

# Master Schedule Best Practices – Spring 2021

## Instructional Methods

- The correct instructional method should be chosen for each section to reflect how the course is delivered on a routine basis.
- Each section may only have one instructional method. If some students will receive instruction using different instructional methods (e.g., face-to-face and online), multiple sections should be scheduled (one section for each delivery method).
- Hybrid instruction is a preferred method that allows students to obtain a portion of their instruction face-to-face while working within the constraints of physical distancing. Applicable instructional method codes include B3WEB and BWEB.
- Thought should be given to how student cohorts interact in a face-to-face capacity within a meets-with course pairing. Overlapping face-to-face interaction between cohorts should be limited to decrease COVID-19 transmission risks.

## Definitions for Instructional Method Codes

- **B3WEB – Blended/Hybrid up to 49% Web:** Use this code for sections that have both a face-to-face component and a web component of 49% or less.
- **BWEB – Blended 50% or More Web:** Use this code for sections that have both a face-to-face component and a web component of 50% or greater.
- **DWEB – 100% Web Asynchronous:** Use this code for sections that are taught 100% on the web in an asynchronous format (students complete learning activities and assignments at whatever time is convenient for them as long as they meet course deadlines).
- **DWEBS – 100% Web Synchronous:** Use this code for sections that are taught 100% on the web in a synchronous format (students are required to participate in online meetings or lectures at specific days and times).
- **DWEBM – 100% Web Mix Async & Sync:** Use this code for sections that are taught 100% on the web with a mix of asynchronous and synchronous components (students are required to participate in online meetings or lectures at specific days and times, but also complete some learning activities and assignments at whatever time is convenient for them as long as they meet course deadlines).
- **TRAD – Face-to-Face Instruction:** Use this code for sections that are taught 100% in a face-to-face format.
- **Less Commonly Used Instructional Methods**
  - **BTWOF** – Over 50% Two Way AV Off Campus
  - **BTWON** – Over 50% Two Way AV On Campus
  - **DOTH** – Other Distance Delivery (primarily for internship, clinical, or practicum courses that are part of an online program)
  - **DTWOF** – Two Way AV Off Campus
  - **DTWON** – Two Way AV On Campus
  - **DTWS** – Two Way AV Between Syst Campuses
  - **PLMC** – Palmetto College Course

## Examples of Instructional Method Codes

### Sections Meeting Individually

- **B3WEB – Blended/Hybrid up to 49% Web**

- List two rows – first row indicates face-to-face component and second row indicates web component.
- Web component may be synchronous or asynchronous
- Up to 49% web component

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Bldg	Room	Days	Begin	End
12345	ACCT	505	001	Active	LEC	B3WEB	30	25	28	DMSB	135	M W	8:30 AM	9:20 AM
12345	ACCT	505	001	Active	LEC	B3WEB	30	25	99,999	WEB	COLUMBIA	F	8:30 AM	9:20 AM

- **BWEB – Blended 50% or More Web**

- List two rows – first row indicates face-to-face component and second row indicates web component.
- Web component may be synchronous or asynchronous
- 50% or more web component

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	ACCT	226	001	Active	LEC	BWEB	30	25	28	ASM	DMSB	133	T	8:30 AM	9:45 AM
12345	ACCT	226	001	Active	LEC	BWEB	30	25	99,999	ASM	WEB	COLUMBIA			

- **DWEB – 100% Web Asynchronous**

- List one row indicating the web component
- Days and times are left blank to indicate asynchronous delivery

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	FINA	363	001	Active	LEC	DWEB	30	235	99,999	ASM	WEB	COLUMBIA			

- **DWEBS – 100% Web Synchronous**

- List one row indicating the web component
- Days and times are included to indicate synchronous delivery

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	ECON	001	005	Active	LEC	DWEBS	30	90	99,999	ASM	WEB	COLUMBIA	MWF	2:20 PM	3:10 PM

- **DWEBM – 100% Web Mix Async & Sync**

- List two rows – both rows are needed to indicate mixed asynchronous and synchronous online delivery
- First row indicates synchronous component with days and times included; second row indicates asynchronous component with no days and times listed

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	ACCT	226	001	Active	LEC	DWEBM	30	437	99,999	ASM	WEB	COLUMBIA	M W	1:10 PM	2:00 PM
12345	ACCT	226	001	Active	LEC	DWEBM	30	437	99,999	ASM	WEB	COLUMBIA			

- **TRAD – Face-to-Face Instruction**

- List one row indicating face-to-face component

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	MKTG	465	001	Active	LEC	TRAD	30	30	30	ASM	DMSB	128	MWF	9:40 AM	10:30 AM

**Sections Meeting Together**

- **Two Blended 50% or More Web (BWEB) sections with students alternating days in classroom**
  - Students in each section attend class in a classroom on specific days. They complete asynchronous online assignments as well.
  - A variation to this example is to have students watch an online synchronous “live-stream” of the lecture on the days they do not attend in person. In this case, days and times would be listed for the online component.

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	ENGL	102	001	Active	LEC	BWEB	30	14	12	ASM	PETIGR	101	T	8:30 AM	9:45 AM
12345	ENGL	102	001	Active	LEC	BWEB	30	99,999	12	ASM	WEB	COLUMBIA			
23456	ENGL	102	002	Active	LEC	BWEB	30	14	12	ASM	PETIGR	101	R	8:30 AM	9:45 AM
23456	ENGL	102	002	Active	LEC	BWEB	30	99,999	12	ASM	WEB	COLUMBIA			

- **Face-to-Face (TRAD) “live-streamed” to online 100% Web Synchronous (DWEBS)**
  - Students in first section attend class in a classroom. Students in second section attend class at the same time, but receive instruction 100% online.

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	BIOL	110	001	Active	LEC	TRAD	30	43	43	ASM	COKER	005	MWF	3:30 PM	4:20 PM
23456	BIOL	110	001	Active	LEC	DWEBS	30	99,999	37	ASM	WEB	COLUMBIA	MWF	3:30 PM	4:20 PM

- **Face-to-Face (TRAD) section paired with 100% Web Asynchronous (DWEB) section**
  - Students in first section attend class in a classroom. Students in second section watch recorded lectures online at whatever time is convenient for them as long as they meet course deadlines.

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	BIOL	110	001	Active	LEC	TRAD	30	43	43	ASM	COKER	005	MWF	3:30 PM	4:20 PM
23456	BIOL	110	002	Active	LEC	DWEB	30	99,999	37	ASM	WEB	COLUMBIA			

- **Blended 50% or More Web section (BWEB) paired with 100% Web Asynchronous (DWEB) section**
  - Students in first section meet face to face on Mondays and Wednesdays and also receive asynchronous instruction online
  - Students in second section receive 100% online asynchronous instruction.

CRN	Subj	Crse	Sect	Status	SType	Instr Method	PofT	Max	Max Stu	Schedule Status	Bldg	Room	Days	Begin	End
12345	BIOL	110	001	Active	LEC	BWEB	30	43	43	ASM	COKER	005	MW	3:30 PM	4:20 PM
12345	BIOL	110	001	Active	LEC	BWEB	30	99,999	43	ASM	WEB	COLUMBIA			
23456	BIOL	110	002	Active	LEC	DWEB	30	99,999	37	ASM	WEB	COLUMBIA			

## Classrooms and Standard Meeting Times

- 4-foot physical distancing will be observed in all general-purpose classrooms. Maximum capacities for each general purpose classroom can be found on the Registrar's Office [website](#).
- No more than 100 students will be permitted in a classroom at one time.
- [Standard meeting times](#) are required for all sections scheduled in general purpose classrooms in compliance with the [ACAF 3.15: Classroom Scheduling](#) policy.

## Testing and Fees

- Sections utilizing a fully online instructional method should ensure that all testing and exams are administered online. If a face-to-face exam is necessary, the instructional method should be modified to reflect online and face-to-face instruction.
- If the student is required to pay a fee related to testing, this fee should be notated in the master schedule text notes and on the syllabus. Example language is provided on the Office of Distributed Learning [website](#).
- Online test proctoring is available through two services – Monitor, by Respondus and Proctor U. Monitor, by Respondus is available at no cost while Proctor U charges an \$8-14 fee to the student. Additional information on these services is available on the Office of Distributed Learning [website](#).