New Material Guidelines

Hi, 25Hoon English Teachers! 👋

We have added New Materials and we will be detailing the guidelines on how to use them through this manual.

Kindly review and practice the steps so you can navigate and use our new materials accordingly.

Before anything else, we want to remind you where you can get materials for each type of class:

1. For General bookings (e.g. 765342) – you may find the request on the Old Dashboard > Booking details > Get details, locate materials, and upload in the classroom.

2. For First class bookings (e.g. F4321) – they are already uploaded in the classroom.

3. For Regular bookings (e.g. H4321 or B4321) – they are informed through Skype > Then you have to prepare the material and upload/share-screen in the classroom.

Update regarding the types of Materials we currently have at 25Hoon English:

a. Old materials – these are the Online book materials we have on our drive:
Tutor's Dashboard > Materials > Locate and download the request > Upload in classroom.

b. New materials – these are our new selection of materials:
Tutor's Dashboard > Drive > Enterprise online disk > Among the vast selection of materials, you can preview them to check the content > Upload is done inside the classroom.
*NOTE:* More details in the next slides.

c. Highlights Library – click **HERE** – we send the login details as well via Skype.

d. Oxford – For regulars; we inform when we send the regular student information.

For the New Materials, here are some points to remember:
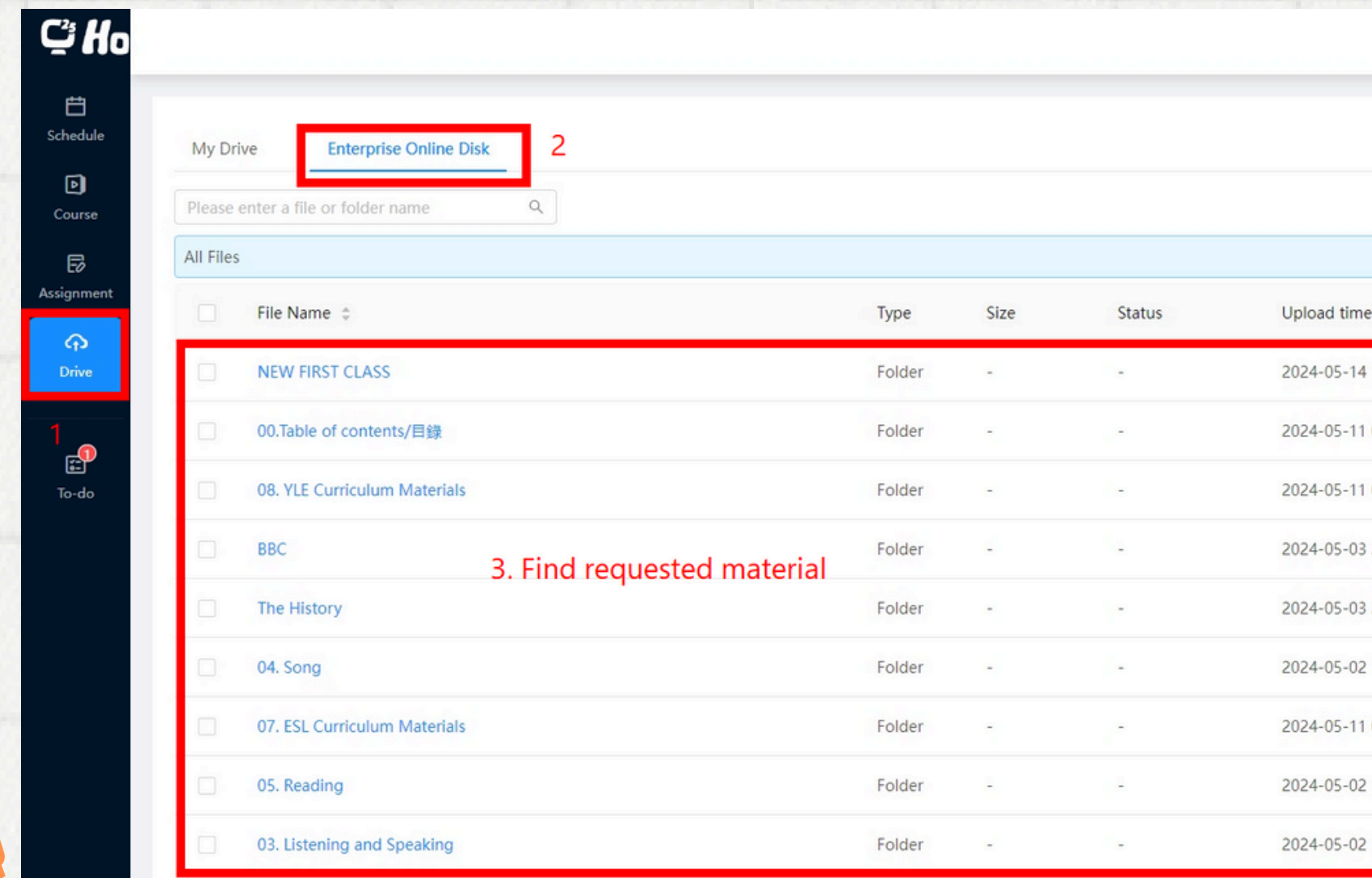
The material is new and interactive, unlike the regular PDF lessons; there are more photos, some animations, and movement, and even sounds that would greatly help in having a more engaging class.
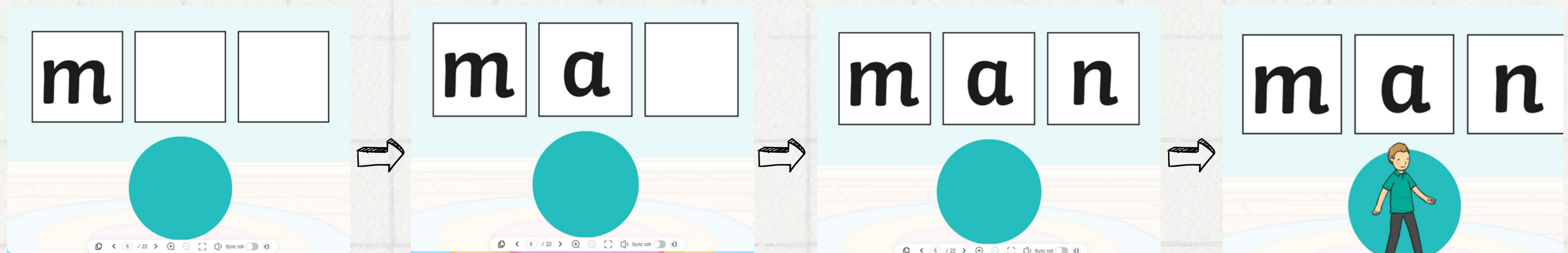
NOTE: Only the teacher can control the movements/transitions by clicking, so please practice and prepare well so you can guide students well.
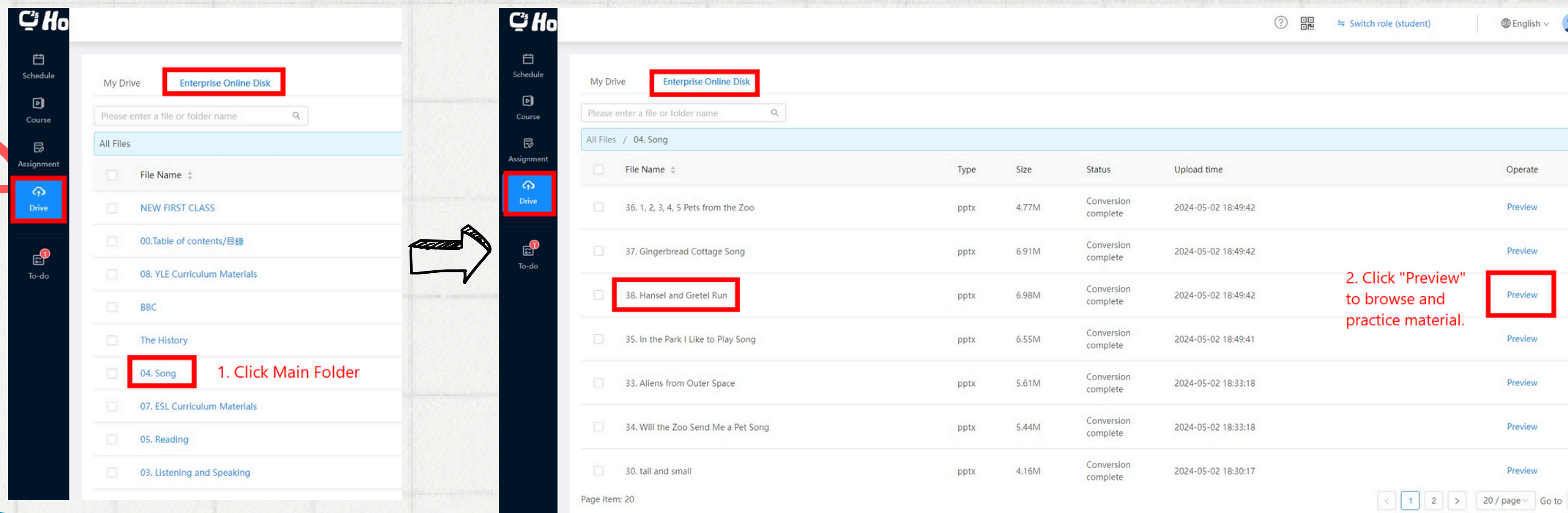
WHERE TO FIND "NEW MATERIALS:"

Unlike the Old Materials, the New Materials can be found in the New Dashboard:
Tutor's Dashboard > Drive > Enterprise online disk > Then, you will see the main material folders:

Then, you can preview the materials by clicking the Main Folder > Topic > Preview: e.g. You need to check "04. Song > 38. Hansel and Gretel Run:"

Here, you should be able to see the material and browse through it. You will also be able to practice the navigation and hear the sounds, if there's any.

HOW TO CHECK IF STUDENT WILL USE "NEW MATERIALS:"

a. For general bookings:

Same process: Old Dashboard > Booking details

b. For first–class bookings:

It will already be uploaded in the classroom.

c. For regular bookings:

We will inform you in advance through Skype together with other details.

HOW TO UPLOAD "NEW MATERIALS" IN CLASSROOM:

1. Join Classroom

1on1	**Material test** Room Number: 1679871763		Countdown for class to begin: 01 : 24 : 06	**Enter the Class**

Start Time: May 14th Tues. 23:00~23:30   Status: No class   Number of students: 1

Test teacher(Teacher)   Associate Courseware   View courseware   Assign homework   Details

2. Inside classroom: Click Files > Public

Room number:1679871763   Class will start in 01:22:51

Classroom Resources   Personal   2 Public

Default   Type   Name   show only files   + Add

Enter search keywords
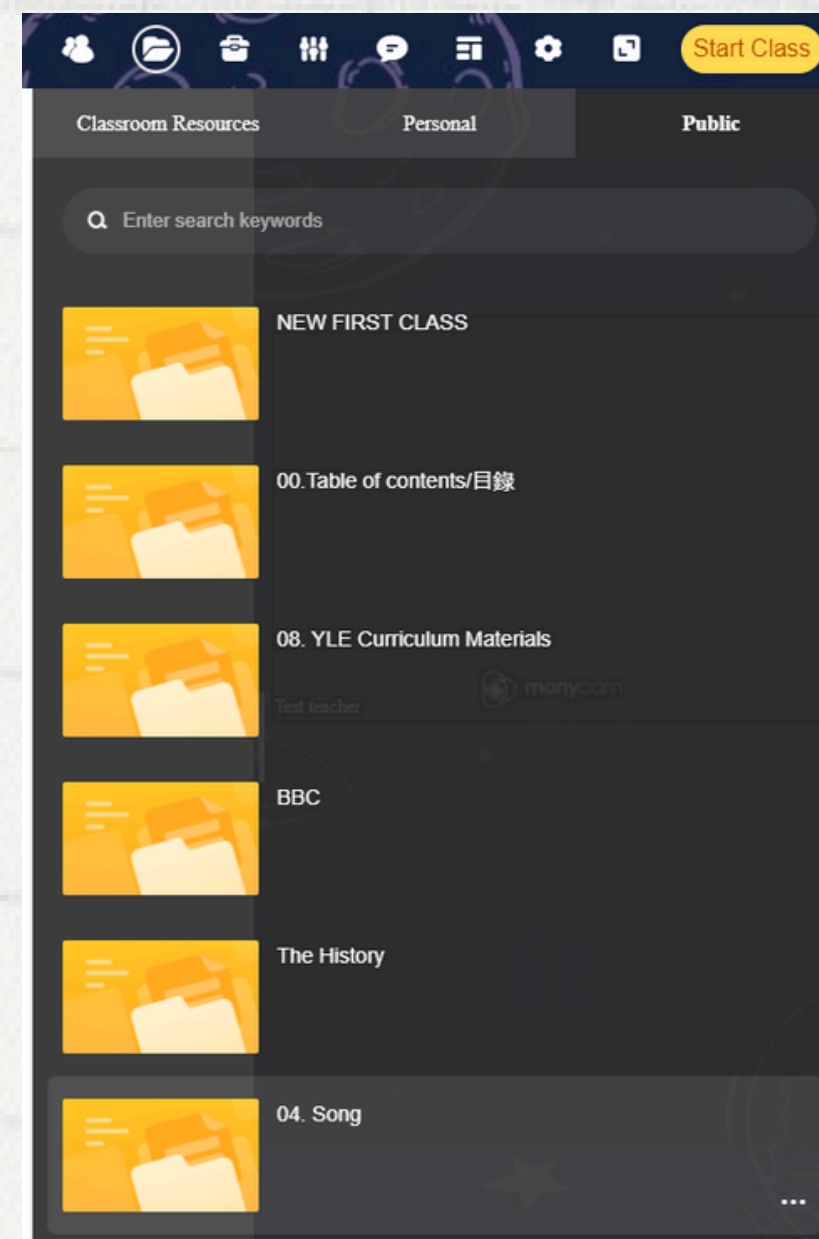
Courseware in use (1)

Whiteboard

Whiteboard
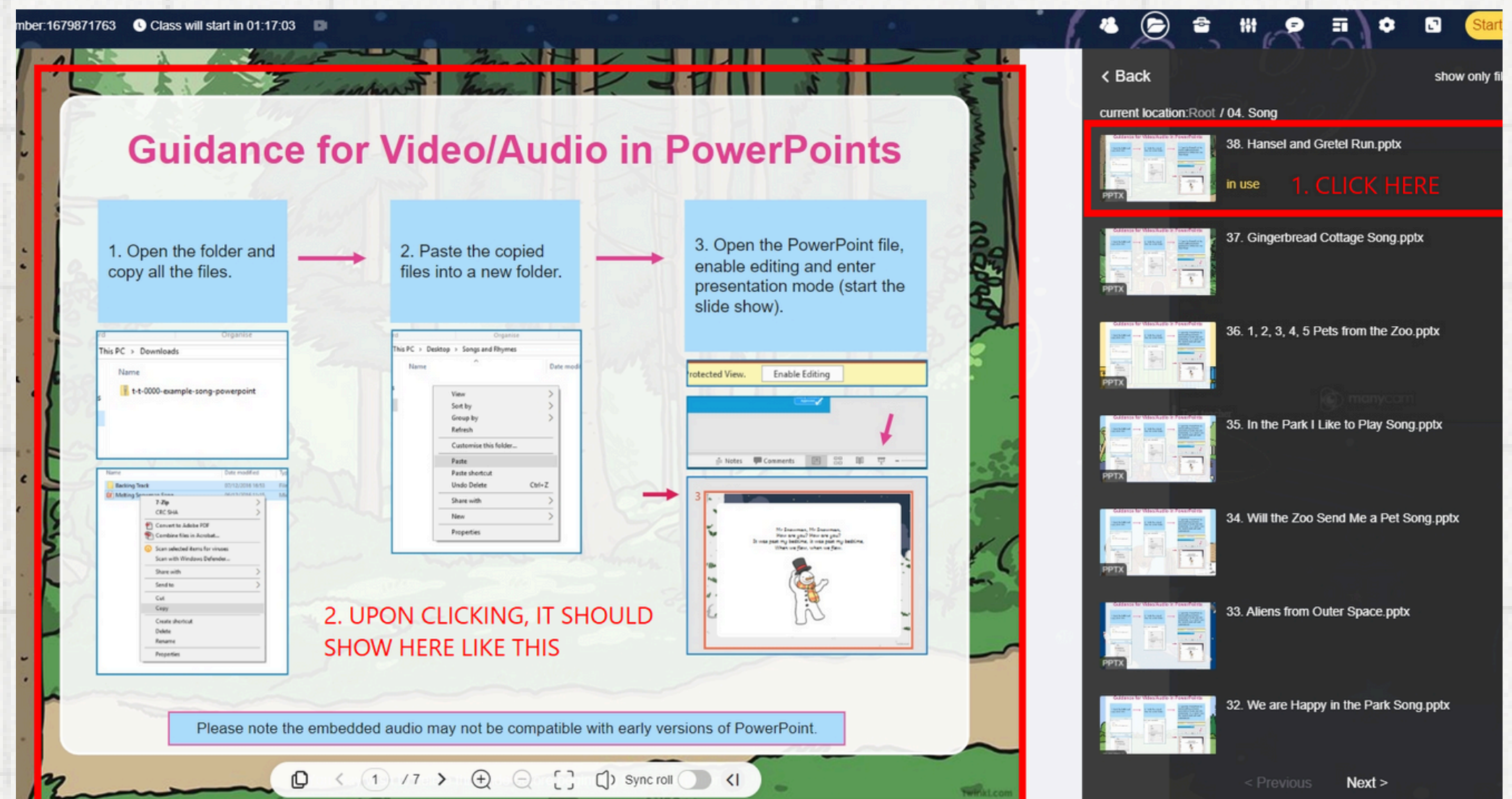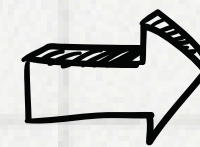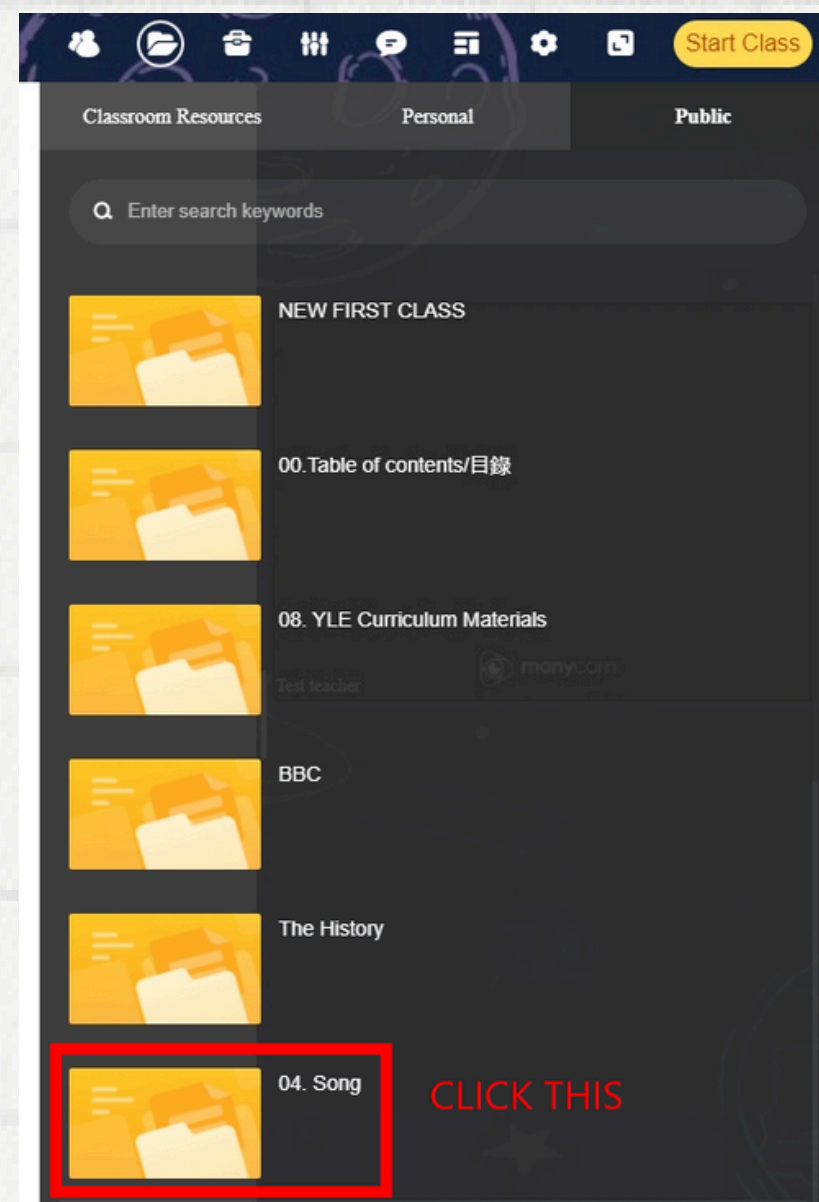
in use

Upon clicking "Public," the main folders should appear like this:

3. Then, to locate the requested material: Click on the Main Folder name > Find the specific Topic needed for class > e.g. "O4. Song > 38. Hansel and Gretel Run

4. When you click "Start Class," the tools will appear and you can use them as usual. All functions still work the same. As for the interactive parts of the material (movements, animation, sounds), you have to click on the Cursor Tool Function to activate it in Class.

We hope this simple guide can help you
prepare accordingly for our New Materials.

Students can select and request New Materials
starting this Friday, 5/17/2024.

Therefore, it will be great if you can review this manual thoroughly
and practice once you get a New Material request from your students.

If you have any concerns regarding this matter,
you may contact us on Skype. Thank you!

Looking forward to your cooperation,
TS Team