

Online Synchronous

This is a solely online course format/modality. Online Synchronous Instruction: 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 to look at for Virtual Synchronous Courses:

Instruction Mode	L - Online
Course Attribute/Value	PLAN/Sync PLNB/Sync
Facility ID	VIRTUAL SY
APDB Learning Mode	02 - Synchronous no meetings allowed AB386
Room Characteristic	11 - No Room Needed
Note Number	113 - Sync

Example Class Meets Synchronously Every Week.

MP	Facility ID	PAT Day(s)	Start	End	Dates	Start Date	End Date	APDB Mapping: Space Type
1	VIRTUAL SY	MWF3	1:30 PM	2:20 PM	Full Semester	1/22/2024	5/10/2024	3 Non-Capacity

The screenshot shows the 'Basic Data' tab for a course offering. Key details include:

- Course ID:** 201365, **Course Offering Nbr:** 1
- Academic Institution:** Cal State San Marcos, **Term:** Spring 2024, **Subject Area:** GBST, **Catalog Nbr:** 301
- Class Sections:** *Session 1, *Class Section 01, *Component LEC, *Class Type Enrollment Section, *Associated Class 1, *Campus MAIN, *Location SMCAMPUS, *Academic Organization 375 - GBST, *Instruction Mode L (On Line), Primary Instr Section 01.
- Class Attributes Table:**

*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	SYNC	Synchronous
PLNB	Plan B or Backup Virtual Plan	SYNC	Synchronous
FONL	Fully Online (Async)	AB386	On Line

Basic Data Tab

Instruction Mode:

L - Online

Course Attribute/Value

PLAN/SYNC

PLNB/SYNC (all classes

must have a Plan B or

“Shadow Schedule” value)

FONL AB386

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

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

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 Find | View All First 1 of 1 Last

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 Find | View All First 1 of 1 Last

Facility ID Capacity 999 Pat MWF3 Mtg Start 1:30PM Mtg End 2:20PM 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	Print	Access	Contact	Empl RcdID	Job Code
000000114	Stoddard Holmes,Martha	Primary Instructor	<input checked="" type="checkbox"/>	Approve		

Room Characteristics Personalize | Find | First 1 of 1 Last

*Room Characteristic	Description	*Quantity
11	No Room Needed	1

Academic Shift Personalize | Find | First 1 of 1 Last

Academic Shift	Description

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

- 02 Synchronous no meetings AB386

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 Class Section 01 Component Lecture Event ID
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*Room Characteristic	Description	*Quantity
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Academic Shift	Description

Meetings Tab

Meeting Pattern (MP)

Facility ID

- VIRTUAL SY

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

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

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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 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 MWF3 1:30PM 2:20PM 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	

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

Room Characteristic	Description	Quantity
11	No Room Needed	1

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

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

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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	

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

Room Characteristic	Description	Quantity
11	No Room Needed	1

Academic Shift Personalize | Find | View All | First 1 of 1 Last

Academic Shift	Description

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"

Meetings Tab

Faculty Assignment:

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)

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

Room Characteristics:

11 – No Room Needed

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.**

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

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 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)

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 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
 *Drop Consent No Special Consent Required

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:

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

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 Class Section 01 Component Lecture Event ID
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*Class Status Active Cancel Class

Class Type Enrollment Enrollment Status Open

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

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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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 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
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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.

Notes Tab

Note Nbr:

- **113 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!

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)