

MT+ KA229 Learning, Teaching and Training Activities

- 1. Add an activity
 - 1.1. Click "+Create"
 - 1.2. Fill in the details
 - 1.3. Click "Save"
- 2. Edit an activity
- 3. Delete an activity
- 4. Add groups to an activity
 - 4.1. Click "View" at activity level
 - 4.2. Click "+Create"
 - 4.3. Fill in the details
 - 4.4. Click "Save"
- 5. Edit a group
- 6. Delete a group

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.

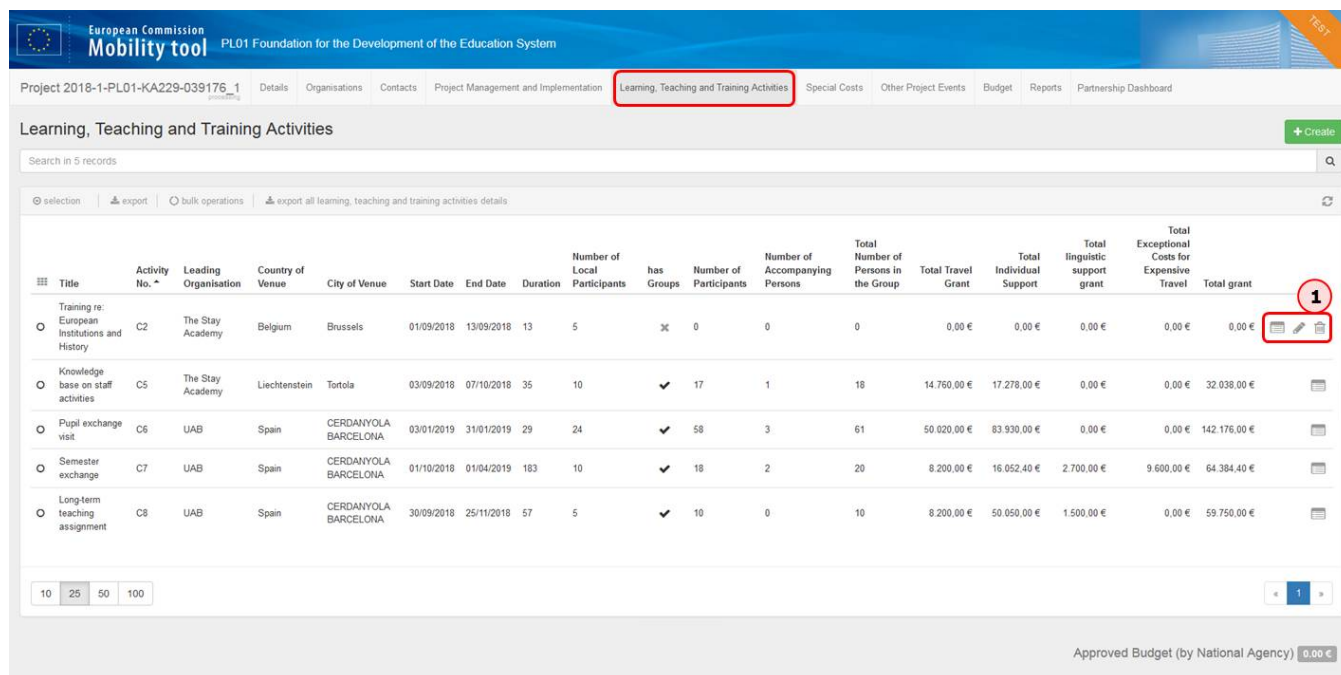
The list of Learning, Training and Teaching Activities are defined by the coordinator of the project. While a list of planned activities were outlined in the application request, this list is not transferred to Mobility Tool+. The coordinator creates and provides basic information for each activity.

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.



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 €	1
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 1

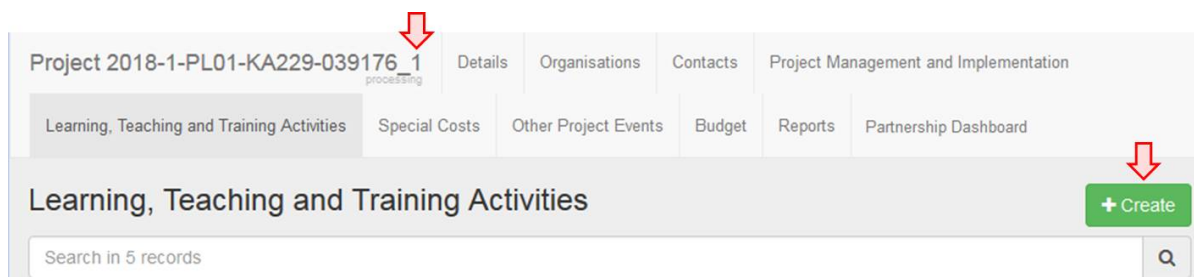
Approved Budget (by National Agency) 0,00 €

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.



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

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.

i 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**.

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](#)

[back to list](#) Learning, Teaching and Training Activities [show explanations](#) [Save](#)

Activity

Activity No. Field Activity Type

Title

Leading Organisation Country of Venue City of Venue

Project Duration

Start Date End Date Duration

Number of Local Participants ☒ Force Majeure ?

Description of the activity
Description

4989 characters left

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

[Cancel](#) [Save](#)

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.

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

Search in 5 records

+ Create

selection

export

bulk operations

export all learning, teaching and training activities details

<div></div> <div>Title</div>	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
<div></div> <div>Long-term teaching assignment</div>	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.

Project 2018-1-PL01-KA229-039176 ¹ Project ID [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

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
O	Training re: European Institutions and History	C2	The Stay Academy	Belgium	Brussels	01/09/2018	13/09/2018	13	5	X	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €

[edit](#) [delete](#)

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.

Project 2018-1-PL01-KA229-039176_2

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


Search in 5 records

selection

export

bulk operations


export all learning, teaching and training activities 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	
O	Training re: European Institutions and History	C2	SEP-SCHOOL-ONLY-EVENT	The Stay Academy	Belgium	Brussels	01/09/2018	13/09/2018	13	5	✓	7	1	8	2.200,00 €	10.906,00 €	0,00 €	0,00 €	14.864,00 €	

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.



Project 2018-1-PL01-KA229-039176_2 processing

back to list Learning, Teaching and Training Activities

Activity show explanations

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 31/08/2020

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?

- 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 + Create

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.

Project 2018-1-PL01-KA229-039176_2

DetailsOrganisationsContactsProject Management and ImplementationLearning, Teaching and Training ActivitiesSpecial CostsOther Project EventsBudgetReports

Partnership Dashboard

back to listLearning, 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

C2-999986484-00001

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

value required

Number of Participants

Number of Participants with Special Needs

Number of Participants with Fewer Opportunities

Number of Accompanying Persons

7

1

0

1

i

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**.

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	
<div><div></div><div></div></div>	C2-999986484-00001	2018-1-PL01-KA229-039176_2	UAB	Spain	CERDANYOLA BARCELONA	500 - 1999 km	7	1	8	2.200,00 €	14.664,00 €	<div><div></div><div></div><div></div></div>

102550100

1

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.

Groups

Create

Search in 2 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	
	<div><div></div><div>CE-944000121-00001</div></div>	<div>2018-1-PL01-KA229-039179_1</div> <div>CF</div>	The Stay Academy	British Virgin Islands	Tortola	4000 - 7999 km	48	1	49	40.180,00 €	111.592,00 €	<div><div></div></div>
	<div><div></div><div>CE-999986484-00001</div></div>	<div>2018-1-PL01-KA229-039179_2</div> <div>CF</div>	UAB	Spain	CERDANYOLA BARCELONA	4000 - 7999 km	10	2	12	9.840,00 €	30.584,00 €	<div><div></div><div></div><div></div></div>

10

25

50

100

<

1

>

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.

Groups

Search in 2 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	
O C6-944000121-00001	2018-1-PL01-KA229-039178_1	The Stay Academy	British Virgin Islands	Tortola	4000 - 7999 km	48	1	49	40.180,00 €	111.592,00 €	
O C6-999988484-00001	2018-1-PL01-KA229-039178_2	UAB	Spain	CERDANYOLA BARCELONA	4000 - 7999 km	10	2	12	9.840,00 €	30.584,00 €	

10

25

50

100

<

1

>

Related Articles

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