

Mostly Online Asynchronous & Limited Online Synchronous

This is considered a primarily online course format/modality. Primarily Online Asynchronous Instruction with Select Online Synchronous Dates: Student will access course materials primarily online via Cougar Courses and/or have meetings through an online portal, such as Zoom or Teams where 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	L - Online
Course Attribute/Value	PLAN/MASY&LSY PLNB/ASY&SY
Facility ID	VIRTUAL AS & VIRTUAL SY
APDB Learning Mode	03 – A/S mtgs allowed FDE
Room Characteristic	11 – No Room Needed
Note Number	116

Example: Meets Asynchronously & In Person 4 Dates

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1	VIRTUAL AS	Leave Blank			Full Semester	3 Non-Capacity
2	VIRTUAL SY	R	1:00 PM	2:50 PM	1st DATE or Date Range	3 Non-Capacity
3	VIRTUAL SY	R	1:00 PM	2:50 PM	2nd DATE or Date Range	3 Non-Capacity
4	VIRTUAL SY	R	1:00 PM	2:50 PM	3rd DATE or Date Range	3 Non-Capacity
5	VIRTUAL SY	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 1 of 1 Last

*Session 1 Regular Academic Session Class Nbr 40347
 *Class Section 01 *Start/End Date 08/26/2024 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 L On Line
 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 1-5 of 5 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	MASY&LSY	Mostly Async & Ltd Sync
PLNB	Plan B or Backup Virtual Plan	ASY&SY	Online Async & Sync
FONL	Fully Online (Async)	AB386	On Line

BASIC DATA TAB

Instruction Mode:

L - Online

Course Attribute/Value

PLAN/MASY&LSY

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

FONL AB386

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 Nbr 42954
 Class Section 02 Component Lecture Event ID 000598851
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 2 Last

Facility ID VIRTUALAS Capacity 999 Pat Mitg Start Mitg 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 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcdst	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
11	No Room Needed	1

Academic Shift Personalize | Find 1 of 1 Last

Academic Shift	Description

Meetings Tab

Class APDB Mapping Values

- ONLY edit the Learning Mode field

APDB Learning Mode

- 03 A/S mtgs allowed FDE

Course ID 201365 Course Offering Nbr 1
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 Term Fall 2024 Undergrad
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 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

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

Meeting Pattern
 Facility ID: VIRTUALAS
 Capacity: 999
 Pat: VIRTUAL ASYNC
 *Start/End Date: 08/26/2024 to 12/07/2024

Instructors For Meeting Pattern

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
 *Room Characteristic: 11, Description: No Room Needed, *Quantity: 1

Academic Shift

Meetings Tab

Meeting Pattern (MP):

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

Facility ID

- VIRTUAL AS

PAT

- Leave Blank

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

Meeting Pattern
 Facility ID: VIRTUALAS
 Capacity: 999
 Pat: VIRTUAL ASYNC
 *Start/End Date: 08/26/2024 to 12/07/2024

Instructors For Meeting Pattern

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
 *Room Characteristic: 11, Description: No Room Needed, *Quantity: 1

Academic Shift

Meetings Tab

Meeting APDB Mapping Values:

- **ONLY** edit the Space Type field

Space Type

- All MPs that are online (Async or Sync) must use **3** – “Non Capacity”

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 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

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

Meeting Pattern
 Facility ID: VIRTUALSY
 Capacity: 999
 Pat: MWF3
 *Start/End Date: 01/24/2022 to 05/13/2022

Instructors For Meeting Pattern

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
 *Room Characteristic: 11, Description: No Room Needed, *Quantity: 1

Academic Shift

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)

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Class Sections
 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
 Facility ID VIRTUAL SY Capacity 999 Pat MWF3Q 1:30PM Mitg Start 2:20PM Mitg End 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 000000114 Name Stoddard-Holmes,Martha *Instructor Role Primary Instructor Print Access Approve Contact Empl Rcd# Job Code

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

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 42954 Class APDB Mapping Values
 Class Section 02 Component Lecture Event ID 000598861
 Associated Class 2

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

Instructors For Meeting Pattern
 Assignment Workload
 ID 000000114 Name Stoddard-Holmes,Martha *Instructor Role Primary Instructor Print Access Approve Contact Empl Rcd# Job Code 2360

Meeting Pattern
 Facility ID VIRTUAL SY Capacity 999 Pat D2 Mitg Start 1:00PM Mitg End 2:50PM M T W T F S S *Start/End Date 08/29/2024 08/29/2024
 VIRTUAL SYNC Topic ID Free Format Topic

Instructors For Meeting Pattern
 Assignment Workload
 ID 000000114 Name Stoddard-Holmes,Martha *Instructor Role Primary Instructor Print Access Approve Contact Empl Rcd# Job Code 2360
 Assign Type APDB DeptID App Load Load Factor Work Load Auto Calc Assignment FTE %
 Not Incl 375 - GBST 100.0000

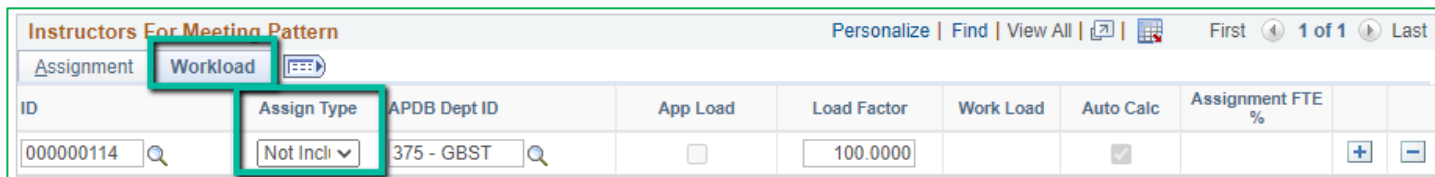
Room Characteristics
 *Room Characteristic Description *Quantity
 11 No Room Needed

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):

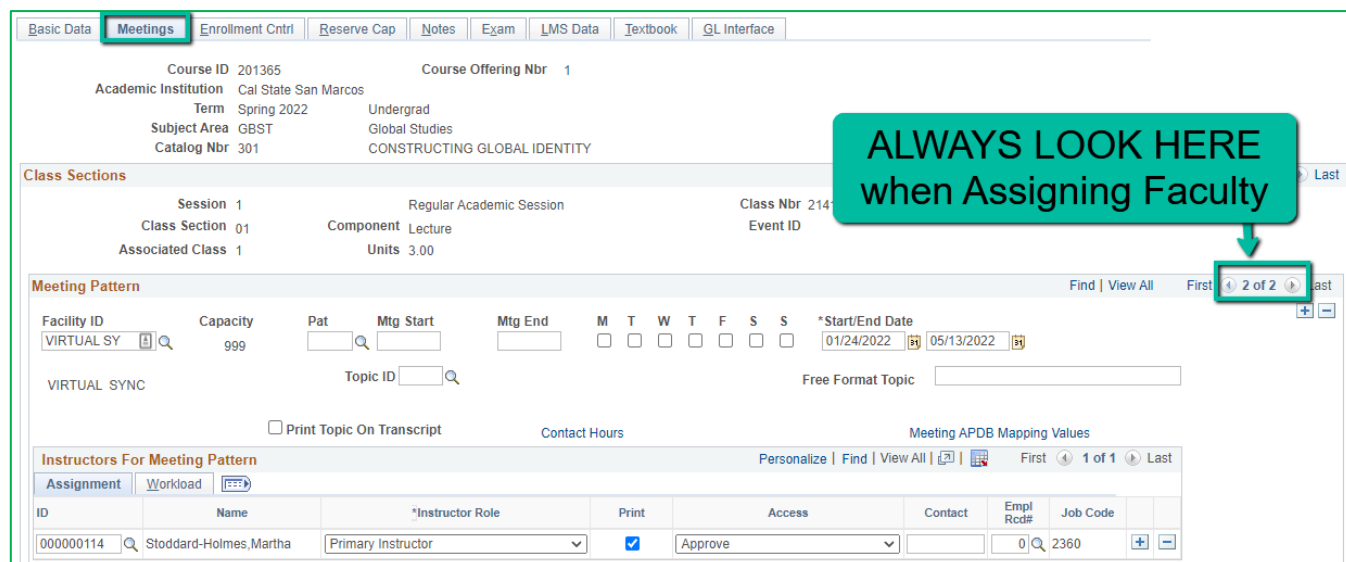


If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on every MP after the first one.

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.



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.

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
 Auto Enroll from Wait List Cancel if Student Enrolled

Do NOT Use Drop Consent

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

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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
 Auto Enroll from Wait List Cancel if Student Enrolled

Requested Room Capacity 45

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

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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
 Auto Enroll from Wait List Cancel if Student Enrolled

Requested Room Capacity 45
 Enrollment Capacity 45

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

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)

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

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 First 1-2 of 2 Last

*Start Date	*Requirement Group	Cap Enrl
10/05/2021 <input type="button" value="📅"/>	009102 <input type="button" value="🔍"/> GBST 301 Plans	1 <input type="button" value="+"/> <input type="button" value="-"/>
06/16/2021 <input type="button" value="📅"/>	009102 <input type="button" value="🔍"/> GBST 301 Plans	0 <input type="button" value="+"/> <input type="button" value="-"/>

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
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Class Sections Find | View All

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 0116

Free Format Text:

Fully Online, Asynchronous & Synchronous: Combines self paced online instruction via Cougar Courses with online synchronous meetings for instruction at scheduled days and times (Zoom/Teams). 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:

- 116 Mostly Online Async & Limited Online Sync
- The Note Nbr text box cannot be edited.

You 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
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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 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 0116 Copy Note	Fully Online, Asynchronous & Synchronous: Combines self paced online instruction via Cougar Courses with online synchronous meetings for instruction at scheduled days and times (Zoom/Teams). No in person instruction.	X
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.	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)