Online Asynchronous

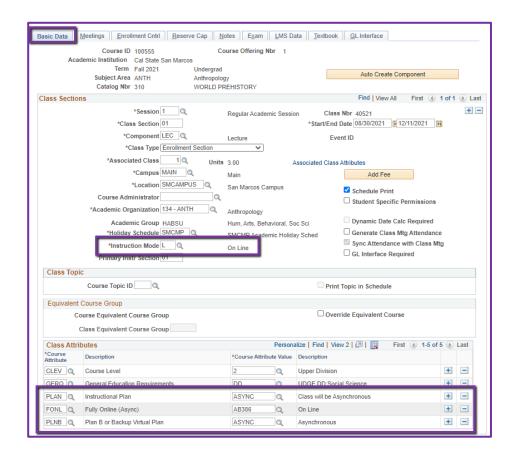
This is a completely online course format. Online Asynchronous Instruction: The class instructional materials will be online, accessed via Cougar Courses. Students will have deadlines for accessing the online content and due dates for online assignments but will NOT meet online as a class at a scheduled day and time.

PeopleSoft things to look at for Asynchronous Courses:

Instruction Mode	ction Mode L - Online		
	PLAN – Async		
Course Attribute/Value	PLNB – Async		
Facility ID	VIRTUAL AS		
APDB Learning Mode	rning Mode 01 - Asynchronous no meetings (AB386)		
Room Characteristic	11 No Room Needed		
Note Number	112 Async		

Example Class Asynchronous

MP	Facility ID	Pat	Day(s)	Start	End	Start Date - End Date	APDB Mapping: Space Type
1	VIRTUAL AS	Leave Blank				Full Semester	3 Non-Capacity



Basic Data Tab

Instruction Mode:

L - Online

Course Attribute/Value

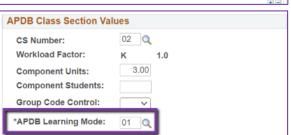
PLAN/ASYNC
PLNB/ASYNC (all classes must have a Plan B or "Shadow Schedule" value)
FONL AB386

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.





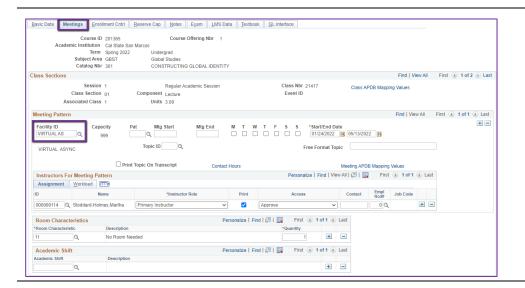
Meetings Tab

Class APDB Mapping Values

 ONLY edit the Learning Mode field

APDB Learning Mode

O1
 Asynchronous no meetings
 AB386

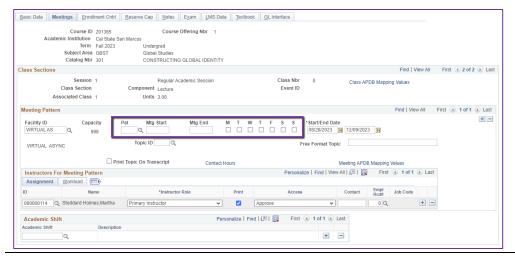


Meetings Tab

Meeting Pattern (MP)

Facility ID

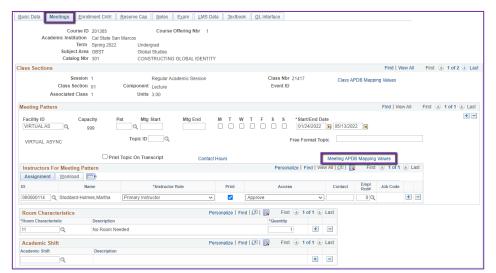
- VIRTUAL AS



Meetings Tab

Meeting Pattern (MP):

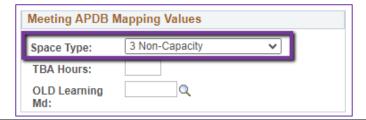
Pat: Leave Blank

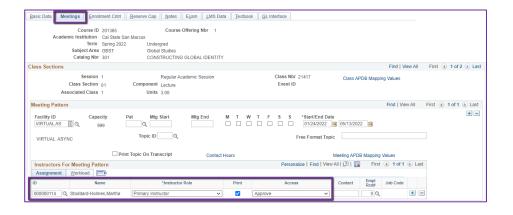


Meetings Tab

Meeting APDB Mapping Values:

- **Edit the Space Type** Space Type
- All MPs that are online, Async or Sync, must use
 "3 Non-Capacity" (Also, any MPs after the first one)





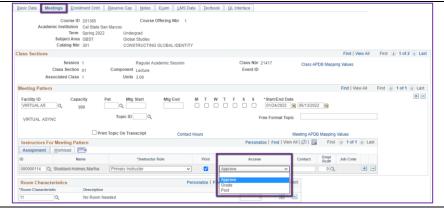
Meetings Tab

Faculty Assignment:

Enter the faculty Employee ID or use the Magnifying Glass icon to search for the faculty by name.

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)

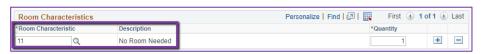


Meetings Tab

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



Course Offering Nbr 1

CONSTRUCTING GLOBAL IDENTITY

Regular Academic Session

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface

Undergrad

Component Lecture

Cancel if Student Enrolled

*Add Consent No Special Consent Required

Course ID 201365

Subject Area GBST

Catalog Nbr 301

Session 1

Class Status Active

Class Type Enrollment

1st Auto Enroll Section

2nd Auto Enroll Section

Class Section 01

ciated Class

Auto Enroll from Wait List

Enrollment Control

Academic Institution Cal State San Marcos

Term Spring 2022

Meetings Tab

Room Characteristics:

11 - No Room Needed

Enrollment Cntrl Tab

Class Status:

Find | View All First (4) 1 of 2 (b) Last

Total

0

0

Class Nbr 21417

Requested Room Capacity

Minimum Enrollment Nbr

Enrollment Capacity

Wait List Capacity

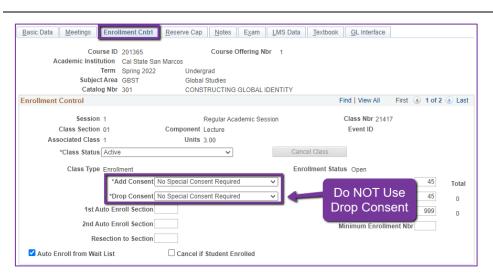
Event ID

Cancel Class

Enrollment Status Open

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.



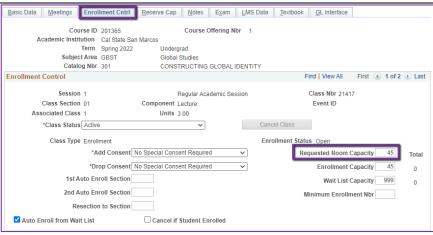
Enrollment Cntrl Tab:

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:

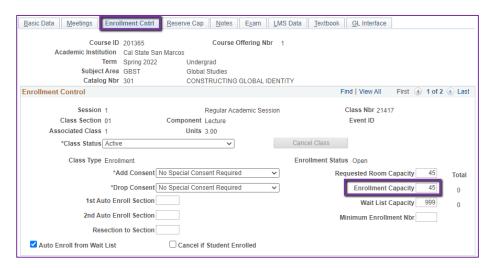
 Do NOT use unless you have a PASO section (ONLY office that uses this field)



Enrollment Cntrl Tab:

Requested Room Capacity:

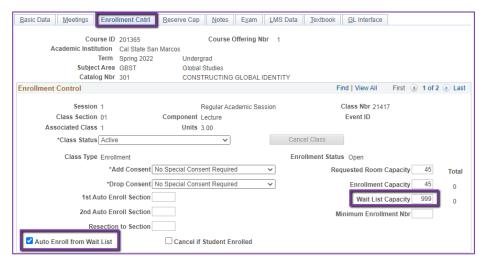
- Should be equal to the Enrollment Capacity.
- This field tells the Optimizer what size classroom is needed.



Enrollment Cntrl Tab:

Enrollment Capacity:

 Number of Students that can enroll in this section



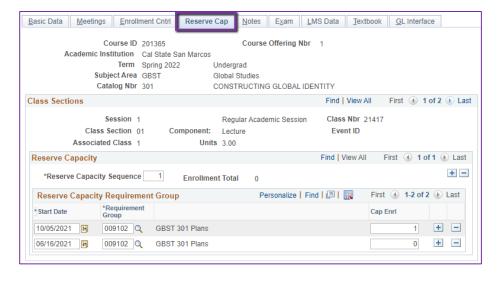
Enrollment Cntrl Tab:

Wait List Capacity:

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

Auto enroll from Wait List:

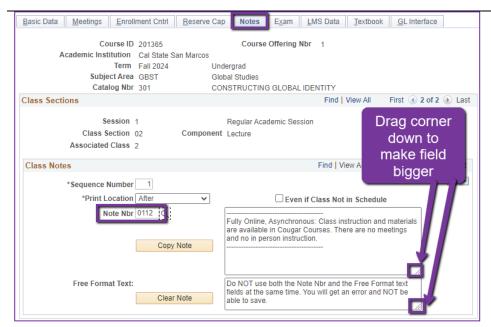
 If using the Wait List, this box MUST BE checked (as shown)



Reserve Cap Tab

Reserve Capacity Requirement Group:

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.

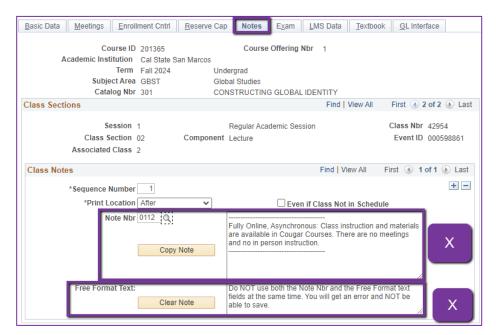


Notes Tab

Note Nbr:

- **112** Async
- 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)