Mostly Online Synchronous & Limited In-Person Dates

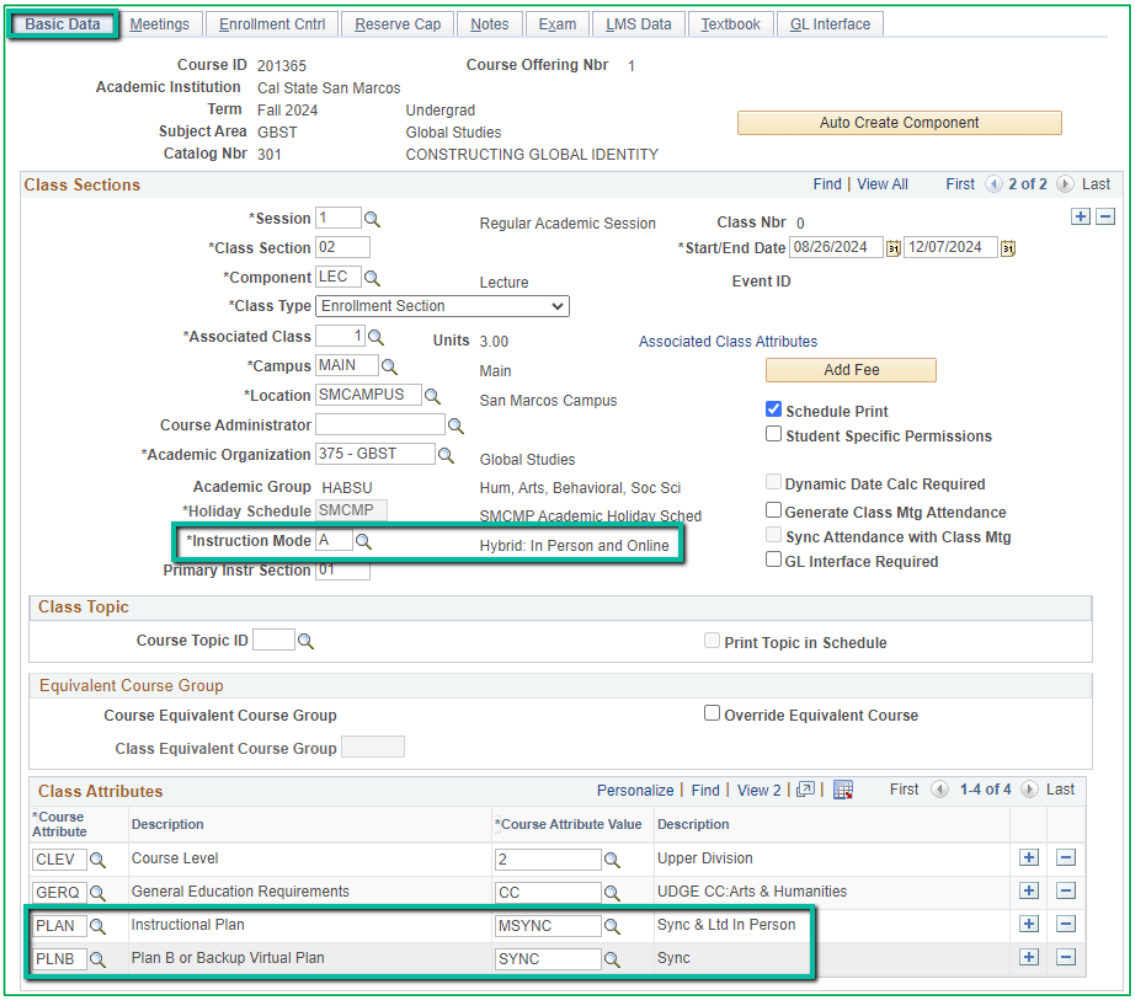
This is considered a primarily online course format/modality. Primarily Online Synchronous Instruction with Limited In-Person Dates: Student will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams. Students and the instructor 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/MSYNC** **PLNB/SYNC** **EVAL/BASED ON DEAN'S OFFICE**
Facility ID	**VIRTUAL SY** and *Classroom* (Only enter Classroom/Facility ID if it is a Specialized Space & does NOT need to be Optimized)
APDB Learning Mode	**04** – Synchronous mtgs allowed FDE
Room Characteristic	For the type of Classroom Needed for In Person Dates
Note Number	**118**

Example: Meets Asynchronously & In Person 4 Dates

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



BASIC DATA TAB

Instruction Mode:

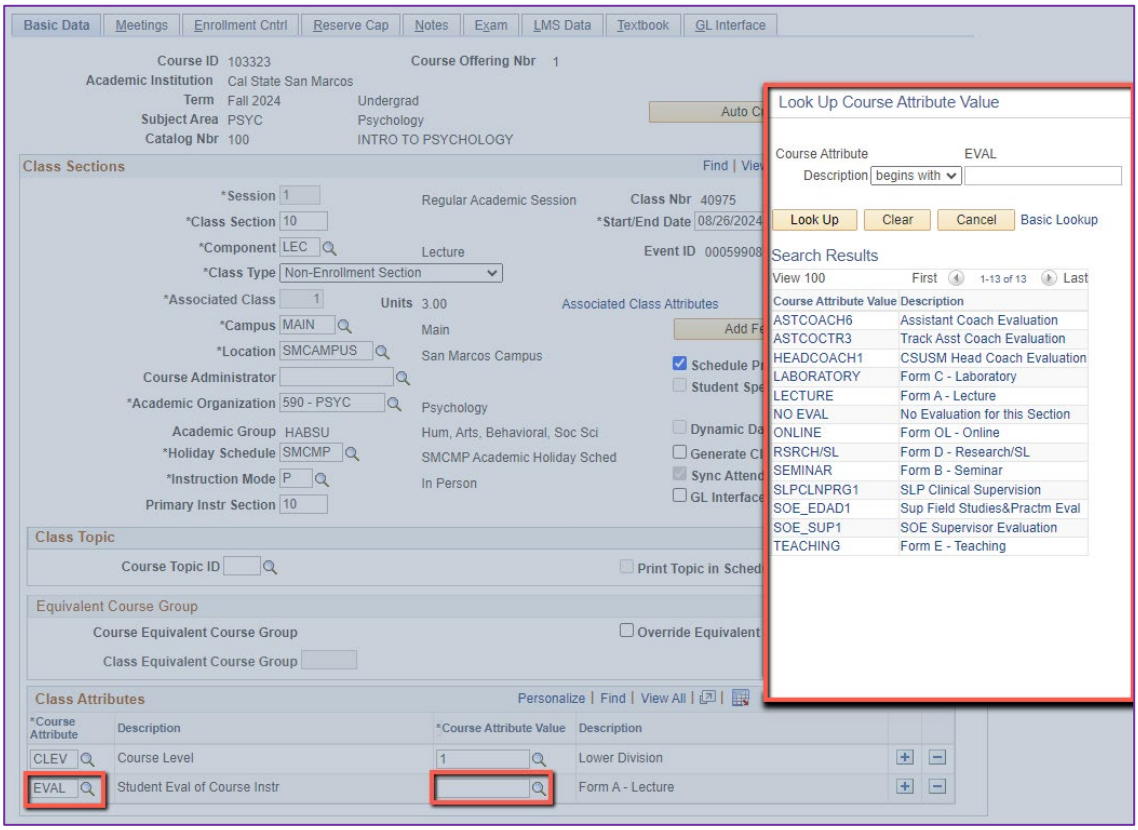
A - Hybrid

Course Attribute/Value

PLAN/MSYNC

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

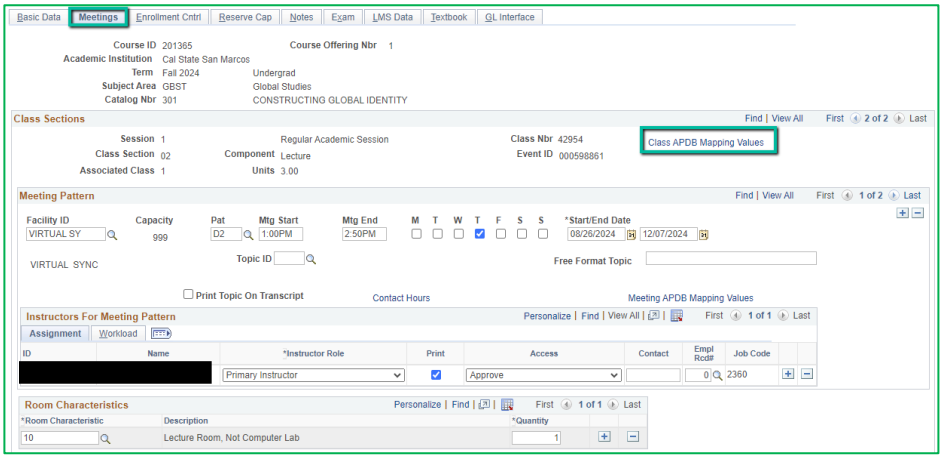
EVAL/BASED ON DEAN'S OFFICE



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



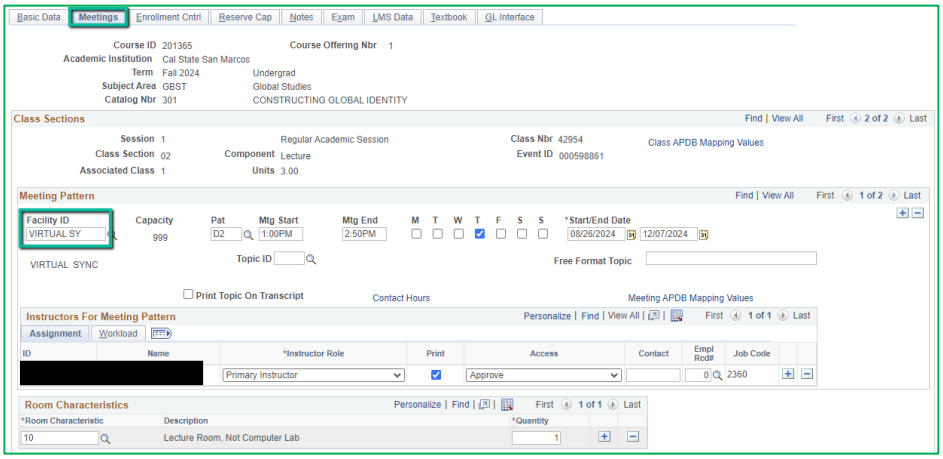
Meetings Tab

Class APDB Mapping Values

- *ONLY edit the Learning Mode field*

APDB Learning Mode

- **04** Synchronous mtgs allowed FDE



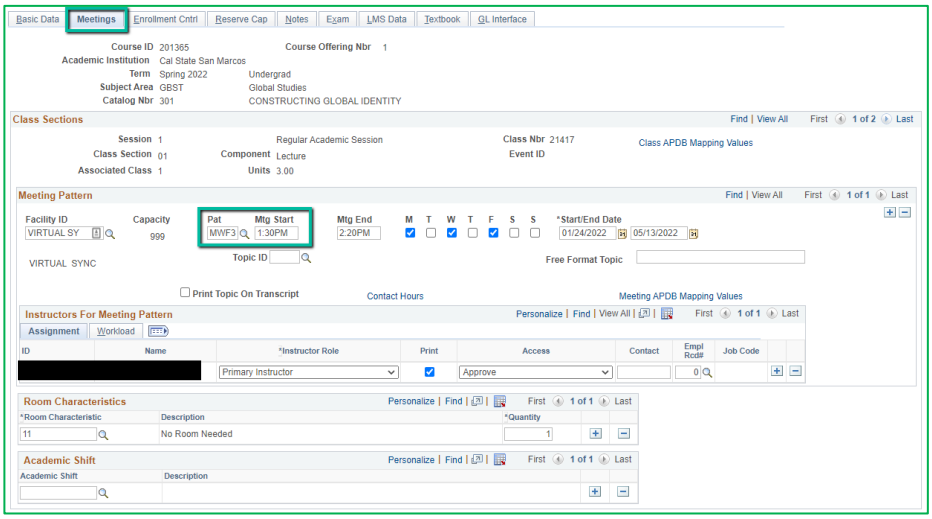
Meetings Tab

Meeting Pattern (MP):

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

Facility ID

- **VIRTUAL SY**



Meetings Tab

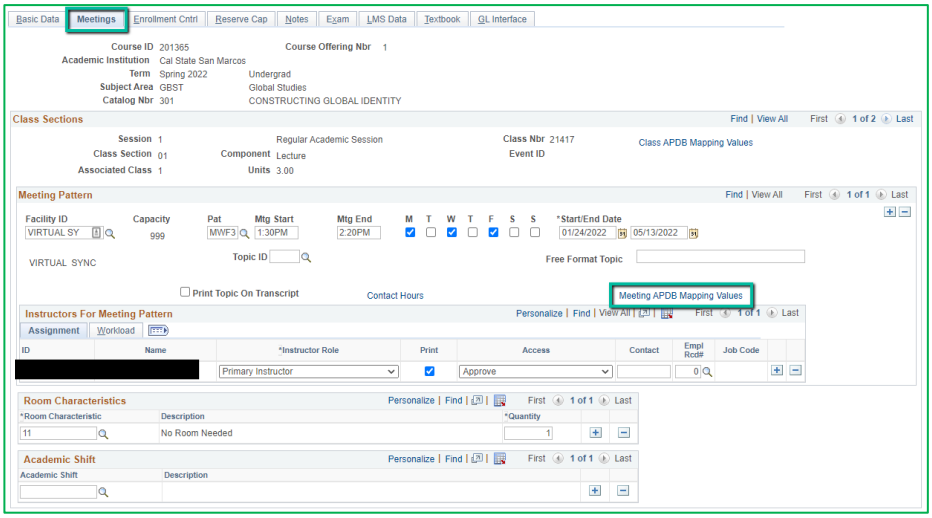
Meeting Pattern (MP):

The **Standard Pattern (Pat)** is helpful for entering the days and times. Select the Pat for the number of schedule hours, such as MWF3 (Mon, Wed, Friday 3 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



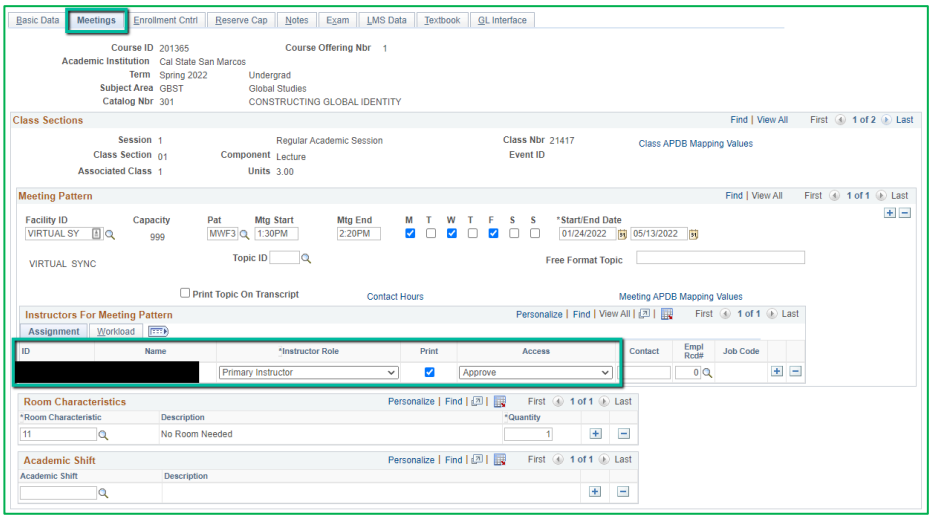
Meetings Tab

Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

- Use “3 Non-Capacity”



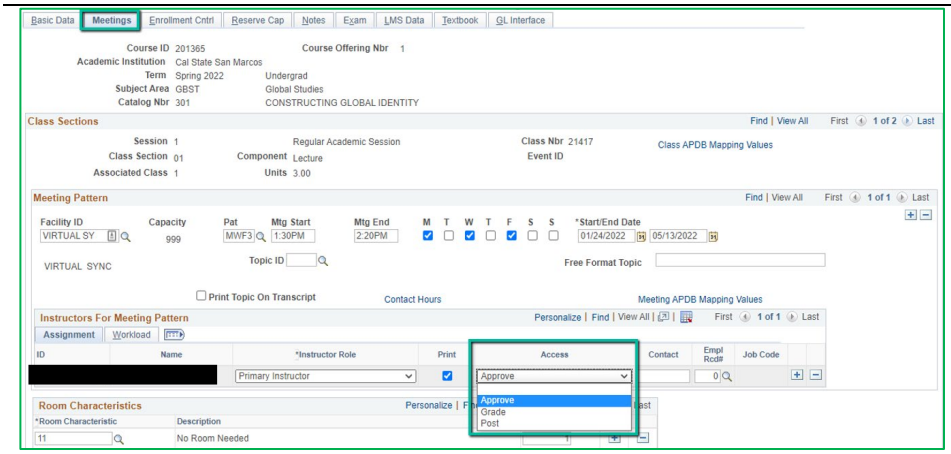
Meetings Tab

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)

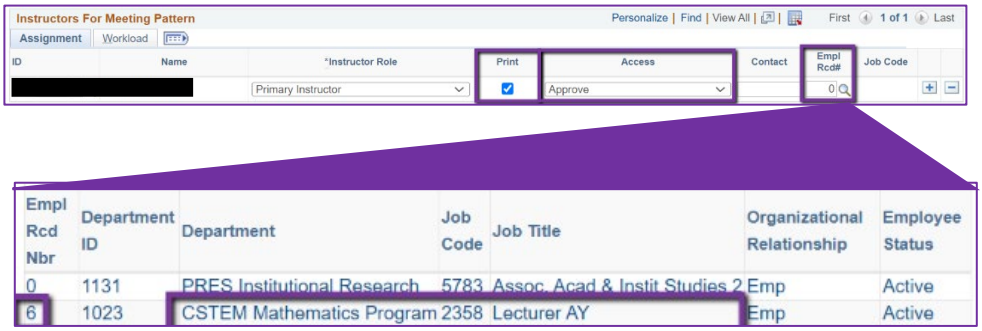


Meetings Tab

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



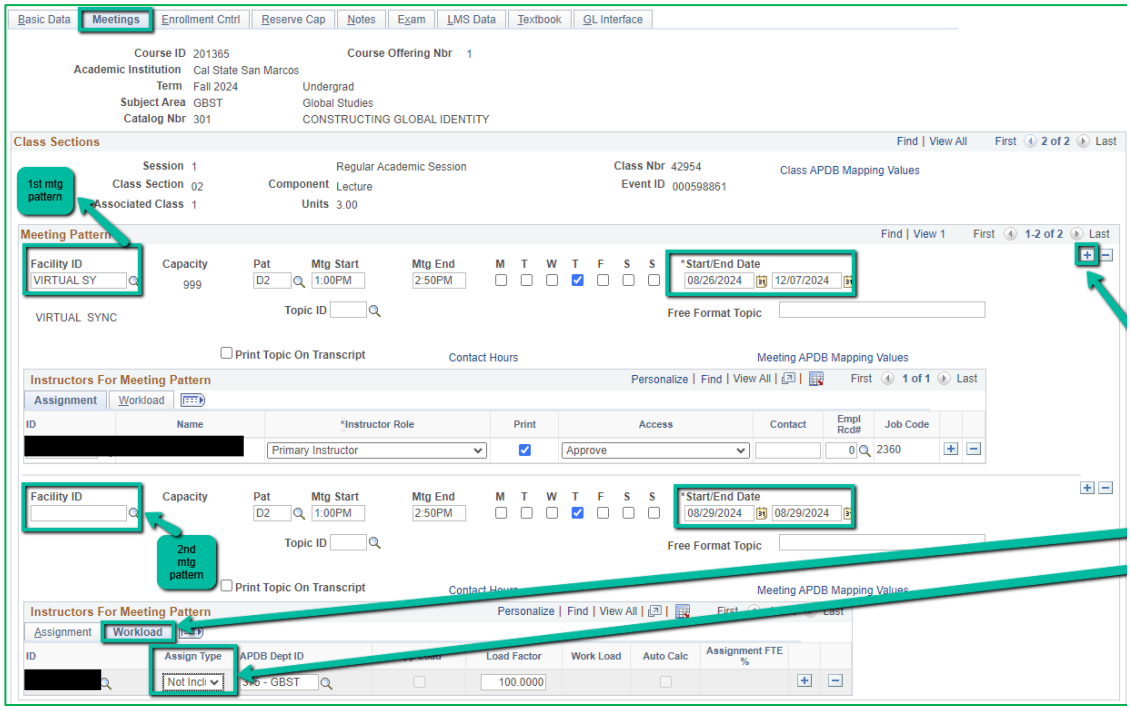
Job Code	Job Title	Job Code	Job Title	Job Code	Job Title
2403	FT Faculty Unit-Addtl Emplymt	1150	Instr Stdnt Asst	2365	Music Studio Instr Faculty
2360	Instr Fac AY	2359	Lecturer 12 Mo	2354	Teaching Associate AY
2322	Instr Fac,Spcl Pgms-For Credit	2358	Lecturer AY	2357	If Summer Session Extension

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.

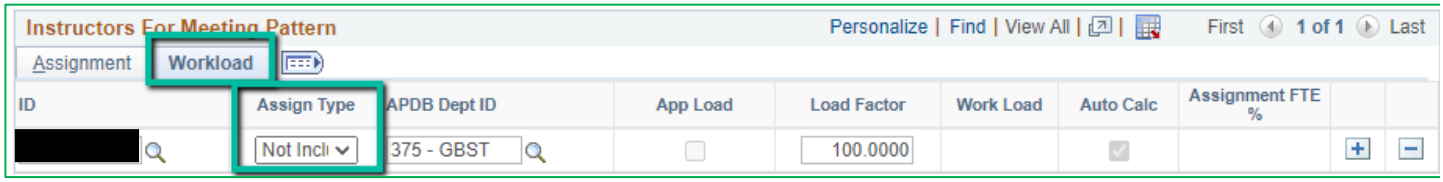


Meetings Tab

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):

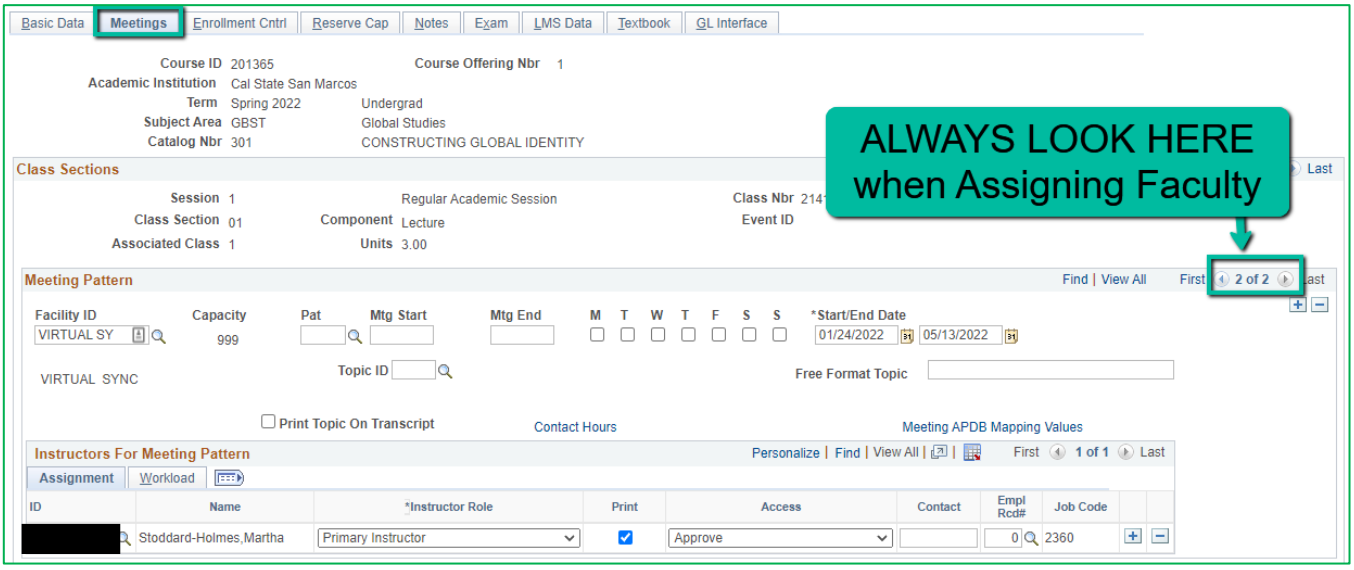


If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on <u>every MP after the first one</u>.

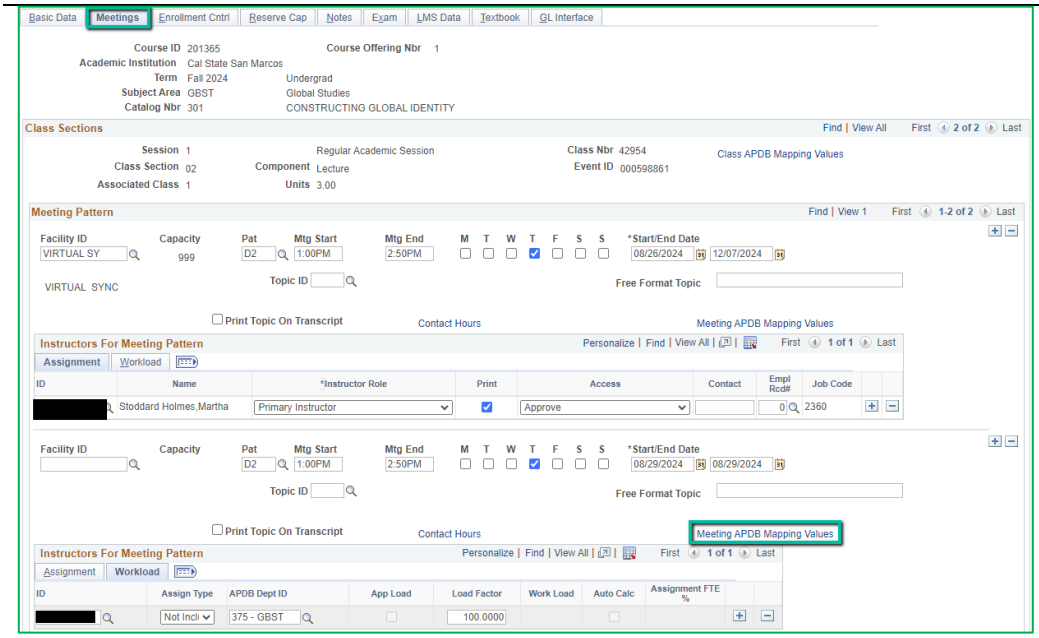
Do this by clicking on the Workload tab in the "Instructors for Meeting Pattern" section (on the second MP and after), and change the Assign Type dropdown list to "Not Incl"

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.

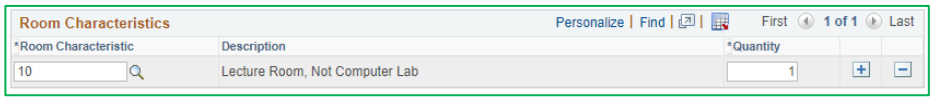


Meetings Tab

Meeting Pattern 2+ (MP #2)

All meeting patterns beyond the first one must be entered as

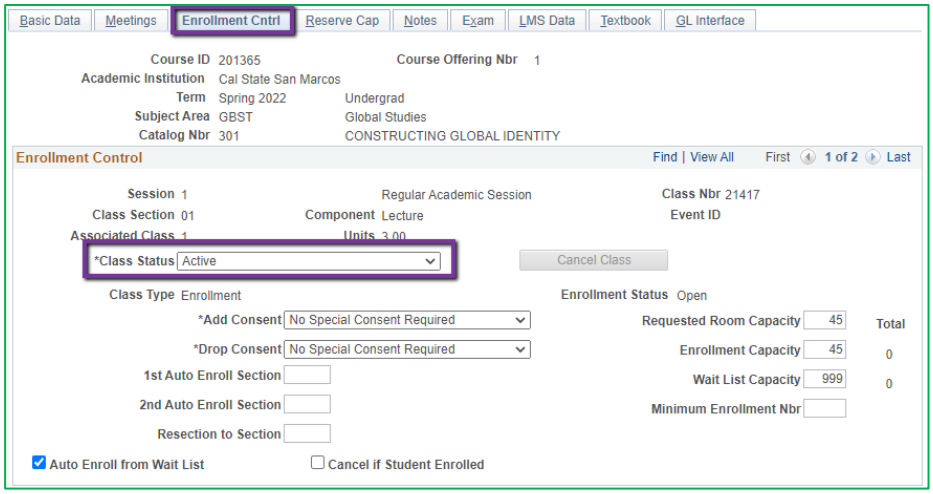
3 Non-Capacity



Meetings Tab

Room Characteristics:

10 – Lecture Room

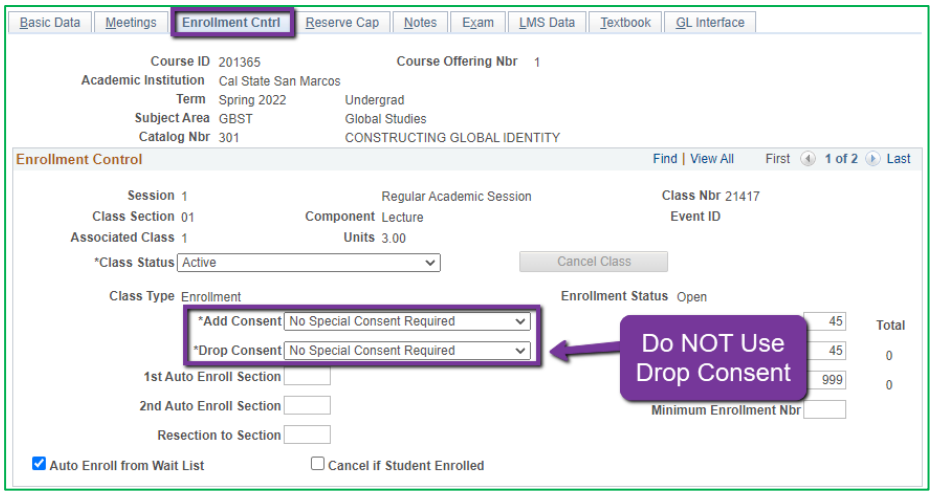


Enrollment Cntrl Tab

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.



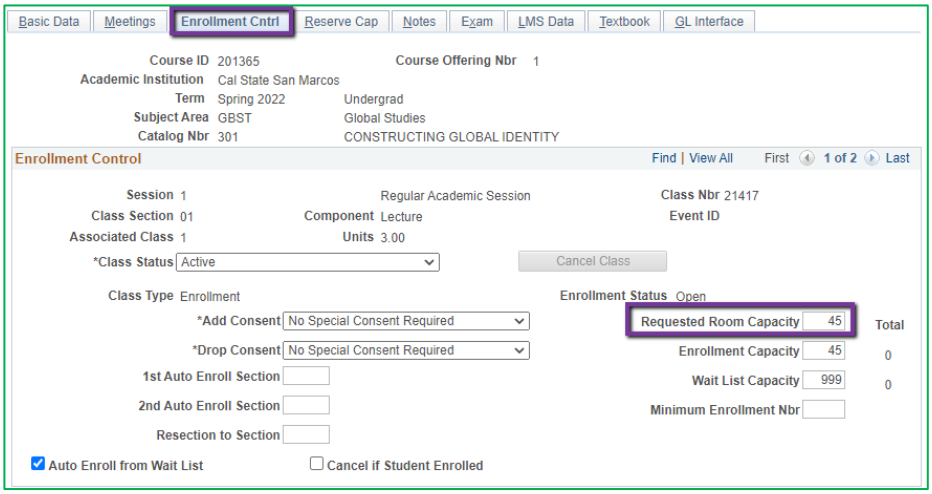
Enrollment Cntrl Tab:

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:

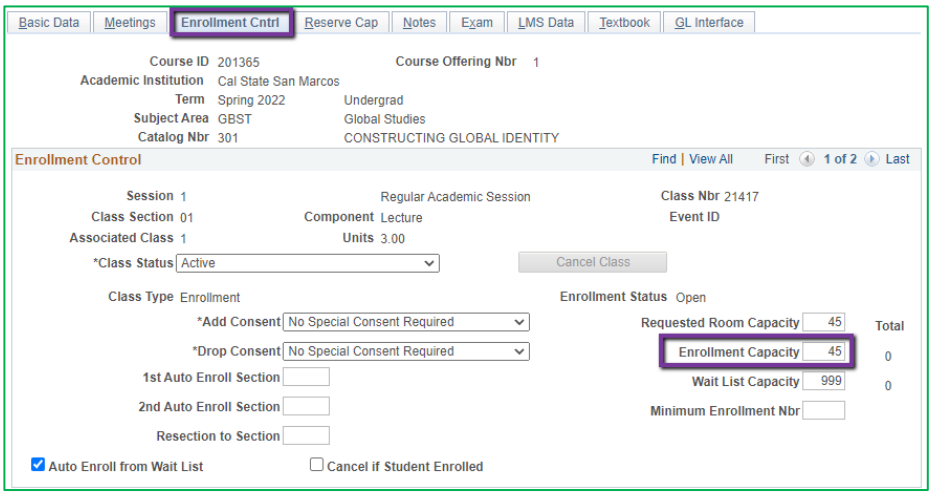
- Do NOT use unless you have a PASO section (ONLY office that uses this field)



Enrollment Cntrl Tab:

Requested Room Capacity:

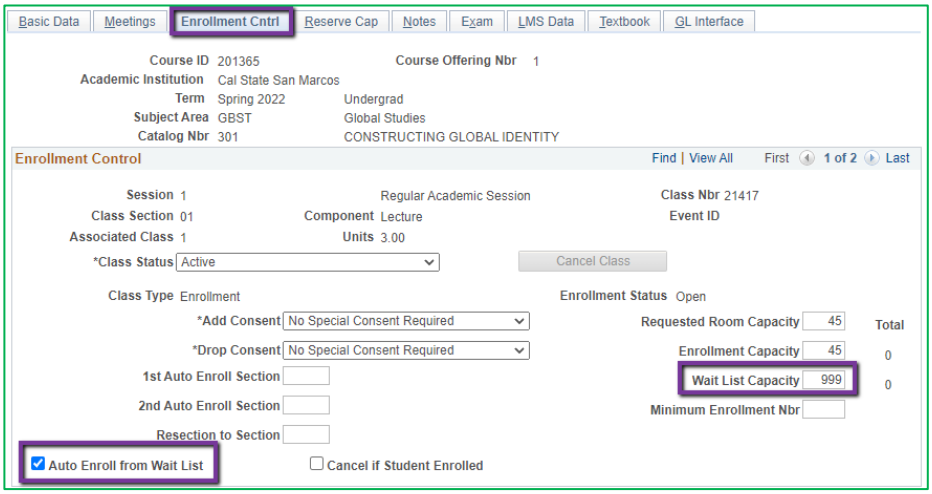
- Should be equal to the Enrollment Capacity.



Enrollment Cntrl Tab:

Enrollment Capacity:

- Number of Students that can enroll in this section



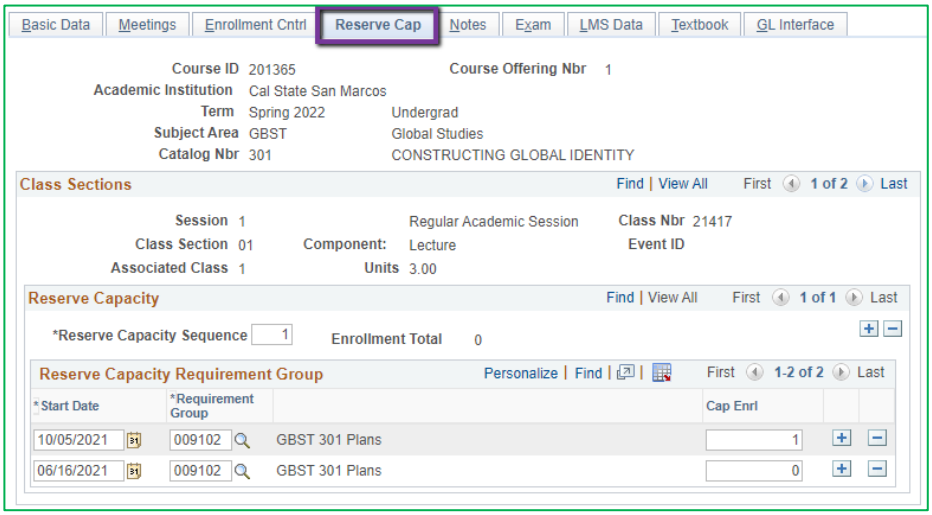
Enrollment Cntrl Tab:

Wait List Capacity:

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

Auto enroll from Wait List:

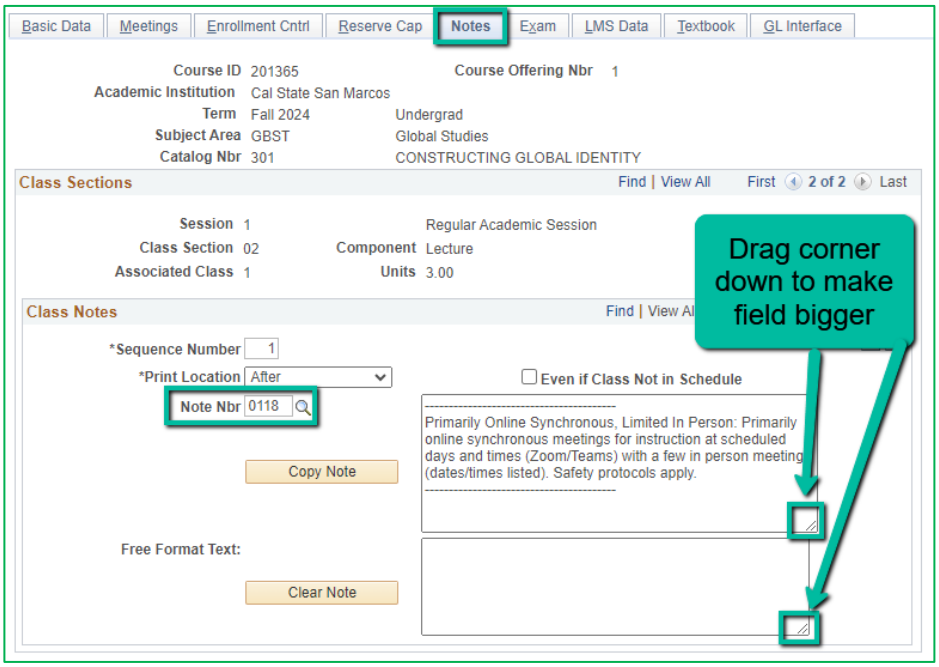
- If using the Wait List, this box MUST BE checked (as shown)



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.

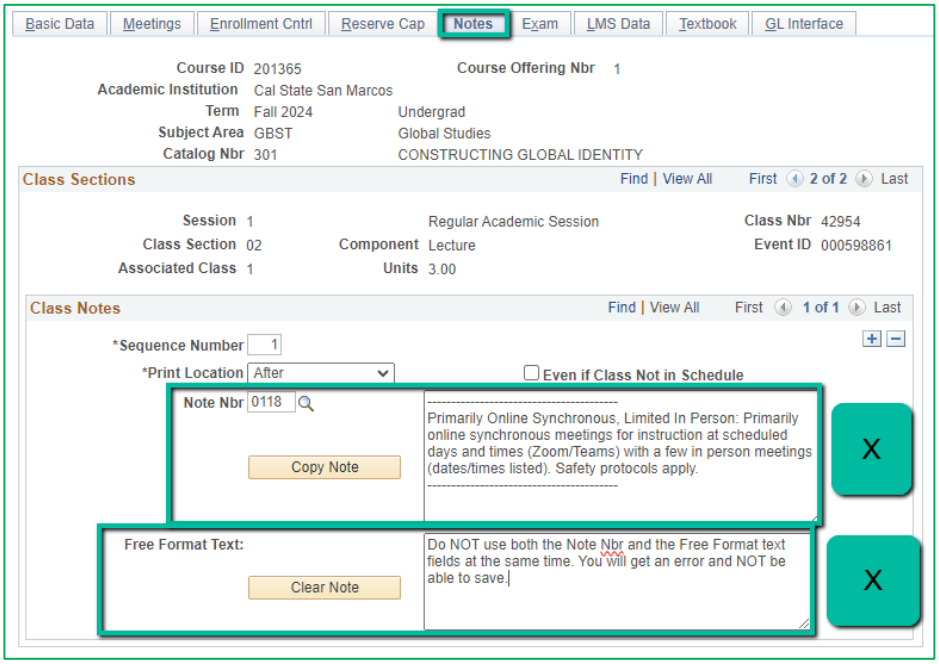


Notes Tab

Note Nbr:

- **118** Primarily Online Synchronous & 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!



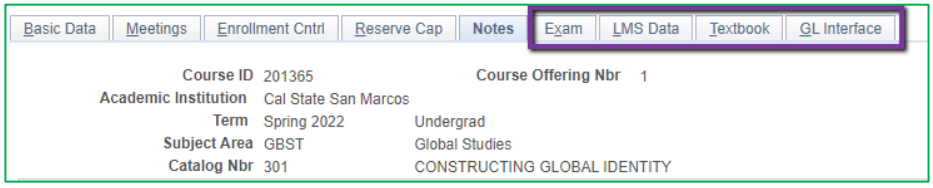
Notes Tab

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