

# Faculty Instructions for SPTQ Reports

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## ACCESSING SPTQ REPORTS

There are 3 ways to check your SPTQ Reports.

1. Use the link that is emailed to you from SPTQ when reports are available.
2. Log into Blue to see your report under 'Reports'.
  - In the Reports section (2nd section down), click on report to be viewed or search by entering the semester name Click on View Report to view the course report.
  - To view the PDF version, click on the icon in the PDF column. You will be prompted to Open, Save or Cancel. Click on 'Open'. At that point, you can email the report as an attachment by clicking File > Attach to email or Save a copy.
3. UC Web
  - In the UC Website click on 'Faculty and Staff' at the top of the page.
  - Go to the bottom of the first column
  - Click on SPTQ (Help)
  - Use the 'Log into Blue' link in the instructions to see your reports in Blue
  - In the Reports section (2nd section down), click on report to be viewed or search by entering the semester name Click on View Report to view the course report.
  - To view the PDF version, click on the icon in the PDF column. You will be prompted to Open, Save or Cancel. Click on 'Open'. At that point, you can email the report as an attachment by clicking File > Attach to email or Save a copy.