

## How to sign up for a lesson within the educational activities of the project **Improvement in Quality of the Internal Grant Scheme at CZU**, reg. no. CZ.02.2.69/0.0/0.0/19\_073/0016944

1. Sign up for the lesson is conditional on registration in the given course. Register for your chosen course at <https://projekty2.czu.cz/course/index.php?categoryid=123&lang=en> Before registering for the course, it is necessary to **log in on this page with your login and password** (in case of problems with registration for the course (or obtaining a key, etc.), pls. contact the contact person listed for each course). You will not take this step if the contact person adds you to the course after an agreement.

The screenshot shows a course page with two course listings. The top listing is for 'Communication Skills EN' and the bottom listing is for 'Komunikační dovednosti CZ'. Both listings include details such as the start and end dates, registration deadlines, and contact persons. The contact person for the bottom course is circled in red, with an arrow pointing to the text 'Contact person'. A red circle is also drawn around a share icon in the top right corner of the page, with an arrow pointing to the text 'Log in here'.

2. The lessons of the course will take place online via the MS Teams application. We strongly recommend to **install this application on your computer in advance**. The transfer should work without installing the application, online on the web, however, we do not recommend this method.
3. A login link to the MS Teams group, where the given lesson will take place, will be delivered to your email \*.

\* to the appropriate email, paired with your login, which you used to log in to the course. Apriori this may not be the email you use most often.

In this email, you can select "accept" - "accept now". This will send feedback to the lecturer that he / she can count on you in the lesson.

If you open this e-mail at the time of the start of the lesson, or only after the start of the lesson, you can immediately log in directly via the link "Click here to join the meeting".

**Accept the invitation to the lesson**

Accepted on 27/10/2020 10:05.

**Test Lesson**

Organizer: Rabochová Barbora

Time: 28 October 2020 10:00-11:30

Location: [Microsoft Teams Meeting](#)

Response: ✓ Accepted [Change Response](#)

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**Microsoft Teams meeting**

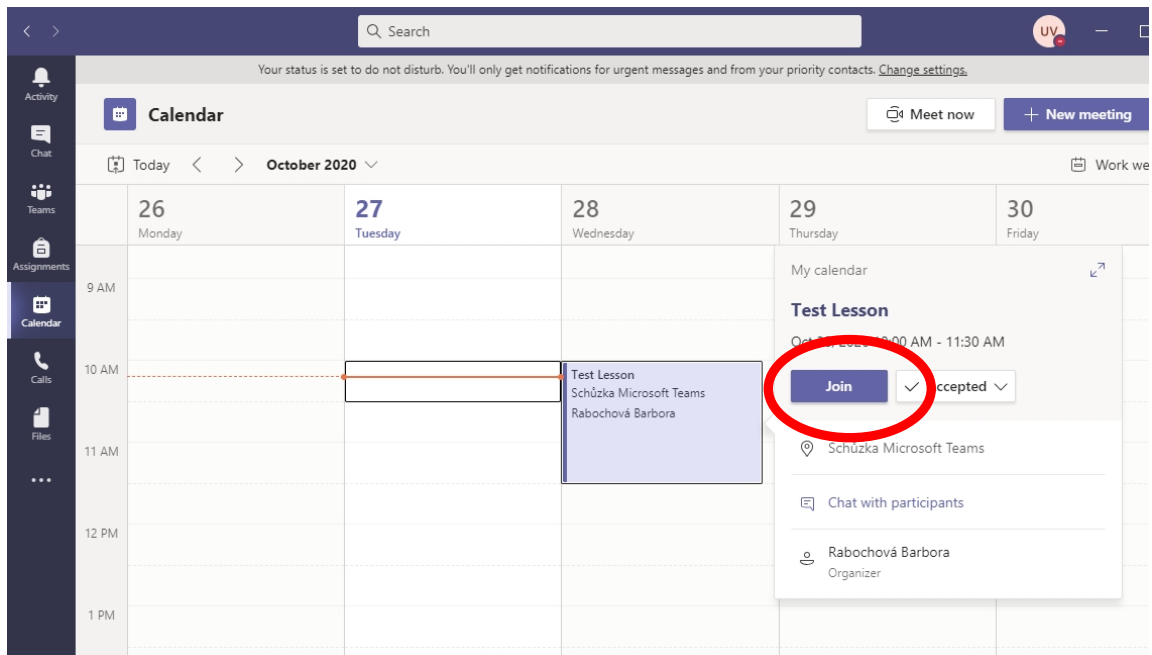
[Join on your computer or mobile app](#)

[Click here to join the meeting](#)

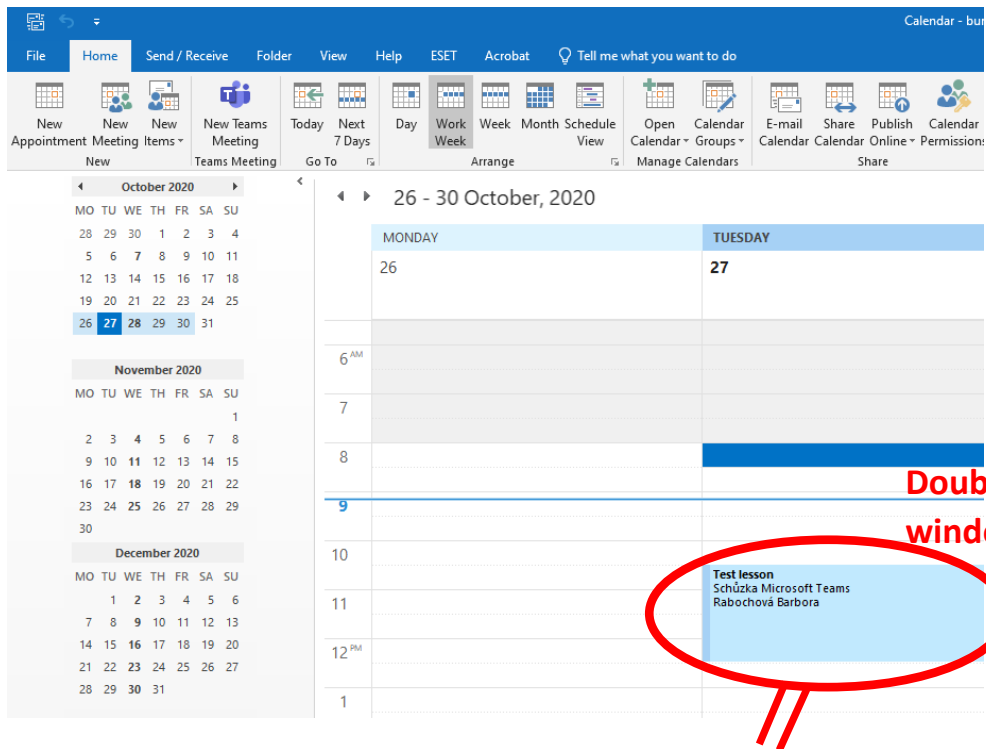
[Learn More](#) | [Meeting options](#)

**Join the lesson**

4. If you do not find a link to join the group in the e-mail, open the MS Teams application to which you are logged in (login and password is the the same you used for the registration for the course) and in the "**calendar**" you will find the given day and time. Before the lesson starts, the "**join**" icon will be active for the lesson, through which you can also join the lesson.



- The lesson of the course in which you are registered can be found similarly even after logging in to MS Outlook (university mail) in the **calendar** (data should be linked). Double-clicking on the lesson information cell opens a window with more detailed lesson informations and a "Click here to Join the meeting" link, through which you can also sign up for a lesson.





The screenshot shows the Microsoft Teams meeting invitation interface. At the top, there is a ribbon with tabs for File, Meeting, Scheduling Assistant, Tracking, Insert, Format Text, Review, and Help. Below the ribbon, there are various action buttons like 'Delete', 'Forward', 'Online Meeting', 'Join Teams Meeting', 'Meeting Notes', 'Accept', 'Tentative', 'Decline', 'Propose New Time', and 'Respond'. The main content area displays the meeting details: 'Test Lesson', Organizer: Rabochová Barbora, Time: 28 October 2020 10:00-11:30, Location: Microsoft Teams Meeting, and Response: Accepted. Below the details, there is a section titled 'Microsoft Teams meeting' with a red circle around the text 'Join on your computer or mobile app' and a link 'Click here to join the meeting'. A red arrow points from this link to the text 'Join the lesson'.

**Join the lesson**

6. If you are still unable to register for the lesson even after the start of the lesson, please inform **immediately the contact person of the course**, who will help you with registering (by sending you a link to register).

**!** Please log in to each lesson in time, ie. right at the beginning. During the first ten minutes, the lecturer will make a printscreen with logged-in persons. If you will not be connected to the lesson at this time, the lesson will not be included in the course attendance.