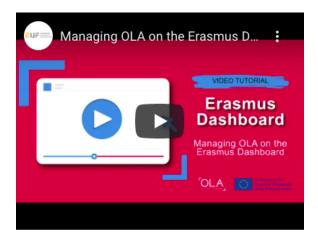# Student List Management

Mobilities (OLA 3.0) Management

You can use the navigation and information sorting features as well the search option to manage the students' OLAs.

In order to review and sign or decline an OLA, the coordinators need to log in to the Erasmus Dashboard. This change has been introduced in order to increase the reliability and security of the system.

The further strengthening of the security of the system is also evident in the commitment step. As a preparation for digital signature solutions - the confirmation needs to be shared when declining the OLA. Further updates to the authentication solution in the Erasmus Dashboard will be rolled out in the near future, and will ultimately lead to the implementation of a click-to-sign solution

Video Tutorial on Signing or Declining OLAs

Process of Accepting or Declining an OLA

1. **The Outgoing** or **Incoming students** sections under the Mobilites (OLA 3.0) header illustrates all the students affiliated to the given HEI.
2. Use the filters and search to navigate the student list or use a direct url to access the specific document. Please note that a link to a specific OLA can be shared among the colleagues who will be able to interact with the specific document directly upon login (no need for search/filter of the OLAs.
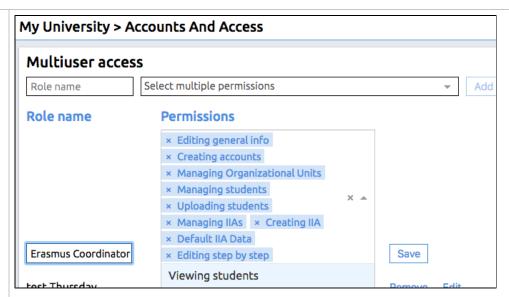3. Open the OLA to review and accept or decline the document.

Start Mobility	End Mobility	Status	Receiving Institution	
2020-09-06	2020-09-20	Signed By Student/sending /receiving	DEMO: Account 11	Open Learning Agreement
2020-08-10	2020-10-10	Signed By Student/sending /receiving	DEMO: Account 11	Open Learning Agreement
2020-10-05	2021-04-30	Signed By Student/sending /receiving	DEMO: Account 11	Open Learning Agreement
2020-09-23	2020-10-02	Signed By Student/sending /receiving	DEMO: Account 9	Open Learning Agreement
2020-09-24	2020-10-02	Changes Signed By Student/sending/receiving	DEMO: Account 9	Open Learning Agreement

Delegation to Sign

In order to ensure that the right contact point can sign the OLA without restarting the process to change the signee, any of the Erasmus Dashboard staff accounts can now sign the OLA and their contact information will be displayed in the commitment area in the Learning Agreement. As per the OLA survey analysis, it is still a common issue that neither the student, nor sometimes even the Sending Institution has the most up-to-date information on the exact contact points for signing. Therefore now even if the addressee was initially wrong, the correct contact point can simply log in to the Erasmus Dashboard and review and sign the OLA without the need for declining and restarting the process to allow the student to update the addressee.

Limiting the Rights to Sign

Currently, any of the staff members who have the permission for "Managing students" lists can sign an OLA and their commitment, as well as name and contact information, will be displayed in the OLA instead of the initial responsible person appointed to sign. If, however, you wish to disable such functionality for some of the colleagues who have access to the platform you can do so by simply changing the permissions from "Managing students" to "Viewing students" in the "Accounts and Access" menu section for the colleagues in question.

My University > Accounts And Access

Multiuser access

Role name | Select multiple permissions ▼ | Add

Role name | **Permissions**

× Editing general info
× Creating accounts
× Managing Organizational Units
× Managing students
× Uploading students   × ▲
× Managing IIAs   × Creating IIA
× Default IIA Data
Erasmus Coordinator   × Editing step by step | Save

Viewing students

test Thursday   Remove   Edit

Notification message next to the signing field	**Sign OLA** *Please log in as a staff account to sign the Learning Agreement; main institutional accounts are not able to sign the OLAs. See more information* here. *If you are already using a staff account and still experiencing difficulties please log out from your current Dashboard session and log in again.*
The signing rights under Mobilities OLA 3.0 are reserved for staff accounts as indicated in the list of users in "Accounts and Access" menu option. The main institutional account holders are not able to sign the Online Learning Agreements. If the current main institutional holder needs to sign Online Learning Agreements, follow these steps: 1. Appoint a new legal representative in the Erasmus Dashboard account. The previous main account holder will be removed from the position. 2. Add the previous main account holder as a "staff account" via "Accounts and Access". If you are accessing the platform via the direct link from an email invitation to review Online Learning Agreements, you might see the message below. Please log out from the session and log in with your email and password to review and sign /decline the Online Learning Agreement under Mobilities 3.0.	

Notifications

The notifications are triggered by any of the signatures or when the OLA proposal is declined.

As a Sending Institution, you will receive an invitation to review and sign or decline an OLA when the outgoing student has finalised their OLA and signed the document proposal.

Correspondingly, the Receiving Institution receives a notification when both the incoming student and the Sending Institution have signed the OLA.

The Sending Institution now also receives a notification when the OLA has been finalised and the Receiving Institution has signed it, keeping everyone involved in the loop.

The student receives a notification every time their OLA is signed or declined by either of the coordinators from the Sending or Receiving Institution.

The comments from coordinators as to why the OLA was declined are now also conveniently displayed to the student in the OLA platform finalisation steps.

Mobilities (OLA 2.0) Management

The **Student List** is a complex feature that allows sorting names and email addresses in alphabetical order, filtering students by categories such as country, sending institution or status of learning agreement among others as well as have a clear overview of each individual student's case by clicking on the name to see a summary.

Moreover, you can review the details and status of the Online Learning Agreement, decline it and send comments regarding necessary changes, download Online Learning Agreement documents as well or sign it online.

All the above-mentioned features can also be executed in bulk.

It is also possible to send an individual or a group email to students and prepare default email templates in the **My Settings** section.

Related articles

Content by label

There is no content with the specified labels