About Sulitest

Sulitest is a non-profit organization offering, through its online platform, tools to develop knowledge, skills and mindsets about sustainability.

Fostering sustainability literacy, Sulitest tools motivate citizens to act and become committed to building a sustainable future!
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
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 the Premium Access

"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
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.

Building a Sustainable Future Together

For a sustainable future, we need a world full of people with sustainability awareness and core literacy.
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 email address and password, and click “OK” to get access to your personal space on the Sulitest platform.
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 module of 10 questions  
- Choice of module of 10 international questions or 10 local questions |
| **The "Test" Explorer Mode** | Awareness sessions, in the form of an Online Multiple-Choice Questionnaire.  
- Questions arising from 1 to 2 modules of 10 international, local and/or company specific "Explorer" questions  
- Require "Premium Access" |
| **The "Test" Learning Mode** | Online Multiple-Choice Questionnaire, based on 1 to 3 modules 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 |
| “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 |
<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 of managing the Sulitest use in his/her organization, including:  
- Appoint the examiners  
- Purchase & manage the Premium Access  
- Appoint translators (if Premium) |
| **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  
- 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 |
What you’ll see as a...

Focal Point
Prepare my Organization for Sulitest, manage Examiners and purchase Premium access

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
What you’ll see as a...

Focal Point of a Premium organization

Prepare my Organization for Sulitest, manage Examiners and purchase Premium access

Manage translators of customized modules (Manage Translators) and customize the design of the platform (Premium Themes)

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
THE “FOCAL POINT” INTERFACE

This is your focal point’s dashboard. Click on the various tabs to:
- Manage your organization’s account and accesses - including Premium and its theme if you chose to have this option;
- Create and manage your organization’s examiners;
- Buy Sulitest products or services.

Download the user guide
Contact my organization’s focal point
(renaud.gualeni@.sulitest.org)
(estelacfpilz@gmail.com)
Being a Focal Point

The Focal Point is the person in charge of managing the Sulitest use in his/her organization, including:
- Appoint the examiners
- Purchase & manage the Premium Access
- Appoint translators (if Premium)

And, Focal Points are also *Examiners*, who can:
- Manage sessions and candidates (define modules, dates, invite candidates...)
- Supervise the results of the sessions he/she organized
- With the Premium Access, create customized modules (set of questions)
Inviting your colleagues to be Examiners

A) If the person already has an account with Sulitest (i.e., took a Test as a Candidate previously) you will not be able to create an Examiner account, as the platform avoids duplicates. Email the Sulitest team if that is the case, at contact@sulitest.org

OR

B) If the person does not have a Sulitest account yet,
1. Log in and go to “Manage my Organization”
2. View the “Examiners” tab
3. Click on “Add examiners”
4. Fill out the form
5. Save
6. The Sulitest platform will automatically email that person so he/she can access the account
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.

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

Note that if a new Examiner already has a Candidate account, you will not be able to create a new Examiner account. Please email Sulitest (contact@sulitest.org) and inform the team the account you’d like to convert to Examiner.
The “Focal Point” Interface

To add a new examiner, click on the button and fill in information on the examiner. Click “Save” to save the changes.
The “Focal Point” Interface

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
The “Focal Point” Interface

The tabs allowing to buy or manage products online are currently under maintenance.

Please get in touch with us if you have any queries about your premium access: contact@sulitest.org
THE “EXAMINER” INTERFACE

The “Examiner’s” main responsibilities are:

- Manage sessions and candidates (define modules, dates, invite candidates...)
- Supervise the results of the sessions he/she organized
- With the Premium Access, create customized modules (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.
The “Examiner” Interface

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
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

A unique session ID is automatically generated for the new session.

Complete the time zone, start and end date for the session.

Edit session: SUSTAINABLE DEVELOPMENT INTERNAL UNIVERSITY 2017

A Sulitest session in discovery mode is composed of an international core module made of 10 simplified questions, which can be completed by a customized module. The examiner can choose several parameters, including: sessions name, timezone, start and end date and time, feedback mode, etc. Remember to replace the initial drafts below the actual introduction and conclusion pages you want for your session. Candidates will have access to their results, the expected answer and comments for each question, depending on the examiner’s choice. They will also be able to revisit their test, with its questions, answers and comments.

You can prepare and save your session and come back to it until the start date and time.

The number of candidates who will be able to take this session is 499. Please get in touch with your organization's focal point if you need more information or more seats.

<table>
<thead>
<tr>
<th>Author</th>
<th>Robert Tester</th>
<th><a href="mailto:rtest@tester.com">rtest@tester.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>EN</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Sulitest Discovery Mode</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>2017-09-26T13:00</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>2017-09-26T15:00</td>
<td></td>
</tr>
<tr>
<td>Name of session</td>
<td>SUSTAINABLE DEVELOPMENT INTERNAL UNIVERSITY 2017</td>
<td></td>
</tr>
<tr>
<td>Session based on which module*</td>
<td>International - Discovery</td>
<td></td>
</tr>
<tr>
<td>Timezone</td>
<td>(GMT+01:00) BRUSSELS, COPENHAGEN, MADRID, PARIS</td>
<td></td>
</tr>
<tr>
<td>Start date</td>
<td>2017-09-26T13:00</td>
<td></td>
</tr>
<tr>
<td>End date</td>
<td>2017-09-26T15:00</td>
<td></td>
</tr>
</tbody>
</table>
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

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)

Examiner Interface:

- Core module
- Customized modules (Available if your organization has a premium access)
- Other module

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 in your chosen modules and 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 size by moving up or down the horizontal bar at the bottom of each editor. Do not use copy and paste from Word or similar tools without copying text in a text editor.

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 modules or both:
- Sulitest Discovery Mode core module: about 10 questions from a specific discovery module chosen by the examiner who created your session.
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

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. **SESSIONS**
   - Manage the Sulitest sessions I’m in charge of

2. **PREMIUM MODULES**
   - Manage my specific modules (Premium Access only)

3. **PREMIUM QUESTIONS**
   - Manage my specific questions (Premium Access only)

4. **CANDIDATES**
   - Manage the candidates for my sessions

---

**Examiner 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

---

Your session has been saved and modified. To add candidates to this session, go to “create & manage sessions” > tab “candidates”.

- **MODIFY THIS SESSION**
  - The Examiner can modify the session he/she has created to adjust the content, the parameters or the session customization

- **PREVIEW THIS SESSION**
  - The Examiner can preview the session he/she has created to validate it corresponds to its needs

- **ADD CANDIDATE(S)**
  - The Examiner can add candidates to the session he/she has created, and invite them to take the test (see next slides)

- **ADD A NEW SESSION**
  - The Examiner can add another session

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*Examiner*
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:

A

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.

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
4 points = correct
1 point = I don't know

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
- AND
- Modify existing questions, change status, see results obtained by the candidates to this question

In this tab, you can create and manage your own questions and all their settings and contents - including the type of question you want to create.

Your organization's premium access is available until 2023-12-31 (yyyy-mm-dd).

Contact your organization's focal point (see link top right of this page) if this end date can be an issue for you.
The “Examiner” Interface

- **SECTIONS**
  - 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 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

**SECTIONS**
- 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

**Candidates**

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

Inviting candidates can be done in 2 different ways.

- If you don’t have a specific list of candidates, or if you don’t want to share their email with us (for data protection purposes for example), choose option one.
- If you have a list of candidates and want to monitor who completed the session, to be able to send automatic reminders, choose option two.

In both cases, you will receive the information yourself and disseminate it as you prefer (learning management system, student portals, intranet, emails, included in a presentation, etc.)
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

The “Sessions” tab allows you to manage the sessions you’re registered for, or that you’ve already taken.

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.

<table>
<thead>
<tr>
<th>Session Details</th>
<th>Code</th>
<th>Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>SULTEST - Partner's session 19 May 2016</td>
<td>SULMAY2016</td>
<td>04/01/2016 - 07/31/2016</td>
</tr>
<tr>
<td>SULTEST - RNC's test session - May 2016</td>
<td>RNCE2016</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 and revisit the test and the answers you chose.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start</th>
<th>End</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test - Discovery Mode</td>
<td>20/03/2020 21:26</td>
<td>25/03/2020 16:13</td>
<td>VIEW MY RESULT</td>
</tr>
<tr>
<td>SDG results - Example</td>
<td>25/03/2020 10:00</td>
<td>25/03/2020 19:18</td>
<td>VIEW MY RESULT</td>
</tr>
</tbody>
</table>
The “Candidate” Interface

### Core International

<table>
<thead>
<tr>
<th>Theme</th>
<th>Score</th>
<th>%</th>
<th>Benchmark</th>
<th>Your session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge - Global and local human-constructed systems</td>
<td>58</td>
<td>83%</td>
<td>Worldwide: 54%</td>
<td></td>
</tr>
<tr>
<td>Knowledge - Role to play, individual &amp; systems change</td>
<td>1</td>
<td>5%</td>
<td>Worldwide: 4%</td>
<td></td>
</tr>
<tr>
<td>Knowledge - Sustainable humanity and ecosystems</td>
<td>32</td>
<td>100%</td>
<td>Worldwide: 61%</td>
<td></td>
</tr>
<tr>
<td>Knowledge - Transition towards sustainability</td>
<td>29</td>
<td>80%</td>
<td>Worldwide: 88%</td>
<td></td>
</tr>
</tbody>
</table>

1. The scores are calculated as follows: 2 points for the expected answer, 1 point for the not expected. 0 points for an unexpected answer.
2. The % represents the percentage of expected answers.
3. Average % of expected answers.

The percentage of expected answers at worldwide level and for the session you attended.

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**Legend**

- Knowledge: Your percentage
- Knowledge: Expected answers percentage
- Knowledge: Not expected answers percentage

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Your score per knowledge area and the percentage of expected answers.
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 been involved in
Manage my profile and personal information

Candidate
We hope you will enjoy your experience with Sulitest!