

Editing a Section

How to Change a Meeting Pattern

How to Change an Event Type or Modality

How to: Edit Existing Section Information

Step 1: Open the ZEVPLAN transaction in SAP.



This will bring you to "Screen 1" of ZEVPLAN.

A screenshot of the SAP 'Edit Event Offering' screen. The title bar at the top reads 'Edit Event Offering'. Below the title bar, there are two radio buttons: 'Module' (selected) and 'Organizational unit'. The 'Object abbr.' field is highlighted with a yellow box and contains a redacted value. Below this, the 'Acad. Year' is set to '2021 Acad Year 2020-2...' and the 'Acad. Session' is '30 Spring Semester'. A checkbox labeled 'Override Resource Conflicts!' is checked. A toolbar with various icons is visible below the input fields. The main area of the screen is titled 'Event Offering' and contains a table with the following columns: SECanc, Mod.(Abbr), EventPkg, EP ID, Event Package (Description), Object ID, Name, Start Date, End Date, Mon, Tues, Wed, Thurs, Fri.

SECanc	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start Date	End Date	Mon	Tues	Wed	Thurs	Fri
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Step 2: Enter the course abbreviation in the “Object abbr.” box, then select the appropriate Academic Year and Academic Session (Term) of the Section you’d like to edit.

When finished, click the “Offering” button to load the course.

Edit Event Offering

Module Organizational unit

Object abbr. CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year Acad. Session Override Resource Conflicts!

Event Package / Events Package/Event Section Offering

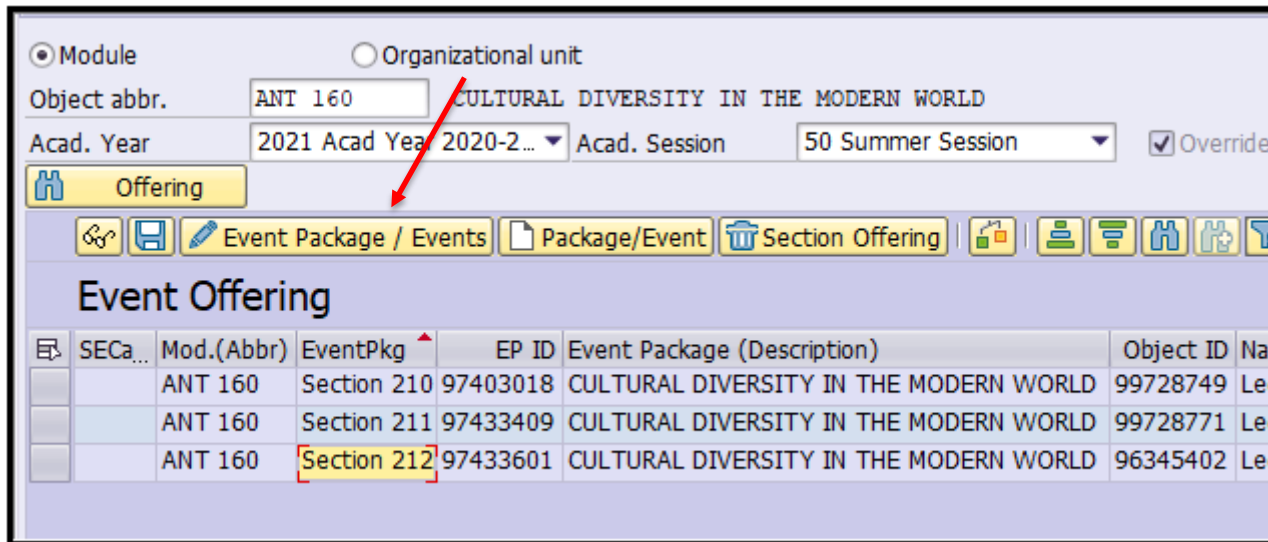
Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	ObjectID	Name	Start Date	End Date	Mon	Tues	W...	Thurs	F
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Note: For course prefixes with only two characters (ex. "FR" or "CE"), you will need to double-space between the prefix and the course number. For example, FR 101 would be entered as "FR 101".

Step 3: Highlight the section by clicking anywhere on its line and then click “Edit Event Package/Events”.

This will take you to Screen 2 of ZEVPLAN.



The screenshot displays the ZEVPLAN software interface. At the top, there are radio buttons for "Module" (selected) and "Organizational unit". Below this, the "Object abbr." is "ANT 160" and the description is "CULTURAL DIVERSITY IN THE MODERN WORLD". The "Acad. Year" is "2021 Acad Year 2020-2..." and the "Acad. Session" is "50 Summer Session". There is a checked "Override" box. A toolbar contains several icons, including a yellow button labeled "Event Package / Events" which is highlighted by a red arrow. Below the toolbar is a table titled "Event Offering".

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Na
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN THE MODERN WORLD	99728749	Lec
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lec
	ANT 160	Section 212	97433601	CULTURAL DIVERSITY IN THE MODERN WORLD	96345402	Lec

Step 4: On Screen 2 you can edit Section information including the Location code, Subtitle (if applicable), Capacity, Waitlist, or Primary Instructor.

Once finished editing on Screen 2, click “Save” to return to Screen 1.

If you do not need to edit any information on Screen 2 and instead need to edit Screen 3 information, click “Edit Event”.

Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

Main Course Data

Module: ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

Year: 2021 Acad Year 2020-2021

Session: 50 Summer Session

Credit Min/Opt/Max: 3.00000 / 3.00000 / 3.00000

Course Director: 0

Change Course Director

Event Package Info

Main Info

Event Pkg. ID: 97433659 Section: 212 CULTURAL DIVERSITY IN THE MODERN WORLD

Location: 10548782 DLMULTISITE

Capacity: Optimum Maximum

25 / 25

WebRegistration Available:

Section Cancelled:

Part of Term:

Instructional Method: ONLINE Fully online

Waitlist Information

Standard Percentage: 20

Disabled:

Manual MoveUp:

Section Changes

Credit Hours: Changed on: [] By: []

Title: Changed on: [] By: []

Primary Instructor Assignment

Primary Instructor: Nathan A. Congleton

as of: 06/11/2021

Change primary Instructor

Event

MeetPatt	Event	Start Date	End Date	Name of the business event	Location Room	MaxCap	Instructor	Bus. event schedule
✓	96345577	05/17/2021	08/11/2021	Lecture ANT 160 DL - Internet, web-based	Main	30	Nathan A. Congleton	MO TU WE TH 09:00-10:00

Note: Both the Optimum and Maximum capacities must be edited to reflect the same number.

If a section's title is changed (for Subtitle Required courses), the title should be entered in all caps.

Step 5: On Screen 3, you can edit Event information including the Maximum Capacity, Learning Method, Start and End Dates (for part-of-term sections), meeting Start and End Times, Meeting Days, Instructors, and Room Assignments.

Once finished, click “Save” to return to Screen 2, then click “Save” again to return to Screen 1.

Change Business Event

Academic Year Acad Year 2020-2021 Academic Session Summer Session Key Date 05/17/2021

Module ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

Business event type 98531262 LEC Lecture ANT 160 DL - Internet, web-based

Section Info

Event Package Section 212 CULTURAL DIVERSITY IN THE MODERN WORLD

Minimum capacity 0 Optimum capacity 10 Maximum capacity 10

Campus DLMULTISITE Distance Learning Multi Site

Business Event Data

Business event abbr. LEC Lecture ANT 160 DL - Internet, web-based

Minimum capacity Optimum capacity 30 Maximum capacity 30

Location 10000152 Main -Main Campus - Lexington Learning Method S Synchronous Online

Schedule Category Regular Schedule

Schedule Description

Relative Start Unit Relative End Unit

Start Day

No Roomplanning

Generate Dates Reset

Sched.Elements

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT	Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
11:00	13:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP	Cent...	CONGLETON	Nathan A. Congleton		

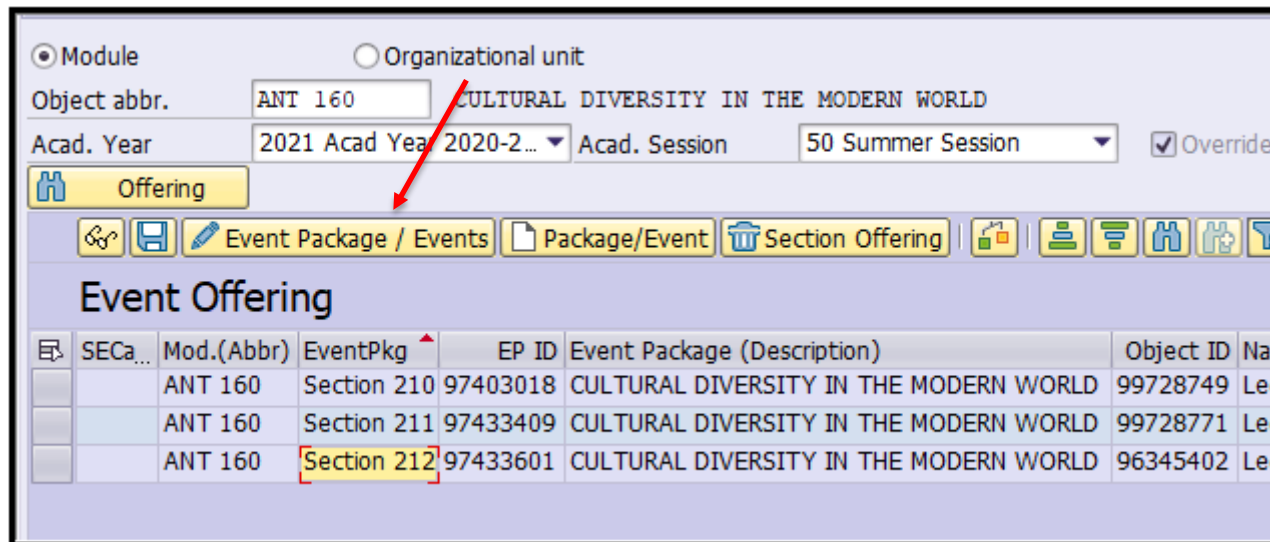
Note: Both the Optimum and Maximum capacities must be edited to reflect the same number.

Changing the Instructor on Screen 3 will not automatically update the Primary Instructor. If the newly added Instructor is the only instructor or if they will also be the Primary Instructor, you will need to click Save to return to Screen 2 and then update the Primary Instructor before saving back out to Screen 1.

How to: Change a Section from a Synchronous Event to an Asynchronous Event, or *vice versa*

Step 1: Highlight the section by clicking anywhere on the line and then click “Edit Event Package/Events”.

This will take you to Screen 2 of ZEVPLAN.

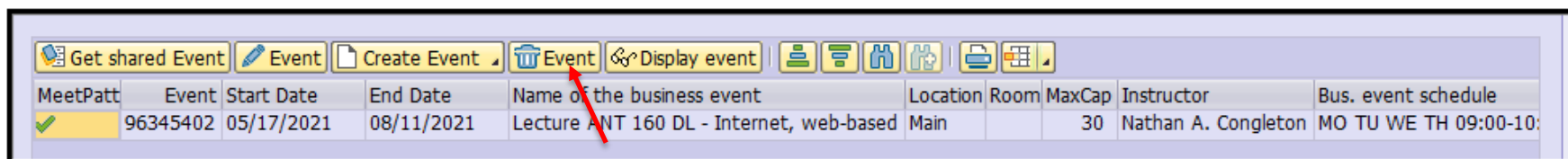


The screenshot shows the ZEVPLAN interface. At the top, there are radio buttons for "Module" (selected) and "Organizational unit". Below this, the "Object abbr." is "ANT 160" and the description is "CULTURAL DIVERSITY IN THE MODERN WORLD". The "Acad. Year" is "2021 Acad Year 2020-2..." and the "Acad. Session" is "50 Summer Session". There is a checked "Override" box. Below the form fields is a toolbar with several icons and buttons. A red arrow points to the "Event Package / Events" button. Below the toolbar is a table titled "Event Offering".

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Na
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN THE MODERN WORLD	99728749	Lec
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lec
	ANT 160	Section 212	97433601	CULTURAL DIVERSITY IN THE MODERN WORLD	96345402	Lec

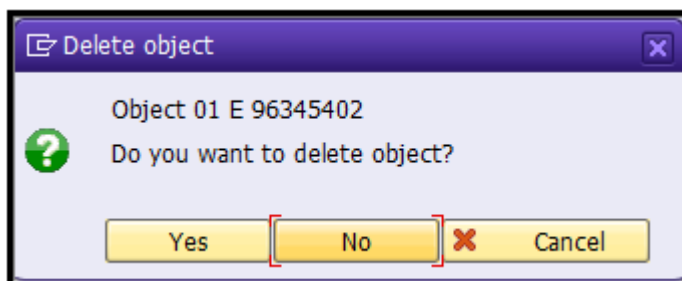
Step 2: To change from a **synchronous** event to an **asynchronous** event (or *vice versa*), you will need to delete the existing event and create a new one.

For this example, we will be replacing a synchronous event with an asynchronous event. Click “Delete Event” to delete the existing Event.

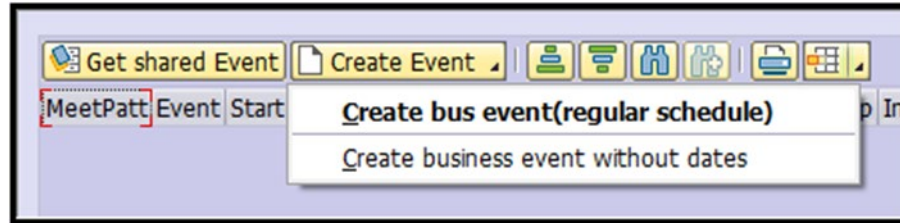


MeetPatt	Event	Start Date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Bus. event schedule
✓	96345402	05/17/2021	08/11/2021	Lecture ANT 160 DL - Internet, web-based	Main		30	Nathan A. Congleton	MO TU WE TH 09:00-10:

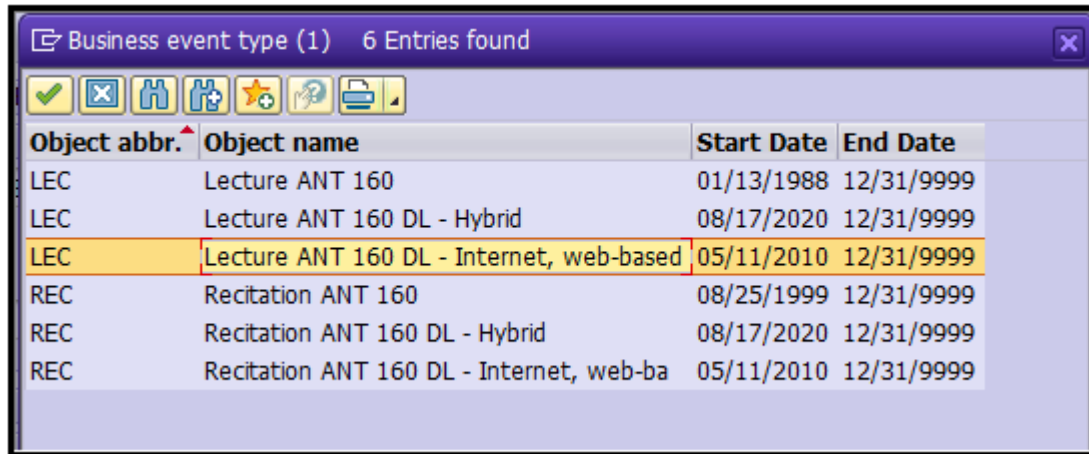
Then click “Yes” in the pop-up box.



Step 3: Once the original Event has been deleted, click “Create Event” and choose “Create business event without dates” to create an asynchronous event.



If necessary, select the correct Event Type and/or modality from the pop-up window.



A screenshot of a pop-up window titled "Business event type (1) 6 Entries found". The window contains a table with the following data:

Object abbr.	Object name	Start Date	End Date
LEC	Lecture ANT 160	01/13/1988	12/31/9999
LEC	Lecture ANT 160 DL - Hybrid	08/17/2020	12/31/9999
LEC	Lecture ANT 160 DL - Internet, web-based	05/11/2010	12/31/9999
REC	Recitation ANT 160	08/25/1999	12/31/9999
REC	Recitation ANT 160 DL - Hybrid	08/17/2020	12/31/9999
REC	Recitation ANT 160 DL - Internet, web-ba	05/11/2010	12/31/9999

Step 4: Fill out all necessary information on Screen 3, then click “Save”. Click “Save” again on Screen 2 to return to Screen 1.

Create Business Event

Academic Year Acad Year 2020-2021 Academic Session Summer Session Key Date 05/17/2021

Module ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

Business event type 98531262 LEC Lecture ANT 160 DL - Internet, web-based

Section Info

Event Package Section 212 CULTURAL DIVERSITY IN THE MODERN WORLD

Minimum capacity 0 Optimum capacity 10 Maximum capacity 10

Campus DLMULTISITE Distance Learning Multi Site

Academic Event

Business event abbr. LEC Lecture ANT 160 DL - Internet, web-based

Minimum capacity Optimum capacity 30 Maximum capacity 30

Location

Resources

Learning Method

A Asynchronous Online

Room Assignment

No Room Planning

Instructor Assignment

Instructor Type CP Central ... Maintain Instructors

Main Instructor Nathan A. Congleton

Effective Date 06/11/2021

Instructor Flags are now maintained in portal. TCE & CANVAS default to ON

Step 5: The original **synchronous** event has now been replaced with an **asynchronous** event.

Module Organizational unit

Object abbr. CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start Date	End Date	Mon	Tue
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN THE MODERN WORLD	99728749	Lecture ANT 160 DL - Internet, web-based	05/17/2021	06/29/2021		
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lecture ANT 160 DL - Internet, web-based	06/30/2021	08/11/2021		
	ANT 160	Section 212	97433659	CULTURAL DIVERSITY IN THE MODERN WORLD	99729195	Lecture ANT 160 DL - Internet, web-based	05/17/2021	08/11/2021		

NOTE: This same method can be used to change the meeting's **modality** (ex. from In-person to Fully Online) of an existing Section.

Questions?

Contact **Course Scheduling** at
course.scheduling@uky.edu