



Co-funded by
the European Union



HoReCa Zero Waste: Enhancing the access to
OERs and greening the curricula
2021-1-BG01-KA220-VET-000033346

GUIDELINE FOR LEARNERS

INSTRUCTIONS AND GUIDELINES
ON THE USE OF THE E-PLATFORM
HORECAZEROWASTE.EU BY
PERSONS WORKING IN THE FOOD
SERVICE INDUSTRY AND
PARTICIPATING IN FOOD WASTE
PREVENTION TRAINING

Designed and developed by:

- Bulgarian Industrial Association BIA
- Level H Ltd.
- Skills Zone Malta co. Limited
- ASOCIACION DE INNOVACION
EMPREDIMIENTO Y TECNOLOGIAS DE
LA INFORMACION Y LA COMUNICACION
(INNETICA)
- TIR Consulting Group j.d.o.o
- Innovation Frontiers IKE
- NEW ISLAND Ltd.



Co-funded by
the European Union



CONTENTS

INTRODUCTION	2
REGISTERING A USER ON THE PLATFORM	2
STRUCTURE OF THE ELECTRONIC PLATFORM	5
UPLOADING A USER PROFILE	7
GUIDELINES FOR THE USE OF INFORMATION CONTENT CATEGORIES	8
PROFILE	8
VERIFICATION OF ESTIMATES	12
LOGOUT	15
CONCLUSION	17



INTRODUCTION

This document aims to support and provide guidance to learners involved in the process of using the educational content on the HORECAZEROWASTE.EU - [HoReCa Zero Waste \(horecazerowaste.eu\)](https://moodle.horecazerowaste.eu) electronic platform.

The HoReCa Zero Waste project aims to improve access to OERs and green the curriculum. It also aims to support the implementation of innovative training methods through the digitalization of the training content for the Chef and Waiter professions. The new training modules developed and training on food waste prevention have been published on the training platform.

The HoReCa Zero Waste partnership is a strategic collaboration between businesses, NGOs, VET and adult education providers and involves 7 organisations from 5 different EU countries - Bulgaria, Croatia, Greece, Malta and Spain.

The main objectives of the project are related to the creation of 5 intellectual products: (1) Methodology for adapting learning content in a digital environment; (2) Creation of Open Educational Resources - Food Waste Prevention; (3) Software Development - VET Trainers and Mentors Module including testing and presentation options; (4) Software Development - Learning Modules including networking, training, etc.; (5) Creation of an EU Network for Food Waste Prevention HoReCa.

In the long term, the project will have a strong impact on the creation of more sustainable competences directly applicable to current or future professions and on the adoption of more sustainable and impactful solutions.

REGISTERING A USER ON THE PLATFORM

You can reach the beginning of the platform via the following link:

<https://moodle.horecazerowaste.eu/login/index.php>

As shown in Figure 1, to register as a new user looking for a training course, select:



Create a new registration

Username

Password

Log in

Lost password?

Is this your first time here?
For full access to this site, you first need to create an account.

Create new account

Some courses may allow guest access

Log in as a guest


English (en) ▾ | Cookies notice

Fig. 1

To register a new user on the Platform and create a user profile, it is necessary to fill in the following form (Fig. 2):


- Username - must be entered in lower case
- Password - Password must contain at least 8 characters, at least 1 number, at least 1 lower case letter, at least 1 upper case letter, at least 1 special character such as *, - or #.
- Email address
- Email address (again)
- Name
- Surname
- Town/village
- Country




Important: The fields in the registration form marked with  are mandatory.

After completing the registration form, confirm the entered data with the "Create my new account" button.


Create a profile


 English (en) ▾


New account


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 special character(s) such as as ", ., or #.

Password 

Email address 

Email (again) 

First name 

Last name 

City/town

Country


 Required

Fig. 2



Co-funded by
the European Union



Once you have successfully registered, you can access the platform content by entering your username and password in the login form from the initial screen - the **Login** button located in the top right corner of the screen (Fig. 3).

[Zero Waste HoReCa \(horecazerowaste.eu\)](https://horecazerowaste.eu)

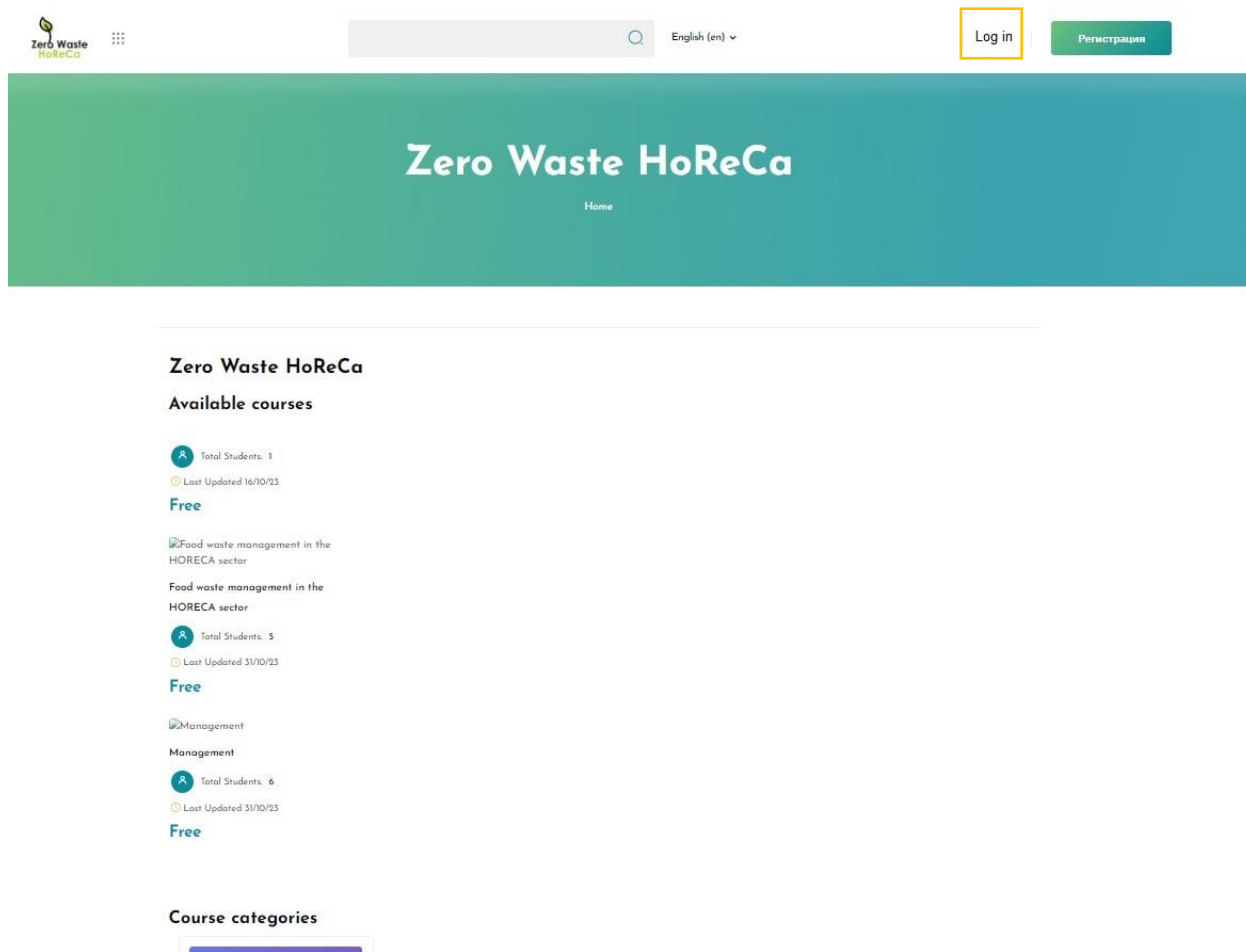


Fig. 3

Login to the system

STRUCTURE OF THE ELECTRONIC PLATFORM

The HORECAZEROWASTE.EU electronic platform is structured in two main panels for intuitive navigation and access to category content, as well as for the possibility to use it on different digital devices.

The learner role is designed for individuals who have chosen a qualification course and wish to progress through the educational content of that course.

After logging in, when your account has access rights for the **learner** role, you will have access to the following 8 categories:



Co-funded by
the European Union



- PROFILE
- EVALUATIONS
- CALENDAR
- PERSONAL FILES
- REPORTS
- REFERENCES
- TRANSITION TO A ROLE
- LOGOUT

As shown in Fig. 4, navigation can be implemented by selecting a category from the navigation bar on the left side of the screen.

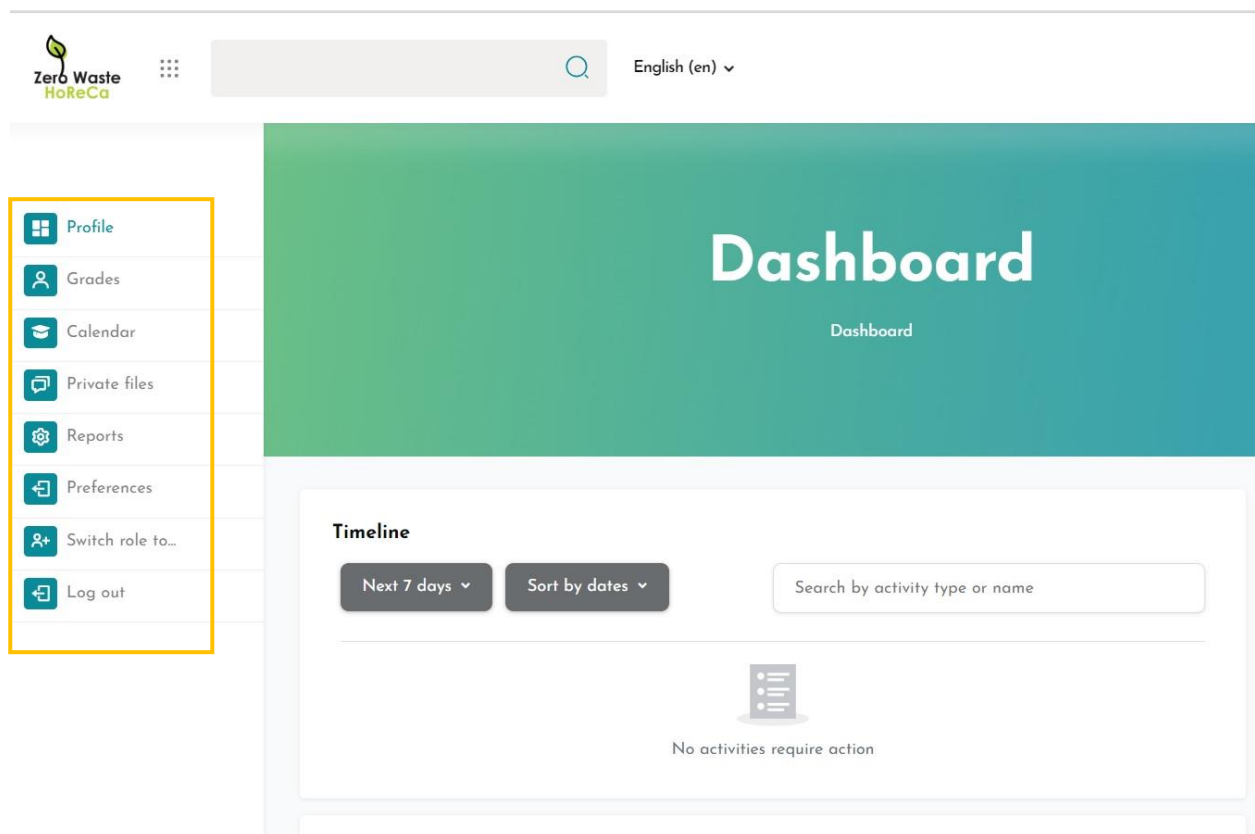


Fig. 4

Another option for accessing content is the ability to use the section on the right side of the screen (Fig. 5): 'Recently accessed items'.

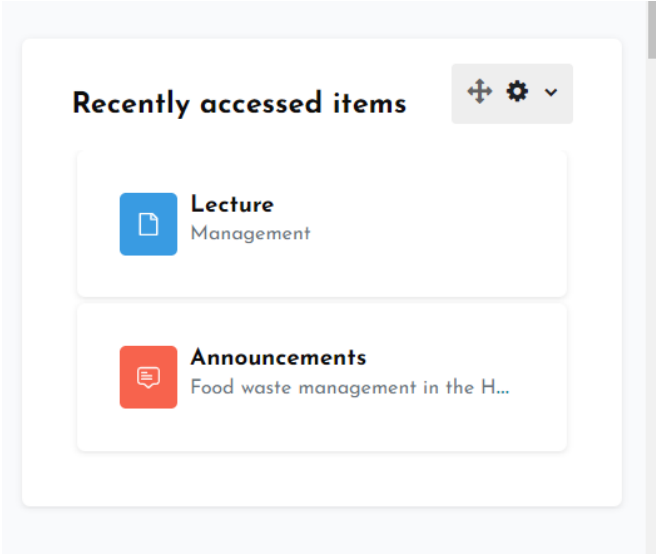



Fig. 5

UPLOADING A USER PROFILE

If you need to view or correct profile information, select Profile from the categories in the navigation bar or from the list that appears when you click the  button on the right, at the top of the screen (Figure 6).

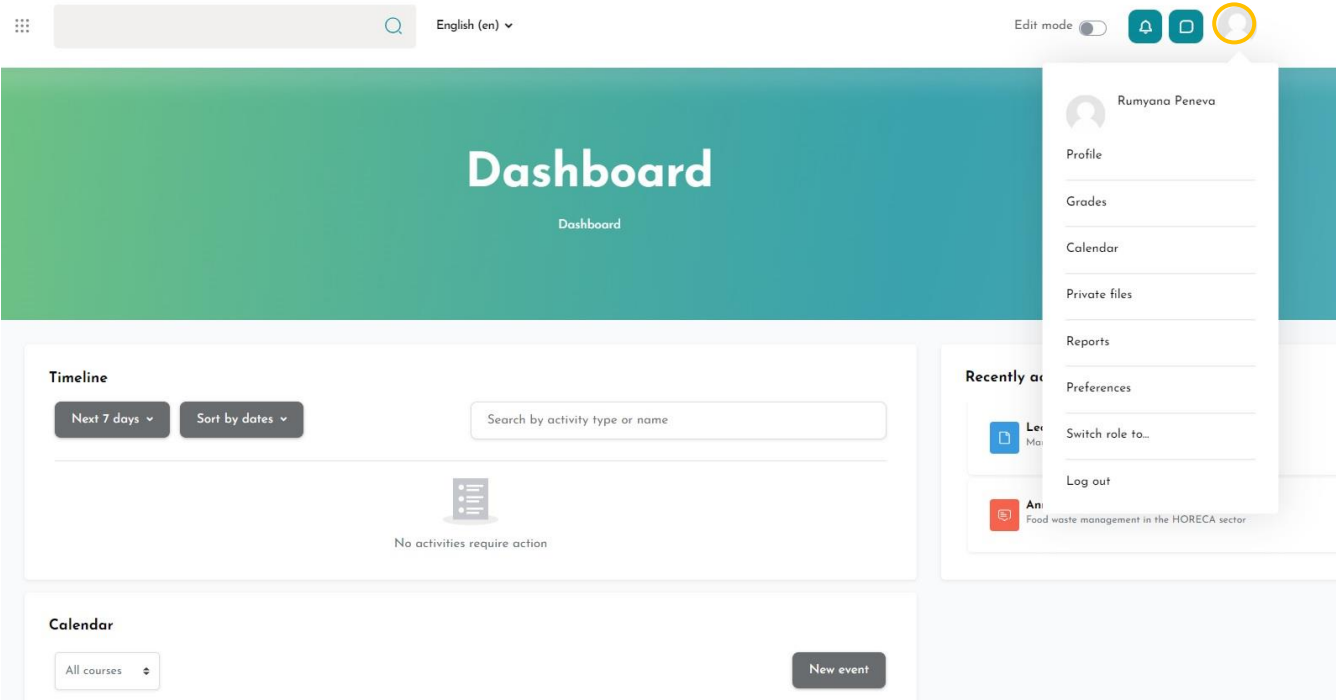


Fig. 6



GUIDELINES FOR THE USE OF INFORMATION CONTENT CATEGORIES

PROFILE

The "Profile" category offers the ability to view user data as well as the ability to edit it (Fig. 7)

The screenshot displays a user profile for Romyana Peneva. At the top, there is a navigation bar with the Zero Waste HoReCa logo, a search bar, and a language dropdown set to English (en). Below this is a large teal banner with the name 'Romyana Peneva'. The main content area shows the user's name 'Romyana Peneva' with a 'Message' icon. Underneath is a 'User details' section containing fields for 'Email address' (r.peneva@europool.bg), 'Country' (Bulgaria), and 'City/town' (Sofia). A yellow box highlights the 'Edit profile' button. To the right, there are sections for 'Reports' (Browser sessions, Grades overview, Grades) and 'Login activity' (First access to site). A 'Page to default' button is visible on the left side.

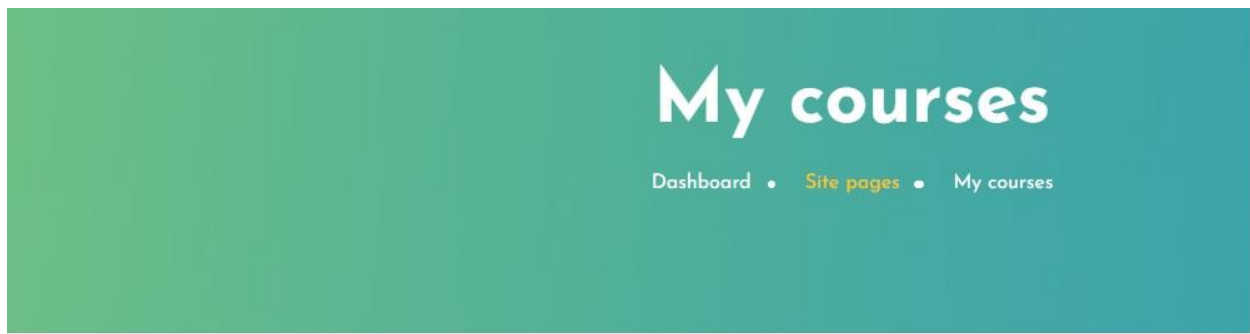
Fig. 7

To edit the profile details, click Edit profile

Using the '**Course Information**' sub-menu you can select the qualification course or qualification courses you wish to take. The information will be displayed in the "My Courses" section, Fig. 8.



Co-funded by
the European Union



My courses

Course overview

All ▾ Search Sort by course name ▾ Card ▾



 <p>Food waste management in the HORECA sector Category 1</p> <p>⋮</p>	 <p>Management Category 1</p> <p>⋮</p>
---	--

Fig. 8

From the list of courses in which the user is in the role of a learner, one can be selected and detailed data for it can be displayed, grouped into sections as shown in Fig. 9.



Co-funded by
the European Union



The screenshot shows a course page for 'Food waste management in the HORECA sector'. At the top, there is a navigation bar with the Zero Waste HoReCa logo, a search bar, and the language 'English (en)'. Below the navigation bar is a large teal banner with the course title 'Food waste management in the HORECA sector' and a breadcrumb trail: 'Dashboard > My courses > HORECA'. Underneath the banner is a horizontal menu with options: 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The main content area is divided into sections. The first section is 'General', which includes a 'FORUM Announcements' card with a red speech bubble icon and the text 'General news and announcements'. The second section is 'Topic 1', which includes a 'LESSON Introduction to Food Waste Management' card with a blue document icon and a 'Mark as done' button. The text of the lesson card reads: 'Introduction to food waste management is an essential module in waste management training in the HORECA sector. This module provides basic knowledge and understanding of the problem of food waste, its volume, impact, and the importance of its management.' Below the lesson card are five more sections labeled 'Topic 2', 'Topic 3', 'Topic 4', and 'Topic 5', each with a downward arrow icon.

Fig. 9

The "Grades" category provides information about the courses in which the learner is enrolled as a participant and the corresponding grades, as well as information about the courses in which the learner has chosen to enroll (Figure 10).



Rumyana Peneva

Dashboard • Grades

Rumyana Peneva Message
RP

Courses I am taking

Course name	Grade
Food waste management in the HORECA sector	5.00
Management	

Fig. 10

This form is basic for managing and obtaining information about a course from the learner, as shown in Figure 11.

Food waste management in the HORECA sector

Course Settings Participants Grades Reports More ▾

Enrolled users

Enrolled users

Match

+ Add condition

5 participants found

First name 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

Last name 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

<input type="checkbox"/>	First name / Last name ^	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	RP Rumyana Peneva	r.peneva@europool.bg	Teacher	No groups	27 secs	Active
<input type="checkbox"/>	RP Rumyana Peneva	office@levelh.bg	Student	No groups	Never	Active
<input type="checkbox"/>	OA Офис Акаунт	office@ebilling.dev	Teacher	No groups	15 days 3 hours	Active
<input type="checkbox"/>	ВГ Весела Георгиева	v.georgieva@bia-bg.com	Teacher	No groups	115 days 2 hours	Active
<input type="checkbox"/>	АК Антоанета Кацарова	a.katzarova@bia-bg.com	Student	No groups	95 days 5 hours	Active

Fig. 11



VERIFICATION OF ESTIMATES

To mark a passing score for a topic in the course content, click on the topic name, Grades tab, from the screen shown in Figure 12. On this screen, you can get information about the courses you are taking and the grades you received in the process.

Warning: Activity deletion in progress! Some grades are about to be removed.

Food waste management in the HORECA sector: View: Preferences: Grader report

Course Settings Participants **Grades** Reports More ▾

Grader report ▾

Grader report

All participants: 5/5

First name: All 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

Last name: All 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

Food waste management... ▾						
First name / Last name ^	Email address	[Deletion in progress] Vnp... ▾	Introduction to Food Wast... ▾	Σ Course total ▾		
RP Romyana Peneva	office@levelh.bg	-	-	-		
RP Romyana Peneva	r.peneva@europool.bg	-	5.00	5.00		
OA Офис Акаунт	office@ebilling.dev	-	-	-		
БГ Весела Георгиева	v.georgieva@bia-bg.com	-	-	-		
AK Антоанета Кацарова	a.katzarova@bia-bg.com	-	6.00	6.00		
Overall average		-	5.50	5.50		

Fig. 12

CALENDAR

The Calendar category gives you the ability to enter commitments and tasks related to the learning process or your other commitments. You can select a date from the calendar and enter text that describes your commitment, as shown in Figure 13.

- Click on a selected date
- Enter event title
- Select or change the date and choose a time to start the event
- Select an event type. When you select the type "Course", in the next field select from a list also the name of the course to which the event refers.
- Confirm with the "Save" button.



From the "Dashboard" menu, you can select the "Calendar" submenu and once the submenu opens, select a date for which you wish to save an important event.

Marking the "Save" button will save the event to the calendar in Figure 13.

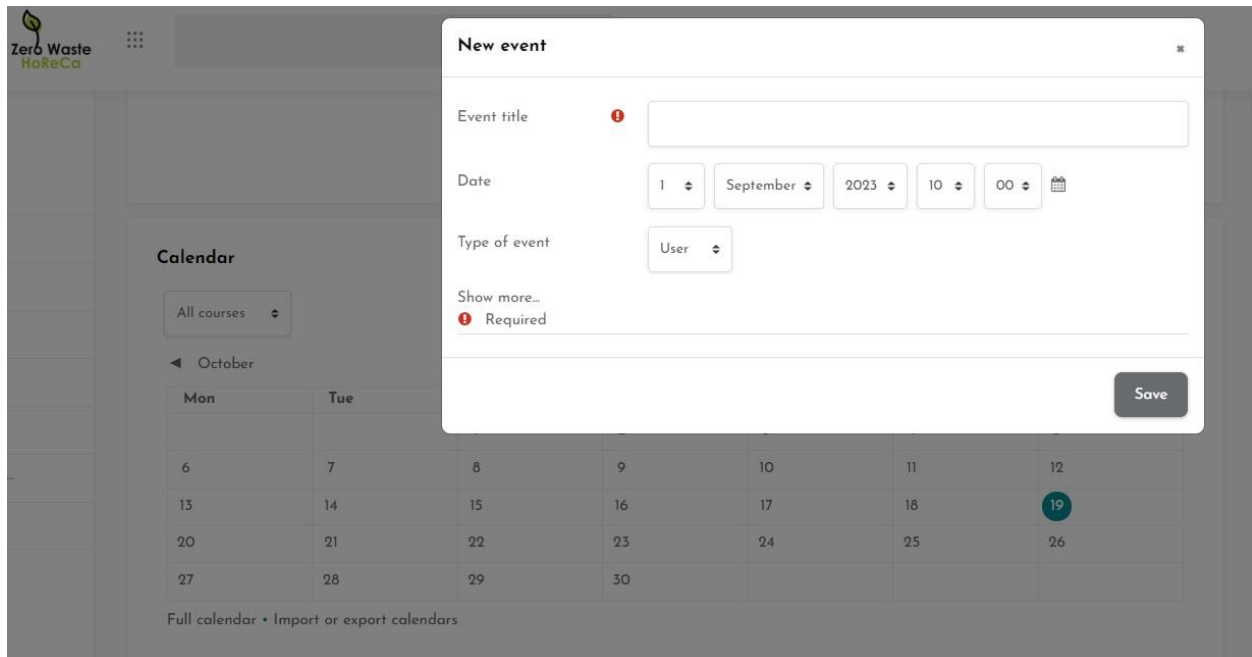


Fig. 13

In the submenu "Personal files" you can attach files that are important to you, and it is recommended that they are related to the training. Be sure to confirm with the "Save changes" button.

The "Personal Files" category provides you with a list of the files you have uploaded to the platform.

For this purpose you have access to 3 main actions by selecting a button. From left to right, the buttons perform the following actions:

- Add
- Create a folder
- Download
- Delete

On the right side there are 3 more buttons with which you can control the view:



- Show the directory with file icons
- Show directory with file details
- Display the directory as a tree with subdirectories

Important: The maximum size of one file must not exceed 20 MB and the total size of all files must not exceed 100 MB.

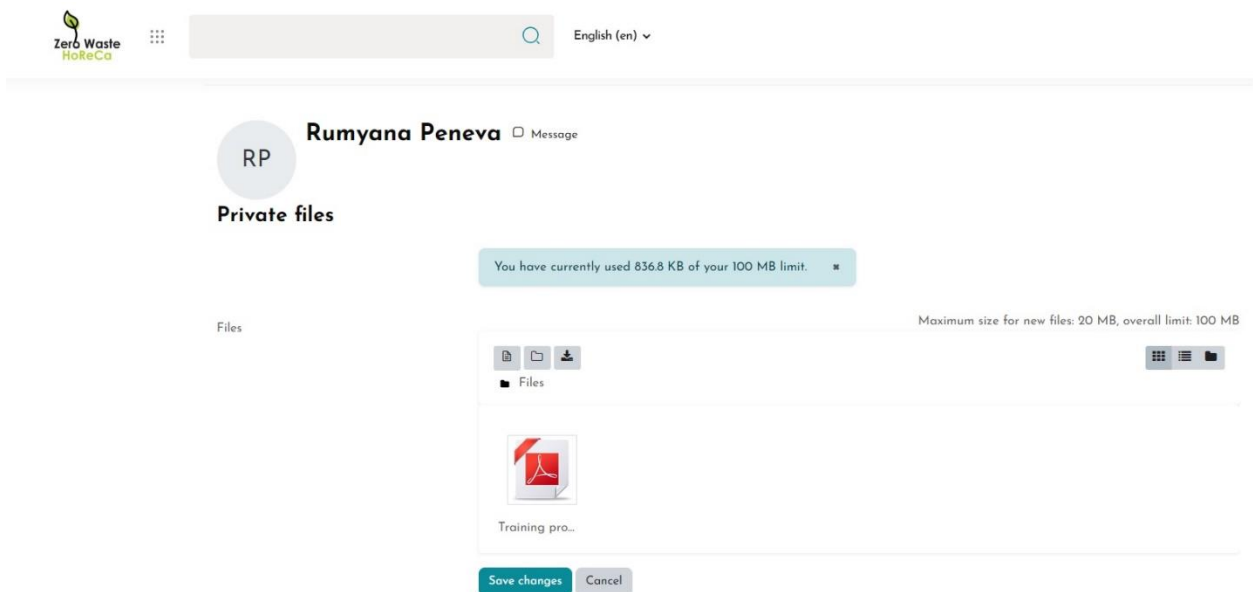


Fig. 14

The "Reports" category gives you access to automatically generated reports on your learning progress and results - Fig. 15

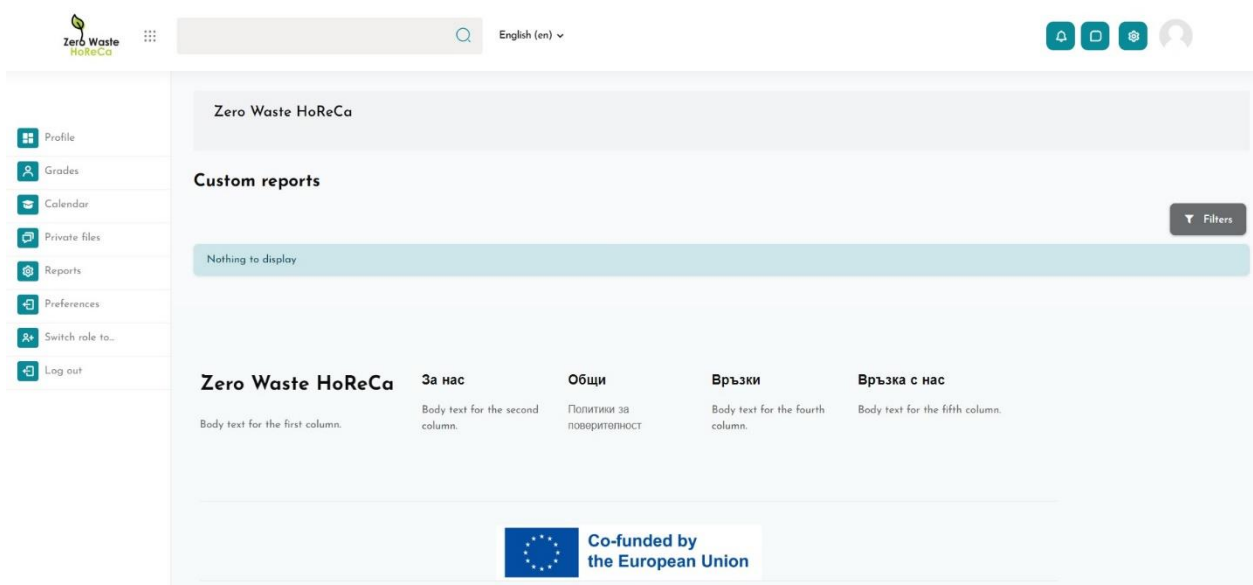


Fig. 15



When you select the Preferences submenu, you can make settings according to your preferences, which are shown in Figure 16.

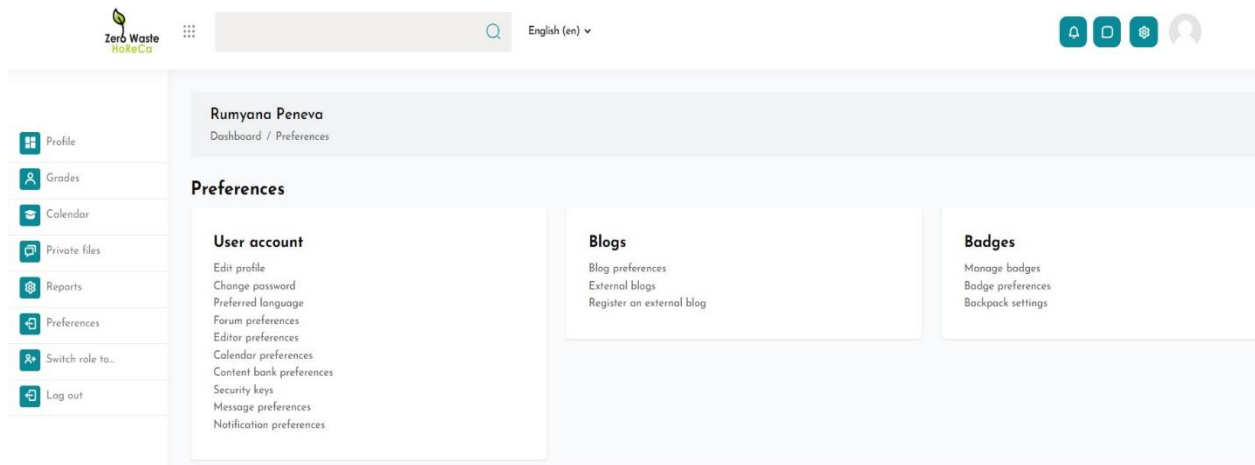
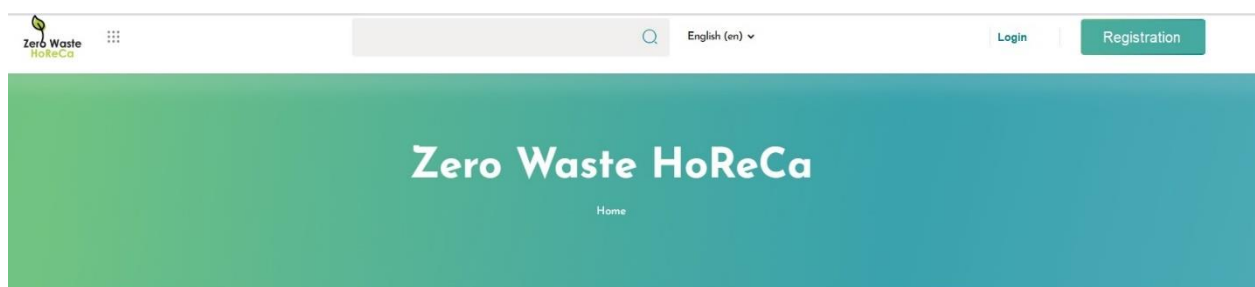


Fig. 16

LOGOUT

The Logout category performs the logout action and shows you the platform home screen, as shown in Figure 17.

To log back into your account, you must click the "Login" button and enter your username and password.



Zero Waste HoReCa

Available courses

Food waste management in the HORECA sector

Food waste management in the HORECA sector

Last Updated 16/10/23

Free



Co-funded by
the European Union



Management

Management

Total Students: 6

Last Updated 31/10/23

Free

Course categories



3 Courses

Category I

Modified 15 February 2023

Fig. 17



Co-funded by
the European Union



CONCLUSION

Food waste has a huge economic, social and environmental impact. Every year, nearly 59 million tonnes of food waste are generated in the EU (131 kg per capita). This represents a loss of €132 billion.

Around 10% of all food delivered to retail outlets, restaurants, food service outlets (e.g. school and corporate canteens, hospitals, etc.) and households is thrown away. At the same time, some 32.6 million people cannot afford a quality meal (including meat, chicken, fish or their vegetarian equivalent) every second day.

Food waste has a huge impact on the environment, accounting for 252 million tonnes of CO₂ equivalent, or around 16% of total greenhouse gas emissions from the EU food system. Food waste also puts unnecessary pressure on limited natural resources such as land and water use.

We are convinced that reducing food waste is a very important topic. The Instruction for Learners provides guidance and instructions on the use of the horecazerowaste.eu electronic platform by those wishing to study the topic.