Caracal User Manual - Lecturer / Course Coordinator

Translation: 9th August 2022

Contents

Course evaluation process

<u>The lecturers linked to a course in OSIRIS are automatically</u> added to the course evaluation in Caracal. Caracal allows multiple lecturers and/or course coordinators to add questions and/or respond to the course evaluations submitted by students.

If multiple lecturers are listed in OSIRIS (and therefore in Caracal), then we recommend that the course lecturers coordinate with the course coordinator regarding who is responsible for the various steps in the process.

<u>Main important process features</u>

- 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 have a wide range of options for viewing and analysing the results of the course evaluation in Caracal.

- Lecturers / course coordinators can respond to the results of the course evaluation directly in Caracal before the Study Programme Committee analyses and evaluates the results.

Communications

Prior to each phase that is relevant to the lecturers / course coordinators, Caracal will automatically send an e-mail notification to all lecturers / course coordinators. This lets the lecturers / course coordinators know that certain actions need to be taken in Caracal, and how much time is remaining. The e-mail notification will also provide instructions on how to perform the activities in Caracal.

Your first time logging in to Caracal

You can log in to Caracal using a solis-id and password via http://caracal.science.uu.nl.
Once you have logged in, you will be forwarded directly to the Homepage, where you can find the following important elements:

1. Tab headings

The Homepage displays course evaluations that are relevant at this time (see item 3). The archive lists the older course evaluations that do not require further action.
 You can search for courses in the archives using filters (organisational unit, academic year, block) or filter for course evaluations that you were involved in.
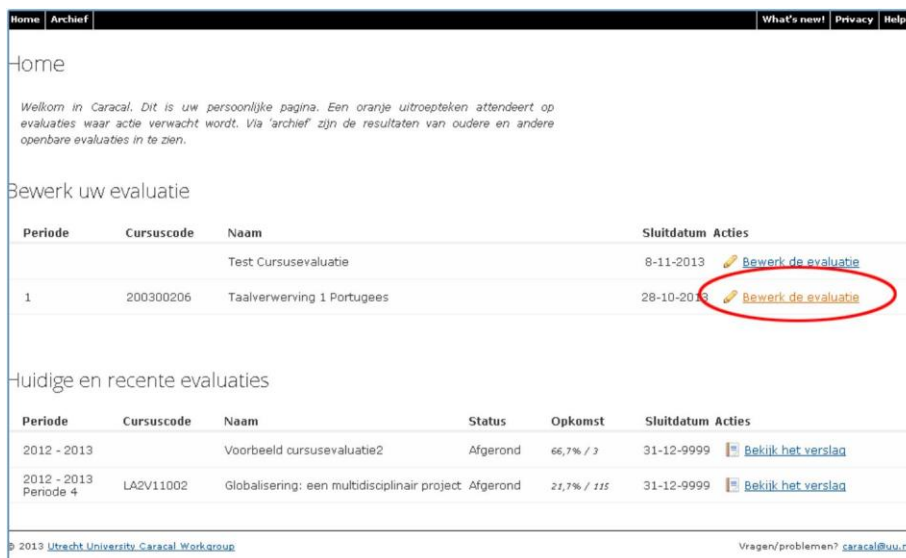
2. Individual settings

At the top right of the screen, you can adjust several settings relevant to your own account, such as the language (NL/EN), etc.

3. Overview of relevant course evaluations

The Homepage displays course evaluations that are relevant to you as a lecturer / course coordinator at this time. Depending on the phase of the process that the course evaluation is in (open for editing, open for response, closed), this screen will show several course evaluations and the desired activities.

- The *'Edit your evaluation'* heading shows all course evaluations that you can still add questions to.
- The heading '*Respond*' shows all course evaluations with a report you can view to submit a response.
- The heading '*Current and recent evaluations'* shows all completed course evaluations with reports available for viewing.

Adding extra questions

The course evaluation consists of a standard set of questions. These standard questions were drawn up by the faculty, and are included in every course evaluation. As a lecturer / course coordinator, you can also add your own questions in Caracal.
This section explains how to add questions to a course evaluation, and how you can add a question about the (seminar) lecturer to facilitate sorting the course evaluation questions by (seminar) lecturer.

Please note that if more than one lecturer is involved (registered in OSIRIS), then all lecturers can add extra questions. This may require coordination among the lecturer team and with the course coordinator.

Adding standard questions

1. Log in to Caracal using a solis-id and password via https://caracal.science.uu.nl/

2. The tab heading 'Edit your evaluation' shows the evaluations that are open for adding new questions.
   Click on 'Edit the evaluation' to add questions.

3. An editing window will open with two new tab headings: 'Questions' and 'Overview'. In the 'Questions' tab heading, click on 'Edit the evaluation'.

A new window will open showing the standard faculty questions for the course evaluation. At the top of the window, you will see an icon with the types of questions you can choose from (multiple-choice, scale, etc.).
You will also see a bar with other questionnaire elements (header texts, page end, etc.) you can add to the questionnaire.
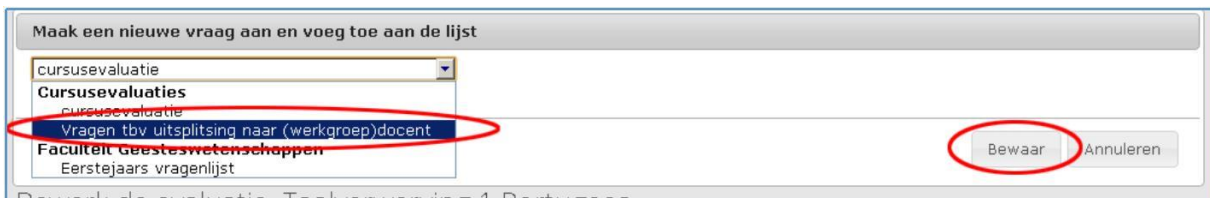
At the bottom of the page you can find a 'Help' function and a legend explaining what the icons mean. When you add questions to the end of the questionnaire, this icon bar will jump to the top of the screen.

Hold your cursor over the desired icon, hold the left mouse button, and drag the icon to the desired location in the questionnaire. Then release the left mouse button.

Depending on the type of question added, a window will appear where you can add the question details. In some cases (such as scale questions), Caracal will also create templates use can use to automatically enter answer options (good - poor; completely agree - completely disagree; etc.).

Close the window when you are done editing the questionnaire. Click on 'View the evaluation as it will be displayed' to see the edited questionnaire.

Adding questions to facilitate sorting by (seminar) lecturer

Caracal offers the option of using an answer to a specific question to sort the answers to other questions (see the section 'Sorting questions' below).

That means it is possible to sort the questions in the questionnaire per seminar lecturer if there are more than one lecturer teaching the course. This was a common request among lecturers and study programme committees.

To sort results by (seminar) lecturer, we recommend adding a single multiple-choice question and several standard questions to the questionnaire.

1. The standard questions are already included in a template, and can easily be added in Caracal:

2. Click on the icon at the top for the question type 'Add questions from the selected template'.

Select the template 'Questions for sorting by (seminar) lecturer' in the drop-down menu, then click on 'Save'.

This will add the questions to the bottom of the questionnaire.

3. Drag a multiple-choice question icon from the bar at the top of the page to the correct position in the questionnaire (under the question: 'Please note...', and above the question 'I am satisfied...'.

Please note: remember to use a multiple-choice question with a single answer option, and not one with multiple answer options.

4. Next, enter the following details (see the screenshot below for an example):
   a. Question: NL: Wie was je (werkgroep)docent? / EN: Who was your (seminar) lecturer?
   b. Click on 'Add an answer option' in the menu and add the names of the (seminar) lecturers.
   c. Click on 'Save' to save the question.
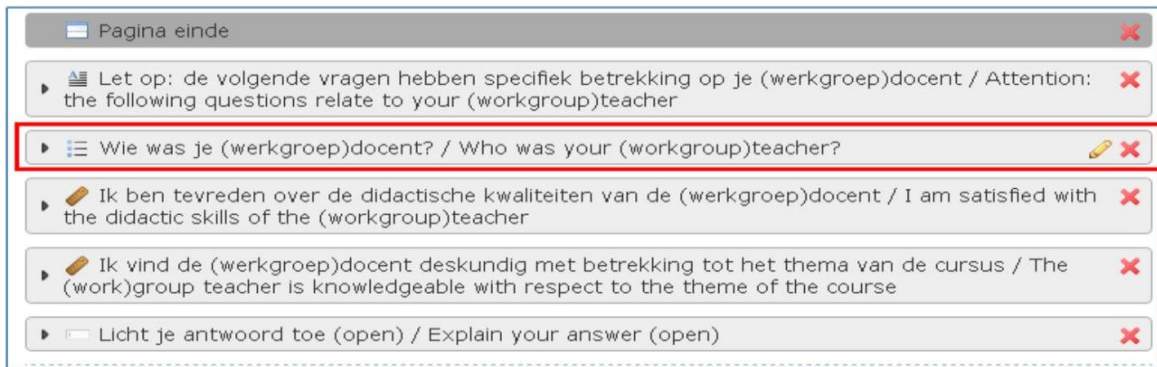
5. The question has now been added to the questionnaire. You can click on the pencil icon to edit the question.

6. Close the window when you are done editing the questionnaire.

Special notes for adding extra questions

Although you are free to add questions to the questionnaire, we recommend that you take the following tips and good practices into consideration:

- Do not add too many new questions (max. 3, excluding the extra question for sorting by (seminar) lecturer).
  The longer the questionnaire, the less likely students are to complete it.
- Make sure the extra questions apply to the course as a whole, and that the students can be expected to have a justified opinion on the issue (for example, not the question: did the course learning objectives complement to the study programme's graduation requirements?).
- Use scale points questions as much as possible (with answer templates like: completely agree - completely disagree).
  This is because only scale questions can be compared in the statistics.
- Re-use/import as many questions as possible from previous evaluations. This allows the results for the question to be compared with other evaluations.
- Place extra questions in the 'correct' category (header). If an extra question does not fall under one of the categories, create a new page at the very bottom of the questionnaire for the extra questions.
- Make sure that the answer scale is oriented with the negative answer as the leftmost option, and the positive answer as the rightmost option.

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 recent1 completed course evaluations for which you as a lecturer are the 'owner'.

3. Click on 'View the report'.

---

1 Older course evaluations are stored in the archive. Select the correct year and the option 'Only evaluations I am involved in' to quickly view your own courses.

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. Response option (see next section)

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

- 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 that specific question by the students.
This allows you to sort the answers of the students who selected a specific (seminar) lecturer for the extra question (see 'Adding extra questions').

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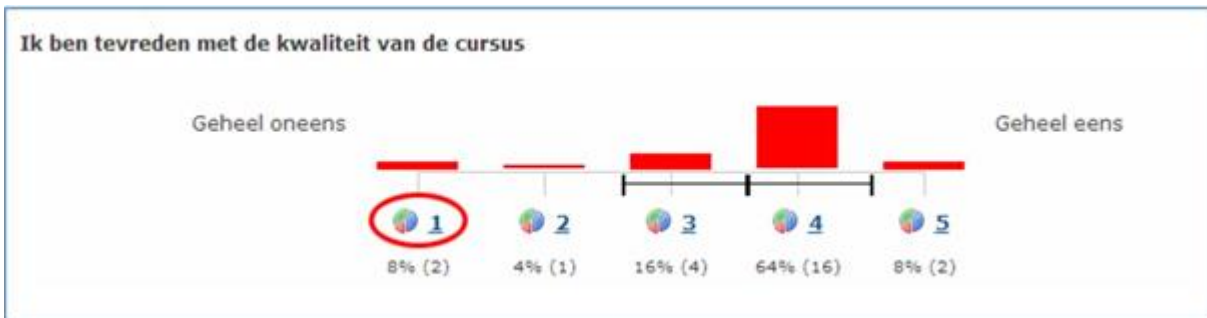
You can also easily export .pdf files of all other categories of sorted answers for the chosen question (ex.: sorting by each (seminar) lecturer). This functionality can be found at the top of the report: 'Export all options to .pdf'.

Faculty line (reference overview)

Caracal compiles a reference line to compare the specific course to the faculty average. This reference line looks like this:
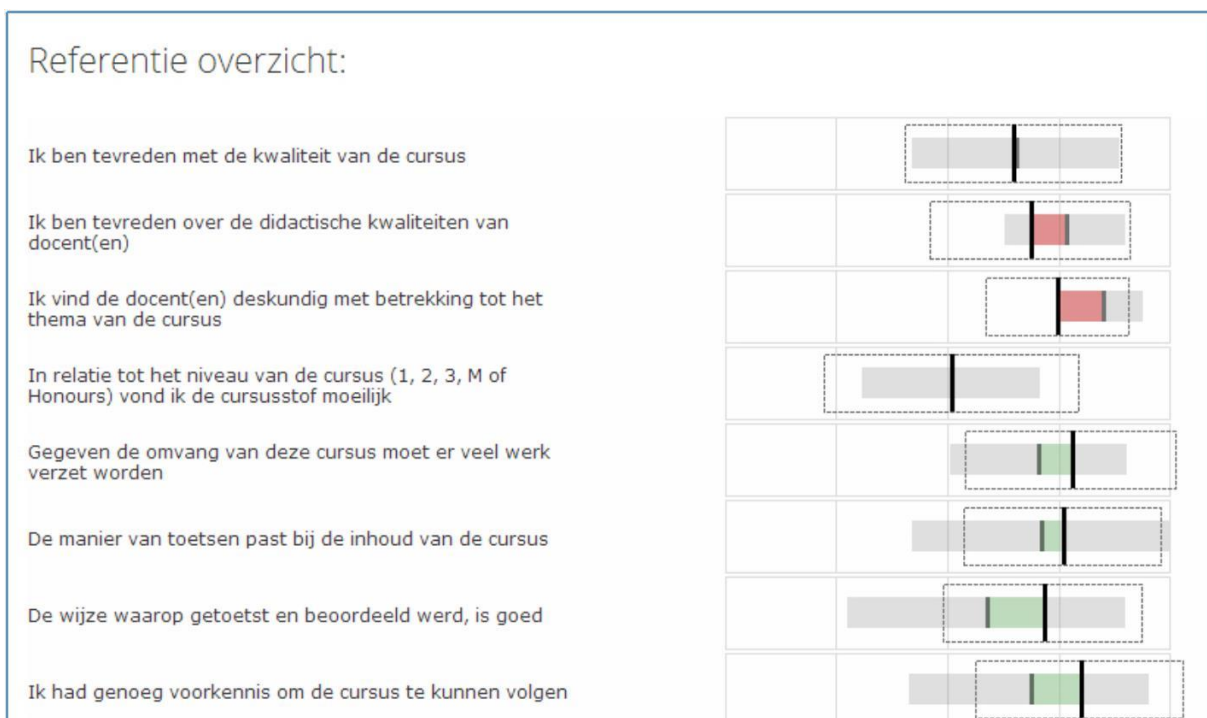
The line should be interpreted as follows:

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.

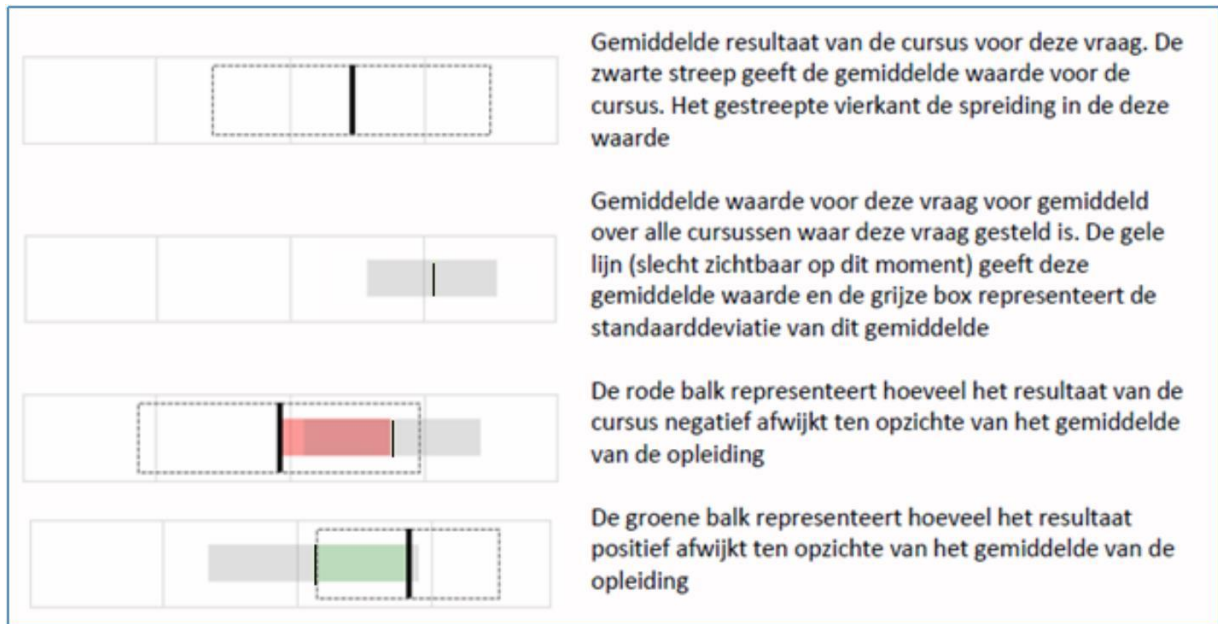Gemiddelde resultaat van de cursus voor deze vraag. De zwarte streep geeft de gemiddelde waarde voor de cursus. Het gestreepte vierkant de spreiding in de deze waarde

Gemiddelde waarde voor deze vraag voor gemiddeld over alle cursussen waar deze vraag gesteld is. De gele lijn (slecht zichtbaar op dit moment) geeft deze gemiddelde waarde en de grijze box representeert de standaarddeviatie van dit gemiddelde

De rode balk representeert hoeveel het resultaat van de cursus negatief afwijkt ten opzichte van het gemiddelde van de opleiding

De groene balk representeert hoeveel het resultaat positief afwijkt ten opzichte van het gemiddelde van de opleiding

PLEASE NOTE: the red and green colours have no indicative value. 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'.

Responding to the course evaluation

Once the students have completed the questionnaire, you as a lecturer / course coordinator have (most of the times) two weeks to enter a response in Caracal. You will receive an e-mail reminder. The lecturer's response will be visible to the students registered for the course in OSIRIS, as well as the Study Programme Committee.

During the response period (2 weeks), you can enter a general reply at the bottom of the report. You are free to respond to the course evaluation as you see fit, but we ask that you at least answer the following questions, as the Study Programme Committee will consider the answers when discussing the course evaluation.

1. What are the most noteworthy positive items?
2. What are the most noteworthy negative items?
3. Do you see any opportunities for improvement?

- Enter a response in the text field. Caracal has a limited session duration, after which it will automatically log out the user. So we recommend that you first draw up the response offline, then copy/paste the text into Caracal.

- Click on 'Respond to evaluation' to save your response.