

## 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 I		
2		0	10	0	0	ASTR121 -...	1	0	0	BREWER, ...	2022/01/10	2022/04/11	ASTRONO...	Astronomy I	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	2022/04/14	ASTRONO...	Astronomy I	SCI	241
5	L, ALEX	0	20	0	0	ASTR120 -...	13	0	0	BREWER, ...	2022/01/10	2022/04/11	ASTROPH...	Astrophysic...	SCI	333
6	L, ALEX	0	20	0	0	ASTR120 -...	13	0	0	PATEL, MA...	2022/01/10	2022/04/11	ASTROPH...	Astrophysic...	SCI	333
7	LLICK, ...	0	20	0	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.).

Please [click here](#) for more information on Mode of Delivery and In-Person Attendance attributes and how they should be assigned.