

# Hybrid Class/Web Enhanced Class PeopleSoft Entry Process

This is the process to get a Hybrid or Web-enhanced class onto the BB Vista server.

Once a class is created (assuming a CRN exists) navigate to the Basic Data page to change/assign the Instruction Mode.

**Navigation: *Manage Student Records > Establish Courses > Use > Schedule of Classes***  
**Enter the course information and select Search. Search for the appropriate CRN.**

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Schedule of Classes](#)

[New Window](#)

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data

Course ID: 000258 Course Offering Nbr: 1  
Academic Institution: Houston Community College  
Term: Fall 2007 SCH  
Subject Area: ARTS Art  
Catalog Nbr: 1304 Art History II

Auto Create Component

Class Sections		Find   View All	First	1 of 10	Last
*Session:	MIN <input type="text"/> Mini Session	Class Nbr:	14866	<input type="button" value="+"/>	<input type="button" value="-"/>
*Class Section:	0021 <input type="text"/>	*Start/End Date:	12/17/2007 <input type="text"/> 01/09/2008 <input type="text"/>		
*Component:	LEC <input type="text"/> Lecture	Event ID:	000168265		
*Class Type:	Enrollment <input type="text"/>				
*Associated Class:	21 <input type="text"/>	<input type="button" value="Add Fee"/>			
*Campus:	NE <input type="text"/> NE	<input checked="" type="checkbox"/> Schedule Print			
*Location:	0048 <input type="text"/> Northline Center	<input type="checkbox"/> Student Specific Permissions			
Course Administrator:	<input type="text"/>	<input checked="" type="checkbox"/> Dynamic Date Calc Required			
*Academic Organization:	0220401 <input type="text"/> Art	<input checked="" type="checkbox"/> Generate Class Mtg Attendance			
Academic Group:	ACAD Academic Education	<input checked="" type="checkbox"/> Sync Attendance with Class Mtg			
*Holiday Schedule:	STS <input type="text"/> Staff Holiday Schedule	<input type="checkbox"/> GL Interface Required			
*Instruction Mode:	P <input type="text"/> In Person				
Primary Instr Section:	0021 <input type="text"/>				

Click on the Instruction Mode look up button to view list of available instruction modes.

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Schedule of Classes](#)

[New Window](#)

## Lookup Instruction Mode

Academic Institution: HCCSD

Instruction Mode:

Description:

[Basic Lookup](#)

### Search Results

View All First  1-8 of 8  Last

Instruction Mode	Description
<a href="#">HY</a>	<a href="#">Hybrid</a>
<a href="#">P</a>	<a href="#">In Person</a>
<a href="#">TC</a>	<a href="#">Teleconference</a>
<a href="#">TW</a>	<a href="#">Television/WWW</a>
<a href="#">VT</a>	<a href="#">Videocassette</a>
<a href="#">VW</a>	<a href="#">Videocassette/WWW</a>
<a href="#">WE</a>	<a href="#">Web Enhanced</a>
<a href="#">WW</a>	<a href="#">Internet</a>

Select HY for Hybrid or WE for Web Enhanced

Navigate to the Meetings page:

[Home](#) > [Manage Student Records](#) > [Establish Courses](#) > [Use](#) > [Schedule of Classes](#)

[New Window](#)

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#) [Exam](#) [LMS Data](#)

Course ID: 000258 Course Offering Nbr: 1  
Academic Institution: Houston Community College  
Term: Fall 2007 SCH  
Subject Area: ARTS Art  
Catalog Nbr: 1304 Art History II

### Class Sections [View All](#) First 1 of 10 Last

Session: MIN Mini Session Class Nbr: 14866  
Class Section: 0021 Component: Lecture Event ID: 000168265

### Meeting Pattern [View All](#) First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
NOLN159	50	T	12:30PM	3:30PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12/17/2007 01/09/2008

NOLN 159 Topic ID:  Free Format Topic:

Print Topic On Transcript [Contact Hours](#)

Select the correct meeting day(s) for the Hybrid class (i.e. if previously T and Th, the meeting day may be T only)

**Navigate to the Notes page.**

Basic Data Meetings Enrollment Cntrl Reserve Cap **Notes** Exam LMS Data GL Interface

Course ID: 000258 Course Offering Nbr: 1  
Academic Institution: Houston Community College  
Term: Fall 2007 SCH  
Subject Area: ARTS Art  
Catalog Nbr: 1304 Art History II

**Class Sections** View All First 3 of 32 Last

Session: MIN Mini Session Class Nbr: 14866  
Class Section: 0021 Component: Lecture Event ID: 000168265

**Class Notes** View All First 1 of 1 Last

\*Sequence Number: 1 + -  
\*Print Location: After  Even if Class Not in Schedule  
Note Nbr:  Copy Note  
Free Format Text:  Clear Note

**Click on the Note Nbr look up button.**

## Lookup Note Nbr

Academic Institution: HCCSD  
Note Nbr:   
Description:   
   [Basic Lookup](#)

## Search Results


View All First 1-3 of 3 Last

Note Nbr	Description
<a href="#">1261</a>	<a href="#">Hybrid Class</a>
<a href="#">1204</a>	<a href="#">Hydraulics, Basic</a>
<a href="#">0162</a>	<a href="#">Hydrotherapy</a>

Type Hy in the Description field and select Lookup. Select "Hybrid Class".

**Note: For Web Enhanced classes select "WE" instruction mode and Select "Web-enhanced" in the Notes Lookup Description field.**

The printed and online HCC Schedule of Classes will display the "Web Enhanced" note, like this GOVT class does. If WE is selected, then Web Enhanced will display.

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Enrl.Status	Seats Avail
☆ 11814	GOVT	2301	0005	Amer Gov Nat/Sta/Local I	3	LEC	Open	34 

Session:RT

Instr. Method: Hybrid


Southeast College Location: Eastside Center

Time: 9:30AM 11:00AM MW

Dates: 08/25/2007 - 12/14/2007

Room: AM 3003

Instructor: Ballard,Evelyn

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Enrl.Status	Seats Avail
☆ 11815	GOVT	2301	0006	Amer Gov Nat/Sta/Local I	3	LEC	Open	34 

Session:RT

Instr. Method: Web Enhanced


Southeast College Location: Eastside Center

Time: 11:00AM 12:30PM MW

Dates: 08/25/2007 - 12/14/2007

Room: AM 3003

Instructor: Shanklin,Paul A.

Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Enrl.Status	Seats Avail
☆ 11816	GOVT	2301	0007	Amer Gov Nat/Sta/Local I	3	LEC	Open	35 

Session:RT

Instr. Method: In Person

Southeast College Location: Eastside Center

Time: 5:30PM 7:00PM MW

Dates: 08/25/2007 - 12/14/2007

Room: AM 3003

Instructor: Louis,Mary M.