

OFFICE OF INSTITUTIONAL ASSESSMENT & ACCREDITATION

AD Astra Basic Users Guide

General Overview

Ad Astra assists users gather information on optimal course schedules and meet historical and predictive student demand.

This platform uses current student Pathways, as well as course enrollment and course schedule data to assist users in their course planning and scheduling efforts each semester.

Ad Astra presents all data in the following pages for user review:

Schedule > Align – Presents courses that are top candidates for schedule alignment and adjustment.

Measure > Monitor – For real time by term enrollment monitoring.

Schedule > Courses – Full detailed term review including Align and Monitor data

Logging in AD Astra

You may access the Ad Astra platform through the Office of Institutional Assessment and Accreditation webpage or through MySFA.

1. IAA Website

Office of Institutional Assessment and Accreditation webpage - sfasu.edu/iaa

2. MySFA

On MySFA under the “**Quick Navigation**” block Click “**Resources**” (See Image 2)

On the Resources Page under “**Assessment**” click “**Ad Astra Platform**” (See Image 3)

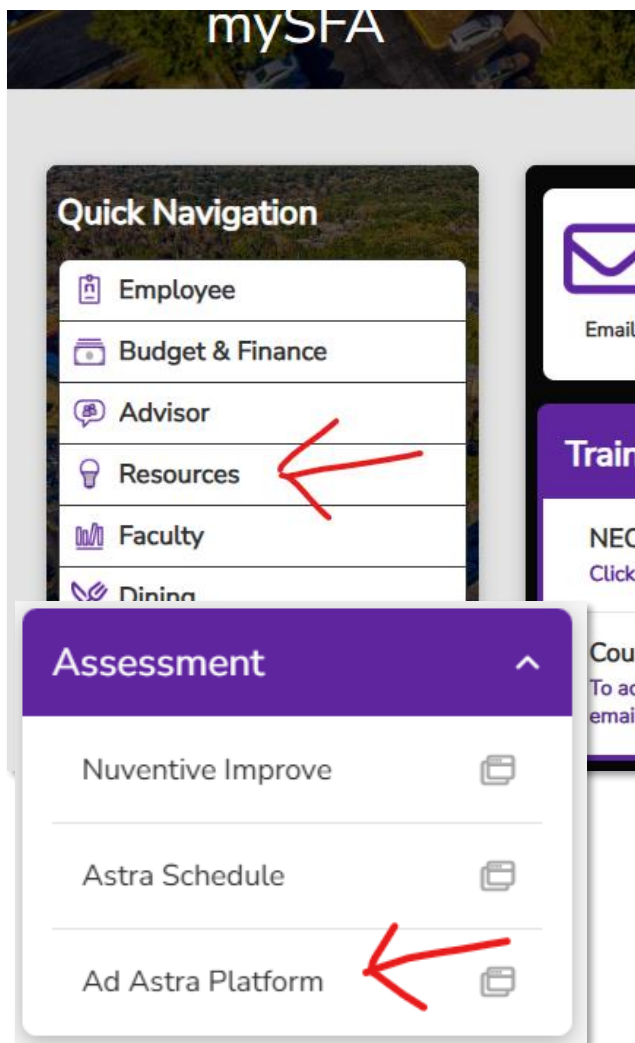


Image 1: MySFA > Resources

Image 2: Assessment > Ad Astra Platform

If you are not able to log in to AD Astra, please email IAA@sfasu.edu.

Schedule > Align

Align is the fastest way to review courses offering that are Top Candidate for section adjustments.

To navigate to Align, click “**Schedule**” then “**Align**” (Image 4).

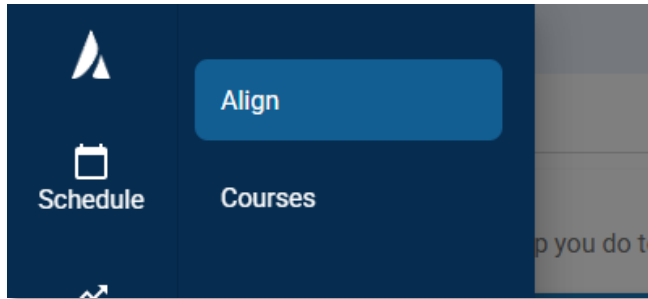


Image 3: Schedule > Align

AD Astra uses historical and predictive data based on student pathways to assist in determining how many sections of a particular course may or may not be needed for a selected term.

Filters

Before you do any analysis in Align you should set your filters to determine which courses you wish to review.

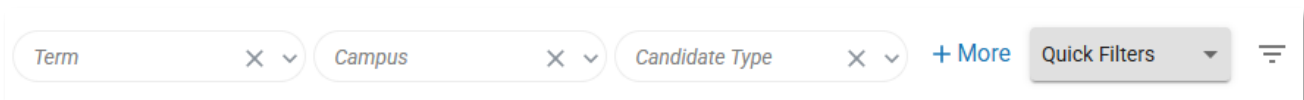


Image 4: Filters

On the Top Right of the page, you will find the filter options (See Image 5). The only required filter is **Term**.

We recommend the following useful filters:

Clicking on the filter name will allow you to select available options in a dropdown menu.

- **Campus** - filter to select *Main Campus*, *Online* and *Virtual* options for course delivery. These selections will exclude dual credit options for courses you are using for your analysis.
- **Candidate Type** - Select the recommendation type - *Addition*, *Subtraction* or *Time Change*.

- Click “**+More**” to see other filtering options such as College, Subject, and Top Candidate (See Image 6).

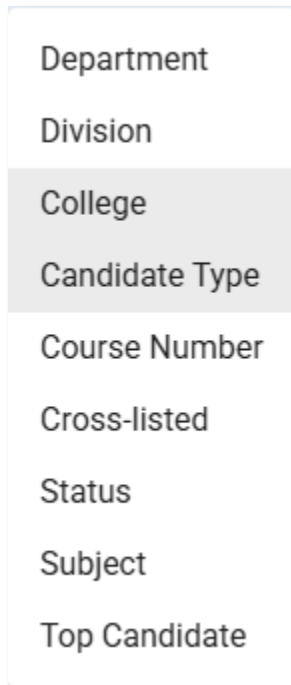


Image 5: More Filter Options

A **Quick Filter** allows you to save a set of filters that you use regularly.

To create a new Quick filter

1. Click the  Icon
2. Then “Save” (Image 7)
3. Give it a unique Name
4. Click “Save” again (Image 8)
5. Then “Done”.

Example: Creating a Filter for Fall 2026 with only Main Campus and Online courses selected



Image 6: Filter Code and Quick Filter Saving

Image 7: Quick Filter Name

Saved filters are found by clicking on “Quick Filters” and selecting a filter from “My Filters”

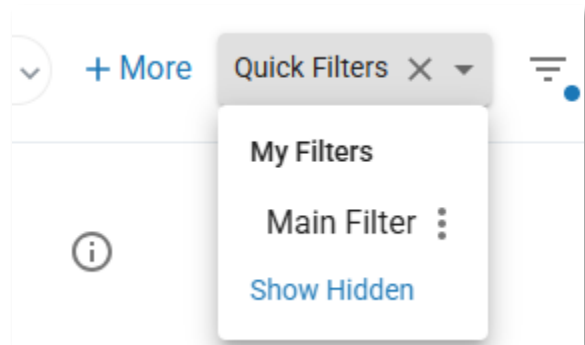


Image 8: My Filters

Once your filters are set, the page will fill with a list of courses.

Sort Find...				Not Offered			
1	2	3	4	5	6	7	
↑	COURSE		OFFERED	NEEDED	PLANNED	STATUS	?
↑	MATH 1314 - College Algebra-CoReq Fall 2026, On Main Campus		19 sections 456 seats	20 sections 482 seats	19	Evaluate...	
	MATH 1314 - College Algebra		3 sections	4 sections			

Image 9: Align Page Columns

Align page Column Name (See Image 10):

1. Candidate Type - Icon is either Up/Down Arrow (Addition, Reduction), or checkmark (No Action)
2. Top Candidate – Blue Flag indicates Top Candidate Status
3. Course – Course Number and Name, Clicking the course name will show more details (See next section).
4. Offered – Current Sections and Seats offered.
5. Needed – Recommendation based on historical and predicted student demand.

6. Planned – Defaults to offered section count. Can be adjust for plan updates. *
7. Status – Defaults to Evaluate, used as guide to know which course still need review or evaluation. *

* Planned and Status do not have any effect on course scheduling

Analysis, Sections, and Students in Align

Selecting a course name will take you to a details page for that course separated in tabs: Analysis, Section and Students.

Course Name > Analysis

The Analysis tab has several panes that provide enrollment history and predictions.

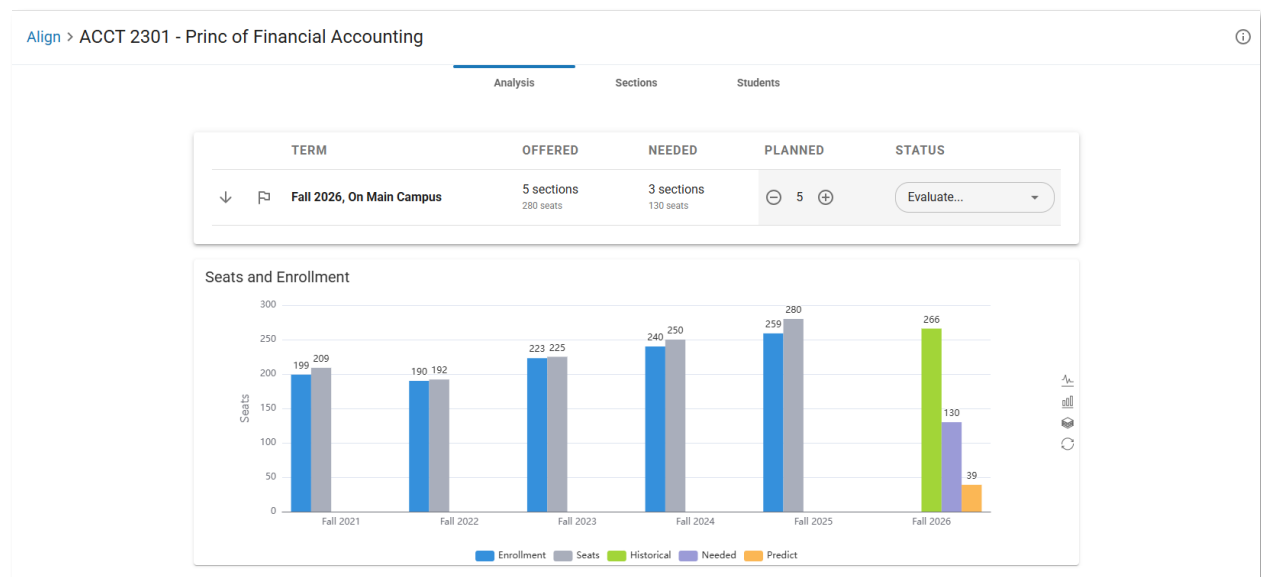


Image 10: Analysis Tab View

Seats and Enrollment Definitions (See Image 12)

1. Enrollment –Actual Enrolled count.
2. Seats – Number of spots offered.
3. Historical – Enroll based on Linear Trend
4. Predict – Number of Students who need a course based on their Pathways
5. Needed – Weighted calculation of Historical and Predicted Enrollment (Percentage Set by the University currently)

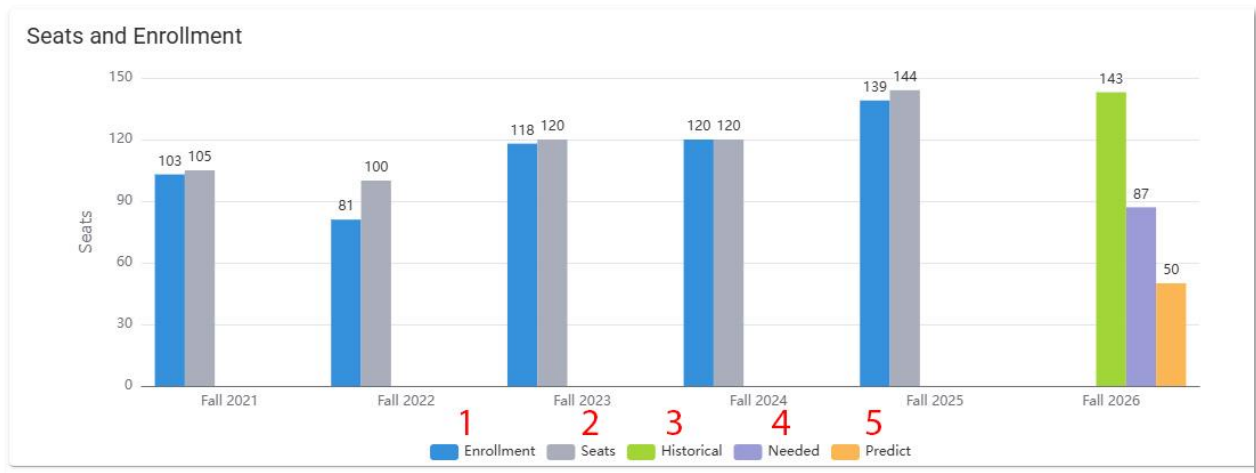


Image 11: Seats and Enrollment Details

Course Name > Sections

The Sections tab shows List of Course sections in the current term as well as Heat map of Conflicts with other demanded courses.

Align > MATH 1314 - College Algebra

Analysis Sections Students

TERM	OFFERED	NEEDED	PLANNED	STATUS
↑ Fall 2026, Online	3 sections 72 seats	4 sections 87 seats	⊖ 3 ⊕	Evaluate...

Conflict List

SECTION & LOCATION	ENROLLMENT / SEATS	WAITLIST	PART OF TERM & DATES	MEETING DAYS & TIME	INSTRUCTOR & MEETING TYPES	MODALITY
Section 500 11763 Online, Unassigned	9 / 24	N/A	Full Term 08/24/2026 - 12/15/2026	N/A -	N/A Lecture	Online - Async
Section 501 11764 Online, Unassigned	16 / 24	N/A	Full Term 08/24/2026 - 12/15/2026	N/A -	N/A Lecture	Online - Async
Section 502 11765 Online, Unassigned	11 / 24	N/A	Full Term 08/24/2026 - 12/15/2026	N/A -	N/A Lecture	Online - Async

Image 12: Section Tab View

You can toggle between List and Conflict on the right side (See Image 14).



Image 13: Conflict/List Toggle

Conflict will show a heat map of possible conflicts between the selected course and other courses that students need during a week. Darker means more risk of conflict with other courses.

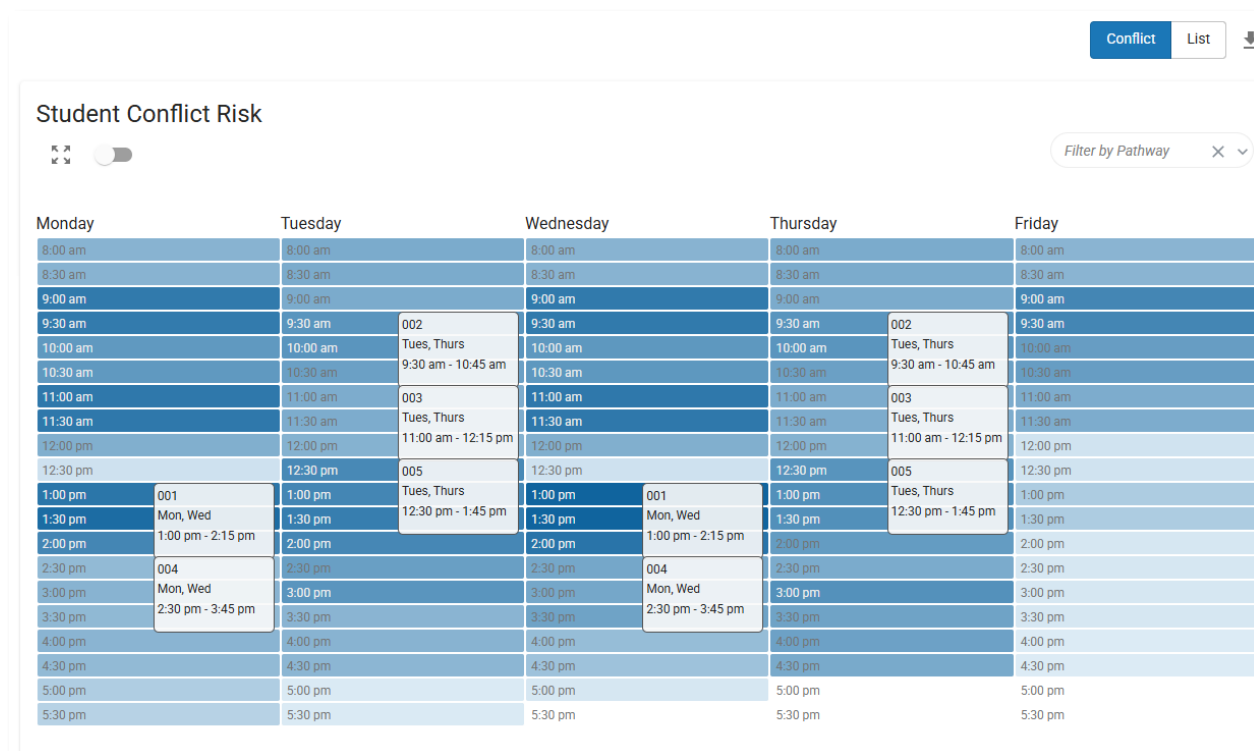


Image 14: Conflict Heat Map View

Course Name > Students

The Students tab shows real and simulated students who need the selected course.

Fall 2026, On Main Campus		
Students: 259 Current, 0 New, 50 Transfer, 29 Returning, 40 Departing		
NAME	CREDITS	PATHWAY
Simulated Student SIM-202710-TRANSFER-4	44	Accounting, BBA
Simulated Student SIM-202710-TRANSFER-7	39	Accounting, BBA

Image 15: Students Tab View

You can use the “Student Type” Filter to select “Current” for real students in a pathway.

Clicking on a students will drill down to student level data including their Pathway and course history.

Measure > Monitor

Monitor tracks registration and monitors trends over time leading up to the start of the term. Monitor is for making adjustment during the registration cycle.

To navigate to Monitor, click “**Measure**” then “**Monitor**” (Image 4).

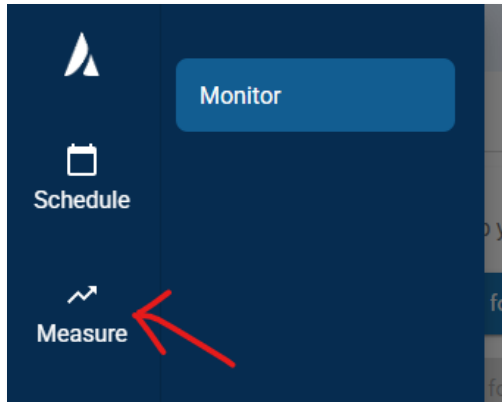


Image 16: Measure > Monitor Side Bar

Monitor gives you a quick look at courses level enrollment for a term.

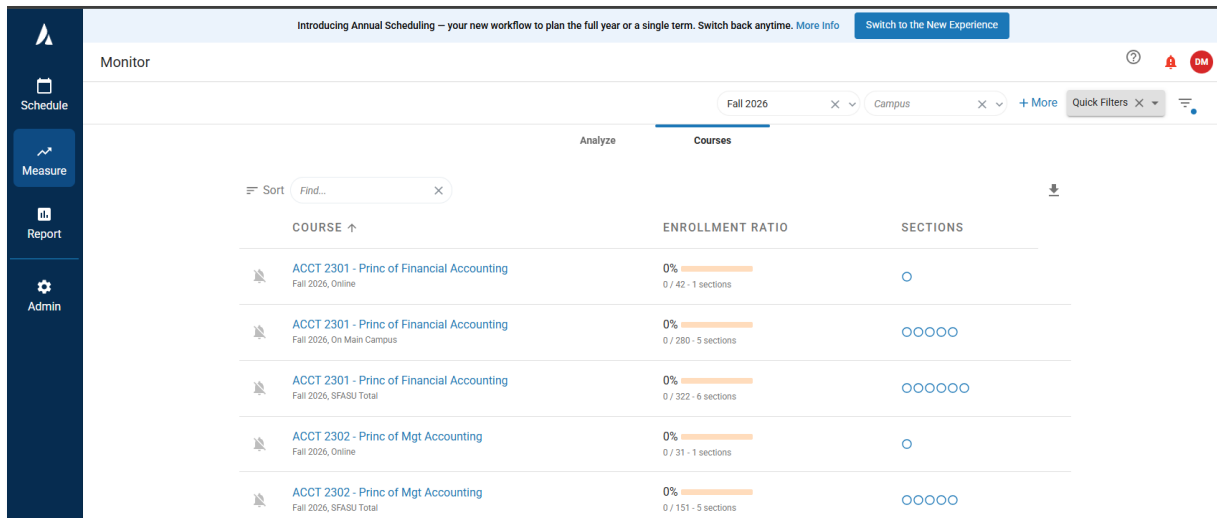


Image 17: Monitor View

Analyze		Courses	
6	7	8	5
1	2	3	4
Sort	Find...	ENROLLMENT RATIO	SECTIONS
Updated Apr 5, 2026 5:59 PM			
ACCT 2301 - Princ of Financial Accounting Fall 2026, Online		8% 3 / 40 - 1 sections	
ACCT 2301 - Princ of Financial Accounting Fall 2026, Online		93%	

Image 18: Monitor Page with Notation

Definitions (See Image 19)

1. Notification – Click the Bell Icon next to course names to receive notifications related to that course
2. Course – Course Number and Name, clicking the name will drill down to enrollment data for the selected course
3. Enrollment Ratio – Percentage of Seats filled (Enrollment/Seat) with status bar.
4. Sections – Dots representing each section of a course
 - a.  Low Enrollment
 - b.  Middle Enrollment
 - c.  High Enrollment
 - d.  Section Full
5. Export – Click here to download a CSV file of current filtered list
6. Sort – Options for sorting
7. Find – For searching with in the current filtered list
8. Last Updated Date – Date and time of the last updates from the Student Information System

Schedule > Courses

Courses provides the most detailed view of course offerings in term. It presents the same data that is available on the Align and Monitor Pages with more details for analysis.

To navigate to Courses, “**Schedule**” then “**Courses**”.

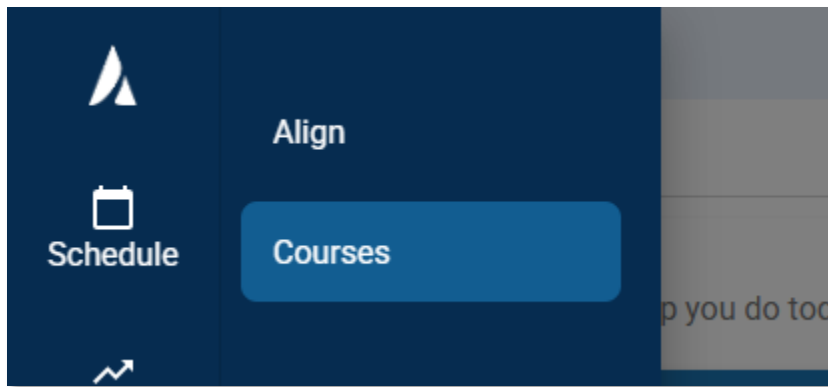


Image 19: Schedule > Courses

Filters

Just like on the Align page you will need to set your filters (See Align Filter Section).

You can also use any saved Quick Filters on this page.

A screenshot of the 'Courses' page in a web application. The page has a dark blue sidebar on the left with icons for 'Schedule', 'Measure', 'Report', and 'Admin'. The main content area has a header with 'Courses' and a search bar. Below the header is a table with columns: Course, Align Status, Seats Offered, Seats Needed, Enrollment Ratio, Space, Modality, Meeting Details, and Instructor. The table lists several accounting courses with their respective details. The enrollment ratio is shown as a progress bar with a percentage. The modality is either 'Online - Async' or 'On Campus'. The meeting details are either 'Day' or 'Night'. The instructor is either 'Bunn, Esther R' or 'Multiple'.

Course	Align Status	Seats Offered	Seats Needed	Enrollment Ratio	Space	Modality	Meeting Details	Instructor
> ACCT 2301 - Princ of Financial Accounting Online	✓	40	34	8%	Unassigned	Online - Async		Bunn, Esther R
> ACCT 2301 - Princ of Financial Accounting On Main Campus	↑	100	264	93%	Multiple	On Campus	Day	Multiple
ACCT 2302 - Princ of Mgt Accounting Virtual	✓		1					
> ACCT 2302 - Princ of Mgt Accounting Online	✓	40	33	18%	Unassigned	Online - Async		Bunn, Esther R
> ACCT 2302 - Princ of Mgt Accounting On Main Campus	↑	80	172	76%	Multiple	On Campus	Day	Multiple
> ACCT 3301 - Intermediate Accounting Online	✓		3					
> ACCT 3301 - Intermediate Accounting On Main Campus	↑							

Image 20: Course Page View

Overview of data available on the Courses page:

1. Align Page Data Including:
 - a. Top Candidate
 - b. Align Status
 - c. Clicking Courses Names Pops out the Analysis, Sections and Students Panel that is the same from the Align Page.
2. Monitor Page Data including
 - a. Enrolment Ratio
 - b. Waitlist Numbers
3. Space Usage and Time
4. Instructors Schedule

There is A wealth of information available on the Courses page this guide will not provide a in depth view of all the offerings.

The “New Experience” from Ad Astra also makes the biggest changes on this page, offering Annual Scheduling and other features. If you would like to explore that select “Switch to New Experience” at the top of the page (See Image 22). *

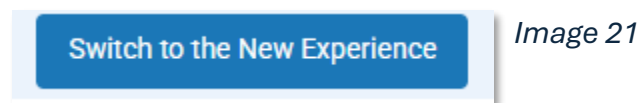


Image 21

*This will also change the Left side bar so it will not match the layout present in this guide.