

New Academic Year Maintenance

This article will show you how to get your system ready for the new Academic Year, a "Back to School" maintenance plan.

NOTE: It is recommended that maintenance be completed annually for each Program.

Path: Admin Toolbar > Course Management > Program Settings > Years and Dates > Academic Years > Add New Year

The screenshot shows the 'Academic Years' maintenance screen in the Leo system. The left sidebar contains the navigation menu, with 'Academic Years' selected under 'Years and Dates'. The main content area shows a table of academic years. A dropdown menu is open over the 'Options' column, with 'Add New Year' highlighted. The table has the following data:

Year	Name	Program	Goals Version	From	To	C/C
2021	SOM 2021/2022	MEDICINE	Sample Medicine Version	2021-07-01	2022-06-30	3
2020	SOM 2020/2021	MEDICINE	DO Objectives	2020-07-01	2021-06-30	6
2019	SOM 2019/2020	MEDICINE	Sample Medicine Version	2019-06-01	2020-06-30	78
2018	UIC Dental 2018-2019	DENTISTRY	G&O Demo 2	2018-08-02	2019-05-12	3
2018	HCA 2018-2019	HEALTH CARE EDUCATION	Test Goals & Objectives Version 2018	2018-08-01	2019-01-31	4

Set the Academic Year

The key features of this screen include:

- **Year Number:** (*) This is the numeric year number that this record represents
- **Year Name:** (*) This is the name of the year, which should include the Program's abbreviation
- **Program:** (*) This links the year to a Program. This is the primary means of linking a Course to a Program (i.e., assigning the year to a Course also assigns the Program).
- **From:** The (default) first day of this year
- **To:** The (default) last day of this year
- **Goal Version:** (*) Defines the set of Goals and Objectives to be used in this Academic year. This should not be changed once there is activity in this year.
- **Deleted:** This deletes the Academic Year record. This should never be set to YES for a year that has activity.

[illegible]

Set the Current Year

Path: Admin Toolbar > Course Management > Program Settings > Years and Dates > Academic Years > Set Current Year

Leo

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Current Year Number: 2019

View

Options

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Year	Name	Goals Version	From	To	C/C
2021	SOM 2021/2022	Sample Medicine Version	2021-07-01	2022-06-30	3
2020	SOM 2020/2021	DO Objectives	2020-07-01	2021-06-30	6
2019	SOM 2019/2020	Sample Medicine Version	2019-06-01	2020-06-30	78

Set current year


- The **Year** you select will apply to all current programs in your system.
- Click **Save Record** to save and continue.

Set Current Academic Year

This option will set the master current year setting and will apply to all programs. Every academic year for every program has a year number, and this screen will set the master year number, which will define the current year for each program based on the Academic Year in each program with the designated current year.

Year:

Save Record

 The Current Year this will also determine which Courses you will see on your Home screen [under Courses], because you will usually only see Courses that are for the Current Year, the most recent year and the upcoming year. As an example, if you set 2019-2020 as the Current Year, you will only see Courses for 2019-2020 and 2020-2021 in the Home > Courses view.

Define the Program Year

Admin Toolbar > Course Management > Program Settings > Years and Dates > Program Years

- Select a program from the list.

Leo
Calendar Courses Search

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View ▾

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Search:

Program (Edit Year) ⚙️	Year ↑↓	From ↑↓	To ↑↓
DENTISTRY	DEN 2015/2016	2015-06-01	2016-06-03
HEALTH CARE EDUCATION	HCA 2017-2018	2017-08-01	2018-07-18
HEALTHCARE			
MEDICINE	SOM 2018/2019	2018-08-01	2019-07-31
NURSING	SON 2013/2014	2013-08-01	2014-07-31
PHYSICIAN ASSISTANT	PA 2014/2015	2014-08-01	2015-07-30
UME			

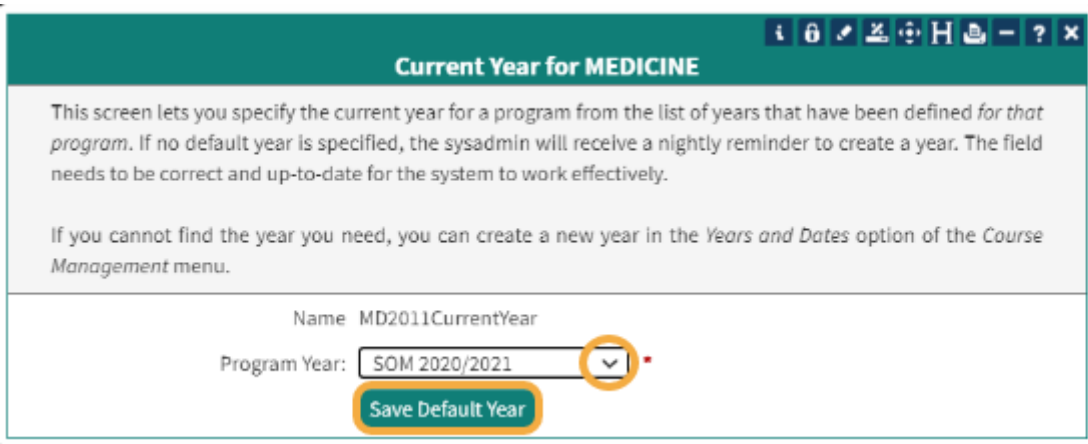
Show 10 entries

Previous
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Next

Current Year for Program

- Select the **Program Year** for the courses within this program.

- Click **Save Default Year** to save and continue.



Current Year for MEDICINE

This screen lets you specify the current year for a program from the list of years that have been defined for that program. If no default year is specified, the sysadmin will receive a nightly reminder to create a year. The field needs to be correct and up-to-date for the system to work effectively.

If you cannot find the year you need, you can create a new year in the *Years and Dates* option of the *Course Management* menu.

Name MD2011CurrentYear

Program Year: SOM 2020/2021

Save Default Year

NOTE: Registrar Office Years

NOTE: If your Course rosters are imported into **Leo** from your Registrar, but the term definition is not part of the feed, **Leo** will need that information spelled out.

For example, your roster feed shows a Course as being in term 4159, but the feed doesn't show that 4159 equals a term for Med1 Students in the year 2015, this information will need to be input into the System manually.