

# ECO TEX

## User Manual

### e-Platform UDEMY

*Circular Economy Innovative Skills in the Textile Sector  
User Manual for the Sustainability Expert e-course  
January 2020*

Centro Tecnológico das Indústrias Têxtil e do Vestuário de Portugal, CITEVE, Portugal

<i>Project Title</i>	<i>Circular Economy Innovative Skills in the Textile Sector</i>
<i>Project Acronym</i>	<i>ECO TEX</i>
<i>Reference Number</i>	<i>2017-1-ES01-KA202-038419</i>
<i>Project Duration</i>	<i>01.11.2017 – 30.04.2020</i>
<i>Project Partners</i>	<b>P1</b> <i>Confederación de la Industria Textil - TEXFOR (Spain)</i> <b>P2</b> <i>Hellenic Fashion Industry Association - SEPEE (Greece)</i> <b>P3</b> <i>Technical University of Iasi – TUIASI (Romania)</i> <b>P4</b> <i>Rigas Tehniska Universitate - RTU (Latvia)</i> <b>P5</b> <i>Centro Tecnológico das Indústrias Têxtil e do Vestuário de Portugal – CITEVE (Portugal)</i>

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## Guidelines for the National Report

The objective of the **Intellectual Output 6 – User’s Manual**

*Following this manual, the users will easily be able to access the on-line platform (UDEMY). In this platform, the course “Sustainability Expert” is available, with no costs to the user that can navigate through the course in a very flexible way. The manual is analytical and easy reading.*

*The manual will be produced in e-format and 100 items publication in each partner's language. CITEVE is the lead partner of this task and responsible for its development. CITEVE developed the manual in Portuguese and English. Other partners will be responsible for the translation of the Manual in each national language. Each partner will be responsible for printing 100 items of the manual and circulate it during the pilot phase to the participants.*

This document is a draft of the User's Manual, which will serve as a guide for learners to access easily the on-line platform where the contents of the "Sustainability Expert" course is available to the public.

## 1. Objectives of the Sustainability Expert Course

The Sustainability Expert course aims to empower learners to develop an understanding of global garment supply chains and the impact they have on people and our planet, while building strategies for change by driving forward a Textile and Clothing industry that supports people, planet, profits and creativity in equal measure.

## 2. Structure of the Sustainability Expert Course

The Sustainability Expert course is comprised of four modules that can be used separately for a personalized learning journey:

### Module 1 - Sustainability Management

- Unit 1.1 Sustainability definition and policies
- Unit 1.2 Sustainable Development (Business Models)
- Unit 1.3 Application of Certifications and Policies
- Unit 1.4 Sustainability Assessment
- Unit 1.5 Internal Sustainability

### Module 2 - Environmental Performance

- Unit 2.1 Environmental performance management
- Unit 2.2 Remanufacturing and Eco efficiency
- Unit 2.3 Best Available Techniques (BAT) in the textile industry
- Unit 2.4 Textile products environmental performance
- Unit 2.5 Environmental legislation for the textile sector

### Module 3 - Corporate Social Responsibility

- Unit 3.1 CSR definition and scope
- Unit 3.2 Fundamentals of corporate social responsibility (CSR)
- Unit 3.3 Organizational culture and CSR
- Unit 3.4 Implement and evaluate CSR
- Unit 3.5 Occupational Health and Safety legislation for the textile sector

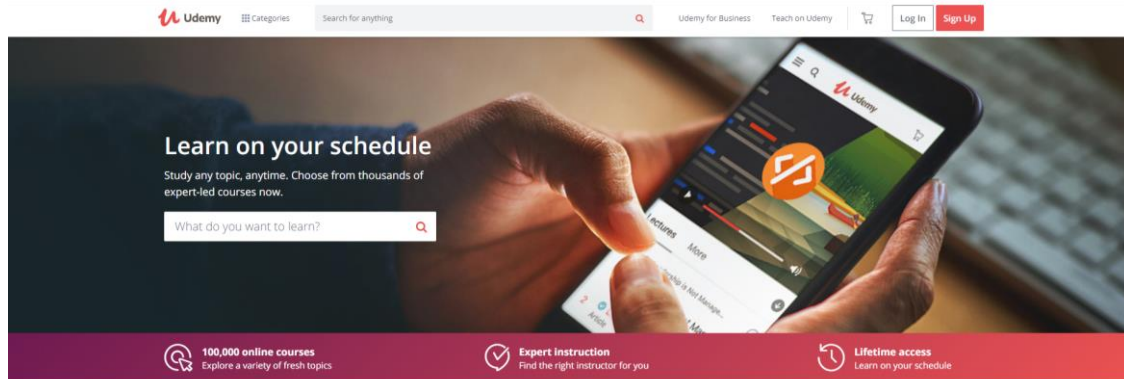
### Module 4 - Circular Economy

- Unit 4.1 Circular economy definition and principles
- Unit 4.2 Identification of environmental legislation regarding waste management
- Unit 4.3 Circular Economy in the textile sector
- Unit 4.4 Eco-design
- Unit 4.5 Circular business models for the textile sector

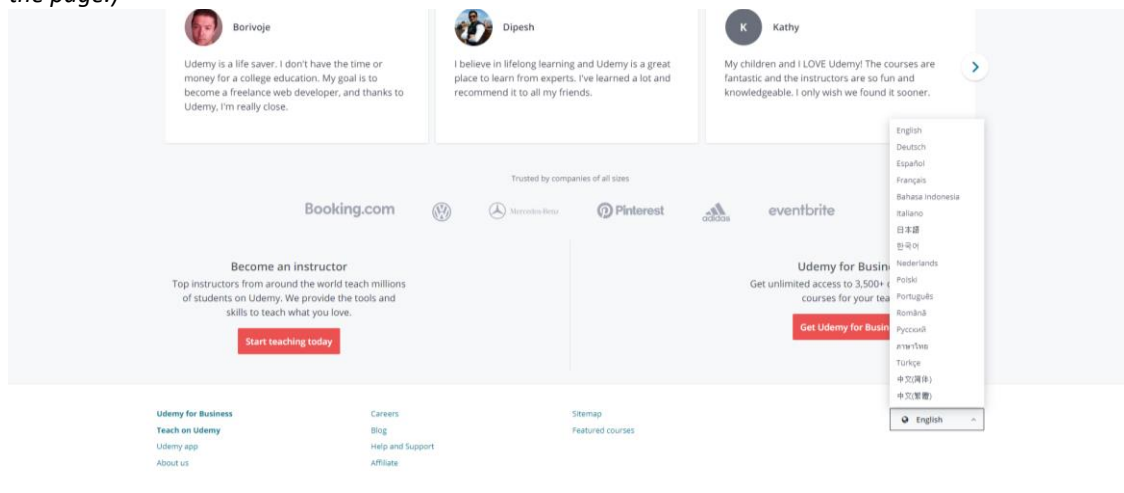
### 3. Steps to perform the “Sustainability Expert” course

#### 3.1 - Registration in the training platform

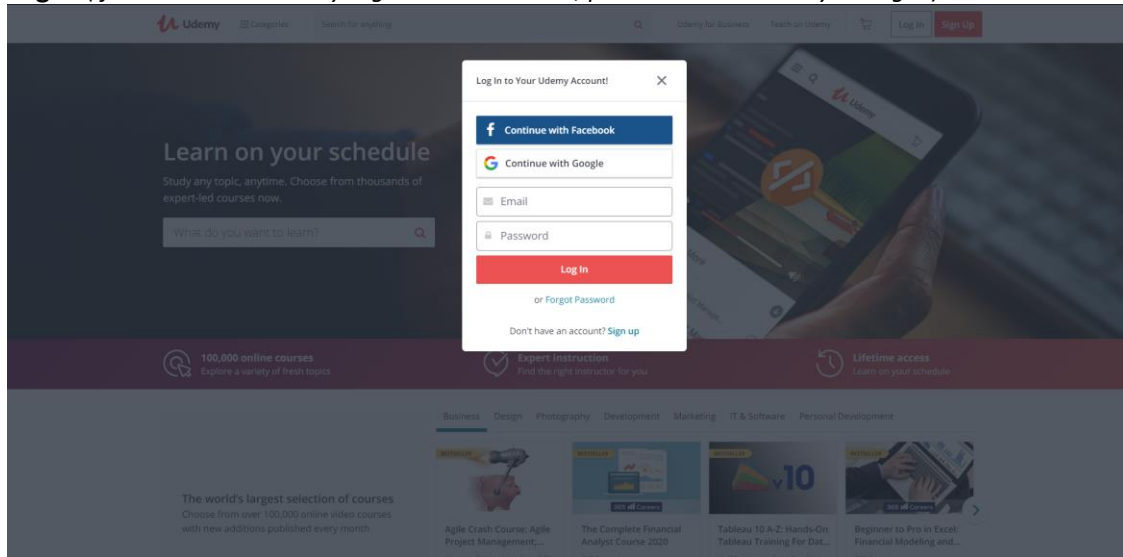
<https://www.udemy.com/>



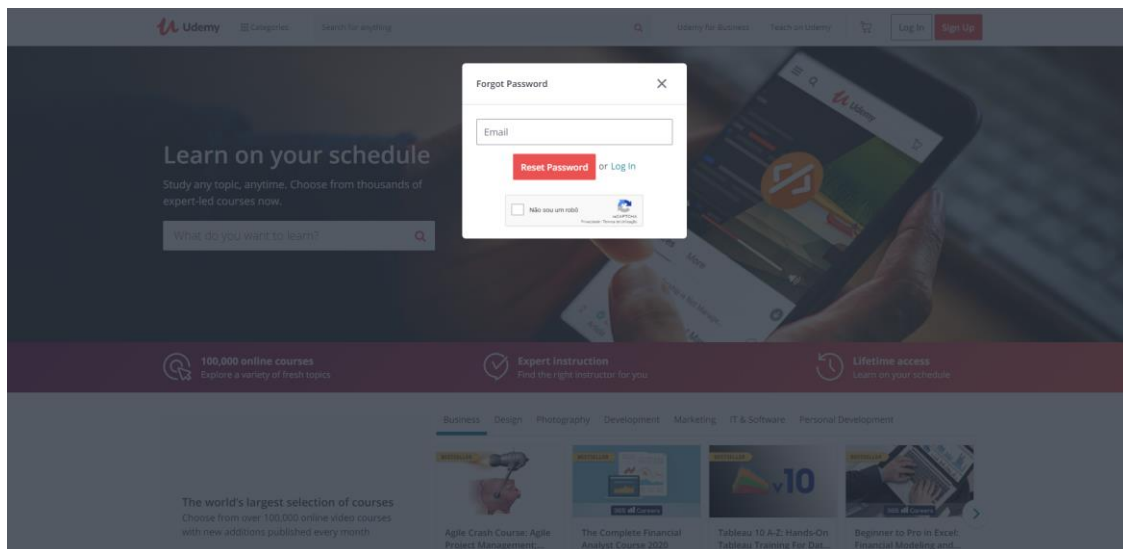
**Choose language** (*Learner has the possibility to choose the language of the platform in the bottom of the page.*)



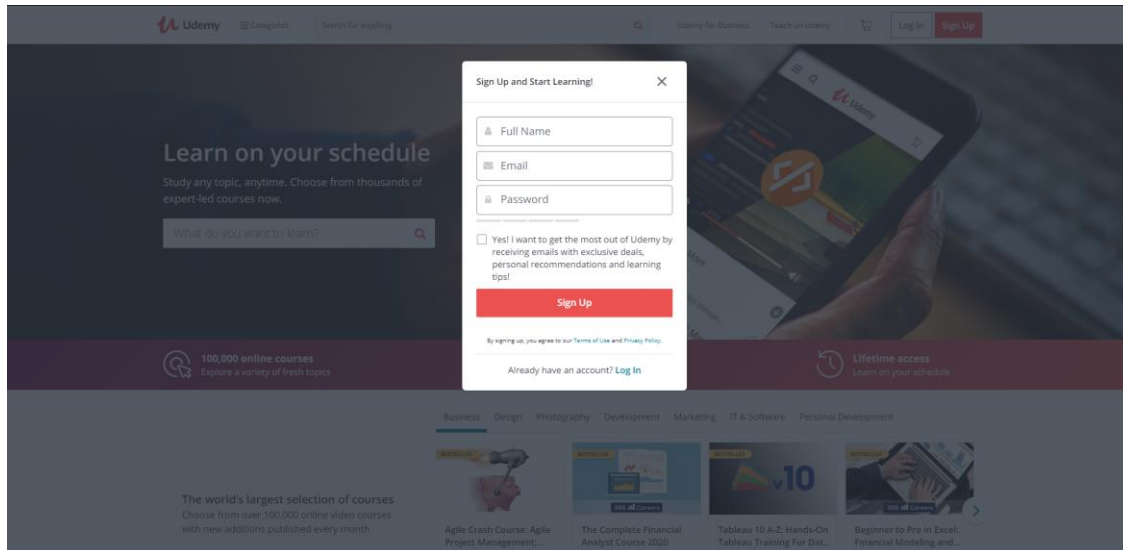
**Log In** (If the learner is already registered at UDEMY, please choose the way to Log In)



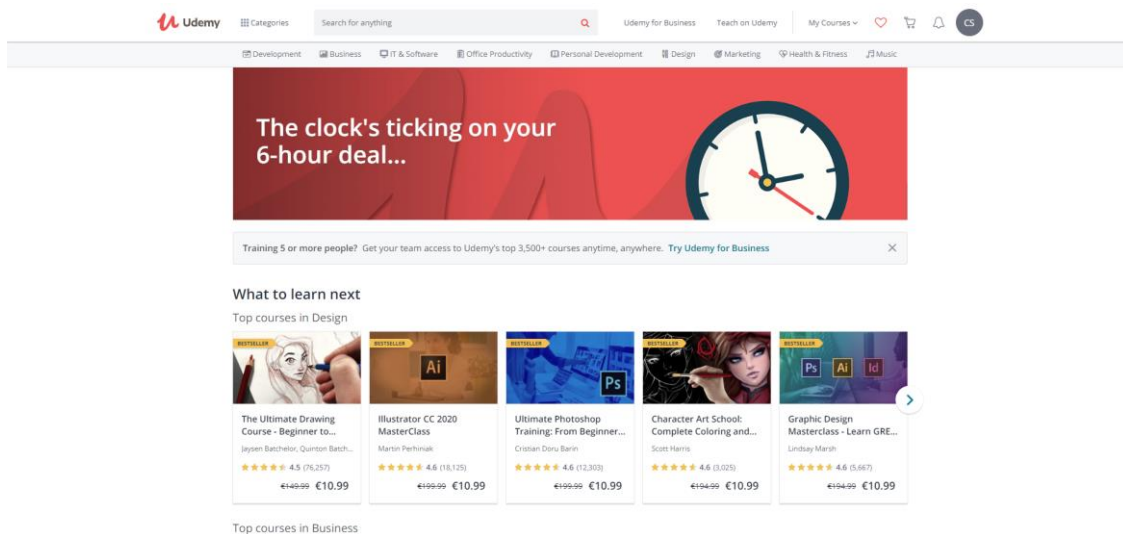
**Forgot Password** (If the learner does not remember his/her password must click on "Forgot Password" and fill the pop-up that will appear)



**Sign Up** (If the learner is not registered at UDEMY, must click on “Sign Up” and fill the pop-up that will appear)

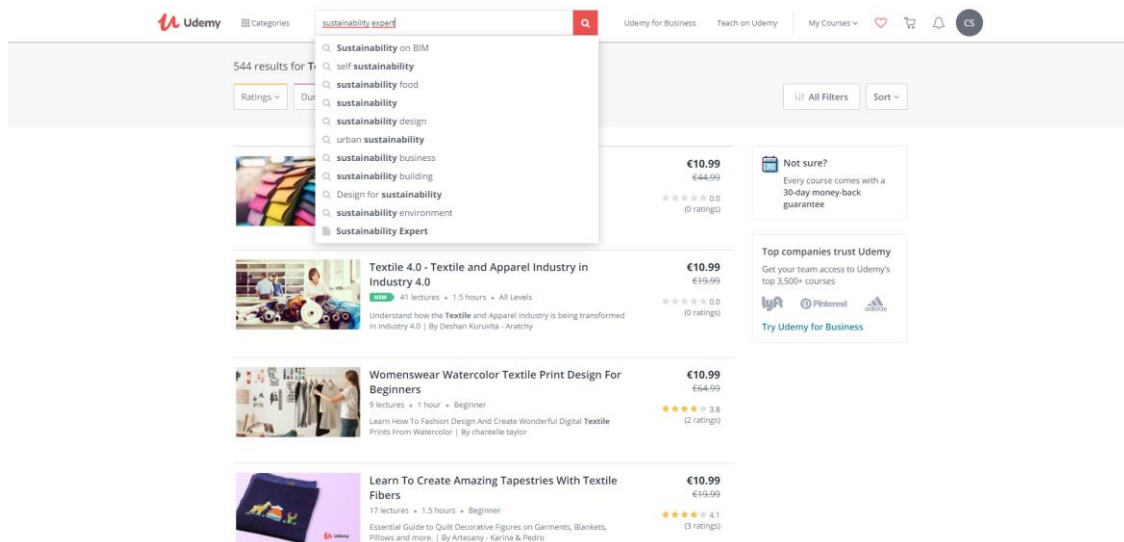


**Use Platform** (After Signing Up or Logging In the learner immediately will have access to the platform)



### 3.2 - Accessing the “Sustainability Expert” course

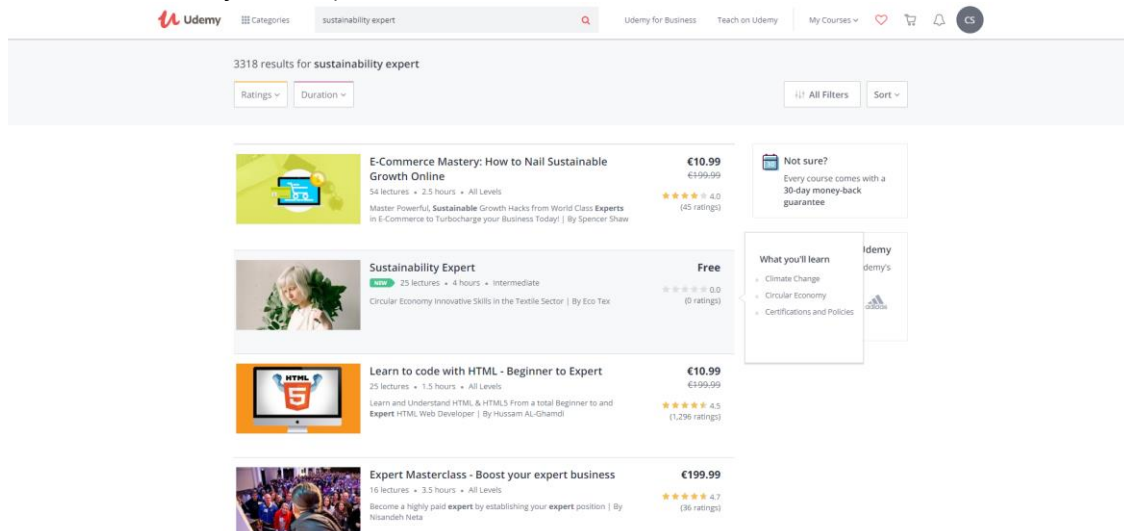
**Search Course** (To search for the “Sustainability Expert” course the learner can use the “Search” field and write “sustainability expert”.)



The screenshot shows the Udemy search results for the query "sustainability expert". The search bar at the top contains the text "sustainability expert" and a red search button. Below the search bar, a dropdown menu lists several search suggestions: "Sustainability on BIM", "self sustainability", "sustainability food", "sustainability", "sustainability design", "urban sustainability", "sustainability business", "sustainability building", "Design for sustainability", "sustainability environment", and "Sustainability Expert". The main search results area shows 544 results for "Sustainability Expert". The first three results are visible:

- Textile 4.0 - Textile and Apparel Industry in Industry 4.0**: 41 lectures • 1.5 hours • All Levels. Price: €10.99 (€19.99). Rating: 0.0 (0 ratings).
- Womenswear Watercolor Textile Print Design For Beginners**: 9 lectures • 1 hour • Beginner. Price: €10.99 (€64.99). Rating: 3.8 (2 ratings).
- Learn To Create Amazing Tapestries With Textile Fibers**: 17 lectures • 1.5 hours • Beginner. Price: €10.99 (€19.99). Rating: 4.1 (3 ratings).

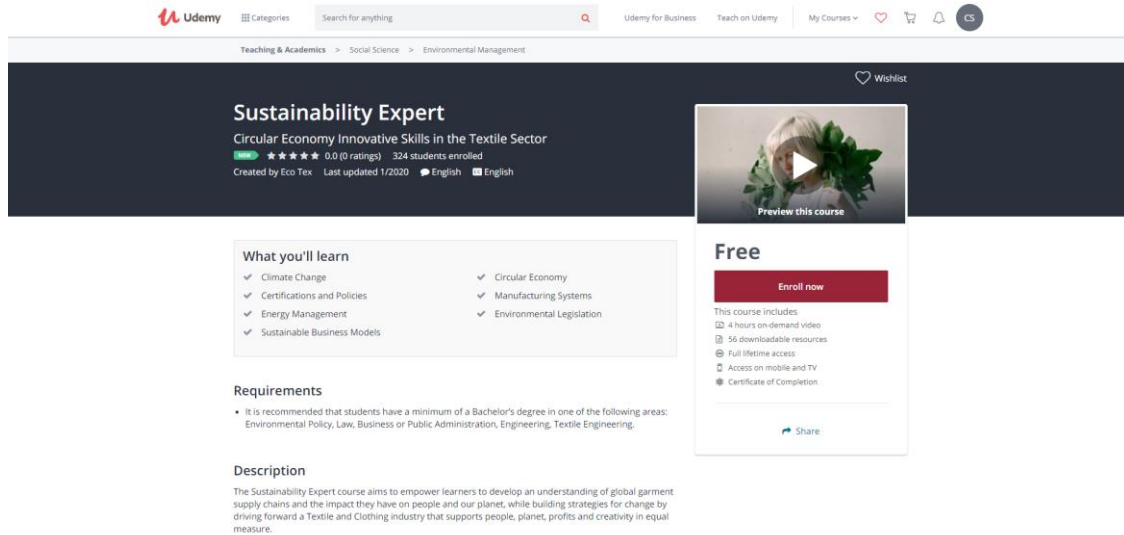
**Choose Course** (After the search, the course will appear on the screen and the learner must click on it to see more detailed information)



The screenshot shows the Udemy course details for "Sustainability Expert". The search bar at the top contains the text "sustainability expert". The main search results area shows 3318 results for "sustainability expert". The first three results are visible:

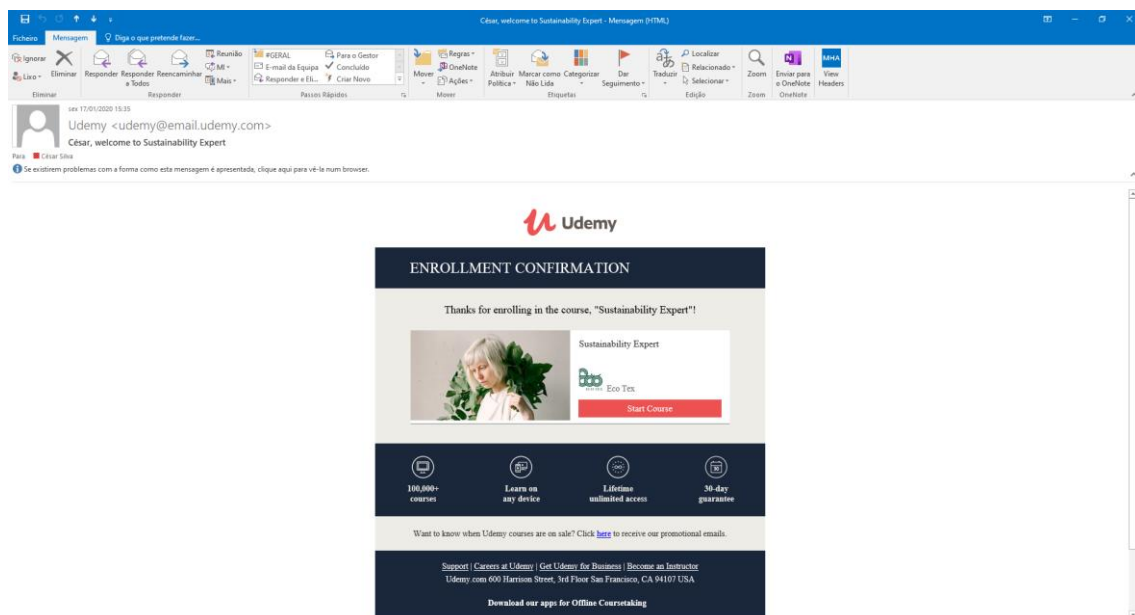
- E-Commerce Mastery: How to Nail Sustainable Growth Online**: 54 lectures • 2.5 hours • All Levels. Price: €10.99 (€199.99). Rating: 4.0 (45 ratings).
- Sustainability Expert**: 25 lectures • 4 hours • Intermediate. Price: Free. Rating: 0.0 (0 ratings). This is the course selected for detailed information.
- Learn to code with HTML - Beginner to Expert**: 25 lectures • 1.5 hours • All Levels. Price: €10.99 (€199.99). Rating: 4.5 (1,296 ratings).
- Expert Masterclass - Boost your expert business**: 16 lectures • 3.5 hours • All Levels. Price: €199.99. Rating: 4.7 (36 ratings).

**Enroll the Course** (After checking all information about the course, if the learner wants to enroll on it, must click on the “Enroll now” button.)



The screenshot shows the Udeemy course page for "Sustainability Expert". The course is titled "Circular Economy Innovative Skills in the Textile Sector" and is created by Eco Tex. It has a 0.0 rating from 0 reviews and 324 students enrolled. The course is in English and was last updated on 1/2020. The page lists what you'll learn, including Climate Change, Certifications and Policies, Energy Management, Sustainable Business Models, Circular Economy, Manufacturing Systems, and Environmental Legislation. A "Free" section highlights the "Enroll now" button and lists course features: 4 hours on-demand video, 56 downloadable resources, full lifetime access, access on mobile and TV, and a certificate of completion. A "Share" button is also visible.

**Enrollment Confirmation** (An email is sent to the learner confirming the enrollment in the course.)

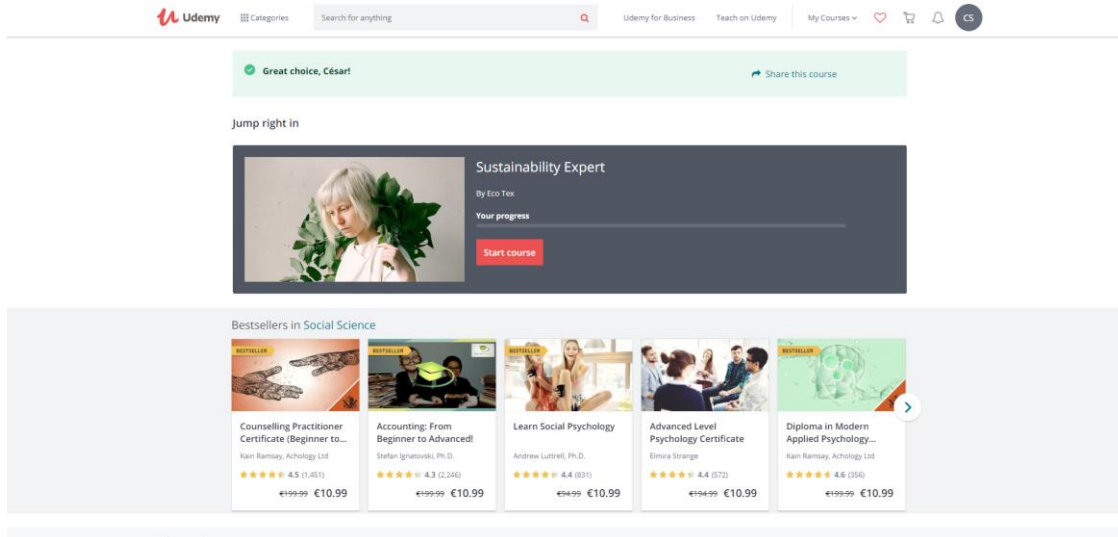


The screenshot shows an email from Udeemy titled "César, welcome to Sustainability Expert - Mensagem (HTML)". The email content includes the Udeemy logo, the course title "Sustainability Expert", and a "Start Course" button. Below the course information, there are four icons representing course benefits: 100,000+ courses, Learn on any device, Lifetime unlimited access, and 30-day guarantee. At the bottom, there is a link to receive promotional emails and contact information for Udeemy, including support, careers, and business options.



### 3.3 – Performing the “Sustainability Expert” course

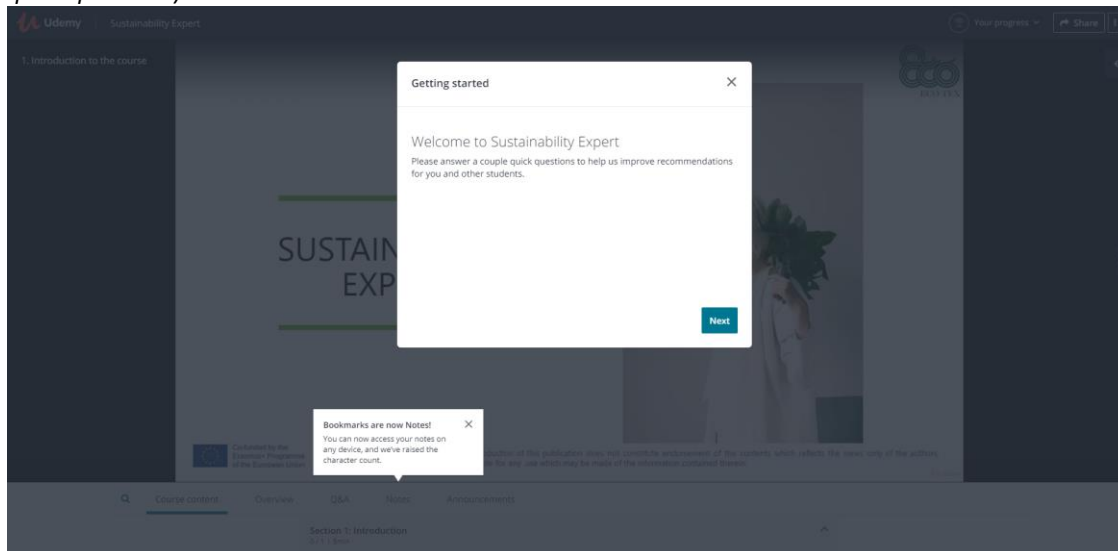
**Start Course** (After the enrollment on the course the learner must click on “Start Course” button.)



The screenshot shows the UdeMy course page for "Sustainability Expert" by Eco Tex. At the top, there is a navigation bar with the UdeMy logo, search bar, and user account options. Below the navigation bar, a green banner says "Great choice, César!" with a "Share this course" link. The main course card features a woman holding a plant, the course title "Sustainability Expert", the instructor "By Eco Tex", a progress bar, and a red "Start course" button. Below the course card, there is a section titled "Bestsellers in Social Science" with five course cards. Each card includes a "BESTSELLER" badge, a course title, instructor name, rating (stars and number of reviews), and price (original and discounted).

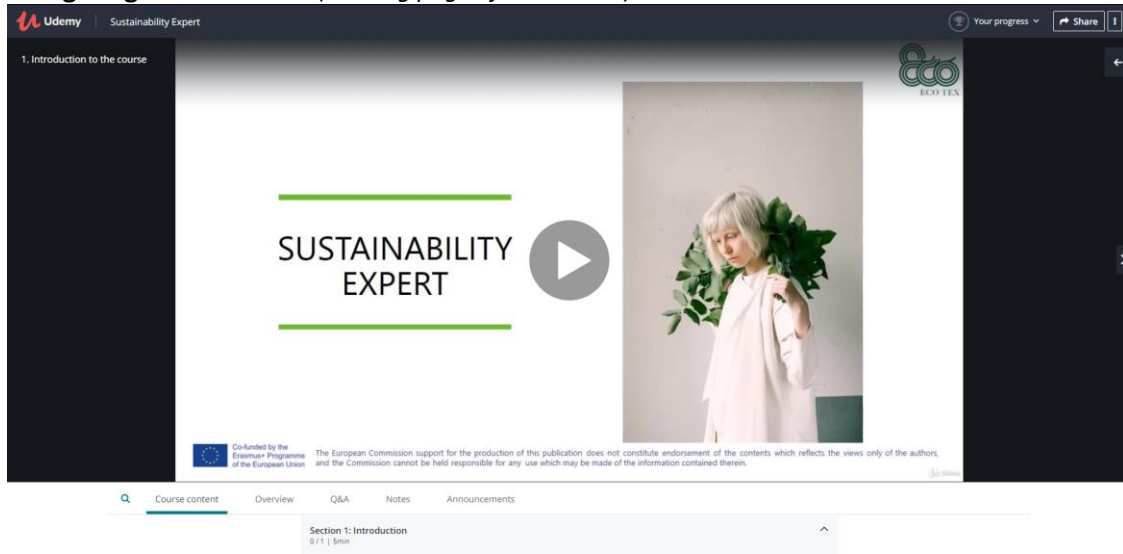
Course Title	Instructor	Rating	Reviews	Original Price	Discounted Price
Counselling Practitioner Certificate (Beginner to...)	Kaen Ramsay, Aichology Ltd	4.5	1,451	€199.99	€10.99
Accounting: From Beginner to Advanced!	Stefan Ignatowski, Ph.D.	4.3	2,340	€199.99	€10.99
Learn Social Psychology	Andrew Luttrell, Ph.D.	4.4	831	€94.99	€10.99
Advanced Level Psychology Certificate	Elmira Strange	4.4	572	€94.99	€10.99
Diploma in Modern Applied Psychology...	Kaen Ramsay, Aichology Ltd	4.8	1,950	€199.99	€10.99

**Quick Questionnaire** (Before starting to navigate in the course the learner is invited to answer some quick questions)

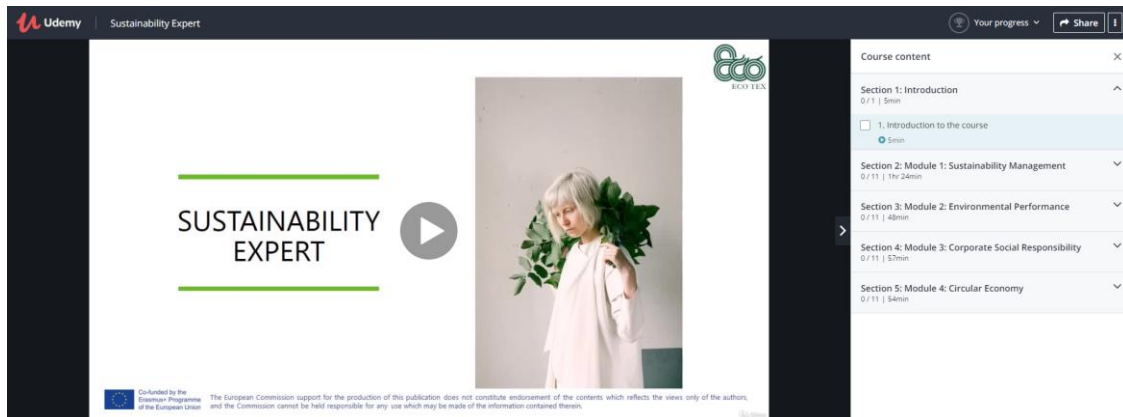
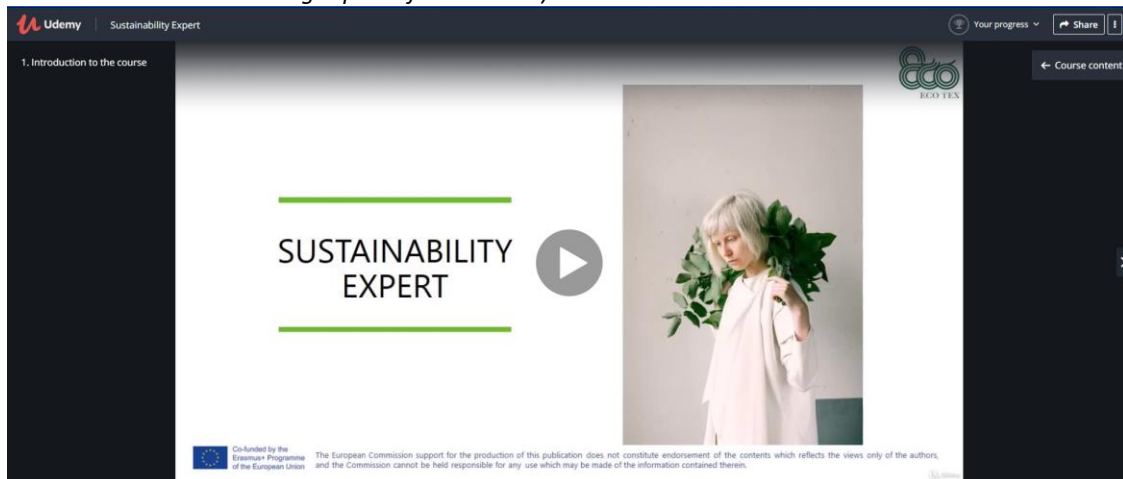


The screenshot shows the "Getting started" questionnaire for the "Sustainability Expert" course. The main background is a dark blue course page with the title "SUSTAINABILITY EXPERT" and a woman holding a plant. A white modal window titled "Getting started" is centered on the screen. The modal contains the text: "Welcome to Sustainability Expert. Please answer a couple quick questions to help us improve recommendations for you and other students." Below the text is a "Next" button. At the bottom of the modal, there is a "Bookmarks are now Notes!" notification: "You can now access your notes on any device, and we've raised the character count."

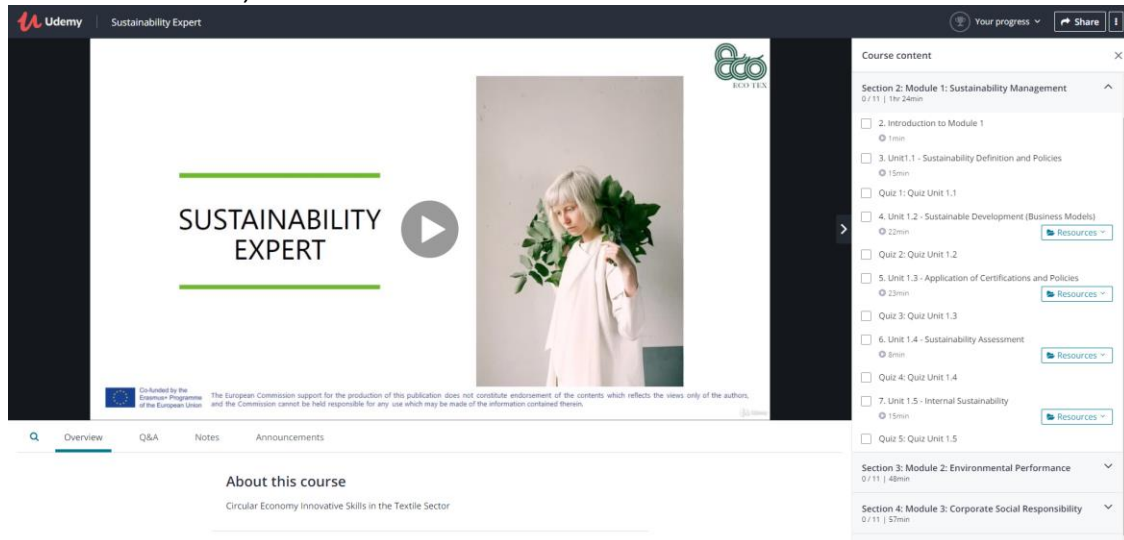
**Navigating on the course** *(Landing page of the course.)*



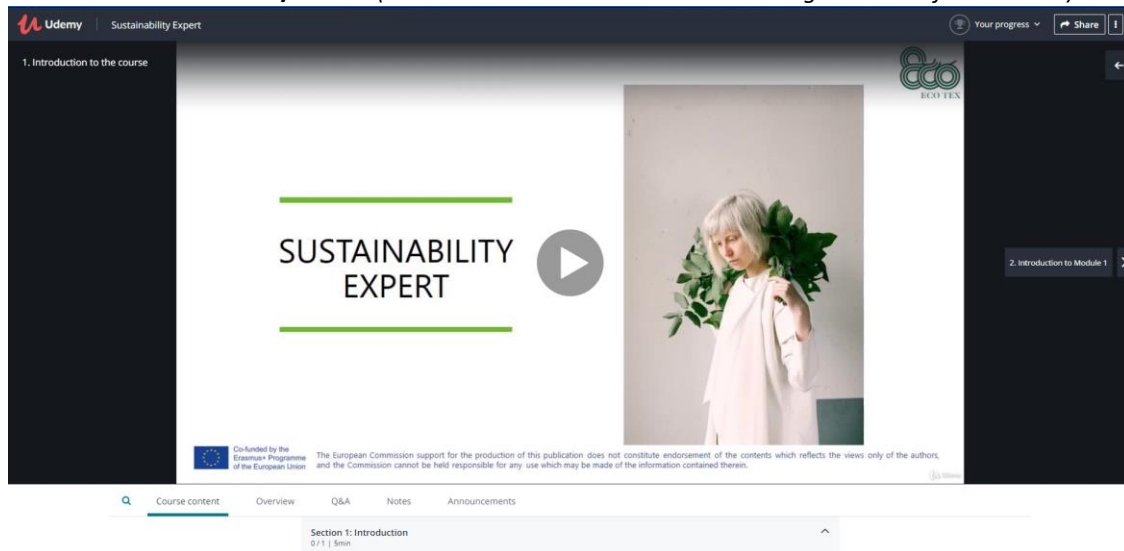
**Navigating on the course content on the right of the screen** *(The learner can navigate and open course content list on the right part of the screen.)*



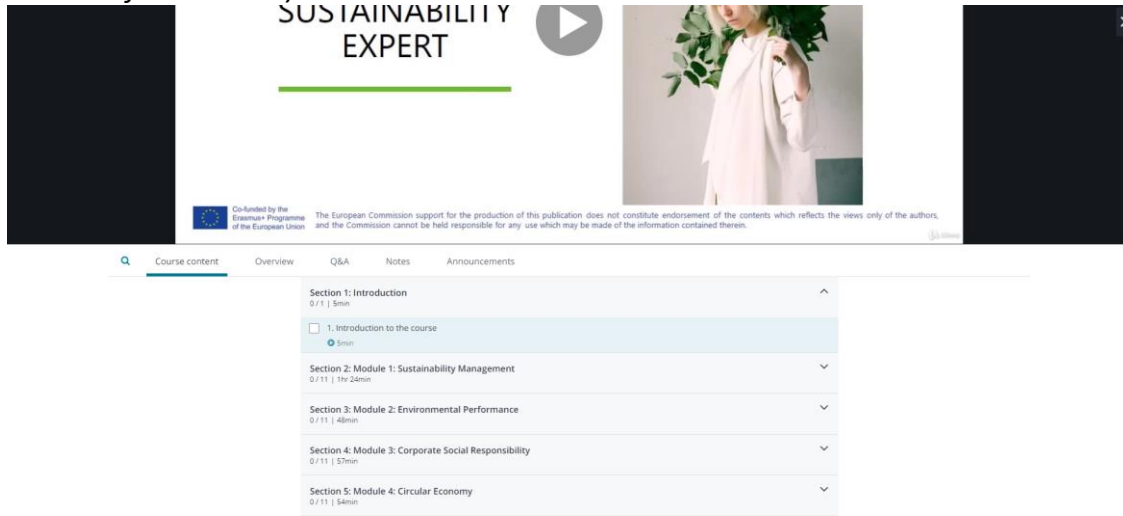
**Open or close Sections of the course** *(The learner can navigate through the course content by using the arrows on the list.)*



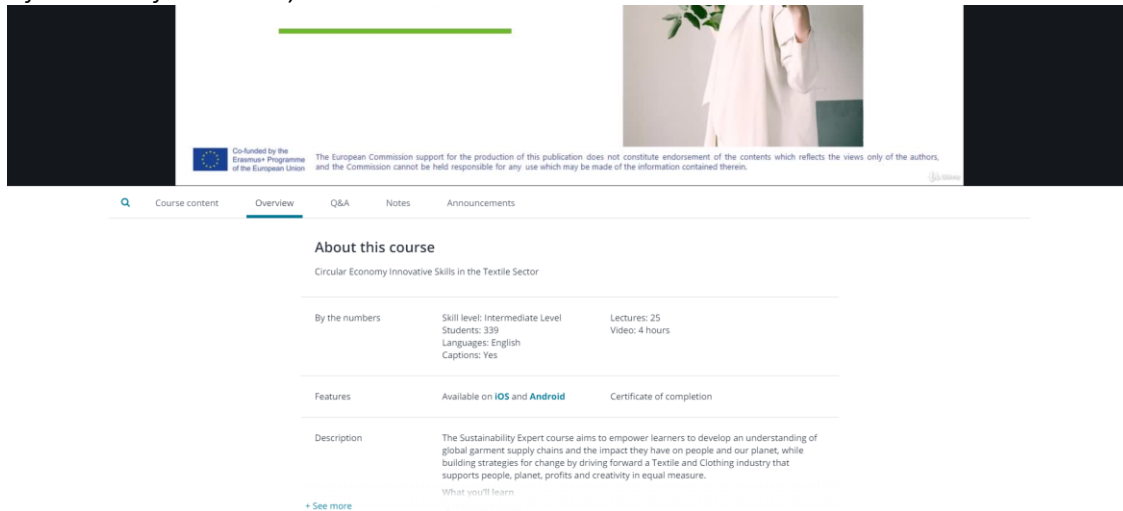
**Advance to next video/lesson** *(The learner can use the arrow on the right center of the screen.)*



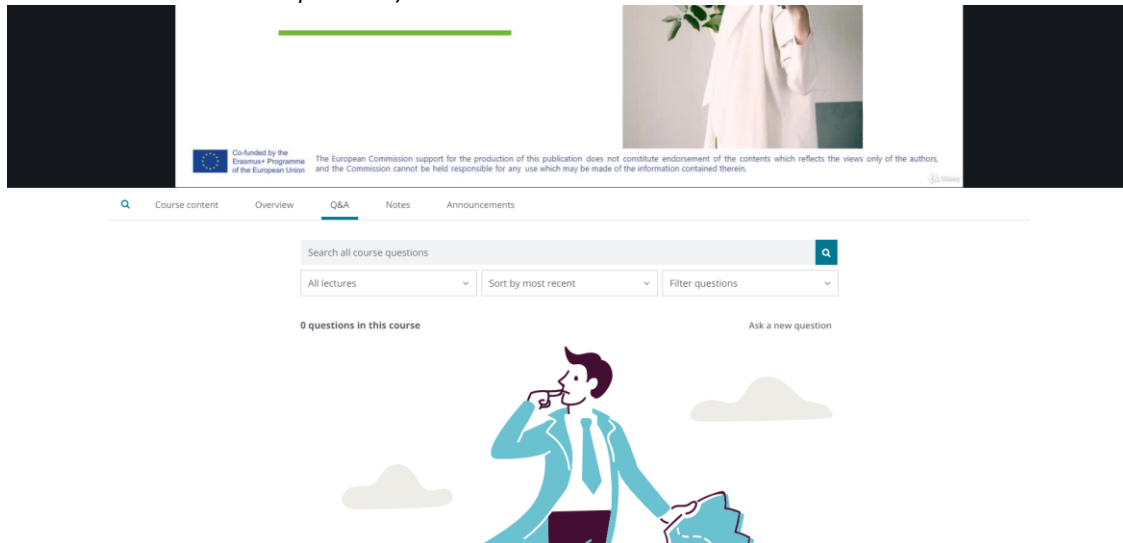
**Course Content** (The learner has also the possibility to see the course content in the bottom of the screen.)



**Overview of the course** (By choosing the “Overview”, the learner has the possibility to see the general information of the course.)

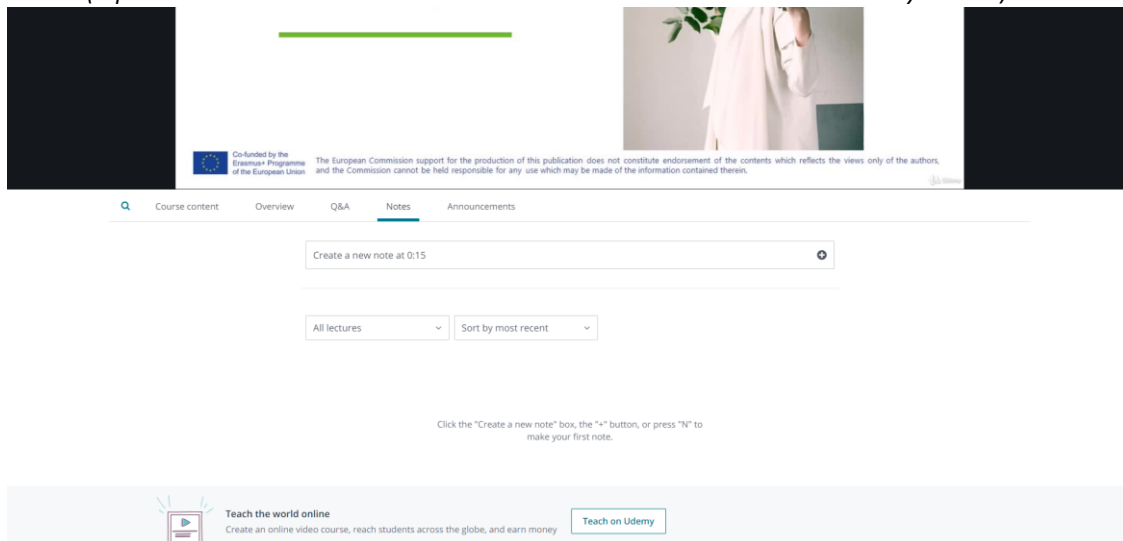


**Q&A** (A place for Questions & Answers that allows the interaction between learners and between learners and the course responsible.)



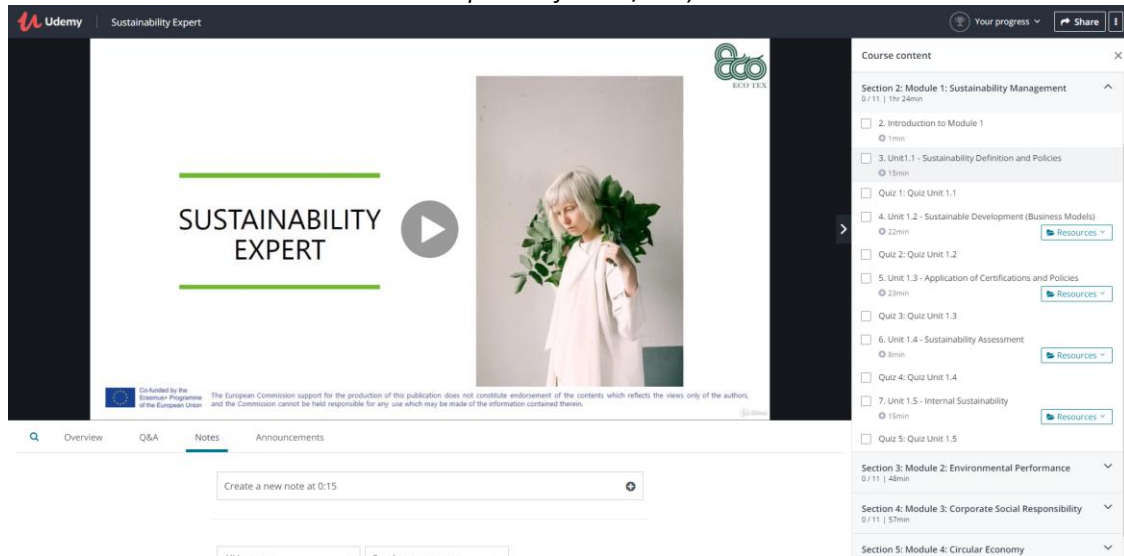
The screenshot shows the Q&A section of a course. At the top, there is a navigation bar with tabs for 'Course content', 'Overview', 'Q&A', 'Notes', and 'Announcements'. Below the navigation bar, there is a search bar labeled 'Search all course questions' and a 'Q' icon. There are also dropdown menus for 'All lectures', 'Sort by most recent', and 'Filter questions'. Below these, it says '0 questions in this course' and 'Ask a new question'. In the center, there is an illustration of a man in a blue suit thinking, with a hand on his chin and a document in his hand. At the bottom, there is a banner for 'Teach the world online' with a play button icon and a 'Teach on Udemy' button.

**Notes** (A private area where the learner can take notes and have access to it on any device.)



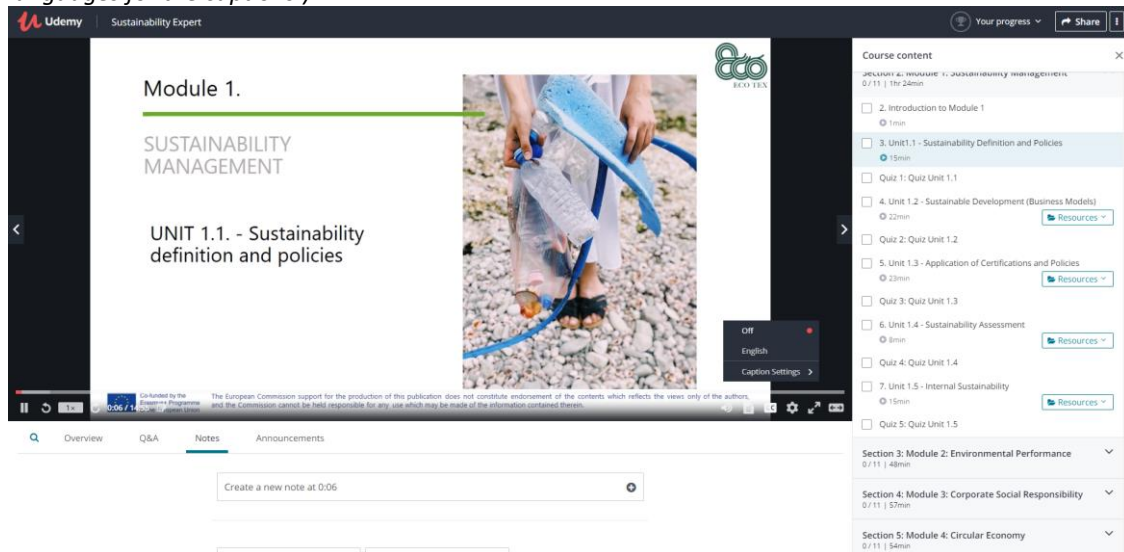
The screenshot shows the Notes section of a course. At the top, there is a navigation bar with tabs for 'Course content', 'Overview', 'Q&A', 'Notes', and 'Announcements'. Below the navigation bar, there is a search bar labeled 'Create a new note at 0:15' and a '+' icon. There are also dropdown menus for 'All lectures' and 'Sort by most recent'. Below these, there is a message: 'Click the "Create a new note" box, the "+" button, or press "N" to make your first note.' At the bottom, there is a banner for 'Teach the world online' with a play button icon and a 'Teach on Udemy' button.

**Choose Lesson/Content** (If the learner wants to see specific contents, he/she can “jump” through lessons and choose those that are more important for him/her.)



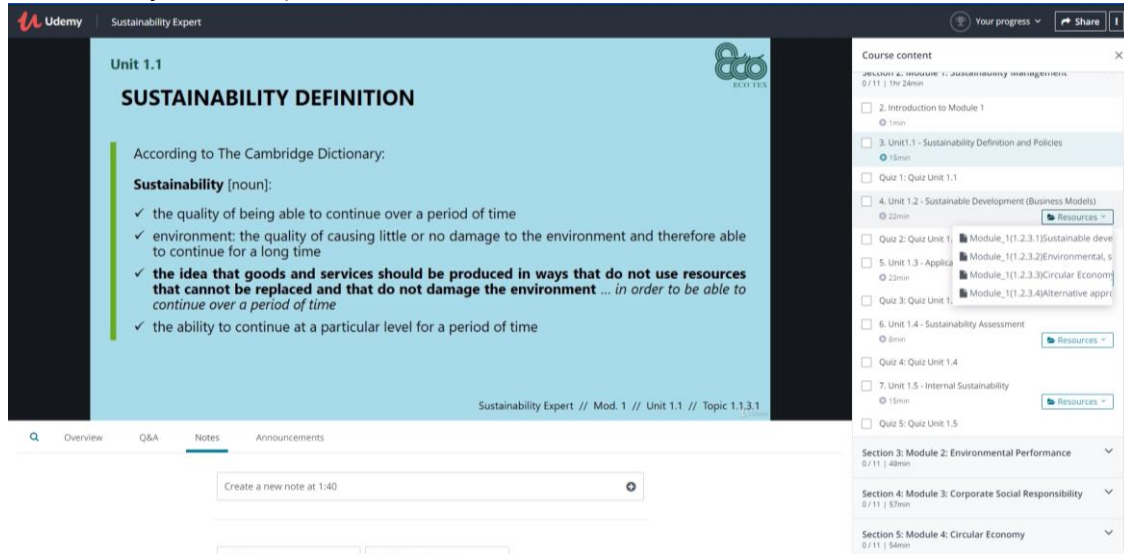
The screenshot shows the Udemu interface for the 'Sustainability Expert' course. The main video player displays a title card with the text 'SUSTAINABILITY EXPERT' and a play button. Below the video player, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'Notes' section is visible with a text input field and a 'Create a new note at 0:15' button. On the right side, a 'Course content' sidebar is open, showing a list of sections and units. The sections include 'Section 2: Module 1: Sustainability Management', 'Section 3: Module 2: Environmental Performance', 'Section 4: Module 3: Corporate Social Responsibility', and 'Section 5: Module 4: Circular Economy'. Each section contains a list of units and quizzes with their respective durations and 'Resources' links.

**Use Captions** (The learner has the possibility to turn ON/OFF the captions and choose different languages for the captions.)



The screenshot shows the Udemu interface for the 'Sustainability Expert' course, specifically the 'Module 1. Sustainability Management' section. The main video player displays a title card with the text 'Module 1. SUSTAINABILITY MANAGEMENT' and 'UNIT 1.1 - Sustainability definition and policies'. Below the video player, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'Notes' section is visible with a text input field and a 'Create a new note at 0:06' button. On the right side, a 'Course content' sidebar is open, showing a list of sections and units. The sections include 'Section 2: Module 1: Sustainability Management', 'Section 3: Module 2: Environmental Performance', 'Section 4: Module 3: Corporate Social Responsibility', and 'Section 5: Module 4: Circular Economy'. Each section contains a list of units and quizzes with their respective durations and 'Resources' links. A caption settings menu is open in the bottom right corner of the video player, showing options for 'Off', 'English', and 'Caption Settings'.

**Resources** (Each Unit has supporting documents available for download with more information about the content of the course.)



The screenshot shows the UdeMy interface for the course 'Sustainability Expert'. The main content area displays 'Unit 1.1 SUSTAINABILITY DEFINITION' with a definition from The Cambridge Dictionary. Below the definition, there are four bullet points:
 

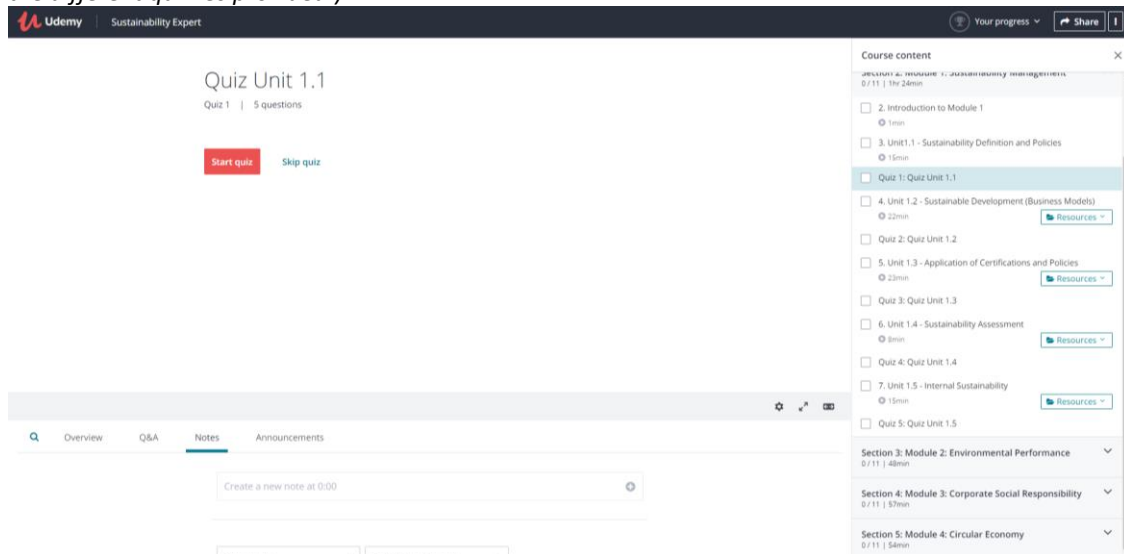
- ✓ the quality of being able to continue over a period of time
- ✓ environment: the quality of causing little or no damage to the environment and therefore able to continue for a long time
- ✓ **the idea that goods and services should be produced in ways that do not use resources that cannot be replaced and that do not damage the environment ... in order to be able to continue over a period of time**
- ✓ the ability to continue at a particular level for a period of time

 The right-hand sidebar shows the 'Course content' list, including:
 

- 2. Introduction to Module 1 (1min)
- 3. Unit 1.1 - Sustainability Definition and Policies (15min)
- Quiz 1: Quiz Unit 1.1
- 4. Unit 1.2 - Sustainable Development (Business Models) (22min)
- Quiz 2: Quiz Unit 1.2
- 5. Unit 1.3 - Application of Certifications and Policies (23min)
- Quiz 3: Quiz Unit 1.3
- 6. Unit 1.4 - Sustainability Assessment (8min)
- Quiz 4: Quiz Unit 1.4
- 7. Unit 1.5 - Internal Sustainability (15min)
- Quiz 5: Quiz Unit 1.5

 Below the main content, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'Create a new note at 1:40' field is visible under the 'Notes' tab.

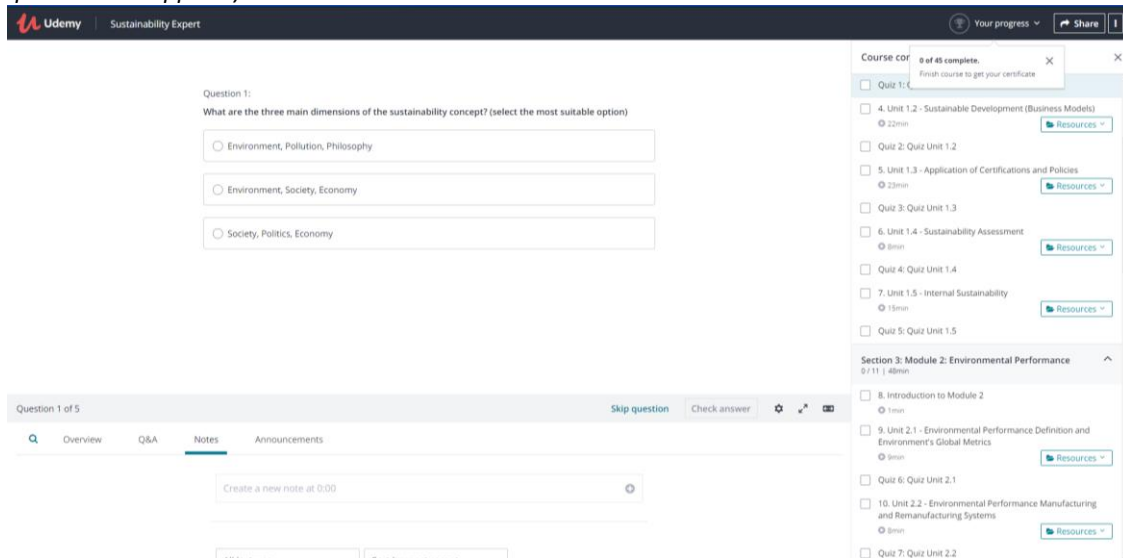
**Perform Unit Evaluation** (The learner has the possibility to do a self-evaluation and choose to answer the different quizzes provided.)



The screenshot shows the UdeMy interface for the 'Quiz Unit 1.1'. The main content area displays 'Quiz Unit 1.1' with '5 questions' and two buttons: 'Start quiz' (in red) and 'Skip quiz'. Below this, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'Create a new note at 0:00' field is visible under the 'Notes' tab. The right-hand sidebar shows the 'Course content' list, with 'Quiz 1: Quiz Unit 1.1' highlighted in blue. The list includes:
 

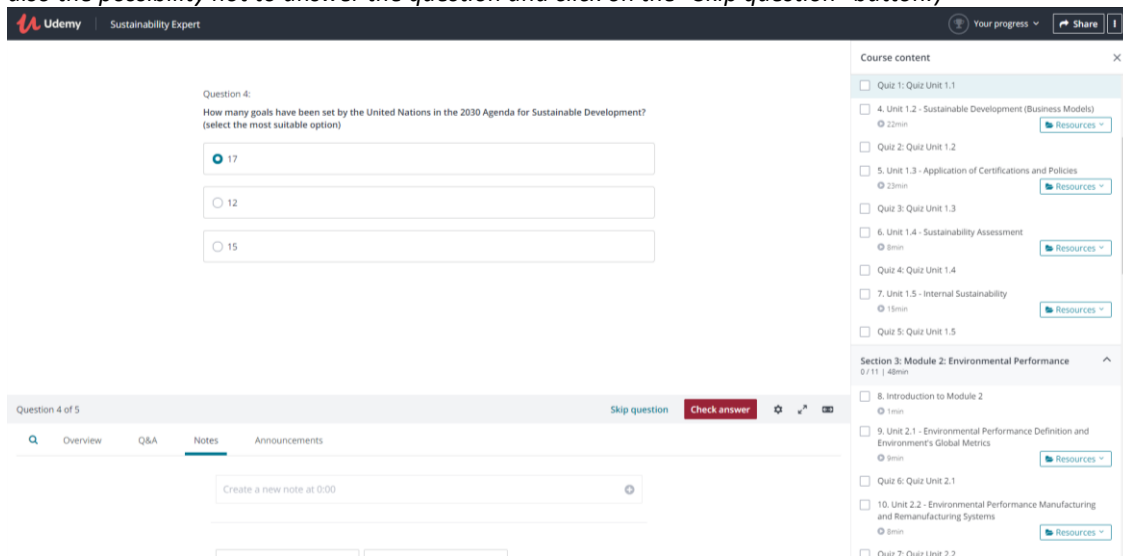
- 2. Introduction to Module 1 (1min)
- 3. Unit 1.1 - Sustainability Definition and Policies (15min)
- Quiz 1: Quiz Unit 1.1
- 4. Unit 1.2 - Sustainable Development (Business Models) (22min)
- Quiz 2: Quiz Unit 1.2
- 5. Unit 1.3 - Application of Certifications and Policies (23min)
- Quiz 3: Quiz Unit 1.3
- 6. Unit 1.4 - Sustainability Assessment (8min)
- Quiz 4: Quiz Unit 1.4
- 7. Unit 1.5 - Internal Sustainability (15min)
- Quiz 5: Quiz Unit 1.5

**Start Quiz** (After choosing the quiz to perform, learner can click on “Start Quiz” button and the first question will appear.)



The screenshot shows the Udemmy interface for a quiz. The main content area displays 'Question 1: What are the three main dimensions of the sustainability concept? (select the most suitable option)'. There are three radio button options: 'Environment, Pollution, Philosophy', 'Environment, Society, Economy', and 'Society, Politics, Economy'. Below the question, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'Skip question' button is visible. On the right, a 'Course content' sidebar shows a list of units and quizzes, with 'Quiz 1: Quiz Unit 1.1' selected.

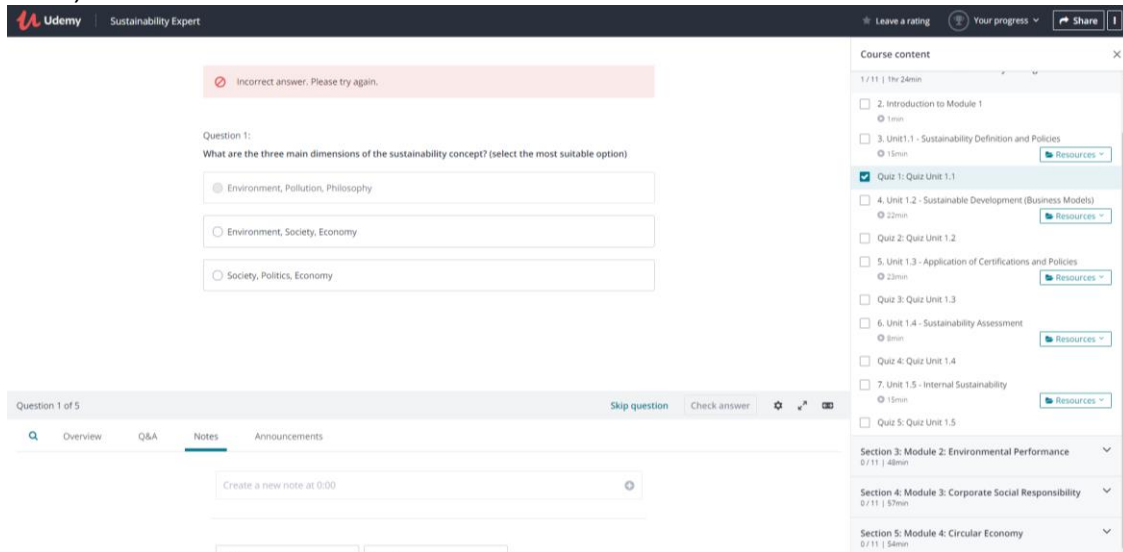
**Choose answer** (Learner must choose only one of the options provided to answer the question. There is also the possibility not to answer the question and click on the “Skip question” button.)



The screenshot shows the Udemmy interface for a quiz. The main content area displays 'Question 4: How many goals have been set by the United Nations in the 2030 Agenda for Sustainable Development? (select the most suitable option)'. There are three radio button options: '17', '12', and '15'. The '17' option is selected. Below the question, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'Skip question' button and a 'Check answer' button are visible. On the right, a 'Course content' sidebar shows a list of units and quizzes, with 'Quiz 1: Quiz Unit 1.1' selected.



**Check answer** (After choosing the answer, learner can click on the “Check answer” button to see the result.)

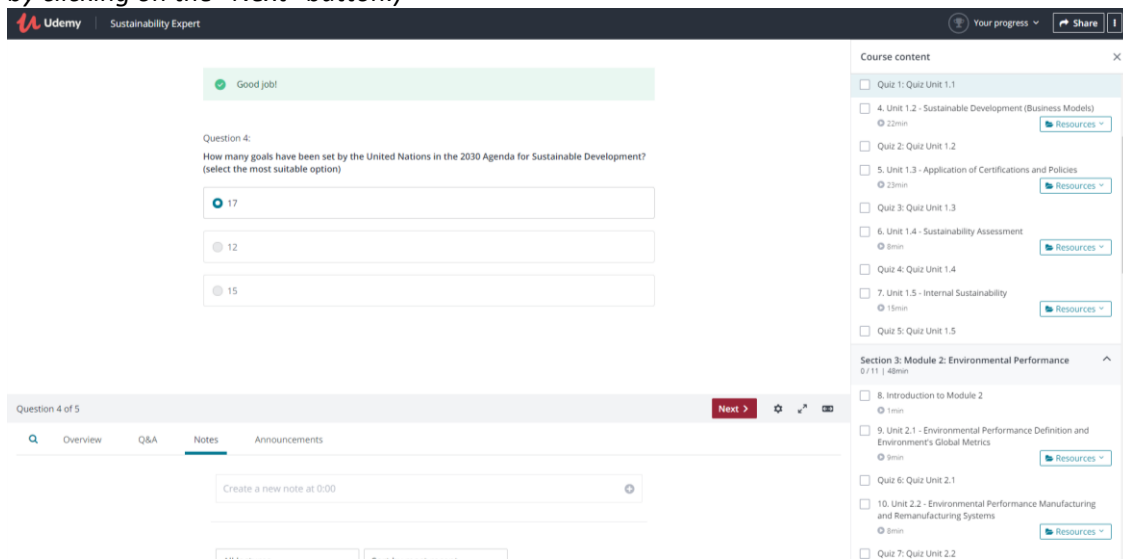


The screenshot shows a Udemu quiz interface for the course "Sustainability Expert". At the top, there is a notification: "Incorrect answer. Please try again." The question is: "What are the three main dimensions of the sustainability concept? (select the most suitable option)". The options are:
 

- Environment, Pollution, Philosophy
- Environment, Society, Economy
- Society, Politics, Economy

 The "Check answer" button is visible. Below the question, there are tabs for "Overview", "Q&A", "Notes", and "Announcements". The "Notes" tab is active, showing a text input field with the placeholder "Create a new note at 0:00". On the right side, there is a "Course content" sidebar showing a list of units and quizzes, with "Quiz 1: Quiz Unit 1.1" selected.

**Move to next question** (After answering correctly to the answer, learner can continue the quiz by clicking on the “Next” button.)

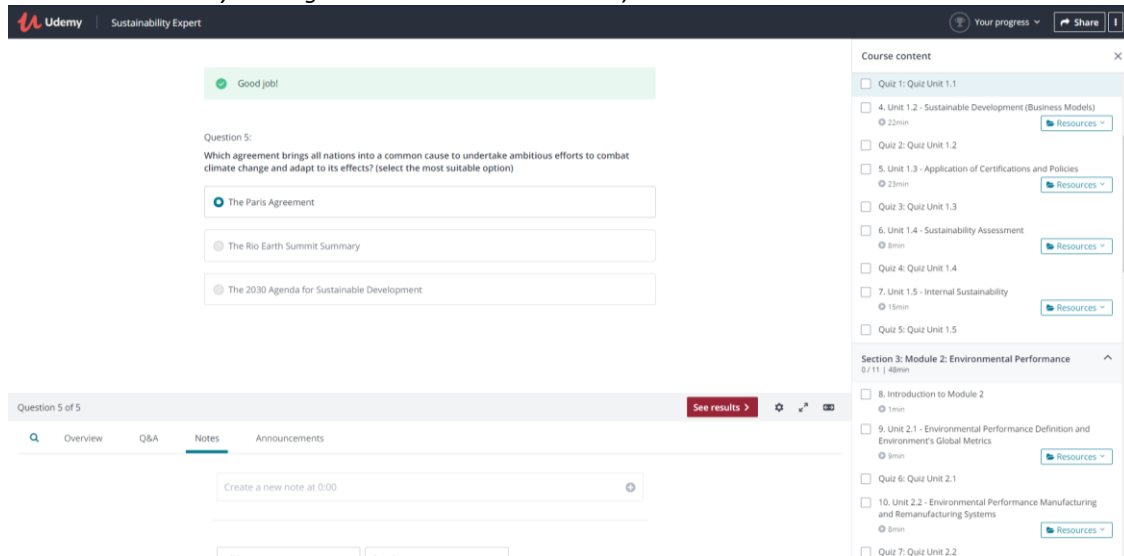


The screenshot shows the same Udemu quiz interface, but now with a notification: "Good job!". The question is: "How many goals have been set by the United Nations in the 2030 Agenda for Sustainable Development? (select the most suitable option)". The options are:
 

- 17
- 12
- 15

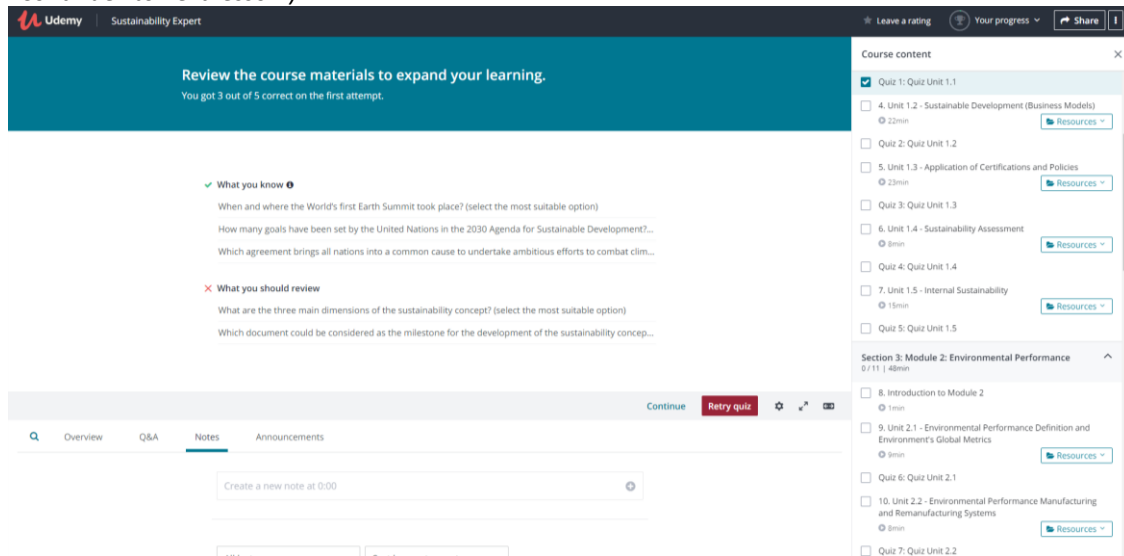
 The "Next" button is visible. The "Notes" tab is still active. The "Course content" sidebar on the right shows "Section 3: Module 2: Environmental Performance" expanded, with "Quiz 1: Quiz Unit 1.1" selected.

**Check Self-Evaluation results** (After answering all question, learner will have access to his/her self-evaluation results by clicking on the “See results” button.)



The screenshot shows the Udemty interface for a course titled 'Sustainability Expert'. At the top, there is a navigation bar with the Udemty logo and 'Your progress' and 'Share' buttons. The main content area displays a quiz question: 'Question 5: Which agreement brings all nations into a common cause to undertake ambitious efforts to combat climate change and adapt to its effects? (select the most suitable option)'. Three radio button options are provided: 'The Paris Agreement', 'The Rio Earth Summit Summary', and 'The 2030 Agenda for Sustainable Development'. A green 'Good job!' notification is visible at the top left. Below the question, there are tabs for 'Overview', 'Q&A', 'Notes', and 'Announcements'. A 'See results' button is prominently displayed in red. A sidebar on the right shows the course content, including various units and quizzes.

**Results of the Self-Evaluation** (Depending on the results, learner has the possibility to “Retry quiz” or “Continue” to next lesson.)



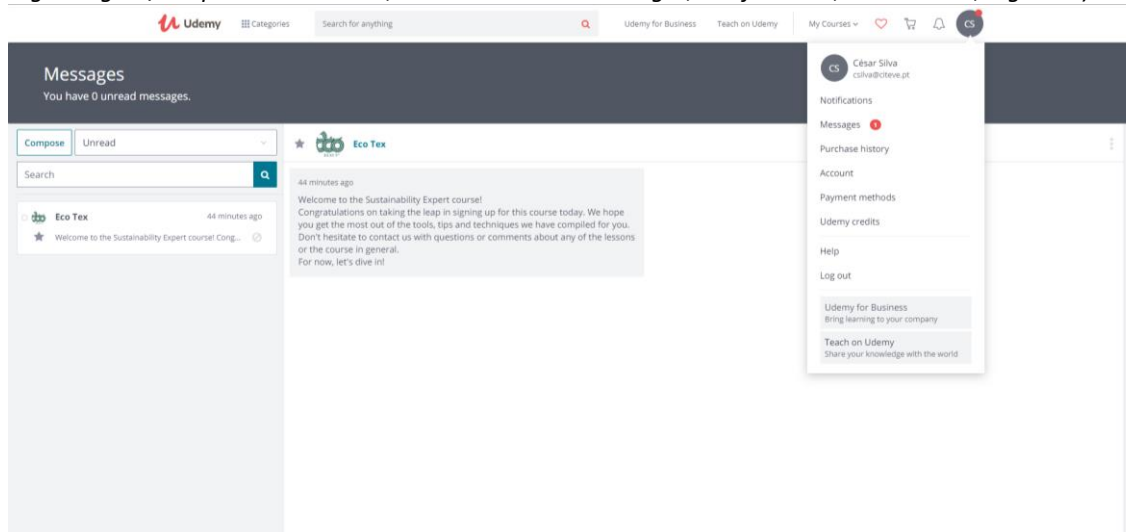
The screenshot shows the Udemty interface displaying the results of the quiz. A blue banner at the top reads 'Review the course materials to expand your learning. You got 3 out of 5 correct on the first attempt.' Below this, the quiz questions are listed with their results: 'What you know' (3 correct) and 'What you should review' (2 incorrect). The 'What you should review' section includes questions about the World's first Earth Summit, the 2030 Agenda for Sustainable Development, and the three main dimensions of the sustainability concept. At the bottom, there are 'Continue' and 'Retry quiz' buttons. The sidebar on the right remains visible, showing the course content.

**Learner's Progress** (Learner can check its progress in the course by clicking on "Your progress" button)



The screenshot shows the UdeMy interface for the 'Sustainability Expert' course. The main content area displays 'Unit 1.1 REAL CASE STUDY: H&M STRATEGY – SUSTAINABILITY 360°'. It includes a list of five key stages: Design, Material choice, Production processes, Product use, and Product re-use. A central circular diagram illustrates the 'CHANGE-MAKING PROGRAMME' with goals like '100% CIRCULAR & RENEWABLE', '100% LEADING THE CHANGE', and '100% FAIR & EQUAL'. A sidebar on the right shows the course progress, indicating '0 of 45 complete' and listing various sections and quizzes.

**Navigation on Personal Account** (By clicking on the profile image, the learner has access to the fields regarding his/her personal account, such as visualize messages, notifications, the account, log out...)



The screenshot shows the UdeMy personal account navigation menu. The user profile 'César Silva' is visible at the top. The menu includes options for Notifications, Messages, Purchase history, Account, Payment methods, UdeMy credits, Help, Log out, UdeMy for Business, and Teach on UdeMy.