From: Information Technology Services Centre

To: All Students

Subject: Application for Access to Course Teaching and Learning Evaluation (CTLE)

Date: 5 June 2024

Dear Students,

The results of the online Term-end CTLE are now available for you to access. Students who have completed a course or are planning to take a course can request approval to view their previous CTLE results of the past two years. The course offering unit will evaluate each application and determine whether access will be granted.

To apply for access to the CTLE results of courses, please follow these steps or <u>click here to</u> <u>read the manual</u>.

- 1. Log in to the MyLingnan Portal.
- 2. Select "Information Hub" and click on "CTLE Access System for Students."
- 3. An email will be sent to request course offering approval.
- 4. Upon approval, students will receive an email notification granting them access to the results.

Best regards, ITSC