

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
Subject Area ACCT Accounting
Catalog Nbr 200 SURVEY OF ACCOUNTING

Auto Create Component

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:

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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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 TR Mtg Start 11:00AM Mtg End 12:15PM 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 | **FEEDBACK**

ID	Name	*Instructor Role	Print	Access	Contact
21932	Detwiler, Timothy E	Primary Instructor	<input checked="" type="checkbox"/>	Approve	

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
 *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

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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"/>