SELFIE GUIDE 1

FOR SCHOOL COORDINATORS

SET UP AND RUN SELFIE

Contents

INTRODUCTION

This guide explains how the SELFIE tool can be set up and used in your school. It is organised into two parts, presented as separate documents:

- SELFIE school coordinator's guide 1 – SET UP AND RUN SELFIE (this one!) - how to set up and manage SELFIE in your school.
- SELFIE school coordinator's guide 2 – SELFIE RESULTS - how to interpret and apply the results.

Other ressources are available from our **ressources** section, to support schools on the self-reflexion process as a whole.

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 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 four questionnaires, one for each of the four user groups: school leaders, teachers, students and in- company trainers.

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.

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 'SELFIE school coordinator/s').

REGISTRATION IN SELFIE

To start using SELFIE, you only need to register and create a SELFIE school account, through the link you can find at https://education.ec.europa.eu/selfie.

We strongly recommend using an email account that you have access to (e.g., the school's official email address) rather than a personal one: this way, if the coordinator moves from the school or from the specific position, the school can maintain the same address for SELFIE.

Register your school

A teacher, school leader or another staff member must register your school. Individual students or teachers should not sign up as they cannot use SELFIE in an individual capacity.

Official email address*

Enter the school official email address

Type what you see below*

vpoteo

Enter the characters you see in the image

☐ I agree with the SELFIE privacy policy, data protection and data use ☑

Cancel   **Sign up**

LOG INTO SELFIE

Once registered, you will be able to log into SELFIE by going to https://education.ec.europa.eu/selfie or https://schools-go-digital.jrc.ec.europa.eu and using the selected email address.

Log in as school coordinator

Email

Enter any of the registered email addresses of your school

Password

Enter your password

Forgot password?   **Log in**

This will take you to the SELFIE school account. Tabs at the top of the screen allow you to navigate between different sections: About SELFIE, Set- up, Results, Certification, Resources, Upcoming Sessions, Data protection, School profile

About SELFIE	Set-up	Results	Certification	Resources	Upcoming sessions	Data protection	School profile

In **School Profile** section you will need to provide some information about your school.

- *Please check your school profile at least once per year and make updates if needed (right side of the main SELFIE menu).*

Before setting up a SELFIE exercise, you need to consult the **Upcoming Sessions** section on main menu.

Schools can take SELFIE:

- Up to three times a year in predefined SELFIE sessions.
- Once per educational level in each session.
- Larger schools with more than one educational level can conduct SELFIE exercise with each one of these educational levels.

SELFIE sessions within a school year:

Session 1: August – December

Session 2: January – April

Session 3: April- July

*It is possible to set up an exercise **ONLY** for the current SELFIE session and it is not possible to set up an exercise in advance.*

You cannot set up an exercise while a SELFIE session is not running (e.g., between two sessions).

The **Set-up** tab takes you to **Your Self-Reflections,** that contains the four steps to set up SELFIE for your school.

NOTE: Steps 1-3 can be saved and edited at any point until you activate the links to send to teachers, schools leaders and students. **After the links have been activated no further changes to the set-up are possible**. The set-up is only valid for the current session. If you run SELFIE again in your school (e.g in one year's time) you will need to complete the set-up again. The same log in and account for your school can of course be used.

SELECT EDUCATION LEVEL

Choose one educational level of the five options to survey:

1.	Primary Education	ISCED 1, PE
2.	Lower Secondary Education	ISCED 2, LSGE
3.	Upper Secondary General Education	ISCED 3, USGE
4.	Upper Secondary Vocational Education	ISCED 3 USVET
5.	Post-Secondary Non-Tertiary Education	ISCED 4, PSNTE

You cannot merge two or more educational levels in one exercise (i.e., you cannot take an exercise with Primary and Lower secondary education).

You need to set up a different exercise for each educational level within your school.

If you are going to take a SELFIE exercise in *Work Based Learning* context, you must select education level: <u>Upper Secondary Vocational Education.</u>

You will need now to include the number of school leaders, teachers and students taking part in the survey.

School leaders:	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.
Teachers:	All qualified teachers and other professional staff involved in teaching students.
Teachers - who will be invited?:	All teachers who have worked at the school for at least one full school year or are familiar enough with the school's processes to answer the questions
Eligible students:	Pupils enrolled in the school during the current school year. For ISCED 1 (primary education), only students over the age of 9 are considered eligible. Younger students may not fully understand the wording of the questions.

In *Work Based Learning* context, *after* selecting upper secondary vocational level, it will appear a question on companies taking part in the survey. If you wish to involve in-company trainers tick the checkbox.

Also, 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.

You can find guidance on how many staff and students should take part in SELFIE in the section <u>What are the</u> <u>minimum participation rates?</u>

CUSTOMISE THE QUESTIONNAIRE

The SELFIE questionnaire is organised in eight thematic 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.

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 as well the **questions for Blended Learning,** which can support you in creating your school specific questions**.** The files are available in the **Customise 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.

There are three types of questions in SELFIE:

- **Core statements:** common questions to all schools that cannot be modified. They form the basis of the SELFIE questionnaire. You can only view the core statements using the button at the right.

- **Optional statements**: List of predefined questions that schools can decide to include them or not in their SELFIE exercise. By selecting **Manage optional statements**, schools can add as many of the optional questions available as they wish, by clicking on the checkbox at the top of each question.

Once you have selected all questions for your school click on the "**Save selected questions**" button (bottom of page). Then click on "**Back"** to continue customising the questionnaire.

Back   **Save selected questions**

- **Your own statements:** You can choose to create up to <u>ten</u> questions of your own and select which type of respondent you want to be asked. You can create questions for the three respondent types, or for two or even one type of respondent.

The questions must be formulated in accordance with the type of respondent to whom they are addressed. You will also need to create an 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.

'Your own statements' should be formulated in accordance with the scale of agreement responses. Thus, users will be able to respond by selecting one of the following options (1 to 5).

At that point you should save the question. The new question will then appear with its serial number and the option to proceed to add more questions.

1 Question   Delete | Edit

School Leader	Teacher	Student
In our school students learn how to use digital technologies to ask for help when they have difficulties with their learning	In our school students learn how to use digital technologies to ask for help when they have difficulties with their learning	In our school we learn how to use digital technologies to ask for help when we have difficulties with our learning
Choose 5 only if in your opinion students learn how to use digital technologies (email, chat posts, comments) to ask for help with their learning: e.g. what is the appropriate tool to use each time, how to ask the right question, who to ask	Choose 5 only if in your opinion students learn how to use digital technologies (email, chat posts, comments) to ask for help with their learning: e.g. what is the appropriate tool to use each time, how to ask the right question, who to ask	Choose 5 only if, in your opinion, you learn how to use digital technologies suggested by your school (email, chat, posts, comments etc) in order to ask for help when you find difficulties with your learning: e.g. you learn what is the appropriate tool to use, who to ask, how to ask the right question.

Date created: *Tuesday, 28 Jun 2022*

Back | **Add statement**

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 dropdown menu.

Once you have finished, go "**Back**" to preview your questionnaires with the optional and custom statements you have added.

Preview the questionnaires

Below you can preview (in a new tab) the questionnaires that participants will see. This includes the core statements, optional statements you have selected, and any statements you have created for your school.

Preview (School Leader) | Preview (Teacher) | Preview (Student)

When you have previewed your questions, you can then return to the Steps menu to edit or complete your set-up.

Before you create your own statements, check the core and optional statements list to avoid duplicates. You can also download the PDF **Blended learning questions**, available in the section **Customise your questionnaire** and in the section **Resources**. This file includes a list of suggested questions on blended learning. You can download the file in your language, select the question that suits your school's needs, and copy and paste the texts into the "Statement" and "Helptext" boxes.

Questions can be edited at any time using the "**Edit**" tab until the point where you generate the links for participants. Once links are generated **no further changes are allowed**. 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 questions are not saved, however, for future sessions. If you wish to use the same customised questions in future sessions, you should save them in a different type of document (e.g., a word processor document) upon the setting up.

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 and end date. When you move the cursor to the right from the start date, all eligible end dates will show in light blue.

The time slot to take the survey must be between one and three weeks. Participants will no longer be able to answer or access the questions after the closing date.

Any SELFIE exercise must take place fully in one of the three SELFIE sessions of the year. It is not possible to select dates in a future SELFIE session, only in the current one. So it is not possible to end or set-up an exercise in a future SELFIE session.

ACTIVATE/ SEE LINKS

Before activating the links, you can preview the questions to see how they will appear for staff and students and make any modifications needed.

Preview the questionnaires

Below you can preview (in a new tab) the questionnaires that participants will see. This includes the core statements, optional statements you have selected, and any statements you have created for your school.

[Preview (School Leader)] [Preview (Teacher)] [Preview (Student)]

In the **Set-up** menu, go to **Step 4: Activate/see links**. Before activating the links make sure you have checked:

- Yyour questions.
- The period you have selected and confirm that it fits into your school calendar.

Once the links are activated **no further changes** can be made which means that you will not be further able to:

- Modify participation numbers.
- Modify the questions.
- Extend, reduce, or change the dates of the exercise.

Once activated three links are generated: one each for school leaders, teachers and students. Copy the links by clicking on the copy icon and insert it where needed (e.g., in an email to staff and students). You can also preview the questions to see how they will appear for staff and students.
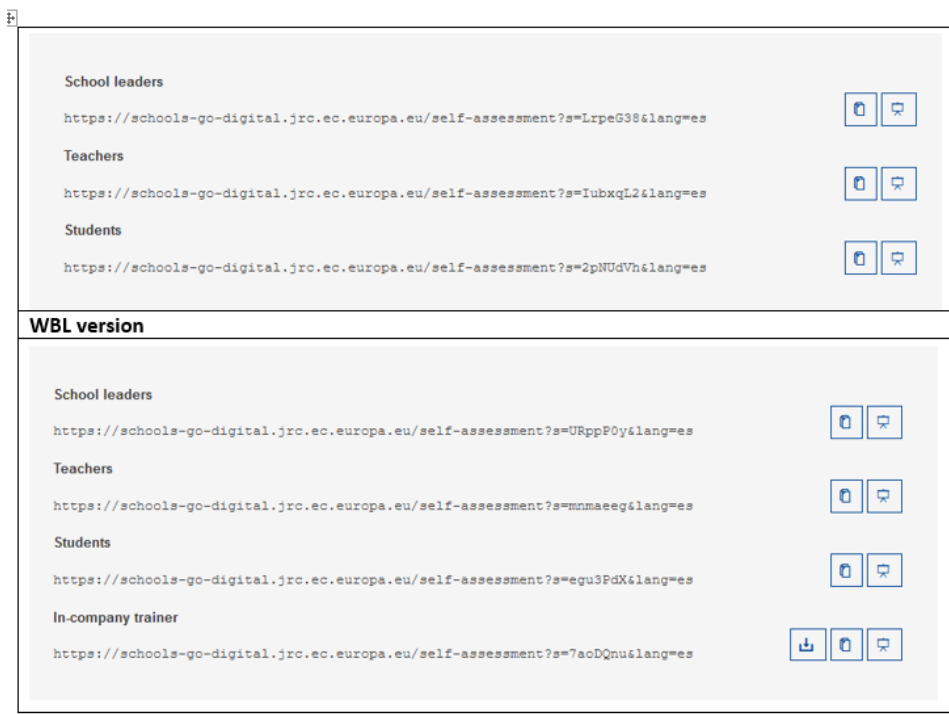
In the WBL module, a link for the In- company trainers will be generated. The tool will also generate an invitation letter you can use to invite in- company trainers to take part in your exercise.

ANSWERING THE QUESTIONNAIRE

Before answering the questionnaire, participants need to know the time frame selected by the school coordinator. They will have two hours to submit their answers and it is not possible to save changes nor continue later. The session expires at **23:59 Cental European Time** of the last day of the time frame selected. After that, they will not be able to submit their answers. A message will appear indicating that the session has expired.

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

Users do not need to login to SELFIE and do not require a username or password.

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 the questions are displayed using the drop-down menu.
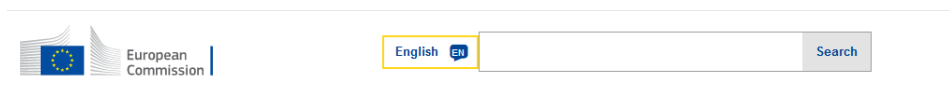
 However, this should be done at the outset as doing it after the survey has started will delete the answers. The statements added by your school will only appear in the language in which they were written.

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.

After completing the questionnaire, the participant can download a printable certificate **signed by European Commission**. The participant can personalise it, 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 stage, as no data on individual users is saved. The link to the certificate is temporary and cannot 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://education.ec.europa.eu/selfie/data-and-privacy 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 stands 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 4[1] 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.

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%

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

31-45 teachers	50%
46-125 teachers	33%
126-200 teachers	25%
201-500 teachers	20%
above 500 teachers	10%

Students

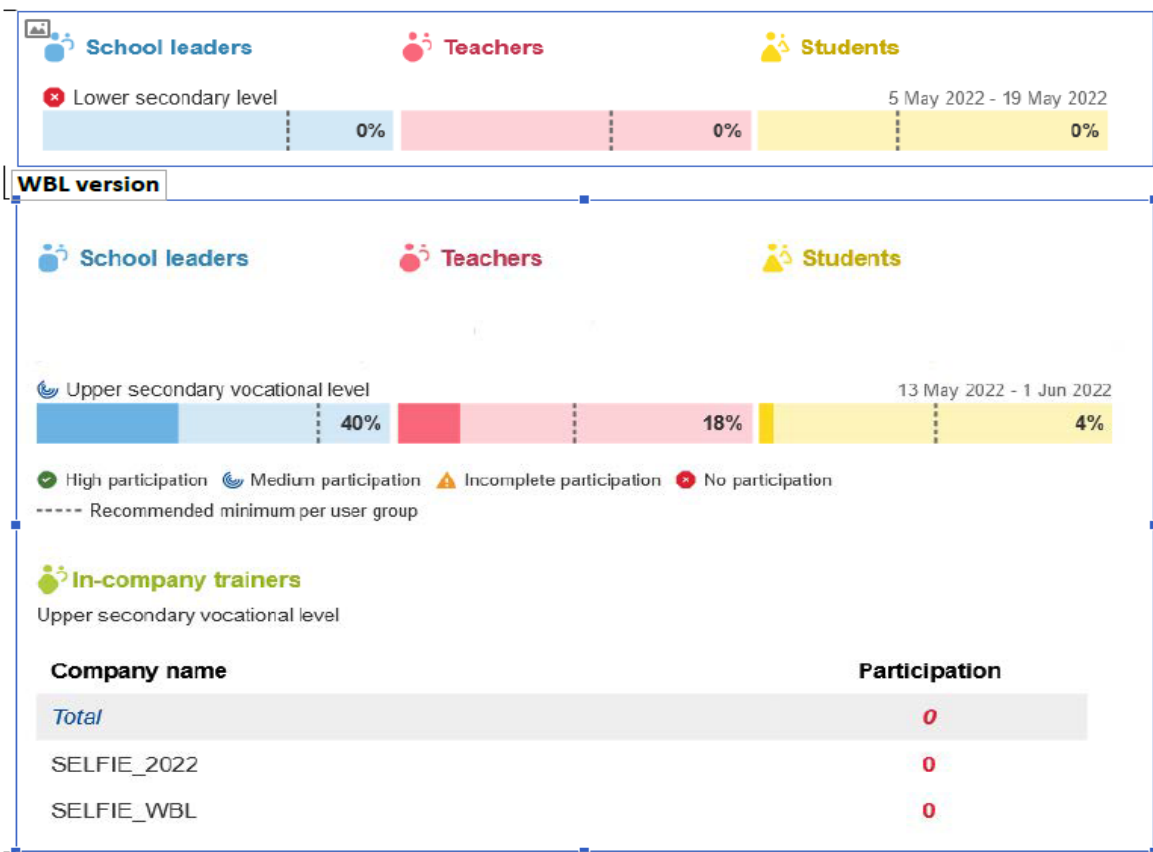| Number of eligible students per education level	% minimum participation rate
Up to 50 students	60%
51 to 150 students	50%
151 to 250 students	40%
251 to 500 students	30%
501 to 750 students	25%
751 to 1000 students	20%
More than 1000 students	10%

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

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 dates have ben selected** 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. You can **Download** this bar chart in PNG or PDF format.

School leaders | Teachers | Students

❌ Lower secondary level   5 May 2022 - 19 May 2022
0%   0%   0%

WBL version

School leaders | Teachers | Students

🌀 Upper secondary vocational level   13 May 2022 - 1 Jun 2022
40%   18%   4%

✅ High participation 🌀 Medium participation ⚠️ Incomplete participation ❌ No participation
----- Recommended minimum per user group

In-company trainers
Upper secondary vocational level

Company name	Participation
Total	*0*
SELFIE_2022	0
SELFIE_WBL	0

VIEW THE RESULTS OF A SELFIE EXERCISE

Once the deadline for replying to the SELFIE questions has been reached, the results for the school are automatically available in the **Results** section in the main menu. This will open the **SELFIE School Report** screen.

In this screen you can compare results with a previous SELFIE exercise.
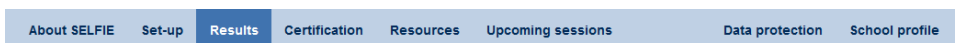
About SELFIE   Set-up   **Results**   Certification   Resources   Upcoming sessions   Data protection   School profile

SELFIE school report

Self-reflection		Self-reflection
SELFIE 2021-2022, session 2 ⌄	compare to	Select one option ⌄

Education level

Primary level	View
Lower secondary level	View
Upper secondary general level *(completion rates too low)*	–
Upper secondary vocational level	View
Post-secondary non-tertiary level *(not started yet)*	–

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 session name using the selector in the **Results/SELFIE school report** page. Clik "view"on the level you want to view the results for. If more than one education level has been surveyed, they will be listed here.

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.

At the bottom of the page, you have the option to request the SELFIE school report in PDF document. The report will be sent to the email address linked to the SELFIE school account, included the additional email address.

You have the choice also to download the results of the SELFIE exercise in Excel document.

You can select the language of your preference, by selecting from the drop- down list labelled **Available languages**

If a school has taken a SELFIE exercise before, is able to compare the results between two different SELFIE sessions by selecting the **Compare** button. Comparison is available only if a certain educational level has participated in different SELFIE sessions.

SELFIE school report

Self-reflection			Self-reflection	
SELFIE 2021-2022, session 2 ⌄	**compare to**		SELFIE 2020-2021, session 3 ⌄	
Education level			**Education level**	
Primary level	View	–	Primary level *(completion rates too low)*	
Lower secondary level	View	Compare	Lower secondary level	
Upper secondary general level *(completion rates too low)*	–	–	Upper secondary general level *(not started yet)*	
Upper secondary vocational level	View	–	Upper secondary vocational level *(not participating)*	
Post-secondary non-tertiary level *(not started yet)*	–	–	Post-secondary non-tertiary level *(not started yet)*	

Back

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.** The SELFIE coordinator(s) can generate a printable PDF certificate by entering his/her name in the "**Certificate for you**" section (right side of screen).

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

DIGITAL BADGE FOR THE SCHOOL

Any school that has participated in SELFIE has the opportunity to obtain a **digital badge**. Digital badges are tokens of recognition or accomplishment issued online by organisations usually to reward an individual's achievements. **The SELFIE digital 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.

The school can request a SELFIE Digital badge from the coordinator's dashboard, in the certification tab. Badges are available for all past SELFIE exercises where the school meets the attributions criteria.

Select the session you want to request a badge for in the session's selector. If meeting criteria, the badge will be processed.

Badges are stored in the SELFIE school account and can be exported, for example to the school's website.

The criteria for the attribution of an digital badge are:

-to have completed a SELFIE exercise in one education level with the 3 categories of participants: school leaders, teachers and students.

-to have more than 10 participants in the same exercise for all these categories together.

HOW TO FIND MORE ABOUT SELFIE?

The SELFIE website (https://education.ec.europa.eu/selfie) and the **Resources** section include **other material on using SELFIE and the SELFIE School results reports (SELFIE school coordinator's guide 2)**. The **Data privacy statement** explains how SELFIE data is collected, stored and used. 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.

Sign up for the **SELFIE newsletter** to hear about new features, events and stories from schools using the tool. Also, through the **hashtag #SELFIE_EU** you can take part in the discussions about the tool in Twitter. Stay tuned!

Introduction to this Annex:

A specific version of the SELFIE tool has been designed for **work-based learning education (WBL)**, a type of vocational education alternating in time, school education with learning in a place of work. Many VET schools also provide opportunities for their students for workplace-based skills and experiences, known as WBL. WBL schemes offer students key insights into working life and work experience and improve their chances of finding a job after their studies. In that way, WBL facilitates the transition from school to employment. In sum, Work-based learning refers to knowledge and skills acquired through carrying out – and reflecting on – tasks in a vocational context, either in the workplace or in a VET institution. In SELFIE, we use the VET abbreviation for vocational education, and WBL for work-based learning.

In the WBL context, there is a fourth category of SELFIE users involved in the self-reflexion: the in-company trainers.

When consulting the **SELFIE school coordinator guide**, please keep in mind that every time we mention three categories of users, in the WBL version you will always find four categories. This also means four types of questionnaires, etc. The employers' feedback are also represented in the final SELFIE report.

In this annex, we only mention the parts of the SELFIE school coordinator guide for which the process differs for the WBL version of SELFIE.

SET UP – SECTION 1 of the School Coordinator guide

In the section 1 of the School Coordinator guide, you will be explained how to register in the SELFIE platform and how to set up a SELFIE exercise with the tool, choosing between the different settings and options offered.

The registration process is identical, but in the set-up, there are few differences for WBL.

part: HOW DO I CHOOSE WHO WILL TAKE PART IN SELFIE?

To set up a SELFIE exercise, you have to **select the education level** for which you are doing your set-up. This is the Step 1 of the Set-up. For WBL, it must be **the school level level 4: upper secondary vocational level**. Then, at the bottom of the screen, on the right of the question "will companies take part in this survey?" **tick the checkbox**. This way you will have later on the possibility to add in-company trainers to your survey.

part: WHAT INFORMATION DO I NEED TO INCLUDE ABOUT PARTICIPANTS?

The **participants' definitions** of who will be invited to answer the questionnaire are also slightly different. Here are the definitions of the participants' categories in WBL context

With '**school leader**' in the context of VET and WBL we understand management positions and institutional leadership positions that overview the whole institution, or a specific part of the institution (e.g. department), for example the school head/principal or deputy head/principal.

School heads and deputy heads should be considered as school leaders even if they also have teaching duties.

With '**teacher**' in the context of VET and WBL we understand teachers and trainers working in the school/institution.

With '**student**' in the context of VET and WBL we understand students in the school, as well as apprentices who learn in the workplace.

With '**in-company trainer**' in the context of VET and WBL we understand mentors that supports students during their time with employers.

You will need to enter the overall number of members of each category, and then how many of them will be invited to answer the questionnaire.

At this step, **you can enter the companies** you wish to involve in the SELFIE exercise, by ticking the box "will companies take part in this survey?"

If you want to invite companies:

- click on the "register" button to add the new companies you want to invite. This will open a new window where you can enter the name of the company, and save it by clicking on "add". The company will then be added to the list of companies registered for your school, and you can re-use this information for any upcoming SELFIE session.

OR

- click on the "add" button to select companies previously registered.

Part: HOW DO I GENERATE AND DISTRIBUTE THE LINKS?

When the links are produced, you will be able to access a sample invitation letter for the in-company trainers, to inform them about the exercise and encourage their participation, although it is recommended to contact them in person also.

Part: AM I ABLE TO MONITOR PARTICIPATION RATES?

Once the SELFIE exercise begins, you will be able to **monitor the participation rates** of the different categories. For school leaders, teachers and students, it is an interactive bar chart with percentages. **For the in-company trainers, it is the exact numbers**.

Part: HOW DO I VIEW THE RESULTS?

Once the SELFIE exercise is over, the day after the set end date, the school coordinator can access the SELFIE results report (see section 2 of the School Coordinator Guide).

The results can be compared with results obtained in a previous SELFIE session. For WBL, you can also compare them, or separate them, per VET sector or employer.