Revised 8/20/2020

Instruction and Learning Mode Guide – Effective Spring 2021

***Synchronous* classes -** Students and instructors are online at the same time. Lectures, discussions, and presentations occur on a specific day at a specific time.

***Asynchronous* classes -** Instructors provide materials, lectures, tests, and assignments that can be accessed online any time.

Instruction Mode	APDB Learning Mode	Facility ID Bld/Room	Meeting Pat Days/times	Space Type	
Asynchronous online instructional course section, campus meetings may be required (examples: orientation, mid-term/final exam, performance attendance).					
OL	**03**	ONLINE	ONLI	3-Non capacity	
Synchronous online instructional course section. Specific days and times scheduled for the term. Students are expected to participate in a synchronous format/interaction with the instructor during the designated day and time. Some campus meetings may be required for orientation, mid-term, final exam, performance attendance. No instructional face-to-face meetings					
OS	**04**	ONLINE	Days and times	3-Non capacity	
Asynchronous and synchronous online instructional course. In addition to online asynchronous instruction, specific days and times are scheduled for the term. Students are expected to participate in a synchronous format/interaction with the instructor during the designated day and time. Some campus meetings may be required for orientation, mid-term, final exam, performance attendance. No instructional face-to-face meetings.					
HO	**11**	row#1 ONLINE row#2 ONLINE	Row#1 Days and times row#2 ONLI	3-Non capacity (both rows)	
Hybrid **in person and asychronous** online course section, students are required to participate on-campus/**face-to-face** in a designated classroom on a specific day and time in addition to an **asynchronous** online instruction component.					
CA	**05**	row#1 Bld and room row#2 ONLINE	row#1 Days and times row#2 ONLI	row#1 1 (Lec) or 2 (Lab) row#2 3-Non capacity	
Hybrid **in person and synchronous** online course section, students are required to participate on-campus/**face-to-face** in a designated classroom on a specific day and time in addition to a **synchronous** online instruction component.					
CS	**06**	row#1 Bld and room row#2 ONLINE	row#1 Days and times row#2 Days and times	row#1 1 (Lec) or 2 (Lab) row#2 3-Non capacity	
Asynchronous online course section that allows **Non CSUSB CSU students to enroll if seats are available during open enrollment for the term.** No campus meetings allowed, no designated day/time for synchronous interaction with instructor. Requires Course Attribute row of FONL/AB386.					**Additional coding in Course Attributes FONL AB386**
FO	**01**	ONLINE	ONLI	3-Non capacity	
Asynchronous online course section for courses that have been approved for CourseMatch. **15 seats must be reserved for non CSUSB CSU students during enrollment for the term through the first day prior to instruction.** No campus meetings allowed, no designated day/time. Requires Course Attribute row of FONL/CM.					**Additional coding in Course Attributes FONL CM**
CM	**01**	ONLINE	ONLI	3-Non capacity	
Note - as of Fall 2020 FO and CM courses may not include synchronous instruction					
Face-to-Face instruction.					
P, TO, TR, OC	**09**	Facility ID (Bld and Room)	Meeting days and times required	1 (Lec) or 2 (Lab) or 3 (Sup)	

Revised 8/20/2020

The following information is to be used as examples of how to code for Instruction and Learning Modes.

OL/03 – Online/Asynchronous Class Section - Considered 100% online.

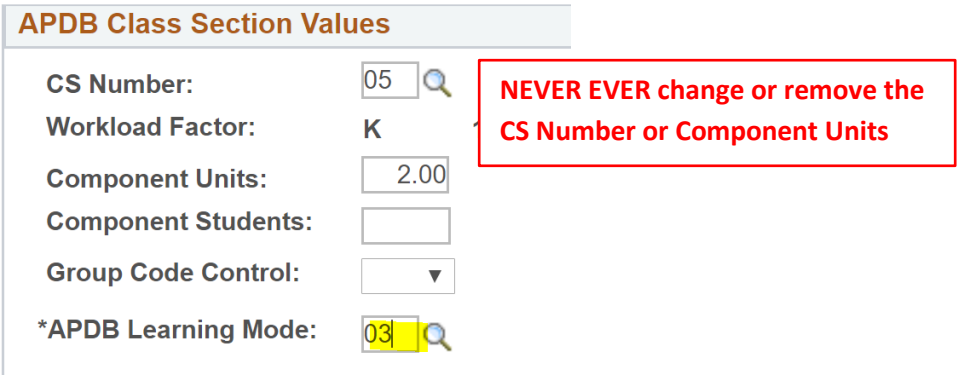
Some campus meetings may be required for orientation, mid-term, final exam, performance attendance. No instructional face-to-face meetings.

Basic Data Page

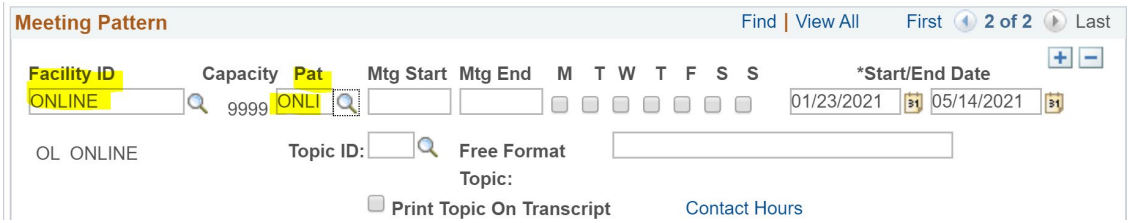
Instruction Mode=OL

Meetings Page

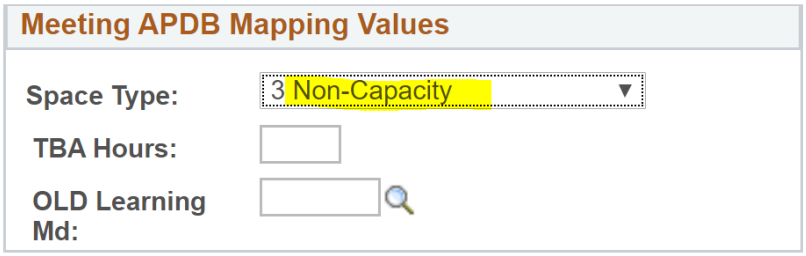
APDB Class Section Values Learning Mode=03



Meeting Pattern Facility ID=ONLINE, Pat (Days)=ONLI

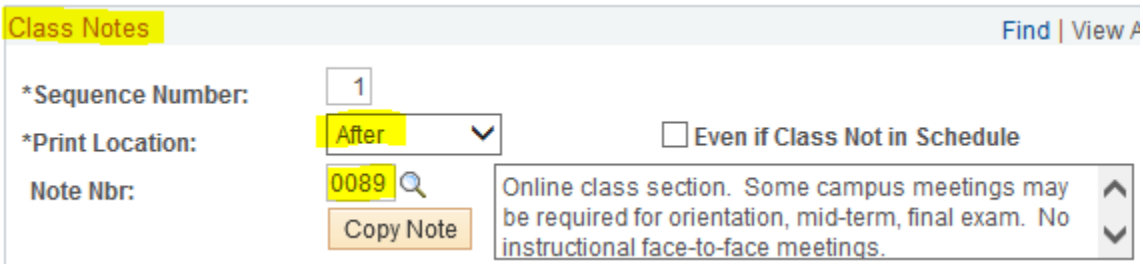


Meeting APDB Mapping Values Space Type=3



Class Notes Page

Class Note Number 89



Revised 8/20/2020

Revised 8/20/2020

OS/04 – Online/Synchronous Class Section - Considered 100% online.

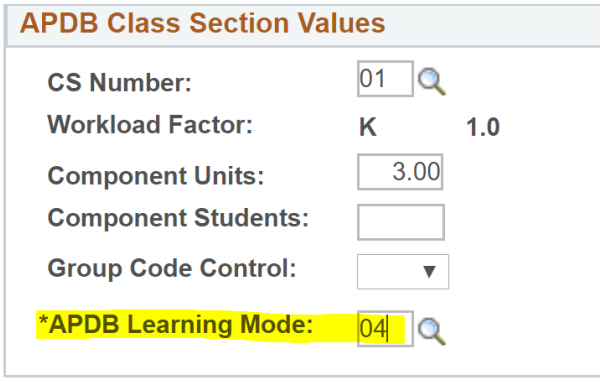
Specific days and times scheduled for the term. Students are expected to participate in a synchronous format/interaction with the instructor during the designated day and time. Some campus meetings may be required for orientation, mid-term, final exam, performance attendance. No instructional face-to-face meetings.

Basic Data Page

Instruction Mode=OS

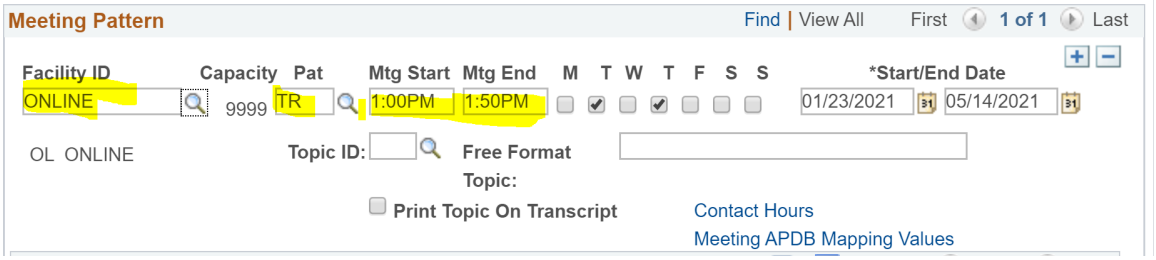
Meetings Page

APDB Class Section Values Learning Mode=04

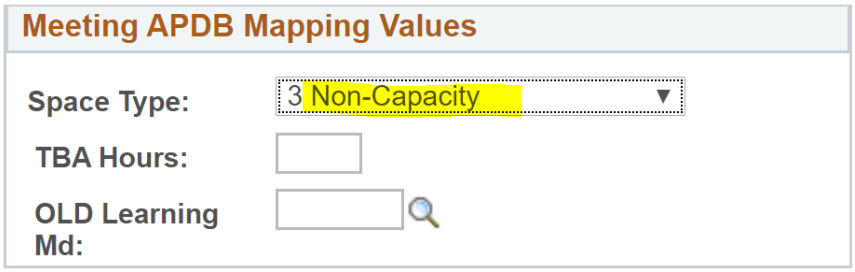


NEVER EVER change or remove the CS Number or Component Units

Meeting Pattern Facility ID=ONLINE, Pat (Days)= day(s) and time of synchronous instruction

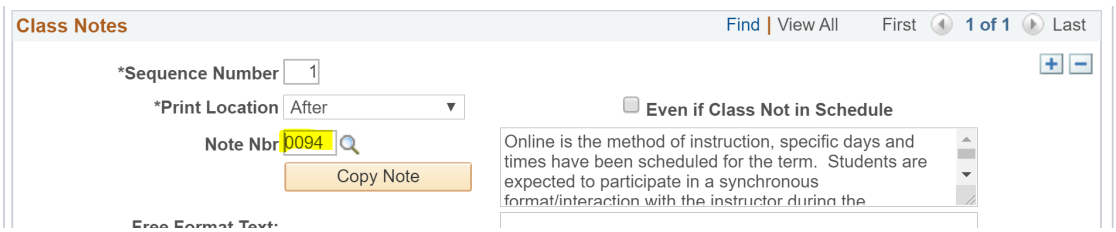


Meeting APDB Mapping Values Space Type=3



Class Notes Page

Class Note Number 94



Revised 8/20/2020

Revised 8/20/2020

HO/11 – Online/Synchronous and Asynchronous Class Section - Considered 100% online.

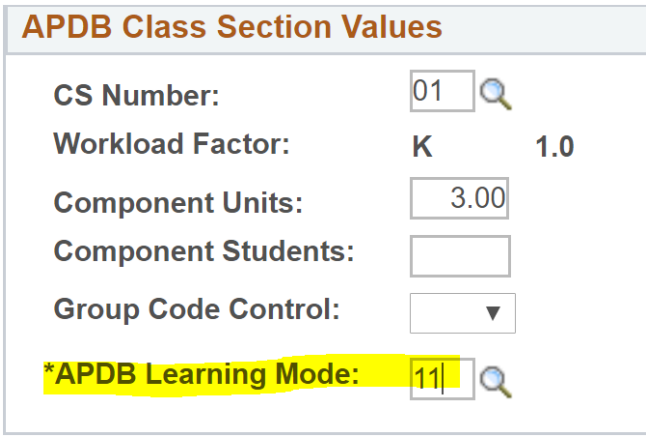
In addition to online asynchronous instruction, online synchronous-specific days and times-are scheduled for the term. Students are expected to participate in a synchronous format/interaction with the instructor during the designated day and time. Some campus meetings may be required for orientation, mid-term, final exam, performance attendance. No instructional face-to-face meetings.

Basic Data Page

Instruction Mode=HO

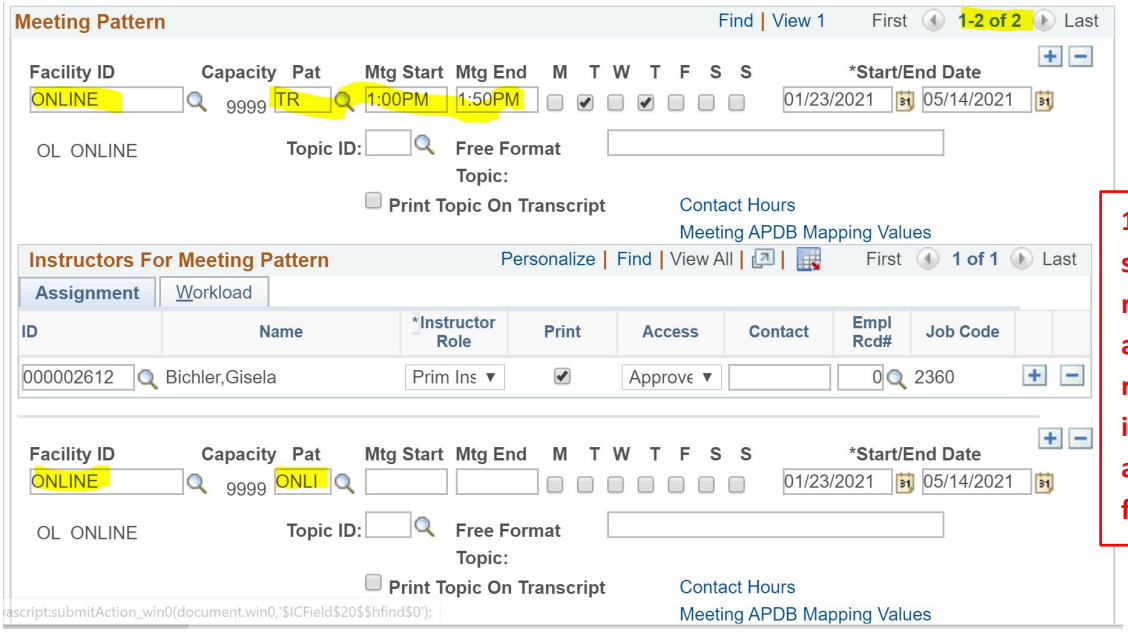
Meetings Page

APDB Class Section Values Learning Mode=11



NEVER EVER change or remove the CS Number or Component Units

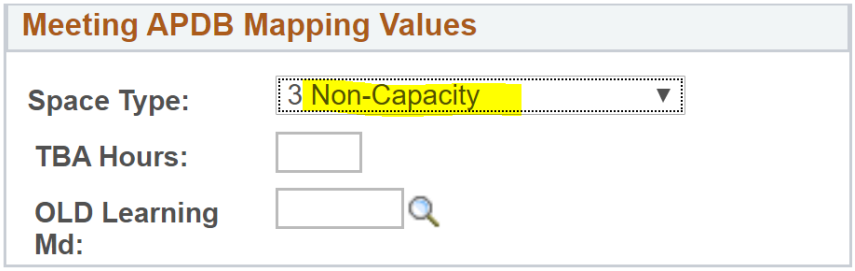
Meeting Pattern requires two rows, the first row must be the synchronous row and include Facility ID=ONLINE, Meeting day(s) and time. The second row must be the asynchronous row and include Facility ID=ONLINE, Meeting Pattern Pat (Days) = ONLI. Remove instructor assignment from 2nd row.



1st row is synchronous, 2nd row is asynchronous, remove instructor assignment from 2nd row

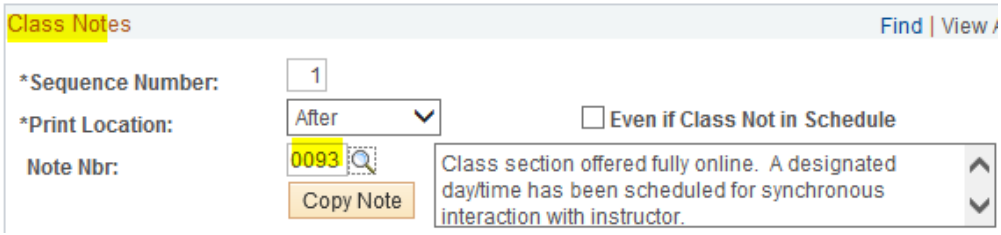
Revised 8/20/2020

Meeting APDB Mapping Values Space Type=3 for both rows.



Class Notes Page

Class Note Number 93



Revised 8/20/2020

CA/05 - Hybrid Classroom Instruction with Asynchronous Online Instruction Component -

Considered as hybrid with percentage of online instruction less than 100%.

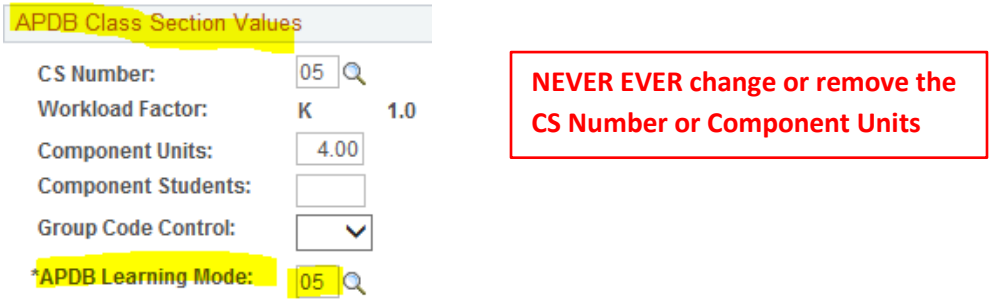
Hybrid course section, students are required to participate on-campus/face-to-face in a designated classroom on a specific day and time in addition to an asynchronous online instruction component. Two Meeting Pattern rows required.

Basic Data Page

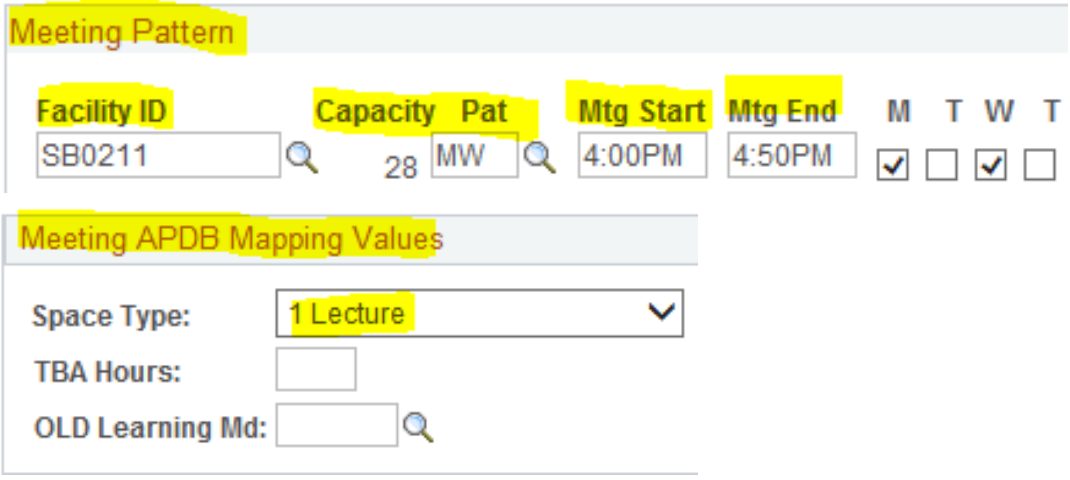
Instruction Mode=CA

Meetings page

APDB Class Section Values Learning Mode=05

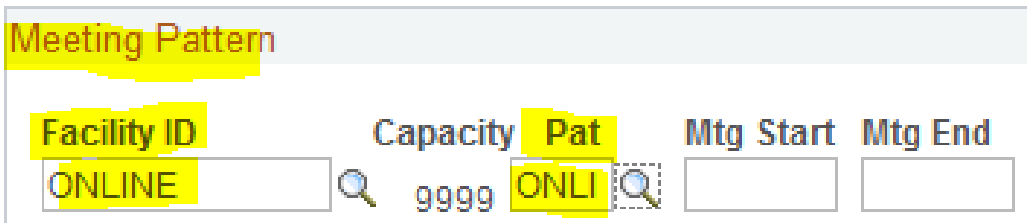


Meeting Pattern Row#1 Facility ID must be a valid campus classroom, Pat (Days) and Times required. APDB Mapping Values Space Type=1 Lecture or 2 Activity or 4 Multimode

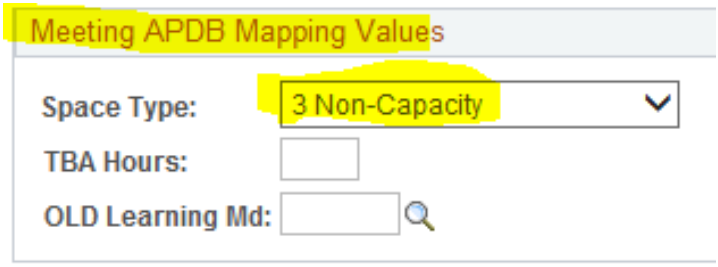


Meeting Pattern Row#2 Facility ID=ONLINE, Pat (Days)=ONLI, Meeting APDB Mapping Values Space Type=3.

Note: remove instructor assignment from 2nd row. Remove instructor assignment from 2nd row.

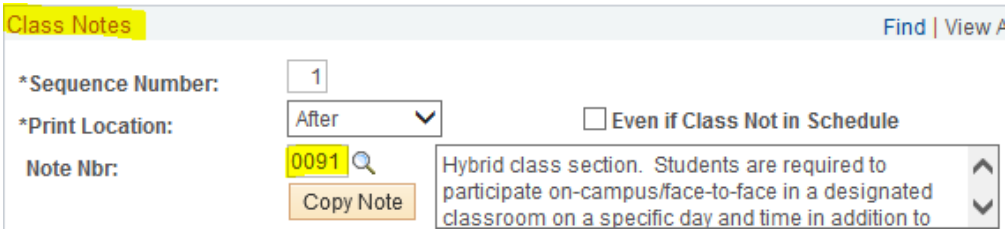


Revised 8/20/2020



Class Notes page

Class Note Number 91



Revised 8/20/2020

CS/06 - Hybrid Classroom Instruction with Synchronous Online Instruction Component -

Considered as hybrid with percentage of online instruction less than 100%.

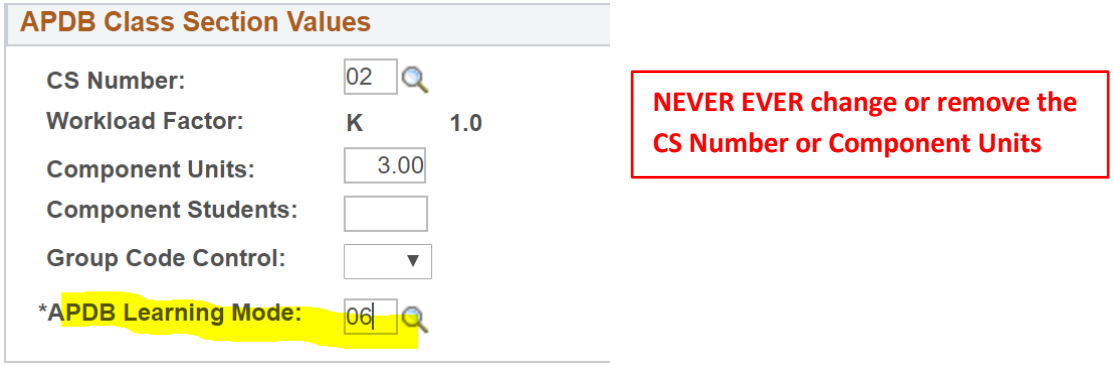
Hybrid course section, students are required to participate on-campus/face-to-face in a designated classroom on a specific day and time in addition to a synchronous online instruction component. Two Meeting Pattern rows required.

Basic Data Page

Instruction Mode=CS

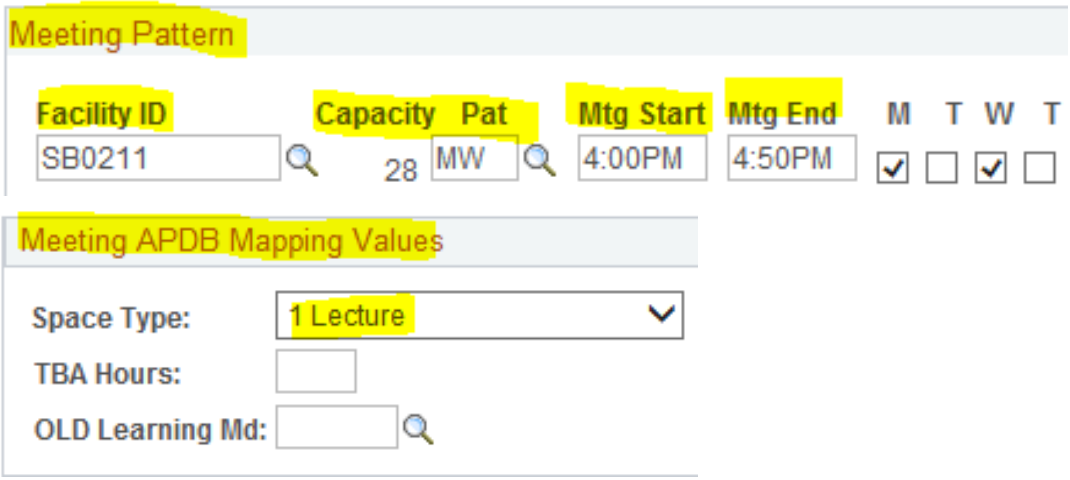
Meetings page

APDB Class Section Values Learning Mode=06

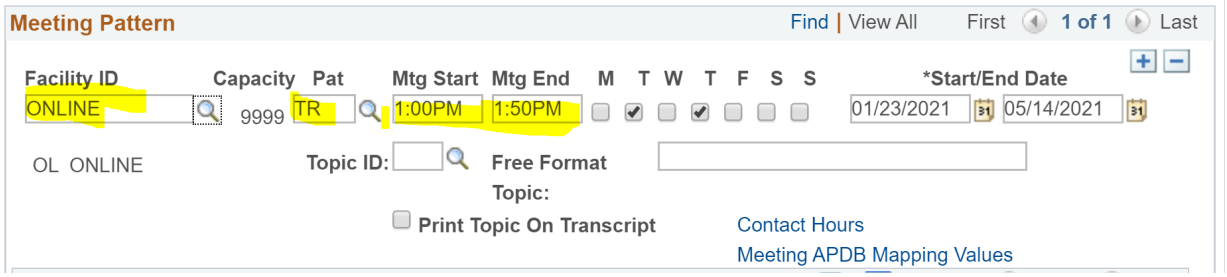


NEVER EVER change or remove the CS Number or Component Units

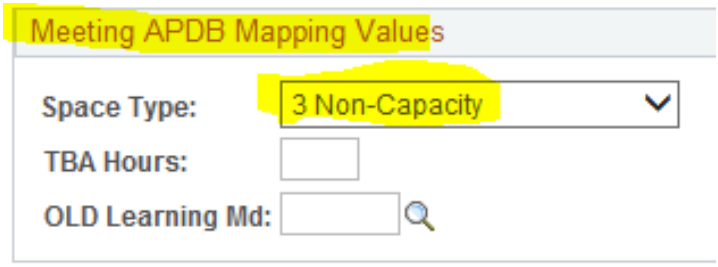
Meeting Pattern Row#1 Facility ID must be a valid campus classroom, Pat (Days) and Times required. APDB Mapping Values Space Type=1 Lecture or 2 Activity or 4 Multimode.



Meeting Pattern Row#2 Facility ID=ONLINE, Pat (Days) and Times required. Meeting APDB Mapping Values Space Type=3. Remove instructor assignment from 2nd row.

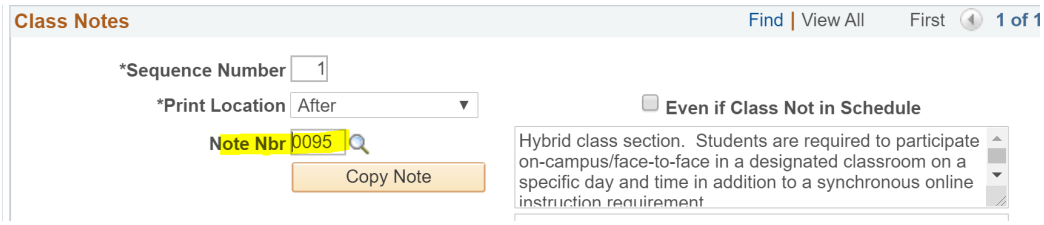


Revised 8/20/2020



Class Notes page

Class Note Number 95



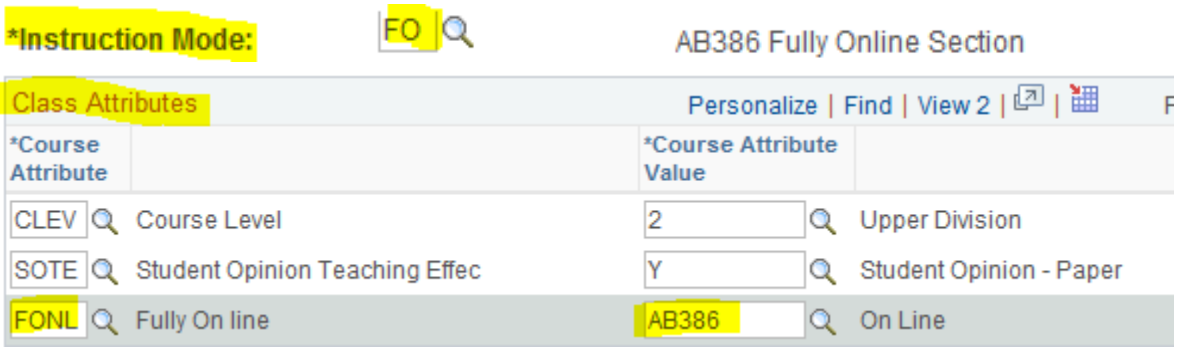
Revised 8/20/2020

FO/01 – Asynchronous Fully Online Class Section in compliance AB386 - Considered 100% online.

No campus meetings required, no designated day/time for synchronous interaction with instructor. Class section requires Course Attribute row of FONL/AB386. Non CSUSB CSU students may enroll if seats are available during open enrollment for the term.

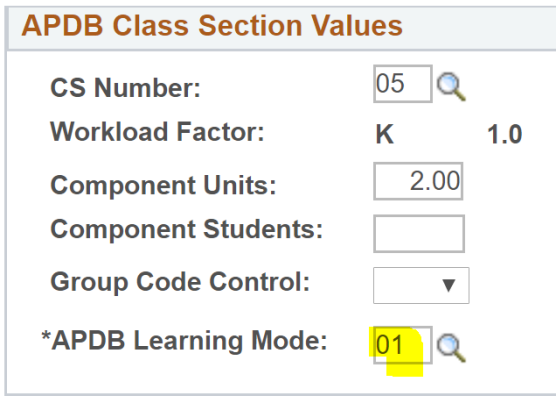
Basic Data Page

Instruction Mode=FO, Class Attribute=FONL/AB386



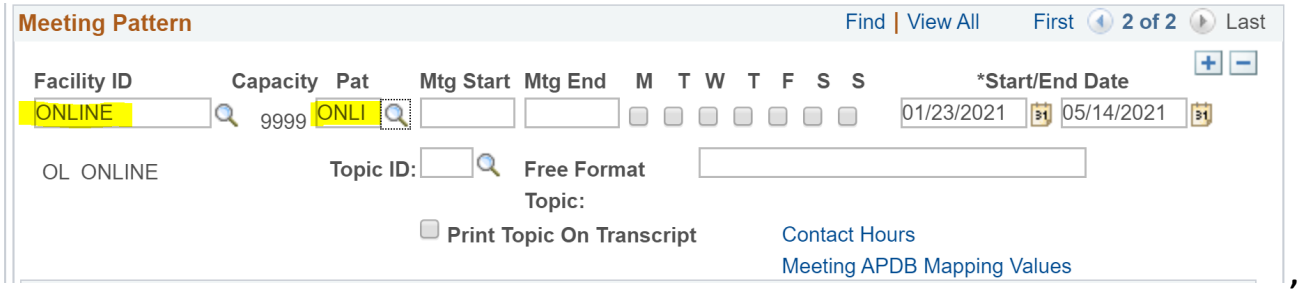
Meetings Page

APDB Class Section Values Learning Mode=01



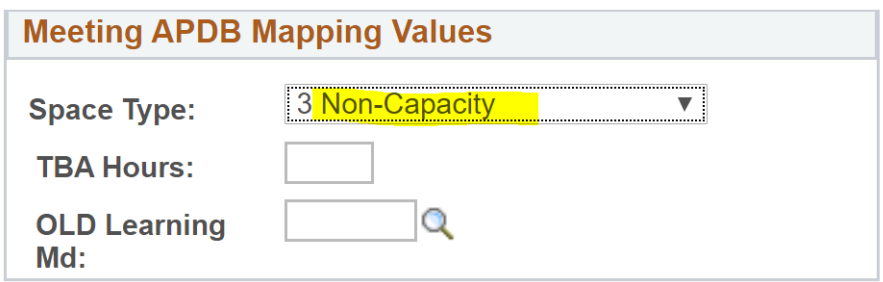
NEVER EVER change or remove the CS Number or Component Units

Meeting Pattern Facility ID=ONLINE, Pat (Days)=ONLI



,

Meeting APDB Mapping Values Space Type=3

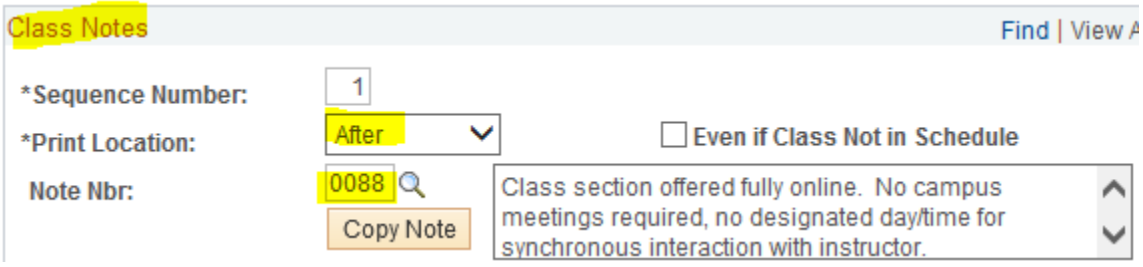


Revised 8/20/2020

Revised 8/20/2020

Class Notes Page

Class Note Number 88



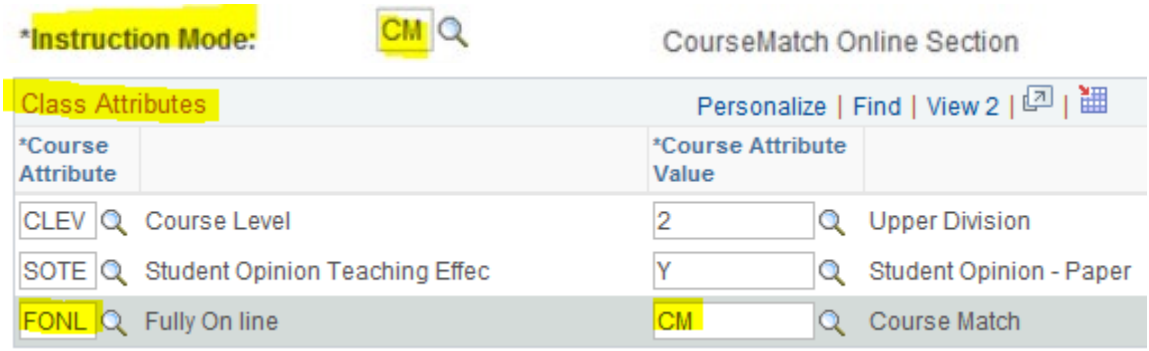
Revised 8/20/2020

CM/01 – Asynchronous CourseMatch Class Section - Considered 100% online.

For courses that have been approved for CourseMatch. 15 seats must be reserved for non CSUSB CSU students during enrollment for the term through the first day prior to instruction. No campus meetings required, no designated day/time. Class section requires Course Attribute row of FONL/CM.

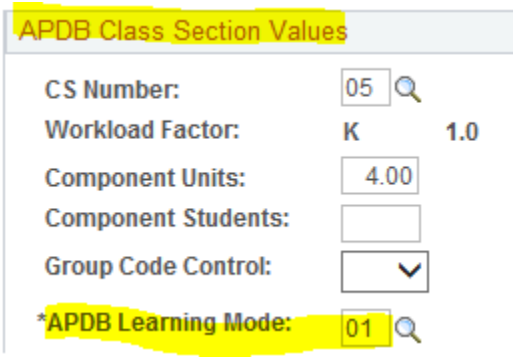
Basic Data Page

Instruction Mode=CM, Class Attribute=FONL/CM



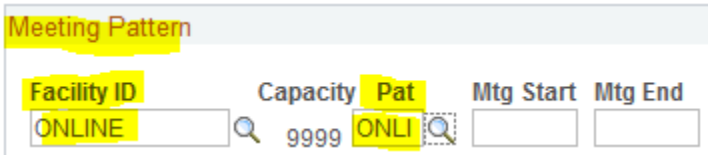
Meetings page

APDB Class Section Values Learning Mode=01

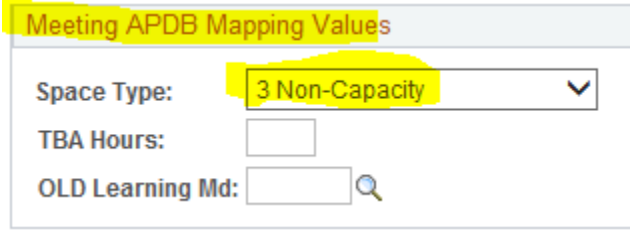


NEVER EVER change or remove the CS Number or Component Units

Meeting Pattern Facility ID=ONLINE, Pat (Days)=ONLI



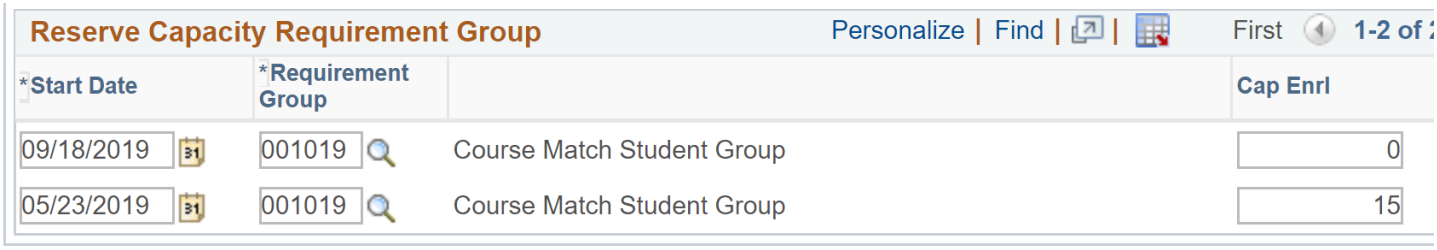
Meeting APDB Mapping Values Space Type=3



Reserve Cap page

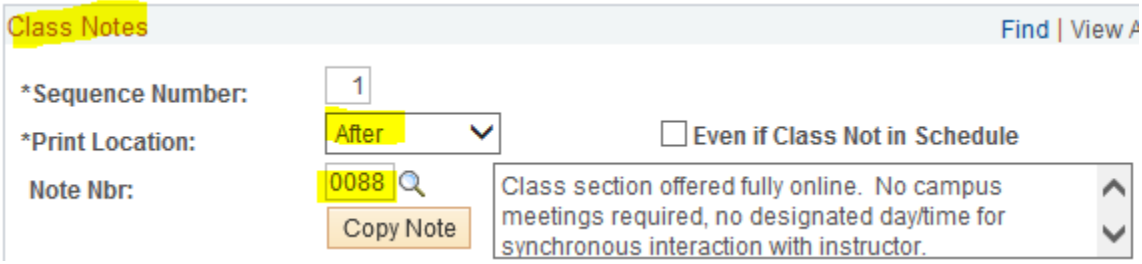
Reserve Capacity Requirement Group – 15 seats must be reserved for non CSUSB CSU students. 1st row is the end date for reserving seats, date is set to day before instruction begins for the term and Cap Enrl set to 0 (zero), 2nd row is the begin date for reserving seats, date is set to first day of registration for the term and Cap Enrl set to 15

Revised 8/20/2020



Class Notes page

Class Note Number 88



Revised 8/20/2020

Default - P/09 - Classroom Instruction - Considered 100% face-to-face.

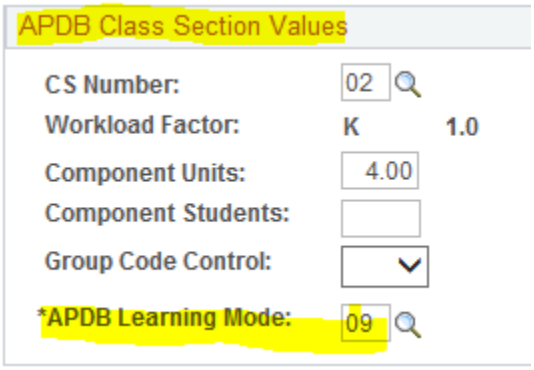
Standard instruction with face-to-face meetings. Default values for sections added to the term are Instruction Mode=P, APDB Learning Mode=09, and Space Type=1, 2 or 3 as set at the catalog level. Supervision courses, unless specifically designated otherwise, are also coded as P. No Class Note Number recommended.

Basic Data Page

Instruction Mode=P

Default Instruction Mode is P/Classroom Instruction

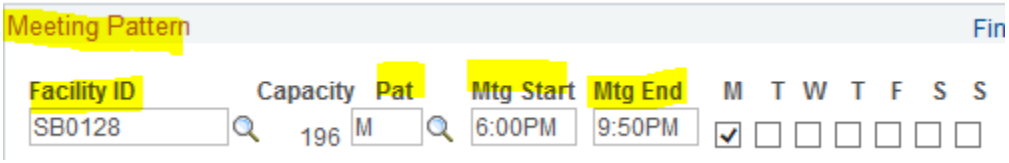
Meetings page - APDB Class Section Values=09



Default APDB Learning Mode is 09

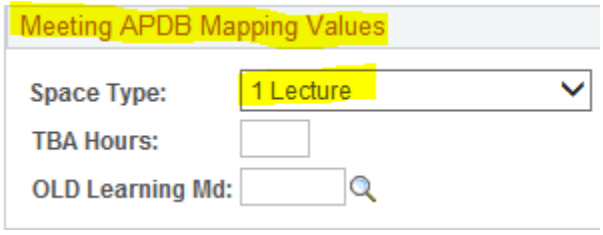
Meetings Page

Meeting Pattern Facility ID, Pat (Days) and Meeting Times required



Note: Supervision courses should not have a Facility ID and the Pat (days) field must be TBA

Meeting APDB Mapping Values Space Type=1 Lecture/Seminar, or 2/Activity, or 3/Non capacity (Supervision)



Defaults to appropriate space type for course component. Note: if class section meeting pattern is TBA for non-supervision courses TBA hours must be entered into the TBA Hours field

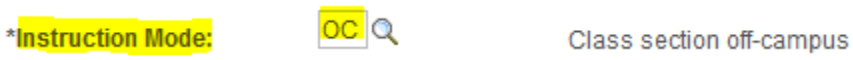
Revised 8/20/2020

OC/09 - Class Section Located Off-Campus - Considered 100% face-to-face.

Face-to-face instruction required at an on off campus location identified on the Meetings page for the section.

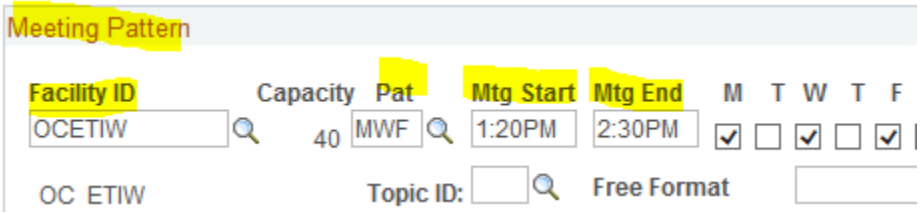
Basic Data Page

Instruction Mode=OC

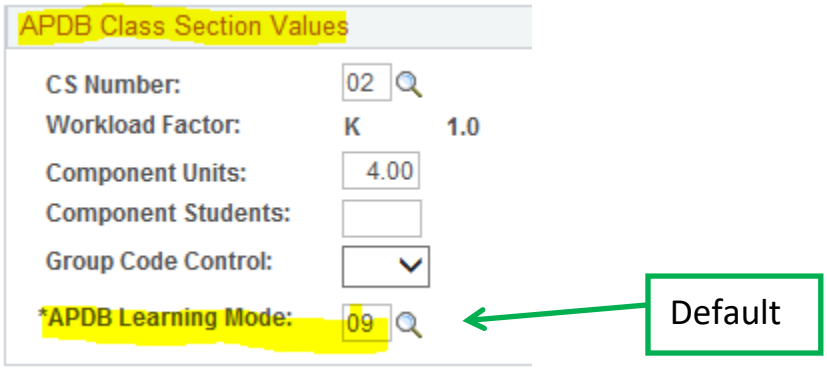


Meetings page

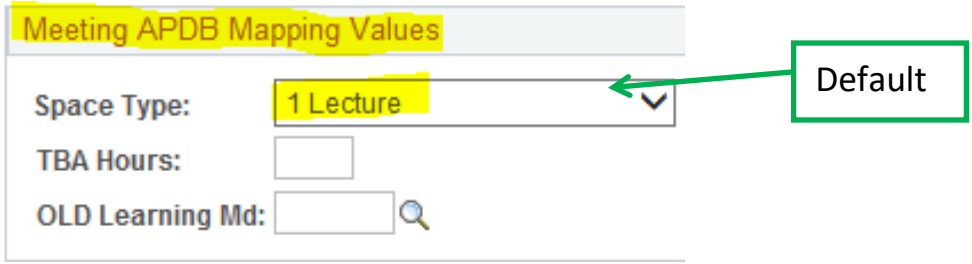
Meeting Pattern Facility ID, PAT (Days) and Times required



APDB Class Section Values Learning Mode=09



Meeting APDB Mapping Values Space Type=1 Lecture/Seminar or 2 Activity or 4 Multimode



Revised 8/20/2020

TO/09 - Televised Class Section-Origination Site - Considered 100% face-to-face.

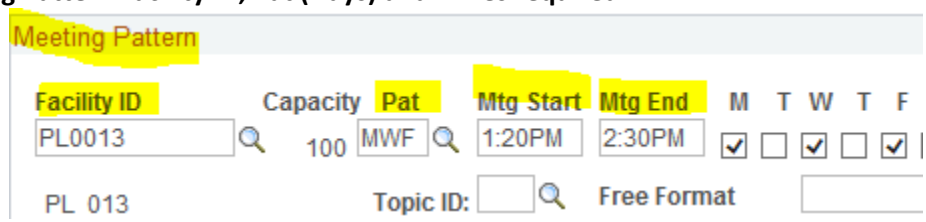
Class section broadcasting in sync with PDC class section.

Basic Data Page

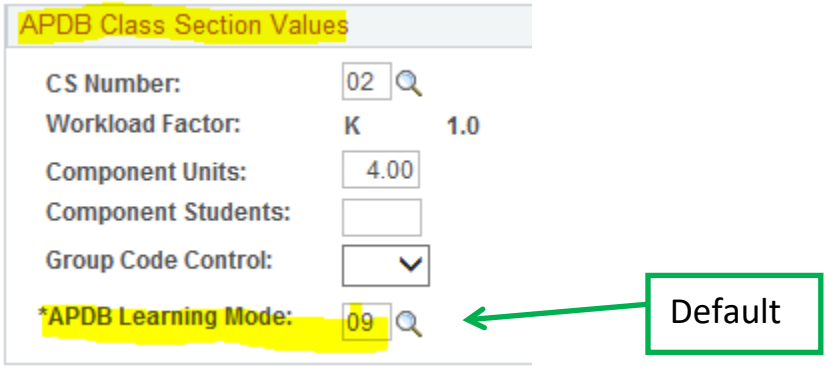
Instruction Mode=TO

Meetings page

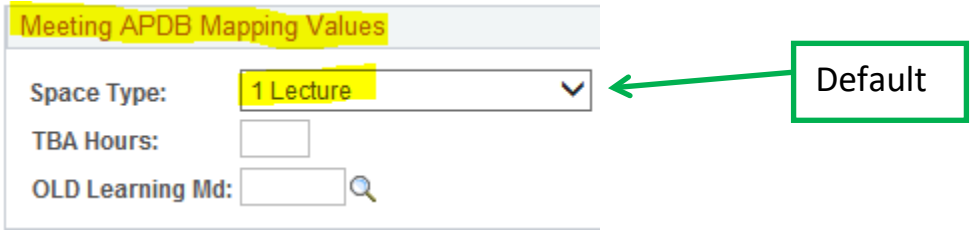
Meeting Pattern Facility ID, Pat (Days) and Times required



APDB Class Section Values Learning Mode=09



Meeting APDB Mapping Values Space Type=1 Lecture/Seminar



Revised 8/20/2020

TR/09 - Televised Class Section-Receive Site Considered 100% face-to-face.

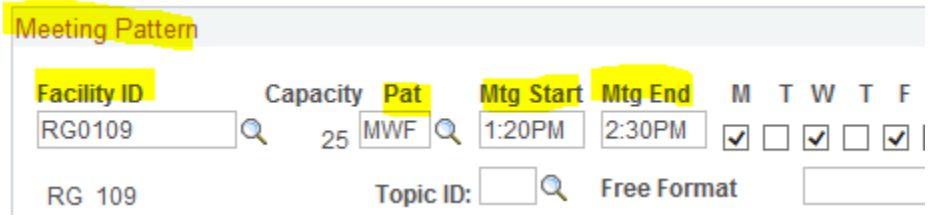
Class section receiving broadcast in sync with PDC class section.

Basic Data Page

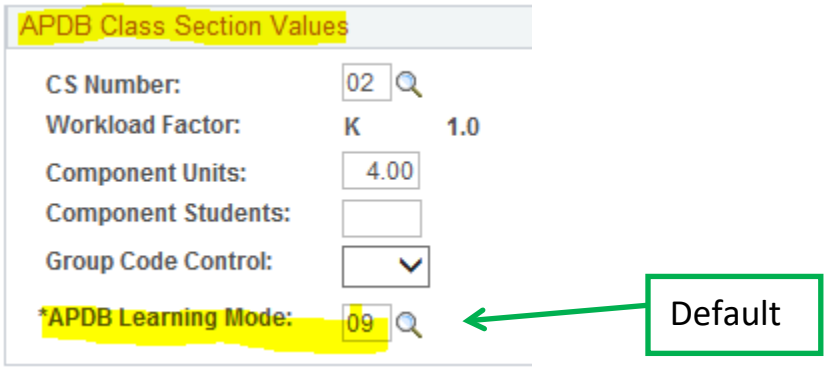
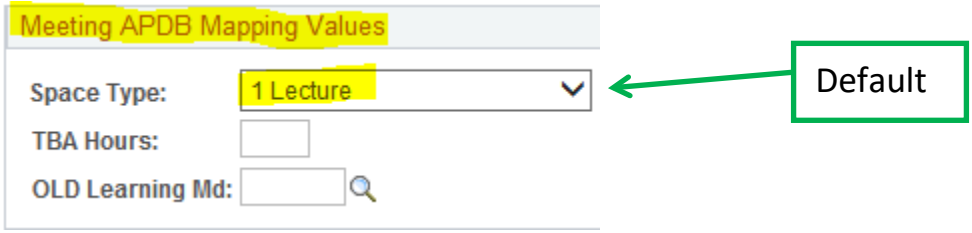
Instruction Mode=TR

Meetings page

Meeting Pattern Facility ID, Pat (Days) and Times required



APDB Class Section Values Learning Mode=09



Meeting APDB Mapping Values Space Type=1 Lecture/Seminar