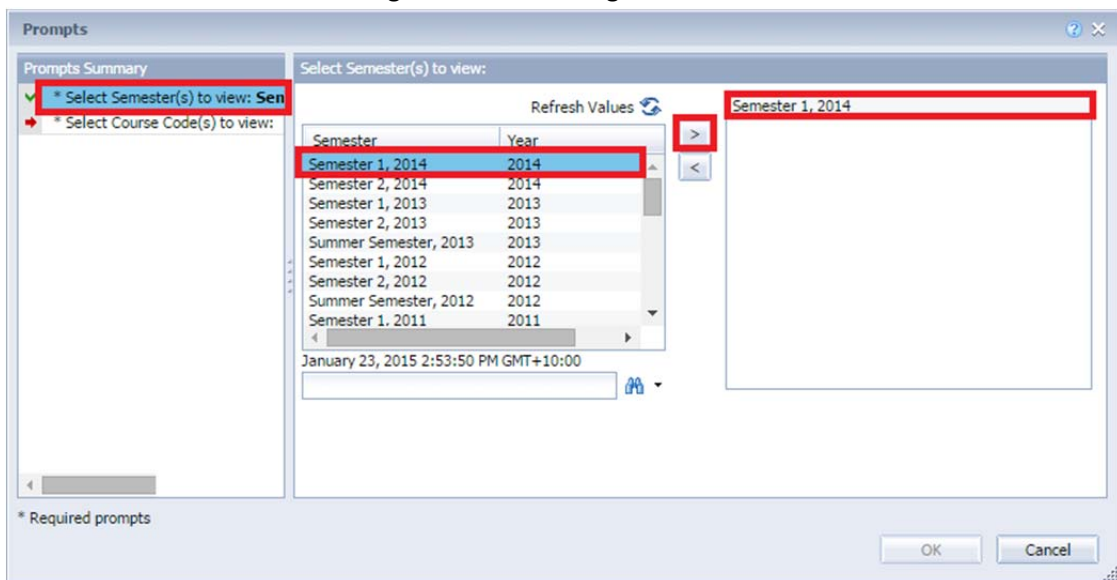


Accessing the SECaT Course Reports

SECaT course reports can be accessed online.

1. Open your web browser and go to the ITaLI website: www.itali.uq.edu.au
2. On the ITaLI home page, click **Evaluation**. Click **How to Access SECaT Course and Teaching Reports**.
3. Click the **SECaT Course Report** link in the **Link to Report** column of the table.
4. The **SAP BusinessObjects** log on page appears. Enter your UQ username and password then click **Log On**.
5. The **SECaT Course Reports** page appears and automatically opens the **Prompts** dialogue box.
6. Click **Select Semester(s) to view** then select the semester(s) that you wish to view and move them across to the box on the right-hand side using the arrows.



Prompts

Prompts Summary

- * Select Semester(s) to view: Semester
- * Select Course Code(s) to view:

Select Semester(s) to view:

Refresh Values

Semester	Year
Semester 1, 2014	2014
Semester 2, 2014	2014
Semester 1, 2013	2013
Semester 2, 2013	2013
Summer Semester, 2013	2013
Semester 1, 2012	2012
Semester 2, 2012	2012
Summer Semester, 2012	2012
Semester 1, 2011	2011

January 23, 2015 2:53:50 PM GMT+10:00

* Required prompts

OK Cancel

7. Click **Select Course Code(s) to view** then select the course(s) that you wish to view and move them across to the box on the right-hand side using the arrows.
8. Click **OK** to run the report.
9. Browse the tabs along to bottom to view the report in two different ways:



Instructions | Summary | Course Detail Report

- a. The **Summary** tab presents a summary of the mean and percentage agreement values for the responses to each question.
- b. The **Course Detail Report** tab shows the summary of the mean and percentage agreement values for the responses to each question as well as a detailed breakdown of the percentage agreement values in a graphical format.

10. Use the navigation controls at the bottom right of the page to navigate through the pages of each type of report.



11. To save a copy of the report to your computer click the **Export** icon, then **Export Document As**, then **PDF**.

