How to contribute to Teaching & Learning with CIVICA

Turning academic resources into interactive learning experiences

Bring a teaching or learning resource to CIVICA – The European University of Social Sciences, either by submitting it or by building it yourself.

Teaching & Learning with CIVICA publishes teaching and learning resources as accessible web resources. Interactive tools, videos, podcasts and static guides are all welcome. On either route, you remain the author, you approve every change, and the finished resource is published in the same place on the platform.

Choose your route

	Option 1: Submit your material	Option 2: Build it with the skill
Who builds it	The editorial team	You, in your own Claude account
Best for	Any format, and colleagues who prefer not to build anything themselves	Interactive resources, for colleagues who want to work hands-on
You provide	Your material, a short brief and the catalogue details	Your material, and the finished file
Claude account	Not needed	Needed. Any plan works, including the free plan

Before you start

Have three things ready, whichever route you choose:

- **Your material.** A document, slide deck, workshop notes, handout, reading list, video, audio recording or existing web page.
- **Your audience.** Students or staff.
- **Your catalogue details.** Author name, institution, publication date and licence.

Option 1: Submit your material

The editorial team prepares the resource for the platform. Interactive resources are built using Claude and the *CIVICA Learning Object skill*; videos, podcasts and guides are published in their own format.

1. **Send the material and details.** Email teaching&learning@civica.eu with your material and catalogue details.
2. **Describe how it should work.** State the audience, what users should be able to do with the resource, and, for interactive resources, any preferred interaction, such as self-check, a step-by-step guide or an interactive map.
3. **Review the draft.** The editorial team returns the interactive version with a list of any changes or additions that need your approval.
4. **Approve it.** Once you give the go-ahead, the resource is published on the platform.

Option 2: Build it with the skill

For interactive resources, request the *CIVICA Learning Object skill* and create the resource in your own Claude account. Skills work on every Claude plan, including the free plan..

1. **Request the skill.** Email teaching&learning@civica.eu. The editorial team sends it as a file.
2. **Install it in Claude.** Go to Customize › Skills, select "+", choose "Create skill", then "Upload a skill", and upload the file. Make sure file creation is switched on under Settings › Capabilities. On Team or Enterprise plans, your organisation's administrator may need to enable skills first.
3. **Share your material.** Start a new chat, attach your resource and ask, for example: "Turn this handout into an interactive learning object for CIVICA."
4. **Follow the skill's guidance.** It asks for the author, institution, date, licence and audience, suggests an interaction that fits your content, builds the resource and checks it for accessibility.
5. **Send the result.** The output is a single HTML file and a list of any points that still need your approval. Email the file to teaching&learning@civica.eu.

What happens next

On both routes, the editorial team takes care of hosting and publication. Bring the material; the rest is handled.

Questions

Contact the editorial team at teaching&learning@civica.eu.

About the platform

Teaching & Learning with CIVICA was developed by an editorial team of Mina Sotiriou (European University Institute), Maria Uttenthal and Jose Nuñez (Hertie School). It currently builds on a collaboration between the two institutions and is open to all ten CIVICA universities.

About CIVICA

CIVICA – The European University of Social Sciences brings together ten leading European higher education institutions in the social sciences, humanities, business management and public policy: Bocconi University, Central European University, the European University Institute, the Hertie School, IE University, the National University of Political Studies and Public Administration (SNSPA), Sciences Po, SGH Warsaw School of Economics, the Stockholm School of Economics and The London School of Economics and Political Science. More than 72,000 students and doctoral researchers and 13,000 academic staff are building an inter-university campus that provides joint and long-lasting opportunities in teaching, research and innovative learning.