SUBMISSION GUIDE

Formative Assessments:
Improving Learning for Every Child

Spotlight Summary
Formative assessment refers to a wide variety of methods that teachers use to conduct in-process evaluations of student comprehension, learning needs, and academic progress. This project aims to identify methods that support both teaching and learning including the critical role students play in their own learning.

Introduction
These instructions will assume you are starting this process from the Spotlight page on the HundrED website here. Please read the full summary of the Spotlight there before filling in the forms. At the end of each step or “tab” in the submission form, click the button to save your work and continue to the next tab. For reference on what a completed innovation page looks like, click here.

Submission Steps
1. Create a HundrED Account
2. Enter Header Information
3. Enter Description
4. Enter Quote & Figures
5. Enter Contact Information
6. Add Countries
7. Add Owners
8. Apply & Publish
9. [Optional] Enter Media & Milestones

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org.
1. Create a HundrED Account

Start here:  

Click Share your innovation

Click Create an account

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org
Login Information
This information will be used to contact you if we have questions about your submission. Your name will also be visible as the owner of the innovation if you opt in.

Register to HundrED

Already have an account? Log in

Register with LinkedIn account

Facebook
Google
Microsoft
LinkedIn
Yle

or

Please fill all the fields.

First name
Last name
Your email
Your phone number
Password
Password confirmation

I have read and agree with the Terms of Service

Register now

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org
2. Enter Header Information

Share your innovation

1. The name of your organization, project, or program

2. A brief slogan that serves as the tagline for your innovation

3. The country where your work started

4. Your quick elevator pitch including your problem and solution

5. A cover image that will be displayed at the top of your page

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org
Main Information (continued)

1. A link to a youtube or vimeo link giving an overview on your innovation if you have one

2. Between 1 and 5 categories that best describe the focus of your innovation

Example:

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3. Enter Description

**Intro Information**

1. **Why did you create this innovation?**
   What was the need you saw or the problem you are trying to solve?

2. **How does your innovation work in practice?** How does your solution address the need or problem? Do you have any evidence that it works? What type of technology and/or methods does your solution use?

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Example:

Intro Information (continued)

1. **How has it been spreading?** What was the need you saw or the problem you are trying to solve?

2. **If I want to try it, what should I do?** What are some main achievements of your solution over the last 1-2 years? What are your goals for the next 2-3 years?

Example:

ABOUT THE INNOVATION

**Why did you create this innovation?**

There are great things happening in education all around the world, but it is difficult to find the ones that are working really well.

**How does your innovation work in practice?**

HundrED’s research process is a global selection process with over 150 Academy members in more than 50 countries that select innovations for impact and scalability. After they are selected, we help promote their work to a global audience in over 100 countries. We also help connect them with other education changemakers in the HundrED community that help them spread. We have a series of projects we do with partners (including Spotlights) that help us discover innovations and helps them spread. Finally, our community is at the center of everything we do, making everything happen. They consist of over 350 innovators, 19 country leads, and over 700 ambassadors in over 100 countries.

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How has it been spreading?

HundrED continues to grow every year, with about 6 projects each year and more partners around the world. For example, we are now working with the LEGO Foundation, the World Bank, and the OECD, all which started in the last 2 years.

If I want to try it, what should I do?

Anyone can go to hundred.org and create an innovation page for free. Once an innovation has been selected, we work closely with them to help promote and spread their work. If you would like to connect to a selected innovator, fill out the form on hundred.org/connect and we can help connect you!
4. Enter Quote & Figures

**Quote**

1. **Quote** Share a quote on the information, preferably from a user or a supporter.

2. **Avatar** Photograph of the quote author if you have it.

3. **Author, position** Name of the quote author and position in relation to the innovation (e.g. student, teacher, founder).

**Example:**

"The community HundrED provides for Education Innovation is beyond helpful for people in this field. It is so important to keep being inspired by other educators and be a forever learner."

HundrED Innovator, USA

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Key Figures

1. **Target group** Select from: Students, Teachers, Parents, Leaders, All
2. **Children/Users** Current or annual number of children or other target group impacted
3. **Established Year** First year the solution was used in practice
4. **Organisation Type** For-profit or Not-for-profit
5. **Age from** minimum age of users
6. **Age to** maximum age of users

Example:

**OVERVIEW**

HundrED has not validated this innovation

Anyone can submit their innovation to HundrED Open. All information on this page is provided by the innovator and has not been checked by HundrED. Innovation page has been created by HundrED Research on December 16th, 2020

**KEY FIGURES**

Innovation Overview

<table>
<thead>
<tr>
<th>ALL</th>
<th>200 000 000</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>TARGET GROUP</td>
<td>CHILDREN/USERS</td>
<td>COUNTRIES</td>
</tr>
<tr>
<td>2017 ESTABLISHED</td>
<td>NOT-FOR-PROFIT ORGANISATION</td>
<td>21 VIEWS</td>
</tr>
</tbody>
</table>

Updated on December 16th, 2020

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5. Enter Contact Information

Contacts
These are optional but are often used by reviewers during the selection process.
Please ensure all of the links begin with http:// or https:// or they will not work.

1. Website
2. Twitter
3. Facebook
4. Instagram
5. LinkedIn
6. Contact email
7. Organization Name

Example:

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6. Add Countries

Countries
Individually add each country that your innovation is used in (starting with your founding country), which will show as a Map on your page

Map Example:

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org
7. Add Owners

Owners

4. Optionally add any other members of your team that you want to be able to edit the page
5. They will need to have created a HundrED account in order to be added

Owner's information marked as visible is public for everyone

HundrED Research

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8. Apply and Publish

Apply

6. By applying from the Spotlight page, “Formative Assessments: Improving Learning for Every Child” will be toggled
7. If you created an innovation from any other page, you can toggle it on this screen
8. This will ensure your innovation is reviewed for this Spotlight

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Publish

9. Publishing your innovation will make it visible to anyone who visits
10. You can close this window to see what your innovation looks like before publishing
11. You will be able to edit your page at any point in the future after publishing

Publishing your innovation page is only possible if you have filled out the Main and Intro sections. However, please fill out all sections to the best of your ability and review the page from multiple people in your organisation to ensure it is presented well. For inspiration, do spend time reviewing selected innovation pages.

Read this article to understand our selection process.

Remember to update your innovation page roughly every 4 months and check the owners are current. Again, do not hesitate to email us with any questions.

Thank you!

Publish innovation

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org
9. Enter Media & Milestones [Optional]

**Media**

*Feature any recent Press Releases or News about your innovation*

12. Once you have published your innovation, scroll down to the Media section
13. Click “Add post” and then enter a title, optional description and image, and link to the website

If you have any questions or comments about the review process or have any technical issues please contact the HundrED Research Team at research@hundred.org.
Milestones

Feature any recent Achievements or Milestones for your innovation

14. Once you have published your innovation, scroll down to the Milestones section
15. Click “Add one” which will open up the options
16. Add the name of the milestone
17. [Optional] change the cover image
18. [Optional] select date to publish. Will publish instantly if not specified
19. Click “Add”

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10. Congratulations, you're done!

Thank you for submitting
You have submitted your innovation to the Spotlight which will be reviewed by the research team. We will let you know if you have any questions.

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