



Reviewer Manual

for Texas community and technical colleges
provided through the Virtual College of Texas
as a courtesy of UT TeleCampus

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DOs and DON'Ts When Using CARAT as a Reviewer

IMPORTANT: CARAT has a few idiosyncrasies that present user problems IF they are not known in advance. Do and don't do things as directed below, and you will avoid serious problems, such as unintentionally deleting data you have entered. To help you remember these DOs and DON'T's, reminders such as CAUTION and CRUCIAL are given on the screen where the actions described below should or should not be taken. **Read and follow all instructions given on each screen.**

Things you **MUST NOT** do:

1. Do not click the BACK or FORWARD buttons in your browser. If you do, any data you entered will be deleted.
2. Do not click your browser's PRINT button. Clicking the button deletes any data you entered. You may print your evaluation by first clicking the SUBMIT | SAVE | LOAD | PRINT button, then select the PRINT option.

Things you **MUST DO**:

Close **ALL** browser windows before logging in again. A fresh browser is required to clear the memory.

When you click **LOAD EVALUATION**:

The Score and Rating Summary does not reload automatically. To make it display--

1. click any menu button on the left;
2. then, click the SUBMIT | SAVE | LOAD | PRINT button to return to the summary.

Average Score and Comments do not reload automatically. To make them display, click anywhere in the blue background.

Other things you need to know:

1. CARAT requires FLASH. Download it free at <http://get.adobe.com/flashplayer>.
2. To print an evaluation once it is completed you **MUST** do it before you click SUBMIT. Once submitted, an evaluation cannot be reloaded or viewed.
3. An evaluation may not fully print on some networked printers. Solution:
 - a. Print from a computer directly connected to your computer; or
 - b. write the file to a PDF. You may get a free PDF writer download at <http://www.bullzip.com/download.php>.

REVIEWER INSTRUCTIONS

CARAT Overview

CARAT (Course Analysis, Review, and Assessment Tool) is an online instrument that facilitates peer review of courses. Its foundational feature is an online rubric that reviewers use to rate specific course elements on a five-point scale. Specific comments also may be entered. The rubric is structured around Sections subdivided into Subsections. Each Subsection includes a set of related Course Elements, with each Element having its own set of quality measures to guide reviewers in assigning specific ratings. After reviewing all Elements within each Subsection of each Section, the reviewer assigns an Overall Rating for the Section. This rating is a holistic assessment of the entire Section.

After reviewers submit their assessments, CARAT compiles all reviewers' reports into a composite report that shows averages of all reviewer ratings.

Reviewer Login

Adobe Flash Player is required to evaluate a course. If Flash is not installed on your computer, download a free version at <http://get.adobe.com/flashplayer/>.

<http://carat.vct.org/>

Login with the username and password provided by the college CARAT administrator. The username and password is case sensitive.

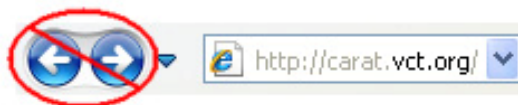
Change Password

To change your password, click the CHANGE PASSWORD link at the top of the screen. Enter the new password, verify the password, and click SUBMIT.

Change Password			
New Password	<input type="text"/>	Verify Password	<input type="text"/>
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Cautions

- 1) Do NOT use your web browser PRINT button to print your evaluation as this may cause the application to reload and you will lose your evaluation data!
- 2) Do NOT use the BACK or FORWARD arrows in the browser window to navigate as this may cause the application to reload and lose the data entered in the evaluation.



Navigating

When the Course ID and Reviewer ID are selected from the dropdown menu, navigation buttons display the rubric Section titles on the left side of the screen. Click the numbered Section titles to navigate through the rubric.

Remember: Do NOT use the BACK or FORWARD arrows in the browser window to navigate as this may cause the application to reload and lose the data entered in the evaluation.



The screenshot displays the CARAT (Course Analysis, Review and Alignment Tool) interface. At the top, the VCT (Virtual College of Texas) logo is on the left, and the CARAT logo with the tagline "Course Analysis, Review and Alignment Tool" is on the right. Below the logos, a red navigation bar contains "Change Password" and "Logout" links. On the left side, a vertical menu of buttons includes "Welcome", "1. Organization/Structure", "2. Interactivity", "3. Content", "4. Usability/Scalability", "5. General Instructional Design", and a "SUBMIT | SAVE | LOAD | PRINT" button. The main content area features two dropdown menus for "Course ID" (set to "DEMO 101") and "Reviewer ID" (set to "demo"). Below these is a red caution message: "CAUTION: Do NOT use your web browser's BACK, FORWARD, or PRINT buttons. You may lose your evaluation data! Click the SUBMIT | SAVE | LOAD | PRINT button to print your evaluation." This is followed by instructions for first-time users and crucial steps for resuming from a saved evaluation. A "Print Rubric" button is located at the bottom of the main content area.

Scoring and Commenting by Subsection

To score a selected Subsection item, select a score for each Subsection by clicking the number associated with the applicable rating description. Scores may be changed until the evaluation is submitted.

The screenshot shows the CARAT evaluation interface. On the left is a navigation menu with buttons for 'Welcome', '1. Organization/Structure' (selected), '2. Interactivity', '3. Content', '4. Usability/Scalability', '5. General Instructional Design', and 'SUBMIT | SAVE | LOAD | PRINT'. The main area is titled '1. Organization/Structure' and contains a note: 'This evaluation must be completed and submitted at one time. Please submit the evaluation after you complete all sections.' Below this is a scoring panel for '1.1 Syllabus Elements' showing a 'SCORE' of '3'. To the right is a list of five rating options, each with a number in a blue box and a description. The third option, '3. Syllabus is complete and detailed; errors may be present.', is selected, with a mouse cursor pointing to its number. Below the list is an 'Add/Edit Comment' button.

1. Organization/Structure

This evaluation must be completed and submitted at one time. Please submit the evaluation after you complete all sections.

1.1 Syllabus Elements

SCORE
3

1 Some syllabus elements are missing; errors may be present.

2 Syllabus is complete, but not detailed; typos and errors may be present.

3 Syllabus is complete and detailed; errors may be present.

4 Syllabus is complete and detailed with few or no errors.

5 Syllabus is complete and detailed with no errors; a printable version of the syllabus is included.

Add/Edit Comment

Click the ADD COMMENT button if you want to document an additional observation. Comments may be edited until the evaluation is submitted.

This close-up shows the 'Add Comment' button and the fifth rating option. The button is blue with white text and a mouse cursor pointing to it. The rating option is '5. Syllabus is complete and detailed with no errors; a printable version of the syllabus is included.'.

Add Comment

5 Syllabus is complete and detailed with no errors; a printable version of the syllabus is included.

Note that all Section comments are summarized beneath the final Subsection item.

The screenshot shows the CARAT interface. On the left is a sidebar with buttons for 'Welcome', '1. Organization/Structure', '2. Interactivity', '3. Content', '4. Usability/Scalability', '5. General Instructional Design', and 'SUBMIT | SAVE | LOAD | PRINT'. The main content area displays a list of subsections with ratings: '4' (highlighted), '2', '3', '4', and '5'. Each subsection has a description of its content. Below the list is an 'Add Comment' button. At the bottom of the main content area is a 'Comments Summary' section with the text: 'Your comments from the above subsections are summarized below. To add/edit your comments click the 'ADD / EDIT COMMENT' button for the item you want to edit. 1.2 Learning Objectives / Student Expectations: Defining student expectations will improve the course.'

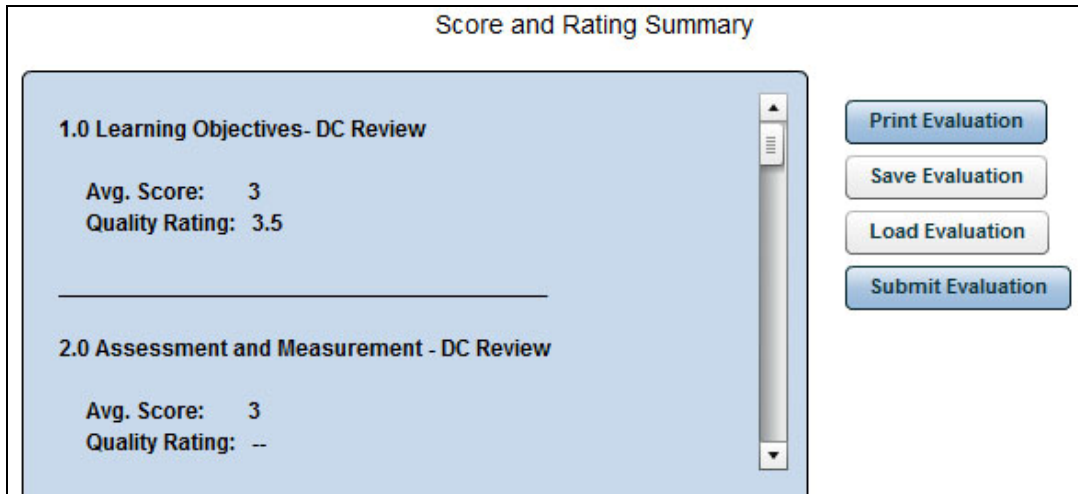
Beneath the comments summary, you have the opportunity to rate the Section overall. Use the slider to select a rating that best applies to the Section taken as a whole. The rating you select will be included in computing the composite report average score. If you think that the initial average score is an appropriate overall rating, do not move the slider.

The screenshot shows the 'Rate This Section Overall' section. It features a slider with a scale from 1 to 5. The slider is currently set to 4.00. Below the slider, there is a summary of scores: '3.5 Average Score from questions above' and 'Section Overall Rating 4 from slider above'. The text above the slider reads: '1.2 Learning Objectives / Student Expectations: Defining student expectations will improve the course. Because a strict numerical evaluation may not accurately reflect subtle nuances in design, use the slider below to assign an overall rating for this quality evaluation section.'

Saving Responses to Return Later

To save your responses so you can return later to complete the evaluation, follow the steps below:

- 1) Click the SUBMIT | SAVE | LOAD | PRINT button located at the bottom of the left navigation bar.
- 2) Click the SAVE EVALUATION button on the right.
- 3) Click OK in the dialogue box.
- 4) Click the LOGOUT button in the top right corner of the loaded screen.



Loading Responses After Saving

To load your responses after saving them, follow the steps below after logging back in:

CAUTION: If you use Internet Explorer as your Internet browser, please close the browser window before logging in again or loading saved data.

- 1) Click the SUBMIT | SAVE | LOAD | PRINT button located at the bottom of the left navigation bar.
- 2) Click the LOAD EVALUATION button on the right.
- 3) Open a Section on the left and continue scoring Subsections.

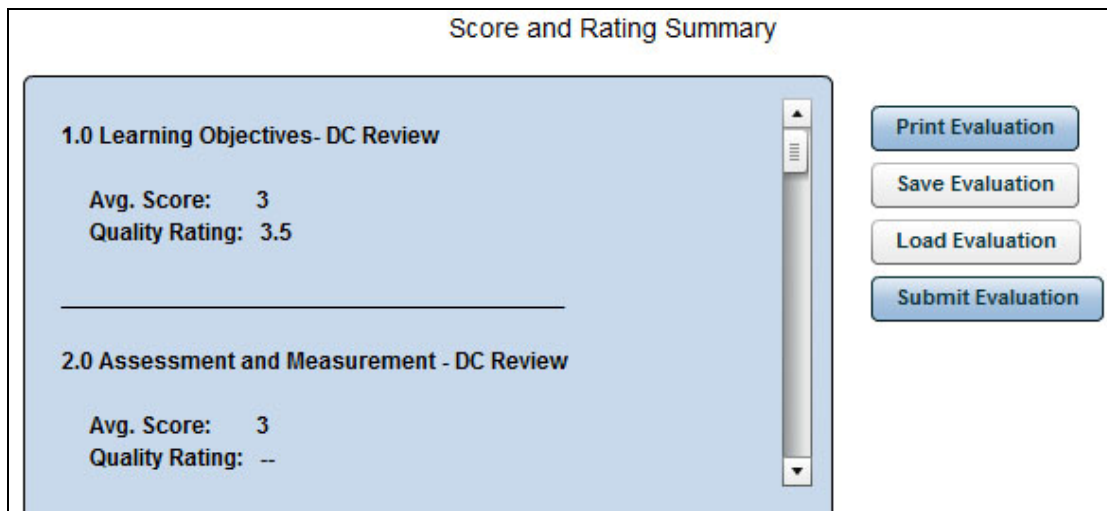
Submitting or Printing the Completed Evaluation

When you are ready to submit or print the evaluation, click the side navigation bar's last button, SUBMIT | SAVE | LOAD | PRINT.

This takes you to the screen below that allows you to submit or print your evaluation.



Submit Evaluation Button: When you have completed all section ratings, click the SUBMIT EVALUATION button. Once submitted the online rubric for this specific course is no longer accessible to the submitting reviewer.



Print Evaluation Button: Prints the rubric with your ratings and comments.

Do not use your web browser's "print" button. You may lose your evaluation data! Instead, click the PRINT EVALUATION button.