



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.

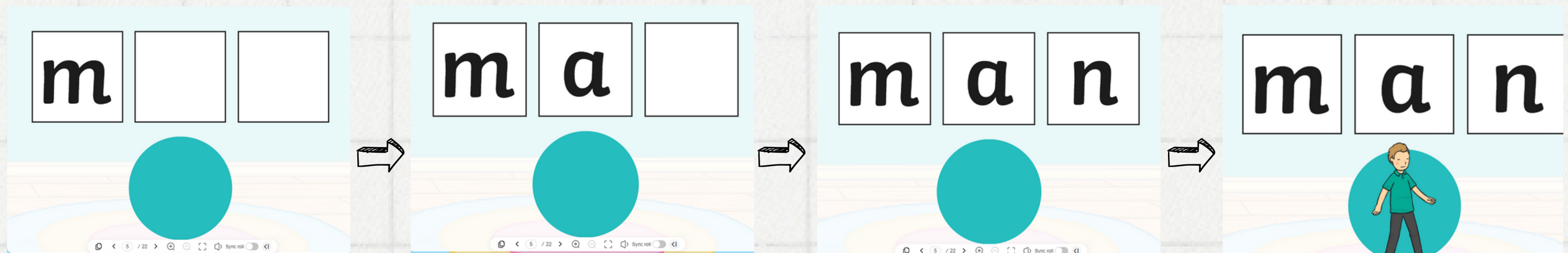
NOTE: More details in the next slides.

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.

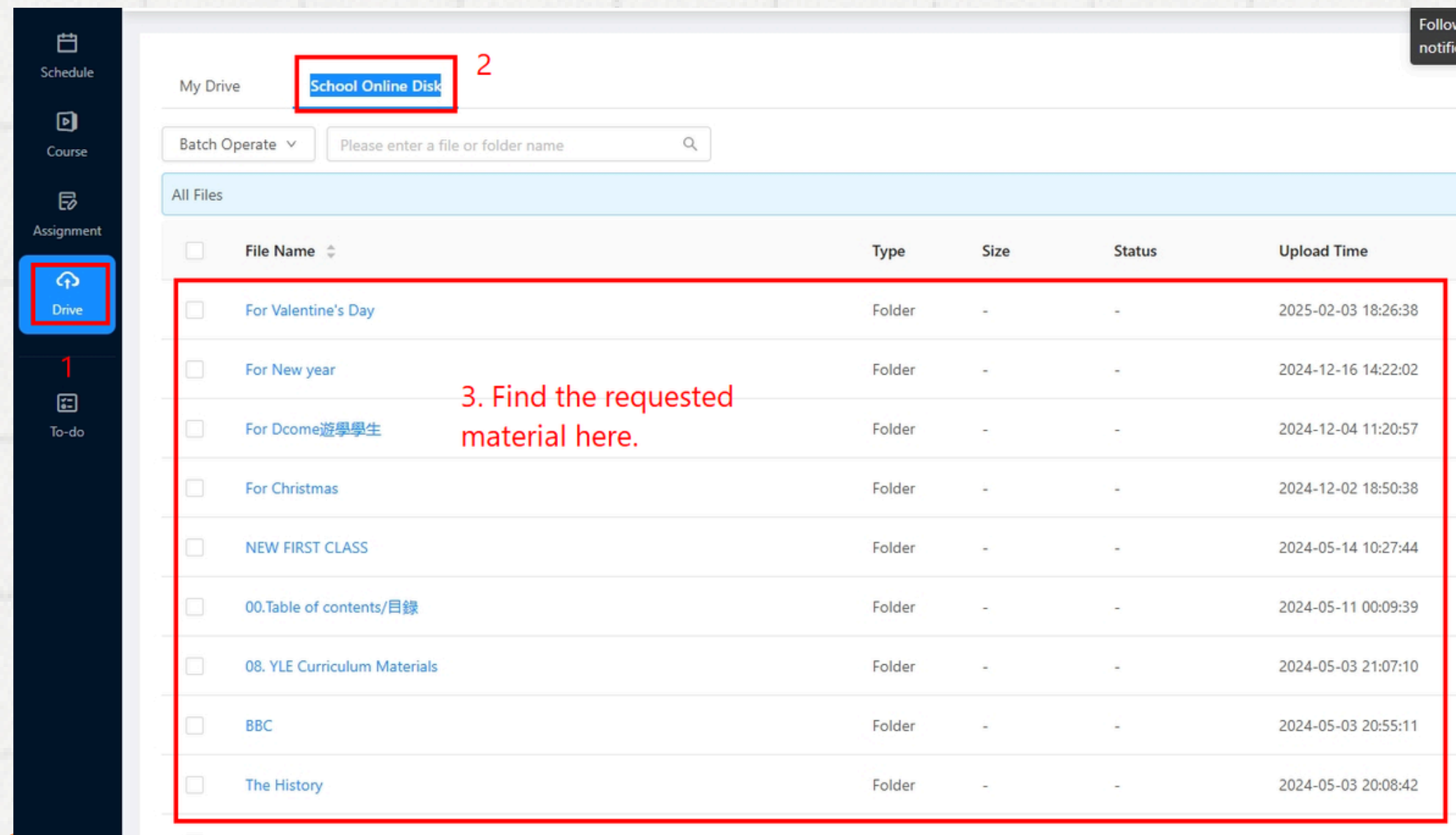


NOTE: Only the teacher can control the movements/transitions by clicking, so please practice and prepare well so you can guide students well.

WHERE TO FIND THE ONLINE MATERIALS:

The Online Materials can be found in the New Dashboard:

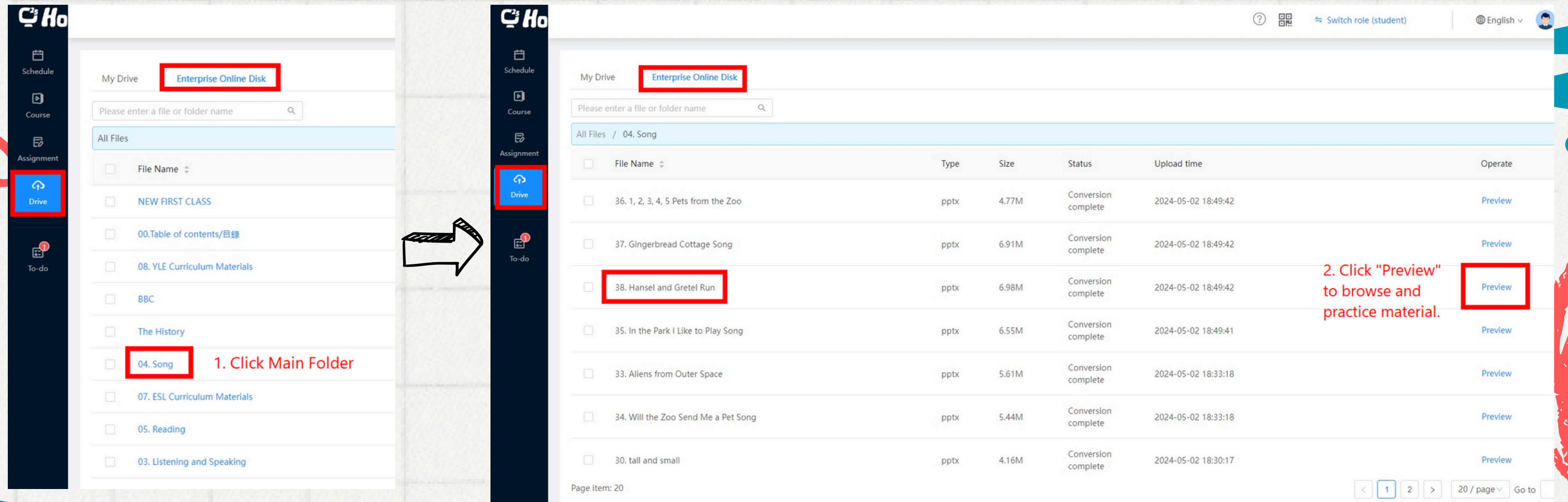
Drive > School Online Disk > Then, you will see the main material folders:



The screenshot shows a dashboard with a sidebar on the left containing icons for Schedule, Course, Assignment, Drive (highlighted with a red box and labeled '1'), and To-do. The main content area shows 'My Drive' with a sub-section 'School Online Disk' (highlighted with a red box and labeled '2'). Below this is a search bar and a table of files. The table has columns for File Name, Type, Size, Status, and Upload Time. A red box highlights the table content, with a red arrow pointing to it and the text '3. Find the requested material here.'

File Name	Type	Size	Status	Upload Time
<input type="checkbox"/> For Valentine's Day	Folder	-	-	2025-02-03 18:26:38
<input type="checkbox"/> For New year	Folder	-	-	2024-12-16 14:22:02
<input type="checkbox"/> For Dcome遊學學生	Folder	-	-	2024-12-04 11:20:57
<input type="checkbox"/> For Christmas	Folder	-	-	2024-12-02 18:50:38
<input type="checkbox"/> NEW FIRST CLASS	Folder	-	-	2024-05-14 10:27:44
<input type="checkbox"/> 00.Table of contents/目錄	Folder	-	-	2024-05-11 00:09:39
<input type="checkbox"/> 08. YLE Curriculum Materials	Folder	-	-	2024-05-03 21:07:10
<input type="checkbox"/> BBC	Folder	-	-	2024-05-03 20:55:11
<input type="checkbox"/> The History	Folder	-	-	2024-05-03 20:08:42

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 a list of folders under 'Enterprise Online Disk'. The folder '04. Song' is highlighted with a red box, and a red arrow points to it with the text '1. Click Main Folder'. On the right, the '04. Song' folder is selected, displaying a list of files. The file '38. Hansel and Gretel Run' is highlighted with a red box. A red arrow points to the 'Preview' button next to this file, with the text '2. Click "Preview" to browse and practice material.' and the button itself is also highlighted with a red box.

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.

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



The screenshot displays a digital classroom interface. On the left, a sidebar contains navigation options: Schedule, Course, Assignment, Drive (highlighted), and To-do. The main area shows a file list under 'My Drive' with entries like '36. 1, 2, 3, 4, 5', '37. Gingerbread', '38. Hansel and Gretel Run Song', '35. In the Park', '33. Aliens from', '34. Will the Zoo', and '30. tall and small'. A preview window is open for '38. Hansel and Gretel Run Song', showing a colorful illustration of two children carrying a large wooden chest in a forest. The text 'Hansel and Gretel Run Song' is prominently displayed, with a subtitle '(Sing to the tune of 'London's Burning'.)'. The preview window includes a 'twinkl' logo and a 'complete' status. On the right, a vertical menu lists 'Operate' and multiple 'Preview' options. At the bottom, a page indicator shows 'Page item: 20' and a navigation bar with page numbers 1 and 2, and a 'Go to' field.

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:

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)

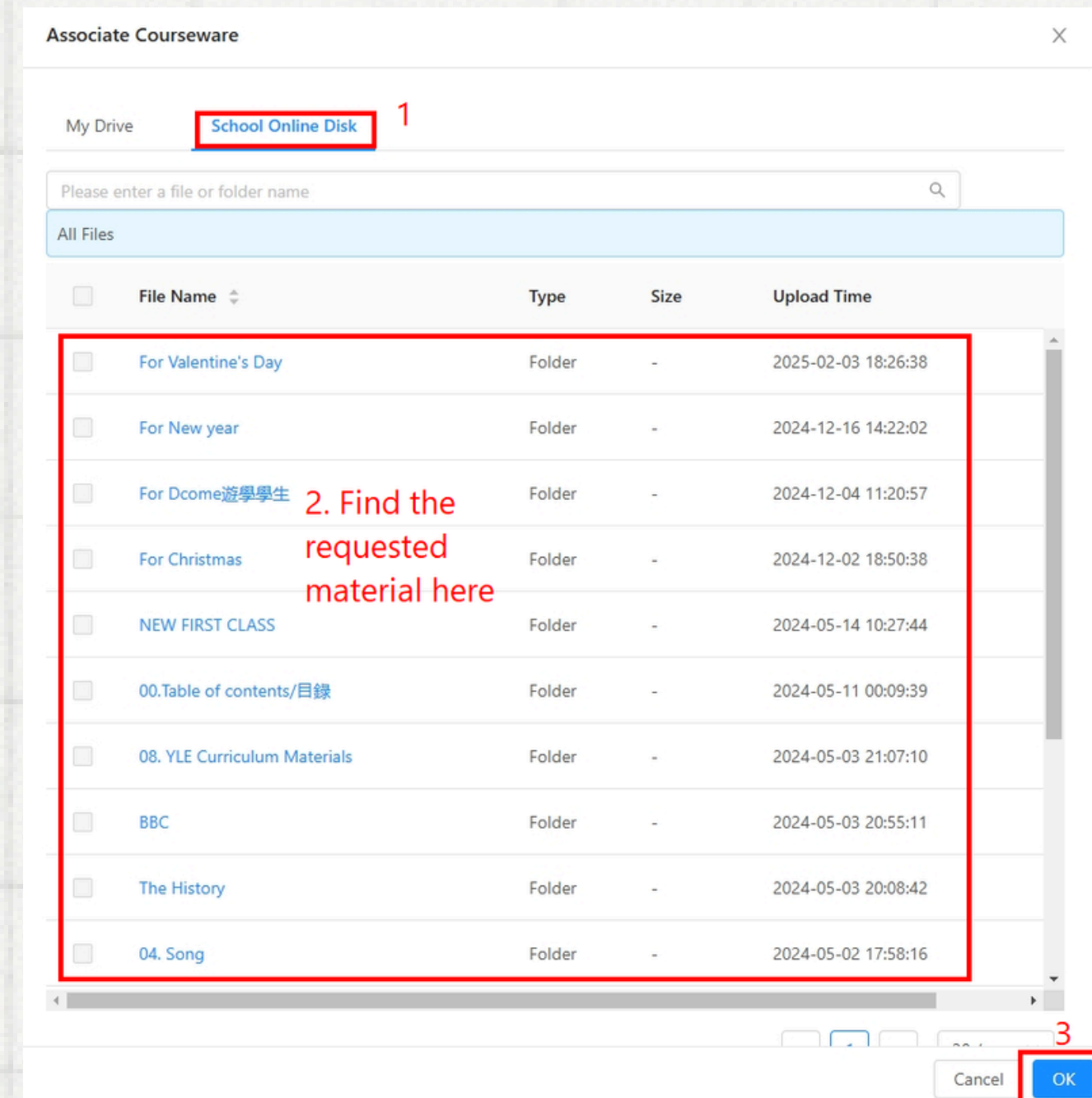
Associate Courseware

View courseware

Homework

Details

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

<input type="checkbox"/>	File Name	Type	Status	Size	Operate
<input type="checkbox"/>	38. Hansel and Gretel Run.pptx	pptx	Conversion complete	12.02MB	Preview Print Download

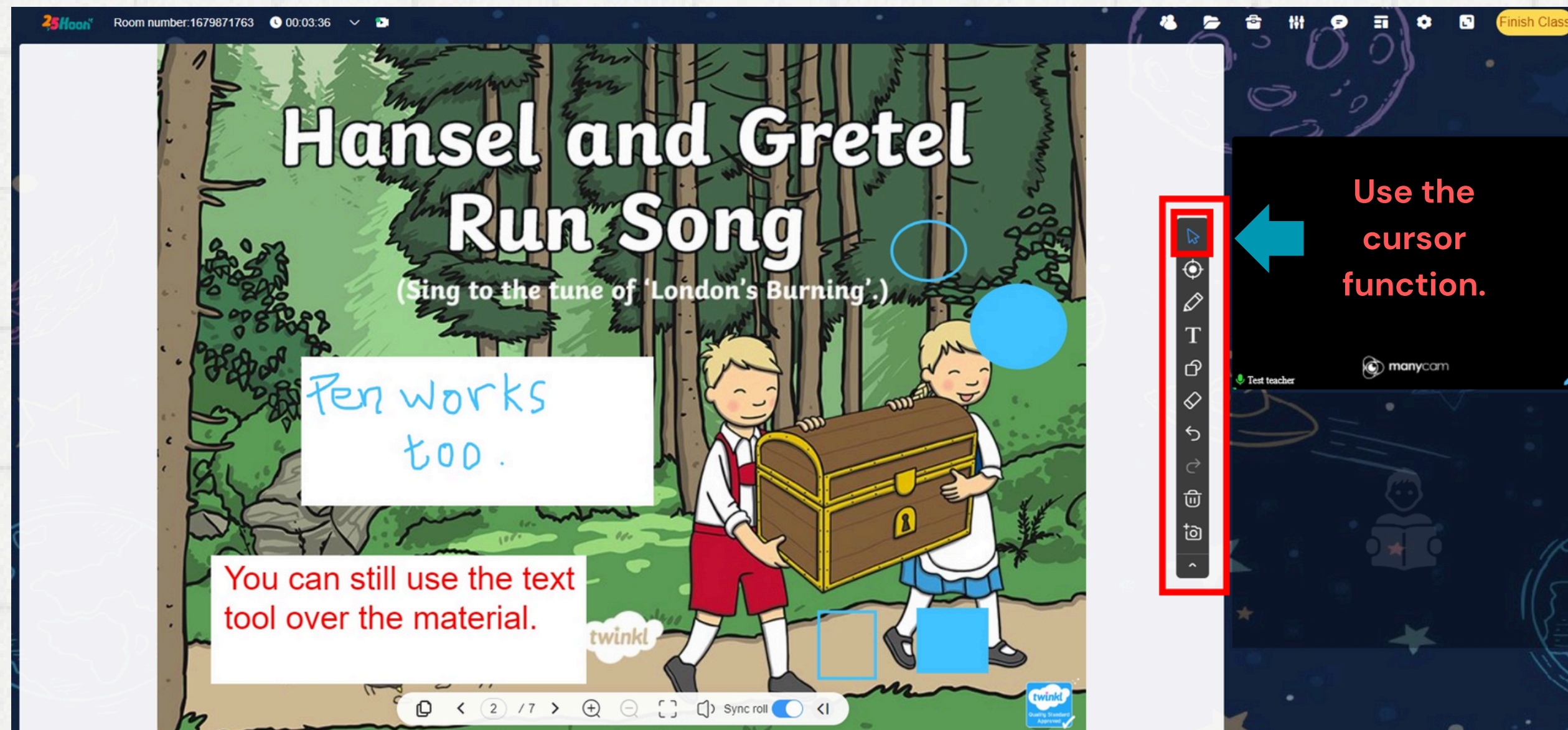
This means the material has already been uploaded and already in classroom.

NOTE: Please use ONLY this method when uploading materials.

Please do not directly upload the materials from your local PC drive. 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**

