

Guide to Submitting Requests through Astra Schedule Health Sciences Building (HSB)

Overview

The following guide will cover the steps for submitting a room request in the Health Sciences Building (HSB) at Drexel University using Astra Schedule. Before submitting an event request, please be sure to use the correct event request form for the campus and building 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.

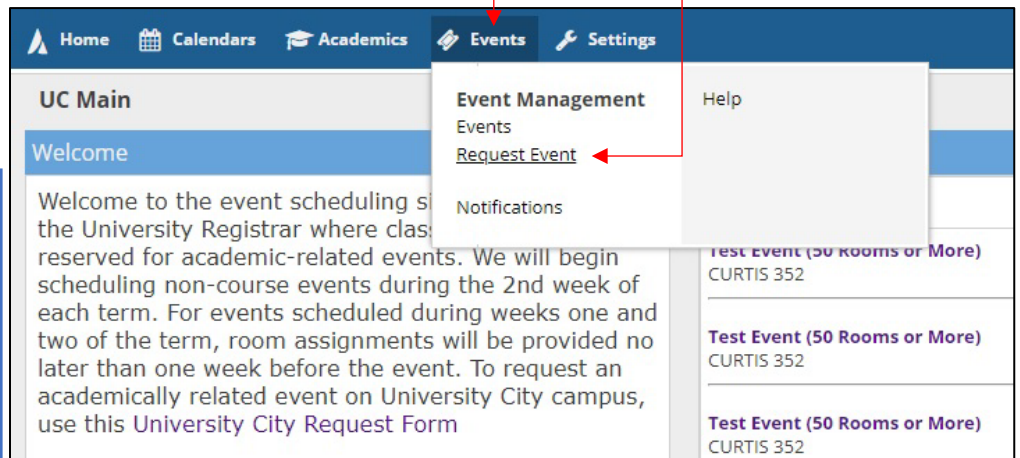
Please note that at this time, events in the Health Sciences Building (HSB) may only be booked by Drexel University College of Nursing & Health Professions departments. Non-CNHP departments and users may not request events in the HSB at this time. All classroom scheduling for events is secondary to the academic calendar, preventing bookings until after the 2nd week of the current quarter, when the classroom assignments are finalized.

For assistance with Astra Schedule in the HSB, please contact OURHSSched@drexel.edu.

Accessing the Event Request Forms

Events tab

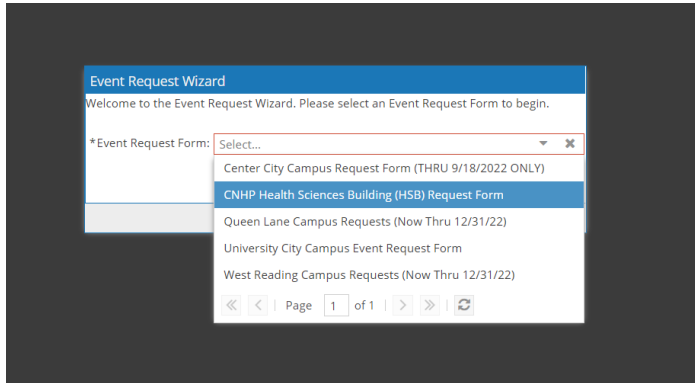
Request Event



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 main content area with a 'UC Main' header and a 'Welcome' section. The 'Request Event' link is highlighted in the 'Event Management' dropdown menu. A red arrow points from the 'Events tab' label to the Events tab in the navigation bar. Another red arrow points from the 'Request Event' label to the 'Request Event' link in the dropdown menu.

Procedure:

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



Use the event request form that corresponds to the campus or building where the event will be held. **New users must request login privileges to Astra Schedule from OURHSSched@drexel.edu to gain access to the HSB 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.

CNHP Health Sciences Building (HSB) Request Form

We are now accepting event requests through 12/10/2022 ONLY for the Health Sciences Building (HSB.)

The Fall Quarter 202215 begins on 9/19/2022.

OUR will begin scheduling non-course events at the end of the 2nd week of the quarter. For events scheduled during Weeks 1 and 2 of the quarter, room assignments and confirmations will be provided no later than one week before the event date.

- Upon submission, your request will be reviewed and confirmed within 24-48 business hours if it does not fall past the start of an upcoming term.
- The selected room is NOT guaranteed - events related to academic coursework receive priority scheduling.
- Submissions for event requests with less than 24-hours notice will not be able to be submitted.
 - Email OURHSSched@drexel.edu and we will attempt to accommodate you.
 - Confirmation is **not** guaranteed.
 - Ad hoc usage of an open space according to the Astra Calendar without confirmation may be your only option.

This form is to be used only to request CNHP centrally scheduled spaces. DUCOM Grad and Medical School reservations are not yet available for the HSB.

*Event Name:



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 this label, there are two buttons: "Add Meeting" (highlighted with a red arrow) and "Assign Rooms". The "Add Meeting" button has a small red exclamation mark icon next to it. Below the buttons, there is a large grey rectangular area containing the text "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 should be on the hour or half hour (i.e. - xx:00 or xx:30)**
- **All end times should be at :20 or :50 after the hour**



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 →

Create Meeting(s)

Single Multiple Recurring

Start Time: 4:00 PM End Time: 5:20 PM

Start Date: 05/17/2019 End Date: 05/17/2019

* Meeting Name:

Meeting Type:

Max Attendance:

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

Today

Add Meeting Cancel

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

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 following details:

- Radio buttons: Single, Multiple, Recurring
- Start Time: 6:00 PM, End Time: 7:50 PM
- Recurrence Pattern: Weekly, Recur every 1 week(s) on: Thursday
- End options: End after 10 occurrences, 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

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**.

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
BSONE AUD	Avail (Request)

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... 7/22/2019-7/26/2019 MTWRF 10:00-10:50am
<input type="radio"/> STRATN 219	Avail (Request)
<input type="radio"/> LINPLZ 329	Avail (Request)
<input type="radio"/> LINPLZ 431	Avail (Request)
<input type="radio"/> PISB 105	Avail (Request)
<input type="radio"/> PISB 109	Avail (Request)
<input type="radio"/> RANDEL 120	Avail (Request)
<input type="radio"/> ACADMC 104	Avail (Request)
<input type="radio"/> ACADMC 111	Avail (Request)
<input type="radio"/> MACALS 4016	Avail (Request)
<input type="radio"/> HAGRTY L13B	Avail (Request)
<input type="radio"/> DXLPLZ 007	Avail (Request)
<input type="radio"/> CURTIS 353A	Avail (Request)
<input type="radio"/> 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	
<input type="radio"/> STRATN 219	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> LINPLZ 329	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> LINPLZ 431	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> PISB 105	Selected 2/5	Avail (Request)	Avail (Request)	Selected	Avail (Request)	Selected	
<input type="radio"/> PISB 109	Selected 1/5	Avail (Request)	Avail (Request)	Avail (Request)	Selected	Avail (Request)	
<input type="radio"/> RANDEL 120	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> ACADMC 104	Selected 2/5	Selected	Avail (Request)	Avail (Request)	Avail (Request)	Selected	
<input type="radio"/> ACADMC 111	Selected 1/5	Avail (Request)	Selected	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> MACALS 4016	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> HAGRTY L13B	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> DXLPLZ 007	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> CURTIS 353A	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> CURTIS 353	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> LINPLZ 324	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> LINPLZ 325	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	Avail (Request)	
<input type="radio"/> 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, capacity and technology 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, 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 IT (cnhpiT@drexel.edu) should be made 10 days in advance to ensure accommodations can be made as requested.
- All HSB rooms come equipped standard with ceiling-mounted data projectors with input.

Document Camera:

DVD Playback:

Overhead Transparency Projector (for use with transparent plastic film ONLY):

Other A/V Requests:

Video Conferencing

This service is only available to faculty & staff. Arrangements with CNHP IT (cnhpiT@drexel.edu) should be made 10 days in advance to ensure that 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 CNHP IT for reference.

Are you requesting Video Conferencing?

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



Facilities Needs – Special Setups / Catering

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 CNHPdeansoperations@drexel.edu at least 10 days in advance.

- Setups in the HSB will require a Fund & Org number to cover associated costs.
- Setups can only be requested utilizing existing furniture unless renting outside equipment.

Setup Requirements (If Applicable):

Catering

Outside caterers are permitted to delivery food to the HSB, but you must reach out to Deans Operations so that they may arrange a security alert, custodial support and food table setup. Arrangements should be made with CNHPdeansoperations@drexel.edu at least 10 days in advance.

Catering or Serving Food:

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

The normal processing time during the current term 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. Room cards posted outside classrooms are printed on Friday afternoons for the following week.



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

You have successfully requested space in the Health Sciences Building!

A PDF summary of your request will appear in your inbox.
Please note that your room assignment is not confirmed until you receive a Event Request Approval email from the Office of the University Registrar. The normal turn around time for event requests is 24-48 hours.

[Requests for events that take place past the start of FALL QUARTER \(9/19/22\) will be confirmed after the end of Week 2 on 9/30/22 per university scheduling policy.](#)

Requests for events that take place during Fall Quarter weeks 1 through 3 will be confirmed SEVEN (7) days prior to the event date.

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

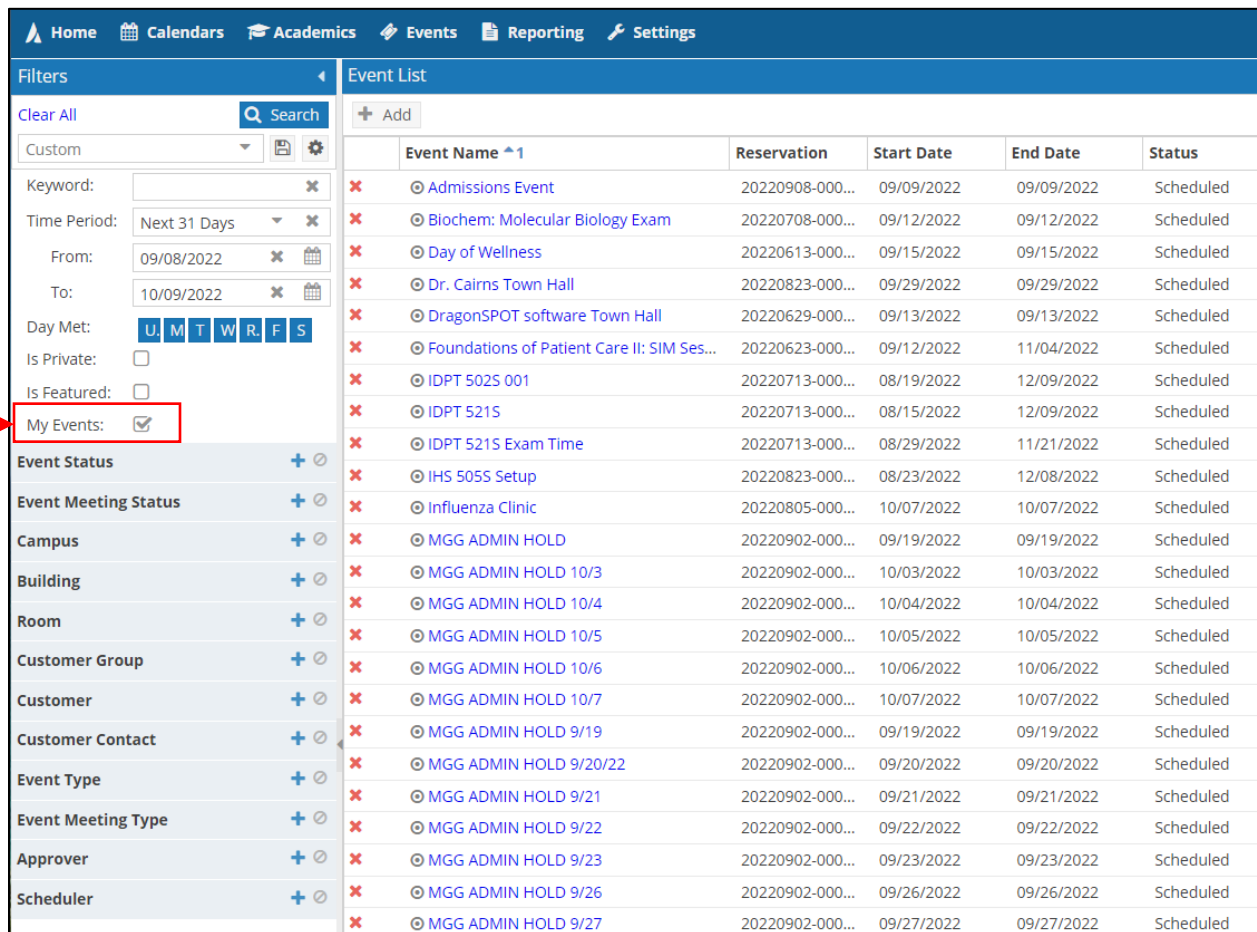
Incomplete: Action has been taken by OUR, but the event is not scheduled

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



The screenshot shows the Astra Schedule interface with the 'Events' tab selected. The 'Filters' panel on the left is expanded, and the 'My Events' filter is checked. The 'Event List' table on the right displays a list of events, all of which are marked as 'Scheduled'.

Event Name	Reservation	Start Date	End Date	Status
Admissions Event	20220908-000...	09/09/2022	09/09/2022	Scheduled
Biochem: Molecular Biology Exam	20220708-000...	09/12/2022	09/12/2022	Scheduled
Day of Wellness	20220613-000...	09/15/2022	09/15/2022	Scheduled
Dr. Cairns Town Hall	20220823-000...	09/29/2022	09/29/2022	Scheduled
DragonSPOT software Town Hall	20220629-000...	09/13/2022	09/13/2022	Scheduled
Foundations of Patient Care II: SIM Ses...	20220623-000...	09/12/2022	11/04/2022	Scheduled
IDPT 502S 001	20220713-000...	08/19/2022	12/09/2022	Scheduled
IDPT 521S	20220713-000...	08/15/2022	12/09/2022	Scheduled
IDPT 521S Exam Time	20220713-000...	08/29/2022	11/21/2022	Scheduled
IHS 505S Setup	20220823-000...	08/23/2022	12/08/2022	Scheduled
Influenza Clinic	20220805-000...	10/07/2022	10/07/2022	Scheduled
MGG ADMIN HOLD	20220902-000...	09/19/2022	09/19/2022	Scheduled
MGG ADMIN HOLD 10/3	20220902-000...	10/03/2022	10/03/2022	Scheduled
MGG ADMIN HOLD 10/4	20220902-000...	10/04/2022	10/04/2022	Scheduled
MGG ADMIN HOLD 10/5	20220902-000...	10/05/2022	10/05/2022	Scheduled
MGG ADMIN HOLD 10/6	20220902-000...	10/06/2022	10/06/2022	Scheduled
MGG ADMIN HOLD 10/7	20220902-000...	10/07/2022	10/07/2022	Scheduled
MGG ADMIN HOLD 9/19	20220902-000...	09/19/2022	09/19/2022	Scheduled
MGG ADMIN HOLD 9/20/22	20220902-000...	09/20/2022	09/20/2022	Scheduled
MGG ADMIN HOLD 9/21	20220902-000...	09/21/2022	09/21/2022	Scheduled
MGG ADMIN HOLD 9/22	20220902-000...	09/22/2022	09/22/2022	Scheduled
MGG ADMIN HOLD 9/23	20220902-000...	09/23/2022	09/23/2022	Scheduled
MGG ADMIN HOLD 9/26	20220902-000...	09/26/2022	09/26/2022	Scheduled
MGG ADMIN HOLD 9/27	20220902-000...	09/27/2022	09/27/2022	Scheduled