Online Material Guidelines

Hi, 25Hoon English Teachers! 👋

We will be detailing the guidelines on how to use the Online Materials through this manual.

Kindly review and practice the steps so you can navigate, upload and use our 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 former materials we use.

NOTE: This has been discontinued for junior students; only adults can use this now. If this is requested, please inform us right away on Skype so we can assist you.

b. Online materials – these are our main selection of materials:

New Dashboard > Drive > School 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 Online Materials, here are points to remember:

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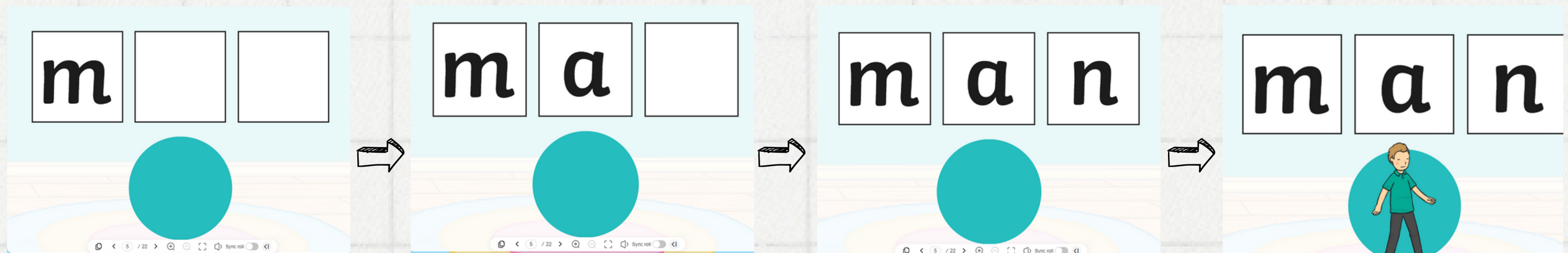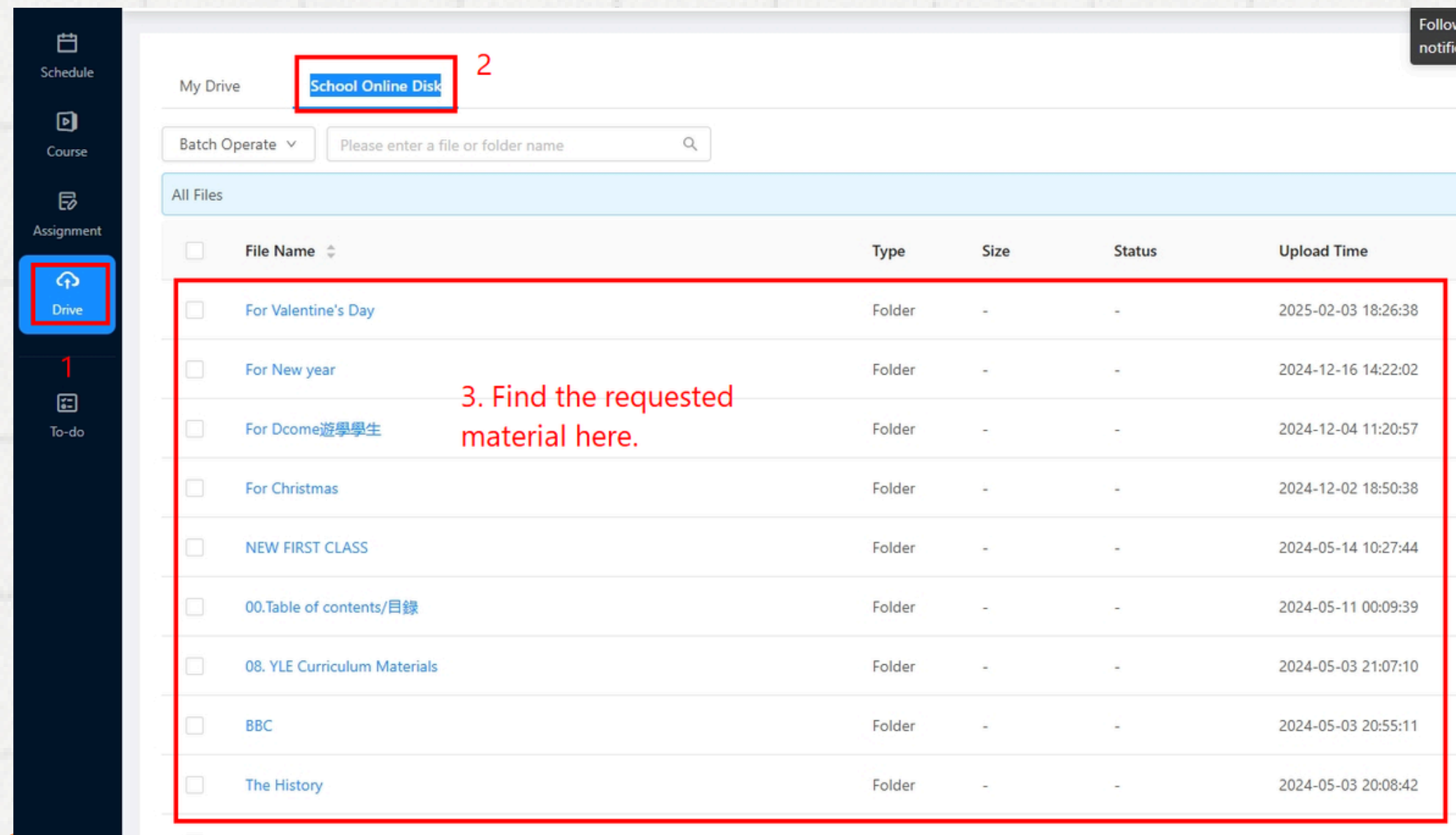

NOTE: Only the teacher can control the movements/transitions by clicking, so please practice and prepare well so you can guide students well.

WHERE TO FIND THE ONLINE MATERIALS:
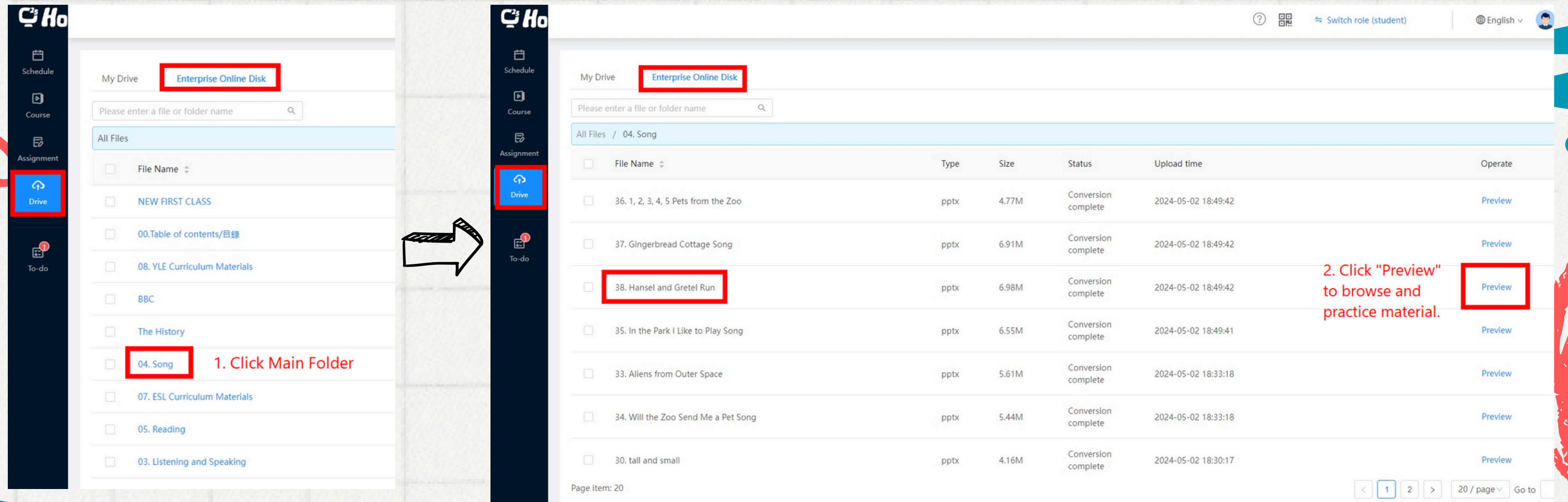
The Online Materials can be found in the New Dashboard:

Drive > School 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:"

1. Click Main Folder

2. Click "Preview" to browse and practice material.

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.

NOTE: This is just for previewing. You need to upload it inside the classroom if you will use it in class.

HOW TO CHECK WHAT MATERIAL STUDENT NEEDS:

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:

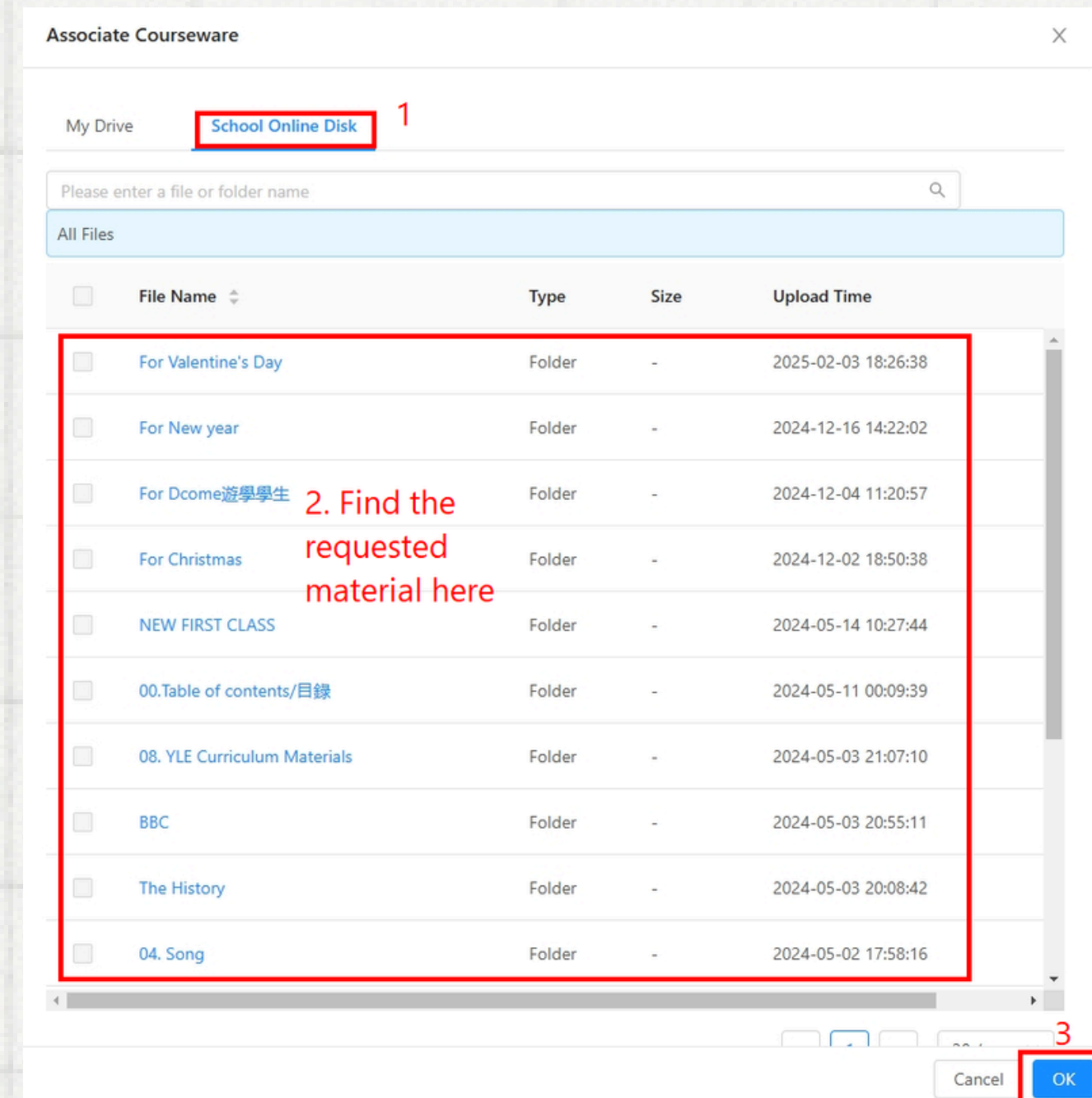## 1. From booking > Click Associate Courseware:

2. Then: School Online Drive > Find Material > Click OK

3. To check if it's uploaded, go to View Courseware:

1on1	**Test Class** Room Number: 82671994		Enter the Class

Start Time: Feb 28th   Fri. 20:00~20:30   Status: No class   Number of students: 1

Test teacher(Teacher)   Associate Courseware   View courseware   Homework   Details

Then, the material (In this case, 38. Hansel and Gretel Run) should appear like this:

View courseware   ✕

Batch Operate ⌄   Please enter the name of file 🔍

	File Name	Type	Status	Size	Operate
☐	38. Hansel and Gretel Run.pptx	pptx	Conversion complete	12.02MB	Preview Print Download

**This means the material has already been uploaded and already in classroom.**

NOTE: Please use ONLY this method when uploading materials.

Please <u>do not directly upload the materials from your local PC drive</u>. If uploaded from your local PC drive, the animations might not work and might mess up the materials.

Just always upload via Booking › Associate Courseware › Choose material.

Inside the classroom, 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.
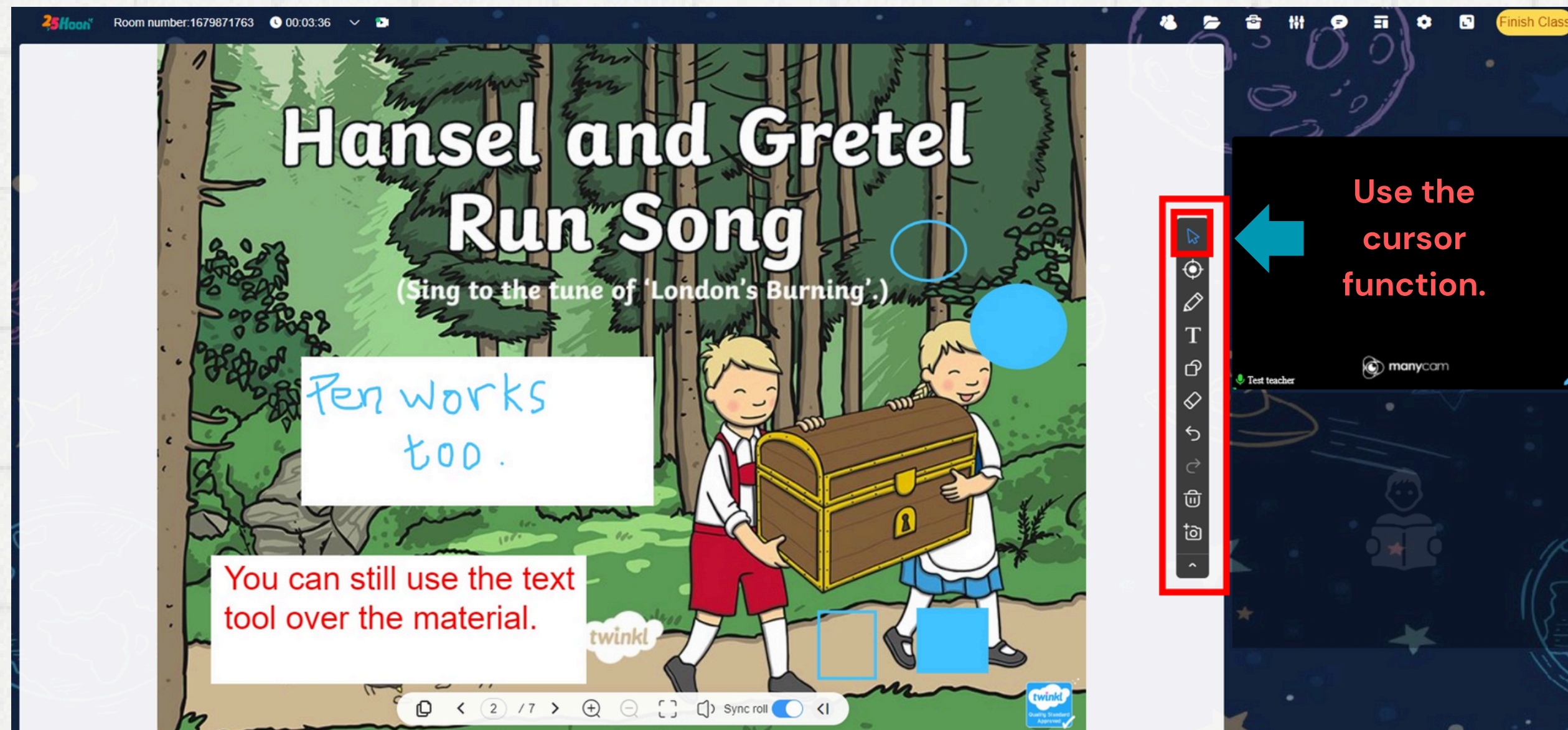
We hope this simple guide can help you
prepare accordingly for our Online Materials.

Please review this manual thoroughly and practice once you
get a online 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