

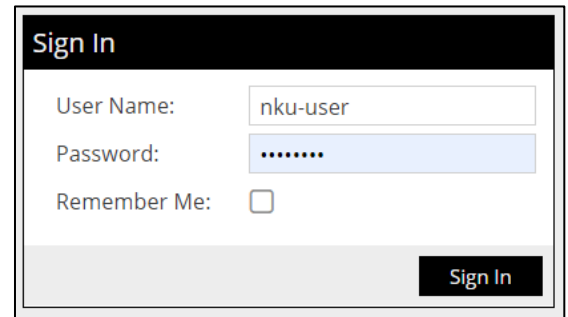
Astra – Room Scheduling

Astra is the software used to reserve meeting rooms and computer labs on campus.

Astra has cross browser compatibility, which means you can access it with any browser. However, NKU recommends Chrome or Firefox for the smoothest experience.

Log in to Astra at <http://roomrequest.nku.edu>.

Use your NKU Username and password to log in. It is advised that you **do not** click "Remember Me" when logging in. Doing so may cause issues after changing your password.



The screenshot shows a 'Sign In' form with a black header. Below the header, there are three input fields: 'User Name:' with the text 'nku-user', 'Password:' with masked characters '.....', and 'Remember Me:' with an unchecked checkbox. A black 'Sign In' button is located at the bottom right of the form.

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



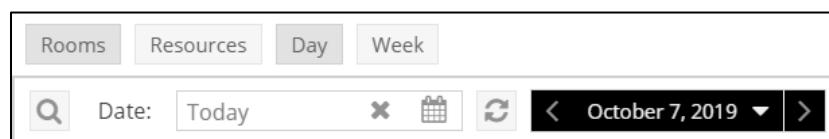
The Calendars tab uses a **Scheduling Grid**. Each room on campus is shown, with 500 listed by default. Here, you can search for a room or space, then view its availability. If you want to browse available rooms manually, you may want to alter the number displayed. Your choices are 100, 500, 750, and 1000. This can be changed using the dropdown menu at the bottom of the screen.



The screenshot shows a pagination bar with navigation arrows (double left, single left, single right, double right), the text 'Page 1 of 1', and a 'Show 500' dropdown menu.

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.



The screenshot shows the 'Advanced Search Options' panel. It has tabs for 'Rooms', 'Resources', 'Day', and 'Week'. Below the tabs, there is a search bar with a magnifying glass icon, a 'Date:' label, a text input field containing 'Today', a clear button (X), a calendar icon, a refresh icon, and a date selector showing '< October 7, 2019 >'.

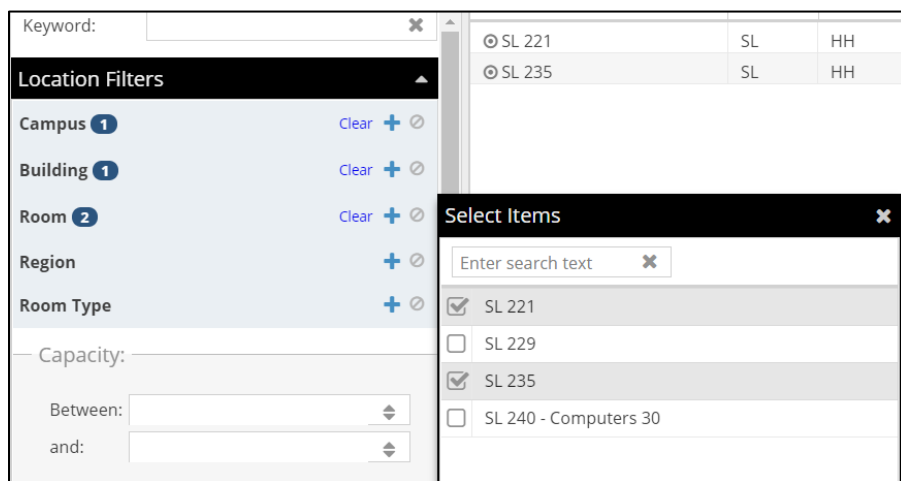
Questions?

Contact the IT Help Desk at <https://inside.nku.edu/it/help.html> or (859) 572-6911.

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, Steely Library is selected under "Building", and SL 221 and SL 235 are selected under "Room".



The screenshot shows the 'Location Filters' section on the left with the following settings:

- Campus:** 1 (Clear +)
- Building:** 1 (Clear +)
- Room:** 2 (Clear +)
- Region:** (Clear +)
- Room Type:** (Clear +)
- Capacity:** (Between: and:)

On the right, a 'Select Items' dialog box is open, showing a list of rooms with checkboxes:

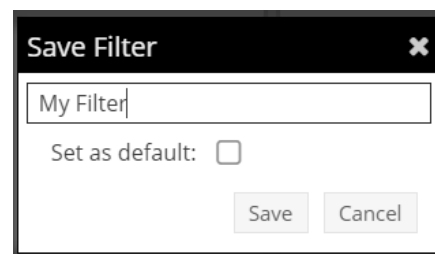
Room	SL	HH
☒ SL 221	SL	HH
☐ SL 229	SL	HH
☒ SL 235	SL	HH
☐ SL 240 - Computers 30		

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.



The screenshot shows the search panel with the following elements:

- Clear All** (blue text)
- Search** button (magnifying glass icon)
- Custom** dropdown menu
- Save** icon (floppy disk)
- Settings** icon (gear)

The 'Save Filter' dialog box contains the following fields and buttons:

- Filter Name:** My Filter
- Set as default:** ☐
- Buttons:** Save, Cancel

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.

	Sun 11/10	Mon 11/11	Tue 11/12	Wed 11/13	Thu 11/14
06:00 AM					
07:00 AM					
08:00 AM					
09:00 AM					
10:00 AM			10:00 AM Training for Purc...		
11:00 AM					
12:00 PM					
01:00 PM					
02:00 PM			02:00 PM - 04:00 PM AEM Basics Training	02:00 PM - 03:30 PM Qualtrics Basics	
03:00 PM					
04:00 PM					

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.

Room ▲1	Building Code	Campus	Type
⊙ SL 221	SL	HH	CITE Room - FACULTY
⊙ SL 235	SL	HH	CITE Room - FACULTY

November 10 - 16, 2019

November 2019

S	M	T	W	T	F	S
27	28	29	30	31	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
1	2	3	4	5	6	7

Today

You can also hover over the bullseye 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.

Q Date: 10/13/2019 X [Calendar Icon] R [Refresh Icon] End Date... < October 13

Room *1 Buildin... Campus Type

@ SL 221 SI HH CITE Room - FACULTY & STAFF USE ONLY

Room Details: SL 221 (CITE Conference Room - 1 Large Table and 1 Small Table)



[View Room Details](#)

Room Type: CITE Room - FACULTY & STAFF USE ONLY

Capacity: 12

Layout: Default

Campus: HH

Description: To Reserve: Request through Reservation Request Form

Feature

- Adobe Acrobat 8.0
- Audio
- CD-RW / DVD-R
- Crestron
- Epson Projector

Questions?

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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 CITE” is used to reserve SL 235.



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).

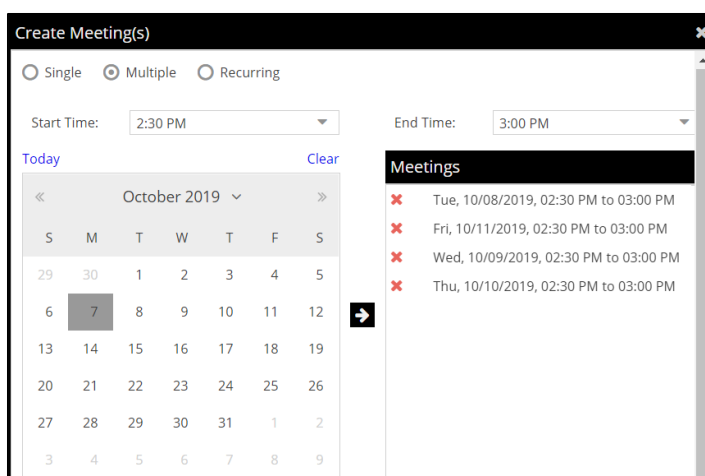
Please be aware that the approver/scheduler is not able to change or remove the private status – some may cancel the event, and require the requester to resubmit the request online.

Selecting a Single Meeting Date/Time

At the bottom of each form, there is a section marked “Select a Room”. Click the “Add Meeting” button.

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

If you plan on having multiple recurrences of a meeting you can select the “Multiple” or “Recurring” options at the top. Using this feature, you can schedule a meeting on multiple days (ex: Tuesday and Thursday of the same week). To add multiple days, select each date from the calendar and click the arrow button to add it to the meetings list on the right. To remove a date, simply click the “x” button to the left of the meeting in the meetings list on the right.



Questions?

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Assigning a Room for your Event

After clicking "Create" in the previous step, you will be taken back to the previous screen where your event will be listed. Select the event, then click "Request Rooms".

Select a Room

Add a Meeting:

Add Meeting
Request Rooms

× Test Training - Thu, 10/17/2019, 03:00 PM to 03:30 PM

A window will appear, containing a list of the appropriate rooms based on the form you selected. This example shows all rooms managed by CITE.

In the left panel, you can uncheck the buildings you do not wish to see rooms for. 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 will then be displayed. To assign the room, click to select it, and the selection will turn green and change to "Selected". Click OK to continue.

Assign Room

Filter

Search
CITE rooms region

Room	test training 2 10/17/2019 Thu 2:30-3:00pm SL 235
SL 235	Selected
SL 221	Avail (Request)

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

Select a Room

Add a Meeting:

Add Meeting
Request Rooms

× Test Training - Thu, 10/17/2019, 03:00 PM to 03:30 PM, SL 235

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" button. Select the meeting time as usual, then set the recurrence pattern (daily, 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 Wednesday at 3:00pm from 10/16/2019, for 10 occurrences.

The screenshot shows a 'Create Meeting(s)' dialog box with the following configuration:

- Meeting Type:** ☐ Single, ☐ Multiple, ☒ Recurring
- Start Time:** 3:00 PM, **End Time:** 3:30 PM
- Recurrence Pattern:**
 - ☐ Daily
 - ☒ Weekly
 - ☐ Monthly
 - ☐ Yearly

Recur every 1 week(s) on:

☐ Sunday	☐ Monday	☐ Tuesday	☒ Wednesday
☐ Thursday	☐ Friday	☐ Saturday	
- Start:** 10/16/2019 (calendar icon)
- End:** ☒ End after 10 occurrences, ☐ End by 12/18/2019 (calendar icon)
- Recurrence Summary:** Every 1 week(s) on Wednesday effective 10/16/2019 until 12/18/2019 from 3:00 PM to 3:30 PM.

If there are any conflicts with holidays, you will receive a notification, and the meeting for those days will not be created.

From here, continue to follow the procedure for [assigning a room for your event](#).