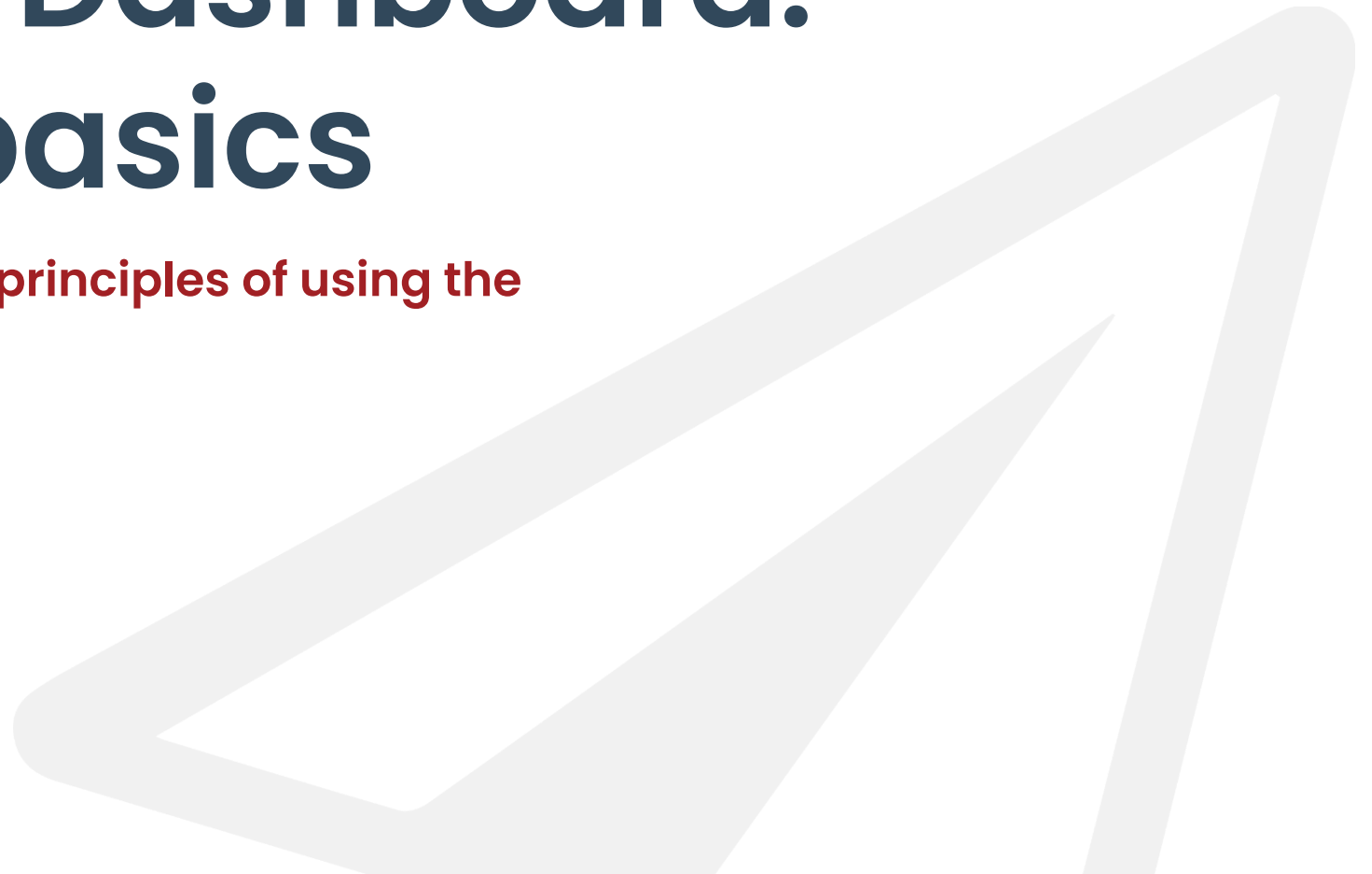




Erasmus Dashboard: Back to basics

A (re)introduction to key principles of using the
Erasmus Dashboard





The context

Section description



Adopting the Erasmus Dashboard

Section description



Practical tips

Section description





Basic historic facts

Original scope:

- Management of Online Learning Agreements (filling in and signing)

Enriched with:

- Inter-Institutional Agreement manager
- Erasmus+ App module
- Applications for Erasmus+
- ...

Primary target group:

Small to medium sized universities

Consequence: Capacity (and functionality) limitations





ESCI roadmap (2021)

**Alternative entry point for free web services
for HEIs**

Target group:

- **Small and medium sized HEIs**
- **Last resort for large and very large HEIs,
unable to connect to EWP network**





A very large HEI perspective

**Highly centralized Erasmus+ mobilities
management**

**High volume of IIAs (circa 1600) and student
mobilities (circa 1000/year)**

In-house mobility management software





The context

Section description



Adopting the Erasmus Dashboard

Section description



Practical tips

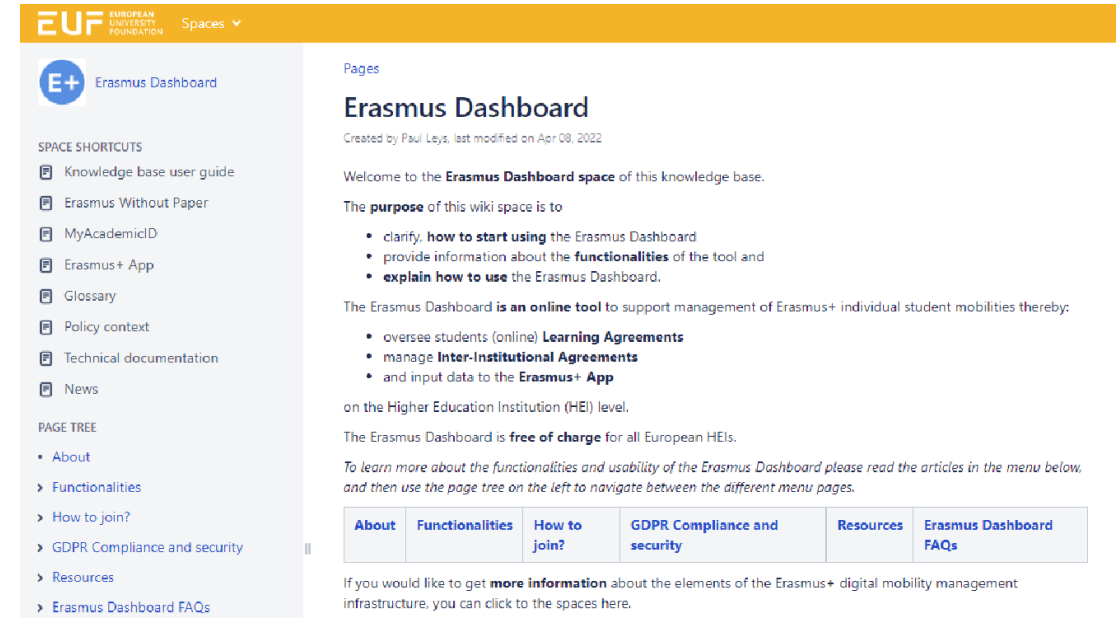
Section description





Adopting the Erasmus Dashboard Phase 1

- Documentation of the Erasmus Dashboard
 - ESCI Knowledge Base
- Needs analysis and feasibility study
- Review of internal processes



The screenshot shows the Erasmus Dashboard page on the EUF (European University Foundation) wiki. The page title is "Erasmus Dashboard" and it was created by Paul Leys on April 08, 2022. The page content includes a welcome message, a purpose statement, and a list of functionalities. The purpose is to clarify how to start using the dashboard, provide information about its functionalities, and explain how to use it. The dashboard is an online tool for managing Erasmus+ individual student mobilities, used to oversee students, manage inter-institutional agreements, and input data to the Erasmus+ App. It is free of charge for all European HEIs. A navigation menu at the bottom includes links for About, Functionalities, How to join?, GDPR Compliance and security, Resources, and Erasmus Dashboard FAQs.



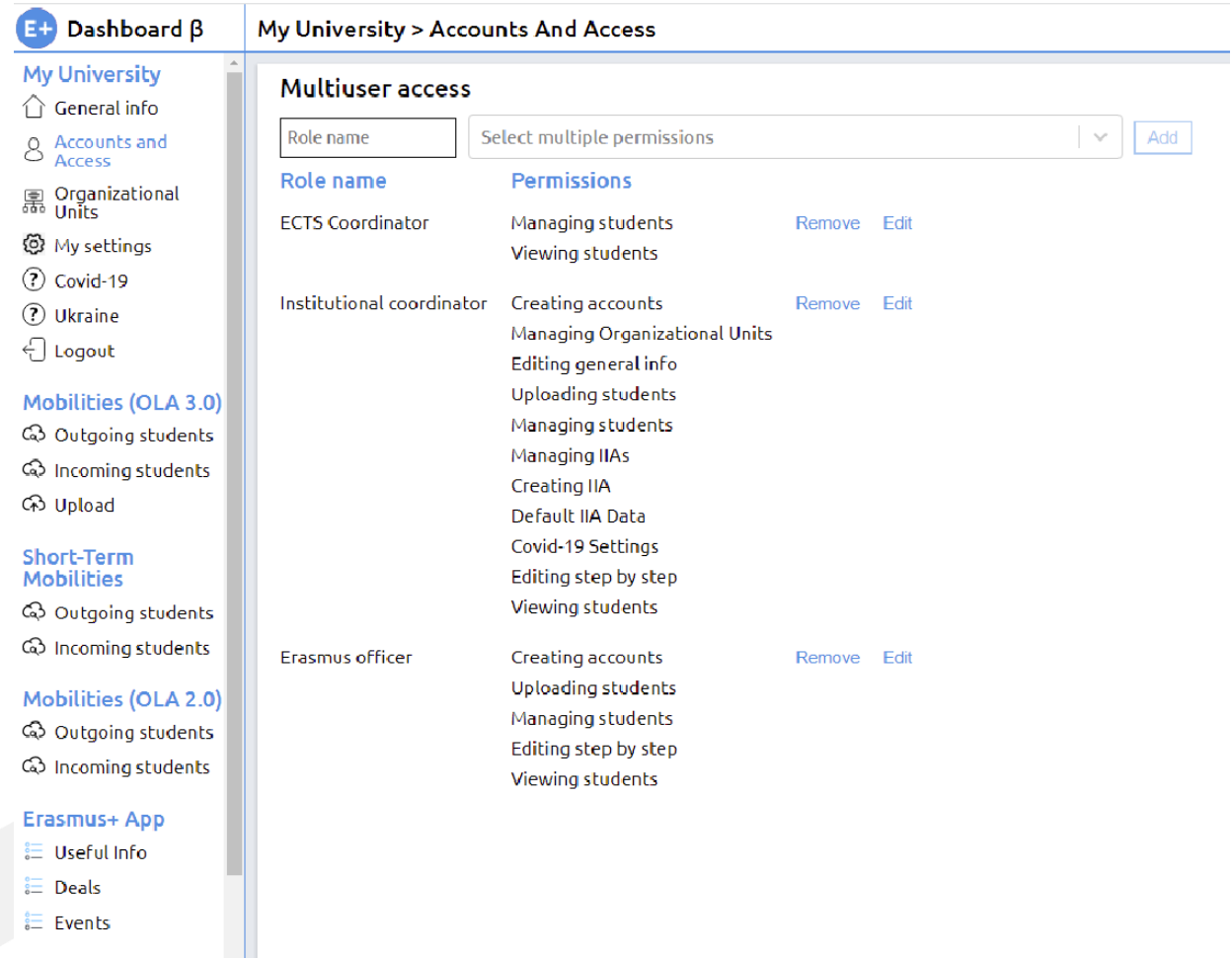
<https://wiki.uni-foundation.eu/display/DASH/Erasmus+Dashboard>





Adopting the Erasmus Dashboard Phase 2

- Adjustment of internal processes, where needed (eg. decentralize OLAs or centralize IIAs)
- Setting up roles and accounts



The screenshot shows the 'Accounts And Access' section of the Erasmus Dashboard. The page title is 'My University > Accounts And Access'. The left sidebar contains navigation options: My University (General info, Accounts and Access, Organizational Units, My settings, Covid-19, Ukraine, Logout), Mobilities (OLA 3.0) (Outgoing students, Incoming students, Upload), Short-Term Mobilities (Outgoing students, Incoming students), Mobilities (OLA 2.0) (Outgoing students, Incoming students), and Erasmus+ App (Useful Info, Deals, Events).

The main content area is titled 'Multiuser access' and features a search bar for 'Role name' and a dropdown for 'Select multiple permissions' with an 'Add' button. Below this is a table of roles and their permissions:

Role name	Permissions	
ECTS Coordinator	Managing students Viewing students	Remove Edit
Institutional coordinator	Creating accounts Managing Organizational Units Editing general info Uploading students Managing students Managing IIAs Creating IIA Default IIA Data Covid-19 Settings Editing step by step Viewing students	Remove Edit
Erasmus officer	Creating accounts Uploading students Managing students Editing step by step Viewing students	Remove Edit



Adopting the Erasmus Dashboard Phase 3

- **Training of involved staff members**
 - **Train the trainer toolkit**
 - **Webinars, video tutorials etc.**

Pages / Erasmus Dashboard

Resources

Created by Emma Obermair, last modified by Nicolò Bonato on May 11, 2022

Here you can find useful resources to conduct trainings about the day-to-day management of Erasmus mobilities via the Erasmus Dashboard.

OLA webinar March 2022

Watch the webinar to learn more about online learning agreements, how to manage OLA through the Erasmus+ Dashboard and what the students' experience looks like.



Train the trainer package

You can also use the [Train the trainer package](#) containing an outline of this session, guidance on how to make similar ones, student tutorials and faculty guides to share with you colleagues.

Video topics	
OLA from the students' perspective	Outgoing students
Creating the OLA	OLA overview
Adding courses	Rejecting OLA
Signing the OLA	Incoming students
Using the Erasmus Dashboard	Uploading mobilities
Accounts and access	Making changes to OLA (students side)
EWP settings	Competence centre tour
Organisational Units	QA session



The context

Section description



Adopting the Erasmus Dashboard

Section description



Practical tips

Section description





Practical tips

An example

Creating OLAs

- CSV upload vs OLA created by student
- HEI-specific tutorial for students

E+ Dashboard β | Mobilities (OLA 3.0) > Upload

My University

- General info
- Accounts and Access
- Organizational Units
- My settings
- Covid-19
- Ukraine
- Logout

Mobilities (OLA 3.0)

- Outgoing students
- Incoming students
- Upload

Short-Term Mobilities

- Outgoing students
- Incoming students

Mobilities (OLA 2.0)

- Outgoing students
- Incoming students

Upload CSV file to pre-fill the Online Learning Agreements

The Online Learning Agreement pre-filling functionality now supports the CSV upload. Upon entering the data you can overview the students list to make sure all the information is correct and submit the data. This action will trigger a creation of pre-filled Online Learning Agreements and a notification for the students inviting them to finalise the document.

The format of the CSV file can be verified through the use of a template spreadsheet made available on the EWP CC [here](#).

No file chosen

I confirm, also on behalf of my HEI, that I have all the authorisations, including the consent of the relevant natural persons, necessary to upload the personal data and information I am providing, pursuant to the Dashboard Terms & Conditions and Privacy Policy.

OLA | ABOUT | TAG | ELERP OLA | FOR TEACHERS | MY LEARNING AGREEMENTS | MY ACCOUNT | LOG OUT

Sending Responsible Person

First name(s) *

Last name(s) *

Position *

Email *

Phone number

Responsible person or the Sending Institution an individual who has the authority to represent the Sending Institution, to be contacted by email or where it is required as well as to guarantee full responsibility of such program as an behalf of the responsible institution. The name and position of the responsible person will be filled in only in case it differs from that of the Contact person mentioned in the top of the document.

Sending Administrative Contact Person

First name(s)

Last name(s)

Position

Email

Phone number

Administrative contact person who provides a link for administrative matters and is the contact person for the HEI. This person will be contacted by email or where it is required as well as to guarantee full responsibility of such program as an behalf of the responsible institution. The name and position of the responsible person will be filled in only in case it differs from that of the Contact person mentioned in the top of the document.





Practical tips

- **Assign a colleague to the Erasmus Dashboard management**
- **Go through all the documentation and discuss it internally**
- **Decide on roles based on your needs and taking into account the platform's limitations**
- **Test it internally before you invite others/ trial and error**
- **Be creative in terms of training**





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<http://support.erasmuswithoutpaper.eu>



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