



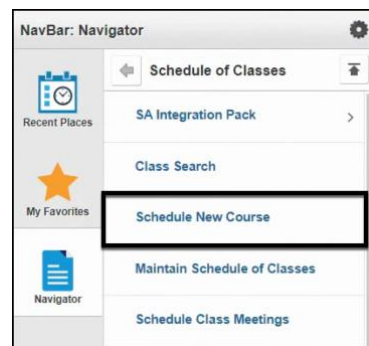
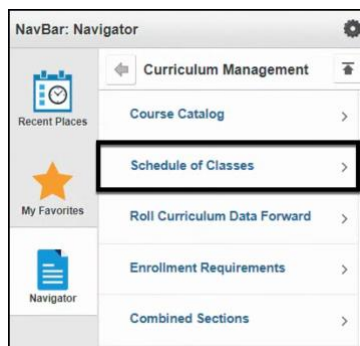
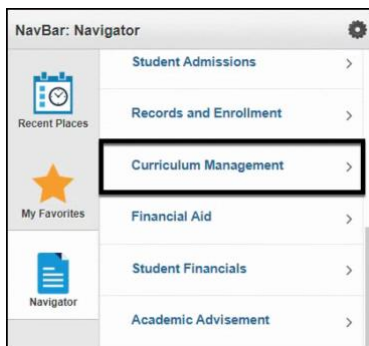


SCHEDULING A HYFLEX CLASS SECTION

INSTRUCTIONS

This Job Aid will go over the process necessary to create a Hyflex class section. Hyflex classes are primarily taught online with the option for students to attend in-person class meetings at one of SDCCE’s campuses or offsite locations.

STEP	Instructions
1)	Click on  and  navigate to: Curriculum Management → Schedule of Classes → Schedule New Course



STEP	Instructions
2)	Search for your course by entering the Academic Institution, Term, Subject Area, and Catalog Nbr. Click the Search button.


Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

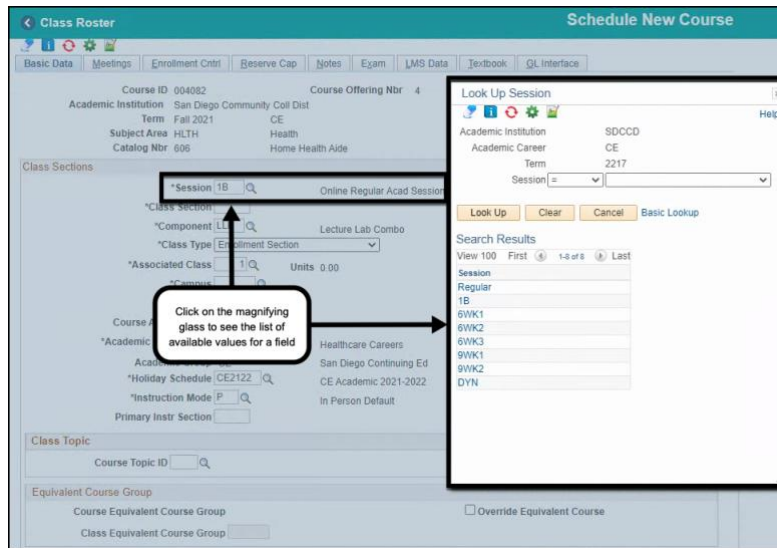
Search Criteria

Academic Institution	=	SDCCD	Q
Term	=	2217	Q
Subject Area	=	HLTH	Q
Catalog Nbr	begins with	606	
Academic Career	=		
Campus	begins with		Q
Description	begins with		
Course ID	begins with		Q
Course Offering Nbr	=		Q
Class Section	begins with		
Academic Organization	begins with		
Class Nbr	=		

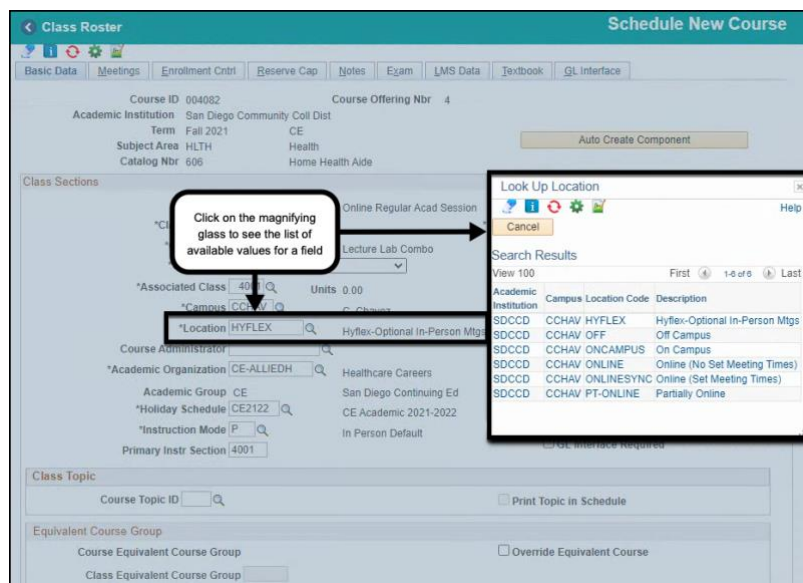




STEP	Instructions
3)	<p>You will be directed to the Basic Data Tab where you can add a new section of the course. Begin by entering or modifying the appropriate class section information into the fields for Session, Class Section, and Campus.</p> <p>Note: Session Code 1B will be used for online (fully online, hyflex, and hybrid) 18-week regular session classes beginning Fall 2021 (2217).</p>



STEP	Instructions
4)	<p>Select the HYFLEX Location Code from the list. It is important that all Hyflex classes be coded with the HYFLEX Location Code. The code description is visible to students on the Online Class Schedule.</p>





STEP	Instructions
5)	<p>Select the Instruction Mode list of values based on the online instruction/teaching method.</p> <ul style="list-style-type: none"> • If the class will be taught synchronously (set meeting dates and times) select 71. • If the class will be taught asynchronously (no set meeting dates and times) select 72. <p>Then select a Class Topic, if appropriate.</p>

Class Roster | **Schedule New Course**

Course ID: 004082 | Course Offering Nbr: 4
 Academic Institution: San Diego Community Coll Dist
 Term: Fall 2021 | CE
 Subject Area: HLTH | Health
 Catalog Nbr: 606 | Home Health Aide

Class Sections

*Session: 1B | Online Regular Acad Session
 *Class Section: 4001 | *Start/End
 *Component: LLB | Lecture Lab Combo
 *Class Type: Enrollment Section
 *Associated Class: 4001 | Units: 0.00
 *Campus: CCHAV | C. Chavez
 *Location: HYFLEX | Hyflex-Optional In-Person Mtgs
 Course Administrator: []
 *Academic Organization: CE-ALLIEDH | Healthcare Careers
 Academic Group: CE | San Diego Continuing Ed
 *Holiday Schedule: CE2122 | CE Academic 2021-2022
 *Instruction Mode: 72 | DE-Internet-Delayed Exchange
 Primary Instr Section: 4001

Class Topic

Course Topic ID: []

Equivalent Course Group

Course Equivalent Course Group: []
 Class Equivalent Course Group: []

Look Up Instruction Mode

Academic Institution: SDCCD
 Instruction Mode: begins with []
 Description: begins with []

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 | First | 1-20 of 20 | Last

Instruction Mode	Description
02	In Person-Lecture/discussion
04	In Person-Lab/Studio/Activity
11	Tutoring
20	Work Experience
40	Directed Independent Study
50	Dist Ed-Delayed Interaction
51	Dist Ed-IE, 2-way Audio Video
52	Dist Ed-1way video, 2way audio
53	Dist Ed-Two-way audio only
54	Dist Ed-Other Immediate Exchan
61	Dist Ed-Passive, text one-way
62	Dist Ed-Passive Audio one-way
63	Dist Ed-Passive video one-way
64	Dist Ed-Other Passive Medium
71	DE-Internet-Immediate Exchange
72	DE-Internet-Delayed Exchange
90	Field Experience
98	Other Independent Study
P	In Person Default
XX	Other Method of Instruction

Class Roster | **Schedule New Course**

Campus: CCHAV | C. Chavez | Add Fee

*Location: HYFLEX | Hyflex-Optional In-Person Mtgs

Course Administrator: []

*Academic Organization: CE-ALLIEDH

Academic Group: CE

*Holiday Schedule: CE2122

*Instruction Mode: 72

Primary Instr Section: 4001

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

Class Topic


Course Topic ID: [] | Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: [] | Override Equivalent Course
 Class Equivalent Course Group: []

If Class Topics are available, they will be listed after clicking on the magnifying glass.



STEP	Instructions
6)	<p>In the Class Attributes Section, click on the  icon of the last row to add a new Class Attribute.</p> <p>Add the Class Attribute ONLN and the Class Attribute Value of YES.</p> <p>Note: All online (Fully Online, Hybrid, and Hyflex) classes at SDCCE must be coded with the ONLN Class Attribute beginning Fall 2021 (2217).</p>

Class Roster
Schedule New Course

































Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course

Class Equivalent Course Group

Class Attributes Personalize | Find | | First 1-16 of 16 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03	Course TOP Code	123080	Home Health Aide		
CB04	Course-Credit-Status	N	Noncredit		
CB05	Course Transfer Status	C	Not Transferable		
CB08	Course-Basic-Skills-Status	N	Course is not basic skills		
CB09	Course-SAM-Priority-Code	B	Advanced Occupational		
CB10	Cooperative Work Experience	N	Not Part of Program		
CB11	Course Classification Status	K	Other Noncredit Enhanced Fndng		
CB13	Course Special Class Status	N	Course is not a Special Status		
CB14	California Articulation Number	YYYYYY	Course not selected for CAN		
CB15	Course Can Sequence Code	YYYYYYYY	Course not selected for CAN		
CB21	Course-Prior-To-College-Level	Y	Not Applicable		
CB22	Course-Noncredit-Category	I	Short-term Vocational		
CB23	Funding Agency Category	Y	Not Applicable		
CEPR	Continuing Education Program	4NURSASSTN	Nursing Assistant Training Prg		
SPPR	SPEC-PROG	0	NO SPECIAL PROGRAM		
ONLN	CE Online Course Section	YES	YES		

2

1

DATE CREATED: 5/26/21

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STEP	Instructions
7)	Click on the Meetings Tab to begin entering meeting pattern information. Enter the Facility ID , TBA meeting pattern , and the TBA Hours values. Note: If scheduling a DYN class section, first click on the <input type="checkbox"/> icon to update the meeting pattern start/end dates so they match the Basic Data start/end dates .

The screenshot shows the 'Schedule New Course' form with the following details:

- Course Information:** Academic Institution: SDCCD, Course ID: 004082, CE, Term: Fall 2021, Subject Area: HLTH Health, Date/Time: 05/19/2021 11:54:24AM, Course Offering Nbr: 4, Catalog Nbr: 606, Home Health Aide.
- Class Sections:** Class Nbr: 0, Session: 1B Online Regular Acad Session, Units: 0.00, Number of Weeks: 0, WAH: 0.00, Number of Days: 0, DAH: 0.00, Recalc button.
- Meeting Pattern:** Facility ID: CCHAVWEB (annotated with 1), Capacity: 1, Pat: TBA (annotated with 2), *Start/End Date: 09/07/2021 to 01/29/2022, TBA Hours: 64.00 (annotated with 3).

STEP	Instructions
8)	Optional: You can click the Recalc button to preview calculated values for specific fields.

The screenshot shows the 'Schedule New Course' form after clicking the 'Recalc' button. The following fields are updated:

- Class Sections:** Number of Weeks: 18, WAH: 3.50, Number of Days: 0, DAH: 0.00, Recalc button.
- Meeting Pattern:** Facility ID: CCHAVWEB, Capacity: 1, Pat: TBA, *Start/End Date: 09/07/2021 to 01/29/2022, TBA Hours: 64.00.
- Class Section FTE:** 0.150 (highlighted with a box).
- Scheduled Hours:** 0.00, TBA Hours: 64.00, Total Hours: 64.00 (all highlighted with a box).



STEP	Instructions
9)	Next, enter the instructor information in the Instructors For Meeting Pattern section. Modify any field values as needed.

Instructors For Meeting Pattern Personalize | Find | First 1 of 1 Last

Assignment Days/Times Paid Hours

ID	Term Workload	Name	*Instructor Role	Print	Empl Rcd#	Job Code	Assign Type	Weekly Hours	SEC-FTE	ADJ-FTE	Assignment FTE %
		Campbell, Kathy	Primary Instructor	<input checked="" type="checkbox"/>	0	B1330	CEB1FacCon	3.5000	0.150	0.150	15.00

Instructors For Meeting Pattern Personalize | Find | First 1 of 1 Last

Assignment Days/Times Paid Hours

ID	Term Workload	Name	Start Date	End Date	Mtg Start	Mtg End	Pat	M	T	W	R	F	S	U	TBA Hours	CE FCH
		Campbell, Kathy	09/07/2021	01/29/2022			TBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	64.00	64.00

STEP	Instructions
10)	On the Enrollment Control Tab , adjust the Class Capacity appropriately.

Basic Data Schedule New Course

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

Course ID 004082 Course Offering Nbr 4
 Academic Institution San Diego Community Coll Dist
 Term Fall 2021 CE
 Subject Area HLTH Health
 Catalog Nbr 606 Home Health Aide

Enrollment Control Find | View All First 2 of 2 Last

Session 1B Online Regular Acad Session Class Nbr 0
 Class Section 4001 Component Lecture Event ID
 Lab
 Combo
 Associated Class 4001 Units 0.00
 *Class Status Active
 Class Type Enrollment Enrollment Status Closed
 *Add Consent Add Code Permission Nbr Reqd

1st Auto Enroll Section
 2nd Auto Enroll Section
 Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

Enrollment Capacity	999	Total	0
Wait List Capacity			0

Enrollment at Census



STEP	Instructions
11)	<p>In the Notes Tab, enter any regular Class Notes under Sequence Number 1. Hyflex classes will have additional Class Notes under Sequence Number 5 denoting the dates and times students may attend the optional in-person class meetings.</p> <p>Click on the + icon to add a new Class Notes Sequence. In the Sequence Number field, change the field value to 5 and then enter the Hyflex class notes in the Free Format Text box.</p> <p>Note: The Hyflex class notes must be entered in the correct format described below. Deviations from the format will result in the classes being improperly displayed on the online schedule of classes shown to the public.</p> <p style="text-align: center;">HYFLEX – Attend Virtually or In-Person Optional on-campus meeting day(s) CESAR CHAVEZ CAMPUS, Room 112 Thursdays, 1:00pm-2:00pm</p> <p>Click the Save button to complete and save the new Hyflex class section. The Class Number and Event ID will appear once the class has been saved.</p>

The screenshot shows the 'Schedule New Course' interface. At the top, there are navigation tabs: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, Textbook, and GL Interface. The course details are: Course ID 004082, Course Offering Nbr 4, Academic Institution San Diego Community Coll Dist, Term Fall 2021, CE, Subject Area HLTH, Health, Catalog Nbr 606, Home Health Aide.

Class Sections: Session 1B, Online Regular Acad Session, Class Section 4001, Component Lecture Lab Combo, Associated Class 4001, Units 0.00. A callout box shows Class Nbr 74917 and Event ID 000313296.

Class Notes: The interface shows two note entries. Callout 1 points to the '+' button to add a new note. Callout 2 points to the '*Sequence Number' field set to 5. Callout 3 points to the 'Free Format Text' box containing: 'HYFLEX – Attend Virtually or In-Person', 'Optional on-campus meeting day(s)', 'CESAR CHAVEZ CAMPUS, Room 112', 'Thursdays, 1:00pm-2:00pm'. Callout 4 points to the 'Save' button at the bottom.