

# HelioCAMPUS 101

Adding Educational Experiences

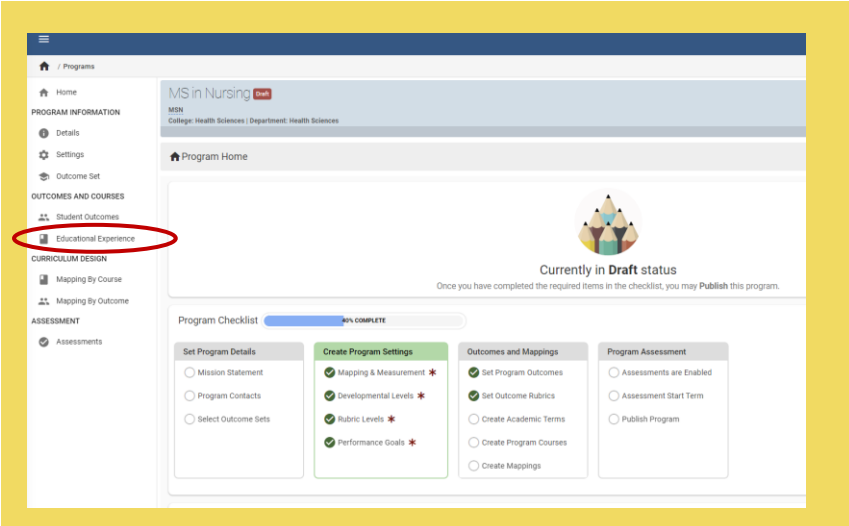
## Educational Experience

Refers to Courses, Course Sections, Co-curricular Activities and Co-curricular Sections. These are locations where student learning and assessment may be defined and/or occur.

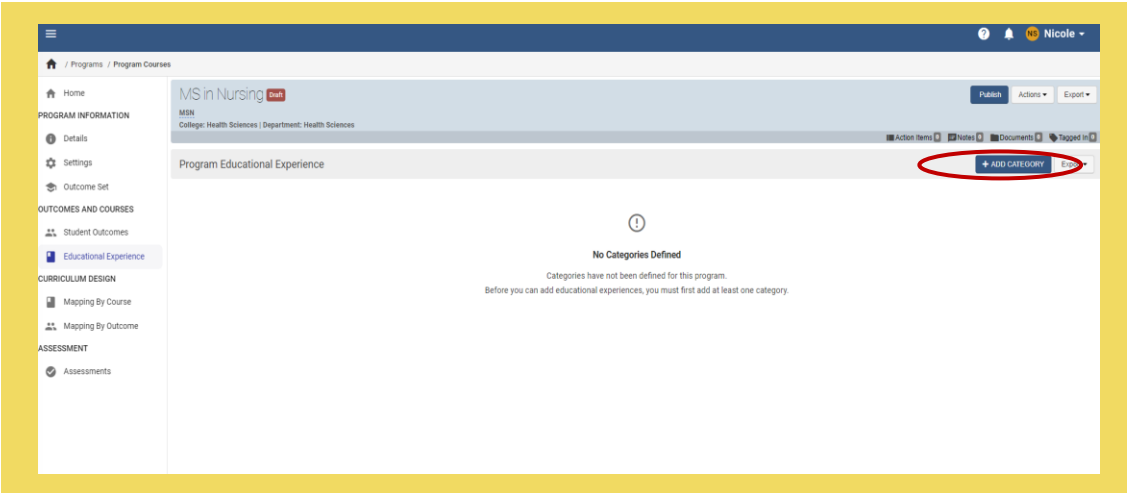
- Some programs may already have educational experiences added. Please confirm they are correct.
- If the program does not have experiences added, the next few slides will be a step-by-step guide on how to add experiences in Helio Campus

# Adding Educational Experiences

1. Open the program's home page and select Educational Experience from the left side menu

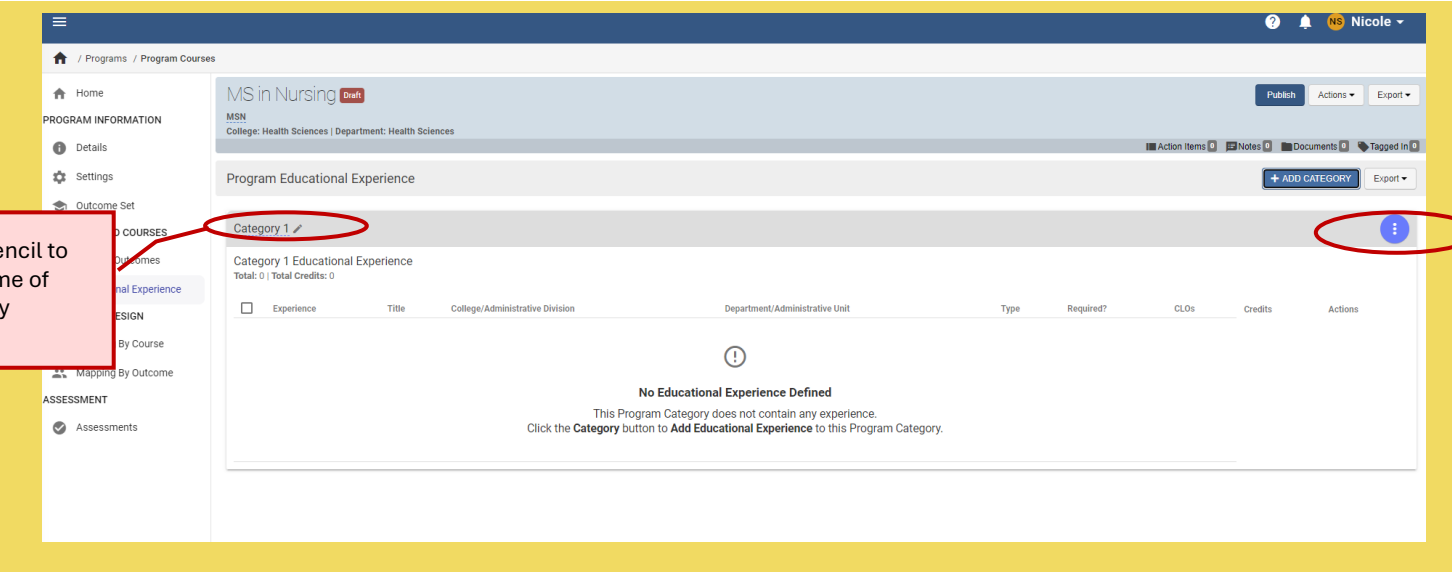


2. Select add new category



3. This is the screen that will appear once a new category is added

Click the pencil to edit the name of the category



Hover over the kabob and the widget will give you three options. Select the + sign to add courses and the trash can to delete the category

# Adding Educational Experiences continued

4. After selecting the + option, this window will pop up

MS in Nursing Draft Publish

MSN  
College: Health Sciences | Department: Health Sciences

Program Educational Experience

Category 1 ✎

Category 1 Educational Experience

**+ Add Educational Experience** ✕

Category 1

Select a college or administrative division  
Health Sciences [HS]

Select a department or administrative unit  
Health Sciences [HS]

Select a course subject code or co-curricular section  
NURS

The selected items are **required**.

Available Experiences

- NURS 2422 - PATHOPHYSIOLOGY
- NURS 2433 - ABSN PATHOPHYSIOLOGY
- NURS 2450 - ABSN PHARMACOLOGY FOR LIFE
- NURS 2505 - PHARMACOLOGY FOR LIFE SCIEN
- NURS 2506 - PHARMACOLOGY FOR LIFE SCIEN
- NURS 3105 - CARE OF THE ADULT I CLINICAL
- NURS 3200 - PSYCHOSOCIAL NURSING
- NURS 3205 - PSYCHOSOCIAL NURS CLINICAL
- NURS 3335 - NURSING RESEARCH METHODS
- NURS 3337 - NURSING RESEARCH METHODS
- NURS 3350 - ABSN CHILDBEARING/ CHILDBEAR
- NURS 3355 - ABSN CHILDBEARING CLINICAL
- NURS 3903 - CARE OF THE CHILDBEARING
- NURS 3904 - ABSN PSYCHOSOCIAL NURSING

Selected Experiences

- NURS 3100 - CARE OF THE ADULT I

To Add Educational Experience, after selecting a **subject code**, select the desired available experience(s).  
When you have completed your selection, click the right arrow button to add them to the selected experiences.

**SAVE** **CANCEL**

This Program Category does not contain any experience.  
Click the **Category** button to **Add Educational Experience** to this Program Category.

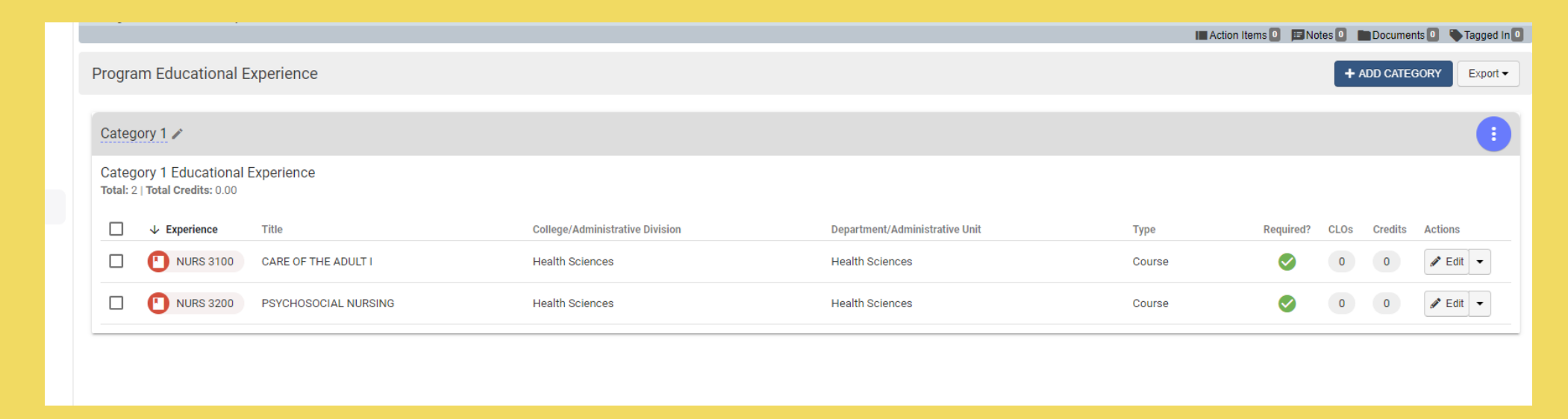
Use the drop-down menus to select the division, department and course subject

All available courses will appear here. Click to select an experience and use the arrow to move it over. (Hold Ctrl to select multiple experiences at one time).

Click Save

# Adding Educational Experiences continued

5. After selecting save the courses added will appear in a list under the category



The screenshot shows a web application interface for managing educational experiences. At the top, there is a navigation bar with counts for Action Items (0), Notes (0), Documents (0), and Tagged In (0). Below this is a header for "Program Educational Experience" with a "+ ADD CATEGORY" button and an "Export" dropdown. A sub-header for "Category 1" is visible, along with a blue menu icon. The main content area is titled "Category 1 Educational Experience" and shows a summary: "Total: 2 | Total Credits: 0.00". Below the summary is a table with the following columns: Experience (checkbox), Title, College/Administrative Division, Department/Administrative Unit, Type, Required? (checkbox), CLOs, Credits, and Actions (dropdown). Two rows of data are shown:

<input type="checkbox"/>	Experience	Title	College/Administrative Division	Department/Administrative Unit	Type	Required?	CLOs	Credits	Actions
<input type="checkbox"/>	NURS 3100	CARE OF THE ADULT I	Health Sciences	Health Sciences	Course	<input checked="" type="checkbox"/>	0	0	Edit
<input type="checkbox"/>	NURS 3200	PSYCHOSOCIAL NURSING	Health Sciences	Health Sciences	Course	<input checked="" type="checkbox"/>	0	0	Edit

## Training Links

[Curriculum Mapping +  
Outcomes Alignment Training  
Videos](#)

View part 3 for more information on  
adding educational experiences