

WORKSHOP ERASMUS DASHBOARD

Liebe Teilnehmerinnen und Teilnehmer,
gleich geht es los. Bitte nutzen Sie die
Wartezeit für einen Audiotest, den Sie
unter dem Reiter „Meeting“ –
„Lautsprecher und Mikrofon-Setup“
finden. Dieser Test stellt sicher, dass Sie
uns gleich viel besser hören können.

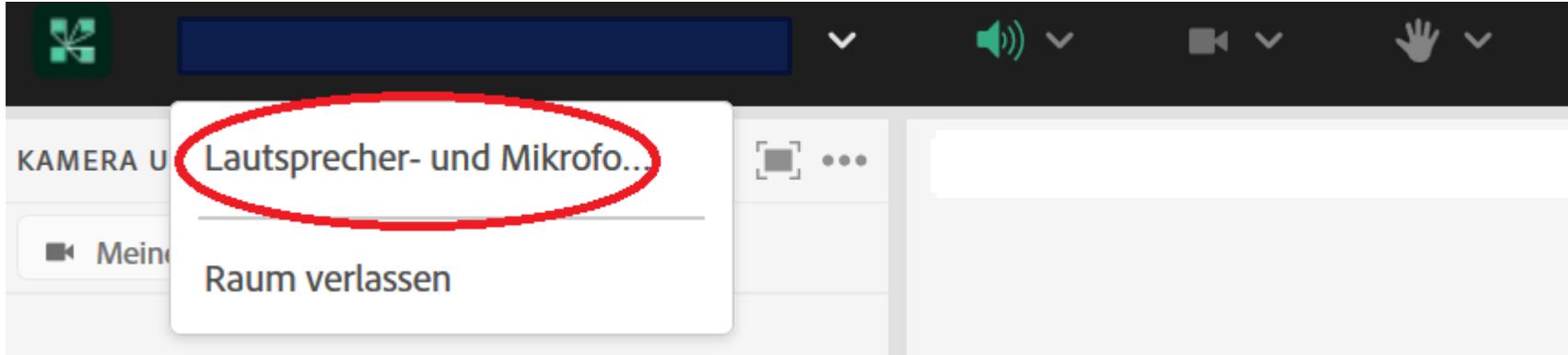
WORKSHOP ERASMUS DASHBOARD

12.05.2021

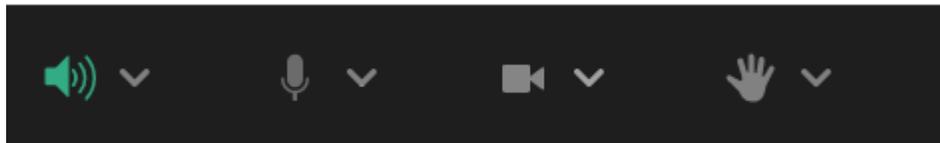
Erasmus+ Digitalexpertinnen:
Susan Brode (Universität Kiel), Inga Gerling (Universität Hohenheim),
Ly Tran (HMT Leipzig)



Organisatorisches



Bitte nutzen Sie den Audio-Assistenten



Im Plenum: bitte stellen Sie sicher, dass Ihr Lautsprecher aktiviert ist, Mikrofon und Kamera aber deaktiviert



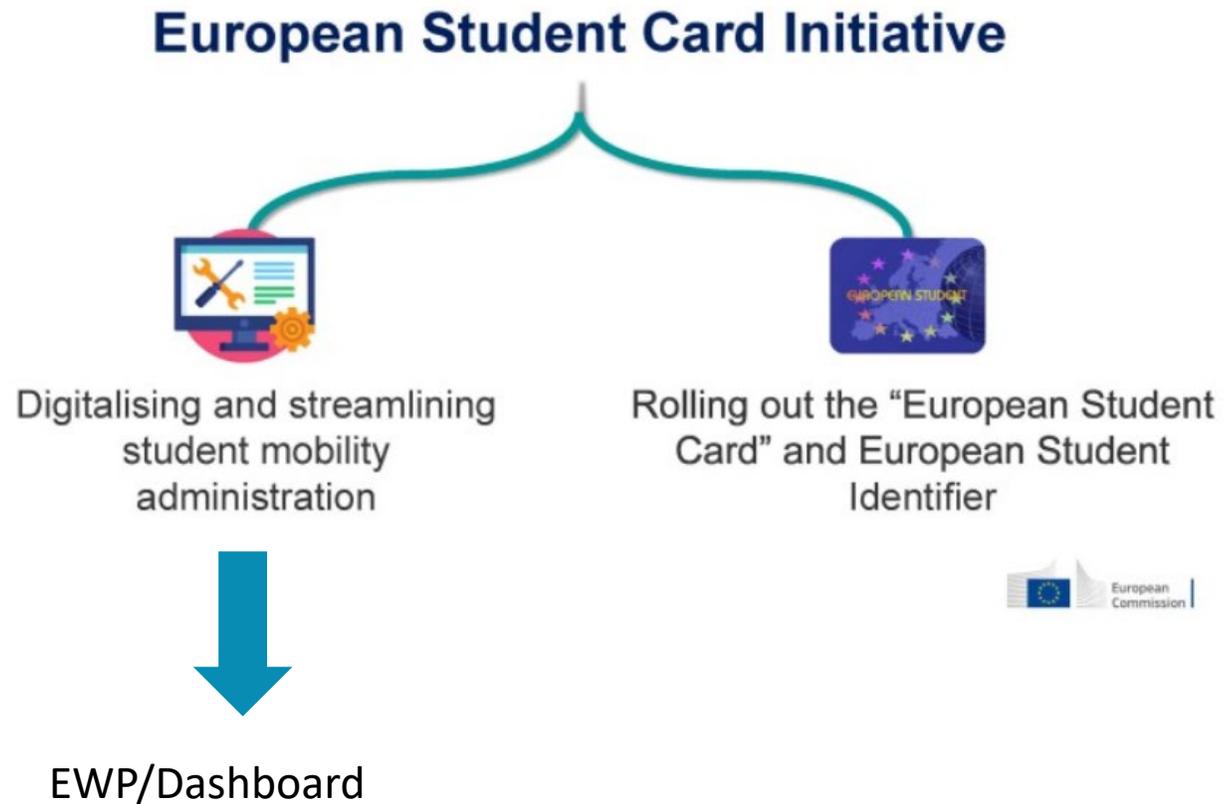
Agenda

Einführung | Kontext | Glossar

Erasmus Dashboard | Funktionen

Vernetzung Dashboard User

ESCI – European Student Card Initiative



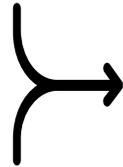
Glossar

Vorgabe EU KOM

Anbindung ans EWP Netzwerk

digitales Learning Agreement

digitales Inter-Institutional Agreement



Umsetzung über „EUF Lösung“

Erasmus Dashboard

Online Learning Agreement (OLA)

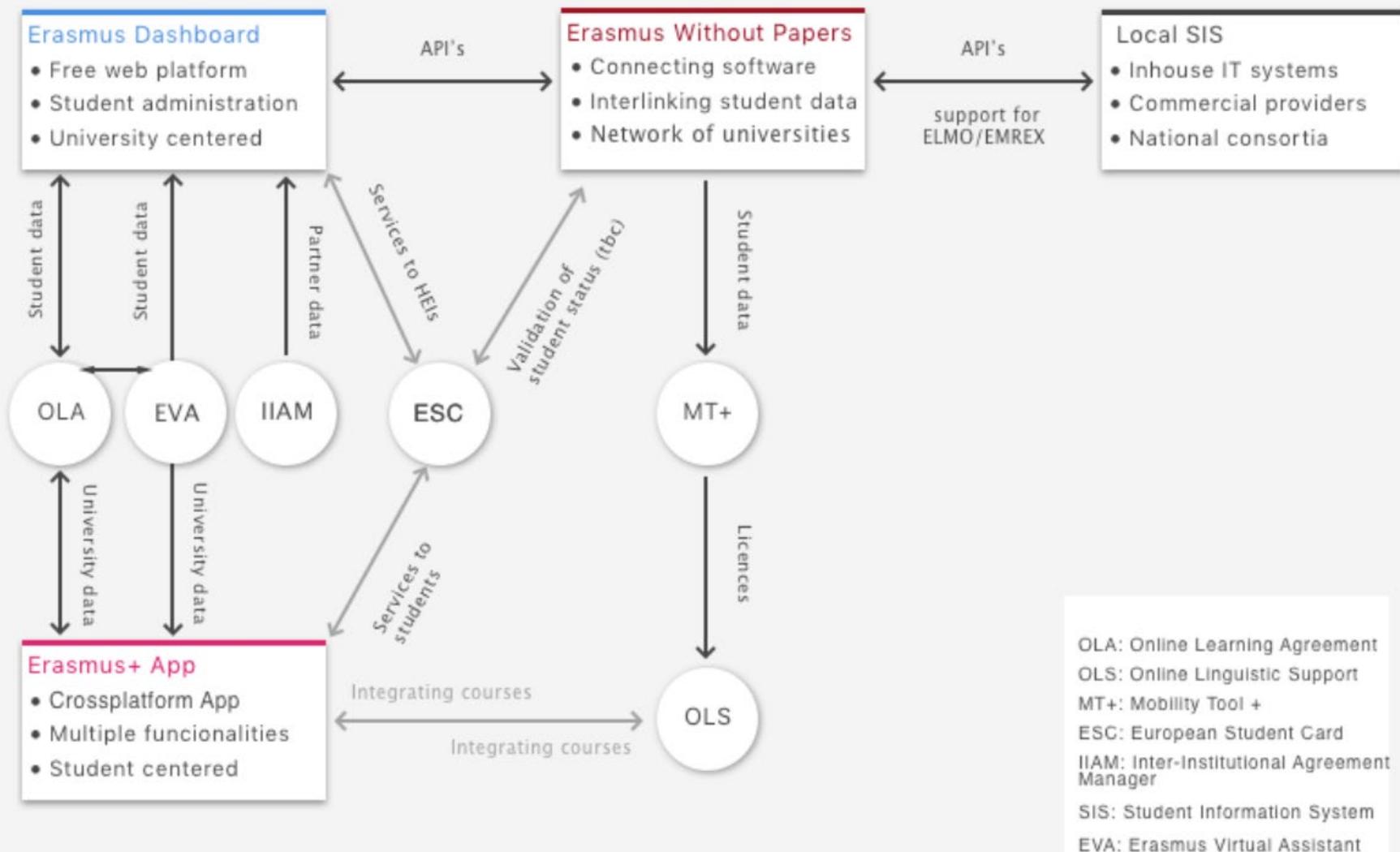
Inter-Institutional Agreement Manager (IIAM)

eduGAIN : globaler Service, welcher den teilnehmenden Verbänden und den ihnen angeschlossenen Benutzern und Diensten eine effiziente, flexible Möglichkeit bietet, sich miteinander zu verbinden

MyAcademicID: Brücke zwischen eIDAS und eduGAIN

→ Zuweisung und Nutzung digitaler Identitäten

Erasmus++ Digital Ecosystem



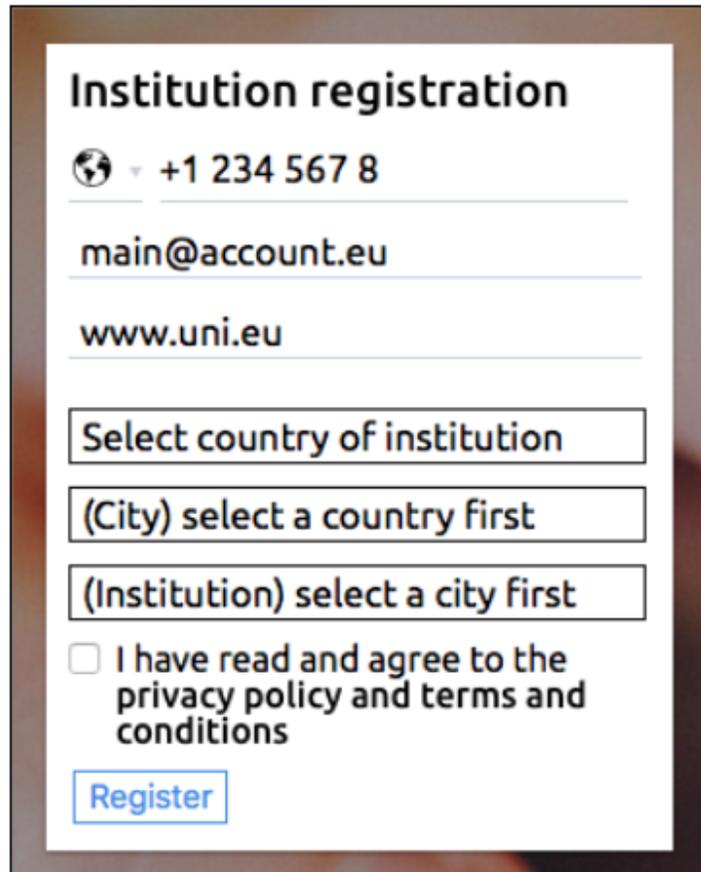
Was sind die Basisfunktionen des Dashboards?

- ❖ Digitale Learning Agreements (OLA 3.0. | auslaufend OLA 2.0.)
- ❖ IIAM
- ❖ Short term mobilities (BIP)
- ❖ Verbindung zu Erasmus+ App (Veranstaltungen und Deals erstellen)

Geplant:

- ❖ Nominierung (voraussichtlich ab September 2021)
- ❖ Transcript of Records

Registrierung im Dashboard



Institution registration

🌐 +1 234 567 8

main@account.eu

www.uni.eu

Select country of institution

(City) select a country first

(Institution) select a city first

I have read and agree to the privacy policy and terms and conditions

Register

<https://www.erasmus-dashboard.eu/>

Es muss ein „institutional account“/
Hauptaccount erstellt werden

→ Am besten Funktionsadresse IO

Vom Institutional Account können andere
Rollen erstmals angelegt werden

Der Hauptaccount kann nicht gleichzeitig OLAs
signieren!

Rollen im Dashboard

Multouser access

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

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

Multouser System

Rollennamen können selbst erstellt werden (z.B. Fachkoordinator, Projektmanager, et c.)

Nach der ersten Registrierung können erstmal nur vom Hauptaccount Rollen angelegt werden

Vernetzung mit dem EWP-Netzwerk

E+ Dashboard β

IIA manager (beta)

IIA List

New Digital IIA

Import IIA

Default IIA Data

FAQs

EWP

Website

Settings

Support

FAQs

Tutorials

Documentation

Ewp > Settings

Current SCHAC code for the EWP Network: hmt-leipzig.de

Do you agree that the Dashboard represents your higher education institution in the EWP Network

No

Yes

Save

Do you agree that the Dashboard represents your higher education institution in the EWP Network

No

Yes

Save

OLA 3.0. – Wie erstelle ich ein digitales Learning Agreement im Dashboard?

Szenario 1: HS lädt Studierendenliste im Dashboard (unter OLA 3.0. → Upload) hoch und initiiert damit das OLA: <https://www.erasmus-dashboard.eu>

CSV Vorlage: https://wiki.uni-foundation.eu/display/DASH/Creating+OLA?preview=/1146978/1149364/Upload_tempalte_fin.csv

Anleitung zum Ausfüllen der CSV Vorlage:
https://wiki.uni-foundation.eu/display/DASH/Creating+OLA?preview=/1146978/1149327/Info_on_validation_rules.xlsx

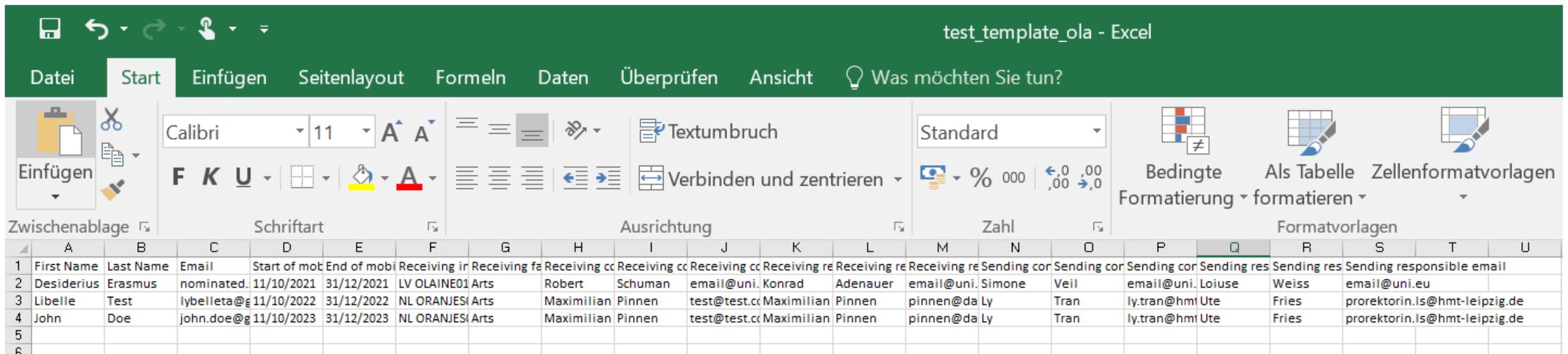
Szenario 2: Studierende/r initiiert das OLA via <https://www.learning-agreement.eu>

Aktueller Step by Step Guide:

<https://wiki.uni-foundation.eu/display/DASH/Creating+OLA>

Szenario 1: HS initiiert LA

- CSV Vorlage bearbeiten (kann im Texteditor, per Excel oder Libreoffice, oder andere Spreadsheet-Software geöffnet werden)
- Auf korrekte Formatierung achten!
- Nach Bearbeitung wieder als CSV-Datei abspeichern!



Studierende/r wird benachrichtigt

The screenshot shows a Gmail interface. On the left, the navigation sidebar includes 'Compose', 'Inbox' (with 62 items), 'Starred', 'Snoozed', 'Important', 'Sent', 'Drafts', 'Meet' (with 'New meeting' and 'Join a meeting' options), and 'Hangouts'. The main area displays an email titled 'Prefilled Online Learning Agreement added' from 'Online Learning Agreement <no-reply@learning-agreement.eu>' to the user. The email content reads: 'Dear Student, Your Sending Higher Education institution added a prefilled Online Learning Agreement to your account. Login at www.learning-agreement.eu [1] to view and further edit your Learning Agreement to prepare for the Erasmus+ mobility. Kind regards and wishing you an enriching mobility experience, Online Learning Agreement team'. A footnote at the bottom of the email states: '[1] <https://www.learning-agreement.eu>'.

Studierende/r muss sich einloggen (verschiedene Authentifizierungsmöglichkeiten)

My account

Log in

Your OLA just a click away!

OLA ABOUT FAQ ELDER OLA FOR TRAINEES

- eduGAIN (your academic credentials)
- eIDAS (national ID)
- Google login

All three options will be accessible when clicking "login" which will lead you to the MyAcademicID platform that supports all three of the pathways and after the authentication procedure will bring you back to the Online Learning Agreement platform to access your OLA!

Co-financed by the Connecting Europe Facility of the European Union

This project has been co-funded by the European Commission. The content of the service reflects the views only of the authors and the European Commission cannot be held responsible for any use which may be made of the information contained therein.

Für Studierende:

My Academic ID via:

- eIDAS
- eduGAIN
- Google (nur bis Lösung für HS gefunden wird, die nicht bei eduGAIN sind)

Für Verantwortliche:

Es ist nur ein Account im Dashboard notwendig, um OLAs einsehen und unterschreiben zu können

Studierende/r muss sich über MyAcademicID verifizieren

The screenshot shows a Gmail interface. On the left is a sidebar with navigation options: Compose, Inbox (62), Starred, Snoozed, Important, Sent, Drafts, Meet (New meeting, Join a meeting), and Hangouts. The main area displays an email from support@eduteams.org. The subject is "[MyAcademicID] Please confirm your email address". The email body contains a message about account verification for the MyAcademicID platform, including a link to activate the account.

[MyAcademicID] Please confirm your email address Inbox x

support@eduteams.org 12:46 (0 minutes ago)

to me

Hello ,

You received this email because you created an account on the MyAcademicID platform, which enables you to access services of the European Student Card Initiative and services directly supporting the digitisation of Erasmus+.

Before we activate your account, we need to verify that this is indeed your email address. Please visit following link to activate your account:

<https://mms.prod.erasmus.eduteams.org/registrar/?vo=ERASMUS&i=356x&m=yncavlem9rxvt5hvokmcdm0umpbdr8d5x8zv35jngfgfipn9>

Studierende/r füllt OLA aus und unterschreibt es im Signierfeld

OLA online learning agreement

ABOUT FAQ ELDER OLA FOR TRAINEES

MY LEARNING AGREEMENTS MY ACCOUNT LOG OUT

- 1 Student Information
- 2 Sending Institution Information
- 3 Receiving Institution Information
- 4 Proposed Mobility Programme
- 5 **Virtual Components**
- 6 Commitment

Academic year *

2022/2023

Table C

Please add the Table if you wish to indicate virtual component(s) at the receiving institution before, during or after the physical mobility to further enhance the learning outcomes.

Add Component to Table C

„Responsible person“ wird benachrichtigt und kann OLA prüfen

Jede Person, die dazu berechtigt ist, kann OLAs im Dashboard unterzeichnen

2 Optionen:

- Decline (es müssen Änderungen im LA vorgenommen werden): Die HS kann den Studierenden über das Dashboard informieren wo Änderungen vorgenommen werden müssen
- Delete: Funktion kann nur benutzt werden, wenn OLA noch nicht vollständig unterschrieben ist | Funktion sollte nur genutzt werden, um mehrfach angelegte OLAs zu löschen

„During the mobility“ wird durch die verschiedenen Revisionen/ Versionen des OLAs ersetzt

Der IIA Manager (beta) - Funktionen

IIA List: alle IIAs ansehen und managen; Übersicht von Details und Entwürfen, sowie fertigen und unterschriebenen Versionen.

New Digital IIA: ein neues IIA mit der offiziellen Vorlage des Erasmus Programms und nach Datenstandard der ESCI erstellen.

Default IIA Data: Generelle HS-Informationen festlegen (früher bekannt als Factsheet section) Diese Informationen können jederzeit aktualisiert werden, ohne dass das IIA neu unterschrieben werden muss!

FAQs: Basis-Informationen zum IIAM

Weitere Dashboard Module, die den IIAM-Workflow beeinflussen:

Accounts and Access: Kolleg*innen einladen und Berechtigungen für den Umgang mit IIAs festlegen

Organisational Units: Fachbereiche/Institute spezifizieren, falls für IIAs nach Bereichen unterschieden wird

EWP Settings: EWP Datenaustausch aktivieren und managen

Wie erstelle ich ein neues IIA?

Schritt 1: + New Digital IIA klicken → Übersicht

IIA Manager > New Digital IIA

Key Action 1 - Mobility of learners and staff - Higher Education Student and Staff Mobility between Programme Countries Requirements for Inter-Institutional Agreements 2021-20[29]

Static information applicable to all Inter-Institutional Agreements

*The institutions agree to cooperate for the exchange of students and/or staff in the context of the Erasmus programme. They commit to respect the quality requirements of the [Erasmus Charter for Higher Education](#) in all aspects related to the organisation and management of the mobility, in particular the [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

It is recommended that receiving institutions provide a link to the statistical distribution of grades or makes the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Clear IIA

Previous Page

Next Page

Sign and Submit IIA

Add Cooperation Condition

Delete Cooperation Condition

Schritt 2: PIC Code der Partnerhochschule eingeben und auf „Get partner Data klicken → Daten sollten sich automatisch vervollständigen

IIA Manager > New Digital IIA

Partners definition

General information entered into the higher education institutions' profile and updated by the higher education institution. The general institutional information about the institution is accessible to students.

Creator Details

Institution Name Demo account 9	Erasmus Code LV JEKABPI01	Country Latvia	City Jekabpils
---	-------------------------------------	--------------------------	--------------------------

Organizational Unit

Faculty of History

Contact Name J Doe	Contact Email j.doe@uni.eu	Contact Phone +1234567890
------------------------------	--------------------------------------	-------------------------------------

Websites

General www.uni.eu	Faculty/Faculties www.uni.eu/faculty	Course Catalogue www.uni.eu/course_catalogue
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Partner Details

Partner Institution PIC	(Search for an institution)	Get Partner Data
--------------------------------	-----------------------------	------------------

Institution Name (Filled automatically)	Erasmus Code (Filled automatically)	Country (Filled automatically)	City (Filled automatically)
---	---	--	---------------------------------------

Organizational Unit

Select OU

Schritt 3: Vertragslaufzeit festlegen

Institution Name

IES Fray Luis de León

Erasmus Code

E CUENCA10

Country

Spain

City

Las Pedroñeras

Organizational Unit

Department of History and Theo

Contact Name

J Doe

Contact Email

j.doe@uni.eu

Contact Phone

+1234567890

Websites

General

www.uni.eu

Faculty/Faculties

www.uni.eu/faculty

Course Catalogue

www.uni.eu/course_catalogue

Other Details

Academic Year (start)

2021/2022

Academic Year (end)

2028/2029

Clear IIA

Previous Page

Next Page

Sign and Submit IIA

Add Cooperation Condition

Delete Cooperation Condition

Schritt 4: Generelle Informationen überprüfen und ggf. in Default Settings bearbeiten

IIA Manager > New Digital IIA

Notice

If you want to edit this information, please use the menu **Default IIA Data** from the menu.

Calendar

Student nominations must reach the receiving institution by:

Autumn Term

10/05

Spring Term

10/10

Applications from nominated students must reach the receiving institution by:

Autumn Term

10/06

Spring Term

10/11

Application procedure for nominated students

Contact Email

j.doe@uni.eu

Contact Phone

+1234567890

Contact Website

www.uni.eu/applications

Additional Requirements

Requirement 1

Requirement

CV

Details

lorem ipsum

Website for information

www.uni.eu/requirements/cv

Calendar

Student nominations must reach the receiving institution by:

Autumn Term [day/month]
Current Value: 10/05

Spring Term [day/month]
Current Value: 10/10

Applications from nominated students must reach the receiving institution by:

Autumn Term [day/month]
Current Value: 10/06

Spring Term [day/month]
Current Value: 10/11

Application procedure for nominated students

Contact Email
Current Value: j.doe@uni.eu

Contact Phone
Current Value: +1234567890

Contact Website
Current Value: www.uni.eu/applications

Default Weeks Values

For Additional Requirements Decision
Current Value: 4

For Transcript of Records issue
Current Value: 4

Save Calendar Data

Additional Requirements

Additional Requirement 1

Requirement
CV

Details
lorem ipsum

Website for information
www.uni.eu/requirements/cv

Action
Delete

Hochschulen müssen Default Data erstellen

Informationen von Partner-HS werden automatisch ergänzt (momentan noch über PIC Code)

Es kann nur eine Voreinstellung gespeichert werden

Schritt 5: Vertragskonditionen bearbeiten

IIA Manager > New Digital IIA

Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties).
Cooperation conditions (page 1)

Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Sender Institution

Demo account 9

Receiver Institution

IES Fray Luis de León

Mobilities Per Year

10

ISCED-F Code

0222 - History and archaeology

Mobility Type

Student studies

Total Months

10

Study Cycle

- Short cycle (EQF 5)
- 1st cycle (EQF 6)
- 2nd cycle (EQF 7)
- 3rd cycle (EQF 8)

Blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Language of instruction

(Select a language)

Recommended language(s) of instruction level

(Select a language to add)

Add

Language(s) of instruction

English - EN - B2

(Select to remove)

Remove

(Student Mobility for Studies - Minimum recommended level: B1)

Clear IIA

Previous Page

Next Page

Sign and Submit IIA

Add Cooperation Condition

Delete Cooperation Condition

Auf „Add Cooperation Condition“ drücken, um folgende Felder zu bearbeiten:

Anzahl der Mobilitäten

ISCED-Codes

Mobilitätstyp

Aufenthaltsdauer

Sprachkenntnisse

Schritt 6: Review und Vertrag unterzeichnen (per Klick)

Information on Digital Inter-Institutional Agreements

Condition 3/3

Sender Institution
Demo account 9

Receiver Institution
IES Fray Luis de León

Mobilities per Year
5

ISCED-F Code
0222 - History and archaeology

Mobility Type
Staff teacher

Total Days
5

Blended mobility
No

By accepting this mobility option, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended **language skills** at the start of the study or teaching period:

English - EN - B2

[Hide/Show LV JEKABPI01 default data](#)

[Hide/Show E CUENCA10 default data](#)

Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agency can be held responsible in case of a conflict."]

"Inter-Institutional Agreements are digitally signed"

[Clear IIA](#)

[Previous Page](#)

[Next Page](#)

[Sign and Submit IIA](#)

[Add Cooperation Condition](#)

[Delete Cooperation Condition](#)

Es ist keine besondere digitale Unterschrift, wie z.B. der Scan einer Signatur, möglich“

Schritt 7: Partner erhält Benachrichtigung und kann IIA im Dashboard öffnen, unterzeichnen, oder korrigieren

Erasmus Dashboard

Dear Erasmus+ coordinator,

The Demo account 9 (Erasmus Code: LV JEKABPI01) has initiated an Inter-Institutional Agreement (ID: LVJEKABPI01-1582459331171) that you can review in the Erasmus Dashboard platform.

If there are any objections, it is possible to update the cooperation conditions and send a new version to the partner.

Please log in via your account in the Erasmus Dashboard to continue.

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

Please do not reply to this email to respond to the partner, but use the internal communication tools available on the platform.

[Access Erasmus Dashboard](#)

What is the Inter-Institutional Agreement Manager?

The Inter-Institutional Agreement Manager (IIAM) is a tool that allows creating, negotiating and updating Inter-Institutional Agreements in a

Änderungen sind nur in diesem Schritt noch möglich!

Achtung: IIAs werden nach Ablauf der Beta-Version aus dem Dashboard gelöscht und können leider nicht exportiert werden.

Alternative: IIAs importieren

CSV- Vorlage: https://wiki.uni-foundation.eu/display/DASH/Importing+IIAs?preview=/1149577/10354691/iia_template_cc.csv

Anleitung: https://wiki.uni-foundation.eu/display/DASH/Importing+IIAs?preview=/1149577/10354689/iia_template_guidance.xlsm

Vorteil: mehrere IIAs können gleichzeitig hochgeladen werden

→ Zeitersparnis, wenn viele IIAs erstellt werden müssen

Step by Step- Anleitung: <https://wiki.uni-foundation.eu/display/DASH/Importing+IIAs>

Short term mobilities

- ❖ Abbildung von neuer KA131 Aktivitäten Blended Intensive Programms (BIP)
- ❖ Umfasst Blended Mobility with short term physical mobility sowie Short-term doctoral mobility
- ❖ Funktioniert im Prinzip wie der Studierendenupload im Modul OLA
- ❖ Wenn Studierende das OLA selbst initiieren muss im ersten Schritt die korrekte Aktivität ausgewählt werden
- ❖ Geschieht dies nicht, muss die/der Studierende/r noch einmal von vorn anfangen und das falsch erstellte OLA kann im Dashboard gelöscht werden

Die Erasmus+ App

Funktionen auf Seiten der Studierenden:

- Nützliche Informationen rund um ein Erasmus Studium generell finden
 - Events rund ums Thema Erasmus finden
 - „Deals, Tips and Stories“
- Muss von Erasmus-Studierenden/Alumnis selbst gefüllt werden

Geplante Funktionen beim zweiten Release September 2021:

- One Stop Shop: gesamte Abwicklung (Before, During und After the Mobilit) über die App
- Volle Anbindung an das EWP-Netzwerk
- Virtuelle European Student Card

Funktionen auf Seiten der HS:

- Möglichkeit Veranstaltungen und Informationen an Studierende zu kommunizieren („Deals, Events und Useful Information“)

Link zu Erasmus Goes Digital Webinar Series 2021 | 1/3:

<https://www.youtube.com/watch?v=pjy0b-yrGV4>

Found a problem? – Fehler melden im Dashboard

The screenshot shows the Erasmus Dashboard interface. On the left is a navigation sidebar with sections: 'IIA manager (beta)' containing 'IIA List', 'New Digital IIA', 'Import IIA', 'Default IIA Data', and 'FAQs'; 'EWP' containing 'Website' and 'Settings'; 'Support' containing 'FAQs', 'Tutorials', and 'Documentation'; and 'External Services' containing 'ESC' and 'EGRACONS'. The main content area is titled 'IIA Manager > Faqs' and displays a 'Found a problem?' modal form. The form includes a blue information banner with the text 'Please describe your problem below:'. Below this are three fields: 'User Category*' with a dropdown menu set to 'Other', 'Summary*' with a text input field, and 'Description*' with a larger text area. At the bottom right of the form are 'Submit' and 'Close' buttons. A vertical label 'Found a problem?' is visible on the right edge of the modal. The background content is partially obscured but includes text like 'stitutional Agreements in', 'cial templates and', 'ropean Student Card', 'greements-between-', 'ns (HEIs) for managing', and 'ffers the following'. At the bottom of the main content area, there is a list of instructions: '- Use the multiuser system to grant different levels of access to the staff involved in IIA administration.' and '- Sign the IIA online and have a clear overview of the status of all the IIAs.'

Hilfe & Support

Dashboard Help-Desk:

Erasmus Dashboard dashboard@uni-foundation.eu

OLA: support@erasmusapp.eu

Schildern Sie Ihr Problem immer mit Hilfe von Screenshots

Erwähnen, wenn Sie vorher über „found a problem“ keine Antwort erhalten haben

EWP Competence Centre:

<https://wiki.uni-foundation.eu/display/DASH/Erasmus+Dashboard>

Aktuelle Webinare der EUF: <https://uni-foundation.eu/egd-webinars-2021/>

Nützliche Links

EWP Registry (Welche Hochschule hat schon APIs implementiert und tauscht im EWP-Netzwerk Daten aus?)

[HEI/API Coverage Matrix \(erasmuswithoutpaper.eu\)](https://erasmuswithoutpaper.eu)

Oder <https://erasmusjet.com/ewp-search/>

Kommende Funktionalitäten des Dashboard:

<https://wiki.uni-foundation.eu/display/DASH/Upcoming+Functionalities>

Informationen der Erasmus+ Digitalexpert*innen:

<https://eu.daad.de/programme-und-hochschulpolitik/erasmus-ab-2021/erasmusplus-digital/de/>

Vernetzung

Aufbau eines E-Mail-Verteilers analog zum Erasmus+ Forum

Zur Aufnahme in den Verteiler bitte eine E-Mail an erasmus-digital@daad.de senden

Regionale Vernetzung

Impulsveranstaltung durch die NA DAAD und Ausgestaltung durch Teilnehmer:innen

WER SICH BEWEGT,
BEWEGT EUROPA

Nationale Agentur für
EU-Hochschulzusammenarbeit
Erasmus+ National Agency
„Higher Education“

DAAD – Deutscher Akademischer Austauschdienst
German Academic Exchange Service (DAAD)
Kennedyallee 50 | 53175 Bonn
www.daad.de

Servicenummer: 0800 2014 020

