

Creating an Orientation to Leo Course for Students

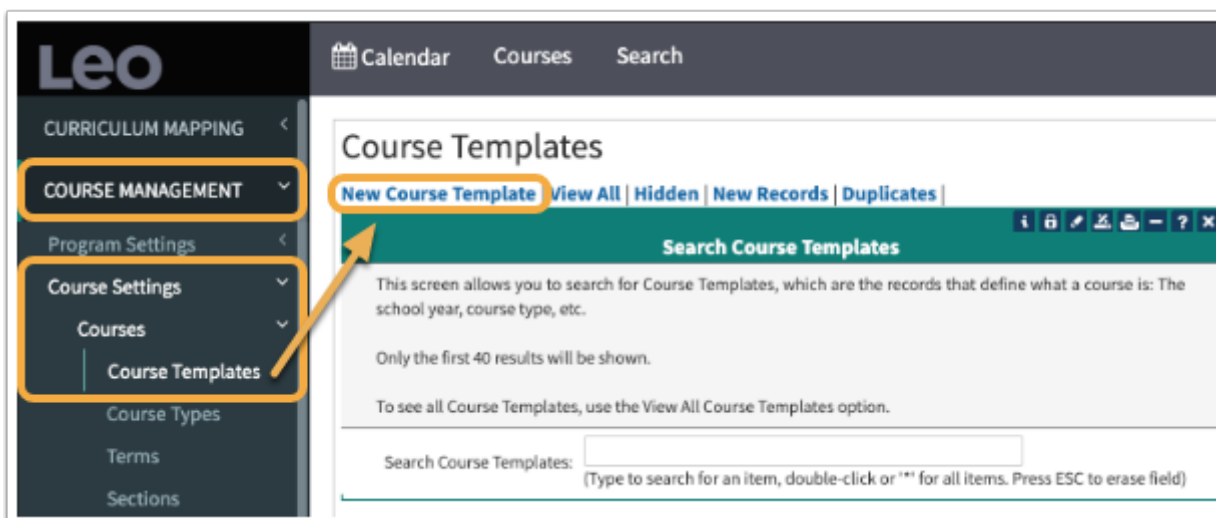
We know that your students are learning and juggling a variety of technologies while completing their academic program. To support their onboarding to Leo, we have developed an Orientation to Leo course that can be used to train students virtually or as a supplement to other orientation events. While the course was designed to be utilized in its entirety, the resources provided can also be implemented within an existing orientation program at your institution. This may include using all or some of the modules and resources described below, either as part of a fully virtual or hybrid orientation. Feel free to use the available resources in the manner that best fits your institution's specific needs.

This article and the video below detail the necessary steps for creating an Orientation to Leo course at your institution.

💡 If you have any questions or concerns at any point in the setup process, please reach out to the DaVinci Education Team via the Help Desk.

1. Create a New Course Template

Path: Home > Course Management > Course Settings > Courses > Course Templates > New Course Templates



New Course Template

Each **Course Template** requires a unique abbreviation to identify it as the source for any instance (Section/Rotation) of the Course that will be related to it. For the Orientation to Leo course, the same workflow applies.

Enter Course Abbreviation


Your course does not yet have an abbreviation. Abbreviations are a key field for a course and must be unique.

This screen will let you enter your abbreviation, validating your entry as you type, and will let you know when your abbreviation is unique.

Unique Abbreviation:

Uniqueness: **Unique**

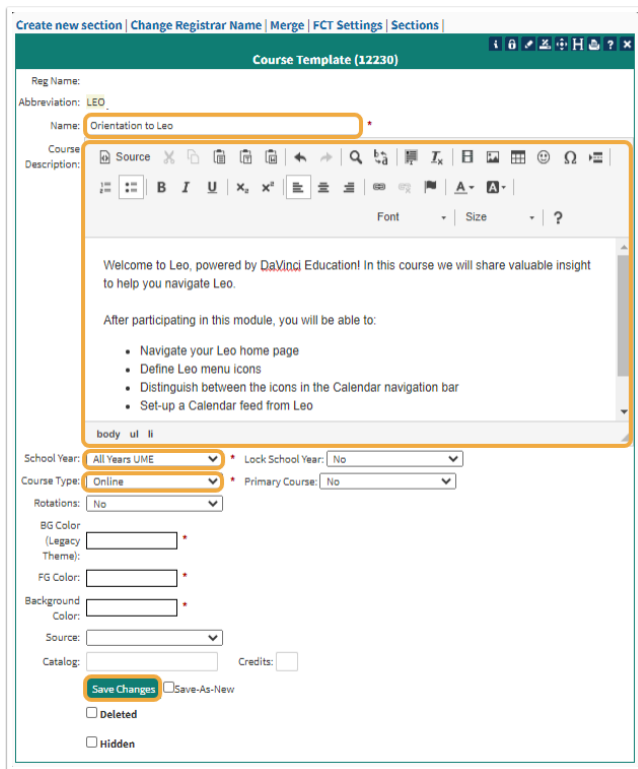
- Click **Save Abbreviation** to save your new abbreviation and exit this screen.

 **NOTE:** You can determine the naming convention that should be used for your Course Template. We recommend **LEO**.

Filling out the Course Template Screen for an Orientation to Leo course

Required fields are marked with a red asterisk (*).

- **Name:** This is the general name for your new Course - it must be unique. **We recommend Orientation to Leo or Student Orientation Course.**
- **Course Description:** This is the basic description of your new Course and applies to all Sections. This field can be edited at a later date, if necessary. This field is *optional*. We have provided a recommended Course Description below.
- **School Year:** This should include any School Year(s) (or cohorts) that should be able to access and complete the Orientation to Leo Course. **We recommend All Years.** Then it will be available to any student who may need a refresher.
- **Course Type:** This determines what type of Course this will be (ex. classroom, clinical, lab, etc.). This is a required field. **We recommend selecting Online.**



Click **Save Changes** to save and exit this screen.

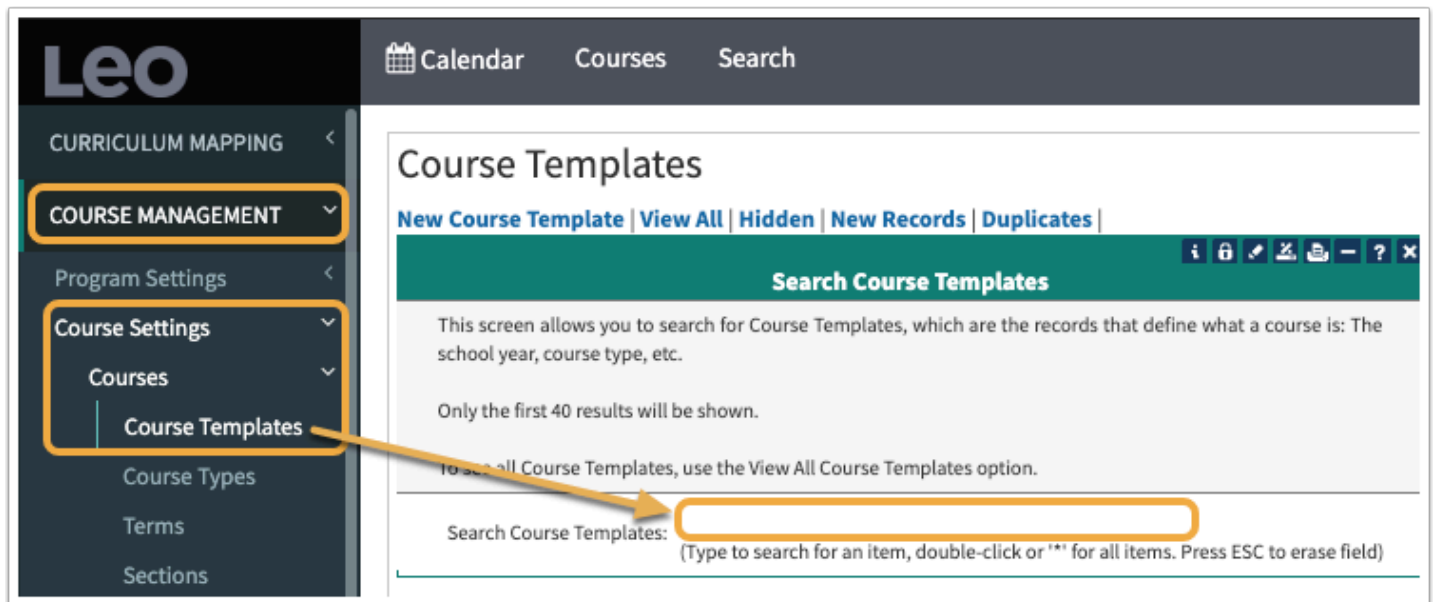


If Online or Virtual are not current Course Types available in Leo, please refer to the [Courses: Course Types](#) article to create them.

Tip: For more information on creating a Course Template, please refer to [Courses: Course Templates](#) article

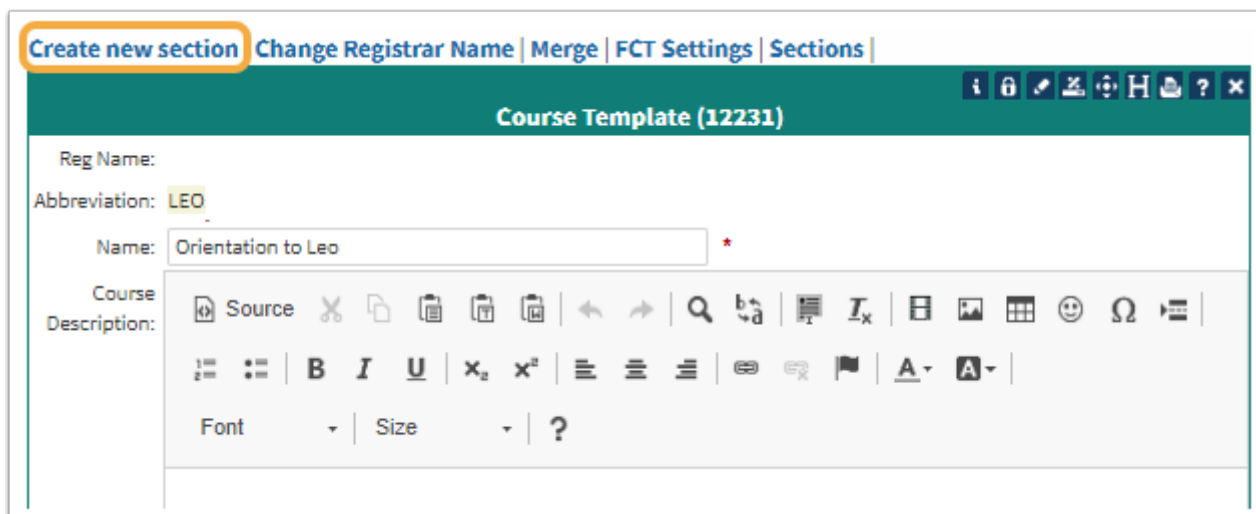
2. Create a new Section in the Course Template

Path: Home > Course Management > Course Settings > Courses > Course Templates



On the Course Template screen, **enter the Course Template Name [Orientation to Leo]** that you just created in the Search Course Templates field.

From the Course Template Edit Screen, click **Create new section**.



- **Year:** Select your current Academic Year.
- **Begin Date:** Select the date you want the course to begin.
- **End Date:** Select the date you want the course to end.
- **Campus:** Associate a Campus with the course.
- Click **Create new Section**.

Create new section

Orientation to Leo

Create New Section / Rotation

This screen is used to create a new section in a course. If your system is getting a roster feed from your Registrar, then you will only need to use this option for courses that are not officially part of the curriculum, or for off-cycle sections.

A section is defined by the following unique set of data:

- Course
- Academic Year
- Begin and End date
- Campus

You cannot create a new section if there is already a section with these exact settings.

Year: *

Begin Date: *
(Click for pop-up calendar)

End Date: *
(Click for pop-up calendar)

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

[Create new Section](#)

 **Tip:** For more information on creating a Course Section, please refer to [Settings: Create New Section](#) article

3. Enroll Students into the Course

Once the Section has been created you will need to enroll your students in the Course.





If you are adding new students manually to the Course, please refer to the [People Menu Overview](#) article for guidance.

These students will now be enrolled in the Orientation to Leo course and able to access materials.


Active Student Roster
Orientation to Leo DO 2019/2020 R1 - Main Campus


View ▾ Options ▾

Viewing 1 to 10 of 65 Search:

User Name	Catalog	Subject	Section	Source	Status	Graded	Created
 Ackeline, Barbara				Manual	E		2020-03-19
 Agnosis, Dee				Manual	E		2020-03-19
 Arends, Evia				Manual	E		2020-03-19
 Arviso, Deanna				Manual	E		2020-03-19

4. Download the Leo Import Student Orientation Events File

 Refer to the [Import Events](#) article for detailed information regarding required fields and formatting of the CSV file prior to upload.

 [Leo_Import_Student_Orientation_Events_File.csv](#)

Once you have downloaded the CSV file, you will need to update any required columns and columns your institution decides is relevant. For example, this may include updating times and dates for your Events to reflect how you want them to display in the course.

Upload your (edited) .csv file

- **Select the updated Student Orientation Events File:** Browse for the CSV file.
- **Save File**

Max File Size: 3700M

Client Name File Upload

Event_Import

Select a File: LCMS_template_Events.csv

Choose a new file from your device. Or [link to existing files](#)

Current File: No file uploaded yet

Upload Status

Your data has been uploaded. Click here to exit

When importing Events you will need to select **Course**

1. Select the **new Course Template Name [Orientation to Leo] (*)** required
2. Select the **Section (*)** required
3. **Assign Locations to Campus (*)** required
4. **Import Events**

Import Event(s) Settings

This event import utility is designed to only import events for one course at a time. This is intended to prevent data errors, such as importing events into the wrong rotation or section of a course, or the creation of courses due to minor types or differences in naming conventions.

In this screen you will have to select the course that is to receive these events. Then pick the section of the course that will be the final home of the new events. Finally, we give you the option to choose the Campus value for Locations indicated in our import file.

Course Template: *

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

Section: *

Assign Locations to Campus: *



Tip: For detailed information, please refer to [Import Events](#) article

Preview, Validate and Import

This report shows the data that you uploaded to Leo, but has not yet been imported into Leo.

- Select **Click here to validate and import the Events into the system.**

<< < Page 1 of 1 > >> ALL Click here to validate and import the events into the system											
Event Import Preview											
Items that are being reloaded will be linked to their existing event if xid and source are provided											
Ln#	Event Name	Description	Date	From	To Location	Type	netID	Source	xID	specialty	cCampus
2	Orientation: Events	Events are where much of your course content lives in Leo. These can be	2020-05-28		Online	Orientation					

5. Add Materials to the Course Section and Events Screen(s)



The materials we have created for the Orientation to Leo course require SCORM to be enabled in your Account Manager settings under the SCORM Module.

For detailed instructions on enabling SCORM content please refer to this [SCORM article](#).

Add Course Section Materials



For detailed information regarding managing and adding Materials, please refer to the [Materials: Section Materials](#) article.

The Introduction to Leo file below can be added the Section Screen of your Orientation to Leo Course. This file contains the virtual training module: Orientation to Leo.


After participating in the Orientation to Leo virtual training module, participants will be able to:

- **Navigate your Leo home page**
- **Define Leo menu icons**
- **Distinguish between the icons in the Calendar navigation bar**
- **Set-up a Calendar feed from Leo**

Estimated Duration: 15-25 minutes

Click [here to download](#) the file.

Add Materials to Event Screen(s)

 For detailed information regarding managing and adding Materials (including SCORM files), please refer to [Faculty: Upload Event Materials](#) article.

Listed below are virtual training modules for additional Leo features. You can choose those that are most relevant to your institution's utilization of Leo, as well as your students' needs. Then add the modules you chose to the corresponding Events within your Orientation to Leo Course.

Events Overview


The Events Overview training module below can be added to the Event Overview Event within your Orientation to Leo course.

By participating in this module, participants will be able to:

- **Navigate the Event screen**
- **Distinguish and define the Event menu**
- **Submit event attendance in Leo**
- **Create and participate in discussions**

Estimated Duration: 5-10 minutes

Click [here to download](#) the file.

 Do you have any required forms for students to submit at the start of the academic year? We recommend adding these forms as an Assignment in one of the events within your Orientation to Leo course. You can also have them submit their Orientation to Leo completion certificate (they'll get this in their email) as a way to practice uploading assignments.

For detailed information on this process, please refer to [Faculty: Event Assignment Management](#) article.

Evaluations Overview

The Evaluations Overview training module below can be added to the Evaluations Overview Event for your Orientation to Leo course.

By participating in this module, participants will be able to:

- **Access Evaluations in Leo**
- **Distinguish and define options in Evaluation Review Mode**
- **Complete and submit Evaluations**

- **Request and track on-demand Evaluations**

Estimated Duration: 5-7 minutes

Click [here to download](#) the file.

💡 Do you ask students to complete a survey or evaluation at the start of the academic year? If you do, we recommend adding that survey or evaluation to Leo. If not, consider creating a sample Evaluation for students to practice with in order to become familiar with Evaluations in Leo.

For detailed information on Creating an Evaluation, please refer to the [Eval Listing: Create/Edit An Evaluation](#) article.

For detailed information on Scheduling an Evaluation, please refer to the [Schedule an Evaluation](#) article.

Exams Overview

The Exams Overview training module below can be added in the Exams Overview Event for your Orientation to Leo course.

By participating in this module, student participants will be able to:

- **Navigate to scheduled Exams**
- **Distinguish and define Exam navigation and review tools**
- **Identify Exam notifications in Leo**

Estimated Duration: 3-5 minutes

Click [here to download](#) the file.

💡 Will you be using Leo for any of your Exams or Assessments? We recommend creating a practice Exam for your students in Leo.

For detailed information on building Exams in Leo's Exam Editor, please refer to the [Manage Exams: Exam Editor Overview](#) article.

For detailed information on building Exams in Leo's Exam Editor, please refer to the [Exams Menu Overview: Manage Exams](#) article.


PET Overview


The PET Overview training module below can be added in the Patient Encounter Tracking (PET) Overview event for your Orientation to Leo course.

By participating in this module, you will be able to:

- **Navigate to the PET Tab**
- **Create a new PET entry in Leo**
- **Run and understand PET summary reports at the Section Level**

[Estimated Duration: 5-7 minutes](#)

 If you are using Leo for PET, we recommend asking students to enter a new Patient Record to practice with the tool.

 You must enable PET for students to be able to utilize PET as a practice activity in your Orientation Course. You will also have to ensure that the course is marked as clinical. For detailed instructions, refer to [Course Types: Enable & Verify for PET](#) and [Account Manager: PET](#) articles.

Academic Portrait Overview


The Academic Portrait Overview training module below can be added in the Academic Portrait Overview event for your Orientation to Leo course

By participating in this module, you will be able to:

- **Navigate to your Academic Portrait**
- **Distinguish and define components and tools in the Academic Portrait**
- **Access information related to evaluations**
- **Upload documents to your Portrait**
- **Export your Academic Portrait for archival purposes**

Estimated Duration: 5-7 minutes

Click [here to download](#) the file.

 If you are using the Academic Portrait in Leo, consider collecting student documents such as a CV by asking them to upload it to an assigned portfolio in their Portrait.

Welcome your students to Leo!

Consider using the template below as a way to introduce your students to Leo and provide directions on how to login and access the *Orientation to Leo* course and content.



[Leo_Intro_Template.docx](#)