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ALL IN SCHOOL

**Analysis- Led approach
of Levels of Inclusivity in School
to reduce early school leaving**

2020-1-IT02-KA201-078977

INVENTORY TUTORIAL

1. Initial mask

This mask appears on the home page, with 4 different options:

Login: if we already have an account, enter our e-mail address and password and click on this button;

Guest user: if we want to take the test but don't want to register, we can directly click this button to have access as a guest;

New user: click the button if we want to open a new account;

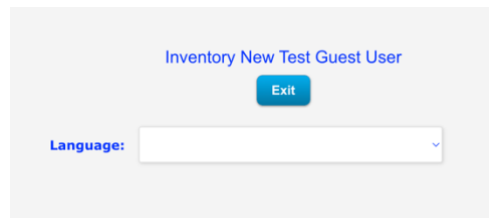
Forgotten password: to be clicked if we have an account, but do not remember the password.



The screenshot shows a login interface titled "ACCESS to Inventory System". It features two input fields: "User E-Mail:" and "PASSWORD:". Below these fields are four blue buttons: "Login", "Guest User", "New User", and "Forgotten Password".

2. Log in as a guest user

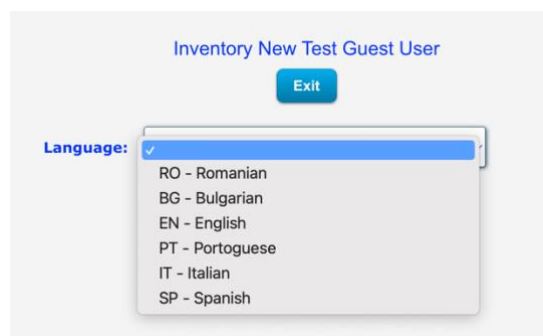
Click on **Guest user**, the following screen will appear:



The screenshot shows a screen titled "Inventory New Test Guest User". It features a blue "Exit" button and a "Language:" label next to a dropdown menu.

3. Choice of language

We open the drop-down menu by clicking on the arrow on the right and select the language in which we want to carry out the self-assessment.



The screenshot shows the same screen as in the previous step, but with the "Language:" dropdown menu open. The menu lists the following options: RO - Romanian, BG - Bulgarian, EN - English, PT - Portuguese, IT - Italian, and SP - Spanish. The "EN - English" option is currently selected.

4. Choice of the area

Once the language has been chosen, we see a mask that asks us to choose the area in which we want to evaluate ourselves. The 4 areas contain a brief description (for further information refer to the ALL IN SCHOOL [Syllabus](#)).

We select one of the areas and click on **Run Inventory Test** to continue, or on **Exit** to return to the initial screen.

Language: EN - English

A1. Valuing learner diversity
The areas of expertise refer to: • Personal opinions on school integration and inclusion; • Personal opinions on the difference that exists in the group-class.

A2. Personal professional development
The areas of expertise refer to: • The teacher as a professional capable of reflecting on their role and their work; • The initial training course as the basis of continuing professional development.

B1. Supporting all learners
The areas of expertise refer to: • Promote disciplinary, practical, social and emotional learning; • Adopt effective teaching approaches for heterogeneous classes.

B2. Working with others
The areas of expertise refer to: • Knowing how to work with parents and families; • Knowing how to work with more education professionals.

Run Inventory Test Exit

5. Questionnaire

After choosing the area, the questionnaire is displayed, organized in 3 pages, each containing 12 questions. The questions, in groups of three, correspond to the competences described in the [Syllabus](#).

The items in the questionnaire are answered by expressing one's degree of agreement from 1 to 10, where 1 expresses the maximum disagreement and 10 expresses the maximum agreement.

At the top of the page, we find the following information:

- the chosen language;
- the page number and the number of responses provided;
- the selected macro-area;
- the selected micro-area.

Language: EN - English

Express your degree of agreement on a choice from 1 to 10, where 1 = strongly disagree and 10 = completely agree

Questionnaire Page: 1 Number 0 / 36 answers given

Macro Area: Having an inclusive attitude and behavior: knowing how to be Question: Do I have inclusive values?

Micro Area: The areas of expertise refer to: • Personal opinions on school integration and inclusion; • Personal opinions on the difference that exists in the group-class.

Competence: I understand the link between education, equality and human rights

Question: I strongly believe in equality, human rights and democracy as essential basis for education.

1 2 3 4 5 6 7 8 9 10

At the bottom of the page, we find the buttons to proceed to the next page or to go back. When we have finished answering the questions on the page, click on **Next Page** to continue with the self-assessment.

1 2 3 4 5 6 7 8 9 10

Question: I believe that the personal experiences go beyond the process of learning.

1 2 3 4 5 6 7 8 9 10

Previous Page Exit Next Page

6. Results

When we have completed the answers, click on the **Save Questionnaire** button that will appear at the bottom of the third page.

1 2 3 4 5 6 7 8 9 10

Question: I consider important supporting the favoring of teamwork among teachers to promote inclusive models.

1 2 3 4 5 6 7 8 9 10

Previous Page Save Questionnaire Exit

We will see the score obtained on the page, and the system will generate the **Certification** button to obtain the document with the result and the feedback.

The report is displayed on the screen; to obtain the printable version in pdf click on Print Results.

Test Completed
Click on "Print Results" for the certificate

LEVEL: PROFICIENT
Your profile in this area corresponds to PROFICIENT, you master many of the concepts and practices of inclusion and have learned to transfer your skills and experiences to other groups.
The proficient teacher is able to independently apply inclusive values and approaches, and to reflect on teacher own work. These are some areas of improvement on which you can work, to deepen the practice and methodologies.
Read your profile description to learn more about your level of inclusion.

PROFILE:
You scored between 5.1 and 7.0 out of 10; this means that you possess much of the knowledge and values of the inclusive teacher in this area, and that there are still several development and improvement. To be a truly inclusive teacher you need to promote equity and justice.
- You have an understand most of the basic concepts of inclusion and their implications.
- You are generally aware of the negative consequences that it can have on learners to label them or treat them uncritically in relation to their background.
- You usually have that the diversity of learners is an added value for the whole school, and that it must be supported to be actively an a positive asset.
- You have a good knowledge of the concept of "abilities to learning and participation", so which you offer them the opportunities and resources of the students.
- You attach great importance to the need to have high expectations for all learners and to appreciate their efforts even when they do not achieve the goals.
- You find it useful to your work as a teacher to provide positive identifications based on respect and appreciation with and among the learners in your class.

FEEDBACK:
The first thing you can do to use the scale for inclusion as a tool to work on yourself, referring to the activities proposed in the third part, this can be helpful, such as developing your reaction skills by planning a personal project and setting a challenge of goals to include your progress.
Make it a habit to reflect systematically on the principles of fairness and non-discrimination, and identify your areas for improvement. Consider how you can help counter the discrimination and prejudice between you observe in your environment or school.
Think of the times when you have felt your ability to create the conditions of your learners, related to their language, their culture, their personality as a valuable resource for the whole class, what prevented you from doing so? How can you overcome these conditions to do so?
Make it a habit to register important moments (difficulties and failures as a result of obstacles to learning and participation, reflected on the responses that comes with cultural policies, national and local policies and laws, and personally consider the school how can you help maintain and improve them?
Think back to the times when you had the responsibilities of a learner and ask yourself if this was due to the cultural and social conditions, the identity, the appearance. What can you do to encourage all learners continuously and systematically?
Reflect on how you can systematically promote positive identification of the obstacles and what enables you can promote to your learners to develop confidence and confidence in a non-stigmat way.
Finally, the document and content created with your colleagues, working together with other people to share stimulating and motivating. Always being in mind that inclusion is possible for every child, and that continuous study, learning and practice is necessary.

Print Results Exit

We can now download and print the document; on the first page we will insert our name and the date of the test carried out. The second page contains the results of the self-assessment.



7. How to read the results

The test results are divided into three parts: level, profile and feedback.

The first part describes our current level according to the score we have obtained. The system automatically calculates the average and places us in one of the following levels: Novice, Beginner, Proficient and Lead Teacher.

The second part describes our inclusive competences profile, in accordance with our self-assessment.

The third part contains suggestions for improving our inclusive competences, with indications of reading and activities.

8. Create an account

Logging in as a guest allows you to perform self-assessment and print the results, but does not allow you to store the results. Opening a personal account will allow us to obtain the following benefits:

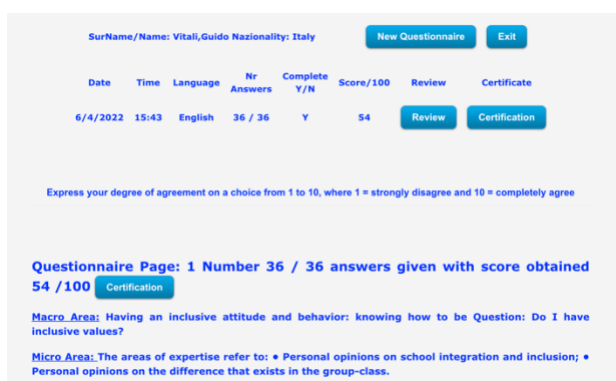
- perform different tests, even in different languages, save and view the results;
- review and possibly make changes to the assessments carried out;
- compare the self-assessments carried out at different times.

To create an account, click on **New User** and fill in the required fields; do not forget to flag the privacy policy box. Complete the operation by clicking on **Save User**.

The system sends an email to our mailbox: let's check the mail and activate the account by clicking on the link that was sent to us. Now we can log in with our credentials.

9. Account Benefits

As we can see in this screen, by logging in with an account there are some more functions. Once the self-assessment in an area has been completed, we will be able to view a series of information on the self-assessment carried out: the date, the time, the language chosen, the number of answers given, the level of completion, the score. We may also decide to stop the self-assessment to resume and complete it at a later time.



SurName/Name: Vitali,Guido Nazionalità: Italy New Questionnaire Exit

Date	Time	Language	Nr Answers	Complete Y/N	Score/100	Review	Certificate
6/4/2022	15:43	English	36 / 36	Y	54	Review	Certification

Express your degree of agreement on a choice from 1 to 10, where 1 = strongly disagree and 10 = completely agree

Questionnaire Page: 1 Number 36 / 36 answers given with score obtained 54 / 100 Certification

Macro Area: Having an inclusive attitude and behavior: knowing how to be Question: Do I have inclusive values?

Micro Area: The areas of expertise refer to: • Personal opinions on school integration and inclusion; • Personal opinions on the difference that exists in the group-class.

If we have carried out several self-assessments, a screen like the following one will appear, where for each questionnaire the following appears:

- the date and time of execution;
- the number of questions answered;
- the questionnaire if it is complete;
- the score obtained (only if the questionnaire is completed);
- the review button that allows us to review the questionnaire and possibly make changes;
- the Certification button which displays the results if the questionnaire is complete.



SurName/Name: Cavallo,Giuseppe Nazionalità: Italy New Questionnaire Exit

Date	Time	Language	Nr Answers	Complete Y/N	Score/100	Review	Certificate
21/2/2022	08:18	Bulgarian	0 / 36	N		Review	Certification
21/2/2022	08:18	Romanian	0 / 36	N		Review	Certification
21/2/2022	08:17	Portuguese	0 / 36	N		Review	Certification
14/2/2022	17:55	Spanish	36 / 36	Y	48	Review	Certification
8/2/2022	15:17	Bulgarian	36 / 36	Y	71	Review	Certification
21/12/2021	08:03	English	36 / 36	Y	58	Review	Certification
21/12/2021	06:28	Italian	36 / 36	Y	56	Review	Certification