MT+ KA229 Learning, Teaching and Training Activities

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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.

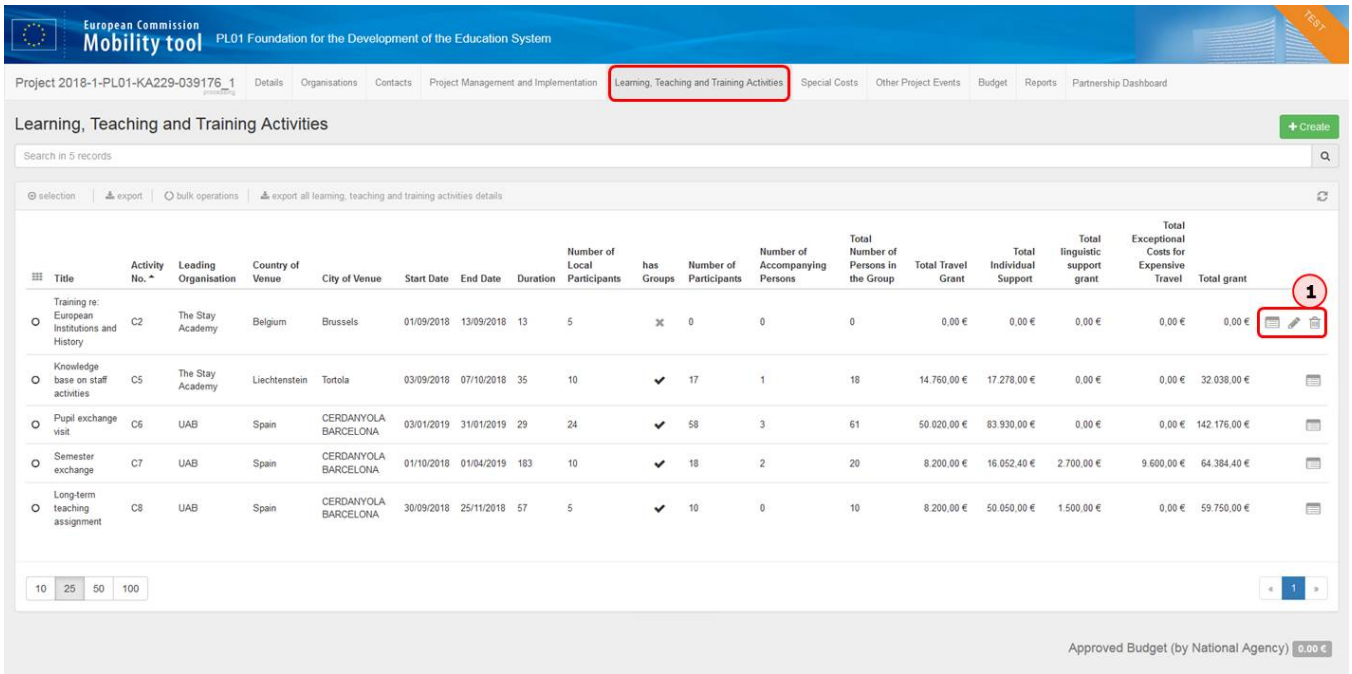
The list of Learning, Training and Teaching Activities are defined by the coordinator of the project. While a list of planned activities were outlined in the application request, this list is not transferred to Mobility Tool+. The coordinator creates and provides basic information for each activity.

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.

Relevant for...

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

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.

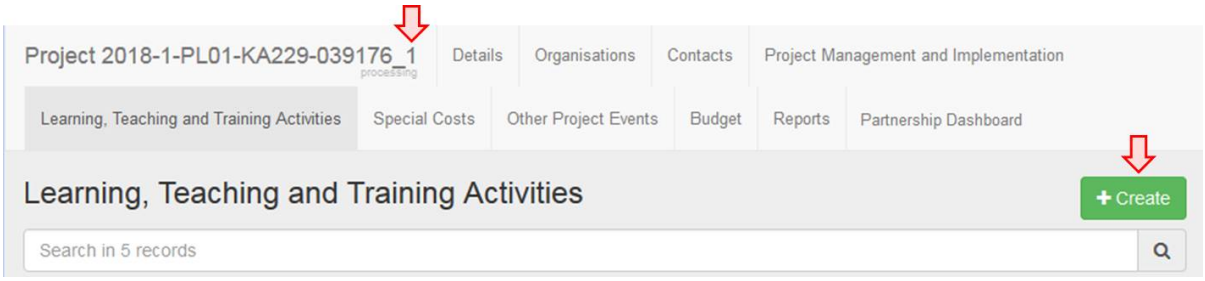


Steps

1. Add an activity

1.1. Click "+Create"

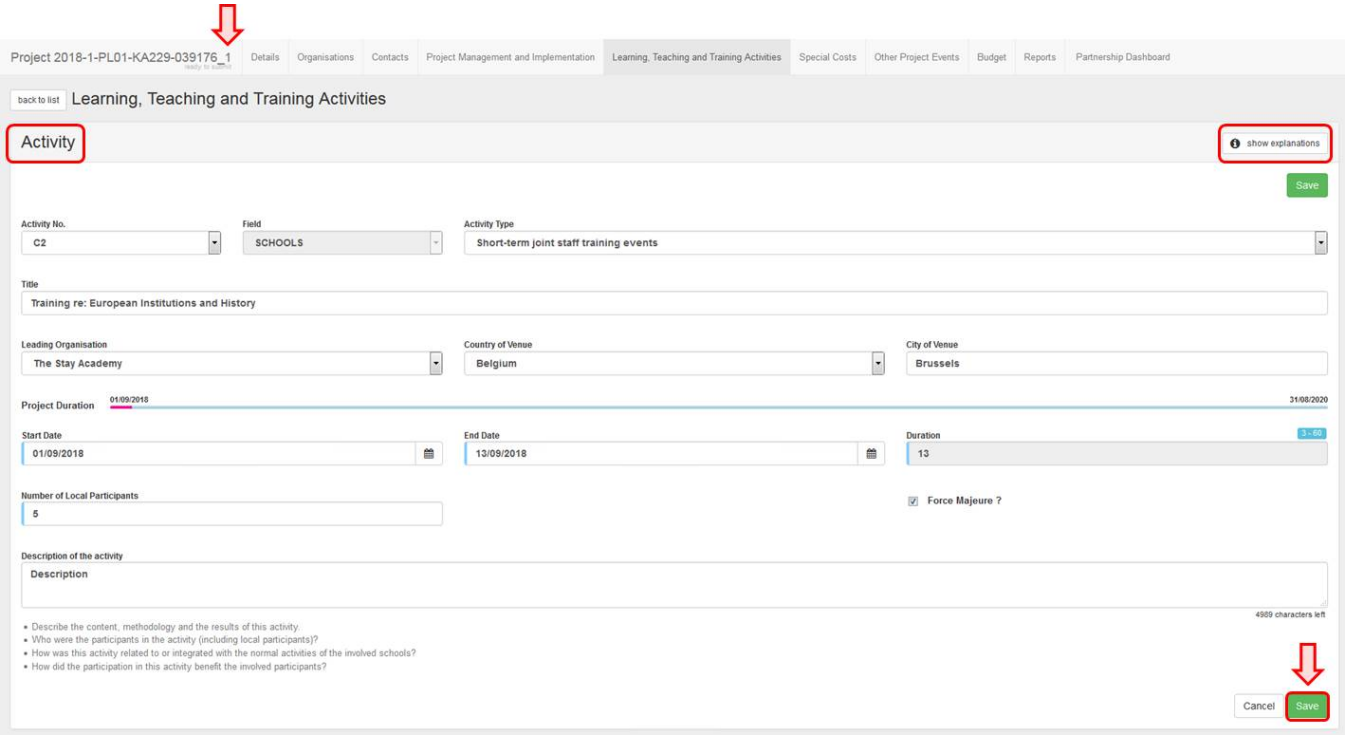
As a coordinator, click the **+Create** button at the top of the **Learning, Teaching and Training Activities** screen to open the **Activity** screen.



1.2. Fill in the details

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

> 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**.



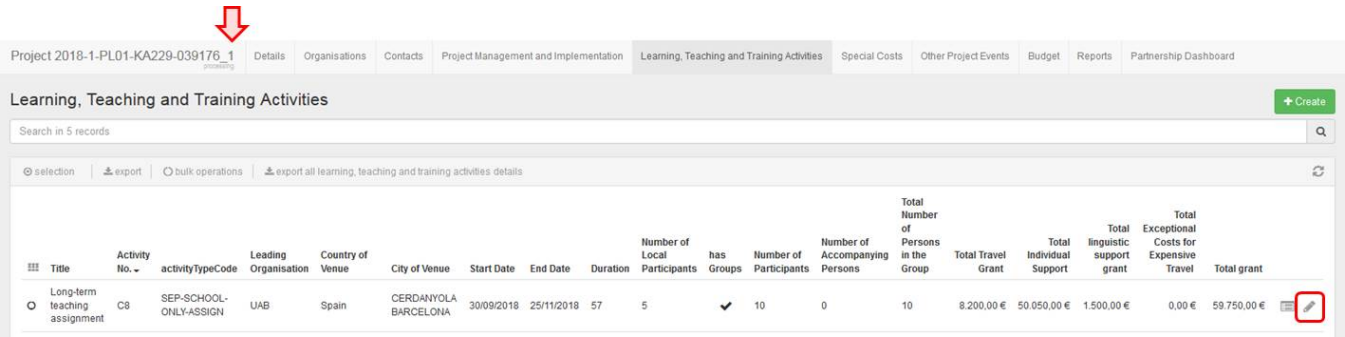
1.3. Click "Save"

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** button to return to the activity list.

2. 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** screen, then click **Save** to save the new details.



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
Long-term teaching 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 €

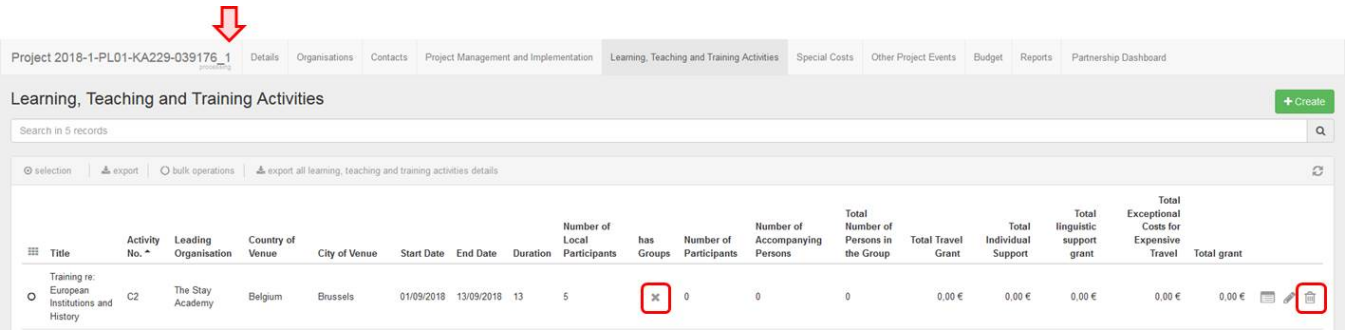
Information

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.

3. 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 first 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.

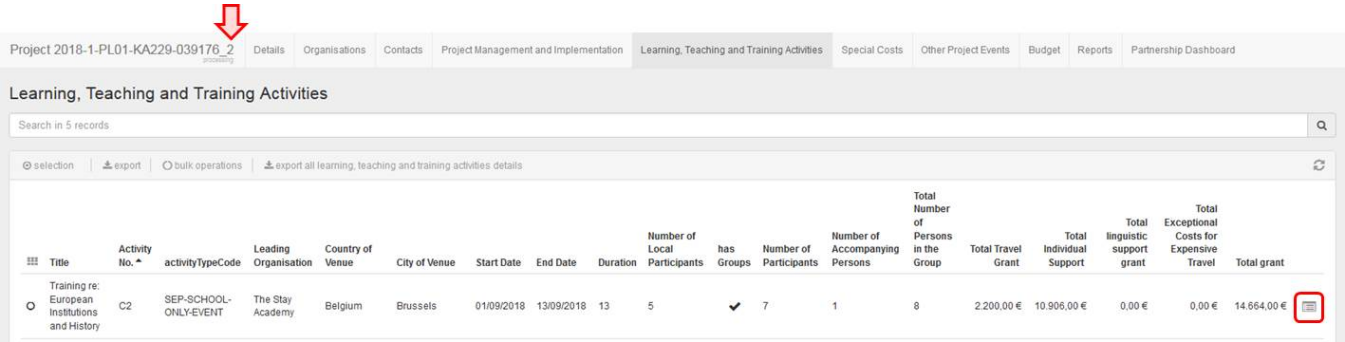


A pop-up dialog is displayed. Click **Delete** to remove the activity.

4. Add groups to an activity

4.1. Click "View" at activity level

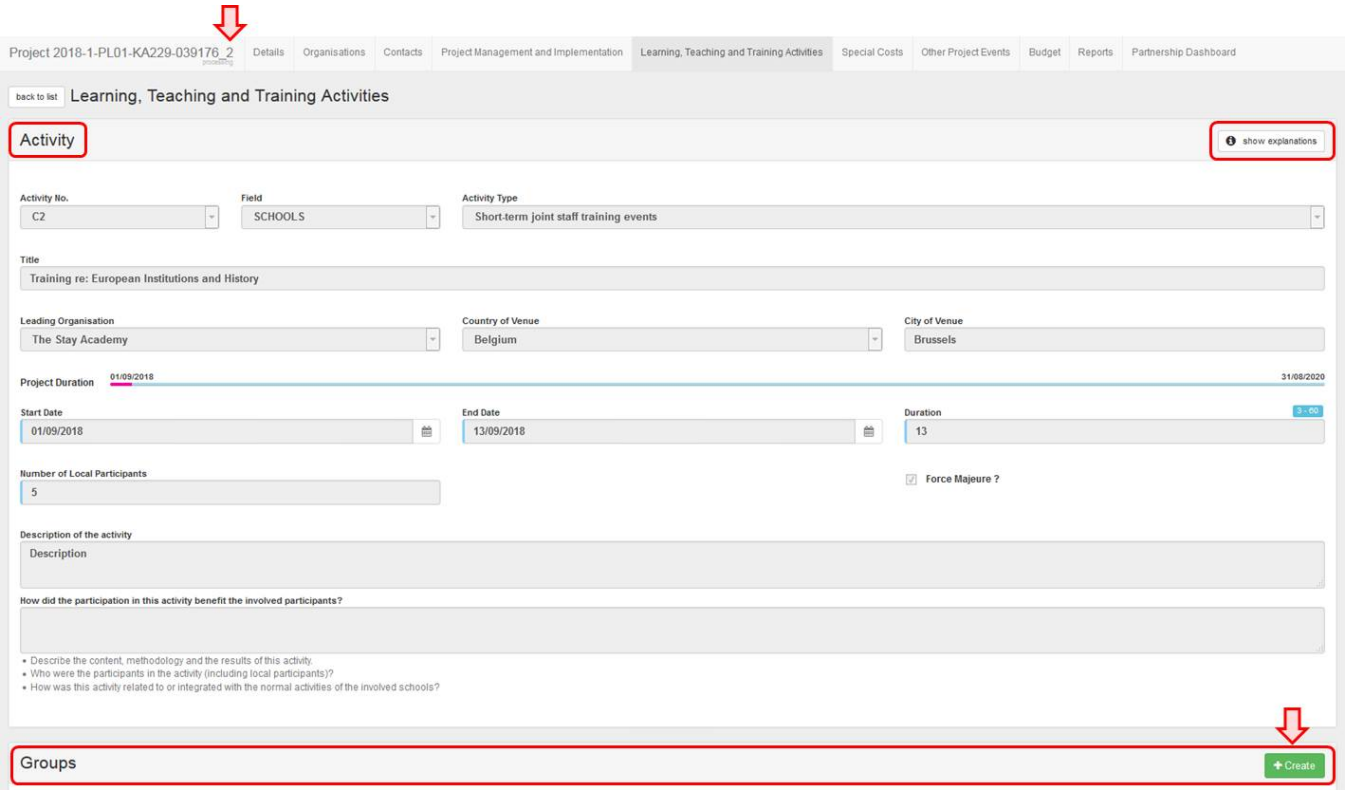
If you are in the activity list, click the **View** icon next to the activity item you wish to open.



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

4.2. Click "+Create"

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

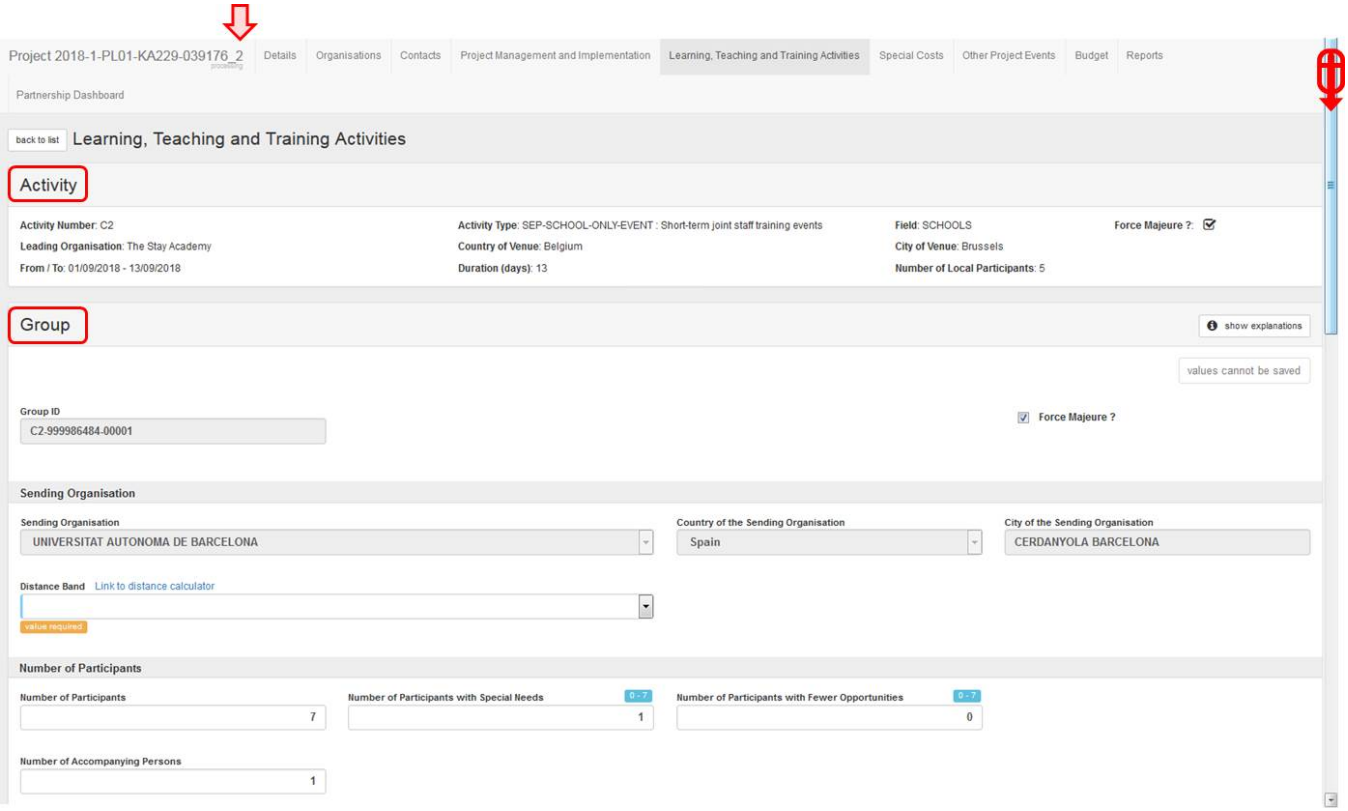


4.3. Fill in the details

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 onscreen instructions. You may need to scroll down to complete all the fields.

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

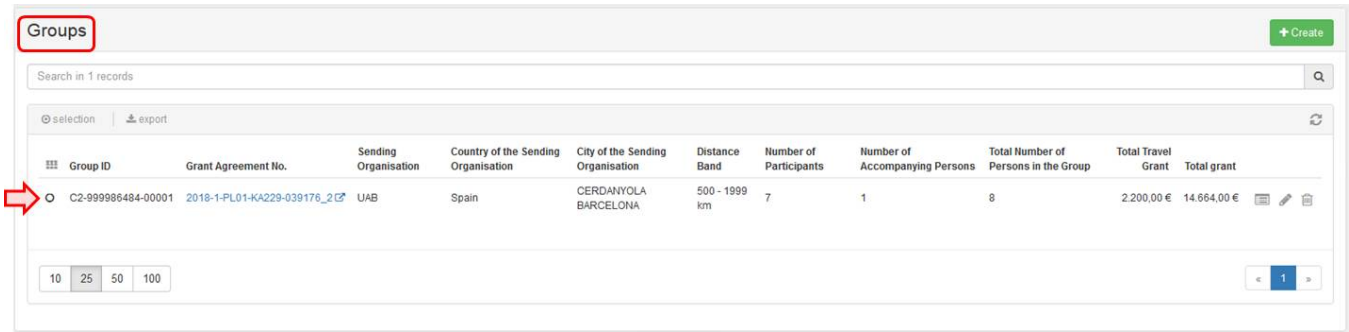


Information

- 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 for further details about Force Majeure.
- An additional grant for **Linguistic Support** can be requested for long-term activities.

4.4. Click "Save"

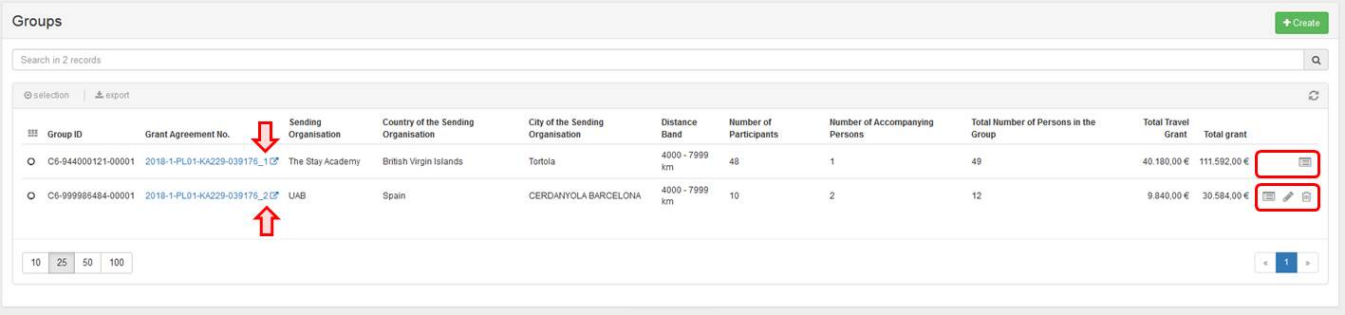
Once all fields have been completed, click the **Save** button to save the details. The newly created group is displayed in the **Groups** list under the associated **Activity**.



5. Edit a group

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

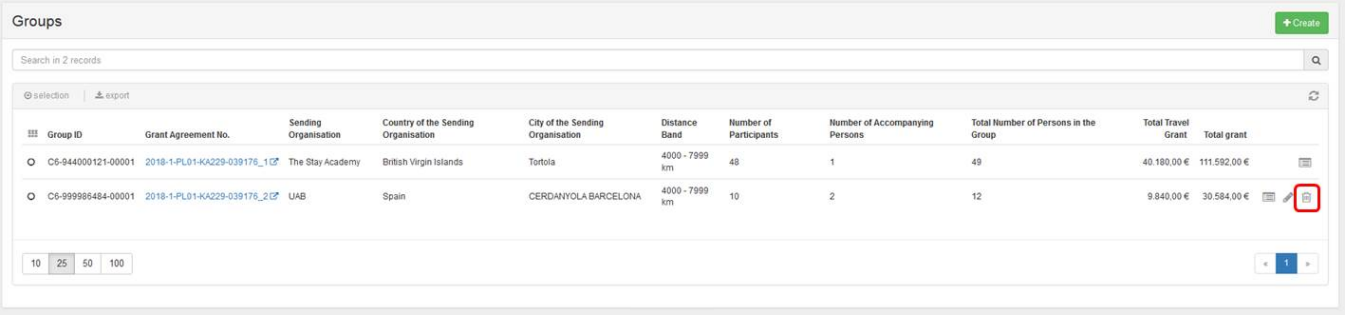
To start editing a group, click the **Edit** icon next to it in the **Groups** list. Make the desired changes in the **Group** screen, then click **Save** to save the new details.



6. 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.



Related Articles

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