

Checking for MODE/ATTD in SISC

Section Mode of Delivery Search

1. In the SISC Course tab click “Search Screen...” a new window will populate.
2. Select the “Section Mode of Delivery” standard query.
3. The “Criteria” will populate below, fill out the required fields:

- a. Campus
- b. Session Year
- c. Session Code
- d. Course Subject

Field Name	Op	Value
Campus	=	UBCO
*Session Year (eg. 2003)	=	2022
*Session Code	=	W
Term	=	<any>
*Course Subject (eg. BIOL)	=	anth
Course Number (eg. 101)	=	
Section	=	
Activity Number	=	<any>
Activity Type	=	<any>
Section Type	=	<any>
Section Status	=	<any>
Mode of Delivery	=	<any>
In Person Attendance	=	<any>

Please note: When searching it is quickest to filter by subject (searching for all “” may time out your SISC)*

4. Click “Search” (the results will take longer to populate than a Standard Section Search). The search result will return the current Mode of Delivery and In-Person Attendance attribute for each course section. The columns are: “Mode Cd”, “Mode of Delivery” and “Attend Cd.”

If these three columns are blank, the default Mode of Delivery, In-Person, and In-Person Attendance attribute, YES, will display on the Online Course Schedule. If a course is being delivered In-person on-campus, and the Mode Cd, Mode of Delivery and Attend Cd are blank then no further action is required.

Results														
	Subject	Course	Dtl Cd	Sec No	Creds	Term	Act Type	Act No	No of Links	Mode Cd	Mode of De...	Attend Cd	Days Met	Start Time
1	ASTR	110		001	3	1	LEC	1	3	ONLN	Online ...	NO	MWF	10:00 AM
2	ASTR	111		001	3	1	LEC	1	2	ONLN	Online ...	NO	MWF	10:00 AM
3	ASTR	112		001	3	1	LEC	1	1	ONLN	Online ...	NO	MWF	10:00 AM
4	ASTR	210		001	3	1	LEC	1	1	ONLN	Online ...	NO	MW	9:30 AM
5	ASTR	120		101	3	2	LEC	1	3				MWF	11:00 AM
6	ASTR	121		101	3	2	LEC	1	2				MWF	11:00 AM

Updating Mode of Delivery to Online

5. To find courses without a room assignment, locate the “Building” and “Room” columns in the Section Mode of Delivery search results. Click the column header to sort the search results by activities scheduled in a location. Any course section with a blank room assignment will be at the top of the list.

Results															
Instructor ...	Rest Enroll...	Gen Projec...	STT Projec...	STT Reser...	Section	Gen Se... /	STT Seats ...	Rest Seats...	TA Names	Sec Start D...	Sec End D...	Short Title	Long Title	Building	Room
1	0	10	0	0	ASTR111 ...	0	0	0	EREN, ELIF	2021/09/07	2021/12/07	ASTRONO...	Astronomy		
2	0	10	0	0	ASTR121 ...	1	0	0	BREWER, ...	2022/01/10	2022/04/11	ASTRONO...	Astronomy II	SCI	241
3	0	10	0	0	ASTR120 ...	11	0	0	PATEL, MA...	2022/01/10	2022/04/11	ASTROPH...	Astrophysic...	SCI	241
4	0	20	0	0	ASTR121 ...	11	0	0	EREN, ELIF	2022/01/10	2022/04/11	ASTRONO...	Astronomy II	SCI	241
5	L, ALEX	0	20	0	ASTR120 ...	13	0	0	BREWER, ...	2022/01/10	2022/04/11	ASTROPH...	Astrophysic...	SCI	333
6	L, ALEX	0	20	0	ASTR120 ...	13	0	0	PATEL, MA...	2022/01/10	2022/04/11	ASTROPH...	Astrophysic...	SCI	333
7	LLICK, ...	0	20	0	ASTR110 ...	14	0	0	EREN, ELI...	2021/09/07	2021/12/07	ASTROPH...	Astrophysic...		

6. Update the mode of delivery attribute to “Online” as required. The In-Person Attendance attribute should be updated as appropriate.

Updating Mode of Delivery to Hybrid

7. Identify courses being delivered in a Hybrid format and update the Mode of Delivery to “Hybrid.” Ensure only courses that have both an in-person **and** online option are set to hybrid. The In-Person Attendance attribute should be updated as appropriate.

In-Person Attendance Attribute

It is important to remember that the Mode of Delivery is associated with the delivery of the specific course section and the In-Person Attendance attribute relates to the course including any secondary and tertiary activities (i.e. LABS, TUTS, etc.).

Courses that are online or online optional (hybrid) should not have an in-person requirement, please [click here](#) for more information on Mode of Delivery and In-Person Attendance attributes and how they should be assigned.