



Qualification of vocational training and education professionals in the identification and counselling of trainees with a high dropout risk



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



Dear vocational trainer/educator

This short guide to using the smk tool provides you with all the passwords you need for the survey.
Please print this guide.

Your personal data:

First name:	Max	Surname:	Mustermann
Institute/company:	--	Street:	--
Postcode	--	Place:	--
Language:	E	Phone:	--
Email:	mustermann@kompetenzscreening.de		

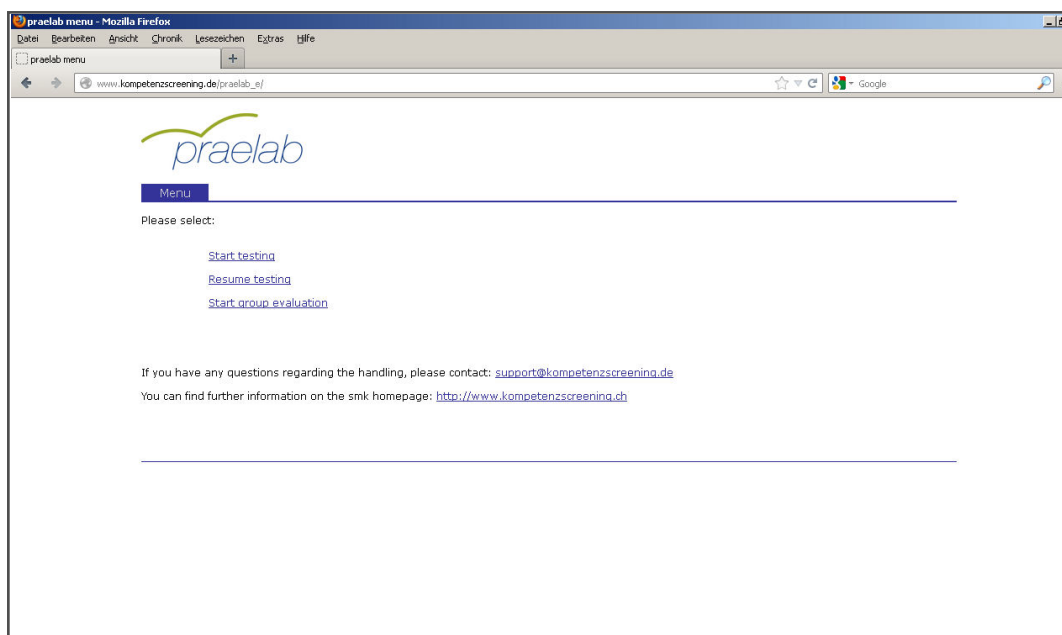
The steps for completing the questionnaire:

1. The following link takes you to the menu:

http://www.kompetenzscreening.de/praelab_e

Please click on:

[Start testing](#)

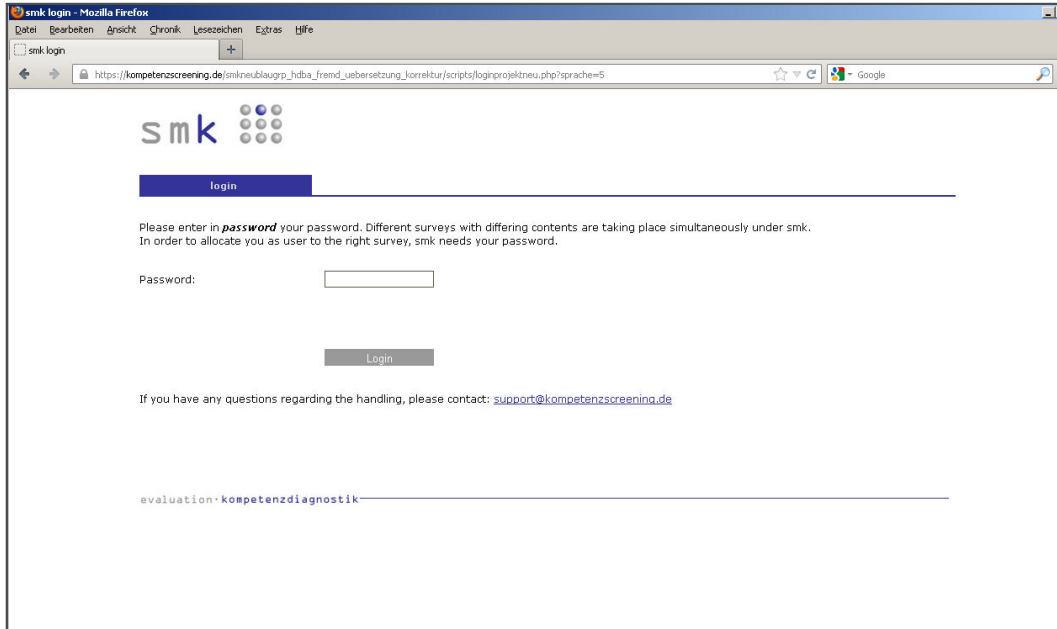


Programm für lebenslanges Lernen

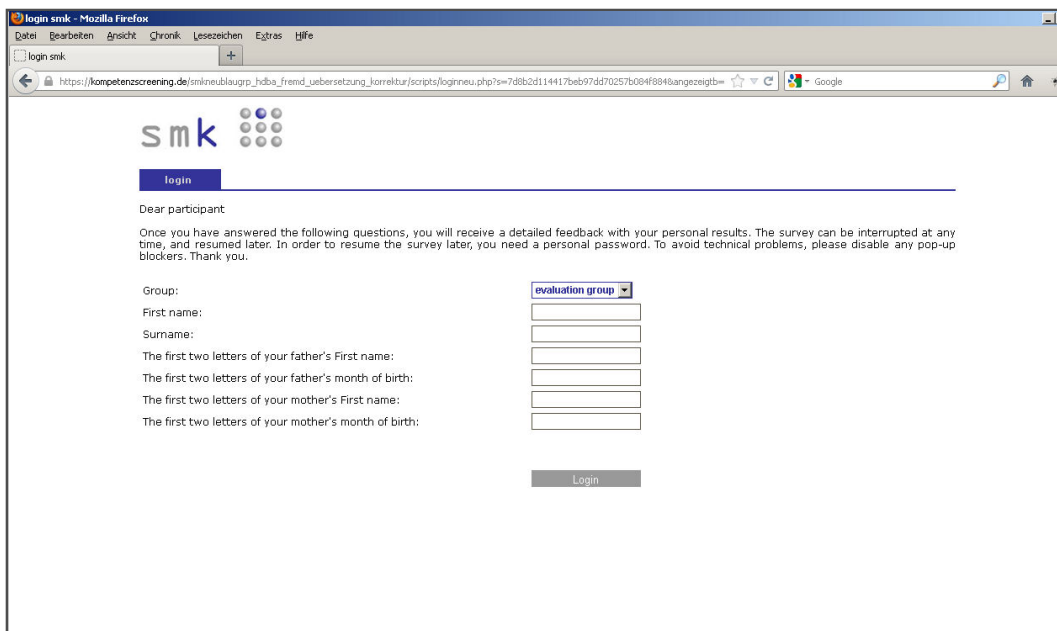
Mit Unterstützung des Programms für Lebenslanges Lernen
der Europäischen Union
DE/10/LLP-LdV/TOI/147301/2010-1-DE2-LEO05-05358

Email: support@kompetenzscreening.de

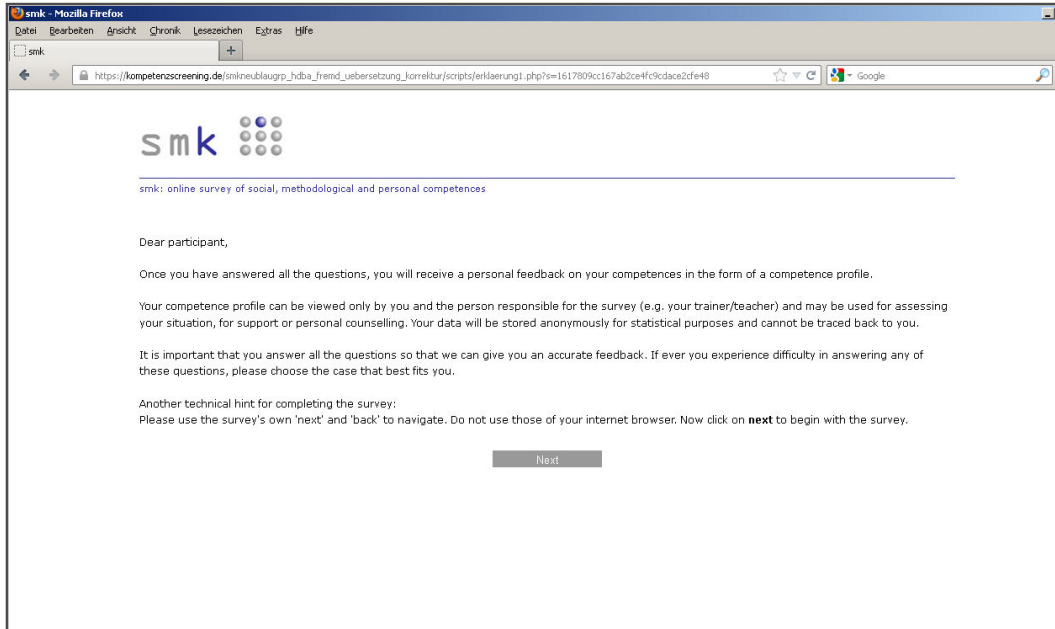
2. smk runs many different surveys simultaneously. In order to allocate you as a user to the right survey, smk gives you an initial password.
Your initial password is: **355294**
Please enter this password and then click on **Login**.



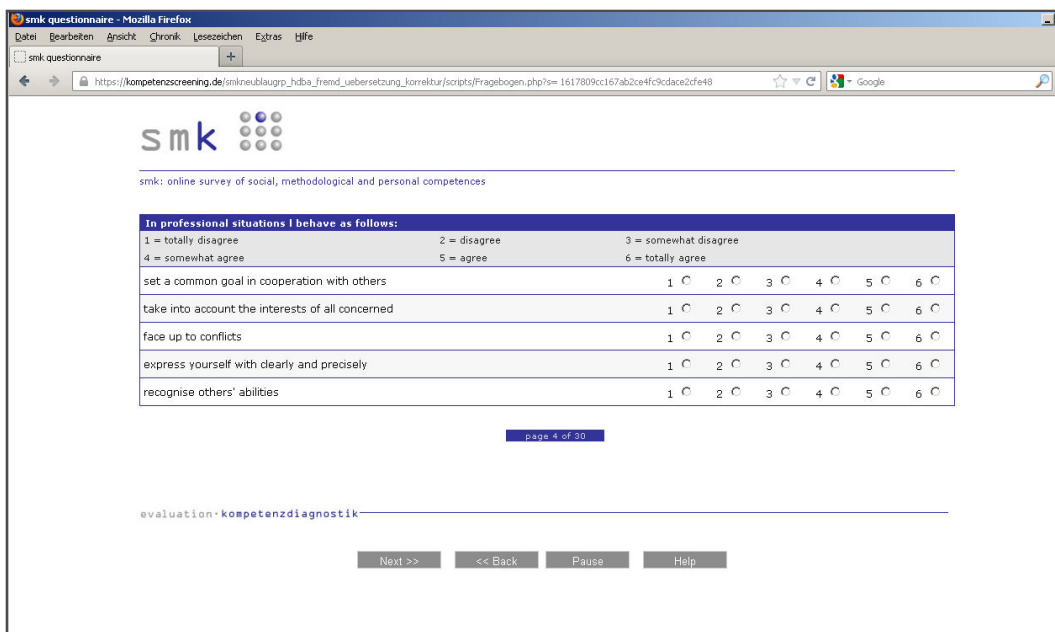
3. To try out the tool, select the group: **practice group**. To complete the survey, select the group: **Auswertungsgruppe**
Please follow the instructions on this page in order to obtain your individual password. (the first two letters of your father's First name, the first two letters of the month of birth of your father, etc.)
Please click on **Login**.



4. You will now be asked some general information about yourself. Then you will be taken to an information page. Please read the instructions to complete the survey, then click on **Next**.

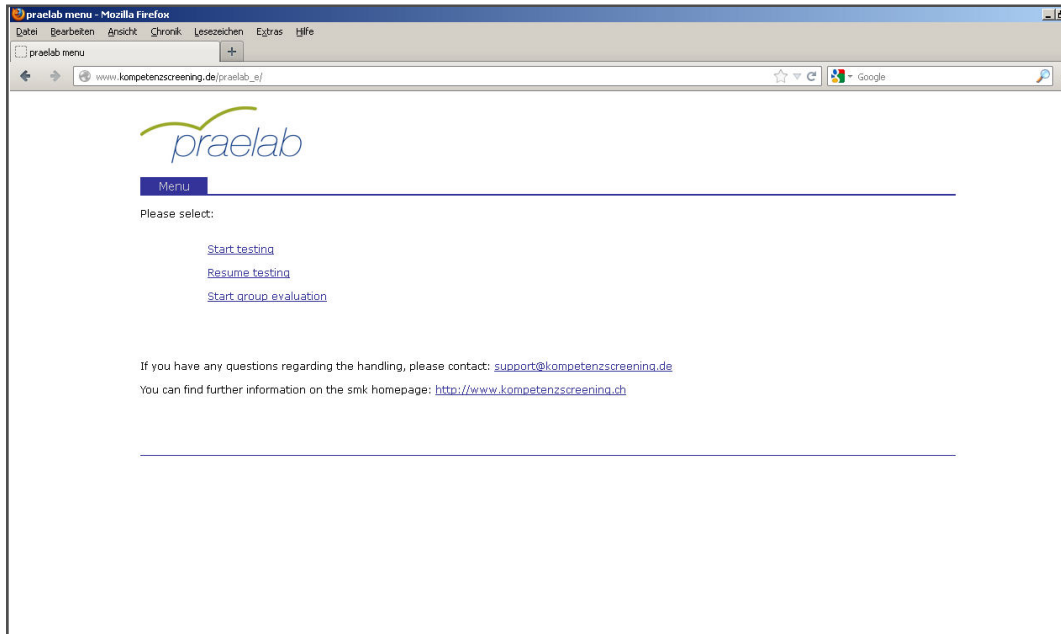


5. You have now reached the questionnaire itself. By clicking on **Next** you move to the next page of the questionnaire. By clicking on **Back** you move on the previous page of the questionnaire. By clicking on **Pause** you can interrupt the test and resume it later. To login again later you will need your individual password.



To request the group analysis:

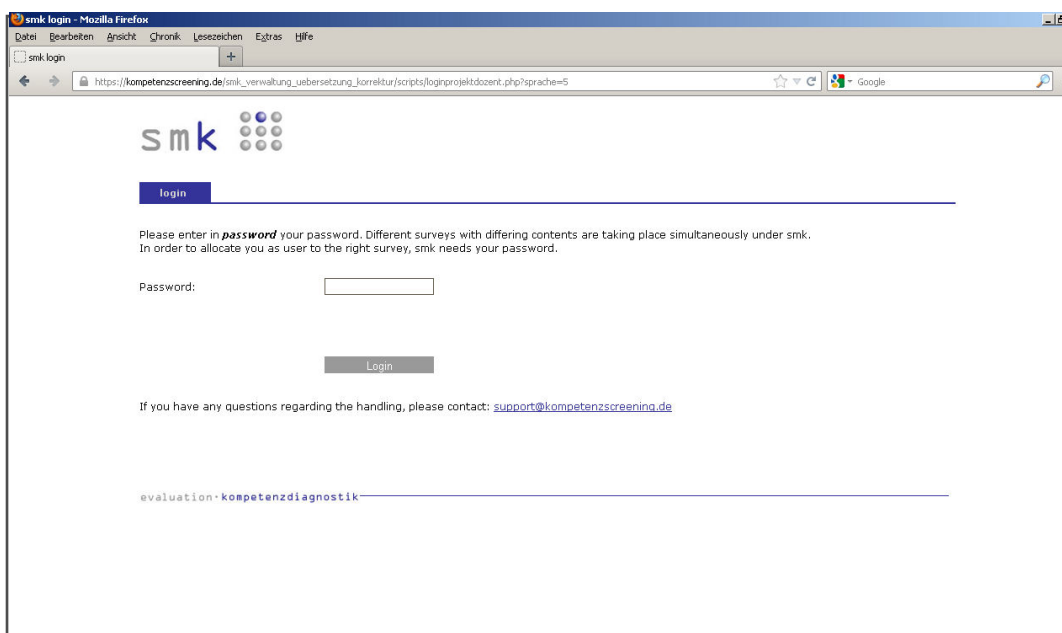
1. The following link takes you to the menu:
http://www.kompetenzscreening.de/praelab_e
On this page please click on:
Start group evaluation



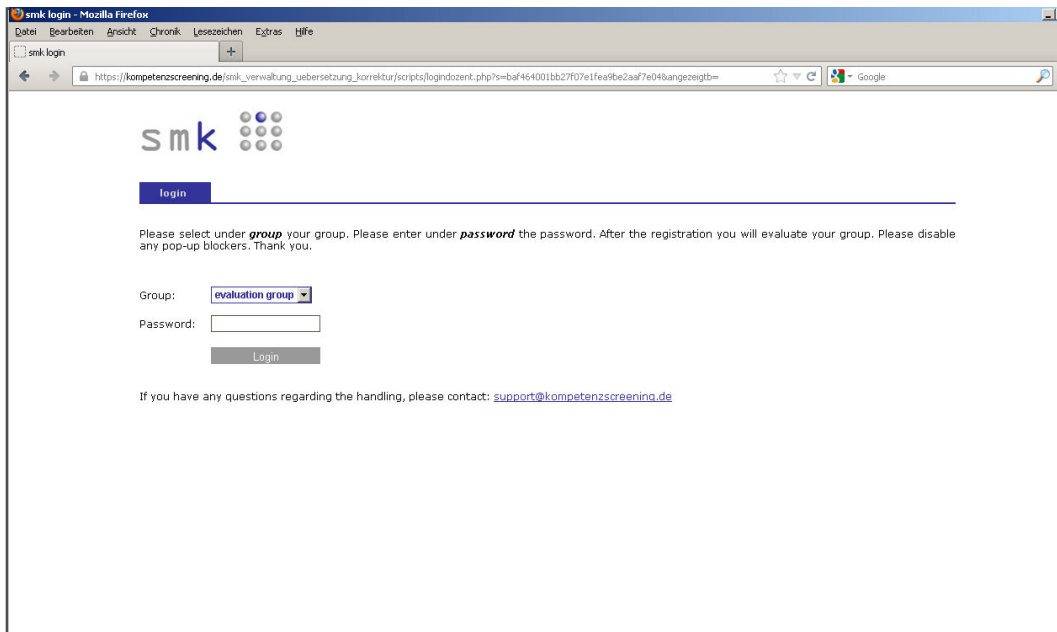
2. smk runs many different surveys simultaneously. In order to allocate you as a user to the right survey, smk allocates you an initial password.

Your initial password is: **355294**

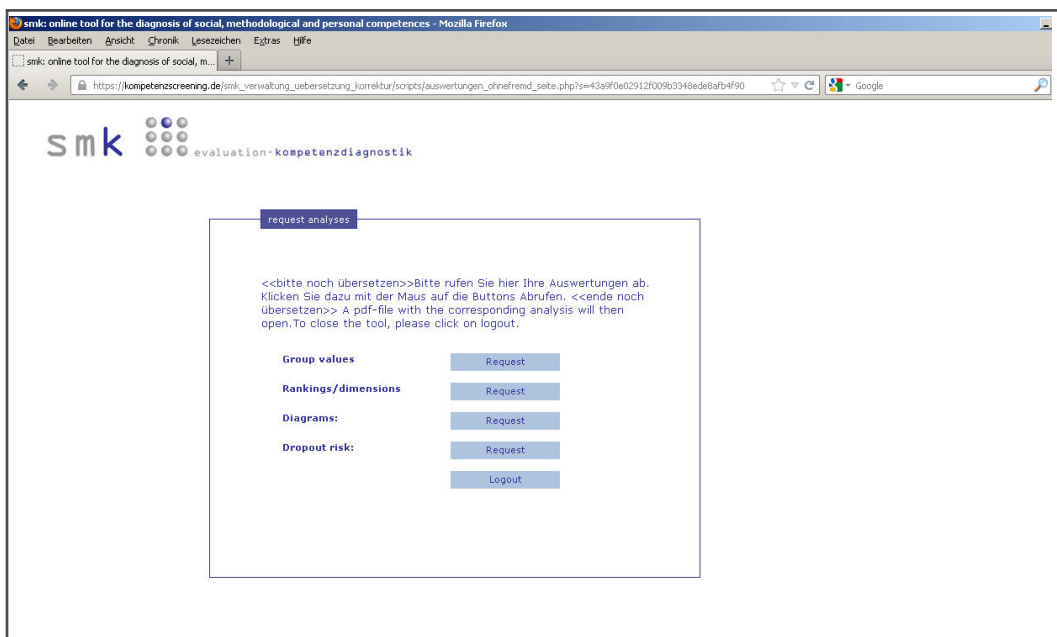
Please enter this password and then click on: **Login**.



3. To try out the tool, select the group: **practice group**.
To complete the survey, select the group: **Auswertungsgruppe**.
For **practice group** the password is: **999999**
For **Auswertungsgruppe** the password is: **47144194**
Please click on **Login**.



4. You have now reached the group analysis. Here you can ask for external evaluations and request group evaluations. Please refer to the handbook for further information.



Technical conditions for completing the test:

smk is fully functional under normal browser security settings. Under certain security settings however some parts of smk may be blocked.

Please ensure that:

- >Java script is activitated
- >Pop-up blockers are disabled

You can set your browser's security settings for our website only so that the other security settings remain unaffected. Please refer to the appropriate help topics in your browser.

Java Script can also be blocked by a firewall. You can set your firewall settings for our website only so that the other security settings remain unaffected. Please refer to the appropriate help topics of your firewall.

For our support:

You can reach us under: support@kompetenzscreening.de

When contacting our support team, please indicate the following reference: [kurzanleitungenglisch](#)
We will then be able to target your request.

Overview of passwords

Initial password: **355294**

Group passwords:

- >practice group: **999999**
- >Auswertungsgruppe: **47144194**

