

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, D, E, L, M (never O, N, K, A)**
 - 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.
 - Similar to “A”, the “K” attribute does not indicate a hybrid course.
 - “O” & “N” attributes are for courses that are fully online 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

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- **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.

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	<input type="checkbox"/>
Course Number *	425 ...	Status *	A ... Active	Session	<input type="checkbox"/>
Title	Blacks in American Society	Schedule Type *	LC ... Lecture	Special Approval	<input type="checkbox"/>
Section *	15 ...	Instructional Method	B ... On-Campus Hybrid Synch	Duration	<input type="checkbox"/>
Cross List	<input type="text"/>	Integration Partner	<input type="text"/>		<input type="checkbox"/>

CLASS TYPE + Insert - Delete Copy Filter

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 *

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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.

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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