

# Guide to Submitting Requests through Astra Schedule University City Campus

## Overview

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

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.

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

Please note that all student and student organization room requests as well as faculty and staff requests that are not related to an academic course must be submitted to the [Event Services office](#).

For assistance with Astra Schedule on the University City campus, please contact Amy Dougher at [exammail@drexel.edu](mailto:exammail@drexel.edu) or (215)-895-5878.

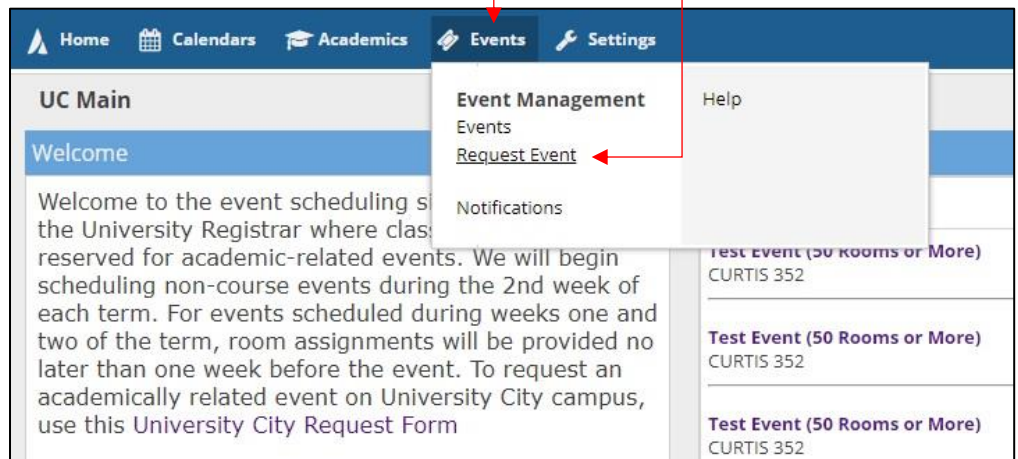
## Accessing the Event Request Forms

Events tab

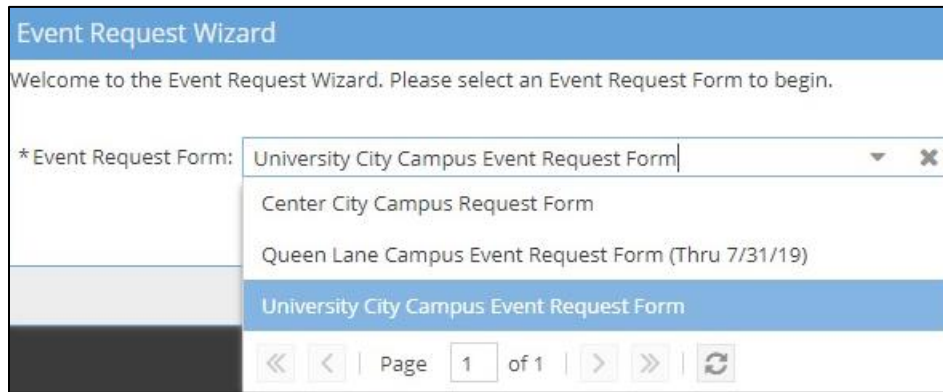
Request Event

### 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 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, and a main content area. The main content area displays a welcome message and a list of event request forms. A red arrow points from the 'Events' tab to the 'Request Event' option in the sidebar menu. Another red arrow points from the 'Request Event' option to the 'Request Event' option in the main content area.



Use the event request form that corresponds to the campus where the event will be held. For events on the University City campus, use the University City request form. **New users must request login privileges to Astra Schedule from [exammail@drexel.edu](mailto:exammail@drexel.edu) in order to gain access to the University City Campus Request Form.**

Any requests by non-Drexel staff should instead be submitted through the Event Services office.

## 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

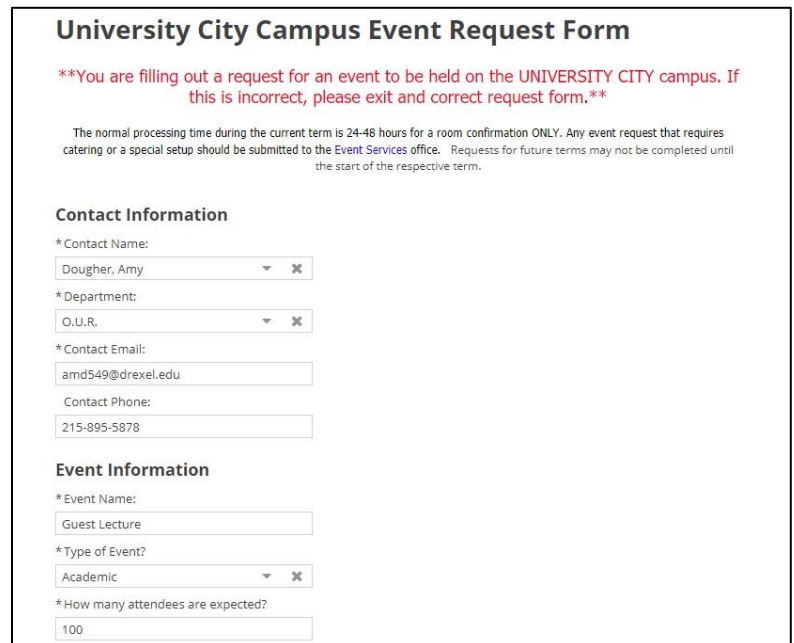
Enter the basic contact and event information for the request.

**Contact Name:** Usually the individual submitting the request.

**Department:** The department of the individual listed as the contact.

**Type of Event:** Indicates the general audience of the event. 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.





## Adding Meetings to an Event

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

*"Add Meeting" icon* →

### Event Information

\*Event Name:

\*Type of Event?

\*How many attendees are expected?

\*Add a Meeting:

No meetings created. [Add Meeting](#)

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.

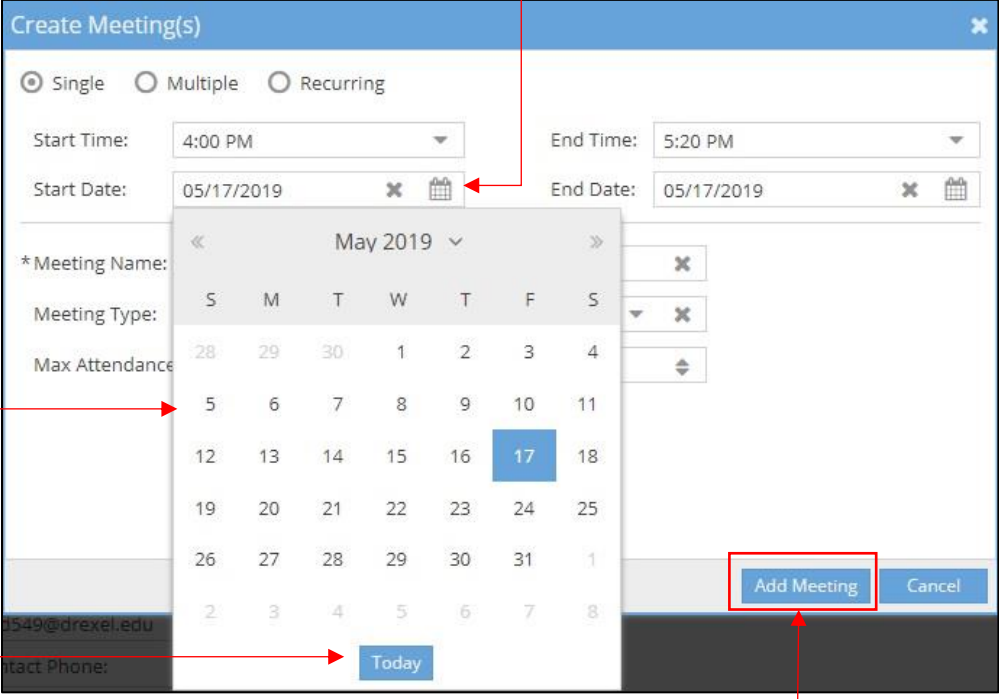
Use the Recurring option if meetings recur in a pattern, e.g. every Monday from 3:00 PM – 3:50 PM.

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

- **All start times must 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* →

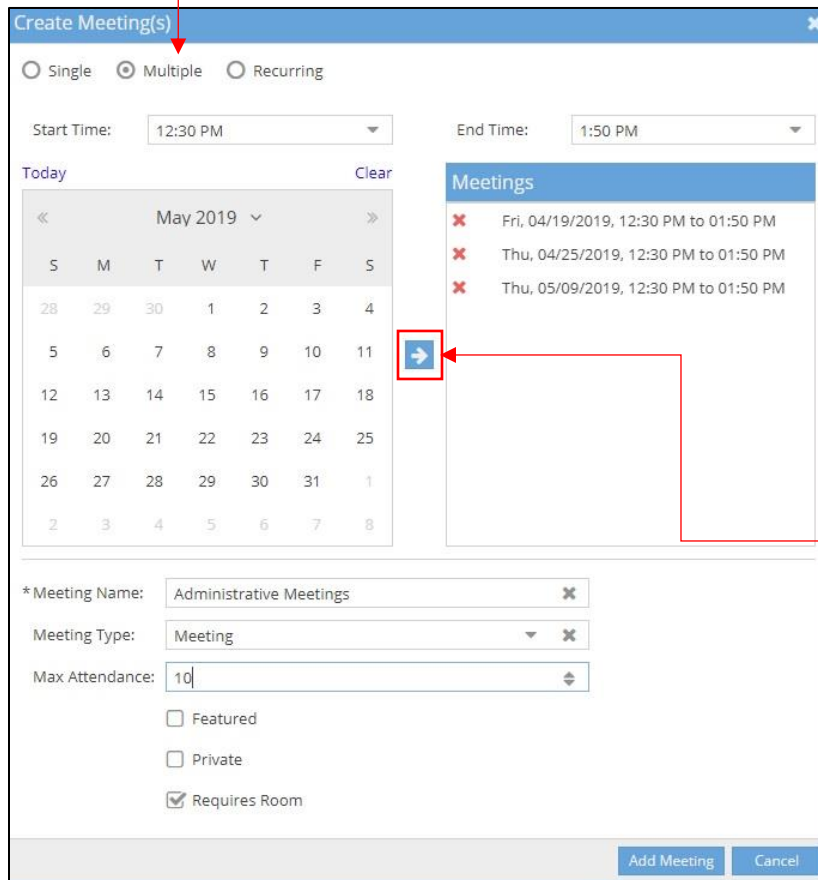
#### Procedure:

- 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*



**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**.

**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.

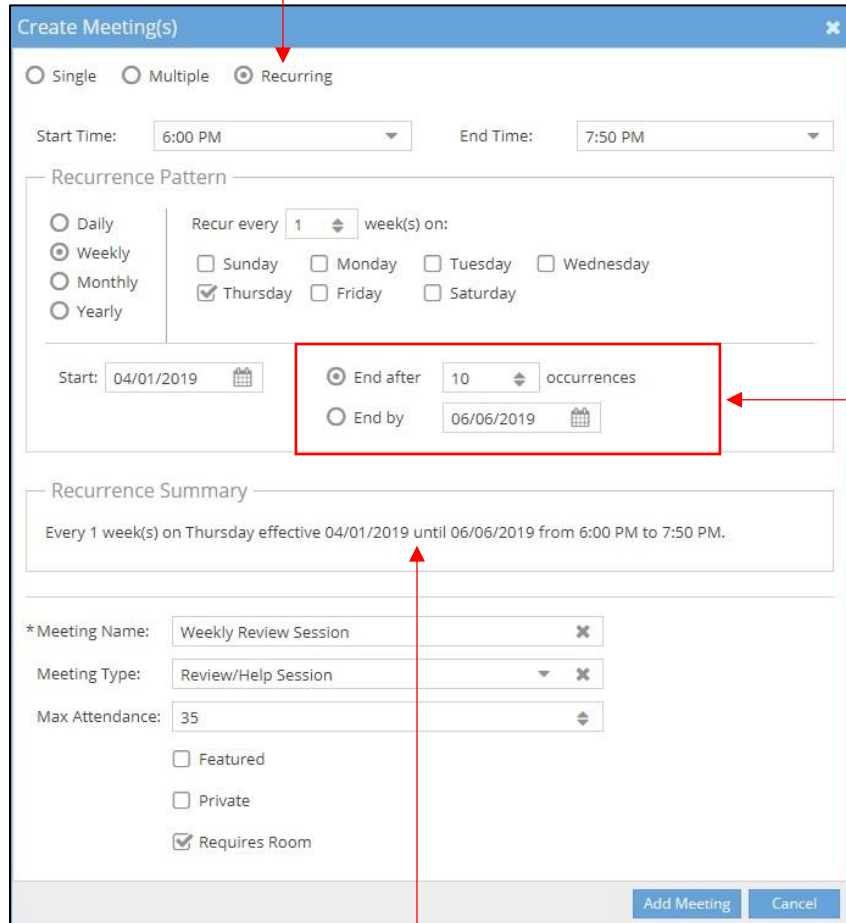
**Recurring Meetings**

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:

- Mode:** Recurring (selected)
- Start Time:** 6:00 PM
- End Time:** 7:50 PM
- Recurrence Pattern:**
  - Frequency: Weekly
  - Recur every: 1 week(s) on: Thursday
  - Start: 04/01/2019
  - End: End after 10 occurrences (highlighted in a red box)
- 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:** Requires Room (checked)

*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.

**Event Information**

\* Event Name:

\* Type of Event?

\* How many attendees are expected?

\* Add a Meeting:

✗ Guest Lecture - Fri, 04/26/2019, 01:00 PM to 02:50 PM

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

**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**

Building

Room

Region **1**

Room Type

Feature

Room	Guest Lecture 4/26/2019 Fri 1:00-2:50pm
⊙ RANDEL 327	Selected
⊙ RANDEL 326	Unavailable
⊙ CURTIS 340	Unavailable
⊙ RANDEL 121	Unavailable
⊙ DISQUE 108	Unavailable
⊙ NSBITT 125	Unavailable
⊙ STRATN 113	Unavailable
⊙ CAT 61	Unavailable
⊙ DISQUE 103	Avail (Request)
⊙ PISB 120	Unavailable
⊙ NSBITT 111	Unavailable
⊙ BSOONE AUD	Avail (Request)

Page 1 of 1

**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







**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

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

**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

*Click "View Room Details" option to view additional information*

*Room type and capacity information*



## Audio/Visual Needs

**Procedure:**

- 1) Indicate any audio/visual needs.
- 2) Enter any pertinent notes as needed.

### Audio/Visual Needs

LCD Projector

DVD Playback

VHS Playback

Overhead Projector

### Additional Comments

Additional Notes/Comments

Submit



## Submitting the Request

### Procedure:

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

### Event Information

\*Event Name:

\*Type of Event?

\*How many attendees are expected?

\*Add a Meeting:

Guest Lecture - Fri, 03/08/2019, 04:30 PM to 05:20 PM

### Audio/Visual Needs

LCD Projector

DVD Playback

VHS Playback

Overhead Projector

### Additional Comments

Additional Notes/Comments

Submit Event Request

Academics Events Settings

You have successfully submitted your event request!

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.

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.

“My  
Events”  
filter

Event List					
Event Name ^1	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	