
Event Planning CM_AD_300 Practice Guide

Table of contents

Event Planning Practice Guide Overview	2
Exercise 1 – Logging into the IRIS Training Sandbox & Accessing ZEVPLAN	3
Exercise 2 – Search for a Module	5
Exercise 3 – Search for an Organizational Unit	6
Exercise 4 – Create a Single Event	7
Exercise 5 – Create a Shared Event.....	15
Answer Guide	33

Event Planning Practice Guide Overview

This Practice Guide is intended to accompany the CM_AD_300 Event Planning course. It provides all the procedures necessary to practice in the IRIS Training Sandbox the processes taught in the.

You may check your answers to the various questions asked in some of the exercises in this Practice Guide using the answer guide located in the back of this document.

If you would like to check each step as you complete it, a checkbox is included next to the step number for your convenience.

The CM_AD_300 Practice Guide includes the following exercises:

- ◆ Logging into the Training Sandbox and accessing ZEVPLAN
- ◆ Searching for a module
- ◆ Searching for an organizational unit
- ◆ Create a single event
- ◆ Create a shared event

The way to get comfortable with the IRIS system is through practice...practice...practice.

Remember the IRIS Training Sandbox is available 24/7 for you to practice the exercises contained in this practice guide as many times as you like.

Exercise 1 – Logging into the IRIS Training Sandbox & Accessing ZEVPLAN

Scenario

You wish to prepare to practice in the IRIS Training Sandbox. You will log into the **myUK** web portal and launch the IRIS Training Sandbox. You will then create a favorite for the exercises that follow.




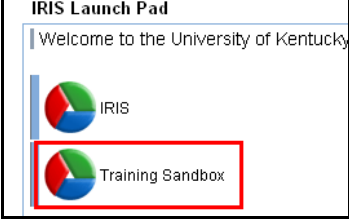
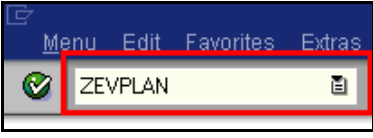
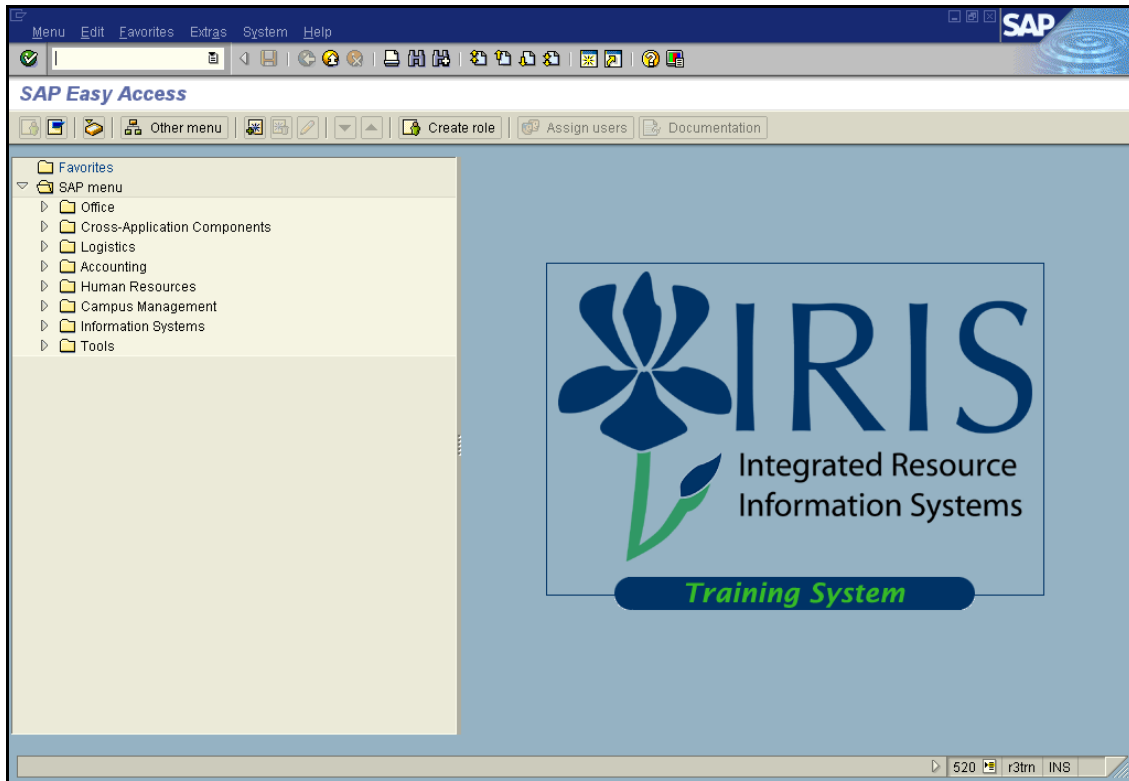
Step	Explanation	
1. <input type="checkbox"/>	Double-click on the myUK portal icon on your computer desktop	
2. <input type="checkbox"/>	Type your link blue ID in the User ID field	
3. <input type="checkbox"/>	Type your password in the Password field	
4. <input type="checkbox"/>	When the IRIS Launch Pad appears, click on the Training Sandbox link	
5. <input type="checkbox"/>	The IRIS Main Menu will display Note: See Figure 1: IRIS Main Menu below Exercise 1	
11. <input type="checkbox"/>	In the Command field, enter ZEVPLAN	
12. <input type="checkbox"/>	Press Enter	



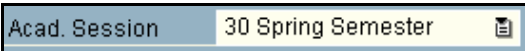

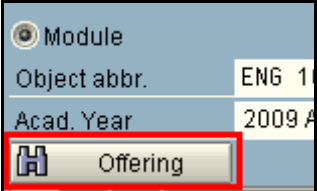
Figure 1: IRIS Main Menu



Exercise 2 – Search for a Module

Scenario

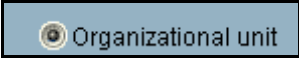

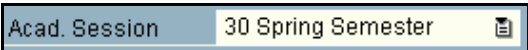

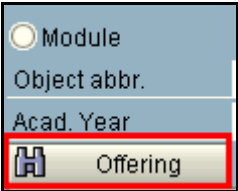
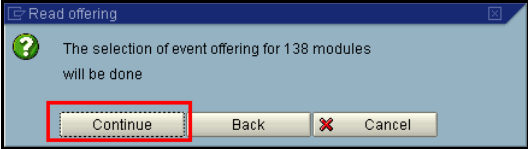
You will be displaying the module, ENG 104, and viewing information about its sections.

Step	Explanation	
1. <input type="checkbox"/>	On the Edit Event Offering screen, make sure the Module radio button is chosen	
2. <input type="checkbox"/>	In the Acad. Year , select the current academic year	
3. <input type="checkbox"/>	In the Acad. Session , select the current academic session	
4. <input type="checkbox"/>	In the Object Abbr field, enter ENG 104	
5. <input type="checkbox"/>	Click on the Offering button to display the module sections	
6. <input type="checkbox"/>	How many sections exist?	
7. <input type="checkbox"/>	What sections hold meetings on Monday, Wednesday, and Friday?	
8. <input type="checkbox"/>	What sections hold meetings on Tuesday and Thursday?	

Exercise 3 – Search for an Organizational Unit

Scenario



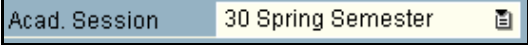

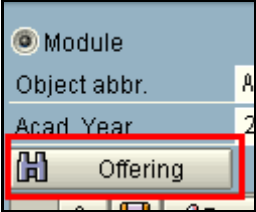
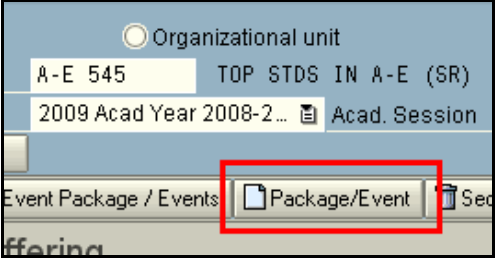
You will be displaying all the modules and sections for the English department.

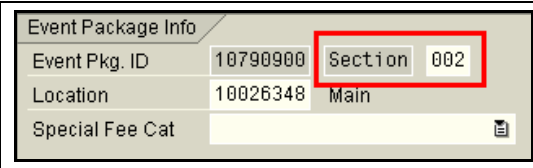
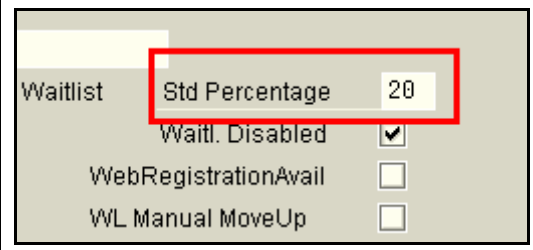
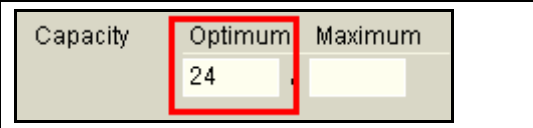
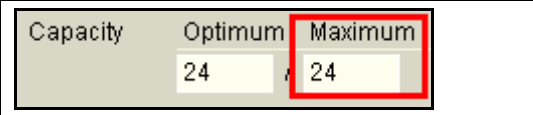
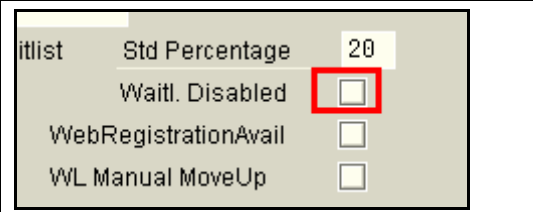
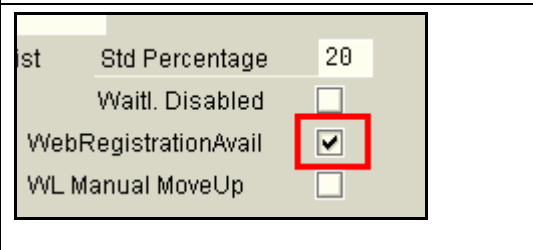
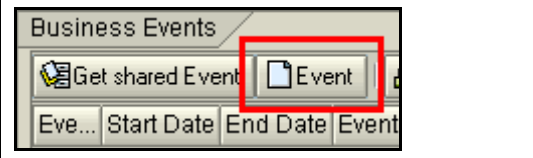
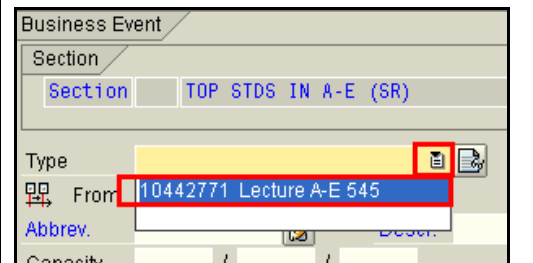
Step	Explanation	
1. <input type="checkbox"/>	On the Edit Event Offering screen, make sure the Organizational Unit radio button is chosen	
2. <input type="checkbox"/>	In the Acad. Year , select the current academic year	
3. <input type="checkbox"/>	In the Acad. Session , select the current academic session	
4. <input type="checkbox"/>	In the Object Abbr field, enter English	
5. <input type="checkbox"/>	Press Enter to pull up the modules and sections	
6. <input type="checkbox"/>	Click on the Offering button to display the module sections	
7. <input type="checkbox"/>	When the message box appears, click on the Continue button	
8. <input type="checkbox"/>	It may take a few moments to pull up the data	
9. <input type="checkbox"/>	How many sections are displayed for ENG 101?	
10. <input type="checkbox"/>	How many sections are displayed for ENG 104?	

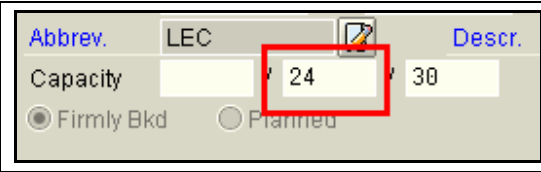
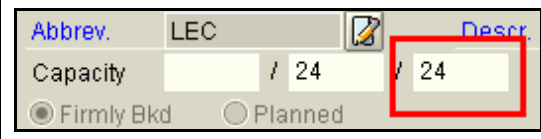
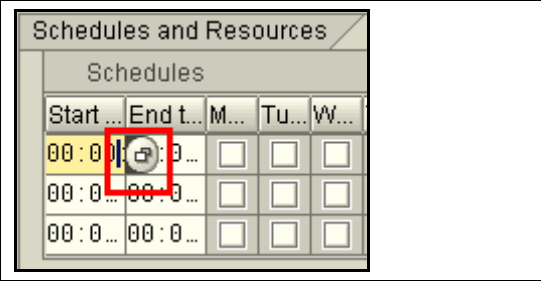
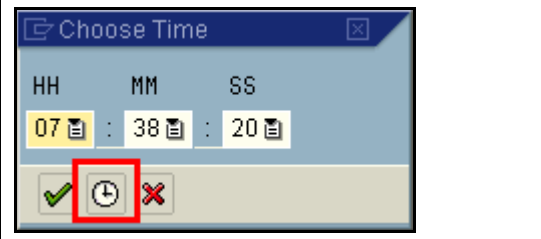
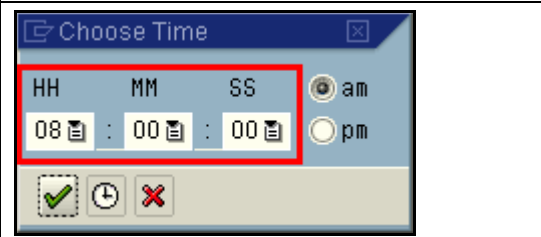
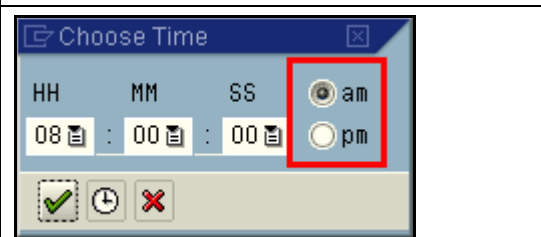
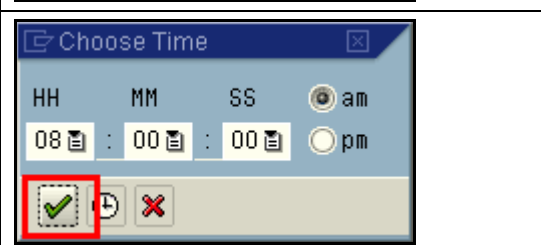
Exercise 4 – Create a Single Event

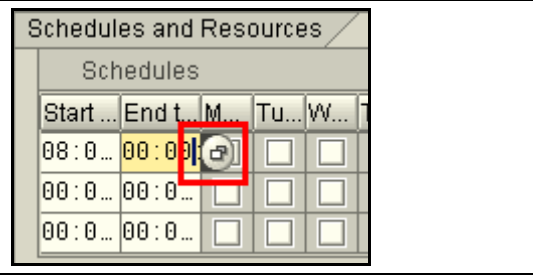
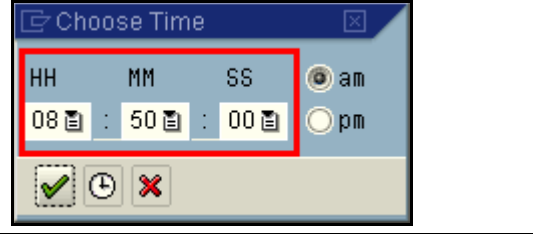
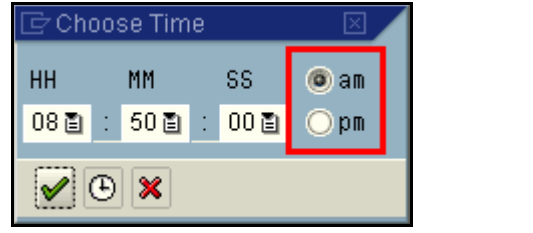
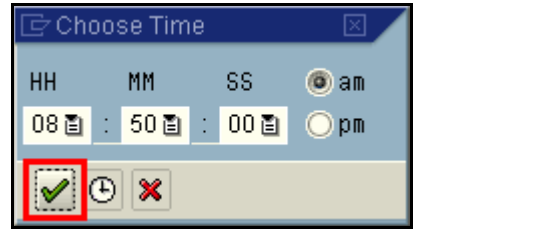
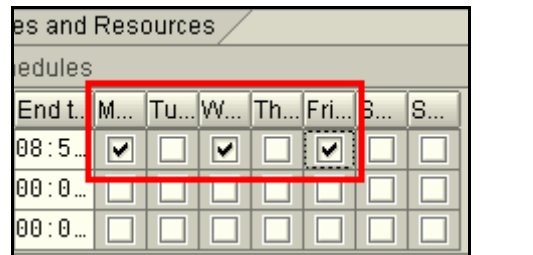
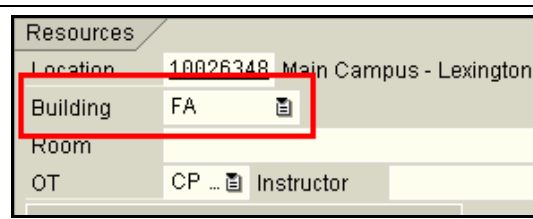
Scenario


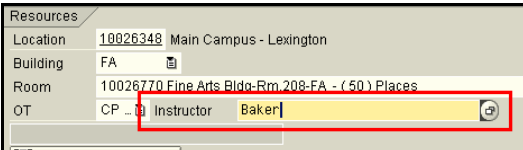
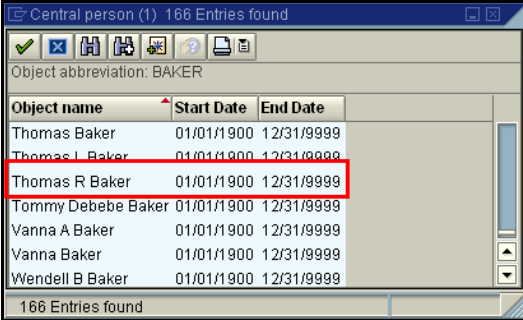
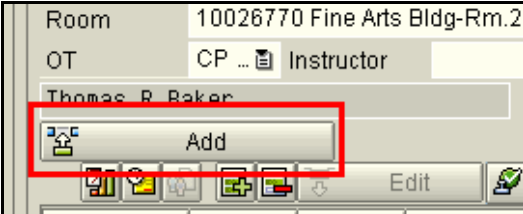
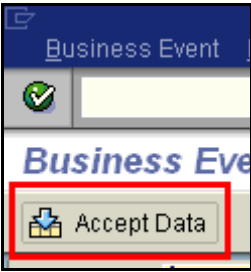
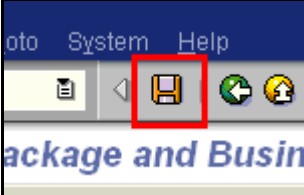
You will be creating a single event for the next academic session (either fall or spring).

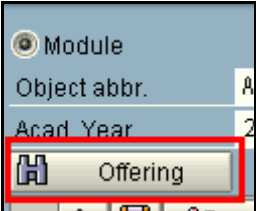
Step	Explanation	
1. <input type="checkbox"/>	On the Edit Event Offering screen, make sure the Module radio button is chosen	
2. <input type="checkbox"/>	In the Acad. Year , select the current academic year	
3. <input type="checkbox"/>	In the Acad. Session , select the current academic session	
4. <input type="checkbox"/>	In the Object Abbr field, enter one of the single event modules listed at the end of this exercise	
5. <input type="checkbox"/>	Click on the Offering button to display the module sections	
6. <input type="checkbox"/>	Write down the next available section number Note: For example, if this module already has three sections (001, 002, 003), the next available section number is 004.	
7. <input type="checkbox"/>	Click on the Create Package/Event button	

8. <input type="checkbox"/>	In the Section field, enter the next available section number you wrote in step 6	
9. <input type="checkbox"/>	In the Std Percentage field enter a waitlist percentage of seats compared to the optimum capacity for the course Remember: The waitlist percentage should not be more than 20%.	
10. <input type="checkbox"/>	In the Optimum field, enter the Section Capacity/Optimum for the module you chose	
11. <input type="checkbox"/>	In the Maximum field, enter the Section Capacity/Maximum for the module you chose	
12. <input type="checkbox"/>	Click in the Waitl. Disabled checkbox to deselect it	
13. <input type="checkbox"/>	Click in the WebRegistrationAvail checkbox to select it Note: In order for students to register for the section via the <i>myUK</i> student portal, this functionality must be selected!	
14. <input type="checkbox"/>	Click on the Create Event button	
15. <input type="checkbox"/>	In the Type field, enter the Type for the module you chose	

<p>16. <input type="checkbox"/></p>	<p>In the second Capacity field, enter the Event Capacity/Optimum for the module you chose</p>	
<p>17. <input type="checkbox"/></p>	<p>In the third Capacity field, enter the Event Capacity/Maximum for the module you chose</p>	
<p>18. <input type="checkbox"/></p>	<p>Click on the Possible Entries icon in the Start Time field to enter the start time for the course you chose</p>	
<p>19. <input type="checkbox"/></p>	<p>Click on the 12h <-> 24h icon in the Choose Time box</p> <p>Note: By clicking on this icon, you will be able to enter the time using AM/PM format instead of IRIS CM Time.</p>	
<p>20. <input type="checkbox"/></p>	<p>Enter the Start Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose</p>	
<p>21. <input type="checkbox"/></p>	<p>Click on the appropriate radio button to select either AM or PM</p>	
<p>22. <input type="checkbox"/></p>	<p>Click on the Continue icon</p>	

<p>23. <input type="checkbox"/></p>	<p>Click on the Possible Entries icon in the End Time field to enter the end time for the course you chose</p>	
<p>24. <input type="checkbox"/></p>	<p>Enter the End Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose</p>	
<p>25. <input type="checkbox"/></p>	<p>Click on the appropriate radio button to select either AM or PM</p>	
<p>26. <input type="checkbox"/></p>	<p>Click on the Continue icon</p>	
<p>27. <input type="checkbox"/></p>	<p>Click in the appropriate checkbox to select the Days for the module you chose</p>	
<p>28. <input type="checkbox"/></p>	<p>Use the Drop-down List icon in the Building field to select the building for the module you chose</p>	

<p>29. <input type="checkbox"/></p>	<p>Use the Drop-down List icon in the Room field to select the room for the module you chose</p>	
<p>30. <input type="checkbox"/></p>	<p>In the Instructor field, enter the last name of the instructor for the module you chose</p>	
<p>31. <input type="checkbox"/></p>	<p>Press Enter to pull up the instructor's data</p>	
<p>32. <input type="checkbox"/></p>	<p>Double-click on the instructor's name</p>	
<p>33. <input type="checkbox"/></p>	<p>Click on the Add button</p>	
<p>34. <input type="checkbox"/></p>	<p>Click on the Accept Data button</p>	
<p>35. <input type="checkbox"/></p>	<p>Click on the Save icon in the Standard Toolbar</p>	

<p>36. <input type="checkbox"/></p>	<p>Click on the Offering button to display the new section</p>	
-------------------------------------	---	--

Use any of the modules below to create Exercise 4 single events. Although the Training Sandbox is reset at the end of each week, other users may have used the data sets below to practice. If you run into resource conflicts, you may choose a different data set. Alternatively, you may click in the **Override Resource Conflicts!** checkbox before you begin to create the event, which should eliminate any conflicts.

Single Events	Single Events
<p>Course/Module (Object Abbrev): A-E 545 Section Capacity/Optimum: 24 Section Capacity/Maximum: 24 Event Capacity/Optimum: 24 Event Capacity/Maximum: 24 Type: Lecture Start Time: 8:00 AM End Time: 8:50 AM Days: MWF Building: FA Room: 116 Instructor: Millard Shakesheave</p>	<p>Course/Module (Object Abbrev): A-H 555 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15 Event Capacity/Optimum: 15 Event Capacity/Maximum: 15 Type: Lecture Start Time: 9:00 AM End Time: 9:50 AM Days: MWF Building: FA Room: 208 Instructor: Thomas R. Baker</p>
<p>Course/Module (Object Abbrev): MKT 300 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 9:30 AM End Time: 10:45 AM Days: TR Building: MEH Room: 103 Instructor: Jackson C. Carlisle</p>	<p>Course/Module (Object Abbrev): ACC 600 Section Capacity/Optimum: 20 Section Capacity/Maximum: 20 Event Capacity/Optimum: 20 Event Capacity/Maximum: 20 Type: Lecture Start Time: 9:30 AM End Time: 10:45 AM Days: TR Building: CB Room: 203 Instructor: Roger J Vance</p>
<p>Course/Module (Object Abbrev): A-E 577 Section Capacity/Optimum: 24 Section Capacity/Maximum: 24 Event Capacity/Optimum: 24 Event Capacity/Maximum: 24 Type: Lecture Start Time: 8:00 AM End Time: 9:15 AM Days: TR</p>	<p>Course/Module (Object Abbrev): PS 101 Section Capacity/Optimum: 50 Section Capacity/Maximum: 50 Event Capacity/Optimum: 50 Event Capacity/Maximum: 50 Type: Lecture Start Time: 10:00 AM End Time: 10:50 AM Days: MWF</p>

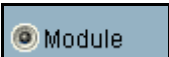
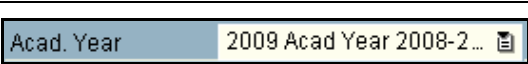
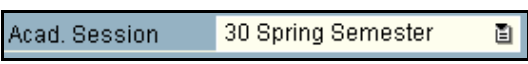

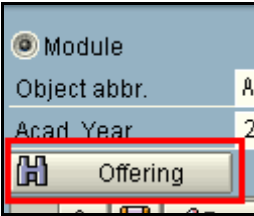
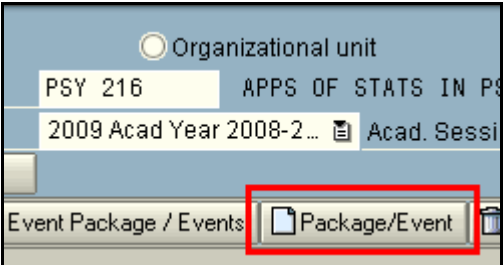
Building: FA Room: 306 Instructor: Dyanne C. Mitchell	Building: CB Room: 106 Instructor: Johann Harover
Course/Module (Object Abbrev): MA 111 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 8:00 AM End Time: 8:50 AM Days: MWF Building: CB Room: 237 Instructor: Jesse Gregory	Course/Module (Object Abbrev): ABT 101 Section Capacity/Optimum: 20 Section Capacity/Maximum: 20 Event Capacity/Optimum: 20 Event Capacity/Maximum: 20 Type: Lecture Start Time: 7:00 AM End Time: 7:50 AM Days: MWF Building: AGN Room: N10 Instructor: Hayden Garlington
Course/Module (Object Abbrev): PS 210 Section Capacity/Optimum: 40 Section Capacity/Maximum: 40 Event Capacity/Optimum: 40 Event Capacity/Maximum: 40 Type: Lecture Start Time: 11:00 AM End Time: 11:50 AM Days: MWF Building: CB Room: 304 Instructor: Liah Scott Quentin	Course/Module (Object Abbrev): MA 112 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 9:00 AM End Time: 9:50 AM Days: MWF Building: CB Room: 211 Instructor: Walter B. Wymon
Course/Module (Object Abbrev): ABT 201 Section Capacity/Optimum: 20 Section Capacity/Maximum: 20 Event Capacity/Optimum: 20 Event Capacity/Maximum: 20 Type: Lecture Start Time: 8:00 AM End Time: 8:50 AM Days: MWF Building: AGN Room: N11 Instructor: Nathan A. Williams	Course/Module (Object Abbrev): PA 631 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15 Event Capacity/Optimum: 15 Event Capacity/Maximum: 15 Type: Lecture Start Time: 3:00 AM End Time: 4:50 PM Days: MWF Building: FPAT Room: 465 Instructor: Conner D. Lanahan
Course/Module (Object Abbrev): ACC 407 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 8:00 AM End Time: 8:50 AM Days: MW Building: BE Room: 208 Instructor: Haley C. Maddock	Course/Module (Object Abbrev): ACC 410 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 8:00 AM End Time: 8:50 AM Days: TR Building: BE Room: 205 Instructor: Thomas J. Amherst
Course/Module (Object Abbrev): PS 212	Course/Module (Object Abbrev): ABT 495

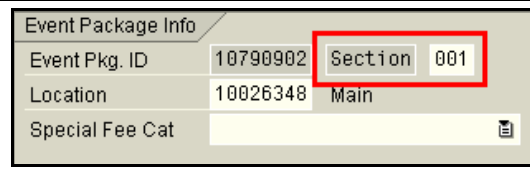
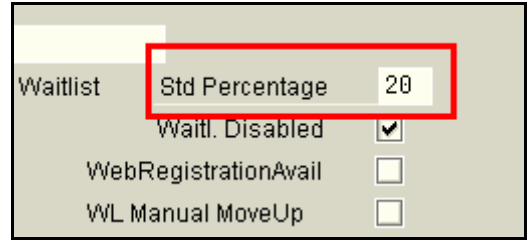
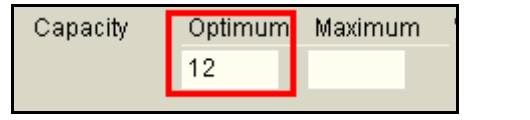
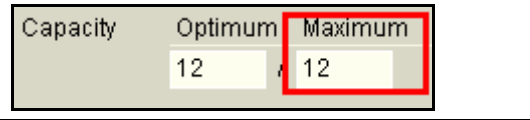
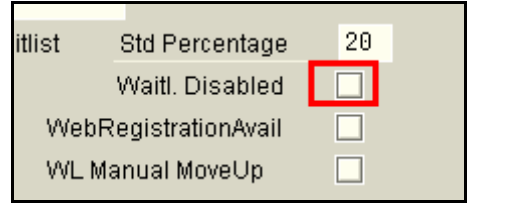
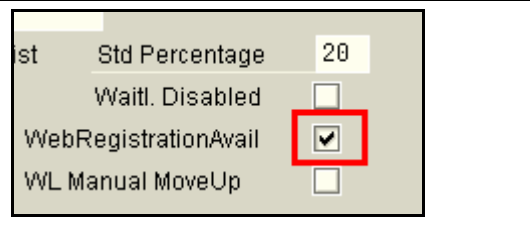
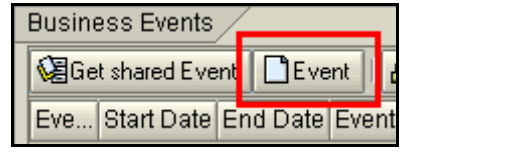
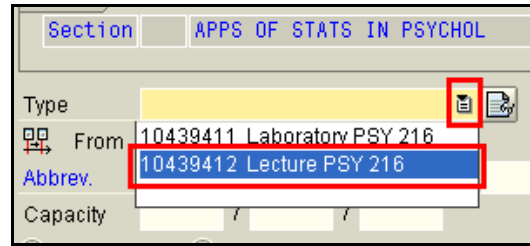
<p>Section Capacity/Optimum: 40 Section Capacity/Maximum: 40 Event Capacity/Optimum: 40 Event Capacity/Maximum: 40 Type: Lecture Start Time: 1:00 PM End Time: 1:50 PM Days: MWF Building: CB Room: 212 Instructor: Conner A. Paup</p>	<p>Section Capacity/Optimum: 16 Section Capacity/Maximum: 16 Event Capacity/Optimum: 16 Event Capacity/Maximum: 16 Type: Lecture Start Time: 9:30 AM End Time: 10:45 AM Days: TR Building: PSB Room: 101 Instructor: Merle L. Gomez</p>
<p>Course/Module (Object Abbrev): A-H 104 Section Capacity/Optimum: 25 Section Capacity/Maximum: 25 Event Capacity/Optimum: 25 Event Capacity/Maximum: 25 Type: Lecture Start Time: 5:00 PM End Time: 5:50 PM Days: MWF Building: CB Room: 219 Instructor: Adriana Baker</p>	<p>Course/Module (Object Abbrev): FAM 401 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 8:00 AM End Time: 8:50 AM Days: MWF Building: FB Room: B13 Instructor: Lana Jo Baker</p>
<p>Course/Module (Object Abbrev): A-H 105 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 9:00 AM End Time: 9:50 AM Days: MWF Building: FA Room: 116 Instructor: Taylor E. Kent</p>	<p>Course/Module (Object Abbrev): A-H 106 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 9:00 AM End Time: 9:50 AM Days: MW Building: FA Room: 2 Instructor: Gavin Whitney</p>
<p>Course/Module (Object Abbrev): PS 235 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 2:00 PM End Time: 2:50 PM Days: MWF Building: CB Room: 238 Instructor: Walter A. Hadi</p>	<p>Course/Module (Object Abbrev): ACC 418 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Start Time: 8:00 AM End Time: 9:15 AM Days: TR Building: BE Room: 105 Instructor: Perry R. Baker</p>

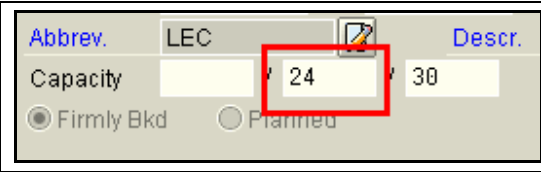
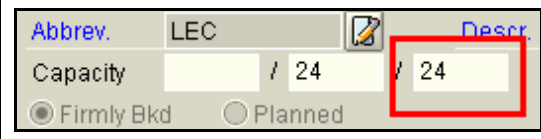
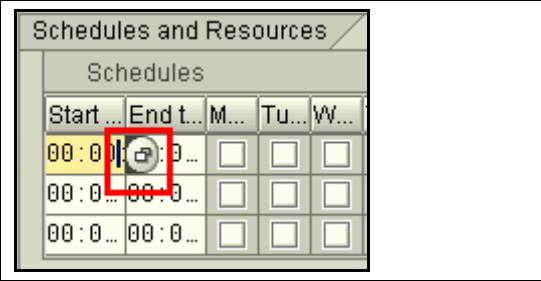
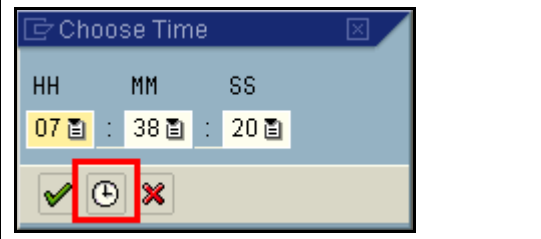
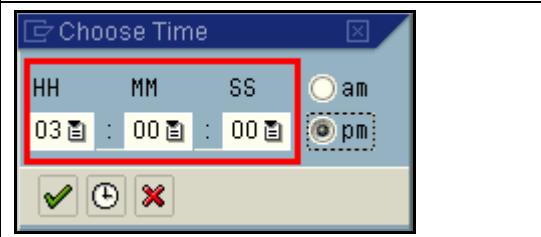
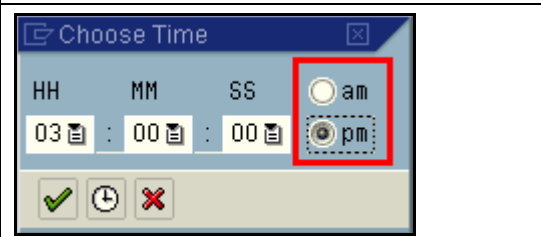
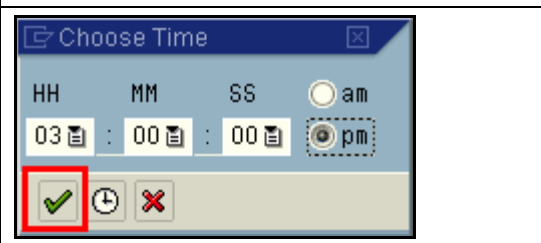
Exercise 5 – Create a Shared Event

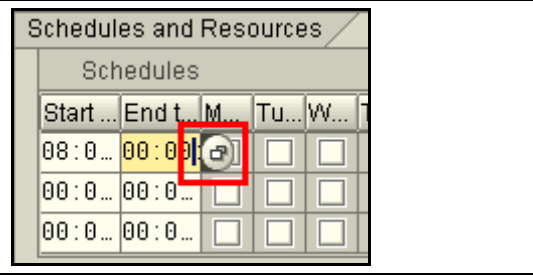
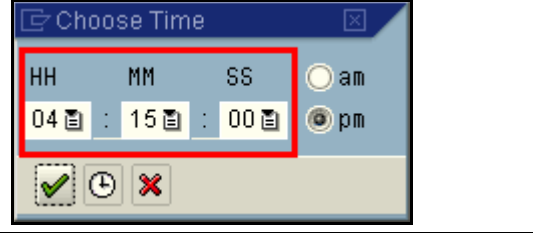
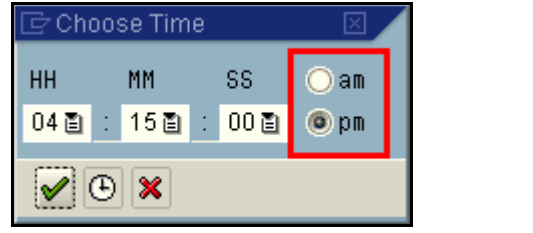
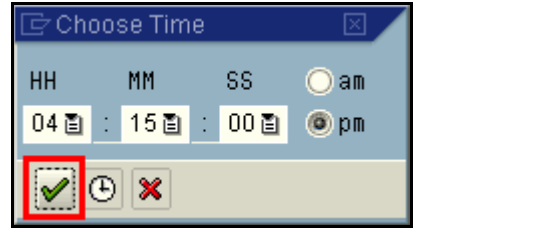
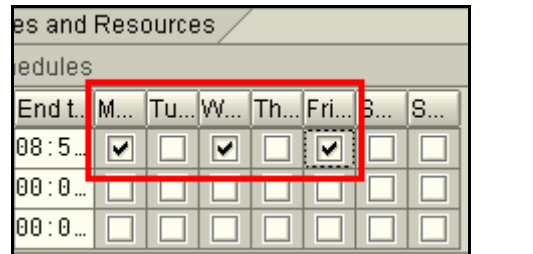
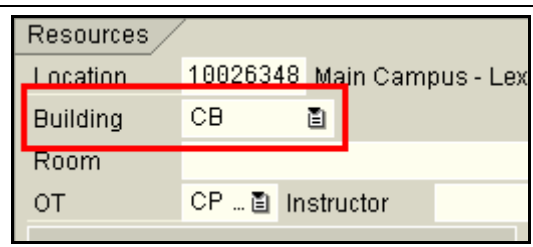
Scenario

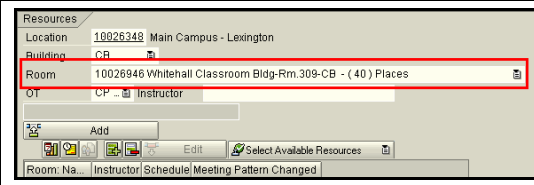
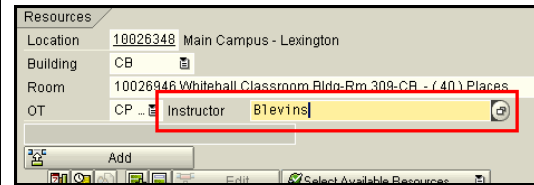
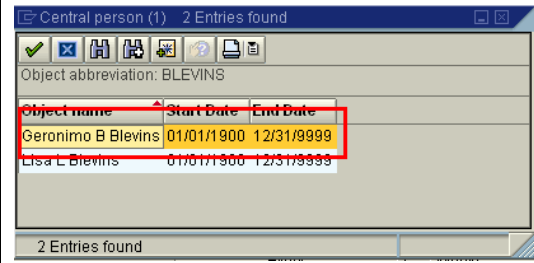
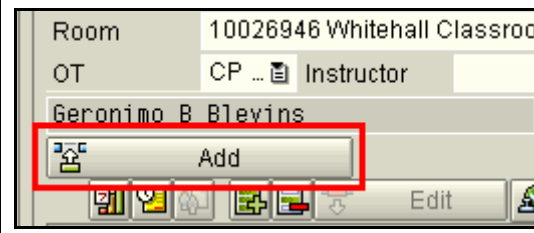
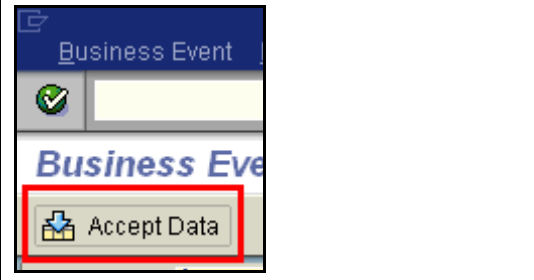
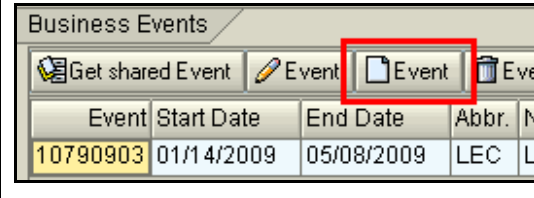
You will be creating a shared event for the next academic session (either fall or spring).

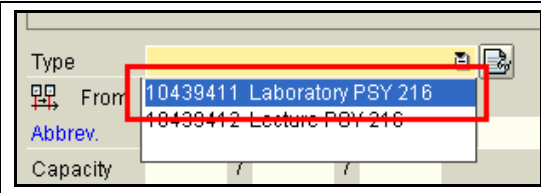

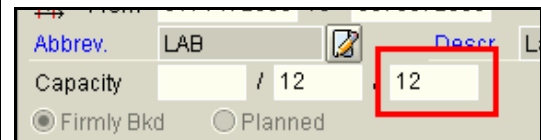
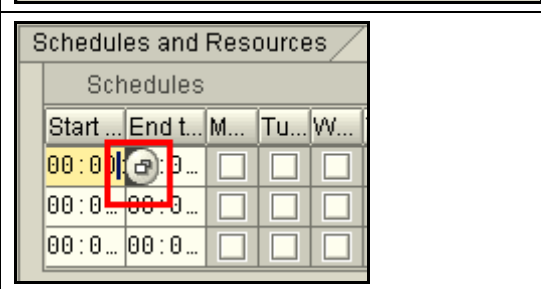
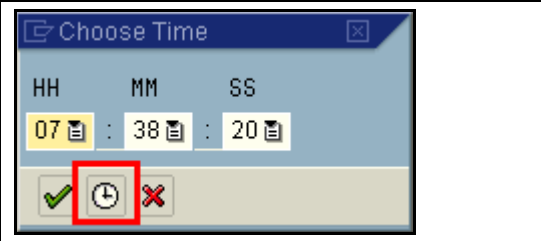
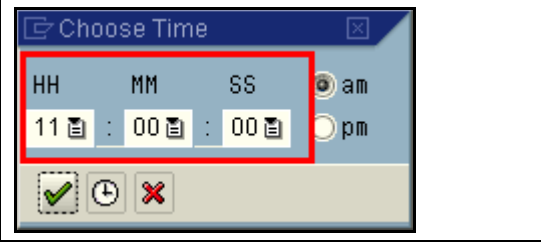
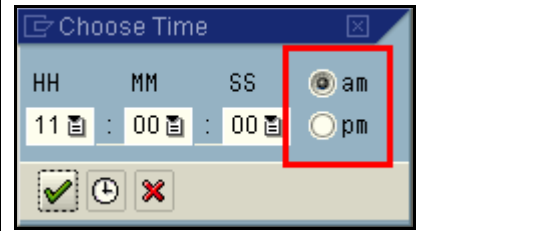
Step	Explanation	
1. <input type="checkbox"/>	On the Edit Event Offering screen, make sure the Module radio button is chosen	
2. <input type="checkbox"/>	In the Acad. Year , select the current academic year	
3. <input type="checkbox"/>	In the Acad. Session , select the current academic session	
4. <input type="checkbox"/>	In the Object Abbr field, enter one of the single event modules listed at the end of this exercise	
5. <input type="checkbox"/>	Click on the Offering button to display the module sections	
6. <input type="checkbox"/>	Write down the next available section number Note: For example, if this module already has three sections (001, 002, 003), the next available section number is 004.	
7. <input type="checkbox"/>	Click on the Create Package/Event button	

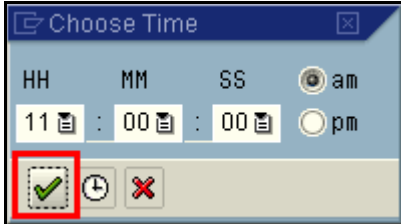
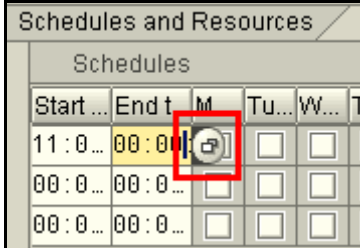
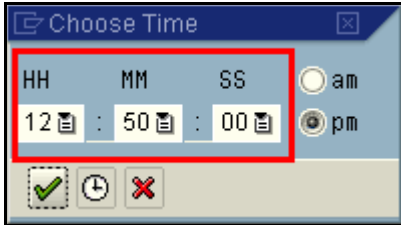
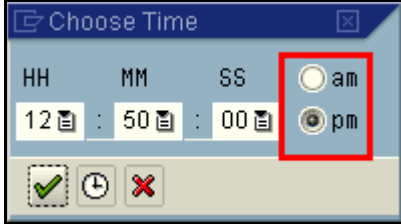
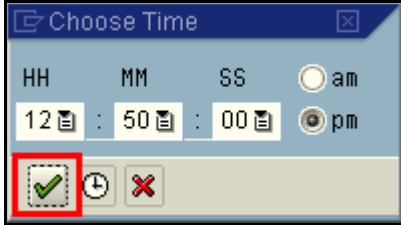
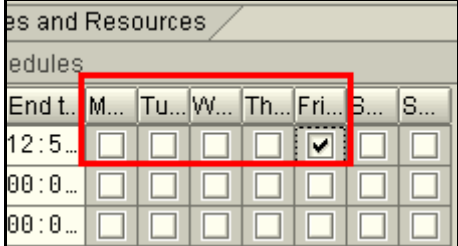
8. <input type="checkbox"/>	In the Section field, enter the next available section number you wrote in step 6	
9. <input type="checkbox"/>	In the Std Percentage field enter a waitlist percentage of seats compared to the optimum capacity for the course Remember: The waitlist percentage should not be more than 20%.	
10. <input type="checkbox"/>	In the Optimum field, enter the Section Capacity/Optimum for the module you chose	
11. <input type="checkbox"/>	In the Maximum field, enter the Section Capacity/Maximum for the module you chose	
12. <input type="checkbox"/>	Click in the Waitl. Disabled checkbox to deselect it	
13. <input type="checkbox"/>	Click in the WebRegistrationAvail checkbox to select it Note: In order for students to register for the section via the <i>myUK</i> student portal, this functionality must be selected!	
14. <input type="checkbox"/>	Click on the Create Event button	
15. <input type="checkbox"/> Event #1	In the Type field, enter the Type for the module you chose	

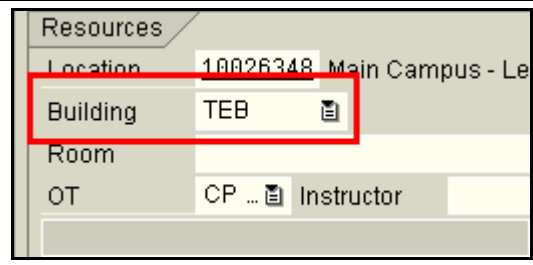
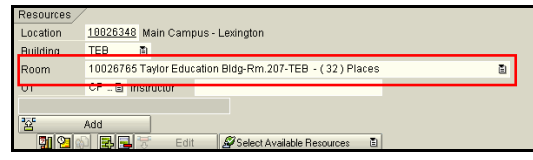
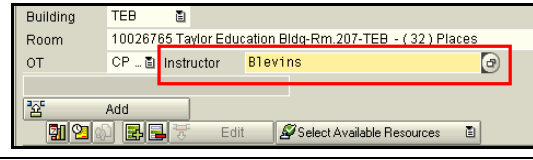
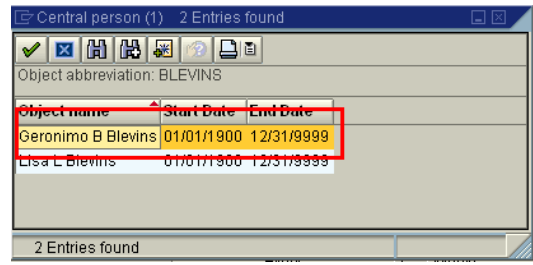
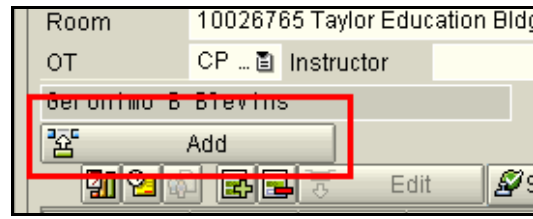
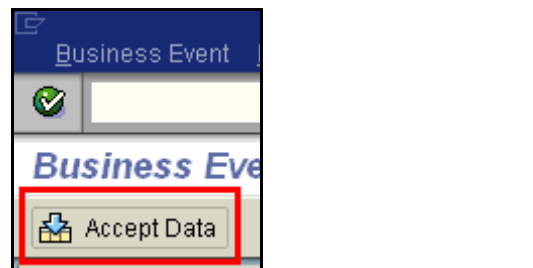
16. <input type="checkbox"/>	In the second Capacity field, enter the Event Capacity/Optimum for the module you chose	
17. <input type="checkbox"/>	In the third Capacity field, enter the Event Capacity/Maximum for the module you chose	
18. <input type="checkbox"/>	Click on the Possible Entries icon in the Start Time field to enter the start time for the course you chose	
19. <input type="checkbox"/>	Click on the 12h <-> 24h icon in the Choose Time box Note: By clicking on this icon, you will be able to enter the time using AM/PM format instead of IRIS CM Time.	
20. <input type="checkbox"/>	Enter the Start Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose	
21. <input type="checkbox"/>	Click on the appropriate radio button to select either AM or PM	
22. <input type="checkbox"/>	Click on the Continue icon	

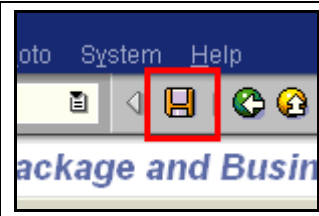
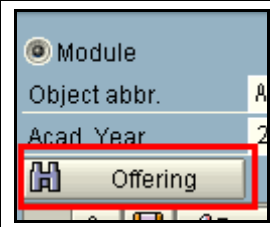
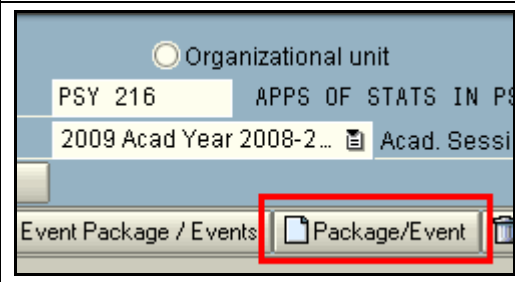
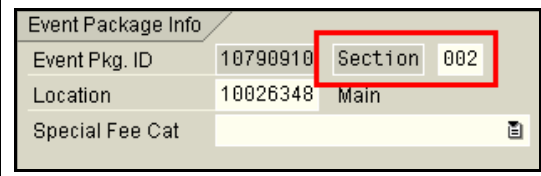
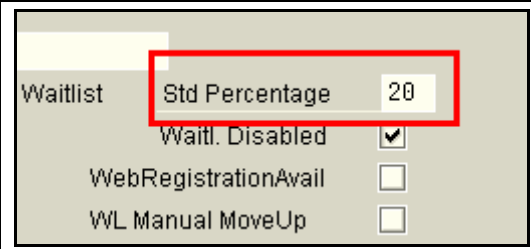
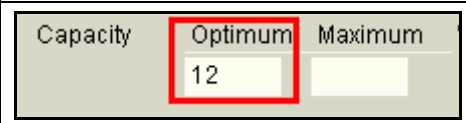
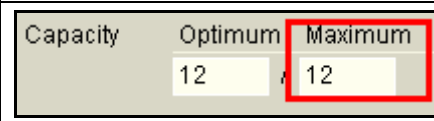
<p>23. <input type="checkbox"/></p>	<p>Click on the Possible Entries icon in the End Time field to enter the end time for the course you chose</p>	
<p>24. <input type="checkbox"/></p>	<p>Enter the End Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose</p>	
<p>25. <input type="checkbox"/></p>	<p>Click on the appropriate radio button to select either AM or PM</p>	
<p>26. <input type="checkbox"/></p>	<p>Click on the Continue icon</p>	
<p>27. <input type="checkbox"/></p>	<p>Click in the appropriate checkbox to select the Days for the module you chose</p>	
<p>28. <input type="checkbox"/></p>	<p>Use the Drop-down List icon in the Building field to select the building for the module you chose</p>	

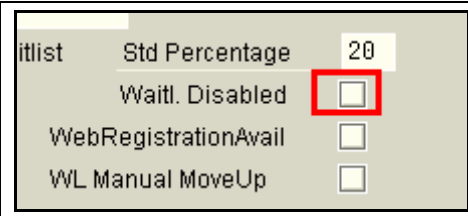
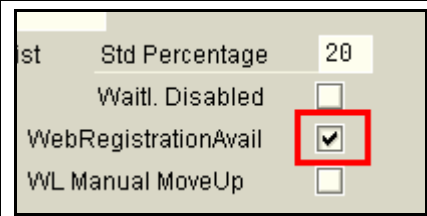
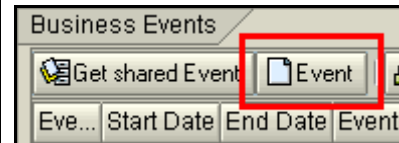
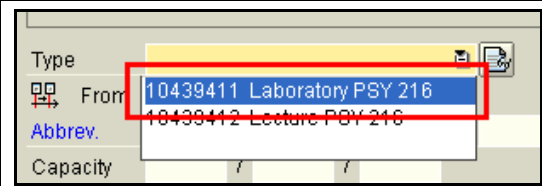

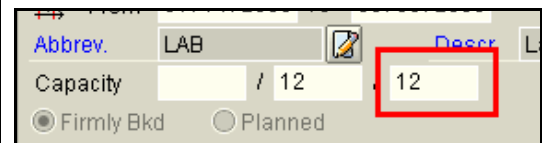
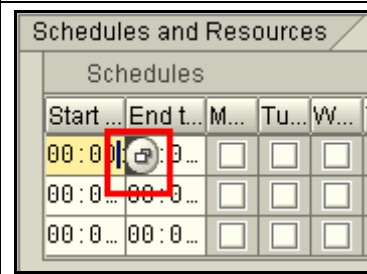
<p>29. <input type="checkbox"/></p>	<p>Use the Drop-down List icon in the Room field to select the room for the module you chose</p>											
<p>30. <input type="checkbox"/></p>	<p>In the Instructor field, enter the last name of the instructor for the module you chose</p>											
<p>31. <input type="checkbox"/></p>	<p>Press Enter to pull up the instructor's data</p>											
<p>32. <input type="checkbox"/></p>	<p>Double-click on the instructor's name</p>											
<p>33. <input type="checkbox"/></p>	<p>Click on the Add button</p>											
<p>34. <input type="checkbox"/></p>	<p>Click on the Accept Data button</p>											
<p>35. <input type="checkbox"/></p> <p>Event #2</p>	<p>To create the second event for this package, click on the Create Event button</p>	 <table border="1" data-bbox="860 1507 1391 1703"> <thead> <tr> <th>Event</th> <th>Start Date</th> <th>End Date</th> <th>Abbr.</th> <th>N</th> </tr> </thead> <tbody> <tr> <td>10790903</td> <td>01/14/2009</td> <td>05/08/2009</td> <td>LEC</td> <td>L</td> </tr> </tbody> </table>	Event	Start Date	End Date	Abbr.	N	10790903	01/14/2009	05/08/2009	LEC	L
Event	Start Date	End Date	Abbr.	N								
10790903	01/14/2009	05/08/2009	LEC	L								

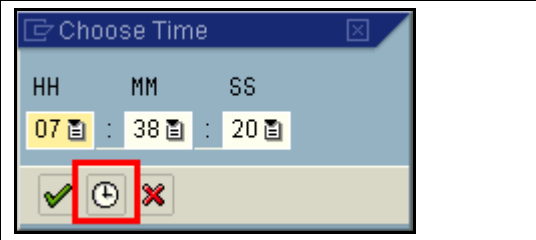
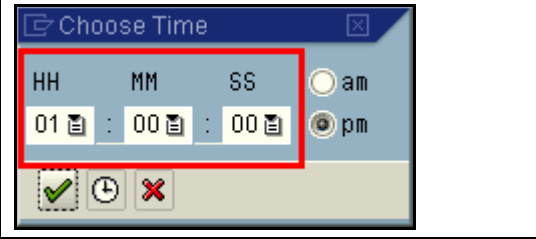
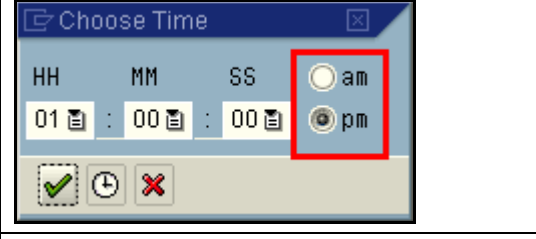
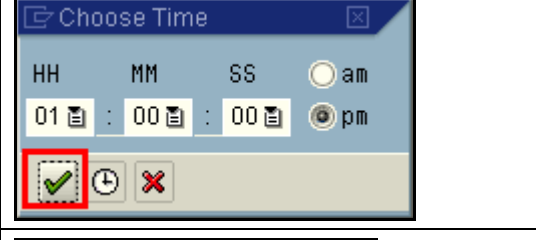
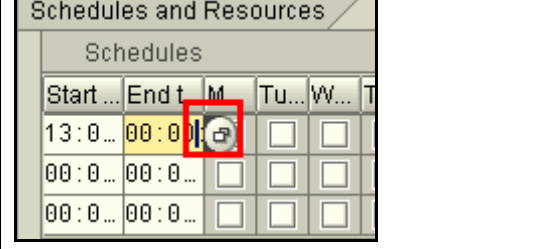
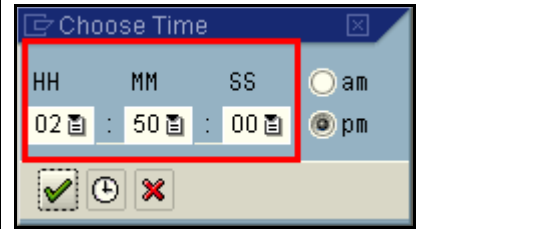
<p>36. <input type="checkbox"/></p>	<p>In the Type field, enter the Type for the module you chose</p>	
<p>37. <input type="checkbox"/></p>	<p>In the second Capacity field, enter the Event Capacity/Optimum for the module you chose</p>	
<p>38. <input type="checkbox"/></p>	<p>In the third Capacity field, enter the Event Capacity/Maximum for the module you chose</p>	
<p>39. <input type="checkbox"/></p>	<p>Click on the Possible Entries icon in the Start Time field to enter the start time for the course you chose</p>	
<p>40. <input type="checkbox"/></p>	<p>Click on the 12h <-> 24h icon in the Choose Time box</p> <p>Note: By clicking on this icon, you will be able to enter the time using AM/PM format instead of IRIS CM Time.</p>	
<p>41. <input type="checkbox"/></p>	<p>Enter the Start Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose</p>	
<p>42. <input type="checkbox"/></p>	<p>Click on the appropriate radio button to select either AM or PM</p>	

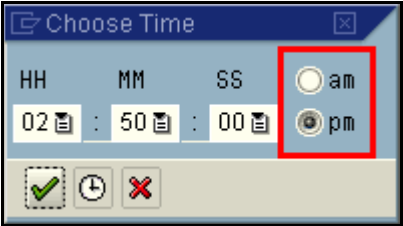
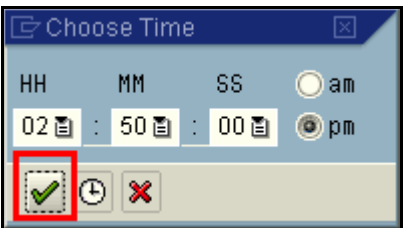
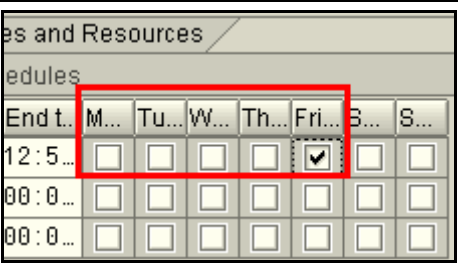
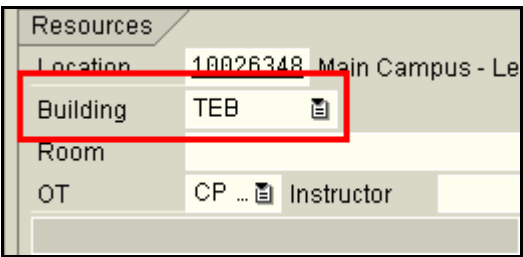
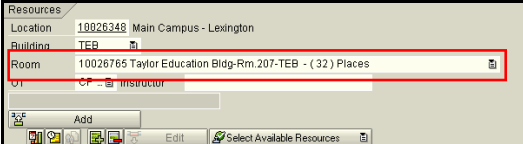
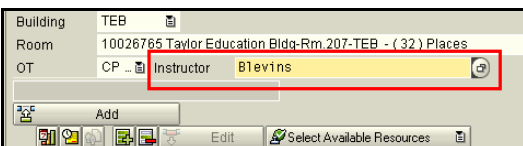
43. <input type="checkbox"/>	Click on the Continue icon	
44. <input type="checkbox"/>	Click on the Possible Entries icon in the End Time field to enter the end time for the course you chose	
45. <input type="checkbox"/>	Enter the End Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose	
46. <input type="checkbox"/>	Click on the appropriate radio button to select either AM or PM	
47. <input type="checkbox"/>	Click on the Continue icon	
48. <input type="checkbox"/>	Click in the appropriate checkbox to select the Days for the module you chose	

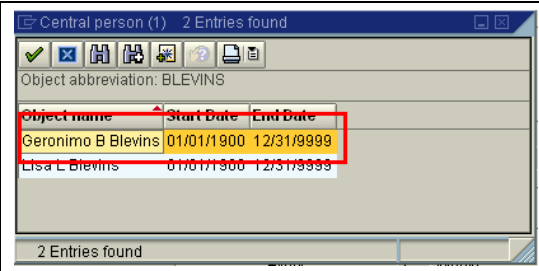
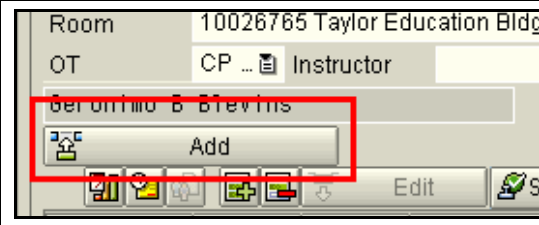
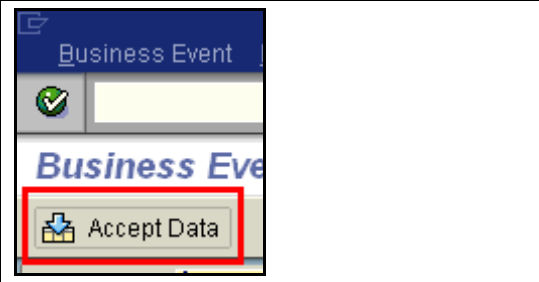
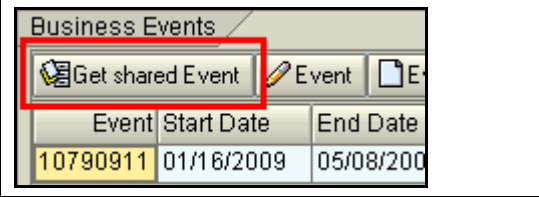


<p>49. <input type="checkbox"/></p>	<p>Use the Drop-down List icon in the Building field to select the building for the module you chose</p>	
<p>50. <input type="checkbox"/></p>	<p>Use the Drop-down List icon in the Room field to select the room for the module you chose</p>	
<p>51. <input type="checkbox"/></p>	<p>In the Instructor field, enter the last name of the instructor for the module you chose</p>	
<p>52. <input type="checkbox"/></p>	<p>Press Enter to pull up the instructor's data</p>	
<p>53. <input type="checkbox"/></p>	<p>Double-click on the instructor's name</p>	
<p>54. <input type="checkbox"/></p>	<p>Click on the Add button</p>	
<p>55. <input type="checkbox"/></p>	<p>Click on the Accept Data button</p>	

56. <input type="checkbox"/>	Click on the Save icon in the Standard Toolbar	
57. <input type="checkbox"/>	Click on the Offering button to display the new section	
58. <input type="checkbox"/>	Write down the Object ID of the Lecture you just created	
59. <input type="checkbox"/> Event #3	Click on the Create Package/Event button	
60. <input type="checkbox"/>	In the Section field, enter the section number by increasing the section number you used in step 8 by one	
61. <input type="checkbox"/>	In the Std Percentage field enter a waitlist percentage of seats compared to the optimum capacity for the course Remember: The waitlist percentage should not be more than 20%.	
62. <input type="checkbox"/>	In the Optimum field, enter the Section Capacity/Optimum for the module you chose	
63. <input type="checkbox"/>	In the Maximum field, enter the Section Capacity/Maximum for the module you chose	

<p>64. <input type="checkbox"/></p>	<p>Click in the Waitl. Disabled checkbox to deselect it</p>	
<p>65. <input type="checkbox"/></p>	<p>Click in the WebRegistrationAvail checkbox to select it</p> <p>Note: In order for students to register for the section via the <i>myUK</i> student portal, this functionality must be selected!</p>	
<p>66. <input type="checkbox"/></p>	<p>Click on the Create Event button</p>	
<p>67. <input type="checkbox"/></p>	<p>In the Type field, enter the Type for the module you chose</p>	
<p>68. <input type="checkbox"/></p>	<p>In the second Capacity field, enter the Event Capacity/Optimum for the module you chose</p>	
<p>69. <input type="checkbox"/></p>	<p>In the third Capacity field, enter the Event Capacity/Maximum for the module you chose</p>	
<p>70. <input type="checkbox"/></p>	<p>Click on the Possible Entries icon in the Start Time field to enter the start time for the course you chose</p>	

<p>71. <input type="checkbox"/></p>	<p>Click on the 12h <-> 24h icon in the Choose Time box</p> <p>Note: By clicking on this icon, you will be able to enter the time using AM/PM format instead of IRIS CM Time.</p>	
<p>72. <input type="checkbox"/></p>	<p>Enter the Start Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose</p>	
<p>73. <input type="checkbox"/></p>	<p>Click on the appropriate radio button to select either AM or PM</p>	
<p>74. <input type="checkbox"/></p>	<p>Click on the Continue icon</p>	
<p>75. <input type="checkbox"/></p>	<p>Click on the Possible Entries icon in the End Time field to enter the end time for the course you chose</p>	
<p>76. <input type="checkbox"/></p>	<p>Enter the End Time in hours (HH), minutes (MM), and seconds (SS) for the module you chose</p>	

77. <input type="checkbox"/>	Click on the appropriate radio button to select either AM or PM	
78. <input type="checkbox"/>	Click on the Continue icon	
79. <input type="checkbox"/>	Click in the appropriate checkbox to select the Days for the module you chose	
80. <input type="checkbox"/>	Use the Drop-down List icon in the Building field to select the building for the module you chose	
81. <input type="checkbox"/>	Use the Drop-down List icon in the Room field to select the room for the module you chose	
82. <input type="checkbox"/>	In the Instructor field, enter the last name of the instructor for the module you chose	
83. <input type="checkbox"/>	Press Enter to pull up the instructor's data	

84. <input type="checkbox"/>	Double-click on the instructor's name	
85. <input type="checkbox"/>	Click on the Add button	
86. <input type="checkbox"/>	Click on the Accept Data button	
87. <input type="checkbox"/>	Click on the Get Shared Event button	
88. <input type="checkbox"/>	In the Event column, click on the Object ID number you listed in step 58	
89. <input type="checkbox"/>	Click on the Save icon in the Standard Toolbar	
90. <input type="checkbox"/>	Click on the Offering button to display the new section	

Use any of the modules below to create Exercise 5 shared events. Although the Training Sandbox is reset at the end of each week, other users may have used the data sets below to practice. If you run into resource conflicts, you may choose a different data set. Alternatively, you may click in the **Override Resource Conflicts!** checkbox before you begin to create the event, which should eliminate any conflicts.

Shared Events	Shared Events
<p>Course/Module (Object Abbrev): AEC 302 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15</p> <p>Event #1 Event Capacity/Optimum: 30 Event Capacity/Maximum: 30 Type: Lecture Time: 9:00 AM - 9:50 AM Days: MWF Building/Room: AGN A7 Instructor: Wendell A. Qia</p> <p>Event #2 Event Capacity/Optimum: 15 Event Capacity/Maximum: 15 Type: Laboratory Time: 1:00 PM - 2:50 PM Days: F Building/Room: CEBA 227 Instructor: Wendell A. Qia</p> <p>Event #3 Event Capacity/Optimum: 15 Event Capacity/Maximum: 15 Type: Laboratory Time: 1:00 PM - 2:50 PM Days: W Building/Room: CEBA 227 Instructor: Wendell A. Qia</p>	<p>Course/Module (Object Abbrev): PLS 220 Section Capacity/Optimum: 20 Section Capacity/Maximum: 20</p> <p>Event #1 Event Capacity/Optimum: 40 Event Capacity/Maximum: 40 Type: Lecture Time: 8:30 AM - 9:20 AM Days: TR Building/Room: AGN A7 Instructor: Alyssa Kumudini Burtstaon</p> <p>Event #2 Event Capacity/Optimum: 20 Event Capacity/Maximum: 20 Type: Laboratory Time: 8:00 AM - 9:50 AM Days: M Building/Room: GH 12 Instructor: Alyssa Kumudini Burtstaon</p> <p>Event #3 Event Capacity/Optimum: 20 Event Capacity/Maximum: 20 Type: Laboratory Time: 8:00 AM - 9:50 AM Days: W Building/Room: GH 12 Instructor: Alyssa Kumudini Burtstaon</p>

<p>Course/Module (Object Abbrev): PLS 216 Section Capacity/Optimum: 12 Section Capacity/Maximum: 12</p> <p>Event #1 Event Optimum /Maximum: 24/24 Type: Lecture Time: 3:00 PM - 4:15 PM Days: MWF Building/Room: CB 309 Instructor: Geronimo B. Blevins</p> <p>Event #2 Event Optimum/Maximum: 12/12 Type: Laboratory Time: 11:00 AM - 12:50 PM Days: F Building/Room: TEB 207 Instructor: Geronimo B. Blevins</p> <p>Event #3 Event Optimum/Maximum: 12/12 Type: Laboratory Time: 1:00 PM - 2:50 PM Days: F Building/Room: TEB 207 Instructor: Geronimo B. Blevins</p>	<p>Course/Module (Object Abbrev): AEC 425 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15</p> <p>Event #1 Event Optimum/Maximum: 30/30 Type: Lecture Time: 8:00 AM - 8:50 AM Days: MWF Building/Room: TPC 109 Instructor: Thomas R. Jackson</p> <p>Event #2 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 11:00 AM - 12:50 PM Days: W Building/Room: TPC 109 Instructor: Thomas R. Jackson</p> <p>Event #3 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 11:00 AM - 12:50 PM Days: F Building/Room: TPC 109 Instructor: Thomas R. Jackson</p>
<p>Course/Module (Object Abbrev): PLS 366 Section Capacity/Optimum: 25 Section Capacity/Maximum: 25</p> <p>Event #1 Event Optimum/Maximum: 50/50 Type: Lecture Time: 10:00 AM - 10:50 AM Days: TR Building/Room: GARR B52 Instructor: Jesse I Ostheim</p> <p>Event #2 Event Optimum/Maximum: 25/25 Type: Laboratory Time: 9:30 AM - 12:00 PM Days: M Building/Room: AGN A100 Instructor: Jesse I Ostheim</p> <p>Event #3 Event Optimum/Maximum: 25/25 Type: Laboratory Time: 9:30 AM -12:00 PM Days: W Building/Room: AGN A100 Instructor: Jesse I Ostheim</p>	<p>Course/Module (Object Abbrev): CE 471G Section Capacity/Optimum: 15 Section Capacity/Maximum: 15</p> <p>Event #1 Event Optimum/Maximum: 30/30 Type: Lecture Time: 8:00 AM - 9:15 AM Days: TR Building/Room: RMB 323 Instructor: Kevin F. Olsen</p> <p>Event #2 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 2:00 PM – 3:50 PM Days: M Building/Room: OHR 54 Instructor: Kevin F. Olsen</p> <p>Event #3 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 4:00 PM = 5:50 PM Days: M Building/Room: OHR 54 Instructor: Kevin F. Olsen</p>

<p>Course/Module (Object Abbrev): NFS 204 Section Capacity/Optimum: 10 Section Capacity/Maximum: 10</p> <p>Event #1 Event Optimum /Maximum: 20/20 Type: Lecture Time: 11:00 AM - 11:50 AM Days: MWF Building/Room: EH 204 Instructor: John O. Jones</p> <p>Event #2 Event Optimum/Maximum: 10/10 Type: Laboratory Time: 1:00 PM – 2:50 PM Days: W Building/Room: EH 204 Instructor: John O. Jones</p> <p>Event #3 Event Optimum/Maximum: 10/10 Type: Laboratory Time: 1:00 PM – 2:50 PM Days: F Building/Room: EH 200 Instructor: John O. Jones</p>	<p>Course/Module (Object Abbrev): CS 115 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30</p> <p>Event #1 Event Optimum/Maximum: 60/60 Type: Lecture Time: 3:00 PM – 4:15 PM Days: TR Building/Room: CB 114 Instructor: Perry B. Reeves</p> <p>Event #2 Event Optimum/Maximum: 30/30 Type: Laboratory Time: 1:00 PM – 1:50 PM Days: M Building/Room: FPAT 453F Instructor: Perry B. Reeves</p> <p>Event #3 Event Optimum/Maximum: 30/30 Type: Laboratory Time: 1:00 PM – 1:50 PM Days: W Building/Room: FPAT 453F Instructor: Perry B. Reeves</p>
<p>Course/Module (Object Abbrev): MNG 341 Section Capacity/Optimum: 12 Section Capacity/Maximum: 12</p> <p>Event #1 Event Optimum/Maximum: 24/24 Type: Lecture Time: 9:00 AM – 9:50 AM Days: MW Building/Room: MMRB 125 Instructor: Harcourt Schwarski Jr.</p> <p>Event #2 Event Optimum/Maximum: 12/12 Type: Laboratory Time: 12:00 PM – 12:50 PM Days: W Building/Room: MMRB 111 Instructor: Harcourt Schwarski Jr.</p> <p>Event #3 Event Optimum/Maximum: 12/12 Type: Laboratory Time: 2:00 PM – 2:50 PM Days: W Building/Room: MMRB 111 Instructor: Harcourt Schwarski Jr.</p>	<p>Course/Module (Object Abbrev): PHY 232 Section Capacity/Optimum: 10 Section Capacity/Maximum: 10</p> <p>Event #1 Event Optimum/Maximum: 20/20 Type: Lecture Time: 9:00 AM – 9:50 AM Days: MWF Building/Room: CP 153 Instructor: Misty A Peterson</p> <p>Event #2 Event Optimum/Maximum: 10/10 Type: Recitation Time: 8:00 AM – 8:50 AM Days: R Building/Room: CP 367 Instructor: Misty A Peterson</p> <p>Event #3 Event Optimum/Maximum: 10/10 Type: Recitation Time: 8:00 AM – 8:50 AM Days: T Building/Room: CP 367 Instructor: Misty A Peterson</p>

<p>Course/Module (Object Abbrev): CS 215 Section Capacity/Optimum: 25 Section Capacity/Maximum: 25</p> <p>Event #1 Event Optimum /Maximum: 50/50 Type: Lecture Time: 8:00 AM – 8:50 AM Days: MWF Building/Room: CB 114 Instructor: Henry Eggars</p> <p>Event #2 Event Optimum/Maximum: 25/25 Type: Laboratory Time: 3:00 PM – 3:50 PM Days: M Building/Room: RMB 215E Instructor: Henry Eggars</p> <p>Event #3 Event Optimum/Maximum: 25/25 Type: Laboratory Time: 4:00 PM – 4:50 PM Days: W Building/Room: RMB 215E Instructor: Henry Eggars</p>	<p>Course/Module (Object Abbrev): CHE 226 Section Capacity/Optimum: 10 Section Capacity/Maximum: 10</p> <p>Event #1 Event Optimum/Maximum: 20/20 Type: Lecture Time: 4:15 PM – 5:30 PM Days: TR Building/Room: CP 222 Instructor: Nicole Xylander</p> <p>Event #2 Event Optimum/Maximum: 10/10 Type: Laboratory Time: 1:00 PM – 1:50 PM Days: M Building/Room: CP 236 Instructor: Nicole Xylander</p> <p>Event #3 Event Optimum/Maximum: 10/10 Type: Laboratory Time: 2:00 PM – 2:50 PM Days: M Building/Room: CP 236 Instructor: Nicole Xylander</p>
<p>Course/Module (Object Abbrev): AEN 340 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15</p> <p>Event #1 Event Optimum/Maximum: 30/30 Type: Lecture Time: 7:00 PM – 7:50 PM Days: MWF Building/Room: CEBA 227 Instructor: Harrison A. Landross</p> <p>Event #2 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 1:00 PM – 2:50 PM Days: R Building/Room: CEBA 227 Instructor: Harrison A. Landross</p> <p>Event #3 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 1:00 PM – 2:50 PM Days: T Building/Room: CEBA 227 Instructor: Harrison A. Landross</p>	<p>Course/Module (Object Abbrev): NFS 304 Section Capacity/Optimum: 10 Section Capacity/Maximum: 10</p> <p>Event #1 Event Optimum/Maximum: 20/20 Type: Lecture Time: 9:30 AM – 10:20 AM Days: TR Building/Room: EH 202 Instructor: Kathryn G. Vanderbilt</p> <p>Event #2 Event Optimum/Maximum: 10/10 Type: Laboratory Time: 10:30 AM – 11:50 AM Days: T Building/Room: FB 209 Instructor: Kathryn G. Vanderbilt</p> <p>Event #3 Event Optimum/Maximum: 10/10 Type: Laboratory Time: 10:30 AM – 11:50 AM Days: R Building/Room: FB 209 Instructor: Kathryn G. Vanderbilt</p>

<p>Course/Module (Object Abbrev): TEL 312 Section Capacity/Optimum: 9 Section Capacity/Maximum: 9</p> <p>Event #1 Event Optimum /Maximum: 18/18 Type: Lecture Time: 8:30 AM – 9:45 AM Days: TR Building/Room: TEB 240 Instructor: Gomez Cunningham</p> <p>Event #2 Event Optimum/Maximum: 9/9 Type: Laboratory Time: 3:00 PM – 4:50 PM Days: M Building/Room: TEB 245 Instructor: Gomez Cunningham</p> <p>Event #3 Event Optimum/Maximum: 9/9 Type: Laboratory Time: 3:00 PM – 4:50 PM Days: F Building/Room: TEB 245 Instructor: Gomez Cunningham</p>	<p>Course/Module (Object Abbrev): PHY 231 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15</p> <p>Event #1 Event Optimum/Maximum: 30/30 Type: Lecture Time: 8:00 AM – 8:50 AM Days: MWF Building/Room: CP 155 Instructor: Thomas Parnell</p> <p>Event #2 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 9:30 AM – 10:45 AM Days: T Building/Room: CP 114 Instructor: Thomas Parnell</p> <p>Event #3 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 9:30 AM – 10:45 AM Days: R Building/Room: CP 114 Instructor: Thomas Parnell</p>
<p>Course/Module (Object Abbrev): ASC 101 Section Capacity/Optimum: 30 Section Capacity/Maximum: 30</p> <p>Event #1 Event Optimum/Maximum: 60/60 Type: Lecture Time: 8:00 AM – 8:50 AM Days: TR Building/Room: GARR B52 Instructor: Jolilan A. Carter</p> <p>Event #2 Event Optimum/Maximum: 30/30 Type: Laboratory Time: 1:00 PM – 3:50 PM Days: M Building/Room: AGN N11 Instructor: Jolilan A. Carter</p> <p>Event #3 Event Optimum/Maximum: 30/30 Type: Laboratory Time: 1:00 PM – 3:50 PM Days: W Building/Room: AGN N11 Instructor: Jolilan A. Carter</p>	<p>Course/Module (Object Abbrev): CME 433 Section Capacity/Optimum: 15 Section Capacity/Maximum: 15</p> <p>Event #1 Event Optimum/Maximum: 30/30 Type: Lecture Time: 8:00 AM – 8:50 AM Days: TR Building/Room: FPAT 260 Instructor: Logan C. Eggars</p> <p>Event #2 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 9:00 AM – 11:50 AM Days: T Building/Room: FPAT 59A Instructor: Logan C. Eggars</p> <p>Event #3 Event Optimum/Maximum: 15/15 Type: Laboratory Time: 9:00 AM – 11:50 AM Days: R Building/Room: FPAT 59A Instructor: Logan C. Eggars</p>

Answer Guide

The table below lists all the answers to the questions posed in the preceding exercises.

Exercise	Step	Answer
2	6	Twelve
2	7	Sections: 001, 002, 003, 004, 005, 006, 007, 008, 009, 010
2	8	Sections: 011, 012
3	9	Four
3	10	Twelve