# teachtoday

# Instructions on how to set up a learning group for the Test

If you want to perform the Media Competency Test for the first time with your study group, you have to register your study group and generate individual access keys for each child or adolescent in the group.

Under the menu item **"Setting up access"** you will be guided in 3 simple steps through the application to the competency test.

The first step is to enter the group name under **"New registration"**. Click on **"Access codes"** to generate an individual access code for your learning group.

In the second step under **"Select age group"**, select the test age settings (9–12 or 13–15 years) for this learning group.

Step three under **"Number of access keys"** is to determine how many participants will take the Media Competency Test. You will then receive the individual access key for your study group as a PDF to download. This document, you can save or print out right away.

The participants can access the Media Competency Test at **www.youth.teachtoday.de**. With their access keys, the test participants login individually and start answering questions. Registering several groups

There is no limit to the number of learning groups that can perform the Media Competency Test. Simply register a new group and you will receive the corresponding access code. You can have it sent to you via email or make a note of it. Only with the access code for a group can you see the corresponding evaluation results or generate additional access keys.