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*LeBow College of Business Room  
Request Instruction Guide*

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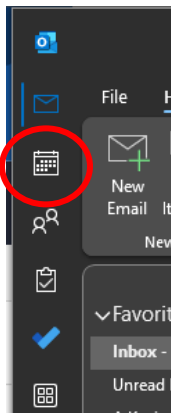
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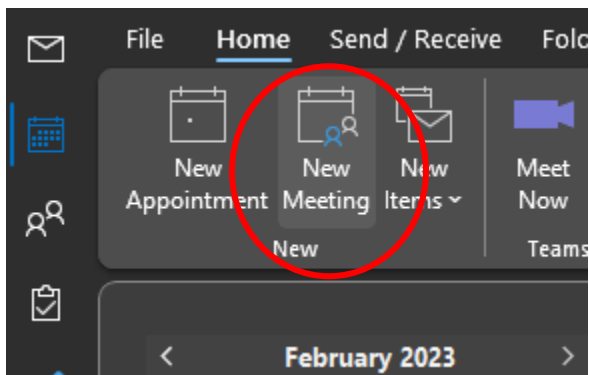
## Conference Room Requests

If you are in need of a conference room for your meeting, please use the 'Location' feature in Microsoft Outlook.

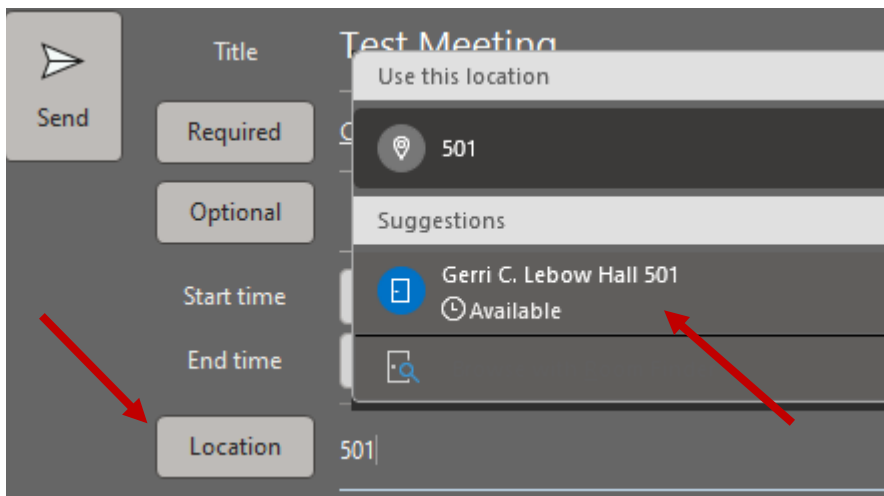
Sign into Outlook as you normally would and go to 'Calendar.'



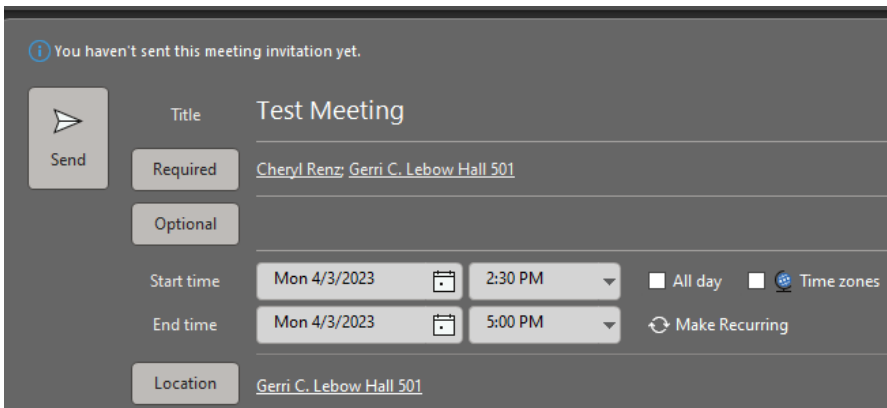
Select 'New Meeting'



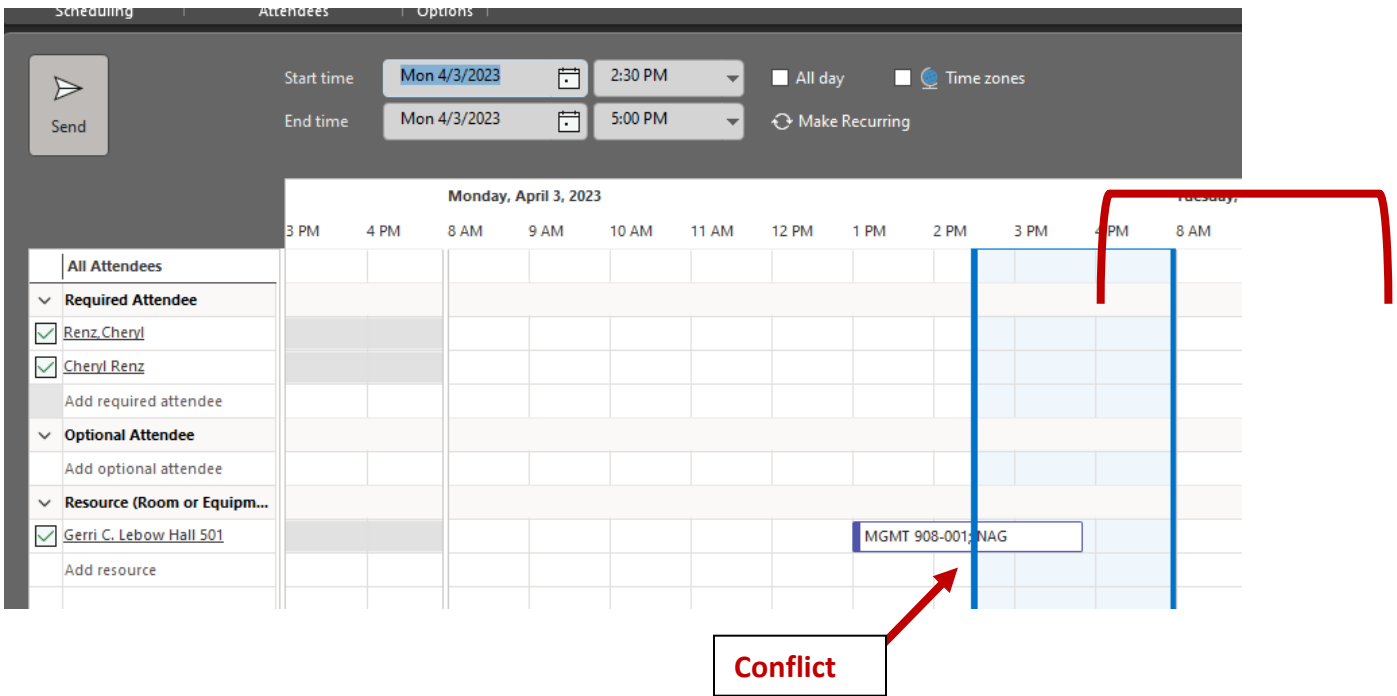
Start typing in 'Location' the room(s) that you want to use (Gerri C LeBow Hall 501 for this example). Outlook will start populating rooms as you type.



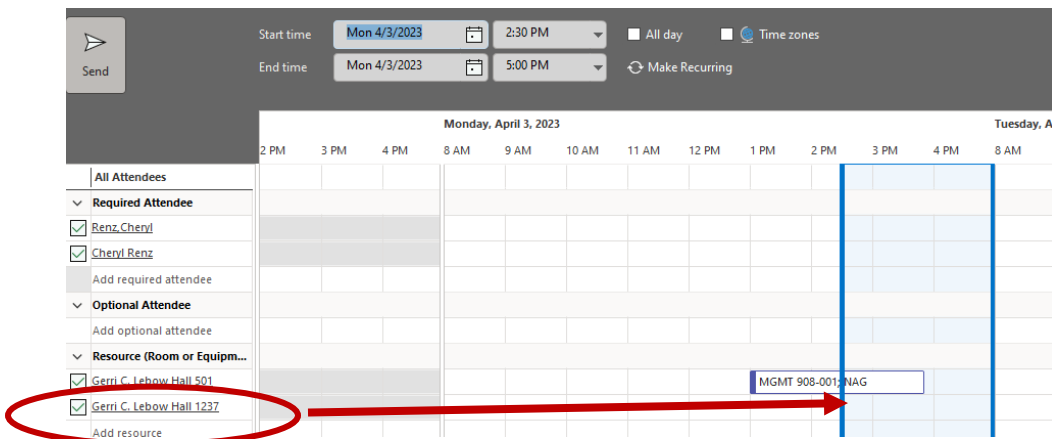
Add in other participants and select a date and time as you normally would.



Use 'Schedule Assistant' to check participant AND room availability. The below image indicates that GHALL 501 is not available on the date selected.

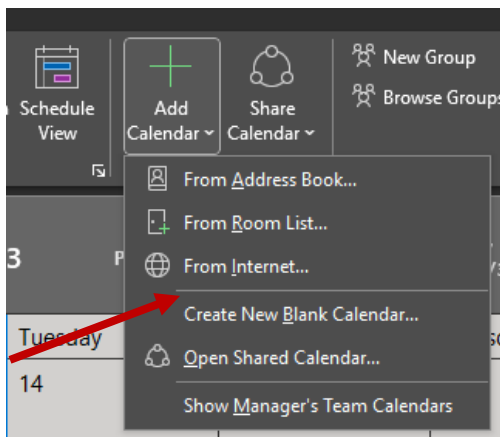


If there is a conflict, you will either find a different room or change your date and time.

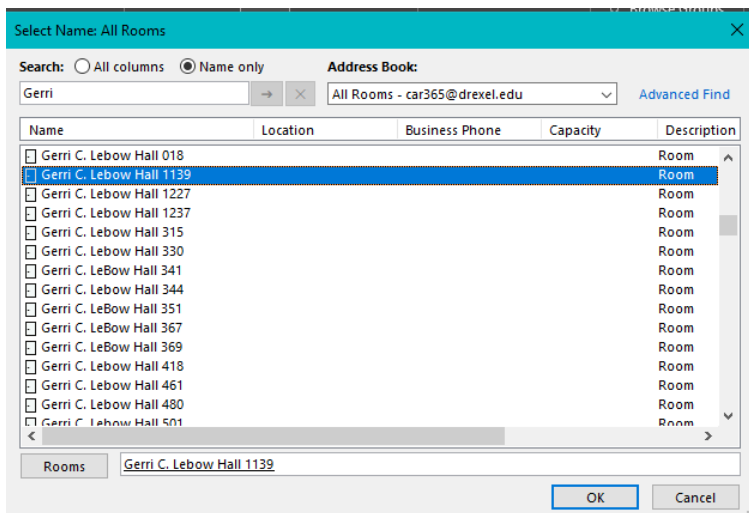


## Adding a Conference Room Calendar in Outlook

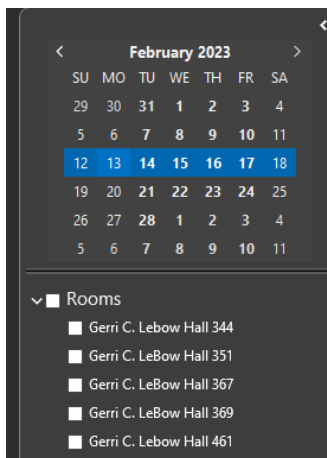
To make this process easier visually, you can simply add the conference room calendars to your list of other Outlook Calendars.



Start typing 'Gerri' and the conference rooms will populate. **Double** click on all of the rooms you would like to add and click 'OK'

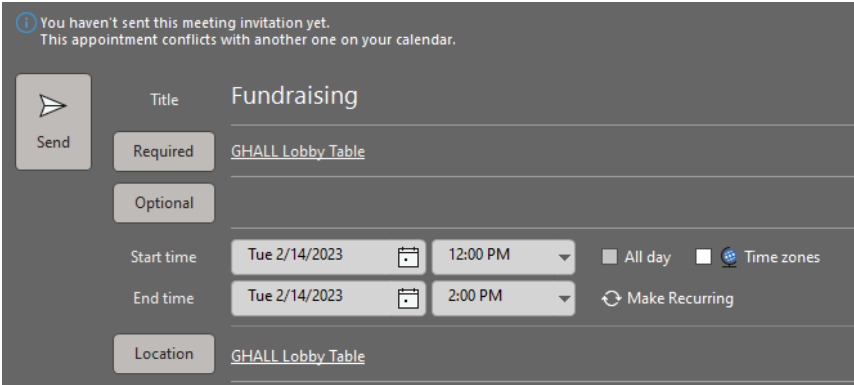


You should now see the selected calendars. When clicking on the calendars, you will be able to see when there is a conflict and when rooms are open.



# The GHALL Lobby Table Requests

There is now an Outlook Calendar set up for the GHALL Lobby Table. Follow the Conference Room Request instructions, but instead of typing in a Conference room, type in 'GHALL Lobby Table'.



## Classroom Requests for Events and Non-Credit Courses

We are now using the Astra Scheduler to submit classroom requests in GHALL and Pearlstein. If you do not yet have an account set up, reach out directly to exammail@drexel.edu from your Drexel email or you can request access by emailing [lcrops@drexel.edu](mailto:lcrops@drexel.edu).

Once you have your account set up, you can sign in using your Drexel username (ABC123) and password.

Astra can be found by typing this into your browser - <https://www.aaiscloud.com/DrexelU/Default.aspx> . If you make requests frequently, I recommend adding a bookmark for Astra.

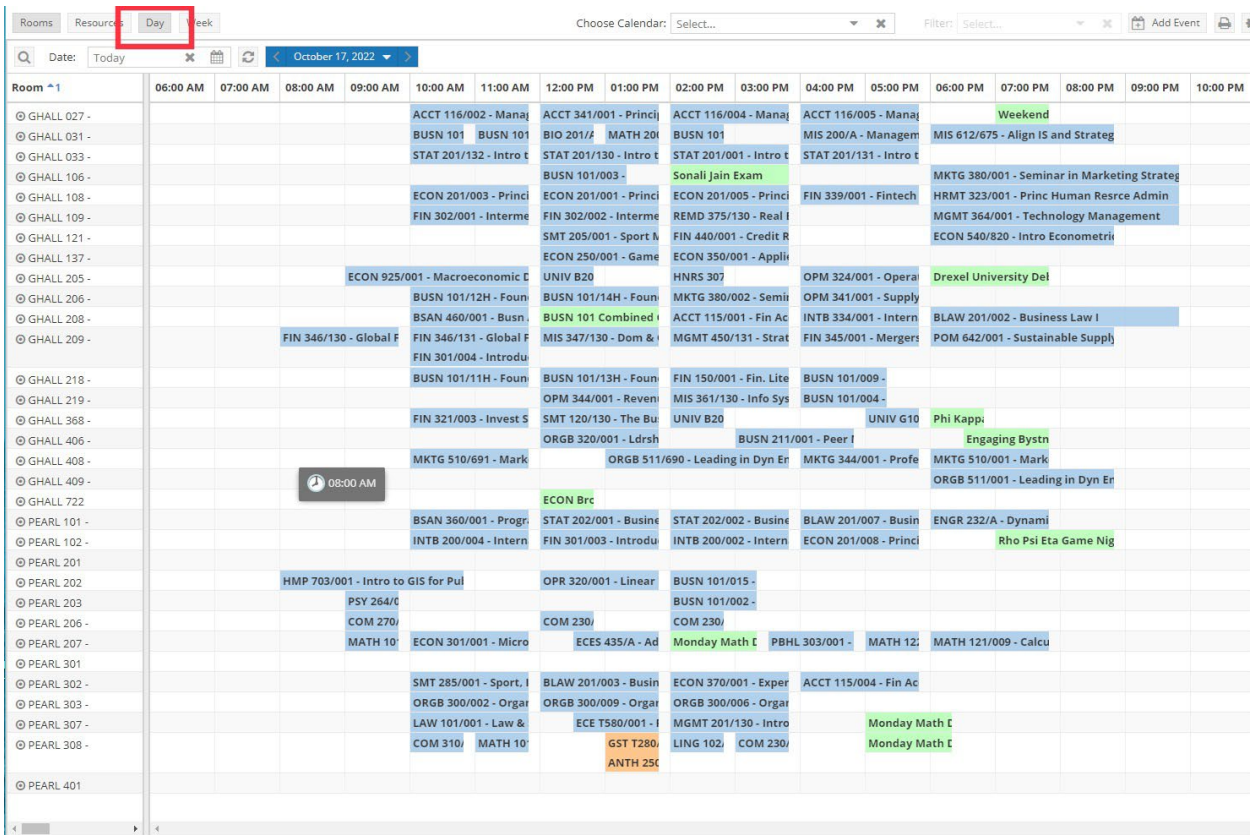
The screenshot shows the Astra Scheduler interface. At the top, there is a navigation bar with tabs for Home, Calendars, Academics, Events, and Settings. The 'Calendars' tab is highlighted. On the right side of the navigation bar, there is a user profile indicator showing 'car365' and a question mark icon. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome!' message and instructions for requesting classrooms. The right column features a 'My Upcoming Events' section with a table of scheduled and pending events. Below the events table, there is an 'Attention New Users' section with instructions for new users and non-Drexel users. A red arrow points to the 'Request Account' link in the 'Attention New Users' section. Another red arrow points to the 'Sign in' button in the top right corner.

Request Event	Time	Date
<b>ECON Brown Bag Seminar</b> GHALL 722	12:00 PM - 12:50 PM	Oct 17
<b>BUSN 101 Combined Class</b> GHALL 208	12:00 PM - 01:50 PM	Oct 17
<b>Drexel University Debate Union Fall Practices</b> GHALL 205	06:00 PM - 07:50 PM	Oct 17
<b>Phi Kappa Psi Chapter Meetings</b> GHALL 368	06:00 PM - 06:50 PM	Oct 17
<b>Engaging Bystander in Sexual Violence Prevention</b> GHALL 406	06:30 PM - 07:50 PM	Oct 17
<b>Weekend Warriors</b> GHALL 027	07:00 PM - 07:50 PM	Oct 17

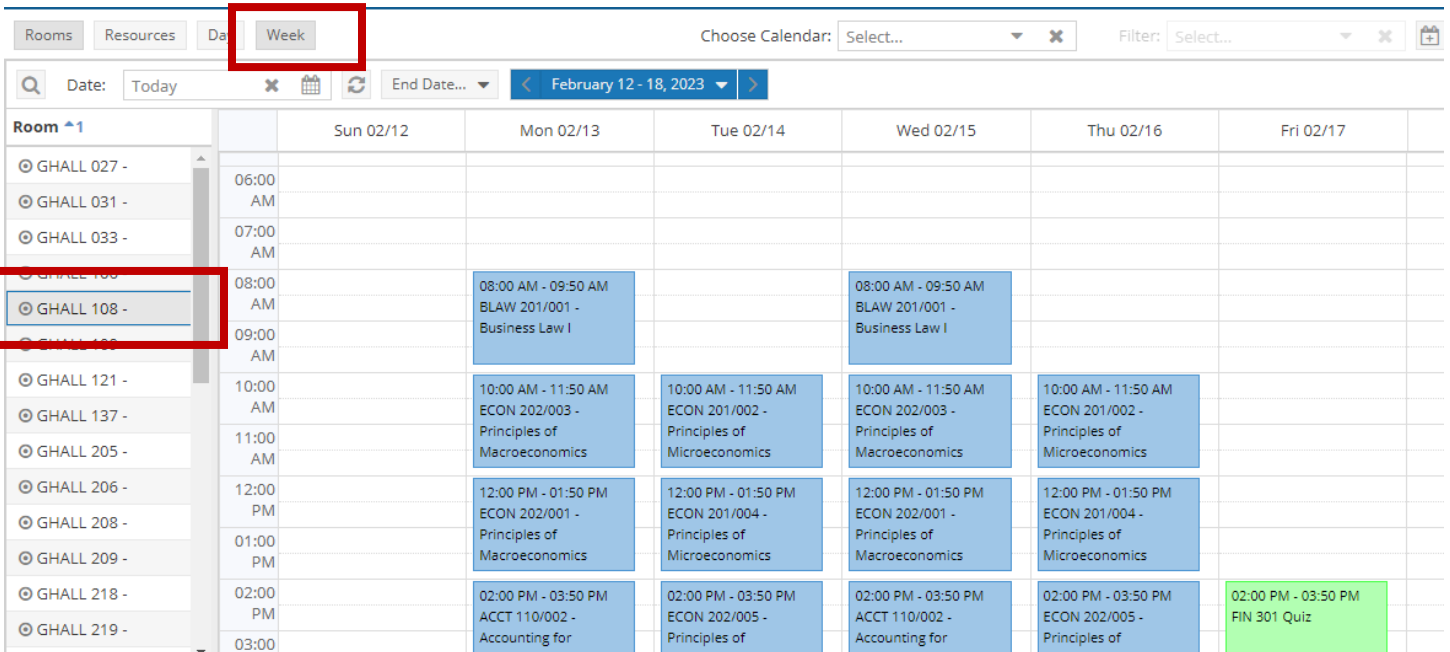
Select 'Scheduling Grids' under the 'Calendars tab' to see availability on a specific day/time or classroom.

This screenshot shows the 'Calendars' dropdown menu in the Astra Scheduler interface. The menu is open, displaying options: 'Available Rooms', 'Calendar', and 'Scheduling Grids'. The 'Scheduling Grids' option is circled in red. The background shows the same navigation bar and event list as the previous screenshot.

You can see classrooms availability by 'Day' or by 'Week'



The 'Day' view will give you a snapshot of the date selected by 'Times' and 'Rooms'



The 'Week' view will show you the selected week's scheduling by selecting the room. This is Feb 12 – Feb 17 for GHALL 108.

Make sure you have 'include events' and 'include academics' selected in the filters.

The screenshot shows a filter menu with several sections. The 'Event Filters' section is circled in red and contains the following options: 'Include Events' (checked), 'Include Setup/Teardown' (checked), and 'Include PrePost' (unchecked). The 'Academic Filters' section is also circled in red and contains the following options: 'Include Academics' (checked) and 'Subject' (unchecked). At the top right of the filter menu, there is a date range selector with a red circle around it.

You can add a new request on the current screen by selecting 'Add Event' -

The screenshot shows a calendar view with a grid of events. The 'Add Event' button is highlighted with a red box in the top right corner. The calendar shows various events scheduled across different rooms and times. The events are listed in a grid format with columns for time slots and rows for different rooms. The 'Add Event' button is located in the top right corner of the calendar view.

Or from the Home page

ent scheduling site  
ie University  
assrooms can be  
s on **University**  
**, Queen Lane** and  
ampuses, as well as  
**ces Building.**

My Upcoming Events [Scheduled & Pending - Click for Status!]

Request Event ▼

**MKTG 357 Exam - Lawrence** 10:00 AM - 11:50 AM  
GHALL 219

**BMES Class** 11:00 AM - 12:50 PM

Select the 'LeBow GHALL/Pearlstein form.

My Upcoming Events [Scheduled & Pending - Click for Status!]

Request Event ▼

- Center City Campus Request Form (THRU 12/31/2022 ONLY)
- CNHP Health Sciences Building (HSB) Request Form - DO NOT USE
- LeBow College of Business (PEARL, GHALL) Event Request Form**
- Queen Lane Campus Requests (Now Thru 12/31/22)
- University City Campus Event Request Form
- West Reading Campus Requests (Now Thru 12/31/22)

You will be brought to the below page with Event Services and scheduling information. If you need tables or custodial support for an event, please contact Event Services.

## LeBow College of Business (PEARL, GHALL) Event Request Form

**This is the request form for events to be held in Pearlstein Business Learning Center and Gerri C. LeBow Hall.**

Please note that there are separate forms for the CNHP Health Sciences Building (HSB) and the rest of University City campus. If you intend to request classroom space in another campus building besides Pearlstein Business Learning Center or Gerri C. LeBow Hall, please exit this form and select the correct form.

In partnership with the Office of the University Registrar (OUR), the LeBow College of Business will begin scheduling non-course events for a given quarter at the end of the 2nd week of that 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.

- Event requests that require logistical support (catering, setup/teardown, afterhours/weekend building access, etc.) must be submitted to Event Services: <https://drexel.edu/studentlife/activities-involvement/student-centers/event-services>. This form is for reserving classroom space only; we are unable to coordinate other support services on your behalf.
- Reservation requests for the current academic term will be reviewed within 24-48 hours.
- The selected room is **NOT** guaranteed. Events related to academic coursework receive priority scheduling.

Contact Event Services  
for logistical support

## Term Dates and Final Exam Dates for the Academic Year

Please see below for a list of important dates.

- Monday, September 19, 2022: Fall Quarter Classes Begin
- Saturday, December 3, 2022: Fall Quarter Classes End
- Monday, December 5, 2022: Fall Quarter Final Examinations Begin
- Saturday, December 10, 2022: Fall Quarter Final Examinations End
- Monday, January 9, 2023: Winter Quarter Classes Begin
- Saturday, March 18, 2023: Winter Quarter Classes End
- Monday, March 20, 2023: Winter Quarter Final Examinations Begin
- Saturday, March 25, 2023: Winter Quarter Final Examinations End
- Monday, April 3, 2023: Spring Quarter Classes Begin
- Saturday, June 10, 2023: Spring Quarter Classes End
- Monday, June 12, 2023: Spring Quarter Final Examinations Begin
- Saturday, June 17, 2023: Spring Quarter Final Examinations End
- Monday, June 26, 2023: Summer Quarter Classes Begin
- Saturday, September 2, 2023: Summer Quarter Classes End
- Tuesday, September 5, 2023: Summer Quarter Final Exams Begin
- Saturday, September 9, 2023: Summer Quarter Final Exams End

## Single Events

For single, one-time requests, add 'Start Time', 'End Time', select date.

All End Times should end 10 minutes prior to the hour or half hour. For an event from 2pm-4pm, the reservation would start at 2:00pm and would end at 3:50pm

Create Meeting(s)

Single  Multiple  Recurring

Start Time: 4:00 PM End Time: 5:50 PM

Start Date: 10/21/2022 End Date: 10/21/2022

\* Meeting Name: Meeting Test

Meeting Type: Select...

Max Attendance: [dropdown]

Featured

Private

Requires Room

Add Meeting Cancel

Meetings

Choose Calendar: Select... Filter: Select...

Today End Date... October 16 - 22, 2022 Select dates

	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21
27 -						
31 -						
33 -						
36 -						
38 -						
39 -						
21 -						
37 -						
35 -						
36 -						
38 -						
01:00						

## Multiple Events

For multiple, non-recurring requests, select 'Multiple', add start and end times, highlight first date, and select arrow to move date over to the 'Meetings Column'. Then do this for all additional dates. When all dates are added, select, 'Add Meeting'.

Single
  Multiple
  Recurring

Start Time: 6:00 PM
 End Time: 7:20 PM

Today: Clear

<< October 2022 >>

S	M	T	W	T	F	S
25	26	27	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

\* Meeting Name: Meeting Test

Meeting Type: Select...

Max Attendance:

Featured  
 Private  
 Requires Room

Add Meeting Cancel

## Recurring Events

For meetings or events that occur once a month or every Tuesday for example, select 'Recurring', add times, and recurring pattern, and then select your start and end date. Your end date can be determined by number of weeks, or you can select a specific date.

Single
  Multiple
  Recurring

Start Time: 6:00 PM
 End Time: 6:50 PM

Recurrence Pattern

Daily
  Weekly
  Monthly
  Yearly

Recur every 1 week(s) on: **Select days**

Sunday
  Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday

Start: 10/24/2022
  End after 10 occurrences
  End by 12/03/2022

Recurrence Summary

Every 1 week(s) on Monday and Wednesday effective 10/24/2022 until 12/03/2022 from 6:00 PM to 6:50 PM.

\* Meeting Name: Tutoring

Meeting Type: Select...

Max Attendance:

Featured  
 Private  
 Requires Room

Add Meeting Cancel

Once you have entered all meetings, you will see the list on the forms landing page.

## View Meetings

### Event Information

\* Event Name:

\* Event Type:

\* Event Estimated Attendance:

\* Add a Meeting:

Add Meeting
Assign Rooms

- ✘ Meeting Test - Fri, 10/28/2022, 06:00 PM to 07:20 PM
- ✘ Meeting Test - Sat, 10/29/2022, 06:00 PM to 07:20 PM
- ✘  Tutoring
- ✘ Wed, 10/26/2022, 06:00 PM to 06:50 PM
- ✘ Mon, 10/31/2022, 06:00 PM to 06:50 PM
- ✘ Wed, 11/02/2022, 06:00 PM to 06:50 PM
- ✘ Mon, 11/07/2022, 06:00 PM to 06:50 PM

### Room and Technology Needs

\* Will your event require collaboration rooms for breakout sessions?

Yes

## Assigning Rooms

To see which rooms are available, select 'Assign Rooms'.

### Event Information

\* Event Name:

\* Event Type:

\* Event Estimated Attendance:

\* Add a Meeting:

Add Meeting
Assign Rooms

- ✘ Meeting Test - Fri, 10/28/2022, 06:00 PM to 07:20 PM
- ✘ Meeting Test - Sat, 10/29/2022, 06:00 PM to 07:20 PM
- ✘  Tutoring
- ✘ Wed, 10/26/2022, 06:00 PM to 06:50 PM
- ✘ Mon, 10/31/2022, 06:00 PM to 06:50 PM
- ✘ Wed, 11/02/2022, 06:00 PM to 06:50 PM
- ✘ Mon, 11/07/2022, 06:00 PM to 06:50 PM

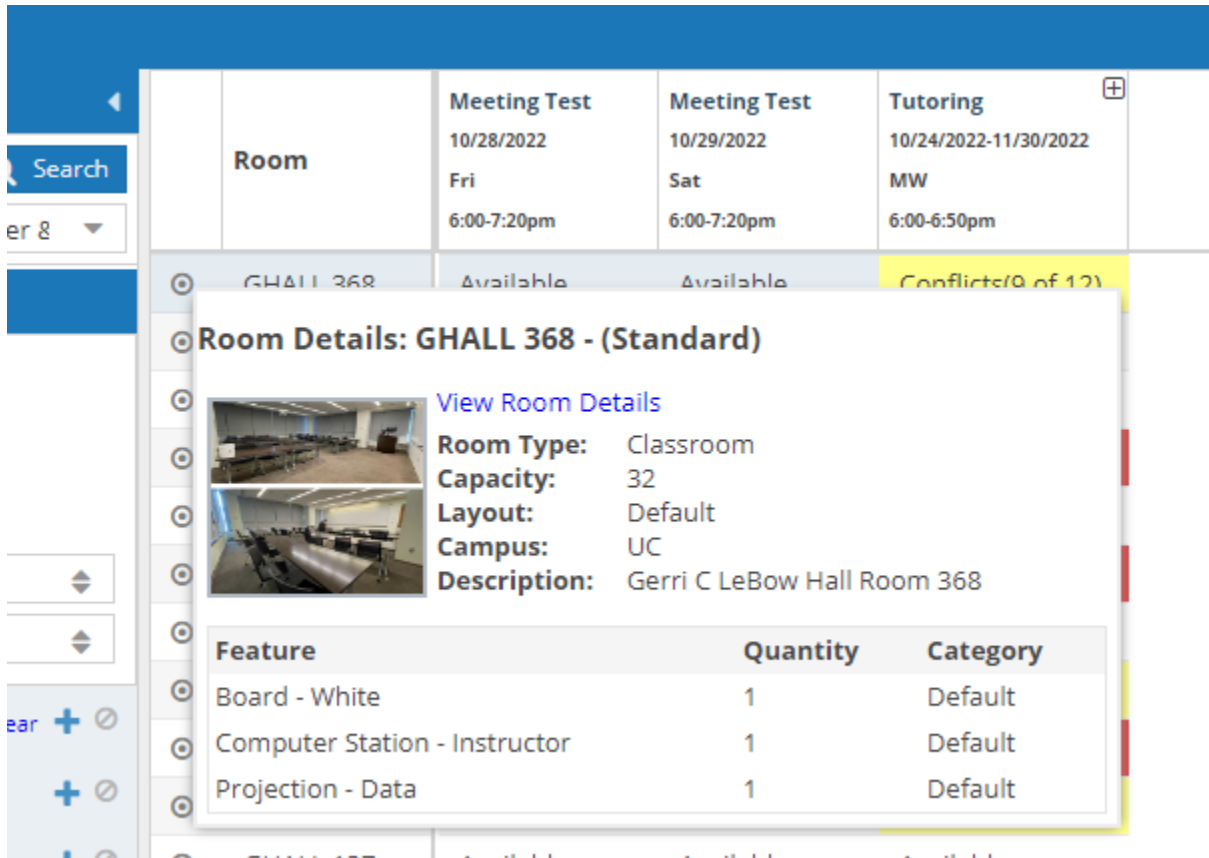
### Room and Technology Needs

\* Will your event require collaboration rooms for breakout sessions?

Yes

## View Room Information

You can hover over the  for pictures and classroom/lab information



The screenshot shows a software interface for viewing room information. At the top, there is a blue header bar. Below it, a table lists room availability for different dates and times. A search bar is visible on the left side. A detailed view for 'GHALL 368' is open, showing room details and a list of features.

Room	Meeting Test 10/28/2022 Fri 6:00-7:20pm	Meeting Test 10/29/2022 Sat 6:00-7:20pm	Tutoring 10/24/2022-11/30/2022 MW 6:00-6:50pm
GHALL 368	Available	Available	Conflicts(9 of 12)

### Room Details: GHALL 368 - (Standard)

[View Room Details](#)

**Room Type:** Classroom  
**Capacity:** 32  
**Layout:** Default  
**Campus:** UC  
**Description:** Gerri C LeBow Hall Room 368

Feature	Quantity	Category
Board - White	1	Default
Computer Station - Instructor	1	Default
Projection - Data	1	Default

## Select Available Classrooms

Room	Meeting Test 10/28/2022 Fri 6:00-7:20pm	Meeting Test 10/29/2022 Sat 6:00-7:20pm	Tutoring 10/24/2022-11/30/2022 MW 6:00-6:50pm
<input type="radio"/> GHALL 406	Selected	Selected	Conflicts(6 of 12)
<input type="radio"/> GHALL 368	Available	Available	Conflicts(9 of 12)
<input type="radio"/> PEARL 302	Available	Available	Selected
<input type="radio"/> PEARL 202	Available	Available	Available
<input type="radio"/> PEARL 307	Available	Available	Unavailable
<input type="radio"/> PEARL 203	Available	Available	Available
<input type="radio"/> PEARL 308	Unavailable	Available	Unavailable
<input type="radio"/> PEARL 206	Available	Available	Available
<input type="radio"/> PEARL 303	Available	Available	Conflicts(1 of 12)
<input type="radio"/> PEARL 207	Available	Available	Unavailable
<input type="radio"/> GHALL 137	Available	Available	Available
<input type="radio"/> GHALL 722	Available	Available	Conflicts(1 of 12)
<input type="radio"/> GHALL 206	Available	Available	Conflicts(6 of 12)
<input type="radio"/> GHALL 106	Available	Available	Unavailable
<input type="radio"/> GHALL 219	Available	Available	Available
<input type="radio"/> GHALL 218	Available	Available	Conflicts(6 of 12)
<input type="radio"/> GHALL 209	Available	Available	Conflicts(6 of 12)
<input type="radio"/> GHALL 109	Available	Available	Unavailable
<input type="radio"/> GHALL 409	Available	Available	Conflicts(6 of 12)
<input type="radio"/> GHALL 108	Available	Available	Unavailable
<input type="radio"/> GHALL 208	Available	Available	Conflicts(7 of 12)
<input type="radio"/> GHALL 408	Available	Available	Unavailable
<input type="radio"/> GHALL 027	Available	Available	Conflicts(1 of 12)
<input type="radio"/> PEARL 102	Available	Available	Conflicts(1 of 12)

Page 1 of 2

OK Cancel

Select open classrooms for all events/meetings and select 'OK'.

This brings you back to the form's landing page populated with rooms you selected.

\*Add a Meeting:

Add Meeting Assign Rooms

- Meeting Test - Fri, 10/28/2022, 06:00 PM to 07:20 PM, GHALL 406
- Meeting Test - Sat, 10/29/2022, 06:00 PM to 07:20 PM, GHALL 406
- Tutoring
- Tutoring - Wed, 10/26/2022, 06:00 PM to 06:50 PM, PEARL 302
- Tutoring - Mon, 10/31/2022, 06:00 PM to 06:50 PM, PEARL 302
- Tutoring - Wed, 11/02/2022, 06:00 PM to 06:50 PM, PEARL 302
- Tutoring - Mon, 11/07/2022, 06:00 PM to 06:50 PM, PEARL 302

## Room and Technology Needs

## Final Steps

Make sure all fields have been filled and then click submit.

\*Event Estimated Attendance:  
 **Don't forget attendance number**

\*Add a Meeting:

**Add Meeting** **Assign Rooms**

- Meeting Test - Fri, 10/28/2022, 06:00 PM to 07:20 PM, GHALL 406
- Meeting Test - Sat, 10/29/2022, 06:00 PM to 07:20 PM, GHALL 406
- Tutoring**
- Tutoring - Wed, 10/26/2022, 06:00 PM to 06:50 PM, PEARL 302
- Tutoring - Mon, 10/31/2022, 06:00 PM to 06:50 PM, PEARL 302
- Tutoring - Wed, 11/02/2022, 06:00 PM to 06:50 PM, PEARL 302
- Tutoring - Mon, 11/07/2022, 06:00 PM to 06:50 PM, PEARL 302

### Room and Technology Needs

\*Will your event require collaboration rooms for breakout sessions?

- Yes
- No

If you answered Yes to the above, how many collaboration rooms will be required?

\*Will your event require videoconferencing?

- Yes
- No

\*Will your event require movable seating?

- Yes
- No

**Don't forget these questions**

### Additional Comments

Additional Notes/Comments

Collaboration rooms are only needed for 10/28/22


**Add additional comments**

**Click submit when you are done**

**Submit**

## Request Received

Soon after you submit your request, you will receive an automated email with a "Request Received" PDF. THIS IS NOT A CONFIRMATION.


√ = ≥ X ÷ + √ = ≥ X ÷ + √ = ≥ X ÷

**Event Request Received** 1/5/2023  
1:53PM

**Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.**

<u>Event Name</u>	<u>Description</u>
BSAN 160 Remedial Examination	

**Request Summary:**

=====

Contact Information  
=====

Contact: Renz, Cheryl  
Customer: Lebow College of Business  
Email: CAR365@drexel.edu  
Phone:  
Event Name: BSAN 160 Remedial Examination  
Event Type: Academic  
Event Estimated Attendance: 2

Will your event require collaboration rooms for breakout sessions? No  
Will your event require videoconferencing? No  
Will your event require movable seating? No

=====

Meeting  
=====

Name: BSAN 160 Remedial Examination  
Description:  
Event Meeting Type: Make-Up/Additional Class  
Start Date: 1/6/2023  
End Date: 1/6/2023  
Start Time: 10:30 AM  
End Time: 12:20 PM  
Is Room Required: True  
Max Attendance: 2  
Room Configuration: GHALL 219 - Standard

## Confirmation

I will review your request for conflicts, proper technology, proper ending times, and max capacities. After I approve the reservation, you will receive a "Confirmation Email" with a PDF confirmation attached. Don't forget if you have a lot of events on one reservation, it may extend to page 2, 3, 4, etc.

ASTRA SCHEDULE
✓ = ≥ X ÷ + ✓ = ≥ X ÷ + ✓ = ≥ X ÷

Event Summary

2/13/2023  
6:19PM

**Comment:**

**Event Information:**
**Customer/Contact Information:**

<b>Reservation #:</b> 20230127-00010	Jaclyne Hopkins
<b>Event Name:</b> Drexel Open House	
<b>Event Type:</b> Information Session	jeh94@drexel.edu
<b>Date:</b> 3/4/23 - 3/11/23	Enrollment Management & Student Success
<b>Status:</b> Scheduled	
<b>Est. Attendance:</b> 150	

**Event Notes:**

Meeting Name	Date(s)	Time	Meeting Status	Building	Room	Room Status
Scheduled						
Drexel Open House	3/4/23 - 3/4/23	8:00AM - 5:50PM	Scheduled	GHALL	027	Scheduled
Drexel Open House	3/4/23 - 3/4/23	8:00AM - 5:50PM	Scheduled	GHALL	368	Scheduled
Drexel Open House	3/4/23 - 3/4/23	8:00AM - 5:50PM	Scheduled	PEARL	303	Scheduled
Drexel Open House	3/4/23 - 3/4/23	8:00AM - 5:50PM	Scheduled	PEARL	302	Scheduled
Drexel Open House	3/4/23 - 3/4/23	8:00AM - 5:50PM	Scheduled	PEARL	308	Scheduled

## Changes and Cancellations

If you have decided to cancel your event or you need to change the date or time, you can simply hit **'Forward'** on your confirmation email for the event and email [car365@drexel.edu](mailto:car365@drexel.edu) or [lcbops@drexel.edu](mailto:lcbops@drexel.edu) to request a change.