

# Leo Instructions for Medical Students

For added convenience, the table of contents shown below includes active links to the respective content sections. However, please review the sections *in the order they are presented* because much of the information in each is based on what you learn in earlier sections.

- For questions specifically about Leo—not general medical curriculum questions—please contact Rebecca Maher at 701-777-3636 or at [rebecca.a.maher@und.edu](mailto:rebecca.a.maher@und.edu).

## Contents

1. [Logging in to Leo](#) (Do First)
2. [Viewing Your Schedule](#) (Do Second)  
(Includes Zoom Info)
3. [Checking for Objectives](#) (Do Third)
4. [Messages and Communications](#) (Do Fourth)
5. [Evaluations](#)
6. [Exams](#)
7. [Academic Portrait](#)
8. [Checking Your Grades](#)

## 1. Logging in to Leo

To log in to the Leo system, click on this link: [Leo login](#), and when prompted, enter your NDUS account credentials. The Leo login link can also be found on the [Medical Education webpage](#). (Look for the “Leo Medical Curriculum Login” link on the left side of the web page.) *We recommend bookmarking the Leo login page.*

*Note: The first time you log in you may receive a “Federation Consent” message:*



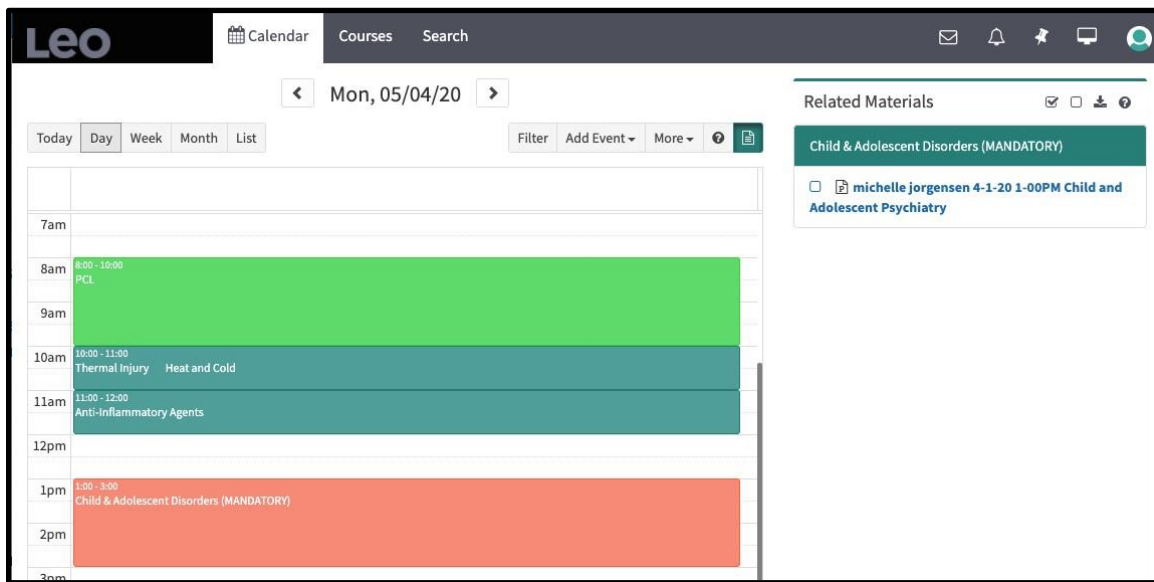
*You should answer “Yes” to this message if you receive it. This is a security authentication message. Leo is asking permission to link your NDUS account to Leo, much as it is already linked to many of UND’s accounts and services. After you accept this message during your first visit, you should not see it again.*

If you are unable to login, please contact Rebecca Maher at 701-777-3636 or [rebecca.a.maher@und.edu](mailto:rebecca.a.maher@und.edu).

[Return to Table of Contents](#)

## 2. Viewing Your Schedule (Calendar View)

Once logged in, you will see your calendar. (The image shown below is an example of a *single day view*.)



The calendar shows all upcoming activities and requirements for the *course* (e.g., Unit 1) in which you are enrolled.

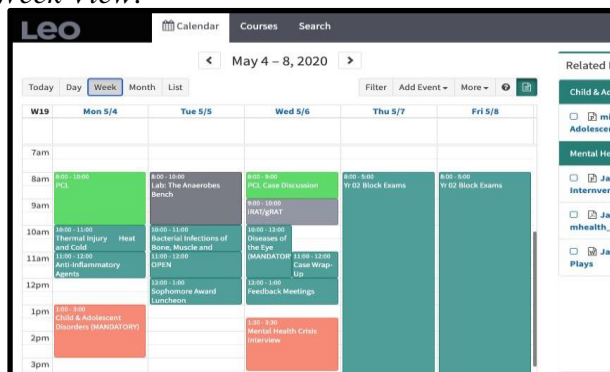
You are responsible for monitoring the calendar throughout each day and ensuring attendance and participation in required activities. Do NOT rely on *printed* calendars—events change frequently due to curriculum updates, so you MUST log in and check the Leo schedule in advance to know what is coming up, what is required, and how to attend.

*Courses* are comprised of multiple *Events* (activities and requirements), and you will only see the events that are part of the course you are viewing.

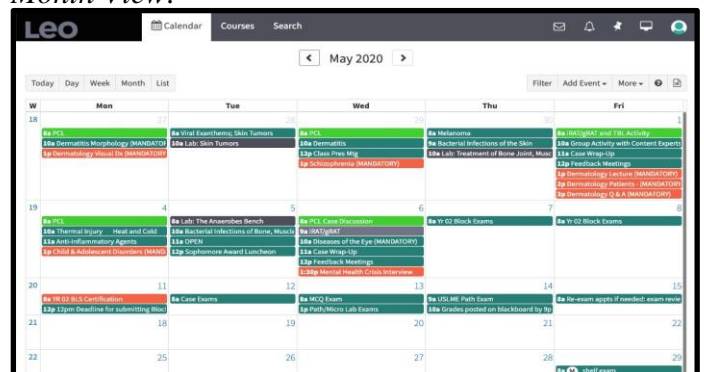
### Changing the Calendar View

Use the tabs at the top of the calendar to select the view you prefer:

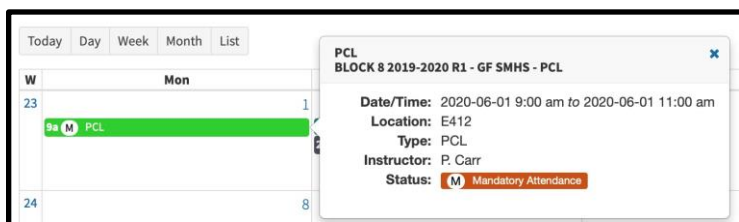
#### Week View:



#### Month View:



Hovering over an *event* will provide more details about that event. (See next image.)



“Clicking” on an *event* will open the *Details* page for it that provides more information, including any requirements (such as the dress code and/or mandatory attendance) and any associated *Related Materials*, such as documents. (Notice that the Related Materials heading—in the image below—is located near the right upper corner of the window.)

Please also notice that **menu items** for an event are displayed along the left-side of the screen. Many of these are not used with most events, but you should click on each to verify whether they have any bearing on your event. The *Manage Materials* menu item is the most commonly used, so you should click on it first to see what materials go with the event. Follow any instructions provided regarding when to download materials and what to do with them. Click on any document, etc. in the *Materials* menu item to download it to your computer.

### ***Finding “Location” information (or Zoom links) for Events***

Again, clicking on a particular *event* from the Calendar view (as described at the top of this page) will automatically take you to the “Details” page for that event. There you will see the term “Location”, and by clicking on the adjacent location term (e.g., a room number, Zoom, TBA, etc.), a *Directions* heading will display near the bottom of the page (see next image), with additional location information for the event (example: for events held via Zoom, the Zoom link will be provided).

Course Template | Campus Level | Section: MS1 Introduction to LEO | Event: LEO topics | Close

Event: LEO topics | Materials

**Details**

Assignments

Discussions

Announcements

Manage Materials <

Messages <

Mapping <

Assessments <

People <

Settings <

**Dress Code: Casual**

**Mandatory Attendance**

**Location:** TBA

**Date:** 2021-06-30

**Time Zone:** America/North\_Dakota/Center

**Time:** 10:00 AM - 12:00 PM [ 120 min ]

**Your Time Zone:** America/Chicago

**Your Time:** 10:00 AM (start)

**Event Type:** PBL

**Your Role:** Admin

**Instructor:** Clint Hosford

**Instructor:** Pat Carr

**Description**

No description available

**Directions**

The zoom link for this event is the overall Year 2 link. You will find it under Course Materials (click on "Course" tab right next to the Calendar tab at the top of your screen).

**Related Materials**

PCL

PCL Document 1

PCL Document 2

PCL Document 3

If the event is held via Zoom, clicking on the link will launch the Zoom room automatically.

Note: This information is located within the “Details” menu option, which is the initial page seen when you click on an event. However, if you are already in an event and are looking at one of the OTHER menu options (e.g., Assignments, Discussions, etc.) you will need to click on the “Details” menu item again in order to display the “Location” information.

**You should always use the links located in the events themselves—this is because the links often differ from one event to another (e.g., for PCL and TBL) so always check FIRST to see if there is a link in the event itself, and if there is, you should use it.**

## Courses View

The Courses *tab* at the top of the screen shows all courses in which you are currently enrolled as well as any courses in which you were previously enrolled. Clicking on a specific course is the most useful starting place for viewing materials, grades, and other information relating to your previous courses. Keep in mind that the *Course* view shows you information at the *course* level, rather than the *event* level, so the display will be more comprehensive. You will also find important materials for the entire course there for easy reference (e.g., the Clinical Skills Manual created by Dr. Jon Allen).

1. Click on the *Courses* tab. A list of courses appears.
2. Click on the specific course that you want to see.

Insights | Calendar | **Courses** | Search

**Courses**

Show All entries

Search In Results: Yr1 - 2023-2024 - MS1

Name	Rot.	From	Until	Events
Yr1 - 2023-2024 - MS1 Introduction to LEO (M1SCAV)	1	2023-05-15	2023-05-19	15

Showing 1 to 1 of 1 entries

Previous 1 Next

The *Course* information and the “*Related Materials*” heading (described earlier) appear in this window.

The screenshot displays the LEO topics interface. At the top, navigation links include 'Course Template', 'Campus Level', 'Section: MS1 Introduction to LEO', and 'Event: LEO topics'. A 'Close' button is in the top right. The main header is 'Event: LEO topics' with a 'Materials' button. A left sidebar lists menu items: Details, Assignments, Discussions, Announcements, Manage Materials, Messages, Mapping, Assessments, People, and Settings. The 'Details' section is active, showing event information: Dress Code: Casual, Mandatory Attendance, Location: TBA, Date: 2021-06-30, Time Zone: America/North\_Dakota/Center, Time: 10:00 AM - 12:00 PM [ 120 min ], Your Time Zone: America/Chicago, Your Time: 10:00 AM (start), Event Type: PBL, Your Role: Admin, Instructor: Clint Hosford, and Pat Carr. Below this is a 'Description' section with the text 'No description available'. On the right, a 'Related Materials' panel shows three items: PCL Document 1, PCL Document 2, and PCL Document 3, each with a checkbox and a document icon.

### 3. Checking for Objectives

The *Mapping* menu item for a course or event provides access to the “objectives” associated with the course or event. Clicking the *Mapping* menu item for a given Course or Event will open a submenu, which will include the option *Session Objective Listing*.

1. Select the *Mapping* menu item for the Course or Event you are interested in.
2. Choose which level of objectives you want to see. (*Course G & O* [“G & O” is an abbreviation for “Goals and “Objectives”] apply to the entire course, while *Session Objective Listing* applies to specific events that are part of the course.)

The screenshot shows the 'Mapping' menu for 'Section: Unified Session 4 R1 2020-2021'. The 'Mapping' menu item is highlighted, and its submenu is open, showing options: All Mapping, Tree View, Course G & O, Event G & O, and Session Objectives. A message 'There is no' is visible in the background.

[Return to Table of Contents](#)

## 4. Messages and Communication

**Important note:** Although the Leo system offers the ability to send messages, called *Announcements*, this is **not** a feature of the Leo system we encourage students or others to use. (The *NDUS email system* is the official means of communication for the medical curriculum and should be used by students, staff, and faculty.)

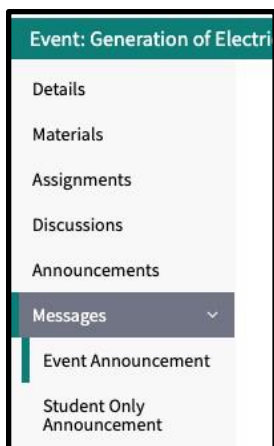
The information in this section (i.e., this page and the next page) is provided for *informational purposes only*. Again, the NDUS email system should be used by students, staff, and faculty.

There are two ways to send messages in Leo: The Messages tab inside an event (to reach all participants who are part of that event) or the Email Inbox at the top right of your screen (to reach specific individuals).

Note: Please read the following sections carefully to avoid “spamming” everyone in the Leo system. You **MUST** select the “email” checkbox in order to prevent this.

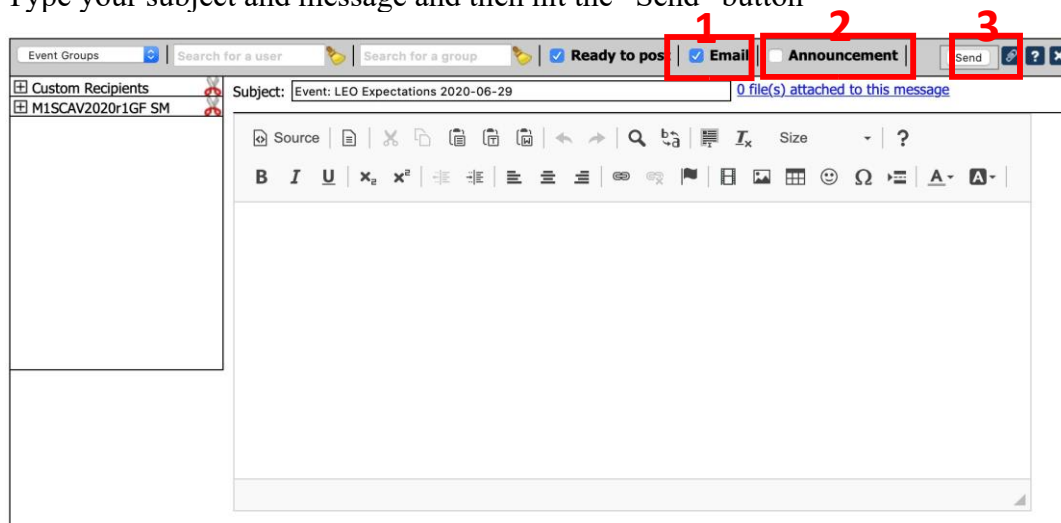
### **Using the Messages Tab from Within an Event**

While viewing an event, click on the “Messages” Menu at the left to communicate with all the participants in the event (instructors and students). Select “Event Announcement.”



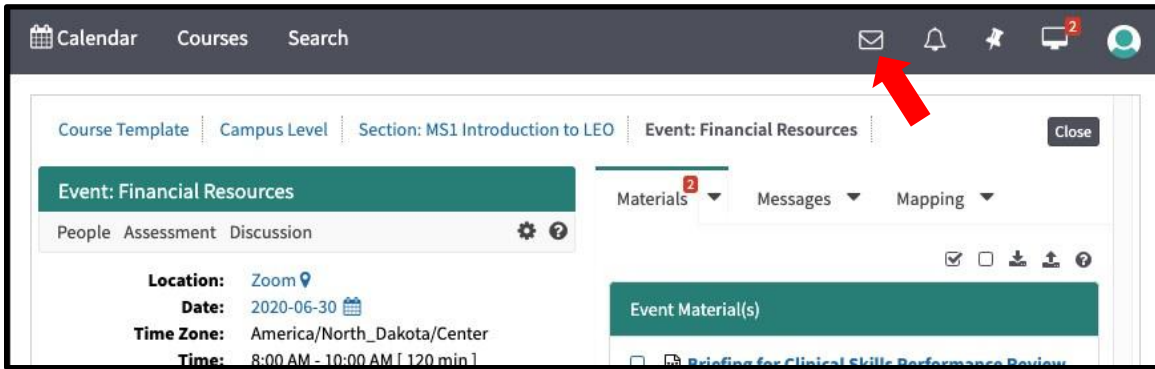
This will open the communication window, where you will need to complete these next steps:

1. Check the “Email” checkbox
  - a. Email is the official means of communicating about the medical curriculum
2. Uncheck the “Announcement” checkbox!
3. Type your subject and message and then hit the “Send” button



### Using the Inbox to Send a Message to a Specific Person:

You can also use the Inbox icon at the top of the screen to send an email to anyone in the Leo system:



You will use the same communication interface screen you used in the previous step.

Click the Compose button:



And then:

1. Type the name of the person you want to reach into the “Search for a user” box 2. CHECK the Email checkbox.
2. UNCHECK the Announcement checkbox.
3. Add a Subject, type your message, and hit the “Send” button.



[Return to Table of Contents](#)

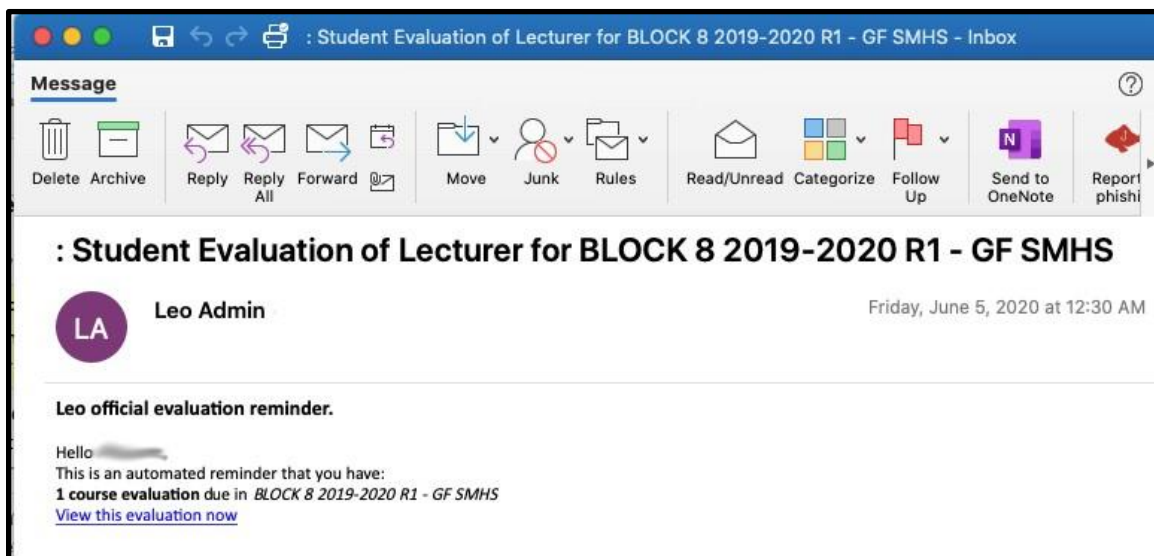


## 5. Evaluations

Throughout your time in the medical curriculum you will sometimes be asked—and often *required*—to complete feedback questionnaires. These feedback questionnaires are often referred to as “evaluations”, and you will receive notifications about the *evaluation questionnaires* by email and in Leo. There are three ways to see/access the evaluations questionnaires you need to submit.

### **First Way: Email**

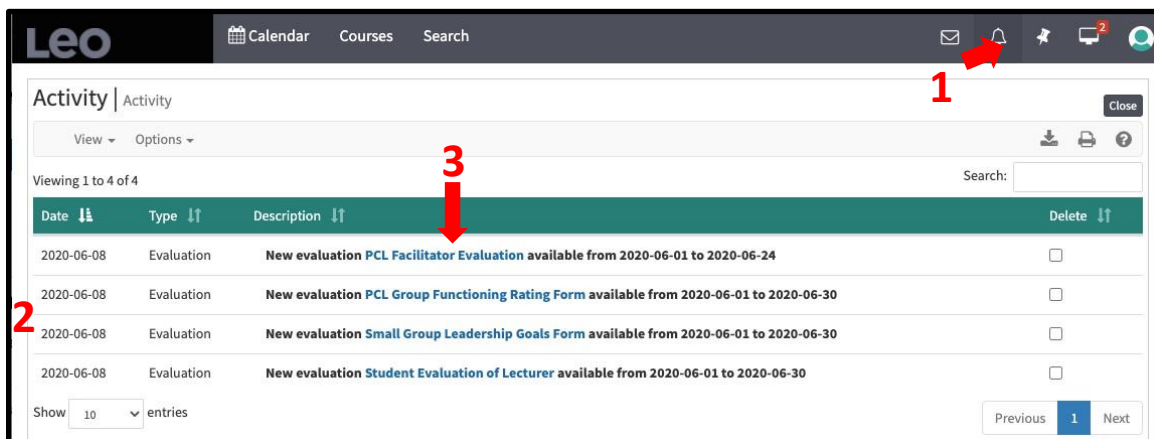
You’ll receive an email from the Leo system to your UND email containing a link to an evaluation (shown below). The link will take you directly to the evaluation. Click the link to open and complete the evaluation. (You may be prompted to log in – use your UND account.)



### **Second Way: Notification System in Leo**

There is a notification “bell” icon (see next image) located at the top right of your screen in Leo.

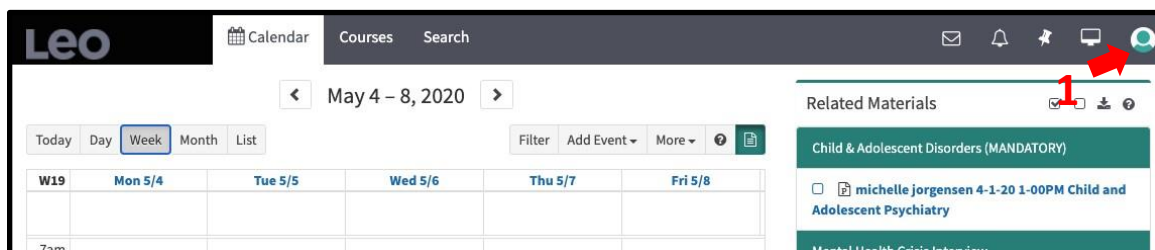
1. Click on the notification bell.
2. A list of recent activity, including evaluations assigned to you, will be displayed.
3. Click on any evaluation in order to open it and complete it as desired/necessary.



### Third Way: the Evaluation Portal

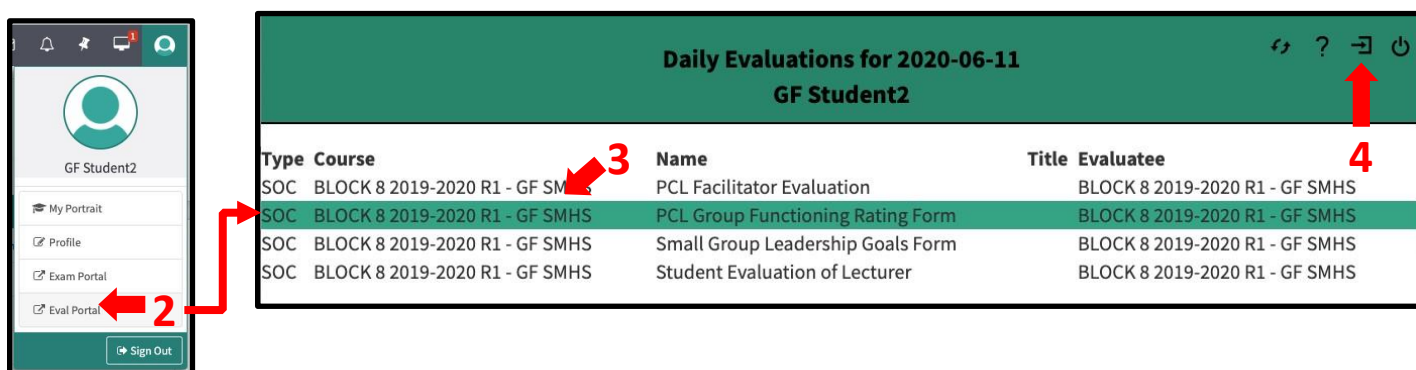
Your “Eval Portal” is accessed by clicking on your profile icon (displayed as either your photograph or the “head and shoulders” icon) located at the top right of the Leo interface. (See next image.) This is also how you will see any grades that have been released for you to view.

1. Click on the profile icon to open a menu. (See the following two images.)



2. Click on Eval Portal. A list of your evaluations will appear.

3. Click on a specific evaluation to open it and complete it as desired/necessary.



Please note: To exit the Eval Portal, use the tools in the top right part of the screen (see above, #4). The “back” button in your browser will not function correctly.

[Return to Table of Contents](#)

## 6. Exams

*Note: Leo calls all formative tests “Exams.” The following section does NOT refer to assessments and exams such as the NBME, CBSE, Clinical Skills Exam, or the exams that occur at the end of the unit. These exams take place OUTSIDE of Leo.*

The following section refers only to exams that have been created in Leo by an instructor as part of an event or course. For example, some instructors may require you to complete a quiz or assignment before, during, or after an event. In other cases, there may also be quizzes you must complete that are not tied to a specific event (e.g., a weekly quiz relating to multiple events). There are three ways to view these kinds of exams.

### **First Way:** The Reminder Bell

Any assigned exam can be viewed under the Reminder Bell you learned about with Evaluations (previous two pages). Clicking on the Reminder Bell icon will open all the reminders you have, including any assigned exams:

Date	Type	Description
2020-06-24	Exam	<b>Active Exam 'Bone Connection Quiz' is available from 2020-06-24 08:10 to 2020-06-25 08:10 via Event LEO</b> <input type="checkbox"/>

### **Second Way:** Event View or Course View

If your instructor has assigned an exam (or anything else) related to an event, you will see that exam in the event view you learned about in the section on using the Leo Calendar (i.e., pages 3-5). Here is an example...

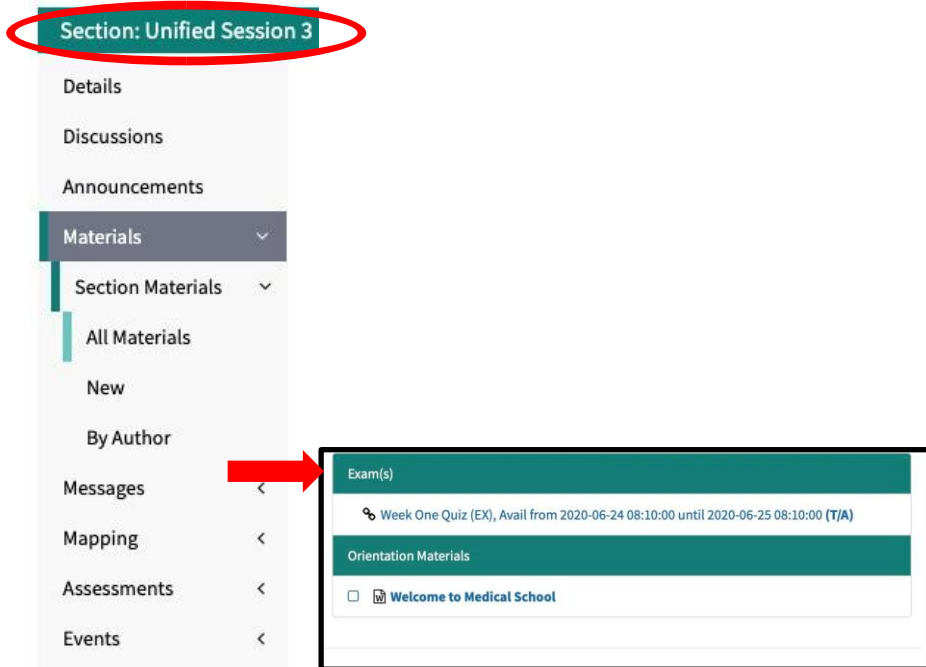
The screenshot shows the Leo interface with the 'Event: LEO Expectations' view. The event details are as follows:

- Section: MS1 Introduction to LEO
- Event: LEO Expectations
- Location: Zoom
- Date: 2020-06-29
- Time Zone: America/North\_Dakota/Center
- Time: 8:00 AM - 10:00 AM [ 120 min ]
- Event Type: Basic Sciences
- Your Role: Student
- Instructor: Jim Porter

The 'Exam(s)' section lists the following exam:

- Bone Connection Quiz (EX), Avail until 2020-06-25 08:10:00

Sometimes, there may be an exam or test in Leo that is *not* associated with a single event. For example, a test that covers material from the current *week*. In such cases, you will also be able to access the test via the reminder bell that was described earlier and as part of the materials for the COURSE associated with the test:

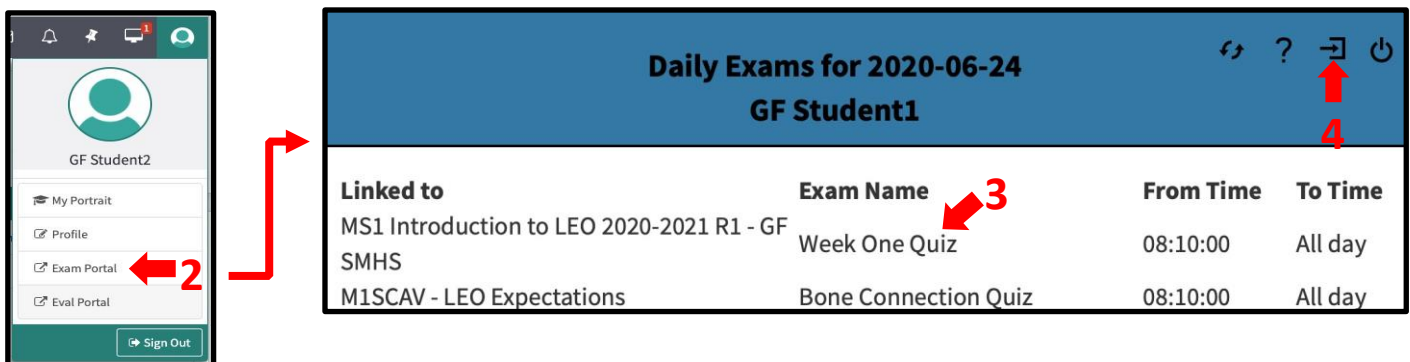


### Third Way: Exam Portal

Just as you learned how to use the Eval Portal to see all open Evaluations that are assigned to you, you can also use the Exam Portal to see all the EXAMS you have been assigned. Click on the portrait icon in the upper right corner of any screen and choose Exam Portal. (Again, your Exam Portal is accessed by clicking on the Profile icon located on the top, far right of the Leo interface.



1. Click on the profile icon to open a menu.
2. Click on Exam Portal. A list of your exams appears.
3. Click on an exam to open and complete it.



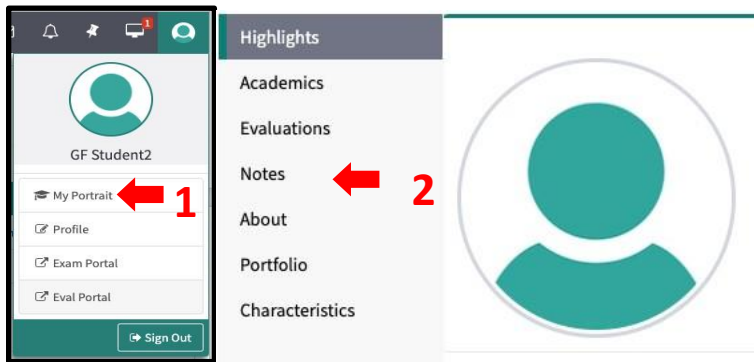
*Please note: To exit the Exam Portal, use the tools in the top right part of the screen (above, #4). The “back” button in your browser will not function correctly.*

[Return to Table of Contents](#)

## 7. Academic Portrait

Throughout your studies, the Academic Portrait will keep a record of your progress, notes, evaluations from faculty, and more. You may not see much information here yet, but it will grow over time.

1. Access your Academic Portrait from your profile.
2. My Portrait opens. There are Menu Items at the left for Highlights, Academics, Evaluations, Notes, About, Portfolio, and Characteristics.



[Return to Table of Contents](#)

## 8. Checking Your Grades

As grades are entered and made available to students, they will appear in your gradebook. The gradebook will have different categories, each with different “weights” toward your grade. Each category will have one or more tests or assessments associated with it. For example, Weekly Quizzes, Mid-Unit MCQ, End of Unit MCQ, Clinical Skills Assessment, etc.:

Weekly Quizzes (%)		Mid Unit 1 - Case Exam% (24.0000%)		Mid Unit 1 - MCQ% (%)		End Unit 1 - Case Exam % (12.6700%*)		End Unit 1- MCQ% (12.6700%*)		Clinical
Unified Session-I Week 0 QUIZ (100.000%*)	Category Total	Mid Unit 1 - Case Exam% (100.000%*)	Category Total	Mid Unit 1 MCQ% (100.000%*)	Category Total	End Unit 1 - Case Exam% (100.000%*)	Category Total	End Unit 1 MCQ% (100.000%)	Category Total	Clinical Skills (100.000%*)

Some of the assessments inside a category are formative and do NOT count toward your overall grade (although they are mandatory to complete). Those items will have “Scores” associated with them, but the CATEGORY will have 0% weighting toward your overall grade (e.g., it does not count toward the final grade). Others, such as the MCQs (i.e., multiple-choice questions), will have a percentage weight assigned to them, indicating how MUCH the scores in that category count toward your overall grade.

**Important: If you see a screen that shows you have “0.00%” for a grade, DON’T PANIC! Until YOUR grades are “released,” you will not see the actual tests or scores associated with them, and the system will not count them in your overall grade.**

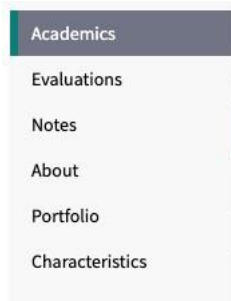
Below is a screenshot of a fake student who has had no grades released at the time she is checking her gradebook. This student is NOT FAILING; she simply doesn’t have any graded assessments yet.

Important: If you took an evaluation or an exam and it does not show up here, that means it has not been released. Be patient—they will show up for everyone at the same time.

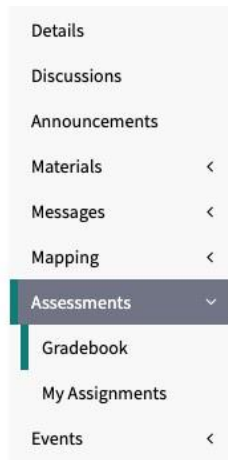
Section: Gradebook	
Leo Gradebook for GF Student1 in Block 5 2020 2020-2021 R1 - GF SMHS	
Help	
Student	Grade
Total Score	
Student1, GF	0.00%

To Check Your Grades:

1. Access your Academic Portrait from your profile.
2. Click on the “Academics” Menu Item to see a list of your enrolled courses:



3. If the OVERALL course grade has been entered and made available, it will show up next to the name of the course.
4. To see any grades for specific exams that have been entered and released, click on the name of course you want to see partial grades for.
5. Click on the “Assessment” Menu Item and select “Gradebook:”



6. You will be taken to the gradebook where you can see any tests or exams that have been entered and released to you as part of that course.
7. If the Director of Assessment has made any comments about your grade, you may get a message when you first go to the gradebook, and you can see any available comments by hovering over the icon to the right of your score.

[Return to Table of Contents](#)