Student Shared Classroom Event Request Instructions

Astra 7.5

*** Shared Classroom Requests must be submitted at least 4 days in advance ***

- Go to www.baylor.edu/adastra
- To access the Shared Classroom Request Form, either click the Request an Event on the Astra homepage (figure 1), or go to events tab and click Event Request (figure 2).

**Event Request Form**

- Select the Shared Classroom Request Form from the dropdown menu, and click next (figure 3).
- Complete the Shared Classroom Request Form (figure 4)

Click save to submit

![Image of Shared Classroom Request Form]

Figure 3

**Contact Information**

**Event**

**Meeting**

**Attendance**

**Create/Delete Meetings**

**Meeting List**

Click “Create” to add selected dates/times to room request.

Click check box to select meeting to request rooms. Then click “Request Rooms” (figure 5)

**Recurring tab**

**Additional Info**

Figure 4
Creating your Requested Meetings

- Enter the Contact Information for your request
- Enter the Event Details
- Enter your meeting name (which will default from Event Name), meeting type, attendance
- To create your meetings, select date and time using the following options:
  - NOTE: When creating multiple meetings at once, after selecting “Create” a pop-up box will ask you to confirm the group name. Typically you can just select “Okay”, unless you want to create multiple groups with different names (in that case just edit the name and say :Okay”.
  - To add a single meeting or multiple meetings that do not have a regular recurring pattern, enter the meeting time, and select the appropriate date(s) on the calendar displayed on the Single Meeting(s) tab and click create for each date/time combination (figure 5).
  - For recurring meetings, click the recurring tab, enter your start and end time, select your meeting pattern, select your start and end date, and click create (figures ).

- Once your meetings have been created, they will be in the meeting list to the right of the meeting recurrence calendar (figure 6).
- Meeting Scheduled on Holidays can be deleted from the meeting list by using the delete button above the meeting list (figures 6).
Adding Room(s) to an Event Request

- Once you have created your meeting patterns, click the checkbox next to the event meetings (or event meeting groups) and select “Request Rooms”.
- The Request Room tool will pop up. You can edit the filter to view subsets of the Shared Classrooms, or just scroll through the list.
- In the Request Rooms tool the event group will be the first thing displayed, the tool will evaluate the availability of each room for all meetings of the group. Each room will have one of the following beside it:
  - Available (no background color) – The room is available for all meetings
  - Conflicts (yellow background) – The room is available for at least 1 meeting
  - Unavailable (red background color) – the room is not available for any meetings
- Once you have selected the appropriate room (or rooms – you can select multiple rooms at each meeting pattern) select “OK”

When you have finished entering your event information, click save at the top (figure 8).