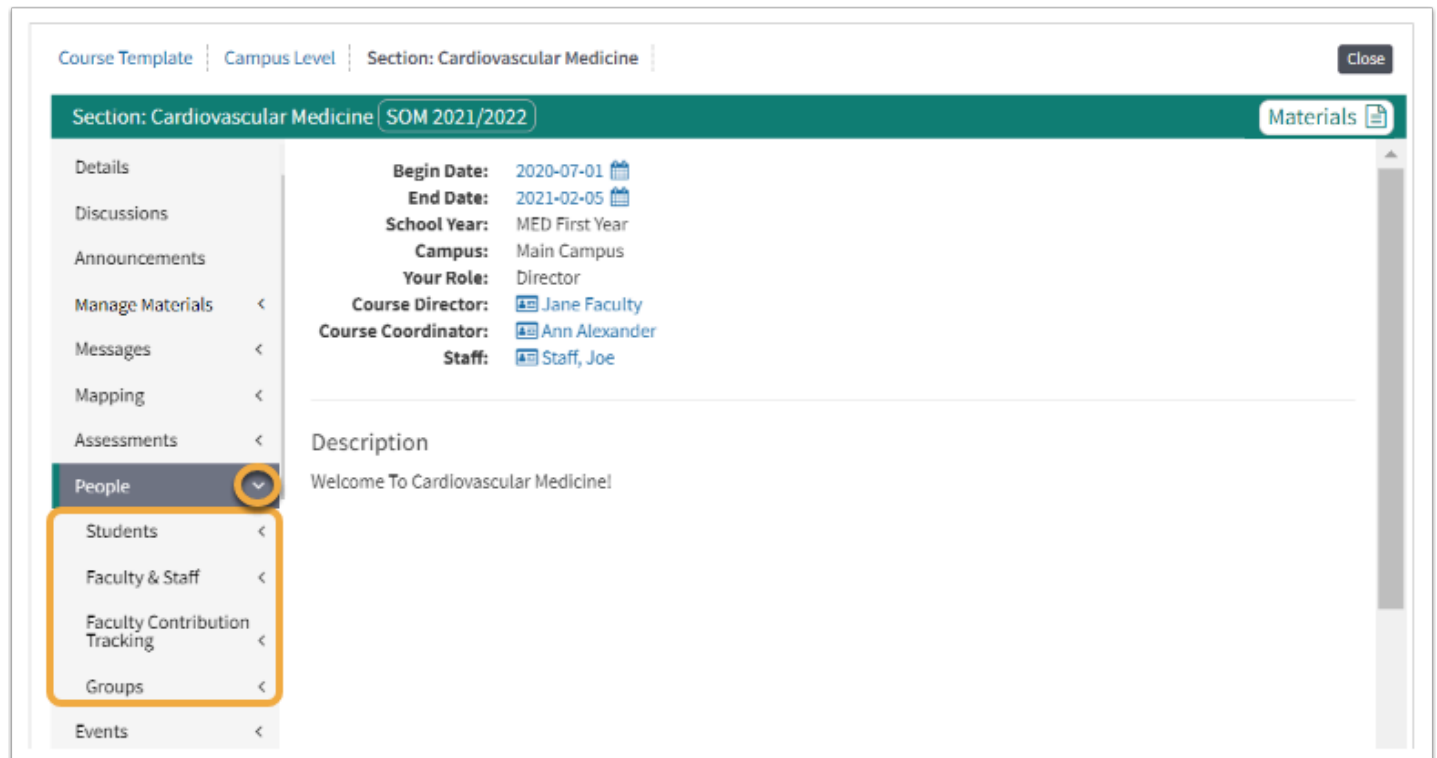


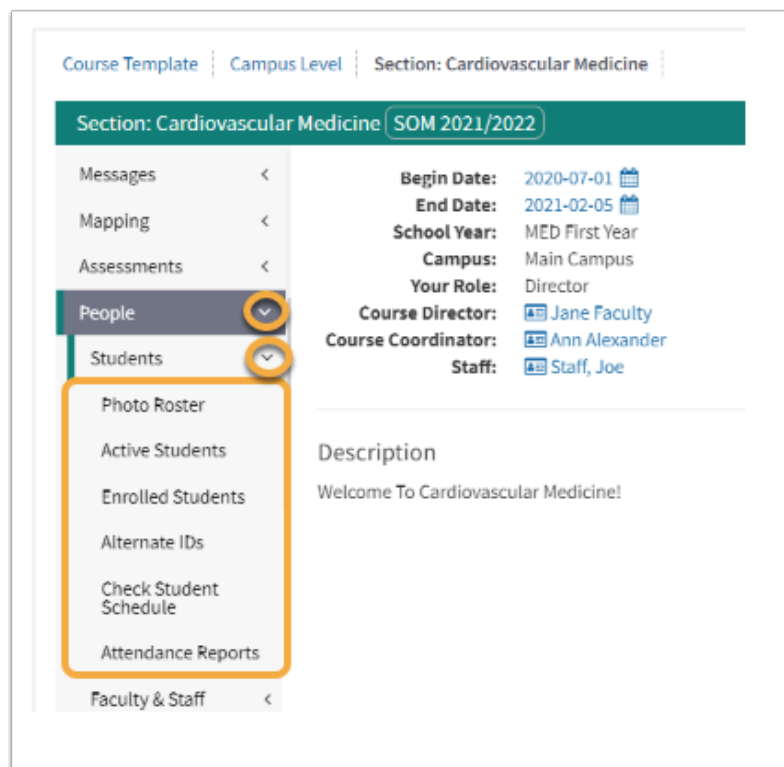
People Menu Overview

Path: Home > Courses > [Course Screen] > People



This screenshot shows the 'People' menu in the Leo system. The top navigation bar includes 'Course Template', 'Campus Level', and 'Section: Cardiovascular Medicine'. The main header displays 'Section: Cardiovascular Medicine' and 'SOM 2021/2022'. The left sidebar lists various menu items, with 'People' highlighted and its sub-menu expanded. The sub-menu items are: Students, Faculty & Staff, Faculty Contribution Tracking, Groups, and Events. The main content area shows course details such as 'Begin Date: 2020-07-01', 'End Date: 2021-02-05', 'School Year: MED First Year', 'Campus: Main Campus', 'Your Role: Director', 'Course Director: Jane Faculty', 'Course Coordinator: Ann Alexander', and 'Staff: Staff, Joe'. The 'Description' section contains the text 'Welcome To Cardiovascular Medicine!'.

Students

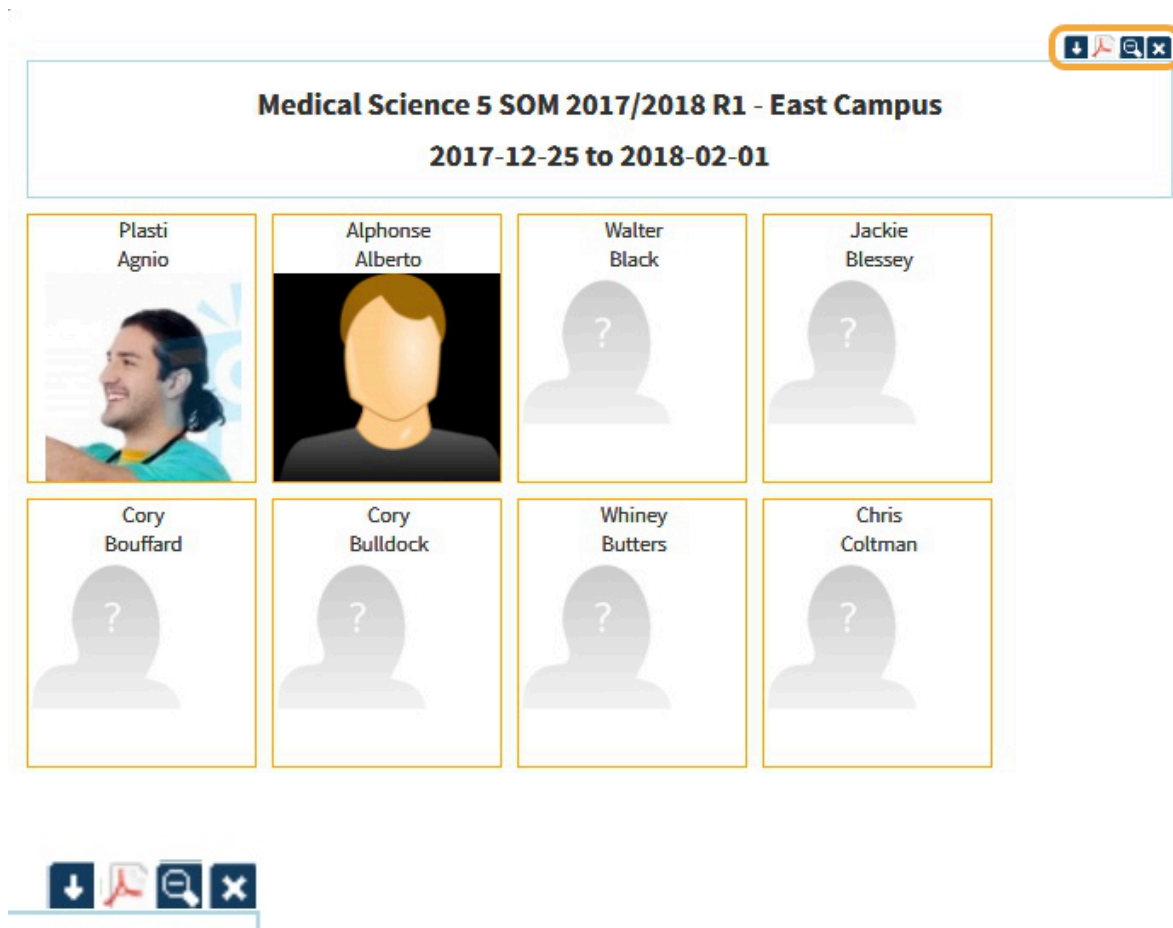


This screenshot shows the 'Students' menu in the Leo system. The top navigation bar includes 'Course Template', 'Campus Level', and 'Section: Cardiovascular Medicine'. The main header displays 'Section: Cardiovascular Medicine' and 'SOM 2021/2022'. The left sidebar lists various menu items, with 'People' highlighted and its sub-menu expanded. The 'Students' sub-menu is further expanded, showing options: Photo Roster, Active Students, Enrolled Students, Alternate IDs, Check Student Schedule, and Attendance Reports. The main content area shows course details such as 'Begin Date: 2020-07-01', 'End Date: 2021-02-05', 'School Year: MED First Year', 'Campus: Main Campus', 'Your Role: Director', 'Course Director: Jane Faculty', 'Course Coordinator: Ann Alexander', and 'Staff: Staff, Joe'. The 'Description' section contains the text 'Welcome To Cardiovascular Medicine!'.

Photo Roster

You can view the photos from this screen, or you can export/download the photos as a .PDF.

You can print the photos using your .PDF program, or you can use your browser's print option to print the webpage.



- Download as .ZIP file
- Generate PDF
- Expand/Shrink images
- Close window

Active Students

This report shows a list of all the [Students actively enrolled](#) in the current Course. The roster records can have one of two sources:

1. Automated records imported from a roster feed that is supplied by your Registrar
2. Manually entered records.

Click Options to access Active Student menu options

Active Student Roster Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾ Options ▾		<div> <div>Download</div> <div>Print</div> <div>Settings</div> <div>Help</div> <div>Close</div> </div>							
Viewing 1 to 10 of 10 records		Search: <input type="text"/>							
User Name	Log	Subject	Section	Source	Status	Graded	Created	Modified	
Ackeline, Barb				Manual	E		2019-09-20	2019-09-20	
Agnosis, Dee				Manual	E		2019-09-20	2019-09-20	
Apgar, Virginia				Manual	E		2020-03-10	2020-03-10	
Arends, Evia				Manual	E		2019-09-20	2019-09-20	
Arviso, Deanna				Manual	E		2019-09-20	2019-09-20	
Audrey, Brandi				Manual	E		2019-10-19	2019-10-19	
Avila, Sabine				Manual	E		2019-09-20	2019-09-20	

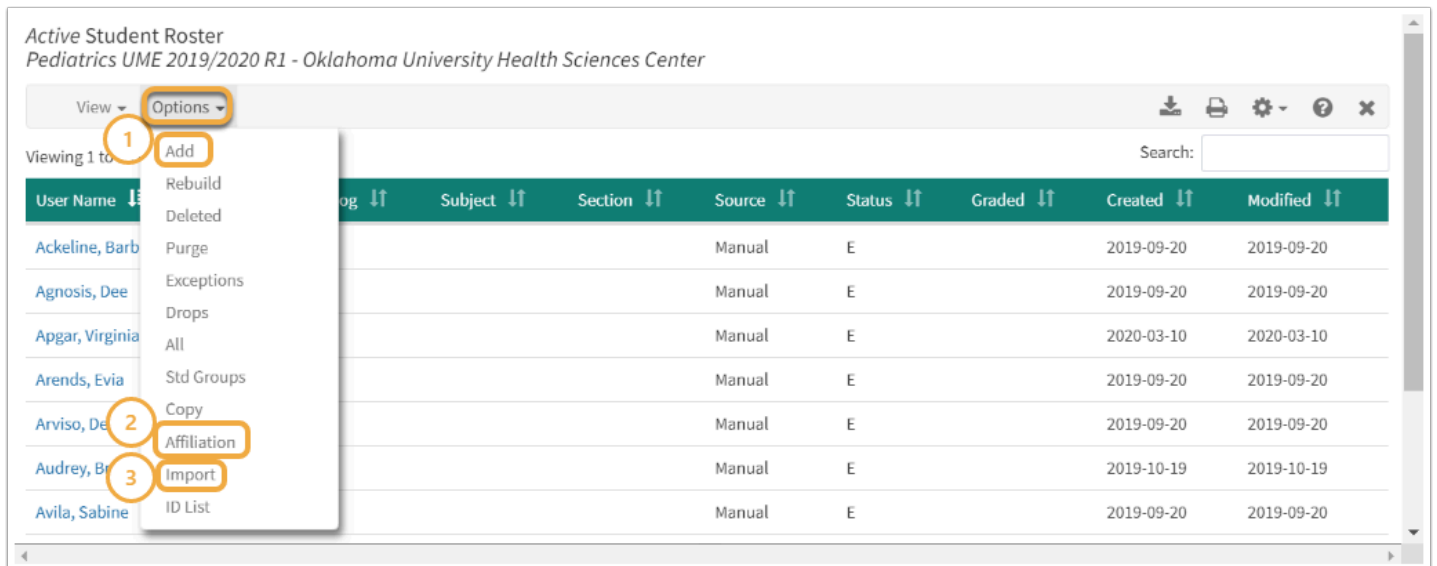
Note: Records created by the Registrar cannot be modified.

- This report does not show drop records or add records that have been superseded by a drop record. Select the **All Roster Records** option to see these records.
- If there is more than one roster for a Student, only the most recently updated record will be displayed. This normally happens if you have created a manual record before, or after, a roster record is received.

Add New Students Manually to the Course

To manually add a Student to a Course there are options

1. **Add:** This option lets you create a new, manual, roster record by adding single Users.
2. **Affiliation:** Add students to this course based on their affiliation
3. **Import:** This option will let you import students based on a list of User netIDs



1. Add

The purpose of this screen is to allow you to add or remove Students from a Course using the same mechanism that populates the Course from the Registrar. This ensures that if the Student Group is ever rebuilt from the Roster data, your changes will remain intact. This screen will allow you to generate a Roster Record that mimics a record from the Registrar.

- **User ID:** Double click to see a list of Students
- **Status:** Toggle between E (Enrolled) or D (Dropped)
- **Save**

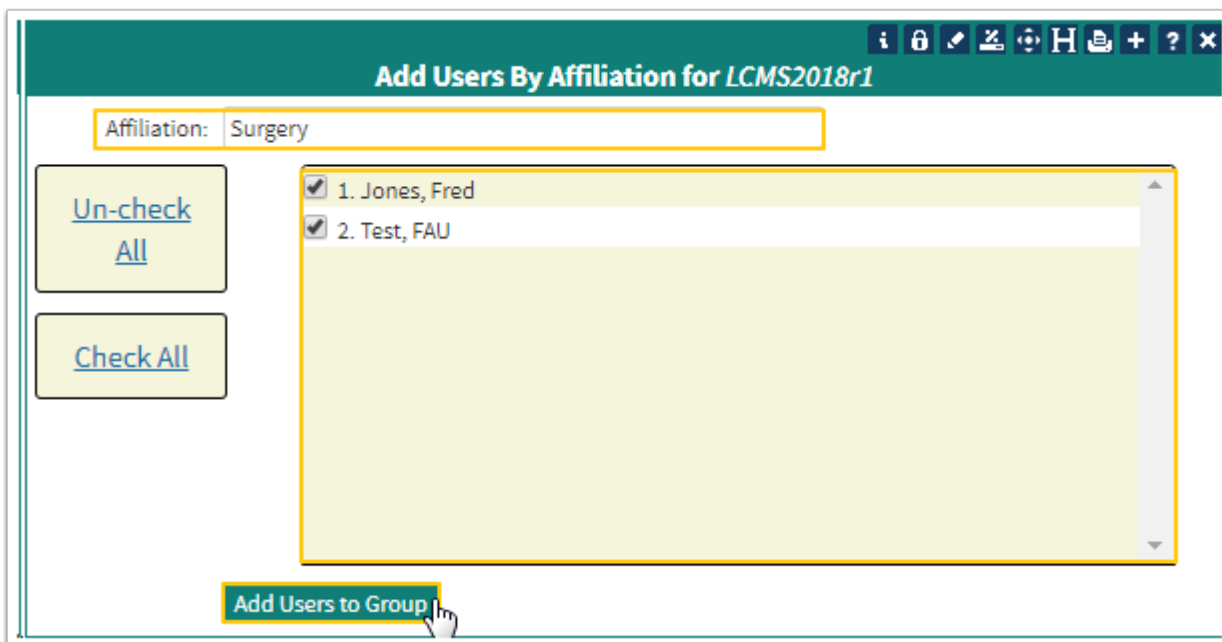
Please note: You cannot create a roster record for a Student that already has a roster record in this Course.

2. Affiliation

This screen allows you to select users based on their affiliation. Users' affiliation is usually set by the source for the user record, such as LDAP, your registrar, etc.

To add users, search for an affiliation in the search option. When you select an affiliation the list of users for that affiliation will be shown.

A checked box will appear by each name. Un-check a user if you do not want them copied into your group.



Once you have selected an affiliation the users for that affiliation will be displayed. You can then do the following:

- Deselect all users in the list. You can then select individual entries
- Select all users, and then deselect specific users

When done click **Add Users to Group** to enroll the students into the Course.

3. Import

This option will allow you import users into a group using a list of user IDs.

By default, the system is looking for netIDs.

If you want to use an alternate ID, then uncheck the *Use Standard ID* option, which will then let you select the alternate user ID type.

Import Users for Student Roster

☒ Use Standard ID#

☐ Remove Users

List of user IDS:

- user 7355
- user 9008
- user 9010
- user 9012
- user 9014
- user 9016
- user 9018

*

Process List

When you have pasted (or entered) your list of IDs, click on the *Process List* button, which will do the following for each user ID the list:

- Find the User ID for the netID or alternate ID type specified
- Verify that the user is an active user
- Link the user to group

When the process is over you will be informed how many users were copied over.

i NOTE: If you add users that are already in the group, they will be counted as an *Add* by the import routine.

Drop Students from a Course

There are multiple methods of dropping students from a course based on their original enrollment.

- If a student was added manually, you can adjust the **E** to a **D** in the student registration record for the course.

Purge

Edit Roster Record [25679]
Student: [Student Icon]

Course Name: Family Medicine-Inpatient Subinternship

Course: * Family Medicine

User ID: 11276

Roster Year:

Term:

From: 2023-01-30

To: 2023-02-24

School Year: 1084

Status: E

Created: 2022-04-20 20:07:04

Graded on:

Source: Manual

Note:

Save

Deleted: No

- If a student was enrolled in the course via a Lottery (and there is no registrar feed for course enrollment for the course), you should (1) purge the enrollment, (2) [add the student manually](#), (3) adjust their status to **D**, and (4) leave a note, if needed, for your records.

Purge

Edit Roster Record [11094]
Student: [Student Icon]

Course Name:

Course: * Family Medicine

User ID: 11116

Roster Year:

Term:

From: 2023-01-30

To: 2023-02-24

School Year: 1084

Status: E

Created: 2022-03-24 12:24:07

Graded on:

Source: Lottery

Note:

Save

Deleted: No

- If a student was enrolled in the course via a registrar feed, they should be dropped via your student information system (SIS) and Leo will update the course enrollment when it processes course rosters for your system.

Enrolled Students

This report shows a list of all enrolled Students and provides you with links to their User record, exam listing, rCard, and other vital information.

It is important to remember that you may not have access to all of the options that this report links to. Access to these options is based on your security level and the security policies of your institution.

Enrolled Students
Course: Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾	Options ▾								
Viewing 1 to 10	Missing UserNames Rebuild RCards Alt ID Report Student Info	etID ↑↓	Affl ↑↓	Exams ↑↓	Events ↑↓	RCard ↑↓	Downloads ↑↓	Grade Posted ↑↓	As User ↑↓
Andy		06	MED1	List	24	RCard	Report		View
Angelo	Eben	aeve	PA	List	24	RCard	Report		View
Ann	Preston	apreston	pioneer	List	23	RCard	Report		View
Antonia	Novello	anovello	pioneer	List	23	RCard	Report		View
Barbara	Ackeline	backline	MED1	List	24	RCard	Report		View

The **Student Info** report will show you custom settings for the Students within this Course.






You can use the **As User** option to become one of the Students.

- Click on the **View** link and you will be logged in as that Student.
- The purpose of this function is to let you see how the system appears to the Student so you can verify that Students can see the Events, Courses, document, Exams, etc., that you have made available to the Students.



Alternate IDs

This report shows a summary of the alternate IDs among the Students in the current Course.

Alternate IDs for Students in Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾ **Student Listing**     

Showing 0 to 0 of 0 entries Search:

Alternate ID Type 	Student Count 
No data available in table	

Show entries Previous Next






You can click on the Alternate ID type to get a detail view.

Check Student Schedule

This option will let you examine a given Student's schedule. You see several views of the Student's schedule:

- The Student's schedule as it compares to the current Course
- The Student's complete schedule of Courses
- A summary count of Courses by academic year along with corresponding detail views

The basic purpose of this report is to allow you view how the Student's existing schedule dovetails with the date range of the current Course.

Find Student for Schedule Check

Search:

Attendance Reports

This report summary attendance stats for all Students in the Course. There are two categories represented here:

1. All Events
2. Mandatory Events




The report includes a count of the attendance in all Events (until the current date) and the attendance in mandatory Events, along with the percentage of attendance.

Course Wide Attendance
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center
For Events on or before 2020-06-29

View Options

Viewing 1 to 10 of 10

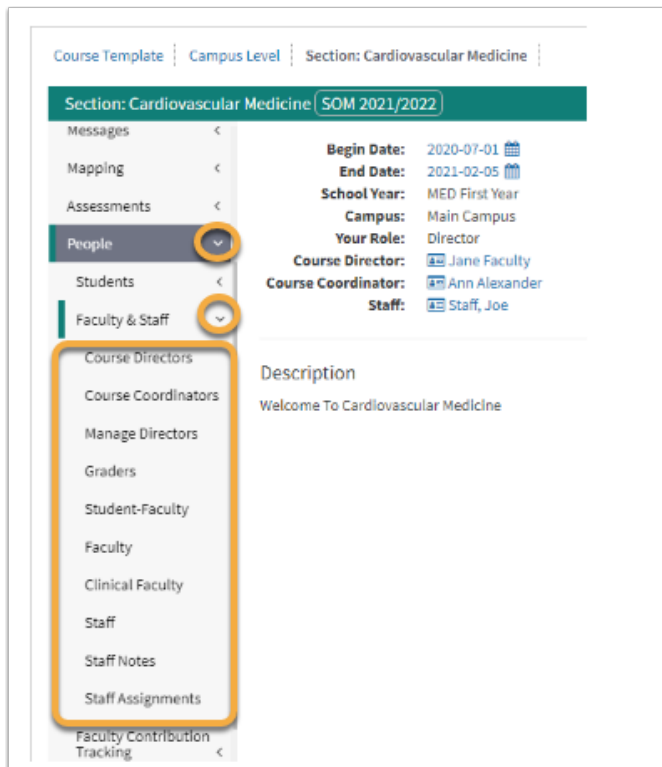
Search:

Photo	Name	Attended (All)	Percent (All)	Events (Mandatory)	Attended (Mandatory)	Percent (Mandatory)	Absences To Date
	Agnosc, Dee	24	0.0000	14	0	0.0000	0
	Apgar, Virginia	23	0.0000	14	0	0.0000	0
	Arends, Evia	24	0.0000	18	0	0.0000	0

💡 For more detailed instructions on Attendance Reports, please refer to the Section: [Attendance Report](#) article.

For detailed information refer to [Managing Attendance](#).

Faculty & Staff




Course Directors


This build list is used to assign **Course Directors** to the Course.

There must be at least one Course Director assigned as the Primary Course Director.

This is in order to identify the main Course Director that will be displayed in reports or screens where space is limited.

The first Course Director added to the Course will be made the Primary Course Director. You can have more than one Course Director, but only one can be the primary. You can change the primary designation if needed.

Get Extended List Add by Search		Filter: <input type="text"/>	? ↻ ✖
Course Directors			
Medical Science 5 SOM 2017/2018 R1 - East Campus			
Available Faculty		Course Director(s)	
Admin, Admin		Clinician, Frank (Primary)	
Agosto, Vannesa			
Alexander, Ann			
Aoki, Teresa			
Baxter, Kimmy			
Benzoni, Thomas			
Bohlson, Suzanne			

 **NOTE:** The default list is made of available faculty who are members of the global Course Director's group. The **Extended Master List** is made up of all Users who have been flagged as Faculty. Click **Get Extended List** to view the extended master list.

Course Coordinators

Course Coordinators are non-faculty, or non-financial model (non-FCT) faculty, who have administrative duties in the Course. **It is not a requirement for a Course to have a Course Coordinator.**

The screenshot shows a web interface titled "Course Coordinators for Medical Science 5, SOM 2017/2018". At the top, there are three buttons: "Get Extended List", "Add by Search", and a "Filter:" input field. Below the title bar, there are two main columns: "Available Faculty" and "Course Coordinators".

Available Faculty	Course Coordinators
Admin, Admin	Steveman, Bart
Alexander, Ann	Yip, Brandie
Alexandra, Jane	
Alleman, Noble	
Bancroft, Niecka	
Close, Troy	

An orange arrow points from "Alexandra, Jane" in the "Available Faculty" column to the "Course Coordinators" column.

Click a name under Available Faculty column to move to Course Coordinators column, or **Add by Search** or **Filter** by typing in a name to add them to the list.

Click **Get Extended List** to view the extended master list.

! If a Course Coordinator is assigned, they will not be reflected in the financial model - but they will have the same level of administrative control as the Course Director. The only exceptions are some special options reserved for the Primary Course Director. Please note that these special options may not be activated on your system.


Manage Directors

This option lets you change the a User's role from Course Coordinator to Course Director or from Course Director to Course Coordinator. In terms of access, these two roles share equal rights.

In most cases, the directors are displayed in the **Course Screen Info Panel**, and the Coordinators are not shown.

Filter:


Adjust Director/Coordinator Status Medical Science 5 SOM 2017/2018 R1 - East Campus	
Course Coordinators	Course Director(s)
Steveman, Bart	Clinician, Frank (Primary)
Yip, Brandie	

 Some systems have special business rules that affect the roles of Course Directors and Coordinators. If your school has such business rules activated, then changing the role of the User may affect their access to the Course to some degree.

Graders

This option assigns Graders at the **Course Level**, which means that these Graders can use the grader options at the Course, Event, and Long Event level for the entire Course.

A Grader has the ability to evaluate and score only text based questions on exams.

 For detailed information refer to [Grader Overview](#)

For detailed information refer to the chapter on [People: Faculty & Staff > Graders Menu](#)

1. The **default available list** is made up of Users who have been Graders elsewhere.
2. The **Extended available list** is every User in the system not currently assigned as a Grader to this info screen.
3. **Add by Search** option is highly recommended over the Extended List, which will let you do quick searches for the User(s) you want to add to the Grader list.
4. Use the **Event Level Graders** option for a list of Events and Long Events with directly assigned Graders.

Any User, including Students, can be assigned to the Grader role.

Graders will have access to grade exam results, but do not have access to other exam options:

- No access the Exam Manager
- No access to the Exam Access Manager
- No access to the Exam Monitor
- No access to the Exam Discussion tool (in the faculty role)

Graders will have access to a special menu option that will let them grade only text based responses for Exams.

Student-Faculty

Student-Faculty can be assigned at the Course, Event, or Long Event level. If assigned at the Course level they will Student-Faculty rights to all the Events and Long Events in the Course.

Student-Faculty have the ability to:

- Assign Students at the Event and Long Event level
- Load content at the Course, Event, and Long Event level if assigned to the learning object.
- If assigned at the Course level, Student-Faculty can create new Events and Long Events.

Get Extended List | Add by Search | Event Level Student-Faculty Filter:

Student Faculty
Medical Science 5 SOM 2017/2018 R1 - East Campus

Active Student-Faculty (Extended list=All Students)	Selected Students
Agnio, Plasti	Jones, Frank [STD]
Alberto, Alphonse	
Benito, Jude	
Black, Walter	
Done, Edwardo	
Ridgeway, Bobby	

There are three ways to view available Students:

1. The default **Active Student-Faculty** list of Students is comprised of Students who have already been, or are, Student-Faculty.
2. The **Extended List** is comprised of all Students.
3. The **Add by Search** option lets you search all available Students by name.
4. To view the Students who have been assigned as Student-Faculty at the Event or Long Event level, select the **Event Level Student-Faculty** link.

Faculty

This report shows a list of all Faculty active in a Course, with a count of the number of Events in which they were an instructor.

- The **Event count number** is a link to a detail list of activity for the instructor.

- You can use the **By Event** or **By Type** option to get a detailed grid report of a summary listing of Events taught by Faculty.
- The hours are included even if you have excluded the instructor from the financial model. See the financial model report for hours to be included in the FCT report.

Faculty Listing for Pediatrics UME 2019/2020

View ▾ Options ▾

Viewing 1 to 10

Search:

Last Name ▾	First Name ↑↓	Events ↑↓	Fin Hours ↑↓
Boat		1	0.33
Cooperman		2	0.83
Ellison	Brad	1	2.00
Faculty	Joe	2	2.50
Faculty	Mike	4	6.00
Faculty	Nancy	3	3.50
Gery	Sur	1	2.00

Options menu: Detail, FCT, Dept, By Event, By Type

💡 The hours for each instructor are calculated in the following way:

- If a custom time has been assigned, the custom time is used
- If there is not custom time, then the financial time (finTime) for the Event is used

Custom times are assigned in cases where the instructor did not participate for the full length of the Event. Example: A 3 hour demonstration where an instructor is present for 30 minutes.

Clinical Faculty

This Build list is used to assign Clinical Faculty to a Course. The default list of available Faculty presented in this list are Faculty that have already been assigned as Clinical Faculty in other sections of this Course.

[Get Extended List](#)
[Add by Search](#)
[Import](#)

Filter:

Clinical Faculty

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

Available Faculty	Selected Faculty
Dean, Frank	Admin, Admin
Jenkins, Chris	Alexandra, Jane
Steveman, Bart	Audit, Joe
Surgeon, Sue	Bancroft, Niecka
Teacher, Tommy	Baxter, Kimmy

- The **Extended List** available list is all Faculty in the system.
- The **Import** link will let you import or remove a Users into or out of a Group or User-list.

Staff

You can use this build list to assign or remove individual Staff members for this Course. Eligible Staff will be displayed on the left side, and assigned Staff will be displayed on the right side.


When a Staff member is assigned at the Course level, they will have administrative rights to the Course and all of its Events and Long Events.

[Get Extended List](#)

Filter:

Staff for Medical Science 5 SOM 2017/2018 R1 - East Campus

Available Users	Course Wide Staff
9965, user	Dean, Staff
Admin, Admin	
Admin, Staff	
Akbar, Dean	
Alexander, Ann	
Arntsen, Rob	






 **NOTE:** You can also assign Staff at the Event Level if you wish to limit their administrative rights to specific Events. To view a list of Faculty instead of Staff, click Get Extended List.

Staff Notes

This report lists Staff notes for all Events in the current Course where Staff notes have been entered.

Staff Note Summary for Pediatrics UME 2019/2020 (r1)

View



Viewing 1 to 1 of 1

Search:

Event

Date

Time


Print

Staff Note

Culturally Competent Care

2019-08-30

12:30:00



Notes can be added to events and viewed at the Course Section Level

Show

10

entries

Previous

1

Next

Staff Assignments

This report shows all Events in the current Course that have Staff assigned.

Pediatrics UME 2019/2020 (r1) Event Staff	
View ▾ Unstaffed Events	
Showing 0 to 0 of 0 entries	
Search: <input type="text"/>	
Staff ↑↓	Events ↑↓
No data available in table	
Show <input type="text" value="10"/> entries	
Previous Next	

You can use the **Unstaffed Events** option to see all Events in the Course without Staff support.






Unstaffed Events

This report shows all Events in the current Course that do not have any assigned Staff.

Pediatrics UME 2019/2020 (r1)
Event Staff

View ▾ Back to Staff Listing



Viewing 1 to 10 of 27 Search:

Event 	Location 	Date 	From 	Until 
Adolescent Medicine	Indy Medical Tower	2020-03-04	16:15:00	17:15:00
Care of the Normal Newborn	Wilson Medical Center Wards	2020-03-06	16:15:00	17:50:00
Child Abuse	Children's Hospital	2020-03-05	12:45:00	13:45:00
Clinical Reasoning and Decision Making	Raleigh Lecture Hall	2019-09-03	10:00:00	11:30:00
Culturally Competent Care	Indianapolis Health Clinic	2019-08-30	12:30:00	14:15:00

Faculty Contribution Tracking

Course Template : Campus Level : Section: Cardiovascular Medicine :

Section: Cardiovascular Medicine SOM 2021/2022

Course Coordinator:  Ann Alexander
Staff:  Staff, Joe

Details

Discussions


Announcements

Manage Materials <

Messages <


Mapping <

Assessments <

People 

Students <

Faculty & Staff <

Faculty Contribution Tracking 

Hours

Settings

Groups <

Events <

Description

Welcome To Cardiovascular Medicine!

Faculty Hours

This report shows the number of Events, Long Events, and the corresponding contact hours and prep time per Faculty.

Note: The total number of Events and Long Events is actually the total number of times that an instructor was involved in an Event. If more than one instructor was involved with an Event then the Event will be counted multiple times.

Summary of Faculty Hours in Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾

Viewing 1 to 10 of 19

Search:

Last Name ↓	First Name ↑	Events ↑	Long Events ↑	Hours ↑	Prep Hours ↑	Total Hours ↑	FCT Faculty? ↑
Boat	Art	1	0	0.50	3.50	4.00	
Cooperman	Bill	2	2	9.00	3.50	12.50	
Ellison	Brad	1	0	2.00	12.00	14.00	
Faculty	Joe	2	1	2.50	15.50	18.00	

Faculty Hour Setting

This screen is used to set some basic setting for the financial model. It is primarily intended for research Courses and tracking lab fees and mentors.

Study Program Directors | Mentors |

H
?
x

Medical Science 5 SOM 2017/2018 R1 - East Campus

Finance Report Settings

Course Director Hours:

SPD Contact Hours:

SPD Prep Hours:

Save Record

Faculty Hour Flags

The settings in this screen will allow you to control various settings that will affect how this course is processed by the Faculty Contribution Tracking (FCT) module.

i
lock
edit
cancel
H
+
?
x

FCT Settings for this Course

Exclude from FCT:

No

Exclude Outpatient Hours:

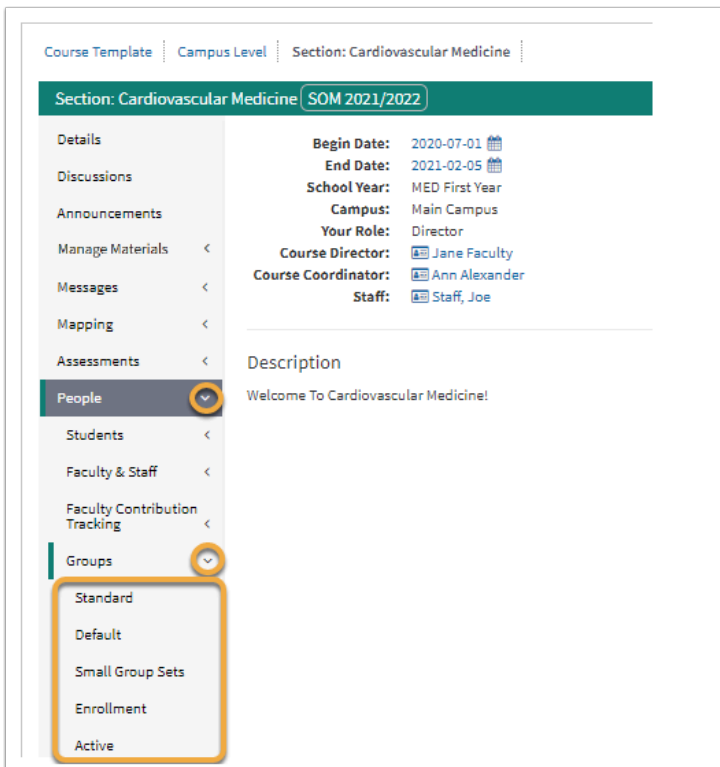
No

Exclude Inpatient Hours:

No

Save Changes

Groups



Standard Groups

When a Course is created [five standard Groups](#) are created for that Course:

1. The **Student** Group, which contains all of the Students enrolled in the Course
2. The **Course Director/Coordinator** Group which has all of the Course Directors and Coordinators for this Course (updated by the assign Course Director and Coordinator options)
3. The **Faculty** Group, which has all of the instructors in the Course (updated by the assign instructor option)
4. The **Staff** Group (updated by the Staff assignment option)
5. The **Audit** Group, which you need to update manually. This group is a place for people interested and/or involved in the Course that do not belong to any of the other Standard Groups

For detailed information refer to [Section: People: Standard Groups](#)

Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center
Standard Groups

View ▾ Options ▾

Viewing 1 to 5 of 6 groups

Search:

Group	Users	Edit
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center: Main Audit group	1	Edit
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center: Main Course Director group	3	Edit
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center: Main Faculty group	19	Edit
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center: Main Staff group	5	Edit
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center: Main Student group	54	Edit

Options menu: Auto Group, Auto Merge, Student Roster, Active, Enrollment, Default, Small

Click **Auto Group** from Options menu to rebuild the Student, Faculty, Staff, and Course Director Groups.

When you click on the **Group** name (Main Student, Main Staff, etc) you will be presented with the appropriate tool to manage that type of User.

- You can use the **Edit** option for each Group to directly edit the Group.
- If you are not familiar with directly editing Groups, you should be careful using this option.

NOTE: If your system has roster information for the Course then the Student Group will be updated and that this rebuild is non-destructive. No one currently in the Group will be removed, but new members will be added.

Default Groups

In order to automate the assignment of Groups to Events, we have a Default Group option. Once you have defined the Default Groups that group setting will be automatically added to a new Event for the Course based on the Event Type.

- You can also push these settings out to existing Events in the Course via the **Assign All Groups** option.
- If there are Event Types that you plan on adding to the Course, you can use the **All Event Types** option to add Default Groups for those future Event Types.



For detailed information refer to [Section: People: Default Groups](#)

Active Event Type Default Groups
Pediatrics UME 2019/2020

View ▾ Options ▾

Viewing 1 to 10 of 11

Search:

Event Type ↓↑	Description ↑↓	Groups Assigned ↑↓
Clinical Correlation	Small Groups	3
Conference - Case		3
Conference - Teaching		3
Exam - Summative		3
Informational Seminar		3

Small Groups

This option lets you manage the Small Group Sets that you have set up for the current Course.

- Each Small Group Set has a parent group, which contains a list of Students.
- Each Small Group Set is a collection of Small Groups that are created from Students in the parent group.
- These groups are then the first groups presented for use when adding groups to Events and Long Events for the current Course.



For detailed information refer to [Section: People: Small Groups](#)

For detailed information refer to [Section: People: Sharing Small Groups Across Courses/Years](#)

Small Groups for Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾ Options ▾

Click here to reload this report. Do this to reflect any changes in the data.

Search:

Small Group N	Assigned Users ↑↓	Un-Assigned Users ↑↓
A/B Peds group	44	10
Basic Small Gr	43	11
Lab Groups	0	54
New Small Gro	0	54
Small Study G	0	54
Sub-Track	0	0

Viewing 1 to 6 of 35

Options menu:

- **Create Small Group Set** - Use this option to create a new Small Group Set
- **Exception Report** - Will show list of Students within Small Group Sets who have not been assigned to a Group.
- **Individual Group** - Will create a Small Group Set with an individual group for every Student in the Course.
- **Delete Empty SGS** - Will remove all Small Group Sets where no Students have been assigned to a Group
- **Unused** - Will generate a list of all Small Groups that have not yet been assigned to an Event in the current Course.
- **Affiliation** - Will generate a Small Group Set with a Small Group for each type of affiliated Students. Use this option if you have Students from multiple years or multiple programs in the same class. The affiliation Small Group Set will let you quickly communicate or organize Events for the various groups.
- **Resequencing** - Will re-order the sequence numbers all subgroups of each Small Group Set using the subgroup number. For example SubGroup-2 will be resequenced to be 2nd in the order of the groups. Any group numbers that don't exist will be skipped and any Groups not in this format will be ordered after any groups that are. If you would like to only resequence the subgroups of one Small Group set then you can launch resequence from the edit menu of that subgroup.

Enrollment Groups

This report shows all enrollment groups in the Course. Enrollment groups indicate that the User is enrolled in the Event in question. Users linked to an Event via an enrollment group will see the Event on their calendar when they select the **Only My Enrolled Events** in the calendar filter option.

Active Enrollment groups
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾ Options ▾

Viewing 1 to 10 of 18

Search:

Group	Sec Lvl	Events	Members
A/B Peds groups-1	1	1	10
A/B Peds groups-2	1	1	8
A/B Peds groups-3	1	1	9
A/B Peds groups-4	1	1	8
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center: Main Course Director group	70	0	3

Other than the Standard Groups, only those groups that are actively in use will appear on this report.

- If you have created a Small Group Set, the small groups will not appear in this report until they are actively used in an Event in this Course.
- This report only shows enrollment groups that have been assigned to an Event.
- If a small group was created but never assigned to an Event, it will not be displayed in this report.

Active Groups

This report shows all active groups based on their assignment to Events within this Course.

All Active Groups
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▾ Options ▾

Viewing 1 to 10 of 18

Search:

Group	Sec Lvl	Events	Members	Remove	Merge
A/B Peds groups-1	1	1	10	Remove	Merge
A/B Peds groups-2	1	1	8	Remove	Merge
A/B Peds groups-3	1	1	9	Remove	Merge
A/B Peds groups-4	1	1	8	Remove	Merge
Faculty	20	27	56	Remove	Merge

You can manage these groups from the report, including:

- Editing the groups
- Removing the groups - this does not delete the groups, it just removes the group from all Events in the Course
- Merge groups - this option will let you merge one or more groups into one single group