Revised Instruction and Learning Mode Guide

The Chancellor's Office requires Learning Mode coding for all class sections. The list of Learning Mode codes has been expanded to accommodate the needs of virtual instruction options.

<u>Synchronous</u> <u>classes</u> - Students and instructors are online or face-to-face at the same time. Lectures, discussions, and presentations occur on a specific day at a specific time.

<u>Asynchronous</u> classes - Instructors provide materials, lectures, tests, and assignments that can be accessed at any time

Instruction Mode	Facility ID Bld/Room	Meeting Pat Days/time	Space Type	APDB Learning Mode	Definition	Additional coding in Course attributes
					Asynchronous instructional course section, campus	
					meetings may be required (examples: orientation, mid-	
OL	ONLINE	ONLI	03	03	term, final exam, performance attendance)	
					Synchronous instructional course section, campus	
		days and times			meetings may be required (examples: orientation, mid-	
OL	ONLINE	required	03	04	term, final exam, performance attendance)	
					Asynchronous and synchronous instructional course,	
					campus meetings may be required (examples:	
	row#1 ONLINE	row#1 Days and time			orientation, mid-term, final exam, performance	
НО	row#2 ONLINE	row#2 ONLI	both rows 03	11	attendance)	
	row#1 Bld/room	row#1 days and time	row#1 01 or 02		Asynchronous instructional course with face-to-face	
HC	row#2 ONLINE	row#2 ONLI	row#2 03	05	meetings	
нс	*	row#1 Days and time row#2 Days and time	row#1 01 or 02 row#2 03	06	<u>Synchronous</u> instructional course with face-to-face meetings	
P, OC,		days and times				
TO, TR	Bld/room	required	01 or 02	09	Face-to-face meetings	
						FONL AB386
					Asynchronous instructional course section, no campus	or
FO, CM	ONLINE	ONLI	03	01	meetings, AB386 compliant or CourseMatch approved	FONL CM
					Synchronous instructional course section, no campus	
					meetings, AB386 compliant CO discontinued for fall	
FO, CM				02	2020	
					Asynchronous and synchronous instructional course, no-	
					campus meetings, Course Match approved or AB386-	
FO, CM				10	compliant-CO discontinued for fall 2020	

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

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

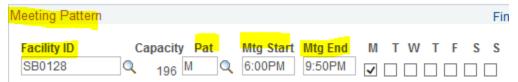
Standard instruction with face-to-face meetings. Default values for sections added to the term are Instruction Mode=P, APDB Learning Mode=09, and Space Type=1, 2 or 3 as set at the catalog level. Supervision courses, unless specifically designated otherwise, are also coded as P. No Class Note Number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

Basic Data Page

Instruction Mode=P		
*Instruction Mode:	Classroom Instruction	Default Instruction Mode is P/Classroom Instruction
Meetings page - APDB Class Section Values=09		
APDB Class Section Values		
CS Number: 02 Q Workload Factor: K 1.0 Component Units: 4.00		
Component Students: Group Code Control:		
Mootings Page	Default APDB Learning I	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)

Meeting APDB Mapping Values					
Space Type: 1 Lecture	~				
TBA Hours:					
OLD Learning Md:					

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

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

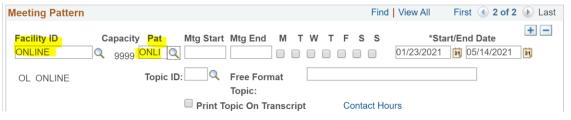
*Instruction Mode:	OL Q	Online Class Section
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Meetings Page

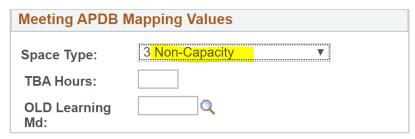
APDB Class Section Values Learning Mode=03

APDB Class Section Values						
CS Number: Workload Factor:	05 Q K	NEVER EVER change or remove the CS Number or Component Units				
Component Units: Component Students:	2.00					
Group Code Control: *APDB Learning Mode:	▼					

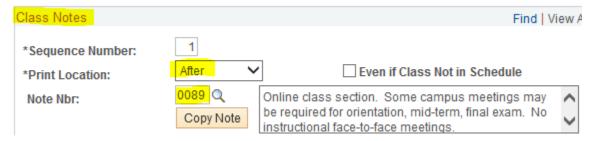
Meeting Pattern Facility ID=ONLINE, Pat (Days)=ONLI



Meeting APDB Mapping Values Space Type=3



Class Notes Page



OL/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=OL

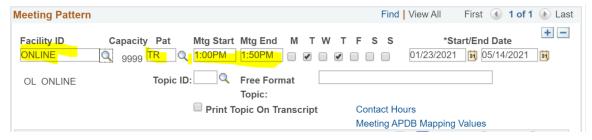
*Instruction Mode:	OL Q	Online Class Section
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Meetings Page

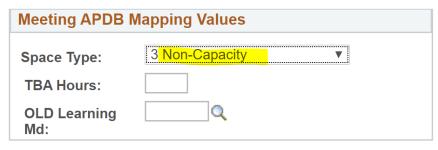
APDB Class Section Values Learning Mode=04

APDB Class Section Va	lues		
CS Number: Workload Factor: Component Units: Component Students: Group Code Control: *APDB Learning Mode:	01 Q K 3.00 V	1.0	NEVER EVER change or remove the CS Number or Component Units

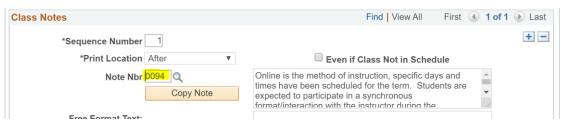
Meeting Pattern Facility ID=ONLINE, Pat (Days)= day(s) and time of synchronous instruction



Meeting APDB Mapping Values Space Type=3



Class Notes Page



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

In addition to online asynchronous instruction, 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=HO

*Instruction Mode	Q
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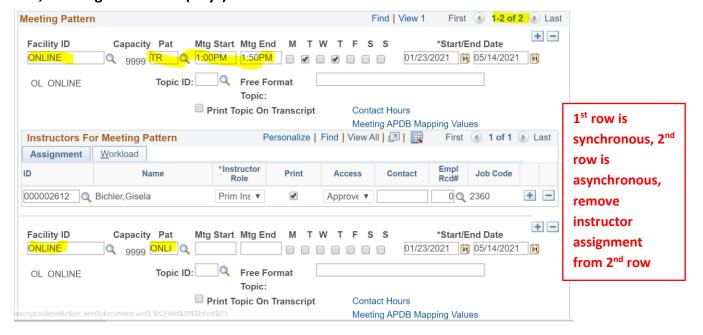
Hybrid-Online/Sync and Async

Meetings Page

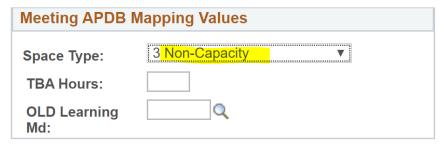
APDB Class Section Values Learning Mode=11

APDB Class Section Val	ues		
CS Number: Workload Factor: Component Units: Component Students: Group Code Control: *APDB Learning Mode:	01 Q K 3.00	1.0	NEVER EVER change or remove the CS Number or Component Units

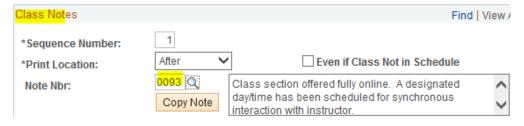
Meeting Pattern requires two rows, the first row must be the synchronous row and include Facility ID=ONLINE, Meeting day(s) and time. The second row must be the asynchronous row and include Facility ID=ONLINE, Meeting Pattern Pat (Days) = ONLI



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



Class Notes Page



HC/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=HC

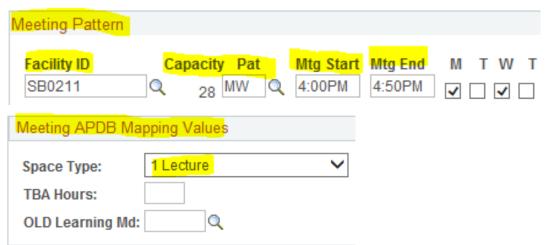
*Instruction Mode:	HC (Q	Hybrid-Classrm/Online Section
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Meetings page

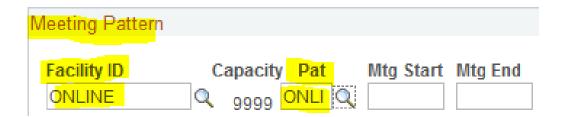
APDB Class Section Values Learning Mode=05

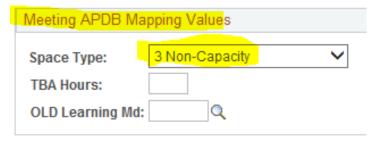
APDB Class Section Valu	ies	
CS Number: Workload Factor: Component Units:	05 Q K 1.0	NEVER EVER change or remove the CS Number or Component Units
Component Students:		
Group Code Control: *APDB Learning Mode:	V	

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

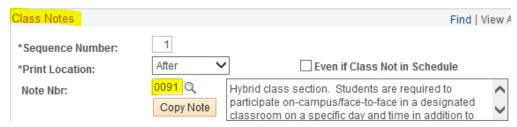


Meeting Pattern Row#2 Facility ID=ONLINE, Pat (Days)=ONLI, Meeting APDB Mapping Values Space Type=3. Note: remove instructor assignment from 2nd row





Class Notes page



HC/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=HC

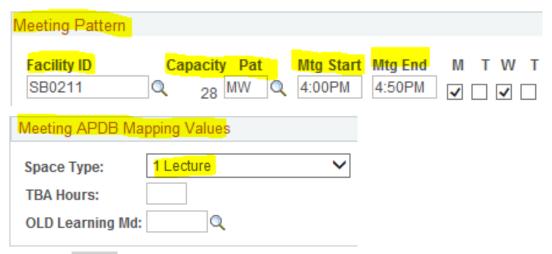
*Instruction Mode:	HC Q	Hybrid-Classrm/Online Section

Meetings page

APDB Class Section Values Learning Mode=06

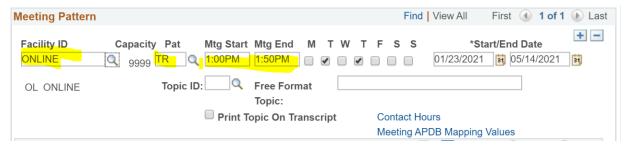
APDB Class Section Va	lues		
CS Number: Workload Factor:	02 Q K	1.0	NEVER EVER change or remove the CS Number or Component Units
Component Units:	3.00		·
Component Students:			
Group Code Control:	▼		
*APDB Learning Mode:	06 Q		

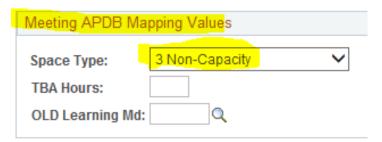
Meeting Pattern Row#1 Facility ID must be a valid campus classroom, Pat (Days) and Times required. APDB Mapping Values Space Type=1 Lecture or 2 Activity or 4 Multimode



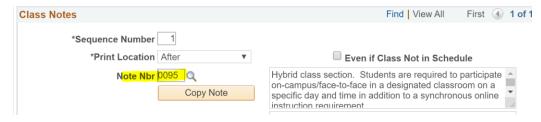
Meeting Pattern Row#2 Facility ID=ONLINE, Pat (Days) and Times required. Meeting APDB Mapping Values Space Type=3

Note: remove instructor assignment from 2nd row





Class Notes page

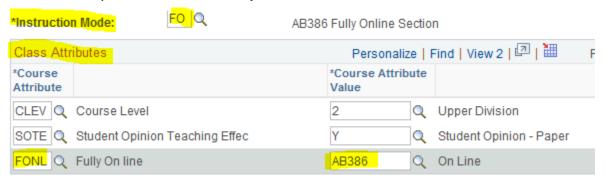


FO/01 – Asynchronous Fully Online Class Section in compliance AB386 - Considered 100% online.

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.

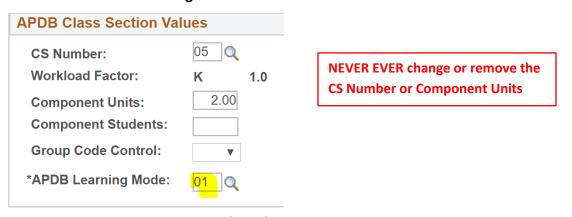
Basic Data Page

Instruction Mode=FO, Class Attribute=FONL/AB386

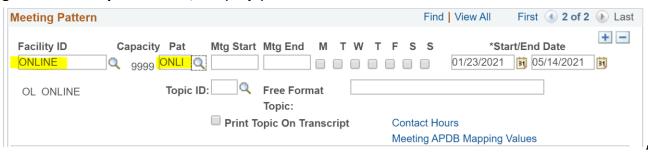


Meetings Page

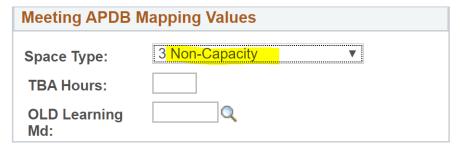
APDB Class Section Values Learning Mode=01



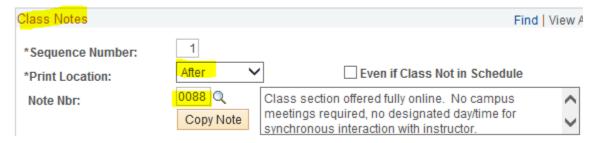
Meeting Pattern Facility ID=ONLINE, Pat (Days)=ONLI



Meeting APDB Mapping Values Space Type=3



Class Notes Page



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.

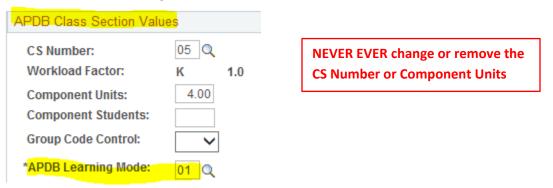
Basic Data Page

Instruction Mode=CM, Class Attribute=FONL/CM

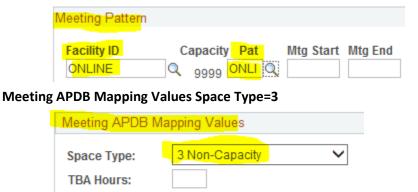


Meetings page

APDB Class Section Values Learning Mode=01



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

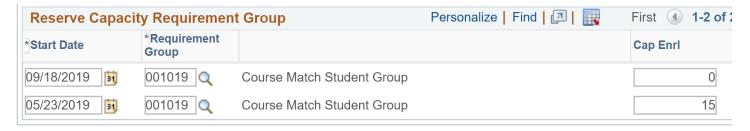


Q

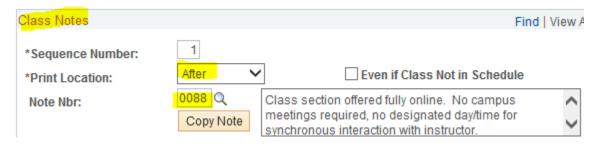
Reserve Cap page

OLD Learning Md:

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



Class Notes page



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.

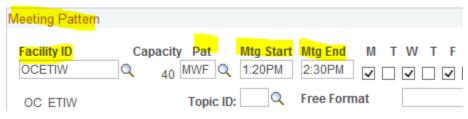
Basic Data Page

Instruction Mode=OC

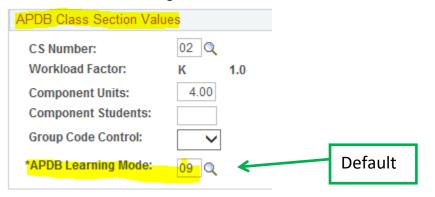


Meetings page

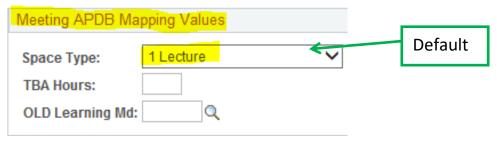
Meeting Pattern Facility ID, PAT (Days) and Times required



APDB Class Section Values Learning Mode=09



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



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

Class section broadcasting in sync with PDC class section.

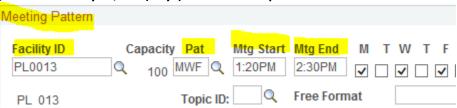
Basic Data Page

Instruction Mode=TO

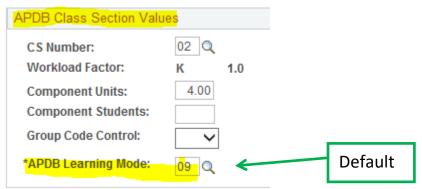


Meetings page

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



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

Class section receiving broadcast in sync with PDC class section.

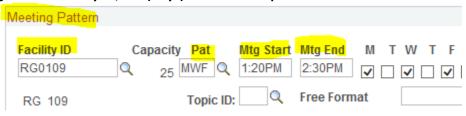
Basic Data Page

Instruction Mode=TR

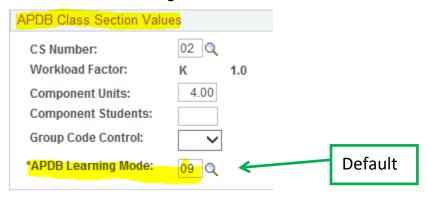


Meetings page

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



Discontinued - FO/02 – Synchronous Fully Online Class Section in compliance AB386 -

Considered 100% online.

No campus meetings, designated day/time for synchronous interaction with instructor is required. 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

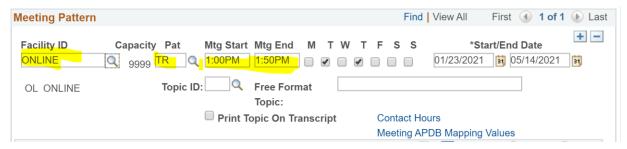
*Instruction Mode:	AB386 Fully Online Section
Class Attributes	Personalize Find View 2 🛂 🛗 🔠
*Course Attribute	*Course Attribute Value
CLEV Q Course Level	2 Q Upper Division
SOTE Q Student Opinion Teaching Effec	Y Student Opinion - Paper
FONL Q Fully On line	AB386 Q On Line

Meetings Page

APDB Class Section Values Learning Mode=02

APDB Class Section Values					
CS Number:	05 🔍				
Workload Factor:	K 1.0				
Component Units:	2.00				
Component Students:					
Group Code Control:	•				
*APDB Learning Mode:	02				

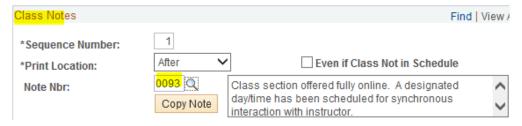
Meeting Pattern Facility ID=ONLINE, Meeting Pattern Pat (Days) and Times required for synchronous instructor interaction



Meeting APDB Mapping Values Space Type=3.

Meeting APDB Mapping Values				
Space Type:	3 Non-Capacity ▼			
TBA Hours:				
OLD Learning Md:	Q			

Class Notes Page



Discontinued - FO/10 – Asynchronous and Synchronous Fully Online Class Section in compliance AB386 - considered 100% online.

No campus meetings, designated day/time for synchronous interaction with instructor is required. 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

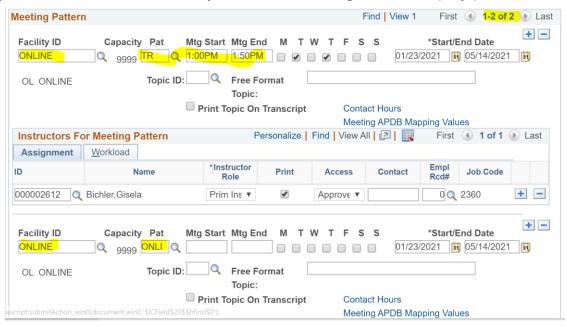


Meetings Page

APDB Class Section Values Learning Mode=10

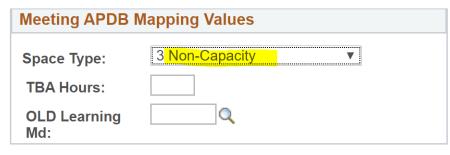
APDB Class Section Values				
CS Number:	05 🔍			
Workload Factor:	K 1.0			
Component Units:	2.00			
Component Students:				
Group Code Control:	▼			
*APDB Learning Mode:	10 Q			

Meeting Pattern requires two rows, synchronous row includes Facility ID=ONLINE Meeting day(s) and time the asynchronous row includes Facility ID=ONLINE, Meeting Pattern Pat (Days) = ONLI

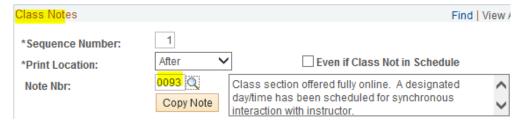


NOTE: remove the instructor assignment from the 2nd row

Meeting APDB Mapping Values Space Type=3 for both rows



Class Notes Page



Discontinued - CM/02 - Synchronous CourseMatch Class Section - Considered 100% online.

For courses that have been approved for CourseMatch, no campus meetings, designated day/time for synchronous interaction with instructor is required, Facility ID is ONLINE. Class section requires Course Attribute row of FONL/CM.

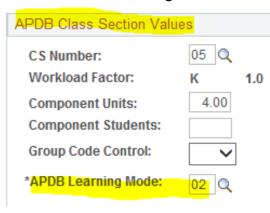
Basic Data Page

Instruction Mode=FO, Class Attribute=FONL/CM

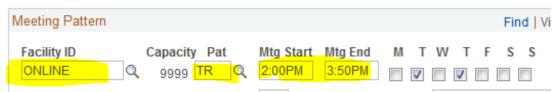


Meetings page

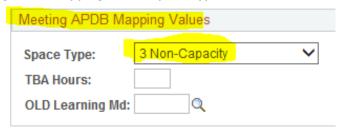
APDB Class Section Values Learning Mode=02



Meeting Pattern Pat (Days) and Times required for synchronous instructor interaction, Facility ID is ONLINE

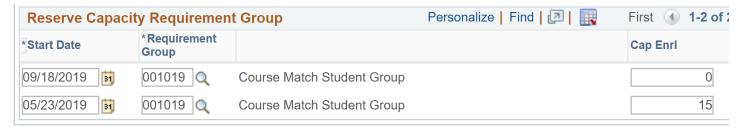


Meeting APDB Mapping Values Space Type=3



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



Class Notes page

