

To successfully register for the course and gain access to the e-learning materials accompanying the European Commission's Level(s) sustainability framework, please follow the steps below.

Please report any platform related issues to eu-academy-support@ec.europa.eu

Should you have any generic queries related to the course, please do not hesitate to contact us and we will be pleased to help you. You may reach us by writing to elarninglevels@arup.com



Please use the Chrome browser to ensure all of the links presented throughout these instructions function correctly.

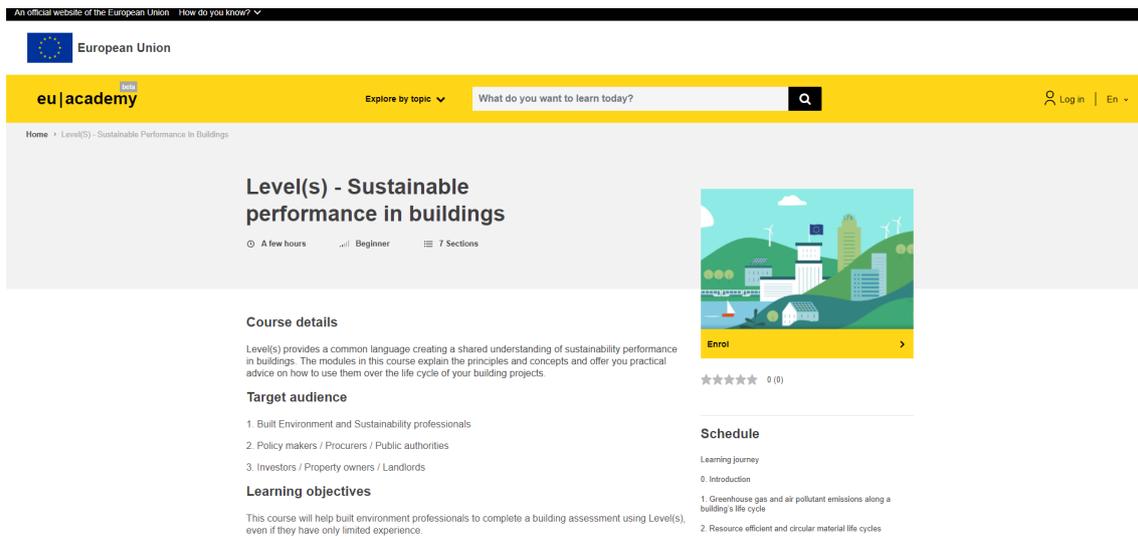
Instructions

How to access the Level(s) e-learning course in EU Academy

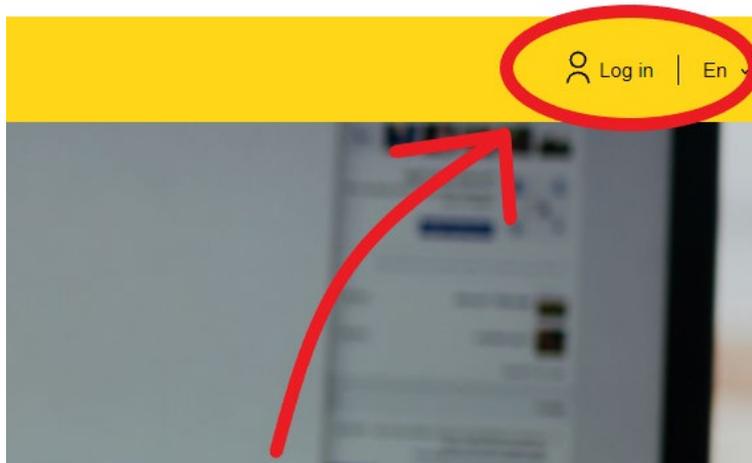
1.1. Enrolment on the course

For this step you need to go to the **Level(s) EU Academy site**. Click on or copy/paste the following link into your browser: <https://academy.europa.eu/courses/level-s-sustainable-performance-in-buildings>

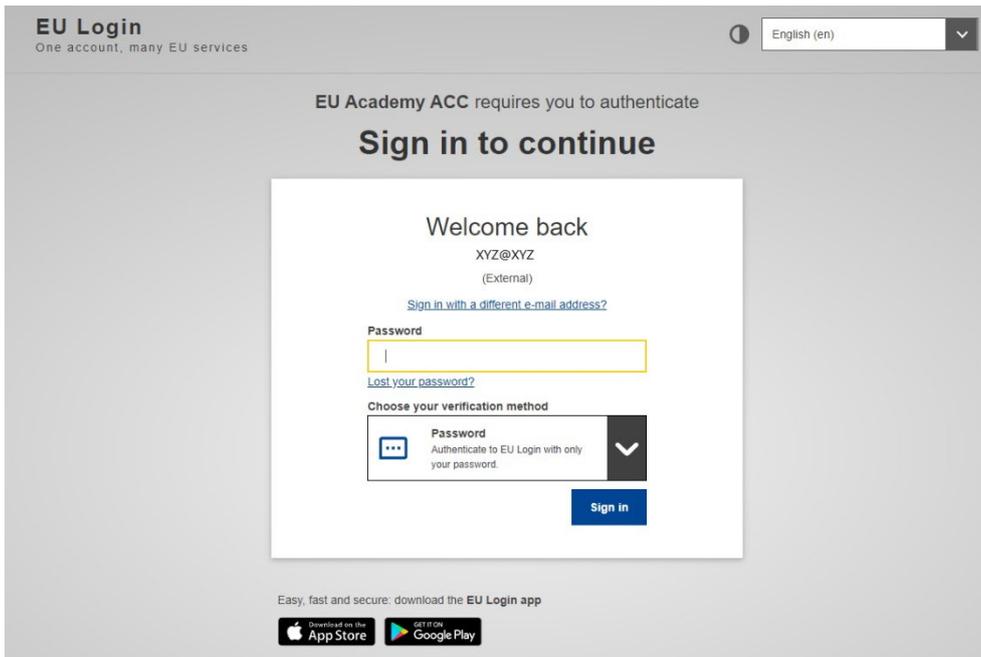
The following screen should appear:



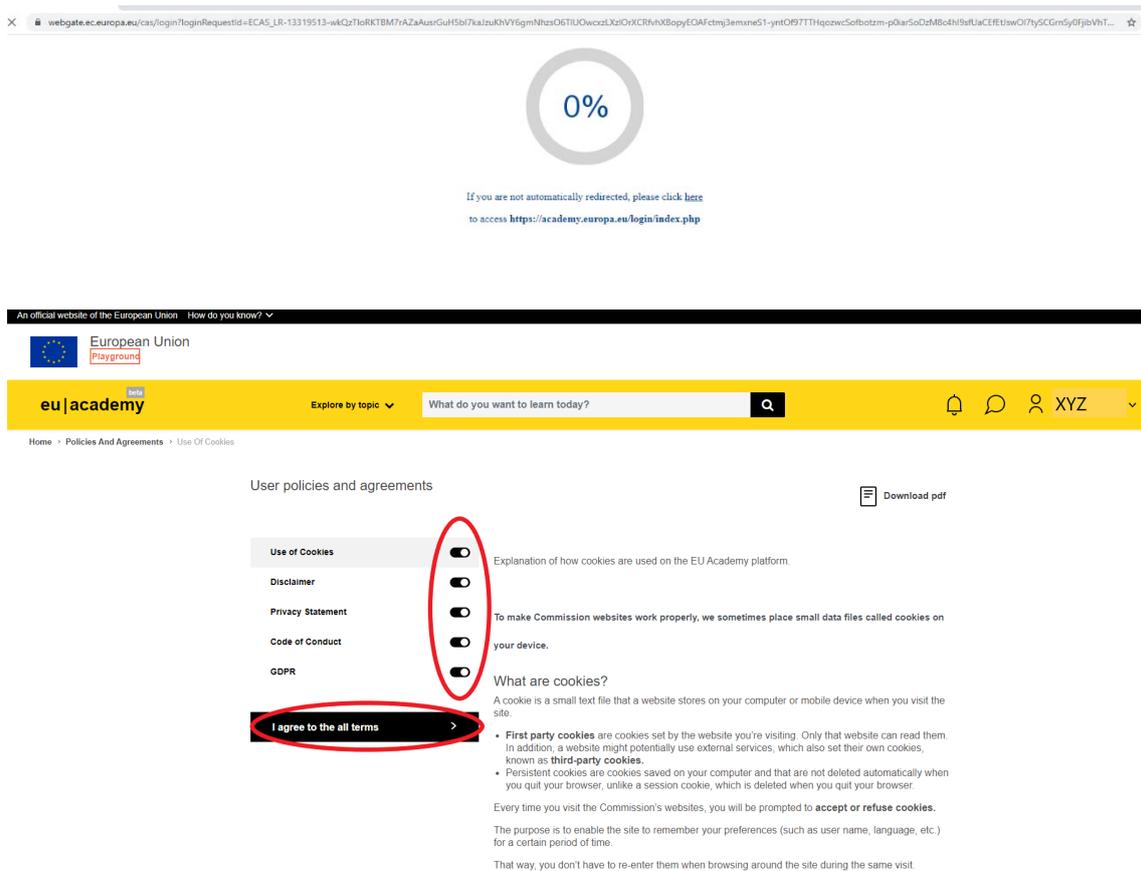
Select “Log in”



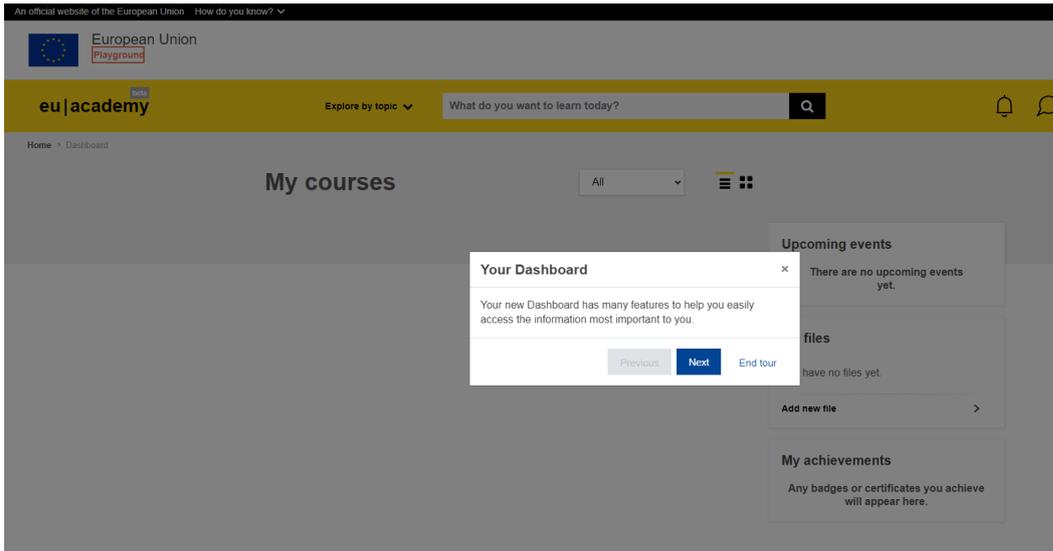
You will be asked to sign in to continue. Now you need the username (it may be entered by default if you have not logged out) as well as the password you created during the very first step.



It will auto-redirect you (this may take a few seconds) to the “User policies and agreements” site, where you will need to accept the terms and then click on “I agree to all terms.”

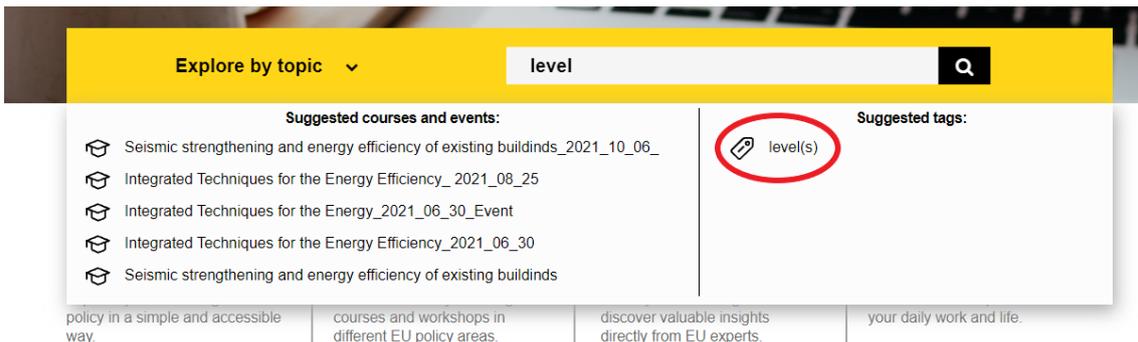


You will be redirected to “My courses.” You can now press “Next” and “End tour.”

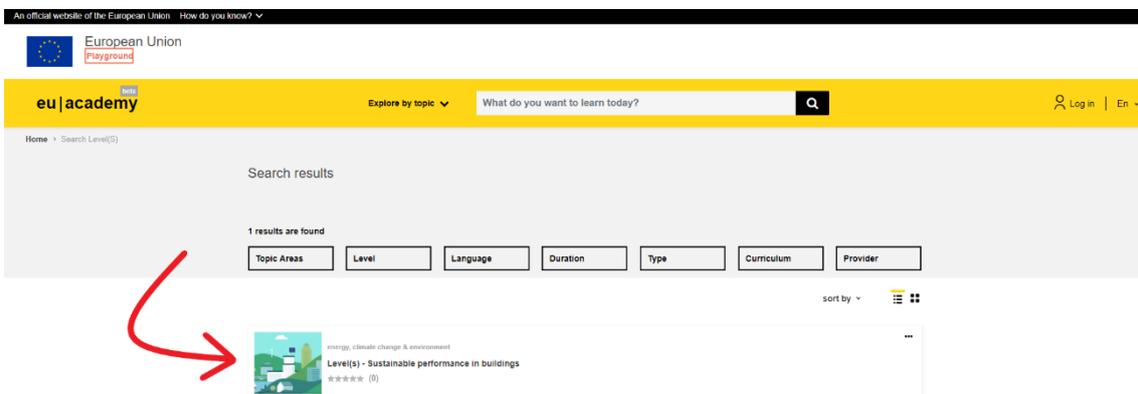


Now you need to enrol on the course. You have the following options to do this:

1st Option. Go back to the main site (select where it says “eu | academy”). Then type in "level" in the search box and the following suggested tag will appear:



Click on it and the course will appear in the results.



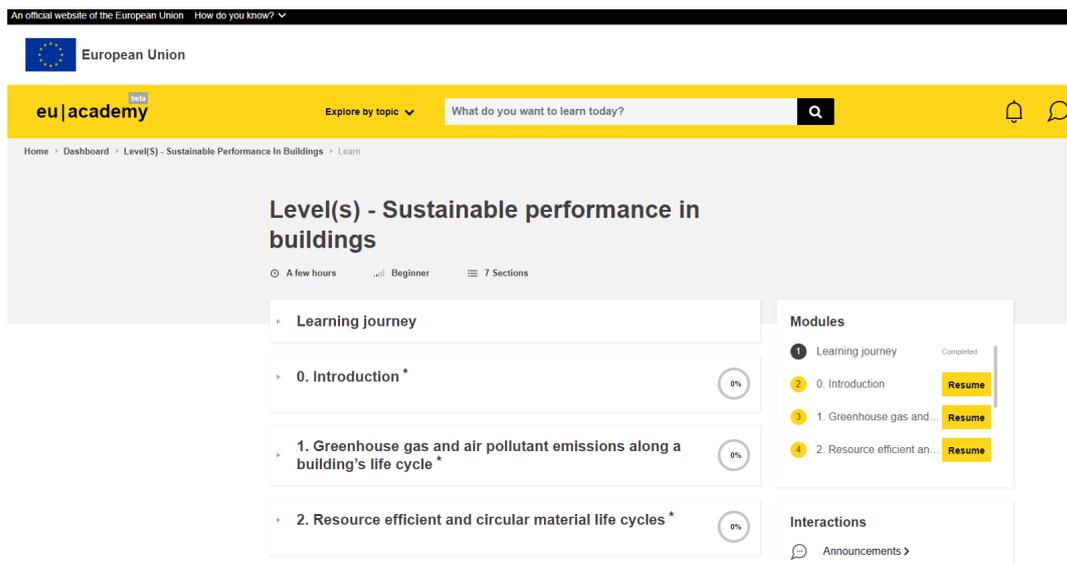
Select the displayed course and you will land on the official **Level(s) – Sustainable performance in buildings** e-learning page.

2nd Option. You can copy again the link we provided you with, which takes you directly to the course. Now the site should show your account details since you are now logged in.

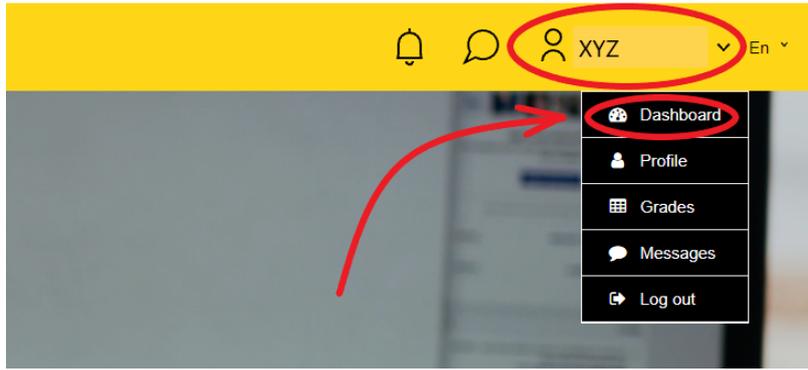
Once you access the Level(s) page, using either option, you need to click “Enrol” in order to access the materials.



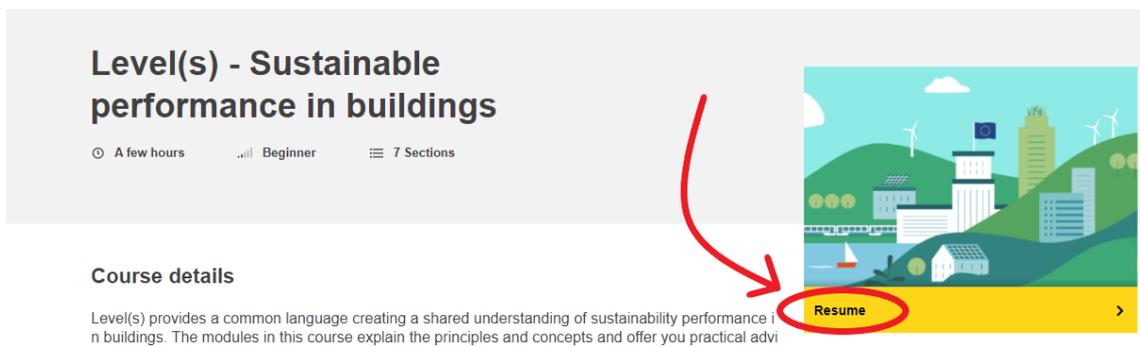
You now have access to all of the e-learning materials. You also will receive a confirmation email.



If you need to access the course at any time from the main site or elsewhere, you can do so by clicking on your name and selecting “Dashboard.”



Then choose the Level(s) course in the list. Choose it again on the next page. Click on "Resume."



1.2. Navigating through the course

By selecting each heading, you will be able to access different materials. First, the learning journey and the Introduction Module appear. The six macro-objectives are shown next.

The **Learning Journey** aims to help users to choose the most important indicators according to the target to be reached.

Level(s) - Sustainable performance in buildings

A few hours | Beginner | 7 Sections

Learning journey

Before you start, please take a look at the Learning journey document located in the **Resources** to the right of the screen. It will provide pointers to the materials that will best address your priorities.

Modules

- 1 Learning journey Completed
- 2 0. Introduction Resume
- 3 1. Greenhouse gas and... Resume
- 4 2. Resource efficient an... Resume

Interactions

Announcements >

Resources

Learning journey Download

0. Introduction* 0%

The Learning Journey is an interactive document which explores different priorities. Select the one you consider most appropriate and the most important indicators related to that priority will be displayed.

Level(s) - Sustainability performance in buildings

Learning journey

All Level(s) e-learning modules are accessible for anybody that would like to have deeper knowledge of the framework. However, we recommend the following learning journeys depending on your project priority.

Please choose your recommended learning journey depending on your project priority in transforming your built environment into a sustainable and circular one. In addition, you can see an example of a structure of the modules in the last pages.

Choose your journey:

- If "circularity" should be one priority...
- If "sustainable finance" should be one priority...
- If "resilience" should be one priority...
- If "global warming" should be one priority...
- If "occupant welfare" should be one priority...

The content structure of all modules is also presented at the end of this document.

Alternatively, to select each heading, you can select the different modules through the following menu:

Level(s) - Sustainable performance in buildings

A few hours | Beginner | 7 Sections

▶ Learning journey

▶ 0. Introduction * 0%

▶ 1. Greenhouse gas and air pollutant emissions along a building's life cycle * 0%

Modules

- 1 Learning journey Completed
- 2 0. Introduction Resume
- 3 1. Greenhouse gas and... Resume
- 4 2. Resource efficient an... Resume

As you can see, each macro-objective has its own e-learning module.

1. Greenhouse gas and air pollutant emissions along a building's life cycle * 0%

Minimizing the whole life carbon output, consider both energy consumption during the use phase of the building and embodied energy, including:

- Use stage energy performance.
- Life cycle Global Warming Potential.

Select the module to explore the macro-objective and its indicators.

Module 1 * Resume ...

To access the e-learning module, click either on the “Module X” link or on the “Resume” button and the following screen will appear.

Module 1

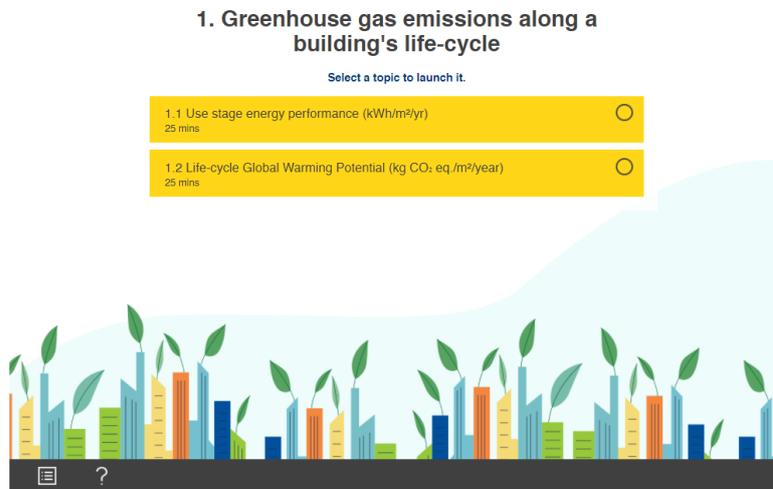
Number of attempts allowed: Unlimited
Number of attempts you have made: 1
Grade for attempt 1: 0%
Grading method: Highest attempt
Grade reported: 0%

Mode: Preview Normal

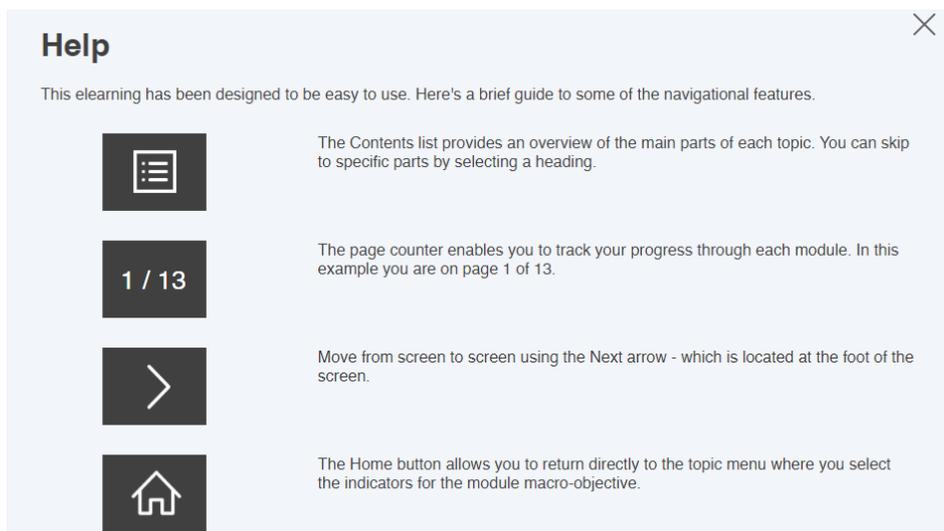
ENTER

◀ Introduction Jump to... Module 2 ▶

By clicking on “Enter” you will access the e-learning course. The following screen may take a few seconds to be displayed.



Navigating through the course is quite simple. Explanations are shown when clicking on the question mark “?” button.



Also, instruction texts will guide you through the different screens:



Indicator 1.1 Use stage energy performance (kWh/m²/year)

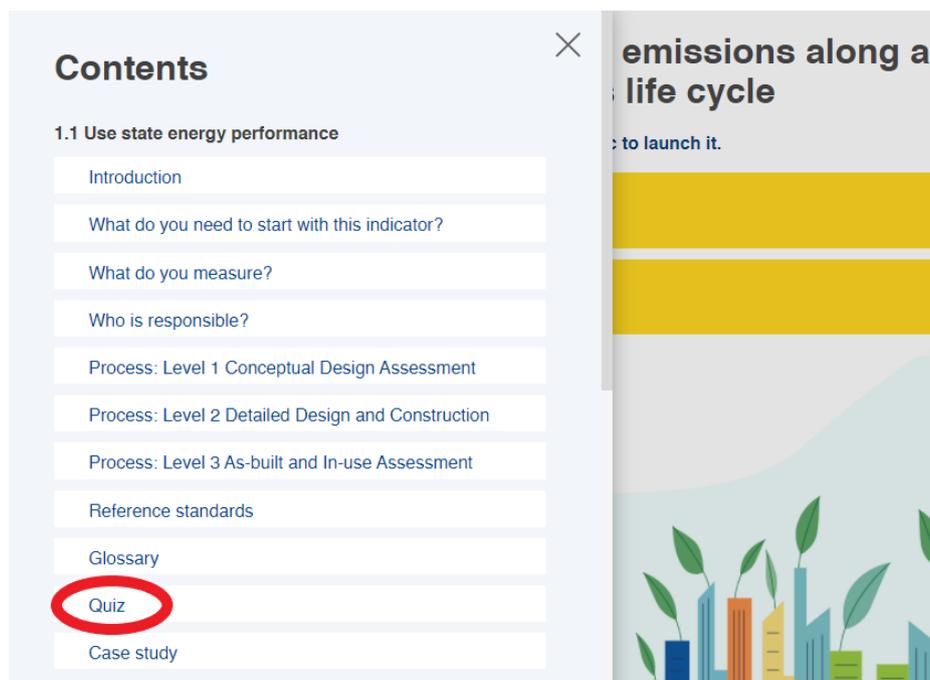
Who is responsible?

Here is a summary of the professionals involved in this indicator and at which level their involvement is most relevant (if you'd like to know more about the purpose of the three levels, please check the Introduction Module of this e-learning course).

Select the Next arrow to continue.



On the last screens of each indicator, and before the Case Study (which will always be at the end) a series of questions will appear (in the contents menu it appears as "Quiz").



There are both single-answer and multiple-answer questions. In the latter, you must have all possible correct answers selected for the quiz to score correctly.

They are clearly differentiated as the single answer questions have a circle symbol at the beginning of each answer while the multiple answer questions show a square symbol.

In both cases, once you have chosen your answer, you will have to click on "Confirm" to check whether it is correct or not.

Here is an example of a single-answer question:

Question 1

What is the first step to take when you are applying this indicator?

Select an option and then Confirm.

- Complete the building description.
- Establish the minimum energy performance requirements.
- Consider the site-specific issues such as the climatic conditions of the site.

Confirm

Here is an example of a multiple-answer question:

Question 3

Which of these steps are undertaken at Level 3 for this indicator prior to handover?

Select the correct options and then Confirm.

- Functional performance testing of the HVAC.
- Assign responsibility for obtaining and compiling the data provided by the installed meters and systems.
- Completion of the setting up of monitoring/metering systems.

Confirm

At the end of each indicator there will be an example case study to see how that indicator would be implemented at all existing levels.

Indicator 1.1 Use stage energy performance (kWh/m²/year)

Case study

That completes this overview of indicator 1.1.

See the attached case study with an example of the implementation of this indicator at each level.

Select the icon to view the case study.



Every time you finish with an indicator, you can access the next one (in case they are from the same Module) by either clicking on the “Home” button and selecting the next one or directly using the “Contents list.”

Once you have ended the e-learning for each Module, it will appear as “Completed” in the main course site and the progress percentage will change. You can go back to the main site by clicking on “Exit Activity” (top right).