

MT+ KA229 Learning, Teaching and Training Activities

Relevant for...

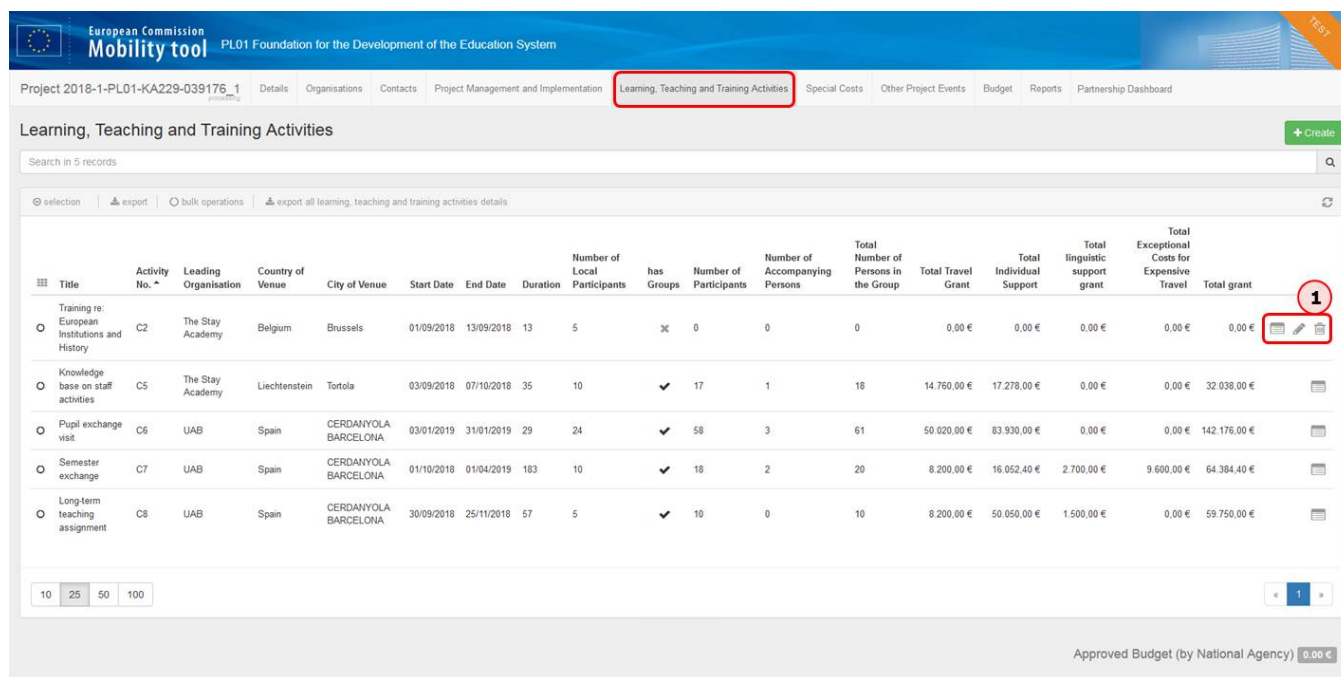
Call Year	Key Action	Action
2018	KA2 - Cooperation for innovation and the exchange of good practices	KA229 - School Exchange Partnerships

This page explains how to manage the list of **Learning, Teaching and Training Activities** for KA229 projects in Mobility Tool+ and how all participating organisations manage the details of their groups involved in the activities.

The list of Learning, Training and Teaching Activities are defined by the coordinator of the project. While a list of planned activities were outlined in the application request, this list is not transferred to Mobility Tool+. The coordinator creates and provides basic information for each activity.

Once the activities are defined in Mobility Tool+, all partners can start adding groups of participants to the relevant activities. Each partner will add groups for an activity in their own project. While all activities and groups are visible to all project partners, a partner can only change or delete their own groups. Once groups are added the activity can no longer be edited by the coordinator.

The contextual menu (1) next to each activity in the list enables the coordinator to view, edit, and delete it. For other available operations please refer to the [MT+ List functionality](#) page.



European Commission
Mobility tool
PL01 Foundation for the Development of the Education System

Project 2018-1-PL01-KA229-039176_1

Details Organisations Contacts Project Management and Implementation **Learning, Teaching and Training Activities** Special Costs Other Project Events Budget Reports Partnership Dashboard

Learning, Teaching and Training Activities + Create

Search in 5 records

selection export bulk operations export all learning, teaching and training activities details

Title	Activity No. ^	Leading Organisation	Country of Venue	City of Venue	Start Date	End Date	Duration	Number of Local Participants	has Groups	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total Individual Support	Total linguistic support grant	Total Exceptional Costs for Expensive Travel	Total grant
Training re: European Institutions and History	C2	The Stay Academy	Belgium	Brussels	01/09/2018	13/09/2018	13	5	✗	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Knowledge base on staff activities	C5	The Stay Academy	Liechtenstein	Tortola	03/09/2018	07/10/2018	35	10	✓	17	1	18	14.760,00 €	17.278,00 €	0,00 €	0,00 €	32.038,00 €
Pupil exchange visit	C6	UAB	Spain	CERDANYOLA BARCELONA	03/01/2019	31/01/2019	29	24	✓	58	3	61	50.020,00 €	83.930,00 €	0,00 €	0,00 €	142.176,00 €
Semester exchange	C7	UAB	Spain	CERDANYOLA BARCELONA	01/10/2018	01/04/2019	183	10	✓	18	2	20	8.200,00 €	16.052,40 €	2.700,00 €	9.600,00 €	64.384,40 €
Long-term teaching assignment	C8	UAB	Spain	CERDANYOLA BARCELONA	30/09/2018	25/11/2018	57	5	✓	10	0	10	8.200,00 €	50.050,00 €	1.500,00 €	0,00 €	59.750,00 €

10 25 50 100

Approved Budget (by National Agency) 0,00 €

Quick steps

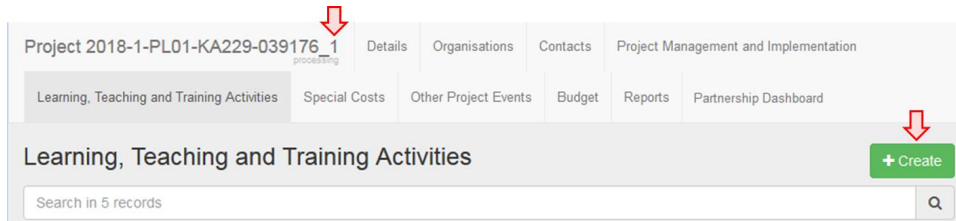
- Add an activity.
 - Click "+Create".
 - Fill in the details.
 - Click "Save".
- Edit an activity.
- Delete an activity.
- Add groups to an activity.
 - Click "View" at activity level.
 - Click "+Create".
 - Fill in the details.
 - Click "Save".
- Edit a group.
- Delete a group.

Detailed steps

Add an activity.

Click "+Create".

As a coordinator, click the **+Create** button at the top of the **Learning, Teaching and Training Activities** screen to open the **Activity** screen.



The screenshot shows a navigation menu for 'Project 2018-1-PL01-KA229-039176_1'. The 'Learning, Teaching and Training Activities' tab is selected. A green '+ Create' button is visible in the top right corner of the tab area. A search bar at the bottom left indicates 'Search in 5 records'.

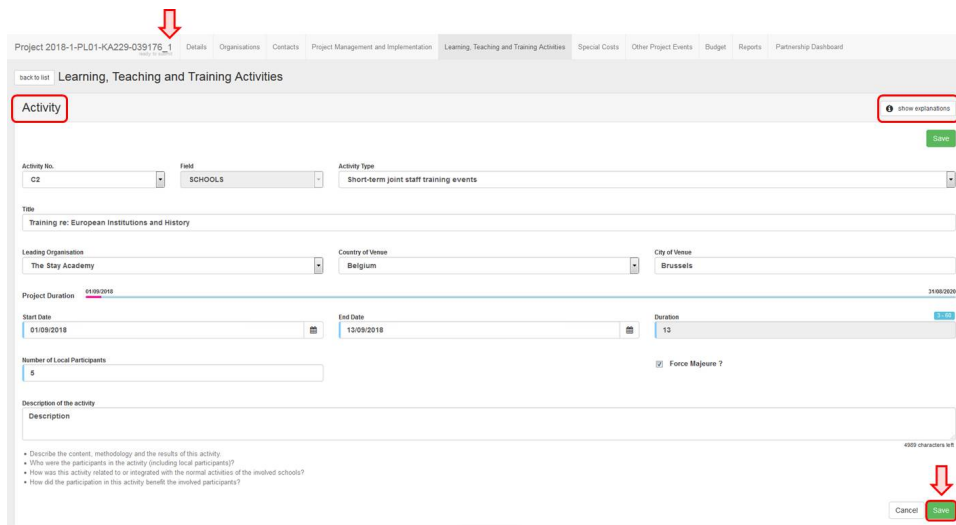
Fill in the details.

Fill in the fields as appropriate. You can use the **show explanations** button to display or hide on-screen instructions.

Information

If you added any Learning, Teaching and Training Activities in your web application form, the numbers associated with those activities in the application form (for example C1, C2,...) cannot be used when selecting the **Activity Number**.

See one example of the Activity No. for Learning, Teaching and Training Activities in the application form [here](#).



The screenshot shows the 'Activity' form with the following details:

- Activity No.:** C2
- Field:** SCHOOLS
- Activity Type:** Short-term joint staff training events
- Title:** Training re: European Institutions and History
- Leading Organisation:** The Stay Academy
- Country of Venue:** Belgium
- City of Venue:** Brussels
- Project Duration:** 31/03/2018 to 31/03/2019
- Start Date:** 01/09/2018
- End Date:** 13/09/2018
- Duration:** 12
- Number of Local Participants:** 5
- Force Majeure?:**
- Description of the activity:** Description (4000 characters left)

At the bottom right, there are 'Cancel' and 'Save' buttons. A 'show explanations' button is also visible in the top right corner of the form area.

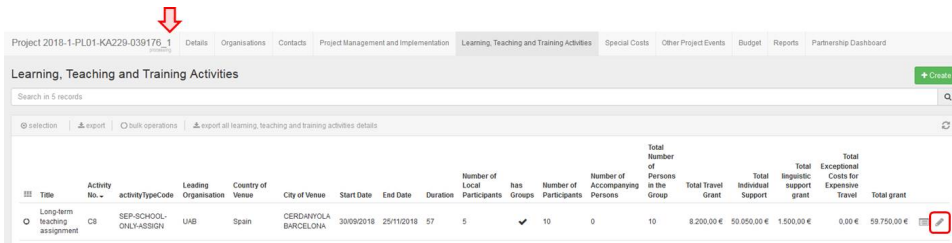
Click "Save".

Click the **Save** button to save the details of the activity. At this point you can scroll further down to add groups to your activity or click the **back to list** activity list.

Edit an activity.

Activities can only be modified by coordinators.

To start editing an activity, click the **Edit** icon next to it in the Learning, Teaching and Training Activities list. Make the desired changes in the **Activity** save the new details.



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Learning, Teaching and Training Activities

Title	Activity No. *	activityTypeCode	Leading Organisation	Country of Venue	City of Venue	Start Date	End Date	Duration	Number of Local Participants	has Groups	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total Individual Support	Total Inaugural support grant	Total Exceptional Costs for Expensive Travel	Total grant
Long-term learning assignment	C8	SEP-SCHOOL-ONLY-ASSIGN	UAB	Spain	CERDANYOLA BARCELONA	30/09/2018	25/11/2018	57	5	✓	10	0	10	8.200,00 €	50.050,00 €	1.500,00 €	0,00 €	59.750,00 €

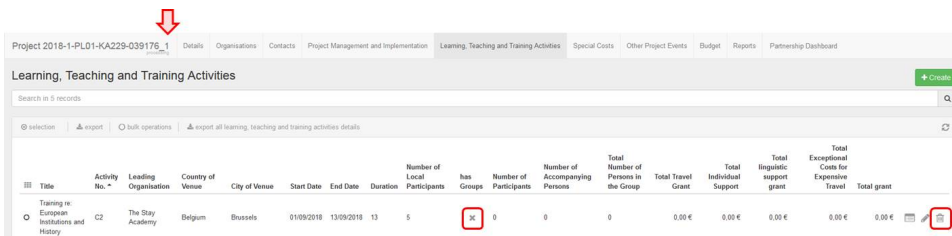
Information

Certain fields in the activity can be changed only as long as no groups have been added to the activity. Otherwise, these fields are disabled (greyed out) and if they require changes, all groups must first be removed by the partners that created those.

Delete an activity.

An activity can only be deleted by the coordinator and only as long as no groups have been added to it. If you need to delete an activity, all groups must be removed by the partners that created them.

To delete the activity, click the **bin** icon next to it in the Learning, Teaching and Training Activities list.



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Learning, Teaching and Training Activities

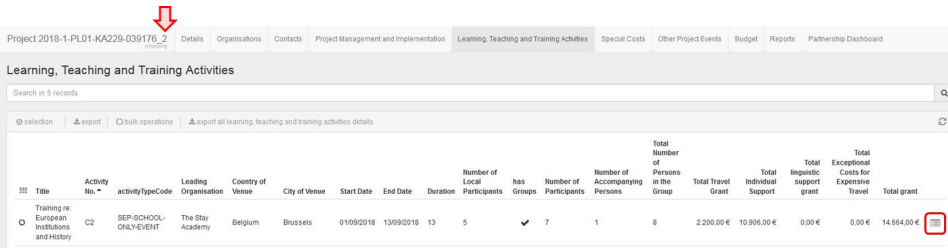
Title	Activity No. *	Leading Organisation	Country of Venue	City of Venue	Start Date	End Date	Duration	Number of Local Participants	has Groups	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total Individual Support	Total Inaugural support grant	Total Exceptional Costs for Expensive Travel	Total grant
Training re: European Institutions and History	C2	The Stay Academy	Belgium	Brussels	01/09/2018	13/09/2018	13	5	✗	0	0	0	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

A pop-up dialog is displayed. Click **Delete** to remove the activity.

Add groups to an activity.

Click "View" at activity level.

If you are in the activity list, click the **View** icon next to the activity item you wish to open.



Project 2018-1-PL01-KA229-039176_2

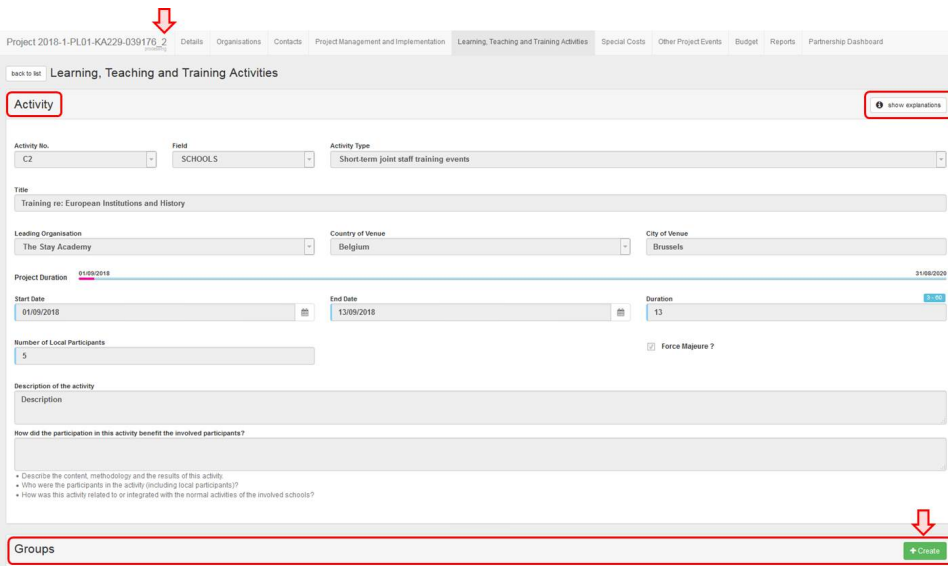
Learning, Teaching and Training Activities

Title	Activity No.	ActivityTypeCode	Leading Organisation	Country of Venue	City of Venue	Start Date	End Date	Duration	Number of Local Participants	has Groups	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total Individual Support	Total linguistic support grant	Total Exceptional Costs for Expensive Travel	Total grant
Training re: European Institutions and History	C2	SOP-SCHOOL-ONLY-EVENT	The Stay Academy	Belgium	Brussels	01/09/2018	13/09/2018	13	5	<input checked="" type="checkbox"/>	7	1	8	2.200,00 €	10.906,00 €	0,00 €	0,00 €	14.664,00 €

If you are already in the **Activity** screen, proceed to the next step.

Click "+Create".

At the bottom of the **Activity** screen, click the **+Create** button to open the **Group** screen.



Project 2018-1-PL01-KA229-039176_2

Learning, Teaching and Training Activities

Activity

Activity No. C2 Field SCHOOLS Activity Type Short-term joint staff training events

Title Training re: European Institutions and History

Leading Organisation The Stay Academy Country of Venue Belgium City of Venue Brussels

Project Duration 01/09/2018 31/08/2018

Start Date 01/09/2018 End Date 13/09/2018 Duration 13

Number of Local Participants 5 Force Majeure?

Description of the activity

Description

How did the participation in this activity benefit the involved participants?

Description of the activity

- Describe the content, methodology and the results of this activity.
- Who were the participants in the activity (including local participants)?
- How was this activity related to or integrated with the normal activities of the involved schools?

Groups

Fill in the details.

Note that the activity details as provided by the coordinator are displayed at the top of the screen.

In the **Group** screen fill in the fields as appropriate. You can use the **show explanations** button to display or hide on-screen instructions. You may need all the fields.

The requested grants as well as other values are calculated automatically based on the details you provide.

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Partnership Dashboard

back to list Learning, Teaching and Training Activities

Activity

Activity Number: C2
Leading Organisation: The Stay Academy
From / To: 01/09/2018 - 13/09/2018

Activity Type: SEP-SCHOOL-ONLY-EVENT : Short-term joint staff training events
Country of Venue: Belgium
Duration (days): 13

Field: SCHOOLS
City of Venue: Brussels
Number of Local Participants: 5

Force Majeure ?

Group show explanations

values cannot be saved

Group ID: C2-99998484-00001 Force Majeure ?

Sending Organisation

Sending Organisation: UNIVERSITAT AUTONOMA DE BARCELONA
Country of the Sending Organisation: Spain
City of the Sending Organisation: CERDANYOLA BARCELONA

Distance Band: [Link to distance calculator](#)

Number of Participants

Number of Participants: 7
Number of Participants with Special Needs: 1
Number of Participants with Fewer Opportunities: 0
Number of Accompanying Persons: 1

Information

- Unlike activity numbers, the **Group ID** is assigned automatically.
- The organisation creating the group is implicitly selected as the **Sending Organisation**, and it cannot be changed regardless of the **Leading Organisation**.
- If **Force Majeure** was flagged at activity level, all **new** groups added to the activity will have the box ticked by default and additional **Force Majeure Explanations** are required. If this does not apply to your group, you can untick the box. See [MT+ KA2 Force Majeure - old](#) for further details about Force Majeure.
- An additional grant for **Linguistic Support** can be requested for long-term activities.

Click "Save".

Once all fields have been completed, click the **Save** button to save the details. The newly created group is displayed in the **Groups** list under the asso

Groups Create

Search in 1 records

selection export

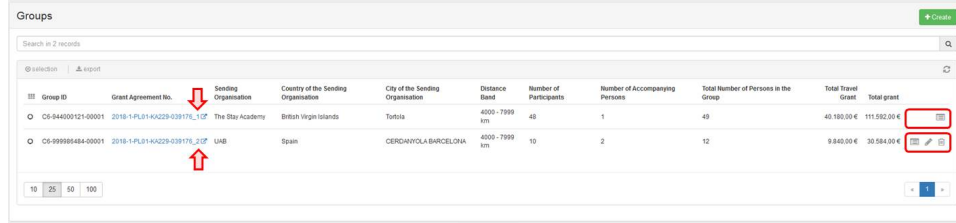
Group ID	Grant Agreement No.	Sending Organisation	Country of the Sending Organisation	City of the Sending Organisation	Distance Band	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total grant
C2-99998484-00001	2018-1-PL01-KA229-039176_2 CP	UAB	Spain	CERDANYOLA BARCELONA	500 - 1999 km	7	1	8	2,200.00 €	14,864.00 €

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Edit a group.

Groups can be edited only by the partners that added them.

To start editing a group, click the **Edit** icon next to it in the **Groups** list. Make the desired changes in the **Group** screen, then click **Save** to save the new



The screenshot shows a table with the following columns: Group ID, Grant Agreement No., Sending Organisation, Country of the Sending Organisation, City of the Sending Organisation, Distance Band, Number of Participants, Number of Accompanying Persons, Total Number of Persons in the Group, Total Travel Grant, and Total grant. Two rows are visible. The first row has a red arrow pointing to the 'Send' icon. The second row has a red arrow pointing to the 'Edit' icon.

Group ID	Grant Agreement No.	Sending Organisation	Country of the Sending Organisation	City of the Sending Organisation	Distance Band	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total grant
C5-844000121-00001	2018-1-PL01-KA229-039176_1	The Stay Academy	British Virgin Islands	Tortola	4000-7999 km	48	1	49	40.180,00 €	111.592,00 €
C5-99998484-00001	2018-1-PL01-KA229-039176_2	UAB	Spain	CERDANYOLA BARCELONA	4000-7999 km	10	2	12	9.840,00 €	30.584,00 €

Delete a group.

Groups can only be deleted by the partners that added them. To delete the group, click the **bin** icon next to it in the **Groups** list.

A pop-up dialog is displayed. Click **Delete** to remove the group.



The screenshot shows the same table as above. A red box highlights the 'bin' icon in the second row, which is used for deleting a group.

Group ID	Grant Agreement No.	Sending Organisation	Country of the Sending Organisation	City of the Sending Organisation	Distance Band	Number of Participants	Number of Accompanying Persons	Total Number of Persons in the Group	Total Travel Grant	Total grant
C5-844000121-00001	2018-1-PL01-KA229-039176_1	The Stay Academy	British Virgin Islands	Tortola	4000-7999 km	48	1	49	40.180,00 €	111.592,00 €
C5-99998484-00001	2018-1-PL01-KA229-039176_2	UAB	Spain	CERDANYOLA BARCELONA	4000-7999 km	10	2	12	9.840,00 €	30.584,00 €

Related Articles

- [MT+ NA Dashboard](#)
- [MT+ KA229 Other Project Events](#)
- [MT+ KA229 Partnership Dashboard](#)
- [MT+ KA229 Learning, Teaching and Training Activities](#)
- [MT+ KA229 School Exchange Partnerships Overview](#)
- [MT+ KA229 School Exchange Partnerships Index](#)