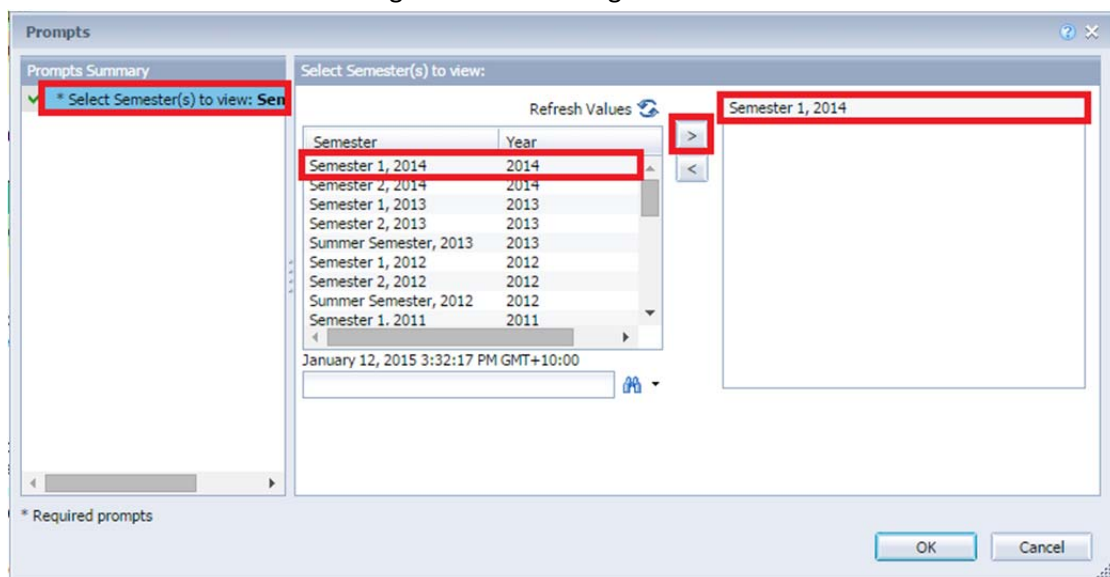


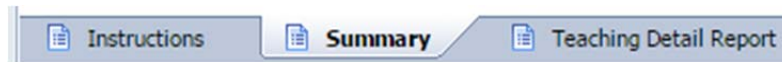
Accessing the SECaT Teaching Reports

SECaT teaching 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 Teaching 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 Teaching 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.



7. Click **OK** to run the report.
8. Browse the tabs along to bottom to view the report in two different ways:



- a. The **Summary** tab presents a summary of the mean and percentage agreement values for the responses to each question.
- b. The **Teaching 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.

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



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

