

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						
Subject Area	ACCT	Accounting	Auto Create Component					
Catalog Nbr	200	SURVEY OF ACCOUNTING						
Class Sections 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					
*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: DL

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 22521
 Class Section 012 Component Lecture Event ID
 Associated Class 12 Units 4.00

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
 DL 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
21932	Detwiler, Timothy E	Primary Instructor	<input checked="" type="checkbox"/>	Approve	<input type="text"/>

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

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: 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.

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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

Adjust Class Associations Page:

Class Components Tab:

Final Exam: Yes or No

Course ID 00003 Course Offering Nbr 1
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 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 *Grade Roster Print Component
 Requirement Designation Primary Component LEC

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
Lecture	4.000	<input type="checkbox"/>	Yes	<input type="checkbox"/>