



LETTER CIRCULAR

Information: X **Date:** 13th May 2019
Action Required: X **Ref:** DDLTS 18/2019
To: All Heads of Schools (State and Non-State) and Sections
From: Director, Digital Literacy and Transversal Skills
Subject: Register your school to participate in SELFIE

Reference to **Letter Circular DDLTS 11/2019 – Take a SELFIE, all schools** (including schools that did not reply to the referred Letter Circular) are now being encouraged to register and to actively participate in SELFIE.

How to register?

A member of the SMT, teacher or another staff member is to register your school. Your school may seek help from the Digital Literacy Support Teacher (DLST) to register, however, it is the school that must own SELFIE and have access to the feedback data generated by the tool.

DLSTs will support the school, however they shall not act as the SELFIE school coordinator nor to register their credentials on behalf of the school in the SELFIE portal – it is for the participating school to see that the correct school data requested at the registration phase is provided and entered as required.

Individual students or teachers should not sign up as they cannot use SELFIE in an individual capacity.

Prior registering your school to participate in SELFIE it is advisable that the school coordinator delegated to carry out this task is to first download the SELFIE Guide for School Coordinators to get to know the requirements and an understanding of SELFIE. The SELFIE Guide for school coordinators may be downloaded from: <https://bit.ly/2PSjGW2>

To register your school to participate in SELFIE please click the following link: <https://bit.ly/2vKZuMD>

If your school had registered and participated in SELFIE in the past, then your school need only to log-in to initiate SELFIE: <https://bit.ly/2C01ZyG>

It is important to note that registered schools that in the past had participated in SELFIE but had not used the official school email address are kindly being requested to make a fresh new registration. Schools are to make sure that they are using only their official email address when registering or logging-in in SELFIE.



How do teachers and students take part?

Once your school coordinator has set up the SELFIE for your school, links are then sent to teachers, students and SMTs with the questions and statements to answer.

SELFIE takes between 20-40 minutes to complete.

Timeframe

For the remaining part of this scholastic year SELFIE will continue to remain available to schools to participate up to 31st July, 2019. The time slot for a school to participate in SELFIE **must be between one and three weeks**. The time slot must be a continuous one and the dates are to be decided by the participating school. The school has also an option to create a defined number of questions addressed at each educational level, i.e. SMTs, educators and students.

SELFIE follow-up

The Directorate for Digital Literacy and Transversal skills looks forward to help out with the evaluation of the SELFIE feedback and to offer on-request-support to schools in designing action plans aimed at enhancing the digital competences of educators and students.

Please send us any queries to digital-literacy@ilearn.edu.mt.

Mr. Grazio Grixti
Director
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**“Empowering learners
to succeed as
global digital citizens.”**