

**ESSENTIAL COURSE INFORMATION**

*Required by the EU Academy*

*eLearning platform*

Table of Contents

1. Introduction
2. Essential Course information
3. Additional information

1. Introduction

This document was developed for the Course Owners of Interoperable Europe Academy in order to help

them with their course creation process, and more specifically, the process of uploading their course on

the EU Academy platform. For the convenience of the reader, this document is designed to be interactive,

meaning that, at any point, the reader can click on ‘TOC’ on the bottom left of the pages and they will be

redirected to the Table Of Contents of this document.

Below, you will find:

- The Essential Course Information (2), which will give you more details about the necessary

information and fields that need to be populated on the EU Academy platform while uploading

the course there;

- Several important notes to be taken into consideration (3), in order to provide you with a better

understanding of the process and the necessary fields.

2. Essential Course Information

|  |
| --- |
| Content & target audience |
| **Course title**. The name you give will be used to identify the course to your learners. |  |
| **Course Topic areas.** Make your choice among the following categories:1. Agriculture and rural development2. Children and youth3. Cities, urban and regional development and human rights4. Data, digital and technology5. Education and capacity building6. Energy, climate and environment7. Employment, trade and economy8. Food safety and security9. Fragility, ciris situations and resilience10. Gender, inequality and inclusion11. language and culture12. Law, justice, fundamental human rights and democracy13. Maritime and fisheries14. Migration and intergration15. Nutrition, health and wellbeing16. Transport and infrastructure17. Public sector leadership, innovation and knowledge sharing |  |
| **Course Provider.** Select your course provider among the following options:1.European Commission2.European Union Agency for Cybersecurity3.Community Plant Variety Office4.European Parliament5.EU Publications Office6. European Environmental Agency7. European External Action Service8. European Training Foundation9. European Centre for Disease |  |
| **Course type.** Choose between the below:1. Ask me anything session2. Online course3. Offline course4. Blended course5. Online event6. Video talks channel7. Offline event8. Blended event9. Assessment10. Microlearning11. Podcast channelThe suggested option is Online course. More information regarding all the types can be found in the Annex below. |  |
| **Course tags.** Add any other tag that suits your course, as they will help with the course’s visibility on the platform. | Mandatory tags are: interoperability, eGovernment, European Interoperability Framework, Interoperable Europe, IOPEU Academy*Please list additional tags related to your course.* |
| **Partner service.** Add the Directorate-General/Institution and a Unit. Choose a Partner Service from the options below:1. JRC2. DIGIT3. REA4. HaDEA5. DGT6. ESTAT7. EAC8. SANTE9. ENV10. ECHO11. EISMEA12. HOME13. CLIMA14. ENISA15. JUST16. OP17. HR18. REGIO |  |
| **Your Unit.** Add your Unit. |  |
| **Program.** Select your program. All the courses that are developed under the Digital Europe Program need to add ‘IOP’ in this field. If your courses is developed under a different program, please specify. |  |
| **Related EU Policy.** Add the relevant policy, i.e. Interoperable Europe Act. It should be limited to 59 characters max. |  |
| **Course description.** Describe the content of the course in the way it should appear to learners thinking of enrolling. It should be limited to 1.500 characters and include information on: what is the course about, the aim and learning objectives of the course, intended learning outcomes of the course, the general topics that will be covered throughout the course, the main type of assessments in the course. Please note that images and hyperlinks can not be added inthe course descriptions. |  |
| **Target audience.** Describe the target audience or audiences the course is designed for. Be aware that open courses may be of interest to secondary target audiences not currently on your radar, like students of EU policy, lawyers, teachers etc. so be as inclusive as possible in your description. It should be limited to 750 characters |  |
| **Language.** Select the desired language for the course. Please note that the default language is English. However, please note that if the course you are developing is being created in another European language, you need to state that and add all the descriptions in the other languages as well in one file. |  |
| **Learning Objectives.** Introduce a minimum of three learning objectives (what new things thelearner is expected to have learned or be able to do once the course is completed). It should belimited to 750 characters max. |  |
| **Course start date.** DD/month/YYYY and time 00:00 |  |
| **Course end date.** The suggestion is to not add an ending date for the course, unless you areplanning to provide a limited course. |  |
| **Dependency.** If the course requires completion of another course before enrolment, select therelevant course from the list. If not, select ‘no’. |  |
| **Course duration.** Use the selectors to indicate the course duration in: Weeks, Days, Hours,Minutes |  |
| **Course Image.** We will provide you with the thumbnail image to accompany your course. Also,if you would like to have an image in the course description, you will just need to provide uswith details of your expectations (i.e. an icon related to connection, two people looking at acomputer). | *Figure 1 This is an indicative image of how all the course thumbnails under the IOPEU Academy umbrella should look like. The only thing that is to change is the title of the**course.* |
| **Course curriculum.** How would you describe the curriculum of your course? Add up to 10 descriptorsfor the course content. More information regarding the options can be found the Annexbelow. |  |
| **Access type.** How will learners know about your course? Choose one of the options: Hidden(default option), Open and listed Open and unlisted, For restricted audience only. More informationin the Annex below. |  |
| **Roles**. There are different roles with different rights. More information about the roles can befound in the Annex below. |  |
| **Details of the people that have been assigned roles.** Full name and email address. |  |
| **Certificate.** State whether or not you would like your course to have a certificate. It is recommendedthat the courses have a certificate. An example and more details regarding the certificatecreation can be found in the Annex below. |  |
| **Course updates**. State how often you would like to update your course. |  |
| **Course promotion.** State whether or not you are planning to promote the course in the MemberStates, and if so, when, to whom and specify any other stakeholders. |  |
| **Community page.** Interoperable Europe Academy has its own community page on the EUAcademy platform. Your course will be added there, as all courses produced by the IOPEU Academyare located there. On that page, you will be able to upload events and engage with yourstudents. Please state how often you plan to do so. |  |

3. Additional Information

More relevant resources and helpful guidelines can be found on this link. General notes and advice to be

taken into consideration:

1. None of the above fields support the option of adding hyperlinks, so addition of hyperlinks should be avoided.
2. The addition of acronyms should be avoided.
3. The course description field can be populated with up to 746 characters.
4. The tags field is not obligatory itself but the tags interoperability, eGovernment, European Interoperability Framework must be added. Any other tags can also be added as they help with the visibility of the course on the EU Academy platform.
5. When populating the ‘Dependency’ field make sure to add ‘No’ if you do not wish for you course to have any prerequisites, otherwise learners will not be able to enrol to it.
6. When uploading the image of the course, make sure to respect the ‘Visibility overview card 3:2’ as well as the ‘Visibility header page’ indications, as they display how the image will be shown on the EU Academy platform.
7. None of the fields under the ‘Curriculum’ category are mandatory, however, we would advise you to populate them as they help with the visibility of the course on the EU Academy platform.
8. Be extra cautious of the ‘Accessibility’ category, as if you not chosen correctly, your course can be hidden in the EU Academy platform. The option for the course to be open for the general audience is ‘Open and listed, enrolment open to logged in learners only’.