

Add Shared Events

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

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

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		Regular
BIO 121	Section 002	BIO 121 Shared Lecture	EL80430495	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		Regular
BIO 121	Section 004	BIO 121 Shared Lecture	E 23051468	01/15/2013	05/02/2013	LEC		Regular
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		Regular

7. Click Save

8. The two sections are now shared in Event Planning

BIO 121-005: Disease & the Systems They Affect

Opti./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23051539	01/14/2013	05/03/2013	LEC		Regular	

Event Detail

Event Type: Location: Section Type:

Shared Event (Click here to view section list)

Click on the 'share' icon to view (see below screenshot)

BIO 121-005: Disease & the Systems They Affect

Opti./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event List

Event ID	Start Date	End Date	Ca
E 23051539	01/14/2013	05/03/2013	LE

Event Detail

Event Type:

Schedule Pattern

Event Planning

BIO 121	Section 006	Event Pkg (Desc.)
		Disease & the Systems They Affect

OK

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