



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.

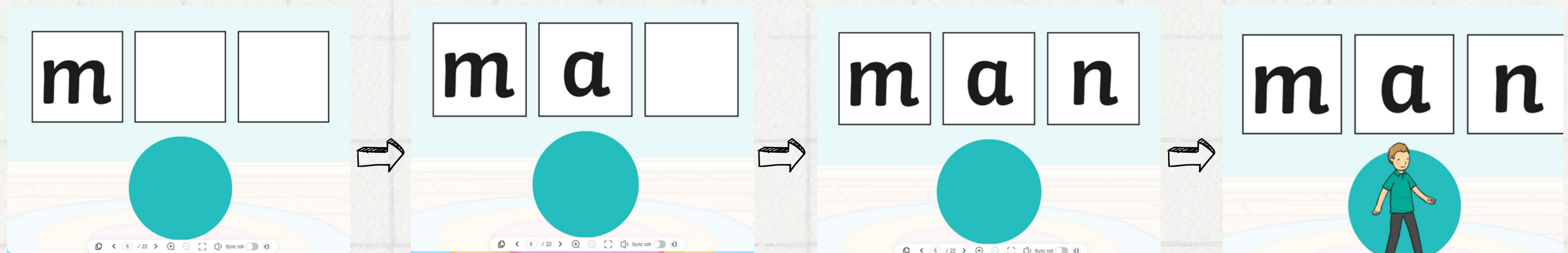
NOTE: More details in the next slides.

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:

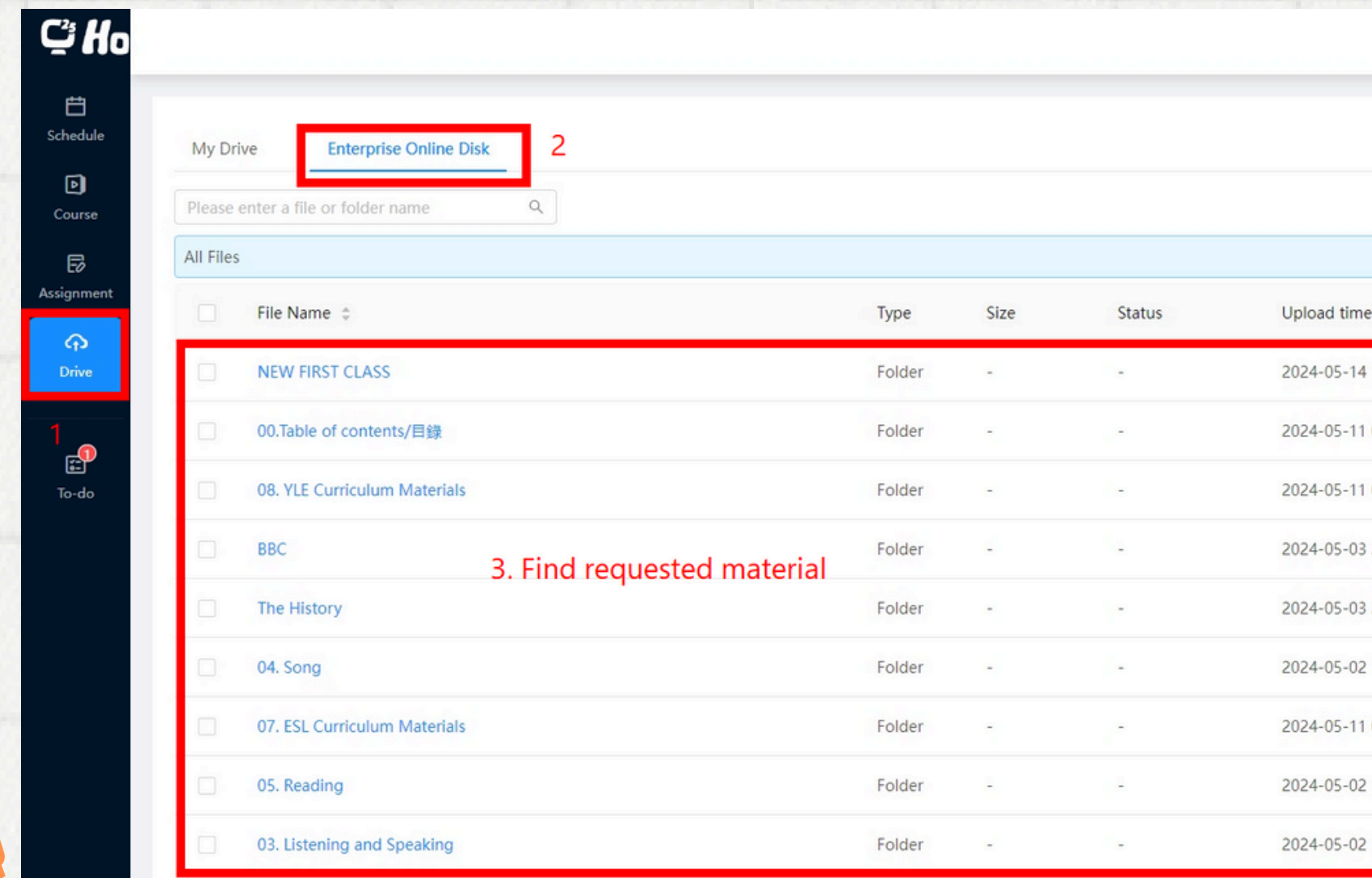
The material is new and interactive, unlike the regular PDF lessons; there are more photos, some animations, and movement, and even sounds that would greatly help in having a more engaging class.



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:”

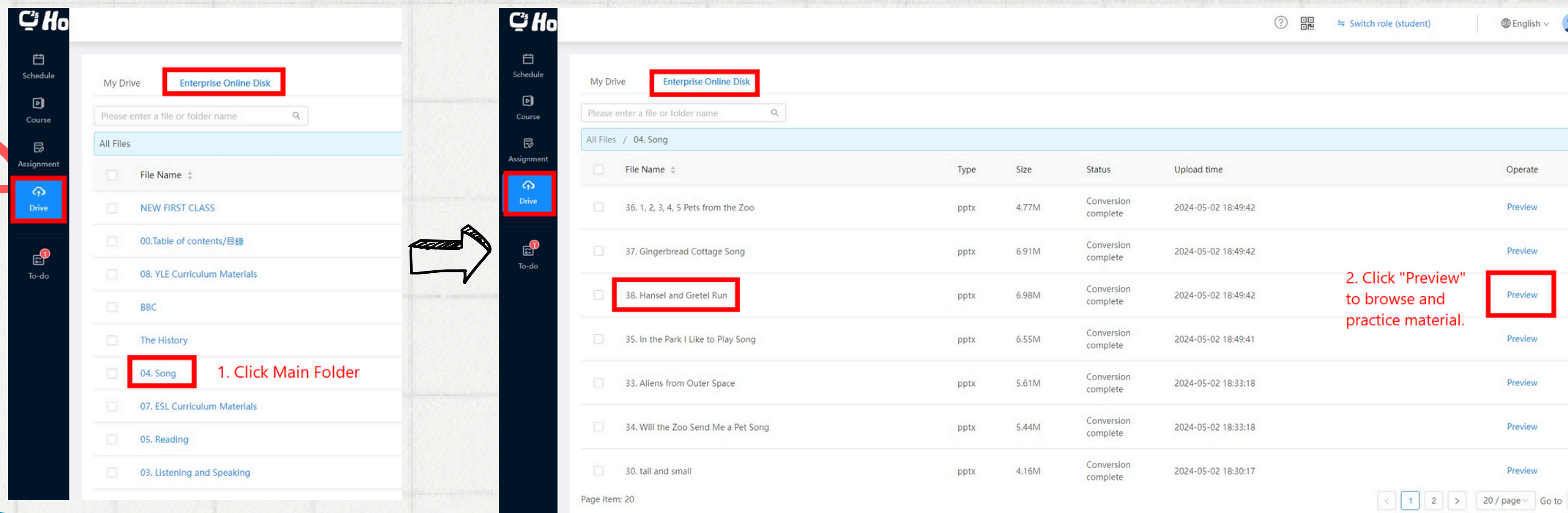
Unlike the Old Materials, the New Materials can be found in the New Dashboard:
Tutor’s Dashboard › Drive › Enterprise online disk › Then, you will see the main material folders:



The screenshot shows the 25Hoon Tutor's Dashboard. On the left sidebar, the 'Drive' icon is highlighted with a red box and labeled '1'. The main content area shows 'My Drive' with 'Enterprise Online Disk' selected and labeled '2'. Below this, a table of files is displayed, with a red box around it labeled '3. Find requested material'.

File Name	Type	Size	Status	Upload time
<input type="checkbox"/> NEW FIRST CLASS	Folder	-	-	2024-05-14 10
<input type="checkbox"/> 00.Table of contents/目錄	Folder	-	-	2024-05-11 00
<input type="checkbox"/> 08. YLE Curriculum Materials	Folder	-	-	2024-05-11 00
<input type="checkbox"/> BBC	Folder	-	-	2024-05-03 20
<input type="checkbox"/> The History	Folder	-	-	2024-05-03 20
<input type="checkbox"/> 04. Song	Folder	-	-	2024-05-02 17
<input type="checkbox"/> 07. ESL Curriculum Materials	Folder	-	-	2024-05-11 00
<input type="checkbox"/> 05. Reading	Folder	-	-	2024-05-02 17
<input type="checkbox"/> 03. Listening and Speaking	Folder	-	-	2024-05-02 10

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:”



The screenshot illustrates the navigation process within the C25 Ho interface. On the left, the 'Drive' menu item is highlighted with a red box. The main content area shows the 'Enterprise Online Disk' with a list of folders. The folder '04. Song' is highlighted with a red box, and a red arrow points to it with the text '1. Click Main Folder'. A large white arrow points from the '04. Song' folder to the right-hand screenshot. The right-hand screenshot shows the '04. Song' folder expanded, displaying a list of files. The file '38. Hansel and Gretel Run' is highlighted with a red box. A red text box on the right says '2. Click "Preview" to browse and practice material.', and a red box highlights the 'Preview' link next to the selected file.

File Name	Type	Size	Status	Upload time	Operate
36. 1, 2, 3, 4, 5 Pets from the Zoo	pptx	4.77M	Conversion complete	2024-05-02 18:49:42	Preview
37. Gingerbread Cottage Song	pptx	6.91M	Conversion complete	2024-05-02 18:49:42	Preview
38. Hansel and Gretel Run	pptx	6.98M	Conversion complete	2024-05-02 18:49:42	Preview
35. In the Park I Like to Play Song	pptx	6.55M	Conversion complete	2024-05-02 18:49:41	Preview
33. Aliens from Outer Space	pptx	5.61M	Conversion complete	2024-05-02 18:33:18	Preview
34. Will the Zoo Send Me a Pet Song	pptx	5.44M	Conversion complete	2024-05-02 18:33:18	Preview
30. tall and small	pptx	4.16M	Conversion complete	2024-05-02 18:30:17	Preview

Page item: 20

Navigation: < 1 2 > 20 / page Go to

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.



The screenshot displays a digital interface for a song preview. The main content area shows a colorful illustration of two children, Hansel and Gretel, walking through a forest. Hansel is carrying a large wooden chest. The text "Hansel and Gretel Run Song" is prominently displayed in the center, with a subtitle "(Sing to the tune of 'London's Burning'.)" below it. The interface includes a sidebar on the left with navigation options like "Schedule", "Course", "Assignment", "Drive", and "To-do". The top right corner shows a user profile for "Jane" and a language selector set to "English". The bottom of the interface features a navigation bar with page numbers (1, 2) and a "Go to" field.

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


25Hoon


Room number:1679871763


Class will start in 01:22:51














Classroom Resources

Personal

Public

Default

Type

Name

show only files

+ Add

Q

Enter search keywords

Courseware in use (1)

Whiteboard

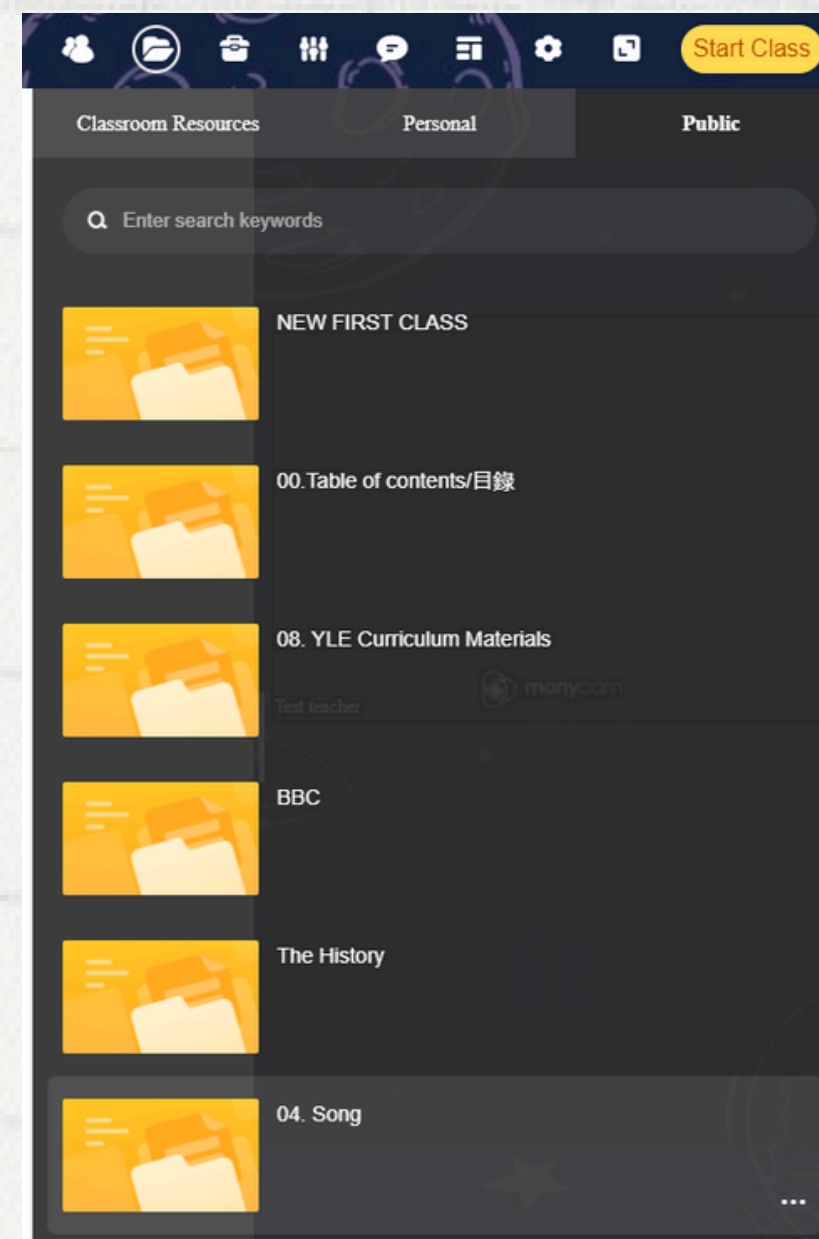
Whiteboard

in use

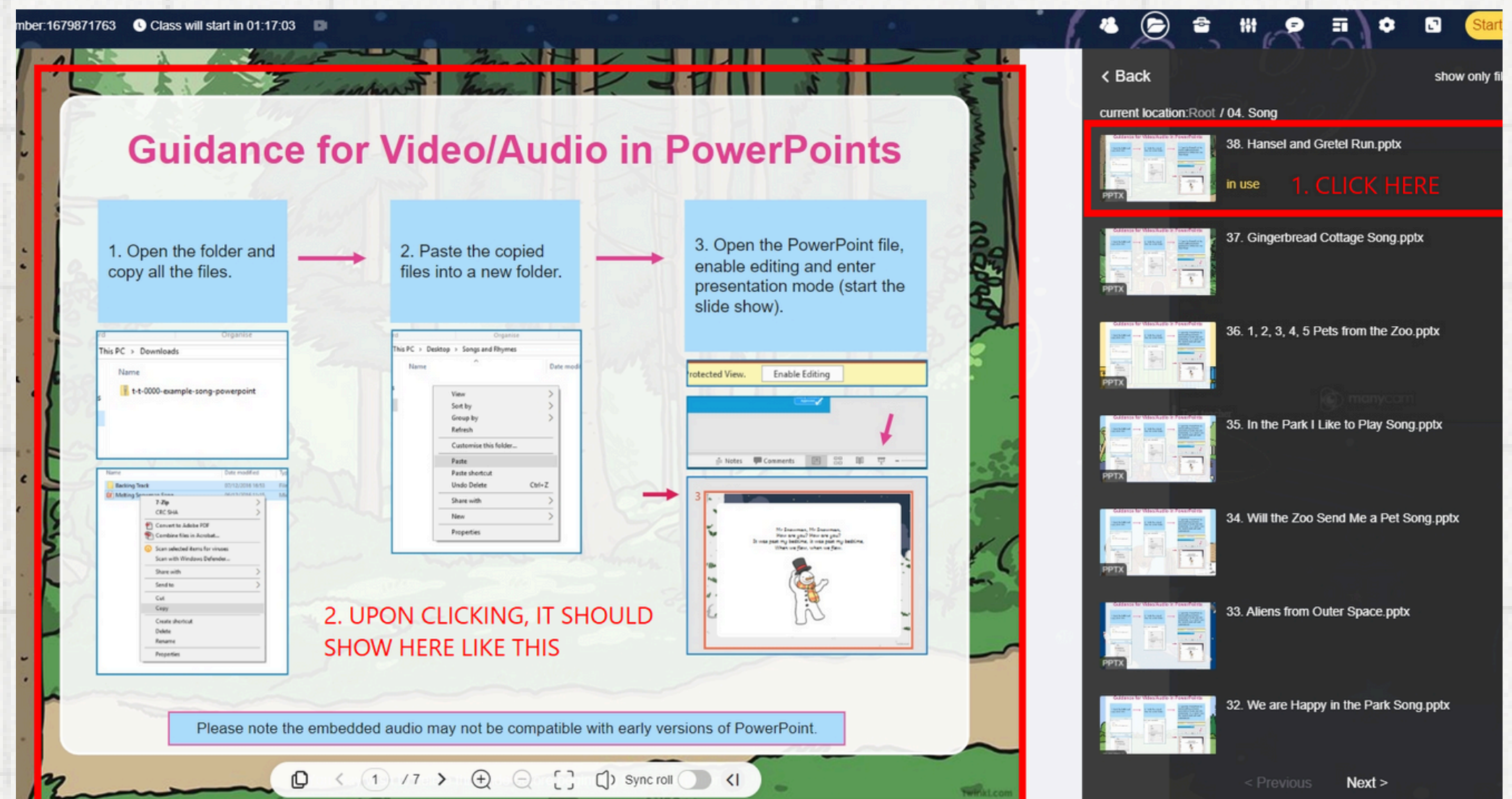
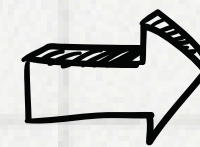
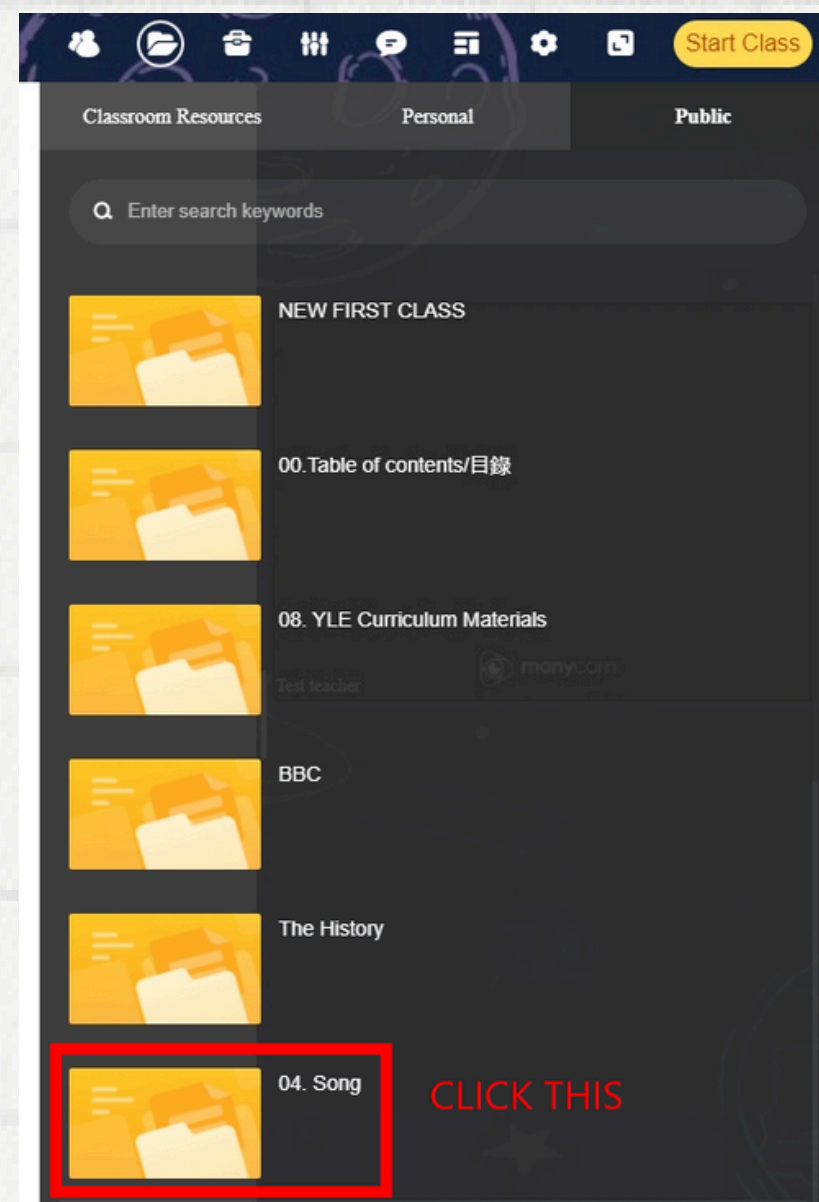
Test teacher

manycom

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. "04. 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**