

Online Asynchronous & Synchronous, with Select In-Person Dates

This is considered a primarily online course format/modality, but is actually a Hybrid. Primarily Online Instruction with Select 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/MONLINE PLNB/ASY&SY
Facility ID	VIRTUAL SY VIRTUAL AS and Classroom (Only enter Classroom/Facility ID if it is a Specialized Space & does NOT need to be Optimized)
APDB Learning Mode	11 – A/S Hybrid mtgs allowed FDE
Room Characteristic	For the type of Classroom Needed for In Person Dates
Note Number	119

Example: Meets Synchronously & In Person 4 Dates & Asynchronously

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

Basic Data Tab

Instruction Mode: A – Hybrid

Course Attribute/Value:

PLAN/MONLINE

PLNB/ASY&SY

(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.

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

- Course ID:** 201365
- Course Offering Nbr:** 1
- Academic Institution:** Cal State San Marcos
- Term:** Fall 2023
- Subject Area:** GBST (Global Studies)
- Class Sections:** 1 (Regular Academic Session, Class Nbr 40488)
- Instruction Mode:** A - Hybrid: In Person and Online
- Course Attribute/Value:** PLAN (Instructional Plan), PLNB (Plan B or Backup Virtual Plan)
- Class Attributes:** MONLINE (Online w Select In-Person), ASY&SY (Online Async & Sync)

Course ID 201518 Course Offering Nbr 1
 Academic Institution Cal State San Marcos
 Term Fall 2024 Undergrad
 Subject Area ANTH Anthropology
 Catalog Nbr 385 MAYA-ARCHAEOLOGY

Class Sections
 Session 1 Regular Academic Session Class Nbr 40293 Class APDB Mapping Values

Meeting Pattern
 Facility ID ON CAMPUS Capacity Pat ARR Mgt Start Mgt End M T W T F S S *Start/End Date 08/26/2024 12/07/2024

Instructors For Meeting Pattern
 Assignment Workload
 ID Name *Instructor Role
 Primary Instructor

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

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

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.

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 22897 Class APDB Mapping Values
 Class Section 03 Component Lecture Event ID
 Associated Class 3 Units 3.00

Meeting Pattern
 Facility ID VIRTUAL SY Capacity 999 Pat MWF3 Mgt Start 1:30PM Mgt End 2:20PM M T W T F S S *Start/End Date 01/24/2022 05/13/2022

Instructors For Meeting Pattern
 Assignment Workload
 ID Name *Instructor Role Print Access Contact Empl Rec'd Job Code
 000000114 Stoddard-Holmes, Martha Primary Instructor [checked] Approve

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

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

- 11 - Synchronous 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 Spring 2022 Undergrad
 Subject Area GBST Global Studies
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Class Sections Find | View All First 3 of 3 Last

Session 1 Regular Academic Session Class Nbr 22897 Class APDB Mapping Values
 Class Section 03 Component Lecture Event ID
 Associated Class 3 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity 999 Pat Mtg Start Mtg End
 M T W T F S S *Start/End Date
 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 Recd#	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
10	Lecture Room, Not Computer Lab	1

Meetings Tab

Meeting Pattern (MP):

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

Facility ID

- **VIRTUAL SY**

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 3 of 3 Last

Session 1 Regular Academic Session Class Nbr 22897 Class APDB Mapping Values
 Class Section 03 Component Lecture Event ID
 Associated Class 3 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity 999 Pat Mtg Start Mtg End
 M T W T F S S *Start/End Date
 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 Recd#	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
10	Lecture Room, Not Computer Lab	1

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 TR2 (Tuesday 2 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

The screenshot shows the 'Meetings' tab for a course offering. The 'Meeting Pattern' section is highlighted, showing 'Meeting APDB Mapping Values' set to '3 Non-Capacity'. The 'Instructors For Meeting Pattern' table shows an instructor with 'Access' set to 'Approve'.

ID	Name	*Instructor Role	Print	Access	Contact	Empl. Roster	Job Code
000000114		Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

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"**

The screenshot shows the 'Meetings' tab for a course offering. The 'Instructors For Meeting Pattern' table is highlighted, showing a faculty member 'Stoddard-Holmes,Martha' with 'Access' set to 'Approve'.

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

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 name right. Make sure you have the faculty's legal name. Are they new? (Fill out New Faculty Form online)

The screenshot shows the 'Meetings' tab for a course offering. The 'Instructors For Meeting Pattern' table is highlighted, showing a dropdown menu for 'Access' with options: 'Approve', 'Grade', and 'Post'.

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

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.

ALWAYS LOOK HERE when Assigning Faculty

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 214
 Class Section 01 Component Lecture Event ID
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 2 of 2 Last
 Facility ID VIRTUAL SY Capacity 999 Pat Mtg Start Mtg End 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 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

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 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 APDB Mapping Values
 Class Section 02 Component Lecture Event ID 000598851
 Associated Class 2

Meeting Pattern Find | View 1 First 1-2 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 08/26/2024 12/07/2024
 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	2360

Meeting APDB Mapping Values
 Space Type: 3 Non-Capacity
 TBA Hours:
 OLD Learning Md:

Meetings Tab

Meeting Pattern 2+ (MP #2)

Meeting APDB Mapping Values:

- ONLY edit the Space Type field
- Facility ID:** - VIRTUAL AS

Space Type:

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

Meeting Pattern Find | View 1 | First

Facility ID: VIRTUAL SY Capacity: 999 Pat: MWFS3 Mtg Start: 1:30PM Mtg End: 2:20PM M: T: W: T: F: S: *Start/End Date: 01/24/2022 to 05/13/2022

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 Role#	Job Code
		000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	

Facility ID: Capacity: Pat: MWFS3 Mtg Start: 1:30PM Mtg End: 2:20PM M: T: W: T: F: S: *Start/End Date: 01/24/2022 to 01/24/2022

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

Facility ID: Capacity: Pat: MWFS3 Mtg Start: 1:30PM Mtg End: 2:20PM M: T: W: T: F: S: *Start/End Date: 02/07/2022 to 02/07/2022

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 Role#	Job Code
		000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

Facility ID: Capacity: Pat: MWFS3 Mtg Start: 1:30PM Mtg End: 2:20PM M: T: W: T: F: S: *Start/End Date: 03/07/2022 to 03/07/2022

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 Role#	Job Code
		000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

Facility ID: Capacity: Pat: MWFS3 Mtg Start: 1:30PM Mtg End: 2:20PM M: T: W: T: F: S: *Start/End Date: 04/04/2022 to 04/04/2022

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 Role#	Job Code
		000000114	Stoddard-Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		0	2360

Meetings Tab
Meeting Pattern 3+ (MP #3)
Start/End Date for In Person Meeting Patterns

The start and end date on each individual meeting pattern will be the same ONE DATE.

In the screenshot example, there are 4 dates.

- In MP #1 the start date is 1/24/22 and the end date is 1/24/22.
- In MP #2 the start date is 2/7/22 and the end date is 2/7/22.
- In MP #3, start & end dates are both 3/7/22
- In MP #4, start & end dates are both 4/4/22

Make sure these are entered correctly!

Room Characteristics Personalize | Find | View All | First 1 of 1 | Last

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

Meetings Tab
Room Characteristics:

Based on the type of the Room the In-Person portion of the class needs.

Most classes use **10 – Lecture Room, Not Computer Lab.**

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.

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)

Enrollment Cntrl Tab:

Requested Room Capacity:

- Should be equal to the Enrollment Capacity.

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.

Notes Tab

Note Nbr:

- **116** Primarily Online Async & Sync, & 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!

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.

IGNORE All Other Tabs: Ignore Exam, LMS Data, Textbook, and GL Interface Tabs (if you can see them ignore them, if you can't see them, you're good)