# Short manual teachers

(09082022)

## Adding questions to the questionnaire

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'.
4. 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.
5. Close window when you are finished adding questions.

### View questions in student view

1. Log in to Caracal using a solis-id and password via https://caracal.sciene.uu.nl
2. Click on the button 'View report'. (See 'Archive' tab for more evaluations)
3. At the top of the report you will see several functionalities
   a. Options: this allows you to edit certain elements of the report.
   b. Show all: this displays all of the answers to the open questions (collapsed as standard)
   c. Print: this allows you to print the report.
   d. Export to PDF: this allows you to create a .pdf file of the document.

### React to the results of the questionnaire

1. Log in to Caracal using a solis-id and password via https://caracal.sciene.uu.nl
2. Search for the questionnaire to react on. At the bottom the page you will find a box to type your reaction on the results.
3. Click on 'react to evaluation' to confirm you reaction.

### 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').

### 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'.