

Faculty: Event Assignment Management

Assignments in Leo are essentially inboxes or placeholders for each Student to upload their document/file/Assignment.

All Assignments must be linked to an **Event**.

Student Assignments in Events

Path: Calendar > Event > Event Screen > Assignments

Section: Pediatric Clerkship

Event: Sample Event w/ Assignment

Close

Event: Sample Event w/ Assignment

Materials

Details

Assignments

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Announcements

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Messages

Mapping

Assessments

People

Settings

Assignment Folders for Sample Event w/ Assignment

View

Options

Download

Print

Help

Viewing 1 to 1 of 1

Search:

Edit	Manage Folder	Instructions	From Date	From Time	To Date	To Time	Docs
<div>Edit</div>	<div>Report on Pediatric History</div>	<div>View</div>	<div>2024-02-01</div>	<div>08:00:00</div>	<div>2024-02-01</div>	<div>20:00:00</div>	<div>0</div>

Show

10

entries

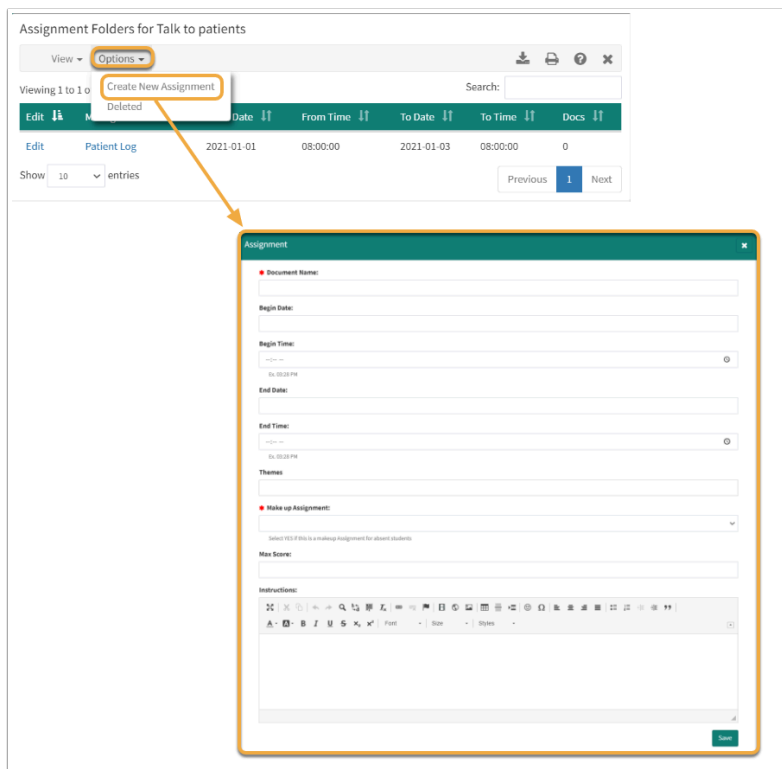
Previous

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Create New Assignment

Path: Calendar > Event > Event Screen > Assignments > Options > Create New Assignment



The only required field (*) is the Assignment Folder's Name (Document Name).

Use the Themes field to map a Theme(s) to an Assignment based on Themes mapped to the Event.

Assignment Folder/Place Holder

Path: Calendar > Event > Event Screen > Assignments > [click in Manage Folder column]

This screen is used to review and score documents uploaded by Students for an Assignment.

- Students are able to upload as many documents as they want, but only the most recent document is available for grading.
- Faculty can also upload a document for a Student.

Options > Dropdown

- **Export to Gradebook:** At any time, the scores and comments can be exported to the Gradebook. You will need to select a Gradebook Category, so make sure you have already created that in the Gradebook.
- **Students with no Documents:** List of Students that have not uploaded their Assignment.
- **Students with Documents:** List of Students that have an uploaded Assignment.
- **Export as Zip File:** Create a Zip file with the **Most Recent Files** or Create a Zip file with **All Files** (these include older versions of the documents).
- **Back to Folders:** Select this option to return to the Student Assignments screen.

Final Uploads
Event: Talk to patients
Folder: Patient Log

View ▾ Options ▾

Viewing 1 to 6 of 6

Search:

Export to Gradebook
Students with no Documents
Students with Documents
Export as Zip File
Back to Folders

Student	Upload New Document	Delete Document	Score	Comment	Upload Date
Agnio, Plasti	Upload File		No assignment	No assignment	
Angelos, Trista	Upload File		No assignment	No assignment	
Backhaus, Carmella	Upload File		No assignment	No assignment	
Black, Walter	Upload File		No	No	

Review / Grade Assignments

Path: Calendar > Event > Event Screen > Assignments > [click in Manage Folder column]

- **Student:** ID or Name
- **Document (Download):** Faculty can download and view the Students' Assignments.
- **Upload New Document:** Faculty can upload Student's work FOR them.
- **Delete:** Faculty can delete a document.
- **Score:** Text box will appear beside all documents that have been uploaded for scoring. This score can be exported to the Gradebook.
- **Comment:** Comments are optional. The free text comment section can be as long as a 34 pages of single spaced 12 font text. If the Score is exported to the Gradebook, the Comment will be exported too.
- **Upload Date:** The time is date stamped when the Assignment is uploaded.

Final Uploads
Event: Sample Event w/ Assignment
Folder: Report on Pediatric History

View ▾ Options ▾

Viewing 1 to 2 of 2

Search:

Student	Document (Download)	Upload New Document	Delete Document	Score	Comment	Upload Date
Student, Sally	Leo_1.jpg	Upload File	Delete	20.00	Keep up the good work!	2024-02-26 16:51:58
Student, Sam		Upload File		No assignment	No assignment	

Show 10 entries

Previous 1 Next



NOTE: Grades and Comments are linked to the actual file, so if the Student uploads a new file it will have to be re-graded.

Students Upload Assignment Event Level

Path: Event Screen > Assignments

When an Assignment is due, Students can upload the Assignment directly to the Event Folder.

1. Click the **Folder** link to upload the file
2. Select the **File** to upload by choosing the file
3. Click **Save File**

Section: Pediatric Clerkship Event: Sample Event w/ Assignment

Event: Sample Event w/ Assignment

Details

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Assignment Folders for Sam Student
Pediatric Clerkship MD 23/24 R1 - Main Campus
Sample Event w/ Assignment from 2024-02-01 to 2024-02-01

View

Viewing 1 to 1 of 1

Folder	Instructions	Open From	To	Makeup	Upload Count
Report on Pediatric History	View	2024-02-01 08:00:00	2024-02-29 20:00:00	No	0

Upload

Max File Size: 3700M

LCMS+ Demo File Upload

Sam Student::Sample Event w/ Assignment::Report on Pediatric History

Select a File: Choose File No file chosen

Choose a new file from your device.

Current File: No file uploaded yet

Save File

Students Upload Assignments at Course/Section level

Path: Section menu > Assessments > My Assignments

Students can also upload an Assignment at the Section level.

1. Click the **Assignment** link to upload the file
2. Select the **File** to upload by choosing the file
3. Click **Save File**

Section: Pediatric Clerkship | Event: Sample Event w/ Assignment | Close

Section: Pediatric Clerkship R1 MD 23/24 | Materials

Details
Discussions
Announcements
Manage Materials <
Messages <
Mapping <
Assessments <
Gradebook
PET <
My Assignments
Events <

Pediatric Clerkship MD 23/24 R1 - Main Campus
Student: Sam Student
Active Assignments

View ▾

Viewing 1 to 1 of 1

Search:

Event	Assignment	Instructions	Content	Status	Open Date	Close Date
Sample Event w/ Assignment	Report on Pediatric History	View		Open	2024-02-01 at 08:00 AM	2024-02-29 at 08:00 PM

Show 10 entries

Upload

Max File Size: 3700M

LCMS+ Demo File Upload

Sam Student: Report on Pediatric History

Select a File: No file chosen

Choose a new file from your device.

Current File: No file uploaded yet

Creating Student Assignments in Long Events

! As of the February/March 2024 update to Events in Leo, we would discourage you from adding new Long Events to Leo. This update will bring together the features of Long Events and Regular Events in Leo into a new, modern user interface. Users will be able to create events, all-day events (that span one or more days), or events that start on one day and end on the next.

If you have questions about [the new Events user interface](#), please contact the Leo Administrator at your institution.

A **Long Event Assignment** allows you to specify a beginning and ending date/time for a student to upload a document that will satisfy a given requirement. Normally, this is an essay or document, but it can consist of any electronic document, such as a video, image, etc.

All Assignments must be linked to an **Event** or **Long Event**. Below is the workflow to add an Assignment to a Long Event.

Path: Calendar > Long Event > Long Event Screen > Assignments > Manage Assignments

Here you will be able to create a new Assignment or view existing Assignments for this particular Event.

Course Template | Campus Level | Section: Cardiovascular Medicine | **Long Event: Clinical Overnight Shadowing** [Close]

Long Event: Clinical Overnight Shadowing [Materials]

Details
Announcements
Manage Materials <
Assignments (selected)
 All Assignments
Manage Assignments (circled)
 User Status
 Active Exams
 Messages <

Begin Date: 2021-04-01 [Calendar Icon]
End Date: 2021-04-21 [Calendar Icon]
Event Type: Assessment
Your role: SysAdmin

Description
 Students will be placed at various clinical sites for an overnight shadowing experience. Please check the Event Materials for your assignment.

Create New Assignment Folder

Assignments and Exams
 Simulation Center Experience
 Cardiovascular Medicine SOM 2018/2019 R1 - Main Campus

View: [Options] [Create New Assignment] [Link to an Exam] [Deleted Records]

Viewing 1 to 1 of 1 entries

Type	Starts	Ends	R/D	Due	Completed
Assignment	2020-06-01 -->--	2020-06-30 -->--	0	0	0

Show 10 entries

Create Assignment [X]

Instructions
 This screen is used to create and manage folders linked to your Long Event.
 Each folder is considered an assignment that the students must complete. The folder has a due date and reminder. Administrators can run reports on the status of the folder (ie, who has or has not completed the assignment).
NOTE: Each folder in a given Long Event must have a unique name. If you enter a duplicate name the system will warn you and force you to modify the name.

* **Name:** [Text Field]
Description: [Text Field]
 * **Begin Date:** [mm/dd/yyyy] [Calendar Icon]
Begin Time: [Time Picker]
 * **End Date:** [mm/dd/yyyy] [Calendar Icon]
End Time: [Time Picker]
☐ Check to send an email reminder before the assignment is due
Themes: [Text Field]
Max Score: [Text Field]
If set to zero (default) any score can be entered. If a non-zero number is entered, then no score higher than this value will be allowed.
Deleted: [No] [Dropdown]
 [Save]

When creating a new Long Event Assignment there are a few key steps you need to complete in order to save the Long Event.

- **Name:** Add the Assignment Folder's Name (Document Name) - make sure the Assignment Name is unique for this specific Long Event.

- **Description:** Add an optional description and/or instructions for completing the assignment.
- **Begin Date:** Select the date of when the assignment will be open.
- **Begin time:** Add an optional time for when the assignment is open. If no time is set this will default to 12:00 AM.
- **End Date:** Select the date of when the assignment will close. Once the assignment is closes, students will no longer be able to modify or upload their assignments for this Long Event.
- **End Time:** Add an optional time for when the assignment closes. If no time is set this will default to 11:59 PM.
- **Check to send an email reminder before the assignment is due:** If you would like to send out a reminder message about the upcoming due date for the Assignment, check the box and indicate when you would like the email reminder sent.
- **Reminder Email:** If the reminder message box is checked, you can fill out an optional message you would your students to receive in the reminder email that is sent.
- **Themes:** You have the option to select Theme(s) that will be linked to this assignment.
- **Max Score:** The maximum score which can be earned for this assignment can be added here, if you plan to add this assignment to the Gradebook. If set to zero (default) any score can be entered. If a non-zero number is entered, then no score higher than this value will be allowed.

When finished creating the Long Event Assignment click **Save**.

Due Assignments

Path: Calendar > Long Event > Long Event Screen > Assignments > Manage Assignments > [click in Due column]

This report shows all students assigned to an assignment that do not have an uploaded document for the assignment.

- Students are able to upload as many documents as they want, but only the most recent document is available for grading.
- Faculty can also upload a document for a Student by clicking on the student's name in the Participant column.

Section: Pediatric Clerkship | Long Event: Sample Long Event w/ Assignment | Close

Long Event: Sample Long Event w/ Assignment Materials

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Manage Materials <

Assignments v

All Assignments

Manage Assignments

User Status

Active Exams

Messages <

Mapping <

Assessment <

People <

Settings <

Activity for Assignment: Research Paper #2
Long Event: Sample Long Event w/ Assignment

View Options

Viewing 1 to 1 of 1

Search:

Participant	Submitted	File If Applicable	Reviewed	Score	Comment	Status
Student, Sam						Not turned in N/A

Show 10 entries

Previous 1 Next

Grading Assignments

Path: Calendar > Long Event > Long Event Screen > Assignments > Manage Assignments > [click in Completed column]

Activity for Assignment: Long Event Assignment
Long Event: Simulation Center Experience

View Options

Viewing 1 to 10 of 60

Search:

Participant	Submitted	File If Applicable	Reviewed	Score	Comment	Status
Agnio, Plasti	2020-06-04 20:45:42		<input checked="" type="checkbox"/>	28.0	Great insight in you...	

This screen is used to review and score documents uploaded Students' assignments.

- **Participant:** Faculty can upload Student's work for them by clicking on the name.
- **Submitted:** Timestamp of when the assignment was uploaded/submitted.
- **File If Applicable:** Hover to see the file name and type. Click icon to download document.
- **Reviewed:** Faculty can check this box to indicate whether or not this assignment has been reviewed. If a new document is uploaded then the Reviewed flag will be reset.
- **Score:** The numeric score for a completed Assignment can be entered in the text box.
- **Comment:** Comments are optional. The free text comment section can be as long as a 34 pages of single spaced 12 font text.



NOTE: Grades and comments are linked to the actual file, so if the Student uploads a new file it will have to be re-graded.

Options > Drop-down

- **Long Event Activities:** This report displays all of the assignments (documents and exams) that have been created for this activity. From this report you can look review student activity within each assignment and can edit the assignment settings.
- **Refresh:** Click to refresh this screen.
- **Export Scores:** At any time the scores and comments can be exported to the Gradebook.
- **Export as Zip File:** This option will create a zip file containing all of the files uploaded by students for this assignment.

Course Template | Campus Level | Section: Pediatric Clerkship | Long Event: Sample Long Event w/ Assignment

Long Event: Sample Long Event w/ Assignment

Details

Announcements

Manage Materials <

Assignments ▾

All Assignments

Manage Assignments

User Status

Active Exams

Activity for Assignment: Research Paper #2
Long Event: Sample Long Event w/ Assignment

View ▾ Options ▾

Viewing 1 to 1 of 1 items

Participant Name | Score | Time | File If Applicable

Student, Sam | 28 | 15:52:57 |

Show 10

Long Event Activities

Refresh

(re) Evaluate Exam

Export Scores

Export as Zip File

Student View of Long Event Assignment

< Sep 3 – 7, 2018 >

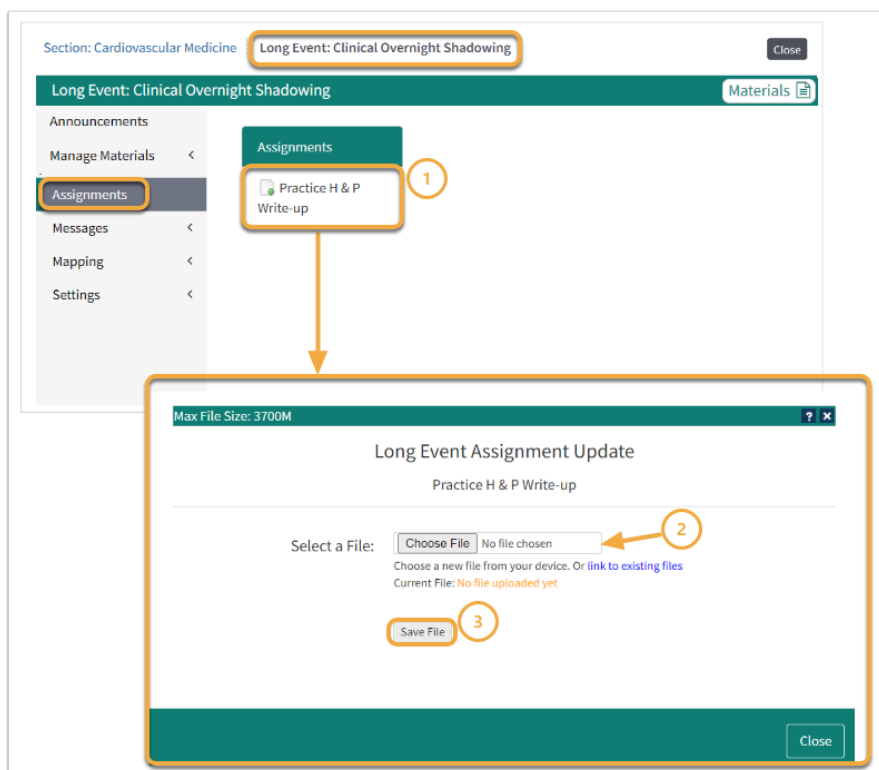
Today Day Week Month List

Filter Add Event ▾ More ▾ ?

W36	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7
Long Events	Assignment: GI Research for Medical Science 5 SOM 2017/2018 R1 - East Campus				
7am					
8am					

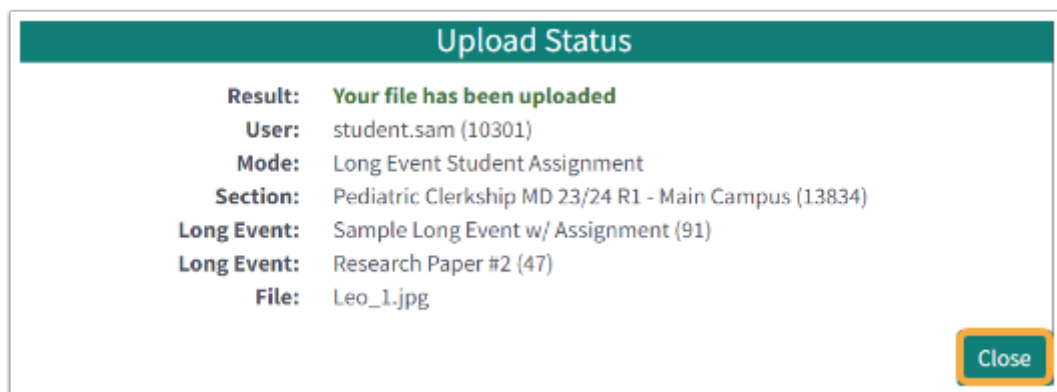
When an Assignment is due in a Long Event, a colored bar will appear on the Calendar and is displayed over the specified days that the Long Event occurs.

- Click the **Long Event bar** to open the Long Event Screen.

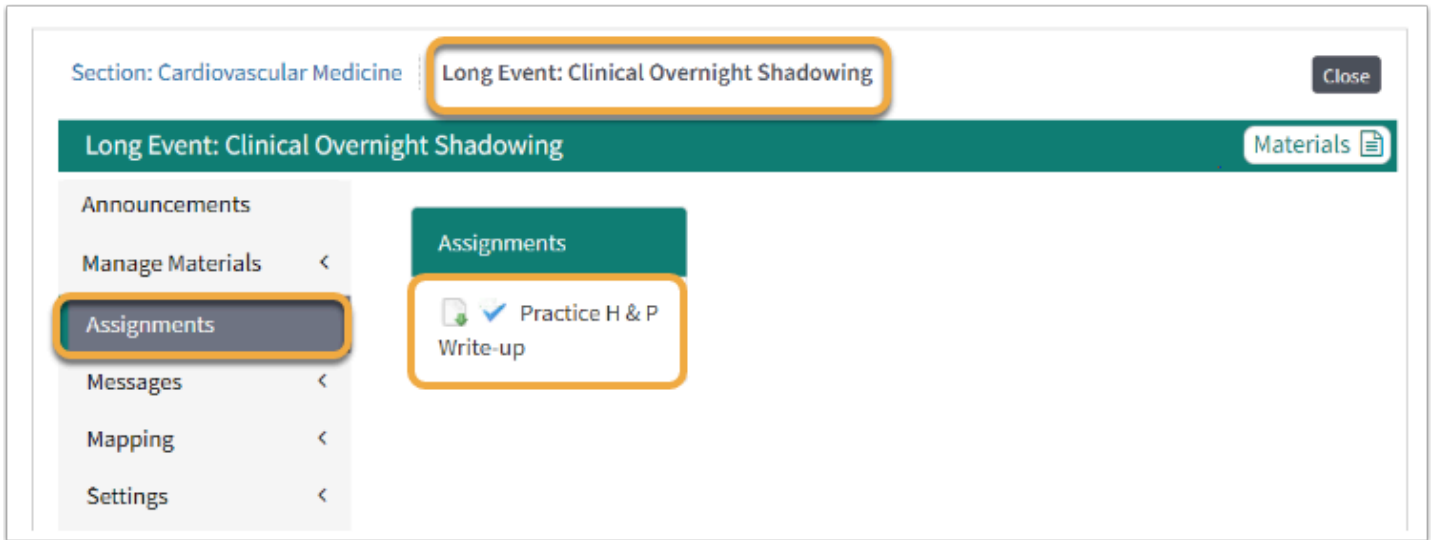


Select Assignments

- Click the **Assignment Name** to upload document/file.
- Select document/file.
- Click **Save File**



Click **Close** to confirm upload.



The Assignment was successfully uploaded.

Note: The Assignment is no longer bold and a check mark displays next to the Assignment title.