

## Essential Course Information

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# 1. Introduction

This document was developed for the Course Owners of the Interoperable Europe Academy, to support them with their course creation process, and more specifically, the process of uploading the courses on the EU Academy platform.

Below, you will find:

- The Essential Course Information, which details the necessary information and fields that to be populated on the EU Academy platform for uploading the course there
- Key information to help the Interoperable Europe Academy develop the course

When filling in the table, please consider the fields do not support the option of adding hyperlinks, so addition of hyperlinks should be avoided, as well as the addition of acronyms.

## 2. Essential Course Information

Information to be populated on the EU Academy platform	
<b>Course title.</b> The name you give will be used to identify the course to your learners.	
<b>Course Topic areas.</b>  Make your choice among the following categories: <ol style="list-style-type: none"><li>1. Agriculture and rural development</li><li>2. Children and youth</li><li>3. Cities, urban and regional development and human rights</li><li>4. Data, digital and technology</li><li>5. Education and capacity building</li><li>6. Energy, climate and environment</li><li>7. Employment, trade and economy</li><li>8. Food safety and security</li><li>9. Fragility, crisis situations and resilience</li><li>10. Gender, inequality and inclusion</li><li>11. language and culture</li><li>12. Law, justice, fundamental human rights and democracy</li><li>13. Maritime and fisheries</li><li>14. Migration and integration</li><li>15. Nutrition, health and wellbeing</li><li>16. Transport and infrastructure</li><li>17. Public sector leadership, innovation and knowledge sharing</li></ol>	
<b>Course Provider.</b>  Select your course provider among the following options:  1. European Commission	

2.European Union Agency for Cybersecurity 3.Community Plant Variety Office 4.European Parliament 5.EU Publications Office 6. European Environnemental Agency 7. European External Action Service 8. European Training Foundation 9. European Centre for Disease	
<b>Course type.</b>  Choose between the below: 1. Ask me anything session 2. Online course 3. Offline course 4. Blended course 5. Online event 6. Video talks channel 7. Offline event 8. Blended event 9. Assessment 10. Microlearning 11. Podcast channel  The suggested option is Online course.	
<b>Course tags.</b> Add any other tag that suits your course, as they will help with the course's visibility on the platform.  <b>Mandatory tags are</b> interoperability, eGovernment, European Interoperability Framework, Digital Government, Interoperable Europe, IOPEU Academy	<i>Please list additional tags related to your course.</i>
<b>Partner service.</b>  Add the Directorate-General/Institution and a Unit. Choose a Partner Service from the options below:	

1. JRC 2. DIGIT 3. REA 4. HaDEA 5. DGT 6. ESTAT 7. EAC 8. SANTE 9. ENV 10. ECHO 11. EISMEA 12. HOME 13. CLIMA 14. ENISA 15. JUST 16. OP 17. HR 18. REGIO	
<b>Your Unit.</b> Add your Unit.	
<b>Program.</b> Select your program. All the courses that are developed under the Digital Europe Program need to add 'IOP' in this field. If your course is developed under a different program, please specify.	
<b>Related EU Policy.</b> Add the relevant policy, i.e. Interoperable Europe Act. It should be limited to 59 characters max.	
<b>Course description.</b> Describe the content of the course in the way it should appear to learners thinking of enrolling. It should be limited to 750 characters (although this length should be reduced to make sure all translated versions fit into the maximum size) and include information on: what is the course about, the aim and learning objectives of the course, intended learning outcomes of the course, the general topics that will be covered throughout the course, the main type of assessments in the course. Please note that images and hyperlinks cannot be added in the course descriptions.	

<p><b>Target audience.</b> Describe the target audience or audiences the course is designed for. Be aware that open courses may be of interest to secondary target audiences not currently on your radar, like students of EU policy, lawyers, teachers etc. so be as inclusive as possible in your description. It should be limited to 750 characters</p>	
<p><b>Language.</b> Select the desired language for the course. Please note that the default language is English. However, please note that if the course you are developing is being created in another European language, you need to state that and add all the descriptions in the other languages as well in one file.</p>	
<p><b>Level.</b> Select the appropriate content level for the course: Novice, Beginner, Intermediate, Proficient or Expert.</p>	
<p><b>Learning Objectives.</b> Introduce a minimum of three learning objectives (what new things the learner is expected to have learned or be able to do once the course is completed). It should be limited to 750 characters max.</p>	
<p><b>Course start date.</b> DD/month/YYYY and time 00:00</p>	
<p><b>Course end date.</b> The suggestion is to not add an ending date for the course, unless you are planning to provide a limited course.</p>	
<p><b>Dependency.</b> If the course requires completion of another course before enrolment, select the relevant course from the list. If not, select 'no'.</p>	
<p><b>Course duration.</b> Use the selectors to indicate the course duration in hours or minutes.</p>	

**Course Image.** We will provide you with the thumbnail image to accompany your course. Also, if you would like to have an image in the course description, you will just need to provide us with details of your expectations (i.e. an icon related to connection, two people looking at a computer).  
When uploading the image of the course, it should respect the 'Visibility overview card 3:2' as well as the 'Visibility header page' indications, as they display how the image will be shown on the EU Academy platform.



*Figure 1 This is an indicative image of how all the course thumbnails under the IOPEU Academy umbrella should look like. The only thing that is to change is the title of the course.*

**Course curriculum.** How would you describe the curriculum of your course? Add up to 10 descriptors for the course content. This is not mandatory, however, it is advised to populate them as they help with the visibility of the course on the EU Academy platform.

**Access type.** How will learners know about your course? Choose one of the options: Hidden (default option), Open and listed Open and unlisted, For restricted audience only.



## Information to develop the course

**Key concepts.** Provide a brief description of essential concepts that learners should acquire through the course.

**Key contacts.** Provide contact information (email) for experts who can provide support to developers with important inputs during the course creation process and assist learners with any questions related to the course content.

**Relevant documentation.** Provide (links to) relevant technical documentation essential for the development of the course storyboard or to share with the learner.

**Course updates.** State how often you would like to update your course.

**Course promotion.** State whether you are planning to promote the course in the Member States, and if so, when, to whom and specify any other stakeholders.

**Course translation.** Comment whether this course should be considered for translation. For assessing this, please take into account the following criteria: Relevance, Demand, Impact Potential, Learner Feedback, Complexity and Potential update need.

<p><b>Community page.</b> Interoperable Europe Academy has its own community page on the EU Academy platform. Your course will be added there, as all courses produced by the IOPEU Academy are located there. On that page, you will be able to upload events and engage with your students. Please state how often you plan to do so.</p>	
<p><b>Tester(s).</b> Please identify, at least one tester that should be able to review and evaluate course functionality, accuracy, and usability at the end of the course creation process. It is advised that this person was not directly involved in the development of the course.</p>	