

Scheduling Face-to-Face Exams in Spring 2021

Classrooms and computer labs can be scheduled for face-to-face exams by making the request through Astra Schedule at <https://www.aaiscloud.com/UHoustonClearlake/Default.aspx>.

Proctoring of the exams will be the faculty member's responsibility and you must continue to give students the option to take their exams online.

Classrooms

Classrooms have a 25% capacity limit to maintain social distance. The normal classroom capacity is listed in Astra Schedule, so you must calculate the 25% capacity to determine how many students can safely fit in the classrooms you request. Classrooms must be scheduled at least 5 working days in advance to ensure that cleaning staff are available to clean the room after use.

Computer Labs

Computer labs can be reserved between the hours of 8 am to 7 pm Monday through Thursday and 8 am to 5 pm on Friday. Labs must be scheduled at least 5 working days in advance to ensure that technical support and cleaning staff are available. The technical support person will **NOT** be responsible for proctoring.

Bayou Computer labs are available with the following socially distanced capacities:

Bayou 3606 (open lab) seats 24

Bayou 3607 seats 15

Bayou 3608 seats 24

Astra Schedule Instructions

1. Click the link <https://www.aaiscloud.com/UHoustonClearlake/Default.aspx> and log in.
2. In the top left corner click Calendars and Scheduling Grids.
3. In the top middle of the screen, Choose Calendar, select Campus Calendar.
4. In the left corner use the dropdown arrow to select the date you need. Check to see if the room you need is available at the time you need it.
5. In the top right corner click, Request Event, which takes you to Event Request Wizard.
6. To reserve classrooms, select Faculty/Staff Classroom/Conference Room Request Form.
7. To reserve the computer labs in Bayou, select Faculty/Staff Computer Lab Request Form.
8. Click Next and complete the requested information. Click Submit.

Should you need help with Astra Schedule, Shirley Edun and Mary Washington can assist you. Contact them at scheduling@uhcl.edu or X2200. The browser you use may impact what you see on the screen. For Macintosh users, Safari works best.