

## Instructions for the Scorecard:

When opening one of the available scorecards, you'll see a screen such as the following:

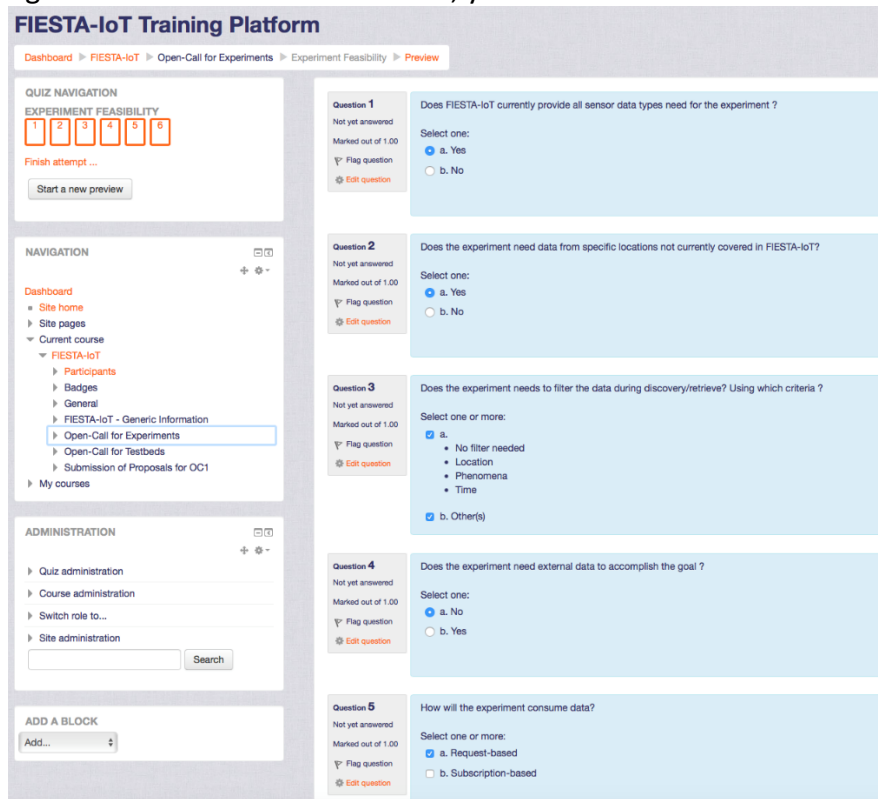


Figure 1: Questionnaire screen

On the questionnaire there are questions where is only possible to choose one option from a list of possible answers (selection is shown as a circle), and questions where multiple options can be selected (checkboxes). The Figure below shows an example of the 2 options described, where the example on the left, users need to select only one option, and the example on the right show the selection of multiple choices.

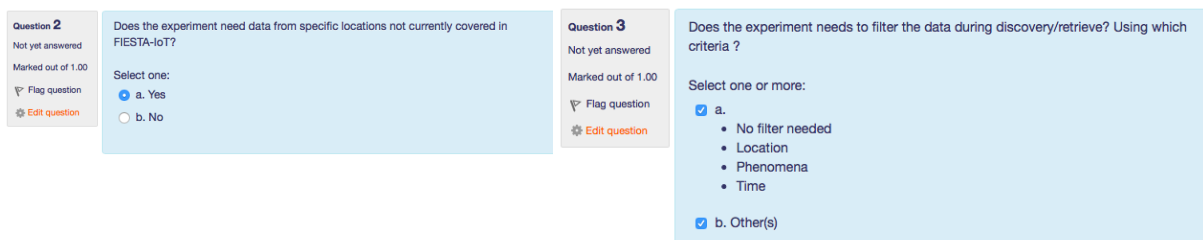


Figure 2: Types of questions

After answering the questions, to finalize the questionnaire you have to click on “Finish attempt” at the bottom of the page. This will lead to the next page, where it is possible to see which questions were answered. After reviewing the information (making sure all questions

were answered), in order to submit the questionnaire, the user MUST click on the button “Submit all and finish”.

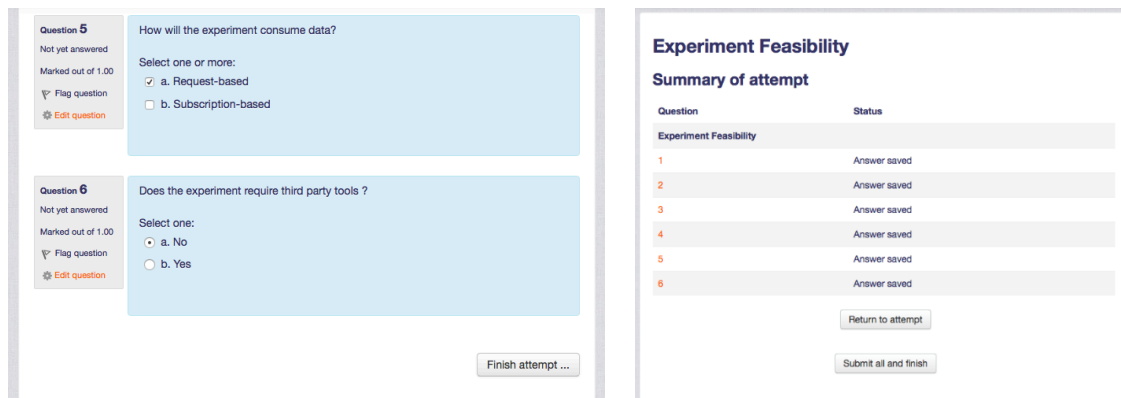


Figure 3: Questionnaire submission

After the questionnaire submission the user will be redirected to a page where it is possible to see the overview of the questionnaire, including the provided answer and also both the generated feedback, i.e. an Overall feedback for the entire questionnaire and the Answer specific feedback.

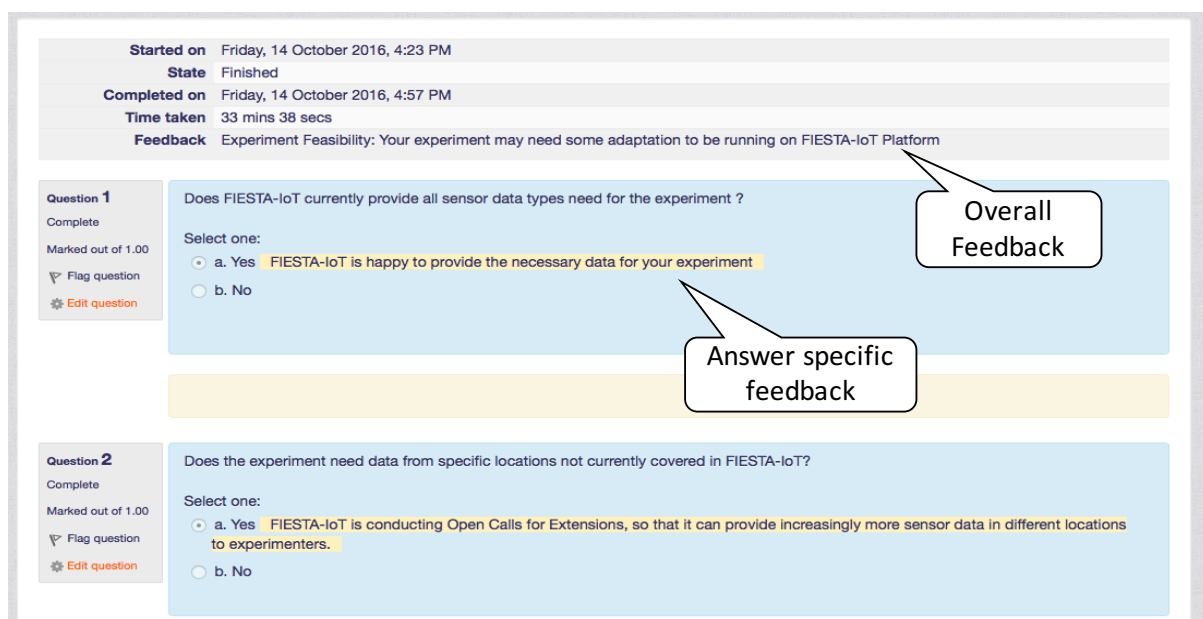


Figure 4: Questionnaire results and feedback

Please, note that all Answer-specific and Overall feedbacks MUST be included in the proposal as indicated in the corresponding tables in Section D of the proposal template.