UNDERSTANDING INSTRUCTION MODES

This "cheat sheet" condenses much of the information found in the document, below.

Instruction Mode	Description	Campus	Needs Meeting Pattern ?	Needs Facility ID ?	What Note Should Populate?	Comment
In-person (P)	This class is delivered *synchronously* and in-person, with some in-person participation required. Students and faculty participate in-person at assigned physical locations at specific times. Includes all 100% face-to-face classes.	Campus which the class is being built. Most often will be FLGMT for Flagstaff schedulers (Location AZ001)	Yes, because class meets In-person	Yes, or 999-TBA, if appropriate [if 999-TBA, a class note is required to identify where the class will be held.] Exceptions may be individualized Course Line classes.	No Standard Note	Independent studies, internships, practicums, and fieldwork experience are predominantly considered in-person (unless the class is delivered as a part of an exclusively online degree program, in which case the class instruction mode will be Online).
Online (O)	This class is delivered Asynchronously and remotely. Students and faculty interact regularly, though they are not required to be online simultaneously.	DISLN (Location AZ010)	No, because Students are not required to be online simultaneously. Not synchronous.	No	Standard Note # 1052	Only online classes may use DISLN as the campus
Full Remote (FR) See further note below this table.	This class is delivered *synchronously* and remotely. Students and faculty simultaneously participate in class sessions remotely at specific times.	Campus for which the class is being built. Most often will be FLGMT for Flagstaff schedulers (Location AZ001)	Yes, because synchronous	Yes, CS1074-SYN	Standard Note # 1053	**Must Use sync facility ID – CS1074-SYN** Use the campus for which the class is being built, such as FLGMT, PHBIO—or a statewide campus such as SCTSD or YUMA Never use DISLN as campus for FR.
Blended (BL)	Blended classes meet at a regularly scheduled time *but twenty-five percent or more* of the conventional class time is replaced with out-of-class activities, which may include use of technology.	Campus for which the class is being built.	Yes	Yes or 999-TBA, if appropriate [if 999-TBA, a class note is required to identify where the class will be held.]	Standard Note #'s 0085 0097	Blended classes that happen in Peak times, need a Balancing Class for the day they do not meet, unless they do not meet on Friday of a MWF standard meeting pattern. If class also meets synchronously via Zoom —or has an in-person meeting(s), use BLENDED– and add a note explaining to students.

Further Notes on FR

Synchronous online courses can be built with the FR (full remote) instruction mode.

For FR, the campus is normally a physical campus (FLGMT or a statewide campus), Full Remote instruction also allows for the addition of a meeting pattern. If there is an FR mode section with synchronous meetings, it should have the same type of meeting pattern as a Regular, In-Person class would. This will ensure that the FR class is still meeting the required contact hours.

UNDERSTANDING INSTRUCTION MODES

DEFINITIONS

NAU categorizes classes as using one of four **Instruction Modes**. All class sections should be appropriately identified using the definitions below. Instruction modes provide critical information to students by setting expectations for their learning experiences. Accurate use of Instruction Modes also ensures NAU's ability to reliably report on methods of class delivery. These definitions are to be used in conjunction with the "Instructions for Using Instruction Modes in the Schedule of Classes."

In-person

This class is delivered *synchronously* and in-person, with some in-person participation required. Students and faculty participate in-person at assigned physical locations at specific times.

Online

This class is delivered asynchronously and remotely. Students and faculty interact regularly, though they are not required to be online simultaneously.

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Full Remote

This class is delivered *synchronously* and remotely. Students and faculty simultaneously participate in class sessions remotely at specific times.

Blended:

Blended classes meet at a regularly scheduled time ***but twenty-five percent or more*** of the conventional class time is replaced with out-of-class activities, which may include use of technology.

MORE DETAILS

Instructions for Using Instruction Modes in the Schedule of Classes

The department chair, in consultation with the faculty member, determines class modes of delivery in the schedule of classes. This information is then entered into the schedule of classes for each class that is created.

Color Key

In-Person = P	Online = O	Full Remote = FR	*1208 Going Forward* Blended = BL

In-Person (P) Delivered synchronously and in-person and requires some in-person participation at assigned physical locations, at specific times.

- Includes all face-to-face classes.
  Independent studies, internships, practicums, fieldwork experience, and emporiums are considered in-person (unless the class is delivered as a part of an exclusively online degree program, in which case the class instruction mode will be Online).

***Standard Notes for In-Person Instruction Mode in the Schedule of Classes**

No standard note populates

Meeting Pattern Requirements: YES, in most cases

Online (O) classes are delivered asynchronously and remotely. Students and faculty interact regularly, though they are not required to be online simultaneously

Online classes should show campus of DISLN

Meeting Pattern Requirements: No

- Online classes requiring real-time or in-person meetings would now be characterized as *Full Remote* (which see). In simpler times, such classes were referred to as *online synchronous*—but no longer). Please see *Full Remote* (FR) for these cases.

UNDERSTANDING INSTRUCTION MODES

Class Notes Requirements:

- An Online/Blended - International Student note must be added to each Online class. See **Standard Notes***.

***Standard Notes for Instruction Mode in the Schedule of Classes**
Note 1052 is associated with O, Online

[Updated Note] This is an online, blended, or full remote class. *U.S. regulations limit the number of online or full remote credits that international students may count toward full-time enrollment. Some sponsored students are limited in the number of online, blended, or full remote credit hours in order to maintain eligibility for funding and degree authentication. International students are responsible for monitoring their eligibility and the implications of enrolling in online, blended, or full remote classes. If* you have questions, please contact isss@nau.edu. *(International Student and Scholar Services)*

Full Remote (FR)

This class is delivered synchronously and remotely. Students and faculty simultaneously participate in class sessions remotely at specific times. The class syllabus will provide details.

- Classes requiring real-time meetings must include these meeting times in the schedule of classes. A time and day(s) should be selected.
- An appropriate facility ID is required (Synchronous Online Meeting or other physical location). If using Synchronous Online Meeting, the Facility ID is CS1074-SYN.
- Prior to 2020, this pattern would have been designated as "Online Synchronous." *Full Remote* is now the appropriate mode to request for such classes.
- Instead of showing campus DISLN, the campus should reflect the campus for which the class is being built, such as FLGMT, PHBIO or a statewide campus such as SCTSD or YUMA.

Meeting Pattern Requirements: **Yes**

***Standard Notes for Full Remote Instruction Mode in the Schedule of Classes**
Note 1053 is associated with FR, Full Remote

This class is delivered synchronously and remotely. Students and faculty simultaneously participate in class sessions remotely at specific times. *U.S. regulations limit the number of online, blended or full remote credits that international students may count toward full-time enrollment. Some sponsored students are limited in the number of online, blended, or full remote credit hours in order to maintain eligibility for funding and degree authentication. International students are responsible for monitoring their eligibility and the implications of enrolling in online, blended, or full remote classes. If you have questions, please contact* isss@nau.edu. *(International Student and Scholar Services)*

Blended **(BL)**—**Available Winter 2020 and forward**—meet at a regularly scheduled *time but twenty-five percent or more* of the conventional class time is **replaced** with out-of-class activities, which may include use of technology. [Classes may not be built as Blended mode for Fall 2020 and Spring 2021.]

Meeting Pattern Requirements: **YES**

- Meeting patterns for in-class times—or times the class convenes as a group—must be included in the schedule of classes.
- Meeting patterns (facilities/times/days) should **not** be set up for online or other out-of-class activities completed by students on their own time. Student expectations should be communicated in the class or syllabus and/or in free-format class notes, as necessary. Please contact Schedule of Classes with any questions.

UNDERSTANDING INSTRUCTION MODES

Class Notes Requirements:

- A Blended standard note is required for every Blended class. See **Standard Notes***.
- An Online/Blended - International Student note must be added to each Blended class. See **Standard Notes***.

***Standard Notes for Instruction Mode in the Schedule of Classes**

Blended: Standard Note # 0085

Blended classes meet at a regularly scheduled time, but a portion of the conventional class time is replaced with out-of-class activities, which may include use of technology. The class syllabus will provide details.

Blended International: Standard Note # 0097 is associated with BL, Blended

[Updated note]: This is an online, blended, or full remote class. *U.S. regulations limit the number of online or full remote credits that international students may count toward full-time enrollment. Some sponsored students are limited in the number of online, blended, or full remote credit hours in order to maintain eligibility for funding and degree authentication. International students are responsible for monitoring their eligibility and the implications of enrolling in online, blended, or full remote classes. If you have questions, please contact isss@nau.edu. (International Student and Scholar Services)*

Blended classes that meet during peak hours (between Start Time 9:00 AM and 5:00 PM on Mon or Tues or Wed or Thurs, will require a "balancing class" on the complementary day. So, a class that would normally meet In-person on T/Th, and chooses Blended mode, meeting only on Tuesday, will need to be balanced, by the unit, with a comparably sized Thursday class, so the room does not sit empty on Thursday. The balancing class should have a history of "making," since one that is likely to be cancelled would break the balance.

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