



MOODLE USER GUIDE



Co-funded by the
Erasmus+ Programme
of the European Union



Erasmus+



ERASMUS+ Programme

Key Action 2 | Call 2016

Cooperation for Innovation and the Exchange of Good Practices

Sector Skills Alliances for the Design and Delivery of VET

Project number:

575829-EPP-1-2016-ES-EPPKA2-SSA

Partnership:

- Fundación Laboral de la Construcción (FLC). Spain
- Confederación Nacional de la Construcción (CNC). Spain
- Institut de Robòtica i de Tecnologies de la Informació i de les Comunicacions (IRTC). Spain.
- Associazione Nazionale de Costruttori Edili (ANCE). Italy
- Ente per la Formazione e l'addestramento professionale nell'edilizia (FORMEDIL). Italy
- Centro de Formação Profissional da Indústria da Construção Civil e Obras Públicas do Sul (CENFIC). Portugal
- National Laboratory of Energy and Geology (LNEG). Portugal
- Centre for Renewable Energy Sources and Saving (CRES). Greece
- The Small Enterprises' Institute of the Hellenic Confederation of Professionals, Craftsmen and Merchants (IME GSEVEE). Greece
- The Gozo Business Chamber (GBC). Malta
- Malta Intelligent Energy Management Agency (MIEMA). Malta

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

TABLE OF CONTENTS

1	LOGIN AND REGISTRATION	1
2	LIST OF COURSES (HOW TO NAVIGATE)	2
3	INSIDE A COURSE	3
4	UNITS	3
5	BOOKS (CONTENT OF THE UNIT)	4
6	ACTIVITIES/EXERCISES	5
7	EXAMS	6
8	GLOSSARY.....	8
9	MANUAL	9

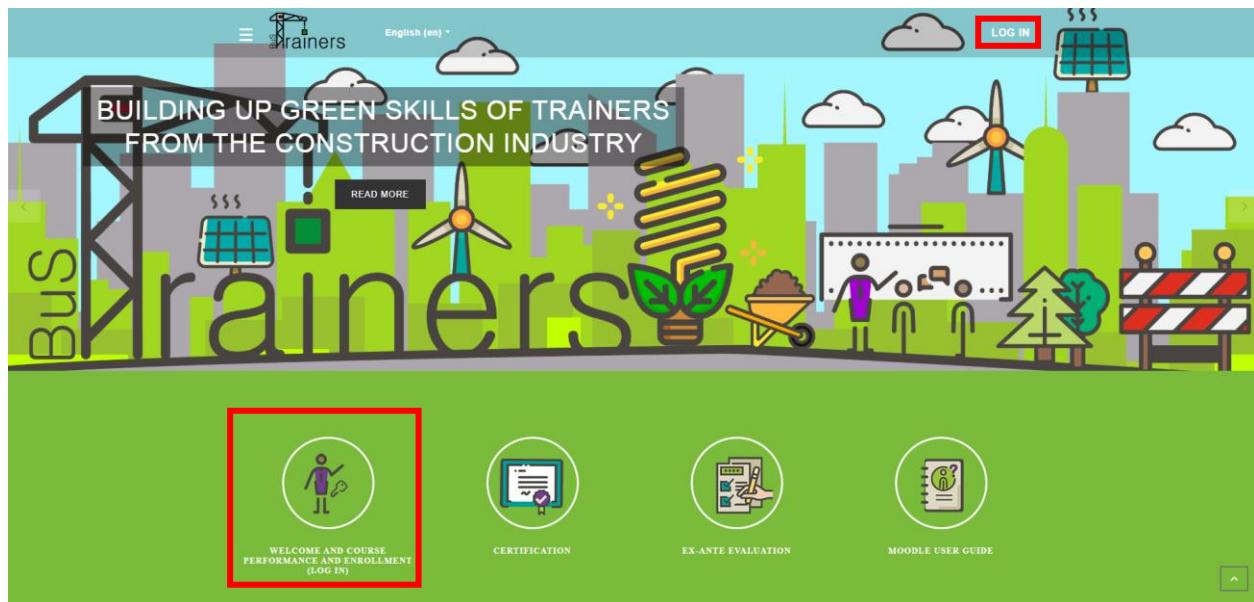
Eco Trainer course

Moodle User Guide

1 Login and registration

In the main screen of <http://formacion.ecotrainers.eu/moodle> we can find the Log in button in the upper right part of the screen.

For registration instructions we advise to read the Login and enrollment guide that will explain the whole process of registration, ex-ante evaluation and courses enrollment. This guide can be found in the first icon to the left under the header image.



The BuS.Trainers course consists of a total of 200 hours through eight training modules, of 25 hours each.

1. Sustainable Construction.
2. Certification and labelling.
3. Materials.
4. Deconstruction.
5. Energy efficiency.
6. Renewable energies.
7. Life cycle.
8. Pedagogy.

You can do the complete course, or only the modules you are interested in, or either those that the system recommends you to go through after the *ex-ante assessment*. As this training course is addressed to trainers, the Module 8 Pedagogy is mandatory. This module will provide you with competences and useful resources for your training activity.

List of courses (how to navigate)

The realization of this course allows for the accreditation of competencies through the **Eco-Trainer certification**, granted for specific learning experience acquired through the course or previous learning, and endorsed by the entities participating in this project.

2 List of courses (how to navigate)

Once you log in (supposing you have already done the Ex-ante evaluation and enrolled to the course or courses indicated), you'll find yourself in the Dashboard.

On the left part of the screen there's a navigation menu that will take you to any of the courses you have enrolled in. This menu can be hidden with the X at the top of the page, left of the BusTrainers logo. If the menu is hidden there will be a sandwich icon (three horizontal lines), and pressing it the navigation menu will show up again.

The screenshot shows the Moodle dashboard for a user named "Test USER". On the left, a red box highlights the navigation menu, which includes links to Dashboard, Site home, Calendar, Private files, My courses (with sub-options 1. Sustainable Construction, 2. Certification and Labelling, 3. Materials, 4. Deconstruction, 5. Energy efficiency, 6. Renewables, 7. Life Cycle Analysis, 8. Pedagogy, Global glossary, and Certification), and More... At the top right, there are icons for a red X, the BusTrainers logo, language selection (English en), and notifications. The main content area displays "Recently Accessed Courses" with three cards: 1: Sustainable Construction, 6: Renewables, and 4: Deconstruction. Below this is the "Course Overview" section, which shows a grid of course cards: 1: Sustainable Construction, 2: Certification and Labelling, and 3: Materials. Each card features a small preview image of a cityscape with greenery and buildings.

We can also access the courses using the images of the "Recent Accessed Courses" or "Course Overview" sections.

3 Inside a course

Once we have accessed a course first of all we will see the general part, with an introduction text and video, followed by a fact sheet file. We can watch the video just clicking on it. The same applies to the fact sheet file. After completing the course successfully, the certificate will be available for download in this section too (under the fact sheet file).

As we can see, the left navigation menu now is different as it was in the Dashboard page.

We can now see the different sections of the course: General, Units, Glossary and Manual.

The screenshot shows the Moodle course interface. On the left, there is a vertical navigation menu with the following items:

- Participants
- Grades
- General
- Unit 1: Environmental Labelling
- Unit 2: Energy Labelling
- Unit 3: Sustainable Building Certification Systems
- Glossary
- Manual
- Dashboard
- Site home
- Calendar

The "2. Certification and Labelling" module is highlighted with a red box around its title and the entire list of contents. To the right of the menu, the main content area displays the following information:

2: Certification and Labelling

Dashboard » My courses » 2. Certification and Labelling

The aim of this module is to inform trainees about environmental labelling and why it is useful in the construction industry. Labelling, in particular in relation to Energy Performance Certificates according to the Energy Performance of Buildings Directive, is included. Sustainability performance of buildings and other certifications related to sustainability of buildings are also included.

A video player titled "Module 2 - Video Introduction" is shown, featuring three cartoon characters (two men and one woman) in a meeting room. A play button icon is visible in the center of the video frame. Below the video, there is a "Fact Sheet" link.

4 Units

Each course has 3 units (except 8. Pedagogy that has 8 units), that share a common structure:

- Title
- Description
- Objectives of the learning unit
- Book (content of the unit)
- Activities/Exercises (only when needed)
- Exam

Books (content of the unit)

Unit 1: Environmental Labelling

The content of this unit refers to the environmental labelling and why it is useful in the construction environment labels exist in the market. Specific attention is given to the European Eco-label and t

Objectives of the learning unit

1. Knowledge about European environmental labelling schemes
2. Differentiate between the diverse type of ecological labelling
3. Highlight those aspects which are more relevant for the construction industry
4. Understand what are the purposes of environmental labelling



Unit 1



Exam 1

5 Books (content of the unit)

Inside the books we will find all the content of the unit. Books not only have text, they also have images, videos, links and virtual reality content.

To navigate through *Books* we can use the table of contents, located on the right of the screen. There are sections and subsections, as shown in the image below, and clicking in any of them you'll go to the section or subsection selected. You can also use the arrows in the upper or lower part of the page to the right.

UNIT 1

1. Introduction to European Environmental Labelling Schemes

The eco-label is a label awarded to certain products which, according to a set of criteria, are considered to have a lower environmental impact than other products in the same category.

The International Organization for Standardization, ISO, has designed three standards to define the different types of eco-labels. They are the family of ISO 14020 Standards:

- ISO 14020. Ecological labels and environmental declarations. General principles.
- ISO 14021. Type II eco-labelling.
- ISO 14024. Type I eco-labelling.
- ISO 14025. Type III eco-labelling.

There are also other types of labels derived from the regulations, such as the ecolabel of the European Union Ecolabel.

[◀ Fact Sheet](#) [Jump to...](#) [▶](#)

Table Of Contents

- 1. Introduction to European Environmental Labelling Schemes
 - 1.1. Ecological Labelling Type I
 - 1.2. Ecological Labelling Type II
 - 1.3. Ecological Labelling Type III
- 2. The European Eco-label
 - 2.1. Its main characteristics
 - 2.2. The European Commission currently awards the label to the following product categories:
- 3. Environmental Product Declarations
 - 3.1. Currently there are Environmental Product Declarations of the following categories:
 - 3.2. Sectoral Environmental Product Declarations:
- 4. Summary
- 5. Bibliography and References
- 6. Videos

6 Activities/Exercises

Activities or exercises usually have a file where you can find read what the activity or exercise consists of. This file is found under the name of the activity, and usually it's a PDF file.

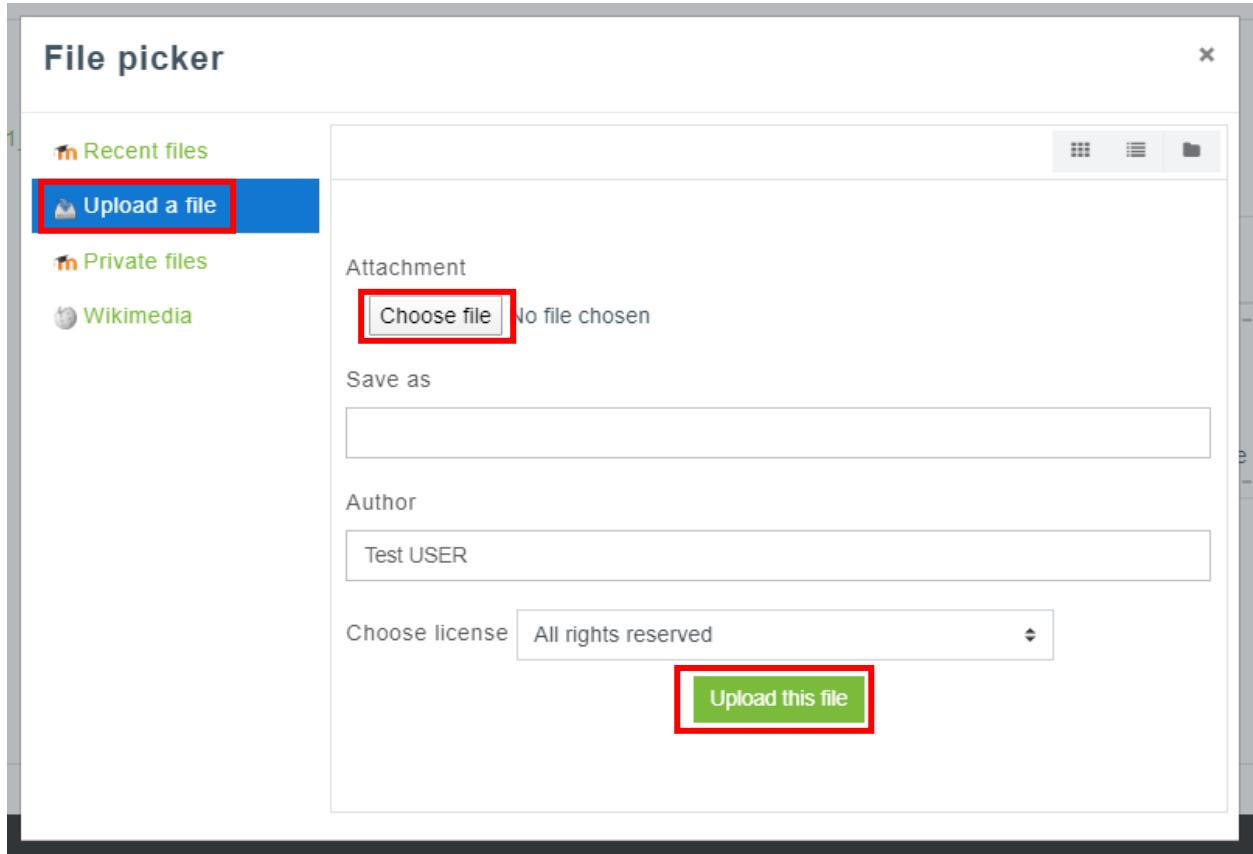
After reading and doing the activity or exercise we have to upload it by pressing the "Add submission" button.

The screenshot shows the 'WORK ACTIVITY 1' page. At the top, there is a red box around the file 'Module 3_activity learning unit 1_EN.pdf'. Below it, the 'Submission status' section shows 'No attempt' and 'Not graded'. A red box highlights the 'Add submission' button at the bottom right. A message below the button says 'You have not made a submission yet'.

After clicking the "Add submission" button the screen will change and we can choose now if we want to drag and drop the files directly in the blue arrow area saying it to upload them, or we can use the traditional browsing upload by clicking on the file button in the upper left corner of the drag and drop rectangle. In any of both cases, after the file is uploaded and showing there, we have to press the "Save changes" green button.

The screenshot shows the file upload interface. It includes a 'Files' section with a 'Save changes' button (highlighted with a red box) and a 'Cancel' button. Above the 'Save changes' button is a red box around the file icons. Below the 'Save changes' button is a red box around a dashed area with a blue arrow pointing down, containing the text 'You can drag and drop files here to add them'.

If we select the traditional browsing upload button another screen will pop up. First of all, we need to select on the left side “Upload a file”. Then, we should press the “Choose file” button, which will open our computer browser in order to look for the file we want to upload. Once we select it and we see the file name next to the “Choose file” button, we only need to press the green button “Upload this file”.



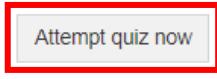
7 Exams

The first screen we will see in the exam section will be an informative panel, with the number of attempts allowed and the grading method used. We only need to click on the “Attempt quiz now” button to start the exam.

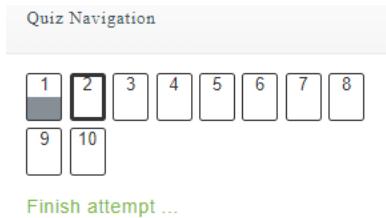
EXAM 1

Attempts allowed: 3

Grading method: Last attempt

 Attempt quiz now

Once the exam starts we have 30 minutes to finish it. In the exam screen we can see on the right part of the screen the “Quiz Navigation” showing how many questions there are, which of them are already answered (showing a grey rectangle under the number) and which of them we are currently seeing (with the frame in bold).



On the left part of the screen we have information about the question, its number, if it has been answered or not before, and how many points does it count for the final mark if correct.

In the center of the screen we can see the question above and the possible answers we can select. To select any of them we have to click on the circle on the left of the answer.

To go to the next page, we can use the “Next page” button or click on the next page in the Quiz Navigation area (on the right).

Question 2
 Not yet answered
 Marked out of 1.00
 Flag question

Type II Eco Labels are:

Select one:

a. Statements, symbols, or graphics that describe environmental characteristics of the product. These are declarations made by a qualified third party.

b. None of the above

c. Statements, symbols, or graphics that describe environmental characteristics of the product. These are self-declarations made by the manufacturers themselves.

[Previous page](#) Next page

To finish the exam, we can use the “Finish attempt...” text in the Quiz Navigation area or, if we are in the last question of the exam, a “Finish attempt...” button will show up where usually we have the “Next page” button.

nd consistency and appropriateness of

profile and consistency and appropriateness of

profile and consistency and appropriateness of

Quiz Navigation

1	2	3	4	5	6	7	8
9	10						

Finish attempt ...

[Previous page](#) Finish attempt ...

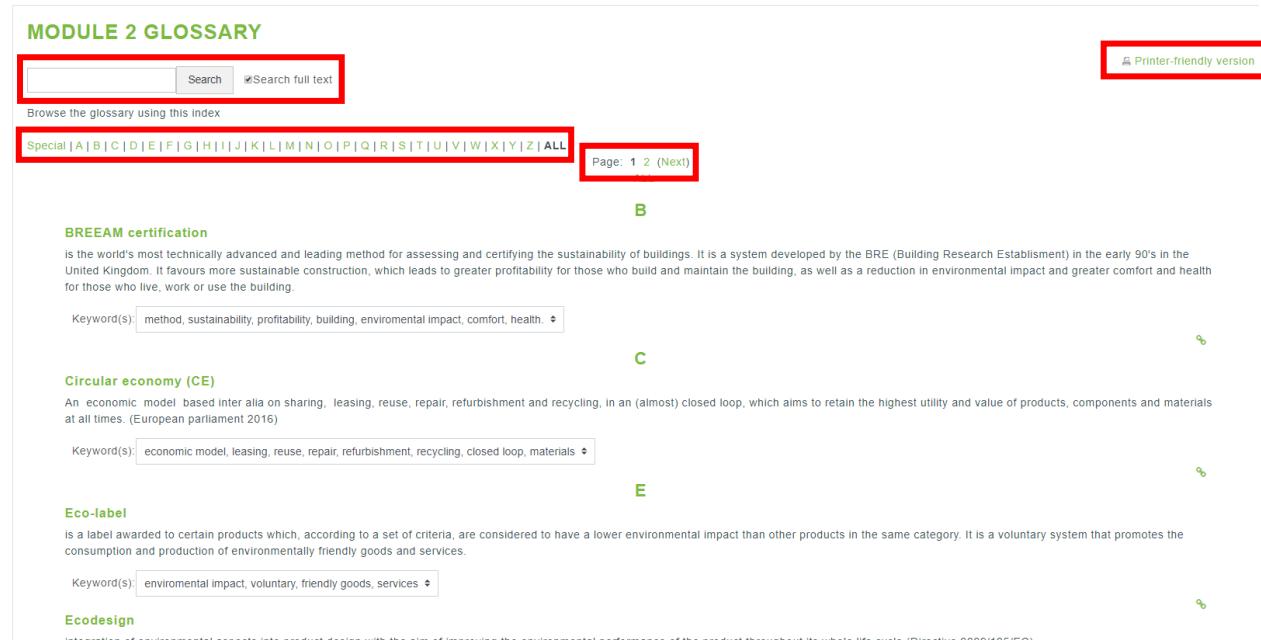
8 Glossary

In the glossary section we will find definitions for lots of words and concepts related to the course.

We can use the searching bar to look for a specific word or concept, or use the letter index to check all the entries starting with that letter.

By default, when we arrive to this section we are seeing all the entries in the glossary, and probably they'll have more than one page. To move through pages, we can use "Next" and "Previous" or click directly in the page numbers.

If we would like a printer-friendly version of the glossary we can generate it going to the upper right corner option for it.



MODULE 2 GLOSSARY

Search Search full text [Printer-friendly version](#)

Browse the glossary using this index

[Special](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

Page: 1 2 [\(Next\)](#)

B

BREEAM certification
is the world's most technically advanced and leading method for assessing and certifying the sustainability of buildings. It is a system developed by the BRE (Building Research Establishment) in the early 90's in the United Kingdom. It favours more sustainable construction, which leads to greater profitability for those who build and maintain the building, as well as a reduction in environmental impact and greater comfort and health for those who live, work or use the building.

Keyword(s): [method](#), [sustainability](#), [profitability](#), [building](#), [environmental impact](#), [comfort](#), [health](#)

C

Circular economy (CE)
An economic model based inter alia on sharing, leasing, reuse, repair, refurbishment and recycling, in an (almost) closed loop, which aims to retain the highest utility and value of products, components and materials at all times. (European parliament 2016)

Keyword(s): [economic model](#), [leasing](#), [reuse](#), [repair](#), [refurbishment](#), [recycling](#), [closed loop](#), [materials](#)

E

Eco-label
is a label awarded to certain products which, according to a set of criteria, are considered to have a lower environmental impact than other products in the same category. It is a voluntary system that promotes the consumption and production of environmentally friendly goods and services.

Keyword(s): [environmental impact](#), [voluntary](#), [friendly goods](#), [services](#)

Ecodesign
Integration of environmental aspects into product design with the aim of improving the environmental performance of the product throughout its whole life cycle (Directive 2009/125/EC)

9 Manual

The manual is a PDF file with the whole content of the course that can be read or download just by clicking on the file, the same as with the Fact sheet file in the General section.

Manual



Manual

Leader:



FUNDACIÓN LABORAL DE LA CONSTRUCCIÓN (FLC).
Spain

Partners:



CONFEDERACIÓN NACIONAL DE LA CONSTRUCCIÓN (CNC). Spain



INSTITUT DE ROBÒTICA I DE TECNOLOGIES DE LA INFORMACIÓ I DE LES COMUNICACIONS (IRTIC).
Spain



ASSOCIAZIONE NAZIONALE DE COSTRUTTORI EDILI (ANCE). Italy



ENTE PER LA FORMAZIONE E L'ADDESTRAMENTO PROFESSIONALE NELL'EDILIZIA (FORMEDIL). Italy



CENTRO DE FORMAÇÃO PROFISSIONAL DA INDÚSTRIA DA CONSTRUÇÃO CIVIL E OBRAS PÚBLICAS DO SUL (CENFIC). Portugal



NATIONAL LABORATORY OF ENERGY AND GEOLOGY (LNEG). Portugal



CENTRE FOR RENEWABLE ENERGY SOURCES AND SAVING (CRES). Greece



THE SMALL ENTERPRISES' INSTITUTE OF THE HELLENIC CONFEDERATION OF PROFESSIONALS, CRAFTSMEN AND MERCHANTS (IME GSEVEE).
Greece



MALTA INTELLIGENT ENERGY MANAGEMENT AGENCY (MIEMA). Malta



THE GOZO BUSINESS CHAMBER (GBC). Malta



<http://www.ecotrainers.eu>

<http://www.fundacionlaboral.org/en/projects/training-tools/bustrainers-2016-2019>