

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.**

Class Notes

Add notes one at a time by selecting and saving or add multiple notes by holding down the control key, clicking on your selections and saving.

- F2F - Face to Face Course
- HYB - Hybrid Course
- ONL - Online Course
- SYN - Online course with synchronous instruction
- PIN - Instructor approval required
- PDP - Departmental approval required
- MNS - Must also enroll in a numerical section
- MMJ - For majors only
- MSL - No shorts or sandals allowed in the laboratory
- MSG - Safety goggles are required

Save selected notes.

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.