User guide for mobility participants

Learn languages with Erasmus+ OLS
German - English - Spanish
French - Italian - Dutch
Contents

1. Introduction .................................................................................................................................................. 2
2. Access and log into the Erasmus+ OLS website ....................................................................................... 3
3. Access the Erasmus+ OLS language course platform ............................................................................. 4
4. The Erasmus+ OLS language course platform ......................................................................................... 7
    4.1 Introduction .............................................................................................................................................. 7
    4.2 The Home page .................................................................................................................................. 8
    4.3 Language Courses ............................................................................................................................... 10
      4.3.1 “General” Section .......................................................................................................................... 10
        A. "Vocabulary" Module ......................................................................................................................... 10
           a) Presentation ................................................................................................................................. 10
           b) Choosing a lesson ......................................................................................................................... 12
           c) Studying a lesson ......................................................................................................................... 12
        The animated vignettes ........................................................................................................................ 13
        The Exercises ....................................................................................................................................... 15
        Vocabulary List .................................................................................................................................. 19
        Summary Test ....................................................................................................................................... 20
      B. "Grammar" Module ............................................................................................................................. 21
         a) Presentation ....................................................................................................................................... 21
         b) Choosing a lesson ............................................................................................................................ 22
      C. "Pronunciation” Module (only available in the English course) ...................................................... 25
      D. “Argumentation” Module .................................................................................................................. 26
         a) Presentation ....................................................................................................................................... 26
         b) Choosing and studying a lesson ....................................................................................................... 26
    4.3.2 "Professions" Section ........................................................................................................................ 28
      A. Banking (B1) (only available in the English course) ........................................................................ 28
      B. Meetings (B1/B2) ................................................................................................................................. 29
      C. Job Courses (B1/C1) ........................................................................................................................... 30
      D. Correspondence (B1/C1) .................................................................................................................... 31
    4.4 Forum ..................................................................................................................................................... 32
    4.5 “News” Module .................................................................................................................................... 32
1. Introduction

Welcome to Erasmus+ OLS, the online language training platform for students, teachers, trainees, staff, and Erasmus+ volunteers! Here are some instructions that will help you to quickly and efficiently start your training.

Before going any further, please note that this guide is intended for participants who have received a course licence from their sending institution/organisation.

Listed below are the minimum system requirements needed to successfully run the Erasmus+ OLS language courses online:

- Operating system: Windows 8, Windows 7, Windows XP, Windows Vista, MAC OS X® 10.1;
- Screen resolution: 1024x768
- Standard audio card
- Speakers or headphones and a microphone
- Browser: Internet Explorer® 7 or later; Mozilla Firefox 3.6 or later; Chrome 10 or later; Safari 5 or later
- Adobe® Flash Player 11.1.102.55 or HTML5 (currently without voice recognition)
- Broadband Internet Connection (DSL/Cable)
2. Access and log into the Erasmus+ OLS website

Before being able to access the Erasmus+ OLS language assessments and courses, you need to activate your user account. You should have received an automated e-mail with the log-in credentials. Just follow the link provided in the e-mail to activate your account.

Once you have activated your Erasmus+ OLS account, to access the Erasmus+ OLS home page, go to the following URL: www.erasmusplusols.eu

To access the login page, click on the Login button in the upper right corner of your screen.
To log in, type the Login and the Password you received by email from your sending institution/organisation. If you don't remember your password, click on the “Forgot your password?” link.

If you encounter problems, contact the Erasmus+ OLS technical support team by clicking on Contact us on the upper right-hand corner of your screen.

3. Access the Erasmus+ OLS language course platform

After having taken the language assessment, you will receive an email from your sending institution/organisation if you have been granted a language course licence.

You can access the language course platform in two ways:

- By clicking on “Start my course” in the email itself. Before being able to access the Erasmus+ OLS language courses, you need to activate your user account the way you did before completing your language assessment. Just follow the link provided in the email to activate your account.
By logging in on the Erasmus+ OLS website (Point 1. Access the Erasmus+ OLS website). Once you have your account activated, you may as well log in via the Erasmus+ OLS website. You will arrive to the page with your assessment results. Click on the button “Start my courses” in order to access the Erasmus+ OLS language course.

Your test results

Results of the test done on 02/16/2016 - B1

Dear First name,

Thank you for having completed your English Erasmus+ Online Linguistic Support language assessment.

Your current overall level in English is B1, in line with English according to the Common European Framework of Reference (CEFR).

Your detailed English competency levels in the assessed language are:

- Reading comprehension: B1
- Listening comprehension: A1
- Grammar: B1
- Vocabulary: B2
- Key communicative phrases: C1

The results of your language assessment do not prevent you from taking part in the Erasmus+ mobility. The results according to the Common European Framework of Reference (CEFR) are accessible to you and your higher education sending institution or Erasmus+ coordinating organisation, for Higher Education students, the results are not communicated to the receiving institution/organisation. For EVS volunteers, the results are not communicated to the other organisation(s) of your project. However, you are free to send the results to them.

At the end of your Erasmus+ mobility period, you will be required to complete another language assessment to check the progress made in your language competence during your stay abroad. The European Commission uses aggregated data of the language assessment results for statistical purposes.

Kind regards,

Erasmus+ OLS Community Manager

Start my courses

Erasmus is a registered trademark of the European Union. Copyright © 2014 ALTISSIA International S.A. All rights reserved.
The system will then check the compatibility of your material. Once the compatibility check is done and your configuration matches the minimal specifications, click on “Start my courses”.
4. The Erasmus+ OLS language course platform

4.1 Introduction

- The first time you log in, the system will suggest a guided tour. We advise you to carefully watch this video so that you may discover all the features offered by the course platform. This video is always available in the Help section, in the upper right corner under the question mark icon.

- If you want to view the website in another language, you can change your interface language at the top of the page in the dropdown list. The platform is available in German, English, Spanish, French, Italian and Dutch.
4.2 The Home page

After logging in on to the OLS, your avatar and login will appear in the upper right corner. You may click on the icon to access the control panel.

The first section, "Profile", allows you to access your personal data and to change your contact information.

The next two sections, "History" and "Statistics", provide a detailed summary of your connections to the platform. The fourth section, "Scores", details the results of your course practice and exercises.

On the Home page of the Erasmus+ OLS, you will see the result of your language assessment. You can click on the “Download your program” button in order to get a learning program that suits your level.
The section below your language level description gives you the following information:

- **The Analysis of your individual needs**: By selecting your status (student, professor/researcher, university personnel, trainee and volunteer) and your duration of stay, you can download an analysis of your individual needs.

- **Tutoring**: By clicking on the “Tutoring” section you can access the Visio Dashboard where you can register for planned “Classroom” sessions and “Mentoring group” sessions. The tutoring will be available shortly.

- **Help**: By clicking on the “Help” section you will access the following tools and support:
  - Guided tour
  - User guide
  - A description of the Common European Framework of Reference (CEFR)
  - Report a problem

- **Continue my learning**: allows you to continue your course from where you stopped your previous session.

In the last section of the Home page, you can access

- **Your profile**: where you can change your personal information.

- **Your scores**: where you can check your score and progression.
4.3 Language Courses

We will now explore your language training course.

From the menu, the tab "Language courses” leads to a full range of courses in the selected training language. Based on the Common European Framework of Reference (CEFR) level that your assessment placed you at, you can take a course that includes a variety of activities that will allow you to progress in all language skills. We recommend following a specific course, however, you are free to move at your own pace and according to your needs.

4.3.1 “General” Section

A. "Vocabulary" Module

a) Presentation

This module focuses on learning everyday vocabulary through dynamic multimedia animation.

First, choose “Vocabulary” from the menu under "Language Courses", then select your level.

The Vocabulary Unit has five training levels for English and Dutch (A1 - Beginner, A2 – Elementary, B1 - Intermediate, B2 – Upper Intermediate, and C1 - Advanced) and four training levels for German, Spanish, French and Italian (A1, A2, B1 and B2).
The beginner level (A1) is for students with no or very little knowledge of the target language. The vocabulary here is based on everyday experiences. The A1 level is divided into three sub-levels, each including a series of lessons adapted to that sub-level: Initiation (A1-), Beginner (A1) and False beginner (A1+).

The elementary (A2) level is offered to learners who wish to improve their knowledge and use of the 700 most common words and phrases in the language. The main objective is to be able to use the language in everyday life (for example, for social activities, communicating with family, when travelling, making phone calls, etc.).

The intermediate level (B1) covers 400 words that complement the A2 vocabulary. The goal here is similar to the previous level, but is more comprehensive (health, well-being, food, drink, travel, transportation, shopping, etc.).

The upper intermediate level (B2) covers 800 words and common expressions. It is assumed that you can now properly express yourselves in general situations with the 2,000 words or phrases from our oral register, being the total number of words of level A2, B1 and B2.

The advanced level (C1) is for people who wish to gain fluency and accuracy by greatly enriching their lexical and idiomatic register (600 additional items). The topics here are related to everyday life, social issues, political issues, and the news (e.g. environment, media, etc.).
b) Choosing a lesson

You can now select a proposed lesson theme by clicking on the title or image.

In the list of lessons, you will find the subject of each lesson with its respective goal. The pie chart next to each lesson shows your state of progress in the lesson.

c) Studying a lesson

You have now arrived at the core of the Erasmus+ OLS language course.

After choosing your topic, you can view every segment of each lesson, plus the "Vocabulary List" and "Summary Test" in the top right of the screen. For each "Section", you can view the animated vignette by clicking on the video image “Start introduction” as well as practise your language skills by doing the comprehension, translation¹, dictation and spelling, and pronunciation exercises.

¹ Translation exercises are not available with both learning and interface language in English at the same time.
The animated vignettes

When clicking on a topic, you will be able to watch a multimedia animated vignette highlighting key words and phrases. We recommend you start here.

Each topic has one or more animated segments, accessible by clicking on "Part 1", "Part 2" and/or more. There is a learning progression here that we recommend you follow. The number of the animated vignette is indicated in the section title.

You have the possibility to watch these animated segments and to immerse yourself in the language by listening to native speakers. Depending on your level and your training style, you can choose to display the speakers’ text and its translation. If you think that the speed is too fast, you can pause between sequences by clicking on the “pause” button (II). Feel free to click on the underlined words also, in order to view their definitions and to listen to it separately, as well as to see more details concerning that particular word (sample sentences, tab 'learn more', etc.).
In case you want to make sure you memorize each unknown word and expression, you can mark it with a star so that you can create your personalized vocabulary list. These words can be filtered in the vocabulary list by clicking on the “STAR” button.
The Exercises

Each animated segment includes a series of exercises that will allow you to quickly learn and practise the targeted vocabulary.

Four exercises are suggested for each animated vignette:

- "Comprehension exercises" focus on understanding and use of the key vocabulary presented in the video.
Translation exercises translate the vignette’s keywords from your interface language into your training language.

Translation exercises are not available with both learning and interface language in English at the same time. This example is in French as interface language and English as learning language to show how the translation exercise works.
- "Dictation and spelling” includes exercises focusing on the transcription and spelling of the vignette’s keywords.
"Pronunciation exercises" use a voice recognition tool, which helps you to properly pronounce key words and phrases. To do these exercises, you will need a headset with a microphone. Be sure to adjust the settings of your microphone to optimise the results of the exercise.

This tool does not only allow you to assess whether your pronunciation is similar to that of a native speaker by giving your results as a percentage (a score between 0% and 100%), but it also offers the possibility to record and replay your input. This possibility is important because it allows you to self-evaluate by distinguishing the difference between your pronunciation and that of a native speaker.

How?
- Well, the first time you do a pronunciation exercise, the system will prompt you to tune your microphone.
- You must then choose the words and phrases that you want to test in the general vocabulary. You can also click on the first word in the list and gradually pronounce all the words by clicking on the arrow ( ).
- Listen to the native pronunciation model and then try to imitate it. Record by clicking the button and stop recording by clicking the button.
- You can also pronounce the words or phrases again to improve your results. To do this, click the button.
- Your pronunciation results or "scores" will appear next to each word in the list.
Vocabulary List

- During each lesson, you can consult the list of vocabulary by clicking on the "Vocabulary List" tab.
- This list includes the words and expressions that you have progressively memorised through the comprehension, translation, dictation, and pronunciation exercises.

By clicking on each word, additional explanations appear. Then, click on the speaker symbol (イヤホン) for the correct pronunciation of a word. You can also easily navigate through the words by using the left and right arrows.

- The status of each word is determined by your results on the lesson's summary test:
  - The symbol (✓) indicates that you know the word;
  - The symbol (✗) indicates that you do not yet know the word;
  - The box remains blank if the word has not been checked on the summary test;

- Do not hesitate to print the vocabulary lists so that you may take them everywhere with you and study, for example, on the bus or train. To print, click on the PDF icon (PDF) in the right click menu of the vocabulary list.

- Clicking on the (隠す) icon in the title of a column, allows you to hide or show the column, thus facilitating your training experience.
Summary Test

The summary test quizzes you on the lesson's vocabulary, while testing your knowledge of what you have just learnt in all sections of this topic. It firstly tests words on which you have not yet been tested, or for which you have given an incorrect answer on a previous test. The test includes fill-in-the-blank exercises for one or more of the missing words.

In case you cannot recall some missing words or expressions, translations below the exercise might be of use. If you need help or a hint, click on the light bulb (hint?) to reveal the first two or three letters of the word or phrase.

You can pause the summary test at any stage, then continue it later. Upon completion of the test, you will receive your score as well as the correction of your answers. Then you may as well retry the summary test or continue learning the unknown words by repeating it as long as all the words and expressions are memorized.
B. "Grammar" Module

a) Presentation

The grammar module will help you to understand and master the grammatical rules through a very effective teaching method. Each rule is introduced progressively, reviewed several times, and portrayed throughout the material studied. This framework allows the integration and representation of in-depth grammar through communication.

You can access the grammar module by clicking on "Language Courses" and then selecting the "Grammar" tab. The available levels depend on the language studied. We recommend you to choose the level according to your result in the grammar section of your language assessment. You might as well just pick a section in order to learn more about a specific grammar rule.
b) Choosing a lesson

Within this module you will see the different levels next to the title of each section. Choose your level and then the category you wish to pursue. Depending on the language, several categories are available: the verb, determinants, sentence structure, etc. Each category includes several themes. Choose a theme and then begin your lesson by clicking on its title.

Pre-tests and post-tests are available in the list of proposed "lessons" and are highlighted in a slightly darker colour. The "Pre-test" allows you to target your weaknesses in the chosen category. You should perform the exercises without reviewing the rules of grammar. By doing this, you will identify the categories and themes on which to focus your grammatical revision.
After selecting a lesson, you will be able to see all of its sections. The "Review Test" button, which tests the material from the studied lesson, is situated in the top right of the screen.

The present tense (A1)

Having followed this lesson, you will know how to conjugate the verbs "to be", "to have (got)" and other common verbs in the present simple tense. The present continuous tense is also introduced and the difference between these two tenses is explained. You will be able to identify and conjugate verbs in these two tenses in various forms: affirmative, negative and interrogative.

1. The present tense of "be" / Affirmative.

2. The present tense of "be" / Negative.

3. The present tense of "be" / Interrogative.
Enter a section by clicking its title. You will then see the grammatical rules and can access exercises by clicking the grey numbers above. The rules can be viewed by clicking the ( ) icon. Should you wish to download these rules, click on the icon and the word format of the text is available.
C. "Pronunciation" Module (only available in the English course)

With the "pronunciation" module you can improve your English pronunciation. This module allows you to learn how to pronounce English vowels, consonants, and diphthongs, as well as providing videos for you to watch and to try to reproduce the correct sounds.

Please do not confuse this module with the pronunciation exercises available in the vocabulary module for all training languages.
D. “Argumentation” Module

a) Presentation

The “argumentation” module is an exclusive video course designed to teach you how to express your ideas and develop a convincing argument.

All training situations are focused on real life examples. Here you learn common expressions used by native speakers who speak about specific topics such as work, marriage, politics, recreation, etc.

This module is available for Intermediate (B1) to Advanced (C1) levels.

b) Choosing and studying a lesson

Once you select a topic, you can play the video. We recommend that you proceed as follows:

- **Watch the video**

  This phase is the core of your training. Listen to the voices of native speakers, gradually immerse yourself and choose your own preferred training style: continuous or sequential monitoring, with or without subtitles. Each time you click on new words or expressions, a flash card pops up including the meaning, pronunciation as well as some more details. You can also add an outline of what is being said by clicking on this icon:
• **Look up the vocabulary**
  Click on "Vocabulary List" to view a list of key words, as well as their definitions. This vocabulary list is the same as the one of the vocabulary lessons with the same functionalities.

• **Check your understanding**
  Click on "Exercises" to attempt comprehension and vocabulary exercises relating to the video that you just watched.

• **Express yourself, regarding the subject**
  Click on "Follow-up" for further ways of practising the words and phrases from the lesson.
4.3.2 "Professions" Section

Depending on your needs, a professional vocabulary module is available in the "Professions" section. It has four themes with functions similar to those of the other modules. This section is available for Intermediate (B1) to Advanced (C1) levels.

A. Banking (B1) (only available in the English course)

Structured around six thematic lessons, this module focuses on the banking sector and teaches you how to handle common situations that you might encounter. This course is currently available for English training only, but will soon be available in other languages.

These lessons will help you to quickly learn the vocabulary and key phrases relevant to opening a bank account, requesting a credit card, getting financial advice, etc.

You can easily access this course via the main menu by clicking on "Language courses" and then on "Banking".

Opening an account

After this lesson, you will be able to ask about opening a current account abroad and take the necessary steps to open an account.

Information on credit card services

In this lesson, you will learn how to effectively give credit card advice. You will learn vocabulary and phrases that will help you answer the questions of a potential customer. You will also learn how to provide specific information as well as the advantages and disadvantages of owning a credit card.

Applying for a credit card

Once you have mastered this lesson, you will be able to offer a customer a credit card. You will be able to help the customer fill out the application form, provide specific information on fees and conditions for using the card abroad, and explain how online banking works.

Reporting a card stolen or lost

After completing this lesson, you will be able to answer a phone call regarding the loss or theft of a credit card. The vocabulary presented in this lesson will help you to obtain the information necessary to verify the identity of the person, and explain to the client the relevant procedures following the theft or loss.
B. Meetings (B1/B2)

This course focuses on language skills for meetings and negotiations in a professional context. The emphasis is on the assimilation of vocabulary necessary to communicate effectively in this context, as well as improving your listening comprehension skills.

This course is accessible via the main menu, by clicking on "Language courses" and then, in the second part of the menu, on "Meetings". Firstly choose your level, then your subject. This section is available for Intermediate (B1) to Upper Intermediate (B2) levels.

The teaching outline is identical to that of the vocabulary module; therefore you will quickly find your way.
C. Job Courses (B1/C1)

"Job courses", available in all languages, allow you to study the vocabulary necessary for the practice of a profession. To access, click on "Language Courses" and then, in the second part of the menu, click on "Job Courses". Each category (25 in total) has 50 words and 20 phrases related to the selected job or professional sector. Expressions are illustrated via an animated video. Words are, in turn, grouped as a list of vocabulary that you can study and print. Key words and phrases are translated into the desired interface language. This section is available for Intermediate (B1) to Advanced (C1) levels.

- **Purchasing**: Once you have mastered this lesson, you will be able to greet customers at the store, and assist and advise them in their purchases. You will be able to converse with them at the checkout. You also will know the vocabulary related to marketing in a broader sense.

- **Secretary and Administrative Assistant**: Following this lesson, you will have mastered the jargon necessary for the secretarial and administrative assistance field. You will learn notably the standard polite forms of greeting and be able to answer the telephone.

- **Automobile**: This lesson aims to immerse you in the professional automotive field by introducing the typical expressions of this business. Following this lesson, you will be able to communicate with your customers and you will know the vocabulary specific to the automotive world.

- **Chemistry**: Once you have completed this lesson, you will know the very specific vocabulary of the chemical industry. You will be able to correctly pronounce the different terms by listening to the speech of native speakers.
D. Correspondence (B1/C1)

Our online business writing section will help you improve your writing ability (e.g. reply to a request for information, payment reminder, reservation for a hotel, job application, etc.). You will further practise your mastery of the written language.

The contents are accessible via the table of contents and the index of key words.

This section is available for Intermediate (B1) to Advanced (C1) levels.

If an enclosure accompanies the letter, this fact is indicated both in the text itself and by the word Enclosure (often reduced to Enc. or Encl.) typed against the left-hand margin some distance below the signature.
4.4 Forum

The "Forum" tab provides a forum through which to exchange ideas with other learners and participants of mobility on specific and varied subjects. Dare to take the plunge: natural use of the language is essential for learning.

The “Forum” section of the OLS is being developed and will be available soon.

4.5 "News" Module

The last available module on the menu bar is the "News" module. It exposes you to videos and articles from international media. This module is updated on a weekly basis (or daily, in case of the English language course), what is more you can browse the news articles and click on the underlined words for a definition or translation.
You can also view the video with subtitles in the training language.

For both articles and videos, you can test your comprehension by taking a quiz.

The “News” section in English classes is archived thematically, allowing you to learn a language through topics that interest you.

The "News" tab offers a pleasant and efficient way to learn a language. Training becomes less monotonous, with texts and videos changing daily or weekly.

**We wish you a great language training experience with Erasmus+ OLS!**