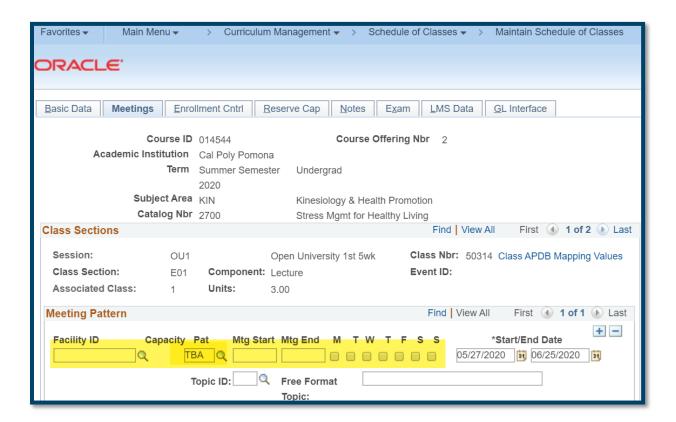
Instruction Modes (A) Asynchronous or (S) Synchronous Set Up

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:

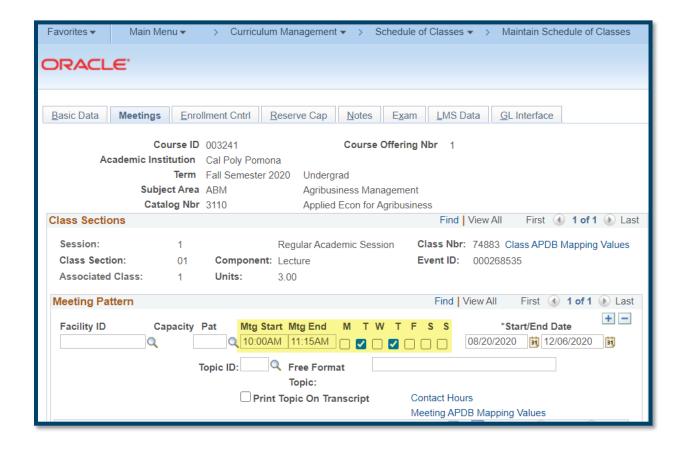
- Leave the meeting pattern blank (no Facility ID, Times and Days)
- Enter TBA in the PAT field



What is Synchronous? Instruction Mode S is used for classes that are fully online, however, the students <u>will</u> 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.



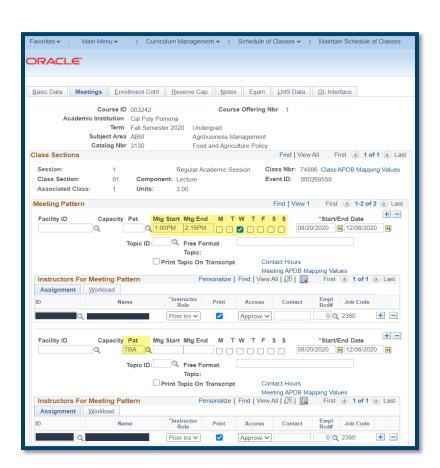
If the class needs to meet as a combination class, both synchronous and asynchronous, use instruction mode S and follow the guidelines below:

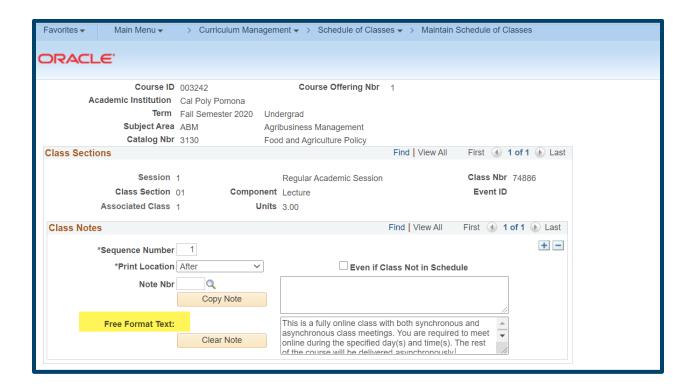
This fully online course type includes both synchronous (scheduled online class meetings) and asynchronous (course content available anytime) components and will be scheduled as synchronous with a portion of the class meetings replaced with asynchronous contact hours.

In order for this approach to work, it is essential that you utilize an <u>approved time module</u> 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;
- 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."





**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.