Hybrid, Weekly In Person & Asynchronous

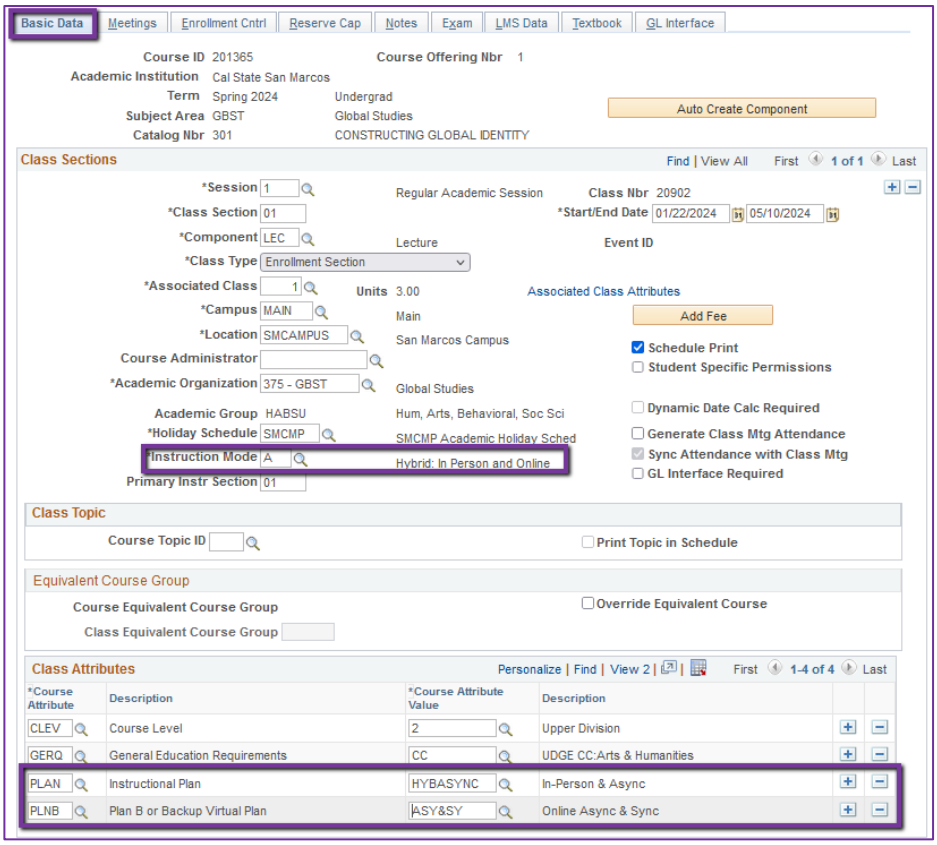
This is a primarily In-Person Course Format/Modality. Hybrid Instruction, In Person and Asynchronous Online: The class will have both in-person and online portions. Students and the instructor will meet in person at least once per week on scheduled days during the times posted on the class schedule. There will be no remote or online access for the in-person meeting times. On days when class is not meeting in person, students will access course materials via Cougar Courses at the time of their own choosing but may be given deadlines for access and due dates for online assignments.

PeopleSoft things:

Instruction Mode	**A – Hybrid**
Course Attribute/Value	**PLAN/HYBASYNC** **PLNB/ASY&SY** **EVAL/Based on Dean's Office**
Facility ID	**Blank (*Classroom*)** & **VIRTUAL AS**
APDB Learning Mode	**05** – Asynchronous with mtgs, Hybrid
Room Characteristic	As needed, based on the In-Person portion of the class.
Note Number	**114** Hybrid with Async

Example Class #1: Meets In Person Weekly and Asynchronously

MP	Facility ID	Pat	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		MW2	MW	2:30 PM	3:20 PM	*Full Semester*	Based on CS Value
2	VIRTUAL AS	Leave Blank				*Full Semester*	3 - Non-Capacity



Basic Data Tab

Instruction Mode:

A – Hybrid: In Person and Online

Course Attribute/Value

PLAN/HYBASYNC

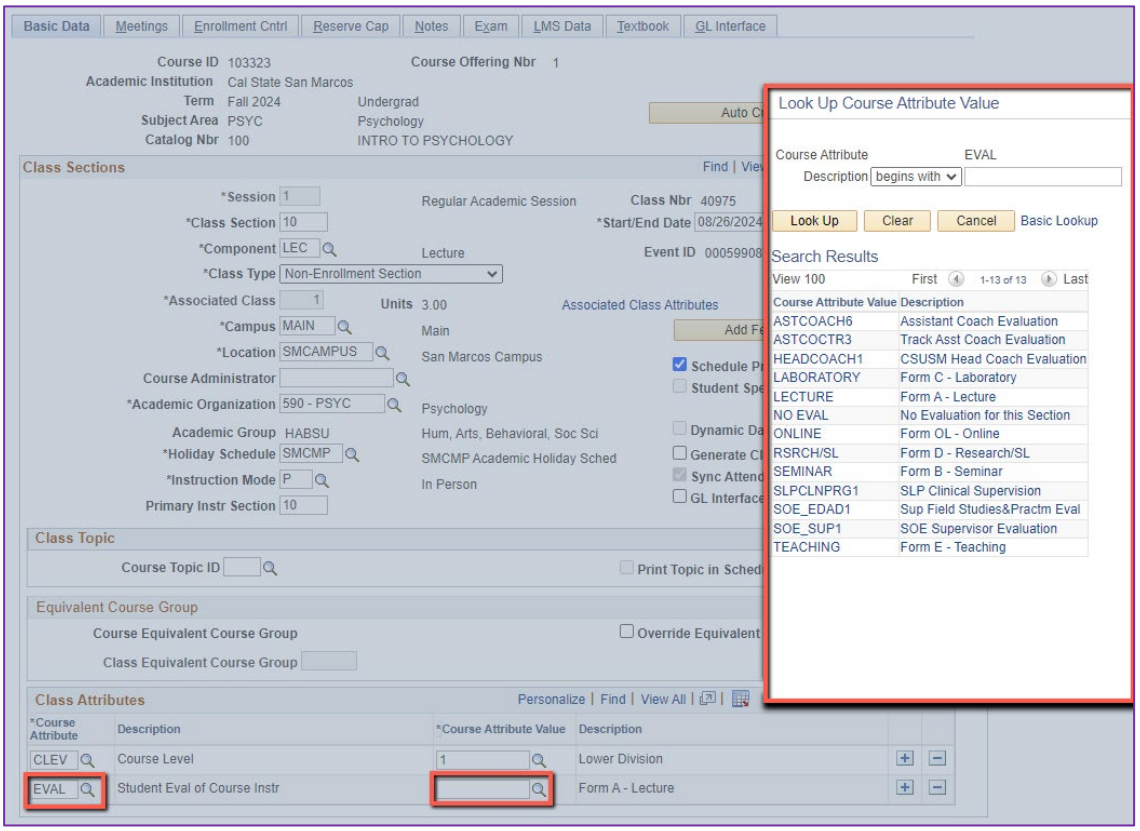
PLNB/ASY&SY

(all classes must have a Plan & Plan B or "Shadow Schedule" value)

EVAL/Based on Dean's Office

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

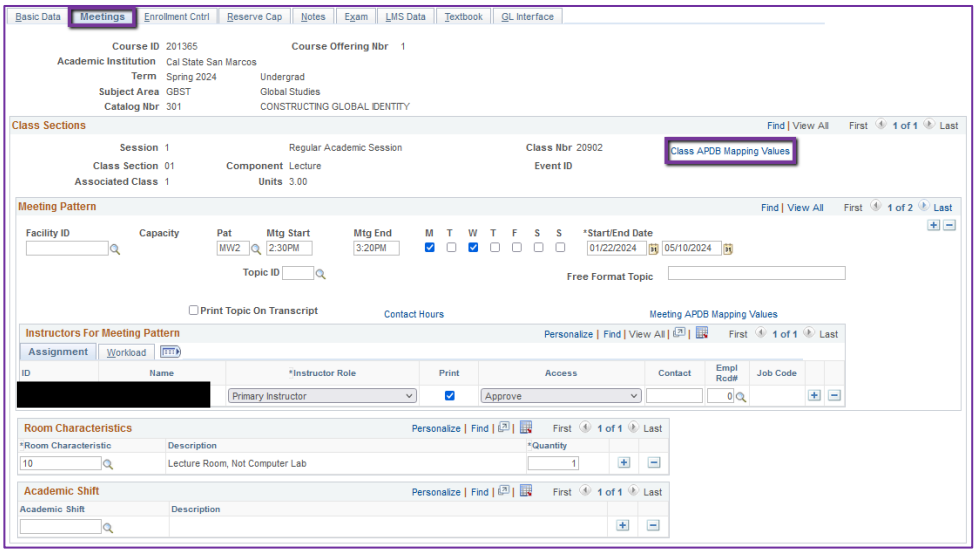
- If the class is ACTIVE, Schedule Print ON allows the class to show on the class schedule.
- If the class is ACTIVE, Schedule Print OFF allows students to enroll if they have the Class Number, but the class does NOT show on the class schedule.



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



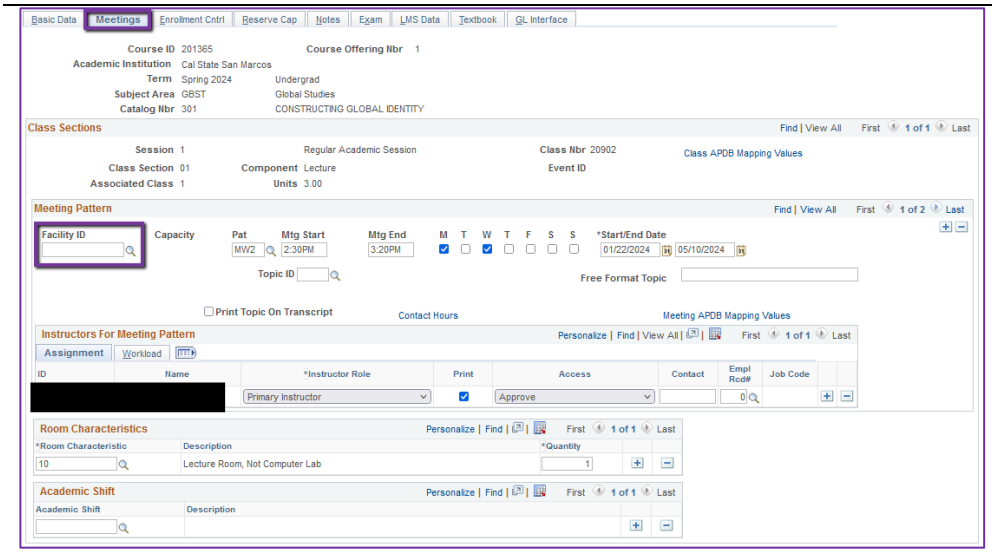
Meetings Tab

Class APDB Mapping Values

- *ONLY edit the Learning Mode field*
- *Make a note of CS Number/Value in Class APDB Mapping Values*

APDB Learning Mode

- **05**
  Asynchronous with mtgs, Hybrid

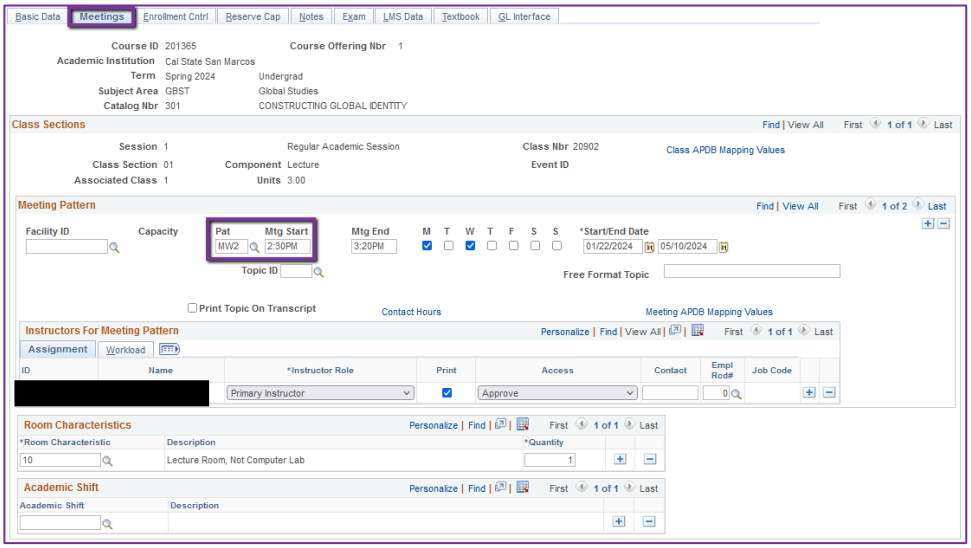


Meetings Tab

Meeting Pattern (MP):

The **first MP** should be the in-person portion of the class.

Facility ID – only enter if the room is puzzled, a specialized space (e.g. wet lab), or not actually a room (examples: GARDEN, OFF CAMPUS, ON SITE, etc). The first meeting pattern for this type of class must have days/times indicated.



Meetings Tab

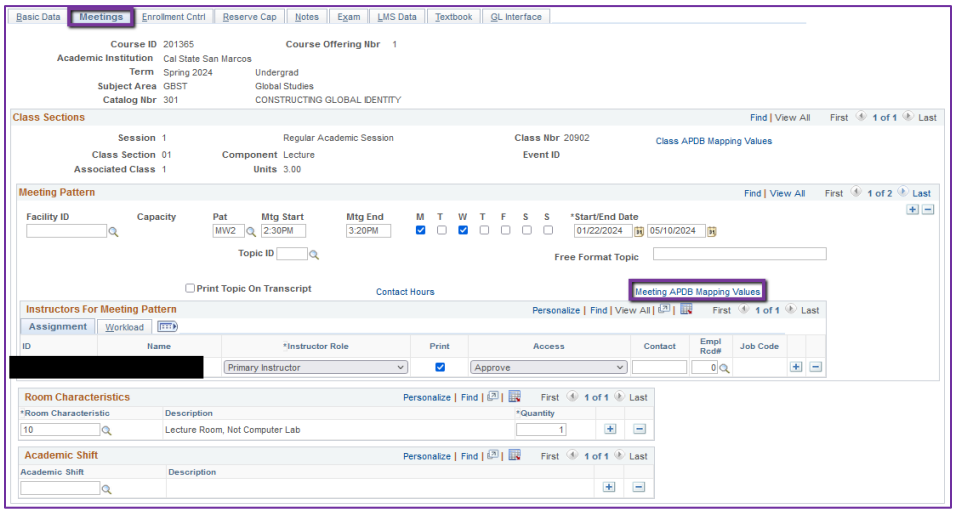
Meeting Pattern (MP):

The **Standard Pattern (Pat)** is helpful for entering the days and times. Select the Pat for the number of schedule hours, such as MW2 (Mon & Wed, 2 hrs/week).

- Enter the Mtg Start time in Military Time (no colon, ex: 1430)
- The Mtg End will auto-populate, and the days will automatically be checked off correctly.

The Mtg Start, Mtg End, and Days can also be entered one-by-one.

Always use Approved Class Meeting Days & Times



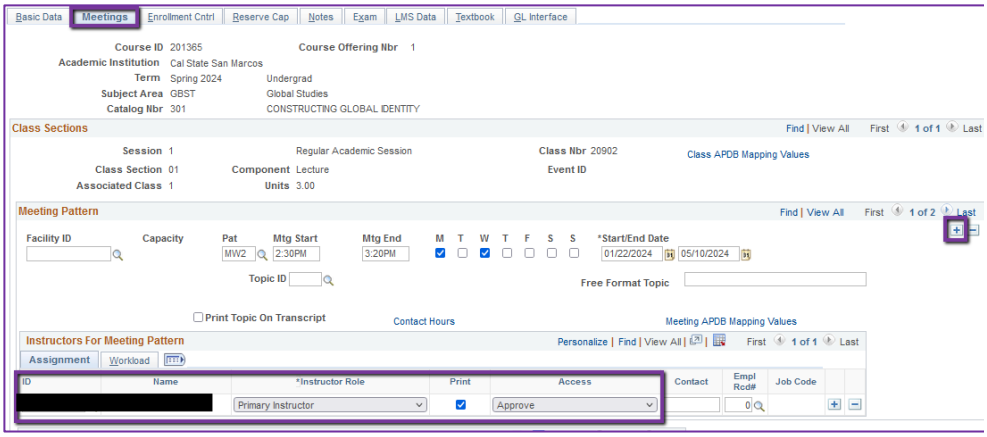
Meetings Tab

Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

- To edit this value, reference the **CS Number/Value** (from the CLASS APDB Mapping Values link) & page 2 on the **PeopleSoft Schedule Build Entry Connections** (on the Process Guides Page)



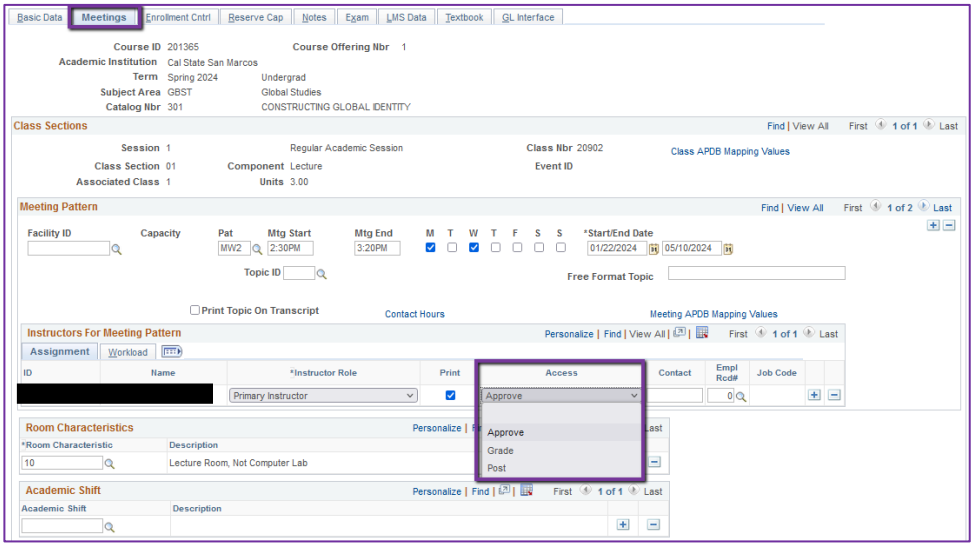
Meetings Tab

Faculty Assignment:

If you have a faculty ready to assign when building a Hybrid class, input the assignment BEFORE creating the second meeting pattern (MP).

If you cannot find your faculty:

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

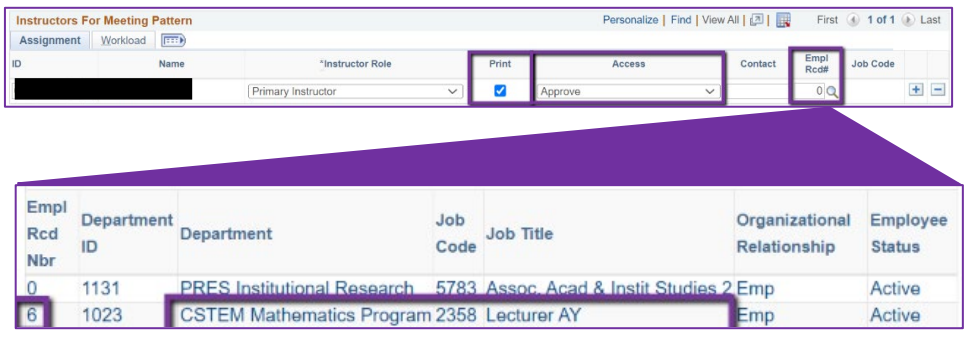


Meetings Tab

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



Empl Rcd Nbr	Department ID	Department	Job Code	Job Title	Organizational Relationship	Employee Status
0	1131	PRES Institutional Research	5783	Assoc. Acad & Instit Studies 2	Emp	Active
6	1023	CSTEM Mathematics Program	2358	Lecturer AY	Emp	Active

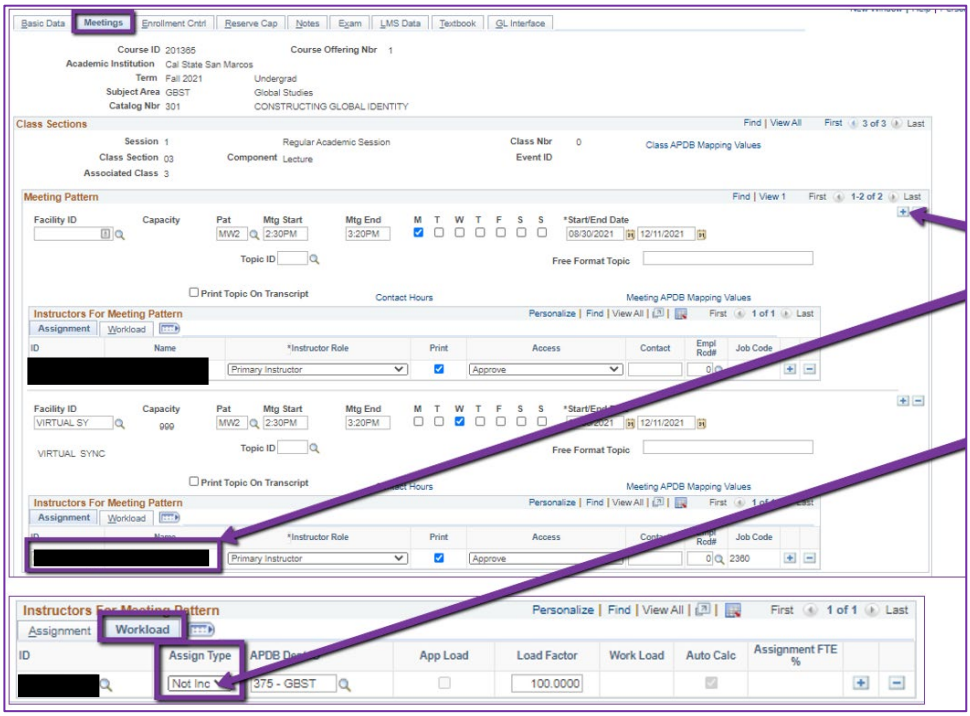
Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension

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.
2. **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.

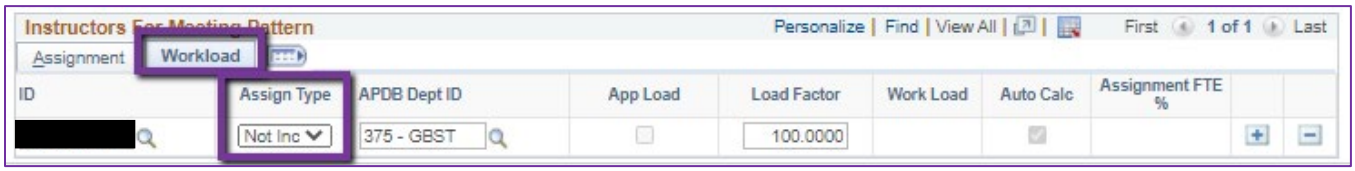


Meetings Tab

Create a Second MP by clicking on the "+" button in the Meeting Pattern section and the faculty will automatically be assigned to the second MP as well.

The other advantage to doing it this way, is the workload portion of the "Instructors for Meeting Pattern" section (on the second MP) automatically changes to Assign Type "Not Incl".

If Faculty cannot be assigned when first building the class (often occurs with lecturers):

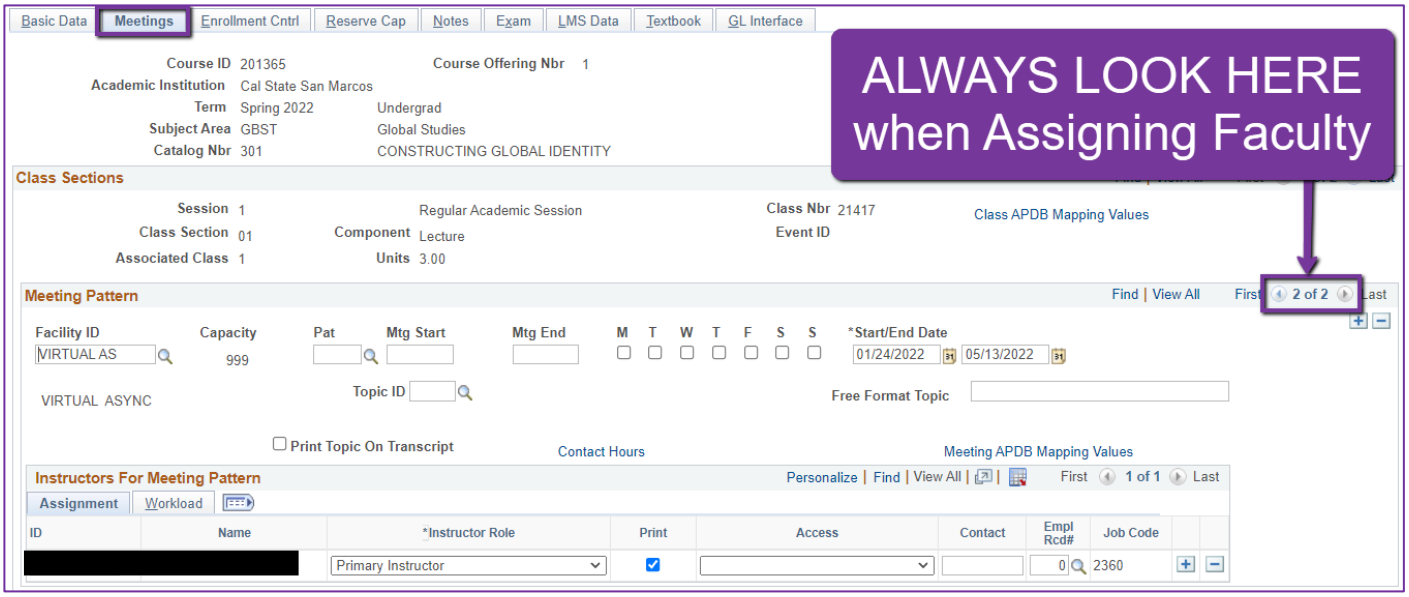


If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on <u>every MP after the first one</u>.

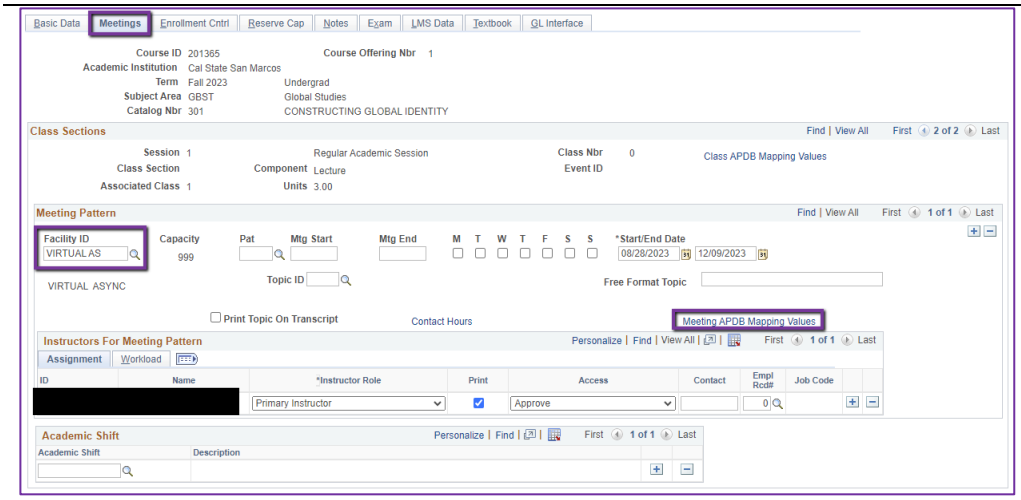
Do this by clicking on the Workload tab in the "Instructors for Meeting Pattern" section (on the second MP and after), and change the Assign Type dropdown list to "Not Incl"

Once Schedule Build is over, you will not be able to assign faculty through the Maintain Schedule of Classes page, go to the **Schedule Class Meetings** page to assign faculty at that point.

MAKE SURE the faculty member is assigned to EVERY MEETING PATTERN.



The right side of the Class Sections horizontal bar will show you how many meeting patterns a section has. Always look here to make sure you assign the faculty to EVERY meeting pattern.



Meetings Tab

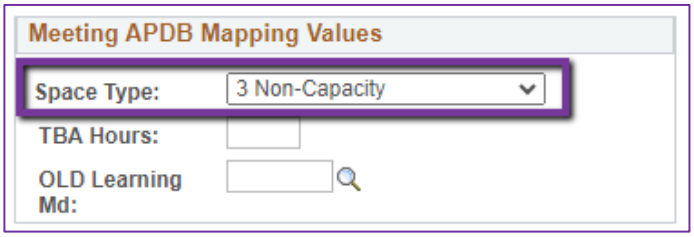
Meeting Pattern 2+ (MP #2)

Facility ID: VIRTUAL AS

Pat: Leave Blank

Meeting APDB Mapping Value:

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





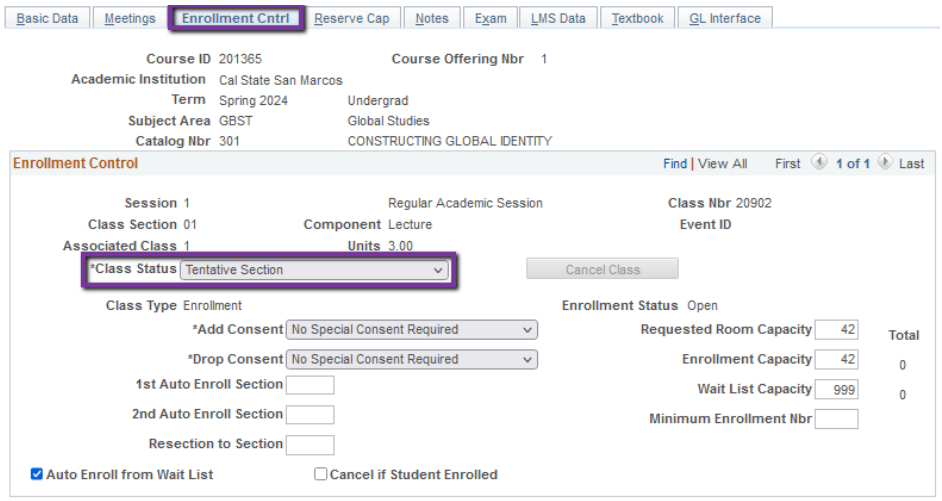
Can add as many as needed; however, the RCs are linked.
Do not add mutually exclusive values, like PC and MAC Computers, as that rules out ALL rooms.

Meetings Tab

Room Characteristics:

Based on type of Room Needed for In-Person portion.

RC Nbr	Room Characteristic (RC)
2	Board, Chalk
3	Board, White
10	Lecture Room, Not Computer Lab
11	No Room Needed
34	(Tiered) Fixed Tables/Chairs
43	(Flat) Tables/Chairs
44	(Flat) Tablet Armchairs
58	Live and Online Technology
59	Lab, Mac Computers
60	Lab, P C Computer
84	Active Learning Technology
86	Specialized Space
87	Auditorium
89	Exam Only *(Do Not Make this the Only RC)*

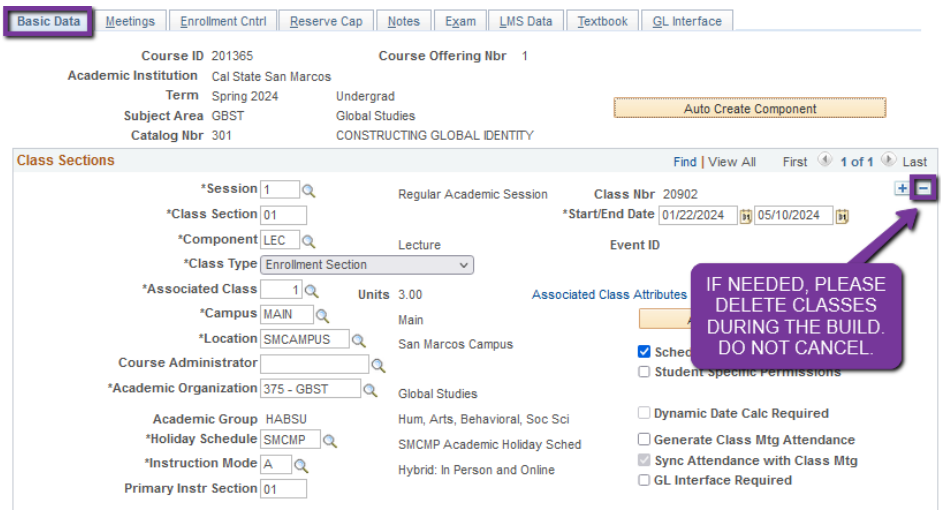


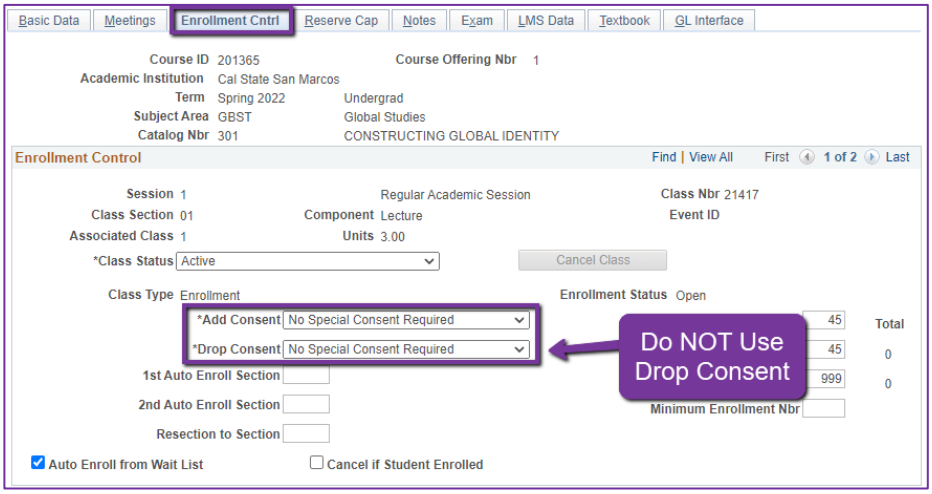
Enrollment Cntrl Tab

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.**





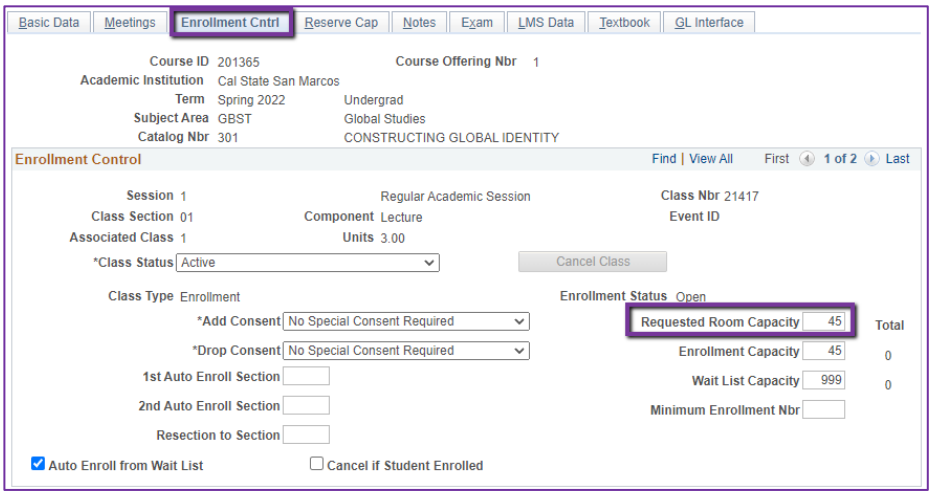
Enrollment Cntrl Tab:

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:

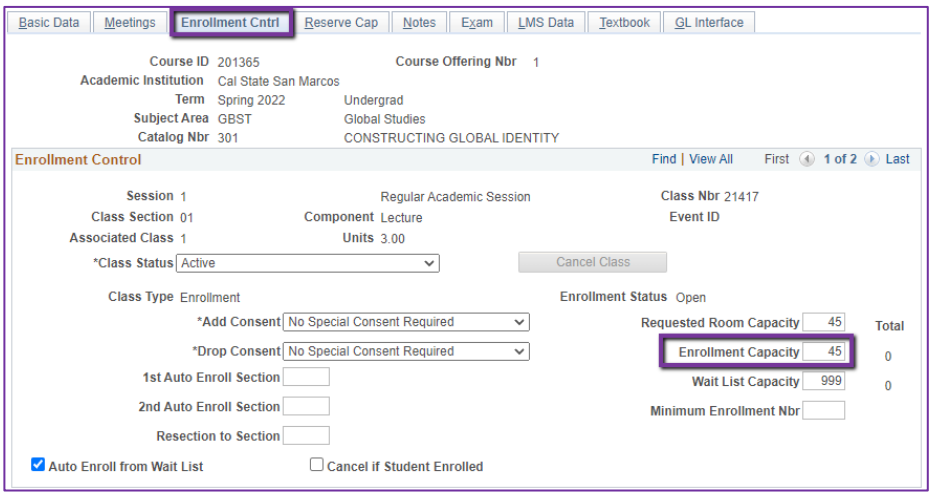
- Do NOT use unless department chair has notified the Registrar's Office.



Enrollment Cntrl Tab:

Requested Room Capacity:

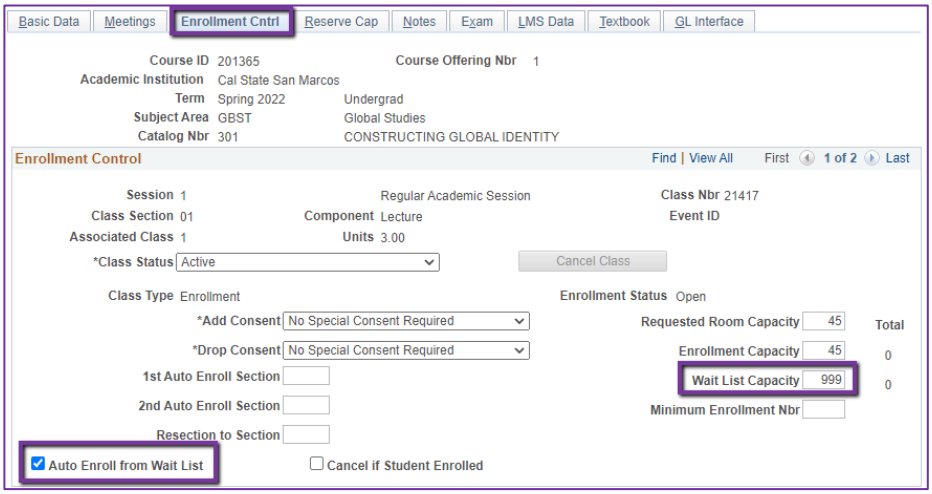
- Should be equal to the Enrollment Capacity.
- This field tells the Optimizer what size classroom is needed.



Enrollment Cntrl Tab:

Enrollment Capacity:

- Number of Students that can enroll in this section



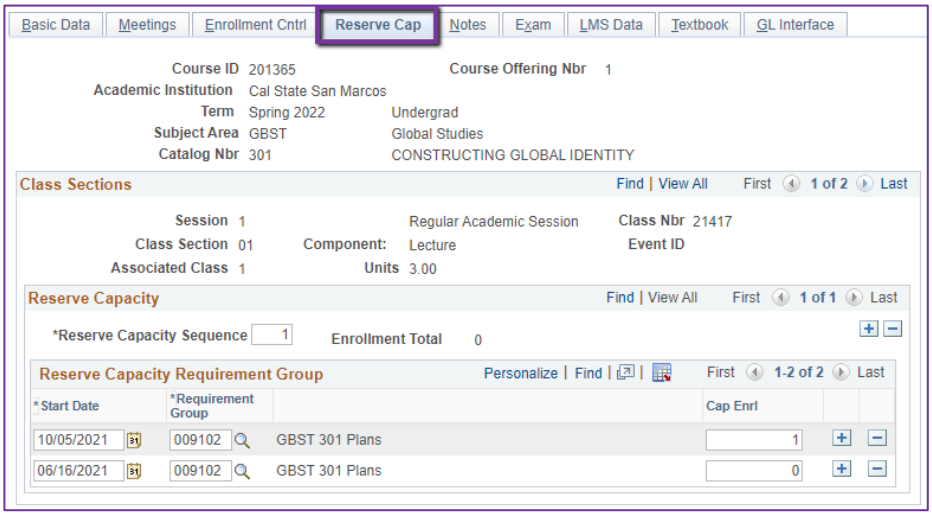
Enrollment Cntrl Tab:

Wait List Capacity:

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

Auto enroll from Wait List:

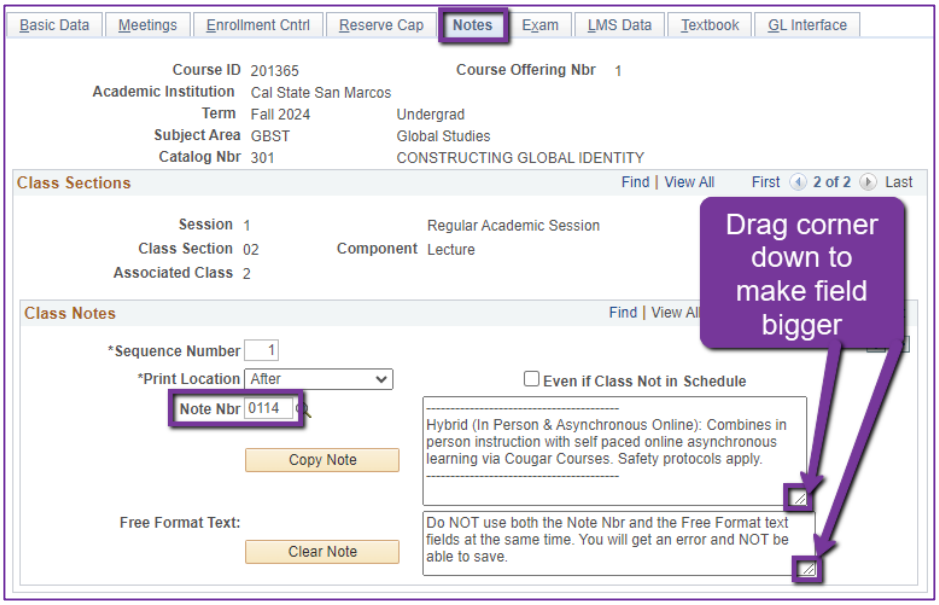
- If using the Wait List, this box MUST BE checked (as shown)



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.
- Adding the second row is for the purpose of creating an expiration date (2nd row start date) when the Requirement Group is no longer valid (= 0).

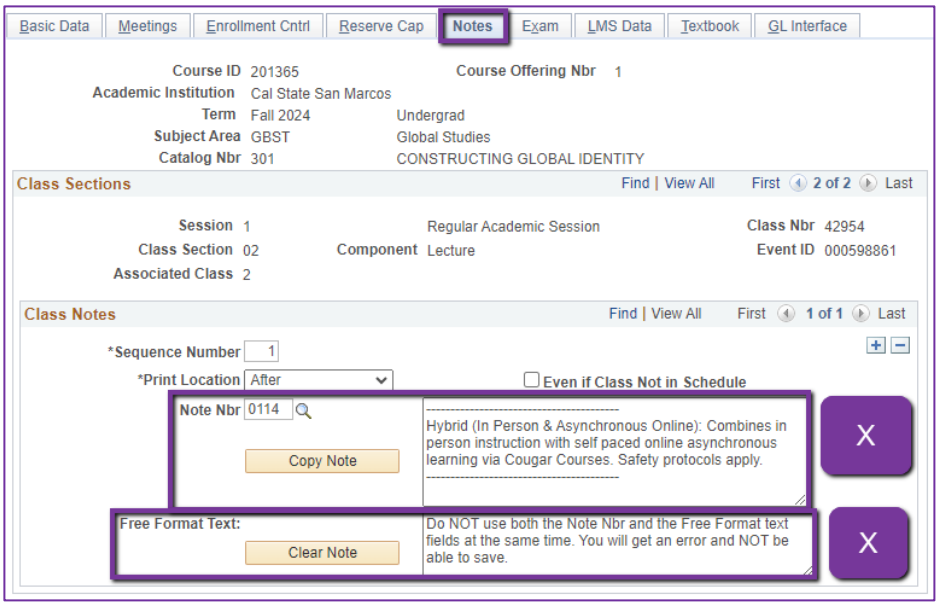


Notes Tab

Note Nbr:

- **114** Hybrid Async & In Person
- The Note Nbr text box cannot be edited.

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



Notes Tab

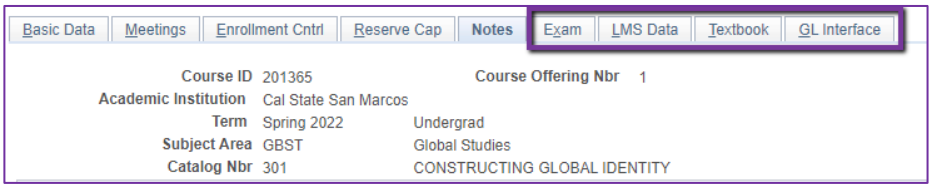
Do NOT use Note Nbr and Free Format Text Fields in the same Note (Sequence Number)

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)