# Mostly Online Asynchronous & Limited Online Synchronous

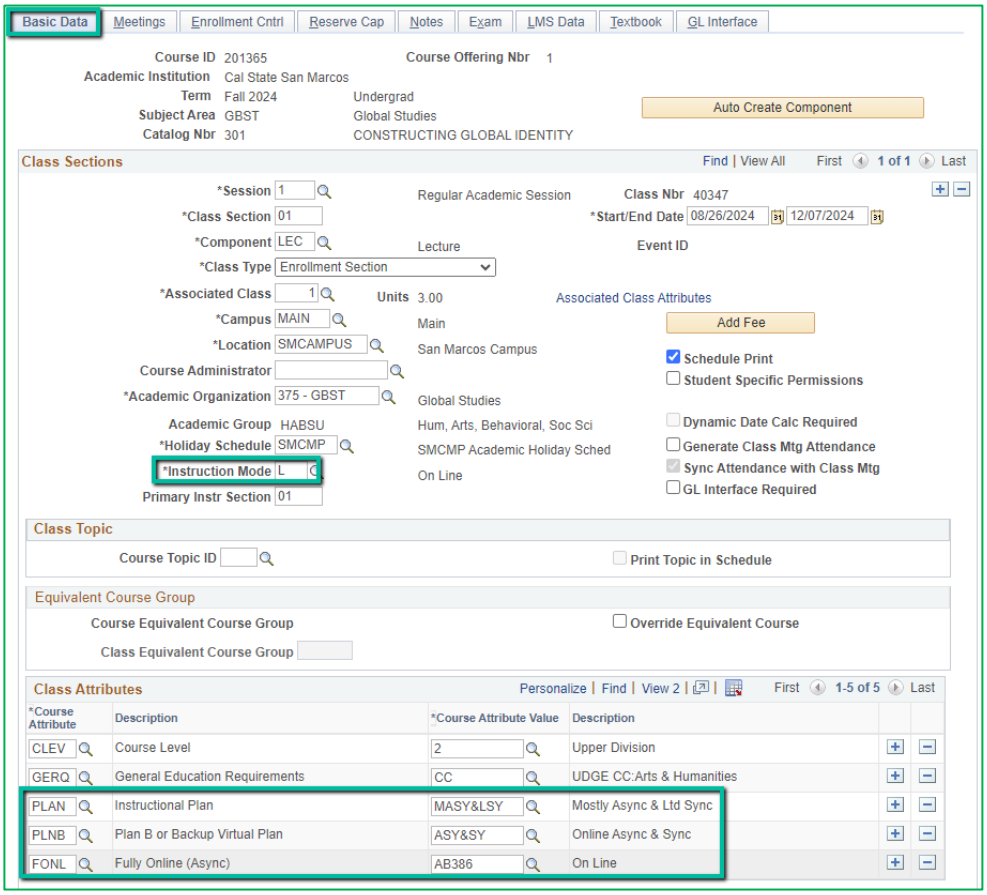
**This is considered a primarily online course format/modality.** Primarily Online Asynchronous Instruction with Select Online Synchronous Dates: Student will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams where the dates and times will be listed on the class schedule.

**PeopleSoft things to look at for Primarily Only, Select In-Person Courses:**

| | |
|---|---|
| **Instruction Mode** | **L - Online** |
| **Course Attribute/Value** | **PLAN/MASY&LSY**<br>**PLNB/ASY&SY**<br>**EVAL/BASED ON DEAN'S OFFICE**<br>**FONL/AB386** |
| **Facility ID** | **VIRTUAL AS & VIRTUAL SY** |
| **APDB Learning Mode** | **03** – A/S mtgs allowed FDE |
| **Room Characteristic** | **11** – No Room Needed |
| **Note Number** | **116** |

**Example: Meets Asynchronously & In Person 4 Dates**

| MP | Facility ID | Day(s) | Start | End | Dates | APDB Mapping: Space Type |
|---|---|---|---|---|---|---|
| 1 | VIRTUAL AS | Leave Blank | | | Full Semester | 3 Non-Capacity |
| 2 | VIRTUAL SY | R | 1:00 PM | 2:50 PM | 1st DATE or Date Range | 3 Non-Capacity |
| 3 | VIRTUAL SY | R | 1:00 PM | 2:50 PM | 2nd DATE or Date Range | 3 Non-Capacity |
| 4 | VIRTUAL SY | R | 1:00 PM | 2:50 PM | 3rd DATE or Date Range | 3 Non-Capacity |
| 5 | VIRTUAL SY | R | 1:00 PM | 2:50 PM | 4th DATE or Date Range | 3 Non-Capacity |




**BASIC DATA TAB**

Instruction Mode:

**L** - Online

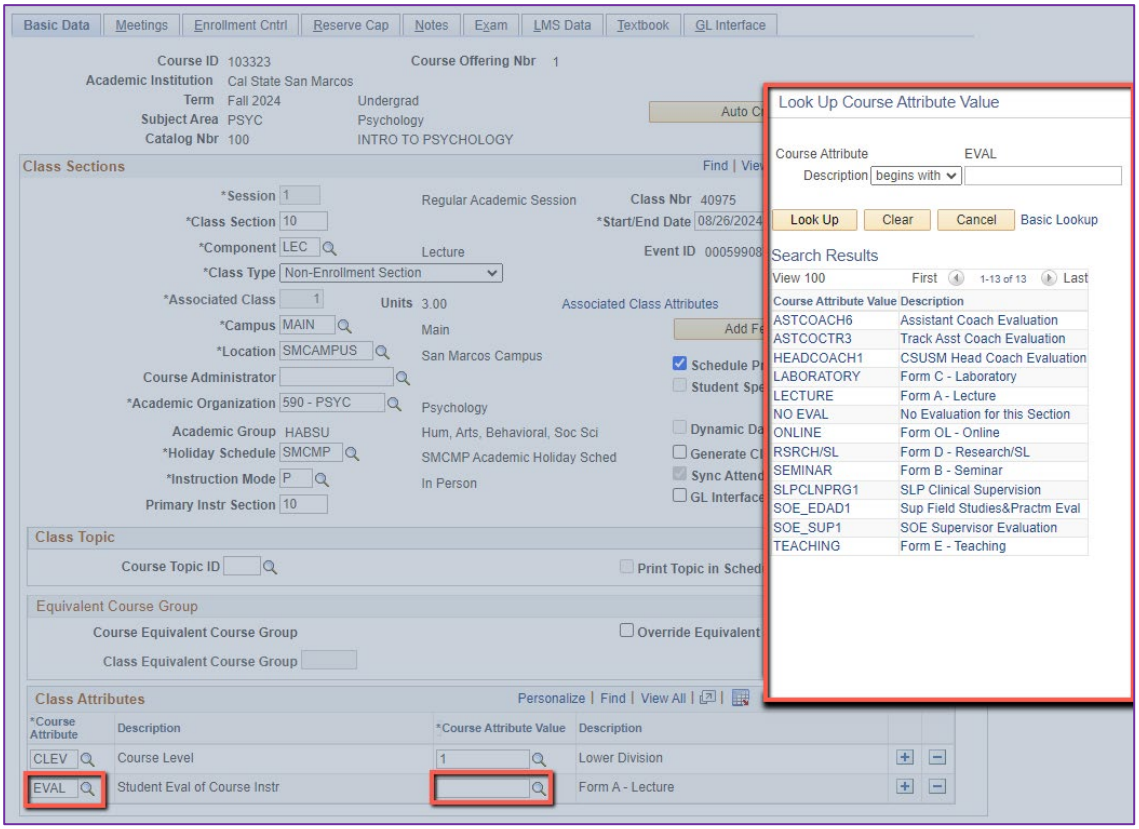
Course Attribute/Value

**PLAN/MASY&LSY**

**PLNB/ASY&SY** (all classes must have a Plan B or "Shadow Schedule" value)

**FONL AB386**

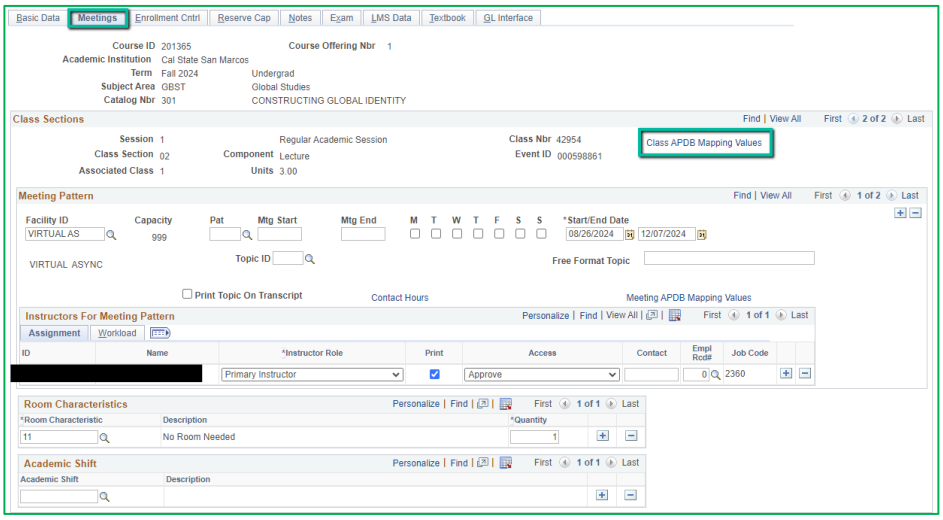
**EVAL/BASED ON DEAN'S OFFICE**




**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



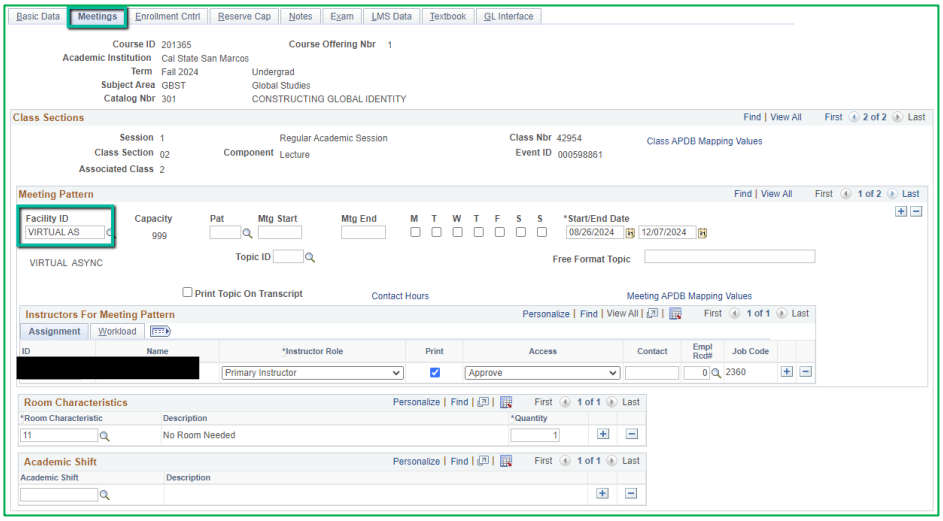

**Meetings Tab**

Class APDB Mapping Values

- *ONLY edit the Learning Mode field*

APDB Learning Mode

- **03** A/S mtgs allowed FDE




**Meetings Tab**

Meeting Pattern (MP):

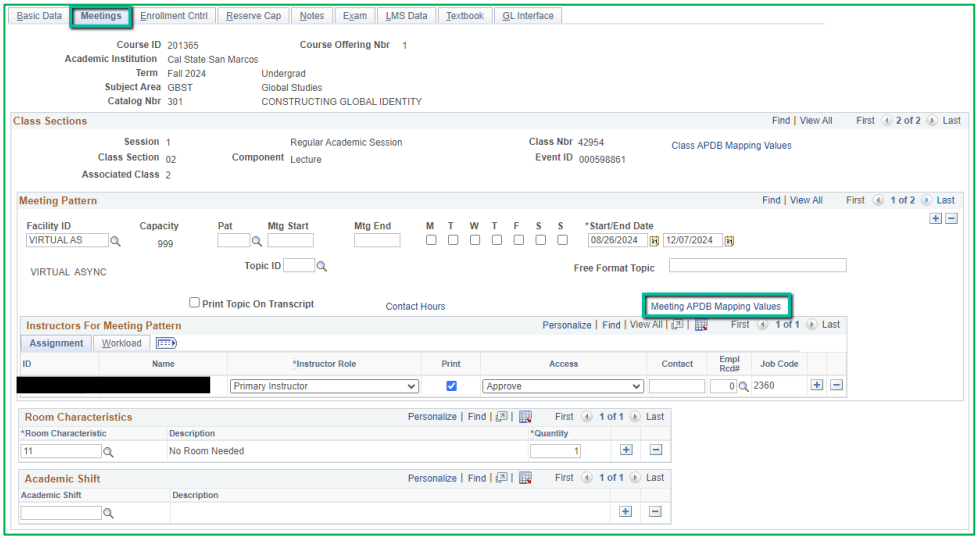
The **first MP** should be the Asynchronous portion of the class.

**Facility ID**

- VIRTUAL AS

**PAT**

- Leave Blank



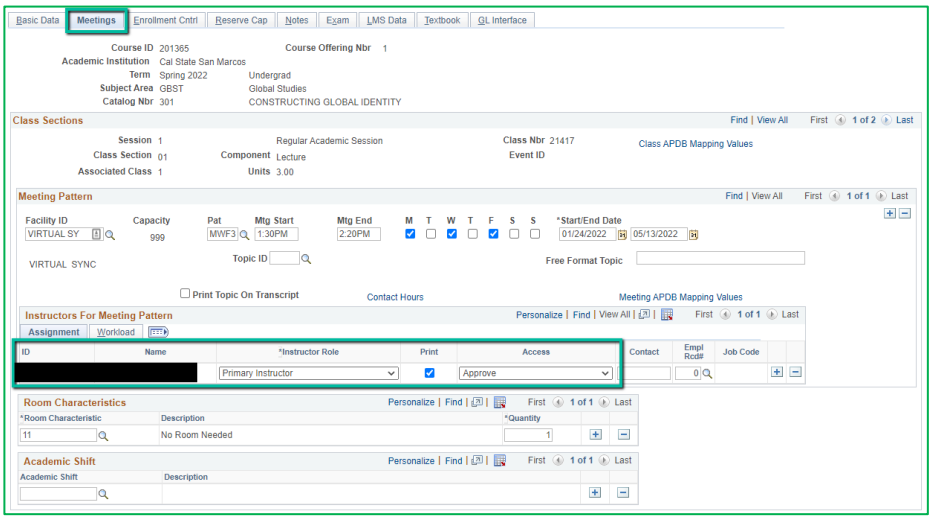

**Meetings Tab**

Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

- All MPs that are online (Async or Sync) must use **3 – "Non Capacity"**



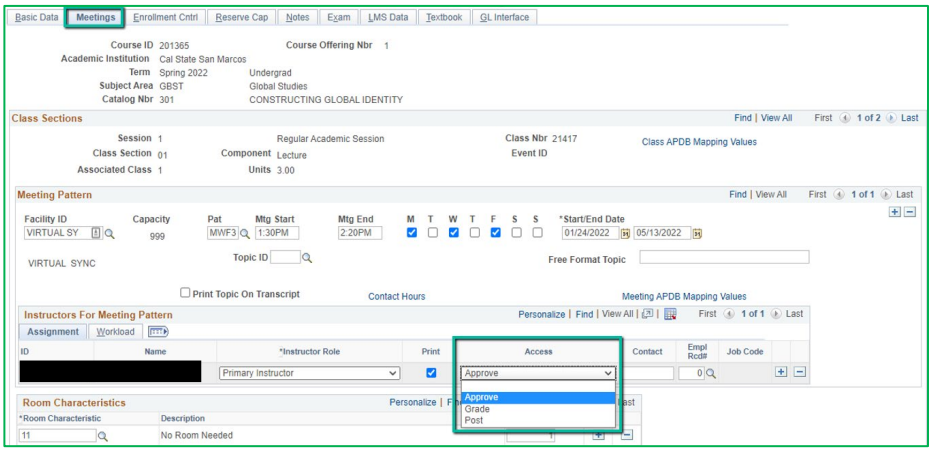

**Meetings Tab**

Faculty Assignment:

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

**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)

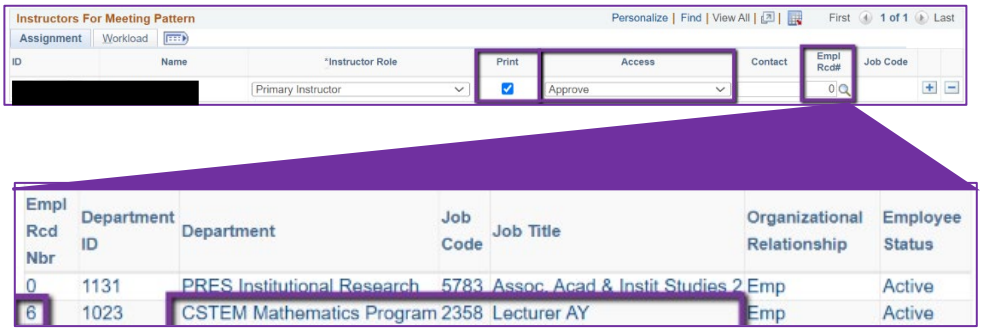



**Meetings Tab**

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



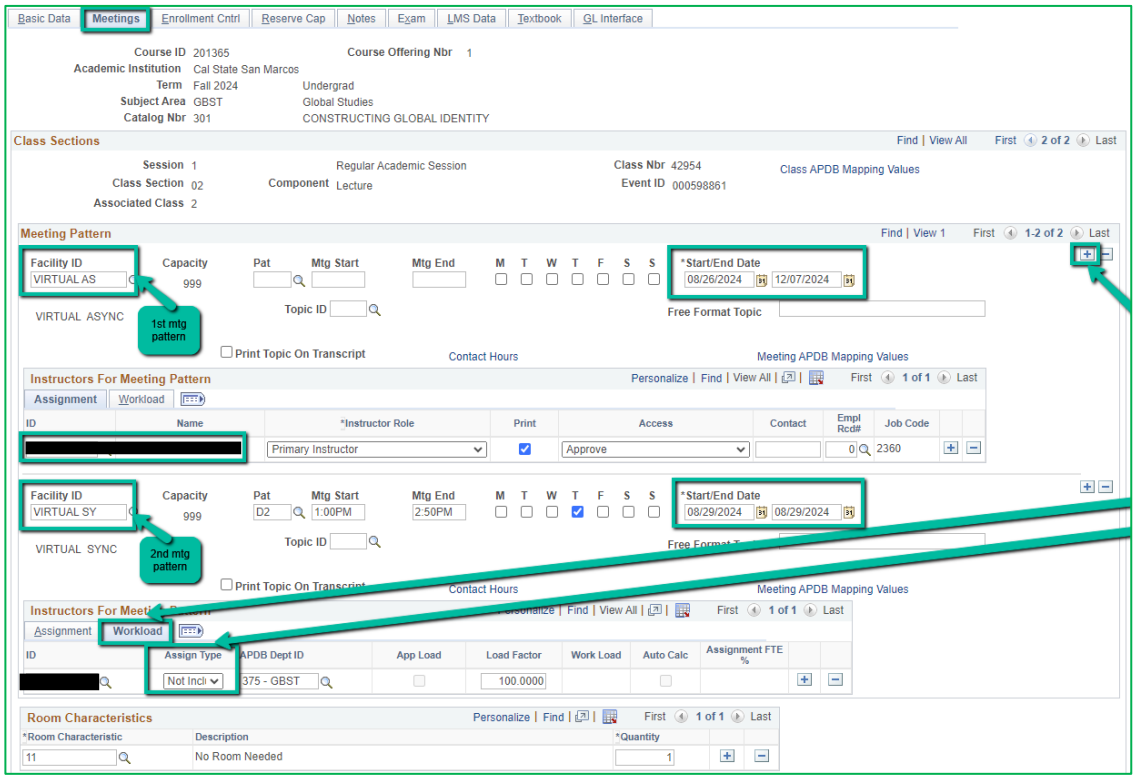

NEW for Fall 2024

Empl Rcd#:

(Employee Record Number)

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

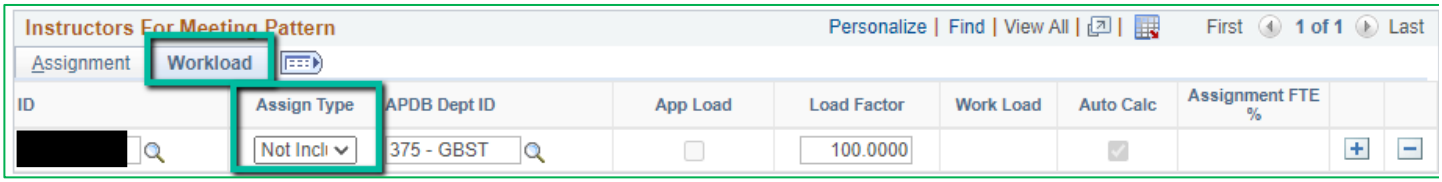
| Job Code | Job Title | Job Code | Job Title | Job Code | Job Title |
|---|---|---|---|---|---|
| 2403 | FT Faculty Unit-Addtl Emplymt | 1150 | Instr Stdnt Asst | 2365 | Music Studio Instr Faculty |
| 2360 | Instr Fac AY | 2359 | Lecturer 12 Mo | 2354 | Teaching Associate AY |
| 2322 | Instr Fac,Spcl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




**Meetings Tab**
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):

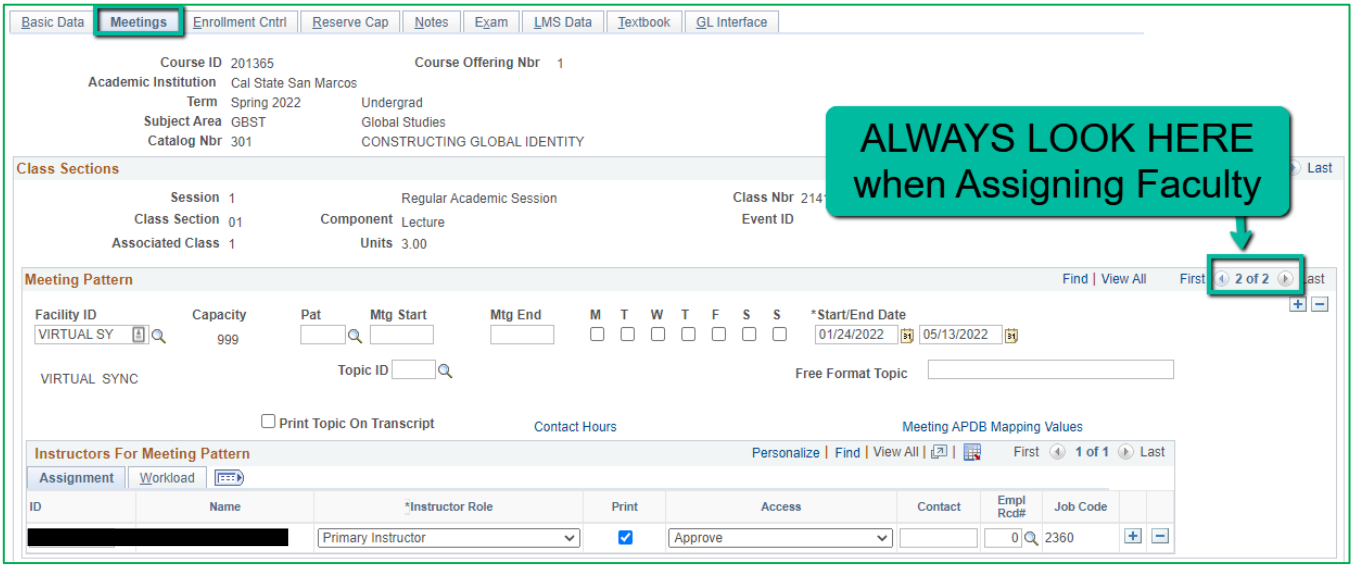



If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on <u>every MP after the first one</u>.

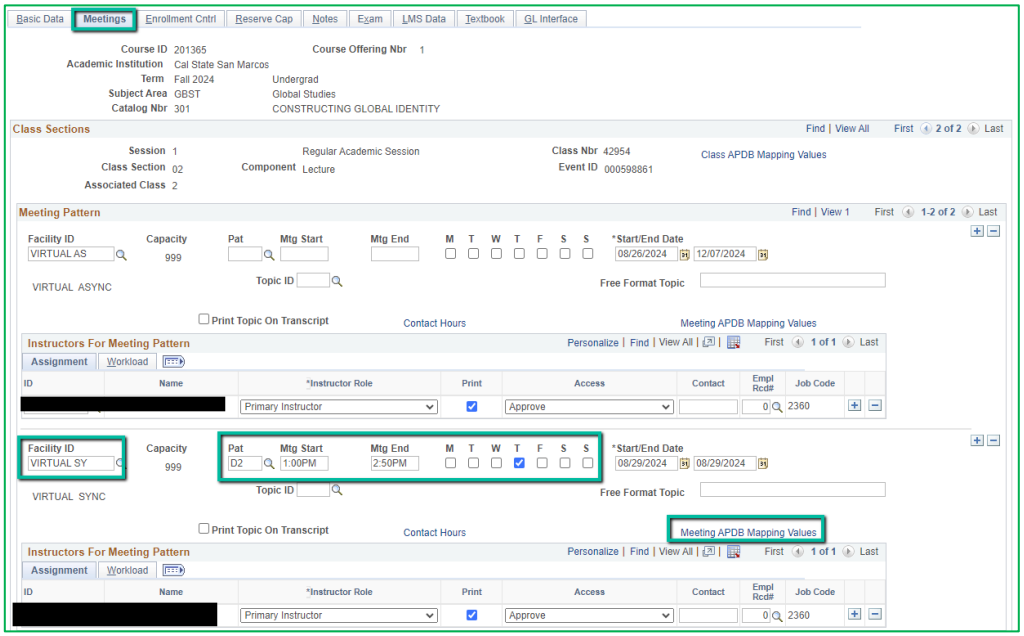
Do this by clicking on the Workload tab in the "Instructors for Meeting Pattern" section (on the second MP and after), and change the Assign Type dropdown list to "Not Incl"

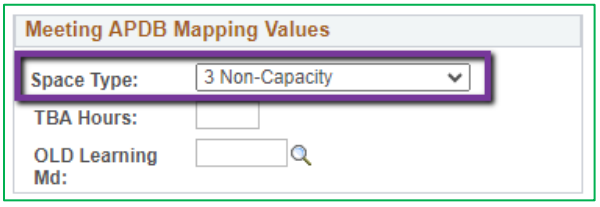
Once Schedule Build is over, you will not be able to assign faculty through the Maintain Schedule of Classes page, go to the **Schedule Class Meetings** page to assign faculty at that point.

## 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)***

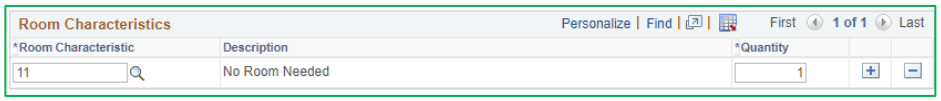
**Facility ID**: VIRTUAL SY

**PAT**: The Standard Pattern (Pat) is helpful for entering the days and times. Select the Pat for the number of scheduled hours, such as MWF3 (Mon, Wed, Friday 3 hours/week) or in this example **D2**.

- Enter the Mtg Start time in Military Time
- The Mtg end will auto-populate, and the days will automatically be checked off correctly.
- The Mtg Start, Mtg end, and Dats can also be entered one-by-one.

**Space Type**

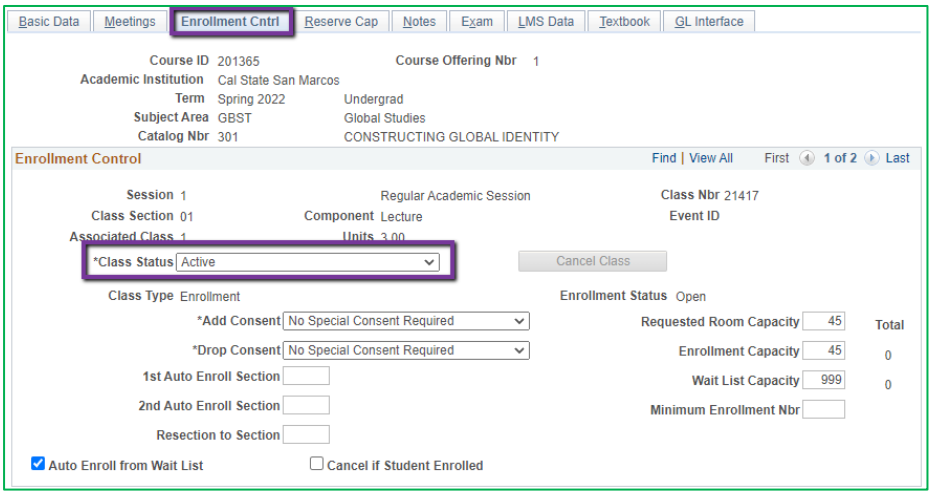
- All MPs that are online (Async or Sync) must use 3 “Non-Capacity”




**Meetings Tab**

Room Characteristics:

11 – No Room Needed

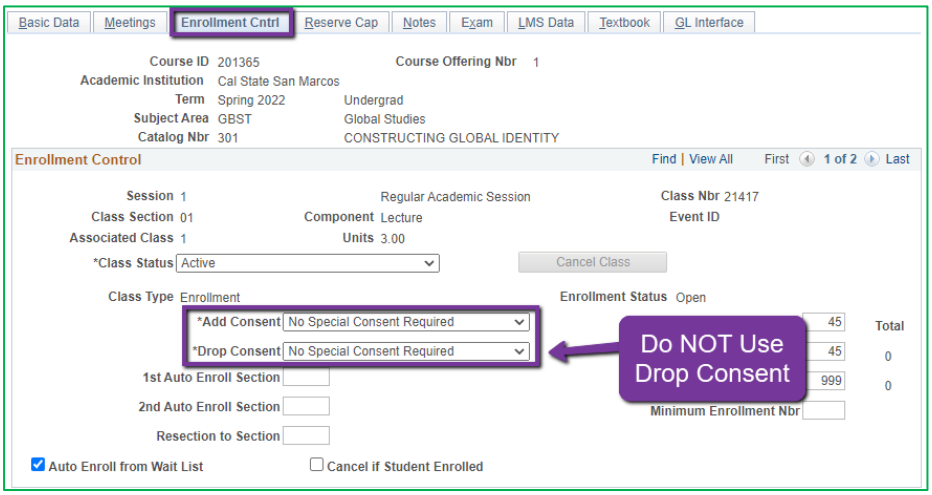



**Enrollment Cntrl Tab**

Class Status:

Only use ACTIVE or TENTATIVE

- Do NOT use CANCEL during Schedule Build. Classes should be DELETED during the build if need be.
- In Spring, classes will need to be built as Tentative once the Winter Class Schedule is posted.



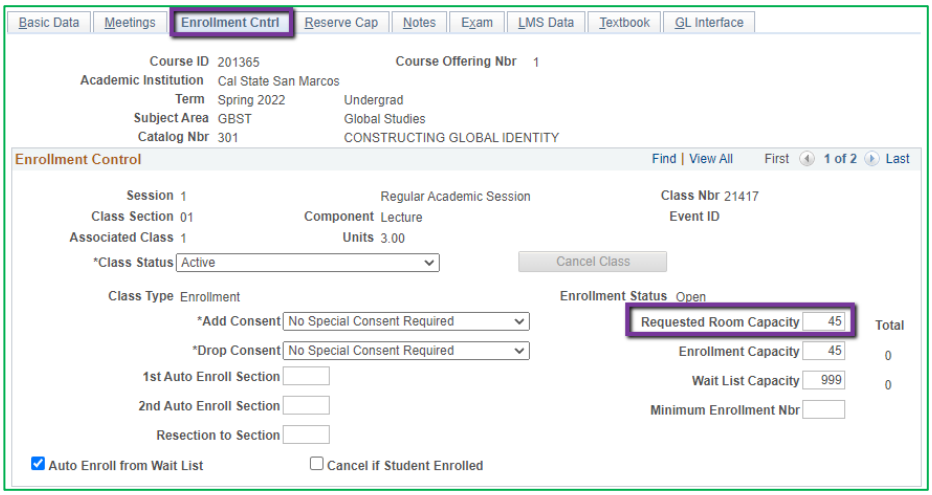

**Enrollment Cntrl Tab**:

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:

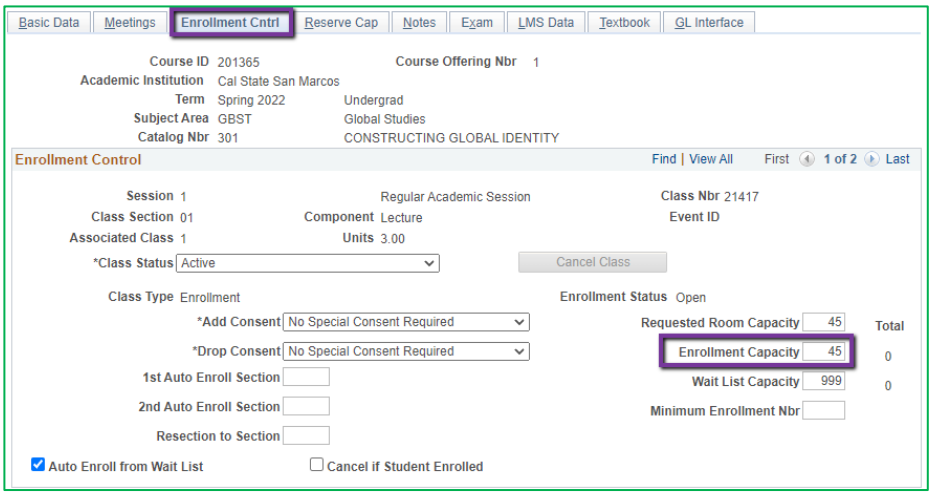
- Do NOT use unless you have a PASO section (ONLY office that uses this field)




**Enrollment Cntrl Tab**:

Requested Room Capacity:

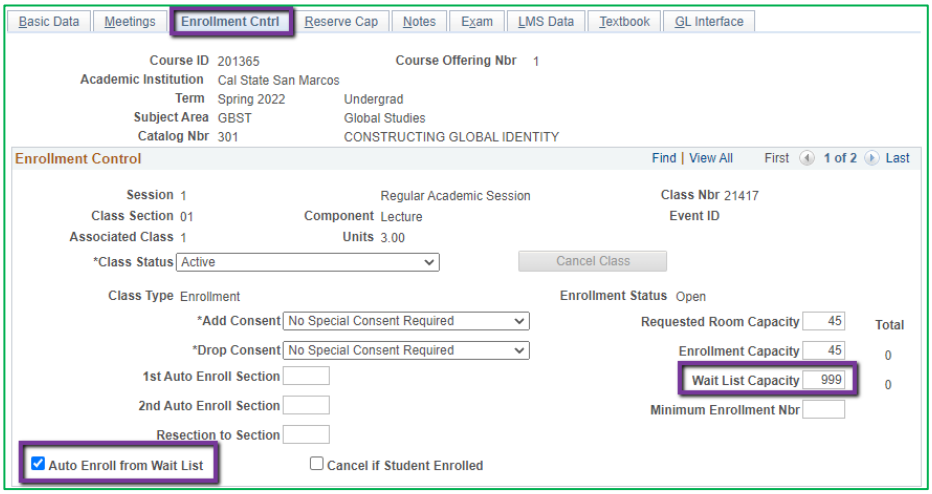
- Should be equal to the Enrollment Capacity.




**Enrollment Cntrl Tab**:

Enrollment Capacity:

- Number of Students that can enroll in this section



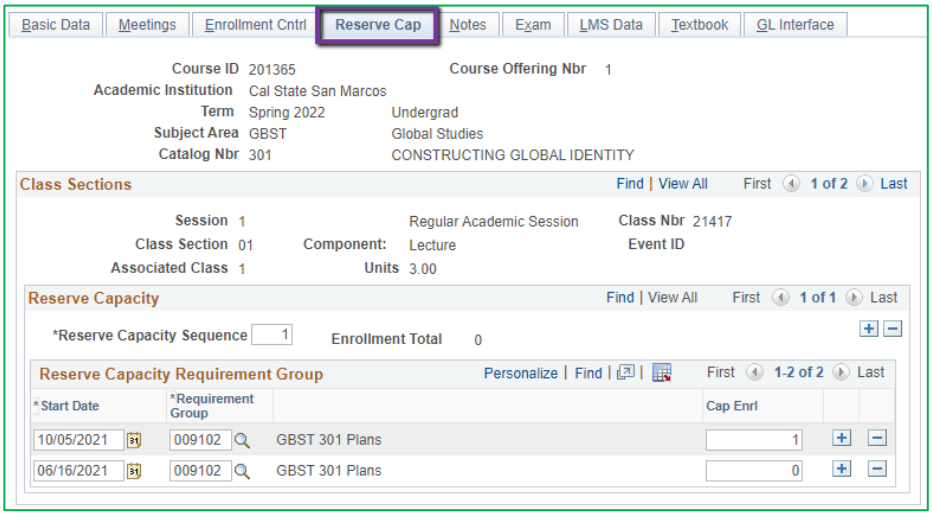

**Enrollment Cntrl Tab**:

Wait List Capacity:

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

Auto enroll from Wait List:

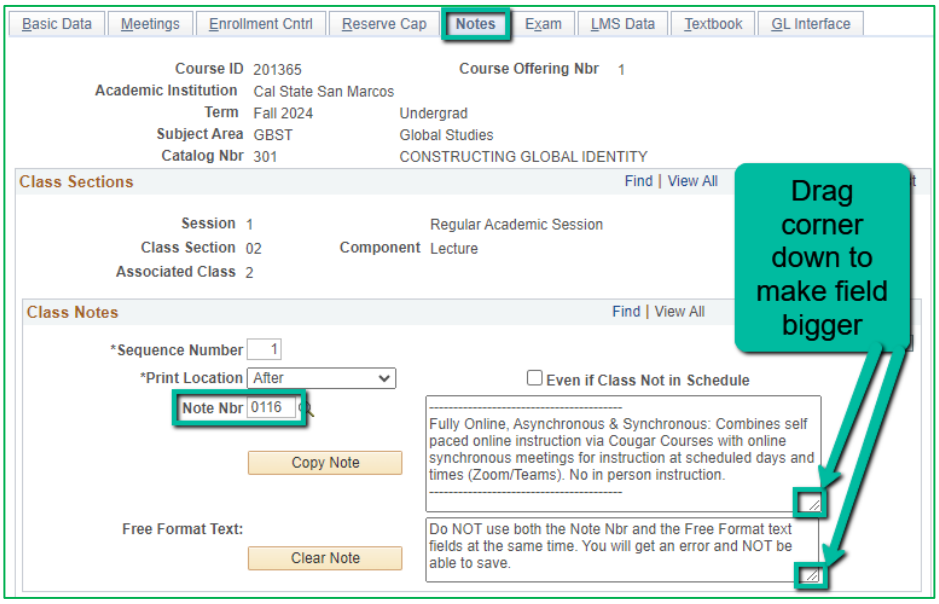
- If using the Wait List, this box MUST BE checked (as shown)




**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.

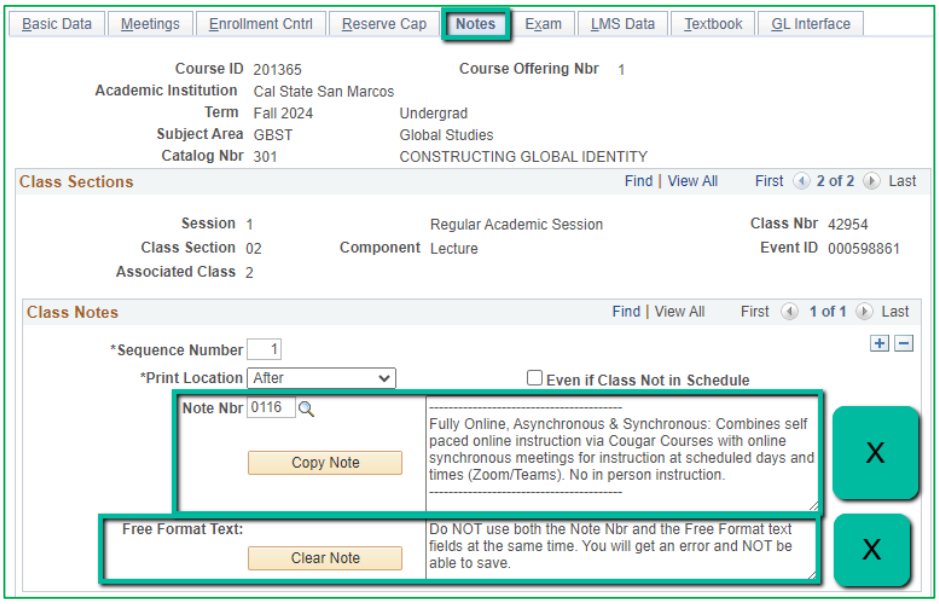



**Notes Tab**

Note Nbr:

- 116 Mostly Online Async & Limited Online Sync
- 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!



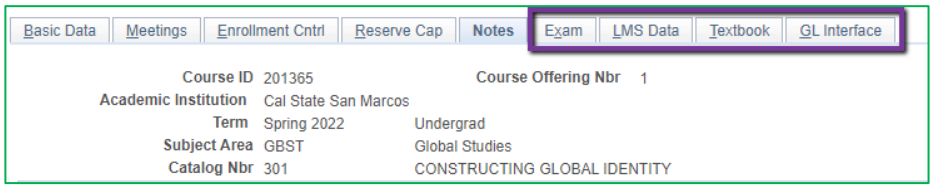

**Notes Tab**

**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)