

Smart IT Solutions in Vocational Education Sharing Good Practice

2022-2-CZ01-KA210-VET-000095863 KA 210 – Small-scale partnerships in VET

1 May 2023 – 30 April 2025



Co-funded by the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.

TABLE OF CONTENTS

In	trod	luction .		3
1	S	School o	rganization tools	4
	1.1	Wo	rking with EduPage	4
	1	1.1.1	Introduction to EduPage	4
	1	1.1.2	EduPage Link to Other Systems	4
	1	1.1.3	Courses	5
	1	1.1.4	Plans and Preparations in EduPage	7
	1	1.1.5	Saving material to preparations while creating it	9
	1	1.1.6	How to create a new preparation	. 10
	1	1.1.7	How to create a new test	. 13
	1.2	Wo	rking with Microsoft Teams	. 17
	1	1.2.1	Communicating in Chats in Microsoft Teams	. 17
	1	1.2.2	Working in different teams	. 18
	1	1.2.3	Creating assignments in teams	. 19
	1	1.2.4	Creating online tests in teams	. 21
	1	1.2.5	Using the class notebook	. 23
	1	1.2.6	Using the calendar in teams	. 24
2	Т	Гуре wr	iting – ZAV	. 25
	2.1	Log	in to ZAV	. 26
	2.2	Zav	Manag teacher's portal	. 26
	2	2.2.1	ZavManag / Students	. 27
	2	2.2.2	School teaching (ZAV-EN/CZ/SK/DE)	. 28
	2.3	Pre	paration before the first lesson	. 30
	2.4	Con	ducting introductory lessons	. 31
	2.5	Stud	dent's portal	. 32
3	ι	Jsing or	line tools in lessons	. 33
	3.1	ZAV	′ – Log in to Student's portal	. 33
	3.2	ZAV	– Touch Typing Tutorial	. 34
	3.3	ZAV	/ – Training / ZAV-MINUTES	. 35
	3.4	ZAV	' – Training / Training exercises EN	. 35
	3.5	Can	va	. 37

INTRODUCTION

This material aims to make it easier for teachers to use practical IT tools focused on school work in the form of a methodological guide. It covers various areas related to teaching, presentation activities of pupils and teachers and the organization of the educational process.

The IT tools contained in this material were selected for mutual comparison and evaluation of their practical use at each of the participating schools. Our intention was to elaborate in the form of a methodological guide those tools that are also available in various national versions so that this manual is better usable on the EU scale.

When creating the manual, we emphasized its maximum practicality. It therefore contains specific examples of the use of the tool as brought by the experience of schools involved in this project.

We will be happy if this material becomes a useful tool in the educational process for interested teachers and other professionals in the field of education.

Project teams from participating schools:

- Obchodní akademie a Jazyková škola s právem státní jazykové zkoušky, Přerov, Bartošova 24, CZ
- Bundeshandelsakademie Korneuburg, A
- Obchodná akadémia, Murgašova 94, Poprad, SK

1 SCHOOL ORGANIZATION TOOLS

1.1 Working with EduPage

1.1.1 Introduction to EduPage

EduPage is a cloud-based school management system fully integrated with our world leading scheduling software. Good timetable is crucial for most of the school tasks - from curriculum inputting, attendance tracking, room booking, assigning homework up to e-learning. Since the timetable changes daily, the seamless integration with other school's processes is vital.

EduPage provides many features, you can use just some of them, but the true power of synergy shines once you start using more of them or ideally all.

Basic Function – Electronic Class Register:

- Entering lesson topics
- Students' attendance
- Teachers' attendance
- Substitutions

Other Functions:

- Communication for teaching and organizing school life (teachers students parents)
- Entering of Curricula (Teaching Plans)
- Preparing and Registering of Teaching Materials
- Assigning of Learning Materials to Students
- Preparing and Evaluating of Tests to Students
- On-line lessons (the link to MS Teams, Zoom, Google Meet)

1.1.2 EduPage Link to Other Systems

EduPage link to Other Systems:

- 1. aSc Agenda Data stored on the computer at school [1]
- 2. aSc Rozvrhy/aSc Timetables Data stored on the computer at school or in the cloud [2]
- 3. aSc EduPage Data stored in the cloud [3]

aSc Agenda	aSc Rozvrhy	aSc EduPage
Informačný systém školy	Tvorba rozvrhov školy	www, IŽK
		Construction of the second secon
1		3
*	2	3

aSc Agenda – the Fundament to other systems

- A List of Students including their Data
- Classification of students basis for printing report cards
- Maturita (School-Leaving Exams)
- Subjects

- A List of Teachers
- Link to other Systems (e.g. ISIC/ITIC, RIS,...)

aSc Agenda – the international system

The webpage: <u>www.ascagenda.com</u>

👻 🖉 ascAgenda - Profesionálny škol 🗴 +		-
← → ♂ the ascagenda.com		۹ 🕁 🖸
	·····································	Slovakia
Agenda	INFO OBJEDNÁVKA NOVINKY SKÚSENOSTI BLOG	Australia
John States		Austria
		Azerbaijan
		Bahamas
		Bahrain
		Bangladesh
		Barbados
		Belarus
		Belgium
		Belize
		Benin
	.	Bermuda
		Bhutan
	Agenda'''	Bolivia
		Bosnia and Herzegovina
		Botswana

aSc Timetables

- The Application for making Timetables
- Link to EduPage Subjects and Teachers
- Link to aSc Agenda Marking, School Reports

aSc Timetables – there is possibility to make Timetables right in EduPage (cloud).

1.1.3 Courses

If you teach Informatics in class III. B, the course is a combination of the subject (Informatics) and the class you teach this subject (III. B) to.

If you do not teach the entire class, but only part of the class (for example, students are divided into two groups for Informatics), the course is a combination of the subject (Informatics) and the group of students you teach.

To create a new course, select [1] "My courses" ("Plány a prípravy") in the top menu. Then click on [2] "Choose the course" ("Vybrať hodinu") and then, press button "+" [3].



Then choose [1] Subject (Predmet) - [2] Class (Trieda) - [3] Students/Group (Žiaci/Skupiny)

Plán Vy ADM	y a prípravy brať hodinu INISTROVAŤ HODINY							
1	EduPage							
	Nová hodina vyplňte, prosím, nižšie u	vedené údaje	ı.					
	Predmet:	1	informatika					~
55	 Štandardný predm 	Informatika 🗸 Neurčené					~	
	 Ilustračný obrázok 							
18	Trieda:	2	IV. A					
	Žiaci / Skupiny:	3	Vybraní žiaci Názov skupiny	: 14 v rozvrhu: 1.sk.				•
	Skopírovať plán:		vyberte	6				٠

Now you need to make a teaching plan.

If you have a teaching plan from previous school year (years) or you if you teach parallel classes, you can choose "Make a copy of the plan" ("Skopírovať plán"). You can use your colleague's teaching plan, too. (If a timetable has already been published, EduPage will make it easier for the teacher to create courses by preparing a list of courses the teacher should teach according to the timetable. These aren't courses, it's just a tool for creating courses.)

To create courses in this way, click on the tiles with the bell icon one by one and save it.

Notifications	Select a course	MORE INFO	NI NI	N N N
Class register			410.446 436.346	955-948 RB 745 DB-046
Education (+ Antices about teach			
Communication	The	se courses you sho	ould have accordin	g to the timetable
Settings	- showless but	you have not	/	MANAGE COURSES
	MISSING COURSES FOR LESSONS FRO We have found several lessons in your time	M YOUR TIMETABLE table, which are not connected to any of your co-	The you want to create a course for the	se lessons
	MORE INFO			
	A create course: 1.A - Nemecký jazyk - NJ 1	2.A - Nemecký jazyk - NJ 1	2.A - Nemecký jazyk - NJ 1	AA - Nemecký Jazyk - NJ 1
	A create course: 5.A - Nemecký Jazyk - NJ 1	LA - Nemecký Jazyk - NJ 1	create course: 6.B - Nemecký jazyk - NJ 1	
2019/2020 • <	Create the	se courses! Click	on each tile and :	save the course.

Making a copy of a teaching plan – copying a teaching plan from a parallel class:

Kopirovať plán						×
oapoprad						
Zoznam plánov i Kliknutím si môžete plán pr	Predmet: informatika	~	Školský rok: 2023 / 2024	~		
Plán	Trieda	Predmet	Učiteľ		rok	
III. B - informatika	III. B	informatika	V		á 2023/2024	
Návod Návod						Zatvoriť

Making a copy of a teaching plan – copying a teaching plan from previous school year/years and of other teachers:

Kopirovať plán						×
oapoprad +						
Zoznam plánov na Va	šei škole		Predmet:	Škola	ský rok:	
Kliknutím si môžete plán prezrieť a n	následne skopíro	vať k sebe	aplikovaná informatika	♥ 20	021 / 2022	~
Plán	Trieda	Predmet	Učiteľ		rok	
II. C - 1.sk. · aplikovaná informatika	II. C = 1.\$K.	aplikovaná informatika	v	'á	2021/2022	
I. C - 1.sk. · aplikovaná informatika	I. C - 1.sk.	aplikovaná informatika	1	á	2021/2022	
I. A - 2.sk. · aplikovaná informatika	I. A - 2.sk.	aplikovaná informatika	Ŭ		2021/2022	
I. B - 1.sk. · aplikovaná informatika	I. B - 1.sk.	aplikovaná informatika	Ľ		2021/2022	
I. B - 2.sk. · aplikovaná informatika	I. B = 2.sk.	aplikovaná informatika	ε		2021/2022	
I. C - 2.sk. · aplikovaná informatika	I. C - 2.sk.	aplikovaná informatika	1 3		2021/2022	
II. A - 1.sk. · aplikovaná informatika	II. A - 1.sk.	aplikovaná informatika	0		2021/2022	
II. A - 2.sk. · aplikovaná informatika	II. A - 2.sk.	aplikovaná informatika	Ľu		2021/2022	
II. B - 2.sk aplikovaná informatika	II. B - 2.sk.	aplikovaná informatika	Ľu		2021/2022	
II. C - 2.sk. · aplikovaná informatika	II. C - 2.\$k.	aplikovaná informatika	Ľu		2021/2022	

If you have your teaching plan in Word or in Excel, importing teaching plans from Excel/Word to EduPage is easy. Visit the webpage: <u>https://help.edupage.org/?p=u27/u134/e1089&lang_id=1</u>

1.1.4 Plans and Preparations in EduPage

When you create a new course at the beginning of the year, create a teaching plan in EduPage also. You do not need to enter curriculum in class register at a start of a lesson. You simply choose the next topic from the plan.

Add preparations - notes, presentations, pictures, tests, test questions to the teaching plan. It is recommended to attach all materials, either new or older version ones, to the relevant topic in the plan. It is very simple

You can see a topic on the left side [A] and preparations [B] on the bigger right side of the picture.

There are two possibilities how to add a new preparation:

- 1. Writing a new text or adding a file in the blank card [1].
- 2. Clicking on the red button "+" [2] and creating new cards with preparations

😵 IV. B - 1.sk. 👻 💼 Plány a prípravy 😻 Štandardy	🏦 Maja knižnica 📊 Vijsledity 🛞 Známity 🙀 Žasci 🕺 👷 💌 🥐 Pomoce Valence	hlásený ako I Brenišinová →
Q. Hladaj témy	Nájdených položiek: 8 🔳 Vyber všetko zadajte do vyhľadávania tému 🛛 🔍 VŠETKO ZÁKLADNÉ ROZŠÍRENÉ	
IE Plan - prehfad	Úvod - Introduction (Meeting in Kornesburg) Introduction (Meeting in Kornesburg) 1.2 Úvodný test - Initial test	ormovať žiakov po sbrani těmy
 Uvod - Introduction (Meeting in Korneuburg) 	Zapisať do ETK (odučené hodiny: 0 / 1) Oznabiť ako odučenú	
1.1 Úvod - introduction 0 / 1	🕰 Rýchlo napisať text alebo vložť súčor	Zvačšiť text: 100% 🗸
1.2 Úvodný test - Initial test a 0 / 1	· ·	
> 2. Working with EduPage - Preparations for Lessons (Meeting it $_{\rm J}$, Poprad)	Erasmus - Initial test for students Test - Karty 7	
> 3. Working with EduPage - Presentations (Meeting in Poprad) 0 / 5	🗣 : 🍵 : MÓJ - 11. OKT 2823 1643	
> 4. Working with EduPage - Tests (Meeting in Poprad) 5 0 / 5	Projekt Erasmus, ktorého sa zúčastňujeme, zahrňa tieto krajiny: Our Erasmus Project involves these countries: B	
	a) Česko, Rakúsko, Slovensko / Czechia, Austria, Slovakia SPRAVAA ODPOVEĎ (
? Nezaradené karty	b) Maďarsko, Rakúsko, Slovensko / Hungary, Austria, Slovakia	
	C) Česko, Rakúsko, Slovensko, Veľká Británia / Czechia, Austria, Slovakia, Great Britain	
	 d) Česko, Poľsko, Slovensko / Czechia, Poland, Slovakia 	
Phiradit k témam standardy Editovat plán	♦ • (8) • 04. SEP 2024 12.26	2
	Spoite zodpovedajú výrazy v slovenskom a anglickom jazyku / Match the corresponding expressions in Slovak and English	
	biely	
	zatiaf	+
	Student - Student	

1.1.4.1 A new preparation – Writing a new text in the blank card

Writing a new text - don't forget to click on the red button Save ("Uložiť"):



In the lower part of picture you can see little pictures – clicking on them you can add some picture, file or you can change the type of a card (+ABCD,...).

Preparations are automatically attached to the relevant topic in the plan.

1.1.4.2 A new preparation - Clicking on the red button "+"



When you click on the red button "+" in the right part of the screen, you can make some cards for your preparation in special mode – you can choose from these possibilities:

- Test, Homework ("Domáca úloha"), On-line presentation ("Prezentácia"), Planning an exam event, Project assignation [1]
- 2. Create new cards Questions ("Otázky") [2]
- 3. Create new slides for presentation [13]
- 4. Insert some kinds of teaching materials (picture, video,...) [4]

(See the next picture)

Zvoľte, čo chcete prio	lat':					? Pomoc	×
Test	Domáca úloi	ha J	Prezentácia / študijný materiál	Naplánovať písomk	u / skůš Prideliť	projekt	ò
Vytvoriť nové karty (o Vytvorte nové karty, ab Karty môžete kdekoľve domácich úlohách. Do OTÁZKY	otázky / snimky / text): y ste si poznačili svoje pr k znovu použiť - v pripra ozvedieť sa viac 2	oznámky k téme, dobr vách na hodinu, v písc	é priklady, testové otázky, obr mkách, v prezentáciách, proje	àzky atď. ektoch či v			
ABCD	Dopisovanie / výber	Zorađovanie	Slepá mapa Z	Zaraďovanie do k	Výber kategórie	Spájanie	
Výber správneho	Otvorená otázka						
SLAJDY			3				
Textová karta	Nadpis + text	Nadpis + 2 stĺpce	Nadpis + 2 stĺpce 2	e stipce	2 stipce	Vertikálne rozlože	inie
MATERIÁLY							
Obrázok	Video	Prílohy - zvuky, sú	4				

1.1.5 Saving material to preparations while creating it

When creating a new material (test, presentation,...) or a new card, set the right topic in the plan and press the red + button. The test, presentation or card will automatically attach to the selected topic. (Not valid for HW and project assignment. These materials have to be assigned to the topic explicitly).

You can check if the material has been attached to the plan when editing the material, in the "Assign" ("Pridelit") tab:

präve editujete: Test - opakovanie	HĽADAŤ KARTY AKTUÁLNY MATERIÁL (KARTY:	I) NÁHLAD TU S PRIDELIŤ B HOTOVO B
	Názov materiálu: Test - opakovanie	PREZENTÁCIA PISOMKA PROJEKT
	PRIPOJTE SÚBORY ALEBO ZADAJTE OTÁ Témy na štúdium pre študentov: + PRIDAŤ TĚMY NA ŠTÚDIUM	ZKY Zaradif do Standardov: + PRIDAŤ ŠTANDARDY
	Ulobiť do priprav: 2018 / 2019 - 5.D - Matematika • Delenie so zvyškom v obore do 100 % 2018 / 2019 - 6.D - Matematika • Delenie so zvyškom v obore do 100 % • PRIDAŤ DO PRIPRAV (#7913)/a>	Uložiť k téme z plánn
Pridelenia:	Naplánovať udalosť pre toto pridelenie?	Pridelit' iba časti študentov?
Vytvoriť nové pridelenie (sprawovať vieledky	Vytvoriť udalosť (pisomka/skúšanie) a informovať	쓸 Vyberte žiakov (10 / 10)
5.D · Matematika 1/10	2jakov	Prideliť inej hodine / zmazať pridelenie
23. aug 2018 10:39 x		 Vytvoriť nové pridelenie pre tento materiál

More: https://help.edupage.org/?p=u27/u134/u206/e2123&lang_id=2 Or https://help.edupage.org/?p=u27/u134/u206/e2123&lang_id=2

1.1.6 How to create a new preparation

In EduPage Plans and preparations environment, we distinguish two types of preparations:

- **Material** a test, homework, presentation, or project. (Material has a green or blue ribbon on the left side.) It contains one or more cards.
- Card text notes, picture, one test question or one presentation's slide.



1.1.6.1 The 1st step – preparing a new card

See the part: A new preparation – Writing a new text in the blanc card

Or <u>A new preparation - Clicking on the red button "+"</u>

You can prepare cards to your material, which will be shared with your students.

1.1.6.2 The 2nd step – How to assign students a study material

Choose card/cards you want to assign to students [1].

Then click on the red button "Add to material" ("Pridať do materiálu") [2] – you can check number of chosen cards.

(2 vybra	iné: ≡ ∔	▶ ø	27 U		d 4	j 🖌	ZVER	EJNENIE **	GROUP	<u>1</u> 0	ŤĻ.	
1		 • • • 	MÔJ • 28. FEB :	2022 13:22						51 🏷 🐔	Exporto	wať do inét	no konta
	ADK-266-1-Odvolavacie-udaje-TEORIA.pdf												
	• * MÔJ • 05. MAR 2021 17:53												
		ADK-266-	2-Odvolav 6-2-Odvolavacie	acie-uda udaje-UKAZK	e-UKA	ZKA.pdf							
		💊 · 🤝 ·	MÔJ · 05. MAR	2021 17:53				5 0 F	PRIDAŤ DO) MATERIÁLU	1 1		
	ADK-266-3-Odvolavacie-udaje-NACVIK-DU.pdf												>
		۰ 🗢 ا	MÔJ · 05. MAR	2021 17:53				s o i	PRIDAŤ DO	MATERIÁLI	idať do m	ateriálu: 2	
		ADK-266-	2-Odvolav	acie-uda udaje-UKAZK	e-UKA	ZKA.docx	:			Vytvoriť n	nové karty	/ materiál	Ð

Choose the type of material:

- 1. Test [1]
- 2. Homework [2]
- 3. On-line presentation [3]
- 4. Planning an exam event [4]
- 5. Project assignation [5]

Zvoľte, čo o	chcete pridat':	10				? Po	omoc	×
Test	1	Domàca úloha	2	Prezentácia / študijný materiál	Naplánovať pisomku / skúš	Prideliť projekt	5	
T		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Transar	XTX / DEI			Ì

On-line presentation:

1. You can see chosen cards

prior eduprie Nová prezentácia	HEADAT KANTY AKTULINY SAFERIAL BOATY 20 NAHCAD	TLAS PROEUT	B 101010 B
	Reprint method and white which subset	8.1	
Nová prezentácia			
/ therefore	44. ADK-265-1-LIST-SABLONA-TNR-2024-xxx.pdf		
+ Vyheer and katy	ADK-395-1135T-SARCONA-TNR-2024-waspet		
Q Hatef via kove		× *	
	84. ADK-265-1-LIST-SABLONA-TNR-2024-schema.pdf		
	ACK-355-1-LIST-SABLONA-TNR-2024-schema.pdf		
		1.2	

Type in the title of the material [1] and assign it to students. Select "Create new assignation" ("Vytvoriť nové pridelenie") [2], select the course or specific students [3]. Press Done ("Hotovo") [4].

^{práve editujete:} Nová prezentácia	HĽADAŤ KARTY	AKTUÁLNY MATERIÁL (KARTY: 2) NÁHĽAD TLAČ PRIDELIŤ	🖺 НОТОVО 🖪 🗙
1	Nazov materiálu: ADK - šablóna listu	TEST DÚ PREZENTÁCIA PÍSOMIKA PROJEKT	4
2 Pridelenia:	 PRIPOJTE SÚBORY ALEBO 2 TÉMY NA ŠTÚDIUM - PRÍPRAV Komu prideliť? 	adajte otázky /Υ (1) - štandardy Rozšírené parametre pridelenia	
Vytvoriť nové pridelenie Neprideliť, zataľ ba uložiť	II. B - 2.sk. : administrativa a korešpondencia Ziaci: 16/16	Žiaci môžu materiál vypracovať len v určenom čase: od: 30.10.2024 09.00 do: 30.10.2024 11:00	
	✓ UKÁZAŤ HODINY Z INÝCH PREDMETOV	Chcem dostávať notifikáciu o nových výsledkoch žiakov	

Homework:

1. Choose card/cards



3. Choose "Homework" ("Domáca úloha")



4. Type in the title of the material [1] and assign it to students. Select "Create new assignation" ("Vytvoriť nové pridelenie") [2], select the course or specific students [3]. Press Done

("Hotovo") [4]

^{práve editujete:} Nová domáca úloha	HĽADAŤ KART	γ ΑΚΤΙ	JÁLNY M	IATERIÁL (KARTY: 1)	NÁHĽAD	PRIDELIŤ	🖺 нотоvo 🖹 🗙
	Popis domācej úlohy: 15. cv Adresy v listoch	TEST	DÚ	PREZENTÁCIA	PİSOMKA	PROJEKT	4
2	 PRIPOJTE SÚBORY ALEBO ZADAJ TÉMY NA ŠTÚDIUM · PRÍPRAVY - ŠT. 	E OTÁZKY ANDARDY					
Pridelenia:	Komu prideliť?	okedy r	ná byť	domáca úloha	a odovzdan	lá?	
+ Vytvoriť nové pridelenie	II. B - 2.sk administrativa a korešpondencia	Vasie	dujúcu ho	odinu			
Neprideliť, zatiaľ iba uložiť	Žiaci: 16 / 16	Do dñ	а:				

1.1.7 How to create a new test

Select the topic of your teaching plan you're preparing the test to (this step is important so that the brand-new test has been properly attached to your plan).

Press "+" in the right bottom corner and select "Test".

To add prepared question cards to the test, click "Search more cards".

Causity type text or drop file 8 8	R SEARCH CARDS	CURRENT MATERIAL (0 CARDS)	PREVIEW PRINT	ASSICN	B DONE	n (O)
Newtest	Custoly type text or drop file			8	8.	
 Coste nov cards 	Could new cards					
Q subsects Search for existing cards	Q Search more cards	ch for existing	cards	1		

Where can you search for suitable question cards?

- In your preparations to the current course (Class plan "Plan").
- In the EduPage library (Standard). There are materials created by other teachers and shared according to standards.
- In the list of all your materials to all of your courses (My library "Moja knižnica").

Editing now: New test	SEARCH CARDS CURRENT MATERIAL (0 CARDS) PREVIEW PRINT	ASSIGN DONE D
STANDARD CLASS PLAN MY LIBRARY RESULTS	Found items: 13 Select all search lead in cards Q	ALL BASIC ADVANCED
Q, Search topics	Chapter 3 Measurement 3.2 Capacity units	
1. Number - number and place value 3 / 4 2. Number - fractions (including decimals and percentages) 12 / 17	Quickly type text or drop file	
✓ 3.Measurement 6/13 → 3.1 Metric measure 3/3	How many cm ³ is 0.00005dm ⁸ ? a) 0.05 b) 0.5 c) 0.05	COMPLET ANNUAL &
Nový test	HLADAŤ KARTY AKTI	UÁLNY MATERIÁL (KARTY: 0) NÁHLAD
ŠTANDARDY PLÁN MOJA KNIŽNICA VÝSLEDKY Q. Hľadaj térny	Nájdených položek: 8 🔳 Vyter všetko zadajše do vyhřadávania těmu Zapísať do E. I.K. (oducene hodný: U / 1) – Oznacit ako oducenu	Q VŠETK
III Plán - prehľad	Rýchlo napísať text alebo vložiť súbor	a 0
1. Üvod - Introduction 1.1 Üvod - Introduction 0/1	Erasmus - Initial test for students Test - Karty. 7	@ 5/5 11. okt 16:32
1.2 Úvodný test - Initial test s 0/1	🗞 · 😸 · 1863 · 11, OKT 2023 18:43	
? Nezaradené karty	Projekt Erasmus, ktorého sa zúčastňujeme, zahŕňa tieto krajiny: Our Erasmus Project involves these countries: a) Česko, Rakisko, Slovensko (Zechia, Austria, Slovakia)	SPRÁVNA ODPOVEĎ : #

If you want to create new question card	, select the "Create new cards" button
---	--

(You can see possibilities known from the part <u>A new preparation – Clicking on the button "+"</u>)

+ Create new	and the second s			1	indget to display this content
		<u> </u>			
	Dictate / type in text	ABCD	Type in Sorti	ng Positio	ons / map
	Categories / groups	S Connect pairs	Open question		
tal	To constant of the second				
Pridať kartu : Atvorte nové kart	v ahviste si noznačili svoje r	oznámky k téme dobrá	niklady testové otázky obr	ázky atrí. Karty môžete	
Pridať kartu : /ytvorte nové kart idekoľvek znovu j DTÁZKY ABCD	y, aby ste si poznačili svoje p použiť - v pripravách na hodir Dopisovanie / výber	poznámky k téme, dobré nu, v pisomkách, v pre Zoraďovanie	criklady, testové otázky, obra intáciách, projektoch či v dor SLAJDY Textová karta	ázky atď. Karty môžete nácich úlohách. Dozvedieť sa Nadpis + text	a viac Nadpis + 2 stĺpce
Pridať kartu : Aytvorte nové kart dekolvek znovu j DTÁZKY ABCD	y, aby ste si poznačili svoje p použit - v pripravách na hodir Dopisovanie / výber	poznámky k téme, dobré nu, v písomkách, v pre Zoraďovanie	criklady, testové otázky, obra intáciách, projektoch či v dor SLAJDY Textová karta	ázky atď. Karty môžete nácich úlohách. Dozvedieť sa Nadpis + text	Nadpis + 2 stipce
Pridať kartu : Atvorte nové kart dekolvek znovu j DTÁZKY ABCD Slepå mapa	y, aby ste si poznačili svoje p použit - v pripravách na hodir Dopisovanie / výber Zaraďovanie do ka	ooznámky k téme, dobré nu, v pisomkách, v pre Zoraďovanie Výber kategórie	criklady, testové otázky, obra intáciách, projektoch či v dor SLAJDY Textová karta Nadpis + 2 stípce	ázky atď. Karty môžete nácich úlohách. Dozvedieť sa Nadpis + text 2 stípce	Nadpis + 2 stipce
Pridať kartu : Aytvorte nové kart dekoľvek znovu j DTÁZKY ABCD Slepå mapa	y, aby ste si poznačili svoje p použit - v pripravách na hodir Dopisovanie / výber	zoznámky k téme, dobré nu, v pisomkách, v pred Zoradovanie	criklady, testové otázky, obra intáciách, projektoch či v dor SLAJDY Textová karta Nadpis + 2 stípce	ázky atď. Karty môžete nácich útoňách. Dozvedieť sa Nadpis + text 2 stípce	Nadpis + 2 stipce
Pridať kartu : Ajtvorte nové kart idekolvek znovu j DTÁZKY ABCD Slepå mapa Spájanie	y, aby ste si poznačili svoje p použiť - v pripravách na hodir Dopisovanie / výber Zaraďovanie do ka Výber správného o	oznámky k téme, dobré nu, v pisomkách, v pre Zoraďovanie Výber kategórie Otvorená otázka	criklady, testové otázky, obra nitáciách, projektoch či v dor SLAJDY Textová karta Nadpis + 2 stípce Vertikálne rozloženie	ázky atd. Karty môžete mácich úlohách. Dozvedieť sa Nadpis + text 2 stípce Vertikálne rozloženie	Nadpis + 2 stipce
Pridať kartu : Aytvorte nové kart dekoľvek znovu j DTÁZKY ABCD Slepá mapa Spájanie	y, aby šte si poznačili svoje p použit - v pripravách na hodir Dopisovanie / výber Zaraďovanie do ka Výber správneho o	Zoraďovanie	criklady, testové otázky, obri nitáciách, projektoch či v dor SLAJDY Textová karta Nadpis + 2 stípce Vertikálne rozloženie	ázky atď. Karty môžete nácich úloňách. Dozvedieť sa Nadpis + text 2 stípce 2 stípce Vertikálne rozloženie	a viac Nadpis + 2 stipce 2 stipce 2 stipce Názov snimky
Pridať kartu : Vytvorte nové kart dekolvek znovu j OTÁZKY ABCD Slepå mapa Spájanie	y, aby ste si poznačili svoje p použit - v pripravách na hodir Dopisovanie / výber Zaraďovanie do ka Výber správneho o	oznámky k téme, dobrá nu, v pisomkách, v pred Zoraďovanie Výber kategórie Otvorená otázka	criklady, testové otázky, obro- nitáciách, projektoch či v dor SLAJDY Textová karta Nadpis + 2 stípce Vertikálne rozloženie	ázky atd. Karty môžete nácich úloňách. Dozvedieť sa Nadpis + text 2 stípce 2 stípce Vertikálne rozloženie	A viac Nadpis + 2 stipce 2 stipce 2 stipce Názov snimky

More:

https://help.edupage.org/?p=u27/u139/u142/e1982&from=u27/u134/u206/e2123&lang_id=1

or https://help.edupage.org/?p=u27/u139/u142/e1982&lang_id=2&from=u27/u134/u206/e2123

Select the topic of your teaching plan you're preparing the test to (this step is important so that the brand-new test has been properly attached to your plan).

Click on the red button "Add to material" ("Pridať do materiálu")



Choose "Test"

			? Pomoc	×
Domáca úloha	Prezentácia / študijný materiál	Naplánovať písomku / skúš	Prideliť projekt	
		at a	¥ 🖷 🗧	
		Arabe		D
	< Nation			1
	Domáca úloha	Prezentácia / študijný materiál	Prezentácia / študijný materiál	Demáca úloha Prezentácia / študijný materiál Naplánovať písomku / skúš Prideliť projekt

You can see online preview or print preview of the test.

Now you can change points to the answers. Press Done ("Hotovo").

vráve editujete. Nový test		HLADAŤ KARTY	AKTUÁLNY MATERIÁL (KARTY: 13) NÁHĽAD TLAČ PRIDELIŤ	🖺 ноточо 📄
		Rýchlo napísať fext alebo vložiť súbor	= 0	
	Nový test			
	🖋 Editovať karty	01. Vyberte správne napisaný dátum a) 5. 12. 2019		
	+ Vytvoriť nové karty	b) 1 05 12 2019	SPRÁVNA ODPOVED 4	
		c) 04. 07. 2005	SPRAVIA ODPOVED 4	
	Hfadať viac kariet	d) 4.7.2005		
			Body 🗸 🕇 🖌 🗶	
	Varianty pre online testy Žiaci automaticky dostanů otázky náhodne preusporiadané (Návod)	02. Roztriedte jednotlivě dátumy do správnych skupln Správny tvar dátumu	Nesorávny tvar dátumu	
	Používať zoskupenia kariet (Návod)	 4. júna 2005 	 08. júna 2015 	
	Používať vetvenia otázok (Návod)	 Poprad 30. júna 2020 	• 8.6.2015	
	Usporiadať otázky podľa počtu bodov.	 Bratislava 5. decembra 2007 	 Poprad 30. jún 2020 	
	Bez usporiadania 🗸 🗸	 01, 09, 2012 	 Bratislava 5. december 2007 	
			 Poprad 08. septembra 2022 	
			Body 🥥 🕇 👻 🗶	
		 Vyberte správnu možnosť/možnosti, ako uviesť čas a) 02:11,234 min. 	najlepšieho pretekâra	
		b) 00:02:11,234 h		maximálny počet
		c) 2:11,234 min		bodov:
		d) 02:11,234 min	BHRAWKA GEHOVED 4	14

Type in the title of the material and assign it to students. Select "Create new assignment" ("Vytvoriť nové pridelenie"), select the course or specific students.

You can choose:

- 1. Printing the test only ("Iba na tlač") [1]
- 2. Practicing only ("Na precvičovanie učiva") [2]
- 3. On-line test ("Na online písomku") [3]

vý test		HLADAT KARTY	AKTUÁLNY MATERIÁL (KARTY: 1)	NÁHĽAD T	TLAČ PRIDELIŤ	🖹 НОТОVО 📑
	Názov materiálu: Test - písanie dátumu a čas	TEST DÙ PREZENTĂCU	A PÍSOMKA PROJEKT			
	 PRIPOJTE SÚBORY ALEBO Z TÉMY NA ŠTÚDIUM - PRÍPRAV 	ADAJTE OTÁZKY /Y (1) - ŠTANDARDY				
Pridelenia:	Komu prideliť?	Naplánovať udalosť pre tot	pridelenie?			
+ Vytvoriť nové pridelenie	II. B - 2.sk, - administrativa a korešpondencia Žiaci: 16 / 16	Vytvoriť udalosť (písom žiakov	ka/skúšanie) a informovať			
Nepridelit, zatiał iba ulożiť	 UKÁZAŤ HODINY Z INÝCH PREDMETOV 	Ako chcete prideliť materiál	? 1			
		Na precvičovanie učiva (hocikoľko krát, správne or odpovedaní otázky)	spovede sa ukážu po	_		
		Na online písomku (správne odpovede sa žiai	com zobrazia až po vyhodnotení)	3		

If you choose the online test option, you have to set:

- date and time of the test [1]
- time limit for taking the test [2]
- number of attempts [3]

Press Done ("Hotovo").

~	Na online písomku (správne odpovede s	sa žiakom zobr	azia až po	vyhodnotení)
1	Ziaci môžu mater od: do:	iál vypracovať le 09.04.2024 30.10.2024	en v určeno 09:00 11:00	m čase:
2	Obmedziť čas na čas na vypra	vypracovanie: covanie v minútach: 12		
3	Obmedziť počet p max. počet	ookusov: t pokusov: 1	~	

More:

https://help.edupage.org/?p=u1/u113/u132/u142/e1982&from=u27/u132/u209/e2135&lang_id=1

https://help.edupage.org/?p=u1/u113/u132/u142/e1982&lang_id=2&from=u27/u132/u209/e2135

1.2 Working with Microsoft Teams

At BHAK Korneuburg all students and teachers have got an Office 365 Account. In January 2020 all teachers attended a training how to use Mirosoft Teams and since that time this tool has become the main communication tool for teaching and organizing school life. The following functions of Microsoft Teams are mainly used: "Chat" and "Teams".



1.2.1 Communicating in Chats in Microsoft Teams

On the one hand you can use the chat to communicate with a single person. You can write messages, send files or start a video call.

L	$\langle \cdot \rangle$	Q. Search (Ctrl+E) GE - O >
Q Activity	Christi 🛁	👰 Polster Christine Chat Shared 🕀 😪 …
Chat	▼ Recent	Montag, 2. September
A	Danke, ich weiß es schon und w	Polster Christine 02.09 17:37
ssignments	SSW 2024 23.09 Zderadicka Birgit:	BW3 Einführung 1.d 👄 …
Teams	BW 2 Austausch 20.09 Sieber Judith: Danke Christi! Ich	Polster Christine 02.09 21:31 Translate
Calendar	Mayer Natascha, +3 19.09	Rertig - kannst du noch einen Blick darauf werfen bitte?

On the other hand you can also use the chat to communicate with a group of people. You open a chat and add all the students and teachers you want. The group chat can also be given a name so that everybody recognizes what it is about.



Or

The chat is a very good possibility if different people would like to work together in one file or document. The file is uploaded in the chat and everybody can type in his or her own part in the same document that is always up to date in the chat.

1.2.2 Working in different teams

Various teams have been created to organize the day-to-day business at BHAK Korneuburg.



- There is a team "BHAK Korneuburg" where all students and teachers are members of.
- There is a team "Teachers BHAK Korneuburg" where only teachers are members of.
- There are several teams for special projects and school activities.
- And the most important teams are those that every teacher has got with his or her classes for example "2024 English 3CK".

Within a team there is also the possibility that teachers can communicate with their students via posts where files can be added as shown below:

Q. Activity	< All teams	21 Genetal Pots Files ⊕ □3 ~	🗲
Chat	21	GE Gaunerstorfer Eva 16.09 14:14	a
Assignments	2024 3CK BW	Allgemein	
Teams	Home page Class Notebook	Wir haben heute in BW auch noch vom Zettel "Materialwirtschaft 2. Jg" die Frage 14e) verglichen. Die Lösung befindet sich im Anhang. LG Eva Gau	
Calendar	Classwork	Frage14e_Materialwirtschaft.docx GP ····	
Calls	Grades	@	
OneDrive	Insights	a Reply	
	Main Channels	GE Gaunerstorfer Eva 16.09 08:52	8
+	General	Allgemein	
Apps		Gi Sun a post	

In these class teams teachers share all the material for the lessons with their students in the "files":

ے Activity	< All teams	🚷 Ge	eneral	Ports Files			C	· ~ ···
Chat	3	+ N	ew 🗸	↑ Upload 🗸 🖻 Share	👄 Copy link	🥰 Sync	 \equiv All Documents \vee	V 0
Â		Docum	nents	> General > 3. Klasse				
Assignments	2024 4CK IW Gruppe 2 ···							
(;;)	Home page	-	Ľ	Name 🗠		Modified Y	Modified By 🗠	+ Add column
Teams	Class Notebook		1	01 Introduction Internatinal Trac	le	May 7	Gaunerstorfer Eva	
	Classwork		_	or_introduction_international inte		indy /		
Calendar	Assignments	0		03_Globalization	5	May 7	Gaunerstorfer Eva	
R.	Assignments				_			_
Calls	Grades			04_WKO Vortrag Außenhandel Ö	Share this item wi	th other people	Gaunerstorfer Eva	
~	Reflect							
OneDrive	Insights			05_European Union		May 7	Gaunerstorfer Eva	
			-	06 International Organizations		May 7	Gauperstorfer Eva	
•••	 Main Channels 				_	Widy 7	Sudificition of End	
	General			07_Market Research		May 7	Gaunerstorfer Eva	
+								
Apps				08 Marketing Environment		May 7	Gaunerstorfer Eva	
						1000 (1941)		
			_	09_Selecting a foreign market		May 7	Gaunerstorfer Eva	

1.2.3 Creating assignments in teams

During the time of homeschooling all teachers used the function of creating assignments if they wanted students to hand in exercises they had to do during the lesson or as homework. Each assignment gets a title, then there is a field where you can leave a message for the students and you can also attach files at an assignment. There is a timer function, which means that you can decide when the assignment should pop up for the students. Of course, you also have to type in a deadline until the assignment should be handed in. The following two screenshots show how it looks like if you want to create a new assignment in a team of one of your classes:



10	< > Q Search (Ctrl+E)			GE 0 ×
Chet K All teams	Assignments			200
Assignments 21	New assignment Add to calendars: None 🗸 Post notifications to: General 🗸 Late turn in no	otifications: Off $\!$		
Activity 2024 3CK BW	. C Enter title		Sun, 10 Nov 2024	~
Home page Class Notebook		٩	23:59	~
Clasowork Calencar Assignments	Enter instructions		Assignment will be posted imme allowed. Edit assignment timelini	diately with late hand-ins
Grades Cais Beflect		8	2024 3CK BW	\sim
OneDrive Insights		ස්	All current students	~
•••• Main Channels General		#	Add rubric	
() () ()			No points	
	Add more detail to modify instructions using AL View tips	0	Add tag	
	Attach New 🖻 Apps 🕼 Learning Accelerators	\heartsuit	Reflect check-in Preview	Off Off

As described above you can also manage the timeline for an assignment:

Sched	ule date (i)				On On
:::	Mon, 11 Nov 2024	\sim	()	23:59	~
				Post ti	me
Due d	ate (i)				
	Wed, 13 Nov 2024	\sim	Ŀ	23:59	\sim
Close	date (j				On
	Fri, 15 Nov 2024	\vee	Ŀ	23:59	\sim
Assigr Late h	nment will be posted imme and-ins allowed until Frida	diately and y 15 Nover	l is due o nber at 2	n Wednesday 13 N 3:59.	lovember at 23:59.
				Cancer	Done

An advantage of this tool is that the students have an overview of their tasks and home-exercises and the teachers also have an overview of the given assignments. For the teacher the overview looks like this:

< > Q: Search (Ctrl+E)	··· 🤫 - 0
Forthcorning Ready to grade Past due Returned Drafts	Ŧ
16 Oct. Wednesday	A Go to to
The 2 faces of globalization 2004 30X HV Gruppe 2	41 3 Ready to grade
14 Oct. Monday	
Zettel "Branding" - Aufgabe 2, 3. und 4. von der Rückseite Due at 0800 2014 SCK IW Gingne 2	e" 7 Ready to grade
10 Oct Thursday	
ACC Analyse für BW Supplierung 10. Oktober Doe at 1300 2024 3CK BW	+* 29 Ready to grade
9 Oct Wednesday	
Preparing Presentation of Export Companies Due at 0600 2024 3CK IW Gruppe 2	
8 Oct Tuesday	
01.7 Qualitatslabel bei Pfanner	** 24 Ready to grade
Create	

Edit assignment timeline

If students hand in a word, powerpoint or excel document at an assignment, teachers can use the corrections directly in the document to inform students about mistakes and the correct solutions. Then there is also the possibility to write feedback or grade the assignment. This can be done here:



After the period of homeschooling not all teachers at the BHAK Korneuburg kept the system to create an assignment in teams for a home-exercise. But most students prefer the assignments in teams because it gives them a good overview of assignments they have already handed in and especially also on those that have to be handed in in the next time.

1.2.4 Creating online tests in teams

An online test can also be created at the tool "assignments", but then you choose "New quiz".



When you choose "New quiz", you directly start to work with MS Forms, which looks like this in the beginning:

-		< → Q. Search (Ctrl+E)	<mark>GE</mark> – O X
Chat	Create New Quiz		Cancel Done
Assignments	Forms	Unbenanntes Quiz - Gespeichert $ \lor $	ক Vorschau 🍳 Formatvorlage 🚥
Q. Activity		Fragen	-
tij) Teams			
Calendar		Unbenanntes Quiz	
G Calls			
OneDrive		+ Neu hinzufügen	

Then you start to type in the title of the quiz and add your questions. There are different types of answer possibilities like choice, text, assessment or date:

Unbenanntes Quiz - Gespeichert 🗸	
Fragen	
Unbenanntes Quiz	
+ O Auswahl T Text 👌 Bewertung 🖻 Datum 🗸	

Questions in such a Forms quiz look like this:

 Forms	IW Quiz 7. Mai 2021 - C	iespeichert 🗸		
	la Formatvorla	ge 🚯 Einstellungen		Antworten sammeln
B	4. Documentary business/payment is an important tool in international to line Antwort eingeben	ade. Explain why it is ca	alled "document	ary" payment.
	5. Tick the right answers: In the case of documentary collection			
	 the datase check the documents calledury the risk of non-payment is higher than with an L/C 			
	 the exporter has to do the first step the importer has to do the first step 			
	at least one bank promises payment			
	the importer and exporter trust each other the collection back can also be the confirming back			

When students have handed in a quiz, teachers can see all results and answers and the quiz can also be marked directly in forms. Forms can also give an overview of the answers. When the task was to tick an answer from a choice or to assess something, Forms summarizes the answers also in graphs. On the next page you can find an example how a summary of the answers and results of a quiz could look like:

			Informatione
		Neueste Antworten	
10	'cause documents are requi	red to be able to tal	ke out the trade action for .
Antworten	"because payment is only ta	king place when the	e banks exchange the requi
	"because the documents are	e required to be able	e to take out the trade actio
		100040	
6 Befragten (60%) antworteten require für di	iese Frage.		
	documents are important		transport documents
shipping documents	example for payment	exporter	able
	requireex	change	A Astunctured (40%)
payment from the imp	trade action	payment	or acceptance
docuemts against payment	t trade action	payment	or acceptance
payment from the imp docuemts against paymen Tick the right answers: In the case of docur	t trade action	payment	t or acceptance
payment from the imp docuents against paymen Tick the right answers: In the case of docur	t trade action	payment	t or acceptance
Displayment from the implored of the implored of the second secon	t trade action t trade action	payment	t or acceptance
payment from the imp docuemts against paymen . Tick the right answers: In the case of docur the banks check the documents carefully the risk of non-payment is higher than with an U/C the exporter has to do the first step	t trade action t trade action	payment	weitere informatio
payment from the imp docuemts against paymen Tick the right answers: In the case of docur the banks check the documents carefuly the risk of non-payment is higher than with an U/C the exporter has to do the first step the importer has to do the first step	t trade action t trade action	payment	e or acceptance
payment from the imp docuemts against paymen Tick the right answers: In the case of docur the banks check the documents carefuly the risk of non-payment is higher than with an U/C the exporter has to do the first step the importer has to do the first step the importer has to do the first step	t trade action t trade action	payment	weitere informatio
payment from the imp docuemts against paymen docuemts against paymen the right answers: In the case of docur the banks check the documents carefuly the fistof non-payment is higher than with an U/C the exporter has to do the first step the importer has to do the first step at least one bank promises payment the importer and exporter trust each other	t trade action t trade action	payment	Weitere Information
payment from the imp docuemts against paymen docuemts against paymen the banks check the documents carefully the fisk of non-payment is higher than with an U/C the exporter has to do the first step the importer has to do the first step the importer has to do the first step 	t trade action t trade action	payment	weitere Information

1.2.5 Using the class notebook

Some teachers at the BHAK Korneuburg use the class notebook to share working material and their notes with their class. A class notebook can be created in each team that you have with a class.



If teachers would like to save all their notes during the lesson, they can also do this in the class notebook. Then teachers don't write on the blackboard but in the library in the notebook on and use the projector to share their notes with the class. On the one hand this is a big advantage especially for

students who were absent. They don't have to copy the material from classmates, but they find all the material in the class notebook. On the other hand it is also an advantage for teachers because they can easily refer to notes that they have taken in the lessons before and that are saved in the class notebook. Or they can reuse their notes in the following school years.

1.2.6 Using the calendar in teams

BHAK Korneuburg used the calendar in teams during homeschooling to have an overview of the different online meetings. If you use it in combination with the calendar of outlook you can also see other appointments in the overview. Here is a screenshot of a calendar week of the year 2021:



2 TYPE WRITING – ZAV

Touch typing is taught individually in the **ZAV school program**, with students working at their own pace and under the supervision of a teacher. Each student follows numbered assignments, whether they work at school or at home.

Teaching is not stereotypical thanks to the variety of tasks that help students improve their skills. The four-phase training focuses on the transformation of reading text into finger movement, keyboard technique, accuracy and coordination. In this way, students gradually improve and increase their ability to write quickly and accurately.

The ZAV brand is based on the surname **of Jaroslav Zaviačič**, the author of this method. Jaroslav Zaviačič was the vice-champion of the world in typing in the 1960s and the coach of the Austrian and other teams in the 1970s. Later he became the founder of the Interinfo ČR association and since the 1990s he has coached representatives of the Czech Republic in text processing competitions. Since 1990, the ZAV method has been further developed in cooperation with the nine-time world champion **Ing. Helena Zaviačičová** (formerly Matoušková), who took over the management of the ZAV Internet School in 2009.

ZAV teaching differs from traditional teaching programs. Instead of the usual procedure of teaching in a group and starting by learning the "F" key, ZAV is organized as a group individual lesson from one workplace.

The content of the ZAV course focuses primarily on mastering typing on the keyboard blindly. In addition to this main goal, there are sets of exercises that provide additional training, classification, and opportunities to compete. Teachers have access to these additional reports through the Teacher Portal, which students can use either in a group at school or individually at home.

The basic educational set ZAV-EN/CZ/SK/DE brings gradual and systematic typing exercises. Students start from the first exercise and continue at their own pace, improving their mastery of new letters and their practice. If the students are successful, they move on, otherwise they repeat the exercises or are returned to the previous level.

Unlike traditional methods of learning typing, ZAV training does not begin by learning the combination "F" – "J". Rather, letters on the keyboard are taught according to the frequency of occurrence in a given language (including CZ, SK, GE, PL and EN) so that learners can start typing whole words as soon as possible and use blind typing effectively in practice. Every year, approximately 50,000 students attend ZAV classes in several language versions.

A wide range of exercises keeps teaching ZAV interesting and varied. Success in teaching is not limited to talented students; The key is work and determination. The "3x and you're out" system prevents students from getting stuck on one exercise, which supports their progress.

Numbering exercises makes it easy to track progress and creates a competitive atmosphere in the classroom.

The ZAV method includes four-phase training, which divides the teaching into four separate parts. Transformation, technique, accuracy, and coordination are key elements of this method, which focuses on improving typing accuracy and speed. Students gradually improve and achieve better results thanks to systematic training and quality teacher guidance.

2.1 Log in to ZAV

You can log in to the teacher and student interfaces via any internet browser. (The creators of the program recommend the Edge or Chrome browser.)

The teacher registers at the address: <u>htt</u>

https://manag.zav.cz https://student.zav.cz

• Students register at the address:

2.2 ZavManag teacher's portal

The ZavManag teacher's portal is a key tool for conducting ZAV teaching. In this interface, the teacher can:

- create new students
- monitor the progress of students
- nominate students for grading or competition tasks

To log in to the ZavManag teacher interface, all you have to do is use any internet browser and visit the address <u>https://manag.zav.cz</u>.



After logging in, there is a **main menu on the left**, which contains links to individual learning sets, e.g. School Writing Lessons (ZAV-EN), Training, Minutes, competitions, and also contains other options, such as Filters, Home Coursed, School courses activation, School, Students, Academy portal (CZ and SK only).

In the top bar, there is a **side menu** that adapts to the selected link from the main menu, as well as the option to select **the language environment** and information about **the logged-in user**.

		Side m	enu			Language	Environmo	ent	Logged	d-in user
School ZAV	🏆 Winners	🖬 🖽 Graph	≡ Nom			story 🔤 Mes	sage 🕑 Edit	👕 Delete	🗟 - 😩 Ma	arie Hédervári -
1.04										
Choose filter V Main m Pře	enu	/-EN						?	a 2	с т
E ZAV-EN	Rank	Surname	Name	Course	Class	Next exercise	Daily progress	Mark Personal variab	le Inactivity	
Training	1	Páterová	Nikola	ZAV-CZ	4. A	2407	0	417.0		
Ca training	2	Brodová	Tereza	ZAV-CZ	4. C	2255	0	150.0		
Minutes	3	Polický	Ondřej	ZAV-CZ	4. C	2196	0	271.7		
INTERSTENO 2024	4	Žák	Patrik	ZAV-CZ	4. C	2151	0	274.3		
TAV-100 (2023)	5	Gregovská	Anna	ZAV-CZ	4. A	2138	0	245.2		
	6	Rabelová	Martina	ZAV-CZ	3. C	2052	0	262.7		
	7	Procházková	Simona	ZAV-CZ	4	1977	0	243.5		
	8	Darebníček	Tomáš	ZAV-CZ	4.	1945	0	241.0		
	9	Važanská	Tereza	ZAV-						
Students	10	Klímová	Zuzana	ZAV-	Ov	erview of	students'	education		
🏆 Interschool Contest	11	Králíková	Veronika	ZAV-CZ	4. C	1895	U	158./		
? Academy portal	12	Marková	Nikol	ZAV-CZ	4. A	1775	0	206.3		
😚 Home	13	Petříková	Kristýna	ZAV-CZ	4. C	1762	0	227.3		

2.2.1 ZavManag / Students

Each student who undergoes ZAV classes has their student access set up in the system, which they use to log in to the lesson on the <u>https://student.zav.cz</u> page. An overview of all students who are registered at the school can be found under the link *Students*, which is in the main menu.

School ZAV	-🗿 Import 🕂 N		🛿 Edit 🛛 🚍		s 🖂				2 N	1arie H	lédi
Choose filter 🗸 🗸	Studen	ts						?	0	X	
Přerov, OA											
ZAV-EN	Surname	Name	School Year	School	Class	Group					
Training	Adamský	Viktor	10	Přerov, OA	1. B						
Minutes	Anderia	Tomas Tereza	11	Prerov, OA Přerov, OA	2. B 3. C						
INTERSTENO 2024	Badura	David	12	Přerov, OA	3. B						
ZAV-100 (2023)	Bahounková Balková	Eliška Adéla	10 13	Přerov, OA Přerov, OA	1. A 4. C						
Filters	Bartlová	Daniela	13	Přerov, OA	4. B						
Home courses overview	Bartoňová	Claudia	13	Přerov, OA	4. C						
Students	Bártová Bazalková	Vendula Jana	13 11	Přerov, OA Přerov, OA	4. B 2. C						
Interschool Contest	Bednářová	Anna	11	Přerov, OA	2. C						
Academy portal	Béňa	Ondřej	13	Přerov, OA	4. B						
Home	Bezslezina	Vojtěch	12	Přerov, OA	3. C			 			

We can freely search (filter) the list of students using the funnel icon, or we can export this overview to Excel and then save or print it.



Students can be taken from another school (*Převzení*), imported in bulk (*Import*), added individually (*New student*), edited (*Edit*), nominated for other teaching, grading or competition patterns (*Nominations*) and we can also send them a message (*Message*).



When creating a new student or editing the data of an already registered student, a page will open with all the necessary information about the student.

tudent School Contact	Parameters Chybovr	ník Messages	5	
Name	School	1		Contac
Student				
Surname	School		Email	
CZ 01	Smart IT Solution	s in Voca 🗸		
Language	Class		Phone	
EN 🗸	CZ	~		
School Year	Group		Teacher	
11		~	CZ Teacher	~
Username	Is activated			
student.cz01	Club			Parameter
Password				
studentCZ01+		Personal va	ariable	
		150.0		
		Exercises p	per day	
		3		

The learner's page is divided into several tabs:

- Student name and surname of the student, language, year of study, login and password
- School assigning a student to a school, setting up a class and assigning them to a group
- **Contact** the possibility of saving the student's email or phone, in practice it is used very rarely
- Parameters
 - Personal variable the student's current speed (default speed is 150)
 - **Exercises per day** the daily number of exercises for a student to achieve a continuous grade of 1,000
 - Reaction time setting of relief for handicapped students (e.g. dysgraphic or dyslexic), 0 = no relief (Note: The adjustment is made exclusively by the methodological workplace of the ZAV after prior consultation with the teacher.)
- **Chybovník (Error list)** an overview of phrases in which the student made a mistake in teaching
- Messages an archive of messages that the teacher sent to the student using the teacher's interface

2.2.2 School teaching (ZAV-EN/CZ/SK/DE)

Basic school keyboard instruction is carried out within the ZAV-EN (CZ, SK, DE) set.

chool ZAV	🏆 Winner	s 💾 Graph								🕀 🔻 💄 Marie Hédervá
Choose filter 🗸 🗸	ZA	/-EN								? # B C T
Přerov, OA										
SZAV-EN	Cours	ZAV-CZ	∽ Surnam	ne		Y	ear		Class 1. C	✓ Only progress □ Club
Training	Filte	-								
Minutes										
INTERSTENO 2024	Rank	Surname	Name	Course	Class	Next exercise	Daily progress	Mark	Personal variable	Inactivity
ZAV-100 (2023)	1	Hradil	Jakub	ZAV-CZ	1. C	1239	15	1.000	196.0	
	2	Grée	Daniel	ZAV-CZ	1. C	1195	10	1.000	189.7	
Filters	3	Jandová	Rozálie	ZAV-CZ	1. C	1147	18	1.000	171.5	
Home courses overview	4	Ovčáčíková	Eliška	ZAV-CZ	1. C	1114	2	1.000	161.8	
	5	Zedek	Thao My	ZAV-CZ	1. C	1093	9	1.000	157.0	
Students	6	Volf	Matyáš	ZAV-CZ	1. C	1050	18	1.000	178.8	
Interschool Contest	7	Štanclová	Natálie	ZAV-CZ	1. C	1022	16	1.000	150.0	
Academy portal	8	Petrushenkova	Marharita	ZAV-CZ	1. C	1019	9	1.000	150.0	
Home	9	Nováková	Simona	ZAV-CZ	1. C	1014	4	1.000	150.0	
1000 C	10	Matuškovičová	Veronika	ZAV-CZ	1. C	1002	1	1.000	150.0	53
	11	Zatloukalová	Kristýna	ZAV-CZ	1. C	1001	25	1.000	196.4	45

Here you can see an overview of all students who work with the set and their results. The table is sorted according to the highest achieved exercise and contains the following data:

- **Next exercise** the exercise that the student is currently on, or that he/she will write the next time he/she logs in
- **Daily progress** the number of exercises the student has completed during the current day.
- **Mark** orientation for classification (it is calculated according to the achieved exercise and the set value Number of exercises per day)
- Personal variable achieved speed in writing
- Inactivity the number of minutes elapsed since the previous workout was completed.

In this overview of teaching, we can again freely search (**filter**) students or entire classes, we can **export** the selected overview to Excel and we can also nominate students for other teaching, training or competition sets after marking them. When the **refresh** button is activated, the entire table is updated at regular intervals during the lesson.



After double-clicking on the selected student, we can **view the history of the progress**, including a preview of their work.

School ZAV	🍷 Winners 🛛 🗠 Graph	■ Nominations ³ History	🔤 Message 🛛 📝	Edit 🍵 De	lete	🌐 👻 💄 Marie Hédervári 👻
Choose filter ✓ Přerov, OA	History Jakub Hradil Personal variable: 19	6.0		? Academy p	ortal	x ? # 6 3 T
🖨 ZAV-EN	Record	Date	Exercise	Result		Only progress Club
🖿 Training	1369	4/3/2024 12:16 PM	1237	202,0	1 ?	
Minutes	1368	4/3/2024 12:13 PM	1238	142,0	li i	
INTERSTENO 2024	1367	4/3/2024 12:11 PM	1237	196,0	i ?	nactivity
	1366	4/3/2024 12:07 PM	1236			
ZAV-100 (2023)	1365	4/3/2024 12:06 PM	1235	0	li i	
T Filters	1364	4/3/2024 12:05 PM	1235	1		
	1363	4/3/2024 12:03 PM	1235	1	Ľ	
Home courses overview	1362	4/3/2024 12:01 PM	1232			
🔐 Students	1361	4/3/2024 11:58 AM	1229	204,7	li ?	
	1360	4/3/2024 11:55 AM	1230			•
Academy portal	4370	4/2/2024 44 52 444	4000	405 7	E 2	
	«« « 1 2	3 4 5 6 » »»				
Y Home						
	11 Zatloukalová	Kristýna ZAV-CZ 1. C	001 25	1.000	196.4	53

Napsaný text	Chyby
Ekologicky hospodařící podniky obhospodařují v České republice více než pět procent veškeré	
zemědělské půdy, což je dokonce nad průměrem zemí Evropské unie. Podnikatelké přitom stále	x
diskutují o tom, zda je ekologické zemědělství jen módním trendem nebo zda jde skutečně o	
budoucnost celého oboru. V České republice se již stalo ekologické zemědělství stabilní součástí	
státní zemědělské politiky. Ekologicky hospodařící podniky získávají od státu finanční podporu,	
která je odůvodněna <mark>ekonomickýmji</mark> odlišnostmi hospodaření ekologického od zemědělství standardního.	x
Ekologičtí zemědělci používají méně chemických	
kub madii Set chyb;c Set chyb;c Set Sitych úhozů:626 rocento chyb:0,32 Sité úhozy za minutu:202,0 vičení: 1237 hrome 123.0.0.0 on Windows 10 64-bit ?: 77.242.94.26 ygenerováno: 3. 4. 2024 12:16:51	

2.3 Preparation before the first lesson

Preparation, including the establishment of students in the ZAV system, is a basic step carried out by the school **administrator**. The administrator must **activate the school IP address** in the ZAV system and **prepare classes** (groups) of students.

The administrator then passes on the **students' access data to the teacher**, which is written in an Excel spreadsheet. It is advisable to print and cut up this chart so that the teacher can distribute their access data to the students in the first lesson.

Note: The *School courses activation* and *School* menu can only be accessed by a user with administrator rights (usually a school administrator).

School ZAV			
Choose filter	School	courses activation	
Smart IT Solutions in Vocal	nal		
	IP	School	Description
ZAV-EN	77.242.90.15	5 Smart IT Solutions in Vocational Educaton	Přerov (home)
Training	77.242.94.26	Smart IT Solutions in Vocational Educaton	Přerov (OA)
Minutes	100 záznami	i na strán 🗸	
INTERSTENO 2024			
E ZAV-100 (2023)			
T Filtere			
Home courses overview			
器 School courses activatio			
iAi School			
🚢 Students			
🟆 Interschool Contest			
? Academy portal			

School ZAV	? Academy portal 🗃 Save		🖶 🍷 💄 Teacher C
Choose filter 🗸 🗸	School - basic information Classes Groups Teachers	Stu	dents
Smart IT Solutions in Vocational Educaton	Title		Plný název
ZAV-EN	Smart IT Solutions in Vocational Educaton		Smart IT Solutions in Vocational Education - Sharing Good Practice
Training	Туре		Street
Minutes	střední škola	~	
	Language		Number
701/-100 (2023)	EN	~	
240-100 (2023)	Website		City
Filters			
Home courses overview			Post code
School courses activation			
A School			Region
Students			
Interschool Contest			Country
2 Academy portal			×

2.4 Conducting introductory lessons

During the introductory lessons, the teacher introduces the students to the possibilities of programmed teaching and performs the first few exercises together with the students in order to avoid the most common mistakes. In the following lessons, the teacher supervises the progress of the students in the lesson, checks that the correct fingering is observed, and that they look only at the screen (not at their fingers) when walking through the classroom.

The teacher answers the students' questions when there is any ambiguity in the assignment or evaluation of the exercises. In addition, the teacher can collectively assign the class to perform an automatically evaluated grade, a quarterly exam, or increase concentration by varying the assignment (minute notes, two-minute notes, practice copies, etc.).

The teacher from the manag.zav.cz portal monitors the students' progress not only in class, but also during home schooling.

2.5 Student's portal

Students can log in to the ZAV programme from any internet browser under the link: <u>https://student.zav.cz</u>.



After logging in to the program, there is a main menu in the left column of the start window, which contains links to *Education, Extras, Training, Contests* and *Classification*.

× ≩ Z/W ≥ Student × +	- o ×
← → C ⋒ ≒ student.zav.cz/#i/courses	ରେ ୧ 🛧 🖸 🛙 👵 :
School ZAV	Student CZ 01 *
Courses	Welcome!
Contests Classification My wa Your mista Words where I make m	y akes » states
Follow us: Follow us: First exercise completed	Book "records" »

It is best to complete the introductory exercise with the whole class and explain in detail what is included in each exercise. Students must **carefully read the instructions** as they contain important information for completing the exercises. A common cause of failure is a lack of attention when reading these instructions.

3 USING ONLINE TOOLS IN LESSONS

3.1 ZAV – Log in to Student's portal

On your computer, change the keyboard layout to English – change your default language CES/SK/GER to ENG on the taskbar (keyboard shortcut: left Alt + Shift).

On the websitehttps://student.zav.cz/ <u>https://student.zav.cz</u> sign in to the ZAV tutorial with your credentials to learn how to use all ten fingers to learn how to type with all ten fingers and familiarize yourself with the start screen.



On the left, go through Education, Extras, Training, contests, Classification. We will first be interested in the Education link. In the Courses menu, select the ZAV-EN e-learning, where you will find a sample of typing in English.



3.2 ZAV – Touch Typing Tutorial

During the lesson, read the assignment carefully and go through as many exercises as possible in 30 minutes. During the writing itself, follow the prescribed fingering, do not look at your fingers, and observe proper sitting at the computer.



English keyboard layout and fingering



Sitting at the computer correctly

- Upright head
- Relaxed shoulders
- Straight back
- Pelvis slightly raised above the knees
- Feet resting on the floor with their entire surface



3.3 ZAV – Training / ZAV-MINUTES

Go back to the main menu of ZAV and select Training in the left menu. Select **MIN-EN from** the menu and write a minimum of 10 minute transcripts. Correct mistakes as you type – 100 keystrokes are deducted for each uncorrected mistake!

ZAV-MINUTES English TRAINING: 1 minute transcription, 100 for an uncorrected mistake. If the net strokes don't exceed the actual result, another try follows on the same result but with a new randomly chosen text. If the net strokes do exceed the actual result, is new result increased by the half of the difference between the reached result and the net strokes.	Student CZ 01 *	0.0
	Attempts left:	25
This will require politically difficult decisions by European leaders, including bringing the Doha a conclusion. The strategic use of the European Union's varied tool-kit should also allow it to be effective promoter of democracy, the rule of law and human rights. A policy of conditionality that democratic actors and discourages the abuse of power by authoritarian regimes must be used more will require holding discussions with civil society partners, including associations of women and minor government interlocutors; bottom-up interventions to bolster the rule of law around the world; and approach to election monitoring. In the next two decades, this governance agenda must become multi	round to come a more empowers sely. This will ities, and not c a more consiste lateral to the	nly
ZAV	00:00	
1		

3.4 ZAV – Training / Training exercises EN

Go back to the main menu of ZAV and select Training in the left menu. Select **Training exercises EN** from the menu and write the first five-minute copy from the screen with a 10-keystroke penalty for an uncorrected error.

Training

Exercise Nr. 1: 5 minutes, penalization 10 🖵
Exercise Nr. 2: 5 minutes, penalization 10 🖵
Exercise Nr. 3: 5 minutes, penalization 10 🖵
Exercise Nr. 4: 5 minutes, penalization 10 🖵

The inscription begins with the text "The World Health...".

× 🖄 ZAV » Student × +						_	0	×
← → C ⋒ studentzav.cz/#I/course/145	Съ	Q	☆	Û	₺		۲	:
Copy the text for 5 minutes. For every uncorrected mistake, 10 strokes are subtracted.								
The World Health Organization was established in 1948 as the specialized agency of the United Nations responsible for directing and coordinating authority for international health matters and public health. One of WHO's constitutional functions is to provide objective and reliable information and advice in the field of human health. It fulfils this responsibility in part through its publication programmes, seeking to help countries make policies that benefit public health and address their most pressing public health concerns. The WHO Regional Office for Europe is one of six regional offices throughout the world, each with its own programme geared to the particular health problems of the countries it serves. The European Region embraces some 880 million people living in an area stretching from the								
ZAV					00	0:00))	

3.5 Canva

Canva is an online graphic design tool. It can be used to create social media posts, presentations, handouts, posters, videos, logos and more. First you have to register at the website https://www.canva.com. Some parts of it are free-to-use and some can only be used if you pay for it. But in order to try out various functions with the students in the lessons, it is enough to make use of the free design tools.

During this project students tried out Canva at one of our learning activities and worked on the following tasks in groups:

Let's try out the following tools in groups and then present your results and talk about your experience:

- 1. Creating a Photo collage about our Erasmus+ Project. Photos of our project can be found in the Team of the Austrian students or you can also take photos now.
- 2. Creating a comic about our Erasmus+ Project. You could also take photos of you and upload them.
- 3. Creating a CV. You could also take photos of you and upload them in your CV.
- 4. Creating a leaflet about our Erasmus+ Project. You can use photos that are available in the Team of the Austrians or also take photos now and use them in your leaflet.
- 5. Creating cards with vocabulary of our 3 languages. Upload pictures for the cards and translate the words in all 3 languages.

Here are some of the results of this group work:

Comic:



Learning cards:


