

**TRAECE - Training, Networking and Mobility
in Early Childhood Education and Care
Project: 2018-1-DE02-KA202-005019**

THEME* Smart Mobility Tool (TSMT)

Guidelines

On the website of the THEME Smart Mobility Tool you will also find the tutorials in a video format.

Unit 1: Institutions

In this tutorial you will learn how to invite an institution to join the THEME platform and how that institution can complete its registration and access to mobility tools.

1. First of all, an operator with access to the platform should open the institution section and click on the „+ Invite institution“ on the upper right corner.
2. The institutions name and email are required fields. The email address should be an institutional email. It will be used to send the activation link.
3. City and country can be filled in to make it easier to identify the institution.
4. When you have done, click on the „Create and send link“ button. An email will be send to the email provided, containing an activation link.
5. Back in the institution list, the newly added one will be shown with a light blue background, indicating that it is not yet active.
6. When the invited institutions operator receives the email and clicks on the activation link, the registration process will begin.
7. The first screen will ask for the operators own email address, which may be different from the one used to receive the activation link.
8. The operators email address should be unique among all operators in the entire platform. If the operator already has an account on the platform for another institution, he or she may enter the existing email address to link the new institution to the existing account.
9. If the operator is not already registered on the platform, the next screen will ask for his or her personal information.
10. The only required fields are the log and username, the password and the operators full name.
11. After clicking on the „Create“-button, the operator will see the standard login screen and will be able to access the platform.

* EU-Project THEME - Transfer of ECVET instruments into the fields of Trade, Hospitality, Electrical Engineering/Electronics and Mechatronics, Number of project: DE/13/LLP-LdV/TOI/147643

Unit 2: Partnership

In this tutorial you will learn how to create a partnership with another institution.

- After logging onto the platform, open partnership section and click on the „+ New partnership“ button.
- The first step is choosing the institution you want to be a partner of. A pop-up-menu will show you all institutions on the platform, excluding the ones you already have a partnership with.
- If an institution has been invited to join the platform but has not yet completed his registration, it will be shown in the menu but not be selectable.
- After clicking on the „create“ button, back in the partnership list, the new one will be shown with a light blue background, indicating it has not yet been approved by your partner.
- Your partner will receive a notification email on your institutional email address.
- When they enter the partnership list, they will see your request at the top of the list with „decline“ and „accept“ buttons. If they accept the partnership, both partners will be able to manage the shared list of competence matrices of interest and select development steps.
- Back in the partnership details, both partners will be able to print the Memorandum of Understanding.

Unit 3: Mobility

In this tutorial you will learn how to create a mobility owned by two institutions.

1. After logging onto the platform, open the mobility section and click on the „+ New mobility“ button. The first screen asks for the partnership which will own the mobility.
2. You may leave the third institution field blank and click on the „continue“ button.
3. Afterwards choose which of the two institutions will be the sending partner and which one the host partner.
4. In the next screen, choose the students from the list of the sending partners students. If you are the sending partner, you can click on the „+ Create student“ link and add a new student without leaving the new mobility process.
5. Choose a competence matrix for this mobility, choose the sending mentor from the sending partners operators and a host tutor from the host partners operators.
6. After creating the mobility, both partners will be able to enter the remaining details, including the company, which may be the host partner itself, or one of their companies.
7. If you are an operator of the host partner, you can click on the „+ create company“ button and add a new company without leaving the mobility process, the company instructor details and any other relevant data.
8. Please remember to always click on the „save“ button if you have interjected any changes.

Unit 4: Learning agreement

In this tutorial you will learn how to select the partial competences for a mobility and print a learning agreement and mobility certificate arguments.

1. After opening one of the mobilities your institution can access, click on the learning agreement menu item on the left.
2. The two pop-up menus in the first section are an advanced tool used to customize the institution roles for the learning agreement document.
3. In most cases you can leave them as they are.
4. The selection process consists of choosing which competences will be the object of the mobility.
5. They can be selected among the partial competences of the matrix chosen in the mobility details.
6. They can also be entered manually, specifically for this mobility.
7. The competence matrix is divided in areas and steps.
8. Each section of the form is a competence area. Each tap button is a development step.
9. You may select up to six partial competences from many individual steps. You may use more than one step in the same area or in different areas.
10. Please remember to always click on the „save“ button if you have interjected any changes.
11. After you have saved the selections, you may use the „print“ button to print or download the learning agreement document.
12. Now click on the „mobility certificate“ menu item on the left.
13. This page shows a copy of the partial competences selected for the learning agreement. This allows you to make any changes if you need to include a different selection of partial competences in a mobility certificate.
14. You may also chose a different institution to be listed as the host partner in the mobility certificate.
15. After you click on the „save“ button, the work related assessment becomes available. You may also use the „print“ button on this page to print or download the mobility certificate.

Unit 5: Assessment

In this tutorial you will learn how to submit review and print the mobility assessments.

1. Each mobility may be evaluated in four different aspects.
2. The first three, work-related, social and language assessment, are to be filled in by the company instructor.
3. The last one, personal competence assessment, has to be filled in by the student.
4. The work-related assessment is only available after the competence selections for the mobility certificate have been made.
5. The mobility certificate will only include this partial competences that received a „+“, or better rating.

6. On each page you may click on the „Send link“ button to send an email to the recipient of the assessment.
7. The email will contain a link allowing the recipient to fill in the assessment.
8. The link does not expire, so it may be used to fill in the assessment in more than one sitting.
9. Each assessment can be printed or downloaded using the „Print“ button.
10. Only the institution which can access the mobility can print or download the assessments.

Unit 6: Competence Matrix

In this tutorial you will learn how to create or modify a competence matrix.

1. After logging in on the platform, open the matrix section and click on the „+ New competence matrix“ button.
2. A competence matrix is defined by a title, one or more areas and for each area one or more steps.
3. In the screen, edit the matrix title field by clicking on the pencil icon.
4. Then click on the „+ Add area“ button to create new areas.
5. Edit the area title and then start adding the steps of the area.
6. The steps can be added by clicking on the plus button or removed by clicking on the trash icon besides the title in the step tabs.
7. Each step requires one or more items.
8. An item has a description and one or more partial competences.
9. Add an item by clicking on the „+ Add item“ button, edit the description and then add one or more partial competences.
10. The competences matrix is ready to be saved.
11. Now you can see your new competence matrix available in the matrix page.
12. Your competence matrix can always be edited.
13. The matrices provided by the system or by other institutions are available as a template to create new ones by clicking on the „duplicate“ button.
14. Please remember to click on the „save“ button if you have interjected any changes.



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