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1. Introduction

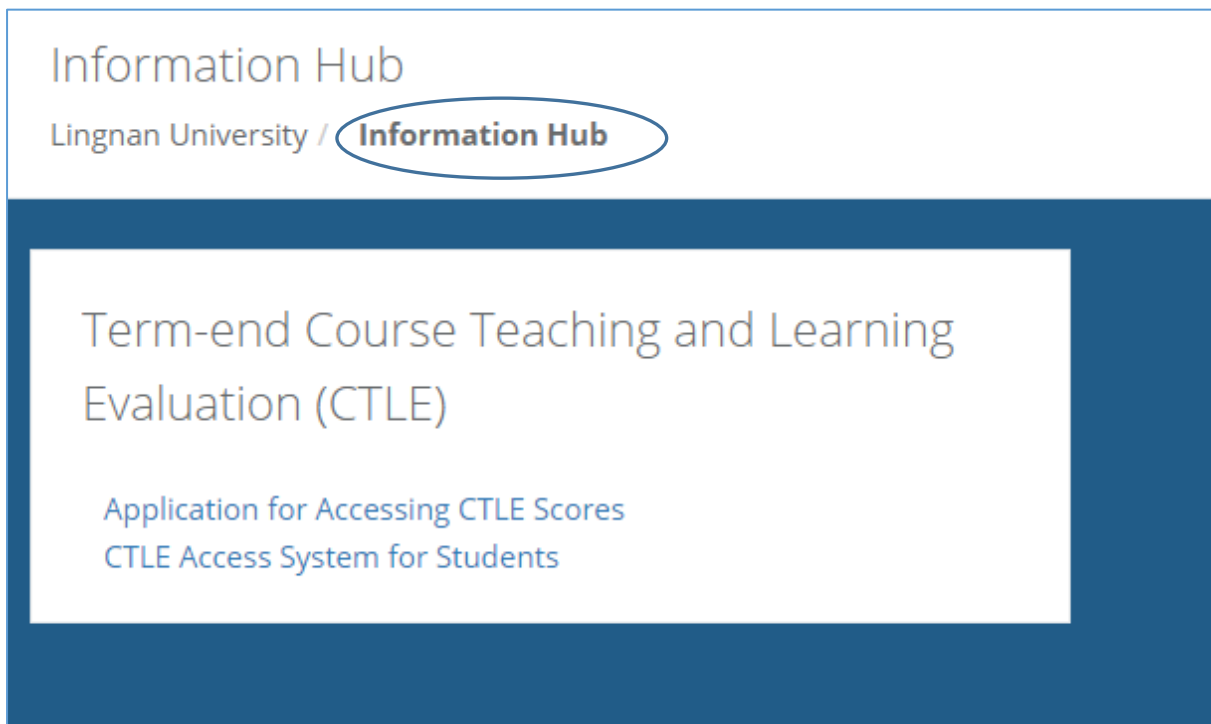
Current Lingnan students can access the “CTLE Access System for Students” to view CTLE results. A student who has taken a course or a students who intends to take a course can apply for approval to view the previous CTLE results (excluding written comments provided by students). The course offering unit will decide if a student’s application will be granted. A student can apply to view the most current CTLE scores and those of the previous one year only.

A student can view CTLE results of courses with the level same as the student’s level of study in Lingnan as of the time of submitting the application.

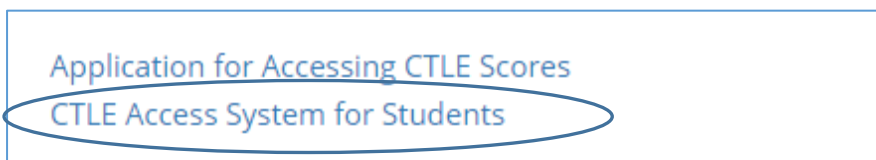
2. Access the system

2.1 Login to “myLingnan Portal”

2.2 Select “Information Hub”



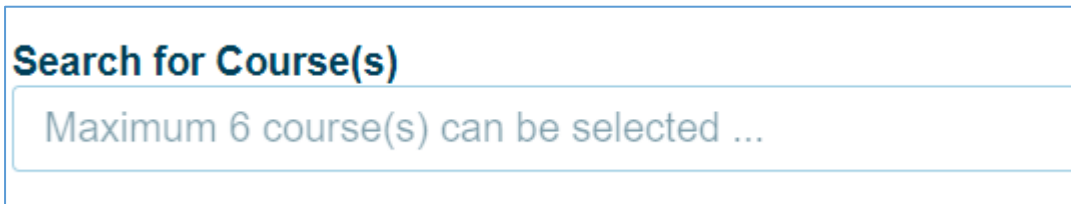
2.3 Click on “CTLE Access System for Students”



3. Apply for approval to view CTLE results

3.1 Search for courses

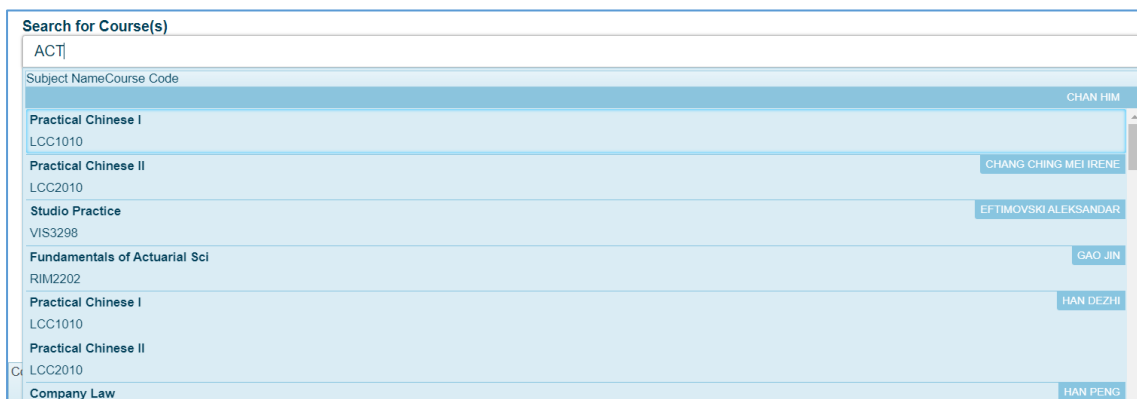
- **Maximum of six courses** can be submitted for **one application**. You can submit another application if more than six courses are to be requested.
- Enter searching word to search for courses. Searching results include all courses if the searching word in the “Search for Course(s)” field is found in any of course code, course title or instructor’s name.



Search for Course(s)

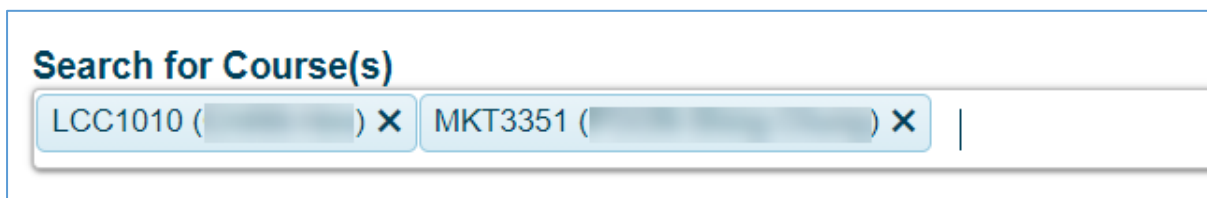
Maximum 6 course(s) can be selected ...

- Select the course to be included in the text field.



Subject Name	Course Code	Instructor Name
ACTI		
Practical Chinese I	LCC1010	CHAN HIM
Practical Chinese II	LCC2010	CHANG CHING MEI IRENE
Studio Practice	VIS3298	EFTIMOVSKI ALEKSANDAR
Fundamentals of Actuarial Sci	RIM2202	GAO JIN
Practical Chinese I	LCC1010	HAN DEZHI
Practical Chinese II	LCC2010	
Company Law		HAN PENG

- The selected course appears in the text field. A selected course is the combination of course code and instructor, same course code and two different instructors count for two records. Add another course by entering a new searching criterion and maximum of six records can be added for one application.



Search for Course(s)

LCC1010 () X MKT3351 () X |

3.2 Enter justification on “Justification for request” field

- The maximum number of characters for this field is 1000 and it is the required information to provide a reason for the application.

Justification for request:

Enter your justification here.

3.3 Agree to the disclaimer before you can submit the request

Disclaimer:

The CTLE scores of the above chosen course(s) are for course review/selection purpose(s) only. I agree that the information is confidential and will not be disclosed to the third party.

I agree to the disclaimer stated above.

- The "Submit" button shows up only after you check the agreement box.

Disclaimer:

The CTLE scores of the above chosen course(s) are for course review/selection purpose(s) only. I agree that the information is confidential and will not be disclosed to the third party.

I agree to the disclaimer stated above.

Submit

- A notification of the application submission displays on the screen to state that your request will be handled by the relevant department(s).

CTLE Access System for Students

Ref:P703-20201228-SKL82

Please be informed that your request has been forwarded to the relevant department(s) for approval. You will receive an email once the Department Head(s) has reviewed your request. Thank You.

- The student will receive an Email notification of application result. If the application is approved, the student then can view the CTLE results.

4. Receive notification email of application approval status

4.1 Email for approved application

- If the student's request is approved, s/he will receive the following email to indicate the approval for viewing the CTLE results.

- The student can then click on the link in the email to view the results directly, or use "Information Hub" on "myLingnan Portal" to access the CTLE results.

CTLE Access System for Students

Dear Student,

Your application for access to the course teaching and learning evaluation scores on below course(s) has been approved. You can access the CTLE Access System for Students via log in into myLingnan Portal > Information Hub.

Term	Subject	Teacher	Access will expire on
1st Term 2018 - 2019	MKT2241-1	[REDACTED]	04 Jan 2021
1st Term 2018 - 2019	MKT2241-2	[REDACTED]	04 Jan 2021
1st Term 2019 - 2020	MKT2241-1	[REDACTED]	04 Jan 2021

[Please click here to access the scores.](#)

NOTE: the student must view the CTLE results before the expiration date set for all requests. The default expiration date is set to seven days after the request is approved.

4.2 Email for rejected application

- The student will receive the following email if her request is not approved.

Dear Student,

Your application for access to course teaching and learning evaluation scores on below course(s) has been disapproved by [REDACTED] on 28 Dec 2020.

Term	Subject	Teacher	Reason (Optional)
1st Term 2018 - 2019	MKT2241-1	[REDACTED]	
1st Term 2018 - 2019	MKT2241-2	[REDACTED]	
1st Term 2019 - 2020	MKT2241-1	[REDACTED]	

5. View the requested CTLE results

5.1 The CTLE result list

- The CTLE results page lists all the courses the student has requested to view on the current academic year and the previous one year. Click on "CTLE Scores Online Access System" to display all courses and select one to view the CTLE result.

☰ CTLE Scores Online Access System

MKT2241-1, 201909

CHI3202-1, 201901

MKT2241-1, 201809

CHI3202(1) - Children Lit:Study & Writing taught by [Redacted]
Department of Chinese

Response (%)

The Course#

The Teacher*

