Online Asynchronous

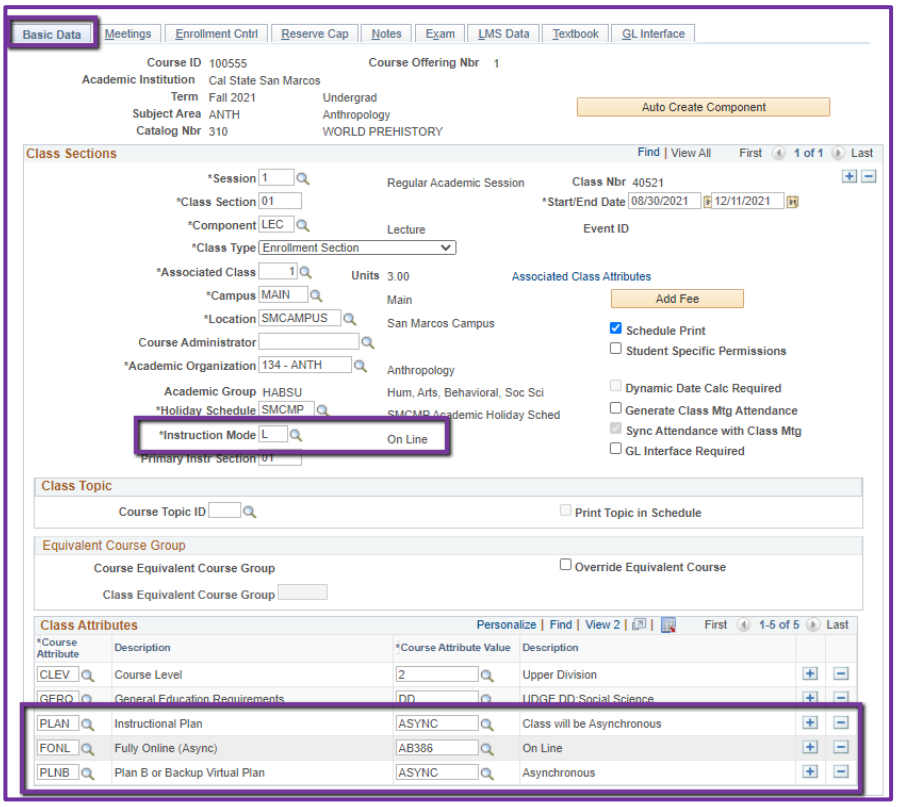
This is a completely online course format. Online Asynchronous Instruction: The class instructional materials will be online, accessed via Cougar Courses. Students will have deadlines for accessing the online content and due dates for online assignments but will NOT meet online as a class at a scheduled day and time.

PeopleSoft things to look at for Asynchronous Courses:

Instruction Mode	**L** - Online
Course Attribute/Value	**PLAN – Async** **PLNB – Async** **EVAL – Based on Dean's Office** **FONL – AB386**
Facility ID	**VIRTUAL AS**
APDB Learning Mode	**01** - Asynchronous no meetings (AB386)
Room Characteristic	**11** No Room Needed
Note Number	**112 Async**

Example Class Asynchronous

MP	Facility ID	Pat	Day(s)	Start	End	Start Date - End Date	APDB Mapping: Space Type
1	VIRTUAL AS	Leave Blank				Full Semester	3 Non-Capacity



Basic Data Tab

Instruction Mode:

L - Online

Course Attribute/Value

PLAN/ASYNC

PLNB/ASYNC (all classes must have a Plan B or "Shadow Schedule" value)

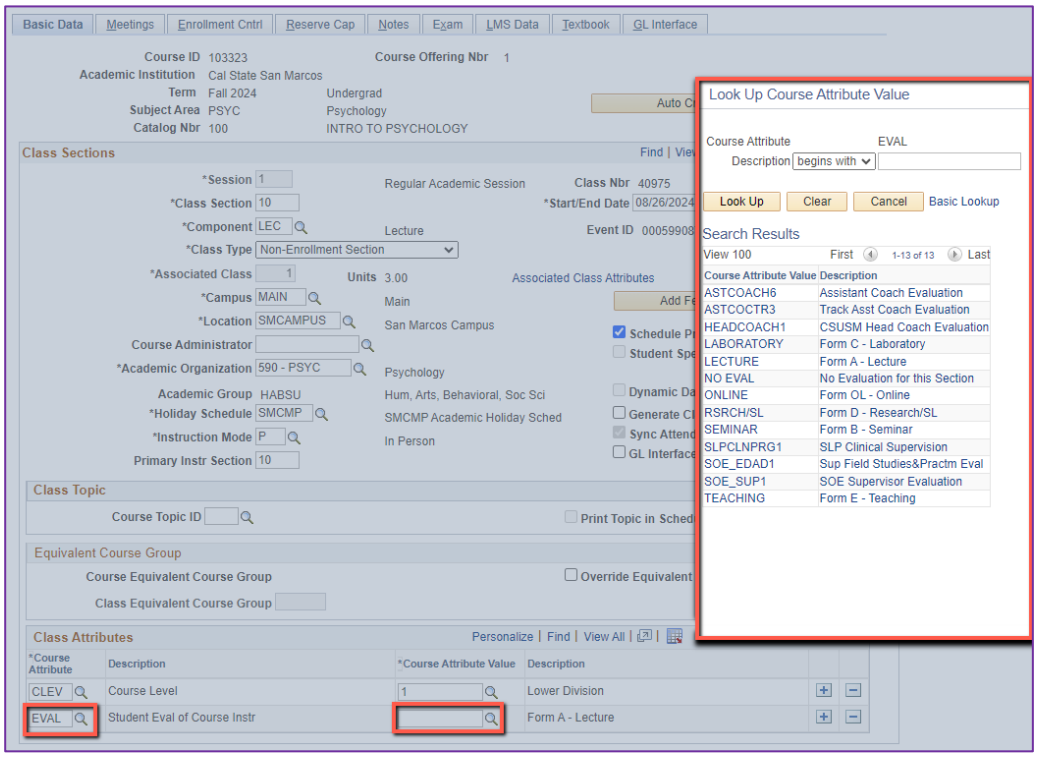
FONL AB386

EVAL (Based on Dean's Office)

Schedule Print: Review to see if the box is checked (on) or unchecked (off).

- If the class is ACTIVE, Schedule Print on allows the class to show on the class schedule.

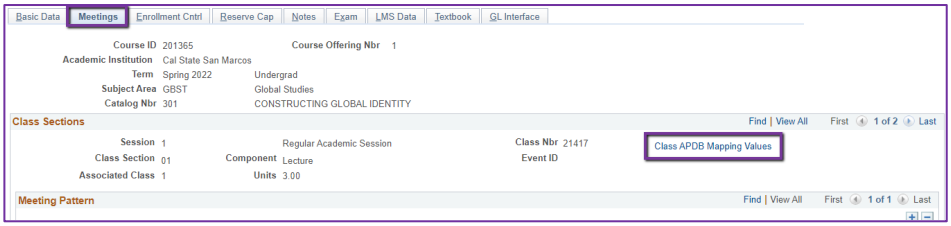
If the class is ACTIVE, Schedule Print off allows students to enroll if they have the Class Number, but the class does NOT show on the class schedule.

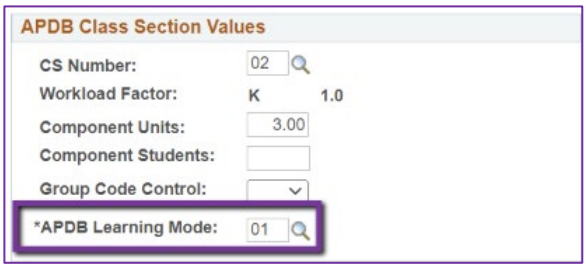


Course Attribute/Value

EVAL (Based on Dean's Office)

1. LABORATORY
2. LECTURE
3. NO EVAL
4. ONLINE
5. RSRCH/SL
6. SEMINAR
7. SLPCLNPRG1
8. SOE_EDAD1
9. SOE_SUP1
10. TEACHING
11. ASTCOACH6
12. ASTCOCTR3
13. HEADCOACH1





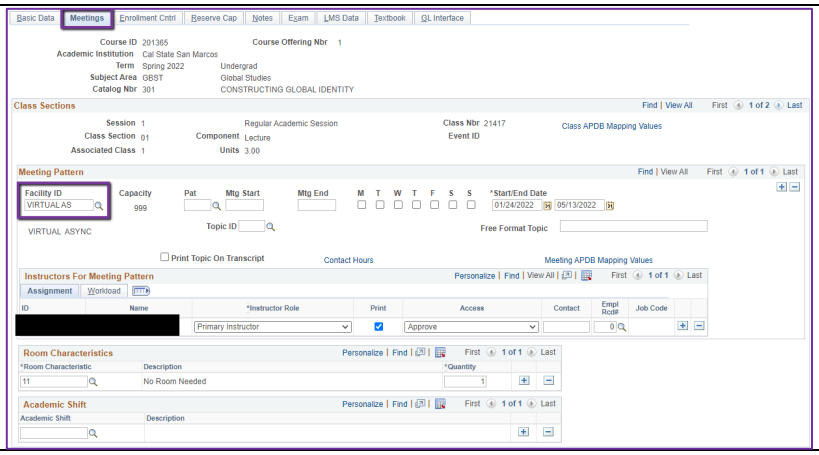
Meetings Tab

Class APDB Mapping Values

- **ONLY edit the Learning Mode field**

APDB Learning Mode

- **01**
  Asynchronous no meetings
  AB386



Meetings Tab

Meeting Pattern (MP)

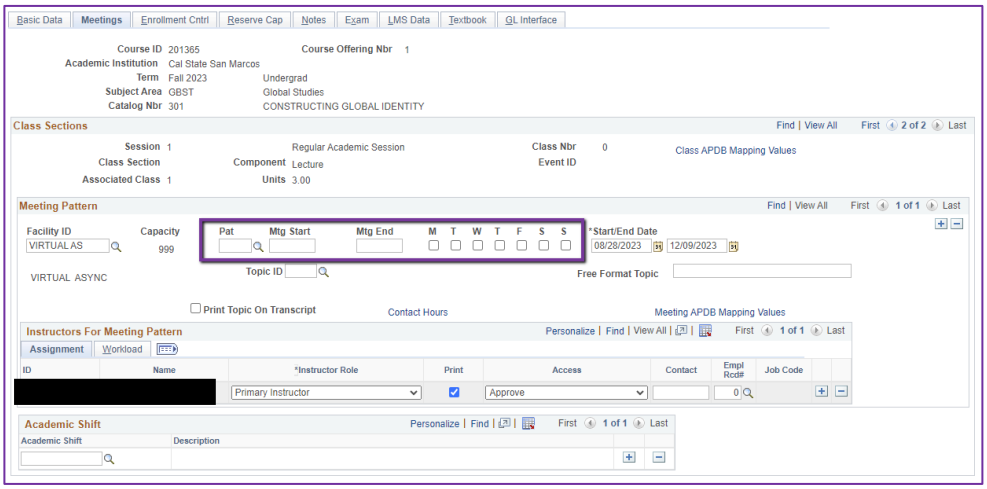
Facility ID

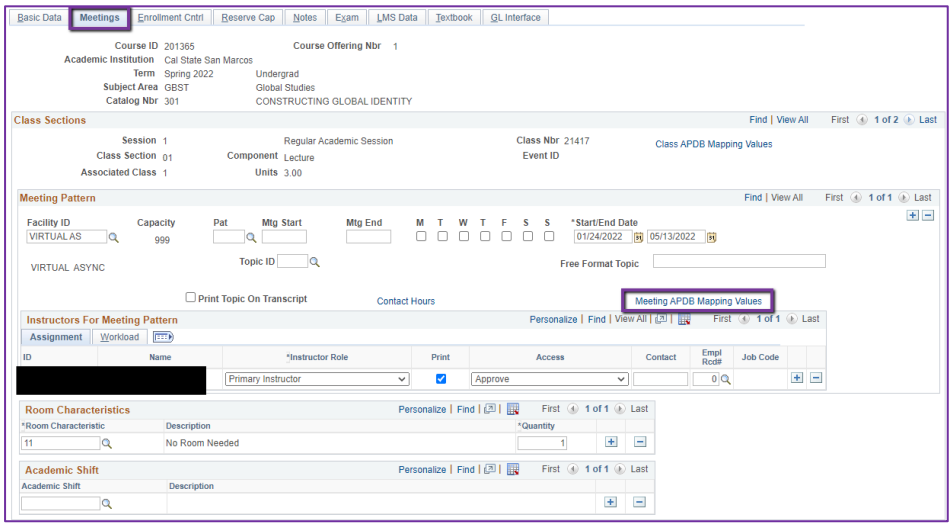
- VIRTUAL AS

Meetings Tab

Meeting Pattern (MP):

Pat: Leave Blank





Meetings Tab

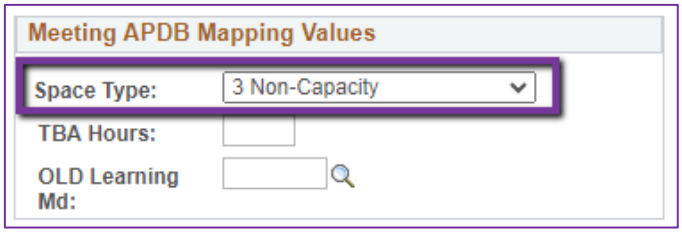
Meeting APDB Mapping Values:

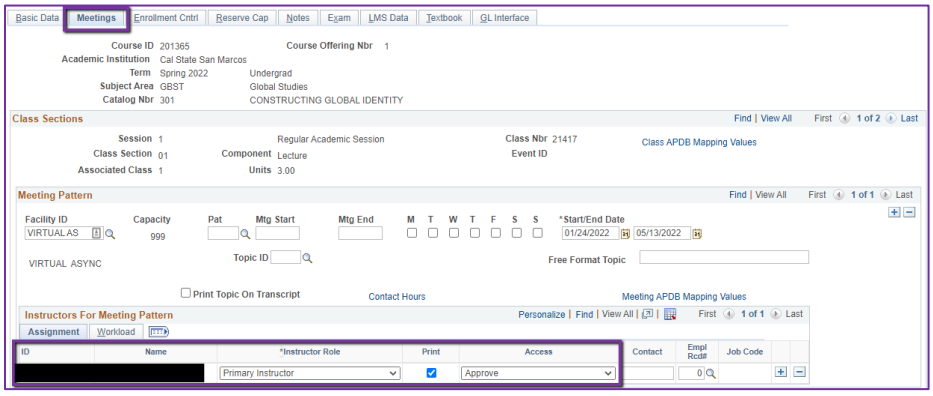
- **Edit the Space Type**

Space Type

- All MPs that are online, Async or Sync, must use **"3 Non-Capacity"** (Also, any MPs after the first one)

.





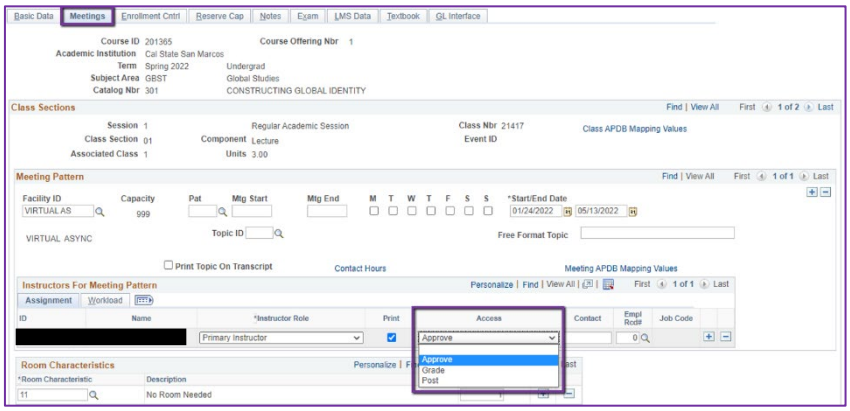
Meetings Tab

Faculty Assignment:

Enter the faculty Employee ID or use the Magnifying Glass icon to search for the faculty by name.

If you cannot find your faculty:

Make sure you spelled the name right. Make sure you have the faculty's legal name. Are they new? (Fill out New Faculty Form online)

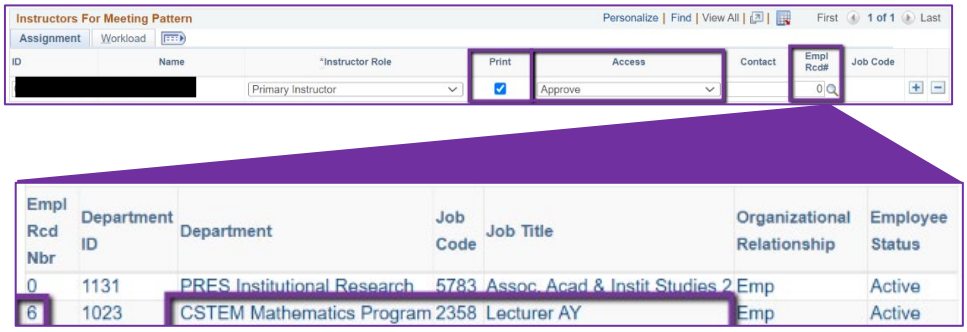


Meetings Tab

Faculty Assignment:

Access should ONLY be APPROVE

- Rare exceptions use Grade. This is only for Teaching Assistants who should not have access to Permission Numbers and Submitting Grades



NEW for Fall 2024

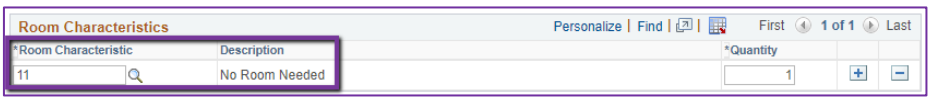
Empl Rcd#:

(Employee Record Number)

1. **Click on the Magnifying Glass** – All available options for the Assigned Instructor will show as different rows.

Select the row with the <u>Job Title listed or similar to a Job Title on the purple table</u>. - If more than one exists, select the row that has the same Department ID as the class.

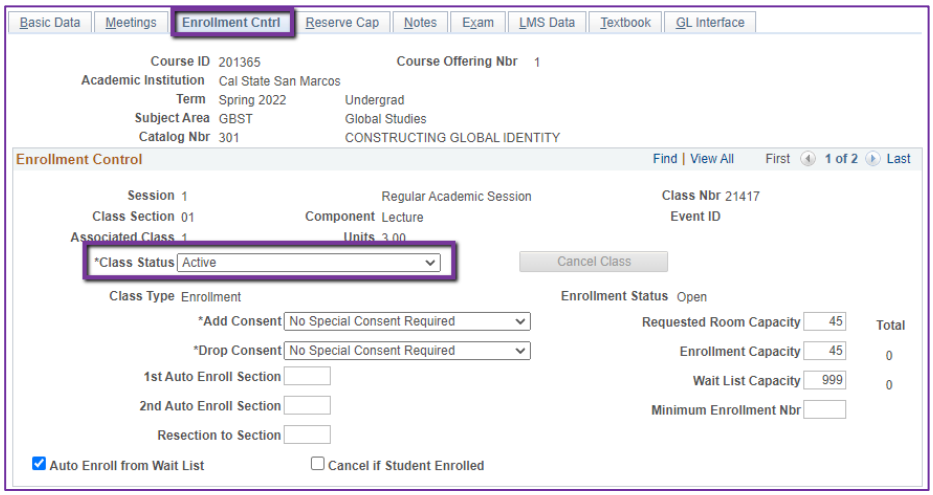
Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension



Meetings Tab

Room Characteristics:

11 – No Room Needed

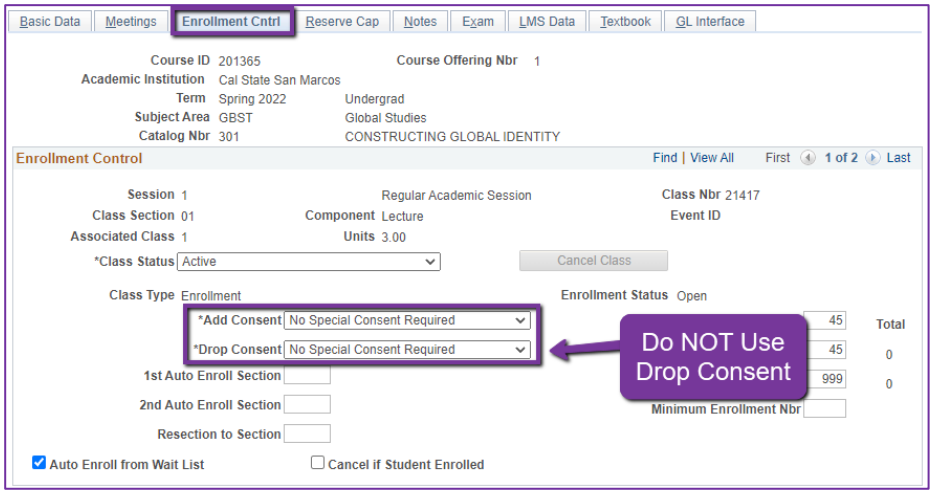


Enrollment Cntrl Tab

Class Status:

Only use ACTIVE or TENTATIVE

- Do NOT use CANCEL during Schedule Build. Classes should be DELETED during the build if need be (done on the Basic Data tab, with the minus "-" button on the top righthand side).
- **In Spring**, new classes will need to be built as Tentative once the Winter Class Schedule is posted. If Spring class should remain Tentative after the Schedule goes live, **must add the "TENT" Course Attribute = "Y" on Basic Data Tab.**



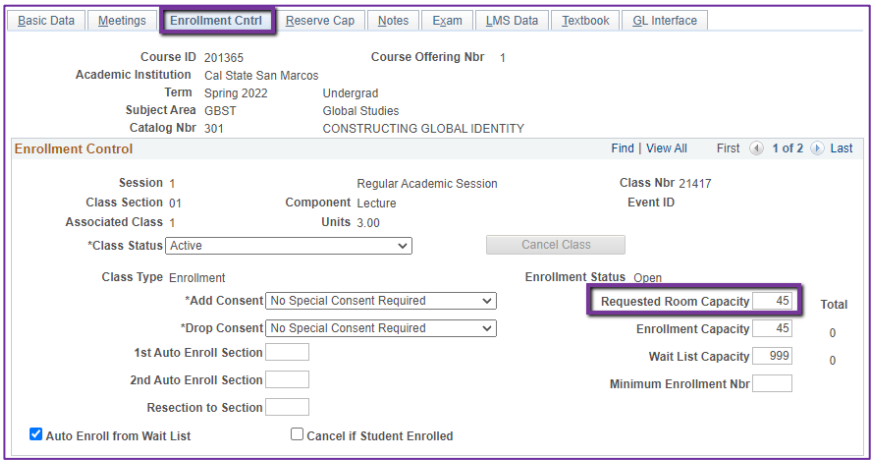
Enrollment Cntrl Tab:

Add Consent:

- Instructor Consent required means student need to contact assigned faculty to obtain a permission number to enroll. Instructor email must be entered in the class note.

Drop Consent:

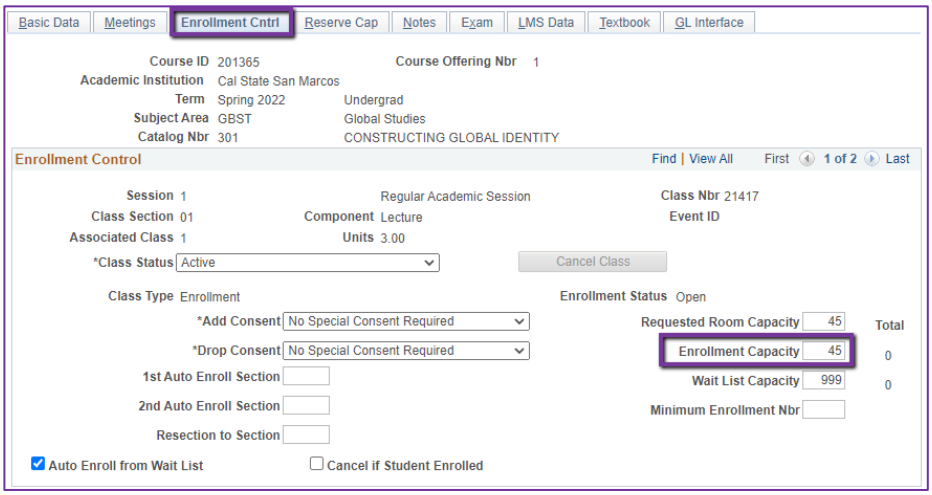
- Do NOT use unless you have a PASO section (ONLY office that uses this field)



Enrollment Cntrl Tab:

Requested Room Capacity:

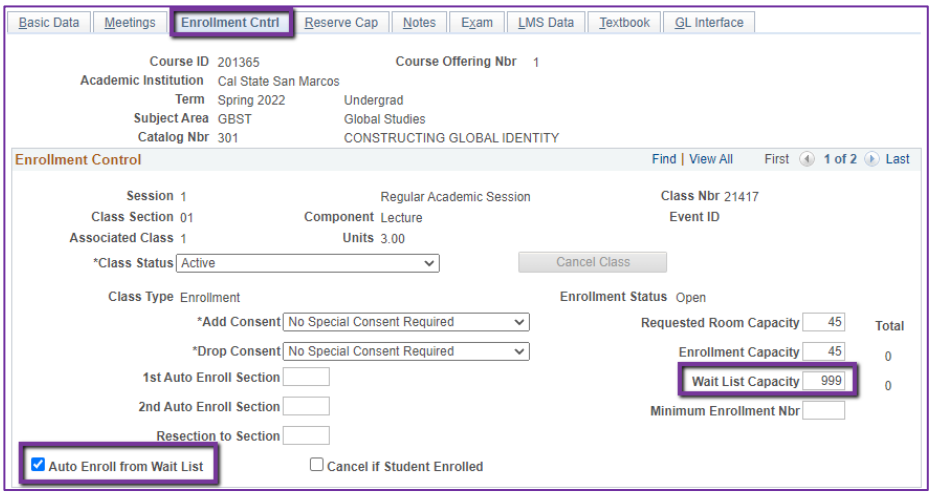
- Should be equal to the Enrollment Capacity.
- This field tells the Optimizer what size classroom is needed.



Enrollment Cntrl Tab:

Enrollment Capacity:

- Number of Students that can enroll in this section



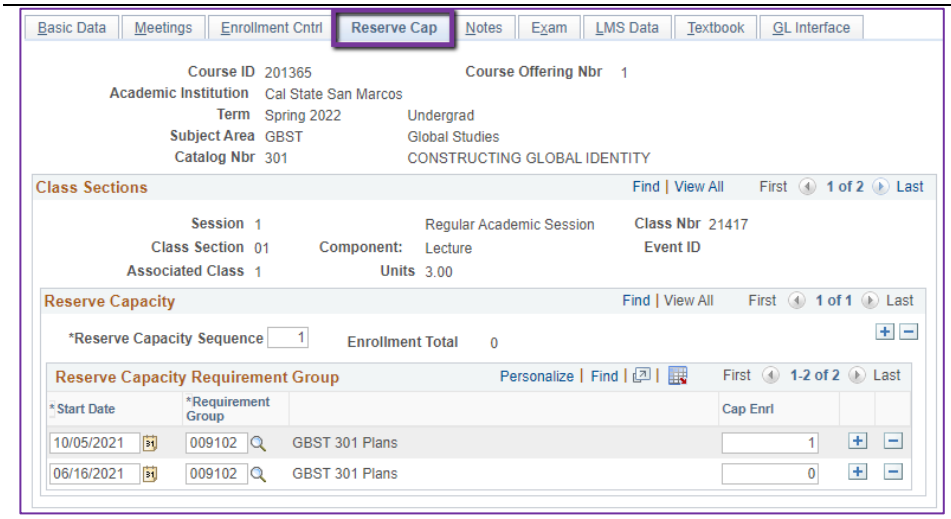
Enrollment Cntrl Tab:

Wait List Capacity:

- If class needs a Wait List, enter "999" in this field

Auto enroll from Wait List:

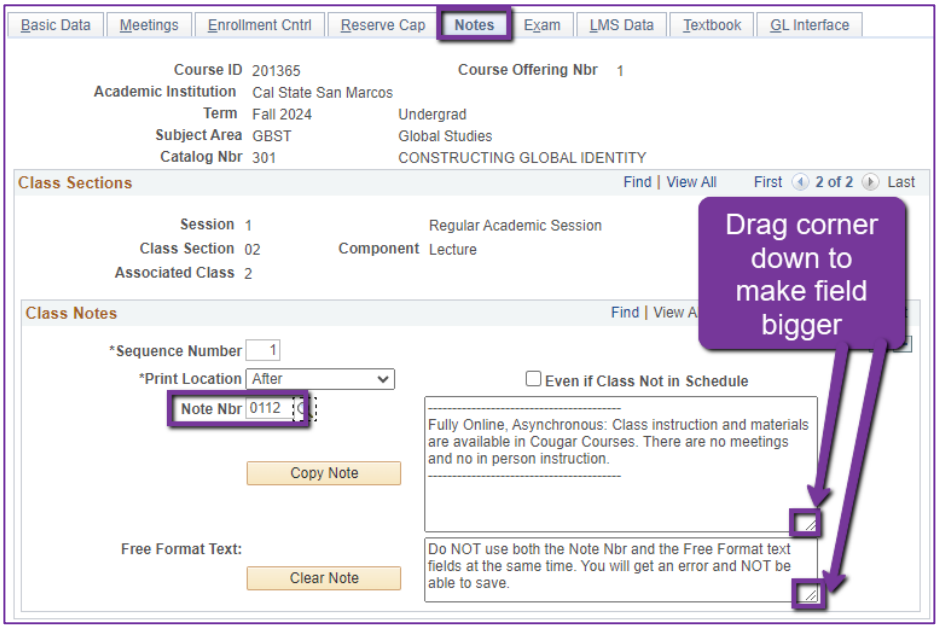
- If using the Wait List, this box MUST BE checked (as shown)



Reserve Cap Tab

Reserve Capacity Requirement Group:

- Mainly used for **GEM ERGs**
  For classes that have **both General Education and Major/Minor Requirements**.
  GEM ERGs reserve seats for the majors/minors that need seats in the section.

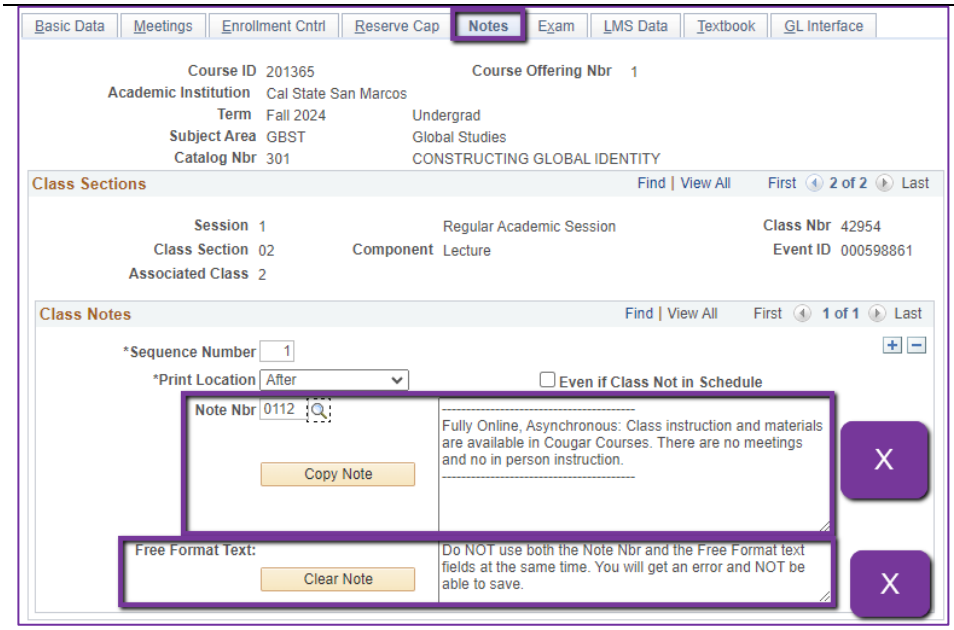


Notes Tab

Note Nbr:

- **112** Async
- The Note Nbr text box cannot be edited.

Can drag the corner of each note field down to make it bigger. Especially helpful for long notes!



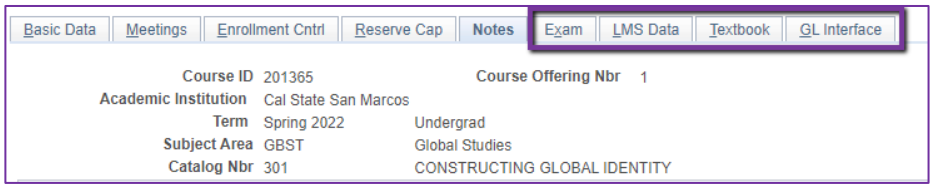
Notes Tab

Do NOT use Note Nbr and Free Format Text Fields in the same Note (Sequence Number)

- You will not be able to save if you do this. It will give you an error.
- **Use the plus (+) button to add a new note** of either type.

Also, use the **minus (-) button to remove a note**. Do not just delete notes from the text fields.

- You will not be able to save if you do this. It will give you an error.



IGNORE All Other Tabs:

Ignore Exam, LMS Data, Textbook, and GL Interface Tabs (if you can see them, if you can't see them, you're good)