**Aalborg Universitet**

**Self-user guide**

*How to upload a resource to training material repository?*

Larsen, Olena Kalyanova; Heiselberg, Per Kvols

*Publication date:*
2017

*Document Version*
Publisher's PDF, also known as Version of record

*Citation for published version (APA):*
Larsen, O. K., & Heiselberg, P. K. (2017). *Self-user guide: How to upload a resource to training material repository?* Department of Civil Engineering, Aalborg University. DCE Technical Reports No. 230

# PROF-TRAC

**Professional multi-disciplinary Training and Continuing Development in skills for NZEB principles**

**Contract No.: 649473**

| | |
|---|---|
| **Report:** | **Self-user guide** |
| | **How to upload a resource to training material repository?** |

| | |
|---|---|
| **Work Package:** | 4 |
| **Deliverable:** | |

| | |
|---|---|
| **Status:** | *public* |

**Prepared for:**
European Commission
EASME
Project Advisor: Mr Philippe Moseley

**Prepared by:**
Aalborg University, Denmark (AAU)
Olena Kalyanova, Per Heiselberg
09-08-2017
AAU DCE report number 230

# PROF-TRAC
# Self-user guide
# How to upload a resource to training material repository?

Olena K. Larsen
Per Heiselberg

Aalborg University
Department of Civil Engineering
Architectural Engineering

**DCE Technical Report No. 230**

# PROF-TRAC
# Self-user guide
# How to upload a resource to training material repository?

by

Olena K. Larsen
Per Heiselberg

August 2017

**PROF / TRAC**

**Scientific Publications at the Department of Civil Engineering**

***Technical Reports*** are published for timely dissemination of research results and scientific work carried out at the Department of Civil Engineering (DCE) at Aalborg University. This medium allows publication of more detailed explanations and results than typically allowed in scientific journals.

***Technical Memoranda*** are produced to enable the preliminary dissemination of scientific work by the personnel of the DCE where such release is deemed to be appropriate. Documents of this kind may be incomplete or temporary versions of papers—or part of continuing work. This should be kept in mind when references are given to publications of this kind.

***Contract Reports*** are produced to report scientific work carried out under contract. Publications of this kind contain confidential matter and are reserved for the sponsors and the DCE. Therefore, Contract Reports are generally not available for public circulation.

***Lecture Notes*** contain material produced by the lecturers at the DCE for educational purposes. This may be scientific notes, lecture books, example problems or manuals for laboratory work, or computer programs developed at the DCE.

***Theses*** are monograms or collections of papers published to report the scientific work carried out at the DCE to obtain a degree as either PhD or Doctor of Technology. The thesis is publicly available after the defence of the degree.

***Latest News*** is published to enable rapid communication of information about scientific work carried out at the DCE. This includes the status of research projects, developments in the laboratories, information about collaborative work and recent research results.

**Recent publications in the DCE Technical Report Series**

# 1. Summary

This report is prepared as a user guide for everyone who will submit their resources to PROF/TRAC material repository.

PROF/TRAC team welcomes any expansion of the repository with the new projects and resources within Nearly Zero Energy Building (nZEB) construction.

## 2. Introduction

PROF/TRAC material repository structures available educational and training material from the recent IEE projects for application in the PROF/TRAC Train-the-Trainers (TtT) program. PROF/TRAC team welcomes any expansion of the repository with the new projects and resources within Nearly Zero Energy Building (nZEB) construction.

Significant number of relevant to PROF/TRAC resources is already included in the repository.

In order to navigate between a large amount of resources, a classification structure has been developed and applied within the online based PROF/TRAC repository.

This user guide is prepared in order to help other projects to self-submit their resources to the PROF/TRAC repository. The user guide is divided in several sections, first introducing the structure of PROF/TRAC repository, then explaining the requirements for the resource submission and finally showing an example resource for submission.

## 1. Structuring resources in the repository

PROF/TRAC team developed a comprehensive schema for structuring resources in the repository, named as a *keyword structure*. For each resource submitted to online repository a certain number of keywords, characterising the content of the resource must be assigned. These keywords are then used in the filter function to adress different search conditions in the repository.

Assigning of keywords is carried out by person submitting the resource. Keywords are defined according tofollowing key categories:
- nZEB related technology, including the interdisciplinary aspects
- type of project (cnostruction or renovation)
- type of building use
- type resource (report, presentation, calculation tool etc.)
- resource language .

Following section describes possible content for all keyword categories.

| KEY CODE | Keyword | Explanation |
|---|---|---|
| **NZEB technology and interdisciplinary aspects** | | |
| EM | ENERGY MANAGEMENT | The resource contains information about the energy management, i.e. smart grid systems, domotic systems, building management systems, etc. |
| EP | ENERGY PRODUCTION (on-site and nearby renewable energy production and off-site renewable energy) | The resource contains information about energy production, discussing for example geothermal energy, biomass/biogas, district heating/cooling, solar systems, CHP, etc. |
| ER | ENERGY REDUCTION | The resource contains information about reduction of energy use discussing for example climatic design, insulation/airtightness, glazing, overall building envelope, hot water systems, heating/cooling systems, lighting, ventilation etc. |
| IS | INTERDISCIPLINARY SKILLS | The resource contains information about interdisciplinary skills, discussing for example such topics as communication, information management, collaboration (teamwork & facilitation), quality assurance, sustainable architectural design, sustainable materials/instalations, integrated design, environmental (indoor) quality, economics, procurement, etc. |
| **TYPE OF PROJECT** | | |
| E1 | New construction | Provide what type of project this resource is relevant for |
| E2 | Renovation | |
| **BUILDING USE** | | |
| B1 | Office buildings | Provide what type of building this resource is relevant for |
| B2 | Apartment houses | |
| B3 | Single-family houses | |
| B4 | Educational buildings | |
| B5 | Other | |
| B6 | Hospitals | |
| B7 | Wholesale and retail buildings | |
| B8 | Sport facilities | |
| **TYPE OF RESOURCE** | | |
| M1 | PPT | Provide what kind of resource is that. |
| M2 | Lecture notes | |
| M3 | Reports/publications | |
| M4 | Video tutorials | |
| M5 | Workshops | |
| M6 | Guidelines/Toolkits | |
| M7 | Software | |
| M8 | Case studies | |
| M9 | Databases/resources | |
| **LANGUAGE** | | |
| L1 | Danish | Provide in what language this resource is submitted to the repository. |
| L2 | Dutch | |
| L3 | English | |
| L4 | French | |
| L5 | German | |
| L6 | Italian | |
| L7 | Spanish | |
| L8 | Bulgarian | |
| L9 | Croatian | |

| L10 | Czech |
| L11 | Estonian |
| L12 | Finnish |
| L13 | German |
| L14 | Greek |
| L15 | Hungarian |
| L16 | Irish |
| L17 | Latvian |
| L18 | Lithuanian |
| L19 | Maltese |
| L20 | Polish |
| L21 | Portuguese |
| L22 | Romanian |
| L23 | Serbian |
| L24 | Slovak |
| L25 | Slovenian |
| L26 | Spanish |
| L27 | Swedish |
| L28 | Turkish |

Table 1. Keyword structure and keyword codes

## 2. Submit Resource

### General information about submission

In order to submit a resource, some general information must be provided, as described in Table 2.

| | Explanation | Example |
|---|---|---|
| Full name | Provide your full name | |
| Email | Provide your email | |
| Organisation | Organisation on behalf of which you submit the resource (normally your employer) | |
| Address of your organisation | | |
| Country | | |
| Full project name (if relevant) | If the resource is developed within a specific project, please state the full name of the project | Professional multi-disciplinary Training and Continuing Development in skills for NZEB principles |
| Project name in abbreviation (if relevant) | If relevant, please provide an abbreviation of the project | PROF/TRAC |
| Resource title | Please provide a short title of the resource | |
| Resource link | Please provide a link to the resource, if published | www. proftrac.eu |
| Resource file | Please submit a resource file (pdf, ppt, xls, etc.) | |
| Short description of the resource | Please provide short description of the resource (max 50 words) | |

Table 2. General information for resource submission.

## Assigning keywords

The keywords are assigned to the resource according to all above mention categories. Each resource must have at least one keyword selected per each category. Once keywords are selected the resource can be submitted to the repository.

## Example of assigning keywords

A resource dealing with energy production (EP) and interdisciplinary skills (IS) in office buildings (B1) is available as lecture notes (M2) and a case-study (M8) in Danish language (L1).

| KEY CODE | Keyword | Keyword is representative for the resourse I wish to submit |
|---|---|---|
| **TYPE OF PROJECT** | | |
| EM | ENERGY MANAGEMENT | |
| EP | ENERGY PRODUCTION (on-site and nearby renewable energy production and off-site renewable energy) | √ |
| ER | ENERGY REDUCTION | |
| IS | INTERDISCIPLINARY SKILLS | √ |
| **TYPE OF PROJECT** | | |
| E1 | New construction | |
| E2 | Renovation | |
| **BUILDING USE** | | |
| B1 | Office buildings | √ |
| B2 | Apartment houses | |
| B3 | Single-family houses | |
| B4 | Educational buildings | |
| B5 | Other | |
| B6 | Hospitals | |
| B7 | Wholesale and retail buildings | |
| B8 | Sport facilities | |
| **TYPE OF RESOURCE** | | |
| M1 | PPT | |
| M2 | Lecture notes | √ |
| M3 | Reports/publications | |
| M4 | Video tutorials | |
| M5 | Workshops | |
| M6 | Guidelines/Toolkits | |
| M7 | Software | |
| M8 | Case studies | √ |
| M9 | Databases/resources | |
| **LANGUAGE** | | |
| L1 | Danish | √ |
| L2 | Dutch | |
| L3 | English | |