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Online Linguistic Support

# Erasmus+ Linguistic Support: Licence Management System for Beneficiaries User Guide 1.0

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## Introduction

This user guide explains how to use the Erasmus+ OLS licence management system (back-end) in your role as a Beneficiary (BEN).

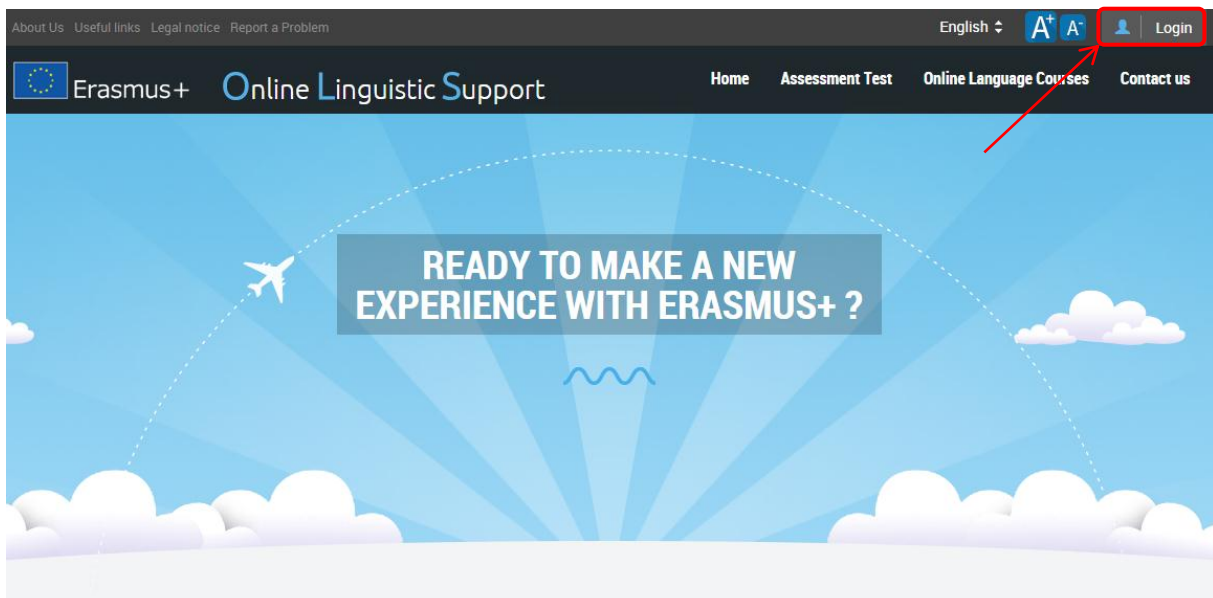
You will learn:

- How to log into the Erasmus+ OLS back-end;
- How the back-end is structured;
- How to use each feature, namely:
  - allocating assessment licences to Participants,
  - allocating course licences to Participants,
  - monitoring the assessment and course licences used by Participants.

### 1. Access the OLS and log into the back-end

To access the OLS go to the following URL: <http://www.erasmusplusols.eu>.

To access the login page, click the **Login** button in the upper right corner of your screen.

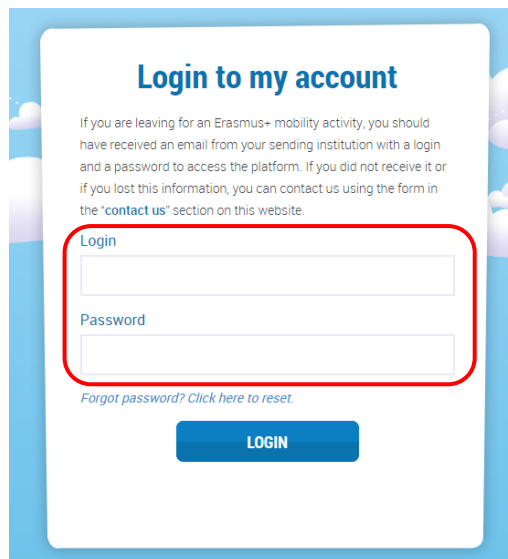


### What is the Online Linguistic Support tool?

Erasmus+ is the new EU programme for education, training, youth and sport for the period 2014-2020. Erasmus+ offers opportunities to study, train, gain work experience or volunteer abroad and one of its strategic objectives is strengthening linguistic skills and support language learning.

For more information on Erasmus+

To log in, type in the Login and the Password you received by email.



In case you encounter problems, you can contact the Helpdesk by clicking the **Report a Problem** button on the upper left hand corner of your screen.

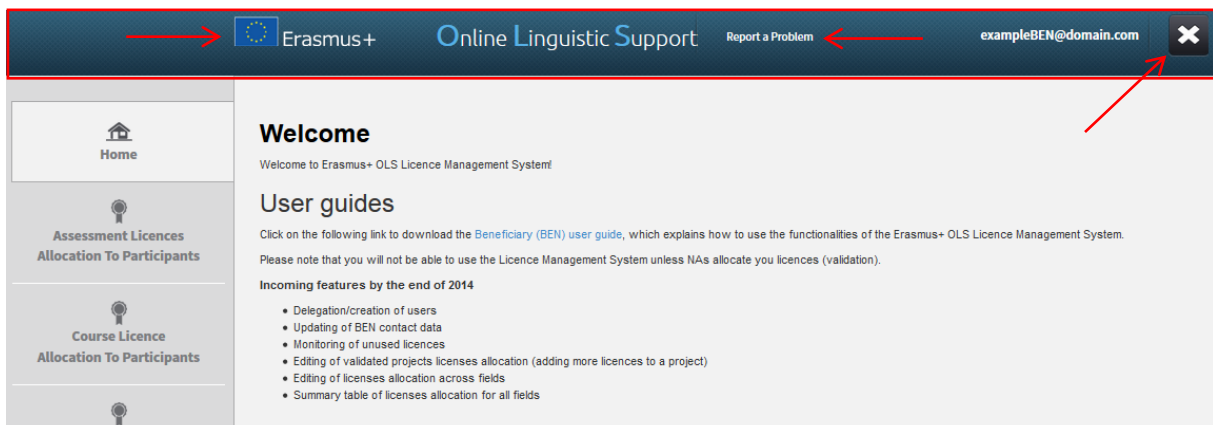


## 2. Structure of Erasmus+ OLS

The homepage of Erasmus+ OLS appears after you log-in.

On the static toolbar on the upper part of your screen you have 3 buttons:

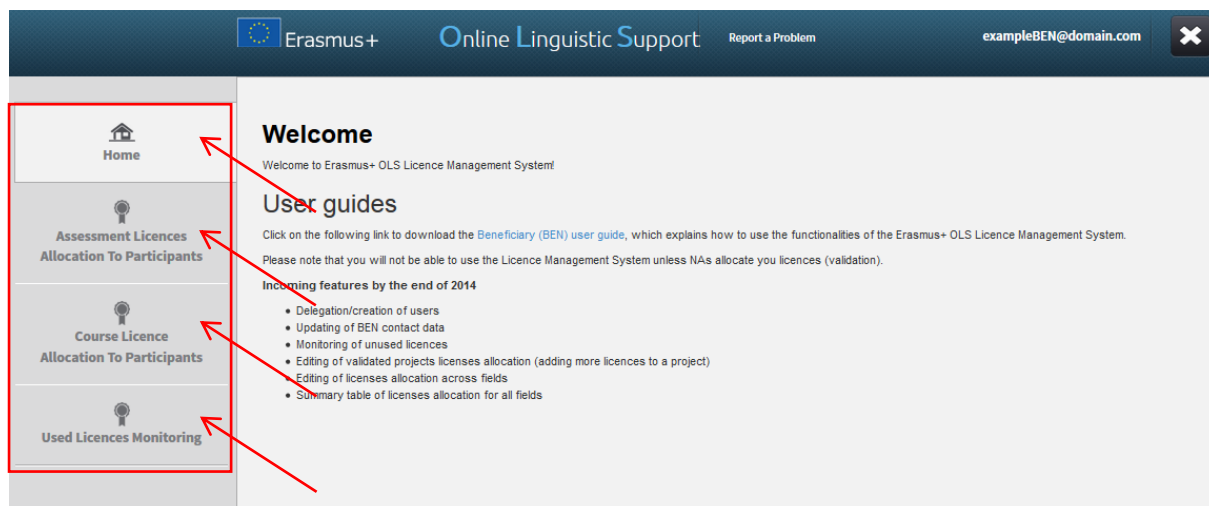
- Erasmus+ OLS banner – click on the button to go to the OLS back-end homepage
- Report a Problem – click on the button to contact the Helpdesk for any problem
- ESC (✕) – click on the button to close your session



On this page you find important information regarding updates, forthcoming features of the OLS and system alerts.

Four tabs are available in the menu on the left hand side of your screen:

- Home (tab 1)
- Assessment Licence Allocation to Participants (tab 2)
- Course Licence Allocation to Participants (tab 3)
- Monitoring of Used Licences (tab 4)



Click on any tab to navigate between Home, Assessment Licence Allocation to Participants, Course Licence Allocation to Participants and Monitoring of Used Licences.

### 3. Using the Erasmus+ OLS back-end features

In this section the main functionalities of the Erasmus+ OLS back-end are explained:

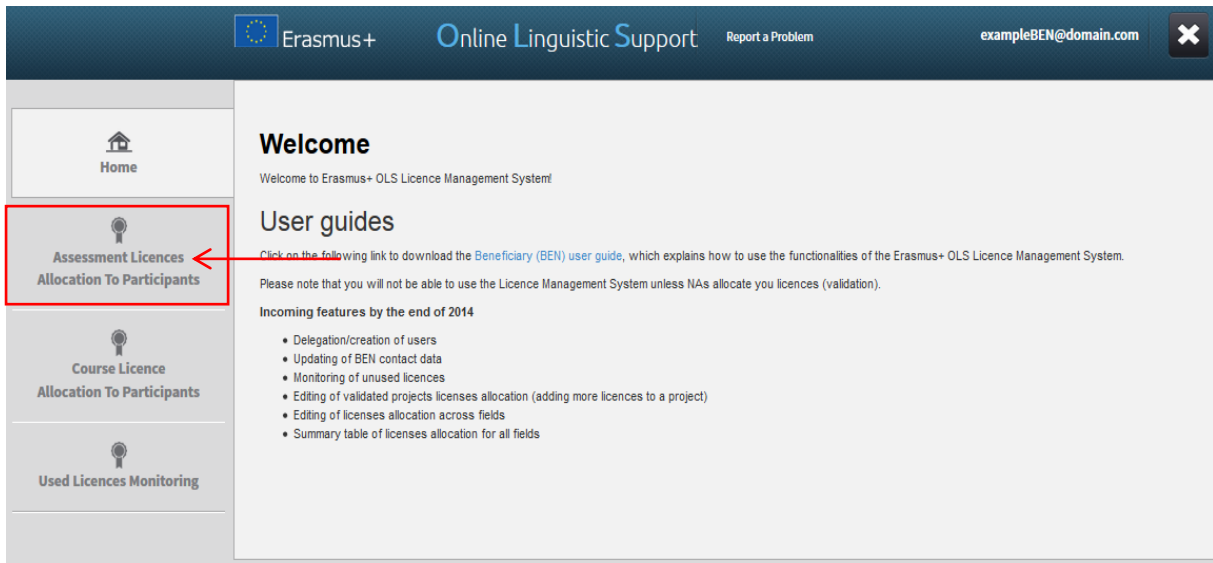
- 3.1. allocating assessment licences to participants,
- 3.2. allocating course licences to participants,
- 3.3. monitoring used licences

#### 3.1. How to allocate assessment licences to participants

The process of allocating licences occurs at different levels (i.e. DG EAC / NA / BEN) – for more information on the process please consult your National Agency.

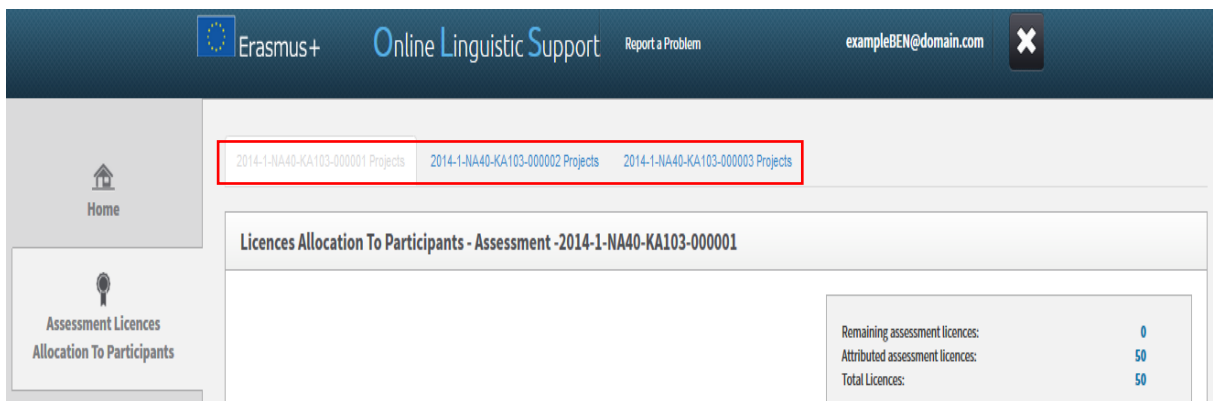
To allocate assessment licences to your participants, please follow these **step-by-step instructions**.

To access the section "Assessment Licence Allocation to Participants", from your Home screen, click on the 2<sup>nd</sup> tab (**Assessment Licence Allocation to Participants**).



You are now accessing the Assessment Licence Allocation to Participants page.

If your institution/organisation is part of several projects, you can find several tabs on the top of the page. By navigating through those tabs, you can access the corresponding "Assessment Licence Allocation to Participant" page related to each of your projects.



In the upper right part of the screen, a summary box also shows information on:

- Your BEN's **remaining number of assessment licences**, i.e. the number of licences currently available for Participants allocation;
- Your BEN's **number of allocated assessment licences**, i.e. the number of assessment invitations already sent to your participants;
- The **total number of assessment licences** granted to your BEN by your National Agency (NA).

Remaining assessment licences:	0
Attributed assessment licences:	50
Total Licences:	50

To allocate assessment licences to the selected project participants, write, in the appropriate box, all their email addresses, separated by “;” or “,”. **N.B.:** you are requested to introduce together the email addresses of all participants who will be tested in the same language (for example, all participants taking their assessment in French). If you have groups of participants to be tested in different languages, repeat the following steps, language per language.

Remaining assessment licences:	50
Attributed assessment licences:	0
Total Licences:	50

Before being able to move forward, you are requested to validate the email address list by clicking on **Validate emails**. A message appears when emails are successfully validated. Then, make sure the count of email addresses is correctly shown next to the **Validate emails** button.

Licences Allocation To Participants - Assessment -2014-1-NA40-KA103-000003

Remaining assessment licences:	50
Attributed assessment licences:	0
Total Licences:	50

**Add new participants**  
Please write here the new participants' email addresses for a given assessment language, separated by ";" or ";;"

**Emails** **Validate emails** Count: 3 **Language to test** **Deadline to take the test**

Emails validated!

example1@domain.com, example2@domain.com, example3@domain.com

**Send assessment invitation(s) to the whole list**

You are now requested to select the language to be tested in the highlighted **Language to test** scroll-down menu. The language tested corresponds to the language the participants will use to study, work or volunteer abroad and cannot be changed afterwards.

**Emails** **Validate emails** Count: 3 **Language to test** **Deadline to take the test**

Emails validated!

example1@domain.com, example2@domain.com, example3@domain.com

**Language to test**

- German
- English
- French
- German
- Dutch
- Italian
- Spanish

months

+1



You are also requested to select a **Deadline to take the test**. To do so, select the number of days or months given to the participants to take the test. Please note that the deadline can only be set before the participant's departure date.

The screenshot shows a web interface for adding participants. On the left, under 'Emails', there is a green box saying 'Emails validated!' and a text area containing three example email addresses: 'example1@domain.com', 'example2@domain.com', and 'example3@domain.com'. A blue button 'Validate emails' is next to the text 'Count: 3'. Below the text area is another blue button: 'Send assessment invitation(s) to the whole list'. To the right, under 'Language to test', a dropdown menu shows 'German'. Further right, under 'Deadline to take the test', there are two dropdown menus: the first is set to 'months' and the second is set to '+1'. A red box highlights the second dropdown menu, which is open to show a list of options from '+1' to '+13'.

Once the email list is validated, the language to test and the deadline to take the test are selected, the **Send assessment invitation(s) to the whole list** becomes active. Review all information before clicking on this button to send assessment invitations to all validated email addresses.

This screenshot is similar to the one above but with different settings. The 'Emails' section shows the same three example email addresses. The 'Language to test' dropdown is set to 'English'. The 'Deadline to take the test' dropdowns are set to 'months' and '+1'. The blue button 'Send assessment invitation(s) to the whole list' is highlighted with a red box, and a red arrow points upwards towards it from below.

Invitations are then automatically sent to the participants and a message pops-up confirming the invitations were successfully sent.

Licences Allocation To Participants - Assessment -2014-1-NA40-KA103-000003

Remaining assessment licences: 47  
Attributed assessment licences: 3  
Total Licences: 50

**Add new participants**  
Please write here the new participants' email addresses for a given assessment language, separated by ";" or ":",

Validate emails Count: 0 Language to test: English Deadline to take the test: months

Assessment invitation(s) successfully sent!

Send assessment invitation(s) to the whole list

If your participants have to be tested in several languages, repeat the above instructions for each group of participants/languages.

### 3.2. How to allocate course licences to participants

The process of allocating licences occurs at different levels (i.e. DG EAC / NA / BEN) – for more information on the process please consult your National Agency. To allocate course licences to your participants, please follow these **step-by-step instructions**.

To access the section "Course Licence Allocation to Participants", from your Home screen, click on the 3<sup>rd</sup> tab (**Course Licence Allocation to Participants**).

Erasmus+ Online Linguistic Support Report a Problem exampleBEN@domain.com

Home

Assessment Licences Allocation To Participants

**Course Licence Allocation To Participants**

Used Licences Monitoring

**Welcome**  
Welcome to Erasmus+ OLS Licence Management System!

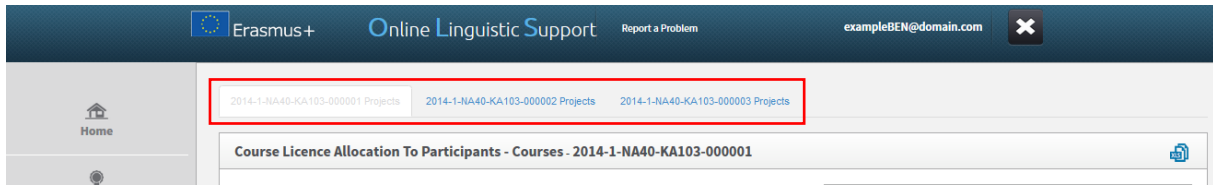
**User guides**  
Click on the following link to download the [Beneficiary \(BEN\) user guide](#), which explains how to use the functionalities of the Erasmus+ OLS Licence Management System.  
Please note that you will not be able to use the Licence Management System unless NAs allocate you licences (validation).

**Incoming features by the end of 2014**

- Delegation/creation of users
- Updating of BEN contact data
- Monitoring of unused licences
- Editing of validated projects licenses allocation (adding more licences to a project)
- Editing of licenses allocation across fields
- Summary table of licenses allocation for all fields

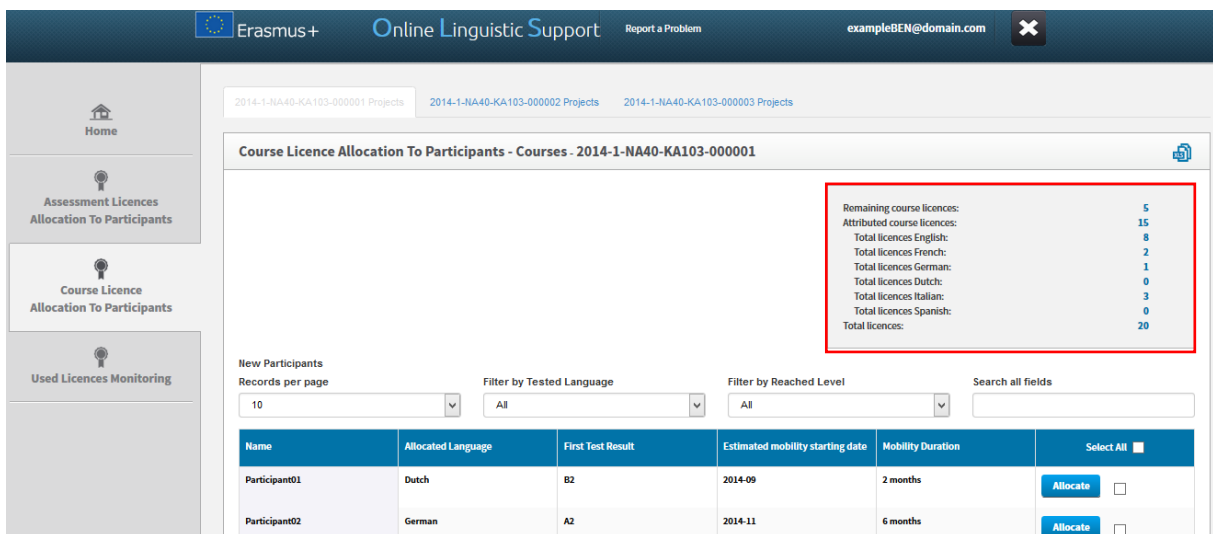
You are now accessing the Course Licence Allocation to Participants page.

If your institution/organisation is part of several projects, you can find several tabs on the top of the page. By navigating through those tabs, you can access the corresponding “Course Licence Allocation to Participant” page related to each of your projects.



In the upper right part of the screen, a summary box also shows information on:

- Your BEN’s **remaining number of course licences**, i.e. the number of licences currently available for allocation to your Participants;
- Your BEN’s **total number of allocated course licences**, i.e. the number of licences already allocated to your participants;
- Your BEN’s **number of allocated course licences, per language** (German, English, Spanish, French, Italian and Dutch);
- The **total number of assessment licences** granted to your BEN by your National Agency (NA).



In the lower part of your screen you see the list of participants related to the selected project who:

- Received an assessment licence
- Have completed the first assessment test
- Have not returned from their Erasmus+ mobility yet


For each of your participants the following information is available:

- Name
- Allocated Language, i.e. the language allocated to the participant for his/her tests
- First Test Result
- Estimated mobility starting date
- Mobility duration

You can also sort the information by alphabetical or numerical order by clicking on a column title.

Name	Allocated Language	First Test Result	Estimated mobility starting date	Mobility Duration	Select All <input type="checkbox"/>
Participant01	Dutch	B2	2014-09	2 months	Allocate <input type="checkbox"/>
Participant02	German	A2	2014-11	6 months	Allocate <input type="checkbox"/>

On your screen several functions are available:

- **New Participants Records per page** scroll-down menu: by clicking on this button you can change the number of pending new project records that are shown per page;
- : by clicking on this button you can export all information on pending new projects in an Excel file;
- **Filter by Tested Language** scroll-down menu: by clicking on this button you can filter the displayed entries, based on the language tested during the 1<sup>st</sup> assessment;
- **Filter by Reached Level** scroll-down menu: by clicking on this button you can filter the displayed entries, based on the level achieved on the 1<sup>st</sup> assessment;
- **Search all fields** field: by using this field you can search participants by any data;
- **Previous and Next** buttons: by clicking on those buttons you can navigate in the different pages of the Course Licence Allocation to Participants table.

Erasmus+ Online Linguistic Support

Course Licence Allocation to Participants - Courses - 2014-1-NA40-KA103-000001

Name	Allocated Language	First Test Result	Estimated mobility starting date	Mobility Duration	Select All <input type="checkbox"/>
Participant01	Dutch	B2	2014-09	2 months	Allocate <input type="checkbox"/>
Participant02	German	A2	2014-11	6 months	Allocate <input type="checkbox"/>
Participant03	Italian	A1	2014-10	3 months	Allocate <input type="checkbox"/>
Participant04	English	C1	2015-03	8 months	Allocate <input type="checkbox"/>

Allocate to all selected

Previous 1 Next

To allocate a course licence to project participants, click on **Allocate** in the cell on the far right of the student's row. A message appears confirming the course licence has been successfully allocated.

New Participants

Records per page: 10 | Filter by Tested Language: All | Filter by Reached Level: All | Search all fields:

Name	Allocated Language	First Test Result	Estimated mobility starting date	Mobility Duration	Select All <input type="checkbox"/>
Participant01	Dutch	B2	2014-09	2 months	Allocate <input checked="" type="checkbox"/>
Participant02	German	A2	2014-11	6 months	Allocate <input type="checkbox"/>
Participant03	Italian	A1	2014-10	3 months	Allocate <input type="checkbox"/>
Participant04	English	C1	2015-03	8 months	Allocate <input type="checkbox"/>

[Allocate to all selected](#)

When a participant has been allocated a course licence, the related row disappears from the Course Licence Allocation to Participants table. Simultaneously, the participant receives his personal Login and Password to access the Erasmus+ OLS langue courses by email.

To allocate course licences to several participants, tick the boxes related to those participants in the cells on the far right of the students' rows. Then click on the **Allocate to all selected** button.

New Participants

Records per page: 10 | Filter by Tested Language: All | Filter by Reached Level: All | Search all fields:

Name	Allocated Language	First Test Result	Estimated mobility starting date	Mobility Duration	Select All <input type="checkbox"/>
Participant01	Dutch	B2	2014-09	2 months	Allocate <input type="checkbox"/>
Participant02	German	A2	2014-11	6 months	Allocate <input type="checkbox"/>
Participant03	Italian	A1	2014-10	3 months	Allocate <input type="checkbox"/>
Participant04	English	C1	2015-03	8 months	Allocate <input type="checkbox"/>

[Allocate to all selected](#)

If you wish to allocate licences to all participants in the list, you can select them all by clicking on the **Select all** button in the column title.

New Participants

Records per page: 10 | Filter by Tested Language: All | Filter by Reached Level: All | Search all fields:

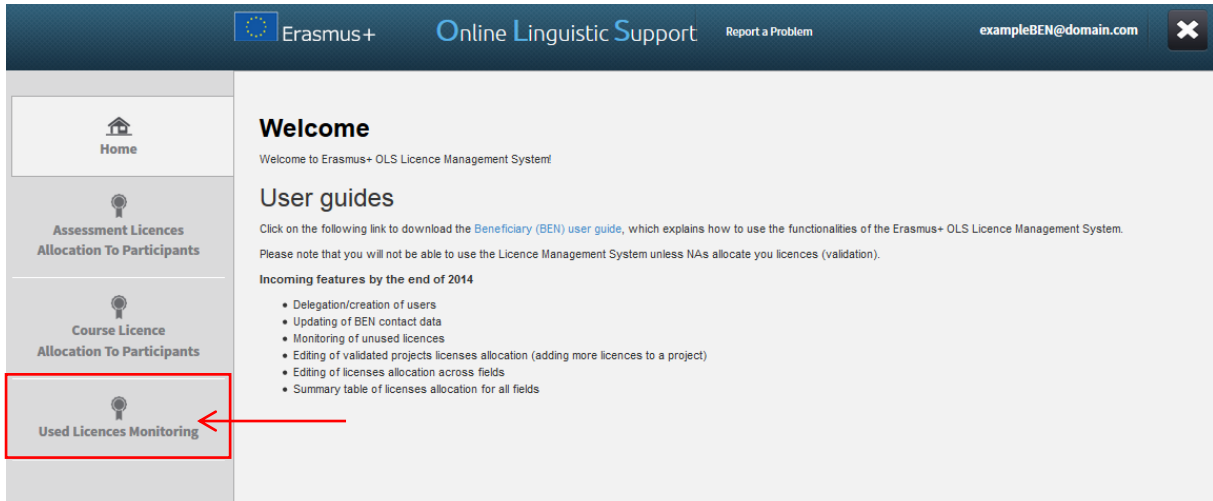
Name	Allocated Language	First Test Result	Estimated mobility starting date	Mobility Duration	Select All <input checked="" type="checkbox"/>
Participant01	Dutch	B2	2014-09	2 months	Allocate <input type="checkbox"/>
Participant02	German	A2	2014-11	6 months	Allocate <input type="checkbox"/>
Participant03	Italian	A1	2014-10	3 months	Allocate <input type="checkbox"/>
Participant04	English	C1	2015-03	8 months	Allocate <input type="checkbox"/>

[Allocate to all selected](#)

### 3.3. How to monitor the licences used by your participants

Once you have allocated assessment test or course licences to your participants, you can monitor the use of each licence in the Erasmus+ OLS back-end.

To access the Monitoring of Used Licences section, from your Home screen, click on the 4<sup>th</sup> tab (**Monitoring of Used Licences**).



You are now accessing the Monitoring of Used Licences page.


On your screen, for each of your participants you can see the following information:


- First Name
- Last Name
- Email
- Assessment Invitation Date
- 1<sup>st</sup> Assessment Result
- 1<sup>st</sup> Assessment Date
- 2<sup>nd</sup> Assessment Result
- 2<sup>nd</sup> Assessment Date
- Mobility Duration
- Allocated Language
- Course Licence (allocated or not)
- Course Licence Allocation Date

You can also sort the information by alphabetical, chronological or numerical order by clicking on a column title.

Used Licences Monitoring											
Records per page		Filter by Tested Language		Filter by Reached Level		Search all fields					
10		All		All							
First Name	Last Name	Email	Assessment Invitation Date	1 <sup>st</sup> Assessment Result	1 <sup>st</sup> Assessment Date	2 <sup>nd</sup> Assessment Result	2 <sup>nd</sup> Assessment Date	Mob. duration	Allocated Language	Course Licence	Course Licence Allocation Date
Participant	01	participant01@domain.com	19/09/2014	B2	19/09/2014	x	x	6 months	Dutch	Yes	19/09/2014
x	x	participant02@domain.com	21/09/2014	x	x	x	x	x	English	No	-
Participant	03	participant03@domain.com	19/10/2014	C2	22/10/2014	x	x	8 months	English	No	-
Participant	04	participant04@domain.com	24/09/2014	B2	25/09/2014	x	x	4 months	Italian	No	-
x	x	participant05@domain.com	20/10/2014	x	x	x	x	x	Dutch	No	-

On your screen several functions are available:

- **Records per page** scroll-down menu: by clicking on this button you can change the number of participants' records that are shown per page;
-  : by clicking on this button you can export all information on Participant(s) in an Excel file;
- **Filter by Tested Language** scroll-down menu: by clicking on this button you can filter the displayed entries, based on the tested language;
- **Filter by Reached Level** scroll-down menu: by clicking on this button you can filter the displayed entries, based on the level achieved in both assessments;
- **Search all fields** field: by using this field you can search participants by any data;
- **Previous and Next** buttons: by clicking on those buttons you can navigate in the different pages of the Course Licence Allocation to Participants table.

**Used Licences Monitoring** 

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Records per page: 
Filter by Tested Language: 
Filter by Reached Level: 
Search all fields:

First Name	Last Name	Email	Assessment Invitation Date	1 <sup>st</sup> Assessment Result	1 <sup>st</sup> Assessment Date	2 <sup>nd</sup> Assessment Result	2 <sup>nd</sup> Assessment Date	Mob. duration	Assigned Language	Course Licence	Course Licence Attribution Date
Participant	01	participant01@domain.com	19/09/2014	B2	19/09/2014	x	x	6 months	Dutch	Yes	19/09/2014
x	x	participant02@domain.com	21/09/2014	x	x	x	x	x	English	No	-
Participant	03	participant03@domain.com	19/10/2014	C2	22/10/2014	x	x	8 months	English	No	-
Participant	04	participant04@domain.com	24/09/2014	B2	25/09/2014	x	x	4 months	Italian	No	-
x	x	participant05@domain.com	20/10/2014	x	x	x	x	x	Dutch	No	-
Participant	06	participant06@domain.com	05/11/2014	x	x	x	x	x	English	No	-
Participant	07	participant07@domain.com	05/11/2014	B1	07/11/2014	C1	06/03/2015	2 months	German	Yes	09/11/2014
x	x	participant08@domain.com	07/11/2014	x	x	x	x	6 months	English	No	-
Participant	09	participant09@domain.com	09/11/2014	A2	11/11/2014	B2	15/02/2015	2 months	English	Yes	13/11/2014
Participant	10	participant10@domain.com	13/11/2014	C1	13/11/2014	x	x	4 months	German	No	-

Previous 1 2 3 4 5 ... 8 Next



## 4. Helpdesk

If you encounter any problem or issue when following the instructions above, please contact the Helpdesk by clicking on the **Report a Problem** button in the header.

