

Hybrid Asynchronous and Hybrid Synchronous Set up



What is Hybrid Asynchronous? Instruction Mode HA is used for classes that have an in person and online component. Class meets in-person (in a designated location or locations) a minimum of 50% of course contact hours prescribed by the course classification and units. Remaining course contact hours are completed asynchronously online.

Instruction Mode HA Setup:

1. One meeting pattern will need the Facility ID, Times and Days
 - o Note: Please utilize an approved time module for the course
2. The second meeting pattern will be blank (no Facility ID, Times and Days)
 - o Note: The second meeting pattern should include the Instructor’s ID with the ‘Assign Type’ under the ‘Workload’ tab, set to ‘Not Include’
3. Add the following information in the Notes tab: *“This is a Hybrid Asynchronous class with both in person and asynchronous class meetings. You are required to meet in person during the specified day(s) and time(s). The rest of the class will be delivered asynchronously.”*


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

Course ID 011727 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Fall Semester 2021 Undergrad
Subject Area HST History
Catalog Nbr 1100 The Study and Pract of Hst


Class Sections Find | View All First 1 of 6 Last

Session 1 Regular Academic Session Class Nbr 70640
Class Section 01 Component Lecture Event ID 000277252
Associated Class 1 Units 3.00




Class Notes Find | View All First 1 of 1 Last

*Sequence Number 

*Print Location Even if Class Not in Schedule

Note Nbr 

Free Format Text:

 Save  Return to Search  Notify

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

What is Hybrid Synchronous? Instruction Mode HS is used for classes that have an in person and scheduled online component. Class meets in-person (in a designated location or locations) a minimum of 50% of course contact hours prescribed by the course classification and units. Remaining course contact hours are completed synchronously online. Students are expected to attend synchronous hours remotely.

Instruction Mode HS Setup:

1. One meeting pattern will need the Facility ID, Times and Days
2. The second meeting pattern will only have the days and times the class will meet online.
 - o Note: Please utilize an approved time module for the course.
 - For example if you choose MW 1:00-2:15pm, one meeting pattern should have only have Monday selected and the second meeting pattern should only have Wednesday selected. Not both days on both meeting patterns.
 - o Note: The second meeting pattern should include the Instructor's ID with the 'Assign Type' under the 'Workload' tab, set to 'Not Include'
3. Add the following information in the Notes tab: *"This is a Hybrid Synchronous class with both in person and synchronous class meetings. You are required to meet in person and online during the specified day(s) and time(s)."*

The screenshot displays the 'Maintain Schedule of Classes' interface. At the top, navigation breadcrumbs include 'Curriculum Management > Schedule of Classes > Maintain Schedule of Classes'. The course details are: Course ID 011727, Course Offering Nbr 1, Academic Institution Cal Poly Pomona, Term Fall Semester 2021, Undergrad, Subject Area HST, History, Catalog Nbr 1100, The Study and Pract of Hst.

The 'Class Sections' section shows Session 1, Regular Academic Session, Class Nbr 70641, Class APDB Mapping Values, Class Section 02, Component Lecture, Event ID 000277500, Associated Class 1, Units 3.00.

The 'Meeting Pattern' section contains two entries:

- 1st meeting pattern:** Facility ID 1009 0403, Capacity 48, Pat [blank], Mtg Start 1:00PM, Mtg End 2:15PM, Days M T W T F S S (M is checked), *Start/End Date 08/19/2021 to 12/05/2021.
- 2nd meeting pattern:** Facility ID [blank], Capacity [blank], Pat [blank], Mtg Start 1:00PM, Mtg End 2:15PM, Days M T W T F S S (W is checked), *Start/End Date 08/19/2021 to 12/05/2021.

The 'Instructors For Meeting Pattern' section for the 2nd meeting pattern shows an instructor with 'Assign Type' set to 'Not Incl' and 'APDB Dept ID' 348-HST.

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


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