

Section Building for Web, HyFlex, and Blended Modality Offerings

This information is for Section building only

The College now offers a wide range of fully online and hybrid courses (including assessments). The charts below outline 3 versions of Web-based courses, 3 versions of Blended courses, and 4 versions of courses that use [HyFlex technology](#) for instructional delivery. This chart clarifies course expectations for students at registration and serves as a guide for faculty in course delivery options when utilizing virtual instruction or proctoring tools.

Testing for Web and Blended Courses:

If virtual proctoring is selected in the schedule, two options are available:

1. **Virtual Live Faculty Proctoring (VFP)** via Zoom, which requires specific test dates and times to be noted.
2. **Respondus Monitor (RM)**, which allows students to take tests virtually over multiple days. If using RM, specific test dates and times are not required.

Both RM and VFP require the use of a lockdown browser.

Additional notes:

- For VFP, you must schedule a specific date and time for the test. Add this information to the schedule as soon as possible and ensure students are aware of the time.
- VFP for web courses may require both daytime and evening test options to accommodate student schedules. If multiple test dates are desired, Respondus Monitor is recommended.
- Students must have access to a laptop or computer to download and use the lockdown browser.

For assistance with RM, VFP, or alternative assessments, faculty can review information on the [Beyond Classrooms website](#) or reach out to the [Faculty Assistance Center](#). For assistance with section numbers or course building, please contact [Curriculum Management](#).

Salient Information for Course Building:

- **Blended Sections:** These sections deliver at least 50% of the course content online, with the in-person instruction taking place at a CSCC campus, RLC, or clinical site.
- **Live Online:**
 - Live Online are designated with an "L" at the end of the section number and will have an instructional method of LO. This option is only available for Web or Blended sections.
 - If a traditional face-to-face section opts to use Live Online, the section will be reclassified as either Web or Blended, following the protocol outlined below.
 - All courses with a Live Online component must complete the AQR for Live Online offerings.
- **Instructional Method Requirements:**
 - All Web or Blended sections must include an "OT" or "LO" line in the Instructional Method field to ensure they appear in Distance Learning searches on the Online Course Listing and CougarWeb Self-Service.
- **[HyFlex Options:](#)**
 - HyFlex sections are designated with an "F" at the end of the section number only when both faculty and students are physically present in the room together.
 - HyFlex sections are given priority scheduling for HyFlex rooms. Non-HyFlex sections may be scheduled in these rooms based on availability.

Once the schedule is live and registration has begun, do not make changes to active sections without consulting Curriculum Management.

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WEB Delivery Method	Description	Recommended Assessment Options	Section Type	Example	Instructional Method	Day and Time
Web (W) section – No Scheduled meeting times	All asynchronous instruction; No set meeting times - Completely online	Online Respondus Monitor Proctoring and/or Alternative Assessment		ENGL1100-W01	OT	Nothing
Web (W) section – scheduled times for virtual testing or testing center Curriculum Management will add a label for Scheduled Assessment 1. Virtual Assessments 2. On Campus Assessments	Asynchronous with scheduled time for assessments and/or instruction <ul style="list-style-type: none"> Some set meeting times online May have a Virtual OR In Person Assessment* on specific dates/times (<i>*courses identified as not able to effectively use other tools</i>) Some set meeting times, may require on campus assessments.	<ol style="list-style-type: none"> Online Respondus Monitor Proctoring and/or Alternative Assessment or Faculty Virtual Proctoring during live online time or In Person Testing Center* 	Will need an “L” if using Live Online	COMM1105-W05 Virtual Assessments BMGT1100-W02 Virtual Assessments ACCT2299-W01 On Campus Assessments BIO0100-W02L Virtual Assessments	OT VA OR OT VA OR OT OA OA OA OR OT LO VA VA	Nothing Nothing as dates will be determined later Nothing M 08:00-08:50am (<i>weekly proctored assessment online</i>) <i>Specific known Assessment Dates (3rd, 6th and 14th Wednesday)</i> Nothing 9/14/22 W 09:00-10:30am 10/5/22 W 09:00-10:30am 11/30/22 W 09:00-10:30am <i>Asynchronous, Live Online instruction and scheduled/known assessment dates (4th and 12th Thursday)</i> Nothing M 08:00-09:00am 9/22/2022 08:00-9:30am 11/17/2022 08:00-9:30am
Web/Live online (W) with (L)	All Live Online instruction and assessments (Completely online) Set Meeting Times Online	<ol style="list-style-type: none"> Online Respondus Monitor Proctoring and/or Alternative Assessment or Faculty Virtual Proctoring with Zoom during live online time 	L	ASL1800-W04L	LO	W 08:00-11:30

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HYFLEX Delivery Method	Description	Recommended Assessment Options	Section Type	Example	Instructional Method	Day and Time
Web (W) or Blended (B) section	Faculty using room for Live Online with students always at a distance for Live Online portion of section	<ol style="list-style-type: none"> 1. Online Respondus Monitor Proctoring and/or Alternative Assessment 2. or Faculty Virtual Proctoring during live online time 	F	HIMT1111-W01L Or DDG 1100-B01L (in person lab)	OT LO LO LB	Nothing W 2:00-2:50 M 1:00-1:50 W 1:00-2:50
Traditional section cross listed ** to Web (W) section	Faculty always in room One student group always in room One student group always at a distance	<ol style="list-style-type: none"> 1. Online Respondus Monitor Proctoring and/or Alternative Assessment 2. or Faculty Virtual Proctoring during live online time 	F FX	IEP 1301-001F Group A IEP 1301-W01LX Group B	LE LB LO	TTH 6:00-6:30 TTH 6:30-7:50 TTH 6:00-7:50
Blended (B) section cross listed ** to Blended (B) section	Faculty always in room Two student groups rotating onto campus yet staying separate	<ol style="list-style-type: none"> 1. Online Respondus Monitor Proctoring and/or Alternative Assessment 2. or Faculty Virtual Proctoring during live online time 	F FX	FREN1101-B01F Group A FREN1101-B01LX Group B	LE LO LO LE	T 1:00-2:50 TH 1:00-2:50 T 1:00-2:50 TH 1:00-2:50
Blended (B) section This will need a new special label to denote it	Faculty always in room Students in room 1 st class meeting and then optional in person or Live Online after that	<ol style="list-style-type: none"> 1. Online Respondus Monitor Proctoring and/or Alternative Assessment 2. or Faculty Virtual Proctoring during live online time 	F Faculty must allow students the choice in person or distance learning after 1 st meeting	MATH1025-B01F	LE 01/18/2025 LO 01/25/2025 – 5/10/2025	T 10:00-11:50 T 10:00-11:50

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Blended Delivery Method	Description	Recommended Assessment Options	Section Type	Example	Instructional Method	Day and Time
Blended (B) section	Asynchronous and In Person Set Meeting Times in Person	<ol style="list-style-type: none"> 1. Faculty Proctoring during In person 2. or Online Respondus Monitor Proctoring 		ART1206-B01	OT ST	Nothing M 09:00-11:50
Blended/Live Online (B) section	Live Online and In Person Set Meeting Times Online and in Person	<ol style="list-style-type: none"> 1. Online Respondus Monitor Proctoring 2. or Faculty Virtual Proctoring with Zoom during live online time 3. or During In person by Faculty 	L	MKTG1100-B02L	LO LB	M 10:00-11:30 W 09:00-10:50 <i>Live online faculty proctoring occurs during course section time.</i>
Tri-Blended (B) section	Live Online, Asynchronous, and In Person Set Meeting Times Online and in Person	<ol style="list-style-type: none"> 1. Online Respondus Monitor Proctoring 2. or Faculty Virtual Proctoring with Zoom during live online time 3. or during In person by Faculty 	L	AMT1100-B03L	OT LO LB	Nothing T 10:00-12:30 TH 09:00-1:50