



**Tennessee State University**  
**Distance Education (DE) Course Scheduling Summary (Revised 10.11.22)**

**TSU Online:** A course that does not require attendance by faculty and students in a traditional or on-ground classroom setting; class time is spent in an online virtual environment. TSU online courses are designated as section 98; for multiple sections, the designation is 98, 98A-98Z, A98 – Z98 or 981-980

When scheduling online courses, the fields in Banner should be populated as follows:

The Campus Code for all online courses (WEB or DVC) = ZOZ. This code only applies to TSU online courses and does not apply to hybrid or TN eCampus courses.

Web Asynchronous instruction is true to the anytime anywhere format in that there is no restriction of time or place.

- Instructional Method Code = WEB (Web Asynchronous)
- Meeting Dates: Do not enter days or times / Meeting Type = Web
- Meeting Location / Building = ONLINE

Web Synchronous instruction connects the student to the teacher and/or other students in real time using chat, videoconferencing (i.e., Zoom) or other real time tool and requires days and times to be scheduled in Banner.

- Instructional Method Code = DVC (Web Synchronous)
- Meeting Dates: Enter days and time / Meeting Type = Web
- Meeting Location / Building = ONLINE

*Important Note* – if the Course Section number is revised / changed after the course / CRN are created, then a duplicate course shell will be created in eLearn. Please send the CRN and Course Number to the TSU Global Team ([chunter@tnstate.edu](mailto:chunter@tnstate.edu)) and tell us the section number that should remain active in eLearn.

**TSU Hybrid:** A course that requires attendance by faculty and students in a traditional or on-ground classroom setting 50% or less of the time. The other class time is spent in an online virtual environment. There is not a specific course section designation for hybrid courses. For example, ENGL1010-01 could be offered as a hybrid.

When scheduling hybrid courses, the field in Banner should be populated as follows:

- Instructional Method Code = HYB (Hybrid)

Schedule class times, locations, as normal (see page 2 for ideas on how to schedule the Hybrid courses).

- Meeting Dates: Enter days and time / Meeting Type = CLAS
- Meeting Location / Building = Enter building information including room number

**TSU Dual Track:** The dual track option allows for a course to be offered in two distinct modes – the class is delivered in-class and via a live webcast simultaneously. While providing students with more online options and some flexibility, the Dual Track mode differs from Hyflex because students must choose the delivery method at the time of registration. There is not a specific course section designation or any special Banner instructions for the in-class section; however, when scheduling the online section, the section designation and Banner fields should follow the same guidelines as outlined for TSU Online – Web Synchronous courses on page 1.

*Important Note* – the Dual Track online section will be cross-listed with the in-class section, thus, you must include the same instructor information for both sections. Please be aware that you might encounter an error when adding the faculty due to a time conflict, just click the Override Indicator and save to continue with the section creation process.

Once both sections are created, send an email to include both CRNs and the Course Number the Records Office ([records@tnstate.edu](mailto:records@tnstate.edu)) and request the courses be cross-listed. Please copy the TSU Global Team ([chunter@tnstate.edu](mailto:chunter@tnstate.edu)) on this email if you wish to combine the sections in eLearn and so that we can ensure your classroom has the proper equipment to support the Dual Track delivery. (If you have multiple Dual Track courses – please compile the list and then send to the Records Office).

### **Hybrid Course Possible Scheduling Options:**

Possible course schedules for hybrid courses include, but are not limited to, the following:

1. For a MWF class, meet face-to-face two days a week and in the online virtual classroom the third day.
2. For a class that meets two days a week (i.e., Tuesday & Thursday), meet face-to-face one day a week and in the online virtual classroom the second day.
3. For a course that meets for three hours one night a week, meet face-to-face for two hours at night and participate in online discussions, meetings or readings for an additional hour each week or meet every other week.

**\*\*Note:** Faculty planning to teach a hybrid or online course must contact TSU Global Online at least one semester prior to the course start in order for the appropriate paperwork to be filed with the academic units, curriculum committees, Office of Academic Affairs and the Records Office. Whether the course is delivered in an online or hybrid mode, faculty must adhere to the course contact hour requirements (see Credit Hour Calculation for Hybrid and Online Courses REV 052020 document).

#### Sections Found

Intro To Supply Chain Mgmt - 81462 - MGMT 2050 - 98

The WEB - Asynchronous Instructional Method is true to the anytime, anywhere format in that there is no restriction of time and place; therefore, no course times are listed (TBA) and the location = ONLINE.

Associated Term: Fall Term 2021

Registration Dates: Mar 01, 2021 to Aug 27, 2021

Levels: Undergraduate

TSU Online Campus  
Lecture Schedule Type  
WEB-Asynchronous Instructional Method  
3.000 Credits  
[View Catalog Entry](#)

#### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Web	TBA			Online Course Aug 16, 2021 - Dec 09, 2021	Lecture	

**Sample Section Text Entry for Web-Asynchronous Course**