

Astra Schedule VIII



Standard Operating Procedures (Revised 2024)

Enclosed you will find instructions, documentation, and policies related to Astra Schedule VIII and Auburn University scheduling policies and procedures.

Auburn University
Office of the Registrar
334.844.2561

Astra Schedule VIII

Standard Operating Procedures (Revised 2024)

Introduction

Astra Schedule will provide effective and efficient scheduling of University classrooms to optimize the use of facilities and to maximize availability of classes to the students of Auburn University.

In an effort to achieve maximum room fill, Astra Schedule will aid schedulers in choosing the most appropriate rooms based on capacity. To ensure optimum room fill, sections from previous terms will roll without room assignment.

You will continue to build sections in Banner and will now make ALL room assignments in Astra Schedule. Any room assignments made in Banner will be overridden by Astra Schedule.

All classrooms are assigned to either Priority or Restricted regions according to each room's characteristics.

Priority rooms are in a college's/school's Home Region and are available for assignment only to that college/school during the first WEEK of scheduling. After the initial week, these rooms will be open for scheduling by all colleges/schools.

Restricted rooms are restricted to a specific college or department and deemed to be unusable by any other college. These rooms will not be available for scheduling by other colleges/schools.

The policy for class scheduling is established by the Office of the Provost and implemented by the Office of the Registrar. You may find the official classroom scheduling policy located below:

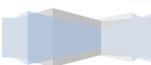
<http://www.auburn.edu/administration/registrar/faculty.html#classroomScheduling>

To keep our records as accurate as possible, please contact us with any new room information.

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Section Building in Banner

Before You Begin

If you have not used Banner Admin in the recent past, you may want to refresh your memory on basic navigation procedures.

For a review of Banner Navigation, please access the navigational tutorial located under “General How-To”, “Navigate in Banner” at: http://www.auburn.edu/administration/registrar/student_banner_9.html.

Entering Sections in Banner

The following information is required to build a section:

- A term code (ex. 202410 – Fall 2023, 202420 – Spring 2024, 202430 – Summer 2024)
- A course number (4-letter, 4-number combination)
- A campus (most will be the Auburn Campus)
- A status (active)
- A schedule type (Lecture, Lab, Lecture and Lab combined, etc...)
- The Part of Term (for fall and spring semesters, this will usually be 1 for full part of term – Summers and distance learning will have different options)
- Enrollment Limits

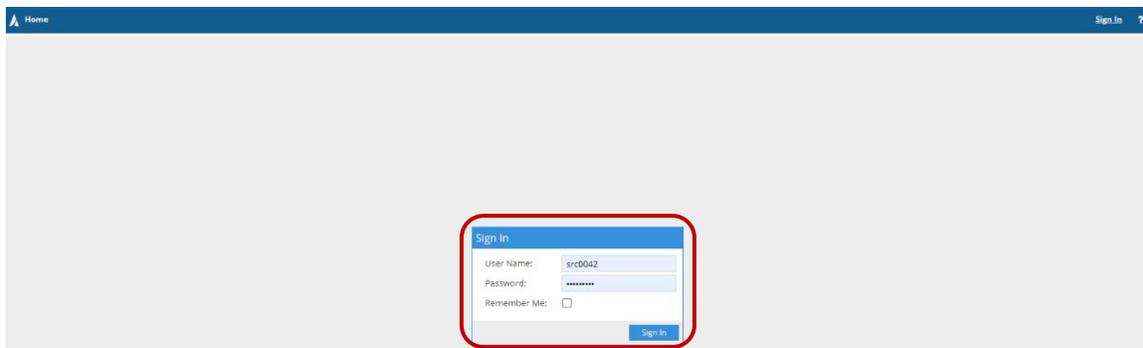
To enter this information:

- Navigate to the **SSASECT** screen (in Banner Admin)
- Enter term code
- Click **CREATE CRN** to create new course, then use Banner’s *Next Block* function to access rest of the form
- Enter Subject Code
- Enter Course Number
- Enter Section Number (must be 3 characters; distance learning begins with “D”)
- Enter Campus Information (A – Auburn Campus)
- Enter Section Status (A – Active)
- Enter Schedule Type (be sure that if the course contains two types, such as lecture and lab combined, to choose Lec/Lab combination)
- Enter part of term
- Select “Section Enrollment Information” tab
- Enter enrollment limits
- Save the Record – this will assign a CRN number for this class

Accessing Astra Schedule

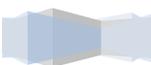
To gain access to Auburn University’s academic scheduling software, Astra Schedule, you must first participate in training. During the course of your training session your account for Astra Schedule will be activated. You may then access Astra Schedule from anywhere on campus by going to the following URL: <https://adastra.auburn.edu> **It is highly recommended that you use Google Chrome as your browser when accessing Astra Schedule (If you have trouble accessing the site above, try <https://www.aaiscloud.com/AuburnU/Default.aspx>). Please keep in mind that it will take a moment to load on your screen the first time you access Astra Schedule.*

Once you have navigated to the Astra Schedule homepage, simply enter your credentials. This will commonly be your Auburn University logon credentials.



Navigating Astra Schedule

Astra Schedule works within your web browser like a standard webpage. The different functions of Astra Schedule are organized among several tabs running across the top of your page.



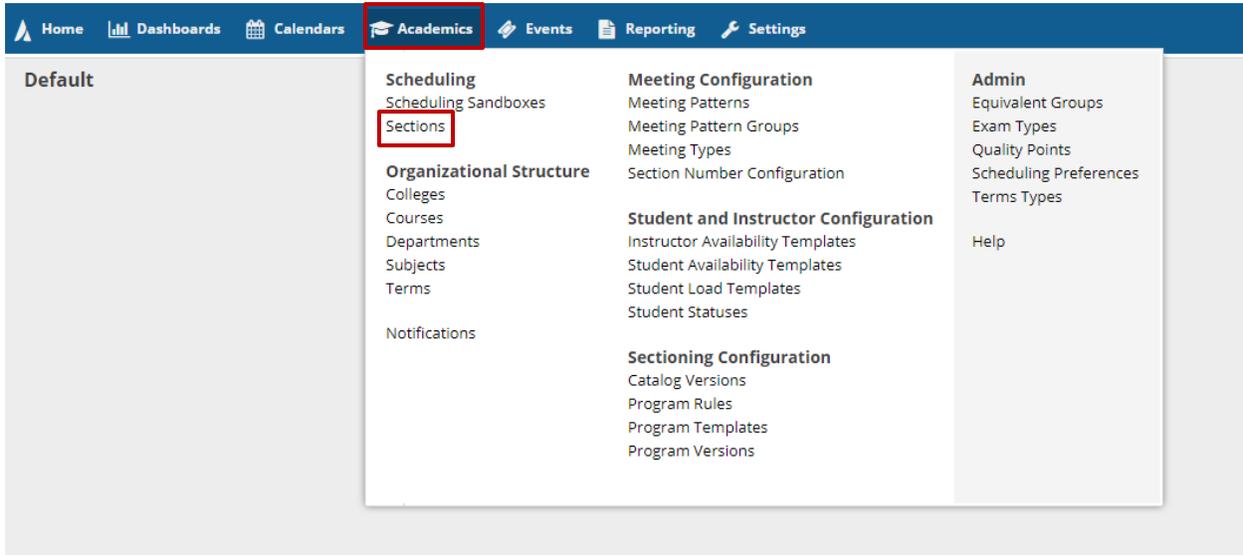
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Scheduling Sections within Astra Schedule

Locating the Sections

Scheduling academic sections within Astra Schedule is done on the 'Academics' tab. Once you have selected the 'Academics' tab, click on the 'Sections' link.



Customizing the Sections Page

The Sections page within Astra Schedule has several key customization options to assist you. These options include Filters, customizable Columns, and Pagination tools. Correctly configuring these options will improve your experience with the software.

Filters

The section filters are located on the left-hand side of the page. Common uses of the filters include selecting the current term (which will in turn hide all other terms), and selecting the academic subjects that are pertinent to you.

To use the filters, first click the **+** sign located beside the filter you would like to apply. This will produce a list of items you may select from (click **Done** after choosing each filter selected). You may select one item, or as many items as you would like from the list. After selecting your filters, click the **Search** button at the top of your screen to apply them.

The screenshot displays the Astra Schedule interface. On the left, the 'Filter' panel is visible, showing various filter categories like 'Term', 'Subject', 'Course', etc. A red circle with the number '1' highlights the 'Clear' button next to the 'Term' filter. A red circle with the number '2' highlights the 'Done' button at the bottom of the 'Select Items' dialog box. A red circle with the number '3' highlights the 'Search' button at the top of the filter panel. The main area shows a 'Section List' table with columns for Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, and Term. A 'Select Items' dialog box is open, showing a search for 'phil' and a list of results including 'PHIL'.

Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term
ENGL 1100/001 LEC	MWF	08/21/2013	12/13/2...	08:00 AM	08:50 AM	HALEY ...	201410
ENGL 1100/001 LEC	MWF	05/19/2016	08/05/2...	09:45 AM	11:00 AM	HALEY ...	201630
ENGL 1100/001 LEC	MWF	08/21/2017	12/15/2...	08:00 AM	08:50 AM	HALEY ...	201810
ENGL 1100/001 LEC	MWF	05/16/2013	07/31/2...	09:45 AM	11:00 AM	HALEY ...	201330
ENGL 1100/001 LEC	MWF	01/08/2014	05/02/2...	09:00 AM	09:50 AM	HALEY ...	201420
ENGL 1100/001 LEC	MWF	05/16/2014	07/30/2...	09:45 AM	11:00 AM	HALEY ...	201430
ENGL 1100/001 LEC	MWF	08/18/2014	12/12/2...	08:00 AM	08:50 AM	HALEY ...	201510
ENGL 1100/001 LEC	MWF	01/10/2018	05/04/2...	09:00 AM	09:50 AM	HALEY ...	201820
ENGL 1100/001 LEC	MWF	08/16/2016	12/09/2...	08:00 AM	08:50 AM	HALEY ...	201710
ENGL 1100/001 LEC	MWF	01/13/2016	05/06/2...	09:00 AM	09:50 AM	HALEY ...	201620
ENGL 1100/001 LEC	MWF	08/17/2015	12/11/2...	08:00 AM	08:50 AM	HALEY ...	201610
ENGL 1100/001 LEC	TR	01/11/2017	05/05/2...	08:00 AM	09:15 AM	HALEY ...	201720
ENGL 1100/001 LEC	MWF	08/04/2...	08/04/2...	09:45 AM	11:00 AM	HALEY ...	201730
ENGL 1100/001 LEC	MWF	07/31/2...	07/31/2...	09:45 AM	11:00 AM	HALEY ...	201530
ENGL 1100/001 LEC	MWF	05/08/2...	05/08/2...	09:00 AM	09:50 AM	HALEY ...	201520
PHIL	MWF	05/03/2...	05/03/2...	09:00 AM	09:50 AM	HALEY ...	201320
PHIL	MWF	08/03/2...	08/03/2...	08:00 AM	09:15 AM	HALEY ...	201830
PHIL	MWF	05/03/2...	05/03/2...	08:00 AM	09:15 AM	HALEY ...	201920
PHIL	MWF	08/02/2...	08/02/2...	08:00 AM	09:15 AM	HALEY ...	201930
PHIL	MWF	12/13/2...	12/13/2...	08:00 AM	08:50 AM	HALEY ...	202010
PHIL	MWF	07/31/2...	07/31/2...	11:30 AM	12:45 PM	HALEY ...	201530
PHIL	MWF	05/06/2...	05/06/2...	08:00 AM	09:15 AM	HALEY ...	201620
PHIL	MWF	12/09/2...	12/09/2...	08:00 AM	08:50 AM	HALEY ...	201710
PHIL	MWF	05/05/2...	05/05/2...	09:00 AM	09:50 AM	HALEY ...	201720

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Columns

You can pick exactly which columns are visible at any given time. Specifically, you can remove columns that you do not need, and add in additional columns that make scheduling your sections easier.

To accomplish this, you need to place your mouse over a column header. This will make a small, downward pointing arrow appear on the right-hand side of the column header. Clicking this arrow will give you a list of functions specific to the columns, including the ability to add and remove entire columns.

In addition to adding and removing columns, from this menu you can also sort the contents of the column and group by the contents of a given column.

The screenshot displays the Astra Schedule interface. On the left is a 'Filter' sidebar with various search and filter options. The main area shows a 'Section List' table with columns for 'Course/Section', 'Days Met', and 'Start Time'. A red circle highlights the 'Days Met' column header, and a red arrow points to a dropdown menu that is open. This menu, titled 'Columns', contains a list of items with checkboxes: 'Actions', 'Section Id', 'Section Mtg. Id', 'Course/Section', 'Days Met', 'Start Date', 'End Date', 'Start Time', 'End Time', 'Room', 'Term', 'Cross-List', 'Status', 'Section Title', 'Room #', 'Room Name', 'Building Code', 'Building Name', 'Campus', 'Meeting Type', 'Course', 'Subject', 'Section #', 'SIS Key', and 'Instructor'. The 'Days Met' and 'Start Date' items are currently checked.

Pagination Controls

The term Pagination refers to your ability to re-arrange the pages on the section screen. When your list of sections is more than one page long, you will find buttons at the bottom of the screen that let you navigate to specific page numbers, and allow you to control the number of results displayed per page.

Among the pagination controls, you will also find the option to export the results of your filters to a Microsoft Excel spreadsheet. Once in the spreadsheet, it is very easy to manipulate your results further and print them out.

The screenshot shows the Astra Schedule VIII interface. On the left is a 'Filter' sidebar with various search criteria like Keyword, Start Date, End Date, and Days Met. The main area is a 'Section List' table with columns for Course/Section, Days Met, Start Date, End Date, Start Time, End Time, Room, and Term. At the bottom of the table, there are pagination controls: '<< < | Page 1 of 4 | > >>', 'Show 100', and 'Export'. Three red arrows point upwards to these controls.

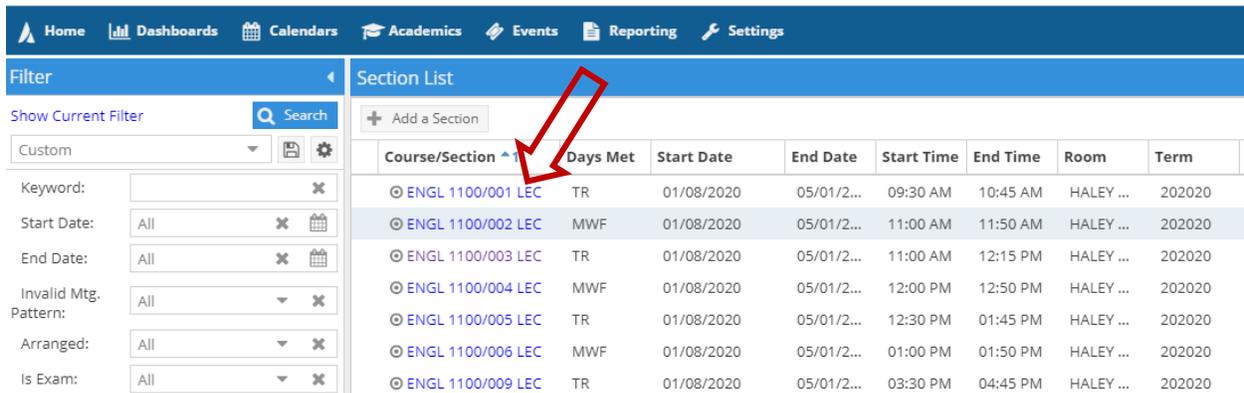
Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term
ENGL 1100/001 LEC	TR	01/08/2020	05/01/2...	09:30 AM	10:45 AM	HALEY ...	202020
ENGL 1100/002 LEC	MWF	01/08/2020	05/01/2...	11:00 AM	11:50 AM	HALEY ...	202020
ENGL 1100/003 LEC	TR	01/08/2020	05/01/2...	11:00 AM	12:15 PM	HALEY ...	202020
ENGL 1100/004 LEC	MWF	01/08/2020	05/01/2...	12:00 PM	12:50 PM	HALEY ...	202020
ENGL 1100/005 LEC	TR	01/08/2020	05/01/2...	12:30 PM	01:45 PM	HALEY ...	202020
ENGL 1100/006 LEC	MWF	01/08/2020	05/01/2...	01:00 PM	01:50 PM	HALEY ...	202020
ENGL 1100/009 LEC	TR	01/08/2020	05/01/2...	03:30 PM	04:45 PM	HALEY ...	202020
ENGL 1100/010 LEC	TR	01/08/2020	05/01/2...	05:00 PM	06:15 PM	HALEY ...	202020
ENGL 1100/EA LEC	MWF	01/08/2020	05/01/2...	08:00 AM	08:50 AM	LIBRY 4...	202020
ENGL 1100/EA1 LEC	MWF	01/08/2020	05/01/2...	09:00 AM	09:50 AM	MILLR 2...	202020
ENGL 1100/EA2 LEC	MWF	01/08/2020	05/01/2...	10:00 AM	10:50 AM	MILLR 2...	202020
ENGL 1100/EA3 LEC	TR	01/08/2020	05/01/2...	11:00 AM	12:15 PM	MELL 4...	202020
ENGL 1100/EA6 LEC	TR	01/08/2020	05/01/2...	03:30 PM	04:45 PM	MILLR 2...	202020
ENGL 1100/EA7 LEC	TR	01/08/2020	05/01/2...	02:00 PM	03:15 PM	MILLR 2...	202020
ENGL 1100/LA LEC	MWF	01/08/2020	05/01/2...	12:00 PM	12:50 PM	LIBRY 3...	202020
ENGL 1100/LA1 LEC	MWF	01/08/2020	05/01/2...	01:00 PM	01:50 PM	LIBRY 3...	202020
ENGL 1120/001 LEC	MWF	01/08/2020	05/01/2...	08:00 AM	08:50 AM	HALEY ...	202020
ENGL 1120/002 LEC	MWF	01/08/2020	05/01/2...	08:00 AM	08:50 AM	HALEY ...	202020
ENGL 1120/003 LEC	MWF	01/08/2020	05/01/2...	08:00 AM	08:50 AM	HALEY ...	202020
ENGL 1120/005 LEC	MWF	01/08/2020	05/01/2...	08:00 AM	08:50 AM	HALEY ...	202020
ENGL 1120/006 LEC	MWF	01/08/2020	05/01/2...	08:00 AM	08:50 AM	HALEY ...	202020
ENGL 1120/007 LEC	TR	01/08/2020	05/01/2...	08:00 AM	09:15 AM	HALEY ...	202020
ENGL 1120/008 LEC	TR	01/08/2020	05/01/2...	08:00 AM	09:15 AM	HALEY ...	202020
ENGL 1120/009 LEC	TR	01/08/2020	05/01/2...	08:00 AM	09:15 AM	HALEY ...	202020

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Editing a Section (Assigning a Room)

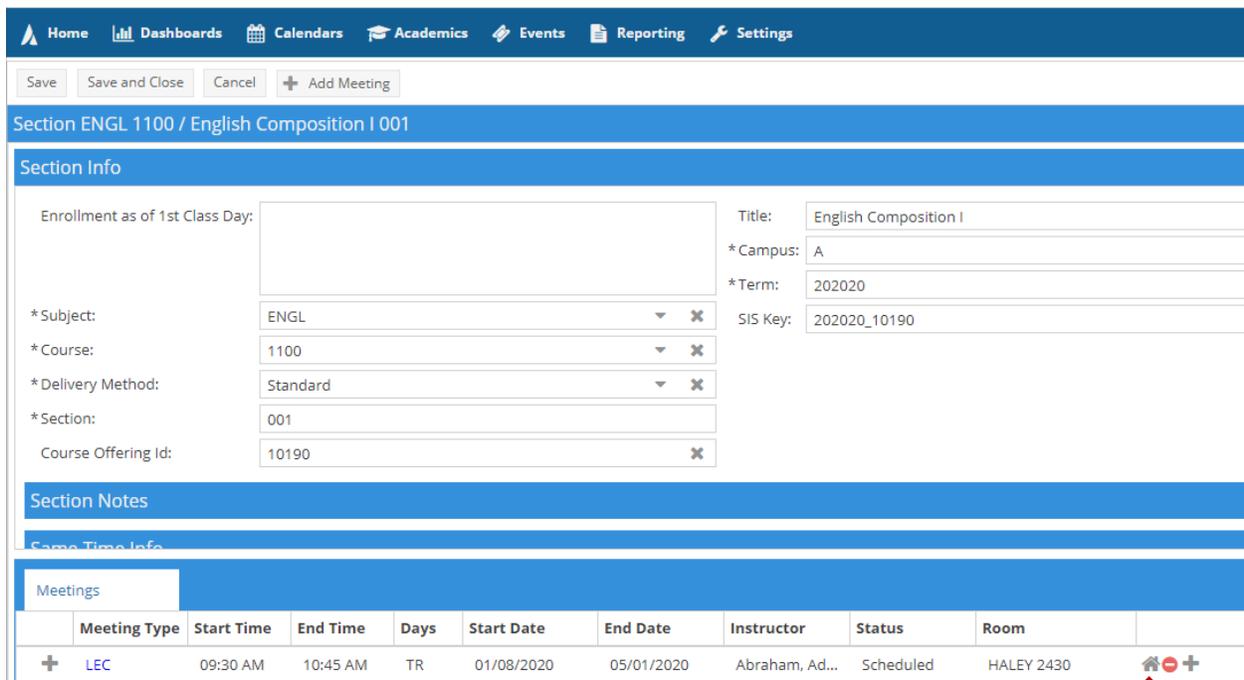
Once you have customized the Sections screen to display the sections you wish to schedule, you can begin to edit those sections. You can begin to edit a section by clicking the **Subj/Course/Section**.



Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term
ENGL 1100/001 LEC	TR	01/08/2020	05/01/2...	09:30 AM	10:45 AM	HALEY ...	202020
ENGL 1100/002 LEC	MWF	01/08/2020	05/01/2...	11:00 AM	11:50 AM	HALEY ...	202020
ENGL 1100/003 LEC	TR	01/08/2020	05/01/2...	11:00 AM	12:15 PM	HALEY ...	202020
ENGL 1100/004 LEC	MWF	01/08/2020	05/01/2...	12:00 PM	12:50 PM	HALEY ...	202020
ENGL 1100/005 LEC	TR	01/08/2020	05/01/2...	12:30 PM	01:45 PM	HALEY ...	202020
ENGL 1100/006 LEC	MWF	01/08/2020	05/01/2...	01:00 PM	01:50 PM	HALEY ...	202020
ENGL 1100/009 LEC	TR	01/08/2020	05/01/2...	03:30 PM	04:45 PM	HALEY ...	202020

This will open up the section information in edit mode. You will notice that the section details that you entered into Banner have transferred over (Note that any changes made in Banner will not show updated in Adastra until the following day; and vice versa). This will include meeting type, start and end times, days met, instructor name, and other information.

From this screen, we will assign a room. Click on the house icon to open the Ad Hoc Scheduler screen.



Section ENGL 1100 / English Composition I 001

Section Info

Enrollment as of 1st Class Day:

Title: English Composition I

* Campus: A

* Term: 202020

SIS Key: 202020_10190

* Subject: ENGL

* Course: 1100

* Delivery Method: Standard

* Section: 001

Course Offering Id: 10190

Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	09:30 AM	10:45 AM	TR	01/08/2020	05/01/2020	Abraham, Ad...	Scheduled	HALEY 2430

The Ad Hoc Scheduler

The Ad Hoc Scheduler is used to assign a room to your selected section. It has several components that will help you find the most appropriate room and to achieve the best seat fill.

A ENGL 1100/001 / English Composition I (Standard) A / Abraham, Adam

Filter: Clear All, Search, Custom

Time: Show Additional Mtg. Patterns

Room Options: Show Only Available Rooms, Show Shared Rooms, Show Alt Room Configs

Capacity: Between 25 and

Campus: Clear +

Building: Clear +

Room	Score	ENGL 1100 001 (LEC) 1/8/2020-5/1/2020 TR 9:30-10:45am Enrollment: 0
<input checked="" type="radio"/> HALEY 2430	98	Selected
<input type="radio"/> SHLBY 2125	100	Unavailable
<input type="radio"/> TICHR 211	100	Unavailable
<input type="radio"/> SCL 425	100	Conflicts(17 of ...)
<input type="radio"/> HALEY 3194	100	Available
<input type="radio"/> FOY 208	100	Available
<input type="radio"/> DUDLY 201	100	Available
<input type="radio"/> DUDLY 202	100	Available
<input type="radio"/> HALEY 3184	100	Available

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OK Cancel

Ad Hoc Scheduler Filters

The left hand side of the scheduler has several different filters at your disposal. These function like the filters from the Sections screen. However, you may notice that several of these filters will be pre-selected for you. Any pre-set filters are based on the academic subject of the section you are scheduling. In the picture above, you can see that the ENGL subject is pre-selected to look for buildings in the College of Liberal Arts home region, as well as rooms suitable for lectures.

You can change the pre-selected filters, remove, or add your own additional ones to suit your needs.

A ENGL 1100/001 / English Composition I (Standard) A / Abraham, Adam

Filter: Show Current Filter, Search, Custom

Room Options: Show Only Available Rooms, Show Shared Rooms, Show Alt Room Configs

Capacity: Between 25 and

Campus: Clear +

Building: Clear +

Room: Clear +

Region: Clear +

HOME REGION: LIBERAL A...

Room Type: Clear +

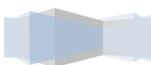
Feature: Clear +

Select Items: hal

HALEY

1-1 of 1 Done

While selecting filters, you must click the **Done** tab for each filter. After all filters are chosen, click the **Search** tab to update the search information.



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Ad Hoc Scheduler Columns

By default, the Ad Hoc Scheduler displays 3 columns: room name, score, and the room's availability. A rule of thumb is to always select the room with the score closest to 100. A room score is comprised of two things: firstly, how closely the room matches your selected preferences (or filters), and more importantly, how well your section will fill the available seats within the room.

A screenshot of the Astra Scheduler interface. The top header reads "A ENGL 1100/001 / English Composition I (Standard) A / Abraham, Adam". On the left, there are filter panels for "Filter", "Time", and "Room Options". The main table has three columns: "Room", "Score", and "Availability". The "Availability" column for "HALEY 2430" is highlighted in green and labeled "Selected". A red double-headed arrow points to the "Score" column (98) for HALEY 2430. Other rows include "DUDLY 201" and "SCL 406", both with a score of 100 and "Available" status. A detailed view of the selected room is shown in a pop-up box above the table, displaying "ENGL 1100 001 (LEC)", dates "1/8/2020-5/1/2020", "TR", "9:30-10:45am", and "Enrollment: 0".

Room	Score	Availability
HALEY 2430	98	Selected
DUDLY 201	100	Available
SCL 406	100	Available

To select the room, single click on 'Available'. It will then turn green to indicate you have selected it. Click **OK** to complete your selection. This will return you to the section detail screen.

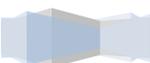
A screenshot of the Astra Scheduler interface. The top header reads "A ENGL 1100/001 / English Composition I (Standard) A / Abraham, Adam". On the left, there are filter panels for "Filter", "Time", and "Room Options". The main table has three columns: "Room", "Score", and "Availability". The "Availability" column for "HALEY 2430" is highlighted in green and labeled "Selected". A red arrow points to the "Selected" status. Other rows include "SHLBY 2125", "TICHR 211", "SCL 425", "HALEY 3194", "FOY 208", "DUDLY 201", "DUDLY 202", "HALEY 3184", "HALEY 0344", "SCL 406", "WALCE 114", and "HALEY 3346". The "Availability" column for "SHLBY 2125", "TICHR 211", and "HALEY 3346" is highlighted in red and labeled "Unavailable". The "Availability" column for "SCL 425" is highlighted in yellow and labeled "Conflicts(17 of ...)". The "Availability" column for "HALEY 3194", "FOY 208", "DUDLY 201", "DUDLY 202", "HALEY 3184", "HALEY 0344", "SCL 406", and "WALCE 114" is labeled "Available". At the bottom right, there are "OK" and "Cancel" buttons. The "OK" button is highlighted in red.

Room	Score	Availability
HALEY 2430	98	Selected
SHLBY 2125	100	Unavailable
TICHR 211	100	Unavailable
SCL 425	100	Conflicts(17 of ...)
HALEY 3194	100	Available
FOY 208	100	Available
DUDLY 201	100	Available
DUDLY 202	100	Available
HALEY 3184	100	Available
HALEY 0344	100	Available
SCL 406	100	Available
WALCE 114	100	Available
HALEY 3346	100	Unavailable

Be sure to click **Save** in the top left corner to save your room assignment. If you did not **Save**, then you did not actually schedule your room

The screenshot shows the Astra Schedule VIII interface. At the top, there is a navigation bar with links for Home, Dashboards, Calendars, Academics, Events, Reporting, and Settings. Below this is a toolbar with buttons for Save, Save and Close, Cancel, and Add Meeting. The 'Save' button is highlighted with a red arrow. The main content area is titled 'Section Info' and contains several form fields: Enrollment as of 1st Class Day, Title (English Composition I), Campus (A), Term (202020), SIS Key (202020_10190), Subject (ENGL), Course (1100), Delivery Method (Standard), Section (001), and Course Offering Id (10190). To the right of these fields are 'Sandbox Options' (Assign All Meetings to Same Room, Do Not Optimize, Ignore In Historical Analysis) and enrollment fields (Max Enrollment: 25, Enrollment: 0). Below the form are sections for Section Notes and Same Time Info. At the bottom, there is a 'Meetings' table with one row: Meeting Type (LEC), Start Time (09:30 AM), End Time (10:45 AM), Days (TR), Start Date (01/08/2020), End Date (05/01/2020), Instructor (Abraham, Ad...), Status (Scheduled), and Room (HALEY 2430).

You have now successfully assigned a room to your section!



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Crosslisting

Cross listing is only used to put two or more classes into the same room at the same time, and can only be processed through Aadastra. See below for important notes:

- When the class has multiple meeting patterns, continuously check to make sure the days/times are the same for all being crosslisted. You must be vigilant and make sure the days/times for the crosslist are consistent
- If multiple meeting patterns are present for a section, be sure to not combine them on one crosslist
 - If both meeting patterns are to be crosslisted, they must be crosslisted separately (separate crosslist codes)
 - If only one of the meeting patterns is to be crosslisted, but not the other, crosslist the one meeting pattern and leave the other one without a crosslist code
- Crosslisting in Aadastra cannot take place until after room scheduling opens.

To cross list your section once you are in Astra Schedule, first locate and begin editing your section like you would to assign it a room.

From the *Edit Section* screen, click on the **Meeting Type** next to the meeting pattern that you would like to cross list.

Section CHEM 5280 / Computational Chemistry 001

Section Info

Enrollment as of 1st Class Day:

Title: Computational Chemistry

* Campus: A

* Subject: CHEM

* Course: 5280

* Delivery Method: Standard

* Section: 001

Course Offering Id: 10999

* Term: 202010

SIS Key: 202010_10999

Section Notes

Same Time Info

Meetings

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
+	LLB	12:00 PM	12:50 PM	F	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	SCL 331	🏠 - +
+	LLB	09:00 AM	09:50 AM	MWF	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	FUNCH 247	🏠 - +

You now have access to edit information about this specific meeting pattern. Click the small downward pointing arrow to the far right of **Cross-List Info** to expand that section. To begin cross listing this meeting pattern with others like it in different sections, click **Create New**.

Section CHEM 5280 / Computational Chemistry 001

Section Info

Meetings: Meeting 35 (LLB) x

Meeting Info

Details

* Meeting Type: LLB x

Start Time: 9:00 AM

Duration (mins): 50

End Time: 9:50 AM

* Start Date: 08/19/2019

* End Date: 12/13/2019

Meeting Pattern: MWF 9-9:50A

Choose Meeting Pattern

Contact Hours: 6

Room: FUNCH 247 x

Arranged Section:

Status: Scheduled

Instructor(s)

Primary	Name +1	People id	Percent Responsible
<input checked="" type="checkbox"/>	Patkowski, Konrad		

Cross-List Info

Cross-List ID: Max Enroll: Enroll:

UnCross-List Join Existing **Create New** Add/Edit

Clicking on the **Create New** button will give you access to all the options needed to cross list your meeting pattern.

You will need to:

- Create your cross list ID. Astra Schedule offers the flexibility with your cross list ID. In the example on the next page, we have used the course number. Some schedule builders use the instructor's last name. You can use any letter/number combination that is significant to you, but **do not** include a space in the crosslist code
- Enter the **Max Enrollment**. This will be the combined enrollment of all the sections being cross listed.
- Select the additional meetings to be cross listed. To accomplish this, click on the + sign to the right of the word **Meetings** – this will open a search box so that you can locate the other meeting patterns. *Be sure to apply a filter (such as Course) to help locate your sections!* Select all meeting patterns that you would like to cross list by checking the box beside them.
- Click **Done**, then **OK** buttons to continue.
- Once back on the **Edit Section** screen, be sure to click **Save** in the top left corner!



Astra Schedule VIII

Standard Operating Procedures (Revised 2024)

Your meeting patterns are now cross listed. We can now schedule them into the same room.

The screenshot shows the Astra interface with a 'Create Cross-List' dialog box open. The dialog box contains the following fields: '* Cross-List ID:' with the value 'test', 'Max Enrollment:' with the value '15', 'Lock Enrollment:' with an unchecked checkbox, and 'Lock Group:' with an unchecked checkbox. Below the dialog box, a 'Select Items' modal is open, displaying a search bar with the text 'chem 6280'. The modal lists two items: 'CHEM 6280/001 LLB F' (unchecked) and 'CHEM 6280/001 LLB MWF' (checked). The modal also includes a search bar, a list of filters (Subject, Course, Meeting Type, Delivery Method), and navigation buttons at the bottom: '<<', '<', '>', '>>', a refresh icon, '1-2 of 2', and a 'Done' button. In the background, the 'Create Cross-List' dialog has 'OK' and 'Cancel' buttons, with 'OK' highlighted by a red box.

Now that the section has been cross listed and saved, we need to navigate back to the main section screen by clicking the arrow button on the top left of the screen.

The screenshot shows the main section screen for 'Section CHEM 5280 / Computational Chemistry 001'. The screen displays section information, including enrollment as of 1st class day, subject, course, delivery method, section, and course offering id. It also shows meeting notes and a table of meetings.

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
LLB	12:00 PM	12:50 PM	F	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	SCL 331	🏠 +
LLB	09:00 AM	09:50 AM	MWF	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	FUNCH 247	🏠 +

Once back to the main section screen, you can easily see the cross list code applied to your sections. Click the **Subj/Course/Section** next to any of your cross listed schedules to assign a room.

Course/Section ^1	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Instruc...	Enroll...	Max Enrol...
⊖ CHEM 5280/001 LLB	F	08/19/2019	12/13/2...	12:00 PM	12:50 PM	SCL 331	202010		Schedul...	Patko...	6	28
⊕ CHEM 5280/001 LLB	MWF	08/19/2019	12/13/2...	09:00 AM	09:50 AM		202010	test	Unassign...	Patko...	6	28
⊖ CHEM 6280/001 LLB	F	08/19/2019	12/13/2...	12:00 PM	12:50 PM		202010		Unassign...	Patko...	9	17
⊕ CHEM 6280/001 LLB	MWF	08/19/2019	12/13/2...	09:00 AM	09:50 AM		202010	test	Unassign...	Patko...	9	17

Assign a room just like you would for a non-cross listed section. When you apply your selected room, you will get a message that asks if you want to apply this to all section meetings in the cross list. Choose 'Yes'.

*Subject: CHEM
 *Course: 5280
 *Delivery Method: Standard
 *Section: 001
 Course Offering Id: 10999

*Term: 202010
 SIS Key: 202010_10999

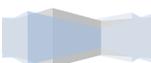
Meeting 35 (LLB) - Apply Room to Crosslist

Would you like to apply this Room to all members in the Crosslist?

Yes No

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LLB	12:00 PM	12:50 PM	F	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	SCL 331
LLB	09:00 AM	09:50 AM	MWF	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	HALEY 3228

Once again, be certain you click **Save** in the top left corner.



Astra Schedule VIII

Standard Operating Procedures (Revised 2024)

Save Save and Close Cancel + Add Meeting

Section CHEM 5280 / Computational Chemistry 001

Section Info

Enrollment as of 1st Class Day:

Title:

* Campus:

* Subject:

* Course:

* Delivery Method:

* Section:

SIS Key:

Course Offering Id:

Sandbox Options

Assign All Meetings to San

Do Not Optimize

Ignore In Historical Analysis

Max Enrollment:

Enrollment:

Section Notes

Same Time Info

Meetings

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
+ LLB	LLB	12:00 PM	12:50 PM	F	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	SCL 331	
+ LLB	LLB	09:00 AM	09:50 AM	MWF	08/19/2019	12/13/2019	Patkowski, K...	Scheduled	HALEY 3228	

Always check each course in the crosslist to make sure the room updated to all members. If you crosslist two courses after adding a room to one, all courses may not update to the room. If this happens, click on the course that has the room attached. Follow the procedures for selecting a room, unselect the assigned room and reselect it, follow the prompts for crosslisting the courses; Click OK and save. Check the classes again to make sure the room was assigned to all members of the crosslist.

Congratulations! You have now successfully cross listed your section meetings and scheduled them into the same room.

Notes

