

Setting up a Hybrid-Online (Sync & Async) Course

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-Virtual

Instruction Mode: 'ON'

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID 000003		Course Offering Nbr 1						
Academic Institution University of Delaware		Term 2020 Fall Semester Undergrad		Auto Create Component				
Subject Area ACCT		Catalog Nbr 200		Accounting				
Catalog Nbr 200		SURVEY OF ACCOUNTING						
Find View All First 3 of 5 Last								
*Session	1	Regular Academic Session	Class Nbr	22521				
*Class Section	012		*Start/End Date	09/01/2020	12/10/2020			
*Component	LEC	Lecture	Event ID					
*Class Type	Enrollment Section							
*Associated Class	12	Units 4.00	Add Fee					
*Campus	NEWRK	Newark	<input checked="" type="checkbox"/> Schedule Print					
*Location	SA-VIRTUAL	UD Online	<input checked="" type="checkbox"/> Student Specific Permissions					
Course Administrator			<input type="checkbox"/> Dynamic Date Calc Required					
*Academic Organization	ACCT	Accounting and MIS	<input type="checkbox"/> Generate Class Mtg Attendance					
Academic Group	BE	Business and Economics	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg					
*Holiday Schedule	UDAC	11/UD Academic Calendar	<input type="checkbox"/> GL Interface Required					
*Instruction Mode	ON	Online						
Primary Instr Section	012							

Meetings Tab:

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

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

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

Course ID 000003 Course Offering Nbr 1
 Academic Institution University of Delaware
 Term 2020 Fall Semester Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 200 SURVEY OF ACCOUNTING

Class Sections Find | View All First 3 of 5 Last
 Session 1 Regular Academic Session Class Nbr 0
 Class Section 012 Component Lecture Event ID
 Associated Class 1

Meeting Pattern Find | View All First 1 of 1 Last
 Facility ID Capacity Pat MW 11:15AM 12:05PM M T W T F S S *Start/End Date 09/01/2020 12/10/2020
 Topic ID Free Format Topic
 Print Topic On Transcript Contact Hours

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

ID	Name	*Instructor Role	Print	Access	Contact

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.

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

Course ID 000003 Course Offering Nbr 1
 Academic Institution University of Delaware
 Term 2020 Fall Semester Undergrad
 Subject Area ACCT Accounting
 Catalog Nbr 200 SURVEY OF ACCOUNTING

Enrollment Control Find | View All First 3 of 5 Last
 Session 1 Regular Academic Session Class Nbr 22521
 Class Section 012 Component Lecture Event ID
 Associated Class 12 Units 4.00
 *Class Status Active Cancel Class
 Class Type Enrollment Enrollment Status Open
 *Add Consent No Special Consent Required Requested Room Capacity 35 Total
 *Drop Consent No Special Consent Required Enrollment Capacity 35 0
 1st Auto Enroll Section Wait List Capacity 0
 2nd Auto Enroll Section Minimum Enrollment Nbr
 Resection to Section
 Auto Enroll from Wait List Cancel if Student Enrolled

Notes Tab: Add all 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.

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.

Basic Data	Meetings	Enrollment Control	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface
Course ID	000003	Course Offering Nbr	1					
Academic Institution	University of Delaware							
Term	2020 Fall Semester	Undergrad						
Subject Area	ACCT	Accounting						
Catalog Nbr	200	SURVEY OF ACCOUNTING						

Class Sections			Find View All	First	3 of 5	Last
Session	1	Regular Academic Session				
Class Section	012	Component Lecture				
Associated Class	1					
					Class Nbr	0
					Event ID	

Class Notes		Find View All	First	1 of 1	Last
*Sequence Number	<input type="text" value="1"/>				<input type="button" value="+"/> <input type="button" value="-"/>
*Print Location	<input type="text" value="After"/>				<input type="checkbox"/> Even if Class Not in Schedule
Note Nbr	<input type="text" value="0589"/> <input type="button" value="🔍"/>				
	<input type="button" value="Copy Note"/>				<div style="border: 1px solid black; padding: 5px;">This offering requires significant online independent instructional delivery throughout the term.</div>
Free Format Text:	<input type="button" value="Clear Note"/>				<div style="border: 1px solid black; height: 40px;"></div>

Adjust Class Associations Page:

Class Components Tab: Final Exam: Yes or No

Class Associations
Class Components
Class Requisites

Course ID 000003

Academic Institution University of Delaware

Term 2020 Fall Semester

Subject Area ACCT

Catalog Nbr 200

Course Offering Nbr 1

Undergrad

Accounting

SURVEY OF ACCOUNTING

Session 1 Regular Academic Session

Class Association Components
Find | View All
First 3 of 5 Last

Associated Class 12

*Grading Basis Student Option

Graded Component

*Grade Roster Print

Requirement Designation

Primary Component

Associated Class Attributes
Find
First 1 of 1 Last

*Attribute

Class Components
Personalize | Find | View All
First 1 of 1 Last

*Course Component	Contact	Optional	*Final Exam	Auto Create	
<input type="text" value="Lecture"/>	4.000	<input type="checkbox"/>	<input type="text" value="Yes"/>	<input type="checkbox"/>	+ -