Online Synchronous & Asynchronous

This is a solely online course format/modality. Online Asynchronous & 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. Students will also access class instructional materials online, via Cougar Courses, with deadlines for access and due dates for online assignments.

PeopleSoft things to look at for Async & Sync Courses:

Instruction Mode	L - Online
	PLAN/ASY&SY
Course Attribute/Value	PLNB/ASY&SY
Facility ID	VIRTUAL SY & VIRTUAL AS
APDB Learning Mode	10 - A/S Hybrid no meetings AB386
Room Characteristic	11 No Room Needed
Note Number	116

Example Class Meets Synchronously weekly and Asynchronously

MP	Facility ID	PAT	Days	Start	End	Start Date - End Date	APDB Mapping: Space Type
1	VIRTUAL SY	MW2	MW	2:30 PM	3:20 PM	Full Semester	3 Non-Capacity
2	VIRTUAL AS	Leave Blank				Full Semester	3 Non-Capacity

	Course ID 201365	Course Offerir	ig Nbr 1			
Aca	demic Institution Cal State Sar					
	Term Spring 2024 Subject Area GBST	Undergrad Global Studies		Auto	o Create Component	
	Catalog Nbr 301	CONSTRUCTING GLOBA	L IDENTITY			
lass Secti	ons			Find	View All First 🕚 1 of 1	🛞 Last
	*Session 1	Regular Acad	demic Session	Class Nbr 22590		+ -
	*Class Section 01			*Start/End Date 01/22/20	024 🗑 05/10/2024 🕅	
	*Component LEC	Lecture		Event ID		
	*Class Type Enr	rollment Section v)			
	*Associated Class	1 Q Units 3.00	As	sociated Class Attributes		
	*Campus MA	N 🔍 Main		Add	d Fee	
	*Location SM	CAMPUS 🔍 San Marcos	Campus	Schedul	o Drint	
	Course Administrator	Q		_	Specific Permissions	
	*Academic Organization 375	- GBST 🔍 Global Studie	5			
	Academic Group HA	BSU Hum, Arts, B	ehavioral, Soc	Sci Dynamic	Date Calc Required	
	*Holiday Schedule SM	CMP SMCMP Agar	lemic Holiday	Johod	e Class Mtg Attendance	
	*Instruction Mode L	Q On Line			endance with Class Mtg	
	Primary Instr Section 01			_ GL Inter	face Required	
Class Top	ic					
	Course Topic ID 🔍 🔍			Print Topic in Sch	redule	
Equivalent	t Course Group					
Cou	Irse Equivalent Course Group			Override Equival	ent Course	
	ass Equivalent Course Group					
Class Attr	ibutos		Persona	lize Find View 2 💷	First 🕢 1-5 of 5 🛞	Last
Course	Description	*Course A	tributo	Description		
	Course Level	2	Q	Upper Division		-
GERQ Q	General Education Requirements			UDGE CC:Arts & Humanities	•	•
	Instructional Plan	ASY&SY	Q	Online Async & Sync	+	-
PLAN 🔍		ASY&SY	Q	Online Async & Sync	+	
PLAN Q PLNB Q	Plan B or Backup Virtual Plan	ASTOST	~			

BASIC DATA TAB Instruction Mode: L - Online Course Attribute/Value PLAN/ASY&SY PLNB/ASY&SY (all classes must have a Plan B or "Shadow Schedule" value) FONL AB386

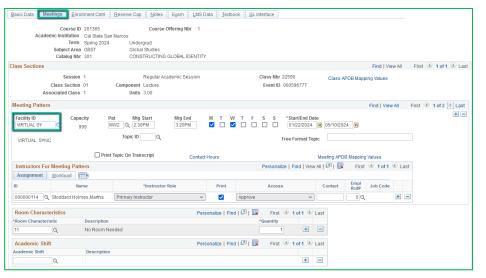
Basic Data	eetings <u>E</u> nrollment Cntri	<u>R</u> eserve Cap <u>N</u> otes	Exam LMS D	ata <u>T</u> extbo	ook <u>G</u> L Interface							
Acade	Course ID 201365 emic Institution Cal State : Term Spring 20 Subject Area GBST Catalog Nbr 301	San Marcos	Offering Nbr 1 GLOBAL IDENTITY									
Class Sections									Find Vie	W All	First @	🕅 1 of 1 🛞 La
As	Session 1 Class Section 01 ssociated Class 1	Regular Aca Component Lecture Units 3.00	ademic Session		Class Nbr Event ID	22590 000596777	Class AF	'DB Mappi	ng Values			
Meeting Patterr	m								Find View	/ All	First 🕚	1 of 2 🕑 Las
Facility ID VIRTUAL SY	Capacity Q 999	Pat Mtg Start MW2 Q 2:30PM	Mtg End 3:20PM	M T W	T F S S	*Start/End Date 01/22/2024		4 H				
VIRTUAL SYNC		Topic IDQ	Contact	Hours		Free Format Topic	Meeting APDE	Mapping	Values			
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Instructors For	Por Meeting Pattern			Hours Print	Persona	lize Find View Al	Meeting APDE			Last		
Instructors For Assignment	Pattern Workload	rint Topic On Transcript				lize Find View Al	Meeting APDE	First	④ 1 of 1	 Last + = 		
Instructors For Assignment	Price Pattern Workload The Name Stoddard Holmes, Martha	rint Topic On Transcript	Role	Print	Acces Approve	lize Find View Al	Meeting APDE	First Empl Rcd#	④ 1 of 1			
Instructors For Assignment ID 000000114	Professional Pattern Workload (TT) Name & Stoddard Holmes.Martha	Instructor	Role	Print	Acces Approve	lize Find View Al s ① 1 of 1 ④ La	Meeting APDE	First Empl Rcd#	④ 1 of 1			
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Instructors For Assignment ID 000000114 Room Character 11	Por Meeting Pattern Worldoad Mame Stoddard Holmes Martha teristics No Room	rint Topic On Transcript 'Instructor 'Instructor 'Primary Instructor In Needed	Role	Print	Acces	1 lize Find View A s	Meeting APDE	First Empl Rcd#	④ 1 of 1			

Class APDB Mapping Values

- ONLY edit the Learning Mode field

APDB Learning Mode

 10 A/S Hybrid no meetings AB386



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

Asynchronous portion of the class.

Facility ID

- VIRTUAL SY

_																			
Acade	Course ID 2 emic Institution	Cal State Sar	Marcos		fering Nbr 1														
	Subject Area	Spring 2024 GBST	Undergra Global S																
	Catalog Nbr	301	CONSTR	RUCTING GI	LOBAL IDENT	ITY													
lass Sections															Find Vie	ew All	First	④ 10	of 1 🛞 La
	Session 1		R	tegular Acad	lemic Sessior				Cla	ss Nbr 2	22590		Class	APDB Mapp	oing Values				
	Class Section 0	1	Component Lo						E	vent ID	00059	777			-				
As	ssociated Class 1		Units 3.	.00															
Meeting Pattern	m														Find Viev	v All	First	🕘 1 of	2 🕑 La
Facility ID	Capaci	ty P	at Mtg Sta		Mtg End	M		wт	F S	S		/End Dat							
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VIRTUAL SY	Q 999	Print	Topic ID	M Q	3:20PM					F	01/2 ree Fo	2/2024 mat Top	<u>в</u> 05/10/2 с	DB Mapping) Values	Las	it		
VIRTUAL SY	Q 999	Print	Topic ID	M Q	3:20PM					F	01/2 ree Fo	2/2024 mat Top	105/10/2 c	DB Mapping		Las	t		
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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 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 Meeti	ngs Enrollment C	ntri <u>R</u> eserve	e Cap Notes	Egam LMS D	ata Text	book 9	GL Interface							
	Course ID 201365	;	Course (Offering Nbr 1										
Academic	c Institution Cal Sta													
1	Term Spring Subject Area GBST		Undergrad Global Studies											
	Catalog Nbr 301			GLOBAL IDENTITY										
lass Sections											Find Vi	ew All	First 🕚	1 of 1 🕑 Las
	Session 1		Regular Ac-	ademic Session			Class Nb	r 22590	Class	APDB Mapp	ing Values			
CI	lass Section 01	Compo	onent Lecture				Event II	000596777	0,000	, a o o mopp	ing foldes			
Assoc	ciated Class 1		Units 3.00											
leeting Pattern											Find View	w All	First 🕚 1	of 2 🕑 Last
Facility ID	Capacity	Pat	Mtg Start	Mtg End	мт	νт	FSS	*Start/End Dat	e					+ -
	999	MW2 Q		3:20PM		✓ □		01/22/2024	105/10/2	024 🛐				
		Top	ic ID					Free Format Top	in .					
VIRTUAL SYNC								Tree Format Top						
	C	Print Topic On	1 Transcript	Contact	Hours				Meeting AP	DB Mapping	Values			
Instructors For M	eeting Pattern						Person	alize Find View	AI 🖓 🔠	First	④ 1 of 1	Last		
Assignment M	Vorkload 💷													
ID	Name		Instructor	Role	Print		Acce	ss	Contact	Empl Rcd#	Job Code			
000000114 Q S	toddard Holmes,Mart	ha Primar	ry Instructor	~		Appro	ve	~		00		+ -		
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Room Characteri	ic Descri						*Quantity							
Room Characteristi								1 🛨						
Room Characteristi	No Ro	om Needed												
Room Characteristi	۵ No Ro	om Needed		Pers	onalize Fi	nd 🗖	Firs	t 🕙 1 of 1 🕑 I	.ast					
Room Characteristi	D, No Ro Descr			Pers	onalize Fi	nd 💷	Firs	t 🖲 1 of 1 🕑 I	.ast					

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"

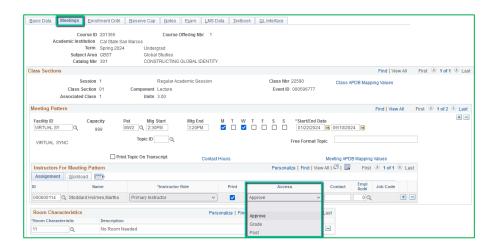
Basic Data Meetings Enrollment Cnt	rl <u>R</u> eserve Cap <u>N</u> otes E <u>x</u> am <u>L</u> MS	Data Textbook <u>G</u> L Interface			
Course ID 201365 Academic Institution Cal State Term Spring 2C Subject Area GBST Catalog Nbr 301		Y			
Class Sections				Find View All	First 🕚 1 of 1 🕑 Last
Session 1 Class Section 01 Associated Class 1	Regular Academic Session Component Lecture Units 3.00	Class Nbr 22 Event ID 00	Class APDD I	llapping Values	
Meeting Pattern				Find View All	First 🕚 1 of 2 🕑 Last
Facility ID Capacity VIRTUAL SY Q 999	Pat Mtg Start Mtg End MW2 Q, 2:30PM 3:20PM		Start/End Date	9	* -
VIRTUAL SYNC	Topic ID	Fri	ee Format Topic		
	Print Topic On Transcript Contac	t Hours	Meeting APDB Map	ping Values	
Instructors For Meeting Pattern Assignment Workload		Personalize	Find View All 🔄 🔢 I	First 🕢 1 of 1 🕭 Las	t
ID Name	*Instructor Role	Print Access	Contact Err	upl Job Code	
000000114 Q Stoddard Holmes,Martha	Primary Instructor	Approve		0 Q 🕑 🖻	-
Room Characteristics	Pe	sonalize Find 💷 🔜 🛛 First 🔇	1 of 1 🕑 Last		
*Room Characteristic Description	ion	*Quantity			
11 Q No Room	n Needed	1	• -		
Academic Shift	Pe	sonalize Find 🖾 🔜 🛛 First 🗿	1 of 1 🛞 Last		
	N				
Academic Shift Descript	uon				

Faculty Assignment:

If you have a faculty ready to assign when building an ASYNC & SYNC 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)

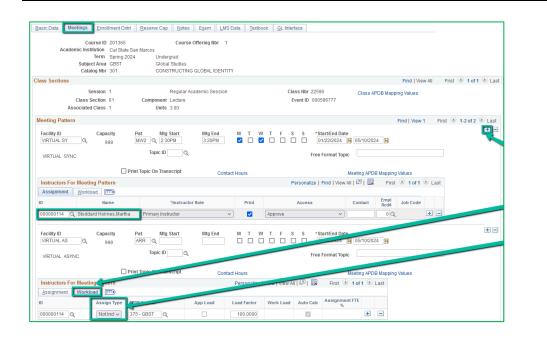


Meetings Tab

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):

Assignment Worklow				Personalize	Find View A	u 🕢 🔣	First 🕢 1 of	1 🕑	Last
ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %		
000000114 Q	Not Incl 🗸	375 - GBST 🔍		100.0000		~		+	-

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 Da	ita <u>T</u> extboo	k <u>G</u> L Interface		
Course ID 201365	Course Offering Nbr 1				
Academic Institution Cal State San	Marcos				
Term Spring 2024	Undergrad				
Subject Area GBST	Global Studies				
Catalog Nbr 301	CONSTRUCTING GLOBAL IDENTITY				
Class Sections				ALWAYS LOOK	HERE Last
Session 1	Regular Academic Session		Class Nbr 22590	when Assigning	Faculty
Class Section 01 Associated Class 1	Component Lecture Units 3.00		Event ID		
Meeting Pattern				Find View All	First 🔮 2 of 2 🕑 Last
	at Mtg Start Mtg End	M T W	T F S *Start/End Date 01/22/2024 10	5/10/2024	
VIRTUAL ASYNC	Topic ID		Free Format Topic]
Print	Topic On Transcript Contact	Hours	Meeti	ing APDB Mapping Values	
Instructors For Meeting Pattern			Personalize Find View All	🖾 🔜 🛛 First 🐠 1 of 1 🛞 Last	
Assignment Workload					
ID Name	*Instructor Role	Print	Access Cor	ntact Empl Rcd# Job Code	
000000114 Q Stoddard Holmes,Martha	Primary Instructor	Z	(Approve v)	00 + -	

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.

Basic Data Meetings Enrollment (intri Reserve Cap Notes Exam LMS Dat	ta <u>T</u> extbook	GL Interface	
Course ID 20136 Academic Institution Cal S Term Fall 2 Subject Area GBST Catalog Nbr 301	ate San Marcos 123 Undergrad			
Class Sections				Find View All First 🕢 2 of 2 🛞 Las
Session 1 Class Section Associated Class 1	Regular Academic Session Component Lecture Units 3.00		Class Nbr 0 Class APDB Mappin Event ID	g Values
Meeting Pattern				Find View 1 First 🕢 1-2 of 2 🛞 Las
Facility ID VIRTUAL SY VIRTUAL SYNC	Pat Mtg Start Mtg End MW2 Q [2:30PM 3:20PM Topic ID Q	M T W ☑ □ ☑	T F S S *Start/End Date O8/28/2023 10 12/09/2023 10 Free Format Topic	•
	Print Topic On Transcript Contact	Hours	Meeting APDB Mapping V	
Instructors For Meeting Pattern			Personalize Find View All 🔁 🏢 First	🕚 1 of 1 🛞 Last
Assignment Workload TTT	*Instructor Role	Print	Access Contact Empl Rcd#	Job Code
000000114 Q Stoddard Holmes,Ma	tha Primary Instructor		Approve V 0Q	+ -
Facility ID Capacity VIRTUALAS Q 999 VIRTUAL ASYNC	Pat Mtg Start Mtg End	M T W	T F S S *Start/End Date 08/28/2023 (#) 12/09/2023 (#) Free Format Topic	•
	Print Topic On Transcript Contact	Hours	Meeting APDB Mapping V	Values
Instructors For Meeting Pattern			Personalize Find View All 🗇 🌉 First	🚯 1 of 1 🛞 Last
Assignment Workload				
ID Name	*Instructor Role	Print	Access Contact Empl Rcd#	Job Code
000000114 Q Stoddard Holmes,Ma	tha Primary Instructor 🗸		Approve V 0Q	

Meeting Pattern 2+ (MP #2) Facility ID: VIRTUAL AS Pat: Leave Blank

Meeting APDB Mapping Value:

All MPs after the first one & ALL MPs that are online (Async or Sync) must use **"3 Non-Capacity"**

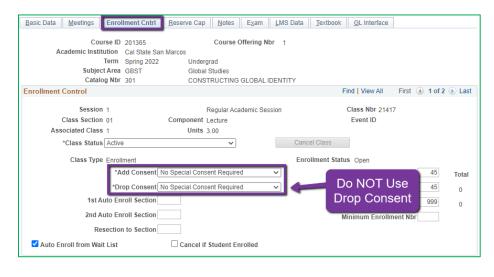
Meeting APDB	Mapping Values	
Space Type:	3 Non-Capacity	~
TBA Hours:		
OLD Learning Md:	Q	

Room Characteristics		Personalize Find 🖾	🖌 First 🕚 f	1 of 1 🛞	Last
Room Characteristic	Description		*Quantity		
1 Q	No Room Needed		1	+	

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Basic Data Meetings Enrollmer	nt Cntrl Reserve Cap Notes Exa	am LMS Data Textbook GL Interface
Course ID 201	365 Course Offerin	ing Nbr 1
Academic Institution Cal	State San Marcos	
Term Spri	ing 2022 Undergrad	
Subject Area GBS		
Catalog Nbr 301	CONSTRUCTING GLOB	
Enrollment Control		Find View All First 🕢 1 of 2 🕟 La
Session 1	Regular Academic	ic Session Class Nbr 21417
Class Section 01	Component Lecture	Event ID
Associated Class 1	Units 3.00	
*Class Status Active	~	Cancel Class
Class Type Enrollment	t	Enrollment Status Open
*Add C	Consent No Special Consent Required	✓ Requested Room Capacity 45 Total
*Drop C	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 9	Section	
Auto Enroll from Wait List	Cancel if Student Enrolled	d

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)

Basic Data Meetings Enrollment Cntrl Reserve	Cap Notes Exam LMS Data	Textbook GL Interface	7
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Course ID 201365 Academic Institution Cal State San Marcos	Course Offering Nbr 1		
	ndergrad		
	lobal Studies		Enrollment Cntrl Tab:
	ONSTRUCTING GLOBAL IDENTITY		
Enrollment Control		Find View All First 🕢 1 of 2 🕢 Last	Requested Room Capacity:
Session 1	Regular Academic Session	Class Nbr 21417	 Should be equal to the
Class Section 01 Compone	ent Lecture	Event ID	Enrollmont Consoity
Associated Class 1 Ur	nits 3.00		Enrollment Capacity.
*Class Status Active	✓ Can	cel Class	
Class Type Enrollment	Enr	rollment Status Open	
*Add Consent No Special C	Consent Required 🗸	Requested Room Capacity 45 Total	
*Drop Consent No Special C	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			
Z Auto Enroll from Wait List	cel if Student Enrolled		

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes	E <u>x</u> am	LMS Data	Textbook	GL Interface		
Course ID 201365		e Offering N	lbr 1				
Academic Institution Cal State Sar							
Term Spring 2022	Undergrad						
Subject Area GBST	Global Studies						
Catalog Nbr 301	CONSTRUCTIN	IG GLOBAL	IDENTITY				
Enrollment Control				F	ind View All	First 🕚 1 of 2	Last
Session 1	Regular A	cademic Se	ssion		Class Nbr 214	17	
Class Section 01	Component Lecture				Event ID		
Associated Class 1	Units 3.00						
*Class Status Active	~	-	Can	cel Class			
Class Type Enrollment			Enr	ollment Statu	Is Open		
*Add Consent	No Special Consent Requ	ired	\sim	Re	quested Room	Capacity 45	Total
*Drop Consent	No Special Consent Requ	ired	~		Enrollment	Capacity 45	0
1st Auto Enroll Section					Wait List	Capacity 999	0
2nd Auto Enroll Section				N	linimum Enrollr	nent Nbr	
Resection to Section							
Auto Enroll from Wait List	Cancel if Student	Enrolled					

Enrollment Cntrl Tab:

Enrollment Capacity:

- Number of Students that can enroll in this section

Basic Data Meetings Enrollment Cntrl	Reserve Cap Notes Exam	LMS Data Textbook GL Interface
Course ID 201365	Course Offering Nb	pr 1
Academic Institution Cal State Sa	Marcos	
Term Spring 2022	Undergrad	
Subject Area GBST	Global Studies	
Catalog Nbr 301	CONSTRUCTING GLOBAL IE	
Enrollment Control		Find View All First 🕢 1 of 2 🕟 Last
Session 1	Regular Academic Ses	sion Class Nbr 21417
Class Section 01	Component Lecture	Event ID
Associated Class 1	Units 3.00	
*Class Status Active	~	Cancel Class
Class Type Enrollment		Enrollment Status Open
*Add Consent	No Special Consent Required	✓ Requested Room Capacity 45 Total
*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:

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)

Basic Data Meetings Enrollm	ent Cntrl Rese	erve Cap <u>N</u> otes	E <u>x</u> am	LMS Data	Textbook	GL Interfac	е	
Course ID Academic Institution Term Subject Area Catalog Nbr	Cal State San Mar Spring 2022 GBST		Ge Offering M					
Class Sections				Find	View All	First 🕢 1 o	of 2 🕟	Last
Session 1 Class Section 01 Associated Class 1		Regular Aca ent: Lecture Units 3.00	demic Sessio	on Class Ever	Nbr 21417 nt ID			
Reserve Capacity				Find V	iew All Fi	irst 🕢 1 of	1 🕑 L	ast
*Reserve Capacity Sequence	1 Enrol	llment Total 0					+	-
Reserve Capacity Requireme	ent Group	F	Personalize	Find 2	First	1-2 of 2	Las	st
* Start Date *Requirement Group	t				Cap E	nri		
10/05/2021 🛐 009102 🔍	GBST 301 Pla	ins				1	+ -	-
06/16/2021 🛐 009102 🔍	GBST 301 Pla	ins				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 maiors/minors that need seats i

majors/minors that need seats in the section.

Basic Data Meetings Enrollment Cntrl Reserve Cap	Notes Exam LMS Data Textbook GL Interface
Subject Area GBST Glob	Course Offering Nbr 1 lergrad sal Studies NSTRUCTING GLOBAL IDENTITY
Class Sections	Find View All First 🕢 2 of 2 🕟 Last
Session 1 Class Section 02 Component Associated Class 2	Regular Academic Session Lecture Drag corner down to make
Class Notes *Sequence Number 1	Find View Al field bigger
*Print Location After	Even if Class Not in Schedule
Free Format Text:	Do NOT use both the Note Nbr and the Free Format text fields at the same time. You will get an error and NOT be able to save.

Notes Tab Note Nbr:

- **116** ASYNC & 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!

Basic Data Meetings Enroll	ment Cntrl Reserve Cap	Notes Exam L	MS Data Textboo	k <u>G</u> L Interface
Course ID Academic Institution		Course Offering Nbr	1	
Term Subject Area Catalog Nbr	GBST Glo	ergrad pal Studies NSTRUCTING GLOBAL IDE	ENTITY	
Class Sections			Find View All	First 🕢 2 of 2 🕑 Last
Session Class Section (Associated Class 2	Component	Regular Academic Sessior Lecture	1	Class Nbr 42954 Event ID 000598861
Class Notes			Find View All	First 🕢 1 of 1 🕟 Last
*Sequence Number	1			+ -
*Print Location	After 🗸	🗆 Even if (Class Not in Schedu	le
Note Nbr	Copy Note	Fully Online, Asynchronous paced online instruction via synchronous meetings for times (Zoom/Teams). No in	a Cougar Courses wit instruction at schedul	h online 🛛 🗙
Free Format Text:	Clear Note	Do NOT use both the Note fields at the same time. You able to save.		

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.

Basic Data Meetings Enroll	ment Cntrl Reserve	e Cap Notes	Exam LMS Data	Textbook GL Interfa	се
Course ID	201365	Course	Offering Nbr 1		
Academic Institution	Cal State San Marcos	5			
Term	Spring 2022	Undergrad			
Subject Area	GBST	Global Studies			
Catalog Nbr	301	CONSTRUCTING	GLOBAL IDENTITY		

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)