Section 2: Managing Courses and Sessions

Creating Courses and Sessions for presenting Trainings in

Category 1 –Oral/Topical & 8 HRAs

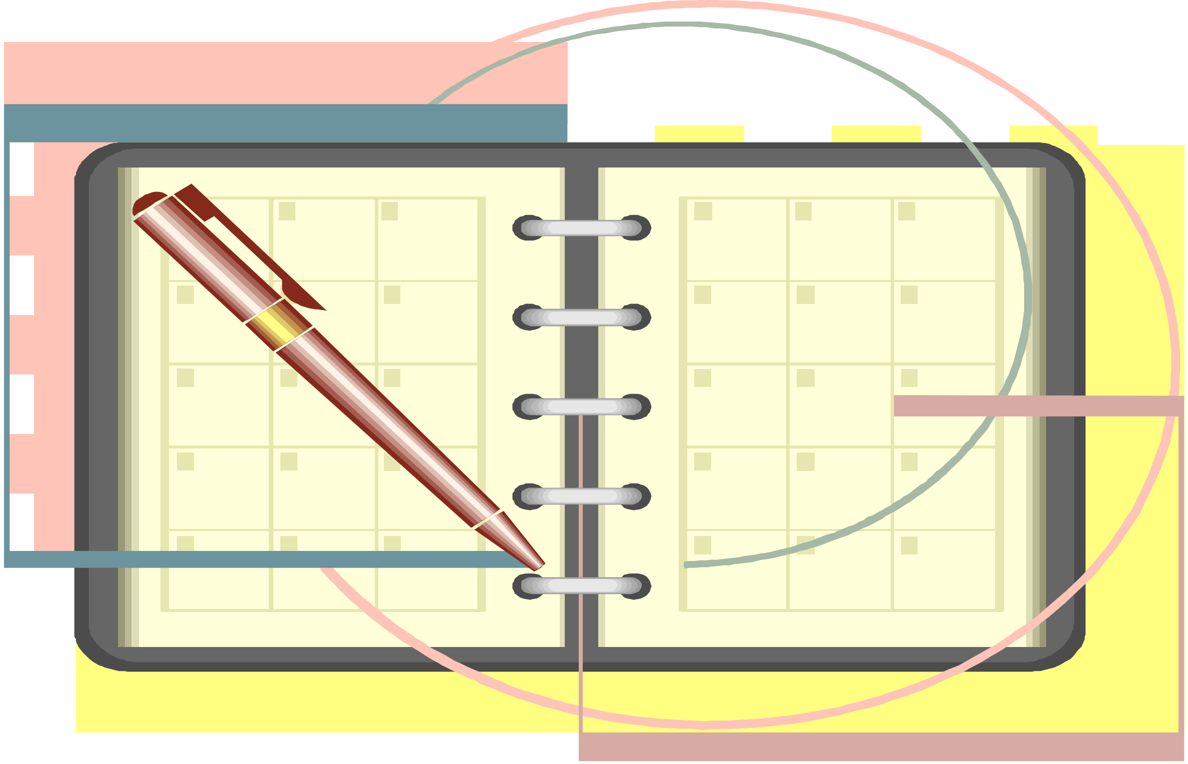
Category 2 – G/J Tube

Category 3 - Insulin

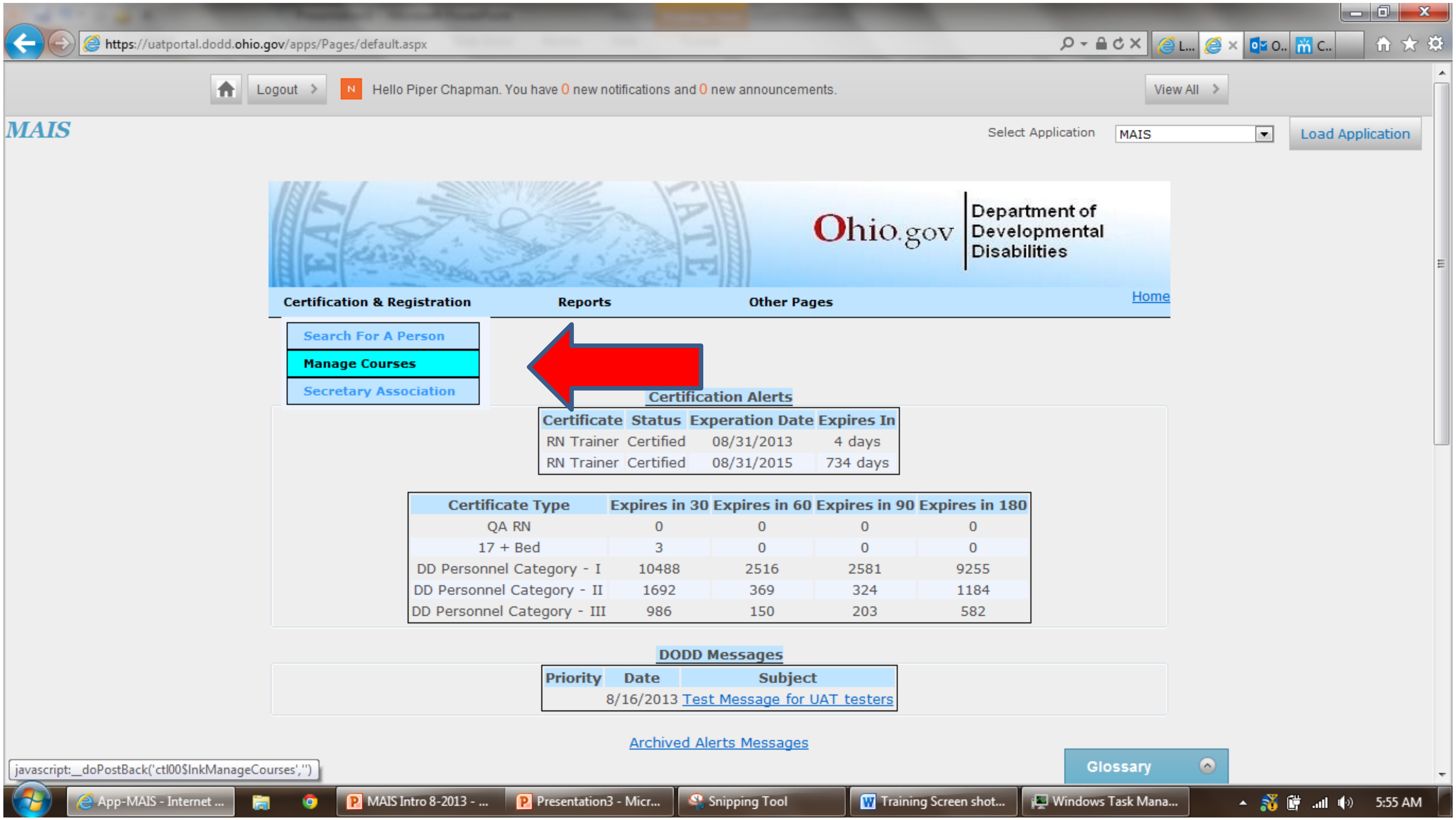
Section 2: Agenda

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

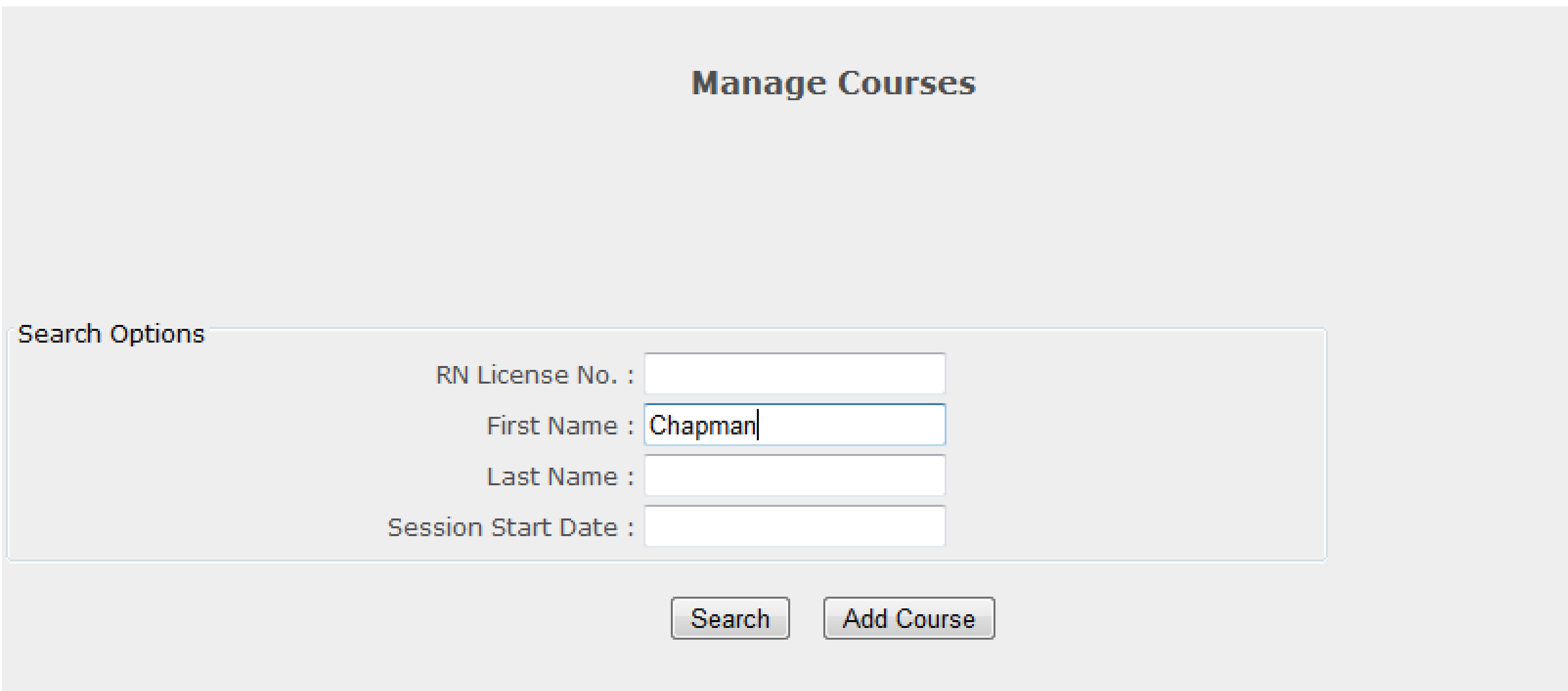


Start with the Manage Course Menu

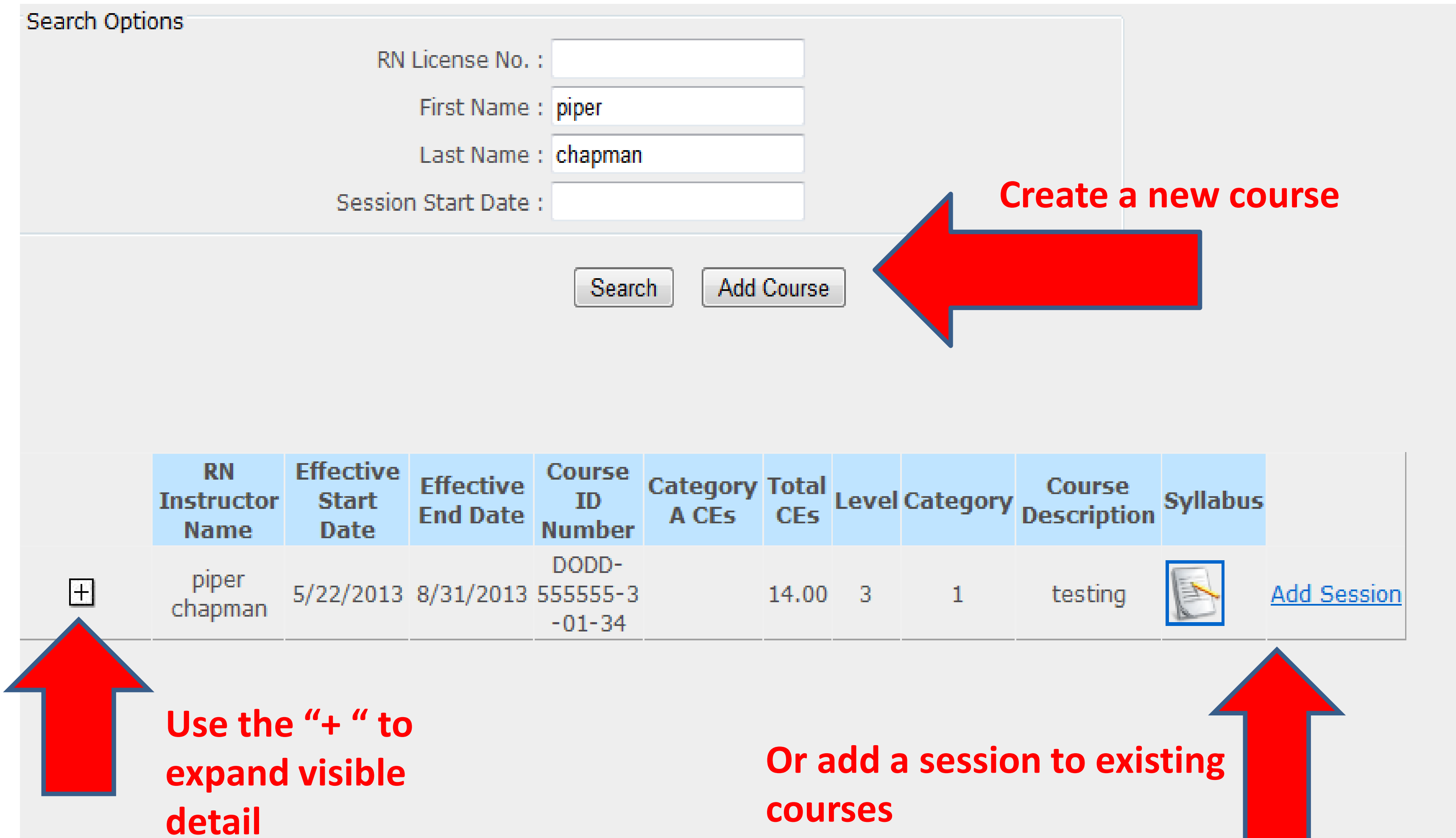


Search for the RN's Courses
that may have already been created

- Use any search options you want to narrow your results – click " Search"



Adding Courses or Sessions



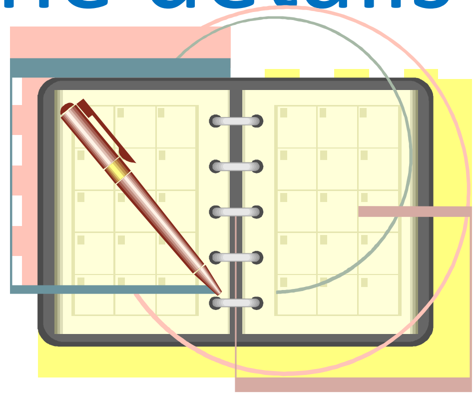
	RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
+	piper chapman	5/22/2013	8/31/2013	DODD-555555-3-01-34		14.00	3	1	testing		Add Session

Create a new course

Use the "+ " to expand visible detail

Or add a session to existing courses

Planning the details of a Course



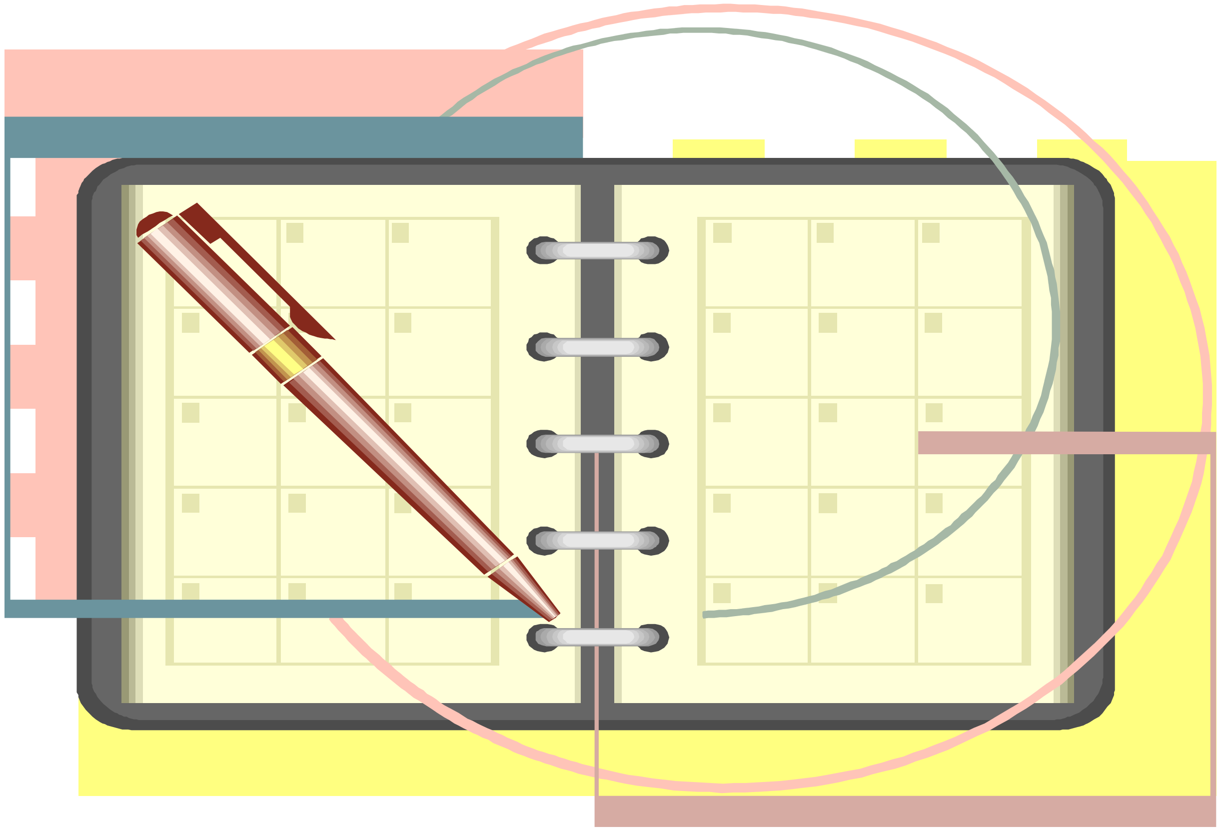
- ✓ Before creating a course the RN Trainer needs to develop the Syllabus for the Course
- ✓ The Course "start date" is when the RNT planned the Syllabus – the "end date" will automatically be the last day of the RN Trainer's Certification

Course Syllabus is
a document that specifies:

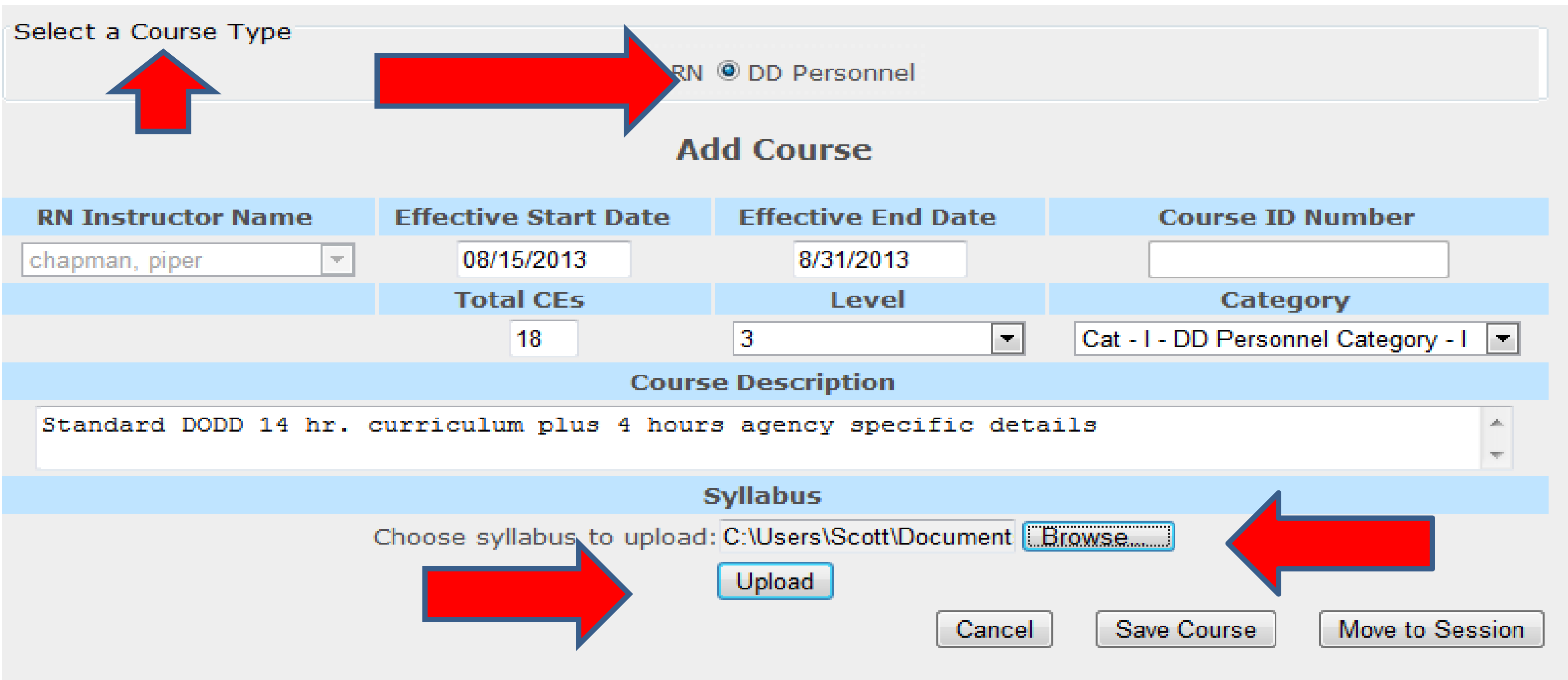
- Goals of the Training
- Content Topics
- Time Frames for presenting each content topic/element
- Materials and guest speakers used to present the topics
- Student prerequisites
- Measures to assess goal achievement

For more information on a syllabus consult texts you have or on line resources

Creating the Course in MAIS

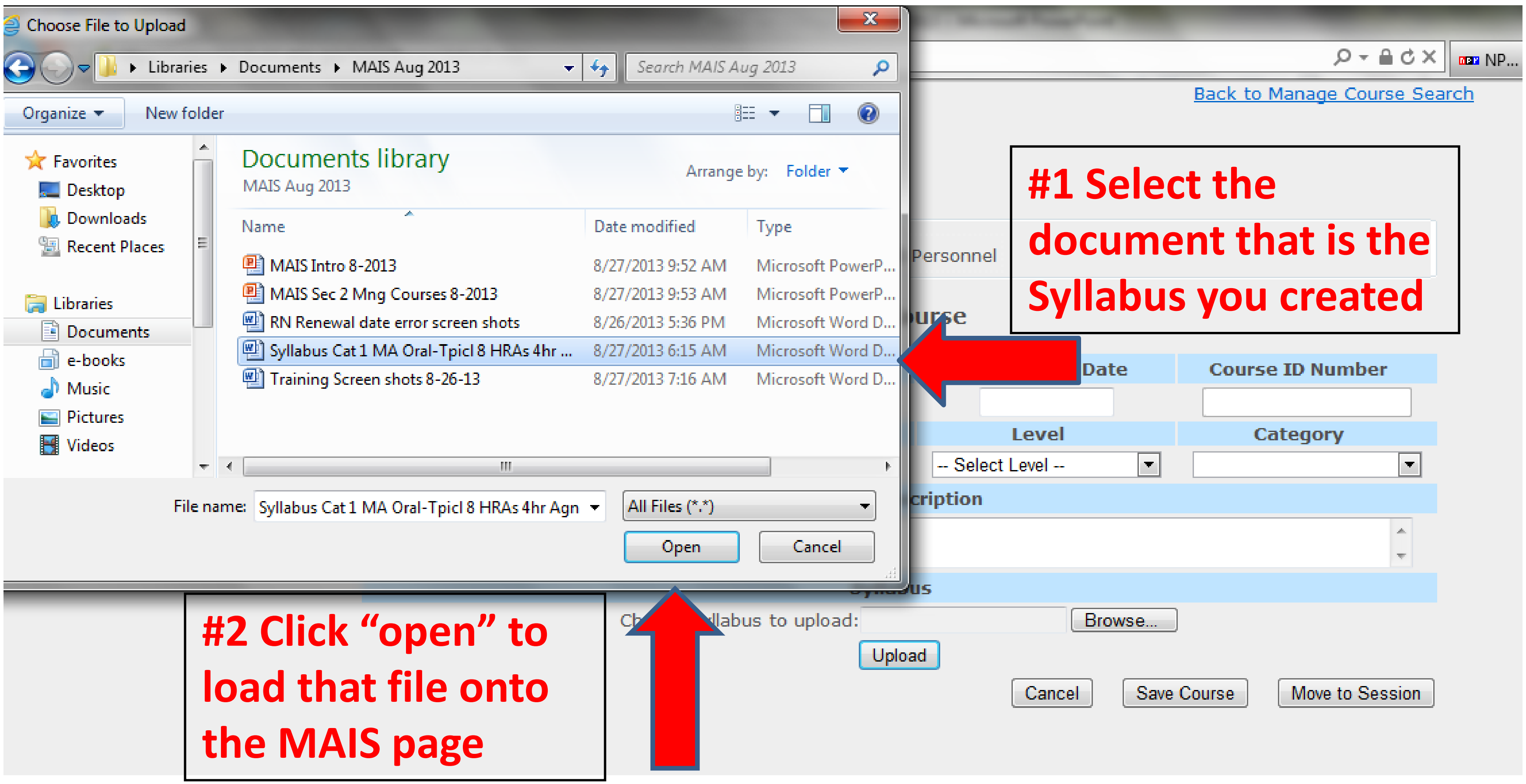


Select *DD Personnel for the “Course Type” then enter the details

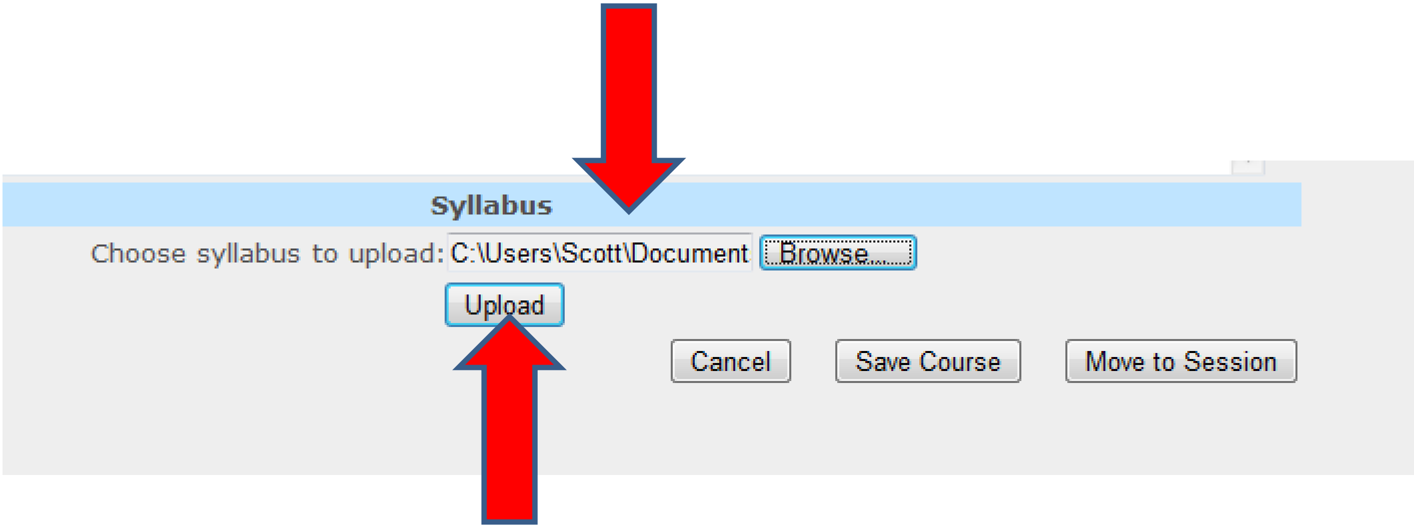


“Browse” your computer’s files and “open” your Syllabus document file – then click “Upload” to save syllabus that is for your course

When you click on "Browse" you will be taken to your own computer's files – find the document you want and click "open"

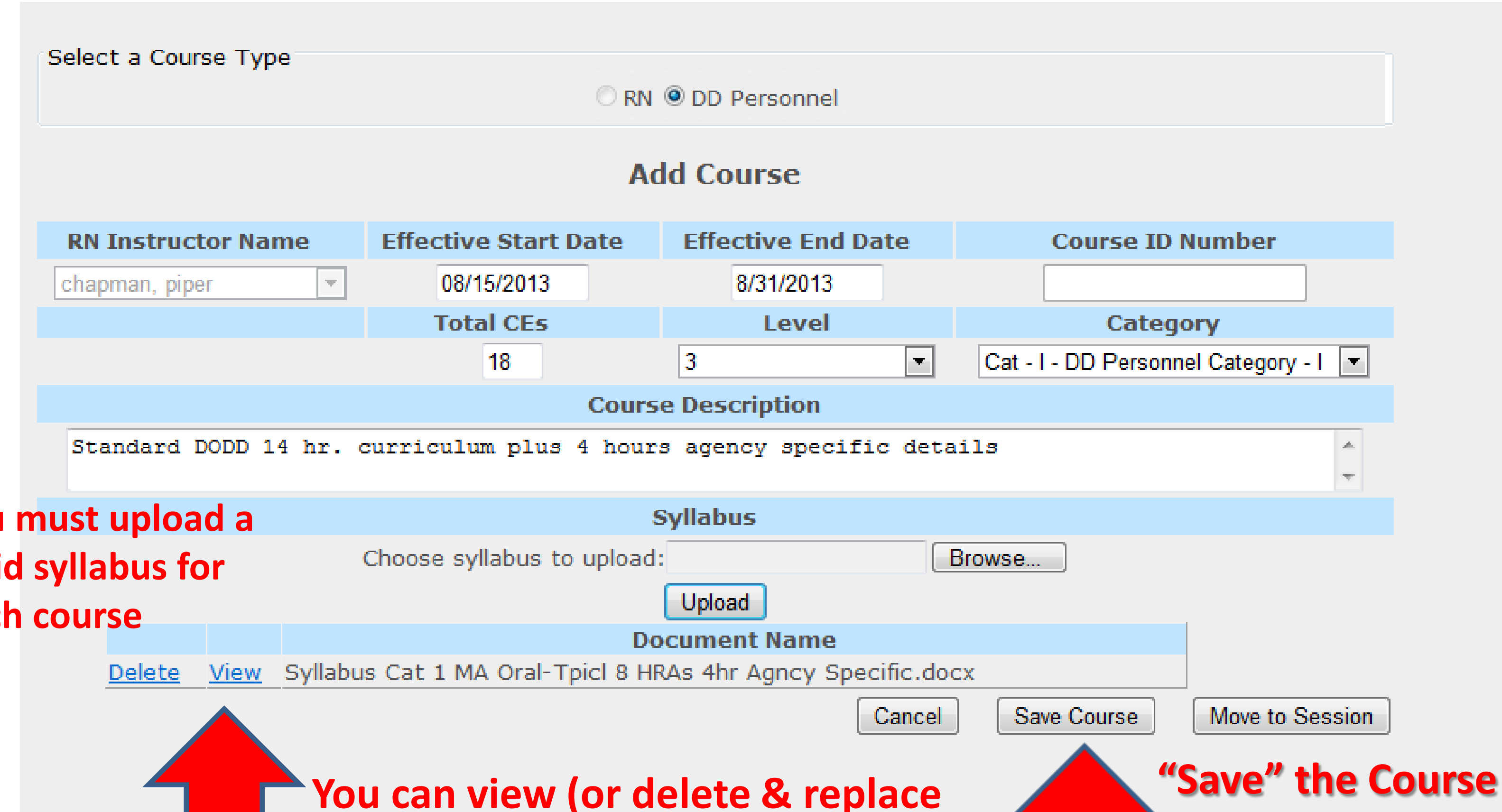


That will load the document into MAIS



Then click "Upload" to save the document to the Course you are creating

Confirm details then "SAVE" Course



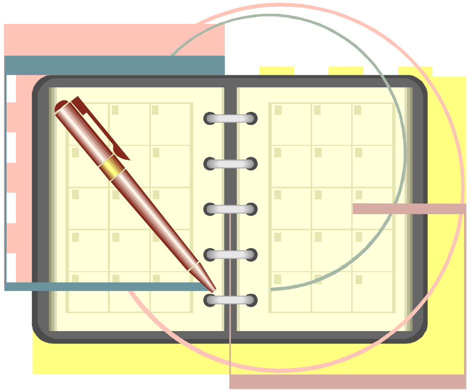
You must upload a valid syllabus for each course

You can view (or delete & replace your syllabus with a different document) <u>BEFORE</u> 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

Search Options

RN License No. :

First Name : Piper

Last Name : chapman

Session Start Date :

Search | Add Course

	RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
+	piper chapman	5/22/2013	8/31/2013	DODD-555555-3-01-34		14.00	3	1	testing		Add Session
+	piper chapman	8/15/2013	8/31/2013	DODD-555555-3-01-49		18.00	3	1	Standard DODD 14 hr. curriculum plus 4 hours agency specific details		Add Session

Session details

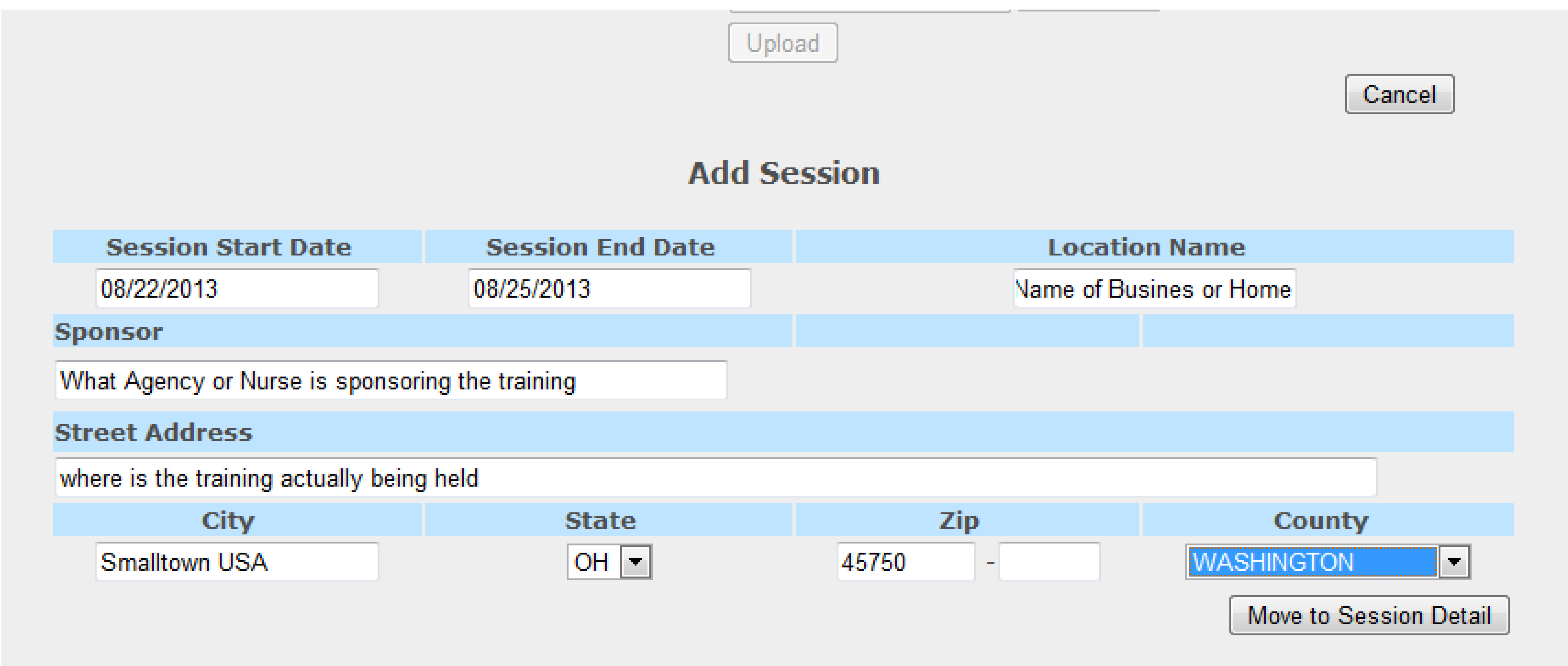
Use the “+” symbol next to the session to reveal session details

	RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
−	piper chapman	5/22/2013	8/31/2013	DODD-555555-3-01-34		14.00	3	1	testing		Add Session

	Session Start Date	Session End Date	Street Address	Location Name	City	State	Zip	County
+	05/23/2013	08/14/2013	same st	dodd	dublin	OH	45456	FRANKLIN COUNTY

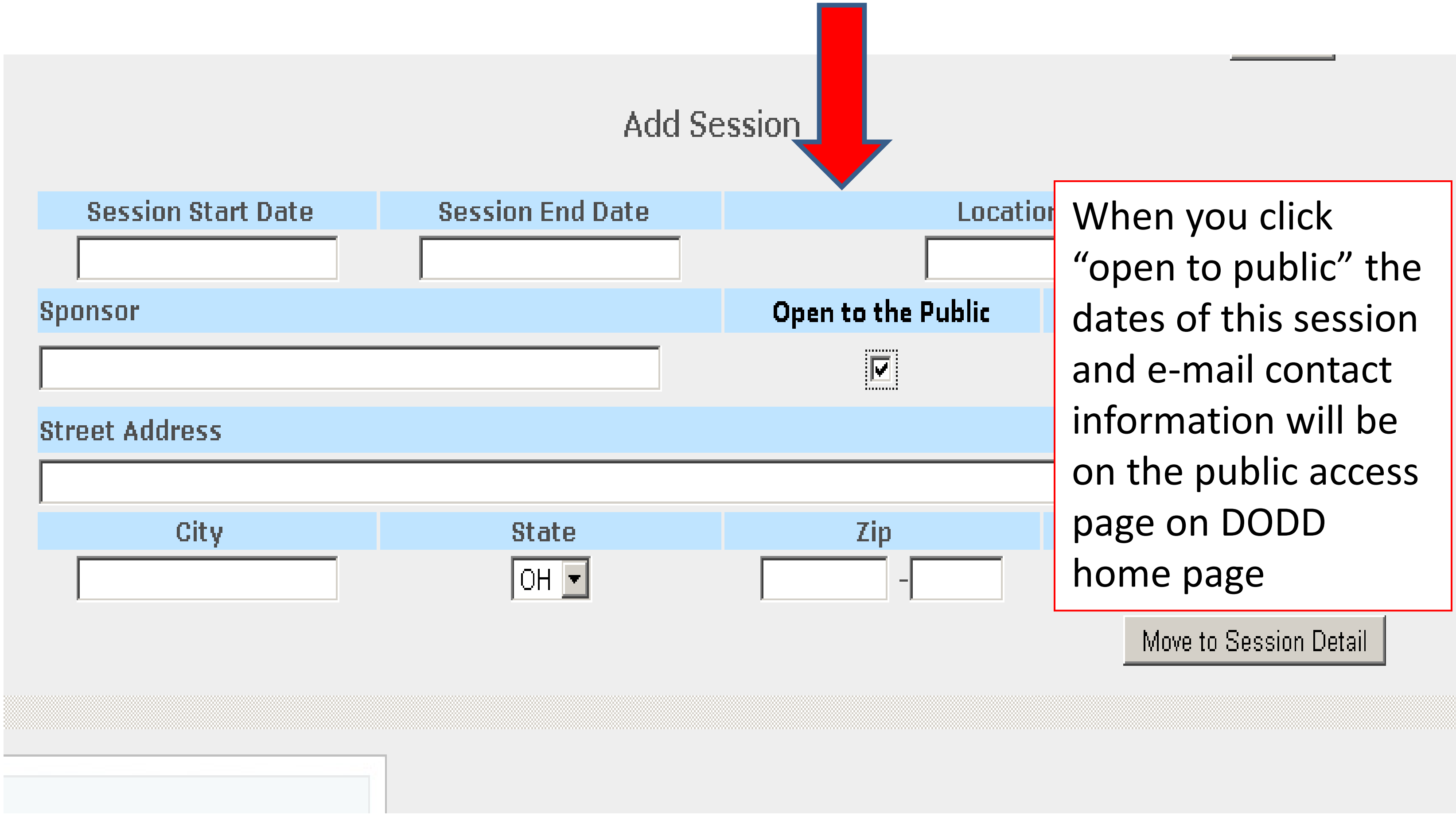
	RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
+	piper chapman	8/15/2013	8/31/2013	DODD-555555-3-01-49		18.00	3	1	Standard DODD 14 hr. curriculum plus 4 hours agency specific details		Add Session
									Standard DODD 14 hr.		

Enter the start end and location of the planned session



After session start and end dates and location move to entering the rest of the session details

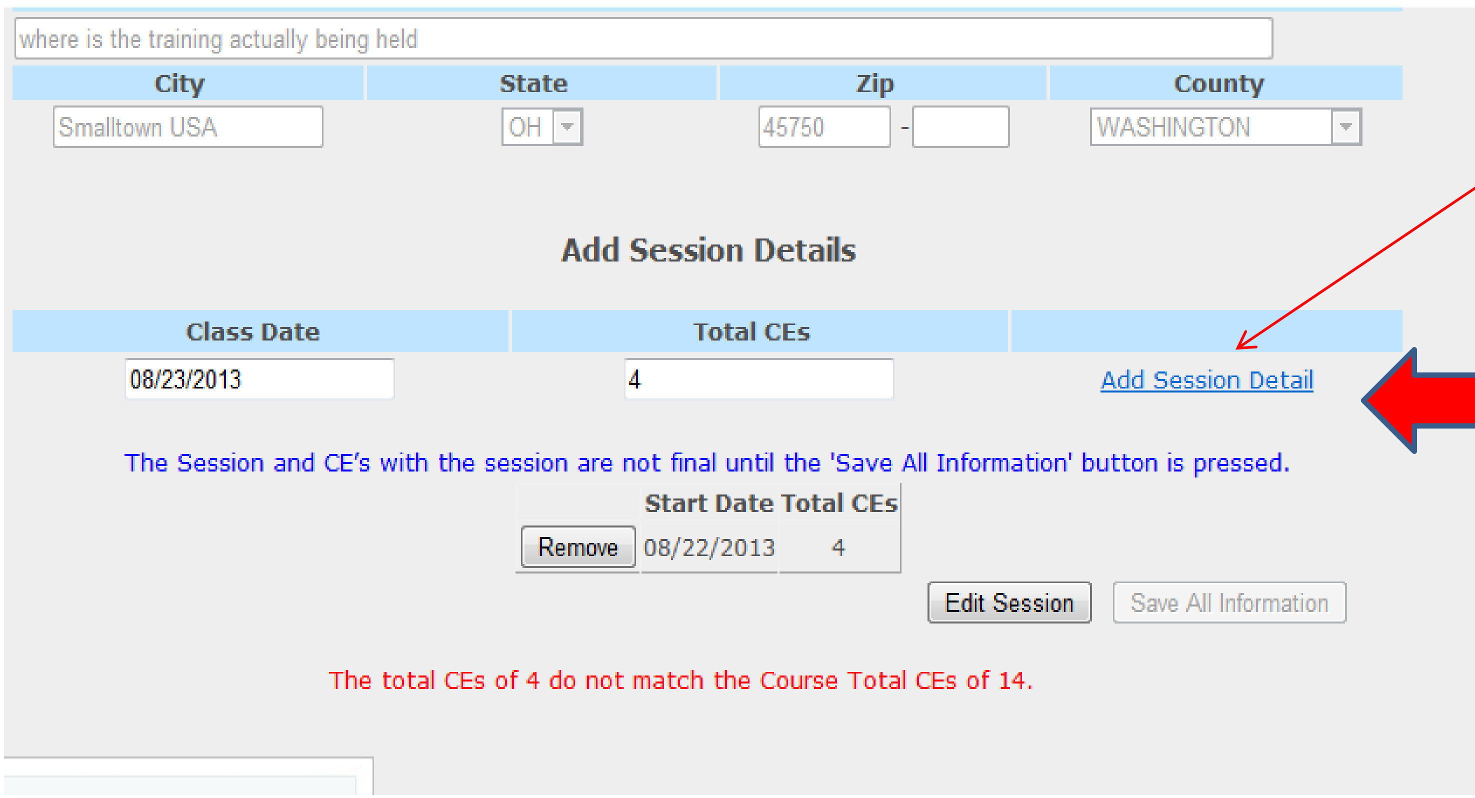
Publish the session on public access!!!!! (if your class is open to the public)



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

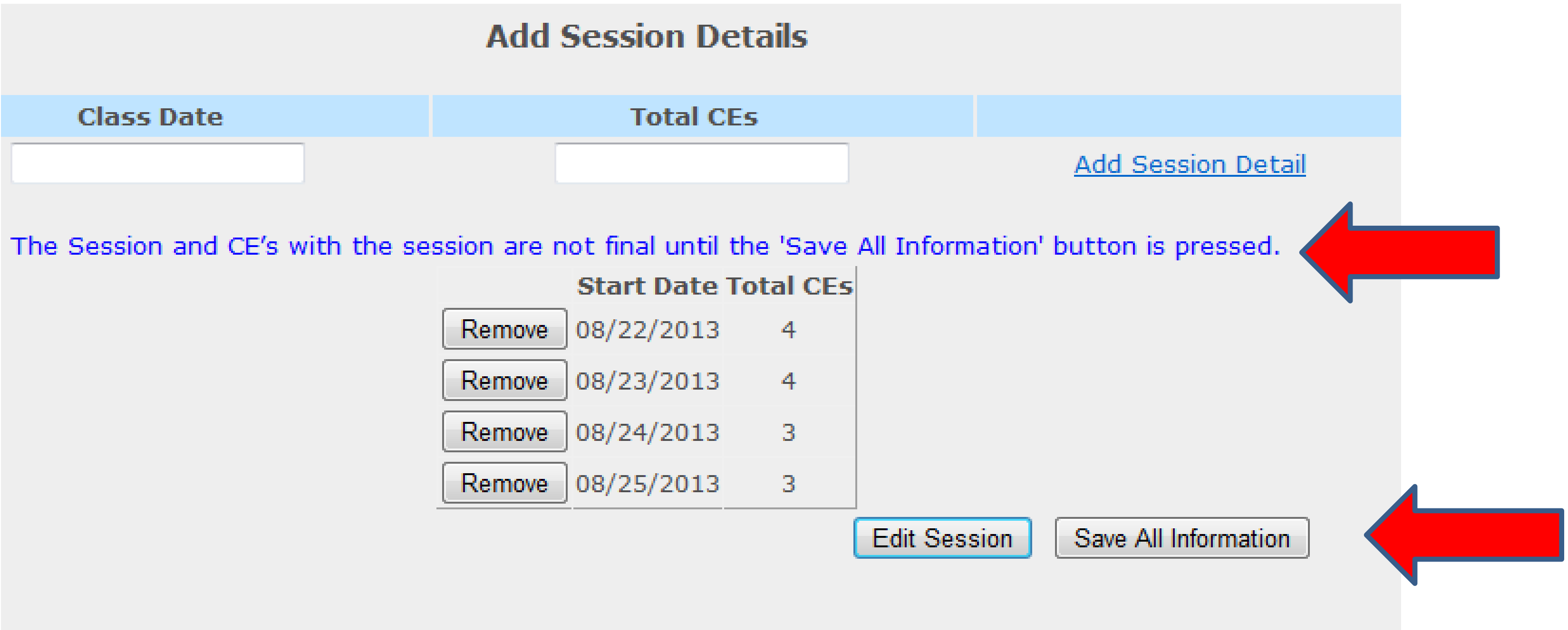
Session Detail is this:

From the session start date to session end date – how many hours were taught on which dates



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

RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
piper chapman	5/22/2013	8/31/2013	DODD-555555-3-01-34		14.00	3	1	testing		Add Session

Session Start Date	Session End Date	Street Address	Location Name	City	State	Zip	County
08/22/2013	08/25/2013	where is the training actually being held	Name of Busines or Home	Smalltown USA	OH	45750	WASHINGTON COUNTY

Session Date	Total CEs
08/22/2013	4
08/23/2013	4
08/24/2013	3
08/25/2013	3

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