SAN DIEGO COMMUNITY COLLEGE DISTRICT

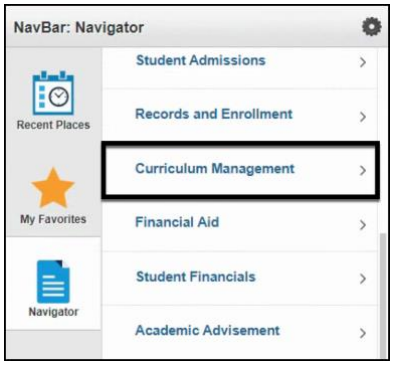
Job Aid

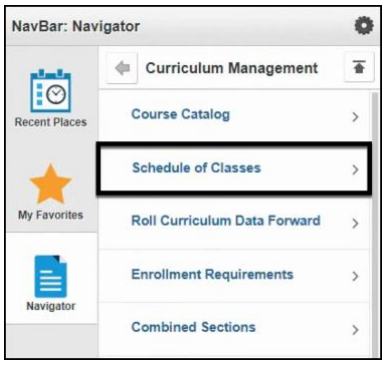
SCHEDULING A HYBRID CLASS SECTION

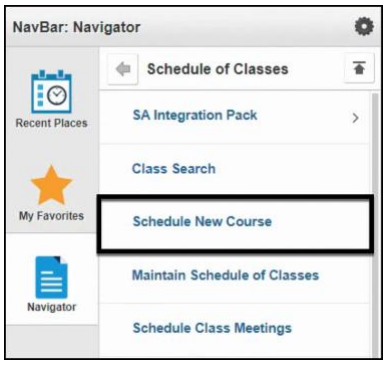
INSTRUCTIONS

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.

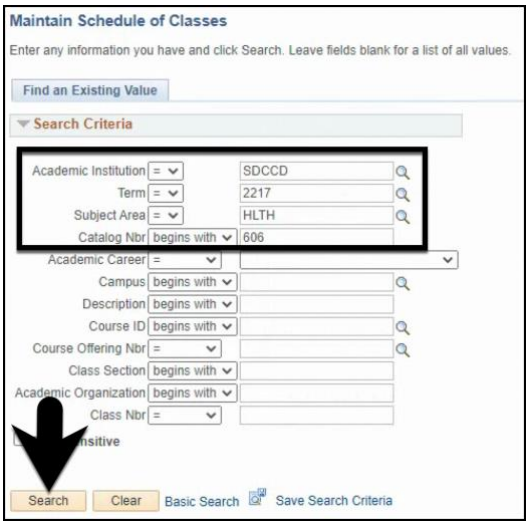
STEP	Instructions
1)	Click on and navigate to: **Curriculum Management → Schedule of Classes → Schedule New Course**



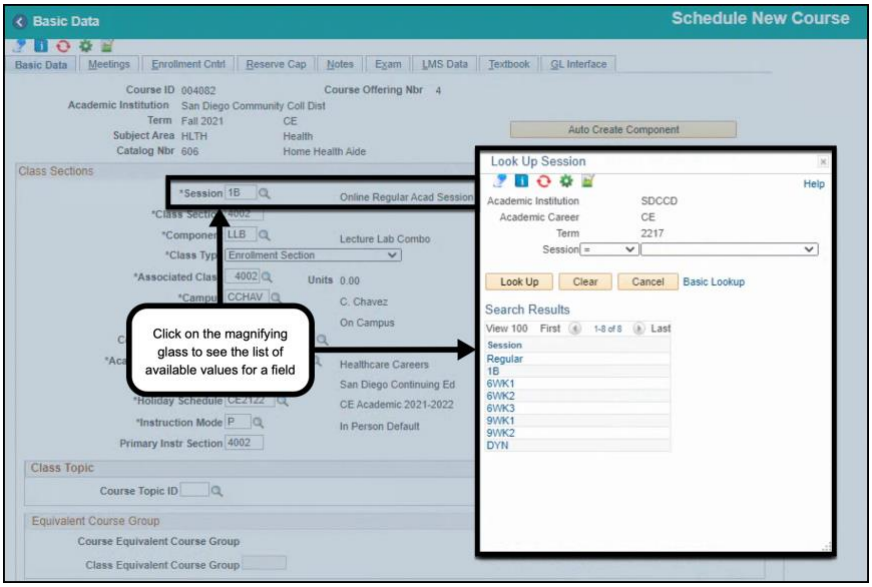




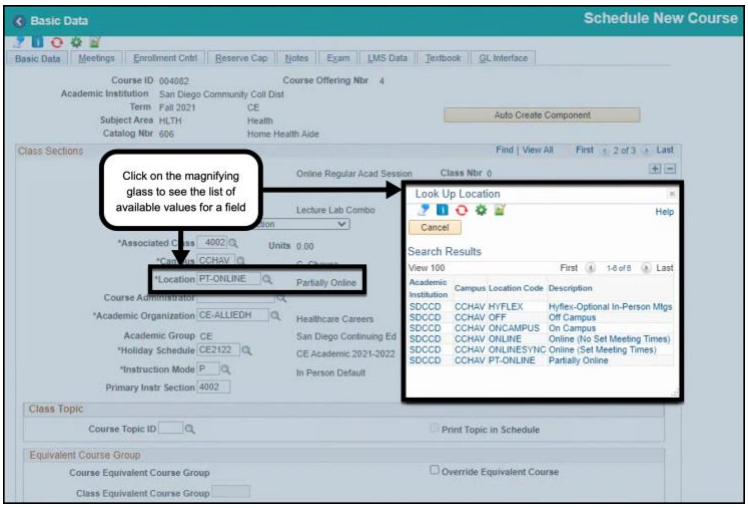
STEP	Instructions
2)	Search for your course by entering the **Academic Institution, Term, Subject Area,** and **Catalog Nbr**. Click the **Search** button.



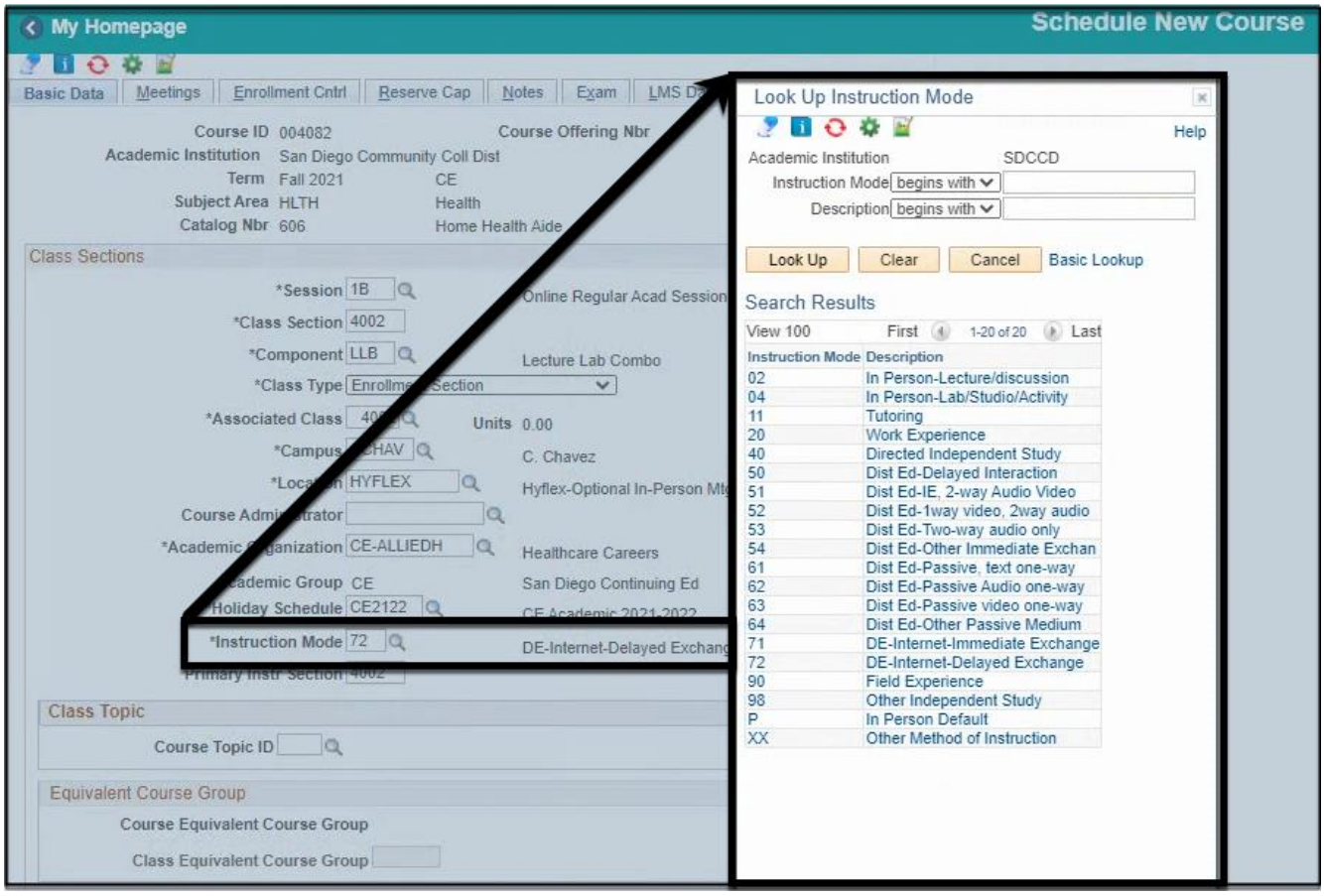
STEP	Instructions
3)	You will be directed to the **Basic Data Tab** where you can add a new section of the course. Begin by entering or modifying the appropriate class section information into the fields for **Session**, **Class Section**, and **Campus**. **Note:** Session Code 1B will be used for online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

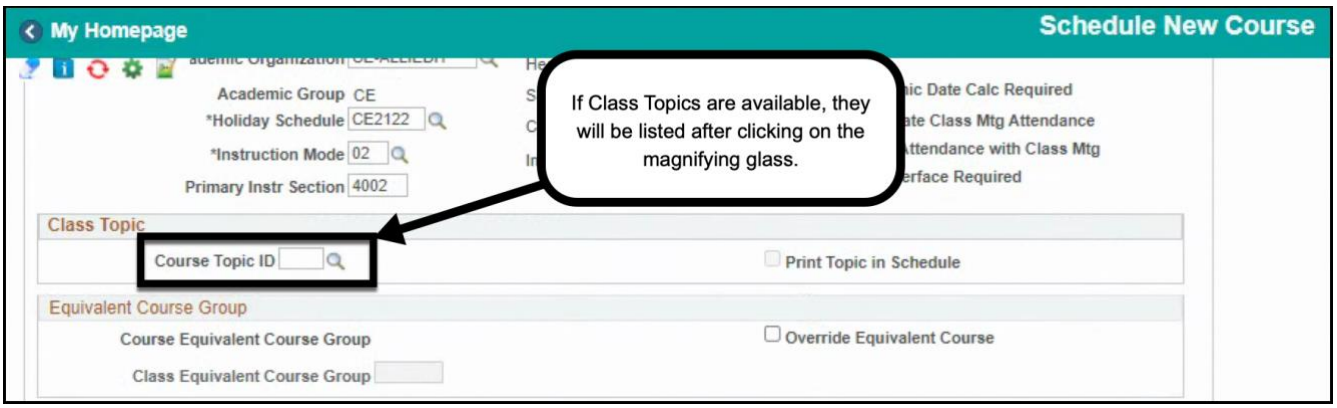


STEP	Instructions
4)	Select the PT-ONLINE **Location Code** from the list. It is important that all Hybrid classes be coded with the PT-ONLINE Location Code. The code description is visible to students on the Online Class Schedule.

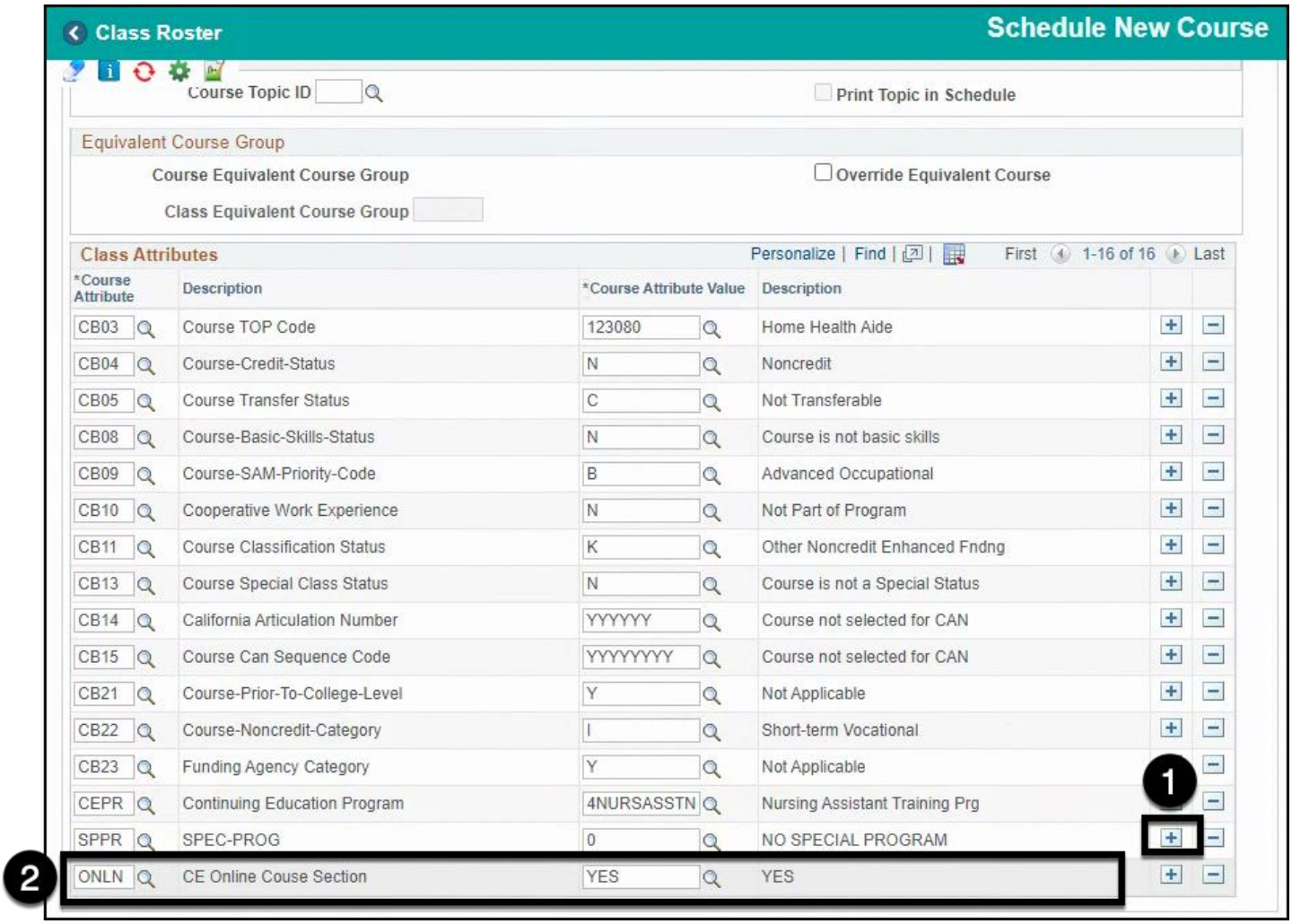


STEP	Instructions
5)	Select the **Instruction Mode** list of values based on the online instruction/teaching method. • If the class will be taught synchronously (set meeting dates and times) select 71. • If the class will be taught asynchronously (no set meeting dates and times) select 72. Then select a **Class Topic**, if appropriate.

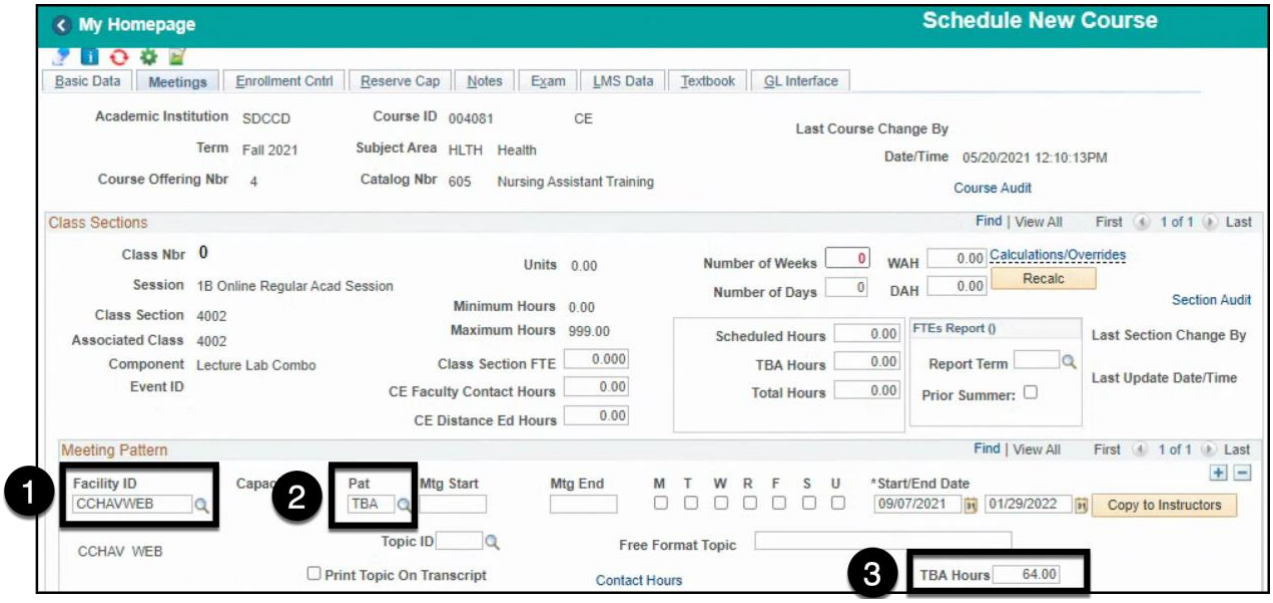




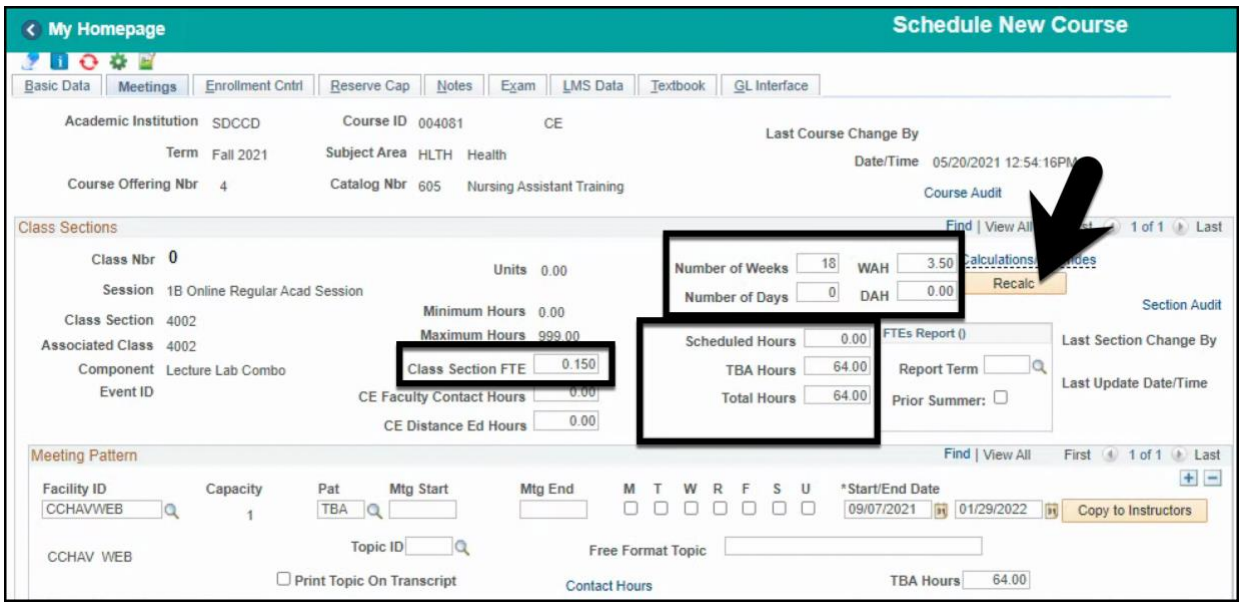
STEP	Instructions
6)	In the **Class Attributes** Section, click on the + icon of the last row to add a new Class Attribute. Add the Class Attribute ONLN and the Class Attribute Value of YES. **Note:** All online (Fully Online, Hybrid, and Hyflex) classes at SDCCE must be coded with the ONLN Class Attribute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



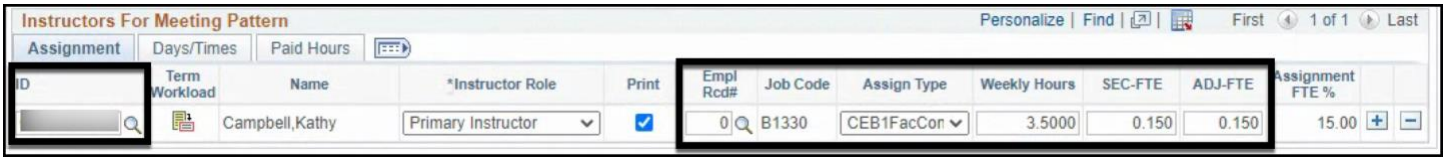
STEP	Instructions
7)	Click on the **Meetings Tab** to begin entering meeting pattern information. Enter the **Facility ID**, **TBA meeting pattern**, and the **TBA Hours** values. **Note:** If scheduling a DYN class section, first click on the ➖ icon to update the meeting pattern **start/end dates**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



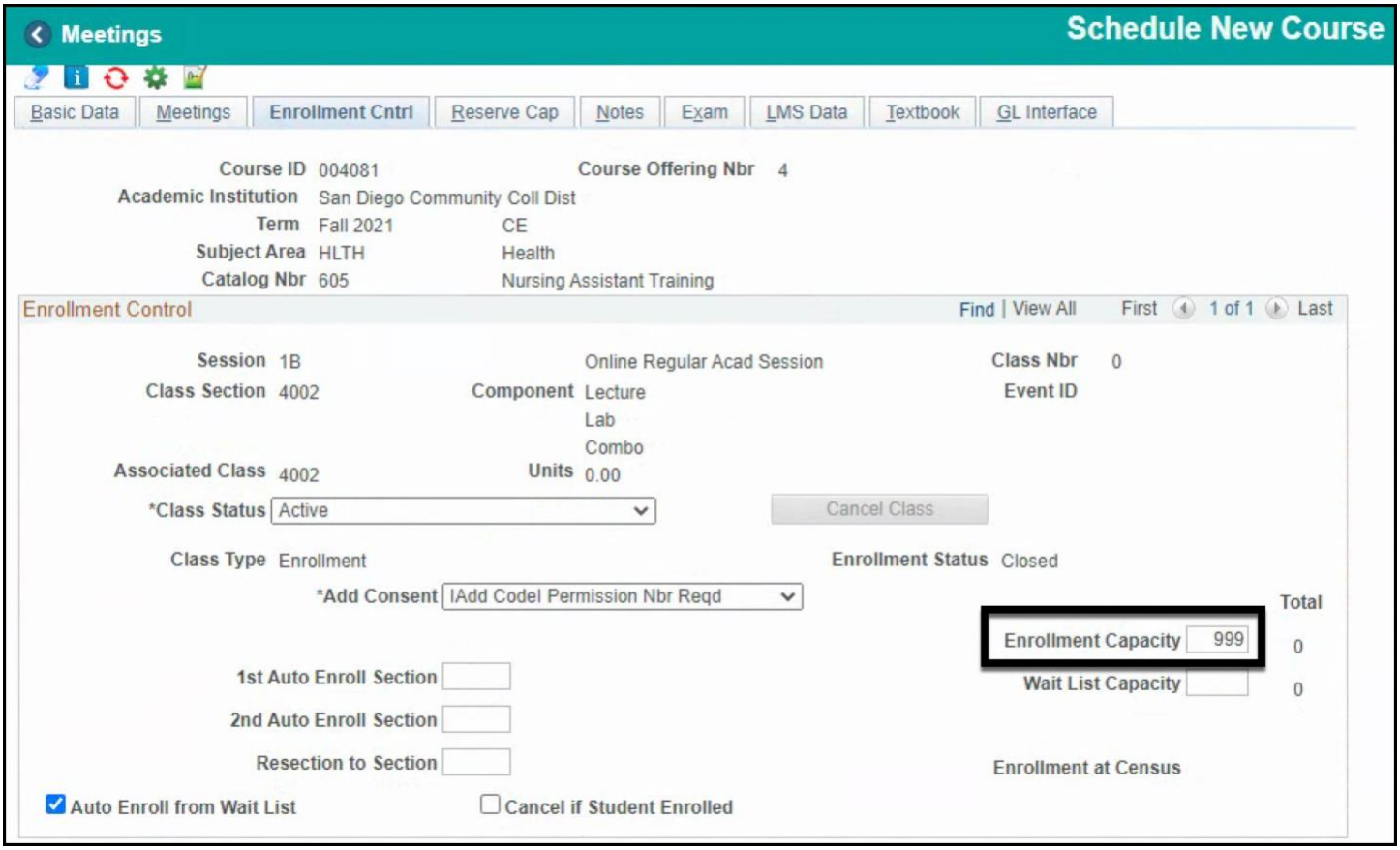
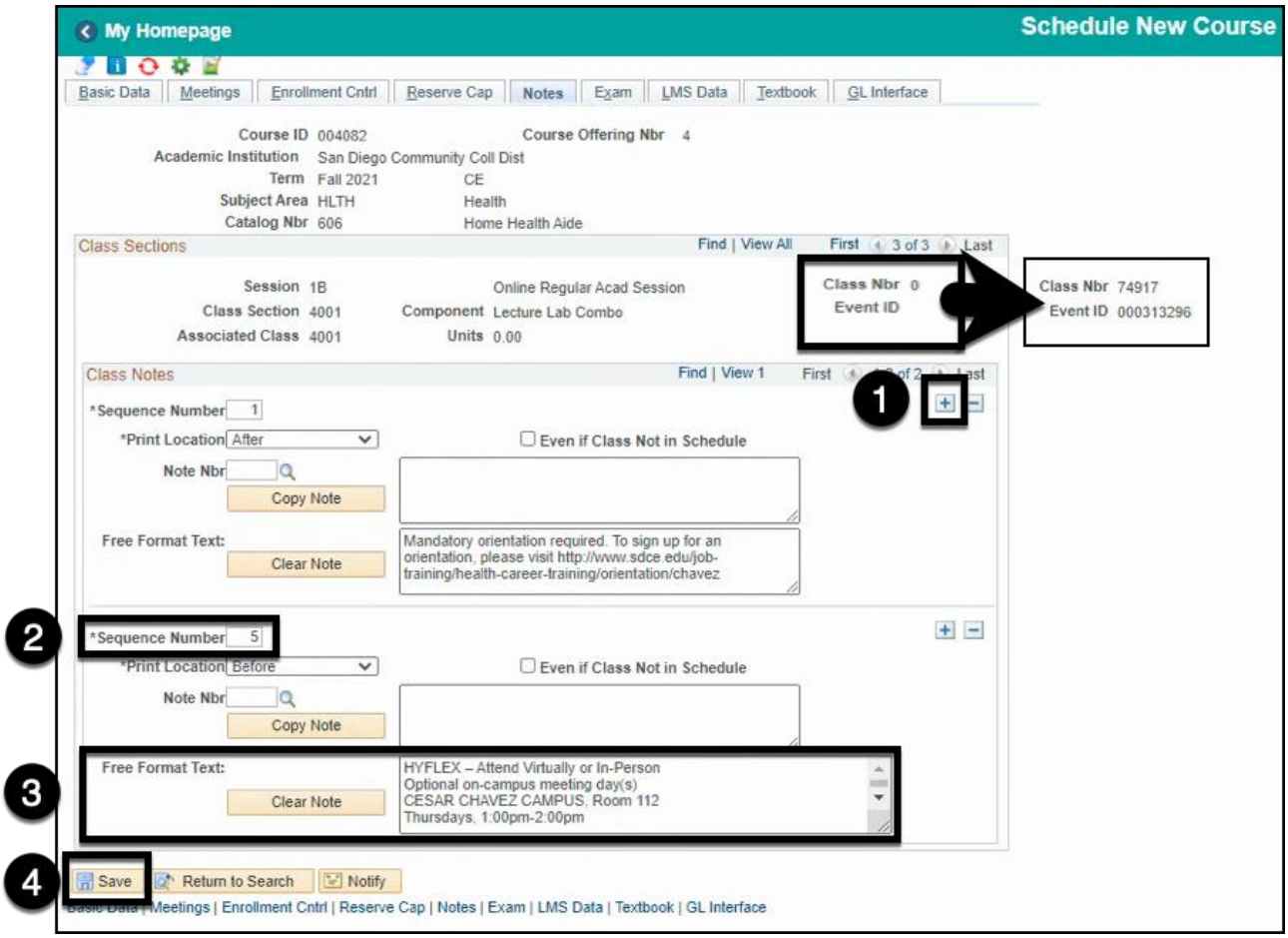
STEP	Instructions
8)	**Optional:** You can click the **Recalc button** to preview calculated values for specific fields.



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



STEP	Instructions
10)	On the **Enrollment Control Tab**, adjust the class capacity appropriately.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11)	In the **Notes Tab**, enter any regular **Class Notes** under **Sequence Number 1**. 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. 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**. **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. HYBRID – Mandatory on-campus meeting day(s) CESAR CHAVEZ CAMPUS, Room 112 Thursdays, 1:00pm-2:00pm 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.