

Setting up a Course with a Synchronous and Asynchronous Meetings

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-NEWARK if synchronous meetings are in person; SA-VIRTUAL if synchronous meetings are online.

Instruction Mode: 'OP' if there is in-person instruction; 'ON' if entire course is online

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			

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Auto Create Component

Class Sections Find | View All First 3 of 5

*Session 1 Regular Academic Session Class Nbr 0
 *Class Section 012 *Start/End Date 08/31/2021 12/10/2021
 *Component LEC Lecture Event ID
 *Class Type Enrollment Section
 *Associated Class 12
 *Campus NEWRK Newark
 *Location SA-NEWARK Main Campus Add Fee
 Course Administrator
 *Academic Organization ACCT Accounting and MIS
 Academic Group BE Business and Economics
 *Holiday Schedule UDAC 11/UD Academic Calendar
 *Instruction Mode OP Online and In Person
 Primary Instr Section 012

Schedule Print
 Student Specific Permissions
 Dynamic Date Calc Required
 Generate Class Mtg Attendance
 Sync Attendance with Class Mtg
 GL Interface Required

Meetings Tab:

Pattern: Enter only synchronous meeting days (Ex: MW)

Do not create a meeting pattern for ASYN in addition to this meeting. ASYN is reserved for courses that are only taught asynchronously. We will address the asynchronous work later in the section setup.

Mtg Start and Mtg End: Enter start and end time of synchronous meetings (Ex. 11:15AM-12:05PM)

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 0
 Class Section 012 Component Lecture Event ID
 Associated Class 1

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
 MW 11:15AM 12:05PM 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

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.

Basic Data Meetings **Enrollment Control** Reserve Cap Notes Exam LMS Data Textbook GL Interface

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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

Notes Tab:

Note Nbr: Enter 589 to add Asynchronous note to section

This note will single to students and Institutional Research and Effectiveness, that the remainder of this course requires significant independent instruction.

Add all other 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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Class Sections Find | View All First 3 of 5 Last

Session 1 Regular Academic Session Class Nbr 0
 Class Section 012 Component Lecture Event ID
 Associated Class 1

Class Notes Find | View All First 1 of 1 Last

*Sequence Number 1
 *Print Location After Even if Class Not in Schedule
 Note Nbr 0589
 Copy Note
 Free Format Text:
 Clear Note

This offering requires significant online independent instructional delivery throughout the term.

Adjust Class Associations Page:

Class Components Tab: Final Exam: Yes or No

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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"/>