INTRUST

TRAINING SOLUTIONS FOR
WOOD CERTIFICATION

INTRUST e-learning platform guidelines

Project: Innovative Training Solutions for
Certified Wood in Furniture, Forestry and
Timber Sectors (INTRUST)

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INTRUST e-Learning Platform Guidelines

Document purpose

The INTRUST e-learning platform guidelines developed in the scope of the INTRUST (*Innovative Training Solutions for Certified Wood in Furniture, Forestry and Timber Sectors, no. 2021-1-DE02-KA220-VET-000034723*) project is a set of recommendations on the technical development and use of the online platform. It includes information on the usability of the platform, but also the information on all its elements and sections. Supporting the descriptions throughout the whole Guidelines are visuals that make it easier to understand and grasp the steps to follow once inside the platform. The guidelines were written with consideration of both professionals and any adult user, therefore the instructions provided within this document address both public.

INTRUST e-learning platform guidelines
A. Introduction to the INTRUST e-learning course

The INTRUST e-learning course was designed to deliver training material related to Industrial Symbiosis to develop a new professional profile, the Industrial Symbiosis facilitator. It is aimed for different target groups: regional development agencies, technological centers, clusters, local and regional administrations, technological parks, companies, as well as any other entity related to the economic development of specific areas of the territory.

It comprises five modules, and each module ends with a test of assessment of knowledge.

Module 1- Sustainability in the Forest-Wood Value Chain
Unit 1.1. Introduction to the sector
Unit 1.2. Key environmental impacts
Unit 1.3. Challenges to overcomes

Module 2- Introduction to Industry 4.,0
Unit 2.1. History and Development
Unit 2.2. Benefits, Opportunities and Challenges
Unit 2.3. Key applications in factory, woodworking and furniture

Module 3- EU Regulatory Landscape on Digital and Green Transition
Unit 3.1. Framework, directives, regulations with green transition
Unit 3.2. The Legal LULUCF framework and increased climate ambition of the Union concern
Unit 3.3. Frameworks directives regulations with digital transition

Module 4- Sustainable certifications for the forest-wood value chain: Woodworking
Unit 4.1. Introduction
Unit 4.2. Certificates summary
Unit 4.3. Furniture

Module 5- Key enabling Technologies in the Woodworking Sector
Unit 5.1. KETs Overview
Unit 5.2. Advanced Manufacturing
Unit 5.3. Advanced Materials

Module 6- Closing the Loop in the Forest-Wood-Furniture Sector
Unit 6.1. Circular Economy as an enabling transition energy
Unit 6.2 Circular Business Models in the Forest Wood Furniture Value Chain
Unit 6.3 Marketing for the Circular Economy
Unit 6.4 Bridging Digitalisation and Circular Economy in the Forest-Wood-Furniture Value Chain
Unit 6.5 Circular Economy Cases in the Forest-Wood-Furniture Value Chain

The design and implementation of the e-learning platform and the peculiarities of the target groups were carefully analysed. The considered users of this e-learning platform are students, employees, from regional development agencies, technological centers, clusters, local and regional administrations, SMEs, technological parks, etc.). It was also considered that not only professionals will be using the platform, but adults possessing different digital competencies. As a result, e-learning has been delivered to simplify the participation in all available sections of the platform by any user. Although the course content is mostly in English, the platform is available in few languages to ease the navigation: English, French, Italian, Romanian, Slovenian and Spanish.

To access the platform, please go to https://intrust.learning-platform.eu/

You can also be redirected to the platform through the INTRUST e-learning link on the project website. The following instructions will introduce all sections of the e-learning platform, describing how to benefit from all the functions.

B. INTRUST e-learning platform instructions

Create an account

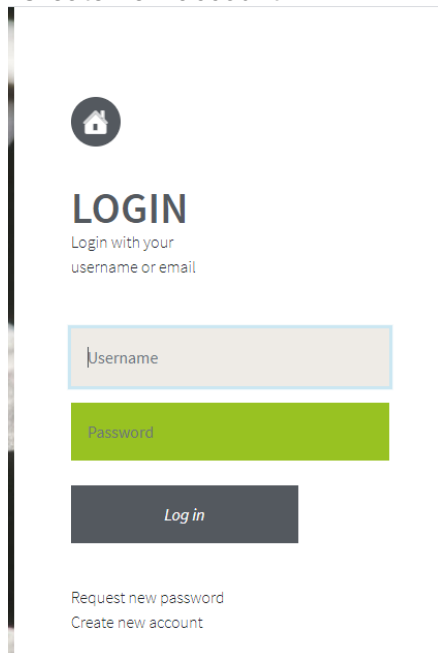If you are a **new user,** click on "Create new account" in the Login field.

The Username created has allowed several special characters, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.
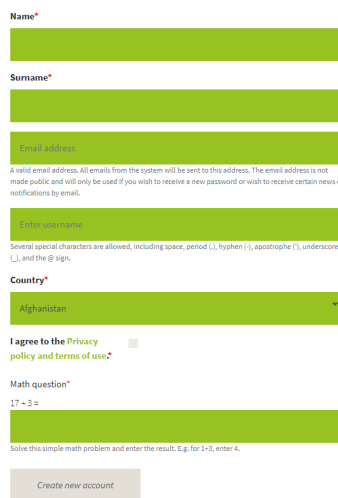
The First name and Surname you include will be the personal information that will appear on the course certificates. Also, you should include your country for statistical purposes for INTRUST Consortium.

In addition, there is a need of a valid email address. All emails from the system will be sent to this address.

Before you continue, you should acknowledge the INTRUST Privacy Policy by ticking the box "*I agree to the Privacy Policy and Terms of Use*".

To complete the registration, you must answer a math question and just go to click in "Create new account".

LOGIN
Login with your
username or email

Username

Password

Log in

Request new password
Create new account

The Username created has allowed several special characters, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

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To complete the registration, you must answer a math question and just go to click in "Create new account".

CREATE NEW ACCOUNT

Name*

Surname*

Email address

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Enter username

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Country*

Afghanistan
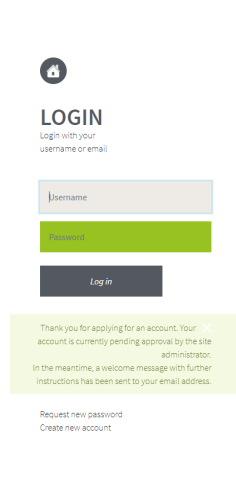
I agree to the **Privacy policy and terms of use**.*

Math question*

17 + 3 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Create new account

Finally, all the instructions about entering the platform and finishing the activation will be sent to your email. If you do not receive the email, please check your junk mail (spam) folder.

LOGIN
Login with your username or email

Username

Password

Log in

Thank you for applying for an account. Your account is currently pending approval by the site administrator.
In the meantime, a welcome message with further instructions has been sent to your email address.

Request new password
Create new account

When you click on the activation link, **your account will be successfully created**.

Log in

If you already have an account, you can log in to the e-learning platform, enter your username and password in the Login" field, and click "Log in".
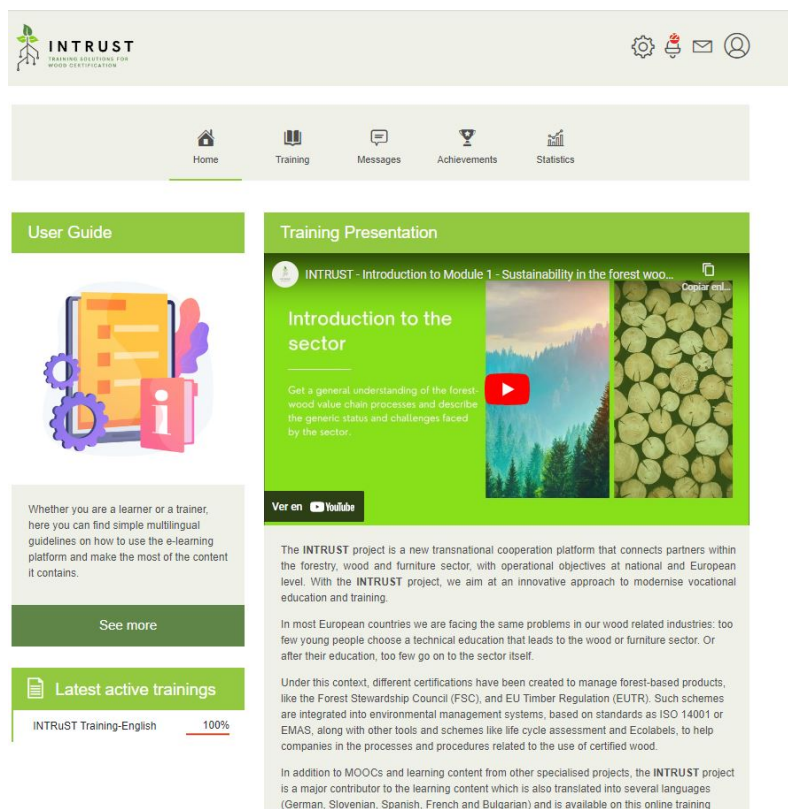

Inside the e-learning platform

After logging in, you will access the *"Home"* screen where these INTRUST e-learning platform guidelines are available for download in the left of the page. In addition, there is a short introduction of the course.

In order to select the training course from the training catalogue and start learning, you should click on the "Training" icon in the top menu, and later on, click on the training course option selected, the INTRUST ones.

Once you have started a training course, shortcut access to the training content will be available from the home page: You will have a direct link to enter the course below the user guide. When re-entering the course, you will arrive precisely where you stopped it in the previous access to the e-learning course.

Inside the e-learning course

Before entering the different training modules, you will find a short introduction to the training course and its objectives.

As you already know, the e-learning course includes 5 modules. In the case of INTRUST courses in the different Consortium languages, the coursebook prepared for each unit, the interactive solutions, and the final assessment have not been translated. If you have any language barriers, please use the translators to make you easier the comprehension of the training content.

In general, all of INTRUST's modules have the same structure. A module starts with the introductory paragraph providing the information of its different units, duration, etc.
If you interest has been triggered, you are invited to explore the treasures within the specific module and continue the training by clicking on "Continue Training" bottom, directly by clicking on the module's name in green colour that you are interested in studying or clicking at sentence "Click here to access the content of this module".

Training catalogue

Sort ⌄

FILTER

All trainings (1)

My trainings (1)

All Categories

Training (0)

Evaluation (0)

INTRUST TRAINING-ENGLISH

This Training is based on 6 different Modules:

1. Sustainability in the forest-wood value chain
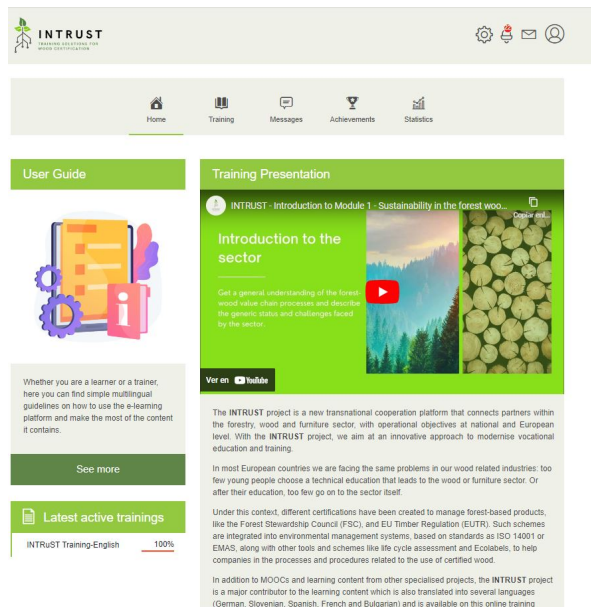
2. Introduction to Industry 4.0

100%

Continue training

Once inside the module and its multiple contents, you can navigate back and forth through the module with the "next" and "back" buttons at the bottom right.

INTRuST Training-English

GLOBAL TRAINING PROGRESS   100%

>

PASSED
Average score : 100%
Completed on October 02, 2023

INFORMATION

🕐 Length

🎓 Subject

ABOUT THIS TRAINING

This Training is based on 6 different Modules:

1. Sustainability in the forest-wood value chain

2. Introduction to Industry 4.0

3. EU Regulatory Landscape on Digital and Green Transition

4. Sustainable Certifications for the Forest-Wood Value Chain: Woodworking

5. Key Enabling Technologies in the Woodworking Sector

6. Closing the Loop in the Forest-Wood-Furniture Sector

CONTINUE TRAINING

Regarding the content, you will find the following structure for each module:

- An introductory video.
- The presentation of each unit.
- The coursebook of each unit.
- Some interactive solutions for self-assess your knowledge.
- Final assessment of the course.

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The interactive solutions are HP5 tools integrated in the platform for the creation of interactive content and assessment for the students, which allow you to preview and explore the learning outcomes from a different and more interactive perspective. There are quite different content types integrates in INTRUST platform such as Drag and Drop, Drag the words, Flashcards, Timeline, etc.

Fill in the gaps by matching the hints with the missing words of the right side.

- Make sure that you go [   ] to the point. It is fundamental that the presentation is [   ].
- Time will be [   ] you.
- The listener will not be able to both [   ] and [   ] at the same time. OR the listener will not be able to read and listen at the same time, hence they lose their [   ].
- The [   ] is somehow a conceptual path. Eash slide should present [   ]
- Make sure that your idea can [   ] itself from the others.
- The tool "Business Environment Canvas" also considers the [   ] forces.

attention
once concept
read
distinguish
listen
flow
against
external
simple
straight

✔ Check

Language   English ▼

Finally, it is important to highlight that apart from doing the course online in this e-learning platform, there are some documents that are available for download in the documents' library, which is located in the Home Page of INTRUST Training Course, just below the description of the course and before the description of their different training modules.

Module evaluation

After all the training material of each module, there will be a compulsory assessment. This will contain ten multiple-choice questions to check if students have acquired the necessary knowledge of the module. There are 10 questions per module and the passing threshold is 80%. In case you don't reach this 80% level at your first attempt, you can try again to take a new set of questions. You can try again a maximum of two times. If you fail 3 times, the module will be considered failed.

Please consider that questions in each attempt will be different as they are randomly selected from a pool of questions for each module.

Final certificate

At the end of the e-learning course, there is the possibility to receive a certificate for the completion of the whole course, i.e., 6 modules. For that purpose, you will have to pass all the single modules evaluations with at least the passing threshold of 80%.

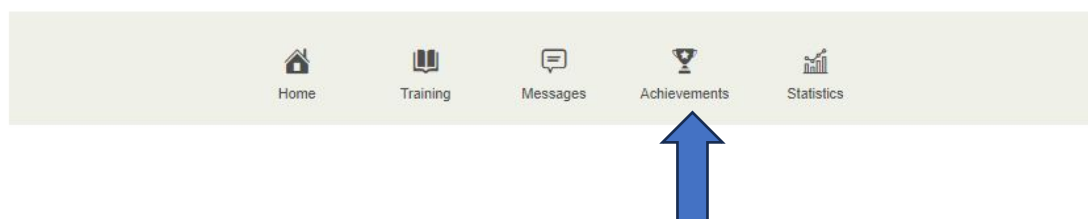|	
If you achieve at least 80% in all the Final Evaluation, a Final Certificate will be issued. The level of proficiency in the topics addressed is presented in the table below: Excellent	Achieving more than 80% score in the modules' evaluations.
Try again	Achieving less than 80% score in the modules' evaluations

You could find the certificate in "Achievement Section".

The certificate will be issued in English (no matter the platform language you use). In case you would like to have the certification document in your language, please contact INTRUST Consortium through the following link: info@intrust-project.eu

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Remaining e-learning platform functions
The main menu, located on the top side of the screen, includes the following buttons in chronological order from the left to the right side:

- **Home,** which is the e-learning course landing page after logging in.
- **Training,** which shows the list of available courses apart from the recently accessed courses.
- **Messages,** where you can contact directly with the teachers of INSIGHT course or the administrator of the e-learning platform in case of some technical issues.
- **Achievements,** where you can find all the results of your trainings, see the details of your scores, and download certificates if you have successfully passed the training and if the training offers a certificate.

Top right menu, which contains the following items:

- **Notifications:** Clicking on this pictogram opens the list of the latest notifications. The total number of unread notifications is displayed inside the red bullet.
- **Messages**: Clicking on this pictogram opens the list of the latest messages received. A red bullet highlights the number of unread messages.
- **User:** Clicking on this pictogram opens the user menu, which allows you to view the user profile, edit settings, access help pages and log out.

Good luck!
That is all to it. If you have any additional questions, contact the project Partners, who will be more than welcome to support you or contact directly to INTRUST email: info@intrust-project.eu

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