

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	L - Online
Course Attribute/Value	FONL - AB386
Course Attribute/Value	PLAN – Async PLNB – Async
Facility ID	VIRTUAL AS
APDB Learning Mode	01 - Asynchronous no meetings (AB386)
Room Characteristic	11 No Room Needed
Note Number	65 Async

Example Class Asynchronous

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL AS	-----Leave Blank-----			Full Semester	1/25/2021	5/14/2021	Based on Room Class would Normally Be In

Basic Data Tab

Instruction Mode:

L - Online

Course Attribute/Value

PLAN/ASYNC

FONL/AB386

PLNB/ASYNC (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.

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

Course ID 201365 Course Offering Nbr 1
 Academic Institution Cal State San Marcos
 Term Spring 2022 Undergrad
 Subject Area GBST Global Studies
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Class Sections Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417
 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00 **Class APDB Mapping Values**

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat M T W T F S S *Start/End Date
 MWTF3 12:30PM 1:20PM 01/24/2022 05/13/2022

Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment	Workload	Print	Access	Contact	Empl Rcdfr	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0

Room Characteristics Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
10	Lecture Room, Not Computer Lab	1

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Meetings Tab

Class APDB Mapping Values

- **ONLY** edit the Learning Mode field

APDB Learning Mode

- **01**
Asynchronous no meetings
AB386

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

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Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat M T W T F S S *Start/End Date
 VIRTUALAS 999 01/24/2022 05/13/2022

VIRTUAL ASYNC Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment	Workload	Print	Access	Contact	Empl Rcdfr	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0

Room Characteristics Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
11	No Room Needed	1

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Meetings Tab

Meeting Pattern (MP)

Facility ID

- VIRTUAL AS

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

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Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat M T W T F S S *Start/End Date
 VIRTUALAS 999 01/24/2022 05/13/2022

VIRTUAL ASYNC Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment	Workload	Print	Access	Contact	Empl Rcdfr	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0

Room Characteristics Personalize | Find | View All | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
11	No Room Needed	1

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

Meetings Tab

Meeting Pattern (MP):

An async section should have no Standard Pattern (Pat), no start or end times, and no days listed.

Meetings Tab

Meeting APDB Mapping Values:

- **ONLY** edit the Space Type field

Space Type

- **Based on the IDEAL SPACE for the Class**
Will most often be "1 Lecture"
If the course *always* needs a Computer lab or Wet Lab, then use "2 Laboratory"
If course is *always* Online, use "3 Non-Capacity"

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Class Sections
Session 1 Regular Academic Session Class Nbr 21417
Class Section 01 Component Lecture Event ID
Associated Class 1 Units 3.00

Meeting Pattern
Facility ID VIRTUALAS Capacity 999 Pat Mtg Start Mtg End M T W T F S S *Start/End Date 01/24/2022 05/13/2022
VIRTUAL ASYNC Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
Assignment Workload
ID Name *Instructor Role Print Access Contact Empl Rcd Job Code
000000114 Stoddard-Holmes,Martha Primary Instructor Approve

Room Characteristics
*Room Characteristic Description *Quantity
11 No Room Needed 1

Academic Shift
Academic Shift Description

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 name right. Make sure you have the faculty's legal name. Are they new? (Fill out New Faculty Form online)

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Associated Class 1 Units 3.00

Meeting Pattern
Facility ID VIRTUALAS Capacity 999 Pat Mtg Start Mtg End M T W T F S S *Start/End Date 01/24/2022 05/13/2022
VIRTUAL ASYNC Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
Assignment Workload
ID Name *Instructor Role Print Access Contact Empl Rcd Job Code
000000114 Stoddard-Holmes,Martha Primary Instructor Approve

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

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Meeting Pattern
Facility ID VIRTUALAS Capacity 999 Pat Mtg Start Mtg End M T W T F S S *Start/End Date 01/24/2022 05/13/2022
VIRTUAL ASYNC Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
Assignment Workload
ID Name *Instructor Role Print Access Contact Empl Rcd Job Code
000000114 Stoddard-Holmes,Martha Primary Instructor Approve

Room Characteristics
*Room Characteristic Description *Quantity
11 No Room Needed 1

Room Characteristics		Personalize	Find	First	1 of 1	Last
*Room Characteristic	Description			*Quantity		
11	No Room Needed			1		

Meetings Tab

Room Characteristics:
11 – No Room Needed

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID	201365	Course Offering Nbr	1					
Academic Institution	Cal State San Marcos							
Term	Spring 2022	Undergrad						
Subject Area	GBST	Global Studies						
Catalog Nbr	301	CONSTRUCTING GLOBAL IDENTITY						
Enrollment Control			Find	View All	First	1 of 2	Last	
Session 1	Regular Academic 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	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								
<input checked="" type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> 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.

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID	201365	Course Offering Nbr	1					
Academic Institution	Cal State San Marcos							
Term	Spring 2022	Undergrad						
Subject Area	GBST	Global Studies						
Catalog Nbr	301	CONSTRUCTING GLOBAL IDENTITY						
Enrollment Control			Find	View All	First	1 of 2	Last	
Session 1	Regular Academic 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	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								
<input checked="" type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> Cancel if Student Enrolled							

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
Course ID	201365	Course Offering Nbr	1					
Academic Institution	Cal State San Marcos							
Term	Spring 2022	Undergrad						
Subject Area	GBST	Global Studies						
Catalog Nbr	301	CONSTRUCTING GLOBAL IDENTITY						
Enrollment Control			Find	View All	First	1 of 2	Last	
Session 1	Regular Academic 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	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								
<input checked="" type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> Cancel if Student Enrolled							

Enrollment Cntrl Tab:

Requested Room Capacity:

- Should be equal to the Enrollment Capacity.

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

Course ID 201365 Course Offering Nbr 1
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Enrollment Control Find | View All First 1 of 2 Last

Session 1 Regular Academic 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 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:

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

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Enrollment Control Find | View All First 1 of 2 Last

Session 1 Regular Academic 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 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 Enrollment Cntrl **Reserve Cap** Notes Exam LMS Data Textbook GL Interface

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Class Sections Find | View All First 1 of 2 Last

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 Class Section 01 Component Lecture Event ID
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Reserve Capacity Find | View All First 1 of 1 Last

*Reserve Capacity Sequence 1 Enrollment Total 0

Reserve Capacity Requirement Group Personalize | Find 1-2 of 2 Last

*Start Date	*Requirement Group	Cap 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.

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Class Sections Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417
 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00

Class Notes Find | View All

*Sequence Number 1
 *Print Location After
 Note Nbr 0065
 Even if Class Not in Schedule

Copy Note

Free Format Text:
 Clear Note

Online Asynchronous Instruction
 - Your instructional materials will be online, accessed via Cougar Courses. You 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.

Notes Tab

Note Nbr:

- 65 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!

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Class Sections Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 21417
 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1
 *Print Location After
 Note Nbr 0065
 Even if Class Not in Schedule

Copy Note

Free Format Text:
 Clear Note

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

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.

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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)