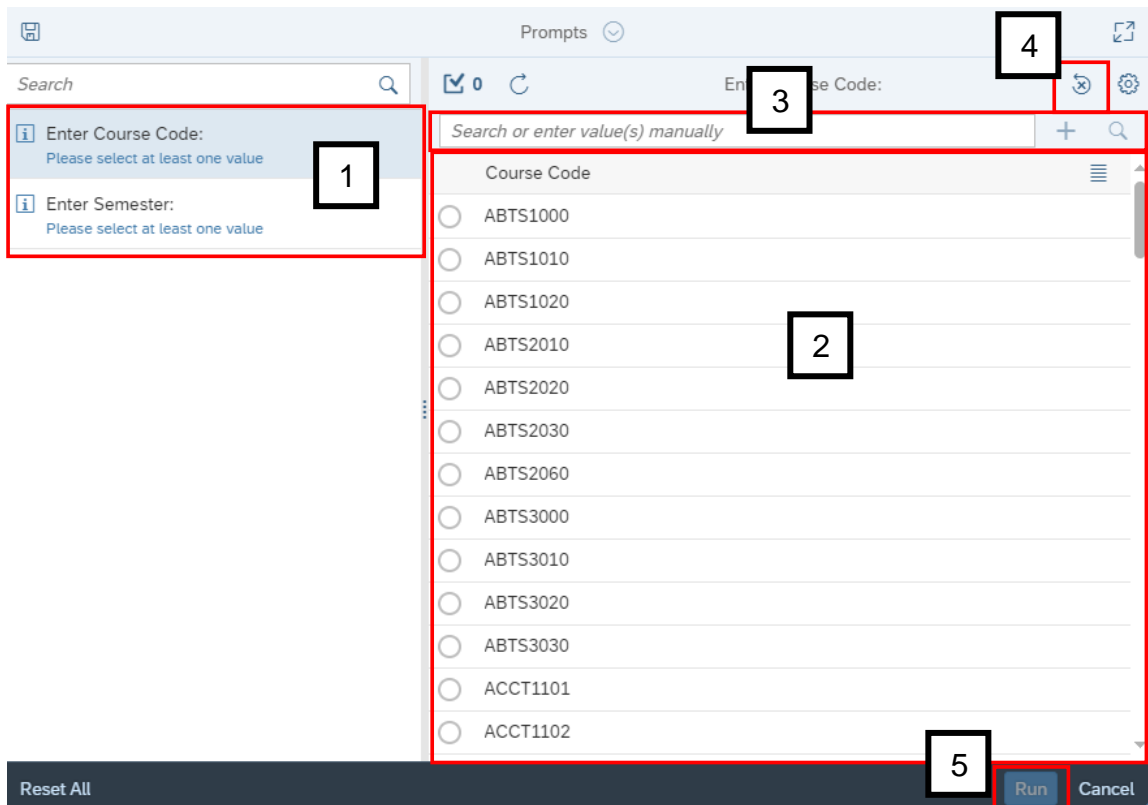# Accessing the SECaT Details Reports

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 Details Report – Course Coordinator's Report** or **SECaT Details Report – Teaching 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 Details Report – Course Coordinator's 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].

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 6 filters on the top of the screen. You may click and use them to filter the course and teaching outcomes by:

- Students' 1st Plan Description
- Program Short Description
- GPA Band
- Official Grade
- International Indicator Code
- Gender
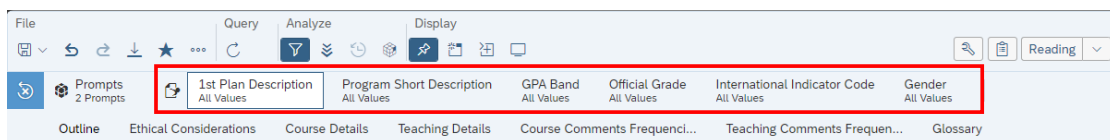
NOTE: You will only be able to see data when there are 5 or more students per filter.

6. Browse the relevant sections within the report using the row of tabs. The 7 tabs are:

- **Outline** - general information about the aim of the report and contents of the report.
- **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.
- **Course Comments Frequencies** – all summarised outcomes from course questions 9 and 10 as a word cloud. Hover over the words to see their frequencies.
- **Teaching Comments Frequencies** – all summarised outcomes from teaching questions 9 and 10 as a word cloud. Hover over the words to see their frequencies.
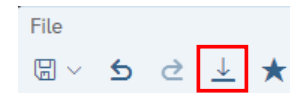- **Glossary** – definitions and calculations used in the report.
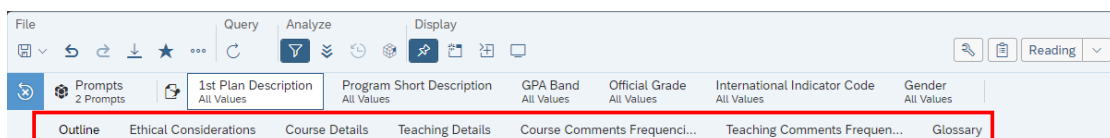
7. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.


8. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.
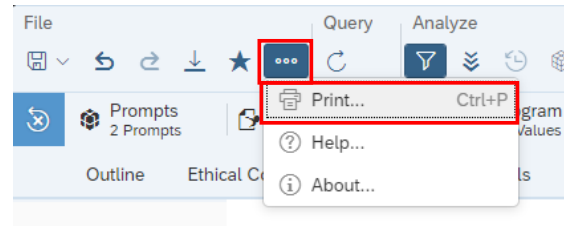
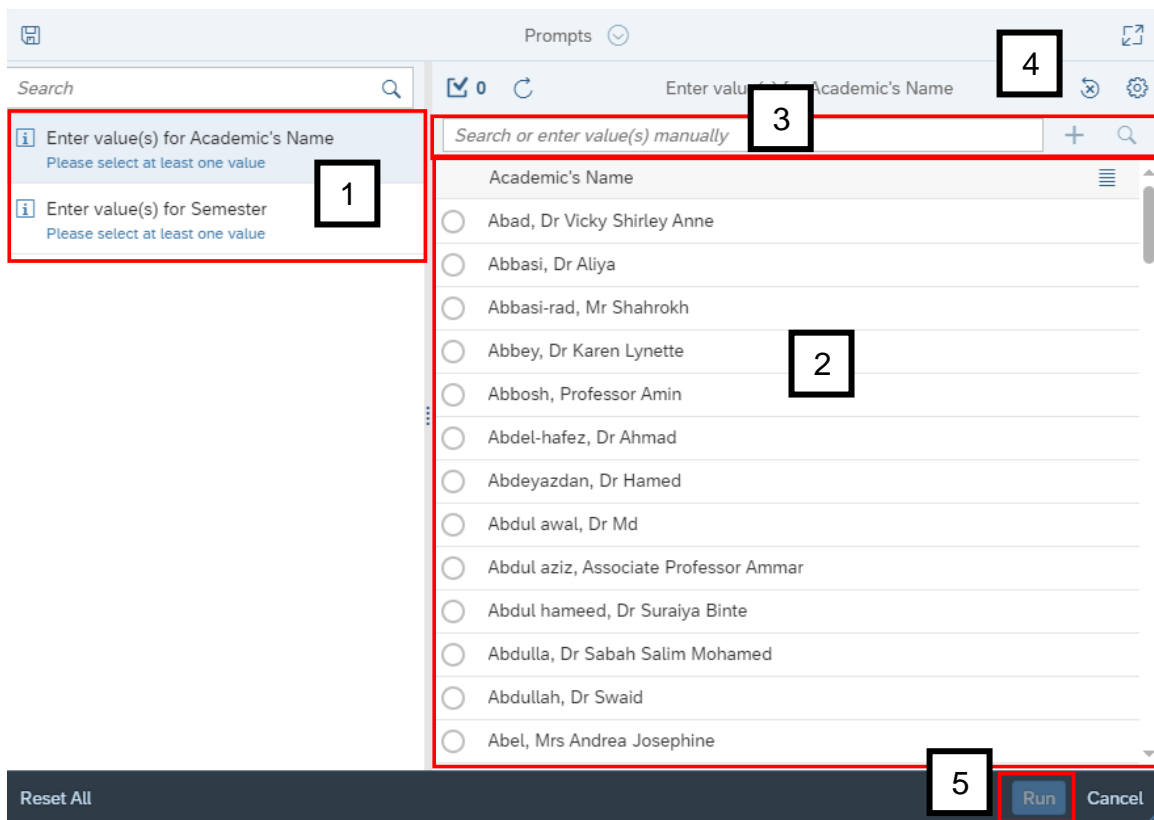9. If you would like to download a copy of the report in PDF or Excel, click the **Export** icon.

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].
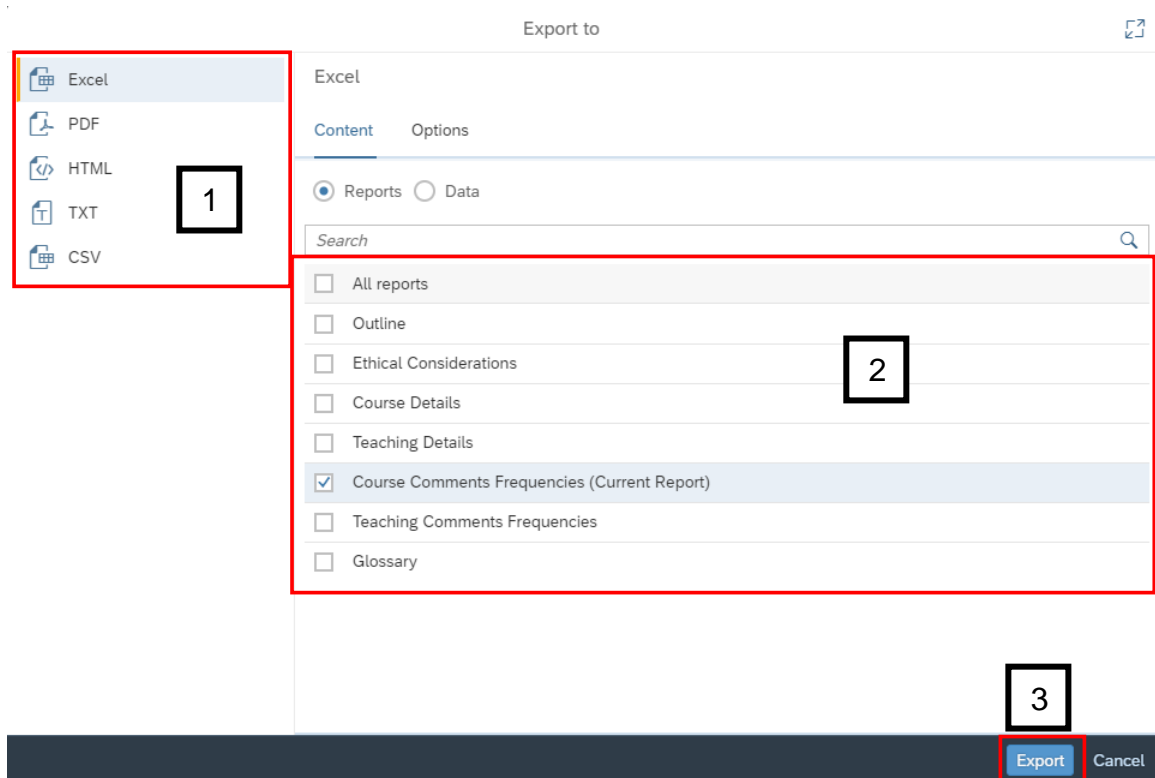
SECaT Details Report – Teaching Report

11. Follow steps 1 to 3 above.

12. The **Confidentiality Agreement** page appears. After reading, click '**I agree**' to proceed.

13. 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].


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

14. The Report will appear with a row of 6 filters on the top of the screen. You may click and use them to filter the course and teaching outcomes by:

- Students' 1st Plan Description
- Program Short Description
- GPA Band
- Official Grade
- International Indicator Code
- Gender
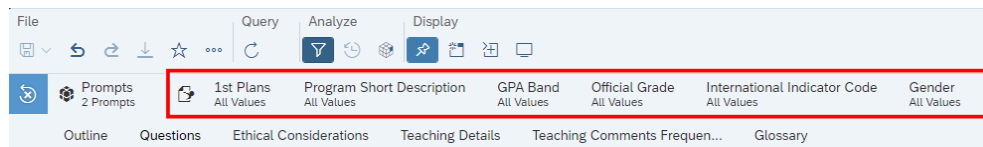
NOTE: You will only be able to see data when there are 5 or more students per filter.

15. 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).
- **Teaching Details** – all outcomes from the teaching survey.
- **Teaching Comments Frequencies** – all summarised outcomes from teaching questions 9 and 10 as a word cloud. Hover over the words to see their frequencies.
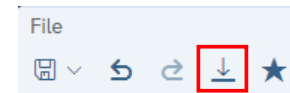- **Glossary** – definitions and calculations used in the report.
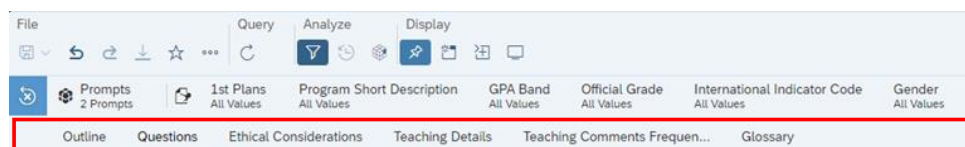
16. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.

17. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.
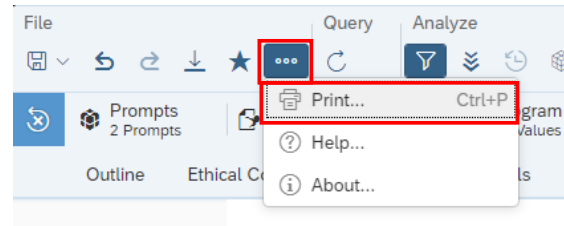
18. If you would like to download a copy of the report in PDF or Excel, click the **Export** icon.

19. 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].