

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
Facility ID	VIRTUAL SY
APDB Learning Mode	02 - Synchronous no meetings allowed AB386
Room Characteristic	11 - No Room Needed
Note Number	66 - Sync

Example Class Meets Synchronously Every Week.

MP	Facility ID	Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL SY	M	1:00 PM	2:50 PM	Full Semester	1/25/2021	5/14/2021	Based on Room Class would Normally Be In

The screenshot shows the 'Basic Data' tab in PeopleSoft. Key fields include:

- Course ID:** 103012
- Course Offering Nbr:** 1
- Academic Institution:** Cal State San Marcos
- Term:** Fall 2021
- Subject Area:** MKTG
- Class Sections:** *Session 1, *Class Section 01, *Component LEC, *Class Type Enrollment Section, *Associated Class 1, *Campus MAIN, *Location SMCAMPUS, *Academic Organization 476 - MKTG, *Instruction Mode L (highlighted), *Holiday Schedule SMCMP.
- Class Attributes:** *Course Attribute CLEV (Course Level 2), *Course Attribute Value PLAN (Instructional Plan), *Course Attribute Value SYNC (Class will be Synchronous).

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)

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

Class Sections
 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
 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

Instructors For Meeting Pattern
 Assignment Workload
 ID Name *Instructor Role Print Access Contact Empl Rost 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

Class APDB Mapping Values

- ONLY edit the Learning Mode field

APDB Learning Mode

- **02**
Synchronous no meetings
AB386

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 Catalog Nbr 301

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 Session 1 Regular Academic Session Class Nbr 21417
 Class Section 01 Component Lecture Event ID
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Meeting Pattern
 Facility ID VIRTUALSY 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

Instructors For Meeting Pattern
 Assignment Workload
 ID Name *Instructor Role Print Access Contact Empl Rost 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

Meeting Pattern (MP)

Facility ID

- VIRTUAL SY

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

Class Sections
 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
 Facility ID VIRTUALSY Capacity 999 Pat MWF3 Mtg Start 1:30PM Mtg End 2:20PM
 M T W T F S S *Start/End Date
 01/24/2022 05/13/2022
 VIRTUAL SYNC Topic ID Free Format Topic

Instructors For Meeting Pattern
 Assignment Workload
 ID Name *Instructor Role Print Access Contact Empl Rost 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

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

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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 Class APDB Mapping Values

Meeting Pattern
 Facility ID VIRTUAL SY Capacity 999 Pat MWF3 Mfg Start 1:30PM Mfg End 2:20PM M T W T F S S *Start/End Date 01/24/2022 05/13/2022
 VIRTUAL SYNC Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
 Assignment Unload Print Access Contact Empl Rstid Job Code
 ID 00000114 Name Stoddard-Holmes,Martha *Instructor Role Primary Instructor Print Access Approve Contact Empl Rstid Job Code

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

Academic Shift
 Academic Shift Description

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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 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
 Facility ID VIRTUAL SY Capacity 999 Pat MWF3 Mfg Start 1:30PM Mfg End 2:20PM M T W T F S S *Start/End Date 01/24/2022 05/13/2022
 VIRTUAL SYNC Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
 Assignment Unload Print Access Contact Empl Rstid Job Code
 ID 00000114 Name Stoddard-Holmes,Martha *Instructor Role Primary Instructor Print Access Approve Contact Empl Rstid Job Code

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

Academic Shift
 Academic Shift Description

Meetings Tab

Faculty Assignment:

If you have a faculty ready to assign when building a Hybrid 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)

Course ID 101032 Course Offering Nbr 1
 Academic Institution Cal State San Marcos
 Term Spring 2022 Undergrad
 Subject Area CS Computer Science
 Catalog Nbr 436 INTRO TO NETWORKING

Class Sections
 Session 1 Regular Academic Session Class Nbr 20471
 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00 Class APDB Mapping Values

Meeting Pattern
 Facility ID VIRTUAL SY Capacity 999 Pat MWF3 Mfg Start 1:00PM Mfg End 1:50PM M T W T F S S *Start/End Date 01/24/2022 05/13/2022
 VIRTUAL SYNC Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
 Assignment Unload Print Access Contact Empl Rstid Job Code
 ID 00000114 Name Stoddard-Holmes,Martha *Instructor Role Primary Instructor Print Access Approve Contact Empl Rstid Job Code

Room Characteristics
 *Room Characteristic Description *Quantity

Academic Shift
 Academic Shift Description

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

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								
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								
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								
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
 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

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
 Resection to Section Minimum Enrollment Nbr

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 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

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
 Resection to Section Minimum Enrollment Nbr

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)

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:

- 66 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	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					
Subject Area	GBST		Undergrad						
Catalog Nbr	301		Global Studies						
			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 Notes			Find View All	First	1 of 1	Last			
*Sequence Number	1		*Print Location	After		<input type="checkbox"/> Even if Class Not in Schedule			
Note Nbr	0066		Copy Note		Online Synchronous Instruction - You will meet online via a video conferencing platform, like Zoom or Teams, during the specific days/times posted on the class schedule				
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.

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				
Subject Area	GBST		Undergrad					
Catalog Nbr	301		Global Studies					
			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)