How to Access Student Evaluation of Learning and Teaching (SELT) Reports via Canvas

1. To access Student Evaluation of Learning and Teaching (SELT) reports, please log into Canvas: https://canvas.acu.edu.au/

   For step-by-step instructions, please see video on How to Access Canvas.

2. Click on **Account** and select **SELT Reports**:
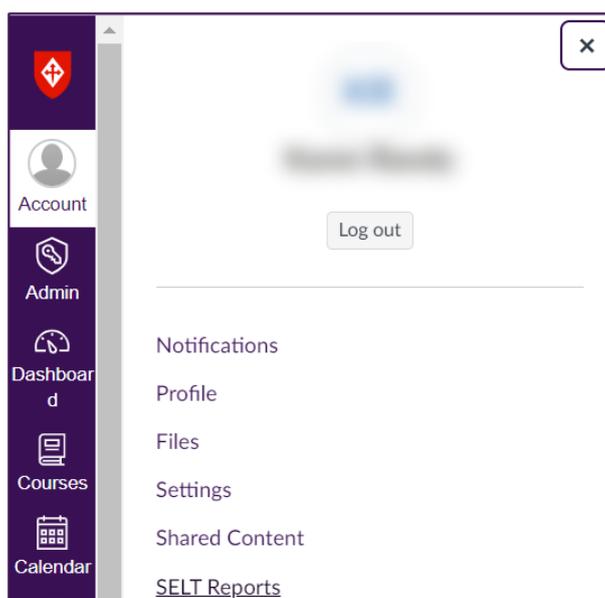
3. The SELT Reports dashboard will be displayed:

4. The dashboard will display the most recent survey cycle (either First or Second Half) in which a report has been generated specifically for you.

   If you wish to see reports from <u>previous</u> years:

   a)　Expand the filtering criteria section by clicking on **Filters**. This enables you to filter for specific reports based on the year (category) and evaluation cycles (sub-category: First or Second Half).

   b)　Select **'All'** from the display drop-down menu.

This will display all current and archived reports, for all years and evaluation cycles (sub-categories: First or Second Half).
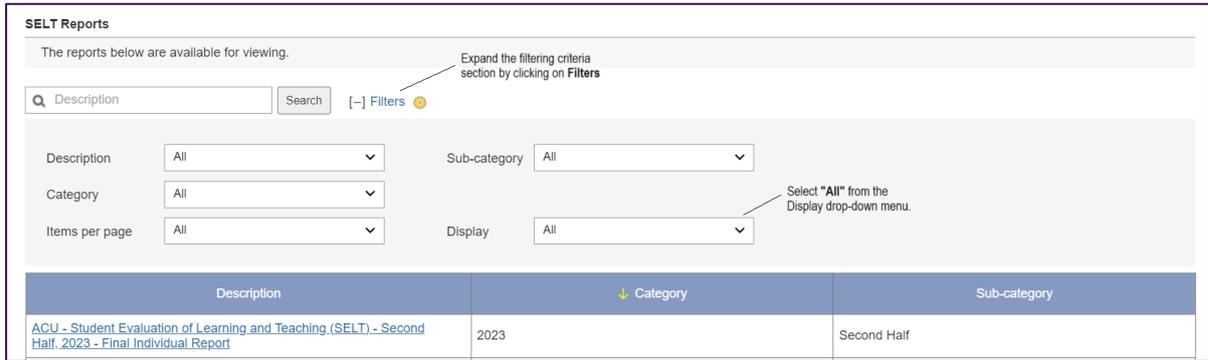
c) Choose the report link from the list of displayed reports to access and view your report(s).

5. A new window will appear, displaying either of the following scenarios:

a) If there is one report available for the specific cycle, the window will open, displaying the report in HTML view:

➔ To obtain a copy of the report, click on the **'Download PDF'** link within the HTML view.

b) If there are multiple reports available, a list of reports will be displayed:
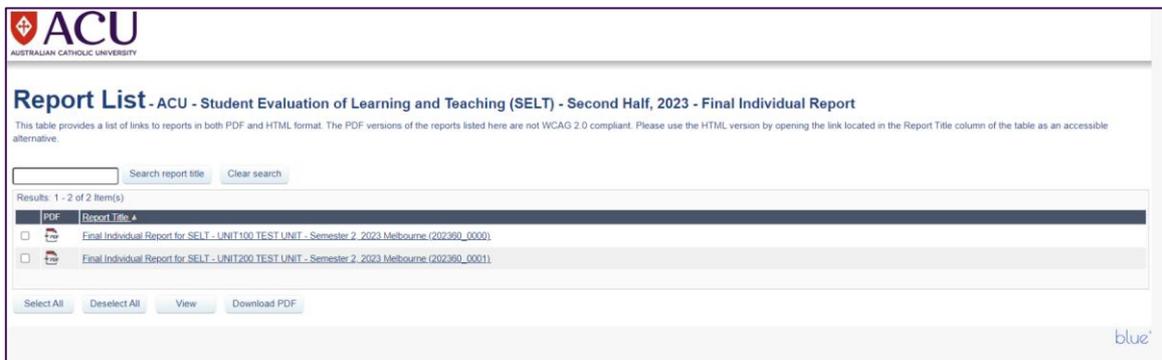
➔ Click on the report title to access the report in HTML view.

➔ To obtain a copy of the report(s), mark the checkboxes and then click on the 'Download PDF' button.