Helpful Ad Astra Reports for Scheduling

**Daily Instructor Grid by Selected Subject**

This report will let you view a daily schedule for all Instructors in the selected department. It will also give you the option of seeing the section details and information.

**Instructor Summary Grid**

This report shows all the instructors and also a color coding of sections showing the enrollment ratio.

**Low Enrollment Sections by Subject for Selected Term Report Key**
This report allows you to view all sections that do not meet a minimum enrollment requirement. This can provide information on what courses may not be cost effective to offer due to low enrollment. (ex. Courses below ten)

![Low Enrollment Sections by Subject for Selected Term](image)

**Low Enrollment Ratio Sections by Subject for Selected Term**

This report allows you to view the percent fill for all of your department’s sections. The state reporting minimum percent fill for optimal utilization is (65%), so a more suitable room is necessary if your sections fall below this mark.

![Low Enrollment Ratio Sections by Subject for Selected Term](image)

**Section Room Hour Usage by Building & Room for Selected Date Range**
This report will show you the hours per week a classroom is being used by showing the sections that meet in the space with a total of hours per week listed. This will return all the buildings and rooms on campus. Please note that 38 the minimal requirement for hours per week.

**Sections by Building and Room for Selected Term** This will show the sections that are located in a specific building and room by Term. This report returns all the buildings and rooms on campus.

**Sections by Region for Selected Term**
This report shows all the sections scheduled in a certain region. This report returns all regions on campus for a selected term.

**Sections by Selected Instructor for Selected Term**

Report is broken down by individual instructor and term and returns what sections they are assigned to, including time, days, and room number.

**Sections by Selected Meeting Type for Selected Term**
This report allows you to run a report to show sections with a particular meeting type (ex. Lecture, discussion, etc.). This report returns all sections and is currently not available to be broken down by Subject.

Sections by Subject for selected Date Range

This report lets you enter a selected date range to display sections. If looking for all sections you can enter the start and end date for a semester. This can also be used to view additional meeting times if those dates are entered. This returns all subjects on campus.
Sections by Subject for Selected Term

This report allows you to view all sections for all subjects by term. This will return all the information from all subjects across campus.

Sections for Selected Subject and Term

This report will let you select a specific subject and term and see all sections associated with them.

Sections by Selected Term with SIS Key
This report will show sections by Term and will also include the CRN.

**Subject Enrollment Fill Ratio**

This report shows the enrollment fill ratio for each course and all sections offered. This report provides you with an overall room fill ratio for each course offered. This report returns all sections on campus.

These reports will help you in scheduling and can be run for up to date information. They can also be exported to excel and filtered to exclude unnecessary data. For instructions on how to export to Excel please review the How to Navigate the Reporting Tool FAQ. Please let us know if a certain field or search parameter is needed to get you the desired information, as we are working to make the reports as functional as possible.