

## Hybrid, In Person & Synchronous

**This is a primarily In-Person Course Format/Modality.** Hybrid Instruction, In Person and Synchronous Online: The class will have both in person and online components. Students and the instructor will meet in person at least once per week on scheduled days during the times posted on the class schedule. On days not meeting in person, 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:

<b>Instruction Mode</b>	<b>A – Hybrid: In Person and Online</b>
<b>Course Attribute/Value</b>	<b>PLAN/HYBSYNC PLNB/SYNC</b>
<b>Facility ID</b>	<b>Blank (Classroom) &amp; VIRTUAL SY</b>
<b>APDB Learning Mode</b>	<b>06 – Synchronous with mtgs, Hybrid</b>
<b>Room Characteristic</b>	As Needed
<b>Note Number</b>	<b>115 Hybrid with Sync</b>

### Example Class

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1		M	1:00 PM	2:50 PM	Full Semester/8W1/8W2	Based on CS Value
2	VIRTUAL SY	M	1:00 PM	2:50 PM	Full Semester/8W1/8W2	3 Non-Capacity

The screenshot shows the PeopleSoft interface for a class section. The 'Basic Data' tab is active. Key fields include:

- Course ID:** 201365, **Course Offering Nbr:** 1
- Academic Institution:** Cal State San Marcos, **Term:** Spring 2022, **Subject Area:** GBST, **Catalog Nbr:** 301
- Class Sections:** \*Session 1, \*Class Section 01, \*Component LEC, \*Class Type Enrollment Section, \*Associated Class 1, Units 3.00, \*Campus MAIN, \*Location SMCAMPUS, \*Academic Organization 375 - GBST, \*Instruction Mode A (highlighted), \*Holiday Schedule SMCMP, Primary Instr Section 01.
- Class Attributes:**

*Course Attribute	Description	*Course Attribute Value	Description
PLAN	Instructional Plan	HYBSYNC	In-Person & Sync
PLNB	Plan B or Backup Virtual Plan	SYNC	Synchronous

### Basic Data Tab

#### Instruction Mode:

A – Hybrid: In Person and Online

#### Course Attribute/Value

**PLAN/HYBSYNC**

**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: 201518, Course Offering Nbr: 1  
 Academic Institution: Cal State San Marcos  
 Term: Fall 2024, Undergrad  
 Subject Area: ANTH, Anthropology  
 Catalog Nbr: 385, MAYAARCHAEOLOGY

Class Sections: Session 1, Regular Academic Session, Class Nbr: 40203

Meeting Pattern: Facility ID: ON CAMPUS, Capacity: [ ], Pat: ARR, Mtg Start: [ ], Mtg End: [ ], M T W T F S S [ ] [ ] [ ] [ ] [ ] [ ] [ ] \*Start/End Date: 08/26/2024 - 12/07/2024

Meeting APDB Mapping Values: Space Type: 1 Lecture, TBA Hours: 3.0, OLD Learning Md: [ ]

## 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 multi-component 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.

### APDB Class Section Values

CS Number: 02  
 Workload Factor: K 1.0  
 Component Units: 3.00  
 Component Students: [ ]  
 Group Code Control: [ ]  
 \*APDB Learning Mode: 09

\*Session 1  
 \*Class Section 01  
 \*Component SUP

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: Session 1, Regular Academic Session, Class Nbr: 22590, Event ID: [ ]

Meeting Pattern: Facility ID: [ ], Capacity: [ ], Pat: D2, Mtg Start: 1:00PM, Mtg End: 2:50PM, M T W T F S S [ ] [ ] [ ] [ ] [ ] [ ] [ ] \*Start/End Date: 01/22/2024 - 05/10/2024

Meeting APDB Mapping Values: Learning Mode: 06

## 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

– **06**

Synchronous with mtgs, Hybrid

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  
 Session 1 Regular Academic Session Class Nbr 22590  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID   
 Capacity  Pat D2 Mtg Start 1:00PM Mtg End 2:50PM  
 M  T  W  Th  F  S  S   
 \*Start/End Date 01/22/2024 05/10/2024  
 Topic ID  Free Format Topic

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

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

Academic Shift  
 Academic Shift Description

## Meetings Tab

### Meeting Pattern (MP):

The **first MP** should be the in-person portion of the class.

**Facility ID** – only enter if the room is puzzled, a specialized space (e.g. wet lab), or not actually a room (examples: GARDEN, OFF CAMPUS, ON SITE, etc). The first meeting pattern for this type of class must have days/times indicated.

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  
 Session 1 Regular Academic Session Class Nbr 22590  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID  Capacity  Pat D2 Mtg Start 1:00PM Mtg End 2:50PM  
 M  T  W  Th  F  S  S   
 \*Start/End Date 01/22/2024 05/10/2024  
 Topic ID  Free Format Topic

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

Room Characteristics  
 \*Room Characteristic Description \*Quantity  
 10 Lecture Room, Not Computer Lab 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**

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  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 D2 1:00PM 2:50PM [X] [ ] [ ] [ ] [ ] [ ] [ ] [ ] 01/22/2024 05/10/2024  
 Topic ID Free Format Topic

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000114	Stoddard Holmes, Martha	Primary Instructor	[X]	Approve		0	

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

Academic Shift  
 Academic Shift Description

## Meetings Tab

### Meeting APDB Mapping Values:

- **ONLY edit the Space Type field**

### Space Type

- To edit this value, reference the **CS Number/Value** (from the **CLASS APDB Mapping Values** link) & page 2 on the **PeopleSoft Schedule Build Entry Connections** (on the [Process Guides Page](#))

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  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date  
 D2 1:00PM 2:50PM [X] [ ] [ ] [ ] [ ] [ ] [ ] [ ] 01/22/2024 05/10/2024  
 Topic ID Free Format Topic

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000114	Stoddard Holmes, Martha	Primary Instructor	[X]	Approve		0	

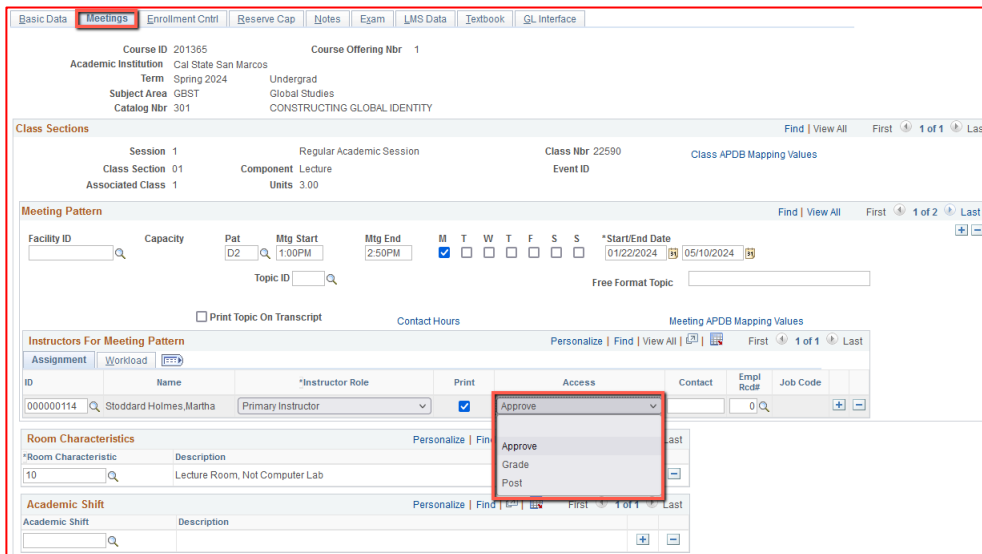
## Meetings Tab

### 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)

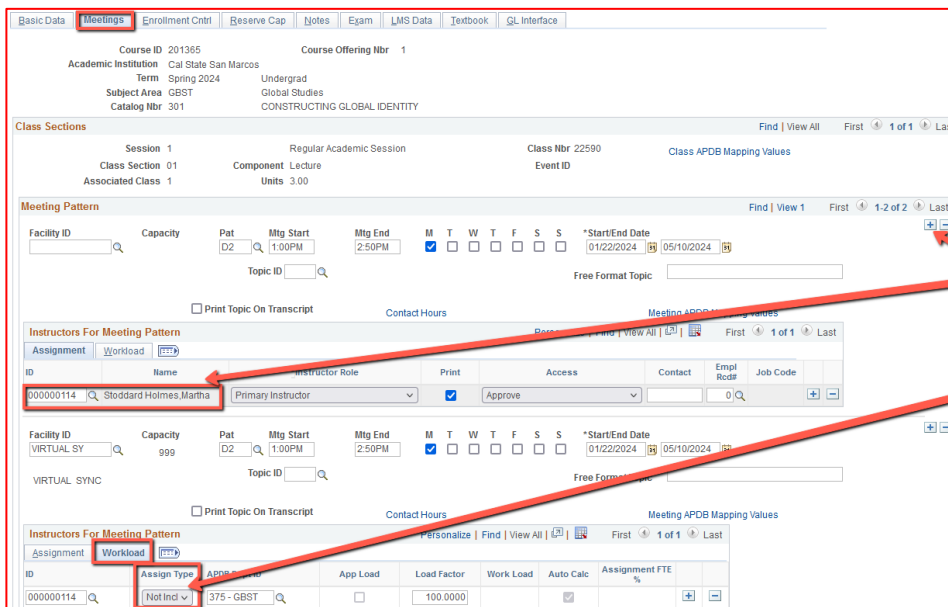


## Meetings Tab

### 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

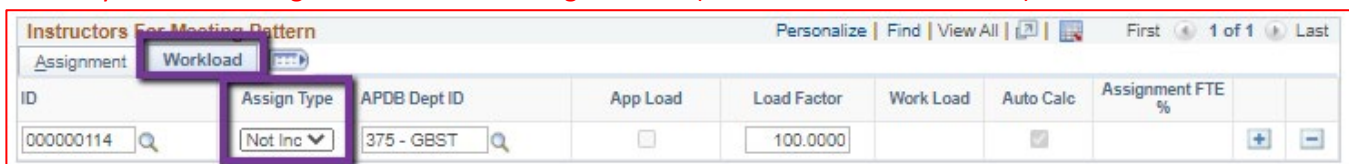


## Meetings Tab

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):



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 every MP after the first one.

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.

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  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Find | View All | First 2 of 2 Last  
 Facility ID VIRTUAL SY Capacity 999 Pat D2 Mtg Start 1:00PM Mtg End 2:50PM M T W T F S S \*Start/End Date 01/22/2024 05/10/2024  
 VIRTUAL SYNC 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  

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

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 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  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Find | View All | First 1-2 of 2 Last  
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S \*Start/End Date 01/22/2024 05/10/2024  
 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  

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

Meeting APDB Mapping Values  
 Personalize | Find | View All | First 1 of 1 Last  
 Assignment Workload

**Meeting APDB Mapping Values**

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

## Meetings Tab

### Meeting Pattern 2+ (MP #2)

Facility ID: Virtual SY

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.

### Meeting APDB Mapping Value:

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

## Meetings Tab

### Room Characteristics:

Based on type of Room Needed for In-Person portion.

RC Nbr	Room Characteristic (RC)
2	Board, Chalk
3	Board, White
10	Lecture Room, Not Computer Lab
11	No Room Needed
34	(Tiered) Fixed Tables/Chairs
43	(Flat) Tables/Chairs
44	(Flat) Tablet Armchairs
58	Live and Online Technology
59	Lab, Mac Computers
60	Lab, P C Computer
84	Active Learning Technology
86	Specialized Space
87	Auditorium
89	Exam Only (Do Not Make this the Only RC)

Can add as many as needed; however, the RCs are linked.  
Do not add mutually exclusive values, like PC and MAC Computers, as that rules out ALL rooms.

## 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

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

Auto Enroll from Wait List  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.

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

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  
 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

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

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

**Reserve Capacity** Find | View All First 1 of 1 Last

\*Reserve Capacity Sequence 1 Enrollment Total 0

**Reserve Capacity Requirement Group** Personalize | Find | View All First 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.

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 Fall 2024 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

**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  Even if Class Not in Schedule

**Note Nbr** 0115

Copy Note

Free Format Text: Clear Note

Hybrid (In Person & Synchronous Online): Combines in person instruction with online synchronous meetings via Zoom/Teams at scheduled days & times. Safety protocols apply.

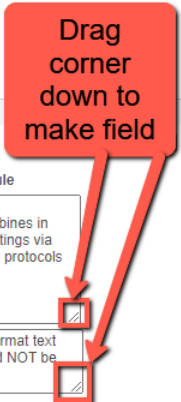
Do NOT use both the Note Nbr and the Free Format text fields at the same time. You will get an error and NOT be able to save.

### Notes Tab

#### Note Nbr:

- **115** Hybrid with 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!



Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2024 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

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  Even if Class Not in Schedule

Note Nbr 0115  
 Copy Note Hybrid (In Person & Synchronous Online): Combines in person instruction with online synchronous meetings via Zoom/Teams at scheduled days & times. Safety protocols apply.

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 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)