Editing a Section

How to Change a Meeting Pattern
How to Change an Event Type or Modality

University of Kentucky

How to: Edit Existing Section Information

Step 1: Open the ZEVPLAN transaction in SAP.

ZEVPLAN - Event Planning

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

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.
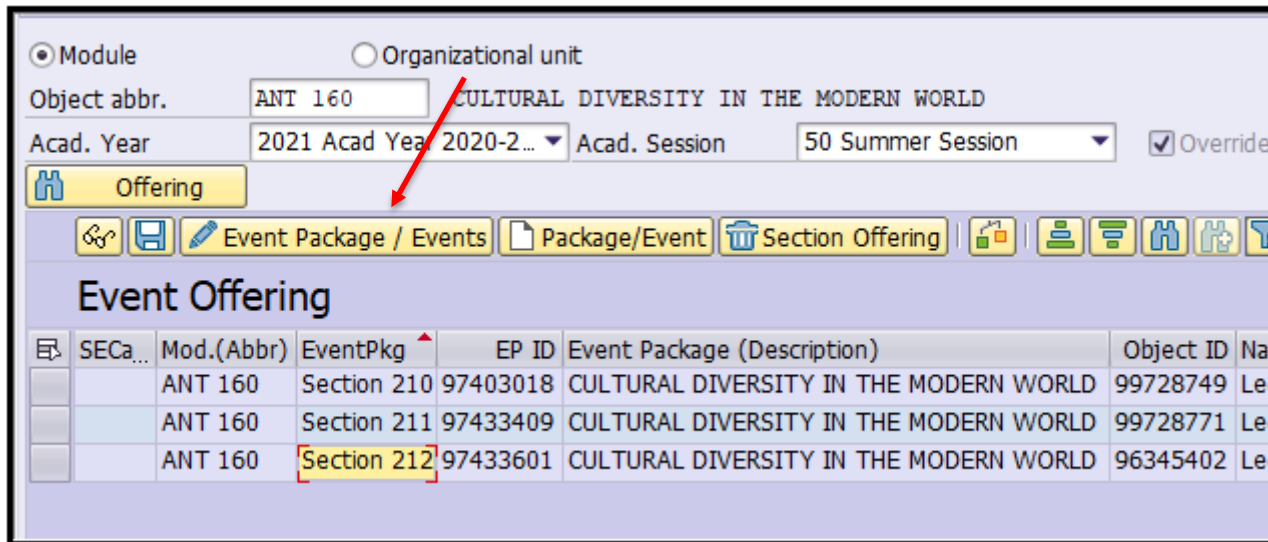
Note: For course prefixes with only two characters (ex. "FR" or "CE"), you will need to double-space between the prefix and the course number. For example, FR 101 would be entered as "FR 101".

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.

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".

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.
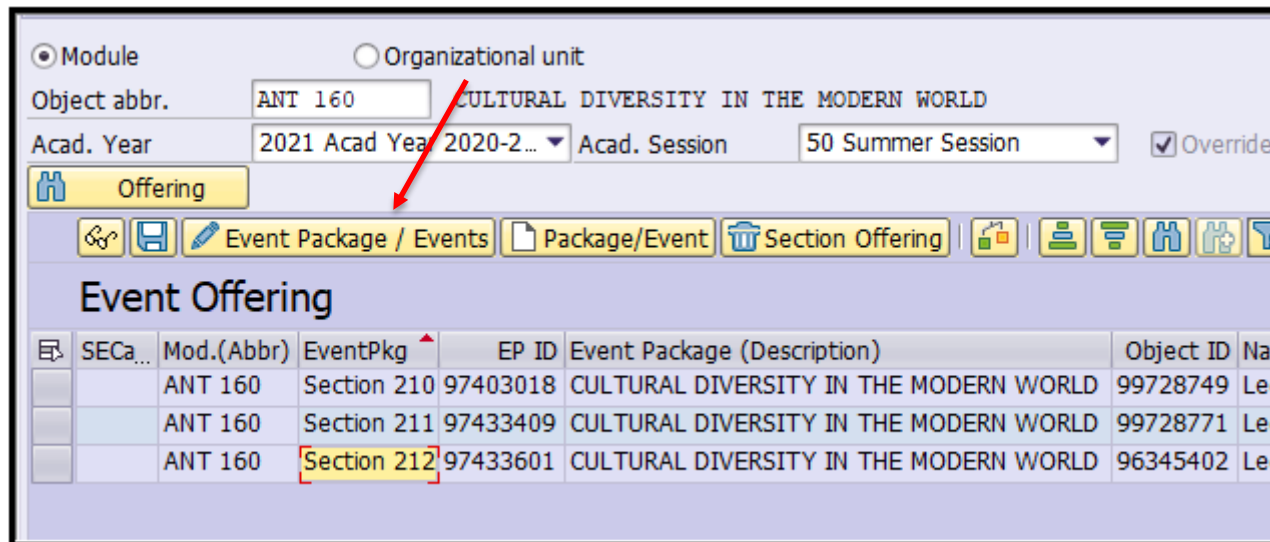

Note: Both the Optimum and Maximum capacities must be edited to reflect the same number.

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 *vise versa*

Step 1: Highlight the section by clicking anywhere on the line and then click "Edit Event Package/Events".
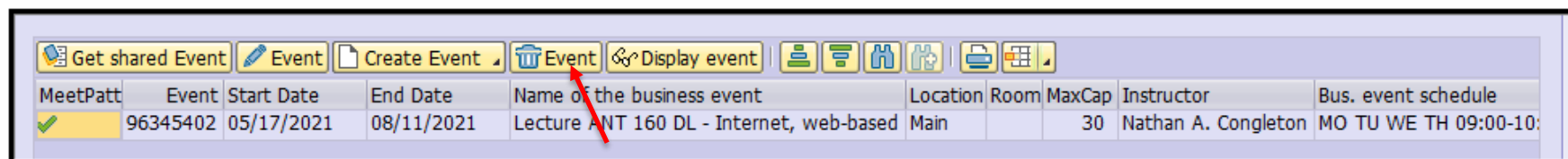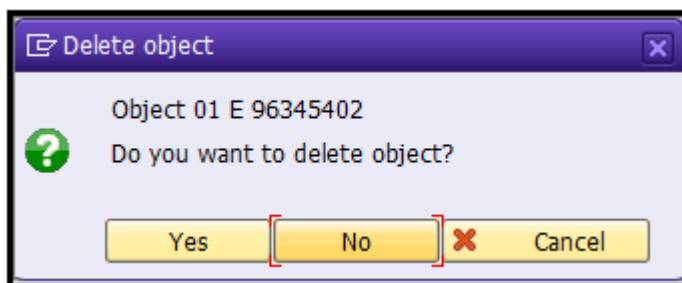
This will take you to Screen 2 of ZEVPLAN.

Step 2: To change from a **synchronous** event to an **asynchronous** event (or *vise 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.
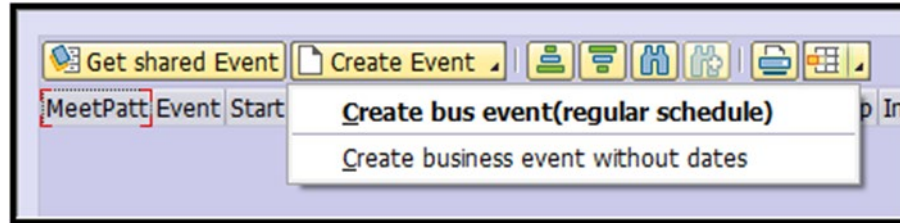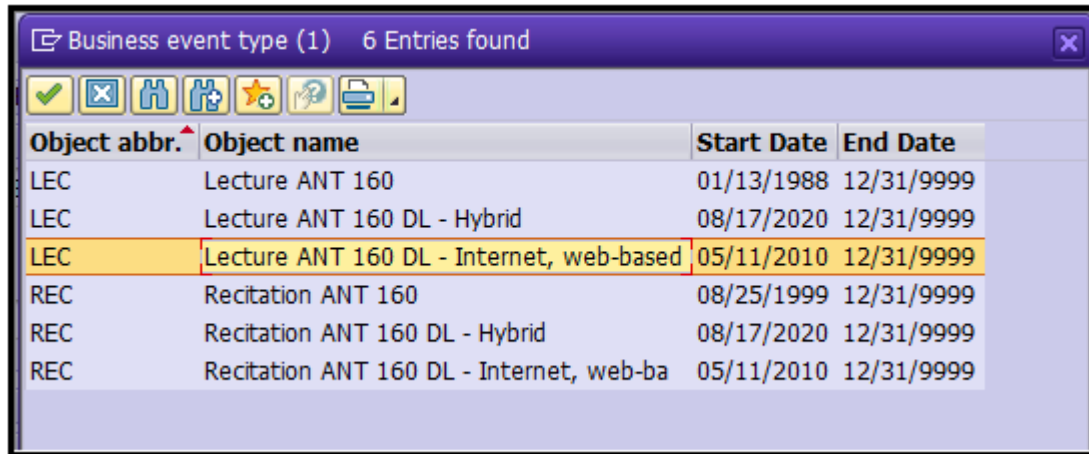

Then click "Yes" in the pop-up box.

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.

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

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

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

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Questions?

Contact **Course Scheduling** at
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