Leo Instructions for Medical Students

For added convenience, the table of contents shown below includes active links to the respective content sections. However, please review the sections *in the order they are presented* because much of the information in each is based on what you learn in earlier sections.

- For questions specifically about Leo—not general medical curriculum questions—please contact Rebecca Maher at 701-777-3636 or at rebecca.a.maher@und.edu.

Contents

1. Logging in to Leo

To log in to the Leo system, click on this link: Leo login, and when prompted, enter your NDUS account credentials. The Leo login link can also be found on the Medical Education webpage. (Look for the "Leo Medical Curriculum Login" link on the left side of the web page.) *We recommend bookmarking the Leo login page.*

*Note: The first time you log in you may receive a "Federation Consent" message:*

*You should answer "**Yes**" to this message if you receive it. This is a security authentication message. Leo is asking permission to link your NDUS account to Leo, much as it is already linked to many of UND's accounts and services. After you accept this message during your first visit, you should not see it again.*

If you are unable to login, please contact Rebecca Maher at 701-777-3636 or rebecca.a.maher@und.edu.

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2. Viewing Your Schedule (Calendar View)

Once logged in, you will see your calendar. (The image shown below is an example of a *single day view*.)
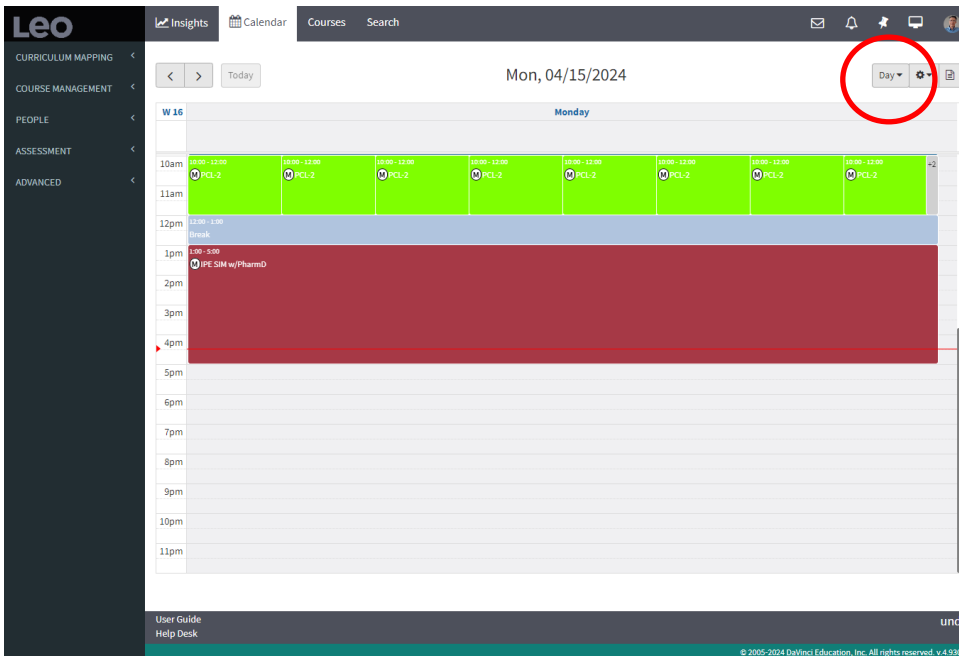
The calendar shows all upcoming activities and requirements for the *course* (e.g., Unit 1) in which you are enrolled.

Changing the Calendar View
Near the top right corner of the Calendar page (see the circled area in the image above), you will find a drop-down menu, which includes options to view the Calendar page by *Day*, *Week*, or *Month*. (Images of the Week and Month views are shown below.)

Week View:

Month View:

Important: <u>You are responsible for monitoring the calendar throughout each day and ensuring attendance and participation in required activities</u>. Do NOT rely on *printed* calendars—events change frequently due to curriculum updates, so you MUST log in and check the Leo schedule in advance to know what is coming up, what is required, and how to attend.

Courses are comprised of multiple *Events* (activities and requirements), and you only see the events that are part of the course you are viewing.

Hovering your cursor over an *event* on the calendar will provide some details about that event. (For an example, see the image immediately below.)
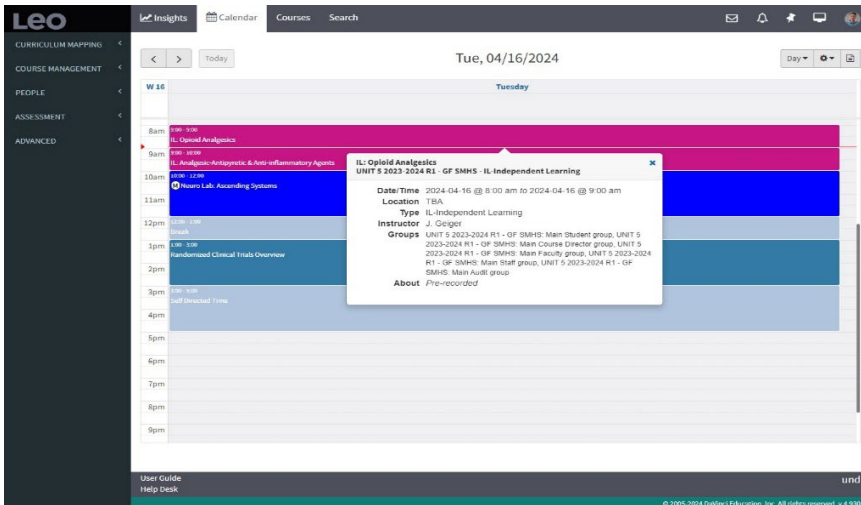
Clicking on an *event* will open the *Details* page of that event (see the image below), which provides additional details, including any <u>requirements</u> (such as the dress code and/or mandatory attendance) and any associated *Related Materials*, such as documents. (Notice in the image that the *Related Materials* heading is located near the right upper corner of the window.)
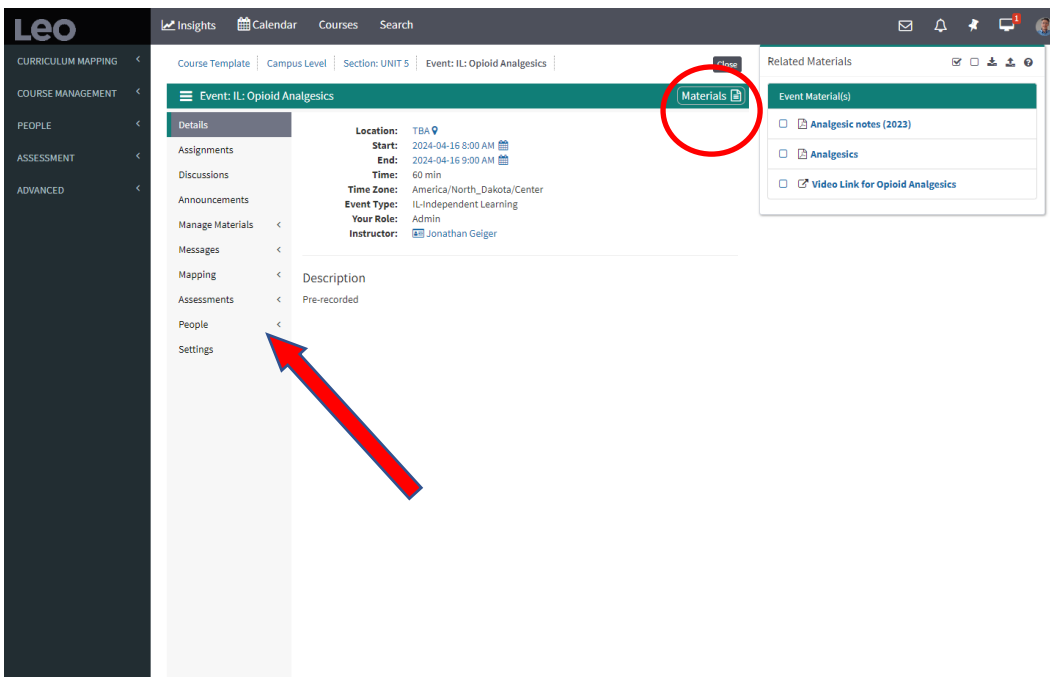

Please also notice the **menu items** for an event are displayed along the left-side of the screen (see the arrow in the image above). Many of these are not used with most events, but click on each to verify whether they have any bearing on your event. The *Manage Materials* menu item is the most commonly used, so you should click

on it first to see what materials go with the event: Follow any instructions provided regarding when to download materials and what to do with them. Click on the *Materials* option (see the red circled area in the image on the previous page) to open/close the *Related Materials* area that is adjacent to it. Clicking on any document in the *Related Materials* area will download it to your computer.

Finding "Location" information (or Zoom links) for Events

Again, clicking on a particular *event* from the Calendar view (as described on the previous page) will automatically take you to the "Details" page for that event. There you will see the term "Location" (notice the arrow in the image shown below), which will indicate where the event is being held (e.g., a room number, TBA, Zoom, etc.). If the event is being held via Zoom, a link that will automatically launch the Zoom room will be provided in the Description section (see the circled area in the image below).
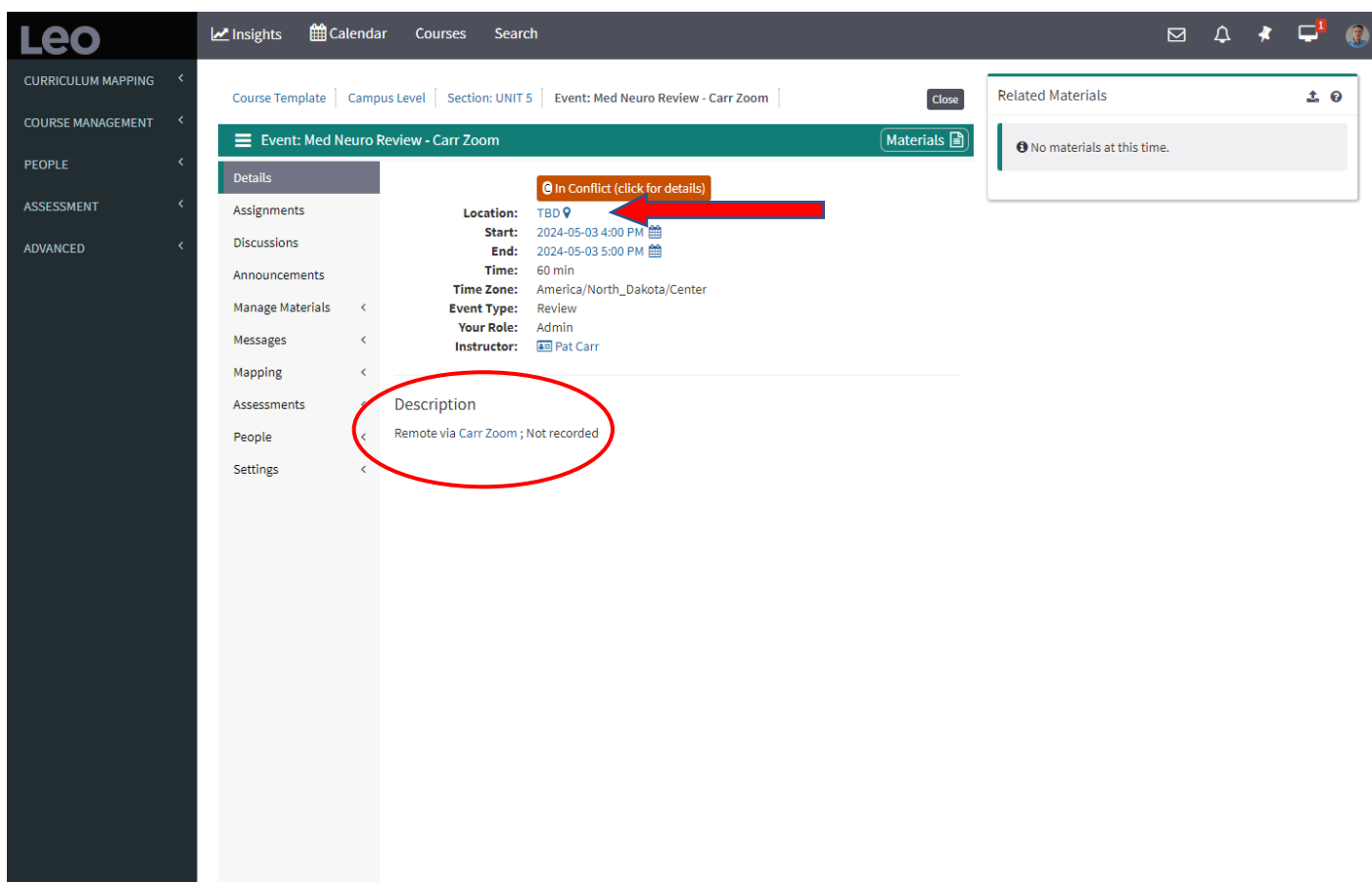
Note: The information displayed in the image above (i.e., located within the "Details" menu option) is the initial page seen when you click on an event from the Calendar page. However, if you are already in an event and have clicked on one of the OTHER menu options (e.g., Assignments, Discussions, etc.) you will need to click on the "Details" menu item in order to display the "Location" information.

You should always use the links located in the events themselves—this is because the links often differ from one event to another (e.g., for PCL and TBL) so always check FIRST to see if there is a link in the event itself, and if there is, you should use it.

Courses View

By clicking on the Courses *tab* that is displayed at the top of most Leo screens you will see the courses you are *currently* enrolled in as well as those in which you were *previously* enrolled. Clicking on a specific course is the most useful starting place for viewing materials, grades, and other information relating to your previous courses. Keep in mind that the *Course* view shows you information at the *course* level, rather than the *event* level, so the display will be more comprehensive. You will also find important materials for the entire course there for easy reference (e.g., the Clinical Skills Manual created by Dr. Jon Allen).

1. Click on the *Courses* tab. A list of courses appears. (See the image and arrow, below.)

2. Click on the specific course that you want to see. (See the image and arrow, below.)

By clicking the *Course* name, the course information page will open (see the image on the next page), which will also display any "*Related Materials*" heading (described earlier).

Course Information Window

3. Checking for Objectives

The *Mapping* menu item for a course or event provides access to the "objectives" associated with that course or event. Clicking the *Mapping* menu item for a given course or event opens a submenu, which includes the option *Session Objective Listing* (see the image, below).

1. Select the *Mapping* menu item for the Course or Event you are interested in.

2. Choose which level of objectives you want to see. (*Course G & O ["G & O" is an abbreviation for "Goals and "Objectives"] apply to the entire course, while Session Objective Listing applies to specific events that are part of the course.*)


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4. Messages and Communication

Important note: Although the Leo system offers the ability to send messages, called *Announcements*, this is **NOT** a feature of the Leo system we encourage students or others to use. **(Instead, the <u>NDUS email system,</u> *which is a separate system,* is the official means of communication for the medical curriculum and should be used by students, staff, and faculty.)**

The information in this section (i.e., this page and the next page) is provided for *informational purposes only*. **Again, the NDUS email system should be used by students, staff, and faculty, *not* the Leo "Announcements," "Messages," or the Leo "Email" methods.)**

For Informational Purposes Only: There are two ways to send messages in Leo: using the Messages tab inside an event (to reach all participants who are part of that event) or by selecting the Email option at the top right of Leo's Email/Announcement screen. (Leo's Email option was designed to specify which particular individuals will receive a message.)

For Informational Purposes Only: If a person was to send a message/announcement from within the Leo system—it is best to use Leo's Email option because that option avoids "spamming" everyone in the Leo system. **(Again, using Leo's Communication system is NOT recommended—the NDUS Email system should be used instead.)**

For Informational Purposes Only: When viewing an event page, clicking on the "Messages" Menu on the left side of the screen will open a submenu with options for communicating with participants of that event (i.e., instructors and students). For example, selecting "Event Announcement" (see the image below) will open the Email/Announcement screen for that particular event. (An image of the Email/Announcement screen is shown in the first image on the next page.)
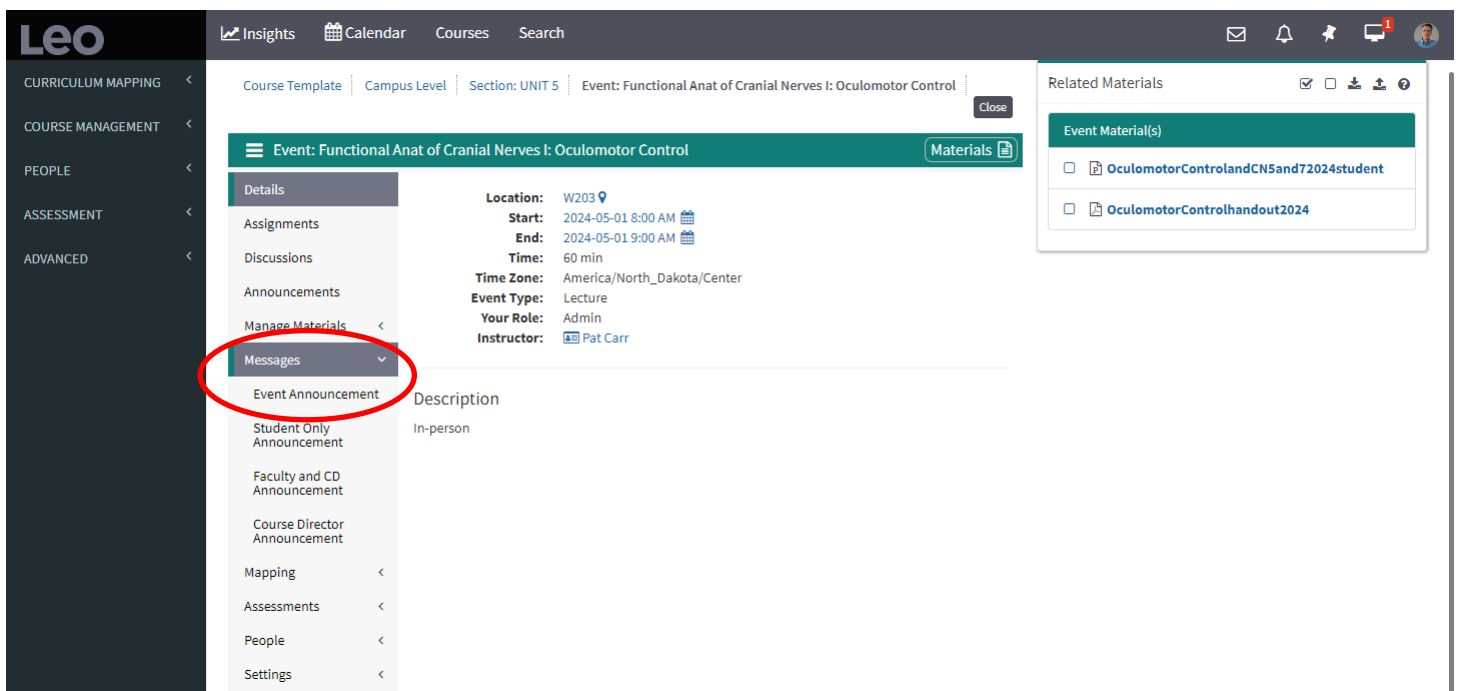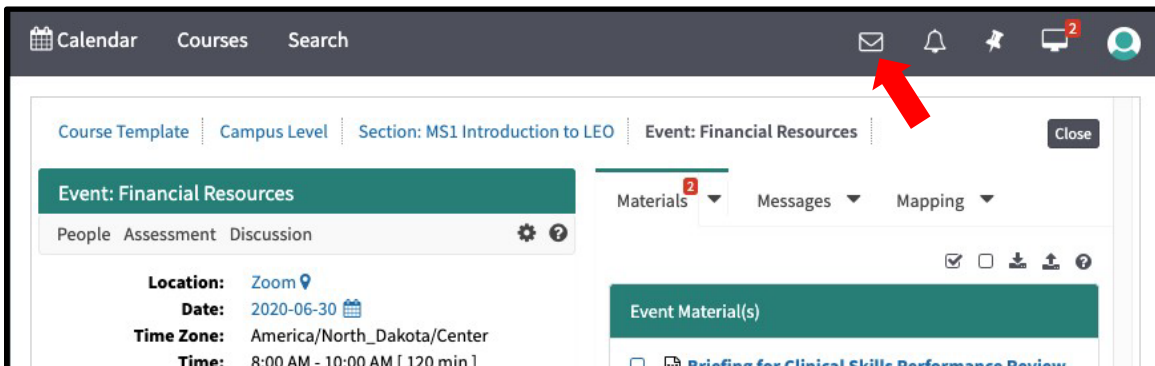
For Informational Purposes Only: After the Email/Announcement screen opens, the Email option should be selected (see #1 in the image below), and the Announcement option unselected (see #2 in the image below). The text of the message would then be prepared, and the message would be sent by selecting the "Send" button.
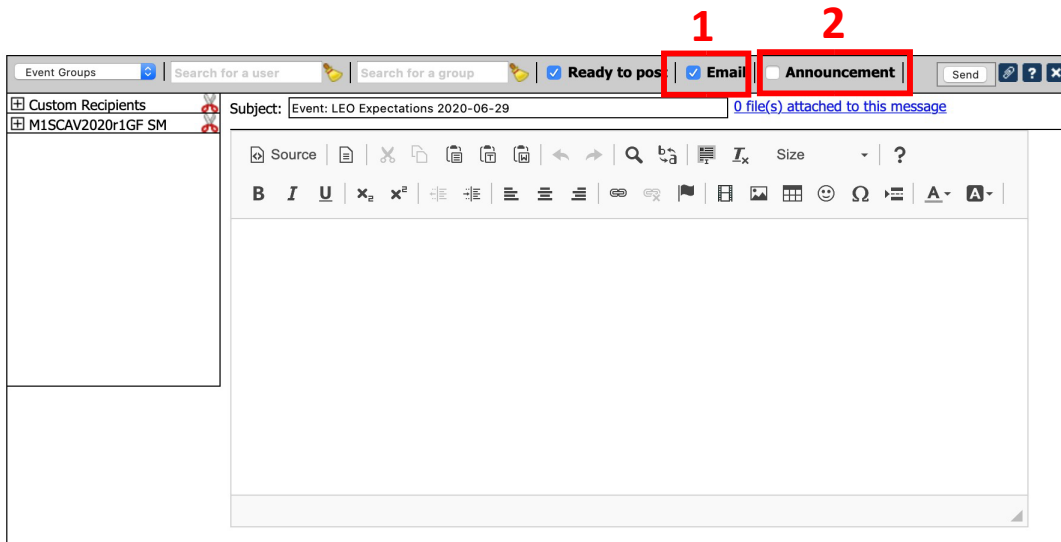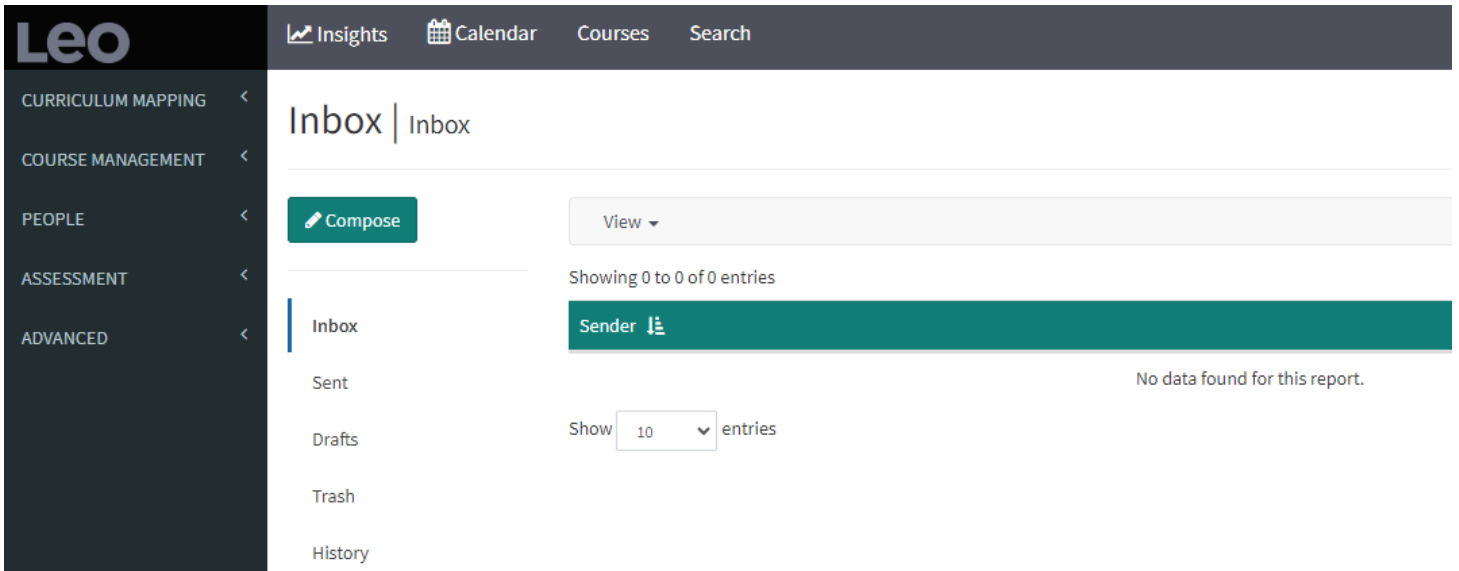

For Information Purposes Only: Using the Inbox to Send a Message to a Specific Person

The Inbox icon at the top of the event screen was designed to also send an email to anyone in the Leo system.

Selecting the Inbox icon will open an Inbox page—see the first image on the next page. same Email/Announcement screen that was noted in the previous step.

For Informational Purposes Only: Clicking the Compose button will open the Compose Message screen in order to construct an e-mail message.

1. Individual recipients can be searched for/selected by typing the individual's name in the "Search for a user" box.
2. Checking the Email option and unchecking the Announcement option would prevent the message being sent to all Leo users.
3. A subject would be added, and after the message is constructed, the message would be sent by clicking the Send button.
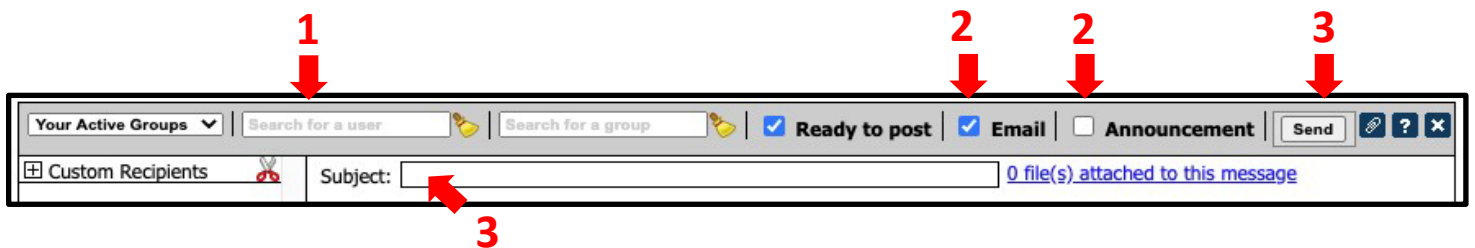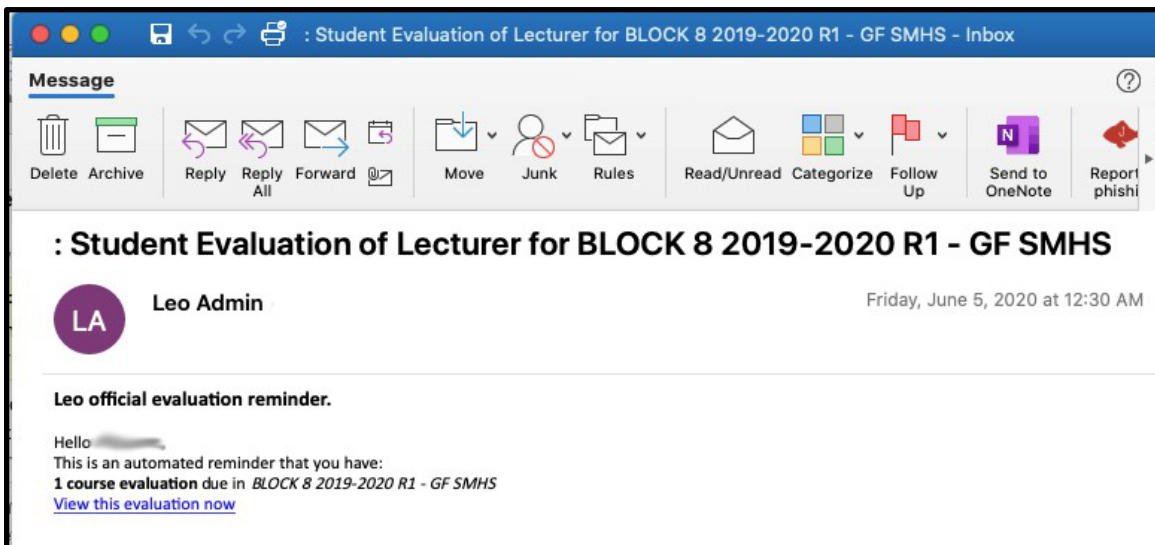
5. Evaluations

Throughout your time in the medical curriculum you will be periodically asked—and often *required*—to complete feedback questionnaires. These questionnaires are commonly referred to as "evaluations", and you will receive notifications about them by email and by notices/reminders automatically generated from the Leo system. There are *three ways* to see/access the evaluations questionnaires in the Leo system…

First Way: *Email*

You will receive an email from the Leo system to your UND email account, and that message (see the image below for an example) will contain a link you can use to open the evaluation. (*You may be prompted to log in to the Leo system—to do so, use your UND Identity Management [IdM] credentials.*)

Second Way: *Notification System in Leo*

There is a notification "bell" icon (see the image below) located near the top right of most Leo screens.

1. Click on the Notification Bell icon, and its page will open.

2. A list of recent activity, including evaluations assigned to you, will be displayed.

3. Click on any evaluation in order to open it and complete it as necessary/desired.
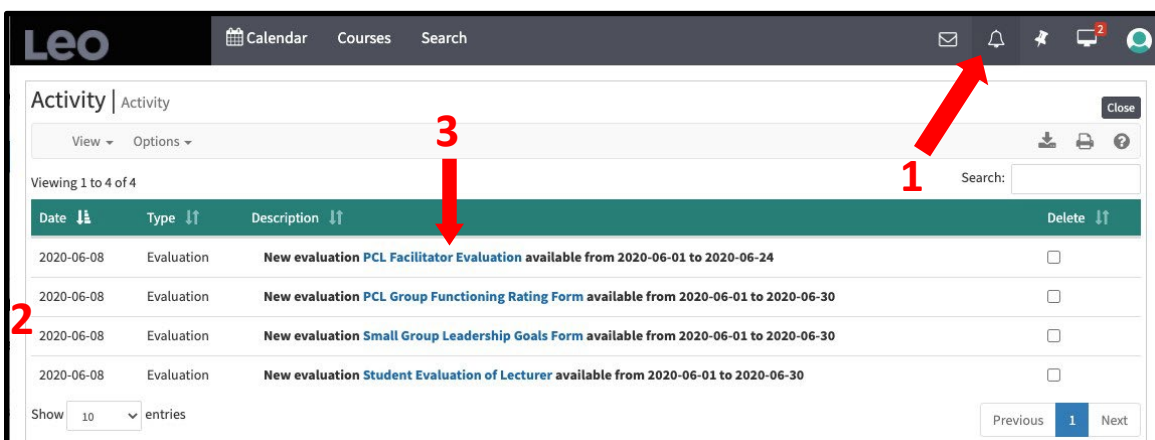
Third Way*: Your Evaluation Portal page in Leo*

Your *"Eval Portal"* page in Leo is accessed by clicking on your <u>profile icon</u> (displayed as either your photograph or the "head and shoulders" icon) located at the top right of the Leo interface. (See next image.) This is also how you will see grades that have been released for you to view.

1. Clicking on your profile icon (or your photograph) will open a menu. *(See #1 in the image below.)* Note that

either the profile icon **or** your photograph will appear here.
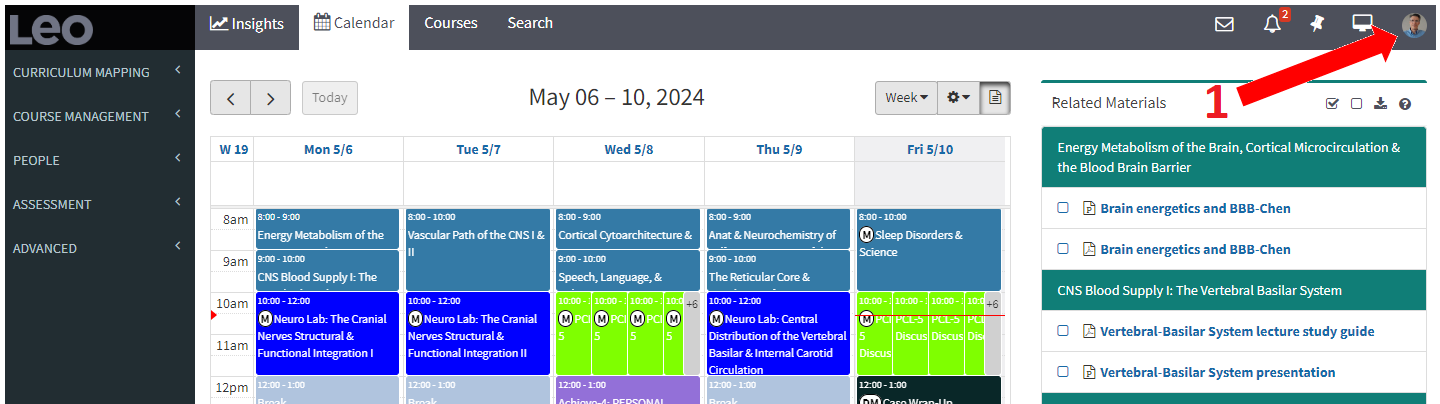
2. From the menu that opens, click on the Eval Portal option to open its page, which lists each evaluation questionnaire that is available. (See #2 in the image below.)

3. Clicking on a specific evaluation will open it, allowing you to complete and submit it.

4. To exit the Eval Portal, click again on your profile icon/photograph to re-open its menu. Then, clicking on the "Curriculum Portal" will return you to the Leo Calendar page.

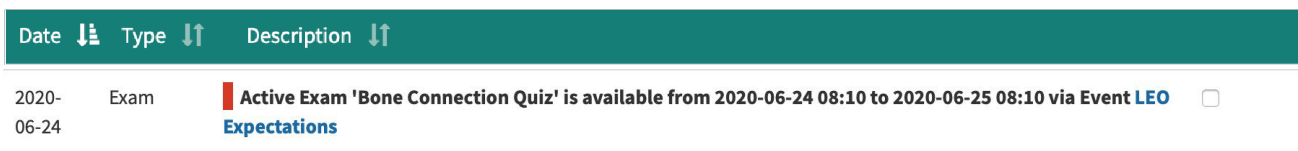.
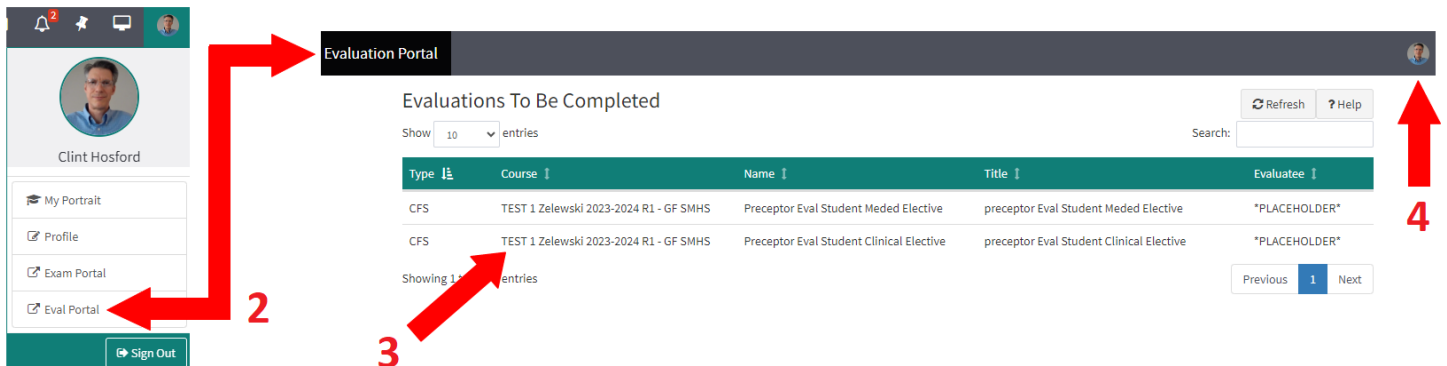
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6. Exams

Note: Leo calls all formative tests "Exams." The following section does NOT refer to assessments and summative exams such as the NBME, CBSE, Clinical Skills Exam, or the exams that occur at the end of the unit. These exams take place OUTSIDE of Leo.

The following section refers only to exams that have been created in Leo by an instructor as part of an *event* or *course*. For example, some instructors may require you to complete a quiz or assignment before, during, or after an event. In other cases, there might be quizzes that you must complete but are *not* tied to a specific event (e.g., a weekly quiz relating to multiple events).

There are **three ways** to view these kinds of exams…
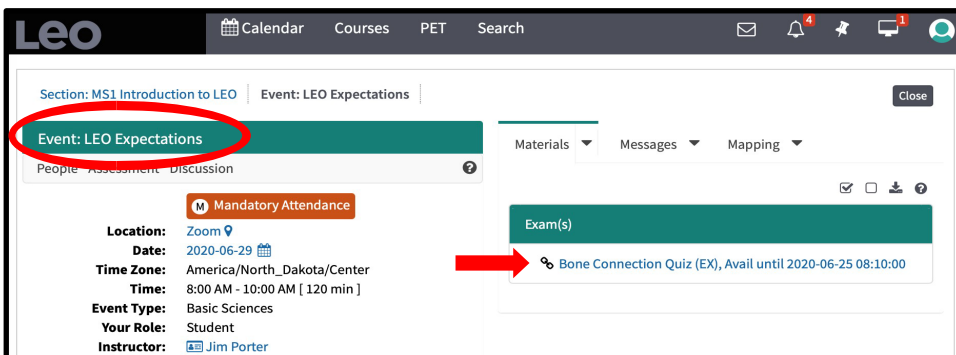
First Way: The Notification Bell Icon

Any assigned exam can be viewed from the Notification Bell page in Leo. This page was described in the previous section (i.e., **Evaluations**, pgs. 11-12). Clicking on the Notification Bell icon will open its page and list any assigned exams that you have. (See the image immediately below for an example.)

Second Way: Event View or Course View

If your instructor has assigned an exam (or anything else) related to an event, you will see that exam, etc. in the **event view** that was described in the section on using the **Leo Calendar** (i.e., pages 4-5). Here is an example…
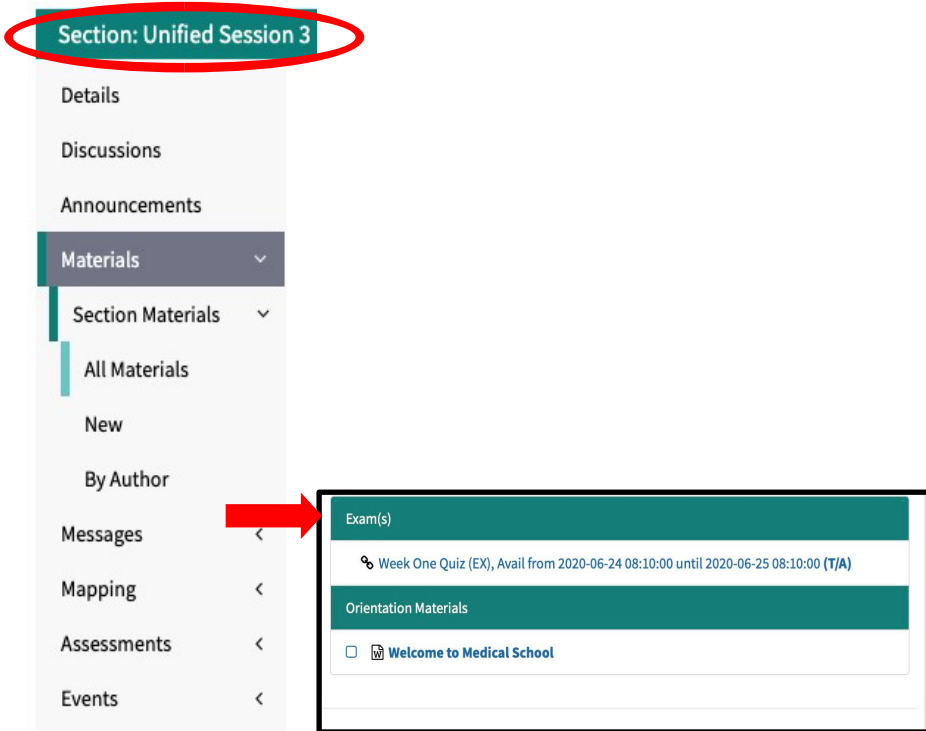
Sometimes, there may be an exam or test in Leo that is *not* associated with a single event. For example, a test that covers material from the current *week*. In such cases, you will also be able to access the test via the reminder bell that was described earlier and as part of the materials for the COURSE associated with the test:


Third Way: Exam Portal

Just as you learned how to use the **Eval Portal** option (see page 12) to see all open Evaluations that are assigned to you, you can also use the **Exam Portal** to see all the EXAMS you have been assigned. Click on your portrait icon in the upper right corner of any screen and choose Exam Portal. (Again, your Exam Portal is accessed by clicking on the Profile icon located on the top, far right of the Leo interface.

1. Click on the profile icon (note that the icon might be replaced with your photo) to open the menu.

2. Click on Exam Portal. A list of your exams appears.

3. Click on an exam to open and complete it.
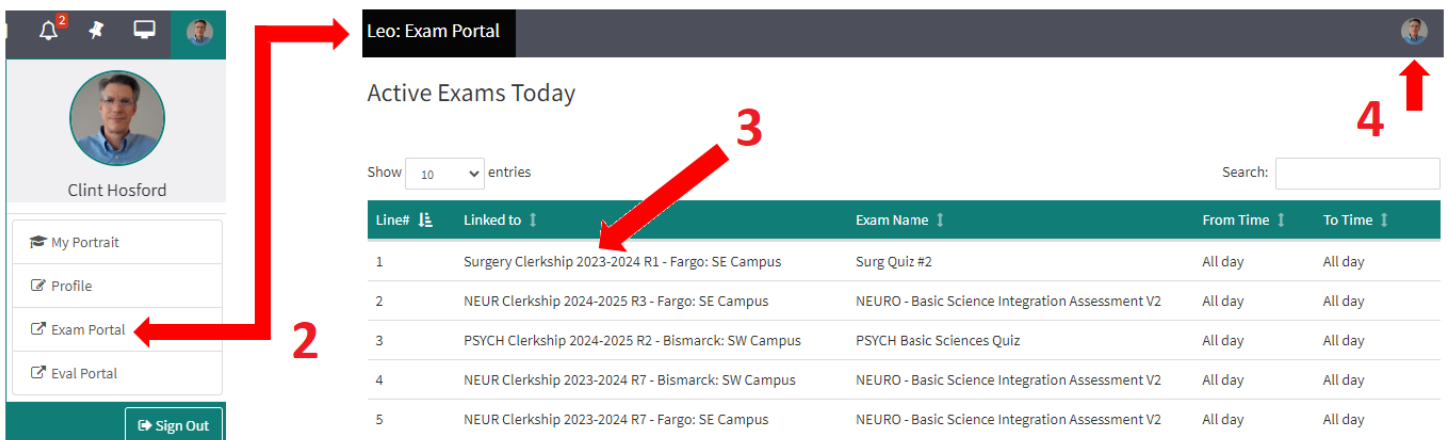
4. To exit the Exam Portal, click again on your profile icon, which might be replaced with your photo (e.g., see the image on the previous page) and click on "**Curriculum Portal**", which will return you to the Leo Calendar page.

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7. Academic Portrait

Throughout your studies, the Academic Portrait will keep a record of your progress, notes, evaluations from faculty, and more. You may not see much information here yet, but it will grow over time.

1. Access your Academic Portrait from your profile.
2. My Portrait opens. There are Menu Items at the left for Highlights, Academics, Evaluations, Notes, About, Portfolio, and Characteristics.
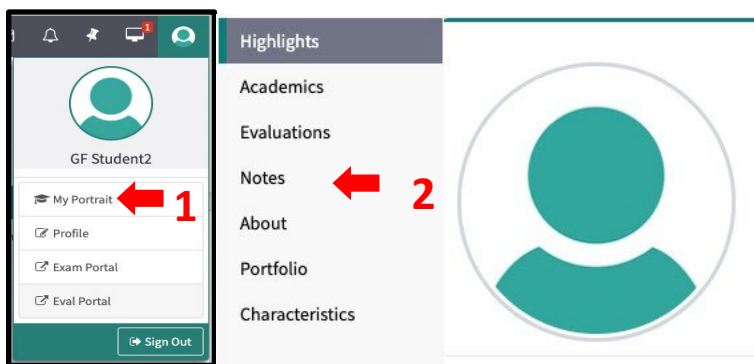
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8. Checking Your Grades

As grades are entered and made available to students, they will appear in your Leo gradebook. The gradebook will have different categories, each with different "weights" toward your grade. Each category will have one or more test or assessment associated with it. For example, Weekly Quizzes, Mid-Unit MCQ, End of Unit MCQ, Clinical Skills Assessment, etc.:

Weekly Quizzes (%*)		Mid Unit 1 - Case Exam% (24.0000%) 🔒		Mid Unit 1 - MCQ% (%*) 🔒		End Unit 1 - Case Exam % (12.6700%*) 🔒		End Unit 1- MCQ% (12.6700%*) 🔒		Clinical
Unified Session-I Week 0 QUIZ (100.000%*)	Category Total	Mid Unit 1 - Case Exam% (100.000%*)	Category Total	Mid Unit 1 MCQ% (100.000%*)	Category Total	End Unit 1 - Case Exam% (100.000%*)	Category Total	End Unit 1 MCQ% (100.000%)	Category Total	Clinical Skills (100.000%*)

Some of the assessments inside a category are formative and do NOT count toward your overall grade (although they are mandatory to complete). Those items will have "Scores" associated with them, but the CATEGORY will have 0% weighting toward your overall grade (i.e., it does not count toward the final grade). Others, such as the MCQs (i.e., multiple-choice questions), will have a percentage weight assigned to them, indicating how MUCH the scores in that category count toward your overall grade.

Important: If you see a screen that shows you have "0.00%" for a grade, DON'T PANIC! Until YOUR grades are "released," you will not see the actual tests or scores associated with them, and the system will not count them in your overall grade.

Below is a screenshot of a fake student who has had no grades released at the time they are checking their gradebook. This student is NOT FAILING; they simply doesn't have any graded assessments yet.

Important: If you took an evaluation or an exam and it does not show up in the Gradebook, that means it has not been released. Be patient—grades will be displayed for everyone at the same time.

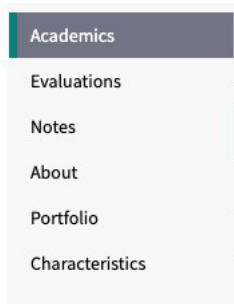## Section: Gradebook   Close

Leo Gradebook for GF Student1 in Block 5 2020 2020-2021 R1 - GF SMHS

Help

Student	Grade
Total Score	
Student1, GF	0.00%

To Check Your Grades…

1. Access your Academic Portrait from your profile.
2. Click on the "Academics" Menu Item to see a list of your enrolled courses:

3. If the OVERALL course grade has been entered and made available, it will be displayed next to the name of the course.
4. To see any grades for specific exams that have been entered and released, click on the name of course you want to see partial grades for.
5. Click on the "Assessment" Menu Item and select "Gradebook:"
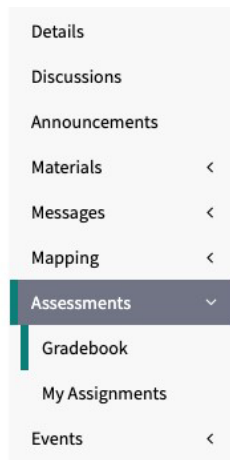
6. You will be taken to the gradebook where you can see any tests or exams that have been entered and released to you as part of that course.
7. If the Director of Assessment has made any comments about your grade, you may get a message when you first go to the gradebook. (You will be able to see any available comment by hovering over the icon to the right of your score.)

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