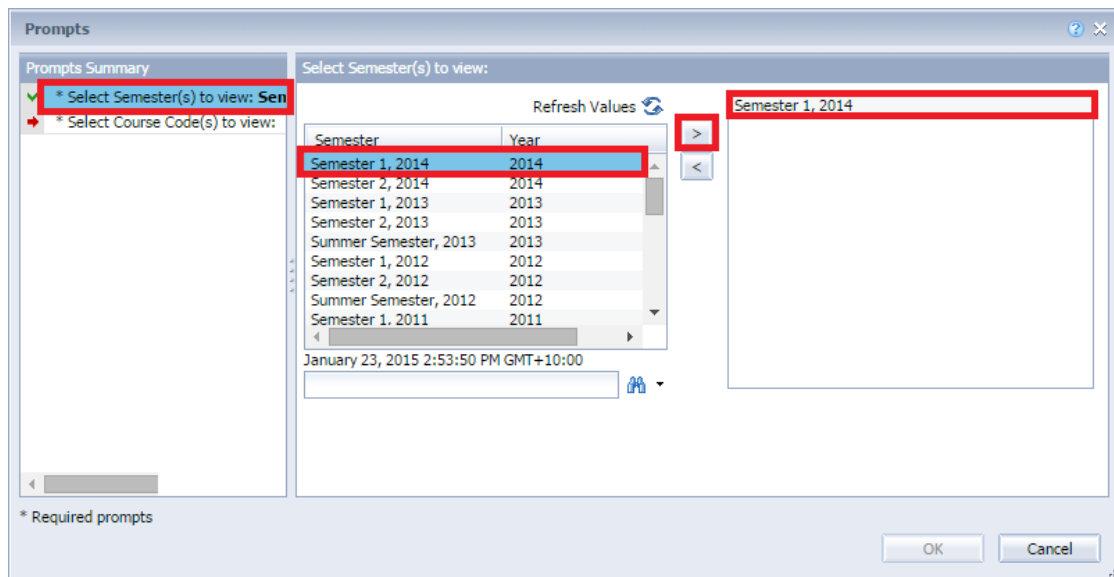


Accessing the SECaT Course Reports

SECaT course reports can be accessed online.

1. Open your web browser and go to the SECaT Course and Teaching Reports website:
<https://itali.uq.edu.au/evaluation/secat/secat-course-and-teaching-reports>
2. Click the **SECaT Course Report** link in the **Link to Report** section.
3. The **SAP BusinessObjects** log on page appears. Enter your UQ username and password then click **Log On**.
4. The **SECaT Course Reports** page appears and automatically opens the **Prompts** dialogue box.
5. 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.



6. 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.
7. Click **OK** to run the report.
8. Browse the tabs along to bottom to view the report in different ways:



- a. The **Overview** and **Results by Semester** tabs present a summary of the mean and percentage agreement values for the responses to each question.
 - b. The **Responses by Course** 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 PDF copy of the report to your computer click the **Export** icon, then click **OK**.

