

## Online Synchronous & Asynchronous

This is a solely online course format/modality. Online Asynchronous & 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. Students will also access class instructional materials online, via Cougar Courses, with deadlines for access and due dates for online assignments.

### PeopleSoft things to look at for Async & Sync Courses:

<b>Instruction Mode</b>	<b>L - Online</b>
<b>Course Attribute/Value</b>	<b>PLAN/ASY&amp;SY</b>
<b>Facility ID</b>	<b>VIRTUAL SY &amp; VIRTUAL AS</b>
<b>APDB Learning Mode</b>	<b>10 - A/S Hybrid no meetings AB386</b>
<b>Room Characteristic</b>	<b>11 No Room Needed</b>
<b>Note Number</b>	<b>116</b>

### Example Class Meets Synchronously weekly and Asynchronously

MP	Facility ID	PAT	Days	Start	End	Start Date - End Date	APDB Mapping: Space Type
1	VIRTUAL SY	MW2	MW	2:30 PM	3:20 PM	Full Semester	3 Non-Capacity
2	VIRTUAL AS	Leave Blank				Full Semester	3 Non-Capacity

The screenshot shows the PeopleSoft interface for course setup. The 'Meetings' tab is selected. The 'Class Sections' section shows details for Session 1, Class Section 01, Component LEC, and Class Type Enrollment Section. The 'Instruction Mode' is set to 'L - On Line'. The 'Class Attributes' section is highlighted with a red box, showing PLAN, PLNB, and FOWL attributes.

### BASIC DATA TAB

#### Instruction Mode:

L - Online

#### Course Attribute/Value

PLAN/ASY&SY

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

Class Sections Session 1 Regular Academic Session Class Nbr 22590 **Class APDB Mapping Values**  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 2 Last  
 Facility ID VIRTUAL SY Capacity 999 Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM 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 2 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 | 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

### APDB Learning Mode

- 10 A/S Hybrid no meetings 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 Spring 2024 Undergrad  
 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Class Sections Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 2 Last  
 Facility ID **VIRTUAL SY** Capacity 999 Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM 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  

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 | 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

### Meeting Pattern (MP):

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

### 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**

**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"**

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
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 Subject Area GBST Global Studies  
 Catalog Nbr 301 CONSTRUCTING GLOBAL IDENTITY

Class Sections  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID VIRTUAL.SY Capacity 999 Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM M T W T F S S \*Start/End Date 01/22/2024 05/10/2024  
 VIRTUAL SYNC Topic ID Free Format Topic

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	

## Meetings Tab

### Faculty Assignment:

If you have a faculty ready to assign when building an ASYNC & SYNC 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)

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  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID VIRTUAL.SY Capacity 999 Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM M T W T F S S \*Start/End Date 01/22/2024 05/10/2024  
 VIRTUAL SYNC Topic ID Free Format Topic

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	

## 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

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  
 Session 1 Regular Academic Session Class Nbr 22590 Class APDB Mapping Values  
 Class Section 01 Component Lecture Event ID 000596777  
 Associated Class 1 Units 3.00

Meeting Pattern  
 Facility ID VIRTUAL.SY Capacity 999 Pat MW2 Mtg Start 2:30PM Mtg End 3:20PM M T W T F S S \*Start/End Date 01/22/2024 05/10/2024  
 VIRTUAL SYNC Topic ID Free Format Topic

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	

Instructors For Meeting Pattern  

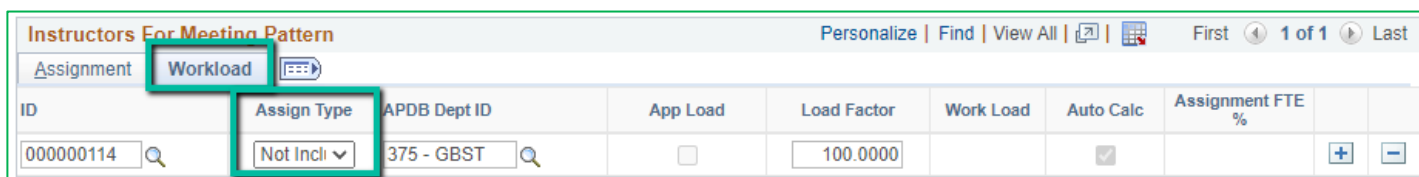
ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE
000000114	Not Incl	375 - GBST		100.0000		

## 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):

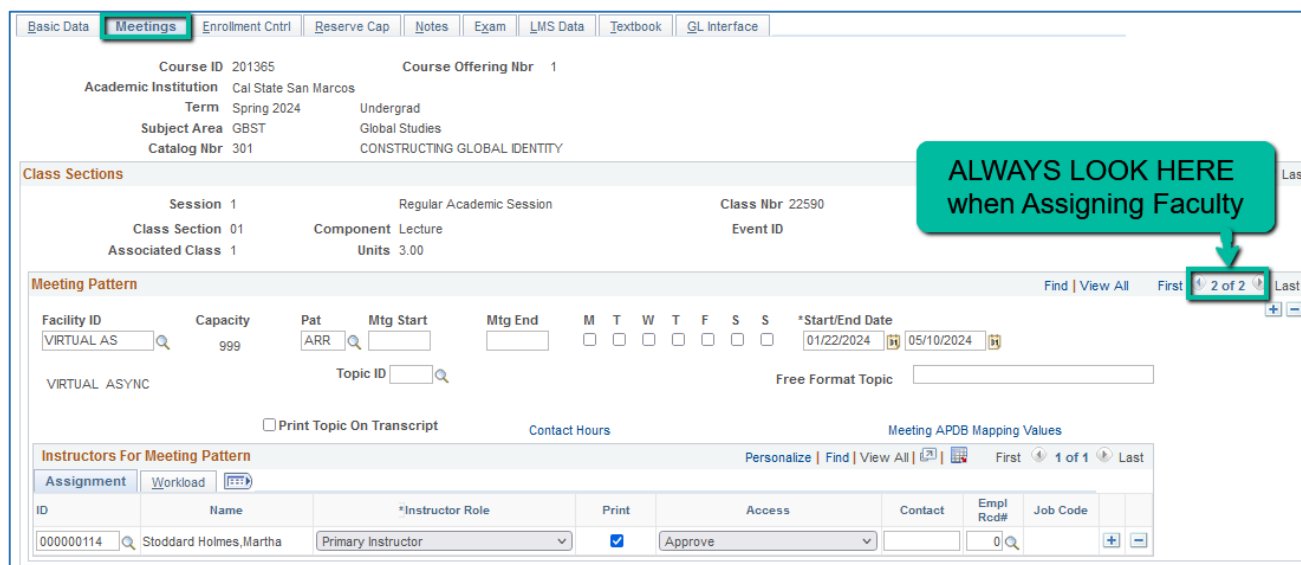


If you do NOT have a faculty ready to assign when building a Hybrid class, you will have to manually change the workload tab on every MP after the first one.

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 Contr | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 201365 Course Offering Nbr 1  
 Academic Institution Cal State San Marcos  
 Term Fall 2023 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 0 Class APDB Mapping Values  
 Class Section Component Lecture Event ID  
 Associated Class 1 Units 3.00

**Meeting Pattern** Find | View 1 First 1.2 of 2 Last

Facility ID: VIRTUAL.SY Capacity: 999 Pat: MWZ 2:30PM 3:20PM M T W T F S S \*Start/End Date: 08/28/2023 12/09/2023  
 VIRTUAL SYNC Topic ID: Free Format Topic: Meeting APDB Mapping Values

Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize | Find | View All | 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	

Facility ID: VIRTUAL.AS Capacity: 999 Pat: MWZ 2:30PM 3:20PM M T W T F S S \*Start/End Date: 08/28/2023 12/09/2023  
 VIRTUAL ASYNC Topic ID: Free Format Topic: Meeting APDB Mapping Values

Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize | Find | View All | 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	

## Meetings Tab

### Meeting Pattern 2+ (MP #2)

Facility ID: VIRTUAL AS

Pat: Leave Blank

### Meeting APDB Mapping Value:

All MPs after the first one & ALL  
 MPs that are online (Async or  
 Sync) must use  
**“3 Non-Capacity”**

**Meeting APDB Mapping Values**

Space Type: 3 Non-Capacity

TBA Hours:

OLD Learning Md:

**Room Characteristics** Personalize | Find | 1 of 1 Last

*Room Characteristic	Description	*Quantity
11	No Room Needed	1

## 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

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:

### 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  
\*Drop Consent No Special Consent Required

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

Auto Enroll from Wait List  Cancel if Student Enrolled

Do NOT Use Drop Consent

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  
 \*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:**

**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  
 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  
 \*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

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  
 \*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)



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 | View All 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.

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

Associated Class 2

**Class Notes** Find | View All

\*Sequence Number 1

\*Print Location After

Note Nbr 0116

Copy Note

Free Format Text: Clear Note

Even if Class Not in Schedule

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.

Drag corner down to make field bigger

### Notes Tab

#### Note Nbr:

- **116 ASYNC & 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!

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 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  
 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)