

ICCEE

Improving Cold Chain Energy Efficiency
in food and beverage sector

Grant Agreement N° 847040



E-learning training course E-learning concept

Register and platform use manual (User Manual) Public

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Legal notice:



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Introduction

The training actions prepared and delivered in ICCEE project are aimed at providing capacity building to a broader audience than those ones attending the face to face actions, as professionals with different backgrounds, professionals coming from countries not participating in the project, etc.

Thus, this e-learning course has been developed to be accessible by anyone interested in food and beverage cold supply chains, using similar materials than ICCEE face to face trainings and including additional contents. The platform selected for the e-learning has been Moodle as it provides several advantages versus other platforms, as the possibility to use mobile devices as smartphones or tablets.

In order to assure the quality of the e-learning training course, the following considerations were prioritized:

- High quality contents prepared by experts, using the information from to the face-to-face ICCEE trainings
- Easy access to the e-learning by users, considering both the register process and the easiness of the Moodle platform and a customized design
- Training materials prepared in several European languages, including English, to attract users from all around Europe and beyond
- Use of a knowledge test to be completed after using the e-learning materials to allow the user checking if the contents were understood and assimilated correctly
- Use of a quality check questionnaire for the continuous improve of the e-learning platform
- Pre-validation of the training (beta test) was executed before massive publication of the e-learning, including a limited number of users



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Training contents

The ICCEE e-learning includes the following contents:

1. A set of materials with key information of food and beverage cold supply chains that constitute the “Main Course” and that should be read by the user. These materials include the following topics:
 - ICCEE project description
 - Energy efficiency issues
 - Energy performance indicators
 - Energy Management System based on ISO50001 and Measurement and Verification (IPMVP)
 - Energy saving opportunities in the complete cold chain
 - Financial analysis and funding opportunities
 - LCA and LCC
 - Non-Energy Benefits (NEBs) and behavioural aspects
 - ICCEE tool introduction
2. A set of secondary materials which provide additional information to the user and recommended to be used, but not mandatory
3. A Forum where users can include their questions, doubts or comments
4. A “Final Test” to be completed by the user when finalizing the use of the previous contents, to check the knowledge acquired
5. A “Quality Test” to be completed by the user to provide feedback on the e-learning platform and which allow us to improve the training (We appreciate if you could complete also this one)



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How to complete the e-learning

The training course might take 8 to 20 hours overall depending on your previous knowledge and experience, but in any case, the platform will be opened for a longer period so you can take your time to complete it.

The way to complete this e-learning is simple. You should read and understand the comprehensive materials uploaded in the “Main Course” section and, if wished, complete your knowledge with the secondary materials (help).

There is an open Forum where you can set your questions or comments and other users (our ourselves) could answer them. Please, take note we cannot check all the data included in the Forum and we are not liable for any information, suggestion or comment of any kind included. Nonetheless, we will check it frequently to avoid its wrong use and delete any offensive content. Please inform us if you detect any inappropriate post.

Once you have read the contents, please complete the “Final Test” so you can check if the training was understood and learned, or maybe if you would need a second read.

Finally, please complete the “Quality Test”, which will allow us to solve any potential mistake or improve the e-learning with your support. We appreciate your time in completing this Quality Test.



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Let's start! Self-registration process

1.1 Browsers and software needed

- According to https://docs.moodle.org/dev/Moodle_3.7_release_notes Moodle is compatible with any standards compliant web browser:
 - Desktop: Chrome, Firefox, Safari, Edge, Internet Explorer
 - Mobile: Mobile Safari, Google Chrome
- Trainees should have installed Acrobat Reader for PDF documents and Office (Word, Excel, PowerPoint),
- Connection to Internet is needed to download the training contents and filling the forms (tests).

1.2 First part: Registering in MOODLE Platform

1. Go to <https://iccee.eu/e-module/> and click on: "Access to the E-learning modules". You will access to the learning managing organization Moodle website (<http://escansa.org/?lang=en>) . Please, note that e-learning final contents are scheduled to be ready by Summer 2020.

The screenshot shows the ICCEE website interface. At the top, there is a navigation bar with the ICCEE logo and a menu with links: Home, Overview, Resources, Join Us, Publications, News & Events, and Contact Us. Below the navigation bar, the main content area features a large banner with the text "E-MODULE" on the left and "YOU ARE HERE: HOMEPAGE > E-MODULE" on the right. A red arrow points from the top right towards the "E-MODULE" text in the banner. Below the banner, the text "E-module" is visible. The page is decorated with horizontal lines in blue, green, and red at the bottom.



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2. Press the “**ICCEE**” course you would like to join

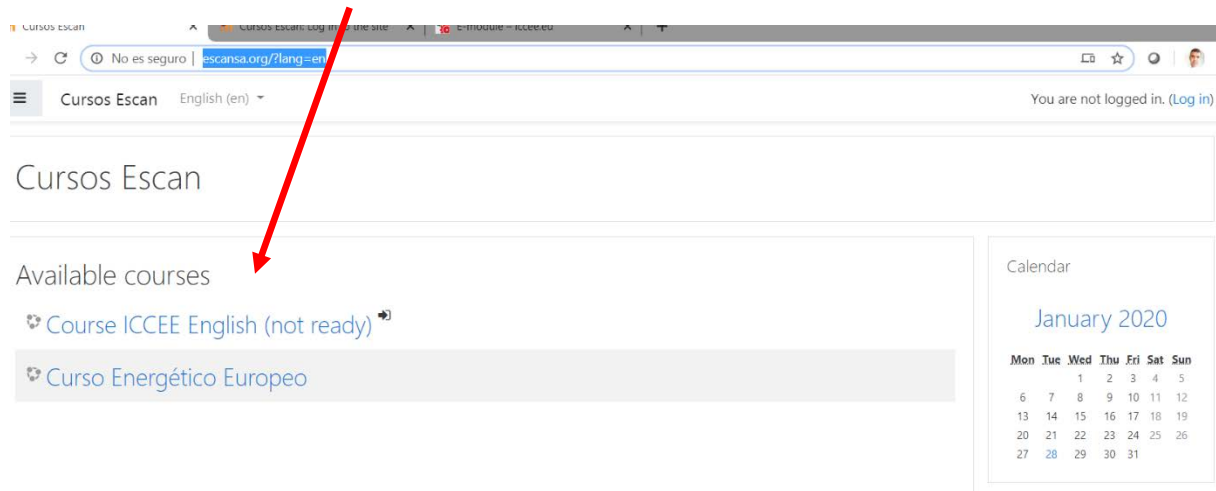


Figure 1 – Access to ICCEE e-learning

Press “**Create new account**” or “**Log in**” with your username and password if you already have a Moodle account

The screenshot shows the Moodle login page. It features a login form with fields for 'Username' and 'Password', a 'Remember username' checkbox, and a 'Log in' button. To the right of the form, there are links for 'Forgotten your username or password?' and a note that 'Cookies must be enabled in your browser'. Below the login form, there is a section titled 'Is this your first time here?' with the text 'For full access to this site, you first need to create an account.' and a 'Create new account' button highlighted with a red box. A 'Log in as a guest' button is also visible.

Figure 2 – Login

- Fill in with your personal details, then press “**create my new account**”

New account ▼ Collapse all

▼ Choose your username and password

Username !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

Password !

▼ More details

Email address !

Email (again) !

First name !

Surname !

City/town ✳

Country ✳

-Add code of your country at the beginning of username:

ES-Spain	NL-Netherlands
FR-France	RO-Romania
IT-Italy	GR-Greece
LV-Latvia	DE-Germany

For example: IT_FabioFognini
GR_AlexZverev
FR_GillesSimon

- It is important to fill in your city and country as administrators will adapt the content of the course to the specific necessities in each country.

There are required fields in this form ! .

Figure 3 – New account

You will receive a confirmation mail in the e-mail address you have given before, go to your inbox and press the **link** in it

Figure 4 – Email link



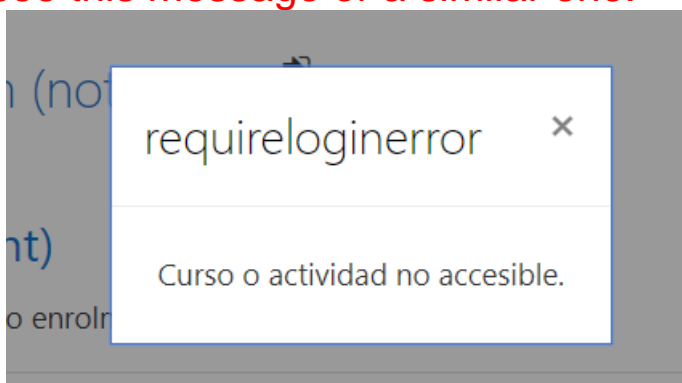
<http://escansa.org/login/confirm.php?data=blLMB1VSlisUO0d/alvarobm97>

In the majority of e-mail programs this link should appear in blue. If not, cut it and paste it in the navigation window in your internet browser.

If any **support** is required, please contact ESCAN via escan@escansa.com (subject, **ICCEE Platform**)

IMPORTANT: Now you have been registered in the Moodle Platform of the E-learning Courses. You still have to enrol in the specific training course

If you try to click on the Course before your enrollment, you might see this message or a similar one:



1.3 Second part: Enrollment in specific Training Course

- Independently on the screen you are, press now **Site home** and find all available training courses, then select the **ICCEE course in your national language or in the language you prefer**.

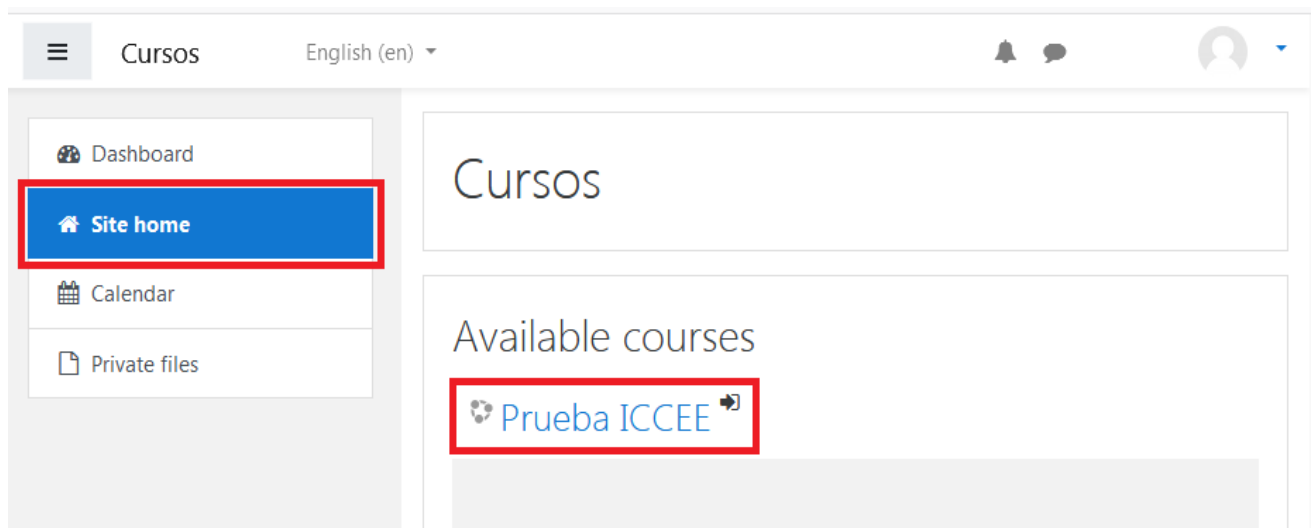
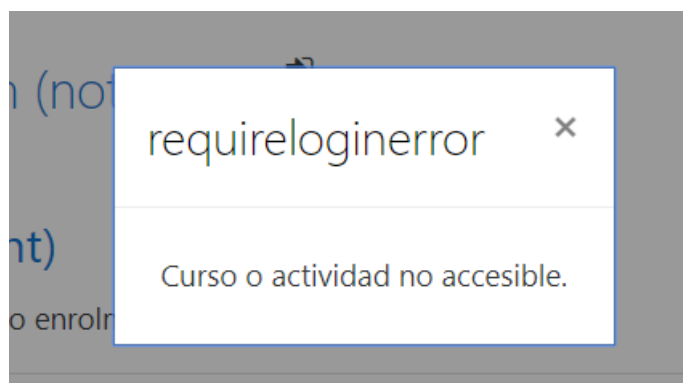


Figure 5 – Language

The first time you click in a specific Training Course, the following message will appear:



Close this message, it is not relevant.

5. Finally join the training course by pressing **“Enroll me”**

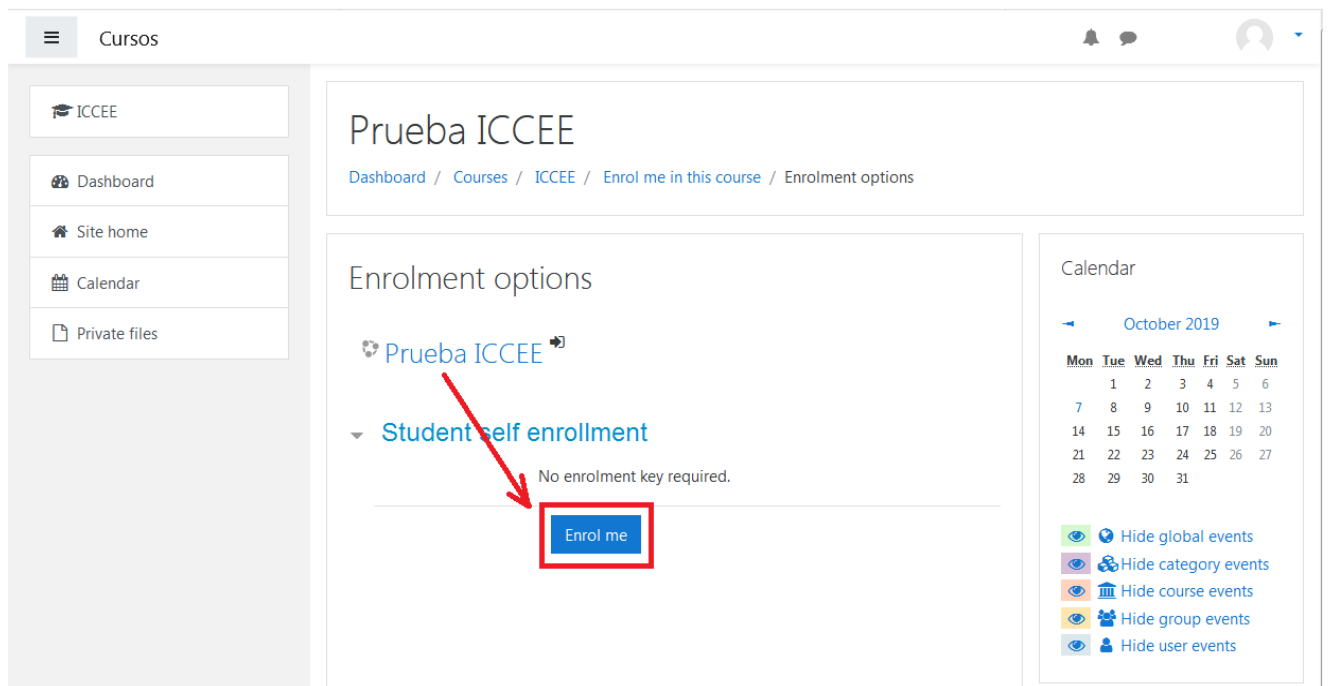


Figure 6 – Enroll me

Now you have been enrolled for this specific training course. If you wish to enroll in another training course, follow steps 4 and 5.

E-learning Platform description

Once you enter the training, this should be the appearance of the e-learning training course platform and we can distinguish five parts that integrate it.

Figure 7 – E-learning training course structure

The screenshot shows the Moodle interface for the 'Course ICCEE English (not ready)'. The interface is divided into several sections, with five specific areas highlighted by red boxes and numbered 1 through 5:

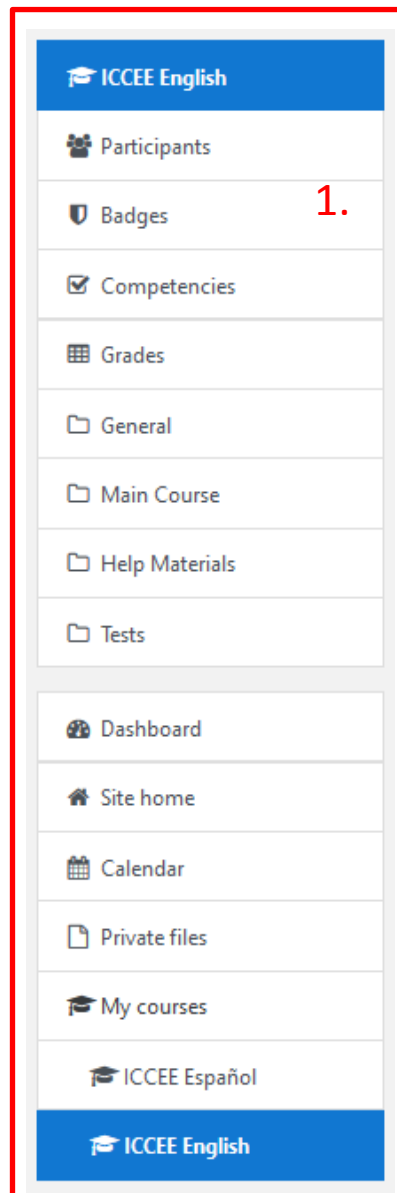
- 1.** The left sidebar menu, which includes options like Participants, Badges, Competencies, Grades, General, Main Course, Help Materials, Tests, Dashboard, Site home, Calendar, Private files, My courses, and language options (ICCEE Español, ICCEE English).
- 2.** The Forum section, located at the top of the main content area.
- 3.** The Main Course section, containing a list of course topics: Energy Outlook, Supply chain cool energy consumers, ISO and EnPIs and IPMTIP, LCA and LCC, Financing, NBEs and Behavior, and The Tool.
- 4.** The Help Materials section, containing sub-items: Videos, Links, and PDFs.
- 5.** The Tests section, containing sub-items: Final Test and Quality Control Test.

At the bottom of the page, there is a footer area with the text: 'Moodle Docs for this page', 'You are logged in as Raul Escan (Log out)', 'Home', and 'Data retention summary'.

In the following pages you will find the description of each section.

1. **Menu bar** with direct access to all the items in the course, materials, calendar, grades and all the training courses.

Figure 8 – Menu bar



- 2. Forum**, by clicking on this icon you will automatically enter a forum where you can post any doubts or concerns so trainers can address them as soon as possible

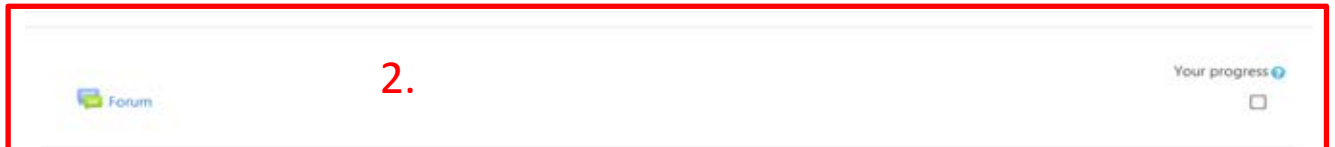


Figure 9 – Forum access

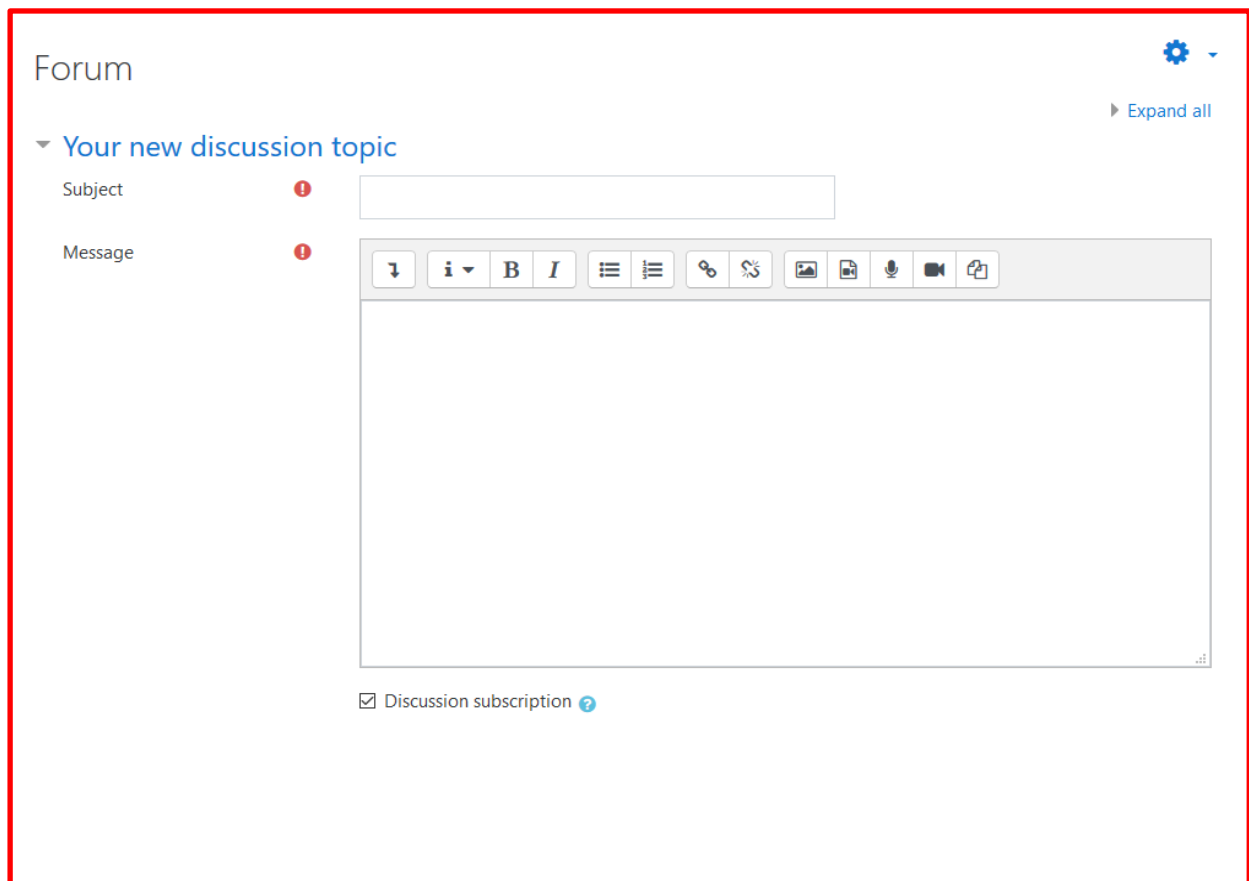
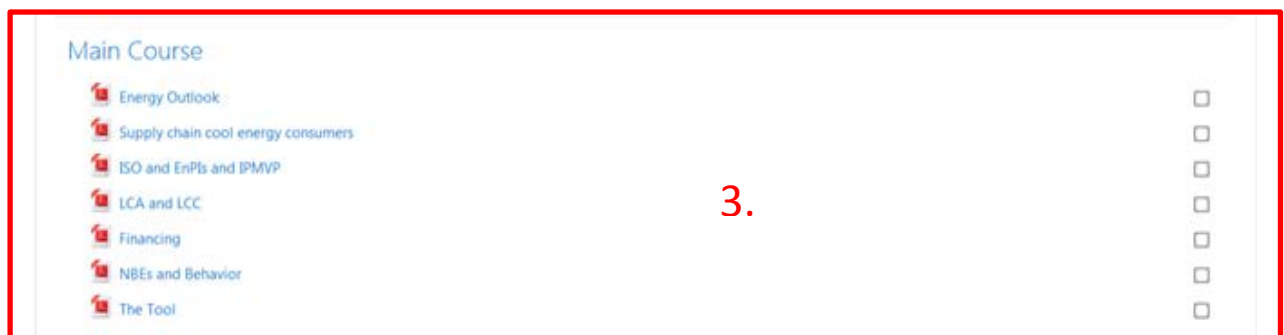


Figure 10 – Inputs to Forum

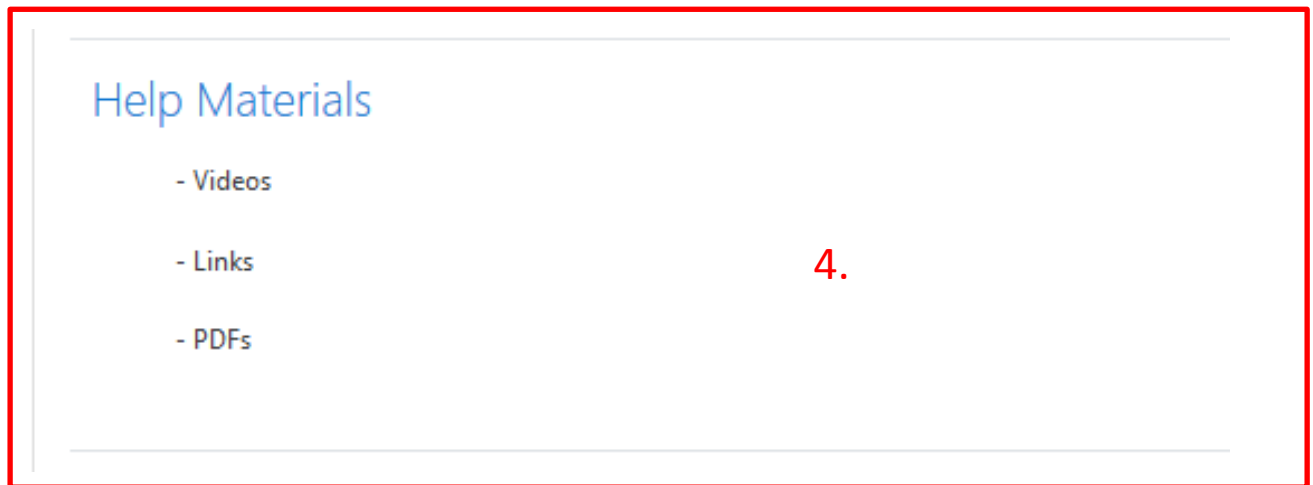
3. **Main contents:** here participants will find the learning materials corresponding to the key ICCEE topics

Figure 11 – Main course



4. **Additional (Help) materials**, additional material that can be interesting for the student on related **topics**, videos, links to web pages, additional documents charts...

Figure 12 – Help materials



5. **Tests**, participants will find two type of questionnaires: the “Final test” will introduce several questions on what you have learned and the “Quality control test” will allow you to inform about your perception of the overall training

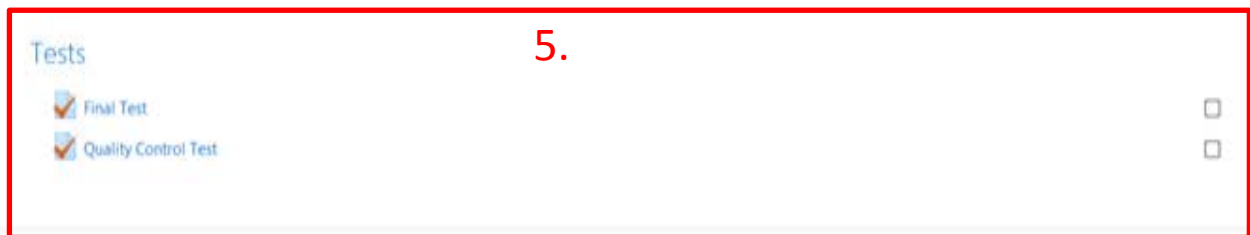


Figure 13 – Final and quality tests

The “Final Test” will show you how many answers you passed and which are the ones you should revise with the training course information. The aim is to show if you acquired the knowledge, but also invite you to revise the training materials and improve those questions which answer was not correct.

You can repeat the test from the beginning once you have submitted the test in the system. For this, you should click in your training course, which appears on the left bar menu.