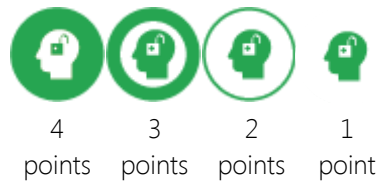


STEP 1 : Create your participant's card game

The AKI competences recap sheet shows the results of the questionnaire in the form of a card game.

The legend goes as follows :

The fuller the circle, the stronger your ability.



A space is provided in the upper part of each card to receive an icon.
Please note : icons and cards should be of the same color. A card without an icon means that the person has decided not to state a position.

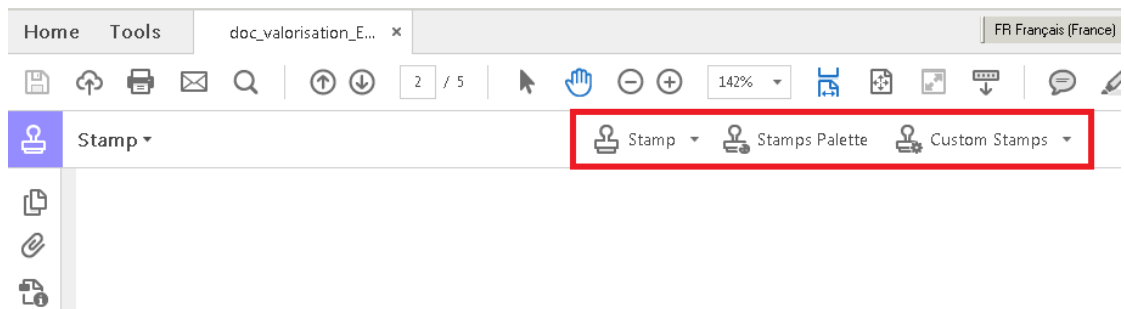
A. Use your scoring table to choose the correct icon according to the allocated scores

B. Create your card game :

1. In the legend, please click on the icon to be selected.
2. Press Ctrl+c on your keyboard to copy the icon.
3. Press Ctrl+v on your keyboard to paste the icon.
4. Click on the pasted icon and shift it into the card of your choice.
5. Do it again until the card game is complete.

STEP 2 : Create the snapshot image of your participant's competences

1. Record the data of your scoring table into the AKI Excel file :
The chart builds itself (the document is preprogrammed).
2. Convert the radar chart into a PDF file :
 - Click on the chart to select it.
 - Copy-paste it in a blank sheet of your Excel file.
 - Click on « File », then « save as » and choose the PDF format for the file before saving.
3. Insert the radar chart in the competences recap sheet :
 - Open the section « a snapshot image of my competences » in your competences recap sheet
 - Click on « tools » then on « Stamp ».
 - A tool bar appears on top of the page.



↳ Click on « Custom Stamps » then « Create ».

- A window opens. Choose your PDF in « browse » and click on « OK ».
Please note : As you choose à PFD file, think about changing the image file (.jpeg, *.gif, *..) in Acrobat Reader PDF.*
- Give the « category » section the following name : « snapshot image of my competences » and give the « Name » section the name and the surname of your participant. Then click on "OK".
- Your stamp is created. To insert it in your page, click on « Stamp » in the tool bar, then roll the mouse on the name of your buffer. The chart image appears on the right side. Click on it.
- Paste your stamp under the title « Snapshot image of my competences » while clicking directly in the selected place.
- The radar chart is now visible on your page. You can move or resize it at your convenience.

STEP 3 : HIGHLIGHTING THE PARTICIPANT'S COMPETENCES WITH EXAMPLES

In the AKI questionnaire, the participant is invited to illustrate their statements by concrete examples drawn from their experience abroad.

If the participant has given examples, paste them in the section « How to highlight my AKI competences” of the AKI competences recap sheet.

To do so, click in front of each icon. A free section should open.

Your AKI competences recap sheet is complete. Save before exiting.

You can also attach the questionnaire(s) filled in by the participant.



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