

Session Outline

LEO Getting started

Introduction

If you are new to teaching at ACU and never used LEO (Learning Environment Online) or need a refresher this session is for you. Ask questions and develop your confidence and skills, getting started in LEO.

Intended audience: Academic staff, particularly those new to ACU.

Overview

Learn how to access and navigate LEO, communicate with staff and students, mark assignments, navigate learning materials and facilitate learning activities. Also discussed is where to access help and support for LEO.

Guided by local eLearning advisors from the Learning and Teaching Centre (LTC), you will work in a practice area in LEO.

Intended Outcomes

At the end of this workshop it is expected that participants will be able to:

- identify and navigate components of LEO
- access support and training options for LEO
- update your LEO profile and notification preferences
- create and edit label and page activities in LEO
- create and use forums and messages
- mark and provide feedback for Moodle and Turnitin assignments
- add resources and activities into your unit

Duration:

2 hours

Facilitator:

LTC eLearning Advisor

Venues, dates and times:

Campus	Date	Time	Room
Ballarat	Tue, 11 Feb	10am - 12pm	101.G.16, Callinan
Brisbane	Tue, 11 Feb	10am - 12pm	220.1.10, St Therese
Brisbane	Wed, 19 Feb	10am - 12pm	220.1.10, St Therese
Canberra	Thu, 13 Feb	10am - 12pm	307.1.01, Blackfriars Anc.
Melbourne	Wed, 12 Feb	10am - 12pm	413 MZ.04
Melbourne	Tue, 18 Feb	10am - 12pm	420.4.36, Glowrey
North Sydney	Tue, 11 Feb	10am - 12pm	502. G.26 Champagnat
Strathfield	Mon, 10 Feb	10am - 12pm	611.G.02, Mullen
Online	Fri, 14 Feb	11am-1pm	Zoom
Online	Tue, 25 Feb	11am-1pm	Zoom

Adelaide: Register your interest by emailing LTC@acu.edu.au

Note: All necessary resources will be provided during the workshop.

Registrations via [Staff Connect](#)

Course: **LEO Getting Started**

Learning Area: **Learning & Teaching (LAT)**