

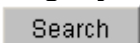


Guidelines for Hybrid Course Sections

Hybrid courses combine instruction via in-person instructor/student contact along with a “technology” delivery mode. Courses which employ any amount of a “technology” delivery mode along with in-person instruction must be set up as “hybrid.”

Designating a Course with ‘Hybrid’ Status

1.	<p>To designate course as a ‘Hybrid’, navigate to: Curriculum Management >Schedule of Classes >Schedule New Course</p>
2.	<p>The ‘Find an Existing Value’ page displays:</p> <p>Schedule New Course Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Academic Institution: = [dropdown] [UWMIL] [magnifying glass] Term: = [dropdown] [1060] [magnifying glass] Subject Area: = [dropdown] [COUNS] [magnifying glass] Catalog Nbr: [begins with dropdown] [812] Academic Career: = [dropdown] [dropdown] Campus: [begins with dropdown] [MAIN] [magnifying glass] Description: [begins with dropdown] [text field] Course ID: [begins with dropdown] [text field] [magnifying glass] Course Offering Nbr: = [dropdown] [text field] [magnifying glass]</p> <p><input type="checkbox"/> Case Sensitive</p> <p>[Search] [Clear] Basic Search  Save Search Criteria</p> <p>Type the appropriate ‘Term’ and ‘Subject’ or click on the  ‘magnifying glass’ to select the value. Type the ‘Catalog Number’ and click on .</p>

3. The 'Basic Data' page displays:

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data GL Interface

Course ID: 003030 Course Offering Nbr: 1
 Academic Institution: University Wisconsin-Milwaukee
 Term: Fall 2006 Graduate
 Subject Area: COUNS Counseling
 Catalog Nbr: 812 Clinical Studies in Counseling Auto Create Component

Class Sections Find | View All First 1 of 1 Last

*Session:	1	Active	Regular Academic Session	Class Nbr:	10762	+ -
*Class Section:	001			*Start/End Date:	09/05/2006 12/13/2006	
*Component:	LEC	Lecture		Event ID:	000075527	
*Class Type:	Enrollment					
*Associated Class:	1			Add Fee		
*Campus:	MAIN	Main				
*Location:	KENWOOD	ON CAMPUS		<input checked="" type="checkbox"/> Schedule Print		
Course Administrator:				<input type="checkbox"/> Student Specific Permissions		
*Academic Organization:	ED PSY	Educational Psychology		<input checked="" type="checkbox"/> Dynamic Date Calc Required		
Academic Group:	EDUC	School of Education		<input type="checkbox"/> Generate Class Mtg Attendance		
*Holiday Schedule:	ACAD	*DATES NOT USED AD ADTRA TABLE		<input checked="" type="checkbox"/> Sync Attendance with Class Mtg		
*Instruction Mode:	H1	Hybrid 20-50% online		<input type="checkbox"/> GL Interface Required		
Primary Instr Section:	001					

Class Topic

Course Topic ID: Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: Override Equivalent Course

Class Equivalent Course Group:

Class Attributes Customize | Find | View All | First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value	
AFFL Affiliation Codes	HYBRID Hybrid, Tght Partially On-line	+ -
WEB Courses taught on the Web	HYBRID Partially taught on the Web	+ -

Class Section Field

Example: *Class Section:

- The section number should be assigned using the following numbering scheme:

0XX = On-campus lecture
 1XX = Off-campus lecture
 3XX = On-campus lecture with off-campus '189' funding

Location Field


Example: 'Location: 

- Assign a 'Location' using the following criteria:

Kenwood = In-person instruction component is held on-campus (section numbers 001-099 and 301-399)

Offcampus = In-person instruction is held at an off-campus location (section numbers 101-199)

Instruction Mode Field

Example: 'Instruction Mode:  Hybrid 20-50% online

- Assign an 'Instruction Mode' value based on the percentage the course is taught via a 'technology' mode:

H1 = Hybrid 20 – 50%

H2 = Hybrid 51 – 80%

H3 = Hybrid 81 – 99%

Course Attribute Field

Example:  Affiliation Codes

Course Attribute Value Field

Example:  Hybrid, Tght Partially On-line

- The following two 'Attributes' are required on 'Hybrid' courses:

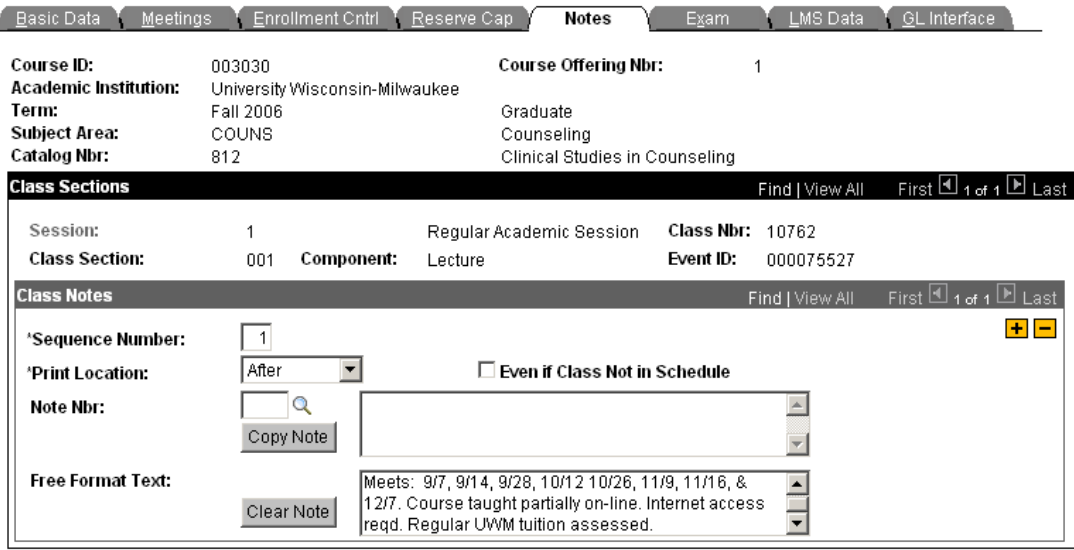
WEB = HYBRID

AFFL = HYBRID

4.

Click on  when you are finished completing the fields.

Create a Class Note

1.	Click on the 'Notes' tab.
2.	<p>The 'Notes' page displays:</p>  <p>The screenshot shows the 'Notes' tab selected in a navigation bar. Below the navigation bar, course details are listed: Course ID: 003030, Academic Institution: University Wisconsin-Milwaukee, Term: Fall 2006, Subject Area: COUNS, Catalog Nbr: 812, Course Offering Nbr: 1, Graduate, Counseling, Clinical Studies in Counseling. Below this is a 'Class Sections' table with one entry: Session: 1, Class Section: 001, Component: Lecture, Regular Academic Session, Class Nbr: 10762, Event ID: 000075527. At the bottom is a 'Class Notes' form with fields for 'Sequence Number' (1), 'Print Location' (After), 'Note Nbr', and 'Free Format Text'. The 'Free Format Text' field contains the text: 'Meets: 9/7, 9/14, 9/28, 10/12 10/26, 11/9, 11/16, & 12/7. Course taught partially on-line. Internet access reqd. Regular UWM tuition assessed.'</p>
3.	<p>In the 'Free Format Text' field, enter a note to indicate that the course is taught partially via a 'technology' mode:</p> <p style="text-align: center;">Examples: 'Course taught partially on-line. Internet access req'd. Regular UWM tuition assessed.'</p> <p style="text-align: center;">'Add'l special course fee of \$xxx.xx will be charged for this LEC in addition to regular UWM tuition. Taught partially on-line: internet access req'd.'</p>

Contact your Registration Specialist if you have any questions regarding the setup of Hybrid courses.