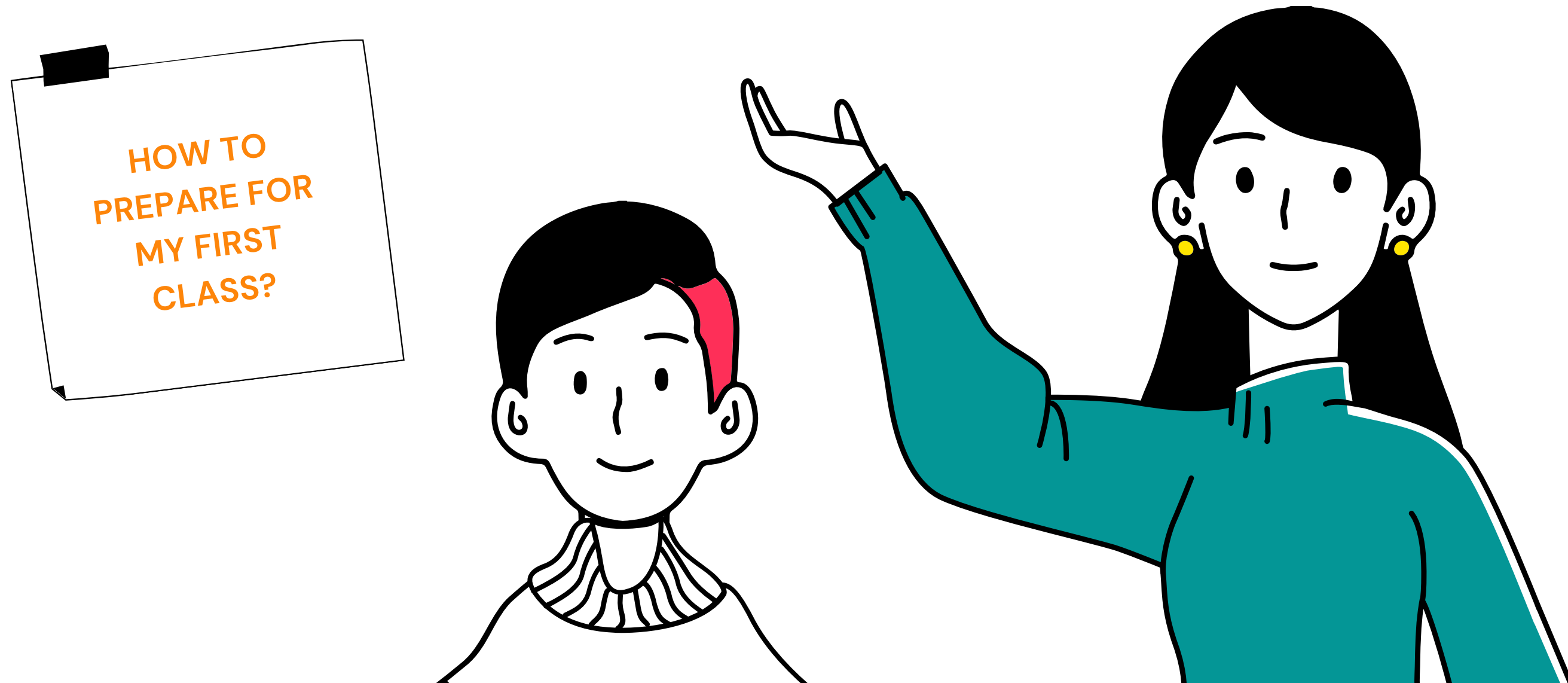




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GUIDELINES FOR NEW TEACHERS





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IMPORTANT NOTES BEFORE STARTING:

1. We are currently prioritizing teachers who can open **fixed evening schedules** and be **regular teachers**. *If you cannot open a fixed evening schedule, please message us on Skype. :)*
2. Please open schedules during our peak hours: 6pm–9pm weekdays, Taiwan Time.
3. Please make sure you have a plain/fun background and filters for your classes.
 - › Some examples (built-in filters/bg are available in our classroom: settings > camera):



4. Familiarize yourself with our game feature: Click [HERE](#)
5. Kindly review our First Class Strategies so you can prepare accordingly: Click [HERE](#)



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OTHER IMPORTANT GUIDELINES:

Please read accordingly.

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1. Install the Schedule Checker Application on your mobile phone.

You may download it through this link: <https://25hoon.com/app-download/>



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Input your number:

1. Country code + Phone number (not including "0")
2. Choose > Login password:

Welcome!

Login with phone number Login account

Phone number

+63 9161234567

Next step

Login password



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3. Your password is the last 8 digits of your number. For example, in this case: The password is "61234567"

**If there are issues, let us know via Skype.*

Welcome!

Login with phone number Login account

Phone number

+63 9161234567

Password

61234567

Login

[Login verification](#) [Forget password](#)




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4. Then, choose “Teacher,” then click Confirm.

Choose your identification
Your identification could be changed in my profile



Teacher



Student

Confirm



2. Install Skype on your PC/Laptop and mobile phone.

If you do not have it yet, you may download it through this link:

<https://www.skype.com/en/get-skype/>

Always be online on Skype during your shift so it would be easy to communicate with the Tutor Support Team.



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3. Save our emergency numbers:

Smart number: 0968-395-5619

Globe number: 0945-461-6602

In case of emergencies like power or internet outages, kindly contact us immediately so we'd know how to handle your classes and to better support you.



4. Know the 3 types of bookings:

1. **General booking** – booking number is just digits – Ex. 654321
2. **Regular booking** – booking number starts with “H” – Ex. H4321
3. **First Class booking (potential regular)** – booking number starts with “F” – Ex. F4321

How to prepare for General booking:

booking number is just digits – Ex. 654321

NOTE: All bookings can be found in the New Dashboard.

But material requests for General bookings can be found via the Old Dashboard:

Old Dashboard > Booking > Booking details.

**This is the only purpose of the Old Dashboard.*

Download the material request from our Material drive.

Enter classroom via New Dashboard.

Give feedback via New Dashboard.

How to prepare for General booking:

The screenshot displays the 'Old Dashboard' interface. On the left is a dark sidebar with navigation links: Home, New Dashboard, Old Dashboard (highlighted with a red box), Materials, Update Schedule, Support, Request, Leader Incentive, Lesson Fee Summary, Learning Center, Partnership, Edit Profile, and Logout. The main content area shows 'Booking #697622' with an 'Overview' section containing the following details:

Tutor Name:	Pearl
Start date:	2023-08-31 4:30 PM
Ready to join?	
Recording:	
Booking Status:	confirmed

Below the overview is a 'Student request' section, outlined with a red box, which lists the steps for lesson preparation:

課程資訊(LESSON INFORMATION)	
1. 請選擇上課教材(TEXT BOOK)	兒童英文(Kids ESL)
1-1. 選擇兒童主題(TOPIC)	故事(Story)
1-2. 選擇故事LEVEL(KIDS ESL - STORY)	Level 3
1-3. LEVEL 3	UNIT 10 Little Sock

Red text instructions are overlaid on the 'Student request' section:

1. Check General booking material request on Old Dashboard.
Old Dashboard > Booking > Details

How to prepare for General booking:

The screenshot shows a classroom booking interface. At the top, there is a header bar with a blue box containing '1on1', a bold ID '6976231', and the text 'Room Number: 1321662745'. To the right of this is a countdown timer 'Countdown for class to begin: 01 : 11 : 13' and a blue button labeled 'Enter the Class' which is highlighted with a red box and a red number '2' above it. Below the header bar, there is a section with 'Start Time: August 31st Thursday 16:30~17:00', 'Status: No class', and 'Number of students: 1'. At the bottom left, there is a 'Students' dropdown menu with a person icon. At the bottom right, there are three buttons: 'prepare lessons', 'Give assignments' (highlighted with a red box and a red number '3' above it), and 'Details'.

1on1 **6976231** Room Number: 1321662745 Countdown for class to begin: 01 : 11 : 13 **Enter the Class**

Start Time: August 31st Thursday 16:30~17:00 Status: No class Number of students: 1

Students ▾ prepare lessons **Give assignments** Details

2. Enter classroom via New Dashboard and upload requested material

3. After the class, give feedback via New Dashboard.

How to prepare for Regular booking:

booking number starts with “H” – Ex. H4321

NOTE: All bookings can be found in the New Dashboard.

If you have a regular student, the Material Requests will be pre-arranged and we will let you know before the class starts.

You have to prepare the material request in advance.

Enter classroom via New Dashboard.

Give feedback via New Dashboard.

How to prepare for Regular booking:

1on1

H9203固定6個月72堂No.1


Room Number: 844524275

Enter the Class

Start Time: September 4th Monday 15:00~15:30

Status: No class

Number of students: 1

 Students ▾

prepare lessons

Give assignments

Details

1. Enter classroom via New Dashboard.

NOTE: The material for First Classes are pre-arranged.
Please prepare and upload them in advance.

2. After the class, give feedback via New Dashboard.

How to prepare for First Class booking:

booking number starts with “F” – Ex. F4321

NOTE: All bookings can be found in the New Dashboard.

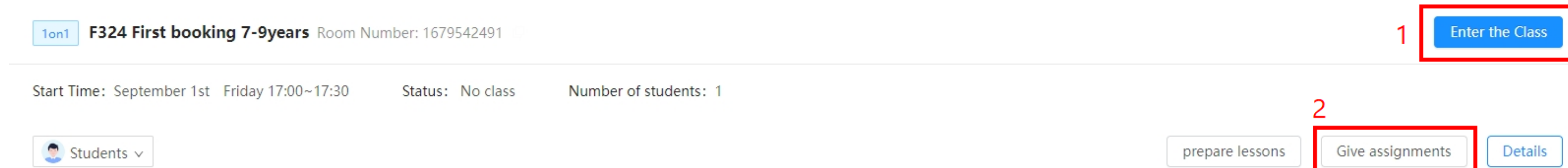
Material request for First Classes are already uploaded in the classroom.

***You may check them by entering the classroom early to browse.**

Enter classroom via New Dashboard.

Give feedback via New Dashboard.

How to prepare for First Class booking:



1. Enter classroom via New Dashboard.

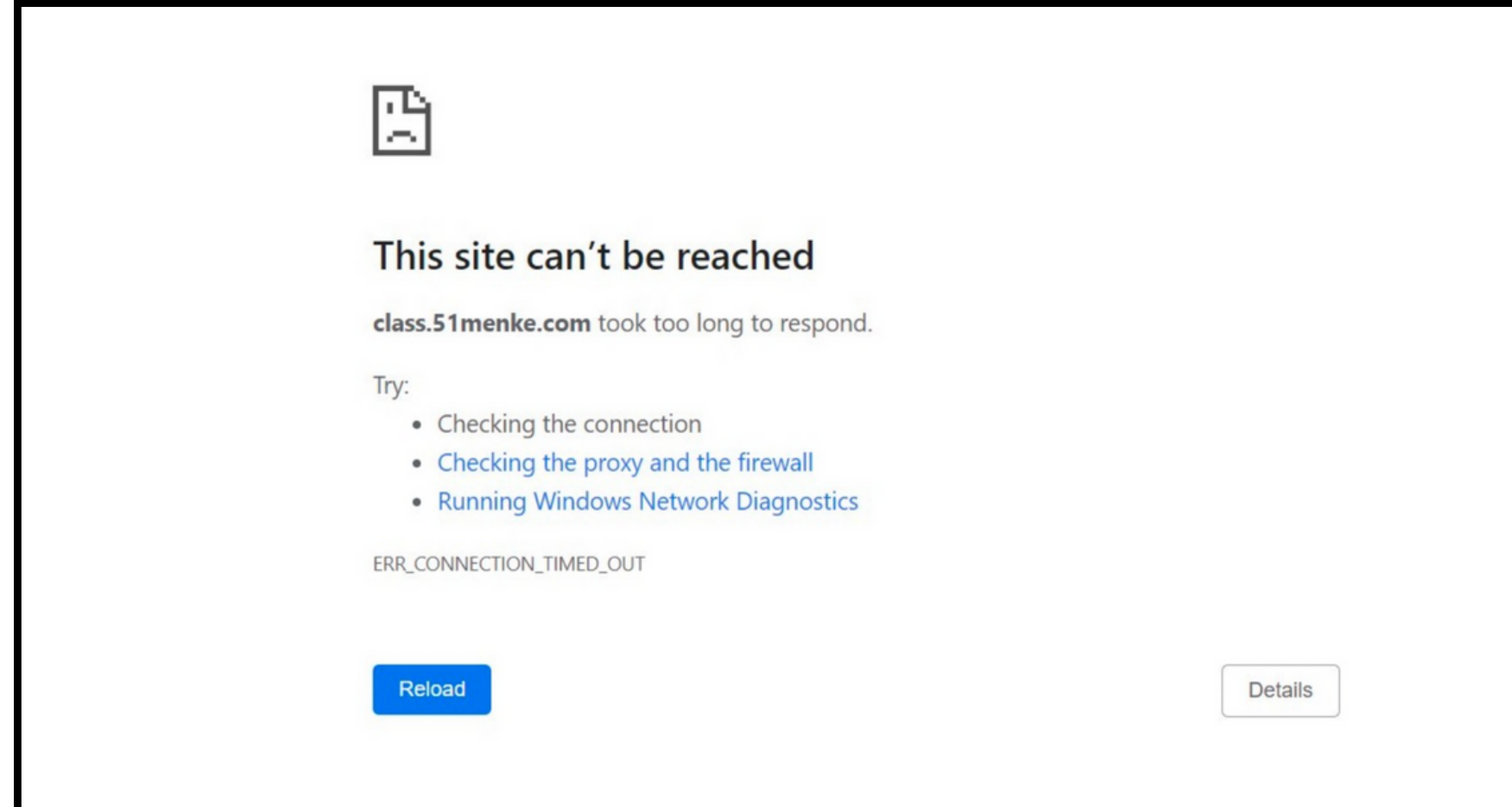
NOTE: The material for First Classes are already uploaded.
Please check them in advance so you can prepare.

2. After the class, give feedback via New Dashboard.

NOTE: If you cannot access New Dashboard, please read:

Sometimes, the teacher's local network could have conflicts with our New Dashboard which makes it inaccessible for teachers.

The error could look like this:



**NOTE: If you cannot access New Dashboard,
please read:**

**If you encounter this error and cannot access the New
Dashboard, you might have to change your DNS settings.**

Kindly follow the instructions here:

****Instructions are available for both Windows and iOS users.***



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5. Save our feedback format:

For all kinds of bookings:

New dashboard > Booking > Give assignment (see below)

1on1

6976231

Room Number: 1321662745

Countdown for class to begin: 00 : 58 : 40

Enter the Class

Start Time: August 31st Thursday 16:30~17:00

Status: No class

Number of students: 1

Students ▾

prepare lessons

Give assignments

Details



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Always use this ABCD feedback format for all bookings:

Give assignments

* job date: 2022-08-30

* The title: 2022-08-30 5989001

* Students: Selected1quantity student

homework requirement:

Hi, Jane! :) We have learned a lot today:

A. Vocabulary: elephant, cereal, Olympics...

B. Pronunciation:

1. elephant [e-le-fant] 2. cereal [see-ree-uhl] 3. Olympics [uh-lim-piks]

C. Sentence examples:

Sentence Pattern: SVO [Subject + Verb + Object]

- I watched the Olympics. - I like elephants. - I ate cereal.

D. Others: English Expressions

2. "Hold on." - Means waiting for a while.

3. "Let's hang out." - Means to spend time together and have fun.

Thank you for participating well in our class. Hope to see you again soon! :)

If the files has been uploaded online disk, click [Drive](#)

Upload video: 256MB each video, three videos max

Upload picture: 10MB each picture, nine pictures max

Upload audio: MP3, 600 seconds max

Upload attachments: 10MB each file, three files max, only support Word and PDF format

Submit method: picture Video Record **Feedback method unrestricted**

Save draft **Publish assignments**

These are pre-filled out. No need to input anything here.

Follow this ABCD format:

Click to submit:

For First Class Feedback (bookings that start with “F”), you have to add English Areas assessment:

- a. Listening
- b. Speaking
- c. Reading
- d. Pronunciation
- e. Vocabulary

This is a good complete sample of a First Class feedback: ABCD format + English Area assessment:

Wonderful Patrick! You are a very smart student and a fast learner. You did well in following my instructions and answering the activities.

A. Vocabulary

You were able to review and learn new words and phrases: pig, seal, elephant, mole, monkey, flat, round, long, red, funny, nose with little

B. Pronunciation

However, continue to practice saying these words;

1. flat

2. little

3. fingers

C. Sentence examples

You can answer in a complete sentence and answer yes or no questions using short answers.

1. This ___ has a ___ nose. This pig has a flat nose.

2. Yes, it is. / No, it isn't.

3. Yes, I do./ No, I don't.

a. Listening: Wonderful Patrick! You did well in listening during our class. You can understand and follow the instructions very well.

b. Speaking: You're speaking skills is so awesome. It's great when you can answer in a complete sentence.

c. Reading: You did a great job reading the words and sentences with minimal assistance.

d. Pronunciation: Patrick, your pronunciation is really nice. You can pronounce most of the words correctly.

e. Vocabulary: Patrick, your vocabulary is good! You were able to identify all the pictures , with constant practice I know you can do more.

Patrick, you're a fast learner! It's great that you're having fun while learning. Keep going Patrick, I know you can do more. I'm excited to see you in our next class.



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6. Always submit your schedules on time.

Please remember that next week's schedule submission deadline is by 12NN every Wednesday.

Submit your schedules on or before 12nn Wednesday via Dashboard. (see below)

Please submit your schedule until 12:00PM every Wednesday

Schedule dates
Jan. 9-Jan. 15

Monday	Tuesday
start 7:00- end 9:00	start 7:00- end 9:00
Wednesday	Thursday
start 7:00- end 9:00	start 8:30- end 10:00
Friday	Saturday
start 7:00- end 9:00	start 7:00- end 9:00
Sunday	Agreement
X	<input checked="" type="checkbox"/> I have reviewed my schedule and submit

SUBMIT

Don't lie down during the lesson.

Instruction
If you want to open
5:00PM-5:25PM
5:30PM-5:55PM
6:00PM-6:25PM
6:30PM-6:55PM

Please mark it as
Monday start 8PM – end 7PM



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7. Download the first class template.

When meeting new students, you always have to use the First Class Template.

You will find them in Dashboard > Materials > First/Trial>Level Test Class Template.

There are 2 templates: 1 for kids and 1 for adults.

Download both and familiarize yourself with it before your first classes. (see below)

First Class/Trial Class template

Mga File





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8. Read our FAQ/Teacher Manual:

The complete Teacher Manual can be accessed through this link:
<https://recruitment.25hoon.com/manual/>



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WHAT TO DO DURING MY FIRST 2 WEEKS?





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During the first 2 weeks, all newly hired teachers are in their probationary period.

During this time, you must:

1. Inform us via Skype that you are already on standby for your shift 20 minutes prior to your first open slot.

If your open schedule is from 6PM to 9PM, please message us on Skype at 5:40PM and let us know that you are ready and already on standby.

SAMPLE: "Hi TS, I am now ready for my shift."

If you do not inform us, all your open slots will automatically be closed.



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During the first 2 weeks, all newly hired teachers are in their probationary period.

During this time, you must:

2. Before entering the classrooms, please inform us via Skype as well.

SAMPLE: "Hi again TS, I am about to begin my [slot time] class."

3. After your class, let us know again by messaging on Skype.

SAMPLE: "I'm done with my [slot time] class."

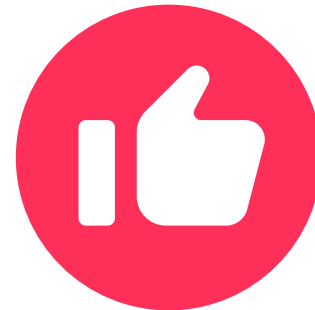


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Please do these during your first 2 weeks with 25Hoon English.

**These mandatory reports will help you get used to our system
and also help you be more mindful of your own schedules.**



Looking forward to your cooperation,
TS Team