Seven Successful Steps

The basics: setting up LEO at the start of semester.

1 Create your new unit

- Log in to LEO
- Find the UNIT CREATION block on the home page of LEO
- Click here for more information about: UNIT CREATION

2 Customize your unit details - check the unit code, unit name, lecturer name and semester information

- Open the new unit’s home page.
- Click here for more information about: UNIT SETTINGS

3 Upload your Unit Outline

- Ensure your Head of School has approved your unit outline.
- Click here for more information about: UPLOAD UNIT OUTLINE

4 Introduce yourself by adding information to ‘Meet the Lecturer’ or "Meet your teaching team"

- Find the ‘Meet the Lecturer’ block in your unit.
- Turn editing button on and click on the edit icon (hand with a pencil) to customize

Note: some faculty templates do not have a “meet the lecture”. If your units does not include this see below options to send a welcome message to your students.

5 Welcome students by adding an announcement

- At the topic of your unit home page is an Announcements or General news link. This is a one-way forum – the students cannot reply to your posts here. Use this for general unit announcements and reminders.
- Click here for more information about: How to add an announcement ...
6. Do you have any specific admin requirements: enrol other lecturers, request exams, or integrate groups?

☐ You also need to be enrolled in a unit as an editing lecturer to enroll others into your unit as lecturers or tutors. Click here for more information about ROLES AND RESPONSIBILITIES

☐ Click here for more information about: How to submit an EXAM REQUEST

☐ Click here for more information about: GROUPS AND GROUPINGS

7. Streamline the unit homepage by hiding blocks if they are not being used

☐ Streamline the unit homepage by hiding blocks if they are not used

☐ Click here for more information about: EDITING TOOLS AND ICONS

Other features of LEO

Now that you have the basics completed you may want to:

☐ Explore some of the other activity or resource tools in LEO. For more information click here for LEO guide for staff

☐ For more information about choosing the best activity tools in LEO click here for Choosing the best tool in LEO

Support For more tips and ideas on enhancing your units why not contact LEO Support 1800 246 442 or send a ticket to http://leo.acu.edu.au/support/
eLearning and the Library


• Use the Library – academic and general staff  www.acu.edu.au/222524
• Borrowing – staff  www.acu.edu.au/210096

Liaison Librarians

• Are there to support your teaching and learning
• A list of liaison librarians by subject is at  www.acu.edu.au/225107

Find Resources

• Start with the subject guides- this is where your students will go
• Subject guides show you how to:
  o get started - the key eReference,
  o find books - key books and ebooks,
  o find articles – the key databases & journals,
  o get other sources – professional associations, important websites for your subject, statistics.
  o get help.

Link to Resources

• The Library will help you link to online resources OR get print resources online (scan, add to copyright database and provide a link).
• Please do not copy and paste a URL for a library resource straight into your unit. You need to provide an EZproxy link to our subscribed resources so that everyone can access links off campus.

Copyright

• ACU is required by legislation to maintain a record of any copyright items that are communicated online to staff and students.
• Copyright FAQs  www.acu.edu.au/157015

Help

• Ask your Librarian – in person, phone, text, email, fax.  www.acu.edu.au/9168
• Get to know your local Liaison Librarian  www.acu.edu.au/225107