


Spaces.Samford.edu


Samford University

SPACES

Samford's Planning and
Calendar Event System

Logout stest

ASTRA HOME
CALENDARS
ACADEMICS
RESOURCES
EVENTS
PEOPLE
REPORTING

Add Items to Your Astra Portal [?](#)

Holidays and Academic Events

First Week of School	Undergraduate and all other graduate programs begin, including graduate Health Law and Policy and Paralegal Studies. Use caution in scheduling any meetings with external guests, as commuting on campus will be a challenge.	8/28/2017
Labor Day	Campus is closed, no meetings or classes will be held on campus.	9/4/2017
Fall Break	No classes will be held, but usual activity for staff may occur.	10/9/2017
Thanksgiving Holiday	Campus is closed, no meetings or classes will be held on campus.	11/23/2017
Final Exams Week	No large events are to be held this week, as students prepare for their final exams.	12/11/2017
Fall Commencement	Campus is closed	12/16/2017

Internal Large Event Request Form, Internal Sponsorship Request Form, and External Event Request Form

[Request an Event](#)

Astra Schedule Functions

[Access Reports](#)

[Calendar](#)

Upcoming Events

Event Name	Status
Page 1 of 1	1

Helpful Information

[Samford Home Page](#)

[SPACES FAQ](#)

[Samford Event Planning](#)

[Building Coordinators](#)

[Academic Calendar](#)

[Blackout Dates](#)

Calendars for Academics



Samford University **SPACES**

ASTRA HOME **CALENDARS** ACADEMICS RESOURCES EVENTS

Calendar | Scheduling Grids

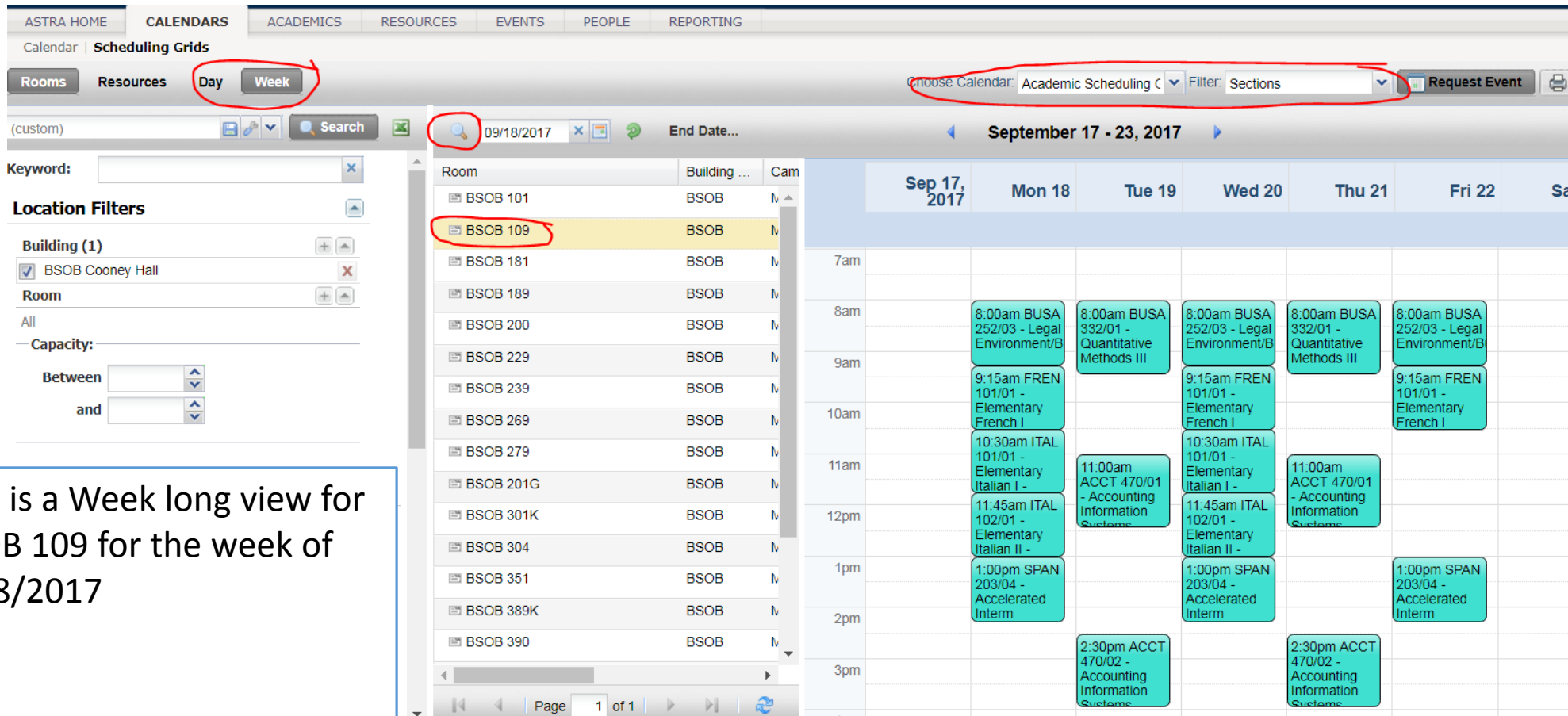
 **Calendars**
Enterprise Calendars

 **Calendar**
[View activity calendar.](#)

 **Scheduling Grids**
[View daily resource grid.](#)

For Academics, Scheduling Grids are most useful way to “conceptualize” the schedule, and are a great tool for viewing an entire room or building

Calendars, Cont.



ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS PEOPLE REPORTING

Calendar | Scheduling Grids

Rooms Resources **Day** **Week**

Choose Calendar: Academic Scheduling C Filter: Sections Request Event

(custom) Search 09/18/2017 End Date... September 17 - 23, 2017

Keyword: Location Filters

Building (1)
 BSOB Cooney Hall

Room
 All
 Capacity: Between and

Room	Building	Class	Sep 17, 2017	Mon 18	Tue 19	Wed 20	Thu 21	Fri 22
BSOB 101	BSOB	M						
BSOB 109	BSOB	M						
BSOB 181	BSOB	M						
BSOB 189	BSOB	M						
BSOB 200	BSOB	M						
BSOB 229	BSOB	M						
BSOB 239	BSOB	M						
BSOB 269	BSOB	M						
BSOB 279	BSOB	M						
BSOB 201G	BSOB	M						
BSOB 301K	BSOB	M						
BSOB 304	BSOB	M						
BSOB 351	BSOB	M						
BSOB 389K	BSOB	M						
BSOB 390	BSOB	M						

This is a Week long view for BSOB 109 for the week of 9/18/2017

Calendars, Cont.

ASTRA HOME **CALENDARS** ACADEMICS RESOURCES EVENTS PEOPLE REPORTING

Calendar | Scheduling Grids

Rooms Resources **Day** Week

Choose Calendar: Academic Scheduling c Filter: Sections Request Event

(custom) Search

09/20/2017 September 20, 2017

Keyword:

Location Filters

Building (1)

DBH Dwight Beeson Hall

Room

All

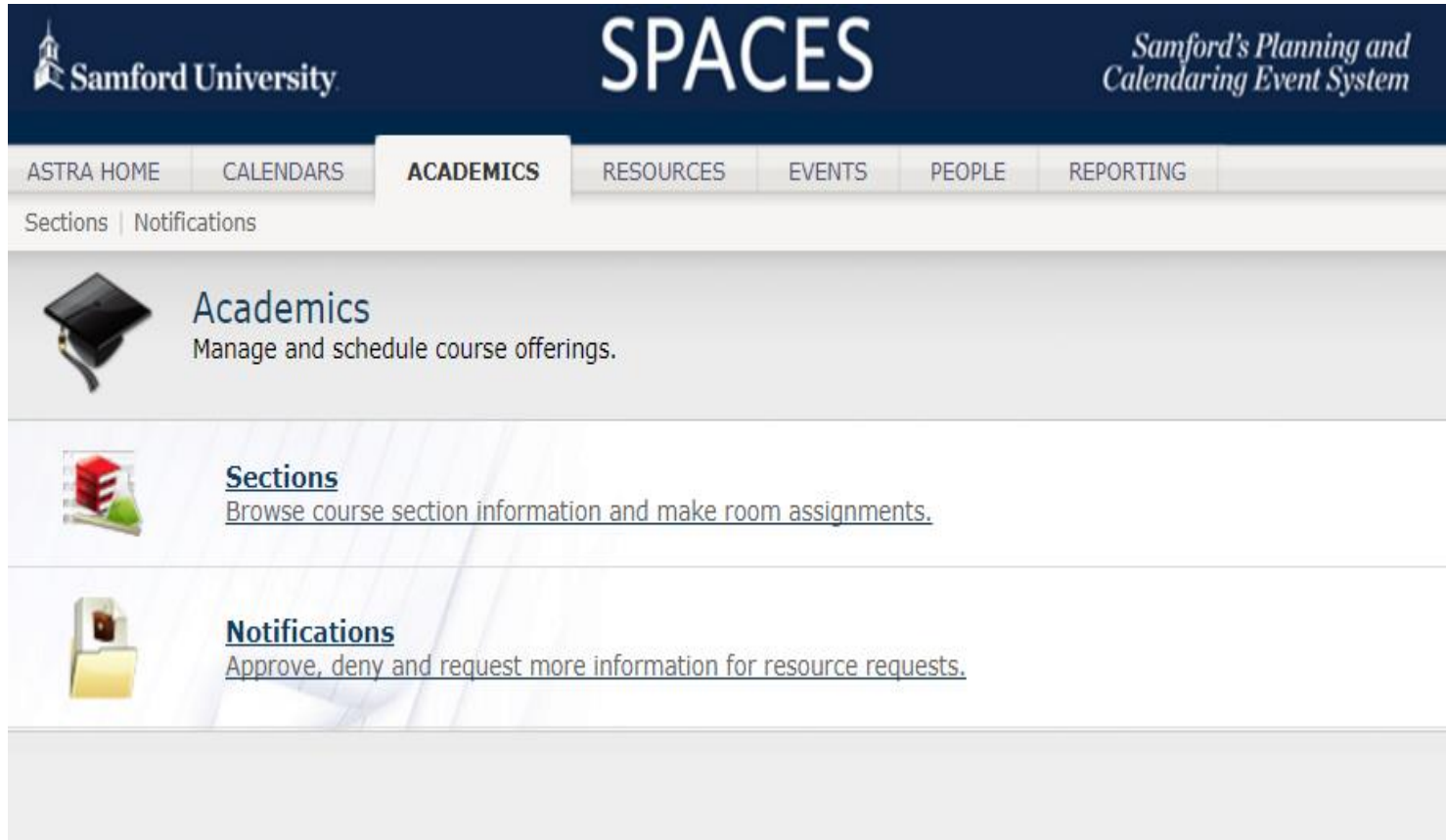
Capacity:

Between and

Room	Building Code	Campus	Type	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM
DBH 112	DBH	Main	Classroom	62			SPAN 1C	HIST 20I	HIST 20I	SPAN 1C	HIST 355/01 - C					
DBH 113	DBH	Main	Classroom	32			UCCP 1I	HIST 21I	HIST 30I	HIST 21I	UCCP 101/20 - C					
DBH 131	DBH	Main	Classroom	228												
DBH 201	DBH	Main	Classroom	20			SPAN 1C	HIST 31I	HIST 49I	RELG 4I	HIST 402/01 - H					
DBH 204	DBH	Main	Classroom	61			SPAN 1C	POLS 2C	SPAN 1C	SPAN 2C	SPAN 1C					
DBH 208	DBH	Main	Classroom	31				UCCP 1I	POLS 3C	HIST 44I	POLS 319/01 - I					
DBH 213	DBH	Main	Classroom	41				SPAN 1C	SPAN 1C	SPAN 3C	SPAN 375/01 - F					
DBH 216	DBH	Main	Classroom	37			AERO 1	AERO 2	SPAN 3C	SPAN 1C	SPAN 302/01 - C					
DBH 217	DBH	Main	Classroom	31				SPAN 1C	FREN 1C	FREN 1C	SPAN 1C					
DBH 312	DBH	Main	Classroom	55			FREN	SPAN	SPAN	SPAN	SPAN	SPAN	SPAN	SPAN		
DBH 423	DBH	Main	Lab - Computer	37				PSYC 1C	PSYC 1C		SPAN 315/01 - E					
DBH 207	DBH	Main	Seminar	110				SPAN 1C	SOA 2	UCCP 1I	COMS 221/02 -					
DBH 307	DBH	Main	Seminar	15					FREN 2C		POLS 465/02 - Senior Semii					
DBH 408	DBH	Main	Studio - Media	2												

Here is a day view for all of DBH for Wednesday, September 20th

Academics



The screenshot shows the SAMFORD SPACES Academics page. The header includes the Samford University logo and the text "SPACES Samford's Planning and Calendaring Event System". A navigation menu contains "ASTRA HOME", "CALENDARS", "ACADEMICS" (highlighted), "RESOURCES", "EVENTS", "PEOPLE", and "REPORTING". Below the menu, there are links for "Sections" and "Notifications". The main content area features three sections: "Academics" with a graduation cap icon and the description "Manage and schedule course offerings.", "Sections" with a book icon and the description "Browse course section information and make room assignments.", and "Notifications" with a folder icon and the description "Approve, deny and request more information for resource requests."

Academics is where you can view course information, change rooms, and see notification logs for requests that have been approved or need further action

Academics: Sections

You can see all course information in the Sections area of the Academics tab. I have filtered my results to show all CHEM classes in 201820 (remember filters are customizable and can be saved to fit your preferences).

Samford University
SPACES
Samford's Planning
Calendar Event

ASTRA HOME
CALENDARS
ACADEMICS
RESOURCES
EVENTS
PEOPLE
REPORTING

Sections | Notifications

Filter

Keyword:

Start Date: All

End Date: All

Days Met: U M T W R F

Invalid Mtg. Pattern: All

Arranged: All

Is Exam: All

View Sections

View Meetings

Term (1)

201820

Subject (1)

CHEM

Course

All

Instructor

All

Campus

All

(custom)

Section List

+ Add a Section

	Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Off...	Se
	CHEM 440/05 RES	WF	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 326	201820		Sche...	22697	
	CHEM 206/01L LAB	W	01/22/2018	05/10/2018	2:15 PM	5:15 PM	PH 308	201820		Sche...	20153	
	CHEM 208/02 LAB	W	01/22/2018	05/10/2018	2:15 PM	5:15 PM	PH 314	201820		Sche...	22141	
	CHEM 311/01 LAB	W	01/22/2018	05/10/2018	2:15 PM	5:15 PM	PH 334	201820		Sche...	22142	
	CHEM 207/02 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:50 AM	PH 109	201820		Sche...	22136	
	CHEM 350/01 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:50 AM	PH 315	201820		Sche...	22137	
	CHEM 355/01 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:50 AM	PH 311	201820		Sche...	20146	
	CHEM 460/01 SEM	TR	01/22/2018	05/10/2018	11:00 AM	12:50 PM	PH 339	201820		Sche...	20152	
	CHEM 109/02L LAB	T	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 308	201820		Sche...	20157	
	CHEM 208/01 LAB	T	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 314	201820		Sche...	22139	
	CHEM 313/01 LAB	T	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 338	201820		Sche...	22140	
	CHEM 206/02L LAB	R	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 308	201820		Sche...	21392	
	CHEM 326/01L LAB	R	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 314	201820		Sche...	20165	
	CHEM 440/03 RES	R	01/22/2018	05/10/2018	11:00 AM	1:00 PM	PH 235	201820		Sche...	22688	
	CHEM 108/01 LEC	MWF	01/22/2018	05/10/2018	10:30 AM	11:35 AM	PH 109	201820		Sche...	20147	
	CHEM 205/01 LEC	MWF	01/22/2018	05/10/2018	8:00 AM	9:05 AM	PH 109	201820		Sche...	20142	

















Page 1 of 1 | Show 200 results



Sections, cont.

Sections | Notifications

Section List

+ Add a Section

Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Off...
 CHEM 440/05 RES	WF	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 326	201820		Scheduled	22697
 CHEM 206/01L LAB	W	01/22/2018	05/10/2018	2:15 PM	5:15 PM	PH 308	201820		Scheduled	20153
 CHEM 208/02 LAB	W	01/22/2018	05/10/2018	2:15 PM	5:15 PM	PH 314	201820		Scheduled	22141
 CHEM 311/01 LAB	W	01/22/2018	05/10/2018	2:15 PM	5:15 PM	PH 334	201820		Scheduled	22142
 CHEM 207/02 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:50 AM	PH 109	201820		Scheduled	22136
 CHEM 350/01 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:50 AM	PH 315	201820		Scheduled	22137
 CHEM 355/01 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:50 AM	PH 311	201820		Scheduled	20146
 CHEM 460/01 SEM	TR	01/22/2018	05/10/2018	11:00 AM	12:50 PM	PH 339	201820		Scheduled	20152
 CHEM 109/02L LAB	T	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 308	201820		Scheduled	20157
 CHEM 208/01 LAB	T	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 314	201820		Scheduled	22139
 CHEM 313/01 LAB	T	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 338	201820		Scheduled	22140
 CHEM 206/02L LAB	R	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 308	201820		Scheduled	21392
 CHEM 326/01L LAB	R	01/22/2018	05/10/2018	1:00 PM	4:00 PM	PH 314	201820		Scheduled	20165
 CHEM 440/03 RES	R	01/22/2018	05/10/2018	11:00 AM	1:00 PM	PH 235	201820		Scheduled	22688
 CHEM 108/01 LEC	MWF	01/22/2018	05/10/2018	10:30 AM	11:35 AM	PH 109	201820		Scheduled	20147
 CHEM 205/01 LEC	MWF	01/22/2018	05/10/2018	8:00 AM	9:05 AM	PH 109	201820		Scheduled	20142

Page 1 of 1 | Show 200 results |  

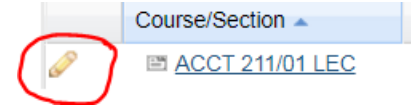
From the sections area, you can edit course location, see the status, expand the number of results you see, and export data into excel

Scheduling “Do’s” and “Don’ts”

- Do: Review room assignment to ensure course was assigned to the correct room and changes are not needed
- Do: Check the status of your courses to ensure they are “Scheduled” and not “Requested”, “Incomplete”, or “Unassigned”
- Don’t: Edit any information besides room information. **REMEMBER:** Any other changes to a course are **STILL** made in Banner only.

What does this all mean? Let's look at an example

- You need to edit the location of a section. Let's edit!
- Brings you to this screen:



ASTRA HOME CALENDARS **ACADEMICS** RESOURCES EVENTS PEOPLE REPORTING

Sections | Notifications

Editing... Save Cancel Add Meeting

Section ACCT 211 / Accounting Concepts I 01

Section Info

Subject:*	ACCT	Title:	Accounting Concepts I	Sandbox Options <input type="checkbox"/> Assign All Meetings to Same Room <input type="checkbox"/> Do Not Optimize
Course:*	211	Campus:*	Main	
Delivery Method:*	Standard	Term:*	201820	
Section:*	01	Part Of Term:	1_201820	
Course Offering Id:	20601	SIS Key:	201820_20601	
		Max Enrollment:	21	
		Enrollment:	0	

Section Notes

Same Time Info

Meetings

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room
	LEC	11:00 AM	12:15 PM	TR	01/22/2018	05/10/2018	Lohrke, Cynthia	Requested	BSOB 189

Editing a location:

ASTRA HOME | CALENDARS | **ACADEMICS** | RESOURCES | EVENTS | PEOPLE | REPORTING

Sections | Notifications

Editing... Save Cancel Add Meeting

Section ACCT 211 / Accounting Concepts I 01

Section Info



Subject:*	ACCT	Title:	Accounting Concepts I	Sandbox Options <input type="checkbox"/> Assign All Meetings to Same Room <input type="checkbox"/> Do Not Optimize
Course:*	211	Campus:*	Main	
Delivery Method:*	Standard	Term:*	201820	
Section:*	01	Part Of Term:	1_201820	
Course Offering Id:	20601	SIS Key:	201820_20601	

Max Enrollment: 21
Enrollment: 0

Section Notes

Same Time Info

Meetings

	Meeting Type	Start Time	End Time	Days	Start Date	End Date	Instructor	Status	Room	
	LEC	11:00 AM	12:15 PM	TR	01/22/2018	05/10/2018	Lohrke, Cynthia	Requested	BSOB 189	

All we ever want to edit in Ad Astra is room information, so do not enter information in other locations

This is the icon we want. It will let us search for available rooms and either schedule them (if it is a room we have access to) or put in a request for approval (if it is a room outside our schedulable area).

So let's edit!

Samford's Planning and Scheduler

Filter

Time

Show Additional Mtg. Patterns

Room

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between 21 and

Campus (1)

Main

Room Type

All

Feature

All

Region (1)

Academic Spaces

Building (1)

BSOB Cooney Hall

Room

All

(custom) Search

Room	Score	ACCT 211 03 (LEC)
		1/22/2018-5/10/2018 TR 2:30pm-3:45pm Enrollment: 0
BSOB 101	76	Unavailable
BSOB 229	76	Avail (Request)
BSOB 109	76	Unavailable
BSOB 189	76	Avail (Request)
BSOB 181	76	Unavailable
BSOB 239	76	Unavailable
BSOB 269	76	Avail (Request)
BSOB 279	76	Avail (Request)
BSOB 401	76	Avail (Request)
BSOB 411	76	Unavailable
BSOB 200	67	Unavailable

Page 1 of 1

Assigning a room brings you to the search screen. I wanted a room in Cooney Hall for this course, so I filtered by BSOB. Notice that I also filtered by Region to include only Academic Spaces. This will filter out all the “event” spaces like conference rooms, reception halls, etc.

The room editor now shows me all rooms in BSOB, as well as which ones are available on Tuesdays and Thursdays from 2:30-3:45

I can simply select the room I want to put the course in and it will be assigned to a scheduled or requested state

What to look for

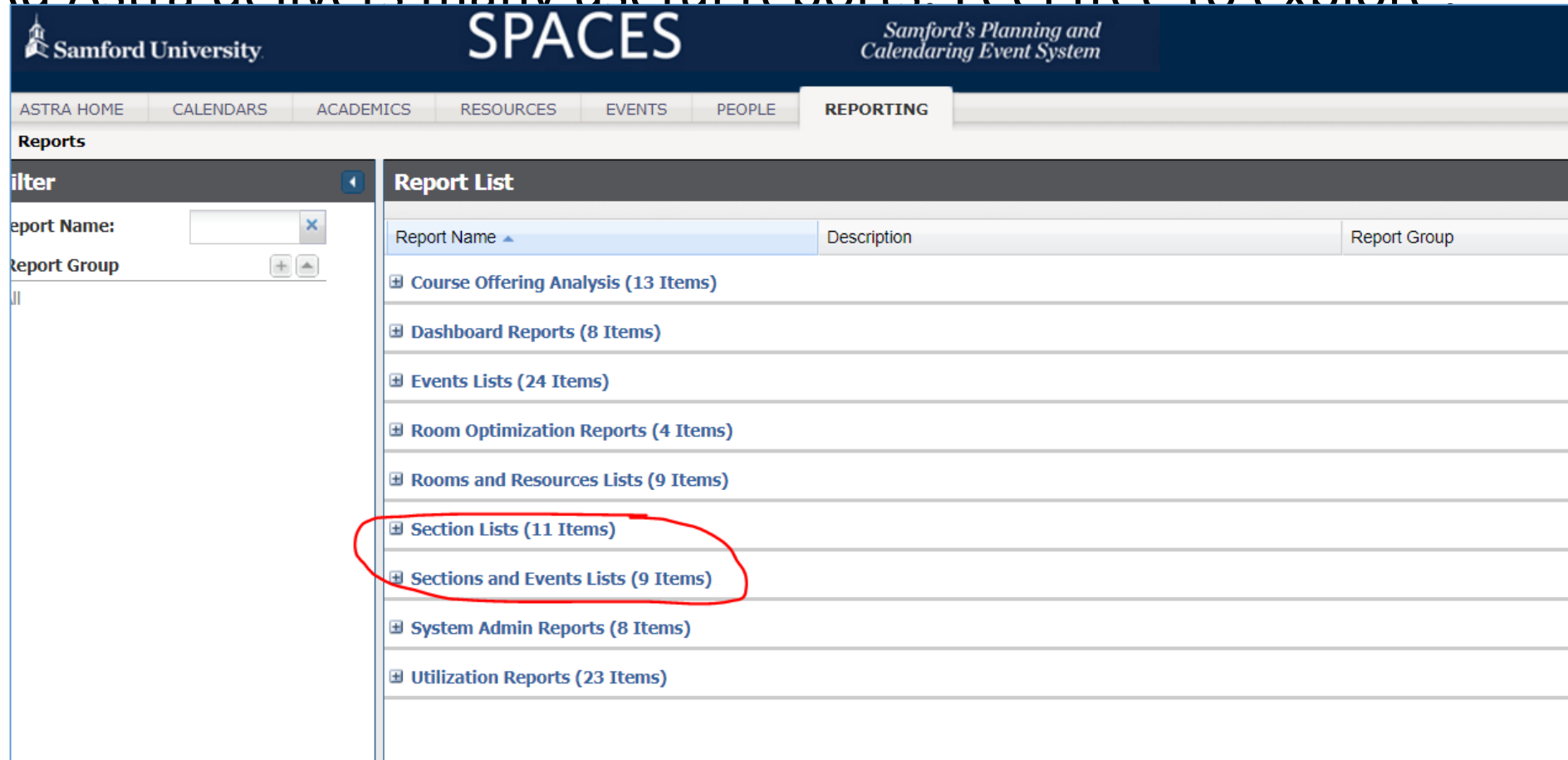
Section List											
+ Add a Section											
	Course/Section	Days Met	Start Date	End Date	Start Time	End Time	Room	Term	Cross-List	Status	Course Off...
	ACCT 211/01 LEC	TR	01/22/2018	05/10/2018	11:00 AM	12:15 PM	BSOB 189	201820		Requested	20601
	ACCT 211/02 LEC	TR	01/22/2018	05/10/2018	1:00 PM	2:15 PM	BSOB 411	201820		Scheduled	20600
	ACCT 211/03 LEC	TR	01/22/2018	05/10/2018	2:30 PM	3:45 PM		201820		Unassigned	20602
	ACCT 212/01 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:15 AM	BSOB 101	201820		Scheduled	20606
	ACCT 212/02 LEC	TR	01/22/2018	05/10/2018	11:00 AM	12:15 PM	BSOB 101	201820		Scheduled	20607
	ACCT 212/03 LEC	TR	01/22/2018	05/10/2018	1:00 PM	2:15 PM	BSOB 101	201820		Scheduled	20603
	ACCT 212/04 LEC	MWF	01/22/2018	05/10/2018	1:00 PM	2:05 PM		201820		Unassigned	20611
	ACCT 212/05 LEC	MWF	01/22/2018	05/10/2018	10:30 AM	11:35 AM	BSOB 239	201820		Scheduled	20610
	ACCT 212/06 LEC	MWF	01/22/2018	05/10/2018	11:45 AM	12:50 PM		201820		Unassigned	20613
	ACCT 212/07 LEC	MWF	01/22/2018	05/10/2018	9:15 AM	10:20 AM	BSOB 239	201820		Scheduled	21977
	ACCT 310/01 LEC	TR	01/22/2018	05/10/2018	1:00 PM	2:15 PM	BSOB 269	201820		Scheduled	20615
	ACCT 310/02 LEC	TR	01/22/2018	05/10/2018	2:30 PM	3:45 PM	BSOB 101	201820		Scheduled	20614
	ACCT 311/01 LEC	MWF	01/22/2018	05/10/2018	8:00 AM	9:05 AM	OBB 316	201820		Requested	21978
	ACCT 312/01 LEC	TR	01/22/2018	05/10/2018	8:00 AM	9:15 AM	RUSSL 225	201820		Incomplete	20616
	ACCT 312/02 LEC	TR	01/22/2018	05/10/2018	11:00 AM	12:15 PM	PH 100	201820		Requested	20617
	ACCT 415/01 LEC	TR	01/22/2018	05/10/2018	5:15 PM	7:30 PM		201820 A1		Unassigned	20876

Missing Room: Needs to be assigned

Requested Status: You tried to move it to a room you don't have "rights" to assign. Sandra gets a notification to review and assign the room

Incomplete Status: Very rare. Maybe part of the section could be approved but certain dates were not

- Ad Astra delivers many useful reports. Feel free to explore!



The screenshot shows the 'SPACES' reporting interface for Samford University. The header includes the university logo and the text 'Samford's Planning and Calendaring Event System'. A navigation bar contains tabs for 'ASTRA HOME', 'CALENDARS', 'ACADEMICS', 'RESOURCES', 'EVENTS', 'PEOPLE', and 'REPORTING'. The 'REPORTING' tab is active, showing a 'Reports' section with a filter sidebar and a 'Report List' table.

Filter

Report Name:

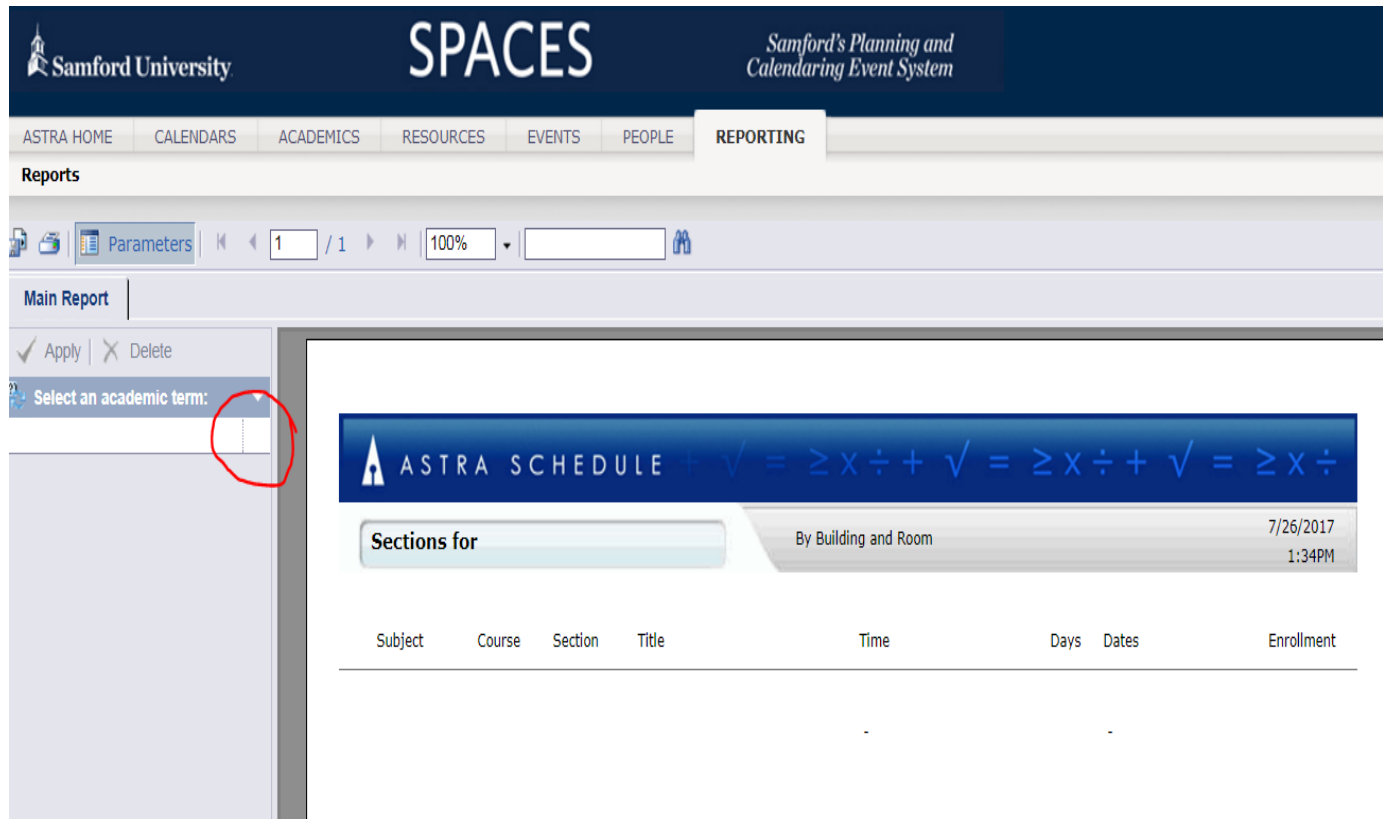
Report Group:

Report List

Report Name	Description	Report Group
Course Offering Analysis (13 Items)		
Dashboard Reports (8 Items)		
Events Lists (24 Items)		
Room Optimization Reports (4 Items)		
Rooms and Resources Lists (9 Items)		
Section Lists (11 Items)		
Sections and Events Lists (9 Items)		
System Admin Reports (8 Items)		
Utilization Reports (23 Items)		

Reporting, cont.

- When opening a report, you will often need to click on the selection box on the left hand side:



Samford University **SPACES** *Samford's Planning and Calendaring Event System*

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS PEOPLE **REPORTING**

Reports

Parameters | 1 / 1 | 100%

Main Report

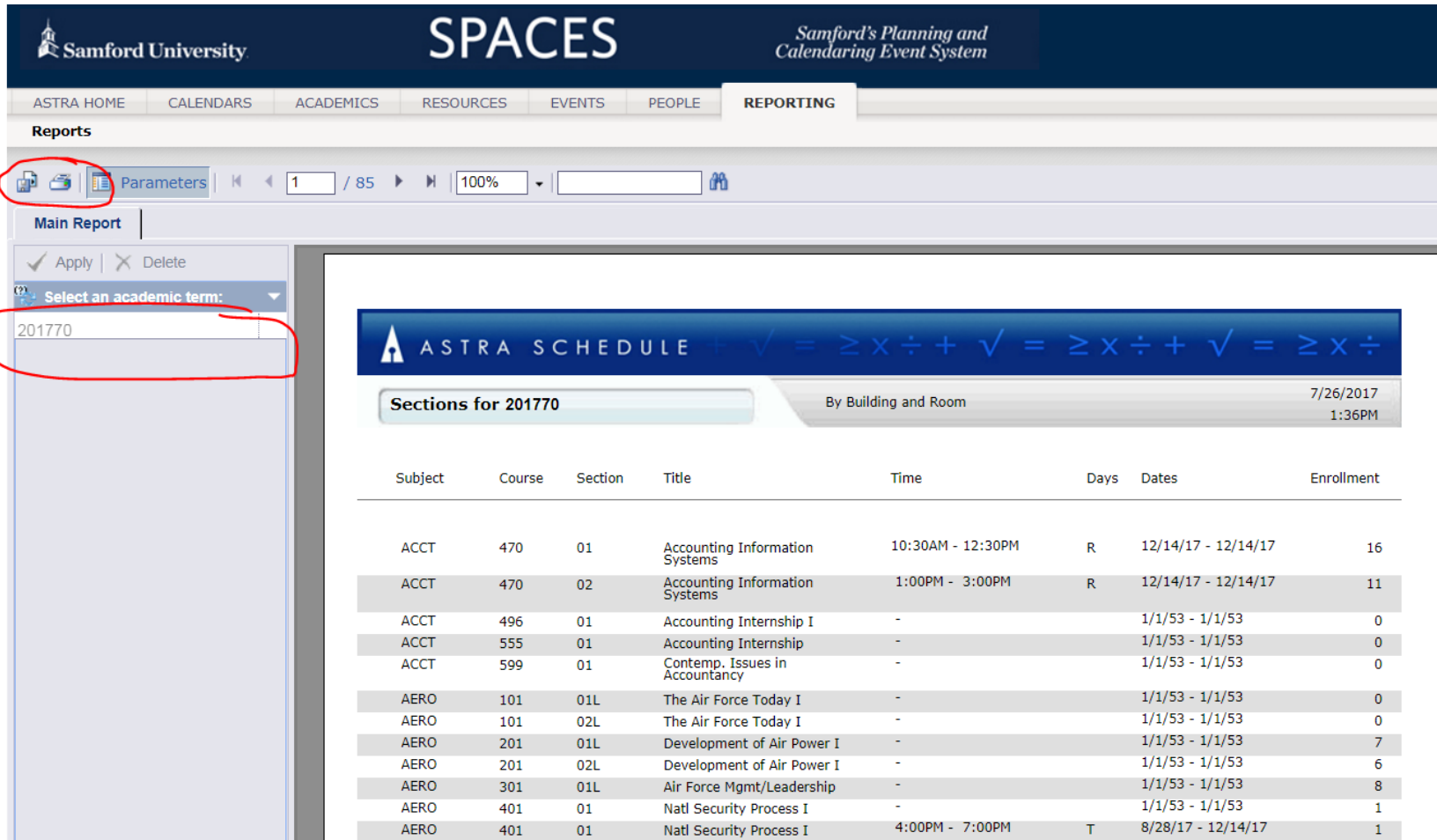
✓ Apply | ✗ Delete

Select an academic term:

ASTRA SCHEDULE

Sections for By Building and Room 7/26/2017 1:34PM

Subject	Course	Section	Title	Time	Days	Dates	Enrollment

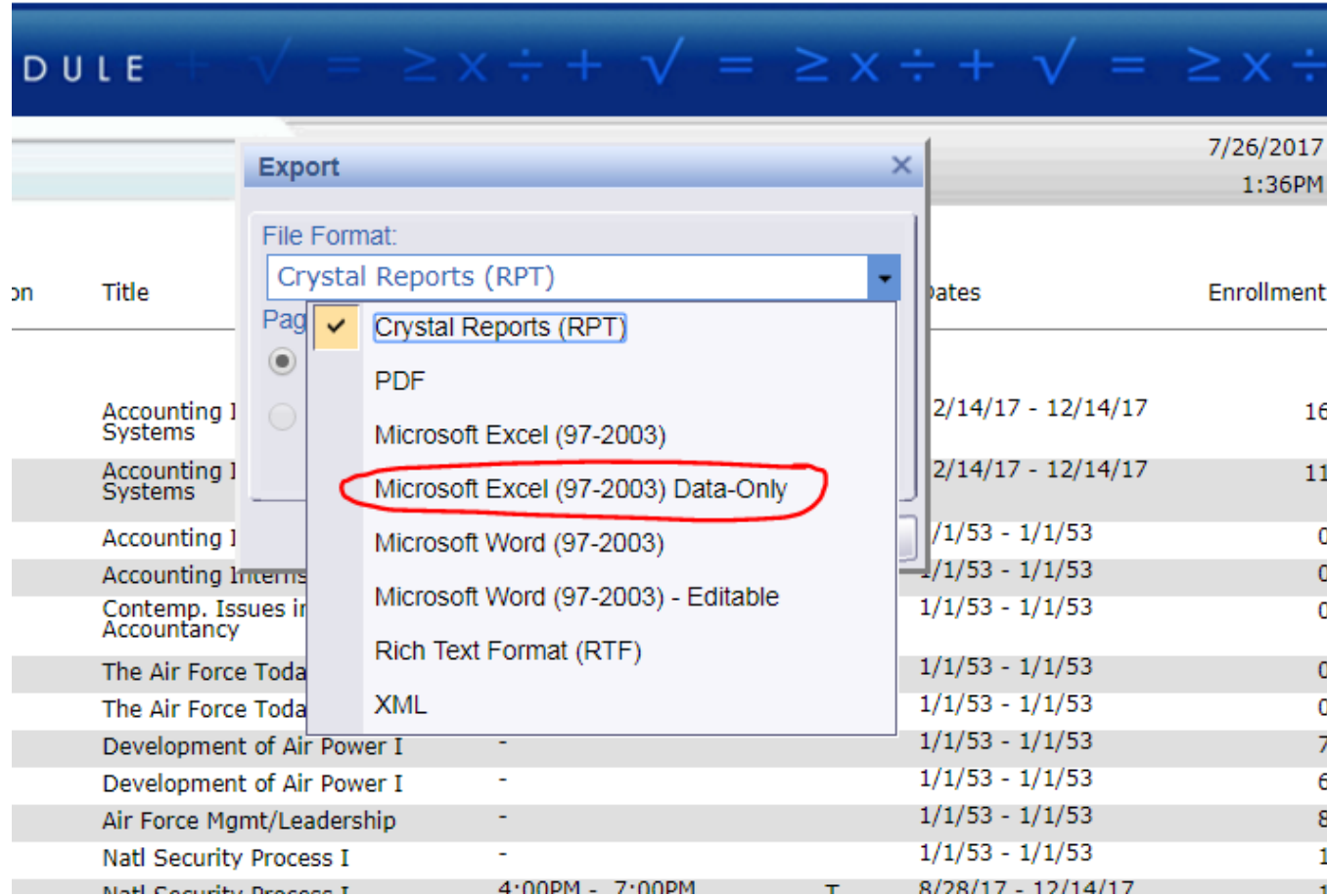


The screenshot shows the SAMFORD SPACES Reporting interface. The top navigation bar includes links for ASTRA HOME, CALENDARS, ACADEMICS, RESOURCES, EVENTS, PEOPLE, and REPORTING. The main content area is titled "Reports" and features a "Parameters" tab. A red circle highlights the "Parameters" tab and a dropdown menu for "Select an academic term:" with "201770" selected. The main report area displays "ASTRA SCHEDULE" and "Sections for 201770" by Building and Room. The table below lists various sections with their respective details.

Subject	Course	Section	Title	Time	Days	Dates	Enrollment
ACCT	470	01	Accounting Information Systems	10:30AM - 12:30PM	R	12/14/17 - 12/14/17	16
ACCT	470	02	Accounting Information Systems	1:00PM - 3:00PM	R	12/14/17 - 12/14/17	11
ACCT	496	01	Accounting Internship I	-		1/1/53 - 1/1/53	0
ACCT	555	01	Accounting Internship	-		1/1/53 - 1/1/53	0
ACCT	599	01	Contemp. Issues in Accountancy	-		1/1/53 - 1/1/53	0
AERO	101	01L	The Air Force Today I	-		1/1/53 - 1/1/53	0
AERO	101	02L	The Air Force Today I	-		1/1/53 - 1/1/53	0
AERO	201	01L	Development of Air Power I	-		1/1/53 - 1/1/53	7
AERO	201	02L	Development of Air Power I	-		1/1/53 - 1/1/53	6
AERO	301	01L	Air Force Mgmt/Leadership	-		1/1/53 - 1/1/53	8
AERO	401	01	Natl Security Process I	-		1/1/53 - 1/1/53	1
AERO	401	01	Natl Security Process I	4:00PM - 7:00PM	T	8/28/17 - 12/14/17	1

Once report parameters are selected, you can view, export, or print your selected reports.

Reporting, cont.



Title	Dates	Enrollment
Accounting I Systems	2/14/17 - 12/14/17	16
Accounting I Systems	2/14/17 - 12/14/17	11
Accounting I Systems	1/1/53 - 1/1/53	0
Accounting Interns	1/1/53 - 1/1/53	0
Contemp. Issues in Accountancy	1/1/53 - 1/1/53	0
The Air Force Today	1/1/53 - 1/1/53	0
The Air Force Today	1/1/53 - 1/1/53	0
Development of Air Power I	1/1/53 - 1/1/53	7
Development of Air Power I	1/1/53 - 1/1/53	6
Air Force Mgmt/Leadership	1/1/53 - 1/1/53	8
Natl Security Process I	1/1/53 - 1/1/53	1
Natl Security Process I	4:00PM - 7:00PM T 8/28/17 - 12/14/17	1

When exporting a report, be sure to export the data-only version so that it can be easily manipulated in Excel.