

Nexus - New Instructor Quick Start Guide



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

YOU WILL NEED:



Click on the "i" symbols for more info!

1



Active UWinnipeg Network Account

Your employee login



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

2

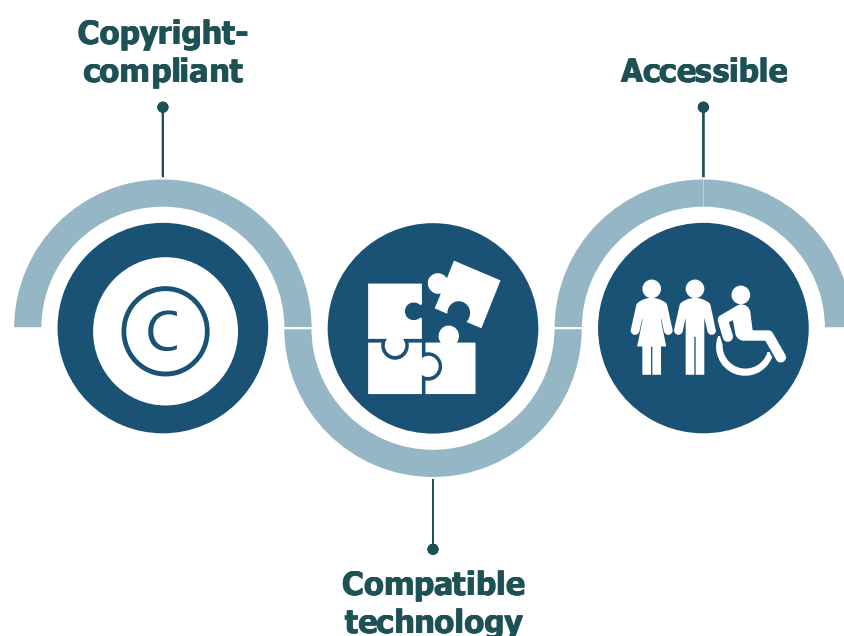
Course Materials/ Media that are:



Format specific copyright guidelines



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



Accessible Information & Communication Resources

Nexus file formats

- File size: 2GB maximum
- .doc, .docx, .rtf, .odt, .odp, .pdf, .ppt, .pps, .ppbx, .btx, .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

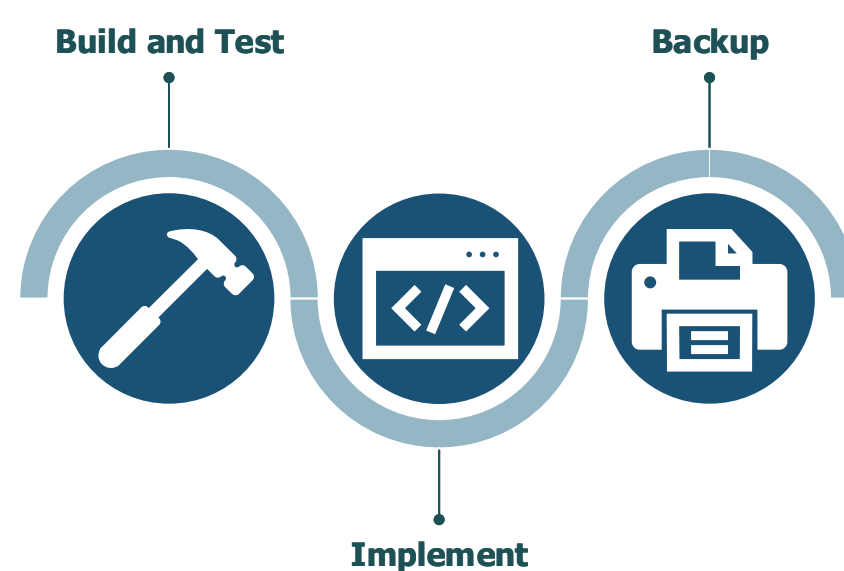
Using Nexus:



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



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



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

Course Site Access:



Registered students

Added on a regular basis

Starting approx. 1 week before start of undergraduate term

Instructor may delay student access by setting a course start date under Course Admin > Course Offering Information



Waitlisted students

Not added automatically

Instructor can choose to add them under Classlist > Add Participants



TAs or co-Instructors

Added upon request sent to nexus@uwinnipeg.ca

Past students will need an active UWinnipeg network account to access Nexus

TA role = same access, editing and grading permissions as Instructor role (but without Course Admin tool)

After End of Term:

Students

Access available until scheduled "course Inactivity Date":

Access removed approximately 6 months after term ends

Students with incomplete work

After Course Inactivity Date, instructor may grant specific students access to course Content only:

Classlist > Select Student > Unenrol > Add Participant

> enrol as "Inactive Course" (rather than usual "Student" role)

Instructors

Access available until scheduled "Course Deletion Date"

Course site will be deleted 27 months after the course Inactivity Date

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