

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

#### 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				
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										
<b>Class Sections</b>								Find   View All				
Session	1	Regular Academic Session	Class Nbr	22521								
Class Section	012	Component	Lecture	Event ID								
Associated Class	12	Units	4.00									
<b>Meeting Pattern</b>								Find   View All				
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	Free Format Topic <input type="text"/>									
		<input type="checkbox"/> Print Topic On Transcript	<a href="#">Contact Hours</a>									

### 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 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"/>