

Event Planning: Extracting Section Information

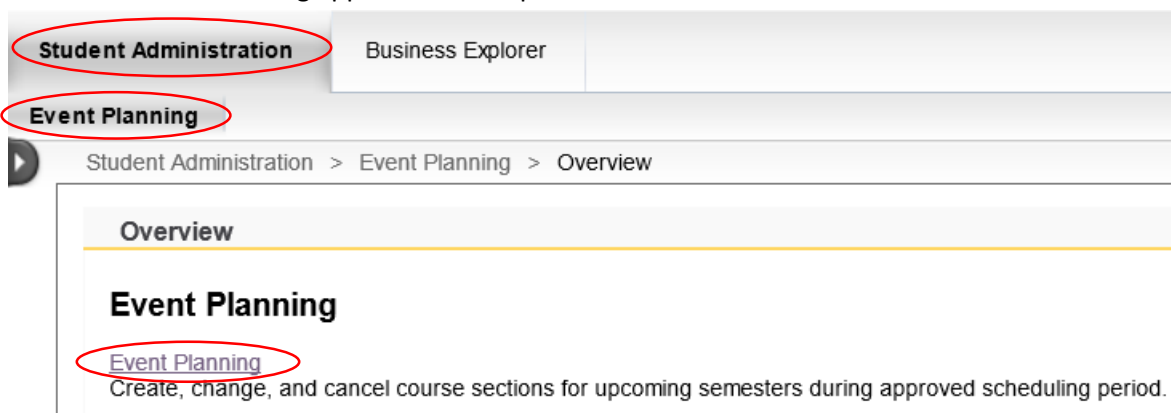
Location(s):

myNKU: Event Planning

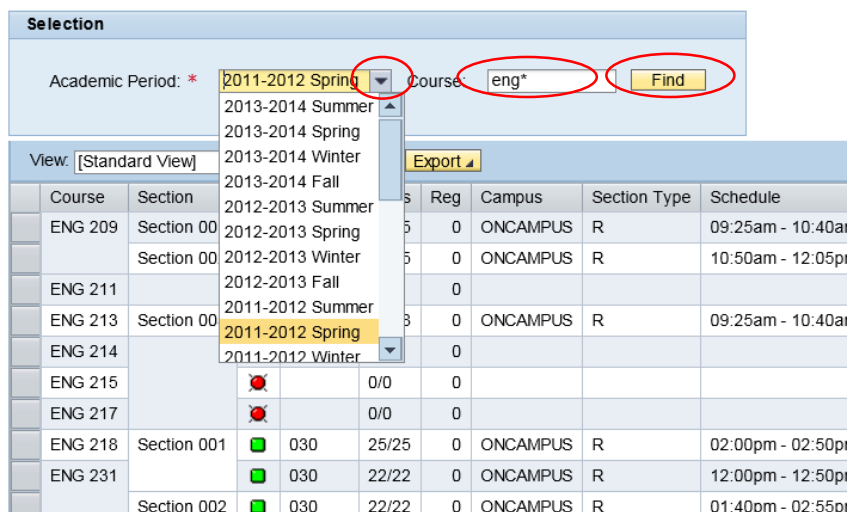
Purpose: Users should review section information entered for each semester by extracting the section information from the Event Planning 2 application. Current and previous semesters may be extracted.

1. Login to myNKU
2. Select the Student Administration tab
3. Select the Event Planning sub-tab
4. Click Event Planning

Note: The Event Planning application will open in a new window.

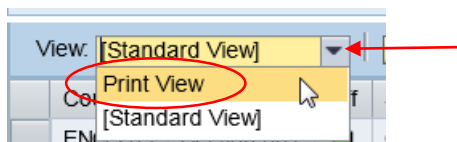


5. Select the Academic Period for which to extract section information
6. Enter the course discipline with the wildcard * (ex. ENG* or HIS*) to view all sections for that specific discipline then click Find. The sections of that course will display in the grid below.



Course	Section	Reg	Campus	Section Type	Schedule
ENG 209	Section 00	5	0	ONCAMPUS	R 09:25am - 10:40am
ENG 211	Section 00	5	0	ONCAMPUS	R 10:50am - 12:05pm
ENG 213	Section 00	3	0	ONCAMPUS	R 09:25am - 10:40am
ENG 214	Section 00	0	0		
ENG 215	Section 00	0/0	0		
ENG 217	Section 00	0/0	0		
ENG 218	Section 001	030	25/25	0	ONCAMPUS R 02:00pm - 02:50pm
ENG 231	Section 002	030	22/22	0	ONCAMPUS R 12:00pm - 12:50pm
		030	22/22	0	ONCAMPUS R 01:40pm - 02:55pm

7. Select Print View to see more information than Standard View



- The output will display sections for the course discipline

Course	Course Title	Section	Section Title	Session	Session Description	Event Type	Event Type Desc	Start Date	End Date
ENG 209	Survey of American Literature II	Section 001	Survey of American Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 209 LEC	ENG 209 Lecture	01/10/2012	04/26/2012
		Section 002	Survey of American Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 209 LEC	ENG 209 Lecture	01/10/2012	04/26/2012
ENG 211	Survey of Women's Literature I								
ENG 213	Global Viewpoints in Literature	Section 004	Global Viewpoints in Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 213 LEC	ENG 213 Lecture	01/10/2012	04/26/2012
ENG 214	Literature Across History								
ENG 215	Greek and Roman Mythology								
ENG 217	African-American Literature to 1940								
ENG 218	African-American Literature 1940-Present	Section 001	African-American Literature 1940-Present	030	Spring (01/09/2012 - 04/27/2012)	ENG 218 LEC	ENG 218 Lecture	01/09/2012	04/27/2012
ENG 231	Introduction to Creative Writing								
		Section 002	Introduction to Creative Writing	030	Spring (01/09/2012 - 04/27/2012)	ENG 231 LEC	ENG 231 Lecture	01/09/2012	04/27/2012
		Section 003	Introduction to Creative Writing	030	Spring (01/09/2012 - 04/27/2012)	ENG 231 LEC	ENG 231 Lecture	01/10/2012	04/26/2012

8. Click Export and then Export to Microsoft Excel to transfer results to an excel spreadsheet

