

Objectives for Taawun Training PART II:



1. View Course List and Course Detail in Provider Role
All Courses and My Courses
2. Learn about choices/uses of Level, Category (Cluster), Sub Category (Student Type) and Course Tags
3. In Provider Role:
 - Update Course Information
 - Deactivate a Course
 - Export Courses
 - Add New Course (Pending to Approved Status)
4. Schedule Course(s) (two ways)
5. View Courses in Member Role: See/Export scheduled courses

Login and Navigate NEXus on Taawun

Taawun <https://taawun.org/#/auth/login>

(Note where to **logout** on Right Menu)

View Courses as Provider

1. Select Provider Role (upper right under your name)
2. From Dashboard select Courses Icon or White Tile 3 dots
3. See “All Courses” For master catalog of all Provider offerings.
If selected (check box), you may export courses into excel
4. See “My Approved Courses” for your University’s master courses only
5. Click on Course details (three dots on right) to view/edit course

Note: Converted courses set **seats** to 5 which may be edited.



Course Code: NEX001 Title: NEXus Test/Training Course

Course Description: Courses Information Level: Doctorate Foundational

Credit Hours: 3 Type: SEM

Category: Gerontology and Geriatric Nursing

Course Requirements: Pre Req May Go Here, Instructor's Permission, etc. Sub-Category: All Students

Notes: Sample Area for text ie. Campus Visit is required with intensive week week 1.

- [Syllabus Blank Sample.pdf.pdf](#)
- Upload Example Syllabus
- Maintain Faculty CVs
- [TBD](#)
- [Alexandra Peckham, PhD](#)
- [Brenda Morris, EdD, RN, CNE](#)

100

Course Tags:

Select the Course Tags that best apply to this course: (optional)

- + 8 Week
- + Pass/Fail
- + Synchronous
- + IPE Interprofessional Education**
- + Asynchronous**
- + Other Instruction
- + DNP**
- + PhD
- + WebEx
- + Canvas
- + Blackboard
- + Adobe Connect
- + Carmen
- + Platform Other**
- + Campus Visit Required**
- + Credit/No Credit
- + Blended Format
- + Blackboard Learn
- + Desire 2 Learn (D2L)
- + Sakai

Export Courses

Check boxes of courses to Export. Select Export to at Bottom

The screenshot displays the NEXus web interface for managing courses. On the left, a sidebar contains a 'Filters' section with radio buttons for 'My Pending Courses', 'My Approved Courses', and 'All Courses' (which is selected). Below the filters are dropdown menus for 'Course Level', 'Provider', 'Category', 'Sub Category', 'Tags', and 'Status'. A teal arrow points to the 'Course Level' dropdown.

The main content area is titled 'Courses' and features a search bar and a 'Select All Courses (1 of 2)' button. Two course entries are listed:

- NEX001—NEXus Test/Training Course
Offered by: NEXus
Course Level: Doctorate Foundational
Gerontology and Geriatric Nursing, All Students
SP: 1/1/2023 - 5/31/2023
FA: 9/1/2022 - 12/31/2022
- NEX002—NEXus Training Course II
Offered by: NEXus
Course Level: Doctorate Advanced
Special Topics , Doctoral Students Only
SP01: 3/1/2023 - 5/1/2023

At the bottom of the page, a navigation bar includes buttons for '+ Add New Course', 'Export to Excel', 'Schedule Courses', 'Bulk Course Template', and 'Bulk Course Upload'. A teal arrow points to the 'Export to Excel' button. A dropdown menu is open in the top right corner, showing three export options: 'Courses_export_1661210657608.xlsx', 'Courses_export_1661208681356.xlsx', and 'Course Schedule - _export_1661199558441.xlsx', each with an 'Open file' link. A teal arrow points to this dropdown menu.

Deactivate/Activate Course

► Only Allowed for Courses that do NOT have enrollments

1. In “Courses” Select three dots on right of course

2. Select “Deactivate Course.” Course will appear in grey

The screenshot displays the NEXus web application interface for managing courses. The page title is "Courses". On the left, there is a "Filters" sidebar with options for "My Pending Courses", "My Approved Courses", and "All Courses". Below the filters are dropdown menus for "Course Level", "Provider", "Category", "Sub Category", "Tags", and "Status". The main content area shows a list of courses. The first course, "NEX001—NEXus Test/Training Course", is active and has a three-dot menu on its right. The second course, "NEX002—NEXus Training Course II", is greyed out, indicating it is deactivated. A context menu is open over the three-dot menu of the deactivated course, showing options: "Edit Course", "Activate Course", and "View Course Details". A teal arrow points from the three-dot menu to the "Activate Course" option. Another teal arrow points from the "Activate Course" option to the right. At the bottom of the page, there are buttons for "+ Add New Course", "Schedule Courses", "Bulk Course Template", and "Bulk Course Upload".

Add a New Course

Select “+ Add Course” from Tile on Dashboard or upper Right in Courses

Required Fields:

- ▶ Course Code
- ▶ Course Title
- ▶ Course Description
- ▶ Level
- ▶ Category (Cluster)
- ▶ Sub-category (Type of Student who may take course)
- ▶ Upload syllabus
- ▶ Seats default to 100, change to desired.

NEXus Field Notes

- ▶ Level Options or either in Masters or Doctorate, i.e. Doctorate Intermediate
- ▶ Select Credit Type: Semester or Quarter
- ▶ Select Category from 15 Clusters (note you must know Cluster when adding New Course)
- ▶ Select Sub-Category of Type of Student allowed to Enroll (All, DNP, PhD, Masters, or Doctoral Only)
- ▶ Change seats from 100 to accurate number
- ▶ Use Notes section to enter course dates, if desired.

NEXus Course Tags

Tags are used to provide additional information about course that are searchable. For each course please always enter tags for:

1. Format of Course: Synchronous, Asynchronous, Blended Format, OR Other Instruction

2. Platform: WebEx, Canvas, Blackboard, Adobe Connect, Carmen, Blackboard Learn, Desire 2 Learn, Sakai, OR Platform Other

3. Other times you should enter a Tag include if the course is:

Pass/Fail, IPE, Campus Visit Required, OR Credit/Non Credit

New Courses: Approved Status

- ▶ After a NEW course is added, its gets sent to “Pending” Status.
 - ▶ NEXus Admin (Anne) will move it to “Approved” status.
- Courses are reviewed at least once daily for Approval.
- ▶ Courses must first be moved to Approved to Schedule

Previously approved courses which are edited do not require review/approval again.

NEW → PENDING → APPROVED → SCHEDULED

Additional Resources

More Taawun help/instructions for Academic Calendar and Provider Course Management at:

<https://www.notion.so/Taawun-User-Guide-0d22d7626b6c4d7e8bccee32d92af5cf>

Schedule a Course Tips

- ▶ First the Academic Calendar has to be setup with sessions available to schedule a course
- ▶ Best Practice: Each time before a course is scheduled, verify the course information is accurate.
- ▶ Once you have semester courses scheduled, in the future you may copy that schedule (i.e. offer the same courses in the new future term)
- ▶ Remember to check boxes of Session to Select AND
- ▶ Remember to “Save Course Schedule” at bottom

How to Schedule a Course

1. Select “Create Course Schedule” in Courses upper Right OR From Dashboard in Course tile, select “Course Schedule.”
2. Select “Create New Course Schedule”
3. Select Academic Year and Semester
4. Check Courses to Offer in that Session
5. Select grey box at bottom “Save Course Schedule”
6. Answer “Yes” to “Post Your Schedule”
7. Exit Course Schedule Screen (use upper left back arrow or select Dashboard)

You may verify the course schedule by viewing course details (look for session dates on right)

More Taawun training for “Provider Schedule Management” at <https://www.notion.so/Provider-Schedule-Management-0ebbcacc3ee74ff2927640d9e4d5e9cd>

- Filters
- My Pending Courses
- My Approved Courses
- All Courses
- Course Level
- Provider
- Category
- Sub Category
- Tags
- Status

Courses

Search Courses

Select All Courses (0 of 2)

Sort By: Course Code | Order By: Ascending

<input type="checkbox"/>	NEX001—NEXus Test/Training Course Offered by: NEXus Course Level: Doctorate Foundational Gerontology and Geriatric Nursing, All Students	SP: 1/1/2023 - 5/31/2023 FA: 9/1/2022 - 12/31/2022	...
<input type="checkbox"/>	NEX002—NEXus Training Course II Offered by: NEXus Course Level: Doctorate Advanced Special Topics , Doctoral Students Only	2023 - 5/1/2023	...

Copy or New [X]

Select Academic Year
2021-2022

Select Semester
SP

→ Next



Anne Boerner
Provider



← Create or Edit Course Schedule

Save Course Schedule

Academic Year

Select Academic Year
2022-2023

Semester

Select Semester
Spring

Search Course Code

Course Code: ↓	Course Title: ↓	SP <input type="checkbox"/> Select all	SP01 <input type="checkbox"/> Select all
NEX001	NEXus Test/Training Course	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NEX002	NEXus Training Course II	<input type="checkbox"/>	<input type="checkbox"/>



Cancel

Save Course Schedule



View Scheduled Courses in Member Role

1. Select Member Role Upper Right under your name
2. Select “Courses” Tile, “All Courses” OR
Select Course List Icon (Open Book icon at top)
3. Click on three dots to Right of Course for Options (i.e. Enroll Student or View Course Details)

Note Filter Date Range applied (editable) on Upper Left.

Note you may export courses here by selecting and Export function

More Taawun training help for Member Course Management at <https://www.notion.so/Member-Course-Management-a8e0e1f232fa419e8a1cc4059f62db24>

View Scheduled Courses in Member Role

Browser address bar: <https://taawun.org/#/member/93bbf16b-9913-445c-b7d3-56e411096d82/bc5d1785-6c52-404f-a9f4-537222bda8b2/memberCourses/list>

Navigation: OHSU Managed Favorites, Log In - NEXus, WICHE - ONLINE C..., NEXus - The Nursin..., WICHE - INTERNET..., Free university Ima..., Login - Cognito For..., QuickBooks Login [...], v8.1 PROD KRONO..., Collaborate & Crea..., Paymode X, Committee Meetin...

User Profile: K Grubbs, Member

Courses

Search Courses

Sort By: Session, Order By: Ascending

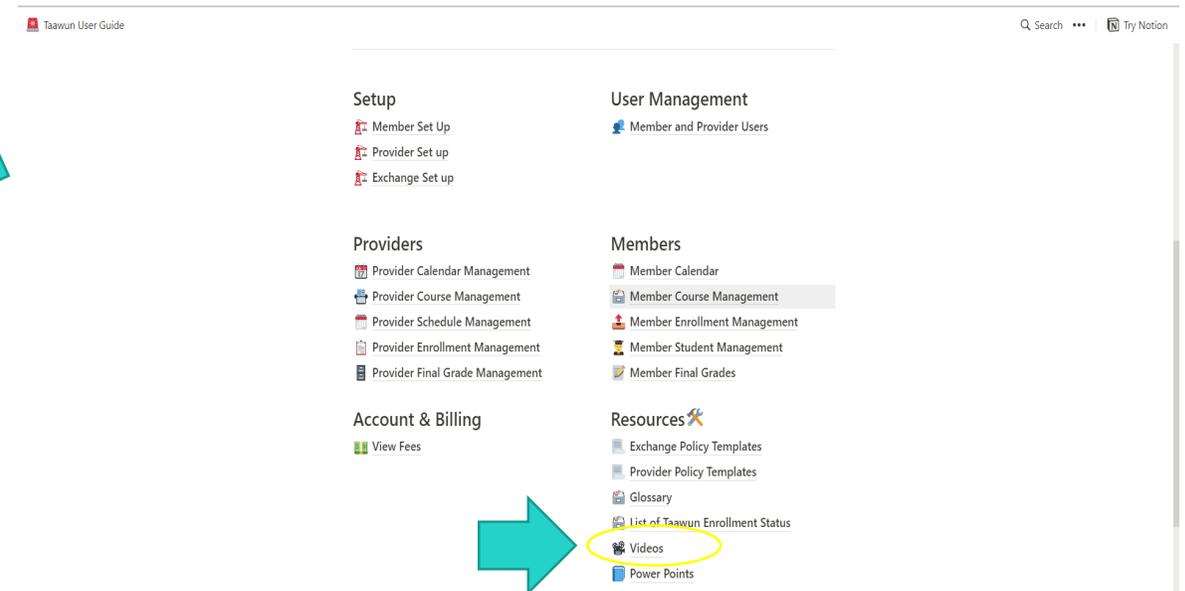
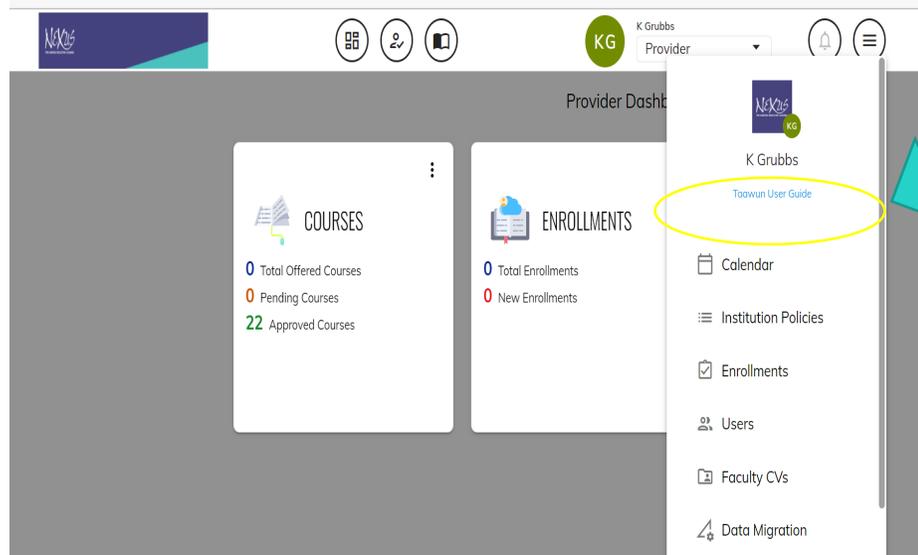
Select All Courses (0 of 6)

<input type="checkbox"/>	 <p>☆ NEX001, NEXus Test/Training Course</p> <p>Offered by: NEXus</p>	<p>Doctorate Foundational</p> <p>Gerontology and Geriatric Nursing, All Students</p>	<p>FA01 09/01/2021 - 12/31/2021</p> <p>Registration Start: 07/01/2021</p> <p>Registration End: 08/18/2021</p>	<p>Fee Earned: 09/09/2021</p> <p>Drop Deadline: 09/08/2021</p> <p>Withdrawal Deadline: 10/01/2022</p>	<p>⋮</p> <ul style="list-style-type: none"> View Course Details Enroll a Student Pre-select Course
<input type="checkbox"/>	 <p>☆ NEX002, NEXus Training Course II</p> <p>Offered by: NEXus</p>	<p>Doctorate Advanced</p> <p>Special Topics , Doctoral Students Only</p>	<p>SP 01/01/2022 - 05/31/2022</p> <p>Registration Start: 11/01/2021</p> <p>Registration End: 01/01/2022</p>	<p>Fee Earned: 03/15/2022</p> <p>Drop Deadline: 01/15/2022</p> <p>Withdrawal Deadline: 04/01/2022</p>	<p>⋮</p>
<input type="checkbox"/>	 <p>☆ NEX001, NEXus Test/Training Course</p> <p>Offered by: NEXus</p>	<p>Doctorate Foundational</p> <p>Gerontology and Geriatric Nursing, All Students</p>	<p>SP 01/01/2022 - 05/31/2022</p> <p>Registration Start: 11/01/2021</p> <p>Registration End: 01/01/2022</p>	<p>Fee Earned: 03/15/2022</p> <p>Drop Deadline: 01/15/2022</p> <p>Withdrawal Deadline: 04/01/2022</p>	<p>⋮</p>
<input type="checkbox"/>	 <p>☆ NEX001, NEXus Test/Training Course</p> <p>Offered by: NEXus</p>	<p>Doctorate Foundational</p> <p>Gerontology and Geriatric Nursing, All Students</p>	<p>FA 09/01/2022 - 12/31/2022</p> <p>Registration Start: 05/01/2022</p> <p>Registration End: 09/01/2022</p>	<p>Fee Earned: 09/15/2022</p> <p>Drop Deadline: 09/15/2022</p> <p>Withdrawal Deadline: 11/01/2022</p>	<p>⋮</p>
<input type="checkbox"/>	 <p>☆ NEX001, NEXus Test/Training Course</p> <p>Offered by: NEXus</p>	<p>Doctorate Foundational</p> <p>Gerontology and Geriatric Nursing, All Students</p>	<p>SP 01/01/2023 - 05/31/2023</p> <p>Registration Start: 10/01/2022</p> <p>Registration End: 01/01/2023</p>	<p>Fee Earned: 01/15/2023</p> <p>Drop Deadline: 01/15/2023</p> <p>Withdrawal Deadline: 03/15/2022</p>	<p>⋮</p>
<input type="checkbox"/>	 <p>☆ NEX001, NEXus Test/Training Course</p> <p>Offered by: NEXus</p>	<p>Doctorate Foundational</p> <p>Gerontology and Geriatric Nursing, All Students</p>	<p>FA 09/01/2023 - 12/31/2023</p> <p>Registration Start: 07/01/2023</p> <p>Registration End: 09/01/2023</p>	<p>Fee Earned: 11/15/2023</p> <p>Drop Deadline: 09/08/2023</p> <p>Withdrawal Deadline: 11/01/2023</p>	<p>⋮</p>

[← Compare Selected Courses](#)
[↓ Export Courses to Excel](#)
[★ Pre-Select Course\(s\)](#)
[★ Remove Course\(s\)](#)
[+👤 Enroll Student](#)

Resources

- ▶ <https://winnexus.org/membersonly/>
Password = NEXus2006
- ▶ Direct: <https://winnexus.org/taawun-database-resources/>
- ▶ nexus@ohsu.edu
- ▶ Tawuun User Guide, including Short Videos



Questions and Post Training

- ▶ Questions?
- ▶ Part III Students/Enrollments is being offered first half of September with two attend options (Wed. 9/7 or Tues. 9/13)
- ▶ Call for Spring 2023 course scheduling will go out 9/1 and entries due 9/21.
- ▶ Public catalog is currently under construction and will populate with Spring 2023 scheduled courses only