

Event Planning

SLCM_AD_300

Content

- Overview
- ZEVPLAN
- Creating Events
 - Regular and TBD
- Shared Events
- Cross-listings
- Part of Term
 - Non Regular Courses
- Editing
- Trouble Shooting
- Summary

Objective

- Understand and utilize ZEVPLAN to create and change events to contribute to the building of the schedule of classes.

Prerequisites

- Prereqs:
 - UK_100 IRIS Awareness and Navigation.
 - CM_200 Student Lifecycle Management Overview.
 - Signed Statement of Responsibility (SOR) on file with Broadway.
- Access
 - Access to ZEVPLAN is achieved with successful completion of CM_AD_300 training course and assessment.
- Roles
 - Authorized ZEVPLAN users are responsible for creating or modifying courses for the benefit of students, faculty, and staff for the schedule of classes for the University.

Overview



Overview

- Key Terms
- Section Numbers
- ZEVPLAN
- Searches

Key Terms

IRIS Term	In IRIS
Resource	Building, Room, Instructor
Module	Course – HIS 105
Business Event Type	Activity Type – Lecture, Lab, Studio, Recitation, etc
Time Independent Event	Eventless Event or TBD
Resource Conflicts	Occur when Room, Instructor or both are already scheduled.
Offering	Button that Refreshes Screen 1 Zevplan

Section Numbers

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

ZEVPLAN

Edit Event Offering

Module Organizational unit

Object abbr.

Acad. Year Acad. Session Override Resource Conflicts!

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time	Building	Room	Instructor	OptCap	MaxCap	OptEvtCap	MaxEvtCap	Event p
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Search

Two types of Searches:

1. Module
2. Organizational Unit

Edit Event Offering

Module Organizational unit

Object abbr.

Acad. Year Acad. Session Override Resource Conflicts!

Offering

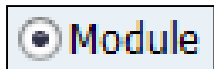
Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri
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Module Search

Module searches allow the looking up, editing, and building of individual sections of a single course. To execute a module search:

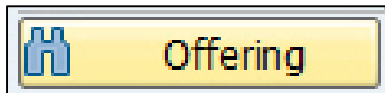
1. Select the module radio button



2. Type the course prefix and number in the "Object abbr." field

Object abbr.	ACC 202	MANAGERIAL USES OF ACCOUNTING INFO
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3. Click the "Offering" button to refresh screen and see the sections being offered for your course



Module Search

Edit Event Offering

Module Organizational unit
 Object abbr.
 Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time	Building	Room	Instructor
✓	ACC 202	Section 001	97380459	MANAGERIAL USES OF ACCOUNTING INFO	96277666	Lecture ACC 202	08/22/2018	12/14/2018	X	X			X			13:00:00	13:50:00	BE	Rm.191	Jana Wilhel
✓	ACC 202	Section 002	97314498	MANAGERIAL USES OF ACCOUNTING INFO	96277661	Lecture ACC 202	08/22/2018	12/14/2018	X		X			X		14:00:00	14:50:00	BE	Rm.191	Stephen W
✓	ACC 202	Section 003	97397939	MANAGERIAL USES OF ACCOUNTING INFO	96277667	Lecture ACC 202	08/22/2018	12/12/2018	X		X					15:00:00	16:15:00	BE	Rm.299	John Smigla
✓	ACC 202	Section 004	97314502	MANAGERIAL USES OF ACCOUNTING INFO	96277665	Lecture ACC 202	08/23/2018	12/13/2018		X		X				09:30:00	10:45:00	BE	Rm.199	David B Osb
✓	ACC 202	Section 005	97314504	MANAGERIAL USES OF ACCOUNTING INFO	96277662	Lecture ACC 202	08/23/2018	12/13/2018		X		X				11:00:00	12:15:00	BE	Rm.199	David B Osb
✓	ACC 202	Section 006	97344171	MANAGERIAL USES OF ACCOUNTING INFO	96277664	Lecture ACC 202	08/23/2018	12/13/2018		X		X				12:30:00	13:45:00	BE	Rm.199	Raymond B
✓	ACC 202	Section 007	97314508	MANAGERIAL USES OF ACCOUNTING INFO	96277663	Lecture ACC 202	08/23/2018	12/13/2018		X		X				14:00:00	15:15:00	BE	Rm.199	David B Osb
✓	ACC 202	Section 008	97397944	MANAGERIAL USES OF ACCOUNTING INFO	96277668	Lecture ACC 202	08/23/2018	12/13/2018		X		X				15:30:00	16:45:00	BE	Rm.191	Jennifer Sie

Organizational Unit Search

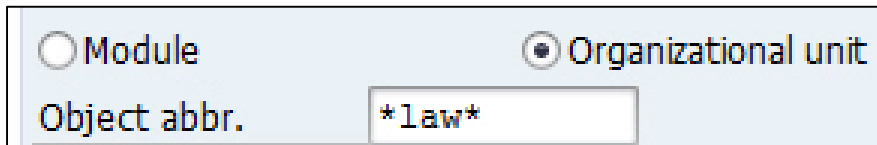
Organizational unit searches allow for the looking up and viewing of an entire department or college's course section offerings. *Course sections cannot be edited or built through an organizational unit search.* To execute an organizational unit search:

1. Select the organization unit radio button



Organizational unit

2. Type the department or college you'd like to search for in the "Object abbr." field using an asterisk at the beginning and end of the search term, and click enter

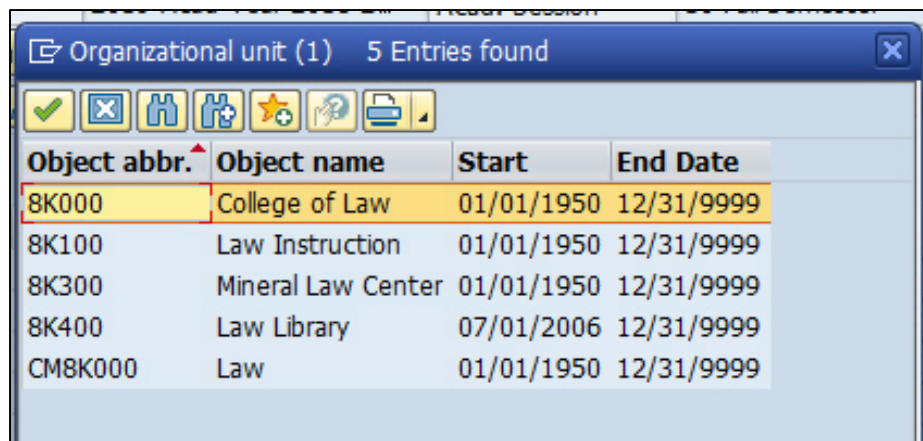


Module Organizational unit

Object abbr.

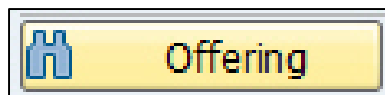
Organizational Unit Search

3. This will bring up a box with all possible search results (always select the option that starts with “College of” or “Department of”)



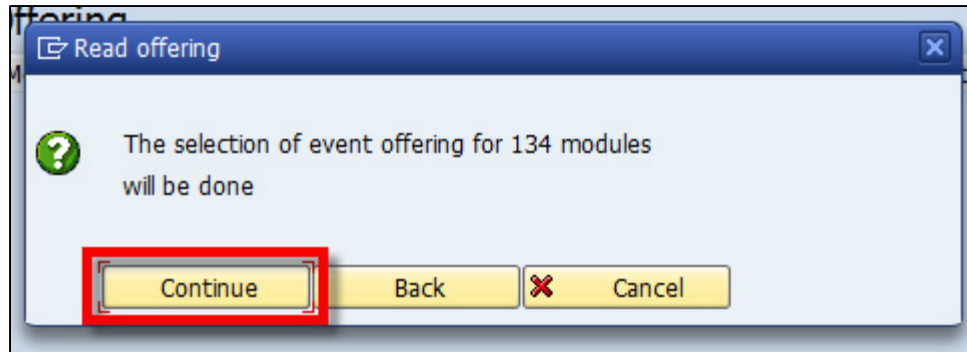
Object abbr.	Object name	Start	End Date
8K000	College of Law	01/01/1950	12/31/9999
8K100	Law Instruction	01/01/1950	12/31/9999
8K300	Mineral Law Center	01/01/1950	12/31/9999
8K400	Law Library	07/01/2006	12/31/9999
CM8K000	Law	01/01/1950	12/31/9999

4. Double click on your department or college
5. Click the “Offering” button



Organizational Unit Search

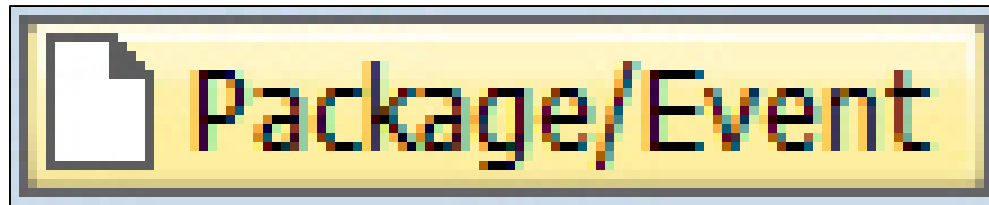
- Click "Continue" when the "Read Offering" box appears



- All of your department or college course sections will now appear

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start date	End Date	Mon	Tues	Wed	Thurs
✓	LAW 805	Section 001	97334993	TORTS	96279450	Lecture LAW 805	08/21/2018	12/14/2018		X	X	X
✓	LAW 810	Section 001	97304547	CRIMINAL LAW	96279452	Lecture LAW 810	08/21/2018	12/12/2018	X	X	X	
✓	LAW 811	Section 001	97373269	CRIMINAL PROCEDURE I	96279454	Lecture LAW 811	08/22/2018	12/14/2018	X		X	
✓	LAW 815	Section 001	97304554	CIVIL PROCEDURE I	96279456	Lecture LAW 815	08/22/2018	12/14/2018			X	X
✓	LAW 819	Section 001	97361954	FED COURTS & FED SYSTEM	96279457	Lecture LAW 819	08/22/2018	12/13/2018	X		X	X
✓	LAW 821	Section 001	97304558	LITIGATION SKILLS	96279458	Lecture LAW 821	08/22/2018	12/12/2018	X		X	
✓	LAW 835	Section 001	97373273	PROFESSIONAL RESPONSIBIL	96279461	Lecture LAW 835	08/22/2018	12/14/2018	X		X	
✓	LAW 851	Section 001	97345192	BUSINESS ASSOCIATIONS	96279462	Lecture LAW 851	08/21/2018	12/14/2018	X	X		X
✓	LAW 860	Section 001	97304569	TAXATION I	96279463	Lecture LAW 860	08/21/2018	12/13/2018		X		X
✓	LAW 872	Section 001	97405883	LAND USE PLANNING	96279464	Lecture LAW 872	08/22/2018	12/14/2018	X		X	
✓	LAW 875	Section 001	97304574	SECURITIES REGULATION	96279465	Lecture LAW 875	08/21/2018	12/13/2018	X	X		X
✓	LAW 876	Section 001	97304575	TRUSTS AND ESTATES	96279466	Lecture LAW 876	08/21/2018	12/14/2018		X	X	X
✓	LAW 885	Section 001	97361872	COMMERCIAL DEBTOR-CREDTR RELATIONS	96279467	Lecture LAW 885	08/22/2018	12/14/2018	X		X	
✓	LAW 890	Section 001	97326735	EVIDENCE	96279468	Lecture LAW 890	08/21/2018	12/13/2018	X	X	X	X
✓	LAW 898	Section 001	97391426	ENVIRONMENTAL LAW	96279469	Lecture LAW 898	08/22/2018	12/14/2018	X		X	
✓	LAW 823	Section 001	97410676	CONFLICT OF LAWS	96284427	Lecture LAW 823	08/22/2018	12/14/2018	X		X	
✓	LAW 910	Section 001	97345193	LABOR LAW	96279470	Lecture LAW 910	08/21/2018	12/13/2018		X		X
✓	LAW 914	Section 001	97391427	PRODUCTS LIABILITY	96279471	Discussion LAW 914	08/21/2018	12/12/2018	X	X	X	
✓	LAW 915	Section 001	97399048	FAMILY LAW	96279472	Lecture LAW 915	08/27/2018	12/10/2018	X			
✓	LAW 920	Section 001	97317192	ADMINISTRATIVE LAW	96279473	Lecture LAW 920	08/22/2018	12/14/2018	X		X	

Creating Events




Creating Events

1. Regular meeting pattern events
2. Eventless TBD events
3. Shared events
4. Cross-listed events
5. Part of term events
6. Non-regular events

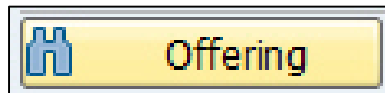
Regular Meeting Pattern Events

To build a regular meeting pattern event:

1. Do a module search for your course and make sure the correct academic year and term are selected

<input checked="" type="radio"/> Module	<input type="radio"/> Organizational unit		
Object abbr.	A-S 201	PROFESSIONAL PRACTICES IN ART STUDIO	
Acad. Year	2019 Acad Year 2018-2...	Acad. Session	10 Fall Semester
	Offering		

2. Click on the “Offering” button



Regular Meeting Pattern Events

- This will populate a list of all sections (if any) that are already built for your course

The screenshot shows a software interface for course management. At the top, there are radio buttons for 'Module' (selected) and 'Organizational unit'. Below this, the 'Object abbr.' is 'A-S 201' and the course name is 'PROFESSIONAL PRACTICES IN ART STUDIO'. The 'Acad. Year' is '2019 Acad Year 2018-2...' and the 'Acad. Session' is '10 Fall Semester'. There is a checked box for 'Override Resource Conflicts!'. A toolbar contains several icons, including a paper icon for 'Package/Event'. Below the toolbar is a table titled 'Event Offering'.

SE Stat..	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End I
	A-S 201						01/01/1900	12/3

- Make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, and then click on the "Package/Event" paper create button

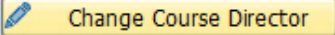
This is a close-up screenshot of the software interface. A red box highlights the 'Package/Event' button in the toolbar. Another red box highlights a cell in the first row of the 'Event Offering' table, specifically the 'SE Stat..' column.

SE Stat..	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End I
	A-S 201						01/01/1900	12/3

Regular Meeting Pattern Events

5. This will bring you to screen 2 of ZEVPLAN

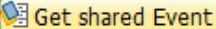
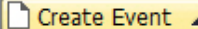






Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

Main Course Data		Course Director	
Module	A-S 201 PROFESSIONAL PRACTICES IN ART STUDIO	0	
Year	2019 Acad Year 2018-2019		
Session	10 Fall Semester		
Credit Min/Opt/Max	1.00000 / 1.00000 / 1.00000		

Event Package Info			
Main Info			
Event Pkg. ID	97411775	Section	001
Location	10000152	Main	
	PROFESSIONAL PRACTICES IN ART STUDIO		
Capacity	Optimum	Maximum	
	10	/ 10	
WebRegistration Available	<input checked="" type="checkbox"/>		
Part of Term	<input type="checkbox"/>		

Waitlist Info	
Standard Percentage	<input type="checkbox"/>
Disabled	<input checked="" type="checkbox"/>
Manual Move-Up	<input type="checkbox"/>

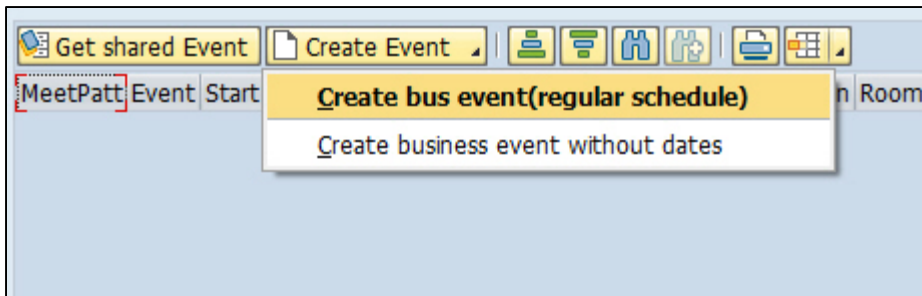
Business Events

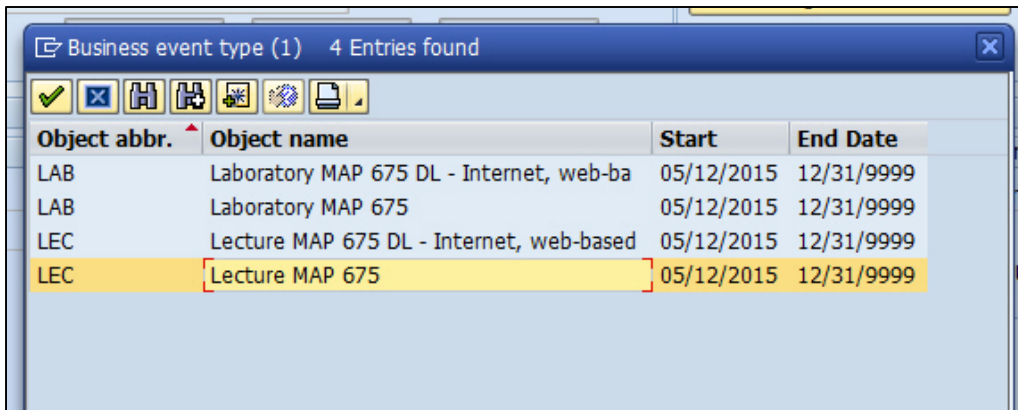
MeetPatt	Event	Start date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Schedule
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Regular Meeting Pattern Events

- To continue building your course section, click on the “Create Event” button at the bottom and select “Create bus event (regular schedule)”



- If your course has multiple business event types, select the event type you'd like to build



Regular Meeting Pattern Events

8. This will bring you to screen 3 of ZEVPLAN

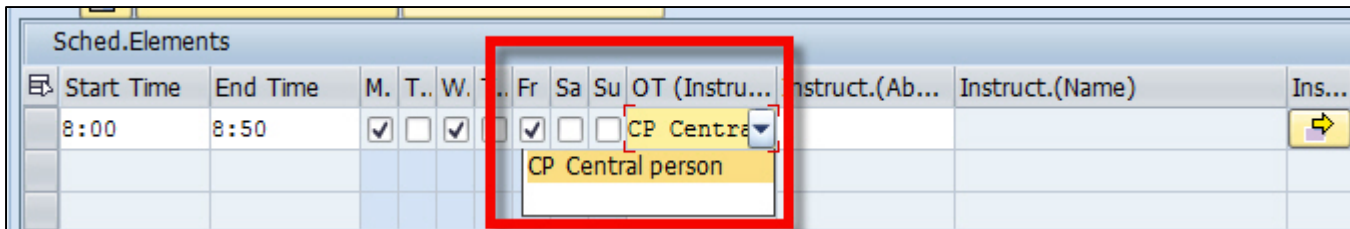
The screenshot displays the ZEVPLAN software interface for configuring a regular meeting pattern event. The interface is divided into several sections:

- Section Info:** Event Package (Section 001 PROFESSIONAL PRACTICES IN ART STUDIO), Minimum capacity (0), Optimum capacity (10), Maximum capacity (10), Campus (Main - Main Campus - Lexington).
- Business Event Data:** Business event abbr. (SEM), Location (10000 52 Main -Main Campus - Lexington), Schedule Category (Regular Schedule).
- Schedule Description:** Relative Start, Relative End, Start Day, No Roomplanning (checkbox), Meeting Pattern Change Info (By, On).
- Sched.Elements:** A table with columns: Start Time, End Time, M., T., W., T., Fr, Sa, Su, OT (Instru...), Instruct.(Ab...), Instruct.(Name), Ins..., Room(Abbr.), Room (Name). The first row shows 00:00 for both start and end times, and empty cells for the remaining columns.
- Schedule and Resource Reservation:** Period Start Date (08/22/2018), Period End Date (12/14/2018), Dates and Resources table with columns: Date, Weekday, Start Ti..., End Time, Off, Resource Type, Resource Ab..., Resource Desc.

Red boxes highlight the 'Optimum capacity' and 'Maximum capacity' fields in the Business Event Data section, and the 'Sched.Elements' table.

Regular Meeting Pattern Events

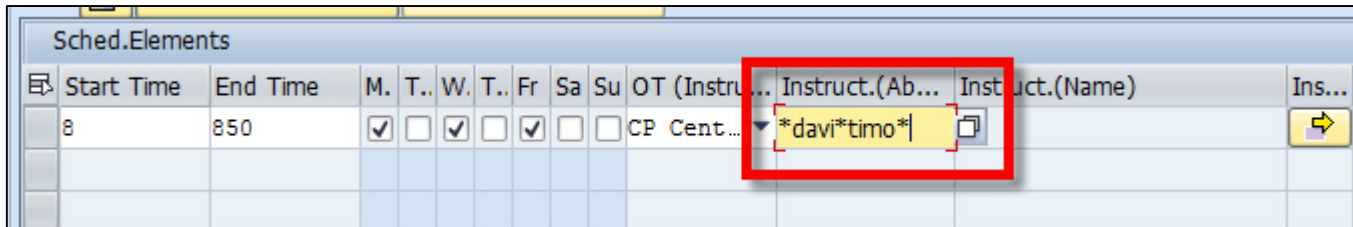
10. To add an instructor, select the “CP Central Person” option under the “OT (Instructor)” column



The screenshot shows a table titled "Sched.Elements" with columns: Start Time, End Time, M., T., W., Th., Fr, Sa, Su, OT (Instru..., Instruct.(Ab..., Instruct.(Name), and Ins... The first row has values: 8:00, 8:50, [checked], [unchecked], [checked], [unchecked], [checked], [unchecked], [unchecked], CP Centra..., [empty], [empty], [arrow]. A red box highlights the dropdown menu for the "OT (Instru..." column, which is open and shows "CP Central person" as the selected option.

Start Time	End Time	M.	T.	W.	Th.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...
8:00	8:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Centra...			[arrow]

11. Under the “Instruct.(Abbreviation)” column, search for your instructor by typing `*firstfourfirstname*firstfourlastname*` and press enter

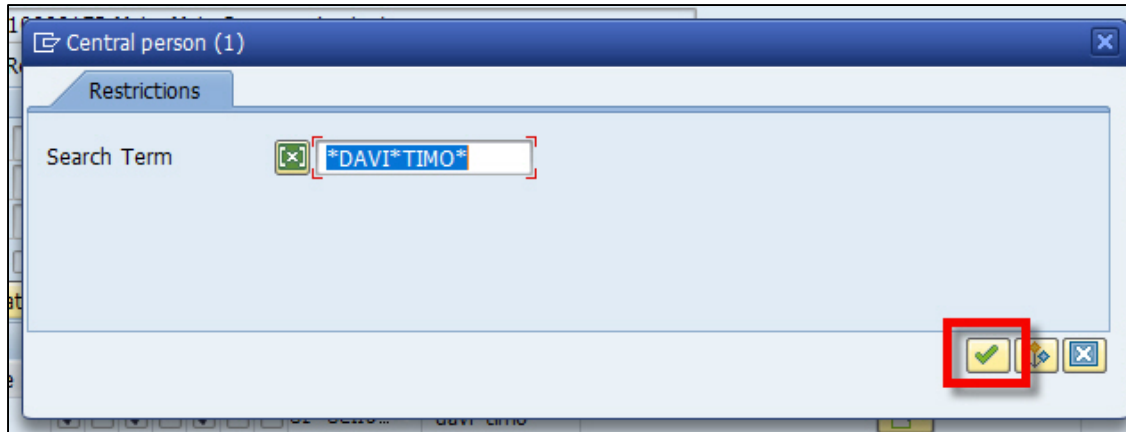


The screenshot shows the same "Sched.Elements" table. The "Instruct.(Ab..." column now contains the search filter `*davi*timo*`. A red box highlights this search filter.

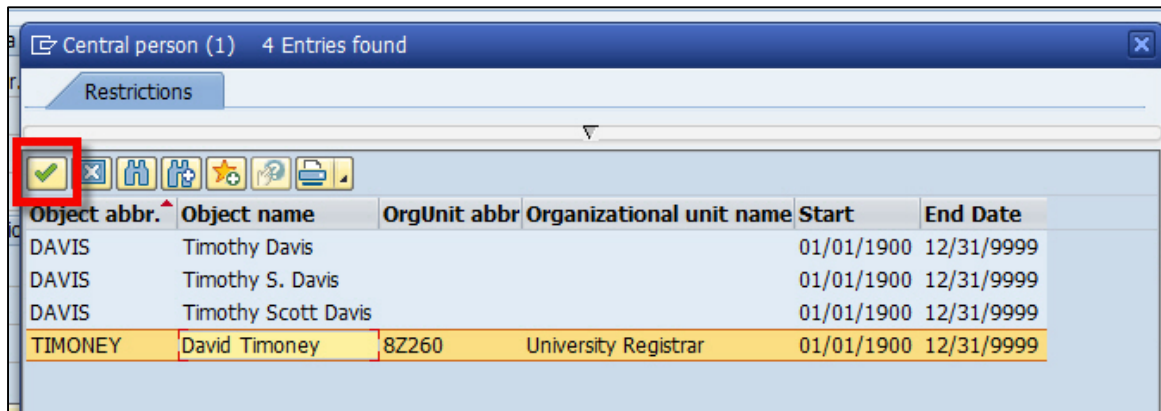
Start Time	End Time	M.	T.	W.	Th.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...
8	850	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	*davi*timo*		[arrow]

Regular Meeting Pattern Events

12. Click the green check box on the next window



13. Select the correct instructor on the search results window and click the green check box



Regular Meeting Pattern Events

14. If you have multiple instructors, click on the yellow arrow button next to the instructor's name

Business Event Data

Business event abbr. SEM Seminar A-S 201

Minimum capacity Optimum capacity 10 Maximum capacity 10

Location 10000152 Main -Main Campus - Lexington

Schedule Category Regular Schedule



Schedule Description

Relative Start Unit

Relative End Unit

Start Day


No Roomplanning

 Generate Dates  Reset

Meeting Pattern Change Info

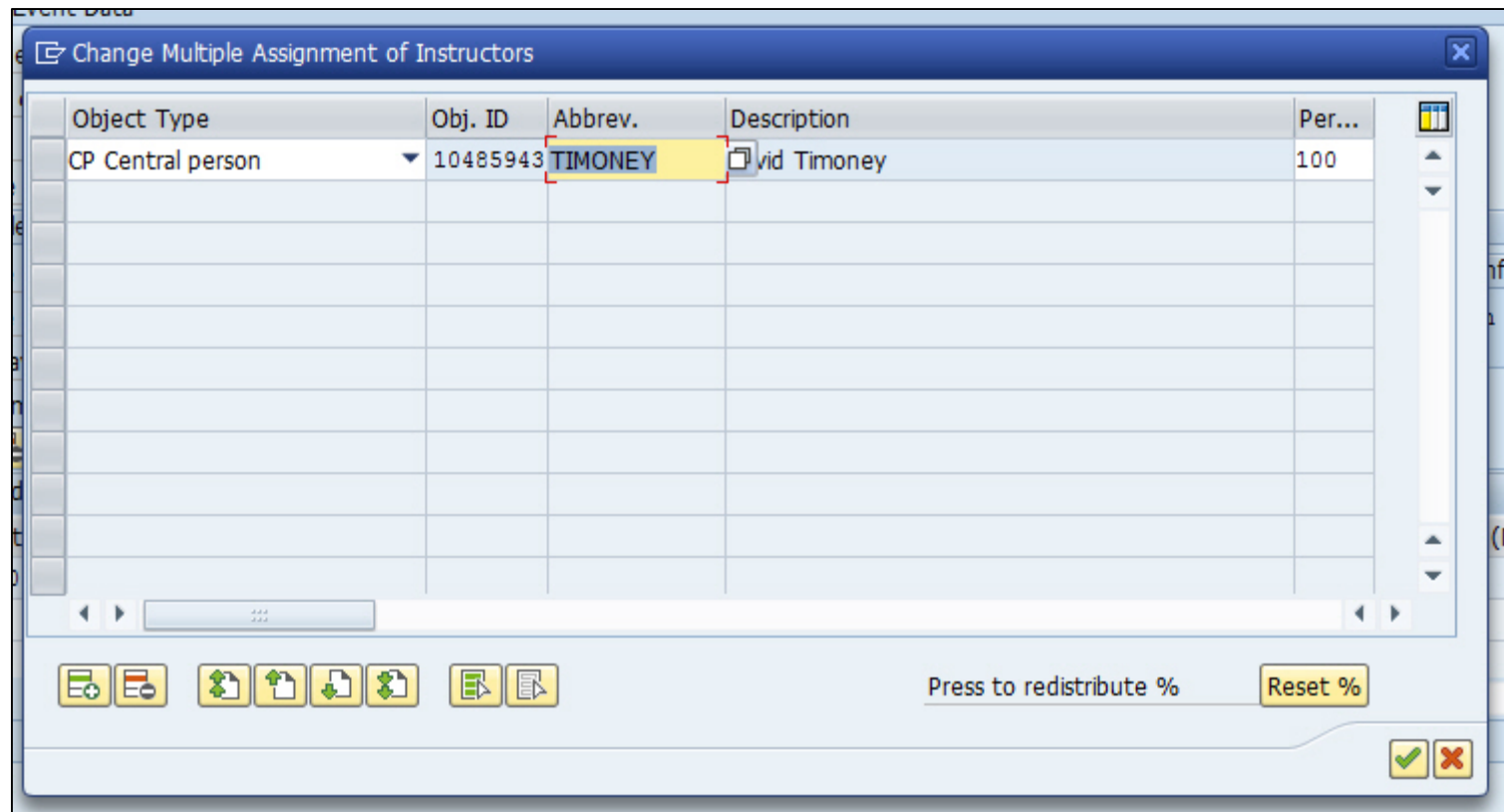
By On

Sched.Elements

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
08:00	08:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	TIMONEY	David Timoney			

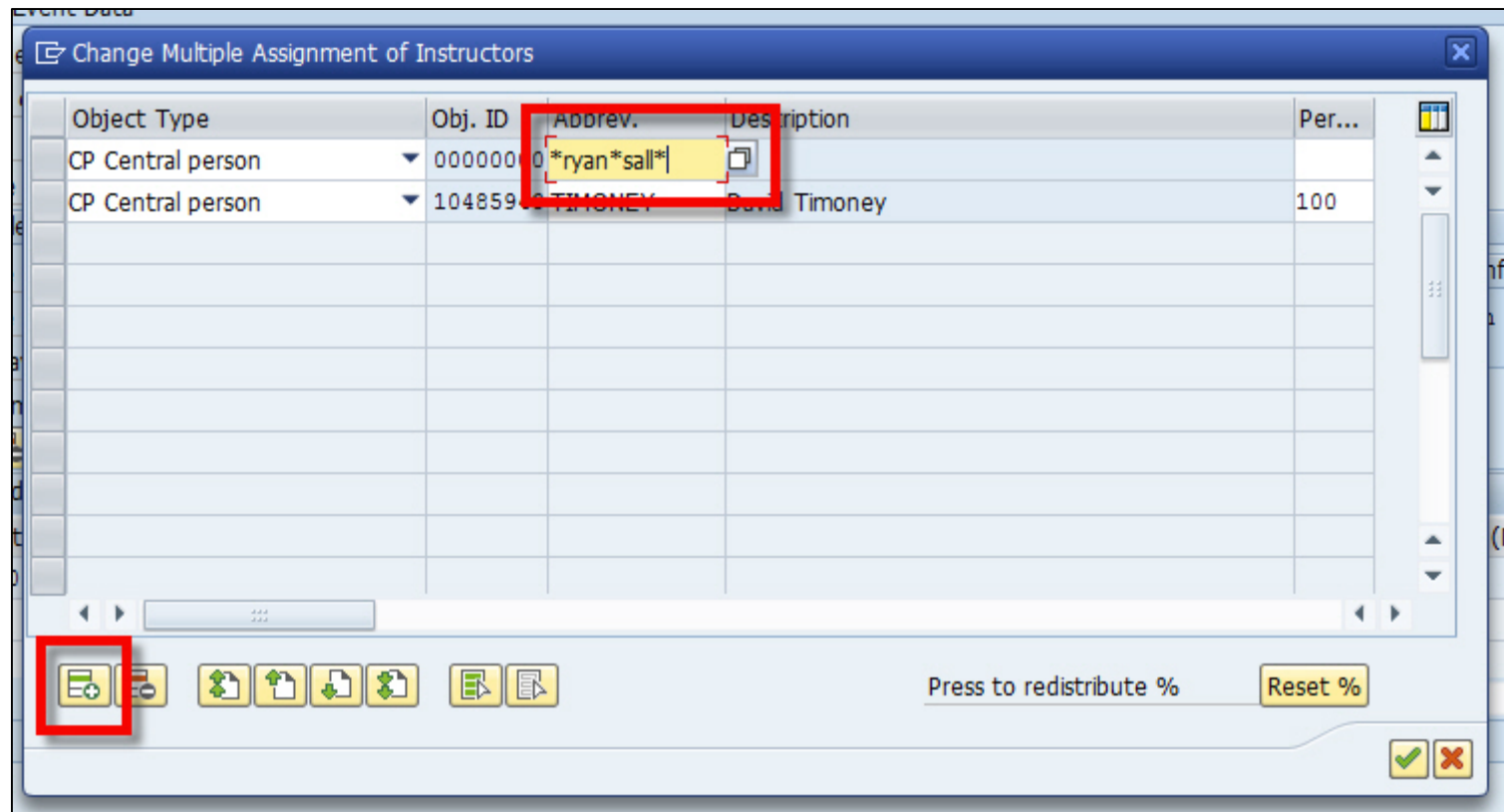
Regular Meeting Pattern Events

15. A new window will appear that lists all instructors that are already assigned to that event



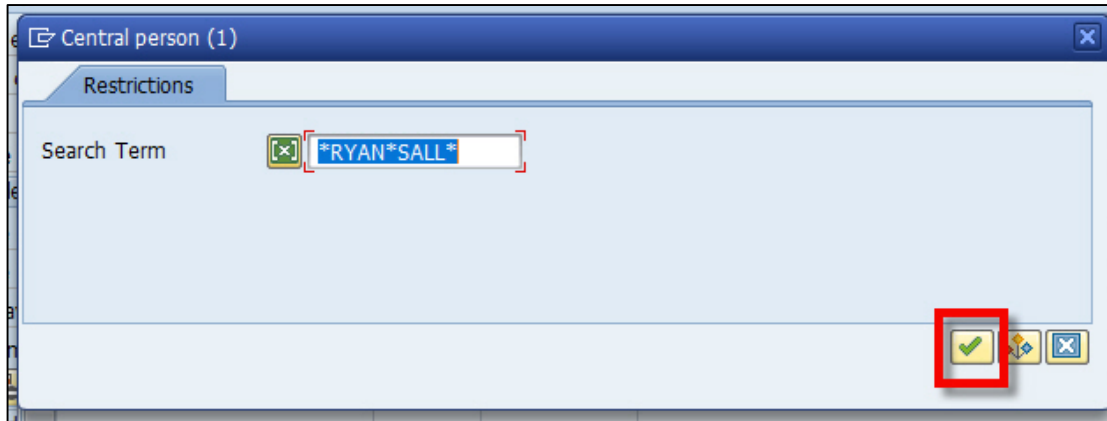
Regular Meeting Pattern Events

16. To add another instructor, click on the green plus button at the bottom and search for the new instructor on the top line that was just created and hit enter

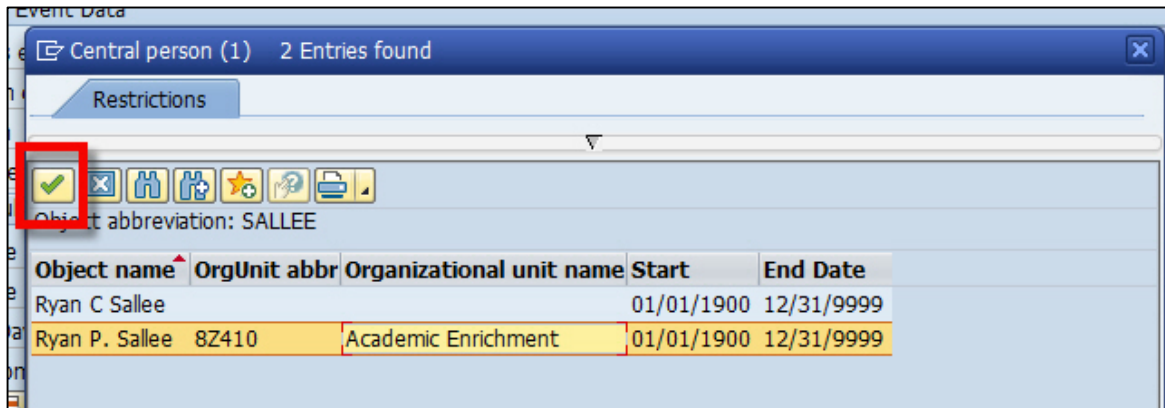


Regular Meeting Pattern Events

17. Click the green check button on the next window

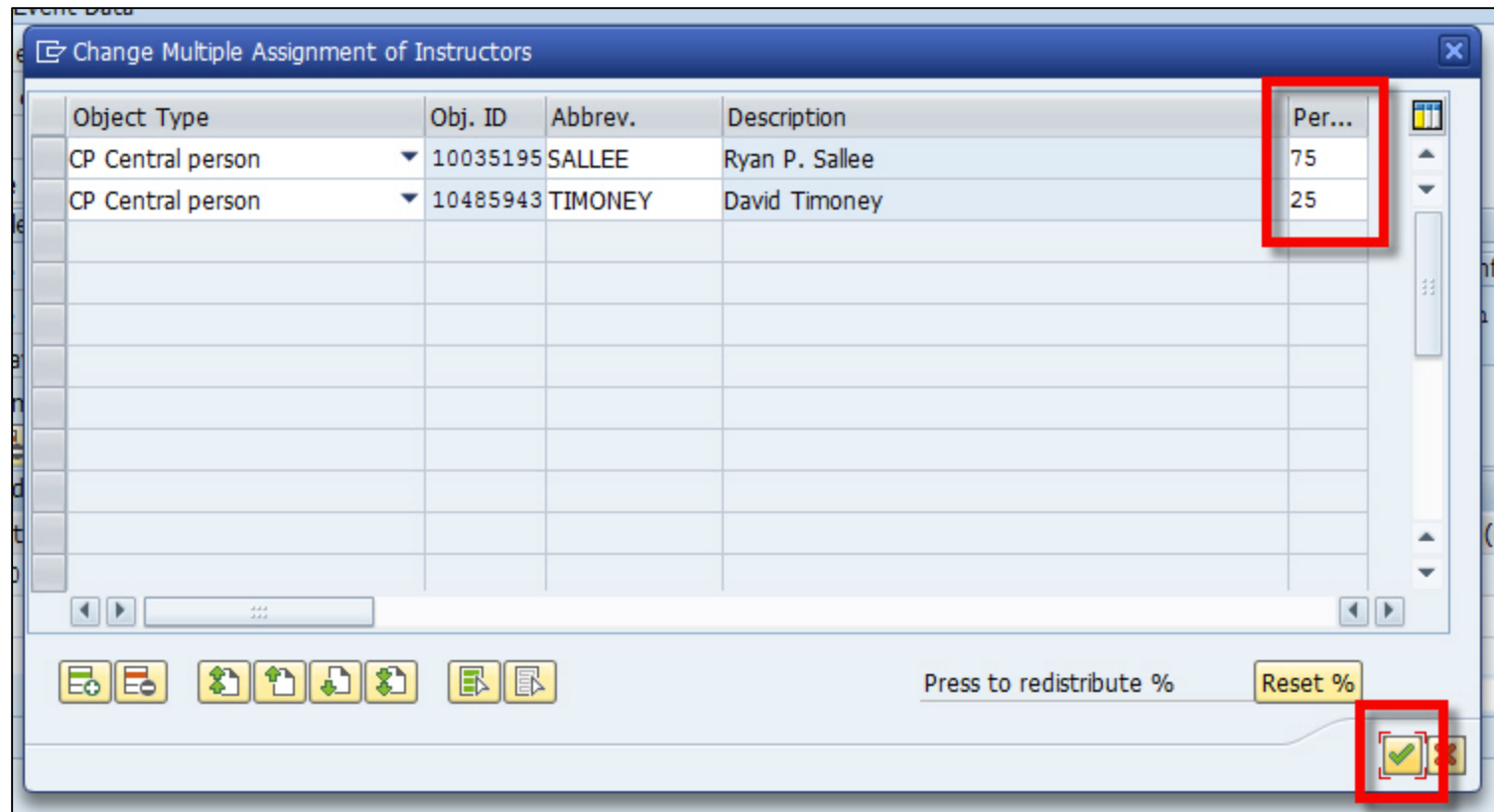


18. Select the correct instructor on the search results window and click the green check box



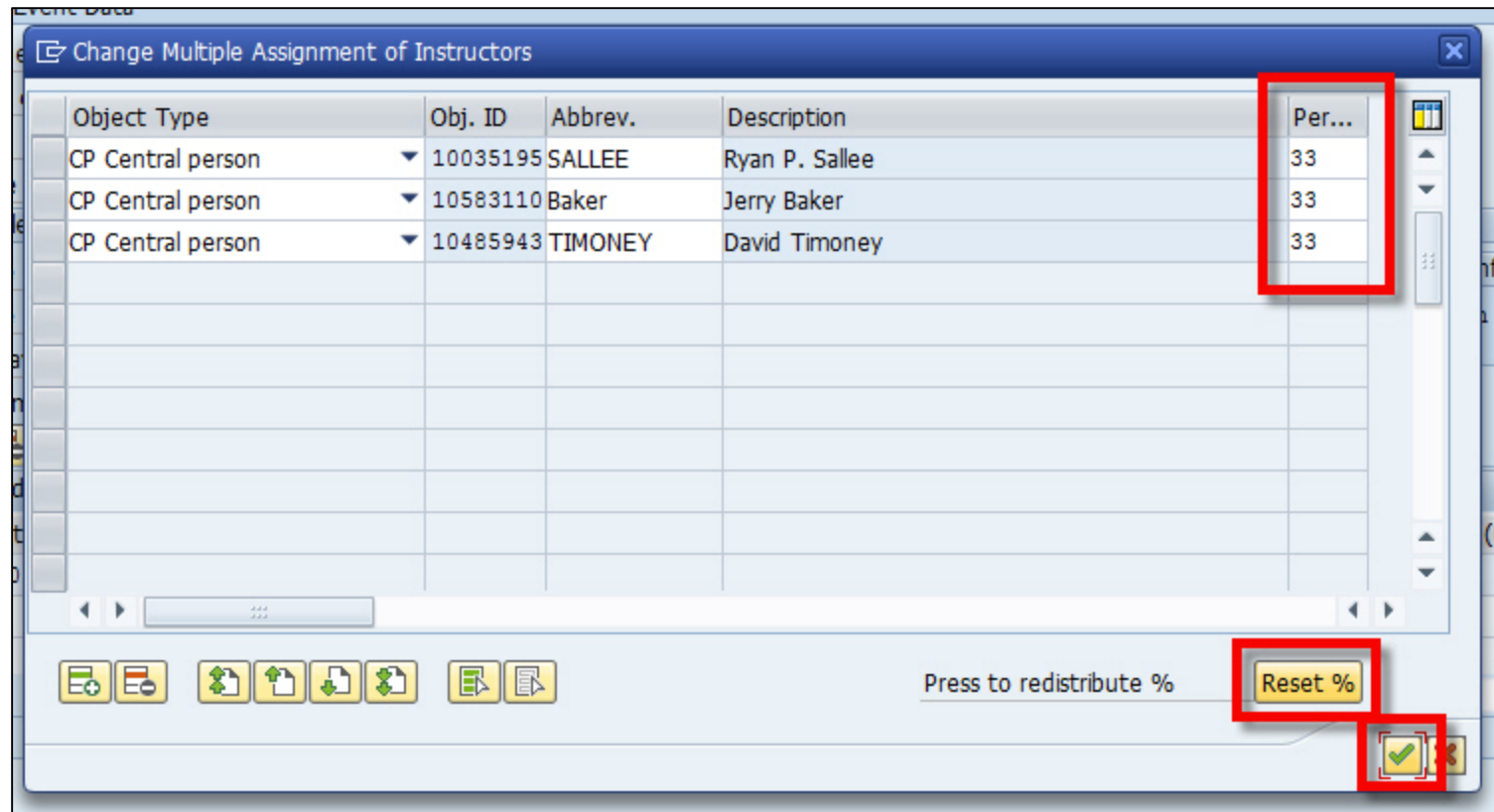
Regular Meeting Pattern Events

19. Enter in the percentage of instructional responsibility for each instructor under the “Percent Rate” column and then click on the green check button (PLEASE NOTE: the total percentage must be 100%, or as close to possible)



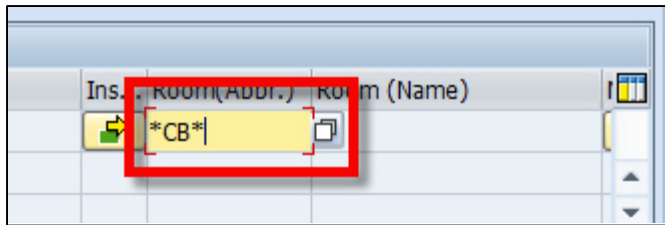
Regular Meeting Pattern Events

20. If your instructors require an even percent of instructional responsibility, click the “Reset %” button (this will automatically distribute the percent of responsibility evenly among the listed instructors) and click on the green check button

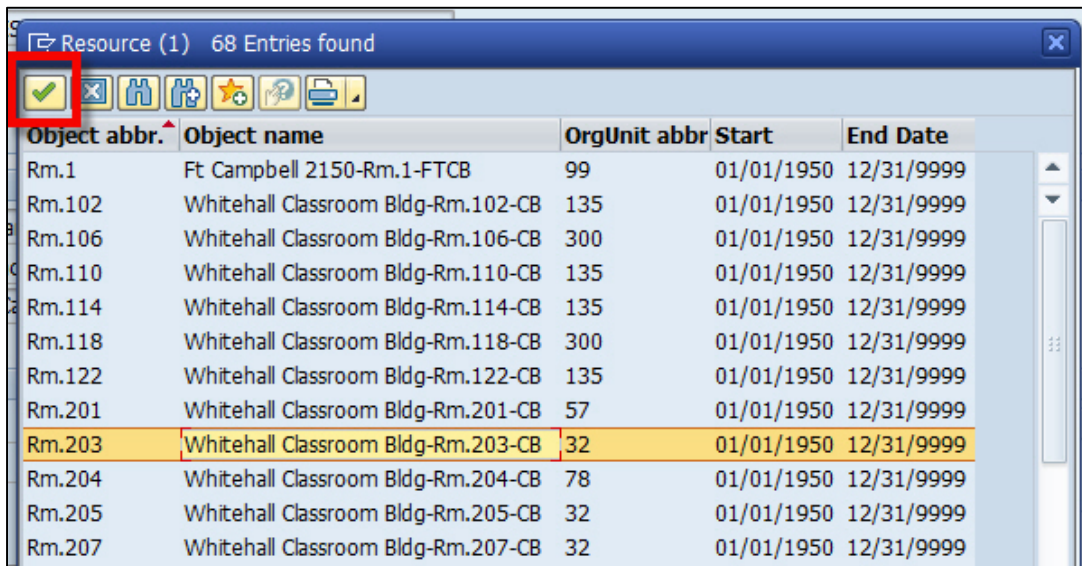


Regular Meeting Pattern Events

21. To add a department owned room, search for the building using *buildingprefix*, or *part of buildingname* and press enter

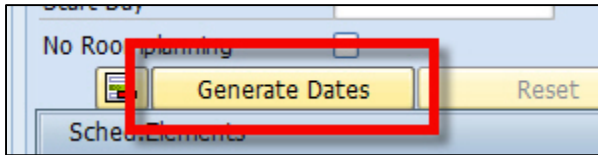


22. Highlight the room you'd like to select and click on the green check button

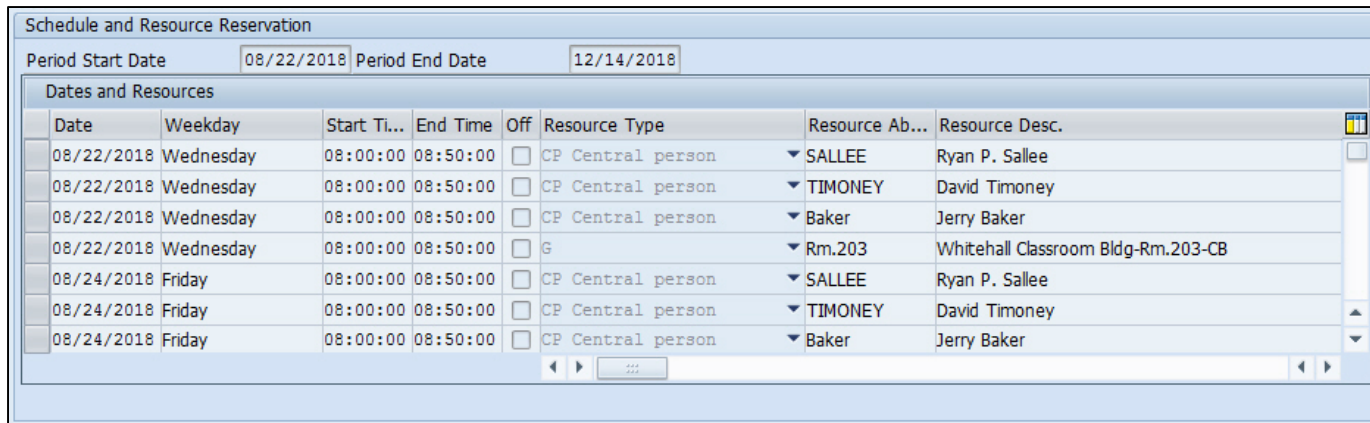


Regular Meeting Pattern Events

23. Click the “Generate Dates” button



24. At the bottom of the page, a listing will now show each of the resources (instructors and rooms) broken out for each individual date of your event



Schedule and Resource Reservation

Period Start Date: 08/22/2018 Period End Date: 12/14/2018

Dates and Resources

Date	Weekday	Start Time	End Time	Off	Resource Type	Resource Ab...	Resource Desc.
08/22/2018	Wednesday	08:00:00	08:50:00	<input type="checkbox"/>	CP Central person	SALLEE	Ryan P. Sallee
08/22/2018	Wednesday	08:00:00	08:50:00	<input type="checkbox"/>	CP Central person	TIMONEY	David Timoney
08/22/2018	Wednesday	08:00:00	08:50:00	<input type="checkbox"/>	CP Central person	Baker	Jerry Baker
08/22/2018	Wednesday	08:00:00	08:50:00	<input type="checkbox"/>	G	Rm.203	Whitehall Classroom Bldg-Rm.203-CB
08/24/2018	Friday	08:00:00	08:50:00	<input type="checkbox"/>	CP Central person	SALLEE	Ryan P. Sallee
08/24/2018	Friday	08:00:00	08:50:00	<input type="checkbox"/>	CP Central person	TIMONEY	David Timoney
08/24/2018	Friday	08:00:00	08:50:00	<input type="checkbox"/>	CP Central person	Baker	Jerry Baker

25. Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



Regular Meeting Pattern Events

26. On screen 1 of ZEVPLAN, you will now see your newly built section

Edit Event Offering

Module Organizational unit

Object abbr. PROFESSIONAL PRACTICES IN ART STUDIO

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time	Building	Room
✓	A-S 201	Section 001	97411802	PROFESSIONAL PRACTICES IN ART STUDIO	96286126	Seminar A-S 201	08/22/2018	12/14/2018	X		X			X		08:00:00	08:50:00	CB	Rm.203

Regular Meeting Pattern Events

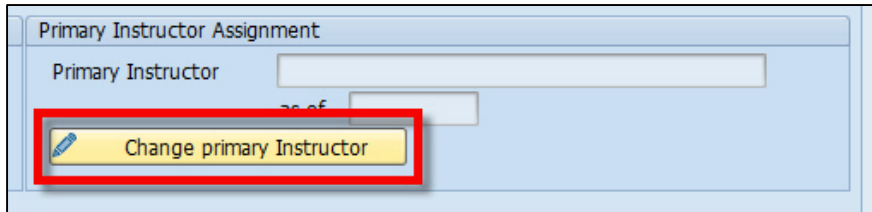
27. To add the primary instructor, Make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, and then click on the "Event Package/Events" pencil edit button

The screenshot shows the 'Edit Event Offering' interface. At the top, there are radio buttons for 'Module' (selected) and 'Organizational unit'. Below this are fields for 'Object abbr.' (A-S 201), 'PROFESSIONAL PRACTICES IN ART STUDIO', 'Acad. Year' (2019 Acad Year 2018-2...), 'Acad. Session' (10 Fall Semester), and a checked box for 'Override Resource Conflicts!'. A toolbar contains several icons, with 'Event Package / Events' highlighted by a red box. Below the toolbar is a table titled 'Event Offering'.

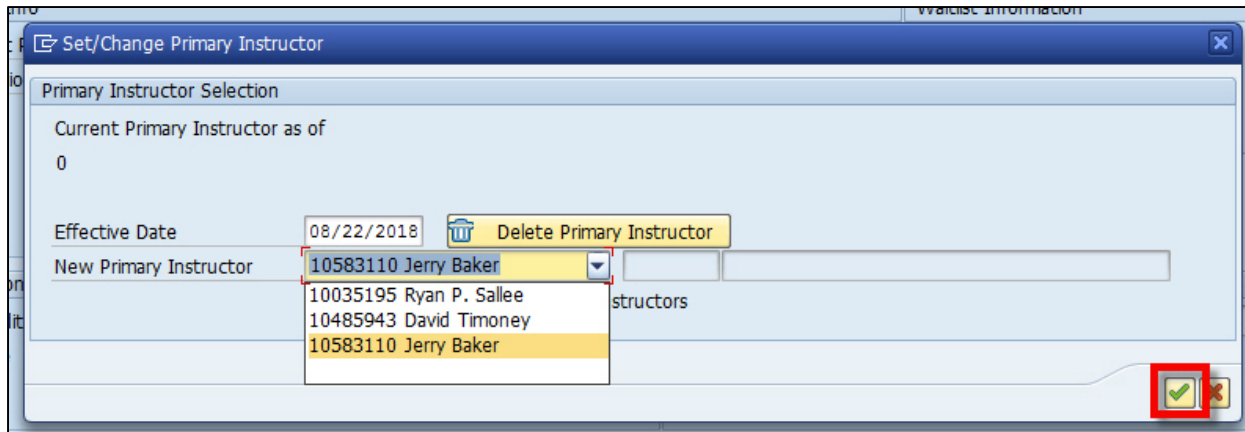
SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time	Buildi...	Room
✓	A-S 201	Section 001	97411802	PROFESSIONAL PRACTICES IN ART STUDIO	96286126	Seminar A-S 201	08/22/2018	12/14/2018	X		X		X			08:00:00	08:50:00	CB	Rm.203

Regular Meeting Pattern Events

28. Click on the “Change Primary Instructor” button on screen 2 of ZEVPLAN



29. Select the primary instructor from the list of instructors and click on the green check button




30. Click the save icon at the top of screen 2



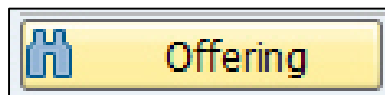
Eventless TBD Events

To build an eventless TBD event:

1. Do a module search for your course and make sure the correct academic year and term are selected

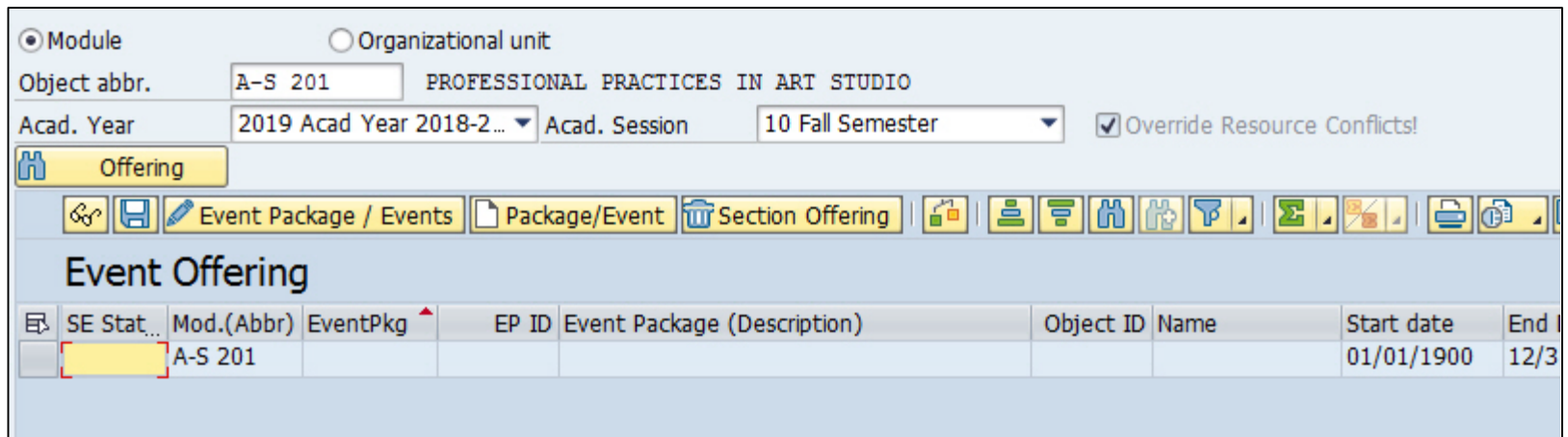
<input checked="" type="radio"/> Module	<input type="radio"/> Organizational unit		
Object abbr.	A-S 201	PROFESSIONAL PRACTICES IN ART STUDIO	
Acad. Year	2019 Acad Year 2018-2...	Acad. Session	10 Fall Semester
	Offering		

2. Click on the “Offering” button



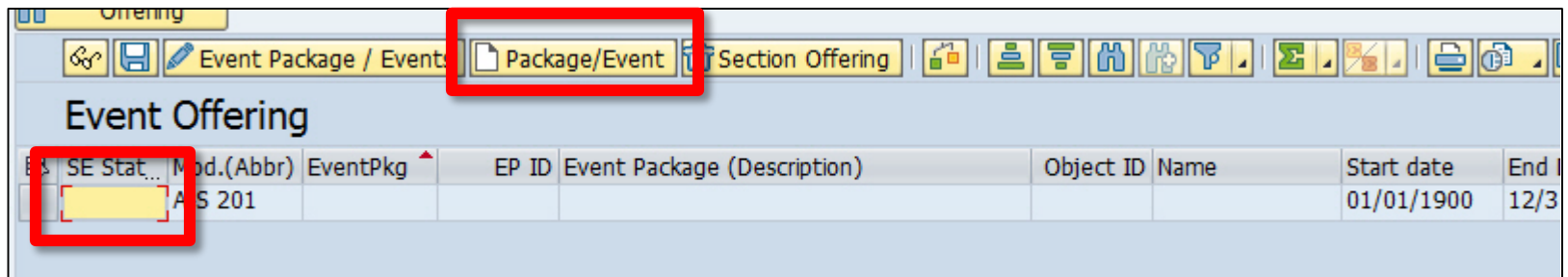
Eventless TBD Events

- This will populate a list of all sections (if any) that are already built for your course



The screenshot shows a software interface for course management. At the top, there are radio buttons for 'Module' (selected) and 'Organizational unit'. Below this, the 'Object abbr.' is 'A-S 201' and the course name is 'PROFESSIONAL PRACTICES IN ART STUDIO'. The 'Acad. Year' is '2019 Acad Year 2018-2...' and the 'Acad. Session' is '10 Fall Semester'. There is a checkbox for 'Override Resource Conflicts!' which is checked. Below the course information is a toolbar with various icons and buttons, including 'Event Package / Events', 'Package/Event', and 'Section Offering'. The main area is titled 'Event Offering' and contains a table with the following columns: SE Stat., Mod.(Abbr), EventPkg, EP ID, Event Package (Description), Object ID, Name, Start date, and End I. The first row of the table has a yellow highlighted cell in the 'SE Stat.' column and the value 'A-S 201' in the 'Mod.(Abbr)' column. The 'Start date' is '01/01/1900' and the 'End I' is '12/3'.

- Make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, and then click on the "Package/Event" paper create button

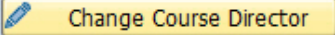


This is a close-up screenshot of the software interface. A red box highlights the 'Package/Event' button in the toolbar. Another red box highlights a cell in the 'SE Stat.' column of the 'Event Offering' table, which is the same cell highlighted in the previous screenshot. The rest of the interface, including the course information and other toolbar buttons, is visible but not highlighted.

Eventless TBD Events

5. This will bring you to screen 2 of ZEVPLAN

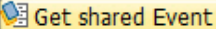
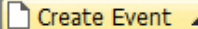






Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

Main Course Data		Course Director	
Module	A-S 201 PROFESSIONAL PRACTICES IN ART STUDIO	0	
Year	2019 Acad Year 2018-2019		
Session	10 Fall Semester		
Credit Min/Opt/Max	1.00000 / 1.00000 / 1.00000		

Event Package Info			
Main Info			
Event Pkg. ID	97411775	Section	001
Location	10000152	Main	
		PROFESSIONAL PRACTICES IN ART STUDIO	
Capacity	Optimum	Maximum	
	10	/ 10	
WebRegistration Available	<input checked="" type="checkbox"/>		
Part of Term	<input type="checkbox"/>		

Waitlist Info	
Standard Percentage	<input type="checkbox"/>
Disabled	<input checked="" type="checkbox"/>
Manual Move-Up	<input type="checkbox"/>

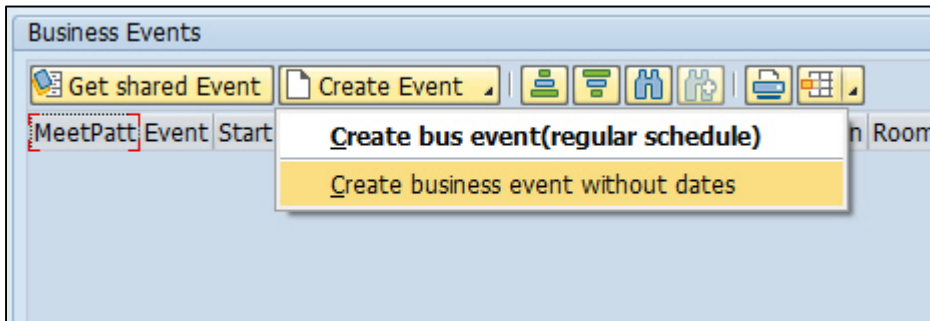
Business Events

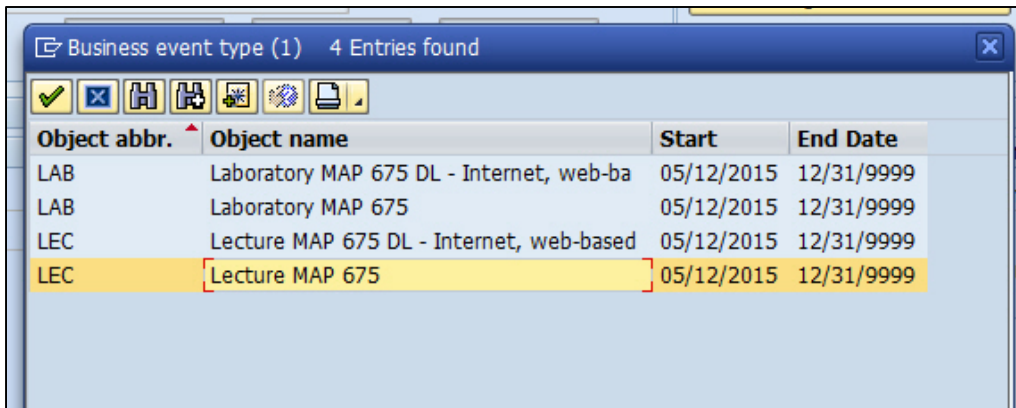
MeetPatt	Event	Start date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Schedule
----------	-------	------------	----------	----------------------------	----------	------	--------	------------	----------

Eventless TBD Events

- To continue building your course section, click on the “Create Event” button at the bottom and select “Create business event without dates”



- If your course has multiple business event types, select the event type you'd like to build



Eventless TBD Events

8. This will bring you to screen 3 of ZEVPLAN

Create Business Event

Academic Year Acad Year 2018-2019 Academic Session Fall Semester Key Date 01/01/1900

Module A-S 201 PROFESSIONAL PRACTICES IN ART STUDIO

Business event type 98530981 SEM Seminar A-S 201

Section Info

Event Package Section 001 PROFESSIONAL PRACTICES IN ART STUDIO

Minimum capacity 0 Optimum capacity 10 Maximum capacity 10

Campus Main Main Campus - Lexington

Academic Event

Business event abbr. SEM Seminar A-S 201

Minimum capacity Optimum capacity 10 Maximum capacity 10

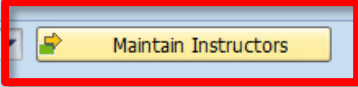
Location

Resources

Room Assignment

No Room Planning

Instructor Assignment

Instructor Type  Maintain Instructors

Main Instructor

Effective Date 08/22/2018

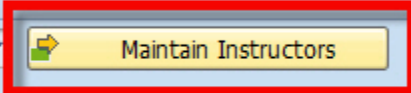
Instructor Flags are now maintained in portal. TCE & CANVAS default to ON

Eventless TBD Events

9. Enter in the optimum and maximum capacities only

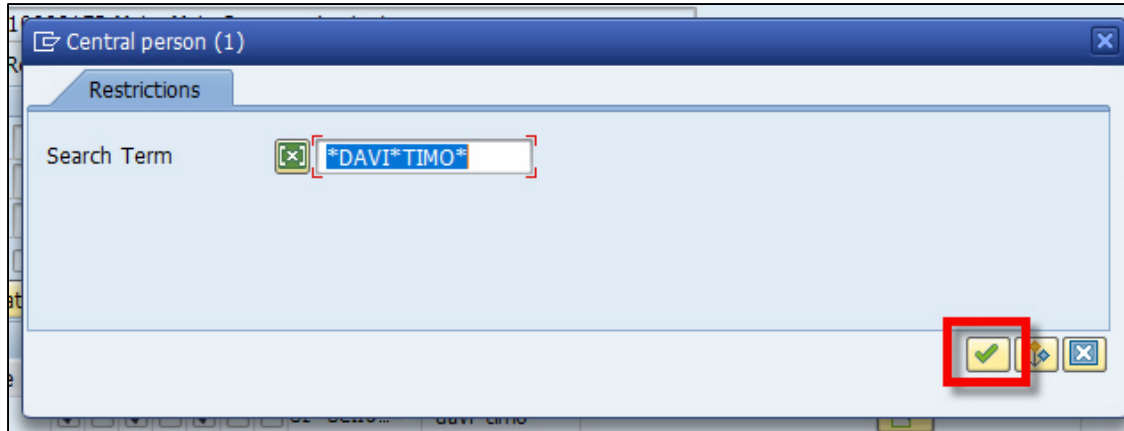
Academic Event			
Business event abbr.	SEM	Seminar A-B-201	
Minimum capacity		Optimum capacity	10
		Maximum capacity	10
Location			

10. Click on the “Maintain Instructors” button to add instructors

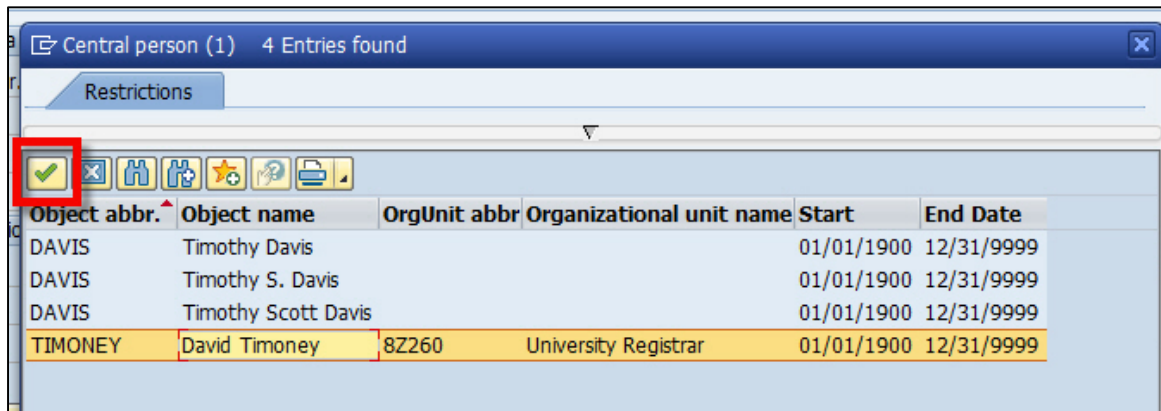
Instructor Assignment	
Instructor Type	
Main Instructor	

Eventless TBD Events

12. Click the green check button on the next window

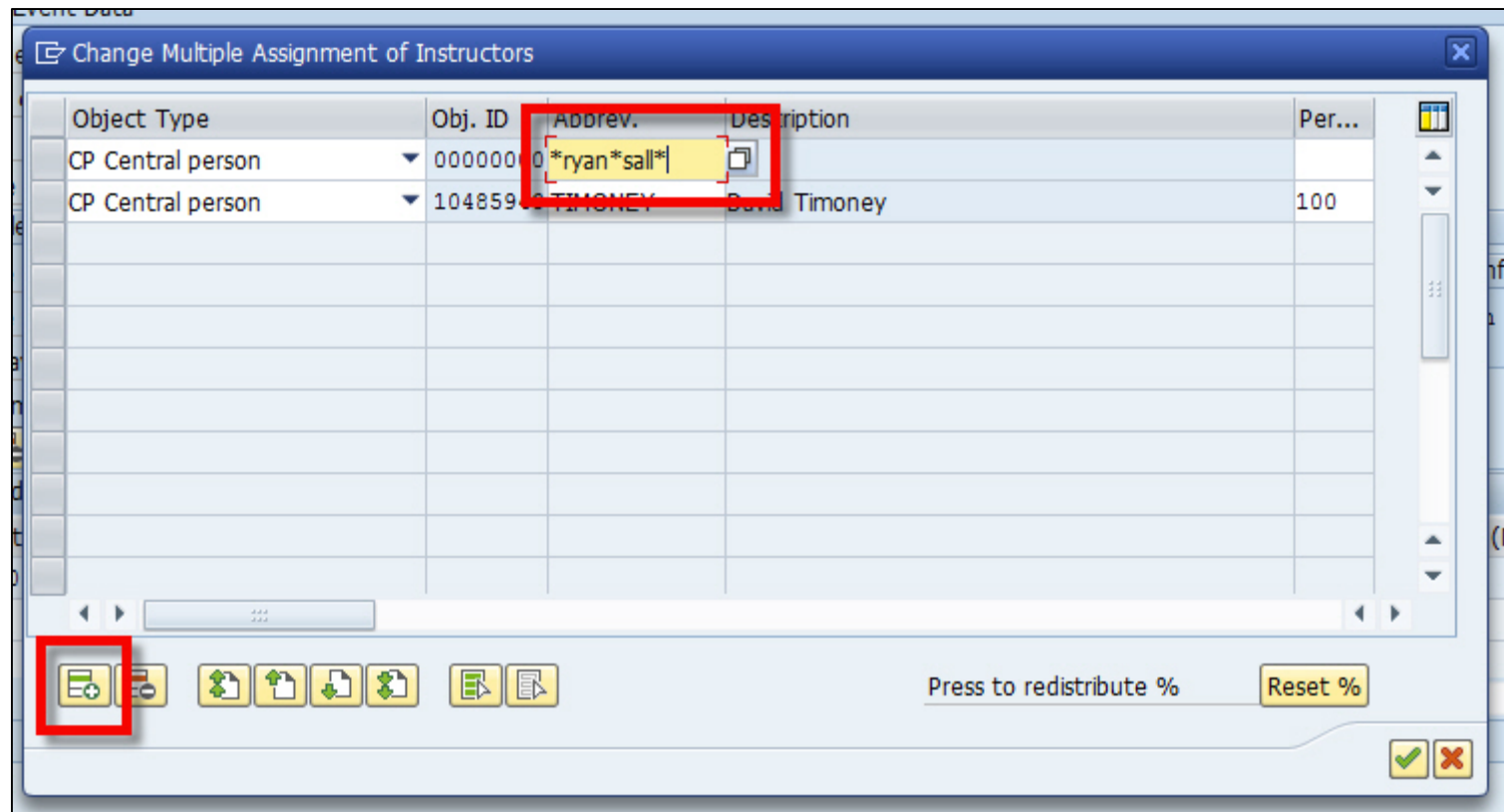


13. Select the correct instructor on the search results window and click the green check box



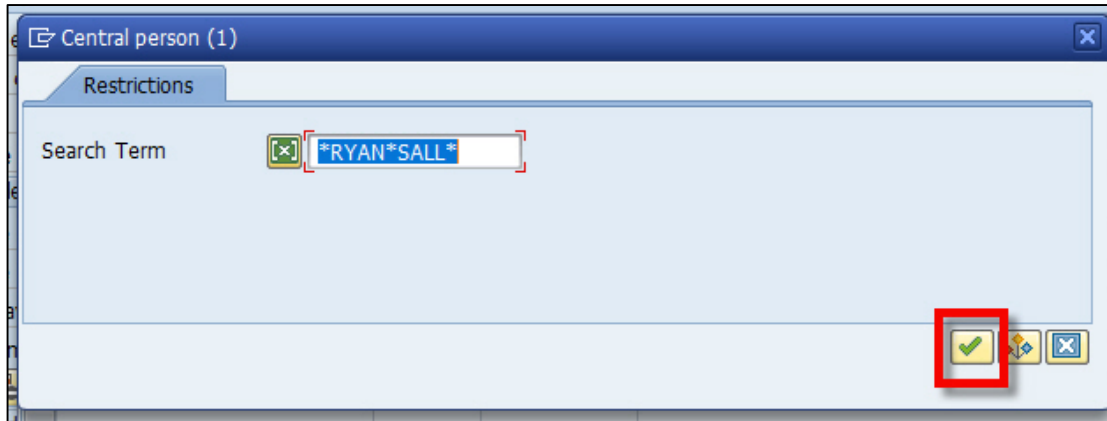
Eventless TBD Events

14. To add another instructor, click on the green plus button at the bottom and search for the new instructor on the top line that was just created and hit enter

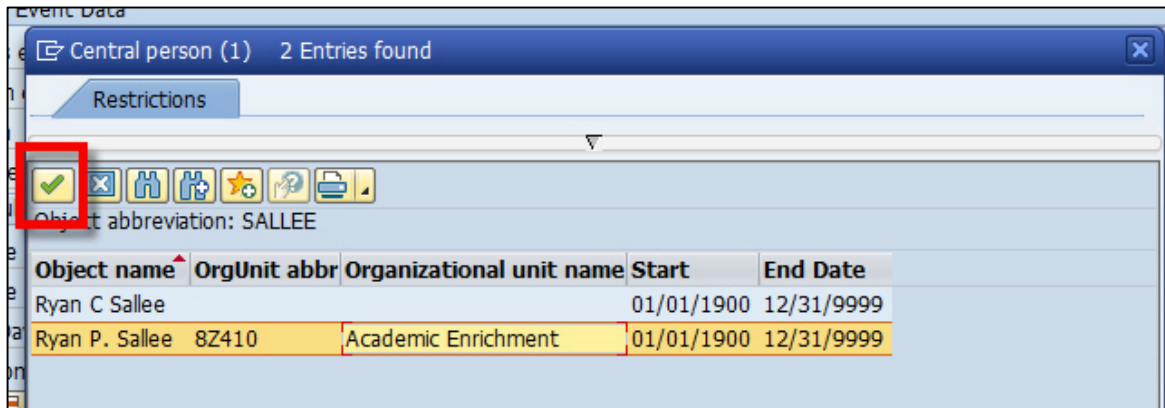


Eventless TBD Events

15. Click the green check button on the next window

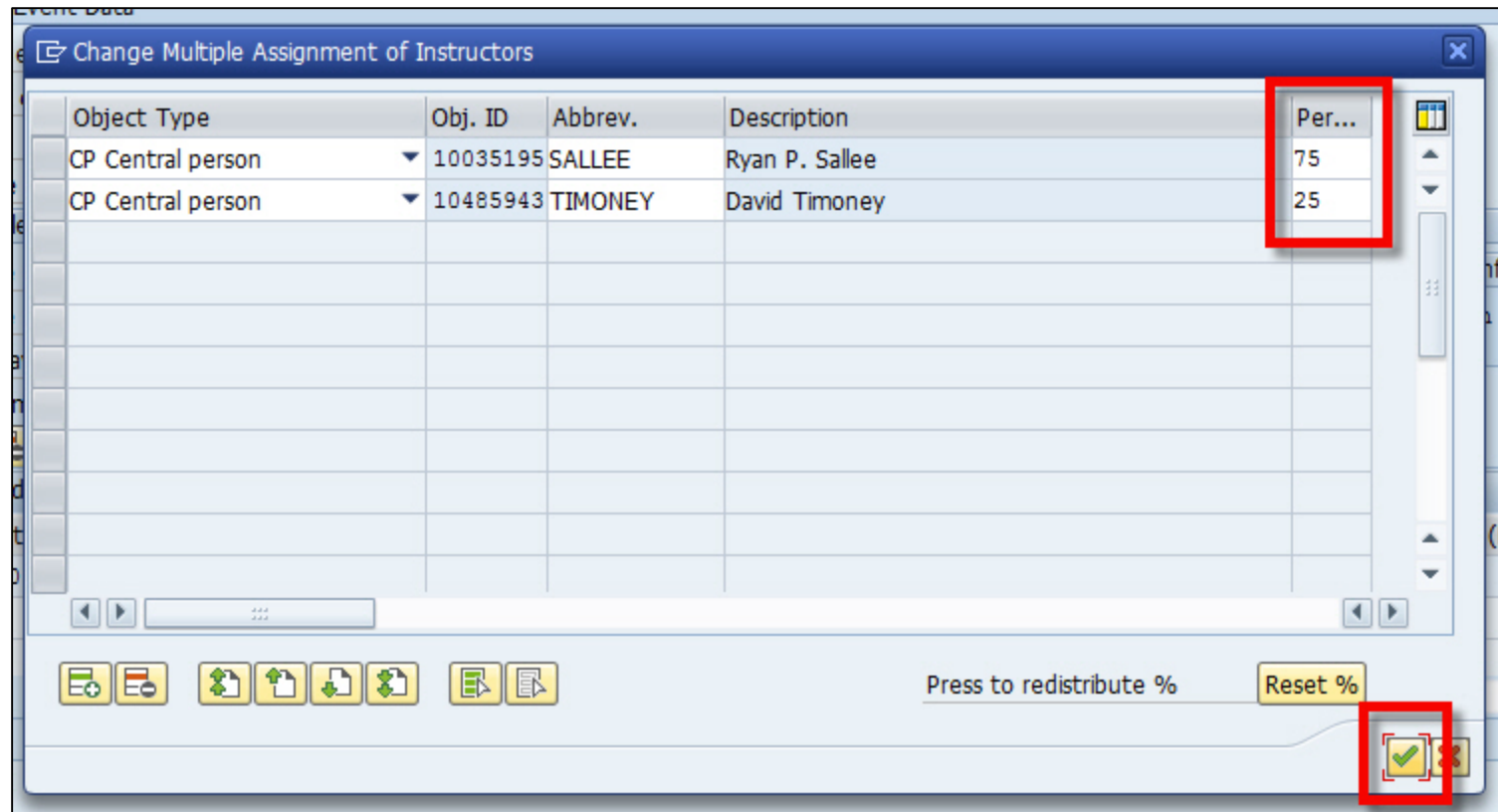


16. Select the correct instructor on the search results window and click the green check box



Eventless TBD Events

17. Enter in the percentage of instructional responsibility for each instructor under the “Percent Rate” column and then click on the green check button (PLEASE NOTE: the total percentage must be 100%, or as close to possible)



Eventless TBD Events

18. Once you've added your instructors, click on the save icon at the top of screen 3 and 2 of ZEVPLAN



19. To add the primary instructor, Make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, and then click on the "Event Package/Events" pencil edit button

Edit Event Offering

Module Organizational unit

Object abbr. PROFESSIONAL PRACTICES IN ART STUDIO

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events | Package/Event | Section Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time	Building	Room	Instructor
✓	A-S 201	Section 001	97411803	PROFESSIONAL PRACTICES IN ART STUDIO	99535977	Seminar A-S 201	08/22/2018	12/14/2018								00:00:00	00:00:00			Ryan P. Sallee

Eventless TBD Events

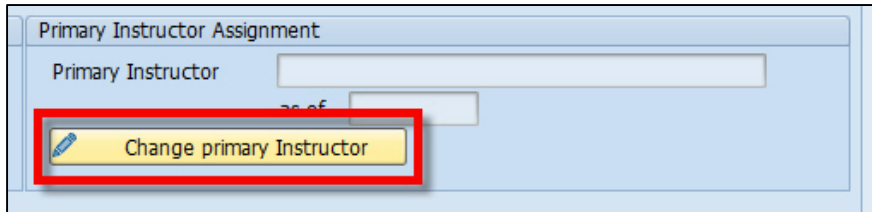
20. To add the primary instructor, Make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, and then click on the "Event Package/Events" pencil edit button

The screenshot shows the 'Edit Event Offering' interface. At the top, there are radio buttons for 'Module' (selected) and 'Organizational unit'. Below this, there are input fields for 'Object abbr.' (A-S 201), 'PROFESSIONAL PRACTICES IN ART STUDIO', 'Acad. Year' (2019 Acad Year 2018-2...), 'Acad. Session' (10 Fall Semester), and a checked checkbox for 'Override Resource Conflicts!'. A toolbar contains several icons, with the 'Event Package / Events' icon (a pencil) highlighted by a red box. Below the toolbar is the 'Event Offering' table.

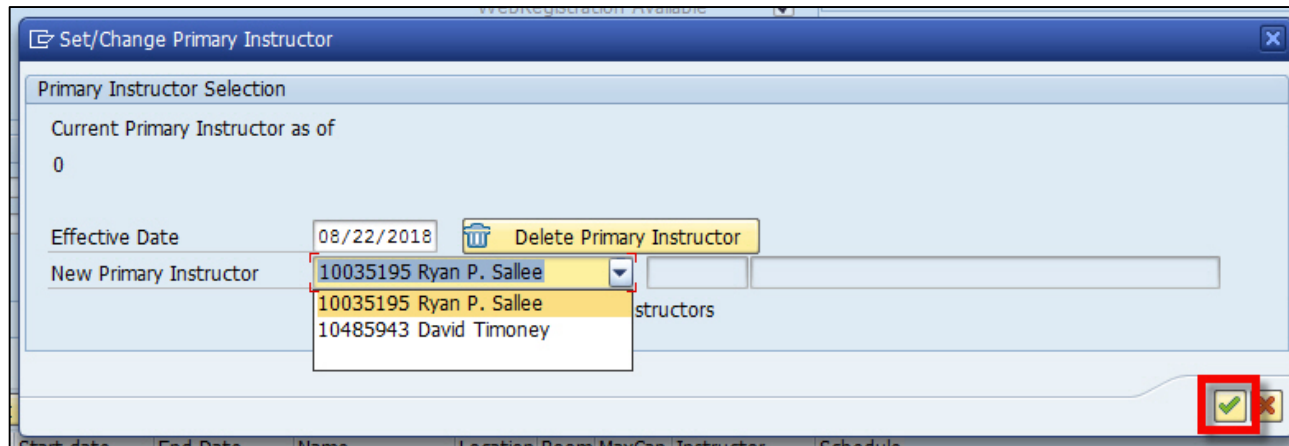
SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time	Building	Room	Instructor
✓	A-S 201	Section 001	97411803	PROFESSIONAL PRACTICES IN ART STUDIO	99535977	Seminar A-S 201	08/22/2018	12/14/2018								00:00:00	00:00:00			Ryan P. Sallee

Eventless TBD Events

21. Click on the “Change Primary Instructor” button on screen 2 of ZEVPLAN



22. Select the primary instructor from the list of instructors and click on the green check button



23. Click the save icon at the top of screen 2



EXERCISE ONE: Creating Events

Using the data given on your exercise sheet, create a regular meeting pattern event and an eventless TBD event.

Shared Events

To create a shared event:

1. Making sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the paper "Package/Event" create button on screen 1 of ZEVPLAN

The screenshot shows the ZEVPLAN software interface. At the top, there are radio buttons for "Module" (selected) and "Organizational unit". Below that, the "Object abbr." is "FOR 101" and "INTRO WILDLIFE CONSERV". The "Acad. Year" is "2019 Acad Year 2018-2..." and "Acad. Session" is "10 Fall Semester". There is a checked box for "Override Resource Conflicts!".

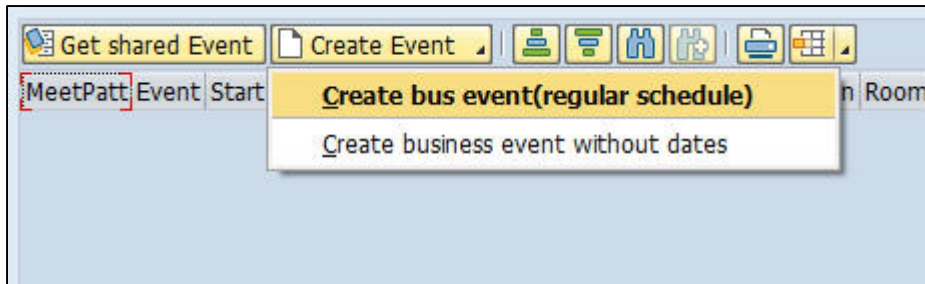
The "Offering" section is active, showing a toolbar with buttons for "Event Package / Events", "Package/Event" (highlighted with a red box), and "Section Offering".

Below the toolbar is the "Event Offering" table. The first row is highlighted with a red box. The table has the following columns: "Event Offering", "Mod.(Abbr)", "EventPkg", "EP ID", "Event Package (Description)", "ObjectID", "Name", "Start date", "End Date", "Mon", "Tues", "W...", "Thu".

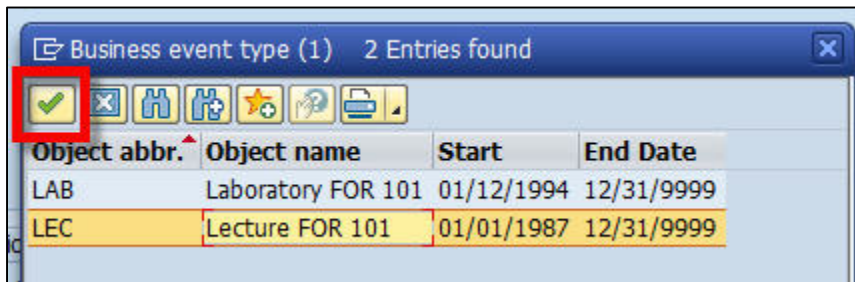
Event Offering	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	ObjectID	Name	Start date	End Date	Mon	Tues	W...	Thu
	FOR 101						01/01/1...	12/31/...				

Shared Events

3. To continue building your course section, click on the “Create Event” button at the bottom and select “Create business event without dates”



4. Select the activity type event that you want to share and click on the green check button



Shared Events

5. This will bring you to screen 3 of ZEVPLAN

The screenshot displays the ZEVPLAN system interface for configuring an event. The 'Section Info' section shows 'Event Package' as 'Section 001 INTRO WILDLIFE CONSERV', 'Minimum capacity' as 0, 'Optimum capacity' as 10, and 'Maximum capacity' as 10. The 'Business Event Data' section shows 'Business event abbr.' as 'LEC', 'Optimum capacity' as 20, and 'Maximum capacity' as 20. A red box highlights the 'Optimum capacity' and 'Maximum capacity' fields, with a red arrow pointing to them from the text 'Enter the shared capacity for all of the different sections sharing the event'. The 'Schedule Description' section includes 'Relative Start', 'Relative End', 'Start Day', and 'No Roomplanning'. The 'Sched.Elements' table is highlighted with a red box and contains the following data:

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
00:00	00:00													

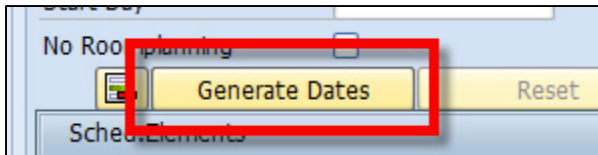
The 'Schedule and Resource Reservation' section shows 'Period Start Date' as 08/22/2018 and 'Period End Date' as 12/14/2018. The 'Dates and Resources' table is also highlighted with a red box and contains the following data:

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

Enter the shared capacity for all of the different sections sharing the event

Shared Events

23. Click the “Generate Dates” button



24. Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



25. On screen 1, the lecture now displays

Module Organizational unit

Object abbr. FOR 101 INTRO WILDLIFE CONSERV

Acad. Year 2019 Acad Year 2018-2... Acad. Session 10 Fall Semester Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018	X		X					09:30:00	10:45:00

Shared Events

26. To continue building this section and to add the laboratory component, make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the pencil "Event Package/Events" edit button on screen 1 of ZEVPLAN

Module: Module Organizational unit
Object abbr. FOR 101 INTRO WILDLIFE CONSERV
Acad. Year 2019 Acad Year 2018-2... Acad. Session 10 Fall Semester Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

EP	SE	Status	M	d.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time	

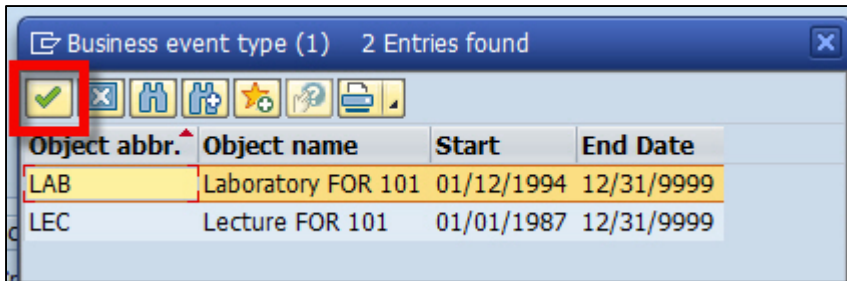
27. Click on the "Create Event" button at the bottom and select "Create bus event(regular schedule)"

Get shared Event Create Event

MeetPatt Event Start **Create bus event(regular schedule)** n Room
Create business event without dates

Shared Events

28. Select the second activity type event that you want to share and click on the green check button



29. On screen 3, enter in the capacity just for the students in this section (this will be smaller than the shared capacity you entered in for the lecture)

The screenshot shows a "Business Event Data" form with the following fields:

- Business event abbr.: LAB
- Business event name: Laboratory FOR 101
- Minimum capacity: [empty]
- Optimum capacity: 10
- Maximum capacity: 10
- Location: 10000 [empty]
- Schedule Category: Regular Schedule
- Schedule Description: [empty]

The "Optimum capacity" field is highlighted with a red box.

Shared Events

30. Once you've entered the meeting pattern, instructor, and room information, click the "Generate Dates" button

Section Info

Event Package: Section 001 INTRO WILDLIFE CONSERV
Minimum capacity: 0 Optimum capacity: 10 Maximum capacity: 10
Campus: Main Main Campus - Lexington

Business Event Data

Business event abbr.: LAB Laboratory FOR 101
Minimum capacity: Optimum capacity: 10 Maximum capacity: 10
Location: 10000152 Main -Main Campus - Lexington

Schedule Category: Regular Schedule

Schedule Description

Relative Start: Unit: Meeting Pattern Change Info
Relative End: Unit: By: On
Start Day:

No Room Reservations

Generate Dates (highlighted) Reset

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins... Room(Abbr.)	Room (Name)
13:00	14:50					<input checked="" type="checkbox"/>			CP Cent...	SALLEE	Ryan P. Sallee	Rm.B9	Funkhouser Building-Rm...

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

Schedule and Resource Reservation

Period Start Date: 08/22/2018 Period End Date: 12/14/2018

Date	Weekday	Start Ti...	End Time	Off	Resource Type	Resource Ab...	Resource Desc.
08/24/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	CP Central person	SALLEE	Ryan P. Sallee
08/24/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	G	Rm.B9	Funkhouser Building-Rm.B9-FB
08/31/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	CP Central person	SALLEE	Ryan P. Sallee
08/31/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	G	Rm.B9	Funkhouser Building-Rm.B9-FB
09/07/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	CP Central person	SALLEE	Ryan P. Sallee
09/07/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	G	Rm.B9	Funkhouser Building-Rm.B9-FB
09/14/2018	Friday	13:00:00	14:50:00	<input type="checkbox"/>	CP Central person	SALLEE	Ryan P. Sallee

Shared Events

31. Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



32. On screen 1, both the lecture and laboratory now display

Module: Organizational unit

Object abbr. FOR 101 INTRO WILDLIFE CONSERV

Acad. Year 2019 Acad Year 2018-2... Acad. Session 10 Fall Semester Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018		X		X				09:30:00	10:45:00
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286112	Laboratory FOR 101	08/24/2018	12/14/2018					X			13:00:00	14:50:00

****SHARED EVENT DISCLAIMER: Please be sure to make a note of the object ID number of the newly created event that you would like to share with other sections. The object ID will help you correctly identify what event to share.****

Shared Events

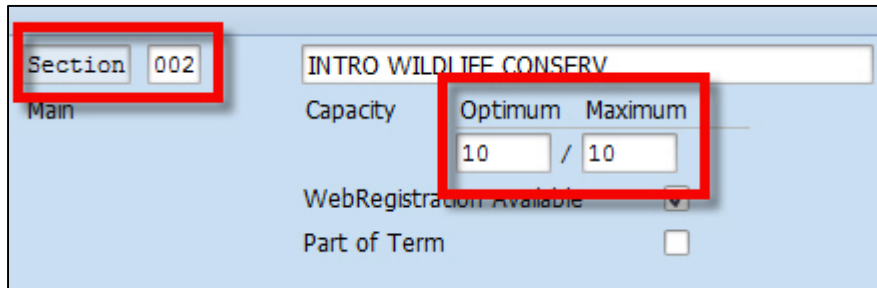
33. To build the second section that will share an event with section 001, make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the paper "Package/Event" create button on screen 1 of ZEVPLAN

The screenshot shows the ZEVPLAN software interface. At the top, there are radio buttons for 'Module' (selected) and 'Organizational unit'. Below that, the 'Object abbr.' is 'FOR 101' and 'INTRO WILDLIFE CONSERV'. The 'Acad. Year' is '2019 Acad Year 2018-2...' and 'Acad. Session' is '10 Fall Semester'. There is a checkbox for 'Override Resource Conflicts!' which is checked. A yellow 'Offering' button is visible. Below the header, there is a toolbar with several icons. The 'Package/Event' button, which is a paper icon, is highlighted with a red box. Below the toolbar is the 'Event Offering' table. The first cell in the first row of the table is highlighted with a red box and contains a green checkmark. The table has the following data:

Event Status	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018		X		X				09:30:00	10:45:00
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286112	Laboratory FOR 101	08/24/2018	12/14/2018					X			13:00:00	14:50:00

Shared Events

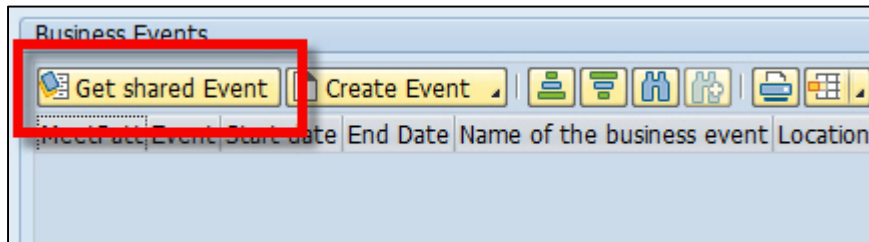
34. On screen 2, enter in the section number and capacity just for the students in this section (this will be smaller than the shared capacity you entered in for the lecture)



The screenshot shows a form with the following fields and values:

- Section: 002
- Main: (empty)
- INTRO WILDLIFE CONSERV: (text field)
- Capacity: Optimum 10 / Maximum 10
- WebRegistration Available: (checkbox, checked)
- Part of Term: (checkbox, unchecked)

35. Instead of clicking on the “Create Event” button, click on “Get Shared Event”



The screenshot shows a toolbar with the following buttons and options:

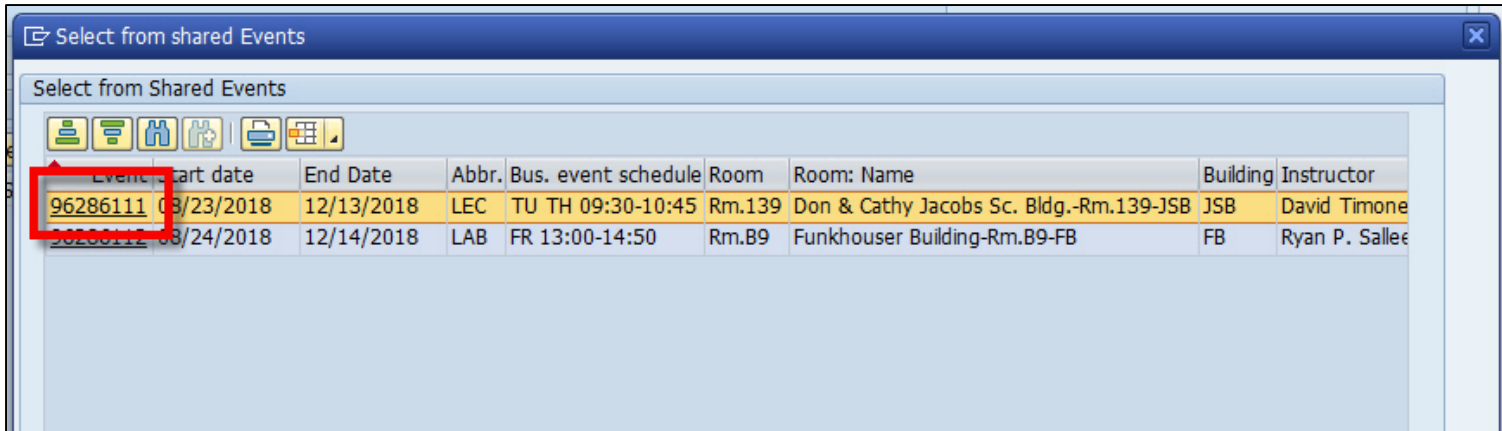
- Get shared Event (highlighted with a red box)
- Create Event (dropdown menu)
- Print icon
- Refresh icon
- Home icon
- Help icon
- Print icon
- Grid icon

Below the toolbar, a table header is visible:

Need date	Event	Start date	End Date	Name of the business event	Location
-----------	-------	------------	----------	----------------------------	----------

Shared Events

36. Highlight the event that you'd like shared with your second section, and click on the event number (This is the object ID number that displayed on screen 1 of ZEVPLAN for the newly created event you wanted to share)



Select from shared Events

Event	Start date	End Date	Abbr.	Bus. event schedule	Room	Room: Name	Building	Instructor
96286111	08/23/2018	12/13/2018	LEC	TU TH 09:30-10:45	Rm.139	Don & Cathy Jacobs Sc. Bldg.-Rm.139-JSB	JSB	David Timone
96286112	08/24/2018	12/14/2018	LAB	FR 13:00-14:50	Rm.B9	Funkhouser Building-Rm.B9-FB	FB	Ryan P. Sallee

37. Click on the save icon at the top of screen 2



Shared Events

38. On screen 1, the shared event is now listed for sections 001 and 002

Module: Module Organizational unit
 Object abbr. FOR 101 INTRO WILDLIFE CONSERV
 Acad. Year 2019 Acad Year 2018-2... Acad. Session 10 Fall Semester Override Resource Conflicts!

Offering

Event Offering

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018	X			X				09:30:00	10:45:00
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286112	Laboratory FOR 101	08/24/2018	12/14/2018					X			13:00:00	14:50:00
✓	FOR 101	Section 002	97411742	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018	X			X				09:30:00	10:45:00

39. Continue building out the laboratory for section 002

Module: Module Organizational unit
 Object abbr. FOR 101 INTRO WILDLIFE CONSERV
 Acad. Year 2019 Acad Year 2018-2... Acad. Session 10 Fall Semester Override Resource Conflicts!

Offering

Event Offering

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018	X			X				09:30:00	10:45:00
✓	FOR 101	Section 001	97411741	INTRO WILDLIFE CONSERV	96286112	Laboratory FOR 101	08/24/2018	12/14/2018					X			13:00:00	14:50:00
✓	FOR 101	Section 002	97411742	INTRO WILDLIFE CONSERV	96286111	Lecture FOR 101	08/23/2018	12/13/2018	X			X				09:30:00	10:45:00
✓	FOR 101	Section 002	97411742	INTRO WILDLIFE CONSERV	96286113	Laboratory FOR 101	08/22/2018	12/12/2018			X					08:00:00	09:50:00

EXERCISE TWO: Shared Events

Using the data given on your exercise sheet, create two sections that share an event. In addition, both sections will also have their own independent event.

Cross-listed Events

To create a cross-listed event:

1. Making sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the paper "Package/Event" create button on screen 1 of ZEVPLAN

The screenshot shows the ZEVPLAN software interface. At the top, there are radio buttons for "Module" (selected) and "Organizational unit". Below this, there are input fields for "Object abbr." (ECO 479), "PUBLIC ECONOMICS", "Acad. Year" (2019 Acad Year 2018-2...), "Acad. Session" (10 Fall Semester), and a checked checkbox for "Override Resource Conflicts!". A yellow "Offering" button is visible. Below the toolbar, the "Event Offering" section is active. The toolbar contains several icons, including a paper icon labeled "Package/Event" which is highlighted with a red box. Below the toolbar is a table with the following columns: "SE Stat...", "Mod.(Abbr)", "EventPkg", "EP ID", "Event Pkg (Desc.)", "ObjectID", "Name", "St...", "End Date", "Mon", "Tu...", "W...", "Thurs", "F", "Sat". The first row of the table has "ECO 479" in the "Mod.(Abbr)" column. The first cell of the table is highlighted with a red box.

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	ObjectID	Name	St...	End Date	Mon	Tu...	W...	Thurs	F	Sat
	ECO 479						01...	12/31/...						

Cross-listed Events

2. This will bring you to screen 2 of ZEVPLAN

Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

Main Course Data		Course Director	
Module	ECO 479 PUBLIC ECONOMICS	0	
Year	2019 Acad Year 2018-2019		
Session	10 Fall Semester		
Credit Min/Opt/Max	3.00000 / 3.00000 / 3.00000	<input type="button" value="Change Course Director"/>	

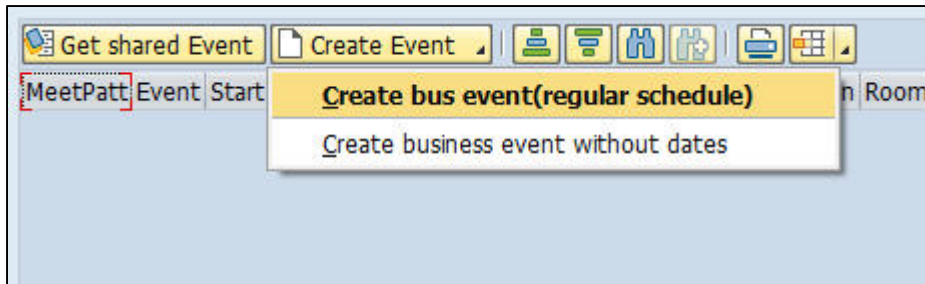
Event Package Info		Waitlist Info	
Main Info		Standard Percentage	<input type="checkbox"/>
Event Pkg. ID	97411743 Section 001 PUBLIC ECONOMICS	Disabled	<input checked="" type="checkbox"/>
Location	10000152 Main	Manual Move-Up	<input type="checkbox"/>
Capacity	Optimum Maximum 7 / 7		
WebRegistration Available	<input checked="" type="checkbox"/>		
Part of Term	<input type="checkbox"/>		

Enter the capacity just for this side of the cross-listed relationship

Business Events									
<input type="button" value="Get shared Event"/>	<input type="button" value="Create Event"/>	<input type="button" value="Print"/>	<input type="button" value="Refresh"/>	<input type="button" value="Home"/>	<input type="button" value="Help"/>	<input type="button" value="Back"/>	<input type="button" value="Forward"/>		
MeetPatt	Event	Start date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Schedule

Cross-listed Events

3. Click on the “Create Event” button at the bottom and select “Create bus event(regular schedule)”



4. On screen 3, enter in the overall shared capacity that will be shared with both sides of the cross-listed relationship

Business Event Data			
Business event abbr.	LEC	Lecture AEC 470/ECO 470	
Minimum capacity		Optimum capacity	10
		Maximum capacity	10
Location	10000 102 Main Hall Campus - Exington		
Schedule Category	Regular Schedule		

Cross-listed Events

- Once you've entered the meeting pattern, instructor, and room information, click the "Generate Dates" button

Section Info

Event Package: Section 001 PUBLIC ECONOMICS
Minimum capacity: 0 Optimum capacity: 7 Maximum capacity: 7
Campus: Main Main Campus - Lexington

Business Event Data

Business event abbr.: LEC Lecture AEC 479/ECO 479
Minimum capacity: Optimum capacity: 10 Maximum capacity: 10
Location: 10000152 Main -Main Campus - Lexington
Schedule Category: Regular Schedule

Schedule Description

Relative Start: Unit: Meeting Pattern Change Info
Relative End: Unit: By: On
Start Day: No Roomsharing

Generate Dates Reset

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
14:00	14:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	Baker	Jerry Baker		Rm.222	Multi-Disciplinary Sci Bldg-...

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

Schedule and Resource Reservation

Period Start Date: 08/22/2018 Period End Date: 12/14/2018

Date	Weekday	Start Ti...	End Time	Off	Resource Type	Resource Ab...	Resource Desc.
08/22/2018	Wednesday	14:00:00	14:50:00	<input type="checkbox"/>	G	Rm.222	Multi-Disciplinary Sci Bldg-Rm.222-MDS
08/22/2018	Wednesday	14:00:00	14:50:00	<input type="checkbox"/>	CP Central person	Baker	Jerry Baker
08/24/2018	Friday	14:00:00	14:50:00	<input type="checkbox"/>	CP Central person	Baker	Jerry Baker
08/24/2018	Friday	14:00:00	14:50:00	<input type="checkbox"/>	G	Rm.222	Multi-Disciplinary Sci Bldg-Rm.222-MDS
08/27/2018	Monday	14:00:00	14:50:00	<input type="checkbox"/>	G	Rm.222	Multi-Disciplinary Sci Bldg-Rm.222-MDS
08/27/2018	Monday	14:00:00	14:50:00	<input type="checkbox"/>	CP Central person	Baker	Jerry Baker
08/29/2018	Wednesday	14:00:00	14:50:00	<input type="checkbox"/>	G	Rm.222	Multi-Disciplinary Sci Bldg-Rm.222-MDS

Cross-listed Events

- Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



- On screen 1, the new event now displays

Module Organizational unit

Object abbr. PUBLIC ECONOMICS

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time
✓	ECO 479	Section 001	97411743	PUBLIC ECONOMICS	96286114	Lecture AEC 479/ECO 479	08/22/2018	12/14/2018	X	X			X			14:00:00	14:50:00

****CROSS-LISTING DISCLAIMER: If your cross-listed course has multiple activity types (i.e. a lecture and a laboratory), both activity types have to be shared with the other cross-listed course. Like shared events, make a note of the object ID numbers of the events on screen 1.****

Cross-listed Events

8. Search for the other cross-listed course

The screenshot shows the ZEVPLAN software interface. At the top, there are radio buttons for "Module" (selected) and "Organizational unit". Below this, the "Object abbr." field contains "AEC 479" and "PUBLIC ECONOMICS". The "Acad. Year" is set to "2019 Acad Year 2018-2..." and "Acad. Session" is "10 Fall Semester". A checked box for "Override Resource Conflicts!" is visible. A toolbar contains several icons, including a paper icon for "Package/Event". Below the toolbar, the "Event Offering" table is displayed with the following data:

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time
	AEC 479						08/22/2018	12/14/2018								00:00:00	00:00:00

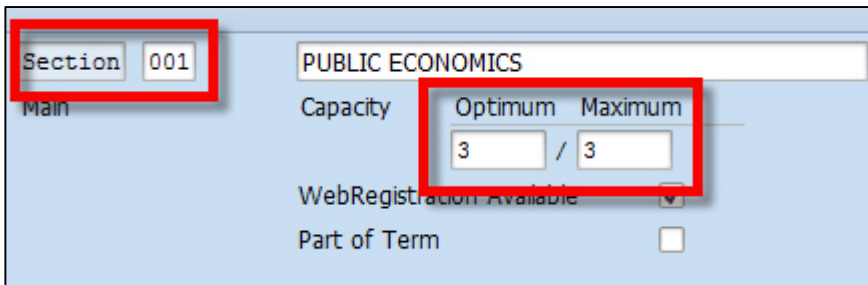
9. Making sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the paper "Package/Event" create button on screen 1 of ZEVPLAN

This screenshot is similar to the previous one, but with two red boxes highlighting specific elements. The first box highlights the "Package/Event" button in the toolbar. The second box highlights the first cell in the first row of the "Event Offering" table, which contains the text "AEC 479".

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc.)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time
	AEC 479						08/22/2018	12/14/2018								00:00:00	00:00:00

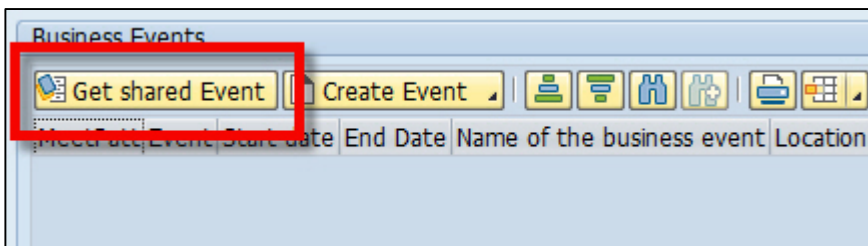
Cross-listed Events

10. On screen 2, enter in the section number and capacity just for the students in this section (for this example, since 7 out of the 10 seats (screen 3 capacity) are already designated to ECO 479, we only have 3 remaining seats for the capacity of AEC 479)



A screenshot of a software interface for managing events. The form is titled 'PUBLIC ECONOMICS'. It has several fields: 'Section' with the value '001', 'Capacity' with 'Optimum' and 'Maximum' sub-fields, both containing the value '3', 'WebRegistration Available' with a dropdown arrow, and 'Part of Term' with an unchecked checkbox. Red boxes highlight the 'Section' field and the 'Capacity' sub-fields.

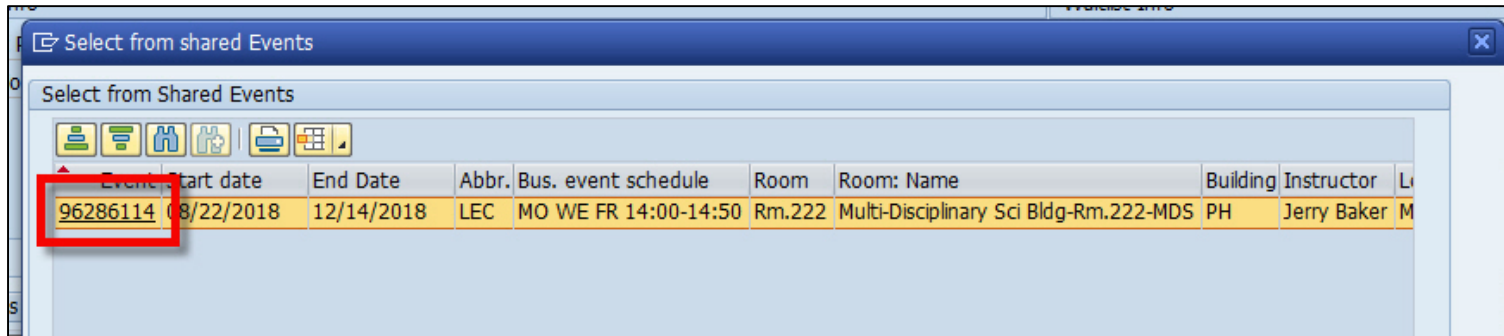
11. Instead of clicking on the “Create Event” button, click on “Get Shared Event”



A screenshot of a software interface showing a toolbar for 'Business Events'. The toolbar contains several buttons: 'Get shared Event' (highlighted with a red box), 'Create Event' (with a dropdown arrow), and several icons for document management (print, save, home, refresh, etc.). Below the toolbar is a table with columns: 'Meet Date', 'Event', 'Start date', 'End Date', 'Name of the business event', and 'Location'.

Cross-listed Events

- Highlight the event that you'd like shared with your second section, and click on the event number (This is the object ID number that displayed on screen 1 of ZEVPLAN for the newly created event you wanted to share)



- Click on the save icon at the top of screen 2



Cross-listed Events

12. On screen 1, the shared event is now listed for both cross-listed courses

Module: Organizational unit

Object abbr.: AEC 479 PUBLIC ECONOMICS

Acad. Year: 2019 Acad Year 2018-2... Acad. Session: 10 Fall Semester Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time	Buildi...	Room	Instructor	OptCap	Max
✓	AEC 479	Section 001	97411744	PUBLIC ECONOMICS	96286114	Lecture AEC 479/ECO 479	08/22/2018	12/14/2018	X		X			X		14:00:00	14:50:00	MDS	Rm.222	Jerry Baker	3	

Module: Organizational unit

Object abbr.: ECO 479 PUBLIC ECONOMICS

Acad. Year: 2019 Acad Year 2018-2... Acad. Session: 10 Fall Semester Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Pkg (Desc)	Object ID	Name	Start date	End Date	Mon	Tu...	W...	Thurs	F	Sat	Sun	Start Time	End Time	Buildi...	Room	Instructor	OptCap	Max
✓	ECO 479	Section 001	97411743	PUBLIC ECONOMICS	96286114	Lecture AEC 479/ECO 479	08/22/2018	12/14/2018	X		X			X		14:00:00	14:50:00	MDS	Rm.222	Jerry Baker	7	

Part of Term Courses

****A part of term course is any course that starts after the first full week of classes and/or ends before the last full week of classes****

To create a part of term course:

1. Making sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the paper "Package/Event" create button on screen 1 of ZEVPLAN

The screenshot shows the ZEVPLAN software interface. At the top, there are radio buttons for "Module" (selected) and "Organizational unit". Below this, there are input fields for "Object abbr." (ENG 274) and "CLASSICS OF WESTERN LITERATURE". There are also dropdown menus for "Acad. Year" (2019 Acad Year 2018-2...) and "Acad. Session" (10 Fall Semester), along with a checked checkbox for "Override Resource Conflicts!".

The main toolbar contains several icons, including a "Package/Event" button which is highlighted with a red box. Below the toolbar is the "Event Offering" section, which contains a table with the following data:


EP	SE	Status	Mod.(Abbr)	EventPkg	EP ID	Pkg (Desc)	ObjectID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start Time	End Time
			ENG 274						01/01/1900	12/31/9999								00:00:00	00:00:00

The cell containing "ENG 274" in the "Mod.(Abbr)" column is highlighted with a red box.

Part of Term Courses

2. This will bring you to screen 2 of ZEVPLAN

Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

Main Course Data			Course Director	
Module	ENG 274	CLASSICS OF WESTERN LITERATURE	0	
Year	2019 Acad Year 2018-2019			
Session	10 Fall Semester			
Credit Min/Opt/Max	3.00000	/ 3.00000	/ 3.00000	
				

Event Package Info			Waitlist Info	
Main Info			Standard Percentage <input type="checkbox"/>	
Event Pkg. ID	97411702	Section 001	Disabled <input checked="" type="checkbox"/>	
Location	10000152	Main	Manual Move-Up <input type="checkbox"/>	
CLASSICS OF WESTERN LITERATURE				
Capacity			Optimum	Maximum
			30	/ 30
WebRegistration Available <input checked="" type="checkbox"/>				
Part of Term <input checked="" type="checkbox"/>				

****PART OF TERM FLAG DISCLAIMER:** It is important that you make sure that the part of term flag on screen 2 is checked for your part of term course. This flag generates unique grading, add/drop, and refund dates based on the date range the course meets.**

Part of Term Courses

3. On screen 3, enter in the optimum and maximum capacities only

Business Event Data			
Business event abbr.	LEC	Lecture ENG 274	
Minimum capacity		Optimum capacity	30
		Maximum capacity	30
Location	10000 102 Main - Main Campus - Lexington		
Schedule Category	Regular Schedule		

4. Enter in the relative start and/or relative end dates

Schedule Description			
Relative Start	27	Unit	8 Day(s) After Start of Class Period
Relative End	15	Unit	11 Day(s) Before End of Class Period
Start Day			
No Roomplanning	<input type="checkbox"/>		

****RELATIVE START AND END DATE DISCLAIMER:** These dates represent how many days into the semester and how many dates from the end of the semester a particular date is. These are provided to all schedule builders via the red green calendar for each semester. Please note that the relative start date will always be the 8th option “Day(s) After Start of Class Period” and the relative end will always be the 11th option “Day(s) Before End of Class Period”.**

Part of Term Courses

- Once you've entered the relative start and/or end dates, press enter to display the date range under "Schedule and Resource Reservation"

Period Start Date 09/18/2018 Period End Date 11/29/2018

Date	Weekday	Start Ti...	End Time	Off	Resource Type
------	---------	-------------	----------	-----	---------------

- Once you've entered the meeting pattern, instructor, and room information, click the "Generate Dates" button

Business Event Data

Business event abbr. LEC Lecture ENG 274

Minimum capacity Optimum capacity 30 Maximum capacity 30

Location 10000152 Main -Main Campus - Lexington

Schedule Category Regular Schedule

Schedule Description

Relative Start 27.00 Unit 8 Day(s) After Start of Class Period

Relative End 15.00 Unit 11 Day(s) Before End of Class Period

Start Day

No Room Planning

Generate Dates Reset

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
12:30	13:45		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				CP Cent...	BLACKBURN	Ruth R Blackburn		Rm.206	Business and Economics ...

Part of Term Courses

- Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



- On screen 1, the event now displays with the part of term dates that were entered on screen 3

Module Organizational unit

Object abbr. CLASSICS OF WESTERN LITERATURE

Acad. Year Acad. Session Override Resource Conflicts!

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<input checked="" type="checkbox"/>	ENG 274	Section 001	97411702	CLASSICS OF WESTERN LITERATURE	96286150	Lecture ENG 274	09/18/2018	11/29/2018		X		X			

Part of Term Courses

- If a course has a late Start Date but ends normally with the semester, only the Start Date information needs to be input.
- If a course starts with the semester but has an early End Date only, the End Date information needs to be input.
- Any time a part of term course is edited, the date sequence **MUST BE RE-ENTERED** otherwise the course will default to meeting for the full semester.

EXERCISE THREE: Part of Term Courses

Using the data given on your exercise sheet, create a part of term course.

Non-Regular Course

****A non-regular course only meets for a few specific dates throughout the semester****

To create a non-regular course:

1. Making sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the paper "Package/Event" create button on screen 1 of ZEVPLAN

Module Organizational unit

Object abbr. APPLIED BIOSTATS & EPIDEMIOLOGY

Acad. Year Acad. Session Override Resource Conflicts!

Offering

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


Event Offering

Event Offering	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start date	End Date
<input type="checkbox"/>	NUR 906						01/01/1900	12/31/9999

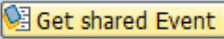
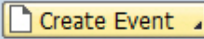





Non-Regular Course

2. This will bring you to screen 2 of ZEVPLAN

Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

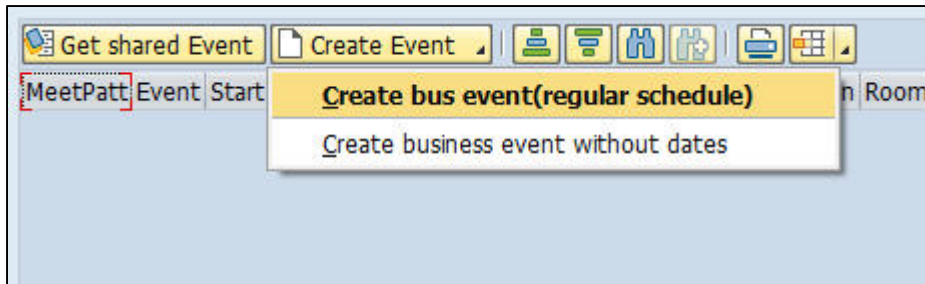
Main Course Data		Course Director	
Module	NUR 906 APPLIED BIOSTATS & EPIDEMIOLOGY	0	
Year	2019 Acad Year 2018-2019		
Session	10 Fall Semester		
Credit Min/Opt/Max	3.00000 / 3.00000 / 3.00000		

Event Package Info		Waitlist Info	
Main Info		Standard Percentage <input type="checkbox"/>	
Event Pkg. ID	97411703 Section 001	Disabled <input checked="" type="checkbox"/>	
Location	10000152 Main	Manual Move-Up <input type="checkbox"/>	
APPLIED BIOSTATS & EPIDEMIOLOGY			
Capacity	Optimum Maximum		
	25 / 25		
WebRegistration Available <input checked="" type="checkbox"/>			
Part of Term <input checked="" type="checkbox"/>			

Business Events	
      	
MeetPatt	Event Start date End Date Name of the business event Location Room MaxCap Instructor Schedule

Non-Regular Course

3. Click on the “Create Event” button at the bottom and select “Create bus event(regular schedule)”

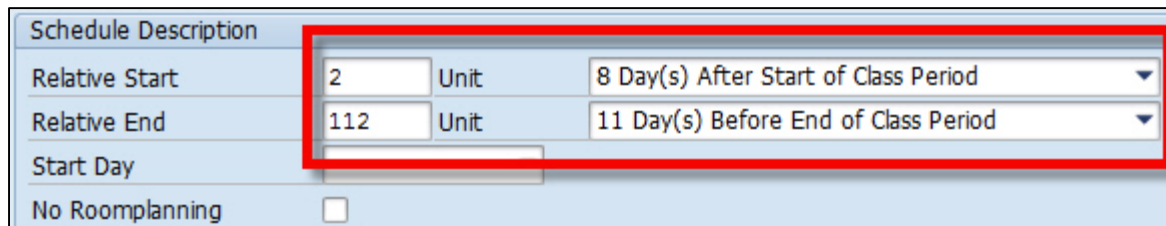


4. On screen 3, enter in the optimum and maximum capacities only

Business Event Data			
Business event abbr.	LEC	Lecture NUR 006	
Minimum capacity		Optimum capacity	25
		Maximum capacity	25
Location	10000132 Mail - Mail Campus - Lexington		
Schedule Category	Regular Schedule		

Non-Regular Course

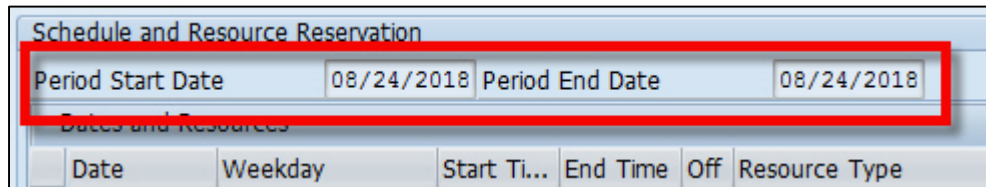
5. Enter in the relative start and end dates for the first class meeting date of your non-regular course



Screenshot of the 'Schedule Description' form. A red box highlights the 'Relative Start' and 'Relative End' fields. The 'Relative Start' field contains '2' and the 'Relative End' field contains '112'. Both fields are followed by 'Unit' and a dropdown menu. The 'Relative Start' dropdown is set to '8 Day(s) After Start of Class Period' and the 'Relative End' dropdown is set to '11 Day(s) Before End of Class Period'. Below these fields are 'Start Day' and 'No Roomplanning' (with an unchecked checkbox).

Schedule Description			
Relative Start	2	Unit	8 Day(s) After Start of Class Period
Relative End	112	Unit	11 Day(s) Before End of Class Period
Start Day			
No Roomplanning	<input type="checkbox"/>		

6. Once you've entered the relative start and end dates, press enter to display the date range under "Schedule and Resource Reservation"



Screenshot of the 'Schedule and Resource Reservation' form. A red box highlights the 'Period Start Date' and 'Period End Date' fields. Both fields contain the date '08/24/2018'. Below these fields is a section titled 'Dates and Resources' with a table header.

Schedule and Resource Reservation					
Period Start Date	08/24/2018	Period End Date	08/24/2018		
Dates and Resources					
Date	Weekday	Start Ti...	End Time	Off	Resource Type

Non-Regular Course

- Once you've entered the meeting pattern, instructor, and room information, click the "Generate Dates" button

Schedule Description

Relative Start: 2.00 Unit: 8 Day(s) After Start of Class Period

Relative End: 112.00 Unit: 11 Day(s) Before End of Class Period

Start Day: [Dropdown]

No Roomchange:

Generate Dates Reset

Schedule Elements

Start Time	End Time	M.	T.	W.	Tu.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
08:00	11:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	SCHUMACHER	Angela Schumacher		Rm.213	College of Nursing-Rm.21...

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

Schedule and Resource Reservation

Period Start Date: 08/24/2018 Period End Date: 08/24/2018

Dates and Resources

Date	Weekday	Start Ti...	End Time	Off	Resource Type	Resource Ab...	Resource Desc.
08/24/2018	Friday	08:00:00	11:50:00	<input type="checkbox"/>	CP Central person	SCHUMACHER	Angela Schumacher
08/24/2018	Friday	08:00:00	11:50:00	<input type="checkbox"/>	G	Rm.213	College of Nursing-Rm.213-NURS

Non-Regular Course

- Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



- On screen 1, the single date event now displays

Module Organizational unit

Object abbr. APPLIED BIOSTATS & EPIDEMIOLOGY

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events | Package/Event | Section Offering

Event Offering

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event	Start date	End Date	Mon
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286176	Lecture NUR 906	08/24/2018	08/24/2018	Mon

Non-Regular Course

10. To add another date to your non-regular course, make sure a cell (doesn't matter which one) is highlighted under the "Event Offering" header line, click the pencil "Event Package/Events" edit button on screen 1 of ZEVPLAN

The screenshot displays the ZEVPLAN interface for editing a course. At the top, there are radio buttons for 'Module' (selected) and 'Organizational unit'. Below this, the 'Object abbr.' is 'NUR 906' and the course name is 'APPLIED BIOSTATS & EPIDEMIOLOGY'. The 'Acad. Year' is '2019 Acad Year 2018-2...' and the 'Acad. Session' is '10 Fall Semester'. There is a checkbox for 'Override Resource Conflicts!' which is checked.

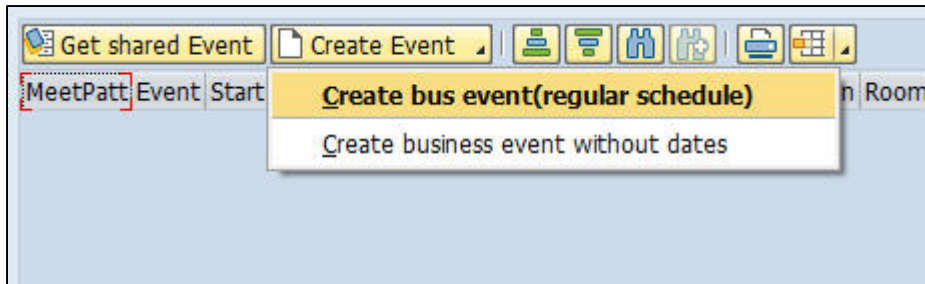
Below the form fields is a toolbar with several icons. The 'Event Package / Events' button, represented by a pencil icon, is highlighted with a red box. Other buttons include 'Package/Event', 'Section Offering', and various utility icons.

Under the toolbar is the 'Event Offering' section, which contains a table. The first row of the table is highlighted with a red box. The table has the following columns: 'Status', 'Mod.(Abbr)', 'EventPkg', 'EP ID', 'Event Package (Description)', 'Object ID', 'Name', 'Start date', 'End Date', and 'Mon'. The data in the first row is: '✓', 'NUR 906', 'Section 001', '97411826', 'APPLIED BIOSTATS & EPIDEMIOLOGY', '96286176', 'Lecture NUR 906', '08/24/2018', '08/24/2018', and an empty cell.

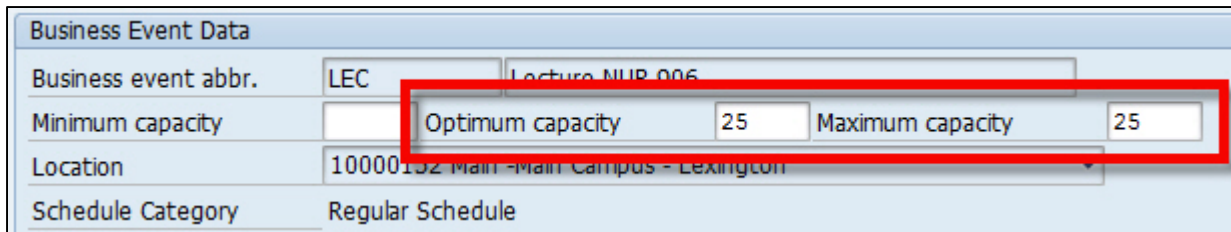
Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286176	Lecture NUR 906	08/24/2018	08/24/2018	

Non-Regular Course

11. Click on the “Create Event” button at the bottom and select “Create bus event(regular schedule)”

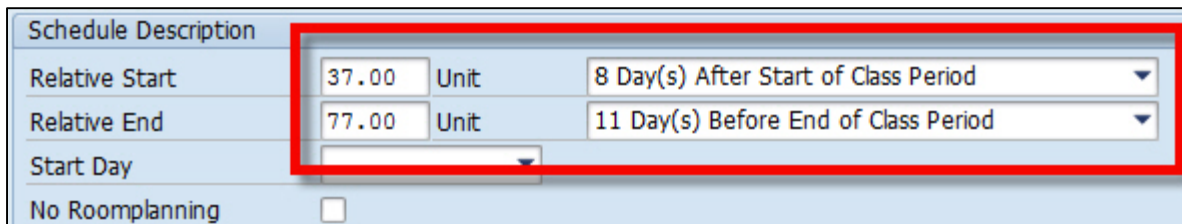


12. On screen 3, enter in the optimum and maximum capacities only



A screenshot of a form titled 'Business Event Data'. The form contains several fields: 'Business event abbr.' (LEC), 'Lecture NUM 006', 'Minimum capacity' (empty), 'Optimum capacity' (25), 'Maximum capacity' (25), 'Location' (10000192 Mail - Mail Campus - Lexington), and 'Schedule Category' (Regular Schedule). The 'Optimum capacity' and 'Maximum capacity' fields are highlighted with a red box.

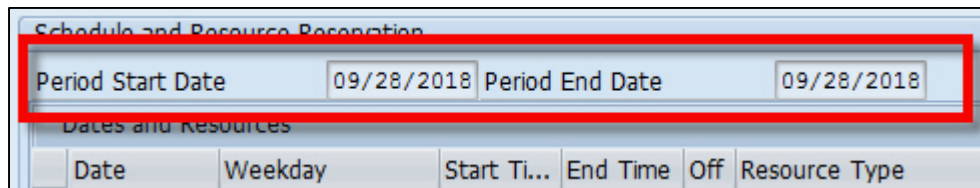
13. Enter in the relative start and/or relative end dates of your new date



A screenshot of a form titled 'Schedule Description'. The form contains several fields: 'Relative Start' (37.00 Unit), 'Relative End' (77.00 Unit), 'Start Day' (empty), and 'No Roomplanning' (checkbox). The 'Relative Start' and 'Relative End' fields are highlighted with a red box.

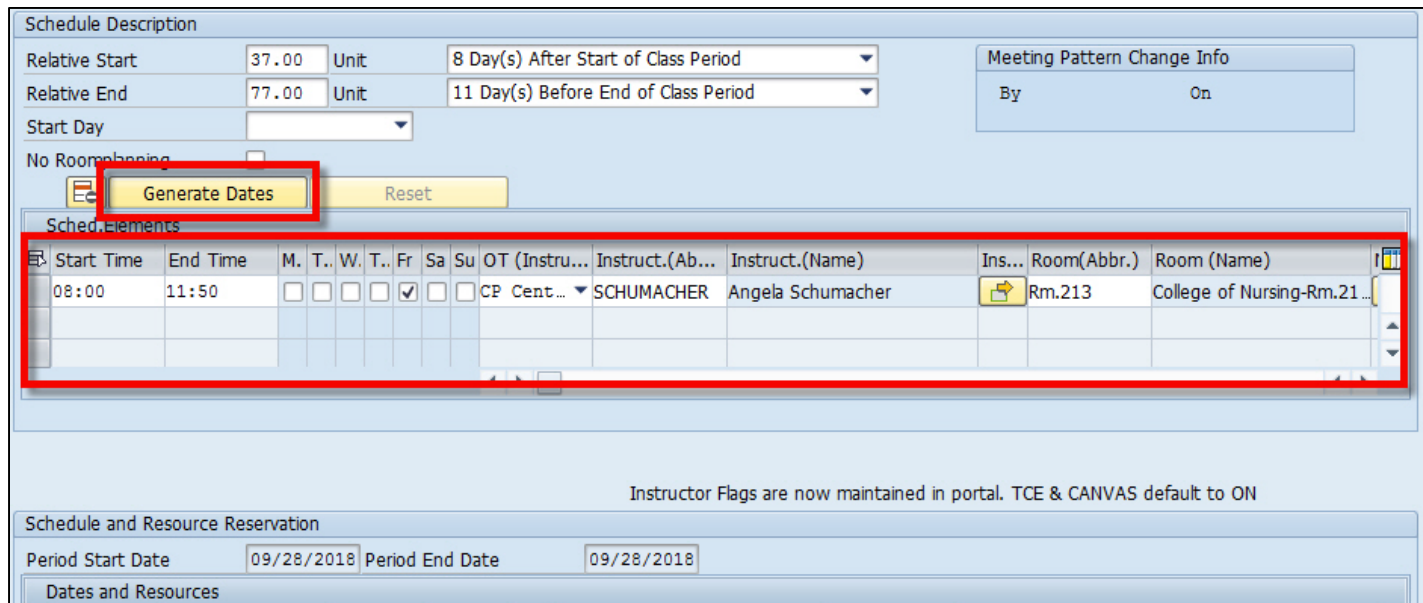
Non-Regular Course

14. Once you've entered the relative start and end dates, press enter to display the date range under "Schedule and Resource Reservation"



The screenshot shows a window titled "Schedule and Resource Reservation". A red box highlights the "Period Start Date" field containing "09/28/2018" and the "Period End Date" field containing "09/28/2018". Below this, there is a section for "Dates and Resources" with a table header including "Date", "Weekday", "Start Ti...", "End Time", "Off", and "Resource Type".

15. Once you've entered the meeting pattern, instructor, and room information, click the "Generate Dates" button



The screenshot shows a window titled "Schedule Description". It contains several input fields for "Relative Start" (37.00), "Relative End" (77.00), and "Start Day". A "Generate Dates" button is highlighted with a red box. Below the button is a table of "Schedule Elements".

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...	Instruct.(Ab...	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
08:00	11:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	SCHUMACHER	Angela Schumacher		Rm.213	College of Nursing-Rm.21 ...

Below the table, there is a note: "Instructor Flags are now maintained in portal. TCE & CANVAS default to ON". At the bottom, there is a section for "Schedule and Resource Reservation" with "Period Start Date" (09/28/2018) and "Period End Date" (09/28/2018).

Non-Regular Course

16. Once the dates have generated, click on the save icon at the top of the screens 3 and 2 of ZEVPLAN



17. On screen 1, the second date now appears

Module Organizational unit

Object abbr. APPLIED BIOSTATS & EPIDEMIOLOGY

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events | Package/Event | Section Offering

Event Offering

SE Stat...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286176	Lecture NUR 906	08/24/2018	08/24/2018	
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286151	Lecture NUR 906	09/28/2018	09/28/2018	

Non-Regular Course

16. Repeat these steps to build additional dates

Module Organizational unit

Object abbr. APPLIED BIOSTATS & EPIDEMIOLOGY

Acad. Year Acad. Session Override Resource Conflicts!

Offering

Event Package / Events | Package/Event | Section Offering

Event Offering

SE Status	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name	Start date	End Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Start time	End Time	Building	Room	Instructor
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286176	Lecture NUR 906	08/24/2018	08/24/2018					X			08:00:00	11:50:00	NURS	Rm.213	Angela Schumacher
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286151	Lecture NUR 906	09/28/2018	09/28/2018					X			08:00:00	11:50:00	NURS	Rm.213	Angela Schumacher
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286152	Lecture NUR 906	10/26/2018	10/26/2018					X			08:00:00	11:50:00	NURS	Rm.213	Angela Schumacher
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286153	Lecture NUR 906	11/30/2018	11/30/2018					X			08:00:00	11:50:00	NURS	Rm.213	Angela Schumacher
✓	NUR 906	Section 001	97411826	APPLIED BIOSTATS & EPIDEMIOLOGY	96286154	Lecture NUR 906	12/14/2018	12/14/2018					X			08:00:00	11:50:00	NURS	Rm.213	Angela Schumacher

Editing



Event Package / Events

Editing

Module Offer Maintenance - Very important to also hit SAVE on this Screen 2 if you changed/deleted Event data on Screen 3!

Main Course Data

Module ID 480 INTERIORS STUDY TOUR
Year 2019 Acad Year 2018-2019
Session 10 Fall Semester
Credit Min/Opt/Max 1.00000 / 3.00000 / 3.00000

Course Director

0

[Change Course Director](#)

Event Package Info

Main Info

Event Pkg. ID 97411705 Section 001 INTERIORS STUDY TOUR
Location 10000152 Main Capacity Optimum Maximum 10 / 10
Credit Hours 2.00000

Waitlist Information

Standard Percentage 25
Disabled
Manual MoveUp

WebRegistration Available
Section Cancelled
Part of Term

Section Changes

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

Primary Instructor Assignment

Primary Instructor Matthew C Patterson
as of 08/22/2018
[Change primary Instructor](#)

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

MeetPatt	Event	Start date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Schedule
✓	96286156	08/24/2018	12/14/2018	Independent Study ID 480	Main	MAIN Rm.3	10	Matthew C Patterson	FR 15:00-16:50

Editing

Business Event Data

Business event abbr. Independent Study ID

Minimum capacity Optimum capacity Maximum capacity

Location

Schedule Category

Schedule Description

Relative Start Unit

Relative End Unit

Start Day

No Roomplanning

Sched.Elements

Start Time	End Time	M.	T.	W.	T.	Fr	Sa	Su	OT (Instru...)	Instruct.(Ab...)	Instruct.(Name)	Ins...	Room(Abbr.)	Room (Name)
15:00	16:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CP Cent...	PATTERSON	Matthew C Patterson		Rm.3	Main Bldg-Rm.3-MAIN

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

Schedule and Resource Reservation

Period Start Date Period End Date

Dates and Resources

Date	Weekday	Start Ti...	End Time	Off	Resource Type	Resource Ab...	Resource Desc.
08/24/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	CP Central person	PATTERSON	Matthew C Patterson
08/24/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	G	Rm.3	Main Bldg-Rm.3-MAIN
08/31/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	CP Central person	PATTERSON	Matthew C Patterson
08/31/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	G	Rm.3	Main Bldg-Rm.3-MAIN
09/07/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	CP Central person	PATTERSON	Matthew C Patterson
09/07/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	G	Rm.3	Main Bldg-Rm.3-MAIN
09/14/2018	Friday	15:00:00	16:50:00	<input type="checkbox"/>	CP Central person	PATTERSON	Matthew C Patterson

EXERCISE FOUR: Editing single events

Using the data given on your exercise sheet, edit the events you built in exercise one.

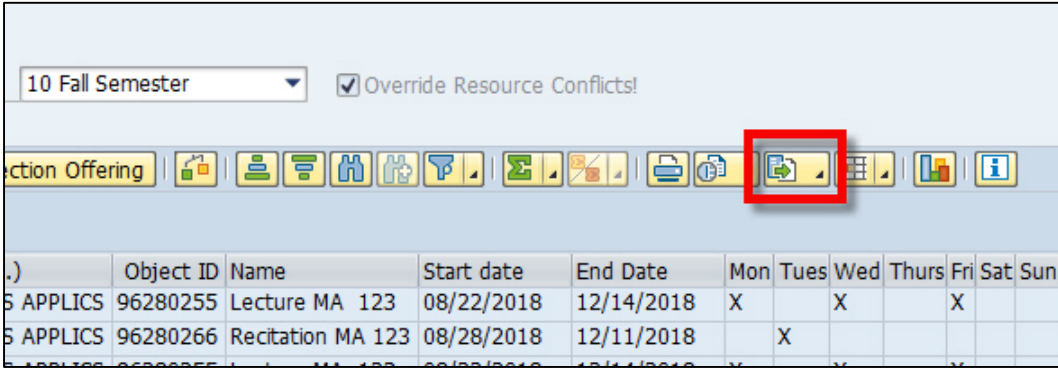
EXERCISE FIVE: Editing part of term

Using the data given on your exercise sheet, edit the part of term course you created in exercise three.

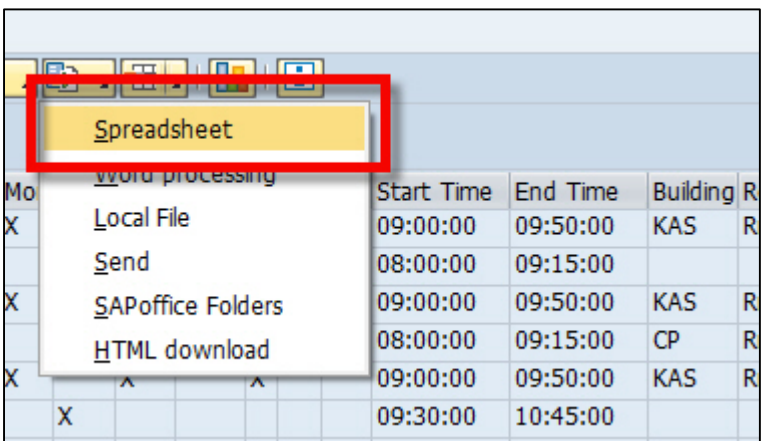
Troubleshooting: Exporting Spreadsheets

To export your section listing in ZEVPLAN as an Excel spreadsheet:

1. Click the export button in the top right corner of screen 1 in ZEVPLAN

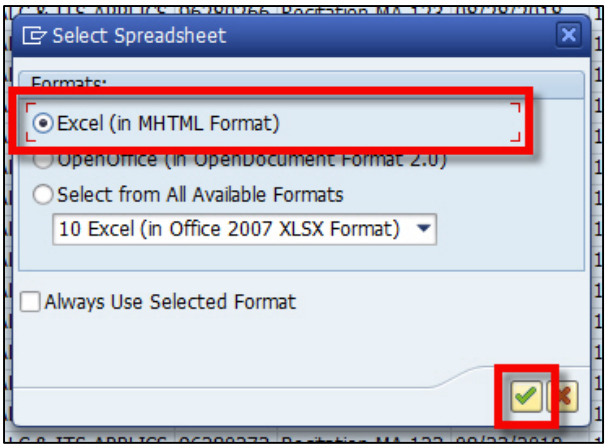


2. Once clicked, select the "Spreadsheet" option

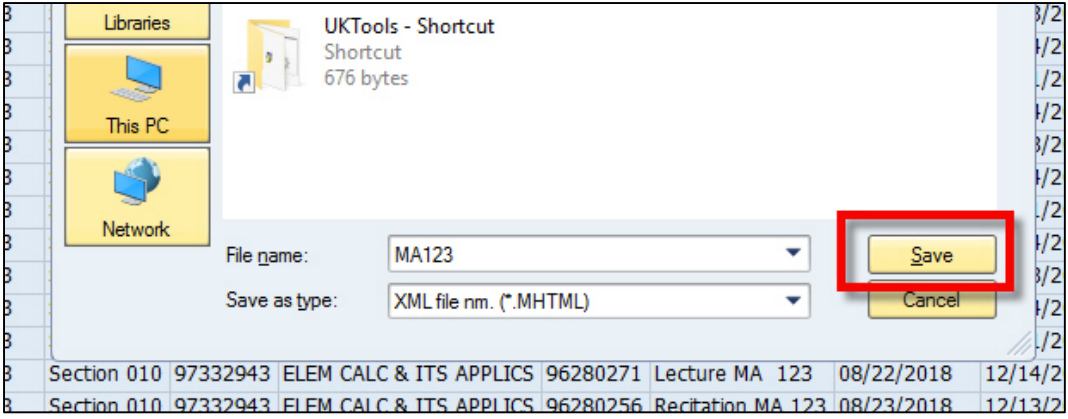


Troubleshooting: Exporting Spreadsheets

3. Under formats, select “Excel (in MHTML Format)” and click the green check



4. On the next window, name your file and click the save button



Timetable

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

Help

Questions regarding the event planning process should be directed to one of the following team members:

- **David Timoney (Associate Registrar)** – 257-8724 (davidtimoney@uky.edu)
- **Ryan Sallee (Schedule Book Coordinator)** – 257-3107
(ryan.sallee@uky.edu)
- **Ruth Blackburn (Main Campus Classroom Scheduler)** – 257-4903
(ruth.Blackburn@uky.edu)
- **Angel Schumacher (Medical Campus Classroom Scheduler)** – 257-2433
(aschu3@email.uky.edu)
- **Matt Patterson (Publications Manager)** – 257-7168 (mpatter@uky.edu)

Information on the schedule building process for any given semester can be found on the following site:

- www.uky.edu/registrar/classroom-scheduling