

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	PLAN – Async PLNB – Async
Facility ID	VIRTUAL AS
APDB Learning 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

The screenshot shows the 'Basic Data' tab for a class offering. Key information includes:

- Course ID:** 100555
- Academic Institution:** Cal State San Marcos
- Term:** Fall 2021
- Subject Area:** ANTH
- Catalog Nbr:** 310
- Course Offering Nbr:** 1
- Class Nbr:** 40521
- Start/End Date:** 08/30/2021 to 12/11/2021
- Class Type:** Enrollment Section
- Units:** 3.00
- Campus:** MAIN
- Location:** SMCAMPUS
- Instruction Mode:** L (On Line)

The **Class Attributes** table is as follows:

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	2	Upper Division
GFRO	General Education Requirements	DD	JUDGE DD Social Science
PLAN	Instructional Plan	ASYNC	Class will be Asynchronous
FONL	Fully Online (Async)	AB386	On Line
PLNB	Plan B or Backup Virtual Plan	ASYNC	Asynchronous

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.

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 APDB Mapping Values
Class Section 01	Component Lecture	Event ID	
Associated Class 1	Units 3.00		

Meeting Pattern Find | View All First 1 of 1 Last

Meetings Tab

Class APDB Mapping Values

- **ONLY edit the Learning Mode field**

APDB Class Section Values

CS Number: 02

Workload Factor: K 1.0

Component Units: 3.00

Component Students:

Group Code Control:

***APDB Learning Mode: 01**

APDB Learning Mode

- **01**
Asynchronous no meetings
AB386

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Class Sections Find | View All First 1 of 2 Last

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

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: VIRTUALAS

Capacity: 999

Pat:

Mtg Start:

Mtg End:

M T W T F S S

*Start/End Date: 01/24/2022 to 05/13/2022

Free Format Topic:

VIRTUAL ASYNC

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	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	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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 Academic Institution Cal State San Marcos
 Term Fall 2023 Undergrad
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Class Sections Find | View All First 2 of 2 Last

Session 1	Regular Academic Session	Class Nbr 0	Class APDB Mapping Values
Class Section	Component Lecture	Event ID	
Associated Class 1	Units 3.00		

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID: VIRTUALAS

Capacity: 999

Pat:

Mtg Start:

Mtg End:

M T W T F S S

*Start/End Date: 08/28/2023 to 12/09/2023

Free Format Topic:

VIRTUAL ASYNC

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	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
		000000114	Stoddard-Holmes, Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

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

Academic Shift	Description

Meetings Tab

Meeting Pattern (MP):

- Pat: Leave Blank

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
 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 Rcd#	Job Code
00000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

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

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)

Meeting APDB Mapping Values

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

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)

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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 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 Rcd#	Job Code
00000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

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

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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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 Rcd#	Job Code
00000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

 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

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.**

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		CONSTRUCTING GLOBAL IDENTITY				
Catalog Nbr 301								
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		Requested Room Capacity 45		Total		
*Add Consent No Special Consent Required				Enrollment Capacity 45		0		
*Drop Consent No Special Consent Required				Wait List Capacity 999		0		
1st Auto Enroll Section				Minimum Enrollment Nbr				
2nd Auto Enroll Section								
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		CONSTRUCTING GLOBAL IDENTITY				
Catalog Nbr 301								
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		Requested Room Capacity 45		Total		
*Add Consent No Special Consent Required				Enrollment Capacity 45		0		
*Drop Consent No Special Consent Required				Wait List Capacity 999		0		
1st Auto Enroll Section				Minimum Enrollment Nbr				
2nd Auto Enroll Section								
Resection to Section								
<input checked="" type="checkbox"/> Auto Enroll from Wait List		<input type="checkbox"/> Cancel if Student Enrolled						

Do NOT Use Drop Consent

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		CONSTRUCTING GLOBAL IDENTITY				
Catalog Nbr 301								
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		Requested Room Capacity 45		Total		
*Add Consent No Special Consent Required				Enrollment Capacity 45		0		
*Drop Consent No Special Consent Required				Wait List Capacity 999		0		
1st Auto Enroll Section				Minimum Enrollment Nbr				
2nd Auto Enroll Section								
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.
- 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:

- 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 2 of 2 Last

Session 1 Regular Academic Session
 Class Section 02 Component Lecture
 Associated Class 2

Class Notes Find | View All

*Sequence Number 1
 *Print Location After
 Note Nbr 0112
 Copy Note

Free Format Text: Clear Note

Even if Class Not in Schedule
 Fully Online, Asynchronous: Class instruction and materials are available in Cougar Courses. There are no meetings and no in person instruction.
 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:

- 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!

Course ID 201365 Course Offering Nbr 1
 Academic Institution Cal State San Marcos
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Class Sections Find | View All First 2 of 2 Last

Session 1 Regular Academic Session Class Nbr 42954
 Class Section 02 Component Lecture Event ID 000598861
 Associated Class 2

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1
 *Print Location After
 Note Nbr 0112
 Copy Note

Free Format Text: Clear Note

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 Fully Online, Asynchronous: Class instruction and materials are available in Cougar Courses. There are no meetings and no in person instruction.
 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)