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.

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.

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.

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:** DBUSNB1200 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 is help asynchronously online.

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.

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.

<table>
<thead>
<tr>
<th>Facility ID</th>
<th>Capacitiy</th>
<th>Mtg Start</th>
<th>Mtg End</th>
<th>M T W F S</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSB 1200</td>
<td>33</td>
<td>10:00AM</td>
<td>10:50AM</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>01/20/2022 - 02/20/2022</td>
</tr>
<tr>
<td>Zoom</td>
<td></td>
<td>1:00PM</td>
<td>2:00PM</td>
<td>☑ ☑ ☑ ☑ ☑</td>
<td>02/01/2022 - 04/01/2022</td>
</tr>
</tbody>
</table>

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

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

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.