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1 HOW TO MAKE THE MOST OF AN E-LEARNING COURSE

1.1 SELF-STUDYING

In order to manage an e-learning course effectively, it is recommended that you set regular time aside for self-study in accordance with the principles described in this manual. This is a crucial step towards fully exploiting the advantages offered by e-learning, especially the possibility to adapt your timetable to your individual needs, to study at your own pace, and to consult your tutor about any problems from the comfort of your home or office.

1.2 ORGANISING YOUR TIME — THE KEY TO SUCCESS

The key to successful self-study is not how much time you spend studying, but how well you organise that time.

1.3 SETTING ASIDE TIME FOR STUDY EVERY DAY

Firstly, take a look at your timetable – not just your work or study timetable, but a timetable of all your activities. Try to set aside a minimum of 90–100 minutes for studying each day. If you can set aside more time some days, this will allow you to have free-time on other days as there will definitely be some days when you will not be able to study at all. On such days, however, it is still a good idea to study for at least 20 minutes.

After you have set aside a time for studying, you should determine in advance how to take full advantage of it. It is useless to waste your precious time thinking about what to do.

1.4 SETTING YOURSELF SHORT-TERM GOALS

Set yourself goals each week. It is essential to have clear goals. Do not forget that they have to be realistic and attainable. Put simply: short-term goals are integral steps towards achieving your final goal – learning a foreign language. Gradually, you will find out that it is meaningful to make a simple plan on how to easily reach this goal step-by-step. By setting weekly goals you will feel satisfaction and progress every time you reach them.

1.5 MAKING NOTES

If you want to manage self-study well, make notes about what you have done in order to better plan your next task. Make notes about everything that you found problematic or unclear – all the things that you intend to discuss with your tutor or other students. Last, but not least, have a dictionary on hand and note down key grammar references, as you would with any other form of studying. These may be maintained in paper or electronic form.
2 GETTING TO GRIPS WITH AN ONLINE COURSE

2.1 LOGGING IN

Start your web browser and type in the following address: http://ujop.itutor.cz/student. You can save the address in your ‘favourites’ folder.

Select the interface language of the learning management system. Czech, English, Slovak and Russian\(^1\) are available\(^2\).

Fill in your assigned user ID in the text box labelled ‘Identifikace’ (Identification) and enter your assigned password below. Click the button ‘Přihlásit’ (Log in).

\(^1\) After you log in, you can change the interface language on the start page that displays after logging-in or can be reached by clicking the icon \(\text{🏠}\) in the main menu \(\text{≡}\).

\(^2\) Other languages of instruction (such as French, Spanish etc.) can be used in courses and user’s guides. Tutors and technical support communicate in Czech and English. Translation tools such as Google Translate can be used to translate the messages.
2.2 START PAGE – HOME

The start page (Home) contains the most important links that help you to control the iTutor system effectively.

The main menu contains the most important links: ‘Moje kurzy’ (My Courses) link, ‘i-Mail’ link to an e-mail client (see 2.12), ‘Diskuse’ (Discussions) link to discussion forums (see 2.13), ‘Moji kolegové’ (My Colleagues) link to a list of the study group members (see 2.14), a configuration link (‘Přizpůsobit’ – Personalize), a link to the home page and ‘Vyhledávání’ (Searching) link to the search box.

In the main part of the page, there are the most important sections in which you can get a quick overview, start or continue studying easily.

The ‘OZNÁMENÍ’ (NOTICE) section displays the current notifications sent by the system administrator. These notifications mostly refer to system shutdowns, updates, and other operational issues that affect study of the courses.

In the ‘UDÁLOSTI’ (EVENTS) section, the system event notifications are displayed, e.g. if the tutor sends you a message, corrects your homework, etc.

The ‘KURZY NAPOSLEDY SPUŠTĚNÉ’ (MOST RECENTLY LAUNCHED COURSES) section offers a quick link to the courses that you have studied most recently.

In the ‘KURZY KE STUDIU’ (COURSES TO BE STUDIED) section, you can find all the courses that you have not completed yet.
To begin studying, select the required course in the ‘KURZY KE STUDIU’ (COURSES TO BE STUDIED) section or in the ‘KURZY NAPOSLEDY SPŮSTĚNÉ’ (THE MOST RECENTLY LAUNCHED COURSES) section. You will be taken to a page containing a list of lessons in the selected course (see 2.4).

For an overview of all courses with filtering options, click the ‘Moje kurzy’ (My Courses) in the main menu.

After you finish studying, you should always sign out of the study system by clicking on the icon in the main menu.

**WARNING:** If you don’t initiate any activity within the system for a period longer than 20 minutes, the system will automatically log you out for security reasons.

### 2.3 Configuring User Parameters

User parameters configuration is available from the main menu by clicking on the icon.

The first time you log in to the system, the user parameters are set by the course administrator – primarily these details consist of the user’s name and surname in the same format as entered by the user in the online application form on the CDE website, a standard user ID and a password and also an email address. All parameters, except your user ID, password, name and surname can be changed. In addition to these parameters, it is also possible to enter the user’s academic titles, other user’s personal information and to select the default language for the system.

It is also possible to choose which of this data will be accessible to other users. Tick the data you want to make public. You can also set up the start-up area (the page that appears after you log in to the system) or the basic view after clicking on ‘Moje kurzy’ (My Courses) item from the main menu or on the start page.

You can also upload a photo to your profile – after clicking on the photo frame, a window, in which you can select a photo file, will open. The maximum photo size is 50 kB. To remove the photo, click on the cross next to the frame. If you want to change the photo, you must first delete the current one.

After setting up new data, you need to click the ‘Uložit’ (Save) button. Press the ‘Výchozí’ (Default) button to select the default system settings.

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3 In the basic overview, it is possible to view selected courses according to their status (filtered) – ‘Ke studiu’ (To be studied), ‘Vše’ (All), ‘Na posledy spuštěně’ (Most recently launched), ‘Oblíbené’ (Favourite), ‘Neplatné’ (Invalid), ‘Platné’ (Valid). An invalid course is unfinished, a valid course is successfully finished. Courses can also be sorted alphabetically.
2.4 OPENING AND CLOSING LESSONS

After selecting the course you wish to study (see section 2.1) a new page will open, on which you will find a list of lessons displayed as cards.

From this list, choose either the user’s guide, grammar book (if applicable), dictionary, or the lesson which you want to study. If you want to launch the lesson immediately, click on (‘Spustit’ – Launch). If you want to display the lesson details first, click on its title (e.g. ‘Lekce 01’).

This opens a page with the title of the lesson, its description (topic and grammar) and your study history. You can choose to start studying the lesson. A separate window opens. This window is divided into two parts: the main window and the control panel located on the right (see chapter 2.7).

There are two options how to finish and close the launched lesson:

a) By clicking on the cross in the upper right hand corner of the active window in which the lesson is displayed, you can save your study results and close this window.

b) By clicking on the red cross in the upper right hand corner of the active window in which the lesson is displayed, the lesson status is checked. If the conditions for completing the lesson are not fulfilled (see 2.5.1), the following warning will be displayed.

By pressing the ‘Ukončit lekci’ (Terminate the lesson) button, your study results will be saved and the window in which the lesson is displayed, will be closed. By pressing the ‘Přejít na první nedokončenou stránku’ (Go...
the first unfinished page) button, the first unfinished page in the lesson contents will open. By pressing the ‘Zůstat na aktuální stránce’ (Stay on the current page) button, the dialogue box will close and the page from which the dialogue box was launched, will open.

After finishing studying you should always sign out of the study system by clicking the icon in the main menu.

WARNING: If you don’t initiate any activity within the system for a period longer than 20 minutes, the system will automatically log you out for security reasons.

2.5 ATTAINMENT STATISTICS

2.5.1 LESSON STATISTICS

A lesson can have one of several statuses: 
nespuštěna (not attempted, the lesson hasn’t yet been opened),
edokončena (incomplete, the lesson has been opened, some exercises might have been completed, but not all assessed pages have been opened),
neúspěšně dokončena (failed, all assessed pages have been opened, but were not successfully completed),
úspěšně dokončena (passed, all assessed pages have been successfully completed).

All pages which contain exercises are assessed.

An assessed page is successfully completed, if you successfully complete 60% of the items on the page (watch out for pages where there are only a few items – e.g. on a page where there are only two items, you must complete both items, because completing one item only represents 50%). Afterwards, the page will be saved to the database as successfully completed, regardless of the success percentage (ranging from 60% to 100%) achieved. If even one assessed page is not successfully completed, your score will be 0%.

Lesson scores are calculated as the proportion of successfully completed assessed pages to the total number of assessed pages. You must always successfully complete all assessed pages (i.e. you must always pass 100% of assessed pages).

There is no limit on the number of times you can access a lesson.

The system is set up to remember the highest score achieved. If you achieve a lower score next time you access the lesson, the status of the lesson will not be affected.

2.5.2 COURSE STATISTICS

If you click on the title of the course, a detailed course information page is displayed.

At the top of the screen, the course title, status, description, and a list of lessons displayed as cards are available.

If the course is successfully completed (i.e. after all lessons have been successfully completed), the course is marked as completed, otherwise the course is marked as incomplete – this information also appears in the lesson statistics (see 2.5.1).
Below the list of lessons, you can find detailed course information and statistics detailing your success in the course as a whole:

- **celkem lekcí (lesson total):** total number of lessons (including lessons containing grammar books, dictionaries and manuals, for example, which are not assessed – for these to be successfully completed, you just need to open them) of which:
  - z toho spuštěno (attempted): number of lessons, which you have already opened
  - úspěšně dokončeno (passed): number of lessons, which you have successfully completed (see chapter 2.5.1)
  - nedokončeno (incomplete): number of lessons, which you haven’t completed yet
  - neúspěšně dokončeno (failed): number of lessons, which you have unsuccessfully completed (you have opened all assessed pages, however you have not fulfilled the conditions for completing them successfully)

The button titled ‘Reporty’ (Reports) enables you to view a list of lessons in the course and their statistics (see chapter 2.6).

By clicking on the button titled ‘Přidat k oblíbeným’ (Add to Favourites), you can save the course to your favourites. You can then display your list of favourite courses using a filter, in the overview of your courses (see chapter 2.1).

The button titled ‘Přílohy’ (Attachments) will display a list of all attachments in a new window, which might have been attached to the course by the administrator or tutor.

### 2.6 Lessons and Progress Tests – Displaying User Interactions

In addition to displaying the correct answers in the lessons themselves using the self-check icons (see chapter 2.7.1), there is also the option to display a list of all your correct answers, together with the score you achieved, when you close a lesson or a Progress Test.

![Výběr reportu](image)

This can be done by clicking on the button titled ‘Reporty’ (Reports) which is located on the same page as the statistical data for the lesson. When you click on the button, a sub-window will open, displaying a menu of different ways to view the interactions you have performed in the system.
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- **‘Interakce’** – interactions (actions you have performed in the system) listed according to the order in which they were initiated – i.e. according to what has been done (which pages and exercises) during particular sessions.
- **‘Interakce detail’** – interactions listed according to the pages of the individual lessons – i.e. according to how each page of the lesson was completed during individual sessions.

Once you have selected one of these options, select how you wish to display the information.

- **‘Zobrazit’** (Display) – interactions will be displayed as a list directly in a new window.
- **‘Tisk’** (Print) – interactions will be displayed as a list directly in a new window and a print dialogue box will display.
- **‘Export PDF’** – interactions will be saved into a PDF file, a download dialogue box will display or the file will open in a new bookmark (in a new window).
- **‘Export XLS’** – offers the possibility of opening or downloading the list of interactions as a file in the spreadsheet editor Microsoft® Excel.
- **‘Zavřít’** (Close) – the ‘Výběr reportu’ (Report Selection) dialogue box will close.

If the student’s answer is correct, only the student’s correct answer will appear in the column of correct answers, with no reference to whether other appropriate answers exist. The correct answer is highlighted in green colour. If the student’s answer is incorrect however, all possible correct answers will appear in the report, separated by a semi-colon. This function is particularly useful after completing a Progress Test where it is not possible to view any correct answers at all. In this way you, if you fail the test, can concentrate just on the mistakes with your tutor and request a new session.

### 2.7 How to Use the Lessons and Progress Tests

#### 2.7.1 Main Window

In the main window of the lesson, three types of exercises are available:

- **Making selections by clicking the mouse, filling in information using the keyboard or dragging and dropping correct answers into gaps** (see chapter 2.9) – always follow the instructions provided; you can check whether your answer is correct by clicking on the icon ✓ (when doing a gap-filling exercise, you should only use this tool once you have completed the entire exercise). Clicking on the icon ✗, displays the correct answers in those gaps or selections where there is an incorrect or missing answer. In gaps or selections where there are correct answers, nothing is displayed when you click on this icon, making the checking process much easier. (The only exception being ‘Progress Tests’, which are designed to test your knowledge (see chapter 2.10).

#### 2.7.1.1 Vocabulary

At the start of each lesson, there may be a drill for new vocabulary, with the aid of pictures and recordings, which relate to the following exercises. Courses at higher proficiency levels start with exercises straightaway.

#### 2.7.1.2 Grammar

In this section, grammar points are clearly presented in tables (including recordings) and are alternated with exercises which practise the grammar point presented.

If applicable, you can also select the ‘Gramatická kniha’ (Grammar Book) from the start menu, if you want to supplement the grammar points presented with more detailed explanations.
2.7.3 LISTENING

Recordings, which you can play by clicking on the icon, always contain information, for which the following exercise will test your comprehension. By clicking on the icon while the recording is playing, the recording will be paused. When the listening exercise is paused, clicking on the icon a second time will cause the recording to resume.

Unless your task is to fill in the gaps of a recorded text or presentation itself, you can view the transcript (see chapter 2.7.4) located either at the end of the list of exercises in the listening section or at the end of the lesson contents. It is recommended that you only read the transcript after completing the exercise (as you would in a printed textbook).

Some exercises may follow, which are designed to practise grammar points that feature in the given lesson and which correspond to the topic of the listening exercise.

2.7.4 TRANSCRIPTS

This section contains transcripts of all recordings which don’t have an accompanying text in the exercise where they appear earlier in the lesson.

You can use these transcripts to clarify, verify or check what was actually said in the recording. It is helpful to listen to the recording again and read the words of the text at the same time. The titles of individual pages consist of the names of the sections, exercises and pages where the recording or exercise appears within the lesson: e.g. Po – Strana 01 = transcription of a recording from page 01 in the Listening section (SZ – Slovní zásoba = Vocabulary; GR – Gramatika = Grammar; PO – Poslech = Listening).

There are no exercises to complete (the transcripts are not interactive) – just listen to the recordings and read the text of the recording at the same time.
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2.7.1.5 **READING**

This is a reading comprehension exercise. First of all, a text is presented, including presentation of grammar points, followed by related exercises to verify whether or not the information in the text was correctly understood.

2.7.1.6 **WRITING**

Enter text in the textbox in accordance with the instructions. The maximum number of characters, including spaces, which you can use, is 1500. The text is automatically sent to your tutor who checks it, corrects your mistakes, and sends it back as an attachment in a message sent via the iTutor email client (see chapter 2.12).

2.7.1.7 **DICTIONARY**

The dictionary contains words with recordings, which can be played in the same way as the recordings in the ‘Poslech’ (Listening) section (see chapter 2.7.1.3), as well as basic grammatical information, and translations into other world languages.

At higher proficiency levels, the vocabulary from the preceding proficiency level is summarised in the overview index at the end of the lesson (just as in the dictionary containing vocabulary from the whole course – see chapter 2.8).

2.7.2 **CONTROL PANEL**

The control panel contains three parts: the upper control bar, the main section and the lower section.

2.7.2.1 **UPPER CONTROL BAR**

The upper control bar contains 3 icons: 'Tisk stránky' (Print this page), which is used to print the currently displayed page of the lesson, ‘Ukončit lekci’ (End this lesson), which is used to close the lesson window and the icon used to hide the control panel.

2.7.2.2 **MAIN SECTION**

In the main part of the control panel window, you can choose which skill you would like to work on (Grammar, Vocabulary, Reading, Listening, Writing) and which exercises you want to complete in this skill area, by clicking on the relevant page of the ‘textbook’ (e.g. 'Strana 01'). Always wait until the whole page has downloaded.

If you successfully complete an assessed page (i.e. you fulfil all tasks with the required percentage of success – see chapter 2.5.1), the colour of the page icon will change to green. For non-assessed pages, the colour will change to green simply after the page has been opened. If the page is not completed successfully, the colour of the icon will change to red after leaving the page. Thus you have an overview of which pages you have already successfully completed.
2.8 DICTIONARY – VOCABULARY FOR THE ENTIRE COURSE

This dictionary is listed under the course contents as a separate lesson. It contains all of the vocabulary for the entire course.

You can enter the word or a part of it (always the first string of characters) in the blank text box and click on ‘Hledat’ (Search). All entries for the word or its part will be displayed: Entries in Czech are listed in the first column, translations to the foreign language in the second. The third column shows the numbers of the lessons where the word appears.

2.9 EXERCISES

The following types of exercises are used:

2.9.1 TRUE – FALSE

Choose from two options – usually a response to a yes/no question or deciding whether a given fact is true or false. a Single Choice type of exercise might be used – select one of two options (see chapter 2.9.3), for which, in most cases, you can use the hidden hints below the icon (see chapter 2.9.9), or Multiple Choice – select one or more correct options from a series of items listed below one another (see chapter 2.9.4) – there might be hints available for these exercises too.
2.9.2 Drag and Drop

Gap-filling by dragging options from a box and dropping them into the gaps in the text. Simply click and hold down the left mouse button on the chosen option and move it (by moving the mouse) into the gap where you think the word belongs.

2.9.3 Single Choice

Choose from a number of options, such as answering a question or deciding which word or phrase should be inserted into a given sentence – there is only one correct option. You can recognise this type of choice by the round shape of the buttons next to the individual options. You must check your answer for each question individually.

2.9.4 Multiple Choice

Choose from a number of options, such as answering a question or deciding which word or phrase should be inserted into a given sentence – there can be several correct options. You can identify this type of exercise in the task assignment or from the square shape of the buttons next to individual options. You can check your answer either for each question individually, or you can use the list of items on the left hand side, on the right of which there are columns for the answers to these exercises, from which you can select the correct options – moving in a horizontal direction (in rows). In such a case, you can only check whether the answers are correct after you have completed the whole exercise, i.e. after you have selected all correct options in the individual rows. There is an icon for checking answers (see chapter 2.7.1) for each individual column. Warning – it may also be the case that no answer is correct! If this is the case, leave the items in the exercise unmarked.

2.9.5 Matching Items

Matching items from two lists. Usually, the task involves inserting a number or letter representing an item from one list into a second list. In this case you fill it in like a Gap Filling exercise (see chapter 2.9.6), a type of exercise called Jumbled Items may also be used (see chapter 2.9.7), where you match a second list of words, pictures or recordings to a given list of items, by organising them into the correct sequence, so that they correspond to the sequence of items in the original list.

2.9.6 Gap Filling

Filling in gaps in the text with writing – e.g. correct form of the verb given in brackets – there can be more than one correct option. When filling in the gaps, always make sure that if you fill in two words, you leave only one space between words. Move between the gaps by clicking the left mouse button. If you have to fill in words with Czech diacritic symbols, do not forget to install the Czech keyboard on your computer! For further information see chapter 2.13.

2.9.7 Jumbled Items

Arranging items, whose logical sequence is mixed up, into the correct order (e.g. creating a conversation from given sentences, creating sentences from given words or matching one item to another – e.g. to a word, sentence, picture or recording). You can move the items using the icon with the arrows, by clicking on the icon next to the item that you want to move, which will move that item one place higher. Continue in this way until the item gradually reaches the correct position.
2.9.8 **OPEN ANSWER**

Short answer to an open question – usually there is only one correct answer. Always make sure that you leave only one space between words when filling in the answer. If you have to fill in words with Czech diacritic symbols, don’t forget to install the Czech keyboard on your computer! For further information see chapter 2.13.

2.9.9 **ICONS, BUTTONS AND VIDEO RECORDINGS**

Click or hover the arrow above this icon for additional information, comments, hints, instructions or explanations to be displayed.

Some exercises are longer and are spread over several sub-pages, it is possible to move between them by pressing the tabs located in the lower part of the window.

Click or hover the arrow above this button (different captions may be used) to open links with supplementary information, comments, instructions or explanations. These will be displayed either directly in the main window of the lesson (see chapter 2.7.2.2), or in a newly opened window. The button may also be used to move between sub-pages (then, as a rule, the number of individual pages will be displayed on the button) or between several items displayed individually, e.g. pictures (in which case the numbers or letters of these items are displayed on the button).

Translations of the instructions and other pieces of information can be displayed by clicking on the icon of the desired language. The displayed info box containing the translation can be closed by clicking on this box. If you choose a different language while the info box is displayed, only the contents of the info box will change. This applies even if more info boxes with translations are open. If more info boxes are open simultaneously, it is necessary to click on each info box separately or to move to another page (subpage) to close them.

Video recordings can be launched by clicking on the field where a video recording is located. A repeated click stops the video recording. Use the displayed control bar to control the video recording and its volume.

2.10 **PROGRESS TEST**

There is a progress test after every third lesson. This tests your knowledge of grammar from the previous three lessons. If you wish to continue to the next part of the course, you must successfully pass the test with at least 75% on each page completed (see chapter 2.5.1 for an explanation of how the percentage score is calculated). If you fail the test, display the correct answers by viewing the results (see chapter 2.6), because icons which display the correct answers are not available in the progress test, for testing purposes. If necessary, you can discuss your mistakes with your tutor, who will also relaunch the test for you. If your tutor assistance has expired, you must ask technical support to restart the test, or to set it to ‘passed’ (in which case you will be unable to check your mistakes).

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7 Video controls on the control bar may vary depending on the web browser and operating system you are using.
2.11 WORKING WITH TEXTS

It is possible to copy texts which are not contained within exercises – select a line or block of text to copy and then press Ctrl and C at the same time. The text is copied and can be inserted into your text editor by simultaneously pressing Ctrl and V. We recommended that you print the text as it is much easier to study from hard copies, but remember that all materials used in the course are copyrighted and are the property of the Institute for Language and Preparatory Studies. Selling, editing, distributing, or copying the materials in any other way is strictly prohibited, except for personal use while studying on this course.

Exercises may not be copied in any circumstances, due to copyright.

2.12 COMMUNICATION WITH YOUR TUTOR, OTHER STUDENTS AND TECHNICAL SUPPORT

1. In the main menu equiv, select the option ‘i-Mail’.

2. On the left, select the name of your tutor or on the technical support.

3. In the middle of the screen, you have three boxes to choose from; these look similar to email inboxes: ‘Všechny’ (All), ‘Přijaté’ (Received), ‘Odeslané’ (Sent). There is a corresponding list of messages below.
4. The following icons and selections are available: ‘Zobrazení zprávy’ (View Message), ‘Odpověď na vybranou zprávu’ (Reply to Selected Message), ‘Nová zpráva vybranému uživateli’ (New Message to Selected User), ‘Obnovit seznam zpráv’ (Refresh List of Messages), ‘Smazání zprávy’ (Delete Message).

5. Select a message from the list by clicking on it and then carry out the desired task by clicking on one of the icons shown above.

6. When contacting technical support, always supply the information given in the introductory message, which you received from the course administrator.

7. Here you can also add other users of the iTutor system to your communications, who are neither your lecturer nor classmate and who are therefore not visible to you in the list of users. To do this, use the icon located under the trash can. Upon clicking on the icon, a new window will open where you can enter the user ID which you wish to add to the communication. For the user ID you should ask the user you wish to add to the communication – in sharing their ID the user approves their addition to the communication. To select a user and send a request, you can use the discussion forum (see section 2.13). If you do not want the forum to publish your contact information, you can request contact through your lecturer as a mediator. Upon adding a user, their name will appear in the full list of users you can communicate with.

8. Underneath the icon for adding new users is the icon for removing a user from the communication. This will happen if you click on this icon at a time when one of the messages from that user is selected in the window on the right. The user then disappears from the list of users.

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*If ‘message sent’ notification does not appear after a new message has been sent, the message has not been sent. Try to send the message once more. If the sending fails again, contact the technical support.*
2.13 PARTICIPATING IN DISCUSSIONS

1. In the main menu , select the option ‘Diskuse’ (Discussions).

2. A window of posts will open. In the upper part of the window is the title of the discussion, a description of the discussion and information about whether it is moderated – all discussions are moderated by your tutor. In the drop-down menu you can also select the option to display the discussions according to various criteria: všechny (all), nové za x dní (new for the past x days), and you can also search for a discussion according to content – after selecting the option ‘contains’, a field will open, where you can enter the text you are searching for and click on icon.

3. Above the displayed posts, you can start a new topic – enter the subject of the discussion and a description of it – you can format the colour and font of the text just like in a word processor, you can also attach an attachment (click on the button ‘Procházet’ (Browse), choose a file in your device and then press the button ‘Uložit’ (Save)).

   WARNING:
   
   o your new topic will only become visible to other users after the moderator has published it (your tutor); until this point, only you will be able to see your topic amongst the other topics
   o if you want to delete the topic that you have already created, you must ask the moderator (your tutor) to do this for you

4. If you want to open an existing discussion, click on its title:

   a. In the upper part of the window, there is the title of the discussion, beneath which you can select one of the options from the drop-down menu, depending on whether you want to display all posts, new posts from the past x days, or search for a post according to the text it contains (after selecting this option, a field will appear where you can enter the text you are searching for and then click on the icon ).
b. You can return to the list of topics by clicking on the item ‘Zpět na témata’ (Back to Topics), or ‘Založit nové téma’ (New Topic, see point 3), or ‘Vytvořit nový příspěvek’ (New Post) – you can also format the colour and font of the text, as well as attach an attachment (press the button ‘Procházet’ (Browse), choose a file in your device and then press the button ‘Uložit’ (Save)).

c. Another option is to answer an existing post – click on the option ‘Odpovědět’ (Reply) below the post – you can format the colour and font of the text and you can also attach an attachment (see point b.).

WARNING:
- your new post or answer will only become visible to other users after the moderator has published them (your tutor); until this point, only you will be able to see your post amongst the other posts
- if you want to delete a post or answer that you have already posted, you must ask the moderator (your tutor) to do this for you

The moderator of a discussion has the authority to remove, without prior warning, any posts which are unsuitable – in form (primarily if they are not written in Czech) and in content.

2.14 MY COLLEAGUES

By selecting the item ‘Moji Kolegové’ (My Colleagues) in the main menu, you can display information about study groups which you are a member of.

In the left part of the screen, a tree of groups will open; this can be sequentially expanded by clicking on the icon: all users are members of the basic group and organisational structure; therefore, in this section you can see all groups with which you can communicate. As a rule, this is just your study group.

1. You can send email messages to the whole group: upon clicking on the group name and then ‘Poslat e-mail’ (Send an E-mail) button, a new window will open, in which you can enter the subject and content of the message.
2. Within your study group you can see your tutor, your colleagues and technical support. By clicking on the given person, you can select a card on the right hand side of the screen, with the information that you want to display:
   - User properties: basic information about the user that he/she tutors.
   - Messages: proceed according to the description given in chapter 2.12.
3. In the list in the left part of the screen, beneath the name of the tutor and technical support assistant you can find discussions aimed at your study group, as well as a discussion called ‘Frequently Asked Questions’ (FAQ), where you can find answers to questions frequently asked by users. Participation in discussions is described in chapter 2.13.

2.15 SEARCH

To search for information in the iTutor system, you should use the search field and button (‘Vyhledat’ – Search) button located in the upper section of the start page or the item ‘Vyhledávání’ (Search) in the main menu. Enter a key word or a part-word related to the search item into the form field which appears after being selected from the main menu. Upon clicking on , all pieces of information containing the key word, will be displayed.
2.16 **CZECH KEYBOARD**

If you have to fill in words with Czech diacritic symbols, do not forget to **install the Czech keyboard on your computer!**

Letters ď, ţ, ň and ó cannot be found on the Czech keyboard. To type them you must:

**For ď, ţ, ň:**
Hold down ‘Shift’ and press the key directly to the left of ‘Backspace’. Then press the letters d, t, or n.

**For ó:**
Press the key directly to the left of ‘Backspace’ and then press the letter o.

Capital letters can be written as follows:

**For Ď, Ť, Ň:**
Hold down ‘Shift’, press the key directly to the left of ‘Backspace’, and then the letters D, T or N (keep the ‘Shift’ key held down).

**For Ő:**
Press the key directly to the left of ‘Backspace’, then hold down ‘Shift’ and press the letter O.

**For Ú:**
Hold down ‘Shift’, press the first key on the left of the second row of the keyboard, and then the letter U (keep the ‘Shift’ key held down).

Similarly, you can type other capital letters with hooks or acute accents using the same steps as above: Ė, Č, Ř, Ž (like Ď, Ť, Ň) or ě, č, ľ, ų (like Ő). However, you can also create all these letters by turning on the ‘Caps Lock’ key and then pressing their lowercase forms.