

EXCELTRACK UNDERGRADUATE NURSING BUILD GUIDE

1) **Creating a Course Offering & Template**

Course Template should be in school **ExcelTrack**

Course Offering should be in Term **Master Course Offering**

Course Template Code: CourseCodeET Course Title

ex. NU300ET Professional Leadership Transitions (Course Template)

Course Offering Code: CourseCodeModule#MCO Module Name

ex. NU300M1MCO Leading in Excellence

2) **Announcements**

Headline: Course Preview Period

Content:

The term officially begins on a Wednesday; however, you can take advantage of the online classroom **preview period** to get acquainted with your online classroom prior to the official term start.

It is recommended that you carefully review the **Getting Started** section of your competency module. From the navigation bar, click **Content** at the top of this page, then select **Getting Started** on the left side of the page.

The **Getting Started** section overviews this competency module and explains what to do in the online classroom.

You will also see the **readiness check**, an ungraded assessment that introduces you to key concepts in the course. The **readiness check** is the first academic activity you will complete in every module course. Your results on the **readiness check** will help you prioritize your learning in the course.

As soon as the **readiness check** is completed, the content will appear in the course, including:

- Readings
- Discussion Boards

- Learning activities

Complete these learning activities as needed to prepare for your competency assessment.

Important: Any academic activity such as a readiness check, Discussion Board post, or competency assessment completed during the preview period (before term start) does **not** record official attendance. These completed activities only record official attendance once a term starts. Please consider this if you choose to complete any of these activities during the preview period, and make sure that you are fulfilling attendance requirements once your term starts.

Please familiarize yourself with the following policies in the University Catalog: [Attendance](#), [Withdrawal Due to Nonattendance](#), and [Registration](#).

If you have questions, call your advisor at 866-522-7747 (toll-free) or get support using live chat from your PG Campus homepage.

Enjoy getting started in your online classroom.

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Headline: Student Accessibility Services

Content:

Student Accessibility Services coordinates most accommodations for Purdue University Global students with accessibility needs.

To benefit from the protection of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is your responsibility to self-disclose accessibility needs to Student Accessibility Services and request an accommodation.

The University requires you to provide supporting documentation, which must verify the existence of a reason for accommodations. To submit an accommodation request, please go to [Purdue Global Campus](#) and scroll down to the Quick Links section. Click on Accommodations Request to complete the request.

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3) Modules

ExcelTrack will utilize unique module structure that differs from our standard unit setup. These are the modules that will be used in all ExcelTrack courses:

Getting Started: This module will *always* be the first module in the course.

Syllabus: This module will *always* be the second module in the course.

- (For NU497M1-M6 only):

HTML URL:

<https://kapextmediassl-a.akamaihd.net/global/CourseHome/Syllabus/TERM/CourseCodeClinicalSyllabus.pdf>

Course Resources

Learning Outcomes and Assessment UG- Link LOR item

- **Submodules**
 - **Grading Rubrics-** vary by program
 - Course Documents- [will vary by course]
- **Program Outcomes**
 - [AACN Essentials and BSN Program Outcomes](#)

Academic Tools- add links below

- Library – Add link from External Tools
- Academic Writer – Add link from External Tools

- Academic Success Center - Add from LOR
- Writing With Integrity – Add from LOR

Instructor Resources (Hidden)

- **CTL Resources** – Add from LOR
- **Writing Across the Curriculum (WAC) Resources** – Add from LOR

Digital Book if course has one

Learn

Connect

Practice

Competency Assessment

4) Gating

The primary difference between ExcelTrack and regular courses is that ExcelTrack modules will rely upon gating that prevents students from seeing the rest of the course content until they complete the readiness check.

Every module except for Getting Started, Syllabus, and Faculty Information should be set up with the gating. You will also add gating to the discussion topic and competency assessment assignment.

5) Grades

In Gradebook, the following items will be added:

- Readiness Check
- Competency Assessment

Readiness Check: Link to “Readiness Check” quiz. This will be **hidden** and **excluded** from the final grade.

Competency Assessment: Link to “Competency Assessment” in assignments tool. This will be 1,000 points.

6) CLAs, GELs, and PCs

Each module will contain a single CLA that follows the module’s naming convention (i.e., “MT219M1_1802C_01”). These will be associated to the global Competency Assessment Rubric, which is stored within Brightspace.

Note: Do not associate these items with the unique rubrics that import with the outcomes package.

GELs and PCs may also be present in your module. These will associate with the standard rubric for the necessary GEL or PC.

7) TurnItIn (global TII optional settings)

The competency assessment submission folder should have **TurnItIn** enabled. You can find the global optional settings here:

<https://docs.google.com/document/d/1w3gJYaTN2LF2pDvFb2TsbWO5mwMrMgwtglts09cNWO0/edit?usp=sharing>