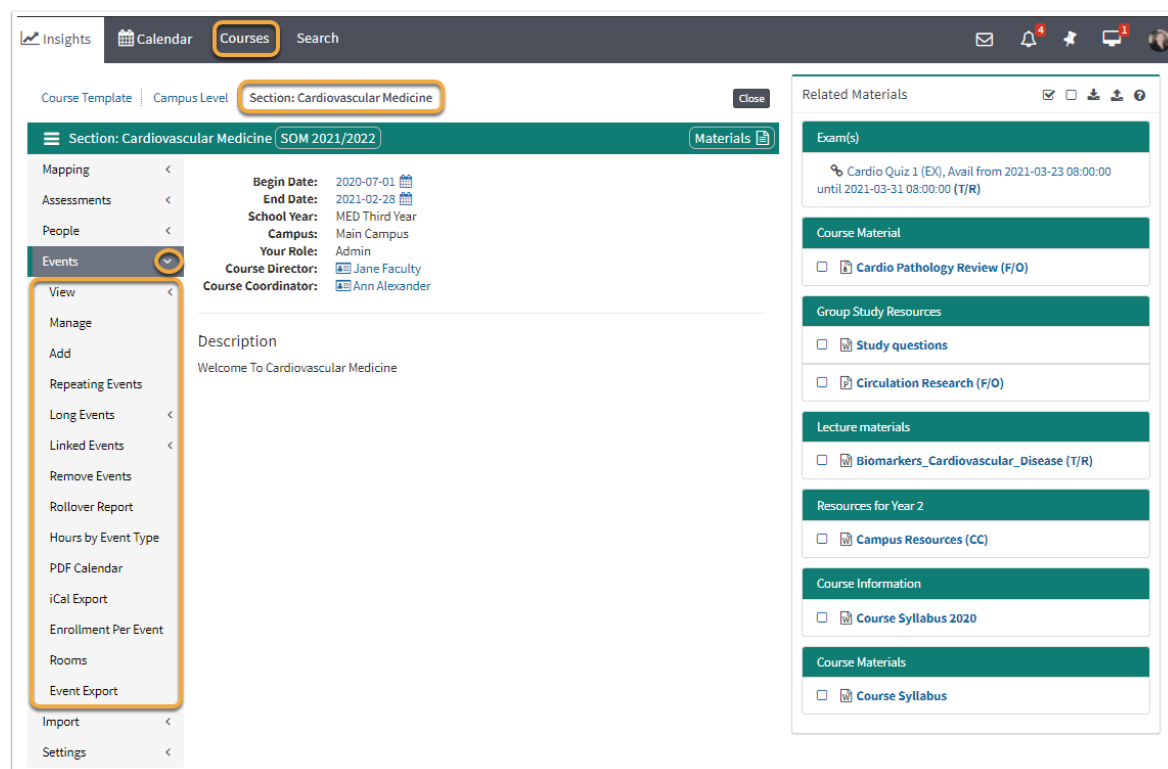


## Events Menu Overview

**Path: Home > Courses > [Course Screen] > Events**



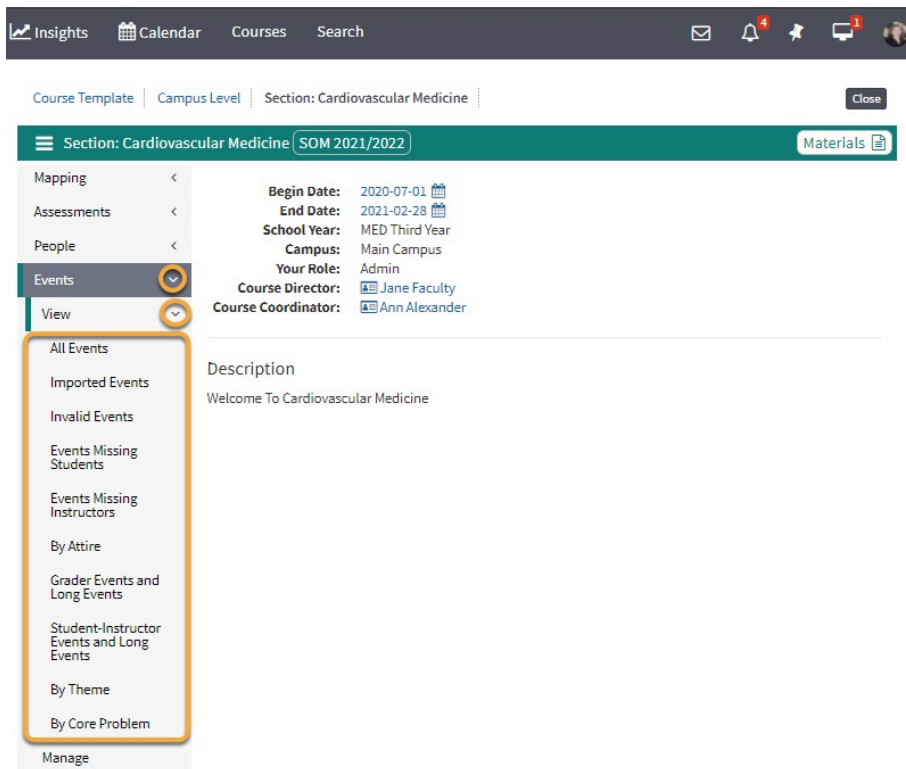
The screenshot displays the Leo User Guide interface. At the top, there is a navigation bar with tabs for Insights, Calendar, Courses, and Search. The 'Courses' tab is selected. Below the navigation bar, the 'Section: Cardiovascular Medicine (SOM 2021/2022)' is highlighted. On the left side, a sidebar menu is visible with options like Mapping, Assessments, People, Events, View, Manage, Add, Repeating Events, Long Events, Linked Events, Remove Events, Rollover Report, Hours by Event Type, PDF Calendar, iCal Export, Enrollment Per Event, Rooms, Event Export, Import, and Settings. The 'Events' option is highlighted, and its submenu is open, showing options like View, Manage, Add, Repeating Events, Long Events, Linked Events, Remove Events, Rollover Report, Hours by Event Type, PDF Calendar, iCal Export, Enrollment Per Event, Rooms, and Event Export. The main content area shows details for the 'Section: Cardiovascular Medicine (SOM 2021/2022)', including a 'Materials' button, a 'Description' section with the text 'Welcome To Cardiovascular Medicine', and a 'Related Materials' section on the right. The 'Related Materials' section lists various resources such as 'Exam(s)', 'Course Material', 'Group Study Resources', 'Lecture materials', 'Resources for Year 2', 'Course Information', and 'Course Materials'.

## View Submenu

This menu is available to all Users.



For more detail instructions, please refer to [Events: View Menu](#).



The screenshot shows the Leo User Guide interface. At the top, there is a navigation bar with links for Insights, Calendar, Courses, and Search. Below this, a breadcrumb trail indicates the current location: Course Template | Campus Level | Section: Cardiovascular Medicine. A 'Close' button is visible in the top right corner of the breadcrumb area.

The main content area is titled 'Section: Cardiovascular Medicine' with a sub-header 'SOM 2021/2022'. A 'Materials' button is located to the right of the title. On the left side, there is a sidebar menu with options: Mapping, Assessments, People, Events, View, and Manage. The 'Events' option is highlighted, and a dropdown menu is open, showing various event categories: All Events, Imported Events, Invalid Events, Events Missing Students, Events Missing Instructors, By Attire, Grader Events and Long Events, Student-Instructor Events and Long Events, By Theme, and By Core Problem.

On the right side of the interface, there is a section for course details. It includes fields for Begin Date (2020-07-01), End Date (2021-02-28), School Year (MED Third Year), Campus (Main Campus), Your Role (Admin), Course Director (Jane Faculty), and Course Coordinator (Ann Alexander). Below this, there is a 'Description' section with the text 'Welcome To Cardiovascular Medicine'.

- **All Events:** This is a list of all Events for this Course with various sorting and filtering options
- **Imported Events:** View Events that have been imported from iCal or other external sources.
- **Invalid Events:** This option will list all Events that are considered invalid due to absence of one or more critical data fields.
- **Events Missing Students:** List of Events with no Student Enrollment Group.
- **Events Missing Instructors:** List of Events with no assigned Instructors.
- **Events by Attire:** List of Events with special attire required.
- **Grader Events and Long Events:** List Events and Long Events with gradeable exams.
- **By Theme:** List of Events and associated Themes.
- **By Core Problem:** List Events and associated Core Problems.

## Manage Events

This report will show you the Events in your current Course. You can click on any of the Events listed to see the actual Event.



Section: Respiratory System
UME 2023/2024
Materials

### Respiratory System UME 2023/2024 R1 - Main

View Options

Download Print Settings

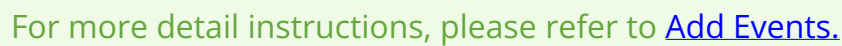
Viewing 1 to 4 of 4 Search:

Event	Action	Start Date	Start Time	End Date	End Time	Type	Location	Instructor	Docs	C/O	S/O	Exams
PBL Small Group Session #1(L)	<a href="#">view</a> <a href="#">edit</a>	2024-02-15	08:00 AM	2024-02-15	09:00 AM	PBL	003 Small Gr	B. Aaberg	1	0	0	0
PBL Session 1	<a href="#">view</a> <a href="#">edit</a>	2024-02-06	08:00 AM	2024-02-06	09:00 AM	PBL	003 Small Gr	P. Aaron	0	0	0	0
Course Introduction	<a href="#">view</a> <a href="#">edit</a>	2024-02-05	10:00 AM	2024-02-05	11:00 AM	Lecture	001 Jenkins	B. Aaberg	0	0	0	0
Assignment 1	<a href="#">view</a> <a href="#">edit</a>	2024-02-05	12:00 AM	2024-02-09	11:59 PM	Online	Online	B. Aaberg	0	0	0	0

Show 10 entries
Previous 1 Next

## Add Event

A Learning Event consists of Students and Faculty meeting (physically or on-line) at a specific location, date, and time. An Event that does meet these criteria should be a Long Event.



Section: Respiratory System

UME 2023/2024

Materials

Announcements

Manage Materials

Messages

Mapping

Assessments

People

Events

View

Manage

Add

Repeating Events

Long Events

Linked Events

Remove Events

Rollover Report

Hours by Event Type

PDF Calendar

iCal Export

\* Event Name:

\* Event Type:

\* Location:

All day

\* Start:

Date

Time

--:--

Ex. 04:25 PM

\* End:

Date

Time

--:--

Ex. 04:25 PM

Groups:

Add Instructor

Additional Details

Save

## Repeating Events

This report shows all the repeating Event definitions for the current Course.

For more detail instructions, please refer to [Repeating Events](#).

### Repeating Learning Events for Medical Science 5

Repeating Event	Faculty Member	Begin Date	End Date	Event Count	Additional Instructors
Anatomy Lab	David Adelstein	2017-10-24	2017-11-14	4	0
Clinical Shadowing	Johan Aerts	2017-10-20	2017-11-17	5	0
Micro Lab	Donald Burrows	2017-10-18	2017-11-15	5	0
Simulation Experiences	Leslie Adams	2017-10-19	2017-11-17	5	0

Each item in this list is a definition for a set of repeating Events. The following functions are available within the repeating Event report:

- Edit** the repeating Event options by clicking on the **Name** of the repeating Event

2. **Review and manage** the Events created by the repeating Event option by clicking on the **Event count**.

## Long Events

The purpose of the **Long Event** is to represent assignments that span more than one Event, and to show the progress of each User within the Long Event.

For more detailed instructions, please refer to [Long Events](#).

The screenshot shows the Leo user interface. At the top, there is a navigation bar with 'Insights', 'Calendar', 'Courses', and 'Search'. Below this, a 'Section: Cardiovascular Medicine' header is visible. On the left, a sidebar menu lists various options: 'Manage Materials', 'Messages', 'Mapping', 'Assessments', 'People', 'Events', 'View', 'Manage', 'Add', 'Repeating Events', 'Long Events', 'Faculty Event Listing', 'Management', 'Export', 'Linked Events', 'Remove Events', 'Rollover Report', and 'Hours by Event Type'. The 'Events' menu is expanded, showing a sub-menu with 'Faculty Event Listing', 'Management', and 'Export'. The 'Long Events' option is highlighted. The main content area displays a 'Course: Cardiovascular Medicine SOM 2021/2022 R1 - Main Campus' and a 'Linked Event Summary Report'. The report shows a table with columns: 'Linked Event', 'Event Type', 'Small Group Set', 'Event Count', and 'R.L.E.'. The table lists three events: 'Clinical Problem Solving' (16), 'Discussion Board Linked Events' (3), and 'Testing Repeating Linked Events' (3). The 'Event Count' column is highlighted. The 'View' and 'Options' buttons are also visible.

## Linked Events

**Linked Event** are a set of Events that are linked together to share documents and curricular mapping.

- These Events do not have to share the same day and time, they can be unique as long as they share the same Event type (ex. lab, lecture, clinical, etc.).
- These Events will generally share the same materials and content.

**Repeating Linked Events** are sets of Events that share the same Event type, as well as a common day and time, and recur over a specified period of time.



For more detail instructions, please refer to [Linked Events](#).

Course Template | Campus Level | **Section: Cardiovascular Medicine** Close

**Section: Cardiovascular Medicine** (SOM 2021/2022) Materials

- Manage Materials
- Messages
- Mapping
- Assessments
- People
- Events**
  - View
  - Manage
  - Add
    - Repeating Events
    - Long Events
    - Linked Events**
      - Listing**
      - Repeating
    - Remove Events
    - Rollover Report
    - Hours by Event Type
    - PDF Calendar

Course: Cardiovascular Medicine SOM 2021/2022 R1 - Main Campus  
Linked Event Summary Report

View Options Download Print Settings Help

Viewing 1 to 3 of 3 Search:

Linked Event	Event Type	Small Group Set	Event Count	R.L.E
Clinical Problem Solving	Small Group	CPS	16	
Discussion Board Linked Events	Discussion, Small Group	Discussion Small Groups	3	
Testing Repeating Linked Events	Discussion, Small Group	Lab	3	

Show 10 entries Previous 1 Next

## Remove Events



**NOTE:** Unlike most places where you can delete Events, there is **no confirmation required** in this report, which allows you to very quickly remove a large number of Events.

Sorted by Date

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

View ▾ Options ▾							
1 to 10 of 27		Restore Events 3		Events With No Students 6		Search: 2	
1 Remove	5 Event Name ↑↓	Location ↑↓	4 Date ↑↓	From ↑↓	To ↑↓	2 R/O ↑↓	
Remove	Culturally Competent Care	Indianapolis Health Clinic	2019-08-30	12:30:00	14:15:00	Yes	
Remove	Clinical Reasoning and Decision Making	Raleigh Lecture Hall	2019-09-03	10:00:00	11:30:00	Yes	
Remove	Pediatric Gastroenterology	Durham Childrens Clinic	2019-09-03	15:00:00	16:00:00	Yes	
Remove	Pediatric Skills Simulation Workshop	Indy Medical Tower	2019-09-04	10:00:00	12:00:00	Yes	
Remove	Pediatric Critical Care	Wilson Medical Arts Tower 4th Fl. Peds Classroom	2019-09-26	12:00:00	12:55:00	Yes	
Remove	Mid term Exam	Wilson Medical Arts Tower 4th Fl. Peds Classroom	2019-09-27	13:15:00	14:30:00	Yes	

1. **Remove:** Quickly remove an Event from the calendar.
2. **R/O** field indicates if the Event was created by the **Course Rollover** process.
3. **Restore Events** option will show all of the deleted Events for the Course and offers you a quick way of restoring those Events.
4. **Sort By Date:** Events can be sorted by Date
5. **Sort By Event Name:** Events can be sorted by Event Name
6. **Events with No Students:** Events can be sorted by Events With No Students.

## Rollover Report

This report shows the roll over status of each Event in the current Course. The purpose of this report is to allow the Administrator of the Course to understand the source of the Events within the Course. Events may have been rolled over from more than one source Course.



For more detailed instructions, please refer to [Rollover Reports](#).

## Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center Roll Over Status of Events

View Repeated/New Status 4

Viewing 1 to 10 of 27 Search:

<span>1</span> Event Name <span>⬆️⬆️</span>	Date <span>⬆️⬆️</span>	Time <span>⬆️⬆️</span>	<span>2</span> Parent Event <span>⬆️⬆️</span>	Parent Date <span>⬆️⬆️</span>	Parent Time <span>⬆️⬆️</span>	<span>3</span> Parent Course <span>⬆️⬆️</span>
Adolescent Medicine	2020-03-04	16:15	Adolescent Medicine	2019-04-17	16:15	Pediatrics UME 2018/2019 R2 - New Memorial Hospital
Care of the Normal Newborn	2020-03-06	16:15	Care of the Normal Newborn	2019-04-15	14:40	Pediatrics UME 2018/2019 R2 - New Memorial Hospital
Child Abuse	2020-03-05	12:45	Child Abuse	2019-04-22	12:45	Pediatrics UME 2018/2019 R2 - New Memorial Hospital
Clinical Reasoning and Decision Making	2019-09-03	10:00	Clinical Reasoning and Decision Making	2019-04-23	10:00	Pediatrics UME 2018/2019 R2 - New Memorial Hospital

- Name:** Click on the Event name to view the Event screen for the Event
- Parent Event:** Click on the source (parent) Event name to view the Event screen for the source Event
- Parent Course:** Click on the Course name to view the Course screen for the source Course.
- Repeated/New Status:** Displays all Events in the Course, their rollover status, and provides options to quickly flag which Events are repeated or new Events. The repeated/new status will affect how Financial Contribution Tracking totals are calculated.

**Note:** Rows in this report with no source Event or source Course information indicate that the Event was entered manually or was imported from an external source. This report does NOT reflect the import status of the Events.

## Hours By Event Type

This report shows summary information about the Events (including Long Events) in your Course.

For more detailed explanation, please refer to [Hours By Event Type](#).



Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center  
Total Students: 54  
Hours Per Event Type

View ▾ <span>Download Print Help Close</span>			
Viewing 1 to 10 of 14		Search: <input type="text"/>	
Event Type	Total Hours	Events	Hrs Per Student
Clinic	113.00	4	3.39
Clinical Correlation	8.00	4	1.30
Conference - Case	2.33	2	2.33
Conference - Teaching	4.50	4	4.50
Exam - Summative	1.25	1	1.25
Informational Seminar	1.75	1	1.75

## iCal Export

This automatically exports (downloads to desktop) an .ICS file

## PDF Calendar

The PDF Calendar option allows for Users to generate a Course Section Calendar for the whole course.

<div> <b>Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center</b> </div>							
Time	Sunday Aug 25, 2019	Monday Aug 26, 2019	Tuesday Aug 27, 2019	Wednesday Aug 28, 2019	Thursday Aug 29, 2019	Friday Aug 30, 2019	Saturday Aug 31, 2019
12:00 PM							
12:30 PM							
01:00 PM							
01:30 PM							
02:00 PM							
02:30 PM							

This option is available to all Users who have access to the Section Level of the Course.

You have the ability to review the Course Calendar prior to printing or downloading the PDF version.

## Enrollment Per Event

The purpose of this report is to help you find Events with strange enrollments. This can happen because someone has assigned Small Groups to one Event, or accidentally assigned Students from another Course to this Course.


Student Enrollment per Event  
Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center

View ▼ Download Print Help Close

Viewing 1 to 10 of 27 Search:

Event Name <span>⬇</span>	Location <span>⬆</span>	Date <span>⬆</span>	From <span>⬆</span>	To <span>⬆</span>	EnrCount <span>⬆</span>
<a href="#">Adolescent Medicine</a>	Indy Medical Tower	2020-03-04	16:15:00	17:15:00	54
<a href="#">Care of the Normal Newborn</a>	Wilson Medical Center Wards	2020-03-06	16:15:00	17:50:00	54
<a href="#">Child Abuse</a>	Children's Hospital	2020-03-05	12:45:00	13:45:00	54
<a href="#">Clinical Reasoning and Decision Making</a>	Raleigh Lecture Hall	2019-09-03	10:00:00	11:30:00	54
<a href="#">Culturally Competent Care</a>	Indianapolis Health Clinic	2019-08-30	12:30:00	14:15:00	54
<a href="#">Infant Nutrition</a>	Wilson Medical Arts Tower 4th Fl. Peds Classroom	2020-03-03	13:00:00	14:00:00	54

- Under most circumstances you will see the same basic numbers again and again, such as the total number of Students (large group Events) and the basic small group counts.
- You need to look for enrollment numbers that look odd.

 **NOTE:** This report is a sanity check to make sure that no obvious group assignment mistakes have been made.

## Rooms

This report shows a list of the rooms used by this Course.

Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center  
Room Usage

View ▾

Viewing 1 to 10 of 14 Search:

Location	Events
Anderson Amphitheatre	2
Children's Hospital	3
Durham Childrens Clinic	2
Evansville Center	1

Click on the **Events** column to see a detailed list of the Events using a particular room.

## Event Export

The **Event Roster Export** report provides a template for importing a spreadsheet of Events to your Course.

For more detailed instructions, please refer to [Event Export \(Export Roster\)](#).

Pediatrics UME 2019/2020 R1 - Oklahoma University Health Sciences Center  
Event Roster Export  
NOTE: Additional Fields will be Exported. See Help for details

View ▾ Options ▾

Viewing 1 to 10 No LCMS+ ID Version No Leo ID Version Search:

Event Name	Description	Date	From	To	Location	Event Type
Adolescent Medicine		2020-03-04	16:15	17:15	Indy Medical Tower	Lab - Clinical Skills, Standardized Patient/PETA
Care of the Normal Newborn	This is a seminar-style event where we will study case histories of newborn care, with an emphasis on cultural competence.	2020-03-06	16:15	17:50	Wilson Medical Center Wards	Conference - Teaching
Child Abuse		2020	12:45	12:45	Children's	Conference

Use the down-arrow icon to export the roster of existing Events to your computer. You can then modify the Events to fit your needs and re-import to your Course.



**Please note:** In order to successfully re-import your modified Events, the columns must stay in the same order as they were exported.

Do not move or delete any columns, even if you think you don't need them!

Certain columns in the report are specifically for deletion of existing data.