Evaluation Data Preparation Guide for SECaT & SETutor

Below is a quick guide to support the data preparation for the Student Evaluation of Course and Teacher (SECaT) and Student Evaluation of Tutor (SETutor) surveys.

Complete data entry and ensure data accuracy by **Census Date** each semester

a. Ensure the Course Profile has been published. This must be done via the **Publish** tile, not the override function in Jac. Surveys will **not** be generated for courses with unpublished Course Profiles.

b. Confirm that all staff listed in the Course Contributor section have **valid uqlogin IDs**. No surveys will be created for course contributors without valid uqlogin IDs.

c. Staff must be assigned to their respective roles – **Course Coordinator, Lecturer, Tutor** – in the Course Profile by using the drop-down box in the **Course Contributor** section. Surveys will **not** be created for staff assigned to '*other roles*' and/or manually added to the section.

   Course Coordinators teaching in a course **must** also be listed in the Lecturer role. Please refer to [Section 8 of the Student Evaluation of Course and Teaching Procedure](#) (the Procedure) for definitions of "Tutor" and "Threshold Teaching Load".

   N.B. For each evaluation period, Course Coordinators and Lecturers receiving SECaT evaluations for a course should not be given a Tutor role for that same course to avoid student survey fatigue. Please refer to [Paragraph 19, Section 3 of the Procedure](#).

d. To ensure Course Profile data have been entered correctly, use the SECaT and SETutor verification reports in Reportal to verify data entry through the following steps, if needed:

   i. SECaT verification report (via https://reportal.pbi.uq.edu.au/BOE/BI, then select Standard Reports > Student > Admin > Courses > SECaT Verification – Sem 1/ 2/ 3)

      OR [SETutor Verification Sem 2 report](#)

   ii. When the page opens, click the 'Reload the list of values' icon ↻

   iii. Select the relevant school(s)

   iv. Click 'Run' Run

   N.B. Reportal and the verification files are refreshed nightly. Changes to the Course Profiles can be checked on the next working day.

e. Please refer all requests for information or support pertaining to Jac to the (Faculty/ School) [Jac Local Area Expert](#), the [Jac support Teams](#), or email jac.support@uq.edu.au.