

## Accessing the SECaT Merged Reports

**NOTE:** Your access to these reports is assigned by default according to your role at UQ. If you are a first-time Reportal user, you will need to apply for access at: <https://pbi.uq.edu.au/Content/ApplyforAccess.aspx>

1. Go to the SECaT Course and Teaching Reports website:  
<https://itali.uq.edu.au/evaluation/secat/secat-course-and-teaching-reports>
2. Open the **SECaT Merged Reports** section as required, and click the relevant link for course or teaching merged report under the **Link to reports** subsection.
3. The UQ Authenticate login page appears. Enter your UQ username and password and log in. You will then be directed to Reportal.

### SECaT Course Merged Report

4. The Prompts dialogue box will automatically open. Toggle between the Course Code and Semester sections [1] and select/ deselect by clicking the relevant details through the list [2] or by entering them into the search bar [3]. You can also reset the prompt values by clicking on the **Reset prompt values** button [4].

The screenshot shows a 'Prompts' dialog box with the following elements:

- Search Panel (Left):** Contains two prompts:
  - 1:** 'Enter Course Code: Please select at least one value'
  - 'Enter Semester: Please select at least one value'
- Main List Area (Right):**
  - 3:** Search bar with text 'Search or enter value(s) manually'
  - 2:** List of course codes with checkboxes:
 

Course Code	Selected
ABTS1000	<input type="checkbox"/>
ABTS1010	<input type="checkbox"/>
ABTS1020	<input type="checkbox"/>
ABTS2010	<input type="checkbox"/>
ABTS2020	<input type="checkbox"/>
ABTS2030	<input type="checkbox"/>
ABTS2060	<input type="checkbox"/>
ABTS3000	<input type="checkbox"/>
ABTS3010	<input type="checkbox"/>
ABTS3020	<input type="checkbox"/>
ABTS3030	<input type="checkbox"/>
ACCT1101	<input type="checkbox"/>
ACCT1102	<input type="checkbox"/>
- Bottom Panel:**
  - 4:** 'Reset All' button
  - 5:** 'Run' and 'Cancel' buttons

Once you have selected/ entered the course code and semester, the **Run** button will become clickable. Click **Run** to generate the report [5].

5. The Report will appear with a row of 8 filters on the top of the screen. You may click and use them to filter the course outcomes by:

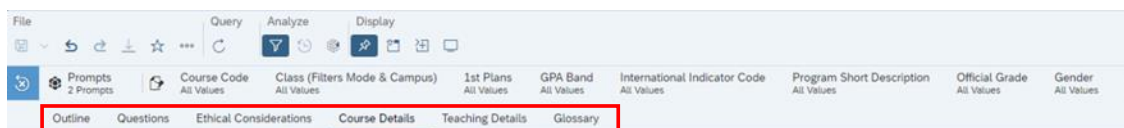
- Course Code
- Class (Filters Mode & Campus)
- 1<sup>st</sup> Plans
- GPA Band
- International Indicator Code
- Program Short Description
- Official Grade
- Gender



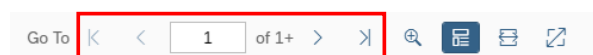
**NOTE:** You will only be able to see data when there are 5 or more students per filter.

6. Browse the relevant sections within the report using the row of tabs. The 6 tabs are:

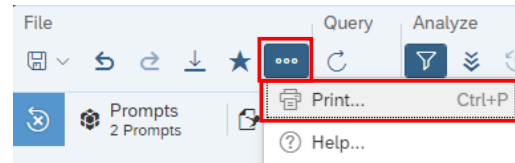
- **Outline** - general information about the aim of the report and contents of the report.
- **Questions** - shows all past and present SECaT question sets.
- **Ethical Considerations** – information related to ethical considerations as per advice from the University’s Human Research and Ethics Committee (HREC).
- **Course Details** – all outcomes from the course survey.
- **Teaching Details** – all outcomes from the teaching survey.
- **Glossary** – definitions and calculations used in the report.



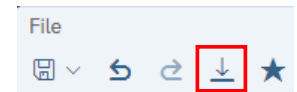
7. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.



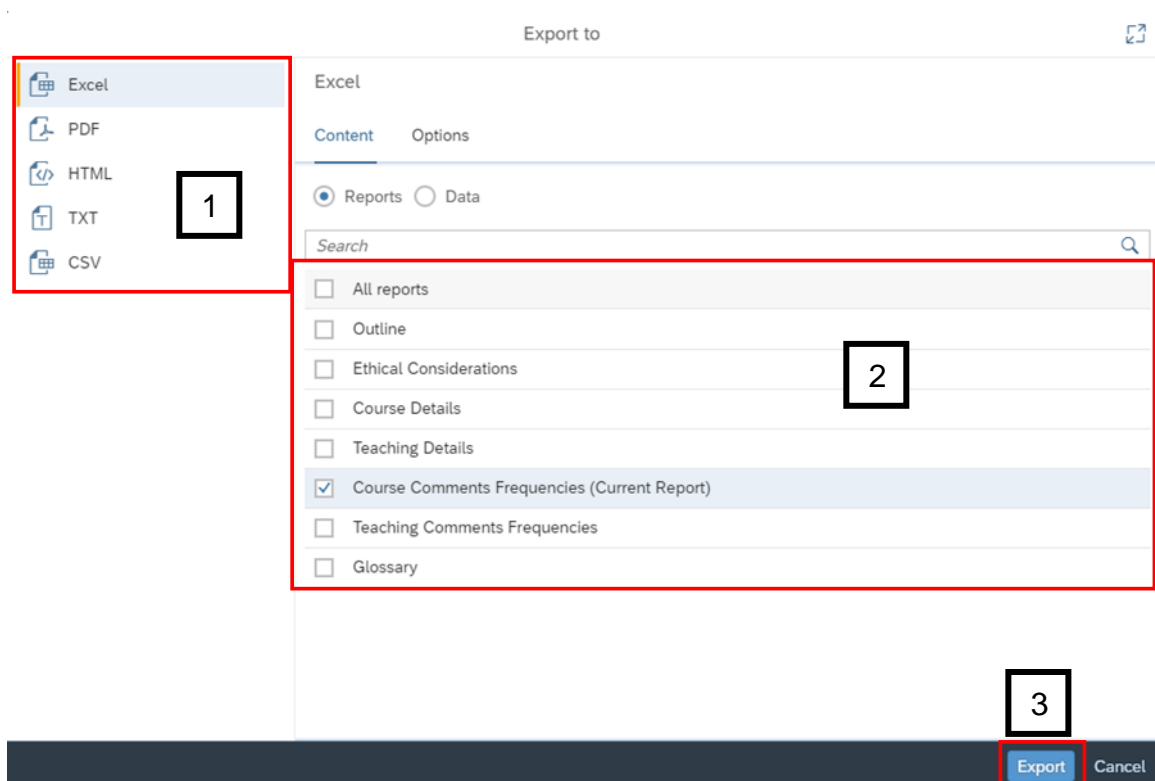
8. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.



9. If you would like to download a copy of the report in PDF or Excel, click the **Export** icon.

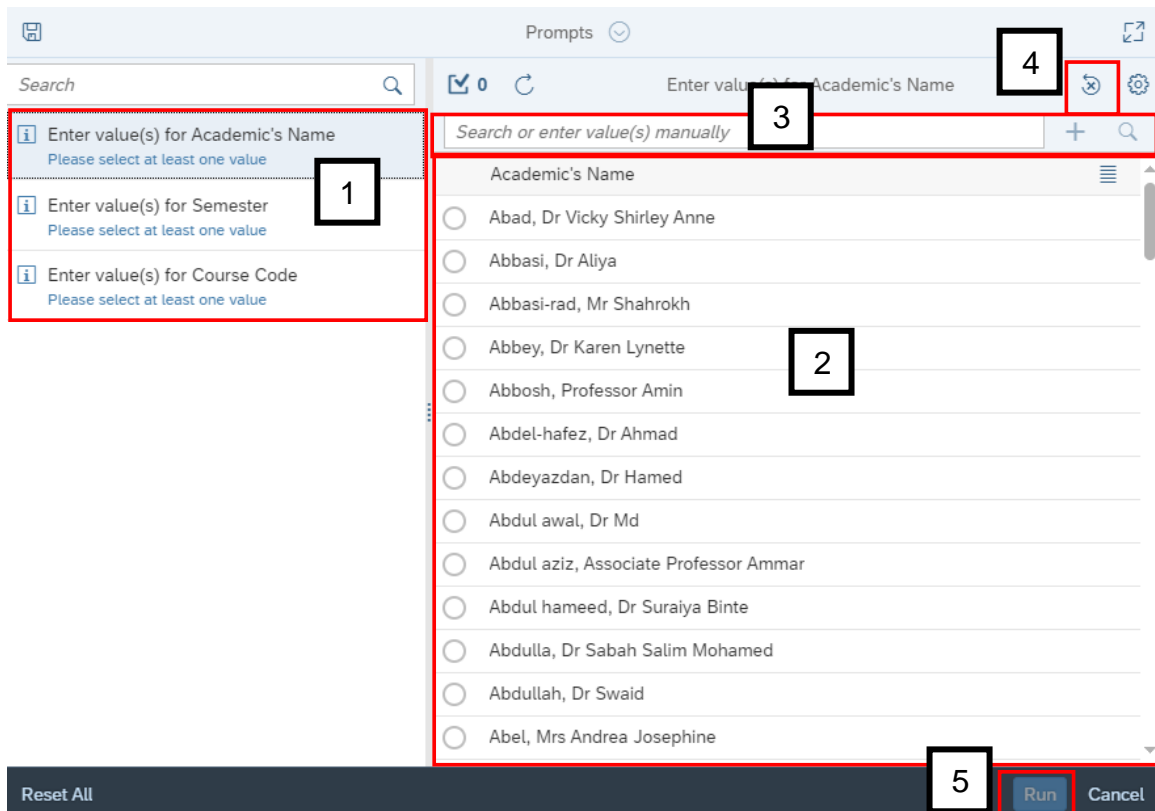


10. The **Export to** pop-up appears. Select the file type you want to export to [1], then select the tabs you would like to export from the checkbox list [2]. Finally, click the **Export** button to download the report [3].



## SECaT Teaching Merged Report

11. Follow steps 1 to 3 above.
12. The Prompts dialogue box will automatically open. Toggle between the Academic's Name, Semester, and Course Code sections [1] and select/ deselect by clicking the relevant details through the list [2] or by entering them into the search bar [3]. You can also reset the prompt values by clicking on the **Reset prompt values** button [4].



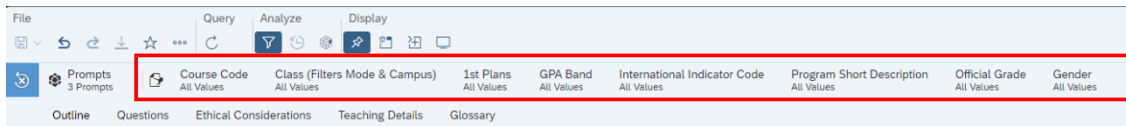
The screenshot shows the 'Prompts' dialog box with the following elements:

- Section 1:** Three input fields for 'Academic's Name', 'Semester', and 'Course Code', each with a search icon and the text 'Please select at least one value'.
- Section 2:** A search bar labeled 'Search or enter value(s) manually' with a plus icon and a search icon.
- Section 3:** A list of names under the heading 'Academic's Name', including 'Abad, Dr Vicky Shirley Anne', 'Abbasi, Dr Aliya', 'Abbasi-rad, Mr Shahrokh', 'Abbey, Dr Karen Lynette', 'Abbosh, Professor Amin', 'Abdel-hafez, Dr Ahmad', 'Abdeyazdan, Dr Hamed', 'Abdul awal, Dr Md', 'Abdul aziz, Associate Professor Ammar', 'Abdul hameed, Dr Suraiya Binte', 'Abdulla, Dr Sabah Salim Mohamed', 'Abdullah, Dr Swaid', and 'Abel, Mrs Andrea Josephine'.
- Section 4:** A 'Reset All' button at the bottom left.
- Section 5:** 'Run' and 'Cancel' buttons at the bottom right.

Once you have selected/ entered the details, the **Run** button will become clickable. Click **Run** to generate the report [5].

13. The Report will appear with a row of 8 filters on the top of the screen. You may click and use them to filter the course outcomes by:

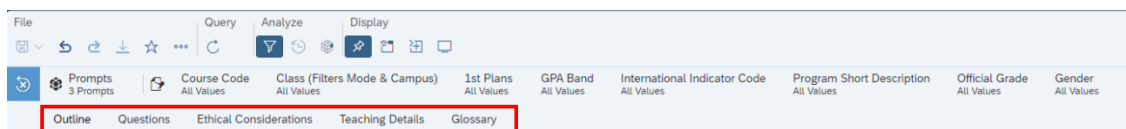
- Course Code
- Class (Filters Mode & Campus)
- 1<sup>st</sup> Plans
- GPA Band
- International Indicator Code
- Program Short Description
- Official Grade
- Gender



**NOTE:** You will only be able to see data when there are 5 or more students per filter.

14. Browse the relevant sections within the report using the row of tabs. The 5 tabs are:

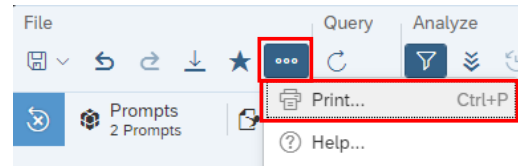
- **Outline** - general information about the aim of the report and contents of the report.
- **Questions** - shows all past and present SECaT question sets.
- **Ethical Considerations** – information related to ethical considerations as per advice from the University’s Human Research and Ethics Committee (HREC).
- **Teaching Details** – all outcomes from the teaching survey.
- **Glossary** – definitions and calculations used in the report.



15. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.



16. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.



17. If you would like to download a copy of the report in PDF or Excel, click the **Export** icon.



18. The **Export to** pop-up appears. Select the file type you want to export to [1], then select the tabs you would like to export from the checkbox list [2]. Finally, click the **Export** button to download the report [3].

