

## Setting up an On-Line Asynchronous 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	Subject Area	ACCT	Accounting					
Catalog Nbr	200	Catalog Nbr	200	SURVEY OF ACCOUNTING					
<b>Class Sections</b>									
*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						
*Campus	NEWRK	Newark							Add Fee
*Location	SA-VIRTUAL	UD Online							<input checked="" type="checkbox"/> Schedule Print
Course Administrator									<input checked="" type="checkbox"/> Student Specific Permissions
*Academic Organization	ACCT	Accounting and MIS							<input type="checkbox"/> Dynamic Date Calc Required
Academic Group	BE	Business and Economics							<input type="checkbox"/> Generate Class Mtg Attendance
*Holiday Schedule	UDAC	11/UD Academic Calendar							<input checked="" type="checkbox"/> Sync Attendance with Class Mtg
*Instruction Mode	ON	Online							<input type="checkbox"/> GL Interface Required
Primary Instr Section	012								

## Meetings Tab:

Meeting Pattern: ASYN

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	304566	Course Offering Nbr	1									
Academic Institution	University of Delaware											
Term	2021 Spring Semester Undergrad											
Subject Area	AFRA	Africana Studies										
Catalog Nbr	398	AFAM RELIGIOUS HISTORY										
<b>Class Sections</b>								Find   View All   First 1 of 1 Last				
Session	1	Regular Academic Session		Class Nbr 20782								
Class Section	010	Component	Lecture	Event ID								
Associated Class	10	Units	3.00									
<b>Meeting Pattern</b>								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
<input type="text"/>		ASYN	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/15/2021   05/18/2021
		Topic ID	<input type="text"/>									
		<input type="checkbox"/> Print Topic On Transcript	Contact Hours									
<b>Instructors For Meeting Pattern</b>								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](mailto:grading-registration@udel.edu) to have a reserve cap added to a course if students will be registering themselves.

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](mailto: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 00003      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  
 \*Drop Consent No Special Consent Required

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

Requested Room Capacity  Total  
 Enrollment Capacity  0  
 Wait List Capacity  0  
 Minimum Enrollment Nbr

Auto Enroll from Wait List       Cancel if Student Enrolled

**Adjust Class Associations Page:**

**Class Components Tab:**

Final Exam: Yes or No

Class Associations | **Class Components** | Class Requisites

Course ID 00003      Course Offering Nbr 1  
 Academic Institution University of Delaware  
 Term 2020 Fall Semester Undergrad  
 Subject Area ACCT      Accounting  
 Catalog Nbr 200      SURVEY OF ACCOUNTING

Session 1      Regular Academic Session

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

Associated Class 12  
 \*Grading Basis OPT Student Option  
 Graded Component Lecture  
 Requirement Designation   
 \*Grade Roster Print Component  
 Primary Component LEC

**Associated Class Attributes** Find First 1 of 1 Last  
 + -  
 \*Attribute

**Class Components** Personalize | Find | View All | 21 | First 1 of 1 Last

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