



Project number: 2018-1-IT02-KA201-048274

### How to work with Questionnaire B1

We suggest to prepare a file for every class, saving it with the name "SchoolName.ClassB1 results.xls".

Follow the suggestions below in order to fill out the chart for the results related to the questionnaire B1 in the proper way:

- Please do not change anything outside the light green area.
- In the green area you can fill for every student the line with its answer. As an example we filled the answer for student 1, please delete them before starting to write the results of your students.
- For all the questions, except Q8, Q11, and Q18, write directly the letter the student chose as answer.
- For question 8,11,18 write Y (for yes) if the answer the student gave is right, and write N (for No) if the answer is wrong. In question 18 there are 4 answers to give, so in the file there are 4 column for that question.

At the end you can see the points any student got in Column B, and you can see in the first three lines how many right, correct, and not given answers there are for every question.

