

# Manual in short Educational Committee

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.
3. The report is divided into a number of sections:
  - a) *General information about the evaluation (number of replies, participants, etc.).*
  - b) *Information about the course from Osiris (course code/name, lecturers, grades earned, etc.).*
  - c) *Appendices*
  - d) *Question overview*
  - e) *Reference line*
  - f) *Lecturer's response*

## 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.

## Faculty line (reference overview)

Caracal compiles a reference line to compare the specific course to the faculty average. 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.

- The bold stripe in the middle of the small rectangle shows the average of the faculty for this question. The outline of the grey rectangle shows the standard deviation for this question.
- The bold stripe in the middle of the **big** rectangle shows the average of question score in the questionnaire. The outline of the grey rectangle shows the standard deviation for this question in this questionnaire.

**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'.

## Adding advisory reports to the caracal evaluation

1. Log in to Caracal using a solis-id and password via <http://caracal.science.uu.nl>
2. Click on view report.
3. Click on the option 'Upload' at the top right corner of the page.
4. Choose 'Select file' and select the file you would like to upload. Set the desired publication level for the file. Below an example of how it is arranged at Humanities

Document	Publiciteit
Evaluatieformulier OC	Privé (Managers, Eigenaren)
Advies OC	Publiek (Iedereen) Iedereen = iedereen met een Solis-ID Of Beschermd (Managers, Eigenaren, Genodigden) Genodigden = ingeschreven studenten voor de cursus
Toelichting OC	Publiek (Iedereen) Iedereen = iedereen met een Solis-ID
Reactie van de docent (indien niet in Caracal geplaatst)	Beschermd (Managers, Eigenaren, Genodigden)

## 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.

## 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.

## 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.

**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.