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
	PLAN/MONLINE
Course Attribute/Value	PLNB/ASY&SY
	VIRTUAL SY
	VIRTUAL AS
	and Classroom (Only enter Classroom/Facility ID if it is a Specialized Space &
Facility ID	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	Т	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	

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Acad	Course ID 201365 lemic Institution Cal State San Marco Term Fall 2023 Subject Area GBST Catalog Nbr 301	Undergrad Global Stu				Auto Creat	e Component	
lass Sectio	-	CONDITIO	onno ocobiaci	Dentiti		Find View	All First 🚯 1 of 1	
	*Session 1 *Class Section 01		Regular Acader	nic Sess		s Nbr 40488 Date 08/28/2023	ij 12/09/2023 ij	
	*Component LEC Q *Class Type Enrolment	Section	Lecture v		Ev	ent ID		
	*Associated Class 1	Units	3.00		Associated Clas	s Attributes		
	*Campus MAIN		Main			Add Fee		
	*Location SMCAMPU Course Administrator	Q	San Marcos Ca	mpus		✓ Schedule Print □ Student Specif		
	*Academic Organization 375 - GBS	тQ	Global Studies			Dumania Data (Cala Damiand	
	Academic Group HABSU *Holiday Schedule SMCMP	~	Hum, Arts, Beha			Dynamic Date (-	
	*Instruction Mode A Q Primary Instr Section 01	Q.	SMCMP Acaden Hybrid: In Perso				s Mtg Attendance ce with Class Mtg equired	
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GERQ Q	General Education Requirements		CC	Q	UDGE CC:Arts	& Humanities	+	
PLAN Q	Instructional Plan		MONLINE	Q	Online w Sele	ct In-Person	+	
			ASY&SY			& Sync	(+)	

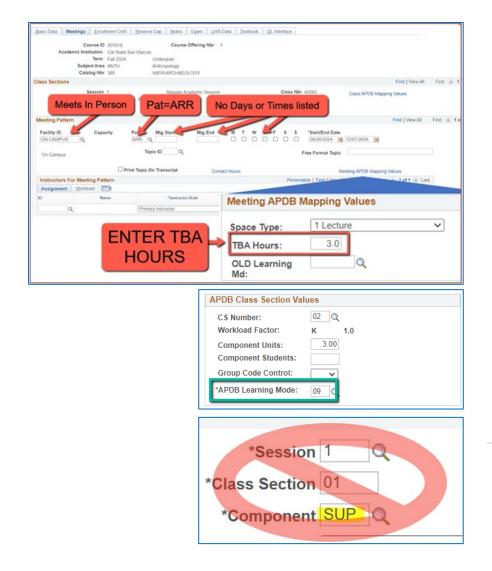
Basic Data Tab

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.



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 multicomponent 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.

Course ID 2013	55 Course Offering Nbr 1							
Academic Institution Cal S								
Term Sprin	g 2022 Undergrad							
Subject Area GBST	Global Studies							
Catalog Nbr 301	CONSTRUCTING GLOBAL IDENTITY	ŕ						
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Room Characteristics								
Room Characteristics Room Characteristic Desc	ription		*Quantity					

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

	Course ID 201365	Course Offering Nbr 1					
Academi	c Institution Cal State Sa						
	Term Spring 2022	Undergrad					
	Subject Area GBST	Global Studies					
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Room Character			and an and a state of the	no i mar a lori a c	aor		
Room Character	Description			*Quantity			

Meetings Tab Meeting Pattern (MP): The first MP should be the

Synchronous portion of the class.

Facility ID - VIRTUAL SY

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					*Quantity								
Room Characteristic	Description												

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 autopopulate, 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

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam LMS Dat	a <u>T</u> extbook	GL Interface		
Course ID 201365	Course Offering Nbr 1				
Academic Institution Cal State San					
Term Spring 2022	Undergrad				
Subject Area GBST	Global Studies				
Catalog Nbr 301	CONSTRUCTING GLOBAL IDENTITY				
Class Sections				Find View All	First 🕚 3 of 3 🛞 Last
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Meetings Tab

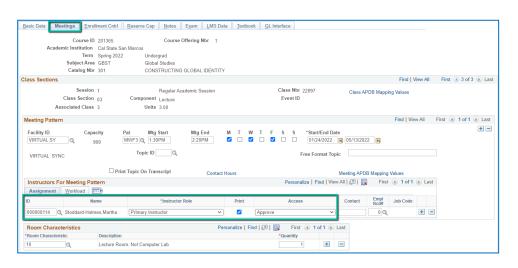
Meeting APDB Mapping Values:

ONLY edit the Space Type field

Space Type

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



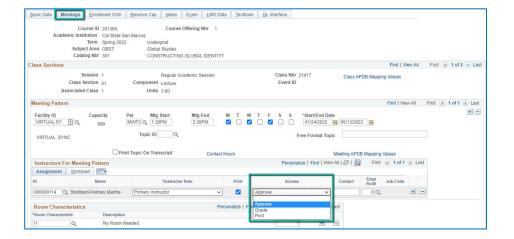
Meetings Tab

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)

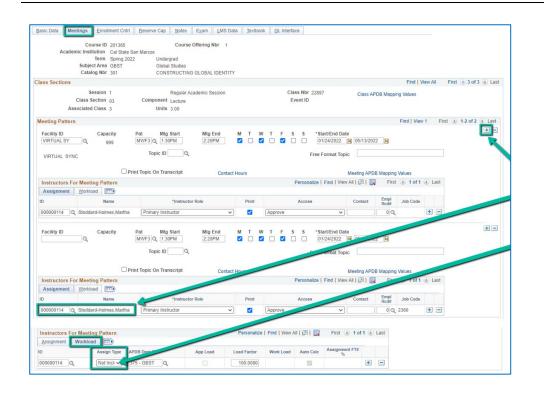


Meetings Tab

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):

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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.

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam LMS Dat	a <u>T</u> extboo	k <u>G</u> L Interface					
Course ID 201365 Academic Institution Cal State San								
Term Spring 2022 Subject Area GBST Catalog Nbr 301	Undergrad Global Studies CONSTRUCTING GLOBAL IDENTITY		AL		′S L	00	Κŀ	IERE
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Instructors For Meeting Pattern			Personalize Find Viev	v All 🔄 🔣	First	🕢 1 of 1	Las	t
Assignment Workload								
ID Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code		
000000114 Q Stoddard-Holmes,Martha	Primary Instructor	~	Approve V		00	2360	+ -	

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.

Course ID 201305 Course Offering Nbr 1 Academic Institution Cal State San Marcos Term Fal 2024 Undergrad Subject Area GBST Global Studies Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY		
lass Sections	Find View All First 🕢 2 of 2 🕢 Last	
Session Regular Academic Session Class Section 02 Component Lecture Associated Class 2 Component Lecture	Class Nbr 42954 Class APDB Mapping Values Event ID 00059881	Meetings Tab
Meeting Pattern	Find View 1 First 🚯 1-2 of 2 🕟 Last	Meeting Pattern 2+
	W T F S S *Start/End Date	(MP #2)
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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!

Meeti	ngs	Tab

First 🕢 1 of 1 🕟 Last

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*Quantity

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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.**

Personalize | Find | 💷 | 🌉

Room Characteristics

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10

Description

Lecture Room, Not Computer Lab

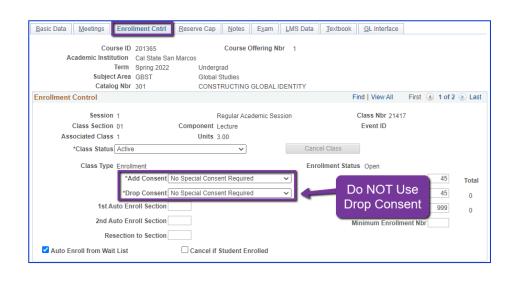
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Term Spring 2022 Subject Area GBST	Undergrad Global Studies	
Catalog Nbr 301 Enrollment Control	CONSTRUCTING GLOBAL IDENTI	FY Find View All First 🕢 1 of 2 🕢 Las
Session 1	Regular Academic Session	Class Nbr 21417
Class Section 01 Associated Class 1	Component Lecture Units 3.00	Event ID
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Class Type Enrollment		Enrollment Status Open
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*Drop Consent	No Special Consent Required 🗸	Enrollment Capacity 45 0
1st Auto Enroll Section		Wait List Capacity 999 0
2nd Auto Enroll Section		Minimum Enrollment Nbr
Resection to Section		
Auto Enroll from Wait List	Cancel if Student Enrolled	

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.

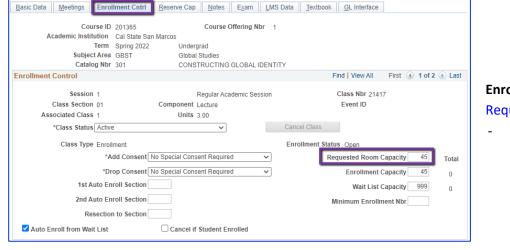


Enrollment Cntrl Tab: Add Consent:

 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.

Basic Data Meetings Enrollment Cntrl	Course Offering Nbr 1	Data Textbook GL Interface	
Academic Institution Cal State San I Term Spring 2022 Subject Area GBST Catalog Nbr 301	Marcos Undergrad Global Studies CONSTRUCTING GLOBAL IDENTI	TY Find View All First ④ 1 of 2 ④ Last	Fundling out Catal Tab.
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*Drop Consent No 1st Auto Enroll Section	o Special Consent Required 🗸	Enrollment Capacity 45 0 Wait List Capacity 999 0	
2nd Auto Enroll Section Resection to Section		Minimum Enrollment Nbr	
Auto Enroll from Wait List	Cancel if Student Enrolled		

Course ID 201365 Co	Course Offering Nbr 1		
Academic Institution Cal State San Marcos			
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Associated Class 1 Units 3.00		Event ID	"999
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2nd Auto Enroll Section		Minimum Enrollment Nbr	
Resection to Section			
Auto Enroll from Wait List Cancel if Stud	dent Enrolled		

Cntrl Tab:

pacity:

needs a Wait List, enter this field

from Wait List:

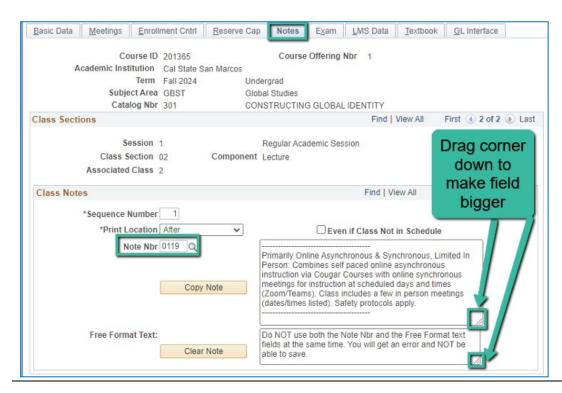
the Wait List, this box E checked (as shown)

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* Start Date	*Requirement Group					Сар	Enrl	
10/05/2021	009102 🔍	GBST 301 Plans					1	+
06/16/2021	009102	GBST 301 Plans					0	+ -

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

- 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!

Basic Data	<u>A</u> eetings <u>E</u> nroll	ment Cntrl	Reserve Cap	Notes	E <u>x</u> am	LMS Data	Textbook	<u>G</u> L Interface)
Acad	Course ID lemic Institution Term			Course	Offering I	Nbr 1			
	Subject Area Catalog Nbr			al Studies		IDENTITY			
Class Sections	-	301	CON	STRUCTING	3 GLOBAL		View All	First (1) 2 of	2 🕟 Last
A:	Session Class Section ssociated Class	02	Component	Regular Aca Lecture	demic Ses	sion		Class Nbr 429 Event ID 000	
Class Notes						Find Vi	ew All F	irst 🕢 1 of 1	🕑 Last
*Se	equence Number *Print Location		~		Even	n if Class Not	in Schedule	•	+ -
	Note Nbr	0119 Q Copy N	lote	Person: Com instruction vi meetings for (Zoom/Team	bines self a Cougar (instruction s). Class ir	nronous & Syr paced online a Courses with c at scheduled ncludes a few fety protocols	asynchronou online synchro days and tim in person me	s onous nes	x
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Basic Data Meetings Enroll	ment Cntrl <u>R</u> eserve	e Cap Notes Exam LMS Data Textbook GL Interface
Course ID	201365	Course Offering Nbr 1
Academic Institution	Cal State San Marcos	3
Term	Spring 2022	Undergrad
Subject Area	GBST	Global Studies
Catalog Nbr	301	CONSTRUCTING GLOBAL IDENTITY

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)