Creating a New Section

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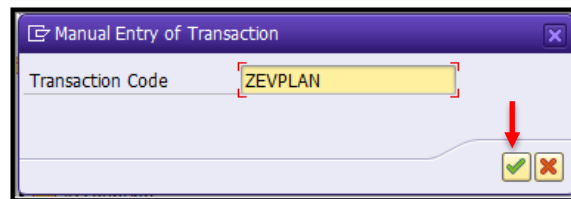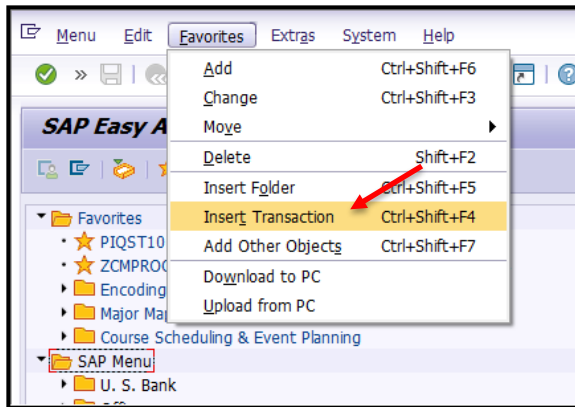
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How to: Create a Full-Term Section

Step 1: Open the ZEVPLAN transaction in SAP.

⭐ ZEVPLAN - Event Planning

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".

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.

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:

Section shell:

No sections or section shell:

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.

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

This will take you to "Screen 2" of ZEVPLAN.

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

Step 4: First, enter the Section Number of the new section.

Event Package Info			
Main Info			
Event Pkg. ID	97433576	Section 212	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 Eveneing/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

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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.

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.
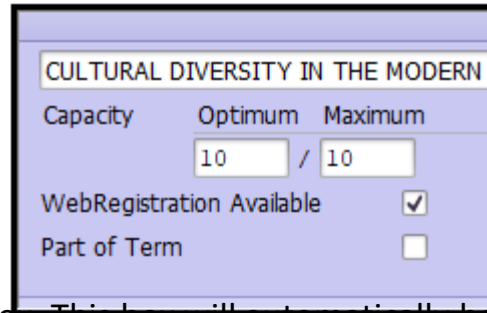
Step 7: Enter the Capacity in the Optimum and Maximum boxes. **The number must be the same in both boxes**.
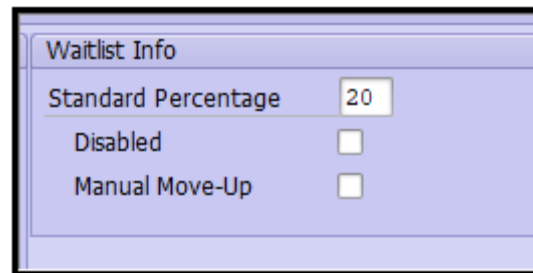
If students should be able to register for the course themselves through myUK GPS, make sure the "WebRegistration Available" checkbox is checked.

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.

Check the "Manual Move-Up" checkbox if the department would like to control the waitlist manually.
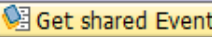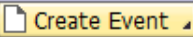
Step 9: Click "Create Event" to define the meeting pattern for the new section.

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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.
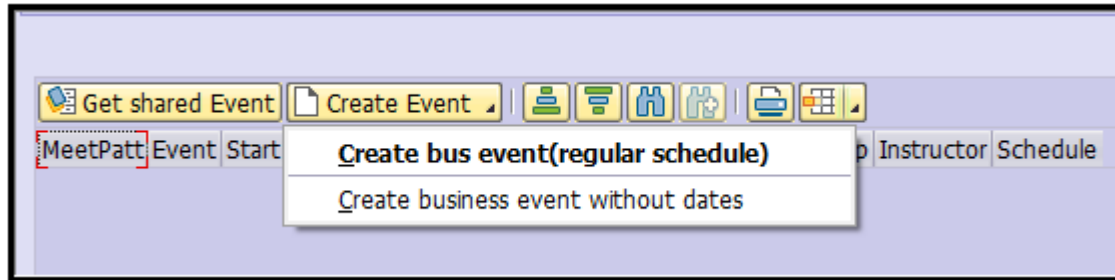
Synchronous = "Create bus event (regular schedule)"
Asynchronous = "Create business event without dates"

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".

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 deliniate 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.

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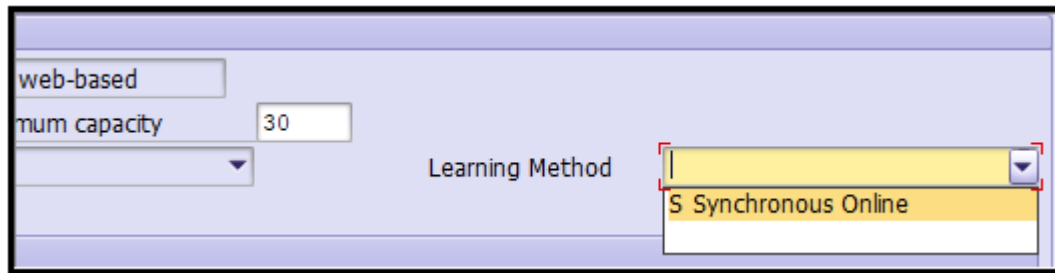
Note: The Screen 3 capacity must be at least the same or higher than the Screen 2 capacity. Entering a higher capacity on Screen 3 will allow you to increase the section capacity later, if needed, through the Course Capacities application in myUK.

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.

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.

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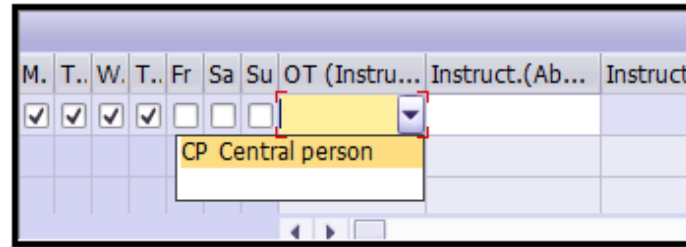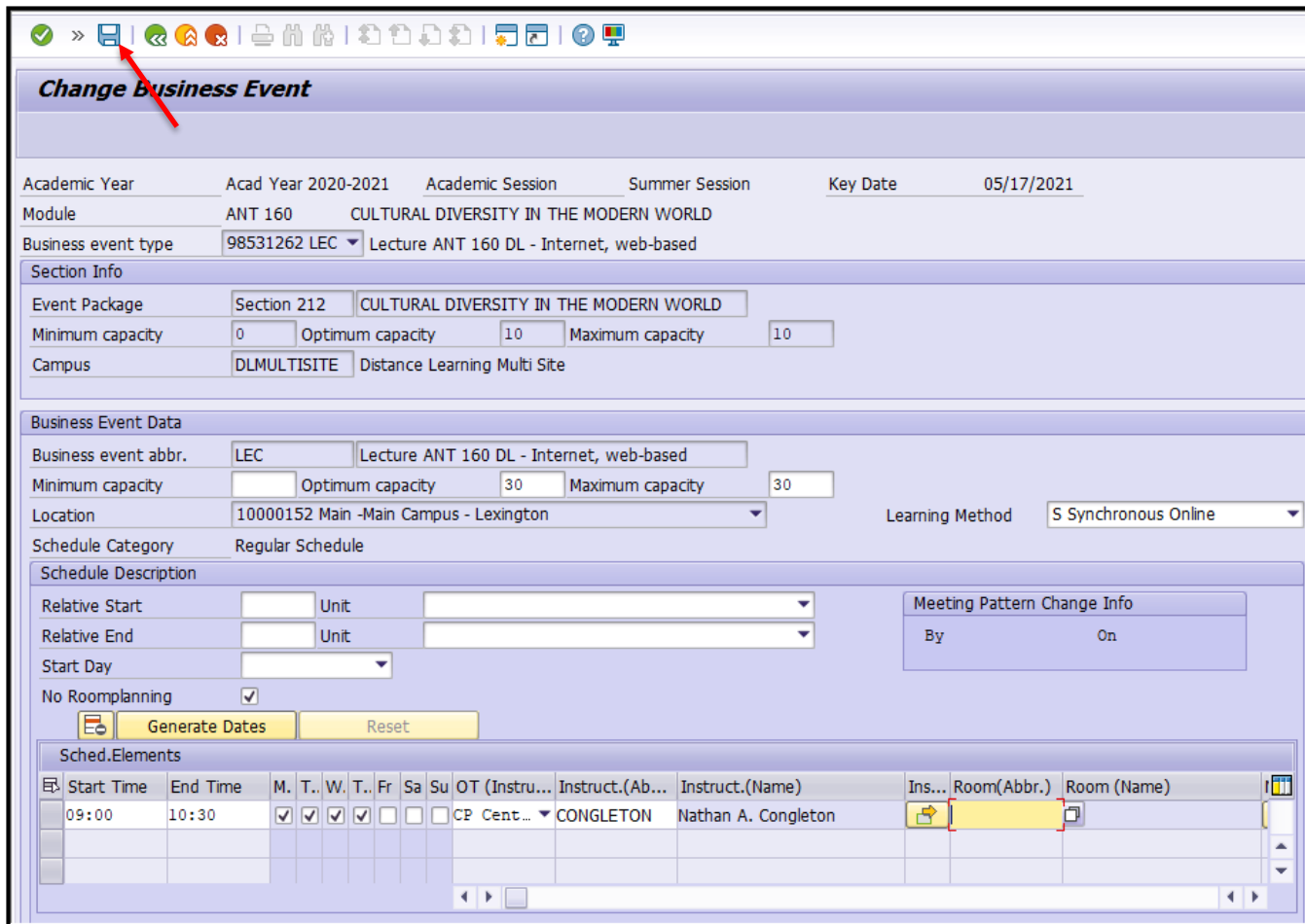
You can search by either "first name * last name" or simply by last name. Searching by last name only may yield a large number of results if the instructor has a common last name (ex. Johnson or Smith).

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

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".
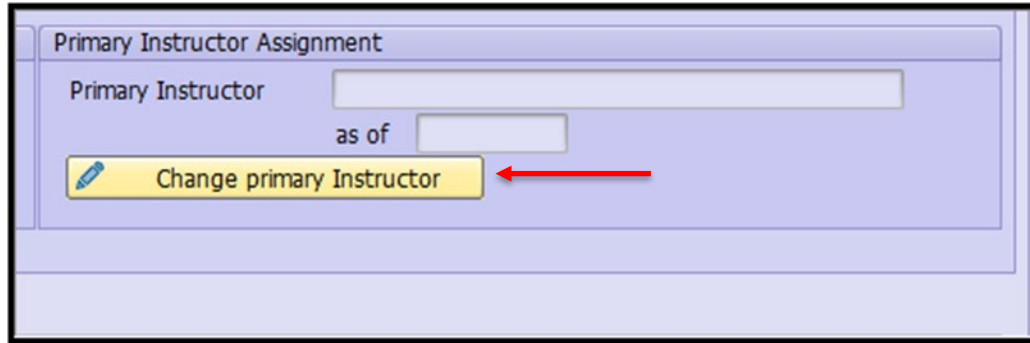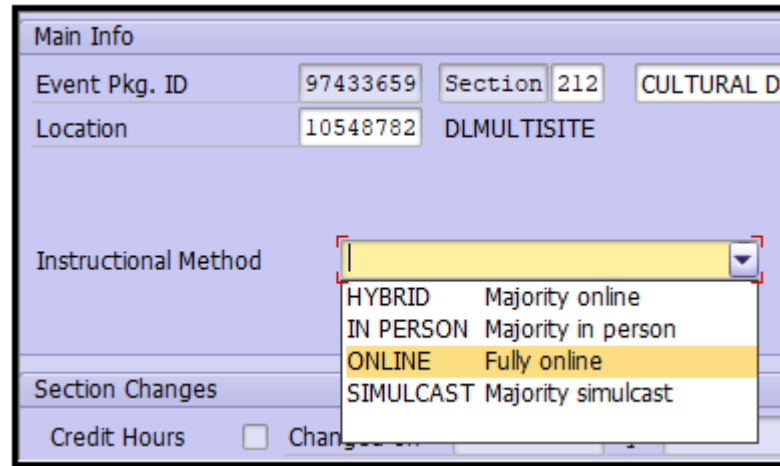
Make sure the correct instructor is appearing in the dropdown box, then click the checkmark to add this instructor as the primary instructor.
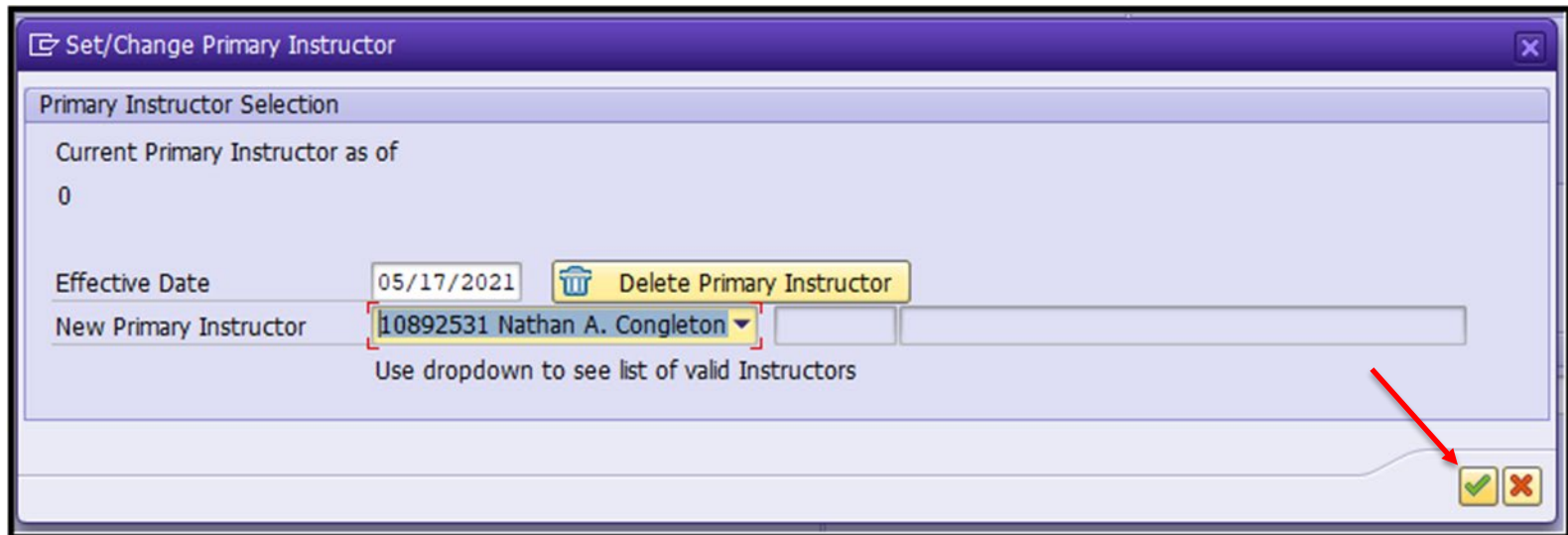
Note: If you do not know the instructor or primary instructor, you can skip this step for now.

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

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.

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".

Then highlight the Event on Screen 2 and click "Edit Event".

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.

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

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.

Click "Save" again to return to Screen 1.

The new section has now been fully created.

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

And here is what the new section will look like if only a section shell existed before:
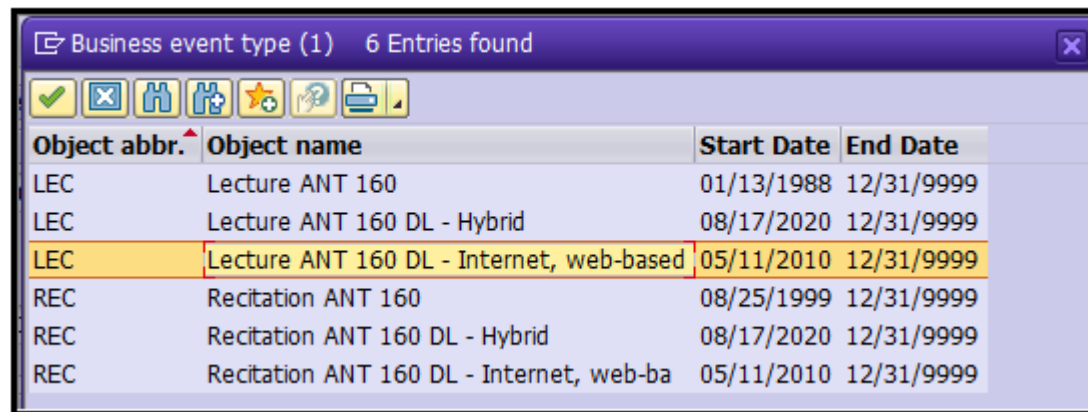
How to: Create an Asynchronous Section

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.

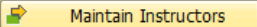**Step 2:** Once on Screen 3, you can input the Capacity, Learning Method, and Instructor. When finished, click "Save" to return to Screen 2 and then "Save" again to return to Screen 1.

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".
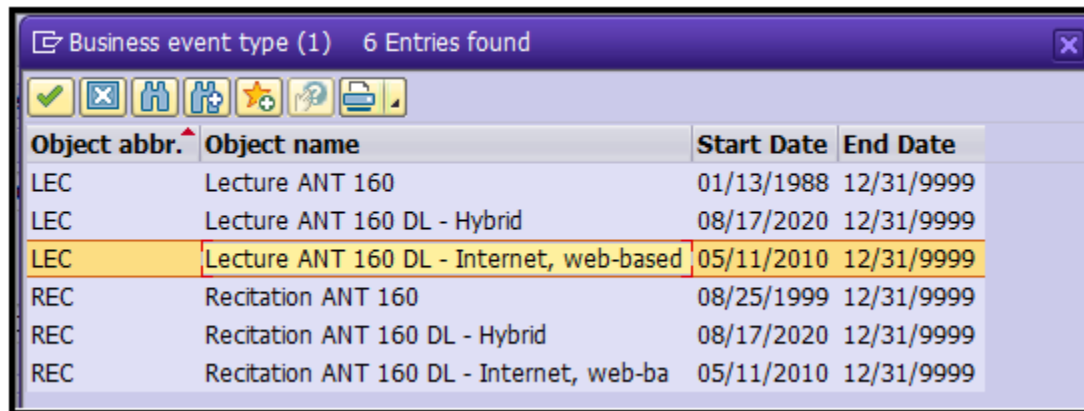
Step 2: On Screen 2, click the "Create Event" button and then select "Create business event (Regular schedule)".
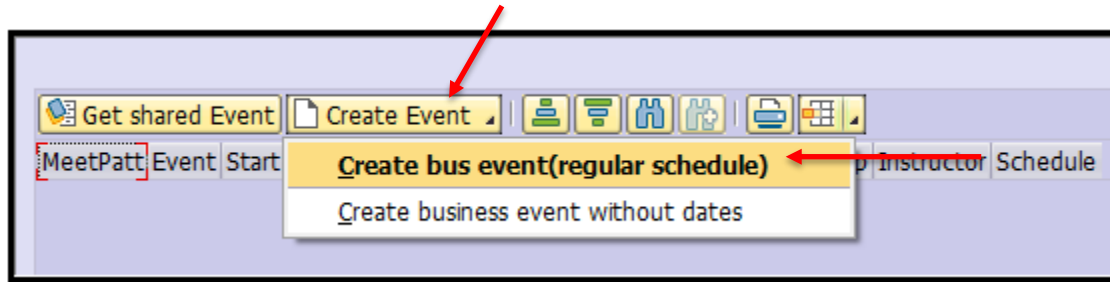
Note: You must select "Create business event (regular schedule)" regardless of whether the Section will be **synchronous** or **asynchronous**. This is the only Event Type that allows you to define specific start and end dates.

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

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.

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.

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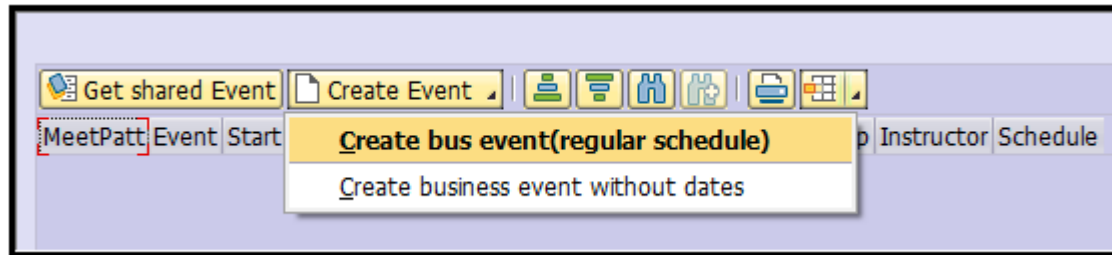
Note: The "Create business event (regular schedule)" option is the only option that will allow you to input specific start and end dates for a Section. After inputting the specific dates, we will convert the Synchronous Event into an Asynchronous Event.

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.

Step 3: Click "Save" on Screen 3. You will see the below pop-up message – click the checkmark to continue.
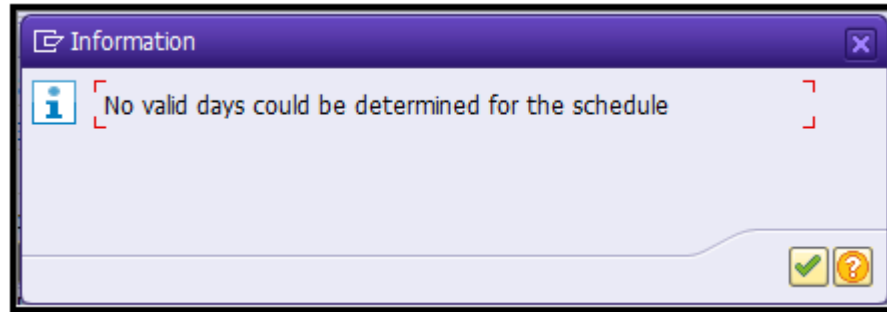
You will see a second pop-up message indicating that the Event will be converted into an asynchronous event. Click the checkmark to continue.
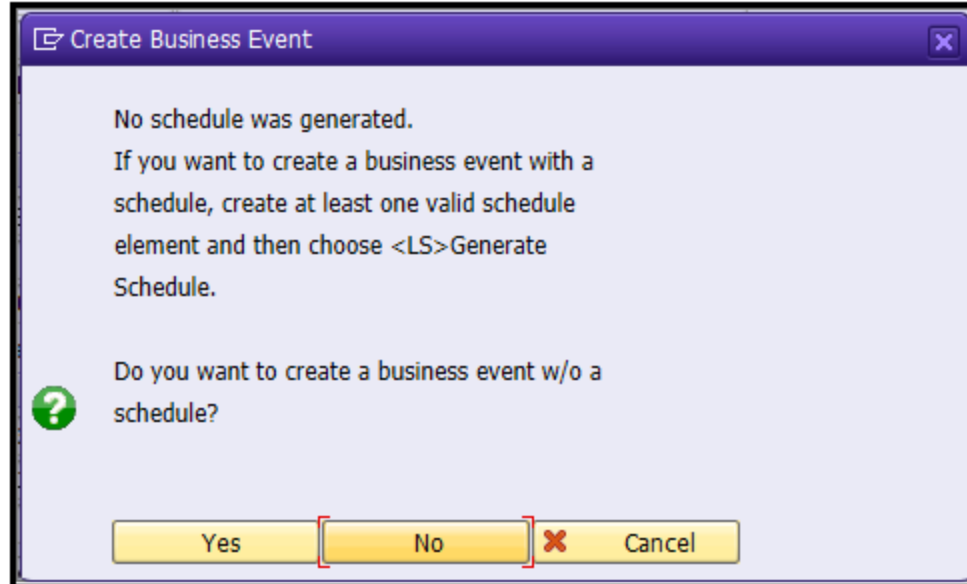
Step 4: Click "Save" on Screen 2 to return to Screen 1. The Section has now been set up with the specific dates that were entered on Screen 3.

Questions?

Contact **Course Scheduling** at

course.scheduling@uky.edu