**Background**

The Flex In-Person instruction mode combines at least one in-person meeting per week with an online meeting that’s either synchronous or asynchronous as determined by the instructor. Review the Office of Instruction and Assessment teaching models to determine if Flex In-Person is the correct choice for the class. This resource guide assumes the department scheduler is familiar with class scheduling and focuses solely on setup for the Flex In-Person instruction mode.

**Assigning the Flex In-Person**

**Step 1:** Navigate to the Schedule of Classes landing page and select the Maintain Schedule of Classes tile.

**Step 2:** Select the Basic Data tab.

**Step 3:** Set the Instruction Mode field to HY (Hybrid/Flex In-Person) for all classes in the association or combination.

**Step 4:** Select the Meetings tab. Assign at least 2 meeting patterns. The in-person pattern is required and will meet at least 1x per week. Choose either one or both online assignments.

**In-Person Meeting:** Facility ID = Department Facility ID or 999-RMRQST if a Centrally Scheduled Classroom is needed. A meeting pattern is scheduled for at least one-day per week.

**Asynchronous Online Meeting:** Facility ID = 999-Flex and no meeting pattern is scheduled.

**Synchronous Online Meeting:** Facility ID = 999-ONLINE and a meeting pattern is scheduled.

**Room Characteristic**

The code is **32** for a Centrally Scheduled Classroom (also include **35** if a Collaborative Learning Space is desired), or **31** for a Departmentally Scheduled Classroom.

**Contact Information**

Please contact RCS with any questions regarding the Flex In-Person class setup process. You can contact us via email: rcshelp@arizona.edu or phone: 520-621-3313. For more information, visit our website: [https://www.registrar.arizona.edu](https://www.registrar.arizona.edu)