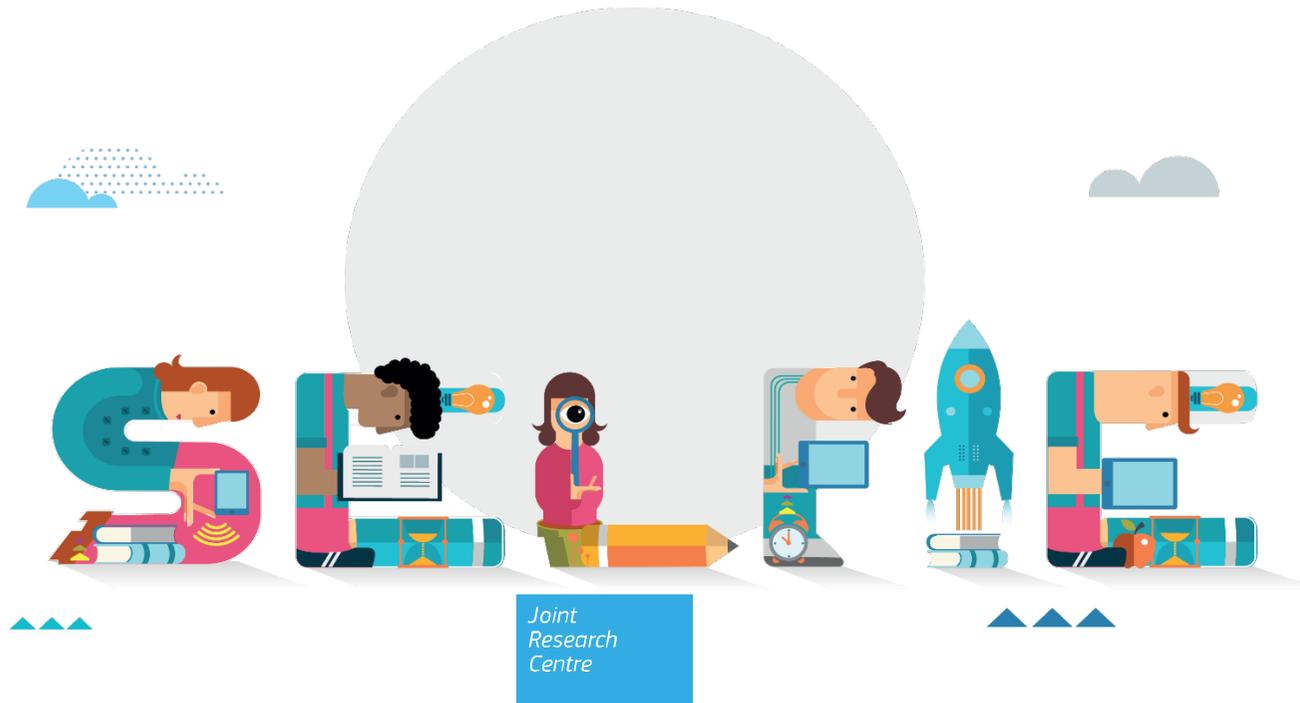




# Step-by-step checklist for setting up the SELFIE tool



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# CHECK LIST FOR SETTING UP THE SELFIE AND SELFIE WBL TOOL

## 1. SETTING UP THE SCHOOL PROFILE

CHECKBOX	STEPS	ACTIONS TO BE DONE	TIPS
<input type="checkbox"/>	1. REGISTER YOUR SCHOOL	To start the registration process, click on the yellow 'Sign up' button. On the next page, insert the school's official email address that will serve as internal communication channel from the tool to the school, fill in the captcha; tick the box accepting the SELFIE privacy policy, data protection and data use.	You will need to access this address to complete your registration, so make sure that you have all credentials.
<input type="checkbox"/>	2. ACTIVATE YOUR SCHOOL ACCOUNT	Check the school's email address you entered previously; open the email with subject 'Complete your registration in SELFIE' and click on the contained link.	<ul style="list-style-type: none"><li>- If you do not receive the email within a few minutes since requested, check the SPAM folder.</li><li>- The link contained in the email is valid for 48 hours since it is requested. If you are not able to access within this time, you will need to start the process again.</li></ul>
<input type="checkbox"/>	3. EU LOGIN SETUP	To log in to SELFIE you need to have an EU Login account, which is the European Commission Central Authentication Service that allows a Single Sign-On for users of different online applications and services. When you click on the link you received in the email, you will be asked to authenticate yourself through your EU Login. If you do not yet have an EU Login	<ul style="list-style-type: none"><li>- You can find information on how to create an EU Login account at: <a href="https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf">https://webgate.ec.europa.eu/cas/manuals/EU_Login_Tutorial.pdf</a>.</li></ul>

		account, you will be asked to create one	
	<b>4. LOGIN AS SCHOOL COORDINATOR</b>	Once registered, click on the 'Sign in using EU Login', the tool will ask you to use your EU Login account.	<p>Any changes regarding the account management can be easily done within the SELFIE school account at the bottom of the 'School profile' section</p> <ul style="list-style-type: none"> <li>- You can associate up to two EU Login accounts</li> </ul>
	<b>5. COMPLETE THE SCHOOL PROFILE</b>	<p>Fill the requested information about your school (i.e., School official name, default language, participation in schools' networks, school location, school type, and other data).</p> <p>Remember: your school profile should be updated at least once per new academic year.</p>	<ul style="list-style-type: none"> <li>- If convenient, you can insert an additional email that will also serve as communication channel from the tool to the school or the school coordinator(s).</li> <li>- Most of the questions are mandatory, but you can update your school profile at any time, so if while registering you do not have all the information, you can provide a provisional answer and revise it later on.</li> <li>- If convenient, you can associate a secondary EU Login account at the bottom of the section.</li> </ul>

## 2. SETTING UP A SELFIE EXERCISE

CHECKBOX	STEPS	ACTIONS TO BE DONE	TIPS
<input data-bbox="192 727 259 794" type="checkbox"/>	<p>1. SELECT EDUCATION LEVEL</p>	<p>In Step 1, select the education level(s) you want to analyse; for each selected education level, indicate the overall number of users (school leaders, teachers and students) that you will invite to participate. Click on 'Save set up' and go to Step 2.</p> <hr/> <p><i>In order to activate SELFIE WBL (Work-based learning):</i> Select "Upper secondary vocational level"; then on the right of the question "will companies take part in this survey?" tick the checkbox.</p> <p>Indicate the overall number of users (school leaders, teachers, students) that you will invite to participate.</p> <p>If you wish to involve companies, click on the "register" button to add the new companies you want to invite. Click on "add" to select companies previously registered.</p> <p>Click on "Save set up" to go to Step 2.</p>	<ul style="list-style-type: none"> <li>- Depending on your school characteristics, you can select one or more educational levels.</li> <li>- You will be able to revise those numbers later on, until the links to the questionnaires are generated.</li> <li>- The figures that you indicate in this step will serve as a basis to calculate your school's participation.</li> </ul>
<input data-bbox="192 1305 259 1372" type="checkbox"/>	<p>2.1 CUSTOMISE THE QUESTIONNAIRES</p>	<p>'Select optional statements': Optional statements are pre-defined questions that can be added to the core set of questions. For each level of education, tick the selection</p>	<ul style="list-style-type: none"> <li>- Previously to filling this section, we recommend you to download and check the complete list of core and optional questions of SELFIE for school leaders, teachers and students, to avoid duplication in the</li> </ul>

		<p>button to choose as many items as you want.</p>	<p>questions.</p> <ul style="list-style-type: none"> <li>- Optional questions are organised according to the SELFIE areas. (Leadership, Collaboration and Networking, Infrastructure and Equipment, Continuing Professional Development, Pedagogy: Supports and Resources, Pedagogy: Implementation in the classroom, Assessment Practices, Student Digital Competence) You can select or deselect an optional question until you activate the links.</li> </ul>
	<h3>2.2 CUSTOMISE THE QUESTIONNAIRES</h3>	<p>'Create your own statements': You can create up to 10 new questions/statements for each education level. Select your education level and click on "Add statement". You will be asked to enter the question and help text that you want to display. You will need to create a version of each question and accompanying help text for each user group.</p>	<ul style="list-style-type: none"> <li>- Be sure that the questions that you create are worded in line with the agreement answer scale so that users can respond by selecting one of the following options: Strongly disagree – In my experience, this is not true at all / Disagree / Slightly agree / Agree / Strongly agree – In my experience, this is very true/ Not Applicable N/A.</li> </ul>
	<h3>3. SELECT DATES</h3>	<p>Click on the blue button with the calendar icon to select the start and end dates of the self-reflection exercise.</p> <p>Indicate the default language that you want SELFIE to be displayed in using the drop-down menu.</p> <p>Click on 'Save/ update dates' to perform the corresponding action.</p>	<ul style="list-style-type: none"> <li>- The time slot that you select must be between one-week minimum and three weeks maximum.</li> <li>- You can change the time of realization of the self-reflection exercise and update the dates until you activate the links to the questionnaires. <b>After that it is no longer possible to modify (shorten or extend) your dates.</b></li> <li>- When choosing the dates, make sure you are giving enough time to all participants. Also, take into account that the results won't be available until the day after the end date you have entered, even if you finish the survey earlier.</li> </ul>

	<p>4. ACTIVATE LINKS</p>	<p>Select the education level for which you want to generate the links. Preview the questionnaires and the self-reflection period. Click on “Generate links” to perform the corresponding action. The platform will generate automatically one link for each category of participants.</p>	<ul style="list-style-type: none"> <li>- Preview the questionnaires and be sure the selected self-reflection period is the one you want your school to participate in SELFIE. <b>Once you activate the links, changes to the set-up are no longer possible.</b></li> <li>- On the right of each link, you will find two buttons: one copies the link to the clipboard, the other to previsualise the corresponding questionnaire.</li> <li>- Clicking on the button ‘Print links’ you will be able to print the links to the questionnaire to distribute it.</li> </ul>
	<p>5. SHARE THE LINKS AND SUPERVISE THE PARTICIPATION</p>	<p>After generating the links, you need to distribute it among your participants. In the Dashboard, you will be able to see in real time the participation rates of all the users' groups as an interactive bar chart. Hovering over the bars will provide information about the number of users who have been invited to take part in and the percentage completion rate as well as the recommended minimum number for each user group.</p>	<ul style="list-style-type: none"> <li>- Users do not need to log in to SELFIE and do not require an EU Login account, participation should be on a voluntary basis and will be anonymous.</li> <li>- After accessing the questionnaire, users can change the language in which SELFIE is displayed using the drop-down menu.</li> <li>- For students, answering the questionnaire should take no more than 20 minutes, for teachers, school leaders and trainers no more than 40. However, the questionnaire must be completed within two hours of starting, or the answers will be lost.</li> <li>- The higher the response rates in SELFIE, the more accurate and useful the information provided through the report will be.</li> <li>- After submitting his or her answers, each user may personalise and download a certificate of participation. The names entered to personalise the certificates are NOT stored as participation in SELFIE is always anonymous.</li> </ul>
<p><i><b>SELFIE WBL:</b></i> for in-company trainers, the participation rates are absolute, not percentages.</p>			

### 3. AFTER SELFIE IS TAKEN

CHECKBOX	STEPS	ACTIONS TO BE DONE	TIPS
<input data-bbox="185 555 255 620" type="checkbox"/>	<b>1. RESULTS</b>	<p>The platform will automatically generate your school report, which will be available the day after the period that you have selected to implement the self-reflection expires. To see the school report, you will need to choose the education level which results you want to be displayed. You can also compare results from different sessions.</p> <p><i>SELFIE WBL:</i> You can also disaggregate by company and sector.</p>	<p>If one of the user groups did not participate, your report would have a watermark indication of incomplete participation, while if the completion rates are too low, no results will be shown. If the school has had a low level of participation, the results should be viewed with caution, as they may not be entirely representative of the school situation.</p>
<input data-bbox="185 1129 255 1195" type="checkbox"/>	<b>2. APPLYING THE RESULTS</b>	<p>The SELFIE school report can be used as a basis for reflection and discussion within the whole school community.</p> <p>The report will offer:</p> <ul style="list-style-type: none"> <li>- An overview of each of the SELFIE areas, showing the average rates of each by user group.</li> <li>- Results per area showing the average rating for each statement within a given area.</li> <li>- Results per user, showing the average responses per user group for all statements.</li> </ul>	<ul style="list-style-type: none"> <li>- When analysing the results of the SELFIE school report, you should consider if in specific areas or statements/questions there are: Low ratings; High ratings; Significant differences in scores between user groups. We suggest that you start your reflection from those elements.</li> <li>- School leaders, teachers and students should be brought together, to discuss the strengths and weaknesses identified in the SELFIE school report. The school may use this information to develop an action plan, which should define precisely what needs to be done in order to ensure that the objective is achieved.</li> </ul>

			<p><b>SELFIE WBL:</b></p> <ul style="list-style-type: none"> <li>- School leaders, teachers, students and in-company trainers should be brought together, to discuss the strengths and weaknesses identified in the SELFIE WBL report. The school and company may use this information to develop an action plan, which should define precisely what needs to be done in order to ensure that the objective is achieved.</li> </ul>
	<p><b>3. CERTIFICATION: GET A DIGITAL BADGE FOR YOUR SCHOOL AND CERTIFICATION OF PARTICIPATION FOR YOU</b></p>	<ul style="list-style-type: none"> <li>- The school can request a SELFIE Digital badge from the coordinator's dashboard. Badges are available for all past SELFIE exercises where the school meets the attributions criteria.</li> <li>- You can also personalise and download a certificate as SELFIE school coordinator.</li> <li>- Remember that all participants who answer the questionnaire (including in-company trainers) can download a personal certificate of participation just after completing it.</li> </ul>	<p>The criteria for the attribution of a Digital badge are:</p> <ul style="list-style-type: none"> <li>- To have completed a SELFIE exercise in one education level with the 3 categories of participants: school leaders, teachers and students.</li> <li>- To have more than 10 participants in the same exercise for all these categories together.</li> </ul> <p>Individual participation certificates must be immediately downloaded after submitting the answers. Do not forward the link or leave it for later; the data is not recorded and if you wait, the certificate will not be available.</p>
	<p><b>4. RESOURCES</b></p>	<p>In the following link you will find some useful resources to help you use SELFIE, such as technical guidance, recommendations for a successful exercise, how to use your SELFIE results, and our competences frameworks and related research.</p> <p><a href="https://education.ec.europa.eu/selfie/resources">https://education.ec.europa.eu/selfie/resources</a></p>	

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