Class Scheduling Training 6/4/2020

Instruction Modes Asynchronous or Synchronous

Converting Face-to-Face Classes to Fully Online

- Classes with the Instruction Modes P, PW, AL, SL, or HA and have a scheduled meeting time

  - Change the Instruction Mode to S

  - Remove the Facility ID (we are no longer using 998 1000)

  - Keep the meeting pattern the same

  - Note do not divert from the approved time module

  - The only change that should be made to a meeting pattern is if the Instructor no longer needs a scheduled meeting time and in that case, you would change the Instruction Mode to A

Demonstration

- How to set up an Asynchronous Class

- How to set up a Synchronous Class

- How to change an HA or HS to Synchronous

Links

- Instruction Mode Asynchronous or Synchronous Setup Guide

  - https://www.cpp.edu/academicplanning/resources/asynchronous_synchronous_setup05182020.pdf

- Class Training June 4th 2020 (Will be posted shortly after the training)

  - https://www.cpp.edu/academicplanning/training-documentation/training-sessions.shtml

Thank you

- Questions?