



Open a web page and then type the URL https://iter.lmsformazione.it/

The system will display the following page:

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Once logged in, the system will display the screen below. Currently all tests are available for use (**in English**).









You can choose your language for the platform by one click on the respective item in the bar at the top right.









## By selecting the **HOME** button, the platform displays all the modules where users can register.









To use the **TEST** and **REPORT** of any Session: select the Course button (in the screenshot we have chosen Session\_01 which is the first Test to be used by the participants)









The platform will display the following screen. To start using the test or view the report, select the green icon.

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The system will then display the following screen. We can use the test by selecting the **Enter** button (1) or view the reports by selecting the **Reports** label (2).

When the Enter button is selected, the gamified test will start automatically

(For any anomalies see the navigation requirements).

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## **Navigation requirements**

Browser: vers

ions recommended for viewing published courses:

• Windows: Internet Explorer 11, Microsoft Edge (latest version), Google Chrome (latest version), Firefox (latest version)

• Mac: Safari (latest version), Google Chrome (latest version), Firefox (latest version)

• Mobile: Safari on Apple iOS 10 or latest version, Google Chrome on Apple iOS 10 or latest version, Google Chrome on Android OS 4.4 or latest version

Browser settings required for viewing published courses:

- JavaScript must be enabled.
- Font downloads must be enabled to see the correct fonts and characters.
- · Popups and redirects must be allowed
  - · Background synchronization must be allowed
- Allow sites to play audio
- Allow sites to save and read cookie data







When selecting the Label **Report**, the next screen will be the following. A list of users who have taken the course will then appear.

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Now select the "**Interactions report**" Label, the platform will display a screen with the list of users who have carried out the tests and a brief description of the data that will be defined later.

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The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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Aligned at the bottom of the "**Interactions report**" screen, you can download what to show in the preview of the platform, but also what will be defined in the downloadable report.

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Once the options have been selected and saved (as shown in the previous image), you can download an excel file.

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Once downloaded, the Excel file will look like this. The columns will list:

- Name of the participant
- Email Adress
- Attemp (attempt number)
- Date on which the course was taken
- Last Access
- Score (result) which will always be equal to 0 since there are no correct answers to the test
- Progress of the course in question (complete / incomplete)
- Question and respective answer

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## Below you find the legend for the **CO-MENT questions** (necessary for the conversion of the platform variables with those of the test questions)

Question 00	Life Zone	1. Physical Health
Question 01	Life Zone	2. Mental Health/Stress
Question 02	Life Zone	3. Drug or alcohol related issues
Question 03	Life Zone	4. Caring Responsibilities
Question 04	Life Zone	5. Mobility / Willingness to work in all areas of the community
Question 08	i Life Zone	6. Residence
Question 06	Life Zone	7. Sufficient Income to cover personal expenses
Question 07	Life Zone	8. Benefit Dependency
Question 08	Life Zone	9. Convictions/Criminal Record History
Question 09	Life Zone	10. Confidence and Self Esteem
Question 10	Life Zone	11. Appearance/Presentation
Question 11	Life Zone	12. Motivation/Aspirations and Setting Goals to achieve things
Question 12	Life Zone	13. Reliability - Attendance and Punctuality
Question 13	Life Zone	14. Personal and Social Skills
Question 14	Life Zone	15. Problem Solving/Coping Skills / Ability to Adapt to Different Situations
Question 18	i Leisure Zone	1. Fitness/ Exercise
Question 16	Leisure Zone	2. Social Interaction
Question 17	Leisure Zone	3. Team Activities
Question 18	Work Zone	1 Employment Experience
Question 19	Work Zone	2. Readiness for Work
Question 20	Work Zone	3. Job Search Skills
Question 21	Work Zone	4. Employment Goals
Question 22	Work Zone	5. CV and Covering Letter writing skills
Question 23	Work Zone	6. Application Forms
Question 24	Work Zone	7. Job Interview Skills
Question 28	i Learning Zone	1. English Language
Question 26	Learning Zone	2. Essential Skills
Question 27	Learning Zone	3. Formal Education history participation / achievement
Question 28	Learning Zone	4. Vocational Training history participation / achievement
Question 29	Learning Zone	5. Transferable skills / employability skills







## Below you find the legend for the **TRANSITION questions** (necessary for the conversion of the platform variables with those of the test questions)

Question 00	Self-Awareness	Understands the Impact their behaviour has on others	How important is it that he/she can display this behaviour
Question 01	Self-Awareness	Is aware of their strengths and limitations	How important is it that he/she can display this behaviour
Question 02	Self-Awareness	Asks others for feedback on their behaviours	How important is it that he/she can display this behaviour
Question 03	Self-Awareness	Is consistent in what they say and do	How important is it that he/she can display this behaviour
Question 04	Self-Awareness	Behaves in a way that is consistent with how they expect others to be	How important is it that he/she can display this behaviour
Question 05	Self-Awareness	Demonstrates awareness of their own mood and emotions	How important is it that he/she can display this behaviour
Question 06	Awareness of others	Makes others feel appreciated	How important is it that he/she can display this behaviour
Question 07	Awareness of others	Notices when someone needs support and responds effectively	How important is it that he/she can display this behaviour
Question 08	Awareness of others	Accurately views situations from the perspective of others	How important is it that he/she can display this behaviour
Question 09	Awareness of others	Acknowledges the views and opinions of others	How important is it that he/she can display this behaviour
Question 10	Awareness of others	Accurately anticipates responses or reactions from others	How important is it that he/she can display this behaviour
Question 11	Awareness of others	Notices inappropriate behaviour in others and responds effectively	How important is it that he/she can display this behaviour
Question 12	Authenticity	Is open about their thoughts, feelings and opinions	How important is it that he/she can display this behaviour
Question 13	Authenticity	Expresses thoughts and feelings in a way that is sensitive to those of othe	How important is it that he/she can display this behaviour
Question 14	Authenticity	Is open and honest about mistakes	How important is it that he/she can display this behaviour
Question 15	Authenticity	Honours commitments and keeps promises	How important is it that he/she can display this behaviour
Question 16	Authenticity	Encourages others to put forward their thoughts, feelings and opinions	How important is it that he/she can display this behaviour
Question 17	Authenticity	Responds effectively when challenged	How important is it that he/she can display this behaviour
Question 18	Emotional Reasonin	Consults others in decision-making	How important is it that he/she can display this behaviour
Question 19	Emotional Reasonin	Explains the rationale behind decisions made	How important is it that he/she can display this behaviour
Question 20	Emotional Reasonin	Accurately views situations from the perspective of others	How important is it that he/she can display this behaviour
Question 21	Emotional Reasonin	Involves you in decisions that affect you	How important is it that he/she can display this behaviour
Question 22	Emotional Reasonin	Takes the bigger picture into account when decision-making	How important is it that he/she can display this behaviour
Question 23	Emotional Reasonin	Reflects on feelings when decision-making	How important is it that he/she can display this behaviour
Question 24	Emotional Reasonin	Is able to explain now they leel about making certain decisions	How important is it that he/she can display this behaviour
Question 25	Self-Management	Demonstrates a positive, operating demonstrates	How important is it that he/she can display this behaviour
Question 26	Self-Management	Menages their time effectively	How important is it that he/she can display this behaviour
Question 27	Self-Management	Learne from mictakee	How important is it that he/she can display this behaviour
Question 28	Self-Management	Descenses old and develops new relationships/friendships	How important is it that he/she can display this behaviour
Question 29	Solf Management	Ouickly adapts to now circumstances	How important is it that he/she can display this behaviour
Question 30	Self Awareness	Understands the Impact their behaviour has on others	How important is it that hersite can display this behaviour compared to peers of a similar ane/background
Question of	Jell-Awareness	onderstands the impact their behaviour has on others	now well do yournershe demonstrate that behavior compared to peers of a similar ageibackground
Outortion 22	Solf Awarapasa	Is aware of their strengths and limitations	How well do you hat has domonstrate that behavior compared to poors of a similar again acknowled
Question 32	Self-Awareness	Is aware of their strengths and limitations	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 32 Question 33	Self-Awareness Self-Awareness	Is aware of their strengths and limitations Asks others for feedback on their behaviours Is consistent in what they say and do	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to poers of a similar age/background
Question 32 Question 33 Question 34 Question 35	Self-Awareness Self-Awareness Self-Awareness	Is aware of their strengths and limitations Asks others for feedback on their behaviours Is consistent in what they say and do Rehaves in a way that is consistent with how they expect others to be	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 32 Question 33 Question 34 Question 35	Self-Awareness Self-Awareness Self-Awareness Self-Awareness Self-Awareness	Is aware of their strengths and limitations Asks others for feedback on their behaviours Is consistent in what they say and do Behaves in a way that is consistent with how they expect others to be Demonstrates awareness of their own mond and emotions	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 32 Question 33 Question 34 Question 35 Question 36 Question 37	Self-Awareness Self-Awareness Self-Awareness Self-Awareness Self-Awareness Awareness of others	Is aware of their strengths and limitations Asks others for feedback on their behaviours Is consistent in what they say and do Behaves in a way that is consistent with how they expect others to be Demonstrates awareness of their own mood and emotions Makes others feel annerciated	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 32 Question 33 Question 34 Question 35 Question 36 Question 37 Question 38	Self-Awareness Self-Awareness Self-Awareness Self-Awareness Self-Awareness Awareness of others Awareness of others	Is aware of their strengths and limitations Asks others for feedback on their behaviours Is consistent in what they say and do Behaves in a way that is consistent with how they expect others to be Demonstrates awareness of their own mood and emotions Makes others feel appreciated Notices when someone needds support and responds effectively Notices when someone needds support and responds effectively	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
Question 32 Question 33 Question 34 Question 35 Question 36 Question 37 Question 38 Question 39	Self-Awareness Self-Awareness Self-Awareness Self-Awareness Self-Awareness Awareness of others Awareness of others	Is aware of their strengths and limitations Asks others for feedback on their behaviours Is consistent in what they say and do Behaves in a way that is consistent with how they expect others to be Demonstrates awareness of their own mood and emotions Makes others feel appreciated Notices when someone needs support and responds effectively Accurately views situations from the perspective of dhers	How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background How well do you/he/she demonstrate that behavior compared to peers of a similar age/background
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