Event Planning 2:
Update Seats and Instructors

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Table of Contents

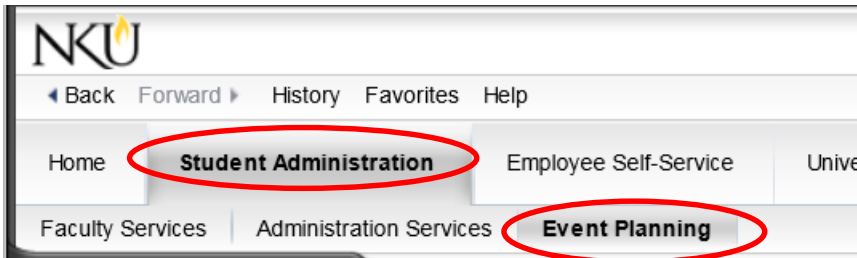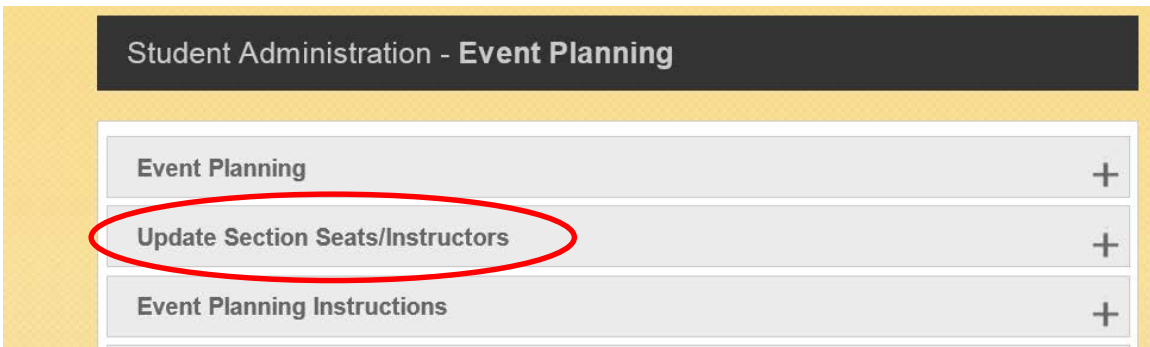# Event Planning 2: Update Seats and Instructors

This application is for updating seat capacity on an offered course section, updating the assigned instructor, or proposing a different workload than what is system generated.

These options are only available after the scheduling building and editing process has ended.
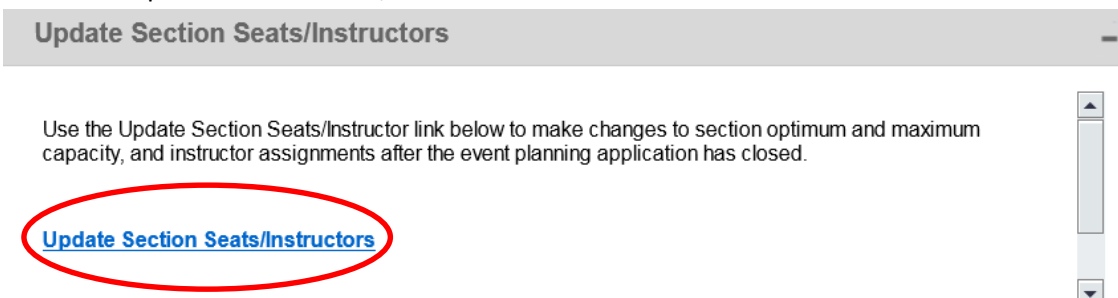
1. Log into myNKU
2. Go to Student Administration tab, then click on the Event Planning sub-tab

3. Click Update Section Seats/Instructors to expand the area.

4. Select the Update Section Seats/Instructors link.

5. Select the appropriate academic period from dropdown.
6. Enter course number and prefix (ex. ANT 100).
7. Click Find or hit enter on the keyboard.

Selection

Academic Period: * [2012-2013 Spring ▼] Course: [ANT 100] [Find]

View: [Standard View] ▼ | [Print Version] [Export ▲]

	Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule
	ANT 100	Section 001	■	230	10/15	0	ONCAMPUS	R	12:00pm - 12:15pm M
		Section 002	■	030	10/10	0	ONCAMPUS	R	08:00am - 09:00am W
		Section 003	■	030	10/10	0	ONCAMPUS	R	09:00am - 10:00am M 09:00am - 10:00am M
		Section 004	■	030	10/10	0	ONCAMPUS	TBA	
		Section 005	■	030	10/10	0	ONLINE	WEB	
		Section 006	■	220	10/10	0	ONCAMPUS	I	
		Section 007	■	220	10/10	0	ONCAMPUS	I	
		Section 008	■	030	20/20	0	ONCAMPUS	E	10:00am - 10:30am MW
		Section 009	■	030	10/10	0	ONCAMPUS	E	03:00pm - 04:00pm R
		Section 010	■	030	10/10	0	ONLINE	WEB	
		Section 011	■	030	10/10	0	ONLINE	WEB	
		Section 012	■	030	10/10	0	ONCAMPUS	R	06:00pm - 07:00pm W
		Section 013	■	030	10/10	0	ONCAMPUS	R	06:00pm - 07:00pm W

- You may also enter the course prefix and the wildcard to see all courses for a disciple (Ex. ANT 2* will bring up all courses that begin with ANT 2).

Academic Period: * [2012-2013 Spring ▼] Course: [ANT 2*] [Find]

View: [Standard View] ▼ | [Print Version] [Export ▲]

	Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule
	ANT 201		☒		0/0	0			
	ANT 202		☒		0/0	0			
	ANT 202L		☒		0/0	0			
	ANT 210		☒		0/0	0			
	ANT 215		☒		0/0	0			
	ANT 230		☒		0/0	0			
	ANT 231		☒		0/0	0			
	ANT 245		☒		0/0	0			
	ANT 270		☒		0/0	0			
	ANT 275		☒		0/0	0			

8. Click anywhere in the row to highlight the desired section

ANT 100	Section 001	🟩	230	10/15	0	ONCAMPUS	R	12:00pm - 12:15pm M	HH		Olena Pilyayeva
	Section 002	🟩	030	10/10	0	ONCAMPUS	R	08:00am - 09:00am W	HH	MP 292	Anne K Abate
	Section 003	🟩	030	10/10	0	ONCAMPUS	R	09:00am - 10:00am M 09:00am - 10:00am M	HH	MP 158	Kimberely Jo Adams Junko Nakajima Agnew

9. Update Seats and Update Instructors buttons are now visible

Academic Period: * 2012-2013 Spring ▼ Course: ANT 100 [Find]

View: [Standard View] ▼ | Print Version | Export ▲ | View | Update Seats | Update Instructors

Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	
ANT 100	Section 001	🟩	230	10/15	0	ONCAMPUS	R	12:00pm - 12:15pm M	H
	Section 002	🟩	030	10/10	0	ONCAMPUS	R	08:00am - 09:00am W	H
	Section 003	🟩	030	10/10	0	ONCAMPUS	R	09:00am - 10:00am M 09:00am - 10:00am M	H

Update Seats

The Update Seats button has logic built in to assist the user in determining room capacity. The total of all combined optimum and/or maximum seat capacity cannot exceed the classroom capacity or seat limit.

- Section is **online, TBA,** or does **not** have a classroom assignment, the seat limit capacity will be reflected as 99999.

- Section is **regular** with a classroom assignment, the seat limit capacity will be reflected.

- Section is **multiple component** with both components having classroom assignment, the smallest seat limit will be reflected.

> Ex. PHY 110 001
>> LEC - maximum room capacity is 35
>> LAB - maximum room capacity is 26
>> Seat limit for this section will be 26

Course	Course Title	Section	Session Description	Event Type	Event Type Desc	Room	Room Cap	Opt Seats	Max Seats
PHY 110	Introduction to Physics with Lab	Section 001	Spring (01/14/2013 - 05/03/2013)	PHY 110 LEC	PHY 110 Lecture	SC 128	35	10	10
	Introduction to Physics with Lab		Spring (01/14/2013 - 05/03/2013)	PHY 110 LAB	PHY 110 Lab	SC 263	26	10	10

PHY 110-001: Introduction to Physics with Lab

Update Seats

Seat limit for this section 26

Opt./Max. Seats: 10 / 10

- Section is a **shared event** with a classroom assignment, the seat limit will reflect what is still available taking into consideration the assigned maximum capacity of the other section(s).

  Ex. GLY 110 013 has a shared event with GLY 110 014
    ** Shared lecture – Room Capacity is 28**
      - When editing GLY 110 013 seats, seat limit will be 23 (28 seat capacity-5 seats from section 014).
      - When editing GLY 110 014 seats, seat limit will be 5 (28 seat capacity-23 seats from section 013).

Course	Course Title	Section	Session Description	Event Type	Event Type Desc	Room	Room Cap	Opt Seats	Max Seats
GLY 110	The Face of the Earth with Lab	Section 013	Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	SC 264	28	10	23
	The Face of the Earth with Lab	Section 014	Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	SC 264	28	5	5

GLY 110-013: The Face of the Earth with Lab

Update Seats

Seat limit for this section 23

Opt./Max. Seats: 10 / 23

GLY 110-014: The Face of the Earth with Lab

Update Seats

Seat limit for this section 5

Opt./Max. Seats: 5 / 5

- Section is **multiple component with a shared event**, the smallest seat limit **for that section** will be reflected.

    Ex. GLY 110 023 has a shared event with GLY 110 024/GLY 110 025; each section has a stand-alone lab.

    Shared lecture – Room Capacity is 60

    GLY 110 023 – opt/max capacity = 15   lab room maximum capacity is 18
    GLY 110 024 – opt/max capacity = 15   lab room maximum capacity is 15
    GLY 110 025 – opt/max capacity = 25   lab room maximum capacity is 27

Course Title	Section	Session Description	Event Type	Event Type Desc	Room	Room Cap	Opt Seats	Max Seats
The Face of the Earth with Lab	Section 023	Spring (01/14/2013 - 05/03/2013)	GLY 110 LAB	GLY 110 Lab	FA 406C	18	15	15
The Face of the Earth with Lab		Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	BC 110	60	15	15
The Face of the Earth with Lab	Section 024	Spring (01/14/2013 - 05/03/2013)	GLY 110 LAB	GLY 110 Lab	AC 717	15	10	15
The Face of the Earth with Lab		Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	BC 110	60	10	15
The Face of the Earth with Lab	Section 025	Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	BC 110	60	20	25
The Face of the Earth with Lab		Spring (01/14/2013 - 05/03/2013)	GLY 110 LAB	GLY 110 Lab	BC 106	27	20	25

GLY 110-023: The Face of the Earth with Lab

Update Seats

Seat limit for this section 18

Opt./Max. Seats: 15 / 15

GLY 110-024: The Face of the Earth with Lab

Update Seats

Seat limit for this section 15

Opt./Max. Seats: 10 / 15

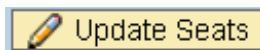### GLY 110-025: The Face of the Earth with Lab

Update Seats

Seat limit for this section 27

Opt./Max. Seats: 20 / 25

1. Click Update Seats button.

    Update Seats

2. Update the Opt./Max. Seats as needed.

3. Click Save.

4. Click Back to return to the grid.

Update Instructor

When you click on Update Instructors, two tabs are displayed: Update Instructors and Workload.

1. Click Update Instructors tab.

2. Delete the current instructor and input the desired instructor.

    o   You may also delete the current instructor and enter the wildcard '*' to see a list of all instructors assigned to that department.

3. Click Save and then click Back to return to the grid.

    Note: Only instructors assigned to the department offering the course will be reflected. If an instructor from another department needs to be assigned, one of two things must be done:

    o   If the teaching will be <u>in addition to</u> the instructor's regular workload (an overload), then a Part Time Faculty PAR should be created and submitted on paper to establish an additional personnel assignment in the department offering the course, which will add the instructor to the list of those who may be assigned to the course in myNKU.

    o   If the teaching will be <u>included in</u> the instructor's regular workload, assignment to the course will need to be done by the registrar's office, and can be requested via email to <u>registrarschedule@nku.edu.</u>

Dictionary of Terms

Shared Event	Two or more sections of similar or different departments meeting together at the same place/time with the same instructor.

Abbreviations and Descriptions of Event Types

Abbreviation	Description
ADC	Consortium
AFAC	Financial Aid Consortium
EXM	Examination
IND	Independent Study
INDO	Ind Study Online Programs
INDR	Ind Study Online Prog Restricted
INDW	Independent Study Web
INEX	Internship/Externship
ITV	Interactive Television
LAB	Lab
LABO	Lab Online Programs
LABR	Lab Online Prog Restricted
LABW	Lab Web Based
LCPW	Lecture PACE Web
LEC	Lecture
LECI	Lecture KY Learning Network
LECO	Lecture Online Programs
LECP	Lecture PACE
LECR	Lecture Online Prog Restricted
LECV	Lecture Video
LECW	Lecture Web Based

Abbreviation	Description
LLB	Lecture/Lab
LLBO	Lecture/Lab Online Programs
LLBP	Lecture/Lab PACE
LLBR	Lec/Lab Online Prog Restricted
LLBW	Lecture/Lab Web
LLW	Lecture/Lab Web Based
SONL	Seminar Online Programs
SONR	Seminar Online Prog Restricted
PRA	Practicum
PRAO	Practicum Online Programs
PRAP	Practicum PACE
PRAR	Practicum Online Prog Restricted
PRAW	Practicum Web
PRPW	Practicum PACE Web
PRL	Private Lesson
RES	Research
RESO	Research Online Programs
RESR	Research Online Prog Rest
RESW	Research Web
SEM	Seminar
SEMW	Seminar Web
SHARED EVENT	Descriptions vary
SI	Supplemental Instruction
SLA	Structured Learning Asst
SPC	Topics
SPCO	Topics Online Programs
SPCP	Topics PACE

Abbreviation	Description
SPCR	Topics Online Prog Restricted
SPCW	Topics Web Based
SPPW	Topics PACE Web
SVL	Service Learning
THE	Thesis

Abbreviations and Descriptions of Delivery Modes

Event Type	Category	Delivery Mode	Description
LEC	LEC	[blank]	Regular lecture section
LECR	LEC	ONLR	Online program section restricted for online majors (formerly "I" sections)
LECO	LEC	ONL	Online program section for non-online majors (formerly "J" sections)
LECP	LEC	PACE	Regular lecture section for PACE students only
LCPW	LEC	PACW	Lecture Pace Web restricted to PACE students delivered via the web
LECW	LEC	WEB	Regular lecture section delivered via the web (formerly "W" sections)

Email any requests or questions for Event Planning to
registrarschedule@nku.edu