Coding Instruction Mode and Learning Mode for Class Sections

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Instruction Mode and Learning Mode Overview

Instruction Mode and Learning Mode are fields on the Maintain Schedule of Classes and Schedule New Course pages in PeopleSoft. Every class section must have these two fields populated.

This guide will show you how to change the section Instruction Mode and Learning Mode.

**Instruction Mode**

Instruction Mode is a field on the Basic Data page. Data in this field describes how the overall class is taught, using the instruction modes identified in Policy Statement 03-11:

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Hybrid (Face to Face &amp; Online)</td>
</tr>
<tr>
<td>04</td>
<td>Online Only</td>
</tr>
<tr>
<td>P</td>
<td>Traditional (Face to Face)</td>
</tr>
</tbody>
</table>

The Class Search via MyCSULB and Viewable Schedule of Classes on the Enrollment Services website both use this data element to provide accurate information to students. Therefore, it is important to ensure data in the instruction mode field is correct.

**Definitions for Instruction Mode**

Determine the proper code using the following criteria:

**Traditional (Face to Face)** - a course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face to Face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA meeting pattern, such as Supervision, can also have an instruction mode of Face to Face. The majority of classes are scheduled in a Face to Face format.

**Hybrid (Face to Face & Online)** - a course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face, similar to a traditional class.

**Online (Online only)** - a course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses Academic Technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings per unit on campus within the given semester. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
**Learning Mode**

Learning Mode is a field in the Class APDB Mapping Values link on the Maintain Schedule of Classes or Schedule New Course component in PeopleSoft. Data in this field tracks the extent to which technology enables the CSU to provide instruction without the need for additional classroom space.

In compliance with Assembly Bill 386, the Chancellor’s office is offering a system wide catalog of fully online courses to be made available to all CSU students through concurrent enrollment. Beginning with Fall 2015, additional learning modes were created by the CSU system to identify and track online instruction.

When you add a new section in PeopleSoft, the Instruction Mode field will default to “Traditional (Face to Face) and the Learning Mode field will default to “Face to Face”. Approximately 97% of Fall and Spring state support classes will fall into this category.

<table>
<thead>
<tr>
<th>Instruction Mode</th>
<th>APDB Code</th>
<th>Description</th>
<th>Definition</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>P Traditional</td>
<td>09</td>
<td>Face-to face</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Face to Face &amp; Online</td>
<td>05</td>
<td>Hybrid Asynchronous &amp; Face to Face</td>
<td>No begin/end time online &amp; face to face meetings</td>
<td>n/a</td>
</tr>
<tr>
<td>Face to Face &amp; Online</td>
<td>06</td>
<td>Hybrid Synchronous &amp; Face to Face</td>
<td>Specific begin/end time online &amp; face to face meetings</td>
<td>n/a</td>
</tr>
<tr>
<td>Online Only</td>
<td>01</td>
<td>Asynchronous no meetings</td>
<td>No begin/end time; no campus meetings</td>
<td>AB386</td>
</tr>
<tr>
<td>Online Only</td>
<td>02</td>
<td>Synchronous no meetings</td>
<td>Specific begin/end time; no campus meetings</td>
<td>AB386</td>
</tr>
<tr>
<td>Online Only</td>
<td>03</td>
<td>Asynchronous with meetings</td>
<td>No begin/end time; campus meetings allowed, (mid-term, final, etc.)</td>
<td>n/a</td>
</tr>
<tr>
<td>Online Only</td>
<td>04</td>
<td>Synchronous with meetings</td>
<td>Specific begin/end time; campus meetings allowed, (mid-term, final, etc.)</td>
<td>n/a</td>
</tr>
<tr>
<td>Online Only</td>
<td>10</td>
<td>A/S Hybrid no meetings</td>
<td>Multiple online meeting patterns—one no begin/end time; one with specific begin/end time; no campus meetings</td>
<td>AB386</td>
</tr>
<tr>
<td>Online Only</td>
<td>11</td>
<td>A/S Hybrid mtgs allowed FDE</td>
<td>Multiple online meeting patterns—one no begin/end time; one with specific begin/end time; orientation, mid-term, final campus meetings allowed</td>
<td>n/a</td>
</tr>
</tbody>
</table>
Definitions for Learning Mode

Determine the proper code using the following criteria:

01 = **Online - Asynchronous** - Class meetings are not taught face-to-face, do not meet on campus, do not use specific classroom space, and do not occur at a regularly scheduled time. Example: a section meeting with no scheduled days and times. **Meets the requirements for AB386.**

02 = **Online - Synchronous** - Class meetings are not taught face-to-face, do not meet on campus, do not use specific classroom space, but occur at a regularly scheduled time. Example: a section meeting in which students must be online at a specific time. **Meets the requirements for AB386.**

03 = **Online - Asynchronous** – Class meetings are not taught face to face, do not use specific classroom space, and do not occur at a regularly scheduled time. Do have occasional on campus meetings. Example: orientations, mid-terms, final exams.

04 = **Online - Synchronous** – Class meetings are not taught face-to-face, do not use specific classroom space, but occur at a regularly scheduled time. Do have occasional on campus meetings. Example: orientations, mid-terms, final exams.

05 = **Hybrid – Asynchronous** – First meeting pattern meets face-to-face: class meetings are conducted with an instructor in a classroom at a specified day/time 4 or more times during a term. Second meeting pattern does not use specific classroom space and does not occur at a regularly scheduled time.

06 = **Hybrid – Synchronous** - First meeting pattern meets face-to-face: class meetings are conducted with an instructor in a classroom at a specified day/time 4 or more times during a term. Second meeting pattern is not taught face-to-face, but does occur at a regularly scheduled time.

09 = **Face-to-Face** - Class meetings are conducted with an instructor in a contained classroom at a specified day and time. Nearly all classroom courses fit these criteria and should be reported as "09". Supervision course sections would also be typically reported as ‘09.’

10 = **Hybrid/no meetings** – Multiple online meeting patterns, one with no begin/end time and one with a specific begin and end time. No campus meetings. **Meets the requirements for AB386.**

11 = **Hybrid/meetings allowed** - Multiple online meeting patterns—one no begin/end time; one with specific begin/end time; orientation, mid-term, final campus meetings allowed.
Steps for Adding/Changing Instruction Mode and Learning Mode Information:

*Traditional (Face to Face)*

Step 1  Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the Instruction Mode field.

Step 2  The Instruction Mode field will default to "P", Traditional (Face to Face) when adding a new class section. If your section is taught in-person, no changes are necessary.

Step 3  Go to the Meetings tab and add the day and time to the Meeting Pattern. Add the classroom if you know it. To see the APDB Learning Mode, click the *Class APDB Mapping Values* link.
Step 4  The APDB Learning Mode field will default to "09", Traditional (Face to Face) when adding a new class section. Since you are building a Traditional class section, no changes are necessary.

NOTE: Click on the Look Up Icon next to the Learning Mode field to see the full list of learning mode options.
**Hybrid (Face to Face & Online)**

**Option 1 Hybrid/Asynchronous**
This option has two meeting patterns: one with a day, time, and classroom, one with no day/time that meets online only.

Step 1   Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the *Instruction Mode* field.

Step 2   Change the *Instruction Mode* field to "03", Hybrid (Face to Face & Online), when adding a new section.

Step 3   Go to the Meetings tab. Populate the meeting pattern with a day and time. If you have a classroom, put it in the Facility ID field. Next add a second meeting pattern. Put “Online” in the Facility ID field and leave the rest of the meeting pattern blank.
Step 4  Next click the *Class APDB Mapping Values* link at the top right of the page.

Step 5  Change the APDB Learning Mode to “05”, the correct coding for Hybrid/Asynchronous.

Step 6  On the Notes tab, add class note #179 or other appropriate note to provide students with additional information.
Option 2 Hybrid/Synchronous

This option has two meeting patterns: one with a day, time, and classroom, one with a day and time that meets online only.

Step 1  Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the Instruction Mode field.

Step 2  Change the Instruction Mode field to "03", Hybrid (Face to Face & Online), when adding a new section.

Step 3  Go to the Meetings tab. Populate the meeting pattern with a day and time. If you have a classroom, put it in the Facility ID field. Next add a second meeting pattern and enter a day and time. Put “Online” in the Facility ID field.
Step 4  Next click the *Class APDB Mapping Values* link at the top right of the page.

Step 5  Change the APDB Learning Mode to “06”, the correct coding for Hybrid/Synchronous.

Step 6  On the Notes tab, add class note #179 or other appropriate note to provide students with additional information.
Online (Online only) – Campus Meetings Allowed

**Option 1 Online/Asynchronous**

**Step 1**
Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the **Instruction Mode** field.

**Step 2**
Change the **Instruction Mode** field to "04", Online Only, when adding a new section.

**Step 3**
Go to the Meetings tab and enter "Online" in the Facility ID field. Leave the rest of the meeting pattern blank.

**Step 4**
Next click the **Class APDB Mapping Values** link at the top right of the page.
Step 5  Change the APDB Learning Mode to “03”, the correct coding for Online/Asynchronous with some campus meetings.

Step 6  On the Notes tab, add class note #31 or other appropriate note to provide students with additional information.
**Option 2 Online/Synchronous**

**Step 1** Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the **Instruction Mode** field.

**Step 2** Change the **Instruction Mode** field to "04", Online Only, when adding a new section.

**Step 3** Go to the Meetings tab. Populate the meeting pattern with days and times. Enter "Online" in the Facility ID field.

**Step 4** Next click the **Class APDB Mapping Values** link at the top right of the page.
Step 5  Change the APDB Learning Mode to “04”, the correct coding for Online/Synchronous with some campus meetings.

Step 6  On the Notes tab, add class note #31 or other appropriate note to provide students with additional information.
**Online (Online only) – No On-Campus Meetings (AB386)**

**Option 1 Online/Asynchronous**

**Step 1**  
Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the **Instruction Mode** field.

**Step 2**  
Change the **Instruction Mode** field to “04”, Online Only, when adding a new section.

**Step 3**  
At the bottom of the Basic Data Tab you will see Class Attributes. Click the “Plus” button to add a new row.

**Step 4**  
Enter “FONL” in the Course Attribute field. Enter “AB386” in the Course Attribute Value field.

**Step 5**  
Go to the Meetings tab and enter “Online” in the Facility ID field. Leave the rest of the meeting pattern blank.
Step 6  
Next click the *Class APDB Mapping Values* link at the top right of the page.

Step 7  
Change the APDB Learning Mode to “01”, the correct coding for Online/Asynchronous with no campus meetings (AB386).

Step 8  
On the Notes tab, add class note #31 or other appropriate note to provide students with additional information.
**Option 2 Online/Synchronous**

**Step 1**  
Go to the Maintain Schedule of Classes or Schedule New Course component. On the Basic Data tab you will see the **Instruction Mode** field.

**Step 2**  
Change the **Instruction Mode** field to "04", Online Only, when adding a new section.

**Step 3**  
At the bottom of the Basic Data Tab you will see Class Attributes. Click the “Plus” button to add a new row.

**Step 4**  
Enter “FONL” in the Course Attribute field. Enter “AB386” in the Course Attribute Value field.

**Step 5**  
Go to the Meetings tab. Populate the meeting pattern with days and times. Enter "Online" in the Facility ID field,

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Step 6  Next click the *Class APDB Mapping Values* link at the top right of the page.

Step 7  Change the APDB Learning Mode to “02”, the correct coding for Online/Synchronous with some campus meetings.

Step 8  On the Notes tab, add class note #31 or other appropriate note to provide students with additional information.
Using CS-Link Reports to Identify Instruction Mode:
Instruction Mode data "rolls" from semester to like semester. Make sure to confirm that you have the correct instruction mode for all your sections when building your class schedule for a new term.

The **Class Schedule Data Report (LBSR0419)** has columns which display Instruction Mode, APDB Learning Mode, and APDB Learning Mode Description. Since the report is in Excel, you can sort it by Instruction Mode or Learning Mode. You can run the report by Attribute (AB386), and select specific instruction mode values, e.g. Online Only or Hybrid classes. Refer to the Report Guides for more details on running reports.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Class Nbr</th>
<th>Instruction Mode</th>
<th>Instruction Mode Descr</th>
<th>APDB Learning Mode</th>
<th>APDB Learning Mode Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/ST</td>
<td>190</td>
<td>01</td>
<td>6860</td>
<td>P</td>
<td>Traditional (Face to Face)</td>
<td>09</td>
<td>Face-to-face</td>
</tr>
<tr>
<td>A/ST</td>
<td>190</td>
<td>02</td>
<td>9813</td>
<td>P</td>
<td>Traditional (Face to Face)</td>
<td>09</td>
<td>Face-to-face</td>
</tr>
<tr>
<td>AAAS</td>
<td>100</td>
<td>02</td>
<td>9454</td>
<td>04</td>
<td>Online Only</td>
<td>01</td>
<td>Asynchronous no meetings AB386</td>
</tr>
<tr>
<td>ACCT</td>
<td>201</td>
<td>12</td>
<td>9826</td>
<td>04</td>
<td>Online Only</td>
<td>01</td>
<td>Asynchronous no meetings AB386</td>
</tr>
<tr>
<td>COMM</td>
<td>301</td>
<td>06</td>
<td>7605</td>
<td>04</td>
<td>Online Only</td>
<td>01</td>
<td>Asynchronous no meetings AB386</td>
</tr>
<tr>
<td>COMM</td>
<td>492A</td>
<td>01</td>
<td>5982</td>
<td>04</td>
<td>Online Only</td>
<td>03</td>
<td>Asynchronous mtgs allowed FDE</td>
</tr>
<tr>
<td>COMM</td>
<td>492A</td>
<td>02</td>
<td>6546</td>
<td>04</td>
<td>Online Only</td>
<td>03</td>
<td>Asynchronous mtgs allowed FDE</td>
</tr>
</tbody>
</table>

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