

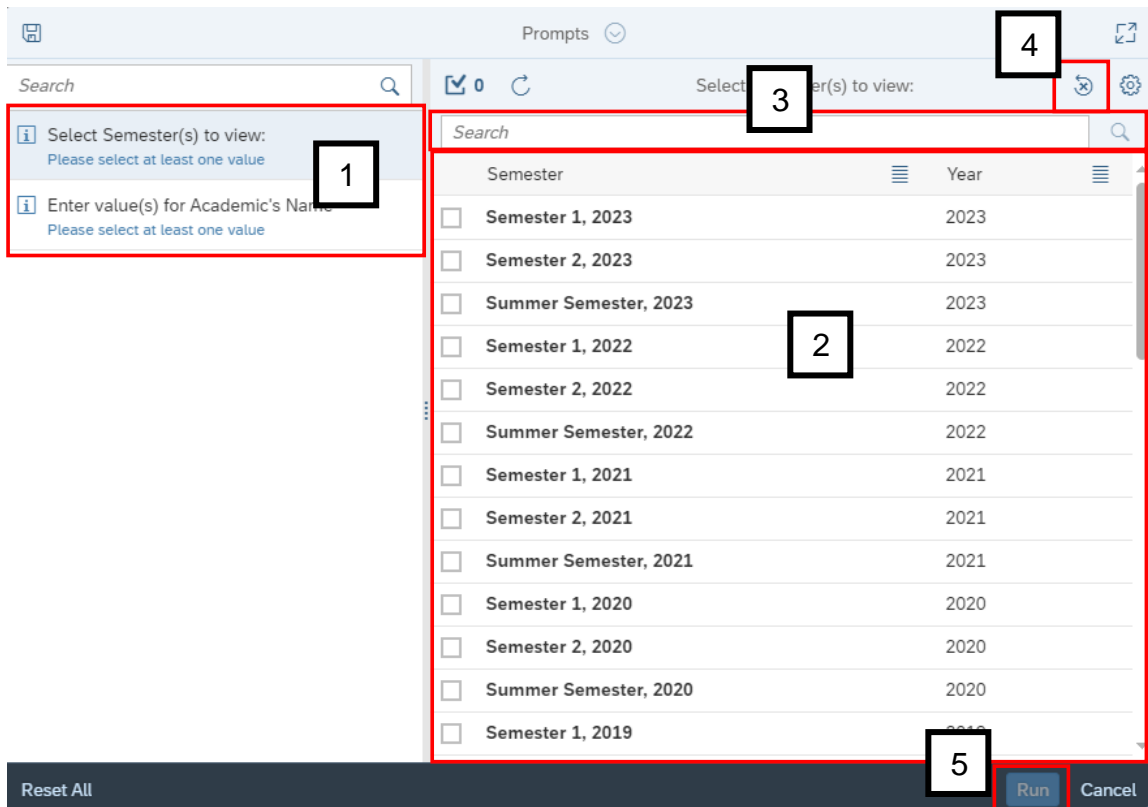
Accessing the SECaT Teaching Reports

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 Teaching Report** or **SECaT Teaching Summary Report** section as required, and click the 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 Teaching Report

4. The Prompts dialogue box will automatically open. Toggle between the Semester and Academic's Name 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:

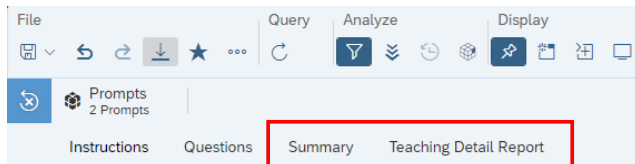
- 1:** A sidebar on the left with two sections: 'Select Semester(s) to view: Please select at least one value' and 'Enter value(s) for Academic's Name: Please select at least one value'.
- 2:** A table of semester and year options with checkboxes.
- 3:** A search bar at the top of the table.
- 4:** A 'Reset All' button at the bottom left.
- 5:** 'Run' and 'Cancel' buttons at the bottom right.

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

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

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

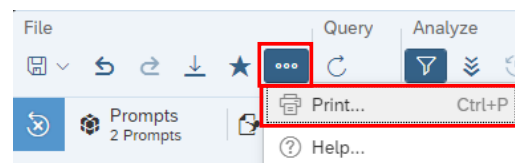
- **Summary** – shows a summary of the mean and percentage agreement values for the responses to each question.
- **Teaching Detail Report** - shows a summary of the mean and percentage agreement values for the responses to each question as well as a detailed breakdown of the percentage agreement values in a graphical format.



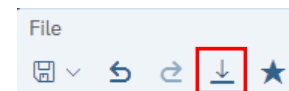
6. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.



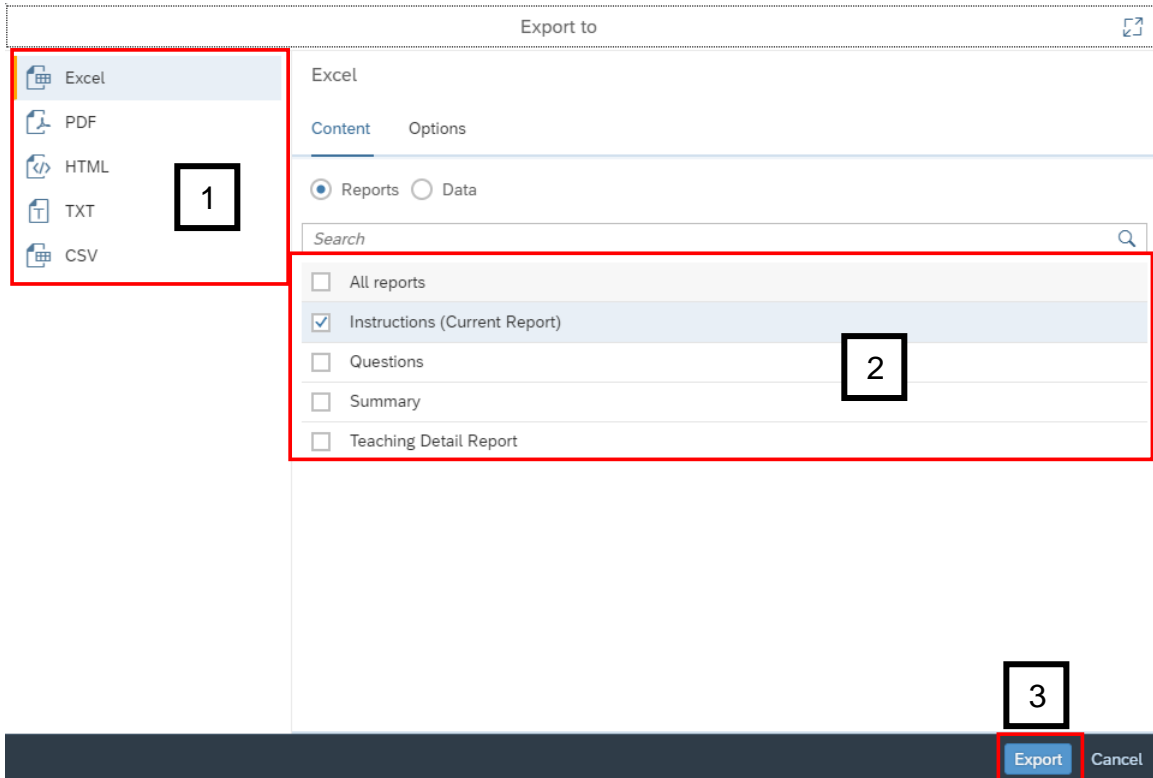
7. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.



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



9. 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].



Export to

Excel

PDF

HTML

TXT

CSV

1

Excel

Content Options

Reports Data

Search

All reports

Instructions (Current Report)

Questions

Summary

Teaching Detail Report

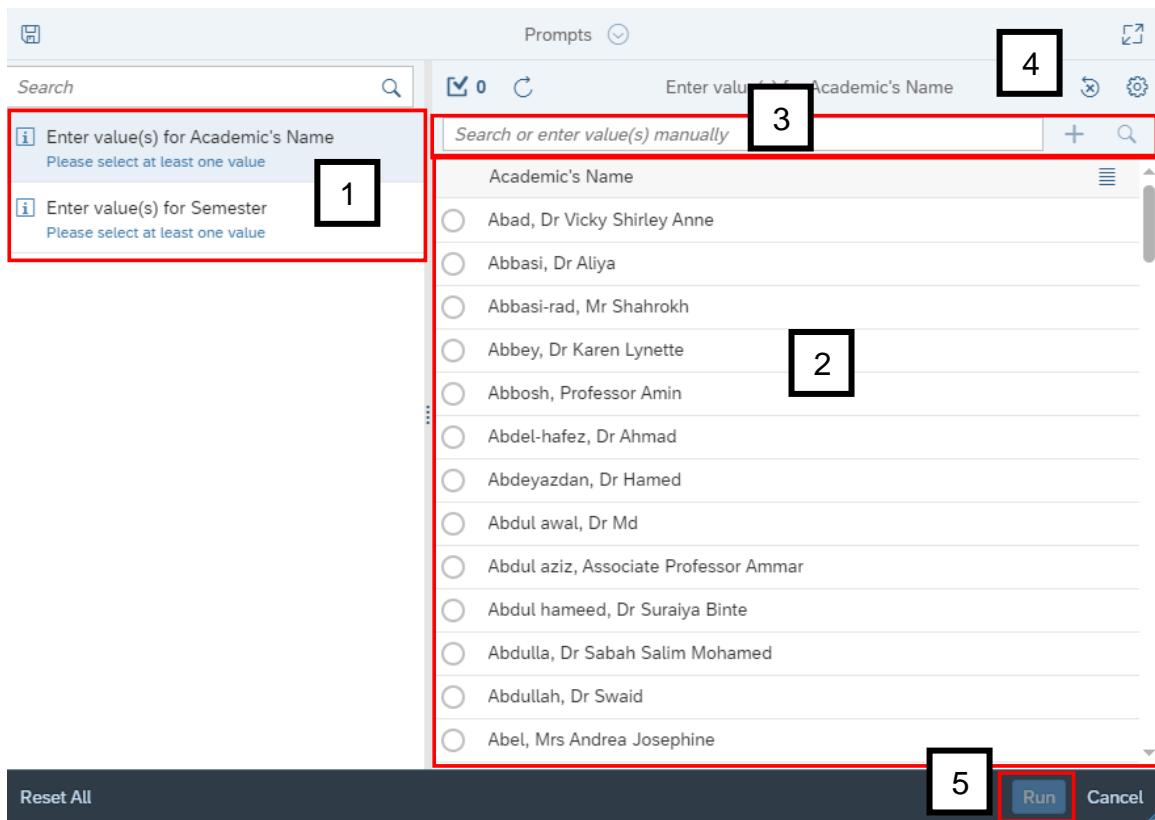
2

3

Export Cancel

SECaT Teaching Summary Report

10. Follow steps 1 to 3 above.
11. The Prompts dialogue box will automatically open. Toggle between the Academic's Name 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].



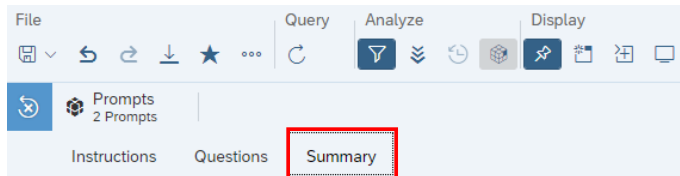
The screenshot shows the 'Prompts' dialog box with the following elements:

- 1**: Points to the input sections for 'Academic's Name' and 'Semester'.
- 2**: Points to a name in the 'Academic's Name' list.
- 3**: Points to the search bar for 'Academic's Name'.
- 4**: Points to the 'Reset All' button.
- 5**: Points to the 'Run' button.

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

12. Browse the relevant sections within the report using the row of tabs. There is only one view for this report:

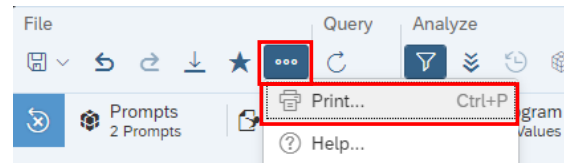
- **Summary** – shows a summary of the mean and percentage agreement values for the responses to each question.



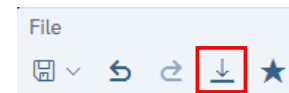
13. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.



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



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



16. 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].

