SELFIE GUIDE

FOR SCHOOL COORDINATORS
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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 (right side of the main SELFIE menu).

HOW DO I NAVIGATE WITHIN SELFIE?

Tabs at the top of the screen allow you to navigate between different areas: 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 school year (see dates under Upcoming Sessions on main menu). In each of these sessions, schools can run SELFIE once per education level (eg for a larger school SELFIE can be run during each session once in primary and once in secondary).

- 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. It shows the four steps to set up SELFIE for your school.
Steps 1-4 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.

**HOW DO I CHOOSE WHO WILL TAKE PART IN SELFIE?**

Choose an education level to survey by selecting **Set Up > Step 1: Select education level** and choose 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.

The "Save set up" button (bottom right of screen) saves your changes. You will be then be redirected to the 'Steps' menu. If you make changes at this point the button changes to "Update the set-up".

**AM I ABLE TO CUSTOMISE THE QUESTIONNAIRES?**

**Customise the questionnaires** from the ‘Steps’ menu allows you to 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 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.
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.

<table>
<thead>
<tr>
<th>Education level</th>
<th>Your start and end dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one option</td>
<td></td>
</tr>
</tbody>
</table>

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.

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 shown by area (eg leadership, infrastructure). Add questions by checking the box next to 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.

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
- **NA**: Not applicable

**Add your own statement or question** for school leaders, teachers and/or students by entering your text in the ‘Statement’ box. Enter the help text which users will see (‘Help’ box) and “Save” your questions (blue button). A new blank question box will open. You can add up to 10 questions/statements. Once you have finished go “Back” to preview your questionnaires with the optional and custom statements you have added. Once 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.

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.

**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 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.

Once **Set-up>Step 4>Activate/see links** is finalised and links are generated, **THE DATES CANNOT BE EXTENDED, REDUCED OR CHANGED**.

Use the drop-down languages menu to change the default language for SELFIE at your school.
HOW DO I GENERATE AND DISTRIBUTE THE LINKS?

In the Set-up menu, go to Step 4: Activate/see links. Check your questions before activating the links. Once the links are activated no further changes can be made. Once activated three links are generated: one each for school leaders, teachers and students. Copy the links by clicking on the copy icon, then do a right click+paste to insert it where needed (eg in an email to staff and students). You can also preview the questions to see how they will appear for staff and students.

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 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://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
The 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

<table>
<thead>
<tr>
<th>Number of eligible school leaders per education level</th>
<th>% minimum participation rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 5 school leaders</td>
<td>80%</td>
</tr>
<tr>
<td>6-10 school leaders</td>
<td>70%</td>
</tr>
<tr>
<td>11-30 school leaders</td>
<td>60%</td>
</tr>
<tr>
<td>Above 30 school leaders</td>
<td>50%</td>
</tr>
</tbody>
</table>

### Teachers

<table>
<thead>
<tr>
<th>Number of eligible teachers per education level</th>
<th>% minimum participation rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 teachers</td>
<td>80%</td>
</tr>
<tr>
<td>11-30 teachers</td>
<td>60%</td>
</tr>
<tr>
<td>31-45 teachers</td>
<td>50%</td>
</tr>
<tr>
<td>46-125 teachers</td>
<td>33%</td>
</tr>
<tr>
<td>126-200 teachers</td>
<td>25%</td>
</tr>
<tr>
<td>201-500 teachers</td>
<td>20%</td>
</tr>
<tr>
<td>above 500 teachers</td>
<td>10%</td>
</tr>
</tbody>
</table>

### Students

<table>
<thead>
<tr>
<th>Number of eligible students per education level</th>
<th>% minimum participation rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 50 students</td>
<td>60%</td>
</tr>
<tr>
<td>51 to 150 students</td>
<td>50%</td>
</tr>
<tr>
<td>151 to 250 students</td>
<td>40%</td>
</tr>
<tr>
<td>251 to 500 students</td>
<td>30%</td>
</tr>
<tr>
<td>501 to 750 students</td>
<td>25%</td>
</tr>
<tr>
<td>751 to 1000 students</td>
<td>20%</td>
</tr>
<tr>
<td>More than 1000 students</td>
<td>10%</td>
</tr>
</tbody>
</table>

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

SELFIE guide for School coordinators
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 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.

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. 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. 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). 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?

See the Certification section for details on how to get an 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 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.

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

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, which are colour coded green, 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 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*.

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?

- **Lack of funding**: 50% 100%
- **Insufficient digital equipment**: 50% 66.7%
- **Unreliable or slow internet connection**: 50% 66.7%
- **School space restrictions**: 50%
- **Limited or no technical support**: 50% 66.7%
- **Lack of time for teachers**: 50% 100%
- **Low digital competence of teachers**: 33.3% 75%
- **Low digital competence of students**: 50% 66.7%
- **Other**: 28% 66.7%

**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:**

![Image of SELFIE areas overview chart]
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:
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.

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

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:

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 other material on using SELFIE. 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!