



smk72+
Handbook

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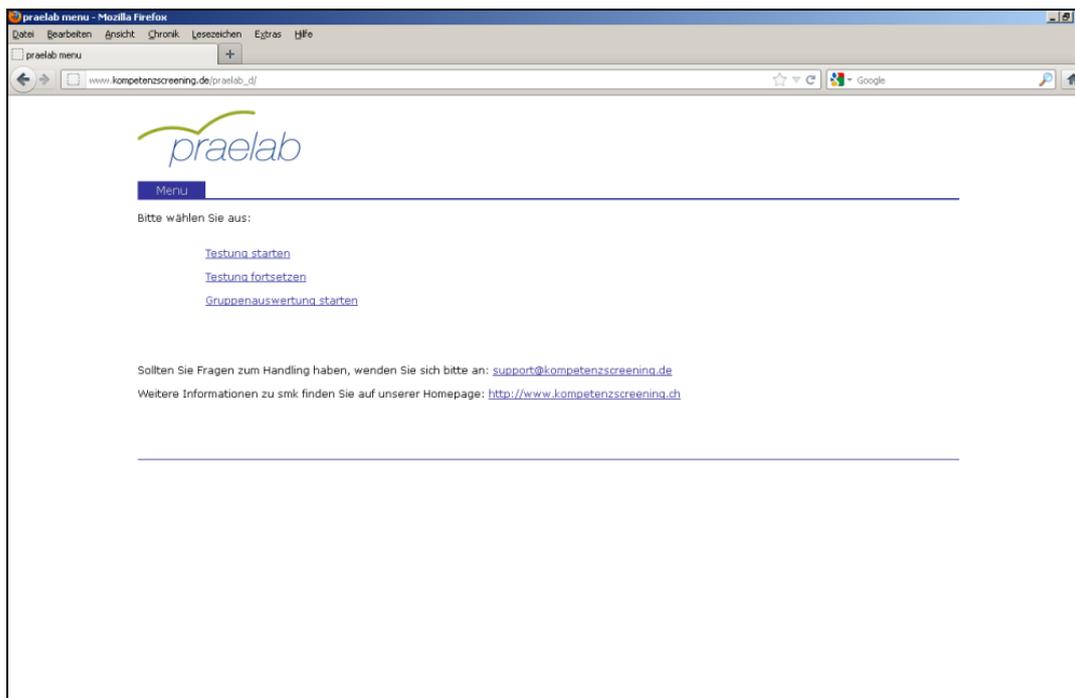
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Home

Click on http://www.kompetenzscreening.de/praelab_e to access the following menu:

- **Start the survey**
You can now start and complete the survey.
- **Resume the survey**
You can pause and resume a survey at any time. Your answers are saved automatically by smk and will be shown when you resume the survey.
- **Start the group evaluation**
The person in charge of the survey uses this link to start the group evaluation in order to view the evaluation of his/her group.



Basic information on logging in

Logging in refers to the registering process in smk. As smk distinguishes between different types of users with different roles, by logging in you tell the system what type of user you are and what your role is. This is very important and therefore you will be asked to provide this information during the login process before you can start the survey.

- **Survey password**
smk runs many different surveys with different contents simultaneously.
In order to allocate you as a user to the right survey, smk asks you for the survey password which you have been given in advance.
- **Groups**
Within a given survey, different groups will be evaluated.
A group refers to the specific group (school class, division in a company, ...) for which you, as the person in charge of the survey, are responsible.
- **Your personal code**
The survey may be paused by the participant at any time and resumed later on. To resume the survey, the participant needs a code only known to him/her which s/he then uses to log in again. This code is created by the participant himself/herself. It consists of:
 - the first two letters of the first name of the father
 - the first two letters of the month of birth of the father
 - the first two letters of the first name of the mother
 - the first two letters of the month of birth of the mother

Example:

Your father's name is Fritz Müller. He was born on 18th May 1954.

Your mother's name is Irene Müller. She was born on 20th April 1956.

The personal code for the password then is: **FRMAIRAP**

Password for the person in charge of the survey

The person in charge of the survey also receives a password which authorises him/her to evaluate his/her group. This password authorises the person in charge of the survey to evaluate this one group only. The individual participants themselves have no access to the group evaluation as access to the group evaluation is only possible by entering the password of the person in charge of the survey. The person in charge of the survey him/herself receives this password from the survey administrator, e.g. during a training session or as part of an introductory guide.

Basic information on logging in

The person in charge of the survey will receive in advance a list containing login data, the survey password and the passwords for the group evaluations. This list includes all the necessary information for the person in charge of the survey and for the participants, as well as a quick guide to using smk.



Sehr geehrte Beauftragungsverantwortliche, sehr geehrter Beauftragungsverantwortlicher

Diese Kurzanleitung zum Umgang mit dem Tool enthält sämtliche Kennwörter für Ihre Befragung.
Drucken Sie sich diese Kurzanleitung bitte aus.

Ihre persönlichen Daten:

Vorname:	Max	Nachname:	Mustermann
Institut/Firma:	Solution	Strasse:	Ahornweg 12
Postleitzahl:	76829	Ort:	Landau
Sprache:	DE	Telefon:	--
Email:	mustermann@web.de		

Die Schritte zum Ausfüllen des Fragebogens:

1. Mit folgendem Link gelangen Sie auf ein Menüsystem:
http://www.kompetenzscreening.de/praelab_d
 Klicken Sie auf dieser Seite bitte auf den Menüpunkt:
Testung starten



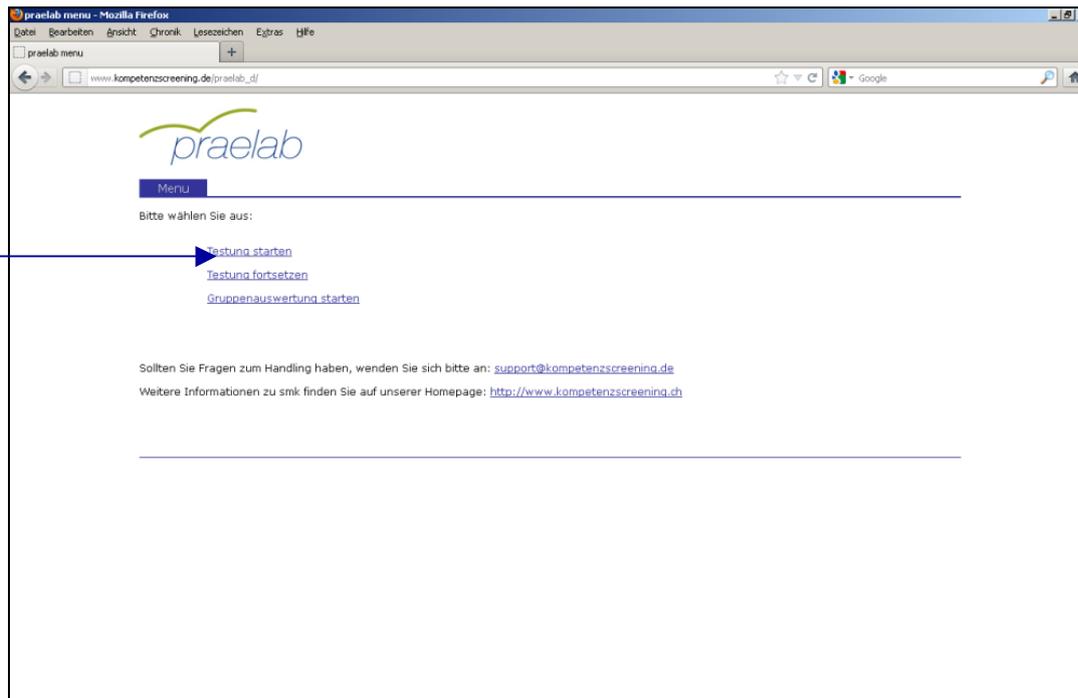



Mit Unterstützung des Programms für Lebenslanges Lernen
der Europäischen Union
DE/10/LLP-LdV/TQV/147301/2010-1-DE2-LEO05-05358

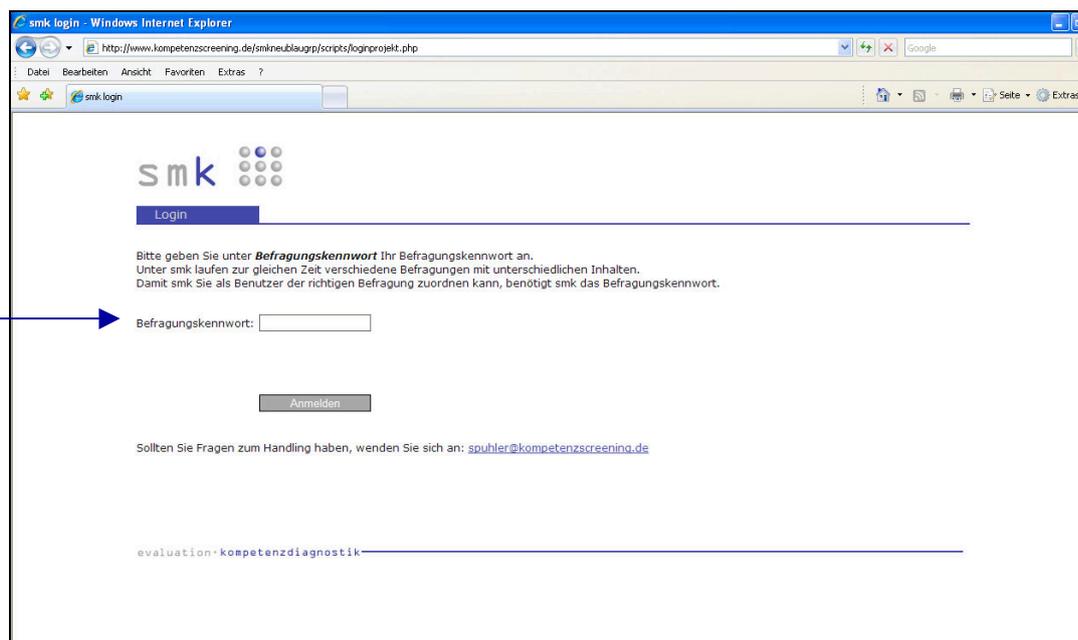
E-Mail: support@kompetenzscreening.de

Login process for participants

Firstly, to complete the survey the participant has to open the home page by clicking on http://www.kompetenzscreening.de/praelab_e. In the menu s/he then selects **Start survey**.

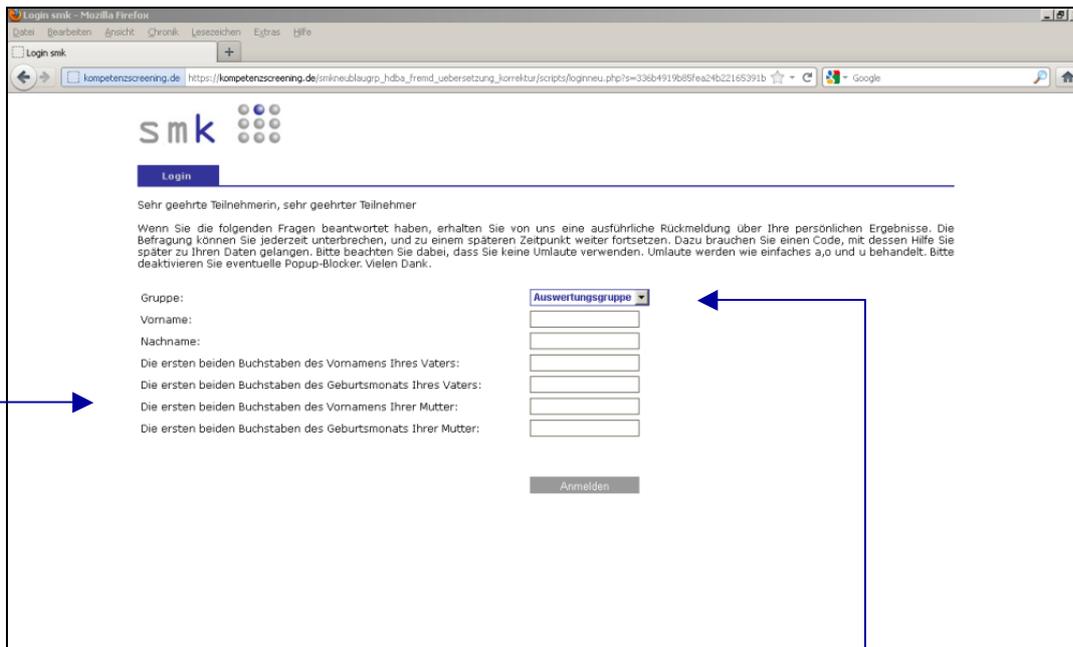


In a new window, the participant then enters the **Survey password** in order for smk to allocate him/her to the correct survey.



Login process for participants

When clicking on the Login, the following window opens:



In this window, the participant firstly selects a **Group** so that smk can allocate him/her to the correct group (school class, division in a company, ...). In some cases, a test group will be available. The first name and the surname enable the person in charge of the survey to identify the participant when evaluating the groups. The first name and the surname will only be used in the group evaluation and the person in charge of the survey can only see them in this context. The survey may be paused by the participant at any time and resumed later on. To access his/her data, the participant will then need a code consisting of:

- the first two letters of the first name of the father
- the first two letters of the month of birth of the father
- the first two letters of the first name of the mother
- the first two letters of the month of birth of the mother

Example:

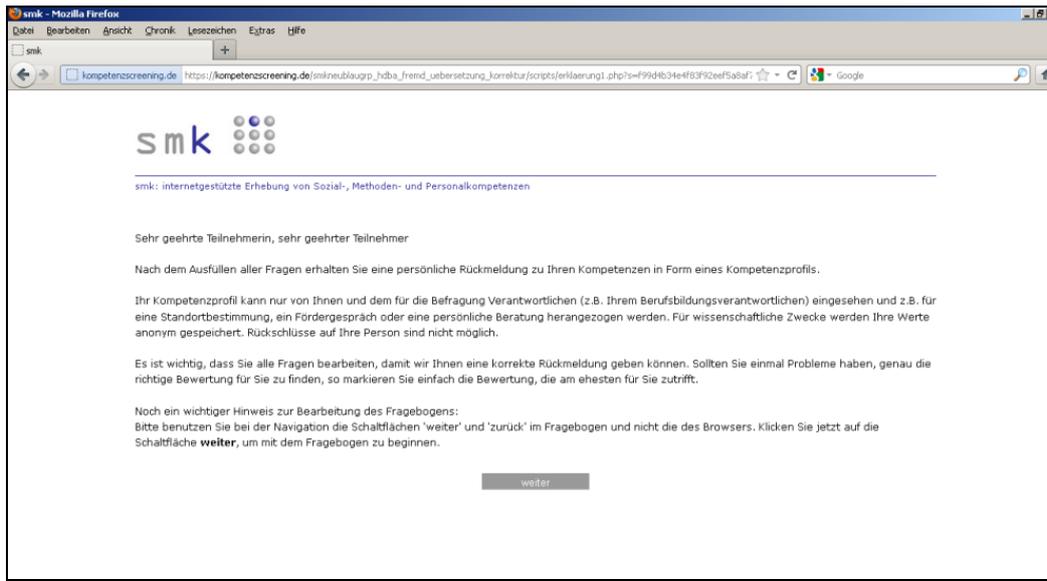
Your father's name is Fritz Müller. He was born on 18th May 1954.

Your mother's name is Irene Müller. She was born on 20th April 1956.

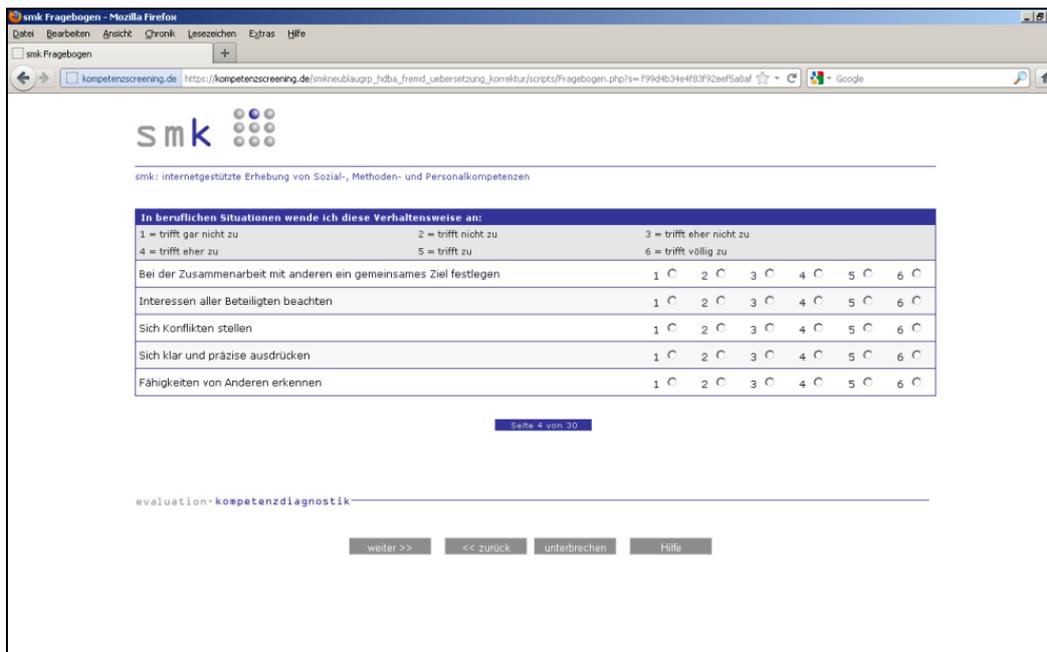
The personal code for the password then is: **FRMAIRAP**

The questionnaire

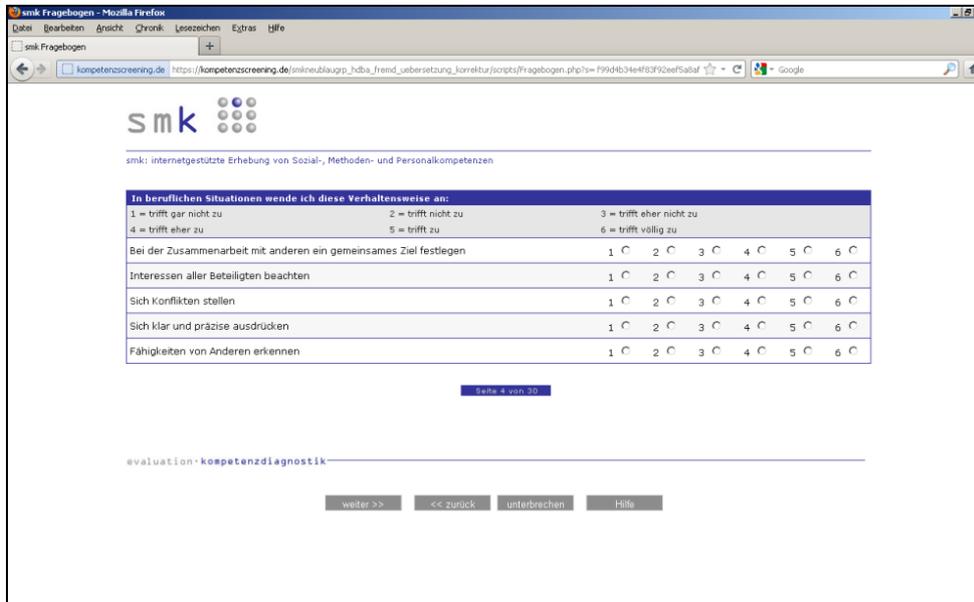
By clicking on Login, the participant is forwarded to an information page:



By clicking on Next, the questionnaire opens.



The questionnaire



The questionnaire uses text boxes, check boxes and radio buttons.

1) Text boxes

You can enter text into **Text boxes**.

Example of a text box:

Please describe your training situation:

2) Check boxes

One or more **Check boxes** can be ticked.

Example of check boxes:

Are you using any of the following items?

calculator

ruler

protractor

3) Radio buttons

Radio buttons can also be selected. However only one button can be selected at a time.

Example of radio buttons:

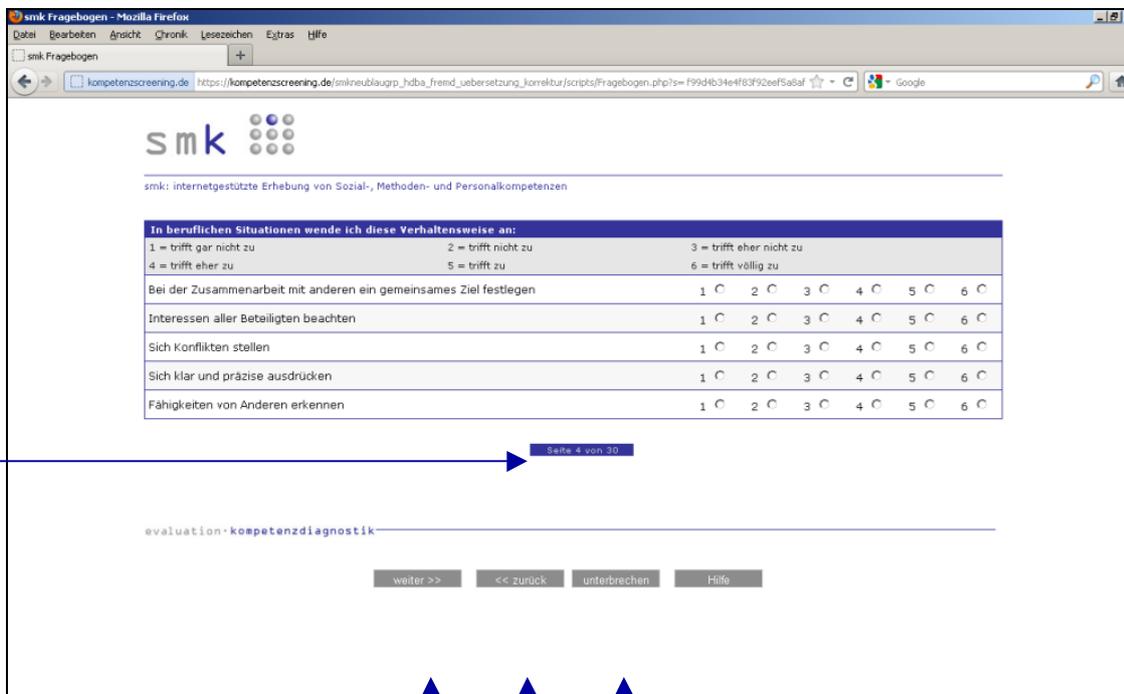
Please enter your gender:

male

female

The questionnaire

Shows the current **Page number** as well as the total number of pages.



smk 

smk: internetgestützte Erhebung von Sozial-, Methoden- und Personalkompetenzen

In beruflichen Situationen wende ich diese Verhaltensweise an:						
1 = trifft gar nicht zu	2 = trifft nicht zu	3 = trifft eher nicht zu	4 = trifft eher zu	5 = trifft zu	6 = trifft völlig zu	
Bei der Zusammenarbeit mit anderen ein gemeinsames Ziel festlegen	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Interessen aller Beteiligten beachten	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Sich Konflikte stellen	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Sich klar und präzise ausdrücken	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>
Fähigkeiten von Anderen erkennen	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>	4 <input type="radio"/>	5 <input type="radio"/>	6 <input type="radio"/>

Seite 4 von 30

evaluation-kompetenzdiagnostik

weiter >> << zurück unterbrechen Hilfe

next>>

Go to next page

<<back

Go to previous page

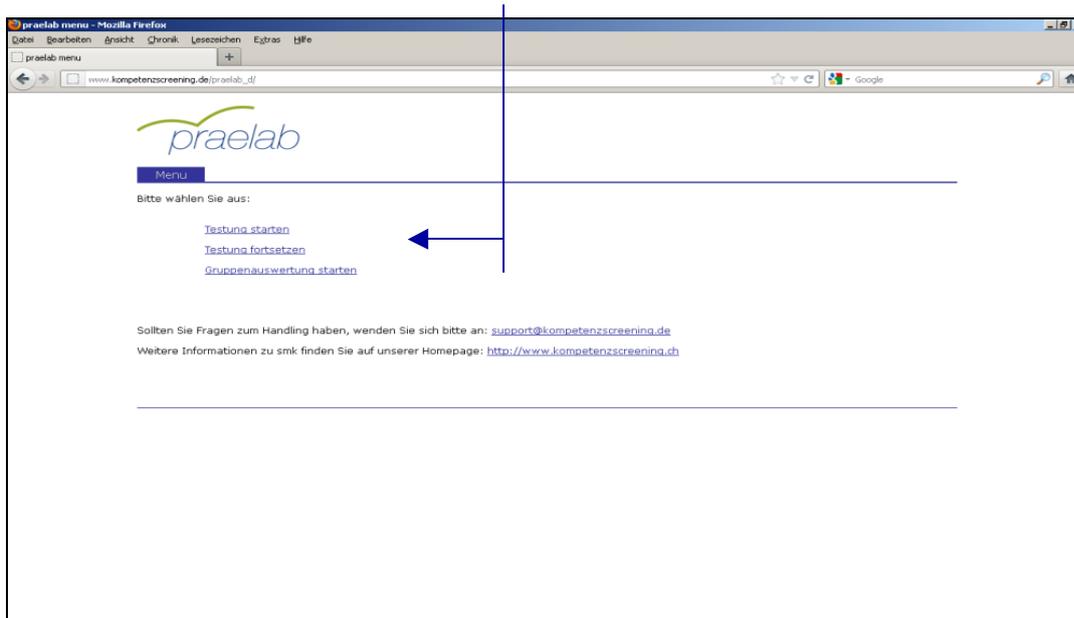
pause

Pause the survey and resume at a later point in time

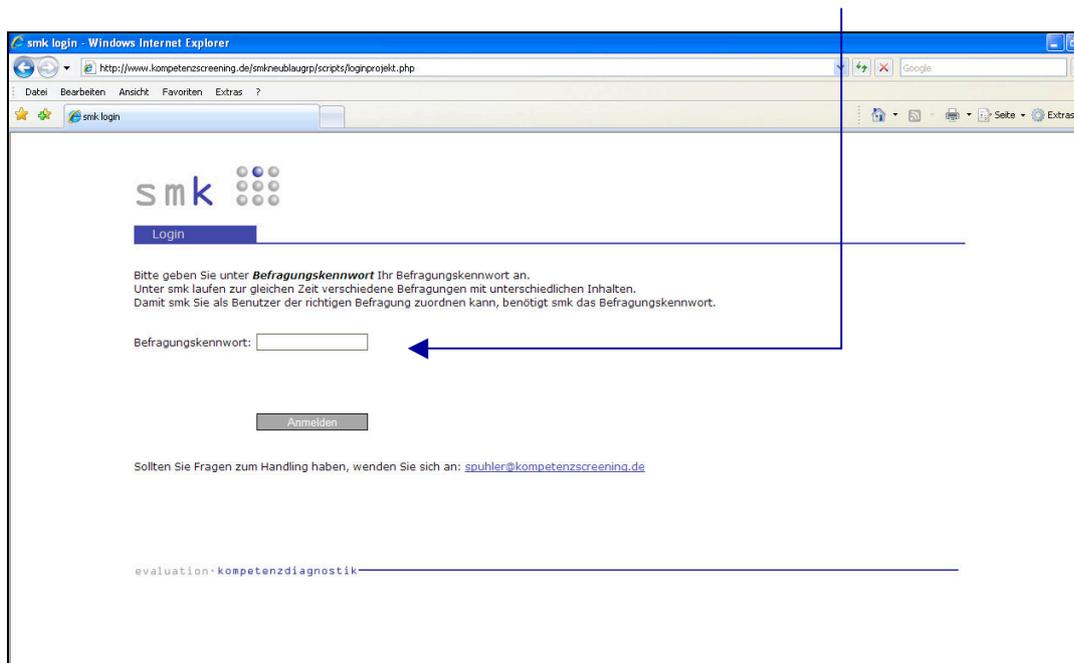
Note: Please use the survey's own "next" and "back" buttons for navigating the questionnaire rather than those of your internet browser.

Login process for participants after having paused the survey

Firstly, the participant has to open the home page by clicking on http://www.kompetenzscreening.de/praelab_e. In the menu s/he then selects **Resume survey**.

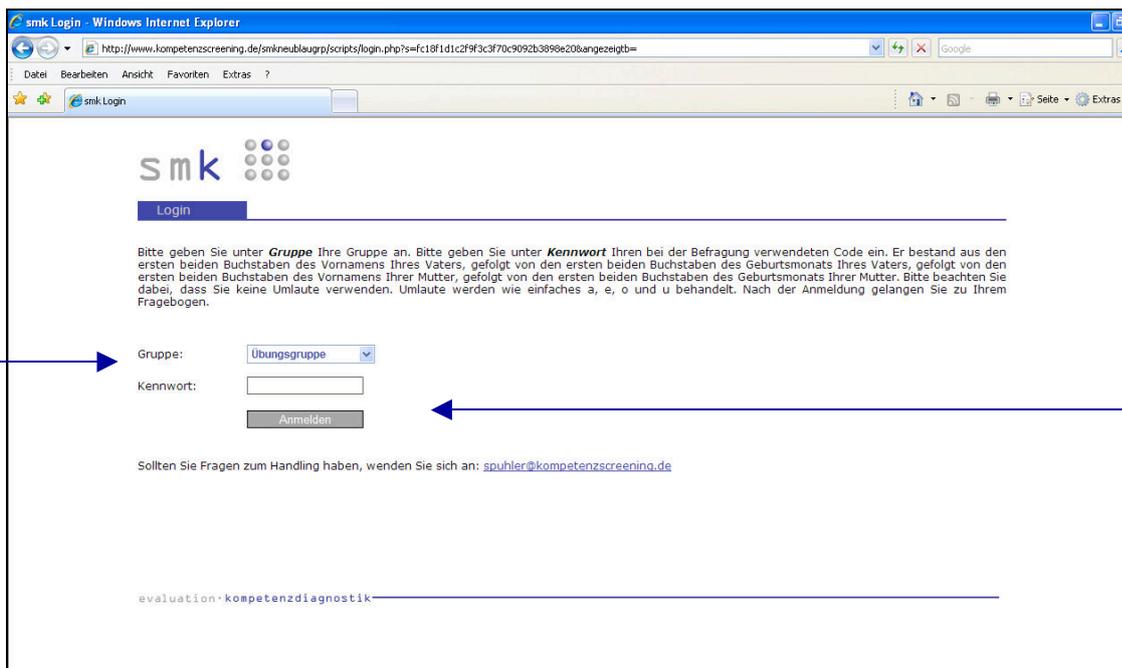


In a new window, the participant then has to enter the **Survey password** in order for smk to allocate him/her to the correct survey.



Login process for participants after having paused the survey

By clicking on Login, the following login window opens:



In this window the participant firstly has to select **Group** so that smk can allocate him/her to the correct group (school class, division in a company, ...).

In the **Password** box s/he then enters his/her personal code (see page 8).

This code consists of:

- the first two letters of the first name of the father
- the first two letters of the month of birth of the father
- the first two letters of the first name of the mother
- the first two letters of the month of birth of the mother

Example:

Your father's name is Fritz Müller. He was born on 18th May 1954.

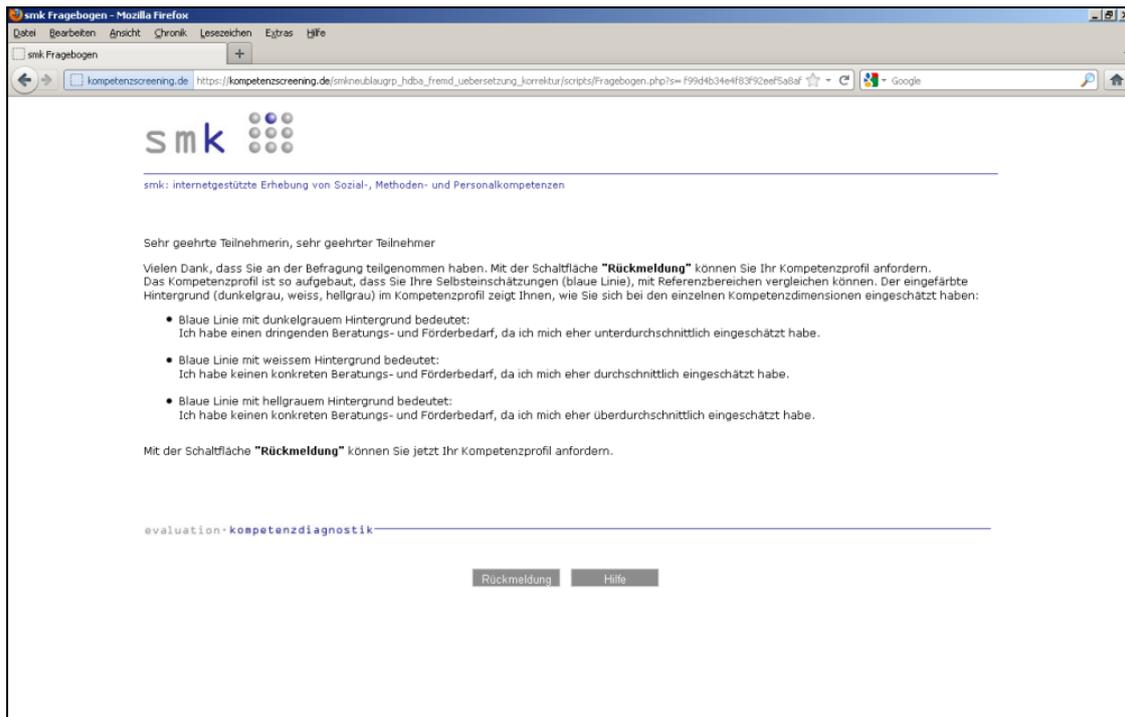
Your mother's name is Irene Müller. She was born on 20th April 1956.

The personal code for the password then is: **FRMAIRAP**

By clicking on Login, the participant is forwarded to the questionnaire. smk checks which items have already been answered and automatically opens the last page which the participant was working on before the pause.

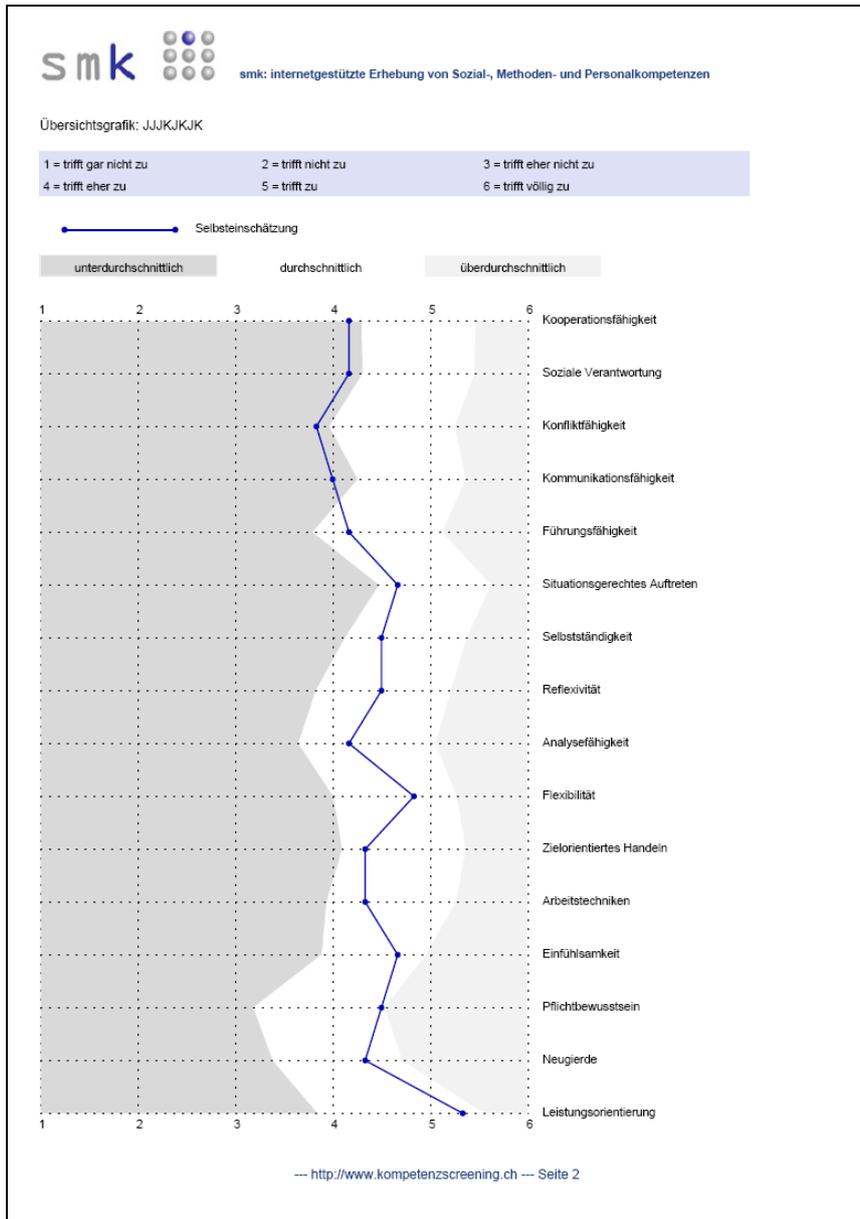
Individual feedback for participants

After having answered all questions, the participant is forwarded to a page where s/he can compute his/her results and get immediate feedback on them.



A click on Feedback leads to the computation of the results (pdf).

Individual feedback for participants



Individual feedback for participants

Description of the chart:

The results of the participant's self-evaluation are defined per feature (dimension, skill) (1 = minimum, 6 = maximum) and illustrated with a blue line.

This profile of competences may also be compared to a reference group:

The white area shows the "average value of the dimension in the reference group +/- one standard deviation"; i.e. 68.2 % of all the participants in the reference group.

The dark grey area comprises participants from the reference group whose values are at least one standard deviation below the average value of the reference group; i.e. the bottom 15.9 % of participants.

The light grey area comprises participants from the reference group whose values are at least one standard deviation above the average value of the reference group; i.e. the top 15.9 % of participants.

So:

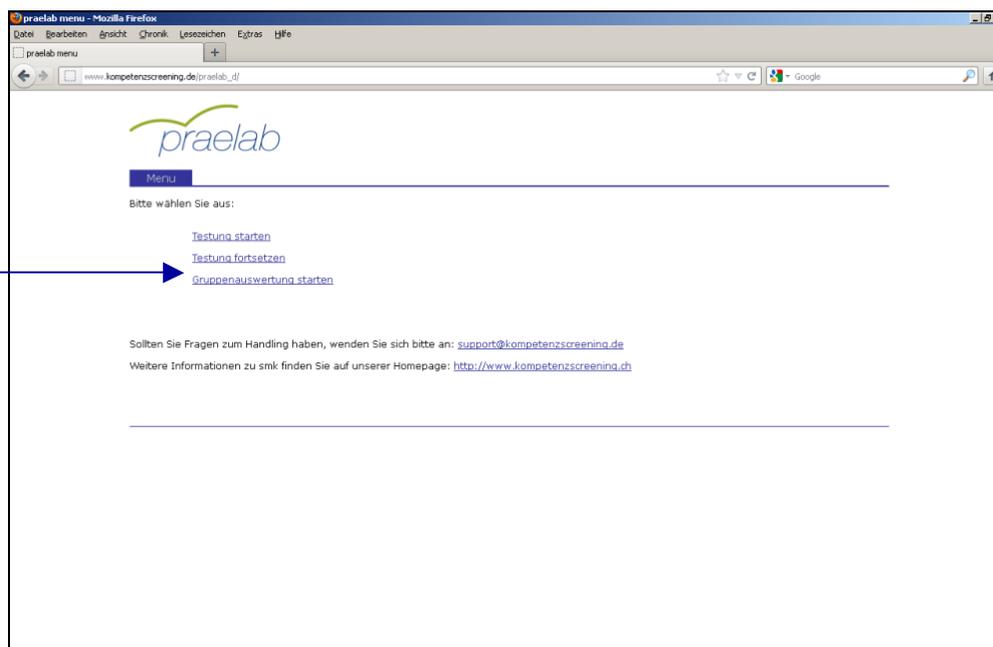
If your blue line falls within the **dark grey background**, it means: below average

If your blue line falls within the **white background**, it means: average

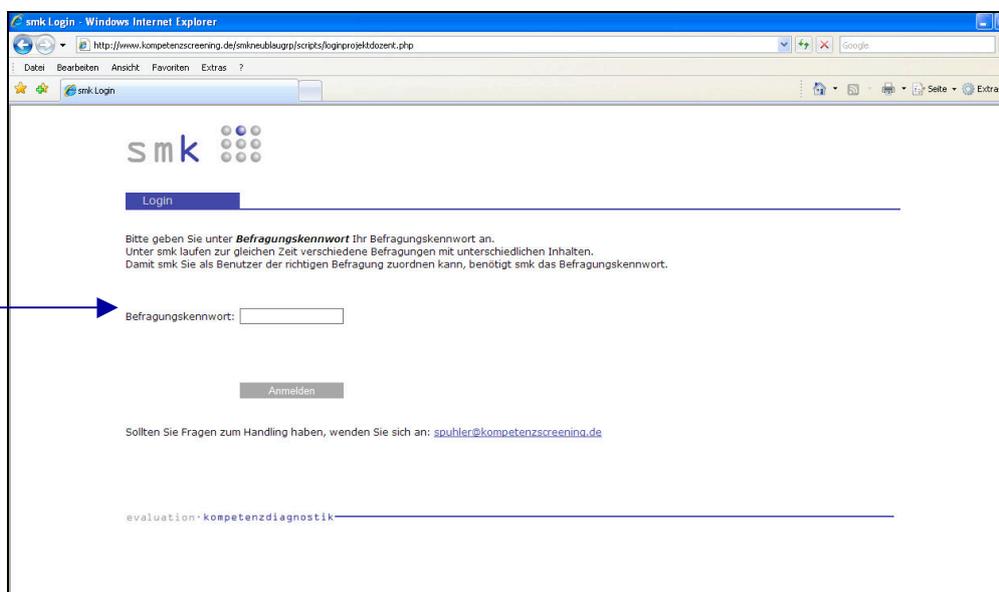
If your blue line falls within the **light grey background**, it means: above average

Login process for group evaluation

Firstly, the person in charge of the survey needs to open the home page by clicking on http://www.kompetenzscreening.de/praelab_e. In the menu s/he then selects **Start group evaluation**.



In the following window the person in charge of the survey enters the **Survey password** so that smk can allocate him/her to the correct survey.



Login process for group evaluation

In this window, the person in charge of the survey then selects the **Group** so that smk can allocate him/her to the correct group (school class, division in a company, ...).



The screenshot shows a web browser window titled "smk Login Gruppenauswertung - Windows Internet Explorer". The address bar contains the URL: <http://www.kompetenzscreening.de/smkneublaugrp/scripts/logindozent.php?s=417ccb9afc8d18bd04e9b238da446ed8&angezeigtb=>. The page content includes the "smk" logo, a "Login" header, and a form with the following fields:

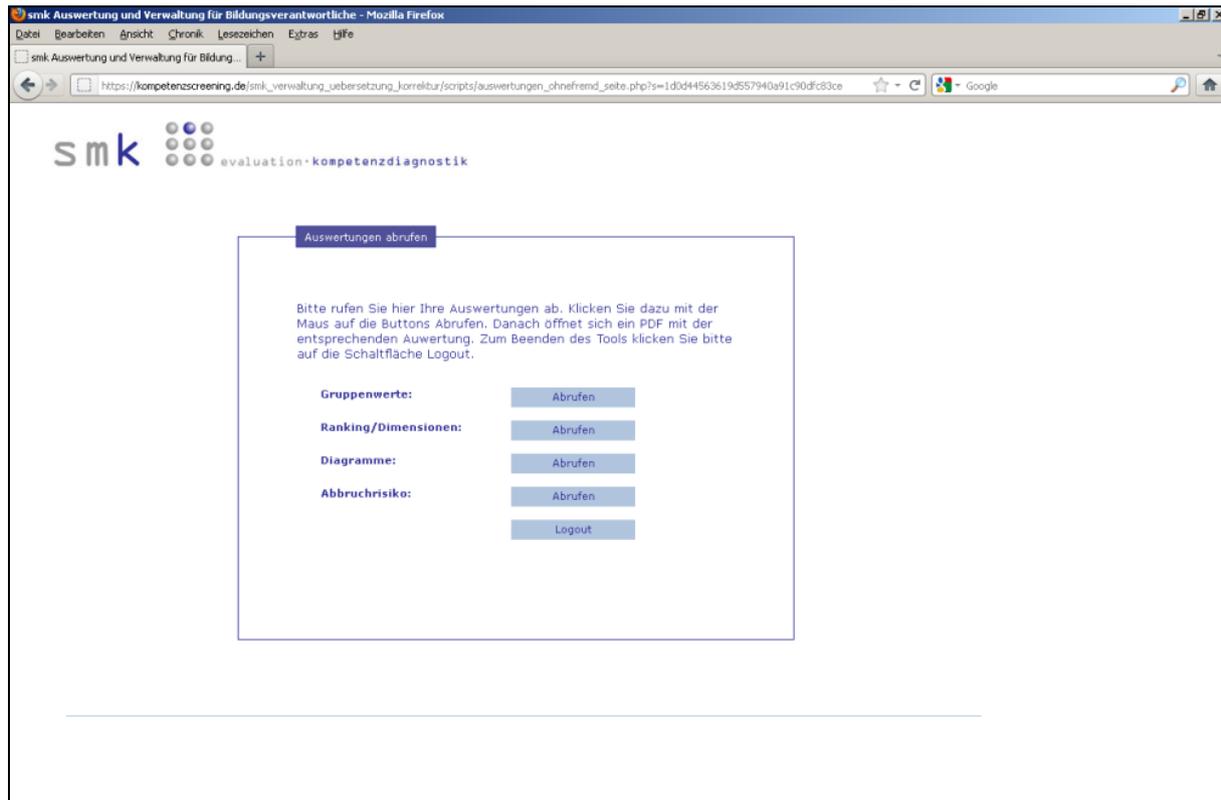
- Gruppe:
- Kennwort:
- Anmelden

Below the form, there is a link: spuhler@kompetenzscreening.de. At the bottom, the text "evaluation · kompetenzdiagnostik" is visible.

Each group has its own password. The person in charge of the survey enters the password for the chosen group in the **Password** box.

Login process for group evaluation

A click on **Login** opens the group evaluation window:



By clicking on Request, the evaluation can be called up (pdf).

Group values report

A click on Request under Group values calls up the evaluation of the group values (pdf).



Gruppenwerte: Auswertungsgruppe

Dimension	Mittelwert	Standardabweichung	Minimalwert	Maximalwert	Teilnehmende
Kooperationsfähigkeit	4,05	0,75	2,33	5,00	11
Soziale Verantwortung	4,11	0,63	2,67	4,83	11
Konfliktfähigkeit	4,06	0,66	2,33	4,83	11
Kommunikationsfähigkeit	4,17	0,64	2,50	4,83	11
Führungsfähigkeit	4,00	0,57	2,50	4,67	11
Situationsgerechtes Auftreten	3,98	0,57	2,50	4,50	11
Selbstständigkeit	3,98	0,67	2,50	4,83	11
Reflexivität	3,85	0,62	2,50	4,83	11
Analysefähigkeit	3,77	0,76	2,50	5,00	11
Flexibilität	3,68	0,66	2,33	4,67	11
Zielorientiertes Handeln	3,91	0,86	2,33	5,17	11
Arbeitstechniken	3,97	0,72	2,50	5,00	11
Einfühlsamkeit	4,14	1,14	1,67	5,33	11
Pflichtbewusstsein	4,17	1,02	2,00	5,50	11
Neugierde	4,03	1,07	2,00	5,50	11
Leistungsorientierung	3,82	1,22	1,67	5,67	11

--- <http://www.kompetenzscreening.ch> --- Gruppenwerte Seite 1

The **Dimension** column displays the measured features (dimensions, skills) of the group.

The **Average value** column shows the average values of the group in the different dimensions.

The **Standard deviation** describes the distribution of the participants' values within the group for that dimension.

The **Minimum value** displays the lowest value a participant in the group has obtained within a respective dimension.

The **Maximum value** displays the highest value.

In the **Participants** column, smk shows the number of participants with computable values. Per dimension, smk computes an evaluation only if the participant has answered at least 75 % of the corresponding questions.

Ranking list report

With a click on Request under Ranking list, the evaluation on the ranking lists can be called up (pdf). These lists show the performance of individuals within a respective feature (dimension, skill). Only those participants with computable values are displayed per dimension. The participants are ranked in a descending order: from the participant with the highest value to the participant with the lowest value. A click on Average value displays the average value a respective participant has obtained in a specific dimension by answering the questions associated with that dimension. The standard deviation shows the distribution of the answers. A low standard deviation indicates that a participant's answers to the questions in the respective dimension cluster around their mean. The higher the standard deviation, the more scattered the answers.

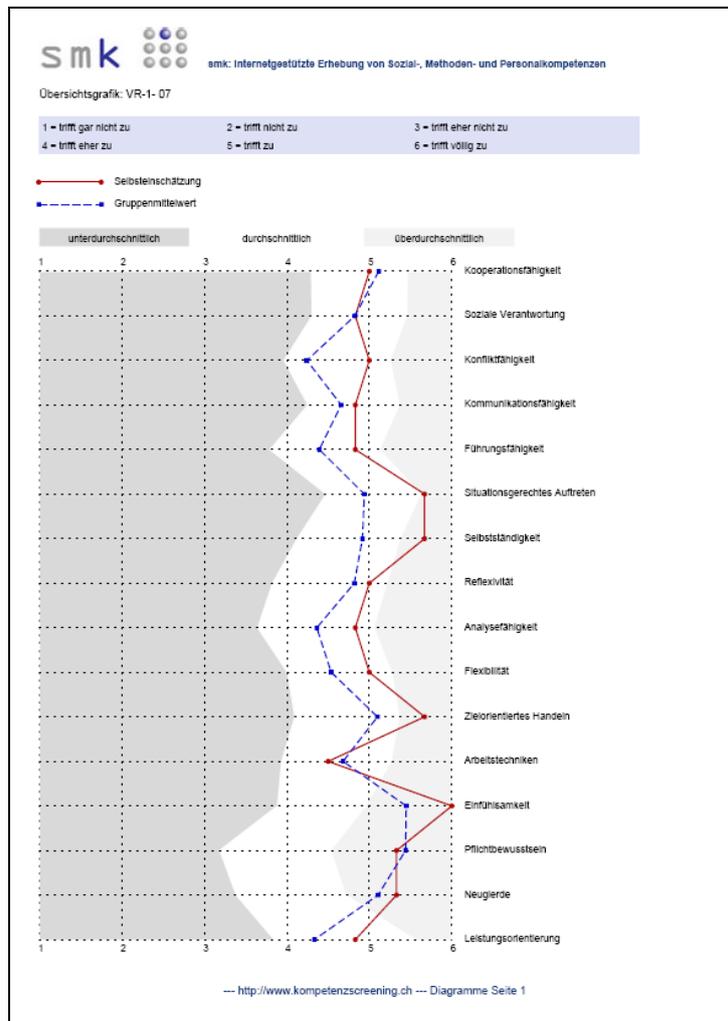


Rankingliste für die Dimension: Kooperationsfähigkeit
Auswertungsgruppe

Lernende/r	Mittelwert	Standardabweichung
Paller Maria	5,00	1,00
Müller Peter	4,83	0,69
Nagel Lothar	4,83	0,37
Müller Lisel	4,50	0,96
Maler Klara	4,17	1,07
Stiegel Michael	4,17	1,34
Faller Anna	4,00	0,58
Maier Sebastian	3,83	0,69
Schneider Monika	3,50	0,50
Mustermann Max	3,33	0,47
Müller Jan	2,33	0,94

Charts report

With a click on the Request button under Charts, the charts are called up (pdf). These charts show the performance of the individual participants.



The **red line** shows the self-evaluation of the participant while the **blue line** displays the average value of the participant's own group.

The coloured backgrounds (dark grey, white, light grey) illustrate the performance compared to a reference group.

The white area shows the "average value of the dimension in the reference group +/- one standard deviation"; i.e. 68.2 % of all the participants in the reference group.

The dark grey area comprises participants from the reference group whose values are at least one standard deviation below the average value of the reference group; i.e. the bottom 15.9 % of participants.

The light grey area comprises participants from the reference group whose values are at least one standard deviation above the average value of the reference group; i.e. the top 15.9 % of participants.

So:

If your blue line falls within the **dark grey background**, it means: below average

If your blue line falls within the **white background**, it means: average

If your blue line falls within the **light grey background**, it means: above average

Evaluation of dropout tendency

With a click on Request button under Dropout risk, the evaluation on the dropout tendency is called up (pdf). This report has three parts.

The first part contains a list of all the trainees and their dropout risk.



Übersicht Abbruchrisiko

Abbruchrisiko	keines/gering	mittel	hoch	akut
Peter Müller	■			■
Max Mustermann		■		■
Jan Müller		■		
Michael Stiegel			■	■
Lothar Nagel			■	
Monika Schneider			■	■
Sebastian Maier	■			
Lisel Müller		■		
Anna Faller			■	■
Maria Paller			■	
Klara Maler	■			

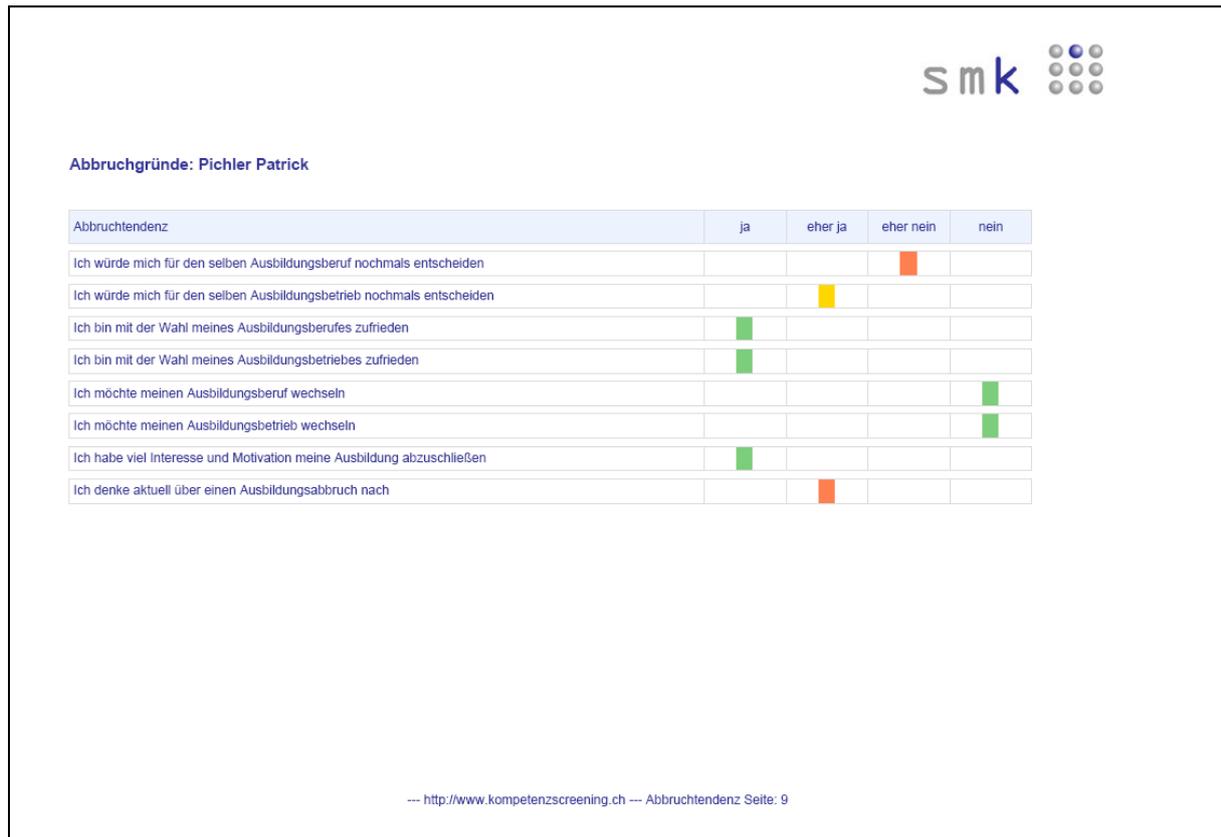
--- <http://www.kompetenzscreening.ch> --- Abbruchtendenz Seite: 1

A **green rectangle** signals that the answers of the trainee indicate no or only a low dropout risk. A **yellow rectangle** signifies a medium and an **orange rectangle** a high dropout risk of the trainee. In the Acute column, those trainees who have actually admitted to considering a dropout from vocational training are signalled by a **red rectangle**. While it is clear that greater attention should be paid to trainees with a red rectangle in combination with a high (orange) risk of dropout, other seemingly contradictory cases are also of particular diagnostic interest. For example, Peter Müller (red rectangle in combination with a low (green) risk of dropout) nevertheless represents a real risk of dropout from vocational training, even without the main indicators pointing towards such a risk. Similarly, Lothar Nagel (no red rectangle and a high (orange) risk of dropout) might be a trainee who is fully aware of the unfavourable overall conditions, but is nevertheless determined to complete his vocational training. On the other hand it may be that the negative judgements revealed by his high (orange) dropout risk, point to a nascent tendency of dropping out.

Such diagnostic signs should be followed up through individual counselling.

Evaluation of dropout tendency

The second part of the report gives detailed background information on those trainees who are at an acute risk of dropping out. This is a one-to-one account of the trainees' answers.



- A **green rectangle** means: no or low risk of dropout tendency.
- A **yellow rectangle** means: slight risk of dropout tendency.
- An **orange rectangle** means: medium risk of dropout tendency.
- A **red rectangle** means: high risk of dropout tendency.

Evaluation of dropout tendency

The third part of the report shows a list of potential dropout reasons of those trainees who were diagnosed with an acute dropout risk. This allows a more detailed analysis of the reasons for a possible dropout.



Abbruchgründe: Max Mustermann

Abbruchgründe	ja	eher ja	eher nein	nein	k. A.
Zu geringe oder eintönige Anforderungen im Beruf				■	
Zu hohe Anforderungen im Beruf				■	
Schlechte Arbeitsbedingungen			■		
Schlechte oder zu lange Arbeitszeiten			■		
Schlechte oder unzureichende Zukunftsperspektiven			■		
Zu viele fachfremde Tätigkeiten		■			
Zu hohes gesundheitliches Risiko (z.B. Allergieprobleme, psychische Belastung)				■	
Familiäre Probleme			■		
Finanzielle Probleme		■			
Konflikte mit Ausbilder/Meister/Chef im Betrieb oder im Praktikum	■				
Konflikte mit Lehrkräften in der Schule		■			
Konflikte mit überbetrieblichen Kursleitenden			■		
Konflikte mit anderen Lernenden im Betrieb oder im Praktikum		■			
Konflikte mit Mitarbeitenden im Betrieb oder im Praktikum	■				

--- <http://www.kompetenzscreening.ch> --- Abbruchtendenz Seite: 6

A **blue rectangle** in the right column means: this potential dropout reason has not been mentioned.

A **green rectangle** means: this potential dropout reason has been mentioned as unimportant for a possible dropout.

A **yellow rectangle** means: this potential dropout reason has been mentioned as somewhat unimportant for a possible dropout.

An **orange rectangle** means: this potential dropout reason has been mentioned as somewhat important for a possible dropout.

A **red rectangle** means: this potential dropout reason has been mentioned as important for a possible dropout.