



# User Guide for using Evaluation kit

## Introduction

The design of inclusive collaborative activities involves a complex decision making process, especially when students are very diverse, both in terms of skills and culture. It should be inspired by the principle that students should all be offered flexible learning paths that cater for learner diversity. Even if the instructional design possess **inclusive potential**, the awareness of the principles and following the design guidelines does not guarantee that enactment with students will reveal its **inclusive power** and will succeed in helping all of them to deploy their potential.

## Evaluation kit for individual user

The purpose of the **Evaluation kit** for individual user is to operationalize the assessment of a design (in terms of **inclusive potential**) and a teaching intervention (in terms of **inclusive power**). The **Evaluation kit for individual user** supports individual experts (teachers, teachers' trainers, pre-service and in-service teachers, observers and other specialists) in many different contexts, such as:

- Evaluation of **inclusive potential** of an instructional design in advance:
  - by a teacher, for self-assessment and improvement of an instructional design;
  - by a teacher, for selection of a relevant design for enactment from the PLIADE Good Practices Repository;
  - by a teachers' trainer, for assessment of a student's design;
  - by a pre- or in-service teacher, for assessment of a peer's design during the teachers' training in a peer review process;
  - by a school manager / head teacher, for assessment of an young teacher design;

- by a regional expert before observation of a teacher's lesson.
- Evaluation of the **inclusive power** of teaching/learning process, achieved by the teacher's intervention;
  - by a teacher, for self-reflection and improvement of the teaching practice;
  - by a teachers' trainer during observation of the teaching practice of a student;
  - by peer, for peer review of the teaching practice of a colleague during teacher's training;
  - by a regional or school manager during observation of a teacher's practice

### Requirements to use the tool:

- Internet connection
- Web browser (such as Google Chrome, Microsoft Edge, Safari, Mozilla Firefox etc)
- Account in Google suit to access Google Sheets

### Instructions to use the kit:

1. Log in your Google account.
2. To open the Evaluation kit for individual user, choose a language and follow the respective link:
  - English: [https://docs.google.com/spreadsheets/d/1e0xJcl6ObUqU1RdrL-6kLmDo7eNRA3kncFzGXJZwF\\_g/copy](https://docs.google.com/spreadsheets/d/1e0xJcl6ObUqU1RdrL-6kLmDo7eNRA3kncFzGXJZwF_g/copy)
  - Italian: <https://docs.google.com/spreadsheets/d/1A607yHdGhgz6-VvitRPghQb9Cp6lMSghTGKOb8Jsi8I/copy>
  - Bulgarian: [https://docs.google.com/spreadsheets/d/16WfdLFkPd4FZSGMq0T0\\_SZ9myH2DHEnWi0OkI6EJWao/copy](https://docs.google.com/spreadsheets/d/16WfdLFkPd4FZSGMq0T0_SZ9myH2DHEnWi0OkI6EJWao/copy)
  - Greek: [https://docs.google.com/spreadsheets/d/1W\\_MAfJvzAtQ-yFSY44LZ7fRg0UzvT5hQe-zw34sTlI4/copy](https://docs.google.com/spreadsheets/d/1W_MAfJvzAtQ-yFSY44LZ7fRg0UzvT5hQe-zw34sTlI4/copy)

For English version, you can use also the QR code:



3. Make a copy of the tool clicking on the “*Make a copy*” button. It is going to automatically creates a copy in your Google Drive.



4. Optionally, you can move the copy into desired folder: **File** → **Move**.
5. To **evaluate the inclusive potential or power** of the design of the scenario open the corresponding **evaluation** sheet - "**Potential Evaluation**" or "**Power Evaluation**". It contains a list of main groups of criteria.



- The opened sheet contains a list of main groups of criteria. The evaluation according to the individual criteria is done from the field "**Evaluation**", which by default has the value "Not applicable". Reflect on each question and select your rating on a scale from 1 to 5 (where 1 is the lowest and 5 is the highest rating) from the drop-down list in the "Evaluation" field.

Inclusive Potential Evaluation Tool		
#	1. Capacity to promote active participation by all	Evaluation
1	Is active participation by all students encouraged/motivated through a student centered approach (e.g. game based learning)?	Not applicable
2	Are students' individual strengths and experiences leveraged and promoted?	Not applicable
3	Are individual needs and weaknesses taken care of?	Not applicable
4	Are students offered the possibility to choose media, content, learning strategies, or types of artefacts to produce (personalization)?	Not applicable
5	Are students provided with opportunities to negotiate some design decisions (e.g., deadlines, assessment modes, assessment rubrics, learning objectives)?	Not applicable
6	Are barriers and inequalities addressed?	Not applicable
7	Does the design help avoid gender bias and other stereotypes?	Not applicable

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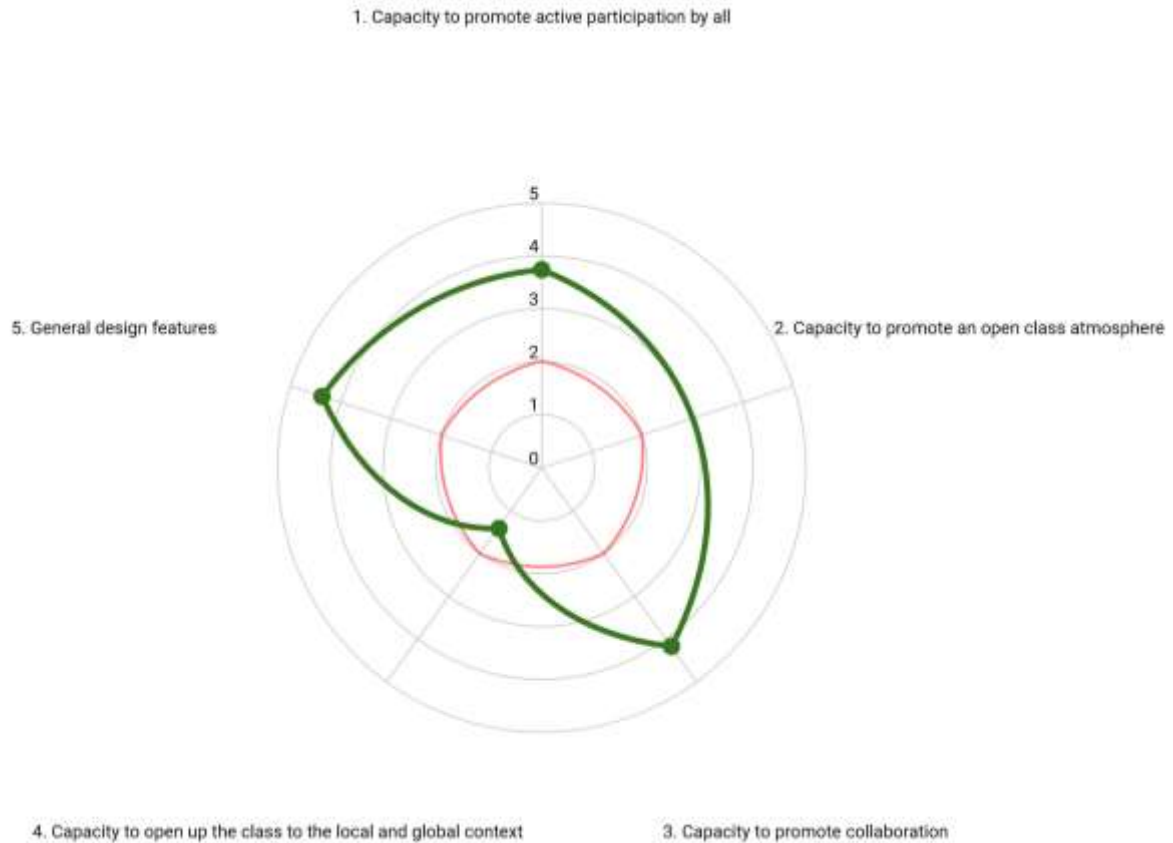
- To see the evaluation results open the corresponding result sheet - "**Potential Result Chart**" or "**Power Result Chart**".



- On "**Potential Result Chart**" or "**Power Result Chart**" you will find a **graphical representation of the evaluation results** for the main groups of criteria. The diagram shows the **lower bound for good scenarios in red**. The **results of your assessment** are visualized in **green**. This visualization provides an easy way to find out in which groups

of criteria the scenario is good and in which it needs improvement, depending on the relative position of the graphic with your score in green and the one in red. If the green graphic approaches or crosses the red one the scenario needs improvements for the relevant criteria.

**On the picture below you can see an example diagram.**



9. To see the suggestions for improvements of the evaluated scenario open the corresponding result sheet - "**Potential Suggestions**" or "**Power Suggestions**"



10. In the "**Potential Suggestions**" or "**Power Suggestions**" sheet you can find **suggestions for improvements of the evaluated scenario**. To guide you on how to improve the scenario as much as possible, look again at the questions on the **evaluation** sheet that are towards the groups with the lowest results (where the green and red graphs approach or cross).

# Suggestions

Please revise your design according to the criteria 1. Capacity to promote active participation by all  
Please revise your design according to the criteria 2. Capacity to promote an open class atmosphere

## Evaluation kit for multiple users

The purpose of the **Evaluation kit for multiple users** is to operationalize the assessment of a design (in terms of inclusive potential) and a teaching intervention (in terms of inclusive power). The **Evaluation kit for multiple users** could be used in pre-service teachers' training, in continuous professional development (CPD) of teachers, or in 'open lessons' during regular teaching practice, for evaluation by a group of peers of:

- **inclusive potential** of an instructional design;
- **inclusive power** of teaching/learning process, achieved by the teacher's intervention.

### Requirements to use the tool:

- Internet connection
- Web browser (such as Google Chrome, Microsoft Edge, Safari, Mozilla Firefox, etc.)
- Account in Google suit to access Google Sheets

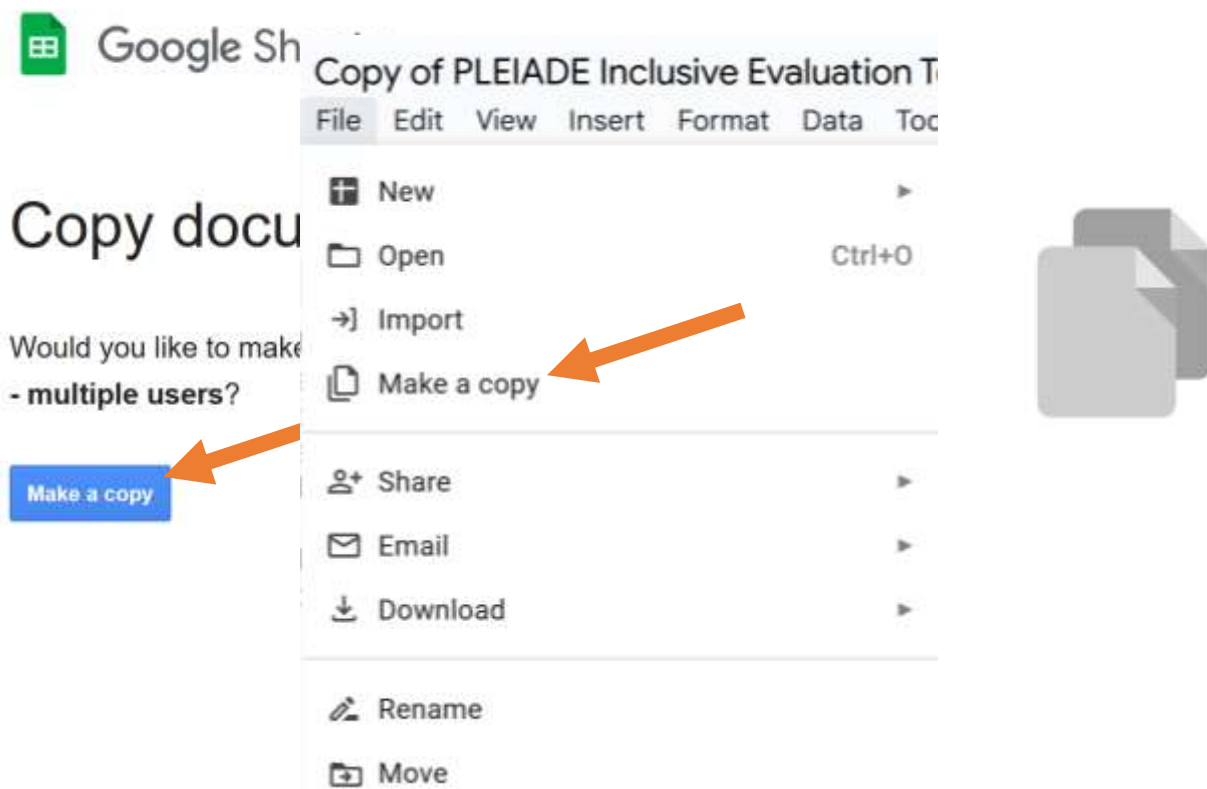
### Instruction to use the kit:

1. Log in your google suit account.
2. To open the Evaluation kit for multiple users, choose a language and follow the respective link:
  - English: [https://docs.google.com/spreadsheets/d/1Tq43e3810utId7\\_33ykJ4Y-cvOCMJ2f4TsyZQSD4/copy](https://docs.google.com/spreadsheets/d/1Tq43e3810utId7_33ykJ4Y-cvOCMJ2f4TsyZQSD4/copy)
  - Italian: [https://docs.google.com/spreadsheets/d/11xQqTV32OXIA1t3jJgHoxYpc0tUj1QxsJmRcv\\_oCY9mI/copy](https://docs.google.com/spreadsheets/d/11xQqTV32OXIA1t3jJgHoxYpc0tUj1QxsJmRcv_oCY9mI/copy)
  - Bulgarian: [https://docs.google.com/spreadsheets/d/1CQ-WLKDXnUbIKGCE\\_pnEM208pedC83iM9oZCIqmMVuU/copy](https://docs.google.com/spreadsheets/d/1CQ-WLKDXnUbIKGCE_pnEM208pedC83iM9oZCIqmMVuU/copy)
  - Greek: <https://docs.google.com/spreadsheets/d/1oYSy6MpfXFZkQIorsdQPpONmGO7ItFbBOeGJWWqKyzk/ecopy>

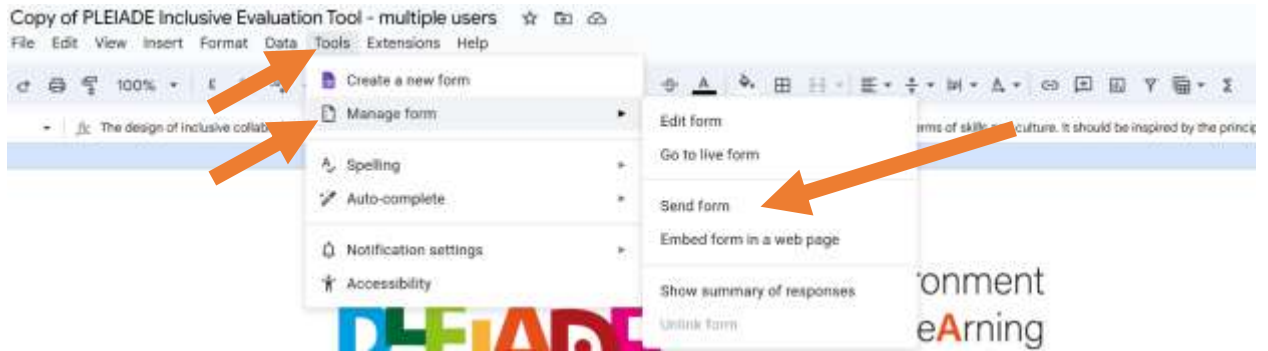
You can download the English version also by scanning the QR code:



3. Make a copy of the tool clicking on the “*Make a copy*” button. It is going to automatically creates a copy in your Google Drive.

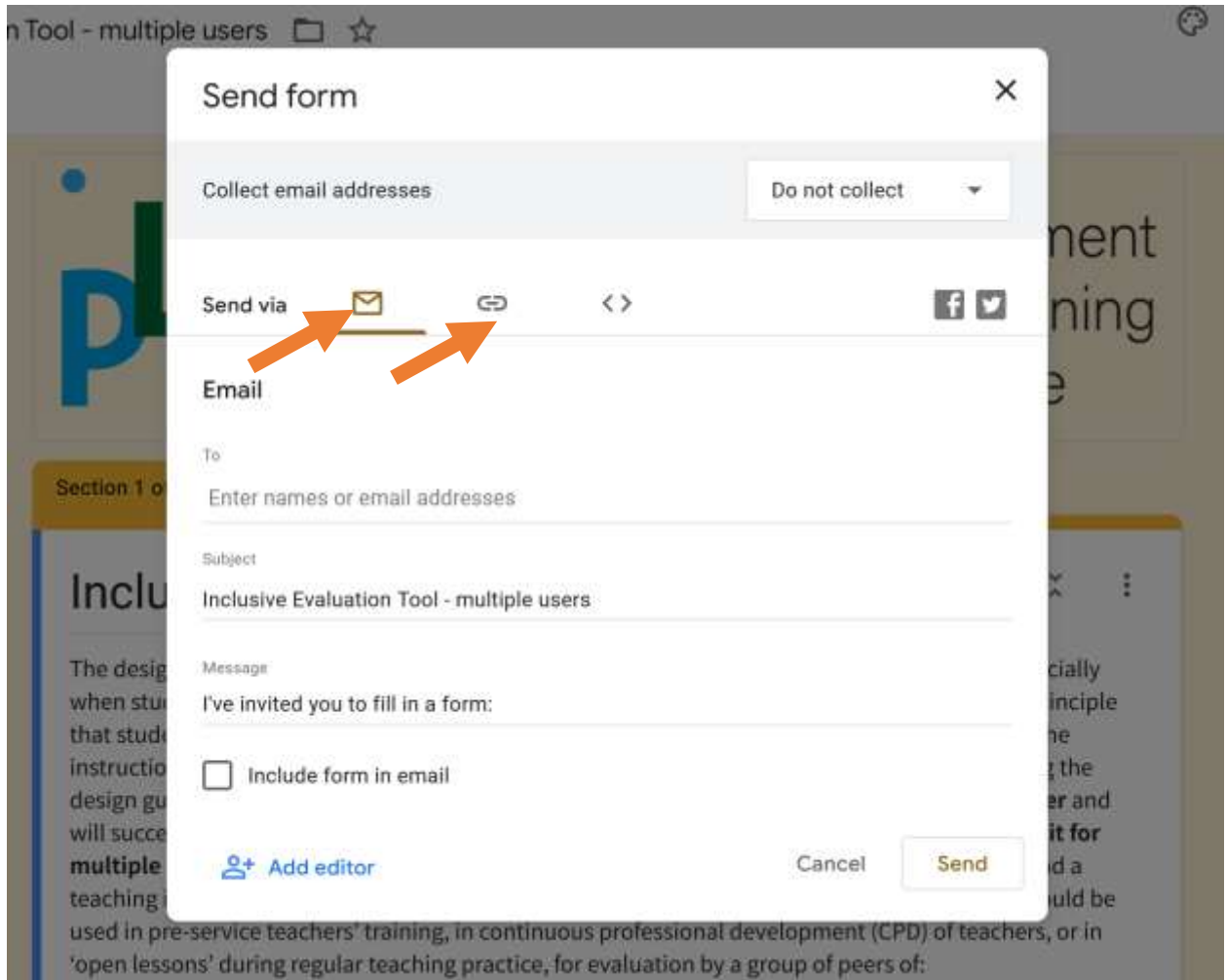


4. Optionally you can move the copy into desired folder: **File** → **Move**.
5. You need to collect data for the evaluation from multiple sources. To send a form to collect data go to the **Tools** → **Manage form** → **Send form** from the menu bar.



6. In the dialog box, choose whether to send the form to specific email addresses or to copy the link to it (*Send via...* options). Inform the respondents about the deadline for filling-in the form.



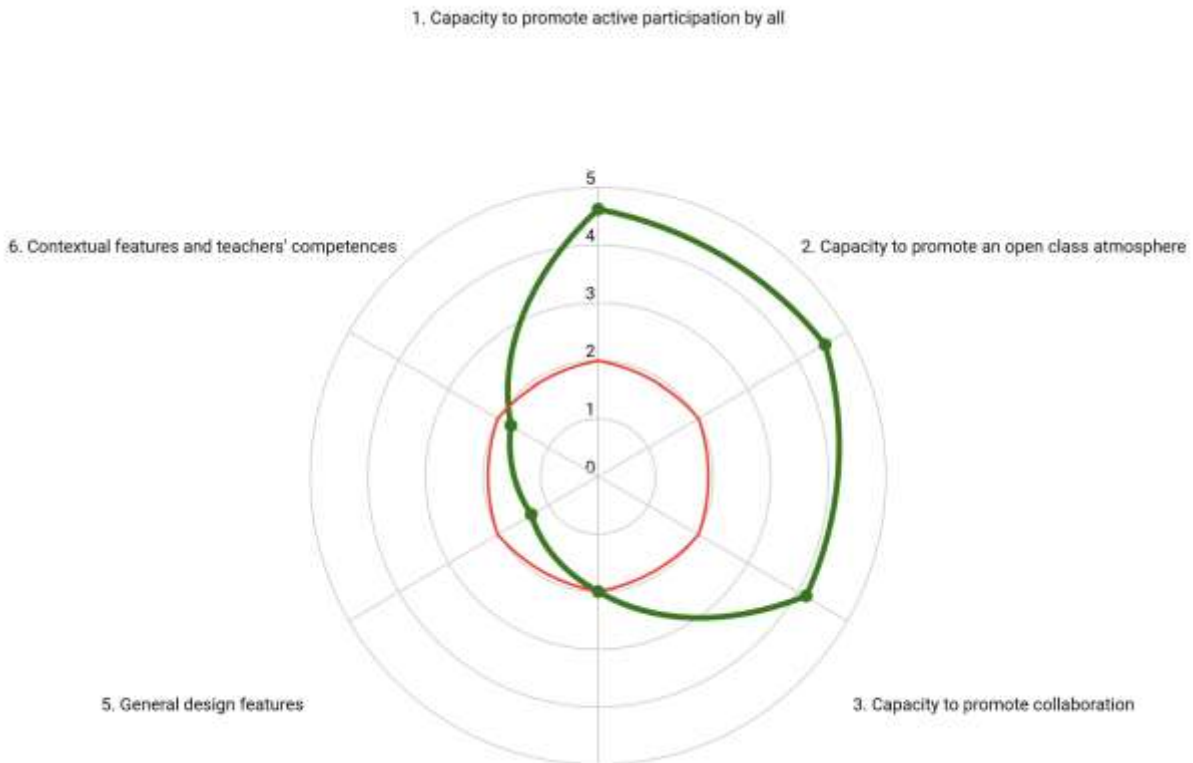


7. After opening the form, your respondents are able to choose what to evaluate – **inclusive potential** of a design or **inclusive power** of an enactment. Guide them to choose an option between **potential** and **power**. A form submission the corresponding questionnaire is loaded. It is required to select to what extent every criteria is met. The respondent has to **submit** the form.

8. To see the evaluation results about **inclusive potential** or **inclusive power**, open the corresponding sheet "**Inclusive Potential Chart**" or "**Inclusive Power Chart** sheet

9. You will find a graphical representation of the evaluation results for the main groups of criteria. The diagram shows the lower bound for good scenarios in **red**. The results of your assessment are visualized in **green**. This visualization provides an easy way to find out in which groups of criteria the scenario is good and in which it needs improvement, depending on the relative position of the graphic with your score in **green** and the lowest border in **red**. If the green graphic approaches or crosses the red one, the scenario needs improvements for the relevant criteria.

**On the picture below you can see an example diagram.**



10. In the **"Inclusive Potential Suggestions"** sheet, you can find suggestions (in terms of warnings and highlights) for improvements of the evaluated **design**. The corresponding suggestions about improvement of the evaluated **enactment** could be found on **"Inclusive Power Suggestions"** sheet.

11. To guide the author on how to improve the **design** or the **enactment** as much as possible, open form again (from the **Tools menu -> Manage form -> Go to live form**) and look again at the questions under the Criteria group with the lowest results (where the green and red graphs approach or cross).

