



E2DRIVER Platform

E2DRIVER H2020 project

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Project **E2DRIVER**

“Training on energy audits as an Energy Efficiency DRIVER for the automotive sector”

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Table 2: Document History

ABBREVIATIONS

VR: Virtual Reality

Q&A: Questions and answers

PROJECT PARTNERS

CIRCE: Fundación CIRCE Centro de Investigación de Recursos y Consumos Energéticos

FRAUNHOFER: Fraunhofer Gesellschaft zur Förderung der Angewandten Forschung e.V.

POLITO: Politecnico di Torino

EPROPLAN: EPROPLAN GmbH Beratende Ingenieure

SINERGIE: Sinergie Società Consortile a Responsabilità Limitata

ENGIE: ENGIE Lab CRIGEN

SERNAUTO: Asociación Española de Proveedores de Automoción

AEN: Automotive Engineering Network – Das Mobilitätscluster e.V.

MESAP: Centro Servizi Industrie SRL

MOV'EO: Pole Mov'eo – Mobility Competitiveness Cluster

EPC: EPC Project Corporation Climate. Sustainability. Communications. mbH

MERIT: MERIT Consulting House

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PUBLISHABLE SUMMARY

This deliverable presents the final result of the development of the E2DRIVER platform in the context of Task 3.5. This document is divided into two parts: (1) the body of the document that shows the main characteristics of the platform and (2) Annex I and Annex I which consist of the two user guides for the platform.

The user guides serve as instructions on how to appropriately use the platform in order to have the best E2DRIVER training experience. As stated, two types of user guides were created – one for E2DRIVER trainees, and one for E2DRIVER trainers. While both guides contain overlapping sections, the majority of them are specific to each the trainer and the trainee. All sections are accompanied by clear instructions on how to access all areas of the platform, how to engage in discussion forums, how to upload and download files, and how to manage grades. Most sections also include images as a reference to the content discussed in the sections. The user guides are geared towards enabling both trainers and trainees to understand the platform in its entirety.

The platform consists of the following core functionalities:

- Dashboard
- Home site
- Calendar
- Classification survey
- Four training paths
- Grades section
- Repository
- Tools section
- Community forum

Users can toggle between five different languages (English, German, Spanish, French and Italian), which changes the platform's basic language as well as the training content.

After registering to the platform, a welcome message will be sent to the user's email explaining the next steps they need to undertake in order to become verified and gain full access to the platform.

The platform can be accessed via: <https://e2driver.uv.es/>

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1 E2DRIVER PLATFORM

1.1 Introduction

The E2DRIVER platform is the instrument that embodies the E2DRIVER Methodology. It is an e-learning tool where all project information, together with the tools and innovative elements like the virtual reality module, is made available for the automotive companies. The E2DRIVER platform is intended to become a collaborative-cooperative training platform that boosts the collective intelligence on energy efficiency of this sector.

This e-learning tool provides access to a complete repository of training materials about energy efficiency, energy audits, renewable energies and electric vehicles, different tools (Energy Self-Assessment Tool, Financial Assessment Tools and a Virtual Reality Tool), as well as to the online segment of the courses that have been created in the project.

This tool can be found by following this link:

<https://e2driver.uv.es/>

1.2 Description of the platform

The E2DRIVER Platform is the second pillar of the E2DRIVER solution (together with the Methodology). It is an **e-learning** tool that has been adapted to the characteristics of the project and its pedagogical approach, the Ontological Flip Teaching model. The platform is available in five languages: English, German, Spanish, French and Italian.

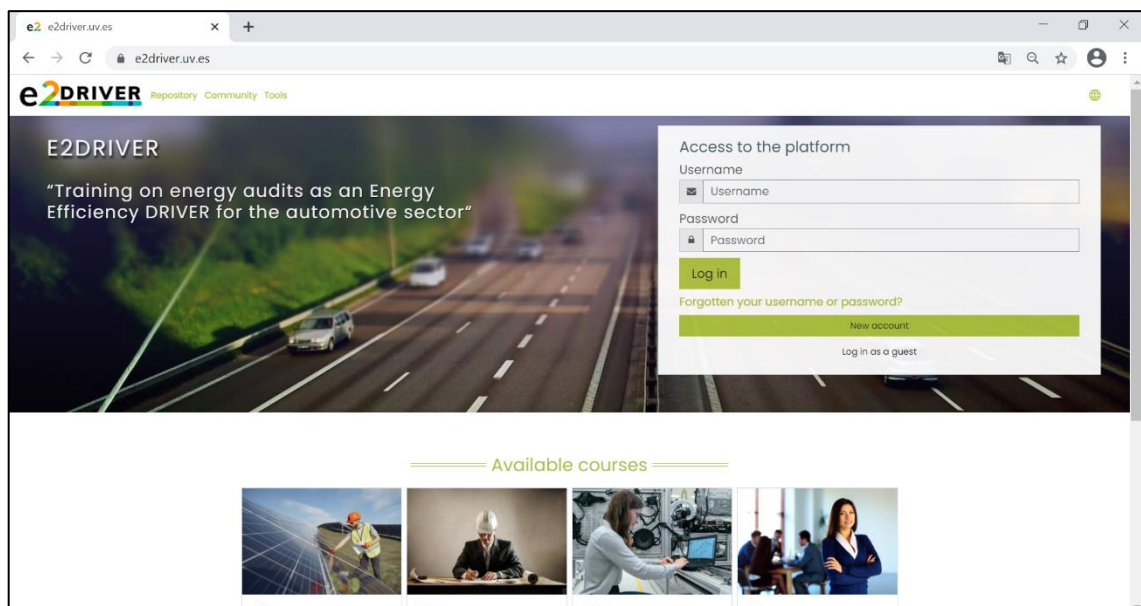


Figure 1. Log in page of the E2DRIVER Platform

The E2DRIVER platform consists of four main parts:

- (1) The **repository** of contents where all the training materials are collected. It provides trainees and trainers with a practical access to all important training-related resources, incentivising them to consult the repository's content on a regular basis.

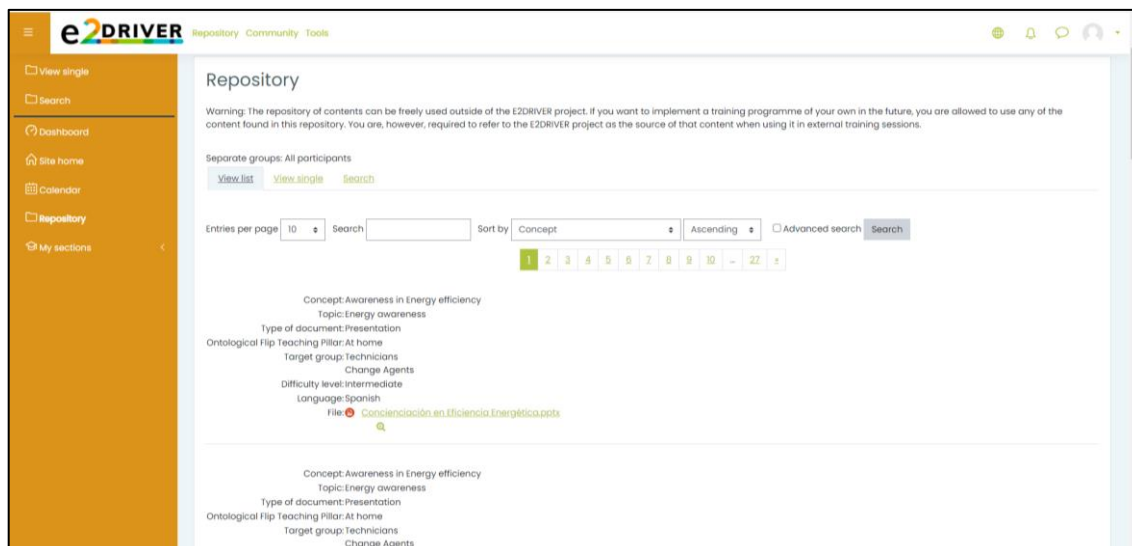


Figure 2. Repository of the E2DRIVER Platform.

- (2) The **e-learning part** where trainees can consult the units of their E2DRIVER training.

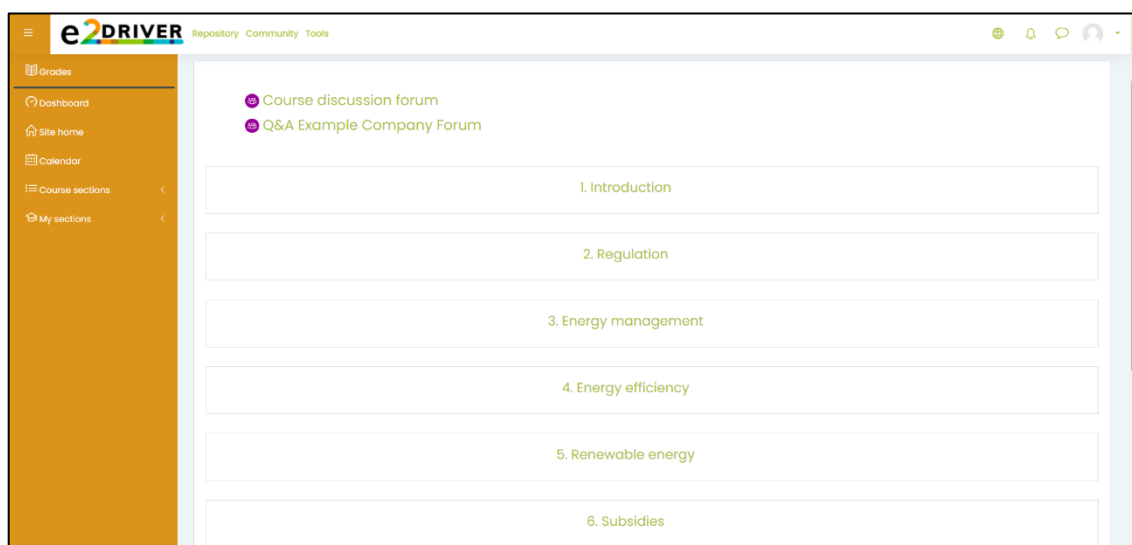


Figure 3. Index of the training path for Managers.

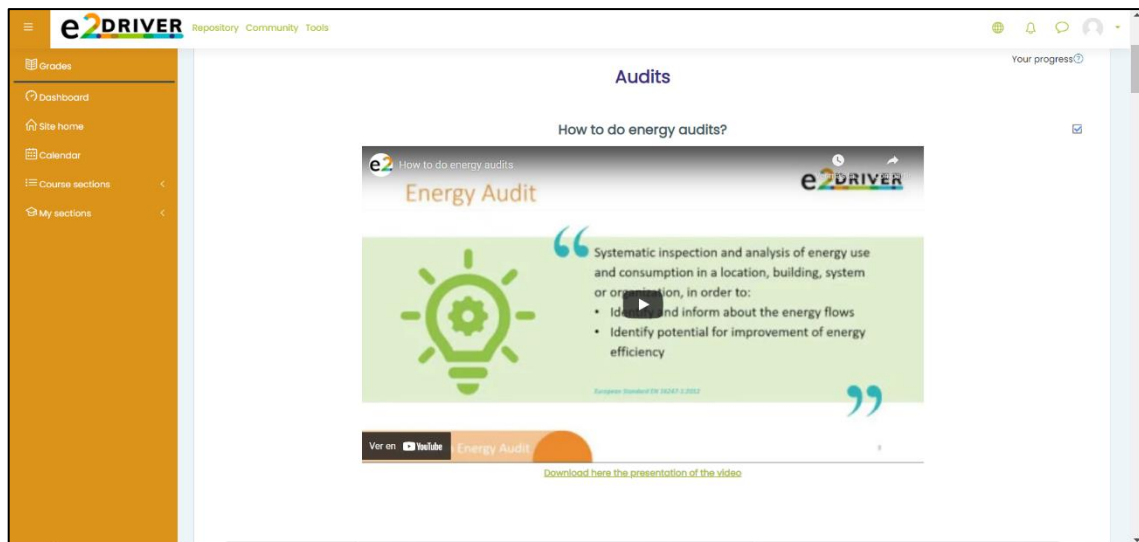


Figure 4. Previsualization of the contents in the training path for Managers.

- (3) The **E2DRIVER Community**, where trainees, trainers, external experts, financial entities, etc. are able to keep in contact, share ideas and news and engage in networking.

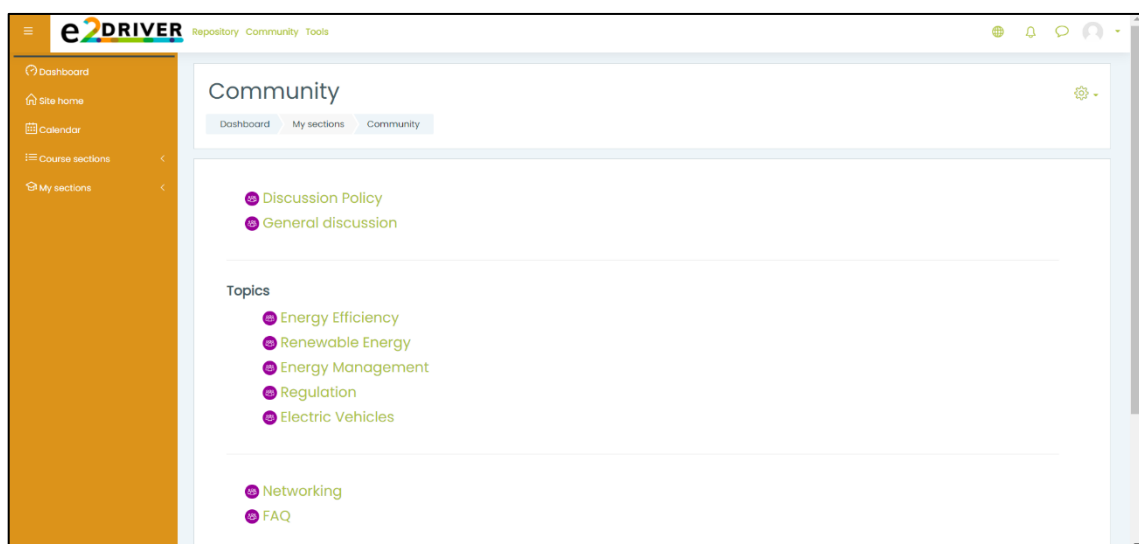


Figure 5. E2DRIVER Community structure.

- (4) Three tools: The **Energy Audit Self-Assessment Tool**, the **Financial Tool** and the **Virtual Reality tool**.

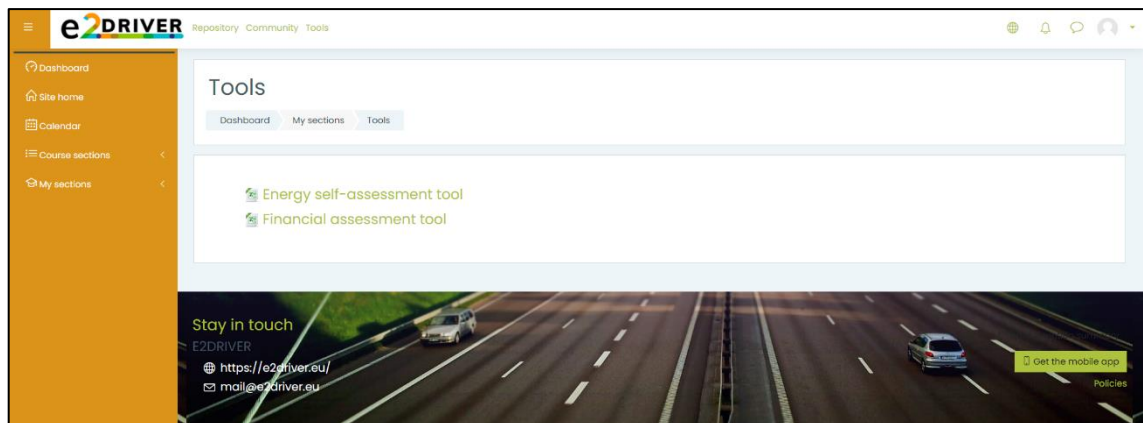


Figure 6. View of the E2DRIVER Tools section in the Platform.

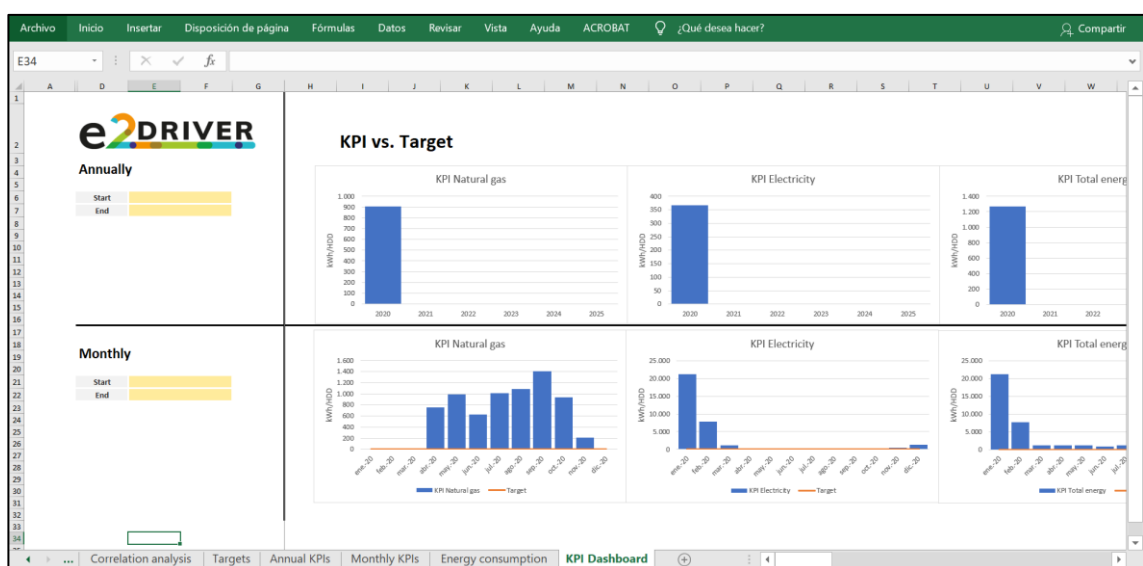


Figure 7. Energy Self-Assessment Tool.

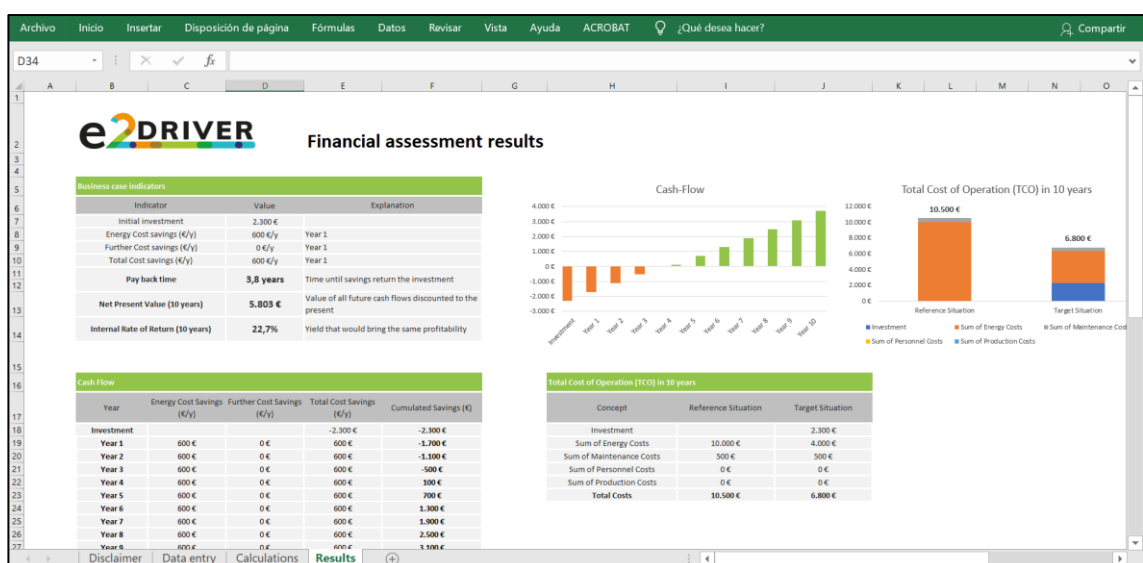


Figure 8. Financial Assessment Tool.



Figure 9. E2DRIVER Virtual reality.

The platform was designed on the basis of the **Ontological Flip Teaching approach**. This approach requires trainees to engage with educational material, go through the lessons and, in turn, generate learning resources that can be uploaded to the repository of contents found on the platform.

To that end, the E2DRIVER consortium has created an **algorithm** that has been integrated into the platform. Its role is to customise the training by taking into account data from the sector, the company and the trainees (academic and professional background, specific fields where trainees lack knowledge, etc.). The customisation algorithm has been implemented in the form of a **questionnaire**. The first time a trainee logs into the platform, he or she must complete the questionnaire, which results in them being automatically enrolled in one of the four training paths that exist on the platform. Moreover, once the trainee has been classified, further customisation of the course will be performed by considering trainees' needs and interests.

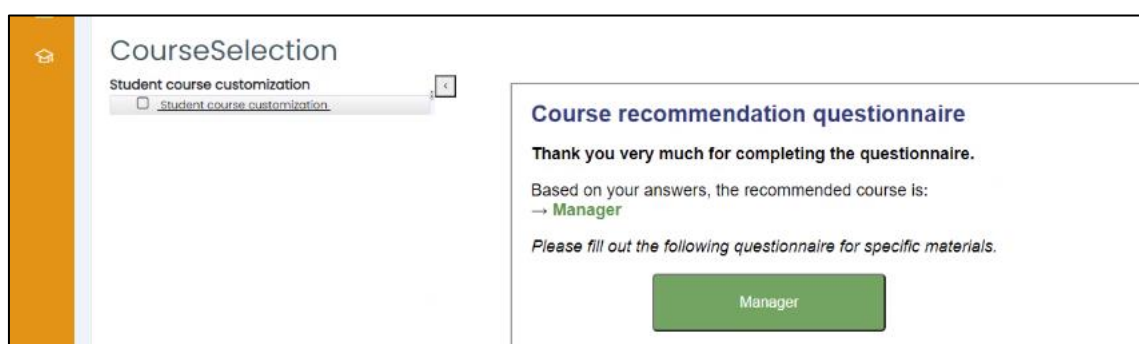


Figure 10. View of a result of the questionnaire. This trainee has been classified as "Manager".



Figure 11. The four training paths available in the E2DRIVER platform.

1.3 Conclusion

The body of this document has explained the main characteristics of the platform. In Annex I and Annex II, the guides for trainees and for trainers are detailed.

2 ANNEX I: E2DRIVER USER GUIDE FOR TRAINEES.



E2DRIVER Platform User Guide for Trainees

E2DRIVER H2020 project

GETTING STARTED

Welcome to the E2DRIVER learning platform on energy efficiency in the automotive sector!

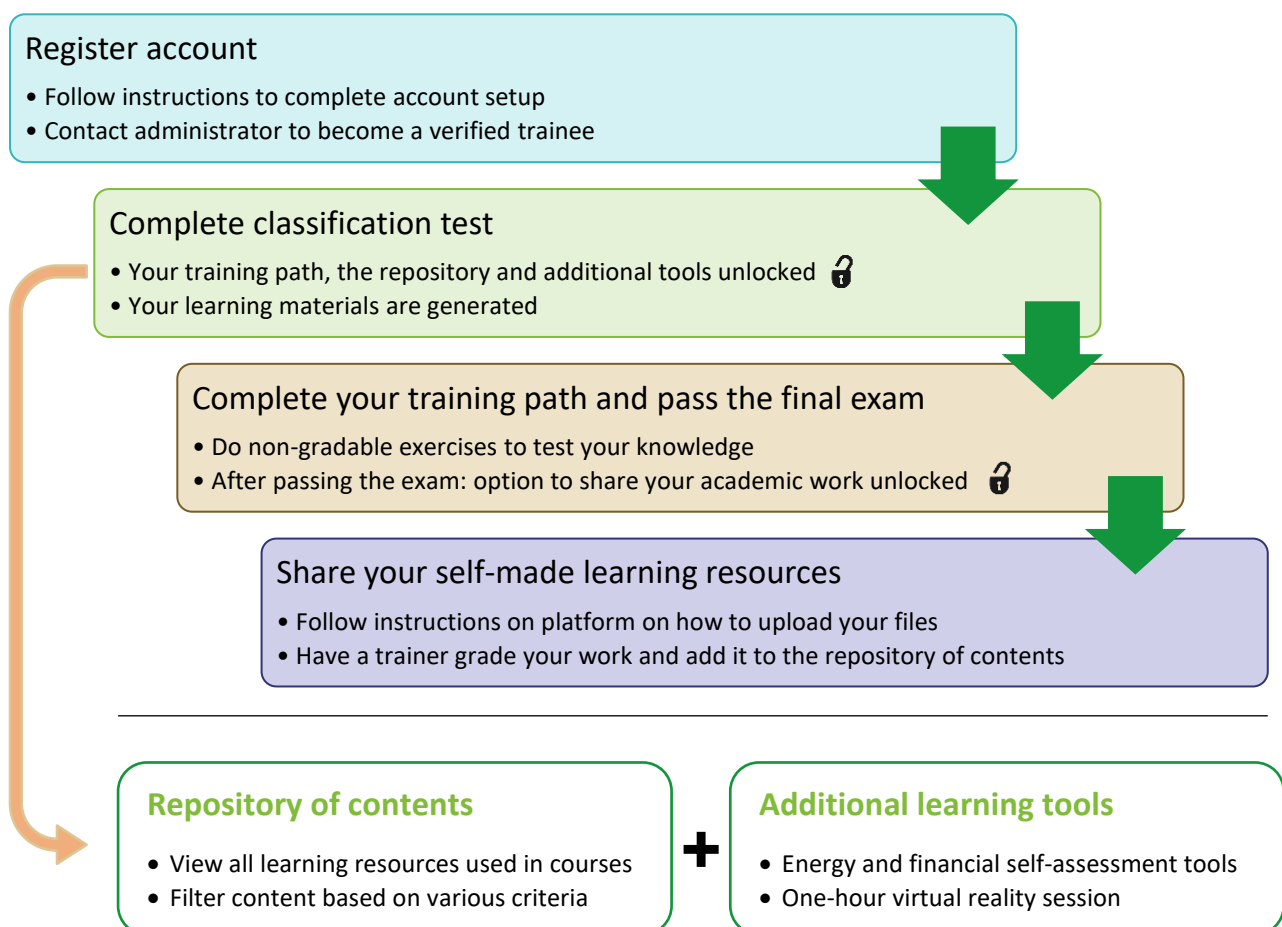
This document serves as a guide to describe how to use the platform's main functions. Below you can find an overview of the platform's features:

- [Registration process, language and classification survey](#)
- [User interface and navigation:](#)
 - [The dashboard](#)
 - [Home site and list of courses](#)
 - [Training courses](#)
 - [A repository of contents](#)
 - [Self-assessment tools](#)
 - [VR session](#)
- [A community forum](#)

The section below provides a brief overview of the steps you need to perform in order to complete your training. More detailed descriptions are provided in the rest of the document.

Let's get started!

In brief: Using the platform and completing the training



2.1 Registration, language and classification survey

In order to have access to the content of the E2DRIVER platform, you will first need to create an account. On the registration page, you will be prompted to either login with an existing account or to create a new one. Follow the instructions and finish the account setup once you click on New account.



Figure 12. E2DRIVER Platform login screen

Verifying account

To gain access to all the platform's features, you will need to verify your account. You will receive a welcome email after registering to the platform, which will contain further instructions on how to proceed. In short, you will need to send an email to the platform administrator who will give you access to the classification survey and the platform's main features.

2.1.1 Changing language

If you need to change the language, you can do so by clicking on the green globe on the upper right corner of the login page. Changing the language will change platform instructions and all course content. The green globe symbol is also found inside the platform after logging in.

Change language  

2.1.2 Classification survey

As soon as you have registered your new account, you will gain access to the E2DRIVER platform. However, before you are able to start your course, you will need to fill out a classification survey that will reveal which type of course and learning materials best suit you based on your characteristics.

How to access the survey?

The survey can be accessed in one of the following ways:

- *Dashboard → Instructions: Step 1 → Link: Classification test*
- **My sections** in the panel on the left-hand side → *Classification test*
- **Site home** → *Classification test*

Once you click on *Classification test*, you will be given instructions on how to fill out the questionnaire. The first part will ask you about your skills, company role, background and other information, which will ultimately determine a **training path** for you. Available paths exist for: Managers, Technical managers, Science and Engineering Professionals and Change Agents.

The screenshot shows the 'CourseSelection' interface. On the left, there is a sidebar with an orange bar and a 'Student course customization' section. The main content area displays the 'Course recommendation questionnaire' results. It says: 'Thank you very much for completing the questionnaire. Based on your answers, the recommended course is: → **Manager**. Please fill out the following questionnaire for specific materials.' Below this text is a green button labeled 'Manager'.

Once your training path has been determined, you will be asked to answer a few more questions in order to generate the **learning materials** that best suit your needs. Complete the survey to unlock your course. You are now ready to start with your E2DRIVER training!

The screenshot shows the 'CourseSelection' interface. On the left, there is a sidebar with an orange bar and a 'Student course customization' section. The main content area displays the 'Manager course materials questionnaire' results. It says: 'Thank you very much for completing the questionnaire. We have customized the course materials based on your answers.' Below this text is a dark blue button labeled 'Finish'.

2.2 User interface and navigation

The main navigation menu is found on the left-hand side of the platform. You will be able to access all the features that the E2DRIVER platform has to offer from there. The following sections go through each feature, describing their purpose and how they can be used.

2.2.1 Dashboard

The dashboard displays your profile name and the instructions on how to use the platform. These instructions briefly explain the most important steps you need to take to successfully complete the E2DRIVER training course.

<p>Step 0: Choose your language by clicking on the green globe in the upper right corner of the page.</p> <p>Step 1: Complete a classification survey to unlock your training path, the repository of contents and additional learning tools. Follow the instructions on the classification test page to learn how to complete the survey. Link: classification survey</p> <p>Step 2: Choose your training path on the Site home section to access course units.</p> <p>Step 3: Complete each unit by going over documents and presentations, watching videos and doing non-graded exercises. You can track your progress by clicking on the checkbox next to each material.</p> <p>Step 4 (optional): Ask questions and engage in the discussion in the course discussion forum. The forum is found above the training path unit overview.</p> <p>Step 5: Take your final exam. When you pass your exam, you will automatically receive a grade by the platform. In addition, you will unlock the option to share your self-made learning resources.</p> <p>Step 6: Share your learning resources in the <i>Final evaluation</i> → <i>Add your resources to the repository</i> section. Upload your files, wait for a trainer to verify and upload them to the repository of contents.</p> <p>Step 7: Finally, the on-site session and the virtual reality session will be organised at your company. It is important that you attend both these sessions. In case you are one of the trainees participating in the VR exercises, you will receive a full report on your performance once you pass the module. You can find the full report in <i>Final evaluation</i> → <i>VR session</i>. Link: Tools</p> <p>Step 8 (optional): Check the repository of contents for additional learning material you may be interested in.</p> <p>Step 9 (optional): Engage with the energy and financial self-assessment tools on the Tools page after completing your training to further test your knowledge. Link: Tools</p>
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Figure 13. Instructions for students on the dashboard

2.2.2 Site home

The **Site home** area is a central page that hosts all the main sections of the E2DRIVER training programme. From there, you will be able to access the training path you are enrolled in. You will also have access to all the other features of the E2DRIVER programme, including the [community forum](#), [self-assessment tools](#), a [VR session](#) and the [repository of contents](#).

Once the classification test has been completed, the platform will unlock the appropriate training path as well as the repository and tool sections. These are found in:

Site home → *My sections* → *Repository* + *<Your training path>* + *Tools* + *Community*

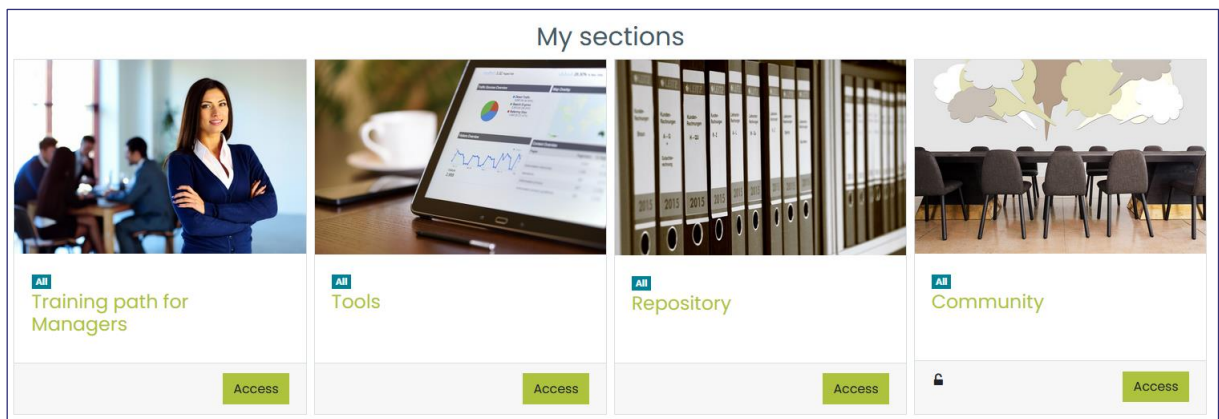


Figure 14. Site home section (example: manager)

2.2.3 Your training path

2.2.3.1 Taking the course

How do I access my course?

The course you unlocked after the completion of the classification test can be accessed in one of the following ways:

- **Site home** → <Your training path>
- **My sections** section in the panel on the left-hand side → <Your training path>



Figure 15. Course units

Every course is divided into seven different units. Depending on your answers in the [classification test](#), learning resources in each unit are shown either as **mandatory** or **optional**. Some units also contain non-graded exercises that you can do in order to test your knowledge on selected concepts (see image below).

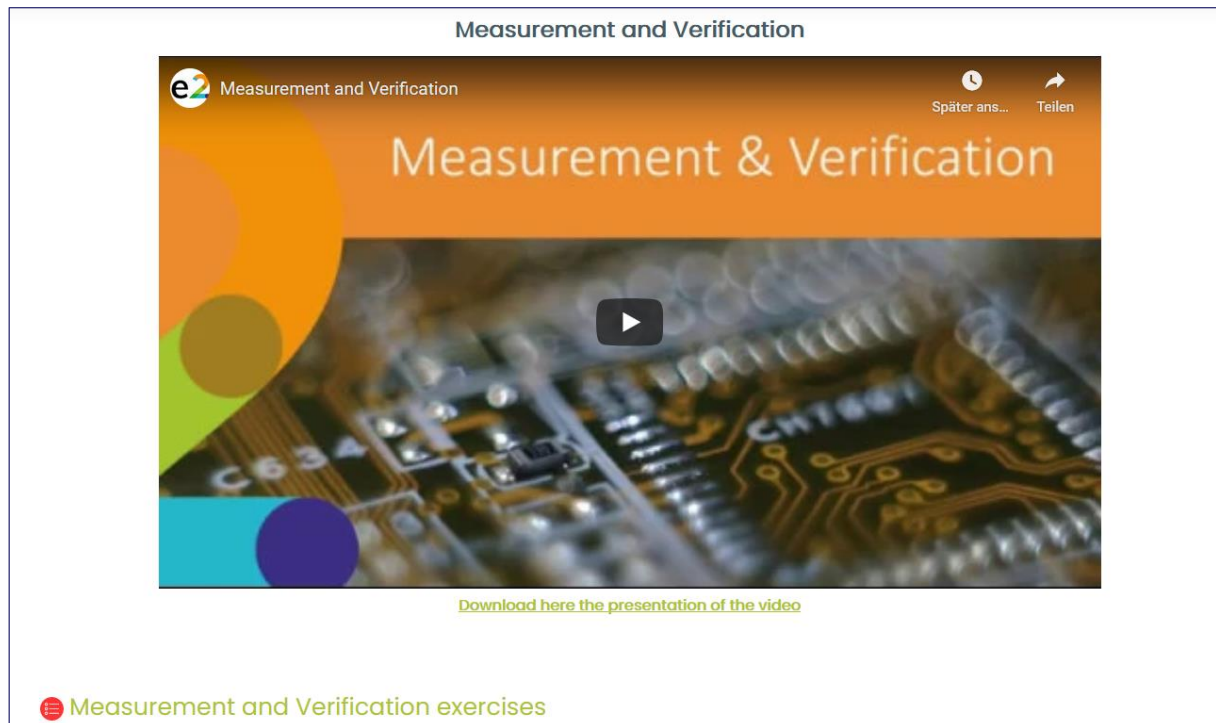


Figure 16. Example: mandatory learning resource with exercise

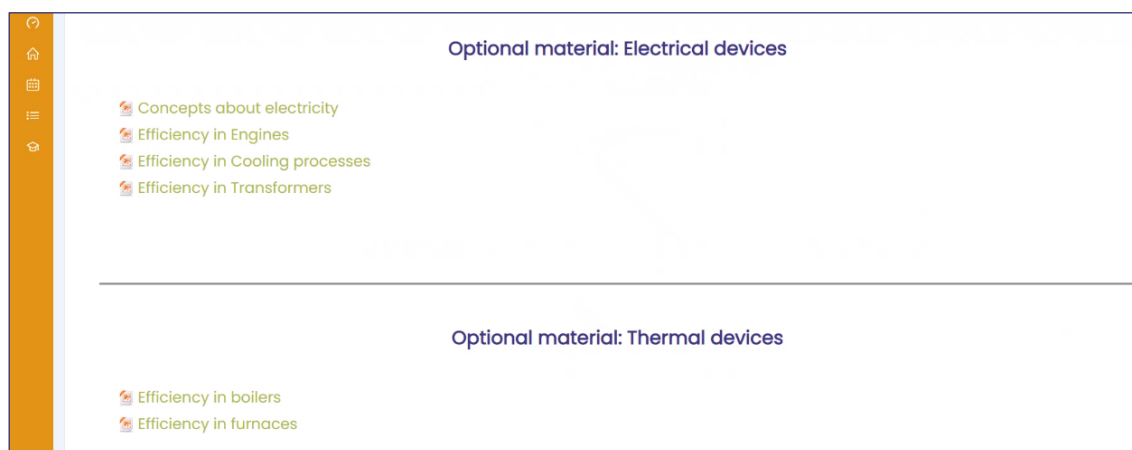
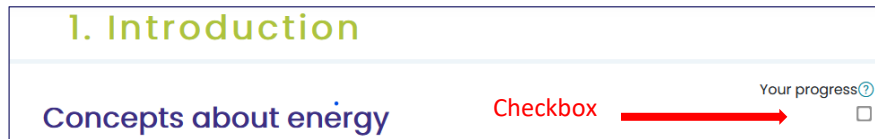


Figure 17. Example: Optional learning material

Tracking progress

You will need to engage with mandatory learning resources in order to prepare for the final exam. To track which resources you have already engaged with, you can check the box next to them. Each mandatory (but not optional) resource has a **checkbox** that serves as a “bookmark” helping you keep track of your progress.



Q&A with trainers

In case you have doubts about the material and its contents, you can always post a question in the course discussion forum found above the unit overview on your main training path page. Trainers will be able to respond to your questions and clarify any doubts you may have.

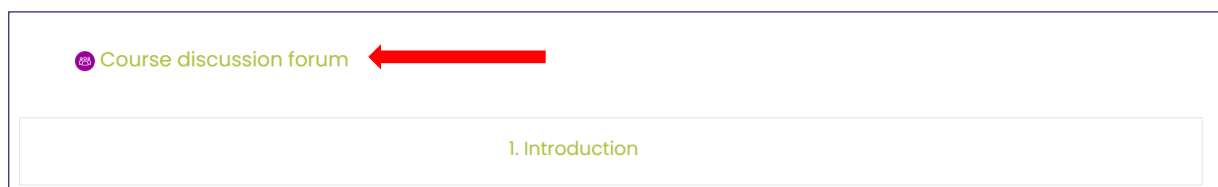


Figure 18. Access to the course Q&A

2.2.3.2 Course completion and sharing of learning materials

Once you have gone through all training units, you will be able to take the final exam, located in the *Final Evaluation* unit. Your test will be graded automatically by the platform and the final grade will appear in the **Grades** section found in the main menu on the left.

If you have passed your test, you will unlock a new subsection in the *Final evaluation* unit where you will be able to upload learning resources that you may have produced. Your trainer will grade your work and give you feedback in case it needs to be modified. If the material is approved by the trainer, it will be uploaded to the [repository of contents](#).

How do I add my own learning resources to the repository?

Pass final exam → new subsection “Area for uploading your academic work” unlocked → follow instruction to upload learning material → trainer will grade your work and upload it to the repository

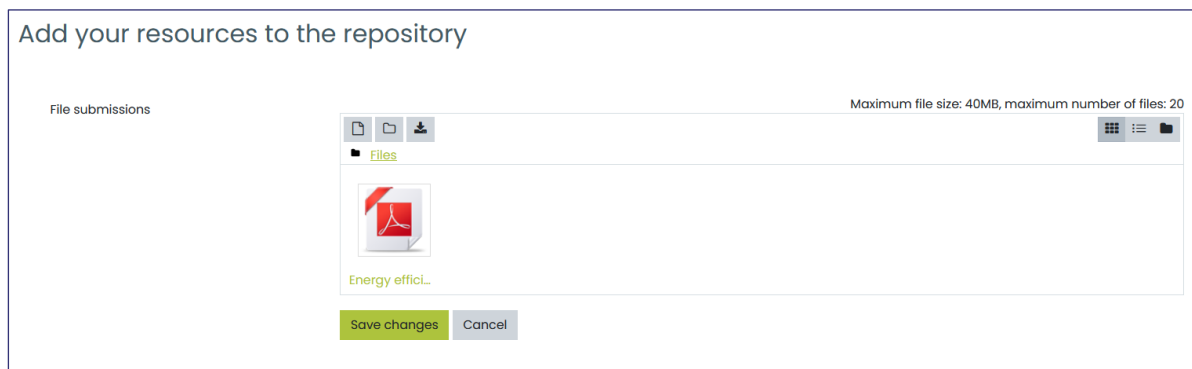


Figure 19. Uploading a resource for verification

2.2.4 Repository

The repository is the main storage hub for all learning materials. There you will find all resources used in the training courses.

How do I access the repository?

The repository can be accessed in one of the following ways:

- **Site home** → Repository
- **My sections** section in the panel on the left-hand side → Repository
- **Top bar** next to the E2DRIVER logo

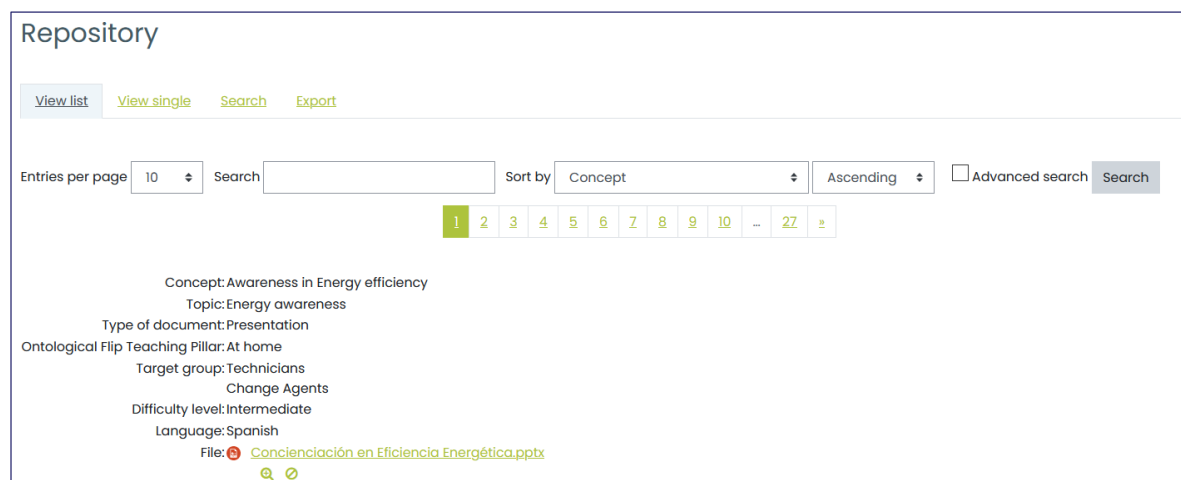


Figure 20. E2DRIVER repository

The repository can be filtered according to several criteria, including topic, language, target group, difficulty level, etc. If no filter is applied, all materials in all languages are displayed. You are also able to do a free text search to find relevant content.

2.2.5 Self-assessment tools

There are two kinds of self-assessment tools: an energy and a financial tool. Both serve as additional resources that can be utilised to keep track of important indicators affecting financial costs/benefits and energy use in the company. Further instructions about the use of the tools are provided in the tools themselves.

How do I access the self-assessment tools?

The tools can be accessed in one of the following ways:

- **Site home** → Tools
- **My sections** section in the panel on the left-hand side → Tools
- Top bar next to the E2DRIVER logo

2.2.6 VR session

A virtual reality (VR) session will be organised at your company and it is compulsory. The VR session will train you on how to use an electrical cabinet in a safe, 3D environment. The session itself is located in an external app. A link has been provided on the platform that leads directly to the VR tool.

How do I access the VR session?

The VR session can be accessed in one of the following ways:

- **Site home** → Tools
- **My sections** section in the panel on the left-hand side → Tools
- Top bar next to the E2DRIVER logo

The VR session will be graded. The grade will be uploaded by the trainer and can be found in the **Grades** section accessible from the main menu on the left-hand side of the platform.

The full report will also be uploaded by the trainer. It can be found in the *Final evaluation* unit under VR session.

How do I view my VR report?

<Your training path> → Final evaluation → VR Session



Feedback	
Grade	75.00 / 100.00
Graded on	Friday, 12 February 2021, 4:56 PM
Graded by	 Teacher 1
Feedback files	 VR report_student 1.pdf 12 February 2021, 4:56 PM

Figure 21. VR report and grade overview

2.3 Community forum

The community forum serves as a place for both E2DRIVER participants and external actors to communicate about a variety of topics related to energy efficiency and renewable energies. If you are interested in the discussion, you can actively participate in the forum regardless of whether you are taking part in the training programme or not.

How do I access the community forum?

The forum can be accessed in one of the following ways:

- **Site home** → Community
- **My sections** section in the panel on the left-hand side → Community
- **Top bar** next to the E2DRIVER logo

To post a question or a comment, click on one of the forum categories and enrol yourself in the forum. From there, you can either post a new discussion topic or engage in existing discussions.

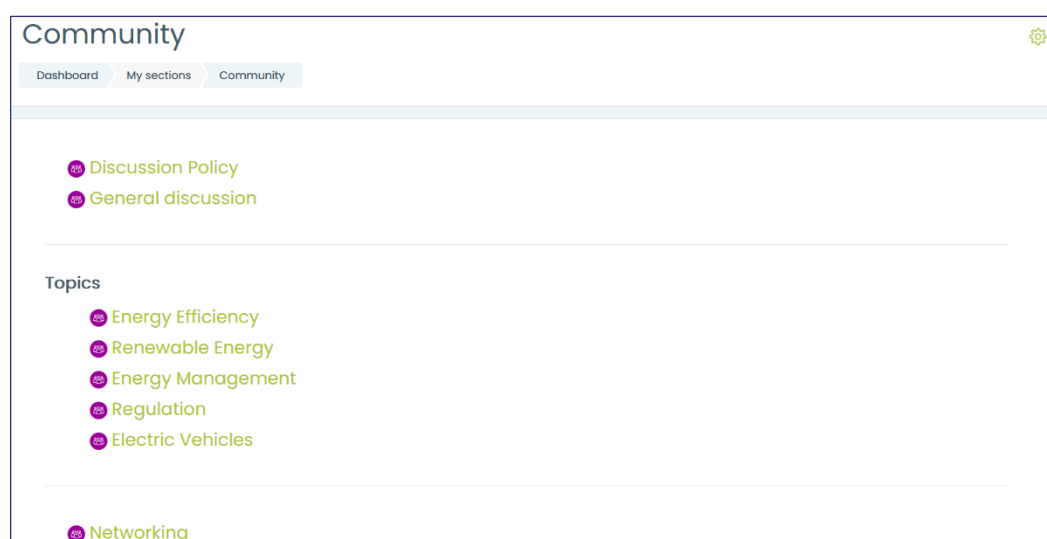


Figure 22. Community forum overview

3 ANNEX II: E2DRIVER USER GUIDE FOR TRAINERS.



E2DRIVER Platform User Guide for Trainers

E2DRIVER H2020 project

GETTING STARTED

Welcome to the E2DRIVER learning platform on energy efficiency in the automotive sector!

This document serves as a guide to describe how to use the platform's main functions as an E2DRIVER trainer. The platform's main features include:

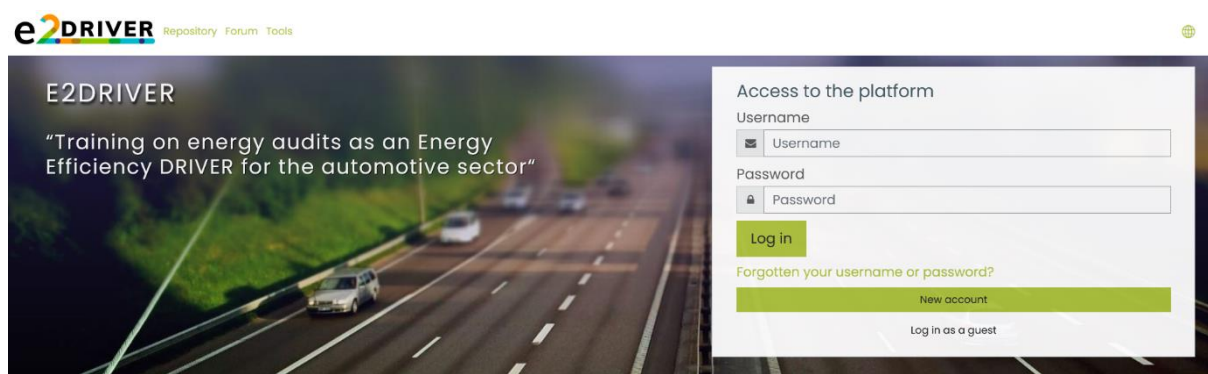
- [Registration process and language](#)
- [User interface and navigation](#)
 - [Dashboard](#)
 - [Site home](#)
 - [Calendar](#)
 - [Course management](#)
 - [Repository of contents](#)
 - [VR session](#)
 - [Grading](#)
- [A community forum](#)

Read the content below to learn how to navigate and use the E2DRIVER learning platform.

Let's get started!

3.1 Registration and language

In order to have access to the content of the E2DRIVER platform, you will first need to create an account. On the registration page, you will be prompted to either login with an existing account or to create a new one. Follow the instructions and finish the account setup once you click on New account.



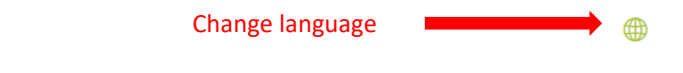
Verifying account

To gain access to all the platform's features, you will need to verify your account. You will receive a welcome email after registering to the platform, which will contain further instructions on how to proceed. In short, you will need to send an email to the platform administrator proving that you are an E2DRIVER trainer.

Once verified, you will not only gain full access to the platform's features, but you will also be assigned to the role of a *Trainer*. As such, you will have control over trainee grades, gain access to the discussion forum as a trainer and have the ability to manage learning resources.

3.1.1 Changing the language

If you need to change the language, you can do so by clicking on the green globe on the upper right corner of the login page. Changing the language will change platform instructions and all course content. The green globe symbol is also found inside the platform after logging in.



3.2 User interface and navigation

The main navigation menu is found on the left-hand side of the platform. You will be able to access all the features that the E2DRIVER platform has to offer from there. The following sections go through each feature, describing their purpose and how they can be used.

3.2.1 Dashboard

The dashboard displays your profile name and a guide for students on how to use the platform. These instructions briefly explain the most important steps trainees need to take to successfully complete the E2DRIVER training course. Keeping in mind these steps can help you understand your trainees' progress better, allowing you to assist trainees more effectively in case they need help on a particular step.

- Step 0: Choose your language by clicking on the green globe in the upper right corner of the page.
- Step 1: Complete a classification survey to unlock your training path, the repository of contents and additional learning tools. Follow the instructions on the classification test page to learn how to complete the survey. Link: [classification survey](#)
- Step 2: Choose your training path on the **Site home** section to access course units.
- Step 3: Complete each unit by going over documents and presentations, watching videos and doing non-graded exercises. You can track your progress by clicking on the checkbox next to each material.
- Step 4 (**optional**): Ask questions and engage in the discussion in the course discussion forum. The forum is found above the training path unit overview.
- Step 5: Take your final exam. When you pass your exam, you will automatically receive a grade by the platform. In addition, you will unlock the option to share your self-made learning resources.
- Step 6: Share your learning resources in the *Final evaluation* → *Add your resources to the repository* section. Upload your files, wait for a trainer to verify and upload them to the repository of contents.
- Step 7: Finally, the on-site session and the virtual reality session will be organised at your company. It is important that you attend both these sessions. In case you are one of the trainees participating in the VR exercises, you will receive a full report on your performance once you pass the module. You can find the full report in *Final evaluation* → *VR session*. Link: [Tools](#)
- Step 8 (**optional**): Check the repository of contents for additional learning material you may be interested in.
- Step 9 (**optional**): Engage with the energy and financial self-assessment tools on the **Tools** page after completing your training to further test your knowledge. Link: [Tools](#)

Figure 23. Platform dashboard

3.2.2 Site Home

The **Site home** page is a central hub that hosts all the main sections of the E2DRIVER training programme. Firstly, it serves as an overview of all the training paths available on the platform, which you will be in charge of. If you wish to enter a specific training path and engage with the content there, it is easiest to do so via this section. Second, you will also have access to all the other features of the E2DRIVER programme, including the [community forum](#), [self-assessment tools](#), a [VR session](#) and the [repository of contents](#).

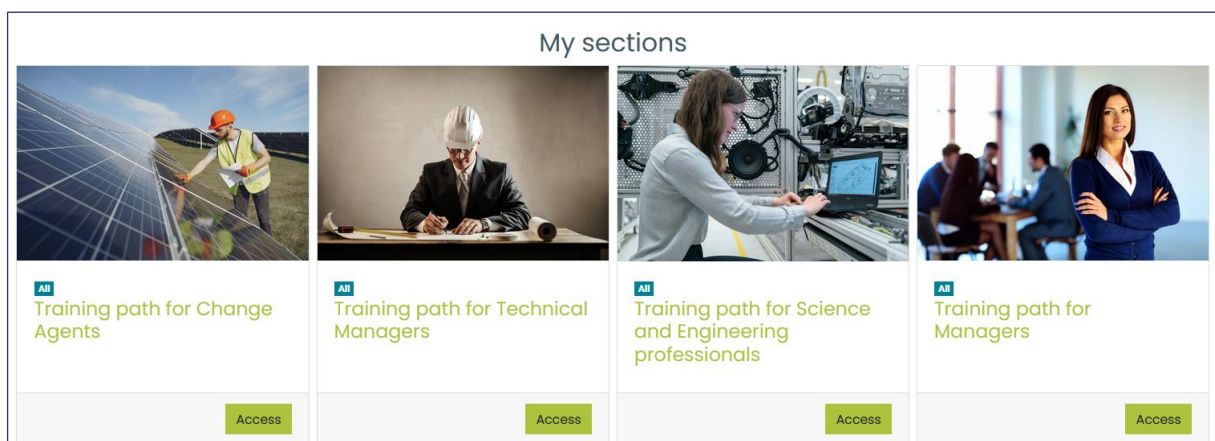


Figure 24. Site home section

3.2.3 Calendar

One of the first steps you will need to perform is to define a schedule for video calls and on-site sessions. In order to do that, you will make extensive use of the calendar feature that is part of the E2DRIVER platform. Adding an event to the calendar is easily done.

How do I add an event to the calendar?

To access the calendar, click the **Calendar section** in the panel on the left-hand side, then:

- Click on a day → add event details → click Save

The event will automatically be added to the calendar. If you wish to change event details, simply click on the event to edit it.

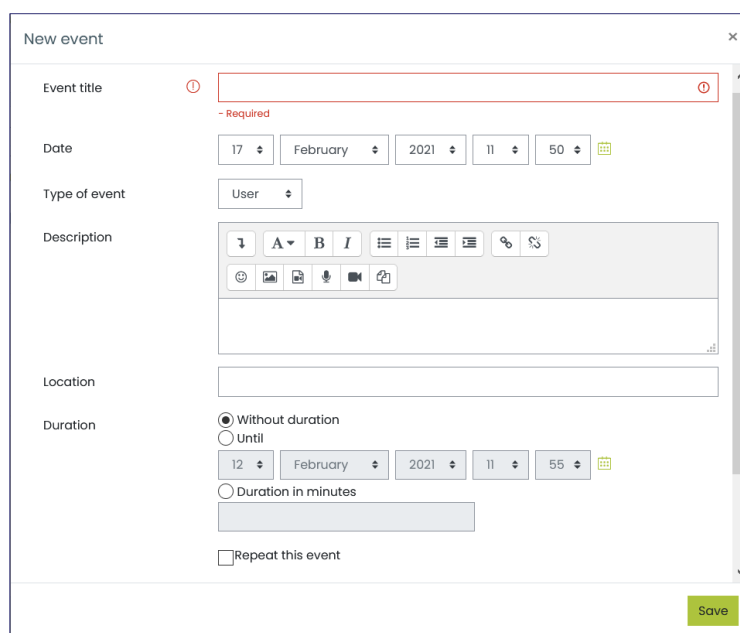


Figure 25. Adding an event to the calendar

3.2.4 Course management

3.2.4.1 Instructions for managing the training

Before engaging with the course material and your students, it may prove useful to read brief instructions that provide you with a rundown on how to manage the entire E2DRIVER training step by step. While not as extensive as this document, these instructions neatly summarise all the key steps you need to keep in mind in order to stay on top of the training management process.

How do I access the training instructions?

First, access the course:

- **Site home** → <Choose a training path>
- **My sections** section in the panel on the left-hand side → <Choose a training path>

Accessing the instructions:

- <Chosen training path> → in the unit overview, click on **Instructions for managing the E2DRIVER training**

Instructions for managing the E2DRIVER training

Step 0a: The administrator has assigned you to a group of trainees with a similar background. You are able to interact only with trainees that belong to the group you were assigned to.

Step 0b: Choose your language by clicking on the green globe in the upper right corner of the page.

Step 1a: Familiarise yourself with the different training paths. You can access them via the **Site home** section found in the menu on the left. You will be overseeing all training paths as well as all students assigned to your group.

Step 2: Take a look at the repository of contents accessible via **My sections**. Familiarise yourself with the content and the functionalities of the repository.

Step 3: Make use of the calendar. Add critical events trainees must know about, such as tutorials or on-site sessions.

Step 4: Access the [course discussion forum](#) to interact with trainees and clarify their doubts about the course content. The forum is found above each training path's unit overview.

Step 5a: Download and grade trainees' self-made academic work after they have completed the course and passed the [final exam](#). Their files can be found in *Final evaluation* → *Add your resources to the repository* → *Grade* or *View all submissions*.

Step 5b: Upload the work of trainees to the repository of contents. Click on *Add entry* in the repository to upload and classify the files.

Important note: Before uploading the new material to the repository, you must consult with your students about the documents' contents to ensure that no critical company information is contained therein.

Step 6: Once trainees have completed their VR module, upload the full report to the platform via *Final evaluation* → [VR session](#) → *Grade* and grade each trainee.

Step 7: Check student grades via the **Grades** section (accessible once you click on a training path). In case you need to override or add new grades, click on the pencil symbol next to the student's name.

Figure 26. Instructions for E2DRIVER trainers

3.2.4.2 Overseeing the training

Based on your background, the administrator has assigned you to a group of trainees with the same or similar backgrounds. This classification of trainees and you, the trainer, into groups is usually based on company, language and the companies' country of origin.

The trainees' and your assignment to a common group has implications for communication and information sharing. It is first important to understand that you are able to interact only with trainees in the course discussion forum that belong to the groups you were assigned to. In order to prevent any type of breach of confidentiality, individual groups - that is, each company - will not have access to another group's information in any way. A separate access to discussion forums (or to be more precise, company forums) for each group has therefore been instituted. While each group will share access to a particular training path, the courses and learning materials therein, you will oversee each group in the discussion section separately.

How do I access a course and the course discussion forum?

Accessing the course:

- **Site home** → <Choose a training path>
- **My sections** section in the panel on the left-hand side → <Choose a training path>

Accessing the course forum:

- <Chosen training path> → in the unit overview, click on **Course discussion forum**

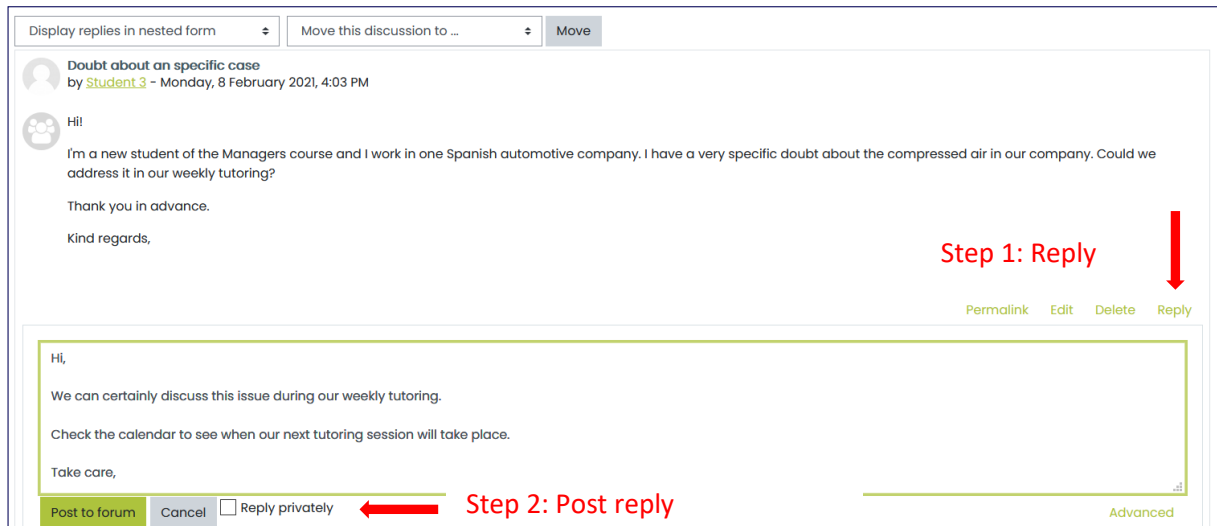
 Course discussion forum



1. Introduction

Figure 27. Accessing the course discussion forum

The discussion forum serves as a Q&A section where you clarify trainees' doubts and answer their questions. You will be able to add a new discussion topic or reply to existing posts in the forum. If you are replying to an existing inquiry, you will be able to choose whether you want to reply in private or not.



The screenshot shows a forum post titled "Doubt about an specific case" by Student 3. The post content is: "Hi! I'm a new student of the Managers course and I work in one Spanish automotive company. I have a very specific doubt about the compressed air in our company. Could we address it in our weekly tutoring? Thank you in advance. Kind regards,". Below the post, there are buttons for "Permalink", "Edit", "Delete", and "Reply". A red arrow points to the "Reply" button, labeled "Step 1: Reply". Below the reply buttons, there is a text input area containing the text: "Hi, We can certainly discuss this issue during our weekly tutoring. Check the calendar to see when our next tutoring session will take place. Take care,". Below the input area, there are buttons for "Post to forum", "Cancel", and a checkbox for "Reply privately". A red arrow points to the "Post to forum" button, labeled "Step 2: Post reply".

Figure 28. Replying to a question

As stated above, **you will only be able to interact with trainees in your groups**. If you think that a particular trainee should not be a part of the group, that another trainee should join, or that you were assigned to the wrong group altogether, contact the administrator.

3.2.5 Repository of contents

3.2.5.1 Grading materials generated by trainees

Trainees will create their own learning material as part of the E2DRIVER training programme. It will be your responsibility to check and grade this material, and upload it to the Repository of contents.

How do I grade learning materials generated by trainees?

You will first need to access the appropriate training path (see section 2.4)

Once in the training path unit overview, do the following:

Final evaluation → click on "Area for uploading your academic work" → **View all submissions** OR **Grade** to download file → **Grade** to grade trainee

Add your resources to the repository

Grading summary

Hidden from students	No
Participants	9
Submitted	1
Needs grading	1

Step 1: Go to "View all submissions" or "Grade" to download

View all submissions
Grade

Student 1
stud@stud.stud

Submission

Submitted for grading
Not graded
Student can edit this submission

Energy efficiency_boilers.pdf 8 February 2021, 1:37 PM

Step 2: Download file (also accessible via "View all submissions")

Grade

Grade out of 10

Step 3: Grade trainee

Current grade in gradebook

Feedback comments

Step 4: Save and go to next trainee

Notify students ☒ Save changes Save and show next Reset

Figure 29. Evaluating trainees' academic work

To change the user you want to grade, go to the upper top corner and select a trainee.

Student 1
stud@stud.stud

Choose which trainee to grade

Change user

6 of 9

3.2.5.2 Uploading materials to the repository

Once you have given a trainee a passing grade, you can upload their materials to the repository. In order to upload the file to the repository, click on the "Add entry" button.

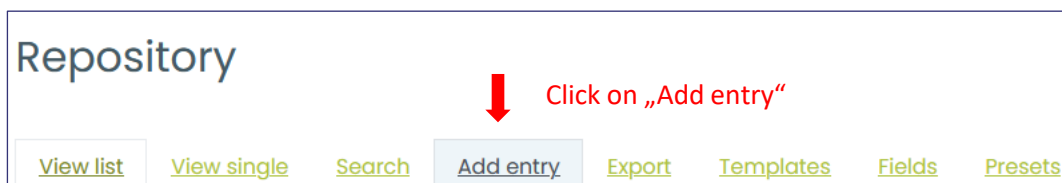
How do I access the repository and upload files?

The repository can be accessed in one of the following ways:

- **Site home** → Repository
- **My sections** section in the panel on the left-hand side → Repository
- Top bar next to the E2DRIVER logo

To upload files:

- Click on “Add entry” → classify the resource → Upload file → Save



You will be able to upload new materials and assign the appropriate categories to the resource in a new window. Once you have completed these steps, save the entry to upload the material to the repository.

3.2.6 VR session

At the end of their course, trainees will partake in a VR session at their own companies. The session will take place in an external app that will be accessible via a link provided on the platform.

How do I access the VR session?

The VR session can be accessed in one of the following ways:

- **Site home** → Tools
- **My sections** section in the panel on the left-hand side → Tools
- Top bar next to the E2DRIVER logo

The VR app will automatically issue a full report, including a score, that you can upload to the platform. Similar to the grading of trainee materials, you will need to access the *Final evaluation* unit where you will input the grade from the VR report and upload the full report.

How do I upload the VR report and grade to the platform?

You will first need to access the appropriate training path (see section 2.4)

Once in the training path unit overview, do the following:

Final evaluation → click on “VR Session” → **Grade** to input trainee VR grade and upload full report

Grade

Grade out of 100

Current grade in gradebook

Step 1: Input grade

Feedback files

Maximum size for new files: 40MB

Files

You can drag and drop files here to add them.

Step 2: Upload user report

↓

Notify students ☒ ?

Save changes
Save and show next
Reset

Figure 30. Input of VR user report and grade

To toggle between users, go to the upper right corner and select the trainee of your choice.

3.2.7 Grading

Trainee performance will be assessed based on **four** different types of activities: final exam, generation of own academic work, VR module and face-to-face session. The final exam will be evaluated automatically by the platform. Grades for the other three activities will be input manually by you.

In case you want to modify grades, you can do so via the **Grades** section of the platform. From there, you are able to override an incorrectly graded activity and input your grade manually. With regards to the face-to-face session (which is not part of the platform), you will also use the **Grades** section to input the appropriate grade for that activity.

How do I manage trainees' grades?

You will first need to select the appropriate training path (e.g. Manager)

Once in the training path unit overview:

- Click on **Grades** section in the panel on the left-hand side → choose student in "Grader report" → click on pencil symbol next to student

First name / Surname ▲

Student 1

Click on pencil symbol
to manage trainee grades



3.3 Community forum

The community forum serves as a place for both E2DRIVER participants and external actors to communicate about a variety of topics related to energy efficiency and renewable energies. To contribute to the discussion, you can actively participate in the forum regardless of whether you are taking part in the training programme or not.

How do I access the community forum?

The forum can be accessed in one of the following ways:

- **Site home** → Community
- **My sections** section in the panel on the left-hand side → Community
- Top bar next to the E2DRIVER logo

To post a question or a comment, click on one of the forum categories and enrol yourself in the forum. From there, you can either post a new discussion topic or engage in existing discussions.

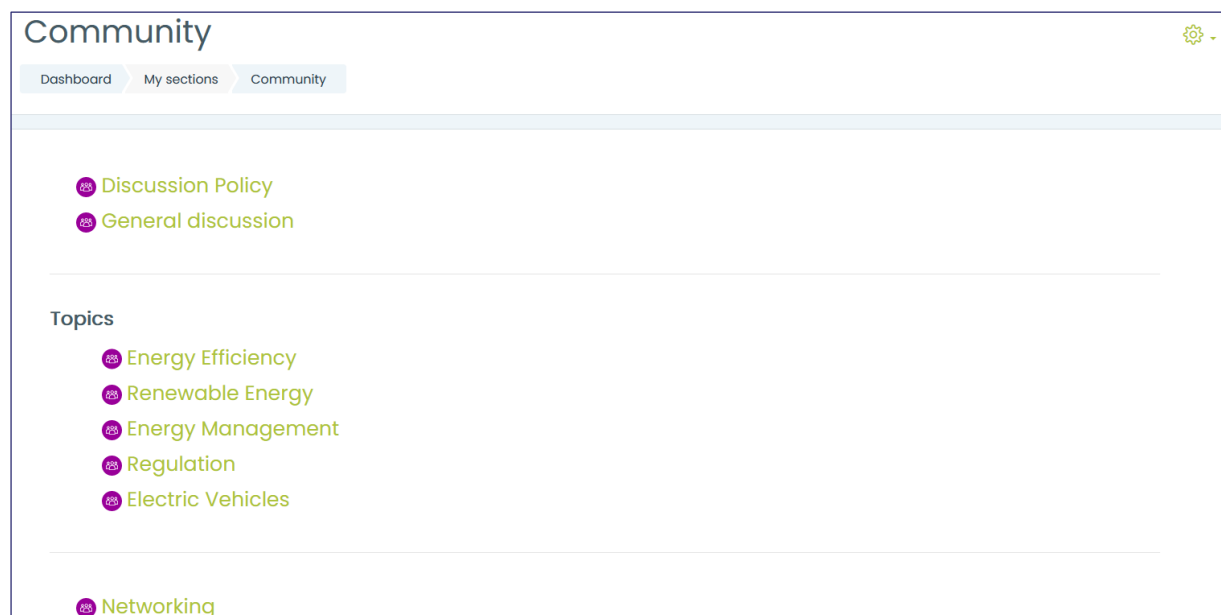


Figure 31. Community forum overview