RESOURCE GUIDE: Flex In-Person Class Setup

A | Office of the Registrar

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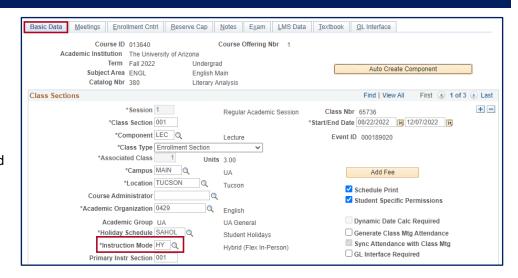
Step 2: Select the **Basic Data** tab.

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

In the example below, the class will be offered in-person and flex (asynchronous no meeting pattern)

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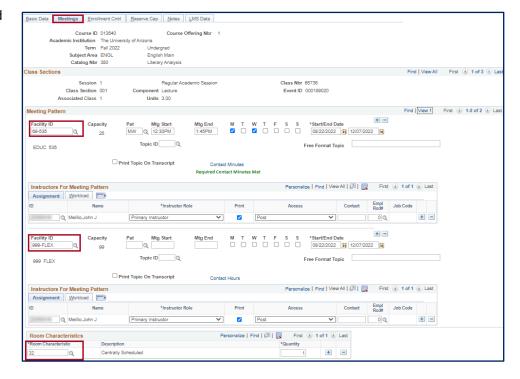
In-Person Meeting: **Facility ID** = Department Facility ID or 999-RMRQST if a Centrally Scheduled Classroom is needed. A meeting pattern is scheduled for at least one-day per week.

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**