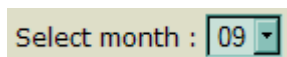


Instructions for entering data into the course records

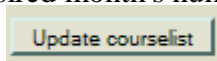
Logging In: at <http://www.otahal.org/tea> choose your language (Česky/English), enter your login name and password, and click on the "Sign Up" button

How to enter the data

(1) **Change the displayed month:** in the heading of the page, the actual year and month are displayed (the current month is automatically selected); in order to change the month, click on the small button with the triangle arrow:




and choose the desired month's number. Then you **must** click on button:

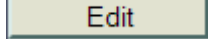


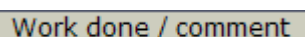
Otherwise the change of the month is not entered!

(2) Entering the data:

For some courses the customer requires records of absent students – such course are marked with icon  and data are entered in a slightly different way – cf. (2b)

(2a) Without "absent" records

By clicking on the  button at the beginning of the row, you open a page of the respective course, where each day of the month has its line. In column "45" you enter the number of 45-minute lessons and/or in column "60" the number of 60-minute lessons taught in that day and course. **Do not enter the number of minutes taught, etc.!** In column

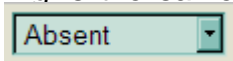


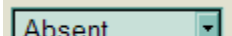
enter the taught stuff, etc.

If the lesson did not take place but you are entitled to be paid since it was cancelled late, you have to write here who cancelled the lesson, when (date and exact hour:minute) and method (by phone, e-mail, etc. If the lesson did not actually take place, never register it as taught. (Both the customer and me would take it as a lie!)

(2b) With "absent" records

Everything is the same as in (2a), but in each day there is an additional row with field:



When you "click the field out" (again by the small button with a triangle arrow on the right), a list of the students in the respective group is displayed; by clicking on a name in this list you copy that name to the list of absent students, (which is written in the row to the right of field 

(This system is only present to make your work easier: the list of absent students is a "simple text" – you can edit it in any way; for example, students' name can be entered manually into it)

Time limit

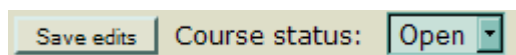
At the upper right-hand corner you see "time downcount" (starting from the limit of 24 minutes)



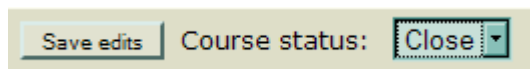
When the count reaches zero, your edits made in the last session are lost and you have to enter them once again from the beginning – it is a measure taken by the server owner, not mine!

Closing a course

During the month or generally until you have completed the course data, you save your ongoing edits by clicking on "Save edits" button in



A course is closed by changing the "open" to "close" (by the small button with a triangle arrow on the right):



Now click on "Save edits" and the course will be closed. After that, you cannot edit its data at all! If you close a course by mistake, you have to ask me to open it for you.

Please keep in mind that until you close a course, I do not know whether you still want to edit its data or not! Hence it is very important to close courses which are completely filled in.

All courses on your list should be completed and closed no later than on the last day of the calendar month in which the teaching was done!