

**Keyword**

Search Course/Section column only  
note: 'wild card' symbol is %

**Invalid Mtg Pattern** - means sections without meeting patterns

- Yes will show
- No will exclude

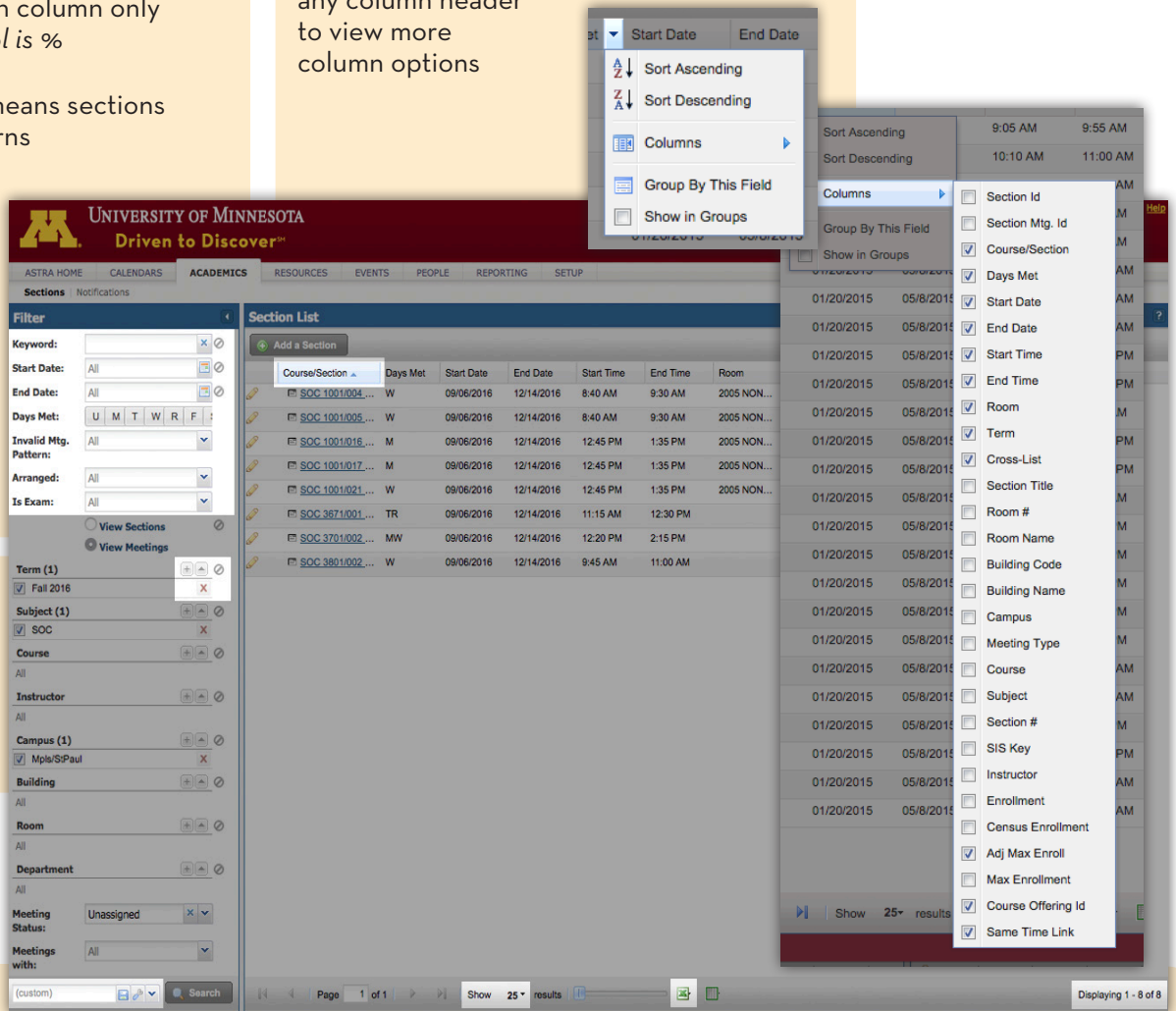
**Is Exam**

- Yes will show only final exams
- No will exclude exams
- Default All will show classes and exams

**Symbols Key:**

- + add choice
- X delete choice
- no value/null

Click the arrow on any column header to view more column options



(custom)

Filter names

- Save current filter
- Manage existing filters
- Show all filters

Recommendation: save a default filter with your user defaults such as Campus, Term, and Subject. When you open Astra Academics, it will automatically populate.

Control how many rows are shown

Export to EXCEL for further manipulation

Total number of rows returned from search/filter


## ASTRA ACADEMICS

### Helpful filters for schedulers

#### Classes WITH a meeting pattern but NO room assignment

Select Campus, Term and Subject(s)  
Set Meeting Status to Unassigned

#### Sections without instructors

Select Campus, Term and Subject(s)  
Click  next to Instructor

#### Classes with no Enrollment Capacities

Select Campus, Term and Subject(s)  
Scan the Adj Max Enroll column  
*(Note: This column can be sorted by clicking the column header.)*

#### Classes with no meeting pattern

Select Campus, Term and Subject(s)  
No meeting pattern: set Invalid Mtg. Pattern to Yes

#### Final exam room assignments (you will ONLY see final exam info with this query)

How to filter search

**Is Exam** = Yes  
**View Meetings** = Radio button selected  
**Term** = Select appropriate term  
**Subject** = Select the subject(s) you schedule  
**Campus** = Mpls/St Paul or Duluth

**Remember!** If you use the same Campus, Term, and/or Subject selection every time, you may want to set up a default filter to save yourself time and steps.

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## ASTRA – CCS Interface

Term information appears in Astra during the CCS initial build

Cancelled classes do not appear in Astra

Information is refreshed:

- meeting patterns changed in CCS appear in Astra within 30 minutes
- room assignments made in Astra appear in CCS within seconds
- all class data from CCS is refreshed in Astra overnight

### ASTRA > CCS Translations

ASTRA		CCS
Max Enrollment	>	Request Room Capacity
Adj Max Enroll	>	Enrollment Capacity
Enrollment	>	Actual Enrollment