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**SWAP**

Sustainable solid WASTE management and Policies



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## Deliverable 2.2

# OOLMS User handbook

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HAMBURG  
UNIVERSITY OF  
TECHNOLOGY



## Versions

Version	Date	Main Author	Summary of updates
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## Introduction

All training courses and material developed in the framework of project SWAP are available on the HOOU (Hamburg Open Online University) e-learning platform.

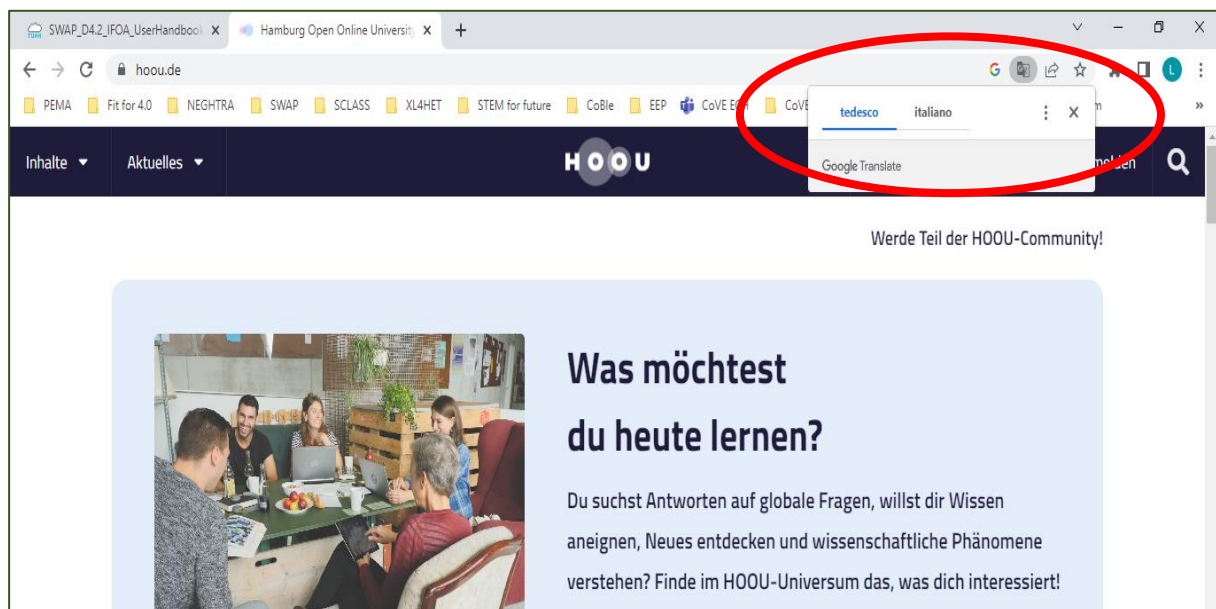
This quick guide will enable you to functionally use the platform. Please note that the user interface is currently available only in German. At the same time, the area allocated to project SWAP presents all courses and training material in English. Even if this may cause some confusion at the beginning, we invite you to try and surf the platform upon your first access, to get familiar with it and with the main terms. A glossary, with translation of the most relevant German words, menu items, captions and info/warning messages is currently under translation into English, and will be added as a further chapter to this guide as soon as ready.

A second relevant remark regards the fact that the HOOU platform offers a number of functions that might be useful for the students of the Hamburg Technical University, but are not for the purposes of following SWAP courses. So, we are not describing them here: please refer to the online help of HOOU (in German) if you want to explore in further detail all the available features of the platform.

## 1 Platform registration

The first step to take, of course, is accessing the platform and register.

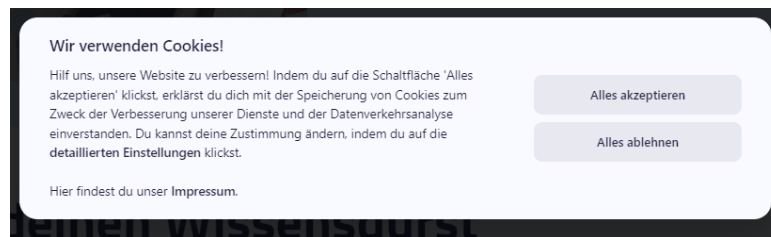
Log on to <https://www.hoou.de/>. Depending on your browser, you could get a message offering the automatic translation of the page into your default language. Here is an example for Italian:



In the following we will assume that you do **not** choose the automatic translation (otherwise, of course, you would possibly not need this guide!).



In any case, you will get the cookie window:



Click on "Alles akzeptieren" if you want to take all cookies, or on "Alles ablehnen", if you do not want to accept them.

You can now start the registration procedure.

Click on the "Anmelden" (register) button at the top right: a new window opens. Register by clicking on the last button at the bottom, "Registrieren" (go register).

In the new window, enter your e-mail address ("E-mail-Adresse").



We strongly recommend to enter an e-mail address that you use regularly, as you will receive an e-mail directly on the indicated e-mail address to conclude the registration phase.

Choose a new password "Neues Passwort".

Confirm your password by entering it a second time ("Passwort erneut eingeben").

By ticking the box below, you accept the privacy policy and the use of your data.

You can now proceed by clicking 'Registrieren'.



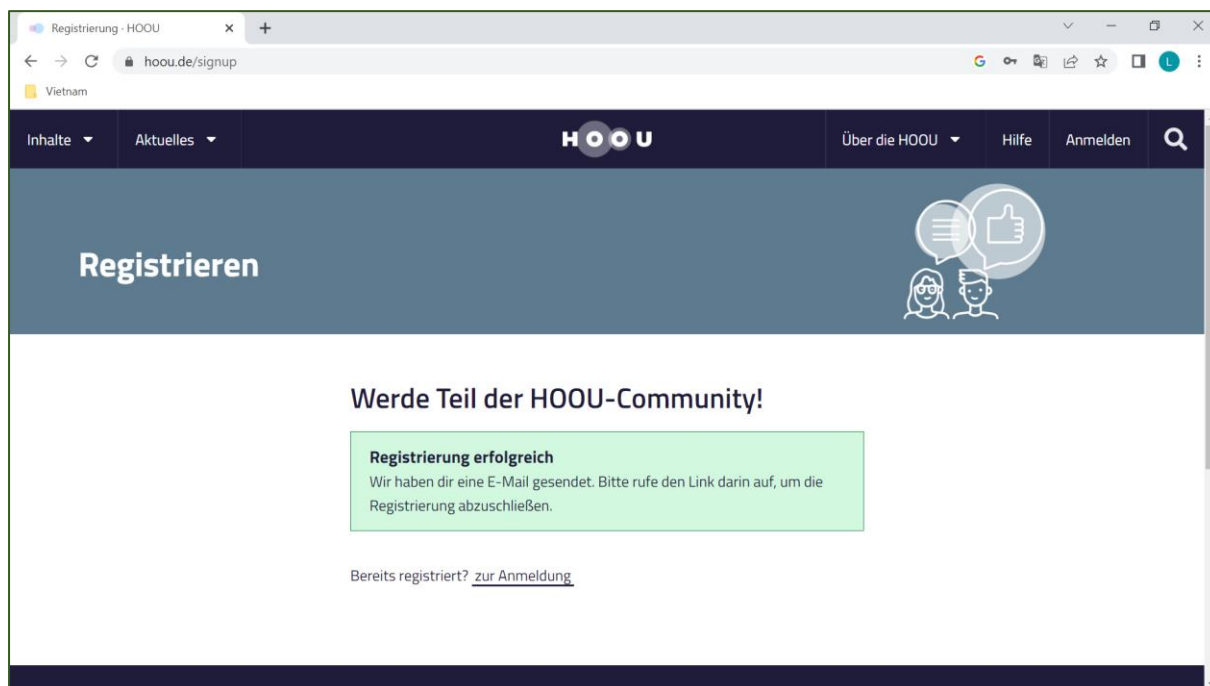
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**SWAP**

Sustainable solid WASTE management and Policies

A window will appear, like this:

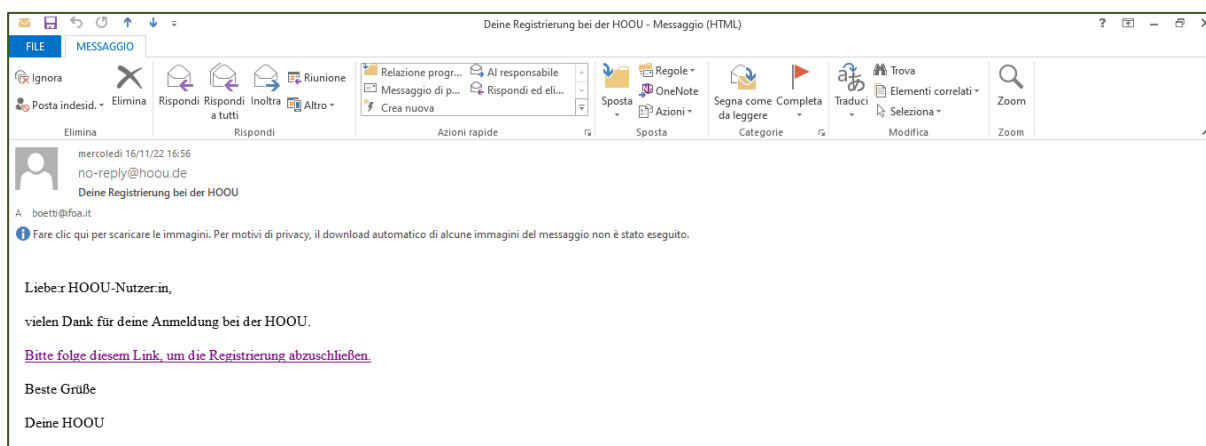


This is a message welcoming you to the platform and inviting you to check on the e-mail address indicated whether an e-mail for confirmation and completion of registration has arrived.



Please note that the mail arrives from [no-reply@hooou.de](mailto:no-reply@hooou.de): if you do not get the e-mail, check whether it has ended up in the junk mail.

So, open your e-mail and check. The e-mail reads like:



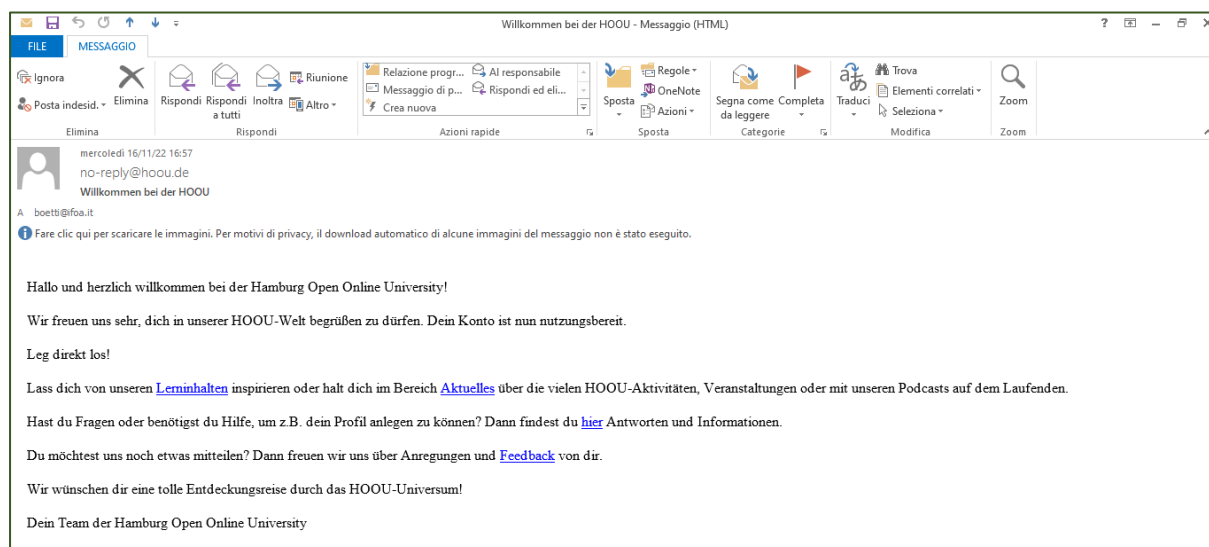


And the message says:

Dear HOOU User,  
Thank you for registering with HOOU.  
[Please follow this link to complete your registration.](#)  
Best wishes  
Your HOOU

Click on the link complete the registration.

At the same time, you will receive a second e-mail, welcoming you like this:



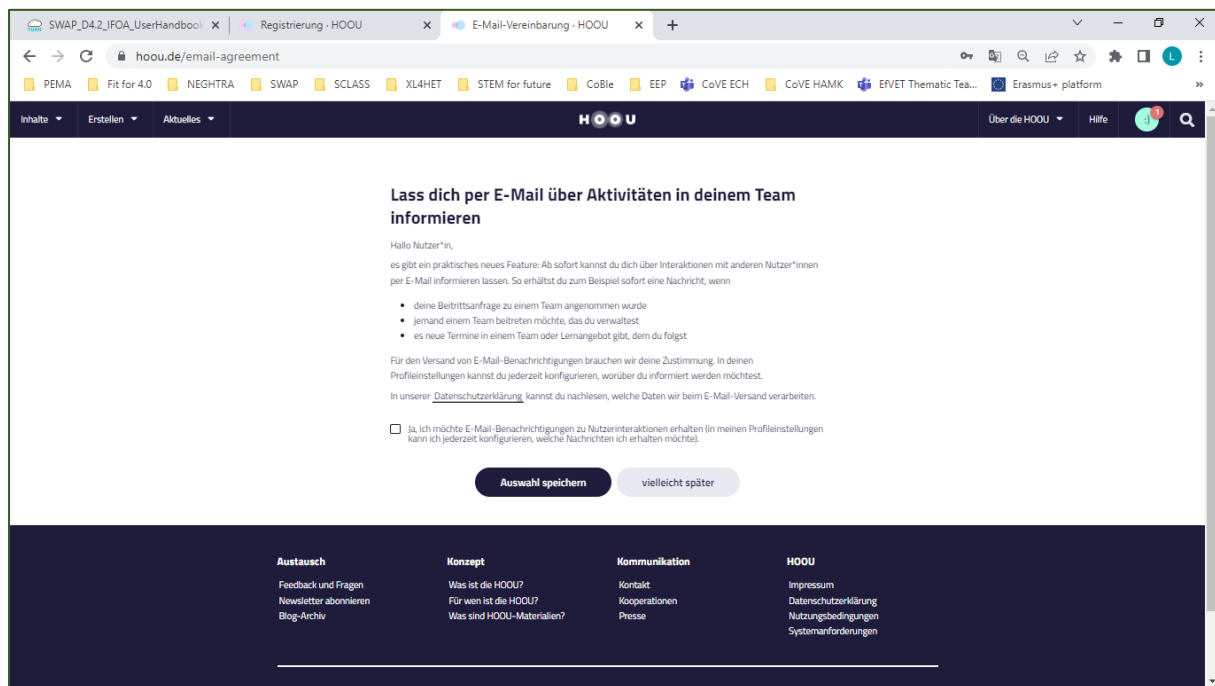
The message says:

*Hello and welcome to the Hamburg Open Online University!*  
*We are very happy to welcome you to our HOOU world. Your account is now ready to use.*  
*Get started straight away!*  
*Get inspired by our learning content or keep up to date with the many HOOU activities, events or podcasts in the News section.*  
*Do you have any questions or do you need help, e.g. to create your profile? Then you will find answers and information here.*  
*Would you like to tell us something else? Then we would be happy to receive your suggestions and feedback.*  
*We wish you a great journey of discovery through the HOOU universe!*  
*Your Hamburg Open Online University team*

The link will bring you back to the login page, where you should now key-in your e-mail address (E-mail-adresse) and password (Passwort) again, to fully access the platform.

Please note that further messages can appear on the screen after your first full access, regarding e.g. new features available on the platform. For example, you could get this window:





In this case, the message says:

**Get informed by email about activities in your team**

*Hello user,*

*There is a practical new feature: From now on, you can be informed about interactions with other users by e-mail. For example, you will immediately receive a message when your request to join a team has been accepted someone wants to join a team that you manage there are new events in a team or learning opportunity you follow.*

*We need your permission to send you email notifications. You can configure what you want to be notified about in your profile settings at any time.*

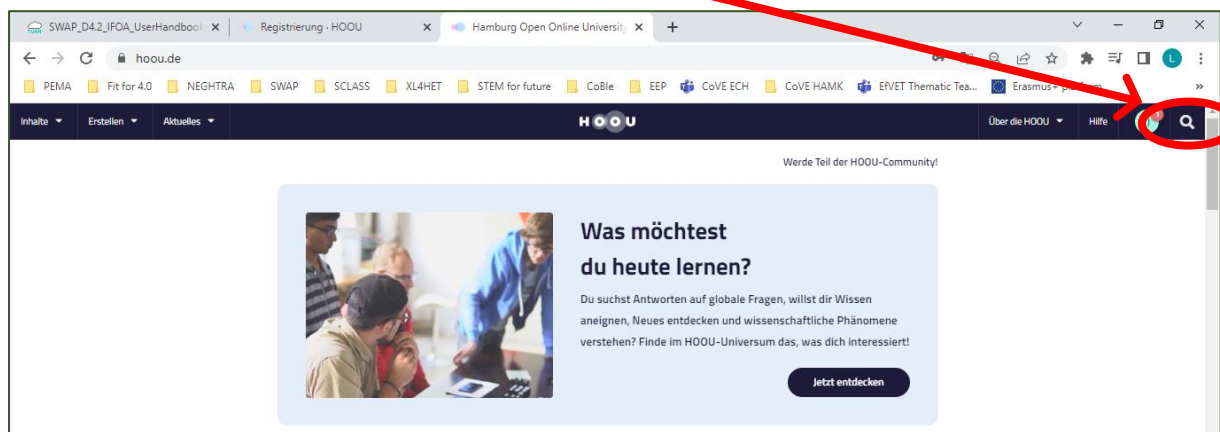
*In our privacy policy, you can read which data we process when sending e-mails.*

Unless you can read German, we suggest you to use online translators to understand if those messages are relevant to you or not.

In any case, congratulations! You are now officially registered on the platform.

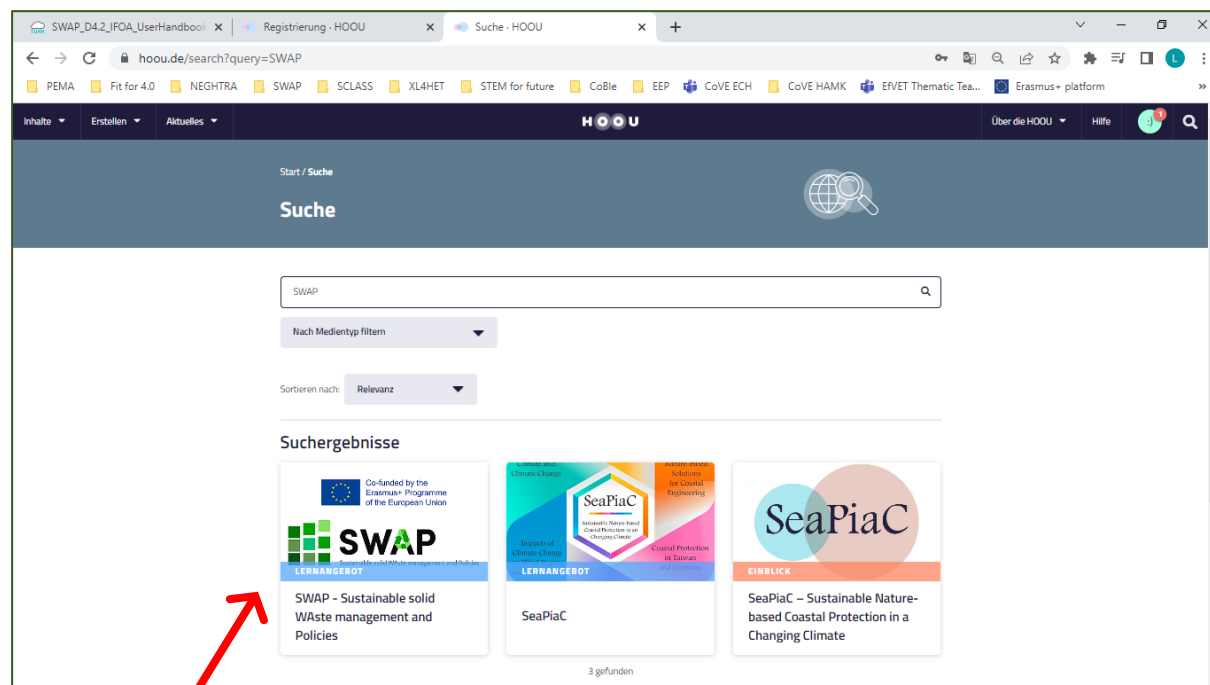
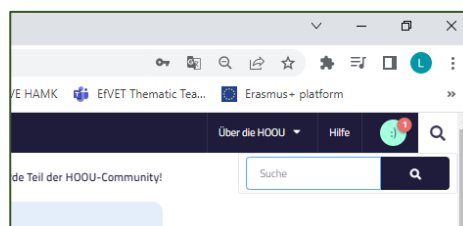
## 2 Training offer

To proceed with the search for the training offer within the SWAP project, click on the magnifying glass in the top right-hand corner.

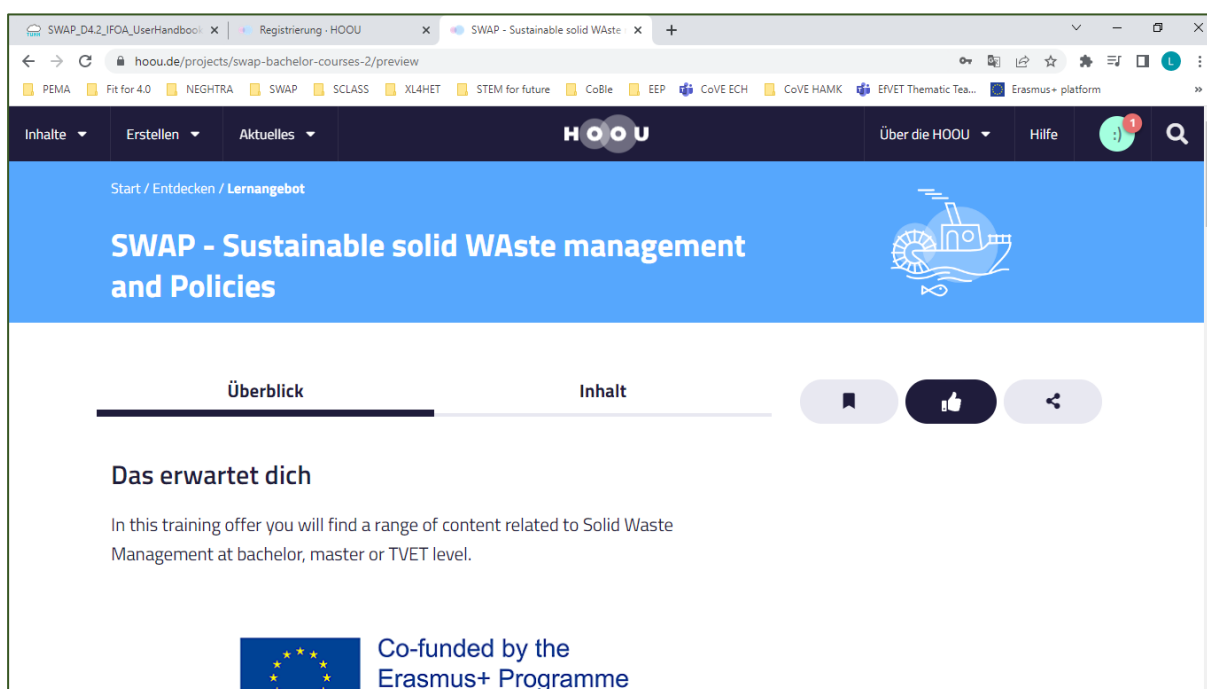


A pop-up will appear. Where it says 'Suche' enter the word SWAP and click again on the magnifying glass next to the search space.

The first search result ("Suchergebnisse") you are shown is SWAP - Sustainable solid Waste management and Policies.



Click on the logo and the entire training offer will open up.



The page has two headings (tabs) at the top: "Überblick" (Overview), which refers to the overview of all training activities, and "Inhalt" (Content), with all the teaching material.

Next to the top inscriptions Überblick and Inhalt you will find these 3 buttons:



The first icon "Lesezeichen setzen" means "Set bookmark"

The central symbol "Als interessant markieren" can be clicked on to mark the material as interesting

The last symbol on the right allows you to share the material via Facebook and Twitter using the link that is proposed by clicking on it and pressing the button "Kopieren" (Copy). By remaining in the same window but clicking on the "Einbetten" (embedding) button, you can place the link to training offer directly on your website. In order to do so, you must copy the link that is proposed, again using the button "Kopieren" (Copy).

Clicking on the "schließen" (close) button closes the window that was opened.

Let us now have a closer look at both tabs quoted above.

## 2.1 Überblick – Overview tab

When you visit a learning opportunity, you first come to the overview page. General information on the course is summarised here. This information can be found in the following sections:



### Das erwartet dich (What awaits you)

This is a short description of what is this learning material about. Icons tell you more about the courses, like if they are on-line or face-to-face, how many content pages you can find, and if you need any previous knowledge to take the courses or not.

### Zusammenfassung (Summary)

This section describes explains what the learning opportunity consists of, providing for some basic and background information. Right below it, you can find tags related to the course content.

### Inhalt (Content)

This section summarizes the main branches of which the course structure consists. In our case, they are three:

- Modules at bachelor degree level
- Modules at master degree level
- Modules for Technical Vocational Education and Training (TVET)

By clicking on one of the three options, you will access corresponding contents. You can get the same result by using the “Inhalt” tab, as explained at the next paragraph.

### Methodik (Methods)

This section briefly describes the learning methods proposed by the course.

### Lernziele (Learning objectives)

This section summarizes what you can achieve by participating in the learning opportunity.

### Nähere Informationen (More information)

Here some further infos are provided for, like the last editing date, the language used for the course, the author(s) of the page, and the metadata associated with the web page.

Two buttons are available beneath the previous sections:

 **Verstoß melden**

Verstoß melden means “Report fraud”. Generally speaking, we do not think you will need to use it: it is intended in case someone spots content that is not properly used or not properly referenced (e.g. with regard to copyright issues).

**zum Lernangebot**

zum Lernangebot means “to the Learning offer”, and is a further link to the learning materials.

### Mehr Lernangebote (More learning opportunities)

Below these two buttons you will find a list of recommended further learning opportunities somehow related to the content of the SWAP course and to your user profile. You can add and edit them in your profile at any time.



## 2.2 Inhalt – Content

This menu item takes you to the actual learning content. You will automatically be shown the first page of the learning offer. On the right-hand navigation bar you can navigate to the subsections of the same page and the other pages of the learning offer.

Start / Entdecken / Lernangebot / Seite

## SWAP - Sustainable solid WASTE management and Policies

Überblick **Inhalt**

### Bachelor level

The courses offered are all at Bachelor level. They consist of two courses of 45 hours each:

- Introduction to Sustainable Solid Waste Management and Circular Economy
- Secondary raw materials life cycle - A Circular Economy for resources recovery

Each pathway is divided into modules: for each one, the table of contents, duration and whether a theoretical or practical module is covered is given on the presentation.

Handouts and slides are uploaded for each topic as well as possible exercises.

Inhalt:

- Bachelor level**
- Master Level
- TVET Level

As can already be seen from this first overview, the training contents are divided into Bachelor, Master and TVET. So, you are initially brought to the Bachelor page. You can see a brief presentation of this level on the left side, while on the right side you have first a short dropdown menu ("inhalt" = content, allowing you to choose between bachelor, master or TVET). If you click on the small black left-wise arrow on the right, you can open or close the drop-down list of all the existing modules of the chosen level.

SWAP\_D4.2\_JFOA\_UserHandbook x Registrierung - HOOOU x Bachelor level - Seite - HOOOU x

hooou.de/projects/swap-bachelor-courses-2/pages/bachelor-courses

PEMA Fit for 4.0 NEGHTRA SWAP SCLASS XL4HET STEM for future CoBle EEP CoVE ECH CoVE HAMK EFVET Thematic Tea... Erasmus+ platform

Inhalte Erstellen Aktuelles **HOOOU** Über die HOOOU Hilfe

### Bachelor level

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Handouts and slides are uploaded for each topic as well as possible exercises.

The entire training proposal lasts a total of 90 hours.

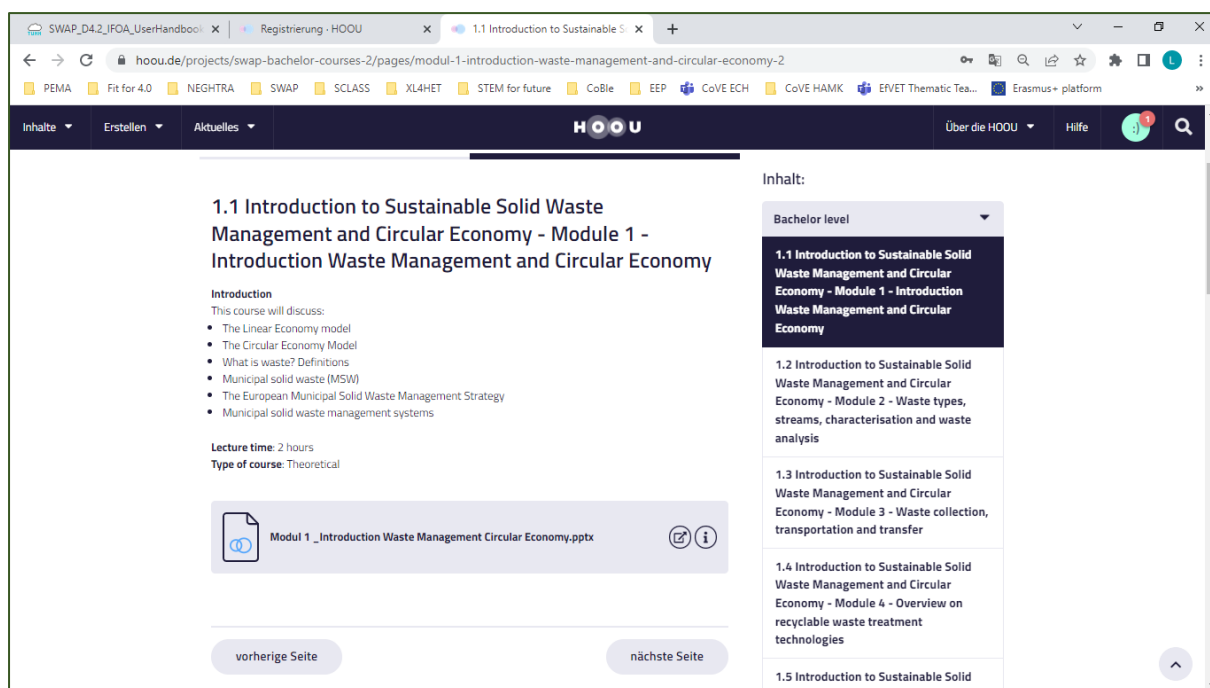
nächste Seite

Inhalt:

- Bachelor level**
- 1.1 Introduction to Sustainable Solid Waste Management and Circular Economy - Module 1 - Introduction Waste Management and Circular Economy
- 1.2 Introduction to Sustainable Solid Waste Management and Circular Economy - Module 2 - Waste types, streams, characterisation and waste analysis
- 1.3 Introduction to Sustainable Solid Waste Management and Circular Economy - Module 3 - Waste management and circular economy



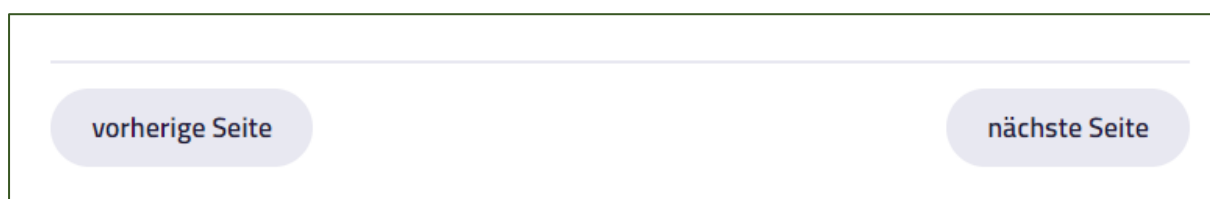
Once you click on one module, you will find a brief introduction, an indication of the time scheduled for that lecture and whether the course is practical or theoretical.



Regarding the icons on the right side, the first one opens the documents prepared for each lecture in a new window on your browser.



The icon on the right opens up further information about the material, including publication date, licence, file type, etc. It also allows you to directly download the learning material either “as it is”, in the original format used for uploading it (e.g. Power Point presentation, audio file, video clip, etc.; the system tells you the file size), or as a .pdf file.

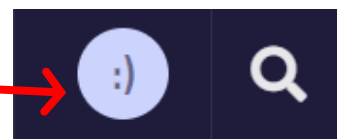


Finally, clicking on the “nächste Seite” (next page) button, you will move to the following section (e.g. from bachelor to Master, and from master to TVET). The “vorherige Seite” (previous page) button takes you surfing back to the previous page instead.



### 3 User menu

You can access the user menu from the top right-hand corner, clicking on your “avatar”, that is, the icon right next to the magnifying glass.



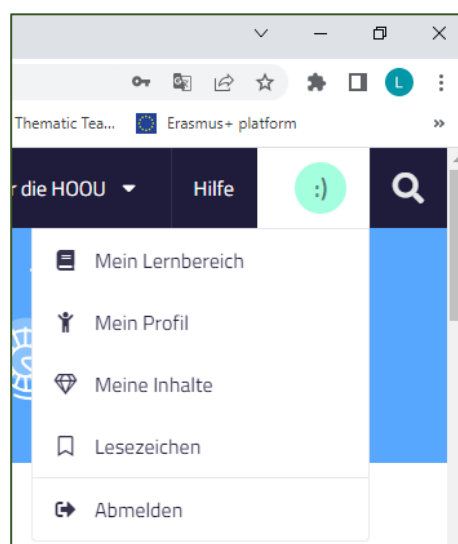
Clicking on it, you will open a drop-down menu with the following items:

#### Mein Lernbereich (My study area)

In this section you can see the courses you are involved in, the possible study groups you belong to, possible bookmarks you saved to specific lessons and possible recommendations made to you by teachers.

#### Mein Profil (My profile)

Under “My Profile” you can manage your personal data and decide which information should be publicly visible. For example, here you can decide whether your avatar and name can be displayed in the teams and study groups in which you participate. In particular, in this section you can change your password.



#### Mein Inhalte (My content )

you can see and search all the content you have created, divided by learning opportunities, materials, teams and uploads.

#### Lesezeichen (Bookmarks)

In each training offer, material or team you will find a 'save' button with which you can set a bookmark. You can view and reset bookmarks in the user menu . You can also bookmark specific terms in the user menu.

#### Abmelden (Log out)

Click here to quit the HOOU platform.