How to use Looping by Sulitest, the new pedagogical interface based on reverse pedagogy?

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1. Your roles in a Looping session

Being a facilitator and a participant does not allow you to do the same actions. As the facilitator stands as the person who organizes the Looping, he obviously has more amplitude than a participant.

Before analyzing the platform and the process of Looping, here is a quick review of what you can do as a facilitator and as a participant:

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2. How to access the Looping page

- You directly can have access to the Looping platform using this address: [http://looping.sulitest.org/](http://looping.sulitest.org/)
- Or you can first go to sulitest.org → Sulitest tools → Looping
- Scroll down the page and click on the link at the end of the web page

- Once you have reached the Looping website, you have two different situations: you can log in / create your account → here is what can be done:
3. First visit/log in

a. First visit

- If it is the first time you reach the page, you have to create an account → fill in the blanks and create your own account with your e-mail address and password

!!! WARNINGS !!

◊ You can’t log in with your Sulitest e-mail address and password, you need to create a new account

◊ If you have been invited to join a Looping, your facilitator must have given you a password, write it down when you create your account

b. Log in

- Once you have created your account, you can go back to the homepage and log in with your new ID
!!! WARNING !!!

Be careful concerning the “case sensitive” → eliminate the capital letter in your e-mail address when you are logging in, otherwise it may generate an error message

- Once you have logged in, you can reach your personal homepage → it gives you a general look of the goal of Looping and of the two roles

- You can have more information concerning Sulitest.org and concerning reverse pedagogy, by clicking on the two “+” at the bottom of the page
You now have two different options (for more details, check the first two dashes):

- **Access this looping** → you can see this button only if a facilitator invited you to a Looping
  
  → You are in this case a PARTICIPANT

- **Create a new Looping** → you want to create a looping, create questions and invite participants in this Looping
  
  → You are in this case a FACILITATOR

→ **Of course, you can be both** : you may want to create a Looping and also be a participant of another Looping
4. Creating a new Looping session : FACILITATOR

a. How to create a session ?

- Click on “create a new looping” at the center of the page

- To get more information on the Looping and reverse pedagogy → click on Pedagogical Guide : we highly recommend to go through this guide to fully apprehend the origin, the objectives and the purpose of Looping

To create an efficient Looping, all you have to do is follow the steps !
- **Name of Looping**: we advise you to give an explicit name so that the participants can easily see it.

- **Description**:
  - It is helpful for your participants, as it explains the goal of a Looping session and the question status (check the section 6 for more details).
  - You can edit the description and add content if needed, but the text already written gives you a general and understandable look at the session, so you may want to keep it that way.

- **Documents**: see the explanation after.

- **Resources**: here you can add the sources of your questions, in addition to the one recommended by Looping; it is very important to rely on trustable sources, as it will give legitimacy to your questions.

- **Starting date and end date**: it is very useful so that you collect data on a specific time.

- **Language**: you can choose between 6 different languages; please check the (i) next to the section as it contains important information.
• **Subject**: this section is **very important** as it informs the subjects about which participants will create questions (as explained in the Pedagogical Guide, each team will have to create a set of questions related to a subject) → you may want to choose understandable subjects and linked to SDGs.

![Subject section image]

• You can also add descriptions to each subject by clicking on the (+) sign.

![Description section image]

**IMPORTANT**:  

• **Evaluation mode**:  
  - You can decide that participants will evaluate the questions created based on criteria = the 11 question set written at the “criteria” section under  
  - You can decide participants will evaluate the questions on a 1 to 5 stars rating only  
  - You can choose both of the 2 evaluation modes → it will give you a general look AND also a specific and detailed point of view of the evaluation made by your participants.

→ You as a facilitator are the only one who can define the evaluation mode.

![Evaluation mode selection image]

• **Evaluation by**: this section explains who has the ability to evaluate the questions.
• Evaluation criteria: it offers a basic set of questions useful for any evaluation by the participants

→ You can keep it like that AND add a question by adding a criterion, based on your local context for example

→ You can also add a description to every question of the criterion line by clicking on the magnifying glass next to the line, or delete a criterion by clicking on the cross

WELL DONE: You have completed all the basics for your Looping! Click on “Save Looping”

The page will be refreshed but you’ll stay on the same page, the only difference = “Looping Saved” so have a look at the top of the page!
You will still be able to do modifications on all the data you have just edited (except for the language).

**NB**: After you save your Looping for the first time, you can add supporting documents that will further guide the participants.

**b. How to keep up with your new session?**

Once you have created your Looping session, you can go back to your homepage → your new looping is here!

To add new content, add members and questions → click on “Access this Looping” in your homepage.
Scroll down the page → you now have 3 options:

- Propose a new question (thus a new subject linked)
- Add members
- See existing questions

- To **PROPOSE A NEW QUESTION** → the process of creating a new question will be explained on the 5th section of this guide)
- To **SEE EXISTING QUESTIONS** : click on the button → you will have access to the questions list
- To **ADD MEMBERS** :

**IMPORTANT** :
In order to invite new members, you have to previously add them in your data :
- Click on the blue button “add members”

- Then enter all the information required, divide your participants into teams AND add a **unique** password
• They will then receive an invitation from you!

!! WARNINGS ABOUT MEMBERS !!
1. As Looping has been created to develop peer evaluation, you need to divide the members into teams → each team will have to evaluate the questions submitted by other teams = you need to put members in separate teams
2. Even if you invite members with a unique password, it will only be useful for newcomers on the Looping platform → people who have already created an account will not have to use the password you sent them
3. You, as the facilitator → you are not part of any team
4. As the invitation to join the Looping will be sent by e-mail, please make sure the e-mail address you enter is still active

TIPS WHEN YOU ARE A FACILITATOR :
• Prepare all the subjects linked to your questions before adding the questions → it will save you some time → not having to go back and forth
• Add all the members at the beginning also → no back and forth
5. Joining and participating to a Looping: PARTICIPANT

a. How to join a Looping

2. Log in with the credentials the facilitator of your session sent you / thanks to the invitation sent you by e-mail
3. To start engaging with the Looping you have been invited in, click on “Access this Looping”

- After accessing your Looping session, you can read the description of the session and access the recommended links:

**b. How to create questions**

**WARNING:**

Both facilitator and participants can create questions but their roles in the process of questions status is different → here it explains the process of creating a question, based on the participant view

- To start creating questions with your team once the Looping session / workshop / with distance has started and once you have reviewed the documentation provided, scroll down and click on “Propose a new question”
• **Subject**: The question has to be linked to a subject given by the facilitator → you can’t add a subject

• **Name of the question**: see the (i) next to this section and make sure you have chosen an explicit name

• **Question**: here you have to write the content of the question you propose

• **Answer**: here you have to add answers → you must choose at least 2 (by clicking on “add answer”)
  - You need to certify one is **valid** = you need to choose the correct answer → click on “valid” and then click on “yes” → you have your correct answer
  - The other one → the incorrect one → click on “valid” and then click on “no”
  - Click on “i” to have more information
- **Feedback**: this section very important for the participants so that they can understand why an answer prevails over the other: you can provide feedback at the end of the session or after each question.

- **Source**: (of the info provided): this section is mandatory and we highly recommend you use the same reliable sources as the ones mentioned at the beginning of the Looping session.

- **Question SDG**: which SDG / SDGs are linked to your question?

- **Scope and question tags**: these two sections will be very useful to analyze the results afterwards, in different perspective.

At the end of the page, you have **two options**:
- **Save** your question as draft, if you want to modify it again with your team.
- **Share** your question: if you and your team think your question is ready to be shared with the other teams, you can click on share → you will not be able to modify it once it is shared!!

If you have chosen “save as draft” the page will **refresh** and at the top of the page, it will be written “question saved”, with the general look of your question.
Once you have created your question, you have 3 different options:

- See the other questions → click on “Go to the question list”
- Do the same operation as previously and add a new question
- Modify the question you have just created → only doable if your question has the “draft” status

→ You can repeat the process to create a set of questions with your team!

6. The status of a question

You can see the question status several times while being on the Looping platform:

- At the home page of a Looping you have just accessed

Have a creative Looping by Sulitest!

A Looping is a reverse pedagogy session to co-create Sulitest-like questions in a Multiple Choice format (MCQ).

The Looping is organized with the following steps:

- Step 1: Propose new questions. DRAFT
- Step 2: Share your draft questions with all the participants of this Looping. SHARED
- Step 3: Select the questions that you will use to create your finalized questions. SELECTED
- Step 4: Submit your finalized questions for evaluation. PENDING EVALUATION
- Step 5: Following the instructions of the facilitator, evaluate the questions (peer evaluation). EVALUATED

Let’s start!

- As a facilitator, when you create a session → in the proposed description, all the statutes are written
As a participant, when you want to see existing questions, you will have access to all the tabs that review the statutes.

On the same page, above the tabs, you can also find a quick explanation of each status.

In addition to these explanations, here are some information concerning the statutes of the questions your team and other teams involved in the Looping will create and deal with.

NB: at every stage of a question status, you can add comment concerning the question, by clicking on the eye icon.
**Question statutes:**

- **DRAFT**: as previously mentioned, this status is for questions you are not sure you want to share yet: if you create a question and click on “save as draft”, you will be able to see this question in the tab “draft” → you can see the question (eye), modify it (pencil), or delete it (bin) → if you want to share your question at this stage, click on the pencil, scroll down the page and click on “share”

- **SHARED**: once your question is shared, you can’t modify it at this stage!!!! The questions shared are the questions other teams can have a look on, and once you all agree on the reliability of the question, you can SELECT the question by clicking on the arrow → a pop-up will warn you and ask you if you are sure → if you click on “yes” your question will now be a SELECTED ONE
NB: SHARED allows other teams to see your work, agree / disagree on the reliability, and if they think the question is reliable, they select it, but if they want to offer modifications, they can do it once the question is selected

- **SELECTED**: As the question has become a new one, now you can once again modify it, even if it is not a question of your team. To do this, click on the pencil.

After clicking on the pencil and modifying the question, scroll down the page → at this stage, you have 2 options:

- **Save and preview** the general look of the question → it will not be submitted yet and you will still be able to modify the question many times as you want
- **Submit for evaluation** → the question will directly go to the PENDING EVALUATION status

**PENDING EVALUATION**: once all the teams have selected the most relevant questions, they need to be evaluated by the other teams of the Looping (peer evaluation) and it is the goal of the pending evaluation status → here other teams will evaluate the questions

**WARNING**:  
A participant can only evaluate questions submitted to evaluation by other teams. The participant would click only a question marked with a star and evaluate according to the criteria selected by the facilitator (stars / questions).

Questions will only appear as “EVALUATED” once the facilitator approve the evaluations → **Only the facilitator can approve evaluations**!

**EVALUATED**: final step, your Looping is finalized. Facilitators will now be able to export the questions in a csv. File (the export button is only visible from the participant point of view), to create a SuliTest module based on the questions co-created with your colleagues and evaluated by your peers!

**Have a fun Looping!**