

Setting up an On-Line Synchronous 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		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		*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 approved meeting days (Ex. TR)

Mtg Start and Mtg End: Enter an approved meeting pattern (Ex. 11:00AM-12:15PM)

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
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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
<input type="text"/>		TR	11:00AM	12:15PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2020 - 12/10/2020
Topic ID <input type="text"/>		Free Format Topic <input type="text"/>										
<input type="checkbox"/> 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"/>				

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.

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

Adjust Class Associations Page:

Class Components Tab: Final Exam: Yes or No

Class Associations **Class Components** Class Requisites

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

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"/>