

Astra Guidance

Phase 1 – Astra Guidance

How-to Flag Meetings as 'Remote-Online' in Astra (Timeline Phase 2, Astra Checklist, Step 3)

Stop: the following instructions are specific to meetings delivered remote/synchronous (scheduled meeting time). Meetings delivered remote/asynchronous (no scheduled meeting time), can be requested via SRS using the comment field.

Pro Tip: update meeting days and times prior to assigning the 'Remote-Online' resource to flag meetings. When a meeting schedule is adjusted after assigning a resource the resource is dropped and must be re-assigned.

Section BIOL 111 / INTRODUCTORY BIOLOGY I 501

Section Info

*Subject: BIOL Title: INTRODUCTORY BIOLOGY I
 *Course: 111 *Campus: CS
 *Delivery Method: Standard *Term: 202111 (CS Spring)
 *Section: 501 Part Of Term: 1_202111
 Course Offering Id: 12230 SIS Key: 202111_12230

Section Notes

Same Time Info

Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
LAB	11:30 AM	02:20 PM	M	01/19/2021	05/11/2021	Fletcher, Sa...	Scheduled	HELD 309	🏠 - +
LEC	09:20 AM	10:10 AM	MWF	01/19/2021	05/11/2021	Fletcher, Sa...	Unassigned		🏠 - +

Select the assign resources icon (+) for meetings that will be delivered remotely.

Scheduler

Filter: Custom

Resources

Resources	Qty
Remote-Online	1000

BIOL 111/501 LEC ...
 1/20/2021-5/10/2021
 MWF
 9:20-10:10am
 Enrollment: 0

Click in the box to assign 'Remote-Online' resource, then set quantity to '1' using up arrow.

Scheduler

Filter: Custom

Resources

Resources	Qty
Remote-Online	1000

BIOL 111/501 LEC ...
 1/20/2021-5/10/2021
 MWF
 9:20-10:10am
 Enrollment: 0

Selected 1 of 9...

Click 'OK'

Home Calendars Academics Events Reporting Settings

Save Save and Close Cancel Add Meeting

Section BIOL 111 / INTRODUCTORY BIOLOGY I 501

Section Info

*Subject: BIOL Title
 *Course: 111 *Cam
 *Delivery Method: Standard *Term
 *Section: 501 Part
 Course Offering Id: 12230 SIS

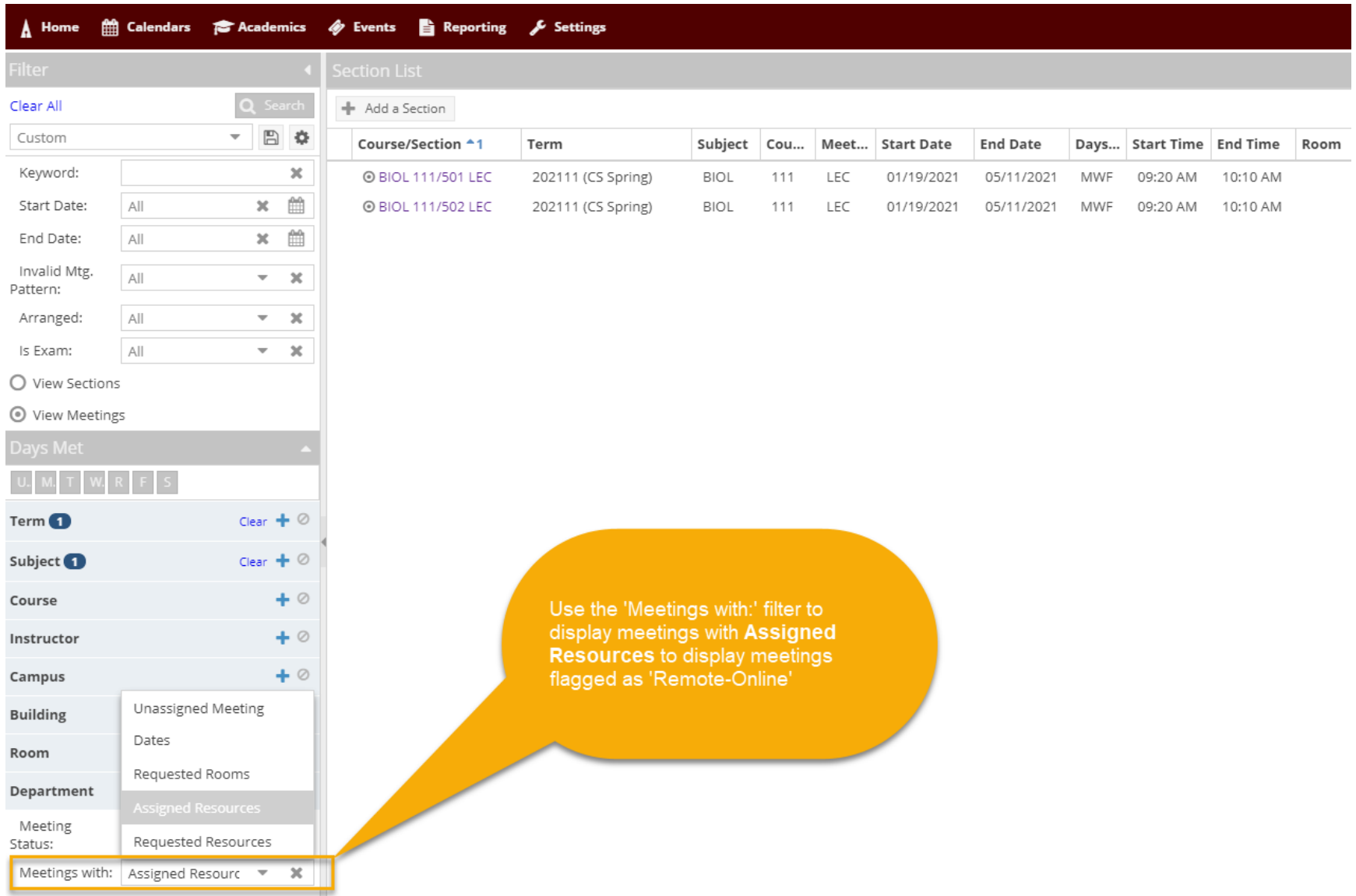
Section Notes

Same Time Info

Save or Save and Close

Astra Guidance

Pro Tip: use the 'Meetings with:' section list filter to check your progress.



The screenshot shows the Astra system interface. On the left is a filter sidebar with various options like Keyword, Start Date, End Date, Invalid Mtg. Pattern, Arranged, Is Exam, View Sections, View Meetings, Days Met, Term, Subject, Course, Instructor, Campus, Building, Room, Department, Meeting Status, and Meetings with. The 'Meetings with:' filter is highlighted with a red box and a callout bubble. The main area shows a 'Section List' table with columns: Course/Section, Term, Subject, Cou..., Meet..., Start Date, End Date, Days..., Start Time, End Time, and Room. Two rows of data are visible, both for 'BIOL 111/501 LEC' and 'BIOL 111/502 LEC' in the 202111 (CS Spring) term.

Course/Section	Term	Subject	Cou...	Meet...	Start Date	End Date	Days...	Start Time	End Time	Room
BIOL 111/501 LEC	202111 (CS Spring)	BIOL	111	LEC	01/19/2021	05/11/2021	MWF	09:20 AM	10:10 AM	
BIOL 111/502 LEC	202111 (CS Spring)	BIOL	111	LEC	01/19/2021	05/11/2021	MWF	09:20 AM	10:10 AM	

Use the 'Meetings with:' filter to display meetings with **Assigned Resources** to display meetings flagged as 'Remote-Online'