

ACADEMIC FACULTY / DEPARTMENT COORDINATORS ERASMUS DASHBOARD TRANSACTIONS

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Erasmus Dashboard Process Steps for Academic Faculty / Department Coordinators

Dear Erasmus+ Academic Faculty / Department Coordinator,

As of the 2021 Academic Year, the signature of Erasmus+ Department Coordinators is required for our students who are eligible for Erasmus+ Learning Mobility to complete the "Learning Agreement" processes. As of this year and semester, some of our partner universities have started to use the "Erasmus+ Dashboard" and "OLA- Online Learning Agreement" system implemented by the EU and carry out the Learning Agreement processes online, including signature procedures. (In this new process, Online Learning Agreement documents are abbreviated as OLA). In this direction, if you have Erasmus students who will study at universities using this system, the office has defined your e-mail addresses that you notified us in your assignment process through the system and after this definition, you are expected to complete the Online Learning Agreement / OLA signature process of your student by following the steps below. Thank you in advance for your cooperation and we wish you good work.



Step by Step «Erasmus Dashboard»



The relevant process starts with such a notification in your e-mail box. This e-mail means that our student, who is entitled to benefit from Erasmus mobility in the department you coordinate, has prepared the "**Online Learning Agreement**" document through the system and sent it to you for online signature.

Learning Agreement (for student request

) - confirmation



From: Online Learning Agreement <no-reply@learning-agreement.eu>

Subject: Learning Agreement (for student) confirmation request

Date: 8 December 2020 18:20:41 GMT+3

To:

Dear Erasmus+ Coordinator,

Please login to Erasmus Dashboard (<https://www.erasmus-dashboard.eu>) [1] to access the Learning Agreement (LA) that the Student has prepared. 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.

The Erasmus Dashboard is 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 platform as well as the Erasmus+ App.

More information on Erasmus Dashboard can be found in the Erasmus Without Paper Competence Center here [2] as well as in the Support section of the page where video tutorials as well as FAQs are available.

Best regards,

The Erasmus Dashboard team

Erasmus Dashboard (1)

- An identification (access permission) process has been performed by our Office to your e-mail address in the Learning Agreement document.
- After this identification process, you should have received an e-mail titled "**Confirm Your Account**" to your e-mail address via the Erasmus Dashboard system.
- If you do not see this e-mail in your "inbox", we recommend that you also check your "spam/junk" inbox.
- By opening this e-mail, you are expected to confirm the relevant account and create your password by clicking on the "**Activate Account**" text in it.

** It is recommended that you do not use "Internet Explorer" browser to access the system.*

Confirm your Erasmus staff account

Your Higher Education Institution has granted you access to the Erasmus Dashboard - a platform to support the Erasmus+ mobility administration and communication with students. For more information about the Erasmus Dashboard please consult our FAQs as well as the tutorials and other support materials available on the platform. Please click on the button below to activate your account.

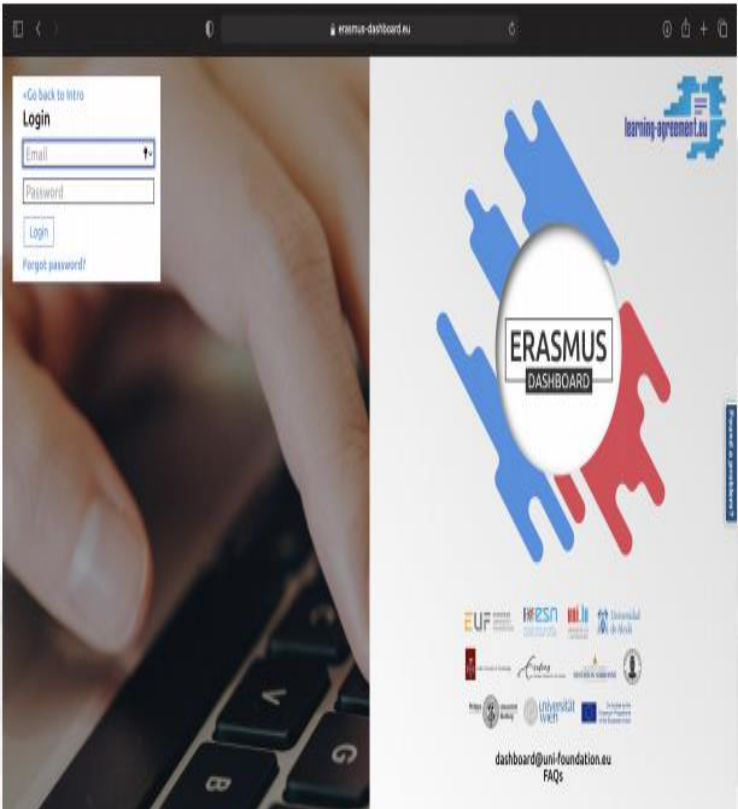
Best regards,
The Erasmus Dashboard team

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

Activate account

Erasmus Dashboard (2)

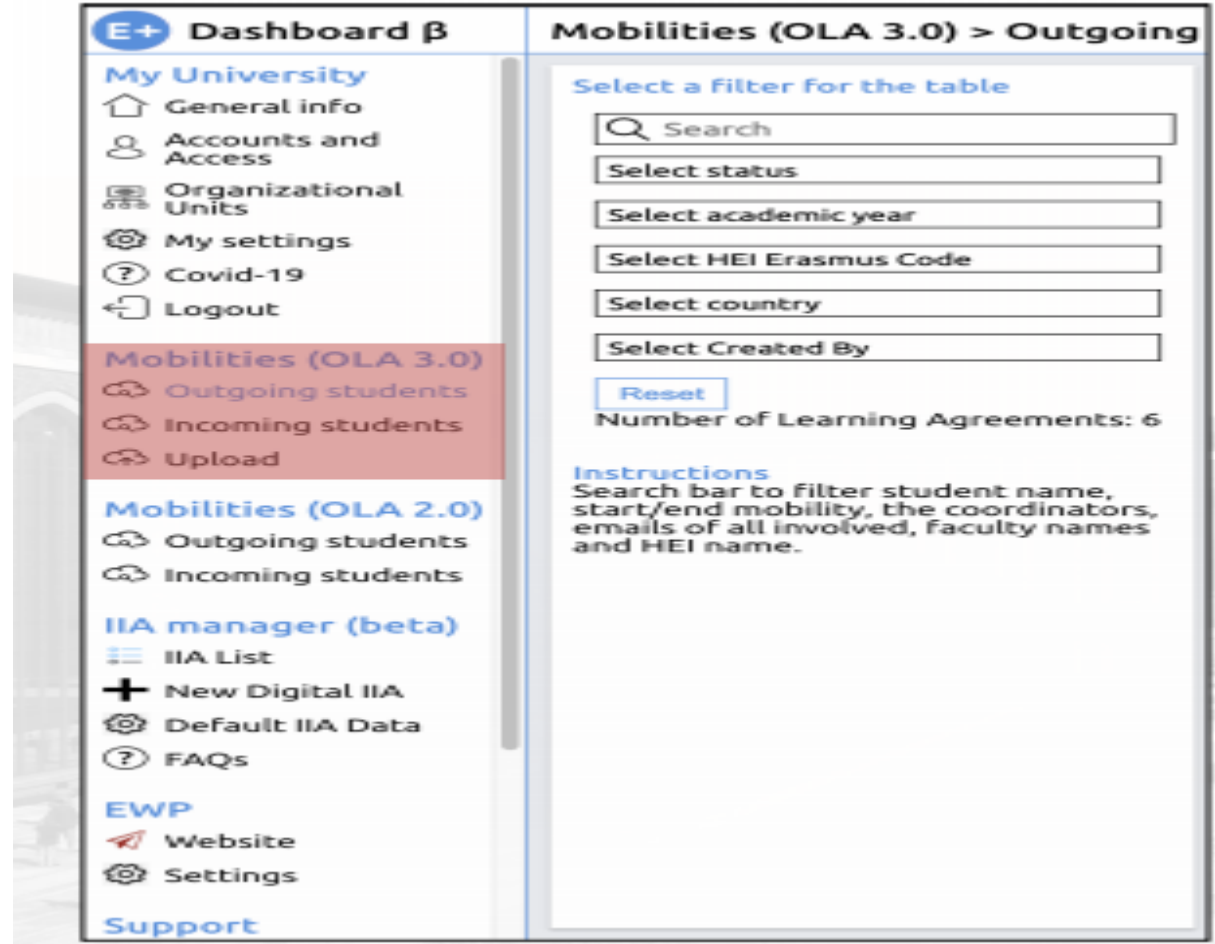
Şifrenizi oluşturduktan sonra tekrar aynı sayfaya gelerek
(<https://www.erasmus-dashboard.eu/account/login>) giriş yapmanız gerekmektedir.



- After your password has been created please reopen the page by clicking on :
<https://www.erasmus-dashboard.eu/account/login>

Erasmus Dashboard (3)

- After logging back into the system, click on "Outgoing Students" under "Mobilities (OLA 3.0)" on the left side,



The screenshot displays the Erasmus Dashboard (OLA 3.0) interface. The left sidebar contains a navigation menu with the following items:

- My University**
 - General info
 - Accounts and Access
 - Organizational Units
 - My settings
 - Covid-19
 - Logout
- Mobilities (OLA 3.0)** (highlighted)
 - Outgoing students
 - Incoming students
 - Upload
- Mobilities (OLA 2.0)**
 - Outgoing students
 - Incoming students
- IIA manager (beta)**
 - IIA List
 - New Digital IIA
 - Default IIA Data
 - FAQs
- EWP**
 - Website
 - Settings
- Support**

The main content area is titled "Mobilities (OLA 3.0) > Outgoing". It features a filter section with the following options:

- Select a filter for the table
- Search
- Select status
- Select academic year
- Select HEI Erasmus Code
- Select country
- Select Created By
- Reset

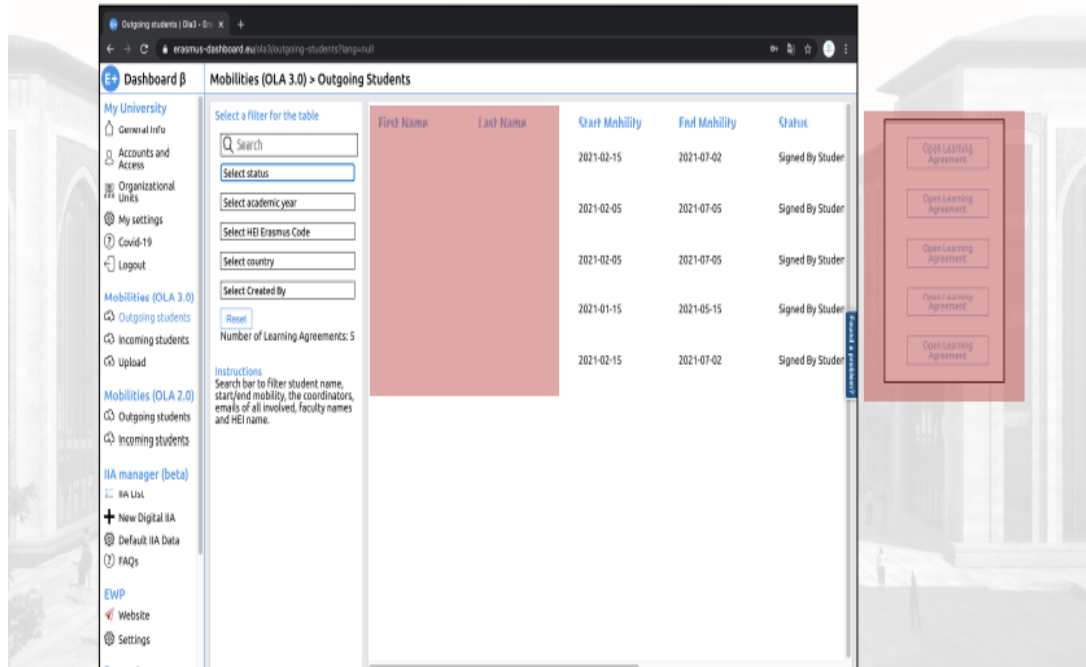
Below the filters, it displays "Number of Learning Agreements: 6".

Instructions
Search bar to filter student name, start/end mobility, the coordinators, emails of all involved, faculty names and HEI name.

Erasmus Dashboard (4)

“Outgoing Students” kısmı açıldığında bir liste halinde Erasmus giden öğrencilerinin isimleri bulunmaktadır.

Learning agreement belgesini imzalayacağınız öğrencinin bilgilerinin karşısında/en sağında “Open Learning Agreement” başlığı yer almaktadır. Bu başlığa tıklıyorsunuz.



First Name	Last Name	Start Mobility	End Mobility	Status
		2021-02-15	2021-07-02	Signed By Student
		2021-02-05	2021-07-05	Signed By Student
		2021-02-05	2021-07-05	Signed By Student
		2021-01-15	2021-05-15	Signed By Student
		2021-02-15	2021-07-02	Signed By Student


- You will see the «**outgoing students**» part and the names of the students will be seen there
- For the student whose OLA will be signed can be seen and please click on the part «**open the learning agreement**»

Erasmus Dashboard(5)

İlgili başlığa tıkladığınızda öğrencinin **"Learning Agreement"** belgesi açılacaktır.

Açılan belgede bilgileri kontrol ederek, en altta yer alan **"Sign OLA"** başlığı altında yer alan kutucuğun içine bilgisayarınızın Mause, Trackpad, Tablet Kalem vb. yardımıyla imzanızı atıyorsunuz/çiziyorsunuz.

İmzanızı atarken bir hata yaptığınız takdirde hemen altında yer alan **"Clear Signature"** kısmını tıklayarak imzanızı baştan atabilirsiniz.



Academic year *

2019/2020

Commitment Preliminary

By digitally signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.

Clear

- The Learning Agreement will be seen for the related student
- Please check the courses and Sign OLA by using your mouse, trackpad, etc.
- If you make a mistake please clear your signature and retry again.

Erasmus Dashboard (6)

İmzanızı attıktan sonra ilgili kutunun altında yer alan
"Confirm" seçeneğini tıklayarak,
Learning Agreement belgesinin imza sürecini böylece tamamlamış bulunuyorsunuz 😊

- After signing please click on the «confirm» button. The Learning agreement process will be completed.

Changes to Learning Agreement Table B

No courses to show

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.

Decline 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.

Download the latest version

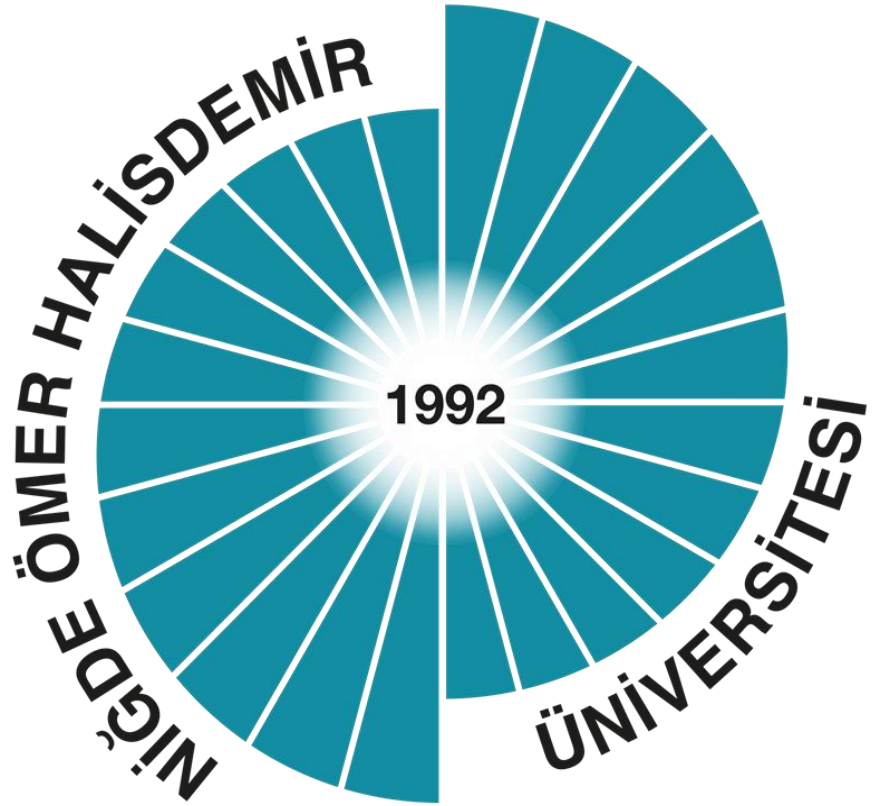
[Download](#)

Revisions

ID	Date	Status	
176364	2020-12-11 21:37:05	Signed By Student	Download Revision
194495	2020-12-18 14:34:13	Signed By Student/Sending	Download Revision



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