Hybrid & Remote Class Setup in ASISTS

Per the AEPP policy on Hybrid and Remote classes, this ASISTS tutorial is intended for programs that have received **written approval** from the AEPP Team to conduct Hybrid and/or Remote Classes in FY2025. Classes must be coded correctly to receive credit for these classes and the student enrollment.

These instructions are SIGNIFICANTLY CHANGED from the FY2023 instructions, please read carefully.

In each instance when Hybrid Classes are provided:

- The program must create **two** distinct classes, one representing the remote instruction and one representing the in-person instruction companion class
- Exact days and times must be recorded in both the synchronous remote and in-person class
- The Start and End date must also match and reflect the date the classes begin and a projected date for when they may end
- The students must be enrolled in both classes

AEPP will be monitoring these classes regularly.

100% Remote offerings will have only one Instructional Offering created (see instructions for exceptions).

If you have questions about whether your agency is approved for Hybrid Instruction, please contact your NYSED AEPP Regional, or AEPP at AdultEd@nysed.gov.

If you have questions about how to complete these instructions in ASISTS, please contact your ASISTS Support person by emailing support@asists.zohodesk.com.
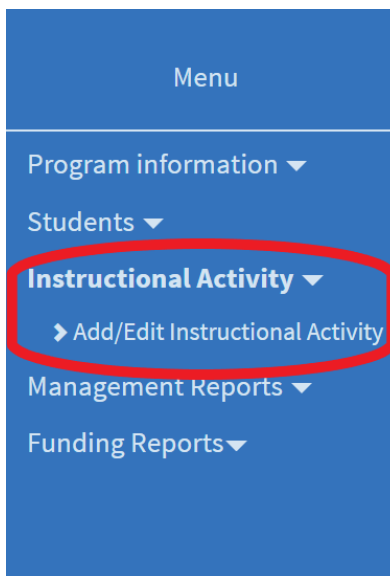

PLEASE NOTE: Existing classes may be EDITED to follow the setup requirements indicated below.

Hybrid Instruction

The Basic Class setup steps are as follows:

1. Create the Remote Instructional Offering
2. Create the In-Person Instructional Offering
3. Connect the two together

STEP 1: On the ASISTS menu, select Add/Edit Instructional Activity:

STEP 2: Click where the interface reads "Click to add a New Course".

Then enter the required fields for the **synchronous remote class**:

- **Course ID**: must begin with an underscore "_", the next characters may be chosen by the program to further identify the class (XXXXXX in the example image), and the course ID must end with "_RE" (underscore then RE for "Remote")
- **Start Date & End Date**: should reflect the actual anticipated start and end dates of the course
- **Instruction Type:** may be Basic Education (BE), GED preparation (GE), HSE preparation (H), Math (MA), or English as a Second Language (ES)
- **Primary Instructor**: should be the teacher of the class
- **Level**: should reflect the general NRS level of instruction being provided
- **Format**: should be "Hybrid"

Click "Add" to save these details and create the class.

STEP 3: On the "Details" screen for the class, select the days and times when the remote portion of the synchronous class will meet

- Click the "Schedule" section to edit:

● Add the Start and End times for the days the class will meet using the time selection drop-downs for each day

STEP 4: Create the companion __in-person__ traditional class.

REPEAT STEPS 1 - 3 above, using the SAME Instruction Type, Level, and Format that was used in the Remote section of the class, **as well as the same entry where you see "XXXXXX" in the example images**. The only difference will be that the In-Person Class **Course ID** must end with "_IN" (underscore then IN for "In-Person")
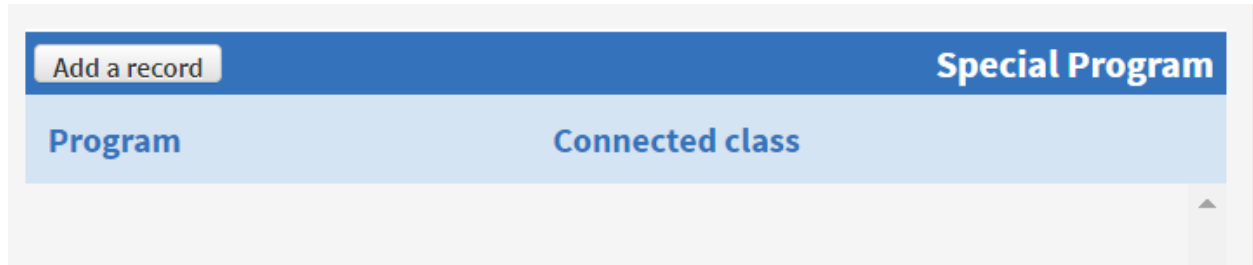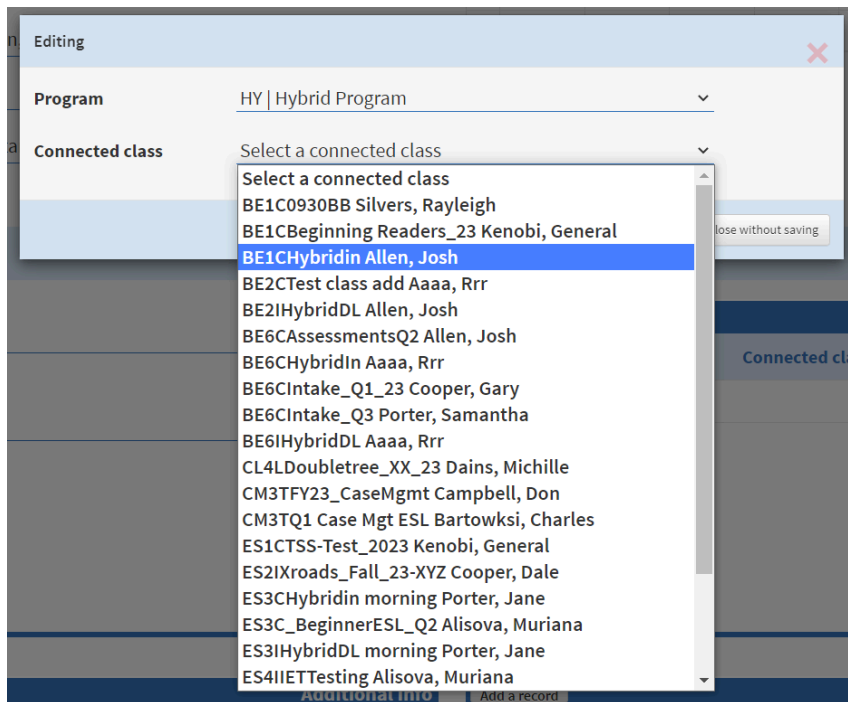
STEP 5: Each Hybrid synchronous class must have a "Special Program" assigned

While creating the In-Person class, scroll down to "Special Program"

- Select "Add New Program"

(go to next page)

- Select "HY - Hybrid" from the Program drop-down
- Then, from the "Connected Class" drop-down, select the Remote companion class to this In-Person class

STEP 6: Return to the Remote companion class and connect it to the In-Person class just created following the procedure in Step 5.

100% Remote Offerings

<u>STEP 1</u>: On the ASISTS menu, select Add/Edit Instructional Activity:
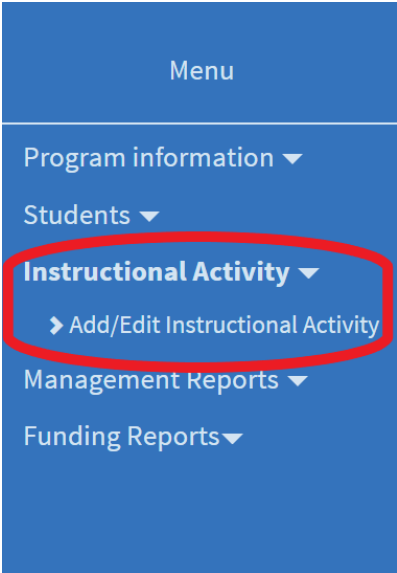
<u>STEP 2</u>: Click where the interface reads "Click to add a New Course".

Then enter the required fields for the **100% Remote Class**:

- **Course ID**: must begin with an underscore "_", the next characters may be chosen by the program to further identify the class (XXXXXX in the example image), and the course ID must end with "_100" (underscore then 100 [one zero zero] for "100% Remote")
- **Start Date & End Date**: should reflect the actual anticipated start and end dates of the course

- **<u>Instruction Type</u>:** may be Basic Education (BE), GED preparation (GE), HSE preparation (H), Math (MA), or English as a Second Language (ES)
- **<u>Primary Instructor</u>:** should be the teacher of the class
- **<u>Level</u>:** should reflect the general NRS level of instruction being provided
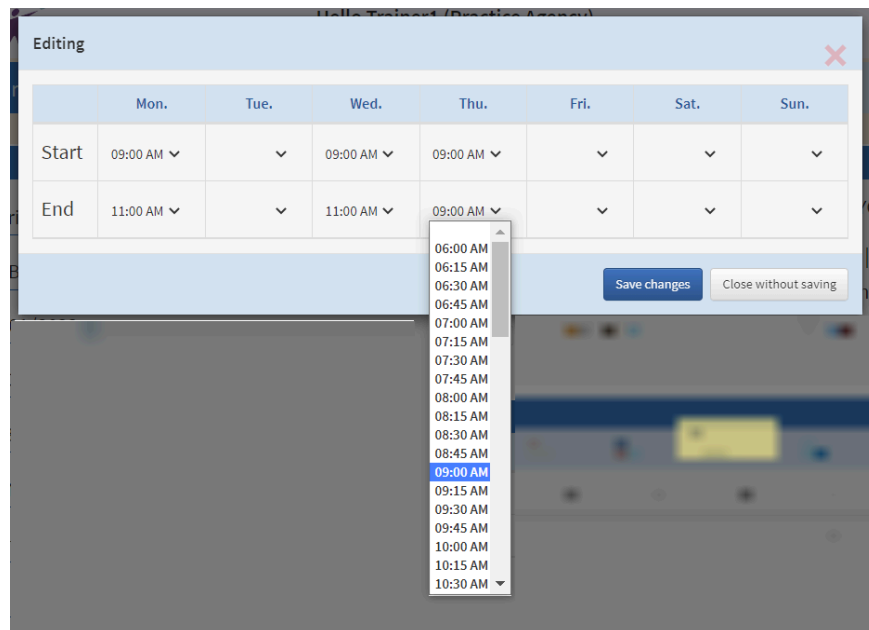- **<u>Format</u>:** should be "Remote"

Click "Add" to save these details and create the class.

<u>STEP 3</u>: On the "Details" screen for the class, select the days and times when the 100% Remote class will meet

- Click the "Schedule" section to edit:
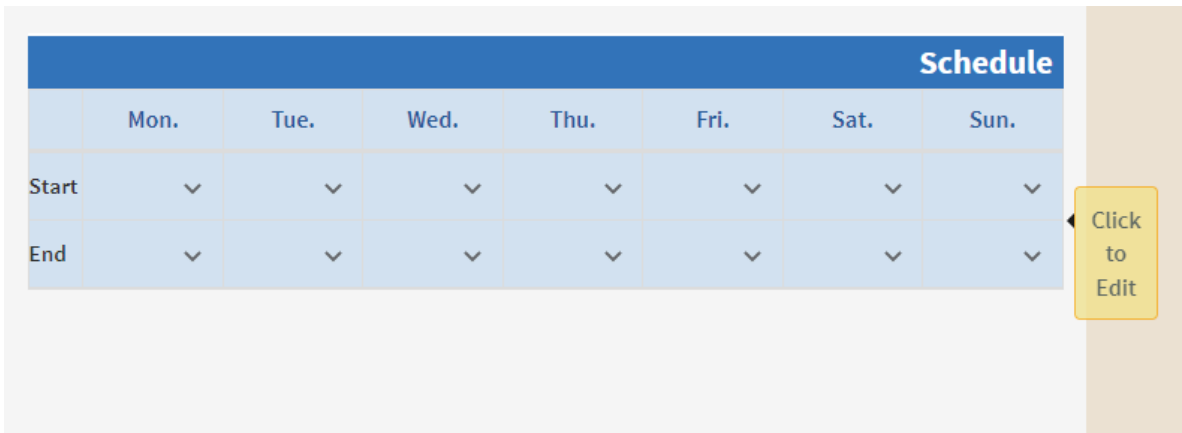
- Add the Start and End times for the days the class will meet using the time selection drop-downs for each day

Note:
Agencies approved for 100% Remote instruction may only have one Remote Instructional Offering.

If that offering (same teacher, same schedule) has cycles/semesters, then there *may be* more than one 100% Remote Instructional Offering listed in ASISTS over the course of the year, but they should represent different date ranges of the same class.

E.g. if the 100% remote offering has a Fall and Spring cycle, in ASISTS it may be listed as BE3R_Fall_100 and BE3R_Spring_100. The teacher and schedule should be the same, and the start and end dates should not overlap.