

COIL - EMOVIES PROGRAM TUTORIAL



emovies@oui-iohe.org

TUTORIAL FOR PROFESSORS WHO WISH TO PARTICIPATE IN THE COIL-eMOVIES PROGRAM

The COIL-eMOVIES Program provides professors with a tool to find academic peers and work together through the COIL Methodology to develop joint training activities that connect their students in order to learn, discuss and collaborate with each other.

This tutorial is intended for professors who wish to take advantage of the eMOVIES platform to develop COIL experiences. In the tutorial, you will find information on how to:

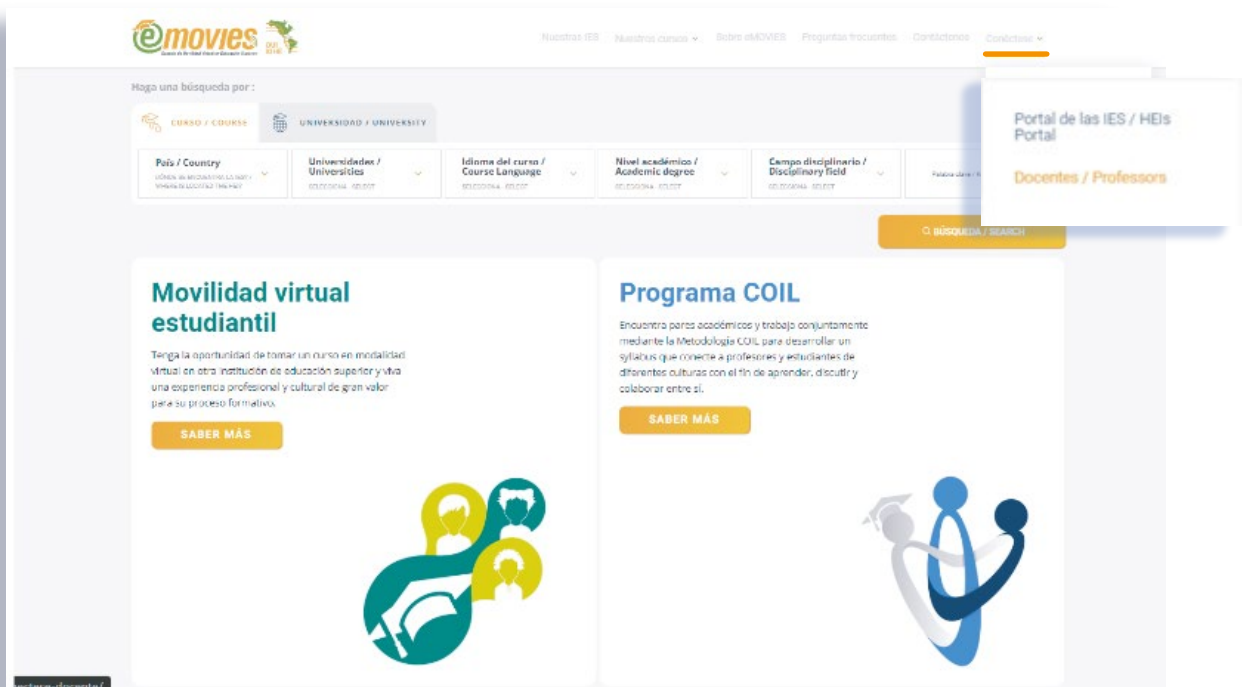
- Register on the COIL-eMOVIES platform.
- Upload and/or edit the course information you wish to share to apply the COIL methodology.
- Find an academic pairing.

1. PROFESSOR REGISTRATION PROCESS

The **eMOVIES** platform has new functionalities to facilitate the participation of professors in the development of COIL experiences.

1.1 New User Creation

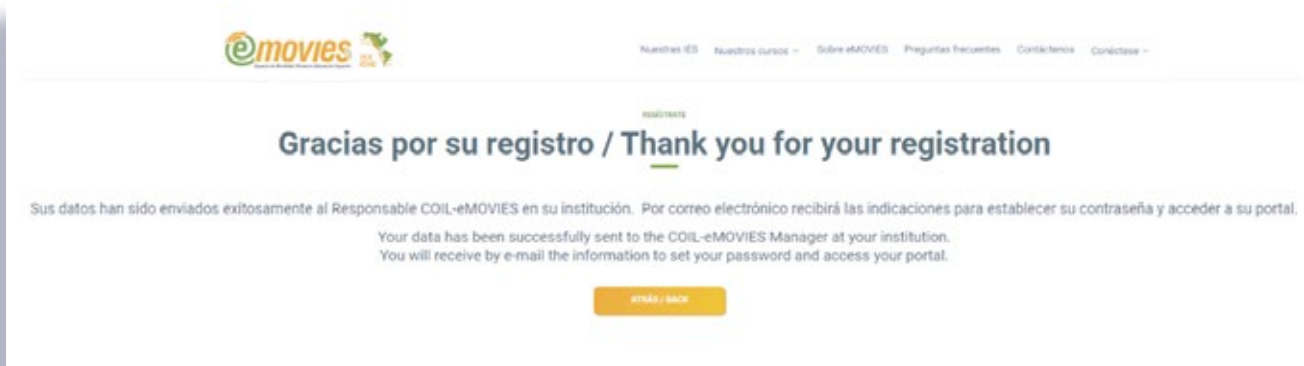
Professors should request the creation of a new user on the platform to publish the courses they wish to use for the COIL experiences with academic colleagues from other institutions and/or countries. To do this, you must fill out the registration form on the eMOVIES website: <https://emovies.oui-iohe.org/conectese-docente/>



The registration form requires the professor to provide their name and institutional contact information, and to select their institution, for verification by the COIL-eMOVIES Manager at that institution.



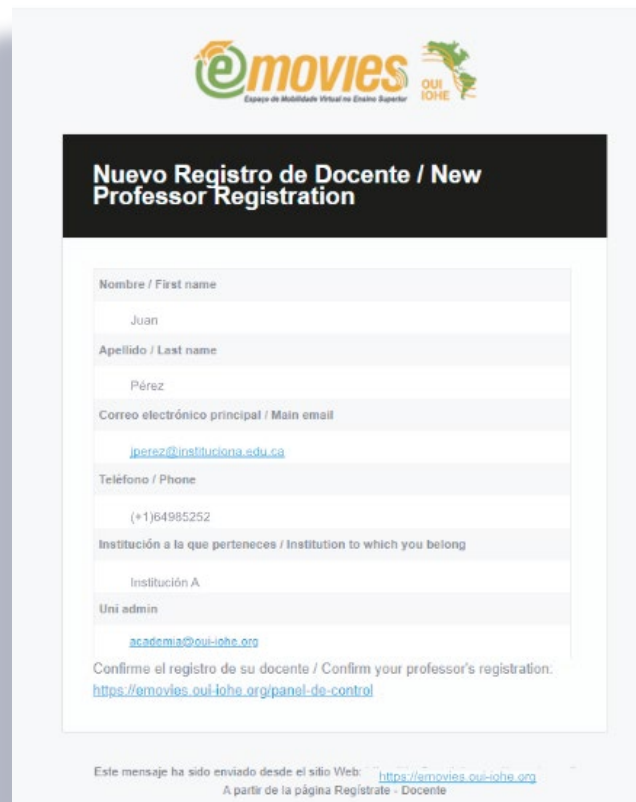
The screenshot shows the registration page for eMOVIES. At the top left is the eMOVIES logo with the text "Red de Movimiento de Innovación Educativa" and "COIL COIL". To the right is a navigation menu with links: "Nuestras IES", "Nuestros cursos", "Sobre eMOVIES", "Preguntas frecuentes", "Contáctenos", and "Conéctese". The main heading is "Solicitud de vinculación a eMOVIES / eMOVIES affiliation request" with a "REGÍSTRATE" link above it. The form is titled "Persona contacto / Contact person" and contains several input fields: "Nombre / First name" (Juan), "Apellido / Last name" (Pérez), "Introduce un email" (jperez@institucion.edu.ca), "Confirmar email" (jperez@institucion.edu), and "Teléfono / Phone" (+1)64985252. There is also a dropdown menu for "Institución a la que perteneces / Institution to which you belong" set to "Institución A". A prominent orange button at the bottom says "ENVIAR SOLICITUD / SEND REQUEST".



The screenshot shows the confirmation page after registration. At the top left is the eMOVIES logo. The navigation menu is the same as in the previous screenshot. The main heading is "Gracias por su registro / Thank you for your registration" with a "REGÍSTRATE" link above it. Below the heading, there is a message in Spanish: "Sus datos han sido enviados exitosamente al Responsable COIL-eMOVIES en su institución. Por correo electrónico recibirá las indicaciones para establecer su contraseña y acceder a su portal." and its English translation: "Your data has been successfully sent to the COIL-eMOVIES Manager at your institution. You will receive by e-mail the information to set your password and access your portal." At the bottom, there is a yellow button that says "Volver / back".

1.2 Linking the user to an institution

After the professor registers, the platform will email the registration data to the COIL-eMOVIES Manager at their institution for user validation and registration.

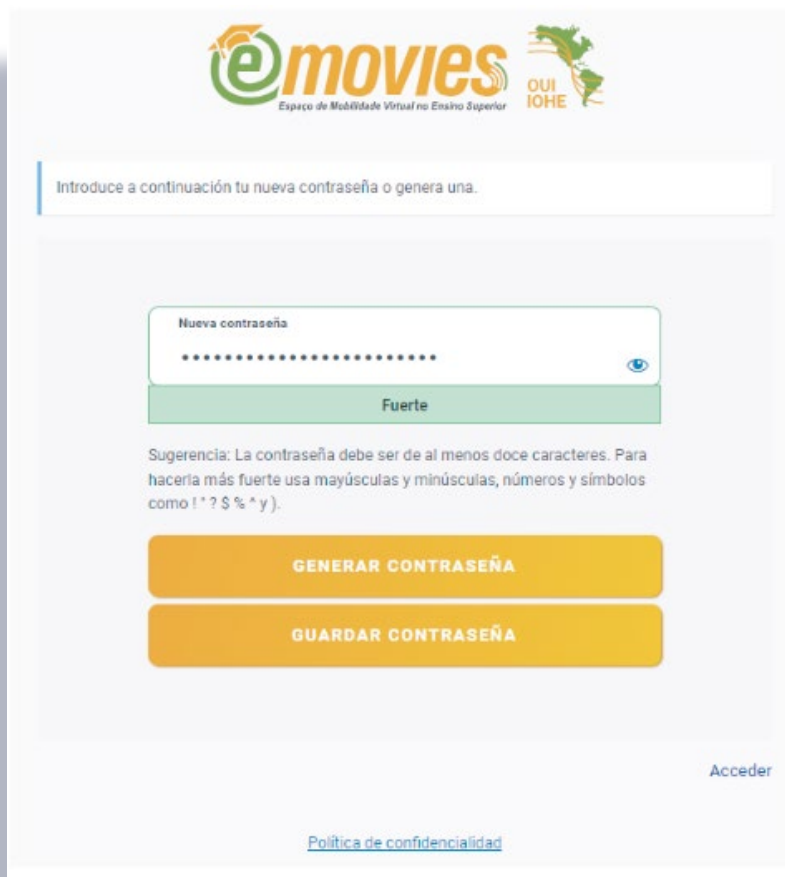
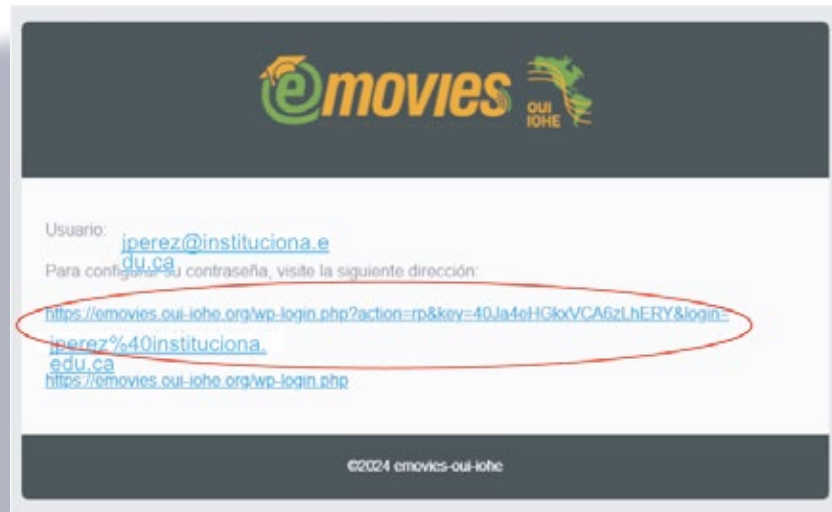


1.3 Activation of Professor's Account (User)

The COIL-eMOVIES Manager must accept the professor's request on the platform to activate their account.



Then, the professor will receive the notification by email with a password reset link to access the Professors' Portal and manage their profile on the platform.



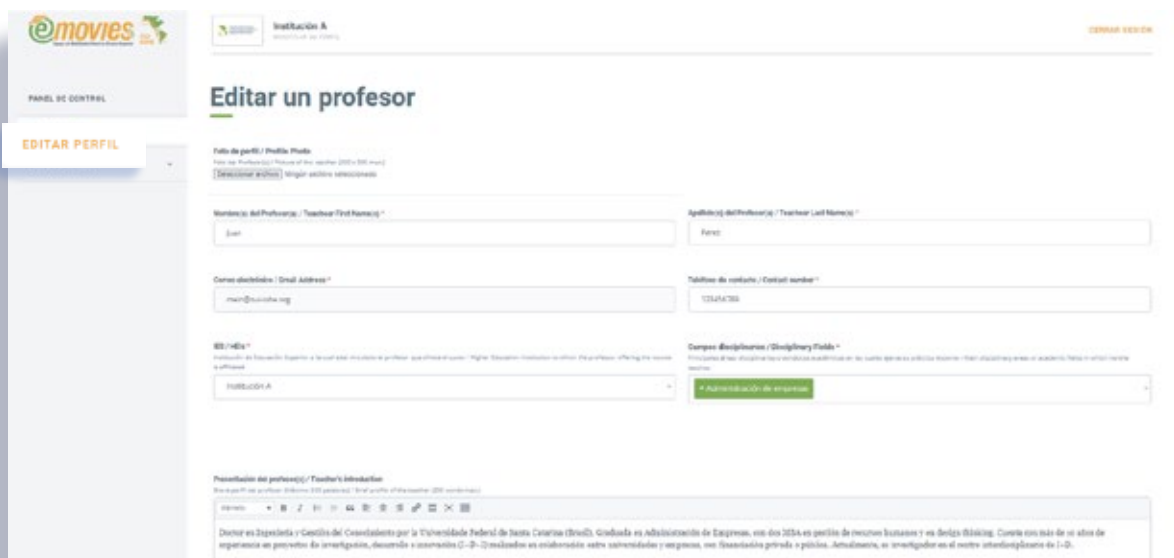


2. USING THE PROFESSORS' PORTAL

After their new user is generated and activated, the professor can manage their profile and upload their course information, enabling them to find academic COIL partners and develop joint syllabi for their classrooms.

2.1 Editing the Profile

The first time accessing the Control Panel, the professor should edit their profile by adding their photo, personal information, and contact details. This will allow colleagues to learn more about them and connect for collaboration.



2.2 Adding Courses

Professors can add courses for implementing the COIL methodology. To do this, access the “Add a course” button from the Control Panel and complete all the information requested. The course will be automatically uploaded to the COIL Program section of the eMOVIES platform.

The screenshot shows the 'Agregar un curso COIL' (Add a COIL course) form in the eMOVIES platform. The form is titled 'Agregar un curso COIL' and is part of the 'Institución A' interface. The form includes the following fields and sections:

- Título del curso / Course title ***: Programa Interamericano en Gestión de Actividades de Innovación
- Información general del curso / Course general information**:
 - HE / HEA ***: Institución de Educación Superior que ofrece el curso / Higher Education Institution offering the course: INSTITUCIÓN A
 - Campo disciplinario / Disciplinary field name ***: Campos Disciplinarios de cursos / Disciplinary Fields of the course: Otra institución y pedagógica, Administración de empresas
 - Nivel del programa / Program level**: Nivel del programa académico al cual pertenece el curso / Level of the academic program to which the course belongs: Programado/Postgrado
 - País / Country ***: País donde se encuentra la HE que ofrece el curso / Country where the HE offering the course is located: Canadá
 - Idioma / Language ***: Idioma principal en que se ofrece el curso / Main language in which the course is offered: Español/Spañol

It is especially important to fill out complete course information relevant to the COIL methodology. This includes Objectives, Learning Outcomes, Thematic Content, Topics the professor wishes to address, as well as course start and end dates, and the regular course schedule.

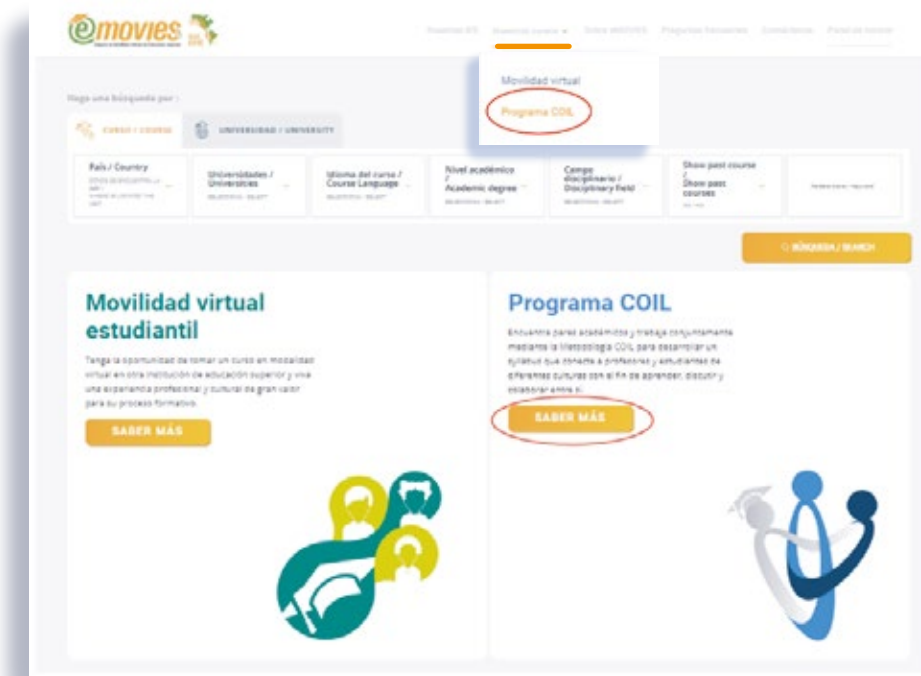
The screenshot shows the 'Información complementaria a la modalidad COIL' (Additional information related to the COIL modality) form in the eMOVIES platform. The form is titled 'Información complementaria a la modalidad COIL / Information related to the COIL program' and is part of the 'Institución A' interface. The form includes the following fields and sections:

- Definición**: [Empty text area]
- Información complementaria a la modalidad COIL / Information related to the COIL program**:
 - Profesor / Professor**: Nombre completo del profesor que impartirá el curso / Full name of the professor teaching the course: Juan Pérez
 - Objetivos o resultados de aprendizaje / Course learning goals or Outcomes**: El estudiante debe ser capaz de:
 - Utilizar la metodología de un proyecto de diseño y desarrollo de un ambiente de innovación.
 - Diagnosticar los requerimientos para la puesta en marcha de un ambiente de innovación.
 - Diseñar los elementos estratégicos fundamentales a tener en cuenta para la puesta en marcha y desarrollo de un ambiente de innovación.
 - Promover el desarrollo de una cultura de innovación.
 - Articular esfuerzos, recursos y experiencias para impulsar el desarrollo de un negocio de innovación.
 - Contenido del curso / Course content**: Breve descripción de los contenidos temáticos del curso / Brief description of the thematic content of the course:
 - Título / Title**: Ejemplo
 - Descripción / Description**: La innovación es distinta a otras una de las capacidades deseables para cualquier organización, se ha convertido en el estándar de mayor puntaje en la transformación y competitividad de nuestra sociedad. Este programa genera las competencias de los participantes para liderar y gestionar ambientes de innovación, a partir de un diagnóstico puntual, y mediante el diseño y planificación de un modelo de innovación con sus ritmos de medición económica urbana y regional.

Once the course has been added, it will be visible on the eMOVIES platform (COIL Program section).

3. BUILDING ACADEMIC PARTNERSHIPS

Any professor, whether registered on the eMOVIES platform or not, can search the platform for the courses offered by other professors for the application of the COIL Methodology.



The search for courses can be performed on the basis of five main variables: Country, University, Language, Academic level and the Disciplinary field of the course.



Professors can click on the “Learn more” button of the course they are interested in to learn more about the technical details, contact information and the academic profile of their counterpart.

Programa Interamericano en Gestión de Ambientes de Innovación

CAMPO DISCIPLINARIO / DISCIPLINARY FIELD: **Administración de empresas, Otra Educación y pedagogía** PAIS / COUNTRY: **Canada** IDIOMA / LANGUAGE: **Español/Spanish**

	lun	mar	mier	jue	vie
10:00 a 13:00					
09:00 a 13:00					

Fecha de inicio curso : 20/01/2025
Fecha de terminación : 04/04/2025

Temáticas que desearía abordar :
Internacionalización, Liderazgo Organizacional, Tecnologías de la Información.

Institución A
[VER PERFIL >](#)

Objetivos o resultados de aprendizaje [+](#)



JUAN PEREZ
mein@ou-iicha.org
123456789

Descripción
Doctor en Ingeniería y Gestión del Conocimiento por la Universidad Federal de Santa Catarina (Brasil). Graduada en Administración de Empresas, con dos MBA en gestión de recursos humanos y en design thinking. Cuenta con más de 10 años de experiencia en proyectos de investigación, desarrollo e innovación (I+D+i) realizados en colaboración entre universidades y empresas, con financiación privada o pública. Actualmente, es investigador en el centro Interdisciplinario de I+D.

¿Te interesa aplicar la metodología COIL con este curso? / Are you interested in applying the COIL methodology with this course?

Completa el siguiente formulario para informar al profesor a cargo del curso.
/ Complete the following form to inform the course teacher.

Nombre(s) completo del Docente / Teacher's full name(s)*

3.1. Establishing Contact

If you wish to establish contact with the other professor to form a COIL partnership, you must complete the required data in the application form (in the right margin), indicating your institution and the course you teach (the course must already be registered on the eMOVIES platform).

¿Te interesa aplicar la metodología COIL con este curso? / Are you interested in applying the COIL methodology with this course?

Completa el siguiente formulario para informar al profesor a cargo del curso.
/ Complete the following form to inform the course teacher.

Nombre(s) completo del Docente / Teacher's full name(s)*

Correo electrónico / Email Address*

Teléfono de contacto / Contact number

Teléfono o WhatsApp de contacto del profesor interesado, incluyendo prefijo telefónico o WhatsApp of the interested teacher, including country code.

Institución a la que perteneces / Institution to which you belong*

Selecciona la institución a la cual estás vinculada como profesor / Select the institution to which you are linked as a teacher.

Curso / Course*

Curso que impartes y en el cual te interesa desarrollar una experiencia COIL con esta contraparte / Course you teach and in which you are interested in developing a COIL experience with this counterpart.

ENVIAR SOLICITUD

¿Necesitas ayuda? / Need assistance?
emovies@oui-iohe.org

This form will notify both the Requesting Professor (Professor A) and the Addressed Professor (Professor B), as well as the coordinators of the COIL-eMOVIES program at both institutions.

3.2. Notifications

The sending of the above form will automatically notify both the requesting professors (Professor A) and the teacher to whom the request is addressed (Professor B), as well as the COIL-eMOVIES managers at each of the institutions.

Notification to Professor A



Aplicación a modalidad COIL para el curso / Application to COIL exchange for the course Programa Interamericano en Gestión de Ambientes de Innovación

Hemos registrado su aplicación para la modalidad COIL en base al curso / We have registered your application for the COIL methodology based on the course [Programa Interamericano en Gestión de Ambientes de Innovación](#).

El profesor a cargo del mismo se comunicará con usted para continuar el proceso / The professor in charge of the course will contact you to continue the process.

La coordinación del Programa COIL-eMOVIES le notificará las fechas e indicaciones para participar en las sesiones de orientación / The COIL-eMOVIES manager will notify you of the schedule and indications to participate in the orientation sessions.

Cordialmente / Cordially

Administrador/Manager COIL-eMOVIES

Más información del Programa COIL-eMOVIES en el siguiente [enlace](#).

More information about the COIL-eMOVIES Program at this [link](#).

Este mensaje ha sido enviado desde el sitio Web: <https://emovies.oui-iohe.org>
A partir de la página Programa Interamericano en Gestión de Ambientes de Innovación

Notification to Professor B



Nueva solicitud de intercambio COIL para / New COIL exchange application for Programa Interamericano en Gestión de Ambientes de Innovación

Ha recibido una solicitud de intercambio COIL por su curso / You have received a COIL exchange request for your course [Programa Interamericano en Gestión de Ambientes de Innovación](#).

Por parte del profesor / From the following teacher

Nombre del profesor / Teacher's name: Prueba usuario

e-mail: sdq@oui-iohe.org

Teléfono / Phone :1234679

Institución / Institution: [Institución B](#)

Curso que ofrece / Course offered: [Programa Interamericano en Gestión de Ambientes de Innovación](#)

Por favor confirme al profesor solicitante su interés en establecer una colaboración para implementar la metodología COIL / Please confirm to the requesting teacher your interest in establishing a collaboration to implement the COIL methodology.

La coordinación del Programa COIL-eMOVIES le notificará las fechas e indicaciones para participar en las sesiones de orientación / The COIL-eMOVIES manager will notify you of the schedule and indications to participate in the orientation sessions.

Cordialmente / Cordially

Administrador/Manager COIL-eMOVIES

Más información del Programa COIL-eMOVIES en el siguiente [enlace](#)

More information about the COIL-eMOVIES Program at this [link](#).

Este mensaje ha sido enviado desde el sitio Web: <https://emovies.oui-iohe.org>
A partir de la página Programa Interamericano en Gestión de Ambientes de Innovación

Notification to the COIL-eMOVIES Managers



Nueva Solicitud COIL-eMOVIES / New application COIL-eMOVIES

Prueba usuario de la Institución de Educación Superior (IES) **Institución B** desea formar un par académico para implementar la metodología COIL con el curso [Programa Interamericano de Formación en Gestión de Ambientes de Innovación](#).

Prueba usuario from the Higher Education Institution (HEI) **Institución B** would like to form an academic pair to implement the COIL methodology with the course [Programa Interamericano de Formación en Gestión de Ambientes de Innovación](#).

IES solicitante / Requesting HEI:

- Nombre del docente / Teacher's Name: Prueba usuario
- Correo electrónico / e-mail: micorreo@correo.com
- Contacto / Contact number: 45692
- Curso / Course offered: [Internacionalización de la investigación y la vinculación](#)
- Institución / Institution: **Institución B**
- País / Country: Canada
- Responsable eMOVIES en la Institución / eMOVIES Manager at the Institution:
 - Nombre / Name: Fernando Daniels
 - Correo electrónico / e-mail: academia@oui-iohe.org
 - Contacto / Contact: 4387630367

IES destinataria / Target HEI:

- Nombre del docente / Teacher's Name: Aura Monsalve
- Correo electrónico / e-mail: academia@oui-iohe.org
- Contacto / Contact number: 3206459878
- Curso / Course offered: [Programa Interamericano de Formación en Gestión de Ambientes de Innovación](#)
- Institución / Institution: **Institución A**
- País / Country: Canada
- Responsable eMOVIES en la Institución / eMOVIES Manager at the Institution:
 - Nombre / Name: Juan Pérez
 - Correo electrónico / e-mail: emovies@oui-iohe.org
 - Contacto / Contact: 4383212079

Nota importante:

La persona responsable de COIL-eMOVIES en la institución destinataria debe:

1. Confirmar con el/la docente del curso su interés en establecer la colaboración académica para una experiencia COIL con la institución/docente solicitante.
2. Informar, a través del Panel de Control de la plataforma eMOVIES, la aceptación o rechazo de dicha solicitud.

La coordinación del programa eMOVIES en la OUI enviará las indicaciones a seguir.

Puede consultar la información del Programa COIL-eMOVIES en el siguiente [enlace](#).

Important note:

The COIL-eMOVIES manager at the target institution must:

1. Verify with the teacher his/her interest in establishing this academic collaboration for a COIL experience.
2. Confirm through the Control Panel of the eMOVIES platform, the acceptance or rejection of such a request.

The eMOVIES coordinator at the IOHE will send the indications to follow.

For more information on the COIL-eMOVIES Program, please click on the following [link](#).

Professors should contact one another, either by e-mail or telephone, in order to establish contact and confirm their interest in working together for implementing a COIL experience. If so, they must notify their respective COIL-eMOVIES institutional manager to coordinate next steps.

4. TRAINING AND SUPPORT FOR THE DEVELOPMENT OF COIL EXPERIENCES

Involved professors will be invited to the program's training sessions providing instruction and support for the design and implementation of educational interventions with the COIL methodology.

Interested HEIs may also request advisory and coaching services from an expert specialized in the COIL methodology to individually support the projects in which their professors participate. This service provides tailored support during the different stages of development of the educational proposal (design, implementation of the joint syllabus, and evaluation of the experience). The individualized COIL advisory service costs \$250 USD per project and includes an average duration of 8-10 hours of consulting through synchronous virtual meetings. For more information please contact:

emovies@oui-iohe.org



emovies@oui-iohe.org