Content of this Simplified User’s Guide

Welcome
Overview of the different roles and modes in a Sulitest program
- "Focal Point", "Examiner", "Candidate"
- "Quiz", "Explorer", "Test" and "Certificate"

"Focal Point" Interface
- Manage the organization
- Manage the examiners
- Personalize the test for the organization
- Order services

"Examiner" Interface
- Create and manage Quiz, Explorer and Test sessions
- Create specific questions and modules for my organization
- Manage and invite candidates

"Candidate" Interface
- Take the test
- See my results, learn and improve my knowledge with the feedback provided
Foreword

Thank you for being part of the Sulitest community... We hope that your enthusiasm, knowledge, skills and mindset will help make the world a little better every day.

This simplified user's guide will provide you with an overview of the Sulitest platform’s main functionalities for the various roles and responsibilities involved in the Sulitest program for your organization.

We've tried to make the Sulitest website as easy to use as possible... but in case of any question, you'll find this little information pictogram throughout the pages... Just click on it, and you'll find assistance

If you need more assistance, encounter difficulties, or just have a suggestion, please feel free to contact us at: support@sulitest.org

The Sulitest Team
Welcome to the Sulitest platform!

www.sulitest.org

The Sulitest Website provides you with information on the Sulitest project, the various Sulitest modes, the Association, its partners, its achievements.

Select the language you wish to work with.

Registration or connection to the Sulitest platform for Focal Points, examiners and candidates are made using the «Login» or «Sign Up» buttons.

For a sustainable future, we need a world full of people with sustainability awareness and core literacy. 155,210
First visit? Register yourself and/or your company

After clicking on the “Sign Up” button, please fill in your profile:

- Register as an individual or as a focal point for your organization (enterprise, academic institution...)
- Precise your organization’s profile (enterprise, academic institution...)
- Provide your personal data (first and last name, email…) and choose a password for your Sulitest account
First visit? Register yourself and/or your company

Add information on your organization

Click on the “Create my account” to confirm your creation request

After validation by the Sulitest team, your access will be confirmed, and you’ll be able to start using the platform.
Already registered? Log in with your account

Connection to the Sulitest platform for Focal Points, Examiners, or Candidates is done using the “Login” button.

Just enter your personal id (your email address) and password, and click “OK” to get access to your personal space on the Sulitest platform.
<table>
<thead>
<tr>
<th>Role</th>
<th>What you’ll be able to do</th>
</tr>
</thead>
</table>
| **Focal Point** | The “Focal Point” is the person in charge, for one specific organization, of managing the Sulitest Program for this specific organization. His/her main role is to:  
- Supervise the program  
- Appoint the examiner(s)  
- Personalize the interface for his/her organization  
- Purchase additional services |
| **Examiner** | The “Examiner’s” main role is to:  
- Manage sessions and candidates (define modules, dates, invite candidates...)  
- Supervise the results of the sessions he/she organized  
- He may also, using the “Premium Access” feature, create customized modules formed with a set of questions specific to his/her organization |
| **Candidate** | As a candidate, you’ll be able to:  
- Take the Sulitest in its various modes (Explorer, Quiz, and Test)  
- See your results and get feedback on your answers |
The various modes available from the Sulitest platform

<table>
<thead>
<tr>
<th>Sulitest Mode</th>
<th>Main Characteristics</th>
</tr>
</thead>
</table>
| **The "Quiz"**    | Real-time animation tool, allowing the Examiner to organize a game between teams, based on a corpus of 10 questions  
                     - Choice of module of 10 international questions or 10 local questions  
                     - Included in "Premium" access, or available separately (annual subscription)                                                                                           |
| **The "Test"**    | Awareness sessions, in the form of an Online Multiple Choice Questionnaire.  
                     - Questions arising from 1 to 2 corpuses of 10 international or local and/or company specific "Explorer" questions  
                     - Require "Premium Access"                                                                                                                   |
| **Explorer Mode** |                                                                                                                                                                                                                   |
| **The "Test"**    | Online Multiple-Choice Questionnaire, based on 1 to 3 corpus of questions  
                     - 30 international questions and/or (optional) 20 local questions and/or (if with a "Premium Access" a customized module  
                     - Session duration, content, immediate or differed feedback are parameters that examiners can adjust according to their specific context |
| **Learning Mode** |                                                                                                                                                                                                                   |
| **"Looping"**     | Reverse pedagogy where students engage in active learning  
                     - Students propose questions and key concepts, source the information, explicit the key argument and formulate a learning statement that comes with each question                              |
What you’ll see as a...

**Focal Point**
Prepare my Organization for Sulitest and integrate Sulitest in its Sustainable Development and Corporate Social Responsibility programs

**Examiner**
Organize Sulitest sessions Sulitest Create customized modules for my Organization, if Premium Access is available

**Candidate**
Take the various versions of Sulitest See my results Get more information from the questions feedbacks
Community Manager

These functions are rarely assigned to universities and companies. You don’t need them to organize or take sessions.

Translator

Any question, any doubt regarding the functionalities of this site? Just click on the “Information” icon close to the field you’re working on.

Need more assistance? Feel free to contact us at: support@sulitest.org

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The “Focal Point” is the person in charge, for one specific organization, of managing the Sulitest Program for this specific organization.

His/her main role is to:
- Supervise the program
- Appoint the Examiner(s)
- Personalize the interface for his/her organization
- Purchase additional services
The “Focal Point” Interface

The “Focal Point” interface allows the Sulitest program manager for one specific organization to perform administrative tasks related to the organization and management of the Sulitest for his/her organization. The “Focal Point” interface also allows the “Focal Point” to manage his/her own profile, take the test, see his/her own results. See the “Candidate” pages.

1. Manage my organization's profile
2. Manage my organization’s examiners
3. Customize my organization’s theme (logo, background)
4. Manage the accesses granted to people in my organization
5. Purchase additional services or accesses
6. See orders and invoices

The “My Organization” tab allows you to fill in basic information regarding your organization: name, address, website, type...

Type in information, then click “Save” to save your changes.
The “Focal Point” Interface

The “The Examiners” tab allows you to add or modify examiners

- Add a new examiner
- Edit and modify information on examiners
- Fill in information on the examiner

Organizations with Premium Access (or having purchased “Quiz” access) can allow examiners to manage Quiz sessions

Click “Save” to save the changes

Manage my organization’s profile
Manage my organization’s examiners
Customize my organization’s theme (logo, background)
Manage the accesses granted to people in my organization
Purchase additional services or accesses
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The “Focal Point” Interface

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The “Premium Themes” tab allows you to add some personalized content to the customized parts of your tests (Premium access only)

Add your logo (upload image file)
Choose a dominant color for the homepage of your specific modules
Click “Save” to save the changes

You must have chosen a logo and theme before being able to create premium modules or questions.
All your customized modules will have the same theme. Upload a logo, choose a visual theme, preview, change if needed, and save.

If you want to upload or change your organization’s logo, simply drag and drop the file in the upload zone below, and save. If there was a former one, the new one will replace it. Deleting is not an option since there must always be a logo to be able to use the Premium access options.

Sulitest
The "Focal Point" Interface

The "My Accesses" tabs allow you to see the accesses that have already been attributed to your organization, and your organization's status.

Manage my organization’s profile
Manage my organization’s examiners
Customize my organization’s theme (logo, background)
Manage the accesses granted to people in my organization
Purchase additional services or accesses
See orders and invoices

Visualize your organization’s status
Visualize the remaining accesses for your organization

Certificates
The « Shop » tab allows you to purchase new Test accesses or a Premium Access. Purchase additional accesses for your candidates (per packs)

Fill in some information about your organization (prices depending on your organization's size and type)

Purchase Premium Access for your organization

Manage my organization’s profile

Manage my organization’s examiners

Customize my organization’s theme (logo, background)

Manage the accesses granted to people in my organization

Purchase additional services or accesses

See orders and invoices

The “Focal Point” Interface
THE “EXAMINER” INTERFACE

The “Examiner’s” main responsibilities are:

- Manage sessions (define modules and settings) and candidates
- Review session results
- With a Premium membership, create customized modules and set of questions
The “Examiner” Interface

The “Examiner” interface allows each examiner appointed by the “Focal Point” to perform administrative tasks related to the management of Sulitest sessions he/she is in charge of.

NB: The “Examiner” interface also allows each examiner to manage his/her own profile, take test, see his/her own results, like any other user. See the "Candidate" pages.

- Manage the Sessions I’m in charge of
- Manage my specific modules (Premium Access only)
- Manage my specific questions (Premium Access only)
- Manage the candidates for my sessions

The “Sessions” tab allows you to create a new Discovery, Test or Quiz session, or modify an existing session, and to see the candidates results for each of the sessions you are responsible for.

Create a new session
Explorer, Test, or Quiz

Modify an existing session

See the results obtained by candidates in a specific session
The “Examiner” Interface

1. Manage the Sulitest sessions I’m in charge of

2. Manage my specific modules (Premium Access only)

3. Manage my specific questions (Premium Access only)

4. Manage the candidates for my sessions

To create a session, click on

ADD SESSION

Select the language used for this session
Provide a name for the session

Choose the Sulitest mode for this session: Explorer*, Test, or Quiz
* Premium Access

Select the base module for this session

Click on “Save & Continue” for more session parameters
A unique session ID is automatically generated for the new session.

Complete the time zone, start and end date, and language used for the session.
The “Examiner” Interface

1. Manage the SuliTest sessions I’m in charge of
2. Manage my specific modules (Premium Access only)
3. Manage my specific questions (Premium Access only)
4. Manage the candidates for my sessions

C. Then (on the same page), Select the modules you wish to use for this session

And complete / customize the introduction and conclusion pages for your session (welcome and end-of-session messages)

Session's Introduction and Conclusion pages

Depending on your choices above in this form, the session will be made up of 1 or 2 modules, each with possible introduction and conclusion pages. Make sure the whole is coherent by editing the text below to your choices of modules and of feedback mode, and to each module's introduction and conclusion pages.

Use the text editor tool below to modify and create your own pages. You can adjust the window's size by moving up and down the horizontal bar at the bottom of each editor. Do not use copy and paste from Word or similar tools without copying first in a notepad.

Introduction page:

Welcome to this SuliTest Discovery Mode session.

The SuliTest is an international initiative assessing core sustainability literacy in a standardized test. This tool is used by many academic institutions and non-academic organizations in more than 50 countries and serves as a reference to raise awareness on sustainable development and improve sustainability literacy worldwide.

Your session will be made up of one of the following modes or both:
- A SuliTest Discovery Mode core module about 12 questions from a specific discovery module chosen by the examinee who

- A SuliTest Discovery Mode core module about 12 questions from a specific discovery module chosen by the examinee who
The “Examiner” Interface

1. Manage the Sulitest sessions I’m in charge of

2. Manage my specific modules (Premium Access only)

3. Manage my specific questions (Premium Access only)

4. Manage the candidates for my sessions

(on the same page)

The Examiner can decide to make the session « Anonymous » (each candidate’s individual results will only be available to him/her, the Examiner will only see a global report of the session)

A link for candidates registration is generated. The Examiner can decide to directly enroll candidates and restrict session access to those candidates only, or if any candidate receiving the link or the session code can participate to the session

Do not forget to save your session!
The "Examiner" Interface

1. Manage the Sulitest sessions I'm in charge of
2. Manage my specific modules (Premium Access only)
3. Manage my specific questions (Premium Access only)
4. Manage the candidates for my sessions

- **SECTIONS**
  - **PREMIUM MODULES**
  - **PREMIUM QUESTIONS**
  - **CANDIDATES**

**The Examiner can:**
- Modify the session he/she has created to adjust the content, the parameters or the session customization
- Preview the session he/she has created to validate it corresponds to its needs
- Add candidates to the session he/she has created, and invite them to take the test
- Add another session
- Invite and enroll candidates from various ways... sending a link so that candidates can register by themselves, upload a candidate list so that an invitation by mail is directly sent to candidates, add candidates to an existing list...
The "Premium Modules" tab allows organizations with "Premium Access" to create and maintain specific modules, and the questions for this module, for instance modules that are specific to a certain population (senior management, purchasing department, production…) to their values or to their industry.

To create a new module:

1. Fill in the description and the parameters of the module.
2. You will be able to start creating questions after saving the module.
To create or add questions to a module:

Click on "Add a question in this module" to create a new question.

(New page)
For each new question, just fill in the question name, type (MCQ, open question, responses ranking...) and the content of the question.
To create a new question, populate the various fields:

- Is the question open or MCQ, does it bring any points?

- Indicate the proposed responses and the associated points.

- Indicate comments and feedback sources, that will be seen by candidates during the test session or when they consult their results, for learning purposes.

- You only be able to use your question for a specific module if it is on "valid" mode (not in "draft" mode).

- Do not forget to save your question.
The “Examiner” Interface

Customized questions can also be created or managed through the “Premium Questions” tab.

Add a new question

Modify existing questions, change status, see results obtained by the candidates to this question.
To create a new question, click on “Add question”.

(new page)
Pick the module that will contain this question.

Fill in the various parameters and the question’s content, the proposed responses, etc…
The “Examiner” Interface

- **Sessions**: Manage the Sulitest sessions I’m in charge of
- **Premium Modules**: Manage my specific modules (Premium Access only)
- **Premium Questions**: Manage my specific questions (Premium Access only)
- **Candidates**: Manage the candidates for my sessions

The “Candidates” tab allows examiners to manage candidates for the various Sulitest sessions he plans and manages.

To add candidates to an existing session, click on “Add candidate(s)”.

Select the session that candidates will be affected to.
The “Examiner” Interface

Manage the Sulitest sessions I’m in charge of

Manage my specific modules (Premium Access only)

Manage my specific questions (Premium Access only)

Manage the candidates for my sessions

Receive a link with the session’s code that can be sent to candidates

Add candidates and create an account for each, with a collective password that you can easily disseminate, and they will be able to modify it once they log in.

Automatically add new candidates on the Sulitest platform (candidates will be automatically registered) and send them an invitation to a session, just by copy/pasting a list of email / first name / last name contained in an excel file.
The “Examiner” Interface

Manage the Sulitest sessions I’m in charge of

Manage my specific modules (Premium Access only)

Manage my specific questions (Premium Access only)

Manage the candidates for my sessions

To see a candidate’s results for the various sessions he’s taken, click on the “Results” button

The results obtained during the various sessions are available for review

(New page)
As a candidate, you’ll be able to:

Take the Sulitest in its various modes (Explorer, Test or Quiz)
See your results and get feedback on your answers
The “Candidate” Interface

- **Sessions**
  - Manage the sessions I’m registered in
  - Attend a virtual session using the session code sent to you by your Examiner or by the platform
  - See what sessions you’re already registered for

- **Results**
  - Manage the results of the sessions I’ve been involved in
  - I have a session code
    - Type your session code
  - I would like a session code
    - Here candidates without a session code yet will be able to order individual accesses. This option is not available yet.

- **Account**
  - Manage my profile and personal information
  - Manage the results of the sessions I’ve been involved in

Available Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Code</th>
<th>Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>SULTEST - Partner’s session 19 May 2016</td>
<td>SU1MAY2016</td>
<td>04/01/2016 - 07/31/2016</td>
</tr>
<tr>
<td>SULTEST - RNEC’s test session - May 2016</td>
<td>RNEC2016</td>
<td>04/01/2016 - 07/31/2016</td>
</tr>
</tbody>
</table>
The “Candidate” interface

The “Results” tab allows you to view the results obtained during the sessions you’ve taken.

In this tab, manage sessions you have completed, and for each of them: view your result, revisit the test and the answers you chose, or for certificate sessions download your certificate.

“Learn more” is a future development which will provide the ability to reach specific pages to learn more about each subject included in the SiuTest.

**Results**

<table>
<thead>
<tr>
<th>Session</th>
<th>Start</th>
<th>End</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session demo core international questions</td>
<td>21/07/2016 17:00</td>
<td>31/08/2016 23:00</td>
<td>26/08/2016 07:18</td>
</tr>
</tbody>
</table>

View results
The “Candidate” Interface

Your score per knowledge area and the percentage of expected answers

The percentage of expected answers at worldwide level and for the session you attended
The “Candidate” Interface

The “Account” tab allows you to view or modify your personal information and password.

Modify your password

View or modify your personal information

Click on “Modify my account” to save your changes

Manage the sessions I’m registered in

Manage the results of the sessions I’ve involved in

Manage my profile and personal information
We hope you will enjoy your experience with Sulitest!

Any Question? Contact us at support@sulitest.org