



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 inperson 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.



Scheduling Services
Course Section Set Up in SISC
Last updated May 10, 2023

| 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 T01 | 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 T02 | 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 T01 | 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 T02 | 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 | | |
| | | | | | |
| Section Attributes | | | | | |
| CATEGORY | DESCRIPTION | ATTRIBUTE | DESCRIPTION | | |
| | | | | | |
| | | | | ADD | UPDATE DELETE |



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

A screenshot of a software window titled 'SISC'. The window contains a form with the following fields: 'Category' (a dropdown menu with 'MODE' selected and highlighted by a red box), 'Attribute' (a dropdown menu), 'Percentage' (a text input field), 'Category Description' (a text input field with 'Mode of Delivery' entered), 'Attribute Description' (a text input field), and 'Note' (a text input field). At the bottom of the window are 'OK' and 'Cancel' buttons. The 'Category' dropdown menu is open, showing a list of options: 'LOCN', 'OUCC', 'SUST', 'THES', 'MODE' (highlighted with a red box), 'TECU', and 'EXPL'.

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

A screenshot of the same software window. The 'Attribute' dropdown menu is now open, showing a list of options: 'MULT', 'ONLN', 'HYBD', and 'INPS'. The 'MULT' option is highlighted with a blue background and is enclosed in a red rectangular box. The 'Category' dropdown menu remains open with 'MODE' selected. The 'Category Description' field contains 'Mode of Delivery'. The 'Attribute Description' field is empty. The 'Note' field is empty. The 'OK' and 'Cancel' buttons are at the bottom.



- 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

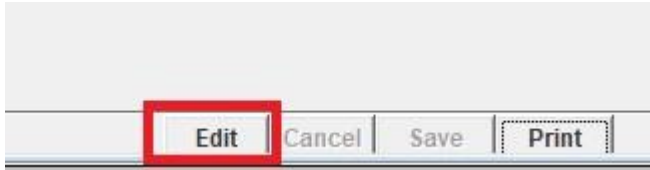
In this method, you can directly label the Mode of Delivery and Attendance Requirement in the same tab ("Section Detail") that you used to complete the course section details.

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.

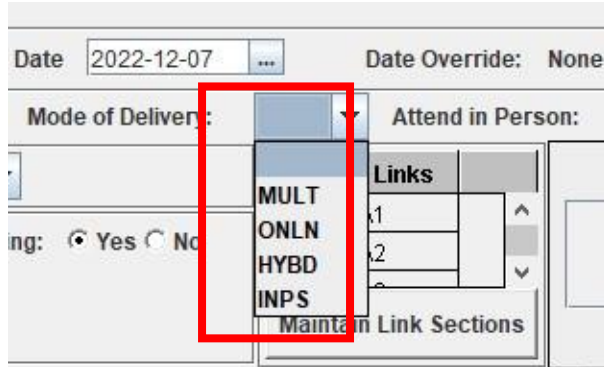
- 1) Look up the course section that you need to update



- 2) Go to SISC Sections Controls > Section Detail tab and click 'Edit' at the bottom of the page:

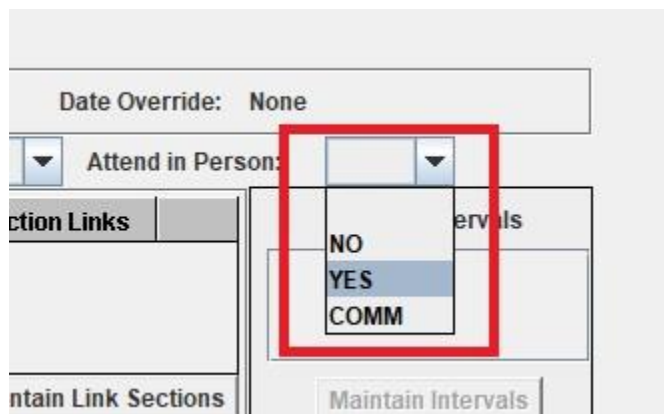


- 3) In the "Mode of Delivery" drop-down menu, select the attribute that applies to your course section:

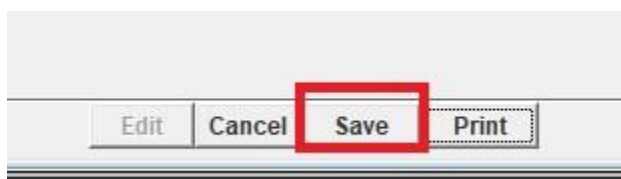


- 4) Select ATTD (Attendance Requirement) from the drop-down menu:

- '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.

End Date: 2022-04-08 Date Override: None

Optional ☐ Mode of Delivery: INPS Attend in Person: YES

Publish Meeting: ☒ Yes ☐ No

Section Links Section Intervals

Maintain Link Sections Maintain Intervals

<https://english.ubc.ca/undergraduate/undergraduate-courses/>

On “Attributes” tab:

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