



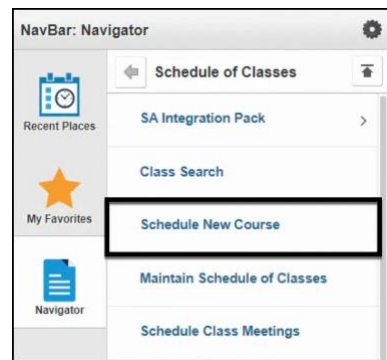
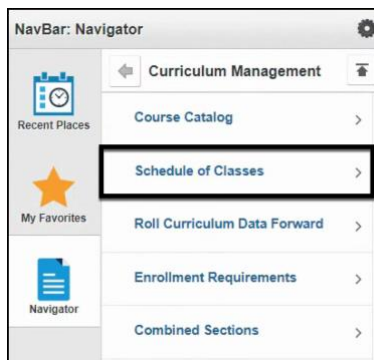


SCHEDULING A HYBRID CLASS SECTION

INSTRUCTIONS

This Job Aid will go over the process necessary to create a Hybrid class section. Hybrid classes are partially taught online and partially taught in-person 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

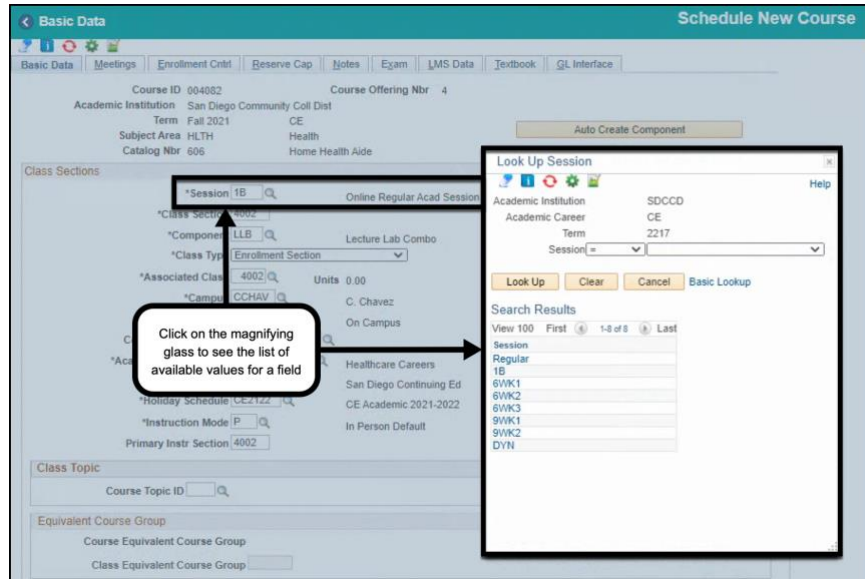
Academic Institution	=	SDCCD	🔍
Term	=	2217	🔍
Subject Area	=	HLTH	🔍
Catalog Nbr	begins with	606	
Academic Career	=		▼
Campus	begins with		🔍
Description	begins with		🔍
Course ID	begins with		🔍
Course Offering Nbr	=		🔍
Class Section	begins with		🔍
Academic Organization	begins with		🔍
Class Nbr	=		🔍

🔍 Sensitive

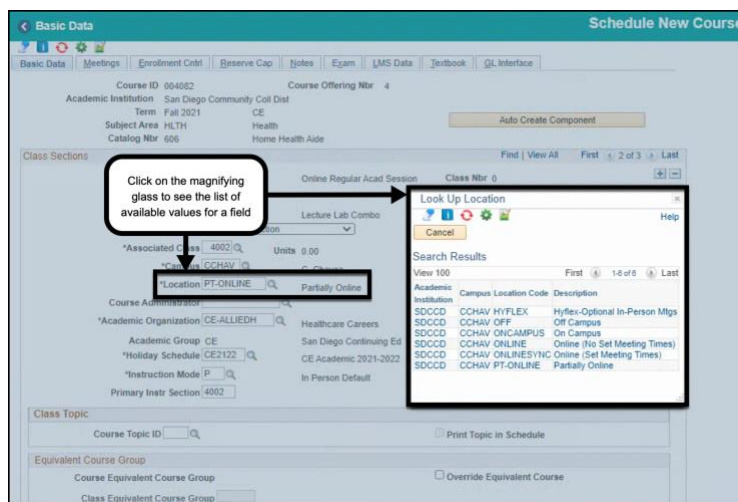
Search Clear Basic Search Save Search Criteria



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 PT-ONLINE Location Code from the list. It is important that all Hybrid classes be coded with the PT-ONLINE 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>



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

1

2



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 .

My Homepage **Schedule New Course**

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

Academic Institution: SDCCD Course ID: 004081 CE Last Course Change By: []
 Term: Fall 2021 Subject Area: HLTH Health Date/Time: 05/20/2021 12:10:13PM
 Course Offering Nbr: 4 Catalog Nbr: 605 Nursing Assistant Training Course Audit

Class Sections Find | View All | First | 1 of 1 | Last

Class Nbr: 0 Units: 0.00 Number of Weeks: 0 WAH: 0.00 Calculations/Overrides
 Session: 1B Online Regular Acad Session Number of Days: 0 DAH: 0.00 **Recalc** Section Audit

Class Section: 4002 Minimum Hours: 0.00
 Associated Class: 4002 Maximum Hours: 999.00
 Component: Lecture Lab Combo Class Section FTE: 0.000
 Event ID CE Faculty Contact Hours: 0.00 Scheduled Hours: 0.00 FTEs Report (0)
 CE Distance Ed Hours: 0.00 TBA Hours: 0.00 Total Hours: 0.00 Report Term: []
 Last Section Change By: []
 Last Update Date/Time: []

Meeting Pattern Find | View All | First | 1 of 1 | Last

Facility ID: CCHAVWEB Capacity: [] Pat: TBA Mtg Start: [] Mtg End: [] M T W R F S U *Start/End Date: 09/07/2021 - 01/29/2022 Copy to Instructors
 Topic ID: [] Free Format Topic: [] TBA Hours: 64.00

Print Topic On Transcript Contact Hours

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

My Homepage **Schedule New Course**

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

Academic Institution: SDCCD Course ID: 004081 CE Last Course Change By: []
 Term: Fall 2021 Subject Area: HLTH Health Date/Time: 05/20/2021 12:54:16PM
 Course Offering Nbr: 4 Catalog Nbr: 605 Nursing Assistant Training Course Audit

Class Sections Find | View All | First | 1 of 1 | Last

Class Nbr: 0 Units: 0.00 Number of Weeks: 18 WAH: 3.50 Calculations/Overrides
 Session: 1B Online Regular Acad Session Number of Days: 0 DAH: 0.00 **Recalc** Section Audit

Class Section: 4002 Minimum Hours: 0.00
 Associated Class: 4002 Maximum Hours: 999.00
 Component: Lecture Lab Combo Class Section FTE: 0.150 Scheduled Hours: 0.00 FTEs Report (0)
 Event ID CE Faculty Contact Hours: 0.00 TBA Hours: 64.00 Report Term: []
 CE Distance Ed Hours: 0.00 Total Hours: 64.00 Prior Summer: Last Section Change By: []
 Last Update Date/Time: []

Meeting Pattern Find | View All | First | 1 of 1 | Last

Facility ID: CCHAVWEB Capacity: 1 Pat: TBA Mtg Start: [] Mtg End: [] M T W R F S U *Start/End Date: 09/07/2021 - 01/29/2022 Copy to Instructors
 Topic ID: [] Free Format Topic: [] TBA Hours: 64.00

Print Topic On Transcript Contact Hours



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.

Meetings Schedule New Course

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

Course ID 004081 Course Offering Nbr 4
 Academic Institution San Diego Community Coll Dist
 Term Fall 2021 CE
 Subject Area HLTH Health
 Catalog Nbr 605 Nursing Assistant Training

Enrollment Control Find | View All First 1 of 1 Last

Session 1B Online Regular Acad Session Class Nbr 0
 Class Section 4002 Component Lecture Event ID
 Lab
 Combo
 Associated Class 4002 Units 0.00

*Class Status Active

Class Type Enrollment Enrollment Status Closed


*Add Consent | Add Code | Permission Nbr Req'd

	Total
Enrollment Capacity 999	0
Wait List Capacity	0

Enrollment at Census

Auto Enroll from Wait List Cancel if Student Enrolled



STEP	Instructions
11)	<p>In the Notes Tab, enter any regular Class Notes under Sequence Number 1.</p> <p>Hybrid classes will have additional Class Notes under Sequence Number 5 denoting the dates and times students are expected to meet on-campus for 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 Hybrid class notes in the Free Format Text box.</p> <p>Note: The Hybrid 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;">HYBRID – Mandatory 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 Hybrid 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 'Notes' tab is selected.

Course details are displayed: 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 0' and 'Event ID' next to a plus icon. Another callout box shows 'Class Nbr 74917' and 'Event ID 000313296'.

Class Notes: The first note has Sequence Number 1, Print Location After, and a text box containing 'Mandatory orientation required. To sign up for an orientation, please visit http://www.sdcc.edu/job-training/health-career-training/orientation/chavez'. A callout '1' points to the plus icon next to the sequence number field.

The second note has Sequence Number 5, Print Location Before, and a 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'. A callout '2' points to the sequence number field, '3' points to the text box, and '4' points to the Save button.

At the bottom, there are buttons for Save, Return to Search, and Notify.