

Academic
Affairs
Presents

OMS I SURVIVAL GUIDE

(to Academic
Affairs)



2025-2026

Your Academic Affairs Team



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The Academic Affairs Team works with students, course directors, and other staff to manage Leo (our learning management system/LMS), administer exams for many courses, and upload and submit grades.

We know there is a LOT to process in your first weeks of medical school, so we have created this survival guide to help you out!

help desk

- ICOM has an online help desk that will answer a lot of questions that will come up as you work your way through the program. You'll find the help desk HERE.
- Log in with your ICOM account to find the Academic Affairs content just for students.

LEO

"Leo" by Davinci is the learning management system we use here at ICOM. It's where you'll go to find your calendar, create attendance requests, find links & materials for courses, check grades, and more!

We have created several tutorials to help you learn to navigate Leo. Find them linked below:

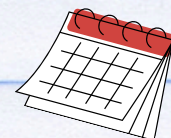


How to...

- Use the LEO calendar
- Locate groups
- Find grades
- Check attendance
- Submit an excused absence request
- Find advisor
- Complete course evaluations
- Find Assignments



(IYKYK)



A NOTE ABOUT EVALUATIONS:

Students will be asked to complete course/faculty evaluations for some courses.

Please be prepared to complete these evaluations in a timely manner. 😊



exams

Written exams in OMSI & II are administered by Academic Affairs using the ExamSoft/Exemplify platform.

Read and familiarize yourself with the exam expectations, as they will be strictly adhered to throughout your ICOM experience.

EXAM/ EXAM REVIEW EXPECTATIONS

Helpful ExamView links:

- How to log in to Exemplify to download a quiz or exam
- How to check reports in ExamSoft (e.g. Strengths & Opportunities reports)