# Data Standards for Building HYBRID Courses

**Ground Rules:**

1. There must be a standard set-up; departments, schools and faculty members cannot create their own coding or text.
2. Students must know before the class begins that a course is taught using HYBRID methodology (some in-person; some online). In addition to the coding below; we recommend that EITHER Instructor Permission OR an email from the Professor to the students before the class begins should be required by the dean, to be sure students understand the pedagogy and the location expectations.
3. **HYBRID courses must have an instructor named (no "TBD").**
   a. If an instructor is not yet known; we recommend adding the chair/director temporarily.
4. We will not do anything that will appear on the student's transcript.
5. We will not change course titles or anything else approved by the applicable curriculum committees.
6. We recommend the dean's offices (or Grad Programs, DC office, etc.) create a web page on your site called "X School Hybrid Courses," as a repository for all the information students need to decide on and prepare for online instruction. This would include the technical specs, as well as information on how to search for the courses, how to find them on Banner, any protocols for contacting professor, instructional tips, etc.


**The following coding should be added to HYBRID courses in Banner:**


- **CAMPUS** – "ON" campus code will NOT be used for hybrid classes; instead the "standard" campus code will be used; usually WM, MS, DC, etc.
- **INSTRUCTIONAL METHOD**- Add the SCHEV-mandated attribute in this field.
  - **Either B, C, L, or M     (never A, K, D, E, N or O)**
  - Ask scheduler or faculty member to use the *Online and Hybrid Course Attribute Tool* found on the Academic Scheduling page to determine which attribute.
  - "A" attribute is the standard set up for courses (in person, on campus). "A" attribute is considered the default and should not be added to a course.
  - The "K" attribute indicates an in-person, off campus course and should not be used.
  - D, E, N & O attributes are for fully online courses and should not be used.
- **BUILDING** – On campus building and room location is listed for the in-person part of the instruction on days and times specified (example: Washington 219). "ONLINE" building is used for day (and time) without face-to-face interaction.
  - Indicate this by adding two time slots under SSASECT Meeting Times:
    - In Person Instruction: Days, times, building, and room location (in example below, MWF 1000-1050 Washington 219)
    - Online Instruction: Day, times, and "ONLINE" listed as building (in example below, R 1700-1950 Online)

| Campus | CRN | Course ID | Title | Instr Method | Days | Time | Room | Days2 | Time2 | Room2 |
|--------|------|-----------|-------|--------------|------|------|------|-------|-------|-------|
| WM | 16721 | GRAD 601 99 | Intsv English Conv & Pron | B | MWF | 1000 - 1050 | WSHGTN 219 | R | 1700 - 1950 | ONLINE |

*Revised 4-13-20*

# Data Standards for Building HYBRID Courses

- **COURSE DESCRIPTION** – "THIS COURSE IS TAUGHT IN A HYBRID FASHION (SOME ONLINE, SOME IN-PERSON). CONTACT INSTRUCTOR FOR DETAILS" will be added, along with any additional text the professor wishes to add.
- **COURSE ATTRIBUTE** – Attach attribute **"HY"** to the course in SSADETL; the full description is "hybrid course," and is searchable on courselist.wm.edu.

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**Schedule SSASECT 9.3.9 (USER0603)**

Term: 201910   CRN: 17453   Subject: SOCL   Course: 425   Title: Blacks in American Society   **Start Over**

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences |

**COURSE SECTION INFORMATION**   Insert  Delete  Copy  Filter

| Subject * | SOCL | SOCIOLOGY | Campus * | WM | Main Campus | Grade Mode | |
| Course Number * | 425 | | Status * | A | Active | Session | |
| Title | Blacks in American Society | | Schedule Type * | LC | Lecture | Special Approval | |
| Section * | 15 | | Instructional Method | B | On-Campus Hybrid Synch | Duration | |
| Cross List | | | Integration Partner | | | | |

**CLASS TYPE**   Insert  Delete  Copy  Filter

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**Section Comment SSATEXT 9.3 (USER0603)**

Term: 201910   CRN: 17453   Subject: SOCL   Course: 425   Title: Blacks in American Society   **Start Over**

**SECTION TEXT**   Insert  Delete  Copy  Filter

Section Text *

| of 1   10 ▼ Per Page                                              Record 1 of 1

**SECTION LONG TEXT**   Insert  Delete  Copy  Filter

Section Long Text   THIS COURSE IS TAUGHT IN A HYBRID FASHION (SOME ONLINE, SOME IN-PERSON). CONTACT INSTRUCTOR FOR DETAILS.

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**Schedule Detail SSADETL 9.3.6 (USER0603)**

Term: 201910   CRN: 17453   Subject: SOCL   Course: 425   Title: Blacks in American Society   **Start Over**

| Section Links and Corequisites | Section Fees | Degree Program Attributes | Contract and Block Schedule Information |

**DEGREE PROGRAM ATTRIBUTES**   Insert  Delete  Copy  Filter

| Attribute * | Description |
| --- | --- |
| CSI | Culture Society Individual |
| HY | Hybrid Course |

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*Revised 4-13-20*