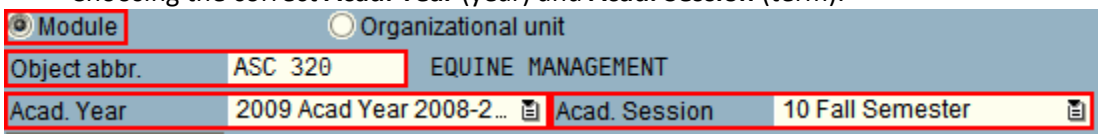
Building Distance Learning Courses (ZEVPLAN)

This section of the CM Reference Manual is designed for end-users who are responsible for creating and maintaining Distance Learning course offerings. The main areas of emphasis are correct **Section number, Location,** and **Business Event type**.

COURSE DISPLAY

Use transaction code ZEVPLAN - Event Planning to view course offerings.

1. Choose the course to display by:
   - Selecting Module;
   - Keying the course prefix and number in the **Object abbr.** field;
   - Choosing the correct **Acad. Year** (year) and **Acad. Session** (term).



2. To view all sections that are currently offered in the selected academic year and term, click Offering.

CREATE A DISTANCE LEARNING COURSE

1. In ZEVPLAN, choose Module.

2. Key the correct course prefix and number in the **Object abbr.** field and enter.
   Object abbr. ASC 320 EQUINE MANAGEMENT (The course title will display to the right of the field.)

3. Choose the correct Acad. Year 2010 Acad Year 2009-2... and Acad. Session 10 Fall Semester.

4. Check the Override Resource Conflicts! if necessary.

5. Click on Offering.

6. If there are no sections existing in that term, the default line will have a **Module ID**, **Mod. (Abbr)**, **Start Date**, and **End Date** only.

SE Stat...	Module ID	Mod.(Abbr)	EP ID	EventPkg	Pkg (Desc)	BusEvtType	Obj. Type	Object ID	Abbr.	Name	Start Date	End Date
	98008887	ASC 320									08/26/2009	12/18/2009

Select the default row by clicking on the blank area under .

SE Stat...	Module ID	Mod.(Abbr)
	98008887	ASC 320

7. Click on Package/Event. **Maintain Event Package and Business Events** (screen 2) will appear.

8. Enter the appropriate 200-level section number. Section 201

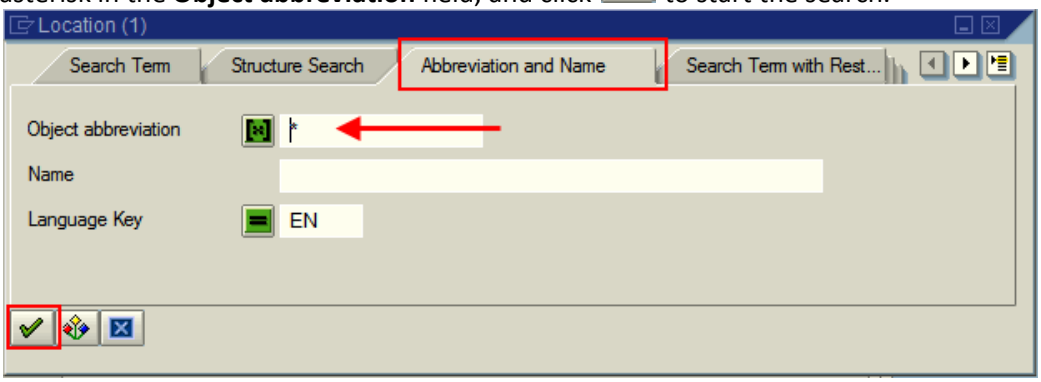
Unique to DISTANCE LEARNING Courses

9. Choose the appropriate location. The default location is **Main** Location 10000152 Main for **Main Campus – Lexington**; however, ALL distance learning courses **must** have a location other than **Main**.

   a. Click in the location field to bring up the Possible Entries icon directly to the right of the field. 10000152

   b. Click on .

   c. A location pop-up window will appear. Select the **Abbreviation and Name** tab, keep the asterisk in the **Object abbreviation** field, and click to start the search.

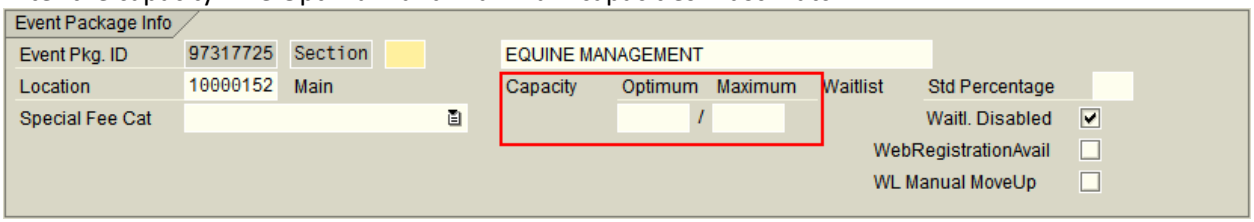


   d. From the populated list, double-click the appropriate location, or select the row and click .

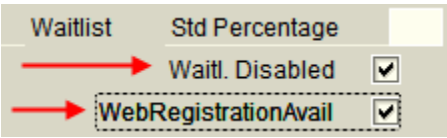
   e. Enter to change the location title to the right of the location field.
   Location 10032576 ZSTATZZ

   f. Some locations for distance learning are not obvious. Use **MULTIPLE KENTUCKY SITES** (ZSITE000MULT) for Interactive Video or KET Telecourses, and use **MULTI-STATE** (ZSTATZZ) for Internet, Web-bases courses. **Fayette-Lexington** should be the location for all Distance Learning courses that meet on campus.

10. Enter the capacity. The Optimum and Maximum capacities **must** match.

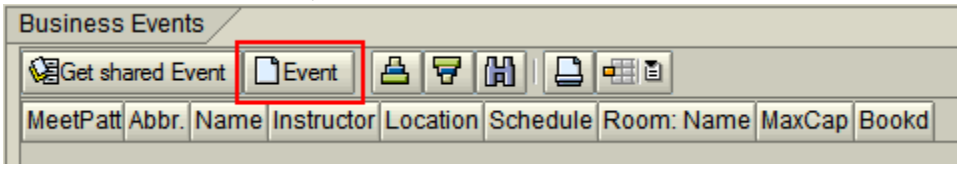


11. If a waitlist is desired, uncheck the **Waitl. Disabled** box. If you do not want a waitlist, leave the **Waitl. Disabled** box checked.



Web Registration: If the offering should **not** be available for web registration on **myUK**, click in the **WebRegistrationAvail** box to remove (uncheck) this feature.

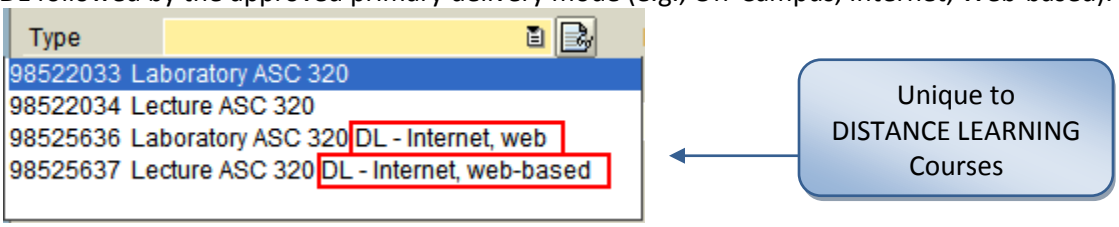
12. In the Business Event area, click on Event.



Business Event Maintenance (screen 3) then appears for establishing the meeting pattern and assigning resources.

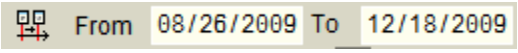
13. In the **Type** field, click on to display the drop down menu.

14. If the course has been approved for Distance Learning, there should be a Business Event type with **DL** followed by the approved primary delivery mode (e.g., Off-Campus, Internet, Web-based).



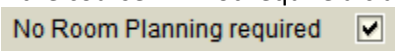
You **must** choose the appropriate Business Event type that includes **DL**.

15. If the course meets for the full semester, double-check the dates.



If the course is a part-of-term course, modify the **From** and **To** dates and enter.

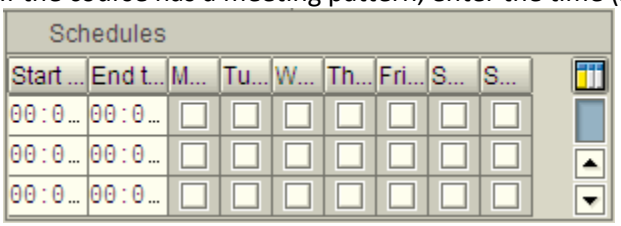
16. If the course will not require a classroom on campus, check the box to so indicate.



17. Enter the capacity of the business event. The first field MUST stay blank and the second and third fields **must** match.

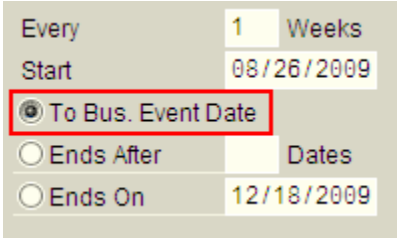
This capacity should always be larger or equal to the previous screen capacity or is the maximum overall capacity on the course or classroom.

18. If the course has a meeting pattern, enter the time (24- hour format) and days in the schedule area.



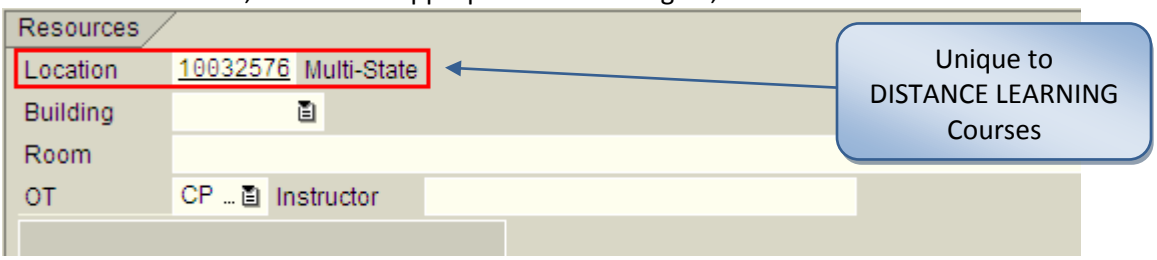
If the course will not have a meeting pattern (TBD – To Be Determined), leave the schedule area blank.

19. If the course meets for the full semester, make sure that the **To Bus. Event Date** button is selected.

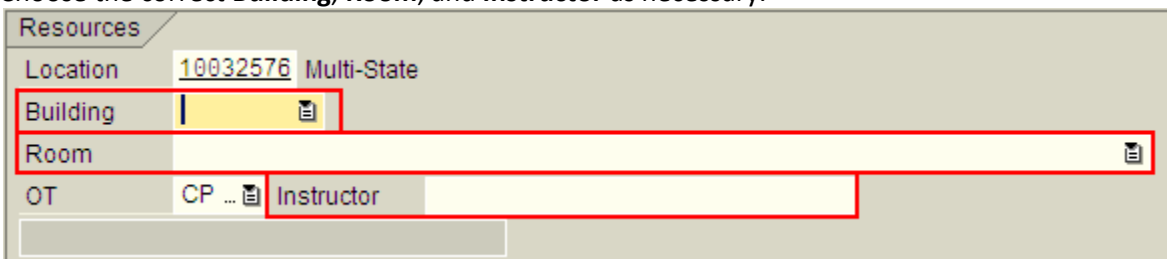


If the course has an alternate date, ensure that the **Start** and **Ends On** dates match the **From** and **To** dates.

20. In the **Resource** area, choose the appropriate location again, as described above.



21. Choose the correct **Building**, **Room**, and **Instructor** as necessary.



Note: If you checked No **Room Planning required**, please leave the **Building** and **Room** fields blank. They will be grayed out automatically

22. Click Add.

23. Click Accept Data. The system will return you to **Maintain Event Package and Business Events (**screen 2).

    To add other business events to the section, click on Event, and repeat the steps for creating an event.

    When finished, click on . After the save, the system will return you to **Maintain Events Package and Business Events** (screen 2), with the event displayed.

24. Click on Offering.

CHANGE A DISTANCE LEARNING COURSE

1. In ZEVPLAN choose **Module**. Module

2. Key in the correct course prefix and number in the **Object abbr.** field and enter.
   Object abbr. ASC 320 EQUINE MANAGEMENT This will populate the course title to the right of the field.

3. Choose the correct Acad. Year 2010 Acad Year 2009-2... and Acad. Session 10 Fall Semester.

4. Check the Override Resource Conflicts! if necessary.

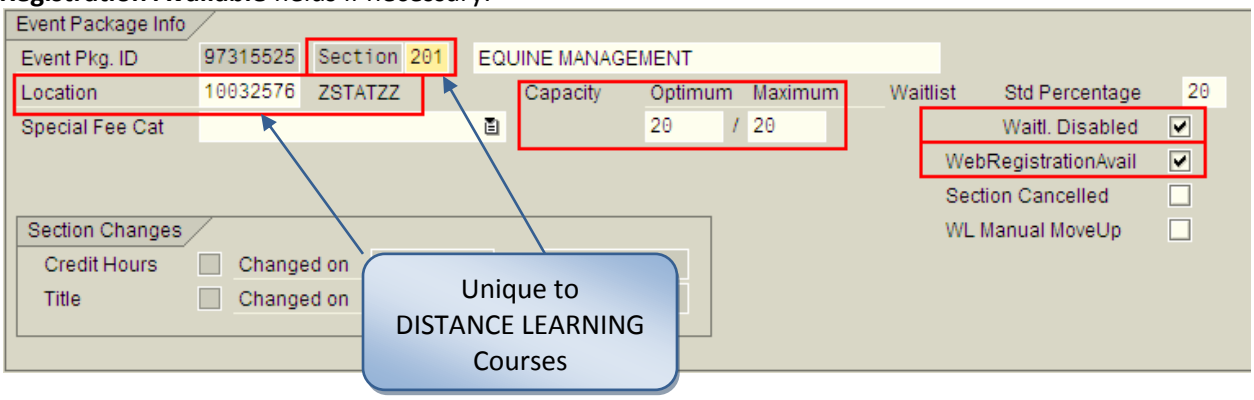
5. Click on Offering.

6. Look at all the sections and select the appropriate row corresponding to the section you want to edit.

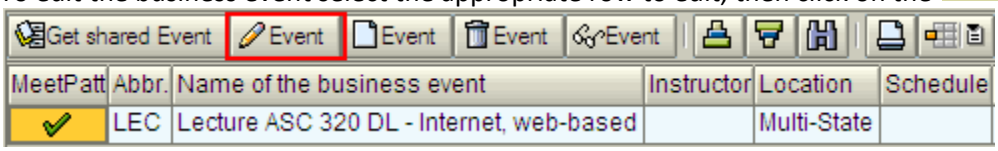
SE Status	Module ID	Mod.(Abbr)	EP ID	EventPkg
✓	98008887	ASC 320	97300890	Section 001
✓	98008887	ASC 320	97300890	Section 001
✓	98008887	ASC 320	97315525	Section 201
✓	98008887	ASC 320	97317204	Section 002
✓	98008887	ASC 320	97317204	Section 002

7. Click the Event Package / Events icon. The **Maintain Event Package and Business Events** screen will open in edit mode.

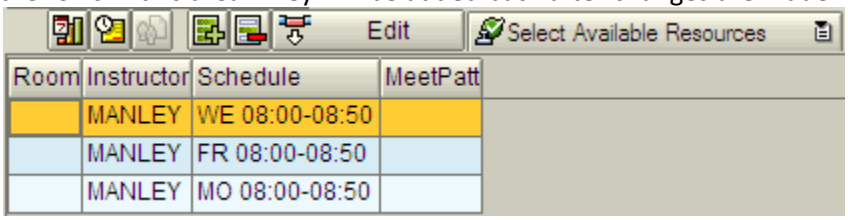
8. Here you can modify the 200-level **Section** number, **Location**, **Capacity**, **Waitlist**, and **Web Registration Available** fields if necessary.



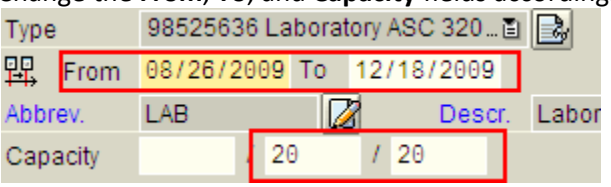
9. To edit the business event select the appropriate row to edit, then click on the Event icon.



10. If changing a meeting pattern, instructor, or date, you first need to delete all of the old information from the bottom of the screen. Highlight the row to delete and click on the icon. Remove all of the rows in this area. They will be added back after changes are made.

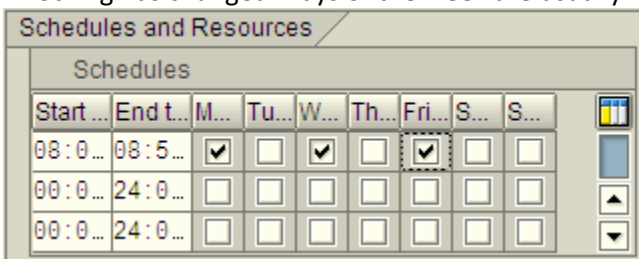


11. Change the **From**, **To**, and **Capacity** fields accordingly.

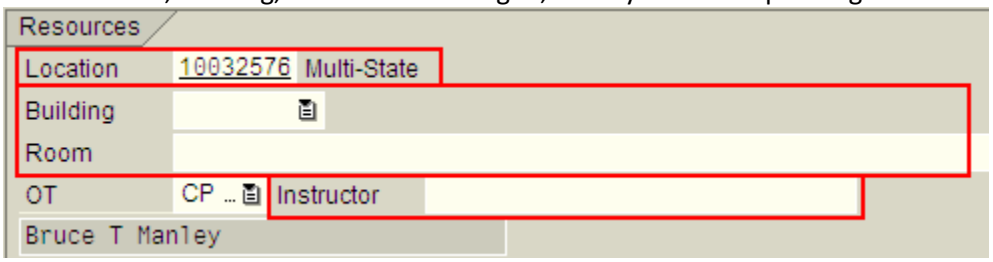


Note that you **cannot** change the Business Event type here. To correct this, delete the Business Event type on **Maintain Event Package and Business Events** (screen 2) and create a new one.

12. Change the schedule if necessary. Note that the meeting pattern needs to be double-checked, even if nothing has changed. Days of the week are usually reset to one day per week.



13. If the location, building, or room has changed, modify the corresponding fields below.



14. Click Add.

15. Click Accept Data.

16. If there are no other business events to change, click the icon.

17. Click on Offering to see your changes.

REMINDERS

When reviewing the distance learning course, look at these unique areas:

- The **EventPkg** (section number) **must** be a 200-level number.

EventPkg
Section 201

- The **Name of the business event must** include **DL** – *Delivery Mode*.

Name of the business event
Lecture ASC 320 DL - Internet, web-based

- The **EvpLocAbbr** and **Event pack loc name**, **must** be a unique location other than **Main**.

EvpLocAbbr	Event pack loc name
ZSTATZZ	Multi-State

- The **Location** fields **must** identify a unique location other than **Main**.

Location	Location
ZSTATZZ	Multi-State

QUESTIONS?

- If the proper DL choice or location does not exist, contact:

  Bruce Manley , Office of the Registrar, 257-3107