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**ESSENTIAL COURSE INFORMATION**

*Required by the EU Academy*

*eLearning platform*

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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

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| --- | --- | --- |
| 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 development  2. Children and youth  3. Cities, urban and regional development and human rights  4. Data, digital and technology  5. Education and capacity building  6. Energy, climate and environment  7. Employment, trade and economy  8. Food safety and security  9. Fragility, ciris situations and resilience  10. Gender, inequality and inclusion  11. language and culture  12. Law, justice, fundamental human rights and democracy  13. Maritime and fisheries  14. Migration and intergration  15. Nutrition, health and wellbeing  16. Transport and infrastructure  17. Public sector leadership, innovation and knowledge sharing |  |
| **Course Provider.**  Select your course provider among the following options:  1.European Commission  2.European Union Agency for Cybersecurity  3.Community Plant Variety Office  4.European Parliament  5.EU Publications Office  6. European Environmental Agency  7. European External Action Service  8. European Training Foundation  9. European Centre for Disease |  |
| **Course type.**  Choose between the below:  1. Ask me anything session  2. Online course  3. Offline course  4. Blended course  5. Online event  6. Video talks channel  7. Offline event  8. Blended event  9. Assessment  10. Microlearning  11. Podcast channel  The 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. JRC  2. DIGIT  3. REA  4. HaDEA  5. DGT  6. ESTAT  7. EAC  8. SANTE  9. ENV  10. ECHO  11. EISMEA  12. HOME  13. CLIMA  14. ENISA  15. JUST  16. OP  17. HR  18. 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 in  the 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 the  learner is expected to have learned or be able to do once the course is completed). It should be  limited 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 are  planning to provide a limited course. |  |
| **Dependency.** If the course requires completion of another course before enrolment, select the  relevant 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 us  with details of your expectations (i.e. an icon related to connection, two people looking at a  computer). | *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 descriptors  for the course content. More information regarding the options can be found the Annex  below. |  |
| **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 information  in the Annex below. |  |
| **Roles**. There are different roles with different rights. More information about the roles can be  found 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 recommended  that the courses have a certificate. An example and more details regarding the certificate  creation 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 Member  States, and if so, when, to whom and specify any other stakeholders. |  |
| **Community page.** Interoperable Europe Academy has its own community page on the EU  Academy platform. Your course will be added there, as all courses produced by the IOPEU Academy  are located there. On that page, you will be able to upload events and engage with your  students. 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’.