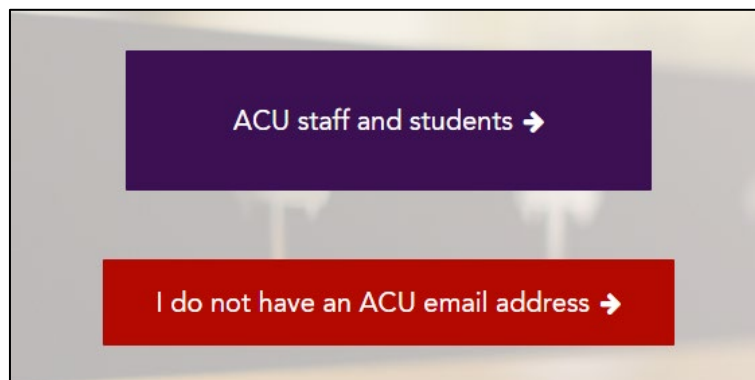


How to Request an Optional Item for the SELT survey via LEO

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

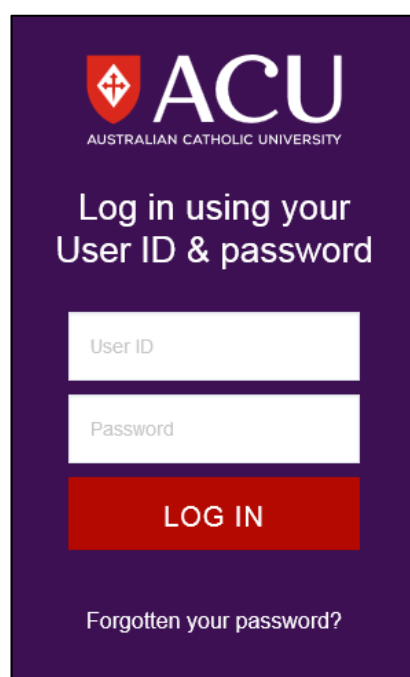
→ Click the 'ACU staff and students' button to login:



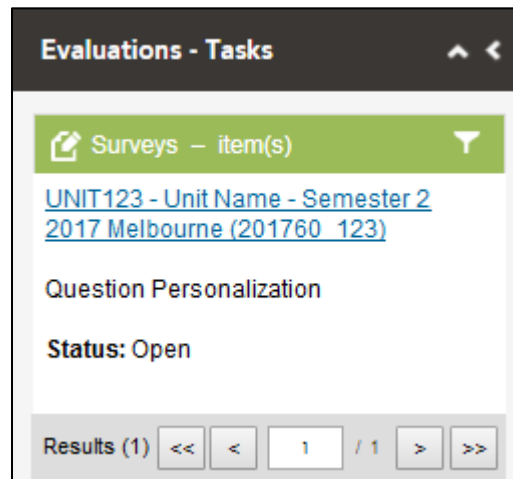
→ You will see the new LEO login page. Enter your User ID and password and click the 'Log in' button.

User ID: (ACU username)

Password: Enter your password (network password):

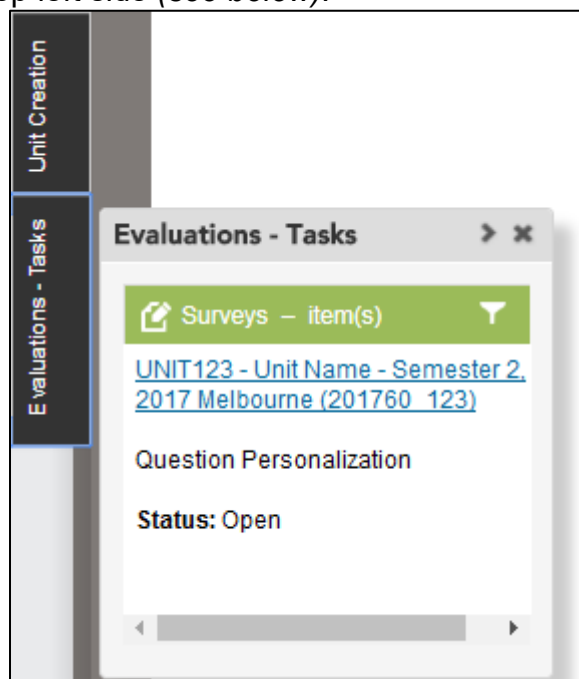
A screenshot of the ACU LEO login page. At the top is the ACU logo and name. Below that is the text "Log in using your User ID & password". There are two input fields: "User ID" and "Password". Below the input fields is a red button with white text that says "LOG IN". At the bottom of the form is a link 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 name to request your optional item for the survey.




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

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 step-by-step instructions:



ACU - Student Evaluation of Learning and Teaching (SELT) for UNIT123 - Unit Name Semester 2, 2017 Melbourne (201760_123) John Smith

Messages

 When this icon is visible, you can modify text.

There are no errors to display

Instructions [Hide]

You may include 1 optional item for this survey. If you wish to include an optional item, click on **"Edit"** and customise the content of the optional item; characters and spaces in the statement **should not exceed 100**.

Click the **"Select"** button to ensure your item appears on your evaluation. Click on the **"Submit"** button at the bottom to finalise your selection. If you are not ready to submit your selection, click on the **"Save"** button to safeguard your modifications.

For your reference, the items listed below are included by default in all SELT surveys.

Your optional item will appear as the fifth item on this list. Therefore when constructing your statement for the optional item, the sentence must start with: *Overall, [Lecturer/Tutor name] ...*

The Teaching Core Items

Overall, [Lecturer/Tutor name] ...

1. Explains key ideas or concepts clearly
2. Encourages my active participation in this unit
3. Responds to student needs and concerns
4. Demonstrates quality teaching
5. Optional item...

Student response options: Strongly Agree (SA), Agree (A), Neutral (N), Disagree (D), Strongly Disagree (SD)

View

Please enter your optional item

X Deselected

4. i) Click on the **'Edit'** button to customise the content of the optional item
- ii) Click the **'Select'** button to ensure your item will be included in the evaluation.
- iii) Click the **'Submit'** button to complete your request for an optional item.

The Teaching Core Items

Overall, [Lecturer/Tutor name] ...

1. Explains key ideas or concepts clearly
2. Encourages my active participation in this unit
3. Responds to student needs and concerns
4. Demonstrates quality teaching
5. **Optional item...**

Student response options: Strongly Agree (SA), Agree (A), Neutral (N), Disagree (D), Strongly Disagree (SD)

Preview Questionnaire View Personalizable items ▾ All options ▾

Edit Please enter your optional item

i) Click on **'Edit'** to customise the content of the optional item

Save **Submit** iii) Click the **'Submit'** button to complete and submit your request

Select X Deselected

ii) Click the **'Select'** button to ensure your optional item will be included in the evaluation

5. After clicking on the **'Submit'** button, a confirmation of submission message will appear below:

Preview Questionnaire View Personalizable items ▾ All options ▾

Close

Provides helpful demonstrations of key skills

✓ Selected Deselect

Strongly Agree Agree Neutral Disagree Strongly Disagree N/A

○ ○ ○ ○ ○ ○

You have successfully submitted your optional item for the SELT survey. Thank you.

Update