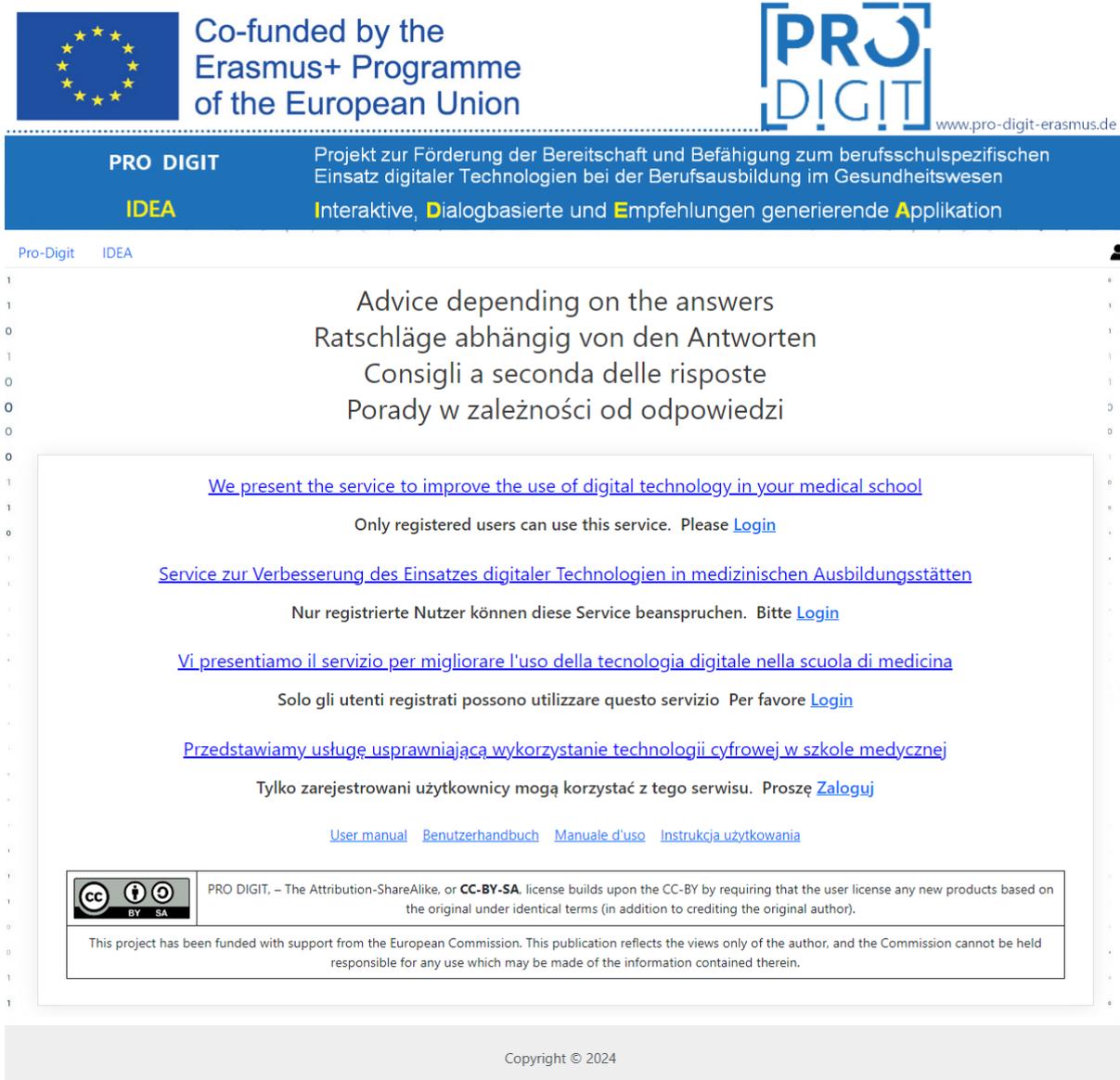


Instructions for using the WEB application **IDEA**

The „Interaktive, Dialogbasierte und Empfehlungen generierende Applikation“ **IDEA** uses the WEB address <https://idea.pro-digit-erasmus.de>. The address refers to the website:



The screenshot shows the header of the IDEA website. On the left is the European Union flag logo with the text "Co-funded by the Erasmus+ Programme of the European Union". On the right is the "PRO DIGIT" logo with the URL "www.pro-digit-erasmus.de". Below this is a blue navigation bar with "PRO DIGIT" and "IDEA" on the left, and a description in German: "Projekt zur Förderung der Bereitschaft und Befähigung zum berufsschulspezifischen Einsatz digitaler Technologien bei der Berufsausbildung im Gesundheitswesen" and "Interaktive, Dialogbasierte und Empfehlungen generierende Applikation".

The main content area has a white background with a light blue border. It contains the following text in four languages:

- English: "Advice depending on the answers" / "Ratschläge abhängig von den Antworten" / "Consigli a seconda delle risposte" / "Porady w zależności od odpowiedzi"
- English link: [We present the service to improve the use of digital technology in your medical school](#)
- German: "Only registered users can use this service. Please [Login](#)"
- German link: [Service zur Verbesserung des Einsatzes digitaler Technologien in medizinischen Ausbildungsstätten](#)
- German: "Nur registrierte Nutzer können diese Service beanspruchen. Bitte [Login](#)"
- Italian link: [Vi presentiamo il servizio per migliorare l'uso della tecnologia digitale nella scuola di medicina](#)
- Italian: "Solo gli utenti registrati possono utilizzare questo servizio Per favore [Login](#)"
- Polish link: [Przedstawiamy usługę usprawniającą wykorzystanie technologii cyfrowej w szkole medycznej](#)
- Polish: "Tylko zarejestrowani użytkownicy mogą korzystać z tego serwisu. Proszę [Zaloguj](#)"

At the bottom of the main content area, there are four language links: [User manual](#), [Benutzerhandbuch](#), [Manuale d'uso](#), and [Instrukcja użytkowania](#).

Below the links is a Creative Commons license logo (CC BY SA) and a text box stating: "PRO DIGIT, – The Attribution-ShareAlike, or **CC-BY-SA**, license builds upon the CC-BY by requiring that the user license any new products based on the original under identical terms (in addition to crediting the original author). This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

At the very bottom of the page, there is a grey footer bar with the text "Copyright © 2024".

The 4 links in the bottom row refer to this document in different languages.

Clicking on one of the dark blue links above will display a brief description of the **IDEA**-application in corresponding language:

### **IDEA – Interaktive, Dialogbasierte und Empfehlungen generierende Applikation**

The IDEA application has been developed to improve the use of digital technologies in medical schools. As the problem of using digital technologies is complex and extensive, it is divided into 8 categories for ease of use:

1. Leadership
2. Collaboration and Networking
3. Infrastructure and Equipment
4. Continuing Professional Development (CPD)
5. Pedagogy: Supports and Resource
6. Pedagogy: Implementation in Classroom
7. Assessment Practices
8. Students' digital Competence

For each category, IDEA provides a brief introduction and links to further resources. IDEA has also been designed to provide advice on how to improve the use of digital technologies in medical education for each category. IDEA selects advice according to the current and desired state of digitalisation in each category.

Therefore, as a first step, IDEA should determine the current and desired state of digital technology use in the medical school. To do this, you will be asked several questions in each category (53 questions in total). You will need to select one of the five possible answers for the current and desired states. As you read the questions and select your answers, you will gain useful information about the challenges associated with the use of digital technologies in a medical school. This promotes a better understanding of your own situation and possible improvements. For ease of use, you will always be able to view your answers and change them if necessary. To speed up access to each question, IDEA offers navigation by question and by category.

You can only answer a few questions at a time and continue your answers at a later date. Therefore, you must register to use IDEA so that the application can save your answers. All you need to register is an e-mail address to which IDEA will send a confirmation message. After your confirmation you can use IDEA. The application is available in 4 languages (English, German, Italian, Polish) and you can change the language at any time.

Once you have answered all the questions for one or more categories, you will have access to the advice for these categories, selected according to the level of digitalisation for each category. To speed up access to each advice, IDEA also offers navigation by advice and by category.

We hope that our advice will be helpful and contribute to improving the use of digital technologies in your medical school.

To be able to use **IDEA**, as already explained in the brief description above, you have to register first.

When you click on „[Login](#)“ you will be taken to the „**My Account**“ page (always in English) where you will be asked to login or register:

## My Account

Email \*

Password \*

[Lost your password?](#)

[Not a member yet? Register now.](#)

If you are not registered, click on „[Not a member yet? Register now](#)“.

You enter the registration page:

## Registration

**Username \***

**User Email \***

**Confirm Email**

**User Password \***

**Confirm Password \***

**Medium**

Hint: Minimum one uppercase letter, a number, must be 7 characters and no repetitive words or common words

Submit

To register you need a working email address to which **IDEA** will send a confirmation message. You can use any nickname. The password must contain numbers, upper- and lower-case letters and be at least 7 characters long (level: medium). After successful registration you must check your email and confirm the email address - then you can log in and use **IDEA**.

You can change or reset your password at any time if you have forgotten it (use the [Lost your password?](#) link):

## My Account

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email

Reset password

The successful login refers to the website:

PRO DIGIT Projekt zur Förderung der Bereitschaft und Befähigung zum berufsschulspezifischen Einsatz digitaler Technologien bei der Berufsausbildung im Gesundheitswesen  
Interaktive, Dialogbasierte und Empfehlungen generierende Applikation

Pro-Digit IDEA

Service to improve the use of digital technology

Welcome, [IDEA](#)

You have not yet answered all questions in any category.

In order to create the advice according to your school's profile, we need [your answers](#).

[Information on questions and advice](#) or [User manual](#)

PRO DIGIT, – The Attribution-ShareAlike, or **CC-BY-SA**, license builds upon the CC-BY by requiring that the user license any new products based on the original under identical terms (in addition to crediting the original author).

This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

On the **IDEA**-start-page, you can access the brief description by clicking on the dark blue link „[Information on questions and advice](#)“ and open this document using link „[User manual](#)“.

You can always reach the **IDEA**-start-page from any of the **IDEA** web pages by clicking (top left) on one of the two links marked with a red arrow ([IDEA](#) / [IDEA](#)).

On all **IDEA**-websites you will always have access to „**My Account**“ and you can choose the language you prefer (corresponding icons marked with a red arrow at the top right). The application remembers the language you choose and uses it the next time you log in. You can change the language at any time if you wish.

Now click on the „[your answers](#)“ link to answer the questions:

Pro-Digit IDEA

Questions

Current: 1 of 53 Answered: 0% of all; 0 of 6 in this category

Category: **Leadership** [Introduction](#) [Resources](#)

Question: **Do you have a digital strategy in your school?**

Please select your answer for current and desired states:

Current	Desired
<input type="radio"/> 1. The importance of a digital strategy is yet to be recognized.	<input type="radio"/> 1. Presentation on the importance of having a digital strategy has been organized.
<input type="radio"/> 2. A digital strategy is yet to be introduced.	<input type="radio"/> 2. Holding a workshop for putting together a digital strategy.
<input type="radio"/> 3. First teachers are adapting their curriculum to the digital strategy.	<input type="radio"/> 3. Demonstrating the digital strategy implementation with selected, motivated teachers.
<input type="radio"/> 4. The majority of teachers are acquainted with and following digital strategy.	<input type="radio"/> 4. The majority of teachers successfully follow the digital strategy according to set standards.
<input type="radio"/> 5. Yes, the all teachers are implementing the digital strategy in their curricula.	<input type="radio"/> 5. Digital strategy is a proposal and implementation is a standard as part of the school's yearly goals.

Next Question Next Category

On all question pages, you can view a brief „[Introduction](#)“ and additional „[Resources](#)“ for the current category by clicking on the appropriate link.

You can now start answering the questions for the first category, or use the „Next Category“ button to move to the category you want to start with:

## Questions

Current: 7 of 53 Answered: 0% of all; 0 of 4 in this category

Category: **Collaboration and Networking** [Introduction](#) [Resources](#)

Question: **Does your school encourage and support the use of digital technologies in cross-department collaboration?**

Please select your answer for current and desired states:

### Current

- 1. We don't see the necessity to use cross-department collaboration.
- 2. The use of digital technologies in cross-department collaboration is encouraged as long as they comply to all existing standards.
- 3. The use of digital technologies in cross-department collaboration is planned and agreed annually.
- 4. Most departments are already taking advantage of the use of digital technologies in cross-department collaboration.
- 5. The departments are constantly working to expand and improve the use of digital technologies in mutual collaboration.

### Desired

- 1. A research and presentation of cross-department collaboration and its benefits will be conducted.
- 2. The use of digital technologies in cross-department collaboration are presented as part of an educational change management plan.
- 3. Departments are invited to present and propose the use of digital technologies in cross-department collaboration as part of the annual plan.
- 4. Most departments expand and improve the use of digital technologies in cross-department collaboration from year to year.
- 5. Based on the performance and experience from the prior semester or year, the use of digital technologies in the cross-department collaboration is evaluated and further developed.

Previous Category

Next Question

Next Category

To answer the question, the states „Current“ and „Desired“ must be selected. The desired state must not be lower than the current state:

Pro-Digit IDEA

EN

Category: **Collaboration and Networking**

Question: **Does your school encourage and support the use of digital technologies in cross-department collaboration?**

Please select your answer for current and desired states:

Current	Desired
<input type="radio"/> 1. We don't see the necessity to use cross-department collaboration.	<input type="radio"/> 1. A research and presentation of cross-department collaboration and its benefits will be conducted.
<input checked="" type="radio"/> 2. The use of digital technologies in cross-department collaboration is encouraged as long as they comply to all existing standards.	<input type="radio"/> 2. The use of digital technologies in cross-department collaboration are presented as part of an educational change management plan.
<input type="radio"/> 3. The use of digital technologies in cross-department collaboration is planned and agreed annually.	<input type="radio"/> 3. Departments are invited to present and propose the use of digital technologies in cross-department collaboration as part of the annual plan.
<input type="radio"/> 4. Most departments are already taking advantage of the use of digital technologies in cross-department collaboration.	<input type="radio"/> 4. Most departments expand and improve the use of digital technologies in cross-department collaboration from year to year.
<input type="radio"/> 5. The departments are constantly working to expand and improve the use of digital technologies in mutual collaboration.	<input type="radio"/> 5. Based on the performance and experience from the prior semester or year, the use of digital technologies in the cross-department collaboration is evaluated and further developed.

Previous Category      Next Question      Next Category

If the selected states are correct, the „Next Question“ button below is enabled:

Pro-Digit IDEA EN

### Questions

Current: 7 of 53 Answered: 0% of all; 0 of 4 in this category

Category: **Collaboration and Networking** [Introduction](#) [Resources](#)

Question: **Does your school encourage and support the use of digital technologies in cross-department collaboration?**

*Please select your answer for current and desired states:*

Current	Desired
<p><input type="radio"/> 1. We don't see the necessity to use cross-department collaboration.</p> <p><input checked="" type="radio"/> 2. The use of digital technologies in cross-department collaboration is encouraged as long as they comply to all existing standards.</p> <p><input type="radio"/> 3. The use of digital technologies in cross-department collaboration is planned and agreed annually.</p> <p><input type="radio"/> 4. Most departments are already taking advantage of the use of digital technologies in cross-department collaboration.</p> <p><input type="radio"/> 5. The departments are constantly working to expand and improve the use of digital technologies in mutual collaboration.</p>	<p><input type="radio"/> 1. A research and presentation of cross-department collaboration and its benefits will be conducted.</p> <p><input type="radio"/> 2. The use of digital technologies in cross-department collaboration are presented as part of an educational change management plan.</p> <p><input type="radio"/> 3. Departments are invited to present and propose the use of digital technologies in cross-department collaboration as part of the annual plan.</p> <p><input checked="" type="radio"/> 4. Most departments expand and improve the use of digital technologies in cross-department collaboration from year to year.</p> <p><input type="radio"/> 5. Based on the performance and experience from the prior semester or year, the use of digital technologies in the cross-department collaboration is evaluated and further developed.</p>

[Previous Category](#) [Next Question](#) [Next Category](#)

Clicking any of the buttons below will save your answer and take you to the page corresponding to the button you clicked. Normally you will click on „Next Question“.

You can access, view and modify all your previous answers at any time by clicking on „Previous Category“, „Previous Question“, „Next Question“, „Next Category“.

When you have answered all the questions in a category, you can return to the **IDEA**-start-page (click on the [IDEA](#) link in the top left-hand corner):

Pro-Digit IDEA EN

## Service to improve the use of digital technology

Welcome, [IDEA](#)

You have currently answered all questions in 1 out of 8 categories.

Now you can [view the advice](#) (for 1 out of 8 categories) created according to your school's profile, or continue to answer [the rest of the questions](#).

[Information on questions and advice](#) or [User manual](#)

PRO DIGIT, – The Attribution-ShareAlike, or **CC-BY-SA**, license builds upon the CC-BY by requiring that the user license any new products based on the original under identical terms (in addition to crediting the original author).

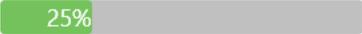
This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

You can now see the advice for the categories you have answered (click on the [view the advice](#) link).

The information for **All categories together** will appear first:

## Advice

Category: **All categories together**

Current state:  25%

Desired state:  80%

Please click on the "Next Advice" button to see the first advice.

Next Advice

Now click on the „Next Advice“ button to see the first advice:

Pro-Digit IDEA EN

## Advice

Category: **Collaboration and Networking** [Introduction](#) [Resources](#)

Current state:  25%

Desired state:  80%

1. (of 15) Start with Self-Assessment

Starting with a self-assessment is a crucial step in improving collaboration and networking in the context of digital technologies within your medical school. By conducting a thorough review of your current progress in teaching and learning with digital technologies, you can gain valuable insights into the strengths and weaknesses of your collaborative practices.

Begin by evaluating the existing level of collaboration and networking within your medical school. Consider factors such as the extent to which digital technologies are utilized for collaboration, the frequency and effectiveness of communication among staff and students, and the level of engagement with external partners or organizations. This assessment will help you identify areas that need improvement and pinpoint specific challenges or barriers to collaboration.

Once you have identified areas for improvement, it is essential to set clear goals that align with your vision for enhanced collaboration and networking in the context of digital technologies. These goals should be specific, measurable, achievable, relevant, and time-bound (SMART). For example, you may set a goal to increase interdisciplinary collaboration through the use of digital platforms.

To achieve these goals, develop a strategic plan that outlines actionable steps and timelines for implementation. This may include initiatives such as organizing institutional training workshops on collaborative technologies, creating digital spaces for knowledge sharing and communication, or establishing formalized partnerships with external organizations.

It is crucial to involve stakeholders, including staff members, students, and administrators, in the self-assessment process and goal-setting. This ensures that the goals and strategies reflect the collective vision and needs of the entire medical school community.

Regularly monitor and evaluate progress towards the set goals, adjusting strategies as needed. Collect feedback from staff and students to understand their experiences, challenges, and suggestions for improvement. This iterative process of self-assessment and continuous improvement will help create a culture of collaboration and networking that leverages digital technologies effectively.

[All categories together](#) [Next Advice](#)

As on the question pages, you will also find a brief „[Introduction](#)“ and additional „[Resources](#)“ for the current category on the advice-pages (by clicking on the corresponding link).

To answer the questions for the other categories, you will need to return to the IDEA-start-page ([IDEA](#) link at top left) and click on the link [the rest of the questions](#).

We wish you lots of fun and success  
with the IDEA-application!