



Partnerships and Results within
Comenius, Leonardo da Vinci and Grundtvig

Guide to EST data input for beneficiaries

<http://nuffic-nalll.intermax.nl/est/login.php>

Guide to partnership documentation in EST for beneficiaries

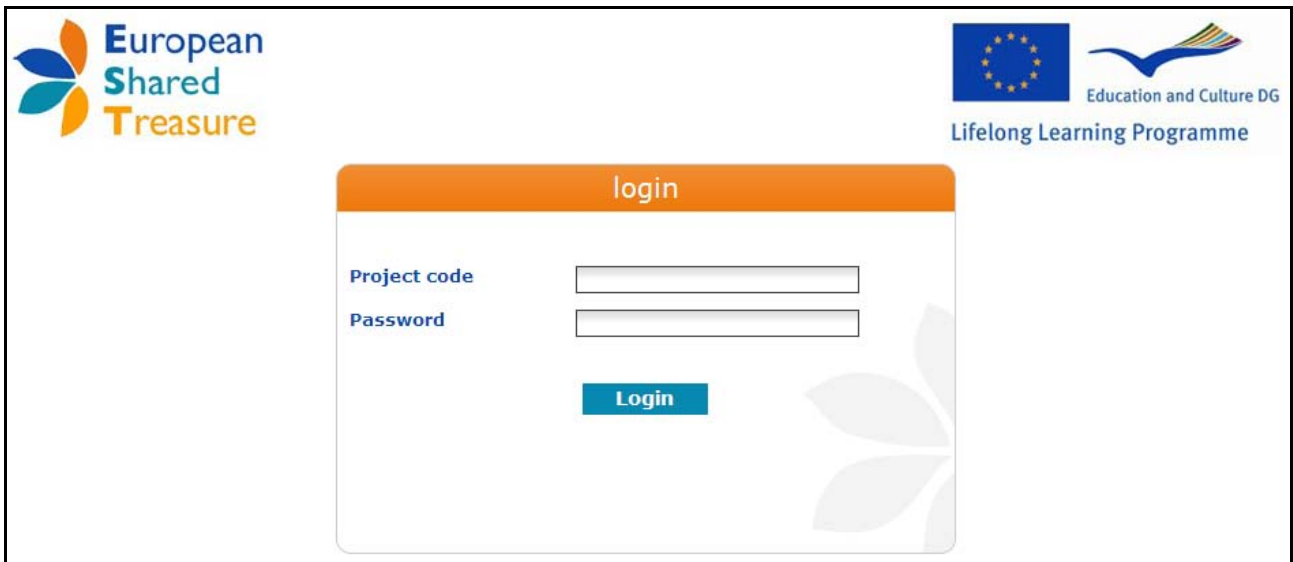
EST, the European Shared Treasure, is the database for Comenius, Leonardo and Grundtvig partnerships and its aim is to improve visibility and access to results and outcomes in the framework of the Lifelong Learning Programme.

ACCESS to data-input

Login and Password

The access to input in EST does not require any previous registration procedure.

Organisations involved in Comenius, Leonardo and Grundtvig partnerships can use the project code indicated in the contract as login and the password communicated by the LLP National Agency to enter.



The screenshot shows the login page of the European Shared Treasure (EST) system. At the top left is the EST logo. At the top right are the logos for the European Union and the Education and Culture DG Lifelong Learning Programme. The main content area features a white box with an orange header labeled 'login'. Inside this box, there are two input fields: 'Project code' and 'Password'. Below these fields is a blue 'Login' button. A faint leaf graphic is visible in the background of the login box.

Pre-filled information

You will find that a first set of information is already pre-filled in the database, that is the one taken from the application. In order to complete the report, it is necessary to update the database with the developments and outcomes of the partnership.

Saving data

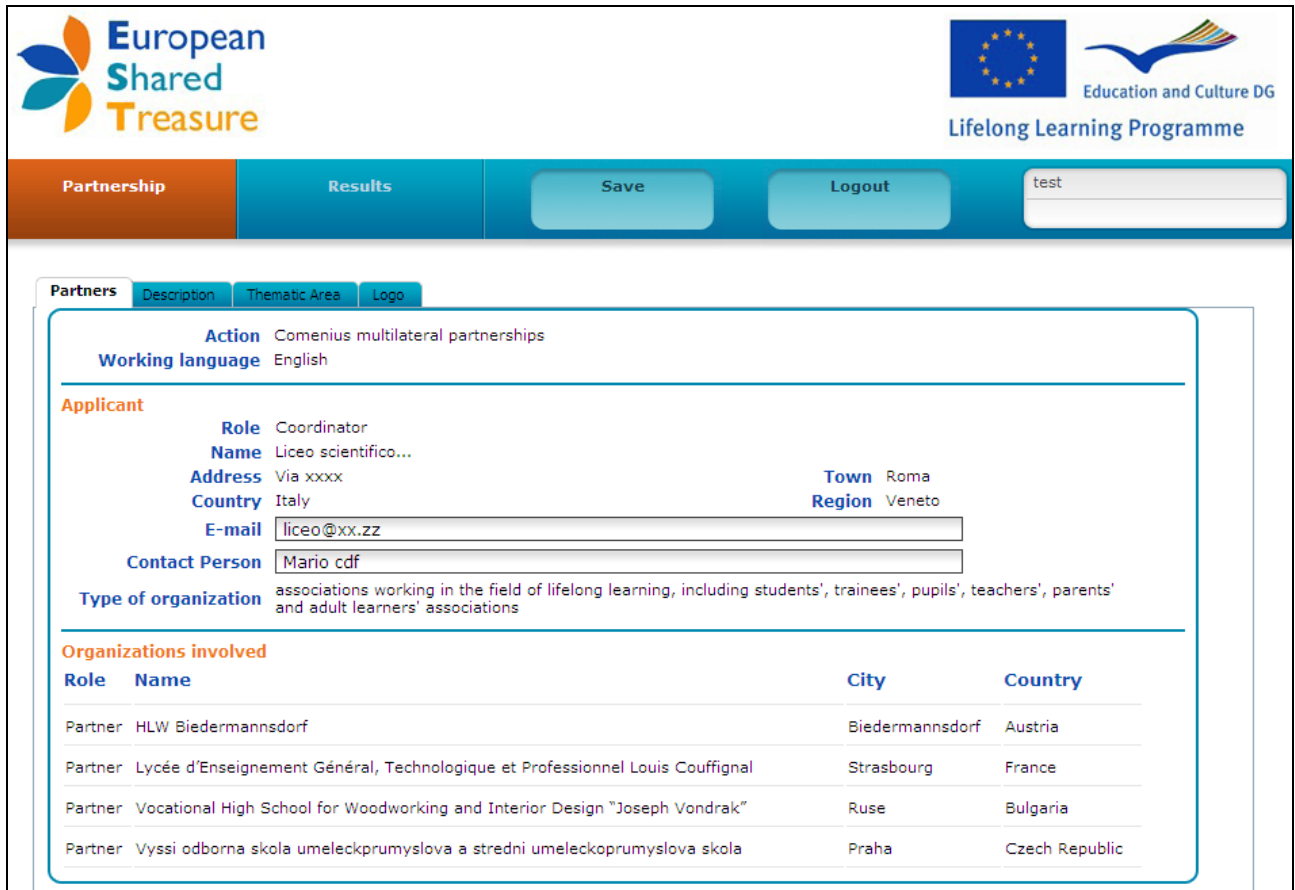
You can work on the update of information on separate sessions. Each time you add new info, and also during the editing phase, click on the button "SAVE" at the top of the page to store data. It is advisable to save frequently. You can edit as many times as you want.

PARTNERSHIP

Partners

The first tab displays the partnership's basic data grouped in three sub-sections. In the first one action type and working language are indicated. The second one contains all the info on the applicant organisation and the third one on the partner organisations.

This page is almost entirely pre-filled, only the fields related to the contact person and e-mail are modifiable.



The screenshot shows the 'Partnership' tab selected in a navigation bar. The main content area is titled 'Partners' and contains several sections:

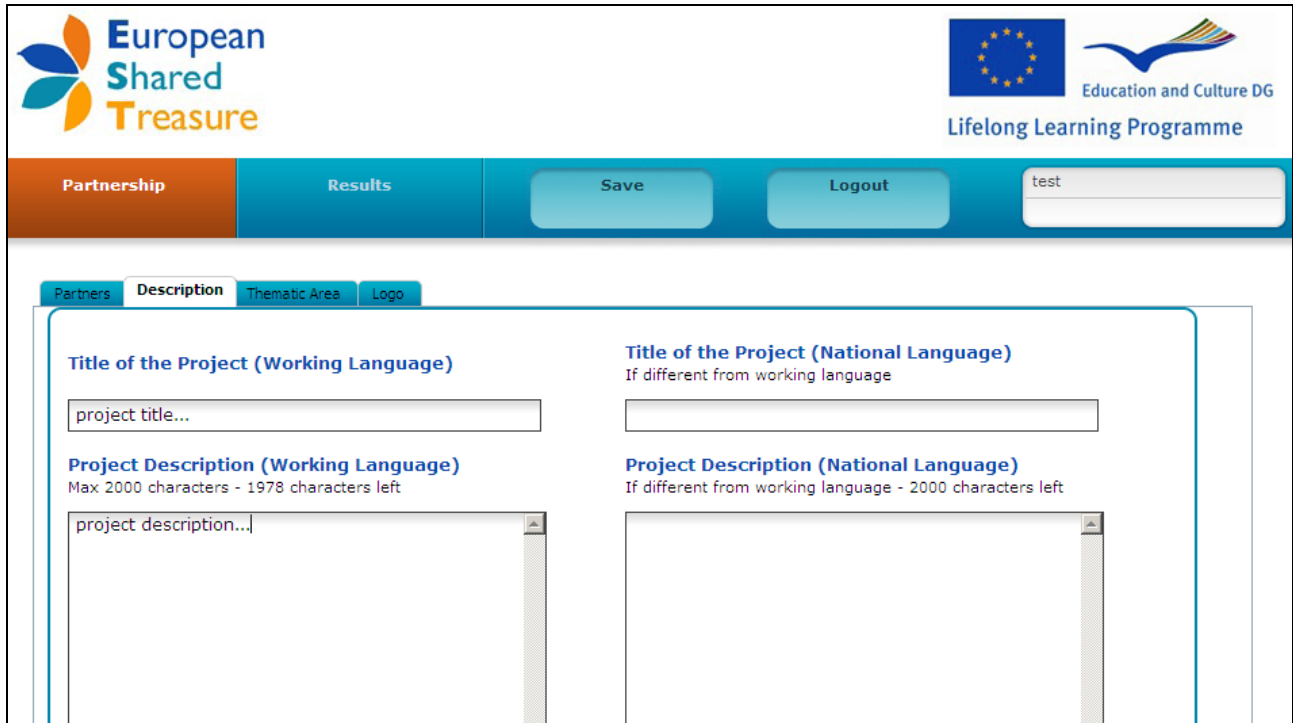
- Action:** Comenius multilateral partnerships
- Working language:** English
- Applicant:**
 - Role:** Coordinator
 - Name:** Liceo scientifico...
 - Address:** Via xxxxx
 - Country:** Italy
 - Town:** Roma
 - Region:** Veneto
 - E-mail:** liceo@xx.zz
 - Contact Person:** Mario cdf
 - Type of organization:** associations working in the field of lifelong learning, including students', trainees', pupils', teachers', parents' and adult learners' associations
- Organizations involved:** A table listing partner organizations with their roles, names, cities, and countries.

Role	Name	City	Country
Partner	HLW Biedermannsdorf	Biedermannsdorf	Austria
Partner	Lycée d'Enseignement Général, Technologique et Professionnel Louis Couffignal	Strasbourg	France
Partner	Vocational High School for Woodworking and Interior Design "Joseph Vondrak"	Ruse	Bulgaria
Partner	Vyssi odborná škola umeleckoprmyslova a stredni umeleckoprmyslova škola	Praha	Czech Republic

Description

In these section, you can briefly describe your project with a short text description.

The page displays four text fields: **Title and Description** both in the working language and in the applicant's national language. The Title of the project in the Working Language is pre-filled and frozen.



Languages

The project description in the working language is taken from the application and already pre-filled. The coordinator is in charge of editing this text (only if the pre-filled extraction from the application summary is not satisfactory), whereas all partners (including the coordinator) are requested to provide a translation in their national language.

The purpose of a multi-language description is to allow users from many countries to consult the database and to facilitate the circulation of good practices.

Maximum number of characters

The maximum number of characters allowed for these fields is 250 for the "Title" and 2000 for the "Description" in each language (blanks included).

To check the length of the written text you can use the counter of the characters left.

Thematic Area

This section describes the partnership through its main topics and educational fields (both pre-filled and frozen).

Together with Lisbon priorities (to be selected), these fields offer a partnership interpretation key within the wider framework of European Policies in the field of Education and Training.

Lisbon priorities point out the contribution of LLP partnerships to the achievement of the objectives set in the Lisbon Agenda (see http://ec.europa.eu/education/lifelong-learning-policy/doc28_en.htm)



European Shared Treasure  
Education and Culture DG
Lifelong Learning Programme

Partnership Results Save Logout test

Partners Description **Thematic Area** Logo

Topic italiano

- Cultural heritage
- New technologies, ICT
- Artistic education

Educational fields

- Music
- Foreign language

Lisbon Priorities
Max 3

- Teachers and trainers
- Skills for the knowledge society
- Mathematics, science and technology
- Investments in education and training
- Open learning environment
- Making learning more attractive
- Foreign language learning
- Mobility

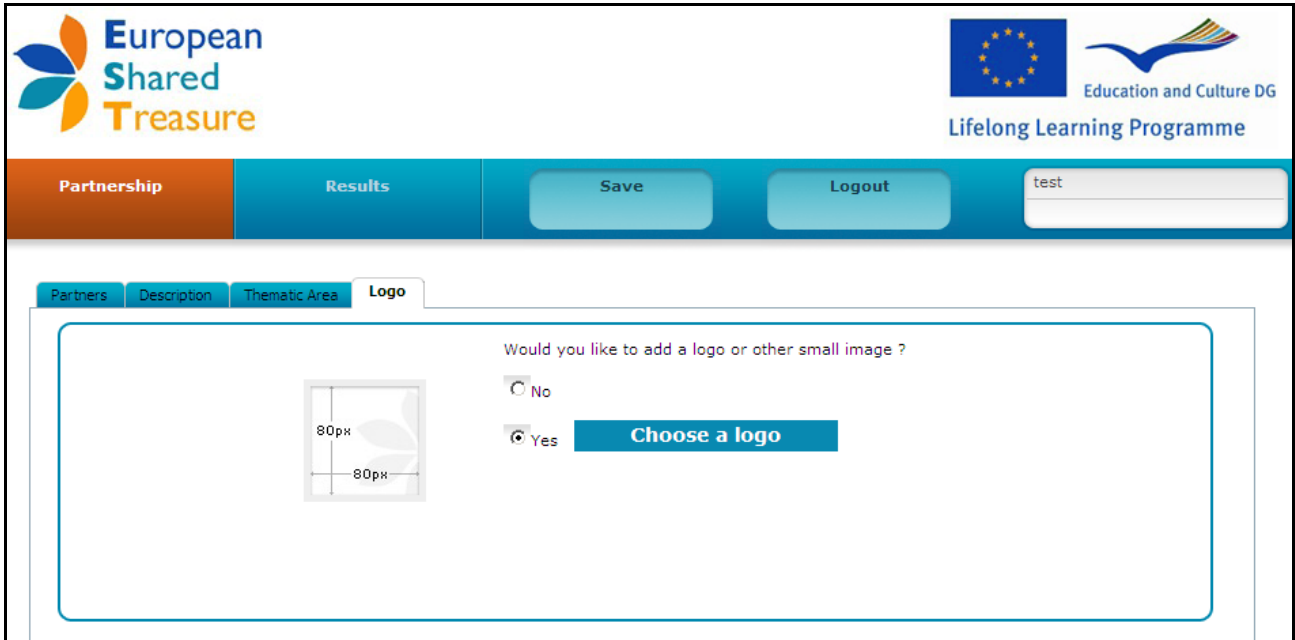
Logo (only for the Coordinator)

It is possible to upload a logo or another image meaningful for the partnership.

The maximum size of the image is 300 x 300 px -height and width - (please note that if the image exceeds the maximum size you will receive an error message) and the formats accepted are .JPG .PNG or .GIF.

To check the image size and resize it before uploading, you can use any image/photo editing software such as Gimp (www.gimp.org), Picasa (picasa.google.com) , Irfanview (www.irfanview.com) (all freely available on the net) or Photoshop.

Whatever the image shape is, it will be displayed in the EST website as a square 80 by 80 px, next to the partnership data.



The screenshot shows the EST website interface. At the top left is the 'European Shared Treasure' logo. At the top right are the European Union flag and the 'Education and Culture DG Lifelong Learning Programme' logo. Below these is a navigation bar with 'Partnership' (highlighted), 'Results', 'Save', and 'Logout' buttons, and a search box containing 'test'. The main content area has tabs for 'Partners', 'Description', 'Thematic Area', and 'Logo'. The 'Logo' tab is active, showing a question: 'Would you like to add a logo or other small image?'. There are two radio buttons: 'No' (unselected) and 'Yes' (selected). A blue button labeled 'Choose a logo' is next to the 'Yes' option. To the left of the question is a small square placeholder with a logo and dimensions '80px' by '80px'.

RESULTS

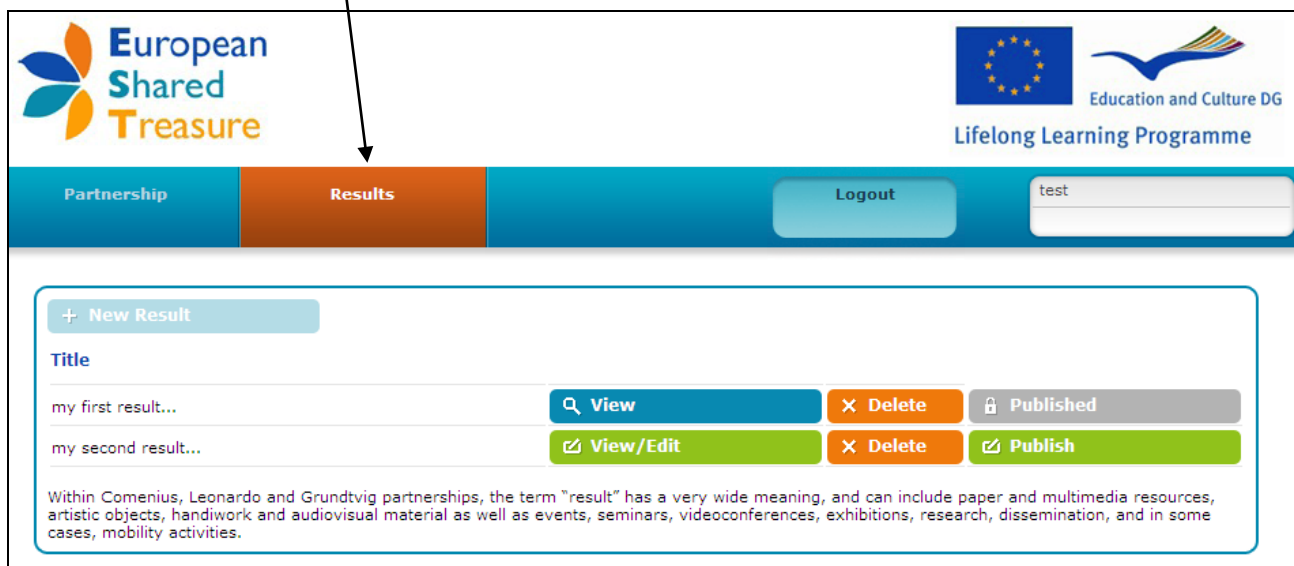
This section is dedicated to the Results of the partnership. It is important to remember that within Comenius, Leonardo and Grundtvig, the term “result” has a very wide meaning, and can include paper and multimedia resources, artistic object, handiwork and audiovisual material as well as events, seminars, videoconferences, exhibitions, research, dissemination, and in some cases, mobility activities, which all represent different outputs of the cooperation projects.

If the result is in electronic format, it can be directly uploaded or linked to, whereas for handicraft objects or activities, the relevant documentation thereof should be given.

It is necessary to input at least one result, filling in all mandatory fields, in order to complete the data input in EST.

Each Result has one Status: “In Progress” or “Published”.

Each time you click on “Results”, you will see a table with the list of all the results you have added.



Within Comenius, Leonardo and Grundtvig partnerships, the term “result” has a very wide meaning, and can include paper and multimedia resources, artistic objects, handiwork and audiovisual material as well as events, seminars, videoconferences, exhibitions, research, dissemination, and in some cases, mobility activities.

As you can guess, the two results displayed here above are have different status.

The first result has already been published by the beneficiary and it means that:

- its content is searchable and available on line as part of the “European Shared Treasure”
- it is not modifiable by any user
- it can still be viewed or completely deleted only by the beneficiary

The second result is still “In Progress” and it means that:

- Its content is visible only by its owner (the beneficiary logged in)
- It is still modifiable only by its owner as many times as he wishes clicking on the button “View/Edit”

Please note that to publish the content of any result and to make it available on line, the beneficiary has to click on “Publish” and confirm the action in the popup window.

Add new Result or Edit an existing one

In order to input new data in the section “Results” click on the button “+ NEW RESULT” (see the previous screenshot) for each separate entry you want to add.

Each time you input a new result, its status is “In Progress”. This means that you are the only user able to see its content and that you can still modify it as many times as you wish by clicking on the button “VIEW/EDIT”.

Please note that the status of the result (“In Progress” or “Published”) is displayed in the top bar under the ID code.



Title (Working and National Language both mandatory)

As for the partnership, two free-text fields are reserved for the title of the result: one for the title in the working language, the other one, for the national language used for the partnership title translation.

Description (Working and National Language both mandatory)

As for the partnership, two free-text fields are reserved for the description of the result: one for the description in the working language, the other one, for the national language used for the partnership description translation.

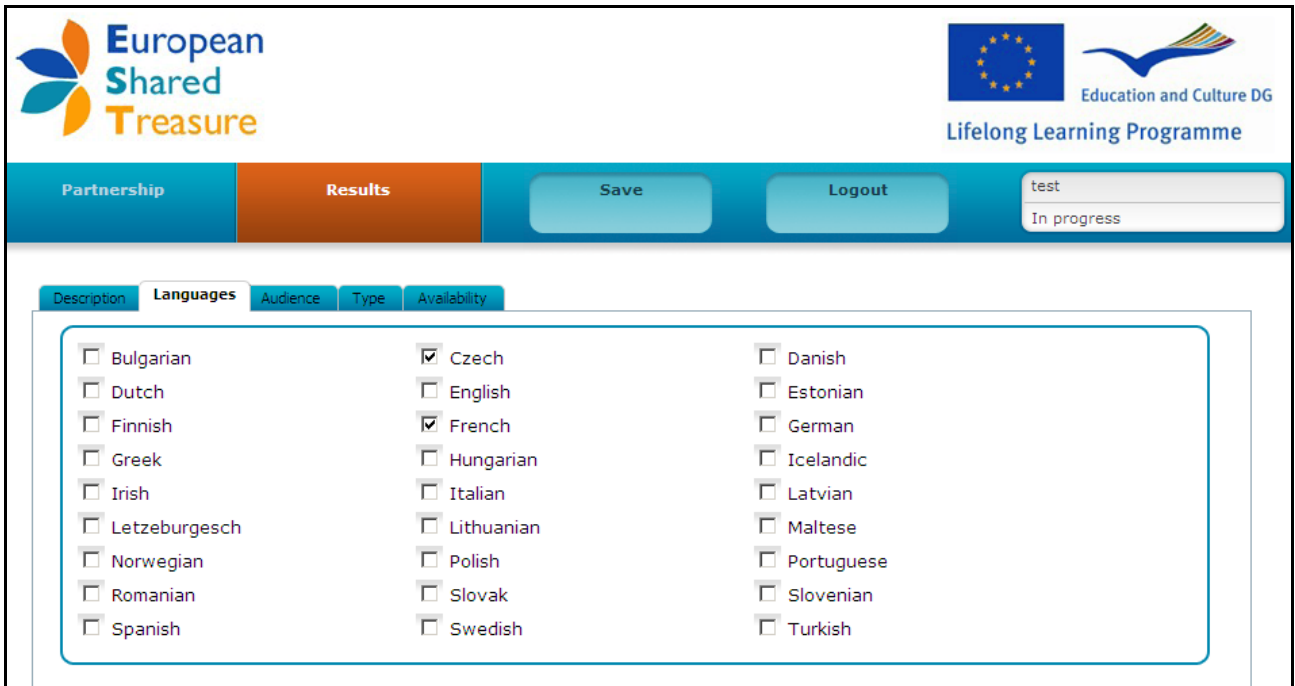
Maximum number of characters

The maximum number of characters allowed for these fields is 250 for the “Title” and 500 for the “Description” in each language (blanks included).

To check the length of the written text you can use the counter of the characters left.

Languages (mandatory)

Select at least 1 language for each result (there is no limit in the number of languages you can flag).

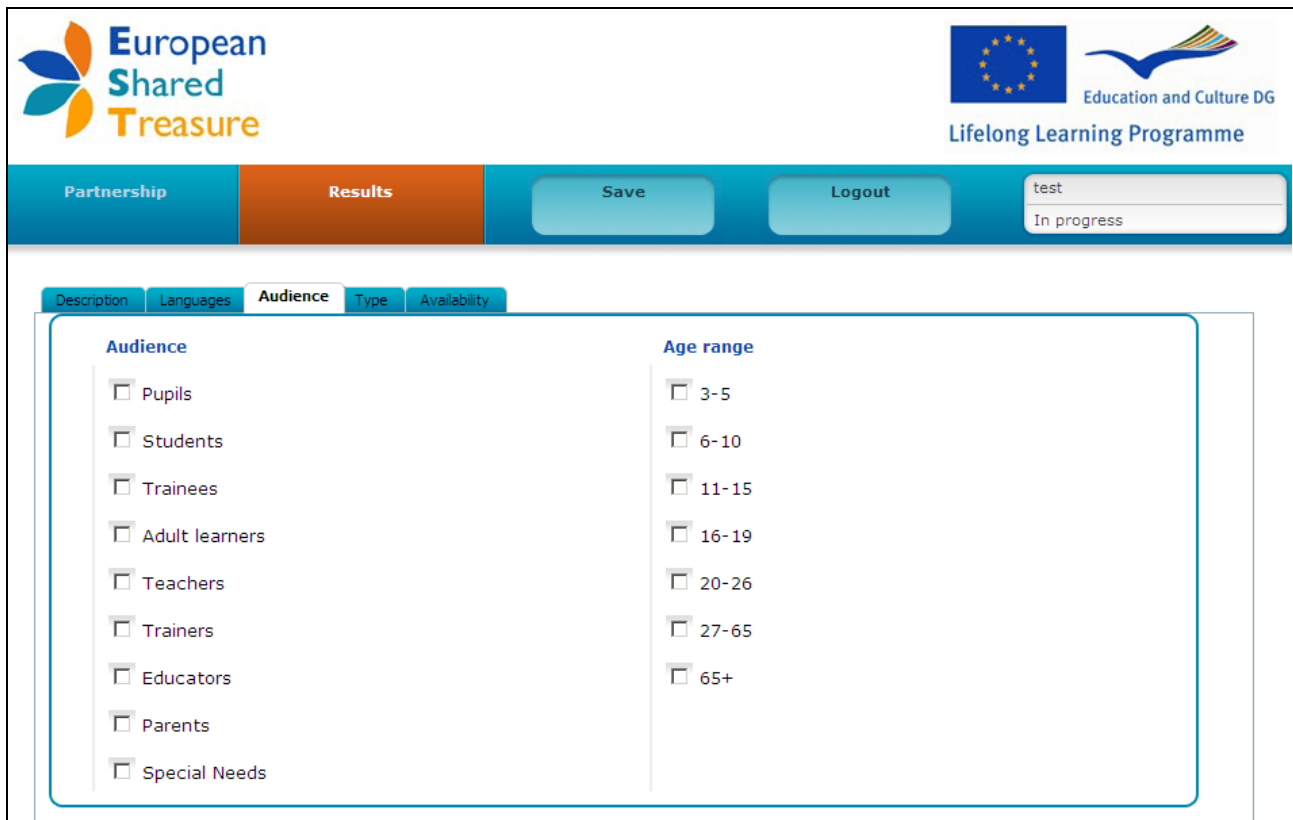


The screenshot shows the 'European Shared Treasure' interface. At the top left is the logo. At the top right are the European Union flag and the 'Education and Culture DG Lifelong Learning Programme' logo. Below the logos is a navigation bar with 'Partnership', 'Results', 'Save', and 'Logout' buttons. A search bar contains the text 'test' and 'In progress'. Below the navigation bar are tabs for 'Description', 'Languages', 'Audience', 'Type', and 'Availability'. The 'Languages' tab is active, displaying a list of 18 languages with checkboxes. The 'Czech' and 'French' checkboxes are checked.

Language	Selected
<input type="checkbox"/> Bulgarian	<input type="checkbox"/>
<input type="checkbox"/> Dutch	<input type="checkbox"/>
<input type="checkbox"/> Finnish	<input type="checkbox"/>
<input type="checkbox"/> Greek	<input type="checkbox"/>
<input type="checkbox"/> Irish	<input type="checkbox"/>
<input type="checkbox"/> Letzeburgesch	<input type="checkbox"/>
<input type="checkbox"/> Norwegian	<input type="checkbox"/>
<input type="checkbox"/> Romanian	<input type="checkbox"/>
<input type="checkbox"/> Spanish	<input type="checkbox"/>
<input checked="" type="checkbox"/> Czech	<input checked="" type="checkbox"/>
<input type="checkbox"/> English	<input type="checkbox"/>
<input checked="" type="checkbox"/> French	<input checked="" type="checkbox"/>
<input type="checkbox"/> Hungarian	<input type="checkbox"/>
<input type="checkbox"/> Italian	<input type="checkbox"/>
<input type="checkbox"/> Lithuanian	<input type="checkbox"/>
<input type="checkbox"/> Polish	<input type="checkbox"/>
<input type="checkbox"/> Slovak	<input type="checkbox"/>
<input type="checkbox"/> Swedish	<input type="checkbox"/>
<input type="checkbox"/> Danish	<input type="checkbox"/>
<input type="checkbox"/> Estonian	<input type="checkbox"/>
<input type="checkbox"/> German	<input type="checkbox"/>
<input type="checkbox"/> Icelandic	<input type="checkbox"/>
<input type="checkbox"/> Latvian	<input type="checkbox"/>
<input type="checkbox"/> Maltese	<input type="checkbox"/>
<input type="checkbox"/> Portuguese	<input type="checkbox"/>
<input type="checkbox"/> Slovenian	<input type="checkbox"/>
<input type="checkbox"/> Turkish	<input type="checkbox"/>

Audience

Flag the audience to which the result is addressed and, if relevant, the age of learners (pupils, students, trainees, adult learners, special needs).

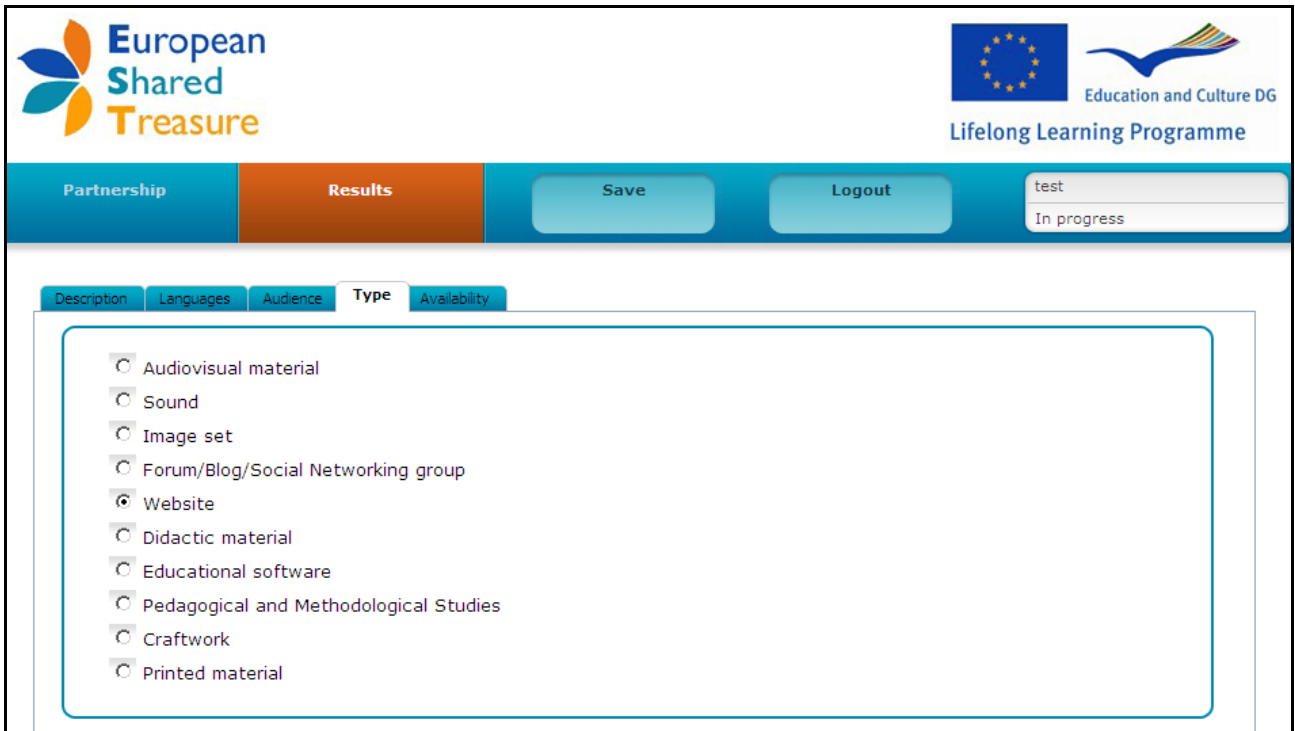


The screenshot shows the 'European Shared Treasure' interface. At the top left is the logo. At the top right are the European Union flag and the 'Education and Culture DG Lifelong Learning Programme' logo. Below the logo is a navigation bar with 'Partnership' and 'Results' tabs, and 'Save' and 'Logout' buttons. A search box contains the text 'test' and 'In progress'. Below the navigation bar are tabs for 'Description', 'Languages', 'Audience', 'Type', and 'Availability'. The 'Audience' tab is selected, showing a list of audience categories and age ranges, each with an unchecked checkbox.

Audience	Age range
<input type="checkbox"/> Pupils	<input type="checkbox"/> 3-5
<input type="checkbox"/> Students	<input type="checkbox"/> 6-10
<input type="checkbox"/> Trainees	<input type="checkbox"/> 11-15
<input type="checkbox"/> Adult learners	<input type="checkbox"/> 16-19
<input type="checkbox"/> Teachers	<input type="checkbox"/> 20-26
<input type="checkbox"/> Trainers	<input type="checkbox"/> 27-65
<input type="checkbox"/> Educators	<input type="checkbox"/> 65+
<input type="checkbox"/> Parents	
<input type="checkbox"/> Special Needs	

Type (mandatory)

Choose the resource type of your result

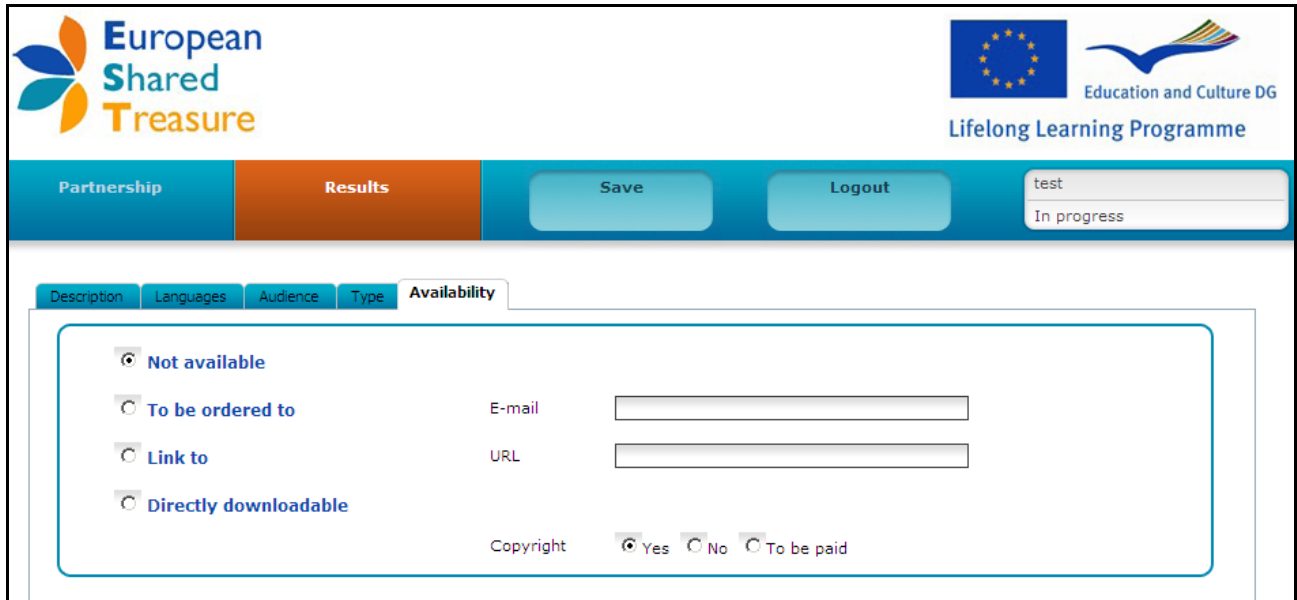


The screenshot shows the 'European Shared Treasure' web interface. At the top left is the logo. At the top right are the European Union flag and the 'Education and Culture DG Lifelong Learning Programme' logo. Below the logos is a navigation bar with 'Partnership' and 'Results' tabs, and 'Save' and 'Logout' buttons. A search bar contains the text 'test' and 'In progress'. Below the navigation bar are tabs for 'Description', 'Languages', 'Audience', 'Type', and 'Availability'. The 'Type' tab is active, displaying a list of resource types with radio buttons:

- Audiovisual material
- Sound
- Image set
- Forum/Blog/Social Networking group
- Website
- Didactic material
- Educational software
- Pedagogical and Methodological Studies
- Craftwork
- Printed material

Availability

The final step consists in the information about the availability of the results: you are required to indicate if the result is available on line or on request (or not at all).



There are 4 possibilities:

Not available	The result is no longer available
To be ordered to	In case it is not possible to upload the result (i.e. DVDs whose size is too big for upload, or books etc) please indicate an e-mail address of a contact person, to which the result can be requested
Link to	If the result is already available on line, please indicate the URL (i.e. a website or a web photo-album or a podcast)
Directly downloadable	You also have the option to upload your result in the EST server. Maximum size: 5Mb. For uploaded result, please indicate whether it is covered by copyright.