Update Workload

Location(s):

> **myNKU**

Purpose: Perform this procedure for updating Workload. The Workload total must not exceed the maximum credit hour for the event if changed from the Default. The Default value is represented by the course maximum credit hour while the Override value allows the user to change what is reported for the Workload.

- If the Workload is for a **fixed credit course**, the fixed credit hours will be displayed.

- If the Workload is for a **variable credit course with** assigned credit hours, the assigned credit hours will be displayed.

- If the Workload is for a **variable credit course without** assigned credit hours, the credit range will be displayed. The Workload total for all sections for the course must be within the range displayed.

- If the Workload is for a **linked event** with fixed credit hours, the fixed hours for one section will be displayed.
  > NOTE: Linked sections will be considered as one section on the SCH/FTE report. Manual adjustment of the workload hours for linked sections is not required.

- If the Workload is for a **shared event** with fixed credit hours, the fixed hours for the course will be displayed
  > NOTE: A shared event will be considered as one event on the SCH/FTE report. Manual adjustment of the workload hours for shared events is not required.

1. Log into myNKU
2. Click Student Administration tab
3. Click Event Planning sub-tab
4. Select academic period
5. Enter course number and prefix, click Find
6. Highlight the desired section
7. Click Update Instructors button
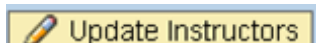
8. Click Workload tab
9. If the credit hour(s) need to be adjusted, click in the Override cell and enter the change

Note: For this example, imagine the on-campus lecturer is the main professor and web lecturer is new to teaching this specific course. It may be determined by the Department Chair or College Dean that the Workload should be broken down into 2 hours for the on-campus lecturer and 1 hour for the web lecturer.

10. Click Save and then Back to return to the grid

Note: Click the Reset Default button if you would like to remove the saved Override hours