

Guide to Submitting Requests through Astra Schedule Center City Campus

Overview

The following guide will cover the steps for submitting a room request on the Center City campus of Drexel University using Astra Schedule. Before submitting an event request, please be sure to use the correct event request form for the campus where the event will be held. Using an incorrect form may cause delays in confirming the request.

Please note that at this time, events on the Center City campus may only be booked by Drexel University/Hahnemann University Hospital departments and student organizations. **(Any requests by non-Drexel staff should instead be submitted through email at CCRooms@drexel.edu.)** As there is no space designated on either campus solely for event use, all classroom scheduling for events is secondary to the academic calendar, preventing bookings beyond the start of the next subsequent term on campus.

The normal processing time for a confirmation of an event in the current term is within 24-48 hours.

The Office of the University Registrar will begin scheduling non-course events for a given term during the 2nd week of that term. For events planned for weeks one through three of the term, room assignments will be provided no later than one week before the event.

For assistance with Astra Schedule on the Center City campus, please contact Amy Nickerson at CCRooms@drexel.edu or 215-762-8996.

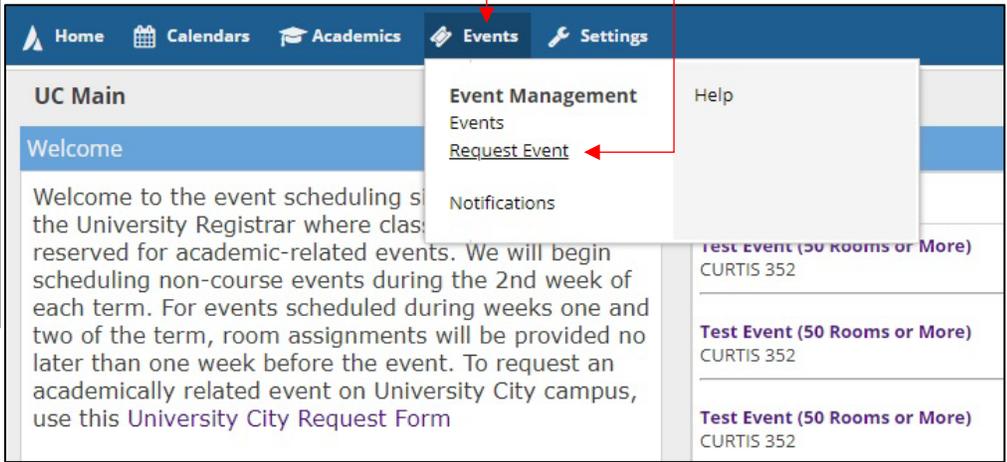
Accessing the Event Request Forms

Events tab

Request Event

Procedure:

- 1) Click the **Events** tab.
- 2) Click on **Request Event**.
- 3) Select the appropriate form in the drop-down menu.



The screenshot shows the Astra Schedule web application interface. At the top, there is a navigation bar with tabs for Home, Calendars, Academics, Events, and Settings. The Events tab is selected and highlighted. Below the navigation bar, there is a sidebar menu with options for UC Main, Welcome, Event Management, Events, Request Event, and Notifications. The Request Event option is highlighted with a red arrow. The main content area displays a welcome message and a list of event request forms, including 'Test Event (50 Rooms or More) CURTIS 352'.



Event Request Wizard

Welcome to the Event Request Wizard. Please select an Event Request Form to begin.

* Event Request Form: Center City Campus Request Form

- Center City Campus Request Form
- Queen Lane Campus Event Request Form (Thru 7/31/19)
- University City Campus Event Request Form

Page 1 of 1

Use the event request form that corresponds to the campus where the event will be held. For events on the Center City campus, use the Center City Request Form. **New users must request login privileges to Astra Schedule from CCRooms@drexel.edu in order to gain access to the Center City Campus Request Form.**

Creating an Event Request

When completing the request form, enter as much information as possible. Required fields are denoted with an asterisk and must be completed for the request to be submitted successfully.

Event Information

Enter the basic contact and event information for the request.

Contact Name: The individual submitting the request.

Customer: The department of the individual listed as the contact.

Type of Event: Indicates the event audience or format. Select from the drop-down menu.

Estimated Attendance: Number of people in attendance. If the event is large with various breakout sessions, indicate the total expected headcount.

Center City Campus Request Form

We are now accepting requests through 5/12/19 at Center City.

Requests that fall past the start of SPRING QUARTER (4/1/19) during weeks ONE thru THREE will be confirmed 7 days prior to the date of the event, per university scheduling policy.

All later events will be confirmed after week TWO's end.
Specific rooms requested may NOT be available upon term start.**

* Event Name:
Guest Lecture

* Event Type:
Lecture

Event Estimated Attendance:
55

Will any individuals from outside Drexel attend?

* Contact Name:
Nickerson, Amy

Customer:
O.U.R.

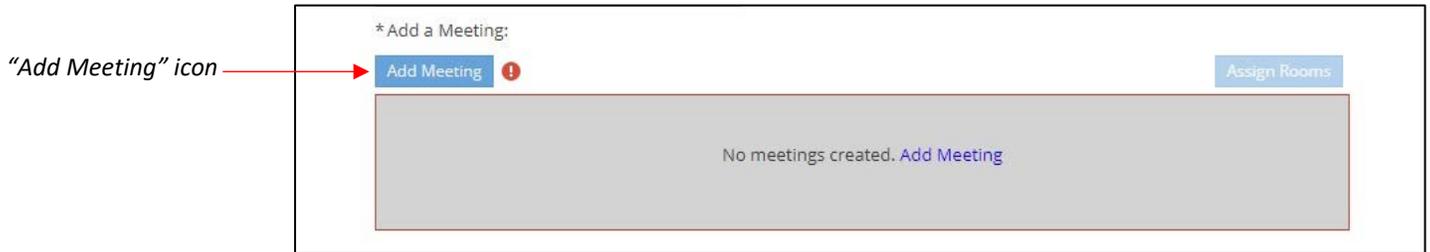
* Contact Email:
CCRooms@drexel.edu

Contact Phone:
215-762-8996



Adding Meetings to an Event

To add a meeting, click the blue **Add Meeting** icon.



Enter the basic information for the meetings within the event. Astra Schedule allows users to set up events with varying degrees of complexity. An event can be:

- A single meeting on one day (Example: lecture, a make-up exam, etc.)
- A meeting that occurs on more than one day and/or meeting times (Example: review sessions for a class throughout the term)
- A large event with various unique meetings and/or concurrently running sessions (Example: orientations, a conference with breakout sessions)

The form defaults to Single meeting mode although Multiple and Recurring options are available.

For events that span multiple dates (e.g. several review sessions for a course) or contain various meeting times (e.g. a conference), you may use the Multiple option to create an event with more than one meeting in the same meeting creation session.

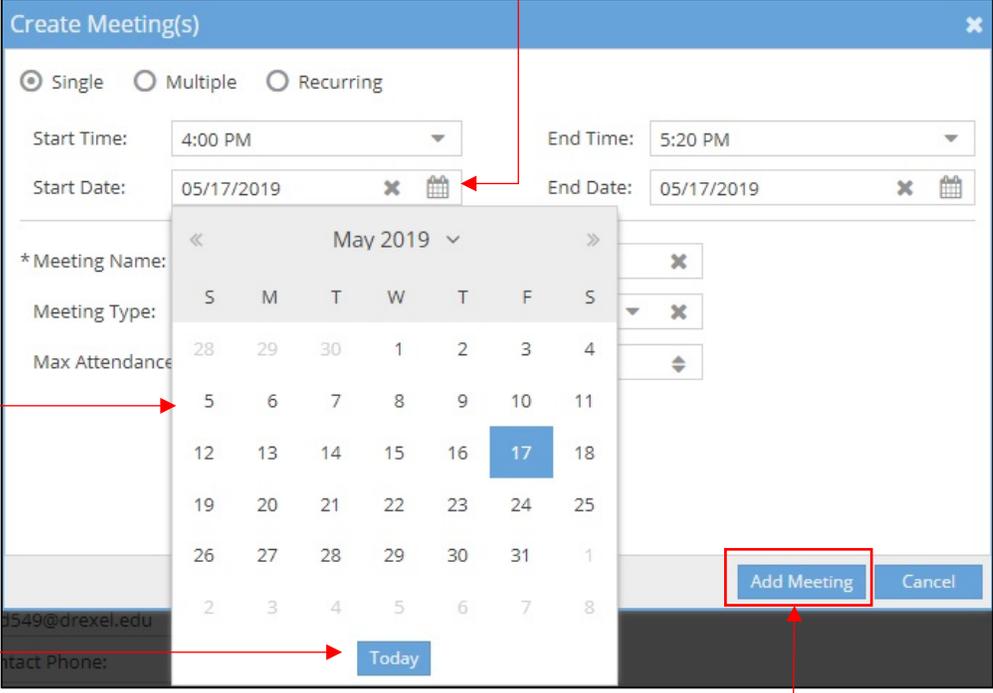
Use the Recurring option if meetings recur in a pattern, e.g. every Monday from 3:00 PM – 3:50 PM.

Please note that to maintain the appropriate time interval between events and course sections:

- **All start & end times should be on the hour or half hour (i.e. - xx:00 or xx:30)**
- **All end times must be on the xx:20 or xx:50**

Single Meetings (i.e. Non-Recurring)

The form defaults to Single meeting mode, allowing you to create a single meeting with one occurrence.



Single meeting mode

Calendar icon

Clicking the calendar icon opens the Calendar.

Click the blue "Today" icon to snap to today's date.

"Add Meeting" icon

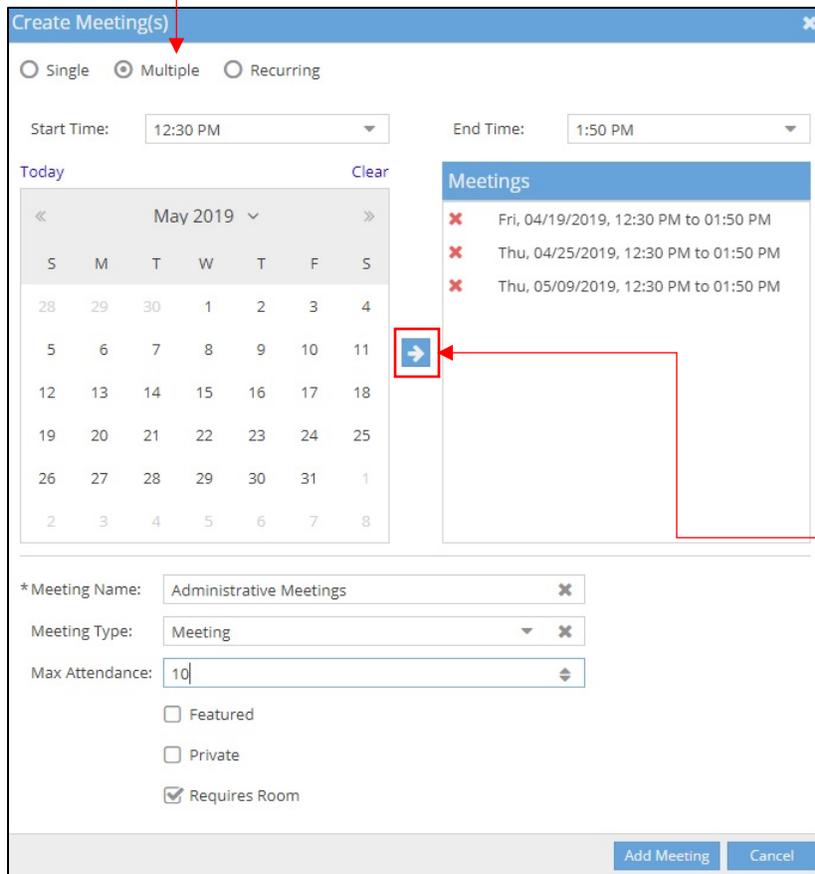
Procedure:

- 1) Select start and end times. You may do so by either typing in the time or selecting a time from the drop-down menu. If typing, use standard time in h:mm AM/PM format without leading zeroes for the hour (Example: Use 8:00 AM, not 08:00 AM).
- 2) Select start and end dates. You may do so by either typing in the date in mm/dd/yy format or by clicking the calendar icon and choosing a date from the calendar. Note that today's date is shaded light blue on the calendar. A selected date is shaded dark blue.
- 3) Enter a name for the meeting.
- 4) Optionally, select a Meeting Type.
- 5) Enter a Max Attendance value. This value is used to filter your room search to appropriately sized rooms.
- 6) Be sure to keep the **Requires Room** box checked.
- 7) Click **Add Meeting**.

Multiple Meetings

The Multiple option is provided so that you can create an event with more than one meeting in the same meeting creation session. The process is virtually the same, except you may select multiple dates from a calendar and optionally edit times for each meeting.

Multiple meetings mode



Meeting list

Click the arrow button to add your meeting(s) to the meeting list on the right. If you do not click the arrow button, your meeting(s) will not be created, even if you have filled out all the required information.

Procedure:

- 1) When the “create meetings” form is displayed, select the **Multiple** option at the top.
- 2) Select start and end times.
- 3) Click to select one or more dates from the calendar.
- 4) Click the arrow button to add your meeting(s) to the meeting list on the right.
Note that when adding meetings they are added with the times entered above. You may change your times as you are adding meetings to the list to create different meeting time/date combinations.
- 5) Finish filling out the event form as described above, and then click **Add Meeting**.



General Notes:

- Meetings with multiple occurrence dates but the same start and end times will appear grouped.
- Meetings with one or multiple occurrence dates but different start and end times will not appear grouped.

Recurring Meetings

The Recurring option allows you to create a series of event meetings that repeat in a pattern. To create this type of event, you must define your desired recurring pattern using the options provided.

Recurring meetings mode

Procedure:

- 1) When the 'create meetings' form is displayed, select the Recurring option at the top.
- 2) Select start and end times.
- 3) Click to select a recurrence pattern time frame.
- 4) Configure the recurrence options applicable to the selected time frame.
- 5) Enter a start date.
- 6) Specify either a number of occurrences, or an end-by date.
- 7) Finish filling out the event form as described above, and then click **Add Meeting**.

The screenshot shows the 'Create Meeting(s)' form with the following details:

- Options: Single, Multiple, Recurring
- Start Time: 6:00 PM, End Time: 7:50 PM
- Recurrence Pattern: Weekly, Recur every 1 week(s) on: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Start: 04/01/2019
- End after: 10 occurrences (selected), End by: 06/06/2019
- Recurrence Summary: Every 1 week(s) on Thursday effective 04/01/2019 until 06/06/2019 from 6:00 PM to 7:50 PM.
- * Meeting Name: Weekly Review Session
- Meeting Type: Review/Help Session
- Max Attendance: 35
- Options: Featured, Private, Requires Room
- Buttons: Add Meeting, Cancel

Choose whether to specify the number of occurrences or set an end-by date

Review the Recurrence Summary to make sure the recurrence pattern has been set as desired



Requesting Rooms

Once you have created your single, multiple, or recurring meeting(s), click the blue **Request Rooms** icon to request rooms for your event.

"Request Room" icon



The event room assignment matrix will be displayed, showing a list of rooms on the left, and the selected meetings across the top. This tool allows you to filter the list of rooms and then select an available room for each meeting.

After applying filters, click the "Search" icon to view the filtered room list

Selected meetings are shown across the top of the screen

Room list

Procedure:

- 1) Select the desired room(s) by clicking on **Available**.
- 2) Click **OK**.

Selected rooms are shown in green

Click "Available" to request an available room

Click the plus sign to expand filter options and set filters

Notice that recurring meetings and meeting groups are displayed as a single column. You may click the plus sign to expand your meetings into multiple columns and assign individual dates as shown below.



Assign Room

Filter

Show Current Filter

Custom

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between and

Campus **1** Clear +

Building +

Room +

Region **1** Clear +

Room Type +

| Room | Daily Breakout Ses... |
|-------------|-----------------------|
| STRATN 219 | Avail (Request) |
| LINPLZ 329 | Avail (Request) |
| LINPLZ 431 | Avail (Request) |
| PISB 105 | Avail (Request) |
| PISB 109 | Avail (Request) |
| RANDEL 120 | Avail (Request) |
| ACADMC 104 | Avail (Request) |
| ACADMC 111 | Avail (Request) |
| MACALS 4016 | Avail (Request) |
| HAGRTY L13B | Avail (Request) |
| DXLPLZ 007 | Avail (Request) |
| CURTIS 353A | Avail (Request) |
| CURTIS 353 | Avail (Request) |

Click the plus sign to expand your event and view individual meetings

The event has expanded, allowing you to assign different rooms to individual dates

Assign Room

Filter

Show Current Filter

Custom

Room Options

Show Only Available Rooms

Show Shared Rooms

Show Alt Room Configs

Capacity:

Between and

Campus **1** Clear +

Building +

Room +

Region **1** Clear +

Room Type +

Feature +

Facility Layout +

| Room | Daily Breakout Ses... | | | | | | |
|-------------|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|
| | 7/22/2019-7/26/2019 MTWRF 10:00-10:50am | 7/22/2019 Mon 10:00-10:50am | 7/23/2019 Tue 10:00-10:50am | 7/24/2019 Wed 10:00-10:50am | 7/25/2019 Thu 10:00-10:50am | 7/26/2019 Fri 10:00-10:50am | |
| STRATN 219 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| LINPLZ 329 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| LINPLZ 431 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| PISB 105 | Selected 2/5 | Avail (Request) | Avail (Request) | Selected | Avail (Request) | Selected | |
| PISB 109 | Selected 1/5 | Avail (Request) | Avail (Request) | Avail (Request) | Selected | Avail (Request) | |
| RANDEL 120 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| ACADMC 104 | Selected 2/5 | Selected | Avail (Request) | Avail (Request) | Avail (Request) | Selected | |
| ACADMC 111 | Selected 1/5 | Avail (Request) | Selected | Avail (Request) | Avail (Request) | Avail (Request) | |
| MACALS 4016 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| HAGRTY L13B | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| DXLPLZ 007 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| CURTIS 353A | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| CURTIS 353 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| LINPLZ 324 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| LINPLZ 325 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |
| CURTIS 455 | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | Avail (Request) | |

General Notes:

- Multiple rooms can be requested for a particular occurrence. Only select more than one room if they are needed. Do not select more than one to indicate multiple preferences.
- Rooms that are currently scheduled at the requested meeting times will appear as unavailable.
- Rooms displayed as available may not necessarily be available when Registrar staff process the request. A room request does not guarantee the room will be assigned, so confirmation of the space is only final once the requestor receives an email confirmation.



Finding Basic Room Information in the Room Request Screen

| Room | Seminar 3/8/2019 Fri 3:00-3:50pm |
|---------------|---|
| ⊙ LINPLZ 324 | Avail (Request) |
| ⊙ LINPLZ 325 | Unavailable |
| ⊙ CURTIS 353A | Unavailable |
| ⊙ CURTIS 455 | Avail (Request) |
| ⊙ CURTIS 343 | Unavailable |
| ⊙ LINPLZ 327 | Avail (Request) |
| ⊙ RANDEL 323 | Avail (Request) |
| ⊙ CURTIS 344 | Unavailable |
| ⊙ LINPLZ 321 | Unavailable |
| ⊙ ACADMC 108 | Avail (Request) |
| ⊙ AEL 279 | Unavailable |
| ⊙ CURTIS 352A | Unavailable |
| ⊙ LINPLZ 326 | Unavailable |

Procedure:

- 1) Hover over or click the bullseye icon next to any room.
- 2) A hover menu that shows the room type and capacity information will appear. Click **View Room Details** to view additional information.

| Room | Seminar 3/8/2019 Fri 3:00-3:50pm |
|---------------|---|
| ⊙ LINPLZ 324 | Avail (Request) |
| ⊙ LINPLZ 325 | Unavailable |
| ⊙ CURTIS 353A | Unavailable |
| ⊙ CURTIS 455 | Avail (Request) |
| ⊙ CURTIS 343 | Unavailable |
| ⊙ LINPLZ 327 | Avail (Request) |

⊙ **Room Details: LINPLZ 327 - LINPLZ 327 (Standard)**

⊙ [View Room Details](#)

⊙ **Room Type:** Classroom
Capacity: 30
Layout: Default
Campus: UC
Description: Lincoln Plaza 3020 Market Street Room

| Feature | Quantity | Category |
|------------------|----------|----------|
| Chairs - Movable | 1 | Default |
| Smart Board | | Default |

Hover over or click the bullseye icon to view room type and capacity information for a given room

Click "View Room Details" option to view additional information

Room type and capacity information



Audio/Visual Needs & Video Conferencing

Procedure:

- 1) Indicate any audio/visual needs.
- 2) Enter any pertinent notes as required for VC or other AV need details.

Audio/Visual

The onus of requesting assistance for any setup or additional AV needs falls on you, the requester.

- Arrangements with IMS (215-762-8687/IMSCC@drexel.edu) should be made 10 days in advance to ensure accommodations can be made as requested.
- All rooms on the Center City Campus come equipped standard with ceiling mounted LCD data projectors with VGA input, with the exception of NCB 3504.

Document Camera:

DVD Playback:

Overhead Transparency Projector:

Other AV Requests...

Video Conferencing

This service is only available to faculty & staff. Arrangements with Bob Cimorelli (rec27@drexel.edu) should be made 10 days in advance to ensure accommodations can be made as requested.

- Your room assignment may be changed to accommodate the technological requirements for video conferencing.
- Selecting Video Conferencing below is not an assurance of VC support for your event and a pre-conference certification will be required. You can forward your event confirmation email to Bob for reference.

Video Conferencing:

VC Affiliated Site Information (Site Name, City, State, & Contact Information):



Facilities Needs – Special Setups

Procedure:

- 1) Indicate any special setup needs.
- 2) Enter any pertinent notes.

Special Setups

The onus of requesting any setup falls on you, the requester. Arrangements should be made with Dennis Kane (215-991-8500/dpk45@drexel.edu) at least 10 days in advance.

- Special setups are NOT available in the 3 Parkway Building.
- Setups in New College, Bellet & Stiles will require a Fund & Org number to cover associated costs.
- Setups can only be requested utilizing existing furniture unless renting outside equipment.

Setup Requirements:

Catering

- Outside caterers are permitted to delivery food to Center City but you must reach out to Facilities so that they may arrange a security alert, custodial support and food table setup. Arrangements should be made with Dennis Kane (215-991-8500/dpk45@drexel.edu) at least 10 days in advance.

Catering or Serving Food:

Serving Alcohol (Additional Approval
Required by Office of Event Services):



Submitting the Request

Procedure:

- 1) Click **Submit**.
- 2) A window will appear to confirm the request has been successfully submitted.

The normal processing time for event requests is 24-48 hours for a room confirmation ONLY.

Please submit this form AT LEAST 10 DAYS IN ADVANCE if you require any special needs such as A/V assistance, room setup or catering.

Please note that room cards posted outside classrooms are printed on Friday afternoons for the following week.

Additional Event Request Notes or
Comments:

Submit

Submit Event Request

Home Calendars Academics Events Reporting Settings

You have successfully requested space at Center City!

A summary of your request will appear in your Inbox.

Please note that room assignments are not confirmed until you receive a Event Request Approval email from the Office of the University Registrar. Normal turn around time for event requests is 24 - 48 hours.

[Requests that fall past the start of SPRING QUARTER \(4/1/19\) will be confirmed after the end of week two on 4/12/19 per university scheduling policy.](#)
Requests for events that fall during weeks ONE thru THREE will be confirmed 7 days prior to the date of the event.

Done

Tracking Requested Events

From the Events tab, users can view events that have been requested.

By checking the box next to the **My Events** filter, users can view all events they have requested.

The Status of your event indicates a particular step in the review process.

Requested: Event request submitted, no action taken by OUR

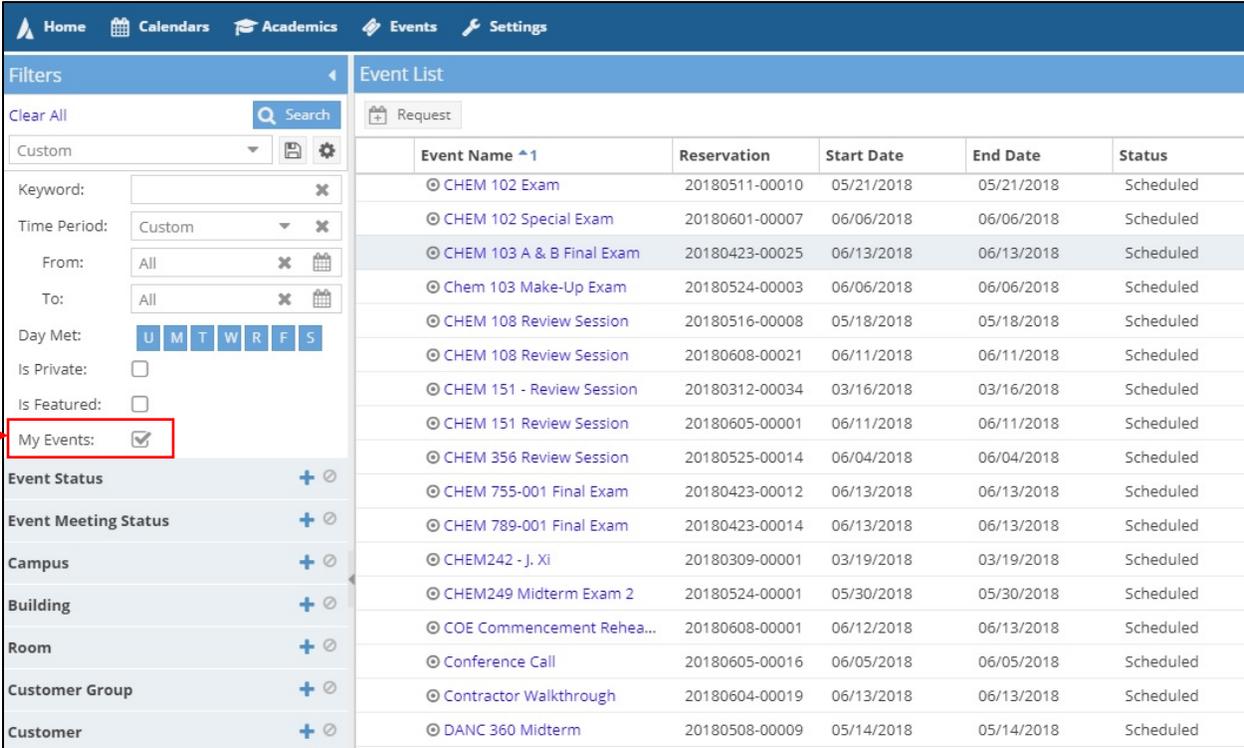
Declined: No action could be taken on the requested event; the event will not be scheduled

Incomplete: Action has been taken by OUR, but the event is not scheduled

Scheduled: The event has been scheduled

Canceled: The event has been canceled; any room assignments have been released

Use other filtering options on the left as needed.



The screenshot shows the Astra Schedule interface. On the left, the 'Filters' panel is open, and the 'My Events' filter is checked. A red box highlights this filter, with a red arrow pointing to it from the text 'My Events filter'. The main area displays an 'Event List' table with columns for Event Name, Reservation, Start Date, End Date, and Status. The table contains 20 rows of event data, all with a status of 'Scheduled'.

| Event Name | Reservation | Start Date | End Date | Status |
|---------------------------|----------------|------------|------------|-----------|
| CHEM 102 Exam | 20180511-00010 | 05/21/2018 | 05/21/2018 | Scheduled |
| CHEM 102 Special Exam | 20180601-00007 | 06/06/2018 | 06/06/2018 | Scheduled |
| CHEM 103 A & B Final Exam | 20180423-00025 | 06/13/2018 | 06/13/2018 | Scheduled |
| Chem 103 Make-Up Exam | 20180524-00003 | 06/06/2018 | 06/06/2018 | Scheduled |
| CHEM 108 Review Session | 20180516-00008 | 05/18/2018 | 05/18/2018 | Scheduled |
| CHEM 108 Review Session | 20180608-00021 | 06/11/2018 | 06/11/2018 | Scheduled |
| CHEM 151 - Review Session | 20180312-00034 | 03/16/2018 | 03/16/2018 | Scheduled |
| CHEM 151 Review Session | 20180605-00001 | 06/11/2018 | 06/11/2018 | Scheduled |
| CHEM 356 Review Session | 20180525-00014 | 06/04/2018 | 06/04/2018 | Scheduled |
| CHEM 755-001 Final Exam | 20180423-00012 | 06/13/2018 | 06/13/2018 | Scheduled |
| CHEM 789-001 Final Exam | 20180423-00014 | 06/13/2018 | 06/13/2018 | Scheduled |
| CHEM242 - J. Xi | 20180309-00001 | 03/19/2018 | 03/19/2018 | Scheduled |
| CHEM249 Midterm Exam 2 | 20180524-00001 | 05/30/2018 | 05/30/2018 | Scheduled |
| COE Commencement Rehea... | 20180608-00001 | 06/12/2018 | 06/13/2018 | Scheduled |
| Conference Call | 20180605-00016 | 06/05/2018 | 06/05/2018 | Scheduled |
| Contractor Walkthrough | 20180604-00019 | 06/13/2018 | 06/13/2018 | Scheduled |
| DANC 360 Midterm | 20180508-00009 | 05/14/2018 | 05/14/2018 | Scheduled |