

Faculty: Upload Event Materials

This screen is used to manage the materials for your Event. Materials, in this context, consists of:

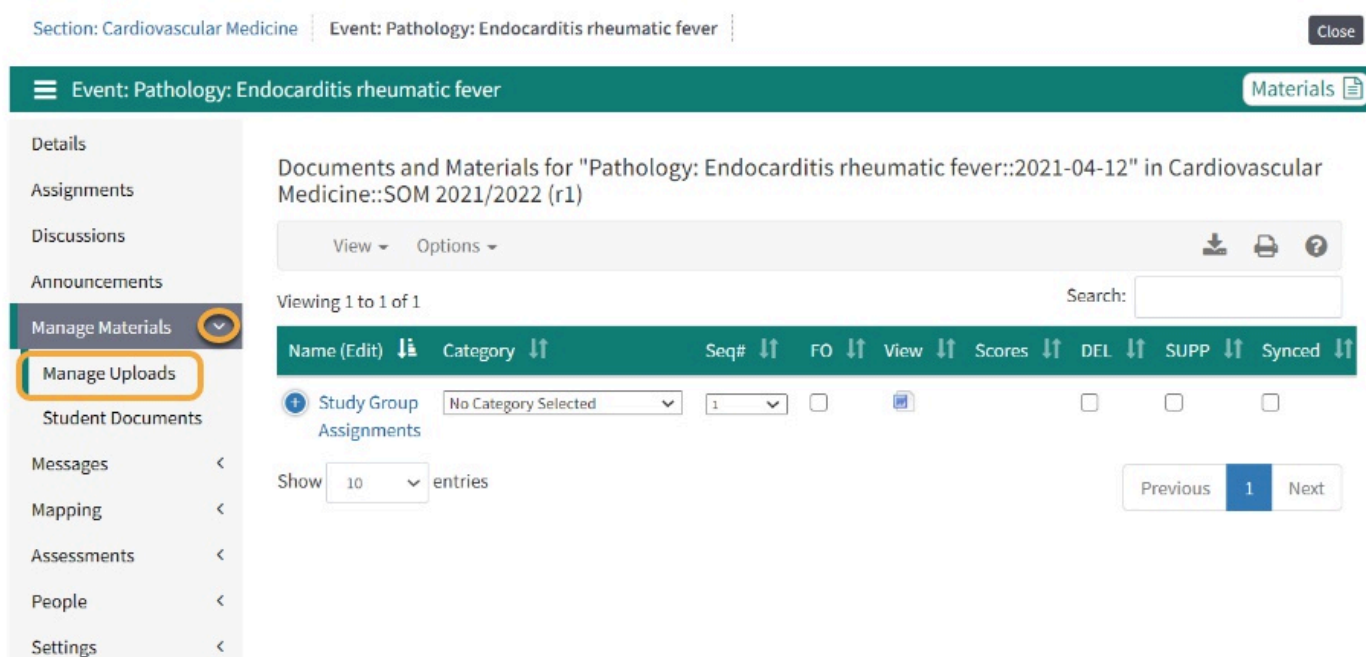
- Electronic document/s uploaded to the System (Multi File or Single)
- SCORM content (Surveys or quizzes made from Captivate, Articulate, Presenter or other software)
- Links to external (or internal) web sites

Complete the walk-through tutorial below to learn how to upload materials to an event in Leo. Click [here](#) to open the walk-through in a new window.

Faculty Uploading Materials

From the **Event Screen**, use either method to upload materials.

1. Manage Materials > Manage Uploads



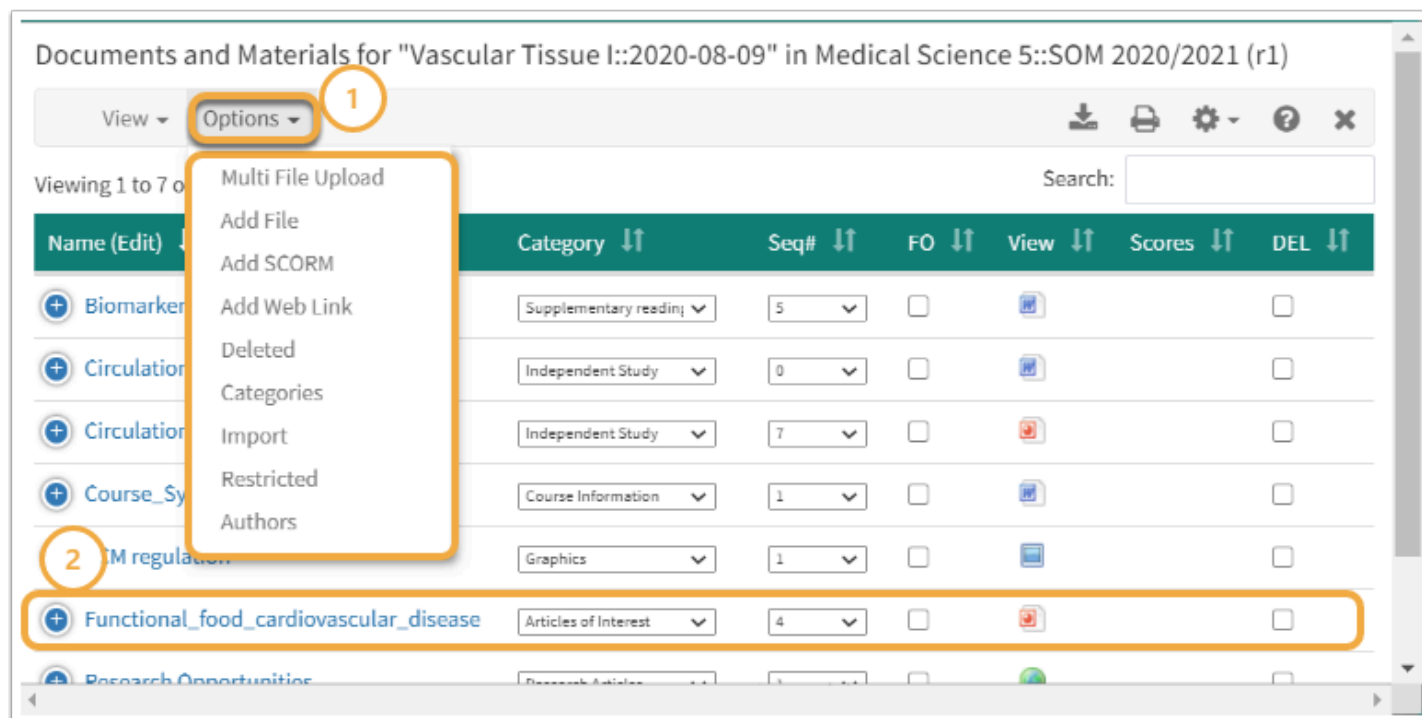
The screenshot shows the Leo Event Management interface. At the top, there's a breadcrumb trail: "Section: Cardiovascular Medicine" > "Event: Pathology: Endocarditis rheumatic fever". Below this is a dark green header bar with a hamburger menu icon, the text "Event: Pathology: Endocarditis rheumatic fever", and a "Materials" button with a document icon. On the left is a sidebar menu with options: Details, Assignments, Discussions, Announcements, Manage Materials (highlighted with a yellow circle and a dropdown arrow), Manage Uploads (highlighted with a yellow rectangle), Student Documents, Messages, Mapping, Assessments, People, and Settings. The main content area is titled "Documents and Materials for 'Pathology: Endocarditis rheumatic fever::2021-04-12' in Cardiovascular Medicine::SOM 2021/2022 (r1)". It includes a "View" dropdown, "Options" dropdown, download and print icons, and a search bar. Below this, it says "Viewing 1 to 1 of 1". A table with column headers (Name (Edit), Category, Seq#, FO, View, Scores, DEL, SUPP, Synced) is shown. The first row contains a "Study Group" link, a "No Category Selected" dropdown, a "1" dropdown, and several checkboxes. At the bottom, there's a "Show 10 entries" dropdown and "Previous", "1", "Next" pagination buttons.

Material Management Screen

1. Use the **Materials Management Screen Menu** items to upload Event materials/content.
2. Use the **Column headings** links to further define your materials.



1. **NOTE:** Hover your mouse over the menu links to read a fuller description of their functions.



(1) Content Menu

- **Multi File Upload:** Upload multiple files at one time.
- **Add File:** Upload an individual file
- **Add SCORM:** Quiz creating software. Save the file to a **SCORM 1.2 zip file** for importing to Leo.
 - For more detailed information, refer to [Section Level: Materials](#)
- **Add Web Link:** Directly link URL's to your Event materials.
- **Deleted:** Switches the view to deleted content records
- **Categories:** Lets you create new categories or update categories that you authored
- **Import:** Links to the Curriculum Link function that allows you to search and use content from other Events/Courses within Leo.
- **Restricted:** Show all possible restrictions to access, such as date, time, etc
- **Authors:** A report detailing the authors and uploaders of the content with an option to update the author and uploader
- **Close:** Closes the screen.

(2) Content Column Headers

- **Name (Edit):** Edit the document's name
- **Category:** Group together related documents within the Event under a title or heading
- **Seq #:** Defines the order in which a document will be displayed within a category. If two or more documents have the same sequence then they will be sorted by their title.

- **FO:** Faculty Only documents, hidden from Students.
- **View:** Displays icon based on document format. Click on the icon to download the file. Hover over the icon to see doc title.
- **Scores:** Shows if there are scores returned by SCORM content
- **DEL:** Delete a document
- **Supp:** Supplemental materials
- **Shared:** Check here to share with a linked Event.
- **History:** Click here to view a history of downloads, and to see which Students have not yet viewed the content.
- **G&O:** The number program objectives linked to the content record.
- **Author:** The number of authors assigned to the content.
- **Group:** The number of access groups assigned. If no access groups are assigned then normal access rules apply. If access groups are assigned then only users in the assigned groups will have access to the content.

Multiple File Upload

[Goals & Objectives](#) | [Clear Date and Time](#)

Multi File Upload Settings
MSC5 - Vascular Tissue I

This screen lets you enter settings for all the files you are about to choose in the multi file upload window. The settings you enter here will be applied to all of the files uploaded, but you can always change the settings on an individual file at a later time.

Please note that the upload system will look to see if a file you are uploading is a newer version of an existing file in the current list. If so, your newer file will replace the older file and the version number automatically added to the file name will be incremented.

You can on the **Toggle Advanced Settings** for more options.

Warning: Multi-File upload does not support SCORM content. Use the SCORM upload option for SCORM content.

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

☐ Shared Document

File Password:

☐ Faculty Only:

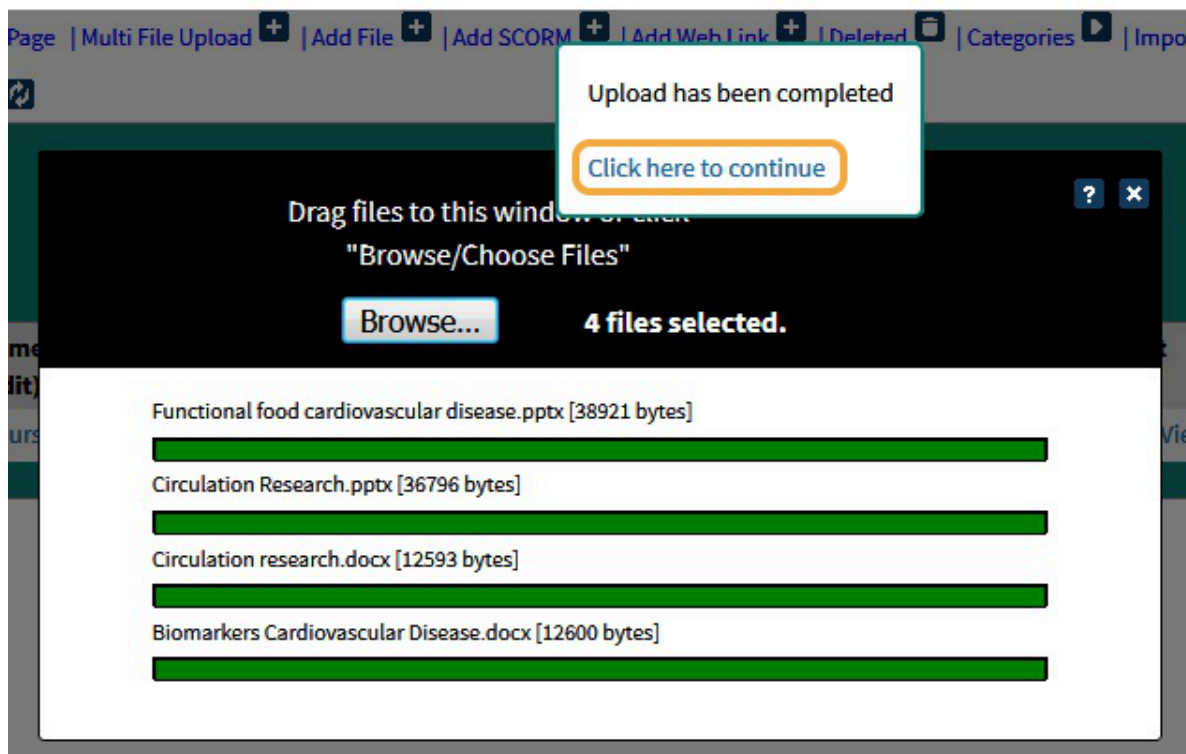
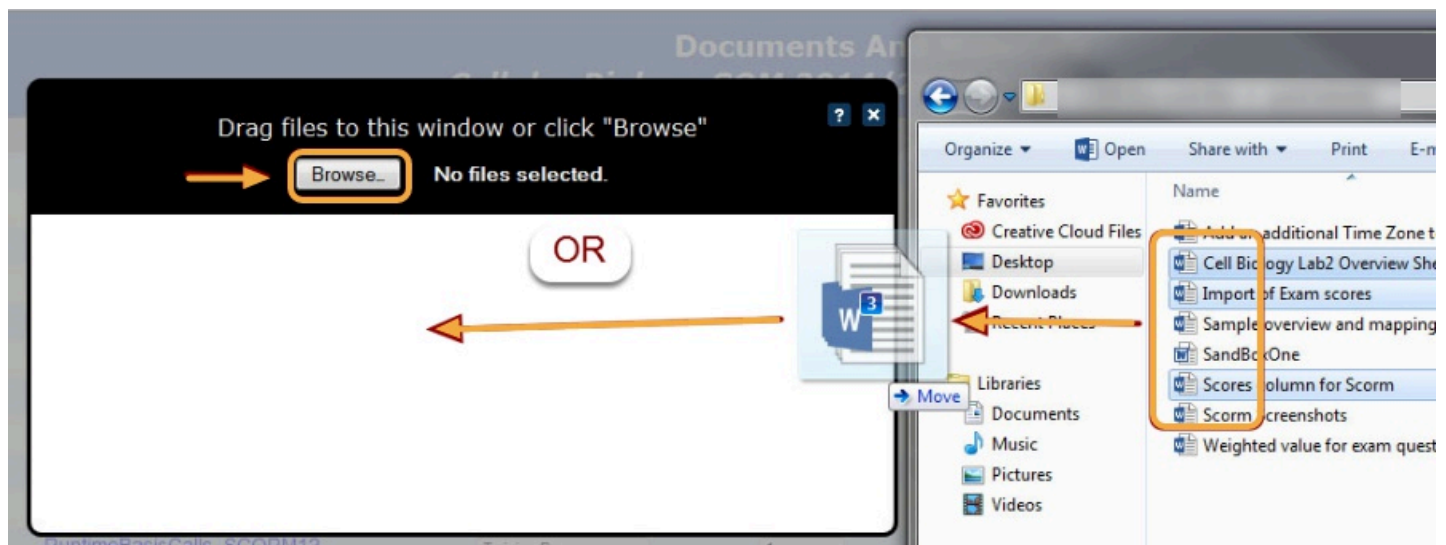
The options in this section will let you specify date and/or time restrictions for student access.

☒ No Time Restrictions
☐ Date Range
☐ Event Time +/-

Continue to File Upload

- **Author:** Begin typing the author's name (this field is optional)
- **Shared Document:** Check the box to share with another Linked Event.
- **File Password:** Optional. This defines the password if required for this file.
- **Faculty Only:** Check if this is a Faculty Only document
- **Check Box:** Set Time Restrictions, Date Range and Event Time if applicable.
- **Continue to File Upload**

Browse for Files



Define materials

Documents and Materials for "Vascular Tissue I::2020-08-09" in Medical Science 5::SOM 2020/2021 (r1)

View ▾ Options ▾

Viewing 1 to 7 of 7

Search:

Name (Edit) ⬇	Category ⬆	Seq# ⬆	FO ⬆	View ⬆	Scores ⬆	DEL ⬆	SUPP ⬆
+ Biomarkers_Cardiovascular_Disease	Supplementary reading ▾	5 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ Circulation_research	Independent Study ▾	0 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
+ Circulation_Research	Independent Study ▾	7 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
+ Course_Syllabus	Course Information ▾	1 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
+ ECM regulation	Graphics ▾	1 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

The most commonly used columns are category and sequence #.

Single File or SCORM Upload

Best Practices Tip: Since materials/documents are included in search results, it is a good idea to preface the title of the document with a course-identifying abbreviation (ex. GYNO-100 Student Manual). When search results are read, a user can immediately know what Course the document is from.

Documents and Materials for "Vascular Tissue I::2020-08-09" in Medical Science 5::SOM 2020/2021 (r1)

View ▾ Options ▾

Viewing 1 to 7 of 7

Search:

Multi File Upload

Add File

Add SCORM

Add Web Link

Deleted

Categories

Import

Restricted

Authors

Name (Edit) ⬇	Category ⬆	Seq# ⬆	FO ⬆	View ⬆	Scores ⬆	DEL ⬆	SUPP ⬆
+ Biomarker	Supplementary reading ▾	5 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ Circulation	Independent Study ▾	0 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
+ Circulation	Independent Study ▾	7 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
+ Course_Sy	Course Information ▾	1 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
+ ECM regulation	Graphics ▾	1 ▾	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Click **Add File** or **Add SCORM** to add a single file or a SCORM file to the Event's Materials.

Browse for File

1. **Select File:** Browse for the File
2. **Title: This** will be displayed to Students in their materials list. **NOTE:** Adding a title will not change the file name.
3. **Save File**
4. **Shared Document:** Place a check in the box if the file is to be shared with another Event
5. **Advanced Options:** See image below

Max File Size: 3700M

Leo File Upload

Healthcare ACAD YR 2018-2019 T R1 - Main Campus
Event: Test

1 Select a File: No file selected.
Choose a new file from your device. Or [link to existing files](#)
Current File: No file uploaded yet

2 Title:
Enter a title that will be displayed to the students

3

4 ☐ Shared document

5

Advanced Options

This screen is used to control how, when, and whom this content will be displayed. If no options are set, then the content is available to everyone who has access to the Event. If you wish to control who can access the document and when they can access it, then you will need to set the time and group restrictions for this document.

[Back To Main Screen](#)

[Clear Dates and Times](#)

Learning Event Upload (New Record)

File Name: _____

Learning Event: Test

Description:

Lead Author:

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

The options in this section will let you specify date and/or time restrictions for student access.

☒ No Time Restrictions
 ☐ Date Range
 ☐ Event Time +/-

Setting this option to YES will ensure that students cannot access this content

Faculty Only:

If a password is set, users cannot access the file without the password.

Password:

These options control how the content is ordered and whether or not it will be exported for mobile devices.

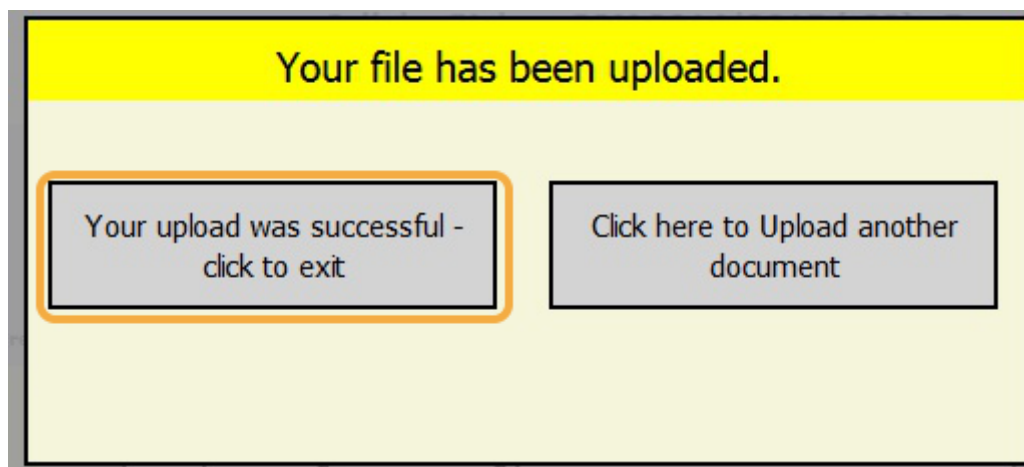
Display Order:

No Tablet Export:

Mark as Deleted:

[Save File](#)

Upload conformation



- You can return to the **Manage Uploads** screen by clicking **Your upload was successful - click to exit**.
- Or choose to upload another file by selecting **Click here to Upload another document**.

Web Links

This option lets you create web link for use as content in your Event.

! **Note** that the URL you enter has to be **fully formed**, which means that it must begin with **http://** or **https://**

Fill out the required fields (*), then click **Save Record** to continue.

- **URL (*):** Enter the complete URL
- **Link Title (*):** The title for this content that will be displayed in the Event screen
- **Description:** This is where you can add a short description for your weblink
- **Lead Author:** Lead author for this web page
- **No Time Restriction, Date Range, Event Time+/-:** Define Student access
- **Faculty Only:** Set this field to **Yes** if you would like this weblink to be available to faculty only
- **Password:** You can password-protect this weblink. Students and faculty will be prompted to input this password in order to click the weblink.
- **Display Order:** This field determines where in the list this weblink will be displayed. The smaller the number, the higher up on the list it will appear.
- **Overlay:** If set to yes, then the link will be opened in overlay on top of the Event screen rather than in a new window.
- **Save Record**
- **Mark as Deleted:** Setting this option to YES will remove the content from active use

[Clear Dates and Times](#)

Healthcare ACAD YR 2018-2019 T R1 - Main Campus
Test
Web Link (New Record)

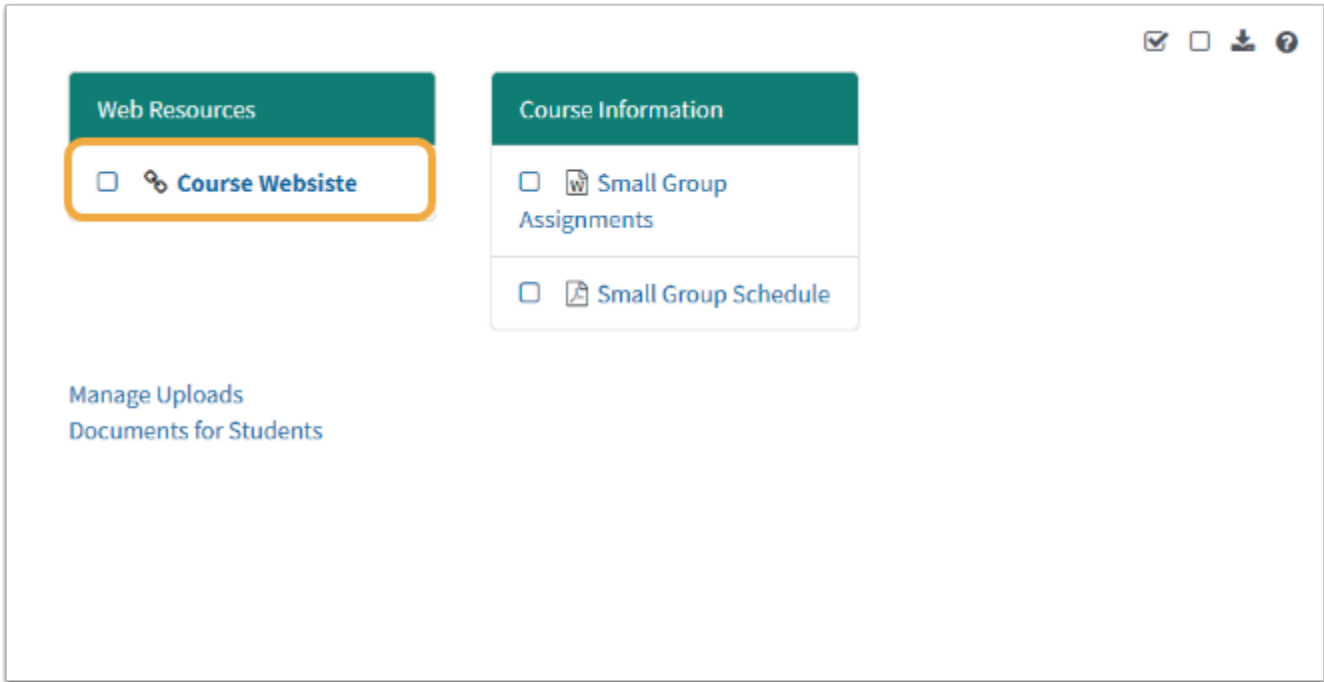
URL: *
Link Title: *
Description:
Lead Author:
☒ No Time Restrictions ☐ Date Range ☐ Event Time +/-
Faculty Only:
Display Order:
Overlay:

Mark as Deleted:

Link to Events within the system.

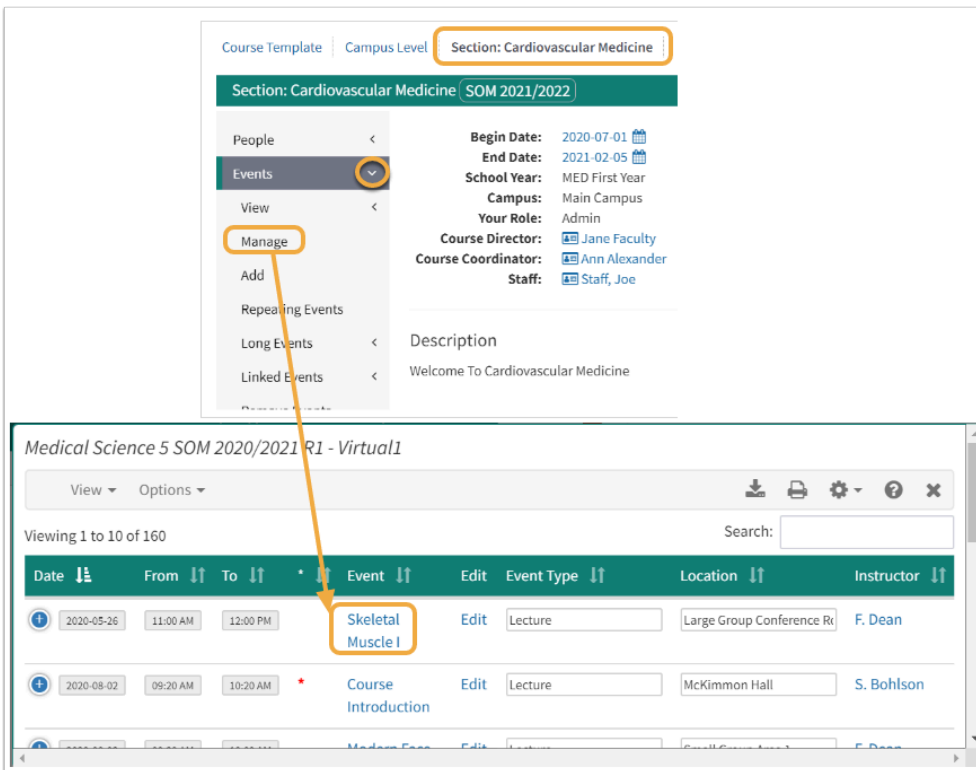
In the Event's Materials screen, you can create a weblink to another Event in the Course.

Here's an example: an instructor wants to reference materials from another Event in the Course to the current Event, They would need to use that Event's specific URL.

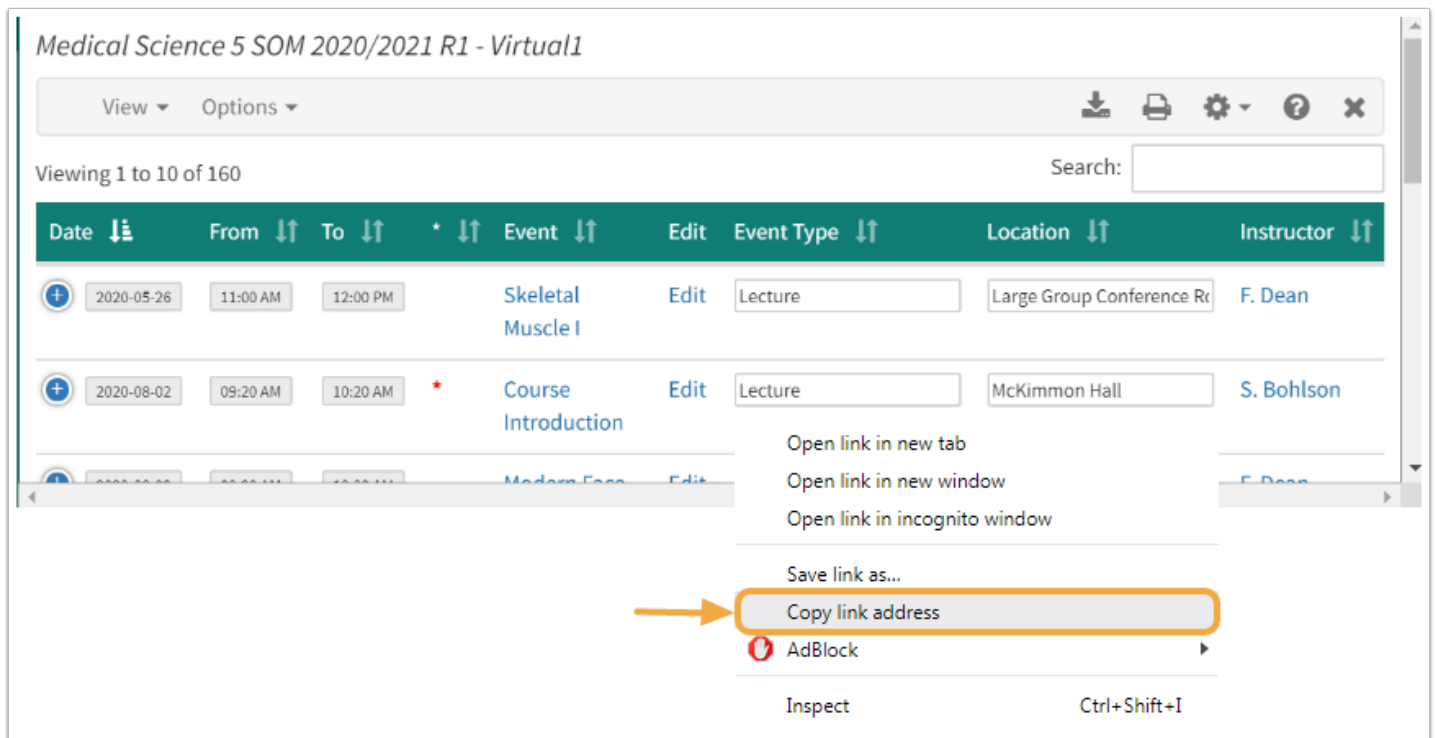


First Find the Event URL

Path: Courses > [Select Course] > Section Level > Events > Manage Events > [Select Event]



Right Click on Event



- Right click on the Event's link
- Copy Link Address (Location)

This is the URL to use when creating a weblink within the system.



NOTE: The link will have the words **LearningEventID** within the URL

<https://demo.lcmsplus.com/lcms/index.php?action=redirect&class=LEINFO&option=open&LearningEventID=223548&nohtml=1>



NOTE: Do **NOT** use the URL at the top of the Event screen.

