

# Guide to Submitting Requests through Astra Schedule West Reading Campus

## Overview

The following guide will cover the steps for submitting a room request on the West Reading 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.

The normal processing time for a room confirmation is within 24-48 hours.

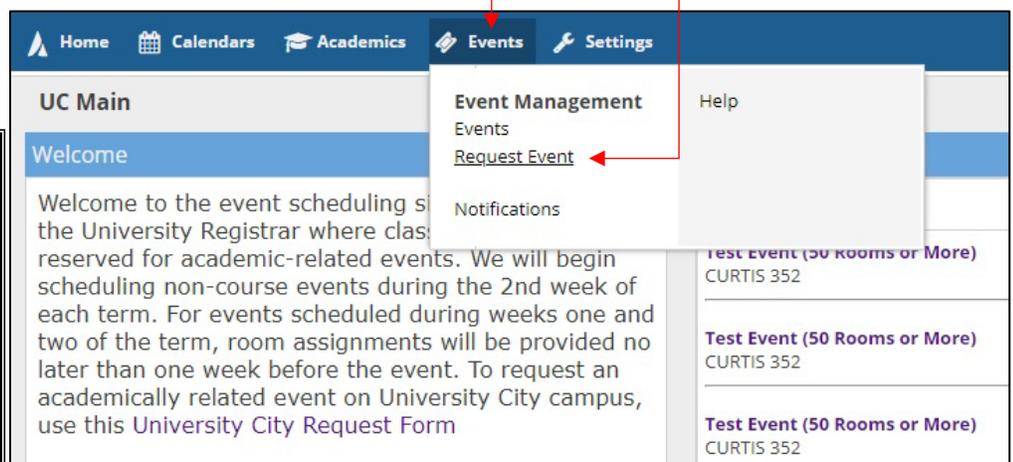
Please note that at this time, events on the West Reading campus may only be booked by Drexel University/Reading Hospital departments and student organizations (Any requests by non-Drexel staff should instead be submitted through whichever WR department they are affiliated with in Astra.) As there is no space designated on either campus solely for event use, all classroom scheduling for events is secondary to the academic calendar, preventing bookings beyond July 31<sup>st</sup> of a given academic year until the subsequent year's calendar is finalized.

For assistance with Astra Schedule on the West Reading campus, please contact [CCRooms@drexel.edu](mailto:CCRooms@drexel.edu).

## Accessing the Event Request Forms

*Events tab*

*Request Event*



The screenshot shows the Astra Schedule interface. At the top, there is a navigation bar with tabs: Home, Calendars, Academics, Events, and Settings. The 'Events' tab is selected and highlighted. Below the navigation bar, there is a sidebar menu with options: UC Main, Welcome, Event Management, Events, Request Event, and Notifications. The 'Request Event' option is highlighted with a red arrow. To the right of the sidebar, there is a main content area with a 'Help' button and a list of event requests. The list includes three entries: 'Test Event (50 Rooms or More) CURTIS 352'.

### Procedure:

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



**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 (Not Accepting Requests - Email CCRooms)
- Queen Lane Campus Requests (Thru 12/31/2021)
- University City Campus Event Request Form
- West Reading Campus Requests (Thru 12/31/2021)**

Page 1 of 1

[CCRooms@drexel.edu](mailto:CCRooms@drexel.edu) in order to gain access to the West Reading 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.

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

**West Reading Campus Requests (Now Thru 7/31/22)**

We are now accepting event requests [through 7/31/2022](#) for West Reading.

*If you are not signed in, you cannot submit. Email [CCRooms@drexel.edu](mailto:CCRooms@drexel.edu) from your Drexel account if you need to be granted access to Astra Schedule. Access requests should be processed within 48 business hours.*

*On submission your request will be reviewed. Selected room is NOT guaranteed.*

*Submissions for event requests with less than 24 hours notice will not save. Email [CCRooms@drexel.edu](mailto:CCRooms@drexel.edu) and we will attempt to accommodate you. Confirmation is not guaranteed. Ad hoc usage of an open space without confirmation may be your only option.*

\* Event Name:

\* Event Type:

\* Event Estimated Attendance:



## Adding Meetings to an Event

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

*"Add Meeting" icon*

The screenshot shows a web interface for adding meetings. At the top left, there is a label "\*Add a Meeting:". Below it, there is a blue button labeled "Add Meeting" with a red exclamation mark icon to its right. To the right of this button is another blue button labeled "Assign Rooms". Below these buttons is a large grey rectangular area containing the text "No meetings created. Add Meeting" in a blue font. A red arrow points from the text above to the "Add Meeting" button.

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.

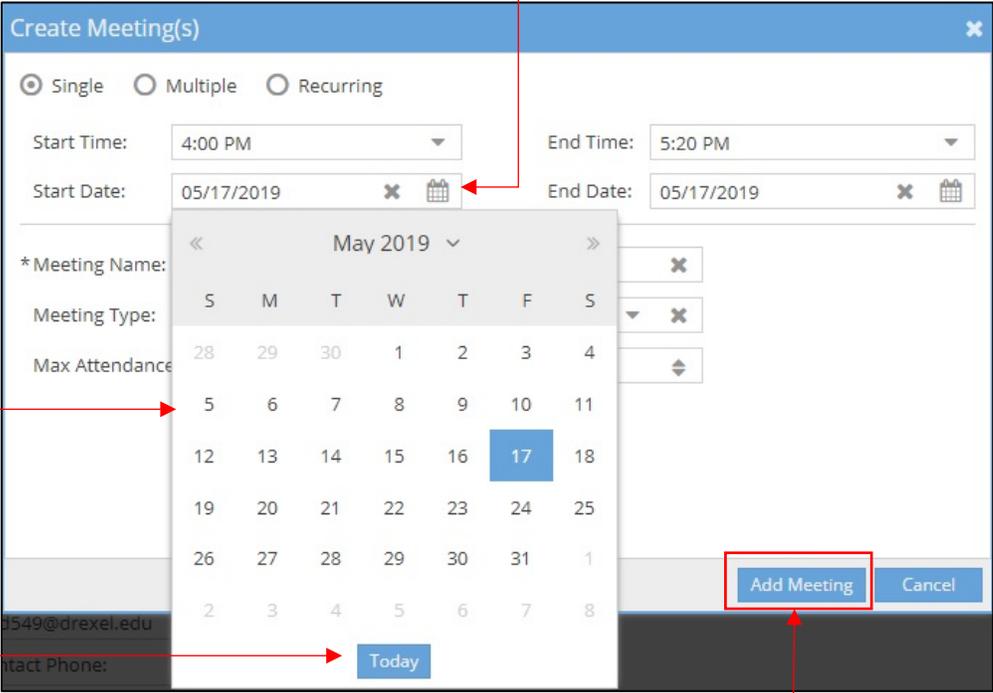
Use the Recurring option if meetings recur in a pattern, e.g. every Monday from 3:00 PM – 3:50 PM.

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)**

### 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*

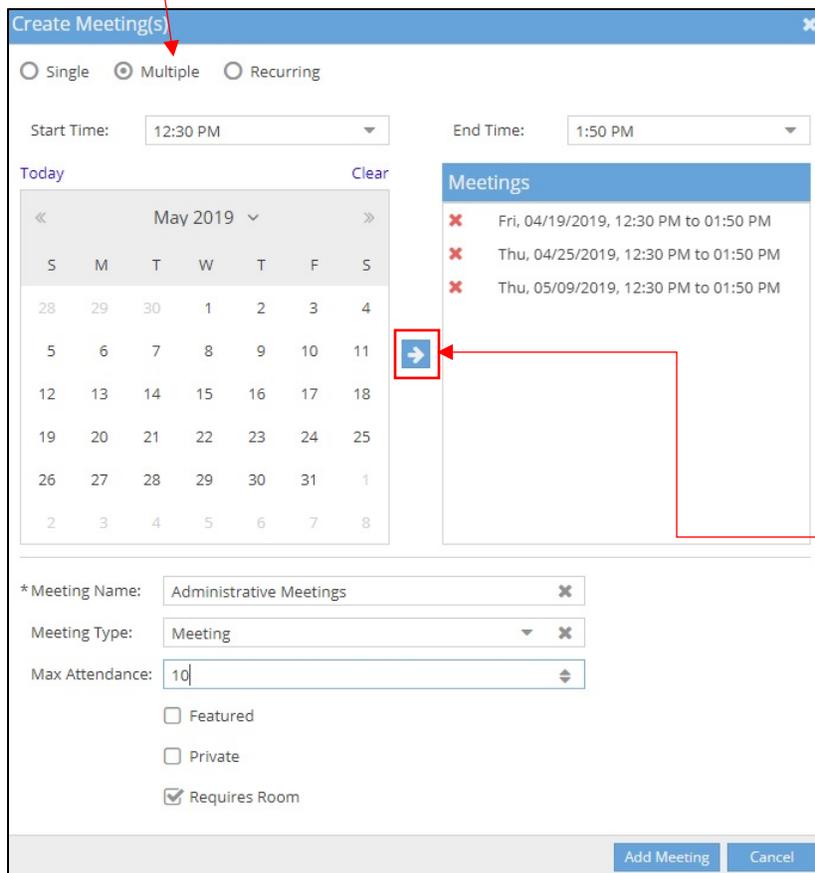
#### Procedure:

- 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



Create Meeting(s)

Single
  Multiple
  Recurring

Start Time: 12:30 PM End Time: 1:50 PM

Today Clear

May 2019

S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Meetings

- ✗ Fri, 04/19/2019, 12:30 PM to 01:50 PM
- ✗ Thu, 04/25/2019, 12:30 PM to 01:50 PM
- ✗ Thu, 05/09/2019, 12:30 PM to 01:50 PM

\* Meeting Name: Administrative Meetings ✗

Meeting Type: Meeting ✗

Max Attendance: 10

Featured  
 Private  
 Requires Room

Add Meeting Cancel

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**.



**Multiple Meetings Option 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.
- **At this time due to a software flaw, all events in this request will share the same name, so if you would like to note setups/breakdowns, those can be requested as separate events.**



## 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. All meetings in this series will be created with the same event title.

*Recurring meetings mode*

The screenshot shows the 'Create Meeting(s)' form with the 'Recurring' option selected. The form includes fields for Start Time (6:00 PM) and End Time (7:50 PM). Under the 'Recurrence Pattern' section, the 'Weekly' option is selected, and the recurrence is set to 'Recur every 1 week(s) on: Thursday'. The 'End after 10 occurrences' option is selected and highlighted with a red box. The 'Recurrence Summary' section displays: 'Every 1 week(s) on Thursday effective 04/01/2019 until 06/06/2019 from 6:00 PM to 7:50 PM.'. Other fields include Meeting Name ('Weekly Review Session'), Meeting Type ('Review/Help Session'), Max Attendance (35), and checkboxes for 'Featured', 'Private', and 'Requires Room' (checked). Buttons for 'Add Meeting' and 'Cancel' are at the bottom.

*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*

### 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**.

## 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.

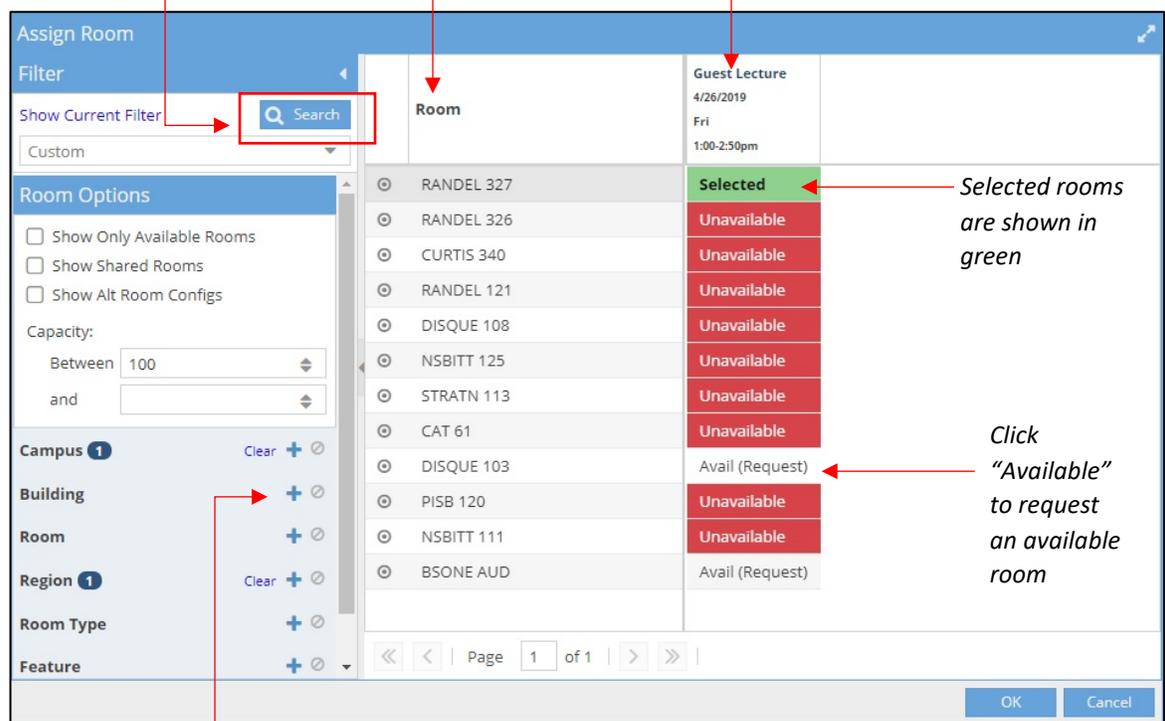
*After applying filters, click the "Search" icon to view the filtered room list*

*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	Availability
⊙ 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, capacity and technology information will appear. Click **View Room Details** to view additional information.

Room	Availability
⊙ 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, capacity and technology 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 Matt Hilferty (mjh79@drexel.edu) should be made 10 days in advance to ensure accommodations can be made as requested.
- **All centrally scheduled rooms on the West Reading Campus come equipped with laser projectors or large LCD screens with Bring Your Own Device (BYOD) stations with adapter rings. Please do not write in a request for a projector.**
- Rooms also are equipped with wireless presentation devices.
- All large lecture spaces have dedicated PCs, podium microphones and up to two wireless microphones.
- WR 150, 160, 221, 223 and 315 are setup with multi-angle cameras with VTC capabilities.

Other AV Requests...

### Video Conferencing

**This service is only available to faculty & staff.** Arrangements with Matt Hilferty (mjh79@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.

\*Are you requesting video conferencing?

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



## Facilities Needs – Special Room Setups / Furniture Configurations

**Procedure:**

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

### Special Room Setups/Furniture Configurations

The onus of requesting any setup falls on you, the requester. Arrangements should be made with David Wolfskill (david.wolfskill@towerhealth.org) at least 10 days in advance.

- Involved setup/breakdown needs may require:
  - >> additional time before and after your requested time which may not be available, therefore restricting your setup options
  - >> a Fund & Org number to cover associated costs.
- **Change to furniture configurations are only available in WR 150 and WR 315, all other space is static.**

Catering or Serving Food:

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

Setup Requirements:



## Submitting the Request

**Procedure:**

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

## Before You Hit Submit...

Submitting this form means you are submitting a REQUEST.

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

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

As soon as you receive your final confirmation for your event, reach out to the appropriate facilities and AV contacts to make arrangements for your event.

Additional Event Request

Notes/Comments:

Submit

*Submit Event Request*

The screenshot shows a confirmation message in a web browser. At the top, there is a navigation bar with links for Home, Calendars, Analytics, Academics, Events, Reporting, and Settings. The main message reads: "You have successfully requested space at West Reading!". Below this, it states: "A summary of your request form will appear in your inbox." and "Please note that room assignments are not confirmed until you receive a Event Request Approval email from the Office of the University Registrar." It also mentions: "Normal turn around time for event requests is 24 - 48 hours." At the bottom, a note says: "Depending on setup needs your request may require additional time for processing - you must reach out to Facilities or AV directly to coordinate for your event on receipt of approval."

## 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

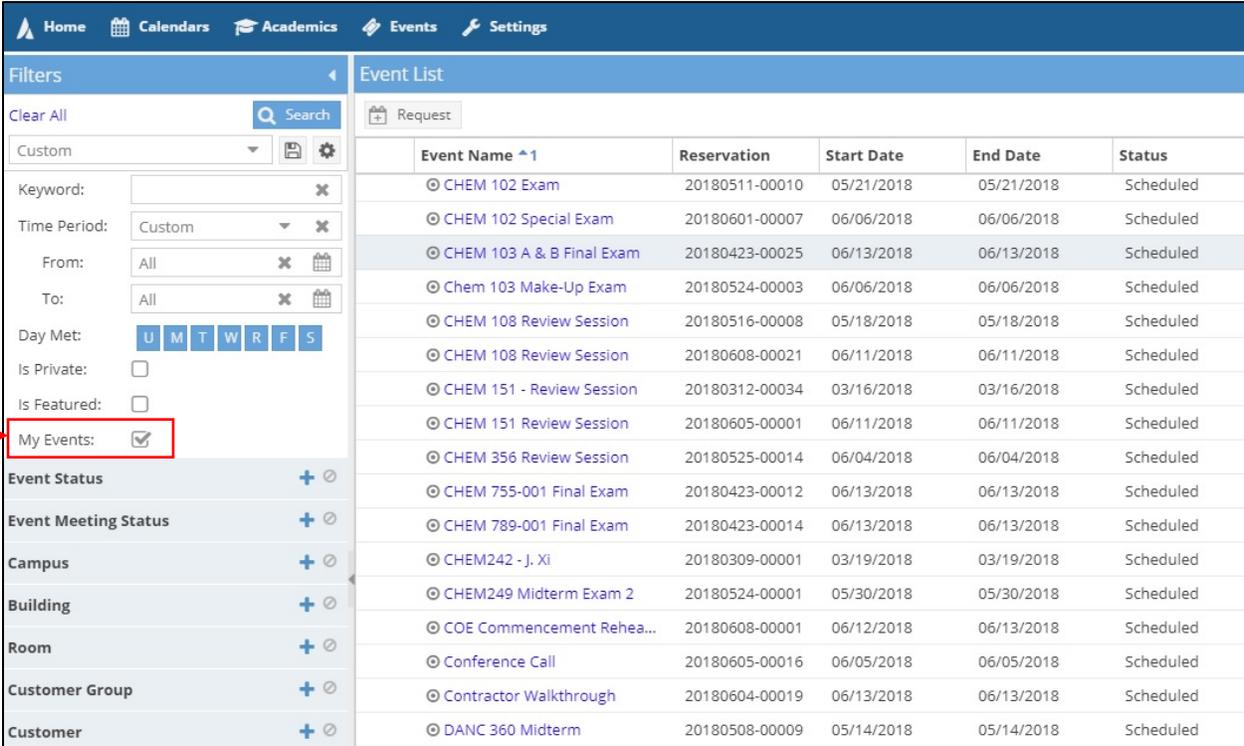
**Declined:** No action could be taken on the requested event; the event will not be scheduled

**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 the 'My Events' filter, and a red arrow points to it with 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