Important Notes for Spring 2022 ClassAct

Updates to existing sections

- You can update all section details except the section number. All Online section numbers have already been reset to traditional section numbering patterns.

- It is critical that you use the appropriate prepopulated notes to indicate Instructional method for ALL sections.

### Online

#### Synchronous
- If an Online section will require students to log in at a specific time for instruction, days and times should be entered just like a traditional class. Ensure that you update the campus to Online on the “Edit this Course” page.
- Enter the SYN note on the notes portion of ClassAct and this will ensure proper coding.

#### Asynchronous
- If an Online section will not require students to log in at a specific time for instruction, ensure that you update the campus to Online on the “Edit this Course” page.
- Enter the OLN note on the notes portion of ClassAct and this will ensure proper coding.

### Hybrid
- If you are switching an existing section to the Hybrid instructional method, then you will need to either:
  - Delete the section and create a new section to give it a 500 series section number OR
  - Enter the HYB note on the Notes portion of ClassAct and we will update the section number accordingly.
- For new sections, build using a 500 series section number, a campus code of Main, and enter the HYB note on the notes portion of ClassAct and this will ensure proper coding.