

# Instruction Modes (A) Asynchronous or (S) Synchronous Set Up

**What is Asynchronous?** Instruction Mode A is used for classes that are fully online and the students will not need to meet online at a scheduled day/time with the instructor.

Instruction Mode A Setup:

- Leave the meeting pattern blank (no Facility ID, Times and Days)
- Enter TBA in the PAT field

The screenshot shows the Oracle Banner system interface for maintaining a class schedule. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The Oracle logo is at the top left. Below it are tabs for Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface. The 'Meetings' tab is active.

**Course Information:**  
Course ID: 014544      Course Offering Nbr: 2  
Academic Institution: Cal Poly Pomona  
Term: Summer Semester      Undergrad  
2020  
Subject Area: KIN      Kinesiology & Health Promotion  
Catalog Nbr: 2700      Stress Mgmt for Healthy Living

**Class Sections:** Find | View All      First 1 of 2 Last  
Session: OU1      Open University 1st 5wk      Class Nbr: 50314      Class APDB Mapping Values  
Class Section: E01      Component: Lecture      Event ID:  
Associated Class: 1      Units: 3.00

**Meeting Pattern:** Find | View All      First 1 of 1 Last  
Facility ID: [ ]      Capacity: [ ]      Pat: TBA      Mtg Start: [ ]      Mtg End: [ ]      M T W T F S S      \*Start/End Date: 05/27/2020 06/25/2020  
Topic ID: [ ]      Free Format: [ ]      Topic: [ ]

**What is Synchronous?** Instruction Mode S is used for classes that are fully online, however, the students will meet online at a scheduled day/time with the instructor.

Instruction Mode S Setup:

- Enter in the meeting pattern with the days and times the class will meet online.
- Please use utilize an approved time module for the course.

Favorites ▾ Main Menu ▾ > Curriculum Management ▾ > Schedule of Classes ▾ > Maintain Schedule of Classes

**ORACLE**

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

Course ID 003241 Course Offering Nbr 1  
 Academic Institution Cal Poly Pomona  
 Term Fall Semester 2020 Undergrad  
 Subject Area ABM Agribusiness Management  
 Catalog Nbr 3110 Applied Econ for Agribusiness

**Class Sections** Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 74883 Class APDB Mapping Values  
 Class Section: 01 Component: Lecture Event ID: 000268535  
 Associated Class: 1 Units: 3.00

**Meeting Pattern** Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	10:00AM	11:15AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08/20/2020 <input type="text"/> 12/06/2020 <input type="text"/>

Topic ID:  Free Format   
 Topic:

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

If the class needs to meet as a combination class, both synchronous and asynchronous, use instruction mode S and follow the guidelines below:

This fully online course type includes both synchronous (scheduled online class meetings) and asynchronous (course content available anytime) components and will be scheduled as synchronous with a portion of the class meetings replaced with asynchronous contact hours.

***In order for this approach to work, it is essential that you utilize an approved time module for the course.***

Once the time has been selected, here are the **five steps** to complete in the PeopleSoft Schedule of Classes:

1. Set the class section to instruction mode to S;
2. Remove one or two specified meeting days from the approved time module;
3. Do not include a facility in the meeting pattern row(s) with scheduled meeting day(s) and time(s);
4. Add a meeting pattern row with only TBA entered into the PAT field to represent the asynchronous contact hours; and
5. Add the following information in the Notes tab: *“This is a fully online class with both synchronous and asynchronous class meetings. You are required to meet online during the specified day(s) and time(s). The rest of the class will be delivered asynchronously.”*

The screenshot displays the 'Maintain Schedule of Classes' page in PeopleSoft. The breadcrumb trail is: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The Oracle logo is visible at the top left.

Navigation tabs include: Basic Data, Meetings, Enrollment Cntrl, Reserve Cap, Notes, Exam, LMS Data, and GL Interface.

**Course Information:**  
 Course ID: 003242, Course Offering Nbr: 1  
 Academic Institution: Cal Poly Pomona  
 Term: Fall Semester 2020, Undergrad  
 Subject Area: ABM, Agribusiness Management  
 Catalog Nbr: 3130, Food and Agriculture Policy

**Class Sections:**  
 Session: 1, Regular Academic Session, Class Nbr: 74886, Class APDB Mapping Values  
 Class Section: 01, Component: Lecture, Event ID: 000268558  
 Associated Class: 1, Units: 3.00

**Meeting Pattern:**  
 Facility ID: [Search], Capacity: [Search], Pat: [Search], Mtg Start: 1:00PM, Mtg End: 2:15PM, M: [ ], T: [ ], W: [ ], T: [ ], F: [ ], S: [ ], S: [ ]  
 \*Start/End Date: 08/20/2020 to 12/06/2020  
 Topic ID: [Search], Free Format: [Search], Topic: [Search]  
 Print Topic On Transcript, Contact Hours: [Search], Meeting APDB Mapping Values: [Search]

**Instructors For Meeting Pattern:**  
 Personalize | Find | View All | [ ] | [ ] | First | 1 of 1 | Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Search]	[Search]	[Search]	[Search]	Prim Ins	[ ]	Approve	[Search]	0	2360

Facility ID: [Search], Capacity: [Search], Pat: TBA, Mtg Start: [Search], Mtg End: [Search], M: [ ], T: [ ], W: [ ], T: [ ], F: [ ], S: [ ], S: [ ]  
 \*Start/End Date: 08/20/2020 to 12/06/2020  
 Topic ID: [Search], Free Format: [Search], Topic: [Search]  
 Print Topic On Transcript, Contact Hours: [Search], Meeting APDB Mapping Values: [Search]

**Instructors For Meeting Pattern:**  
 Personalize | Find | View All | [ ] | [ ] | First | 1 of 1 | Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
[Search]	[Search]	[Search]	[Search]	Prim Ins	[ ]	Approve	[Search]	0	2360

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

**ORACLE**

**Course ID** 003242      **Course Offering Nbr** 1  
**Academic Institution** Cal Poly Pomona  
**Term** Fall Semester 2020      Undergrad  
**Subject Area** ABM      Agribusiness Management  
**Catalog Nbr** 3130      Food and Agriculture Policy

**Class Sections**      [Find](#) | [View All](#)      First ◀ 1 of 1 ▶ Last

<b>Session</b> 1	Regular Academic Session	<b>Class Nbr</b> 74886
<b>Class Section</b> 01	<b>Component</b> Lecture	<b>Event ID</b>
<b>Associated Class</b> 1	<b>Units</b> 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:

This is a fully online class with both synchronous and asynchronous class meetings. You are required to meet online during the specified day(s) and time(s). The rest of the course will be delivered asynchronously!

**\*\*It is important to note that combo synchronous/asynchronous classes do not have scheduled final exam times. Instructors that plan to hold a synchronous final period for combo synchronous/asynchronous classes will need to negotiate that time with their students and should notify their department chair of the planned time.**