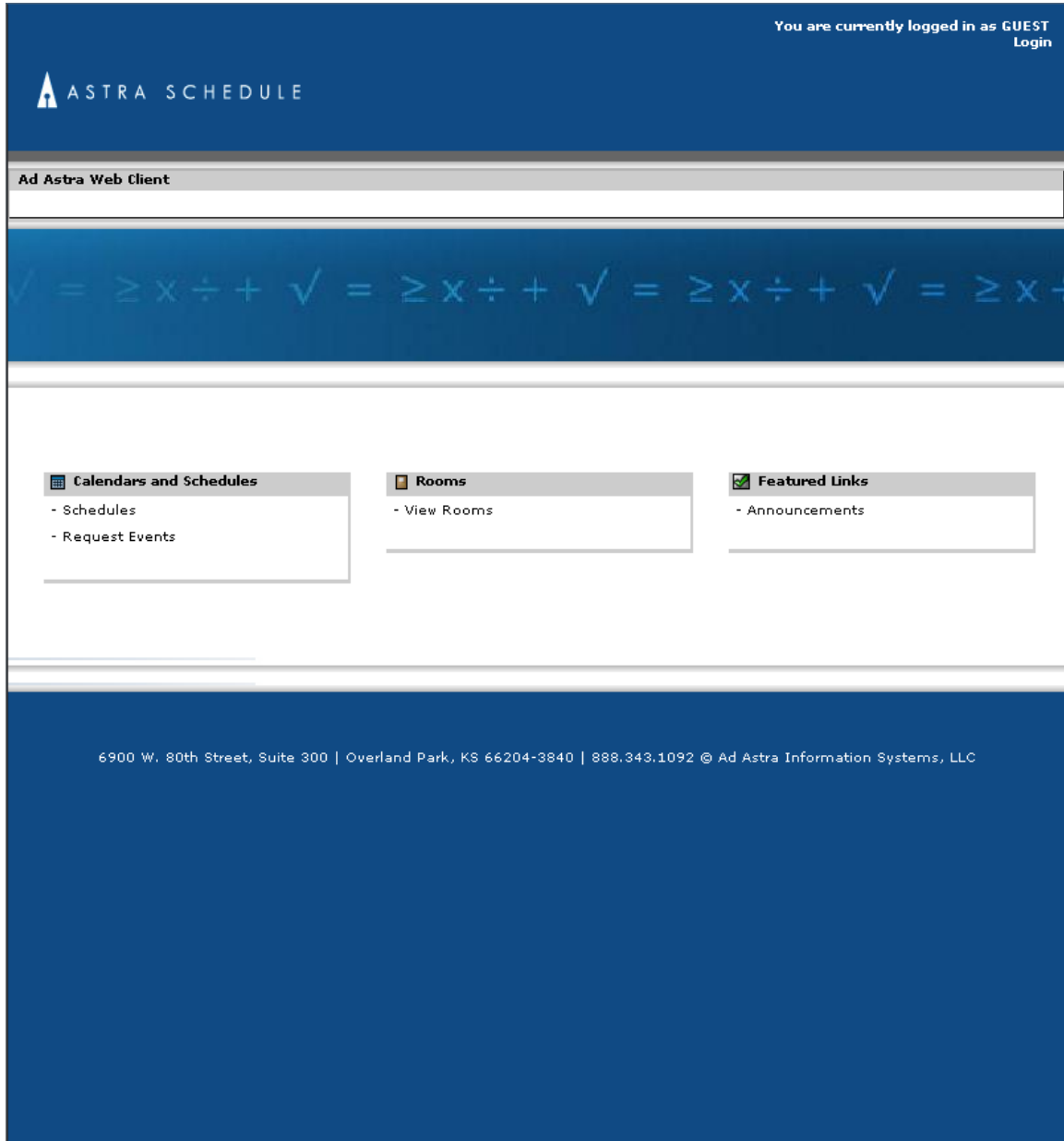


Welcome to the Astra Web Client

To access the Astra Web Client, type this web address:

<http://astraproduct.uaf.edu:8080/astrawebprod/>

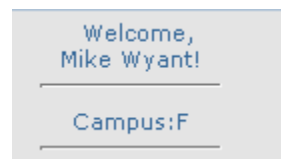
Once you type that address into your internet browser, you will be directed to the **Main Page**.



Account and Login Information

Account Types

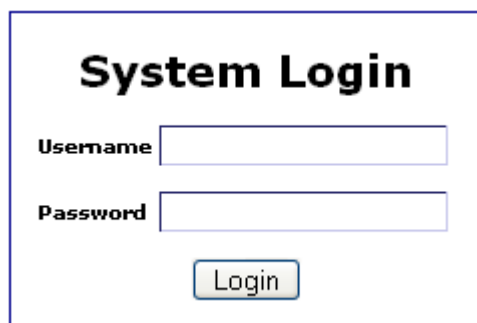
There are two possible account types: Guests and registered users. Guest users have limited privileges, whereas registered users have expanded system access. All users who do not login to an account are considered Guests and have guest-level access. Whether you are logged in with Guest or registered user, privileges are indicated by the welcome message on the **Main Navigation Page**.



To reach the **Main Navigation Page**, click on any of the links in the columns or press the login **Login** button and login to your user account.

Login Information

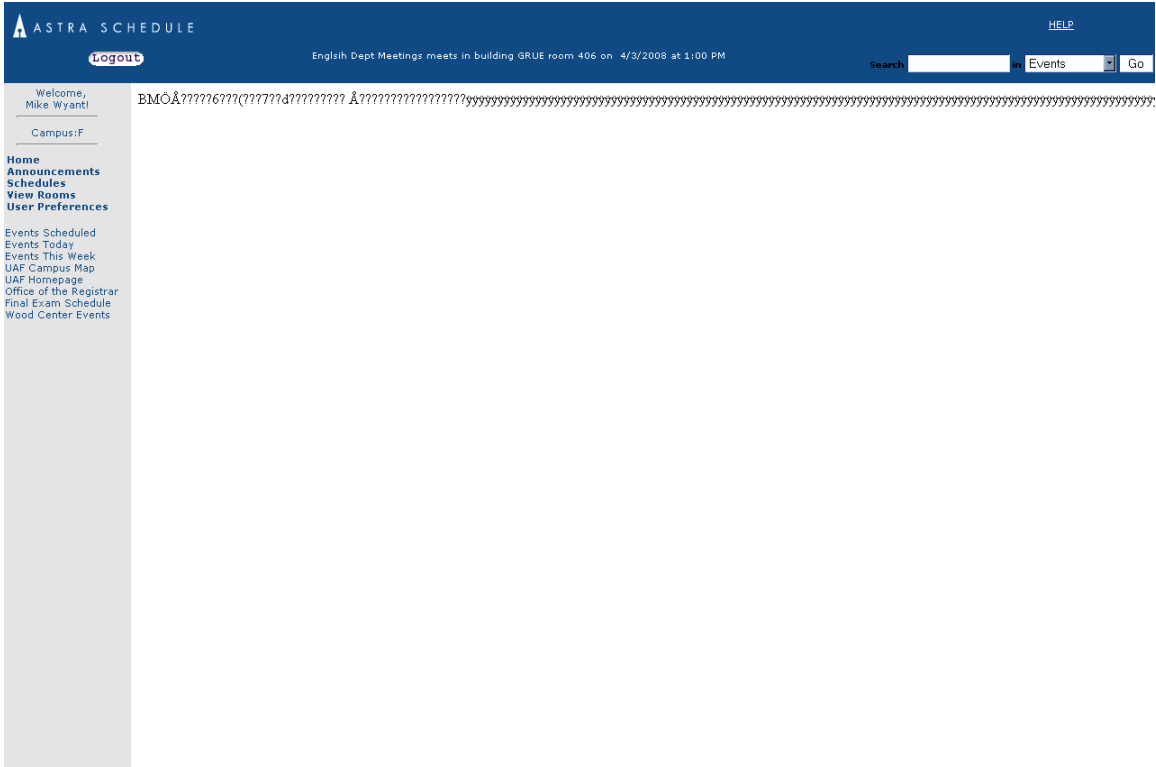
To login to a registered account, click the **Login** button **Login** at the top right corner of the **Main Page**. The **System Login** page will display. Enter your account Username and Password and click **Login**. The **Main Menu Page** will appear and on the **Main Navigation Page** a welcome message will change to reflect your login account information.



A screenshot of the "System Login" page. It features the title "System Login" at the top. Below the title are two input fields: "Username" and "Password". Both fields are empty. At the bottom of the form is a "Login" button.





A screenshot of the "System Login" page. It features the title "System Login" at the top. Below the title are two input fields: "Username" and "Password". The "Username" field contains the text "frnmaw2" and the "Password" field contains a series of asterisks. At the bottom of the form is a "Login" button.



To return to the **Main Navigation Page** at any time during visit, click on any of the links under the columns and it will redirect you there. If you press the **Home** button on the left column however, you will be redirected to the **Main Page**.

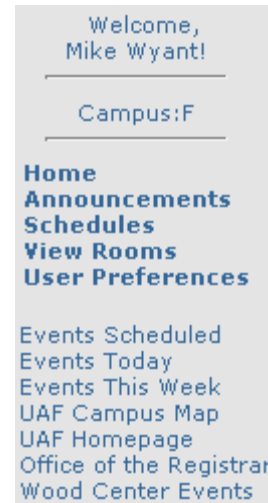
Logout Information

After 20 minutes of inactivity in your account, the Web Client will automatically logout for security reasons. If you wish to logout of your account manually, you may do so by clicking the **Logout** button  on the information bar on the **Main Navigation Page**, or the  button on the **Main Menu Page**. Upon logout, you will be returned to the page you were viewing, and have only Guest privileges on the Web Client. For instance, if you were on the **Main Menu Page** then when you logout, you will see the guest version of that page.

It is very important to **ALWAYS** logout when you are done. This will not only insure your account will not be tampered with, but also will close-out your session on the Astra Web Client server.

User Preferences

As a registered user, you will see a **User Preferences** link on the **Main Navigation Menu**. This area allows you to change your login password and edit any saved views that you created as **Quick Links**.



To Change your Password

1. Click **User Preferences** on the **Main Menu** or on the **Main Navigation** Page to change your account settings.

Modify User Preferences

[Modify User Account Information](#)

Edit Quick Links

| Name | Location | Display Order | Default | Start Page |
|------|----------|---------------|---------|------------|
|------|----------|---------------|---------|------------|

2. Click **Modify User Account Information**.
3. Where the field that says **Password** type new password and then again in **Confirm Password**.
4. Click **Update**. Your password change is effective immediately.
5. You may also update email address where any correspondences concerning room requests for events are sent. Other contact information is entirely optional.

Edit User Account:

Please enter the following information.

Name

Login Name*

Password* **Confirm Password***

Address 1 **Address 2**

City **State** **Zip code**

Phone **Ext.** **FAX**

Email * **Confirm Email ***

[Terms of Use & Privacy Policy](#)

* = Required

Once you clicked **Update**, this will appear to let you know the changes have been made.

User Info Successfully Updated

Clicking **Ok** will close that window and you will be taken back to the modify your user preferences box. At this point you may navigate through the Web Client as you wish.

Personal Quick Links

You may customize your own personal **Quick Links** to quickly display information that you access frequently. You may create quick links to Events, Classes, Exams, or Building/Room information.

To create a **Quick Link**, you must be logged into your account. Once you have logged in, proceed to retrieve the information you want to access. When you have done that, click on the **Save This View** link [Save This View](#) on the right in the **Information Bar** to create the **Quick Link**; a new window will appear.

Save Quick Link

Quick Link URL: index.jsp?start_page=view_FRM...

Enter a title for your Quick Link

Please select where you want this Quick Link to be displayed

Home Page

Left Panel

Add Link to Profile List

Save Cancel

Name the link whatever you would like. You have the option of making this link your default **Home Page**, but a word of caution. Once you make it your **Home Page**, whenever you click on the **Home** button, you will be redirected to that **Quick Link** you created. It is recommended that you click **Left Panel** so that the link will appear on the **Left Panel** of your **Main Navigation Page**. Then click the box **Add Link to Profile List** and then click **Save**. When you have done that, a confirmation will appear.



Clicking on **OK** will close the window and your **Quick Link** will appear on your **Main Menu** or **Main Navigation Page**.

Also on the **User Preferences** page, you will notice that you can manually enter a personal quick link. To do this, you must have the entire web address for that link typed into the line, (e.g. <http://www.weather.com>). Then you can make this page your default **Home Page**, but the same caution exists here as previously discussed. If you chose to place this on your **Home Page**, you will be asked which column to place the link. You may cause this link to appear on the left panel on your **Main Navigation Page**.

Add Quick Link

Quick Link URL: Example: http://www.aais.com

Enter a title for your Quick Link

Please select where you want this Quick Link to be displayed

Home Page

Left Panel

Add Link to Profile List

Welcome,
Mike Wyant!

Campus:F

Home
Announcements
Schedules
View Rooms
User Preferences

Events Scheduled
Events Today
Events This Week
UAF Campus Map
UAF Homepage
Office of the Registrar
Wood Center Events

My Quick Links

Requested
Events
Canceled Events
Scheduled stuff

The **Quick Links** can be edited, modified, deleted, and even reordered in appearance any time during your session. If so desired, you may even make a **Quick Link** be the default screen that opens when you login to your account.

To make these changes, click on the **User Preferences** link, and this window will appear.

Modify User Preferences

[Modify User Account Information](#)

Edit Quick Links

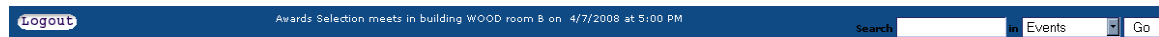
| Name | | | Display Order | | Default Start Page |
|----------------------------------|--------|--------|---------------|--------|--------------------------|
| Requested Events | Rename | Delete | 1 | Update | <input type="checkbox"/> |
| Canceled Events | Rename | Delete | 2 | Update | <input type="checkbox"/> |
| Scheduled stuff | Rename | Delete | 3 | Update | <input type="checkbox"/> |

Go ahead and make any changes, and they will appear immediately after you make them.

Navigation

Three distinct navigation areas comprise each page: **Information Bar**, **View Options Bar**, and **Main Menu**.

Information Bar



The **Information Bar** allows you to login/logout of your account. It also allows you to search for specific classes, events, or room schedule information. A scrolling ticker of upcoming scheduled events will also appear on the **Information Bar**.

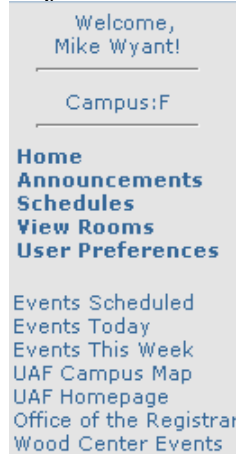
View Options Bar



The **View Options Bar** allows you to display, save, and print the schedule information you are viewing. By using the checkboxes, you may toggle which information is displayed in your view. The various options on the bar include the **View as:** drop down menu. This will change the layout of the information you want displayed. The **Save This View** link allows you to make your current view accessible from a **Quick Link** on the **Main Menu**. The **Print Version** link produces a printer friendly version of the schedule information in another browser window.

Main Menu

The **Main Menu** located on the **Main Navigation Page** on the left side of each page, contains the primary navigation links, in bold, and then also your personalized **Quick Links** should you choose to customize them.



A description of each main navigation link follows:

- **Home** – Link that will return you back to your **Main Page**.
- **Announcements** – Shows current UAF News, Announcements, and Headlines.
- **Schedules** – Will take you to the screen to view scheduled events, classes, or exams, and also to apply search filters.
- **View Rooms** – Will display complete building and room list of the main UAF campus. Pictures of buildings and classrooms will also be displayed along with detailed information about the rooms.
- **User Preferences** – This will allow you to change your password and modify your **Quick Links**.

*****THE FOLLOWING LINKS WILL OPEN A NEW BROWSER WINDOW.*****

- **Events Scheduled** – Standard **Quick Link** to display campus events scheduled through Wood Center Scheduling.
- **Events Today** – Standard **Quick Link** to display campus events scheduled through Wood Center Scheduling for current day.
- **Events This Week** – Standard **Quick Link** to display campus events scheduled through Wood Center Scheduling for the current week.
- **UAF Campus Map** – Standard **Quick Link** which will open the University Relations campus map page.
- **UAF Homepage** – Standard **Quick Link** which will take you to the main UAF Homepage.

- **Office of the Registrar** – Standard **Quick Link** which will take you to the Office of the Registrar’s web page.
- **Wood Center Events** – Standard **Quick Link** which will take you to Wood Center Events web page with contact information for scheduling campus events.

Unlike your personal **Quick Links**, the standard **Quick Links** cannot be modified or moved.

Viewing Schedule Information

Click on **Schedules** on the **Main Menu** to view the events, classes, and/or exams scheduled on the main campus. Your view can be configured to display one, two, or all three types of activities at one time. You may use filters and set data sorts to customize the information that will be displayed. Setting the date and/or time range is also important for the information to be displayed. If you want a specific range of dates/times, setting those will make the displayed information more concise and relevant to your needs. Here is a sample display:

Events
 Classes
 Exams

View as: List
Save This View
Print Version

Filter Criteria

Start Date:

Start Time:

Building:

Event Status: Scheduled

End Date:

End Time:

Room:

Next

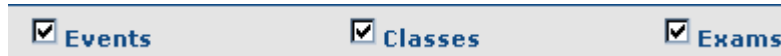
| Name | Building | Room | Days met | Start Date | End Date | Start Time | End Time |
|---|----------|--------|----------|------------|------------|------------|----------|
| Applied International Business | TVCC | | MW | 03/17/2007 | 05/07/2008 | 5:30 PM | 8:30 PM |
| Leadership Alaska Scholars | GRUE | 306 | T | 09/06/2007 | 05/10/2008 | 6:00 PM | 9:00 PM |
| Nurse Aid Training | HTCH | | W | 01/01/2008 | 05/31/2008 | 12:44 PM | 2:04 PM |
| Nurse Aid Training | UPARK | | R | 01/01/2008 | 05/31/2008 | 12:44 PM | 4:45 PM |
| Nurse Aid Training | HTCH | | MF | 01/01/2008 | 05/31/2008 | 1:12 PM | 2:04 PM |
| SIOP Part Two | FNSBSD | | T | 01/22/2008 | 04/22/2008 | 8:30 AM | 3:30 PM |
| Accounting Concepts & Uses II | GRUE | 413 | MWF | 01/22/2008 | 05/10/2008 | 10:30 AM | 11:30 AM |
| Project CRISS Cohort | FNSBSD | | S | 01/22/2008 | 05/16/2008 | 2:00 PM | 4:00 PM |
| Corporate Strategy | GRUE | 409 | W | 01/22/2008 | 05/10/2008 | 7:00 PM | 10:00 PM |
| Military Fitness Training | SRC | | MWF | 01/24/2008 | 05/10/2008 | 6:00 AM | 7:00 AM |
| Weight Training | SRC | | MWF | 01/24/2008 | 05/10/2008 | 7:00 AM | 8:00 AM |
| Intermediate Yoga | UPARK | GYM | TR | 01/24/2008 | 05/06/2008 | 7:30 AM | 9:00 AM |
| Portfolio Management | BUNN | 216A | MW | 01/24/2008 | 05/10/2008 | 7:30 AM | 9:00 AM |
| Student Investment Fund | BUNN | 216A | MW | 01/24/2008 | 05/10/2008 | 7:30 AM | 9:00 AM |
| Intro to Academic Writing | HTCH | 108 | TR | 01/24/2008 | 05/10/2008 | 7:55 AM | 9:15 AM |
| Trigonometry | HTCH | | TR | 01/24/2008 | 05/06/2008 | 7:55 AM | 9:15 AM |
| Advanced Aikido | SRC | | TR | 01/24/2008 | 05/10/2008 | 8:00 AM | 9:30 AM |
| Advanced Pistol Marksmanship | PATT | | W | 01/24/2008 | 05/10/2008 | 8:00 AM | 11:00 AM |
| Advanced Rock Climbing | SRC | | TR | 01/24/2008 | 05/10/2008 | 8:00 AM | 9:30 AM |
| Bakery Production I | HTCH | DINING | MTWRF | 01/24/2008 | 05/10/2008 | 8:00 AM | 3:00 PM |
| Bakery Production II | HTCH | DINING | MTWRF | 01/24/2008 | 05/10/2008 | 8:00 AM | 3:00 PM |
| Bakery Production III | HTCH | DINING | MTWRF | 01/24/2008 | 05/10/2008 | 8:00 AM | 3:00 PM |
| Bakery Production IV | HTCH | DINING | MTWRF | 01/24/2008 | 05/10/2008 | 8:00 AM | 3:00 PM |
| Basic Techniques of Cooking II | HTCH | DINING | MTWRF | 01/24/2008 | 05/10/2008 | 8:00 AM | 3:00 PM |
| Beginning Drawing | ART | 317 | MW | 01/24/2008 | 05/10/2008 | 8:00 AM | 10:30 AM |

Page 1 of 83
 Go To Page:

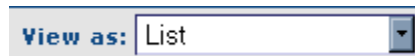
Events that occur during the date/time range given will appear, even if they start or end outside of the date/time range criteria.

Viewing Options

Checking the boxes next to **Events**, **Classes**, **Exams** in the **View Options Bar** allows you to filter the information being displayed.



The layout of the selected event, class, and/or exam information is determined by the options in the **View As** drop down menu in the **View Options Bar**.



The following layout view options are available:

- **List** – The **List** view displays all selected activities in a list format (columns and rows).
- **Today's Events** – The **Today's Events** option will display those events scheduled today. You can select a specific building and room. You can also filter a specific time frame for the events. The listing will be broken-down by starting hour blocks and give the event's basic information.
- **Weekly Calendar** – The **Weekly Calendar** view displays all selected activities by week in a calendar format.
- **Monthly Calendar** – The **Monthly Calendar** view displays all selected activities by month in a calendar format.
- **Daily Room Grid** – The **Daily Room Grid** contains all scheduled and, optionally, requested activities on a particular day, ordered by time and room assignment.
- **Weekly Room Grid** – The **Weekly Room Grid** contains all scheduled and, optionally, requested activities during a particular week, ordered by day and time.

When looking at events, you have the option of selecting the filter criteria of the Event Status. Your options are: All, Scheduled, Requested, Tentative, Canceled, or Declined. You may also select the Event Type in your filter.



Many times the schedule information you are viewing will span several pages. Page navigation buttons are available at the bottom of each schedule information page which you may use to navigate through large amounts of displayed information.

Click the **Previous** or **Next** buttons to move through the schedule information one page at a time. Alternately, you may jump to a specific page of information by typing the page number in the **Go To Page** box and clicking **Go**. Your view will change to display the information on your target page.

Schedule Information Details

Click on the event, class, or exam name to view details about the activity. Class and exam details will include the course name, number, section, instructor, meeting location, meeting time, meeting pattern, and current enrollment. This information is live with live feeds from Banner.

Calculus III

| | | | |
|---------------------------------|-------------------------------|-----------------------|--|
| <u>Subject</u> MATH | <u>Course</u> F202X | <u>Section</u> F01 | <u>Instructor</u> Ghenciu, Eugen Andrei |
| <u>Building</u> GRUE | | | <u>Campus</u> F |
| <u>Room</u> 208 | | | |
| <u>Start Date</u> 09/06/2007 | <u>End Date</u> 12/20/2007 | | |
| <u>Start Time</u> 8:00 AM | <u>End Time</u> 9:00 AM | <u>Days</u> MTWF | |
| <u>Max Enrollment</u> 50 | <u>Enrollment</u> 33 | | |

Event details include event name, event type, customer contact, meeting times, dates, and locations. Depending upon level of access, and when allowed, will also include the ability of the user to join the event as a registered attendee.

Event: Study Abroad Fair

| | | |
|---|------------------------------------|--|
| <u>Customer</u> International Programs | <u>Contact</u> Kati Falk | <u>Add to Calendar</u> Full Event(non outlook users only) |
| <u>Attendance</u> 1 | <u>Reservation</u> 20070723-004 | |
| <u>Event Type</u> Fair | <u>Status</u> Scheduled | |

| Name | Date | Start | End | Building | Room | Status | Attendance | Link 1 | Link 2 |
|-------------------|-----------|----------|---------|----------|----------|--------|------------|--------|-----------------|
| Study Abroad Fair | 10/3/2007 | 10:00 AM | 4:00 PM | WOOD | MALL4567 | 1 | | | Add to Calendar |
| Study Abroad Fair | 10/4/2007 | 10:00 AM | 4:00 PM | WOOD | MALL4567 | 1 | | | Add to Calendar |

Searching Schedule Information

Keyword searches may be performed to easily locate specific rooms, classes, and/or events by using the **Search** fields in the **Information Bar**.





Type your search word(s) in the box and use the drop down menu to select which type of information to search. Click the **Go** button to display the search results in a new browser window.

Filtering Schedule Information

The schedule view may be filtered to display information matching a particular criteria. The filter options vary, depending upon the types of schedule information being viewed and the layout of the view.

Class and/or exam information may be filtered by selecting the **term** to which it belongs. Only active terms in the Astra Schedule will appear. Terms will appear in the standard Banner format used by UAF (e.g. Spring 2008 will be 200801, Summer 2008 will be 200802, or Fall 2008 will be 200803)

Term: . Current term will default unless you change that.

- A way to filter schedule information is by **time of day**. When viewing event, class, and/or exam information, you may choose to view activities occurring between certain times of day or at all times. Using the clock tools  next to the Start and End time areas of the schedule display to enter the start and end times of your filter. The default time will always be 7:00am and 11:59pm.
- Finally, a variety of search fields are available in each schedule information layout to help filter the activities for viewing. You can filter by **Building, Room, Subject, and/or Section**. If you need to see which buildings are available for the filter, use the building tool .

In the calendar or grid layout, filter drop down menus are located at the top of the schedule information page. Use the drop down menus to set the filter(s). The schedule information will adjust to display only information which matches the filter settings.



Sorting Schedule Information

The schedule may be sorted to display as a **List**, **Daily Room Grid**, or **Weekly Room Grid**.

Saving a Schedule View

In the same way that you were able to create your own personal **Quick Links**, you can do the same with a schedule view. Follow the same steps as with the **Quick Links** and there you go.

Printing Schedule Information

At times, you may want to print a hard copy of your schedule information. Click **Print Version** in the **View Options Bar** to open a modified, printer-friendly version of your schedule information in a new browser window. Then you may use your browser's print capability to print the schedule information. The printer-friendly version will reflect the way you have the information listed and displayed.


Viewing Buildings and Rooms

A list of buildings and rooms on campus can be found by clicking the **View Rooms** link on the **Main Navigation Page**. Building and room information includes the building and room names, room numbers, campus, room capacity, room type, and permanent room features. Photographs of most of the buildings and rooms will be available. All general classrooms have their photographs posted on the Web Client. This information can be helpful when locating a room for a class or event you wish to attend or when looking for an appropriate room in which to request an event on the main campus.

Viewing Buildings

Click **View Rooms** on the **Main Page** or **Main Navigation Page**. The building list will then display.

Click the link in the building column to view rooms in that building.

| | Building | Building Name | Bldg. # | Campus |
|---|------------------------------|----------------------|-------------------------------|---------------|
|  | View Details | ARCT | Arctic Health Research Center | F |

By clicking on the picture or **View Details** a new browser window will appear and a larger picture of the building will be there with building details.

Viewing Rooms

Clicking on the building abbreviation will display the entire room list entered into the Astra Schedule along with their photographs and room details.

| | | | | | | |
|---|------------------------------|------|-----|----|---------------|---|
|  | View Details | CHAP | 104 | 35 | Partial-Smart | Chalkboard;Data-Video Projector;Moveable Seating;Overhead Projector;Podium;Projector Screen;SSD (single station desk);TAC (tablet-arm chair);TV / VCR;Windows;Monitor TV;Laptop Input;Pencil Sharpener; |
|  | View Details | CHAP | 106 | 50 | Partial-Smart | Chalkboard;Moveable Seating;Projector Screen;Podium;SSD (single station desk);TAC (tablet-arm chair);Windows;Data-Video Projector;Laptop Input;Table; |

Just as with the Building list, you may click either on the room picture or **View Details** and a new browser window will open with detailed room information and larger picture.

Sorting the Room List

Use the same procedure as with sorting schedule information to sort the room list based upon the values in the column headers.

Filtering the Room List

The room list may be filtered to display only rooms in a certain building, with a certain room number, and/or of a certain room type. One, two, or three of the possible filters may be applied at one time. Use the drop down menus to conduct the room list filter.

You do have the option of creating a **Quick Link** of a particular room list filter. Follow the same steps in creating a **Quick Link** to save your room list filter.