## CLASS Quick Guide

### Adding TBA hours to a section

**Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

1. Enter your search criteria on the “Find an Existing Value” screen.
2. Click on the Meetings Tab.
3. Add “TBA” to the “Pat” (meeting pattern) field.

![Meeting Pattern Diagram]

4. Click on the link on the lower right side “Meeting APDB Mapping Values”.
5. Enter the *appropriate number of TBA hours in the “TBA” Hours field.* (*see How to calculate required class time.*)
6. Click on the “OK” button

**Class Schedule APDB Mtg Pat**

- **Meeting APDB Mapping Values**
  - **Space Type:** 3 Non-Capacity
  - **TBA Hours:** 18.0

7. Back on the Meetings tab click on the “Save” button.

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How to calculate required class time

You may always contact APO for help determining TBA hours for classes.

The amount of time entered in the TBA hrs field is the hours per week of required time.

To calculate required meeting time you will need the Course Classification chart and know the CS and unit value of the section. You can see the CS and unit value of the section in Maintain Schedule of Classes, on the Meetings tab, click on the Class APDB Mapping Values link in the upper right area of the screen.

For TBA classes that the entire meeting time is TBA and meeting for the full semester:

Enter the total number of hours per week that is required.

Example: CS 04, 3 unit Requires 3 hrs per week
CS 12, 2 unit Requires 4 hrs per week
CS 25, 3 unit Requires 9 hrs per week

For classes that meet in the classroom for some of the time and TBA for some of the time and meeting for the full semester:

Enter the remaining TBA hrs needed per week in addition to the classroom time.

Example: CS 04, 3 unit meeting in classroom 1 hr per week
Enter 2 hrs TBA
CS 12, 2 unit meeting in classroom 2 hrs per week
Enter 2 hrs TBA
CS 25, 3 unit meeting in the classroom 3 hrs per week
Enter 6 hrs TBA

You do NOT need to create a separate meeting pattern to enter the TBA hrs, simply add the TBA hrs in the Class APDB Mapping Values link on the same meeting pattern that has the room/day/time information.

For TBA classes that meet in the classroom for some of the time and TBA for some of the time and meeting for LESS than the full semester:

1. Determine the total number of required hours for 15 weeks + 2 hrs for final.
2. Determine the total number of weeks the class is meeting.
3. Determine the number of hours the class is meeting in the classroom.
4. Subtract the classroom time from the total required hours.
5. Divide the number of remaining required hours by the number of total weeks to determine the required number of TBA hours per week, enter this number in the TBA hrs field.

Example: CS 04, 3 unit meeting for 7 weeks, 1 hr per week in the classroom.
3 units x 1 hr per unit x 15 wks + 2 hr final = 47 hrs total
Less 1 hr per wk x 7 wks = 7 hrs in classroom = 40 hrs TBA
40 TBA hrs \ 7 wks = 5.7 TBA hrs per week.