

Mostly Online Synchronous & Limited In-Person Dates

This is considered a primarily online course format/modality. Primarily Online Synchronous 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/MSYNC PLNB/SYNC
Facility ID	VIRTUAL SY and <i>Classroom</i> (Only enter Classroom/Facility ID if it is a Specialized Space & does NOT need to be Optimized)
APDB Learning Mode	04 – Synchronous mtgs allowed FDE
Room Characteristic	For the type of Classroom Needed for In Person Dates
Note Number	118

Example: Meets Asynchronously & In Person 4 Dates

MP	Facility ID	Day(s)	Start	End	Dates	APDB Mapping: Space Type
1	VIRTUAL SY	R	1:00 PM	2:50 PM	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 02 *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 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 | 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	MSYNC	Sync & Ltd In Person
PLNB	Plan B or Backup Virtual Plan	SYNC	Sync

BASIC DATA TAB

Instruction Mode:

A - Hybrid

Course Attribute/Value

PLAN/MSYNC

PLNB/SYNC (all classes must

have a Plan B or "Shadow Schedule" value)

Course ID 201518 Course Offering Nbr 1
 Academic Institution Cal State San Marcos Undergrad
 Term Fall 2024 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 M T W T F S S *Start/End Date 08/26/2024 12/07/2024

Instructors For Meeting Pattern
 Assignment Workload Print

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

ENTER TBA HOURS

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 Undergrad
 Term Fall 2024 Subject Area GST Global Studies
 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 1 Units 3.00

Meeting Pattern
 Facility ID VIRTUAL SYNC 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

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

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*

APDB Learning Mode

– **04** Synchronous mtgs allowed FDE

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Class Sections
 Session 1 Regular Academic Session Class Nbr 42954 Class APDB Mapping Values
 Class Section 02 Lecture Event ID 000598861
 Associated Class 1 Units 3.00

Meeting Pattern
 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
 Assignment Workload
 ID Name *Instructor Role Print Access Contact Empl Recd# Job Code
 000000114 Stoddard-Holmes, Martha Primary Instructor Approve 0 2360

Room Characteristics
 *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**

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

Meeting Pattern
 Facility ID VIRTUAL SY Capacity 999 Pat MWF3 Mtg Start 1:30PM Mtg End 2:20PM
 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
 Assignment Workload
 ID Name *Instructor Role Print Access Contact Empl Recd# Job Code
 000000114 Stoddard-Holmes, Martha Primary Instructor Approve 0 2360

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

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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 Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 VIRTUAL SY 999 MWF3 1:30PM 2:20PM [X] [] [X] [X] [] [] [] [] [] 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
 Assignment | Workload | Print | Access | Contact | Empl Rcd# | Job Code
 ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code
 00000114 Stoddard-Holmes, Martha Primary Instructor [X] Approve [] 0

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

Academic Shift
 Academic Shift Description

Meetings Tab

Meeting APDB Mapping Values:

- **ONLY** edit the Space Type field

Space Type

- Use "3 Non-Capacity"

Course ID 201365 Course Offering Nbr 1
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 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 Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 VIRTUAL SY 999 MWF3 1:30PM 2:20PM [X] [] [X] [X] [] [] [] [] [] 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
 Assignment | Workload | Print | Access | Contact | Empl Rcd# | Job Code
 ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code
 00000114 Stoddard-Holmes, Martha Primary Instructor [X] Approve [] 0

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

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

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 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 Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
 VIRTUAL SY 999 MWF3 1:30PM 2:20PM [X] [] [X] [X] [] [] [] [] [] 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
 Assignment | Workload | Print | Access | Contact | Empl Rcd# | Job Code
 ID Name *Instructor Role Print Access Contact Empl Rcd# Job Code
 00000114 Stoddard-Holmes, Martha Primary Instructor [X] Approve [] 0

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

Academic Shift
 Academic Shift Description

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: Facility ID VIRTUAL SY, Capacity 999, Pat, Mtg Start, Mtg End, M T W T F S S, *Start/End Date 01/24/2022 to 05/13/2022

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	<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: Session 1, Regular Academic Session, Class Nbr 42954, Class Section 02, Component Lecture, Event ID 000598861, Class APDB Mapping Values, Associated Class 1, Units 3.00

Meeting Pattern: 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 to 12/07/2024

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	<input checked="" type="checkbox"/>	Approve		0	2360

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 08/29/2024 to 08/29/2024

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

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 type="checkbox"/>	%

Meetings Tab
Meeting Pattern 2+ (MP #2)
 All meeting patterns beyond the first one must be entered as **3 Non-Capacity**

Room Characteristics Personalize | Find | First 1 of 1 Last

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

Meetings Tab

Room Characteristics:
10 – Lecture Room

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

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.

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 Minimum Enrollment Nbr

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

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.

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
 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

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required
 *Drop Consent No Special Consent Required

1st Auto Enroll Section
 2nd Auto Enroll Section
 Resection to Section

Requested Room Capacity 45 Total
 Enrollment Capacity 45 0
 Wait List Capacity 999 0
 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

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

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 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

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required
 *Drop Consent No Special Consent Required

1st Auto Enroll Section
 2nd Auto Enroll Section
 Resection to Section

Requested Room Capacity 45 Total
 Enrollment Capacity 45 0
 Wait List Capacity 999 0
 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

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 | 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
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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 All

*Sequence Number 1
 *Print Location After
 Note Nbr 0118

 Free Format Text:

Even if Class Not in Schedule
 Primarily Online Synchronous, Limited In Person: Primarily online synchronous meetings for instruction at scheduled days and times (Zoom/Teams) with a few in person meetings (dates/times listed). Safety protocols apply.

Drag corner down to make field bigger

Notes Tab

Note Nbr:

- 118 Primarily Online Synchronous & 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
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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 1	Units 3.00	

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1
 *Print Location After
 Note Nbr 0118

 Free Format Text:

Even if Class Not in Schedule
 Primarily Online Synchronous, Limited In Person: Primarily online synchronous meetings for instruction at scheduled days and times (Zoom/Teams) with a few in person meetings (dates/times listed). 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.

X 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

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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)