



Electronic System for TRaining

E S T R A

USER MANUAL

TABLE OF CONTENTS

INTRODUCTION.....	3
FOR ESTRA	4
TECHNICAL REQUIREMENTS	4
COPYRIGHT	4
ESTRA HOME PAGE.....	5
LOG IN TO ESTRA	7
E-LEARNING COURSE IN ESTRA.....	8
INSTRUCTIONS ON THE COURSE.....	9
ABBREVIATIONS USED IN THE COURSE	9
PROGRESS BLOCK.....	9
TERMINAL AND ENABLING OBJECTIVES OF THE TOPICS.....	10
TRAINING MATERIALS' CONTENTS	11
OBJECTIVE TESTS (QUIZZES)	12
FINAL EXAM	14
CERTIFICATE	16
ASSIGNMENTS IN ESTRA	17
COMMUNICATION WITH INSTRUCTORS	18
FEEDBACK FORM	18

Introduction

This document is a user manual of ESTRA (Electronic System for TRaining) - a Kozloduy NPP e-learning platform.

The manual aims at introducing the most important functions and resources of the system and providing for basic instructions required for the successful use of ESTRA by the users and mainly:

- ✓ Navigation in the platform
- ✓ Basic modules of the platform
- ✓ Description of online courses
- ✓ Use of training materials
- ✓ Tests (Quizzes)
- ✓ Trainee assignments
- ✓ Feedback form
- ✓ Completion Certificate.

The user manual provides for general rules for using ESTRA. Your comments and suggestions about this document and the e-learning platform would be greatly appreciated.

Thank you for sharing your opinion with us:

training.center@npp.bg

anhristev@npp.bg

mitodorova@npp.bg

Or contact us on:

+359 973/72362, +359 973/74017 *Organisation Section, TC Division*

+359 973/73435 *Anastas Hristev, ESTRA administrator*

+359 973/72914 *Miroslava Todorova, ESTRA administrator*

*Kozloduy NPP EAD
2021*

For ESTRA

The Kozloduy NPP uses Moodle based e-learning platform - special open source software with an available intuitive interface, which is easy-to-use by anyone without experience with similar software.

The e-learning platform enables people having an Internet connection at different locations to be trained.

The platform offers online courses providing opportunities for self-study. The training courses and categorization comply with the training courses nomenclature used at Kozloduy NPP.

E-learning is applied as theoretical training complying with the requirements of Article 13(1) of the Regulation on the terms and procedure for obtaining of vocational qualification and on the Procedure for issuing licenses for specialised training and individual licences for use of nuclear power.

Technical Requirements

The ESTRA operation requires a computer, notebook or tablet with the latest version of the following browsers Google Chrome, Mozilla Firefox, Internet Explorer installed. The latest versions of the recommended browsers can be downloaded from their official sites.

We recommend that you use Google Chrome for optimal performance and correctness while using the ESTRA resources.

The other browsers can be used but they cannot maintain the platform full functionality.

The browser must have installed and allowed Java, cookies, pop-ups and media content.

Moreover, you need:

- ✓ Strong Internet connection;
- ✓ Enough memory to open the platform contents;
- ✓ Speakers or headphones for audio playback;
- ✓ Adobe Reader installed to open PDF content.

Copyright

Kozloduy NPP EAD owns the copyright of the resources and materials provided.

The materials and resources and parts of them shall not be reproduced, disseminated or used in any form or by any means within the meaning of the Copyright and Related Rights Act except with the prior consent of Kozloduy NPP EAD.

ESTRA Home Page


The access to the platform is provided on: <https://estra.npp.bg/moodle/?lang=en>

Every visitor to the site, who has no registration or has not identified him/herself with username and password, can look through the site initial page containing general information:

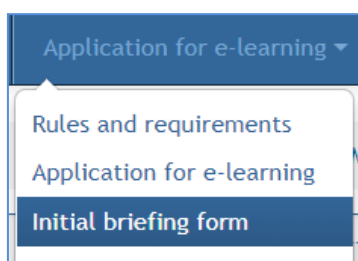
The screenshot shows the ESTRA Home Page with four numbered callouts:

- 1**: Points to the top navigation bar containing links like "Application for e-learning", "Frequently asked questions", "Help", and "English (en)".
- 2**: Points to the main header area with the ESTRA logo and the text "ЕЛЕКТРОННА СИСТЕМА ЗА ОБУЧЕНИЕ".
- 3**: Points to the central content area, which includes a welcome message, a login form, and a list of courses such as "Industrial Safety" and "Nuclear safety and radiation protection".
- 4**: Points to the right sidebar, which contains a "SCHEDULE" section with upcoming events and a "CALENDAR" section for March 2017.

The title bar **1** of the platform displays:

Home **Button**  - appears on each page and is used for easy return to the initial page.

“Application for e-learning” where



- An Application form can be downloaded
- Initial briefing form can be downloaded (only for trainees who have passed continuing training via the ESTRA e-learning platform on Introduction to Kozloduy NPP course repeated at a period shorter than two and a half years.
- Organization of e-learning in ESTRA (rules and requirements) can be read.

Help Menu contains a file of this manual.

Language selection menu – **Bulgarian (BG)** is set as a default language. The website and the courses are available in English and Russian.

In the left section 2 of the home page you can find:

“ESTRA” Messages Block – messages prepared in advance depending on the user's last longon time. Before identifying yourself with username and password, the standard text is: “Kozloduy NPP e-Learning Platform”.

„Login” Block – the user identifies him/herself by entering his/her username and password.

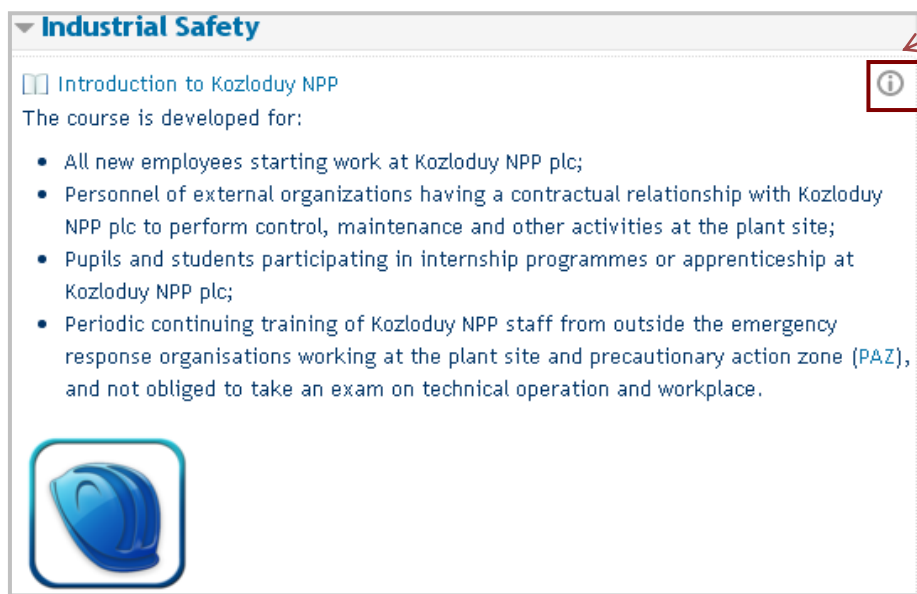
“Navigation” Block – the available courses in the platform arranged in categories can be seen in the expanding tree menu.

Technical Requirements Block – this block displays the icons of the recommended browsers and links to those websites where you can download and/or update your browser.

The central section 3 of the home page includes:

Platform Brief Description.

“Courses ” Block – lists all the online courses available in ESTRA. There is a pop-up window (i) containing brief information about the course and teachers to act as consultants on it next to the name of every course.



In the right section 4 of the home page you can find:

“Scheduler” Block – the upcoming and ongoing courses are visualised as events in the calendar. The event is a link to more detailed information about the course, its duration and teachers assigned as course consultants. The trainee course access period is also specified. It is specified for every

enrolled participant (groups). If a preferred training period is indicated in the application for training, this period written by the requesting party is set; if such a period is not indicated, a period depending on the course scope is set as a preferred period of training.

“Calendar” – the calendar displays the course schedule and contains information on past, ongoing and upcoming courses by months and dates.

Contact information – displays contact details of the e-learning organisers at the P&TC Division for questions related to the training, its delivery etc. The administrators are responsible for usernames, passwords, site access and any problems arising when working with the platform.

The e-learning organisers and platform administrators can be contacted every working day from 8 am to 4 pm.

Log in to ESTRA

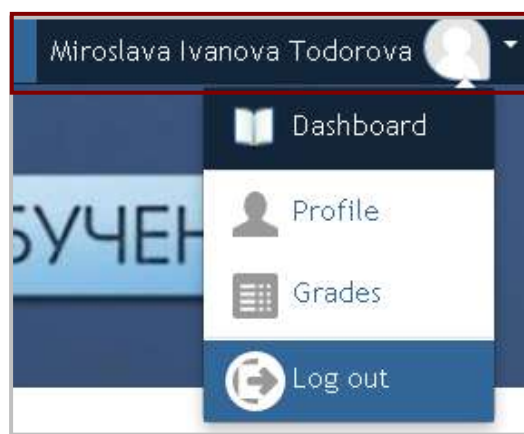
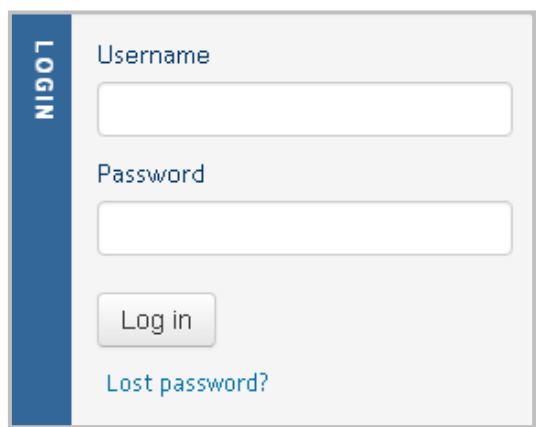
Registered user is a user who has registration in the platform in order to identify him/her; i.e uses his/her username and password for access.

The platform administrator creates a user account to the trainees upon an application for training submitted by a training coordinator.

Detailed instructions for completing the application for training are given in the **“Application for e-learning” section.**

The username and password received on the e-mail specified by the trainee have to be entered in order to log in to ESTRA.

The password **cannot** be changed by the user. If the users have forgotten their password, they have to contact the platform administrators using the contact details given.



To **log out** of the platform use the **“My profile” Menu**, which is visualised in the top right of each page.

Every user can see the courses he/she is enrolled in using **“My Page” Section.**

“Profile” Section contains information about the user profile, first and last login to the platform, etc.

“Grades” Section provides information about the final grade of the completed course and detailed

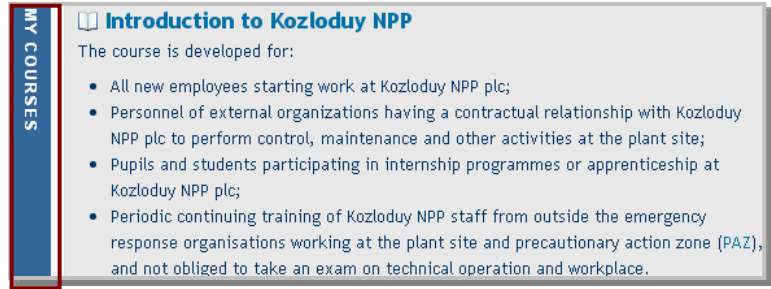
evaluation of all course assignments and tests.

E-learning course in ESTRA

The eLearning course in ESTRA represents an educational-and-methodological complex consisting of written texts and visual aids, quizzes and other resources providing for self-study.

The platform courses and resources are accessible only for registered and enrolled users.

When the user logs in to the platform, the “My courses” Menu is visualised in the middle of the screen, where only the courses in which the logged in user is enrolled are visible.

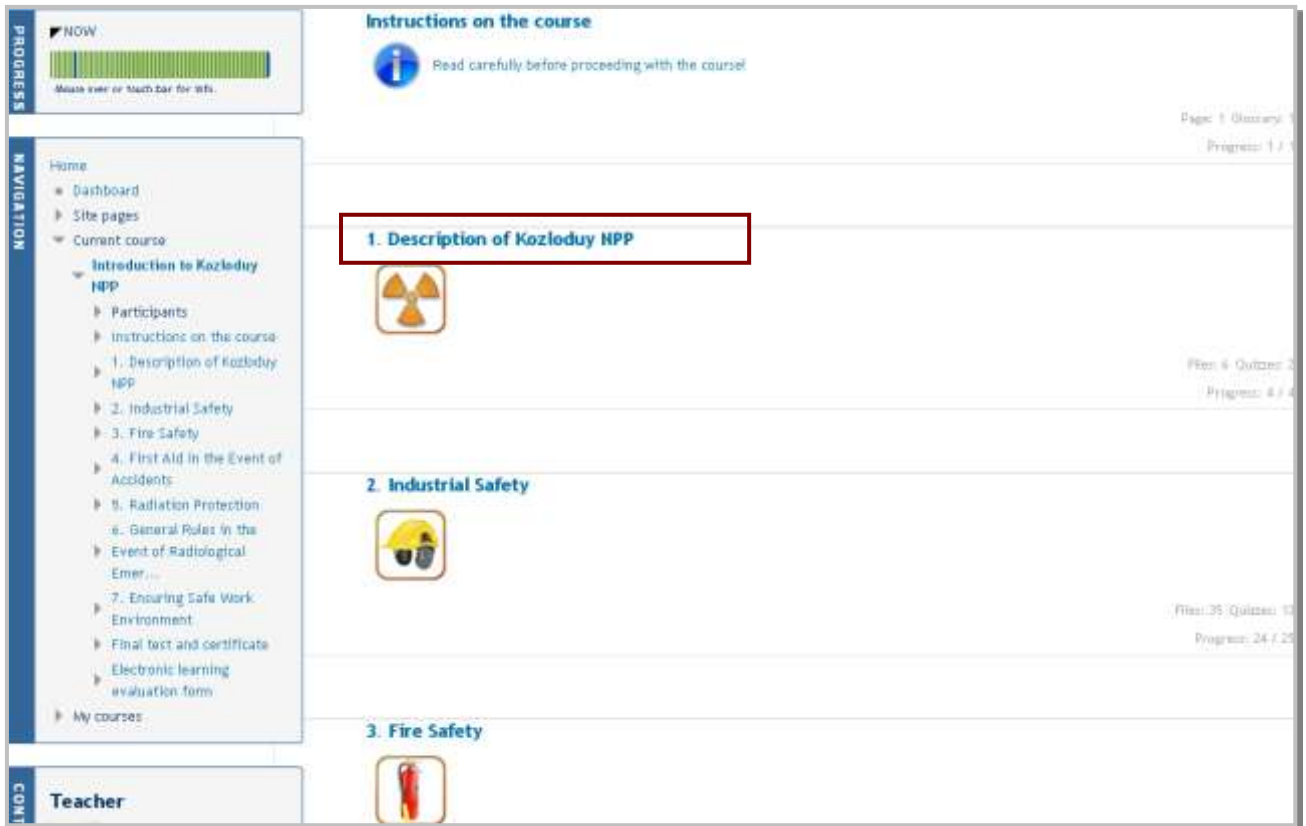


MY COURSES

Introduction to Kozloduy NPP
The course is developed for:

- All new employees starting work at Kozloduy NPP plc;
- Personnel of external organizations having a contractual relationship with Kozloduy NPP plc to perform control, maintenance and other activities at the plant site;
- Pupils and students participating in internship programmes or apprenticeship at Kozloduy NPP plc;
- Periodic continuing training of Kozloduy NPP staff from outside the emergency response organisations working at the plant site and precautionary action zone (PAZ), and not obliged to take an exam on technical operation and workplace.

Course topics – one-click on the course title and the user can see the course structure and topics. The topics are numbered and their number depends on the course scope.



The screenshot shows the course structure for 'Introduction to Kozloduy NPP'. The left sidebar contains a 'NAVIGATION' menu with options like 'Home', 'Dashboard', 'Site pages', and 'Current course'. The 'Current course' section is expanded to show the course structure, including 'Introduction to Kozloduy NPP', 'Participants', 'Instructions on the course', and numbered topics: '1. Description of Kozloduy NPP', '2. Industrial Safety', '3. Fire Safety', '4. First Aid in the Event of Accidents', '5. Radiation Protection', '6. General Rules in the Event of Radiological Emer...', '7. Ensuring Safe Work Environment', 'Final text and certificate', and 'Electronic learning evaluation form'. The main content area displays 'Instructions on the course' with a red box highlighting '1. Description of Kozloduy NPP' (with a radiation icon), '2. Industrial Safety' (with a hard hat icon), and '3. Fire Safety' (with a fire extinguisher icon). Progress bars and completion percentages are shown for each topic.

The relative time required for self-study is specified in brackets next to the topic title. The time is **recommended**.

The trainee follows his/her own sequence of self-study and the real period of access to the training

course is specified in the **“Scheduler” Block** of the Calendar.

The topic titles represent links to the training materials and respective tasks.

The number of files and quizzes to each topic are visualised in grey right beside each topic. The number of the completed self-study activities is updated when a file is read or quiz is passed.

Instructions on the course

Every course starts with a link to **“Instructions on the course”**. The Instructions describe the course objective and duration, its structure and evaluation form. It is important to read them before proceeding with the course topics.

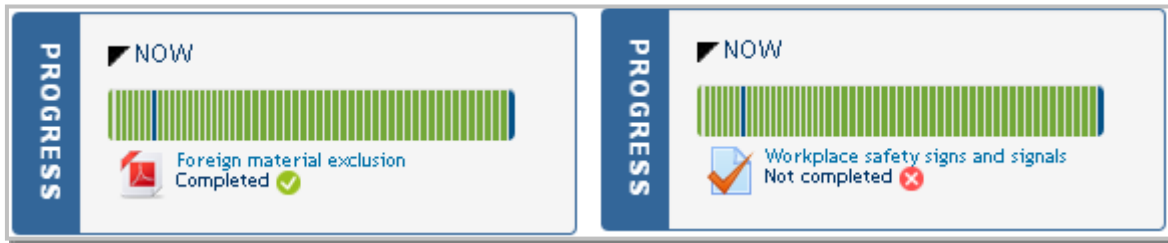


Abbreviations used in the course

An **“Abbreviations”** Section is developed to describe the shortened forms of the terms used in the course, which are arranged in alphabetical order. An abbreviation, which is preliminary defined in the course, is visualised in different colour and a description of the abbreviation is given pointing at the question-mark next to it. Open the Abbreviation Page in a new window while working with the training materials (pdf files).

Progress Block


"Progress" Block – provides for visual information about the completion status of the course activities and resources used. The completed activities are marked in green. The training course activities, which are not completed yet, are marked in blue. The user can see the resource title, which is respectively marked with a green tick or red cross, pointing with the mouse cursor on the training material or quiz.



Terminal and Enabling Objectives of the Topics




The topics are divided depending on the terminal (TO) and enabling (EO) objectives. These are statements on the purpose of a particular training topic and reflect the trainee performance requirements upon reading of the training materials.


◀ Instructions on the course
1. Description of Kozloduy NPP
2. Industrial Safety ▶





Your progress ?


Upon completion of the topic the trainee shall be able to:

- 
TO 1. Describe the Kozloduy NPP site access procedure.
- 
EO 1.1. List the types of access cards for individuals and vehicles.
- 
EO 1.2. Describe the access procedure for the Kozloduy NPP protected area.

 Site Access Procedure

 Did you learn?

 Reference to TO 1

 Quiz TO 1

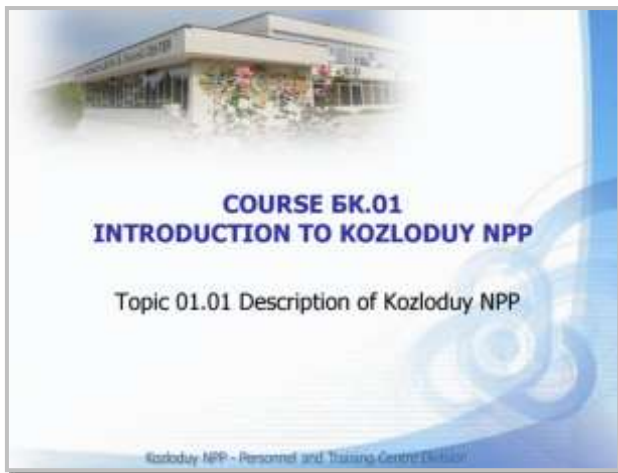
◀ Instructions on the course2. Industrial Safety ▶

Self-study materials to enabling objectives (EO) – *basic materials*, are *course obligatory elements*. These are *pdf* files and are displayed in a new window. Usually, every enabling objective consists of a basic training material, additional training material and objective test (quiz). In some cases the training materials of several enabling objectives are combined in one file.

There is a box next to the basic materials' name to be automatically ticked after the materials are read. Completing the training activity is automatically displayed in the **“Progress” Block**.

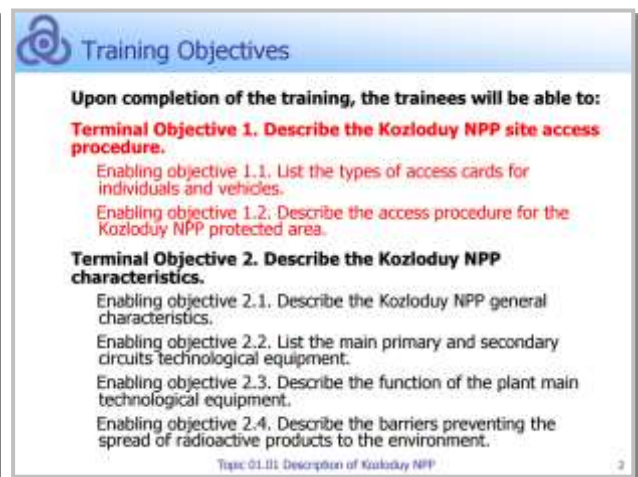
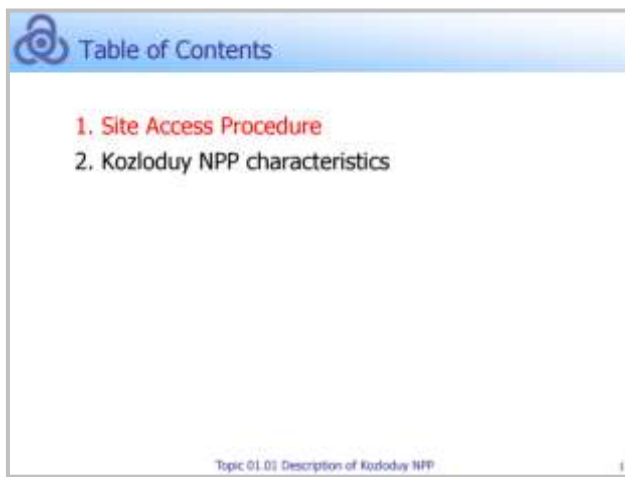
Push the arrow buttons below/above the topic or use the dropdown menu **“Jump to ...”** or **Navigation menu (“Navigation” Block)** displayed on the left to move to the next or previous course topic.

Training Materials' Contents



The training materials' first page (*pdf-file*) starts with the course title, identification number and reviewed topic.

The subtopic title, which is reviewed in the current training material, the terminal objective (TO) and its enabling objectives (EO) are given on the next two pages in red. The other objectives marked in black are reviewed in the next or previous section of the topic.



The “**Did you learn?**” Section contains a summary in the form of questions - what is the expected knowledge the trainee should have gained after the basic training material is read.

Most of the enabling objectives to the topics also **contain additional training material**, where the training content is presented in detail. The additional training material is not an obligatory course element but it is used by the trainee in case the information included in the basic material is not enough to understand the material and complete the self-study successfully. Some of the topics have additional multimedia content in the form of *video films*.

Objective Tests (Quizzes)

The objective tests are added to the terminal or enabling objectives by topics. These quizzes are **recommended** and help the trainee to understand easily and remember the most important things of the training material. The quizzes are used as an exercise and self-check.

The trainee is given a mark on the objective tests (in points and percentage). This mark **does not affect** the final grade of the training.

- The e-learning is considered successful depending on the Final Exam result! (*The instructions on its conduct are described in the manual below*).

Press the „Attempt quiz now“ button to start the quiz.



Quiz TO 1

Attempts allowed: 3
Grading method: Highest grade

Attempt quiz now

Usually, the objective tests (quizzes) consist of four questions and do not have time limits. It is possible that the number of the questions for some courses is different. The trainees can do each quiz three times. The highest score of the quizzes done is taken as a final exam result.

The test questions are randomly generated from a question bank and are in different sequence and the selected answers for each test are arranged differently.

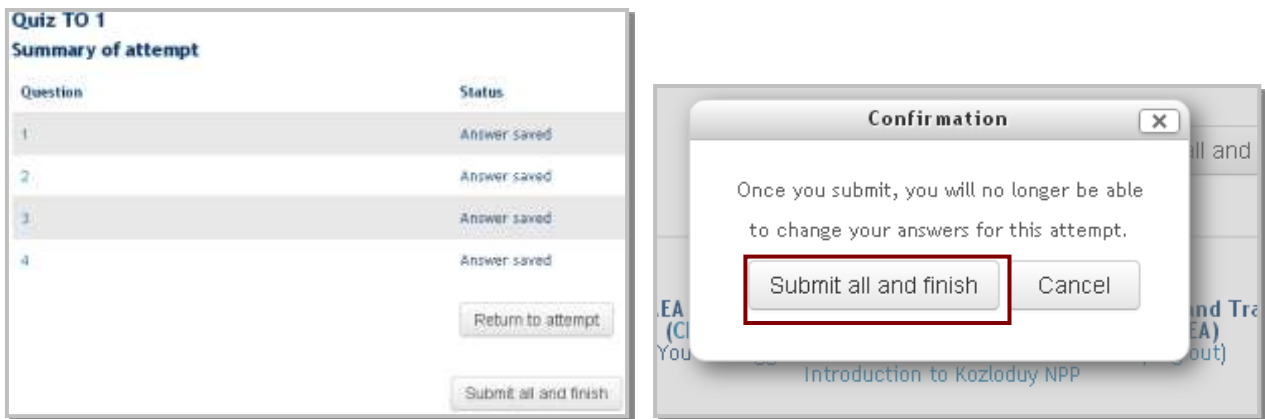
The screenshot shows a quiz interface with a progress bar at the top left indicating 4 questions. The questions are as follows:

- Question 1:** The permanent individual access card is valid:
Select one:
 For a year as of the date of the job assignment and then it has to be authenticated
 For an unlimited period of time
 Until the end of every calendar year and then it has to be authenticated
- Question 2:** Is it allowed to enter the plant through Units 5 and 6 Main Gate if you have a temporary access card valid for Units 3-4 Main Gate?
Select one:
 No, it is forbidden.
 Yes, it is.
 Yes, it is if a work order is submitted.
- Question 3:** What is the procedure for bringing in and out objects, goods and valuables through the checkpoints?
Select one:
 Following a check by the health physicist on duty and a permission granted by the police officer on duty
 Following a provision of a document signed by the manager of the organization where the individual is employed, check and dosimetry control
 Following a check by the health physicist and police officer of the MoI on duty and if supported with the relevant permits
- Question 4:** What is the colour of the temporary access cards for external organizations' staff?
Select one:
 Red
 Blue
 Yellow

A "Finish attempt" button is visible at the bottom right of the interface.

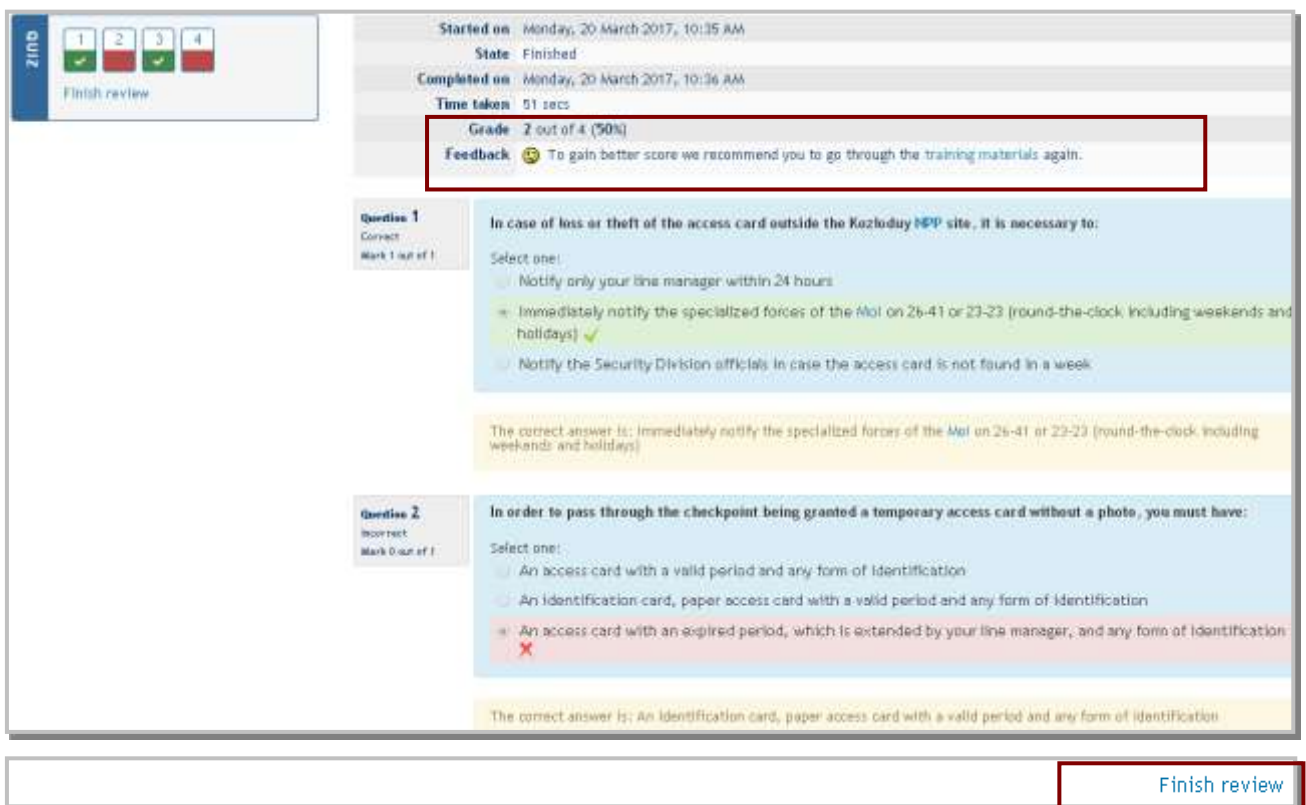
Pressing the “Finish attempt” button requests confirmation that you have answered the test

questions. If you have not answered down a question, **No answer yet** is added next to the number of the relevant question and the trainee can return to the quiz.



Click **“Submit All and Finish”** to submit the attempt for marking.

The tests are automatically assessed except for the self-study options. The trainee immediately receives information about the calculated overall score. In the left screen, the **“Review” Block** shows the correct and incorrect answers of the test questions. Information about the correct answers is also given.



The **“Quiz results”** field displays the grades achieved and the **“Comments”** field, depending on the grade, displays a link to the next enabling objective or course topic or link to return to the topic and its materials.

Click on the “**Finish Review**” visualised at the bottom of the quiz and the quiz attempts are given. The “**Comprehensive Comment**” displays a message for the highest grade achieved on a quiz.

Attempts allowed: 3
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Grade / 4	Review	Feedback
1	Finished Submitted Thursday, 2 February 2017, 8:34 AM	4	Not permitted	😊 Congratulations! You have passed the test. You can proceed to the next topic .
2	Finished Submitted Thursday, 2 February 2017, 8:37 AM	2	Not permitted	😊 To gain better score we recommend you to go through the training materials again.

Highest grade: 4 / 4.
Overall feedback
😊 Congratulations! You have passed the test. You can proceed to the [next topic](#).

[Re-attempt quiz](#)

Each attempt can be reviewed in two minutes after it is submitted. A review of the attempt is not allowed after the two minutes - the link is marked in grey.



The quiz is marked as completed after it is submitted and assessed and a tick is displayed in the box next to its name.

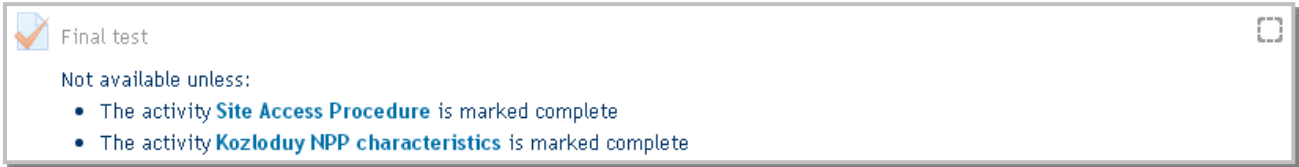
Final Exam

The e-learning completes with a **Final Exam, which is assessed**. The Final Exam, with a result of 80% at a minimum, is used as a confirmation that the trainee has successfully completed the e-learning.

IMPORTANT!

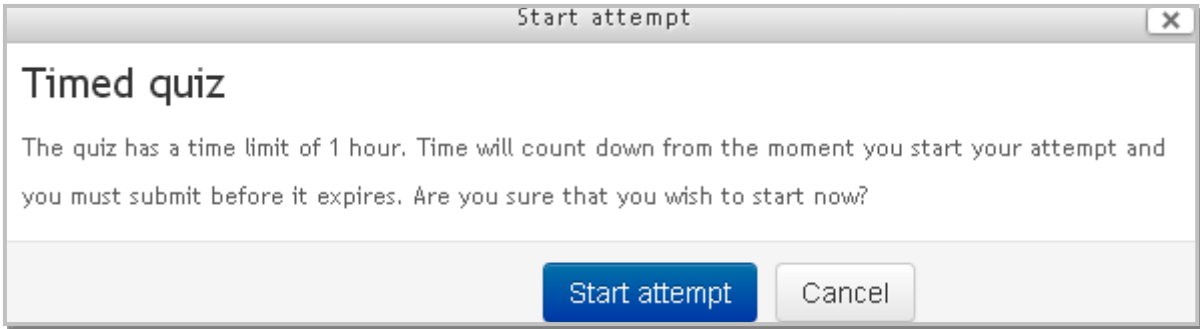
- For the trainees who have successfully passed **continuing** training via the ESTRA e-learning platform on the Introduction to Kozloduy NPP and Radiation Protection (external organizations) courses repeated at a period of fewer than two and a half years **the Final Exam in ESTRA is final**.
- The trainees who have successfully passed the initial training via the ESTRA e-learning platform on Introduction to Kozloduy NPP and Radiation Protection (external organizations) courses or a re-training repeated at a period of more than two and a half years shall sit for a written exam at the Trainin Centre.

An access to the Final Exam is given only after the trainee has read the course basic training materials. If the training materials are not opened, the link to the Final Exam remains inactive (the text is in grey).

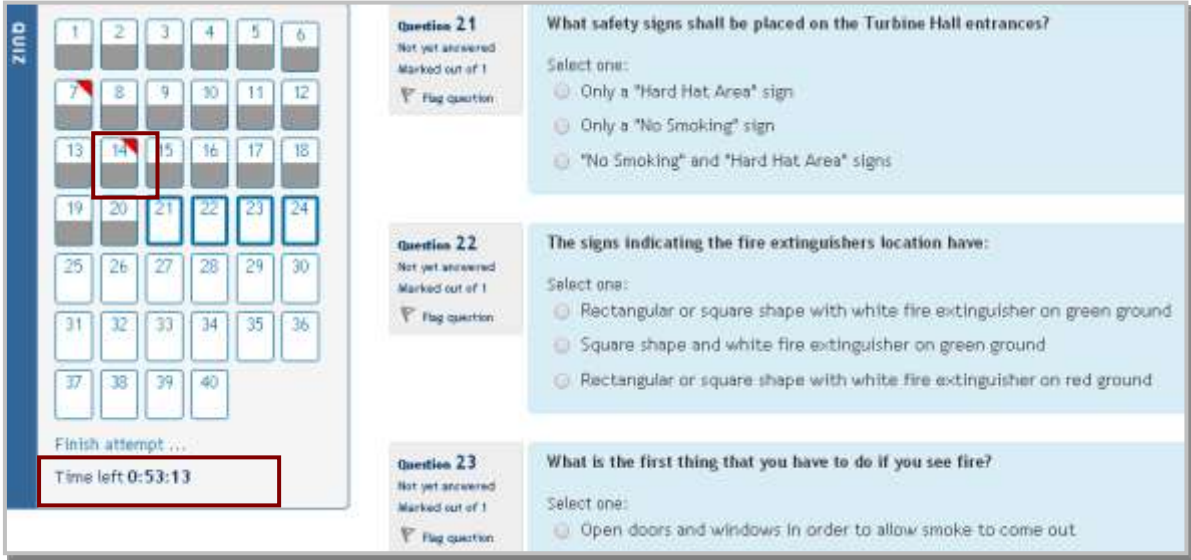


When the basic training materials are read according to specific criteria, the Final Exam is accessible and when you click on the given link, brief overview of the number of questions, attempts allowed etc. is visualised. The number of the Final Exam questions is different for the different courses and depends on the training content and training objectives defined.

The Final Exam can be attempted twice and the response time limit is set prior to the start of the test.



4 or 5 test questions are visualised on one page. Click on the relevant button in the question field to go to the next or previous page. The navigation is free and the trainee can return to the previous test pages and review and correct the answers before finishing the attempt. There is a possibility to mark a question with a red flag. It means that the trainee is not sure of the answer and would like to return to this question at some time.



A countdown timer showing the remaining time is visualised below the question numbers in the left screen during the attempt.

When all the questions are marked (the numbers of the questions are marked in grey), click on “**Finish attempt...**” button.



A message is displayed - a question to return to the quiz or finish it and remaining time to submit the quiz. Click on “**Submit All and Finish**” to immediately display the quiz results – a correct answer is shown with the bottom half green with a tick and a wrong answer is shown with the bottom half red.



A comment on the grade is specified as a percentage and as a number. The correct answer to each question gets one point. The final result in percentage is automatically calculated and specifies whether the trainee has passed the exam or not.

- Passed - it means that the Final Exam is passed with the minimum of 80% correct answers.
- Failed - it means that the Final Exam is passed with less than 80% correct answers.

If the trainee **failed the exam**, the training coordinator would request second enrolment in the course. A new application for training is submitted and the trainee is enrolled in an ESTRA course for a second time.

Certificate

If the Final Exam score is minimum 80%, a green tick is displayed next to the test title and the trainee is allowed to download the Certificate for the successful completion of the training in ESTRA.



If the Final Exam score is below 80%, a red tick is displayed next to the test title and you will not have the option to download the Certificate.

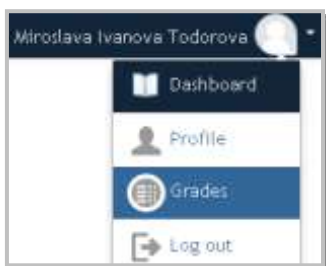


The Certificate, which is generated by the e-learning platform ESTRA, is in portable document format (pdf) and the trainee can save it on his/her computer. It contains data on the trainee, course passed, course results and issue date.



The Certificate can be downloaded only in the period for which the course is active!

The trainee can review his/her grades of the completed courses from the “My profile” Menu top right on each page of the platform.



MY COURSES	
Introduction to Kozloduy NPP	92.50 % (92.50)
Радиационная защита (подрядные организации)	90.00 % (90.00)

The course final grade is calculated on the basis of the Final Exam score.

Information on the objective tests (quizzes) done by the trainee is displayed when a certain course is selected. Detailed information is accessible for the user enrolment period and the course final grade can be seen even after the course is completed when you login the platform using username and password.

Assignments in ESTRA

Some of the courses in ESTRA complete with submission of **assignments** given to the trainees on a preliminary specified topic. The assignments request the trainees to answer questions and/or send files - documents, presentations, pictures, etc.

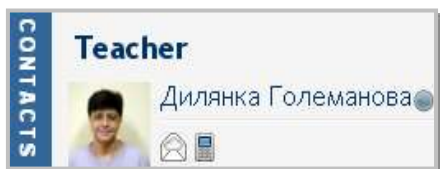
A detailed technical information on task performance is given for each assignment - how to download the file and then submit it by the platform to be graded.

Another type of assignment is to answer questions filling in the specified check boxes or perform tasks in the form of questions, which require finding the correct place of the proposed elements.

After the trainee submits the assignment, the teacher checks the answers and/or the file sent and grades the assignment. The trainee receives an e-mail that his/her assignment is reviewed and feedback including grades.

Communication with instructors

The major participants in the platform are the trainees and teachers. The communication is done through an e-mail or telephone call.



Each course contains a separate block with the coordinates of the teachers responsible for the course. Their e-mails and telephone numbers are displayed pointing with the mouse cursor on the respective picture (*for e-mail or telephone*).

The teachers act as training consultants in courses, for which the trainee shall perform tests to be automatically graded by the system and provide immediate feedback to the trainees including the grade. The trainees can ask questions on the training contents using the contact details of the training consultants.

Feedback Form

The feedback form provides the trainees with the possibility of stating their opinion about the e-learning and course materials and imposing effective control on and improving e-learning.

The form is **anonymously** filled in. The questions are recommended and some of them may not be answered. The grading scale starts from 6 (excellent) to 2 (unacceptable). If the trainee gets a poor mark (2 or 3), the reason for this mark is written in the Comments box.

The e-learning evaluation form is accessible at any time within the course period. Link to it is given after the Final Exam is completed and Certificate is downloaded.



The form is shown in the Navigation menu also and the trainee can fill it in at any time in the course of his/her self-study.