



Course Section Set Up in SISC

Labeling Mode of Delivery and Attendance Requirement

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Overview

In 2021W, “Mode of Delivery” labels were introduced to the UBC Course Schedule in an effort to help students gain a better understanding of the different modes of delivery for courses and make informed decisions about their course selections. We will be continuing with Mode of Delivery course labeling in 2022W. In collaboration with the Associate Deans, Academic a fourth Mode of Delivery label is being introduced to provide more clarity around “hybrid” learning for students. The priority is to provide a consistent system across all Faculties and enable students (and those advising students) the ability to search and distinguish between courses that require in-person attendance versus those that are able to be completed remotely.

The fields “Mode of Delivery” and “Course Requires In-Person Attendance” enable students to see the activity type (e.g. lecture, laboratory), Mode of Delivery (e.g. In-person, Hybrid, Online, Multi-Access) and whether in-person attendance of a course is required, in most cases without having to go into Section Comments.

The guide outlines two key procedures:

- The decision-making steps required to accurately categorize a course section: labeling Mode of Delivery and whether a course requires in-person attendance
- Required steps to input the information into the SISC.

As a reminder:

- The new fields are a requirement and will display for all courses. The system has been defaulted to display an “In-Person” Mode of Delivery and “Yes” the course requires in person attendance. All course that are not changed or updated will default to display in this manner. This default setting is intended to lighten the amount of manual inputting required by T-Reps, as it is anticipated that most 2021W courses will have an in-person component.

Categorizing Courses, Labeling Modes of Delivery and Attendance Requirements

The **Course Categorization & Labeling Flow Chart** (see separate PDF) can assist you in determining the categorization for your courses and labeling for your course sections. Before utilizing the chart, please ensure you have a full understanding of the category definitions and labelling definitions as outlined below. Once you understand the category and labelling definitions, follow the flow chart to make the appropriate changes in the SISC for each course.



Categorizing Courses

Each “Course” must fall into one of these three categories:

- **Compulsory in-person:** All or some course components require a student to be in-person to complete the course. The course can have some online components but certain elements of the course require in- person attendance.
- **Non-compulsory in-person:** All or some elements of the course are offered in-person, but it is also possible to complete the course remotely.
- **Online:** All course components are done online. No in-person components offered.

For this procedure documents the term “Course” describes the combination of a primary activity and associated secondary activities. Both the primary and secondary activities as a collective need to be considered when deciding which category, a “course” falls into. Please review [Labeling for Multi-Section Courses](#).

A “course” (i.e. ANTH 407 001) may consist of one primary activity (i.e. lecture), with a single section (001).

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires
								In-Person Attendance
	ANTH 407 001	Lecture	In-Person	Mon Wed	9:30	11:00	<input type="checkbox"/> Section Comments	YES

In this COMM 101 example below, which consists of multiple activities and sections; they group into two “courses”:

1. COMM 101 Section 101 and associated Tutorials T01 – T04
2. COMM 101 Section 102 and associated Tutorials T05 – T08

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires
								In-Person Attendance
Blocked	COMM 101 101	Lecture	In-Person	Tue Thu	8:00	9:30		YES
STT	COMM 101 T01	Tutorial	In-Person	Tue	9:30	10:30	<input type="checkbox"/> Section Comments	YES
STT	COMM 101 T02	Tutorial	In-Person	Tue	10:30	11:30	<input type="checkbox"/> Section Comments	YES
Full	COMM 101 T03	Tutorial	In-Person	Fri	8:00	9:00	<input type="checkbox"/> Section Comments	YES
STT	COMM 101 T04	Tutorial	In-Person	Fri	9:00	10:00	<input type="checkbox"/> Section Comments	YES
Blocked	COMM 101 102	Lecture	Online	Tue Thu	9:30	11:00		NO
STT	COMM 101 T05	Tutorial	Online	Wed	9:00	10:00	<input type="checkbox"/> Section Comments	NO
STT	COMM 101 T06	Tutorial	Online	Wed	10:00	11:00	<input type="checkbox"/> Section Comments	NO
STT	COMM 101 T07	Tutorial	Online	Fri	9:00	10:00	<input type="checkbox"/> Section Comments	NO
STT	COMM 101 T08	Tutorial	Online	Fri	10:00	11:00	<input type="checkbox"/> Section Comments	NO



Mode of Delivery

Each Activity (Lecture, Seminar, Tutorial, Lab, Discussion etc.) within a Course must be assigned in SISC one of four Mode of Delivery labels. This Mode of Delivery label describes how each individual activity within a course is going to be delivered to students.

- **In-Person** – The course activity is taking place in-person
- **Online** – The course activity is fully online and does not require any in-person attendance to complete
- **Hybrid** – The course activity has a mixture of mandatory in-person and online activities as designed by the instructor
- **Multi-Access** - The course activity allows students the choice to complete in-person or online

Course Requires In-Person Attendance

Each course must be assigned one of the three labels listed below, which will indicate to students whether a course requires in-person attendance. This label is critical to a search function that ensures both students and those advising students can easily search for and distinguish the courses that can be taken remotely.

- **Yes** – The course (combination of the primary and associated secondary activities) does require in-person attendance
- **No** – The course (combination of the primary and associated secondary activities) does not require in-person attendance and therefore can be completed remotely
- **See Section Comments (COMM)** – The vast majority of courses will use either “YES” or “NO”. However, this label was created to support courses with multiple sections that have shared secondary activities.

Course Schedule Set up/Display:

Compulsory in-person: All or some course components require a student to be in-person to complete the course. The course can have some online components but certain elements of the course require in- person attendance.

Course Schedule Set up/Display:

- “Activity” - labeling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – all four modes of delivery types can be utilized
- “Course Requires In-Person Attendance” – all activity types must be labelled YES

Non-compulsory in-person: All or some elements of the course are offered in-person, but it is also possible to complete the course remotely.



Course Schedule Set up/Display:

- “Activity” - labeling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – All activities must be “Online” or “Multi-Access”.
- “Course Requires In-Person Attendance”
 - All Activity Types that have “Online” or “Multi-Access” modes of delivery must be labelled NO.

Online: All course components are done online. No in-person components offered.

Course Schedule Set up/Display:

- “Activity” - labeling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – only “Online” Mode of Delivery can be utilized
- “Course Requires In-Person Attendance” - must be labelled NO for all activity types

Labeling for Multi-Section Courses

Courses with multiple sections of their primary and secondary activities, will result in multiple “course” categorizations; and hence allowing for different responses under “Course Requires In-Person Attendance”.

Multi-Sections Courses and Shared Secondary Activities

Courses with multiple sections but shared secondary activities (tutorial, discussions etc.) can have different modes of delivery denoted for each section BUT require a different label for “Course Requires In-Person Attendance”. It is not possible to simultaneously label the same shared secondary activity as YES under one lecture section that requires in-person attendance and NO under another lecture section that does not require in-person attendance. This will cause the search function to produce an error. As a result, for all shared secondary activities, the label “Course Requires In-Person Attendance” must be labeled as “SEE SECTION COMMENTS”.

Notes to be entered into Section Comments:

- “To attend this course in-person, select *primary activity & section code*” e.g. Lecture 101
- “To attend this course online, select *primary activity & section code*” e.g. Lecture 102

Section Comments

Section Comments is a place to provide specific details about a Course Section and its specific Activities. This should include known details about Mode of Delivery and how students can attend the course. Some examples may include, Information about synchronous and asynchronous approaches (such as lecture capture), as well as, approaches to mid-terms and final exams.



Required steps to adjust the Mode of Delivery in the SISC

Important notes:

- The following adjustments are done in SISC only.
- The shared course sections between two departments should display the same Mode of Delivery to avoid confusion for students. There should be mutual agreement between both departments for which Mode of Delivery is to be used.

OPTION 1: Adding Mode of Delivery in SISC Section Detail:

- 1) Look up the course section that you need to update
- 2) Go to SISC Section Detail>click 'Edit' at the bottom of the page

The screenshot displays the SISC Section Detail page. At the top, there are tabs for 'Section Detail', 'Seat Pool', 'Assignments', 'Attributes', 'Ownership', and 'Exam'. The 'Section Detail' tab is selected and highlighted with a red box. Below the tabs, there are several input fields and dropdown menus for configuring the course section. These include: Term (set to 1), Start Date (2022-09-06), Section Type (REGU), Campus Location (UBCO), Prereq Options, Activity Level (Primary), Required Activities (Primary and Secondary), Publish Section (Yes/No), Publish Room (Publish All/None), Allow Conflicts (Yes/No), and Override Minutes (0). There are also fields for Course Syllabus URL and Section Syllabus URL. Below these fields, there are sections for Course Comments, Section Published Notes, Instructor Published Notes, and Internal Notes. At the bottom right of the page, there is an 'Edit' button highlighted with a red box.



3) Select the attribute from the Mode of Delivery dropdown that applies to your course section.

The screenshot shows the 'Mode of Delivery' dropdown menu open, with options: MULT (highlighted in red), ONLN, HYBD, INPS, and Maintain I. The form also shows Term: 1, Start Date: 2022-09-06, End Date: 2022-12-08, Section Type: REGU, Campus Location: UBCO, Prereq Options: [] Optional, Activity Level: Primary, Required Activities: Primary and Secondary, Publish Section: [] Yes [] No, Publish Meeting: [] Yes [] No, Publish Room: [] Publish All [] None, Allow Conflicts: [] Yes [] No, Override Minutes: 0, and Anywhere.

- ONLN: Online
- HYBD: Hybrid
- INPS: In-person
- MULT: Multi-Access

4) From the Attend in Person dropdown, select:

- 'YES' if the Mode of Delivery is In-person or Hybrid and in-person attendance is required
- 'NO' if the Mode of Delivery is Online or Multi Access, and in-person attendance is not required.
- 'COMM' if students must refer to section comments

The screenshot shows the 'Attend in Person' dropdown menu open, with options: NO (highlighted in red), YES, and COMM. The form also shows Campus Location: UBCO, Prereq Options: [] Optional, Mode of Delivery: ONLN, Required Activities: Primary Only, Publish Meeting: [] Yes [] No, All [] None, Override Minutes: 0, and Anywhere. There are also buttons for Section Links, Section Links, Maintain Link Sections, and Maintain Intervals.

5) Click 'Save' at the bottom of the screen

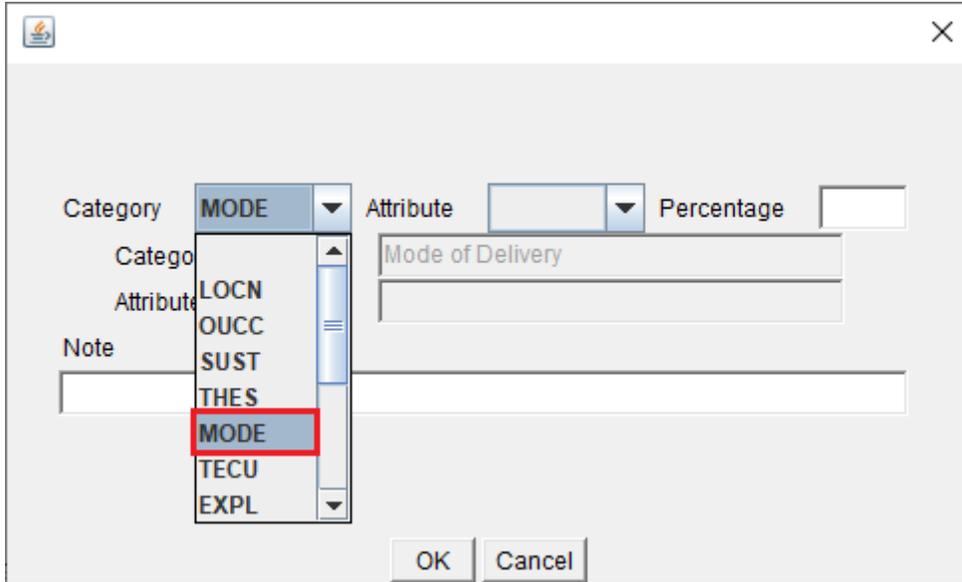
OPTION 2: Adding Mode of Delivery in SISC Section Detail:

1) Go to SISC Sections Controls > Attribute and click 'Add' at the bottom of the page:

The screenshot shows the 'Attributes' tab selected in the SISC Section Detail page. The page has tabs for Section Detail, Seat Pool, Assignments, Attributes (highlighted in red), Ownership, and Exam. Below the tabs are two tables: 'Course Attributes' and 'Section Attributes'. Both tables have columns for CATEGORY, DESCRIPTION, ATTRIBUTE, DESCRIPTION, %, and COMMENTS. At the bottom right, there are buttons for ADD (highlighted in red), UPDATE, and DELETE.

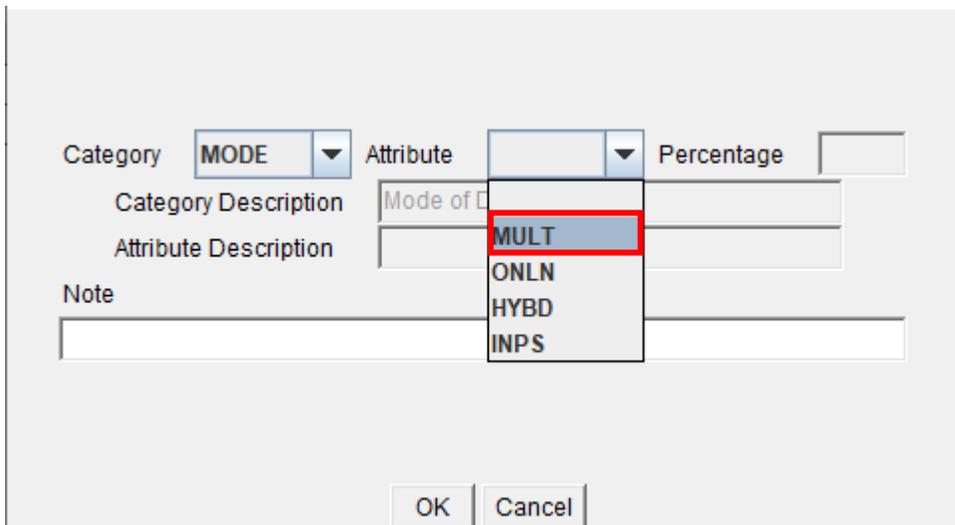


2) In the pop-up window, under Category, select MODE (Mode of Delivery) from the drop-down menu:



3) Under Attribute, select the Mode of Delivery that applies to your course section.

- ONLN: Online
- HYBD: Hybrid
- INPS: In-person
- MULT: Multi-Access





4) Add in a note/comment for your own reference if you wish.

Category **MODE** Attribute **ONLN** Percentage

Category Description Mode of Delivery

Attribute Description Online

Note

test

OK Cancel

5) Click 'Ok' to save attribute

6) Click 'Ok' on the pop-up confirmation screen

7) Click 'Add' at the bottom of the page again to add in the 2nd attribute

8) Select 'ATTD' (In Person Attendance Requirement) from the drop-down menu:

Category **ATTD** Attribute Percentage

Category Description In-Person Attendance Req'ment

Attribute Description

Note

OK Cancel



9) Under Attribute, select:

- 'YES' if the Mode of Delivery is In-person or Hybrid and in-person attendance is required
- 'NO' if the Mode of Delivery is Online or Multi Access, and in-person attendance is not required.
- 'COMM' if students must refer to section comments

10) Add in a note/comment for your own reference if you wish.

11) Click 'OK' to save attribute

12) Click 'OK' on the pop-up confirmation screen

13) Make sure both attributes appear under *Section Attributes* before moving on to your next course section.

Section Attributes					
CATEGORY	DESCRIPTION	ATTRIBUTE	DESCRIPTION	%	COMMENTS
ATTD	In-Person Attendance Req'ment	NO	Attendance Not Required		
MODE	Mode of Delivery	ONLN	Online		test

14) All adjustments made in SISC after the final timetable is released will be visible on Course Schedule per regular overnight refresh process.