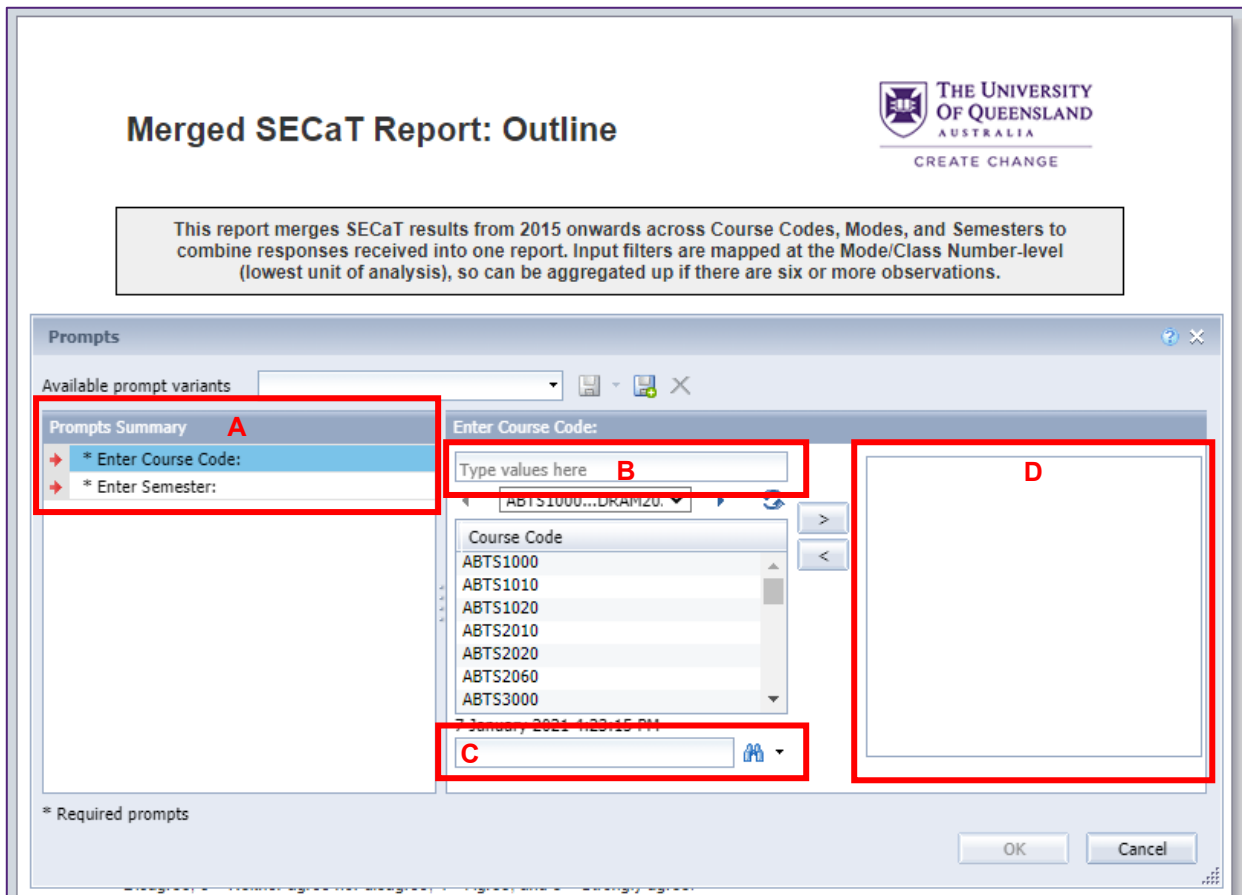# Accessing the SECaT Course or Teaching Merged Reports

1. Open your web browser and go to the reports directly using the links below:

- **SECaT Course Merged Report**: https://MIS-XI4-WEB.mis.admin.uq.edu.au/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=AW25qG3ZgbhHnto29qzkyOE

- **SECaT Teaching Merged Report**: https://MIS-XI4-WEB.mis.admin.uq.edu.au/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=Ab4JjHj4LN5Ktp5ns3QLdEk

Your access to these reports are 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

2. The SAP BusinessObjects log on page appears. Enter your UQ username and password then click Log On.

3. The Confidentiality Agreement page appears. You must read and click the "*I agree*" link in order to proceed.

4. The Merged SECaT Reports appears and automatically opens the Prompts dialogue box (as shown below).

5. The prompts default to the Course Codes selection prompt (Point A). You can select a course from the central list or enter a Course Code into the "**Type values here**" box (Point B) or the Search box (Point C).

6. Once you have selected the desired Course Code/s, click the [>] button to move your selection into the text box on the right-side (Point D).

7. Under the Prompts Summary (left-hand side box at Point A), click "*** Enter Semester:**". The Semester list appears in the central list. Select your desired Semester/s and click the [>] button to move your selection/s into the text box on the right-side (Point D).

8. Once you have selected the Course Code/s and Semester/s, the **OK** button will change to allow you to click it. Click **OK** to run the report.

9. The Report will appear with filters called "Input Controls" on the left-hand side of the screen. There are eight Input Controls which allow you to filter the course and teaching outcomes by:

   - Course Code
   - Class (Filters Mode & Campus)
   - Students' 1st Plan Description
   - GPA Band
   - International Code Indicator
   - Program Short Description
   - Official Grade
   - Gender
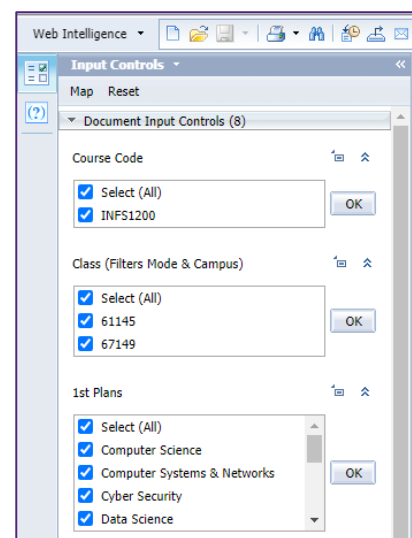
   NOTE: You will only be able to see data when there are 6 or more students per filter. Data have been pre-calculated at the lowest unit of analysis per Course Offering (Class number, Mode, and Campus level). If there are groups with fewer than six students at the Course Offering-level, those groups have been pre-classified as 'Hidden' and can only be merged with other 'Hidden' groups.

10. Browse the tabs along the bottom to view the tabs within the full report. The SECaT Course Merged report includes a **Course Details** and a **Teaching Details** tab. The SECaT Teaching Merged report only includes the **Teaching Details** tab.

   - **Outline** tab - includes general information about the aim of the report and contents of the report.
   - **Questions** tab – includes all historic and current questions.
   - **Ethical Considerations** tab – includes information related to ethical considerations as per advice from the University's Human Research and Ethics Committee.
   - **Course Details** tab – includes all outcomes from the course survey merged according to the courses and input controls selected.
   - **Teaching Details** tab – includes all outcomes from the teaching survey merged according to the courses and input controls selected.
   - **Glossary** tab – includes definitions and calculations used in the report.

11. Use the navigation controls at the bottom right of the screen to navigate through the pages for each tab when there is more than 1 page.
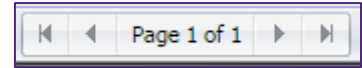
12. To print the report, select a printer icon. If you would like a PDF or Excel copy of the report, click the **Export** icon. The Export pop-up appears. Select the tabs you would like to export from the list, select the File Type, then click the **OK** button.