
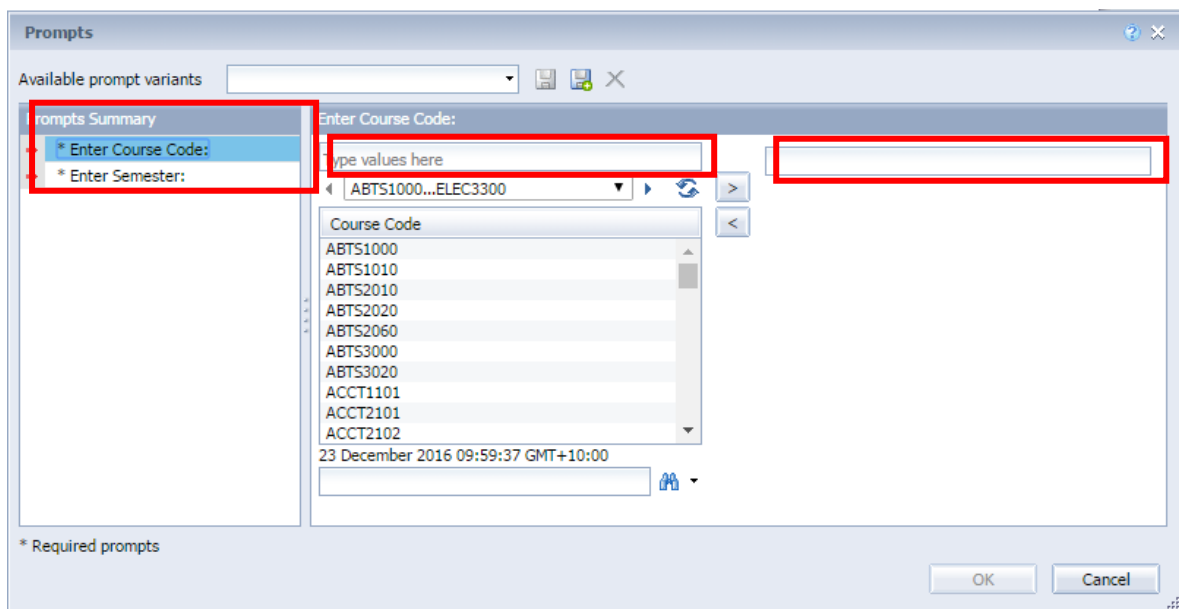


## Accessing the SECaT Details Reports

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. In the respective sections, click the **SECaT Details Report – Course Coordinator’s Report** link or **SECaT Details Report – Teaching Report** link in the **Link to Reports** section.
3. The **SAP BusinessObjects** log on page appears. Enter your UQ username and password then click **Log On**.
4. The **Confidentiality Agreement** page appears. You must read and click the **“I agree”** link in order to proceed.
5. The **SECaT Details Report – Course Coordinator’s Report** or **Teaching Report** appears and automatically opens the **Prompts** dialogue box.

### SECaT Details Report – Course Coordinator’s Report

6. 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.
7. 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.

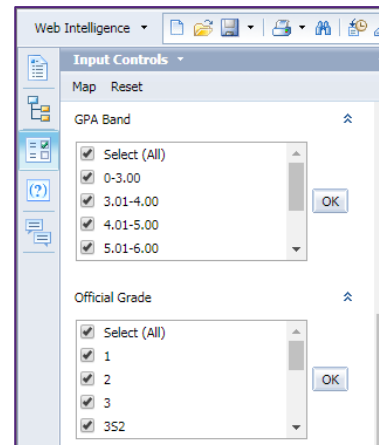


8. Once you have selected a Course Code and a Semester, the **OK** button will change to allow you to click it. Click **OK** to run the report.

9. 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’ 1<sup>st</sup> 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.

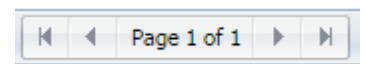


10. Browse the tabs along the bottom to view the tabs within the report:



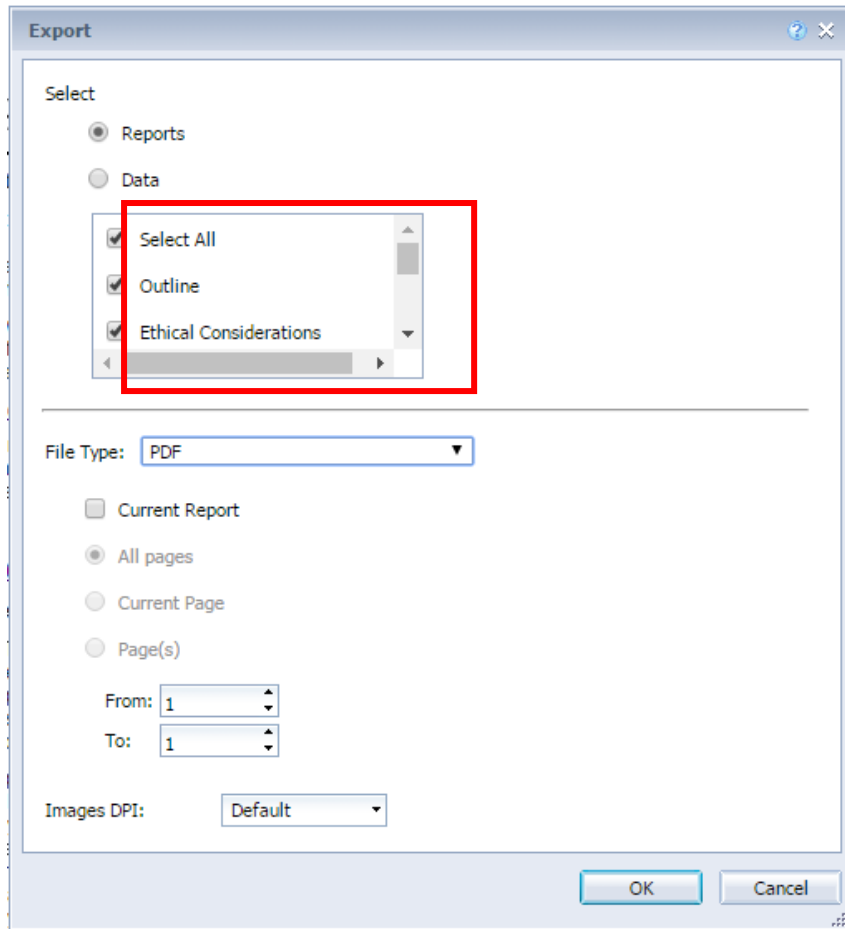
- a. **Outline** tab - includes general information about the aim of the report and contents of the report.
- b. **Ethical Considerations** tab – includes information related to ethical considerations as per advice from the University’s Human Research and Ethics Committee.
- c. **Course Details** tab – 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. Hover over the words to see their frequencies.
- f. **Teaching Comments Frequencies** tab – includes all summarised outcomes from teaching question 9 and 10 as a word cloud. Hover over the words to see their frequencies.
- g. **Glossary** tab – includes definitions and calculations used in the report.

11. 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.



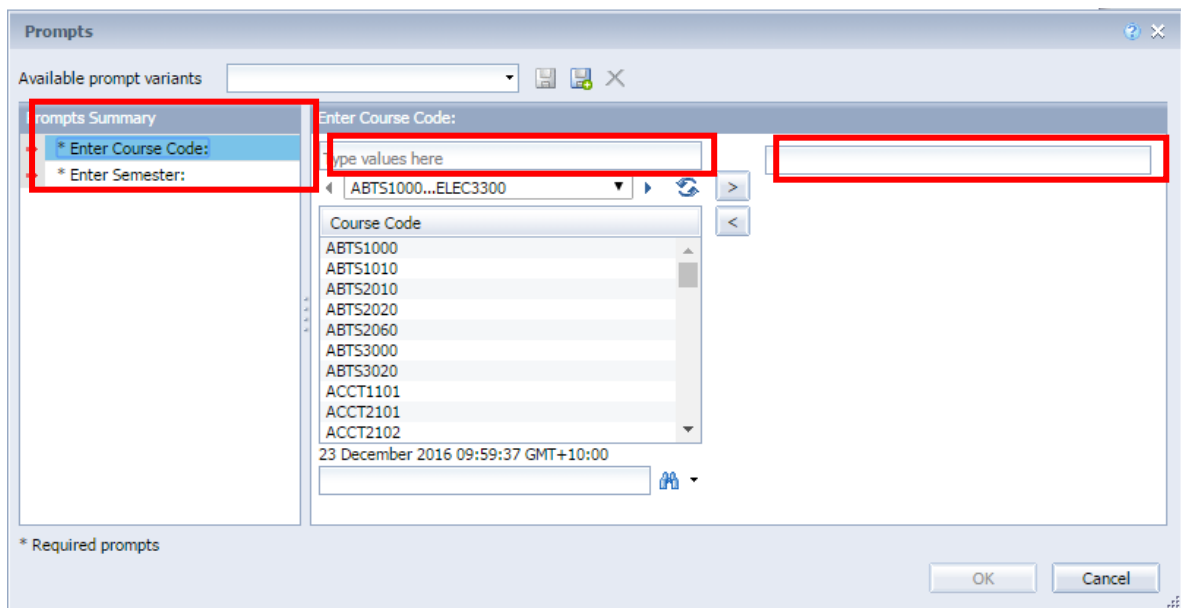
12. To print the report, select a printer icon. If you would like a PDF or Excel copy of the report, click the **Export** icon. The Export pop-up appears. Select the tabs you would like to export from the list, select the File Type, then click the **OK** button.





## SECaT Details Report –Teaching Report

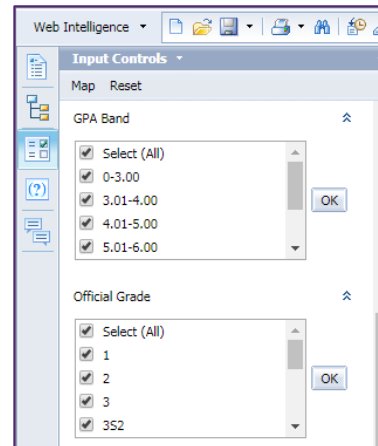
- Under the Prompts Summary (left-hand side box), click “\* Enter Semester:” that you wish to view and move them across to the box on the right-hand side using the arrows.



14. Once you have selected a Semester, the **OK** button will change to allow you to click it. Click **OK** to run the report.

15. 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’ 1<sup>st</sup> Plan Description
- Program Short Description
- GPA Band
- Official Grade
- International Code Indicator
- Gender



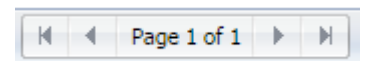
**NOTE:** You will only be able to see data when there are 6 or more students per filter.

16. 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. **Teaching Details** tab – includes all outcomes from the teaching survey.
- d. **Teaching Comments Frequencies** tab – includes all summarised outcomes from teaching question 9 and 10 as a word cloud. Hover over the words to see their frequencies.
- e. **Glossary** tab – includes definitions and calculations used in the report.

17. 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.



18. To print the report, select a printer icon. If you would like a PDF or Excel copy of the report, click the **Export** icon. The Export pop-up appears. Select the tabs you would like to export from the list, select the File Type, then click the **OK** button.



