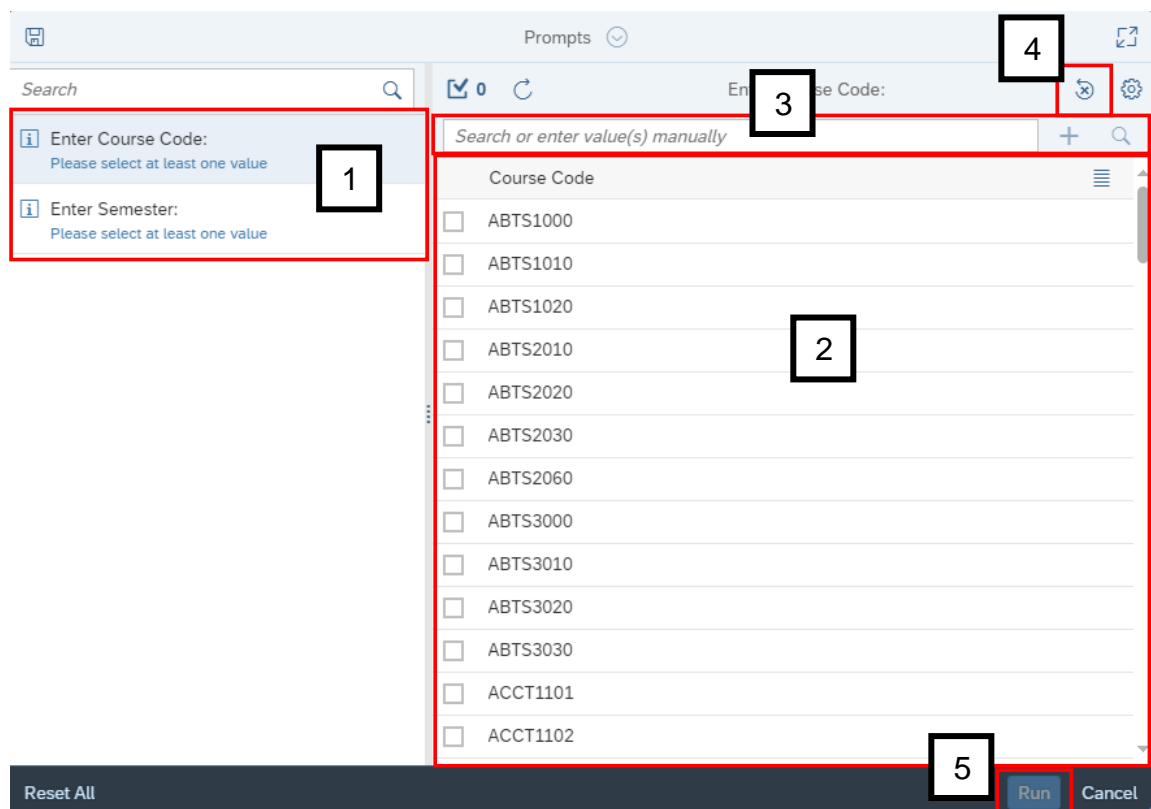# Accessing the SECaT Merged Reports

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 Merged Reports** section as required, and click the relevant link for course or teaching merged report 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 Course Merged 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 8 filters on the top of the screen. You may click and use them to filter the course outcomes by:

- Course Code
- Class (Filters Mode & Campus)
- 1st Plans
- GPA Band
- International Indicator Code
- Program Short Description
- Official Grade
- 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 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).
- **Course Details** – all outcomes from the course survey.
- **Teaching Details** – all outcomes from the teaching survey.
- **Glossary** – definitions and calculations used in the report.
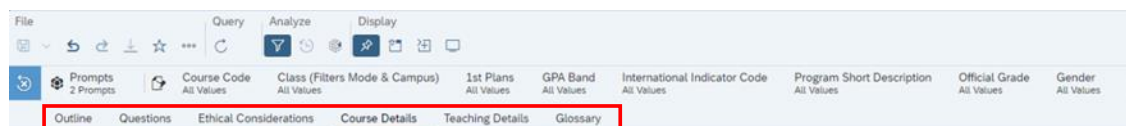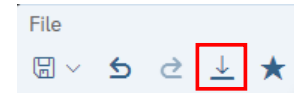

7. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.
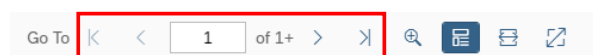
8. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.
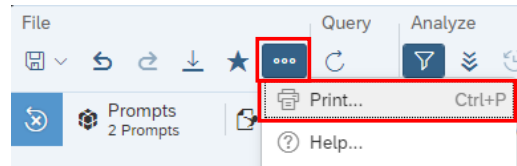
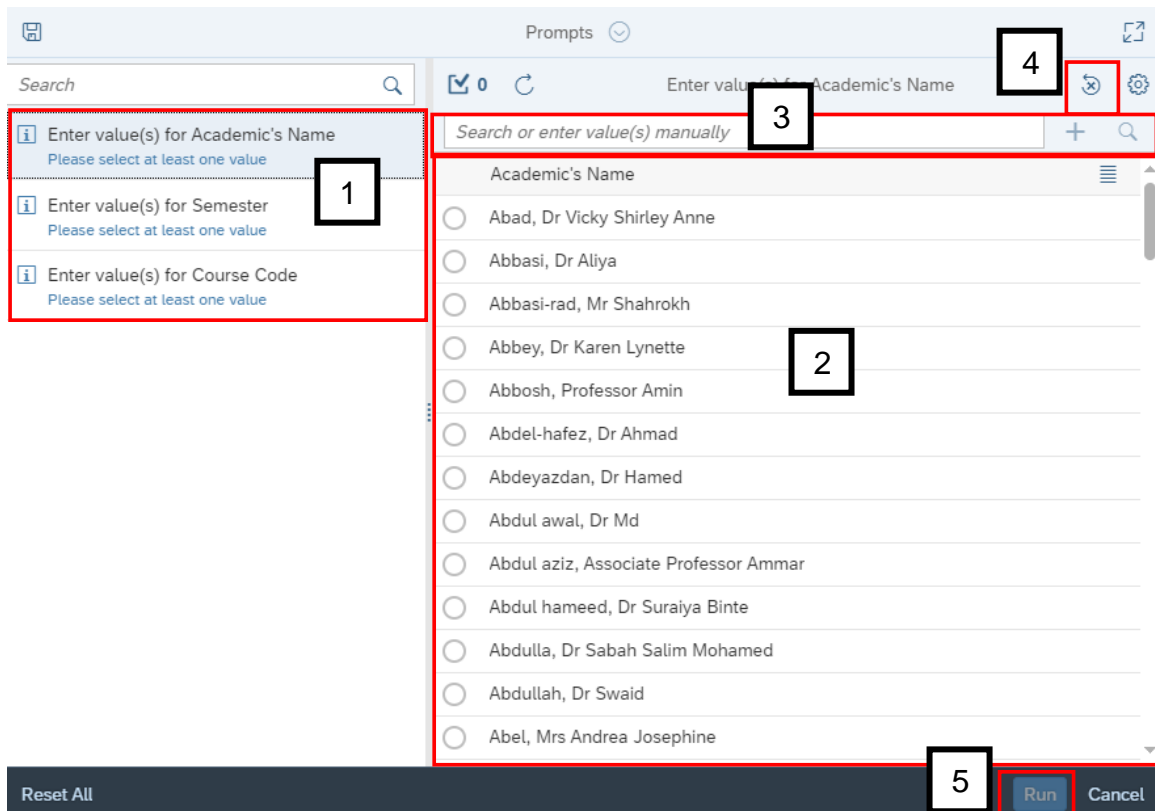9. If you would like to download a copy of the report in PDF or Excel, click the **Export** icon.

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].
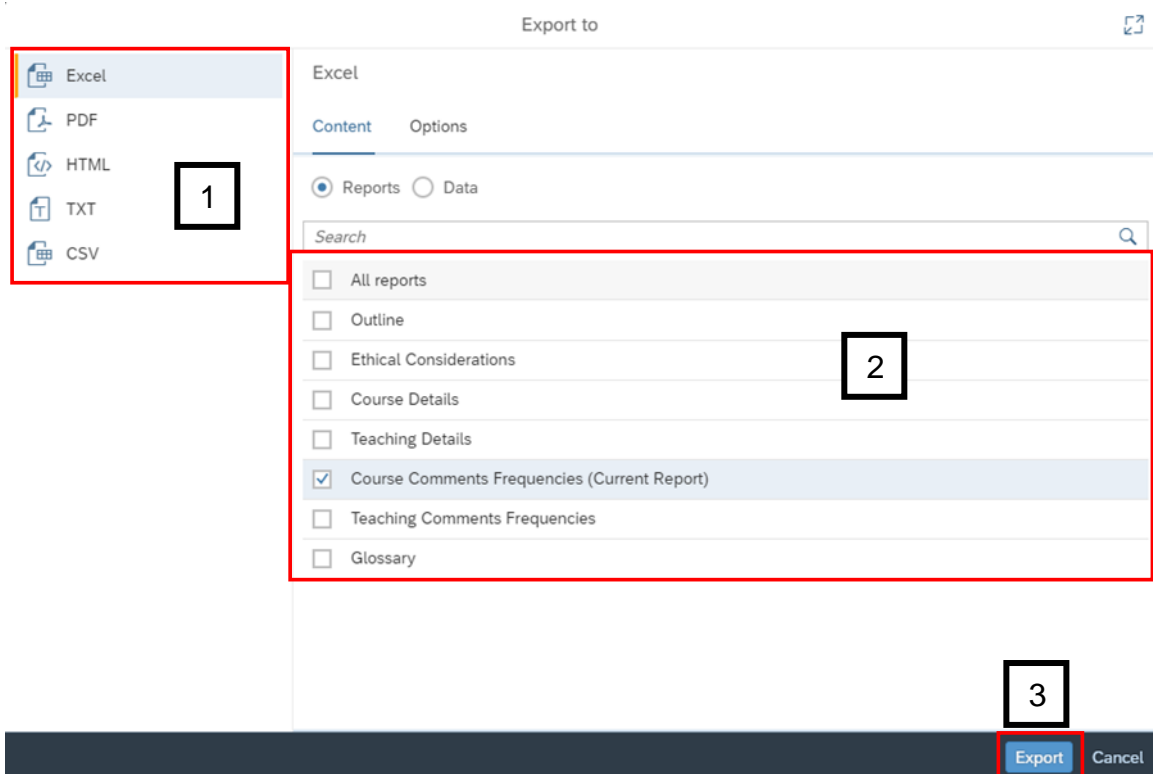
SECaT Teaching Merged Report

11. Follow steps 1 to 3 above.

12. The Prompts dialogue box will automatically open. Toggle between the Academic's Name, Semester, and Course Code 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 details, the **Run** button will become clickable. Click **Run** to generate the report [5].

13. The Report will appear with a row of 8 filters on the top of the screen. You may click and use them to filter the course outcomes by:

- Course Code

- Class (Filters Mode & Campus)

- 1st Plans

- GPA Band

- International Indicator Code

- Program Short Description

- Official Grade

- Gender

NOTE: You will only be able to see data when there are 5 or more students per filter.

14. Browse the relevant sections within the report using the row of tabs. The 5 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.

- **Glossary** – definitions and calculations used in the report.
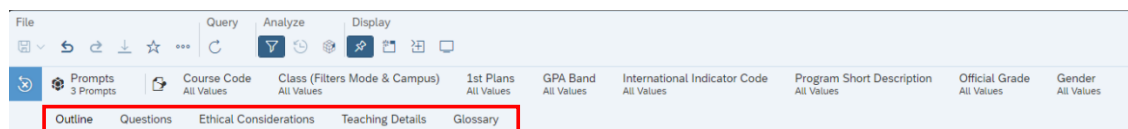
15. If there are multiple pages within a tab, use the navigation controls at the bottom of the screen to navigate through them.
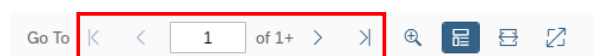
16. To print the report, select the three dots icon and select **Print**, or press **Ctrl + P** on the keyboard.
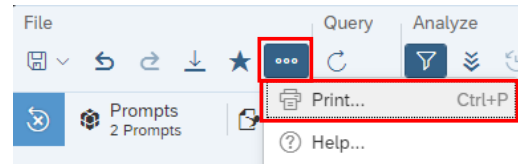
17. If you would like to download a copy of the report in PDF or Excel, click the **Export** icon.

18. 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].