IMPLEMENTATION GUIDE for HEADS of TRAINING INSTITUTIONS
1. Initialise Pix Orga
2. Present Pix
3. Launch a first test
4. Drive learners’ training
5. Develop pedagogical scenarios
6. Check learners’ progress
Pix Orga is the dashboard that allows you to monitor the activity of the learners on the Pix platform.

How to connect to Pix Orga?
Go to Pix Orga
Log in with the same ID and password as your Pix personal account.

Do you have any questions regarding the use of your Pix Orga dashboard?
You can consult the guide directly available in the dashboard ("documentation"), in English and French.
As the responsible for the implementation of Pix within your training institution, you are invited to present Pix to the teaching teams.
After presenting Pix to the members of the pedagogical team, you will be able to invite them to join Pix Orga from the “Team” tab in your Pix Orga dashboard.
Pix has created a test called “Digital Skills - Initial diagnosis”. It will be the first test that you will use to get a first assessment of the learners’ level.

This test is a multi-skills test for a first experience on Pix. It provides an initial assessment on at least 5 skills of the reference framework.

- **26 TOPICS** ASSESSED
- FOR APPROXIMATELY **2 HOURS**
- **MAXIMUM LEVEL OF DIFFICULTY: 5**
Launch a first assessment test

On four areas:
- Information and data
- Communication and collaboration
- Content creation
- Protection and security

And 9 competences:
1.1 Completing a search and information intelligence
1.2 Data management
1.3 Data processing
2.1 Interacting
2.2 Sharing and posting
2.3 Collaborating
2.4 Joining the digital world
3.1 Developing text documents
3.2 Developing multimedia documents
3.3 Adapting documents to their purpose
3.4 Programming
4.1 Securing the digital environment
4.2 Protecting personal data and privacy
4.3 Protecting health, wellbeing and the environment
Drive learners’ training

The role of each person involved in the implementation of Pix within a training institution

Heads of training institutions
connect to Pix Orga and invite members of the teaching teams

The teaching team can connect to Pix Orga and launch assessment tests

Learners train on their personal Pix account and with tests provided by the teaching team
Drive learners’ training

Reading the results from **Pix Orga** helps providing adapted support to the learners.
Why create a pedagogical scenario?
A pedagogical scenario will help to integrate Pix within classroom teachings.

How to build a pedagogical scenario?

**Introduction**: brief description of the scenario and the learning objectives

**Level**: what is the level assessed through this scenario? *(refer to the proficiency levels in Pix)*

**Objectives**: what are the objectives?

**Digital skills**: what are the skills to be developed? *(based on Pix reference framework)*
Develop pedagogical scenarios

Pedagogical context: pedagogical environment:
- learners prerequisites
- period of use
- estimation of the learner’s practice time
- group or individual work

Resources/tools used: Is there any specific element that is needed to carry out this scenario? Internet access and other elements?

Hurdles: anticipate potential difficulties/problems

Ideas to overcome the hurdles: list the different ideas to be used to overcome the difficulties

This section is about the practical implementation of the scenario
After a dedicated time to help learners improve their skills, you will be able to check their progress by inviting them to another evaluation test.

on Pix Orga

Create a new campaign

Select tests on which you want to check learners’ progress