

## **Guidelines to Designating a Course as Entirely Online (E), Fully Online (F), Partially Online (P) and Hybrid (H) for Banner Coding**

Online courses with section numbers of 40, 60, or 90 in Banner must be designated as entirely online (E), fully online (F), partially online (P), or hybrid (H). In any given semester, students must spend a certain amount of time engaged in instruction in a course. For example, a student enrolled in a three hour (3-0-3) credit course should spend 2,250 minutes in instruction or the equivalent of three 50-minute periods per week for a 15-week semester. The seat time table below illustrates time spent in instruction for other levels of credit hours.

TOTAL SEAT TIME		
Any semester	Total lecture minutes/semester	Total lab minutes/semester
3-0-3	2250 (37.5 hours)	NA
1-4-3	750 (12.5 hours)	3000 (50 hours)
2-4-3	1500 (25 hours)	3000 (50 hours)
2-2-3	1500 (25 hours)	1500 (25 hours)

A course offered in the online environment should contain the same amount of instruction and the same learning outcomes as the seated course; only the delivery method should be different. Every course must employ a variety of learning strategies and opportunities for interaction. These interactions include, but are not limited to, interaction between student/instructor, student/content, and student/student. These types of interactions foster community building, critical thinking skills, collaboration, and opportunities to understand and apply learning materials and concepts.

Student/instructor interaction can be addressed through:

- Student communication directly with the instructor by email
- Students submitting work for comment
- Instructor led discussions
- Student led discussions
- Online presentations and critiques
- Chat rooms discussions
- Bulletin Board Discussions
- Meetings utilizing an electronic whiteboard
- Telephone meetings

Student/content interaction can be addressed by having students:

- Read materials online, in a textbook, or in a course packet
- View an online video clip or demonstration
- Work with a clickable image map, interactive tool, crossword puzzle, etc.
- Listen to an audio file (for a student learning a new language) or listen to poetry being read

Student/student interaction can be addressed through:

- Bulletin Board Activities
- Collaborative projects
- Critique of each other's work

- Chat room discussions
- Team activities
- Email communications
- Student led discussions
- Online presentations and critiques
- Chat rooms discussions
- Bulletin Board Discussions
- Meetings utilizing an electronic whiteboard

Examples of activities that do NOT count as instruction or meeting learning outcomes include creating/posting a syllabus, solving technical difficulties with WebCT, and creating tests or test banks.

To classify your online course for Banner, estimate the total number hours spent in the activities listed above. Compare that number to the total number of hours required for the course:

Instructional Method	Description	% Online
Entirely at a distance (E)	All of the class sessions are delivered via technology. The course does not require students to visit campus for any reason.	All online 100%
Fully at a distance (F)	Nearly all of the class sessions are delivered via technology. The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend an orientation or to take exams. This is generally equivalent to delivering more than 95 percent of sessions via technology.	Students must attend orientation only 98% Students must attend orientation and one exam 96%
Partially at a distance (P)	Technology is used to deliver between 51 and 95 percent of class sessions but visits to a classroom (or similar site) are required. If a course is offered through two-way interactive video then it should be coded partially at a distance because students must meet in a designated location.	Students must attend orientation and two exams 93% Students must attend orientation and three exams 90% Class is scheduled for M/W/F and two of those days are online 60%
Hybrid (H)	Technology is used to deliver 50 percent or less of class sessions but at least one class session is replaced by technology.	Class is scheduled for T/R and one of those days is online 50% Class is scheduled for M/W/F and one of those days is online 30%