TUTORIAL FOR ACCESS AND USE OF THE INSTITUTIONAL SELF-ASSESSMENT TOOL
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The ACCESS4ALL project “Laboratory for Policies and Practices of Social Development in Higher Education”, supported by the European Commission under the current Erasmus+ programme (Ref. 2015-1-ES01-KA203-015970) aims at promoting the educational and social inclusion of under-represented and vulnerable groups in Higher Education Institutions. It also seeks to favour equity and to pay attention to those who have a disadvantaged path and limited opportunities compared to their peers. Thus, interest focuses on facilitate their access, continuation and academic in Higher Education.

Particularly, a key action of intervention centres on creating flexible innovation strategies in order to develop social commitment of the Higher Education Institutions that have these groups of students. This is where the “A4A institutional self-assessment tool” takes place, addressed precisely to Higher Education Institutions (universities, polytechnic schools, etc.) willing to explore and to improve their inclusive policies and innovative practices.

The application of the tool leads to a complete report that helps Higher Education Institutions to identify their current situation regarding the topic of socio-educational inclusion and to explore feasible areas of development. Results achieved provide suggestions for further progress in the objectives pursued. Moreover, these recommendations open a door for reflection on actions that should achieve a truly inclusive Higher Education Institution.

The present tutorial intends to be a guide for all Higher Education Institutions that would like to access to it and use it. We encourage, hence, following these 12 steps explained in detail on the next pages, hoping you will find them beneficial based on a desire to improve the society by improving Higher Education Institutions.

Please, do not hesitate to contact us if you have any questions or need more information about the access and the use of this tool. We are available at:

- E-mail: info@access4allproject.eu
- Web: http://access4allproject.eu/
- Twitter: @access4all_com
**STEP 1**

Visit the ACCESS4ALL website: [http://access4allproject.eu/](http://access4allproject.eu/)

**STEP 2**

From the project’s home page, select “Institutions” or “Individuals” at the top of the page.
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STEP 3

If this is the first time you access, you must create a user account (from “Institutions” or “Individuals” by clicking the button “Register”).

STEP 4

Fill up the form with the requested information and you will obtain a “user profile”.

Erasmus+
Once created the “user profile”, you can now sign in from the “Institutional profile”. The web platform does not send an e-mail confirmation, so you need to keep your password in a safe place and make sure to remember it.

**STEP 5**

In order to sign in at the “Institution area”, enter your e-mail and password. Then, please click on the “sign in” button.

Now you are able to:

- Edit your “profile”.
- Enter in the "institutional self-assessment tool" (button “Go to Self-Assessment form”)
- Send invitations to other people from your institution so they can participate by giving their vision regarding inclusion policies and practices promoted (button “Send invitation”).
- Review evaluations previously performed (button “previous assessments”). This option is interesting to learn how the Higher Education Institution is developing from past moments and situations.
- Review sent invitations (button “invitations”).
When entering at the option “Go to self-assessment” in the previous screen, you can start the process and apply the institutional self-assessment tool.

This is, in green, the first of the six dimensions that contains the tool. At the bottom of this screen, you will find the other dimensions you can access and assess each of them.
Each of the six dimensions of the tool has the following structure: a) a brief explanation referred to the dimension’s content and b) five sub-dimensions associated with the main dimension. For each of these sub-dimensions, there are up to four options displayed with the possibility to select the answer you consider it identifies the most to your Higher Education Institution.

This tool allows to send the data at any moment and to answer only to those dimensions you consider are more appropriate. However, we recommend you to complete the full questionnaire if you want to obtain a complete profile of your Higher Education Institution.

**STEP 8**

Completed all the answer options; it is time to send the form and to obtain the results.

**STEP 9**

Now you will be able to display the report with all results obtained. The profile accomplished under the individual perception will appear below. Moreover, you will find some
recommendations regarding how to improve each one of the dimensions discussed. You can preview the report as a PDF and download it as an EXCEL or a PDF.

**STEP 10**

On the option “send invitation” you have available various applications in the case of your own institution:

- Create different groups to complete the tool simultaneously and thus compare perceptions from different collectives regarding the inclusion in the Higher Education Institution (e.g. students, teachers, governing bodies, degree coordinators, and administration staff).
- Create different groups configured with the same people at different moments to know the development of the perceptions from a particular collective over time.
You can send it by clicking the button “send invitation” and name de group and click “+Create”. From then on, you can add the e-mails wished and send the invitations. In order to avoid that the invitations will appear in the SPAM folder, it is recommended to specify the group manager’s name and to write an information message.

Every person invited will receive an e-mail like this one below. In order to proceed, they only need to click the link to start using the self-assessment tool.

The option “previous assessments” allows the Higher Education Institution (in this case, the person responsible registered) to visualise global or partial results from a specific group or collective.
When selecting the collective or group you wish to visualise, you can check out individual results by clicking on the icon “bar chart” in the column “results”.

Thus, you have access to an identical screen to the individual user or you can visualise the collective or group global results. Moreover, you have available the corresponding report with suggestions for all the assessed dimensions.
Institution Self-Assessment

Multiple Assessment Results

Total score: 2.6