

How to build Non-Standard Meeting Patterns

Basic Data Tab – This is a screenshot of the Basic Data Tab for **XHAD 6110 H50**. This is a **Hybrid** course that starts on **01/20/2022** and ends on **03/20/2022**. When building meeting patterns it is important to keep these start/end dates in mind, as they will be the parameters you use when assigning your dates on the meetings tab.

The screenshot displays the 'Basic Data' tab for course XHAD 6110 H50. The course is identified as 'Intensive (Den Cont Ed)' with a 'Class Nbr' of 0. The 'Start/End Date' field is highlighted in yellow and contains the dates 01/20/2022 and 03/20/2022. A red arrow points from a text box to this field. The text box explains that these dates represent the full date range for the class. Below the 'Class Sections' section, there are several checkboxes: 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', 'GL Interface Required', and 'Exclude From Term Roll'. The 'Class Topic' section at the bottom includes a 'Course Topic ID' field and a 'Print Topic in Schedule' checkbox.

It is important to remember that all Hybrid classes need to meet in-person at least **once** during the semester. In the following examples, we will be building out these in-person dates for this class. We will assume that online portion of the class is taught **asynchronously online**. We **do not** need to add a meeting pattern for **asynchronous** online portions of classes. In **Example 5**, we will show you how to build a **synchronous** online portion (DZOOM); this does require a meeting pattern.

****For in-person meetings in a classroom, it is important that you build meeting rows only for the dates that students will be required to be on campus. By reserving an entire semester's worth of a room when you only need it for a few days, you are preventing others from being able to use the room. This also causes a safety concern in case of an emergency the university is expecting students to be in that classroom during the times specified on the meeting pattern. If you only need the room for specific dates, please see the examples below, or reach out to the Registrar's office for assistance.**

Example 1. This **Hybrid** class that will meet consistently on Mondays and Wednesdays in the same room and at the same time throughout the semester. Students will also have work asynchronously online outside of the in-person dates.

Basic Data | **Meetings** | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

Course ID 140141 Course Offering Nbr 1
 Academic Institution CU Denver
 Term Spring 2022 CU GRAD
 Subject Area Denver
 XHAD Executive Health Administratn
 Catalog Nbr 6110 Mgmt Acctng Hlth Care Organztn

Class Sections Find | View All First 1 of 1 Last

Session DCV Intensive (Den Cont Ed) Class Nbr 0
 Class Section H50 Component Lecture Event ID
 Associated Class 1

Meeting Pattern Find | 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
DBUSB1200	33	MW	10:00AM	12:00PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022 - 03/20/2022

D_BUSB 1200 Topic ID Free Format Topic

Roll Facility ID: Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern Personalize |

Assignment | Workload |

ID	Name	*Instructor Role	Print	Pos
		Primary Instructor	<input checked="" type="checkbox"/>	

Room Characteristics Personalize | Find |

*Room Characteristic	Description	Quantity
		1

Because this class will have the same meeting pattern throughout the semester, we can have this match the dates on the Basic Data Tab.

To build this, make sure that the start/end dates of this meeting row match the span of time that students will be meeting in person. In this example, the in-person dates span the entirety of the class dates therefore, they will match the start/end dates listed on the Basic Data Tab.

From this meeting row, we get that this class will meet every Monday and Wednesday in BUSB 1200, from 10am-12pm, every week between 01/20/2022 and 03/20/2022.

Rooming Impact: The room DBUSB1200 will be reserved and blocked out for MW, 10am-12pm between the dates 01/20-03/20, and no other class can reserve this room during this date. The university expects students to be on campus during this time.

Example 2. This **Hybrid** class will be meeting every Monday and Wednesday only for the first 4 weeks of the class, so **01/20/22-02/20/2022**. The rest of the class is taught asynchronously online.

The screenshot displays the 'Basic Data' tab of a course management system. Key information includes Course ID 140141, Academic Institution CU Denver, Term Spring 2022 CU, Subject Area Denver, and Catalog Nbr 6110. The course offering is for GRAD students, Executive Health Administration, and Mgmt Acctng Hlth Care Organiztn.

The 'Class Sections' section shows Session DCV, Intensive (Den Cont Ed), Class Section H50, Component Lecture, and Associated Class 1. The 'Meeting Pattern' section shows Facility ID DBUSB1200, Capacity 33, Pat MW, Mtg Start 10:00AM, Mtg End 12:00PM, and *Start/End Date 01/20/2022 to 02/20/2022. A red callout box with an arrow pointing to the end date field contains the text: "We updated the end date for this meeting pattern to 02/20/2022 since this class only meets for the first 4 weeks."

The 'Instructors For Meeting Pattern' section shows a Primary Instructor role. The 'Room Characteristics' section is partially visible at the bottom.

To build this, update the start/end dates on the meeting row to match the dates that the students will required to be in-person. In this example, students will be in-person only for the first four weeks, therefore we only need to update the end date to 02/20/2022. We **do not** need to add a row for the asynchronous online portion of the class.

It is important thing to recognize that because this course is only meeting in person for the first month of class, we only need a meeting row for the in-person dates. The Basic Data Tab dates remain the same because the class still runs from 1/20/22-3/20/22, only that the in person part of the class is now only from 1/20/22-02/20/22 which is what is shown in the screenshot above.

From this meeting row, we get that this class will meet every Monday and Wednesday from 10am-12pm in BUSN 1200 between 01/20/22 and 02/20/22. The last month of the class is taught asynchronously online.

Rooming Impact: DBUSB1200 will be reserved every MW from 10-12pm between the dates 01/20/22-02/20/22. The university expects that students will be on campus and in this room during this time.

Example 3. This **Hybrid** class will only meet in-person 3 days during the semester. The rest of the class help asynchronously online.

The screenshot displays a software interface for configuring meeting patterns. At the top, it shows session details: Session DCV, Intensive (Den Cont Ed), Class Section H50, Component Lecture, Class Nbr 0, and Event ID. Below this is a 'Meeting Pattern' section with a search bar and navigation options (Find, View 1, First, 1-3 of 3, Last). The main area contains three identical-looking rows, each representing a unique meeting day. Each row includes fields for Facility ID (DBUSB1200), Capacity (33), Pat (TH, T, W), Mtg Start (10:00AM), Mtg End (12:00PM), and a grid of days (M, T, W, T, F, S, S) with checkboxes. The '*Start/End Date' field is highlighted in yellow for each row, showing dates 01/27/2022, 02/02/2022, and 03/02/2022. Below each row is an 'Instructors For Meeting Pattern' section with a table for assigning roles (Primary Instructor) and access levels (Post). A red callout box on the right side of the interface points to the dates in the three rows, stating: "Each date that is in-person gets its own meeting pattern row. Note that the start/end dates for each row match."

To build this, we put **each individual day** that is in-person onto its **own** meeting pattern row. Note that because each individual row represents a unique day, the start/end dates **will be the same**. In this example, the class meets in person only 3 times all semester; 01/27/2022, 02/02/2022, and 03/02/2022. We add additional meeting rows, one for each day, and fill in the meeting pattern information for each day accordingly.

From these meeting rows, we get that this class will be meeting in-person from 10-12pm in BUSN 1200, three times during the semester; on 01/27, 02/02, and 03/02. The rest of the class is taught asynchronously online.

Rooming impact: DBUSB1200 will be reserved for 01/27/22 from 10-12p, 02/02/2022 from 10-12p, and 03/02/2022 from 10-12p. No other class will be able to reserve this room during these specific dates/times. The university expects that students will be on-campus and in BUSB 1200 on these 3 days only.

Example 4. This Hybrid class has a different meeting pattern for each of the first 3 weeks of class. Week one will meet MW, week two will meet TTH, and week 3 will meet only on F. The remaining portion of the class is taught asynchronously online.

The screenshot displays the 'Meeting Pattern' configuration for class DBUSB1200. It features three distinct rows, each representing a different meeting schedule for a specific week. Each row includes fields for Facility ID (DBUSB1200), Capacity (33), Meeting Start/End times (10:00AM to 12:00PM), and a grid of days (M, T, W, T, F, S, S) with checkboxes. The Start/End Dates are highlighted in yellow. Red callout boxes provide the following explanations:

- Row 1:** This top row represents the meeting pattern for the week of 01/24-01/28. Students will meet in person on Monday and Wednesday this week.
- Row 2:** This second row represents the meeting pattern for the week of 01/31-02/04. Students will meet Tuesday and Thursday this week.
- Row 3:** Finally, this row represents the meeting pattern for the week of 02/07/22-02/11/22. Students will only be meeting Friday this week.

To build this, we will combine some of the techniques from the earlier examples. Because each week has its own unique meeting pattern, we will give each week its own meeting row. The start/end dates listed on each row correspond to the week of the semester that its meeting pattern applies to. The first week will meet MW, the second TTH, and the third week will meet only on F (**Note:** We could have also built the Friday row with just the Friday date alone like in Example 3, either way works)

It is important to note that the class still spans from 01/20/22 to 03/20/2022, since the basic data tab remains the same for all of these examples. We are simply adding rows for each unique meeting time that students will be in person and in this case its varies for the first 3 weeks. You can have classes that have different meeting patterns/times each week of the semester, you just need to add rows for each week.

We get from this meeting pattern, that the class meets MW the week of 01/31-02/04, TTH the week of 01/31-02/04, and F the week of 02/07-02/11. Since the class ends on 03/20 we can assume that the rest of the class is being taught asynchronously online.

Rooming Impact: DBUSB1200 will be reserved for each day and time listed in the meeting pattern. No other class will be able to reserve that space during those times. The university expects that students will be in BUSB 1200 during those weeks, on the days/times listed for each week.

Example 5. This Hybrid class meets in BUSB 1200 on TH for the first month of class and for the last month, the class is taught via Zoom every MW.

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
DBUSB1200	33	TH	10:00AM	10:50AM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/20/2022 - 02/20/2022

D_BUSB 1200 Topic ID: Free Format Topic: Roll Facility ID:

In-Person in BUSB 1200 every Thursday at 10am between 01/20/22-02/20/22

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

ID	Name	*Instructor Role	Print	Access	Contact
		Primary Instructor	<input checked="" type="checkbox"/>		

Meeting Pattern Find | View 1 First 1-2 of 2 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
DZOOM		MW	1:00PM	2:00PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/21/2022 - 03/20/2022

D_ZOOM ZOOM Topic ID: Free Format Topic: Roll Facility ID: Print Topic On Transcript: Contact Hours: Contact Hours

Will meet remotely on zoom for the remainder of the semester every MW at 1 pm.

Instructors For Meeting Pattern Personalize | Find | View All | 1 of 1 | Last

ID	Name	*Instructor Role	Print	Access	Contact

To build this, we create a meeting row for the roomed portion of the class that is set to meet every TH between 1/20-2/20. Then, you add another row for the Zoom portion of the class. The important thing to remember is that we are creating a row for Zoom because it is being taught synchronously, therefore students need to know what days and times they need to sign into Zoom.

Rooming impact: DBUSB1200 will be reserved every TH between 1/20/22 and 2/20/22. The university expects students to be on campus, in this classroom at the times specified in the meeting pattern.