

## Section Checklist: Overview

The **Course Checklist** provides a list of essential tasks that must be completed in order to make sure your new Course is working correctly.

- Each item on the checklist will offer an icon to help you understand what needs attention.
- Each item on the checklist also provides a hover tool with detailed information on that item and what the different icons mean for that particular item.
- This article will describe what these icons mean and how they affect your Course.

## Course Checklist

The **Course Checklist** can be accessed from the Course Screen Settings.

The screenshot displays the Leo LMS interface. At the top, there is a navigation bar with 'Calendar', 'Courses', and 'Search' links, along with notification icons. Below this, a breadcrumb trail shows 'Course Template' > 'Campus Level' > 'Section: Medical Science, 5'. The main content area is titled 'Section: Medical Science, 5 (R1) SOM 2021/2022'. On the left, a 'Settings' sidebar is open, with 'Section Checklist' highlighted. The 'Section Checklist' section shows the following details:

- Mapping:** Primary Mapping Section for Course
- Begin Date:** 2021-01-29
- End Date:** 2021-05-19
- School Year:** MED Second Year
- Campus:** Virtual
- Your Role:** Admin
- Course Director:** Ann Alexander, Frank Clinician, Indira Nettleton, Leo Administrator, Teresa Aoki
- Course Coordinator:** Bart Steveman, Frank Clinician

Below the settings, the 'Description' section states: 'The second year builds on the basic science and clinical skills of the first year and leads to periods of more intensive clinical practice. By the end of this year, you should be able to recognize common disease patterns in medicine and surgery and be capable of reaching a diagnosis of the more common illnesses. You should also be able to plan first-line clinical investigations.' The 'Medical Science 5 will primarily focus on Pathology and Pharmacology.'



## Asterisk (orange)

The orange asterisk is for items that should be checked but do not have an actual incorrect status.



## Course Roll Over

This option allows you rollover content, Events, and settings from a previous instance of the Course into the current Course.

Uncheck All Options | Check All Options

**Course Roll Over**

Copy To: Medical Science 5 SOM 2017/2018 R1 - East Campus, East Campus (EAST)

Date of First Event: 2017-12-25 \*

1 Copy From Course: 2018-06-11, MSC52017r1NC [67]

<input checked="" type="checkbox"/> Course Screen Docs	<input checked="" type="checkbox"/> Goals & Objectives	<input checked="" type="checkbox"/> Session Objectives
<input checked="" type="checkbox"/> Exams and Surveys	<input checked="" type="checkbox"/> Week-Ends	<input checked="" type="checkbox"/> Faculty
<input checked="" type="checkbox"/> Course Directors	<input checked="" type="checkbox"/> Assigned staff	<input checked="" type="checkbox"/> Long Events
<input checked="" type="checkbox"/> I/M	<input checked="" type="checkbox"/> A/M	<input checked="" type="checkbox"/> Proficiencies
<input checked="" type="checkbox"/> Diagnosis	<input checked="" type="checkbox"/> Procedure	<input checked="" type="checkbox"/> Core Problem
<input checked="" type="checkbox"/> Specialities	<input checked="" type="checkbox"/> Evaluations	<input checked="" type="checkbox"/> Discussions
<input checked="" type="checkbox"/> Gradebook	<input checked="" type="checkbox"/> Student Faculty	<input checked="" type="checkbox"/> Graders
<input checked="" type="checkbox"/> Event and Long Event Materials	<input checked="" type="checkbox"/> PET Settings	<input checked="" type="checkbox"/> Clinical Faculty:
<input checked="" type="checkbox"/> Clinical Presentations	<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/> LTI Content

Update existing Events: No

2 Copy Event types:

- ☒ Clinical - Inpatient
- ☒ Exam
- ☒ Informational Seminar
- ☒ Lab
- ☒ Lecture
- ☒ Lunch
- ☒ Simulation
- ☒ TBL
- ☒ Workshop

Roll Over Course

1. Once you select the source Course, the **Copy From Course** Course/Section from which you will be copying information
2. A list called **Copy Event Types** will be displayed, these are Event Types used in that previous Course/Section. You can unselect any Event Type that you do not wish to copy.

The Course Roll Over always copies the content (documents, web links, etc) from the previous Course. Your option is whether or not to mark these documents as deleted when they are copied to the new Course. Here are the considerations to use when making this decision:

- If you are going to replace more that 50% of the documents, then keep the DEL options checked

- If you are going to use more than 50% of the document copied over then uncheck the DEL option