Sulitest provides tools to measure and improve sustainability literacy. These tools are made available through our online platform at www.sulitest.org.

For an individual to take part in a Sulitest session, they must be invited by an examiner ("moderator") of their institution.

On the following pages, you will find instructions for

- a candidate to join a session and view their results
- an examiner to create sessions, invite candidates and manage previous sessions
- a focal point to manage the account of the organisation and invite other examiners
Sulitest offers different tools that can be implemented throughout the learning journey.
THE AWARENESS TEST

THE MOST-USED TOOL

- Individual test including a core module of 30 international questions
- Optional modules linked to a specific country, SDG or topic of choice, through customization.
- Results benchmarked against session results, national and international parameters, SDGs and knowledge areas.
ICE BREAKER

RAISE & MAP AWARENESS

PEER LEARNING

THE QUIZ

THE INTERACTIVE TOOL

• 6 to 10 questions

• Played as an interactive game between several teams

• Use during board meetings, classes, and other events to raise awareness on sustainability
LOOPING

THE REVERSE PEDAGOGY TOOL

Proposes a pedagogical experience where learners play an active role in co-creating new knowledge by creating questions (instead of answering them).

[Looping Pedagogical Guide]
Create your account & Login – 4

Candidate Dashboard – 6

Examiner Dashboard – 10
  • How to create sessions – 13
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Focal Point Dashboard – 22
  • How to invite Examiners – 23

Premium features – 25
  • How to create a customized module – 27
  • How to create customized questions – 32
If you’d like to join a Sulitest session as a participant, select “Individual.”

If you’d like to create Sulitest sessions, select “Organization.” Then, select the type of organization.

Fill out the required fields and save. An authentication email will be sent to you – make sure you confirm your account!
Use your email and password to log into your account.

In case you need to reset your password, click on the “Forgot your password?” link.
As a candidate, you can participate in Sulitest sessions.
From “My Account & Sessions”, through the tab “Sessions”, you can

A – add a session by indicating the session code

B – view sessions you were invited to
From “My Account & Sessions”, through the tab “Results”, you can

A – view your results from previous sessions

B – revisit the session to review your answers, the expected answers and the feedback of each question
From “My Account & Sessions”, through the tab “Account”, you can edit your account information.
As an Examiner, you can organize Sulitest sessions through the “Create & Manage Sessions” tab.

A. Click on the various tabs to create and manage your sessions and candidates. Examiners whose organizations have a Premium license can also create their own nested tabs.

B. In the table below, you can select all your sessions, whatever their status. And you can sort or order them with the column headers. Click on "results" to access them and the available exporting options, and click an column of candidates for this session's list (in the column “x” means "x" candidates finished the session, “y" candidates asked the session on their account).
Examiner Dashboard

Through the “Create & Manage Sessions” tab, you can

A – Create new sessions

B – View and manage your existing sessions
Examiner Dashboard

To manage existing sessions

- **Edit**
- **Preview**

A. Candidates number (completed / enrolled) - click to view list

B. Results - click to view the results dashboard
Examiner Dashboard

To create new sessions

A – Click on “Add session”

On the following page

B – Select the language, give your session a name and select the session type*
**SESSION TYPES**

**Awareness Test, the most-used tool**
The Awareness Test is a tool through which candidates can broaden their understanding of sustainable development, while discovering what they know and what they don’t know.

30+ questions | 30–60 minutes | Asynchronous – candidates can respond in their own time

**Awareness Test – Explorer Mode (Premium only)**
10 simpler questions | 15 minutes | Asynchronous – candidates can respond in their own time

**Quiz, the interactive tool**
The Quiz is our “conversation starter” tool. Consisting of a set of 6 to 10 questions, the Quiz can be used in events, meetings and courses to raise awareness, generate curiosity and open discussions around sustainability.

6–10 questions | 15 minutes | Synchronous – participants answer individually while adding points to their teams

THIS USER GUIDE FOCUSES ON THE AWARENESS TEST. INSTRUCTIONS FOR THE QUIZ CAN BE FOUND HERE
The next page allows you to adjust the settings of the session

You can:
A – Adjust the time zone, start and end dates
The next page allows you to adjust the settings of the session

You can
B – Adjust the content
   i. Modify settings of the core module
   ii. Add other modules

C – Edit the introduction & conclusion messages
The next page allows you to adjust the settings of the session

You can

D – Anonymise the session

E – Restrict access to the session
After saving your session, you can preview it to see which questions are included or get the template invitation.
HOW TO INVITE CANDIDATES TO A SESSION?

As the examiner, you must send the invitation to your candidates. This allows you to decide when and through which channel the invitation is sent.

To make it easier, we have prepared template invitations to help you disseminate the information about your session.

There are two options:
Option A: You simply disseminate the session code – candidates must create their account, and manually input the session code to get started

Option B: You pre-register a list of candidates and disseminate the invitation – candidates must complete their account creation through a unique link and this session will be already associated with their account

In either case, you will receive the template invitation with all instructions your candidates you’ll need. You simply need to copy and paste it into your preferred communication channel (email, internal portal, etc.).
Examiner Dashboard

How to invite candidates?

From the tab “Candidates” (A), click on the button “Get template invitation” (B).

After clicking on “Get template invitation”, select your preferred option and confirm (C).
Subject: Your SULITEST session
Date:     Friday, 19 August 2022 at 14:02:39 Central European Summer Time
From:     SULITEST
To:       support

Dear examiner,

Thank you for having set up a Sulitest Session!

You have chosen to disseminate the information yourself to the candidates.

Please find below the session details for the candidates.

Session Code: 9C99-D685-5BE1
Session Name: Demo
Starting Date: 2022-08-19 14:00
Ending Date: 2022-09-19 14:00
Language: (SessionLanguage)

Thank you for using the Sulitest!

We wish you (and all of us) a sustainable future.

Sincerely,
The Sulitest.org team
www.sulitest.org

P.S. In case it helps, please find below a model of examiner's letter for candidates. You can choose to use this or to write your own message.

Dear Candidate,

You have been invited to a Sulitest session by Support Sulitest from Demo. The Sulitest is an international initiative assessing core sustainability literacy with a standardized test. This tool is used by many academic institutions and non-academic organizations in more than 60 countries and serves as a reference to aid in sustainable development and improve sustainability literacy worldwide.
As a Focal Point, you can edit the information about your organization as well as invite other Examiners, so that more of your colleagues can organize their own sessions, through the “Manage My Organization” tab.
Through the Examiners tab, you can

A – invite other Examiners

B – see the list of people who have Examiner access within your organization, including how many sessions each created (i)
To add an Examiner

After clicking on the button “Add an Examiner”, indicate their name and email and confirm. They will receive an automatic email from our platform inviting them to complete their account.

*Please note that if they already have an account with Sulitest (i.e. if they were invited to a session previously), you may not be able to invite them through this page (to avoid duplicate accounts). Contact support@sulitest.org in this case and we will help you!
As a Premium user, you can customize the Sulitest experience by adding your own modules and questions.
To create a new set of questions, you must first create the module as a “container”, and then the questions that will be part of it.

From tab “Premium modules” you can:

A – create new modules
B – view modules created by your organization

= edit

= preview
To create a new module, after clicking on “Add Module”, select the language*, name and module type (see next slide)

*Later on, you can translate the module through the “Manage Translations” tab
There are four types of customised module one can create. The module type determine the type of questions it can hold and pre-set some configurations. This gives you flexibility in how you want your module to work, while reducing the amount of settings you have to do at every question.

**CLASSIC**
- Graded
- Use with the Awareness Test

**FLEXIBLE**
- Graded
- Use with the Awareness Test

**SURVEY**
- Not graded
- Use with the Awareness Test

**SULIQUIZ**
- Graded
- Use with the Quiz
After selecting language, name and type, the next page will allow you to adjust the module settings.

This is a demonstration of the Classic module type.

A – give your module a description

B – configure question’s order

C – assign other editors, if desired (they must have Examiner access on the Sulitest platform. Your focal point is able to invite them if that is not the case already)
Scrolling down, you will be able to

D – see the Contents section. You must save the module first before you can start adding questions, but here is where they will be listed and managed.

E – edit the introduction and conclusion messages the candidate will see before and after answering to your questions – your opportunity to give context or include a call-to-action.
Premium features

After clicking “Save & Preview”, you will be able to start adding questions to the module or see questions already created.

A – Click on “Add question to this module”
To create a question, first select the language, module (these may be already in place for you) and give it a name.
After saving, A – indicate a theme, if desired.

Themes help you categorise questions within a module. You as the Examiner and the Candidates will be able to later see their aggregate scores and results per theme.

Either select a theme from the drop-down, or click on the + sign to add a new one.
Premium features

B – write the question

C – write potential answers

D – write the feedback that candidates can see after submitting their responses – a good space to explain the right answer, the science or history behind it, and links to learn more

E – take notes of your sources for future reference (not seen by candidates)

F – switch the status to valid when ready
Don’t forget to assign the correct answer!

To do so, click on the magnifying glass next to your right answer, and which the ‘valid answer’ to Yes.

In Classic questions, the valid answer always has 4 points. For Flexible questions, don’t forget to assign how many points you want to give per question* and per alternative answer**
PREMIUM PRIORITY SUPPORT

As a Premium client, you have a direct line to your Account Manager, who is equipped to answer to any questions you may have about our platform. Don’t hesitate to get in touch with our team!