OwlMed: All Day Events

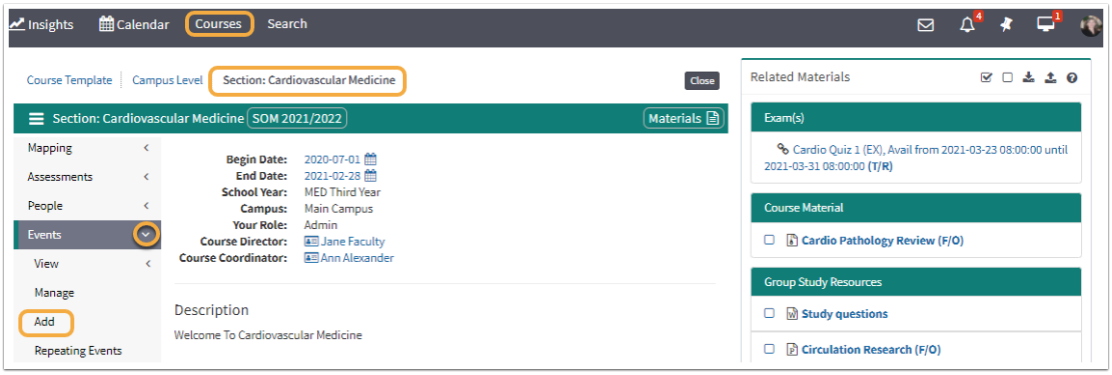
Samantha Starr - 2025-09-12 - OwlMed and Canvas

OwlMed: All Day Events

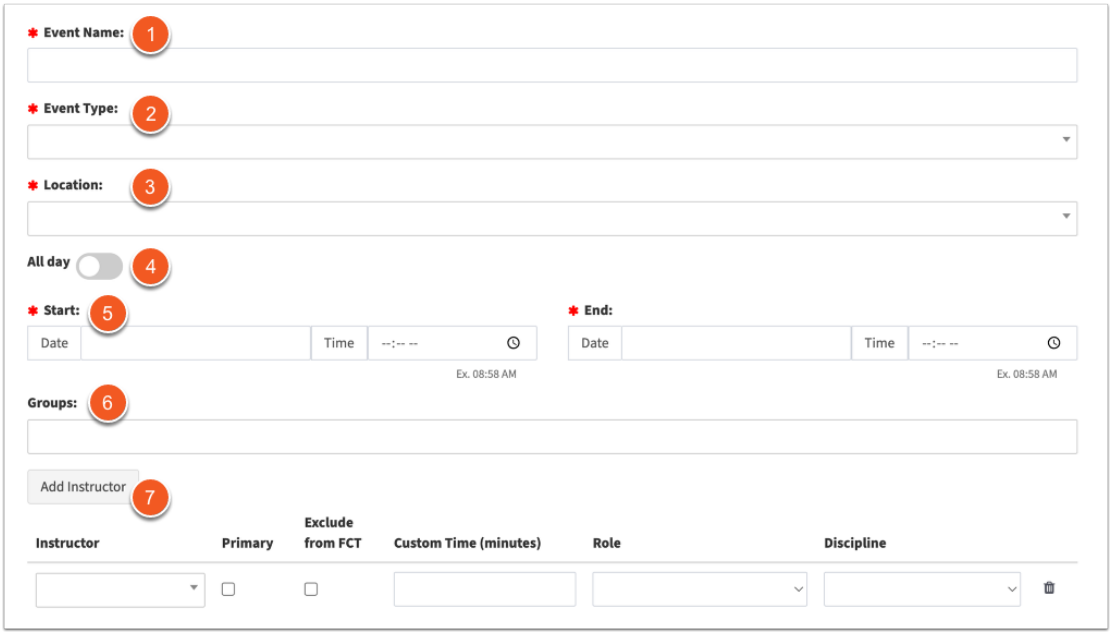
Adding a new event in Leo has never been easier, and you can now create all of your events from a single place! If you don't want to designate a specific time for an event, just use the "all-day" option. All-day events can span a single day or multiple days, and they will appear at the top of your calendar. Essentially, the "all-day" event option replaces the need to create Long Events separately (more on that below).

Options for adding faculty and groups on the same page. This should save you a lot of time when updating events and preparing for new courses in Leo.

Path: Home> Courses > [Course Screen] **> Events > Add Event**

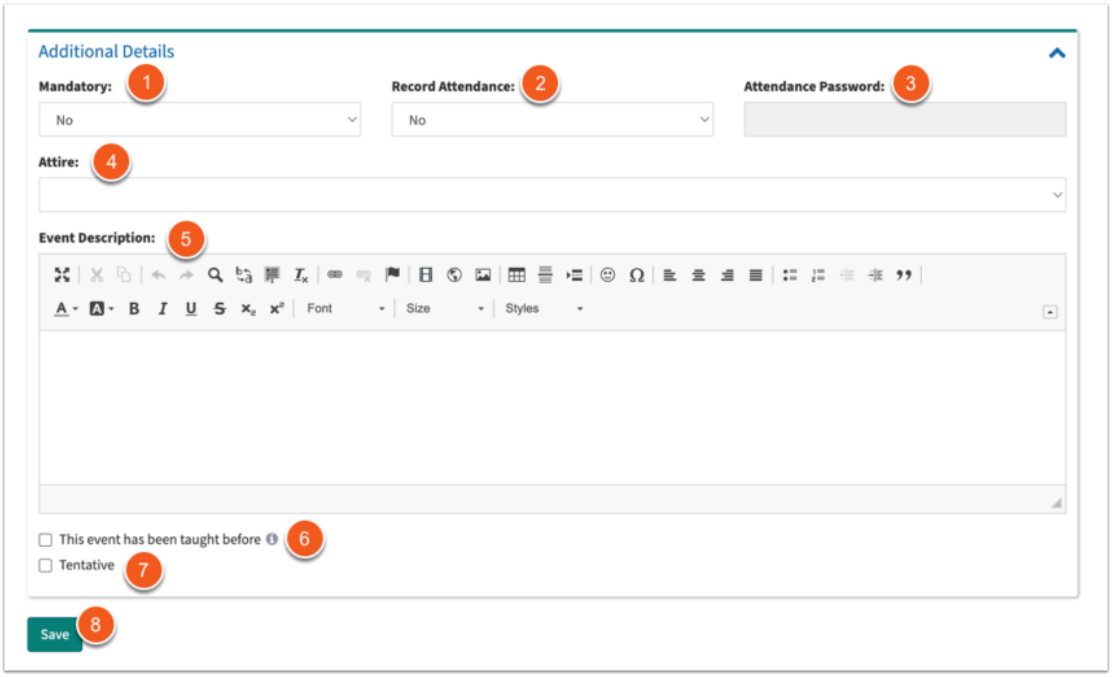


New Event Record



Required Fields

1. **Event Name:** Enter an Event Name.
2. **Event Type:** Select an Event Type. Note: Event Types can affect default I/M (instructional method) and A/M (assessment method) mapping as well as default event groups. Event Types can also affect how Leo checks for conflicts.
3. **Location:** Select a Location from the list for this Event. Locations can also affect how Leo checks for conflicts.
4. **All Day:** If the event doesn't have a specific start and end time, you can flag it as an "All Day" event. It will show up at the top of the Leo Calendar. It can also span multiple days.
5. **Start Date/Time** and **End Date/Time:** Select the Date and Time during which the event will take place.
6. **Groups:** Select the available Student Groups or other groups that you want to have access to this event.
7. **Add Instructor:** You can add as many instructors as needed to the event. One instructor *must* be flagged as a "primary" instructor. All other fields are optional and, if utilized, will impact Faculty Contribution Tracking.



Optional Fields

1. **Attendance Options:** These fields are all optional.
2. **Mandatory:** If Mandatory is set to Yes, students will have an option to request an absence by accessing their profile, and the event will be flagged with a "M" on the calendar in Leo.
3. **Record Attendance:** If Record Attendance is set to Yes, students will have the capability to submit their attendance when they login to Leo by navigating to the Event Screen. *Note: You can track attendance in Leo even if this field is set to no. This simply give the student the option to self-report their attendance.*
4. **Attendance Password:** If entered, the Attendance Password will be required before students can self-report their attendance.
5. **Attire:** Select this option if you would like to indicate what students should wear to the event.
6. **This event has been taught before:** Select this checkbox if the event is a *repeat* of an event that happened in a previous iteration of this course. This will affect Faculty Contribution Tracking.
7. **Tentative:** Select this checkbox if you are nto yet ready for students to view the event.
8. **Save:** Click to Save the event.

- Tags
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