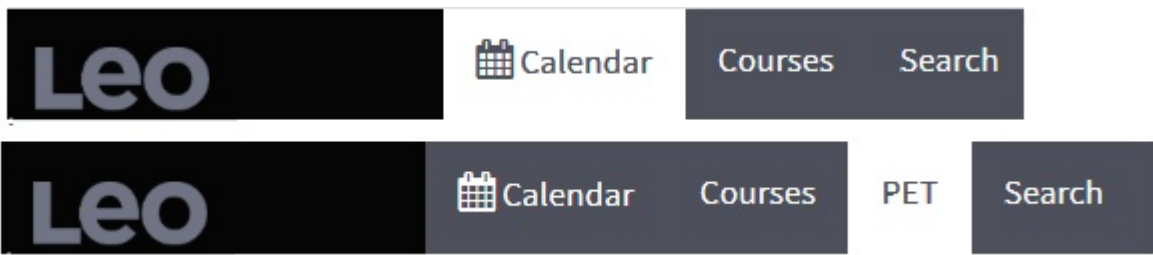


## Overview of Leo

Welcome to the Student Overview of Leo, powered by DaVinci Education! The sections below will provide a short introduction to some of the many features that Leo offers.

### Top Navigation Bar



Students enrolled in a clinical experience will have the additional menu tab for PET (Patient Encounter Tracking).

### Calendar View

The main user interface is based around the Calendar, a central hub for information about events.

The screenshot shows the Leo Calendar View interface. The top navigation bar includes the Leo logo, 'Calendar', 'Courses', and 'Search'. On the right, there are icons for email, notifications, a star, a monitor, and a user profile. The main calendar area shows a week view for August 6-10, 2018. Callout 1 points to the date range selector. Callout 2 points to the 'Filter' button. Callout 3 points to the 'Related Materials' sidebar. Callout 4 points to a specific event on the calendar.

W32	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10
Long Events					
8am				8:00 - 9:00 C M C M testing testing attendance	
9am					
10am					
11am					
12pm	12:00 - 3:00 M test att	12:05 - 5:00 M test			
1pm					

**Related Materials**

- ☐ EPA\_Questions
- ☐ reset\_close
- ☐ sir\_b
- ☐ What\_is\_in\_the\_New\_LCMS\_
- ☐ Harris Teeter List
- ☐ test at 12:05:00 on 2018-08-06 (LTI Provider: Panopto)

1. The **Calendar** opens to today's date and can be organized by: Day, Week, Month, or List views.
2. **Filters** can be applied to the Calendar to manage the information you see. You can also add Personal Events, access **More** options, learn more at the **? Help** and open/close the **Related Materials** pane.
3. **Related Materials** are organized in the right side panel and can be downloaded all at once, or you can select specific items to download.
4. **Events** are organized by time and place, as well as color coded by Event Type.

For more detailed information about the Calendar, please refer to the [Calendar](#) article.

## Courses Tab

The Courses tab includes a list of the Courses you are enrolled in (past & present). Each course name is also a link that brings you to the Course screen where you can access relevant information such as materials, discussions, the course description, and more.

Name	Rot.	From	Until	Events
<a href="#">Yr3 - UME 2023/2024 - Pediatrics (PED)</a>	9	2023-07-10	2023-07-14	67
<a href="#">Yr3 - UME 2018/2019 - Biology of Cells and Tissues (CELLBIO)</a>	1	2018-08-13	2018-08-17	107
<a href="#">Yr3 - UME 2017/2018 - Pediatrics (PED)</a>	2	2017-11-13	2017-11-17	24

1. Courses can be sorted by: Name, Rotation, From, Until, and number of Events.
2. Click the Course Name link to go to the Section Screen for that Course.

For more detailed information, please refer to the [Courses](#) article.

## Search Tab

Users can search across the curriculum by using a keyword search. To search for parts of a word, be sure to put the term in quotations. For example, searching **micro** will only return results where that specific word is found. Searching **"micro"** will return results where that word is found as well as results where **"micro"** is part of a word (microbiota, e.g.).

A number of built-in advanced filters are also available to help widen or narrow search fields and display options. Clicking on the Advanced Icon toggles the screens between the Advanced Search and Basic Search.

## PET Tab

When enabled, Leo's PET tab allows students to manage PET form submissions for clinical courses in which they are enrolled from the top Navigation Bar.

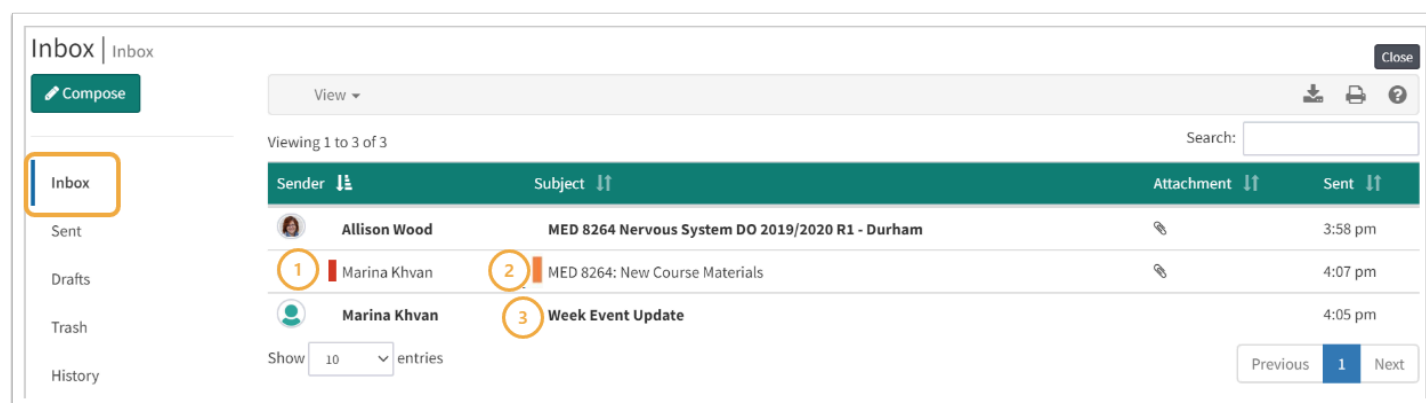
For more information regarding Patient Encounter Tracking see the article on [PET](#).

## Menu Icons



### Inbox Icon (Envelope)

Messages allows you to create Announcements and/or Email messages to selected recipients within Leo. Announcements comes populated with all the Groups associated with the Section or Event. Emails sent in Leo will be distributed to the email listed in the User's profile.



1. A red indicator shows this message is new, you haven't seen it in your Inbox before.
2. An orange indicator shows the message is high priority.
3. If the message is bold, that means you haven't read it yet. Click any row to view the message.



For more detailed information: refer to the [Inbox](#) article.

### Activity Icon (Bell)

Accessed via the **Activity Bell**, the Activity report will notify you of any actionable information you need to know, such as updates/changes to events, new materials, assignments, upcoming or due Exams or Evaluations, Lotteries and Sign-ups.

Activity | Activity

View Options

Viewing 1 to 10 of 17

Search:

Date	Type	Description	Delete
2020-05-19	Evaluation	New evaluation <b>Students Evaluating Small Group Instructors</b> available from 2020-02-14 to 2020-05-21	<input type="checkbox"/>
2020-05-19	Evaluation	New evaluation <b>How was the class</b> available from 2020-02-24 to 2020-03-09	<input type="checkbox"/>
2020-05-19	Evaluation	New evaluation <b>How was the class</b> available from 2020-03-02 to 2020-03-16	<input type="checkbox"/>
2020-05-19	Event	<b>Users &amp; Roles</b> has been updated: The event is no longer canceled.	<input type="checkbox"/>
2020-05-19	Exam	Active Exam 'Student Perspective of Standard Exam' is available from 2020-05-19 08:00 to 2020-05-19 14:00 via Event <b>Exams #1 Training Webinar</b>	<input type="checkbox"/>
2020-05-19	Exam	Active Exam 'Scratch-Off Example' is available from 2020-05-19 09:30 to 2020-05-19 12:00 via Event <b>Exams #1 Training Webinar</b>	<input type="checkbox"/>
2020-05-19	Event	<b>Group Management</b> has been updated: The event has been canceled.	<input type="checkbox"/>
2020-05-19	Event	<b>Leo 101 Orientation</b> has been updated: The event has been canceled.	<input type="checkbox"/>

- Items in **Bold** are unread.
- All links are active.
- Activities can be deleted.
- Deleted activities can be reviewed.

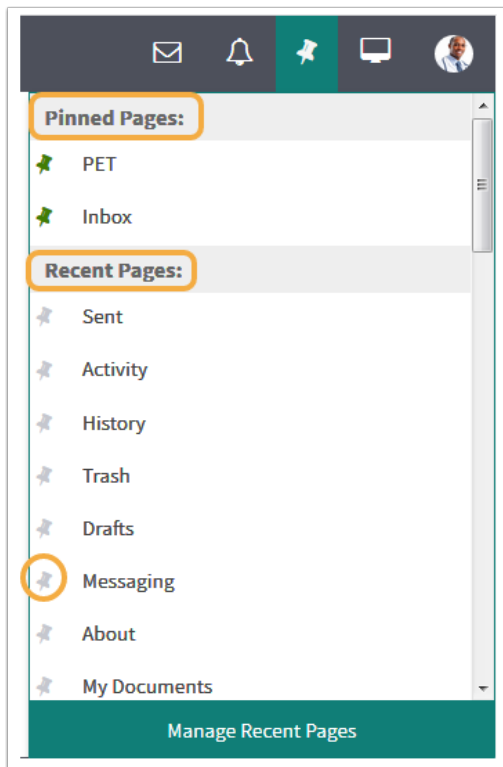


The **Activity** icon will automatically populate with a small number in a red box, indicating how many new or unread activities you have.

Examples of possible content you may see in your Activity screen log include items such as those listed below:

- Upcoming quiz
- New Materials were added to an upcoming Event
- Assignments added to a Course
- Event cancellation or rescheduling (in close to real time)
- Evaluation due (refer to this article on [Evaluations](#) for more information)
- Lottery/Sign-Up is open (refer to this article on [Lottery/SignUps](#) for more information)
- Exam due in regular or Long Events
- Receipt of Grades
- Event changes due to Group membership modifications, such as being added/dropped
- Long Event changes
- Notification of being added or removed from a Course
- New or updated Discussion Board or comments on a thread

## Pinned and Recent Pages (Pin)



**The Pin** allows you to bookmark any screen you visit in Leo to access it whenever you need to. This feature allows you to save your spot between sessions and to access quickly the areas in Leo you visit most frequently.

Click a **Recent Page** pin to move it to the **Pinned Pages**.

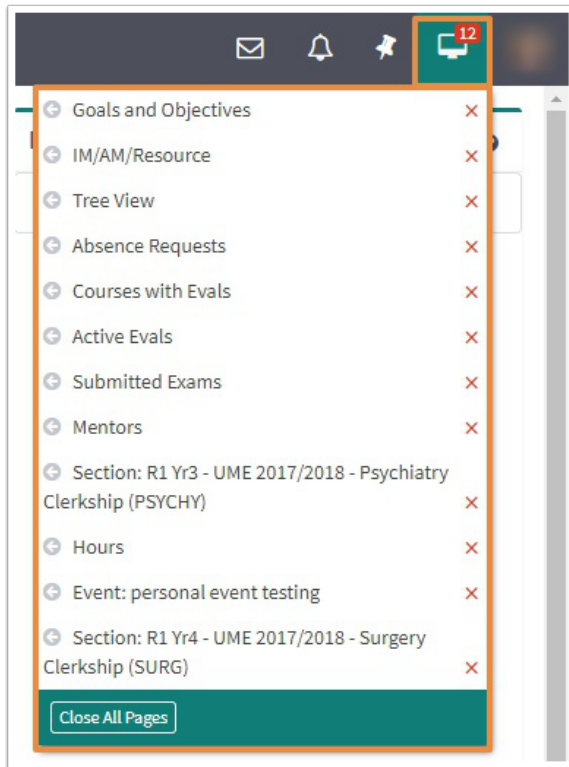
Select **Manage Recent Pages** to view or edit your recent history.



For more information please refer to [The Pin](#) article.

## Session Screen (Monitor)

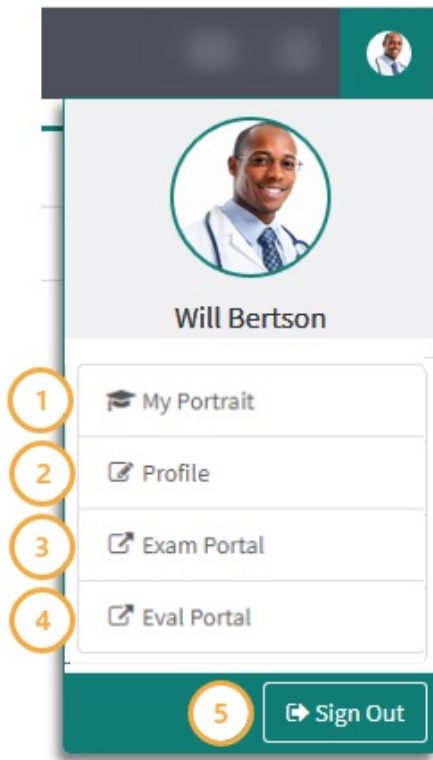
The **Session Screen** allows you to easily navigate around Leo without having to worry about losing your work when accessing another area of Leo. The Session Screen will keep a list of all of the active pages you have visited for the given session.



For more information, please refer to the [Session Screen](#) article.

## Account Menu (Picture)

Use the **Account Menu** to access user specific areas of the Leo such as the Exam and Eval Portals, Academic Portrait and your Profile.



1. **My Portrait:** Student's academic portrait
2. **Edit Profile:** Edit account settings
3. **Exam Area:** Exam Logon portal
4. **Eval Portal:** Eval Logon Portal
5. **Sign Out:** Sign out of account

## My Portrait

The Academic Portrait displays information about a student's academic career by pulling data from courses (ex. grades), attendance records, all Evaluations of or by the student and general demographic information. Tabs are customized by institution and may display differently than in the screenshot below. The Portrait also include the Portfolio tab, where documents and materials can be uploaded, as well as the option to turn on the collaboration tool to write Noteworthy Characteristics.



## My Portrait

[Close](#)

Will Bertson

### Highlights

- Themes
- Academics
- Attendance
- Evaluations
- Notes
- About
- Portfolio
- Characteristics



**Primary Program:** MEDICINE  
**Affiliation:** MED2  
**Phone:** (919) 923-0820  
**Email:** hsrfouhafudvf.ljbefa@gmail.com  
**Pronouns:** they/them/theirs

[Export Portrait](#)



For more detailed information, please refer to the [Academic Portrait](#) article.

## Edit Profile

Use the **Profile Manager** screen to manage basic default settings, and access the Groups, Courses, Change Password, Devices, Evaluations and Attendance menus.

### Profile

[Alt. IDs](#) | [Groups](#) | [Courses](#) | [Change Password](#) | [Devices](#) | [Evaluations](#) | [Attendance](#)

Click to upload a new picture

### Profile Manager

#### Personal Settings for Will Bertson

User Name: Will Bertson

Default Calendar View: Weekly

☐ Hide Calendar Document List

Default School Year View:

Security Level: 10

Show Only Enrolled Courses: Yes

Show Weekends: No

CalDav Server Address: http://demo.lcmsplus.com/lcms/calDav/index.php/Demo/principals/newdemostudent/

ICS URL: http://demo.lcmsplus.com/lcms/calDav/index.php/Demo/calendars/newdemostudent/default?export

Enable Public Calendar Feed: Yes

TimeZone: America/New\_York [-5.0]

Absolute View: No

[Save Profile](#)



For more detailed information, please refer to the [Profile](#) article.

## Exam Portal

The Exam Portal is where students will find and access their Exams in Leo. From the Exam Portal students can navigate directly to scheduled exams.

### Exams To Be Completed

Show  entries

Search:

Line#	Linked to	Exam Name	From Time	To Time
1	CARDIOMED - Bedlam L	A Quiz 1	All day	All day

Showing 1 to 1 of 1 entries

Previous
1
Next



For more information, please refer to the [Exam Portal](#) article.

## Eval Portal

The Eval Portal is where students will find and access their links for every evaluation that needs to be completed or request On-demand Evaluations (*if enabled*), in one location.

Leo: Evaluation Portal

On-Demand Evaluations

Request An Evaluation

Evaluate Someone Else

Evaluations To Be Completed

Show  entries

Search:

Refresh

Help

Type	Course	Name	Title	Evaluatee
SCF	Pediatrics UME 2023/2024 R9 - Leo University HSC	Faculty Evaluation by Student	On-Demand Eval of Faculty	Issa, Beverly
SCF	Pediatrics UME 2023/2024 R9 - Leo University HSC	Faculty Evaluation by Student		Smith, Lizzie
SCF	Pediatrics UME 2023/2024 R9 - Leo University HSC	Faculty Evaluation by Student	On-Demand Eval of Faculty	McBride, Minerva

Showing 1 to 3 of 3 entries

Previous
1
Next

Overview of Leo

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For more information, please refer to the [Eval Portal](#) article.