



# Event Planning CM\_AD\_300



## Course Content



- Unit 1 - Overview
- Unit 2 - Single Events and Event Packages
- Unit 3 - Shared Events and Event Packages
- Unit 4 - Cross Listed Courses
- Unit 5 - Editing Course Events and Event Packages
- Unit 6 - Complex Events
- Unit 7 - Troubleshooting
- Summary



## Learning Objectives



- Understand the event planning process
- Find specific courses
- Create a package (course section)
- Create a package consisting of multiple events
- Assign resources to events
- Assign a schedule to an event
- Edit event after creation



## Prerequisites and Roles



- Prerequisites
  - ♦ UK\_100 IRIS Awareness & Navigation
  - ♦ CM\_200 Student Lifecycle Management Overview
- Roles
  - ♦ Authorized users responsible for creating or modifying events and event packages

## Event Planning



- Event Planning may be accessed via **IRIS R/3**
- In order to access event planning, you need:
  - ♦ To complete the CM\_AD\_300 Event Planning course and pass the assessment
  - ♦ To be designated as a person with the responsibility to view, create, and change event packages
  - ♦ To sign a Statement of Responsibility (SOR) form located at <http://www.uky.edu/IRIS>
- If you do not have access, please work with your college contact to get this access assigned
  - ♦ The college contact list is located at <http://www.uky.edu/IRIS/CM/cm-group.html>

## Unit 1



# Overview

## Unit 1 – Overview



- Key Terminology
- Understanding Event Packages
- Using ZEVPLAN
- Searching For An Event Package
  - ♦ By Module
  - ♦ By Organizational Unit



## Key Terminology Definitions



IRIS Term	In IRIS
Resource	A building, room or instructor
Module	A course – for example, HIS 105
Business Event Type	Type of the event: Lecture, Lab, Studio, etc.
Business Event	The actual events that are used to create an event package. The business event is assigned resources and a schedule

## Key Terminology Definitions



IRIS Term	In IRIS
Package	A unique course offering/section. A package may consist of more than one event
Shared Resources	Some modules consist of multiple events. For example, the module Psychology 100 consists of two events: Lecture and Lab. The lecture is shared by more than one package
Location	The majority of courses will be offered on campus. Some courses are offered in an off-campus location. The location for the event must be specified
Time Independent Event	An event without a schedule is referred to as an eventless event

## Key Terminology Definitions



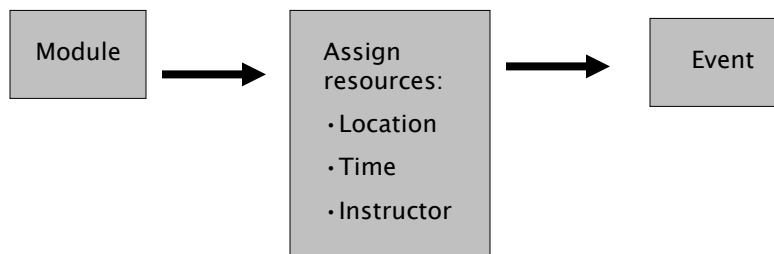
IRIS Term	In IRIS
Resource Conflicts	<p>A room resource conflict occurs when attempting to schedule a class in the same room at the same time as another course.</p> <p>An instructor conflict occurs when attempting to assign an instructor to a course when the instructor is already scheduled on that day at that time.</p>
Resource Overrides	The resource override feature permits the scheduling of two courses in the same room at the same time on the same day, or allows the instructor to be scheduled in two separate courses at the same time on the same day.

## Understanding Event Planning



- Modules are equivalent to course inventory
- History 105 is a Module
- Modules consist of business event types – such as lecture, lab, studio
- When a module is assigned Resources (an instructor, room, etc) it becomes an Event

## Creating an Event

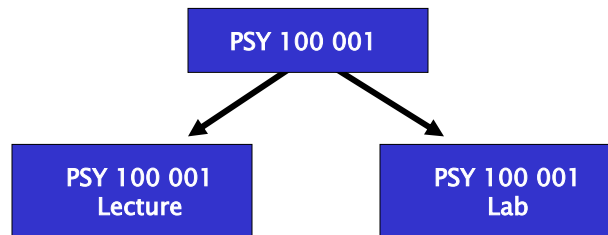


## Understanding Event Planning



- A package is a unique course offering (section), which may be made up of more than one event
- Example: PSY 100 is a course that is made up of both a **LECTURE** event and a **LAB** event
  - ♦ Both lecture and lab events must first exist in the system
  - ♦ Then an event “package” of the two events combined can be created
  - ♦ The two events, lecture and lab, combined into a package creates the section

## Understanding Event Planning

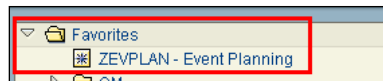


- The meeting pattern, instructor, and location of PSY 100 section 001 is maintained at the event level
- This means that each event (the lecture and the lab) have been assigned their own meeting pattern, instructor, and location

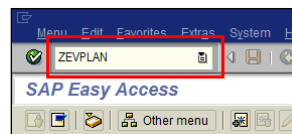
## Using ZEVPLAN



- ZEVPLAN is a custom transaction and not on the SAP Easy Access Menu
- Add to your favorites by right clicking on Favorites, select Insert Transaction, type ZEVPLAN, and then press Enter



- Or, you may type in the transaction code ZEVPLAN in the Command field



## Using ZEVPLAN



- Events and event packages can be created or modified from the ZEVPLAN transaction
- ZEVPLAN requires multiple levels of saving and accepting data

Module (Abbr.)	Module (Desc.)	Event Package (Abbrev.)	EP	Event Package (Description)	Object ID	Abbr.	Name of the business event	Start Da.	End Date	Mon	Tues	Wed	Thurs	Friday	Sat	Sun
ACC 201	FINANCIAL A.	Section 001	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/27/2.	12/16/2.	X						
ACC 201	FINANCIAL A.	Section 002	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/27/2.	12/16/2.	X						
ACC 201	FINANCIAL A.	Section 003	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/28/2.	12/17/2.		X					
ACC 201	FINANCIAL A.	Section 004	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/27/2.	12/16/2.	X						
ACC 201	FINANCIAL A.	Section 005	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/27/2.	12/16/2.	X						
ACC 201	FINANCIAL A.	Section 006	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/27/2.	12/16/2.	X						
ACC 201	FINANCIAL A.	Section 007	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/28/2.	12/17/2.		X					
ACC 201	FINANCIAL A.	Section 401	10..	FINANCIAL ACCOUNTING I	10787..	LEC	Lecture ACC 201	08/28/2.	12/17/2.		X					



## Exercise 1.1



- Logging into IRIS and Accessing ZEVPLAN



## Search For An Event Offering



- Events and event packages exist in a specific year and session
- **Academic Year** and **Academic Session** are required fields

<b>Edit Event Offering</b>	
<input checked="" type="radio"/> Module	<input type="radio"/> Organizational unit
Object abbr. <input type="text"/>	
Acad. Year	2009 Acad Year 2008-2... <input type="text"/>
Acad. Session	10 Fall Semester <input type="text"/>
<input type="checkbox"/> Offering	<input type="checkbox"/> Override

- Use the **Drop-Down List** icon on the right side of the field to select the desired year and session

## Search For An Event Offering



- Click the appropriate radio button to the left of either **Module** or **Organizational Unit**

Events Edit Goto System Help

**Edit Event Offering**

Module  Organizational unit

Object abbr. [ ]

Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester [ ] [ ]

Offering

## Search For An Event Offering



- Enter the search criteria for either the module or organizational unit in the **Object Abbr.** (Object Abbreviation) field

**Edit Event Offering**

Module  Organizational unit

Object abbr. ENG 104

Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester [ ] [ ]

Offering

## Search For An Event Offering



- If entering a partial object abbreviation or name, type a wildcard \* (asterisk) to substitute for the missing portion, and then press **Enter**
- Examples
  - ♦ Financial Accounting for Beginners: \*account\*
  - ♦ Introduction to Philosophy: \*Phil\*
  - ♦ ACC 222: ACC 2\*

Module  Organizational unit

Object abbr.

Acad. Year  Acad

## Search For An Event Offering



- When the search window appears, double-click on the course title
- The system will automatically place the selected course ID in the **Object Abbr.** field

Object abbr.	Object name	Start Date	End Date
ACC 095	ACCOUNTING PROFESSION	01/01/1950	12/31/1999
ACC 201	FINANCIAL ACCOUNTING I	01/01/1950	12/31/1999
ACC 202	PRINCIPLES OF ACCOUNTING	01/01/1950	12/31/1999
ACC 208	CONTEMPORARY ACCOUNTING METHODS	08/26/1996	05/05/2004
ACC 211	FINANCIAL ACCOUNTING LAB	08/26/1996	12/31/1999
ACC 300	FINANCIAL ACCOUNTING II	01/01/1950	12/31/1999
ACC 301	INTERMED ACCOUNTING I	01/01/1950	12/31/1999
ACC 302	INTERMED ACCOUNTING II	01/01/1950	12/31/1999
ACC 318	CONTEMPORARY ACCOUNTING METHODS	01/01/1950	12/31/2004
ACC 324	ACCOUNTING INFO SYSTEMS	01/01/1950	12/31/1999
ACC 399	INTERNSHIP IN ACCOUNTING	01/01/1950	12/31/1999
ACC 4010	ACCOUNTING THEORY	01/01/1970	12/31/1999
ACC 4080	COST ACCOUNTING	01/01/1970	08/08/1999
ACC 410	NOT-FOR-PROFIT AND REGULATORY ACCOUNTING	01/01/1950	12/31/1999
ACC 411	THE ACCOUNTING PROFESSION	05/16/1988	04/29/1999
ACC 419	INTERNSHIP IN ACCOUNTING	01/01/1950	08/03/1995
ACC 490	SPEC TOPS IN ACCOUNTING (SR)	01/14/2004	12/31/1999
ACC 611	PROFESSIONAL ISSUES IN ACCOUNTING	01/01/1950	06/04/2002
ACC 691	ADV TOPS IN ACCOUNTING (SR)	05/11/2004	12/31/1999
ACC 700	TOP SEMINAR IN ACCOUNT RESEARCH (SR)	01/01/1950	12/31/1999
ACC 795	INDP STUDY IN ACCOUNTING	01/01/1970	12/31/1999
EDV 512	TCHG ACCOUNTING SUBJECTS	01/01/1970	05/05/1995
HMT 750	HOSPITALITY MANAGERIAL ACCOUNTING	01/01/1950	12/31/1999
HMT 420	HOSPITALITY MANAGERIAL ACCOUNTING	08/24/1914	05/05/1999
HSM 635	MANAGEMENT ACCOUNTING HLTH CARE ORGANIZTNS	01/01/1950	12/31/1999

Module  Organizational unit

Object abbr.

Acad. Year  Acad. Session

## Search For An Event Offering



- Click on the **Find Offering** button to bring up a listing of events and event packages

**Edit Event Offering**

Module       Organizational unit  
 Object abbr. ACC 201 FINANCIAL ACCOUNTING I  
 Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester  Over

**Offering**

Event Package / Events     Package/Event     Section Offering

**Event Offering**

Module (Abbr...)	Module (Desc.)	Event Package (Abbrev.)	EP ...	Event Package (Description)	Object ID /
------------------	----------------	-------------------------	--------	-----------------------------	-------------

## Search For An Event Offering



- A list of events (sections) and event packages will display

**Edit Event Offering**

Module       Organizational unit  
 Object abbr. ENG 104 WRITING AN ACCELERATED FOUNDATIONAL CRS  
 Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester  Override Resource Conflicts

**Offering**

Event Package / Events     Package/Event     Section Offering

**Event Offering**

Module (Abbr...)	Module (Desc.)	Event Package (Abbrev.)	EP ...	Event Package (Description)	Object ID/Abbr.	Name of the business event	Start Da...	End Date	Mon	Tues	Wed
ENG 104	WRITING AN	Section 003	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	09/01/2...	12/14/2...			X
ENG 104	WRITING AN	Section 004	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/27/2...	12/16/2...			X
ENG 104	WRITING AN	Section 008	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	09/01/2...	12/14/2...			X
ENG 104	WRITING AN	Section 010	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/27/2...	12/16/2...	X		X
ENG 104	WRITING AN	Section 011	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/27/2...	12/16/2...	X		X
ENG 104	WRITING AN	Section 012	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/27/2...	12/16/2...	X		X
ENG 104	WRITING AN	Section 014	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/27/2...	12/16/2...	X		X
ENG 104	WRITING AN	Section 025	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/27/2...	12/16/2...	X		X
ENG 104	WRITING AN	Section 026	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	08/28/2...	12/17/2...		X	
ENG 104	WRITING AN	Section 029	10...	WRITING AN ACCELERAT...	10787... LEC	Lecture ENG 104	09/01/2...	12/14/2...	X		

## Exercise 1.2 & 1.3



- Search for a Module
- Search for an Organizational Unit



## Unit 2



## Single Events And Event Packages

## Unit 2 – Creating Events and Packages



- Creating an Event Package
  - ♦ Maintain Event Package and Business Events Screen
  - ♦ Business Event Maintenance Screen
  - ♦ Events Without a Schedule
  - ♦ Saving Events
    - Accept Data Button
    - Save Icon



## Creating an Event Package



- To create an event package, check the current event packages to determine the next available section number

**Edit Event Offering**

Module  Organizational unit

Object abbr. A-E 545 TOP STDS IN A-E (SR)

Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester  Override Resource Conf

Offering

Event Package / Events Package/Event Section Offering

Event Offering							
Module (Abbr...)	Module (Desc.)	Event Package (Abbrev.)	EP ...	Event Package (Description)	Object ID	Abbr.	Name of the b
A-E 545	TOP STDS IN ...	Section 001	10...	TOP STDS IN A-E (SR)	10788...	LEC	Lecture A-E 54

## Creating an Event Package



**Edit Event Offering**

Module  Organizational unit

Object abbr. A-E 545 TOP STDS IN A-E (SR)

Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester  Override Resource Conflicts!

Offering

- If appropriate, check the **Override Resource Conflicts** box to override resource conflicts
- Checking this box will permit scheduling the same instructor in different courses on the same day at the same time (*essentially double booking an instructor or a room*)

## Creating an Event Package



- Click the **Create Package/Event** button to create a new package (course section)

**Edit Event Offering**

Module  Organizational unit

Object abbr. A-E 545 TOP STDS IN A-E (SR)

Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semester  Override Resource Conflicts!

Offering

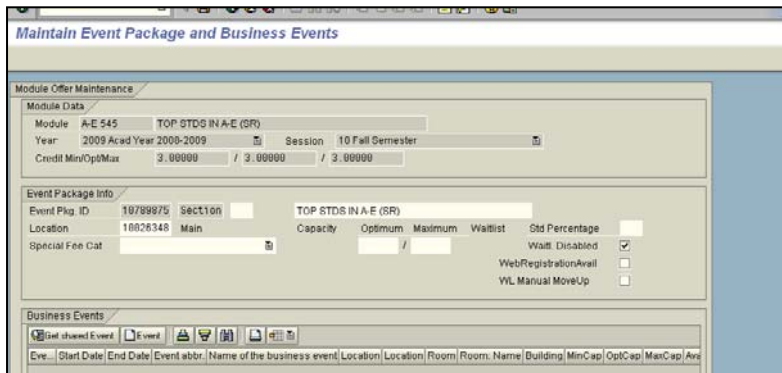
Event Package / Events **Package/Event** Section Offering

Event Offering

Module (Abbr...)	Module (Desc.)	Event Package (Abbrev.)	EP ...	Event Package (Description)	Object ID	Abbr.	Name of the busines
A-E 545	TOP STDS IN ...	Section 001	10...	TOP STDS IN A-E (SR)	10788...	LEC	Lecture A-E 545

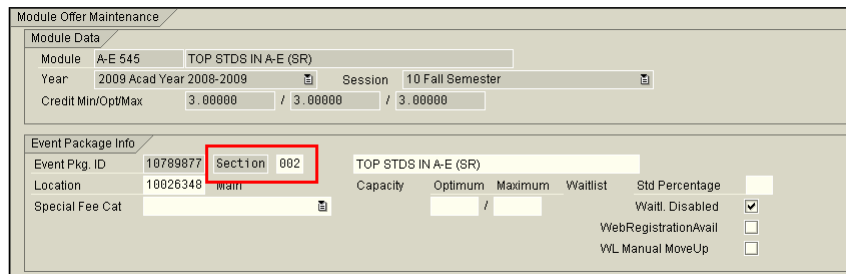
## Maintain Event Package and Business Events

- The Maintain Event Package and Business Events window will display



## Maintain Event Package and Business Events

- Section numbers are assigned as follows:
  - 001-199 On Campus Courses
  - 201-299 Courses Sponsored by Distance Learning
  - 301-399 Courses Taught during Winter Intersession
  - 401-499 Courses Sponsored by Evening Weekend
  - 501-599 Courses Sponsored by Rural Health





## Maintain Event Package and Business Events

Event Package Info	
Event Pkg. ID	10789877 Section 002 TOP STDS IN A-E (SR)
Location	10026348 Main Capacity Optimum Maximum Waitlist Std Percentage
Special Fee Cat	24 / 24 Waitl. Disabled <input checked="" type="checkbox"/>



- Event Package (section) titles will default into the field
- Titles should always be in **ALL CAPITAL LETTERS**
- Section titles should **ONLY** be changed when the course requires a subtitle
- Subtitles must be separated from the course title with a colon (:)
- **Remember:** section titles will appear on the official transcript, therefore maintaining consistency is crucial. Courses must also be formatted correctly so that they will appear appropriately in an APEX degree audit

## Maintain Event Package and Business Events

- **Main** is the default location for all packages
- This location can be changed if the course section does not meet on Main Campus

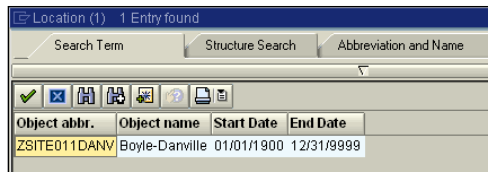
Event Package Info	
Event Pkg. ID	10789877 Section 002 TOP STDS IN A-E (SR)
Location	10026348 Main Capacity Optimum Maximum Waitlist Std Percentage
Special Fee Cat	Waitl. Disabled <input checked="" type="checkbox"/>
	WebRegistrationAvail <input type="checkbox"/>
	W/L Manual MoveUp <input type="checkbox"/>

- A search for a location can be performed by clicking the **Possible Entries** icon in the location field

Event Package Info	
Event Pkg. ID	10789877 Section 002
Location	10026348  Main
Special Fee Cat	

## Maintain Event Package and Business Events

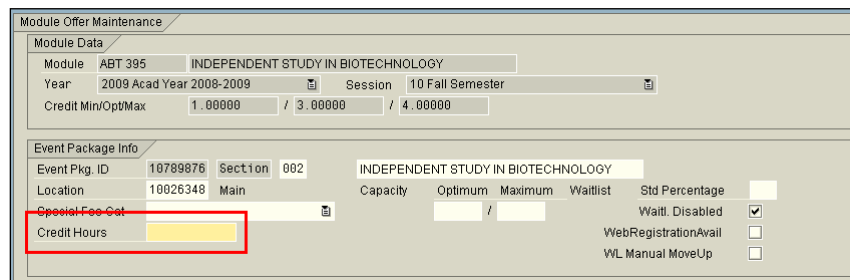
- The format for county and city location is County–City:
  - ♦ Fayette–Lexington
  - ♦ Boyle–Danville
  - ♦ Rowan–Morehead
- Use wildcards to search for a specific location
  - ♦ Example, to search for the site of “Danville” an asterisk must be placed in front of “\*danv\*” to return the result of Boyle–Danville
- You may also search by state (\*Calif\*) or by country (\*Ita\*)



Object abbr.	Object name	Start Date	End Date
ZSITE011DANV	Boyle-Danville	01/01/1900	12/31/9999

## Maintain Event Package and Business Events

- If the course is a Variable Credit course, set the credit hours or range in the indicated field



Module Data	
Module	ABT 395 INDEPENDENT STUDY IN BIOTECHNOLOGY
Year	2009 Acad Year 2008-2009 Session 10 Fall Semester
Credit Min/Opt/Max	1.00000 / 3.00000 / 4.00000
Event Package Info	
Event Pkg. ID	10789876 Section 002 INDEPENDENT STUDY IN BIOTECHNOLOGY
Location	10026348 Main Capacity Optimum Maximum Waitlist Std Percentage
Special Fee Code	Wait. Disabled <input checked="" type="checkbox"/>
Credit Hours	WebRegistrationAvail <input type="checkbox"/>
	WL Manual MoveUp <input type="checkbox"/>

## Maintain Event Package and Business Events

- Capacities are very important!
- The **Optimum** and **Maximum** capacities should match
- The optimum event package/section capacity (**Maintain Event Package and Business Events** screen) cannot exceed the event capacity (**Business Event Maintenance** screen)
- The wait-listing percentage is checked against the optimum event package capacity
- A course becomes full when the event package capacity is reached

## Maintain Event Package and Business Events

- Complete the **Optimum Capacity** and **Maximum Capacity** fields:

Module Offer Maintenance								
Module Data								
Module	A-E 545	TOP STDS IN A-E (SR)						
Year	2009	Acad Year	2008-2009	Session	10	Fall Semester		
Credit Min/Opt/Max	3.00000	/	3.00000	/	3.00000			
Event Package Info								
Event Pkg. ID	10789877	Section	002	TOP STDS IN A-E (SR)				
Location	10026348	Main		Capacity	Optimum	Maximum	Waitlist	
Special Fee Cat				24	/	24	Std Percentage	
							Waitl. Disabled <input checked="" type="checkbox"/>	
							WebRegistrationAvail <input type="checkbox"/>	
							WL Manual MoveUp <input type="checkbox"/>	

## Maintain Event Package and Business Events

- The **Waitl. Disabled** (waitlist status) and **Std Percentage** (waitlist percentage) will roll based upon the previous semester

Module Offer Maintenance									
Module Data									
Module	A-E 545 TOP STDS IN A-E (SR)								
Year	2009 Acad Year 2008-2009			Session	10 Fall Semester				
Credit Min/Opt/Max	3.00000 / 3.00000			3.00000					
Event Package Info									
Event Pkg. ID	10789877	Section	002	TOP STDS IN A-E (SR)					
Location	10026348	Main	Capacity	Optimum	Maximum	Waitlist	Std Percentage	20	
Special Fee Cat				24	24		Waitl. Disabled	<input checked="" type="checkbox"/>	
							WebRegistrationAvail	<input type="checkbox"/>	
							WL Manual MoveUp	<input type="checkbox"/>	

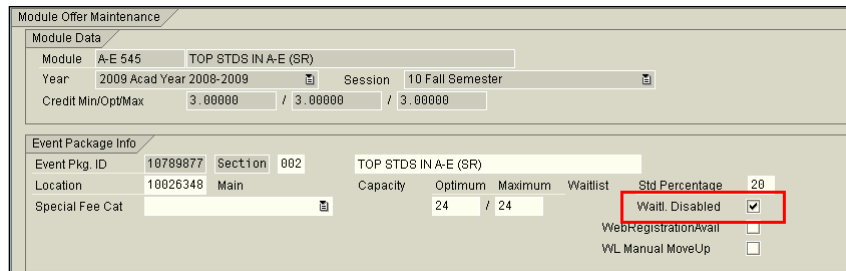
## Maintain Event Package and Business Events

- If appropriate, the **Std Percentage** value should be verified and adjusted if necessary
  - ♦ If the package capacity is 50 and you would like to allow 10 students on the waitlist, the waitlist percentage would be 20%
- It is recommended that the waitlist percentage **NOT** exceed 20%

Event Package Info									
Event Pkg. ID	10789877	Section	002	TOP STDS IN A-E (SR)					
Location	10026348	Main	Capacity	Optimum	Maximum	Waitlist	Std Percentage	20	
Special Fee Cat							Waitl. Disabled	<input checked="" type="checkbox"/>	
							WebRegistrationAvail	<input type="checkbox"/>	
							WL Manual MoveUp	<input type="checkbox"/>	

## Maintain Event Package and Business Events

- All new created packages default to “waitlist disabled”
- If the course section should not be available for waitlist, then the waitlist disabled flag should be checked



Module Offer Maintenance

Module Data

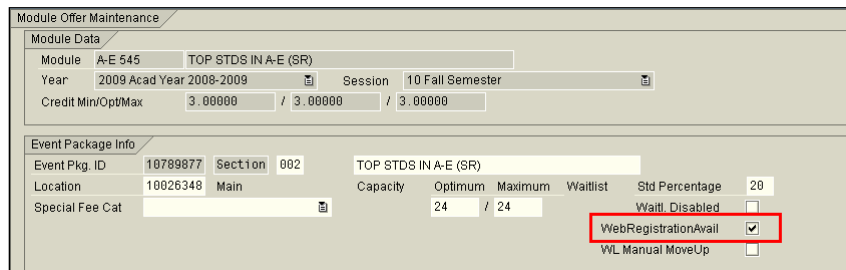
Module: A-E 545 TOP STDS IN A-E (SR)  
Year: 2009 Acad Year 2008-2009 Session: 10 Fall Semester  
Credit Min/Opt/Max: 3.00000 / 3.00000 / 3.00000

Event Package Info

Event Pkg. ID: 10789877 Section: 002 TOP STDS IN A-E (SR)  
Location: 10026348 Main Capacity: 24 / 24 Waitlist: Std Percentage: 20  
Special Fee Cat: [ ]  
Waitl. Disabled:   
WebRegistrationAvail:   
WL Manual MoveUp:

## Maintain Event Package and Business Events

- To make the event package available for web registration, click in the **WebRegistrationAvail** checkbox



Module Offer Maintenance

Module Data

Module: A-E 545 TOP STDS IN A-E (SR)  
Year: 2009 Acad Year 2008-2009 Session: 10 Fall Semester  
Credit Min/Opt/Max: 3.00000 / 3.00000 / 3.00000

Event Package Info

Event Pkg. ID: 10789877 Section: 002 TOP STDS IN A-E (SR)  
Location: 10026348 Main Capacity: 24 / 24 Waitlist: Std Percentage: 20  
Special Fee Cat: [ ]  
Waitl. Disabled:   
WebRegistrationAvail:   
WL Manual MoveUp:

## Business Event Maintenance



- Click the **Create Event** icon to create the event that will be linked to this section

The screenshot shows the 'Business Event Maintenance' interface. It is divided into three main sections:

- Module Data:** Module: A-E 545, TOP STDS IN A-E (SR), Year: 2009 Acad Year 2008-2009, Session: 10 Fall Semester, Credit Min/Opt/Max: 3.00000 / 3.00000 / 3.00000.
- Event Package Info:** Event Pkg. ID: 10789877, Section: 002, TOP STDS IN A-E (SR), Location: 10026348 Main, Capacity: Optimum 24, Maximum 24, Waitlist: Std Percentage 20, Special Fee Cat: [blank], Wait Disabled: , WebRegistrationAvail: , WL Manual MoveUp: .
- Business Events:** A toolbar with icons for 'Get shared Event', 'Event' (highlighted with a red box), and other actions. Below the toolbar is a table header: 'Eve... | Start Date | End Date | Event abbr | Name of the business event | Location | Location | Room | Room: Name | Building | MinCap | OptCap | MaxCap | Av...

## Business Event Maintenance



- The **Business Event Maintenance** screen sets the meeting pattern for the event and is where resources are assigned

The screenshot shows the 'Business Event Maintenance' interface with the 'Schedules and Resources' section expanded. It includes:

- Business Event:** Section: TOP STDS IN A-E (SR), Type: [blank], No Room Planning required: , From: 08/27/2008 To: 12/19/2008, Address: [blank], Capacity: [blank], Meeting Pattern Change Information: Changed on: [blank] by: [blank].
- Schedules:** A calendar grid for the month of August 2008. The 'Every' dropdown is set to '1 Weeks'. The 'Start' date is 08/27/2008. The 'Ends After' radio button is selected, with 'Dates' set to 12/19/2009. Other options include 'Ends On' and 'Ends On'.
- Resources:** Location: [blank], Building: [blank], Room: [blank], OT: CP, Instructor: [blank].
- Buttons:** Add, Select Available Resources, and a status bar showing 'Room: Name | Instructor | Schedule | Meeting Pattern Changed'.

## Business Event Maintenance



Business Event

Section  
Section TOP STDS IN A-E (SR)

Type  
From 0442771 Lecture A-E 545

Abbrev.

- The appropriate event **Type** must be selected using the **Drop-Down List** icon in the **Type** field
  - ♦ Example: a section of A-E 545 is being created therefore Lecture A-E 545 is the event type that should be selected
- If the appropriate event type is not available on the drop down menu, contact Bruce Manley at 257-3107 or by e-mail at [brucemanley@uky.edu](mailto:brucemanley@uky.edu)

## Business Event Maintenance



Business Event

Section  
Section TOP STDS IN A-E (SR)

Type  
From 08/27/2008 To 12/19/2008

Abbrev. LEC Descr. Lecture A-E 545

Capacity / 30 / 30

Firmly Bkd  Planned

Meeting Pattern Change Information  
Changed on by

- The **From** and **To** dates are defaulted in from the Academic Calendar
  - ♦ These dates should not be adjusted unless the course meets outside of the standard academic calendar
- The radio button **Firmly Bkd** should be selected
  - ♦ At this time, the radio button **Planned** should never be checked

## Business Event Maintenance



Business Event

Section: TOP STDS IN A-E (SR)

Type: 10442771 Lecture A-E 545 No Room Planning required

From: 08/27/08

Abbrev: LEC Optimum: 24 Maximum: 24 Lecture A-E 545

Capacity: 24 / 24

Meeting Pattern Change Information: Changed on \_\_\_\_\_ by \_\_\_\_\_

Firmly Bkd  Planned

- For a single event
  - ♦ The event **Optimum** and **Maximum** capacity fields should equal the section Optimum and Maximum capacity fields (entered on the previous screen)

## Business Event Maintenance



Schedules and Resources

Schedules

Start	End	t...	M...	Tu...	W...	Th...	Fri...	S...	S...
00:00	00:00								
00:00	00:00								
00:00	00:00								

Times: 0 Hours: 0.00  
Contact hours: 3.00  
 Take Non-Working Days into Account

Every: 1 Weeks  
Start: 08/27/2008  
 To Bus. Event Date  
 Ends After: Dates  
 Ends On: 12/19/2008

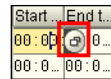
- This is where you will enter the meeting pattern:
  - ♦ Start Time
  - ♦ End Time
  - ♦ Days of the Week
- A meeting pattern of every 1 week will enter as the default; this field may be changed if necessary



## Business Event Maintenance

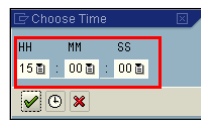


- To enter either the **Start** or **End Time**, click on the **Possible Entries** icon in the field

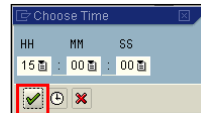


- You can enter the time in either IRIS CM format or AM/PM format

- To enter the time in IRIS CM format, use the **Drop-down List** icon to select the appropriate hour (HH), minute (MM), and/or second (SS)



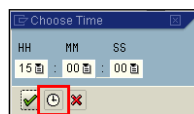
- Click on the **Enter** icon



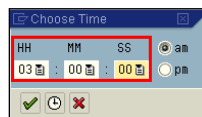
## Business Event Maintenance



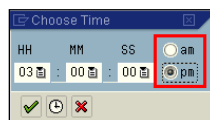
- To enter the time in AM/PM format, click on the **12h <-> 24h** button



- Use the **Drop-down List** icon to select the appropriate hour (HH), minute (MM), and second (SS)



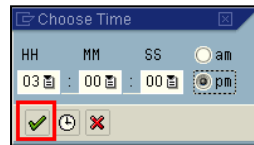
- Use the radio buttons to select either **AM** or **PM**



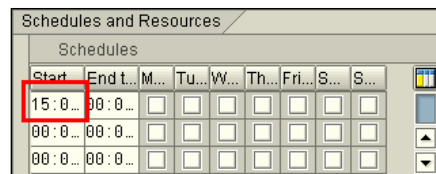
## Business Event Maintenance



- Click on the **Enter** icon



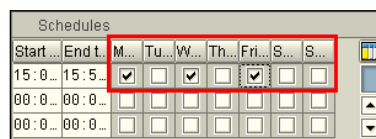
- The system will change the time to IRIS CM time automatically



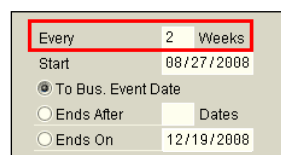
## Business Event Maintenance



- Select the days the class will meet by clicking in the appropriate checkboxes



- If the course does not meet every week, then select the appropriate number indicating how often the course will meet



## Business Event Maintenance



- If the course will meet the entire semester, leave the radio button for **To Business Event Date** checked

Every 1 Weeks  
Start 08/27/2008  
 To Bus. Event Date  
 Ends After Dates  
 Ends On 12/19/2008

- Do **not** make any changes to the default checkbox for non-working days

Start 08/27/2008  
 To Bus. Event Date  
 Ends After Dates  
 Ends On 12/19/2008  
Times 0 Hours 0.00  
Contact hours 3.00  
 Take Non-Working Days into Account

## Business Event Maintenance



- If the course does not meet the full semester, then supply the **Ends On** date in the field
- For example:
  - ♦ UK 101 is a part-of-term course that typically meets for 8 weeks and ends around midterm
  - ♦ The **To Bus. Event Date** radio button should be unchecked, the **Ends On** radio button should be checked, and the last class meeting date should be entered into the **Ends On** field

Every 1 Weeks  
Start 08/27/2008  
 To Bus. Event Date  
 Ends After Dates  
 Ends On 10/19/2008

## Business Event Maintenance



Resources

Location 10026348 Main Campus - Lexington

Building

Room

OT CP ... Instructor

Add

- Under Resources, you will enter:
  - ♦ Building
  - ♦ Room
  - ♦ Instructor name

## Business Event Maintenance



- To select the building, click on the **Drop-Down List** icon in the **Building** field and select the appropriate building

- To select the room, click on the **Drop-Down List** icon in the **Room** field and select the appropriate room

## Business Event Maintenance



- To add an instructor to the course, check to make sure the OT field contains the value **CP Central Person**

Building	CB
Room	10026729 Whitehall Classroom Bldg-Rm.203-CB - (32) Places
OT	CP ... instructor

- A search for instructor can be performed by first or last name
- Wildcards \* can be used for partial searches
- Please note – **ALL UK employees** will be returned in the search results!

## Business Event Maintenance



- Enter the instructor's first or last name in the **Instructor** field, and then press **Enter**

Building	CB
Room	10026729 Whitehall Classroom Bldg-Rm.203-CB - (32) Places
OT	CP ... instructor Thomps*

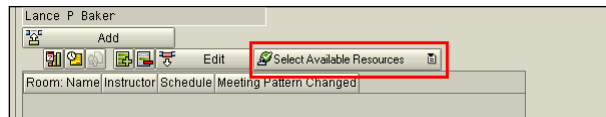
- When the search list displays, double-click on the instructor's name

Object name	Start Date	End Date
Gabriella R Thompson	01/01/1900	12/31/9999
Gomez R Thompson	01/01/1900	12/31/9999
Jaden P Thompson	01/01/1900	12/31/9999
Jenna E Thompson	01/01/1900	12/31/9999
Jonathan C Thompson	01/01/1900	12/31/9999
Jonathan Thompson	01/01/1900	12/31/9999

## Business Event Maintenance



- Although the **Select Available Resources** button can be used to search for an available room, it can be confusing to use

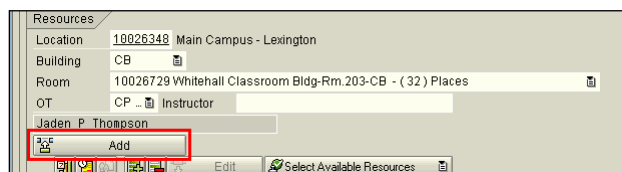


- Instead, contact the Registrar's Office to get an available room

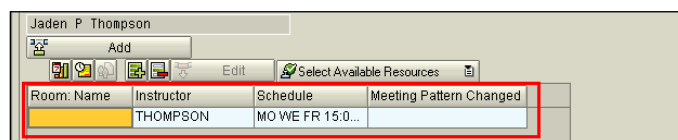
## Business Event Maintenance



- Click the **Add** button to add the schedule and instructor to the event



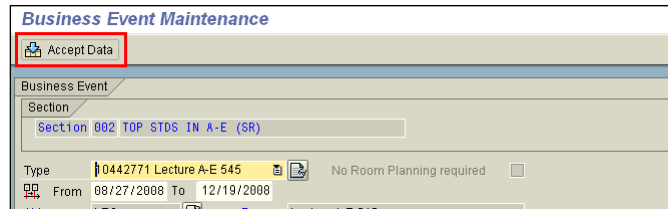
- The course resources will be displayed



## Saving the Business Event



- Click the **Accept Data** button to accept schedule and resource assignment data

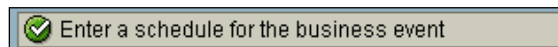


- Clicking on the **Accept Data** button is the **FIRST** step towards saving the event!

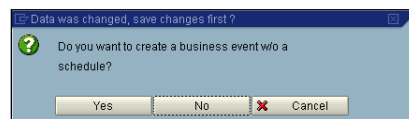
## Events Without a Schedule



- An event can be created without a schedule; these are referred to as time independent events or “eventless events”
- When an event is created without a schedule a warning message is displayed after you add the resources



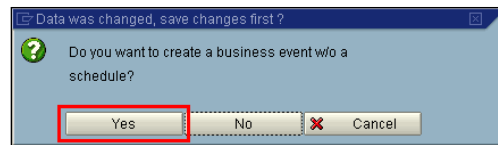
- When you click on the **Accept Data** button, you will receive a second warning



## Events Without a Schedule



- If the event should be created without a schedule, click the **Yes** button



- A schedule can be added to an eventless event at a later date
- A course can not go from having a schedule to being eventless

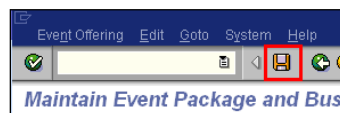
## Saving the Business Event



- You will return to the **Maintain Event Package and Business Events** screen
- The event will display in the **Business Events** section

Event	Start Date	End Date	Abbr.	Name	Location	Locati...	Room	Room Name
10789881	08/27/2008	12/18/2009	LEC	Lecture A-E 545	Main - Main Campus - Lexington	Main	Rm.203	Whitehall Classroom Bldg-Rm.20

- Click the **Save** icon at the top of the screen to save the data





## Saving the Business Event

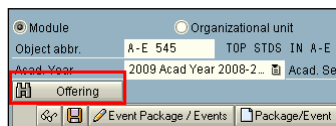


- If you do not click the **SAVE** icon the data entered for this event will be lost!
- **REMEMBER!** You must **first** click on the **Accept Data** button on the **Business Event Maintenance** screen, and **then** click on the **Save** icon on the **Maintain Event Package and Business Events** screen
  - ♦ If you do not follow these saving steps in the correct order, your event **will not** be saved properly!

## Creating an Event Package



- On the **Edit Event Offering** screen, click on the **Offering** button to refresh the module list



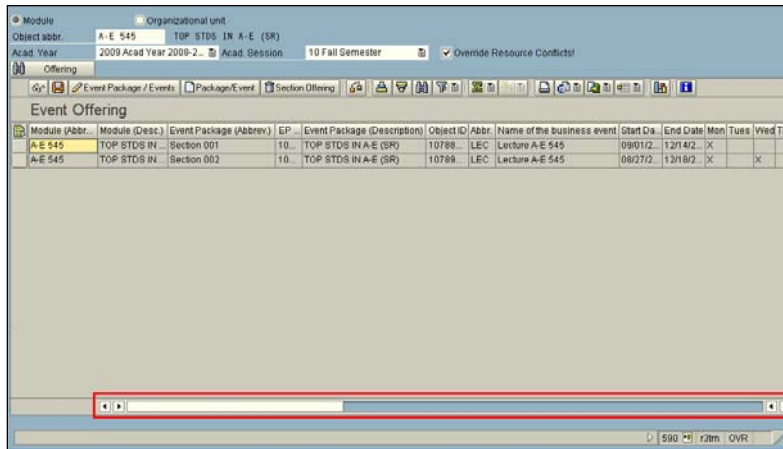
- The event package you just created will be displayed

Module (Abbr...)	Module (Desc.)	Event Package (Abbrev)	EP	Event Package (Description)	Object ID/Abbr.	Name of the business event	Start Da...	End Date	Mon	Tues	Wed	Thu
A-E 545	TOP STD6 IN	Section 001	10	TOP STD6 IN A-E (SR)	10768	LEC   Lecture A-E 545	09/01/2	12/14/2	X			
A-E 545	TOP STD6 IN	Section 002	10	TOP STD6 IN A-E (SR)	10769	LEC   Lecture A-E 545	08/27/2	12/18/2	X			

## Creating an Event Package



- Use the scroll bar to scroll to the right to review location, meeting pattern, instructor and waitlist information



## Exercise 2.1 & 2.2



- Create a Single Event and Event Package





## Shared Events and Event Packages

### Unit 3 – Course Packages with Shared Events

- Shared Resources
- Shared Resources and Capacities
- Creating a Package with Shared Events
  - ◆ Create the First Package
    - Create the Shared Lecture
    - Create the Laboratory
  - ◆ Create the Second Package
    - Create the Laboratory
    - Getting the Shared Lecture



## Shared Resources

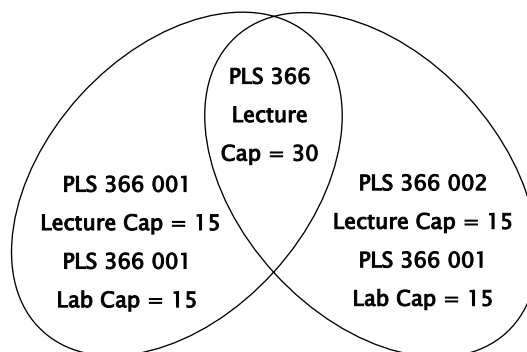


- Some event packages consist of more than one event type
  - ♦ Example: PLS 366 consists of both a **lecture** event and a **lab** event
- The **ZEVPLAN** transaction allows shared resources
  - ♦ Example, the lecture event for PLS 366 allows seating for 30
  - ♦ The lab event, however, is conducted in smaller groups of only 15
  - ♦ The one lecture can thus be *shared* with two lab sections

## Shared Resources



- The capacity of a shared event must be large enough that the event can be used by more than one package
- When creating a shared event, consider how many packages will be linked to the event



## Shared Resources



- Example:
  - ♦ Students in PSY 100 Sections 001 – 004 all have separate labs with a capacity of 24 students
  - ♦ They **SHARE** the same Lecture, but the Lecture will only be built one time for Section 001 and then it will be **SHARED** with Sections 002 – 004
  - ♦ The capacity on the Lecture event is 96
  - ♦ The capacities on the Labs are 24

## Shared Resources



PSY 100-001	Section/Event Package Capacity = 24		
LEC	TR	11:00 am – 12:15 pm	KAS 213 Brown
LAB	F	11:00 am – 12:50pm	KL 519
PSY 100-002	Section/Event Package Capacity = 24		
LEC	TR	11:00 am – 12:15 pm	KAS 213 Brown
LAB	M	1:00 pm – 2:50 pm	CP 211
PSY 100-003	Section/Event Package Capacity = 24		
LEC	TR	11:00 am – 12:15 pm	KAS 213 Brown
LAB	F	11:00 am – 12:50 pm	BE 206
PSY 100-004	Section/Event Package Capacity = 24		
LEC	TR	11:00 am – 12:15 pm	KAS 213 Brown
LAB	F	9:00 am – 10:50 am	LCLI 359

## Shared Resources and Capacities



- The capacity on the event should be evaluated particularly when building an event that is shared
  
- Remember that the capacity on the event is a suggested capacity, so it can be changed

## Shared Resources and Capacities



- It is also important to remember that room capacities **ARE** checked against the event capacity
  
- An event **CANNOT** be scheduled into a room when the event capacity **exceeds** the room capacity
  
- In most cases the event package capacity and the capacity on the event will match
  
- The event package capacity cannot exceed the capacity of the event

## Creating a Package with Shared Events



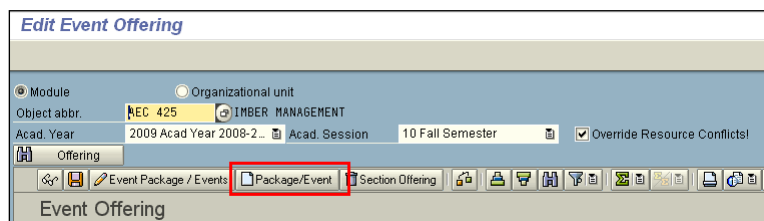
- To retrieve all events and event packages that exist for the selected academic year and semester, click on the **Offering** icon

Module (Abbr)	Module (Desc.)	Event Package (Abbrev)	EP	Event Package (Description)	Object ID/Abbr	Name of the business event	Start Date	End Date	Mon	Tues	Wed	Thu	Fri	Sat	Sun
PLS 366	FUNDAMENT...	Section 001	10..	FUNDAMENTALS OF SOIL	10789.. LAB	Laboratory PLS 366	09/01/2	12/14/2	X						
PLS 366	FUNDAMENT...	Section 001	10..	FUNDAMENTALS OF SOIL	10789.. LEC	Lecture PLS 366	09/28/2	12/17/2		X					
PLS 366	FUNDAMENT...	Section 002	10..	FUNDAMENTALS OF SOIL	10789.. LAB	Laboratory PLS 366	09/27/2	12/16/2			X				
PLS 366	FUNDAMENT...	Section 002	10..	FUNDAMENTALS OF SOIL	10789.. LEC	Lecture PLS 366	09/28/2	12/17/2		X					

## Creating a Package with Shared Events



- To create a package with shared events (a lecture and a lab), you need to create the lecture first, and then create the lab
- A second package can then be created which shares the lecture
- Click on the **Package/Event** button



## Creating a Package with Shared Events



- Complete the **Section**, **Std Percentage**, **Optimum Capacity**, and **Maximum Capacity** fields

Event Package Info	
Event Pkg. ID	10789889 Section 001
Location	10026348 Main
Special Fee Cat	
TIMBER MANAGEMENT	
Capacity	Optimum Maximum Waitlist
	15 / 15
	Std Percentage 20
	Wait. Disabled <input checked="" type="checkbox"/>
	WebRegistrationAvail <input type="checkbox"/>
	WL Manual MoveUp <input type="checkbox"/>

- To turn off the waitlist option for this course section, click the waitlist disabled icon

Event Package Info	
Event Pkg. ID	10789892 Section 001
Location	10026348 Main
Special Fee Cat	
TIMBER MANAGEMENT	
Capacity	Optimum Maximum Waitlist
	15 / 15
	Std Percentage 20
	Wait. Disabled <input type="checkbox"/>
	WebRegistrationAvail <input type="checkbox"/>
	WL Manual MoveUp <input type="checkbox"/>

## Creating a Package with Shared Events



- Create the lecture event by clicking on the **Create Event** button to create the lecture event for this section

Module Offer Maintenance	
Module Data	
Module	AEC 425 TIMBER MANAGEMENT
Year	2009 Acad Year 2008-2009
Session	10 Fall Semester
Credit Min/Opt/Max	4.00000 / 4.00000 / 4.00000
Event Package Info	
Event Pkg. ID	10789889 Section 001
Location	10026348 Main
Special Fee Cat	
TIMBER MANAGEMENT	
Capacity	Optimum Maximum Waitlist
	15 / 15
	Std Percentage 20
	Wait. Disabled <input type="checkbox"/>
	WebRegistrationAvail <input type="checkbox"/>
	WL Manual MoveUp <input type="checkbox"/>
Business Events	
<input checked="" type="checkbox"/> Get shared Events <input type="checkbox"/> Create Event <input type="checkbox"/> Save <input type="checkbox"/> Print <input type="checkbox"/> Refresh <input type="checkbox"/> Help	
Eve.	Start Date End Date Event abbr. Name of the business event Location Location Room Room: Name Building MinCap OptCap MaxCap Ave



## Creating a Package with Shared Events



- On the **Business Event Maintenance** screen, complete the following:
  - ♦ **Event Type** - Lecture, for this example
  - ♦ **Event Capacity** - the total number needed for all sections
  - ♦ **Start Time**
  - ♦ **End Time**
  - ♦ **Days of the Week**
  - ♦ **Location**
  - ♦ **Building**
  - ♦ **Room**
  - ♦ **Instructor**

## Creating a Package with Shared Events



- To add the schedule, click on the **Add** button

- Click on the **Accept Data** button

## Creating a Package with Shared Events



- Remain on the **Maintain Event Package and Business Events** screen, click on the **Create Event** button to create the lab event for this section

## Creating a Package with Shared Events



- On the **Business Event Maintenance** screen, complete the following:
  - ◆ **Event Type** - Lab, for this example
  - ◆ **Event Capacity** - the number needed for this section
  - ◆ **Start Time**
  - ◆ **End Time**
  - ◆ **Days of the Week**
  - ◆ **Building**
  - ◆ **Room**
  - ◆ **Instructor**
  - ◆ Click on the **Add** button

## Creating a Package with Shared Events



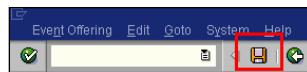
- Click on the **Accept Data** icon to accept the data



- Both the lecture and lab event will display on the **Maintain Event Package and Business Events** screen

Event	Start Date	End Date	Abbr	Name	Location	Locati...	Room	Room: Name
10789890	08/27/2008	12/18/2009	LEC	Lecture AEC 425	Main - Main Campus - Lexington	Main	Rm.109	Thomas Poe Cooper Bldg-Rm
10789891	08/27/2008	12/16/2009	LAB	Laboratory AEC 425	Main - Main Campus - Lexington	Main	Rm.109	Thomas Poe Cooper Bldg-Rm

- Click on the **Save** icon to save this event package



## Creating a Package with Shared Events



- AEC 425 001 has just been created with a capacity of 15
- This event package (Section 001) consisted of:
  - A lecture event with a capacity of 30
  - A lab event with a capacity of 15
- The lecture event for AEC 425 001 can now be **shared** with another section

Mod (Abbr)	EventPkg	EP ID	Event Pkg (Desc)	Object ID/Abbr	Name	Start Date	End Date	Mon T
AEC 425	Section 001	10789889	TIMBER MANAGEMENT	10789891	LAB Laboratory AEC 425	08/27/2008	12/18/2009	
AEC 425	Section 001	10789889	TIMBER MANAGEMENT	10789890	LEC Lecture AEC 425	08/27/2008	12/18/2009	X

## Creating a Package with Shared Events



- **Important!** Note the **Object ID** for the lecture event you just created
- To create another package which shares the lecture event, click on the **Package/Event** button

The screenshot shows the 'Edit Event Offering' window. At the top, it displays 'Module' and 'Organizational unit' as 'IMBER MANAGEMENT'. Below that, 'Acad. Year' is '2009 Acad Year 2008-2...' and 'Acad. Session' is '10 Fall Semester'. A toolbar contains several icons, with the 'Package/Event' icon (a square with a diagonal line) highlighted by a red box.

## Creating a Package with Shared Events



- Complete the **Section, Std Percentage, Optimum Capacity, and Maximum Capacity** fields

The screenshot shows the 'Event Package Info' form. Fields include: 'Event Pkg. ID' (10789892), 'Section' (002), 'Location' (10026348 Main), 'Capacity' (Optimum: 15, Maximum: 15), 'Waitlist' (Std Percentage: 20), and 'Waitlist Disabled' (checked). Other options like 'WebRegistrationAvail' and 'WL Manual MoveUp' are unchecked.

- To turn off the waitlist option for this course section, click the waitlist disabled icon

This screenshot is identical to the previous one, but the 'Waitlist Disabled' checkbox is now unchecked, indicating the waitlist option has been turned off.

## Creating a Package with Shared Events



- Create the lecture event by clicking on the **Create Event** button to create the lecture event for this section

Module Offer Maintenance

Module Data

Module AEC 425 TIMBER MANAGEMENT

Year 2009 Acad Year 2008-2009 Session 10 Fall Semester

Credit Min/Opt/Max 4.00000 / 4.00000 / 4.00000

Event Package Info

Event Pkg. ID 10789892 Section 002 TIMBER MANAGEMENT

Location 10026348 Main Capacity Optimum Maximum Waitlist Std Percentage 20

Special Fee Cat 15 / 15 Waitl. Disabled

WebRegistrationAvail

WL Manual MoveUp

Business Events

Get shared Event **Event** [Icons]

Event	Start Date	End Date	Event abbr.	Name of the business event	Location	Location	Room	Room Name	Building	MinCap	OptCap	MaxCap	Avail
-------	------------	----------	-------------	----------------------------	----------	----------	------	-----------	----------	--------	--------	--------	-------

## Creating a Package with Shared Events



- On the **Business Event Maintenance** screen, complete the following:
  - ♦ **Event Type** - Lab, for this example
  - ♦ **Event Capacity** - the number needed for this section
  - ♦ **Start Time**
  - ♦ **End Time**
  - ♦ **Days of the Week**
  - ♦ **Building**
  - ♦ **Room**
  - ♦ **Instructor**
  - ♦ Click on the **Add** button

Business Event

Section TIMBER MANAGEMENT

Type 0434596 Laboratory AEC 425 No Room Planning required

From 08/27/2008 To 12/19/2008

Abbrev. LAB Clear Laboratory AEC 425

Capacity 15 / 15 Meeting Pattern Change Information

Schedules and Resources

Start	End	L	M	Tu	W	Th	Fr	S	S
11:00	12:50						✓		
00:00	24:00								
00:00	24:00								

Times 09 Hours 126:27

Contact hours 2:00

Take Non-Working Days into Account

Resources

Location 10026348 Main Campus - Lexington

Building TPC

Room 10026591 Thomas Poe Cooper Bldg-Rm 109-TPC - (50) Places

OT CP Instructor

Thomas P. Jacks

Add [Icons] Select Available Resources

Room No.	Instructor	Schedule	Meeting Pattern	Changed
JACHS	FR 11.0			

## Creating a Package with Shared Events



- Click on the **Accept Data** icon to accept the data



- In order to complete the package for this section, the lecture must be connected/shared with the lab
- Click the **Get Shared Event** button to see a list of possible events that can be shared with the lab

Event	Start Date	End Date	Abbr.	Name	Location	Locati...	Room	Room: Name
10789893	08/29/2008	12/18/2009	LAB	Laboratory AEC 425	Main - Main Campus - Lexington	Main	Rm.109	Thomas Poe Cooper Bldg-Rm

## Creating a Package with Shared Events



- Select the lecture event you noted after creating the first section, by clicking the row on which it appears

Event	Start Date	End Date	Abbr.	Name	Location	Location	Room	Room: Name
10789893	08/27/2008	12/18/2009	LEC	Lecture AEC 425	Main	Main Campus - Lexington	Rm.109	Thomas Poe Cooper Bldg-Rm
10789891	08/27/2008	12/16/2009	LAB	Laboratory AEC 425	Main	Main Campus - Lexington	Rm.109	Thomas Poe Cooper Bldg-Rm

- If all of the shared events are filled to capacity and are not available to be shared the system will deliver a message that there are no additional events to share. This prevents over-filling a particular event

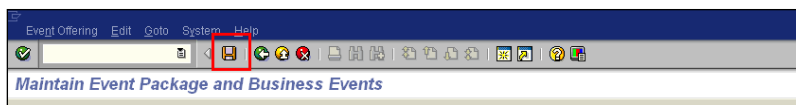
## Creating a Package with Shared Events



- Both the lecture and lab for this event package (section) will display

Event	Start Date	End Date	Abbr.	Name	Location	Locati...	Room	Room Name
10789893	08/29/2008	12/18/2009	LAB	Laboratory AEC 425	Main - Main Campus - Lexington	Main	Rm.109	Thomas Poe Cooper Bldg-Rm
10789890	08/27/2008	12/18/2009	LEC	Lecture AEC 425	Main Campus - Lexington	Main	Rm.109	Thomas Poe Cooper Bldg-Rm

- Click the **Save** icon found at the top of the **Maintain Event Package and Business Event** screen



- DO NOT FORGET TO SAVE!** The system won't remember what you have done unless you click the **Save** icon

## Creating a Package with Shared Events



Module     Organizational unit  
 Object abbr. AEC 425    TIMBER MANAGEMENT  
 Acad. Year 2009 Acad Year 2008-2...    Acad. Ses...  
 Offering

- Click on the **Offering** button to display both event packages

Mod (Abbr)	Event/Pla	EP ID (Event Plus (Csg.))	Object ID	Abbr	Name	Start Date	End Date	Mon	Tue	Wed	Thurs	Fri	Sat	Start Time	End Time
AEC 425	Section 001	10789899	TIMBER MANAGEMENT	10789891	LAB	Laboratory AEC 425	08/27/2008	12/18/2009		X				11:00:00	12:50:00
AEC 425	Section 001	10789899	TIMBER MANAGEMENT	10789890	LEC	Lecture AEC 425	08/27/2008	12/18/2009	X	X				08:00:00	08:50:00
AEC 425	Section 002	10789892	TIMBER MANAGEMENT	10789893	LAB	Laboratory AEC 425	08/29/2008	12/18/2009				X		11:00:00	12:50:00
AEC 425	Section 002	10789892	TIMBER MANAGEMENT	10789890	LEC	Lecture AEC 425	08/27/2008	12/18/2009	X		X			08:00:00	08:50:00

## Exercise 3.1 & 3.2



- Create a Shared Event and Event Package



## Unit 4



## Cross Listed Courses



## Unit 4 – Cross Listed Courses



- Cross Listing
- Creating Cross Listed Event Packages
- Editing Cross Listed Event Packages



## Cross Listing

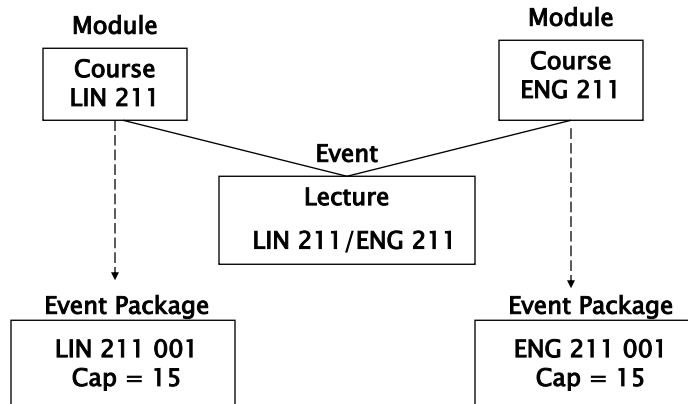


- Cross listing works much the same as shared events
- The courses share the same event but are separate packages
- Departments must communicate with each other to determine who is to take the lead when building cross listed courses
- The **capacity** on the **Maintain Event Package and Business Events** screen of a cross listed course is the total amount of students you want to be able to register for that particular course, such as ENG 211-001 **OR** LIN 211-001

## Cross Listing



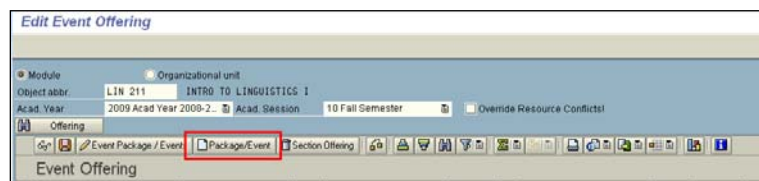
- Example



## Creating Cross Listed Packages



- On the **Edit Event Offering** screen:
  - ♦ Select **Module**
  - ♦ Enter the module in the **Object Abbr** field
  - ♦ Select the appropriate **Acad. Year** and **Acad. Session**
  - ♦ Click on the **Offering** button
  - ♦ Note the next available section number, and then click on the **Create Package/Event** button



## Creating Cross Listed Packages



- On the **Maintain Event Package** screen, complete the following fields:

Event Package Info	Event Pkg. ID: 10789995	Section: 001	INTRO TO LINGUISTICS I
	Location: 10026348	Capacity: Optimum 35 / Maximum 35	Waitlist: Std Percentage 20
	Special Fee Cat:		Waitl. Disabled <input type="checkbox"/>
			WebRegistrationAvail <input checked="" type="checkbox"/>
			WL Manual MoveUp <input type="checkbox"/>

- Section
- Std Percentage
- Optimum and Maximum Capacity – should be the total amount of students you want to be able to register for that particular course, such as ENG 211 OR LIN 211
- If appropriate, deselect **Waitl. Disabled**
- Click on the **Event** button

Business Events
Get shared Event <input type="checkbox"/> Event <input type="checkbox"/>
Event... Start Date End Date Event abbr. Name of the business event

## Creating Cross Listed Packages



- On the **Business Event Maintenance** screen, complete the following fields:

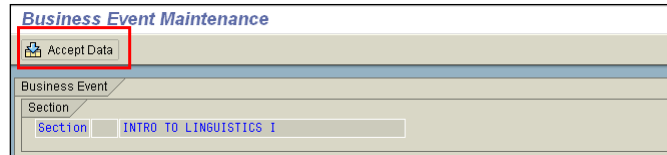
- Type
- Optimum/Maximum Capacity – **NOTE:** the event capacity is the sum of **BOTH** sections
- Start and End Time
- Days of Week
- Building
- Room
- Instructor
- Click on the **Add** button

Section: 0430014 Lecture LIN 211	Type: 0430014 Lecture LIN 211	No Room Planning required <input type="checkbox"/>
Capacity: Optimum 35 / Maximum 35	Meeting Pattern Change Information	Changed on: by:
Schedules and Resources	Schedules	Every 1 Weeks
Start - End 3:30 - 4:30	Start 09/27/2009	Ends On 12/18/2009
Days 0 - 2 4 5	Ends After 0	Ends On 12/18/2009
Resources	Location: 10026348 Main Campus - Lexington	
Building: CP	Room: 1002057 Whitlatch Classroom Bldg Rm 235-CB - 141 Places	
OT: CP - Instructor	Duration: 6:53 hours	
Add	Select Available Resources	

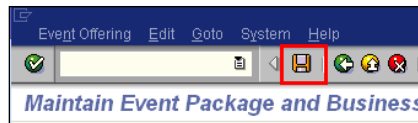
## Creating Cross Listed Event Packages



- Complete the first event by clicking on the **Accept Data** button



- Click on the **Save** icon to save the package and event data




## Creating Cross Listed Event Packages



- Refresh screen by clicking on the **Offering** button and note the section's **Object ID** number

Module (Abbr...)	Module (Desc.)	Event Package (Abbrev.)	EP ...	Event Package (Description)	Object ID	Abbr.	Name of the business event	Sta
LIN 211	INTRO TO LIN...	Section 001	10...	INTRO TO LINGUISTICS I	10789887	EC	Lecture LIN 211	08

- Proceed to build the other course to cross 
- Click create icon to create a new package
  - ♦ Set the desired capacity for this section/package
  - ♦ Click the get shared event icon to select the event that is cross listed. In this example, the available selection would be Lecture LIN 211 /ENG 211

## Creating Cross Listed Event Packages



- Refresh screen by clicking on the **Offering** button and note the section's **Object ID** number

Module (Abbr...)	Module (Desc.)	Event Package (Abbr...)	EP ...	Event Package (Description)	Object ID	Abbr.	Name of the business event	Sts
LIN 211	INTRO TO LIN...	Section 001	10...	INTRO TO LINGUISTICS I	10789897	EC	Lecture LIN 211	08

- Proceed to build the other course to cross list by entering the module in the **Object Abbr** field and clicking on the **Offering** button

Module  
Object abbr. ENG 211 INTRO TO LINGUISTICS I  
Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Semest  
Offering

## Creating Cross Listed Event Packages



- Click on the **Create Package/Event** button

Module  
Object abbr. ENG 211 INTRO TO LINGUISTICS I  
Acad. Year 2009 Acad Year 2008-2... Acad. Session 10 Fall Sem  
Offering  
Create Package/Event

- On the **Maintain Event Package and Business Events** screen, enter the same section number you used for the first course

Event Package Info  
Event Pkg. ID 10789898 Section 001 INTRO TO LINGUISTICS I  
Location 10026348 main Capacity Optimum Maximum Waitlist Std Percentage  
Special Fee Cat / Waitl. Disabled

## Creating Cross Listed Event Packages



- Enter the **Std Percentage**
- Set the desired capacity for this section/package
- Set the **Waitl. Disabled** value

Event Package Info	
Event Pkg. ID	10789898
Location	10026348
Section	001
Main	
Capacity	Optimum Maximum
	35 / 35
Waitlist	
Std Percentage	20
Waitl. Disabled	<input type="checkbox"/>
WebRegistrationAvail	<input type="checkbox"/>

- Click on the **Get Shared Event** button

Business Events	
<input type="checkbox"/> Get shared Event	<input type="checkbox"/> Event
Eve...	Start Date
End Date	Event abbr.
Name of the business event	

## Creating Cross Listed Event Packages



- Look for the object ID number that matches the section built for the other course and select it to connect the two courses
- Click **Save** to save this package

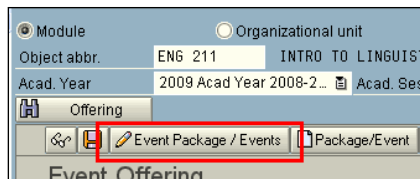
Maintain Event Package and Busine

- **Object ID** numbers **must match** for the cross listing to be built correctly
  - ♦ For example, the object ID number of ENG 211-001 will match LIN 211-001 if they were linked correctly

## Editing Cross Listed Event Packages



- If you are changing something on a cross listed course that is already built and linked with its other course or courses, the courses will have to be re-linked after any edits are made
- You will re-link the courses though the **Edit Event Package/Event** button



## Unit 5



## Editing Course Events and Event Packages

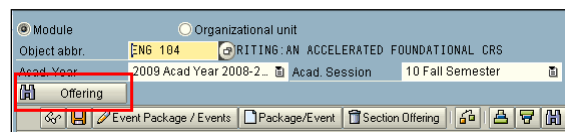
## Unit 5 – Editing Course Packages and Events

- Editing Events and Event Packages
  - ♦ Editing the Event Package Data
  - ♦ Editing the Event Data



## Editing Events and Event Packages

- Enter the **Object Abbr** of the module that should be edited
- Click the **Offering** button to display the existing courses



- Click on the **Select** icon to the left of the section you want to edit

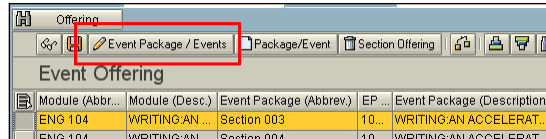
Module (Abbr...)	Module (Desc.)	Event Package (Abbrev)	EP ...	Event Package (Description)	Ob...
ENG 104	WRITING:AN ...	Section 003	10...	WRITING:AN ACCELERAT...	1078
ENG 104	WRITING:AN ...	Section 004	10...	WRITING:AN ACCELERAT...	1078



## Editing Events and Event Packages



- To edit the package and its linked event(s), click the **Edit Event Package/Events** button



- The **Maintain Event Package and Business Events** screen will open in edit mode

## Editing Events and Event Packages



- On the **Maintain Event Package and Business Events** screen, you may update the following:

- ◆ **Title**
- ◆ **Waitlist Status**
- ◆ **Std Percentage**
- ◆ **Event Package Capacity**

## Editing Events and Event Packages



- If the meeting pattern, instructor, event capacity or course location should be updated, click on the event to highlight it

Event	Start Date	End Date	Abbr. Name	Location	Location Room	Room: Name	Building
10790290	08/27/2008	12/19/2008	LEC	Lecture ENG 104	Main Campus - Lexington Main	Rm.308B	Fine Arts Bldg-Rm.308B-FA FA

- Click on the **Edit Event** button

Event	Start Date	End Date	Abbr. Name	Location	Room	Room: Name	Building
10790290	08/27/2008	12/19/2008	LEC	Lecture ENG 104	Main Campus - Lexington Main	Rm.308B	Fine Arts Bldg-Rm.308B-FA FA

## Editing Events and Event Packages



- On the **Business Event Maintenance** screen, you can edit the event **Capacity**

Type: 10447333 Lecture ENG 104 No Room Planning required

From: 08/27/2008 To: 12/19/2008

Abbrev: LEC Descr: Lecture ENG 104

Capacity: 22 / 22

Firmly Bkd  Planned

Meeting Pattern Change Information  
Changed on \_\_\_\_\_ by \_\_\_\_\_

- If the event meets on two or more days, notice the schedule information is listed in several rows

Arthur R Clark

Copy Edit Select Available Resources

Room: Name	Instructor	Schedule	MeetPat
Fine Arts Bldg-Rm.308B-FA	CLARK	WE 08:00-08:50	
Fine Arts Bldg-Rm.308B-FA	CLARK	FR 08:00-08:50	
Fine Arts Bldg-Rm.308B-FA	CLARK	MO 08:00-08:50	

## Editing Events and Event Packages



- If the changes include resource changes:
  - ♦ Select one row at a time by clicking on it to highlight

Room: Name	Instructor	Schedule	MeetPatt
Fine Arts Bldg-Rm.308B-FA	CLARK	WE 08:00-08:50	
Fine Arts Bldg-Rm.308B-FA	CLARK	FR 08:00-08:50	
Fine Arts Bldg-Rm.308B-FA	CLARK	MO 08:00-08:50	

- ♦ Click on the **Delete Row** button

Room: Name	Instructor	Schedule	MeetPatt
Fine Arts Bldg-Rm.308B-FA	CLARK	WE 08:00-08:50	
Fine Arts Bldg-Rm.308B-FA	CLARK	FR 08:00-08:50	
Fine Arts Bldg-Rm.308B-FA	CLARK	MO 08:00-08:50	

## Editing Events and Event Packages



- After all the rows are deleted, make the needed edits

Room: 10026944 Fine Arts Bldg-Rm.308B-FA - (24) Places

OT CP ... Instructor  
Tiffany Barlow

Add

Room: Na... | Instructor | Schedule | Meeting Pattern Changed

- Click on the **Add** button

Resources

Location: 10026348 Main Campus - Lexington

Building: FA

Room: 10026944 Fine Arts Bldg-Rm.308B-FA - (24) Places

OT CP ... Instructor  
Tiffany Barlow

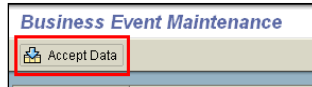
Add

Room: Na... | Instructor | Schedule | Meeting Pattern Changed

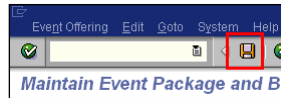
## Editing Events and Event Packages



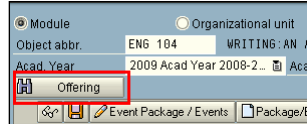
- When you have finished, click on the **Accept Data** button



- Click on the **Save** icon



- Click on the **Offering** button to refresh the list and check your work



## Exercise 5.1 & 5.2



- Edit a Course Event





## Complex Events

## Unit 5 - Complex Events

- Complex Resources
- Creating a Complex Event
- Editing Complex Events



## Complex Resources



- Events that have multiple unique lines of meeting pattern or multiple instructors are referred to as Complex Resources
- Events that have complex resources are identified with the **Complex Resource** icon in the **Complex Resources** column found at the far right on the **Edit Event Offering** screen

Mod.(Abbr)	Module (Desc.)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Abbr.	ComplRes
AEC 425	TIMBER MANAGEMENT	Section 001	10789889	TIMBER MANAGEMENT	10789891	LAB	
AEC 425	TIMBER MANAGEMENT	Section 001	10789889	TIMBER MANAGEMENT	10789890	LEC	
AEC 425	TIMBER MANAGEMENT	Section 001	10789889	TIMBER MANAGEMENT	10789890	LEC	
AEC 425	TIMBER MANAGEMENT	Section 001	10789889	TIMBER MANAGEMENT	10789890	LEC	

## Complex Resources



- Courses that consist of events that have complex resources must be edited carefully, making sure that each line of meeting pattern is edited and copied individually
- To edit an event that consists of a complex resource, select the row that should be edited and click edit event/event package

Mod (Abbr)	Module (Desc.)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Abbr	Name	Start Da	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Start Time	End Time
AEC 425	TIMBER MAN	Section 001	10	TIMBER MANAGEMENT	10789891	LAB	Laboratory A	08/27/12	12/16/12		X					11:00:00	12:50:00
AEC 425	TIMBER MAN	Section 001	10	TIMBER MANAGEMENT	10789890	LEC	Lecture AEC	08/27/12	12/16/12		X					11:00:00	11:50:00
AEC 425	TIMBER MAN	Section 001	10	TIMBER MANAGEMENT	10789890	LEC	Lecture AEC	08/27/12	12/16/12		X					08:00:00	08:50:00
AEC 425	TIMBER MAN	Section 001	10	TIMBER MANAGEMENT	10789890	LEC	Lecture AEC	08/27/12	12/16/12		X					08:00:00	08:50:00

## Creating a Complex Event



- An event with an additional meeting pattern and different resources is considered complex
- This example is not complex since it has a meeting pattern that meets in the same room with the same instructor

Room: Name	Instructor	Schedule	MeetPat
Business and Economics Bldg-Rm 215-BE	VANDERBILT	TU 13:00-15:30	
Business and Economics Bldg-Rm 215-BE	VANDERBILT	TH 13:00-15:30	

## Creating a Complex Event



- An additional meeting pattern that either meets in a different location or with a different instructor can be added
- Click the **Insert Multiple Lines** icon to insert an additional line of meeting pattern

Room: Name	Instructor	Schedule	MeetPat
Business and Economics Bldg-Rm 215-BE	VANDERBILT	TU 13:00-15:30	
Business and Economics Bldg-Rm 215-BE	VANDERBILT	TH 13:00-15:30	

## Creating a Complex Event



- Enter the meeting pattern, **Room**, **Building**, and **Instructor** as appropriate

Schedules and Resources

Event: 1 Weeks  
Start: 05/02/2009  
To: Bus. Event Date  
Ends After: 0:00  
Ends On: 12/15/2009

Times: 87 Hours: 187.00  
Contact Hours: 3.00  
Take Non-Working Days into Account

Location: 1002505 Main Campus - Lexington  
Building: CB  
Room: 1002505 Wheelbar Classroom Bldg-Rm 215-CB - (57) Floors  
OT: CP, S. Instruktor  
Let: D. Henderson

Copy

Room Name	Instructor	Schedule	MeetP...
Business and Economics Bldg-Rm 215-BE	WANDERBILT TU	13:00-15:30	
Business and Economics Bldg-Rm 215-BE	WANDERBILT TH	13:00-15:30	

- Click on the **Copy** button

Let: D. Henderson

Copy

Room Name	Instructor	Schedule	MeetP...
Business and Economics Bldg-Rm 215-BE	WANDERBILT TU	13:00-15:30	
Business and Economics Bldg-Rm 215-BE	WANDERBILT TH	13:00-15:30	

## Creating a Complex Event



- Click on the **Accept Data** button

Business Event Maintenance

Accept Data

Business Event

Section  
Section 001 INQUIRY, COMM & LEADERSHIP IN ACC

- Click on the **Save** icon

Event Offering Edit Goto System Help

Maintain Event Package and Business Events



## Creating a Complex Event



- The final result is an event with unique meeting patterns coupled with different instructor or location resources

Mod (Abbr)	Module (Desc.)	EventPkg	EP ID	Event Package (Description)	Object ID	Abbr	ComplRes
ACC 600	INQUIRY, COMM & LEADERSHIP IN ACC	Section 001	10788629	INQUIRY, COMM & LEADERSHIP IN ACC	10788630	LEC	

Room Name	Instructor	Schedule	MeetPat
Business and Economics Bldg-Rm.215-BE	VANDERBILT	TH 13:00-15:30	
Whitehall Classroom Bldg-Rm.233-CB	HENDERSON	MO 13:00-15:30	

## Editing Complex Resources



- On the **Maintain Event Package and Business Events** screen, select the event you need to edit, and then click on the **Change Event** button

Event	Start Date	End Date	Abbr	Name	Location	Location Room	Ro
10789890	08/27/2008	12/18/2009	LEC	Lecture AEC 425	Main Campus - Lexington	Main Rm.109	Th
10789891	08/27/2008	12/18/2009	LAB	Laboratory AEC 425	Main Campus - Lexington	Main Rm.109	Th

- On the **Business Event Maintenance** screen, make the appropriate changes to each row

- Highlight the row

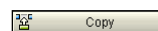
Room Name	Instructor	Schedule	MeetPat
Thomas Poe Cooper Bldg-Rm.109-TPC	JACKSON	WE 08:00-08:50	

- Click on the **Edit** button



- Make the changes

- Click on the **Copy** button



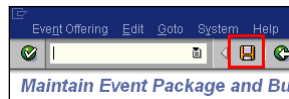
## Editing Complex Resources



- Make the changes to each row individually
- When each row has been changed, click on the **Accept Data** button



- Click on the **Save** icon



## Exercise 6.1



- Create a Complex Event





# Troubleshooting

## Unit 7 – Troubleshooting

- Multiple Instructors
- Events Without a Schedule
- Managing Resource Conflicts
- Assigning Delivery Modes
- Start and End Time Crosswalk
- Event Planning Contacts
- Event Planning Help Websites
- Other CM Classes



## Multiple Instructors



- If multiple instructors are teaching the same course, a percentage responsibility can be assigned
- In this example, Vanderbilt and Henderson are teaching the course

Room: Name	Instructor	Schedule	MeetPatt
Business and Economics Bldg-Rm.215-BE	VANDERBILT	TH 13:00-15:30	
Whitehall Classroom Bldg-Rm.233-CB	HENDERSON	MO 13:00-15:30	

- To assign the responsibility click the Instructors Responsible icon

Room: Name	Instructor	Schedule	MeetPatt
Business and Economics Bldg-Rm.215-BE	VANDERBILT	TH 13:00-15:30	
Whitehall Classroom Bldg-Rm.233-CB	HENDERSON	MO 13:00-15:30	

## Multiple Instructors



- Assign the appropriate percentage to each instructor

Name	Percent
Len D Henderson	60
Dulce S Vanderbilt	40

- Click on the **Continue** icon

Name	Percent
Len D Henderson	60
Dulce S Vanderbilt	40

## Multiple Instructors



- IRIS is an integrated system, therefore, an instructor search result includes **ALL** employees
- If an instructor that is **NOT** a UK employee should be assigned, the Registrar's Office should be contacted to add the person as an external instructor

Object ab...	Object name	Start Date	End Date
BROWN	Abigail Brown	01/01/1900	12/31/9999
BROWN	Abigail F Brown	01/01/1900	12/31/9999
BROWN	Abril Lindsey Brown	01/01/1900	12/31/9999
BROWN	Alexis F Brown	01/01/1900	12/31/9999
BROWN	Andrew Brown	01/01/1900	12/31/9999
BROWN	Andrew R Brown	01/01/1900	12/31/9999
BROWN	Anne-Michelle D Brown	01/01/1900	12/31/9999
BROWN	Arnold D Brown	01/01/1900	12/31/9999
BROWN	Ashley Ann Brown	01/01/1900	12/31/9999
BROWN	Ashley Brown	01/01/1900	12/31/9999
BROWN	Cameron Han Brown	01/01/1900	12/31/9999
BROWN	Candice B Brown	01/01/1900	12/31/9999
BROWN	Cathleen Brown	01/01/1900	12/31/9999
BROWN	Cayla Brown	01/01/1900	12/31/9999
BROWN	Cecile F Brown	01/01/1900	12/31/9999

## Events Without a Schedule



- An event may be created without a meeting pattern. This is referred to as an Eventless Event (EL)

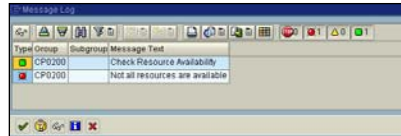
PHY 211	GENERAL PH...	97318370	012	GENERAL PHYSICS	98504858	EL	99... LAB
PHY 211	GENERAL PH...	97318370	012	GENERAL PHYSICS	98504859	EL	99... LEC
PHY 211	GENERAL PH...	97318370	012	GENERAL PHYSICS	98504860	EL	99... REC

- An eventless event can be edited at a later time
- An event can not go from having a meeting pattern to Eventless without having to completely rebuild the course

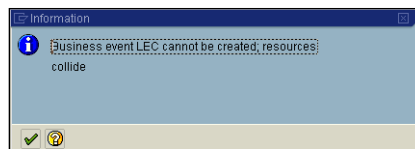
## Managing Resource Conflicts



- This is the error message you get after you see the **Resource Conflict** system message



- After clicking the green check mark, a message warns that the event was not created because of a resource collision



## Managing Resource Conflicts



- When the **Resource Reservation** window display, check to see if the conflicting resource is a room or an instructor

**Resource reservation**  
Whitehall Classroom Bldg Rm. 319-CB  
08/27/2008 - 12/18/2009

Res type	Business event	Start date	End date	Start Time	End time	z.No. hours
CM Room	LEC	09/01/2008	09/01/2008	09:00:00	09:50:00	1.83
CM Room	LEC	09/03/2008	09/03/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/05/2008	09/05/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/08/2008	09/08/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/10/2008	09/10/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/12/2008	09/12/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/15/2008	09/15/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/17/2008	09/17/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/19/2008	09/19/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/22/2008	09/22/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/24/2008	09/24/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/26/2008	09/26/2008	08:00:00	09:50:00	1.83
CM Room	LEC	09/29/2008	09/29/2008	08:00:00	09:50:00	1.83
CM Room	LEC	10/01/2008	10/01/2008	08:00:00	09:50:00	1.83
CM Room	LEC	10/03/2008	10/03/2008	08:00:00	09:50:00	1.83

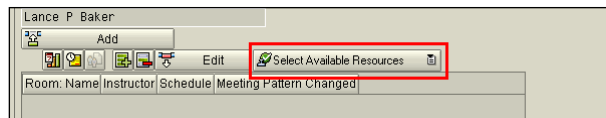
**Resource reservation**  
Credit person: Lance P. Baker  
Selection period: 08/27/2008 - 12/18/2009

Res type	Business event	Start date	End date	Start Time	End time	z.No. hours
CM Instructor	LEC	09/01/2008	09/01/2008	08:50:00	09:50:00	1.83
CM Instructor	LEC	09/03/2008	09/03/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/05/2008	09/05/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/08/2008	09/08/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/10/2008	09/10/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/12/2008	09/12/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/15/2008	09/15/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/17/2008	09/17/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/19/2008	09/19/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/22/2008	09/22/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/24/2008	09/24/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/26/2008	09/26/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	09/29/2008	09/29/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	10/01/2008	10/01/2008	08:00:00	09:50:00	1.83
CM Instructor	LEC	10/03/2008	10/03/2008	08:00:00	09:50:00	1.83

## Managing Resource Conflicts



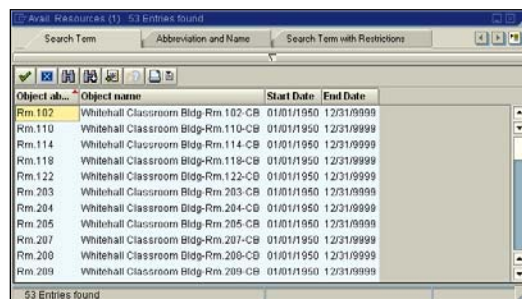
- When the **Resource Reservation** window display, check to see if the conflicting resource is a room or an instructor
- Use the **Select Available Resources** button to search for an available room or an available instructor



## Managing Resource Conflicts



- This search only identifies rooms or instructors that are not already scheduled at the time of the event that you are creating
- The Select Available Resources will NOT return capacity errors for scheduling rooms



## Assigning Delivery Mode



- If a course is offered in a non-traditional delivery mode (internet, KET, compressed video, etc) the **Business Event Type** should include the delivery mode in the title

Business Event

Section: BASIC GERMAN

Type: [highlighted]

From: 10/26/2001 Lecture GER 101 KET course [highlighted]

Abbrev.: 101

Capacity: 1

Meeting Pattern Change Information

Firmly Bld  Planned

Changed on: by:

- If the event offered via the delivery mode does not exist, contact the Registrar's Office

## Start and End Time Crosswalk



- The IRIS system display the **Start Time** and **End Time** using IRIS CM formatting
- You have a choice of entering time in either IRIS CM time or AM/PM format
- However, if you enter time using AM/PM formatting, the system will change the time to IRIS CM automatically
- The AM/PM to IRIS CM Time Crosswalk Quick Reference Card is available on the myHelp website  
[http://myhelp.uky.edu/rwd/HTML/CM/QRC\\_CM\\_AMPM\\_to\\_CM\\_Time\\_Crosswalk.pdf](http://myhelp.uky.edu/rwd/HTML/CM/QRC_CM_AMPM_to_CM_Time_Crosswalk.pdf)



## Start and End Time Crosswalk



Clock Time	IRIS Time	Clock Time	IRIS Time
8:00 AM	08:00	8:00 PM	20:00
9:00 AM	09:00	9:00 PM	21:00
10:00 AM	10:00	10:00 PM	22:00
11:00 AM	11:00	11:00 PM	23:00
12:00 PM	12:00	12:00 AM	24:00
1:00 PM	13:00	1:00 AM	01:00
2:00 PM	14:00	2:00 AM	02:00
3:00 PM	15:00	3:00 AM	03:00
4:00 PM	16:00	4:00 AM	04:00
5:00 PM	17:00	5:00 AM	05:00
6:00 PM	18:00	6:00 AM	06:00
7:00 PM	19:00	7:00 AM	07:00

## Event Planning Contacts



- Questions regarding the Event Planning Transaction should be directed to Bruce Manley and his staff at **257-3107**
- Questions regarding logging on, authorizations, etc. should be directed to IRIS at **257-6023**



## Event Planning Contacts



- Contact the Customer Service Center (7-1300, option 1) or local IT expert if you:
  - ♦ Need an AD password
  - ♦ Go to the Enterprise Portal and it is not responding
  - ♦ The IRIS session that you are running is suddenly terminated and you cannot regain access



## Student Lifecycle Management Help



- myHelp Website:
  - ♦ <http://myhelp.uky.edu/rwd/HTML/CM.html>
  - ♦ Contains Quick Reference Cards, updated course manuals, Simulations, CM Frequently Asked Questions, CM Go-Live Book, and other job aids
- IRIS Website
  - ♦ <http://www.uky.edu/IRIS/CM/>
  - ♦ Contains Information Directory, Forms, and other references

## SLCM Training Courses



- Classroom Lab Courses – Register at <http://www.uky.edu/IRIS/tr/>
  - ♦ CM\_AD\_300 Event Planning
  - ♦ CM\_AD\_340 Programs of Study & Majors
- SLCM Web Courses – <http://myhelp.uky.edu/rwd/HTML/CM.html>
  - ♦ CM\_200 Student Lifecycle Management Overview
  - ♦ CM\_AD\_310 Student Records
  - ♦ CM\_AD\_315 Booking Rules
  - ♦ CM\_AD\_320 Booking
  - ♦ CM\_WP\_210 Grading
  - ♦ CM\_WP\_220 Overrides
  - ♦ CM\_WP\_230 SLCM Faculty Overview
  - ♦ CM\_WP\_310 Advising

## Course Summary



You are now able to:

- Understand the event planning process
- Conduct module or organizational unit search to find specific modules
- Create a package (course section)
- Create a package consisting of multiple events
- Assign resources to events
- Assign a schedule to an event
- Edit package or event after creation