



# Hybrid Setup in ASISTS

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

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 to align with the 50%/50% requirement
- 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. All Hybrid classes must be published on the Program Information Form (PIF)

---

The Basic steps are as follows:

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

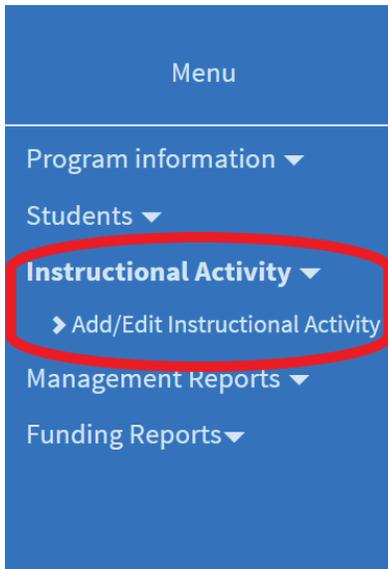
\*Detailed instructions begin on the next page.

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](mailto:AdultEd@nysed.gov).

If you have questions about how to complete these instructions in ASISTS, please

submit an ASISTS Support Ticket at [support@asists.zohodesk.com](mailto:support@asists.zohodesk.com)

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



**STEP 2:** Click where the interface reads “Click to add a New Course”.

A screenshot of a form titled 'Click to add a New Course (Elements in red are required):'. The form contains several input fields: 'HybridDL\_XXXXXXX', '08/01/2023', '05/30/2024', 'BE (NRS and/or EPE)', 'Porter, Samantha', '3', and 'Class'. There are 'Add' and 'Cancel' buttons at the bottom right.

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

- **Course ID:** must begin with HybridDL, the remainder of the 20 characters may be chosen by the program to further identify the class
- **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 “Class”

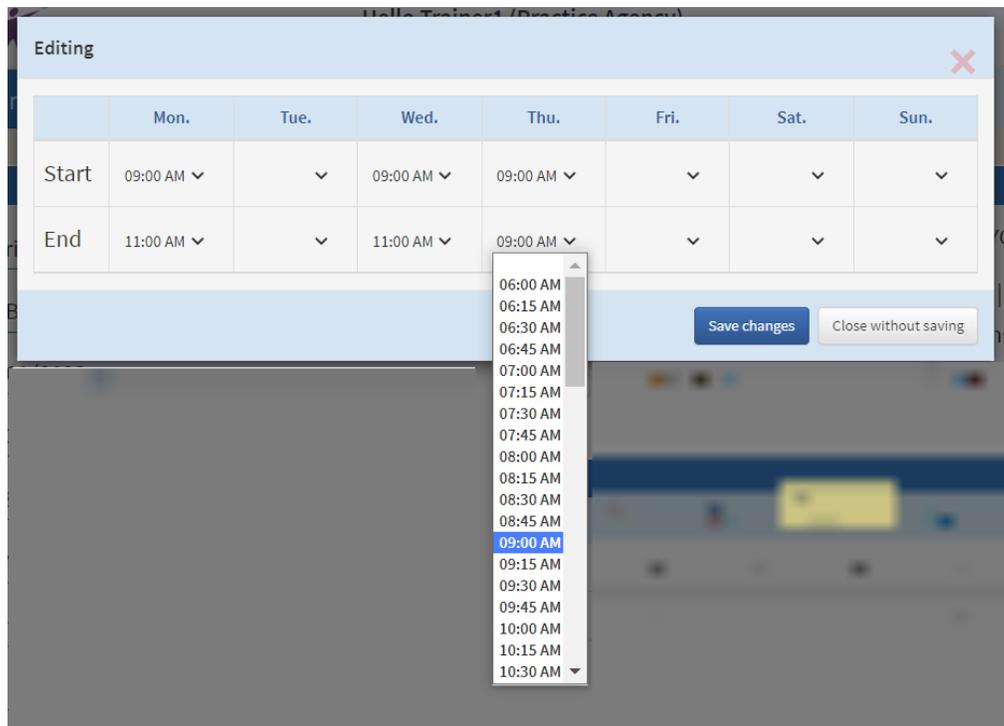
Click “Add” to save these details and create the class.

**STEP 3:** On the “Details” screen for the class, select the days and times when the 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, however, in the case of the In-Person Class, the **Course ID** must begin with **HybridIn**, the remainder of instructions for the required fields remains the same (the “In” indicates in person, correct? Please notate that)

Click to add a New Course (Elements in red are required):

HybridIn_XXXXXXXXXX	09/01/2022	12/15/2022	BE (NRS and/or EPE)	Porter, Samantha
3	Class			

Please fill this field

Add Cancel

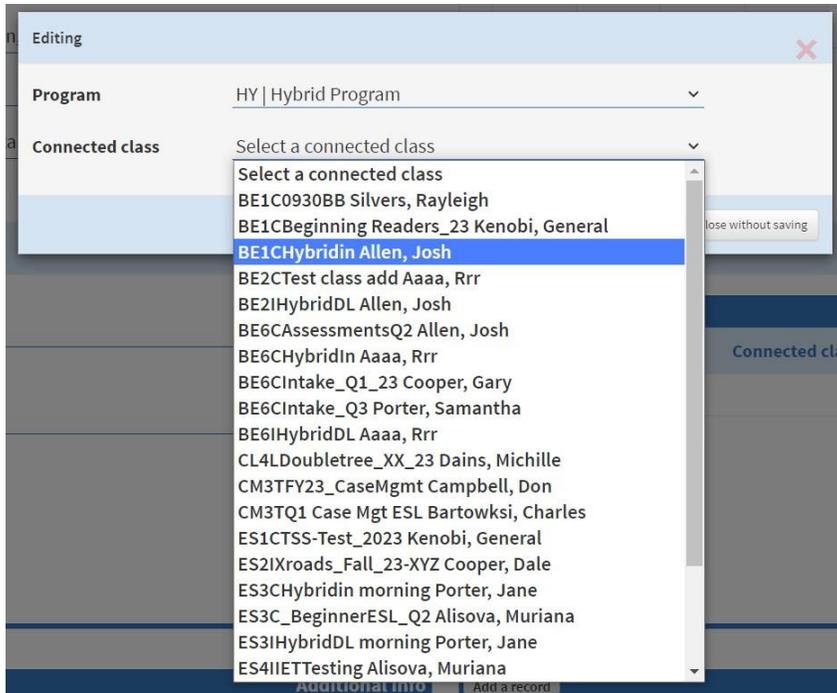
**STEP 5:** Each Hybrid remote synchronous class must have a “Special Program” assigned

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

Special Program	
Program	Connected class

- 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 HybridDL companion class to this In-Person class

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

**STEP 7:** Each 100% Hybrid remote only class (one per program) must have a “Special Program” assigned

The Instructional Description must indicate the following: **RemoteOnly** The remaining characters are at the discretion of the program.