SCHEDULING A FLEX IN-PERSON CLASS

The Flex In-Person instruction mode combines in-person and online meetings 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 you are scheduling.

This training guide assumes the department scheduler is familiar with class scheduling and focuses solely on setup for Flex In-Person instruction mode setup.

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<th>Step</th>
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| 1 | **Basic Data Tab:** Navigate to the Maintain Schedule of Classes page in UAccess Student and select the Basic Data tab.  
**Class Sections:** Set the Instruction Mode field to HY (Hybrid/Flex In-Person).  
*If the class is combined, all classes in the combination should show the Flex In-Person Instruction Mode.* |
| 2 | **Meetings Tab:** Flex In-Person classes have an asynchronous meeting pattern plus one in-person meeting pattern.  
**In-Person Meeting Pattern**  
- **Facility ID** = Department Facility ID or 999-RMQST if a Centrally Scheduled Classroom is needed.  
- **Room Characteristic**  
  - 32 for a Centrally Scheduled Classroom, or  
  - 31 for a Departmentally Scheduled Classroom  
**Asynchronous Online Meeting Pattern**  
Use + symbol to add a meeting pattern.  
- **Facility ID** = 999-FLEX  
- **Mtg Pat** = leave blank |

*If class is already part of a combination, you will not be able to make updates on this page and instead will navigate to the UA Schedule of Classes: Schedule Class Meetings to update meeting pattern information.*
Synchronous Online Meeting Pattern
Use + symbol to add a meeting pattern.
- **Facility ID** = 999-FLEX
- **Mtg Pat** = enter days and times