

### Instructional Methods With Associated Fees

Code	Definition	Section Number Choices	Program Fee	Online/Hybrid Fee	IVC fee	Schedule Type 1=Academic 2=Technical 3=Comm. Programs
ACT	Courses associated with an activity; non-lecture	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
HYBF	Courses with 30% or more of online delivery (Blackboard) of instruction and 70% of classroom instruction (including IVC). The purpose of this delivery method is to substitute traditional classroom lectures	7001...	YES	YES	NO	3
LAB	Laboratory section associated with course section	51, 52, ...	NO	NO	NO	1 or 2
LEC	Courses delivering traditional classroom lectures.	01, 02, ...	NO	NO	NO	1 or 2
		7001...	YES	NO	NO	3
LECW	Courses with less than 30% of online delivery (Blackboard) of instruction. The purpose of this delivery method is to enhance traditional classroom lectures with an online course management system.	01, 02, ...	NO	YES	NO	1 or 2 & 3
		7001...	YES	YES	NO	3
TEL (receiving site)	Courses receiving traditional classroom lectures using Interactive Video Conferencing in a technology equipped classroom.	01V...	NO	NO	YES	1 or 2
		7001V...	YES	NO	YES	3
TELS (sending site)	Courses sending traditional classroom lectures using Interactive Video Conferencing in a technology equipped classroom.	01V...	NO	NO	NO	1 or 2
		7001V...	YES	NO	NO	3
WEB	Courses with 100% instruction delivered online using Blackboard. The purpose of this delivery method is to substitute classroom lectures entirely giving flexibility for both faculty and students to participate anytime and/or anyplace.	60, 61, 62, 63,...	YES	YES	NO	3

Notes:  
 --Courses may have additional course-specific fees according to the course fee list (ex: PACE fee). PACE courses (those beginning with a P) may fall into the above categories.  
 --Section numbers listed above are guidelines and course fees should be applied to other sections within that series. For example, LECW section 03 course should be charged the same as section 01 and LECW section 7003 course should be charged the same as section 7001.

## Determining Instructional Method Needs

Instructional Method	Tools	Definition	Requesting an Instructional Method
<p><b>LECW</b> provides access to all Blackboard functions, the fees assessed are solely for the use of the Blackboard system and do not include proctored testing.</p>	<ul style="list-style-type: none"> <li>-Post/View grades</li> <li>-Track students</li> <li>-Post weblinks</li> <li>-Use discussions</li> <li>-Send announcements</li> <li>-Submit assignments</li> <li>-Online calendar</li> <li>-File sharing</li> <li>-Message students</li> <li>-Learning modules</li> <li>-Group creation</li> <li>-Grade discussions</li> <li>-Tests and exams</li> <li>-Proctoring services</li> </ul>	<p>The purpose of the <b>LECW</b> method is to enhance traditional classroom lectures. These are courses with 30% or less online delivery of instruction.</p>	<p>During the draft process contact your division and arrange for LECW to be listed as the instructional method for your course.</p>
<p><b>HYBF</b> provides access to all Blackboard functions, the fees assessed include proctored testing.</p>		<p>The purpose of the <b>HYBF</b> method is to substitute traditional classroom lectures. These are courses with 30% or more online delivery and 70% of classroom instruction.</p>	<p>During the draft process contact your division and arrange for HYBF to be listed as the instructional method for your course.</p>
<p><b>WEB</b> provides access to all of the above mentioned functions; entails no face-to-face instruction.</p>		<p>The purpose of the <b>WEB</b> method is to substitute classroom instruction entirely, providing greater flexibility to participate anytime and/or anyplace. These courses are delivered 100% online.</p>	<p>During the draft process contact your division and arrange for WEB to be listed as the instructional method for your course.</p>

**New to LECW, HYBF, or WEB?**

Contact Distance Learning Course Management as soon as possible for training information.

**(208)792-2235 or [blackboard@lcsc.edu](mailto:blackboard@lcsc.edu)**