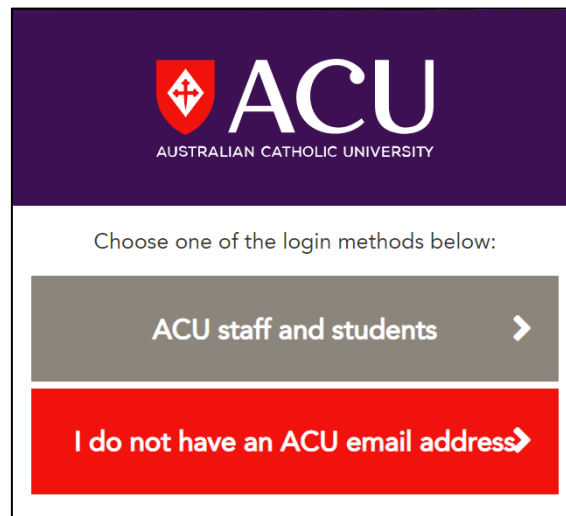


## How to Access Student Feedback Reports via LEO

1. To access student feedback reports, please log into LEO (Learning Environment Online) <http://leo.acu.edu.au>

→ Click the 'ACU staff and students' button to login:

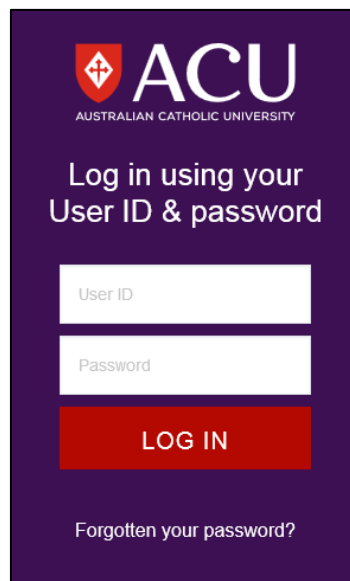


The image shows a login selection screen for ACU. At the top is the ACU logo and name. Below it, the text reads "Choose one of the login methods below:". There are two buttons: a grey button labeled "ACU staff and students" with a right-pointing arrow, and a red button labeled "I do not have an ACU email address" with a right-pointing arrow.

→ Enter your ACU User ID and password -> Click the 'LOG IN' button to continue

**User ID: (ACU username)**

**Password: Enter your password (network password)**



The image shows a login form for ACU. At the top is the ACU logo and name. Below it, the text reads "Log in using your User ID & password". There are two input fields: "User ID" and "Password". Below the input fields is a red button labeled "LOG IN". At the bottom, there is a link that says "Forgotten your password?"

- On the LEO homepage, go to the **Evaluations** block and click on the **'Reports'** link to open the Reports dashboard:



The **Evaluations** block is located on the homepage of LEO on the right-hand side under the **Evaluations - Tasks** block.

- On the dashboard, the reports for the most recent evaluation cycle (i.e. First Half cycle or Second Half cycle in a year) will be displayed.

If you wish to see reports from previous years:

- Click on **'Filters'** to expand the additional filtering criteria section. This will allow you to filter for specific reports in year (*category*) and evaluation cycles (*sub-category*: First or Second Half).
- Click on the **Display** drop down menu and select **'All'**.

This will display both current and archived reports for all years and evaluation cycles (*sub-category*: First or Second Half):

**Reports**

The reports below are available for viewing.

[-] Filters

Results (1) << < 1 / 1 > >>

Description:

Category:

Items per page:

Sub-category:

Display

ii) Click on the Display drop down menu and select 'All'

↑ Description	Category	Sub-category
<a href="#">ACU - Student Evaluation of Learning and Teaching (SELT) - 2021 First Half - Final Individual Report</a>	2021	First Half

- Click on the report link to open and view.

4. A new window will open displaying either of the following:

- i) If there is one evaluation report available for the specific cycle, it will open a new window and display the report in HTML view:



**Individual Report for SELT - UNIT100 - UNIT TITLE - Summer Term, 2021 Melbourne (202105\_0000) John Smith**

**ACU - Student Evaluation of Learning and Teaching (SELT)**

Units Audience: 10  
 Responses Received: 10  
 Response Ratio: 100%

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Creation Date: Thursday, February 25, 2021



 [Download PDF](#)

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**Unit and Instructor Results**

➔ To download a copy of the report, click on the **‘Download PDF’** link in the HTML view.

- ii) If there is more than one evaluation report available, it will display a list of reports instead:

### Report List - ACU - Student Evaluation of Learning and Teaching (SELT) - 2021 First Half - Final Individual Report

This table provides a list of links to reports in both PDF and HTML format. The PDF versions of the reports listed here are not WCAG 2.0 compliant. Please use the HTML version by opening the link located in the Report Title column of the table as an accessible alternative.

Results: 1 - 2 of 2 Item(s)

PDF	Report Title ▲	Threshold Status
<input type="checkbox"/>	 <a href="#">Individual Report for SELT - UNIT100 - UNIT TITLE - Summer Term, 2021 Melbourne (202105_0000) John Smith</a>	Met
<input type="checkbox"/>	 <a href="#">Individual Report for SELT - UNIT111 - UNIT TITLE - Summer Term, 2021 Melbourne (202105_1111) John Smith</a>	Met

- ➔ Click on the report title to view the report in HTML view.
- ➔ To download the evaluation report(s), tick the checkboxes and click on the **‘Download PDF’** button.