



OA Obchodná akadémia Poprad



**OBCHODNÍ
AKADEMIE
PŘEROV**



IBHAKO
Korneuburg

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

Introduction	3
1 School organization tools	4
1.1 Working with EduPage	4
1.1.1 Introduction to EduPage	4
1.1.2 EduPage Link to Other Systems.....	4
1.1.3 Courses	5
1.1.4 Plans and Preparations in EduPage.....	7
1.1.5 Saving material to preparations while creating it.....	9
1.1.6 How to create a new preparation	10
1.1.7 How to create a new test	13
1.2 Working with Microsoft Teams.....	17
1.2.1 Communicating in Chats in Microsoft Teams	17
1.2.2 Working in different teams	18
1.2.3 Creating assignments in teams	19
1.2.4 Creating online tests in teams.....	21
1.2.5 Using the class notebook	23
1.2.6 Using the calendar in teams.....	24
2 Type writing – ZAV.....	25
2.1 Log in to ZAV.....	26
2.2 ZavManag teacher’s portal	26
2.2.1 ZavManag / Students	27
2.2.2 School teaching (ZAV-EN/CZ/SK/DE).....	28
2.3 Preparation before the first lesson	30
2.4 Conducting introductory lessons	31
2.5 Student’s portal.....	32
3 Using online 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 Canva.....	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]



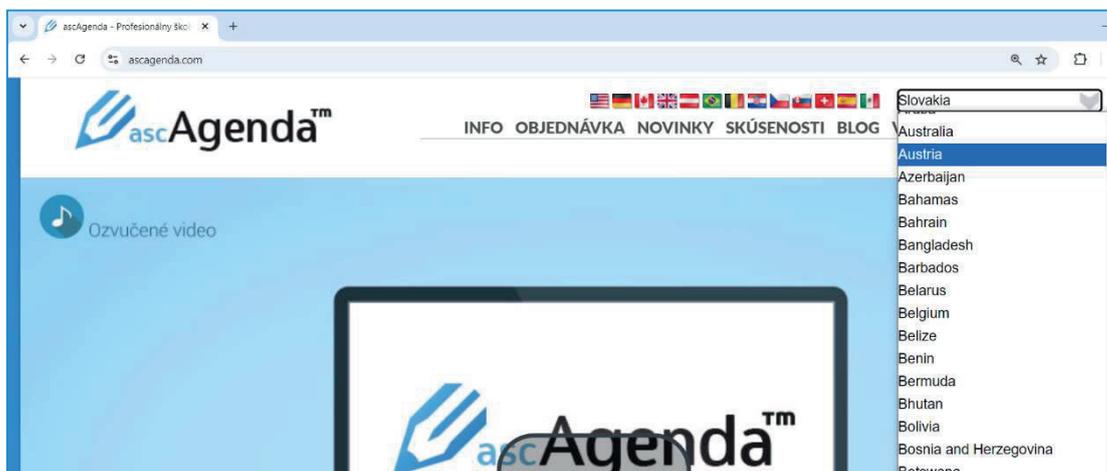
aSc Agenda – the Fundament to other systems

- 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: www.ascagenda.com



aSc Timetables

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

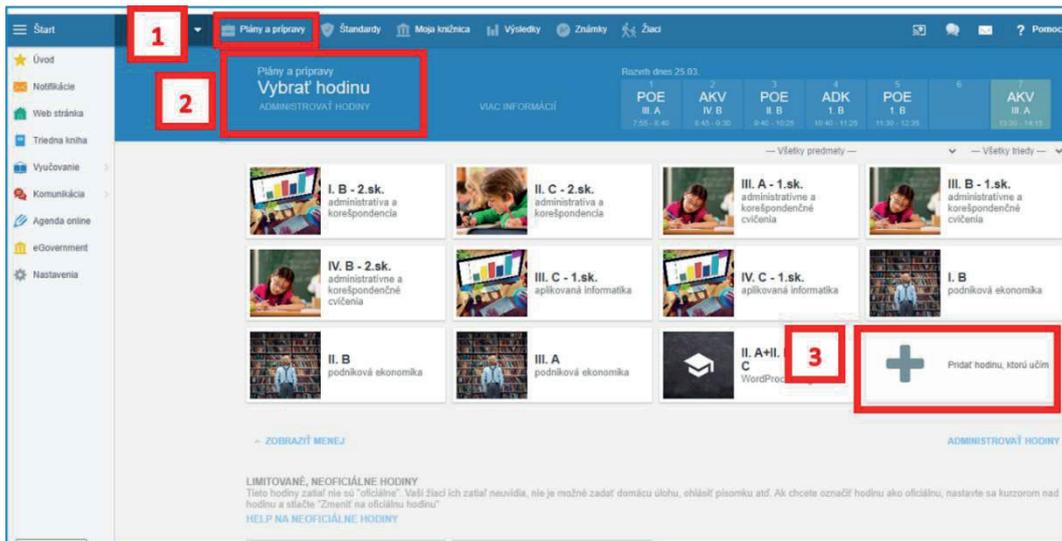
aSc Timetables – there is possibility to make Timetables right in EduPage (cloud).

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)

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.)

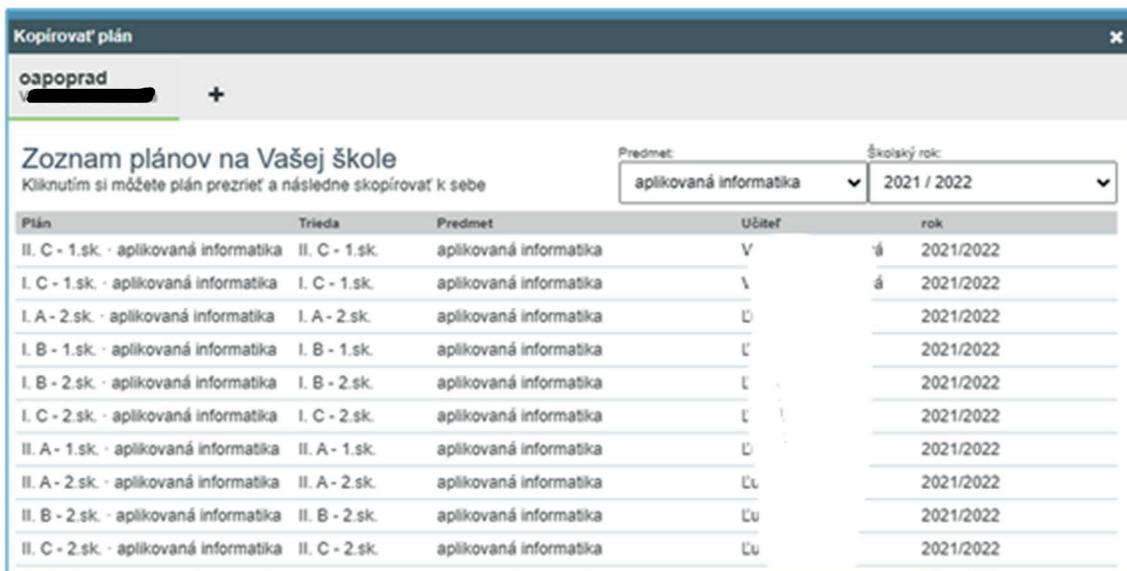
To create courses in this way, click on the tiles with the bell icon one by one and save it.



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



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



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

1.1.4 Plans and Preparations in EduPage

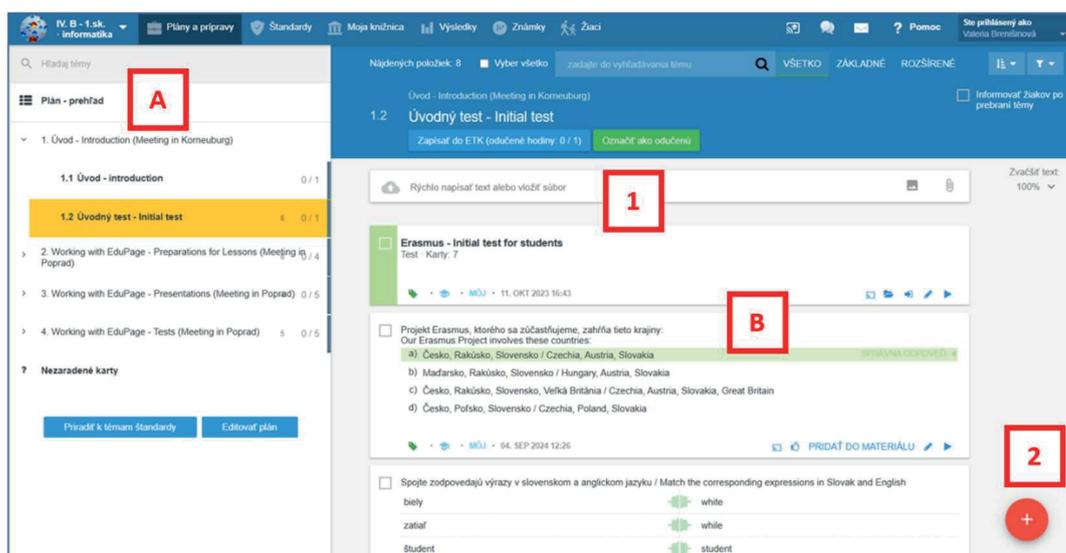
When you create a new course at the beginning of the year, create a teaching plan in EduPage also. You do not need to enter curriculum in class register at a start of a lesson. You simply choose the next topic from the plan.

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.

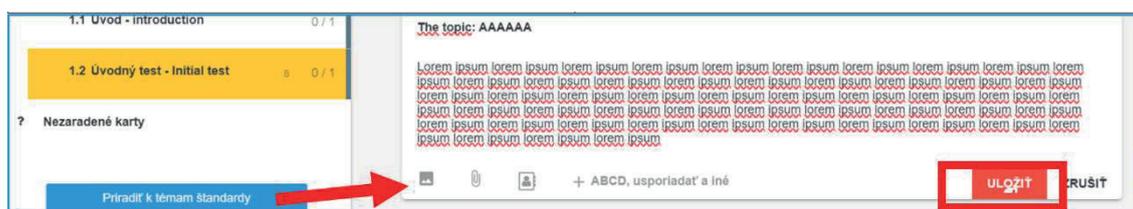
There are two possibilities how to add a new preparation:

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



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

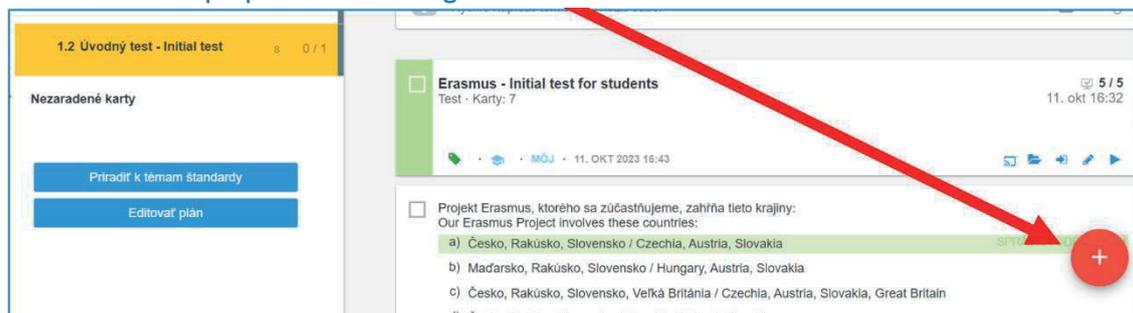
Writing a new text - don't forget to click on the red button Save ("Uložiť"):



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.

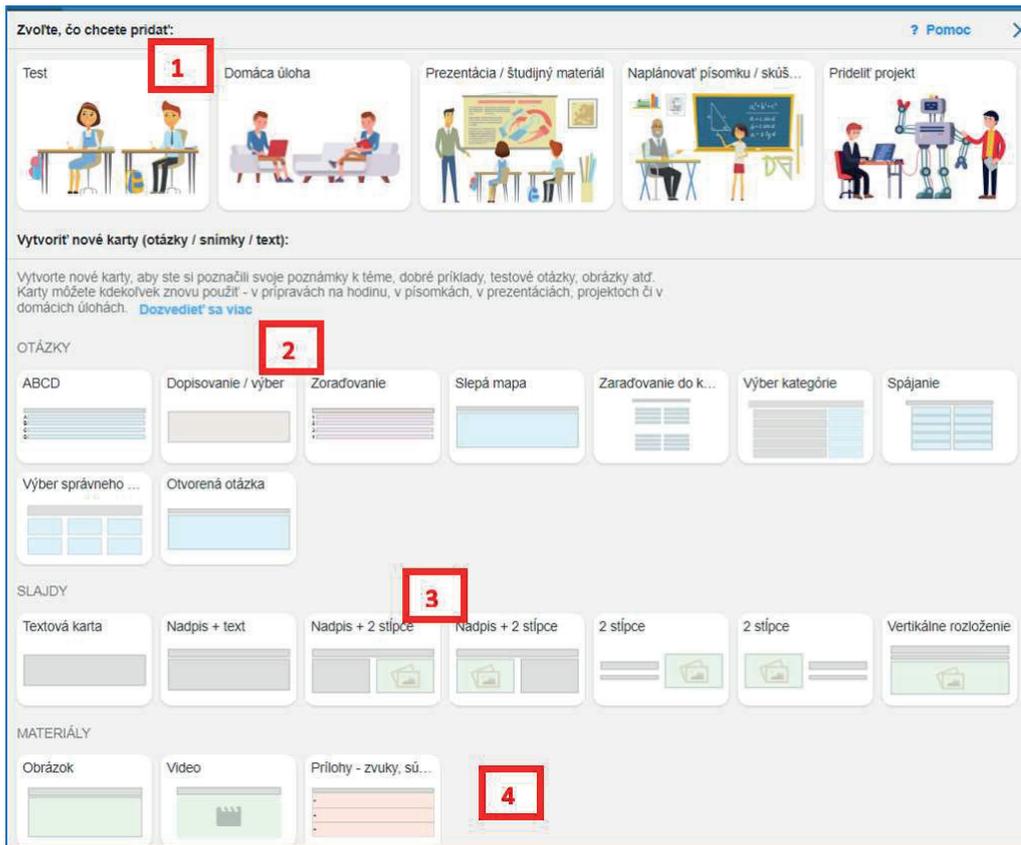
1.1.4.2 A new preparation - Clicking on the red button "+"



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:

1. Test, Homework ("Domáca úloha"),
On-line presentation ("Prezentácia"), Planning an exam event,
Project assignment [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]

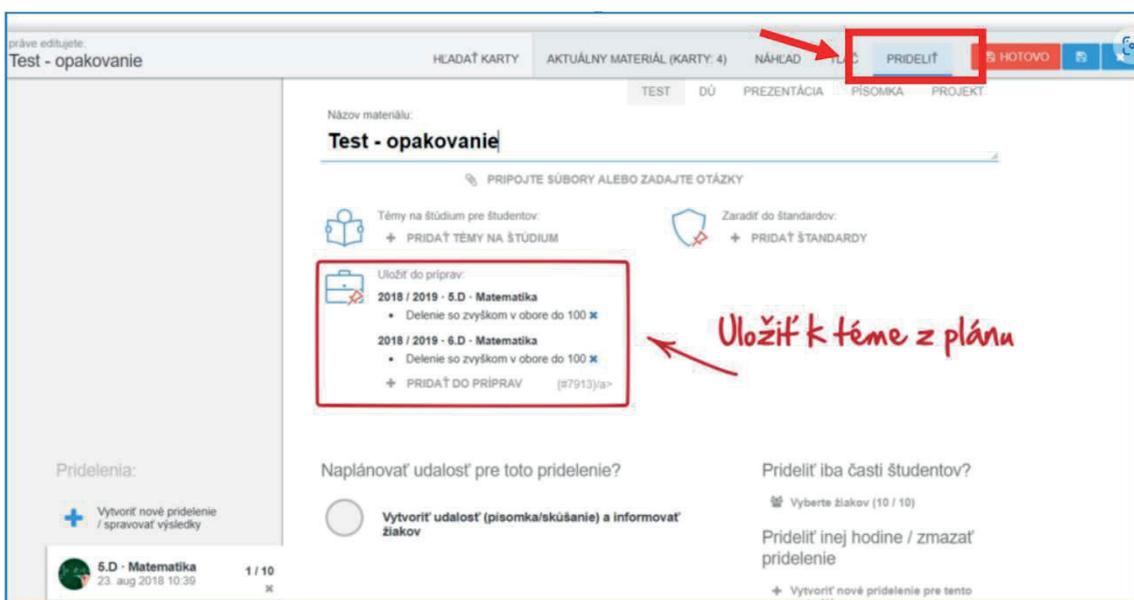
(See the next picture)



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" ("Prideliť") tab:



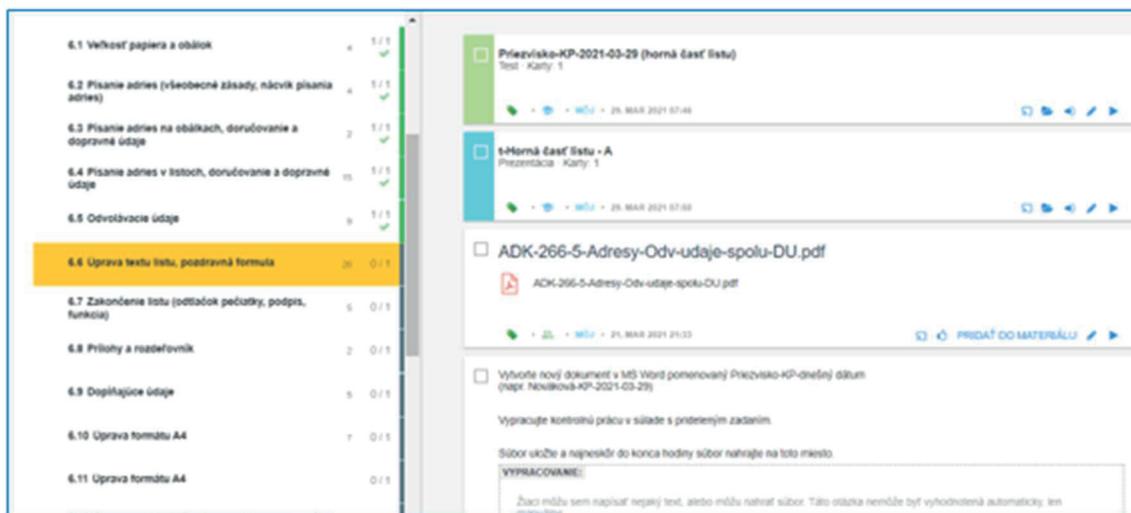
More: https://help.edupage.org/?p=u27/u134/u206/e2123&lang_id=1

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](#)

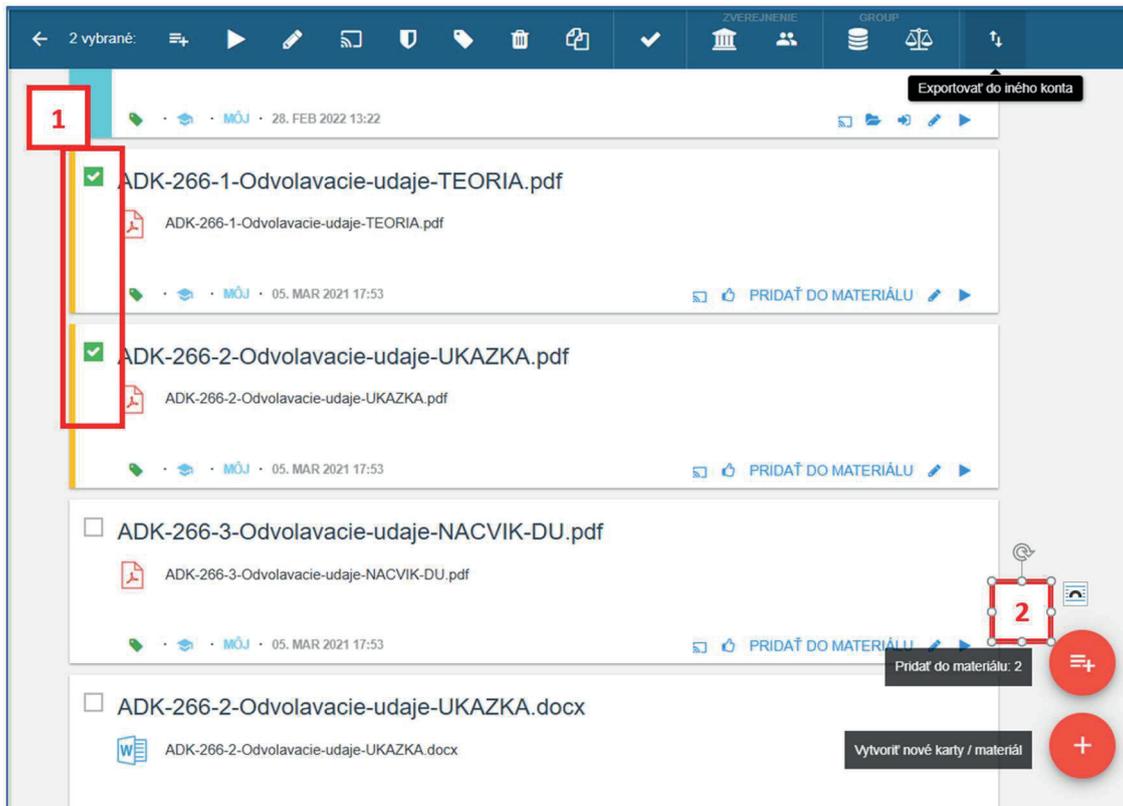
Or [A new preparation - Clicking on the red button “+”](#)

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.



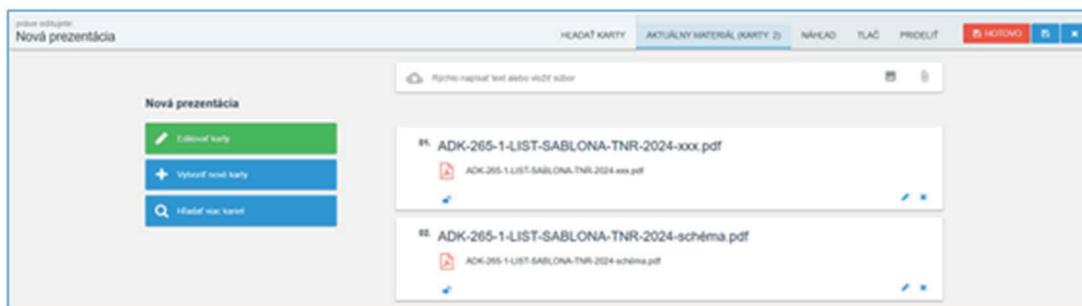
Choose the type of material:

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

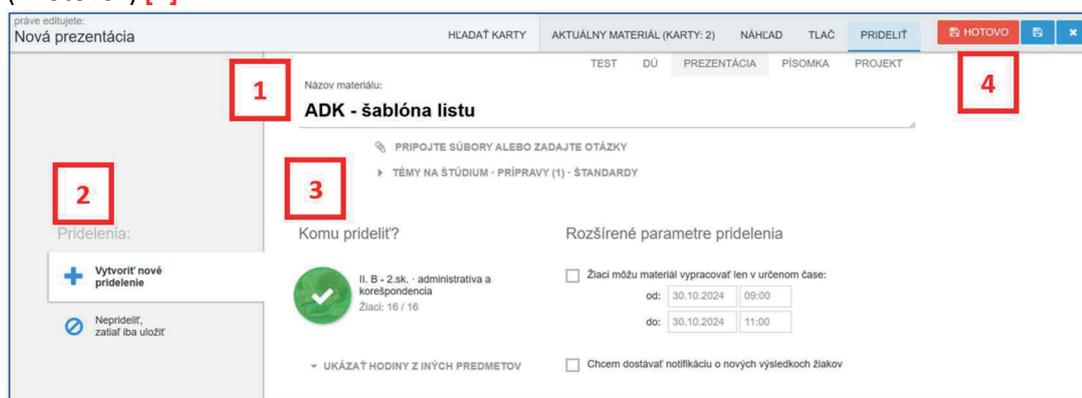


On-line presentation:

1. You can see chosen cards

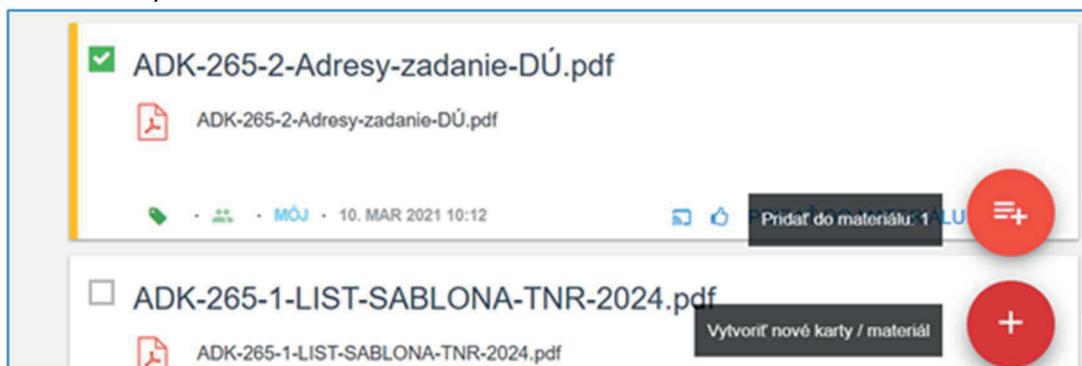


2. Type in the title of the material [1] and assign it to students. Select "Create new assignment" ("Vytvorit nové pridelenie") [2], select the course or specific students [3]. Press Done ("Hotovo") [4].



Homework:

1. Choose card/cards

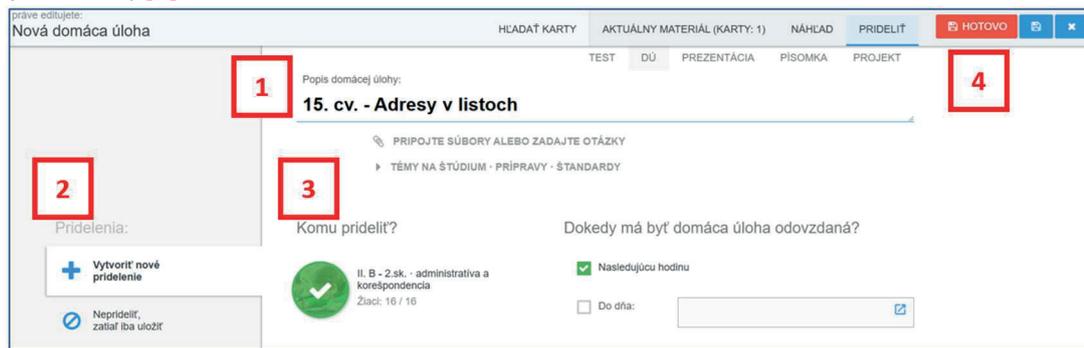


2. Click on the red button "Add to material" ("Pridať do materiálu")
3. Choose "Homework" ("Domacia úloha")



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

("Hotovo") [4]

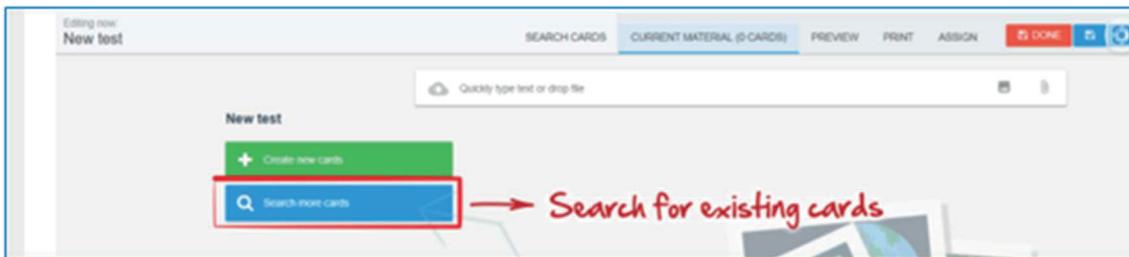


1.1.7 How to create a new test

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).

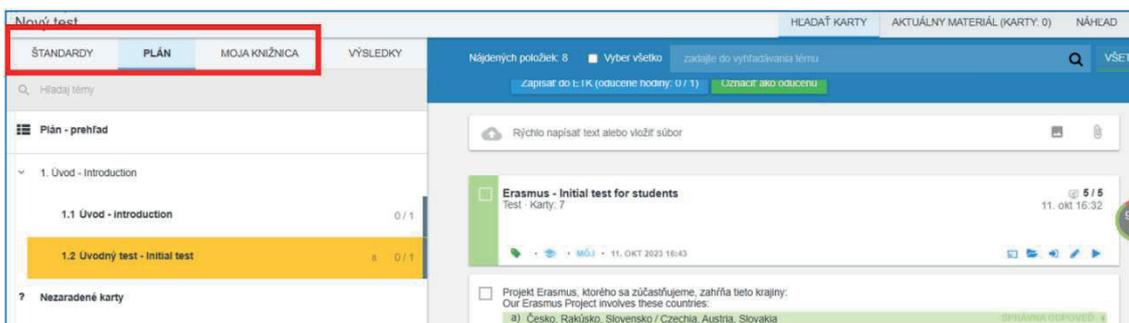
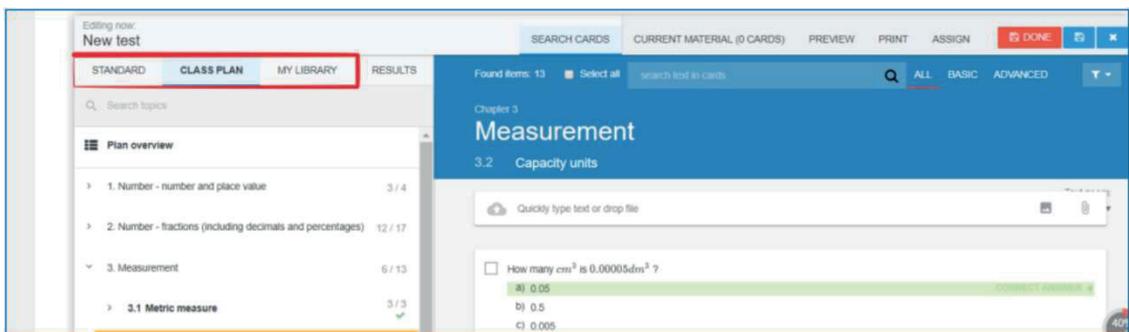
Press "+" in the right bottom corner and select "Test".

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



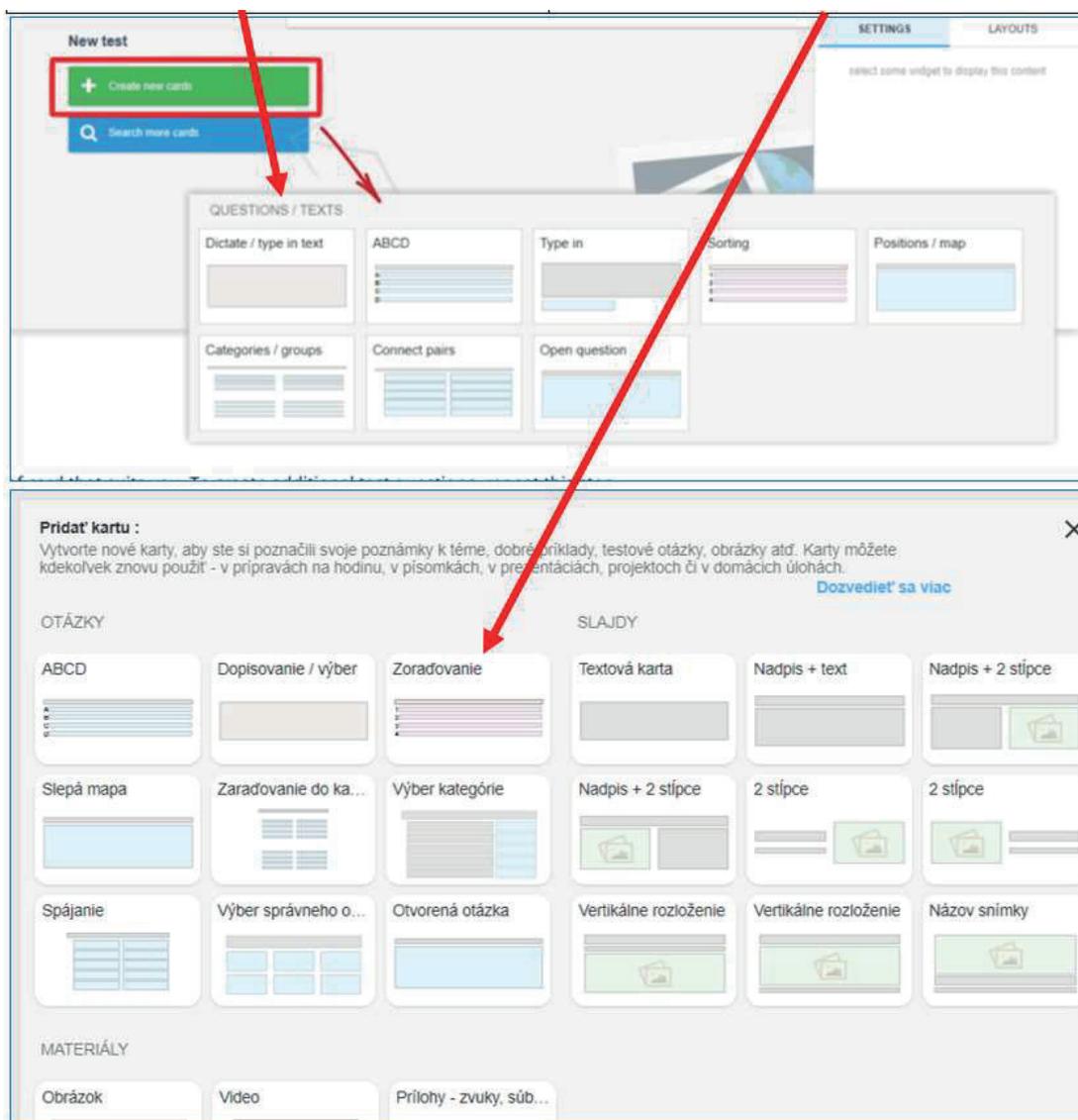
Where can you search for suitable question cards?

- 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").



If you want to create **new question cards**, select the "Create new cards" button.

(You can see possibilities known from the part [A new preparation – Clicking on the button „+“](#))



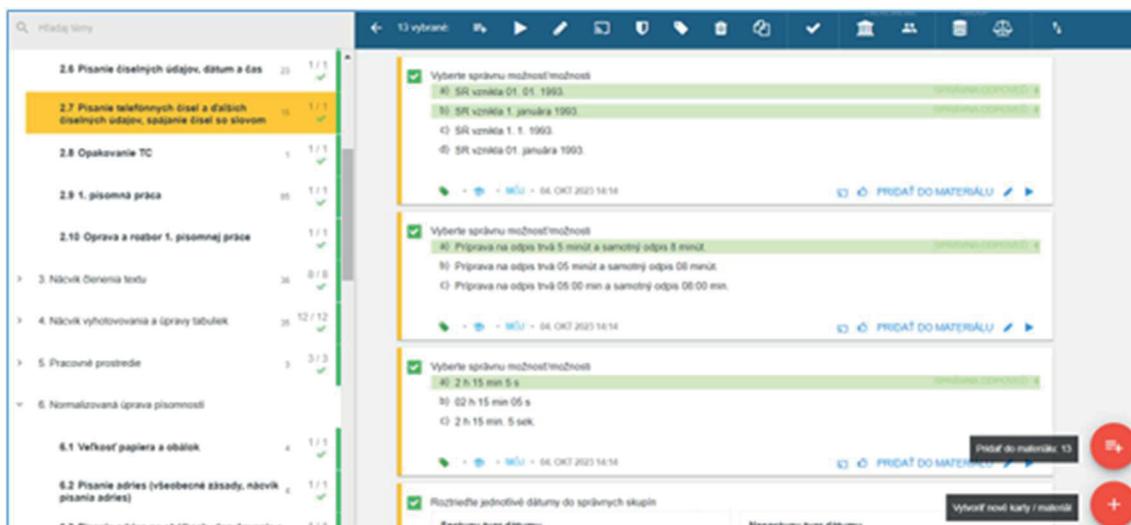
More:

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”)

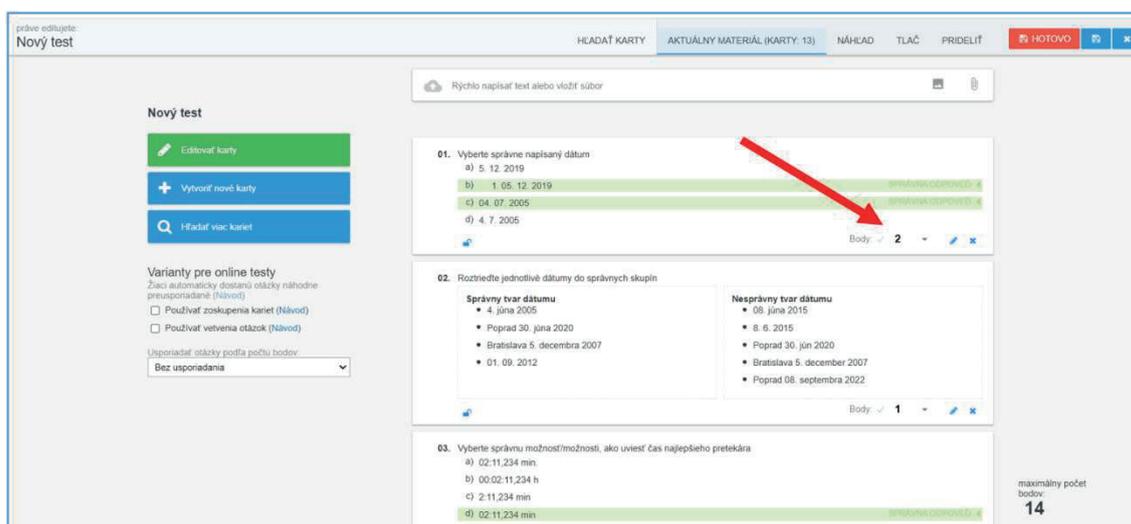


Choose “Test”



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

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



Type in the title of the material and assign it to students. Select "Create new assignment" ("Vytvorit 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]

The screenshot shows the 'Nový test' (New test) creation screen. The title is 'Test - písanie dátumu a času'. The interface includes a sidebar with 'Vytvorit nové pridelenie' (Create new assignment) and 'Nepredel, zatiaľ iba učiť' (Do not assign, only learn). The main area has sections for 'Komu pridelit?' (Assign to whom?) and 'Naplánovať udalosť pre toto pridelenie?' (Schedule event for this assignment?). Under 'Ako chcete pridelit materiál?' (How do you want to assign the material?), three options are listed and numbered: 1. 'Iba na tlač' (Print only), 2. 'Na precvičovanie učiva' (Practice only), and 3. 'Na online písomku' (Online test).

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").

The screenshot shows the configuration settings for the 'Na online písomku' (Online test) option. It includes a green checkmark icon and the text '(správne odpovede sa žiakom zobrazia až po vyhodnotení)'. Three settings are listed and numbered: 1. 'Žiaci môžu materiál vypracovať len v určenom čase:' (Students can only work on the material in a specified time), with fields for 'od: 09.04.2024 09:00' and 'do: 30.10.2024 11:00'. 2. 'Obmedziť čas na vypracovanie:' (Limit the time for working on the material), with a field for 'čas na vypracovanie v minútach: 12'. 3. 'Obmedziť počet pokusov:' (Limit the number of attempts), with a field for 'max. počet pokusov: 1' and a dropdown arrow.

More:

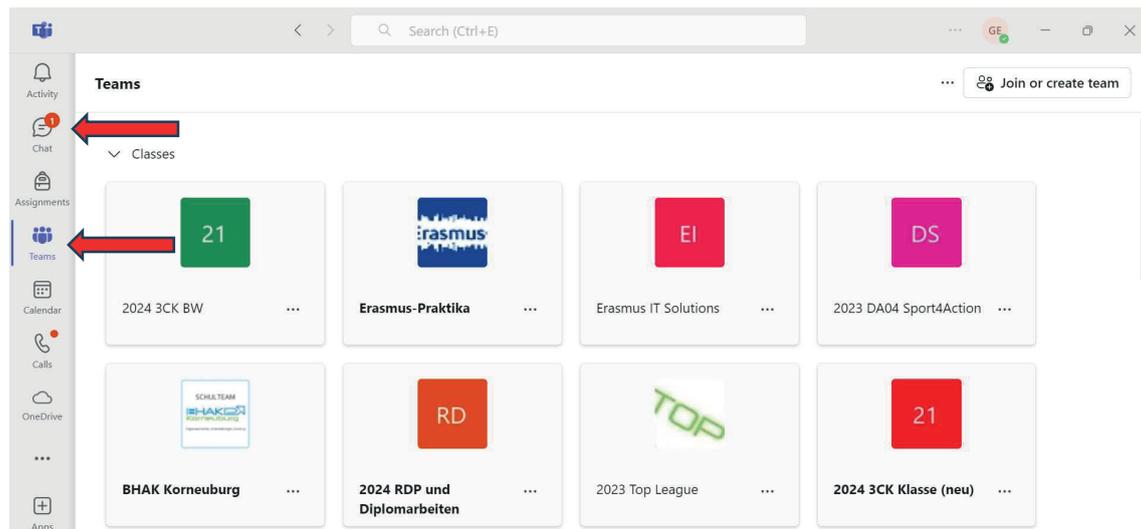
https://help.edupage.org/?p=u1/u113/u132/u142/e1982&from=u27/u132/u209/e2135&lang_id=1

Or

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

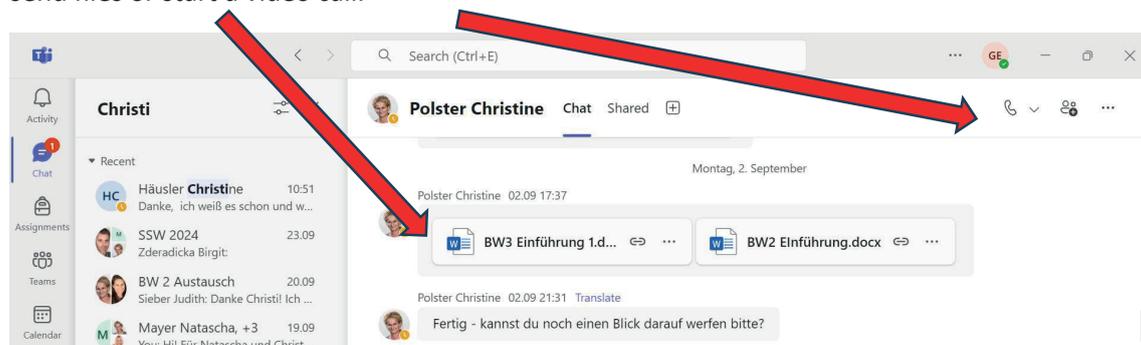
1.2 Working with Microsoft Teams

At BHAK Korneuburg all students and teachers have got an Office 365 Account. In January 2020 all teachers attended a training how to use Microsoft 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.



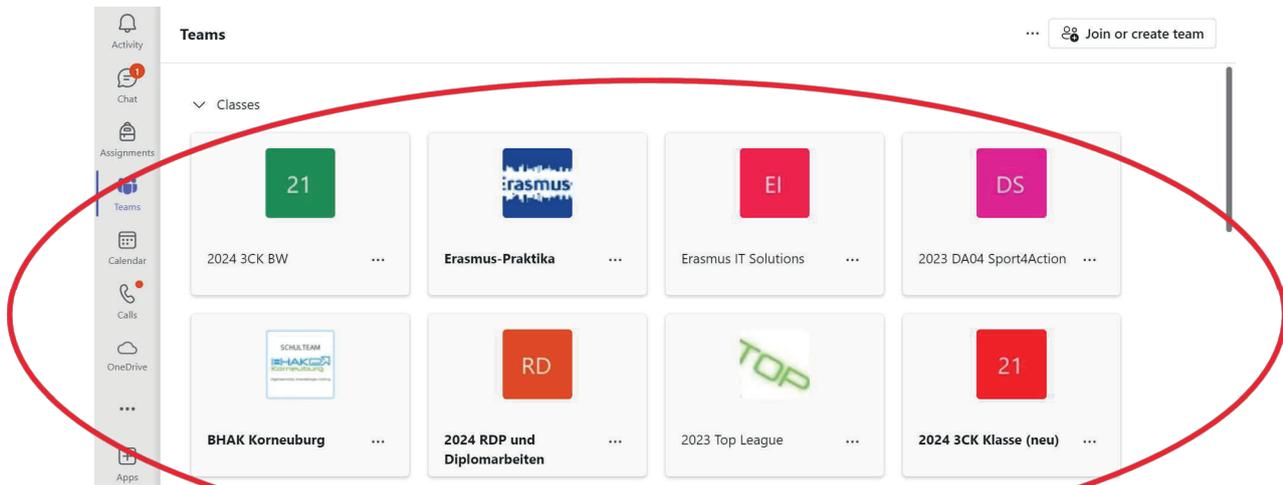
On the other hand you can also use the chat to communicate with a group of people. You open a chat and add all the students and teachers you want. The group chat can also be given a name so that everybody recognizes what it is about.



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.

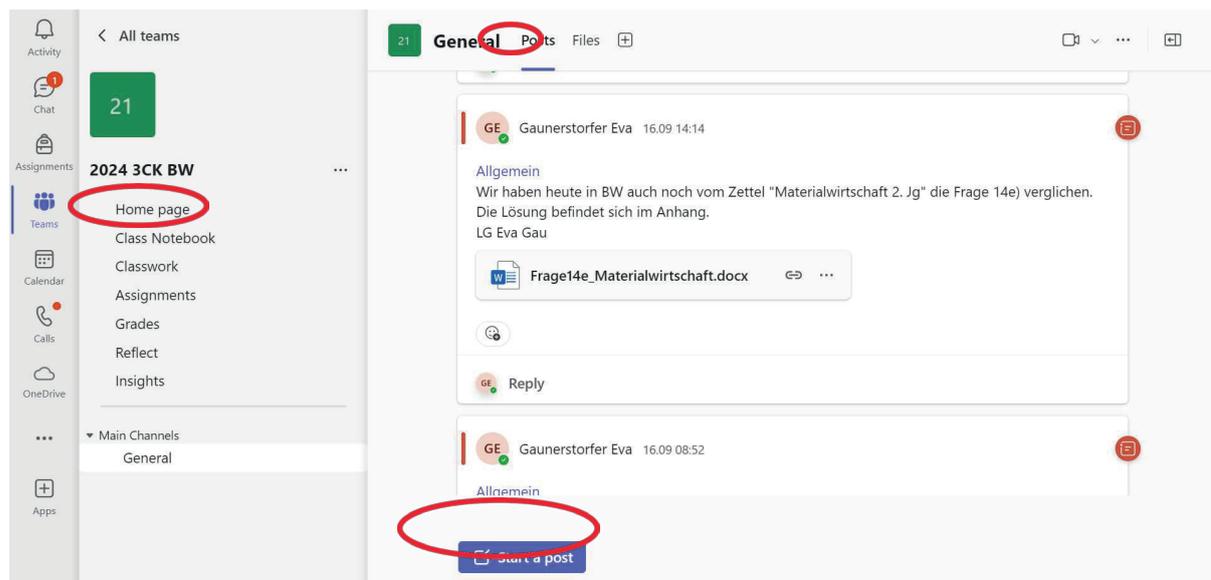
1.2.2 Working in different teams

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

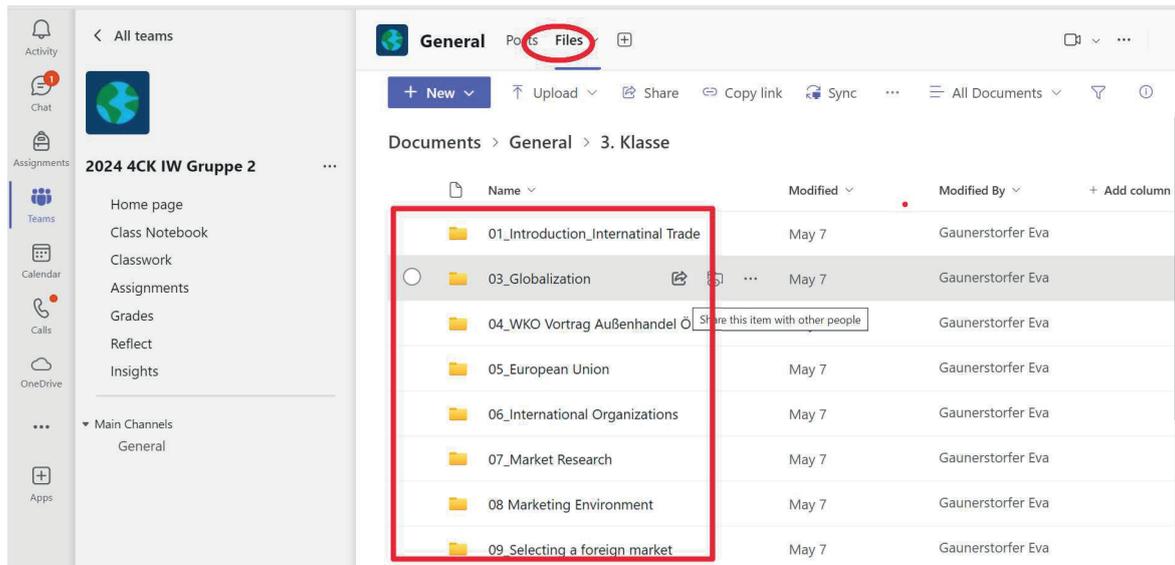


- There is a team “BHAK Korneuburg” where all students and teachers are members of.
- There is a team “Teachers BHAK Korneuburg” where only teachers are members of.
- There are several teams for special projects and school activities.
- And the most important teams are those that every teacher has got 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:

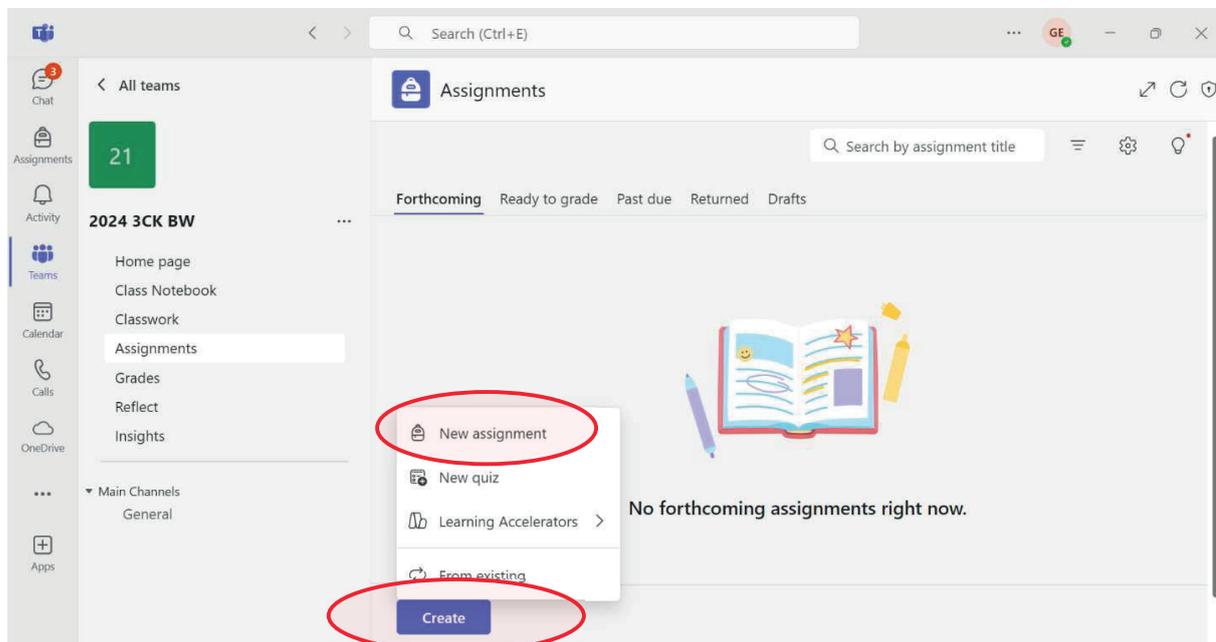


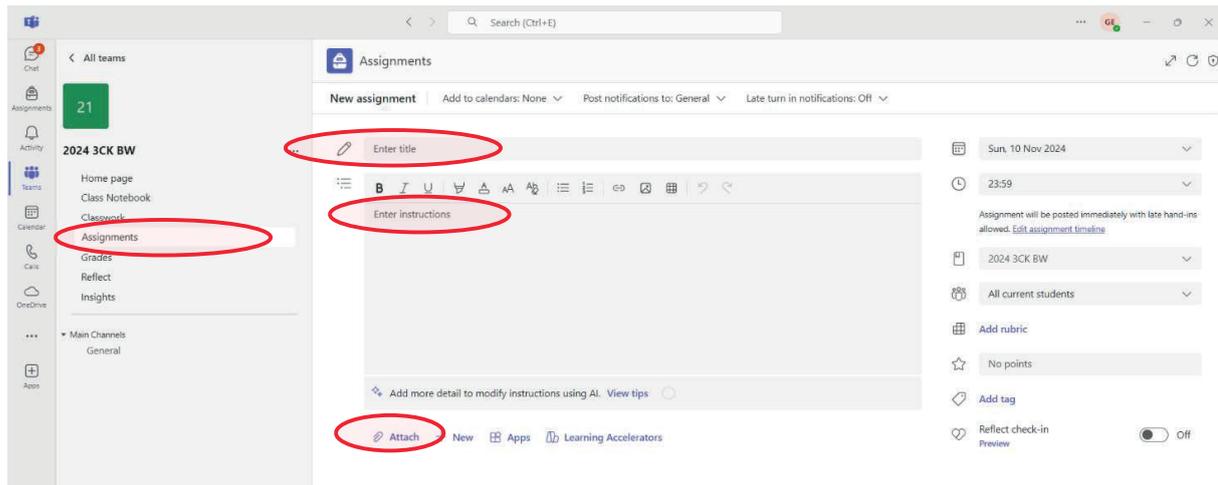
In these class teams teachers share all the material for the lessons with their students in the “files”:



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:





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

Edit assignment timeline

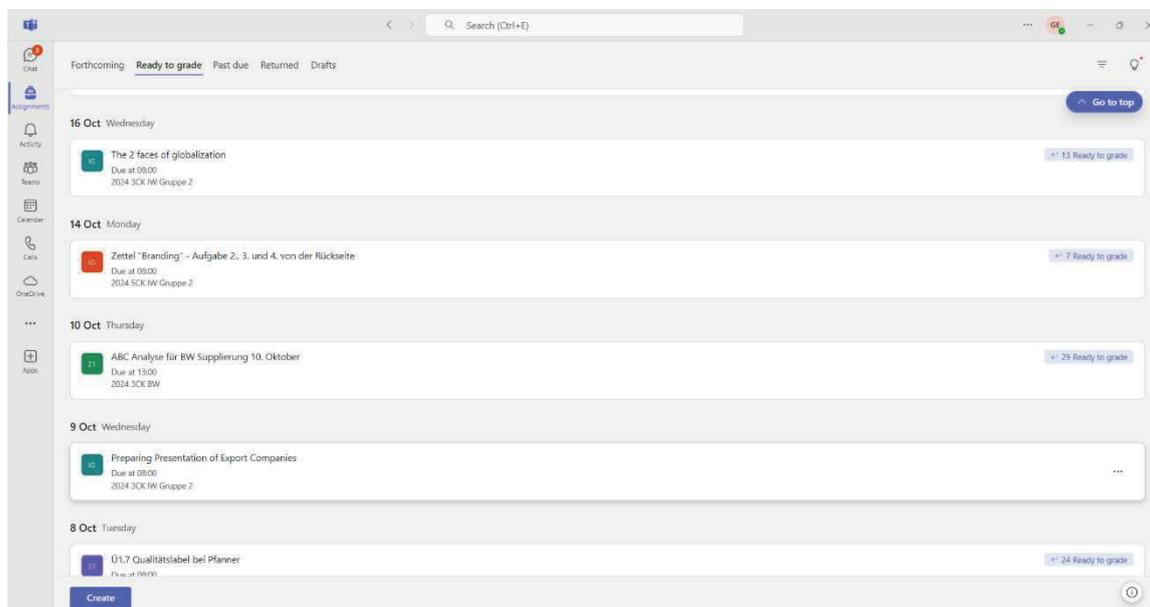
Schedule date ⓘ On

Due date ⓘ

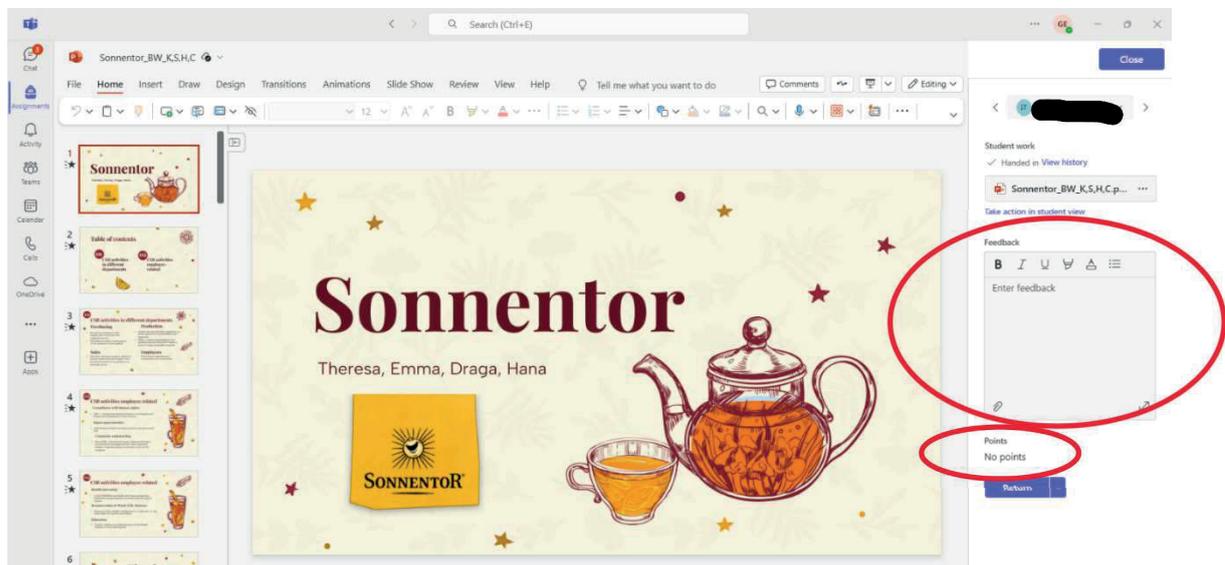
Close date ⓘ On

Assignment will be posted immediately and is due on Wednesday 13 November at 23:59.
Late hand-ins allowed until Friday 15 November at 23:59.

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:



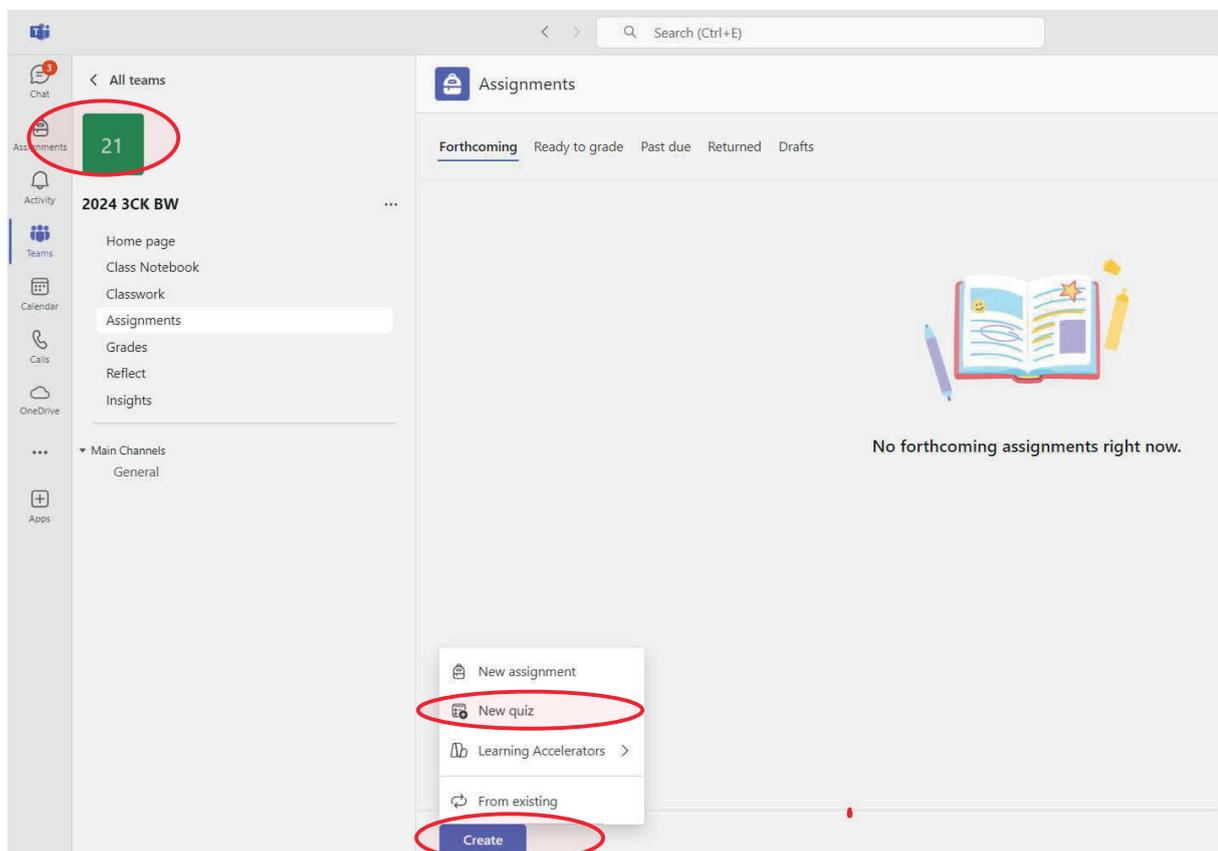
If students hand in a word, powerpoint or excel document at an assignment, teachers can use the corrections directly in the document to inform students about mistakes and the correct solutions. Then there is also the possibility to write feedback or grade the assignment. This can be done here:



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

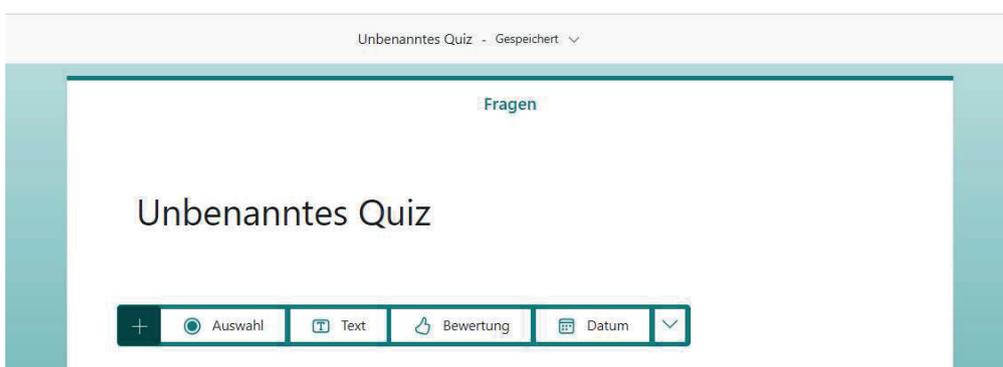
An online test can also be created at the tool “assignments”, but then you choose “New quiz”.



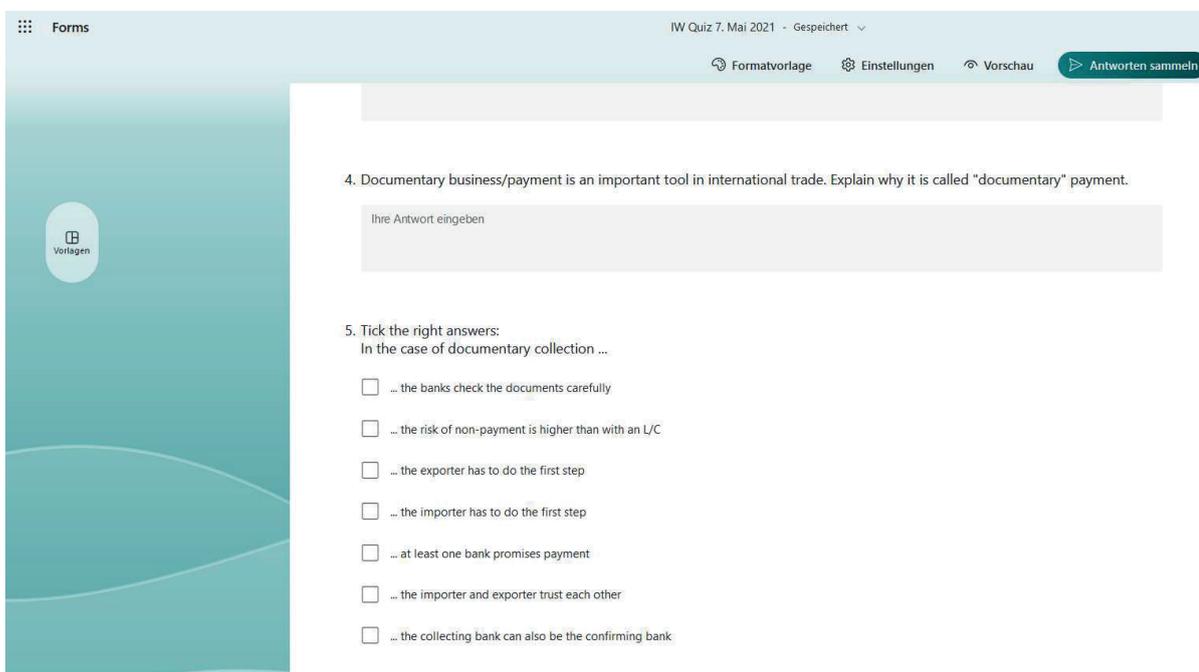
When you choose “New quiz”, you directly start to work with MS Forms, which looks like this in the beginning:



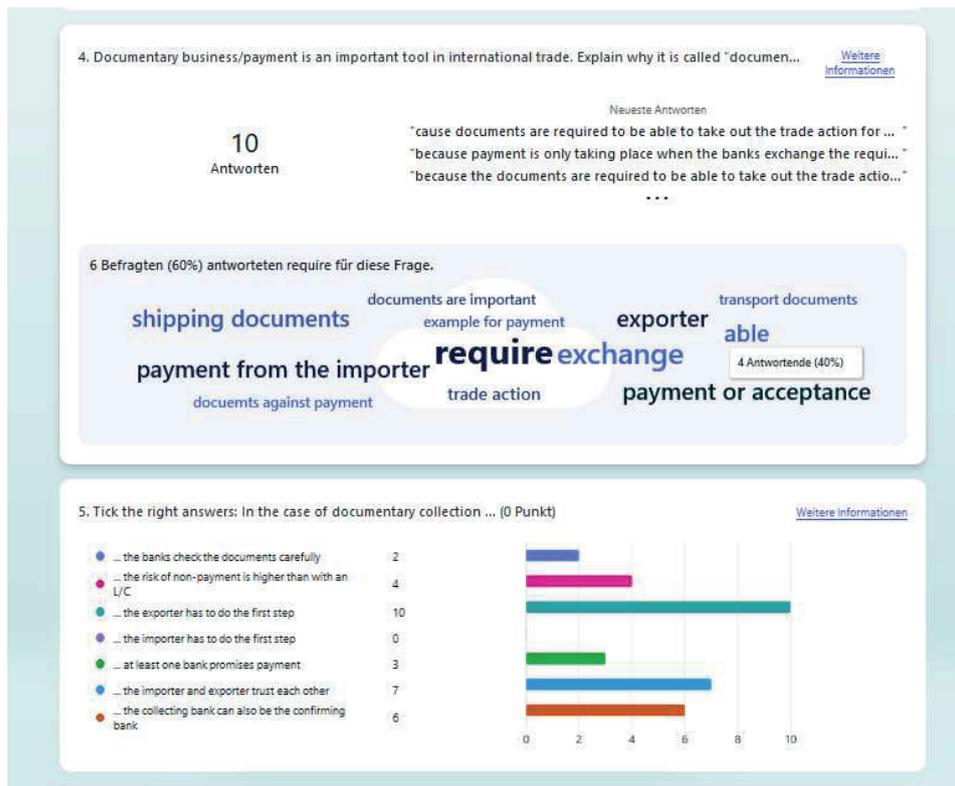
Then you start to type in the title of the quiz and add your questions. There are different types of answer possibilities like choice, text, assessment or date:



Questions in such a Forms quiz look like this:

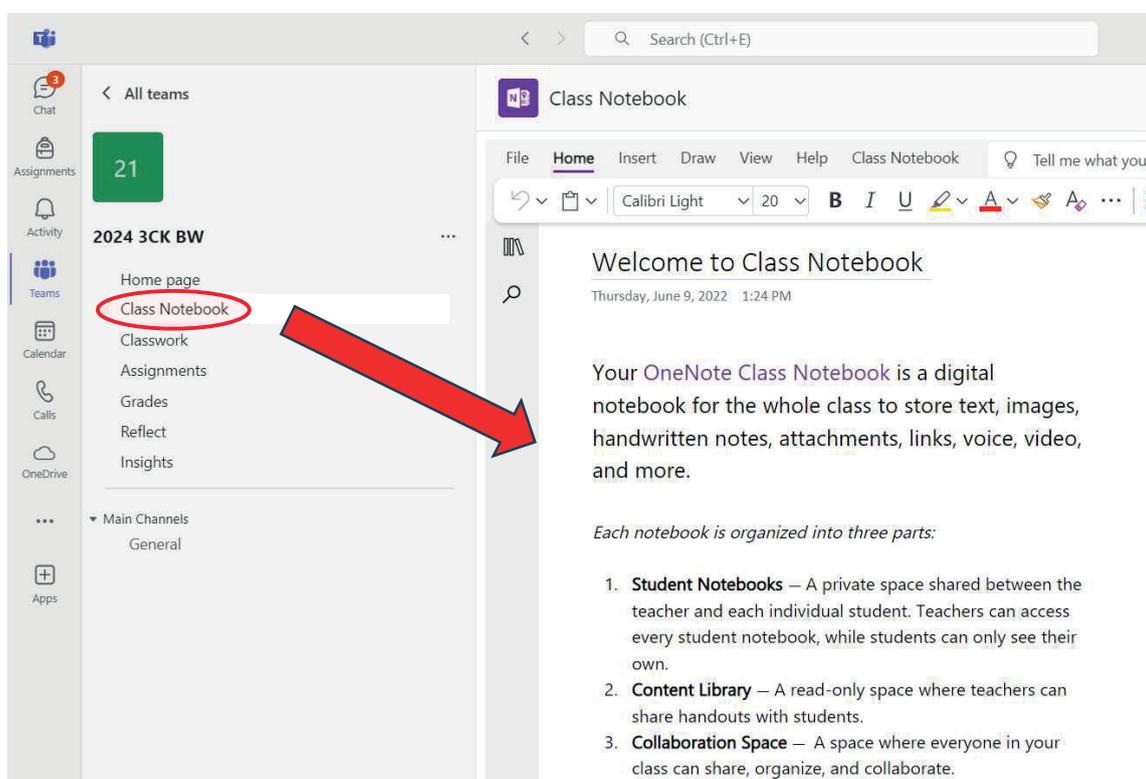


When students have handed in a quiz, teachers can see all results and answers and the quiz can also be marked directly in forms. Forms can also give an overview of the answers. When the task was to tick an answer from a choice or to assess something, Forms summarizes the answers also in graphs. On the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



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.

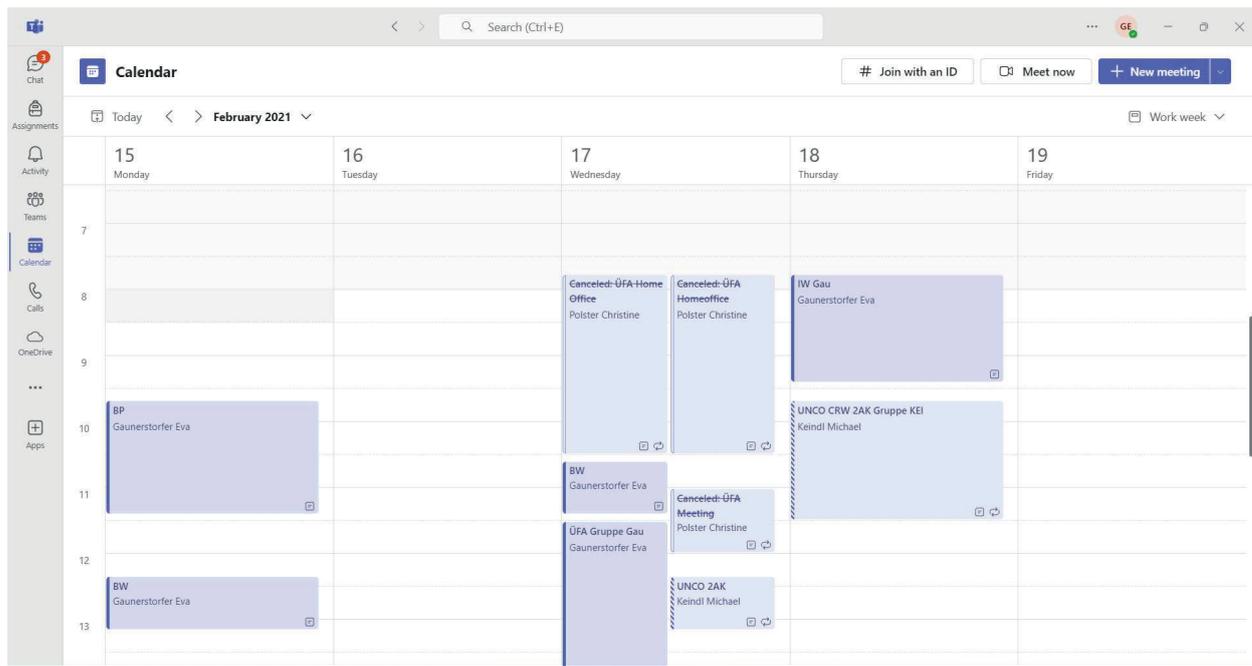


If teachers would like to save all their notes during the lesson, they can also do this in the class notebook. Then teachers don't write on the blackboard but in the library in the notebook on and use the projector to share their notes with the class. On the one hand this is a big advantage especially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

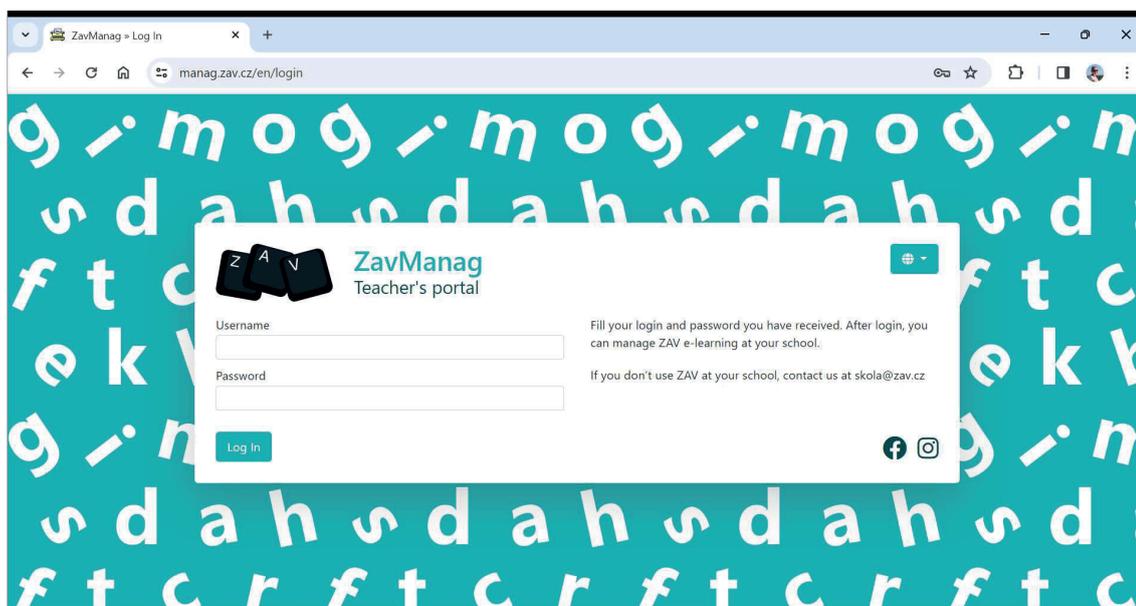
- The teacher registers at the address: <https://manag.zav.cz>
- Students register at the address: <https://student.zav.cz>

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:

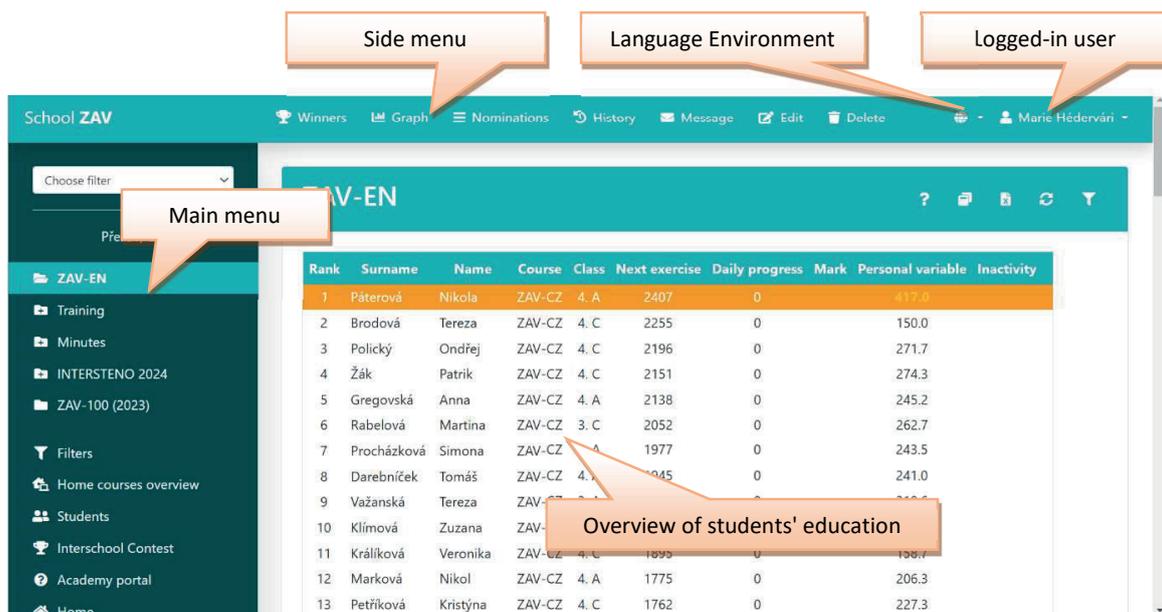
- create new students
- monitor the progress of students
- nominate students for grading or competition tasks

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



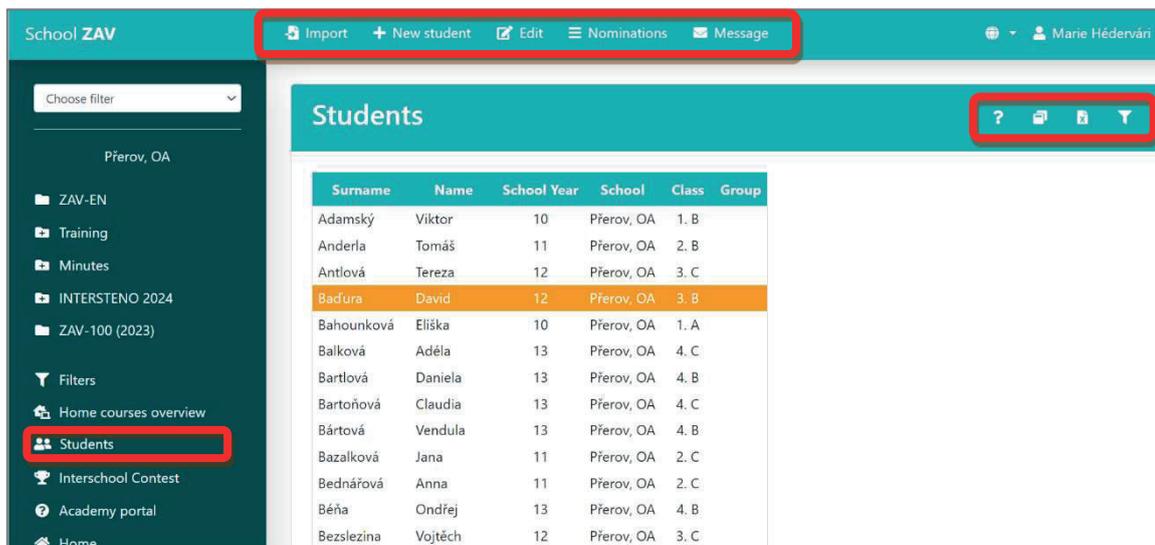
After logging in, there is a **main menu on the left**, which contains links to individual learning sets, e.g. School Writing Lessons (ZAV-EN), Training, Minutes, competitions, and also contains other options, such as Filters, Home Coursed, School courses activation, School, Students, Academy portal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



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 <https://student.zav.cz> 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.



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.

Save

Student School Contact Parameters Chybovník Messages

Name
Student

Surname
CZ 01

Language
EN

School Year
11

Username
student.cz01

Password
studentCZ01+

School
Smart IT Solutions in Voce

Class
CZ

Group

Is activated Club

Contact
Email
Phone

Teacher
CZ Teacher

Parameters
Personal variable
150.0

Exercises per day
3

Reaction time
0

Hide results

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.

School ZAV interface showing a list of students and their performance metrics for the ZAV-EN course. The 'ZAV-EN' menu item is highlighted in red.

Rank	Surname	Name	Course	Class	Next exercise	Daily progress	Mark	Personal variable	Inactivity
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	
3	Jandová	Rozálie	ZAV-CZ	1. C	1147	18	1.000	171.5	
4	Oyčáčíková	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	
6	Volf	Matyáš	ZAV-CZ	1. C	1050	18	1.000	178.8	
7	Štanclová	Natálie	ZAV-CZ	1. C	1022	16	1.000	150.0	
8	Petrushenkova	Marharita	ZAV-CZ	1. C	1019	9	1.000	150.0	
9	Nováková	Simona	ZAV-CZ	1. C	1014	4	1.000	150.0	
10	Matuskovičová	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.

Screenshot of the School ZAV interface showing a 'History' window for student Jakub Hradil. The window displays a table of records with columns for Record, Date, Exercise, and Result.

Record	Date	Exercise	Result
1369	4/3/2024 12:16 PM	1237	202,0
1368	4/3/2024 12:13 PM	1238	142,0
1367	4/3/2024 12:11 PM	1237	196,0
1366	4/3/2024 12:07 PM	1236	
1365	4/3/2024 12:06 PM	1235	0
1364	4/3/2024 12:05 PM	1235	1
1363	4/3/2024 12:03 PM	1235	1
1362	4/3/2024 12:01 PM	1232	
1361	4/3/2024 11:58 AM	1229	204,7
1360	4/3/2024 11:55 AM	1230	
1359	4/3/2024 11:53 AM	1230	196,3

ZAV
Report chyb

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. Podnikatelkě přitom stále 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 ekonomickým odlišnostmi hospodaření ekologického od zemědělství standardního.	X
Ekologičtí zemědělci používají méně chemických	

Jakub Hradil
Počet chyb:2
Počet hrubých úhozů:626
Počet čistých úhozů:606
Procento chyb:0,32
Čisté úhozy za minutu:202,0
Cvičení: 1237
Chrome 123.0.0.0 on Windows 10 64-bit
IP: 77.242.94.26
Vygenerováno: 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

+ New IP

Teacher CZ

Choose filter

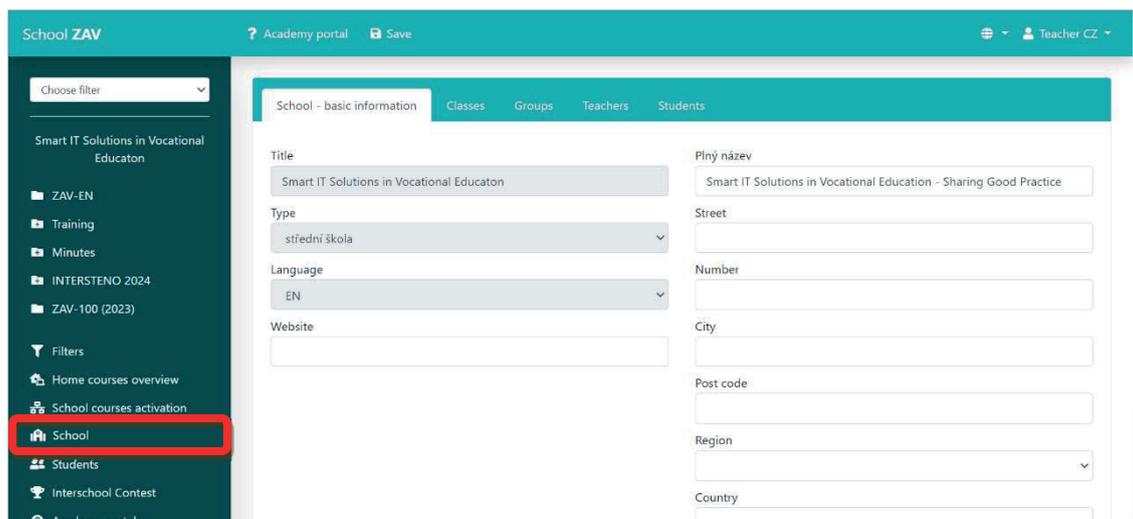
Smart IT Solutions in Vocational Education

- ZAV-EN
- Training
- Minutes
- INTERSTENO 2024
- ZAV-100 (2023)
- Filters
- Home courses overview
- School courses activation**
- School
- Students
- Interschool Contest
- Academy portal

School courses activation

IP	School	Description
77.242.90.155	Smart IT Solutions in Vocational Education	Přerov (home)
77.242.94.26	Smart IT Solutions in Vocational Education	Přerov (OA)

100 záznamů na stráně



2.4 Conducting introductory lessons

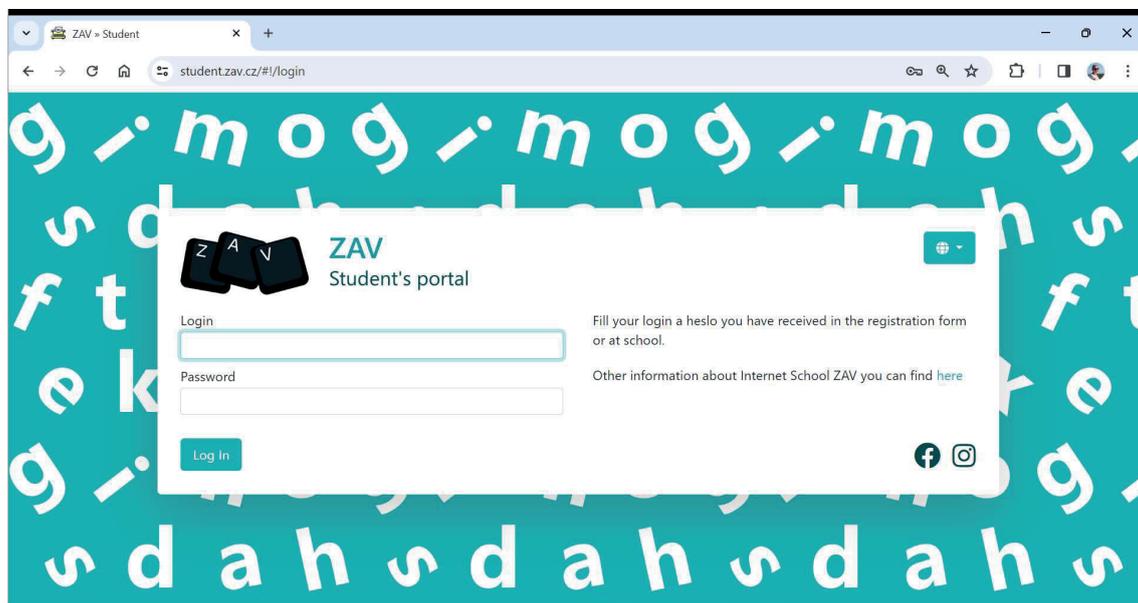
During the introductory lessons, the teacher introduces the students to the possibilities of programmed teaching and performs the first few exercises together with the students in order to avoid the most common mistakes. In the following lessons, the teacher supervises the progress of the students in 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.).

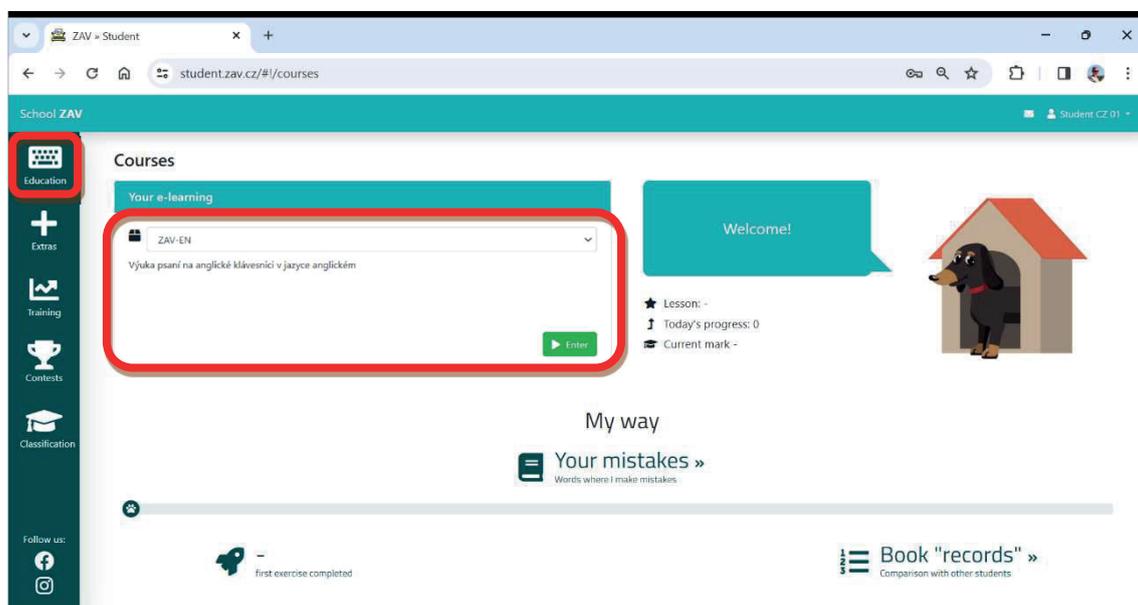
The teacher from the manag.zav.cz portal monitors the students' progress not only in class, but also during home schooling.

2.5 Student's portal

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



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*.



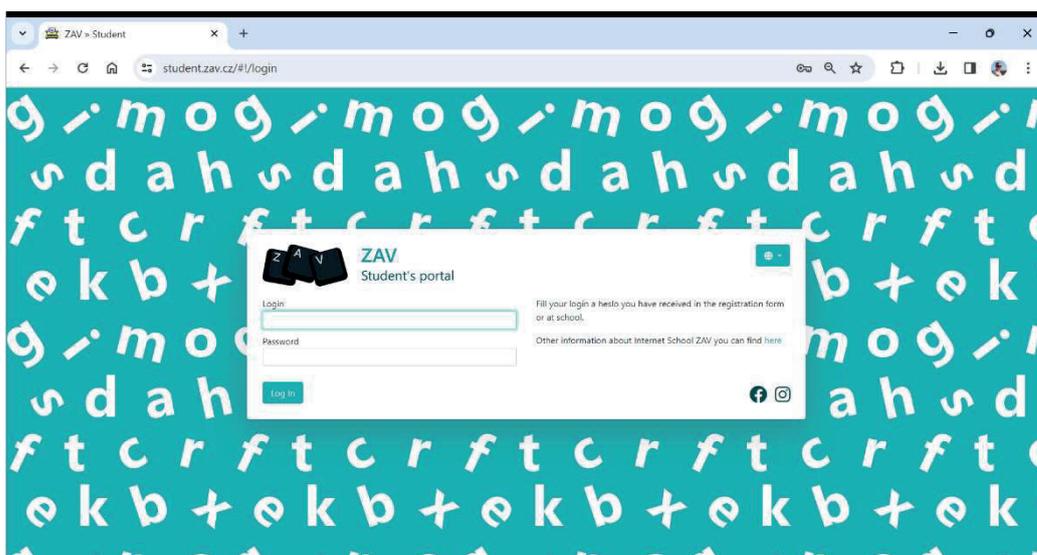
It is best to complete the introductory exercise with the whole class and explain in detail what is included in each exercise. Students must **carefully read the instructions** as they contain important information for completing the exercises. A common cause of failure is a lack of attention when reading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

3 USING ONLINE TOOLS IN LESSONS

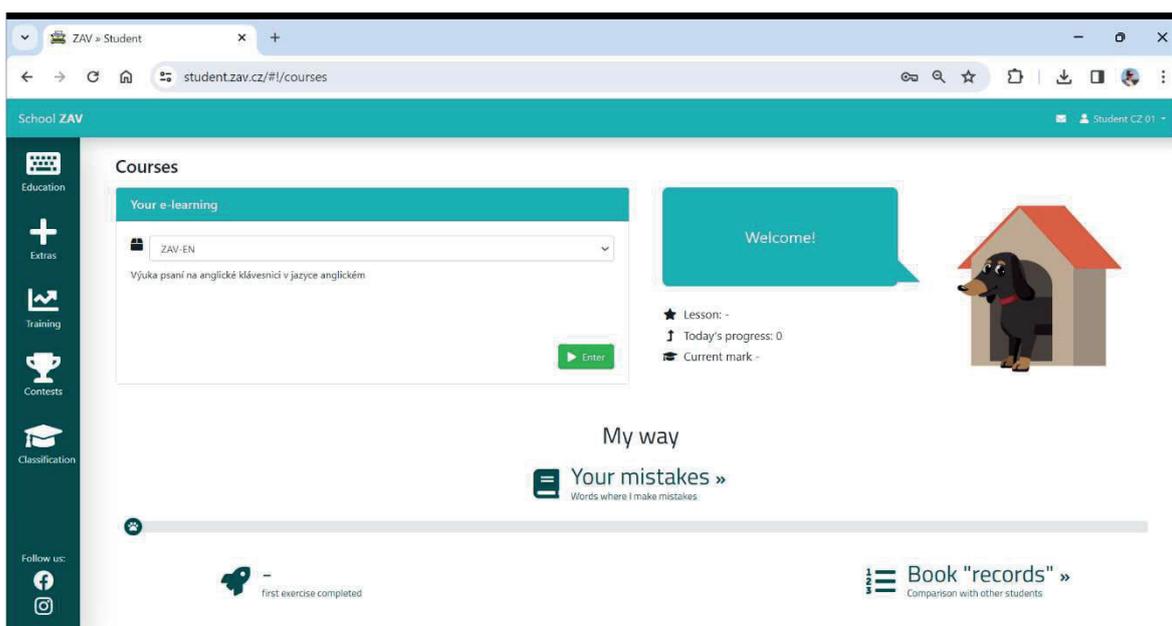
3.1 ZAV – Log in to Student's portal

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 website <https://student.zav.cz/> / <https://student.zav.cz> 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.

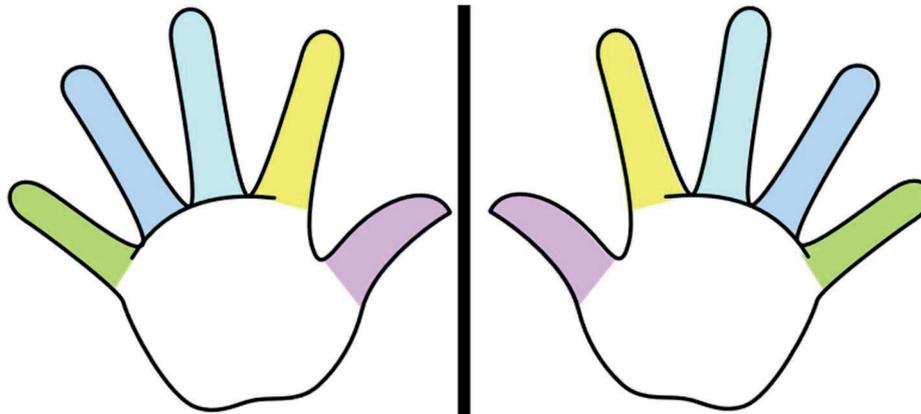
Place your hands on the keyboard so that your thumbs are loosely on the space key (the long key at the bottom) and the little, ring, middle and index fingers of your left hand are on the [A], [S], [D], [F] keys of the keyboard respectively. The keys [G] and [H] remain uncovered between the index fingers of both hands. Place the index, middle, ring and little finger of your right hand on the [J], [K], [L] and [;] keys. The keys [A], [S], [D], [F], [J], [K], [L] and [;] are known as the 'home keys'. 'a' is obtained with the left little finger. The remaining fingers of both hands should be kept on the keyboard not moving, when typing 'a' only the left little finger should move! After the letter 'a' has been typed five times, the larger type-face letter 'a' will flash on the screen. Type it correctly with your left little finger every time this happens.

Student CZ 01

Lesson: 1
 Today's progress: 0
 Current mark: -

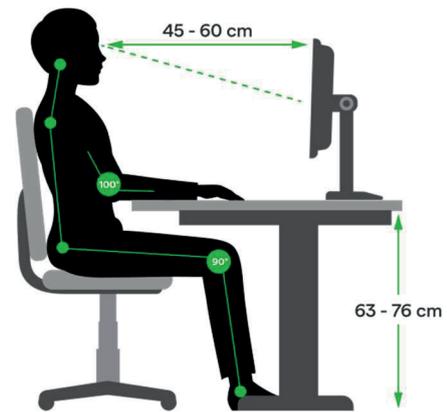
English keyboard layout and fingering

~	!	@	#	\$	%	^	&	*	()	-	=	Backspace
Tab	Q	W	E	R	T	Y	U	I	O	P	{	}	Enter
Caps Lock	A	S	D	F	G	H	J	K	L	:	"		
Shift	Z	X	C	V	B	N	M	<	>	?	/		Shift
Ctrl	Win Key	Alt	Spacebar					Alt	Win Key	Menu	Ctrl		



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 -

Confirmed result: 0.0

Attempts left: 25

This will require politically difficult decisions by European leaders, including bringing the Doha round to a conclusion. The strategic use of the European Union's varied tool-kit should also allow it to become a more effective promoter of democracy, the rule of law and human rights. A policy of conditionality that empowers democratic actors and discourages the abuse of power by authoritarian regimes must be used more wisely. This will require holding discussions with civil society partners, including associations of women and minorities, and not only government interlocutors; bottom-up interventions to bolster the rule of law around the world; and a more consistent approach to election monitoring. In the next two decades, this governance agenda must become multilateral to the

ZAV 00:00

|

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

studentzav.cz/#/course/145

Copy the text for 5 minutes. For every uncorrected mistake, 10 strokes are subtracted.

Student CZ 01

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 00:00

|

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:

