

INSTRUCTIONS TO SET THE SELFIE TOOL

SETTING UP THE SCHOOL PROFILE		
STEPS	ACTIONS TO BE DONE	TIPS
1. Register your school	Insert the email address you choose to use (We recommend that you use an e-mail address to which you have easy access, but not personal, so that if the school coordinator changes, your school can keep the same address for SELFIE.); Fill in the captcha; Tick the box accepting the SELFIE privacy policy, data protection and data use.	<ul style="list-style-type: none"> You will need to access this address to complete your registration, make sure that you have all credentials.
2. Activate your school account	Check the school 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"> If you don't receive the email within a few minutes since requested, check the SPAM folder. The link contained in the email is valid for 48 hrs since it is requested. If you are not able to access within this time, you will need to start the process again by clicking on the 'forgot password?' frame (see 4).
3. Password setup	Create a password for your school profile on SELFIE and confirm it	<ul style="list-style-type: none"> Passwords cannot include the local-part of the school's email address (the text before the @ symbol) and must contain at least 10 characters chosen from at least three of the following groups (white space permitted): <ul style="list-style-type: none"> Upper Case: A to Z Lower Case: a to z Numeric: 0 to 9 Special Characters: !"#\$%&'()*+,-./:;<=>?@[\\]^_`{ }~
4. Log in as school coordinator	Insert the email address that you registered and the password that you created	<ul style="list-style-type: none"> If you forgot your password, you could create a new one here: https://schools-go-digital.jrc.ec.europa.eu/passwordResetRequest
5. Complete the school profile	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) <i>Remember, your school profile should be updated at least once per new academic year</i>	<ul style="list-style-type: none"> If convenient, you can insert an additional email to operate in the SELFIE platform (i.e. the school coordinator personal email). Most of the questions are mandatory, but you can update your school profile at any time, so if while registering you don't have all the information, you can provide a provisional answer and revise it later on. To familiarise with the tool, you may download the "SELFIE guide for school coordinator" available in different languages, go to the section Resources.

OPERATING ON THE SELFIE PLATFORM

A. Set-up	ACTIONS TO BE DONE	TIPS
1. Select education level	Select the educational level(s) you want to analyse; For each selected educational level, indicate the overall number of users (School Leaders, Teachers and Students) that you will invite to participate. Save and click on the dashboard button to go back to the dashboard.	<ul style="list-style-type: none"> Depending on your school characteristics' you can select one or more educational levels; You will be able to revise those numbers later on, until the links to the questionnaires are generated The figures that you indicate here will serve as a basis to calculate your school's participation;
2.1 Customise the questionnaires	<i>Select optional statements:</i> Optional statements are pre-defined questions that can be added to the core set of questions. For each level of education, tick the selection button to choose as many items as you want.	<ul style="list-style-type: none"> 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 questions. Optional questions are organized according to the SELFIE areas (Infrastructure and Equipment; Leadership, Teaching and Learning, Assessment Practices, Student Digital Competence); You can select or deselect an optional question until you activate the links.
2.2 Customise the questionnaires	<i>Create your own statements:</i> You can create up to 10 new questions/statements for each educational 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.	<ul style="list-style-type: none"> 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
3. Select dates	Click on the blue button with the calendar icon to select the start and end dates of the self-reflection exercise Indicate the default language that you want SELFIE to be displayed in using the drop-down menu. Click on "Save/update dates" to perform the corresponding action.	<ul style="list-style-type: none"> The time slot that you select must be between one-week minimum and three weeks maximum; You can change the time of realization of the self-reflection exercise and update the dates until you activate the links to the questionnaires. After that it is no longer possible to modify (shorten or extend) your dates. 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.
4.1 Activate links	Select the education level for which you want to generate the links. Preview the questionnaires and	<ul style="list-style-type: none"> Preview the questionnaires and be sure the selected self-reflection

	<p>the self-reflection period.</p> <p>Click on “Generate links” to perform the corresponding action. The platform will generate automatically three links: one for the school leaders', one for the teachers' and one for the students' questionnaire.</p>	<p>period is the one you want your school to participate in SELFIE. Once you activate the links changes to the set-up are no longer possible.</p> <ul style="list-style-type: none"> • On the right of each link you will find two buttons: one copies the link to the clipboard, the other to previsualize the corresponding questionnaire; • Clicking on the button "Print links" you will be able to print the links to the questionnaire to distribute it.
4.2 Share the links and supervise participation	<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"> • Users do not need to login to SELFIE and do not require a username or password, participation should be on a voluntary basis and will be anonymous; • After accessing the questionnaire, users can change the language in which SELFIE is displayed using the drop-down menu; • For students, answering the questionnaire should take no more than 20 minutes, for teachers and school leaders no more than 40. However, the questionnaire must be completed within two hours of starting, or the answers will be lost; • The higher the response rates in SELFIE, the more accurate and useful the information provided through the report will be; • After submitting his/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.
B. Results	<p>The platform will generate automatically your school report, which will be available the day after that 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>	<ul style="list-style-type: none"> • If one of the user groups didn't 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.
Applying the results	<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"> • An overview of each of the six SELFIE areas, showing the average rates of each by user group; • Results per area showing the average rating for each statement within a given area; • Results per user, showing the average responses per user group for all statements. 	<ul style="list-style-type: none"> • 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; • 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.
C. Certification: Get an open badge	<p>To request an open badge for your school you will first need to register your school on the INTEF</p>	<ul style="list-style-type: none"> • When registering your profile on the INTEF platform when asked for

<p>for your school and certification of participation for you</p>	<p>platform http://insignias.intef.es/en with the school name and email you use in SELFIE platform, and then send an email to JRC-EAC-SELFIE-TOOL@ec.europa.eu indicating the school name and requesting the badge. You can personalize and download a certificate as SELFIE school coordinator</p>	<p>name and surname, you will need to indicate your school name, as the open badge certifies the school participation in SELFIE;</p> <ul style="list-style-type: none"> • The process of issuing the badge is not automatic; it may take up to a month to issue it since it was requested;
<p>D. Resources</p>	<p>In this section you will find some resources like a video guide and the school coordinator guide in different languages</p>	