
The Online Learning Agreement system for Higher Education Institutions

This tutorial aims to explain the usage of Erasmus Dashboard and the interconnected tools that provide even more features to support your mobile students and save your time – Online Learning Agreement platform and Erasmus+ App.

A video version of this tutorial is also available [here](#).

Abbreviations

- **ECHE** – Erasmus Charter for Higher Education
- **HEI** – Higher Education Institution
- **LA** – Learning Agreement
- **OLA** – Online Learning Agreement
- **EUJ** - European University Foundation
- **ESN** - Erasmus Student Network

1. Mobility management tools in short

The Erasmus Dashboard is an powerful online tool available to all ECHE holders free of charge. It is interconnected with the OLA platform for students and the Erasmus+ App, allowing IROs to put crucial information at students' fingertips.

The Erasmus Dashboard is developed in the framework of the Online Learning Agreement follow up project (known as OLA+¹) with the financial support of the European Commission.

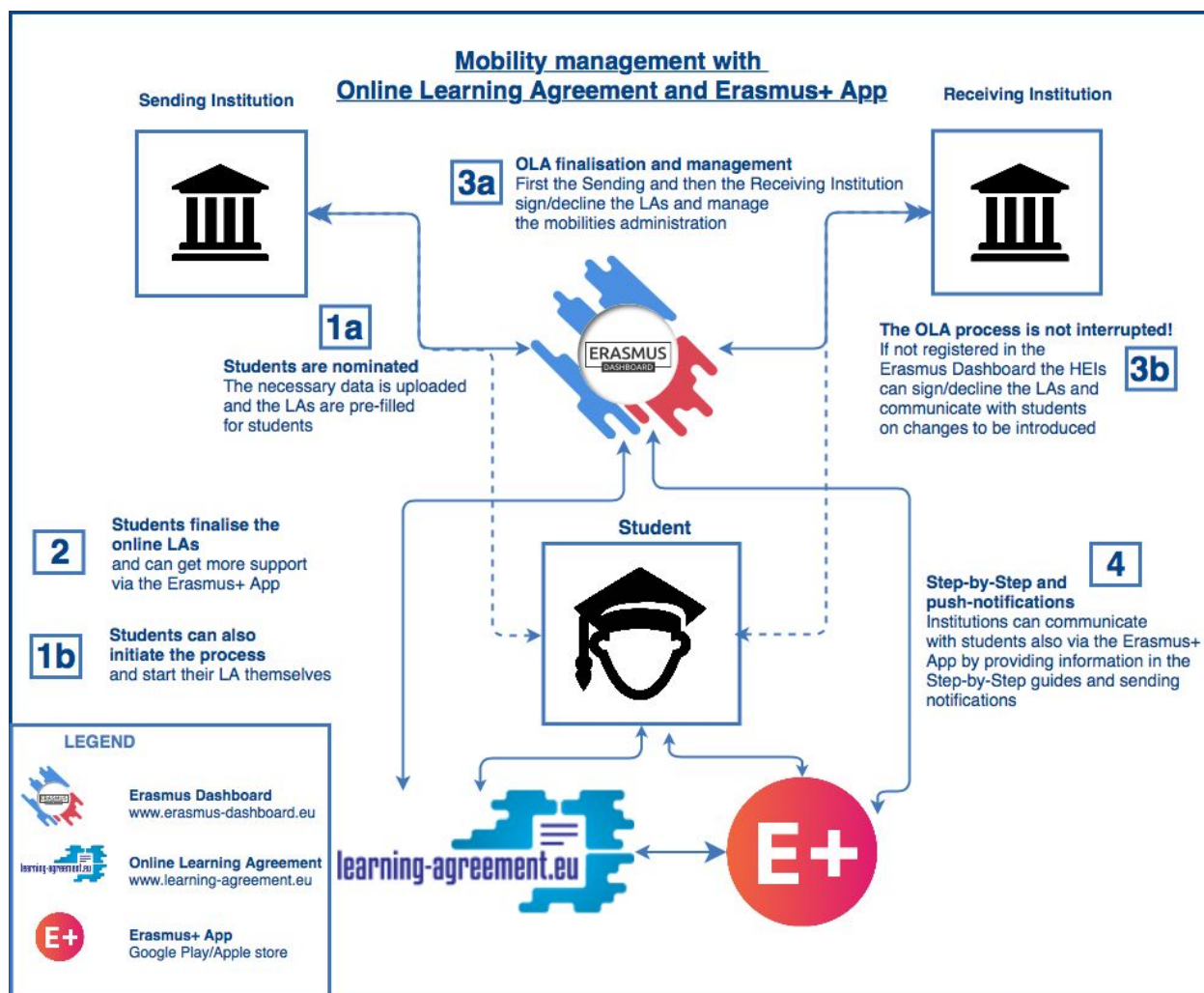
Access

- Erasmus Dashboard for HEIs - <https://www.erasmus-dashboard.eu>
- Online Learning Agreement for students - <https://www.learning-agreement.eu>
- Erasmus+ App (available in Google Play and Apple store)

¹ EUJ (coordinating institution), 8 universities (University of Luxembourg (Luxembourg), Lodz University of Technology (Poland), University of Vienna (Austria), University of Marburg (Germany), University of Alcala (Spain), University of Bergen (Norway), Erasmus University of Rotterdam (The Netherlands), Pantheon-Sorbonne University (France) and the Erasmus Student Network.



How does it work - a visual map



Features for students

Students have two interconnected tools available to them that support their preparation for going on exchange. Registering for one of them creates an Erasmus Profile and the login credentials confer access to both tools:

- Online Learning Agreement platform www.learning-agreement.eu
- Erasmus+ App (available in Google Play and Apple store)

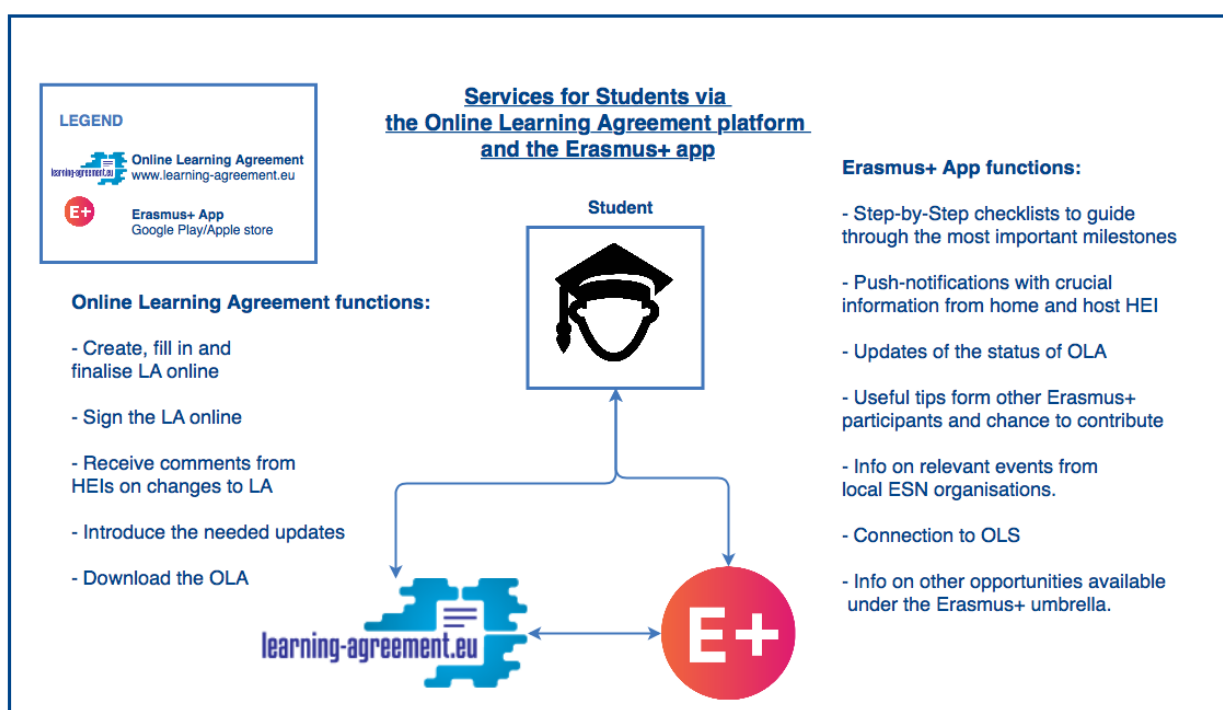
The Online Learning Agreement allows students to:

- Create and finalise their LA;
- Sign their LA online;
- Introduce the needed changes if the HEI suggests updates;
- Download the LA (if needed).



The Erasmus+ App supports the following features:

- Checking important steps to follow before, during and after mobility;
- Checking the status of the OLA;
- Receiving push-notifications from sending and receiving HEIs
- Finding useful tips written by other Erasmus+ participants and contribute with their own;
- Getting the latest news about the Erasmus+ programme and find relevant events from local ESN organisations.
- Connecting with the Online Linguistic Support (OLS) platform;
- Learning more about other opportunities available under the Erasmus+ programme.



Erasmus Dashboard for HEIs

- Upload/nominate and pre-fill key elements of the LAs of your outgoing students (as an alternative to letting them start and fill their own LA).
- Manage lists of outgoing and incoming students (filter, sort, download or delete the data).
- Send group emails and comment on necessary changes before signing the LA.
- Send push-notifications to students via the Erasmus+ App.
- Add deadlines and specific information about your HEI that will be displayed in the Erasmus+ App Step-by-Step guides.
- Grant different levels of access to staff involved in mobility administration through the Erasmus Dashboard multi-user functionality.



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- Sign, decline and download LAs online and have a clear overview of their status.

2. Erasmus Dashboard - First Steps

Registration

In order to use the Erasmus Dashboard one main account needs to be created per university/higher education institution (HEI). This account will be manually validated by the EUF (important: don't forget to use your institutional email address – requests indicating private addresses will not be considered). After the validation of the main institutional account, the HEI can create as many individual accounts for their internal use as necessary, according to their specific management structures.

The holder of the main institutional account needs to register here: <https://www.erasmus-dashboard.eu/institution/registration> indicating the contact details and selecting the HEI from the list of Erasmus Charter for Higher Education holders.



The screenshot shows a registration form titled "Institution registration". It includes a phone number field with a globe icon and "+1 234 567 8", an email field with "main@account.eu", and a website field with "www.uni.eu". Below these are three dropdown menus: "Select country of institution", "(City) select a country first", and "(Institution) select a city first". There is a checkbox for "I have read and agree to the privacy policy and terms and conditions" which is currently unchecked. At the bottom is a blue "Register" button.

Access and Accounts

The Erasmus Dashboard is designed to respect and be adaptable to a wide diversity of internal institutional workflows. In many instances several people are involved in the administration of mobility processes, therefore the platform supports a multiuser system that allows different levels of access, to conveniently use the Erasmus Dashboard.

To match the specific working patterns in each institution, different levels of access to the Dashboard can be determined and associated to the roles — e.g.

an 'Administrator' role may exist which allows to upload lists of nominated students and communicate with students, but not to create extra accounts or grant other colleagues access to the Dashboard (see illustration below).

When accounts are created for new colleagues to access the Erasmus Dashboard they will receive an automatic notification to set their own password, which means they will have their own login credentials.

Multiusers access

Role name	Permissions		
Faculty Coordinator	Managing students	Remove	Edit
	Uploading students		
	Editing general info		
	Creating accounts		
	Editing step by step		
Administrator	Uploading students	Remove	Edit
	Editing step by step		
	Managing students		

Account management ?

Name	Email	Phone nr	Role	Action
John Doe	john.doe@uni.eu	+123456789	Administrator	Remove Edit
Jane Doe	jane.doe@uni.eu	+123456789	Faculty Coordinator	Remove Edit

3. Managing Online Learning Agreements

How can my Erasmus students use the OLA?

There are two key scenarios:

Scenario One.

1. The sending HEI uploads a list of nominated students onto the Erasmus Dashboard, which allows certain fields, such as the partner Erasmus Code or contact/responsible person, to be set by the staff of the sending HEI, rather than the exchange students themselves. This information is automatically transformed into pre-filled LAs that students can access on the OLA platform.

You can see a video [tutorial](#) in the Support section of the Erasmus Dashboard illustrating how you can transfer a volume of information at once instead of filling cells one-by-one.

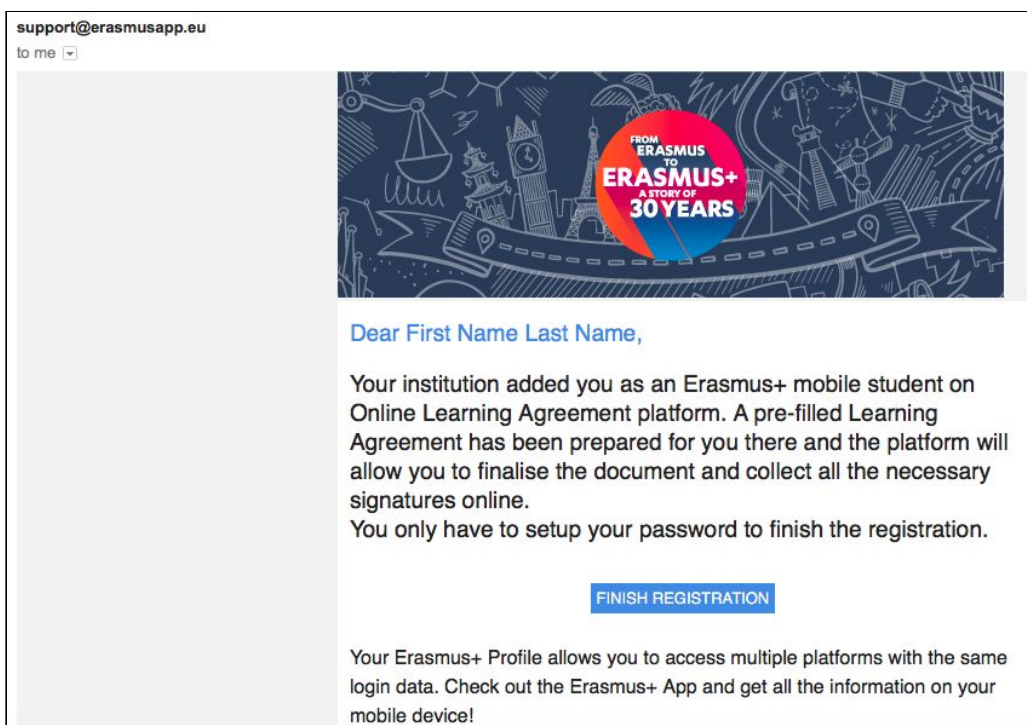
Outgoing Students > Upload

Student upload (copy from e.g. MS Excel file. [More info](#))

Select	Nr	First name*	Last name*	Email*
<input type="checkbox"/>	1	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="nominated.student+1@gr"/>
<input type="checkbox"/>	2	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="nominated.student+2@gr"/>
<input type="checkbox"/>	3	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="nominated.student+3@gr"/>
<input type="checkbox"/>	4	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="nominated.student+4@gr"/>
<input type="checkbox"/>	5	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="nominated.student+5@gr"/>

2. The students receive a notification that they can access the LAs prepared for them in the OLA platform, finish filling them in (e.g. indicate the courses they are planning to take, etc.) and sign the agreement. Please see the two screenshots below that illustrate the next steps for your students on the OLA [Platform](#).

Please note that the same login credentials created for accessing the pre-filled LA can also be used to access the Erasmus+ App.



1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

Student Information

Nationality*
Belgium

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

Date of birth*
07/02/1990

Sex*
Male Female

Student ID number
a123456

Phone Number
123456789

At student's home/sending institution Numbers, spaces and '+' symbol are accepted

Study cycle*
Bachelor or equivalent first cycle (EQF 6)

Academic Year*
2017/2018

Field of education*
1014 - Sports

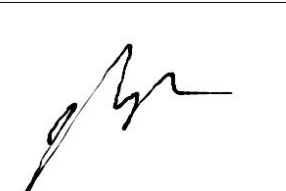
The ISCED-F 2013 search tool available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

SAVE NEXT STEP >

3. The coordinator at the sending HEI receives an automatic notification via email to check and sign the LA after the student completed and signed the document. It is also possible to decline the proposal (**which deletes all the existing signatures on it**) and send the student comments as to what needs to be changed. The coordinator can review, decline, sign and download the LA irrespective of whether they are registered or not on the Erasmus Dashboard, while registered Erasmus Dashboard users have access to extended functionalities like interaction with Erasmus+ App, making the administration process even smoother.

234567	Basic Course Philosophical Theology	8	First semester (Winter/Autumn)
23456	Fundamental Questions of Existential Analysis	6	First semester (Winter/Autumn)
234578	The theory of the artwork "from the Aesthetic Theory of Adorno.	5	First semester (Winter/Autumn)
234567	Ontology and Metaphysics	6	First semester (Winter/Autumn)
	<i>Total ECTS credits</i>	<i>31</i>	

Sign OLA



Confirm Clear

Commitment
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.

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

4. After the sending institution has approved and signed the LA, the coordinator at the receiving HEI receives an automatic notification via email to check and sign the LA.

Dear Erasmus+ coordinator,

Please follow the link below to access the Learning Agreement (LA) that Ilene SA has prepared prior to his mobility period. **The sending institution has already signed it.** Read it carefully and if you agree with the choice of subjects, please sign to approve it.

If there are any objections, it is possible to decline the proposal and send your comments to the student.

By clicking on the link below you will be directed to the Erasmus Dashboard - a platform created for supporting Higher Education Institutions in managing Erasmus+ mobility administrative aspects as well as interacting with the students via Online Learning Agreement (OLA) platform as well as the Erasmus+ App.

More information on Erasmus Dashboard can be found below as well as in the Support section of the platform where video tutorials as well as FAQs are available.

Please note that Internet Explorer is not supported, therefore please choose another browser to proceed.

[Review Learning Agreement](#)

5. Throughout the process all three parties can check the status of the LA at any time and, once all have signed the LA, the student receives an automatic email notification informing that the document is ready.

Scenario Two.

1. Mobile students access the OLA platform (<https://www.learning-agreement.eu/start/>) complete the LA fields and sign it.



1 Student 2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

+ ADD SUBJECT

COMPONENT CODE	COMPONENT TITLE	SEMESTER	ECTS	edit	delete
543232	Kant's philosophy of right	First semester (Winter/Autumn)	5	edit	delete
123456	Wittgenstein: Philosophical Investigations	First semester (Winter/Autumn)	6	edit	delete
456789	Jacques Derrida: A Philosophical Introduction	First semester (Winter/Autumn)	7	edit	delete
34569	Fundamentals of Logic	First semester (Winter/Autumn)	5	edit	delete
45678	Introduction to the Philosophy of Language	First semester (Winter/Autumn)	5	edit	delete
45678	Ontology and Metaphysics	First semester (Winter/Autumn)	5	edit	delete
			Total: 33		

Link to course catalogue
 Web link to the course catalogue at the receiving institution describing the learning outcomes.

2 Sending Institution 3 Receiving Institution 4 Proposed Mobility Programme 5 Responsible Persons 6 Commitment

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 signatures!

SIGN ONLINE

STUDENT'S SIGNATURE

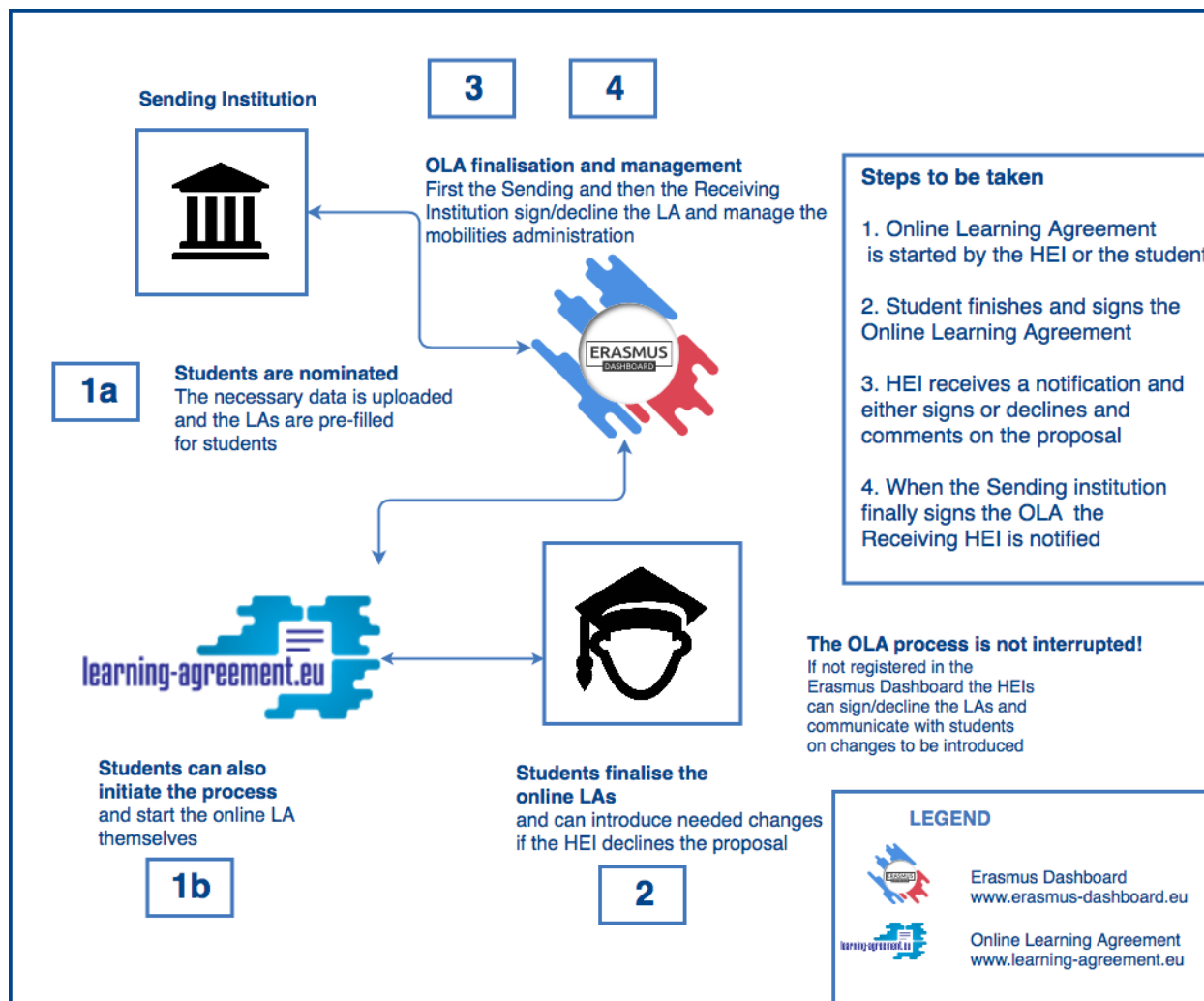
Date: 2018-05-12 12:35:01

← PREVIOUS

SEND TO SENDING INST. COORDINATOR

2. The coordinator at the sending HEI receives an automatic notification via email to check and sign the LA. If the respective HEI and coordinator are using the Erasmus Dashboard they receive a notification and can easily review, decline, comment or sign the LA. If the given coordinator does not have an Erasmus Dashboard account, they still receive an automatic notification via email to check and sign or comment and decline the LA by simply following the instructions in the notification email.

The next steps for finalising the LA and having it approved are the same as in Scenario One.



Links for video tutorials

- General information:
<https://www.youtube.com/watch?v=G9T8J7tqKG4&feature=youtu.be>
- Accounts and access:
<https://www.youtube.com/watch?v=Ro8XmYGdQOg&feature=youtu.be>
- Step-by-Step:
<https://www.youtube.com/watch?v=dFAmRfc5bLg&feature=youtu.be>
- Student uploads:
<https://www.youtube.com/watch?v=36GGGYR17wc&feature=youtu.be>
- Student list:
<https://www.youtube.com/watch?v=stPTfnEADol&feature=youtu.be>
- Summary of interconnection of the tools:
<https://www.youtube.com/watch?v=MpYcvRA2ykA>

