

Add Shared Events

1. Add a section on the Simple tab, chose Shared Event Type

Event Type:	BIO 121 Shared Lecture	\bigcirc
M T	BIO 121/BIO 125 Shared Lecture	ne
	BIO 121 Shared Lecture	<u>o</u> t

Note: If the Shared Event Type is not an option, contact: <u>RegistrarSchedule@nku.edu</u>

- 2. Add the second section on Advanced tab
- 3. Verify the correct session is chosen
- 4. Delete the event type template



5. Click Add Shared Event



6. Select the section that should be shared

Module (Abbrev)	Event Package	Name	Obj.type/obj.ID	Start Date	End Date	Category	Teaching Method	Delivery Mode	
BIO 121	Section 001	BIO 121 Shared Lecture	E 23051451	01/15/2013	04/30/2013	LEC			Regula
BIO 121	Section 002	BIO 121 Shared Lecture	EL60430495	01/14/2013	05/03/2013	LEC			TBA
BIO 121	Section 002	BIO 121 Shared Lecture	E 23051451	01/15/2013	04/30/2013	LEC			Regula
BIO 121	Section 004	BIO 121 Shared Lecture	E 23051468	01/15/2013	05/02/2013	LEC			Regula
BIO 121	Section 005	BIO 121 Shared Lecture	E 23051539	01/14/2013	05/03/2013	LEC			Regular
BIO 125	Section 001	BIO 121/BIO 125 Shared Lecture	E 23051529	01/17/2013	05/02/2013	LEC			Regula

7. Click Save



8. The two sections are now shared in Event Planning BIO 121-005: Disease & the Systems They Affect

Opti /Max. Sea Instructor a Campus: Session: Event List	ats: approval requir On Cam Spring (f	10 / red Depa pus Location 01/14/2013 - 0	10 rtment appro 5/03/2013)	, oval required]		J	Click on the 'share' icon to view (see below screenshot)]	Linked Progra Course
Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Snared				
E 23051539	01/14/2013	05/03/2013	LEC		Regular	ri →				
Event Detail Shared Event (Click here to view section list)										
Event Type:	3IO 121 Share	d Lecture		Location: Hig	hland Heights C	ampus	Section	Type: Regular		

BIO 121	-005: Dis	ease & t	he	Systen	ns They A	Affect		
Opti /Max. Se	ats:	10 /	10 rtmer	it approval r	equired			
Campus: On Campus Location				Event Planning				
Session:	Session: Spring (01/14/2013 - 05/03					Event Pkg (Desc.)		
Event List				BIO 121	Section 006	Disease & the Systems They Affect		
Event ID	Start Date	Start Date End Date Ca				·		
E 23051539 01/14/2013 05/03/2013 LE								
Event Deta	ail							
Event Type:	BIO 121 Share	d Lecture						
	5.44							

Note: If the campus location needs to be changed for a shared event, all shared sections must be updated