Online Asynchronous & Synchronous, with Select In-Person Dates

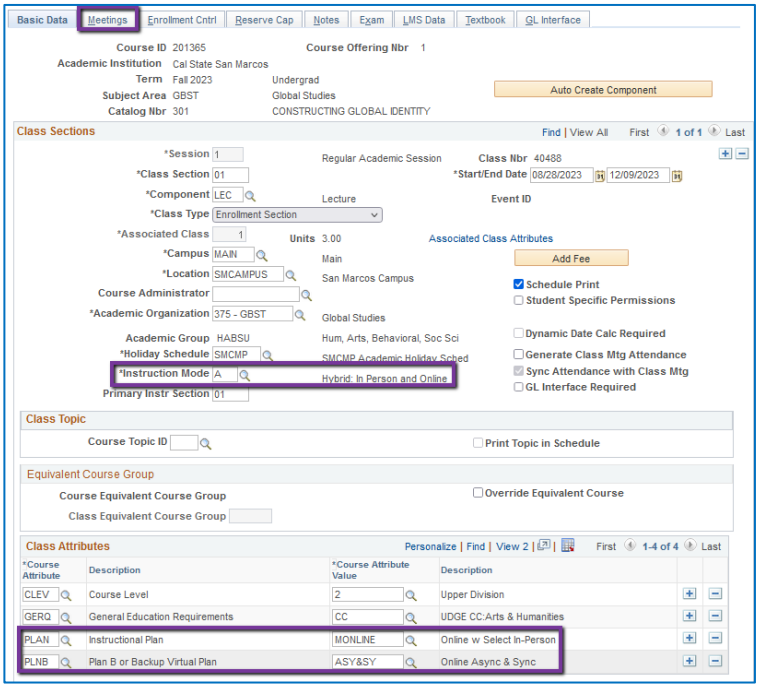
This is considered a primarily online course format/modality, but is actually a Hybrid. Primarily Online Instruction with Select In-Person Dates: Student will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams. Students and the instructor will also have a few in person meetings, 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	**A - Hybrid**
Course Attribute/Value	**PLAN/MONLINE** **PLNB/ASY&SY** **EVAL/BASED ON DEAN'S OFFICE**
Facility ID	**VIRTUAL SY** **VIRTUAL AS** and *Classroom* (Only enter Classroom/Facility ID if it is a Specialized Space & does NOT need to be Optimized)
APDB Learning Mode	**11** – A/S Hybrid mtgs allowed FDE
Room Characteristic	For the type of Classroom Needed for In Person Dates
Note Number	**119**

Example: Meets Synchronously & In Person 4 Dates & Asynchronously

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



Basic Data Tab

Instruction Mode: A – Hybrid

Course Attribute/Value:

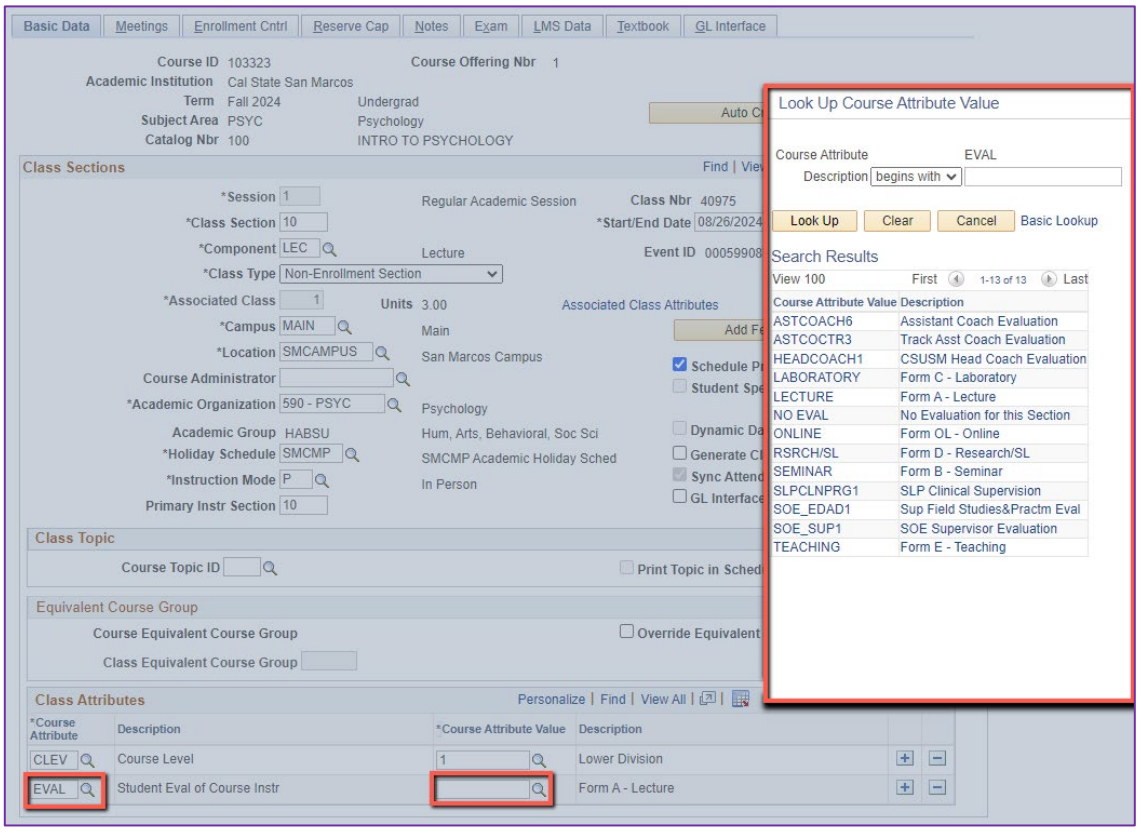
PLAN/MONLINE

PLNB/ASY&SY

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

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

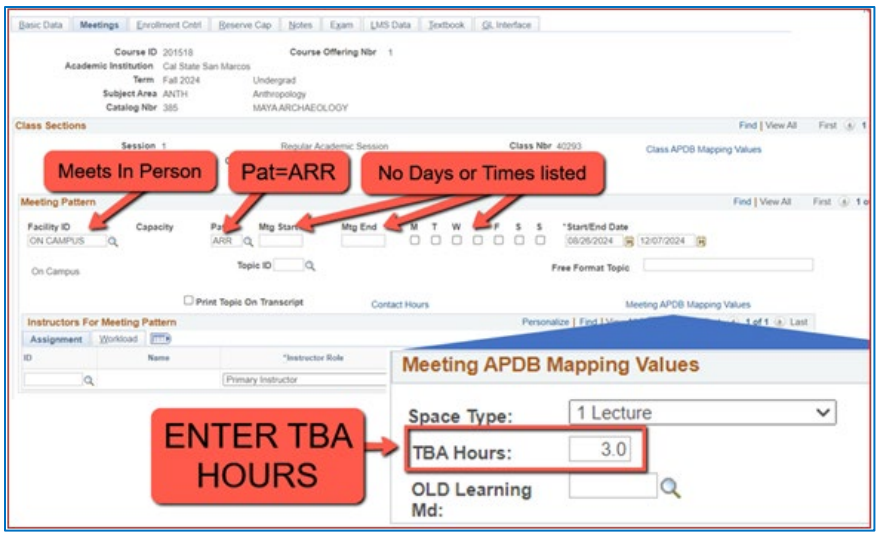
- If the class is ACTIVE, Schedule Print on allows the class to show on the class schedule.
- If the class is ACTIVE, Schedule Print off allows students to enroll if they have the Class Number, but the class does NOT show on the class schedule.

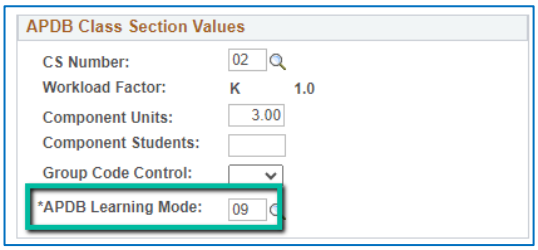


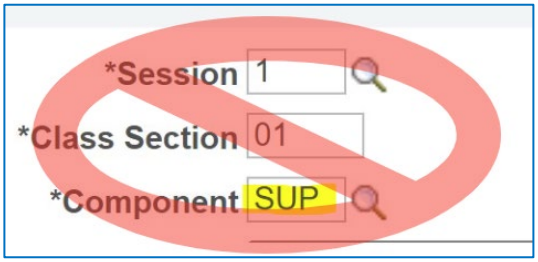
Course Attribute/Value

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

NEW** Meeting Pattern:

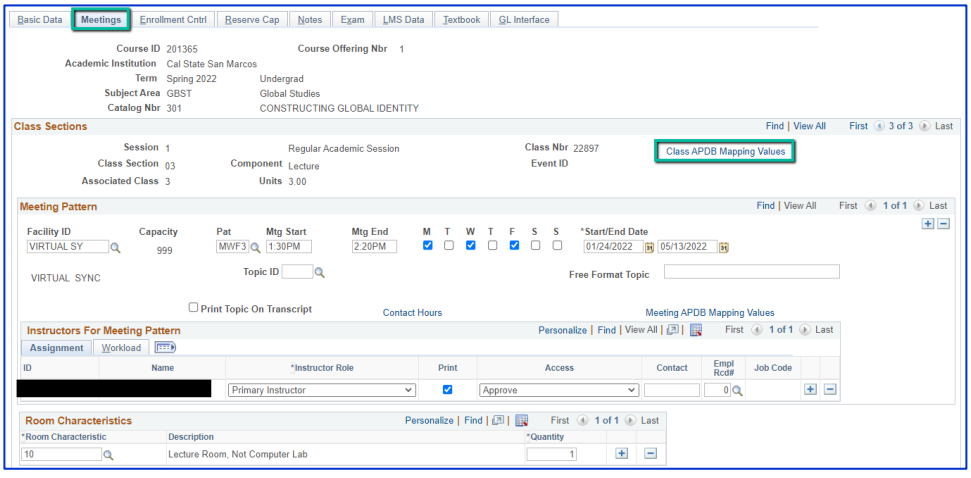
ARR:

– MUST use "**ARR**" in PAT for Meeting Patterns with NO days or times but that meet in person.

TBA Hours:

– Enter TBA hours for In-Person classes with NO days or times listed in the meeting pattern (**EXCLUDING Independent Studies/Supervision Classes**)

– If you are scheduling a multi-component class and only using one component to schedule hours, you need to use "ARR", but you do **NOT** need to enter "TBA Hours" in the "fake" component.



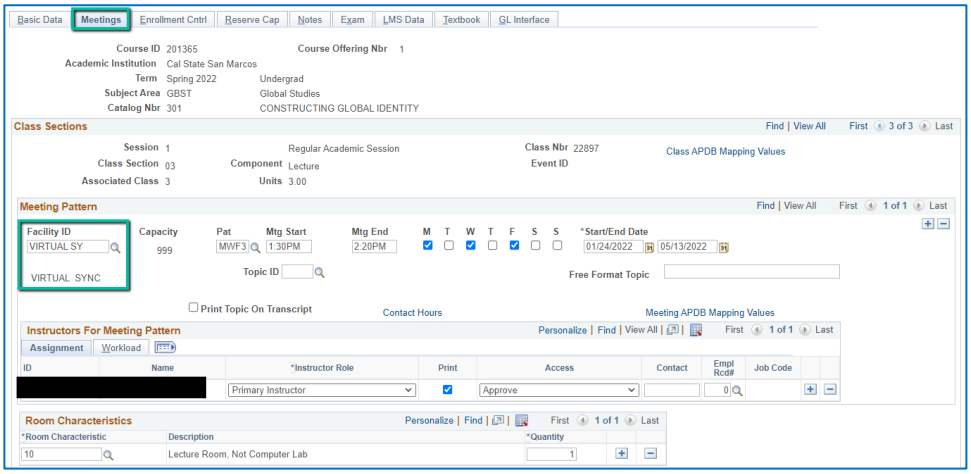
Meetings Tab

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

- **11** - Synchronous mtgs allowed FDE



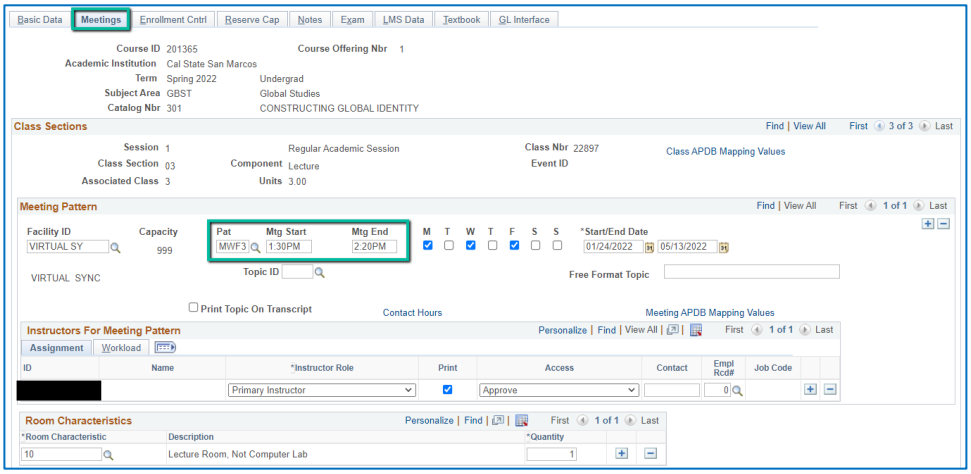
Meetings Tab

Meeting Pattern (MP):

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

Facility ID

- **VIRTUAL SY**



Meetings Tab

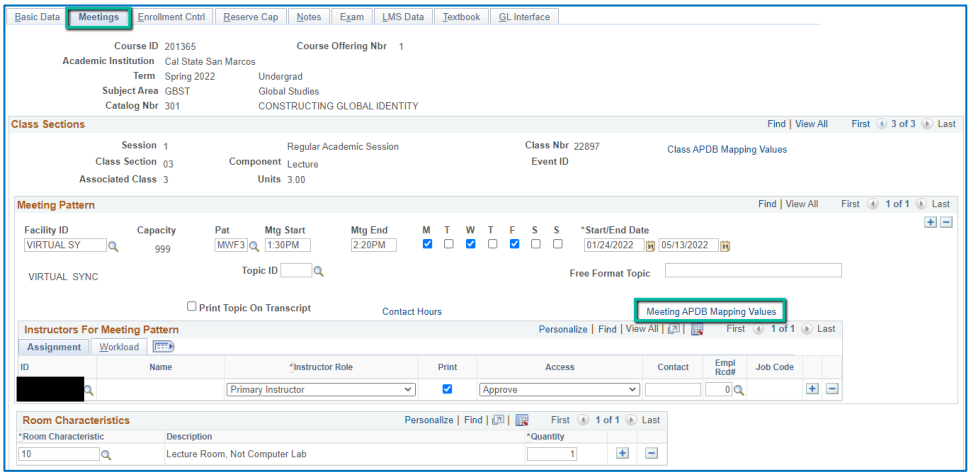
Meeting Pattern (MP):

The **Standard Pattern (Pat)** is helpful for entering the days and times. Select the Pat for the number of schedule hours, such as TR2 (Tuesday 2 hours/week).

- 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 Days can also be entered one-by-one.

Always use Approved Class Meeting Days & Times



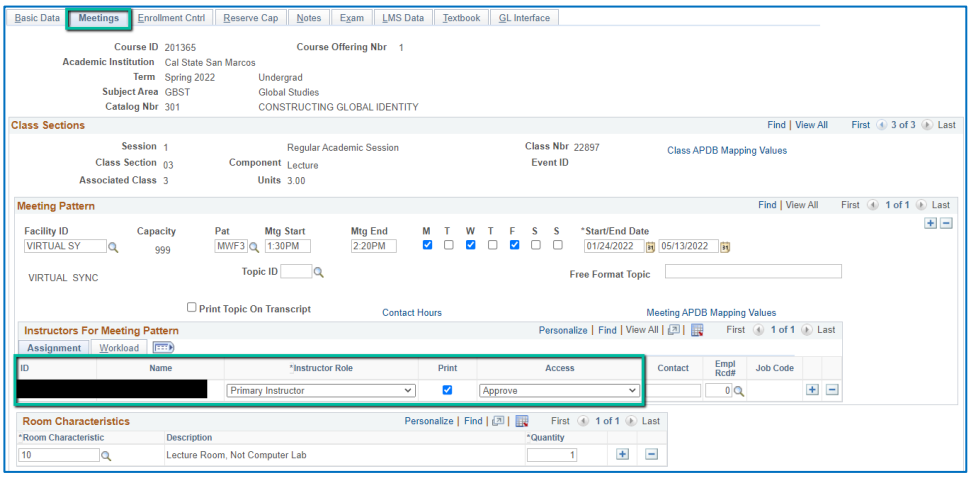
Meetings Tab

Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

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



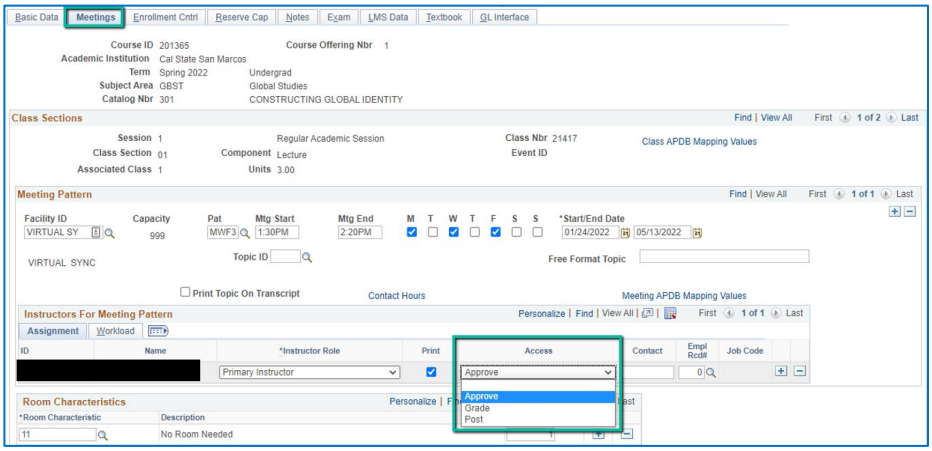
Meetings Tab

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

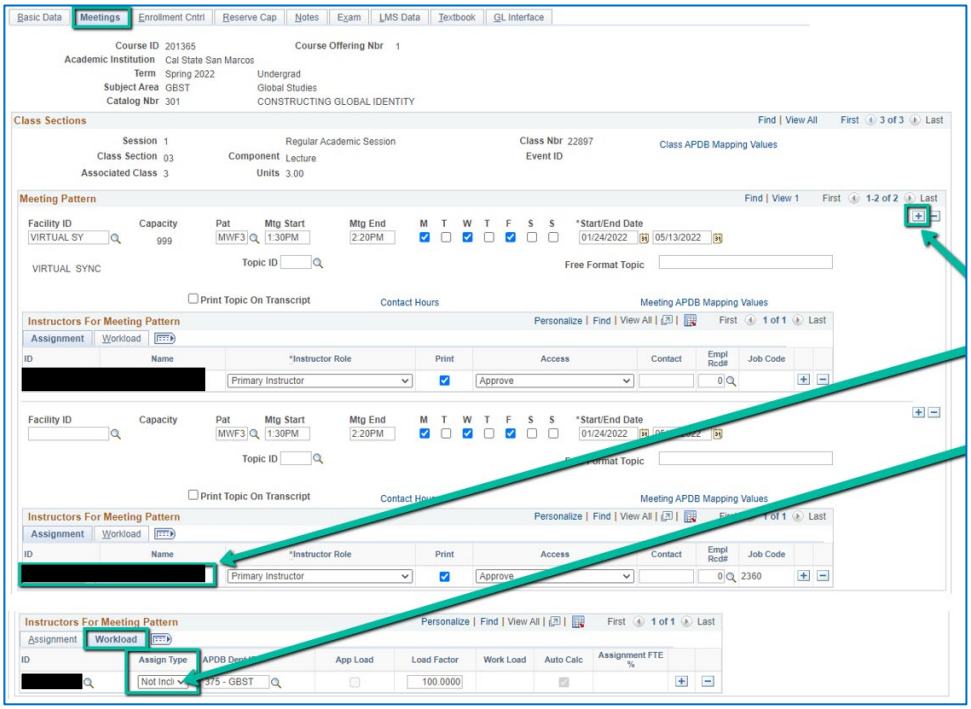


Meetings Tab

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

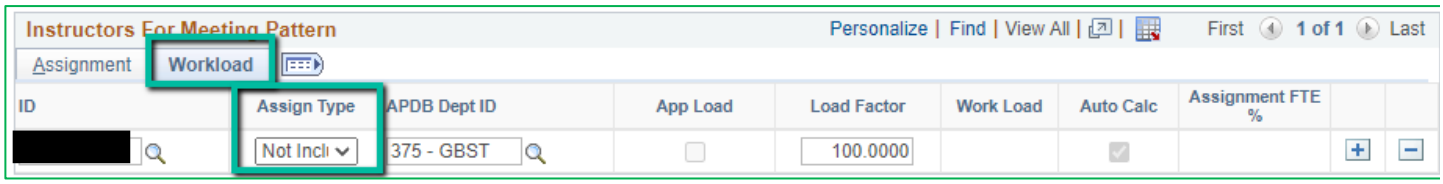


Meetings Tab

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):

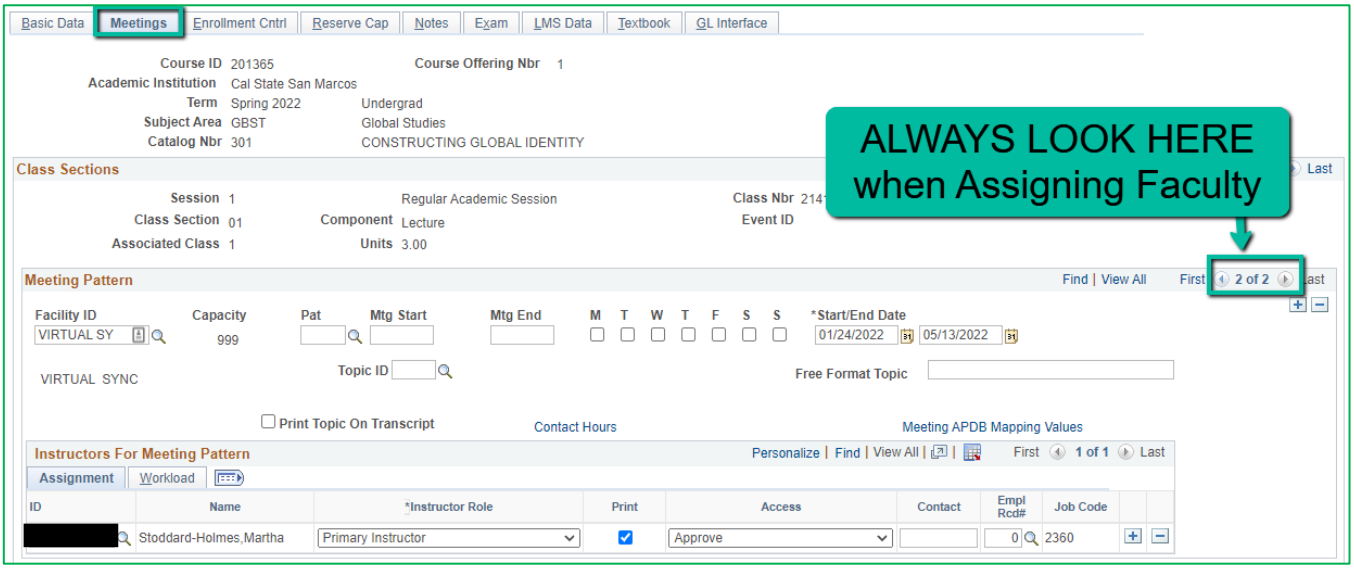


If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on <u>every MP after the first one</u>.

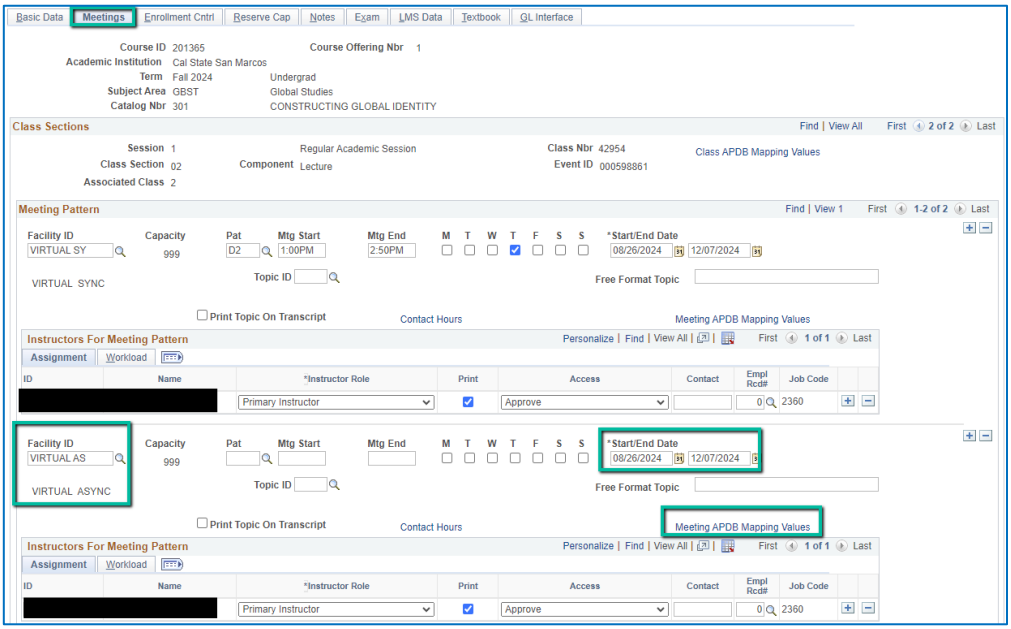
Do this by clicking on the Workload tab in the "Instructors for Meeting Pattern" section (on the second MP and after), and change the Assign Type dropdown list to "Not Incl"

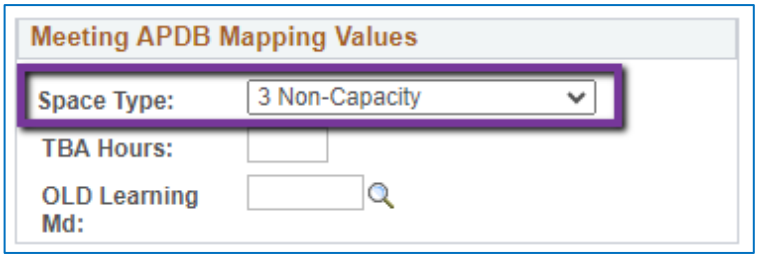
Once Schedule Build is over, you will not be able to assign faculty through the Maintain Schedule of Classes page, go to the **Schedule Class Meetings** page to assign faculty at that point.

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)

Meeting APDB Mapping Values:

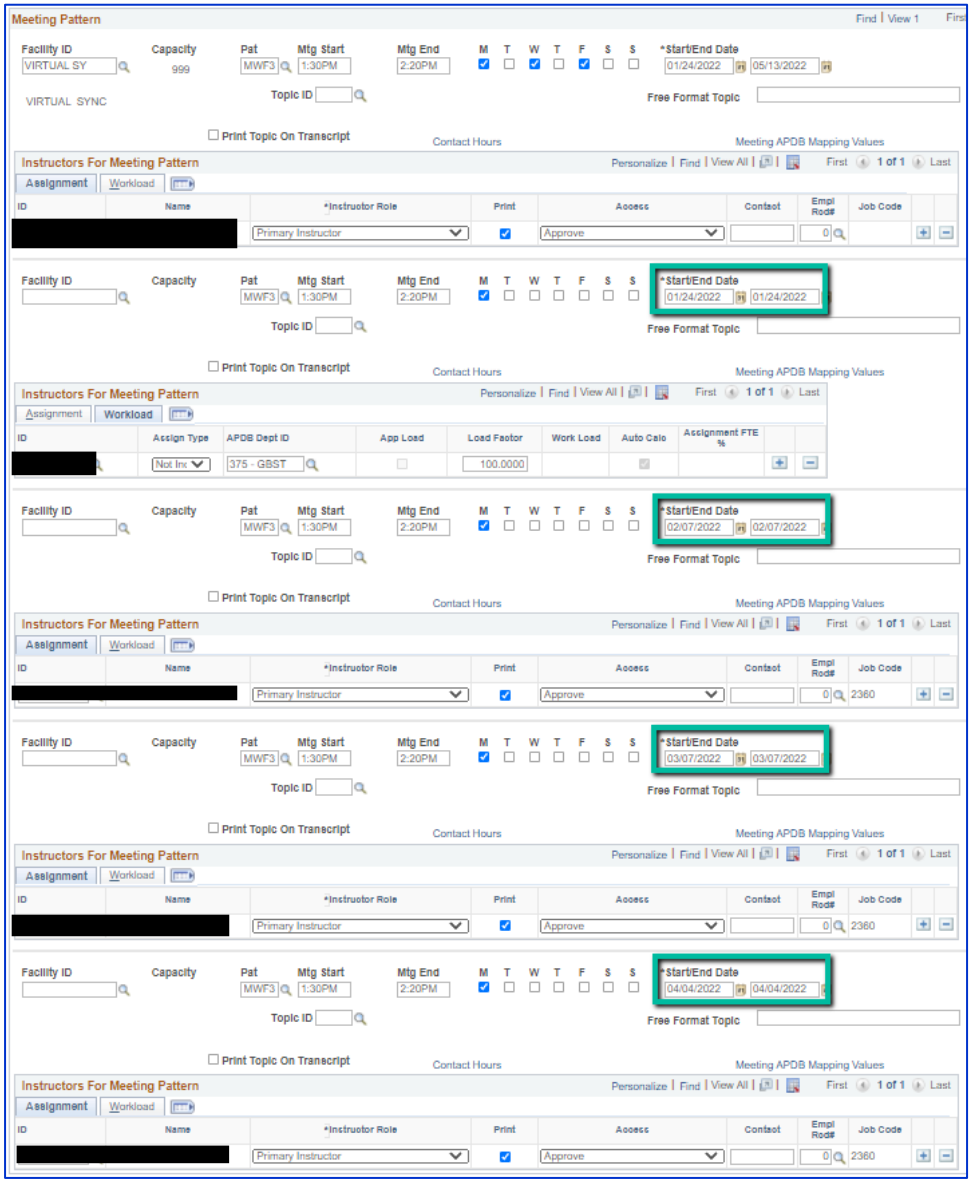
- ONLY edit the Space Type field

Facility ID:

- VIRTUAL AS

Space Type:

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



Meetings Tab

Meeting Pattern 3+ (MP #3)

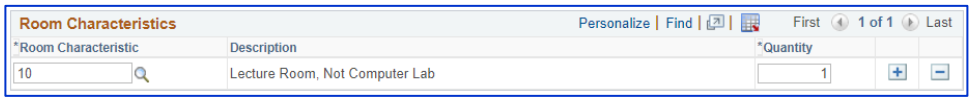
Start/End Date for In Person Meeting Patterns

The start and end date on each individual meeting pattern will be the same ONE DATE.

In the screenshot example, there are 4 dates.

- In MP #1 the start date is 1/24/22 and the end date is 1/24/22.
- In MP #2 the start date is 2/7/22 and the end date is 2/7/22.
- In MP #3, start & end dates are both 3/7/22
- In MP #4, start & end dates are both 4/4/22

Make sure these are entered correctly!

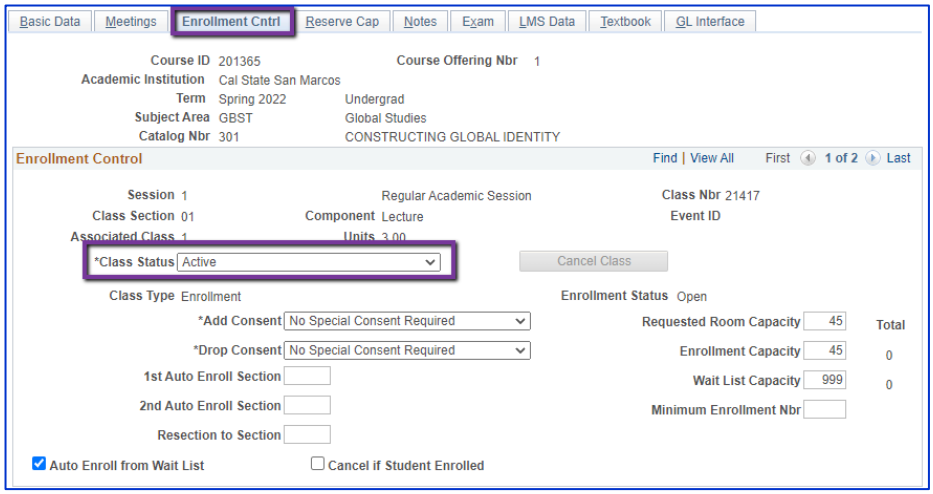


Meetings Tab

Room Characteristics:

Based on the type of the Room the In-Person portion of the class needs.

Most classes use **10 – Lecture Room, Not Computer Lab.**

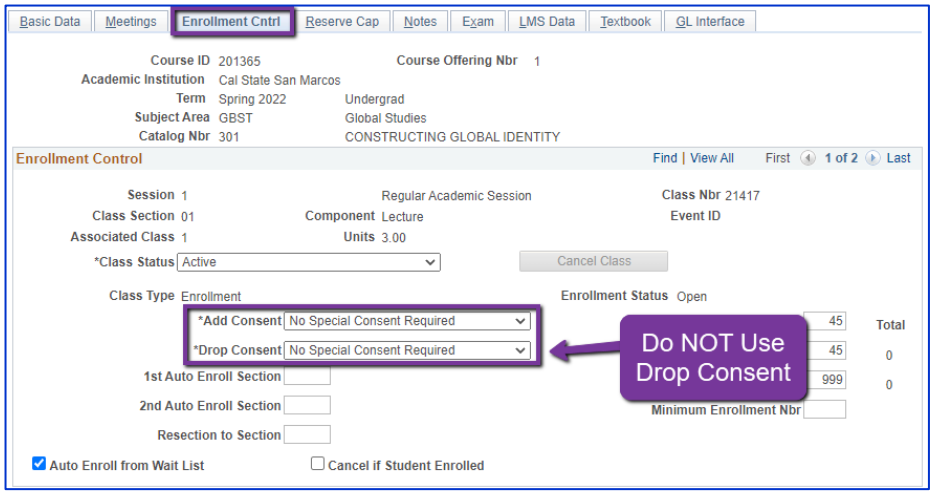


Enrollment Cntrl Tab

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.



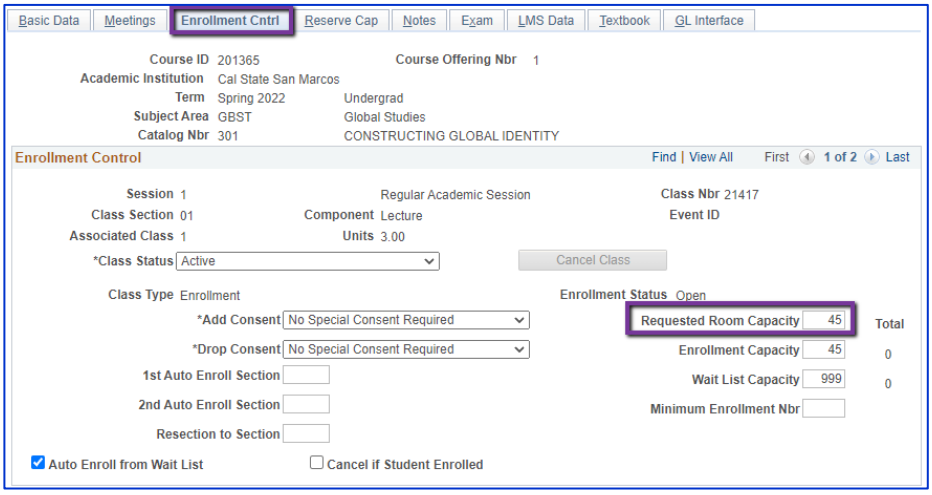
Enrollment Cntrl Tab:

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:

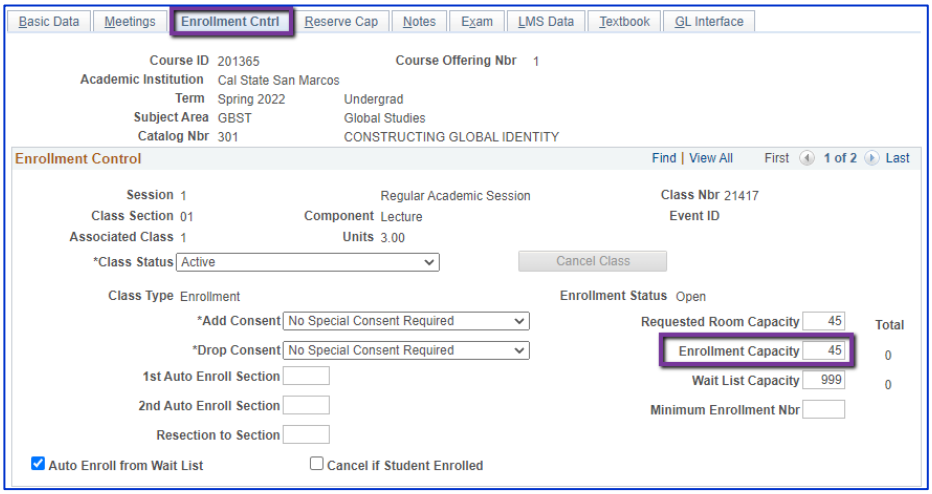
- Do NOT use unless you have a PASO section (ONLY office that uses this field)



Enrollment Cntrl Tab:

Requested Room Capacity:

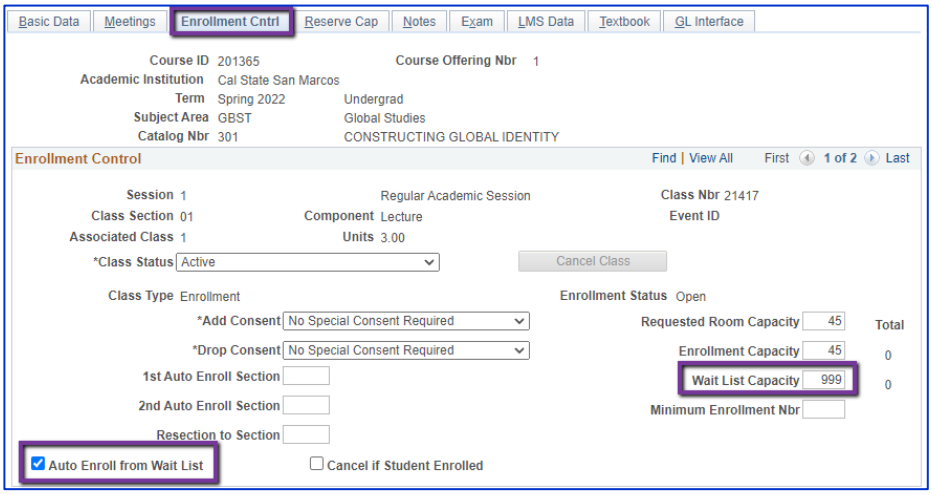
- Should be equal to the Enrollment Capacity.



Enrollment Cntrl Tab:

Enrollment Capacity:

- Number of Students that can enroll in this section



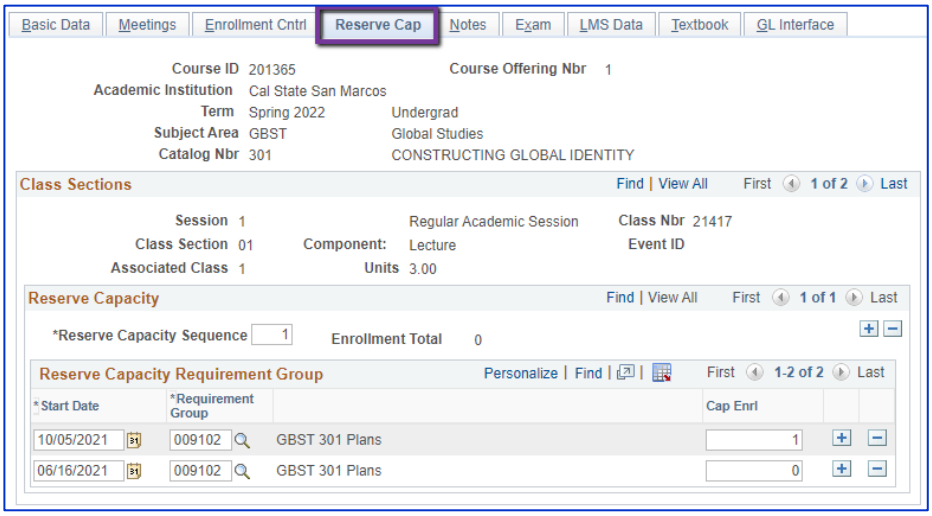
Enrollment Cntrl Tab:

Wait List Capacity:

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

Auto enroll from Wait List:

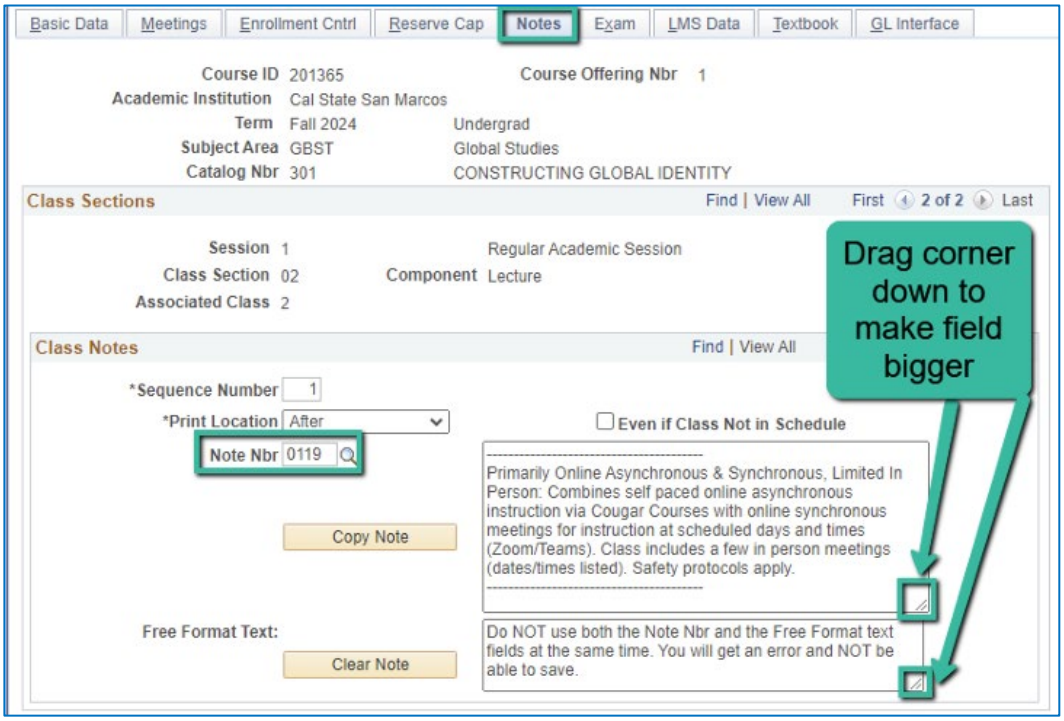
- If using the Wait List, this box MUST BE checked (as shown)



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.

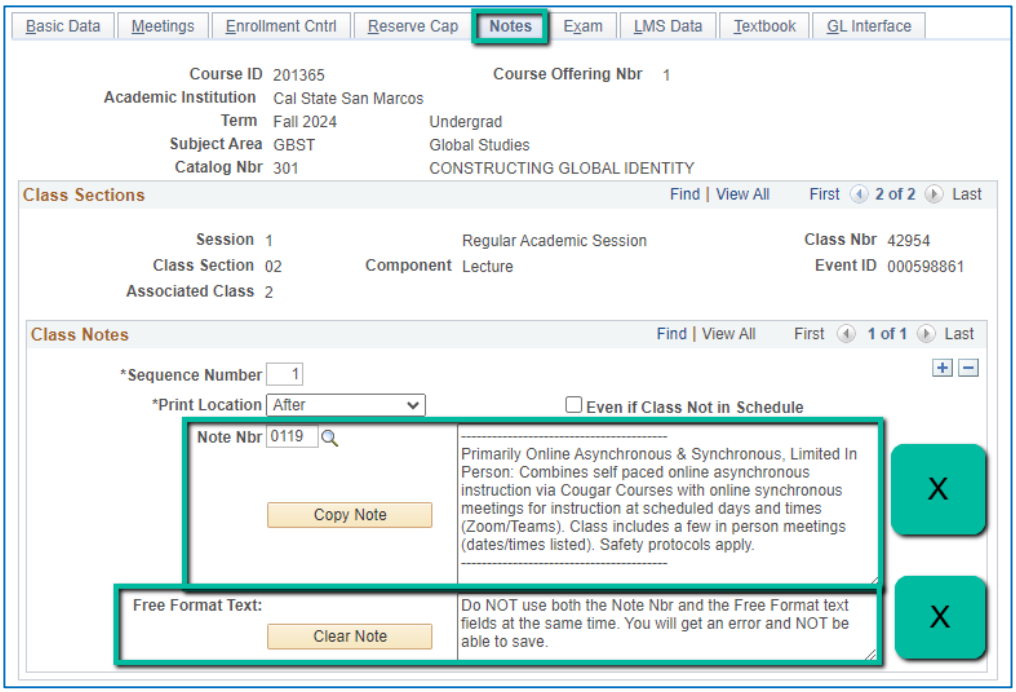


Notes Tab

Note Nbr:

- **116** Primarily Online Async & Sync, & Limited In-Person
- 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!



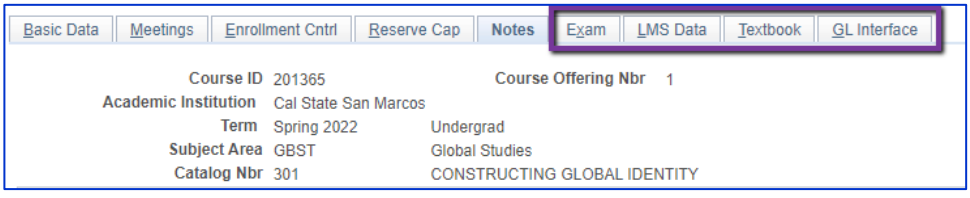
Notes Tab

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 ignore them, if you can't see them, you're good)