

Caracal User Manual - Study Programme Committee

In academic year 2023-2024, the course evaluations will be administered using the new digital system Caracal. The course evaluation process will also feature some other changes, in addition to the introduction of the new digital system.

This user manual describes the Study Programme Committee’s duties, tasks and responsibilities in the course evaluation process.

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Course evaluation process

Caracal's standard settings gives the Study Programme Committee access to course evaluation reports for their specific study programme.

- Lecturers/course coordinators can add questions to the course evaluation themselves (incl. questions allowing the results to be sorted by (seminar) lecturer).
- Lecturers/course coordinators respond to the course evaluation directly **in** Caracal (before the Study Programme Committee analyses and evaluates the course evaluation).
- The evaluation report and the Study Programme Committee's recommendations can be linked to the course evaluation report **in** Caracal.
- The evaluation report is only accessible for lecturers, Study Programme Committee members, education coordinators and education directors, but we recommend that the report be made available to everyone with a solis-id and password upon completion of the course evaluation cycle.
- Study Programme Committees have a wide range of options for viewing and analysing the results of the course evaluation **in** Caracal. Study Programme Committees can also create reports themselves in Caracal, and compare and analyse multiple course evaluations.

Communications

Prior to each phase that is relevant to the Study Programme Committee, Caracal can automatically send an e-mail notification to all committee members. This will remind the committee members in time that certain actions need to be taken in Caracal. The e-mail notification will also state when the action needs to be taken, and provide instructions on how to perform the activities in Caracal.

Viewing the results of the course evaluation (reporting)

To view a report for the course evaluation in Caracal:

1. Log in to Caracal using a solis-id and password via <http://caracal.science.uu.nl>.
2. The homepage shows the most recent completed course evaluation that are relevant to you as a member of the Study Programme Committee.
Click on the 'Report' icon.



The screenshot shows the Caracal homepage for a user named 'GW Docent'. The page features the Universiteit Utrecht logo and navigation links for 'Home' and 'Archief'. A table titled 'Huidige en recente evaluaties' displays the following data:

Periode	Cursuscode	Naam	Status	Opkomst	Sluitdatum Acties	
2012 - 2013 Periode 4	LA2V11002	Globalisering: een multidisciplinair project	Afgerond	21,7% / 115	31-12-9999	Bekijk het verslag

At the bottom of the page, there is a copyright notice for 2013 Utrecht University Caracal Workgroup and a contact link for 'Vragen/problemen? caracal@uu.nl'.

The report is divided into a number of sections:

1. General information about the evaluation (number of replies, participants, etc.).
2. Information about the course from Osiris (course code/name, lecturers, grades earned, etc.).
3. Appendices
4. Question overview
5. Reference line
6. Lecturer's response

Caracal also offers several functionalities displayed at the top of the report:



The screenshot shows the top of a report page with the Universiteit Utrecht logo and navigation links for 'Home' and 'Archief'. Below the header, the text reads 'Bekijk evaluatieresultaten: Voorbeeld cursusevaluatie2'. A red box highlights the following navigation options:

- Opties
- Alles uitklappen
- Printen
- Exporteer naar pdf

Older course evaluations are stored in the archive.

Options: this allows you to edit certain elements of the report.
Show all: this displays all of the answers to the open questions (collapsed as standard).

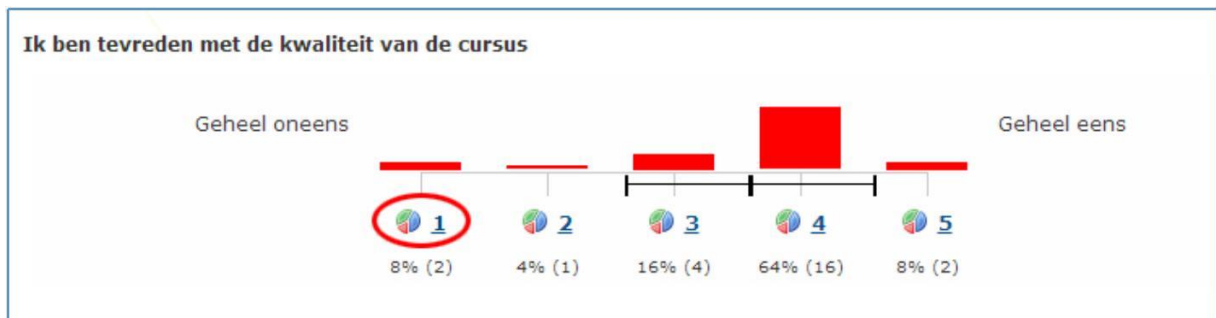
Print: this allows you to print the report.
Export to PDF: this allows you to create a .pdf file of the document.

Sorting questions

Caracal offers the option of using an answer to a specific question to sort the answers to other questions. By clicking on a specific answer to a specific question, you will only see the same answer given to other questions by the students.

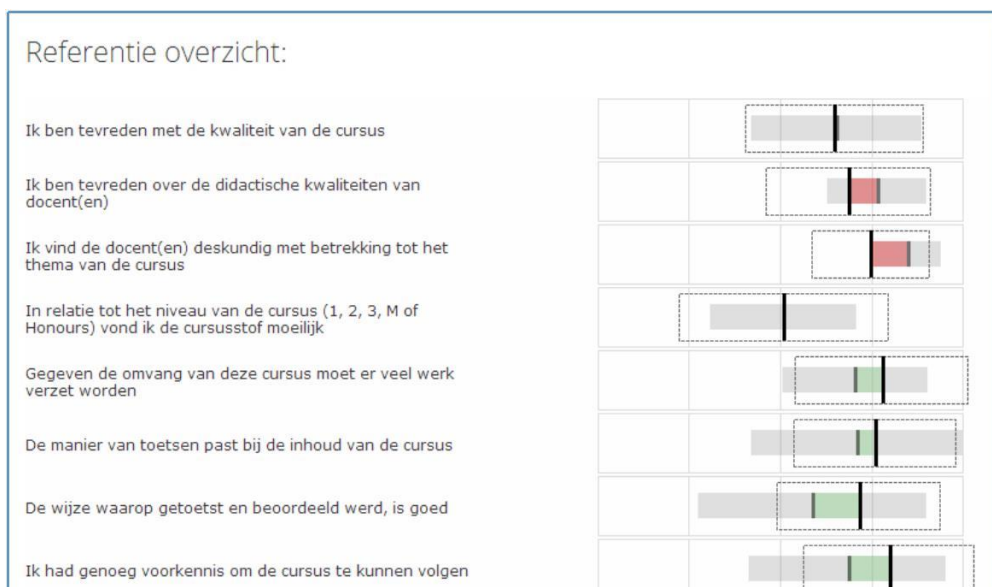
For example: For courses with more than one (seminar) lecturer, course coordinators have added an extra question to the evaluation asking which lecturer the students had in the course. This allows you to sort the students who had a specific lecturer to see how they evaluated the entire course.

In the example below, clicking on the answer '1' in the report only shows the answers given by the students who chose that option. You can also easily export .pdf files of all other categories of sorted answers for the chosen question (ex.: sorting by each (seminar) lecturer)

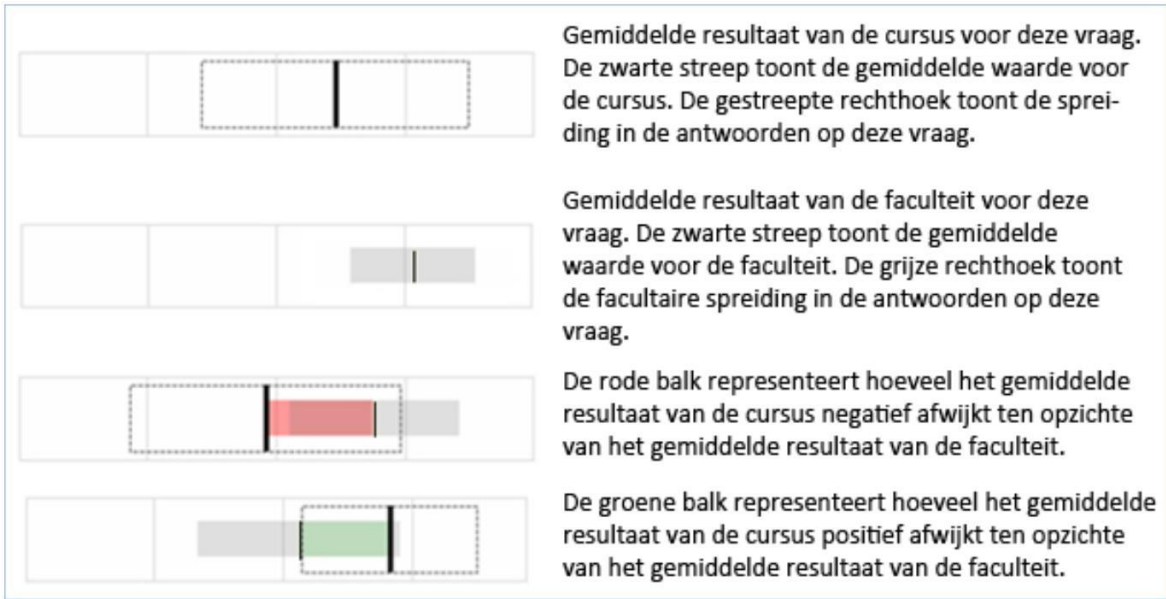


Faculty line (reference overview)

Caracal compiles a reference line to compare the specific course to the faculty average. This reference line looks like this:



The line should be interpreted as follows:



It allows you to **see at a glance** if the average answer to the course evaluation question falls within the standard deviation of the faculty average.

PLEASE NOTE: the red and green colours only mean that red is to the left of the faculty average and green is to the right of the faculty average. The colours show the difference between the average for the question about the specific course and the faculty average for that question.

But here, red only means that the course average is 'below' the faculty average, and green is 'above' the faculty average.

Green does not necessarily mean 'better', and red does not necessarily mean 'worse'.

PLEASE NOTE: In the updated standard course evaluation questionnaire, some questions do not have the standard answer format 'Completely agree – Completely disagree'.

These only apply to the questions for the dimension 'course burden':

- In relation to the course difficulty level (1,2,3,M), I thought that the course material was: (answer options on a 5-point scale: too easy - too difficult).
- Considering the number of course credits earned (7.5 ECTS = 20 hours), the amount of work needed to complete the course was (answer options on a 5-point scale: too little - too much).

A score of 3 here means that the students felt that the course material was appropriate for the level of difficulty, and that the amount of work needed was appropriate in relation to the standard study load.

Linking recommendations and evaluation report to the course evaluation

The Study Programme Committee can link several documents to each course evaluation report in Caracal.

1. Study Programme Committee evaluation form

The evaluation form should only be accessible to lecturers and Study Programme Committee members.

2. Study Programme Committee recommendations

The Study Programme Committee's recommendations should be available to the following individuals after the evaluation cycle is complete:

1) Everyone who has attended the course, or 2) everyone with a solis-id and password. For situation 1), the OC must also fill in the **OC Summary Form**, which must be accessible for everyone with a solis-id.

3. Study Programme Committee summary

If the Study Programme Committee chooses to limit access to the recommendations only to students who have attended the course, then they must also provide a summary accessible to all other students with a solis-id.

4. Lecturer's response (if not present in Caracal)

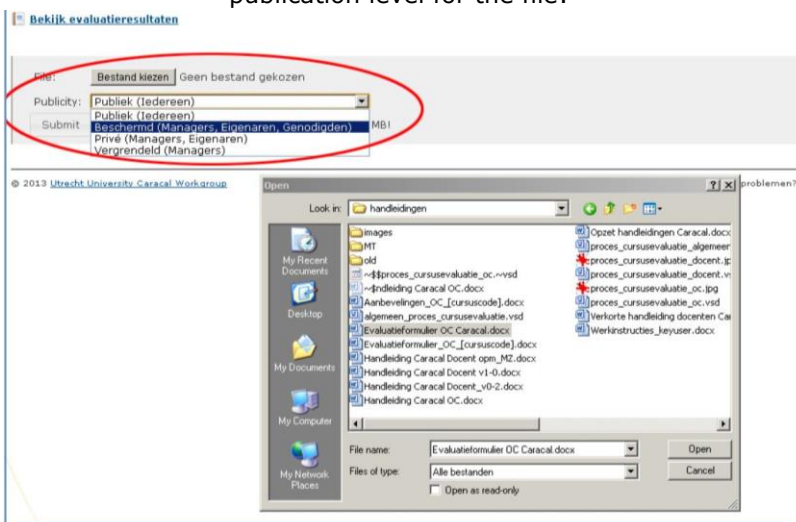
The lecturer's response should only be accessible to students registered for the course evaluation and the members of the OC.

The steps below explain how these documents can be linked to a report by uploading them to Caracal.

1. Click on 'Upload' above the course evaluation report.



2. Click on 'Select file', select the file you wish to upload, and click on 'Open'. Set the desired publication level for the file:



Document	Publicity	
Study Programme Committee evaluation form	Private (Managers, Owners)	Owners = Lecturers Managers = Study Programme Committee members, education directors
Study Programme Committee recommendations	Public (everyone) Or Limited (Managers, Owners, Invites)	Everyone = everyone with a solis-ID Invites = students registered for the course
Study Programme Committee summary	Public (Everyone)	Everyone = everyone with a solis-ID
Lecturer's response	(if Limited (Managers, Owners, Invites) (Not present in Caracal))	Invites = students registered for the course

3. Caracal will display a confirmation once the document has been successfully uploaded.
4. Click on 'View evaluation results' to return to the course evaluation report.

Bekijk evaluatieresultaten: Voorbeeld cursusevaluatie2

[Bekijk alle antwoorden](#)
[Opties](#)
[Alles uitklappen](#)
[Printen](#)
[Exporteer naar pdf](#)

Algemene informatie

Aantal reacties: 2, Uitgenodigd: 3, Opkomst: **66%**

Eigenaar: ▪ GW Docent

Bijlagen [Upload](#)

Advies_OC [cursuscode] v1-0.docx	9-12-2013 14:53:54	Publiek (Iedereen)	 
Evaluatieformulier_OC [cursuscode].docx	28-10-2013 14:26:53	Privé (Managers, Eigenaren)	 

[Download all attachments](#)

Creating reports

It is easy to create reports in Caracal. Caracal allows you to compare:

- a) individual courses (ex. all courses for one block).
- b) groups of courses (ex. the average of all level-2 courses, compared to the average of all level-3 courses).
- c) combinations of (multiple) individual courses and (multiple) groups of courses (ex. 2 individual level-2 courses compared to the average of all level-2 courses).

To create a report, select 'Statistics' at the top of the menu and then the option 'Generate comparison report'.

The section below explains how to add individual courses and groups of courses to the report. Naturally, you can also add combinations of individual courses and groups of courses.

Creating a new report

1. Click on the 'Statistics' tab².
2. Click on 'Create new report'.



Welkom: GW Manager [Afmelden](#) [Voor](#)

Home Archief **Statistieken** What's new!

U bent hier: [Statistieken](#)

Statistieken beheren

[+ Maak nieuw rapport](#)

Selecteer welke rapportages je wilt beheren: [Mijn statistiek rapportages \(Verander\)](#)

Titel	Gemaakt op	Bewerkt op	Eigenaar	Organisatie-onderdeel
Pilot cursussen periode 4 2013-2014	14-8-2013 16:36:33	14-8-2013 16:38:32	GW Manager	

3. Click on 'Generate comparison report'.

Adding individual courses

1. Click on the tab heading 'Individual surveys'.
2. Click on 'Add surveys' to add individual courses.

² If you cannot see 'Statistics' in the black tab bar, then you do not have the proper authorizations. Contact the key user for assistance



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Home Archief **Statistieken**

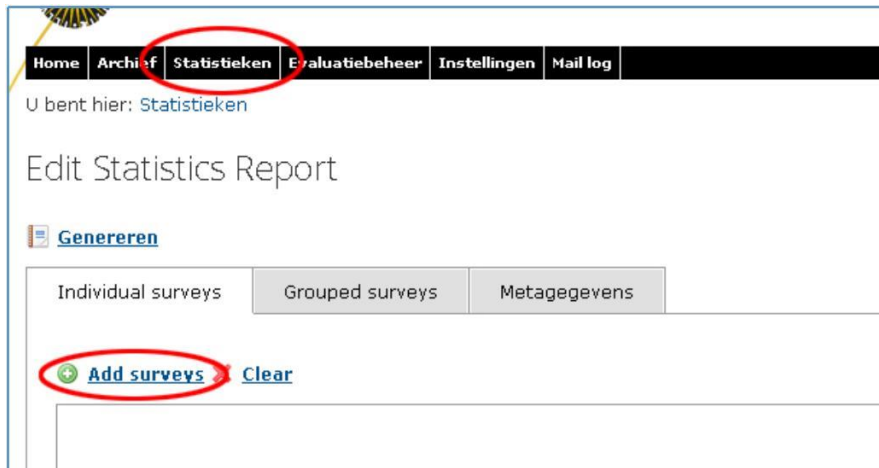
U bent hier: [Statistieken](#)

Statistieken genereren

Welke statistieken wilt u genereren?

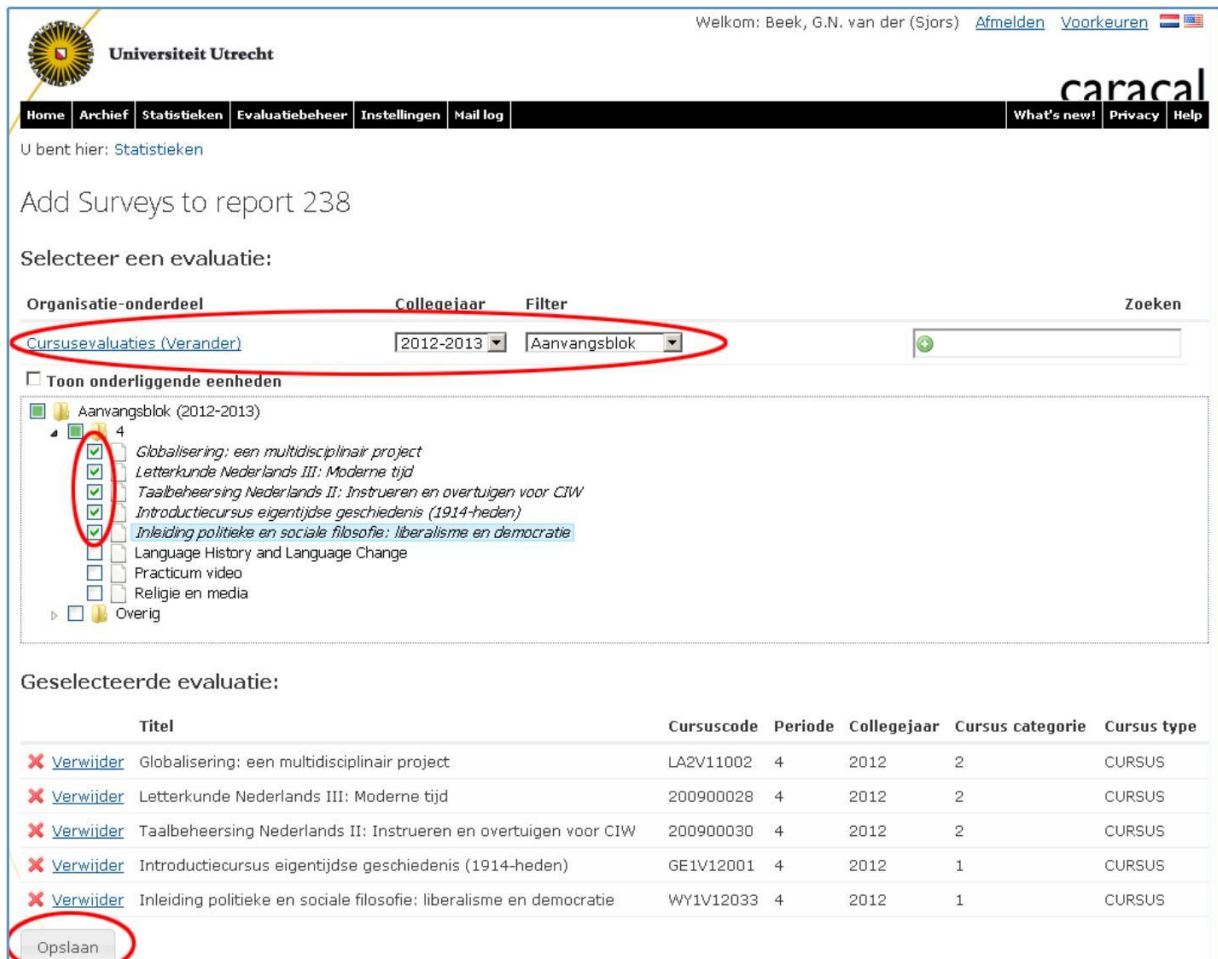
[Genereer vergelijk rapportage](#)

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3. In the next screen, you can select individual courses and search by academic year or various filters (ex. course type, course category (1,2,3,M), course owner).

You can also select individual courses by entering the course name in the search bar. Select the desired courses and click on 'Save'.



4. The selected courses will now be displayed in the overview under the tab heading 'Individual surveys'. You can delete a course evaluation from the selection by clicking on the red X icon.

Adding groups of courses

1. Click on the 'Grouped surveys' tab
2. Click on 'Add group'.
3. In the next screen, you can give the group a name and select courses to add to the group. Select the desired courses and click on 'Save'.

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U bent hier: Statistieken

Edit Statistics Report

[Genereren](#)



Individual surveys **Grouped surveys** Metagegevens

[+ Add surveys](#) [X Clear](#)

[X Globalisering: een multidisciplinair](#) [X Letterkunde Nederlands III: Moderne](#) [X Taalbeheersing Nederlands II:](#)
[X Introductie cursus eigentijdse](#) [X Inleiding politieke en sociale filosofie:](#)

4. The group of selected courses will now be displayed in the overview under the tab heading 'Group surveys'.

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Add Survey Group to report 234

Naam:

Selecteer een evaluatie:

Organisatie-onderdeel Collegejaar Filter Zoeken

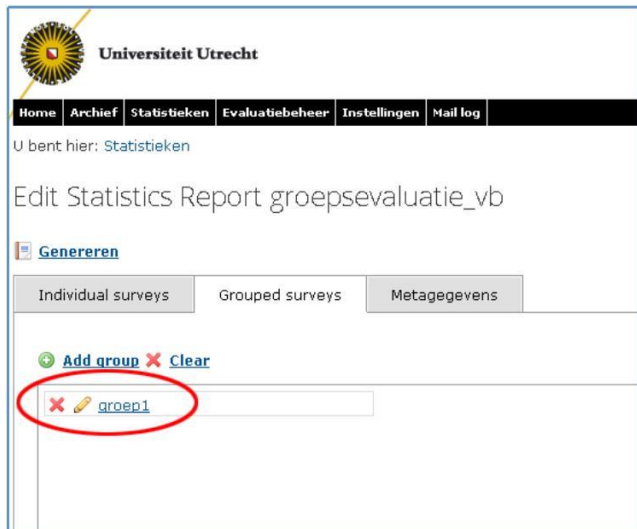
Cursusevaluaties (Verander)

Toon onderliggende eenheden

- Aanvangsblok (2012-2013)
 - 4
 - Globalisering: een multidisciplinair project
 - Letterkunde Nederlands III: Moderne tijd
 - Taalbeheersing Nederlands II: Instrueren en overtuigen voor CIW
 - Introductie cursus eigentijdse geschiedenis (1914-heden)
 - Inleiding politieke en sociale filosofie: liberalisme en democratie
 - Language History and Language Change
 - Practicum video
 - Religie en media
 - Overig

Geselecteerde evaluatie:

	Titel	Cursuscode	Periode	Collegejaar	Cursus categorie	Cursus type
X Verwijder	Inleiding politieke en sociale filosofie: liberalisme en democratie	WY1V12033	4	2012	1	CURSUS
X Verwijder	Language History and Language Change	MT2V11001	4	2012	2	CURSUS
X Verwijder	Practicum video	TF3V12011	4	2012	3	CURSUS
X Verwijder	Religie en media	RT2V12001	4	2012	2	CURSUS



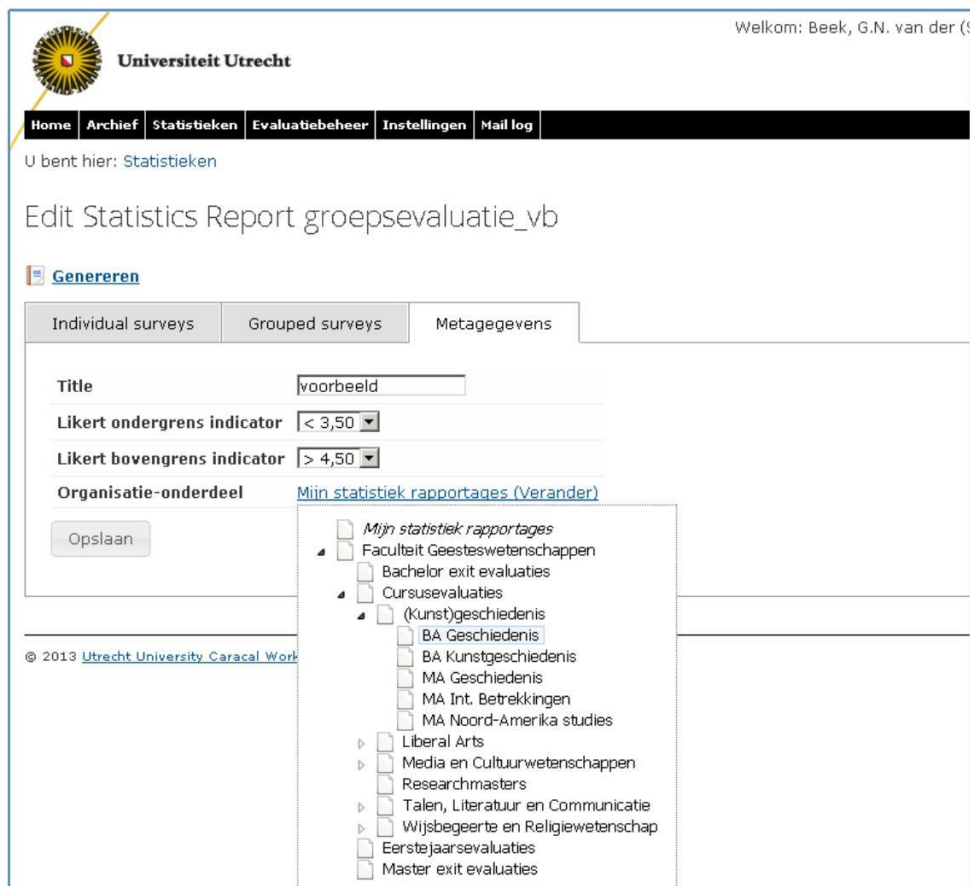
Save report settings

1. Click on the 'Metadata' tab.
2. Give the report a name under 'Title'.
3. Use the options 'Likert under/over limit indicator' to indicate when certain values in the report are red (if below the lower limit) or green (if above the upper limit).

The values in between will remain white. This will make the excessively deviant answers immediately apparent.

In the example below, all values under 3.5 are shown in red, and values above 4.5 are green.

4. Next, select the option under 'Organisational unit' where you wish to store the report. The standard setting is 'My statistics reports', which limits access to the reports to you alone. If you would like to share a report, you can select the organisational unit with which you wish to share the report in the drop-down menu.



5. Click on 'Save' to save the metadata.

Generating reports

4. As you are creating a report, you can also click on the link 'Generate' above the tab headings to immediately generate the report.

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Home Archief Statistieken

U bent hier: Statistieken

Edit Statistics Report Pilot cursussen periode 4 20

Genereren

Individual surveys Grouped surveys Metagegevens

Title

Likert ondergrens indicator

Likert bovengrens indicator

Organisatie-onderdeel [Mijn statistiek rapportages \(Verander\)](#)

Opslaan

Mijn statistiek rapportages
 BA Religiestudies

5. The report overview will now show the details for the individual and/or group of course evaluations to be compared.
6. The link 'Options' at the top left allows to surveys choose which information to display or not display in the report.

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caracal

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Generated Report Results "voorbeeld" (30-9-2013 17:03:42)

Opties

- Show course information:
- Show survey owners:
- Show survey owner IDs:
- Show course results:
- Show metadata information:
- Show standard deviation:
- Show numerical questions:
- Show rater questions:
- Show variable rater questions:
- Show slider questions:
- Show single questions:

Questions

Questions	115	87	159	258	127	71	15	28	241
Invitees	115	87	159	258	127	71	15	28	241
Reponses	25	38	31	65	25	24	6	7	62
Response Rate	22%	44%	19%	25%	20%	34%	40%	25%	26%
Passed	100 (87%)	66 (76%)	127 (80%)	236 (91%)	71 (55%)	50 (70%)	79 (316%)	14 (50%)	
Ik ben tevreden met de kwaliteit van de cursus	3,6	4,3	4,0	4,3	3,4	4,4	4,7	4,1	4,1
Ik ben tevreden over de didactische kwaliteiten van docent(en)	3,8	4,5	4,4	4,2	3,4	4,5	4,8	4,1	4,2
Ik vind de docent(en) deskundig met betrekking tot het thema van de cursus	4,0	4,8	4,2	4,6	4,3	4,8	5,0	4,4	4,5
In relatie tot het niveau van de cursus (1, 2, 3, M of Honours) vond ik de cursusstof moeilijk	3,0	3,2	2,7	2,5	2,8	3,0	2,5	2,3	2,8
Gegeven de omvang van deze cursus moet er veel werk verzet worden	4,1	4,3	4,3	2,9	3,1	3,0	4,7	2,9	3,5
van de cursus	4,0	4,0	3,9	4,5	2,7	4,3	5,0	3,4	4,0



Bar chart showing Averages for GROUP: groep1

Viewing reports

1. Click on the 'Statistics' tab heading to view the saved reports. You can also search for reports here by selecting the organisational unit for your Study Programme Committee under the option 'Select which reports you wish to view'.

2. Click on the 'Report' icon to view the report.

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Statistieken beheren

[Maak nieuw rapport](#)

Selecteer welke rapportages je wilt beheren: [Mijn statistiek rapportages \(Verander\)](#)

Titel	Gemaakt op	Bewerkt op	Eigenaar	Organisatie-onderdeel
Eerstejaars-enquetes	23-5-2013 9:32:17	23-5-2013 10:06:12	Beek, G.N. van der (Sjors)	  
Eerstejaarsenquetes	10-7-2013 11:50:49	10-7-2013 11:56:11	Beek, G.N. van der (Sjors)	  
cursussen periode 4	1-8-2013 9:56:58	1-8-2013 9:57:36	Beek, G.N. van der (Sjors)	  
voorbeeld	30-9-2013 15:46:24	30-9-2013 16:58:52	Beek, G.N. van der (Sjors)	  

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Making reports available to others

When a new statistics report is created, it is automatically designated as a personal report in 'My statistics reports'.

This is a personal folder that is not accessible to other users.

You can, however, choose to make a report available to other users by moving it to an organisational unit. This will make the report visible to all members of the selected organisational unit.

To make reports available to others:

1. Go to the list of statistics reports under 'Statistics' and click on the pencil icon next to the report you wish to make available to other managers.

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Statistieken beheren

[Maak nieuw rapport](#)

Selecteer welke rapportages je wilt beheren: [Mijn statistiek rapportages \(Verander\)](#)

Titel	Gemaakt op	Bewerkt op	Eigenaar	Organisatie-onderdeel
Eerstejaars-enquetes	23-5-2013 9:32:17	23-5-2013 10:06:12	Beek, G.N. van der (Sjors)	  
Eerstejaarsenquetes	10-7-2013 11:50:49	24-10-2013 9:33:26	Beek, G.N. van der (Sjors)	  
cursussen periode 4	1-8-2013 9:56:58	1-8-2013 9:57:36	Beek, G.N. van der (Sjors)	  
voorbeeld	30-9-2013 15:46:24	30-9-2013 16:58:52	Beek, G.N. van der (Sjors)	  
test_statistieken	29-10-2013 18:05:24	29-10-2013 18:06:46	Beek, G.N. van der (Sjors)	  

2. In 'Edit statistics', go to the 'Metadata' tab and click on the link 'My statistics reports (Change)', for the organisational unit and select the organisational unit for the managers with whom you wish to share the report.

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Home | Archief | Statistieken

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Edit Statistics Report Pilot cursussen periode 4 20

[Genereren](#)

Individual surveys | Grouped surveys | **Metagegevens**

Title: Pilot cursussen perio

Likert ondergrens indicator: < 1,25

Likert bovengrens indicator: > 1,25

Organisatie-onderdeel: **Mijn statistiek rapportages (Verander)**

Opslaan

- Mijn statistiek rapportages
- BA Religiestudies

Please note: The person who wishes to make the report available to others can only do so for the organisational unit for which they have authorisation.

Please note: the reports shown under 'Manage statistics - My statistics reports' are all of the reports you have created yourself.
To view reports made available to your organisational unit by others, you must go to the relevant unit via 'My statistics reports (Change)'.