



SELFIE GUIDE

FOR SCHOOL COORDINATORS

Contents	0
Introduction	3
SECTION 1: Setup and configuration	4
How do I register for SELFIE?	4
How do I log in?	4
How do I navigate within SELFIE?	4
"How do I set SELFIE up for my school?"	4
How do I chose who will take part in SELFIE?	5
What information do I need to add about participants?	5
Am I able to customise the questionnaires?	6
How do I add an optional STATEMENT?	7
How do I create my own STATEMENTS?	7
How do I select dates?	8
How do I generate and distribute the links?	9
How does a user take the questionnaire?	10
What are the minimum participation rates?	10
Am I able to monitor participation rates?	12
How do I view the results?	12
Certification	12
How do I obtain the open digital badge for my school?	13
SECTION 2: Making the most of the SELFIE school report	14
Getting started	14
SELFIE areas	14
Overview	14
Results per area	15
Results per user	16
Statements added by the school	17
Additional areas	18
Applying the results	20

Overview of areas	21
Results per area	22
Creating an action plan	23
Steps to create an action plan	23
Step 1: decide on an area to focus on	23
Step 2: For each area, specify a statement for improvement	23
Step 3: review the statements provided to each user group	23
Step 4: Define objectives and measures	23
Action plan example	24
SECTION 3: Contact the SELFIE team and find out more	25
How can I contact the SELFIE team?	25
How to find out more about SELFIE?	25

INTRODUCTION

This guide explains how the SELFIE tool can be set up and used in your school. It is organised into three sections:

- Section 1 - how to set up and manage SELFIE in your school
- Section 2 - how to interpret and apply the results.
- Section 3 - how to contact the SELFIE team or find more about the tool.

About SELFIE

SELFIE is a free, online self-reflection tool for schools developed by the European Commission, with a panel of European education experts, to help support schools in their use of digital technologies for teaching and learning.

It uses questionnaires to collect the views of school leaders, teachers and students, on an anonymous and voluntary basis, and compiles the results in an interactive report that can identify strengths and weaknesses. SELFIE can be taken every year to enable a school to monitor its progress over time and can be taken up to three times during any one academic year.

For the purposes of SELFIE, there are three questionnaires, one for each of the three user groups: school leaders, teachers and students.

SELFIE does not measure or compare the knowledge or skills of any user nor does it assess or benchmark schools in any way.

Most questions are answered using a 5-point scale with 1 the lowest rating and 5 the highest. There are several different scales used in SELFIE depending on the wording of the question. There are also a small number of questions that users are asked to reply to in their own words.

The second part contains examples -from a fictitious school- to help you interpret the results and make the most of the SELFIE school report for your school.

SECTION 1: SETUP AND CONFIGURATION

If you would like to use SELFIE in your school, the first step is to assign a person or small team to coordinate the exercise (the 'school coordinator').

HOW DO I REGISTER FOR SELFIE?

In order to use SELFIE, you must first create an account for your school through the link you can find at <https://ec.europa.eu/education/schools-go-digital>.

You should use an e-mail account which you have access to (eg the official e-mail address of the school) rather than a personal one. If the school coordinator changes it means your school can keep the same address for SELFIE.

HOW DO I LOG IN?

Once registered, you will be able to log into SELFIE by going to <https://ec.europa.eu/education/schools-go-digital> or <https://schools-go-digital.jrc.ec.europa.eu> and using the school's email address and the newly created password.

This will take you to the **School Profile** page on which you will be asked to provide some information about your school, most of which is optional, such as an **additional email address**. Please check your school profile at least once per year and make updates if needed.

The School Profile page is available on the right side of the main SELFIE menu once you log in to the school's account.

HOW DO I NAVIGATE WITHIN SELFIE?

In the menu at the top of the SELFIE screen, there are different tabs, that can be used to navigate between the different areas of the tool: **About SELFIE, Set-up, Results, Certification, Resources, Upcoming Sessions, Data Protection** and **School Profile**.

HOW DO I SET SELFIE UP FOR MY SCHOOL?

You can only set up for the current SELFIE session. This means if you are logging in during the time period of session 1, you can't set up in advance for session 2.

There are three SELFIE sessions per academic year, which dates are updated and visible from the main menu in the Upcoming Sessions section. Schools can participate once per education level in each session.

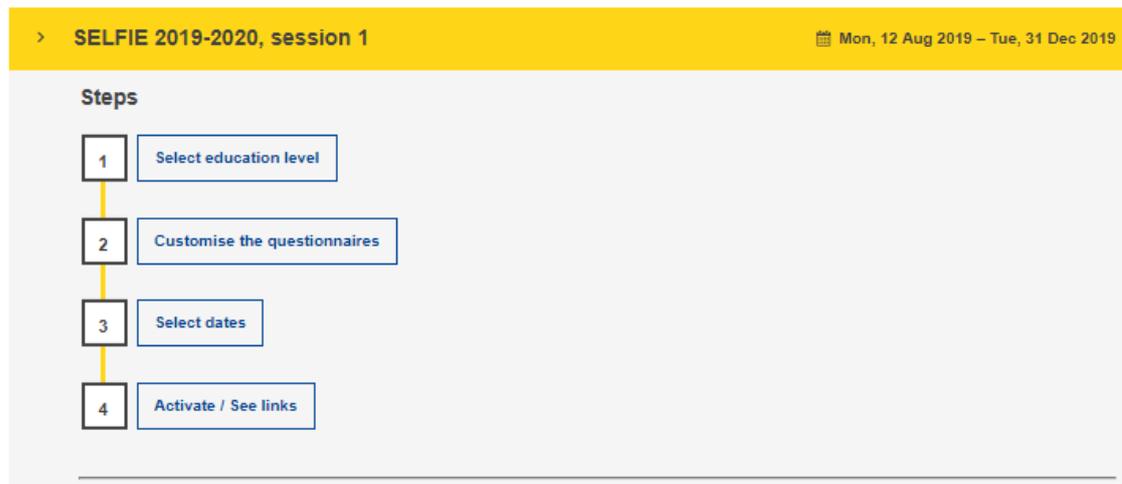
-Session 1: mid-August to end December

-Session 2: mid-January-April

-Session 3: April-July

The **Set-up** tab takes you to the **Your Self-Reflections** screen. It opens on the current session, displaying the 4 necessary steps to set up a SELFIE exercise for your school.

Your self-reflections



After Step 1 is finalized, each following step can be saved independently until you reach Step 4. So if you don't finish the set-up in one go, you can come back later and edit until you activate the links. After this, no more change is possible at any moment.

Also take into account that your set-up is only valid for the current session. It won't be saved for the next. .

HOW DO I CHOSE WHO WILL TAKE PART IN SELFIE?

You can choose an education level to survey by selecting **Set Up>Step 1: Select education level** and choosing one of five options:

1. primary education
2. lower secondary education
3. upper secondary general education
4. upper secondary vocational education
5. post-secondary non-tertiary education

You can choose more than one education level to survey at any one time.

WHAT INFORMATION DO I NEED TO ADD ABOUT PARTICIPANTS?

You will need to enter the total number of school leaders, teachers and students, and the numbers that will be invited to take part in SELFIE.

You can find guidance on how many staff and students should take part in SELFIE in the section [What are the minimum participation rates?](#)

Definitions

*In this context, the term **school leader** refers to the school head/principal or deputy head/principal but it can also include those in senior management or leadership roles. School heads and deputy heads should be considered as school leaders even if they also have teaching duties.*

*The term **teacher** includes teachers and other professional staff who are directly involved in teaching students. Any teacher who has worked in the school for at least one academic year should be invited to participate. Those class teachers with management or leadership responsibilities can be included either as a school leader*

or as a teacher or as both. In the latter case, they would complete two questionnaires, one as a school leader and one as a teacher.

The term **student** refers to a pupil enrolled in the school. For ISCED 1 (primary), only students who are aged 9 and over are considered eligible, as children below this age may not fully understand the wording of the questions.

Click on the "**Save set up**" button on the right side, at the bottom of the page, to save this step and be automatically redirected to the Steps menu. If you make changes, the button will be called "**Update the set-up**".

AM I ABLE TO CUSTOMISE THE QUESTIONNAIRES?

You can customise the questionnaires by selecting **Customise the questionnaires** from the "Steps" menu in **Set-up**, which will enable you either to add optional questions or to create your own.

Question types

Each of the three questionnaires is already populated with a set of **core questions** organised into six common practice areas:

- Area A: Leadership
- Area B: Infrastructure and equipment
- Area C: Continuing Professional Development
- Area D: Teaching and Learning
- Area E: Assessment practices
- Area F: Student Digital Competence

Optional questions, can be added to the core set of questions in order to tailor the questionnaires precisely to your school's needs.

You can also create up to 10 of **your own questions** (school specific questions) from scratch.

Before selecting or creating questions, it is advisable to download and carefully read through the **complete list of core and optional questions** of SELFIE for school leaders, teachers and students, available in the **Customize the questionnaires** section of the tool and in the **Resources** section.

You will need to choose the language in which you want to download the statements list from the drop-down menu.

Customise the questionnaires

In SELFIE some questions are fixed and others optional. You can also choose to create up to eight questions for your school. Note: once SELFIE is launched and participants start to reply to questions you can no longer change the questionnaire.

Select below the education level for which you want to customise the questionnaire.

Education level	Your start and end dates
Select one option 	—

Printable version

Below you can download all SELFIE core and optional questions in a PDF file. Questionnaires for lower and upper secondary schools are identical, as are questions for upper-secondary vocational and adult schools. You can select the language in which you want to download the PDF.

 SELFIE 2019-2020, session 1 Questionnaire English (PDF)	Download 
Available languages (30) 	



HOW DO I ADD AN OPTIONAL STATEMENT?

Add optional questions by selecting **Manage optional statements** and then selecting the education level. The optional statements are displayed per area like the core statements. Click on each area to display the optional statements. Add questions by checking the box next to each question.

Once you have selected all the questions you deem relevant for an educational level, click on the **“Save selected questions”** button at the bottom of the page. Then click on **Back** to continue customising the questionnaire.

You will need to **repeat this process for all education levels** that you have selected to survey. The education level can be changed using the drop down menu.

HOW DO I CREATE MY OWN STATEMENTS?

You can create up to ten questions by selecting the **Manage your own statements** option, choosing the education level, and entering the question and help text that you want to display.

You will need to create a version of each statement and accompanying help text for each user group. The help text should be a statement of highly effective practice, i.e. it should provide a description of the circumstances under which the question or statement would attract a five-point rating.

Additional statements will need to be 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.*

Add custom statement

Create here a custom question for the survey of the selected education level. Please provide the statement and help text and indicate which group should answer (school leaders, teachers, students or a mix, but at least one is mandatory). Make sure the question/statement works with the following rating scale:

1 Strongly disagree - In my experience, this is not true at all	2 Disagree	3 Slightly agree	4 Agree	5 Strongly agree - In my experience, this is very true	N/A Not applicable N/A
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Education level Primary level	Your start and end dates 24 Sep 2019 – 14 Oct 2019
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School Leader Statement In our school robotic devices are used in teaching and <small>The text of the question</small> Help A range of robotic devices, such as [provide the name(s) of devices used in your school] are used by teachers to engage students in, for example, computer science, maths, science or language activities.	Teacher Statement In our school I teach with robotic devices. <small>The text of the question</small> Help Most teachers include the use of robotic devices such as [provide the name(s) of devices used in your school] to enhance learning in subjects such as computer science, maths, science or language development.	Student Statement In our school I learn with robotic devices <small>The text of the question</small> Help In my school I have used robotic devices such as [provide the name(s) of devices used in your school] in subjects such as computer science, maths, science or in languages. <small>(Optional field)</small>
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[Cancel](#) [Save](#)

To add a statement, enter the text in the **Statement** window for the relevant category (School Leader, Teacher, Student), and the help text in the **Help** window, then click on the **Save** blue button. This will save your statement and automatically open a new blank one. If you have finished adding statements, you need to go back to the Step 2 through the **Set Up** tab and select the relevant education level in order to preview your questionnaires, with the optional and custom statements you have added.

Before you create your own statements, check the core and optional statements list to avoid duplicates.

Questions can be edited through the **Edit** facility up until you generate the links, after what, no further change is admitted. If you leave the **Customise your questionnaire** screen, your set-up is automatically saved until the end of the current SELFIE session.

The set-up and the customised questionnaires don't save for future sessions.

Once you have verified your questionnaires through the preview, you must go back to the Steps menu in order to either edit either set up new steps.

HOW DO I SELECT DATES?

To choose dates, go to **Set-up>Step 3: Select dates**. Choose the education level, and then on the calendar, click on the start date, then the end date. When you move the cursor to the right from the start date, all the eligible end dates will show in light blue, until you reach the end of the session, or the 3 weeks' time extension.

The time slot to take the survey must be between one and three weeks.

THE DATES CAN'T BE EXTENDED, REDUCED OR CHANGED once you will finalise **Step 4>Activate/see links**. During the survey, participants who didn't submit a questionnaire on time won't be able to access it anymore.

You have the option here to change the **default language** that you want SELFIE to be displayed in using the drop-down languages menu.

HOW DO I GENERATE AND DISTRIBUTE THE LINKS?

In the **Set-up** menu, go to **Step 4: Activate/see links**. There you can give your configuration a last check before to activate the links. The Step 4 is **final**: once you activate the links by clicking on the **Generate links** button, nothing can be changed anymore in the configuration for the selected education level

This will display **three links**, one for each participants category (school leaders, teachers, students) in the education level selected. Icons will enable you to **copy** the links (you can then just do right click+paste to paste it wherever you need) and to **preview** each questionnaire exactly as it will appear for the user.

HOW DOES A USER TAKE THE QUESTIONNAIRE?

The participants access the questionnaires through the **links** created in SELFIE. **Participation** should be **on a voluntary basis** and will be **anonymous**.

Users do not need to login to SELFIE and do not require a username or password. The links can be copied and distributed by email or by being published, for example, on the school's shared drive.

School leaders and teachers who work across education levels, for example, in both primary and lower secondary, will need **to complete a questionnaire for each level**.

Once a participant clicks on the link, from an email for example, the questionnaire will open exactly as it did in the preview. At this stage the user **can change** the **language** in which SELFIE is displayed using the drop down menu, **however this should be done at the outset as doing it after the survey has started will delete the answers**.

The user can then navigate through the various sections of the questionnaire and submit their answers at the end. It is recommended that younger students complete the questionnaires as a whole class activity with a teacher.

For **students** this should take **no more than 20 minutes** and for **teachers no more than 40**. However, the **questionnaire must be completed within two hours** of starting.

Once the survey has been submitted, a **Get Participation Certificate** link will appear. Clicking on this will open a printable certificate **signed by European Commission**, which the user can personalise, if he or she wishes to do so, by adding his or her name.

The name entered is NOT stored as participation in SELFIE is anonymous. Please remind staff and students that certificates cannot be generated at a later date as no data on individual users is stored. The link to the certificate is temporary and can't be stored, for example, in an e-mail. **SELFIE can be used on a variety of devices** such as personal computers, laptops, tablets and smartphones. It also **works on all main browsers** including Mozilla Firefox, Chrome, Internet Explorer, Edge, Opera, and Safari.

SELFIE is **securely hosted on European Commission servers** and it is covered by personal data protection, privacy statements and copyright legislation. Further information can be accessed at https://ec.europa.eu/education/tools/selfie/privacy_en and in the Data Protection section of the main menu.

WHAT ARE THE MINIMUM PARTICIPATION RATES?

As SELFIE will use the information obtained from the questionnaires to create a snapshot of where the school is in relation to its use of digital technologies, in principle, the greater the number of questionnaires submitted, the more accurate and useful this information will be.

Minimum participation rates have been established in order to guide schools in this respect. The tables below provide the minimum percentage participation rates for school leaders, teachers and students per education level (e.g. primary, lower-secondary). For example, if there are 5 school leaders in primary, then the minimum participation rate is 80%, which means that at least 4¹ school leaders have to participate to reach the minimum threshold. In the case of teachers, if there are 100 teachers in, for example, the upper secondary school level, at least 33% need to participate. For students, if there are 200 students in, for example, a lower-secondary school, the minimum participation rate is 40%, meaning that 80 students should participate.

It is also highly recommended to have an equal number of students/classes per grade to guarantee accurate results per education level.

¹ In case the conversion of the percentage to persons is a decimal number, you can round it to the lower integer.

School leaders

Number of eligible school leaders per education level	% minimum participation rate
Up to 5 school leaders	80%
6-10 school leaders	70%
11-30 school leaders	60%
Above 30 school leaders	50%

Teachers

Number of eligible teachers per education level	% minimum participation rate
Up to 10 teachers	80%
11-30 teachers	60%
31-45 teachers	50%
46-125 teachers	33%
126-200 teachers	25%
201-500 teachers	20%
above 500 teachers	10%

Students

Number of eligible students per education level	% minimum participation rate
Up to 50 students	60%
51 to 150 students	50%
151 to 250 students	40%
251 to 500 students	30%
501 to 750 students	25%
751 to 1000 students	20%
More than 1000 students	10%

For all three user-groups, schools can of course include more than just the minimum number indicated in the tables above and this is highly recommended.

There are 4 levels of participation achievable in a SELFIE self-assessment exercise:

- **High participation:** Each of the three user groups (teachers, school leaders and students) achieves the minimum participation rate as indicated in the tables above, or the participation of two user groups is high and that of the third group is close to the recommended rate.
- **Medium participation:** Participation of at least two out of three user groups is lower than that recommended.

- **Incomplete participation:** At least one out of three user groups has not participated in which case, a **watermark** in the results section indicates that participation has been incomplete.
- **No participation:** No users have submitted a questionnaire.

AM I ABLE TO MONITOR PARTICIPATION RATES?

You will be able to monitor in real time the numbers of school leaders, teachers and students who have completed the survey, once the process is underway. This information will only appear **once the links to the questionnaires have been generated** and will be displayed as an **interactive bar chart** on the SELFIE dashboard. Hovering over the bars will provide information for the level being surveyed including the user group, the number of users who have been invited to take part and the percentage completion rate as well as the recommended minimum number for each user group. **Download** and **Print** options are also available.

HOW DO I VIEW THE RESULTS?

Once the timeslot for the questionnaire has closed, the results for the school will be available by selecting the **Results** section in the main menu, which will open the **SELFIE School Report** screen.

In this screen you can compare results with a previous SELFIE exercise.

Results are only available at the end of the timeslot you chose for SELFIE. This is the case even if participation rates are reached before the final date.

To view results from a previous session, select the relevant session's name through the sessions' selector in the **Results>SELFIE school report** page. If more than one education level has been surveyed, they will be listed here. If you ran SELFIE in both primary and lower secondary, you will need to select the level that you want to view results for.

Once checked, the screen will expand to show the following sections:

- How to use the report
- SELFIE areas
- Statements added by your school
- Additional areas

The first section shows the timeslot within which this SELFIE has been taken, together with an overview of the final participation rates. The second, third and fourth section display the actual results using interactive graphics.

Go to **Section 2: Making the most of the SELFIE School Report** within this guide for detailed information on how to view, interpret and use the SELFIE results.

Each school and only that school will have access to the information displayed and it will be up to the school to decide how to use the results. Policy makers and researchers will be able to receive aggregated and anonymised data from your country/region but they will not be able to see the results from individual schools or participants.

CERTIFICATION

Once the timeslot for taking the questionnaires has closed, **the school coordinator(s) will be able to download a certificate for himself/herself** by going to the main menu and selecting **Certification**. On the right of the screen, under **Certificate for you**, the coordinator can enter his/her name. Clicking on **Submit** will generate a printable PDF certificate.

School leaders, teachers and students can also personalise, download and print their own **certificate of participation once they have taken and submitted their questionnaire.**

In any case, the names entered to personalise the certificates are NOT stored as **participation in SELFIE is always anonymous.**

HOW DO I OBTAIN THE OPEN DIGITAL BADGE FOR MY SCHOOL?

The process to get an Open Badge for your school is summarized in the **Certification** section of the main menu, on the left side of the screen, under **Get a SELFIE open badge for your school.**

Any school that has participated in SELFIE has the opportunity to obtain an **open digital badge.** Open badges are tokens of recognition or accomplishment issued online by organisations usually to reward an individual's achievements. **The SELFIE open badge however is a badge for schools;** it is school specific and can be used on the school's blog, websites, and social media applications or within the school email signature. It will display the school name or the short form of the school name if it has been entered in the school profile.

SELFIE open badges are issued **in collaboration with the Spanish Ministry of Education, Culture and Sports.** In particular, to get the digital/open badge you must first register with Insignias INTEF Open Badge Backpack of the Spanish Ministry of Education, Culture and Sports (available in Spanish and English). You need to create an account for your school and then use the account login credentials to retrieve the badge..

To create an account you will need to go to <https://insignias.educacion.es/en> and input **the same email address that you used to log into the SELFIE tool.** You will receive an account registration authorisation link by email to the school's email account. If this does not appear please check the spam folder.

The link within the email will take you to a login page and then to an account details page where you will need to provide **the name of your school** (as to appear in the open badge) and **the same school email address that you used to log into SELFIE with.** You will then be asked to type a new password and to retype it to confirm.

Once this is done, you will need to send an email to JRC-EAC-SELFIE-TOOL@ec.europa.eu confirming that you have completed the steps to register for the badge **including the following information:**

-subject: Open Badge request for [name of your school][country]

-name of your school as registered in SELFIE and INTEF

-e-mail you used to register in INTEF with

It can take up to one month to receive a badge. You will receive an email from the Insignias INTEF Open Badge Backpack stating that the open badge has been issued to your school.

To retrieve the badge, log in using the school's email address and the password that you created during registration, select **My badges** then use *Right Click* and *Save Image as* from the drop-down menu to download the badge as an image or you can use the social media buttons displayed here to share it.

SECTION 2: MAKING THE MOST OF THE SELFIE SCHOOL REPORT

GETTING STARTED

The **SELFIE school report** can be accessed from the **Results**² section within the SELFIE tool. Results are only available at the end of the timeslot you chose for SELFIE. This is the case even if participation rates are reached before the final date.

The report can be viewed on a range of digital devices (e.g. laptop, personal computer and tablet) but for ease of use it is **best viewed on a device with a larger screen**. The three user groups are colour-coded throughout the result (**school leaders [blue], teachers [red], students [yellow]**). Colours are also used to show the six areas of SELFIE (e.g. Leadership, Infrastructure and Equipment etc.).

The results in the report provide a snapshot of where your school is at in relation to its use of digital technology for learning. The report is created from the information provided by the students, teachers and school leaders in your school when they answered the questions and statements. The results can be used for **self-reflection**, to start a **discussion** within the school community and to create an **action plan** to improve the use of digital technologies for better teaching and learning.

In principle, the greater the response rates in SELFIE the more accurate and useful this information will be. 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. In the case where one of the user groups (school leaders, teachers or students) has not participated, the report will show (with a watermark) that the results are incomplete.

Please note that only the school coordinator(s) in your school has access to your school's results. The school coordinator can share the results with the school community or others, as she or he deems appropriate.

The results are shown for the SELFIE areas, for the statements that the school has added to the questionnaires and also for additional areas within SELFIE. These are displayed in three separate sections.

SELFIE AREAS

OVERVIEW

The **Overview of areas** section of the report shows the average rating for each of the six areas by user group. If you hover over the coloured bars a pop up window appears that shows the number of questions in that area that have been answered by each user group.

Example: In this fictitious school, **Teaching and Learning** contained 11 questions for school leaders and teachers, three for students and was given a rating of between 3.2 and 3.5 out of 5.

² A separate report is available for each self-reflection exercise you run in your school.

Overview of areas

The figures below show the average responses by your school leaders, teachers and students for each of the areas.



PNG

PDF

RESULTS PER AREA

This section shows the average rating for each statement within a given area (**Leadership, Infrastructure and Equipment**, etc.). If you hover over a coloured bar a pop-up window appears that shows you the questions that each group has answered.

To the right of each main bar, there are smaller blue, red and yellow horizontal bars. The main bar gives the average rating for the statement overall, the smaller bars give the average rating by user group.

The black arrow ► to the right of the bar reveals additional information, including the number of the users who responded to that statement, the scale used to rate the statement and the breakdown of the answers provided, expressed as a percentage.

The six coloured dots (top right) represent the six areas in the SELFIE questionnaire. Clicking on a dot shows the results for that area. For example, clicking on the green circle will display the statements for **Student Digital Competence**, while clicking on the red circle will display those for **Assessment Practices**.

Example: 3 school leaders responded to question B4. 1 slightly agreed and 2 agreed with the statement that in their school "Technical support is available in case of problems with digital technologies".

Results per area

The bar charts below show the average responses for each statement/question of the selected area.



Infrastructure and Equipment

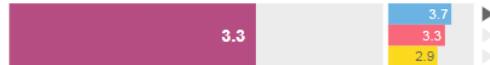
B1. Infrastructure



Question B4

- **School leaders:** In our school, **technical support** is available in case of problems with digital technologies
- **Teachers:** In our school, **technical support** is available in case of problems with digital technologies
- **Students:** In our school, technical support is available when I **face problems with technology**

B4. Technical support



B5. Data protection



3 out of 5 School leaders

- Strongly disagree - In my experience, this is not true at all 1
- Disagree 2
- Slightly agree 3
- Agree 4
- Strongly agree - In my experience, this is very true 5

PNG

PDF

RESULTS PER USER

Each segment of the wheel represents a question in SELFIE. If you hover over each coloured segment you can see the statement and the results.

The light grey segments in the graphic indicate core questions that have not been asked to this user group or that all respondents selected the "not applicable (N/A)" answer option. Dark grey segments indicate questions that were not selected for this user group.

Clicking on the coloured icons shows the results by user group. **The blue icon is for school leaders, the red for teachers and yellow for students.**

Example:

Results per user

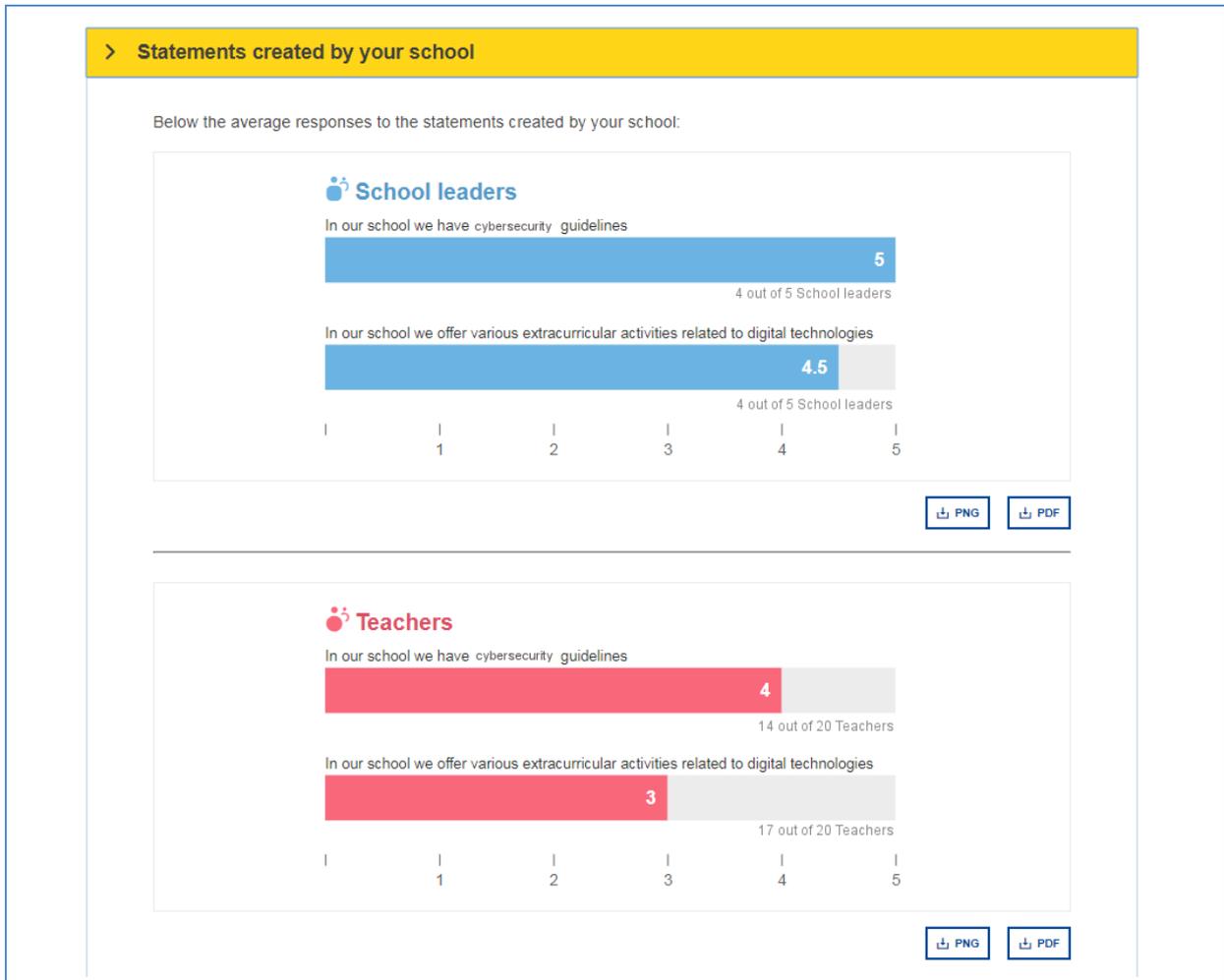
The wheel below shows average responses per user group for all statements.



STATEMENTS ADDED BY THE SCHOOL

The results for the statements added/created by the school are shown as three bar charts, one for each user group. Each bar chart shows an average rating for each statement and indicates the number of users who responded to that statement.

Example: Two questions were added to the school leader questionnaire and to the teacher questionnaire. Of the two questions to the school leaders, the first was given an average rating of 5, the second was given an average rating of 4.5



ADDITIONAL AREAS

This section displays the ratings for the following additional areas in SELFIE:

1. Usefulness of Continuing Professional Development (CPD) activity
2. Teacher confidence in the use of technology
3. The percentage of time spent teaching through digital technology
4. Factors inhibiting the use of technology
5. Approach to the adoption of new technologies
6. Student use of technology within and outside of school

For 1,2, 3, 5 and 6, the average rating for each individual statement is given and hovering over the coloured bars displays the wording for that statement.

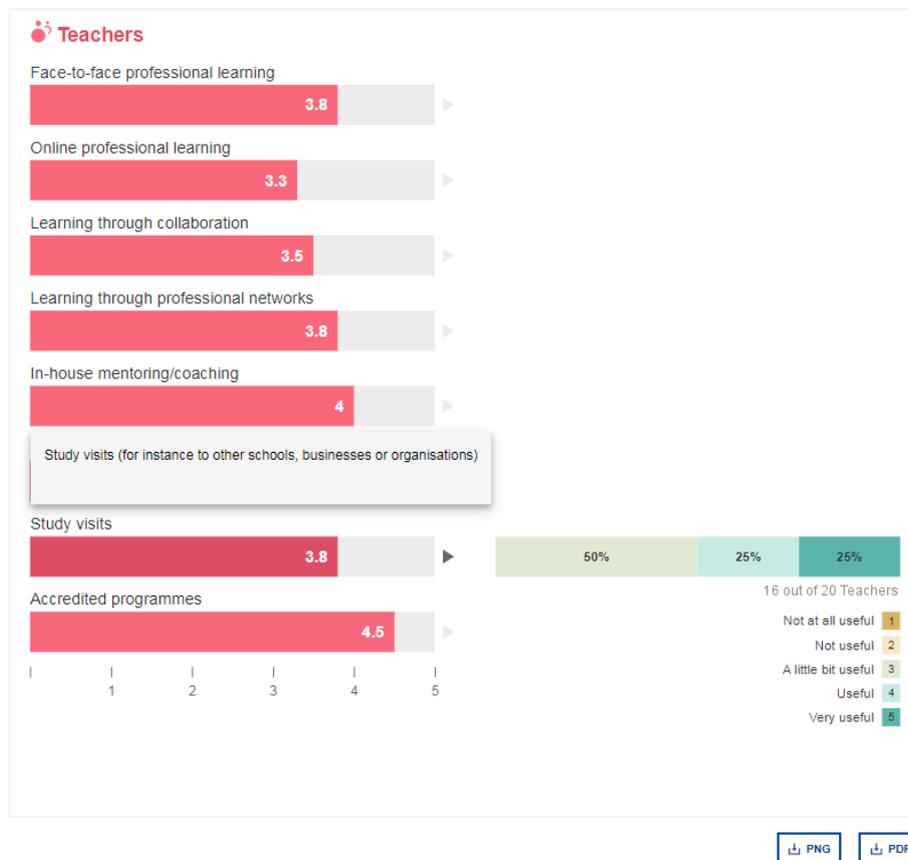
To the right of each bar is a small grey arrow. Clicking on this reveals the scale that has been used to rate that statement along with the breakdown of the answers provided, expressed as a percentage.

Example: Of the 16 teachers who gave a response, 8 rated the usefulness of **Study visits** as *A little bit useful*, 4 as *Useful* and 4 as *Very useful*.

> Additional areas

Usefulness of CPD activity

What do your teachers think about the usefulness of the CPD activities in which they participated in the last year?

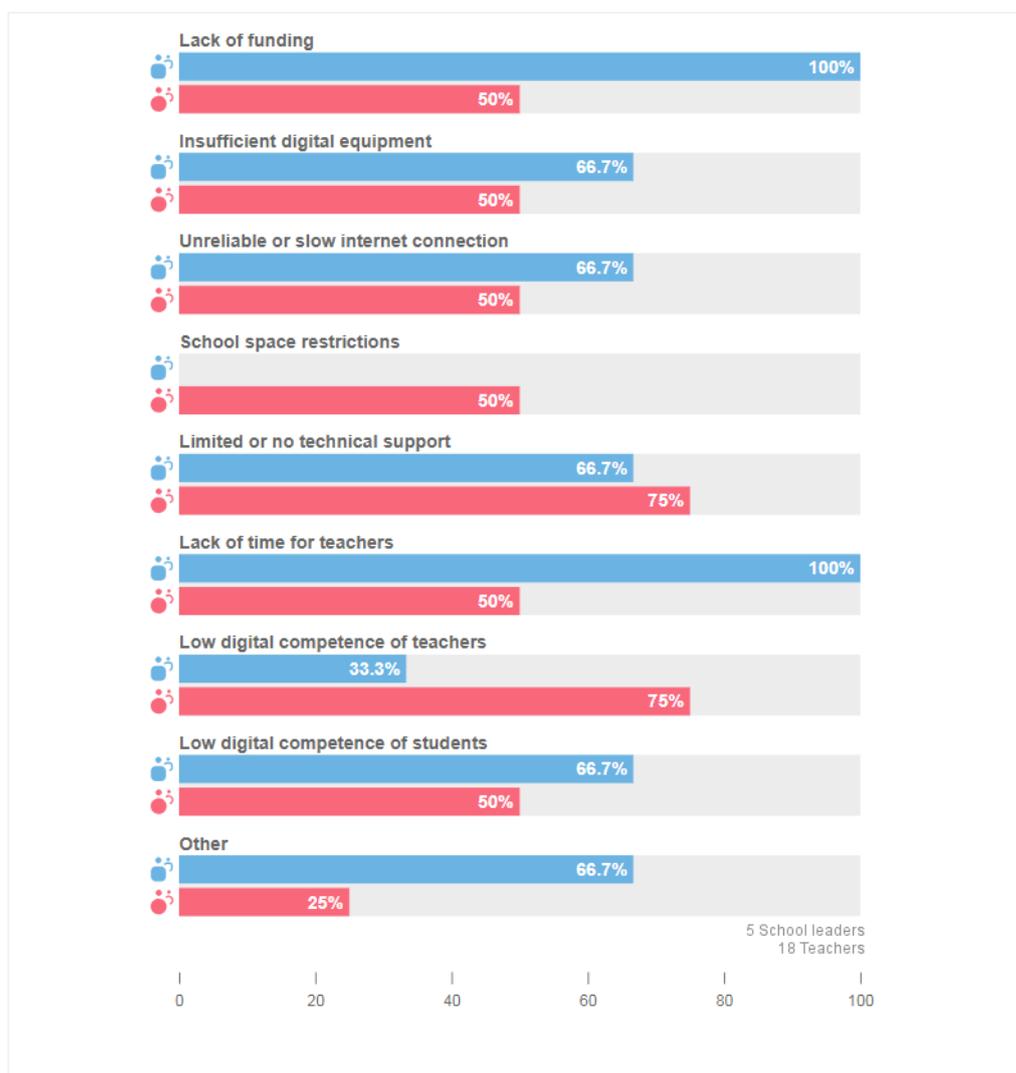


For area 4, **Factors inhibiting the use of technology**, two bars represent each statement, one for school leaders and one for teachers. Each of these represents the **percentage** of people in that user group who believe that this is one of the factors inhibiting the use of technology in their school.

Example: 66.7% of school leaders believe that insufficient digital equipment, unreliable or slow internet connection, limited or no technical support and the low digital competence of students are some of the factors that inhibit the use of technology.

Factors inhibiting the use of technology

Is teaching and learning with digital technologies in your school negatively affected by the following factors?



[PNG](#)

[PDF](#)

APPLYING THE RESULTS

The SELFIE school report can be used as a **basis for reflection and discussion** within the whole school community. As the average rating in a given area or for a given statement is an indicator of how well the school is using digital technologies for learning, the results can be used **to identify strengths and weaknesses** and include these in an **action plan**. This action plan should form **part of the school's overall development plan** if it exists.

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 ratings between user groups

OVERVIEW OF AREAS

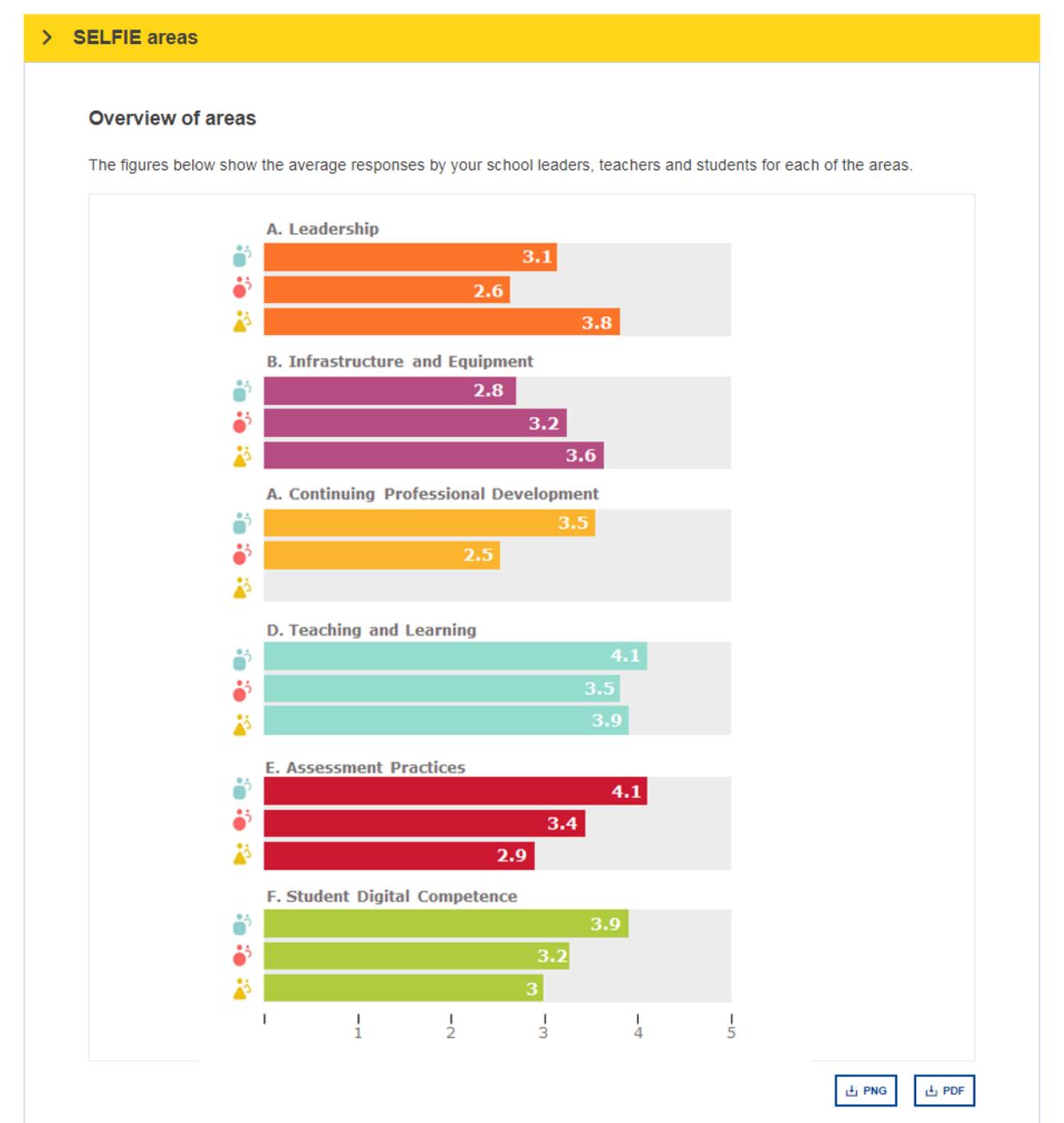
In the example below, in the **Overview of areas** section, **Infrastructure and equipment** was given a **low rating** compared to the other areas by the school leaders group. This is therefore an area that this school may wish to explore further and target to improve.

One of the areas that attract the **highest rating** overall is **Teaching and learning**. This is a strength that could be investigated further to identify why this is working well and what could be improved further.

For **Student Digital Competence**, school leaders rate this area higher than students and teachers so this could be further investigated to see the reasons for the **difference**. If you can explain why there is a gap this could help identify follow-up steps

Another area where opinions differ relates to **Continuing Professional Development**. In the example below, school leaders rate practice in the school higher than the teachers do. It would be worth investigating why this is.

Example:



RESULTS PER AREA

Taking the situation with regard to **Infrastructure and equipment** this can be investigated further through the **Results per area** section which shows three statements that have attracted lower ratings:

B1 Infrastructure:

"In our school, the digital infrastructure supports teaching and learning with digital technologies."

B2 Digital devices for teaching:

"In our school, there are digital devices to use for teaching."

B6 Digital devices for learning:

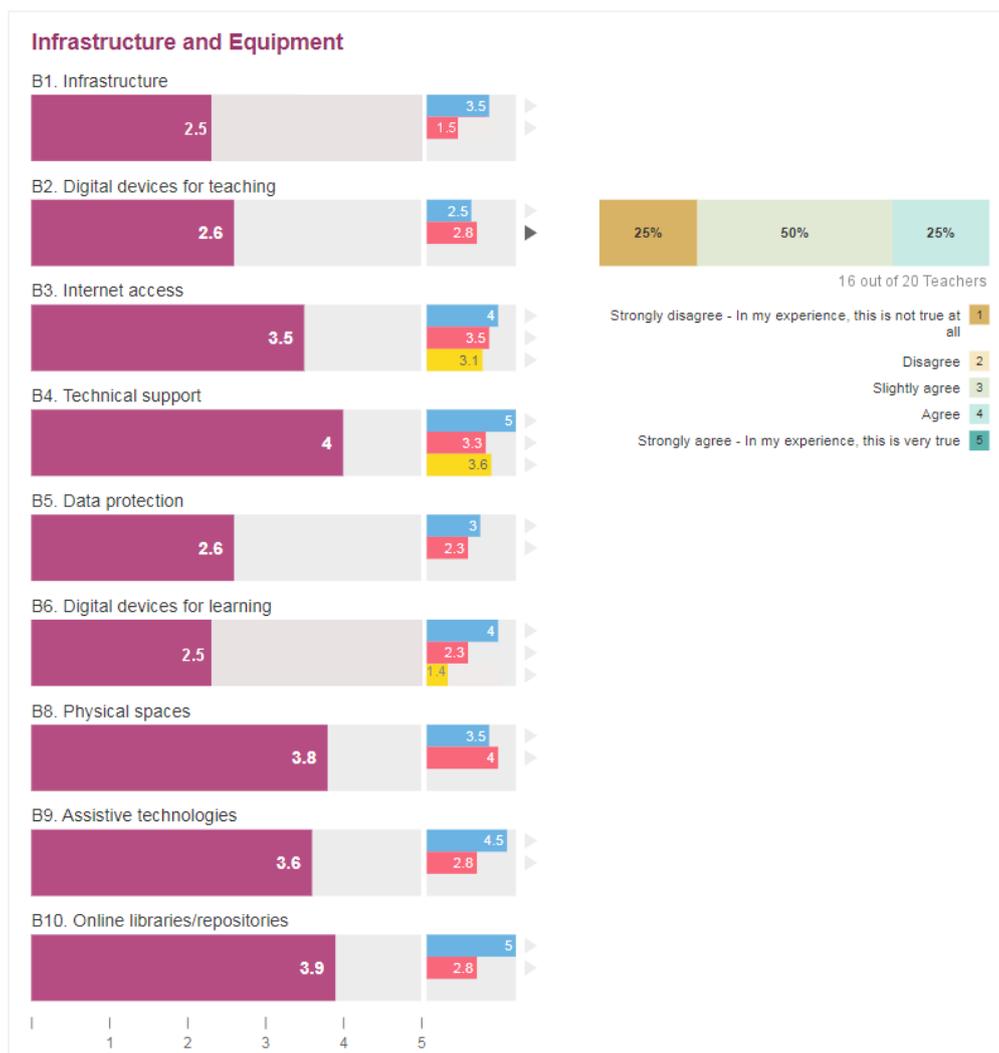
"In our school, there are school-owned/managed digital devices for students to use when they need them."

Each of these three statements, B1, B2 and B6 can be explored further in the interactive graphic through the bar chart to the right. The lower ratings for these three particular statements show that there is an issue in this school with the hardware provision for teaching and learning. This is one area that this school could consider including in an improvement or action plan.

Example:

Results per area

The bar charts below show the average responses for each statement/question of the selected area.



CREATING AN ACTION PLAN

Before developing an action plan, **school leaders, teachers and students** should be brought together, to **discuss the strengths and weaknesses** identified in the SELFIE school report.

One suggested approach is to use **key images from the report as a stimulus for discussion** by displaying them on an interactive whiteboard or projector and to jointly decide on one or two things to focus on.

The next steps would then be to:

- Identify what you want to achieve (the **objective**)
- Identify how to measure if you have achieved this or not (the **measures**)
- Define the **actions** needed to achieve this and:
 - The **resources** required
 - The **finance** required
 - **Who** should be involved
 - The **timeframe**
- **Create the improvement/action plan** using this information

STEPS TO CREATE AN ACTION PLAN

This is an example for illustration purposes only. It uses information from a SELFIE school report created from data that is neither real nor representative of a real school.

STEP 1: DECIDE ON AN AREA TO FOCUS ON

In the example used in this guide the area that has been identified for improvement is **Infrastructure and equipment** as the statements in this area were given the lowest ratings.

STEP 2: FOR EACH AREA, SPECIFY A STATEMENT FOR IMPROVEMENT

As **B2 Digital devices for teaching** has been identified as a particular weakness, we will use this as the focus for improvement in this example.

STEP 3: REVIEW THE STATEMENTS PROVIDED TO EACH USER GROUP

The statement **B2 Digital devices for teaching** that school leaders responded to was:

"In our school, there are digital devices to use for teaching"

And for teachers it was:

"In our school, there are digital devices for me to use for teaching"

STEP 4: DEFINE OBJECTIVES AND MEASURES

Objective:

By the end of this academic year, teachers will have access to a shared pool of tablets for use with their class, shared one between two, to support the teaching of digital technology.

Measure:

75% of teachers use tablet devices for teaching and learning at least three times per week for at least an hour each time.

There can be more than one objective or measure.

ACTION PLAN EXAMPLE

The action plan should define exactly what needs to be done in order to ensure that the objective is achieved. In our example this is to ensure that by the end of the year, teachers will have more equipment with which to teach. It should identify the activities, the resources needed in terms of finance and people while also defining the timescales.

As we want to address this problem within a year, **this action plan is for one academic year only**. The following year may have a different objective and a different action plan. **The action plan could be integrated into an improvement plan for digital technology or into the whole school development plan.**

Schools may wish to **target more than one area** for improvement in which case **each area would have a separate action plan.**

The example below is **simplified for illustration purposes.**

Activities	Resources	Financing	Personnel	Timeframe
Identify the budget needed.			School head	By 1 Sep
Research the options available.			ICT leadership team	By 15 Oct
Rating the devices and decide which to buy			ICT leadership team	21 Oct
Buy devices		€7000	Principal/School coordinator	By 7 Nov
Train teachers to use them			ICT leadership team	
Create timetable for use across the school			School coordinator	By 21 Nov
Trial use			All teaching staff	1 Dec – 30 June
Obtain and analyse feedback	SELFIE		School coordinator	15 May – 31 May

Once agreed, the details contained within the plan should be made available throughout the **school community** so that everyone who has taken part in SELFIE is aware of the positive impact of their involvement.

In our example and once the action plan has been implemented, if the feedback from teachers and students indicates that 75% of teachers are in fact using the new devices for teaching and learning at least three times per week for at least an hour then the outcome will have been met.

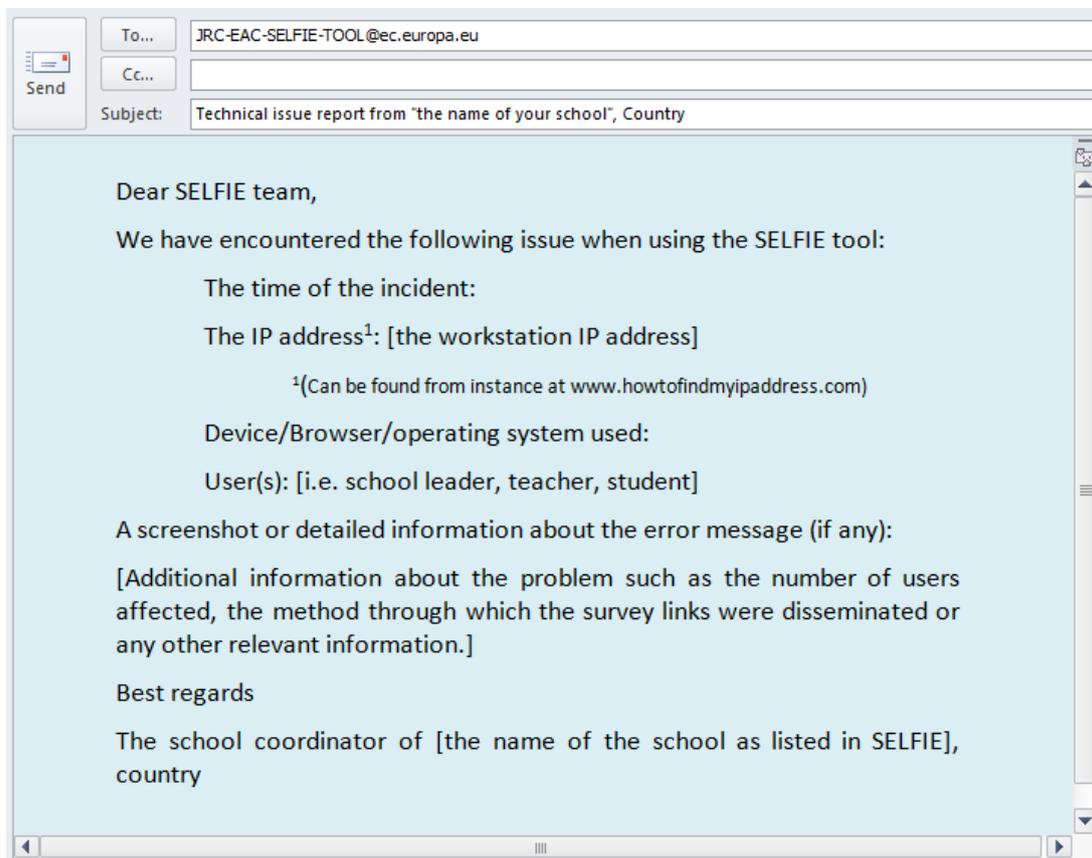
When SELFIE is taken the following year, the average rating for this statement should be much higher. The school can then repeat the cycle, identifying different weaknesses and updating the action plan in order to improve them.

SECTION 3: CONTACT THE SELFIE TEAM AND FIND OUT MORE

HOW CAN I CONTACT THE SELFIE TEAM?

Should you wish to contact the SELFIE team, for instance to report a technical issue, ask questions or propose improvements, please send an email to JRC-EAC-SELFIE-TOOL@ec.europa.eu

To report a technical issue, please include the following **specific information**:



The screenshot shows an email composition window. The 'To...' field is filled with 'JRC-EAC-SELFIE-TOOL@ec.europa.eu'. The 'Subject:' field contains 'Technical issue report from "the name of your school", Country'. The main body of the email is a light blue area with the following text:

Dear SELFIE team,

We have encountered the following issue when using the SELFIE tool:

The time of the incident:

The IP address¹: [the workstation IP address]

¹(Can be found from instance at www.howtofindmyipaddress.com)

Device/Browser/operating system used:

User(s): [i.e. school leader, teacher, student]

A screenshot or detailed information about the error message (if any):

[Additional information about the problem such as the number of users affected, the method through which the survey links were disseminated or any other relevant information.]

Best regards

The school coordinator of [the name of the school as listed in SELFIE],
country

When asking questions or proposing improvement, please include a relevant subject in the subject field such as **Answers needed** or **Suggested improvements**.

HOW TO FIND OUT MORE ABOUT SELFIE?

The SELFIE website (<https://ec.europa.eu/education/schools-go-digital>) and the **Resources** section includes videos and information about the tool. The **Data privacy statement** is available in the relevant section.

In the **News** section of the website, you can find the most recent information about events and resources related to SELFIE and the use of digital technologies for learning in the digital age.

You can also sign up for the **SELFIE newsletter** to receive the latest information and be in touch with the SELFIE community, every 6 weeks and directly in your mailbox!

Also, through the **hashtag #SELFIE_EU** you can take part in the discussions about the tool in Twitter. Stay tuned!

