



SCHEDULING A HYBRID CLASS SECTION



BUSINESS PROCESS: *CREATING A HYBRID COURSE*
MODULE: *CURRICULUM MANAGEMENT*

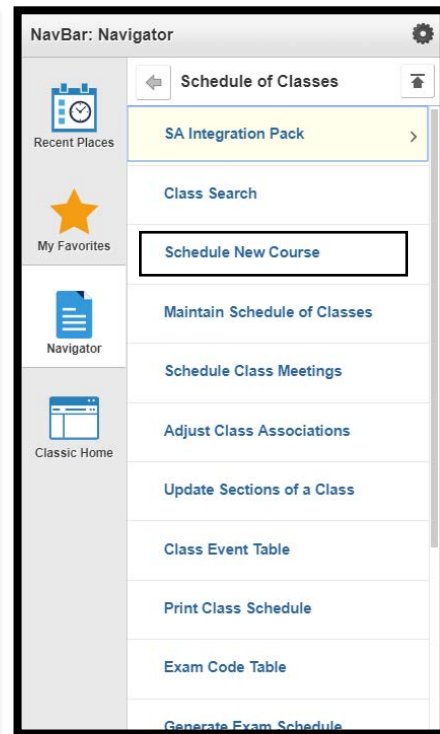
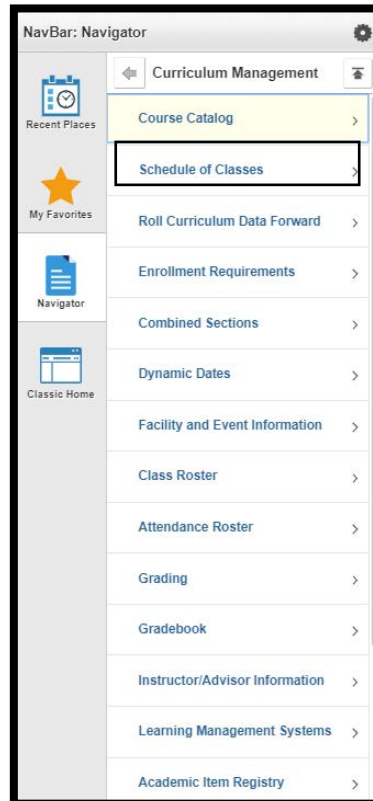
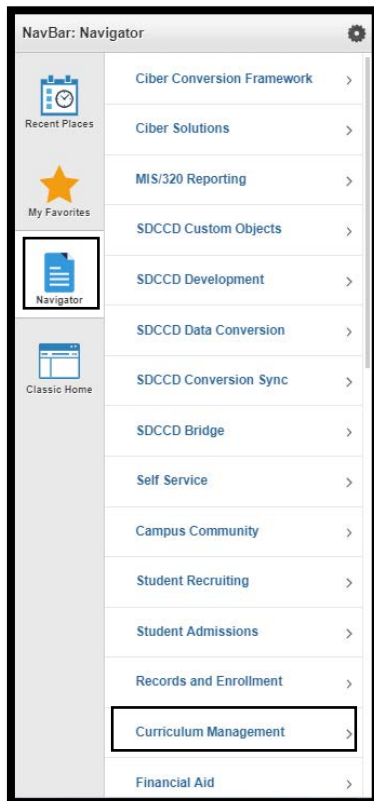
PREREQUISITES

Review *Create a New Class Section Job Aid*.

INSTRUCTIONS

This Job Aid will go over the process of creating a hybrid class.

STEP	Instructions
1)	<p>Click on the Compass Icon  and click on the Navigator Icon  Navigator</p> <p>Navigate to Curriculum Management -> Schedule of Classes -> Schedule New Course.</p> <p>Type in the corresponding information in the Search Criteria section to create a hybrid course. Click Search and click to choose corresponding course.</p>





Schedule New Course

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 =	2187	🔍
Subject Area =	EXSC	🔍
Catalog Nbr begins with	286	
Academic Career =	Undergraduate	▼
Campus begins with	MIRA	🔍
Description begins with		🔍
Course ID begins with		🔍
Course Offering Nbr =		🔍

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SDCCD	2187	EXSC	286	Undergrad	MIRA	Techniques/Exercise Leadership	008831	3

STEP	Instructions
2)	<p>Under the Basic Data tab, select the correct *Session, update the *Class Section and ensure the *Associated Class matches that number.</p> <p>For *Location click on the magnifying class and select PT-ONLINE.</p> <p>Remove the "P" from *Instruction Mode and Click on the Magnifying glass to select the correct Instruction Mode.</p>



Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

Course ID 008831 Course Offering Nbr 3
 Academic Institution San Diego Community Coll Dist
 Term Fall 2018 Undergrad
 Subject Area EXSC Exercise Science
 Catalog Nbr 286 Techniques/Exercise Leadership

Class Sections

*Session Dynamically Dated Session
 *Class Section *Star
 *Component Lecture Lab Combo
 *Class Type Enrollment Section
 *Associated Class Units 2.00 Associated
 *Campus Miramar
 *Location Partially Online
 Course Administrator
 *Academic Organization Dept-Exerc Sci Health N
 Academic Group Miramar Coll
 *Holiday Schedule Academic 2018-2019
 *Instruction Mode In Person-Lecture/discussion
 Primary Instr Section

Look Up | Clear | Cancel | Basic Look

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

STEP	Instructions
3)	Navigate to Class Attributes and click the "+" icon to add another row.

Class Attributes Personalize | Find | View All | First 1-2 of 14 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB03	Course TOP Code	083520	Fitness Trainer	+	-
CB04	Course-Credit-Status	D	Credit - Degree Applicable	+	-

STEP	Instructions
4)	On the new row, under Course Attribute , enter "SPDG" for Special Designator and tab out. Click on the magnifying glass next to the box under *Course Attribute Value and select the HYBRID .

Class Attributes Personalize | Find | View All | First 4-5 of 24 Last

*Course Attribute	Description	*Course Attribute Value	Description		
CB08	Course-Basic-Skills-Status	N	Course is not basic skills	+	-
SPDG	Special Designator	HYBRID	Hybrid	+	-



STEP	Instructions
5)	Navigate to the Meetings tab and enter the on-campus meeting pattern.

STEP	Instructions
6)	Click the “+” icon to add a new row of meeting patterns and enter the TBA meeting pattern. For FacilityID , use format “CampusNameWeb” (i.e. CITYWEB, MESAWEB, and MIRAWEB). Under Pat , enter “TBA” and enter the number of TBA hours next to TBA Hours . Click Save . <u>End of Process.</u>