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.

**Synchronous classes** - 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.

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

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

**Meetings page - APDB Class Section Values=09**

<table>
<thead>
<tr>
<th>APDB Class Section Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS Number: 02</td>
</tr>
<tr>
<td>Workload Factor: K 1.0</td>
</tr>
<tr>
<td>Component Units: 4.00</td>
</tr>
<tr>
<td>Component Students:</td>
</tr>
<tr>
<td>Group Code Control:</td>
</tr>
<tr>
<td>APDB Learning Mode: 09</td>
</tr>
</tbody>
</table>

**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)**

<table>
<thead>
<tr>
<th>Meeting APDB Mapping Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Space Type: 1 Lecture</td>
</tr>
<tr>
<td>TBA Hours:</td>
</tr>
<tr>
<td>OLD Learning Md:</td>
</tr>
</tbody>
</table>

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.
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
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 formatinteraction 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

Meetings Page

APDB Class Section Values Learning Mode=04

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
**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* ![HO](image)

**Meetings Page**

**APDB Class Section Values Learning Mode=11**

**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.

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

NEVER EVER change or remove the CS Number or Component Units
Meeting APDB Mapping Values Space Type=3 for both rows.

Class Notes Page
Class Note Number 93

Class section offered fully online. A designated daytime has been scheduled for synchronous interaction with instructor.
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

Meetings page

APDB Class Section Values Learning Mode=05

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)=ONLI, Meeting APDB Mapping Values Space Type=3.

Note: remove instructor assignment from 2nd row
Hybrid class section. Students are required to participate on-campus/face-to-face in a designated classroom on a specific day and time in addition to
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**

**Meetings page**

**APDB Class Section Values Learning Mode=06**

**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
Hybrid class 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 requirement.
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

NEVER EVER change or remove the CS Number or Component Units
Class Notes Page

Class Note Number 88

<table>
<thead>
<tr>
<th>Sequence Number: 1</th>
<th>*Print Location: After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note Nbr: 0088</td>
<td>Class section offered fully online. No campus meetings required, no designated daytime for synchronous interaction with instructor.</td>
</tr>
</tbody>
</table>

Copy Note
**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
### Class Notes page

**Class Note Number 88**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Requirement Group</th>
<th>Cap Enrl</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/2019</td>
<td>Course Match Student Group</td>
<td>0</td>
</tr>
<tr>
<td>05/23/2019</td>
<td>Course Match Student Group</td>
<td>15</td>
</tr>
</tbody>
</table>

Class section offered fully online. No campus meetings required, no designated day/time for synchronous interaction with instructor.
**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

![Instruction Mode: OC](image)

Class section off-campus

**Meetings page**

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

![Meeting Pattern](image)

**APDB Class Section Values Learning Mode=09**

![APDB Learning Mode: 09](image)

Default

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

![Meeting APDB Mapping Values](image)

Default
**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

![Instruction Mode: TO](image)

Televisioned Crs-origination site

**Meetings page**

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

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Capacity</th>
<th>Pat</th>
<th>MTF Start</th>
<th>MTF End</th>
</tr>
</thead>
<tbody>
<tr>
<td>PL0013</td>
<td>100</td>
<td>MWF</td>
<td>1:20PM</td>
<td>2:30PM</td>
</tr>
<tr>
<td>PL 013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APDB Class Section Values Learning Mode=09**

<table>
<thead>
<tr>
<th>CS Number</th>
<th>Workload Factor</th>
<th>Component Units</th>
<th>Component Students</th>
<th>Group Code Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>K 1.0</td>
<td>4.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Meeting APDB Mapping Values Space Type=1 Lecture/Seminar**

<table>
<thead>
<tr>
<th>Space Type</th>
<th>TBA Hours</th>
<th>OLD Learning Md</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Lecture</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Capacity</th>
<th>Pat</th>
<th>Mtg Start</th>
<th>Mtg End</th>
</tr>
</thead>
<tbody>
<tr>
<td>RG0109</td>
<td>25</td>
<td>MWF</td>
<td>120PM</td>
<td>2:30PM</td>
</tr>
</tbody>
</table>

APDB Class Section Values Learning Mode=09

| CS Number: | 02 |
| Workload Factor: | K 1.0 |
| Component Units: | 4.00 |
| Component Students: | |
| Group Code Control: | |

Meeting APDB Mapping Values Space Type=1 Lecture/Seminar

| Space Type: | 1 Lecture |
| TBA Hours: | |
| OLD Learning Md: | |
The following Synchronous online options have been discontinued effective Fall 2020.

**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

**Meetings Page**

*APDB Class Section Values 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.
Class section offered fully online. A designated daytime has been scheduled for synchronous interaction with instructor.
**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

![Basic Data Page Image]

**Meetings Page**

APDB Class Section Values Learning Mode=10

![Meetings Page Image]

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

![Meeting Pattern Image]

NOTE: remove the instructor assignment from the 2nd row
Meeting APDB Mapping Values Space Type=3 for both rows

Class Notes Page

Class Note Number 93

Class section offered fully online. A designated daytime has been scheduled for synchronous interaction with instructor.
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

Class Note Number 93