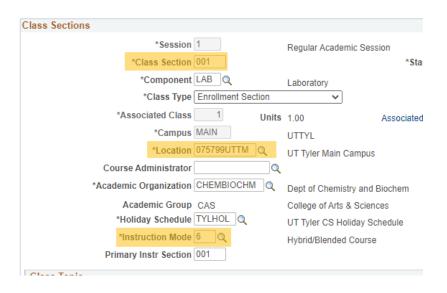
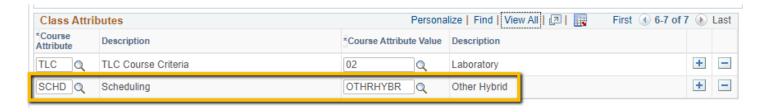
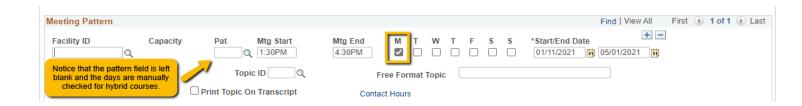
## **Hybrid Course Basics**

**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.



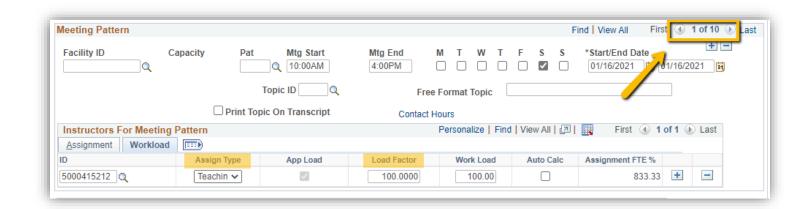


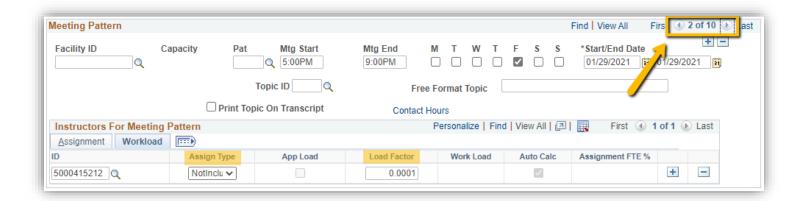
Meetings Tab: Schedule each class meeting date in a hybrid by adding a row under the meeting pattern window if they are not the same every week. The *Start/End Date* will be set as each individual meeting date. This will allow students to maximize their schedules and make the most efficient use of room 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.



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**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.





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