

# Preparing to Teach Online Courses

The information in this document is regarding the:

Resources  
Changing processes and  
Developments

underway to support the development and delivery of online courses.

It is strongly recommended that all [instructors enable their Nexus notifications](#) so as not to miss out on important announcements on upcoming outages, new features, technology tips and other updates.

## Nexus Course Requests

**What:**

Creation of live/official Nexus course sites for an upcoming academic term (also known as “course shells”)

**When:**

Course site creation requests can begin once the timetable is posted to WebAdvisor.  
The request to create a Nexus course site must be made on a term-by-term, course-by-course basis.

**Why:**

The final confirmed course delivery method/course code/section number are crucial to the Nexus course site creation process.  
Even if you happened to have a Nexus course site for a particular course you taught in a past term, it does not get automatically created for you again if you happen to teach the same course in a future term.

**How:**

Via the online course request form link listed below

Please ensure the information on the request is filled out correctly, paying close attention to:

- the term, course and section number as it appears on WebAdvisor
- if students from more than one course need access to the same Nexus course site (e.g. more than one section of the same lab using the same course materials); this must be specified at time of course site creation so they can be combined)

Note: Courses that are specified as "cross-listed" in WebAdvisor are typically combined into a single Nexus course site by default, so if you do NOT want them combined, please be sure to specify this request for an exception in the comment section of the Course Request Form

Requests are processed in the order they are received, and the instructor/requestor will receive notification by e-mail once this has been done, along with notification of when the students will be added to (and thus will begin to have access to) this live course site.

Early requests (before start of term) are strongly recommended to get on list for batch course creation. If a request is received once a term has already started, the aim is to have requests processed w/in 3-5 business days.

*Updated: December 2024*

<https://www.uwinnipeg.ca/faculty-staff/nexus->

IMPORTANT - BEFORE CHOOSING TO UPLOAD ANYTHING TO YOUR NEXUS COURSE:

- i. Ensure your course readings are Copyright-compliant, by using [the Library's Reserves and Syllabus Service](#)
- ii. Ensure the course materials you intend to upload directly to Nexus are both:
  - a. Copyright-compliant, in keeping with [UWinni](#)

## Framework Courses (Science, Humanities, Other)

*Audience: Instructors*

*Recommended time to complete: N/A*

*How to Access: Faculty/course content creators to be enrolled upon request sent to [nexus@uwinnipeg.ca](mailto:nexus@uwinnipeg.ca)*

*Location: 3 separate online course sites hosted on Nexus*

A Framework Course is the starting place for your course development. It contains examples in each of the basic LMS tools (Grades, Assignments, Quizzes, Discussions, Content, Announcements) that can be edited to quickly get your course up and running. Three versions of the Framework course are available for Nexus, which contain examples that align to several disciplines.

### How to use a Framework Course – a Video Series

*Audience: Instructor*

*Recommended time to complete: 1 hour*

*How to Access: Automatically provided to Faculty/course content creators who are enrolled upon request to the above Framework courses*

*Location: Multipart video series found under the course Announcement/News section on the main page of each of the above Framework courses*

This video series, which can be completed in under 60 minutes, will guide an instructor through using a Framework Course on their institution's LMS. Briefly covering each of the core LMS tools, the instructor can edit the Framework Course to build their own remote learning course.

## Development and Delivery of Online Courses

The following series of documents are excellent resources to assist instructors in their development and delivery of online courses. There are also two documents to support our students as well. We would like to acknowledge and thank PACE for developing and sharing these documents.

For Instructors

TIP - If you plan to record your

*Updated:*

NOTE - The process for Instructors needing to provide students with a link to an externally-hosted video (e.g. YouTube, NextCloud) in their course Content remains the same in Nexus: [How to Add a URL Link to a Nexus Course Module](#) – the video upload options indicated above are for the hosting and delivery of Instructor-recorded course/lecture video content only.

## Conclusion and for Additional Support

With Nexus:

Contact: [Nexus Support's D2L End User Support \(EUS\) service will be available through a contextual/in-line help tool integrated into Nexus.](#)

When: For issues involving the Nexus LMS platform itself, such as Nexus tools and/or functions

Hours of Operation: 24 hours/day, 7 days/week, 365 days/year

Or:

Contact: [Nexus Support](#)

When: For non-LMS related issues or questions (e.g. with Panopto, course site changes/additions, enrollment of users such as TAs and Instructors to Nexus)

Hours of Operation: Monday-Friday, 8:30 a.m. to 4:30 p.m.

With Zoom:

Contact: [Remote Teaching](#)

With all other supported UWinnipeg campus technologies:

(Such as network accounts/[WebAdvisor](#), [Outlook e-mail](#) accounts, or [Microsoft Office/365](#))

Contact: The [Technology Service Desk](#)

Thank-you for your patience and understanding as the technology infrastrucQqnS0 g 612 72 reW\* nBT/(2d)IT4 Q600000692 24

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