

## OLA Workshop 1 – Handout

### OLA+ Goals

1. Improve quality of mobility experience (students)
2. Improve the nature of the work carried out by IROs, by making it less repetitive (coordinators/HEIs)
3. Decrease administrative costs (HEIs/nation state)
4. Increase participation in Erasmus+ (Europe)

### Important links

Erasmus Dashboard for HEIs - <https://www.erasmus-dashboard.eu>

Online Learning Agreement for students - <https://www.learning-agreement.eu>

### In Brief

## Practical Session – In Short

- Groups of 3 with  $\geq 1$  computers or tablets.
- Define roles:
  - Student \_\_\_\_\_
  - Sending coordinator \_\_\_\_\_
  - Receiving coordinator \_\_\_\_\_

Showcasing the basic features of the Dashboard and OLA:

- Uploading/nominating students – in such a way pre-filling the Learning Agreement and inviting them to OLA (using your email address).
- Finishing the Online Learning Agreement from student's perspective and signing it.
- Signing/declining/communicating with the student as a HEI.
- Using other tools for managing information in the Erasmus Dashboard, Adding colleagues via "Accounts and Access", creating default email templates etc. depending on the time left.

## Practical Sessions – In Detail


### Step 1

#### **Sending coordinator:**

1. Log into the Erasmus Dashboard <http://www.erasmus-dashboard.eu>
2. Upload 1 student (with your colleague's email address) by pre-filling information in their Learning Agreement in the "Upload" step. As receiving institution use the institution of another colleague sitting next to you – the one given the role of **Receiving coordinator**.

#### **Student:**

3. Follow the instructions from the email received as a student on Online Learning Agreement platform.



FINISH REGISTRATION

## Step 2

### Student:

1. Register/sign in to access the OLA.  
(If the given email address is already registered you can just log in the [www.learning-agreement.eu](http://www.learning-agreement.eu) and see the latest OLA prepared for you. If it is a new email address – you will be invited to finish creation of your account to access the OLA)
2. Fill out the missing information and sign the LA.

### Important:

Pay attention to the email addresses of the people to sign as Sending and Receiving HEI according to your roles in the group.

You are that close to start your ERASMUS experience...

1  
Student

2  
Sending Institution

3  
Receiving Institution

4  
Proposed Mobility Programme

5  
Responsible Persons

6  
Commitment

#### Student Information

Nationality\*  
  
Nationality: country to which the person belongs administratively and that issues the ID card and/or passport.

Date of birth\*  

17/05/1993

Sex\*  
☒ Male ☐ Female

Student ID number  
  
At student's home/sending institution

Phone Number  
  
Numbers, spaces and '+' symbol are accepted

Study cycle\*

Academic Year\*

Field of education\*  
  
The ISCED-F 2013 search tool available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

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#### Commitment of the three parties


By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

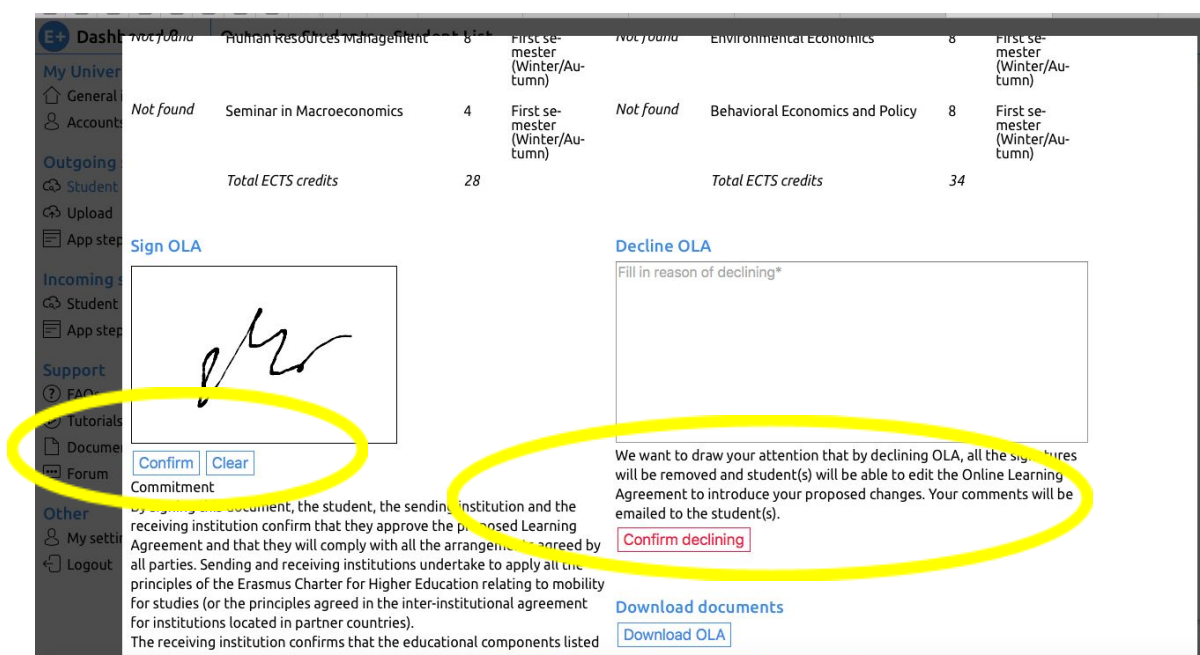
The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

Before signing - ask your institution coordinator if they accept touchscreen scanned signature!

  
**STUDENT'S SIGNATURE**  
Date: 2018-02-27 17:49:44

## Step 3

1. **Sending coordinator** checks LA and signs/declines either on the Dashboard (if registered) or following the instructions in the email.  
(if you decline – the student receives an email notification that they should update their proposal and sign again).
2. **Receiving coordinator** checks LA and signs/declines either on the Dashboard (if registered) or following the instructions in the email.  
(if you decline – the student receives an email notification that they should update their proposal and sign again).
3. When the OLA is confirmed by all parties the **Student** receives an email notification and everyone can view (or download, if needed) the finalised OLA.



**Sign OLA**

**Decline OLA**

Fill in reason of declining\*

We want to draw your attention that by declining OLA, all the signatures will be removed and student(s) will be able to edit the Online Learning Agreement to introduce your proposed changes. Your comments will be emailed to the student(s).

**Confirm declining**

**Download documents**

**Download OLA**

## Step 4

1. **Receiving** and **Sending** coordinators can use other features available to manage the information – use filters, search features, sorting, different ways of displaying the information.
2. Try adding your colleagues to the Dashboard or edit the roles/permissions in Accounts and Access.
3. Try editing the default email templates in My Settings
4. Try initiating the changes to the LA (process should start by the **Student** on [www.learning-agreement.eu](http://www.learning-agreement.eu))



**E+ Dashboard β**

**My University > Accounts And Access**

**My University**

- ☐ General info
- ☒ Accounts and Access

**Outgoing students**

- ☐ Student List
- ☐ Upload
- ☐ App step by step

**Incoming students**

- ☐ Student List
- ☐ App step by step

**Support**

- ☐ FAQs
- ☐ Tutorials
- ☐ Documentation
- ☐ Forum

**Other**

**Multiuser access**

Role name	Permissions	
Administrator	Creating accounts Uploading students Editing step by step	<a href="#">Remove</a> <a href="#">Edit</a>
Course Director	Editing general info Creating accounts Managing students Editing step by step Uploading students	<a href="#">Remove</a> <a href="#">Edit</a>

**Account management ?**

Name	Email	Phone nr	Role	Action
John Doe	ola2+test@uni-foundation.eu	12345678	Course Director	<a href="#">Remove</a> <a href="#">Edit</a>