

## USING THE e-GRID

The e-Grid is an interactive on-line version of the EPG in four languages (English, French, German and Spanish) and can be found at <http://egrid.epg-project.eu/en>. Its main aim is to make the EPG more easily accessible and to assist users in getting the best out of it.

1. The main page (<http://egrid.epg-project.eu/en>) enables users to
  - a. **Review the content of the Grid in nine different languages** section by section by clicking on '**access the e-Grid**'. This version of the Grid contains links to definitions of terms in the glossary. When the mouse hovers over a term highlighted in green, a definition appears (no need to click).
  - b. **Download a PDF version of the whole Grid**, with or without the glossary in list form
  - c. **Download the User Guide** (also contained in this document).

At any time, you can return to the main page by clicking on the  logo (top left).

2. At the bottom of the main page there are **three separate areas**:
  - One for **teachers** to enable them to assess their own competences
  - One for **trainers** to carry out formative assessments of teachers or trainees they are working with
  - One for **managers, directors of studies or coordinators** who wish to record an assessment of the teachers in their team.Clicking on or tapping one of these areas will take you to a screen where you can choose either to **start a new assessment** or to **import a previously saved assessment**.
  - a. If you choose to start a new assessment/self-assessment you will be taken to an on-line form in which to record the details of the teacher whose competences are being assessed, including where he or she works. If you are a teacher you can also upload a photo of herself/himself. If you enter as a trainer or manager you will also need to record some details about yourself. **None of this information is kept on the website or transferred to anyone else: it is merely stored locally on your device for as long as you don't empty your browser's cache and/or click on 'clear all data'** (accessible at any time at the top centre of the screen, even if you leave the assessment half-way through). The site allows you to download the results of your formative assessment/self-assessment in pdf or in *.egrid* format, a digital format which enables you to save your profile on your computer and update it at any time.
  - b. If you choose to import an existing assessment or self-assessment that was saved in the *.egrid* format, you first need to browse to that file on the computer or tablet that you are using. Please note that you can't open or modify the *.egrid* files with any application other than the e-Grid web-tool itself.

**You are a TEACHER and wish to start a first or new self-assessment:**

- a. After you have recorded the information requested about yourself and your employer (only those items with asterisks are required), you will be taken to a version of the Grid in which you can scroll through groups of descriptors one category and one phase of development at a time. When you find the descriptors that best describe your competence at present, click on it or tap it. The phase of development you have selected will be recorded in the summary on the right or below.
- b. You can go back to any category by clicking the item in this summary, and you can change it if you think you have been too strict or generous in your assessing yourself! You can skip any category that you don't need to consider or wish to think about later by clicking on/tapping 'skip this step'.
- c. When you have assessed yourself in all the categories you wish to, you can click on 'go to results' to see a summary of your self assessment as a bar chart. This will include your name and other details entered, as well as your photo if you uploaded one. It can be exported and saved as a PDF or in the .egrid format. If you wish to go back to the self-assessment and change it in the future, choose the .egrid format. Remember, the self-assessment cannot be saved on the website. You can also send the self-assessment as a PDF or an .egrid file attached to an e-mail, to yourself or to someone else, for example your Director of Studies. You can also simply print it. The data will automatically be stored by the browser: if you wish to delete it, don't forget to click on 'clear all data' afterwards.

**You are a TEACHER and wish to use a previously saved self-assessment:**

- a. After uploading your profile in .egrid format you will be taken to the summary form with your personal details and your profile in form of a bar chart. If you want just to change your self-assessment because of having developed greater competence since the last occasion, simply click on the relevant category in the list on the right or below. This can be especially useful when you assess your competences regularly, say every six or twelve months.
- b. When you save the self-assessment, the new date will be recorded on the summary (bottom left) and can be printed or e-mailed again.

**You are a TRAINER and wish to begin a new assessment of a teacher, trainee or someone you are mentoring:**

- a. You will first need to fill in their details, including where they work, and your own name, e-mail address and the position you hold.
- b. You can then begin the assessment basing your comments on your lesson observations, your discussions with the teacher, what you know of their work and background, etc. You simply scroll through the categories of the Grid selecting the descriptors that in your opinion are appropriate for the teacher or trainee at the time of your assessment. You can miss out any categories that you can't or don't wish to complete by selecting 'skip this step'.

- c. When you have finished, select 'go to results' and you will see the profile of the teacher or trainee in bar chart and summary form which results from your assessment. If you are unhappy or, on second thoughts, wish to change your assessment, you can simply click on any category in the summary list on the right or below and change your assessment.
- d. When you have finished you can save the assessment in PDF or .egrid format. Remember to choose the latter if you want to go back at a later date and complete the assessment. This is especially useful if you decide that you need to focus on certain categories in further observations and feedback discussions. When you have completed the process, you can print and sign the assessment and give it to the teacher or trainee, or e-mail it to them so they have it for a later discussion. Don't forget to select 'finish and clear data' when you have saved the file.
- e. You may find it useful in the discussion to compare your assessment with the self-assessment that the teacher or trainee has done using the teacher's area of the e-Grid. The discussion should help you to understand where the teacher/trainee considers he or she needs to develop further as well as any differences between their self-assessment and your own assessment. It is usually worthwhile to try to work out between you why the differences exist, as teachers and trainees sometimes underestimate or overestimate themselves. It may be that, as a result of talking it through and discussing the evidence, you decide to revise your assessment – or the teacher/trainee may decide to revise their self-assessment.

**You are a TRAINER and you wish to return to an assessment you began or completed previously:**

- a. You will first need to upload the file in .egrid format that you (or a trainer colleague) saved previously.
- b. You will be taken to the profile of the teacher or trainee that resulted from the previous assessment. As before, you can select any category in the summary list on the right or below. If you have now been able to form an opinion on the basis of more observation and discussion or other evidence, you can add your assessment to complete the profile. Alternatively, you can amend previous assessments in relevant categories. This is especially useful if you are carrying out regular assessments of trainees or teachers you are working with.
- c. When you have completed your revised assessment, you can select 'go to results' to see the revised profile. If you are happy with it, you can save it as PDF or in .egrid format, and/or you can e-mail it to the person you have assessed, or/and you can print out and sign the profile as a more formal record. Don't forget to select 'finish and clear data' when you have saved the file.

**You are a MANAGER, DIRECTOR OF STUDIES OR COORDINATOR, and you wish to begin a new assessment of one of the members of your teaching team:**

- a. You will first need to fill in their details, including where they work, and your own name, e-mail address and the position you hold.

- b. You can then begin the assessment basing your comments on your lesson observations, your discussions with the teacher, their work outside the classroom, their CV and other evidence. You simply scroll through the categories of the Grid selecting the descriptors that in your opinion are appropriate for the teacher at the time of your assessment. You can miss out any categories that you can't or don't wish to complete by selecting 'skip this step'.
- c. When you have finished select 'go to results' and you will see the profile of the teacher in bar chart and summary form that results from your assessment. If you are unhappy or, on second thoughts, wish to change your assessment, you can simply click on any category in the summary list on the right or below and change your assessment.
- d. When you have finished you can save the assessment in PDF or .egrid format. Remember to choose the .egrid format if you want to go back at a later date and complete or update the assessment. This is especially useful if you need to focus on certain categories in further observations or want to consider other aspects of the teacher's performance. When you have completed the process you can print, sign and stamp the assessment and give it to the teacher. This is especially useful if the teacher is leaving her or his job after a period of employment: they can use your printed, signed assessment, which is dated, as a supplement to their C.V. when applying for another job. For teachers who are continuing their employment, you can e-mail it to them so they have it for a later discussion with you. Don't forget to select 'finish and clear data' when you have saved the file. You may find it useful in the discussion to compare your assessments with the self-assessments done by your teachers using the teacher's area of the e-Grid (see the 'trainer' section above).
- e. When you have finished an assessment you can then simply select '+ new assessment' at the top of the summary list on the right or below to begin assessing another member of your teaching team, going through the same steps as before. You can continue this process until assessments of all members of the teaching team have been completed.
- f. A useful additional facility for managers is the ability to produce reports which provide a profile of the whole team or of groups of teachers. To do this, select 'reports' at the top of the summary list on the last profile that you produce. You can then choose to generate a report which puts the summary profiles of all members of the team side by side in one document, and/or to produce a report which is an overview of the competences of the whole team. Such team profiles are useful when considering who to select for teaching work that requires greater competence in certain areas, or when deciding what competences to look for when recruiting additional teachers.

Examples of each kind of team profile are provided below:

## Report by teacher



Jean Dupont

**TRAINING & QUALIFICATIONS**

Language proficiency	1.1
Education & Training	2.2
Assessed teaching	3.2
Teaching experience	1.2

**KEY TEACHING COMPETENCES**

Methodology: knowledge and skills	2.2
Assessment	3.1
Lesson and course planning	2.2
Interaction, management and monitoring	1.1

**ENABLING COMPETENCES**

Intercultural competence	2.2
Language awareness	2.1
Digital Media	3.1

**PROFESSIONALISM**

Professional conduct	2.2
Administration	1.2



Juliane Henri

**TRAINING & QUALIFICATIONS**

Language proficiency	3.2
Education & Training	3.2
Assessed teaching	1.1
Teaching experience	3.2

**KEY TEACHING COMPETENCES**

Methodology: knowledge and skills	3.1
Assessment	1.2
Lesson and course planning	2.2
Interaction, management and monitoring	3.2

**ENABLING COMPETENCES**

Intercultural competence	3.2
Language awareness	3.2
Digital Media	2.1

**PROFESSIONALISM**

Professional conduct	2.2
Administration	2.1



Marianne Martin

**TRAINING & QUALIFICATIONS**

Language proficiency	3.2
Education & Training	3.2
Assessed teaching	3.1
Teaching experience	2.2

**KEY TEACHING COMPETENCES**

Methodology: knowledge and skills	3.1
Assessment	2.1
Lesson and course planning	1.1
Interaction, management and monitoring	3.1

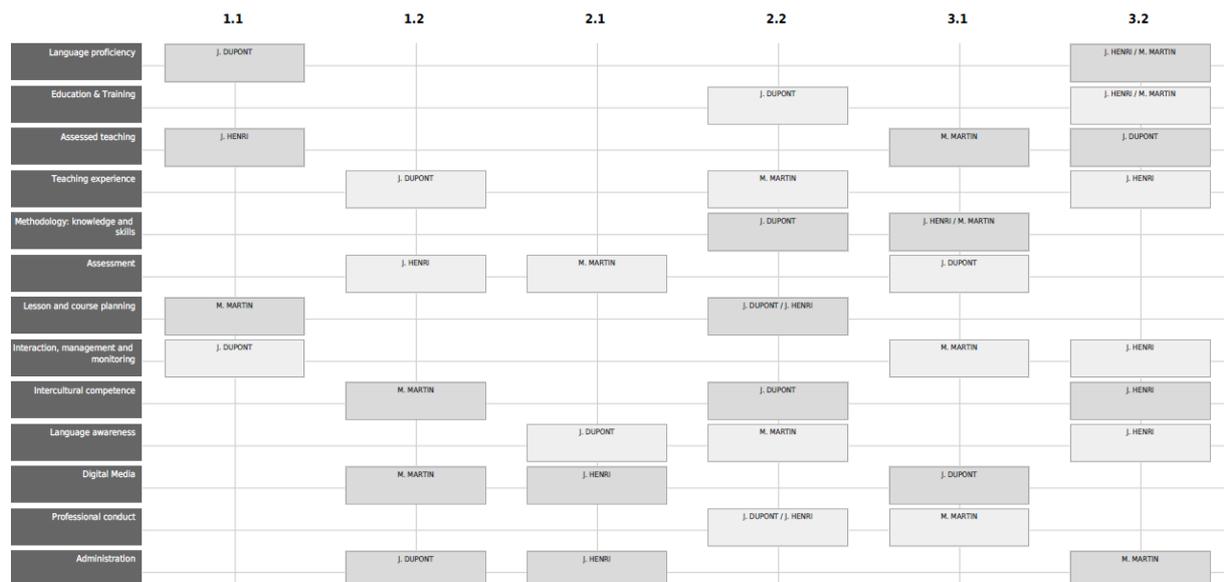
**ENABLING COMPETENCES**

Intercultural competence	1.2
Language awareness	2.2
Digital Media	1.2

**PROFESSIONALISM**

Professional conduct	3.1
Administration	3.2

## Report by competence



**You are a MANAGER, DIRECTOR OF STUDIES OR COORDINATOR, and wish to complete or update a previous assessment of a teacher:**

- a. You will first need to upload the file in .egrid format that you (or another member of the management team) saved previously.
- b. You will be taken to the profile of the teacher that resulted from the previous assessment. As before, you can select any category in the summary list on the right or below. If you have now been able to form an opinion on the basis of more observation and discussion or other evidence, you can add your assessment to complete the profile. Alternatively, you can update previous assessments in relevant categories. This is especially useful if you are carrying out regular (e.g. annual) performance reviews or appraisals of teachers you are working with. The assessment that you make, together with teachers' assessment of their own competences, can form a useful part of the performance review meeting, especially when discussing individual teacher development plans.
- c. When you have completed or updated your assessment, you can select 'go to results' to see the revised profile. If you are happy with it, you can save it as PDF or in .egrid format, and/or you can e-mail it to the person you have assessed, or/and you can print out and sign the profile as a more formal record. Don't forget to select 'finish and clear data' when you have saved the file.

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