How to schedule synchronous meeting times for hybrid/online classes

- o Campus code = M* if hybrid, WW* if online
- o Schedule type = HLE if hybrid, DEO if online

| Schedule SSASECT 9.3.15 (UTST0302) | ADD RETRIEVE RELATED TOOLS |

Term: 202050 CRN: 52291 Subject: NURS Course: 840 Title: Epid&Hlth Disp Hlth Sys Adv Nu Start Over

Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences

COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject	NURS ... NURSING	Campus * M7 ... Main Campus Crse#700-999	Grade Mode	
Course Number	840 ...	Status * A ... Active	Session	
Title	Epid&Hlth Disp Hlth Sys Adv Nu	Schedule Type HLE ... Hybrid Lecture & Online	Special Approval	
Section *	0 ...	Instructional Method	Duration	
Cross List		Integration Partner	Override Duration	

CLASS TYPE Insert Delete Copy Filter

- o First line is CLAS meeting type and tab to include first and last day of the part of term
- o Synchronous meeting days and times entered on subsequent lines

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Term: 202050 CRN: 52291 Subject: NURS Course: 840 Title: Epid&Hlth Disp Hlth Sys Adv Nu Start Over

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE Settings Insert Delete Copy Filter

Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
CLAS	05/04/2020	08/10/2020	☐	☐	☐	☐	☐	☐	☐			01
CLAS	05/12/2020	05/12/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01
CLAS	05/22/2020	05/22/2020	☐	☐	☐	☐	☑	☐	☐	0800	1600	01
CLAS	05/26/2020	05/26/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01
CLAS	06/09/2020	06/09/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01
CLAS	06/23/2020	06/23/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01
CLAS	07/07/2020	07/07/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01
CLAS	07/21/2020	07/21/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01
CLAS	07/24/2020	07/24/2020	☐	☐	☐	☐	☑	☐	☐	0800	1600	01
CLAS	08/04/2020	08/04/2020	☐	☑	☐	☐	☐	☐	☐	1700	1930	01

1 of 1 10 ▾ Per Page Record 2 of 10

- o ONLINE building code for the first line
- o ONLINE building code if online synchronous for each additional line; NSM in the automatic scheduler and no building code if doing face-to-face

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Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | **Meeting Location and Credits**

SCHEDULE Settings Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	ONLINE		HLE	3.00		3.000		
	ONLINE		HLE	2.50		0.000	☐	☐
NSM			HLE	8.00		0.000		
	ONLINE		HLE	2.50		0.000		
	ONLINE		HLE	2.50		0.000		
	ONLINE		HLE	2.50		0.000		
	ONLINE		HLE	2.50		0.000		
	ONLINE		HLE	2.50		0.000		
NSM			HLE	8.00		0.000		
	ONLINE		HLE	2.50		0.000		

1 of 1 10 ▾ Per Page Record 2 of 10