

Session Outline

LEO Managing units

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

This workshop provides an overview of LEO components, including creating or duplicating units, communicating with staff and students, managing groups and assigning to learning materials and activities. As well as creating Moodle and Turnitin assignments and discussing how to manage and navigate the Gradebook.

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:

- create and duplicate LEO units
- communicate with staff and students
- manage groups and assign to activities and materials
- create Moodle and Turnitin assignments
- manage and navigate Grades

Duration:

2 hours

Facilitator:

LTC eLearning Advisor

Venues, dates and times:

Campus	Date	Time	Room
Ballarat	Thu, 13 Feb	1pm – 3pm	101.G.16, Callinan
Brisbane	Thu, 13 Feb	1pm – 3pm	220.1.10, St Therese
Brisbane	Thu, 20 Feb	1pm – 3pm	220.1.10, St Therese
Canberra	Thu, 13 Feb	1pm – 3pm	307.1.01, Blackfriars Anc.
Melbourne	Thu, 13 Feb	1pm – 3pm	413 MZ.04
Melbourne	Thu, 20 Feb	1pm – 3pm	420.4.36, Glowrey
North Sydney	Tue, 11 Feb	1pm – 3pm	502. G.26 Champagnat
Strathfield	Mon, 10 Feb	1pm – 3pm	611.G.02, Mullen
Online	Fri, 21 Feb	1pm – 3pm	Zoom
Online	Wed, 26 Feb	1pm – 3pm	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 Managing units**

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