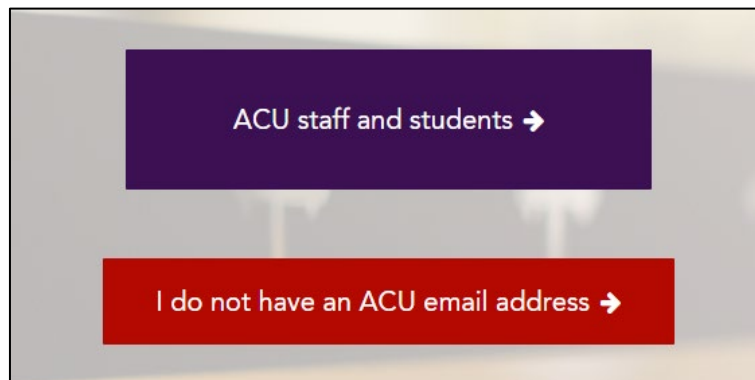


How to Check Response Rates for surveys via LEO

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

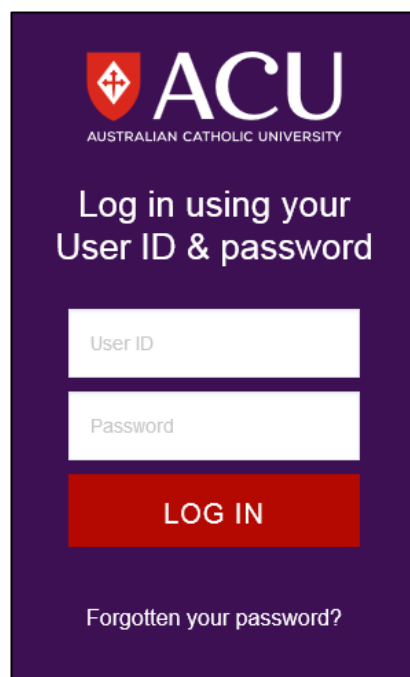
→ Click the 'ACU staff and students' button to login:



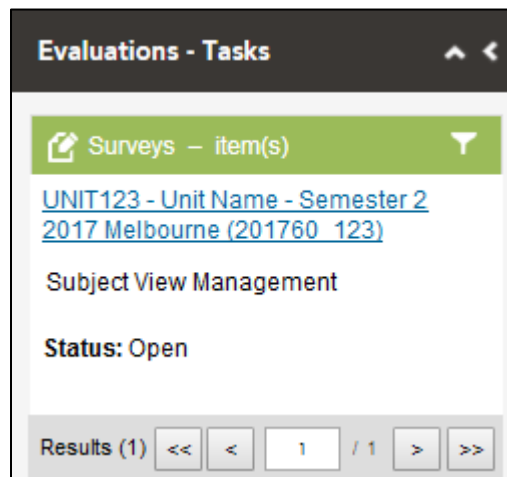
→ You will see the new LEO login page. Enter your User ID and password and click the 'Log in' button.

User ID: (ACU username)

Password: Enter your password (network password):

A screenshot of the ACU LEO login page. At the top is the ACU logo and the text "ACU AUSTRALIAN CATHOLIC UNIVERSITY". Below this is the heading "Log in using your User ID & password". There are two input fields: "User ID" and "Password". Below the input fields is a red button with white text that says "LOG IN". At the bottom of the form is a link that says "Forgotten your password?".

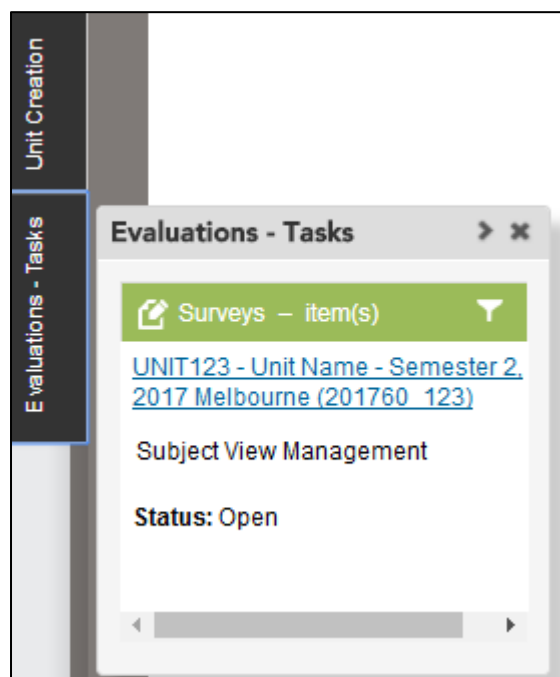
2. In the **Evaluations - Tasks** block, there will be a list of units for which your name was supplied by your School/Faculty nominee, and included in the current survey period (e.g. Second Half of 2017). Click on the unit to view the response rates for the unit.



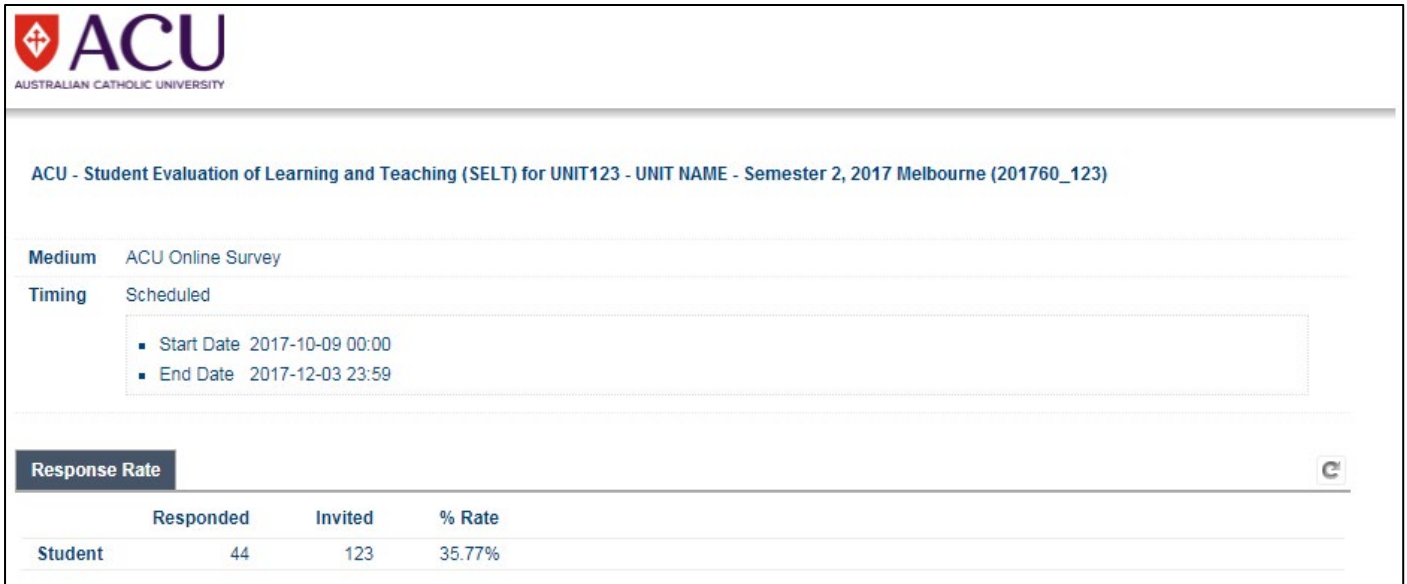
The *Evaluations-Tasks* block is located on the homepage of LEO on the right hand side under the **Staff Notice** block.

Note: All response rates are in real-time. Access to response rates are usually available one week after surveys have commenced.

If you cannot locate the **Evaluations-Tasks** block, it might be collapsed in the homepage which is located on the top left side (see *below*):



3. A new window will open displaying the response rates, start/end date of the survey and lecturers/tutors included in the evaluation.



The screenshot shows the ACU SELT survey results page. At the top left is the ACU logo. The main heading is "ACU - Student Evaluation of Learning and Teaching (SELT) for UNIT123 - UNIT NAME - Semester 2, 2017 Melbourne (201760_123)". Below this, the survey details are listed: "Medium: ACU Online Survey" and "Timing: Scheduled". A box contains the survey dates: "Start Date: 2017-10-09 00:00" and "End Date: 2017-12-03 23:59". A "Response Rate" tab is active, showing a table with the following data:

	Responded	Invited	% Rate
Student	44	123	35.77%