

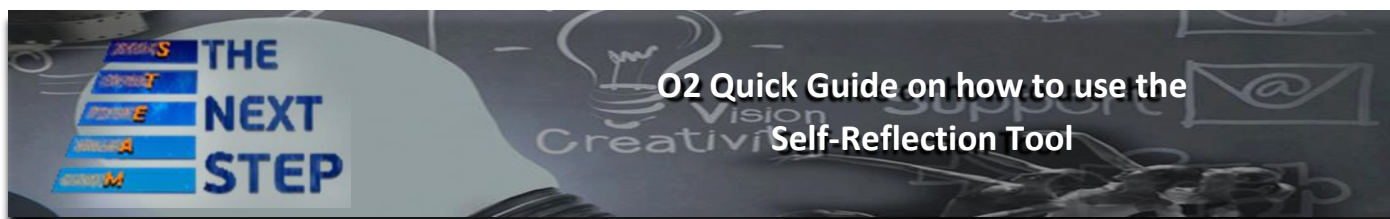


NEXT STEP O2

Quick Guide on how to use the Self-Reflection Tool



NEXT STEP has been funded within the framework of the
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Short Description: This document includes information and instructions on how a user (teacher, School Head) will be able to register and use the NEXT STEP webtool and specifically the Self Reflection facility.			



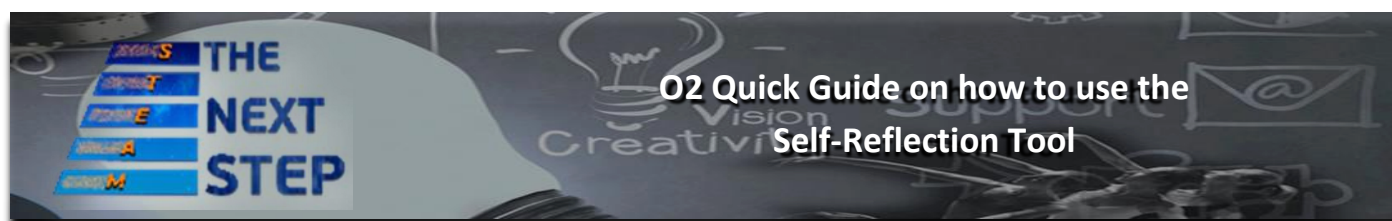
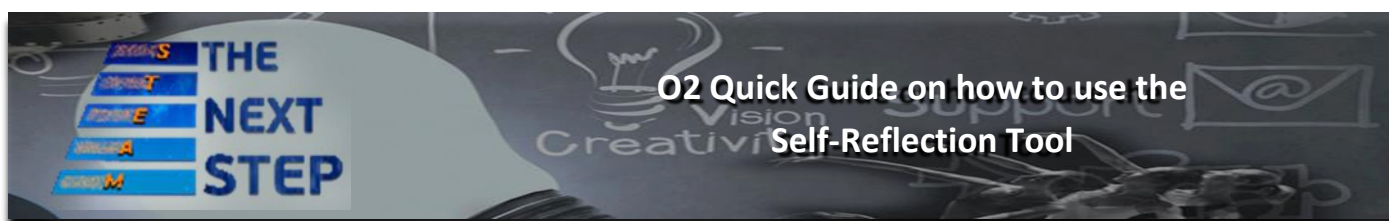


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1. Introduction

NEXT STEP offers a range of exciting ideas and tools to use in your classroom and be able to realise STEAM activities. This document will guide you through the necessary steps, allowing you to take advantage of the features provided by the NEXT STEP webtool for the Self Reflection of your school. Updated versions of this document will follow in order to take advantage of more features that the NEXT STEP webtool will provide.

In this version we are presenting the steps on how to register your school in the webtool and ASSESS the level of STEAM that you have integrated in your educational activities and structures of your school

The Self-Reflection Tool is offered to the participating School Heads.

The development of the NEXT STEP Self-Reflection Tool (NEXT STEP-SRT) was the response to follow the organisational change during the implementation. Based on the recent methodologies for assessing the impact of Open Schooling (Sotiriou et al., 2021), and Repressible Research and Innovation (RRI) in education (Hobbiss et al., 2019; van Atteveldt et al., 2019), it analysed the school community engagement in STEAM activities, research and innovation. Furthermore, it is supposed to enable easier access to scientific results for students, to take up gender and ethics in the research and innovation content and process, and to act as a bridge of formal and informal science education, on the EU recommendations for the science education and on the development of responsible citizenship (EC, 2015a) as well as to analyse schools' e-maturity (Kampylis et al., 2015; Sotiriou et al., 2016; EC, 2019b). By focusing on three identified areas of "growth—school management, school process, and teachers' professional development—the specific instrument is offering the opportunity to the school community stakeholders to describe in detail the current situation in their school while at the same time, they are able to translate the findings to specific recommendation for future actions and development. More specifically, the tool aims to support the school heads to identify the status of their school in the following key areas (levels of STEAM readiness):

Management: The aim of the instrument is to assess the vision, the leadership of the school community key stakeholders towards the adoption of a changing culture towards STEAM approaches, and the overall innovation potential of the school community (George and Desmidt, 2018) and to highlight the appearance (or not) of the key factors that can catalyse the cultural changes (e.g., coherence of local or national policies, development of a shared vision and understanding, development of motivation mechanisms and specific plans for staff competencies, school autonomy). This section of the instrument includes a step-by-step approach for the school heads to define a root of development and to locate the current position of their school in the STEAM approach journey towards the overall operation of the STEAM IDEAS Square.

Process: The aim of this section is to identify which process is already in place in the school community and which must be further developed. The instrument is sensitive in highlighting the processes and the mechanisms such as a) the operation of collaborative environments and tools (for content co-creation and sharing), b) how many members of the school community are using them regularly, c) adjustments with the curriculum that allow for the implementation of STEAM activities, d) parents and external stakeholders' involvement in the STEAM activities, and e) procedures in place that are offering opportunities to reflect and debate, communication and feedback mechanisms.

Professional Development: The aim of this section of the instrument is to assess to what extent teachers and school staff engaged in the STEAM approach (the STEAM IDEAS Square) have a holistic view of science, scientific research, and major scientific developments (Harris and Tassell, 2005; Sotiriou et al., 2016) as well as arts





involvement and elaboration in the whole process. This section includes reflections on the integration of RRI principles into school curricula and teaching practices (van Atteveldt et al., 2019). These reflections and evaluation of curricula and practices are supposed to reveal changes in awareness/knowledge aspects/behaviour in relation to the RRI principles—such as gender, ethics, open access, open science, public engagement, governance, socio-economic development and sustainability, social issues related to scientific developments. Supporting teacher leadership may play an essential role to empower reaching this target (Muijs and Harris, 2003).

2. Register to the webtool

You can register to the webtool through the website <https://srt.the-next-step.eu/>.

As you can see in the image below, you should select “Register” at the top right of the first page of the above website.



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Then you must enter all the requested information as are illustrated in the image below:

Register

Your name

Here you need to insert your Surname and name. The name of the register user should correspond to the School Manager

Your School Name

Here you need to insert the name of the school that you represent.

School Country

Select the country of the school from the drop-down list

School Address
Road & number, city, postal code

Insert the full address of the School. Please write it in your language and in the order that is advised here. The application will automatically recognise the street. Have in mind that in order to the school to be shown on the map you will need to insert the write address.

School Website

Insert here the website of your school. If you do not have you can leave this blank

Email

Insert here your e-mail or the e-mail of the school. **This will be your User Name in order to log in.**

Password

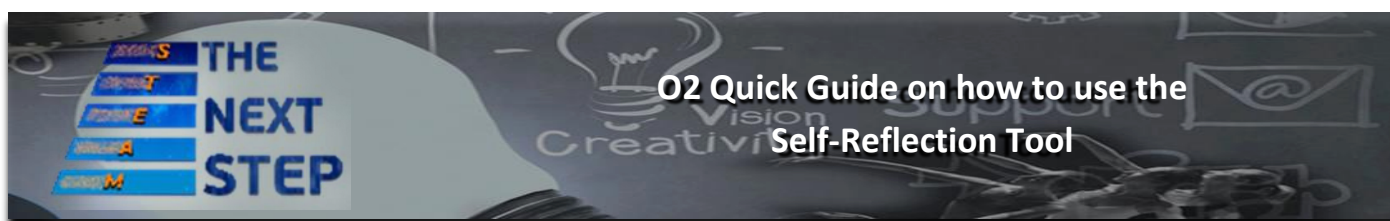
Insert a password of your choice. The password should have at least 6 characters. You have to remember your password in order to log in.

Confirm password

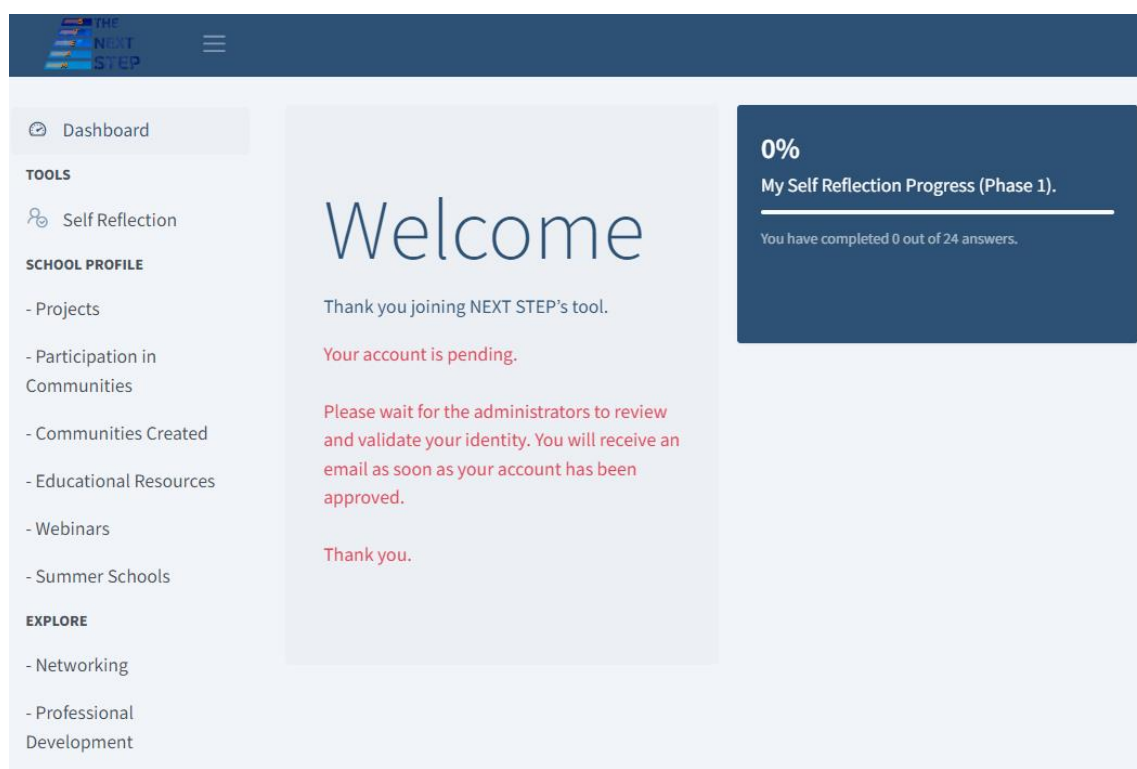
Confirm the password that you have inserted above.

Register





After you Register your school, you will be leaded to the following page as illustrated in the image below:



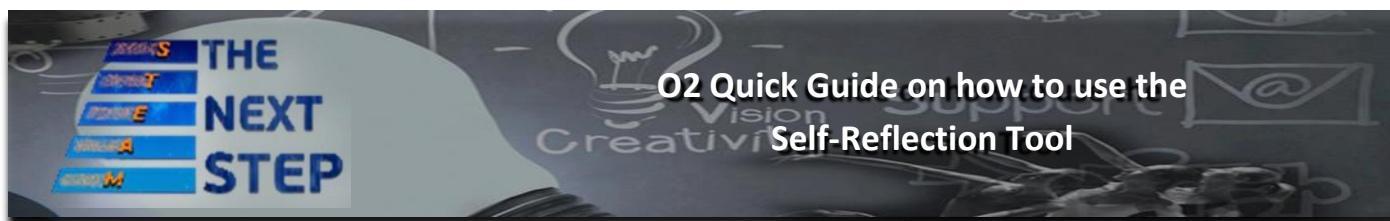
After the administrator will confirm your registration, an e-mail will be sent to the e-mail account that you have inserted during your registration. After that you can visit the webtool and login.

3. Login to the webtool

On the main page of the webtool, select "Login" at the top right of the screen



Then you must enter the Username (which is your e-mail) and the Password you have been given.



Login

Email

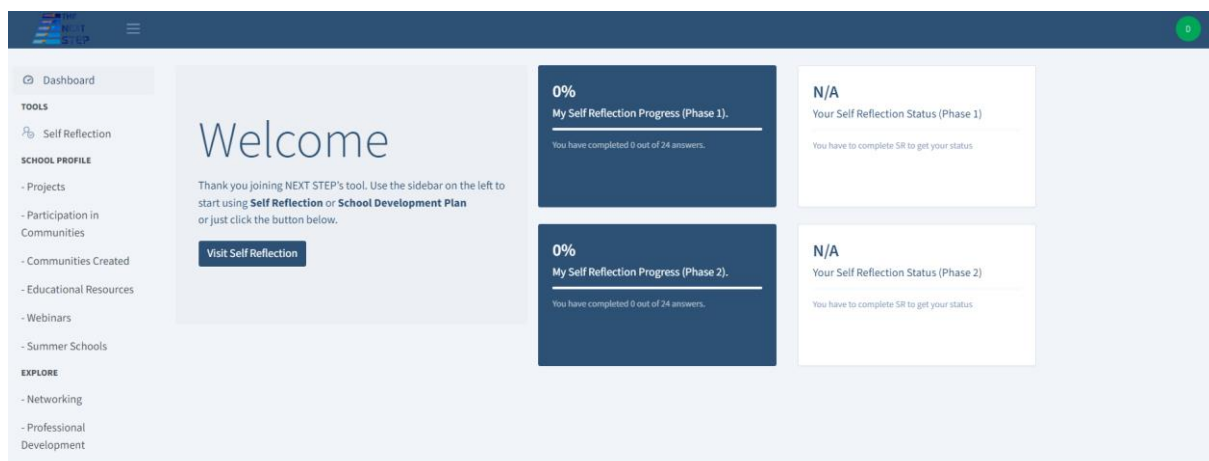
Password

☐ **Remember me**

[Login](#)

[Forgot Your Password?](#)
[Register](#)

This will lead you to the homepage (Dashboard) of the webtool for your school.



Visit NEXT STEP Website

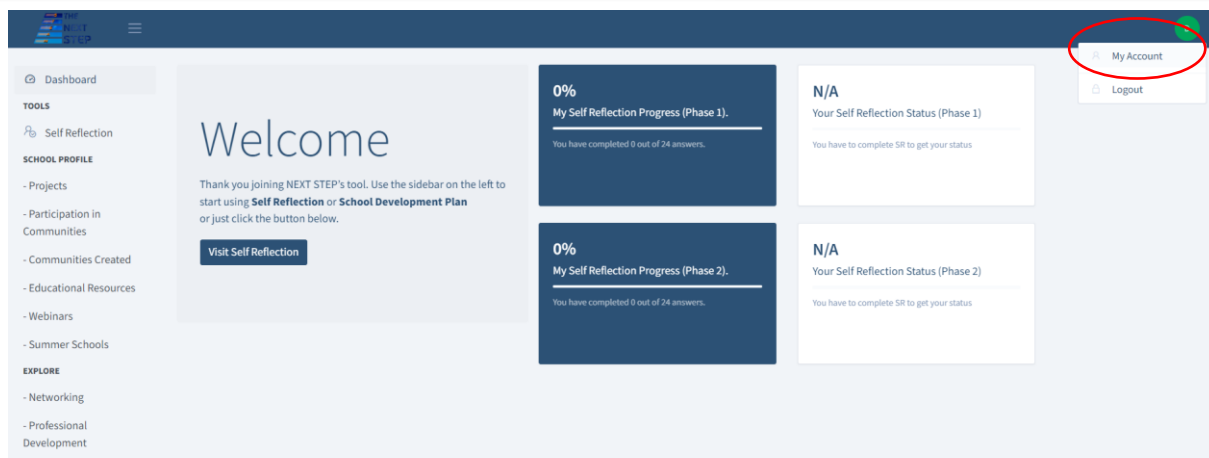
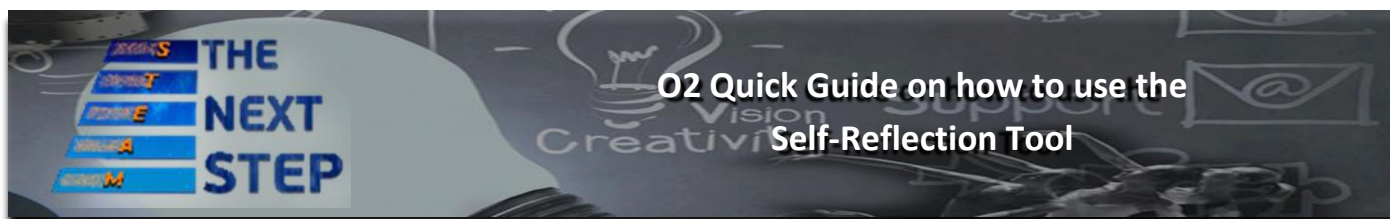
4. Change Password and configure your User Profile

The first step you need to do is change the Password you have been given (if the registration of the school has been realised by you, you do not have to change your password). This is done from the user profile to which you can be transferred if you select the circular button at the top right of the page as noted in the image below.

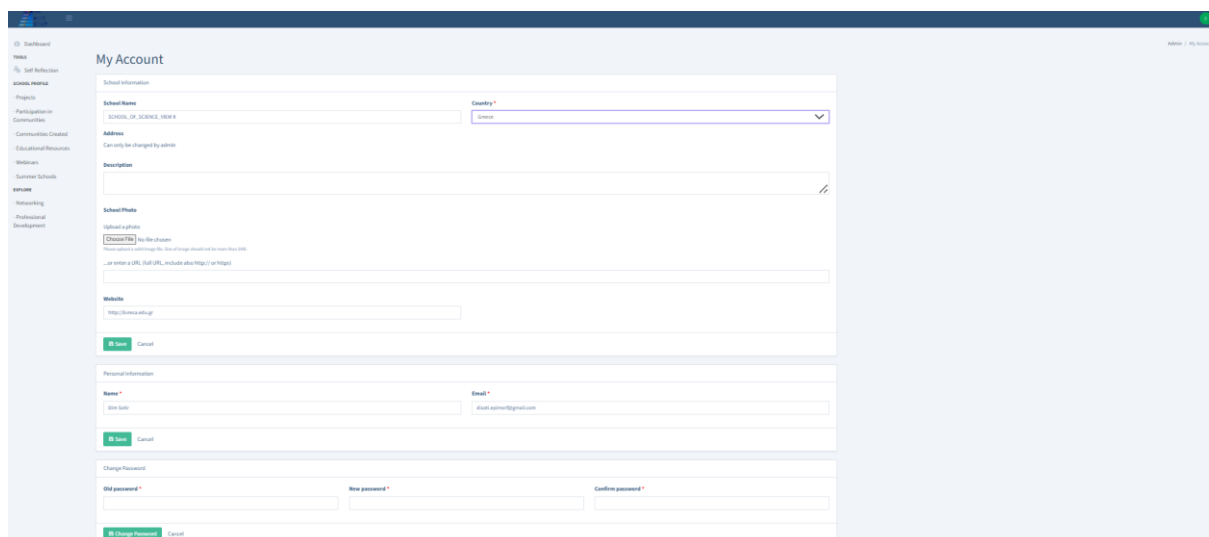


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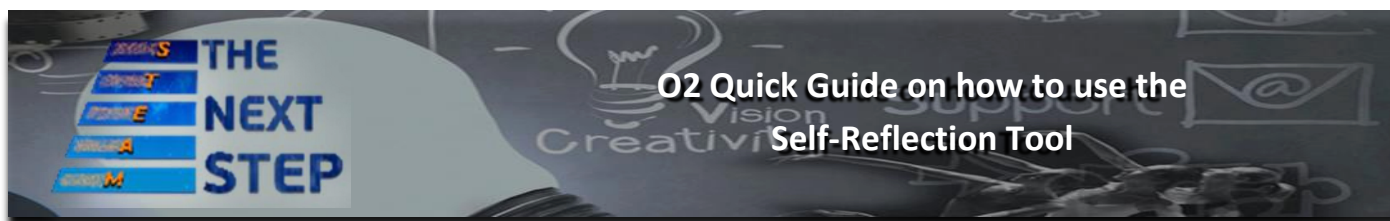
Selecting "My Account" will lead you to your profile as illustrated in the image below.



From this page you can change:

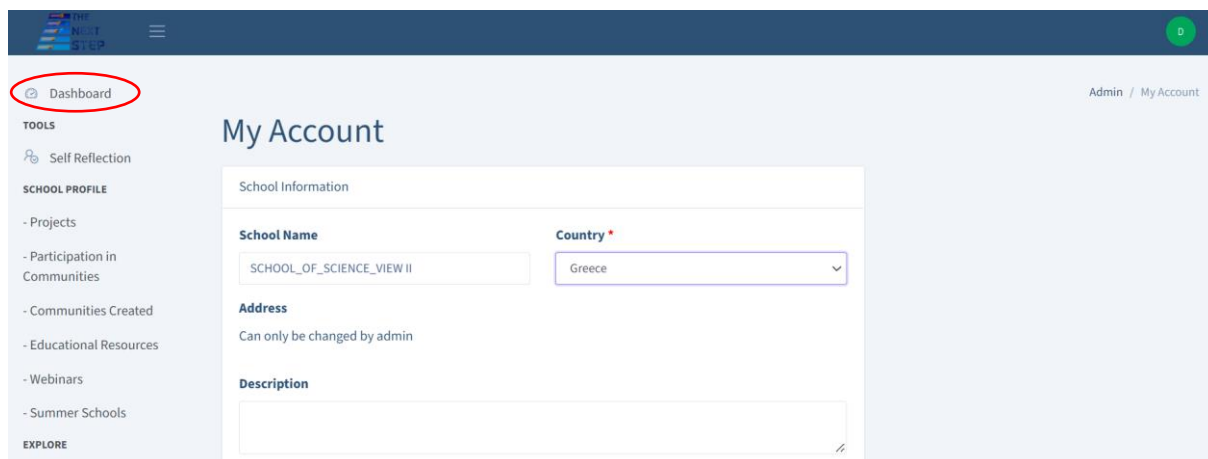
1. **Your school details**, such as your name, if entered incorrectly when enrolling in school. You can also add a short description of the school and a photo of the school from your school website. Finally, you can add your school website.
2. **Your personal information**, such as your name and email.
3. **Change the password**. It is a good idea to change this when you first log in to the application. You will need to enter the password you have been given and then enter the new password you choose and confirm it.

Attention: the new password must be at least 6 characters long.

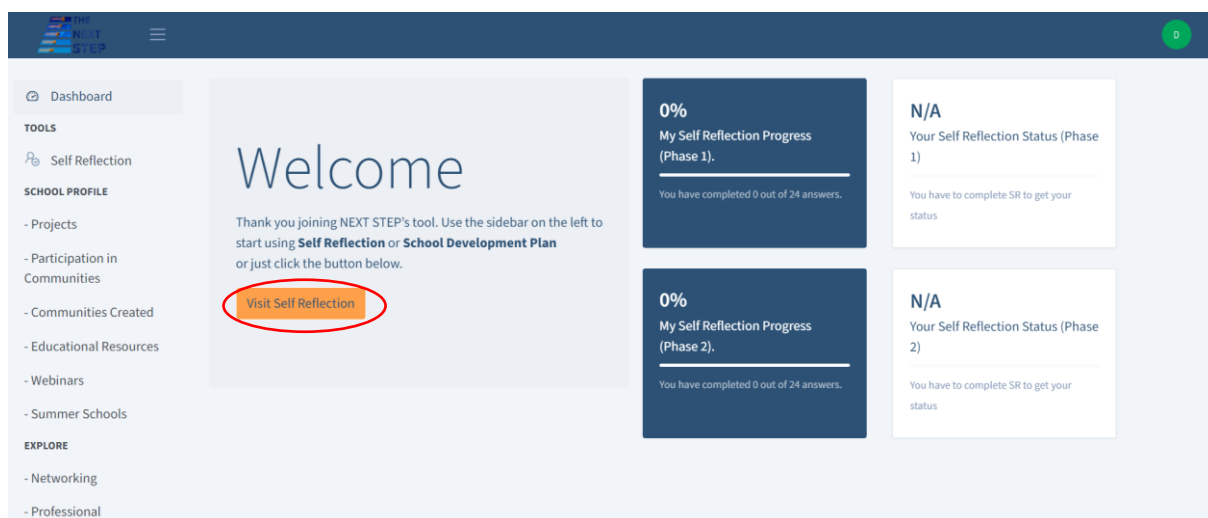


5. Fill in the Self-Reflection Tool

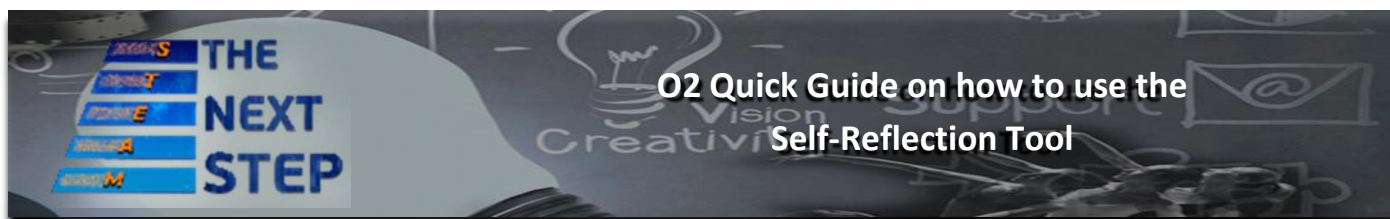
To return to your school homepage, from your profile, you need to select the “Dashboard” at the top left of the screen (see image below).



To start completing the Self-Reflection Tool you must select "Visit Self Reflection" as illustrated in the image below.



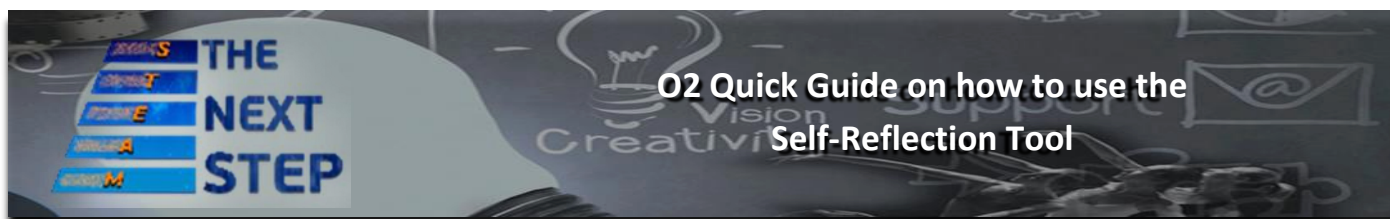
You will be taken to the page below where you can start completing the Self-Reflection.



Visit NEXT STEP Website

In each of the categories of each level (Management, Process, Teachers' Professional Development) you must select the corresponding subcategory so that the options you have to choose "open". Each subcategory you complete will be marked with a green "v" so you will know you have completed it.

At any time, you can save your answers until that moment (see the image above) and exit the application. When you return you will be able to continue from where you left off. Once you have filled in all the required fields in all 3 levels, the option to submit ("Finish and Submit the Form") will appear at the top right of the screen (see the image below).



Once you submit your answers you will be taken to the page as shown in the screenshot below. From there you can download and save the Self-Reflection Report with the answers you have given.

The same report will have been sent to your e-mail.

6. References

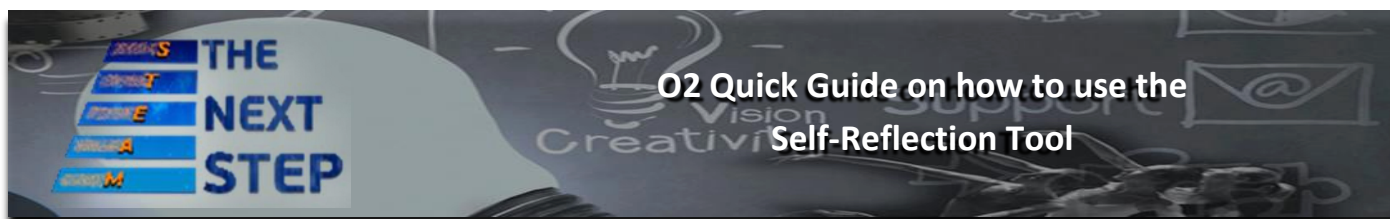
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NEXT STEP Partnership



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