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HoReCa Zero Waste: Enhancing the access to  
OERs and greening the curricula  
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# GUIDELINE FOR TRAINERS

INSTRUCTIONS AND  
GUIDELINES ON THE USE OF  
THE E-PLATFORM  
HORECAZEROWASTE.EU BY  
TRAINERS

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## INTRODUCTION

The transition to a circular economy is a major contribution to the EU's efforts to increase competitiveness, economic growth and job creation. Such a transition represents an opportunity to transform our economy, build competitive advantage and create sustainable jobs. An important environmental and economic problem that has a major impact on local communities and their quality of life is the unregulated disposal of food waste and the excessive use of food.

We believe that professional training on this issue is essential to making progress in reducing food waste, while also contributing to the achievement of the Green Deal objectives and environmental protection.

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This document aims to support the trainers working in a learning platform to provide them with a comprehensive resource that enables them to effectively manage the learning process.

The guide provides training support: it helps trainers understand the features and capabilities of the training platform, enabling them to use it to create, organize and deliver educational content. This includes guiding trainers on how to organize courses, upload materials and use various interactive tools available on the platform.

The HoReCa Zero Waste project aims to support the implementation of innovative training methods, through the digitalization of learning content for the Cook and Waiter professions and the development of a new training module for food waste prevention.

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

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



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### REGISTERING A USER ON THE PLATFORM

You can access the registration form via the following link:

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

As shown in Figure 1, to register a new user, select:

### Create a new registration

The screenshot shows the login and registration interface for the Zero Waste HoReCa platform. At the top, there is a search bar and a language dropdown menu set to 'English (en)'. The main content area features the Zero Waste HoReCa logo. Below the logo, there are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. A link for 'Lost password?' is located below the 'Log in' button. A section titled 'Is this your first time here?' includes the text 'For full access to this site, you first need to create an account.' and a 'Create new account' button. Another section titled 'Some courses may allow guest access' includes a 'Log in as a guest' button. At the bottom of the page, there is a language dropdown menu set to 'English (en)' and a 'Cookies notice' button.

Fig. 1

To register as a 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



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- 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: Fields in the registration form marked with  are required.

After completing the registration form, confirm the entered data with the 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 \*, ., ; or #.

**Password** ⓘ

**Email address** ⓘ

**Email (again)** ⓘ

**First name** ⓘ

**Last name** ⓘ

**City/town**

**Country**

ⓘ Required

Fig. 2

Once you have successfully registered, you can access the content of the platform 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 \(horecazerowaste.eu\)](http://horecazerowaste.eu)



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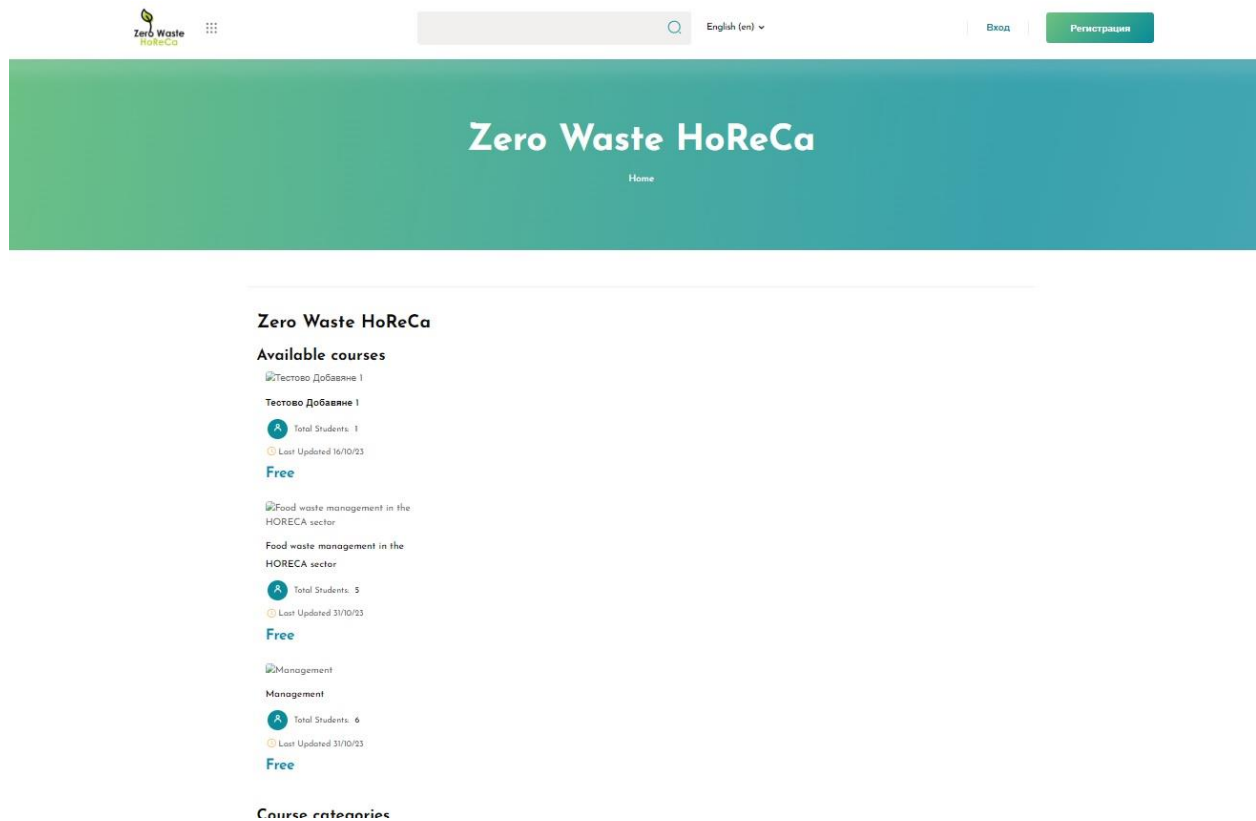


Fig. 3

## 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 Trainer** role is designed for those individuals who are engaged to present and manage the process of moving through the educational content in a course.

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

- 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.

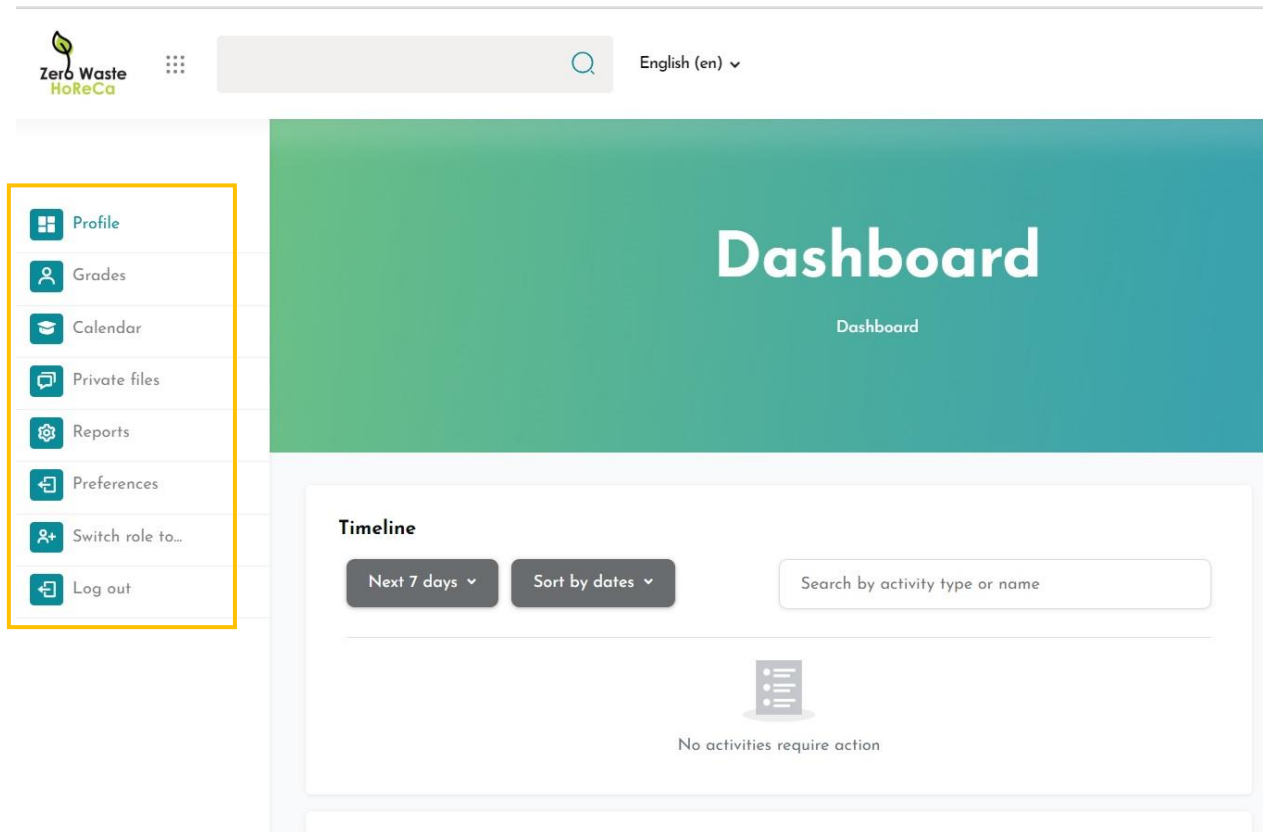


Fig. 4

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

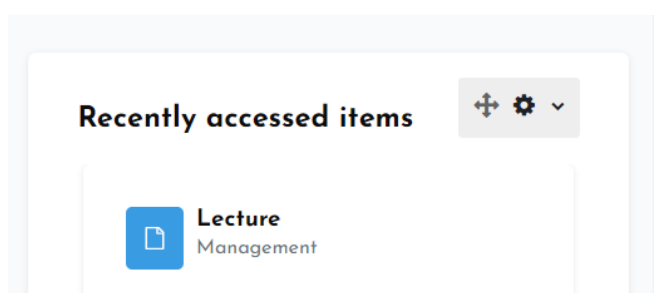







Fig. 5

### USER PROFILE UPLOAD

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).

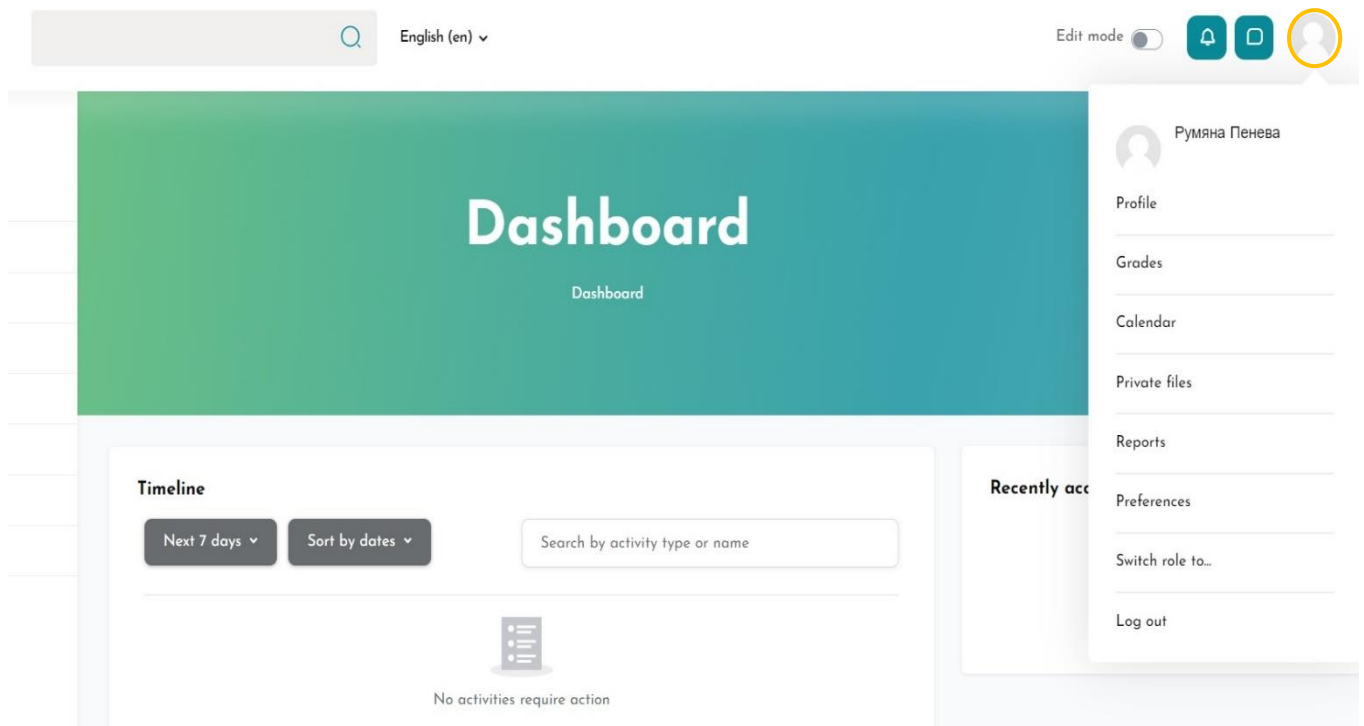


Fig. 6

### GUIDELINES FOR THE USE OF INFORMATION CONTENT CATEGORIES

#### PROFILE



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

**Romyana Peneva**

RP **Romyana Peneva**  Message

User details

**Email address**  
r.peneva@europool.bg (Visible to other course participants)

**Country**  
Bulgaria

**City/town**  
София

[Edit profile](#)

Reports  
Today's logs  
All logs  
Outline report  
Complete report  
Statistics  
Browser sessions  
Grades overview  
Grades

Fig. 7

To edit the profile details, click Edit profile

The profile information also includes information on managed courses as well as useful reports and statistics.

## EVALUATIONS



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The "Grades" category provides information on the courses in which the faculty member is included as a participant and the corresponding grades, as well as information on the courses in which the faculty member is in the teaching role (Figure 8).

RP

**Rumyana Peneva** □ Message

### Courses I am taking

---

<b>Course name</b>
Food waste management in the HORECA sector
Management

### Courses I am teaching

---

<b>Course name</b>
Food waste management in the HORECA sector
Management

Fig. 8

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

This form is basic for managing and setting up information for a course, by the course instructor. From it, the instructor can also start a particular topic by clicking on its name, in the data table, as shown in Fig. 9.

### 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	<a href="#">All</a>	<a href="#">A</a>	<a href="#">B</a>	<a href="#">C</a>	<a href="#">D</a>	<a href="#">E</a>	<a href="#">F</a>	<a href="#">G</a>	<a href="#">H</a>	<a href="#">I</a>	<a href="#">J</a>	<a href="#">K</a>	<a href="#">L</a>	<a href="#">M</a>	<a href="#">N</a>	<a href="#">O</a>	<a href="#">P</a>	<a href="#">Q</a>	<a href="#">R</a>	<a href="#">S</a>	<a href="#">T</a>	<a href="#">U</a>	<a href="#">V</a>	<a href="#">W</a>	<a href="#">X</a>	<a href="#">Y</a>	<a href="#">Z</a>
Last name	<a href="#">All</a>	<a href="#">A</a>	<a href="#">B</a>	<a href="#">C</a>	<a href="#">D</a>	<a href="#">E</a>	<a href="#">F</a>	<a href="#">G</a>	<a href="#">H</a>	<a href="#">I</a>	<a href="#">J</a>	<a href="#">K</a>	<a href="#">L</a>	<a href="#">M</a>	<a href="#">N</a>	<a href="#">O</a>	<a href="#">P</a>	<a href="#">Q</a>	<a href="#">R</a>	<a href="#">S</a>	<a href="#">T</a>	<a href="#">U</a>	<a href="#">V</a>	<a href="#">W</a>	<a href="#">X</a>	<a href="#">Y</a>	<a href="#">Z</a>



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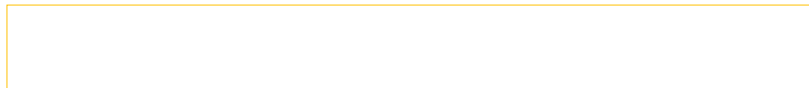


Fig. 9

Access to course information can also be implemented from a list, as shown in Fig. 10

The screenshot shows a course management interface for 'Food waste management in the HORECA sector'. The page title is 'View: Preferences: Grader report'. The navigation menu includes 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. A dropdown menu for 'Grader report' is open, showing options like 'View', 'Grade history', 'Overview report', 'Single view', 'User report', 'Setup', and 'More'. Below the menu is a table of participants with columns for 'First name / Last name', 'Email address', and 'Controls'. The table contains two rows for 'Rumyana Peneva' with email addresses 'office@levelh.bg' and 'r.peneva@europool.bg'. The second row has a grade of '5.00' highlighted in orange.

First name / Last name	Email address	Controls	Grade	Course total
RP Rumyana Peneva	office@levelh.bg	[Settings]		
RP Rumyana Peneva	r.peneva@europool.bg	[Settings]	5.00	5.00

Fig. 10

## INTRODUCTION OF ASSESSMENTS



To mark the result of passing a topic in the learning content, click on the name of the topic, from the screen shown in Figures 9 and 10. The form for entering grades and notes for each individual learner will open (Fig. 11).

Participant	Score Range	Grade	Assessment Note	Specify All/Nothing
RP Румяна Пенева	0.00 - 100.00	5.00		<input checked="" type="checkbox"/>
ОА Офис Акаунт	0.00 - 100.00			<input type="checkbox"/>
ВГ Весела Георгиева	0.00 - 100.00			<input type="checkbox"/>
АК Антоанета Кацарова	0.00 - 100.00	6.00	intermediate assessment	<input checked="" type="checkbox"/>

Fig. 11

1. Select the participants for whom you will be entering ratings by clicking on the option in the "Specify All/Nothing" column.
2. Enter the number of the assessment in the fields in the "Assessment" column.
3. If necessary, enter information in the "Note" field.
4. Confirm the entered estimates with the "Save" button.
5. To view information about a training participant, select the participant's name from the "Select User" list.
6. You can also enter or correct a learner's grades for each of the topics in the curriculum in the learner information form (Fig. 12).

## Food waste management in the HORECA sector: View: Single view

Course Settings Participants Grades Reports More

Single view

Антоанета Кацарова Message Add to contacts



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Fig. 12

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## ADD A PARTICIPANT TO THE TRAINING

The "Assessments" category also offers the possibility to edit the list of training participants. Select the "Participants" section as shown in Figure 13

---

### Food waste management in the HORECA sector

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾ **Enrol users**

#### Enrolled users

Match Any ▾ Select ▾ ✕

+ Add condition Clear filters **Apply filters**

5 participants found

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



Fig. 13

In the "Participants" section you can view the list, add a participant or delete a participant from the list (Fig. 14).

- To add a participant click on "Enrol users" .

Enrolled users

Match Any Select

+ Add condition Clear filters Apply filters

5 participants found

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

<input type="checkbox"/>	First name / Last name ^	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	RP Romyana Peneva	r.peneva@europool.bg	Teacher	No groups	1 sec	Active
<input type="checkbox"/>	RP Romyana Peneva	office@levelh.bg	Student	No groups	Never	Active
<input type="checkbox"/>	OA Офис Акаунт	office@ebilling.dev	Teacher	No groups	12 days 23 hours	Active
<input type="checkbox"/>	BF Весела Георгиева	v.georgieva@bia-bg.com	Teacher	No groups	112 days 22 hours	Active
<input type="checkbox"/>	AK Антоанета Кацарова	a.katzarova@bia-bg.com	Student	No groups	93 days 1 hour	Active

With selected users... Choose...

Enrol users

Fig. 14

- Select a participant from the list (Figure 15).
- Confirm with the "Enrol users" button.

## Enrol users

### Enrolment options

Select users

Georgi Valchev gogrievous@gmail.com

Search

Assign role

Student



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Fig. 15

---

## EDIT COURSE SETTINGS

The Grades category also offers the ability to edit course settings. Select the "Settings" section where you can modify the course features as shown in Figure 16. for example:

- Course name
- Start date of the course
- Course end date

The screenshot shows the 'Edit course settings' page for a course titled 'Food waste management in the HORECA sector'. The breadcrumb trail is 'Dashboard / My courses / HORECA / Settings'. The navigation tabs are 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Settings' tab is active. The page is titled 'Edit course settings' and has an 'Expand all' link. The 'General' section is expanded, showing three settings:

- Course full name:** Food waste management in the HORECA sector
- Course short name:** HORECA
- Course category:** Category 1 (with a search dropdown below it)

On the left side, there is a sidebar menu with the following items: Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., and Log out.





Fig. 16

## COURSE CONTENT

The "Course" section shows the course content structured by topic. You can also access the course content by using your profile information (Profile category) and selecting one of the courses for which you are participating as an instructor. You'll also have access to the Viewed sections where you can enter grades, edit participants and course settings.

## CALENDAR

The "Calendar" category provides you with 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 17.

- 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.

The screenshot shows a 'New event' form with the following fields and values:

- Event title: Discussion
- Date: 17 November 2023 14:38
- Type of event: Course
- Course: Food waste management in the HORECA sector



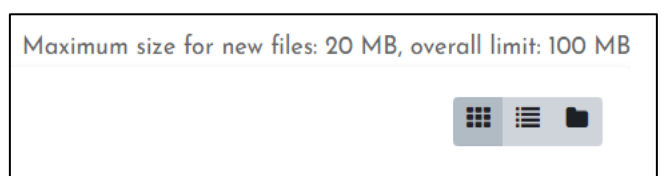
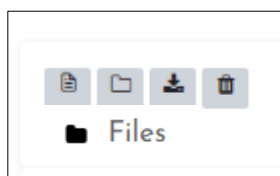
Fig. 17

## PERSONAL FILES

The "Personal Files" category provides you with a list of the files you have uploaded to the platform. You can edit the list by deleting a file or by adding new files (Figure 18).

For this purpose you have access to 4 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.

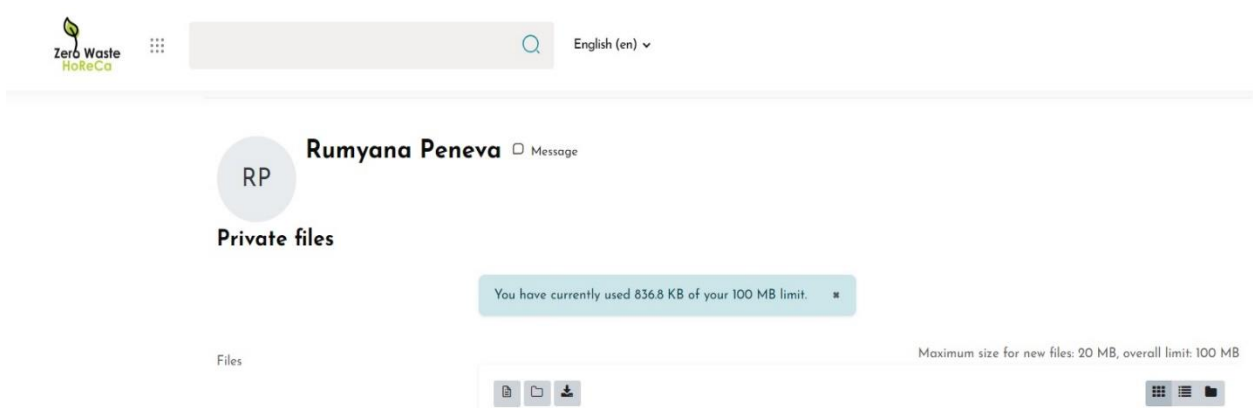




Fig. 18

## REPORTS

The 'Reports' category gives you access to automatically generated reports on learning progress and results (Figure 19).

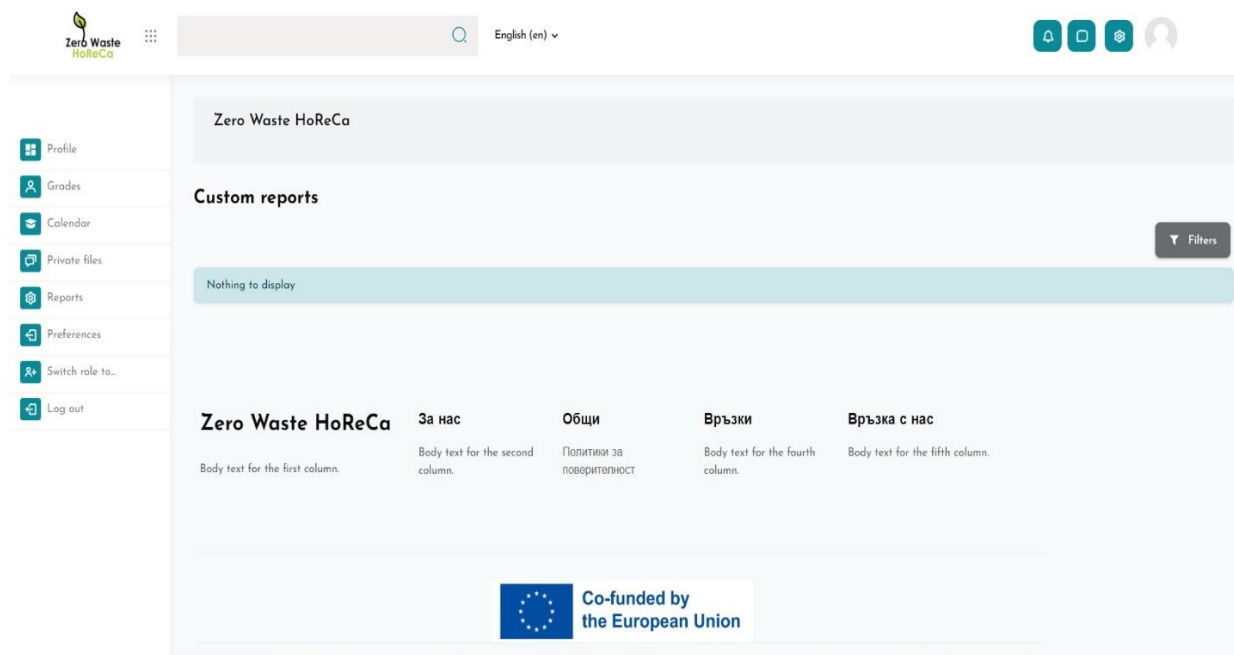


Fig. 19

## REFERENCES

The Preferences category provides you with lists of useful links to different pieces of content and the ability to quickly implement your preferences (Figure 20).

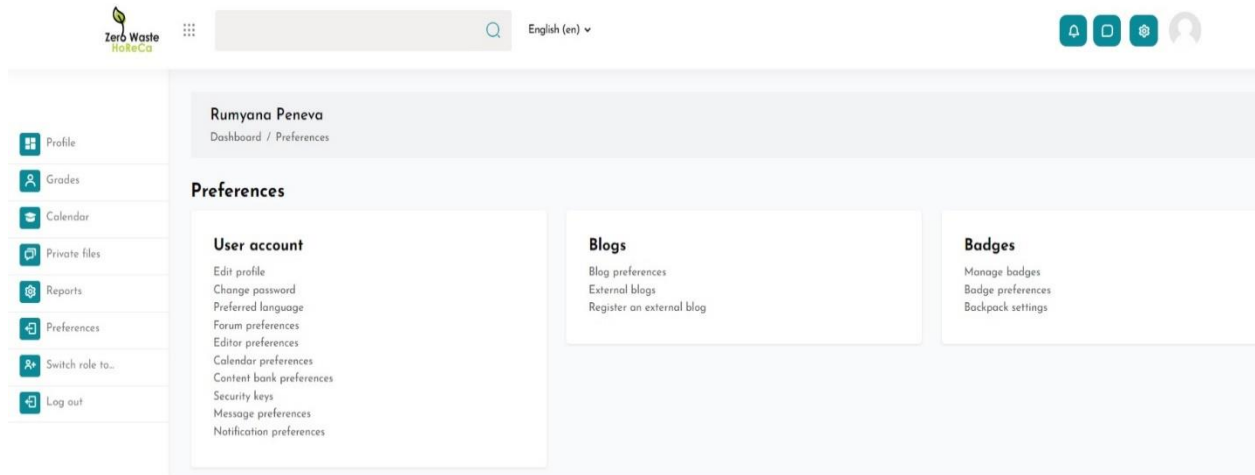


Fig. 20

## SWITCH TO A ROLE

The "Switch to a Role" category provides you with the ability to change your role as shown in Figure 21 and Figure 22.

The roles you can choose between are:

- Trainer
- Non-editing Trainer
- Student
- Guest

## Zero Waste HoReCa

### Zero Waste HoReCa

Home Settings Reports Question bank Filters More ▾

#### Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect (See details and alternatives).

Teacher

Non-editing teacher



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Fig. 21

### Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect (See details and alternatives).

Teacher

Non-editing teacher

Student

Guest

Cancel

Fig. 22

## LOGOUT

The Logout category performs the logout action and shows you the platform home screen, as shown in Figure 23.



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

**Zero Waste HoReCa**  
Home

---

**Zero Waste HoReCa**

**Available courses**

- Total Students: 1  
 Last Updated 16/10/23  
**Free**
- Food waste management in the HORECA sector  
**Food waste management in the HORECA sector**  
 Total Students: 5  
 Last Updated 31/10/23  
**Free**
- Management  
**Management**  
 Total Students: 6  
 Last Updated 31/10/23  
**Free**

**Course categories**

Fig. 23



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## CONCLUSION

The Instruction for Educational Content Educators provides guidance and guidelines on the use of the horecazerowaste.eu electronic platform by educational content educators.

We believe that awareness is the first step to tackling the problem, and the skills and competencies to prevent waste become crucial. As outlined in the 'Food Waste in Brief in the European Union': most food waste is generated during the consumption stage (46%) in households and the hospitality industry. Based on this understanding, with the implementation of the project we intend to respond to this need by choosing the professions of "cook" and "waiter", the former being largely responsible for the way food is used and the latter for interacting with customers and therefore, changing their attitudes and behaviour towards responsible food consumption.