

Creating a New Section

How to Create a Full-Term or Part-of-Term Section
How to Create a Synchronous or Asynchronous
Section

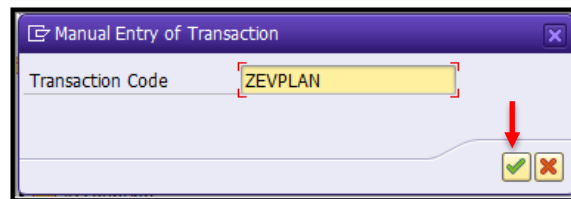
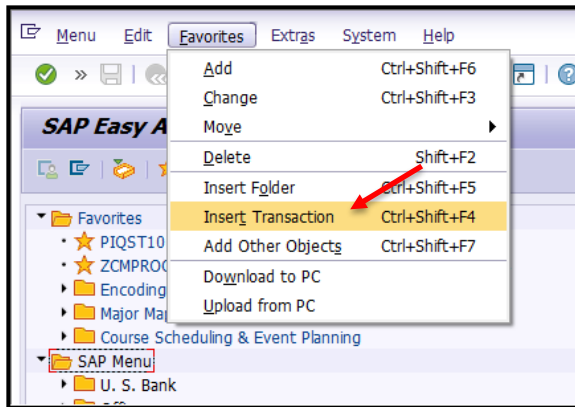


How to: Create a Full-Term Section

Step 1: Open the ZEVPLAN transaction in SAP.



If you do not have the ZEVPLAN transaction on your SAP home screen, you can add it by clicking the **Favorites** button in the top menu bar, then selecting "Insert Transaction". Type **ZEVPLAN** in the Transaction Code pop-up box and then click the checkmark to add it to your home screen.



Once you've opened ZEVPLAN, you will be taken to what is known as "Screen 1".

Edit Event Offering

Module Organizational unit

Object abbr.

Acad. Year: 2021 Acad Year 2020-2... Acad. Session: 30 Spring Semester Override Resource Conflicts!

Offering

Event Offering

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 Academic Year and Academic Session (Term) where you’d like to create the new section.

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

Edit Event Offering

Module Organizational unit

Object abbr. **ANT 160** CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year 2021 Acad Year 2020-2... Acad. Session 50 Summer Session Override Resource Conflicts!

Offering

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".

Depending on the course, you may see 3 different displays when loading the course. You may see an existing section or sections, a section shell (meaning not current sections are planned for offering), or a blank course with no sections or shell.

Existing sections:

Module: Organizational unit

Object abbr.: ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year: 2021 Acad Year 2020-2... Acad. Session: 50 Summer Session Override Resource C

Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start Date
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN ...	99728749	Lecture ANT 16...	05/17/2021
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN ...	99728771	Lecture ANT 16...	06/30/2021

Section shell:

Module: Organizational unit

Object abbr.: ANT 770 TOPICAL SEMINAR: (SR)

Acad. Year: 2022 Acad Year 2021-2... Acad. Session: 10 Fall Semester Override R

Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	ObjectID	Name	Start Date	End Date	Mon
	ANT 770						01/01/...	12/31/...	

No sections or section shell:

Module: Organizational unit

Object abbr.: JAT 201 TELECOM TECH & SOCIETY

Acad. Year: 2022 Acad Year 2021-2... Acad. Session: 10 Fall Semester Override Reso

Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	ObjectID	Name	Start Date	End Date	Mon	Tu
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For courses where either existing sections or a section shell exist, you can proceed to **Step 3**.

If you encounter a course with no existing sections and no section shell, contact Nathan Congleton at nathan.congleton@uky.edu so that we can check the Senate approval status of the course and move forward with getting a section shell set up.

Module Organizational unit

Object abbr. JAT 201 TELECOM TECH & SOCIETY

Acad. Year 2022 Acad Year 2021-2... Acad. Session 10 Fall Semester Override Resc

Offering

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 Tu
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Step 3: To create a new section, click the “Create Package/Event” button.

This will take you to “Screen 2” of ZEVPLAN.

Edit Event Offering

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 e
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN THE MODERN WORLD	99728749	Lecture ANT 160 DL - 1
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lecture ANT 160 DL - 1

Edit Event Offering

Module Organizational unit

Object abbr. OPICAL SEMINAR: (SR)

Acad. Year Acad. Session Override

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start Date	End Date	Mo
	ANT 770						01/01/1...	12/31/...	

“Screen 2” is the area of ZEVPLAN where you’ll input Section information such as the Section Number, Capacity, Subtitle, Location, and Waitlist.

Maintain Event Package and Business Events

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		Course Director	
Module	ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD	0	
Year	2021 Acad Year 2020-2021		
Session	50 Summer Session		
Credit Min/Opt/Max	3.00000 / 3.00000 / 3.00000	Change Course Director	

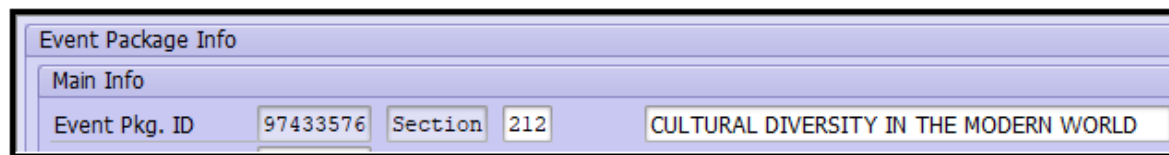
Event Package Info			Waitlist Info		
Main Info		Section		Waitlist Info	
Event Pkg. ID	97433653	CULTURAL DIVERSITY IN THE MODERN WORLD		Standard Percentage	<input type="checkbox"/>
Location	10000152 Main	Capacity	Optimum Maximum	Disabled	<input checked="" type="checkbox"/>
				Manual Move-Up	<input type="checkbox"/>
Instructional Method		WebRegistration Available	<input checked="" type="checkbox"/>		
		Part of Term	<input type="checkbox"/>		

Business Events

[Get shared Event](#) [Create Event](#)

MeetPatt	Event	Start Date	End Date	Name	Location	Room: Name	MaxCap	Instructor	Schedule
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Step 4: First, enter the Section Number of the new section.



The screenshot shows a web form titled "Event Package Info" with a sub-section "Main Info". It contains three input fields: "Event Pkg. ID" with the value "97433576", "Section" with the value "212", and a text field containing the course title "CULTURAL DIVERSITY IN THE MODERN WORLD".

Be sure to follow the appropriate numbering scheme according to the section's modality and location.

Regular, **In-person** sections should start at Section 001 and follow sequentially (ex. 001, 002, 003, etc.)

Distance Learning sections (whether **Fully Online**, **Hybrid**, or **Compressed Video/Simulcast**) should utilize 200-level section numbers, beginning with Section 201 and continuing sequentially.

Evening/Weekend, **Rural Health**, and **Education Abroad** courses should use 400-, 500-, and 700-level section numbers, respectively, and should follow the same sequential pattern. A section that falls under one of these categories and is also Distance Learning should use a section number that corresponds with the Evening/Weekend, Rural Health, or Education Abroad designation.

Course Type	Fall/Spring	Summer	Winter
Main Campus	001-099	010-099	301-399
Distance Learning	201-299	210-299	230-299
Evening Weekend	401-499	410-499	430-499
Rural Health	501-599	510-599	530-599
Education Abroad	701-799	710-799	730-799

Step 5: If the section requires a subtitle, enter the subtitle in the textbox.

Sections that require a subtitle will have some text indicating a subtitle is necessary. For instance, you might see "SR" (subtitle required) or "SUBT" or even "SUBTITLE REQUIRED".

All courses titles should be entered in **all caps**, and a course that does not display "subtitle required" should **not** be edited.

The image shows two screenshots of a course management interface, connected by a red arrow pointing downwards. The top screenshot shows a 'Main Info' section with the following fields: 'Event Pkg. ID' (97427242), 'Section' (011), and a subtitle field containing 'GREAT MOVIES: (SR)'. The bottom screenshot shows the same 'Main Info' section, but the subtitle field now contains 'GREAT MOVIES: GOOD VS. EVIL'. The red arrow indicates the transition from the first state to the second state.

Main Info			
Event Pkg. ID	97427242	Section	011
GREAT MOVIES: (SR)			

Main Info			
Event Pkg. ID	97427242	Section	011
GREAT MOVIES: GOOD VS. EVIL			

Step 6: If the course is a Distance Learning course (ex. Fully Online, Hybrid, or Compressed Video), you will need to change the Location code to **10548782 – DLMULTISITE**. This Location box will also be used for sections that take place at a specific off-campus location, such as a Study Abroad or Independent Study locations.

You can use the search pop-up box to find the correct Location code. Click the search symbol, then search for the appropriate location in the pop-up box. Highlight the appropriate line and double-click it to add the selected Location.

Main Info

Event Pkg. ID	97433576	Section	212
Location	10000152		ain

Location (1)

S: Search Term T: Structure Search C: Abbreviation and Name

Search Term DL*

Main Info

Event Pkg. ID	97433576	Section	212
Location	10548782		DLMULTISITE

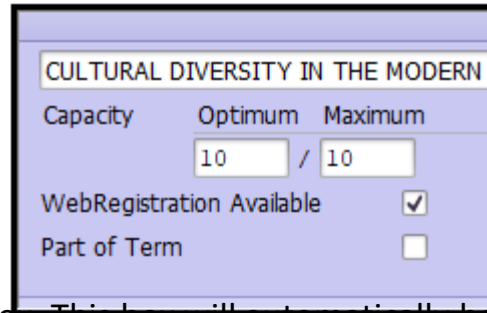
Location (1) 1 Entry found

S: Search Term T: Structure Search C: Abbrev

Object abbr.	Object name	Start Date	End Date
DLMULTISITE	Distance Learning Multi Site	07/01/2012	12/31/9999

Step 7: Enter the Capacity in the Optimum and Maximum boxes. **The number must be the same in both boxes.**

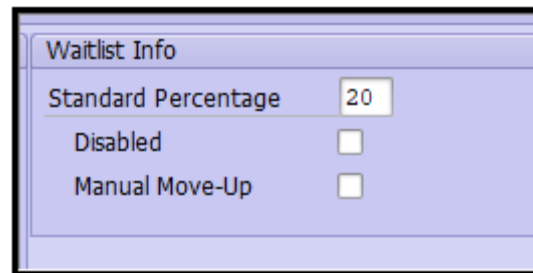
If students should be able to register for the course themselves through myUK GPS, make sure the “WebRegistration Available” checkbox is checked.



A screenshot of a web form for a course titled "CULTURAL DIVERSITY IN THE MODERN". The form has a light blue background and a dark blue header. Below the header, there are two columns of input fields. The first column is labeled "Capacity" and contains a text box with the number "10". The second column is labeled "Optimum" and contains a text box with the number "10". To the right of these two boxes is a slash "/" and another text box labeled "Maximum" containing the number "10". Below these fields are two checkboxes. The first is labeled "WebRegistration Available" and is checked with a small square containing a checkmark. The second is labeled "Part of Term" and is unchecked.

DO NOT check the Part of Term checkbox. This box will automatically be checked if the section is built with Part-of-Term dates.

Step 8: If the course will have a waitlist, uncheck the “Disabled” checkbox and enter the percentage in the “Standard Percentage” box. The default waitlist percentage is 20% of the section’s capacity.



A screenshot of a "Waitlist Info" form. The form has a light blue background and a dark blue header. Below the header, there are three rows of input fields. The first row is labeled "Standard Percentage" and contains a text box with the number "20". The second row is labeled "Disabled" and contains an unchecked checkbox. The third row is labeled "Manual Move-Up" and contains an unchecked checkbox.

Check the “Manual Move-Up” checkbox if the department would like to control the waitlist manually.

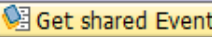
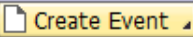





Step 9: Click “Create Event” to define the meeting pattern for the new section.

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				Course Director	
Module	ANT 160	CULTURAL DIVERSITY IN THE MODERN WORLD		0	
Year	2021 Acad Year 2020-2021				
Session	50 Summer Session				
Credit Min/Opt/Max	3.00000	/	3.00000	/	3.00000

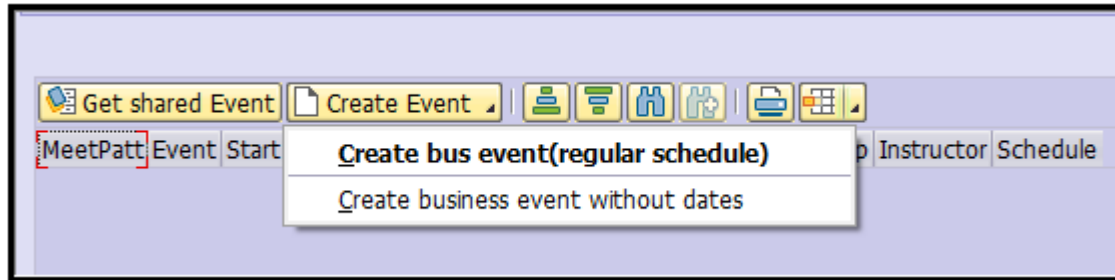
Event Package Info				Waitlist Info	
Event Pkg. ID	97433659	Section	212	CULTURAL DIVERSITY IN THE MODERN WORLD	
Location	10548782	Main	Capacity	Optimum	Maximum
				10	/ 10
Instructional Method			WebRegistration Available	<input checked="" type="checkbox"/>	
			Part of Term	<input type="checkbox"/>	

Business Events

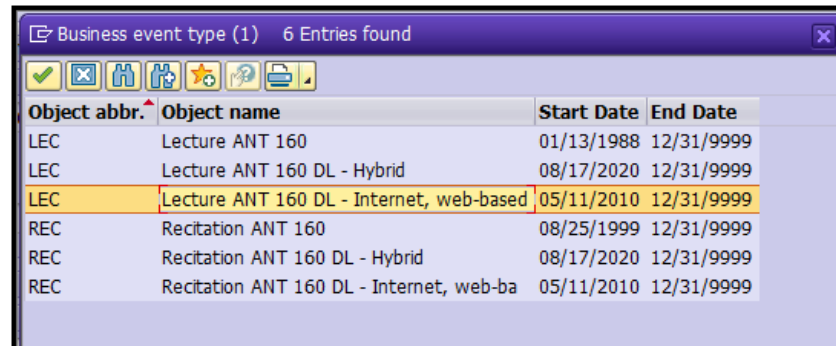
MeetPatt	Event	Start Date	End Date	Name	Location	Room: Name	MaxCap	Instructor	Schedule
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Step 10: Select whether to create a **synchronous** event pattern with scheduled meeting days and times or an **asynchronous** event without any meeting days or times.



Synchronous = “Create bus event (regular schedule)”
Asynchronous = “Create business event without dates”

Step 11: If the course has more than one available “event type”, you will then be able to select which event type you’d like to build. Double-click the appropriate option to move on to “Screen 3”.



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

Important Update Notice:

Off-Campus event types are being phased out starting Spring 2022 and should not be used. Off-campus events should be setup based on how the course meets (In-person, Online, Hybrid, or Compressed video/simulcast). The "LOCATION" field on Screen 2 must be used to designate the Off-campus location of the course. If the location needed is not listed, please contact us to have it added.

Also, effective Spring 2022, course modality is maintained on Screen 2 via a new field designated "Instructional Method"; this is used to delineate how a course is being taught. Distance Learning instructional methods will not be available unless the course is approved by the Senate for distance learning. However, a course may still use a distance learning event type, provided that it does not account for the majority of instruction. For example, a course meeting MWF may setup in-person meetings for MW, and use an online (internet, web-based) meeting for Friday. Because the majority of the course is still being taught in-person, this is permitted.

Please refer any questions or support needs to course.scheduling@uky.edu.

“Screen 3” of ZEVPLAN will allow you to input any necessary information about the section’s meeting pattern, instructor, and room assignment.

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

Module

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

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

Schedule Category Regular Schedule

Schedule Description

Relative Start Unit Meeting Pattern Change Info

Relative End Unit By On

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)
00:00	00:00													

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

Schedule and Resource Reservation

Period Start Date 05/17/2021 Period End Date 08/11/2021

Dates and Resources

Date	Weekday	Start Ti...	End Time	Off	Resource Type	Resource Ab...	Resource Desc.
		00:00:00	00:00:00				
		00:00:00	00:00:00				
		00:00:00	00:00:00				

Step 12: Define the Screen 3 capacity for the section. You must **enter the same number** in both the “Optimum Capacity” and “Maximum Capacity” boxes. **Do not** enter anything in the “Minimum Capacity” box.

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

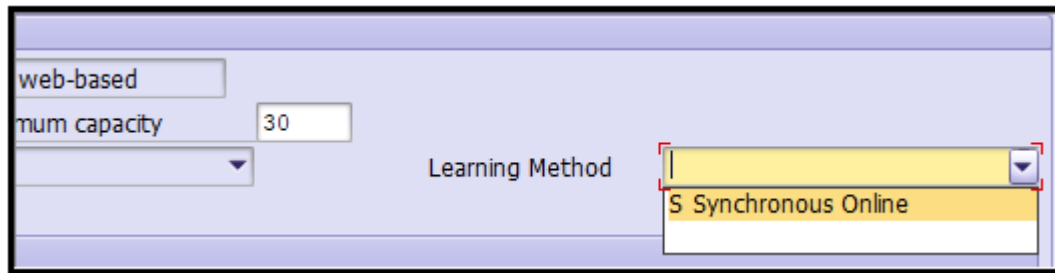
Business Event Data		
Business event abbr.	LEC	Lecture ANT 160 DL - Internet, web-based
Minimum capacity		Optimum capacity 30 Maximum capacity 30
Location	10000152 Main -Main Campus - Lexington	
Schedule Category	Regular Schedule	

Note: The Screen 3 capacity must be at least the same or higher than the Screen 2 capacity. Entering a higher capacity on Screen 3 will allow you to increase the section capacity later, if needed, through the Course Capacities application in myUK.

However, you will need to make sure the Screen 3 capacity is low enough for to fit the room you'll assign to the section later (if applicable). For example, any room with a capacity of 30 or more would work for this section, but we would not be able to assign a room that only has 25 seats.

Step 13: If the Event is fully online, you may now select Synchronous Online or Asynchronous Online option as appropriate using the “Learning Method” dropdown menu.

In this case, the section will be **Synchronous Online** as it will be taught fully online and will have defined meeting days and times.



The image shows a screenshot of a web-based form. On the left, there are three input fields: a text box containing "web-based", a text box containing "num capacity" with the value "30" next to it, and a dropdown menu. To the right of these fields is the label "Learning Method". A red box highlights the "Learning Method" dropdown menu, which is currently open and shows the option "S Synchronous Online" selected. The background of the form is light blue.

Note: For sections that are not fully online, you will not need to select a Learning Method on Screen 3.

Step 14: If the section is being taught Fully Online or does not require a classroom to be assigned, check the “**No Roomplanning**” checkbox.

On the “**Schedule Elements**” line, enter the start and end times and check the appropriate boxes for which days the section will be meeting.

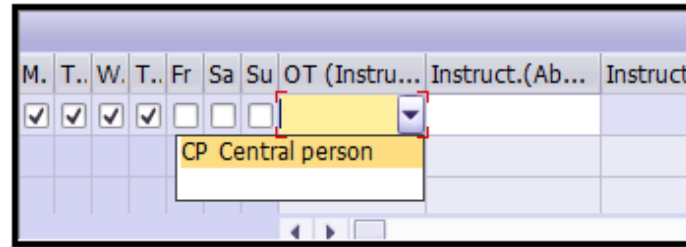
The screenshot shows a software interface for scheduling. The top section is titled "Schedule Description" and contains several input fields: "Relative Start" and "Relative End" (each with a text box and a "Unit" dropdown), and "Start Day" (a dropdown menu). Below these is a checkbox labeled "No Roomplanning" which is checked. A red box highlights this checkbox, and a red arrow points to it from the right. Below the checkbox are two buttons: "Generate Dates" and "Reset".

The bottom section is titled "Sched.Elements" and contains a table with the following columns: "Start Time", "End Time", "M.", "T.", "W.", "T.", "Fr", "Sa", "Su", "OT (Instru...", "Instruct.(Ab...", and "Instruct.(Name)".

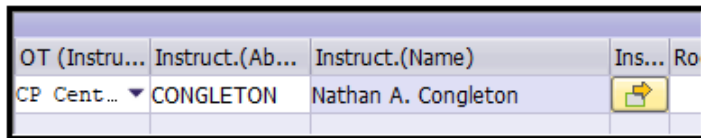
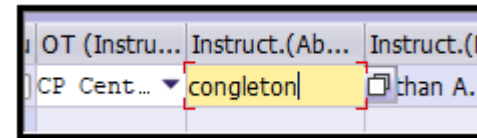
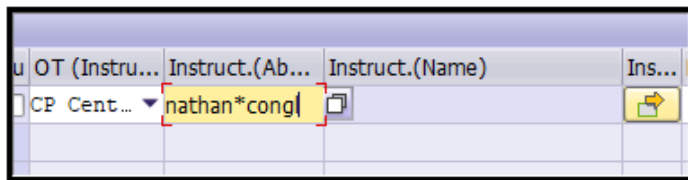
Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)
09:00	10:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Note: The start and end times use military time. For example, 1pm would be 13:00 and 3pm would be 15:00.

Step 15: To assign the instructor, first click the dropdown box and select “CP – Central Person”.



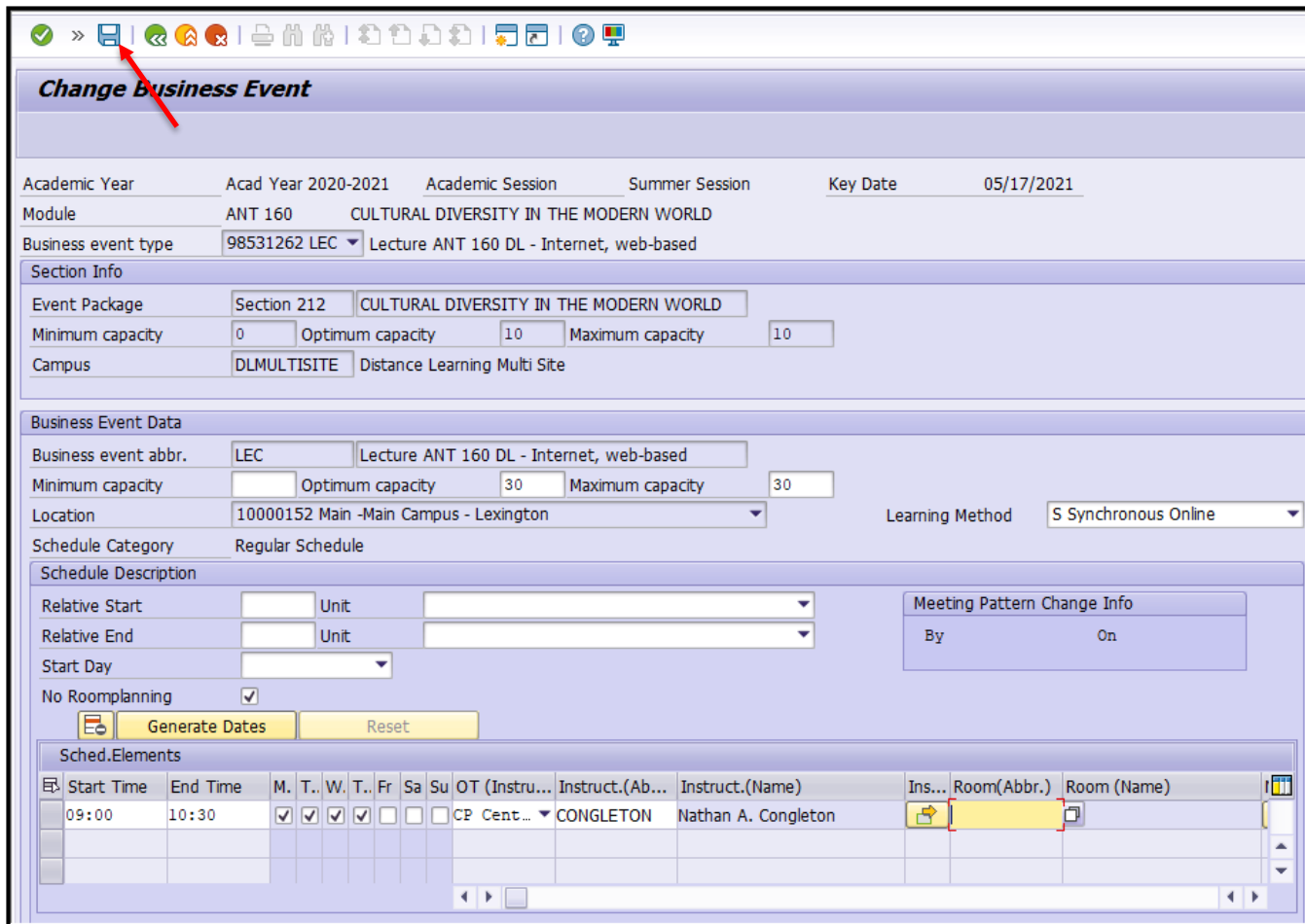
You can search by either “first name * last name” or simply by last name. Searching by last name only may yield a large number of results if the instructor has a common last name (ex. Johnson or Smith).



Object abbreviation: CONGLETON

Object name	OrgUnit abbr	Organizational unit name	Start Date	End Date
Christopher M Congleton			01/01/1900	12/31/9999
Jana A Congleton	H3187	Diagnostic Radiology	01/01/1900	12/31/9999
Jennifer E Congleton			01/01/1900	12/31/9999
Katherine Luxon Congleton	H7600	Pav A Medicine/Pulmonary	01/01/1900	12/31/9999
Lisa Congleton	H3060	Children's	01/01/1900	12/31/9999
Mary Congleton			01/01/1900	12/31/9999
Matthew R. Congleton			01/01/1900	12/31/9999
Nathan A. Congleton	8Z260	University Registrar	01/01/1900	12/31/9999
Sarah Elizabeth Congleton	12E00	Athletics - External Operations	01/01/1900	12/31/9999
Sarah Mae Congleton	81C02	KCES Region Central Area 02	01/01/1900	12/31/9999

Step 16: Once all information has been entered (except for a room assignment, if applicable), click “Save” to be taken back to Screen 2.



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

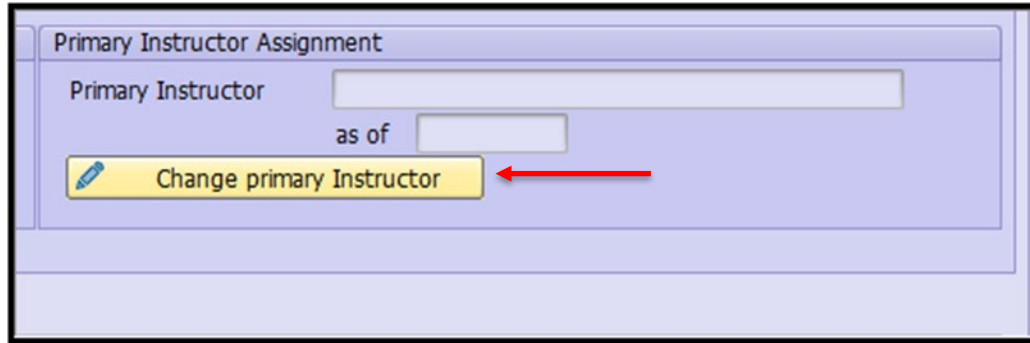
No Roomplanning

Sched.Elements

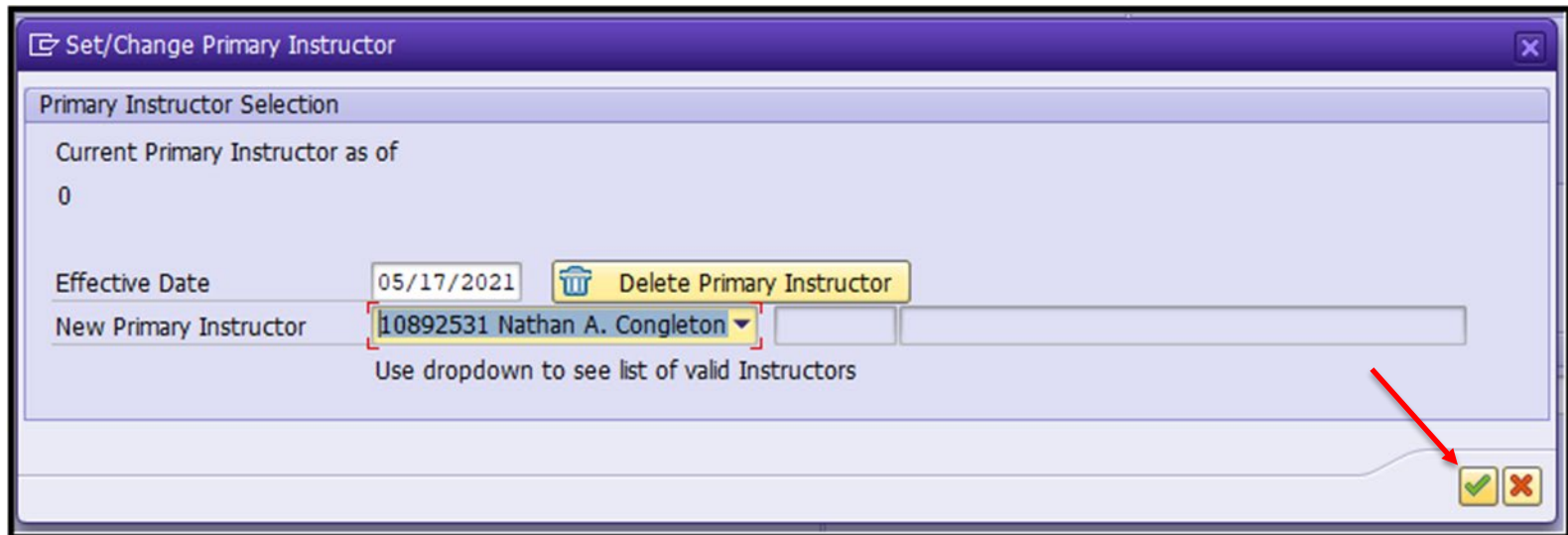
Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
09:00	10:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	CONGLETON	Nathan A. Congleton	<input checked="" type="checkbox"/>		

Note: Do not attempt to add a room assignment before completing the Save steps. Adding a room assignment at this point will cause an error that will prevent the room from being assigned correctly to the section and will cause the room to not display in myUK.

Step 17: On Screen 2, click “Change Primary Instructor”.

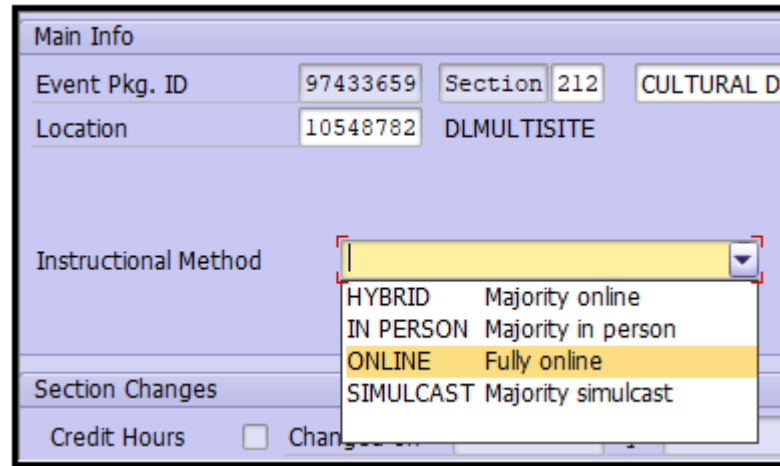


Make sure the correct instructor is appearing in the dropdown box, then click the checkmark to add this instructor as the primary instructor.



Note: If you do not know the instructor or primary instructor, you can skip this step for now.

Step 18: Select the appropriate overall section modality in the "Instructional Method" dropdown box.



The screenshot shows a software interface with a 'Main Info' section. It contains several input fields: 'Event Pkg. ID' with the value '97433659', 'Section' with '212', and 'CULTURAL DI' (partially visible). Below these is 'Location' with '10548782' and 'DLMULTISITE'. The 'Instructional Method' dropdown menu is open, showing four options: 'HYBRID Majority online', 'IN PERSON Majority in person', 'ONLINE Fully online' (which is highlighted), and 'SIMULCAST Majority simulcast'. Below the dropdown is a 'Section Changes' section and a 'Credit Hours' field with a checkbox and the text 'Change'.

HYBRID should be used when the majority of instructional content is delivered through distance learning, but there is still a required in-person component. For example, this could include sections with an Online Lecture and In-person Recitations.

IN PERSON should be used when 50% or more of the instructional content is being delivered in person.

ONLINE should be used when all instructional content is delivered online (either asynchronously or synchronously).

SIMULCAST should be used when the majority of instructional content will be broadcast via compressed video to designated remote location (such as extended campuses).

Step 19: Once finished on Screen 2, click “Save” again to return to Screen 1.

Maintain Event Package and Business Events

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: 10540782 DLMULTISITE Capacity: Optimum 10 / Maximum 10
Instructional Method: ONLINE Fully online
WebRegistration Available:
Section Cancelled:
Part of Term:

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: 06/10/2021
[Change primary Instructor](#)

Event Management

[Get shared Event](#) [Event](#) [Create Event](#) [Event](#) [Display event](#) [Event](#) [Event](#) [Event](#) [Event](#) [Event](#)

MeetPatt	Event	Start Date	End Date	Name of the business event	Location Room	MaxCap	Instructor	Bus. event schedule
X	96345502	05/17/2021	08/11/2021	Lecture ANT 160 DL - Internet, web-based	Main	30		MO TU WE TH 09:00-10

Step 20: If the section is an In-person section that needs a room assignment, highlight the section on Screen 1 and click “Edit Event Package/Events”.

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	Tues	W...	Thurs	Fr	Start Time	End Time	PartOfTerm	E
	ANT 160	Section 010	97433600	CULTURAL DIVERSITY IN THE MODERN WORLD	96345401	Lecture ANT 160	05/17/2021	08/11/2021	X	X	X			15:00:00	19:00:00		
	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						00:00:00	00:00:00	X	
	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						00:00:00	00:00:00	X	
	ANT 160	Section 212	97433576	CULTURAL DIVERSITY IN THE MODERN WORLD	96345400	Lecture ANT 160 DL - Internet, web-based	05/17/2021	08/11/2021	X	X	X	X		09:00:00	10:30:00		

Then highlight the Event on Screen 2 and click “Edit Event”.

Event Package Info

Main Info

Event Pkg. ID Section CULTURAL DIVERSITY IN THE MODERN WORLD

Location Main Capacity Optimum Maximum /

WebRegistration Available

Section Cancelled

Part of Term

Instructional Method

Waitlist Information

Standard Percentage

Disabled

Manual MoveUp

Section Changes

Credit Hours Changed on By

Title Changed on By

Primary Instructor Assignment

Primary Instructor

as of

MeetPatt	Event	Start Date	End Date	Name	Location	Room	MaxCap	Instructor	Bus. event schedule
✓	96345503	05/17/2021	08/11/2021	Lecture ANT 160	Main		30	Nathan A. Congleton	MO TU WE 15:00-19:00

Step 21: Enter the room number in the “Room (Abbr.)” box and hit Enter. All rooms start with “Rm.” and then the room number with no space in between.

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
15:00	19:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	CONGLETON	Nathan A. Congleton		Rm.208	

Highlight the correct room from the list of options and then double-click to add the room.

Resource (1) 9 Entries found

Object abbreviation: Rm.208

Object name	OrgUnit abbr	Start Date	End Date
Business and Economics Bldg-Rm.208-BE	34	01/01/1950	12/31/9999
Chemistry-Physics Bldg-Rm.208-CP	42	01/01/1950	12/31/9999
Don & Cathy Jacobs Sc. Bldg.-Rm.208-JSB	24	01/01/1950	12/31/9999
Fine Arts Bldg-Rm.208-FA	50	01/01/1950	12/31/9999
Funkhouser Building-Rm.208-FB	50	01/01/1950	12/31/9999
Medical Education Building-Rm.208-MEB	40	01/01/1950	12/31/9999
Pence Hall-Rm.208-PEN	40	01/01/1950	12/31/9999
Reynolds Building-Rm.208-RB	20	01/01/1950	12/31/9999
Whitehall Classroom Bldg-Rm.208-CB	78	01/01/1950	12/31/9999

Note: You should only assign rooms in which your department has scheduling priority.

Step 22: Once the room has been added, click “Save” to return to Screen 2.

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 98518874 LEC Lecture ANT 160

Section Info

Event Package Section 010 CULTURAL DIVERSITY IN THE MODERN WORLD

Minimum capacity 0 Optimum capacity 25 Maximum capacity 25

Campus Main Main Campus - Lexington

Business Event Data

Business event abbr. LEC Lecture ANT 160

Minimum capacity Optimum capacity 30 Maximum capacity 30

Location 10000152 Main -Main Campus - Lexington Learning Method

Schedule Category Regular Schedule

Schedule Description

Relative Start Unit Relative End Unit Start Day

Meeting Pattern Change Info
By On

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)
15:00	19:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	CONGLETON	Nathan A. Congleton		Rm.208	Whitehall Classroom Bldg-...

Click "Save" again to return to Screen 1.

Maintain Event Package and Business Events

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: 97433660 Section: 010 CULTURAL DIVERSITY IN THE MODERN WORLD
Location: 10000152 Main Capacity: Optimum 25 / Maximum 25
Instructional Method: IN PERSON Majority in person
WebRegistration Available:
Section Cancelled:
Part of Term:

Waitlist Information

Standard Percentage: 15
Disabled:
Manual MoveUp:

Section Changes

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

Primary Instructor Assignment

Primary Instructor: Nathan A. Congleton
as of: 06/10/2021
Change primary Instructor

Get shared Event | Event | Create Event | Event | Display event | []

MeetPatt	Event	Start Date	End Date	Name	Location	Room	MaxCap	Instructor	Bus. event schedule
X	96345503	05/17/2021	08/11/2021	Lecture ANT 160	Main		30		MO TU WE 15:00-19:00

The new section has now been fully created.

Here is what the new section looks like when some sections previously existed:

Edit Event Offering

Module: Organizational unit:

Object abbr.: ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year: 2021 Acad Year 2020-2... Acad. Session: 50 Summer Session Override Resource Conflicts!

Offering

Event Offering

SECA	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start Date	End Date	Mon	Tues	W	Thurs	Fr	Start Time	End Time	PartOfTerm	B
	ANT 160	Section 010	97433600	CULTURAL DIVERSITY IN THE MODERN WORLD	96345401	Lecture ANT 160	05/17/2021	08/11/2021	X	X	X			15:00:00	19:00:00		C
	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						00:00:00	00:00:00	X	
	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						00:00:00	00:00:00	X	
	ANT 160	Section 212	97433601	CULTURAL DIVERSITY IN THE MODERN WORLD	96345402	Lecture ANT 160 DL - Internet, web-based	05/17/2021	08/11/2021	X	X	X	X		09:00:00	10:30:00		

And here is what the new section will look like if only a section shell existed before:

Edit Event Offering

Module: Organizational unit:

Object abbr.: ANT 770 TOPICAL SEMINAR: (SR)

Acad. Year: 2022 Acad Year 2021-2... Acad. Session: 10 Fall Semester Override Resource Conflicts!

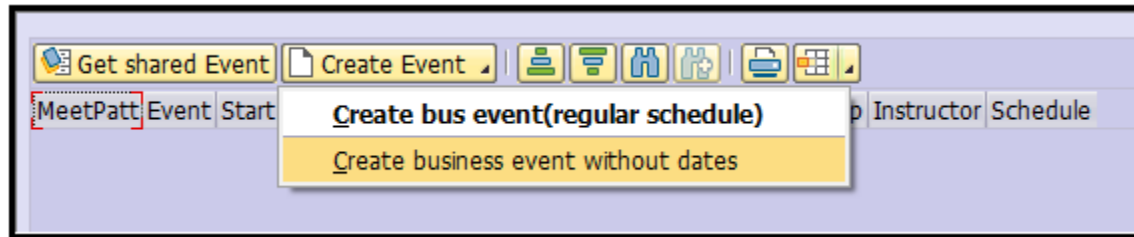
Offering

Event Offering

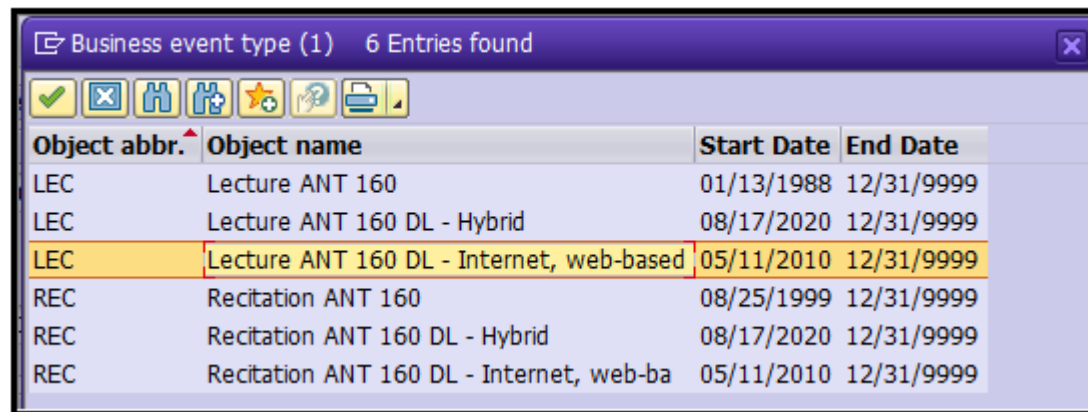
SECA	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start Date	End Date	Mon	Tues	W	Thurs	F
	ANT 770	Section 001	97433675	TOPICAL SEMINAR: BONES	96345475	Seminar ANT 770	08/25/2021	12/15/2021				X	

How to: Create an Asynchronous Section

Step 1: Create the section and fill out the Screen 2 information as explained previously. On Screen 1, highlight the new section and click “Edit Package/Event”. Then, on Screen 2, click “Create Event” and select the second option “Create business event without dates”.



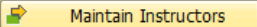
If the course has multiple Event Types to choose from, double-click the appropriate line to select the correct Type/Modality.



A screenshot of a table titled 'Business event type (1) 6 Entries found'. The table has four columns: 'Object abbr.', 'Object name', 'Start Date', and 'End Date'. The third row is highlighted in yellow.

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 2: Once on Screen 3, you can input the Capacity, Learning Method, and Instructor. When finished, click “Save” to return to Screen 2 and then “Save” again to return to Screen 1.

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 <input checked="" type="checkbox"/>					
Instructor Assignment					
Instructor Type	CP Central ...				
Main Instructor	Nathan A. Congleton				
Instructor Flags are now maintained in portal. TCE & CANVAS default to ON					
Effective Date	06/10/2021				

How to: Create a Part-of-Term Section

Step 1: Follow steps 1-9 above to create the Section and input all necessary Screen 2 information. Then, highlight the newly created section on Screen 1 and click “Edit Event Package/Events”.

Edit Event Offering

Module Organizational unit

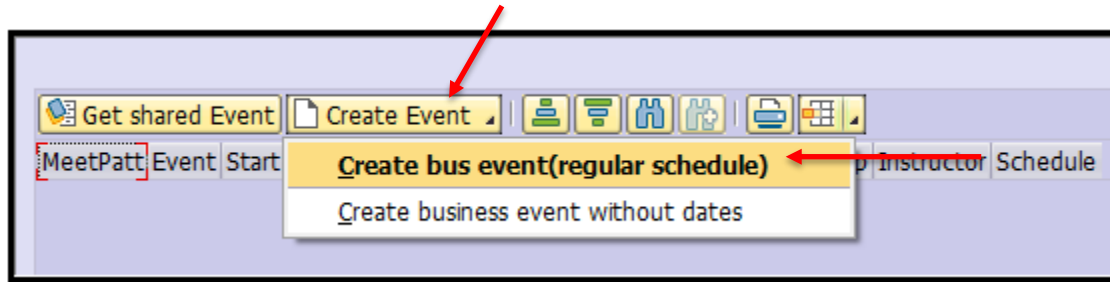
Object abbr. CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year Acad. Session Override Resource Conflicts!

Event Offering

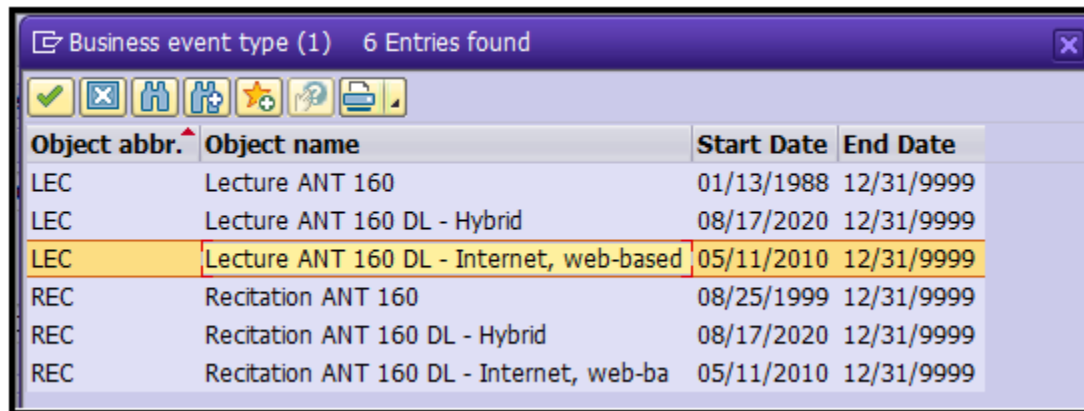
SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN ...	99728749	Lecture ANT 160 DL - Internet, web-based C
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN ...	99728771	Lecture ANT 160 DL - Internet, web-based C
	ANT 160	Section 212	97433601	CULTURAL DIVERSITY IN ...		

Step 2: On Screen 2, click the “Create Event” button and then select “Create business event (Regular schedule)”.



Note: You must select “Create business event (regular schedule)” regardless of whether the Section will be **synchronous** or **asynchronous**. This is the only Event Type that allows you to define specific start and end dates.

Step 3: If the course has multiple Event Types to choose from, double-click the appropriate line to select the correct Type/Modality.



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: On Screen 3, use the “Relative Start” and “Relative End” lines to define specific start and end dates for the section.

The Red/Green Calendar will help you determine how many **Days After the Start of the Term** or **Days Before the End of the Term** a specific date is.

For this example, we want to set the start date as 5/20 and the end date as 8/1, so we will set the Relative Start to **3** and select “**Day(s) After Start of Class Period**” and then set the Relative End to **10** and select “**Day(s) Before End of Class Period**”.

You can click “Generate Dates” to check that the correct Start and End Dates will result from your inputs.

Schedule Description

Relative Start 3.00 Unit 8 Day(s) After Start of Class Period

Relative End 10.00 Unit 11 Day(s) Before End of Class Period

Start Day

No Roomplanning

Sched.Elements

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)
00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Flags are now maintain

Schedule and Resource Reservation

Period Start Date 05/20/2021 Period End Date 08/01/2021

Dates and Resources

Step 5: Fill out the remaining schedule information (Meeting Times, Days, and Instructor) and then Save back out to Screen 1.

The Part-of-Term section has now been created.

Module Organizational unit
 Object abbr. CULTURAL DIVERSITY IN THE MODERN WORLD
 Acad. Year Acad. Session Override Resource Conflicts!

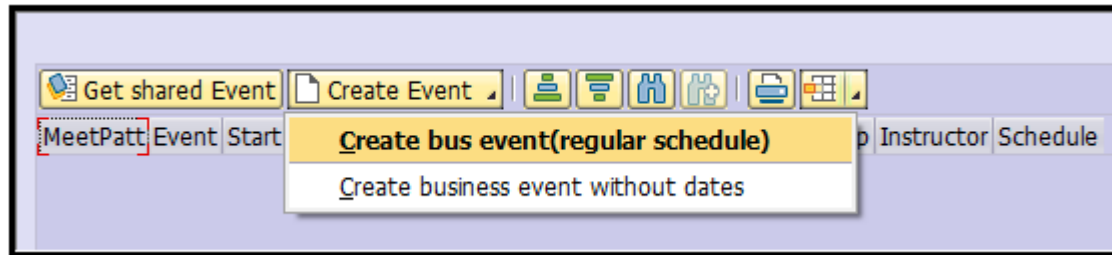
Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start Date	End Date	Mon	Tues	W...	Thurs	Fr	Start Time	End Time	PartOfTerm
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN ...	99728749	Lecture ANT 160 DL - Internet, web-based	05/17/2021	06/29/2021						00:00:00	00:00:00	X
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN ...	99728771	Lecture ANT 160 DL - Internet, web-based	06/30/2021	08/11/2021						00:00:00	00:00:00	X
	ANT 160	Section 212	97433601	CULTURAL DIVERSITY IN ...	96345451	Lecture ANT 160 DL - Internet, web-based	05/20/2021	07/30/2021	X	X	X	X	X	09:00:00	10:00:00	X

How to: Create an Asynchronous Part-of-Term Section

Step 1: Create the section and fill out the Screen 2 information as explained previously. On Screen 1, highlight the new section and click “Edit Package/Event”. Then, on Screen 2, click “Create Event” and select the first option “Create business event (regular schedule)”.



Note: The “Create business event (regular schedule)” option is the only option that will allow you to input specific start and end dates for a Section. After inputting the specific dates, we will convert the Synchronous Event into an Asynchronous Event.

Step 2: On Screen 3, use the “Relative Start” and “Relative End” lines to define specific start and end dates for the section.

The Red/Green Calendar will help you determine how many **Days After the Start of the Term** or **Days Before the End of the Term** a specific date is.

For this example, we want to set the start date as 5/20 and the end date as 8/1, so we will set the Relative Start to **3** and select “**Day(s) After Start of Class Period**” and then set the Relative End to **10** and select “**Day(s) Before End of Class Period**”.

You can click “Generate Dates” to check that the correct Start and End Dates will result from your inputs.

Schedule Description

Relative Start 3.00 Unit 8 Day(s) After Start of Class Period

Relative End 10.00 Unit 11 Day(s) Before End of Class Period

Start Day

No Roomplanning

Sched.Elements

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)
00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

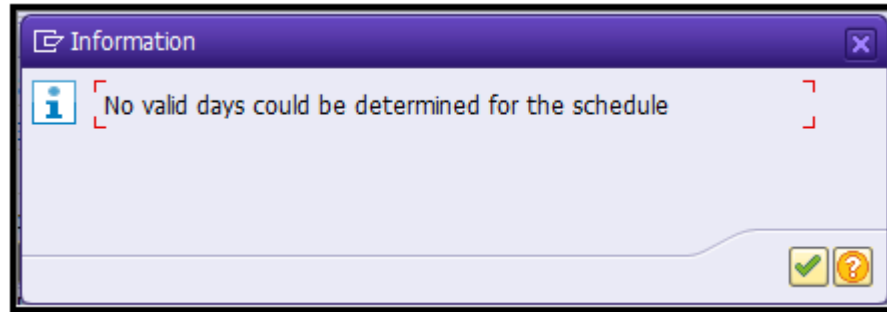
Instructor Flags are now maintain

Schedule and Resource Reservation

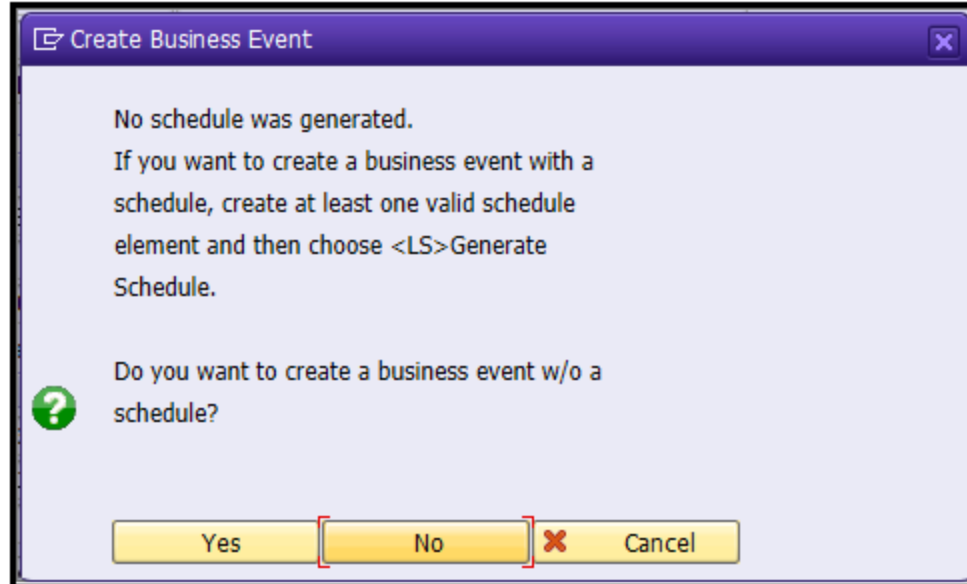
Period Start Date 05/20/2021 Period End Date 08/01/2021

Dates and Resources

Step 3: Click “Save” on Screen 3. You will see the below pop-up message – click the checkmark to continue.



You will see a second pop-up message indicating that the Event will be converted into an asynchronous event. Click the checkmark to continue.



Step 4: Click “Save” on Screen 2 to return to Screen 1. The Section has now been set up with the specific dates that were entered on Screen 3.

Module Organizational unit
 Object abbr. CULTURAL DIVERSITY IN THE MODERN WORLD
 Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start Date	End Date	Mon	Tues	W...	Thurs	Fr	Start Time	End Time	PartOfTerm
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN ...	99728749	Lecture ANT 160 DL - Internet, web-based	05/17/2021	06/29/2021						00:00:00	00:00:00	X
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN ...	99728771	Lecture ANT 160 DL - Internet, web-based	06/30/2021	08/11/2021						00:00:00	00:00:00	X
	ANT 160	Section 212	97433601	CULTURAL DIVERSITY IN ...	99729050	Lecture ANT 160 DL - Internet, web-based	05/20/2021	08/01/2021						00:00:00	00:00:00	X

Questions?

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