

ÉPOQUE: ENVIRONMENTAL PORTFOLIO FOR QUALITY IN UNIVERSITY EDUCATION

USER GUIDELINES

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1 INTRODUCTION

The purpose of this document is to provide usage guidelines for students, teacher and partners with the appropriate guidelines to use the epoque platform.

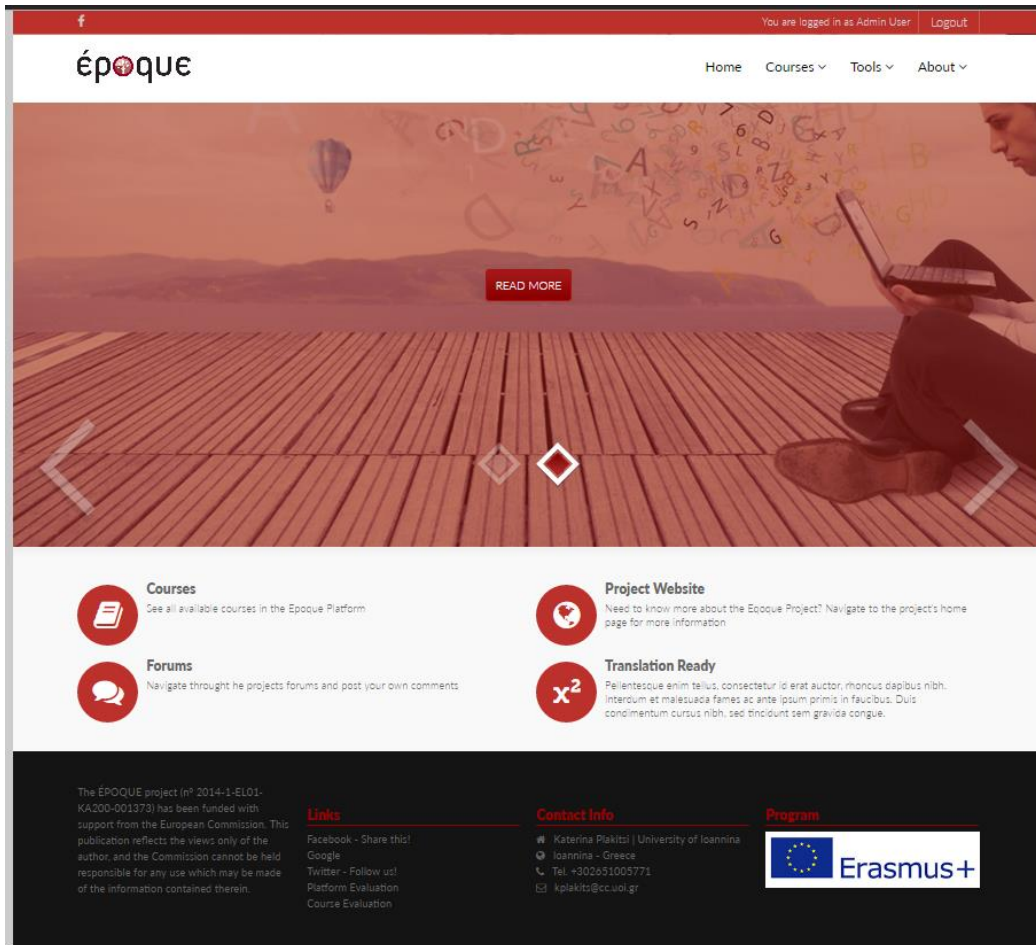
- **Using the platform (students, teachers, partners):** This part provides the appropriate walkthrough for someone to be able to navigate to the platform, use the material and complete the surveys

2 USING THE PLATFORM

This section is intended for all the available users of the platform (students, teachers, and partners). The platform as well as all of the project materials, surveys and the online course can be found at:

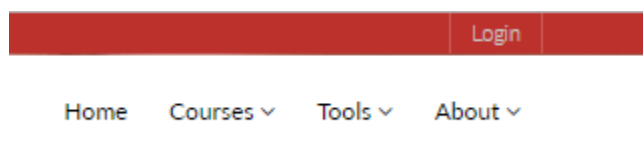
<http://www.époque-platform.eu/>

When you enter the platform you are provided with the following screen:

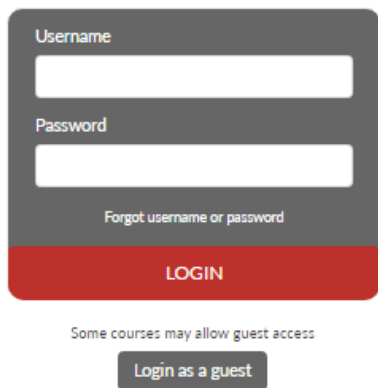


2.1 LOGGING INTO THE PLATFORM

You will need to log-in using your personal username and password in order to access these. This should be provided in the text boxes in the top-right section of the starting screen:



On the next screen either fill your login details or follow the instruction to connect yourself to the platform:



Username

 Password

[Forgot username or password](#)
LOGIN
 Some courses may allow guest access

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later.

Here are the steps:

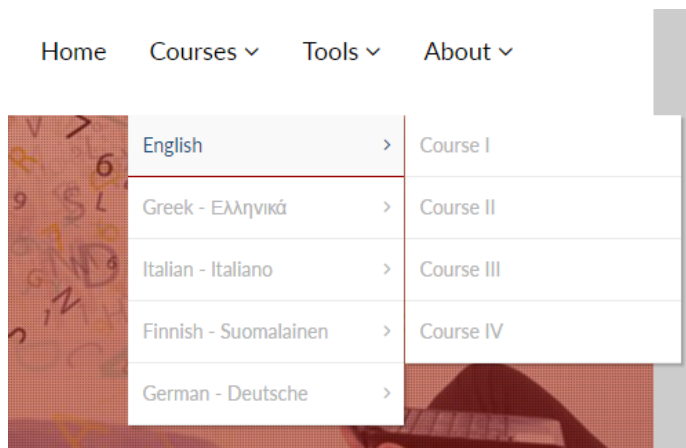
1. Fill out the New Account form with your details. An email will be immediately sent to your email address.
2. Read your email, and click on the web link it contains.
3. Your account will be confirmed and you will be logged in.
4. Now, select the course you want to participate in.
5. If you are prompted for an "enrolment key" - use the one that your teacher has given you.

This will "enrol" you in the course.

You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

[Sign in](#)

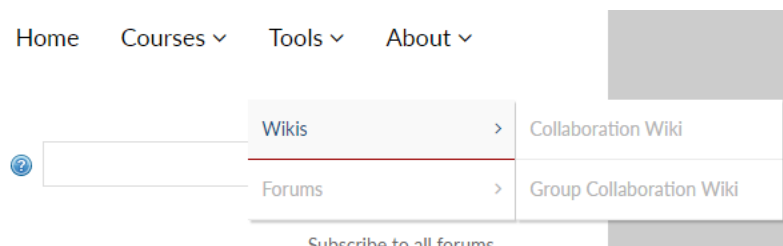
When the user is logged to the platform the logging section changes and you will be able to access the courses for your language:



2.2 BASIC OPTIONS

The most important options in the starting screen are the following:

- Courses
- Tools



The **Courses** option takes the user to a screen where all the courses that he is registered are available for your language

Course categories:

Epoque / English

Search courses:

Course I - Participatory methods in sustainable management of natural resources

Participatory methods in sustainable management of natural resources

Course II- Current state and future of the Baltic and Mediterranean Area in an interdisciplinary perspective

This course explores the present and future state of the Baltic and the Mediterranean area through interdisciplinary approaches. Specifically, concerning The Baltic Sea Region, it should be mentioned that it occupies several countries and all of them forms a Council of the Baltic Sea Nations. On the other hand, the Mediterranean Sea covers portions of three continents: Africa, Asia and Europe. Furthermore, this area includes the Mediterranean climate, which is responsible for its rich flora in the entire region. Finally, both of these areas face a number of problems environmentally related, so on the occasion of this course, we will try to name these problems, study them and of course to give some solutions.

Course III - Entrepreneurship- Intelligent Energy

Overview of the current global energy status, introduction of the intelligent energy concept, description of the smart grid basics and green entrepreneurship principles, presentation of three major application domains and provision of six case studies on green entrepreneurship.

Course IV: Applied Energy Management Systems in/for Enterprises (including schools)

Applied Energy Management Systems in/for Enterprises (including schools)


From there the user can select any available module and start working on his course.

The Wikis option takes the user to the screen where collaboration wikis are:

Collaboration Wiki

Wiki for glossary terms

View Edit Comments History Map Files Administration

 [Printer-friendly version](#)

Glossary

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- 1. Course 1 - Participatory methods in Sustainable Management of Natural Resources [edit]
 - 1.1. Participatory Approach
 - 1.2. Climate Change
- 2. Course 2 - Current state and future of the Baltic and Mediterranean Area in an interdisciplinary perspective [edit]
 - 2.1. Sewage
 - 2.2. HELCOM
- 3. Course 3 - Green Entrepreneurship and Intelligent Energy [edit]
 - 3.1. Smart Grid
 - 3.2. Smart power meter
- 4. Course 4 - Energy Management Systems [edit]
 - 4.1. Energy Management System (EnMS)
 - 4.2. Energy Standard

Course 1 - Participatory methods in Sustainable Management of Natural Resources [edit]

Participatory Approach

Securing an adequate and equal opportunity for people to place questions on the agenda and to express their preferences about the final outcome during decision making to all group members. Participation can occur directly or through legitimate representatives. Participation may

From this page the user should select to participate to the surveys that are available on his/her native language, as well as the Perceptive surveys for all languages, since those are open to public

From the **Forums** option the user should be able to see the post that concerning the thread posts of each module that he/she is active.

Generic Question Forum

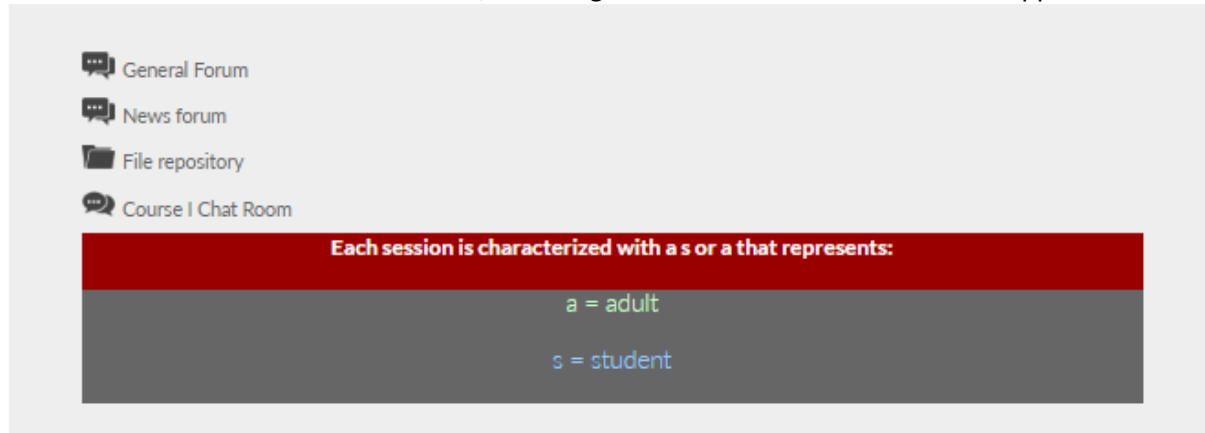
This is a generic Q & A forum

Add a new discussion topic

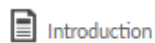
Discussion	Started by	Replies	Last post
loss of biodiversity	Anastasia Goulgouti	0	Anastasia Goulgouti • Tue, 17 May 2016, 9:44 PM
Intelligent energy in industry	Anastasia Goulgouti	0	Anastasia Goulgouti • Tue, 17 May 2016, 9:42 PM
Baltic sea	Anastasia Goulgouti	0	Anastasia Goulgouti • Tue, 17 May 2016, 9:41 PM
Activity theory	Anastasia Goulgouti	0	Anastasia Goulgouti • Tue, 17 May 2016, 9:40 PM
Internship in Finland	Vasiliki Mantziou	0	Vasiliki Mantziou • Thu, 12 May 2016, 2:56 PM
Final Assignment for 6 GreenMusketters	Paraskevi Topali	0	Paraskevi Topali • Wed, 11 May 2016, 6:14 PM
Internship diary	Lina Vraka	0	Lina Vraka • Thu, 5 May 2016, 3:53 PM
daily assignments	Lina Vraka	0	Lina Vraka • Thu, 5 May 2016, 3:47 PM
Science and Sustainability Fest assignment	Lina Vraka	0	Lina Vraka • Thu, 5 May 2016, 3:31 PM
Final assignment of the "green voices" team	Lina Vraka	0	Lina Vraka • Thu, 5 May 2016, 3:28 PM
EnMS Practices & Barriers- Esquared team	Panos Kafkalias	1	Katia Mifsud • Fri, 15 Apr 2016, 10:09 AM

2.3 ONLINE TRAINING

When the user clicks on module that he/she is registered the module's main screen appears:










Introduction






Action research, reflexivity and participatory methods [s,a]

Week 1

-  Introduction
-  Action research, reflexivity and participatory methods.
-  Action Research: Principles and Practice
-  Participatory Techniques and Tools A WFP Guide/ Booklet 4
-  Participatory Methods Toolkit A practitioner's manual
-  Participatory Processes towards Co-Management of Natural Resources in Pastoral Areas of the Middle East
-  Sealing the Deal. The Grey Seal Problem in the U.S. Northeast

Case Study Analysis [s]



Week 2

-  Introduction
-  Case study analysis
-  Overview of Case Study Models and Methodology

In this screen the user can see the following:

- **Introduction:** For each lesson on the material and activities are provided. The user can click on any link to see the available material or to participate on an activity
- **Reading Material:** In the upper right section the user can click and download all the material in the active module in pdf format
- **Related Videos:** Bellow the reading material there is a section that provides links to YouTube videos related with the current module
- **Additional Resources:** In this section the users can see extra helpful material that is related the module

Each module's online material has to major activities:

- The online reading or video material that is marked with the symbol 
- The module's activity that involve assignments and is marked with the symbol 

When clicking on an **online reading material link** the user is navigated to a screen where he/she can read the available material