Objectives for Taawun Training PART III: Students/Enrollments

- 1. Introduce Student and Enrollment Sections of Taawun
- 2. Enter a New Student in Member Role
 - View and Edit Student Details
 - Add Student
 - Export Student List
 - Deactive/Activate/Delete a Student Record
- 3. Enroll Student Process in Member and Provider Roles
 - Two ways to Request Enrollment (Students or Course List) in Member Role
 - Register more than one Student for same course
 - Automated Emails Generated to CSCs
 - Register Student in Provider Role
- 4. View Enrollments and Export an Enrollment List
- 5. Learn About Other Registration Status Types including: Course Full, Denied, Waitlisted, Course Cancelled
- 6. Dropping or Withdrawing a Student from a Course



Overview of Total Process (non Tawuun)



NEX26





Tip: Be sure you Receive Automatic Emails

Make sure you have allowed Taawun system generated emails to be received and not go to Spam. This includes your account setup, registration notifications, etc. Emails from: *Taawun <no-reply@taawun.org*

Login and Navigate NEXus on Taawun

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

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



Student and Enrollment Lists

- Students now show in Member Role ONLY
- Show via Icon in Navigation Bar or White Tile Students
- Enrollment now show in Icon in Navigation Bar, White Tile and Menu on far right
- Enrollments show in both Member and Provider Roles (but different data ③)

Tip: While in Students or Enrollments can use search or filter to see fewer records or find a specific record.



Students and Enrollments

LEX25



View Student as Member

- 1. Select Member Role (upper right under your name)
- 2. From Dashboard select Student icon or White Tile to Student List
- 4. Click on Student Details (three dots on right) to View/Edit
- 5. Edit and select Save Student at bottom or top of screen

CHSU Managed Favorites	🔤 Log In < NEXus — 🗋 WICHE -	ONLINE C	NEXus – The Nursin	WICHE - INTERNET	F Free univer	rsity Ima 🔅 Login - Cognito For	💿 QuickBooks Login 🔉
NEX115						AB Anne Boerner Member	• (4 ⁹)
	← Edit Student					Save Studer	nt
	Student ID 00001		Student Type	•			
	Last Name Sample		First Name Sally		Middle Nar	ne	
	Address 1 111 XYZ Street						
	Address 2	City Portland		OR	•	Postol Code 97239	
	Email 1 ssample.nexus@mailinator.com			Phone 111-1111			
	Email 2		DOB 1/1/2000	Ē	Gender Female		•
	Save Student Cancel						



Add New Student (Member Role)

Best Practice: First check to be sure not in Student List already to avoid duplicates

- 1. From Dashboard Students Tile or in Students Icon, select + Add New Student
- 2. Red Fields are Mandatory. Please also Enter Student Type (DNP, PhD or Masters).
- 4. Edit and select Save Student at bottom of screen



|--|--|

	Anne Boerner	
AB	Member	-

← Add New Student

NEX215

Student ID		Student Type	~			
This field is required						
Last Name		First Name		Middle Nai	ime	
This field is required		This field is required				
Address 1						
This field is required						
Address 2	City		State	•		Postal Code
	This field is req	uired	This field is required			This field is required
Email 1			Phone			
This field is required			This field is required			
Email 2		DOB	Ē	Gender		•
Save Student Cancel		This field is required		This field is rea	quire	ed .



Export Students

Check boxes of courses to Export. Select Export at Bottom

NEXUS					Anne Boerner Member	
Filters	L	÷	Students			+ Add New Student
Status	~		Q Search Students		Sort By Order By Ast	cending
			Select All Students (5 of 5)			Active 🛞
			Sample, Sally - 00001	Enrollment Information:		
			NEXus Ssample.nexus@mailinator.com	NEXus Test/Training Course, FA: 9/1/2022 - 12/31/2022 NEXus Training Course II, SP01: 3/1/2023 - 5/1/2023		
			Sample, Simon - 3 NEXus Simon.sample@univ.edu	Enrollment Information:		
			Sample, Sarah - 4 NEXus Sarah.sample@univ.edu	Enrollment Information:		·
		<u>ب</u>	Export to Excel 🕢 Bulk Student Template 🔶 B	Bulk Student Upload +2 Enroll Student		



Deactivate/Activate/Delete Student Record

- ► Delete Only Allowed for Students that do NOT have enrollment history
- 1. In "Students" Select three dots on right of course
- 2. Select "Deactivate." Student will be classified as Deactivated Status and not show on default Active list.
- 3. To Activate, select Activate from Deactivated records.

Best Practice: Deactivate a student record rather than Delete.

3. Instead of Deactive select "Delete" if available. Answer "Yes" when prompted "This can not be undone. Are you sure?"



NEXUS				Anne Boerner Member •
Filters		← Students		+ Add New Student
Status ²	^	Q Search Students		Sort By Order By
Active		Select All Students (5 of 6)		Active 🛞 Deactivated 🛞
Deactivated		Sample, Sally - 00001	Enrollment Information:	
		NEXus Ssample.nexus@mailinator.com	NEXus Test/Training Course, FA: 9/1/2022 - 12/31/2022 NEXus Training Course II, SP01: 3/1/2023 - 5/1/2023	
		Sample, Simon - 3	Enrollment Information:	
		simon.sample@univ.edu		View Student Details
		% 111-111-1111		Edit Student Details
		Sample, Sarah - 4	Enrollment Information:	Delete Student
		NEXus		Deactivate Student
		Surdinacinpic@univ.cud		
			Farelly ant Information	



Enroll Student Process



Tip: Be sure you **Receive Automatic Emails** Make sure you have allowed Taawun system generated emails to be received and not go to Spam. This includes your account setup, registration notifications, etc. Emails from: *Taawun <no-reply@taawun.org*



Auto Emails to CSC

New Request to Provider

Powered F

From: Sent: To: Subject:	Taawun <no-reply@taawun.org> Tuesday, September 6, 2022 2:37 PM Anne Boemer [EXTERNAL] Enrollment Status Change: New Request</no-reply@taawun.org>	From: Sent: To: Subject:	Taawun <no-reply@taawun.org> Tuesday, September 6, 2022 3:14 PM Anne Boemer [EXTERNAL] Enrollment status change: Registered</no-reply@taawun.org>
	NEX215		NEKUS
	Enrollment Status Change: New Request		Enrollment Status Change: Registered
	The following NEW ENROLLMENT REQUEST has been submitted and is ready for review:		student: Stephanie Sampley 2003
	SP01 (3/1/2023 - 5/1/2023) STUDENT: Sally Sample 00001		NEXUS TRAINING COURSE II SP01 (3/1/2023 - 5/1/2023)
	REVIEW ENROLLMENT		REVIEW ENROLLMENT
	Please <u>DO NOT REPLY</u> to this email. If you believe you received this email in error, contact your administrator.		Please <u>DO NOT REPLY</u> to this email. If you believe you received this email in error, contact your administrator.



Powered By:

Notification Registered to Member

Reminder Also Received at Login





Enroll Student Process: Member Role

Two Methods (pick one)

1) Select Student(s) first, then Course to Register via Students at time of New Student Entry or later in Student List OR

2) Select Course to register in and then Students to take the Course

VEX215

Request Registration at Time of New Student Entry or Student List

NEX26				(H) 2 (II			AB	Anne Boerner Member	•	
Filters	L.	← St	tudents							+ Add New Student
Status	~	<u>Q</u>	Search Students	_				Sort By	Order By Asce	nding
			Select All Students (0 of)	Student Added - Enroll now?		×			Active 🛞 De	activated 🛞
			NEXus	Student successfully added! Student ID: 00010	Student:	Simone, Sampler				
			Sample, Sim	Address: 555 Sample Ave Sample City, MD, 80324	DOB:	111-111-1111				
			Simon.sample@ur 📞 111-111-1111	Email 1: Simone.Sample@univ.edu Would you like to enroll this student in a	course?					
			Sample, Sara NEXus	X No, Cancel		✓ Yes, New Enrollment				
			Sarah.sample@un	v.edu						
		🕁 Exp	ort to Excel	dent Template 🔂 Bulk		Ok				



Request Registration for Multiple Students in Same Course (In Member Role)

- Method I: In Student List, check box students you wish to register and select "Enroll Student" at bottom of screen
- Select Course to Register (check box) and select "Request Enrollment"

Tip: Be sure date filter on left indicates date range you are searching for

- Method II: In Course List, check box for course you wish to register students and select "Enroll Student" at bottom of screen.
- Select (check box) for students desired to enroll and select "Request Enrollment"



Method I: Request Registration from Students



LEX25

Method I continued



HE NURSING EDUCATION XCHANGE

Method II: Request Registration from Courses

NEX115			(АВ	Anne Boerner	¢ €
Filters		← Courses					
Date Range 1/12/0021 – 12/6/2025		Q Search Cou	urses			Sort By Order By	nding 🔻
Course List:		Select All Co	ourses (1 of 11)				
O My Courses			★ NEX001, NEXus Test/Training Course	Doctorate Foundational	FA 09/01/2022 - 12/31/2022	Fee Earned: 09/15/2022	
All Courses		NEXUS	Offered by: NEXus	Gerontology and Geriatric Nursing, All Students	Registration Start: 05/01/2022 Registration End: 09/01/2022	Drop Deadline: 09/15/2022 Withdrawal Deadline: 11/01/2022	
Course Level	~		☆ NURS:5017, Quality and Safety	Doctorate Foundational	SP 01/17/2023 - 05/05/2023	Fee Earned: 03/15/2023	
Provider	~	IOWA	Offered by: The University of Iowa	Systems, Leadership, Informatics and Policy, All	Registration Start: 11/21/2022 Registration End: 01/13/2023	Drop Deadline: 01/13/2023 Withdrawal Deadline: 04/11/2023	
Category	~		☆ NURS:5042, Psychotherapeutics for Advan	Doctorate Intermediate	SP 01/17/2023 - 05/05/2023	Fee Earned: 03/15/2023	
Sub Category	~	IOWA	Offered by: The University of Iowa	Advance Nursing Practice, DNP Students Only	Registration Start: 11/21/2022 Registration End: 01/13/2023	Drop Deadline: 01/13/2023 Withdrawal Deadline: 04/11/2023	
			☆ NURS:6808, Population Health for Advanc	Doctoral	SP 01/17/2023 - 05/05/2023	Fee Earned: 03/15/2023	
		IOWA	Offered by: The University of Iowa	Advance Nursing Practice, All Students	Registration Start: 11/21/2022 Registration End: 01/13/2023	Drop Deadline: 01/13/2023 Withdrawal Deadline: 04/11/2023	
			$\dot{\heartsuit}$ NURS:6550, Advanced Leadership and Ma	Doctoral	SP 01/17/2023 - 05/05/2023	Fee Earned: 03/15/2023	
		→ ← Compare Selected	l Courses 🕁 Export Courses to Excel	★ Pre-Select Course(s) ★ Remove Co	urse(s) + CEnroll Student		



Register Multiple Students from Courses

	Provider ↑	Code↑	Title↑	Start Date↑	End Date↑				
	NEXus	NEX002	NEXus Trainin	03/01/2023	05/01/2023	×			
(Q Search St	udents						Sort By P Last Name	Order By Ascending
	<u>N6X26</u> S	ally Sample		Student ID: 00001			Ssample.nexus@mailinator.com	% 111-111-1111	
	<u>Nexte</u> S	imon Sample		Student ID: 3			Simon.sample@univ.edu	% 111-111-1111	
	Nexter S	arah Sample		Student ID: 4			∑ sarah.sample@univ.edu	% 222-222-2222	
	NEXCE S	antiago Sample		Student ID: 5			Santiago.sample@univ.edu	% 333-333-3333	
	Vickae S	torm Sampler		Student ID: 0	0002		Sample@institution.edu	% 111-111-1111	

VEX215 HURSING EDUCATION XCHANGE

Provider: Grant Request

- 1. Select "Enrollments" Tile or Icon from Dashboard
- 2. View Enrollment List and Look for "New Request"

Tips: Check Date Filter on Left and Can Filter by Status (i.e. New Request)

- 3. "Edit Status" and Change to "Registered."
- 4. Select "Submit Changes" at Bottom
- ► Auto Email gets generated to Home Institution.





Provider: Register Student/(Old Grant Seat)

📋 OHSU Manage	ed Favorites 🔤 I	og In < NEXus — 🎦 WICHE - ONLINE C 🔤 NEXus – The Nursin [🖞 WICHE - INTERNET 📔 Free university Ima 🔅 Log	gin - Cognito For 💿 QuickBooks Login 🔉
NEX215			Anne Boerner Provider	
Filters		← Enrollments		
Enrollment	Grading	Q Search Enrollments	Sort By Sort Nam	ne • Ascending •
Academic Year 2022-2023	-	Select All Enrollments (0 of 3)		
	~	Student ID: 00001	% 111-111-1111	JLCOM
Spring (2)	~	NEXus Training Course II (NEX002)	SP01-03/01/2023-05/01/2023 Stetus: New Request	Registered
Status	~			Waitlisted
Member	~	Sampler, Storm	Sample@institution.edu	Course Cancelled
Tags	~	Enrollment Information:	% 111-111-1111	Course Full
Category	~	Expert to Excel		Denied
Sub Category			Enronment Statuses	



View Enrollments as Provider

- Shows Students Taking or Requested to Take Your Courses 1. As a Provider, Select Enrollment area from either Icon, in Navigation Bar, Tile on Dashboard or Menu option on right
- Tip: Check Date Filter on Left
- 2. Click on three dots to Right of name to view record
- 3. Expand "+ Enrollment History" area to view enrollment details



View Enrollments

	OHSU Managed Favorites	👐 Log In < NEXus —	WICHE - ONLINE	NEXus – The Nursin	🕒 WICHE - INTERNE	ET F Free univers	ty Ima	🔅 Login - Cognito Fo	r 🐠 Quid	kBooks Login	>
	NEXUS							AB Anne Boerner Provider	•		
÷	Student Details										
		Student ID: 00001			Student Type: DNP						
		Last Name: Sample	First Nam Sally	2:	Middle Initial or Name: -	DOB: 1/1/00	Gender: F				
		Address 1: 111 XYZ Street			Address 2:						
		City: Portland		State: Oregon		Zip Code: 97239					
		⊠ Email 1: ssample.nexus@mailing	itor.com	🖾 Email 2:		∿ Phone: 111-111-1111					
		+ Student Profile	History								
		+ Enrollment Hist	ory								
		Session: 09/01/2022 - 12/31/2022	Course Code Course NEX001 NEXu	^{ïtle} s Test/Training Course	Status: Graded - B	Edit Letter Grade	•	Submit Grading			
		Session: 03/01/2023 - 05/01/2023	Course Code Course NEX002 NEXu	^{itle} 5 Training Course II	Status: Denied						



Export Enrollment List

1. As a Provider, Select Enrollment area from either Icon, in Navigation Bar, Tile on Dashboard or Menu option on right
 Tip: Check Date Filter on Left
 2. Select names (check box) to Export
 3. Select Export to Excel at bottom of screen

LEX215

Export List of Enrollments



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View Enrollments as Member

Shows Your Universities Students Taking or Requested to Take a Course(s) from another Provider

1. As a Member, Select Enrollment area from either Icon, in Navigation Bar, Tile on Dashboard or Menu option on right

Tips: Check Date Filter on Left and Can Filter by Status (i.e. New Request)



2. Click on three dots to Right of name to view record and see Enrollment Details

View Enrollment Details

NEK26						A	Anne Boerner Member	· (14) (=)
Filters		← Enro	llments					
Date Range L/12/0021 – 12/6/2025	ŧ	<u>Q</u>	Search Enrollments	Enrollment Details		×	Sort By 🗳 Last Name 🍼	Order By Ascending
Status	~			Student ID: 00001	Student: Sally, Sample			
Provider	~		Sample, Sally	Course: NEXus Training Course II				
Tags	~		Student ID: 00001 Enrollment Information:	Session 1: 03/01/2023 - 05/01/2023 Enrollment Details	<u>Hide En</u>	rollment Details		
Category	~		NEXus Tes Offered by	Registration Start: 11/01/2022 Registration End: 03/01/2023	Drop Deadline: 03/05/2023 Withdrawl Deadline: 04/01/2023		Appeal Grade	
Sub Category	~				Fee Earned: 03/15/2023			
			Sample, Sally Student ID: 00001	Current Enrollment Status:	Denied			
			Enrollment Information: NEXUS Offered by	New Enrollment Status:	Change a status	-		
			7	X No, Cancel		Save		
			Sample, Simon		edu			
			Student ID: 3					
		🕁 Export	to Excel 🐻 Submit (Changes 🗸 Update Enrollments				



Enrollment Status Changes

Full list with details at

https://www.notion.so/List-of-Taawun-Enrollment-Status-7205d2f0186f47c58da1e5dfdfe4c485

Available until Provider calendar Drop deadline:

- Course Cancelled
- Course Full
- Waitlisted Available until Provider calendar Drop deadline
- Dropped available until Provider calendar Drop deadline



Available AFTER Provider drop deadline:

• Withdrawn - Has Tuition Charges associated with it

Enroll Change Process: DROP Example



Tip: Be sure you **Receive Automatic Emails** Make sure you have allowed Taawun system generated emails to be received and not go to Spam. This includes your account setup, registration notifications, etc. Emails from: *Taawun <no-reply@taawun.org*



Update Individual Enrollment Status

The Member must submit a Drop or Withdrawal request if a student decides not to complete a course.

🔁 test@nemo.edu4
L 123-123-1237
A3: Oct 15, 2022-Dec 15, 2022 Status: New Request



*The option to Drop or Withdraw is depends on the Provider's Calendar.

Update Several Enrollments

To update several enrollments simultaneously

- 1. Select the enrollments by checking the box left of each enrollment.
- 2. Select the **Update Enrollments** button at the bottom of the screen
- 3. Select the new Enrollment Status

VEX21

4. Save	Filters Date Range 3/6/2022 = 12/31/20		Enrollments Search Enrollments		Sort By Order By			
	Status	~	Select All Enrollments (2 of 4) Offered by Demonstration University (DEMO100)	Status: Registered	Edit Status 🔻	Registered 🛞		
	Graded (3)		1 Zawson, Hank	🗹 beast@test.edu	Update Enrollment Status			×
	New Request (5)		Student ID: 321654	L 123-123-1234				
	Registered (4)	~	Test Course 1	FA1: Aug 1, 2022-Dec 15, 2022 Status: Registered	Student	Course Info	Current Status	
	Withdrawn (1)				Hank, Lawson	Test Course 1	Registered	×
	Provider	~	Ray, Sting	► test@nemo.edu9	Sting, Ray	Demo Course 1	Registered	×
	Tags	~	Errollment Information:	FA1: Aug 1, 2022-Dec 15, 2022 Status: Registered	New Enrollment Status:	Change a statu		•
	Category	~	Offered by Demonstration University (DEMO100)					
	Sub Category	~			🛞 Cancel, Exit		4	Save
			Export to Excel 🛛 🕞 Submit Char 2 🗸 🗸 Update Enrollments				-	

DU Demonstration User

Submit Changes

Once an enrollment status is updated, Members must select the **Submit Changes** button to save.





Provider Changes Enrollment Status

In this case from Member "Request Drop" to Provider "Dropped"





Resources

- <u>https://winnexus.org/membersonly/</u> Password = NEXus2006
- Direct: <u>https://winnexus.org/taawun-database-resources/</u>
- ▶ nexus@ohsu.edu

VEXZLA NURSING EDUCATION XCHAN ► Tawuun User Guide, including Short Videos

