



TUTORIAL FOR ACCESS AND USE OF THE INSTITUTIONAL SELF-ASSESSMENT TOOL



Erasmus+

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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.

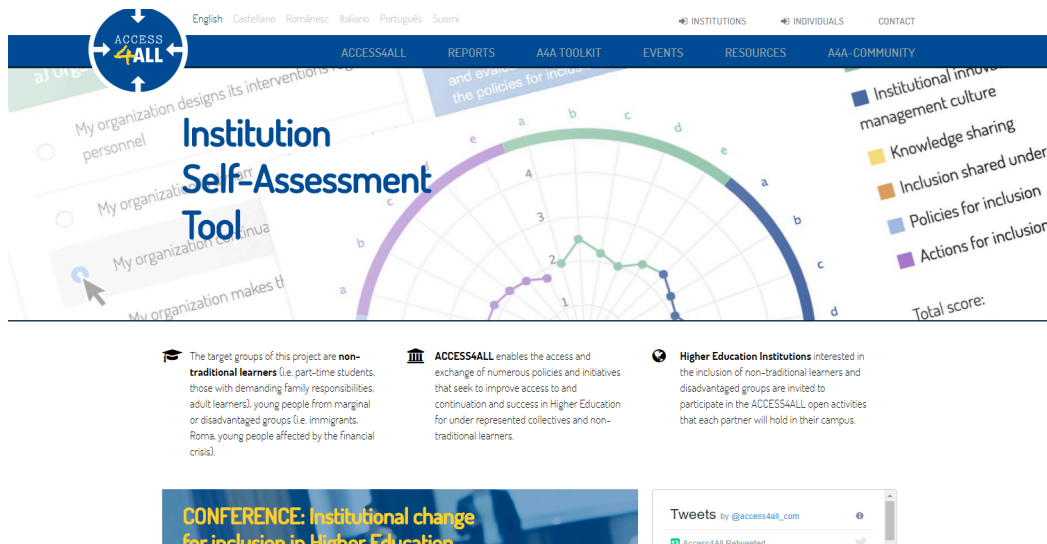
Please, do not hesitate to contact us if you have any questions or need more information about the access and the use of this tool. We are available at:

- E-mail: info@access4allproject.eu
- Web: <http://access4allproject.eu/>
- Twitter: [@access4all_com](https://twitter.com/access4all_com)



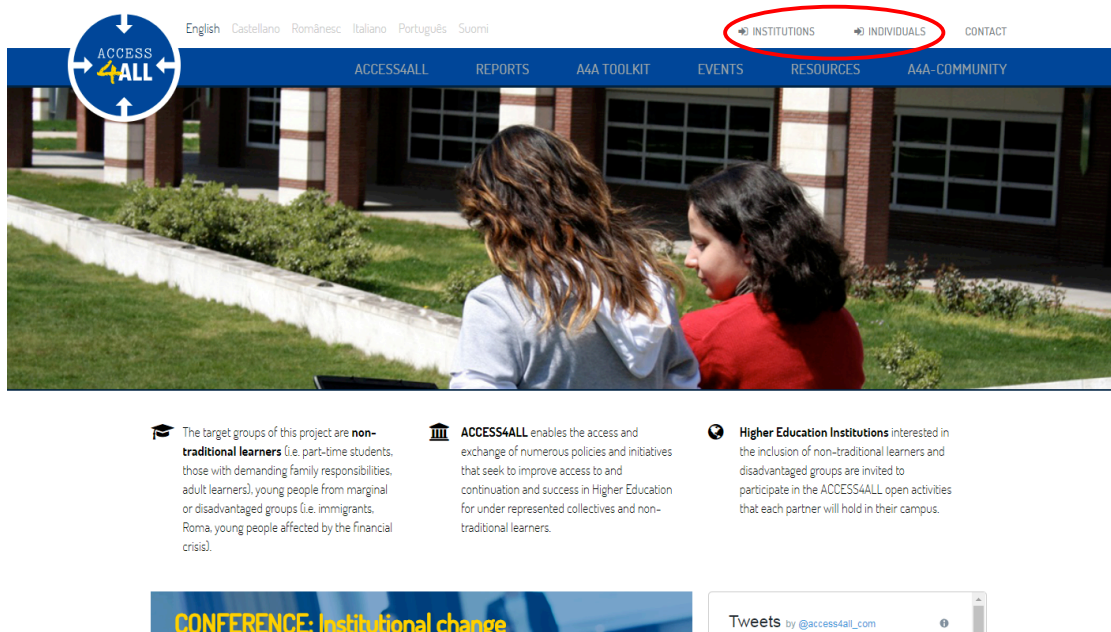
STEP 1

Visit the ACCESS4ALL website: <http://access4allproject.eu/>



STEP 2

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





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”.

The screenshot shows the 'Institution Self-Assessment' page. The header includes language options (English, Castellano, Română, Italiano, Português, Suomi) and navigation links (INSTITUTIONS, INDIVIDUALS, CONTACT). The main navigation bar contains ACCESS4ALL, REPORTS, A4A TOOLKIT, EVENTS, RESOURCES, and A4A-COMMUNITY. The page title is 'Institution Self-Assessment'. The main content area contains three paragraphs of text explaining the purpose and use of the self-assessment tool. On the right side, there is a form titled 'INSTITUTION AREA' with fields for 'E-mail' and 'Password', and buttons for 'Sign In', 'Register', and 'Forgot your password?'. The 'Register' button is circled in red. Below the form is a 'PARTNERS' section listing several institutions.

STEP 4

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

The screenshot shows the 'Institution profile' registration form. The header and navigation bar are the same as in Step 3. The main content area is titled 'Institution profile' and contains several input fields: '* Name', '* E-mail', 'Password' (with a note: 'At least 6 characters'), 'Repeat Password', 'Address', and 'Postal Code'. The 'E-mail' field has a note: 'Note: This field will be used as account's login user'. On the right side, there is a 'PARTNERS' section listing several institutions. The entire form area is circled in red.



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.

The screenshot shows the 'Institution Self-Assessment' page on the ACCESS 4ALL website. The page has a blue header with the ACCESS 4ALL logo and navigation links: INSTITUTIONS, INDIVIDUALS, CONTACT, ACCESS4ALL, REPORTS, A4A TOOLKIT, EVENTS, RESOURCES, and A4A-COMMUNITY. A language selector is also present. The main content area is titled 'Institution Self-Assessment' and contains text explaining the purpose of the tool and the self-assessment report. A red circle highlights the 'INSTITUTION AREA' login form, which includes fields for 'E-mail' and 'Password', and buttons for 'Sign In', 'Register', and 'Forgot your password?'. Below the form is a 'PARTNERS' section listing several institutions. At the bottom, there is a note: 'Please, sign in with your institution user first in order to access the form'.

STEP 6

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”).



The screenshot shows the website interface with a navigation menu at the top. The main content area is titled 'Institution Self-Assessment'. On the right, a sidebar contains a user profile for 'Cristina Perez Maldonado' with buttons for 'Profile', 'Logout', 'Go to Self-Assessment Form', 'Send invitation', 'Previous assessments', and 'Invitations'. Below this is a 'PARTNERS' section listing various universities. At the bottom of the main content area, there is a 'Go to Self-Assessment Form' button.

STEP 7

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**.

1. HEI organisational maturity

This first general and comprehensive dimension is constructed according to organisational development theories that focus on both, individual and organisational-level change, development and transformation through planned interventions and aimed to improve organisational effectiveness (Waddell, Cummings & Worley, 2010). Factors included in this dimensions are related to both internal context of the Higher Education Institution as well as its relationships with the local environment in which it is located (Anderson, 2010).

So, with the aim of drawing a general institutional profile, organisation members should report their agreement with some general but important organisational practices related to how is the HEI working, leadership style, organisational structure, tasks design and assignment and, finally, environment relationships.

a) Organisational approach: How do you define your HEI?

- My organization designs its interventions regardless of its structural characteristics and personnel
- My organization is dynamic and work around a shared vision
- My organization continually reviews its underlying policies and objectives to improve
- My organization makes the most of the internal knowledge and share it with other organizations

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.



- My organization tends to established relationships (based on specifics projects) with the external environment
- The external dynamics (results, new requirements, etc.) constantly affects the organizational activity
- My organization has relationships of mutual influence with other institutions (through networking)

▶ HEI organisational maturity
Institutional innovation management culture
Knowledge sharing
Inclusion shared understanding
Policies for inclusion
Actions for inclusion

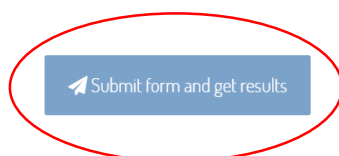
Each of the six dimensions of the tool has the following structure: a) a brief explanation referred to the dimension's content and b) five sub-dimensions associated with the main dimension. For each of these sub-dimensions, there are up to four options displayed with the possibility to select the answer 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.

▶ HEI organisational maturity
Institutional innovation management culture
Knowledge sharing
Inclusion shared understanding
Policies for inclusion
Actions for inclusion



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

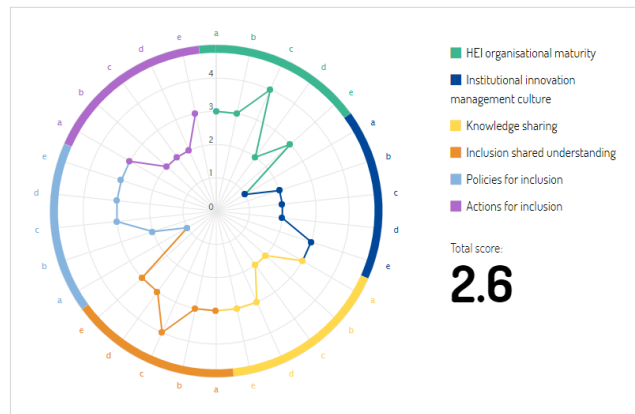


recommendations regarding how to improve each one of the dimensions discussed. You can preview the report as a PDF and download it as an EXCEL or a PDF.

Institution Self-Assessment

[Download PDF](#)
[Preview PDF](#)
[Download Excel](#)

Your Assessment Results



STEP 10

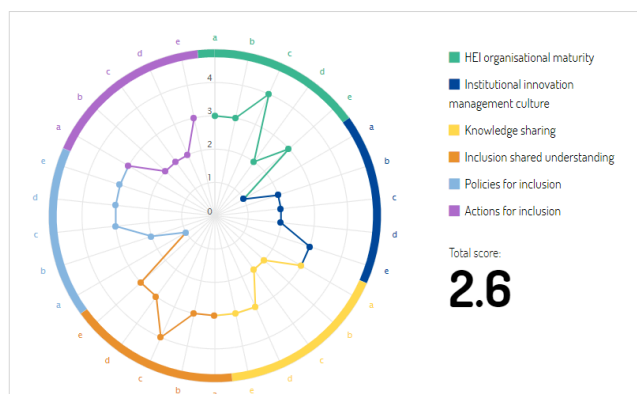
On the option “send invitation” you have available various applications in the case of your own institution:

- 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.

Institution Self-Assessment

[Download PDF](#)
[Preview PDF](#)
[Download Excel](#)

Your Assessment Results



INSTITUTION AREA

Welcome: **Cristina Perez Maldonado**

[Profile](#)
[Logout](#)

[Go to Self-Assessment Form](#)

[Send invitation](#)

[Previous assessments](#)

[Invitations](#)

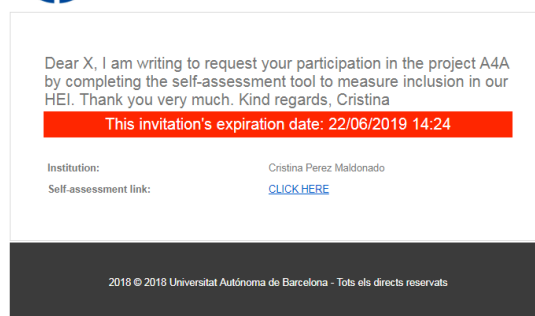
PARTNERS

University of Jyväskylä
 Universitatea din București
 Università degli studi di Bergamo
 University of Bristol
 Instituto politécnico de Leiria
 U. Autònoma de Barcelona



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.



STEP 11

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.



English Castellano Românăesc Italiano Português Suomi INSTITUTIONS INDIVIDUALS CONTACT

ACCESS4ALL REPORTS A4A TOOLKIT EVENTS RESOURCES A4A-COMMUNITY

Previous assessments

Filter by group: All

Click on a row to see details

Date	Created by	D1	D2	D3	D4	D5	D6	Total	Results
22/06/2018	Institution user	3.0	2.0	2.6	3.2	2.4	2.4	2.6	
Average results		3.0	2.0	2.6	3.2	2.4	2.4	2.6	

INSTITUTION AREA

Welcome, **Cristina Perez Maldonado**

Profile Logout

Go to Self-Assessment Form

Send invitation

Previous assessments

Invitations

English Castellano Românăesc Italiano Português Suomi INSTITUTIONS INDIVIDUALS CONTACT

ACCESS4ALL REPORTS A4A TOOLKIT EVENTS RESOURCES A4A-COMMUNITY

Previous assessments

Filter by group: All

Click on a row to see details

Date	Created by	D1	D2	D3	D4	D5	D6	Total	Results
22/06/2018	Institution user	3.0	2.0	2.6	3.2	2.4	2.4	2.6	
Average results		3.0	2.0	2.6	3.2	2.4	2.4	2.6	

INSTITUTION AREA

Welcome, **Cristina Perez Maldonado**

Profile Logout

Go to Self-Assessment Form

Send invitation

Previous assessments

Invitations

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”.

English Castellano Românăesc Italiano Português Suomi INSTITUTIONS INDIVIDUALS CONTACT

ACCESS4ALL REPORTS A4A TOOLKIT EVENTS RESOURCES A4A-COMMUNITY

Previous assessments

Filter by group: All

Click on a row to see details

Date	Created by	D1	D2	D3	D4	D5	D6	Total	Results
22/06/2018	Institution user	3.0	2.0	2.6	3.2	2.4	2.4	2.6	
Average results		3.0	2.0	2.6	3.2	2.4	2.4	2.6	

INSTITUTION AREA

Welcome, **Cristina Perez Maldonado**

Profile Logout

Go to Self-Assessment Form

Send invitation

Previous assessments

Invitations

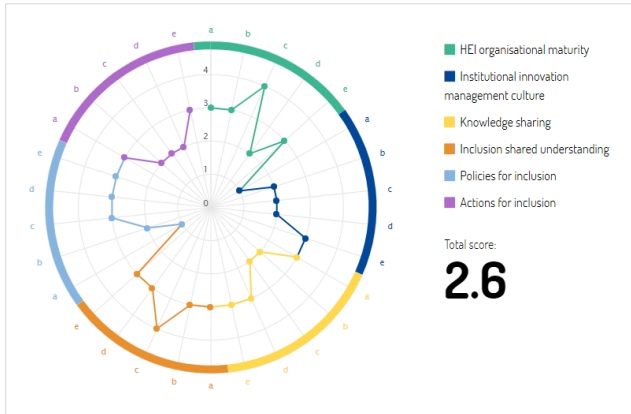
Thus, you have access to an identical screen to the individual user or you can visualise the collective or group global results. Moreover, you have available the corresponding report with suggestions for all the assessed dimensions.



Institution Self-Assessment

- [Download PDF](#)
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- [Download Excel](#)

Multiple Assessment Results



INSTITUTION AREA

Welcome, **Cristina Perez Maldonado**

[Profile](#) [Logout](#)

[Go to Self-Assessment Form](#)

[Send invitation](#)

[Previous assessments](#)

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