

# OpenQAsS

**Open** Source **Q**uality **A**ssurance **S**ystem for  
**Vocational Education**

2014-1-HU01-KA202-002356

---

ERASMUS+ Strategic Partnership 2014-2017



## **Educational Quality Open System**

**User Guide    Module: Lesson Plan**

ITStudy  
Gödöllő, 2017

---

## Document data

---

<b>Author:</b>	Mária Hartyányi
<b>Version:</b>	V09
<b>Theme:</b>	User Guide for EQOS
<b>Outcome:</b>	O4
<b>Date:</b>	2017
<b>Document Type:</b>	User Guide
<b>File:</b>	EQOS_UserGuide_Lesson_plan_EN_V09.docx
<b>Lector:</b>	Gábor Lajtos, Ken Currie
<b>Product ID:</b>	WORKO4A3
<b>Target group:</b>	Partners

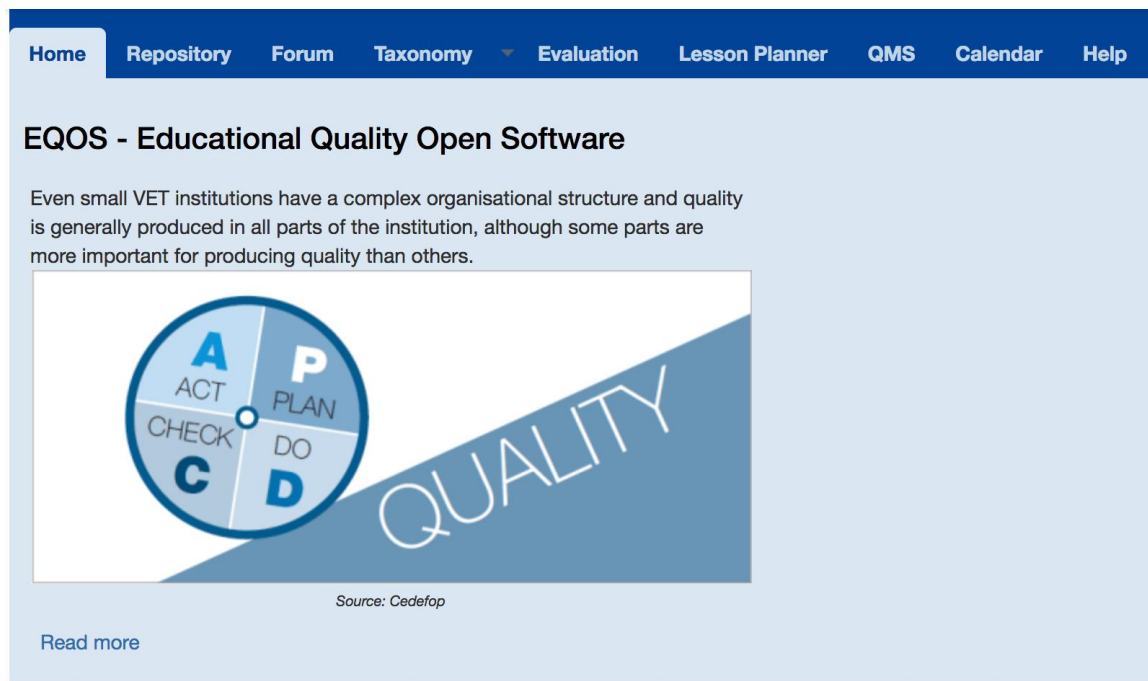
---

## Table of Content

Introduction .....	4
Lesson Planner .....	6
Commonly used icons in Lesson Planner .....	6
Commonly used Actors in the Lesson Planner .....	7
Select options .....	7
Free text .....	7
Free text with default value.....	7
Drag & Drop .....	8
Drag & Drop - with editable text.....	9
Filtered browsing of Lesson Plans .....	9
Structure of Lesson Planner .....	12
Creating a new Set of lesson plans .....	12
Attaching an existing Lesson plan to a Set of lesson plans.....	14
Creating a new Lesson plan .....	15
View of Lesson plans .....	17
Editing existing Sets and Lesson plans .....	18
Exporting Lesson Plans.....	19
Exporting Lesson Plans as a Word document.....	19
Evaluation of the Lesson .....	21
Self-assessment .....	21
Step 2 .....	22
External assessment .....	23
View of evaluations.....	24
Repository.....	25
Adding new Repository Item .....	25
Taxonomies .....	28
Taxonomy Manager .....	28
Adding new elements to existing taxonomies.....	29
Building up a standard curriculum in the Taxonomy Manager .....	32
Annex 1 – Data description based on the taxonomies.....	40

## Introduction

EQOA is an open source software toolkit to support the management of QA systems in vocational schools and training providers.




Erasmus+

This project has been funded with support from the European Commission.

This publication [communication] reflects the views only of the author, and the Commission cannot be held information contained therein.

The main idea of this open source software is, that the practical implementation of a Quality Management System in a vocational school or in any educational institute must be focused on the core process of teaching and learning, and a leaving quality culture can be developed only if the teachers get support to do it. The other point: nowadays an effective QMS is unimaginable without using IT. EQOS 1.0 was developed to help the school to build a knowledge sharing atmosphere, to facilitate the collaboration among the teachers, and at the same time to reach their individual professional aims as well. The main goal is to support a QMS for learning and teaching better in a community of quality culture.



Erasmus+

This project has been funded with support from the European Commission.

This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use, which may be made of the information contained therein.

The main menu includes the functions as follows: *Repository, Forum, Taxonomy, Evaluation, Lesson planner, QMS, Calendar.*

<b>Repository</b>	<b>Forum</b>	<b>Taxonomy</b>	<b>Evaluation</b>
For storing, sharing digital object. The teachers can upload their own teaching, learning materials in a variety of digital formats, and can attach them to their lesson plans.	Discussion among the teachers of the school. Supporting inside collaboration, knowledge sharing among the staff members.	A database of the standard curriculum and lesson planning terms.	Collection of questionnaires for evaluation the teaching process at different level (institution, teachers school manager, students, etc.
<b>Lesson planner</b>	<b>QMS</b>	<b>Calendar</b>	<b>Help</b>
The teachers put together the lesson plan with drag&drop technics, as she/he has all information at-hand.	Supporting creating, editing and sharing QMS documents, strategic planning, and describing processes.	In the calendar the deadlines defined in the QMS Action plans are stored automatically. Good tool of the Quality Managers.	The platform is very is very user-friendly. Here the teachers find a guide to do the first steps.









## Lesson Planner

One of the main modules of OpenQAsS Toolkit is the module for '*Lesson Planning*'. It enables VET teachers to:

- create lesson plans according the requirements of the standard curricula;
- share them with other teachers of the school;
- reuse their own lesson plans, and ones shared by other teachers;
- upload Learning Objects (LOs) for use in the classroom, for sharing with others, and for reuse in subsequent semesters;
- evaluate the lesson – self-evaluation;
- peer evaluation – evaluation of lesson plans from other teachers.

Why is this an important factor for Quality? It is a tool for self-reflection and for peer evaluation among teachers, and it contributes to the continuous improvement of the professional and pedagogical work of the teachers.

### Commonly used icons in Lesson Planner

	View
	Share
	Edit
	Add New Item
	Delete
	View The Evaluations
	Export
	Evaluation – self-assessment of owned lesson plan; external evaluation of others.

## Commonly used Actors in the Lesson Planner

### Select options

Choose from the elements offered. Those selected will be highlighted in blue.

**Teacher**

N/A

David Cleary

Francesca Alfano

Hartyányi Mária

Helén Hegedűs

Ildikó Balassa

Jose Amello

Ken Currie

Luis Fernandez

Mányai Miklós Máté

Mary Cleary

Pierfranco Ravotto

Szabó János

Lajos Gábor

Tőrek Szilvia

Szuszai Tamás

### Free text

Input fields (text areas) can be filled with any text.

**Assessment methods - Requirement module / Subject / Unit**

### Free text with default value

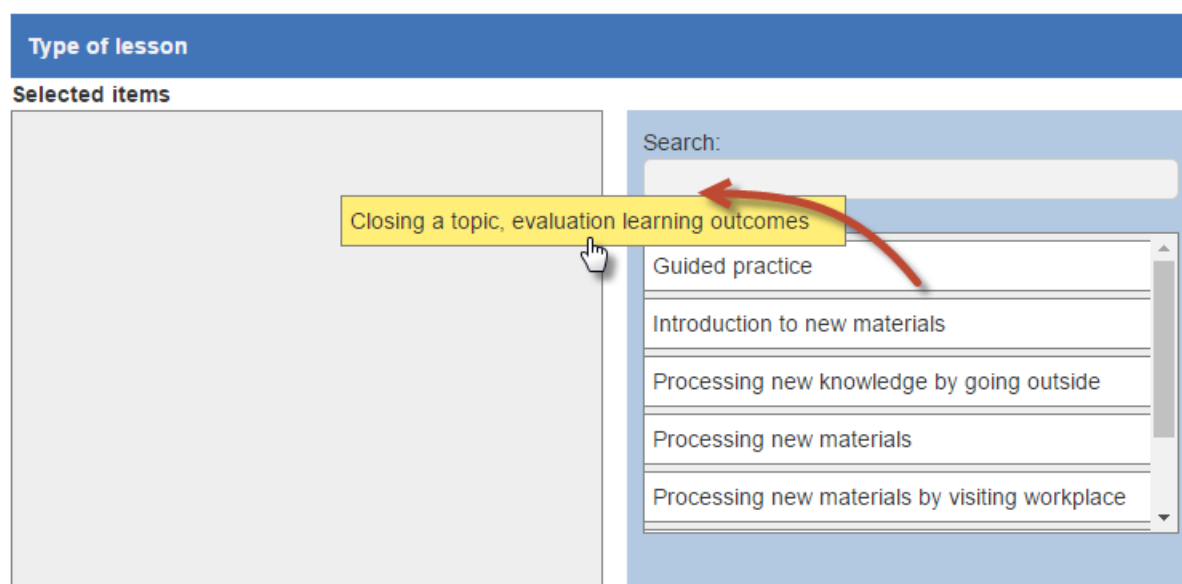
Some Input fields contain default values, though these can be rewritten or modified if desired.

**Learning objectives, learning outcomes - Subject area / Strand**

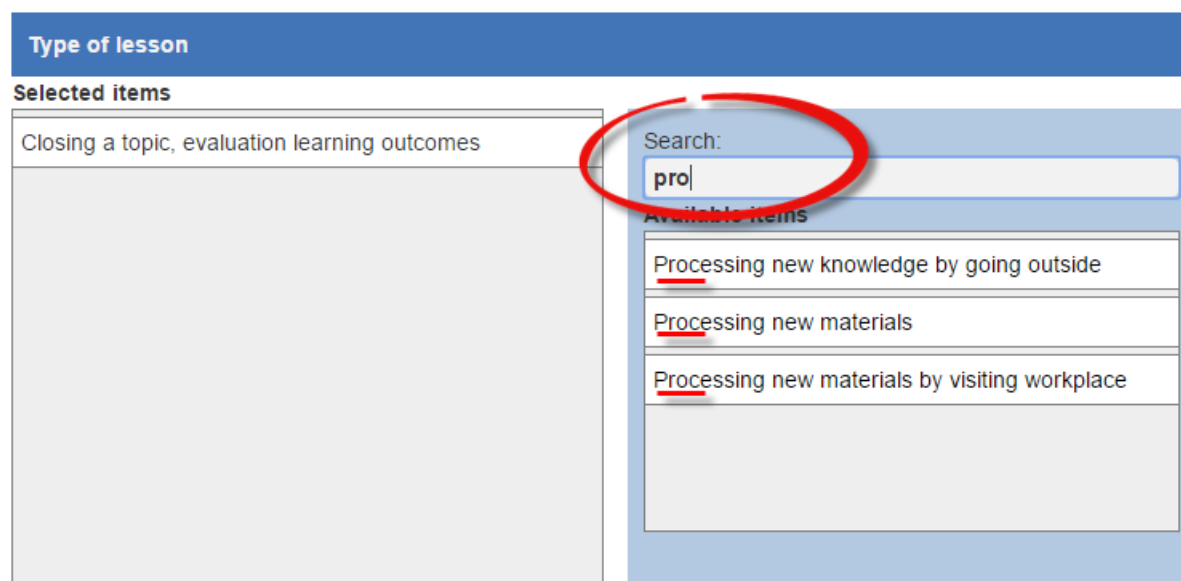
develop project management skills  
 identify and analyse problems and opportunities  
 recognise constraints  
 investigate and research existing solutions  
 generate, evaluate and justify ideas

### Drag & Drop

Drag elements that apply from the list on the right over to the left side input fields. The order that the elements will appear in is dependent on internal settings.



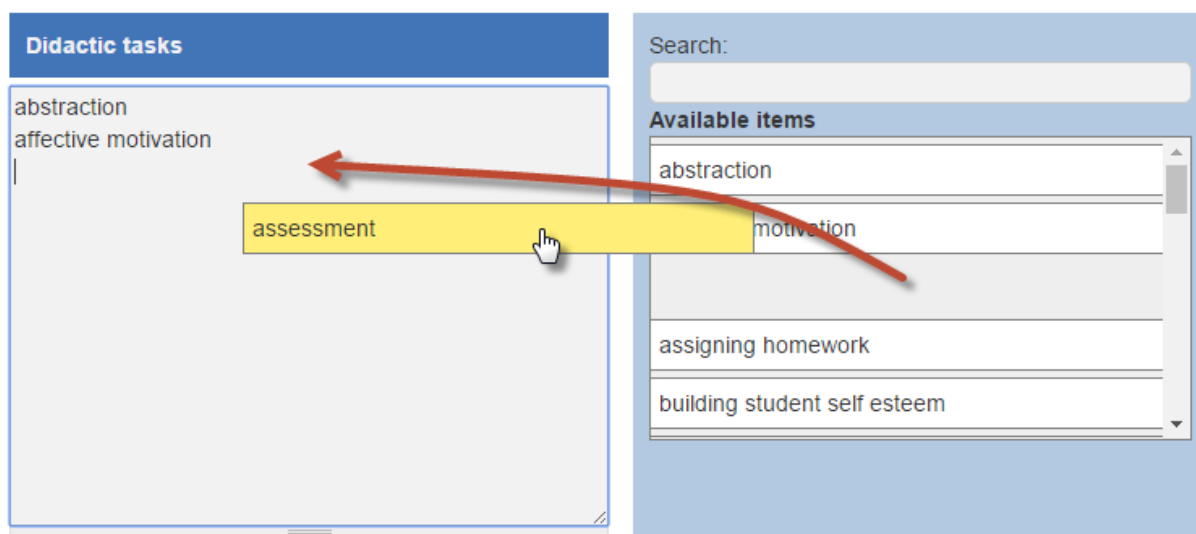
The search box at the top of the list will prune the choice as you type.



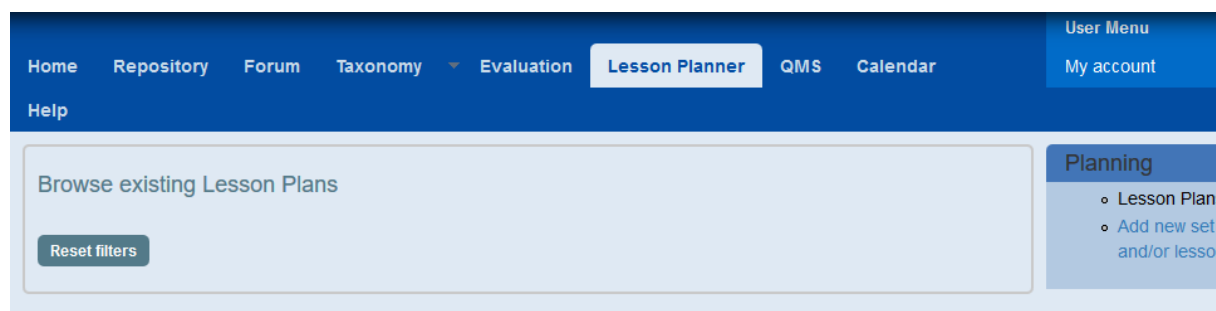


### Drag & Drop - with editable text

Certain elements can be freely edited after being dropped on the left.



### Filtered browsing of Lesson Plans



The page for filtering data appears by clicking on the title (Browse existing Lesson Plans). When you would like to apply another filter (e.g. first by grade, then by subject) you have to click the title (Browse existing Lesson Plans) again.

The Lesson Planner is a user-friendly tool for reducing the list of uploaded lesson plans. The list of existing lesson plans can be pruned by adding characteristics such as:

- Grade
- Unit
- Subject
- Date

Inactive filters appear in white, the name of criteria is followed by indicated numbers of hits in the () brackets. Switching on one or more filters reduces the list of lesson plans that show.

## Browse existing Lesson Plans

## Grade

13. évfolyam (8)

10. évfolyam (3)

12. évfolyam (3)

11. évfolyam (2)

14. évfolyam (2)

9. évfolyam (1)

## Unit

11625-16 Programozás és adatbázis-kezelés (5)

11464-16 Pedagógiai és pszichológiai feladatok (4)

11997-16 Hálózati ismeretek I. (3)

12002-16 Gazdasági alapok és projektmenedzsment (2)

12085-16 Titkári ügyintézési gyakorlat (2)

10822-16 Az informatika alkalmazása (1)

11554-16 Irodai szakmai idegen nyelv (1)

11807-16 Kommunikáció az ügyfélszolgálatban (1)

11809-16 Dokumentumkezelés az ügyfélszolgálatban (1)

12011-16 Szoftverfejlesztés (1)

12082-16 Gépírás és irodai alkalmazások (1)

## Subject

Programozás (5)

Pedagógia (4)

Hálózatok I. (3)

Titkári ügyintézés (2)

Dokumentum- és adatkezelés az ügyfélszolgálatban (1)

Gépírás és levelezési gyakorlat (1)

Projektmenedzsment (1)

Projektmenedzsment gyakorlat (1)

Szoftverfejlesztés (1)

Ügyfélszolgálati kommunikáció (1)

Reset filters

Active filters appear in blue. They can be switched off by clicking on the minus (-) sign at the left edge. All filters can be switched off by clicking on *Reset filters*.

### Browse existing Lesson Plans

Grade

12. évfolyam (2)
11. évfolyam (1)
13. évfolyam (1)

Unit

11625-16 Programozás és adatbázis-kezelés (5)

Subject

Programozás

Reset filters

### Filter by date

From
Date

To
Date

Apply

E.g., 11/10/2017 E.g., 11/10/2017

### Browse sets of lesson plans and single lesson plans

Title of sets of lesson plans	Subject area	Actions	Date created
Algoritmusok 2	Programozás		August 23, 2017
Programozás - 13. évf. 1. félév	Programozás		September 7, 2017
Algoritmusok 2 klónja	Programozás		September 7, 2017
Programozási alapok - 11 évf. 1.félév	Programozás		September 9, 2017
Programozás	Programozás		September 16, 2017

Filtered results appear below the filter criteria in lists of 10. Lesson Plan actions vary depending on the rights/permissions of the user. Owners and administrators generally have more options, as shown in the *Actions* column in the figure above.

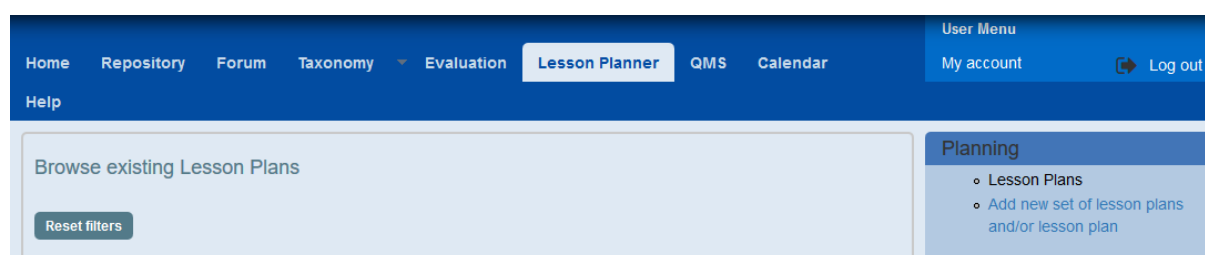
## Structure of Lesson Planner

First a subject related **Set of lesson plans** is created, containing data about the certificate (e.g. Software developer); the related **Unit** (e.g. Open source systems), the Name of the **Subject** (e.g. Linux), the **Grade** it applies to and the **Assessment methods** and **Tools** relevant to that subject.

Such sets are generally created at the start of a semester, to which the teachers who teach the subject can **attach** their **lesson plans**.

## Creating a new Set of lesson plans

In the Lesson Planner choose *Add new set of lesson plans*, and complete the form – give a title to your set (if you don't, the system will do it automatically and the title will be the same as the subject it relates to). Choose the Certificate, Unit, Subject, Grade and enter the relevant Assessments methods and Tools.



Title of the subject related set of lesson plans (if left empty, the name of the subject will be automatically inserted)

**Certificate**

54 140 02 Pedagógiai és családsegítő munkatárs **54 213 05 SZOFTVERFEJLESZTŐ** 54 346 03 IRODAI TITKÁR

54 481 01 CAD-CAM INFORMATIKUS 54 481 02 GAZDASÁGI INFORMATIKUS

54 481 06 INFORMATIKAI RENDSZERÜZEMELTETŐ

**UNIT**

11498-12 Foglalkoztatás I. 11499-12 Foglalkoztatás II. 11625-16 Programozás és adatbázis-kezelés

11996-16 Információtechnológiai alapok 11997-16 Hálózati ismeretek I. 11999-16 Informatikai szakmai angol nyelv

12008-16 Irodai szoftverek haladó szintű használata 12009-16 Informatikai szakmai orientáció

**12010-16 Nyílt forráskódú rendszerek kezelése** 12011-16 Szoftverfejlesztés 12012-16 Webfejlesztés I.

**Subject**

Linux alapok Linux alapok gyakorlat

**Grade**

N/A **10. évfolyam** 11. évfolyam 12. évfolyam 13. évfolyam 14. évfolyam 15. évfolyam 9. évfolyam

**Assessment methods of the subject**

**Tools**

**Lesson plans**

+ Create Lesson plan

Add an existing lesson plan to the set: enter the initial letter and select from the list!

Add new line, where create, edit or add existing Lesson

**Save** the set of lesson plans at the bottom of the page, even before creating a new or adding an existing Lesson plan to this set. (You basically create a “place” where you will store the lesson plans relevant to that specific course or subject.)


Save the set of lesson plans

Now look for the Set you have just created (in the Lesson Planner you can Browse existing lesson plans), and start to attach Lesson plans to it. You can either

- **attach an existing** Lesson plan, or
- **create a new** Lesson plan.

The following two sections deal with these topics.

## Attaching an existing Lesson plan to a Set of lesson plans

Browse for the Set of Lesson plans you wish to attach a Lesson plan to, and click on the  Edit icon next to it.

Browse existing Lesson Plans

Reset filters

Planning

- Lesson Plans
- Add new set of lesson plans and/or lesson plan

Filter by date

From  To

Date  Date

E.g., 11/10/2017 E.g., 11/10/2017

Browse sets of lesson plans and single lesson plans

Title of sets of lesson plans	Subject area	Actions	Date created
Titkári ügyintézés	Titkári ügyintézés		October 27, 2017
Network architecture	Webfejlesztés		November 10, 2017

« first < previous 1 2 3

Start typing in the empty input field to filter the choice from the list of existing *Lesson Plans*.

Lesson plans

Projekt-szoftverek I. (378)

Edit + Create Lesson plan

Konstruktív életvezetés (375)

Edit + Create Lesson plan

c

Office 1

C++ alapok

Hotel szoftver alapfunkciók

Office equipment

Office equipment

Vocabulary test

Vocabulary test

Vocabulary test

Vocab test

Hotel szoftver alapfunkciók klónja

Menu se

Not in me

URL pat

Automatic alias

Choose from the list of existing Lesson Plans to add it to the Set.

## Creating a new Lesson plan

### Step 1

Select a Set of lesson plans you wish to attach a new Lesson plan to. Click on the Edit icon.

► Browse existing Lesson Plans

Reset filters

Filter by date

From

Date

To

Date

Apply

E.g., 11/10/2017

E.g., 11/10/2017

Browse sets of lesson plans and single lesson plans

Title of sets of lesson plans	Subject area	Action	Date created
Titkári ügyintézés	Titkári ügyintézés	View Edit Delete	October 27, 2017
Network architecture	Webfejlesztés	View Edit Delete	November 10, 2017

« first

◀ previous

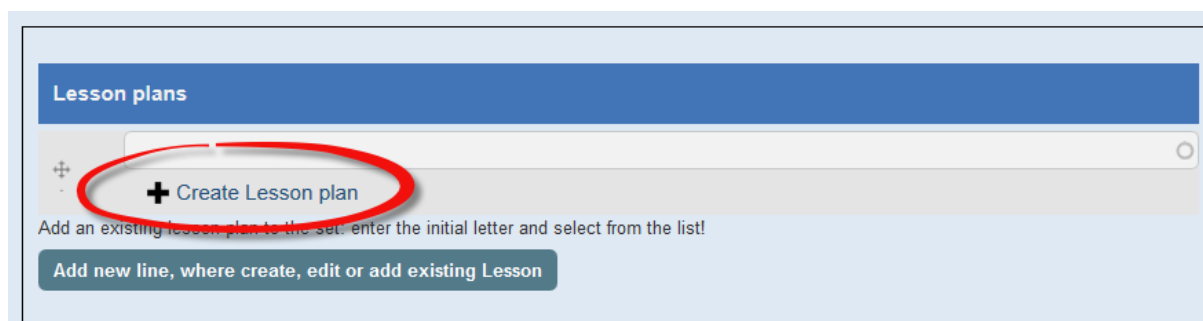
1

2

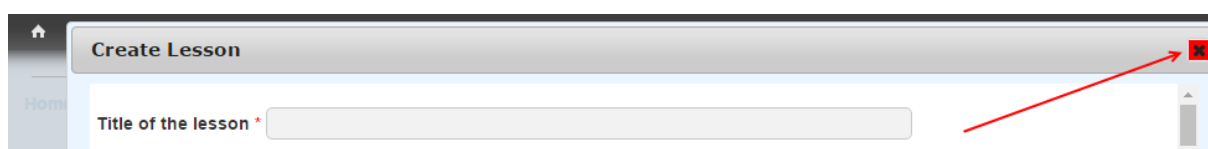
3

**Step 2**

Scroll down to Lesson plans, and click on *Create Lesson plan*.

**Step 3**

An editor window will appear with red 'x' at the upper right corner. Clicking on the red 'x' at the upper right corner closes the pop-up window without change, and takes you back to the *Set of Lesson plans*.



The Input field '*Title of the lesson*' is a free text field and can be filled with any characters.

**Step 4**

Proceed to complete the various fields of *Lesson Plan*.

**IMPORTANT:** while filling out some fields you can choose from prepared lists, however you can always rewrite all text at a later stage if desired.



**Step 5**
















Save the *Lesson Plan* by clicking on *Save* at bottom of the screen.

## View of Lesson plans

**Step 1**

Clicking on the *View* icon in the *Actions* column **opens up the Set** of lesson plans.

Browse and modify existing Headers/Lesson Plans or add a new Lesson Plan to an existing one

Teacher	Module	Subject area	Actions	Date created
Lajtos Gábor	Technology	A Process of Design	  	February 21, 2017
Hartyányi Mária	Mathematics - Ordinary Level	Statistics and Probability	  	March 5, 2017
Hartyányi Mária	Mathematics - Ordinary Level	Statistics and Probability	  	April 28, 2017
Szabó János	Technology	A Process of Design	  	March 24, 2017
Ken Currie	Mathematics - Ordinary Level	Statistics and Probability	  	April 26, 2017

**Step 2**

Clicking on the *View* icon in the *Actions* column at the bottom of the page **opens up the Lesson Plan**.

**Stat2016**



















**Teacher:** Hartyányi Mária

**Requirement module / Subject / Unit:** Mathematics - Ordinary Level

**Subject area / Strand:** Statistics and Probability

**Grade:** 13 (ages 18-19)

**Mandatory textbooks for students - Requirement Module / Subject / Unit:**  
Students: There is no single textbook which can suit the learning needs of all students. Dynamic software package (GeoGebra, Excel and Autograph), tutorials

Title	Topic	Privacy	Actions
Stat2016COUNT	1.1 Counting	  	  
Stat2016CORR	1.6 Representing data graphically and numerically	  	  
The Correlation Coefficient		  	  

## Editing existing Sets and Lesson plans

*Lesson plans* can be edited, or added-to to create another.

Click on *Edit* icon in the *Actions* column.

► Browse existing Lesson Plans

Reset filters

Planning

- Lesson Plans
- Add new set of lesson plans and/or lesson plan

Filter by date

From  To  Apply

Date  Date

E.g., 11/10/2017 E.g., 11/10/2017

Browse sets of lesson plans and single lesson plans

Title of sets of lesson plans	Subject area	Actions	Date created
Algoritmuskok 2	Programozás		August 23, 2017
Programozási alapok - 11 évf. 1.félév	Programozás		September 9, 2017
Titkári ügyintézés	Titkári ügyintézés		October 11, 2017
Projekt menedzsment 1. félév	Projektmenedzsment		October 30, 2017
word	Dokumentum- és adatkezelés az ügyfélszolgálatban		October 30, 2017
Időtervezés, hálótervezés	Projektmenedzsment gyakorlat		August 21, 2017
Pedagógia Heién próba	Pedagógia		August 28, 2017
Programozás	Programozás		September 16, 2017
Hálózatok I.	Hálózatok I.		October 1, 2017
Hálózatok I.	Hálózatok I.		October 2, 2017

1 2 3 next › last »

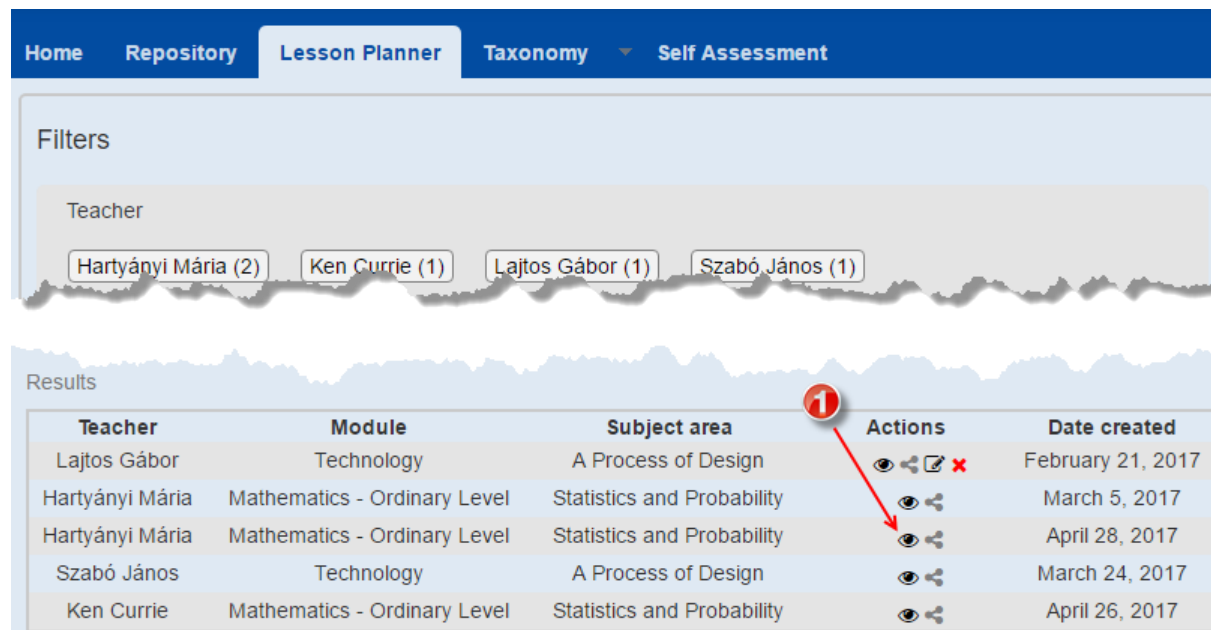
## Exporting Lesson Plans

### Exporting Lesson Plans as a Word document













While EQOS will store and reserve all plans you have created, you can also download any of them for further use. This option is available through the 'export' function.

#### Step 1

Click on the *View* icon of the selected Set of Lesson plans.

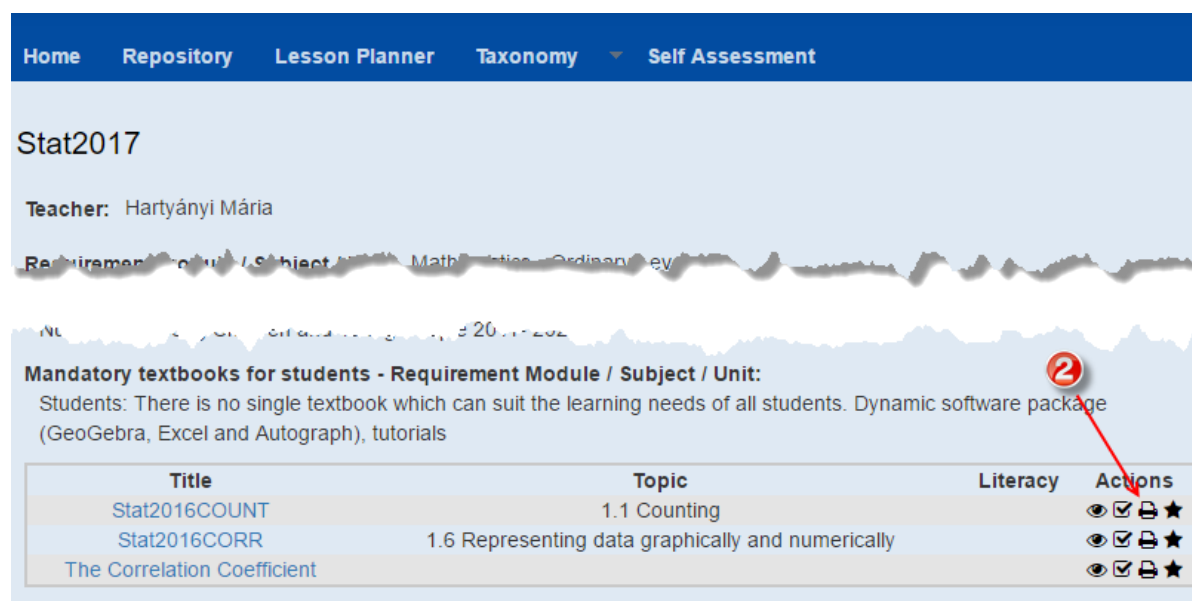


The screenshot shows the 'Lesson Planner' tab in the OpenQAsS interface. Under the 'Filters' section, several teacher names are listed: Hartyányi Mária (2), Ken Currie (1), Lajtos Gábor (1), and Szabó János (1). Below the 'Results' section, a table lists lesson plans. A red circle with the number 1 points to the 'View' icon (an eye) in the 'Actions' column of the first row.













Teacher	Module	Subject area	Actions	Date created
Lajtos Gábor	Technology	A Process of Design	   	February 21, 2017
Hartyányi Mária	Mathematics - Ordinary Level	Statistics and Probability	 	March 5, 2017
Hartyányi Mária	Mathematics - Ordinary Level	Statistics and Probability	 	April 28, 2017
Szabó János	Technology	A Process of Design	 	March 24, 2017
Ken Currie	Mathematics - Ordinary Level	Statistics and Probability	 	April 26, 2017

#### Step 2

Click on the *Export* icon of the selected *Lesson Plan* at the bottom of the page to export it.



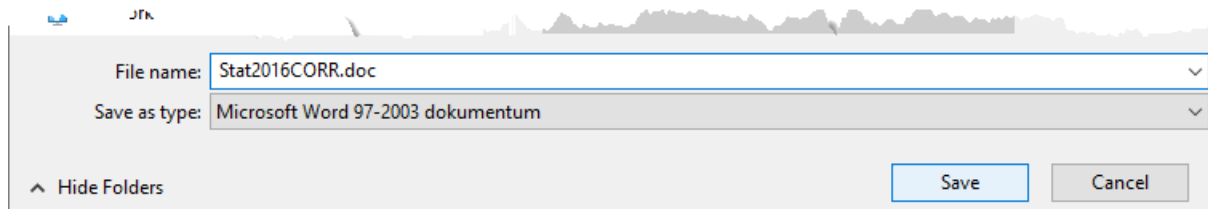
The screenshot shows the details of a lesson plan titled 'Stat2017' by teacher 'Hartyányi Mária'. It lists requirements for the module 'Mathematics - Ordinary Level'. Below this, it states 'Mandatory textbooks for students - Requirement Module / Subject / Unit:' and provides a description: 'Students: There is no single textbook which can suit the learning needs of all students. Dynamic software package (GeoGebra, Excel and Autograph), tutorials'. At the bottom, a table lists specific topics and their associated literacy skills. A red circle with the number 2 points to the 'Export' icon (a document with a download arrow) in the 'Actions' column of the first row.

Title	Topic	Literacy	Actions
Stat2016COUNT	1.1 Counting	   	
Stat2016CORR	1.6 Representing data graphically and numerically	   	
The Correlation Coefficient		   	

An exported version is available as a Word document (.doc or .docx file), which can be edited before printing. The downloaded document includes both the information available in the Set of lesson plans and the details of the Lesson itself.

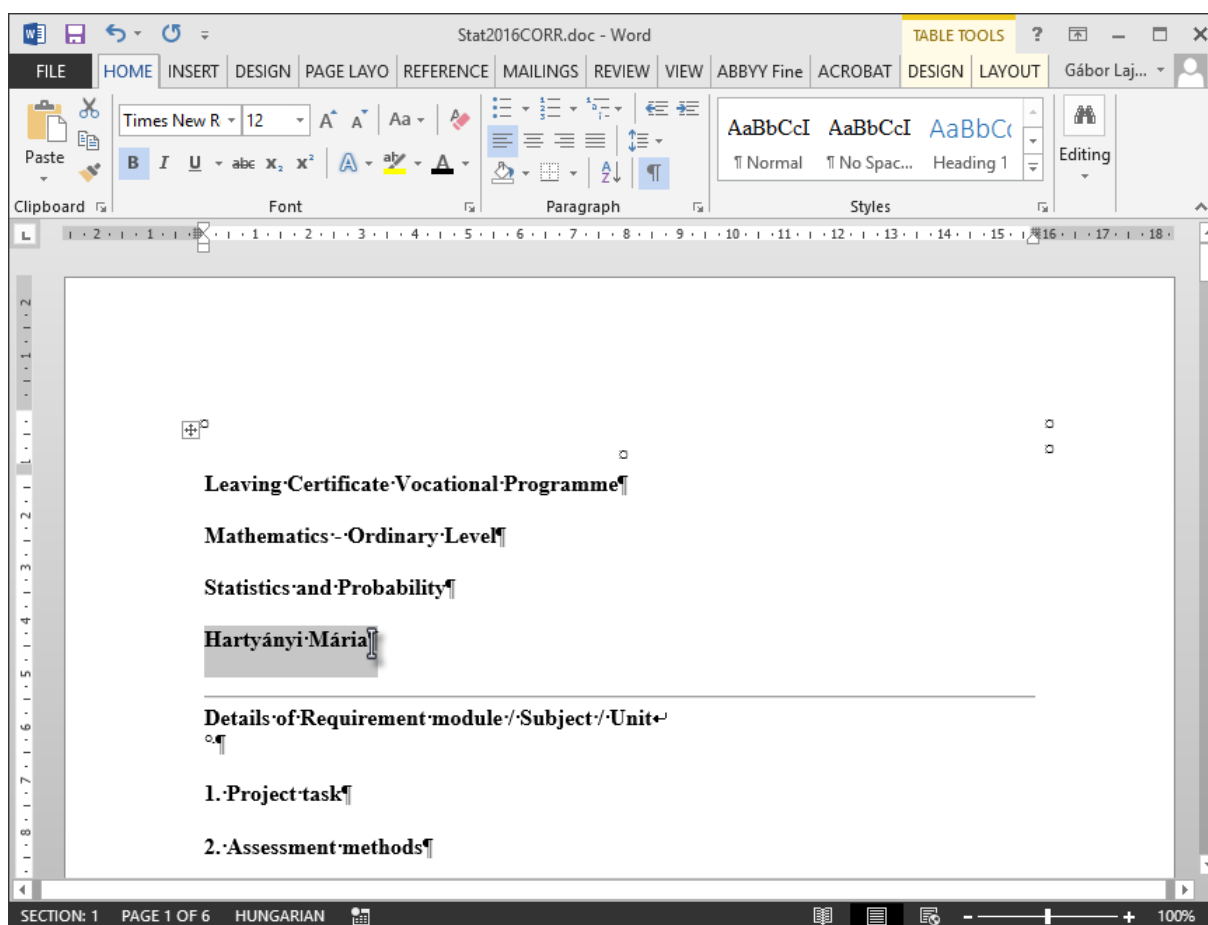
### Step 3

Save as a Microsoft Word document.



### Step 4

After editing it with Microsoft Word, just *save* and/or *print* the document.



## Evaluation of the Lesson

The Lesson Planner provides options for evaluating Lesson Plans by the owner or by others. The Toolkit links to a self-assessment form, in case of evaluating own Lessons, or to an external assessment form to evaluate others' Lessons. Completed evaluation forms are stored in the system for later review.

### Self-assessment

#### Step 1

To choose one of your own Lessons for evaluation, click on the *View* then on the *Evaluate* icons.

Browse and modify existing Headers/Lesson Plans or add <sup>1</sup> new Lesson Plan to an existing one

Teacher	Module	Subject area	Actions	Date created
Lajtos Gábor	Technology	A Process of Design		February 21, 2017
Hartányi Mária	Mathematics - Ordinary Level	Statistics and Probability		March 5, 2017
Hartányi Mária	Mathematics - Ordinary Level	Statistics and Probability		April 28, 2017
Szabó János	Technology	A Process of Design		March 24, 2017
Ken Currie	Mathematics - Ordinary Level	Statistics and Probability		April 26, 2017
Ken Currie	Mathematics - Ordinary Level	Statistics and Probability		May 3, 2017

Title	Topic	Literacy	Actions
Design	Identification and Analysis of Problems		

## Step 2

The Title Row will be filled automatically. After filling out the rest of the evaluation form, click on *Submit* to activate it.

## Az óratervező értékelő kérdőíve klónja

Értékelt óra:

*Jelen kérdőív az Oktatási Hivatal által módosított, az emberi erőforrások minisztere által 2016. január 25-én jóváhagyott tájékoztató anyag alapján készült.*

A pedagógusminősítéshez hasonlóan az

- N. é. = nem értelmezhető
- 0 = nem jellemző
- 1 = kevésbé jellemző
- 2 = többnyire jellemző
- 3 = jellemző

értékek alkalmazásával történik az egyes elvárások teljesülésének értékelése, ebből számítja az informatikai rendszer a kompetenciánkénti átlagot, illetve az összpontszámot.

## Óratervező értékelő kérdések

	N. é.	1	2	3
1. A tervben szereplő tartalmi elemek megfelelnek-e a szaktárgyhoz kapcsolódó korszerű szaktudományos ismereteknek?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Mennyire jelennek meg a tervezésben a tantárgyi belső és külső kapcsolódások?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Segítik a tervezett módszerek, tanulásszervezési eljárások és az óra/foglalkozás felépítése a kitűzött célok teljesülését?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. A célkitűzés mennyiben támogatja a megszerzett tudás alkalmazását?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Az órák/foglalkozások tervezésénél mennyire érvényesül a cél-tananyag-eszköz koherenciája?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Megelennek az egyéni tanulói igények az óra/foglalkozás tervezésében?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Támogatja a terv a tanulói együttműködést, szociális tanulást?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Megjelennek a tervben a közösségfejlesztés, személyiségfejlesztés feladatai?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Megfelelnek a célkitűzéseknek a tervezett értékelési eszközök?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Milyen mértékben épít-e alternatív módszertani és/vagy tartalmi megoldásokra?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit



## External assessment

### Step 1

Choose a Lesson produced by someone else for evaluation by clicking on the *View* then the *Evaluate* icon.

Browse and modify existing Headers/Lesson Plans or add a new Lesson Plan to an existing one

Teacher	Module	Subject area	Actions	Date created
Lajos Gábor	Technology	A Process of Design		February 21, 2017
Hartyányi Mária	Mathematics - Ordinary Level	Statistics and Probability		March 5, 2017
Hartyányi Mária	Mathematics - Ordinary Level	Statistics and Probability		April 28, 2017
Szabó János	Technology	A Process of Design		March 24, 2017
Ken Currie	Mathematics - Ordinary Level	Statistics and Probability		April 26, 2017
Ken Currie	Mathematics - Ordinary Level	Statistics and Probability		May 3, 2017

Title	Topic	Literacy	Actions
Stat2016COUNT	1.1 Counting		
Stat2016CORR	1.6 Representing data graphically and numerically		
The Correlation Coefficient			

### Step 2

The Title Row will be filled automatically. After filling out the rest of the evaluation form click on *Submit* to activate it.

### Questionnaire to assess the teaching process-class observation (Cedefop Annex 1.4)

Lesson

Class

Subject

Date

Month  Day  Year  

#### Questions

	Yes	No
The teacher begins the lesson by revising previous topics.	<input type="radio"/>	<input type="radio"/>
The teacher uses materials and various teaching aids, such as slides, audiovisuals, boards and text books.	<input type="radio"/>	<input type="radio"/>
The teacher does not waste his/her time and begins the lesson immediately.	<input type="radio"/>	<input type="radio"/>
The teacher explains clearly and fully.	<input type="radio"/>	<input type="radio"/>
The teacher is able to involve all his/her students.	<input type="radio"/>	<input type="radio"/>
The teacher encourages his/her students' participation.	<input type="radio"/>	<input type="radio"/>
The students are interested in the lesson and take part in it.	<input type="radio"/>	<input type="radio"/>
The students listen to their schoolmates' contributions carefully.	<input type="radio"/>	<input type="radio"/>
All the students take part in the group work, if scheduled, and cooperate with each other.	<input type="radio"/>	<input type="radio"/>
If the teacher questions a student, the others listen carefully and participate.	<input type="radio"/>	<input type="radio"/>

**Submit**

## View of evaluations

Click on *View* icon of the appropriate Lesson row to view/edit an evaluation. This *View* icon will only be available if the owner has given the appropriate permission.

Title	Topic	Literacy	Actions
Stat2016COUNT	1.1 Counting		
Stat2016CORR	1.6 Representing data graphically and numerically		
The Correlation Coefficient			



## Repository

The *Repository* is a database of Digital Learning Objects, created by teachers for use in the classroom, for sharing with other teachers, and for reuse in subsequent semesters. All standard file types (docx, xls, giff, png, mov, pptx, avi, etc.) and links to external resources can be uploaded into the repository.

EQOS will help you to browse the repository for digital content relevant to your Lesson. Content is categorized by attaching meaningful tags to items.

Buttons representing some of these tags are made available on the right side of the screen, making the searching of objects fast and easy.

**Filtering items**

**Adding new items**

**Filters**

**Title**

Apply

**Resource type**

exercise (2)

**File type**

application/pdf (3) image/png (1)

**Grade**

10 (1) 11 (1) 12 (1)

12 (age 18) (1) 13 (age 19) (1)

218 (1) 9 (1)

**Subject**

1600 (1) 725 (1)

Statistics and Probability (1)

**Topic**

1.6 Representing data graphically and numerically (1)

1358 (1) 1400 (1) 1602 (1)

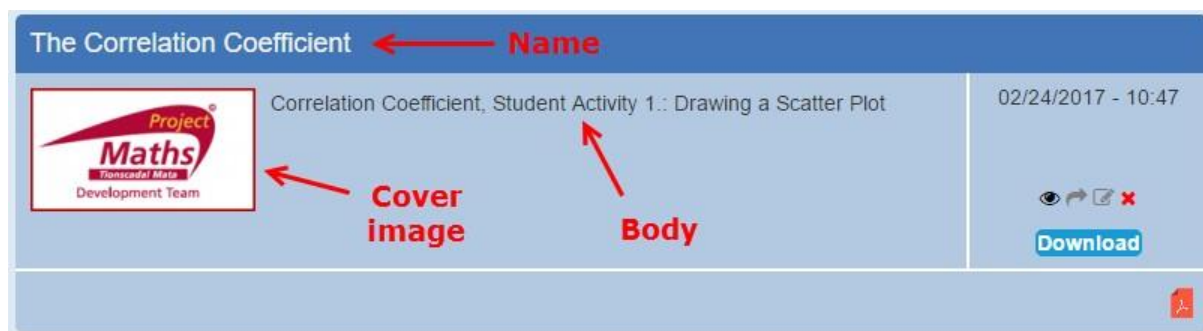
## Adding new Repository Item

### Step 1

Click *Add a new digital item*

### Step 2

Fill out the header for the Repository item (name, cover image, description).



Names given to the Learning Objects can be used to search for them when creating a Lesson Plan. Use the “Name” field.

### Step 3

Upload the Learning Object files



### Step 4

Add meaningful and appropriate tags

Tags helps you to categorize the items in the repository, supporting subsequent searching for specific Digital learning objects.

<b>Resource Type</b>
- None - ▼
<b>Free tags</b>
<input type="text"/>
<b>Topic</b>
<input type="button" value="N/A"/> <input type="button" value="1.1 Counting"/> <input type="button" value="1.2 Concepts of probability"/> <input type="button" value="1.3 Outcomes of random processes"/> <input type="button" value="1.4 Statistical reasoning with an aim to becoming a statistically aware consumer"/> <input type="button" value="1.5 Finding, collecting and organising data"/> <input type="button" value="1.6 Representing data graphically and numerically"/> <input type="button" value="1.7 Analysing, interpreting and drawing inferences from data"/> <input type="button" value="Design Brief"/> <input type="button" value="Evaluation"/> <input type="button" value="Generation of Ideas"/> <input type="button" value="Geometry and Trigonometry"/> <input type="button" value="Identification and Analysis of Problems"/> <input type="button" value="Investigation and Research"/> <input type="button" value="Investigation and Research (continued)"/> <input type="button" value="Making and Testing"/> <input type="button" value="Presentation of Design Folio"/> <input type="button" value="Presentation of Ideas"/> <input type="button" value="Production Planning"/> <input type="button" value="Recognition of Constraints"/> <input type="button" value="Selection/ Development of Chosen Idea(s)"/>
<b>Subject</b>
<input type="button" value="A Process of Design"/> <input type="button" value="Algebra"/> <input type="button" value="Functions"/> <input type="button" value="Geometry and Trigonometry"/> <input type="button" value="Number"/> <input type="button" value="Statistics and Probability"/>
<b>Grade</b>
<input type="button" value="10 (age 16)"/> <input type="button" value="11 (age 17)"/> <input type="button" value="12 (age 18)"/> <input type="button" value="13 (age 19)"/> <input type="button" value="14 (age 20)"/> <input type="button" value="15 (age 21)"/> <input type="button" value="16+"/> <input type="button" value="9 (age 15)"/> <input type="button" value="CDP"/>

**Step 5**

Save

## Taxonomies

One of the most valuable aspects of the Lesson Planning module is that *lesson plans* are based on national standard curricula. The content of these standards (aims, learning outcomes, subjects, suggested tools and pedagogical methods, etc.) are uploaded into the system in the form of taxonomies. The taxonomies are simple vocabularies, capturing all the necessary information describing the standard curricula/syllabus, e.g. subjects, skills, topics etc. They are organised into a hierarchical structure: the module includes subjects; subjects include topics and subtopics; knowledge, skills and competences are attached to these.

It takes significant effort to capture the components of these taxonomies. However, this is only done once, and teachers are then provided with all the information they need to help create Lesson Plans that conform to the national standard curricula.

### Taxonomy Manager

The Taxonomy Manager (selected from the Menu command in the main menu) is a simple tool for entering the content of the standard into predefined taxonomies. You can add and edit new vocabularies, but it takes effort to define a new one.

Note: Currently this tool is a prototype, and it contains some elements with specified in CAPITALS – these are not used now.

[Add new vocabulary](#) | [Edit vocabulary settings](#)

### Vocabularies

- Teacher
- Course
- Requirement module
- Grade
- Subject
- Tasks
- Knowledge
- Skills
- Competence
- Topics
- Library\_item
- Methods
- Resource Type
- Working forms
- Literacy
- Didactic tasks
- Tags
- Tools
- Type of lesson
- FORUMS
- DEVELOPMENT FIELD
- FACULTY
- FIELDS OF EDUCATION
- GOALS AND TASKS OF LESSON
- OBJECTIVES
- POSITIVE TERMS
- SCHOOL
- TEACHERS GROUP

## Adding new elements to existing taxonomies

Click the name of the taxonomy you want to update. You will see a submenu similar to this:

The screenshot displays the OpenQAsS interface for editing a taxonomy. At the top, a 'Toolbar' contains four buttons: 'Up' (blue arrow pointing up), 'Down' (blue arrow pointing down), 'Add' (green plus sign), and 'Delete' (red minus sign). Below the toolbar, the 'Teacher' taxonomy is shown as a list of names, each preceded by a checkbox. The names are: David Cleary, Francesca Alfano, Hartyányi Mária, Helén Hegedűs, Ildikó Balassa, Jose Amelio, Ken Currie, Luis Fernandez, Mányai Miklós Máté, Mary Cleary, Pierfranco Ravotto, Szabó János, Lajtos Gábor, Töreky Szilvia, and Szuszai Tamás. To the right of the list, a dropdown menu is open, showing a list of available taxonomy elements. The menu starts with '-- Switch vocabulary --' at the top, followed by a blue bar with the same text. Below this, the following elements are listed: Teacher, Grade, Subject, Tags, TEACHERS GROUP, GOALS AND TASKS OF LESSON, Didactic tasks, DEVELOPMENT FIELD, Type of lesson, POSITIVE TERMS, FORUMS, Methods, Working forms, Tools, FACULTY, OBJECTIVES, Knowledge, FIELDS OF EDUCATION, and SCHOOL.

This example is about updating the taxonomy for “*Teacher*” elements. Teacher names are already in the list. The editing options (Up, Down, Add, etc.) enable you, via a drop-down menu, to add/select/move another taxonomy element. Selecting the **+ Add** button presents a ‘*Terms*’ input area where you can add one or more teacher names.

## Building up a standard curriculum in the Taxonomy Manager

If you want to upload a standard curriculum/syllabus, you have to work 'upside-down' entering the name of the certificate into the taxonomy under "*Certificate*".

### Step 1

Choose the taxonomy "*Certificate*" and add a new name: e.g. Leaving Certificate Program

Add new terms

If you have selected one or more terms in the tree

Terms

Leaving Certificate Vocational Programme

One term per line. Child terms can be prefixed with a quotes.  
Example:  
animals  
-canine  
--dog  
--wolf  
-feline  
--cat

+ Add    X Cancel

Click on the + Add button below the textbox!

### Step 2

Click on title of the new Taxonomy term then fill out field *Description*.

**Certificate**

- ☐ Leaving Certificate Vocational Programme
  - ☐ Level 2 (Technical) Certificate in Digital Technologies (5220-21)
  - ☐ Level 4 Diploma in Business Information Technology

**Leaving Certificate Vocational Pr... (1588)**

Name \*

Leaving Certificate Vocational Programme

Description **Field of Taxonomy term**

Leaving Certificate (established) with a new and dynamic focus on self-directed learning, enterprise, work and the community. This two year programme is part of an expanded provision that aims to cater for the diversity of participants' needs at senior cycle.

The primary goal of the LCVP is to prepare young people for adult life by ensuring that they are educated in the broadest sense, with an ability to cope and thrive in an environment of rapid change. Participants in the programme are encouraged to develop skills and competencies fundamental to both academic and vocational success.

Text format **Full HTML** [More information about text formats](#)

Weight \*

0

Terms are displayed in ascending order by weight.

[Save changes](#)

Click on the *Save changes* button below the textbox!

### Step 3

Choose the *Requirement module/Subject/Unit* element from the list 'Switch vocabulary' at the top right corner of the screen.

**Toolbar**

[Up](#) [Down](#) [Add](#) [Delete](#) [Move](#) [Export](#) [Double Tree](#) [Search](#)

**Certificate**

- ☐ Leaving Certificate Vocational Programme
  - ☐ Level 2 (Technical) Certificate in Digital Technologies (5220-21)
  - ☐ Level 4 Diploma in Business Information Technology

**Leaving Certificate Vocational Pr...**

Updated term data

Name \*

Leaving Certificate Vocational Programme

Description

The Leaving Certificate Vocational Programme is designed to enhance the vocational dimension of the senior cycle curriculum.

Text format **Full HTML** [More information about text formats](#)

**Switch vocabulary**

- Type of lesson
- POSITIVE TERMS
- FORUMS
- Methods
- Working forms
- Tools
- FACULTY
- OBJECTIVES
- Knowledge
- FIELDS OF EDUCATION
- SCHOOL
- Requirement module/Subject/Unit**
- Topics
- Learning outcomes
- Skills
- Competence
- Certificate
- Literacy
- Library\_item
- Resource Type

### Step 4

Add a new element to *Requirement module/Subject/Unit* taxonomy (e.g. Technology) and fill out the fields: *Description*, *Assessment methods*, *Bibliography for teachers*, *Materials/Tools* that relate to *Vocational qualifications*.

### Step 5

Repeat steps 1-4 to define taxonomy elements for *Strand* and *Topic*.

## QMS – Quality Management System






In this section the basic documents of the quality management system can be created: the Vision, the Mission and the Quality Policy. Strategic plans, action plans and processes of your institution are also created here.

### QMS basic documents

The screenshot displays the 'QMS Basic Documents' page. At the top is a navigation bar with links: Home, Repository, Forum, Taxonomy, Evaluation, Lesson Planner, QMS, Calendar, Help, My account, and Log out. The main content area has a title 'QMS Basic Documents' and a table with the following data:

Title	Created by	Valid until	Operations
Teszt vízió 2.	anita	Friday, December 1, 2017	View, Share, Export, Edit, Delete
ITStudy küldetése	maria.hartyanyi-p1	Tuesday, November 7, 2017	View, Share, Export, Edit, Delete
Vízió, misszió és minőségpolitika - ITStudy Hungary Oktató és Kutató Központ	maria.hartyanyi-p1	Wednesday, November 1, 2017	View, Share, Export, Edit, Delete
Mir alapidokumentum teszt 1	ornagy	Tuesday, August 22, 2017	View, Share, Export, Edit, Delete

On the right side, there is a sidebar menu titled 'MIR' with a settings icon. It contains a dropdown menu 'Vision, Mission, Quality Policy' which is expanded, showing options: 'Create Basic Documents' (highlighted with a mouse cursor), 'Processes', 'Action plans', and 'Strategic plans'.

On this summary page of basic documents, you can perform similar actions to the ones in the Lesson Planner. You can View  a document, Share  it (or ask the creator to share it with you), you can Export  it, Edit  it or Delete  it.

Click on *Create Basic Document*, and complete the form.



[Home](#)
[Repository](#)
[Forum](#)
[Taxonomy](#)
[Evaluation](#)
[Lesson Planner](#)
[QMS](#)
[Calendar](#)
[Help](#)
[My account](#)

Title \*

### Vision

"A vízió azoknak a jövőre tekintő elvárásoknak pozitív kifejtése, hogy milyen legyen az intézmény a jövőben. Hosszú távú szemlélet kereteiben írja le az intézmény állapotát, amely még nem létezik, de elérhető kell legyen a jövőben. A megvalósíthatóság biztosítása érdekében a víziót össze kell kapcsolni, és össze kell vetni a szakképző intézmény fejlesztési stratégiájával.

Például: az intézmény legyen a régió szakképző intézményei között a legerősebb versenytárs"

### Mission Statement

"A küldetésnyilatkozat a vízió sikeres megvalósításának eszköze, az intézmény alapvető értékrendjének kinyilvánítása. A küldetésben a szakképző intézmény kifejezésre juttatja önképét, alapelveit és legfőbb céljait. A küldetés irányt szab az egész intézmény számára, és irányítja a munkatársak napi tevékenységét. A küldetés a normatív vezetés része, és a stratégiák, a minőségügyi célok és az operatív működés keretét szolgálja. A nyilvánosság számára a küldetés írja le világosan a szervezet alapvető céljait, hogy segítsen közvetíteni az érintettek felé az intézmény stratégiai minőségi irányvonalait.

Például:

### Quality policy

"A minőségpolitika kifejezi felső vezetés – elsősorban az intézményvezető – elkötelezettségét a minőség iránt, és tevékeny részvételét a minőséggel kapcsolatos tevékenységekben való részvételét. A minőségpolitika az intézményvezető aláírásával hitelesített dokumentum, amelyben, a vezető kötelezettséget vállal abban, hogy az intézmény a tanulói igények és elvárások messzemenő figyelembevételével működik.

A minőségpolitikával szembeni követelmények:

Valid from
 

Date
 
 11/13/2017
 E.g., 11/14/2017

### Author

## Processes

You can view, edit, share etc. the processes.

Author	Title	Submission Date	Operations
anita	Tanfolyam értékelése	11/08/2017 - 11:38	View Edit Delete
maria.hartyanyi-p1	Önértékelés	11/07/2017 - 14:20	View Edit Delete
anita	Tanfolyamra jelentkezés	11/06/2017 - 13:22	View Edit Delete
maria.hartyanyi-p1	Tanítás - tanulás	10/12/2017 - 22:09	View Edit Delete
ornagy	Miklós teszt folyamata	09/11/2017 - 11:06	View Edit Delete
maria.hartyanyi-p1	Dolgozók kiválasztása, betanulása, ellenőrzése	08/28/2017 - 20:34	View Edit Delete
maria.hartyanyi-p1	Tanulók eredményének mérése, értékelése	08/28/2017 - 20:26	View Edit Delete
maria.hartyanyi-p1	Humán-erőforrás fejlesztés	08/28/2017 - 16:02	View Edit Delete

Or you can create a new process:

Name of the process \*

Type of process \*

- Select a value -

- Select a value -

Key process

Support process

Management process

the process owner

Purpose and objective of the process

The scope of the process

Input of the process

Steps of the process

## Action Plans

You can view, edit, share etc. Action plan:

Action plans			
Author	Title	Submission Date	Operations
anila	Eszköz beszerzés	Wednesday, November 8, 2017 - 11:56	
maria.hartyanyi-p1	Weboldal felújítása	Tuesday, November 7, 2017 - 14:43	
maria.hartyanyi-p1	EQOS bevezetés az ITStudy Oktatóközpontban	Tuesday, November 7, 2017 - 12:49	
maria.hartyanyi-p1	uj	Tuesday, November 7, 2017 - 08:50	
anila	Szerződés-kötés ... képzésre	Monday, November 6, 2017 - 12:56	
maria.hartyanyi-p1	Továbbképzés	Friday, November 3, 2017 - 13:36	
maria.hartyanyi-p1	Marketing javítása	Friday, November 3, 2017 - 12:27	
ornagy	Akcióterv 2 tesztelés	Tuesday, October 31, 2017 - 12:20	
ornagy	View készítése	Tuesday, October 31, 2017 - 11:30	
maria.hartyanyi-p1	Technikai feltételek kialakítása	Sunday, October 29, 2017 - 21:31	

1 2 next » last »

Or alternatively you can create a new action plan:

Home	Repository	Forum	Taxonomy	Evaluation	Lesson Planner	QMS	Calendar	Help	My account
------	------------	-------	----------	------------	----------------	-----	----------	------	------------

Title \*

Goal of Intervention

Activities, tasks

Activities, tasks

Description of the task

Staff member responsible

Selected Users

Resources and tools

Deadline of the task

Date

Search

Users

anon0

pierfranco.ra

francesca.al

david.cleary-

ij

istvan.hesse

This project has been funded with support from the European Commission.

This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use, which may be made of the information contained therein.

## Strategic Plans

Similarly you can view, edit, etc. existing Strategic plans.

Title	Submission Date	Author	Operations
Új fajta stratégiai terv	Monday, October 16, 2017 - 16:01	ornagy	View Edit Delete
Stratégiai terv készítő felület(EQOS)	Wednesday, October 18, 2017 - 12:37	ornagy	View Edit Delete
Webináriumok bevezetése	Sunday, October 29, 2017 - 21:31	maria.hartyanyi-p1	View Edit Delete
Teszt új stratégiai terv	Tuesday, October 31, 2017 - 11:30	ornagy	View Edit Delete
Utso teszt-2018	Friday, November 3, 2017 - 13:36	maria.hartyanyi-p1	View Edit Delete
Képzés 2018	Monday, November 6, 2017 - 12:57	anita	View Edit Delete
x	Tuesday, November 7, 2017 - 08:44	maria.hartyanyi-p1	View Edit Delete
ITStudy Stratégiai Terv - 2017-2020	Tuesday, November 7, 2017 - 14:43	maria.hartyanyi-p1	View Edit Delete

When you create a new Strategic Plan, you can **attach existing Action Plan(s)** to it.

Title \*

Introduction

Source

Format

Font

Size

Switch to plain text editor

More information about text formats ?

Text format

Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Global tokens will be replaced with their respective token values (e.g. [site:name] or [current-page:title]).
- Lines and paragraphs break automatically.

Affected areas

Search

Available

1. Pedagógiai folyamatok
2. Személyiség- és közösségfejlesztés

**Area(s) of development**

+ Area(s) of development

Title

Description

General description of the development (problems, goals, list of activities and indicators)

**Activities, action plans**

+ Create Action Plan

Add row

Remove Area of development

Add Area of development

## Annex 1 – Data description based on the taxonomies

The following figure provides an overview of which structural elements provide the source of data for fields in the Lesson Planner.

[taxonomy term – *Certificate*]

[taxonomy term – *Requirement module/Subject/Unit*]

[taxonomy term – *Teacher*]

### Details of Requirement module / Subject / Unit

#### 1. Project task

[free text]

#### 2. Assessment methods

[taxonomy term - *field of Requirement module/Subject/Unit taxonomy*]

#### 3. Materials / tools

[taxonomy term - *field of Requirement module/Subject/Unit taxonomy*]

#### 4. Bibliography for teachers

[taxonomy term - *field of Requirement module/Subject/Unit taxonomy*]

#### 5. Textbooks for students

[free text]

#### 6. Examples for final assessments of students performance

[free text in printed version]

### Details of Subject area / Strand

#### 7. Aims, objectives, learning outcomes

[taxonomy term - *field of Subject Areas/Strands taxonomy*]

**8. Prior knowledge**

[free text]

**9. Cross-curricular links**

[taxonomy term - *field of Subject Areas/Strands taxonomy*]

**Details of the lesson**

**Grade:** [taxonomy term – *Grade*]

**Type of lesson:** [free text]

**Topic:** [taxonomy term – *Topic*]

**Subtopic:**

[taxonomy term - *field of Topic taxonomy*]

**Goals and task of lesson:**

[free text]

**Learning outcomes:**

[taxonomy term - *field of Subject Areas/Strands taxonomy*]

**Skills:**

[taxonomy term – *Skills*]

**Personal competences:**

[taxonomy term – *Competence*]

**Didactic tasks:**

[taxonomy term – *Didactic tasks*]

**Teaching materials:**

[free text]

**Date created:** [date]

Time required	Procedure	Lesson Interaction			Comments
		Methods	Students activities	Tools	
<b>Lesson Opening</b>					
	[free text]	[taxonomy term – <i>Methods</i> ]	[free text]	[taxonomy term – <i>Tools</i> ]	[free text]
<b>Main part</b>					
	[free text]	[taxonomy term – <i>Methods</i> ]	[free text]	[taxonomy term – <i>Tools</i> ]	[free text]
<b>Lesson Closing</b>					
	[free text]	[taxonomy term – <i>Methods</i> ]	[free text]	[taxonomy term – <i>Tools</i> ]	[free text]
<b>Approved by:</b>					