Online Synchronous

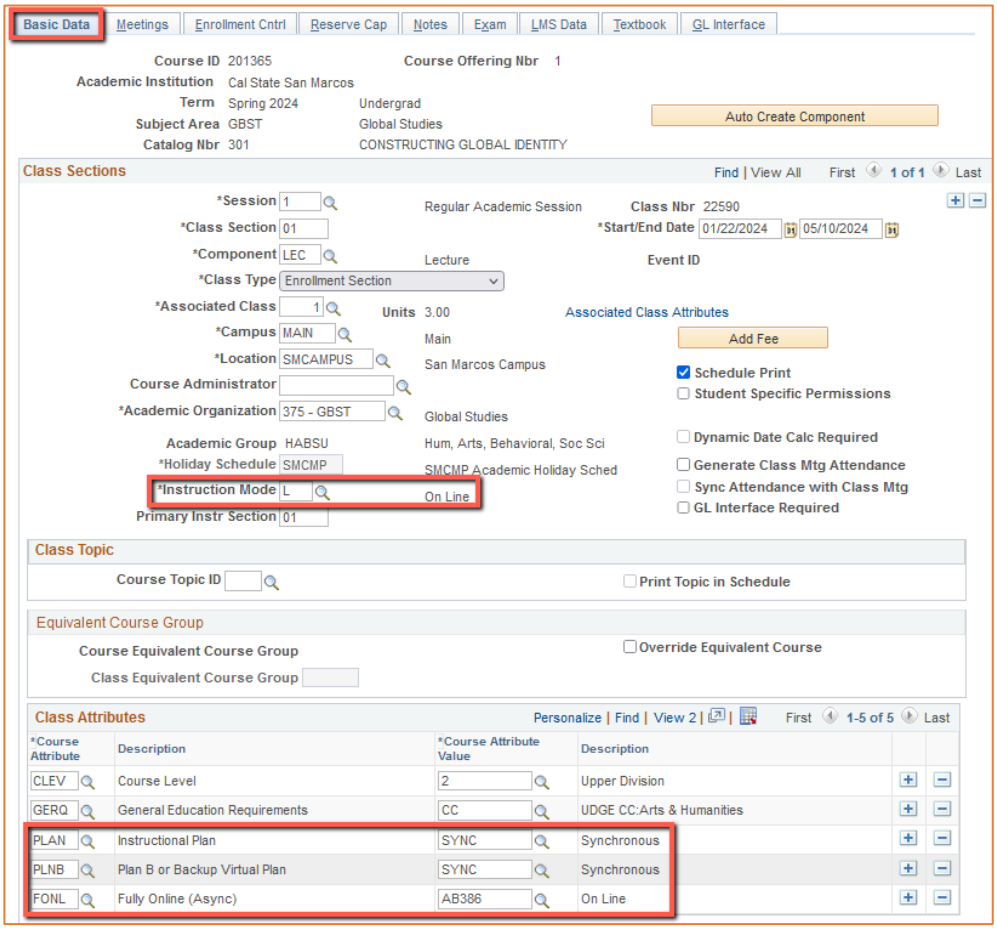
This is a solely online course format/modality. Online Synchronous Instruction: Students and the instructor will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule.

PeopleSoft things to look at for Virtual Synchronous Courses:

Instruction Mode	**L** - Online
Course Attribute/Value	**PLAN/Sync** **PLNB/Sync** **EVAL/Based on Dean's Office** **FONL – AB386**
Facility ID	**VIRTUAL SY**
APDB Learning Mode	**02** - Synchronous no meetings allowed AB386
Room Characteristic	**11** - No Room Needed
Note Number	**113** - Sync

Example Class Meets Synchronously Every Week.

MP	Facility ID	PAT Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL SY	MWF3	1:30 PM	2:20 PM	Full Semester	1/22/2024	5/10/2024	3 Non-Capacity



Basic Data Tab

Instruction Mode:

L - Online

Course Attribute/Value

PLAN/SYNC

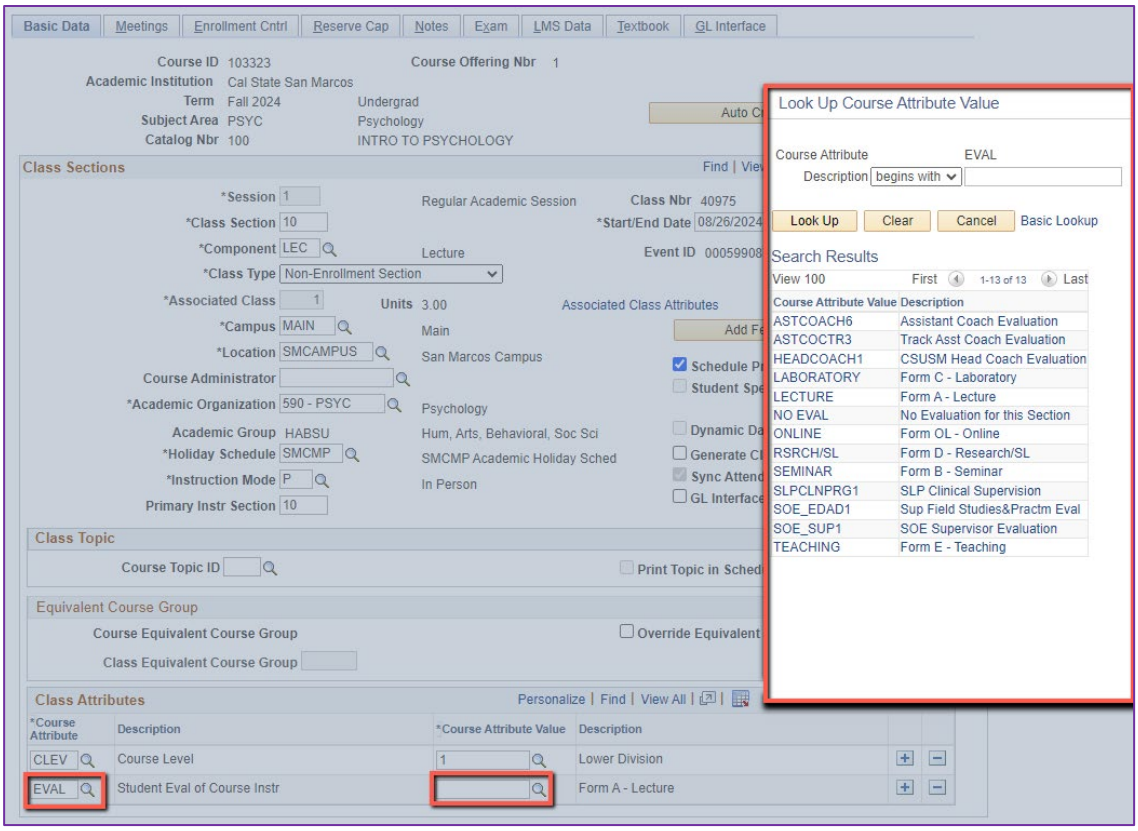
PLNB/SYNC (all classes must have a Plan B or "Shadow Schedule" value)

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

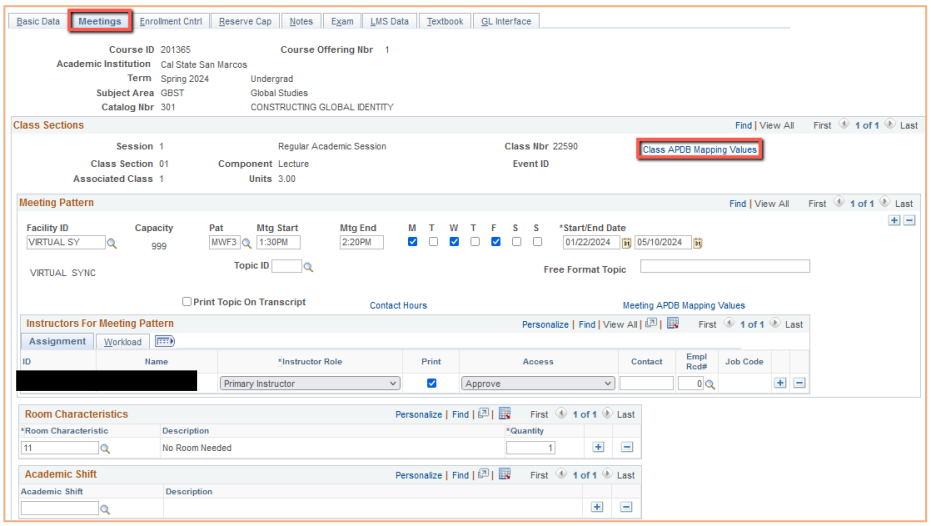


Course Attribute/Value

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

HEADCOACH1



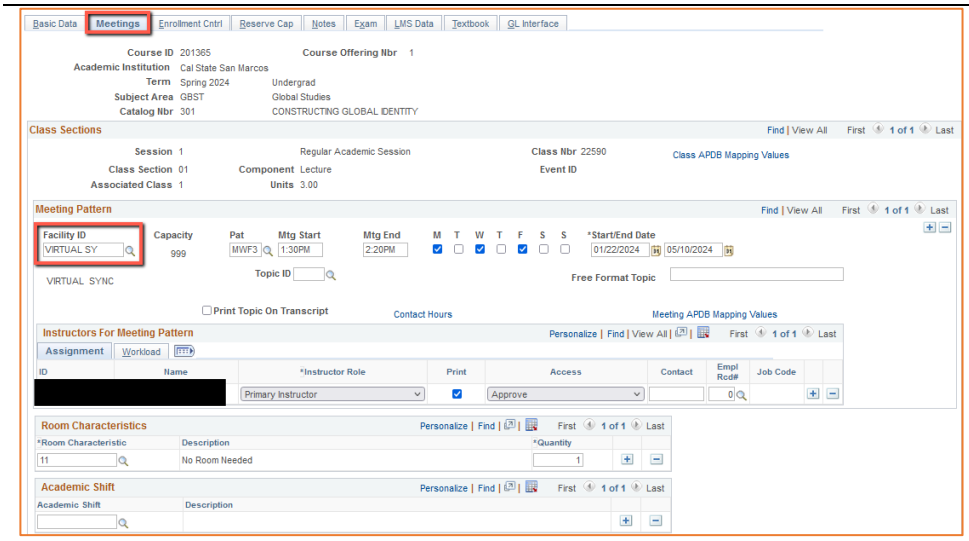
Meetings Tab

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

- **02**
  Synchronous no meetings AB386

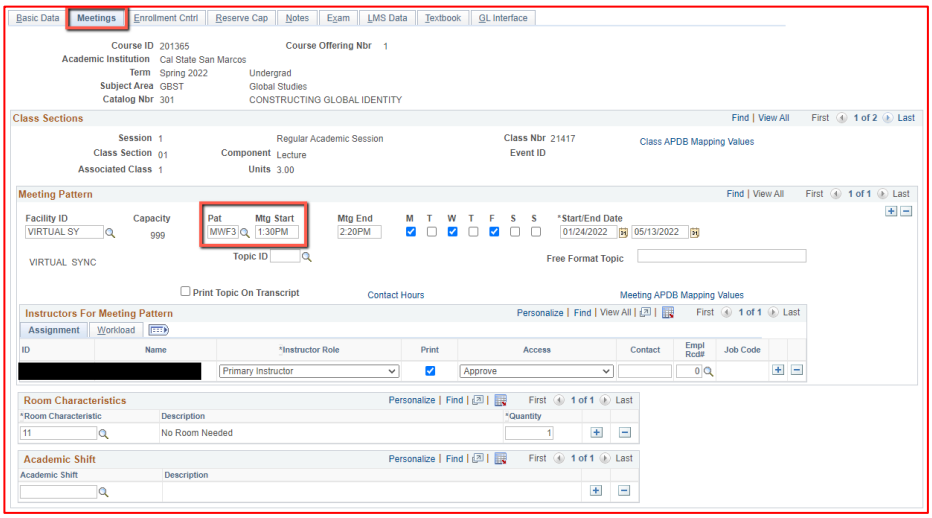


Meetings Tab

Meeting Pattern (MP)

Facility ID

- VIRTUAL SY



Meetings Tab

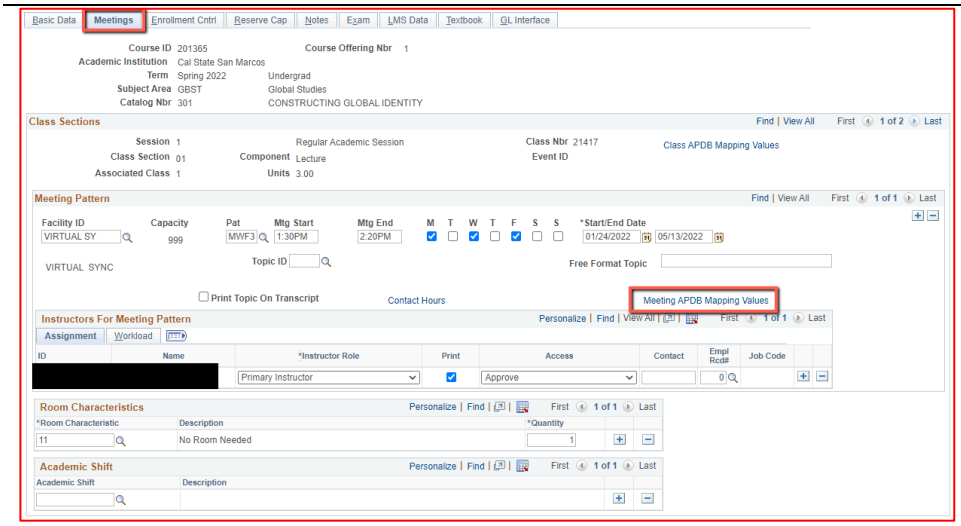
Meeting Pattern (MP):

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



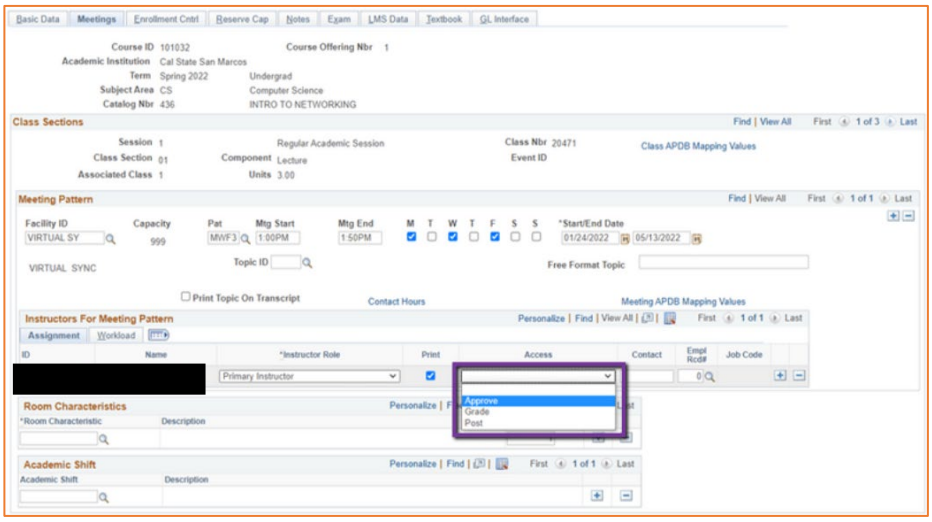
Meetings Tab

Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

Space Type

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



Meetings Tab

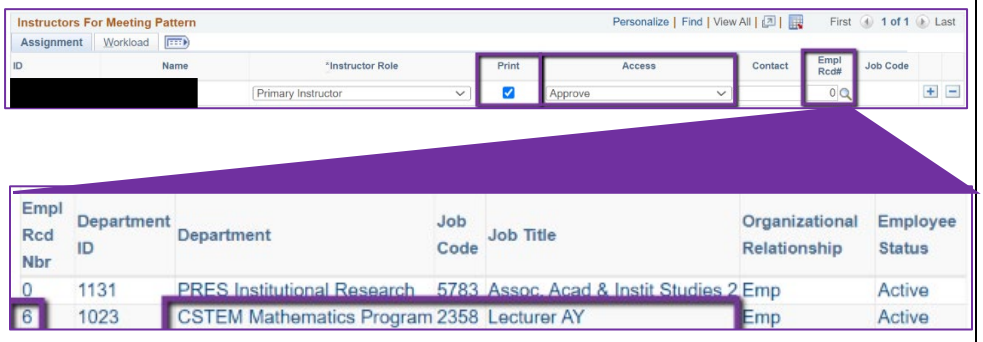
Faculty Assignment:

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)

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)

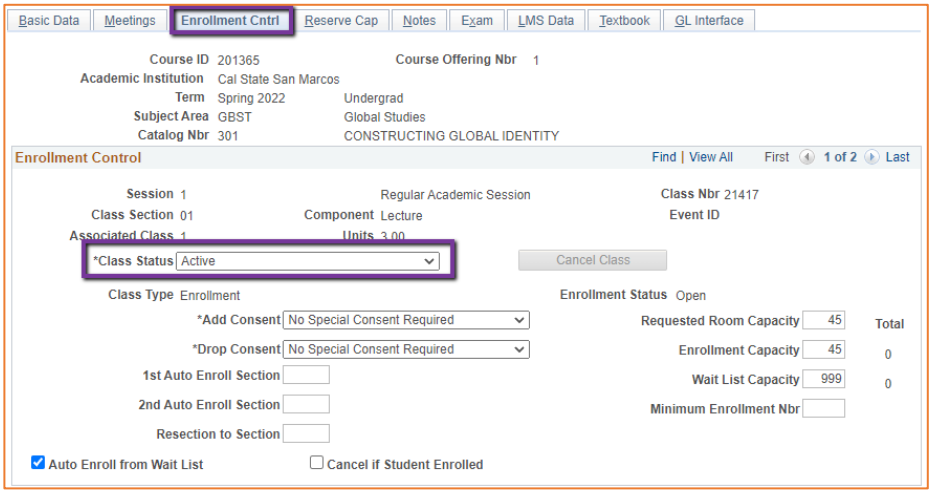
1. **Click on the Magnifying Glass** - All available options for the Assigned Instructor will show as different rows.
2. **Select the row with the <u>Job Title listed or similar to a Job Title on the purple table</u>**. - If more than one exists, select the row that has the same Department ID as the class.



Meetings Tab

Room Characteristics:

11 – No Room Needed



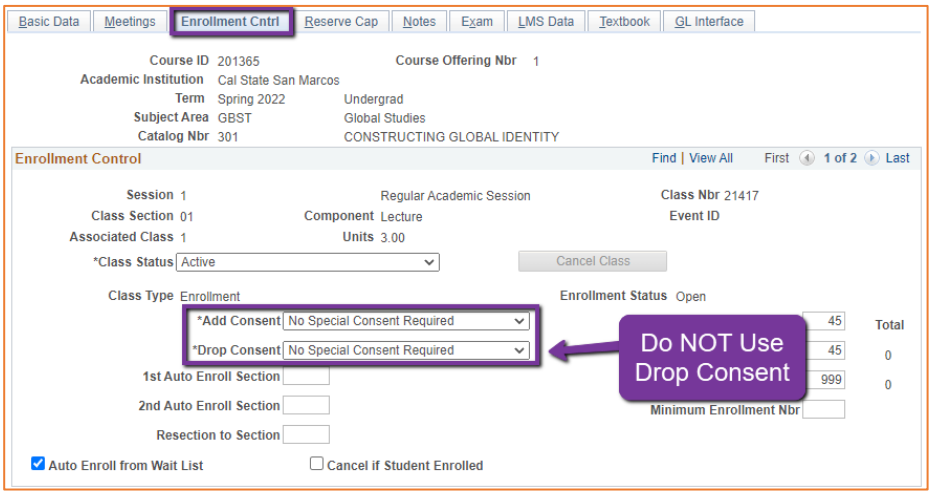
Enrollment Cntrl Tab

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.**



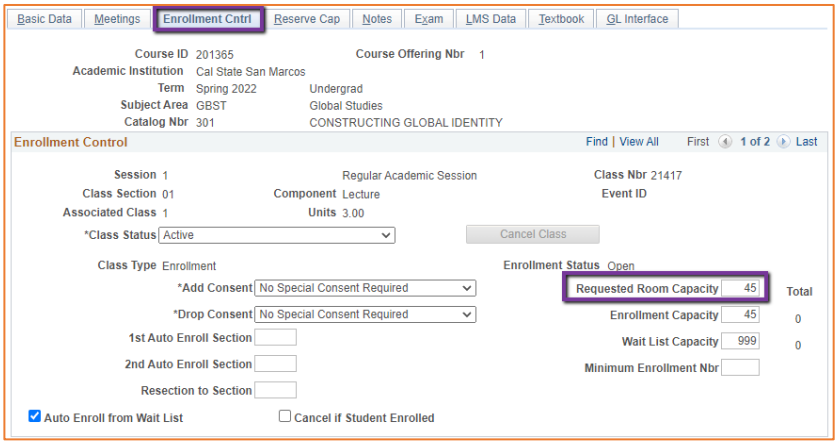
Enrollment Cntrl Tab:

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:

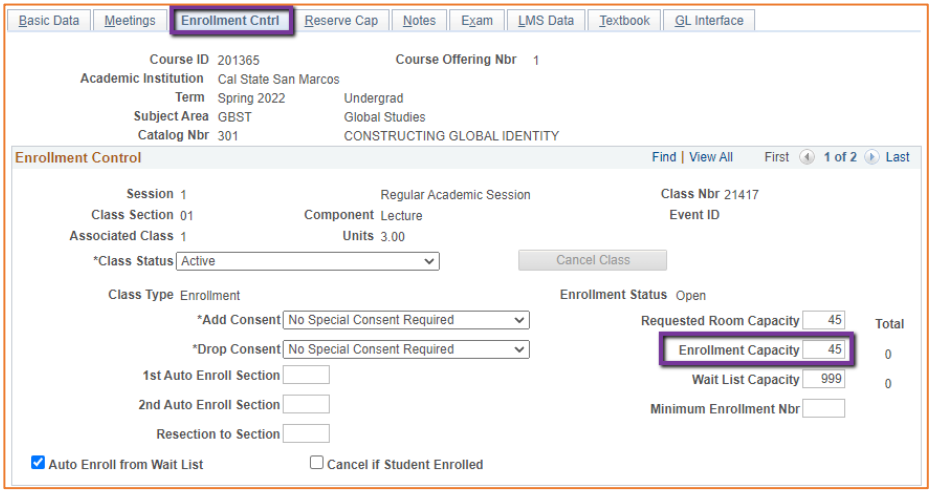
- Do NOT use unless you have a PASO section (ONLY office that uses this field)



Enrollment Cntrl Tab:

Requested Room Capacity:

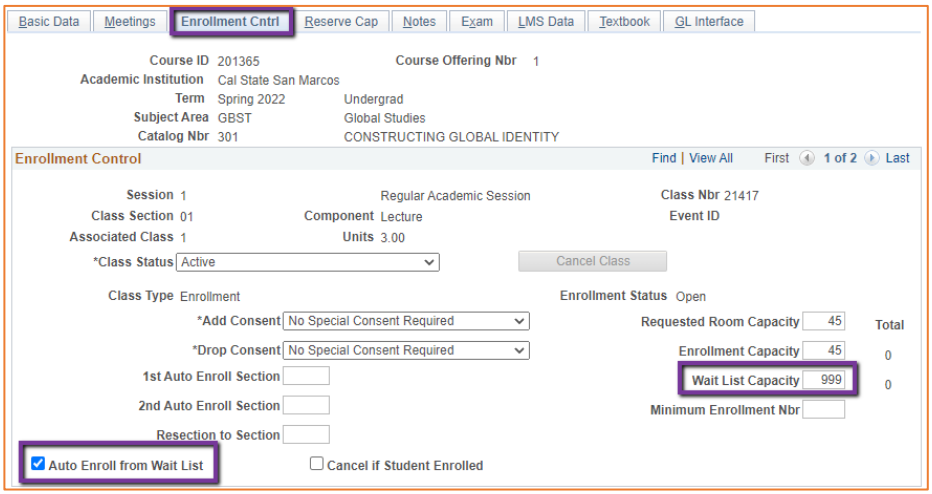
- Should be equal to the Enrollment Capacity.
- This field tells the Optimizer what size classroom is needed.



Enrollment Cntrl Tab:

Enrollment Capacity:

- Number of Students that can enroll in this section



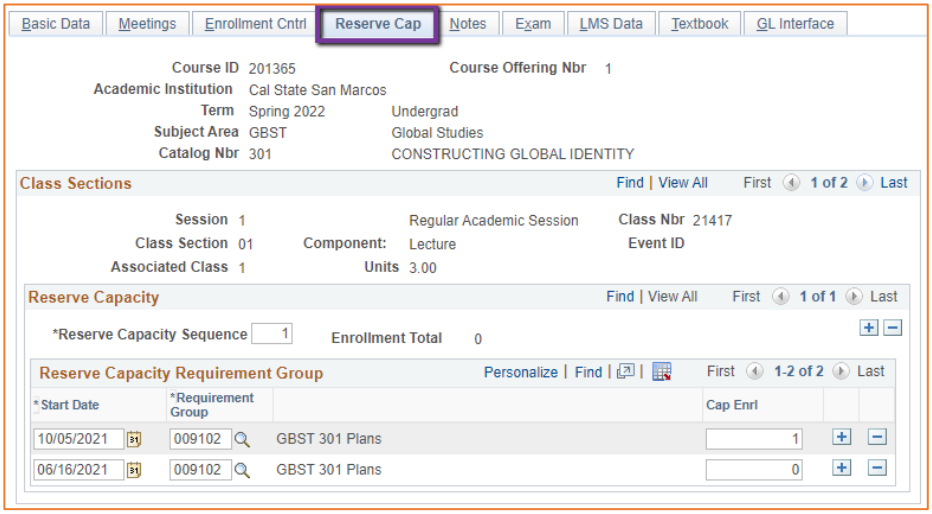
Enrollment Cntrl Tab:

Wait List Capacity:

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

Auto enroll from Wait List:

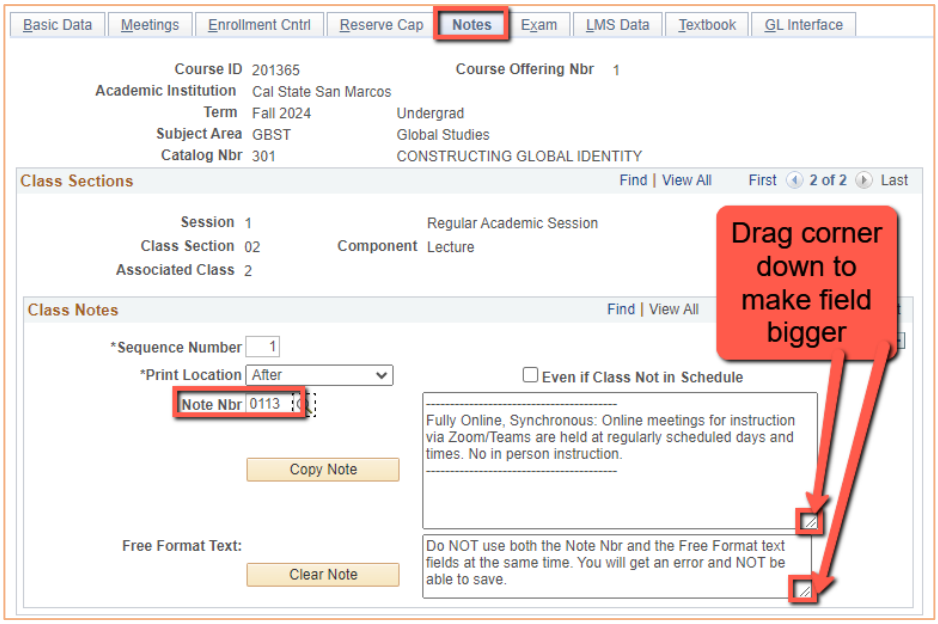
- If using the Wait List, this box MUST BE checked (as shown)



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.

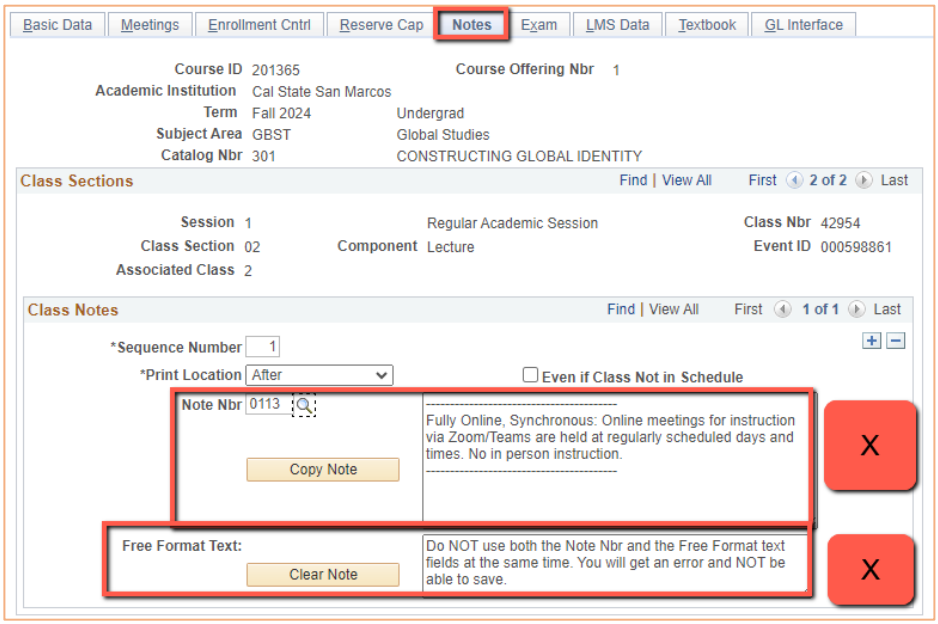


Notes Tab

Note Nbr:

- **113 Sync**
- 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!



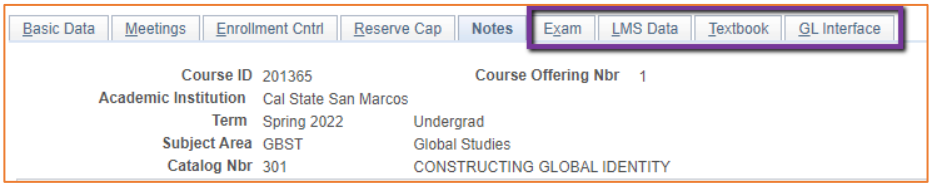
Notes Tab

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)