

Before creating a module It is a good idea to refresh your memory on the process of hosting students including how to develop a module: <http://em-eu.eu/for-teachers/hosting-students/>

STEP 1

Go to the log in site: <https://partner.em-eu.eu/web/login>

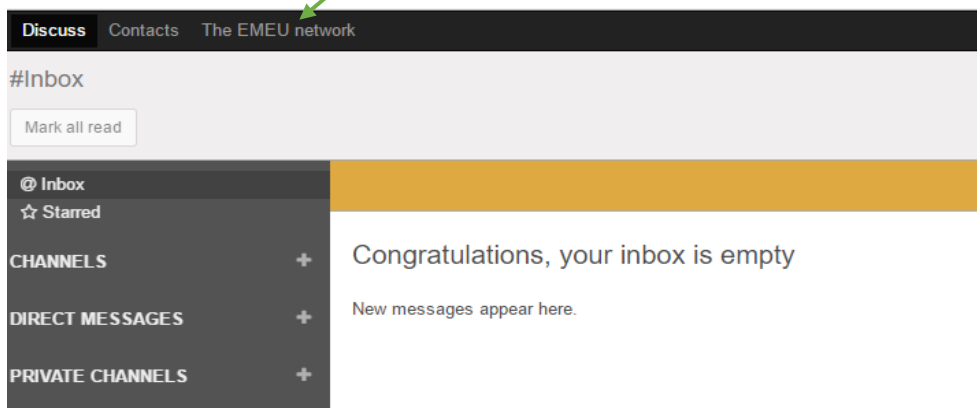


The login form features the EMEU logo at the top, followed by labels for 'Email' and 'Password'. Below these are input fields; the password field is highlighted in yellow and contains six dots. A blue 'Log in' button is positioned at the bottom left of the form.

Put in your log in information – the college name or agreed abbreviation of your college name + the code. If you don't have these information ask your international coordinator.

STEP 2

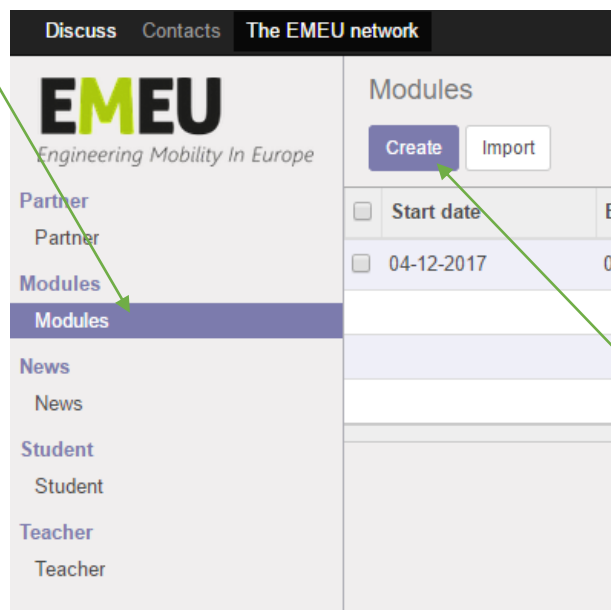
Select 'The EMEU network'



The screenshot shows a web interface with a top navigation bar containing 'Discuss', 'Contacts', and 'The EMEU network'. A green arrow points to 'The EMEU network'. Below the navigation bar is a '#Inbox' section with a 'Mark all read' button. On the left is a sidebar with 'Inbox' (selected), 'Starred', 'CHANNELS', 'DIRECT MESSAGES', and 'PRIVATE CHANNELS'. The main content area displays 'Congratulations, your inbox is empty' and 'New messages appear here.'

STEP 3

Select **modules** in the left menu

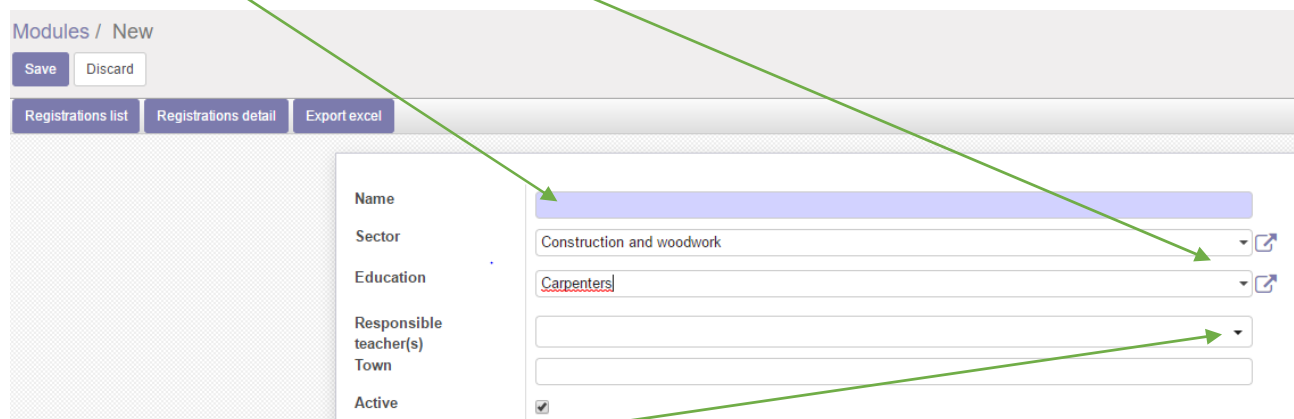


The screenshot shows the EMEU network interface. In the left sidebar, the 'Modules' menu is selected. In the main content area, the 'Modules' section is active, and the 'Create' button is highlighted. A green arrow points from the 'modules' text in the instruction to the 'Modules' menu item in the sidebar. Another green arrow points from the 'Create' button to the text 'Hereafter, select Create'.

Hereafter, select **Create**

STEP 4

Name the module, select the **sector** and **education** from the list. If you create your own it will not be shown on the website



The screenshot shows the 'Modules / New' form. The 'Name' field is highlighted with a green arrow. The 'Sector' dropdown menu is set to 'Construction and woodwork'. The 'Education' dropdown menu is set to 'Carpenters'. The 'Responsible teacher(s)' dropdown menu is empty. The 'Town' field is empty. The 'Active' checkbox is checked. A green arrow points from the 'Name' field to the 'Responsible teacher(s)' dropdown menu.

Select the **responsible teacher** from the list or create a new teacher

Modules / New

Save

Discard

Registrations list

Registrations detail

Export excel

Name

Sector

Education

Responsible teacher(s)

Town

Active

☒

Information

Content

Registrations

Enrolment deadline

Start date

End date

Weeks at college

EQF

Number of international students

Level

Start date in company

End date in company

Weeks at company

English Level

Prior knowledge and experience required

Fill in the information on the module in the two folders **information** and **content**.

You can copy- paste from the module template.

Internet Explorer will not always accept copy-paste. Then use another browser such as Chrome, safari or others. (This is a Microsoft issue and cannot be solved by EMEU 😊)


Step 5

At the **content** section you should attach the assessment criteria. MAKE SURE TO ATTACH **PDF** FILES ONLY

Assessment

Additional information


Upload your file




B


I


U





NaN























Step 6

Then push **save**

You can only save when the basic information are inserted.



Modules / New

Save Discard

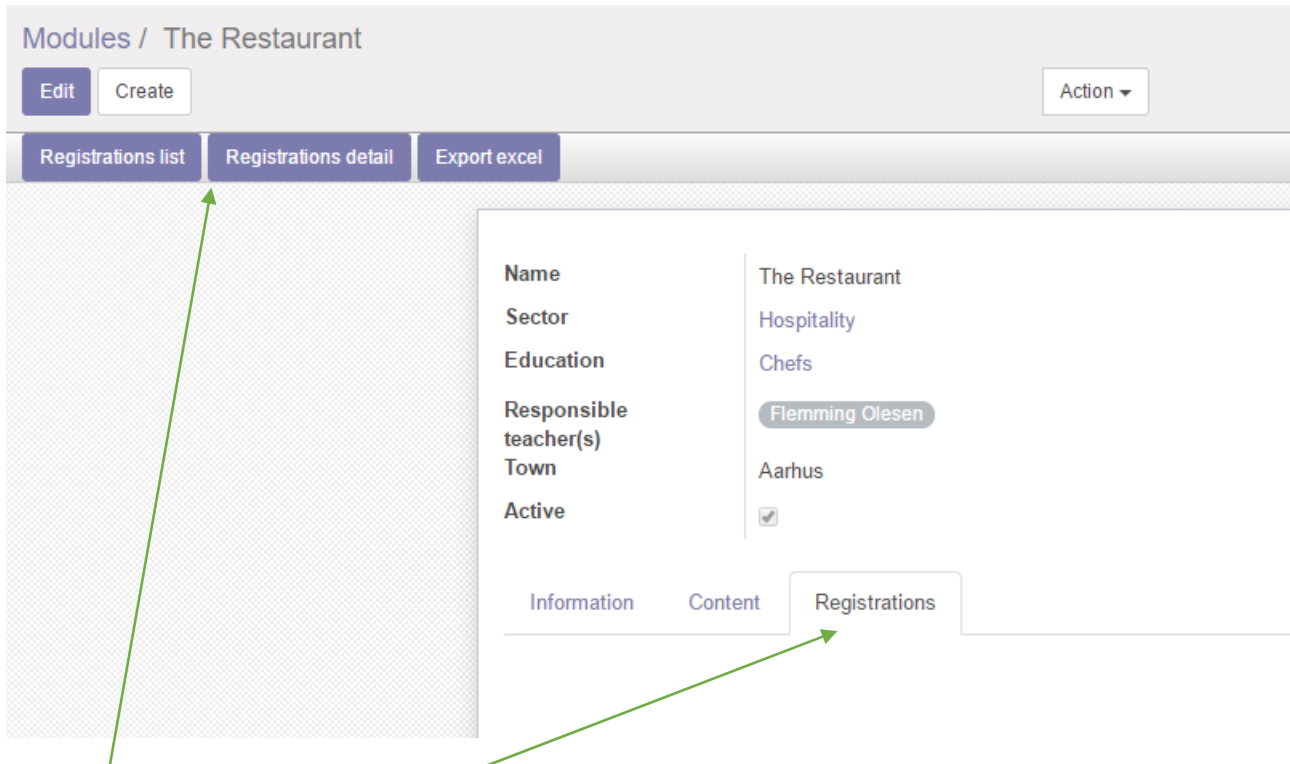
Registrations list Registrations detail Export excel

Name

Step 7

When you have saved the module, you can always use the **edit** bottom and make changes

NB if you want to offer the same module again, please see below. Changing dates will make the original module and all associated students disappear from the database.



Modules / The Restaurant

Edit Create Action ▼

Registrations list Registrations detail Export excel

Name	The Restaurant
Sector	Hospitality
Education	Chefs
Responsible teacher(s)	Flemming Olesen
Town	Aarhus
Active	<input checked="" type="checkbox"/>

Information Content Registrations

Step 8

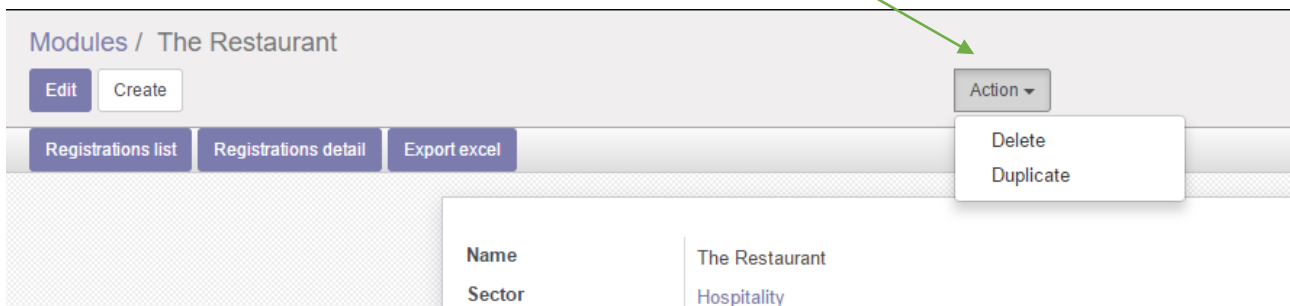
You can follow the registration of students and find the CV and motivation letter.

You can print a basic registration list and a detailed list and export all information to an excel sheet.

Step 9

If you offer the same module again you can **duplicate**. Make sure that you change dates and check all information.

NB Changing dates without duplicating the module will make the original module and all associated students disappear from the database. This will mean that we lose information which we need for reporting to EU.



Modules / The Restaurant

Edit Create Action ▼

Registrations list Registrations detail Export excel

Name	The Restaurant
Sector	Hospitality

Delete Duplicate