

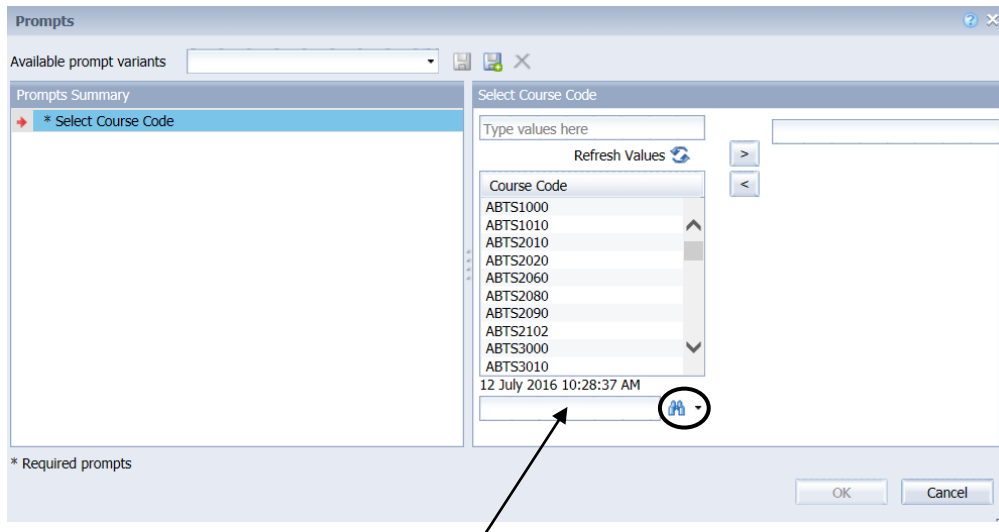
GUIDE TO ACCESS DETAILED COURSE AND PROGRAM REPORTS ON THE REPORTAL

Access to Detailed Course Report on the Reportal

1. You can find the detailed course report under 'Standard Reports', 'Student', 'CTQRA', 'Detailed Course Report'.

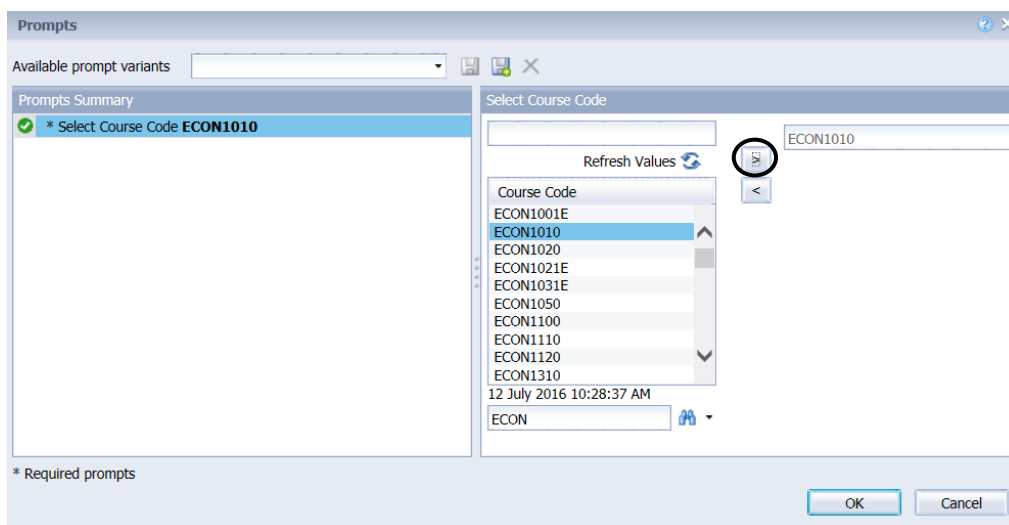
Once you have clicked on 'Detailed Course Report', you will see the following prompts. Select the course that you would like to view.

Term description is in default to show data from Semester 1, 2011 to Semester 1, 2016.

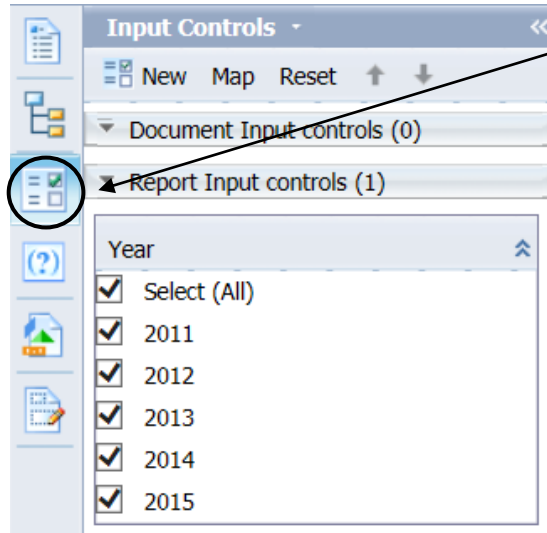


Type in the entire/part of a course code in the box, then click the 'binoculars' icon to search.

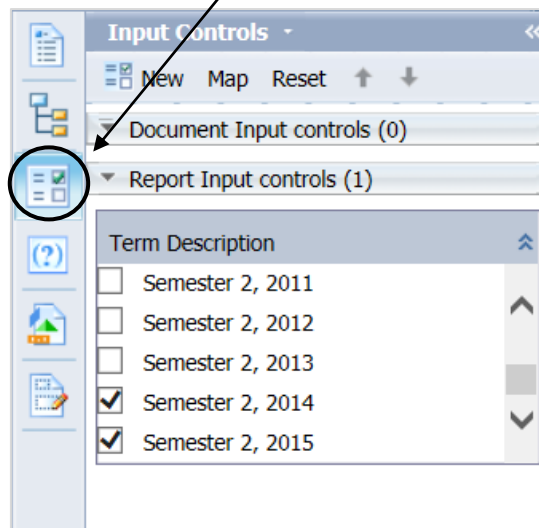
2. Using 'ECON1010' as an example, after typing 'ECON' in the box and clicking the 'binoculars' icon, 'ECON1010' appears under 'Course Code'. Click on 'ECON1010' and '>' to move 'ECON1010' to the blank box on the right hand side. Then, click 'OK' and the course report will run.



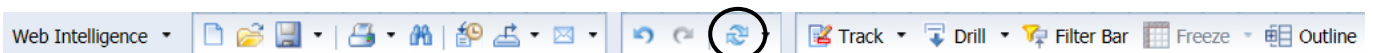
- The selected course report will appear. You can select different tabs to view the data.
- For the tab 'SECaT', viewing of up to 13 semesters of data is recommended due to restrictions in resizing the tables and graphs. The number of semesters to view can be selected by using the 'Input controls'.



- For the tabs 'Assessment' and 'Program Enrolments', use the 'Input controls' function to select the semester/s and view the relevant data.

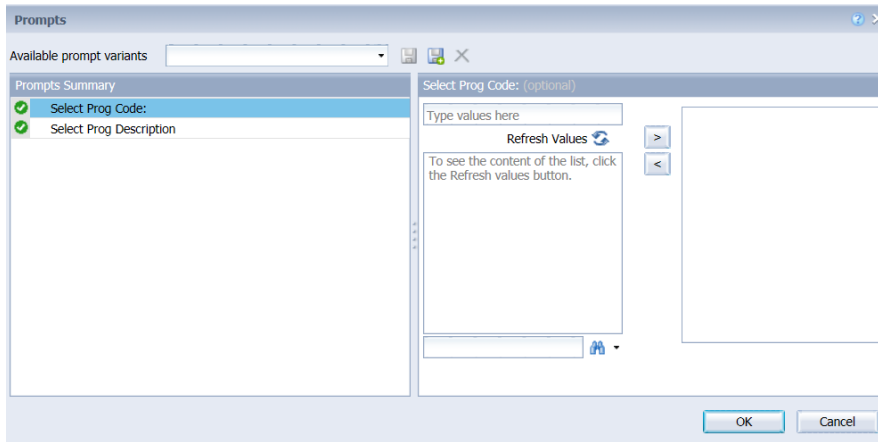


- If you would like to view another course report, click the 'Refresh' icon and it will take you back to Step 1.

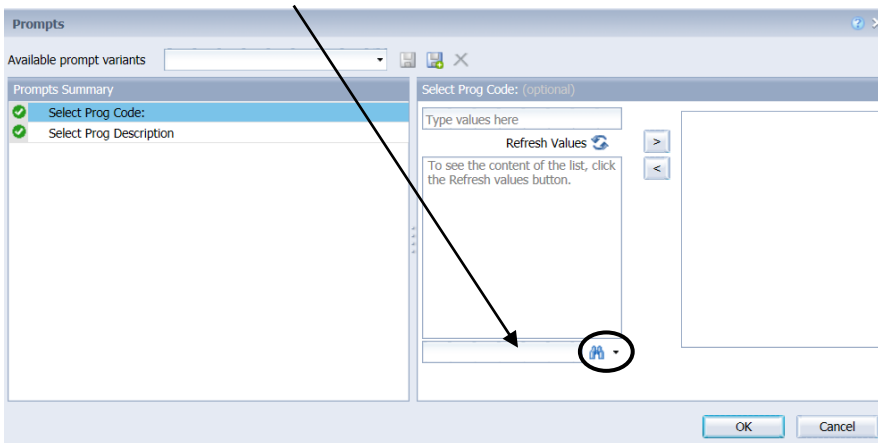


Access to Detailed Undergraduate/Postgraduate Program Report on the Reportal

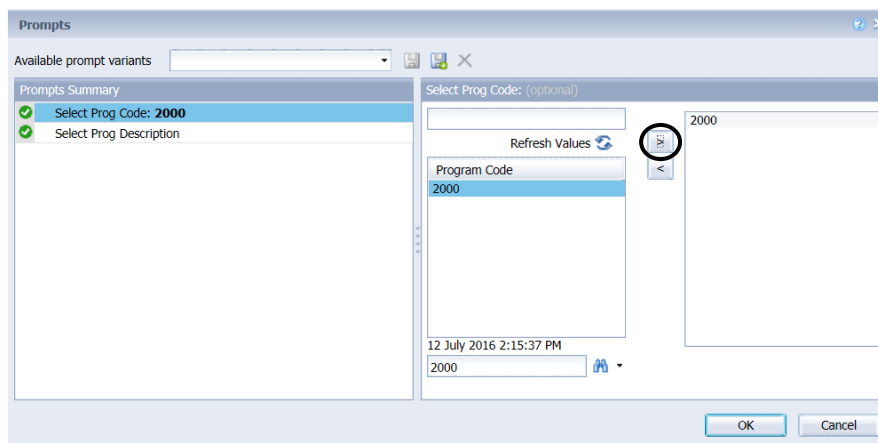
1. You can find the detailed undergraduate/postgraduate report under 'Standard Reports', 'Student', 'CTQRA', 'Detailed Undergraduate Program Report' or 'Detailed Postgraduate Program Report'. Once you have clicked on 'Detailed Undergraduate Program Report', you will see the following prompts. Click on 'Select Prog Code:' if you choose to use the program code to search.



2. Type in the program code, then click the 'binoculars' icon to search.



3. Using '2000' as an example, after typing '2000' in the box and clicking the 'binoculars' icon, '2000' appears under 'Program Code'. Click on '2000' and '>' to move '2000' to the blank box on the right hand side. Then, click 'OK' and the program report will run.

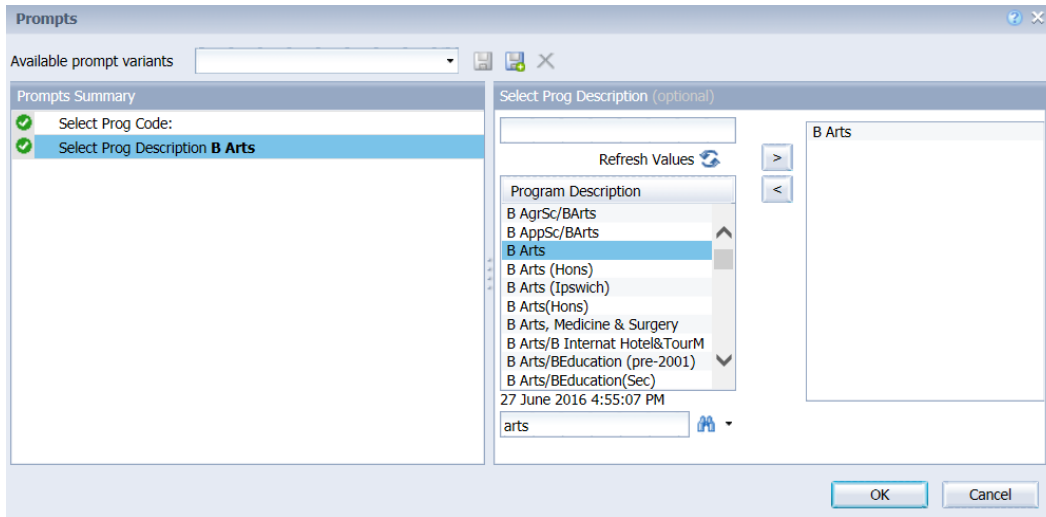
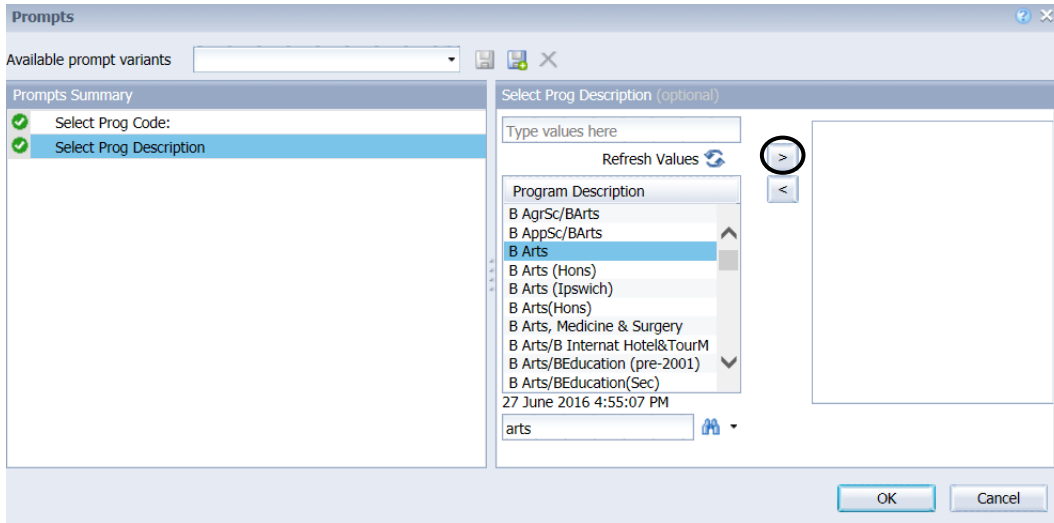


*Note: For Bachelor's Pass programs that are changed to Bachelor's Honours programs due to the Australian Qualifications Framework (AQF)(refer to Table 1 below), you will need to input **BOTH** the old **AND** new program codes for the data from both the Bachelor's Pass and Bachelor's Honours programs to be shown on the same report.

Table 1. Old and new program codes for Bachelor's Pass programs that are changed to Bachelor's Honours programs due to the Australian Qualifications Framework (AQF).

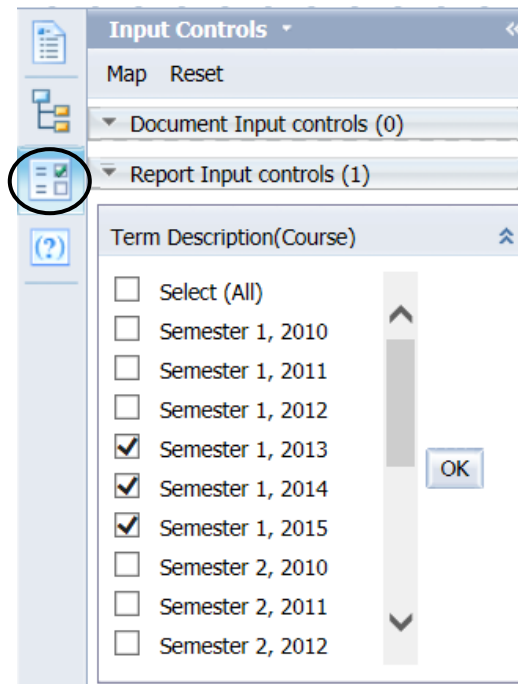
Old Program Code	New Program Code	Program Description
2310	2331	B OccHlth&SafeSc(Hons)
2001	2342	Bachelor of Engineering (Honours)
2090	2343	Bachelors of Engineering (Honours)/Arts
2091	2344	Bachelors of Engineering (Honours)/Business Management
2092	2345	Bachelors of Engineering (Honours)/Commerce
2093	2346	Bachelors of Engineering (Honours)/Economics
2094	2347	Bachelors of Engineering (Honours)/Science
2225	2348	Bachelors of Engineering (Honours)/Biotechnology (Honours)
2226	2349	Bachelors of Engineering (Honours)/Information Technology
2327	2350	Bachelor of Engineering (Honours) and Master of Engineering
2003	2352	B Agricultural Science(Hons)
2009	2353	B Environmental Science(Hons)
2330	2354	B Science(Honours) Gatton
2047	2355	B Music(Honours)
2105	2356	B Music(Honours)/BArts
2106	2357	B Music(Hons)/BEducation(Sec)
2042	2359	Bachelor of Laws (Honours) (#64)
2322	2360	Bachelor of Laws (Honours) (#48)
2287	2361	Bachelors of Arts/Laws (Honours)
2080	2362	Bachelors of Business Management/Laws (Honours)
2089	2363	Bachelors of Commerce/Laws (Honours)
2099	2364	Bachelors of Economics/Laws (Honours)
2289	2365	Bachelors of Journalism/Laws (Honours)
2297	2366	Bachelors of Science/Laws (Honours)
2257	2367	Bachelor of Dental Science (Honours)
2022	2368	Bachelor of Occupational Therapy (Honours)
2021	2369	Bachelor of Physiotherapy (Honours)
2034	2370	Bachelor of Speech Pathology (Honours)
2314	2371	Bachelor of Exercise and Sports Sciences (Honours)
2313	2372	Bachelor of Health Sport and Physical Education (Honours)
2019	2373	Bachelor of Pharmacy (Honours)
2286	2374	Bachelor of Biomedical Science (Honours)
2055	2375	Bachelor of Biotechnology (Honours)
2010, 2011	2376	Bachelor of Environmental Management (Honours)
2037	2377	Bachelor of Food Technology (Honours)
2036	2378	Bachelor of Veterinary Science (Honours)
2023	2379	B Psychological Science (Hons)
2012	2382	B Social Work (Hons)
2383	2384	B Music(Honours)/BScience

- Alternatively, if you choose to use the program description to search, then click on 'Select Prog Description'. Using 'Bachelor of Arts' as an example, after typing 'arts' in the box and clicking the 'binoculars' icon. Click on 'B Arts' and '>' to move 'B Arts' to the blank box on the right hand side. Then, click 'OK' and the program report will run.



*Note: For Bachelor's Pass programs that are changed to Bachelor's Honours programs due to the Australian Qualifications Framework (AQF)(refer to Table 1 above), you only need to input the old **OR** new program description and data from both the Bachelor's Pass and Bachelor's Honours programs will be shown on the same report.

- The selected program report will appear. You can select different tabs to view the data.
- For the tab 'Course Enrolments', you can use the 'Input Controls' function to select which semester(s) of data that you would like to view.



- If you would like to view another undergraduate program report, click the 'Refresh' icon and it will take you back to Step 1.



- To view the postgraduate program report, click on 'Detailed Postgraduate Program Report' and follow the above same steps 1 to 7.

For further enquiries, please contact
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