



# Ad Astra Monitor Instructions

The steps outlined below will detail how to log in and read the registration data in Monitor.

1. <https://app.adastra.live>
  - a. You can also enter your email address and select reset password. It will send you an email with a code and you can enter it on the site and you will be able to log in.
  - b. You should have received an email from AWS ([no-reply@verificationemail.com](mailto:no-reply@verificationemail.com)) with your temporary password. Once you have the email, you can navigate to <https://app.adastra.live> to login.
2. Once you are successfully log in you will see the “monitor” app.

The screenshot displays the Ad Astra Monitor application interface. At the top, there is a 'Monitor' header with a line graph icon. Below this is a navigation sidebar with icons for home, menu, and various functions. The main content area is titled 'What can Ad Astra help you do today?' and contains a list of tasks: 'Prepare my schedule for an upcoming term.', 'manage my sections for an upcoming term.', 'Registration is live, monitor changes.', 'Explore active student population.', 'Make pathway edits.', 'View a report.', and 'Explore faculty.'. A blue arrow points to the 'Registration is live, monitor changes' task. To the right, there is a 'Notifications' panel with two notifications: 'Christie Roberts tagged you on COMM 1318 on Campus M.' and 'Fall Full Term 2022 HONR 2101 is full for Campus Main - Face to Face.' Below the notifications is an 'Important Dates' section with three cards: 'Last Analysis Update Today', 'Start Date 84 days away', and 'Upcoming Dates'.

What can Ad Astra help you do today?

- Prepare my schedule for an upcoming term.
- manage my sections for an upcoming term.
- Registration is live, monitor changes.
- Explore active student population.
- Make pathway edits.
- View a report.
- Explore faculty.

Notifications

- Christie Roberts tagged you on COMM 1318 on Campus M. Christie Roberts - can you help me understand a little be... 2 months ago
- Fall Full Term 2022 HONR 2101 is full for Campus Main - Face to Face. The enrollment ratio is over 100% 3 months ago
- Fall Full Term 2022 BIMS 2171 is full for Campus All Modalities. The enrollment ratio is over 100% 3 months ago

Important Dates

- Last Analysis Update Today (Spring 2023 202301)
- Start Date 84 days away (Spring 2023)
- Upcoming Dates: Spring 1 Online Mini-Term 2023, Spring 2 Online Mini-Term 2023, Summer 1 Online Miniterm 2023, Summer I 2023, Summer II 2023



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3. Enter the following information:
  - a. Term: Enter term in which you are monitoring registration
  - b. Campus: this is the modality of how the course is being offered
  - c. Quick filter: find filter for department

The screenshot shows the Ad Astra Monitor interface. At the top, there are two dropdown menus: 'Spring 2023' and 'Campus'. Below these, there are two tabs: 'Analyze' and 'Courses'. The 'Courses' tab is active, displaying a list of courses. Each course entry includes the course name, term, modality, and enrollment status (0% enrollment, 0 / total - sections). A 'My Filters' sidebar is open on the right, showing a list of departments with checkboxes for selection.

Course Name	Term	Modality	Enrollment	Sections
ACCT 2301 - FINANCIAL ACCOUNTING	Spring 2023	Main - Face to Face	0%	0 / 120 - 2 sections
ACCT 2301 - FINANCIAL ACCOUNTING	Spring 2023	Online	0%	0 / 50 - 1 section
ACCT 2302 - MANAGERIAL ACCOUNTING	Spring 2023	All Modalities	0%	0 / 150 - 3 sections
ACCT 2302 - MANAGERIAL ACCOUNTING	Spring 2023	Main - Face to Face	0%	0 / 100 - 2 sections
ACCT 2302 - MANAGERIAL ACCOUNTING	Spring 2023	Online	0%	0 / 50 - 1 section
ACCT 3311 - INTERMEDIATE ACCOUNTING I	Spring 2023	All Modalities	0%	0 / 64 - 2 sections
ACCT 3311 - INTERMEDIATE ACCOUNTING I	Spring 2023	Main - Face to Face	0%	0 / 40 - 1 section
ACCT 3311 - INTERMEDIATE ACCOUNTING I	Spring 2023	Online	0%	0 / 24 - 1 section

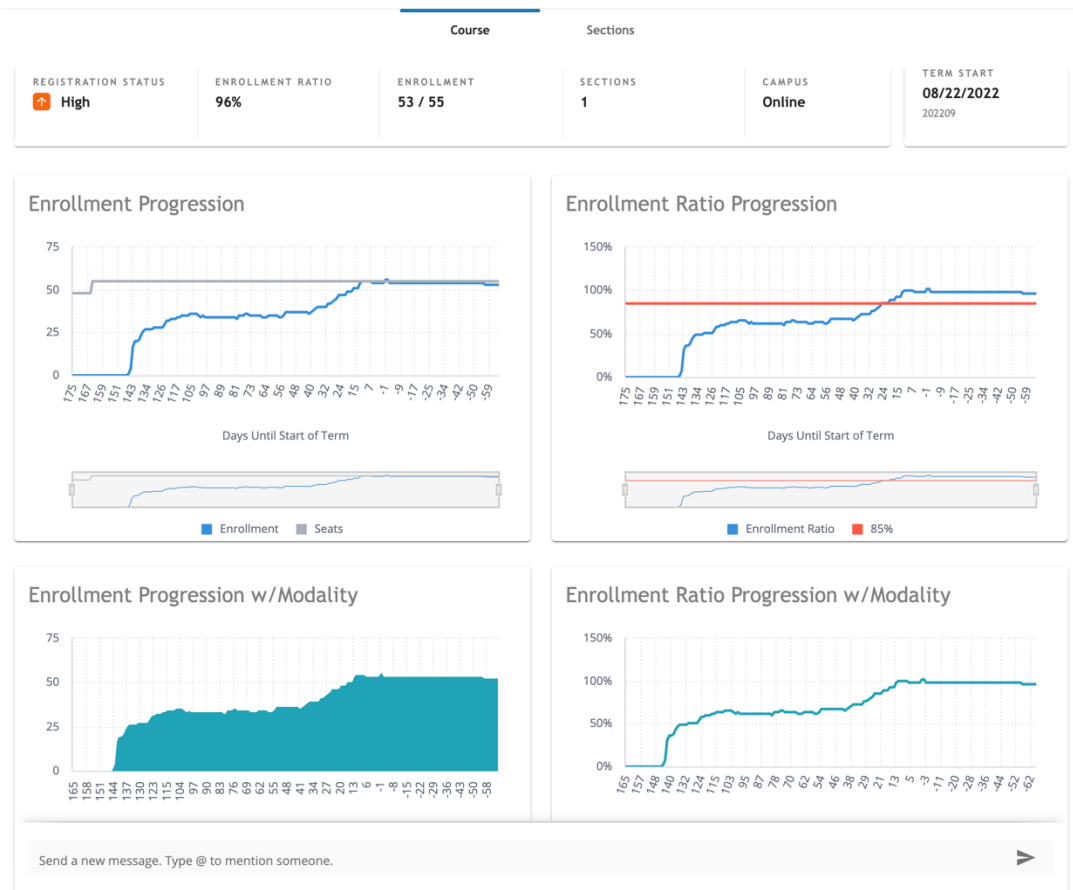
4. Analyze tab: Allows you to see a high-level dashboard view of registration metrics.
  - a. Overview of all department courses and reports.
5. Course Tab: will take a deeper dive into specific courses so you can keep an eye on registration for key courses before the start of the term. There are high and low enrollment ratios that may require action.
  - a. Sort by course or enrollment ratio. You can also search for specific courses in the "find...". Click on the course to drill down
  - b. How fresh is the data?
    - i. You can always see the last updated date on the right side of the screen above the course list. This date and time are based on the last data snapshot taken. Once a you have selected a course, additional course-level information and dashboards are displayed.



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- Once you have chosen a particular course, you can drill down into the details and review the important information regarding that course. If desired, click the notify button to let the system know you'd like to receive a notification when the registration status changes on a specific course.

[Monitor](#) > ACCT 2301 - FINANCIAL ACCOUNTING



### Definitions

**Enrollment Ratio:** Average enrollment divided by average course enrollment cap

**Registration Status:** This is a designation assigned to a course based on its Enrollment Ratio.

**High:** Courses are “high” if the Enrollment Ratio is greater than 85%.

**Low:** Courses are “low” if the Enrollment Ratio is less than 25%.

**Low:** Courses are “low” if the Enrollment Ratio is less than 25%.

**On Track:** Courses are “on track” if the Enrollment Ratio is 25-85%

**Seats Filled:** This field shows the seats filled compared to the seats available. For example of 87/100, 87 out of the 100 seats offered are already filled.