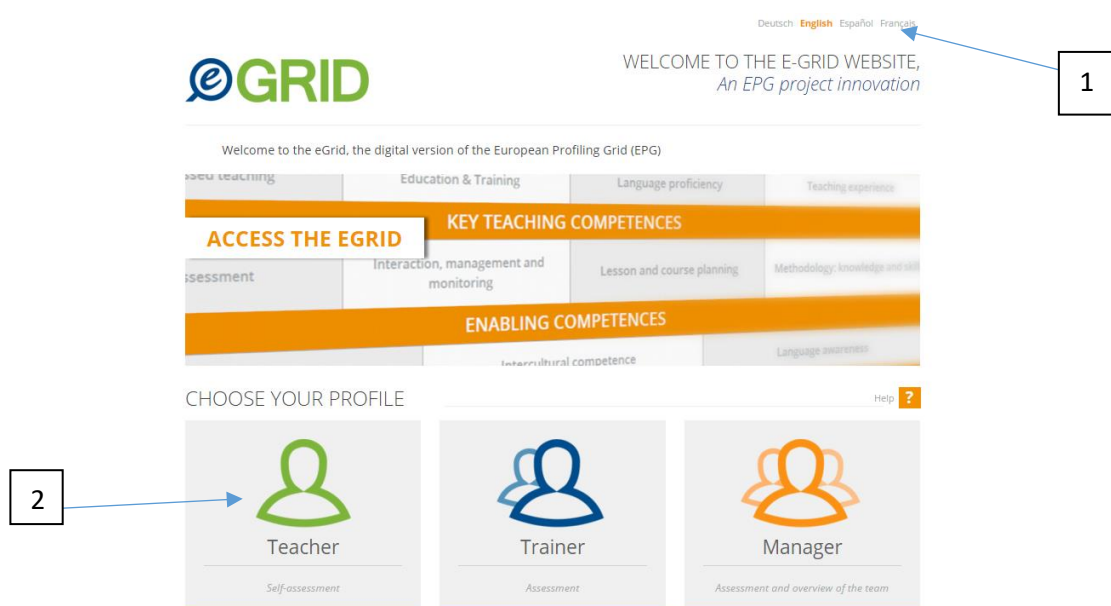


## USING THE INTERACTIVE VERSION OF THE EPG, THE E-GRID

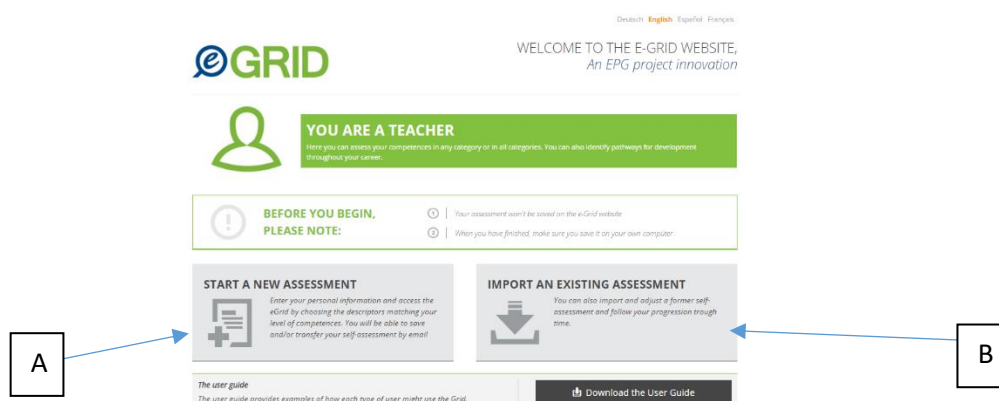
The English version of the e-Grid, to be found at <http://egrid.epg-project.eu/en>, has been designed to be easy and convenient to use, but the first time it is used you need to work through the following steps carefully.

As can be seen from screenshot below, the e-Grid has three points of entry: one for teachers wishing to assess themselves; one for teacher trainers or mentors who assess their trainee teachers; and a third for managers or supervisors who wish to assess teachers employed by their institution. The three points of entry lead to requests for details that are similar but not the same. After that, the web pages used for assessment and the descriptors they contain are identical. But the final PDF or printed versions are different depending on whether it is a self-assessment by a teacher, an assessment done by a trainer or mentor, or an assessment done by a manager or supervisor.



Look at the screenshot above:

1. You need to select one of the four languages indicated in the top right hand corner of the page.
2. Then you should click on the profile 'Teacher'. This will lead you to a page where you need to decide whether to start a new assessment or import an assessment that you did previously and saved on a computer in e-grid format:

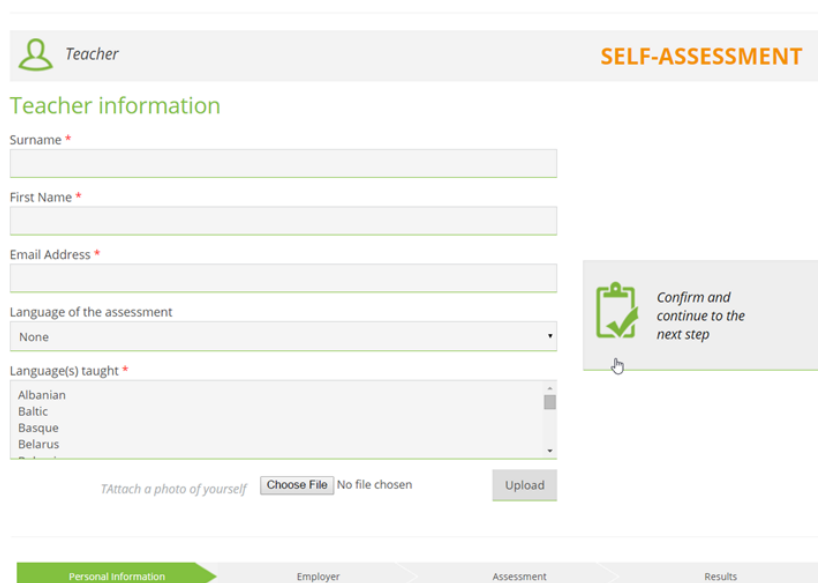


Jump to: [guide for trainers/mentors](#)  
[guide for managers/supervisors](#)

## USING THE e-GRID AS A TEACHER, FOR SELF-ASSESSMENT

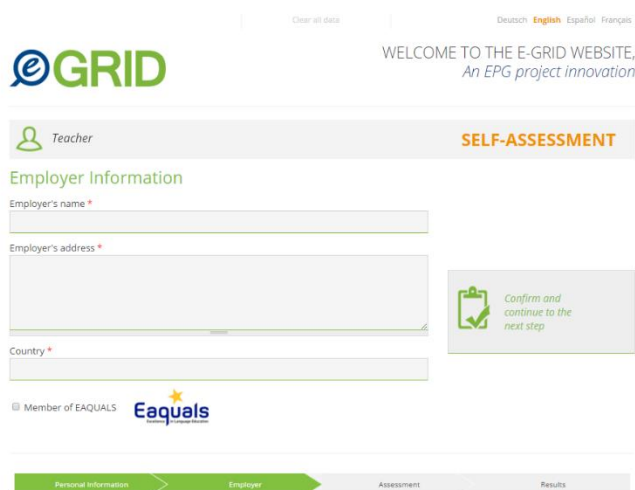
### Starting a new self-assessment

If you have never used the e-Grid before you will need to choose ‘start a new assessment’ (A on the screenshot on page 1). Clicking on this button will take you to a page where you will need to complete some details and, if you wish to, can add a photo of yourself, and then ‘confirm and continue’ to the next step (button on the right):



The screenshot shows the 'Teacher' self-assessment form. At the top, there is a header with a user icon labeled 'Teacher' and a 'SELF-ASSESSMENT' button. Below this is the 'Teacher information' section with fields for Surname, First Name, Email Address, Language of the assessment (set to 'None'), and Language(s) taught (a dropdown menu showing 'Albanian', 'Baltic', 'Basque', and 'Belarus'). There is a 'Choose File' button and an 'Upload' button for attaching a photo. A 'Confirm and continue to the next step' button with a checkmark icon is on the right. At the bottom, a progress bar shows 'Personal Information' as the current step, followed by 'Employer', 'Assessment', and 'Results'.

This leads to another screen where details of your institution are requested:



The screenshot shows the 'Employer Information' form. At the top, there is a header with the 'eGRID' logo, a 'Clear all data' link, and language options (Deutsch, English, Español, Français). Below this is a 'WELCOME TO THE E-GRID WEBSITE, An EPG project innovation' message. The form has fields for Employer's name, Employer's address, and Country. There is a checkbox for 'Member of EAQUALS' and the 'Eaquals' logo. A 'Confirm and continue to the next step' button with a checkmark icon is on the right. At the bottom, a progress bar shows 'Personal Information' and 'Employer' as completed steps, followed by 'Assessment' and 'Results'.

It is not necessary to give exact details of the employer's address – just a street name and city are sufficient. If the institution is a member of Eaquals there is a box to check below 'country'. Then click on the 'confirm and continue' button on the right.

After these administrative steps you can progress to the actual self-assessment screens. Each of these contains the descriptors for one EPG category, as well as, on the right-hand side, a summary containing all the category headings. Read through the descriptors and, after reflection, select the

ones that are most appropriate at the time of the self-assessment. After selection, the descriptors are marked in green and the number of the development phase will appear beside the relevant heading in the summary:

### Assessment

Please choose the appropriate development phase below. Then click 'next' at the bottom of the page, or 'previous' if you need to go back, or 'go to results' if you have finished. Instead of clicking 'next', you can also click on another section of the summary list on the right

### Training & qualifications

#### Education & Training

1.1	<ul style="list-style-type: none"> <li>is undertaking preliminary training as a language teacher at a teacher training college, university or a private institution offering a recognised language teaching qualification</li> </ul>
1.2	<ul style="list-style-type: none"> <li>has completed part of her/his initial training in language awareness and methodology, enabling her/him to begin teaching the target language, but has not yet gained a qualification</li> </ul>
2.1	<ul style="list-style-type: none"> <li>has gained an initial qualification after successfully completing a minimum of 60 hours of documented structured training in teaching the target language, which included supervised teaching practice,</li> <li>or</li> <li>has completed a number of courses or modules of her/his degree in the target language and/or language teaching pedagogy without yet gaining the degree</li> </ul>
2.2	<ul style="list-style-type: none"> <li>has a degree in the target language with a language pedagogy component involving supervised teaching practice,</li> <li>or</li> <li>has an internationally recognised (minimum 120 course hours) certificate in teaching the target language</li> </ul>
3.1	<ul style="list-style-type: none"> <li>has a degree or degree module in teaching the target language involving supervised teaching practice,</li> <li>or</li> <li>has an internationally recognised (minimum 120 course hours) certificate in teaching the target language and</li> <li>also</li> <li>has participated in at least 100 hours of further structured in-service training</li> </ul>
3.2	<ul style="list-style-type: none"> <li>has completed a master's degree or degree module in language pedagogy or applied linguistics, involving supervised teaching practice if this was not part of earlier training,</li> <li>or</li> <li>has a postgraduate or professional diploma in language teaching (min. 200 hours course length),</li> <li>has had additional training in specialist areas (e.g. teaching the language for specific purposes, language assessment, teacher training).</li> </ul>

Previous
Go to results
Next

### Summary

#### TRAINING & QUALIFICATIONS

- ✓ Language proficiency **2.2**
- ✓ Education & Training **2.1**
- Assessed teaching
- Teaching experience

#### KEY TEACHING COMPETENCES

- Methodology: knowledge and skills
- Assessment
- Lesson and course planning
- Interaction, management and monitoring

#### ENABLING COMPETENCES

- Intercultural competence
- Language awareness
- Digital Media

#### PROFESSIONALISM

- Professional conduct
- Administration

!

#### PLEASE NOTE:

- Your assessment won't be saved on the e-Grid website.
- When you have finished make sure you save it on your own computer or other device.

To move on to the next category, click 'next' at the bottom of the page, or alternatively select the next or another category by clicking on the summary list on the right. This is an important feature of the e-Grid: you may not wish to or be able to complete a full self-assessment. Any category can be skipped by clicking on 'next' or another heading in the summary list. If categories are missed, no development phase number is recorded. Another useful feature is that you can go back ('previous' button at the bottom or selecting from the summary list) and change your mind or complete a missing category.

Let us suppose a teacher, Jane, has done a complete self-assessment using the e-Grid. She can then click on 'go to results'. A summary of the self-assessment then appears:

Teacher

SELF-ASSESSMENT

### Your profile

**First Name** Jane  
**Surname** Bloggs  
**Email Address** jbloggs@gogglebox.com  
**Language of the assessment** English  
**Language(s) taught** French

**Employer's name** Magic school  
**Employer's address** London  
**Country** UK

	1.1	1.2	2.1	2.2	3.1	3.2
<b>TRAINING &amp; QUALIFICATIONS</b>						
Language proficiency						
Education & Training						
Assessed teaching						
Teaching experience						
<b>KEY TEACHING COMPETENCES</b>						
Methodology: knowledge and skills						
Assessment						
Lesson and course planning						
Interaction, management and monitoring						
<b>ENABLING COMPETENCES</b>						
Intercultural competence						
Language awareness						
Digital Media						
<b>PROFESSIONALISM</b>						
Professional conduct						
Administration						

### Summary

**TRAINING & QUALIFICATIONS**

- ✓ Language proficiency **2.2**
- ✓ Education & Training **2.1**
- ✓ Assessed teaching **1.2**
- ✓ Teaching experience **2.2**

**KEY TEACHING COMPETENCES**

- ✓ Methodology: knowledge and skills **1.2**
- ✓ Assessment **1.1**
- ✓ Lesson and course planning **2.1**
- ✓ Interaction, management and monitoring **2.2**

**ENABLING COMPETENCES**

- ✓ Intercultural competence **1.2**
- ✓ Language awareness **2.1**
- ✓ Digital Media **1.2**

**PROFESSIONALISM**

- ✓ Professional conduct **2.2**
- ✓ Administration **2.1**

**DON'T FORGET:**

- 1 Your assessment won't be saved on the e-Grid website.
- 2 You should save it in e-Grid format so that you can upload it and change or update it when you next visit the e-Grid website.
- 3 You can also save your assessment as a PDF document and share it by e-mail with your co-ordinator or trainer.

Export the results as a PDF

Export the results in the eGrid format

Send by e-mail to

☐ eGrid Format ☐ PDF Format

Finish and clear your data

The summary includes the following:

- Brief information about the teacher and where she works
- Below this, Jane's profile covering all the EPG categories in graphic form. This is where the jagged, uneven nature of the profile is most clearly visible.
- The same summary as appeared on previous screens, with the numbers of the selected development phases beside each EPG category.
- A set of options for saving ('exporting') the profile created, printing it, and/or e-mailing it to someone, either in PDF or e-grid format. Teachers must remember to choose e-grid format to export/save or e-mail the profile if they want to be able to complete it, change it or update it in the future. But the profile can also be saved/exported in PDF format so that it can be referred to later. The PDF format contains just the teacher's details and her profile in graphic form:

## Self-assessment

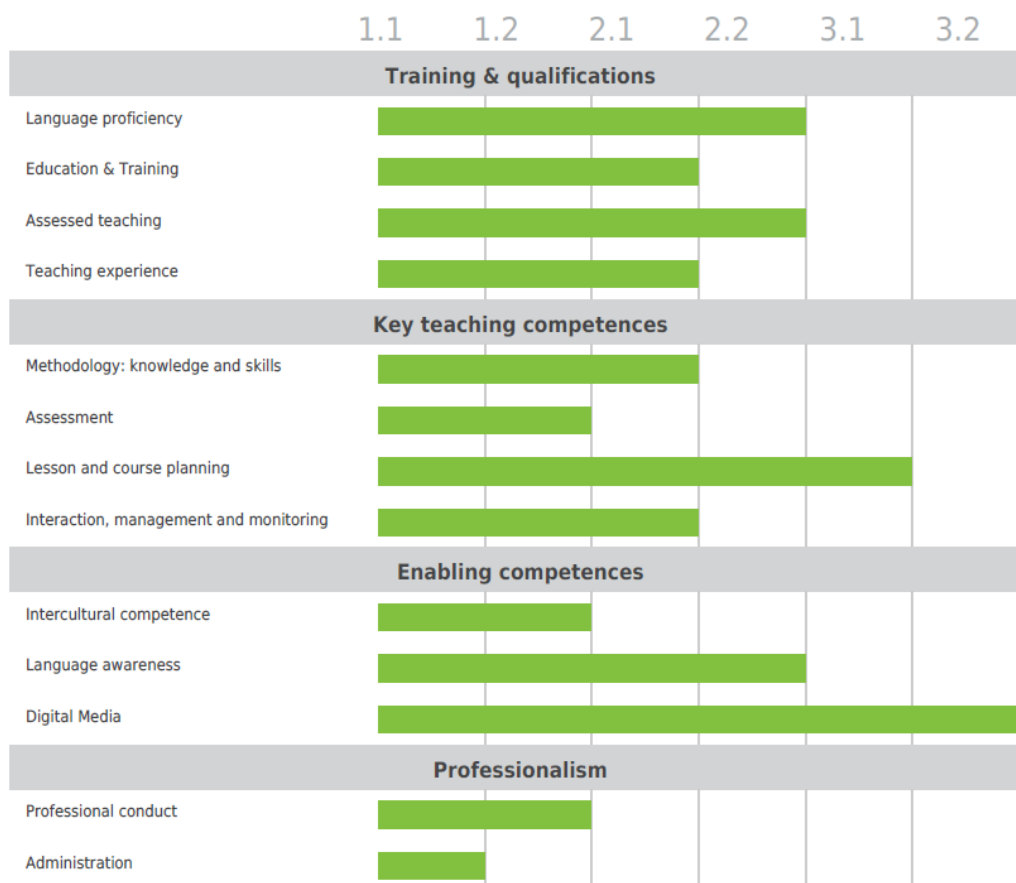


### TEACHER

First Name: Joe  
Surname: Bloggs  
Email Address: jbloggs@gmail.com  
Language of the assessment: English  
Language(s) taught:

### EMPLOYER

Employer: Language Centre  
Employer's address: 35 Oxford Street London  
Country: UK



Self-assessment  
29 June 2016 - 10:19

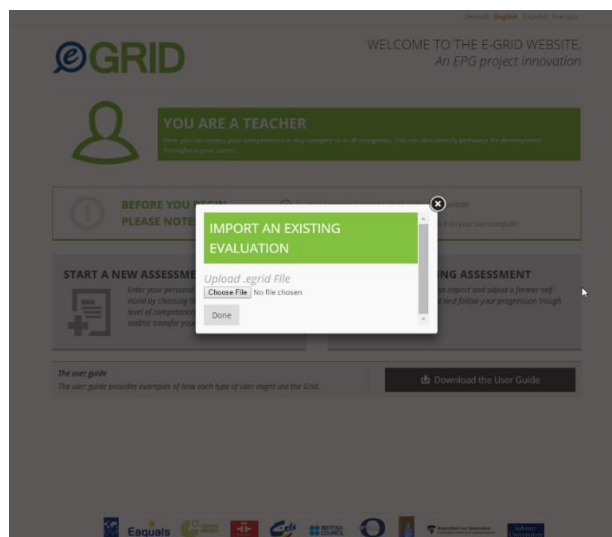
©EPG 2013 ([www.eaquals.org](http://www.eaquals.org))

It also includes a date (bottom left). As well as being a useful visual record of the self-assessment, if a teacher wishes, this could be used together with a C.V. when applying for a job.

Having saved your profile and, perhaps, having e-mailed it to someone else and printed it, the final step is to 'finish and clear the data' by selecting the button on the right at the bottom. As mentioned, the profile and other information will not be saved on the e-Grid website so is protected.

## Importing an existing assessment/self-assessment

Clicking on 'import an existing assessment' (B on the screenshot on page 1) enables you to browse among your folders and to find the correct e-Grid file containing your previous self-assessment, and then upload it. Click on 'choose file' in order to find your previous self-assessment (the file name ends in egrid), and then click 'done'. The summary of the previous self-assessment appears on the next screen.



As mentioned above, it is not possible to save self-assessments on the e-Grid website. When you finish an assessment, in order to keep it for future reference it has to be saved on a computer or device. At the end of the process, all the data is cleared from the website (but best to close the browser as well). Two possibilities were mentioned above: to save it as an e-grid document, or to save it as a PDF document. You will probably wish to change or update your self-assessment in the future, for example six months or a year later, or, if it is incomplete, you may want to continue working on it. To do this, the self-assessment must be saved in e-grid format.

Having found the correct e-Grid file on your computer (adding a name and date to the file when saving will help), click on 'done' to open it in the summary form. Then it can be amended or completed. By clicking on a category in the summary list on the right, you can look again at the descriptors for that category and, if a development phase was chosen last time, change or update it to take account of developments that may have happened since then – or because you believe you over or under-estimated your competence in that category on the previous occasion. If no development phase was selected on the previous occasion, for example due to lack of time, and there is no development phase number against some categories in the summary list, you can now re-open those categories and select the relevant development phase to complete your self-assessment.


Suggested training ask:

*Enter the e-Grid as a 'teacher' and go through the process of completing information about yourself (it can be fictitious) and assessing yourself using the e-Grid descriptors, choosing only 7 of the 13 categories the EPG contains. Then go to the results and export and save your self-assessment in egrid format. Then 'clear your data' and close your browser. Now reopen e-Grid and enter as a teacher again. This time choose 'import an existing assessment'. Find the self-assessment that you saved a few minutes ago, upload it and complete it by selecting the categories that you missed out last time. When you have finished, save it again, and e-mail it to yourself.*


## USING THE e-GRID AS A TEACHER TRAINER

Teacher trainers and mentors will need to use the entry point at the bottom of the home page labelled 'Trainer'. As when entering as a teacher to carry out a self-assessment, this leads to a choice:


Deutsch **English** Español Français



WELCOME TO THE E-GRID WEBSITE,  
*An EPG project innovation*




**YOU ARE A TEACHER TRAINER**  
This area helps you in the design of teacher development programmes for one or more teachers.




**BEFORE YOU BEGIN,  
PLEASE NOTE:**


① | Your assessment won't be saved on the e-Grid website

② | When you have finished, make sure you save it on your own computer

**START A NEW ASSESSMENT**  
  
Create a Teacher Profile then add, in the "Information about the trainer" section, your last name, surname, and the information on the institution you work for. You will be able to save and/or transfer your self-assessment by email

**IMPORT EXISTING ASSESSMENT**  
  
You can also import a former self-assessment provided by a teacher, and complete it with data earmarked for the Trainer Profile.

*The user guide*  
The user guide provides examples of how each type of user might use the Grid.

 Download the User Guide


At this point you can either begin a new assessment of one of the teachers you are working with, or you can 'import an existing assessment' already saved or sent to the teacher in egrid format. This could be an assessment of a teacher that you have previously created, or a self-assessment that a teacher has sent to you by e-mail. In this latter case you may wish to check and suggest amendments to the teacher's self-assessment. The procedure for uploading and opening the existing assessment is as described for teachers above (page 6).

### Starting a new assessment

In this case you will need to fill in:

- e. Some details about the teacher in question
- f. Information about the institution where he or she works
- g. Information about yourself: name, e-mail address and function, i.e. 'teacher trainer', 'mentor', 'senior teacher and mentor' etc.:

Clear all data
Deutsch **English** Español Français


WELCOME TO THE E-GRID WEBSITE,  
An EPG project innovation

 Trainer
**ASSESSMENT**

Information about the trainer

First Name \*  
Surname \*  
Email Address \*  
Function \*


Confirm and continue to the next step

Personal Information > Employer > Trainer > Assessment > Results



Confirming and continuing from this page leads to the first assessment page, and assessment can begin. The descriptors and the process are identical to those used by teachers for self-assessment. If you do not need to or – for example, because of lack of sufficient evidence – do not wish to assign a development phase for all categories, you can simply skip to the next one (by clicking ‘next’ at the bottom of the page), or to any other category (by selecting from the summary list on the right).

### Importing an existing assessment

Once the existing egrid file has been selected and uploaded, you are taken straight to the page where you need to complete your details (details of the teacher and the teacher’s institution are already in the uploaded file). Completing and confirming these details brings up the existing assessment, in which, depending on the specific needs and the available time, development phases may not have been assigned for all categories. Now you can amend or complete the assessment by clicking on relevant categories in the summary list (right hand side).

### The profile

When the assessment or re-assessment is finished (even if not all categories have been assessed), and you click on ‘Go to the results’ (at the bottom of the page), a profile appears which is similar to that generated when teachers have completed their self-assessments. There are two small difference:

- h. The colour of the assessment is dark blue, indicating that it has been done by a trainer or mentor, not green as for teachers’ self-assessments;
- i. The trainer’s details are included after those of the teacher and teacher’s institution.



Trainer

ASSESSMENT

### Your profile

EMPLOYER INFORMATION

First Name Lois  
Surname Matthews  
Email Address lmat@googlebox.com  
Language of the assessment  
Language(s) taught English

TRAINER

First Name Monique  
Surname Lebrun  
Email Address mlebrun@googlebox.com  
Function mentor and senior teacher

	1.1	1.2	2.1	2.2	3.1	3.2
TRAINING & QUALIFICATIONS						
Language proficiency						
Education & Training						
Assessed teaching						
Teaching experience						
KEY TEACHING COMPETENCES						
Methodology: knowledge and skills						
Assessment						
Lesson and course planning						
Interaction, management and monitoring						
ENABLING COMPETENCES						
Intercultural competence						
Language awareness						
Digital Media						
PROFESSIONALISM						
Professional conduct						
Administration						

### Summary

TRAINING & QUALIFICATIONS

- ✓ Language proficiency 2.2
- ✓ Education & Training 2.1
- ✓ Assessed teaching 1.2
- ✓ Teaching experience 2.2

KEY TEACHING COMPETENCES

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

ENABLING COMPETENCES

- ✓ Intercultural competence 1.2
- ✓ Language awareness 2.1
- ✓ Digital Media 3.1

PROFESSIONALISM

- ✓ Professional conduct 1.2
- ✓ Administration 3.2

DON'T FORGET:

- Your assessment won't be saved on the e-Grid website.
- You should save it in e-Grid format so that you can upload it and change or update it when you next visit the e-Grid website.
- You can also save your assessment as a PDF document and share it by e-mail with your coordinator or trainer.

Export the results as a PDF

Export the results in the eGrid format

Send by e-mail to

OK

☐ eGrid Format
☐ PDF Format

Print the results

Finish and clear your data

Personal Information

Employer

Trainer

Assessment

Results

## Saving, printing, e-mailing the assessment

As with teachers' self-assessments, you need to save the summary of the profile that has been generated in egrid format for future use, and you can also save it as a PDF file, print it or e-mail it to yourself or a colleague so that it can be reviewed later. Again, there are small differences between the profile generated by a trainer/mentor and the profile generated by a teacher after self-assessment:

**TEACHER**

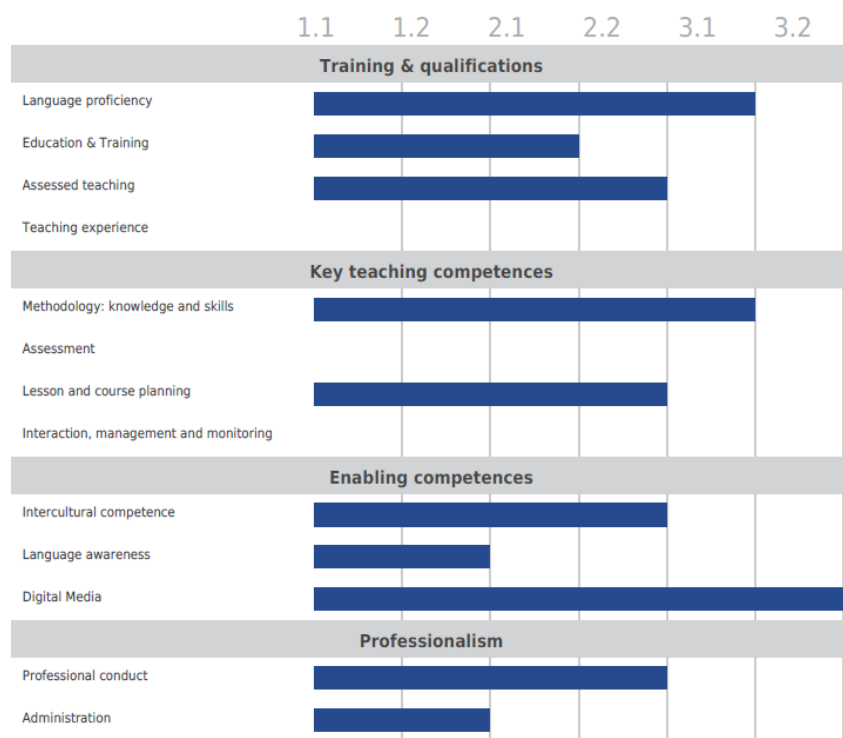
First Name: Joe  
Surname: Bloggs  
Email Address: jbloggs@gmail.com  
Language of the assessment: English  
Language(s) taught:

**EMPLOYER**

Employer: Language Centre  
Employer's address: 35 Oxford Street London  
Country: UK

**TRAINER**

First Name: Mary  
Surname: Jones  
Email Address: mjones@gmail.com



Assessment  
29 June 2016 - 10:31  
© EPG 2013 ([www.eaquals.org](http://www.eaquals.org))

Stamp

Signature


- j. The colour is dark blue, not green, indicating that the assessment was carried out by a trainer or mentor.
- k. The trainer or mentor's details are included at the top
- l. There is a place for an institutional stamp and the trainer or mentor's signature at the bottom. This is so that the profile can be used as a formal record during or at the end of the training or mentoring programme, and can also be used to accompany a job application if the teacher in question wishes.


After saving the assessment in egrid or PDF format and, if necessary e-mailed or printed it, the final step is to 'finish and clear the data' by clicking on the button at the bottom right of the 'profile' summary page. The assessment will not be saved on the e-Grid website.

## USING THE e-GRID AS A MANAGER OR SUPERVISOR


Go to the entry point at the bottom of the home page labelled '*Manager*'. As when entering as a teacher to carry out a self-assessment, this leads to a choice:

Deutsch **English** Español Français

WELCOME TO THE E-GRID WEBSITE,  
*An EPG project innovation*



**YOU ARE A MANAGER**  
This area is for employers and academic managers in language centres and is designed to promote the career and professional development of teachers. It also allows you to create profiles of teams of teachers by category of competence and by individual teacher.




**BEFORE YOU BEGIN,  
PLEASE NOTE:**

①


Your assessment won't be saved on the e-Grid website

②

When you have finished, make sure you save it on your own computer




**START A NEW ASSESSMENT**  
Create a teacher profile, adding to the section "Information about the academic manager" the manager's name and the institution where the evolution takes place. Then you can save the assessment and/or send it electronically.



**IMPORT EXISTING ASSESSMENT**  
Similarly, you can import the self-assessment of a teacher to complement your observations as an academic manager.

The user guide  
The user guide provides examples of how each type of user might use the Grid.

 **Download the User Guide**

At this point you can either begin a new assessment of one of your teachers, or you can '*import an existing assessment*' that has been saved or sent to you in egrid format. This could either be an assessment of a teacher that you have previously created, or a self-assessment that a teacher has sent to you by e-mail. In this case you may wish to check and suggest amendments to the teacher's self-assessment. The procedure for uploading and opening the existing assessment is as described for teachers (page 6).

### Starting a new assessment


In this case you will need to fill in:

- m. Some details about the teacher in question
- n. Information about the institution where the teacher works
- o. Information about yourself: name, e-mail address and function, i.e. '*head of department*', '*academic manager*' '*level coordinator*', '*director of studies*' etc.:


Guide to the e-Grid

page 11

[Clear all data](#)
[Deutsch](#) **English** [Español](#) [Français](#)



WELCOME TO THE E-GRID WEBSITE,  
*An EPG project innovation*

 **Manager**

ASSESSMENT

### Manager Information


First Name \*

Surname \*

Email Address \*

Function \*

Institution \*



Confirm and  
continue to the  
next step

Personal Information
Employer
Manager
Assessment
Results

Confirming and continuing from this page leads to the first assessment page, and assessment can begin. The descriptors and the process are identical to those used by teachers for self-assessment. If you do not need to or – for example, because of lack of sufficient evidence – do not wish to assign a development phase for all categories, you can simply skip to the next one (by clicking ‘next’ at the bottom of the page) or to any other category (by selecting from the summary list on the right).


### Importing an existing assessment

Once the existing egrid file has been selected and uploaded, you are taken to the page where you need to complete your own details (details of the teacher and the teacher’s institution are already in the uploaded file). Completing and confirming these details brings up the existing assessment, in which, depending on the specific needs and the available time, development phases may not have been assigned for all categories. Now you can amend or complete the assessment by clicking on relevant categories in the summary list (right hand side).

### The profile

When the assessment or re-assessment is finished (even if not all categories have been assessed), and you click on ‘Go to results’ (at the bottom of the page), a profile appears which is similar to that generated when teachers complete their self-assessments. There are two small difference:

- p. The colour of the assessment is orange, indicating that it has been done by a manager or supervisor not green as for teachers’ self-assessments or blue as for trainers’ assessments.
- q. The manager’s details are included after those of the teacher and teacher’s institution.

 **Manager**

**M. ROBERTS**

**ASSESSMENT**

New Assessment
Reports

**Your profile**

First Name: Maria  
Surname: Roberts  
Email Address: mroberts@gogglebox.com  
Language of the assessment:  
Language(s) taught: English

Employer's name: Language Centre  
Employer's address: 15th St Toronto  
Country: Canada

First Name: Sam  
Surname: Brown  
Email Address: DOS@lc.com  
Function: Director of Studies

	1.1	1.2	2.1	2.2	3.1	3.2
<b>TRAINING &amp; QUALIFICATIONS</b>						
Language proficiency						
Education & Training						
Assessed teaching						
Teaching experience						
<b>KEY TEACHING COMPETENCES</b>						
Methodology: knowledge and skills						
Assessment						
Lesson and course planning						
Interaction, management and monitoring						
<b>ENABLING COMPETENCES</b>						
Intercultural competence						
Language awareness						
Digital Media						
<b>PROFESSIONALISM</b>						
Professional conduct						
Administration						

**Summary**

**TRAINING & QUALIFICATIONS**

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

**KEY TEACHING COMPETENCES**

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

**ENABLING COMPETENCES**

- ✓ Intercultural competence **3.1**
- ✓ Language awareness **3.2**
- ✓ Digital Media **2.2**

**PROFESSIONALISM**

- ✓ Professional conduct **2.1**
- ✓ Administration **3.1**

**DON'T FORGET:**

- Your assessment won't be saved on the e-Grid website.
- You should save it in e-Grid format so that you can upload it and change or update it when you next visit the e-Grid website.
- You can also save your assessment as a PDF document and share it by e-mail with your co-ordinator or trainer.

Export the results as a PDF

Export the results in the eGrid format

Send by e-mail to

☐ eGrid Format

☐ PDF Format

**Finish and clear your data**

Personal Information > Employer > Manager > Assessment > Results

### Saving, printing, e-mailing the assessment

As with teachers' self-assessments, you need to save the summary of the profile generated in egrid format for future use, and can also save it as a PDF file, print it or e-mail it to yourself or a colleague so that it can be reviewed later. Again there are small differences between the profile generated by a manager and the profile generated by a teacher after self-assessment:

**TEACHER**

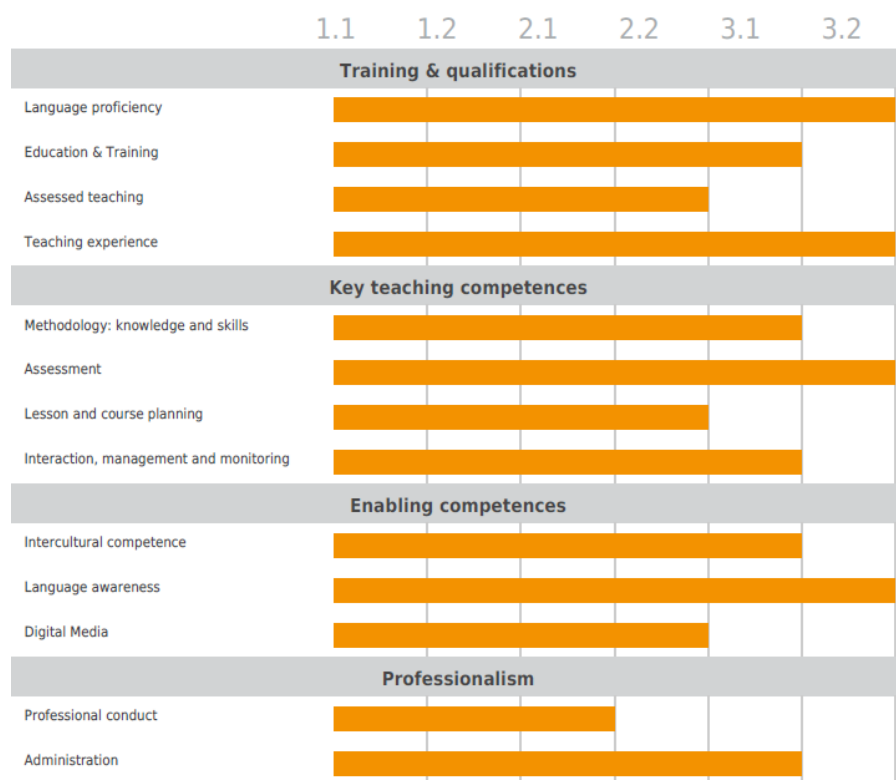
First Name: Maria  
Surname: Roberts  
Email Address: mroberts@gogglebox.com  
Language of the assessment:  
Language(s) taught: English

**MANAGER**

First Name: Sam  
Surname: Brown  
Email Address: DOS@lc.com

**EMPLOYER**

Employer: Language Centre  
Employer's address: 15th St Toronto  
Country: Canada



Assessment  
29 June 2016 - 10:39

©EPG 2013 ([www.eaquals.org](http://www.eaquals.org))

Stamp

Signature

- The colour is orange, not green or blue, indicating that the assessment was carried out by a manager or supervisor
- The manager's details are included at the top
- There is a space for an institutional stamp and the manager's signature at the bottom. This is so that the profile can be used as a formal record for example when the teacher leaves that institution, and can also be used to accompany a job application if the teacher in question wishes. This is a potentially useful and attractive feature for teachers who are employed on short-term contracts but have the opportunity before leaving to complete self-assessments and discuss these with their manager. Once it has been reviewed by and discussed with the manager, there may be adjustments so that the profile generated is not identical to the result of the earlier self-assessment. However, it is a potentially valuable summary of the employer's view of the teacher at that time, and can also serve as a useful addition to the teacher's CV when applying for his or her next job. Whether it is used in this way will, of course, be a decision for the teacher.

## Obtaining reports on a team of teachers

There are two other features on the manager's version of the profile summary which are especially useful when creating profiles or overviews of a whole teaching team.

The screenshot displays the e-GRID Manager interface. At the top, there's a navigation bar with the e-GRID logo, a 'Clear all data' link, and language options (Deutsch, English, Español, Français). Below this, a 'WELCOME TO THE E-GRID WEBSITE, An EPG project innovation' message is shown. The main content area is divided into two columns. The left column, labeled 'Your profile', shows the user's information (M. ROBERTS) and their employer's information (Language Centre, 15th St Toronto, Canada). The right column, labeled 'ASSESSMENT', contains a 'New Assessment' button (pointed to by arrow A) and a 'Reports' button (pointed to by arrow B). Below these buttons, a 'Summary' section lists various competencies and their scores. At the bottom of the 'ASSESSMENT' column, there's a 'DON'T FORGET!' section with three tips and a 'Send by e-mail to' field. A 'Finish and clear your data' button is located at the bottom right of the main content area. A progress bar at the very bottom shows the steps: Personal Information, Employer, Manager, Assessment, and Results.

Clear all data | Deutsch English Español Français

**e-GRID**

WELCOME TO THE E-GRID WEBSITE,  
An EPG project innovation

**Manager**

**M. ROBERTS**

**Your profile**

First Name: Maria  
Surname: Roberts  
Email Address: mroberts@gogglebox.com  
Language of the assessment: English  
Languages taught: English

**EMPLOYER INFORMATION**

Employer's name: Language Centre  
Employer's address: 15th St Toronto  
Country: Canada

**MANAGER**

First Name: Sam  
Surname: Brown  
Email Address: DOS@ic.com  
Function: Director of Studies

1.1 1.2 2.1 2.2 3.1 3.2

**TRAINING & QUALIFICATIONS**

Language proficiency: 3.2 / 3.1 / 2.2 / 1.1  
Education & Training: 3.1 / 2.2 / 1.1  
Assessed teaching: 2.2 / 1.1  
Teaching experience: 3.2 / 3.1 / 2.2 / 1.1

**KEY TEACHING COMPETENCES**

Methodology knowledge and skills: 3.1 / 2.2 / 1.1  
Assessment: 3.2 / 2.2 / 1.1  
Lesson and course planning: 2.2 / 1.1  
Interaction, management and monitoring: 3.1 / 2.2 / 1.1

**ENABLING COMPETENCES**

Intercultural competence: 3.1 / 2.2 / 1.1  
Language awareness: 3.2 / 2.2 / 1.1  
Digital Media: 2.2 / 1.1

**PROFESSIONALISM**

Professional conduct: 2.1 / 1.1  
Administration: 3.1 / 2.2 / 1.1

**ASSESSMENT**

New Assessment Reports

**Summary**

**TRAINING & QUALIFICATIONS**

✓ Language proficiency: 3.2 / 3.1 / 2.2 / 1.1  
✓ Education & Training: 3.1 / 2.2 / 1.1  
✓ Assessed teaching: 2.2 / 1.1  
✓ Teaching experience: 3.2 / 3.1 / 2.2 / 1.1

**KEY TEACHING COMPETENCES**

✓ Methodology knowledge and skills: 3.1 / 2.2 / 1.1  
✓ Assessment: 3.2 / 2.2 / 1.1  
✓ Lesson and course planning: 2.2 / 1.1  
✓ Interaction, management and monitoring: 3.1 / 2.2 / 1.1

**ENABLING COMPETENCES**

✓ Intercultural competence: 3.1 / 2.2 / 1.1  
✓ Language awareness: 3.2 / 2.2 / 1.1  
✓ Digital Media: 2.2 / 1.1

**PROFESSIONALISM**

✓ Professional conduct: 2.1 / 1.1  
✓ Administration: 3.1 / 2.2 / 1.1

**DON'T FORGET!**

1 Your assessment won't be saved on the e-Grid website.  
2 You should save it in e-Grid format so that you can upload it and change or update it when you next visit the e-Grid website.  
3 You can also save your assessment as a PDF document and share it by e-mail with your coordinator or trainer.

Export the results as a PDF  
Export the results in the eGrid format

Send by e-mail to: [ ] OK

☐ eGrid Format  
☐ PDF Format

Print the results

Finish and clear your data

Personal Information > Employer > Manager > Assessment > Results

- r. The button labelled A on the screenshot above allows you to add other assessments of teachers to the report. Clicking on 'New assessment' brings up this choice:

The screenshot shows a dialog box titled 'ADD A NEW PROFILE'. It has two main sections: 'Start a new assessment' and 'IMPORT EXISTING EVALUATIONS'. Under 'IMPORT EXISTING EVALUATIONS', there's a section for 'Upload .egrid File' with a 'Choose Files' button and a 'Done' button. The dialog box is overlaid on a background that shows a list of teachers and their assessment scores.

ADD A NEW PROFILE

Start a new assessment

IMPORT EXISTING EVALUATIONS

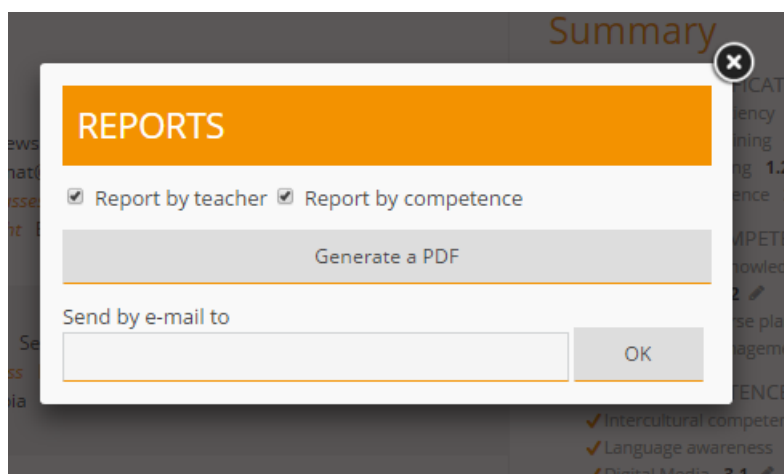
Upload .egrid File

Choose Files No file chosen

Done

This enables you to begin one or several new assessments, or to import assessments or self-assessments of other members of the team that have already been completed and verified.

- s. The 'Report' button, labelled B on the screenshot above, enables you to generate and e-mail to yourself or a colleague a report covering all the teacher assessments that have been completed and uploaded:



This can be done in either of two formats, or in both formats:

- a. A report 'by teacher', which presents profiles in numerical form of the teachers who have been assessed side by side (in this fictitious case, photos have not been uploaded). This report enables you to see at a glance which teachers have 'stronger' profiles or more developed competences in certain areas.

Institution Language Centre  
Manager Sam Brown  
Date 14 January 2016



#### Report by teacher

Maria Roberts	Caroline Smith	Lois Blanc	Lois Matthews	Dupont Laurent
<b>TRAINING &amp; QUALIFICATIONS</b> Language proficiency: 3.2 Education & Training: 3.1 Assessed teaching: 2.5 Teaching experience: 3.2	<b>TRAINING &amp; QUALIFICATIONS</b> Language proficiency: 2.2 Education & Training: 3.1 Assessed teaching: 2.2 Teaching experience: 2.1	<b>TRAINING &amp; QUALIFICATIONS</b> Language proficiency: 2.1 Education & Training: 1.2 Assessed teaching: 1.2 Teaching experience: 2.1	<b>TRAINING &amp; QUALIFICATIONS</b> Language proficiency: 2.2 Education & Training: 2.1 Assessed teaching: 1.2 Teaching experience: 2.2	<b>TRAINING &amp; QUALIFICATIONS</b> Language proficiency: 2.2 Education & Training: 2.2 Assessed teaching: 1.2 Teaching experience: 2.2
<b>KEY TEACHING COMPETENCES</b> Methodology: knowledge and skills: 3.1 Assessment: 3.2 Lesson and course planning: 2.2 Interaction, management and monitoring: 3.1	<b>KEY TEACHING COMPETENCES</b> Methodology: knowledge and skills: 2.1 Assessment: 1.2 Lesson and course planning: 2.1 Interaction, management and monitoring: 3.1	<b>KEY TEACHING COMPETENCES</b> Methodology: knowledge and skills: 1.2 Assessment: 1.1 Lesson and course planning: 2.1 Interaction, management and monitoring: 3.1	<b>KEY TEACHING COMPETENCES</b> Methodology: knowledge and skills: 2.2 Assessment: 1.2 Lesson and course planning: 3.1 Interaction, management and monitoring: 2.2	<b>KEY TEACHING COMPETENCES</b> Methodology: knowledge and skills: 3.1 Assessment: 2.2 Lesson and course planning: 3.1 Interaction, management and monitoring: 2.2
<b>ENABLING COMPETENCES</b> Intercultural competence: 3.1 Language awareness: 3.2 Digital Media: 2.2	<b>ENABLING COMPETENCES</b> Intercultural competence: 1.2 Language awareness: 2.1 Digital Media: 3.1	<b>ENABLING COMPETENCES</b> Intercultural competence: 1.1 Language awareness: 1.2 Digital Media: 2.1	<b>ENABLING COMPETENCES</b> Intercultural competence: 1.2 Language awareness: 2.1 Digital Media: 3.1	<b>ENABLING COMPETENCES</b> Intercultural competence: 1.2 Language awareness: 2.2 Digital Media: 3.2
<b>PROFESSIONALISM</b> Professional conduct: 2.1 Administration: 3.1	<b>PROFESSIONALISM</b> Professional conduct: 2.2 Administration: 1.2	<b>PROFESSIONALISM</b> Professional conduct: 1.2 Administration: 1.1	<b>PROFESSIONALISM</b> Professional conduct: 1.2 Administration: 3.2	<b>PROFESSIONALISM</b> Professional conduct: 2.1 Administration: 1.2

- b. A report 'by competence', where the order of presentation follows the orders of categories in the EPG, listed on the left of the report. The names of the teachers are then organised horizontally across the development phases beside the relevant competences. In other words, you can select a category of competence and see which teachers have reached which development phase in that category.



## Report by competence

	1.1	1.2	2.1	2.2	3.1	3.2
Language proficiency			L. BLANC	C. SMITH / L. MATTHEWS / D. LAURENT		M. ROBERTS
Education & Training		L. BLANC	L. MATTHEWS	D. LAURENT	M. ROBERTS / C. SMITH	
Assessed teaching		L. BLANC / L. MATTHEWS / D. LAURENT		M. ROBERTS / C. SMITH		
Teaching experience			C. SMITH / L. BLANC	L. MATTHEWS / D. LAURENT		M. ROBERTS
Methodology: knowledge and skills		L. BLANC	C. SMITH	L. MATTHEWS	M. ROBERTS / D. LAURENT	
Assessment	L. BLANC	C. SMITH / L. MATTHEWS		D. LAURENT		M. ROBERTS
Lesson and course planning			C. SMITH / L. BLANC	M. ROBERTS	L. MATTHEWS / D. LAURENT	
Interaction, management and monitoring				L. MATTHEWS / D. LAURENT	M. ROBERTS / C. SMITH / L. BLANC	
Intercultural competence	L. BLANC	C. SMITH / L. MATTHEWS / D. LAURENT			M. ROBERTS	
Language awareness		L. BLANC	C. SMITH / L. MATTHEWS	D. LAURENT		M. ROBERTS
Digital Media			L. BLANC	M. ROBERTS	C. SMITH / L. MATTHEWS	D. LAURENT
Professional conduct		L. BLANC / L. MATTHEWS	M. ROBERTS / D. LAURENT	C. SMITH		
Administration	L. BLANC	C. SMITH / D. LAURENT			M. ROBERTS	L. MATTHEWS

It is best to keep the total number of profiles presented side by side on one report to 5 or 6 so that the report is easily legible. For larger teams, a second, third etc. report can be created on separate sheets so that you have the whole picture. This is less important if the report is only saved in electronic form as it can then be magnified on screen as required.

After saving the assessment in egrid or PDF format and, if necessary e-mailed or printed it, the final step is to *'finish and clear the data'* by clicking on the button at the bottom right of the *'profile'* summary page. The assessment will not be saved on the e-Grid website.