

## Hybrid Course Basics

**Basic Data Tab:** *Class Section* and *Location* will be the same as a regular face-to-face course, because you will need a room for the days the class meets in person. However, the *Instruction Mode* will be a '6' for **Hybrid/Blended Course**. Don't forget to also add the 'OTHRHYBR' Class Attribute at the bottom of the page, as shown in the second image.

**Class Sections**

\*Session 1 Regular Academic Session

\*Class Section 001 \*Sta

\*Component LAB Laboratory

\*Class Type Enrollment Section

\*Associated Class 1 Units 1.00 Associated

\*Campus MAIN UTTYL

\*Location 075799UTTM UT Tyler Main Campus

Course Administrator

\*Academic Organization CHEMBIOCHM Dept of Chemistry and Biochem

Academic Group CAS College of Arts & Sciences

\*Holiday Schedule TYLHOL UT Tyler CS Holiday Schedule

\*Instruction Mode 6 Hybrid/Blended Course

Primary Instr Section 001

**Class Attributes** Personalize | Find | View All | First 6-7 of 7 Last

*Course Attribute	Description	*Course Attribute Value	Description		
TLC	TLC Course Criteria	02	Laboratory	+	-
SCHD	Scheduling	OTHRHYBR	Other Hybrid	+	-

**Meetings Tab:** Schedule each class meeting date in a hybrid by adding a row under the meeting pattern window if they are not the same every week. The *Start/End Date* will be set as each individual meeting date. This will allow students to maximize their schedules and make the most efficient use of room scheduling. Note that it is not necessary to add rows for the days/times that are online, just as you would not schedule any meeting pattern rows in a fully online course.

**Meeting Pattern** Find | View All | First 1 of 1 Last

Facility ID Capacity Pat Mtg Start 4:30PM Mtg End 1:30PM M T W T F S S \*Start/End Date 01/11/2021 05/01/2021

Topic ID Free Format Topic

Print Topic On Transcript [Contact Hours](#)

Notice that the pattern field is left blank and the days are manually checked for hybrid courses.

**Workload Tab** in the Instructors window: The first meeting pattern row will hold the entire load factor of 100.000 with the instructor assign type set to 'Include'. Every subsequent meeting pattern row created will have an 'assign type' of 'NotInclud' and a load factor of 0.0001. This small number is considered a "breadcrumb amount" and will not affect state reporting. See the screenshots below and on the next page for examples.

**Meeting Pattern** Find | View All First **1 of 10** Last

Facility ID  Capacity  Pat  Mtg Start  Mtg End  M  T  W  T  F  S  S  \*Start/End Date

Topic ID  Free Format Topic

Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize | Find | View All |   First **1 of 1** Last

Assignment	Workload	ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
		5000415212	Teachin	<input checked="" type="checkbox"/>	100.0000	100.00	<input type="checkbox"/>	833.33

**Meeting Pattern** Find | View All First **2 of 10** Last

Facility ID  Capacity  Pat  Mtg Start  Mtg End  M  T  W  T  F  S  S  \*Start/End Date

Topic ID  Free Format Topic

Print Topic On Transcript Contact Hours

**Instructors For Meeting Pattern** Personalize | Find | View All |   First **1 of 1** Last

Assignment	Workload	ID	Assign Type	App Load	Load Factor	Work Load	Auto Calc	Assignment FTE %
		5000415212	NotInclu	<input type="checkbox"/>	0.0001		<input checked="" type="checkbox"/>	