


## Lottery/Sign Ups

A **Lottery** lets you rank order your preferences, and Leo will do its best to give you your first choice(s).

1. Each choice has a maximum capacity.
2. If the number of selections exceeds the capacity then Leo will randomly select Students.
3. Leo will move on to the second choice and so on, until the Lottery is completed.

Typically Lotteries are used to determine Clerkship Rotations & Sites, Electives and/or Selectives.

 A **Sign Up** is filled on a first come, first served basis. Once the available slots are filled, then they will be unavailable for you to choose from.

### Overview of how the Lotteries/Sign Ups work within the System.



[Lottery\\_Overview.pdf](#)

Below is a step-by-step guide on how you, as a Student, will be notified of a new Lottery/Sign Up, how you can participate in a Lottery/Sign Up, and then remove the notification after making a selection.

#### Step 1: How will I be notified of a Lottery/Sign Up?


The **Activity** report will notify you of any other actionable information you need to know, such as updates/changes to upcoming Events, new documents, upcoming or due Exams or Evaluations and Lottery or Sign Ups that become available for you.



The Activity icon (bell) will have a red number next to it when you have a new Activity Alert.

When you click on the icon, you will be taken to your Activity Report, where you will see a list of your Activities, including this Lottery/Sign Up notification.

Activity   Activity <span>Close</span>			
Date	Type	Description	Delete
2019-09-11	Lottery	You were added to the lottery <a href="#">PD Test 1</a>	<input type="checkbox"/>
2019-11-01	Lottery	<b>The Lottery Test Lottery 10-9-19 is now available.</b>	<input type="checkbox"/>

 New Activity Alerts will be in bold text prior to clicking on the link. When you click on the link you will be taken to another screen to make your selection.

## Step 2: How can I make my selection?

Click on the Lottery/Sign Up link and you will be taken to another screen to make your selection.

**Information Icon:** The little "i" on the far right side of each Element will give you some basic information about that element (Course/Event) to help you make your selection.

## Lottery Selection

PD TEST 2: Will Bertson <span>✕</span> <span>?</span> <span>✓</span> <span>🔍</span> <span>🔄</span>				
Rank	Available Courses			
# 1	↓	<input checked="" type="checkbox"/>	PALLIATIVE CARE Test 2018 R1 - Main Campus 2018-04-16 to 2018-04-27	<a href="#">i</a>
# 2	↑ ↓	<input checked="" type="checkbox"/>	ANESTHESIA Test 2018 R1 - Main Campus 2018-04-16 to 2018-04-27	<a href="#">i</a>
# 3	↑	<input checked="" type="checkbox"/>	SURGERY Test 2018 R1 - Main Campus 2018-04-16 to 2018-04-27	<a href="#">i</a>

You can adjust your choices in the following ways:

- Click on the **rank** number to select a new rank.
- Use the **arrow keys** to move an element up or down one position in the ranking.
- Click on the **check box** to select or deselect an element.



If you do not make enough choices it is possible that you could end up not being assigned to any elements. In this case, your assignments will have to be made manually after the Lottery is over.



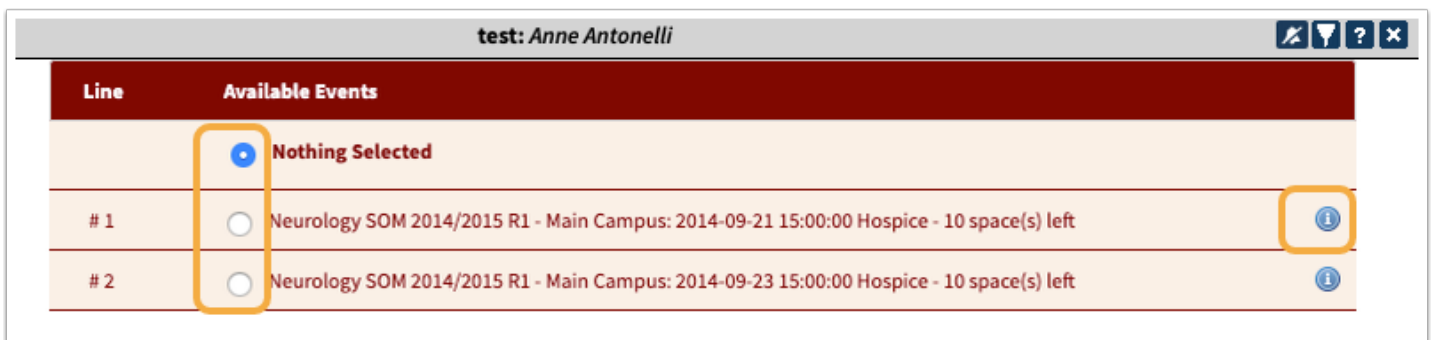
NOTE: Newly selected items will be ranked at the bottom of your list.

## Lottery icons



- **Bell with /:** This will hide the Lottery/Sign Up notifications and it will no longer be visible in your Activity List.
- **NO symbol:** Deselects all selected items.
- **Check Mark:** Select all items.
- **Filter:** Filters allow you to view only the elements that you are interested in. You can filter by dates, Courses, Campus, and other fields.
- **Question Mark:** Help Screen for this option.
- **Close:** Closes window.

## Sign Ups Selection



You can adjust your choices for the Sign Ups by clicking on the **rank** number radio button to select or unselect your choice.

## Sign Up icons



- **Bell with /:** This will hide the Lottery/Sign Up notifications and it will no longer be visible in your Activity List.
- **Filter:** Filters allow you to view only the elements that you are interested in. You can filter by dates, Courses, Campus, and other fields.
- **Question Mark:** Help Screen for this option.

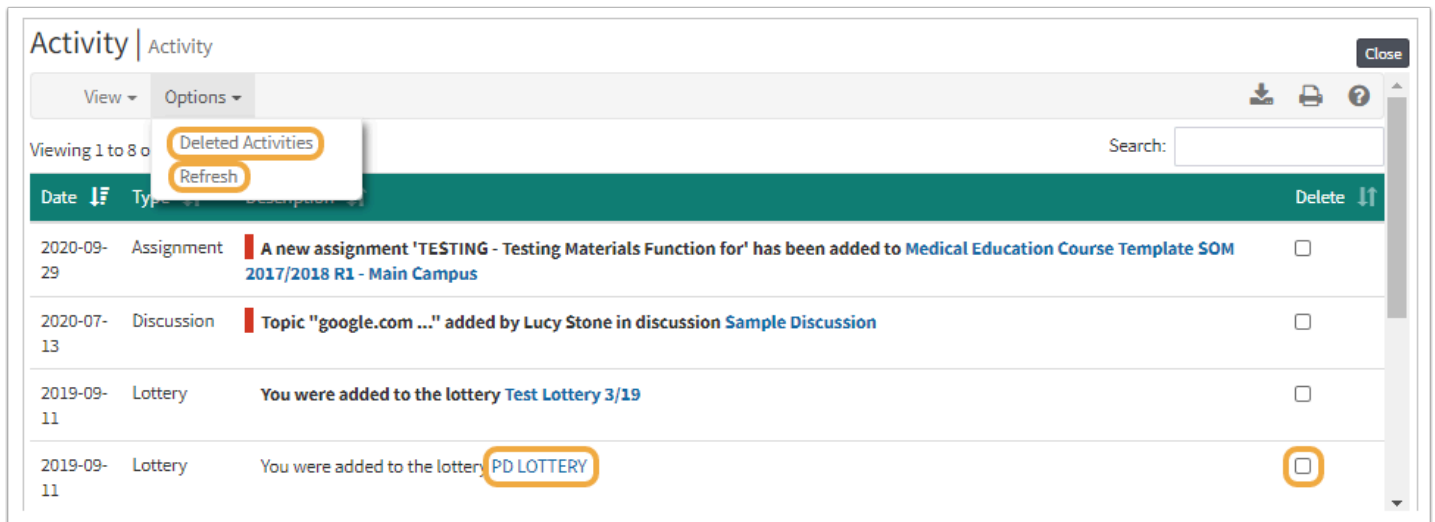
- **Close:** Closes window.

## Step 3: How do I delete a Lottery/Sign Up notification after making my selection?

Once you have made your selection for the Lottery/Sign Up, you can choose to delete the notification from your Activity Report by checking the Delete box on the far right.

Click Refresh.

Now that notification will no longer be in your list of activities/tasks to do.



The screenshot shows the 'Activity' report interface. At the top, there's a 'View' dropdown and an 'Options' dropdown. The 'Options' dropdown is open, showing 'Deleted Activities' and 'Refresh' buttons. Below this, there's a search bar and a table of activities. The table has columns for 'Date', 'Type', 'Description', and 'Delete'. The 'Delete' column contains checkboxes. The first three rows are: 1. 2020-09-29, Assignment, 'A new assignment 'TESTING - Testing Materials Function for' has been added to Medical Education Course Template SOM 2017/2018 R1 - Main Campus', checkbox. 2. 2020-07-13, Discussion, 'Topic "google.com ..." added by Lucy Stone in discussion Sample Discussion', checkbox. 3. 2019-09-11, Lottery, 'You were added to the lottery Test Lottery 3/19', checkbox. The fourth row is: 4. 2019-09-11, Lottery, 'You were added to the lottery PD LOTTERY', checkbox. The 'PD LOTTERY' text is highlighted with an orange box, and the checkbox is also highlighted with an orange box.

Date	Type	Description	Delete
2020-09-29	Assignment	A new assignment 'TESTING - Testing Materials Function for' has been added to Medical Education Course Template SOM 2017/2018 R1 - Main Campus	<input type="checkbox"/>
2020-07-13	Discussion	Topic "google.com ..." added by Lucy Stone in discussion Sample Discussion	<input type="checkbox"/>
2019-09-11	Lottery	You were added to the lottery Test Lottery 3/19	<input type="checkbox"/>
2019-09-11	Lottery	You were added to the lottery PD LOTTERY	<input type="checkbox"/>

And once you move something to the Deleted Activities list, you can always review the list or undelete a task notification if you need it back in your Activity list.