

# Introduction to LEO Learning Environment Online





# LEO Learning Environment Online



# Supported Browsers

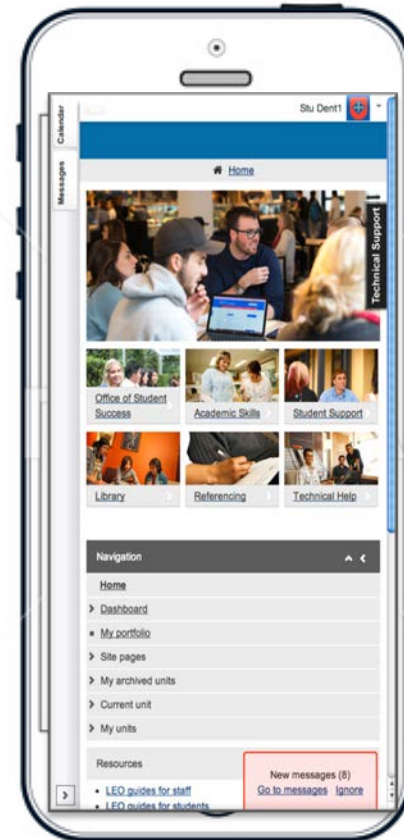


**Recommended minimum supported browsers:**

Google Chrome 30.0; FireFox 25.0; Safari 6; Internet Explorer (IE 10 required for drag and drop of files)


# Mobile devices

- LEO works well using the regular browser on most mobile devices. If you view LEO using a phone, side blocks usually display at the bottom of the page.
- The [ACU mobile app](#) has been developed to provide students with a diverse suite of interactive features to enhance their learning experience see



# LEO via ACU website

## Orientation 2016

Follow the orientation steps to start your university life! 

Explore ACU A to Z 

In the 'Login to' area, enter your username and password, select 'LEO' from the drop down menu and click the 'login' button.  
Direct URL is <http://leo.acu.edu.au>

### Login to

S0123456

1



.....

2



[Forgot password?](#)

LEO

3



Login

Login to your email 

## Study



Timetable  
(on Tutorial Direct)



Unit Resources  
(on LEO)

## Support



Counselling



Disability Services

### Important Dates & Announcements

 Examinations



# Login to LEO

**LEO (Learning Environment Online)** supports your learning, communication and collaboration online. You can access learning activities and resources for your units in LEO. See also [LEO guides for students](#).

## Login details

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

[Forgotten your username or password?](#)

Log in

☐ Remember username

## LEO LMS has been upgraded

To discover the new features of LEO in the upgrade, please visit the [New LEO features](#) page

### LEO LMS login procedure

LEO uses Same Sign On. This means that you will need to login to LEO using your ACU network username and password.

[More information](#)

### Recommended minimum/supported browsers:

- Google Chrome 30.0
- Firefox 25.0
- Safari 6
- Internet Explorer 9 (IE 10 required for drag and drop of files from outside the browser into Moodle)

[More information](#)

Alternatively login to LEO directly via  
<https://leo.acu.edu.au> with your ACU  
username and password

# LEO site policy

[Home](#) / Site policy agreement

## Site policy agreement

### Terms and Conditions of LEO Use.

#### Acceptable use of IT:

All staff and students are required to abide by the acceptable use of IT policy. Click [here](#) to read the policy.

#### Online assignment submission - Turnitin:

Use of the "Turnitin" service is subject to the Usage Policy and Privacy Pledge (as amended from time to time) as posted on the "Turnitin" website ([turnitin.com](https://turnitin.com)). I agree to use the service in accordance with the "Turnitin" [Usage Policy](#).

Read the terms and conditions of LEO use  
click 'Yes' to agree to this policy and continue to LEO



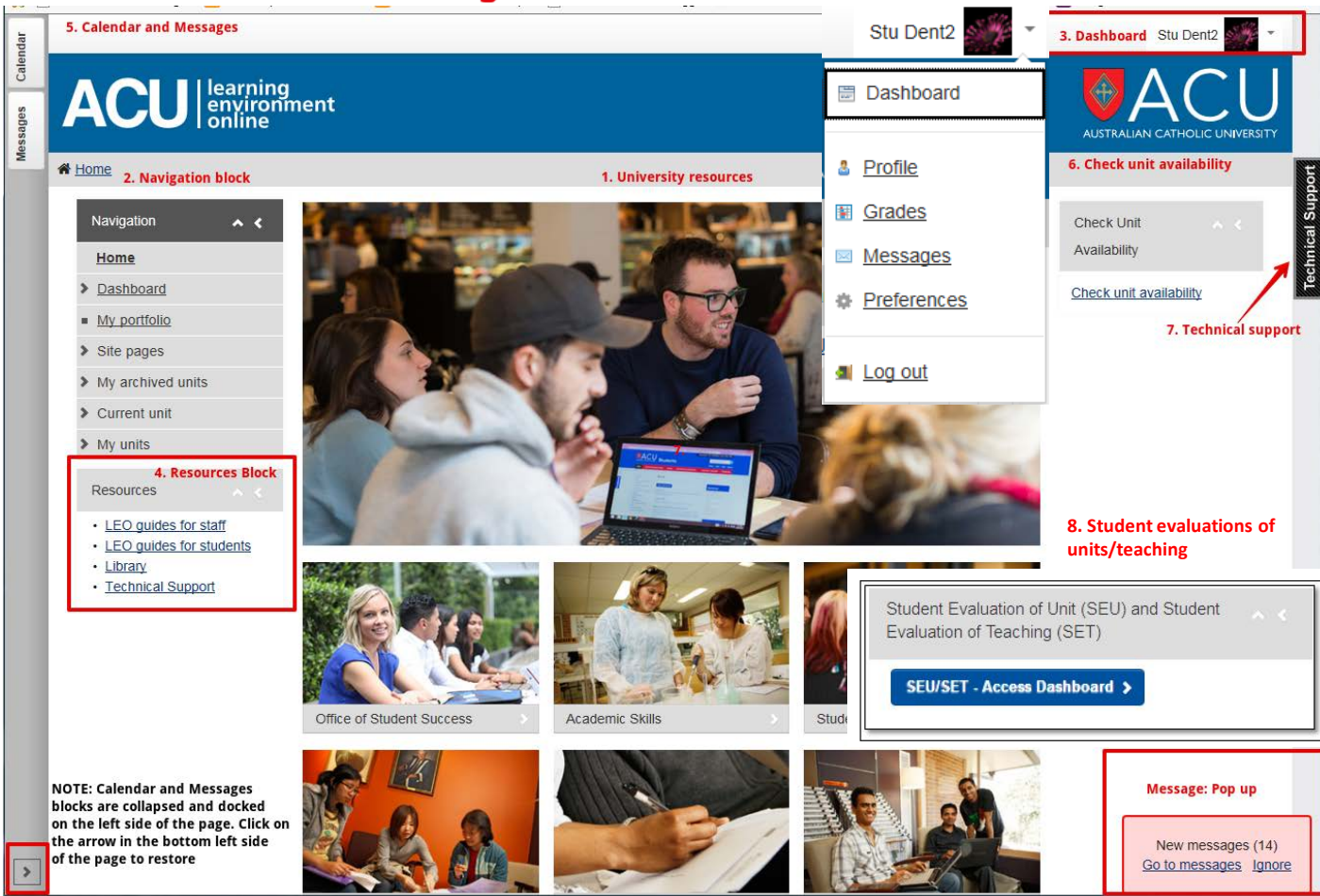
You must agree to this policy to continue using this site. Do you agree?

Yes

No

Each semester a site policy will be displayed including terms and conditions of LEO use. You must click the YES button to agree to this policy before continuing to the LEO site

# LEO Home page & blocks



The screenshot shows the ACU LEO Home page interface. On the left, a sidebar contains 'Calendar' and 'Messages' tabs. The main content area is divided into several blocks. At the top, a blue header displays the 'ACU learning environment online' logo. Below this, a navigation block (2) lists links like Home, Dashboard, My portfolio, Site pages, My archived units, Current unit, and My units. To the right of the navigation block is a large image of students in a classroom, labeled '1. University resources'. Below the navigation block is a 'Resources' block (4) with links to LEO guides for staff, LEO guides for students, Library, and Technical Support. To the right of the Resources block is a 'Check unit availability' block (6) with a 'Check unit availability' button. Below this is a 'Student Evaluation of Unit (SEU) and Student Evaluation of Teaching (SET)' block (8) with a 'SEU/SET - Access Dashboard' button. At the bottom right, a 'Message: Pop up' block shows 'New messages (14)' with links to 'Go to messages' and 'Ignore'. A 'Technical Support' button is located on the right side of the page. A 'NOTE' at the bottom left states: 'Calendar and Messages blocks are collapsed and docked on the left side of the page. Click on the arrow in the bottom left side of the page to restore'. The user's name 'Stu Dent2' is visible in the top right corner.

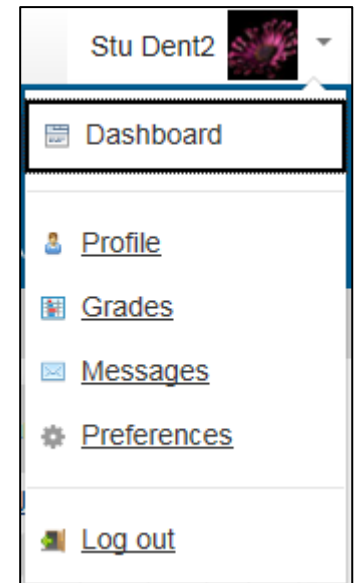
1. University resources: office Student Services, Academic Skills, the library & Technical support
2. Navigation block: provides access to your
3. Dashboard: provides access to your profile and preferences
4. Resources block: provides access to the LEO guides for students and Technical support
5. Calendar and Messages (are docked) : highlights assessment due date and important messages
6. Check unit availability: click to search for current units
7. Technical support button
8. Student Evaluation of units/teaching



# Dashboard

**The Dashboard: is your own personal page.**

- includes an overview of the units you are enrolled in, with any recent activities that need your attention
- allows you to edit and add an image to your profile
- provides an overview of final unit grades
- allows you to view messages between yourself and other LEO users
- allows you to configure your Forum preferences and Messaging
- log out



# Home page and Navigation block

**Home:** provides access to the LEO home link (breadcrumbs provide a link to your current location in LEO) to return to the LEO home page

**Navigation block:** provides access to 'My ePortfolio', 'My archived units' and 'My units'

# My Units

Navigation

- Home
- Dashboard
- My portfolio
- Site pages
- My archived units
- Current unit
  - Anna - LEO Basics workshop
    - Participants
      - Signup groups
    - Badges
    - General
  - Adobe Connect
  - Understand the LEO interface and how to navigate
  - Editing Labels
  - Forums/Discussions
  - Understand the components of LEO
  - Workshop Files
  - Adding Equella Content
  - Understand including activities in your unit
  - Setting up your Grades

ACU education and arts

## ADFE111 LEO basics workshop semester 1, 2015

Announcements

Viewing\_Media\_Analytics\_Reports.pdf

Calendar

January 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

EVENTS KEY

- Hide global events
- Hide unit events
- Hide group events
- Hide user events

Messages

No messages waiting

Search forums

Go

Advanced search

Latest news

Adobe Connect

Understand the LEO interface and how to navigate

Editing Labels

Click on a unit title under **'My units'** to access your unit

- The unit is displayed on the right side of the page (depending on your faculty they have different layouts)
- Units include a list of enrolled participants
- Unit outlines, forums, learning materials and activities such as online assessment tasks.

# Student support

 [Home](#)

## Navigation

[Home](#)[Dashboard](#)[My portfolio](#)[Site pages](#)[My archived units](#)[Current unit](#)[My units](#)

## Resources

- [LEO guides for staff](#)
- [LEO guides for students](#)
- [Library](#)
- [Technical Support](#)

## Resources block

- **LEO guides for students** (includes support resources of what LEO does and how best to use it)
- **Technical support:** ACU provides an email and telephone support service for students and staff via LEO support
  - Click on the 'Technical support' button or click on Technical support in the resources block or
  - Telephone **1800 246 442**
- Monday – Friday 8am – 10pm, weekends & public holidays (Sydney time) 9am – 5pm
- For unit queries e.g. assessment tasks, unit outline discuss with your lecturer