Section 2: Managing Courses and Sessions

Creating Courses and Sessions for presenting Trainings in
Category 1 – Oral/Topical & 8 HRAs
Category 2 – G/J Tube
Category 3 - Insulin
Section 2: Agenda

1. Managing Courses and Sessions
   ✓ Planning the Details /Syllabus for the Course
   ✓ Creating Courses
   ✓ Creating/Adding Sessions for teaching the Courses
Topic 1: Managing Courses and Sessions
Start with the Manage Course Menu
Search for the RN’s Courses that may have already been created

• Use any search options you want to narrow your results – click “Search”
Adding Courses or Sessions

Create a new course

Use the “+” to expand visible detail

Or add a session to existing courses

<table>
<thead>
<tr>
<th>RN Instructor Name</th>
<th>Effective Start Date</th>
<th>Effective End Date</th>
<th>Course ID Number</th>
<th>Category A CEs</th>
<th>Total CEs</th>
<th>Level</th>
<th>Category</th>
<th>Course Description</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>piper chapman</td>
<td>5/22/2013</td>
<td>8/31/2013</td>
<td>DODD-555555-01-34</td>
<td>14.00</td>
<td>3</td>
<td>1</td>
<td>testing</td>
<td></td>
<td>Add Session</td>
</tr>
</tbody>
</table>
Before creating a course the RN Trainer needs to develop the Syllabus for the Course.

The Course “start date” is when the RNT planned the Syllabus – the “end date” will automatically be the last day of the RN Trainer’s Certification.
Course Syllabus is a document that specifies:

- Goals of the Training
- Content Topics
- Time Frames for presenting each content topic/element
- Materials and guest speakers used to present the topics
- Student prerequisites
- Measures to assess goal achievement

For more information on a syllabus consult texts you have or online resources.
Creating the Course in MAIS
Select *DD Personnel for the “Course Type” then enter the details

“Browse” your computer’s files and “open” your Syllabus document file – then click “Upload” to save syllabus that is for your course
When you click on “Browse” you will be taken to your own computer’s files – find the document you want and click “open”
That will load the document into MAIS

Then click “Upload” to save the document to the Course you are creating
Confirm details then “SAVE” Course

You must upload a valid syllabus for each course

You can view (or delete & replace your syllabus with a different document) BEFORE you “Save” the course

“Save” the Course so you can add the Sessions when you will teach the course
Topic 2- Adding Sessions

The Session is the actual dates and locations when you will be teaching the course.
Choose the Course you want to use for any given session

Click on the “+” sign to see the sessions already created for any given course
Session details

Use the “+” symbol next to the session to reveal session details

<table>
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<th>Category A CEs</th>
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<th>Level Code</th>
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</thead>
<tbody>
<tr>
<td>piper chapman</td>
<td>5/22/2013</td>
<td>8/31/2013</td>
<td>DODD-555555-3-01-34</td>
<td>14.00</td>
<td>3</td>
<td>1</td>
<td></td>
<td>testing</td>
<td>Add Session</td>
</tr>
<tr>
<td></td>
<td>05/23/2013</td>
<td>08/14/2013</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>piper chapman</td>
<td>8/15/2013</td>
<td>8/31/2013</td>
<td>DODD-555555-3-01-49</td>
<td>18.00</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td>Add Session</td>
</tr>
<tr>
<td></td>
<td>05/23/2013</td>
<td>08/14/2013</td>
<td></td>
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</tr>
</tbody>
</table>
Enter the start end and location of the planned session

<table>
<thead>
<tr>
<th>Session Start Date</th>
<th>Session End Date</th>
<th>Location Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/22/2013</td>
<td>08/25/2013</td>
<td>Name of Busines or Home</td>
</tr>
</tbody>
</table>

Sponsor
What Agency or Nurse is sponsoring the training

Street Address
where is the training actually being held

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smalltown USA</td>
<td>OH</td>
<td>45750</td>
<td>WASHINGTON</td>
</tr>
</tbody>
</table>

After session start and end dates and location move to entering the rest of the session details
Publish the session on public access!!!! (if your class is open to the public)

When you click “open to public” the dates of this session and e-mail contact information will be on the public access page on DODD home page
Session Detail is this:
From the session start date to session end date – how many hours were taught on which dates

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Total CEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/23/2013</td>
<td>4</td>
</tr>
</tbody>
</table>

The total CEs of 4 do not match the Course Total CEs of 14.

Continue to add dates and hours until total hours matches the total course hours.
When details are completed “Save All Information”

When all session day’s hours are correct choose “save all information”
Now you have a Course with a Session

Your “Sessions” are the actual dates and locations where you teach the specific “Courses” you created.

Courses and sessions are NOT created for RENEWAL CEU events!
Courses and Sessions must be created before you can complete a new certification for DD Personnel

• Now take the Quiz on Managing Courses and Sessions

• The next section of this training will review finding DD Personnel information in MAIS