



Developing a platform for KA1 Courses

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1. Summary/Intention

The Erasmus+ Key Action 1 (KA 1) offers opportunities for individual learning mobility and professional development of educational staff. On this site you will find a selection of courses that meet the quality criteria as brought forward in European education policy documents and international needs analysis reports. The course data base covers a wide range of topics.

In view of Europe 2020 continuous professional development calls for competence development, a needs oriented approach, an international profile, validation, strives for working with learning agreements and puts forward a number of priority themes. Most of these elements are reflected in the criteria of the KA1 applications of the sending organisations. These applicants are looking for the courses answering their needs and fitting their European development plan. The European policy is present on the demand side so it must also be present in the course offer.

For IMPACT the course quality criteria are clear. Courses should:

- be innovative and competence oriented
- care for quality and have a self-evaluation system on board
- link up with European education priorities
- include a European dimension and exploit the European added value
- engage in learning agreements and validation of the individual learning outcomes
- use ICT in an appropriate way
- take care of transfer and impact

The platform prototype can be accessed via: <http://llp.impact-eu.net/>



2. Website Frontend

2.1. Home

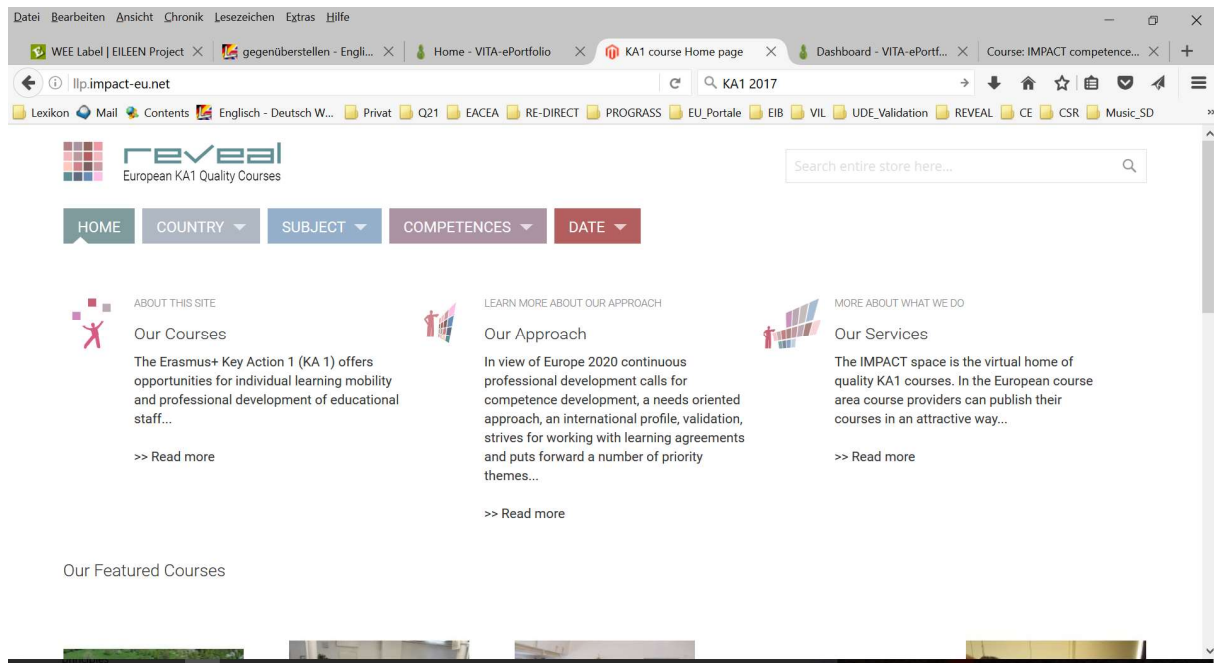


Fig. 1: screenshot home

The home section describes Intention in three sections and presents an overview of the current course.



2.2. Country

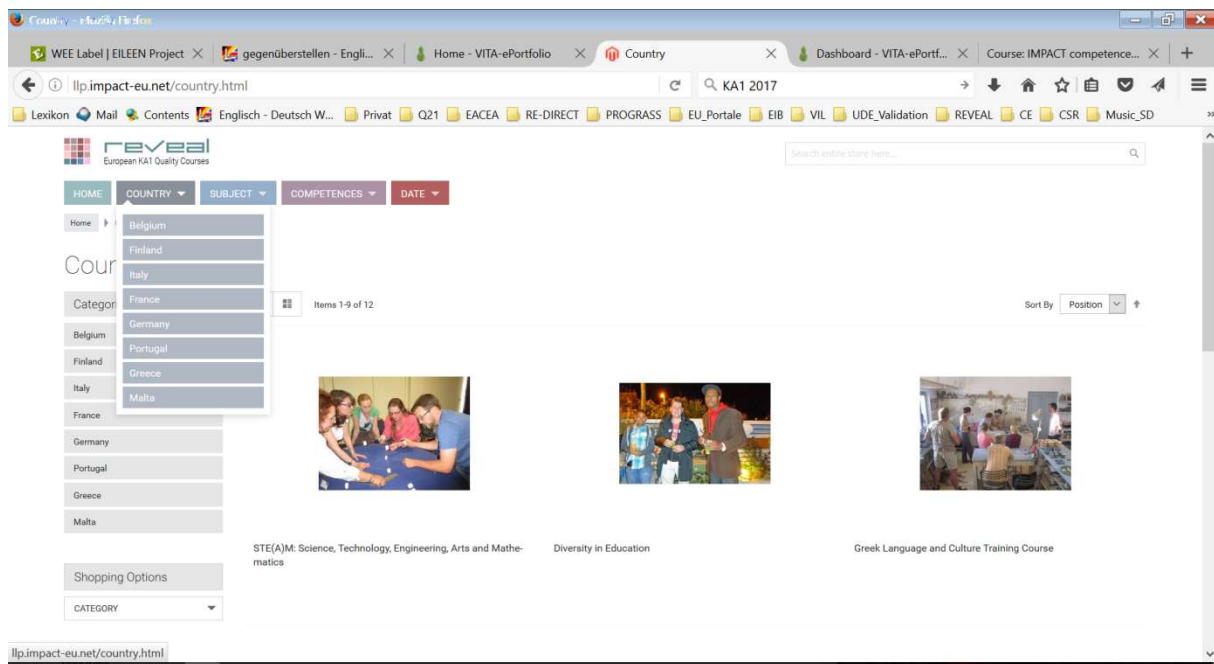


Fig. 2: screenshot country

The country section lists all courses according to the country of delivery.

2.3. Subject

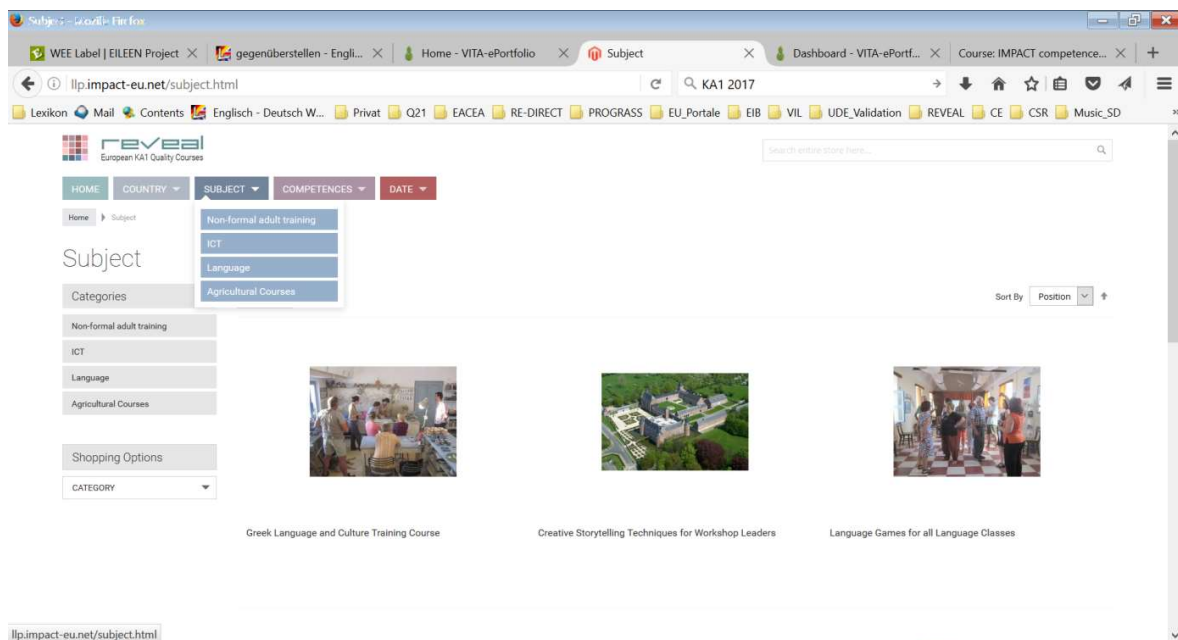


Fig. 3: screenshot subject



The subject section lists all courses according to the theme and subjects. They can be selected via a drop down menu.

2.4. Competences

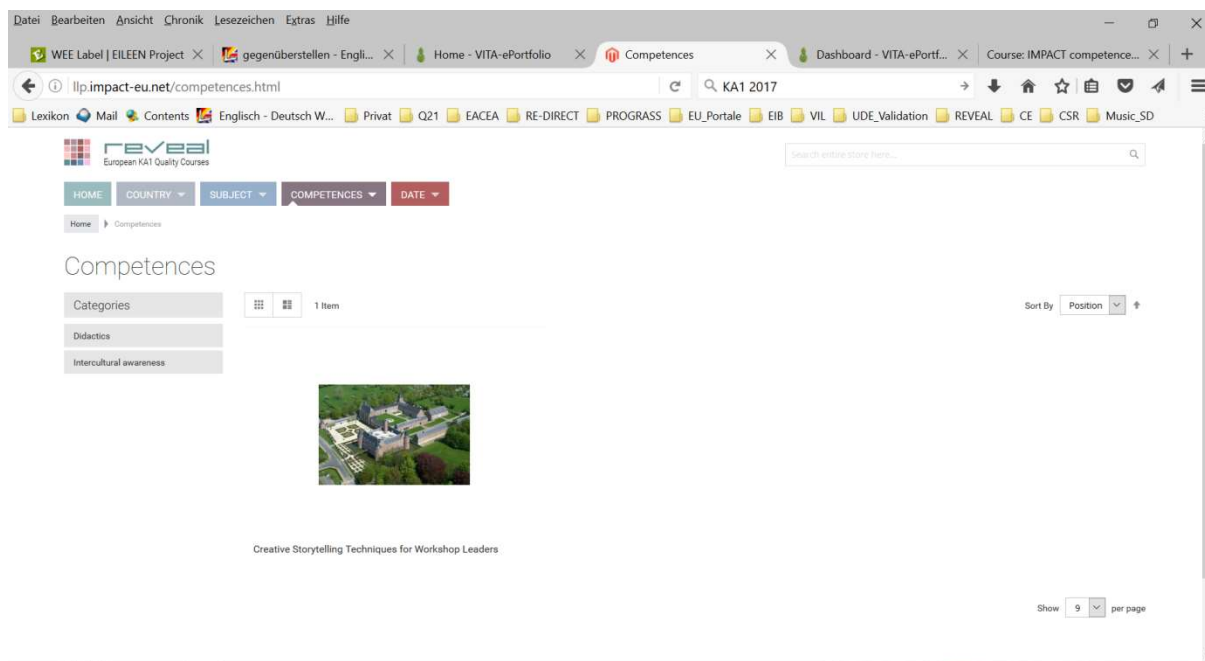


Fig. 4: screenshot competences

The country section lists all courses according to the competences.

2.5. Date

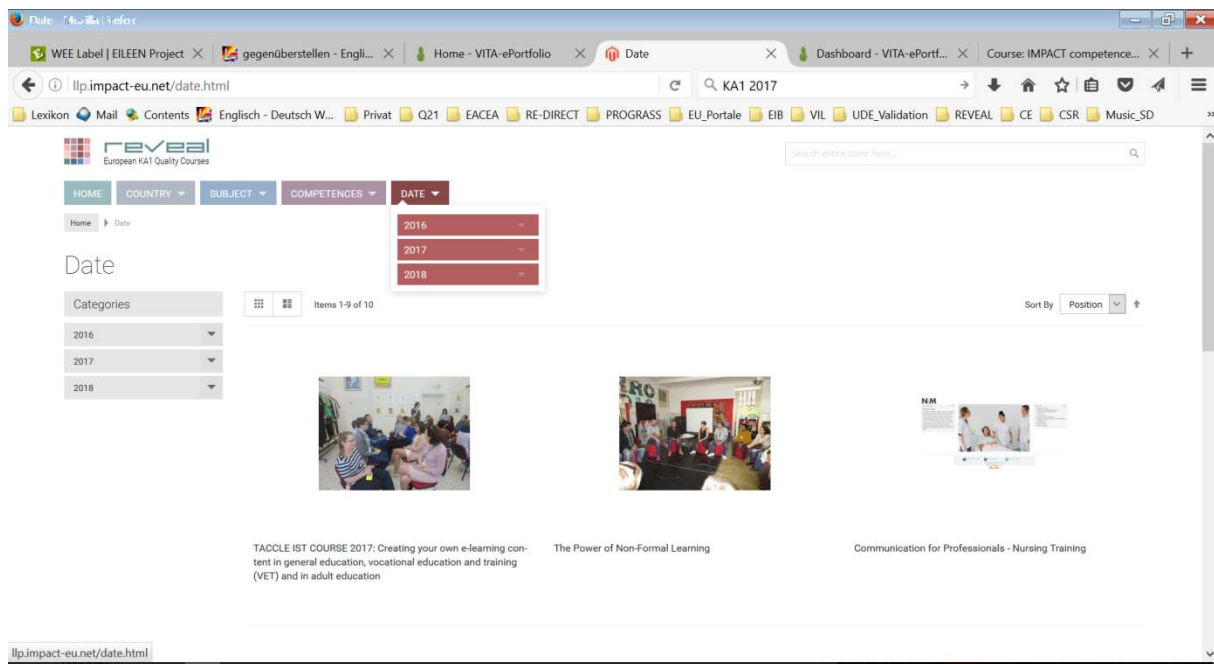


Fig. 5: screenshot date

The country section lists all courses according to the competences.

3. Backend



Magento Manual – Adding a new Course

Step 1:

Login to Magento Backend

Go to <http://lp.impact-eu.net/admin> to reach the Magento backend.

Enter your username and password and click „Sign in“.



Fig. 6: backend manual: login



Step 2:

Navigate to Course Catalog

After a successful login you will be redirected to the Dashboard, the main page of the backend.

On the left side of the dashboard you will find the menu. Click on „Courses“ and then „Catalog“ to open the course catalog.

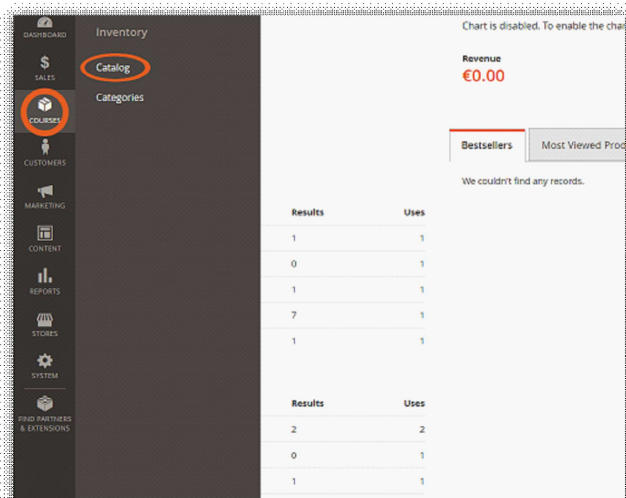


Fig. 7: backend manual: dashboard

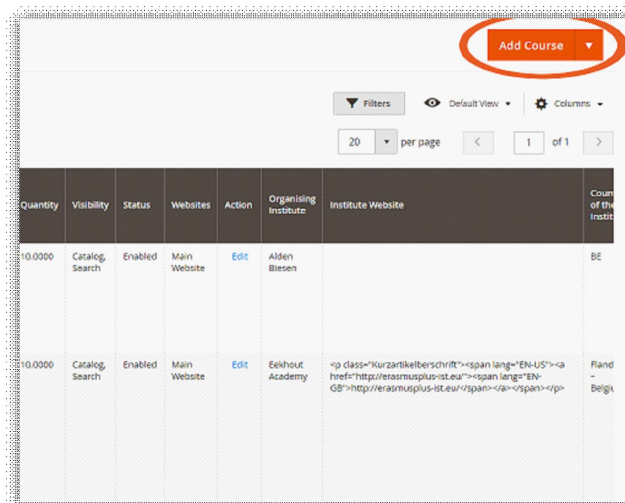


Step 3:

Add a new Course

The catalog shows every course that has already been added to the platform.

To add your own course click on „Add Course“. This will bring you to the form that you will have to fill out with the course details.



| Quantity | Visibility | Status | Websites | Action | Organizing Institute | Institute Website | Country of the Institute |
|----------|----------------|---------|--------------|----------------------|----------------------|--|--------------------------|
| 10.0000 | Catalog Search | Enabled | Main Website | Edit | Alden Biesen | | BE |
| 10.0000 | Catalog Search | Enabled | Main Website | Edit | Eekhout Academy | <p class="Kurzarbeitschrift">http://erasmusplus-ist.eu/</p> | Fland - Belgien |

Fig. 8: backend manual: course catalog

Step 4:

Change the Attribute Set

Once you reach the course form you need to change the attribute set from „Default“ to „Courses“.

To do that, click on the little arrow next to the default label and start entering „Courses“.

When the „Courses“ suggestion by the system appears click on that to change the attribute set.

If the attribute set was changed successfully, the box on the left side will change and more tabs will appear.

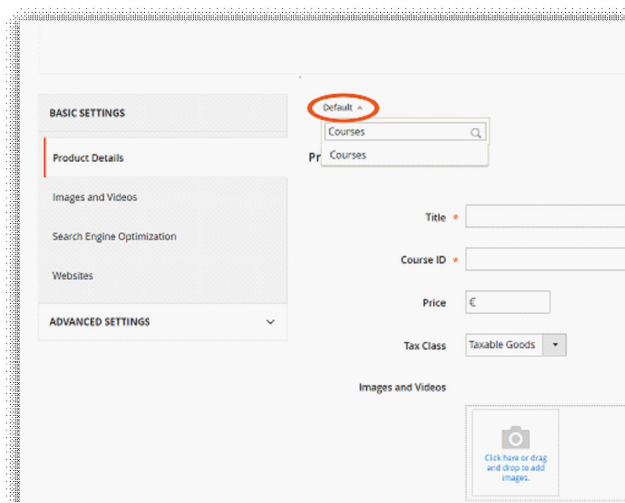


Fig. 9: backend manual: change attribute set

Step 5: Enter Course Information and Categories

Now start entering your course details on the same page. All fields marked with an asterisk (*) are mandatory and therefore need to be filled out.

The field „Categories“ is not mandatory but will determine where users can find your course through the navigation. You can enter the country where the course takes place, the subject of the course, competences tackled in the course and also the month and year of when the course will take place.

Should a category be missing you have the possibility to add a new category. Just click on the button „New Category“ and enter the name of the new category and sort it into the corresponding menu tab (country, subject, competences or date).

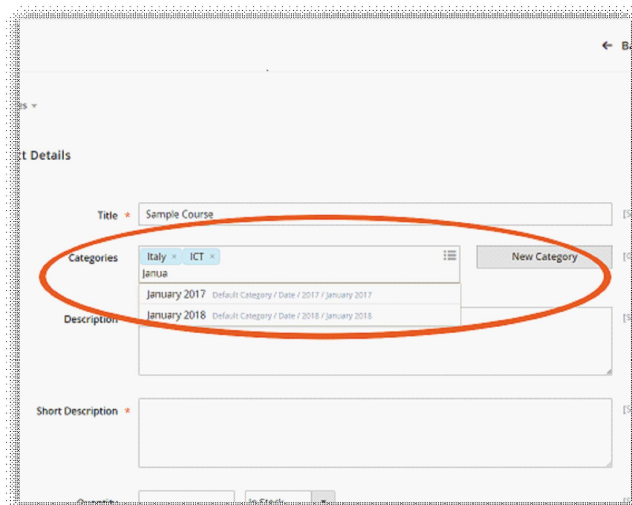


Fig. 10: backend manual: enter categories

Step 6: Add additional Course Documents

Furthermore you have the possibility to include any additional documents you think are relevant to your course (e.g. schedule of the course).

To add your document scroll to the bottom of the page you just filled out and tick the box as shown in the picture. Then click on „Add New Link“. Now you can enter the title of your file and attach the relevant document.

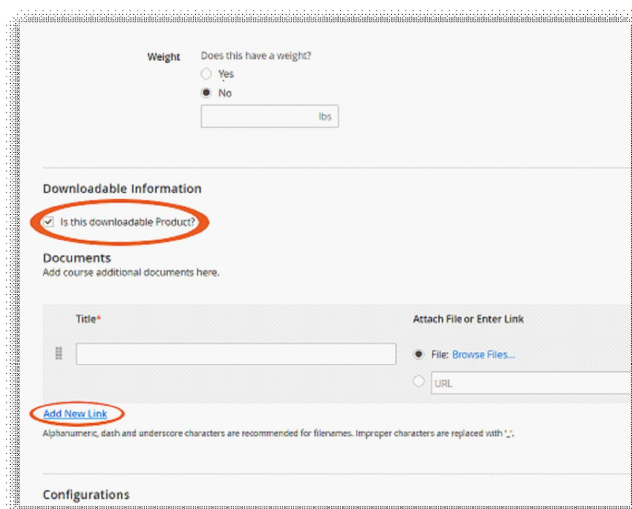


Fig. 101 backend manual: add documents

Step 7:

Enter Course Details for all Tabs

After finishing the first page of the form you want to go back to the top of the page and then click through the seven tabs marked by the orange box in the picture and enter the requested information.

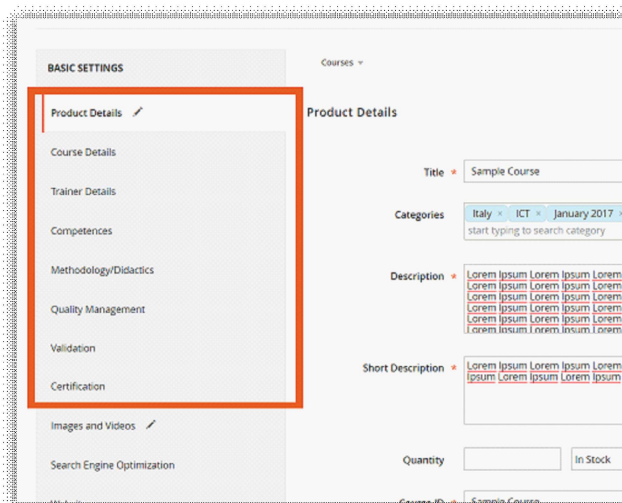


Fig. 12: backend manual: enter course details

Step 8:

Save the Course

Once you've finished entering all the relevant course information it is time to save your course.

Before saving you want to make sure that the course is enabled online. Normally it should already be set to enable by default, but if it is not, please change it (it should look like the button in the picture).

Then all there is left to do is to click the „Save“ button and you successfully created your course that will now be visible on the platform.

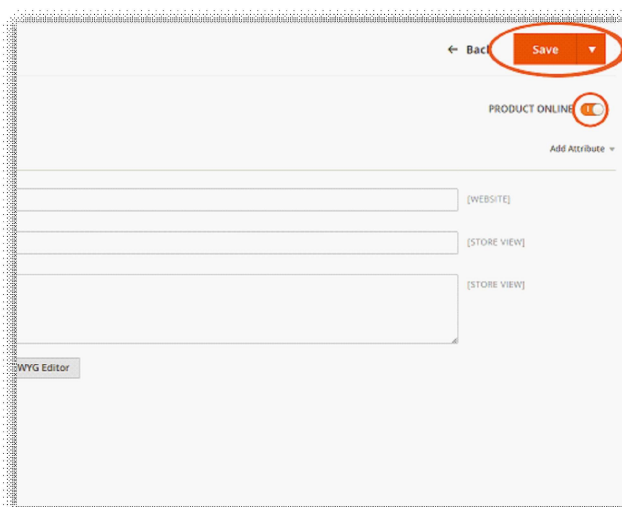


Fig. 13: backend manual: save course

4. Annex: Offline pattern for Course Providers

[Insert Title of the Course]

Organising Institute

[Institute]

Institute Website

[URL]

Country of Institute

[Country]

Contact Person

[Contact Details]

Country/Countries of the Course

[Country/Countries]

Address of Course Venue (if known)

[Address]

Course Website

[URL]

Description of the Course

[Insert Description]

Short Description

⇒ Please make sure to keep this as short as possible. You have the regular description of the course to properly write about your course.

[Insert Short Description]

Target Group(s)

[Insert Target Group(s)]

Competences tackled

[Insert Competences]

Period of the Course/Dates of the Course

[Insert Dates of the Course.]



Methodology/Didactics

Competence oriented approach

[Insert Information]

Blended learning modalities

[Insert Information]

Quality Management

GINCO quality levels

☐ ☐ ☐ ☐ ☐

[Insert Information]

European dimension guaranteed

[Insert Information]

Validation

Assessments methods

[Insert Information]

Validation system provided

[Insert Information]

Documentation

[Insert Information]

Certification

EQF Level

[Insert Information]

ECVET Points

[Insert Information]



Badges

[Insert Information]

Organisation

Where to apply

[Insert Information]

Participation Costs

[Insert Information]

