Erasmus+ Linguistic Support: Licence Management System for Beneficiaries User Guide 2.0

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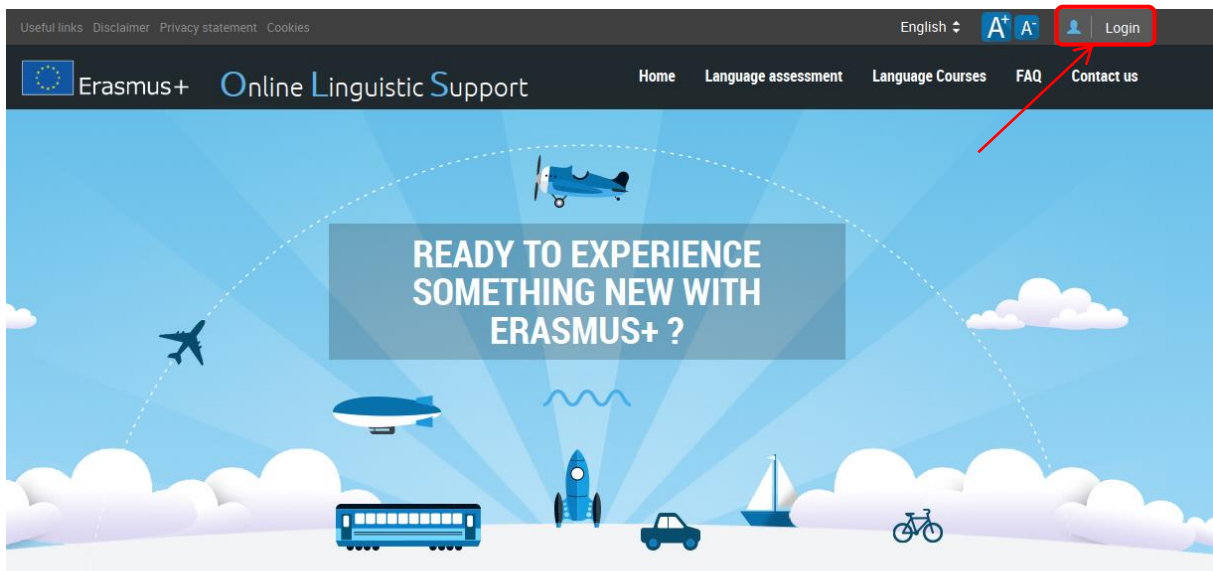
To log in, type in the Login and the Password you received by email.

In case you encounter problems, you can contact the Helpdesk by clicking the **Contact us** button on the upper right 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 4 buttons:

- Home button ( ) – click on this button to go to the OLS back-end homepage
- Profile button (be99ben05@mailinator.com) – click on this button to go to your BEN user profile page
- Report a Problem – click on the button to contact the Helpdesk for any problem

- ESC ( ) – click on the button to close your session
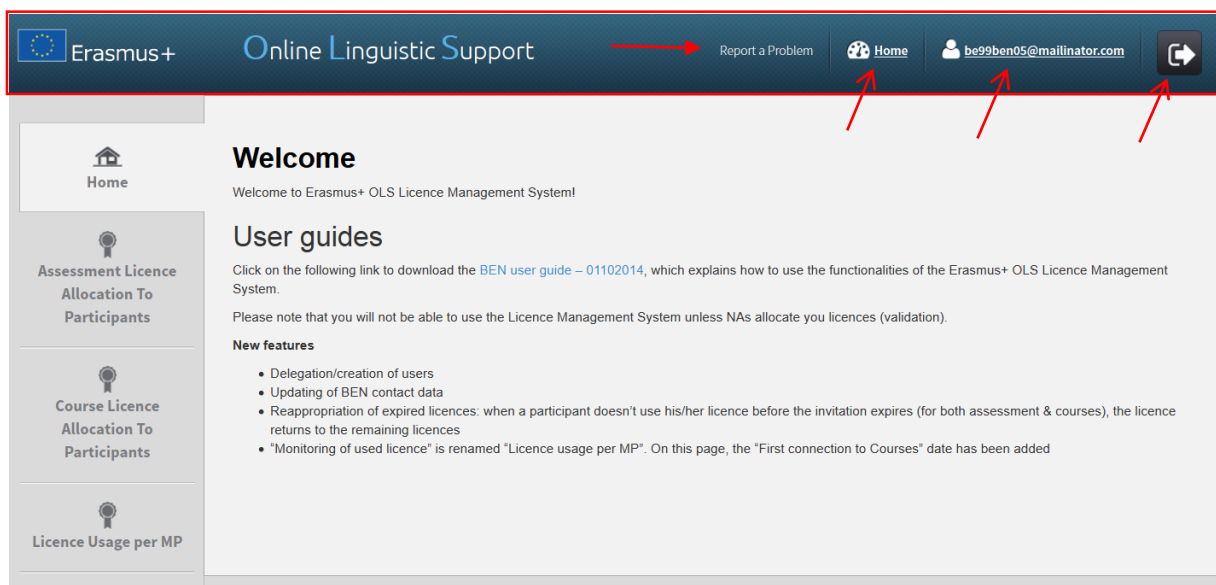
On this page you find important information regarding updates, forthcoming features of the OLS and system alerts.

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)
- License Usage per MP (tab 4)
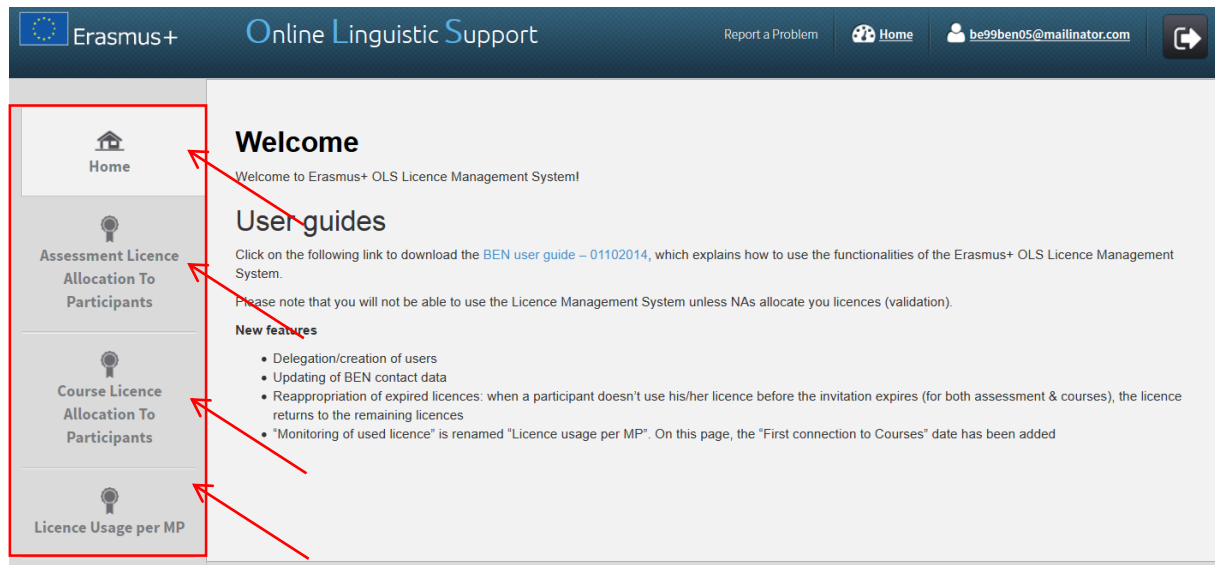
Click on any tab to navigate between Home, Assessment Licence Allocation to Participants, Course Licence Allocation to Participants and License Usage per MP.

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. Licence usage per MP
- 3.4. how to edit your profile and create additional users

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 2nd tab (**Assessment Licence Allocation to Participants)**.
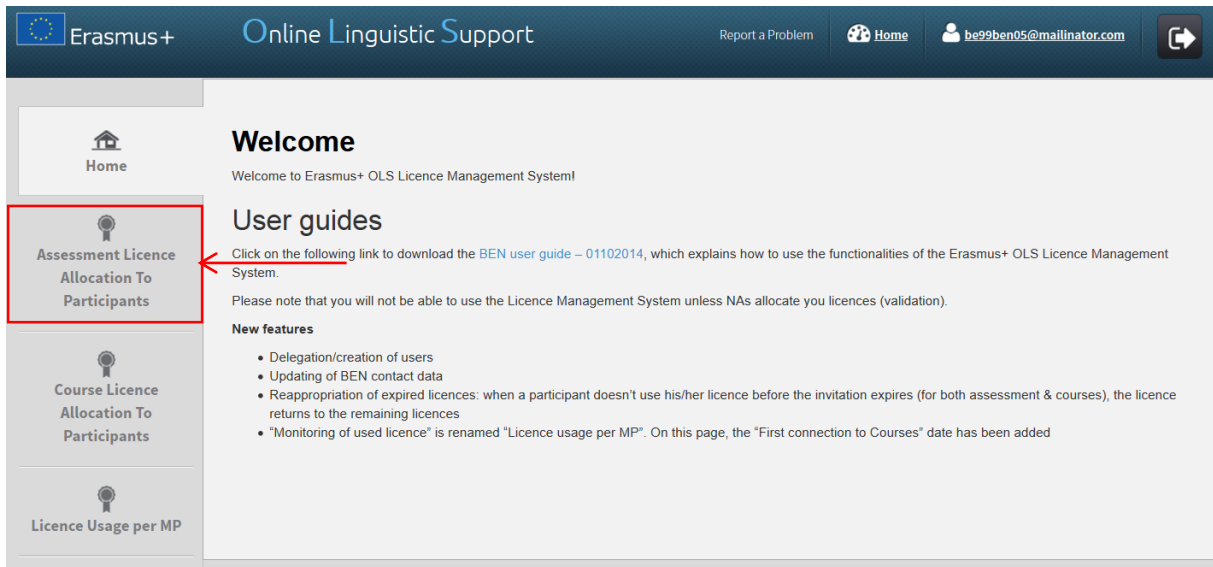
You are now accessing the Assessment Licence Allocation to Participants page.

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).

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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.

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.

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.

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.

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.

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

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

When participants don't take the assessment within the deadline, their access to OLS is deactivated and the licence automatically returns to your remaining assessment licences.

3.2 How to modify/cancel an invitation and reinvite participants

When invitations are sent, they cannot be edited or modified. If you need to modify or cancel an invitation, please follow these **step-by-step instructions**.

Licences can be cancelled provided that the participant(s) haven't started the language assessment yet. Licences that have been cancelled will automatically return in your remaining assessment licences.

To cancel the invitation(s), you need to enter the email address(es) of the participant(s) that need to be cancelled in the invitation box and click on "**Validate emails**".

A pop-up will appear notifying that this/these email address(es) has/have already received a language assessment licence and will ask you if you want to cancel the invitation.

To cancel the invitation(s), click on the box next to the email address(es) to select the email addresses that need to be cancelled or click on "**check all emails**". Click on "**Cancel invitation(s)**" in order to cancel the invitations you sent to the participant(s). The licences will automatically return in you remaining licences.
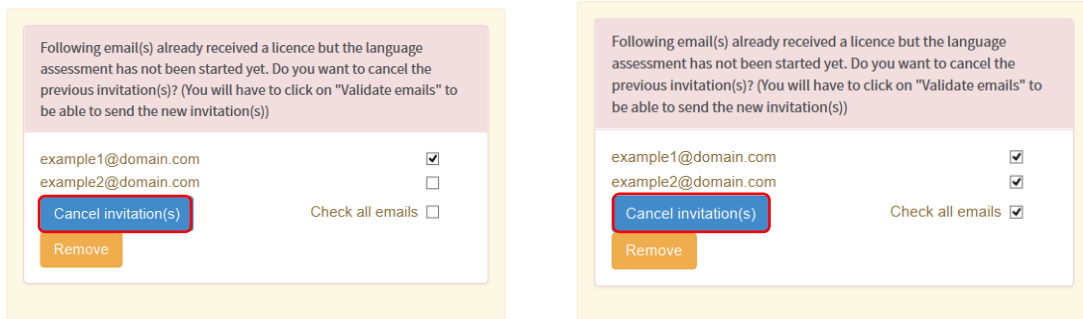
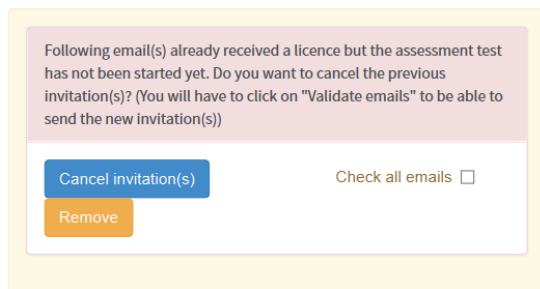Once you have cancelled the invitation, the email address(es) concerned will disappear from the pop-up and still appear in the invitation box.

To **send a new invitation** to this/these email address(es), click on **Validate Emails** and follow the steps explained previously at section **3.1. How to allocate assessment licences to participants.**
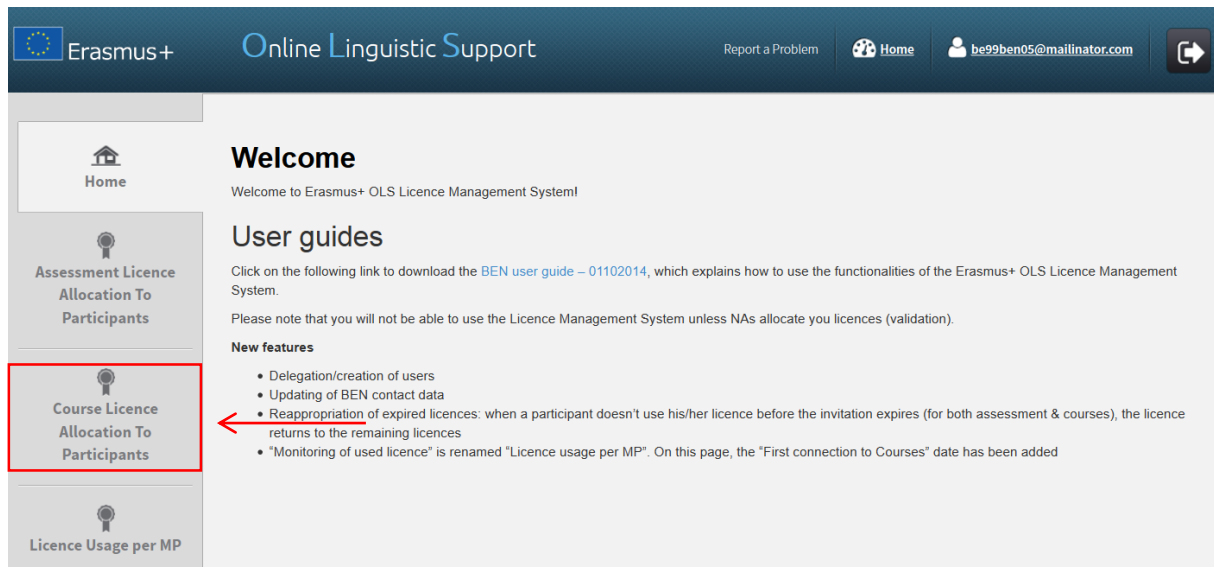
3.3. How to allocate course licences to participants

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 3rd tab (**Course Licence Allocation to Participants)**.

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.

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 1st 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 1st 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.

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.

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.

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.

When participants do not connect to the language courses within 30 days after receiving the invitation, their access is deactivated and the licence automatically returns to your remaining language course licences.

3.4. 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 Licence Usage per MP section, from your Home screen, click on the 4th tab (**Licence Usage per MP)**.

You are now accessing the Licence Usage per MP page.

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

- BEN PIC
- First Name
- Last Name
- Email
- Assessment Invitation Date
- 1st Assessment Result
- 1st Assessment Date
- 2nd Assessment Result
- 2nd Assessment Date
- Mobility Duration
- Assigned Language
- Course Licence (allocated or not)
- Course Licence Allocation Date
- First connection to Courses

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

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.
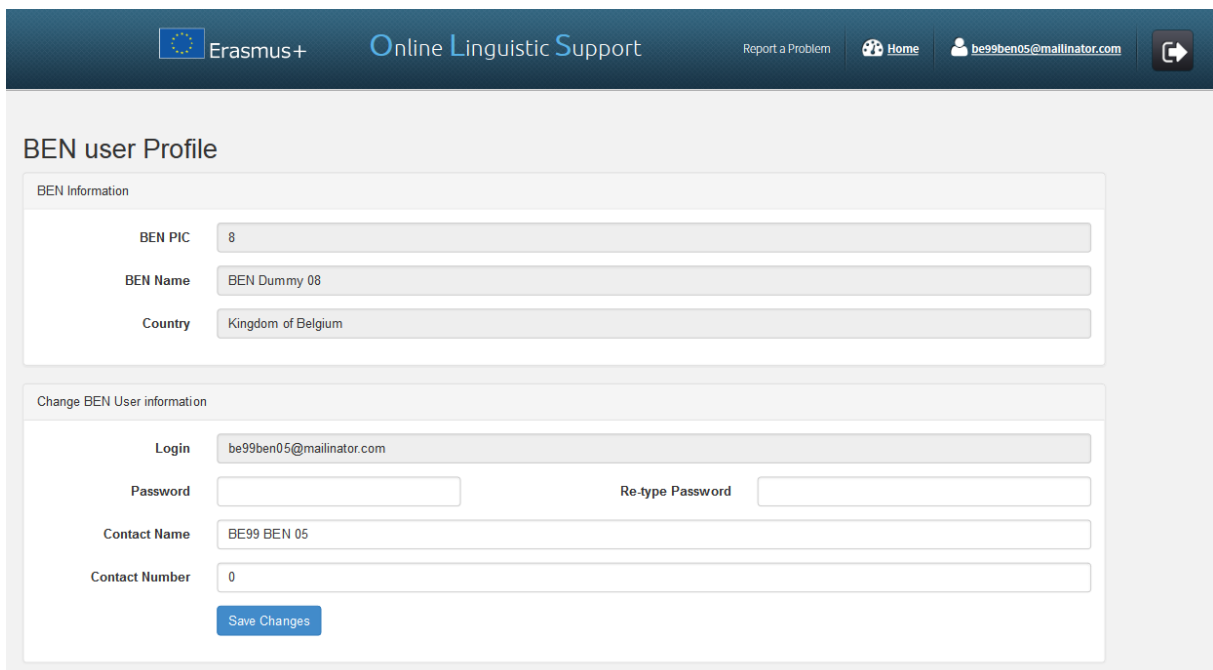
3.5. How to edit your profile and create additional users

If you need to edit your profile or create additional user aliases, click on the Profile button in the upper right corner of your screen.
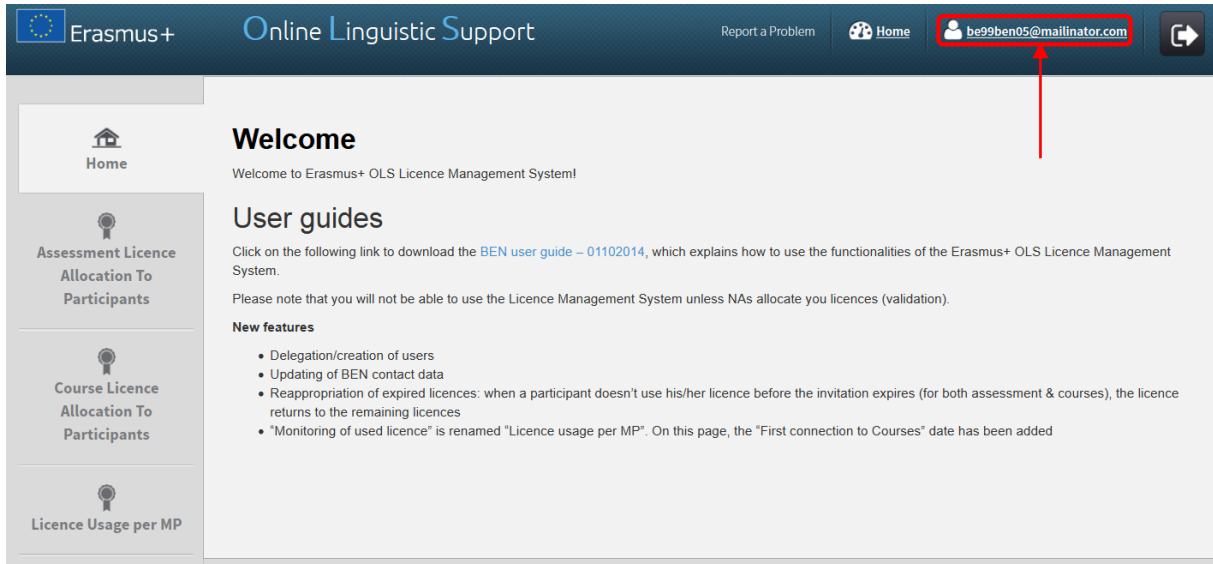
The profile page is divided into 4 parts:

- **BEN information**: includes your BEN PIC, BEN Name and Country. You cannot modify this information
- **Change BEN User information**: allows you to edit your profile information except the login
- **Creation of additional users**: allows you to create additional users (called aliases) with the same access rights as your current BEN user account
- **Additional Email for receiving notifications**: allows you to add email addresses that will be notified

3.5.1 How to edit your profile

In section "Change BEN User information", you can edit your password, contact name and contact number. Once you have made the necessary changes, click on **Save Changes**, on the lower left part of the section. A message then appears to confirm that the changes have been successfully saved.

3.5.2 How to create additional users

In the third part of your profile page, click on **Add New Alias** to start creating an additional user for your BEN with the exact same access rights.

In the newly created line of the table, choose the credentials of the new BEN user account. Enter a login (may be different from the email address), a password and an email address.

Once you have entered the required data, click on **Save Changes**, on the lower left part of the page. The new created user will then appear on screen. To edit the new user credentials after creation, click on the fields you want to edit, change the field information and click on **Save Changes**.

Beware that **no automated notification** is sent to the newly created user. Please inform the contact person of the newly created credentials as required.

3.5.3 How to delete additional users

In the third part of your profile page, click on the Delete button next to the alias user you would like to delete. The alias user will disappear from the list of additional users.
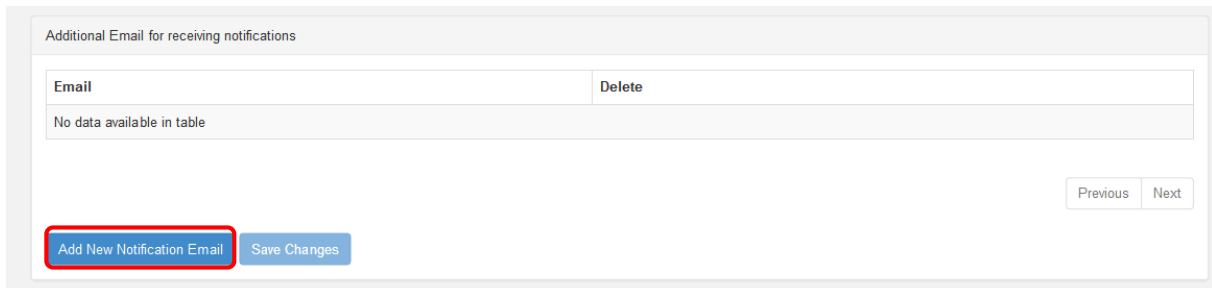
3.5.4 How to add or delete additional email addresses for future notifications

In the fourth part of your profile page, click on **Add New Notification Email** to add an additional email address for future notifications. In the newly created line of the table, enter the additional email address.
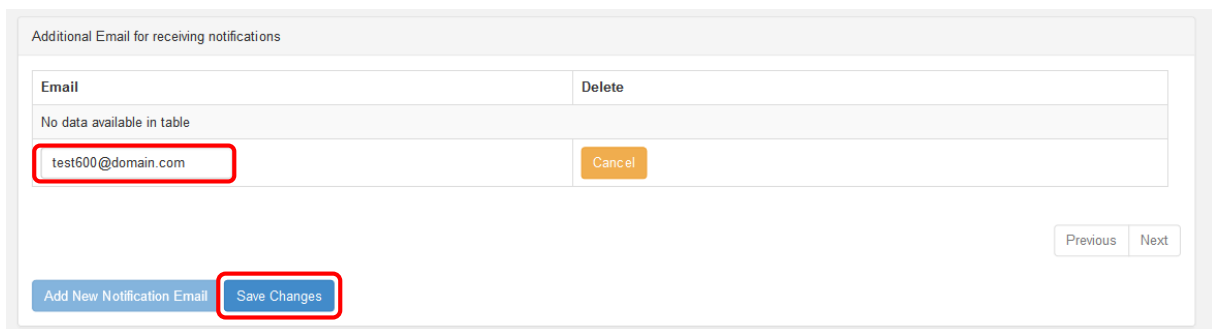

Once you have entered the required data, click on **Save Changes**, on the lower left part of the page. The added email address will then appear on screen. To edit the address, click on it, enter the corrected email address and click on **Save Changes**.
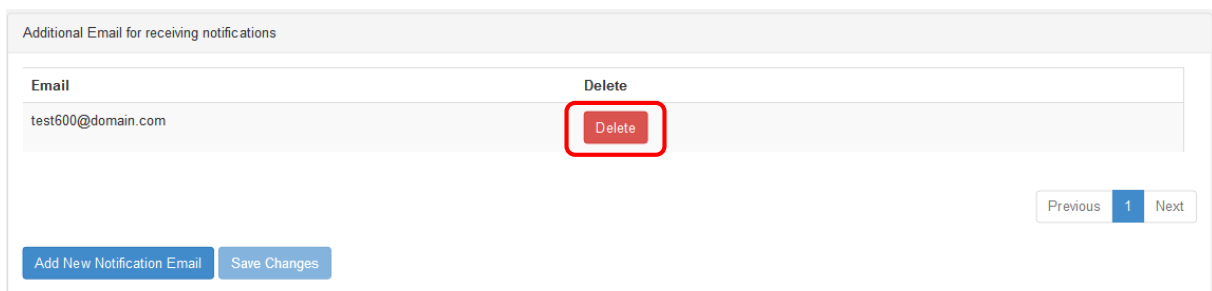

Click on the **Delete** button next to the email address you would like to delete. The email address will disappear from the list of notified email addresses.
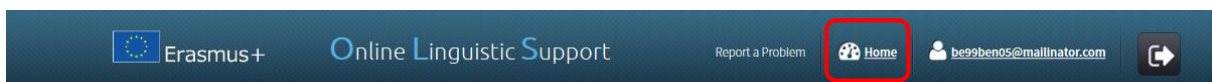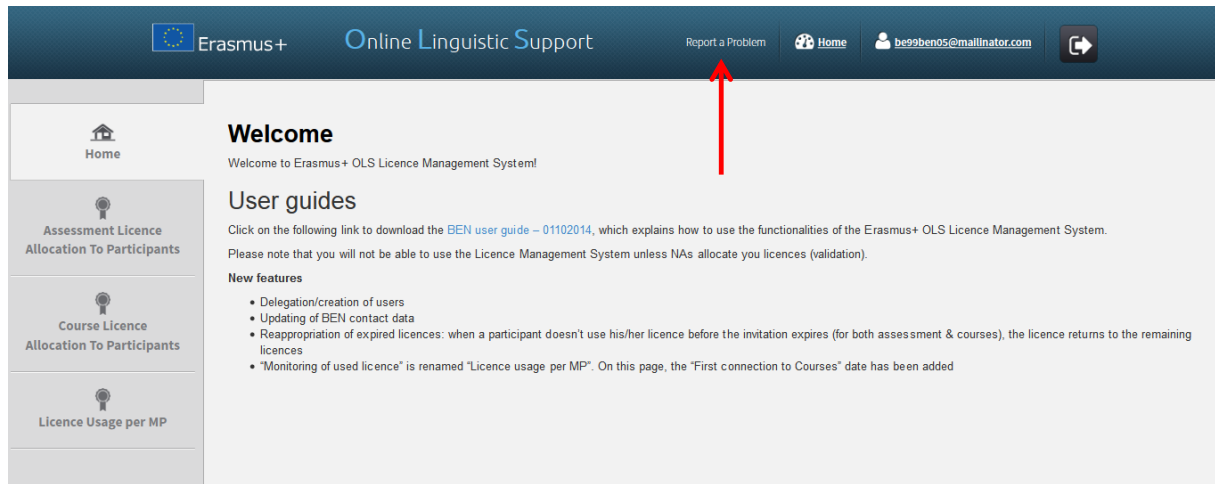

To return from your profile to the Homepage of the Licence Management System, click on the **Home** button.

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.