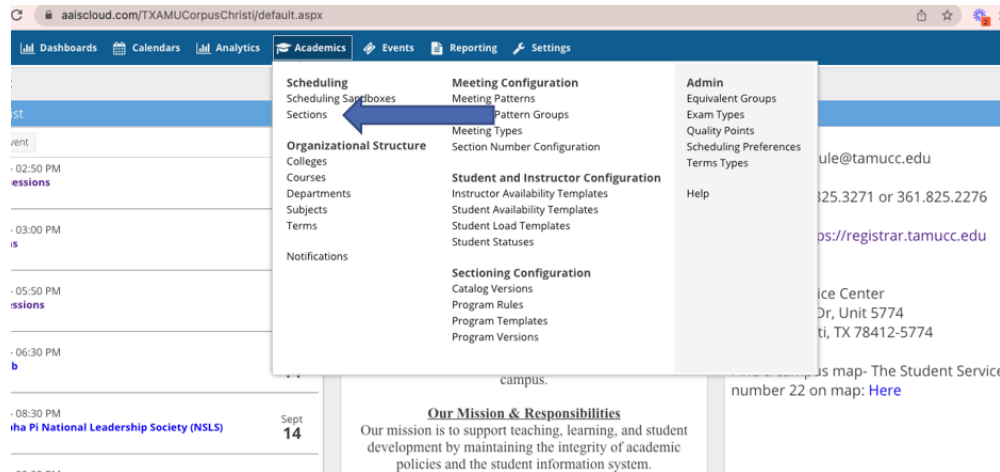




Scheduling a room for a course in Ad Astra

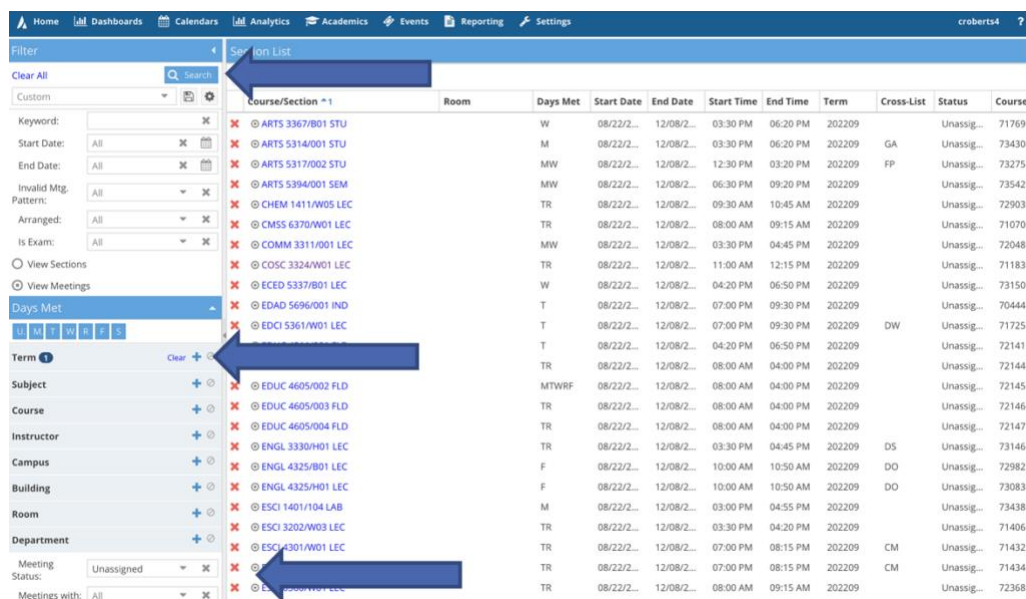
Instructions: This document will show how to schedule a room for an academic course in Ad Astra. Users must have scheduling rights for academic courses in departments.

1. Navigate to <https://www.astra.tamucc.edu>
 - a. Select the 'Academics' tab and then select 'Sections'



Room Assignment

2. Select 'Term' in the left side and select 'Search'
3. Go through the following steps and options to filter courses and room status as needed
 - a. Meeting status=All (view all courses and room assignments)
 - b. Meeting status=Unassigned (view rooms that do not have a room assigned)
 - c. Meeting status=Requested (department requested a room and schedule team will review. Once approved, the room assignment will export to banner)





**Texas A&M University – Corpus Christi
Office of the University Registrar**

Scheduling a room for a course in Ad Astra

4. Select the course to view info and to select a room

✘	⊙	ARTS 5394/001 SEM	MW	08/22/2...	12/08/2...
✘	⊙	CHEM 1411/W05 LEC	TR	08/22/2...	12/08/2...
✘	⊙	CMSS 6370/W01 LEC	TR	08/22/2...	12/08/2...
✘	⊙	COMM 3311/001 LEC	MW	08/22/2...	12/08/2...
✘	⊙	COSC 3324/W01 LEC		08/22/2...	12/08/2...
✘	⊙	ECED 5337/B01 LEC	W	08/22/2...	12/08/2...
✘	⊙	EDAD 5696/001 IND	T	08/22/2...	12/08/2...

5. Select the house symbol under meeting type to view available rooms

Section COMM 3311 / NONVERBAL COMMUNICATION 002

Section Info

*Subject: COMM Title: NONVERBAL COMMUNICATION
 *Course: 3311 *Campus: M
 *Delivery Method: Standard *Term: 202209
 *Section: 002 Part Of Term: 1_202209
 Course Offering Id: 72050 SIS Key: 202209_72050

Sandbox Options
 Assign All Meetings t
 Do Not Optimize
 Ignore In Historical A

Max Enrollment: 35
 Enrollment: 24

Section Notes

Same Time Info

Meetings

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
✘ + LEC	07:00 PM	09:30 PM	W	08/22/2022	12/08/2022	Ivy, Diana	Scheduled	BH 205	

6. Use the drop arrows at top to show Room, Capacity and Seat Fill Score

M COMM 3311/002 / NONVERBAL COMMUNICATION (Standard) M / Ivy, Diana

Filter

Show Current Filter Search

Custom

Time

Show Additional Mtg. Patterns

Room Options

Show Only Available Rooms
 Show Shared Rooms
 Show Alt Room Configs

Capacity:
 Between 35 and

Campus 1 Clear + ⊙
 Building + ⊙
 Room + ⊙
 Region + ⊙
 Room Type 1 Clear + ⊙

Room	Capacity	Seat Fill Score
⊙ BH 205	61	Use Default Sort
⊙ OCNR 133	36	Columns
⊙ IH 157	38	92
⊙ CS 114	38	92
⊙ IH 268	40	87
⊙ OCNR 130	40	87
⊙ CS 111	40	87
⊙ IH 156	40	87
⊙ OCNR 132	44	79
⊙ CI 122	51	68
⊙ RFEB 107	53	66
⊙ CI 109	55	63
⊙ CI 106	55	63

COMM 3311 002 (L...
 8/22/2022-12/8/2022
 W
 7:00-9:30pm
 Enrollment: 24

Available

Columns

- Room
- Name
- Building
- Configuration
- Regions
- Capacity
- Room Type
- Pref Score
- Seat Fill Score
- Score

Available

Page 1 of 2



Texas A&M University – Corpus Christi
Office of the University Registrar
Scheduling a room for a course in Ad Astra
Selecting a Room

7. Filter room options. These are generated from the Preference Set.

The screenshot shows a software interface for selecting rooms. On the left, there is a 'Filter' sidebar with sections for 'Time', 'Room Options', and 'Campus/Building/Room/Region/Room Type'. The 'Room Options' section includes checkboxes for 'Show Only Available Rooms', 'Show Shared Rooms', and 'Show Alt Room Configs', along with a 'Capacity' filter set to 'Between 35 and'. A 'Select Items' dialog box is open in the foreground, listing various room types such as 'Bay Hall Conference Hall', 'Classroom', 'Classroom - Academic Affairs', etc. A blue arrow points to the 'Classroom' option in the dialog box. Another blue arrow points to the 'Room' column header in the background table.

Room	Capacity	Seat Fill Score
BH 205	61	57
OCNR 133	36	9
IH 157	38	9
CS 114	38	9
IH 268	40	8
OCNR 130	40	8
CS 111	40	8

- a. For preference worksheet, navigate to <https://www.tamucc.edu/academics/registrar/faculty-staff/assets/documents/course-scheduling-preference-sheet.pdf>
 - b. Send completed form to schedule@tamucc.edu
8. View available rooms that have the appropriate seat fill score to course enrollment
- a. About 65% score and above if possible
 - b. Uncheck 'show available room' to view rooms that have been scheduled prior.
 - c. Hovering over 'unavailable' will see what has been scheduled into that room

The screenshot shows a course scheduling interface for 'M COMM 3311/002 / NONVERBAL COMMUNICATION (Standard) M / Ivy, Diana'. It features a table with columns for 'Room', 'Capacity', and 'Seat Fill Score'. The 'Room' column contains radio buttons next to room numbers. The 'Seat Fill Score' column shows values ranging from 13 to 62. To the right of the table, there are status indicators: 'Selected' (green), 'Conflicts(10 of ...)' (yellow), 'Available' (white), and 'Unavailable' (red). A tooltip is visible over one of the 'Unavailable' cells, showing details for 'Section: CRIJ 3380 001 - LEC (W 7:00 PM-9:30 PM) Scheduled'. A blue arrow points to the 'Show Only Available Rooms' checkbox in the filter sidebar, and another blue arrow points to the tooltip.

Room	Capacity	Seat Fill Score	Status
BH 205	61	57	Selected
BH 103	256	13	Conflicts(10 of ...)
BH 104	102	34	Available
H 126	46	76	Unavailable
BH 206	58	60	Unavailable
BH 207	61	57	Unavailable
CI 102	56	62	Conflicts(1 of 16)
CI 106	55	63	Available
CI 107	66	53	Available
CI 108	65	53	Available
CI 109	55	63	Available
CI 112	56	62	Available
CI 113	264	13	Available



Scheduling a room for a course in Ad Astra

9. Select the available room of your choosing and select ‘OK’

M COMM 3311/002 / NONVERBAL COMMUNICATION (Standard) M / Ivy, Diana

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 35 and

Campus: 1, Building, Room, Region, Room Type: 1

Room	Capacity	Seat Fill Score	Status
BH 205	61	57	Selected
OCNR 133	36	97	Available
IH 157	38	92	Available
CS 114	38	92	Available
IH 268	40	87	Available
OCNR 130	40	87	Available
CS 111	40	87	Available
IH 156	40	87	Available
OCNR 132	44	79	Available
CI 122	51	68	Available
RFEB 107	53	66	Available
CI 109	55	63	Available
CI 106	55	63	Available

COMM 3311 002 (L...)
8/22/2022-12/8/2022
W
7:00-9:30pm
Enrollment: 24

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OK

10. Rooms will go into ‘requested’ status for schedule team to review. Once approved, the course will show on SAIL. If your course is not showing on SAIL, please check the status of the course in Ad Astra Schedule.

- a. Requested Status: will not show on schedule in SAIL..
- b. Scheduled Status : will show on schedule in SAIL.

11. Save and Close

Home | Dashboards | Calendars | Analytics | Academics | Events | Reporting | Settings

Save | Save and Close | Meeting

Section COMM 3311 / NONVERBAL COMMUNICATION 002

Section Info

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 * Course: 3311 * Campus: M
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 * Section: 002 Part Of Term: 1_202209
 Course Offering Id: 72050 SIS Key: 202209_72050

Sandbox Options
 Assign All Meetings to Same Room
 Do Not Optimize
 Ignore In Historical Analysis

Max Enrollment: 35
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Section Notes

Same Time Info

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Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
LEC	07:00 PM	09:30 PM	W	08/22/2022	12/08/2022	Ivy, Diana	Scheduled	BH 205