

Nexus - New Instructor Quick Start Guide

i Nexus = UWinnipeg's online Learning Management System (uses D2L Brightspace)

YOU WILL NEED:

Click on the "i" symbols for more info!

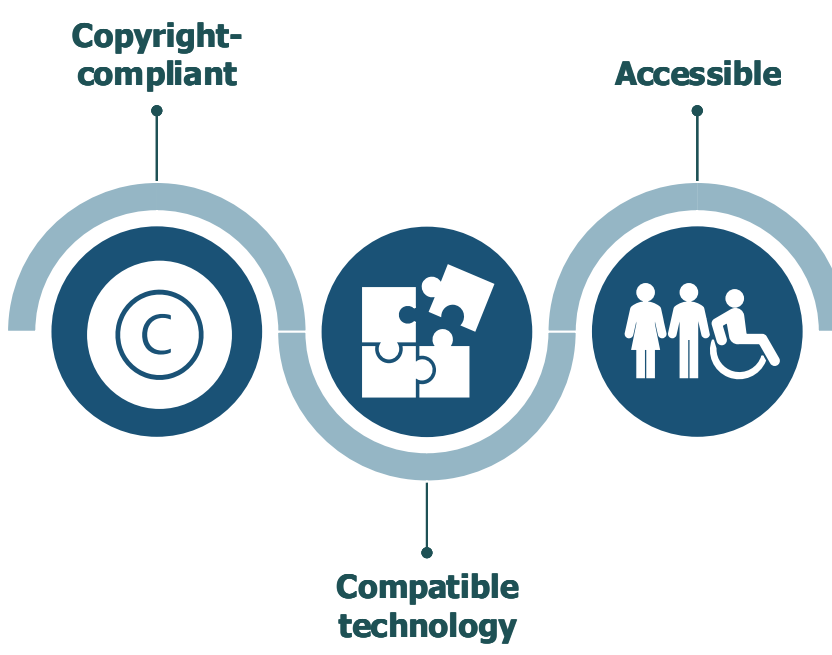
1



Your employee login
Your full UWinnipeg email address & password will be used to sign into Nexus (along with DUO Multi-factor Authentication)

2

Course Materials/Media that are:



i Format specific copyright guidelines

i Accessible Information & Communication Resources

i UWinnipeg-supported course lecture video delivery (e.g. Panopto or Nexus/D2L Brightspace)

Nexus file formats

- File size: 2GB maximum
- .doc, .docx, .rtf, .odt, .odp, .pdf, .ppt, .pps, .pptx, .txt, .xls, .xlsx
- Pre-recorded video presentations: .mp4
- Not sure/other online activity types? Ask nexus@uwinnipeg.ca

3

Request Nexus course site creation

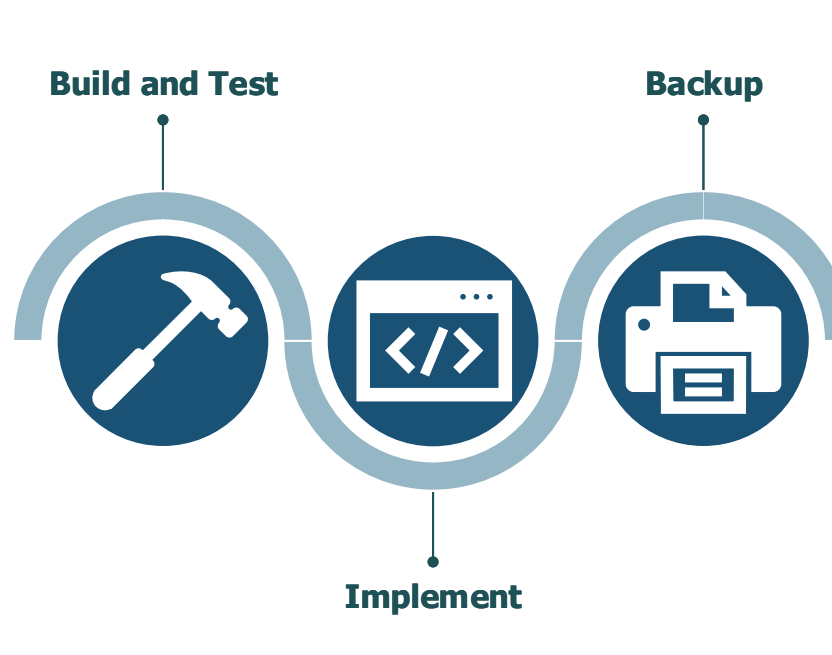
Online request form

- Must be submitted each term by instructor of record
- Needs accurate course/section number
- Inform nexus@uwinnipeg.ca if this info changes
- Instructor receives e-mail from Nexus Support with confirmation when course site is created and more info (e.g. the specific date students will be added)

4

Using Nexus:

✓ Try out course activities in advance using an Instructor Sandbox and the "Role Switch" and Quiz Preview features



✓ Maintain copies of all course materials/activities (e.g. exam questions) outside the Nexus LMS

✓ Copy components from your Sandbox into your live academic course site and adjust as needed

Course Site Access:

Registered students	Waitlisted students	TAs or co-Instructors
Added on a regular basis	Not added automatically	Added upon request sent to nexus@uwinnipeg.ca
Starting approx. 1 week before start of undergraduate term	Instructor can choose to add them under Classlist > Add Participants	Past students will need an active UWinnipeg network account to access Nexus
Instructor may delay student access by setting a course start date under Course Admin > Course Offering Information		TA role = same access, editing and grading permissions as Instructor role (but without Course Admin tool)

After End of Term:

Students	Students with incomplete work	Instructors
Access available until scheduled "course Inactivity Date".	After Course Inactivity Date, instructor may grant specific students access to course Content only.	Access available until scheduled "Course Deletion Date"
Access removed approximately 6 months after term ends	Classlist > Select Student > Unenrol > Add Participant	Course site will be deleted 27 months after the course Inactivity Date
	> enrol as "Inactive Course" (rather than usual "Student" role)	PLEASE KEEP AN OFFLINE BACKUP OF YOUR COURSE SITE'S MATERIALS/ACTIVITIES



Click on the images for more info!

Learning Technologies Technical Support:

Technology Service Desk
Help with: UWinnipeg network account and other support
servicedesk@uwinnipeg.ca
204-786-9149

Nexus End User Support & Brightspace Virtual Assistant
Help with: Nexus (D2L Brightspace tools)
24/7/365 live agents
Available through integrated help tool within Nexus

Nexus Support
Help with: Panopto, ReadSpeaker, administrative questions (e.g. enrollment, course and Sandbox creation)
nexus@uwinnipeg.ca

Remote Teaching
Help with: Zoom video conferencing
remoteteaching@uwinnipeg.ca