



Quick Guide on how to use the

Self-Reflection Tool

28/12/2022



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Title	Quick Guide on how to use the Self-Reflection Tool
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Abstract	This document gives guidelines on how to use the Self-Reflection Tool of LfE project. The user is instructed on how to register, login as well as on how to fill in the Self-Reflection Tool step by step.
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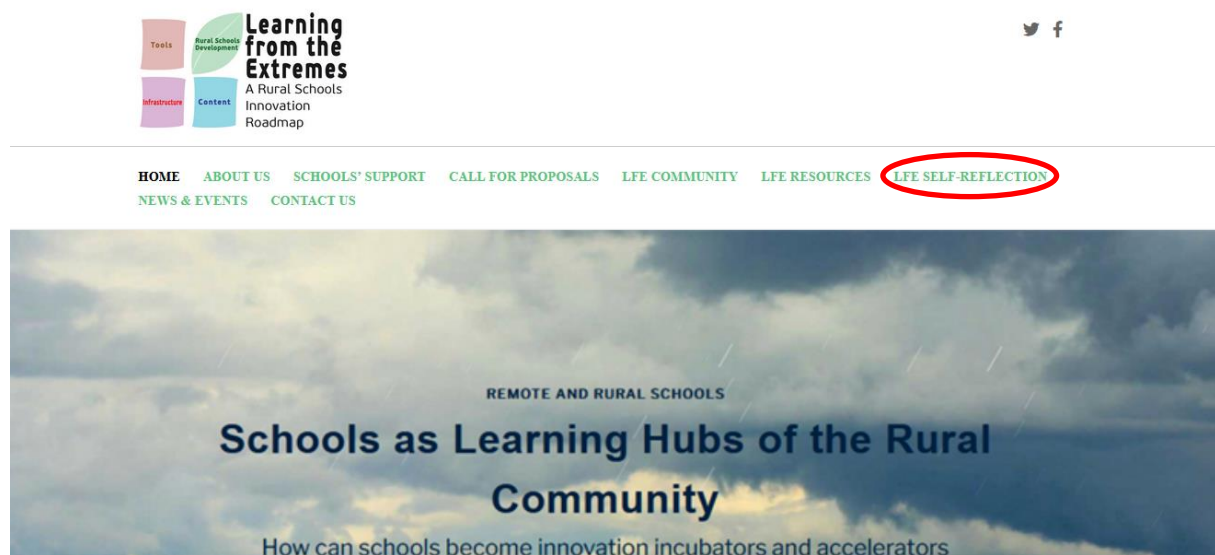


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1 Register to the webtool

You can register to the webtool through the website of the Learning from the Extremes project, <https://learningfromtheextremes.eu/lfe-self-reflection/>. As you can see in the image below, you should select "Lfe Self-Reflection" at the top of the first page of the project website.



You will then be led to the webtool page as you can see in the image below. Select "Register" at the top of the screen.



Then you must enter all the requested information as are illustrated in the image below:

Register

Here you need to insert your Surname and name. The name of the register user should correspond to the School Manager

Here you need to insert the name of the school that you represent.

Insert the full address of the School. Please write it in your language and in the order that is advised here. The application will automatically recognise the street. Have in mind that in order to the school to be shown on the map you will need to insert the write address.

Insert here your e-mail or the e-mail of the school. **This will be your User Name in order to log in.**

Confirm the password that you have inserted above.

Select the country of the school from the drop-down list

Insert here the website of your school. If you do not have you can leave this blank

Insert a password of your choice. The password should have at least 6 characters. You have to remember your password in order to log in.

Confirm password

After you Register your school you will be leaded to the following page as illustrated in the image below:

Dashboard

TOOLS

Self Reflection

SCHOOL PROFILE

- Projects
- Participation in Communities
- Communities Created
- Educational Resources
- Webinars
- Summer Schools

EXPLORE

- Networking
- Professional Development

Welcome

Thank you joining LFE's Self-Reflection Tool.

Your account is pending.

Please wait for the administrators to review and validate your identity. You will receive an email as soon as your account has been approved.

Thank you.

0% My Self Reflection Progress. You have completed 0 out of 24 answers.

N/A Your Self Reflection Status. You have to complete SR to get your status.

[Visit LFE Website](#)

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You will have to wait the Confirmation of the administrator in order to be able to use the webtool. After the administrator will confirm your registration, an e-mail will be sent to the e-mail account that you have inserted during your registration. After that you can visit the webtool and login.

2 Login to the webtool

On the main page of the webtool, select "Login" at the top of the screen.

Learning from the Extremes
Self-Reflection on Rural and Remote School Innovation

Welcome to the Learning from the Extremes' Self-Reflection Tool! Learning from the Extremes (LFE) will address inequalities of access to digital education by enhancing inclusion and by reducing the digital gap suffered by school communities from remote areas with low connectivity, limited or no access to devices and digital educational tools and content. LFE is exploring how schools can move from self-reflection to developing a comprehensive plan of action that utilises the results of a pre-post self-reflection process, but, crucially, in combination with fundamental principles and mechanisms of European educational policy for rural and remote schools. The project is relying on the established self-reflection methodologies:

- The Open Schools for Open Societies Self-Reflection Tool (OSOS-SRT) (<https://portal.lapendiscoverspace.eu/osos/srt>)
- The Reflecting4Change Self-Reflection Tool (R4C-SRT) (<https://srt.reflecting4change.eu/>)

LFE aims to offer a vision of what can be achieved with adequate investment in ICT infrastructure, tools and content, along with a detailed Rural School Innovation Roadmap on how to achieve that vision – a plan with clear targets, clear priorities, and a management process that will ensure continuous feedback and reflection.

Participating rural and remote schools will all benefit from stronger, more responsive and reliable distance education platforms, online labs and simulations, supporting high-performance web-conferencing and collaboration tools. All schools will be able to share teaching excellence with professional support in the classroom, the school and the region. Students will have modern, connected and constructive learning spaces equipped to support engaged, personalised learning. Teachers will have the development, support and resources they need to integrate digital tools within the learning environment. School communities will have access to digital tools and connectivity for effective communication and collaboration.

Before you start this journey, please take few minutes to read the instructions below. In the following document you will find information on how use the Self-Reflection Tool.

[Download here](#)

Then you must enter the Username (which is your e-mail) and the Password you have been given.

Login

Email

Password

Remember me

Login

[Forgot Your Password?](#)
[Register](#)

This will lead you to the homepage (Dashboard) of the webtool for your school.

Dashboard

TOOLS

Self Reflection

SCHOOL PROFILE

- Projects
- Participation in Communities
- Communities Created
- Educational Resources
- Webinars
- Summer Schools

EXPLORE

- Networking
- Professional Development

Welcome

Thank you joining LfE's Self-Reflection Tool. Use the sidebar on the left to start using **Self Reflection** or just click the button below.

[Visit Self Reflection](#)

0%
My Self Reflection Progress.
You have completed 0 out of 24 answers.

N/A
Your Self Reflection Status
You have to complete SR to get your status

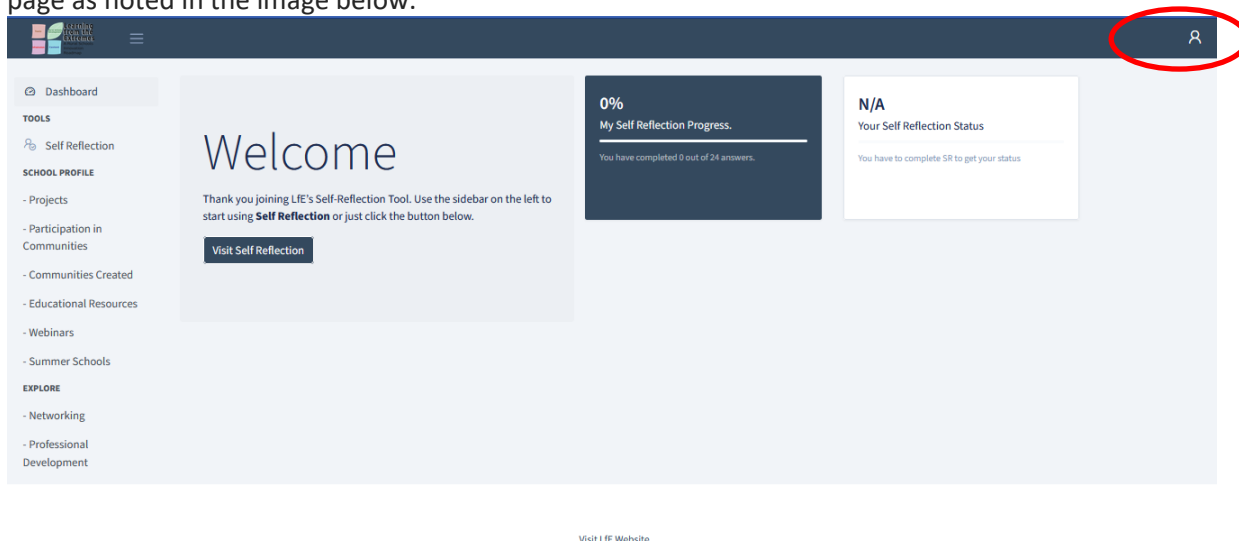
[Visit LfE Website](#)

This Web-Tool is hosting several features for a school Unit apart from the Self-Reflection Tool. **For the purposes of the Learning from the Extremes Project, School Unit Managers, are called to use only the Self-Reflection Facilities.**

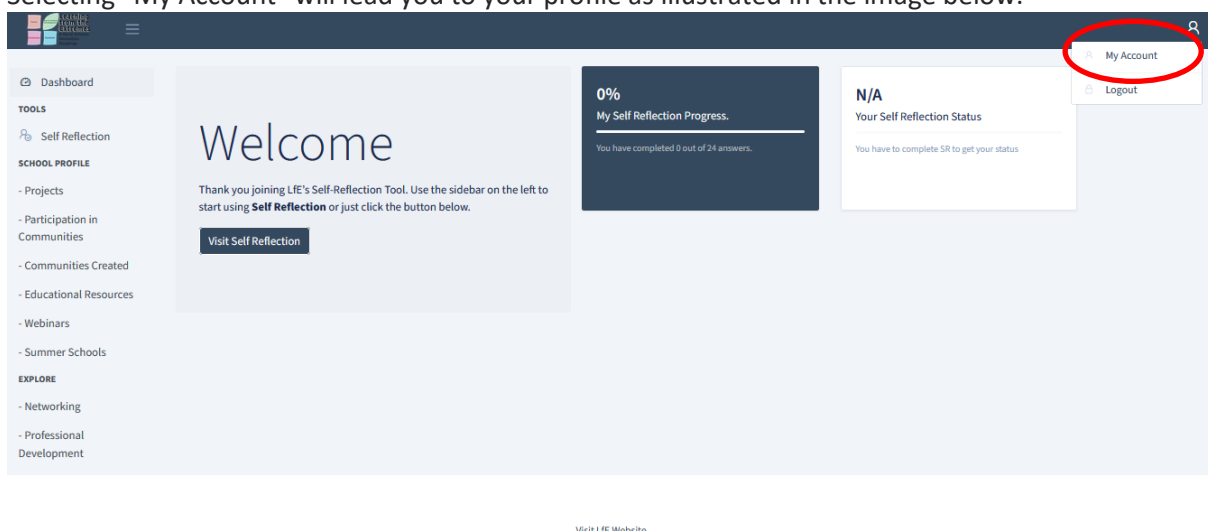
For the Facilities of Community Building, uploading Projects and Activities etc., the School Unit should use the LfE Community Portal, <https://www.schoolofthefuture.eu/en/lfe>, and follow the respective Guidelines.

3 Change Password and configure your User Profile

The first step you need to do is change the Password you have been given (if the registration of the school has been realised by you, you do not have to change your password). This is done from the user profile to which you can be transferred if you select the circular button at the top right of the page as noted in the image below.



Selecting "My Account" will lead you to your profile as illustrated in the image below.



From this page you can change:

1. **Your school details**, such as your name, if entered incorrectly when enrolling in school. You can also add a short description of the school and a photo of the school from your school website. Finally, you can add your school website.
2. **Your personal information**, such as your name and email.
3. **Change the password**. It is a good idea to change this when you first log in to the application. You will need to enter the password you have been given and then enter the new password you choose and confirm it.

Attention: the new password must be at least 6 characters long.

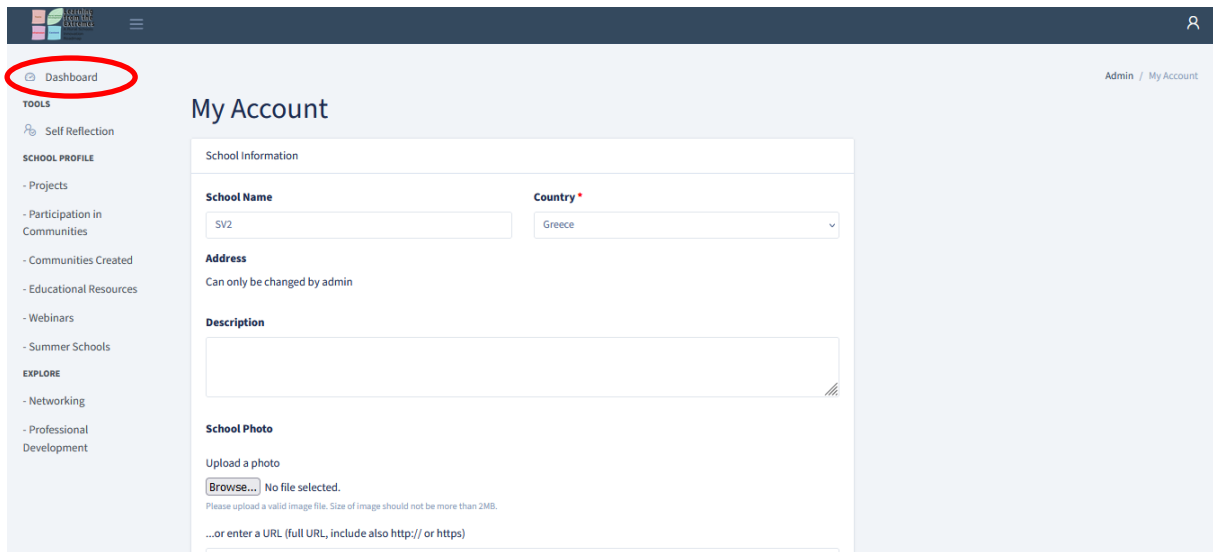
For schools that already have a profile on the LfE Community portal, we advise you to choose the same password you use there.

NOTE: To change the address of your school you must contact the National Coordinator and send the correct address (in case it has been entered incorrectly) in the form:

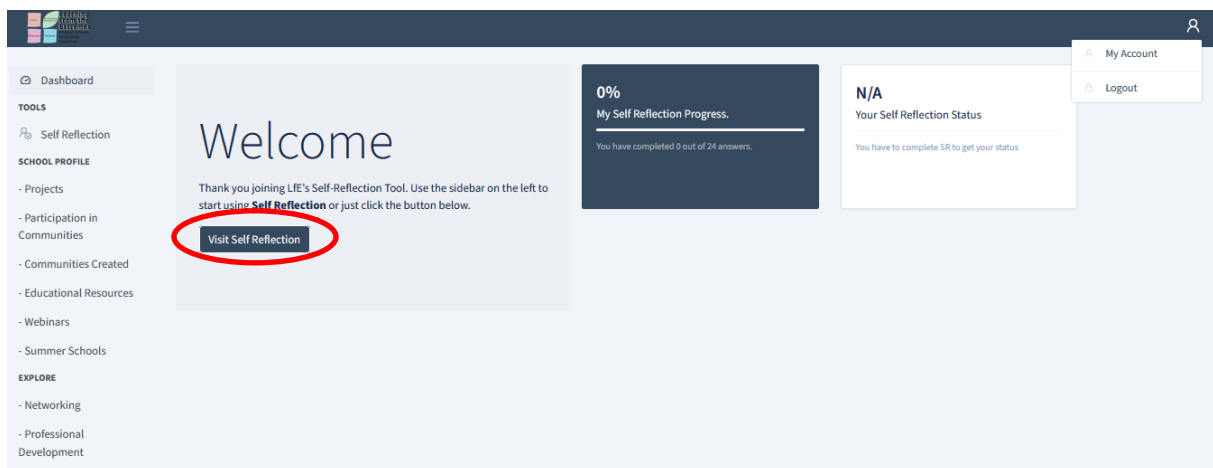
Street & Number, City, Post Code.

4 Fill in the Self-Reflection Tool

To return to your school homepage, from your profile, you need to select the “Dashboard” at the top left of the screen (see image below).

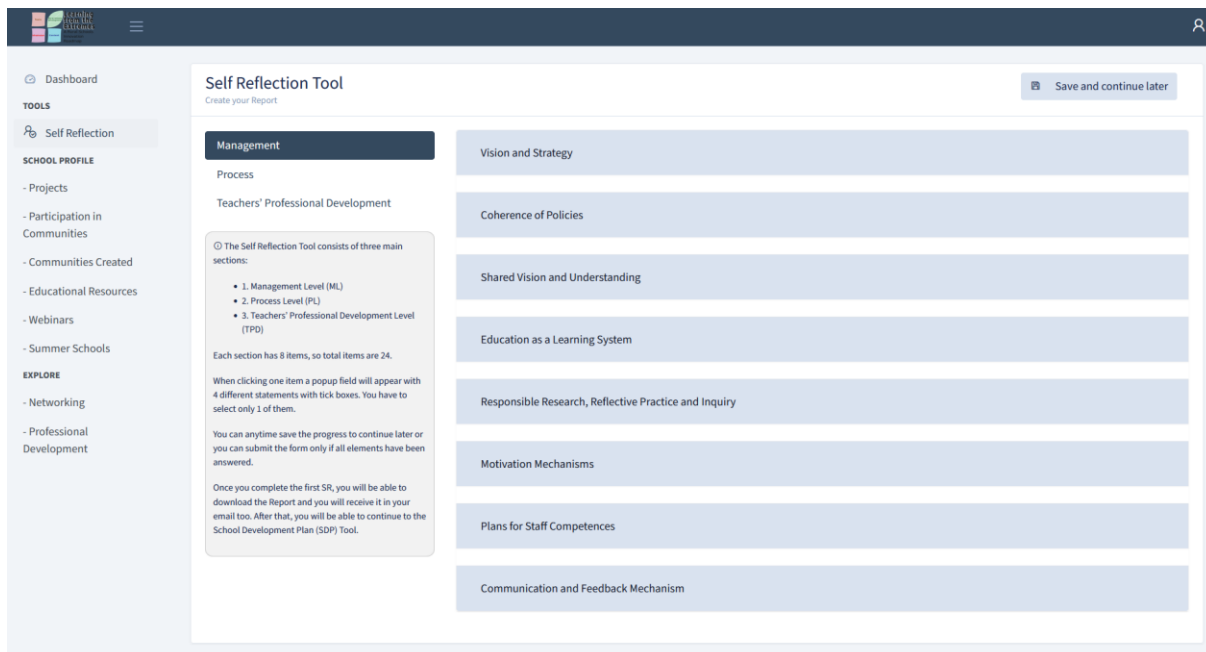


To start completing the Self-Reflection Tool you must select "Visit Self Reflection" as illustrated in the image below.

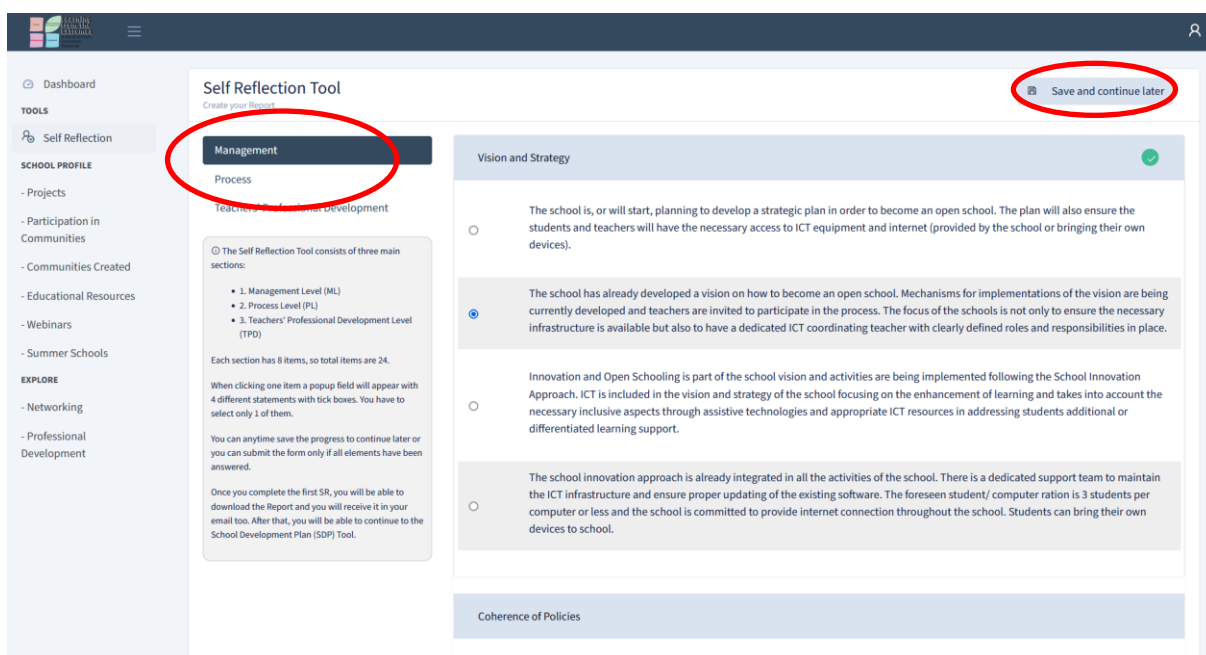


[Visit LIE Website](#)

You will be taken to the page below where you can start completing the Self-Reflection.



In each of the categories of each level (Management, Process, Teachers' Professional Development) you must select the corresponding subcategory so that the options you have to choose "open". Each subcategory you complete will be marked with a green "v" so you will know you have completed it.



At any time, you can save your answers until that moment (see the image above) and exit the application. When you return you will be able to continue from where you left off. Once you have filled in all the required fields in all 3 levels, the option to submit ("Finish and Submit the Form") will appear at the top right of the screen (see the image below).

The screenshot shows the 'Self Reflection Tool' interface. On the left is a navigation menu with sections: TOOLS (Self Reflection), SCHOOL PROFILE (Projects, Participation in Communities, Communities Created, Educational Resources, Webinars, Summer Schools), and EXPLORE (Networking, Professional Development). The main content area is titled 'Self Reflection Tool' with the subtitle 'Create your Report'. It features a 'Management' section with a 'Process' sub-section and a 'Teachers' Professional Development' sub-section. A text box explains that the tool consists of three main sections: Management Level (ML), Process Level (PL), and Teachers' Professional Development Level (TPD), with 24 items in total. Below this is a list of categories, each with a green checkmark: Teacher Awareness and Participation, Setting Expectations, Professional Culture, Professional Competences, Capacity Building and Autonomy, Leadership Competence, Collaborative learning (mobility actions), Collaborative learning (ICT Competences), and Use and reuse of resources. At the top right, there are two buttons: 'Save and continue later' and 'Finish and submit the form', with the latter circled in red.

Once you submit your answers you will be taken to the page as shown in the screenshot below. From there you can download and save the Self-Reflection Report with the answers you have given. The same report will have been sent to your e-mail.

This screenshot shows the 'Self Reflection Tool' interface after completion. The main content area is mostly empty, with a 'Download PDF Report' button centered below the title. The navigation menu and header are identical to the previous screenshot.

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