
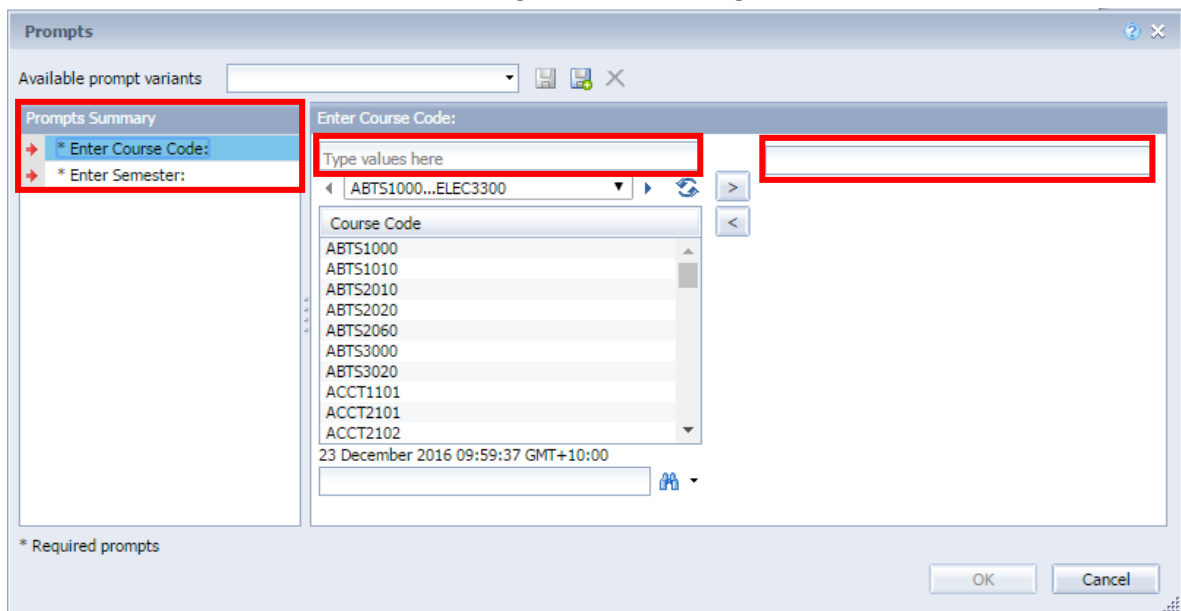
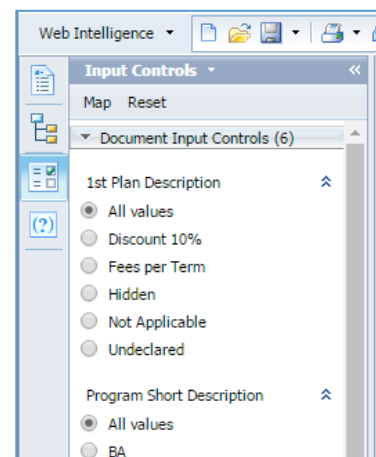


Accessing the SECaT Details Reports

1. Open your web browser and go to the ITaLI website: www.itali.uq.edu.au
2. On the ITaLI home page, click **Evaluation**. Click **How to Access SECaT Course and Teaching Reports**.
3. In the **Link to Report** column of the table, click the **SECaT Details Report – Course Coordinator’s Report** link or **SECaT Details Report – Teaching Report** link.
4. The **SAP BusinessObjects** log on page appears. Enter your UQ username and password then click **Log On**.
5. The **Confidentiality Agreement** page appears. You must read and click the “**I agree**” link in order to proceed.
6. The **SECaT Details Report – Course Coordinator’s Report** appears and automatically opens the **Prompts** dialogue box.
7. Select a Course Code from the list or enter a Course Code into the “**Type values here**” box then click the  button to move your selection into the text box on the right-side.
8. Under the Prompts Summary (left-hand side box), click “*** Enter Semester:**” that you wish to view and move them across to the box on the right-hand side using the arrows.

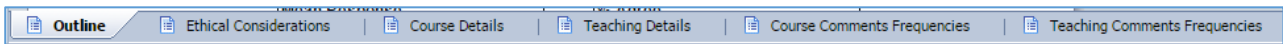


9. Once you have selected a Course Code and a Semester, the **OK** button will change to allow you to click it. Click **OK** to run the report.
10. The Report will appear with filters called “Input Controls” on the left-hand side of the screen. There are 6 Input Controls which allow you to filter the course and teaching outcomes by students’ demographic and outcomes data, including:
 - 1st Plan Description
 - Program Short Description
 - GPA Band
 - Official Grade
 - International Code Indicator
 - Gender

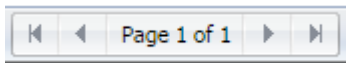


NOTE: You will only be able to see data when there are 6 or more students per filter.

11. Browse the tabs along the bottom to view the tabs within the report:



- a. **Outline** tab - includes general information about the aim of the report and contents of the report.
 - b. **Ethical Considerations** tab – includes information related to ethical considerations as per advice from the University’s Human Research and Ethics Committee.
 - c. **Course Details** tab – includes all outcomes from the course survey.
 - d. **Teaching Details** tab – includes all outcomes from the teaching survey.
 - e. **Course Comments Frequencies** tab – includes all summarised outcomes from course question 9 and 10 as a word cloud.
 - f. **Teaching Comments Frequencies** tab – includes all summarised outcomes from teaching question 9 and 10 as a word cloud.
12. 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.



13. To print or export the report to PDF or Excel, use the functions in the menu bar at the top of the screen. You will only be able to print or export the report as displayed.



If you would like a PDF copy of the report, click the **Export** icon. The Export pop-up appears. Select the tabs you would like to export from the list then click the **OK** button.

