



Course Section Set Up in SISC

Labeling Mode of Delivery and Attendance Requirement

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Mode of Delivery and In-Person Attendance Requirement

In response to the potential for a wide variety of modes of delivery for courses, a labelling system for the UBC Course Schedule has been developed. 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.

Two label 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:

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

Important Notes:

- The implementation and inputting of the SISC fields is required to be completed by the Course Schedule publish date. Timelines can be found on the website [here](#).
- The “Mode of Delivery” and “Attend in Person” 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 courses 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 course sections will have an in-person component.

Categorizing Courses, Labeling Modes of Delivery and Attendance Requirements

The **Course Categorization & Labelling Flow Chart** (see separate PDF) can assist you in determining the categorization for your courses and labelling for your course sections. Before utilizing the chart, please ensure to have a full understanding of the category 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:

- 1) **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.
- 2) **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.
- 3) **Fully online:** All course components are done online. No in-person components offered.



For this procedure document 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 **Labelling for Multi-Section Courses**.

A “course” (e.g. ANTH 407 001) may consist of one primary activity (e.g. 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	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 Section T01 – T04
2. COMM 101 Section 102 and associated Tutorials Section 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	Section Comments	YES
STT	COMM 101 T02	Tutorial	In-Person	Tue	10:30	11:30	Section Comments	YES
Full	COMM 101 T03	Tutorial	In-Person	Fri	8:00	9:00	Section Comments	YES
STT	COMM 101 T04	Tutorial	In-Person	Fri	9:00	10:00	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	Section Comments	NO
STT	COMM 101 T06	Tutorial	Online	Wed	10:00	11:00	Section Comments	NO
STT	COMM 101 T07	Tutorial	Online	Fri	9:00	10:00	Section Comments	NO
STT	COMM 101 T08	Tutorial	Online	Fri	10:00	11:00	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 attend either in person or online, as designed by the instructor



In-Person Attendance Requirement

Each course must be assigned one of the three labels listed below, which indicates 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) requires 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.

Examples

We have provided a number of examples within each of the three categories of Compulsory In-Person, Non-Compulsory In-Person, and Online. Within each category we have provided a summary of how each of the labels apply within that category and a draft view of how the courses will display for students within the Course Schedule.

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” – Labelling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – In-person, hybrid, online, and multi-access delivery types can be utilized
- “Attendance in Person” – All activity types must be labelled ‘YES’

Example: MATH 104 lecture and workshop are run in-person. Students are required to attend both the lecture and workshops in-person.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	MATH 104 101	Lecture	In-Person				Section Comments	YES
Full	MATH 104 WFA	Workshop	In-Person	Fri	9:00	10:00	Section Comments	YES
	MATH 104 WFB	Workshop	In-Person	Fri	9:00	10:00	Section Comments	YES
	MATH 104 WFC	Workshop	In-Person	Fri	9:00	10:00	Section Comments	YES

Example: CHEM 154 lecture is delivered online but students are required to attend in-person for the weekly CHEM 154 lab.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
Blocked	CHEM 154 111	Lecture	Online	Tue Thu	11:00	12:30		YES
Blocked	CHEM 154 L01	Laboratory	In-Person	Mon	14:00	17:00	Section Comments	YES
Blocked	CHEM 154 L04	Laboratory	In-Person	Wed	9:00	12:00	Section Comments	YES
Blocked	CHEM 154 L05	Laboratory	In-Person	Wed	18:30	21:30	Section Comments	YES
Blocked	CHEM 154 XMT	Laboratory	In-Person				Section Comments	YES



Example: ENGL 110 lecture is delivered only in-person but discussion groups will be done online.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	ENGL 110 001	Lecture	In-Person	Mon Wed	9:00	10:00	Section Comments	YES
	ENGL 110 LA1	Discussion	Online	Fri	9:00	10:00		YES
	ENGL 110 LA2	Discussion	Online	Fri	9:00	10:00		YES
	ENGL 110 LA3	Discussion	Online	Fri	9:00	10:00		YES

Example: The PHYS 117 101 lecture has a multi-access mode of delivery and students have the choice to attend the lecture off-site. There are 7 tutorial sections are delivered in-person. Students would select one of the tutorials with an in-person mode of delivery. Further clarification would be provided in Section Comments.

Status	Section	Activity	Term	Mode of Delivery	Interval	Days	Start Time	End Time	Section Comments	Course Requires In-Person Attendance
	PHYS 117 101	Lecture	1	Multi-access		Mon Wed Fri	11:00	12:00	Section Comments	Yes
Full	PHYS 117 T1A	Tutorial	1	In-Person		Mon	10:00	11:00	Section Comments	Yes
	PHYS 117 T1B	Tutorial	1	In-Person		Mon	14:00	15:00	Section Comments	Yes
	PHYS 117 T1C	Tutorial	1	In-Person		Tue	11:00	12:00	Section Comments	Yes
Full	PHYS 117 T1D	Tutorial	1	In-Person		Tue	13:00	14:00	Section Comments	Yes
	PHYS 117 T1E	Tutorial	1	In-Person		Tue	15:30	16:30	Section Comments	Yes
Full	PHYS 117 T1F	Tutorial	1	In-Person		Mon	13:00	14:00	Section Comments	Yes
Full	PHYS 117 T1G	Tutorial	1	In-Person		Mon	16:00	17:00		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” – Labelling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – “Online” or “Multi-Access” must be used
- “Attendance in Person” – Must be labelled NO for all activity types

Example: ACAM 300 lecture is delivered in-person and is also recorded for students to attend online, if they choose to do so.

Status	Section	Activity	Term	Mode of Delivery	Interval	Days	Start Time	End Time	Section Comments	Course Requires In-Person Attendance
	ACAM 300 001	Lecture	1	Multi-access		Tue Thu	15:30	17:00	Section Comments	No

Example: ASIA 386 001 lecture has a multi-access mode of delivery and students have the choice to attend the lecture off-site. There is 1 discussion section that is delivered online. Further clarification would be provided in Section Comments.

Status	Section	Activity	Term	Mode of Delivery	Interval	Days	Start Time	End Time	Section Comments	Course Requires In-Person Attendance
	ASIA 386 001	Lecture	1	Multi-access		Wed	12:00	15:00	Section Comments	No
Blocked	ASIA 386 L1W	Discussion	1	Online		Fri	10:00	11:00	Section Comments	No



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

Course Schedule Set up/Display:

- “Activity” – Labelling would remain status quo (lecture, seminar, lab, discussion etc.)
- “Mode of Delivery” – Only “Online” mode of delivery can be utilized
- “Attendance in Person” – Must be labelled NO for all activity types

Example: GEOG 121 is a fully online course. All course components are done online.

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires In-Person Attendance
	GEOG 121 101	Lecture	Online				Section Comments	NO
	GEOG 121 L1A	Discussion	Online	Tue	9:00	10:00	Section Comments	NO
	GEOG 121 L1B	Discussion	Online	Tue	10:00	11:00	Section Comments	NO
	GEOG 121 L1C	Discussion	Online	Tue	11:00	12:00	Section Comments	NO
	GEOG 121 L1D	Discussion	Online	Tue	19:00	20:00	Section Comments	NO

Labelling 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 “Attendance in Person”.

Example: COMM 101 has two different primary lecture sections, each with its own grouping of tutorials. Lecture Section 101 and its associated tutorials T01-T04 are being offered in-person. Lecture Section 102 and its associated tutorials T05-T08 are offered on-line. This distinction allows for students to have COMM 101 (i.e. COMM 101 Section 102 and associated tutorials T05 – T08) show up for students when searching for an online option.

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	Section Comments	YES
STT	COMM 101 T02	Tutorial	In-Person	Tue	10:30	11:30	Section Comments	YES
Full	COMM 101 T03	Tutorial	In-Person	Fri	8:00	9:00	Section Comments	YES
STT	COMM 101 T04	Tutorial	In-Person	Fri	9:00	10:00	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	Section Comments	NO
STT	COMM 101 T06	Tutorial	Online	Wed	10:00	11:00	Section Comments	NO
STT	COMM 101 T07	Tutorial	Online	Fri	9:00	10:00	Section Comments	NO
STT	COMM 101 T08	Tutorial	Online	Fri	10:00	11:00	Section Comments	NO

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 “Attendance in Person”. 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 “Attendance in Person” must be labeled as “SEE SECTION COMMENTS”.



Notes to be entered into Section Comments:

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

Example: BIOL 112 has two different lecture sections but shared tutorials. Lecture Section 101 is being offered in-person and has associated online tutorials T01-T03. Lecture Section 102 is being offered online and is also associated with online tutorials T01-T03. The tutorials are shared across both lectures. The same tutorial cannot be labeled as “YES” for “Attendance in Person” for Lecture Section 101 and simultaneously labeled “NO” for Lecture Section 102. Instead it is labeled as “SEE SECTION COMMENTS”. Within the Section Comments, clarification is to be provided (e.g. To attend this course via an in-person lecture, select Lecture 101, OR to attend this course on-line, select Lecture 102.)

Status	Section	Activity	Mode of Delivery	Days	Start Time	End Time	Comments	Course Requires
								In-Person Attendance
Blocked	BIOL 112 101	Lecture	In-Person	Mon Wed Fri	9:00	10:00		YES
	BIOL 112 T01	Tutorial	Online	Mon	8:00	9:00		SEE SECTION COMMENTS
	BIOL 112 T02	Tutorial	Online	Mon	10:00	11:00		SEE SECTION COMMENTS
Full	BIOL 112 T03	Tutorial	Online	Mon	11:00	12:00		SEE SECTION COMMENTS
Blocked	BIOL 112 102	Lecture	Online	Mon Wed Fri	12:00	13:00	▶ Section	NO
	BIOL 112 T01	Tutorial	Online	Mon	8:00	9:00		SEE SECTION COMMENTS
	BIOL 112 T02	Tutorial	Online	Mon	10:00	11:00		SEE SECTION COMMENTS
Full	BIOL 112 T03	Tutorial	Online	Mon	11:00	12:00		SEE SECTION COMMENTS

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), approaches to mid-term exams, etc.

Updating Mode of Delivery & Attendance Requirements

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.
- All adjustments made in SISC after the final timetable has been published will be visible to students on the [Course Schedule](#) per the regular overnight refresh process. Timelines can be found on our website [here](#).



Method 1: Attributes Tab in the SISC

- 1) Look up the course section that you need to update
- 2) Go to SISC Sections Controls > Attribute and click 'ADD' at the bottom of the page:

Section Detail | Seat Pool | Assignments | **Attributes** | Ownership | Exam

Course Attributes

CATEGORY	DESCRIPTION	ATTRIBUTE	DESCRIPTION
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Section Attributes

CATEGORY	DESCRIPTION	ATTRIBUTE	DESCRIPTION
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ADD UPDATE DELETE

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

Category: **MODE** Attribute: [] Percentage: []

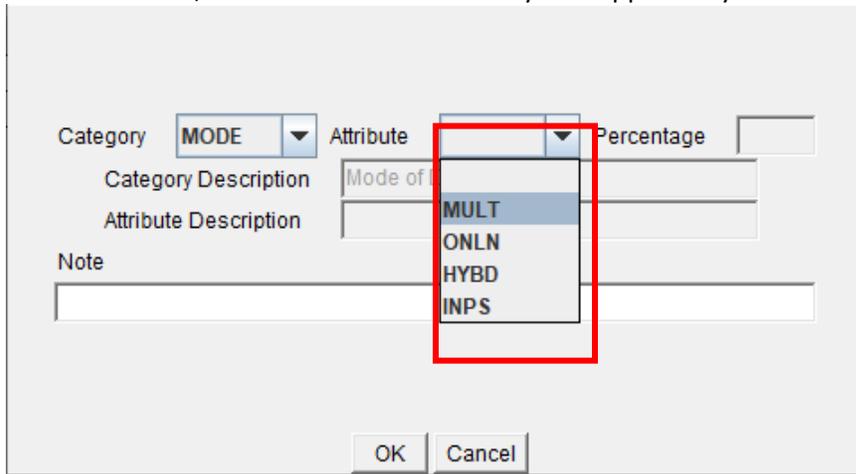
Category: [] Attribute: Mode of Delivery

Attribute: [] Note: []

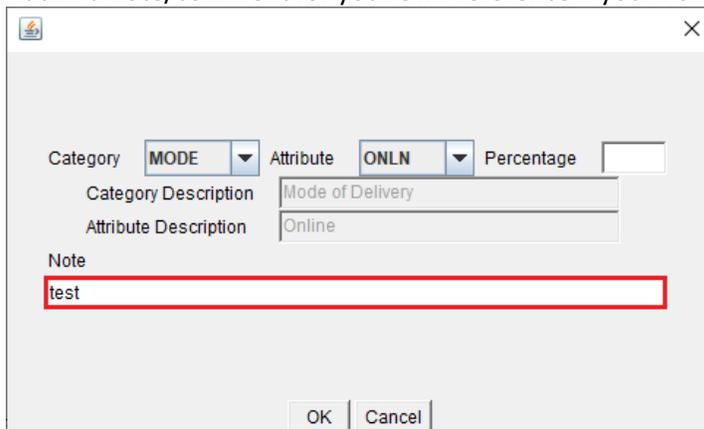
LOCN
OUCC
SUST
THES
MODE
TECU
EXPL

OK Cancel

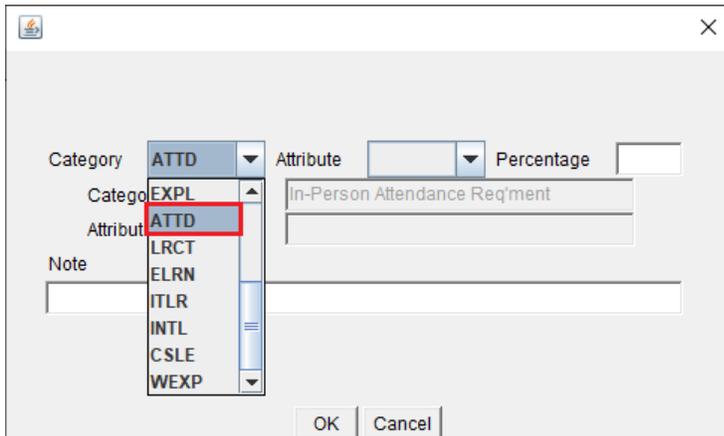
- 4) Under Attribute, select the Mode of Delivery that applies to your course section.



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

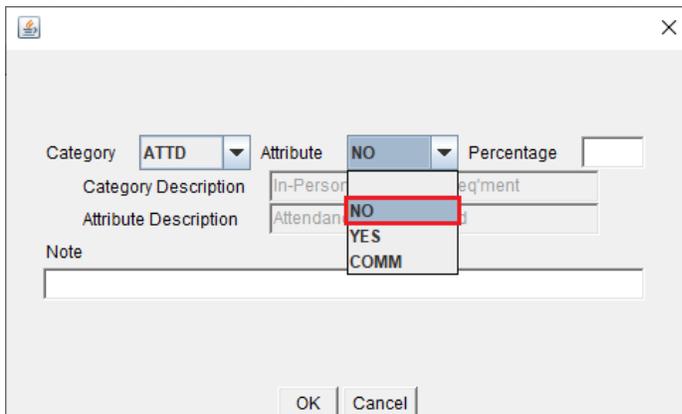


- 6) Click 'OK' to save attribute
- 7) Click 'OK' on the pop-up confirmation screen
- 8) Click 'ADD' at the bottom of the page again to add in the 2nd attribute
- 9) Select "ATTD" (Attendance Requirement) from the drop-down menu:



10) Under Attribute, select:

- 'YES' if in-person attendance is required
- 'NO' if in-person attendance is not required.
- 'COMM' if students must refer to section comments



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

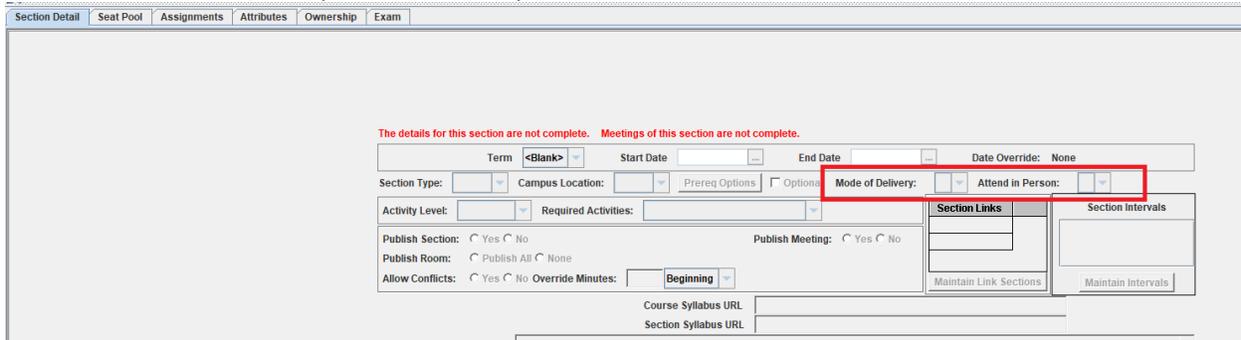
12) Click 'OK' to save attribute

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

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

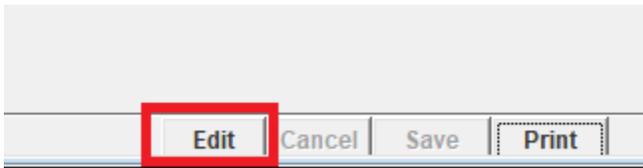
Method 2: Section Detail Tab in the SISC

In this method, you can directly label the Mode of Delivery and Attendance Requirement in the same tab (“Section Detail”) that you used to complete the course section details.

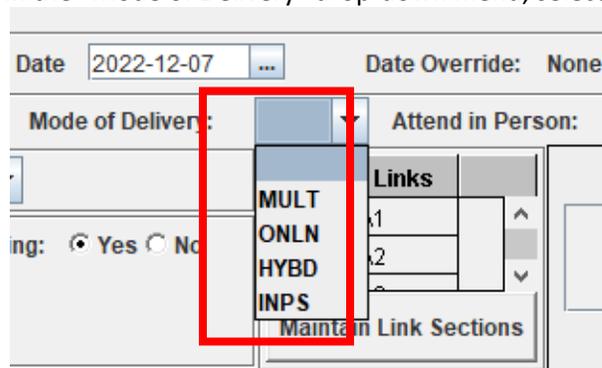


Note: Using this method you will not be able to add an internal note. To add a note, you will need to do so in the “Attributes” tab.

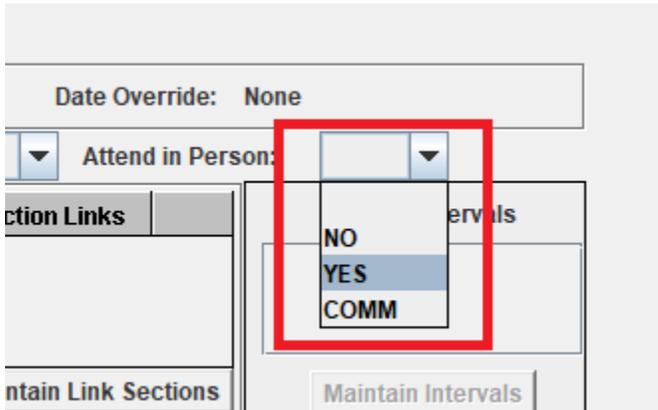
- 1) Look up the course section that you need to update
- 2) Go to SISC Sections Controls > Section Detail tab and click ‘Edit’ at the bottom of the page:



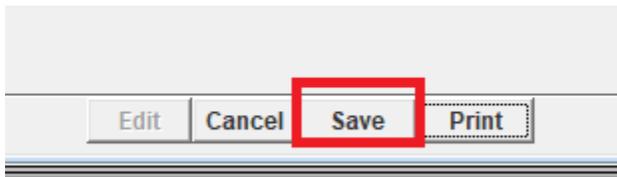
- 3) In the “Mode of Delivery” drop-down menu, select the attribute that applies to your course section:



- 4) Select ATTD (Attendance Requirement) from the drop-down menu:
 - ‘YES’ if in-person attendance is required
 - ‘NO’ if in-person attendance is not required.
 - ‘COMM’ if students must refer to section comments

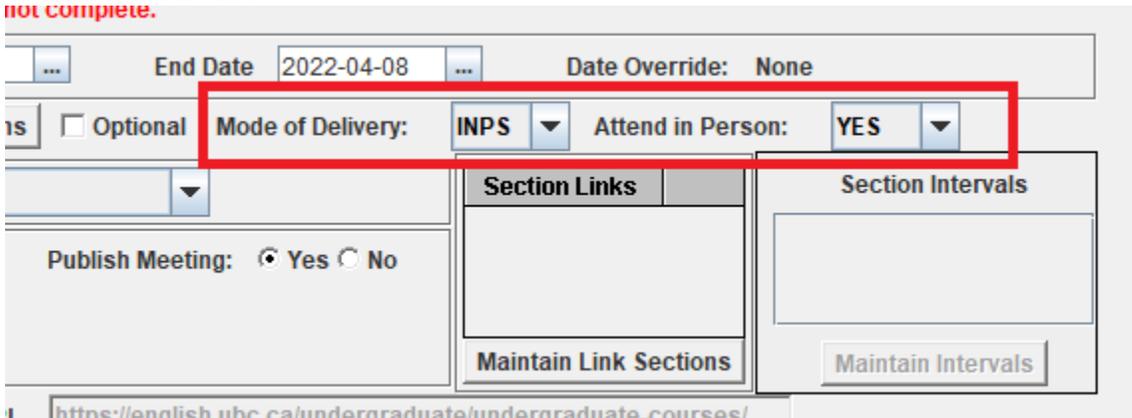


5) Press "Save" at the bottom of the screen once you are done:



6) Now both attributes appear on the "Section Detail" tab and under *Section Attributes* in the "Attributes" tab. Verify this before moving on to your next course section.

On Section Detail tab:
not complete.



On "Attributes" tab:

Section Attributes					
CATEGORY	DESCRIPTION	ATTRIBUTE	DESCRIPTION	%	COMMENTS
ATTD	In-Person Attendance Req'ment	YES	Attendance Required		
MODE	Mode of Delivery	INPS	In-Person		