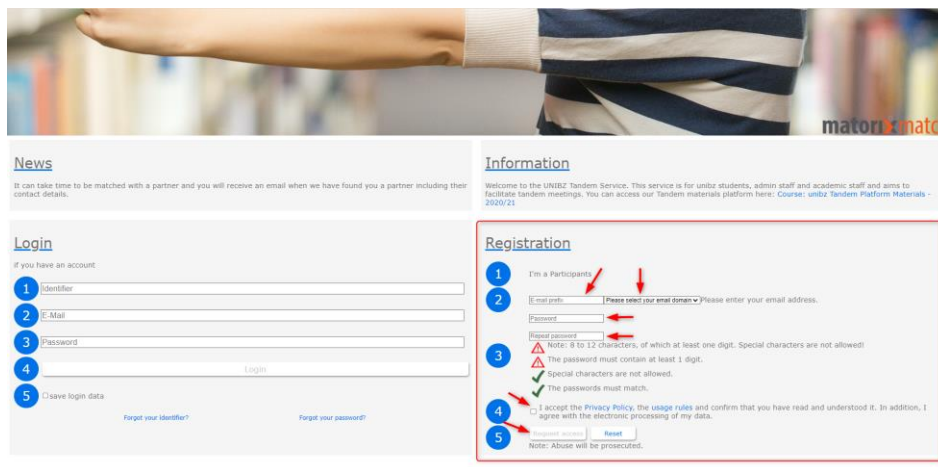
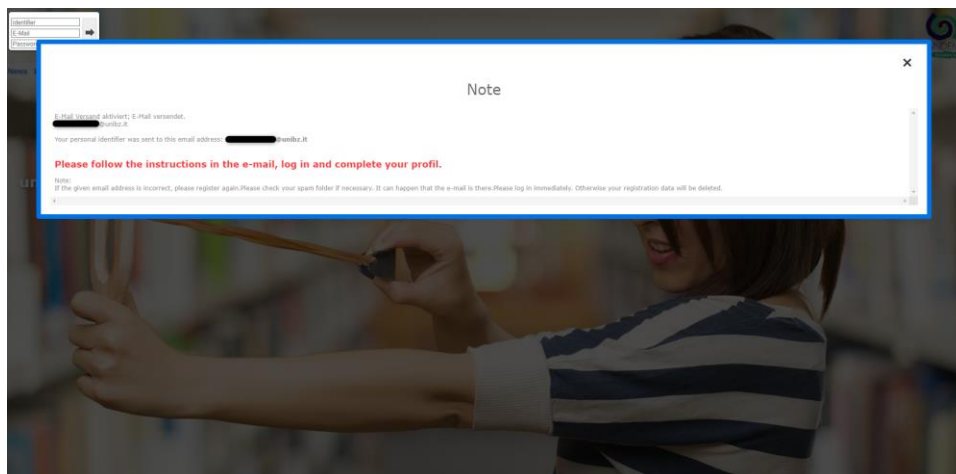


## **REGISTRATION INSTRUCTIONS: matorix unibz**

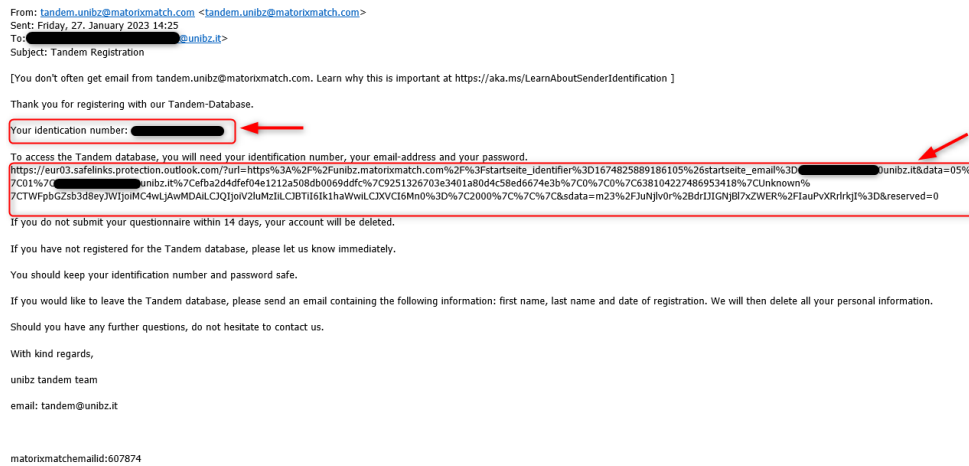
1. Register on the unibz matorix homepage <https://unibz.matorixmatch.de/> and fill in all fields:



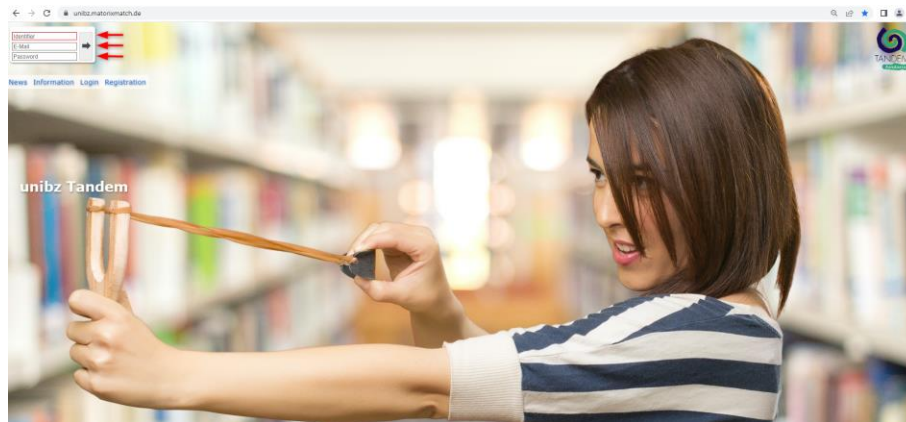
2. The following page will appear:



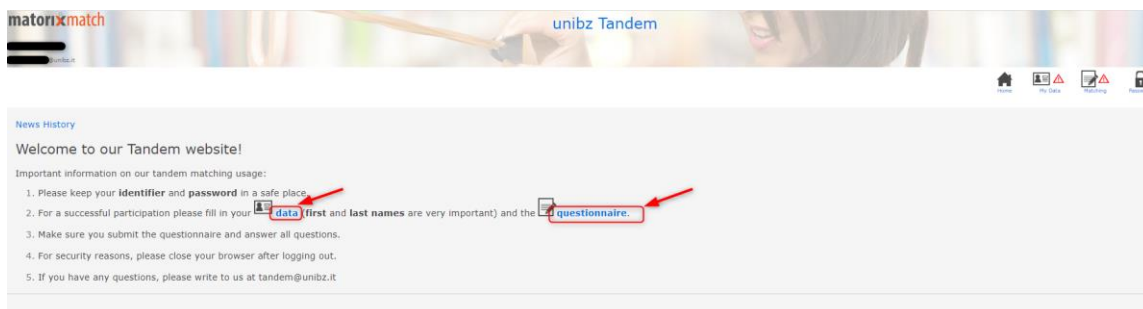
### 3. Go to your unibz e-mail account and check your e-mails. Click on the link.



### 4. Insert your identifier (= identification number indicated in the e-mail), your e-mail address (unibz) and your password. Click on the grey arrow.



### 5. You now need to fill in your DATA and the QUESTIONNAIRE. Click on "data" first.



6. Fill in the missing data and click on "save".

**Personal Data**

Personal Data

Photo [jpg,png]  Nessun file selezionato

Salutation

First Name

Name

Registration email

Additional email

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7. Indicate the preferred gender of your matching partner.

**Preferred gender of matching partner**

Female

Male

No preference

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8. Select the language(s) you can "offer":

**Language(s) that I speak at mother tongue level**

Arabic

Chinese

English

Estnisch

French

German

Italian

Japanese

Ladin

Portuguese

Russian

Spanish, Castilian

Turkish

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9. Select the language(s) you would like to learn and what language level your tandem partner should have.

**Languages that I want to learn**

For information on the speech level classification, see: [www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale](http://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale)

<input type="checkbox"/>	Arabic	<input type="text"/>
<input type="checkbox"/>	Chinese	<input type="text"/>
<input checked="" type="checkbox"/>	English	<input type="text"/>
<input type="checkbox"/>	Estonian	<input type="text"/>
<input type="checkbox"/>	French	<input type="text"/>
<input type="checkbox"/>	German	<input type="text"/>
<input type="checkbox"/>	Italian	<input type="text"/>
<input type="checkbox"/>	Japanese	<input type="text"/>
<input type="checkbox"/>	Ladin	<input type="text"/>
<input type="checkbox"/>	Portuguese	<input type="text"/>
<input type="checkbox"/>	Russian	<input type="text"/>
<input type="checkbox"/>	Spanish, Castilian	<input type="text"/>
<input type="checkbox"/>	Turkish	<input type="text"/>

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10. Select the category you belong to.

**my categories of personnel**

Please select your categories of personnel.

<input checked="" type="radio"/>	Students
<input type="radio"/>	Admin staff
<input type="radio"/>	Professors and Researchers

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11. Select the category your tandem partner should belong to.

**categories of personnel desired**

Please select the categories of personnel you want for tandem learning.

<input checked="" type="checkbox"/>	Students
<input checked="" type="checkbox"/>	Admin staff
<input type="checkbox"/>	Professors and Researchers

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12. Control that you have inserted all the required data.

The screenshot shows the 'My Data' profile page. A red arrow points to the 'Salutation' field, which contains a red triangle icon. A red text box next to it says: 'the triangle indicates that you have skipped a mandatory field (click on edit to fill in the missing information)'. Another red arrow points to the 'Edit' button next to the 'Personal Data' section. The profile information includes: Photo (not available), Salutation (He), First Name (first name), Name (last name), Registration email (rossella.rinaldi@unibz.it), Additional email, Preferred gender of matching partner (No preference), Offered Language (German), looking for language(s) / level (English, C1), my categories of personnel (Students), and categories of personnel desired (Students, Admin staff). Each section has an 'Edit' button.

13. You have successfully indicated your personal data. The next step is to complete the questionnaire. Click on "Matching".



This screenshot is similar to the previous one but highlights the 'Matching' button in a red box. A red arrow points to this button. The text above the button says: 'Please also complete the information in section Matching'. The rest of the profile information is the same as in the previous screenshot.

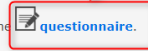
14. Alternatively, you can also click on "matching" in the toolbar or on "questionnaire" in the welcome page.



## Welcome to our Tandem website!

Important information on our tandem matching usage:

1. Please keep your **identifier** and **password** in a safe place.
2. For a successful participation please fill in your  **data** (**first and last names** are very important) and the  **questionnaire**.
3. Make sure you submit the questionnaire and answer all questions.
4. For security reasons, please close your browser after logging out.
5. If you have any questions, please write to us at tandem@unibz.it



## 15. Fill in the questionnaire.

Matching data Tandem Fundazioa Questionnaire

questionnaire not completed

Tandem Fundazioa Questionnaire Edit

0. I am able to help my tandem partner improve their listening skills.
1. I would like to improve my listening skills.
2. I am able to help my tandem partner improve their speaking skills.
3. I would like to improve my speaking skills.
4. I am able to help my tandem partner improve their reading skills.
5. I would like to improve my reading skills.
6. I am able to help my partner improve their writing skills.
7. I would like to improve my writing skills.
8. I am able to help my partner improve their knowledge of academic language.
9. I would like to improve my knowledge of academic language.
10. I would correct all of my partners langauge errors.
11. I would like all of my language errors to be corrected.
12. I would rather be corrected occasionally.
13. I would correct my partners errors occasionally.
14. I do not like being interrupted.
15. I prefer to provide error correction after my tandem partner has finished their sentence.

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Show Questionnaire

Tandem Fundazioa Questionnaire					
1. I am able to help my tandem partner improve their listening skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I would like to improve my listening skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I am able to help my tandem partner improve their speaking skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I would like to improve my speaking skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I am able to help my tandem partner improve their reading skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. I would like to improve my reading skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I am able to help my partner improve their writing skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I would like to improve my writing skills.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I am able to help my partner improve their knowledge of academic language.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I would like to improve my knowledge of academic language.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. I would correct all of my partners langauge errors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. I would like all of my language errors to be corrected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. I would rather be corrected occasionally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. I would correct my partners errors occasionally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. I do not like being interrupted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. I prefer to provide error correction after my tandem partner has finished their sentence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Reset

16. Do not forget to submit the questionnaire and to confirm your registration.

The image shows two screenshots from a web application. The top screenshot is titled "Matching data Tandem Fundazioa Questionnaire" and contains a "Submit" button highlighted with a red box and a red arrow pointing to it. Below the button is a "Thank You!" message. The bottom screenshot is titled "Confirmation" and asks "Do you really want to participate Tandem Fundazioa Questionnaire irrevocably?". It features two buttons, "YES" and "NO", with the "YES" button highlighted by a red box and a red arrow pointing to it. At the bottom of the confirmation screen, there are links for "Contact", "Help", "Privacy Policy", "Corporate Information", and "Rules of Use".

Matching data Tandem Fundazioa Questionnaire

Please remember to submit your data.

Submit

Thank You!

Tandem Fundazioa Questionnaire [Edit](#)

0. I am able to help my tandem partner improve their listening skills.	
1. I would like to improve my listening skills.	
2. I am able to help my tandem partner improve their speaking skills.	
3. I would like to improve my speaking skills.	
4. I am able to help my tandem partner improve their reading skills.	
5. I would like to improve my reading skills.	
6. I am able to help my partner improve their writing skills.	
7. I would like to improve my writing skills.	
8. I am able to help my partner improve their knowledge of academic language.	
9. I would like to improve my knowledge of academic language.	
10. I would correct all of my partners language errors.	
11. I would like all of my language errors to be corrected.	

Confirmation

Do you really want to participate  
Tandem Fundazioa Questionnaire  
irrevocably?

YES NO

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17. Congratulations! You have successfully registered on matorix and will receive a confirmation e-mail.

The image shows a confirmation screen with a blue header "Matching". In the center, there is a grey box containing the text "Tandem Fundazioa Questionnaire", "Matching data", and "Confirmed participation". At the bottom, there is a grey footer with links for "Contact", "Help", "Privacy Policy", "Corporate Information", and "Rules of Use".

Matching

Tandem Fundazioa Questionnaire  
Matching data  
Confirmed participation

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