

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.

Stu	Business Explorer
Eve	ent Planning
	Student Administration > Event Planning > Overview
	Overview
	Event Planning
	Event Planning Create, change, and cancel course sections for upcoming semesters during approved scheduling period.

- 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.

Se	election																		
	Academic	Period: *	2011-2 2013-2 2013-2	<mark>012 Spring</mark> 014 Summ 014 Spring	er 🔺		ourse	eng*	Find	D									
View: [Standard View]			2013-2	014 Winter		E	Export 4												
	Course	Section	2013-2	014 Fall 013 Summ	er	5	Reg	Campus	Section Type	Schedule									
	ENG 209	Section 00	2012-2	013 Spring		5	0	ONCAMPUS	R	09:25am - 10:40ai									
		Section 00	2012-2	013 Winter		5	0	ONCAMPUS	R	10:50am - 12:05pi									
	ENG 211		2012-2	013 Fall			0												
	ENG 213	Section 00	2011-2012 Summer 2011-2012 Spring 2011-2012 Winter			2011-2012 Summer		2011-2012 Summer	2011-2012 5	2011-20	2011-2	2011-20	11-2012 Summer	er	в	0	ONCAMPUS	R	09:25am - 10:40ai
	ENG 214					·	0												
	ENG 215		۲		0/0		0												
	ENG 217		۲		0/0		0												
	ENG 218	Section 00	1 🔳	030	25/	25	0	ONCAMPUS	R	02:00pm - 02:50pi									
	ENG 231			030	22/	22	0	ONCAMPUS	R	12:00pm - 12:50pi									
		Section 00	2 📋	030	22/	22	0	ONCAMPUS	R	01:40pm - 02:55pi									



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

Fint View [Standard View]	View:	[Standard View]		-
[Standard View]		Print View		f
		[Standard View]	10	

• The output will display sections for the course discipline

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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
	Survey of American Literature II	Section 002	Survey of American Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 209 LEC	ENG 209 Lecture	Start Date 01/10/2012 01/10/2012 01/10/2012 01/10/2012 01/09/2012 01/09/2012 01/09/2012	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		Introduction to Creative Writing	030	Spring (01/09/2012 - 04/27/2012)	ENG 231 LEC	ENG 231 Lecture	01/09/2012	04/27/2012
	Introduction to Creative Writing	Section 002	Introduction to Creative Writing	030	Spring (01/09/2012 - 04/27/2012)	ENG 231 LEC	ENG 231 Lecture	01/10/2012	04/26/2012
	Intraduction to Creative Uniting	Contine 000	Introduction to Crostius Uniting	020	Certes (01/00/2012 01/27/2010)	ENC 234 LEOM	END 024 Lashus Mak Dasad	04/00/2042	04/07/0040

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

Print Version	Export 4				\searrow
	Export	to Mic	rosoft l	Excel	$\mathbf{>}$
				0	