

How to use the ISQ self-evaluation portal SEP Klassik

Please note that the portal currently offers only a restricted number of questionnaires in English.

If you use this tool for the first time, **you must register**. Go to <u>www.sep-klassik.isq.berlin</u>

(You need your e-mail address, preferably an alias, and a self-created password.)

1. How to prepare your survey



2. How to carry out your survey



3. How to access your survey results

Log in to your SEP account

(your e-mail address and password)



Select "Create Survey"

- Choose suitable item blocks from the questionnaire.
- ✓ Prepare your own questions.
- ✓ Select a suitable TAN method.



Inform all participants

- Clearly communicate the goals and intentions of the survey.
- ✓ Make it explicit that the survey is anonymous.
- ✓ Specify a timeframe for the survey.

Distribute TANs

(automatic distribution via e-mail)

- ✓ Print the TAN list and hand out the individualized TANs. **OR**
- ✓ Make the group TAN available (QR code or link).



Guide participants through survey

(only necessary if done on site)

- ✓ Provide internet access for all participants (e.g. hotspot).
- ✓ Explain the log-in procedure.



Complete survey yourself

✓ Go through the same steps using your personal TAN.

Log in to your SEP account

(your e-mail address and password)



Select "Ongoing Survey"

✓ Close your survey.
(provided you yourself and at least
5 participants have completed the questionnaire n full)



Select "Results"

- ✓ Find your survey in the list.
- ✓ Download your results report (PDF or Excel file). **OR**
- ✓ View your results online (interactive results report).
- ✓ OPTIONAL: Delete your survey.

