Setting up a Course with a Synchronous and Asynchronous Meetings

Maintain Schedule of Classes Page

Basic Data Tab:

Section Number.: ‘010, 011, 012 . . .’

Associated Class Number: Same as section number above without the leading zero

Campus: Newark

Location: SA-NEWARK if synchronous meetings are in person; SA-VIRTUAL if synchronous meetings are online.

Instruction Mode: ‘OP’ if there is in-person instruction; ‘ON’ if entire course is online
Meetings Tab:

Pattern: Enter only synchronous meeting days (Ex: MW)

Do not create a meeting pattern for ASYN in addition to this meeting. ASYN is reserved for courses that are only taught asynchronously. We will address the asynchronous work later in the section setup.

Mtg Start and Mtg End: Enter start and end time of synchronous meetings (Ex. 11:15AM-12:05PM)

Instructor: Add instructor name, choose instructor role, access, and enter workload
**Enrollment Control Tab:**

Class Status: Active

Enrollment Capacity: The maximum number of students that can be enrolled in the course

Add Consent: ‘No Consent’ (students can register themselves) or ‘Dept. Consent’ (students contact department to be registered)

Reserve Caps: Email grading-registration@udel.edu to have a reserve cap added to a course if students will be registering themselves.

**Notes Tab:**

Note Nbr: Enter 589 to add Asynchronous note to section

This note will single to students and Institutional Research and Effectiveness, that the remainder of this course requires significant independent instruction.

Add all other numbered notes pertinent to your course. If you need a Free Format Note added send an email to schedoffice@udel.edu with term, course number and the text to be added.
Adjust Class Associations Page:

Class Components Tab: Final Exam: Yes or No