

Event Planning (ZEVPLAN)

In Campus Management the process for building the *Schedule of Classes* offerings is known as **Event Planning**. The Office of the Registrar begins Event Planning for a new *Schedule of Classes* by rolling forward all of the offerings from the previous like term. For example, the 2008 Fall Semester offerings will be rolled into the 2009 Fall Semester. The schedule roll report serves as a beginning point for key staff members in each academic department who build and edit the sections as events or event packages.

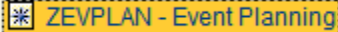
PROCESS SUMMARY

Courses are defined as **Modules** in Campus Management. The activities associated with a module (e.g., lecture, laboratory, studio) are known as **Business Event Types**. When a module is assigned **Resources** – a meeting pattern, location, and instructor – an **Event** is created.

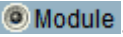
Some modules are defined by more than one Event Type. As an example, PSY 100 includes both lecture and laboratory events. Similarly, PHY 211 includes lecture, laboratory, and recitation events. When these course offerings are built, they are known as **Event Packages**.

ZEVPLAN

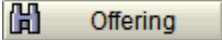
End-users create and modify events and event packages through the custom transaction code

 **ZEVPLAN - Event Planning**. Working in ZEVPLAN requires multiple efforts to accept data and save it.

DISPLAY EVENT OFFERINGS

- To look for event offerings, using ZEVPLAN, begin by selecting .
- Enter the course prefix and number in the **Object abbr.** field and enter. (The course title will display to the right.)
- Choose the correct **Acad. Year** (year) and **Acad. Session** (term).

| | | | |
|--|---|-------------------|------------------|
| <input checked="" type="radio"/> Module | <input type="radio"/> Organizational unit | | |
| Object abbr. | ASC 320 | EQUINE MANAGEMENT | |
| Acad. Year | 2009 Acad Year 2008-2... | Acad. Session | 10 Fall Semester |

- To view all sections that are currently offered in the selected academic year and term, click on the  **Offering** button.

Layouts (ALV Grid)

Staff members who work with Event Planning can select, change, and save screen layouts (ALV grids). Detailed instructions on layouts can be found in *The Basics* section of this online manual.

CREATE EVENTS AND EVENT PACKAGES

- As a first step, display the current event offerings (see above) and determine the next available section number. Click in the check box to **Override Resource Conflicts!**.

If there are no sections existing in the 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 |

- Next click on  **Package/Event**. The **Maintain Event Package and Business Events** (screen 2) will appear. Enter the section number in the **Event Package Info** section of the screen.

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

Guide to Section Numbers:

- 001 – 199 On-campus course sections
- 201– 299 Distance Learning course sections
- 301 – 399 Course sections offered during Winter Intersession
- 401 – 499 Evening-Weekend Program course sections
- 501 – 599 Rural Health course sections

- Complete and/or review the required fields, according to these instructions:

- Title:** Official course titles default when the prefix and number are entered. Titles are always upper case and should be changed **only** when a subtitle is required. Subtitles are separated from course titles with colons. Subtitles appear on the official transcript, necessitating accuracy and consistency in entry.

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

- Location:** The system default is **Main** (for Main campus). The Location field should be changed if the event is a Distance Learning offering or is not occurring on campus. Refer to the *Building Distance Learning Courses* section for details on Location.

- **Credit Hours:** The credit hours for a fixed-credit course will default.

Variable credit courses should be handled as follows:

| Event Package Info | |
|--------------------|---------------|
| Event Pkg. ID | 0 Section 001 |
| Location | 10000152 Main |
| Special Fee Cat | |
| Credit Hours | |

Leave blank if students are selecting the amount of credit when booking the course.

or

Enter a credit hour value if the course event is being offered for a fixed amount.

- **Capacities:** Enter the capacity. Optimum and Maximum capacity values should match. The optimum event package/section capacity on **Maintain Event Package and Business Events** (screen 2) cannot exceed the event capacity on **Business Event Maintenance** (screen 3).

| Event Package Info | |
|--------------------|---|
| Event Pkg. ID | 97317725 Section |
| Location | 10000152 Main |
| Special Fee Cat | |
| EQUINE MANAGEMENT | |
| Capacity | Optimum Maximum |
| | / |
| Waitlist | Std Percentage |
| | Waitl. Disabled <input checked="" type="checkbox"/> |
| | WebRegistrationAvail <input type="checkbox"/> |


The waitlist percentage is checked against the optimum event package capacity. A course becomes full when the event package capacity is reached.

- **Waitlisting information:** The **Waitl. Disabled** (waitlist status) and **Std Percentage** (waitlist percentage) information will roll from the previous like term. The percentage should not exceed 20 percent. If a course section should not be waitlisted, click to check the **Waitlist Disabled** box.

| | |
|----------|--|
| Waitlist | Std Percentage |
| → | Waitl. Disabled <input checked="" type="checkbox"/> |
| → | WebRegistrationAvail <input checked="" type="checkbox"/> |

- **Web Registration:** If the offering should **not** be available for web registration on **myUK**, click in the **WebRegistrationAvail** box to remove (uncheck) this feature. This information rolls from the previous like term.

4. Now click .

| Business Events | |
|------------------|---|
| Get shared Event |  |
| MeetPatt | Abbr. Name Instructor Location Schedule Room: Name MaxCap Bookd |

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

5. Complete or review the required fields, following these instructions:

- Select correct **Type** from the drop-down list.

The screenshot shows a form with a 'Section' field containing '009 BUSINESS WRITING'. Below it is a 'Type' drop-down menu. The selected option is '98518381 Lecture ENG 203'. Another option, '98525798 Lecture ENG 203 DL - Off-Campus Course', is visible below it.

- **From** and **To** dates will default from the Academic Calendar.

The screenshot shows a 'Business Event' form. The 'Section' field contains 'BUSINESS WRITING'. The 'Type' field contains '98518381 Lecture ENG 203'. Below the 'Type' field, the 'From' date is '08/27/2008' and the 'To' date is '12/19/2008'. These two date fields are highlighted with a red box.

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

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

The screenshot shows a checkbox labeled 'No Room Planning required' which is checked.

- Enter the capacity. **Capacity** / 20 / 20 **Leave the first field blank!**
For a single event, optimum and maximum capacity fields can be equal to or greater than the optimum and maximum capacity fields entered on the previous screen.

- Enter meeting pattern information.

The screenshot shows a 'Schedules' table with the following columns: Start, End t, M, Tu, W, Th, Fri, S, S. The table contains three rows of data, each with empty fields for start and end times and checkboxes for each day of the week.

Enter time in 24-hour format.

Select the meeting days by clicking in the boxes.

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

| | | |
|---|------------|-------|
| Every | 1 | Weeks |
| Start | 08/26/2009 | |
| <input checked="" type="radio"/> To Bus. Event Date | | |
| <input type="radio"/> Ends After | | Dates |
| <input type="radio"/> Ends On | 12/18/2009 | |

- Leave the radio button for **To Business Event Date** selection for all courses that meet for the entire semester.

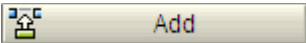
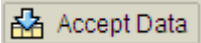
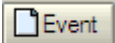

- Do **not** make any changes to the default check box for non-working days.
- For part-of-term courses, the **Ends on** button should be selected, with the last class date entered in the field.
- Enter information in the **Resources** section.

Building and Room: Some colleges and departments schedule their own rooms and thus should enter the building and room information here. Use the drop-down lists for building and room.

Those colleges and departments that do **not** schedule classrooms should leave these fields **blank**.

| | |
|------------------------------------|--|
| Resources | |
| Location | 10026348 Main Campus - Lexington |
| Building | <input type="text"/> |
| Room | <input type="text"/> |
| OT | CP ... Instructor <input type="text"/> |
| <input type="button" value="Add"/> | |

Instructor: Make sure the OT field is set to **CP Central Person**. Enter the name in blank field for a search. Select the correct name from the results list displayed.

- When **Resources** are selected, click  .
- Click  . The system will return you to **Maintain Event Package and Business Events** (screen 2).
- To add other business events to the section, click on  , and repeat this process.
- When finished, click  at the top of the screen.

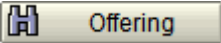

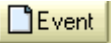
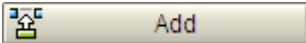
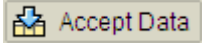

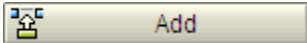
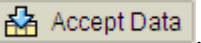

Saving is a two-step process! Without accepting data **and** saving, the data entered will be lost.

Events without a Schedule

An event can be created in CM without a schedule. End-users will be warned and can respond with “Yes” to confirm that the event should be created in this manner. Schedule information can be added later as appropriate. Note, however, that events with schedules cannot be changed later to “eventless” offerings.


SHARED EVENTS AND EVENT PACKAGES

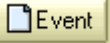
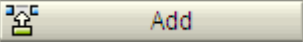
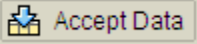


A number of UK courses include more than one event type, and in some instances a larger lecture event may be shared across event packages. ZEVPLAN allows for shared resources in these kinds of event packages. For example, PSY 100 is a lecture-laboratory course. The lecture event is built with a large capacity, such that it can be shared with several smaller laboratory events.

1. To create an events package with a shared event, begin with the transaction ZEVPLAN. Choose **Module** and enter course prefix and number in the **Object abbr.** field. Select the academic year and session. To determine the section number, click on .
2. Click . Complete the **Section**, **Std Percentage**, **Optimum Capacity**, and **Maximum Capacity** fields. If a course section should not be waitlisted, click to check the **Waitlist Disabled** box.
3. Next create the lecture event. Click on . On **Business Event Maintenance** (screen 3), complete the required fields: Event Type, Event Capacity, Start Time and End Time, Days of the Week, Location, Building, Room, and Instructor. For Capacity, remember to record the number for all sections. Click  and then click .
4. Now click  again. This time create the laboratory event. Complete the required fields on the screen. Record the Capacity number needed for this laboratory event only. Click  and then click .
5. Both the lecture and the laboratory events will display on **Maintain Event Package and Business Events** (screen 2). Click on  to save this event package.

Be sure to record the **Object ID** for the lecture event.

| Object ID | Abbr. | Name of the business event |
|-----------|-------|----------------------------|
| 96058014 | LAB | Laboratory ASC 320 |
| 96057889 | LEC | Lecture ASC 320 |

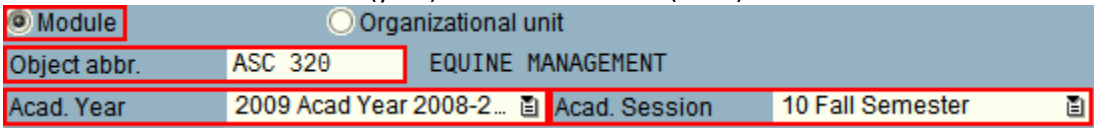
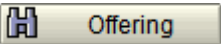


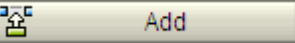
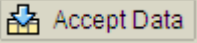

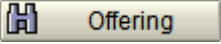
6. You are ready to create the next package with a shared resource. To begin, click on  and complete the required fields.




- Then click on  to create the laboratory event. Complete the fields, entering the number needed for this laboratory event in Event Capacity. Click  and .
- To complete the package for this section, you must connect the laboratory to the shared lecture event. Click . Select the lecture event you created (click on the **Object ID** you noted). Both the lecture and laboratory events will display. Click  at the top of the screen.

CROSS-LISTED COURSES

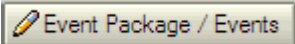
The process for creating event packages for cross-listed courses is similar to that for shared resources. With cross-listing, **the courses share the same event, but are separate packages**. Departmental staff must work together on the building of cross-listed course offerings.

Using **ZEVPLAN**, follow these steps:

- Begin by selecting **Module**.
Enter the course prefix and number in the **Object abbr.** field.
Choose the correct **Acad. Year** (year) and **Acad. Session** (term).

- Click . Note the next available section number.
- Click .
- On **Maintain Event/Package** (screen 2), complete the required fields. The **Optimum** and **Maximum Capacity** should be the total number of students for this package (not both).
- Click on .
- On **Business Event Maintenance** (screen 3), complete the required fields. The **Optimum/ Maximum Capacity** should be the total number of students for **all courses cross-listed**.
- Click . Complete this first event by clicking . Finally, click on .
- Refresh the screen by clicking on . Note the section's **Object ID** number.


9. Now begin the process of building the other course event. Click on .
10. On the **Maintain Event Package and Business Events** screen, enter the same section number used for the first package. Complete the required fields. Be sure to set the desired capacity for this package.
11. Then click . Click on the **Object ID** of the first package and select it. Click . **Object ID** numbers must match for the cross-listing to be built correctly.
12. If editing occurs, the relationship between the two packages is severed. The cross-listed course offerings must be re-linked after edits are completed.

EDITING EVENTS AND EVENT PACKAGES

When edits are needed, use . The **Maintain Event Package and Business Events** screen will open in edit mode, enabling you to change Title (subtitle), Waitlist Status, Std Percentage, and Event Package Capacity.

1. When the meeting pattern, instructor, event capacity, or location require edits, click on the event to highlight it.

2. Then click .

3. 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.

| Room | Instructor | Schedule | MeetPatt |
|------|------------|----------------|----------|
| | MANLEY | WE 08:00-08:50 | |
| | MANLEY | FR 08:00-08:50 | |
| | MANLEY | MO 08:00-08:50 | |

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

| | | | |
|----------|---------------------------------|--------|------------|
| Type | 98525636 Laboratory ASC 320 ... | | |
| From | 08/26/2009 | To | 12/18/2009 |
| Abbrev. | LAB | Descr. | Labor |
| Capacity | 20 | / | 20 |

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

- 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.

Schedules and Resources

Schedules

| Start ... | End t... | M... | Tu... | W... | Th... | Fri... | S... | S... |
|-----------|----------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| 08:0... | 08:5... | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 00:0... | 24:0... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 00:0... | 24:0... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

Resources





Location

Building


Room

OT


Bruce T Manley

- Click  Add .
- Click  Accept Data .
- If there are no other business events to change, click the  icon.
- Click  Offering to refresh and check edits.

COMPLEX EVENTS AND COMPLEX RESOURCES



Some events have multiple unique lines of meeting patterns and/or more than one instructor. These resources are known as “Complex Resources.” Events with Complex Resources are considered Complex Events. Such events are identified with the Complex Resource  icon in the right column on the **Edit Event Offering** screen.

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

Multiple Lines: When creating a Complex Event, use the Insert Lines  icon to insert an additional line for a meeting pattern.

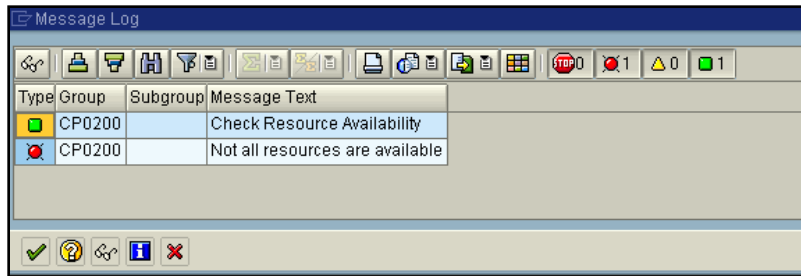
| Room: Name | Instructor | Schedule | MeetPatt |
|---------------------------------------|------------|----------------|----------|
| Business and Economics Bldg-Rm.215-BE | VANDERBILT | TU 13:00-15:30 | |
| Business and Economics Bldg-Rm.215-BE | VANDERBILT | TH 13:00-15:30 | |

Events with Complex Resources must be edited with care. **Each line of meeting pattern must be edited and copied individually.**

Multiple Instructors: If more than one instructor is teaching the same section, a percentage of responsibility can be assigned. Use the Instructors Responsible  icon for this. Assign the percentages and .

Resource Conflicts

When conflicts occur, end-users see the Resource Conflict system message:



Click . The next message will inform the user that the event was not created because of a resource collision. When the **Resource Reservation** window appears, determine the type of conflict. Colleges and departments that schedule their own rooms can resolve the room conflict.

Use to search for available instructors.

REMINDERS

- Add **ZEVPLAN** to your Favorites folder.
- Three-character course prefixes are separated from course numbers by *one* space. *Two* spaces separate a two-character course prefix from the course number.
- When building a section that should be waitlisted, remember to click in the **Waitl. Disabled** box to remove (uncheck) the feature and enable waitlisting.
- For cross-listed course sections, the Event capacity must equal the capacity sum of all courses.
- If a course offering should **not** be available for web registration on **myUK**, click in the **WebRegistrationAvail** box to remove (uncheck) this feature.
- Room capacities are checked against Event capacities.
- **Saving is a two-step process!** First click on the **Business Event Maintenance** screen. Then click on the **Maintain Event Package and Business Events** screen.

QUESTIONS?

- To request that the individual be added as an external instructor (when an instructor is not a UK employee), contact:
[Bruce Manley](#), Office of the Registrar, 257-3107
- For questions about Locations or Business Event Types, contact:
[Bruce Manley](#), Office of the Registrar, 257-3107