



# **SELFIE GUIDE**

## **FOR SCHOOL COORDINATORS**

**School year 2018-2019**

## 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.

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 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

### 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>. First, you will need to check whether the details for your school are already in the SELFIE database. You can do this by typing the school name or its official email address into the **Find your school** option. You can also use the Country or Region filters to locate your school.

If your school is already listed in the SELFIE database, you will be able to select it. You will then receive a confirmation message that your school has been registered and an email containing **a link will be sent to your school's email address**. You will need **to activate this link** (by clicking on it) **within 48 hours**. The link will take you to a page that will enable you to **create a password**.

If your school is *not* listed you will need to complete the form and include the school name, official email address, telephone number and full postal address. You will receive a confirmation message that your school has been registered and an email containing a link to confirm the registration will be sent to your school's email address.

### 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**.

### HOW DO I NAVIGATE WITHIN SELFIE?

At the top of the SELFIE screen are four links **Home, Dashboard, School Profile** and **About SELFIE**, which can be used to navigate between the three different areas of the tool.

The **Dashboard** link takes you to the **Your Self-Reflections** screen. The time periods, one per term, during which SELFIE can be taken in the school are displayed here. These periods are pre-defined and date activated so the second time period will only be activated in the second term.

For the school year 2018-2019 will be available three sessions:

- SELFIE session 1: 25 October 2018 – 31 December 2018
- SELFIE session 2: 5 January 2019 – 14 April 2019
- SELFIE session 3: 18 April 2019 – 31 July 2019

### HOW DO I SET SELFIE UP FOR MY SCHOOL?

If a time period has been activated, selecting it will open a menu indicating the steps that should be completed in order to set up and use SELFIE.

These include:

1. choosing the education level that you wish to survey
2. customising the questionnaires
3. generating the links to the questionnaires
4. viewing and downloading the results
5. downloading a certificate of participation for the school coordinator(s) and an open badge for the school

The links on this menu will be activated in sequence and only once the previous step has been completed.

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

You can choose an education level to survey by selecting **Select education levels surveyed** from the main menu 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.

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#### WHAT INFORMATION DO I NEED TO ADD ABOUT PARTICIPANTS?

You will need to enter the total number of school leaders, teachers and students that will be invited to take part for each education level selected.

##### **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.*

You can **return to the main menu**, through the **Dashboard** link.

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

You can **customise the questionnaires** by selecting **Customise the questionnaires** from the main menu, 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**, referred to as pre-defined 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 8 of **your own questions** (school specific questions) from scratch.

Before selecting or creating questions, it is advisable to carefully read through the **complete list of core and optional questions** of SELFIE for school leaders, teachers and students by clicking on the link to the pdf file.

European Commission > EU Science Hub > SELFIE > Dashboard > Customise the questionnaires

SELFIE - Discover your school's digital potential

Home Dashboard School profile About SELFIE

## Customise the questionnaires

Below you can download a PDF file with all questions in SELFIE. Please note that the questionnaires for lower-secondary and upper-secondary general schools are identical, as are the questions for upper-secondary vocational and adult schools. In SELFIE some questions are fixed and others are optional. You can also add up to eight customised questions in the questionnaires for your school.

Select questions Create your own questions

SELFIE Session 1 Questionnaire English (PDF) Download

Available languages (27)

### HOW DO I ADD AN OPTIONAL QUESTION?

You can add an optional question by selecting the **Select questions** option and selecting the type of questionnaire that you wish to customise (school leader, teacher or student), using tabs at the top of the screen. You can then add a question by checking the box beside it.

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 QUESTIONS?

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

You will need to create a version of each question and accompanying help text for each user group. 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 questions 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.*

An example could be:

European Commission > EU Science Hub > SELFIE > Dashboard > Customise the questionnaires > Your questions > Create question

SELFIE - Discover your school's digital potential

Home Dashboard School profile About SELFIE

## Create your question

Create a question for your school. Please provide the statement and help text and indicate which group should answer (school leaders, teachers, students or a mix). Make sure the question/statements work with the following rating scale:

Strongly disagree - In my experience, this is not true at all Disagree Slightly agree Agree Strongly agree - In my experience, this is very true Not applicable N/A

Education level Upper secondary vocational level

School Leader	Teacher	Student
<b>Statement</b> In our school robotic devices are used in teaching and learning	<b>Statement</b> In our school I teach with robotic devices.	<b>Statement</b> In our school I learn with robotic devices
<b>Help</b> 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.	<b>Help</b> 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.	<b>Help</b> 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.

Cancel Save

Questions can be edited through the **Edit** facility up until the point when users have begun to take the questionnaires.

### HOW DO I GENERATE AND DISTRIBUTE THE LINKS?

You can generate the links to each of the questionnaires by first selecting the **Select dates and generate links** option from the main menu and, for each education level, defining the time slot during which SELFIE will be available in your school within the overall time period set for this term. This time slot **must be between one and three weeks**.

You have the option here to change the **default language** that you want SELFIE to be displayed in using the drop-down menu, to select a start and end date for the questionnaire and to generate the links by selecting **Generate links**.

This will display **three links**, one for each of the three questionnaires for the education level selected. Icons will enable you to **copy** the links 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**.

**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](https://ec.europa.eu/education/tools/selfie/privacy_en)

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## 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 4<sup>1</sup> 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.

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<sup>1</sup> 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 from the main menu by selecting **View results and download reports**, which will open the **SELFIE School Report** screen.

If more than one education level has been surveyed during this period, they will be listed here. For example, if you surveyed both primary and lower secondary during this time slot, you will need to check the box beside the one that you want to view the 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.

## HOW DO I DOWNLOAD A CERTIFICATE OF PARTICIPATION FOR MYSELF?

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 **Get open badge for your school and a certification of participation for you**. This will open a printable **certificate that can be personalised** with the user's name, downloaded and printed.

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?

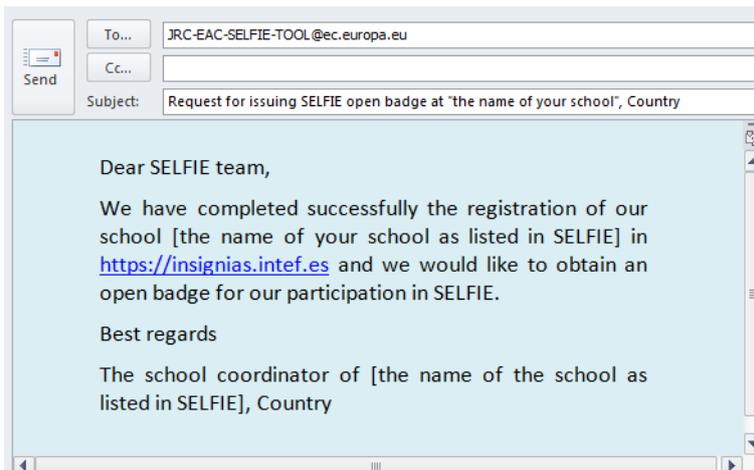
**Any school that has participated in SELFIE** has the opportunity to obtain an **open digital badge**. Open badges are tokens of recognition or accomplishment issued online by organisations usually to reward an individual's achievements. **The SELFIE open badge however is a badge for schools**; it is 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 obtain 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**) to create an account and then use the account login credentials to retrieve your badge.

To create your account you will need to go to <https://insignias.intef.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](mailto:JRC-EAC-SELFIE-TOOL@ec.europa.eu) confirming that you have completed the steps to register for the badge **including the following information**:



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.

### GETTING STARTED

The SELFIE school report can be accessed from the **Your self-reflection**<sup>2</sup> section within the SELFIE tool. 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.

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

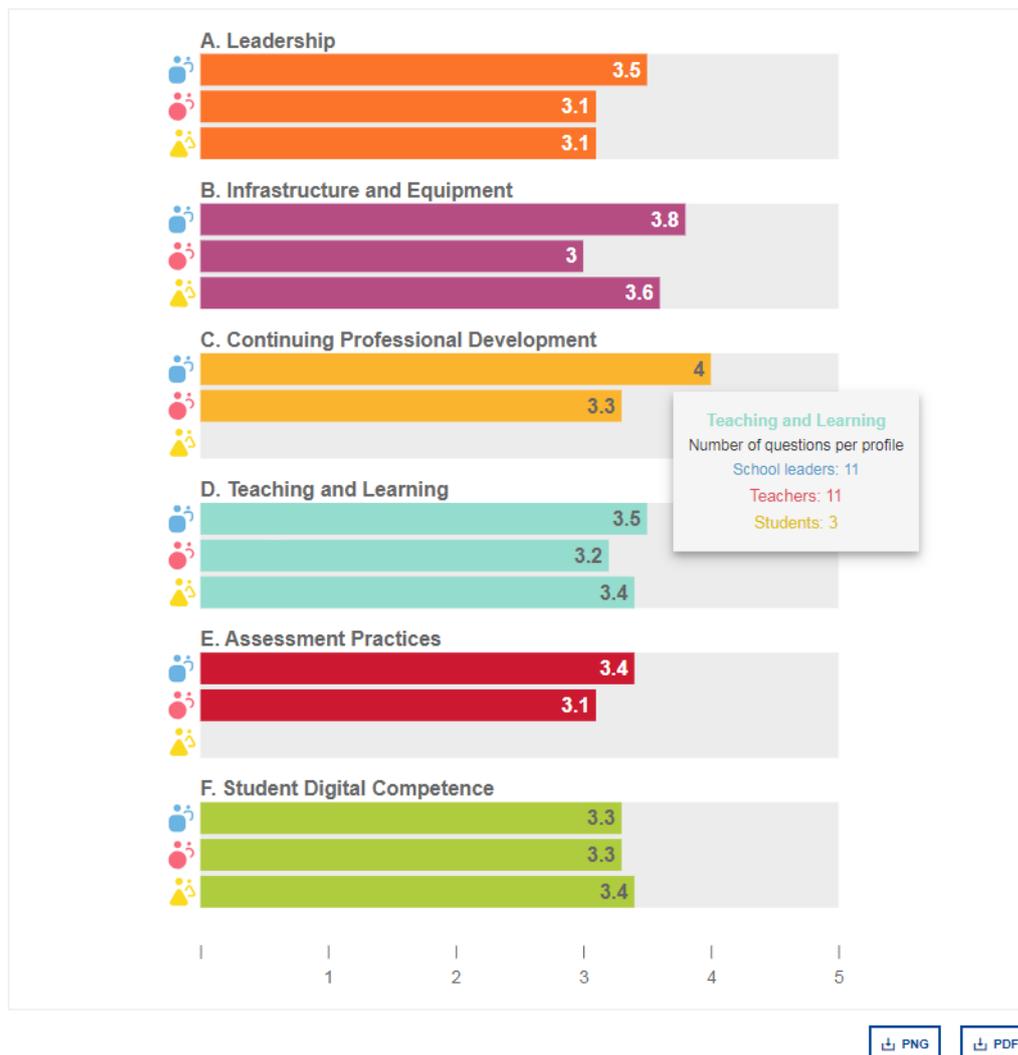
OVERVIEW

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.

**Overview of areas**

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



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.



## 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

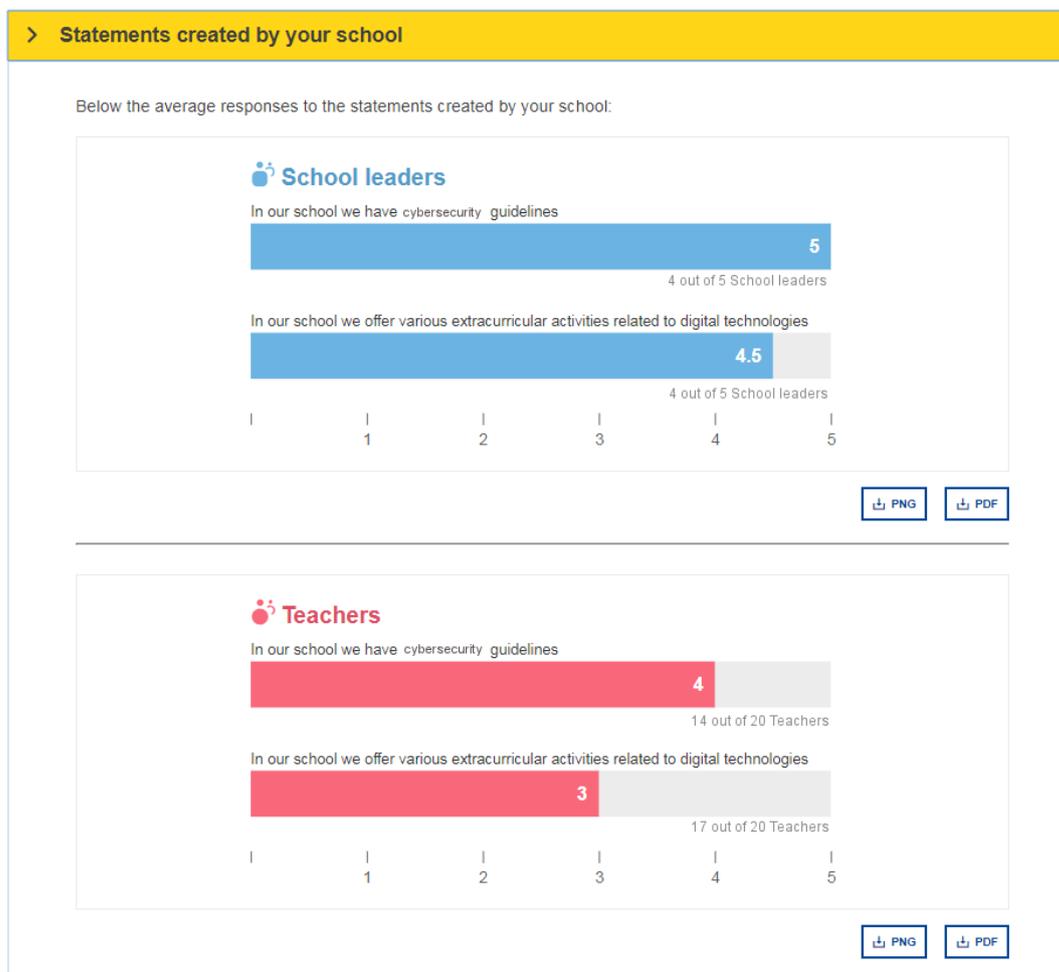
The wheel below shows average responses per user group for all statements.



## 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

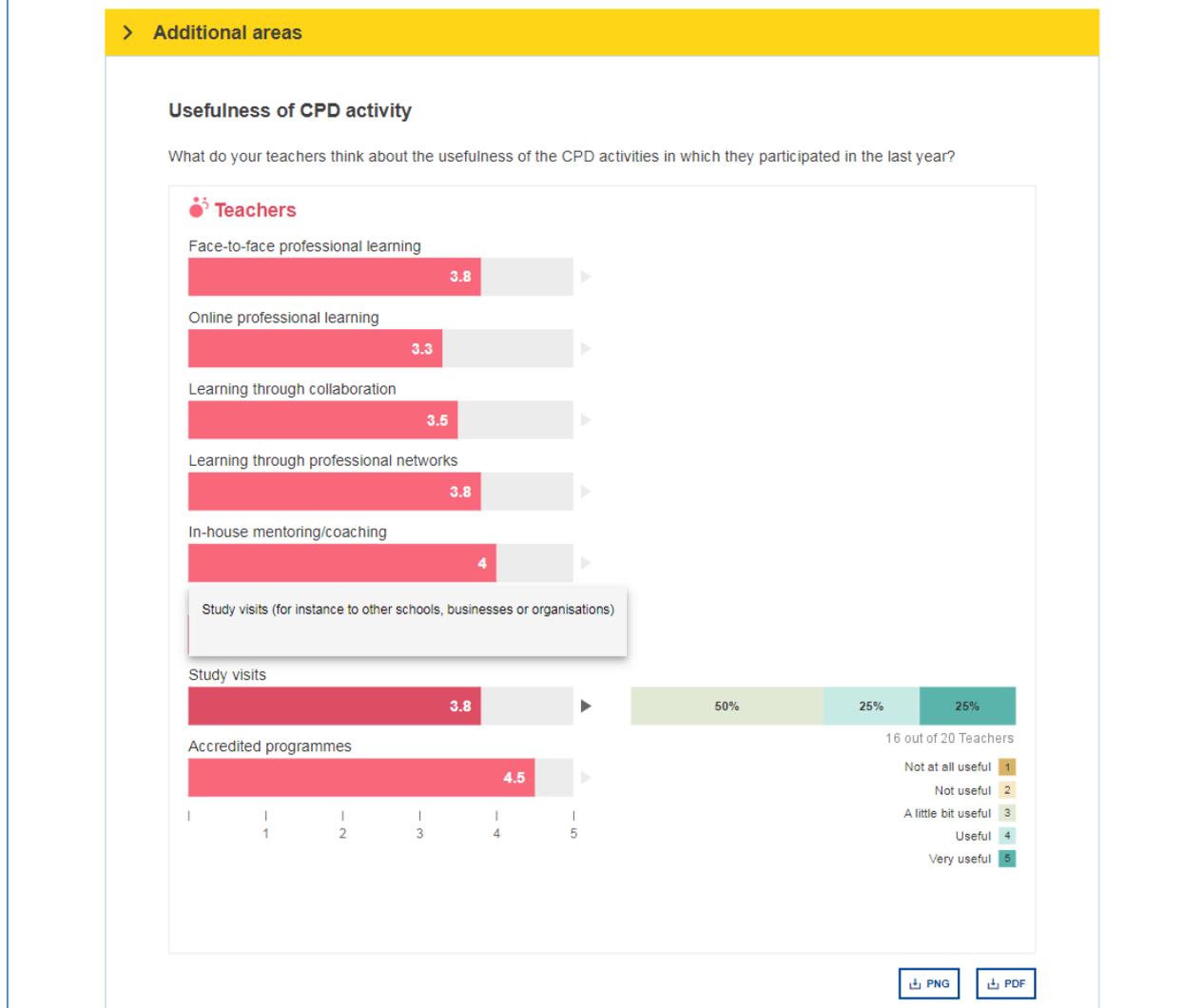
This section displays the ratings for the following additional areas in SELFIE:

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*.

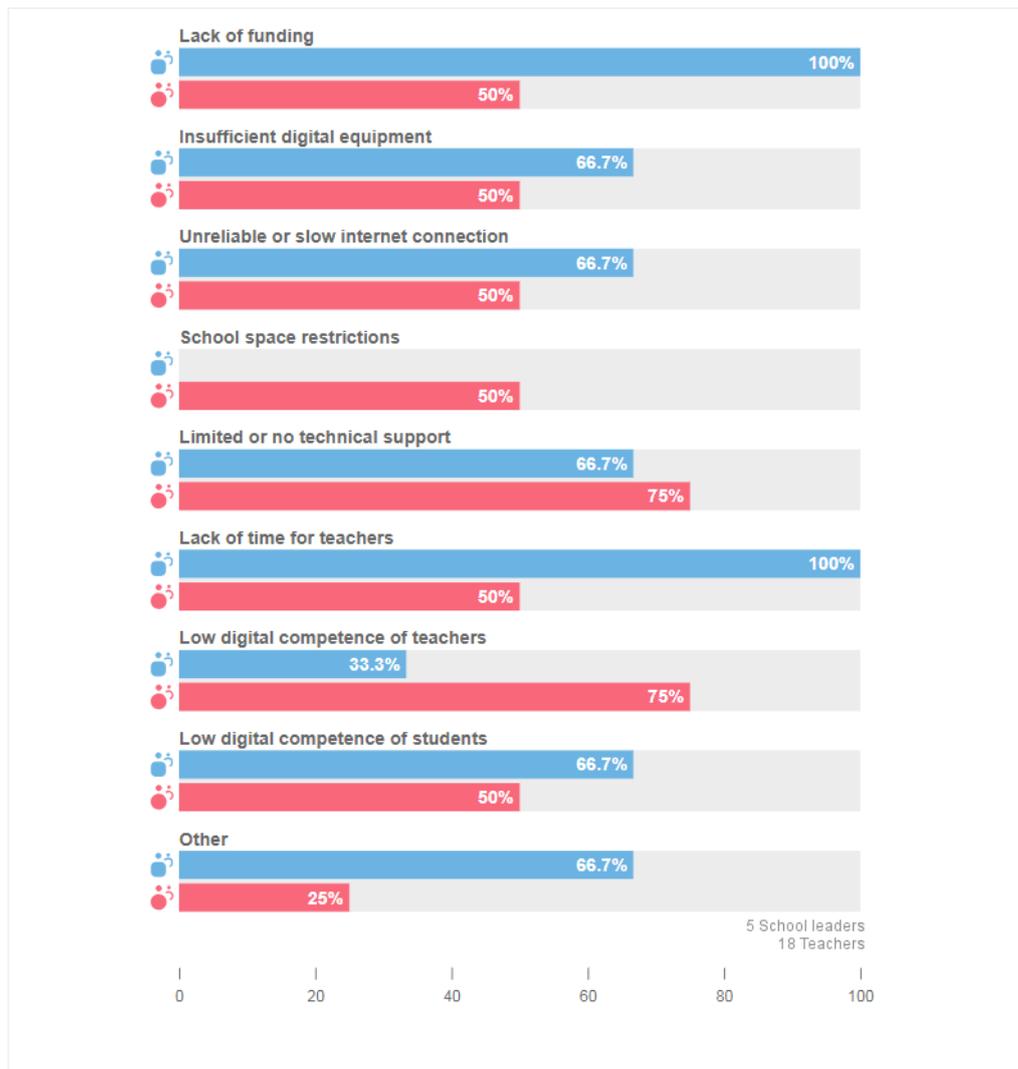


For area 4, **Factors inhibiting the use of technology**, two bars represent each statement, one for school leaders and one for teachers. Each of these represents the **percentage** of people in that user group who believe that this is one of the factors inhibiting the use of technology in their school.

**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?



[PNG](#) [PDF](#)

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

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### 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

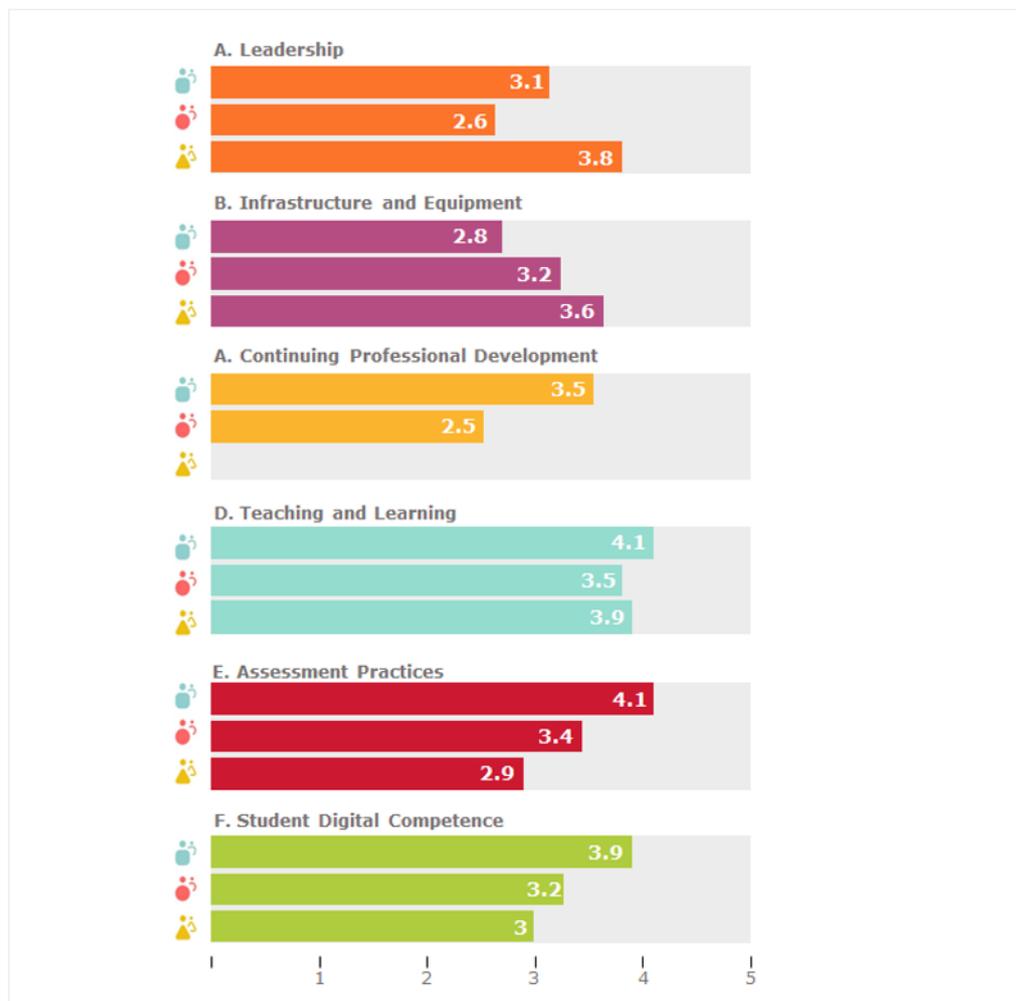
Another area where opinions differ relates to **Continuing Professional Development**. In the example below, school leaders rate practice in the school higher than the teachers do. It would be worth investigating why this is.

## Example:

### > SELFIE areas

#### 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

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:**

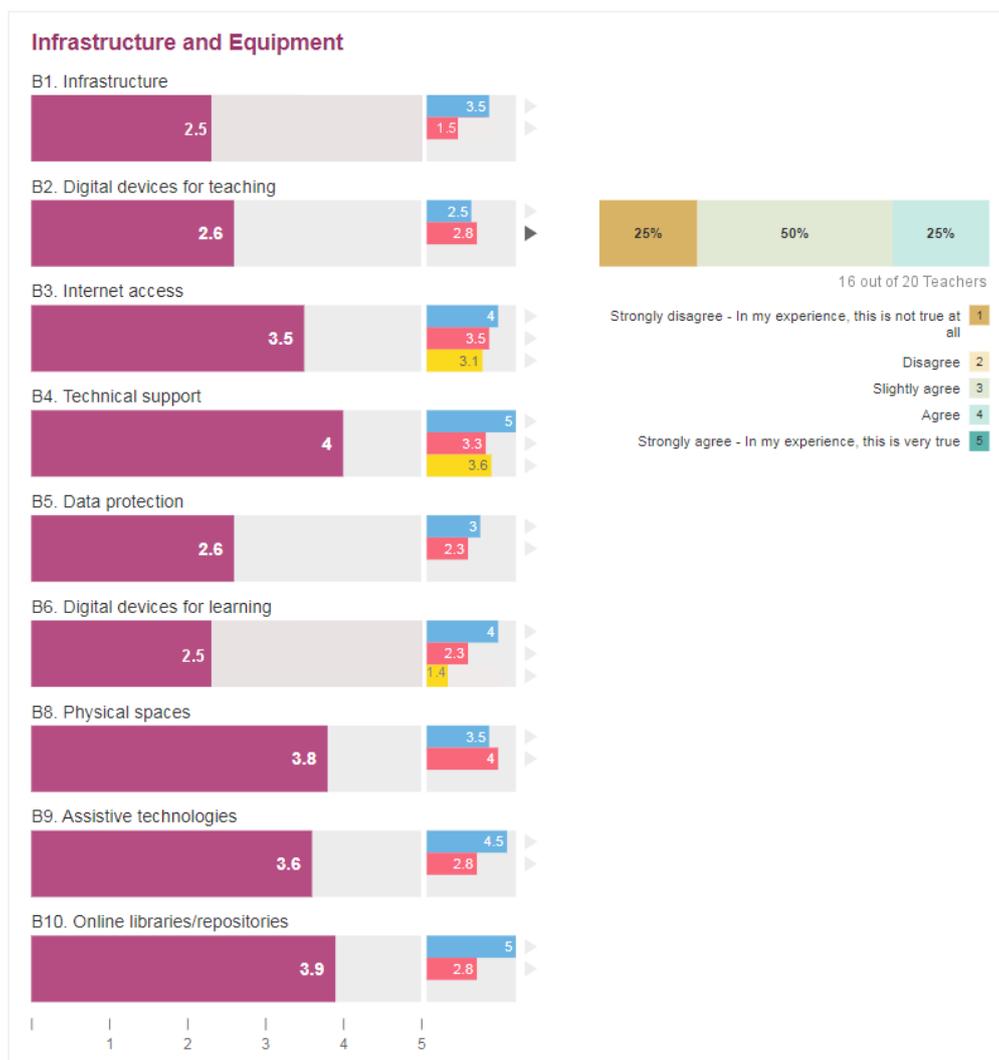
"In our school, there are school-owned/managed digital devices for students to use when they need them."

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.



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.

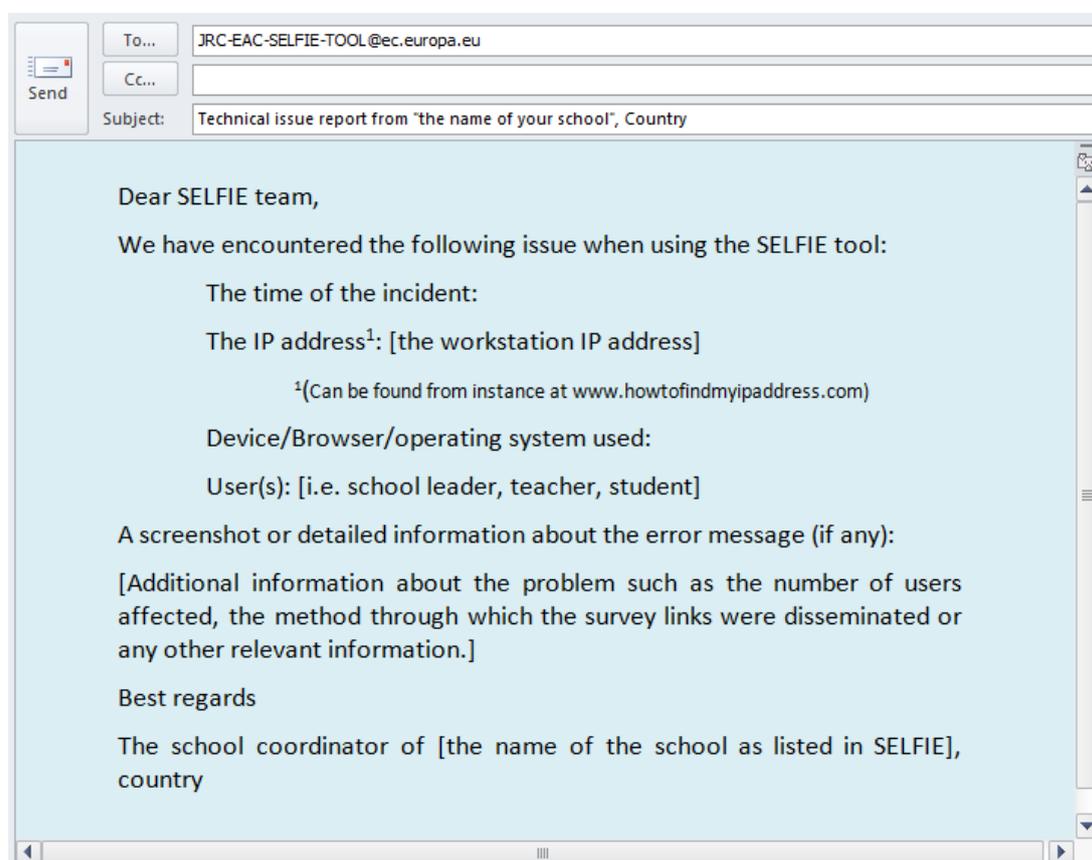
When SELFIE is taken the following year, the average rating for this statement should be much higher. The school can then repeat the cycle, identifying different weaknesses and updating the action plan in order to improve them.

## 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](mailto: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 with the following fields and content:

- To...:** JRC-EAC-SELFIE-TOOL@ec.europa.eu
- Cc...:** (Empty)
- Subject:** Technical issue report from "the name of your school", Country
- Body:**

Dear SELFIE team,

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

The time of the incident:

The IP address<sup>1</sup>: [the workstation IP address]

<sup>1</sup>(Can be found from instance at [www.howtofindmyipaddress.com](http://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>) includes videos and information about the tool as well as the data privacy statement. In the **News** section, 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. Also, through the **hashtag #SELFIE\_EU** you can take part in the discussions about the tool in Twitter. Stay tuned!

