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
- Note: Please utilize an <u>approved time module</u> for the course
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- 2. The second meeting pattern will be blank (no Facility ID, Times and Days)
 - 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."

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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
- The second meeting pattern will only have the days and times the class will meet online.
 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.
 - 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).

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