

Academic Programs
Class Scheduling Training Session via Zoom
September 24, 2021

Important Notes:

➤ **Spring 2021 Term:**

- The term's Add/Drop date has been changed to January 11, 2021
- The term's Start Date remains the same, which is January 23, 2021
- The term's End Date remains the same, which is May 14, 2021
- Finals are scheduled during the week of May 15, 2021 - May 21, 2021
- Grades are due on May 26, 2021.
- All class sections must be scheduled as either Asynchronous 'A', Synchronous 'S', or Bi-Synchronous (S)

➤ **Winter 2021 Intersession:**

- The term's Start date has been changed to December 19, 2020
- The term's End date remains the same, which is January 20, 2021
- Finals are scheduled on January 21, 2021
- Grades are due on January 22, 2021.
- All class sections must be scheduled as Asynchronous 'A' only

➤ **Please use the Scheduling Team inbox email for all requests:**

- scheduling@cpp.edu

➤ **The Academic Calendar with the schedule details is available here:**

- https://www.cpp.edu/academicplanning/academic-calendar/documents/2020-2021_academic_calendar_revised_2020-09-21.pdf

➤ **The Approved Time Modules, Meeting Pattern Codes, and Approved Final Exam Schedule for the different terms is available here:**

- <https://www.cpp.edu/academicplanning/resources/schedule-building-guides.shtml>

Instruction Modes (A) Asynchronous or (S) Synchronous set-up

1) What is Asynchronous 'A' Learning Mode?

The Instruction Mode 'A' is used for class sections that are to be scheduled fully online at the student's availability. Students **will not** meet online at a specific time/day(s)..

- The Instruction Mode field under the Basic Data tab is to be entered as 'A'
- Only one Meeting Pattern is needed
- Do **not** enter the Facility ID, Start/End Time or Day(s) of the week in the Meeting Pattern tab
- Only enter 'TBA' under the PAT field in the Meeting Pattern tab



Basic Data

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

Course ID 003230 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Fall Semester 2020 Undergrad
Subject Area ABM Agribusiness Management
Catalog Nbr 2000 Spec Study for LD Students

Auto Create Component

Class Sections

Find | View All First 1 of 2 Last

*Session 1 Regular Academic Session Class Nbr 74689
 *Class Section 01 *Start/End Date 08/20/2020 12/06/2020
 *Component SUP Supervision Event ID
 *Class Type Enrollment Section
 *Associated Class 1 Units 1.00 Associated Class Attributes
 *Campus MAIN Main Add Fee
 *Location CPP Cal Poly Pomona
 Course Administrator
 *Academic Organization 279-FM&A Agbus, Food Indstry Mgmt, AgEd
 Academic Group 10 Agriculture
 *Holiday Schedule ACDHOL Academic Holiday Schedule
 *Instruction Mode A Fully Asynchronous
 Primary Instr Section 01

Class Topic

Course Topic ID Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group Override Equivalent Course
Class Equivalent Course Group

ORACLE

New Window | Persona

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

Course ID 003230 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Fall Semester 2020 Undergrad
Subject Area ABM Agribusiness Management
Catalog Nbr 2000 Spec Study for LD Students

Class Sections

Find | View All First 1 of 2 Last

Session 1 Regular Academic Session Class Nbr 74689 Class APDB Mapping Values
Class Section 01 Component Supervision Event ID
Associated Class 1 Units 1.00

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 08/20/2020 12/06/2020
Topic ID Free Format Topic

Print Topic On Transcript

Contact Hours

Meeting APDB Mapping Values

Instructors For Meeting Pattern

Personalize | Find | View All | First 1 of 1 Last

Assignment Workload

ID Name *Instructor Role Print Access Contact Empl Job Code

A Meeting Pattern with 'TBA' under the PAT field.

This is required for the online (Asynchronous) portion of the class section.

2) What is Synchronous 'S' Learning Mode?

The Instruction Mode 'S' is used for class sections that are to be scheduled fully online. However, the students **will** meet online at a scheduled time and day(s) of the week during the term.

- The Instruction Mode field under the Basic Data tab is to be entered as 'S'
- Do **not** enter a Facility ID in the Meeting Pattern tab
- Enter the scheduled Start/End Times the Day(s) of the week the class section will meet in the Meeting Pattern tab
- More than one Meeting Pattern can be created if the class section is to meet on non-consecutive dates for the term



Basic Data

Meetings

Enrollment Cntrl

Reserve Cap

Notes

Exam

LMS Data

GL Interface

Course ID 003230

Course Offering Nbr 1

Academic Institution Cal Poly Pomona

Term Fall Semester 2020 Undergrad

Subject Area ABM Agribusiness Management

Catalog Nbr 2000 Spec Study for LD Students

Auto Create Component

Class Sections

Find | View All First 2 of 2 Last

*Session 1

Regular Academic Session

Class Nbr 74690

*Class Section 02

*Start/End Date 08/20/2020 12/06/2020

*Component SUP

Supervision

Event ID

*Class Type Enrollment Section

*Associated Class 2

Units 2.00

Associated Class Attributes

*Campus MAIN

Main

Add Fee

*Location CPP

Cal Poly Pomona

Course Administrator

*Academic Organization 279-FM&A

Agbus, Food Indstry Mgmt, AgEd

Academic Group 10

Agriculture

*Holiday Schedule ACDHOL

Academic Holiday Schedule

*Instruction Mode S

Fully Synchronous

Primary Instr Section 02

- Schedule Print
- Student Specific Permissions
- Include in Dynamic Date Calc
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

Class Topic

Course Topic ID

Print Topic in Schedule

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New Window | Personalize

[Basic Data](#) | **Meetings** | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

Course ID 003230 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Fall Semester 2020 Undergrad
 Subject Area ABM Agribusiness Management
 Catalog Nbr 2000 Spec Study for LD Students

Class Sections [Find](#) | [View All](#) First 2 of 2 Last

Session 1	Regular Academic Session	Class Nbr 74690	Class APDB Mapping Values
Class Section 02	Component Supervision	Event ID	
Associated Class 2	Units 2.00		

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	11:00AM	<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 12/06/2020
Topic ID		Free Format Topic										

Print Topic On Transcript Contact Hours Meeting APDB Mapping Values

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

A Meeting Pattern with the 'Mtg Start/Mtg End' times, and day(s) of the week the class section is to meet online during specific time/days.

This is required for the online meeting (Synchronous) portion of the class section.

3) What is Bi-Synchronous 'S' Learning Mode?

Class sections that need to meet as a combination Learning Mode of both Synchronous 'S' and Asynchronous 'A'.

- This fully online set-up includes both Learning Modes of Synchronous (scheduled online class meetings) and Asynchronous (course content available anytime) and will be scheduled as Synchronous Learning Mode 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 scheduled class section.***
 - The Instruction Mode field under the Basic Data tab is to be entered as 'S'
 - In the first Meeting Pattern **do not** enter a Facility ID, however, enter the Start/End Time and Day(s) of the week the class section is scheduled to meet online.
 - For the Asynchronous portion, a Meeting Pattern needs to be created with 'TBA' under the PAT
 - More than one Meeting Pattern can be created if the class section is to meet on non-consecutive dates for the term
 - Add a note under the Notes tab with the following verbiage:
*This class section is scheduled as a fully online class **with both Synchronous 'S' and Asynchronous 'A' Learning Modes. Students are **required to meet online** during the specific Day(s) and Start/End Time(s) outlined in the Meeting Patterns for the Synchronous portion. The other portion of this class will be delivered online, however, **available at the student's choice** via Asynchronous 'A'.***

***Note:**

*It is important to note that the Bi-Synchronous (S) class sections and the Asynchronous (A) class sections, **do not have scheduled Final Exams for the term.***

- *We advise for the Primary Instructor of record to negotiate a scheduled time and day (within the week of finals) with the students to schedule the final exam and to please notify their department chair and department scheduler of the scheduled final exam.*



Basic Data

Meetings

Enrollment Cntrl

Reserve Cap

Notes

Exam

LMS Data

GL Interface

Course ID 003230 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Fall Semester 2020 Undergrad
Subject Area ABM Agribusiness Management
Catalog Nbr 2000 Spec Study for LD Students

Auto Create Component

Class Sections

Find | View All First 2 of 2 Last

*Session 1 Regular Academic Session Class Nbr 74690
*Class Section 02 *Start/End Date 08/20/2020 12/06/2020
*Component SUP Supervision Event ID
*Class Type Enrollment Section
*Associated Class 2 Units 2.00 Associated Class Attributes
*Campus MAIN Main Add Fee
*Location CPP Cal Poly Pomona
Course Administrator
*Academic Organization 279-FM&A Agbus, Food Indstry Mgmt, AgEd
Academic Group 10 Agriculture
*Holiday Schedule ACDHOL Academic Holiday Schedule
*Instruction Mode S Fully Synchronous
Primary Instr Section 02

- Schedule Print
- Student Specific Permissions
- Include in Dynamic Date Calc
- Dynamic Date Calc Required
- Generate Class Mtg Attendance
- Sync Attendance with Class Mtg
- GL Interface Required

Class Topic

Course Topic ID

Print Topic in Schedule



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

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

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 Find | View 1 First 1-2 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
			1:00PM	2:15PM			<input checked="" type="checkbox"/>					08/20/2020 12/06/2020
Topic ID:			Free Format									
			Topic:									

First Meeting Pattern with 'Mtg Start/Mtg End' times, and day(s) of the week the class section is to meet online during specific time/days. This is required for the online meeting (Synchronous) portion of the class section.

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
				Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2360

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
		TBA										08/20/2020 12/06/2020
Topic ID:			Free Format									
			Topic:									

Second Meeting Pattern with 'TBA' under the PAT field. This is required for the online (Asynchronous) portion of the class section.

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
				Prim Ins	<input checked="" type="checkbox"/>	Approve		0	2360

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

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

Course ID 003230 Course Offering Nbr 1
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 Catalog Nbr 2000 Spec Study for LD Students

Class Sections Find | View All First ◀ 1 of 2 ▶ Last

Session 1	Regular Academic Session	Class Nbr 74689
Class Section 01	Component Supervision	Event ID
Associated Class 1	Units 1.00	

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 class section is scheduled as a fully online class with both Synchronous 'S' and Asynchronous 'A' Learning Modes. Students are required to meet online during the specific Day(s) and Start/End Time(s) outlined in the Meeting Patterns for the Synchronous portion. The other portion of this class will be delivered online, however, available at the student's choice via Asynchronous 'A'."

Verbiage to use in the 'Notes' tab for only class sections created as combo Learning Modes:

"This class section is scheduled as a fully online class **with both Synchronous 'S' and Asynchronous 'A' Learning Modes**. Students are **required to meet online** during the specific Day(s) and Start/End Time outlined in the Meeting Patterns for the Synchronous portion. The other portion of this class will be delivered online, however, **available at the student's choice** via Asynchronous 'A'."