

# 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



# Start with the Manage Course Menu

https://uatportal.dodd.ohio.gov/apps/Pages/default.aspx

Logout > Hello Piper Chapman. You have 0 new notifications and 0 new announcements. View All >

MAIS Select Application MAIS Load Application

Ohio.gov Department of Developmental Disabilities

Certification & Registration Reports Other Pages Home

Search For A Person  
**Manage Courses**  
Secretary Association

Certification Alerts

Certificate	Status	Expiration Date	Expires In
RN Trainer	Certified	08/31/2013	4 days
RN Trainer	Certified	08/31/2015	734 days

Certificate Type	Expires in 30	Expires in 60	Expires in 90	Expires in 180
QA RN	0	0	0	0
17 + Bed	3	0	0	0
DD Personnel Category - I	10488	2516	2581	9255
DD Personnel Category - II	1692	369	324	1184
DD Personnel Category - III	986	150	203	582

DODD Messages

Priority	Date	Subject
	8/16/2013	<a href="#">Test Message for UAT testers</a>

Archived Alerts Messages

Glossary

javascript:\_doPostBack('ct100\$lnkManageCourses','')

App-MAIS - Internet ... MAIS Intro 8-2013 - ... Presentation3 - Micr... Snipping Tool Training Screen shot... Windows Task Mana... 5:55 AM

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

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

**Manage Courses**

Search Options

RN License No. :

First Name :

Last Name :

Session Start Date :

# Adding Courses or Sessions

Search Options

RN License No. :

First Name :

Last Name :

Session Start Date :

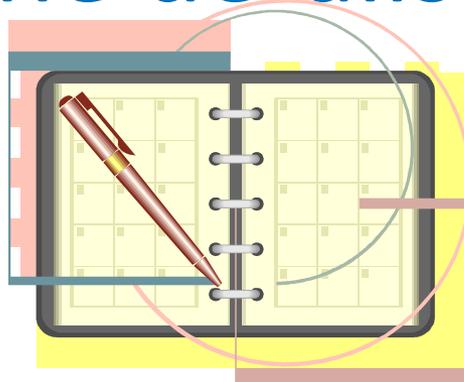
**Create a new course** ←

	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	 <a href="#">Add Session</a>

**Use the "+" to expand visible detail** ↑

**Or add a session to existing courses** ↑

# Planning the details of a Course



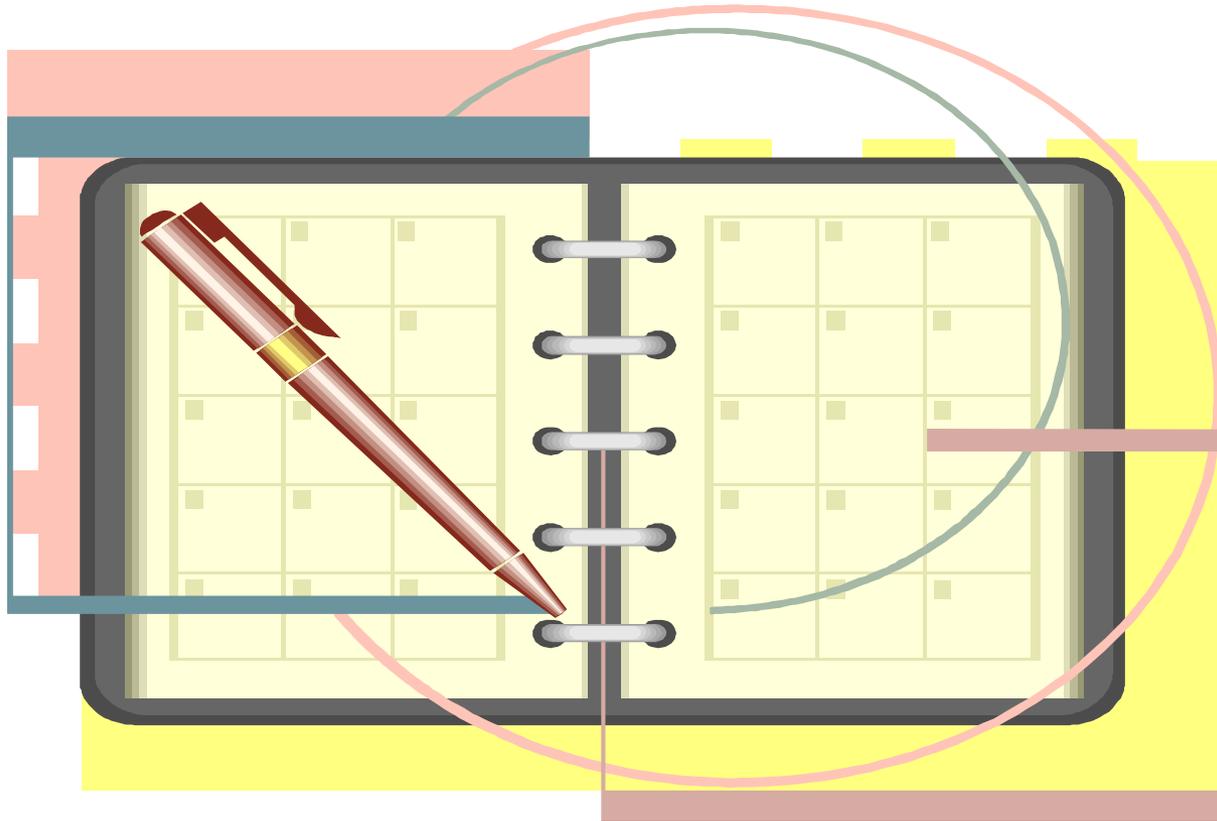
- ✓ Before creating a course the RN Trainer needs to develop the Syllabus for the Course
- ✓ The Course “start date” is when the RNT planned the Syllabus – the “end date” will automatically be the last day of the RN Trainer’s Certification

# 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

Select a Course Type: RN  DD Personnel

### Add Course

RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number
chapman, piper	08/15/2013	8/31/2013	
Total CEs	Level	Category	
18	3	Cat - I - DD Personnel Category - I	

### Course Description

Standard DODD 14 hr. curriculum plus 4 hours agency specific details

### Syllabus

Choose syllabus to upload: C:\Users\Scott\Document

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

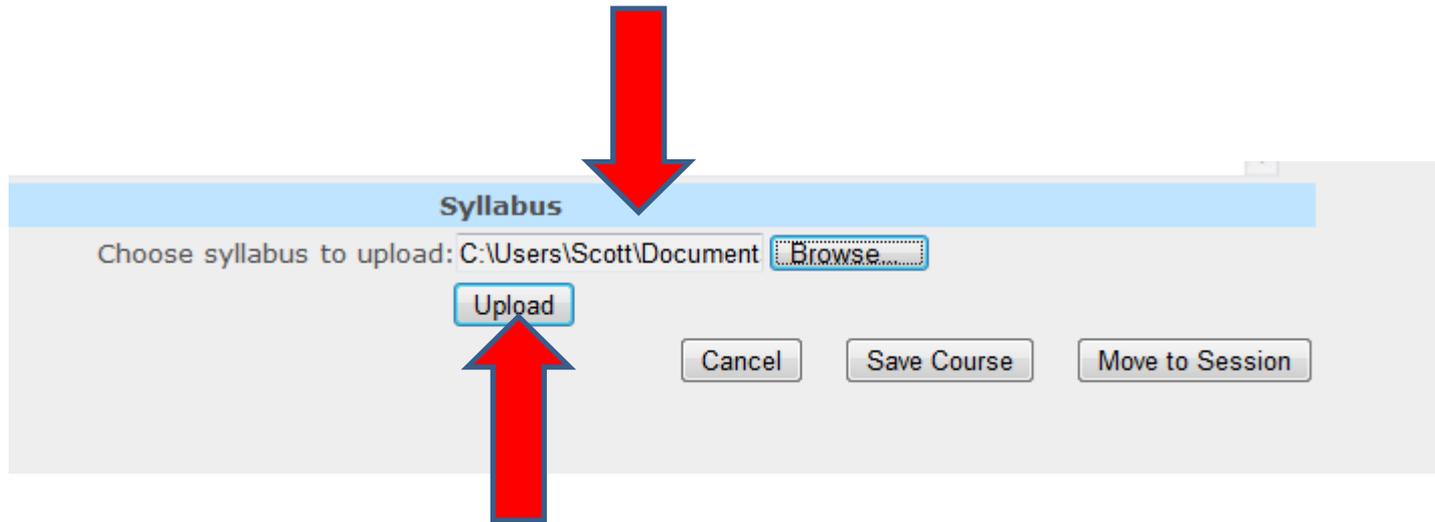
When you click on “Browse” you will be taken to your own computer’s files – find the document you want and click “open”

The image shows a Windows file explorer window titled "Choose File to Upload" overlaid on a web page. The file explorer is open to the "Documents" library, specifically the "MAIS Aug 2013" folder. It displays a list of files with columns for Name, Date modified, and Type. The file "Syllabus Cat 1 MA Oral-Tpic1 8 HRAs 4hr Agn" is selected. A red arrow points from this file to a text box on the right that says "#1 Select the document that is the Syllabus you created". Another red arrow points from the "Open" button in the file explorer to a text box at the bottom left that says "#2 Click 'open' to load that file onto the MAIS page". The background web page shows a form with fields for "Date", "Course ID Number", "Level", and "Category", and buttons for "Upload", "Cancel", "Save Course", and "Move to Session".

**#1 Select the document that is the Syllabus you created**

**#2 Click “open” to load that file onto the MAIS page**

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

Select a Course Type  
 RN  DD Personnel

### Add Course

RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number
chapman, piper	08/15/2013	8/31/2013	

Total CEs	Level	Category
18	3	Cat - I - DD Personnel Category - I

#### Course Description

Standard DODD 14 hr. curriculum plus 4 hours agency specific details

#### Syllabus

Choose syllabus to upload:

Document Name
<a href="#">Delete</a> <a href="#">View</a> Syllabus Cat 1 MA Oral-Tpicl 8 HRAs 4hr Agency Specific.docx

You must upload a valid syllabus for each course



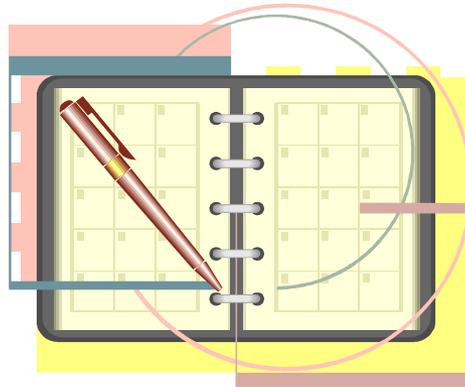
You can view (or delete & replace your syllabus with a different document) **BEFORE** you “Save” the course



“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

Search Options

RN License No. :

First Name :

Last Name :

Session Start Date :

	RN Instructor Name	Effective Start Date	Effective End Date	Course ID Number	Category A CEs	Total CEs	Level	Category	Course Description	Syllabus	
 <input type="checkbox"/>	piper chapman	5/22/2013	8/31/2013	DODD-555555-3-01-34		14.00	3	1	testing		<a href="#">Add Session</a>
<input type="checkbox"/>	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		<a href="#">Add Session</a>



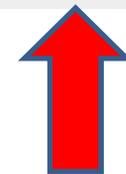
# Enter the start end and location of the planned session

Upload Cancel

### Add Session

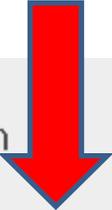
Session Start Date	Session End Date	Location Name	
<input type="text" value="08/22/2013"/>	<input type="text" value="08/25/2013"/>	<input type="text" value="Name of Busines or Home"/>	
Sponsor			
<input type="text" value="What Agency or Nurse is sponsoring the training"/>			
Street Address			
<input type="text" value="where is the training actually being held"/>			
City	State	Zip	County
<input type="text" value="Smalltown USA"/>	<input type="text" value="OH"/>	<input type="text" value="45750"/> - <input type="text" value=""/>	<input type="text" value="WASHINGTON"/>
<input type="button" value="Move to Session Detail"/>			

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)

Add Session



Session Start Date	Session End Date	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsor	Open to the Public	
<input type="text"/>	<input checked="" type="checkbox"/>	
Street Address		
<input type="text"/>		
City	State	Zip
<input type="text"/>	OH <input type="text"/>	<input type="text"/> - <input type="text"/>

Move to Session Detail

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

where is the training actually being held

City	State	Zip	County
Smalltown USA	OH	45750	WASHINGTON

**Add Session Details**

Class Date	Total CE's	
08/23/2013	4	<a href="#">Add Session Detail</a>

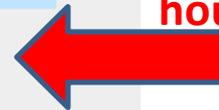
The Session and CE's with the session are not final until the 'Save All Information' button is pressed.

Start Date	Total CE's
<a href="#">Remove</a> 08/22/2013	4

[Edit Session](#) [Save All Information](#)

The total CE's of 4 do not match the Course Total CE's of 14.

Continue to add dates and hours until total hours matches the total course hours



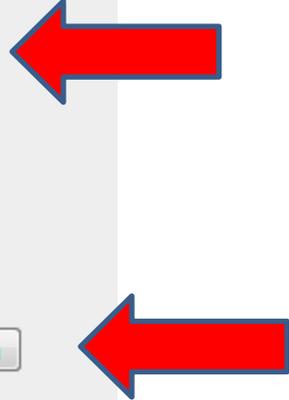
# When details are completed “Save All Information”

**Add Session Details**

Class Date	Total CEs	
<input type="text"/>	<input type="text"/>	<a href="#">Add Session Detail</a>

The Session and CE's with the session are not final until the 'Save All Information' button is pressed.

	Start Date	Total CEs
<input type="button" value="Remove"/>	08/22/2013	4
<input type="button" value="Remove"/>	08/23/2013	4
<input type="button" value="Remove"/>	08/24/2013	3
<input type="button" value="Remove"/>	08/25/2013	3



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
<input type="checkbox"/> piper chapman	5/22/2013	8/31/2013	DODD-55555-3-01-34		14.00	3	1	testing	 <a href="#">Add Session</a>
<input type="checkbox"/>	Session Start Date	Session End Date	Street Address	Location Name	City	State	Zip	County	
<input type="checkbox"/>	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

