Room Reservation Request using Astra Schedule

Overview: This online tool is used to reserve space in academic buildings.

To reserve space in non-academic buildings such as the Bonnie and Heth, contact Student Activities at (540) 831-5420.

Faculty and staff can reserve academic and lab space on campus. Students in officially recognized student organizations can reserve academic space only. Please allow 24 hours lead time for academic spaces and 72 hours for computer lab space.

NOTE: Mozilla Firefox is the recommended browser.

1) Log in to MyRU Portal. Click on the appropriate portlet (as identified below).
2) Click the link for the request:

   - **Faculty**
     - Administrative Tools
       - Adobe Connect
       - Banner INB (VPN Required)
       - Banner Training and Documentation
       - COGNOS (IE & VPN Required)
       - Course Catalog
       - Digital Measures – Activity Insight
       - Enterprise Rent-A-Car
       - eVA
       - Graduate School Admit
       - iTunesU
       - People Admin
       - Classroom/Walker Lab Requests

   - **Employee/Staff**
     - Academic Tools
       - Adobe Connect
       - Banner SSB Faculty and Advisor Menu
       - Banner SSB Student Info
       - Digital Measures – Activity Insight
       - iTunesU
       - Teaching Assignments
       - Teaching Assignment History
       - Advising Listing
       - Advising Appointments
       - Concise Class Schedule
       - Course Catalog
       - Degree Audit (Degree Works - Advisors)
       - LARC Appointment
       - Academic Advising Appointment
       - Transparent Language Online
       - Classroom/Walker Lab Requests

   - **Student Organization**
     - Academic Tools
       - Adobe Connect
       - Banner SSB Student Menu
       - Degree Audit (Degree Works - Students)
       - LARC Appointment
       - Academic Advising Appointment
       - Transparent Language Online
       - Student Organization Classroom Requests

3) Click on **Request an Event**

4) Using the drop-down arrow, choose the type event being requested.

   - **Currently Walker only**
   - **Classrooms**
     - Academic Space Request
     - Computer Lab
5) Fill out the request form with the required information (Indicated by *).

EXAMPLE of Academic Space request:

![Event Request Form](image)

**NOTE:** Please pay close attention to the *Event Estimated Attendance* and the *Max Attendance* fields. If these are not entered correctly, the space approved may not be big enough for the event. BOTH of these need to be filled in, even though the Max Attendance is not listed as Required.

![Event Request Form](image)

6) At the bottom of the screen, make sure Max Attendance is filled in, then select the date and the beginning and ending times of the event.

**NOTE:** If more than one date is clicked, BOTH dates will remain active. If a date is chosen and then a different date is selected, click the original date again to deselect it. *(Make sure there is only blue highlighting on the correct date.)*

![Event Request Form](image)

1. Make sure Max Attendance is accurate.
2. Choose the **date** for the event.
3. Choose and **Start** and **End** time.
4. Click **Create**.
7) When the Meeting is created on the right side, click the check box and then click Request Rooms.

The next screen shows the rooms that are available for use.

NOTE: If there are no available rooms showing for the date and time you have requested, you must go back and deselect the date you requested. Repeat steps 6 and 7 with the new meeting information.

There are filter options on the left that can be used to filter requests further, such as Room Type, Building and Room preferences, etc. Once all filters are set with correct preferences, click the Search button.
NOTE: the + sign in the heading can also be clicked to see more information, such as room capacity and room type.

8) When options have been chosen, click to select the room desired. It will change from Avail (Request) to **Selected**.

9) Click **OK**.

10) At the top left of the screen, click **Submit**.
11) A confirmation screen will confirm the request, and an email with the confirmation of the request will be sent to the user.

The above process is for a request only. When a request has been approved, a final email confirmation will be sent. The room is not reserved until the final confirmation email has been received.

Questions or Need Help?

Please contact the Registrar's Office in Heth Hall, 831-5271, registrar@radford.edu.

For Walker Computer Labs, please contact: 831-7522, walkertc@radford.edu.