

Mostly Online Asynchronous & Limited In-Person Dates

This is considered a primarily online course format/modality. Primarily Online Instruction with Limited In-Person Dates: Student will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams. Students and the instructor will also have a few in person meetings, the dates and times will be listed on the class schedule.

PeopleSoft things to look at for Primarily Only, Select In-Person Courses:

Instruction Mode	A - Hybrid
Course Attribute/Value	PLAN/MASYNC PLNB/ASY&SY
Facility ID	VIRTUAL AS and <i>Classroom</i> (Only enter Classroom/Facility ID if it is a Specialized Space & does NOT need to be Optimized)
APDB Learning Mode	03 – A/S mtgs allowed FDE
Room Characteristic	For the type of Classroom Needed for In Person Dates
Note Number	117

Example: [Meets Asynchronously & 4 Dates In Person](#)

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1	VIRTUAL AS	Leave Blank			Full Semester	3 Non-Capacity
2		R	1:00 PM	2:50 PM	1st DATE or Date Range	3 Non-Capacity
3		R	1:00 PM	2:50 PM	2nd DATE or Date Range	3 Non-Capacity
4		R	1:00 PM	2:50 PM	3rd DATE or Date Range	3 Non-Capacity
5		R	1:00 PM	2:50 PM	4th DATE or Date Range	3 Non-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 Fall 2024 Undergrad
 Subject Area GBST Global Studies
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Auto Create Component

Class Sections Find | View All First 2 of 2 Last

*Session 1 Regular Academic Session Class Nbr 0
 *Class Section 01 *Start/End Date 08/26/2024 By 12/07/2024
 *Component LEC Lecture Event ID
 *Class Type Enrollment Section

*Associated Class 1 Units 3.00 Associated Class Attributes
 *Campus MAIN Main Add Fee
 *Location SMCAMPUS San Marcos Campus
 Course Administrator
 *Academic Organization 375 - GBST Global Studies
 Academic Group HABSU Hum, Arts, Behavioral, Soc Sci
 *Holiday Schedule SMCMP SMCMP Academic Holiday Sched
 *Instruction Mode A Hybrid: In Person and Online
 Primary Instr Section 01

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View 2 | First 1-4 of 4 Last

*Course Attribute	Description	*Course Attribute Value	Description
CLEV	Course Level	2	Upper Division
GERQ	General Education Requirements	CC	UDGE CC:Arts & Humanities
PLAN	Instructional Plan	MASYNC	Async & Ltd In Person
PLNB	Plan B or Backup Virtual Plan	ASY&SY	Online Async & Sync

BASIC DATA TAB

Instruction Mode:

A - Hybrid

Course Attribute/Value

PLAN/MASYNC

PLNB/AS&SY (all classes must have a Plan B or "Shadow Schedule" value)

Course ID 201518
Academic Institution Cal State San Marcos
Term Fall 2024
Subject Area ANTH
Catalog Nbr 385

Class Sections
Session 1 Regular Academic Session Class Nbr 40293

Meeting Pattern
Facility ID ON CAMPUS Capacity Pat ARR 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**)

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
Academic Institution Cal State San Marcos
Term Fall 2024
Subject Area GBST
Catalog Nbr 301

Class Sections
Session 1 Regular Academic Session Class Nbr 0
Class Section 02 Component Lecture
Associated Class 1 Units 3.00

Meeting Pattern
Facility ID VIRTUALAS Capacity 999 Pat M T W T F S S *Start/End Date 08/26/2024 12/07/2024
VIRTUAL ASYNC

Meeting APDB Mapping Values
Learning Mode: 03

Meetings Tab

Class APDB Mapping Values

- ONLY edit the Learning Mode field

APDB Learning Mode

- 03

Asynchronous mtgs allowed FDE

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 Session 1 Regular Academic Session Class Nbr 0 Class APDB Mapping Values
 Class Section 02 Component Lecture Event ID
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 2 Last

Facility ID VIRTUALAS Capacity 999 Pat Mtg Start Mtg End M T W T F S S *Start/End Date 08/26/2024 12/07/2024

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	ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
		000000114	Stoddard Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

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

Meeting Pattern (MP):

The **first** MP should be the Asynchronous portion of the class.

Facility ID

- VIRTUAL AS

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

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

Class Sections Session 1 Regular Academic Session Class Nbr 0 Class APDB Mapping Values
 Class Section 02 Component Lecture Event ID
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 2 Last

Facility ID VIRTUALAS Capacity 999 Pat Mtg Start Mtg End M T W T F S S *Start/End Date 08/26/2024 12/07/2024

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	ID	Name	Instructor Role	Print	Access	Contact	Empl Rcd	Job Code
		000000114	Stoddard Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

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

Meeting Pattern (MP):

Pat: Leave Blank

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 1 of 2 Last
 Session 1 Regular Academic Session Class Nbr 0 Class APDB Mapping Values
 Class Section 02 Component Lecture Event ID
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 2 Last
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 VIRTUAL ASYN 999 09/26/2024 12/07/2024
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

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

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcdft	Job Code
000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

Room Characteristics Personalize | Find | 1 of 1 Last
 *Room Characteristic Description *Quantity
 10 Lecture Room, Not Computer Lab 1

Academic Shift Personalize | Find | 1 of 1 Last
 Academic Shift Description

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:

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
 Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 VIRTUAL SY 999 MVF3 1:30PM 2:20PM 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 | 1 of 1 Last
 Assignment Workload

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

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

Academic Shift Personalize | Find | 1 of 1 Last
 Academic Shift Description

Meetings Tab

Faculty Assignment:

If you have a faculty ready to assign when building a Blended class, input the assignment BEFORE creating the second meeting pattern (MP).

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)

If Faculty cannot be assigned when first building the class (often occurs with lecturers):

ID	Assign Type	APDB Dept ID	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
000000114	Not Incl	375 - GBST	<input type="checkbox"/>	100.0000		<input checked="" type="checkbox"/>	

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.

ALWAYS LOOK HERE when Assigning Faculty

ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
000000114	Stoddard-Holmes, Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

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.

Meetings Tab

Meeting Pattern 2+ (MP #2)

Facility ID: Classroom

PAT: Select the PAT for

the number of schedule hours such as MWF3 (Mon, Wed, Friday 3 hours/week). Or for this example D2.

- Enter the Mtg Start Time in Military Time
- The Mtg End will auto-populate, and the days will automatically be checked off correctly.

Space Type:

- All MPs beyond the first one is **3 Non-Capacity**

Course ID 201365 Course Offering Nbr 1
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Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Class Sections
Session 1 Regular Academic Session Class Nbr 0 Class APDB Mapping Values
Class Section 02 Component Lecture Event ID
Associated Class 1 Units 3.00

Meeting Pattern
Facility ID VIRTUAL AS Capacity 999 Pat D2 Mtg Start 09/26/2024 Mtg End 12/07/2024
VIRTUAL ASYNC Topic ID Free Format Topic
Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
Assignment Workload
ID 000000114 Name Stoddard Holmes, Martha *Instructor Role Primary Instructor Print Access Approve Contact 0/0 Emp Recd 2360 Job Code
Facility ID Capacity Pat D2 Mtg Start 1:00PM Mtg End 2:50PM M T W T F S S *Start/End Date 08/29/2024 08/29/2024
Topic ID Free Format Topic
Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

Instructors For Meeting Pattern
Assignment Workload
ID 000000114 Assign Type Not Incl APDB Dept ID 375 - GBST App Load Load Factor 100.0000 Work Load Auto Calc Assignment FTE %

Meetings Tab

Room Characteristics:

10 – Lecture Room

Room Characteristics
Personalize Find First 1 of 1 Last

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

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.

Course ID 201365 Course Offering Nbr 1
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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
 Auto Enroll from Wait List Cancel if Student Enrolled

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 45 Total
 *Drop Consent No Special Consent Required 45 0

1st Auto Enroll Section 999 0
 2nd Auto Enroll Section
 Resection to Section
 Minimum Enrollment Nbr

Auto Enroll from Wait List 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
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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 45 Total
 *Drop Consent No Special Consent Required 45 0

1st Auto Enroll Section 999 0
 2nd Auto Enroll Section
 Resection to Section
 Minimum Enrollment Nbr

Auto Enroll from Wait List 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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 Term Spring 2022 Undergrad
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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 45 Total
 *Drop Consent No Special Consent Required 45 0

1st Auto Enroll Section 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

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)

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 | 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 2 of 2 Last

Session 1 Regular Academic Session
 Class Section 02 Component Lecture
 Associated Class 1 Units 3.00

Class Notes Find | View

*Sequence Number 1
 *Print Location After
 Note Nbr 0117
 Even if Class Not in Schedule

Free Format Text:
 Copy Note
 Clear Note

Primarily Online Asynchronous, Limited In Person: Primarily self paced online asynchronous learning via Cougar Course with a few in person meetings (dates/times listed). Safety protocols apply.

Drag corner down to make field bigger

Notes Tab

Note Nbr:

- 117 Primarily Online Asynchronous & Limited In Person
- 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 Fall 2024 Undergrad
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 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 1	Units 3.00	

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1

*Print Location After Even if Class Not in Schedule

Note Nbr 0117	Primarily Online Asynchronous, Limited In Person: Primarily self paced online asynchronous learning via Cougar Courses with a few in person meetings (dates/times listed). Safety protocols apply.	X
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.	X

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
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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)