**How to change a class to fully online using (A) Asynchronous or (S) Synchronous Instruction Modes**

**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 **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 together online.
* Enter a facility ID of 998 1000 (the description is “OnCamp OnL  1000” and is not on campus)



If the class needs to meet online a few days of the term, use Instruction Mode S.

* **Enter the specific days that the students will need to meet online**
* **Leave one meeting pattern blank, with only TBA entered in the Pat Field**

