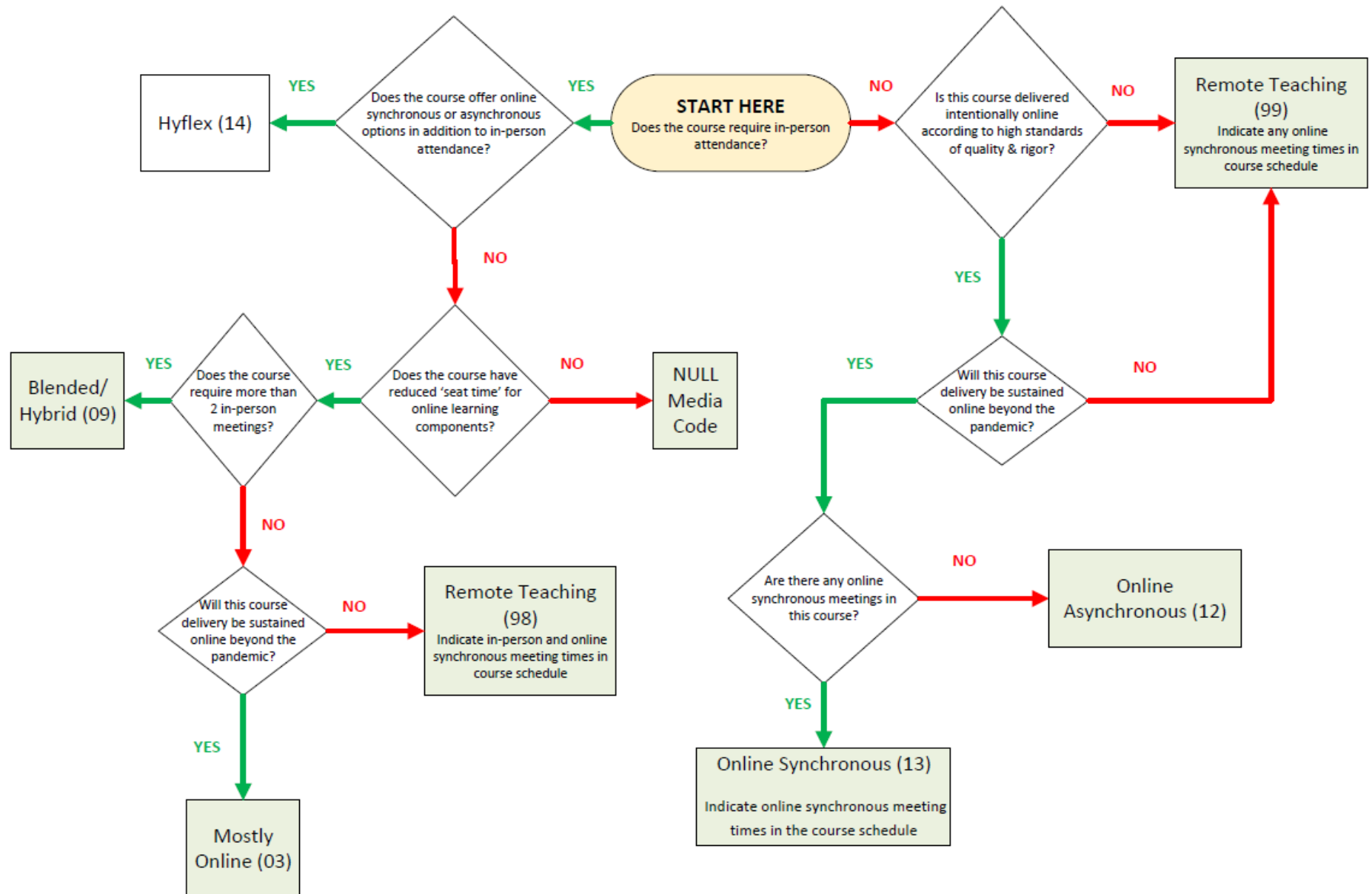


## **Schedule Building Guidelines**

This document has been created as a guide to building your department schedules.

A good starting point is to use the Course Media Code Decision Tree (on next page).

## Course Media Code Decision Tree



| Course Delivery Methods  | Instructional Unit Type    | Instructional Type                       | Media Code                        | Meeting Type       | Schedule  | Course Message Codes   |
|--|----------------------------|--|-----------------------------------|--------------------|---|--|
| <b>Remote Teaching No In-Person</b><br>(pandemic code)<br>Course being offered completely online due to pandemic | 1-Regular On Campus Course | 20-Distance Learning                     | 99-Remote Teaching No In-Person   | Online             | 00006370 Facility ID<br>Online<br>No meeting times if asynch – meeting times if synch | 0007-Online Asynch or<br>0006-Online Synch                         |
| <b>Remote Teaching</b><br>(pandemic code – rarely used)  | 1-Regular On Campus Course | 20-Distance Learning                     | 98-Remote Teaching                | Online             | 00006370 Facility ID<br>Online  | 9999-Note *message with details <b>required</b>                    |
| <b>Mostly Online</b><br>(Rarely used)  | F-Online Courses           | 20-Distance Learning                     | 03-Mostly Online                  | Online             | 00006370 Facility ID<br>Online  | 9999-Note *message with details <b>required</b>                    |
| <b>Online Asynch</b> – does not meet at specific time and no live component                                      | F-Online Courses           | 20-Distance Learning                     | 12-Completely Online Asynchronous | Online             | 00006370 Facility ID<br>Online<br>No meeting times                                    | 0007-Online Asynchronous Course                                    |
| <b>Hybrid/Blended</b> – combo of F2F and online delivery   | 1-Regular On Campus Course | 01-Lecture                               | 09-Blended/Hybrid                 | In-Person Required | List Times and Room   | 0005-Hybrid AND<br>9999-Note *message with details <b>required</b> |
| <b>Online Synch</b> – meets online at a scheduled time with live instructor and class interaction                | F-Online Courses           | 20-Distance Learning                     | 13-Completely Online Synchronous  | Online             | 00006370 Facility ID<br>Online<br>Meeting times                                       | 0006-Online Synchronous Course                                     |
| <b>Face to Face Course</b> – in person on campus   | 1-Regular On Campus Course | 01-Lecture                               | NONE                              | In-Person Required | Facility ID is classroom<br>Meeting times   | No message required  |
| <b>Arranged</b>  | 1-Regular On Campus Course | Practicum, Independent Study, Internship | 11-Arranged                       | Arranged           | 00006596 Facility ID<br>Arranged<br>No meeting times                                  | No message required  |

|  |                            |            |           |                    |  |   |
|--|----------------------------|------------|-----------|--------------------|--|---|
| <b>Hyflex</b> – student has choice between online instruction or F2F | 1-Regular On Campus Course | 01-Lecture | 14-HyFlex | In-Person Required | Facility ID is classroom Meeting times | 0011-HyFlex-student has choice between online or face to face instruction |
|--|----------------------------|------------|-----------|--------------------|--|---|

### Code 9999 Course Messaging

Hybrid Courses – Course message REQUIRED

9999-Note

- List of dates the student is required to be face to face, either via Zoom or in the classroom if sporadic.
- List if students will be divided into groups. The instructor should notify students of which group they are in prior to first class meeting. (Ex. Group A will be in classroom on Tuesdays, Group B on Thursdays). Students should only come on their scheduled day. We can break the schedule up to accommodate this if desired. An example is at the end of this document. It is technically one class but you will have two different rosters. However, we are able to combine the D2L shell.
- If students broken into groups, note *“Students will attend face to face instruction in groups determined by the instructor with additional asynchronous online coursework”* or *“Face-to-face meetings on Wednesdays additional course work will be online asynchronous.”* Also see examples at end of document.
- If there is additional online coursework, will it be synchronous or asynchronous? List this in the note.

9999-Note - Proctored Exams

- Use code 9999 – Proctored Test Requirement. Proctored quizzes/testing – these will be proctored using Respondus online testing proctoring.

9999-Note – Any special technical requirements for the course

- Includes but not limited to computer software, webcam, microphone, Adobe, capable of simulations, online document sharing, etc.

*Larger Classrooms with 6-foot social distancing*

| Room Number | Type               | Seats | Hyflex? |
|-------------|--------------------|-------|---------|
| WE106       | Glasrud Auditorium | 54    |         |
| CA 150      | Auditorium         | 40    |         |
| LH 104      | Auditorium         | 39    |         |
| KH110       | Auditorium         | 37    | Yes     |
| MA181       | Classroom          | 36    | Yes     |
| BR162       | Classroom          | 32    | Yes     |
| LH118       | Auditorium         | 30    | Yes     |
| HA113       | Classroom          | 29    | Yes     |
| LO203       | Classroom          | 28    | Yes     |
| CB109       | Auditorium         | 27    | Yes     |
| CB111       | Classroom          | 27    | Yes     |
| LO101       | Classroom          | 27    |         |

## Course Scheduling Scenario:

Course is hybrid meeting only one day a week.

|     |      |          |    |        |                       |    |                   |           |          |     |         |         |    |      |               |    |
|-----|------|----------|----|--------|-----------------------|----|-------------------|-----------|----------|-----|---------|---------|----|------|---------------|----|
| 072 | 0072 | COMM 100 | 05 | 000533 | Speech Communication  | 25 | 3.0 N 10          | 08/23/21  | 12/15/21 | W   | 12:00pm | 1:15pm  | LA | 0118 | Hest, Theresa | 01 |
|     |      |          |    |        |                       |    | MTG Type: IPR     |           |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Media: 09 |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Notes:    |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   |           |          |     |         |         |    |      |               |    |
| 072 | 0072 | COMM 100 | 12 | 000545 | Speech Communication  | 25 | 3.0 N 10          | 08/23/21  | 12/15/21 | W   | 1:30pm  | 2:45pm  | BR | 0162 | Hest, Theresa | 01 |
|     |      |          |    |        |                       |    | MTG Type: IPR     |           |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Media: 09 |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Notes:    |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   |           |          |     |         |         |    |      |               |    |
| 072 | 0072 | COMM 110 | 01 | 000524 | Intro to Comm Studies |    | 3.0 N 10          | 08/23/21  | 12/15/21 | T   | 1:30pm  | 2:45pm  | BR | 0162 | Hest, Theresa | 01 |
|     |      |          |    |        |                       |    |                   | Media: 09 |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Notes:    |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   |           |          |     |         |         |    |      |               |    |
| 072 | 0072 | COMM 110 | 02 | 000956 | Intro to Comm Studies | 31 | 3.0 N 10          | 08/23/21  | 12/15/21 | H   | 1:30pm  | 2:45pm  | BR | 0162 | Hest, Theresa | 01 |
|     |      |          |    |        |                       |    | MTG Type: IPR ONL |           |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Media: 09 |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Notes:    |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   |           |          |     |         |         |    |      |               |    |
| 072 | 0072 | COMM 211 | 01 | 000645 | Group & Team Comm     | 25 | 3.0 N 10          | 08/23/21  | 12/15/21 | T H | 10:30am | 11:45am | LA | 0118 | Hest, Theresa | 01 |
|     |      |          |    |        |                       |    | MTG Type: IPR     |           |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Media: 09 |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   | Notes:    |          |     |         |         |    |      |               |    |
|     |      |          |    |        |                       |    |                   |           |          |     |         |         |    |      |               |    |

COMM 110 is really one course

Course has been split up so students register for their face to face day. D2L shell will be combined. Only counted as one course in load. This could be used for hyflex teaching in very large sections as well.