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## EmoSociograms Tutorial for the Teacher

This is a tutorial on how to use the online application EmoSociograms, an open-source tool that supports sociometric and Emotional Intelligence (EI) assessment processes. You can create your group, select and activate evaluation tests from a list of EI and social interaction assessment questionnaires and continuously track the evolution of social and emotional competencies of your group through interactive visualizations. The functionality of EmoSociograms can be summarized in eleven steps.

- Step 1: Open EmoSociograms
- Step 2: Select the language of your preference
- Step 3: Have a look at the landing page
- Step 4: Create a new account
- Step 5: Login into EmoSociograms
- Step 6: Create a new group for your classroom
- Step 7: Add members to the group
- Step 8: Create a test
- Step 9: Respond the test
- Step 10: See the results
- Step 11: Share your experience with us (optional)

Take note of the following general instructions before delving into the details of each step.

Be sure that in your school there exists a computer room or something similar. The software is intended to be used through computers, tablets and mobile phones.

The instrument is presented as an activity to learn more about the students, their strengths and needs. It is important to understand that the results can be improved and that the emotional competences of the students are trainable.

The objective of the evaluation is to become better. The results of EmoSociograms should not count toward student academic grades.

Make use of the software at a quiet place, within class hours. It is not recommended to answer the tests as homework. Give support to the students in small groups, respecting the time they need, ensuring that the questions or items are understood. Maybe you will need different sessions.

In the rest of the document, each step is analyzed thoroughly.

## Step 1: Open EmoSociograms

The first thing to do is to open a browser in your laptop, personal computer or mobile phone and visit <https://emosociograms.com>. At the first page you will find information about the objective of the application.

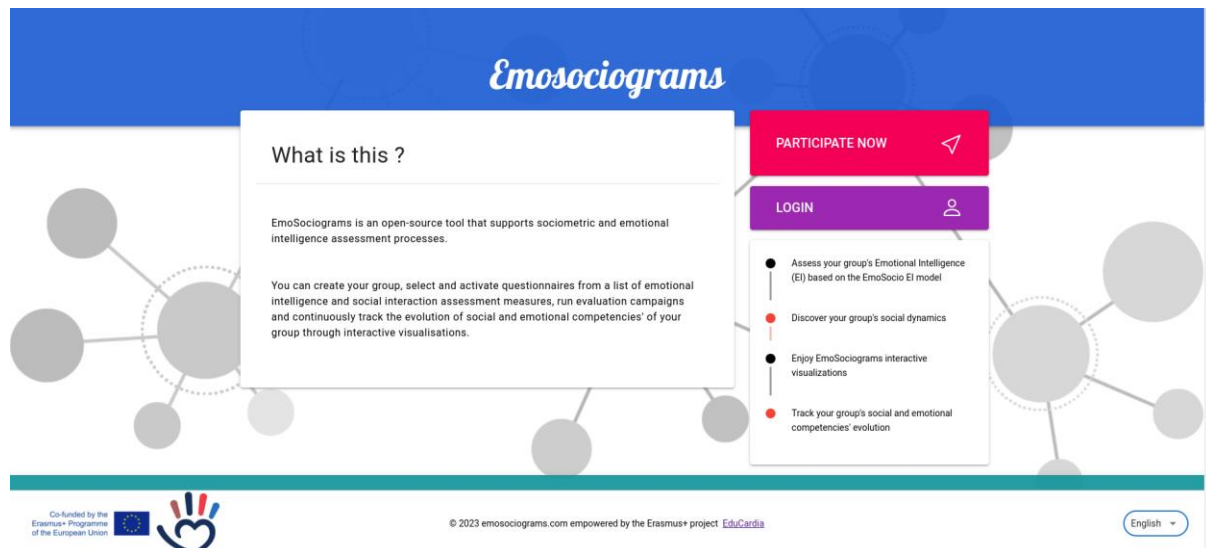


Figure 1: EmoSociograms landing page

## Step 2: Select the language of your preference

At the bottom part of the landing page you can find a dropdown menu with all the supported languages. Please select the language that you and your students are more familiar with. Currently, EmoSociograms is available in five (5) languages: English; Greek; Spanish; Catalan; and Romanian.

## Step 3: Look at the landing page

By scrolling down at the landing page you can find useful information about the theoretical foundation of the EmoSociograms psychometric tool. EmoSociograms supports three (3) different tests that evaluate the socio-emotional competencies of students in a classroom, at both individual and group level.

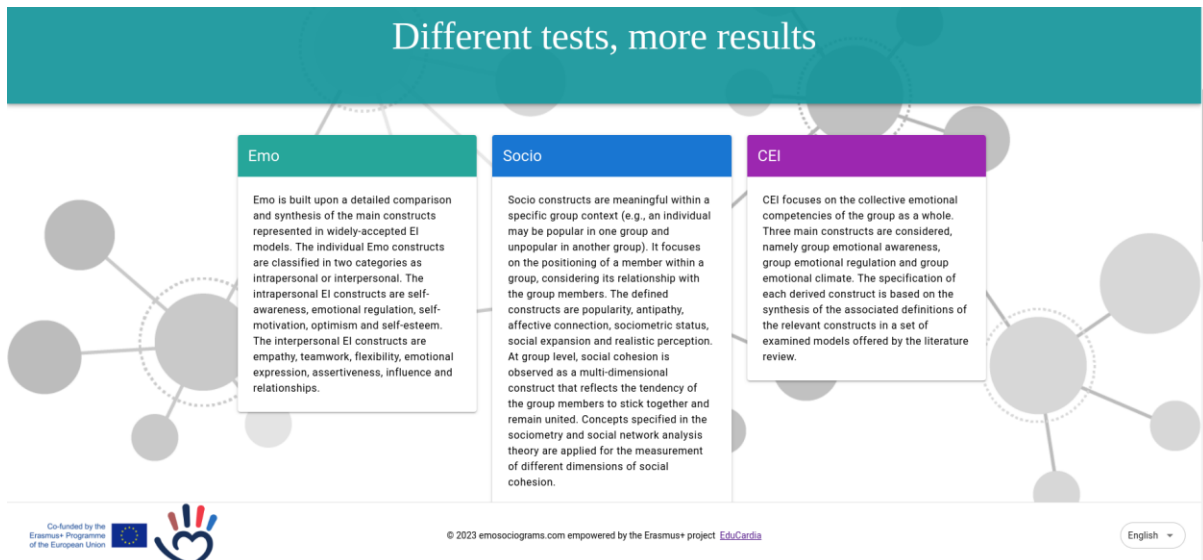


Figure 2: Emo, CEI and Socio Questionnaires

Four age groups can be studied using EmoSociograms. The questionnaires differ depending on the age of the participants. Currently, the EmoSocio Emotional Intelligence (EI) model that is part of the EmoSociograms tool, is designed for adults that are more than 18 years old; adolescents from 13 to 17 years old; children from 9 to 12 years old; and children from 6 to 8 years old.

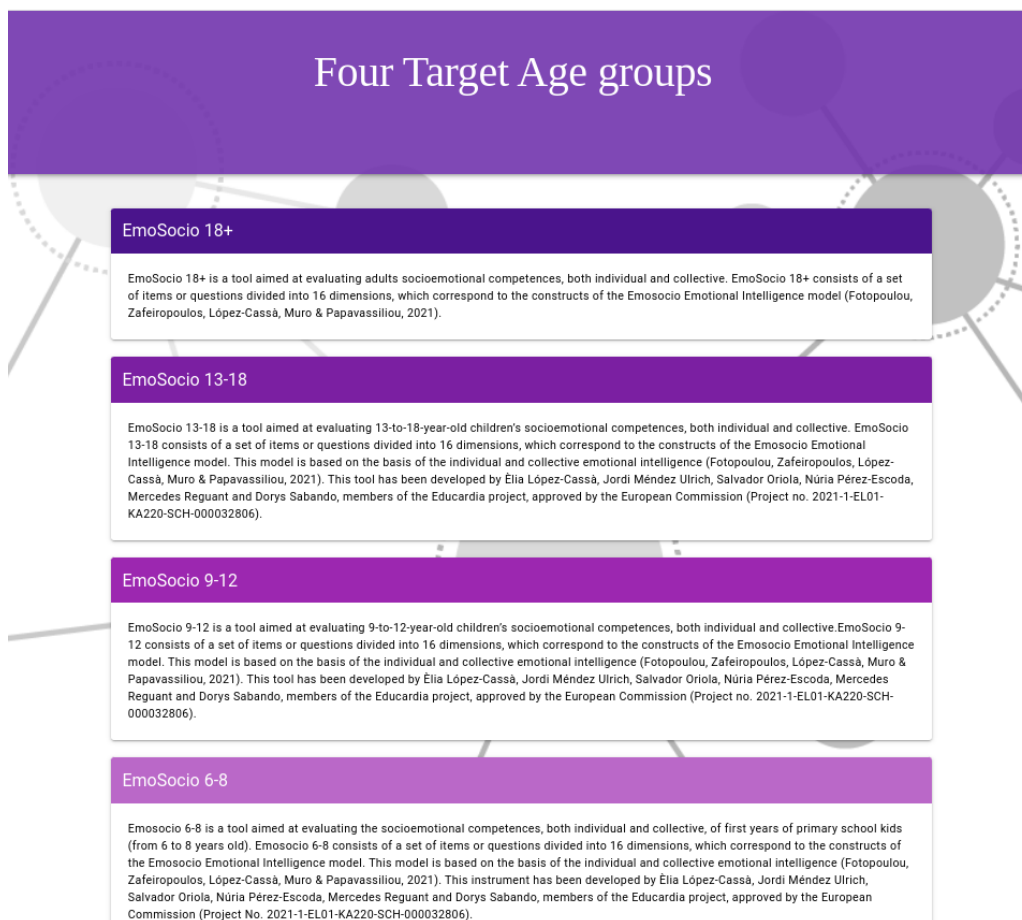


Figure 3: EmoSocio Model

#### Step 4: Create a new account

Now that you are familiarized with the objectives of the application, it is time to create an account in EmoSociograms. At the end of the landing page you may find the button (REGISTER HERE) to register into the platform. Alternatively, click on <https://emosociograms.com/register>.



Figure 4: Registration button

The next step is to fill the registration form. Your password should be more than 5 characters, including at least one number, one capital letter, and one special character (e.g., !@#).

A white registration form titled "Sign up" with a light grey border. It contains several input fields: "Name \*" and "Surname \*" (text inputs), "Age \*" (text input), "Gender \*" (dropdown menu with "M" selected), "Register (e-mail address) \*" (text input with a person icon), "Password \*" (text input with a lock icon), and "Repeat password \*" (text input with a lock icon). A blue button with the text "REGISTER HERE" in white is located at the bottom right of the form.

Figure 5: Registration Form

Upon pressing the REGISTER HERE button you will see the following message:

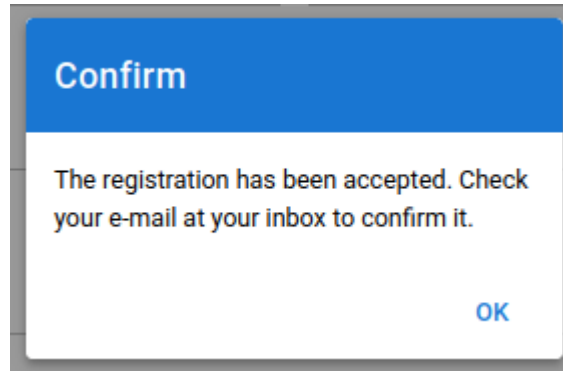


Figure 6: Confirmation message

Go to your email inbox. **In case the email has not arrived within a period of 1-2 minutes, check also your spam folder.** Maybe your e-mail server has placed it there. Upon receiving the email, open it and press the “Confirm” button.

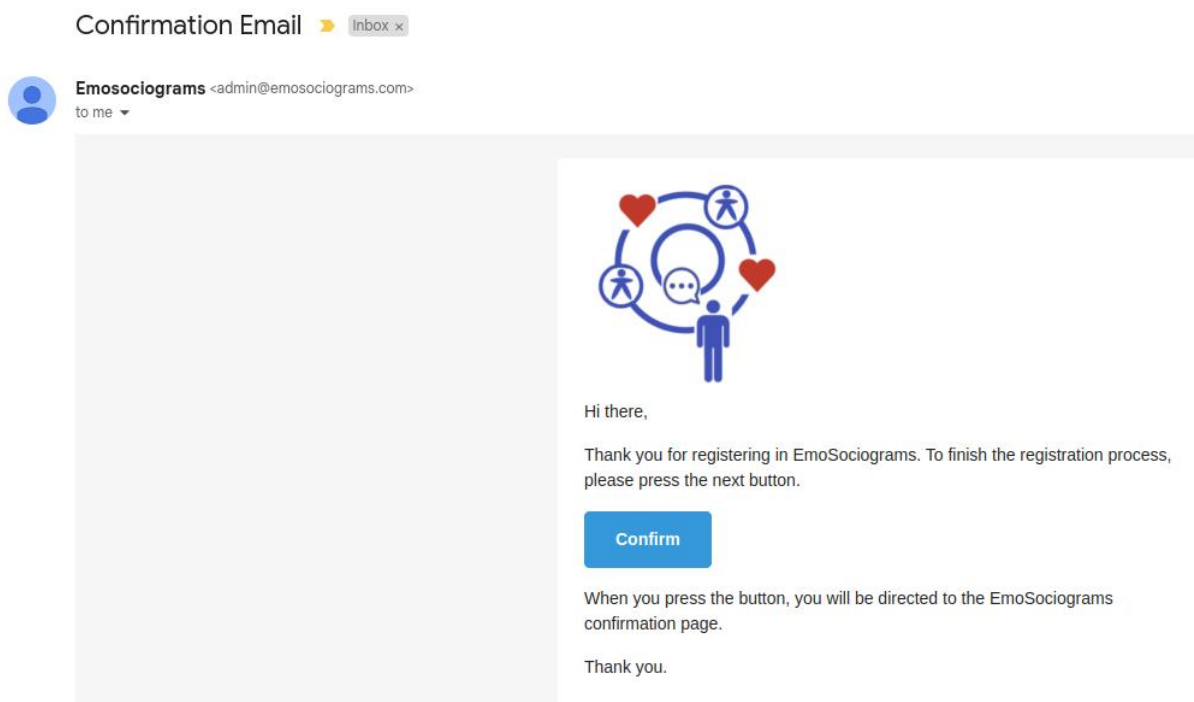


Figure 7: Registration email

Then, you will be redirected at the <https://emosociograms.com> page:

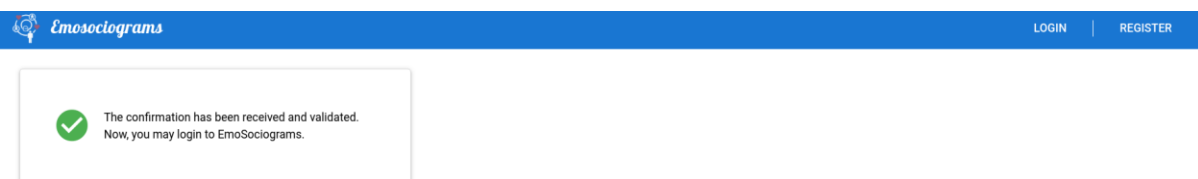
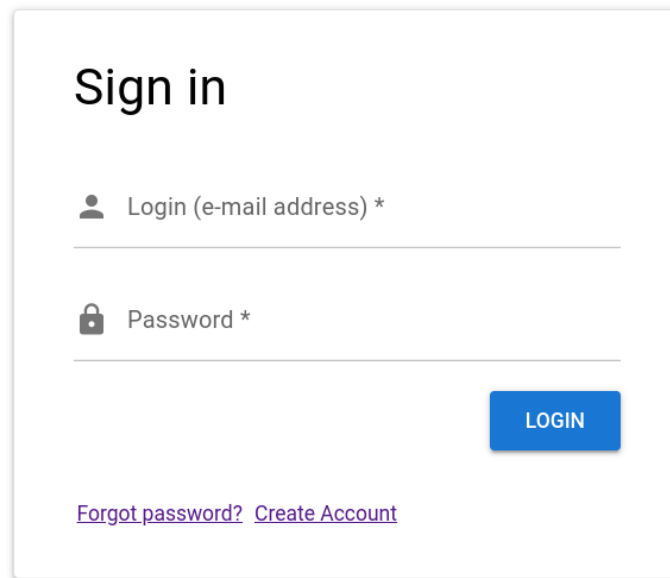



Figure 8: Registration confirmation message

Step 5: Login into EmoSociograms


Now you are ready to login to EmoSociograms. Press the LOGIN option in the up, right corner or visit the landing page of EmoSociograms.



**Sign in**

 Login (e-mail address) \*

---

 Password \*

---

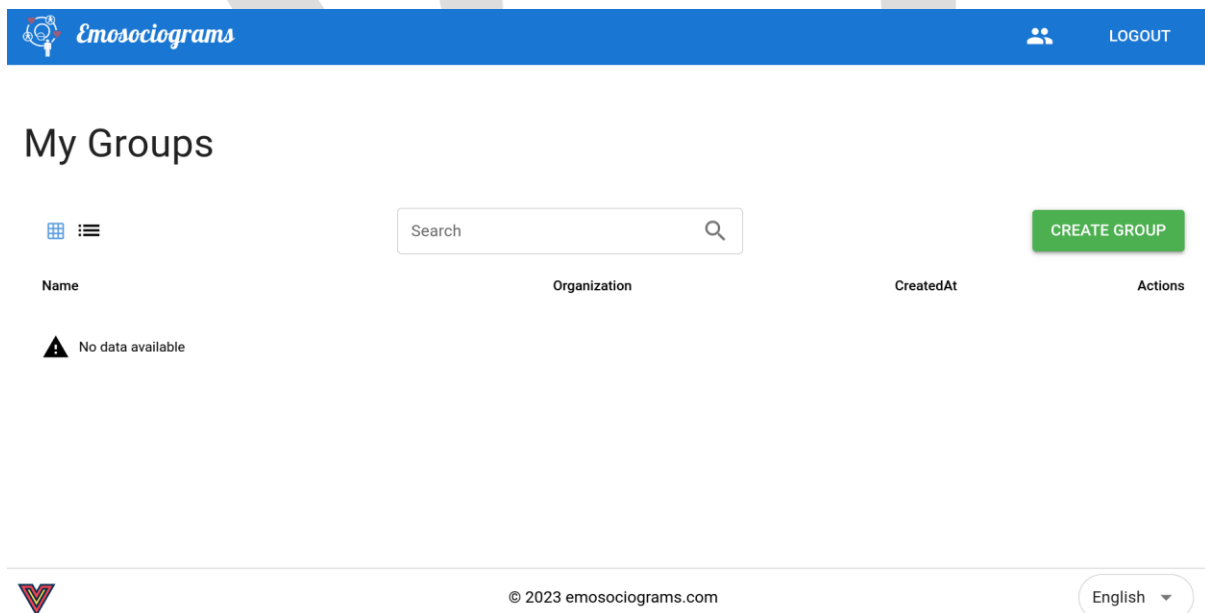
**LOGIN**

[Forgot password?](#) [Create Account](#)



Figure 9: Login Form


### Step 6: Create a new group for your classroom

Upon logging into the application you will see a list with your groups/classrooms. At the beginning this list is empty. Let's create a new group. Press the green button "CREATE GROUP".




**My Groups**

Search 

**CREATE GROUP**

Name	Organization	CreatedAt	Actions
 No data available			

© 2023 emosociograms.com English ▾

Figure 10: List of Groups

You have to give a name to your group (e.g., the name of the classroom) and also define the Organization (e.g., the name of the school) that this group belongs to. Moreover, you should select the target age group of your classroom.

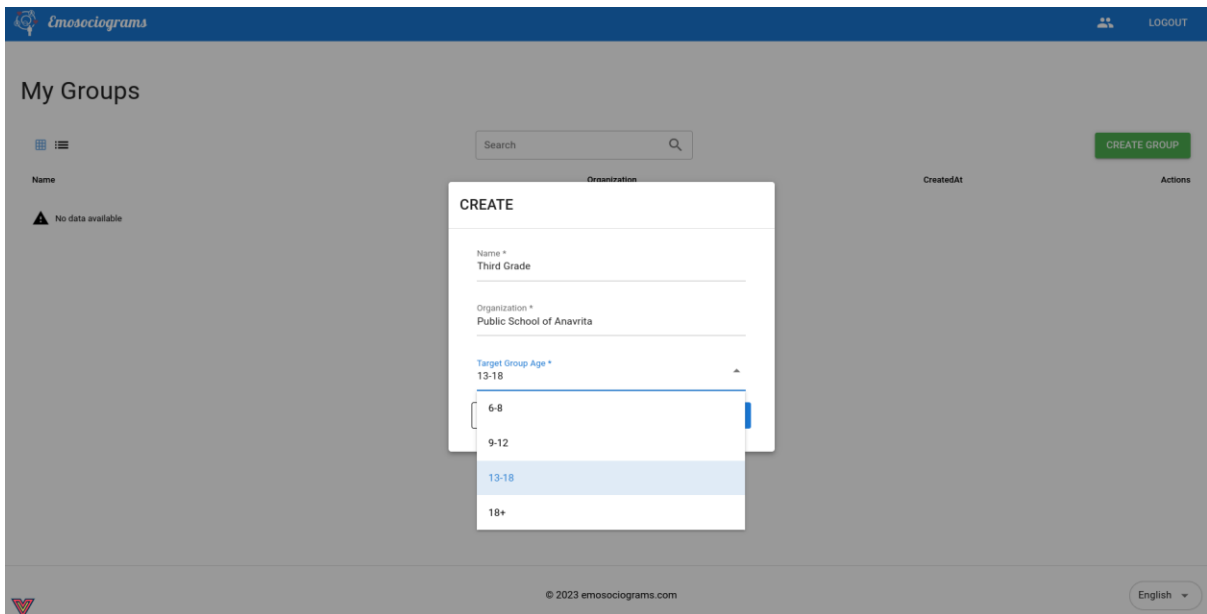


Figure 11: Group creation form

Upon filling in the form, please press the SUBMIT button.

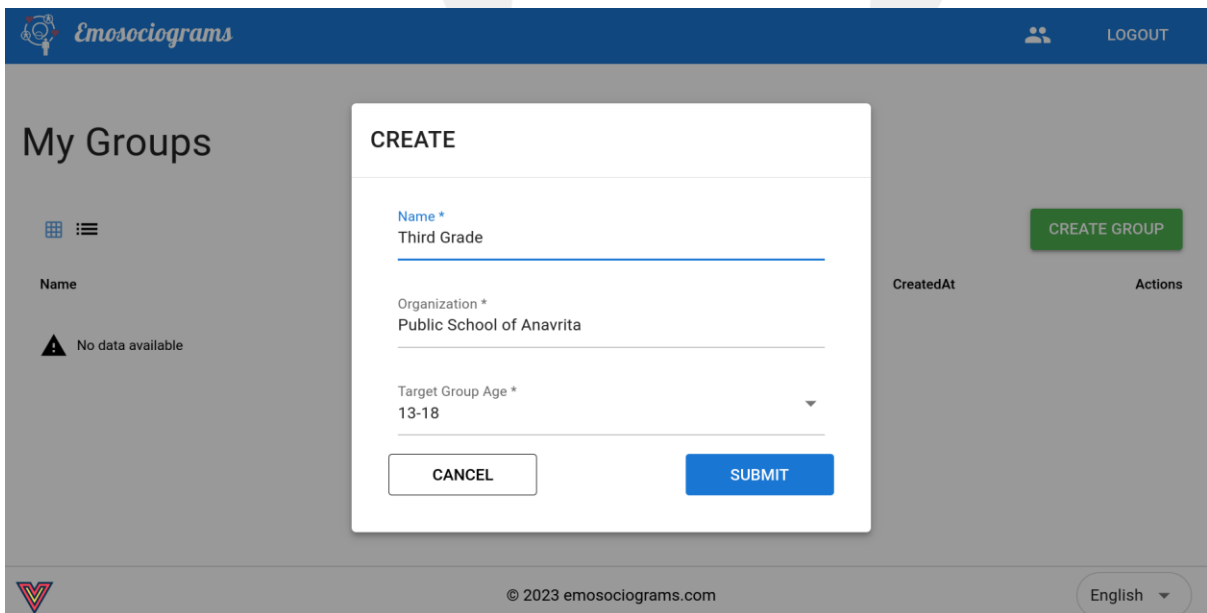


Figure 12: Group creation form

Congratulations! Your classroom has been successfully created.

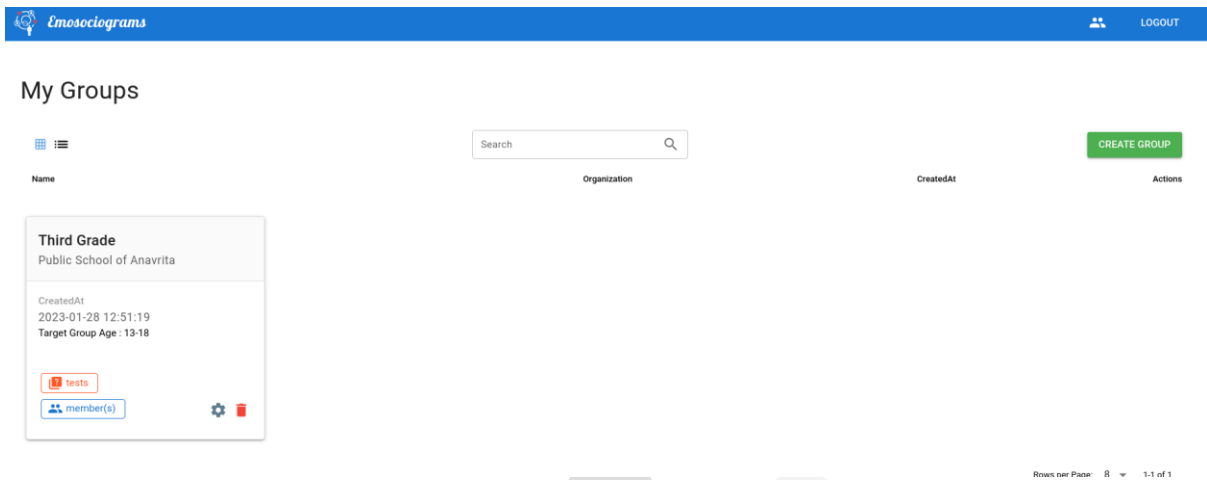


Figure 13: List of Groups

### Step 7: Add members to the group

Now let's add your students to the newly created group. To do so, you have to press the "Members" blue button that is placed within your group card. At the beginning there are no members. Press "MORE DETAILS" to go to the page that manages the members of this group.

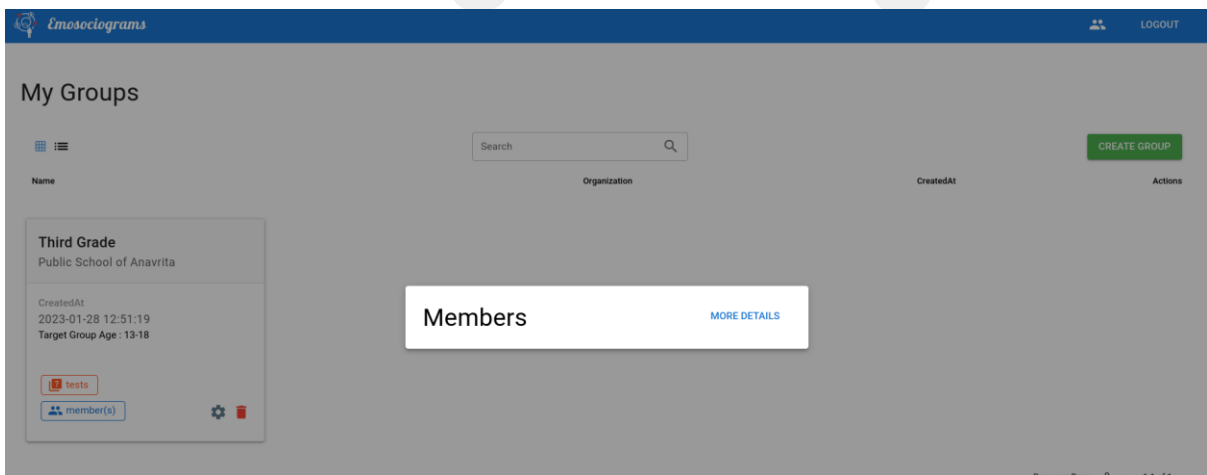


Figure 14: List of Members (empty)

Now you can create the members of your group in two ways.

- 1) you can add them one by one.
- 2) you can import them through a csv file.

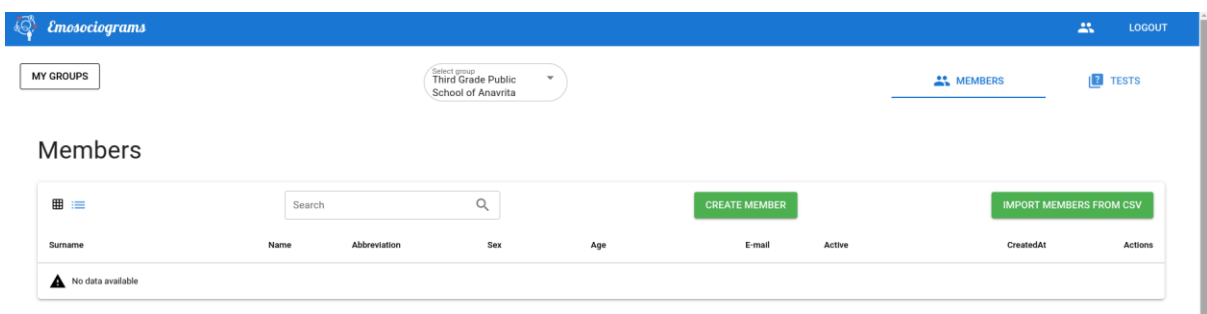




Figure 15: List of Members (empty)

For the first, press the "CREATE MEMBER" button. As seen from the following dialog, you have to enter the name and surname of each student. Also you can enter their email if you wish to receive an invitation to their personal email later on. We'll come back to that point later on. This field is optional. You can also declare an abbreviation for the student. In case you leave this field empty, the default abbreviation of the student will be the first letters of their name. For example if the name of the student is Mary Popins, her abbreviation will be MP. The abbreviations are useful for quick identification of the students at the sociograms of the application. Furthermore, you should declare the age of the student and their gender (M stands for male and F stands for Female). Last but not least, you can declare whether they will participate actively at the questionnaires.

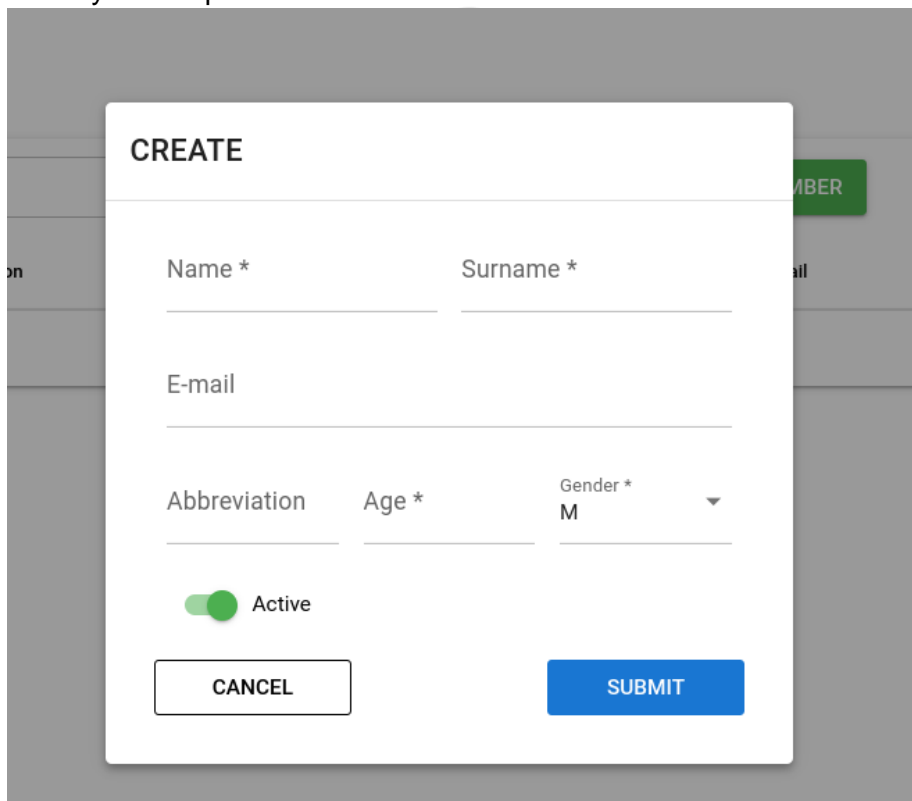


Figure 16: Member creation Form

An active member can participate in a new test, whereas an inactive member is excluded from future tests. For the time being, it is suggested to leave all of your students active. Upon creating the new student, press the "SUBMIT" button to save the data.

**CREATE**

Name \*  
Mary

Surname \*  
Popins

E-mail  
maryPopins@gmail.com

Abbreviation  
MP

Age \*  
13

Gender \*  
F

Active

Figure 17: Member creation Form

That's it! The student has been successfully enrolled into EmoSociograms. You can repeat this step for all your students.

MY GROUPS MEMBERS TESTS

Select group  
Third Grade Public School of Anavrita

### Members

Search

Surname	Name	Abbreviation	Sex	Age	Email	Active	CreatedAt	Actions
Popins	Mary	MP	F	13	maryPopins@gmail.com	<input checked="" type="checkbox"/> Active	Sat, 28 Jan 2023 13:15:22 GMT	<input type="button" value="Settings"/> <input type="button" value="Delete"/>

Rows per Page: 8 1-1 of 1

Figure 18: Group Members List

Alternatively, you can import all your students at once by pressing the “IMPORT MEMBERS FROM CSV” button.

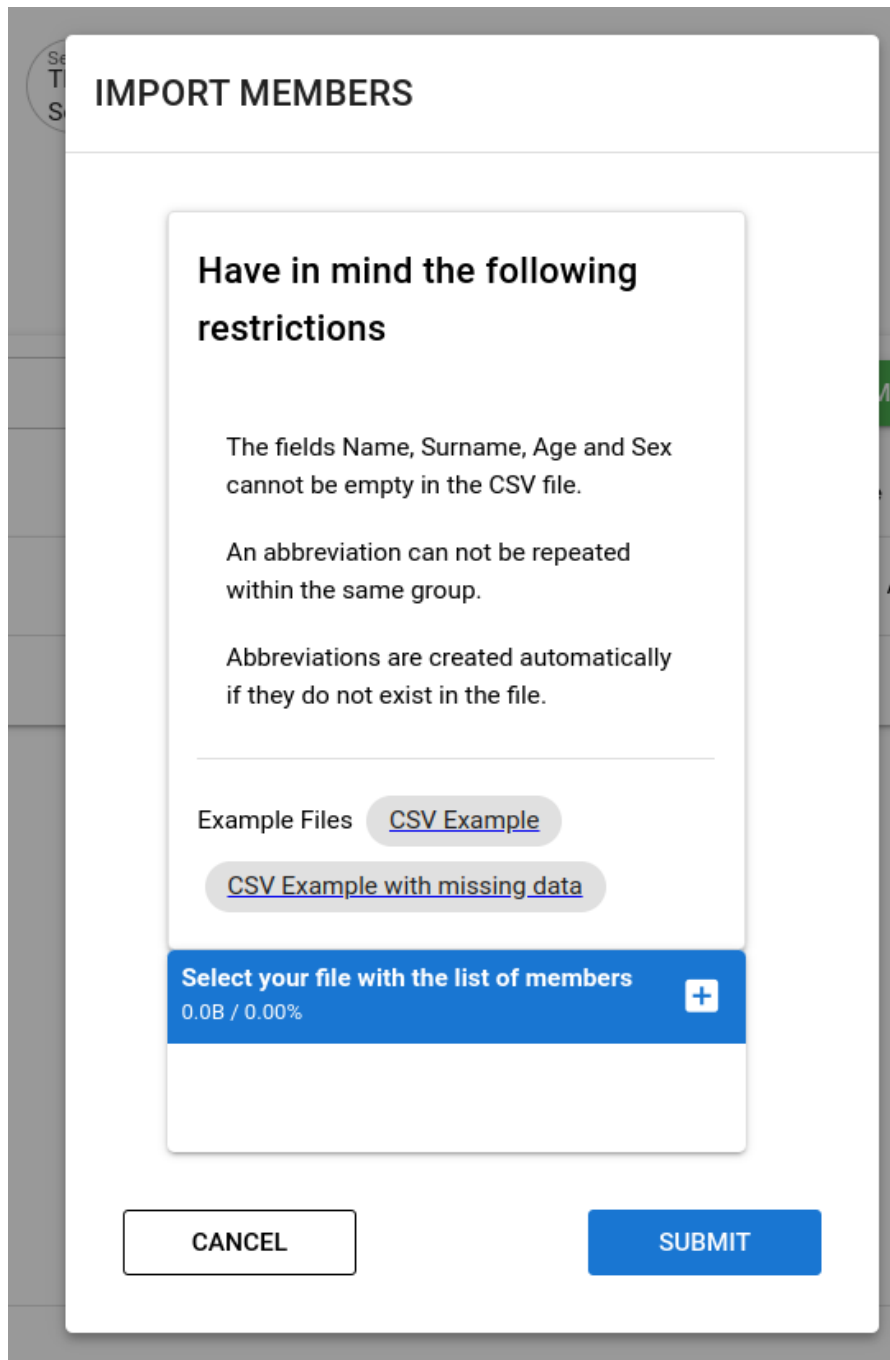


Figure 19: Import members through a csv file

To do so you can download some example files from the dialog. Please read carefully the instructions in the form. Please download the “CSV Example” file and open it.

Email	Name	Surname	Abbreviation	Age	Sex
<a href="mailto:ada@emsociograms.com">ada@emsociograms.com</a>	Ada	Lovelace	AL	13	F
<a href="mailto:albert@emosociograms.com">albert@emosociograms.com</a>	Albert	Einstein	AE	40	M

Figure 20: Example csv file with members

This example file includes two students Ada and Albert. You can add students by following the proposed structure, press the + button at the form and upload your csv file.

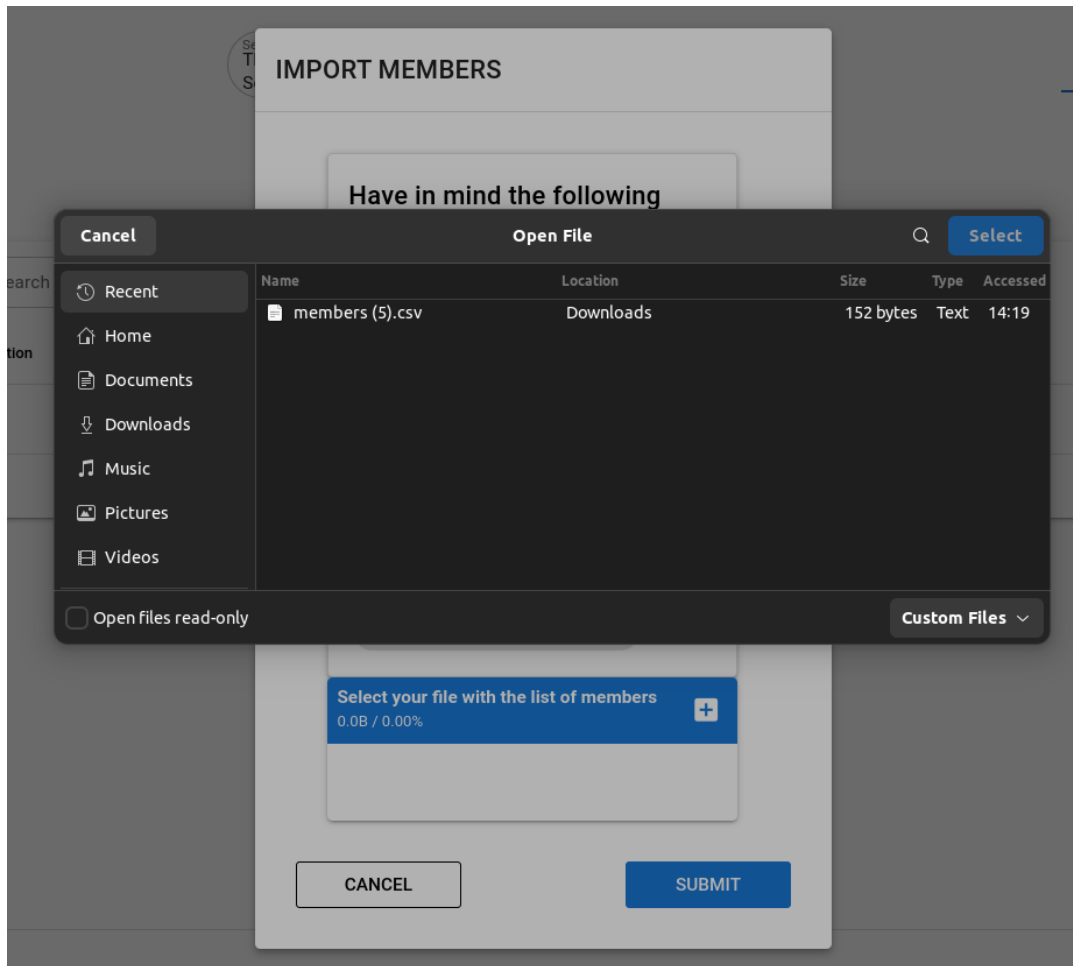


Figure 21: Upload csv file with members

EduCardia

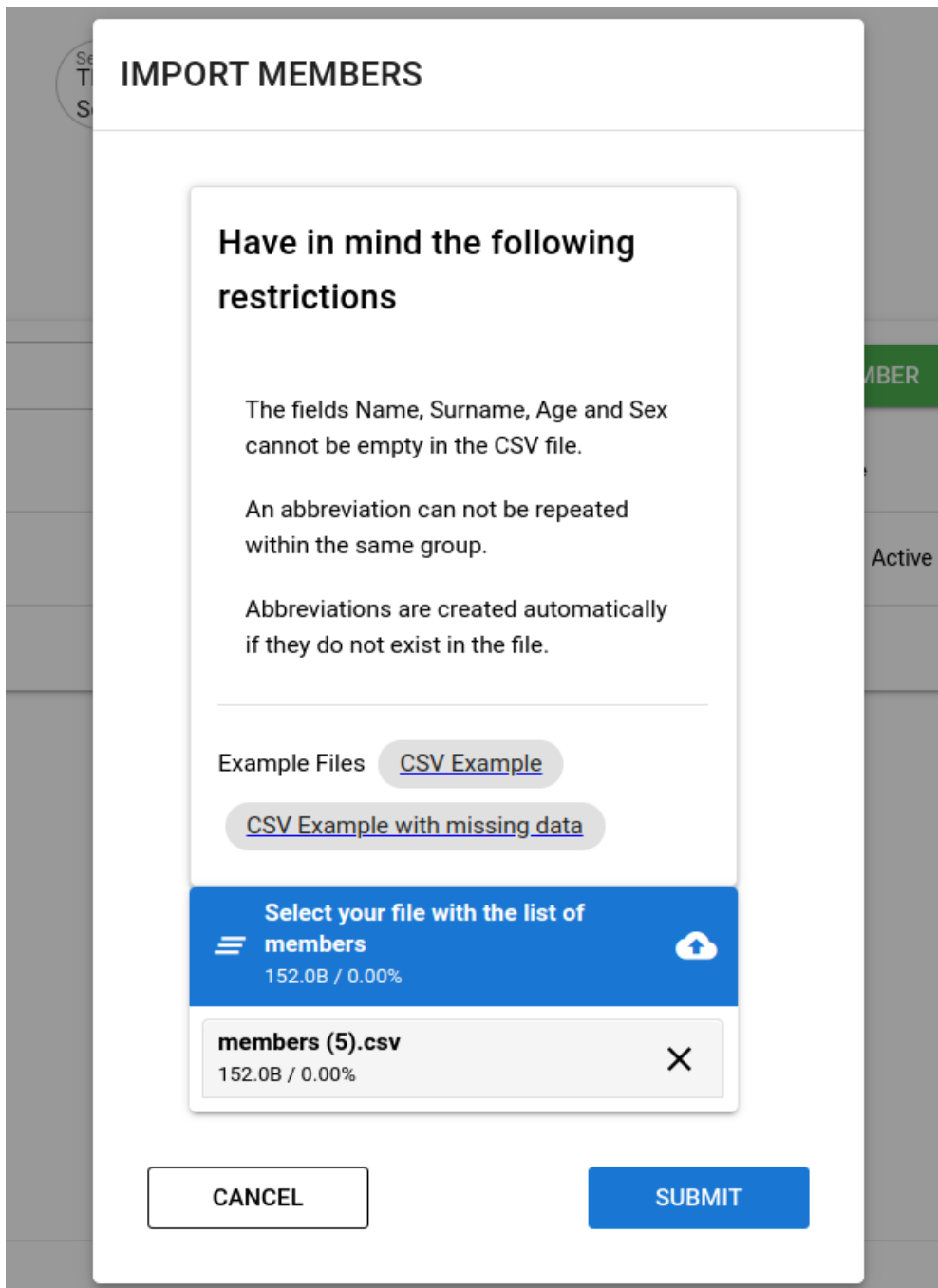


Figure 22: Upload csv file with members

Press the SUBMIT button to import the students at once.

Figure 23: Group Members List

As seen, Ada and Albert have been successfully enrolled as members of your group.

### Step 8: Create a test

Hooray! Has it been difficult so far? You have done it great! The next step is to create some tests for your classroom.

Depending on the students' age, EmoSociograms will present you with different types of questionnaires to select. The following table depicts the questionnaires you will use per target age group.

Age	Questionnaire	Details
6-8 years old	Emo-Tutor	Observation scale (40 items). The teacher is in charge of answering on behalf of the students. The scale is from 0 to 10 (0=Never, 10=Always) for each item.
	CEI-Tutor	Observation scale (7 items). The teacher is in charge of answering on behalf of the students. The scale is from 0 to 10 (0=Never, 10=Always) for each item.
	Emo-DECREA-EVAL	Observation scale (8 items). The teacher is in charge of answering on behalf of the students. The scale is from 0 to 3(0=Never, 3=Always) for each item.
	Socio(S)-YoungChild	Individual questionnaire with 4 sociometric questions addressed to the students. The students can answer with the help of the teacher.
9-12 years old	Emo-Child	Answered by students. Individual questionnaire with 39 items scoring between 0 and 10 (0 = Never, 10 = Always).
	CEI-Child	Answered by students. Individual questionnaire with 9 items scoring between 0 and 10 (0 =

		Never, 10 = Always).
	Socio(S)-Child Socio(W)-Child	Answered by students. Individual questionnaire with 4 sociometric questions. Answered by students. Individual questionnaire with 4 sociometric questions.
	EmoTEIQue-CSF-EVAL	Answered by students. Individual questionnaire with 36 items scoring between 0 and 4 (0 = Completely Disagree, 4 = Completely agree).
13-18 years old	Emo-Adolescent	Answered by students. Individual questionnaire with 44 items scoring between 0 and 10 (0 = Never, 10 = Always).
	CEI-Adolescent	Answered by students. Individual questionnaire with 9 items scoring between 0 and 10 (0 = Never, 10 = Always).
	Socio(S)-Adolescent Socio(W)-Adolescent	Answered by students. Individual questionnaire with 4 sociometric questions. Answered by students. Individual questionnaire with 4 sociometric questions.
	EmoTEIQue-ASF-EVAL	Answered by students. Individual questionnaire with 30 items scoring between 0 and 4 (0 = Completely Disagree, 4 = Completely agree).

To create a test based on one of the above questionnaires, press the TESTS tab that is placed at the top right corner of your screen.

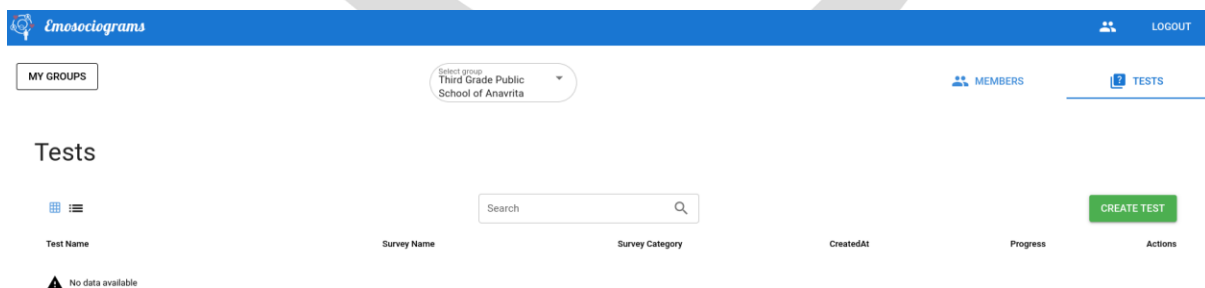


Figure 24: Tests List (empty)

Your tests are empty for the time being. Let's see the type of the tests you can create. Press the button "CREATE TEST". You should see the following dialog.

Figure 25: Test Creation Form

Choose the type of test you want to create and give a friendly name. As seen at the drop down type, for the target age of our sample group (13 - 18 years old), 4 questionnaires are available. Each age group has their own psychometric questionnaires. Independently of your classroom's age group, you should create one of each of the available tests.

Figure 26: Test Creation Form

First we can create an Emo test. Select the “Emo-Adolescent” option and press the SUBMIT button.



### CREATE

Name \*  
Third Grade Emo Test

---

Select test type  
Emo-Adolescent

---

Survey Name  
Emo-Adolescent

Survey Category  
Emotional Intelligence

Time to complete  
30

CANCEL
SUBMIT

Figure 27: Test Creation Form


You can see the details of the test you created.

The screenshot shows the 'Emosociograms' web application interface. At the top, there is a blue navigation bar with the logo, 'MY GROUPS', a dropdown menu for 'Third Grade Public School of Anavrita', 'MEMBERS', 'TESTS', and 'LOGOUT'. Below the navigation bar, the 'Tests' section is displayed. It features a search bar and a 'CREATE TEST' button. A table lists the tests, with columns for Test Name, Survey Name, Survey Category, CreatedAt, Progress, and Actions. A test card for 'Third Grade Emo Test' is highlighted, showing details such as 'Emotional Intelligence', 'Survey name: Emo-Adolescent', and 'Created At: Sat, 28 Jan 2023 21:03:08 GMT'. At the bottom of the card, there are icons for settings, members, messages, progress, and delete.

Figure 28: Newly created test

At the bottom part of the test card you can see a set of actions.

### Step 9: Respond the test

Press the option  to explore how to collect the responses for your test. You will be redirected to the following screen.

Who is answering ?

Select test: Third Grade Emo Test Emotional Intelligence

GROUP TESTS PARTICIPANTS RESULTS

SEND EMAIL TO ALL

Surname	Name	Abbreviation	Sex	Age	E-mail	headerCode	Actions
Popins	Mary	MP			maryPopins@gmail.com		
Lovelace	Ada	AL			ada@gmail.com		
Einstein	Albert	AE			albert@gmail.com		

Response Code: will-build-hard-education, start-whole-full-time, know-provide-left-kind

Rows per Page: 8 1-3 of 3

Figure 29: Test participants detailed view

You can see all the participants that have to respond to the created test.

The students can respond to the test in three different ways.

1. By using their participation code.
2. Via the account of the teacher.
3. By getting an e-mail invitation.

Following, these three ways are presented.

### Respond by using a participation code

Each participant's card has a response code. This code is generated automatically per test per student. The teacher gives to each one of the students his-her participation code. In the following example, Mary's participation code is *will-build-hard-education* (as shown in Figure 29).

Mary has to visit <https://emosociograms.com> and press the button "PARTICIPATE NOW".

Emosociograms

What is this ?

EmoSociograms is an open-source tool that supports sociometric and emotional intelligence assessment processes.

You can create your group, select and activate questionnaires from a list of emotional intelligence and social interaction assessment measures, run evaluation campaigns and continuously track the evolution of social and emotional competencies' of your group through interactive visualisations.

PARTICIPATE NOW

LOGIN

- Assess your group's Emotional Intelligence (EI) based on the EmoSocio EI model
- Discover your group's social dynamics
- Enjoy EmoSociograms interactive visualizations
- Track your group's social and emotional competencies' evolution

Figure 30: Participate to a test

She will be redirected to the following screen where she has to enter her participation code and press ENTER.

The image displays two user interface screens for participating in a test. The top screen, titled "Participate with your code", features a text input field containing the code "will-build-hard-education" and a blue "ENTER" button below it. Below this, a smaller version of the same screen is shown, with the input field containing the placeholder text "Enter your code here". To the right of this smaller screen is the text "or". Further right is a screen titled "Participate as guest ! 🎉". This screen contains several input fields: "Name \*" and "Surname \*" (both with asterisks), "E-mail \*" (with an asterisk), "Age \*" (with an asterisk), and "Gender \*" (with an asterisk and a dropdown menu showing "M"). A red "PARTICIPATE" button is located at the bottom of this form. The background of the entire image features a faint, stylized network diagram with nodes and connecting lines.

Figure 31: Participate to a test

The student will see some details about the test he/she has to respond.

EduCardia

Hi Mary Popins,

### Test details

Questionnaire Name

Emo-Adolescent

Category

Emotional Intelligence

Description

Emo 13-18 is a tool aimed at evaluating the emotional competences, of 13-to-18-year-old adolescents.

**I agree**

I have read and I understand the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving a reason and without cost. I voluntarily agree to take part in this study.

Figure 32: Respond a test

Before proceeding with the assigned questions, the student has to press the “I agree” option. The student should carefully read the instructions before pressing the START button.


EduCardia


Hi Mary Popins,

### Test details


Questionnaire Name  
Emo-Adolescent  
Category  
Emotional Intelligence  
Description  
Emo 13-18 is a tool aimed at evaluating the emotional competences, of 13-to-18-year-old adolescents.

### Let's Begin

 **Number of questions:**  
44

 **Time to complete:**  
30 mins

**Instructions:**  
Please, read the sentences carefully and answer them.  
It is very important to answer honestly.

 There are no correct or incorrect / good or bad answers.  
Mark the answer that best describes you, taking into account that 0 refers to never and 10 refers to always.

**START**

**I agree**  
I have read and I understand the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving a reason and without cost. I voluntarily agree to take part in this study.

Figure 33: Respond a test

As long as the student presses the START button, he/she can respond to the questions of the test.

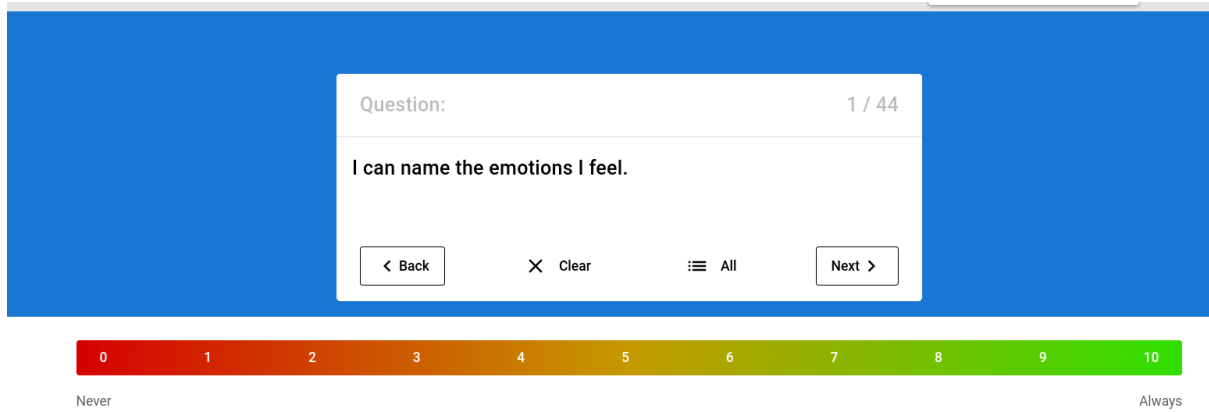


Figure 34: Respond to a test

When done, the student presses the SUBMIT button. It is important to respond to all the provided questions (including the last one). In case the submit button is not active, check in the option “All” to see if there is any question that has not been responded to. If this is the case, you have to respond to it and move with the “next” button (or the option “All”) to the end of the test to press the SUBMIT button.

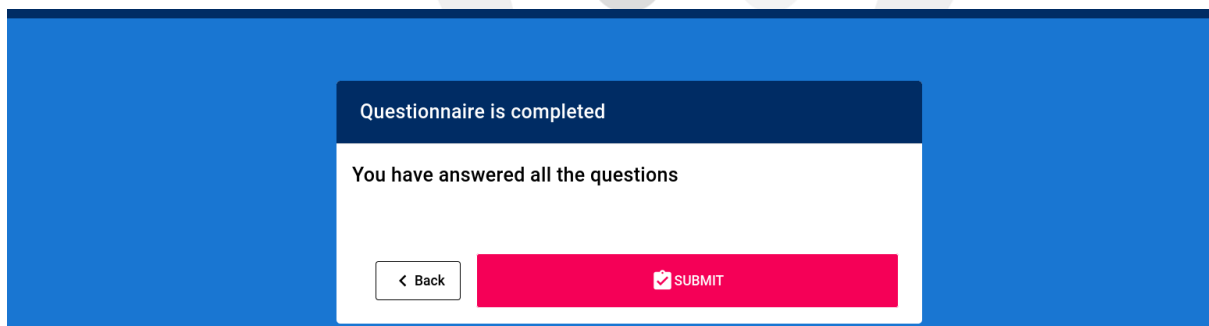


Figure 35: Submit responses to a test

When the student will submit correctly his/her responses, he/she should see the following message.

**Thank you for participating!**

Please inform your tutor

[Follow this link to tell us your opinion about EmoSociograms!](#)

Figure 36: Successful participation message

This process should be repeated by all students in the classroom. The teacher has to facilitate all students with their participation codes.


[Respond via the account of the teacher](#)

If one student finds it difficult to use his/her participation code, the teacher could facilitate the access to the test via his own account. The teacher can select the blue arrow button from the student card. After that, the student could start responding to the test.



Figure 37: Blue arrow button

This way of responding to a test is ideal for ages 6-8, where the teacher responds to the test on behalf of the students. In that case, the teacher has to visit all the students cards, press

the  button next to the Response code, and follow the tests instructions.

### Respond to a test via an e-mail invitation

The third option to respond to a test is by sending an e-mail invitation to the students. This may be especially useful for the last grades of the primary school and the adolescents. To use this option, the teacher has to assign a valid e-mail per student when he/she adds members to his/her group at step 7. Similar to the previous cases, the teacher has to go to the answers page.

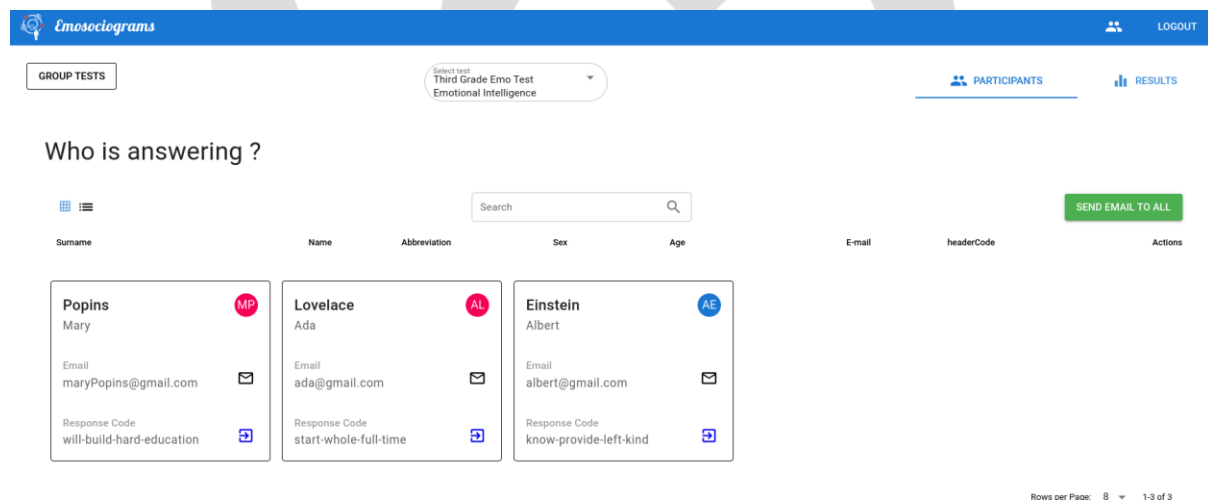



Figure 38: Test answers status

By pressing the button “SENT MAIL TO ALL”, all students with e-mail will receive an invitation from their teacher. The teacher may also send an e-mail individually by pressing the

“envelope”  button on each student's card. The students will receive an e-mail at their e-mail account that will look like this:

Invitation to participate in EmoSociograms Inbox x

 **EmoSociograms** <admin@emosociograms.com>  
to me ▾



Hi Mary Popins,

Eleni Fotopoulou has invited you to participate in a test in EmoSociograms as a member of the group **Third Grade**. To participate, please press the next button.

[Answer](#)

Alternatively, you may visit <https://emosociograms.com>, select the option "Participate" and use the code: **will-build-hard-education**.

Best regards,

The EmoSociograms Team.

Figure 39: EmoSociograms invitation page

RO: Figura 39: Invitație pe pagina EmoSociogramei

The students have to press the button "Answer". They will be redirected to a page to respond to the test. In case your students complain about not receiving the e-mail, it is recommended to do two things:

- Check that the e-mail assigned to the student is not misspelled.
- Propose to your student to check also his/her spam folder.

Step 9 has to be repeated for all the provided questionnaires that are available for your classroom. Check out step 8 to see all the available questionnaires per target age group.

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Emo-Adolescent

CEI-Adolescent

Socio(S)-Adolescent

Socio(W)-Adolescent

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EmoTEIQue-ASF-EVAL

Figure 40: List of questionnaires available for the 13-18 target age group



## Step 10: See the results

The teacher can go to the test cards screen and check the progress bar of the tests while the students are responding to them. By viewing the progress bar, teachers can quickly see how many of their students have completed the test.

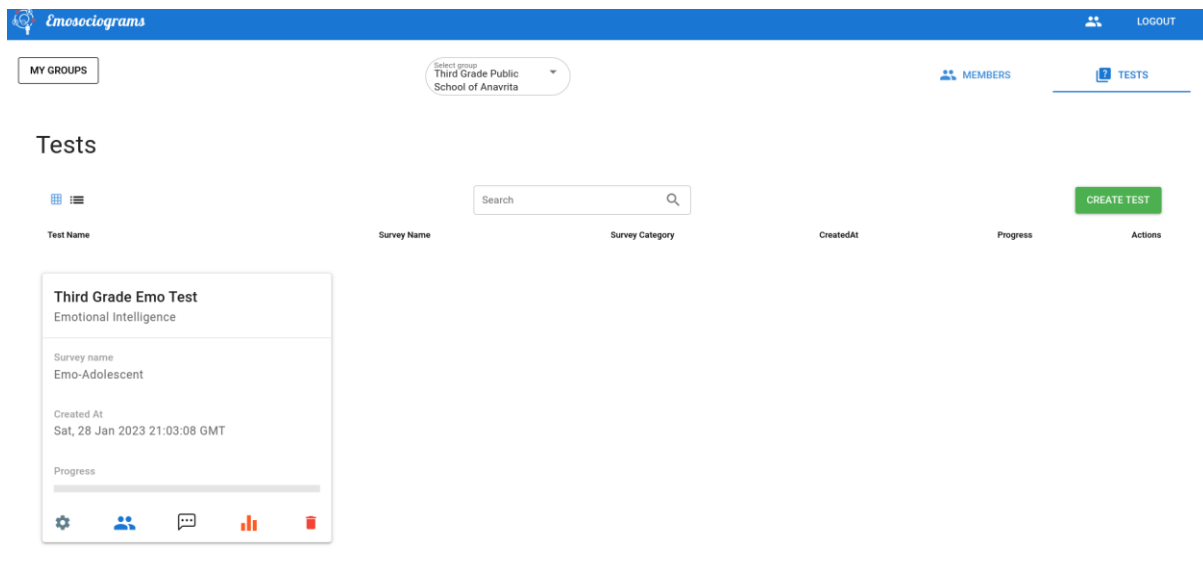



Figure 41: Test cards view

Furthermore, the teacher can check out the results, by pressing the barplot button . Each test has different results.

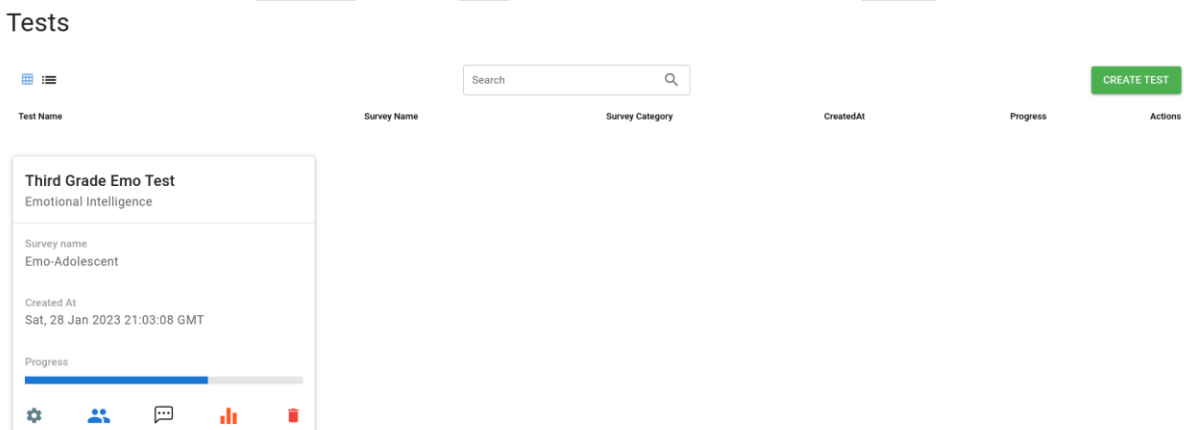


Figure 42: List of tests (with progress bar)

In the Emo-Adolescent test you will see the following screen.

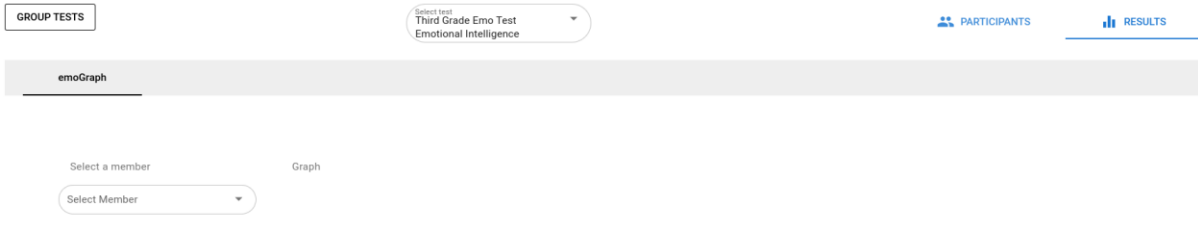


Figure 43: Results of an Emo test

You can select a member and check out the results of their responses.

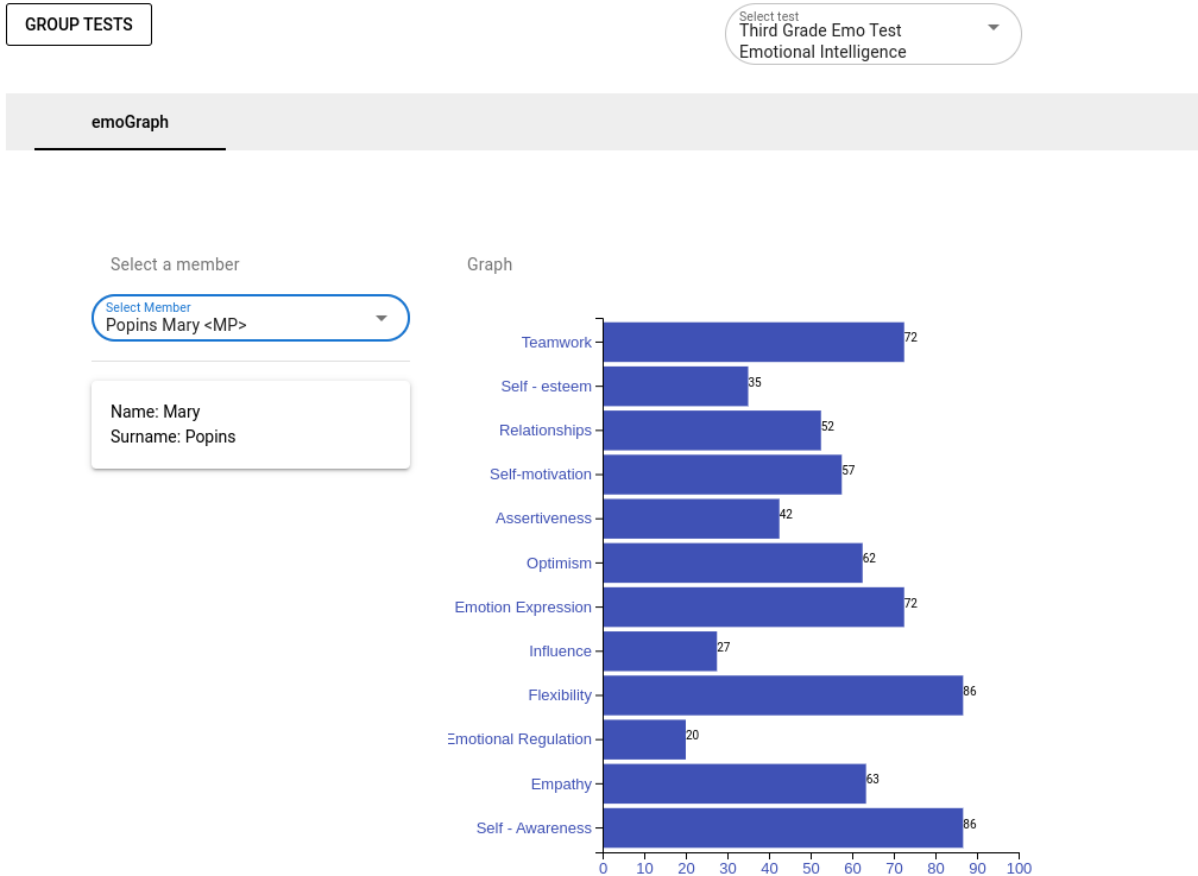


Figure 44: Results of an Emo test

You can also control the students that have responded to the test, or not. Some of them might need a kind reminder to complete their answers. In our example, Mary and Ada have responded to the test, while Albert hasn't.

GROUP TESTS PARTICIPANTS RESULTS

Select test: Third Grade Emo Test Emotional Intelligence

### Who is answering ?

Search

SEND EMAIL TO ALL

Surname	Name	Abbreviation	Sex	Age	E-mail	headerCode	Actions
Einstein	Albert						AE
	Email				albert@gmail.com		
	Response Code				know-provide-left-kind		

Rows per Page: 8 1-1 of 1

### Already answered

Search

Surname	Name	Abbreviation	Sex	Age	E-mail	headerCode
Popins	Mary	MP				
Lovelace	Ada	AL				

Figure 45: Status of students regarding their responses to a test

As said before, each test has its own results. Following, you may find some examples. Figure 46 depicts the results of a Collective Emotional Intelligence (CEI) test.

GROUP TESTS PARTICIPANTS RESULTS

Select test: COLLECTIVE Emotional Intelligence

### ceIIndexes

More Info

CEI Indexes	Value
Group Emotional Awareness	70
Group Emotional Regulation	70
Group Cohesion	56.666666666666664

Figure 46: Results of a CEI test

Figure 47 depicts the results of a sociometric test. You can zoom in and out the sociometric graph by moving your mouse roller. Check out all different tabs to get more information about the social dynamic of your group (groupGraph, groupIndexes, IndividualGraph, IndividualIndexes).

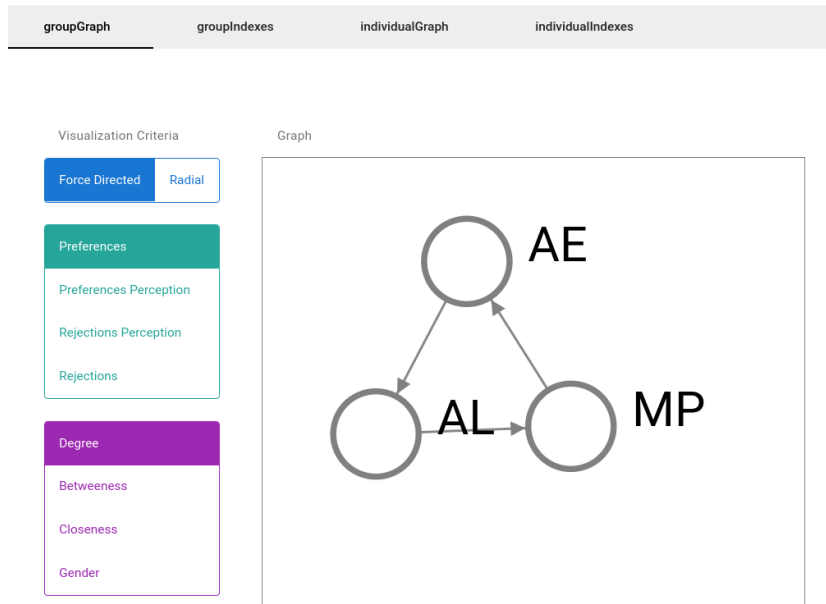


Figure 47: Results of a Socio test

For the time being, the current step is briefly presented. The upcoming period, the teachers will receive a detailed guide on how to interpret the results offered by the EmoSociograms tool.

Step 11: Share your experience with us (optional)

Upon the end of each test, you are proposed to give us your feedback about EmoSociograms. This will really help us to improve the tool in the upcoming period. Your feedback is highly appreciated but remains optional!

**Thank you for participating!**

[Follow this link to tell us your opinion about EmoSociograms!](#)

Figure 48: Friendly message upon the successful submission of a test response

Students between the ages of 9 and 18 will be shown the screenshot above. For the teachers of classrooms with children from 6-8 years old, the satisfaction questionnaire is available here: <https://forms.gle/Yi2TKZgNEr9nvqb96>

Here we come to the end of this tutorial. Hope you had a good experience with EmoSociograms and you find it useful to be used also in the future!