

Repeating Events

This report shows all the Repeating Event definitions for the current Course. You can see the number of Events created for each Repeating Event. You can click on that number for a detail list of the Events.

Path: Home > Courses > [Course Screen] > Events > Repeating Events

The screenshot shows the LEO interface with the 'Courses' tab selected. The sidebar on the left has 'Repeating Events' highlighted. The main content area displays details for 'Section: Cardiovascular Medicine' (SOM 2021/2022). The details include:

- Begin Date: 2020-07-01
- End Date: 2021-02-28
- School Year: MED Third Year
- Campus: Main Campus
- Your Role: Admin
- Course Director: Jane Faculty
- Course Coordinator: Ann Alexander

The description for this section is 'Welcome To Cardiovascular Medicine'.

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The screenshot shows a table of repeating learning events. The table has the following columns: Repeating Event, Faculty Member, Begin Date, End Date, Event Count, and Additional Instructors. The 'Event Count' column is highlighted with a circled '2'. The 'Viewing 1 of 4' text is highlighted with a circled '1'.

Repeating Event	Faculty Member	Begin Date	End Date	Event Count	Additional Instructors
Anatomy Lab	David Adelstein	2017-10-24	2017-11-14	12	0
Clinical Shadowing	Johan Aerts	2017-10-20	2017-11-17	15	0
Micro Lab	Donald Burrows	2017-10-18	2017-11-15	15	0
Simulation Experiences	Leslie Adams	2017-10-19	2017-11-17	15	0

At the bottom of the table, there is a 'Show 10 entries' dropdown and a pagination control showing 'Previous 1 Next'.

Each item in this list is a definition for a set of Repeating Events. The following functions are available within the Repeating Event report:

1. **Repeating Event:** Click the name to edit options
2. **Event Count:** Review and manage the Events created by the Repeating Event option

Repeating Event (Edit)

[Assign Groups](#) | [Add Additional Instructors](#)

Edit Repeating Learning Event

Course: Medical Science, 5 SOM 2021/2022 R1 - Virtual

You can review the events for this repeating event in the Repeating Event Manager.

Event Name: Anatomy Lab *

Description:

Location: Anatomy lab *
(Type to search for an item, double-click or "" for all items. Press ESC to erase field)

Event Type: Lab *
(Type to search for an item, double-click or "" for all items. Press ESC to erase field)

Primary Faculty: Adelstein, David *
(Type to search for an item, double-click or "" for all items. Press ESC to erase field)

Beginning Date: 2017-10-24 *
(Click for pop-up calendar)

Beginning At: 1:00 PM *
(Click to select a time)

Ending Date: 2017-11-14 *
(Click for pop-up calendar)

Ending At: 5:00 PM *
(Click to select a time)

Repeating Type: w: Weekly *

Repeat On: Tuesday *

Deleted: No

Assign Groups

After Saving the previous screen you will need to assign Groups to the Repeating Event.

Get Extended List | Filter: []

Assign Groups Repeating Event Anatomy Lab	
Available Groups	Assigned Groups
Medical Science, 5 SOM 2021/2022 R1 - Virtual: Main Audit group	
Medical Science, 5 SOM 2021/2022 R1 - Virtual: Main Course Director group	
Medical Science, 5 SOM 2021/2022 R1 - Virtual: Main Faculty group	
Medical Science, 5 SOM 2021/2022 R1 - Virtual: Main Staff group	
Medical Science, 5 SOM 2021/2022 R1 - Virtual: Main Student group	
Faculty	
Staff	
Students	
Agnio_Plasti	
Alberto_Alphonse	
LAB-1	
Lab-1	
LAB-2	
Lab-2	

Add Additional Instructors

Get Extended List | Filter: []

Instructors for the Anatomy Lab repeating event	
Available Instructors	Selected Instructors
7185, user	
7186, user	
8535, user	
8536, user	
8540, user	
9118, user	
9647, user	
9649, user	
9717, user	
9965, user	
Abbott, Jared	
Abdullah, Li	
Abouassaly, Michael	
Adams, Leslie	
Adelman, Steven	
Administrator, Leo	
Aerts, Johan	
Alexandra, Jane	

Event Count (List Events)

This report shows you all of the Events created for a given Repeating Event.

This report is also a management tool to allow you to easily manipulate the Events in the list. You can do batch updates of instructors, locations, dates, and other fields.

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View Options [Download] [Print] [Settings] [Help]

Viewing 1 to 5

1 Add New Repeating Event
2 Deleted Repeating Events

Search:

Repeating	Faculty Member	Begin Date	End Date	Event Count	Additional Instructors
Anatomy Lab	David Adelstein	2017-10-24	2017-11-14	12	1
Clinical Shadowing	Johan Aerts	2017-10-20	2017-11-17	15	0
Micro Lab	Donald Burrows	2017-10-18	2017-11-15	15	0
Simulation Experiences	Leslie Adams	2017-10-19	2017-11-17	15	0

Show 10 entries

Previous 1 Next

Events for the Clinical Shadowing Repeating Event

View Options [Download] [Print] [Settings] [Help] [Close]

Viewing 1 to 10 of 15

Search:

Date	Event	Location	From	Until	Instructor	Markfor Update	Delete
2021-01-29 *	Clinical Shadowing	Emergency Department	09:00AM	03:00PM	Johan Aerts	<input type="checkbox"/>	DEL
2021-01-29 *	Clinical Shadowing	Emergency Department	09:00AM	03:00PM	Johan Aerts	<input type="checkbox"/>	DEL

Learning Event (Rec# 223303)

CourseID: Medical Science 5 SOM 2017/2018 R1 - East Campus

Location: Anatomy Lab

Time Zone: America/New_York

Event Type: Lab

Event Name: Anatomy Lab

Event Date: 2018-01-02

From Time: 1:00 PM

To Time: 5:00 PM

Mandatory: No

Attendance: No Attendance Password:

Attire:

Save Learning Event Save-As-New

Conflicting Events

Course: Neuro SOM 2017/2018 R1 - Main

Event: Afternoon Lecture

Instructor: Jane Egli

Location: 7670 HAFS Building

From: 01:00 PM to 01:55 PM

Course: Medical Science 5 SOM 2017/2018 R1 - East Campus

Event: Vascular Diversity

Instructor: Faculty Dean

Location: TBA

From: 11:00 AM to 02:00 PM

The red asterisk (*) indicated that the Event in is conflict with another Event.

Click the Event after the red asterisk (*) to review the conflict. In this example, the two Events overlap in time.

Add New Repeating Event (1)

The Repeating Event option lets you **create a template** for an Event and then create Events using the template based on a schedule of dates.

While the Events created will be identical - other than the date - you can customize the individual Events after they are created.

The screenshot shows a web form titled "Edit Repeating Learning Event" for the course "Medical Science 5 SOM 2017/2018 R1 - East Campus (New Record)". The form includes the following fields:

- Event Name: *
- Description:
- Location: *
- Event Type: *
- Primary Faculty: *
- Beginning Date: *
- Beginning At: *
- Ending Date: *
- Ending At: *
- Repeating Type: *
- Repeat On: *

At the bottom of the form, there is a green "Save And Update" button and a "Deleted:" dropdown menu currently set to "No".

If you re-run the Event creation routine it will update the existing Events and will remove any customizations you have made that conflict with the default settings. Thus, if you customize your Events, do not re-run the Event creation option.

When you save the record, the system will check that you have assigned default groups, and then let you create the actual Events for the Repeating Event.

You can only have one Repeating Event with the same name in the same Course (Section). If you try to create a duplicate record the system will inform you that your record is a duplicate. You will need to change the name to create the new Repeating Event. If your record is a duplicate of a **deleted** Repeating Event, then your new, active, record will replace the deleted record.

Deleted Repeating Events (2)

This report shows the deleted Repeating Events for the current Course.

You can un-delete a Repeating Event from this screen, and you can manage the Events that were created using the now-deleted Repeating Event definition.

NOTE: However, while the Repeating Event definition may have been deleted, the Events created using that definition still exist.

Essentially, an Event created using the Repeating Event function is **a fully functional Event, and can exist independently of the Repeating Event.**