

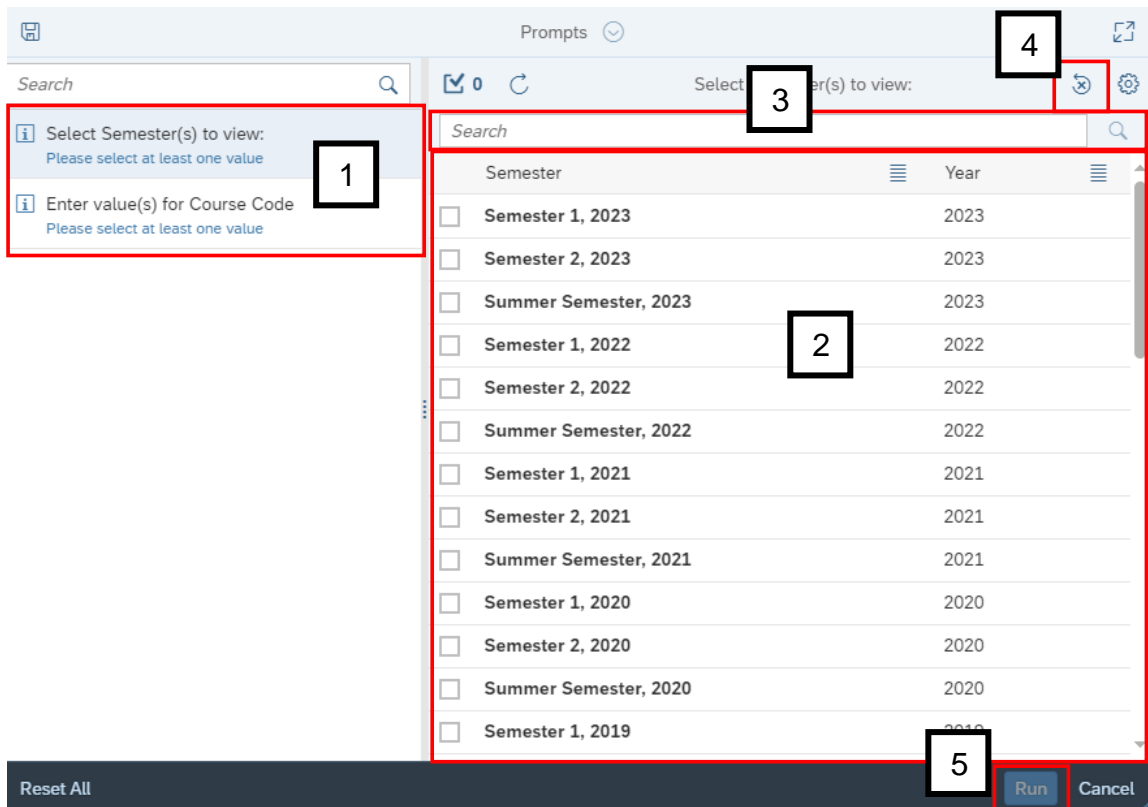
Accessing the SECaT Course Reports

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 Course Report** or **SECaT Course and Teaching Report** section as required, and click the relevant link 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 Report

4. The Prompts dialogue box will automatically open. Toggle between the 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].



Search

Select Semester(s) to view:
Please select at least one value

Enter value(s) for Course Code
Please select at least one value

Select Semester(s) to view:

Semester	Year
<input type="checkbox"/> Semester 1, 2023	2023
<input type="checkbox"/> Semester 2, 2023	2023
<input type="checkbox"/> Summer Semester, 2023	2023
<input type="checkbox"/> Semester 1, 2022	2022
<input type="checkbox"/> Semester 2, 2022	2022
<input type="checkbox"/> Summer Semester, 2022	2022
<input type="checkbox"/> Semester 1, 2021	2021
<input type="checkbox"/> Semester 2, 2021	2021
<input type="checkbox"/> Summer Semester, 2021	2021
<input type="checkbox"/> Semester 1, 2020	2020
<input type="checkbox"/> Semester 2, 2020	2020
<input type="checkbox"/> Summer Semester, 2020	2020
<input type="checkbox"/> Semester 1, 2019	2019

Reset All

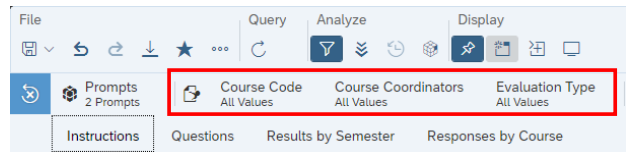
Run Cancel

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

NOTE: For [1], the Course Code section will be replaced by the School Owner section for the School Course Report, and the Faculty section for the Faculty Course Report.

5. The Report will appear with a row of 3 filters on the top of the screen. You may click and use them to filter the course outcomes by:

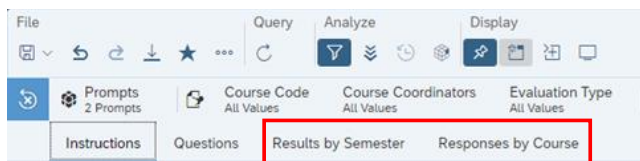
- Course Code
- Course Coordinators
- Evaluation Type



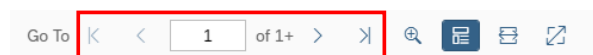
NOTE: You will only be able to see data when there are 5 or more students per filter.

6. Browse the relevant sections within the report using the row of tabs. You may view the report in different ways:

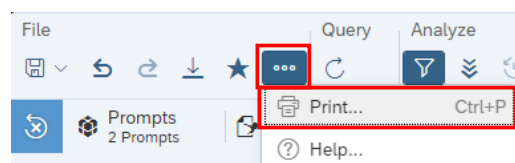
- **Results by Semester** - summary of the mean and percentage agreement values for the responses to each question.
- **Responses by Course** - summary of the mean and percentage agreement values for the responses to each question as well as a detailed breakdown of the percentage agreement values in a graphical format.



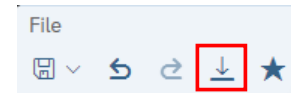
7. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.



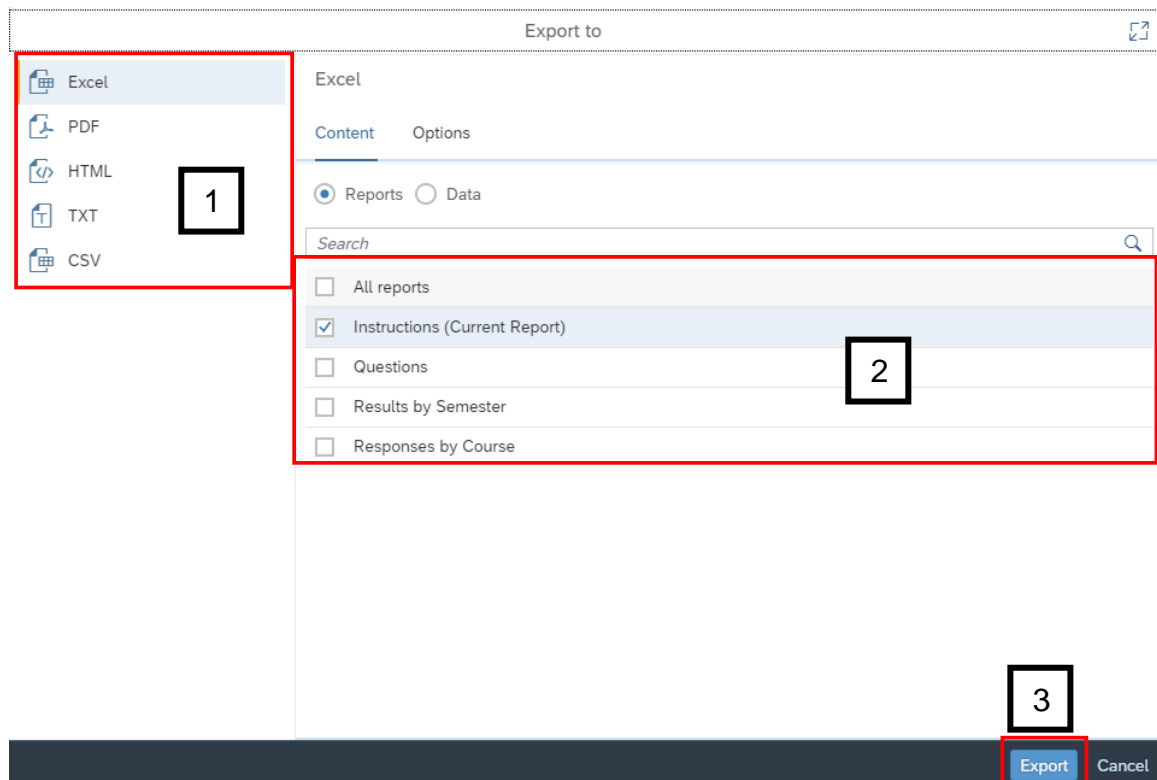
8. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.



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

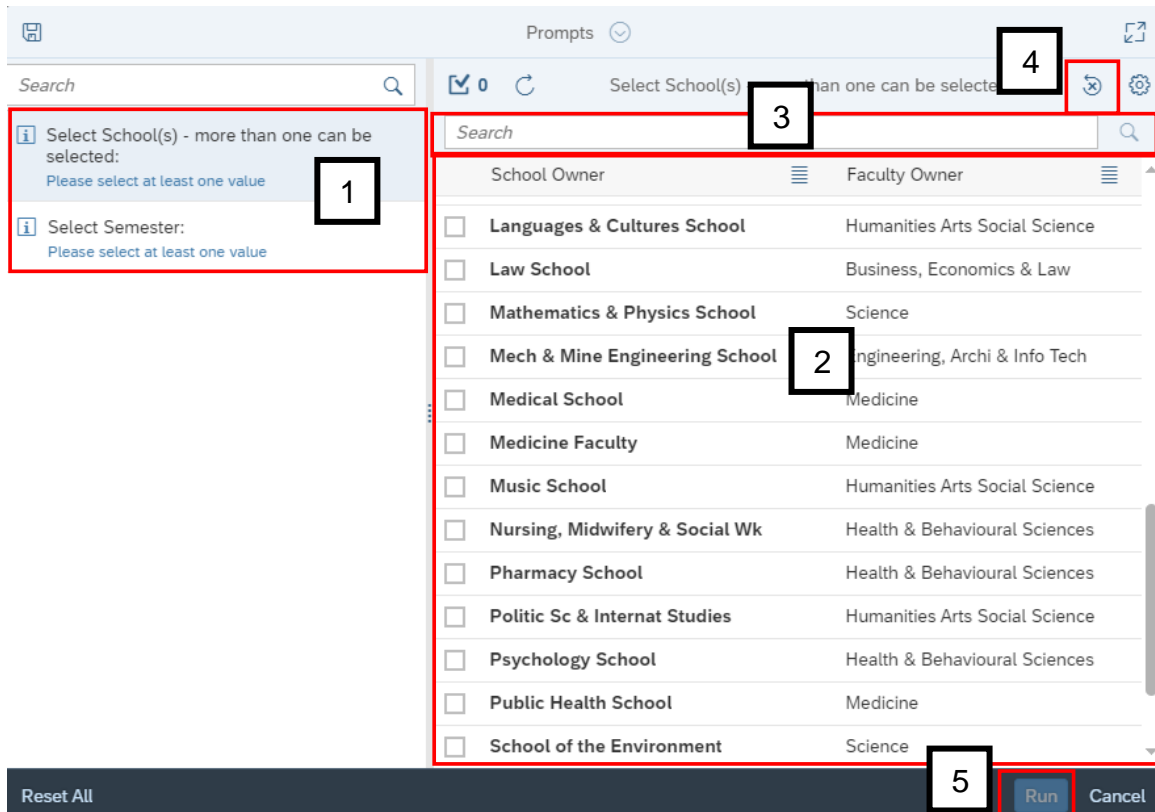


10. The **Export to** pop-up appears. Select the file type you want to export to [1], then select the tabs you would like to export from the checkbox list [2]. Finally, click the **Export** button to download the report [3].



SECaT Course & Teaching Report

11. Follow steps 1 to 3 above.
12. The Prompts dialogue box will automatically open. Toggle between the School 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].



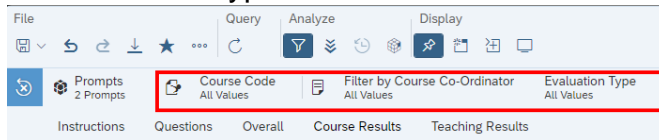
The screenshot shows the 'Prompts' dialog box. On the left, there are two sections: 'Select School(s) - more than one can be selected:' and 'Select Semester:', both with a red box labeled '1'. The main area is a list of schools with checkboxes and a search bar labeled '3'. The 'Mech & Mine Engineering School' row is highlighted with a red box labeled '2'. At the bottom, there is a 'Reset All' button, a 'Run' button (highlighted with a red box labeled '5'), and a 'Cancel' button. A red box labeled '4' is at the top right of the dialog.

School Owner	Faculty Owner
<input type="checkbox"/> Languages & Cultures School	Humanities Arts Social Science
<input type="checkbox"/> Law School	Business, Economics & Law
<input type="checkbox"/> Mathematics & Physics School	Science
<input type="checkbox"/> Mech & Mine Engineering School	Engineering, Archi & Info Tech
<input type="checkbox"/> Medical School	Medicine
<input type="checkbox"/> Medicine Faculty	Medicine
<input type="checkbox"/> Music School	Humanities Arts Social Science
<input type="checkbox"/> Nursing, Midwifery & Social Wk	Health & Behavioural Sciences
<input type="checkbox"/> Pharmacy School	Health & Behavioural Sciences
<input type="checkbox"/> Politic Sc & Internat Studies	Humanities Arts Social Science
<input type="checkbox"/> Psychology School	Health & Behavioural Sciences
<input type="checkbox"/> Public Health School	Medicine
<input type="checkbox"/> School of the Environment	Science

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

13. The Report will appear with a row of 3 filters on the top of the screen. You may click and use them to filter the course outcomes by:

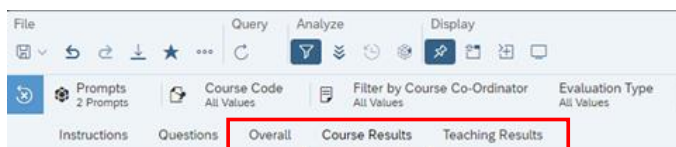
- Course Code
- Course Co-Ordinator
- Evaluation Type



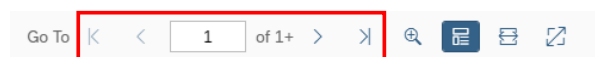
NOTE: You will only be able to see data when there are 5 or more students per filter.

14. Browse the relevant sections within the report using the row of tabs. There are 3 views for this report:

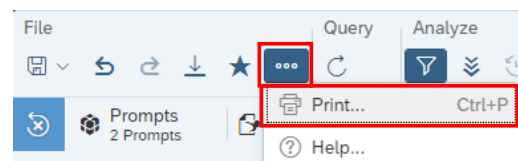
- **Overall** – summary of the mean response performance and number of responses for question 8 of the course and teaching surveys for all courses and teachers.
- **Course Results** – course outcomes summary for all courses in the school(s).
- **Teaching Results** – teaching outcomes summary for all teachers in the school(s).



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].

