create, and schedule special events and meetings." Below this, there are three main sections: "Events" (with a sub-link "View and manage your Events."), "Event Request" (with a sub-link "Request a new event using a step-by-step, guided process."), and "Notifications" (with a sub-link "Approve, deny and request more information for event requests."). On the right side, there is a "Help" section with a link "Help: Events".

1. Click on the 'Events' tab.

2. Choose the 'Event Request'

Ad Astra Scheduling

The Event Request Form:

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS

Events | **Event Request** | Notifications

Editing... Submit Cancel

Event Request (Event Request Form)

1. Complete the 'Event Details'

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

Event Name:*

Event Estimated Attendance:*

Will food be served at this event?:*

Do you need a room with a projector?:*

Comments:

Event Meetings

Meeting Name*:

Meeting Type*: Meeting+

Description:

Max Attendance:

Private Featured Requires Room

2. Event Meeting section can be skipped

3. Choose a date for this event.

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 9:00 AM End Time: 10:00 AM

April 2015 May 2015

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	6

Today Clear

Meetings

Request Rooms Delete

Name	Start Date	Start Time	End Time	End Date	Room	Resources
None						

4. Request a Room.

Contact Information

Contact Email: Virginia_Waite@rush.edu

Department*: Registrar's Office

Contact Name:

Ad Astra Scheduling

Assigning a Date on the Event Request Form:

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS

Events | **Event Request** | Notifications

Editing... Submit Cancel

Event Request (Event Request Form)

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

Event Name:* Registrar's Office Meeting

Event Estimated Attendance:* 15

Will food be served at this event?:* No

Do you need a room with a projector?:* No

Comments:

Event Meetings

Meeting Name*: Registrar's Office Meeting

Meeting Type*: Meeting+

Description:

Max Attendance: 0

Private Featured Requires Room

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 9:00 AM

End Time: 10:00 AM

April 2015 May 2016

Today Clear

Meetings

Create Request Rooms Delete

Name	Start Date	Start Time	End Time	End Date	Room	Resources
------	------------	------------	----------	----------	------	-----------

- 3c. Click the 'Create' button
- 3b. Choose a Start and End time
- 3a. Choose a date by clicking on the number

Contact Information

Contact Email: Virginia_Waite@rush.edu

Department:* Registrar's Office

Contact Name:

Ad Astra Scheduling

Requesting a Room:

ASTRA HOME CALENDARS ACADEMICS RESOURCES **EVENTS**

Events | **Event Request** | Notifications

Editing... Submit Cancel

Event Request (Event Request Form)

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

Event Name*: Registrar's Office Meeting

Event Estimated Attendance*: 15

Will food be served at this event?: No

Do you need a room with a projector?: No

Comments:

Event Meetings

Meeting Name*: Registrar's Office Meeting

Meeting Type*: Meeting+

Description:

Max Attendance: 0

Private Featured Requires Room

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 2:30 PM End Time: 3:30 PM

April 2015 May 2015

Today Clear

Meetings

Request Rooms Delete

Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input type="checkbox"/>	Registrar's Office Meeting	05/01/2015 M	3:30 PM	05/01/2015		

4b. Click on 'Request Rooms'

4a. Check the box

Contact Information

Contact Email: Virginia_Waite@rush.edu

Department*: Registrar's Office

Contact Name:

Ad Astra Scheduling

Choosing a Room:

Event Request (Event Request Form)

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

Event Name*: Registrar's Office Meeting

Event Estimated Attendance*: 15

Will food be served at this event?:* No

Do you need a room with a projector?:* No

Comments:

Event Meetings

Meeting Name*: Registrar's Office Meeting

Meeting Type*: Meeting+

Description:

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 2:30 PM End Time: 3:30 PM

April 2015 May 2015

Today Clear

Contact Information

Contact Email: Virginia_Waite@rush.edu

Department*: Registrar's Office

Contact Name:

Assign Room

Filter

Saved Filter: Classroom: x

Room

Capacity:

Between 0 and

Room Type

All

Feature

All

Region (1)

Classrooms

Room

All

Room	Score	Registrar's Off... 5/1/2015 Fri 2:30pm-3:30pm
AAC 1048 - Cla...	100	Unavailable
AAC 968 - Clas...	100	Avail (Request)
AAC 1096 - Cla...	94	Unavailable
AAC 1094 - Cla...	94	Avail (Request)
AAC 1046 - Cla...	94	Unavailable
AAC 713 - Clas...	91	Avail (Request)
AAC 747B - Re...	91	Unavailable
AAC 710 - Clas...	91	Unavailable
AAC 952 - Clas...	89	Unavailable
AAC 960 - Clas...	89	Unavailable
AAC 1098 - Clo...	89	Avail (Request)
AAC 969 - Clas...	85	Avail (Request)
AAC 950 - Clas...	82	Unavailable
AAC 903 - METC	81	Avail (Request)
AAC 994B - Cla...	81	Avail (Request)
AAC 711 - Clas...	77	Avail (Request)
AAC 971 - Clas...	77	Avail (Request)
AAC AAC 747 - ...	77	Unavailable
AAC 712 - Clas...	77	Avail (Request)
AAC 975 - Clas...	77	Unavailable
AAC 985 - Clas...	75	Avail (Request)
CO 160 - Cohn...	70	Unavailable
AAC 994A - Cla...	61	Avail (Request)
AAC 540 - Lect...	58	Avail (Request)
AAC 539 - Lect...	58	Avail (Request)

(custom) Search

Page 1 of 3

Meetings: 0 of 1

Page 1 of 1

OK Cancel

This window will appear.

Your event information.

The room already has a confirmed event scheduled and is unavailable.

The room is available to be requested.

Ad Astra Scheduling

Continuation of Choosing a Room:

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

Event Name:*
Event Estimated Attendance:*
Will food be served at this event?:*
Do you need a room with a projector?
Comments:

Event Meetings

Meeting Name*: Registrar's Office
Meeting Type*: Meeting+
Description:

Meeting Recurrence

Single Meeting(s) Recurring Spanning
Start Time: 2:30 PM End Time: 3:30 PM
April 2015 May 2015
Today Clear

Contact Information

Contact Email: Virgina_Walte@rush.edu
Department*: Registrar's Office
Contact Name:

Assign Room

Filter: Classroom: x

Room

Capacity:
Between 0 and

Room Type
All

Feature
All

Region (1)
 Classrooms

Room
All

Room	Regions	Capacity	Room Type	Score	Registrar's Off...
AAC 1046 - Cla...	Classrooms	28	Classroom-Tables	94	Unavailable
AAC 1048 - Cla...	Classrooms	25	Classroom-Tables	100	Unavailable
AAC 1094 - Cla...	Classrooms	28	Classroom-Tables	94	Avail (Request)
AAC 1096 - Cla...	Classrooms	28	Classroom-Tables	94	Unavailable
AAC 1098 - Cla...	Classrooms	32	Classroom-Tables	89	Avail (Request)
AAC 210 - Sma...	Classrooms	20	Cafeteria Room	50	Unavailable
AAC 211 - Sma...	Classrooms	15	Cafeteria Room	50	Avail (Request)
AAC 5 Lobby - ...	Classrooms	15	Lobby	50	Avail (Request)
AAC 539 - Lect...	Classrooms	147	Lecture Hall	58	Avail (Request)
AAC 540 - Lect...	Classrooms	147	Lecture Hall	58	Avail (Request)
AAC 710 - Clas...	Classrooms	30	Classroom-Tables	91	Unavailable
AAC 711 - Clas...	Classrooms	45	Classroom-Tables	77	Avail (Request)
AAC 712 - Clas...	Classrooms	45	Classroom-Tables	77	Avail (Request)
AAC 713 - Clas...	Classrooms	30	Classroom-Tables	91	Avail (Request)
AAC 747A - Re...	Classrooms	15	Respiratory Car...	50	Unavailable
AAC 747B - Re...	Classrooms	30	Respiratory Car...	91	Unavailable
AAC 902 - METC	METC, Classro...	10	METC - Mc Cor...	50	Avail (Request)
AAC 903 - METC	METC, Classro...	40	METC - Mc Cor...	81	Avail (Request)
AAC 904 - Sma...	METC, Classro...	12	Conference Style	50	Avail (Request)
AAC 908 - METC	METC, Classro...	17	METC - Mc Cor...	50	Unavailable
AAC 909 - Sma...	Classrooms	15	Conference Style	50	Avail (Request)
AAC 916 - Sma...	Classrooms	15	Conference Style	50	Avail (Request)
AAC 926 - Vald...	Classrooms	3	Validation Room	50	Avail (Request)
AAC 927 - Clas...	Classrooms	24	Classroom-Tables	50	Unavailable
AAC 928 - Vald...	Classrooms	3	Validation Room	50	Avail (Request)

(custom) Search

Page 1 of 3 Meetings: 0 of 1 Page 1 of 1

OK Cancel

By expanding the '+' in the 'Room' box the room capacity column will appear.

By adding your event's capacity, only rooms that fit that capacity will appear.

To view all rooms be sure this number is at '0'.

Ad Astra Scheduling

Continuation of Choosing a Room:

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

Event Name*: Registrar's Office Meeting
Event Estimated Attendance*: 15
Will food be served at this event?:* No
Do you need a room with a projector?:* No
Comments:

Event Meetings

Meeting Name*: Registrar's Office Meeting
Meeting Type*: Meeting+
Description:

Meeting Recurrence

Single Meeting(s) Recurring Spanning
Start Time: 2:30 PM End Time: 3:30 PM
Calendars: April 2015, May 2015
Today Clear

Contact Information

Contact Email: Virginia_Waite@rush.edu
Department*: Registrar's Office
Contact Name:

Assign Room

Filter: Classroom: x

Room Capacity Room Type Score Registrar's Off...

Room	Regions	Capacity	Room Type	Score	Registrar's Off...
AAC 1046 - Cla...	Classrooms	28	Classroom-Tables	94	Unavailable
AAC 1048 - Cla...	Classrooms	25	Classroom-Tables	100	Unavailable
AAC 1094 - Cla...	Classrooms	28	Classroom-Tables	94	Avail (Request)
AAC 1096 - Cla...	Classrooms	28	Classroom-Tables	94	Unavailable
AAC 1098 - Cla...	Classrooms	32	Classroom-Tables	89	Avail (Request)
AAC 210 - Sma...	Classrooms	20	Cafeteria Room	50	Unavailable
AAC 211 - Sma...	Classrooms	15	Cafeteria Room	50	Avail (Request)
AAC 5 Lobby - ...	Classrooms	15	Lobby	50	Avail (Request)
AAC 539 - Lect...	Classrooms	147	Lecture Hall	58	Avail (Request)
AAC 540 - Lect...	Classrooms	147	Lecture Hall	58	Avail (Request)
AAC 710 - Clas...	Classrooms	30	Classroom-Tables	91	Unavailable
AAC 711 - Clas...	Classrooms	45	Classroom-Tables	77	Avail (Request)
AAC 712 - Clas...	Classrooms	45	Classroom-Tables	77	Avail (Request)
AAC 713 - Clas...	Classrooms	30	Classroom-Tables	91	Avail (Request)
AAC 747A - Re...	Classrooms	15	Respiratory Car...	50	Unavailable
AAC 747B - Re...	Classrooms	30	Respiratory Car...	50	Unavailable
AAC 902 - METC	METC, Classro...	10	METC - McCor...	91	Selected
AAC 903 - METC	METC, Classro...	40	METC - McCor...	81	Avail (Request)
AAC 904 - Sma...	METC, Classro...	12	Conference Style	50	Avail (Request)
AAC 908 - METC	METC, Classro...	17	METC - McCor...	50	Unavailable
AAC 909 - Sma...	Classrooms	15	Conference Style	50	Avail (Request)
AAC 916 - Sma...	Classrooms	15	Conference Style	50	Avail (Request)
AAC 926 - Valid...	Classrooms	3	Validation Room	50	Avail (Request)
AAC 927 - Clas...	Classrooms	24	Classroom-Tables	50	Unavailable
AAC 928 - Valid...	Classrooms	3	Validation Room	50	Avail (Request)

(custom) Search Page 1 of 3 Meetings: 1 of 1 OK Cancel

1. Select a room by clicking on the 'Avail (Request)' box.

2. Click on the 'OK' button.

Ad Astra Scheduling

Completing the Event Request Form:

Editing... Submit Cancel

Event Request (Event Request Form)

Please fill out the following form as completely as possible. Items marked with an (*) are required.

Event Details

2. Click the 'Submit' button.

Event Name*: Registrar's Office Meeting

Event Estimated Attendance*: 15

Will food be served at this event?:* No

Do you need a room with a projector?:* No

Comments:

Event Meetings

Meeting Name*: Registrar's Office Meeting Max Attendance: 0

Meeting Type*: Meeting+

Description:

Private Featured Requires Room

Meeting Recurrence

Create

Single Meeting(s) Recurring Spanning

Start Time: 2:30 PM End Time: 3:30 PM

April 2015 May 2015

Today Clear

Meetings

Request Rooms Delete

Name	Start Date	Start Time	End Time	End Date	Room	Resources
<input checked="" type="checkbox"/> Registrar's Office Meeting	05/01/2015	2:30 PM	3:30 PM	05/01/2015	AAC 902 - METC	

1. Add your name.

All of your event information will appear.

Contact Information

Contact Email: Virginia_Waite@rush.edu

Department*: Registrar's Office

Contact Name: Waite, Virginia (Registrar's Office)

Ad Astra Scheduling

Completed Event Request:

ASTRA HOME | CALENDARS | ACADEMICS | RESOURCES | **EVENTS**

Events | **Event Request** | Notifications

Done

Event Request (Event Request Form)

Thank you for your request. Space is reserved on a first-come, first serve basis. Although a room may appear as available on the calendar, there could be a pending request already in queue. If your request cannot be fulfilled, we will do our best to match you with a comparable space to meet your needs.

Your event request was successfully submitted when this message appears.

Ad Astra Scheduling

Locating Events that you have requested:

The screenshot shows the Ad Astra Scheduling interface. The top navigation bar includes 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', and 'EVENTS'. Below this, there are tabs for 'Events', 'Event Request', and 'Notifications'. The main interface is divided into a 'Filter' sidebar on the left and an 'Event List' table on the right.

Filter Sidebar:

- Keyword:** 1. Choose 'Events'
- Time Period:** Custom
- Start Date:** 04/01/2015
- End Date:** All (2. Erase the 'End Date')
- Days Met:** U M T W R F S
- Is Private:** All
- Is Featured:** All
- My Events:** All
- Event Status (1):** Requested (3. Check all the boxes under 'Event Status')
- Event Meeting Status:** All
- Campus:** All
- Building:** All
- Room:** All
- Customer Group:** All
- Customer:** All
- Customer Contact:** All
- Event Type:** All
- Event Meeting Type:** All
- Approver:** All
- Scheduler:** All

Event List Table:

Name	Reservation	Status	Days Met	Start Date	End Date	Start Time	End Time	Room
Registrar's Office Meeting	20150427-00014	Requested	F	05/01/2015	05/01/2015	2:30 PM	3:30 PM	AAC 902
TEst	20150424-00018	Requested	F	05/01/2015	05/01/2015	12:00 PM	1:00 PM	AAC 1046

4. All of your events will appear.

Ad Astra Scheduling

Customizing your Astra home page.

The screenshot shows the Astra Scheduling interface with a 'Catalog Zone' dialog box open. The dialog box contains a list of categories to be added to the home page:

- Event List
- Astra Schedule Functions
- Dashboard Report
- External Links
- Holiday/Announcements
- Report List

At the bottom of the dialog box, there is a dropdown menu set to 'LeftZone', and 'Add' and 'Cancel' buttons.

A yellow callout bubble points to the 'Add' button with the text: "Choose any category you would like shown on your home page by checking the box and clicking 'Add'."

A green arrow callout points to the top right of the interface with the text: "Welcome to your 'Home Page'. You can customize your home page here."

The background interface shows a navigation bar with 'CALENDARS', 'ACADEMICS', 'RESOURCES', and 'EVENTS'. Below this, there are sections for 'Event List' and 'Holiday/Announcements'. The 'Event List' section shows a table with columns for 'Event Name' and 'Status'. The 'Holiday/Announcements' section shows a table with columns for event names and dates.

Event Name	Status
kljzfsakljfsd	Requested
TEst	Requested

Holiday/Announcements	Date
CON Summer Term Begins	5/4/2015
GC Spring Term Ends	5/15/2015
GC Summer Term Begins	5/18/2015
Graduation	5/21/2015
Memorial Day	5/25/2015
CHS Spring Term Ends	6/12/2015
CHS Summer Term Begins	6/22/2015
July 4th Holiday	7/3/2015