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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 tutor¹ 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.

¹ To name some of its structure, the iTutor Learning Management System uses terminology, which is different from online language courses. Thus, in some of its parts, you may encounter terms that are understood differently in the logic of online language courses. This fact does not affect the practical use of the system and is not significant or even noticeable to most users.

- tutor = lector (tutor’s tasks are different from lector’s – a lector teaches, while a tutor consults problems and guides the student through the course)
2 GETTING TO GRIPS WITH AN ONLINE COURSE

NOTICE
All materials used in the course are protected by copyright owned by the Institute of Language and Preparatory Studies at Charles University, and may not be resold, modified, distributed or otherwise copied except for studying of the 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 are available. 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).

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

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2 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  in the main menu.
3 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.
At the top of the screen there is the main menu, the search box (see chapter 2.13), the icon for selecting the language.

The main menu contains the most important links: ‘Moje kurzy’ (My Courses) link, ‘i-Mail’ link to an e-mail client (see 2.10), ‘Diskuse’ (Discussions) link to discussion forums (see 2.11), ‘Moji kolegové’ (My Colleagues) link to a list of the study group members (see 2.12), 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 (= lessons) 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 = lesson in the ‘KURZY KE STUDIU’ (COURSES TO BE STUDIED) section or in the ‘KURZY NAPOSLEDY SPUŠTĚNÉ’ (THE MOST RECENTLY LAUNCHED COURSES) section. You will be taken to a page with contents of the selected lesson (see chapter 2.4).

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

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4 To name some of its structure, the iTutor Learning Management System uses terminology, which is different from online language courses. Thus, in some of its parts, you may encounter terms that are understood differently in the logic of online language courses. This fact does not affect the practical use of the system and is not significant or even noticeable to most users.

- lesson = course
  - Online language courses consist of lessons; these lessons are named "course" in iTutor
  - for example, after clicking on the "My Courses" link, "lessons" overview will open, the term "course" for the lesson also appears in the various dialogue boxes

5 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), ‘Oblibené’ (Favourite), ‘Neplatné’ (Invalid), ‘Platné’ (Valid). An invalid course is unfinished, a valid course is successfully finished. Courses can also be sorted alphabetically.
Names of the lessons always contain the course level (A1, A2, B1), a lesson number (01-15), and a lesson title.

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 CTE 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.

### 2.4 Courses and Lessons Structure

Each course consists of 14 lessons, 4 Progress tests, which follow after each third lesson, and the final revision test. Progress through the course is conditioned on successful completion of each lesson or test (see chapter 2.6). An essential part of the course is a lesson titled “*Příručky*” (Manuals), which contains this user’s guide and a summary dictionary of the current, possibly previous, level(s).
After selecting the course you wish to study (see chapter 2.2) a new page will open, on which you will find a list of lessons displayed as cards, structured into blocks according to language skills.

By default, all blocks are expanded and all parts and their descriptions are displayed. Each block, or all blocks at once, can be collapsed to display only their names.

The blocks are further divided into **presentation parts**, which are always represented by the given block or its sub-block icon (see chapters 2.4.1, 2.4.2, 2.4.3, 2.4.4, 2.4.5, 2.4.6, 2.4.7 and 2.4.8) and **practical parts (self-tests)**, which are always labelled regardless of the skill as follows:

**Tests** are labelled as follows:

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6. To name some of its structure, the iTutor Learning Management System uses terminology, which is different from online language courses. Thus, in some of its parts, you may encounter terms that are understood differently in the logic of online language courses. This fact does not affect the practical use of the system and is not significant or even noticeable to most users.

- **practical / presentation part = lesson**
  - The presentation and practical parts (exercises) of each language course lesson are called "lessons" in the system
  - For example, in the description of the practical part it is stated that "To complete the course, the lesson must be successfully completed" = it is necessary to successfully complete this "practical part" to complete the lesson
2.4.1 **VOCABULARY**

At the beginning of each lesson, new words can be practised using pictures and recordings followed by practical parts (exercises). Exercises are included in courses at higher knowledge levels immediately. The vocabulary may also include a block focused on pronunciation.

2.4.2 **GRAMMAR**

Grammar presentation in well-arranged tables that include recordings again. They are followed by practical parts (exercises) that contain tasks practising the previously presented grammatical phenomenon.

2.4.3 **READING**

This section practices reading comprehension. The initial text, in which the presented grammar and vocabulary appears, is followed by related exercises verifying that you understand the information in the text.

2.4.4 **LISTENING**

Recordings (for how to control recordings see chapter 2.8.2.1.1) always contain some information to be understood. This is checked in the following exercises. If it is not an exercise with gaps to be filled-in directly into the text of the recording or a presentation text, a transcript of the recording is available (see chapter 2.4.7). It is recommended to read it after doing the exercise (as in a printed textbook). There may also be some follow-up exercises focusing on practising the lesson’s grammar in accordance with the topic of the listening section.

2.4.5 **SOCIO-CULTURAL ASPECTS/LIFE IN THE CZECH REPUBLIC**

A block with some facts about the Czech Republic. You will find a description of various life situations, rules of conduct, customs, traditions, basic laws, as well as information from culture, sport and politics.

2.4.6 **WRITING**

Assignment of a written task. This section is not important for the lesson completion. Send the task to the using the form that opens when you click on the block’s tab.

Prepare the task in a word processor and save it to your device. Press the "Přidat soubor" (Add File) button in the form and select the file stored in your device. You can also insert a comment in the text box. Finally, press the "Odevzdat úkol" (Submit Task) button.

The tutor will check, evaluate and send your task back.
2.4.7  TRANSCRIPTS

This section contains all the recordings that are not transcribed in words in the previous sections of the lesson. Here you can clarify, verify, or find out what the recordings actually contain. Thus, the aim is to listen to these recordings and read their content at the same time. The page titles copy the names of blocks, exercises, and pages where the recordings or exercises occur: for example, Mon – Page 01 = transcript of the recording located on Page 01 in the Listening section (SZ – Vocabulary; GR – Grammar; PO – Listening).

The task is not to complete these exercises (they are not interactive), but only to listen to these recordings and read their contents rewritten in words.

2.4.8  DICTIONARY

The dictionary contains words with recordings that are controlled in the same way as in the main window of the presentation parts (see chapter 2.8.1.1.1) and basic grammatical information as well as translations into other languages. At higher levels, the vocabulary of the previous level is summarized in a well-arranged index at the end of the lesson (it is similar to the dictionary summarising vocabulary of the entire course, which is included as a separate part of the lesson called "Příručky" – Manuals).

You can enter a word or just a part of it in the empty box (but it must always be the first part of the word) and press the "Hledat" (Search) button. All entries in which the word or a part of it appear will display: the word in the Czech language in the first column, the second column shows its translation into a foreign language and the third column contains all the lessons in which the word appears.

2.4.9  LESSON OBJECTIVES

In some courses, at the beginning of the Vocabulary and Grammar block, the lesson objectives entitled "Co se naučíte" (What You Will Learn), which specify what the block contains, are included. At the end of the block the objectives are summarized in the section "Co jste se naučili" (What You Have Learned).

2.5  OPENING AND CLOSING LESSONS AND THEIR PARTS

2.5.1  OPENING PRESENTATION AND PRACTICAL PARTS

Start buttons have the following meaning:
Launching a part important for completing the lesson (usually exercises or tests requiring a certain percentage of completion – see chapter 2.6)

Launching a part that is not important for completing the lesson and it does not have to be launched (usually a presentation part, user’s guide, dictionaries, lesson objectives, or a written assignments)

Successfully completed part of the lesson

If you want to launch the given block part immediately, click on or (‘Spustit’ – Launch)\(^7\). If you want to display the block part details first, click on its title (e.g. ’02 01 01\(^8\) Prezentace’).

This opens a page with the title of the part, its description and your study history\(^8\). You can choose \(\checkmark\) to start studying this part. A separate window opens. This window is divided into two parts: the main window and the control panel located on the right (see chapter 2.8).

If you are launching a practical part (exercises) in which you have previously completed some pages, a dialogue box will appear asking the following question: “Přejete si pokračovat v testu z minulého spuštění?” (Do you wish to continue the test from the last launch?) offering two options: “Pokračovat” (Continue) – the given part will open on the same page that you were working on during the previous launch, or “Začít znovu” (Start Again), which means that all the interactions (responses) you have entered will be erased and you need to complete this part again \(\Delta\).

It is also possible to study each lesson in a so-called “continuous study mode” by clicking the button located next to the lesson title. In this mode, the system automatically launches all the important parts to complete the lesson, i.e. practical parts (exercises). Do not use this button if you intend to launch presentation parts during studies. The first time you start the first part of the lesson directly from the lesson block overview, this dialogue box may appear:

The "Zahájit" (Start) button will launch a continuous study mode of the lesson and the system will only launch important parts to complete it.

The "Jen spustit" (Launch only) button will only launch the given part of the lesson (i.e. the continuous learning mode will not start).

The "Zpět" (Back) button will return the view to the lesson block display.

If you want to make one of the above options permanent, check the "Tento dialogue již znovu nezobrazovat" (Don’t show this dialogue again) option. In this case, the system will not offer you this dialogue any more.

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\(^7\) The grey button means that the lesson cannot be started because all the conditions for launching the lesson are not met.

\(^8\) Numbers identify the given part and indicate its order within the course — the structure is as follows: lesson number, number, respectively order of the main block (structured by language skills) within the lesson and number, respectively order of the sub-block within the given block — e. g. "02 01 01 Prezentace" = a presentation located in the 2\(^{nd}\) lesson, in block 01 (most often "Vocabulary"), in the 1\(^{st}\) sub-block

\(^9\) If you clicked the ‘Spustit’ (Launch) button in the previous step, a new window opens and you can start studying the selected part.
2.5.2 PRESENTATION AND PRACTICAL PARTS CLOSING

Closing of the launched part varies according to whether it is a presentation or a practical part:

a) Presentation parts:
   i. By clicking on the cross in the upper right hand corner\textsuperscript{10} of the active window
   ii. By clicking on the green cross in the upper right hand corner of the active window

b) Practical parts:
   i. By clicking on the red cross in the upper right corner of the active window; in this case, a \textbf{dialogue box will be displayed asking you to confirm that you really intend to leave the page} because the data you have entered may not be saved; by clicking on "\textit{Opustit stránku}" (Leave Page), the window with the launched part of the lesson will close; by clicking on "\textit{Zůstat na stránce}" (Stay on Page), the launched part of the lesson from which you initiated the dialogue, will remain open (the exact content of the dialogue box depends on the internet browser you are using)
   ii. By clicking the "\textit{Ukončit}" (Quit) button, a dialogue box will display offering two options: by clicking "\textit{Zůstat v testu}" (Stay in the Test), you will stay on the page in that part of the lesson; by clicking "\textit{Ukončit test}" (End the Test), the window will close and your work with the practical part will be interrupted. Your interactions will be saved, and when you restart such a part, a dialogue box will appear asking the following question: "\textit{Přejete si pokračovat v testu z minulého spuštění?}" (Do you wish to continue the test from the last launch?) offering two options: "\textit{Pokračovat}" (Continue) – the given part will open on the same page that you were working on during the previous launch, or "\textit{Začít znovu}" (Start Again), which means that \textbf{all the interactions (responses) you have entered will be erased} and you need to complete this part again \textbf{⚠️}.

After finishing studying you should always sign out of the study system by clicking the \textbf{Log out} icon in the main menu \textbf{Ξ}.

\textbf{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.}

2.6 ATTAINMENT STATISTICS

2.6.1 LESSON STATISTICS

After opening the lessons overview by clicking on the "\textit{Moje kurzy}" (My Courses) link (see chapter 2.2), a list of lesson tabs is displayed. Each tab contains some basic information about the lesson: the title of the lesson, \textsuperscript{15} the number of presentation parts (presentations, dictionaries, transcripts of recordings, lessons objectives, user’s guide, etc.), \textsuperscript{13} the number of practical parts (exercises and tests) and \textsuperscript{1} the number of written assignments.

\textsuperscript{10} In some operating systems (e.g. OS X, macOS, Ubuntu etc.) an active window can be closed in the upper left hand corner (by clicking a cross, a circle or another symbol), in mobile platforms (Android, iOS etc.) this can be done by selecting from a list of choices in the web browser menu.
After you open a lesson by clicking on its tab, the lesson contents will open. At the top of the screen, the title of the lesson, status, description, and a list of blocks structured according to language skills is displayed; these are further divided into the presentation and practical parts displayed as tabs (see chapter 2.4).

The lesson status may be characterized as follows:

- "Nespuštěný" (Not launched) – no part of the lesson has ever been opened,
- "Nedokončený" (Unfinished) – some of the lessons have already been opened,
- "Dokončený" (Finished) – all practical parts have been successfully completed – see chapter 2.6.2).

If the whole lesson is not completed successfully, you cannot start any of the following lessons. The completion of all practical parts is a prerequisite for successful completion of the lesson 2.6.2).

The system also tells you how many parts of the lesson you still need to complete successfully in order to complete the whole lesson – these are always practical parts (see chapter 2.6.2)

If the above condition for completing one of the previous lessons is not met, the system also informs you which lesson you need to complete successfully in order to be able to run the given part.

Below the list of blocks, you can find the name of your tutor and her/his contact information, the "Reporty" (Reports) button with the option to view and eventually export the lesson list (see chapter 2.7) and the "Přidat k oblíbeným" (Add to Favourites) button to save your course to your favourites. You can display the list of favourite courses (lessons) by using the filter in the list of your courses (see chapter 2.2).

Click on the title of the presentation or practical part to display detailed information – a status that indicates whether it is necessary to complete it ( × = not yet completed) or not to complete it ( ✓ = automatically completed as optional) to successfully complete the whole lesson, or whether this part has been successfully completed ✓ (see chapter 2.6.2), then the "Reporty" (Reports) button (see chapter 2.7) and the study history (total duration of study, date and time of each launch and achieved status). As for practical parts, the desired score and the score reached at each launch are displayed in your study history.
2.6.2 STATISTICS OF PRACTICAL PARTS

All practical parts are evaluated self-tests and they are important for completing the lesson.

A not-launched or unfinished practical part is indicated by the following icon: 

A finished practical part is indicated by the following icon: 

The practical part is evaluated as completed if you successfully complete 60% of the items in it. The system also informs you of the required score in the lesson description.

Completing all practical parts is a prerequisite for successful completion of the whole lesson. If the whole lesson is not completed successfully, you cannot start any of the following lessons.

Scores of practical parts are calculated as the proportion of successfully completed assessed pages to the total number of pages in the given part. There is no limit on the number of times you can access each part.

If you reopen a completed practical part and make such changes to the contents that change the status to “unfinished” again, the main icon remains the same as the completed practical part. The current incompleteness of the lesson is indicated by the icon in the history of the study, indicating that at least 60% success is required again.

Once you go through the whole practical part (either by using the navigation buttons at the bottom of the window or by using the contents table on the right – see chapter 2.8.2.2) and open the self-test evaluation page, the score will be displayed (if it is red, it is insufficient to complete the given part, green indicates a sufficient score), completion status (Not completed successfully / Completed successfully) and “Ukončit” (Exit) button (a dialogue box appears when you click on it – see chapter 2.5.2). On this page, the navigation buttons change to the “Zpět na otázky” (Back to Questions) button to return to each page; if you check the "Navigovat po špatně zodpovězených" (Navigate to wrong answers) option before, only those pages that have incorrectly answered questions will open. At the same time, you have the option to open the contents table of the practical part (see chapter 2.8.2.2), in which the icons of successfully completed pages are green, unsuccessfully completed pages are in red colour.

Until you reach the evaluation page, the status of the practical part will be „Nedokončený” (Incomplete), even if you run it multiple times, but you do not reach the evaluation page and at the same time you fail the required percentage of success (60%). If you want to interrupt working with the practical part, click the "Ukončit test" (End the Test) button.
Your interactions will be saved, and when you restart such a part, a dialogue box will appear asking the following question: "Přejete si pokračovat v testu z minulého spuštění?" (Do you wish to continue the test from the last launch?) offering two options: "Pokračovat" (Continue) – the given part will open on the same page that you were working on during the previous launch, or "Začít znovu" (Start Again), which means that all the interactions (responses) you have entered will be erased and you need to complete this part again.

After completing the whole practical part, achieving the required success score (60%) and reaching the final evaluation page, this practical part will be evaluated as completed. If you later want to return to this part and launch it again, a dialog box will appear again asking the following question: "Přejete si pokračovat v testu z minulého spuštění?" (Do you wish to continue the test from the last launch?) offering two options: "Pokračovat" (Continue) – the given part will open on the same page that you were working on during the previous launch, or "Začít znovu" (Start Again), which means that all the interactions (responses) you have entered will be erased and you need to complete this part again.

If you choose "Pokračovat" (Continue), please note that if you make any adjustments to your answers, this part will be re-evaluated as soon as it is closed. At the same time, if some correct answers have been changed to incorrect ones, and this will reduce the score below the percentage required to complete this part successfully (60%), its status will change to "Nedokončený" (Incomplete) again, and you will have to correct the incorrect answers to reach the desired percentage of success again!

The "Reporty" (Reports) button allows you to display detailed overviews of the statistics of a particular part and their export (see chapter 2.7).
2.7 LESSONS AND PROGRESS TESTS – DISPLAYING USER INTERACTIONS

In addition to displaying the correct answers in the practical parts using the self-check icons (see chapter 2.8.2.1.2) 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.

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:

- ‘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 and the answer is highlighted in red colour. 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.
2.8 HOW TO USE THE LESSONS AND PROGRESS TESTS

2.8.1 PRESENTATION PARTS

2.8.1.1 MAIN WINDOW

In the main window of the presentation part, you will find presentation of vocabulary, grammar and other issues relevant for the given lesson / block / part – texts, tables, pictures, videos and recordings. At the bottom, there are navigation buttons to move back and forth through the windows of the particular part: on the left, a gray button to go to the previous page with its name, and a green button to move to the next page on the right. In the middle you can see the placing of the current window and the total number of windows in the given presentation (2/3 = the second window of the total three) – the placing of the windows may not match the numerical designation of the individual presentations (e.g. the 2nd window may contain a presentation called Presentation 01 B, because Presentation 01 is divided into multiple parts labeled A, B, C...).

The axis under the buttons is a graphical representation of your progress in a presentation part (the higher the number of the page in a presentation part, the more the axis approaches the right side of the window; the progression of the axis is proportional to the number of pages in the particular part, i.e. the fewer pages, the faster the axis progresses).

If the presentation contains more than one window, you can also move through the presentation using the contents table displayed in the main section of the control panel to the right of the main window (see chapter 2.8.1.2).

2.8.1.1.1 ICONS, BUTTONS, AUDIO AND VIDEO RECORDINGS

Besides the texts, there are a number of interactive elements in the main window:

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

Some presentations 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 (see chapter 2.8.1.1), 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.

Recordings can be played by clicking on the icon , 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.

Use the displayed control bar to control the video recording and its volume.

2.8.1.2 CONTROL PANEL

If the presentation has more than two pages, a control panel is displayed to the right of the main window. It has two parts: the upper control bar and the main section.

2.8.1.2.1 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.

2.8.1.2.2 MAIN SECTION

The main section shows the contents of the whole presentation part. When you launch the presentation part for the first time, the first page always opens. You can then go to the next page either by using the navigation buttons at the bottom of the main window (see chapter 2.8.1.1), or by clicking on the icons of each presentation page. Always wait for the whole page to load.

If you view the page and go to the next page, its icon turns dark green in the contents table. This allows you to see which pages you have already viewed.

2.8.2 PRACTICAL PARTS

2.8.2.1 MAIN WINDOW

In the main window of the practical part, you perform individual exercises on issues that you should already know either from the previous study or from the presentation part. At the bottom, there are navigation buttons to move back and forth through the windows of the particular part: on the left, a grey button to go to the previous page with its name, and a green button to move to the next page on the right. In the middle you can see the placing of the current window and the total number of windows in the given practical part (2/3 = the second window of the total three) – the placing of the windows may not match the numerical designation of the individual pages (e.g. the 2nd window may contain a page called Page 01 B, because Page 01 is divided into multiple parts labeled A, B, C...).

The axis under the buttons is a graphical representation of your progress in a practical part (the higher the number of the page in a practical part, the more the axis approaches the right side of the window; the progression of the axis is proportional to the number of pages in the particular part, i.e. the fewer pages, the faster the axis progresses).

11 Video controls on the control bar may vary depending on the web browser and operating system you are using.
In the practical part, you can also navigate through the contents table that is part of the main control panel (see chapter 2.8.2.2), which opens to the right of the main window (see chapter 2.8.2.1) by pressing the menu button in the upper right corner of the main window next to the "Ukončit" (Exit) button (see chapter 2.5.2 for its functions).

2.8.2.1.1 Icons, Buttons, Audio and Video Recordings

In the introductory part of the main window, you always find instructions on how to elaborate the exercise, eventually other relevant texts. These instructions and texts are translated into five languages: Click the appropriate foreign language icon to view the translations. If the translation window is already displayed and you select a different language, only the contents of the window will change. This is true even if multiple translation windows are open.

Some instructions include an example / model (a sample answer). The task is not to elaborate this part, it only serves as a guide on how to complete the exercise.

If the exercise is spread over multiple pages, a number with a slash will appear below the translations window – the first number represents the placing of the displayed part, the second number is the total number of pages on which the exercise is broken (e.g. 1/3 = the first part of the exercise spread on three pages).

The introductory part of the exercise may also contain an external link to an information source – e.g. an auxiliary text. This text opens in a new browser pop-up window.

The introductory part of the main window may also contain audio and video recordings (within other texts or models). Audio recordings may be launched by clicking on the icon that differs from the audio icon in the exercises – making it easy to recognize that this is not an audio recording that is a part of the exercise (see below). 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.

Use the displayed control bar\(^{12}\) to control the video recording and its volume.

Exercises may also include recordings. In this case, they can be launched by clicking on the icon . Like the audio recording icon in the instructions, the recording will be paused by clicking on the icon while the recording is playing. When the listening exercise is paused, clicking on the icon a second time will cause the recording to resume.

If there is only one recording which is common to the whole exercise, the icon will appear in the header (in the introductory part) in the top left-hand corner of the main window to the left of the instructions.

If the exercise contains multiple recordings, this icon will appear to the left of each item to which it belongs.

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\(^{12}\) Video controls on the control bar may vary depending on the web browser and operating system you are using.
In addition to audio recordings, pictures may also be included in the exercise task. Like the audio recordings, a picture that is common to the whole exercise is placed either next to the instructions in the upper left corner of the main window (in such a case it can be clicked to enlarge) or under the instructions (in such a case it cannot be clicked to enlarge). However, pictures may also be a part of the exercise. In this case, they are located to the left of the item they belong to. These can also be clicked to enlarge.

Some exercises include an "Odezva" (Feedback) button that appears at the bottom of the page under the exercise. Pressing this button will display additional information about the current exercise – e.g. a hint or justification why the answer is correct (typically e.g. True – False exercise – see chapter 2.8.2.1.2.4)

2.8.2.1.2 Exercises

Technically, there are three types of exercises in the main window: selecting by clicking with the mouse, filling in with the keyboard or moving the correct answer to a gap, which can be used in a different way (see below) - always follow the instructions in the introductory part.

You can check your answer and display the correct answers by clicking the icon in the upper right corner of the main window. The evaluation is expressed by the words "Dobré" (Correct) or "Špatné" (Wrong). If the exercise is not complete and the score is "Špatné" (Wrong), the correct answers will be displayed in green in a frame (see each exercise type below for details). The exception is the "Progress Test", which is designed to check knowledge (see chapter 2.9).

The three technological types of exercises (mouse clicking, keyboard padding and moving the correct answer to the correct gap) appear in the following exercises:

2.8.2.1.2.1 Filling-in a gapped text
Filling words into a text by typing (e.g. the correct form of the word in brackets). There may be more correct options; when filling in more words, always make sure there is only one space between them. You can move between the individual gaps either by using a Tab key, or by clicking the left mouse button, eventually by touching the touchpad or touchscreen to the gap you want to fill in. When filling in words with Czech diacritical marks, remember that you must have the Czech keyboard installed on your computer! (see chapter 2.14 for more information) If the exercise contains errors, the correct answers appear only in those gaps where you answered incorrectly or not at all. Gaps that have been correctly answered no longer display the correct answer, which greatly simplifies the process of reviewing the completed exercise.

2.8.2.1.2.2 Filling-in the gaps
Filling words in the gaps (they are graphically different from filling-in a gapped text by being displayed as a frame), most often next to audio recordings (e.g. transcribing a heard word or phrase). There may be more correct options; when filling in more words, always make sure there is only one space between them. You can move between the individual gaps either by using a Tab key, or by clicking
the left mouse button, eventually by touching the touchpad or touchscreen to the gap you want to fill in. When filling in words with Czech diacritical marks, remember that you must have the Czech keyboard installed on your computer! (see chapter 2.14 for more information) If the exercise contains errors, the correct answers appear in all gaps, however, a red dot appears to the left of the gaps where you answered incorrectly or not at all.

2.8.2.1.2.3 Drag and drop
Gap-filling by dragging items from a menu and dropping them into gaps in the text; using the mouse, left-click on the selected item, hold the button down and drag it by moving the mouse to the gap where you think the item belongs.

Another possibility (especially if the exercise has a longer range and moving the item is not easy to use, or when using touch devices) is to click the item with the left mouse button or touchpad / touchscreen to select the item and then click into the gap where you think the item belongs.

This type of exercise can also be used to match items from two lists. Matching entries that may include numbers or letters indicating items in a table or in a picture are matched to a fixed list of other items. If the exercise contains errors, the correct answers appear in all gaps, however, a red dot appears to the left of the gaps where you answered incorrectly or not at all. Gaps that have been correctly answered no longer display the correct answer, which greatly simplifies the process of reviewing the completed exercise.

The second way how “Drag and drop” exercise can be graphically designed is similar to “Filling-in the gaps” exercise (see chapter 2.8.2.1.2.3), i.e. dragging items to gaps in the form of a frame. In this case, the correct answers appear in all gaps, however, a red dot appears to the left of the gaps where you answered incorrectly or not at all.

2.8.2.1.2.4 Categorizing
A choice from 2-4 options depending on which column (category) the item belongs to. The correct answer is marked either by clicking the left mouse button, or by touching the touchpad / touchscreen to select the right option. This type of exercise is often used for the "yes-no" questions, i.e. whether the fact is true or not. In such a case, the "Odezva" (Feedback) button is used to show why the choice is correct (see chapter 2.8.2.1.1) If the exercise contains errors, the correct answers are marked with a green box, regardless of whether the answer is correct or not.

2.8.2.1.2.5 Single choice
A choice from a number of options, such as answering a question, deciding which word or phrase should be inserted into a given sentence or to selecting an item that does not fit into the presented group. The correct option is only one. You can recognise this type of choice by the round shape of the buttons next to the individual options. If the exercise contains errors, and there is only one question on the page, the correct answer is marked with a green box only if your answer is incorrect. If there are multiple questions, all correct answers are marked with a green
box, regardless of whether the answer is correct or not, until all answers are correct and the exercise is rated as "Dobře" (Correct).

2.8.2.1.2.6 **Multiple choice**

A choice from a number of options, such as answering a question, deciding which word or phrase should be inserted into a given sentence or selecting an item that does not fit into the presented group. More options may be correct. This is either mentioned in the introductory part of the exercise, or you can find it out by the square shape of the buttons. If the exercise contains errors, the correct answers are marked with a green box, regardless of whether the answer is correct or not.

2.8.2.1.2.7 **Jumbled items**

Putting items, whose logical order is mixed, into the correct order (e.g. compiling a conversation from given sentences, arranging a song's text, or parts of a letter). Items are moved by using the arrow icons by clicking on each icon next to the item you want to move, which makes it get one place up. Continue until the item is in the right place. If the exercise contains errors, the correct answer icon displays items in the correct order.

2.8.2.2 **CONTROL PANEL**

If you press the menu icon in the upper right corner of the main window, a control panel opens to the right of the main window, showing the contents of the whole practical part. You can navigate to a specific page by clicking on the icons of each exercise page. Wait for the whole page to load.

If you reach the last page of the practical part containing the evaluation of the whole self-test, the individual pages will be evaluated – icons of the successfully completed pages will be displayed in green colour, the pages with errors in red colour and the pages where no questions have been answered will remain white. This gives you an overview of which pages you have already completed.

2.9 **PROGRESS TEST**

It follows every third lesson and is operated in the same way as the practical parts (see chapter 2.8.2). It summarizes the grammatical content of the previous three lessons and its successful completion to at least 75% is a condition for entering the next parts of the course. The correct answers are not available (after all items have been answered for the first time, only the "correct / wrong" check is available) and the progress test session is limited to one attempt only. However, within a single launch, you can return to individual items until all exercises are evaluated with the word "Dobře" (Correct). If you fail the test, contact your tutor if you want to consult your errors before re-taking it. You can also display your answers and compare them with the correct ones using the report (see chapter 2.7). If you only want to restart the test, contact Technical Support.
2.10 COMMUNICATION WITH YOUR TUTOR, OTHER STUDENTS AND TECHNICAL SUPPORT

1. In the main menu ☐, 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.

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13 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.
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 chapter 2.11). 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.

2.11 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)).
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WARNING:

- 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
- 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.

2.12 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 2.10.

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 Chyba! Nenalezen zdroj odkazů.

### 2.13 Search

To search for information in the iTutor system, you should use the search field and  (‘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.

### 2.14 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 dě, tě, ň and ó cannot be found on the Czech keyboard. To type them you must:

- **For dě, tě, 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 DĚ, TĚ, 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 DĚ, TĚ, ň) or Ā, Ė, /../, Ú, Ý (like Ő). However, you can also create all these letters by turning on the ‘Caps Lock’ key and then pressing their lowercase forms.