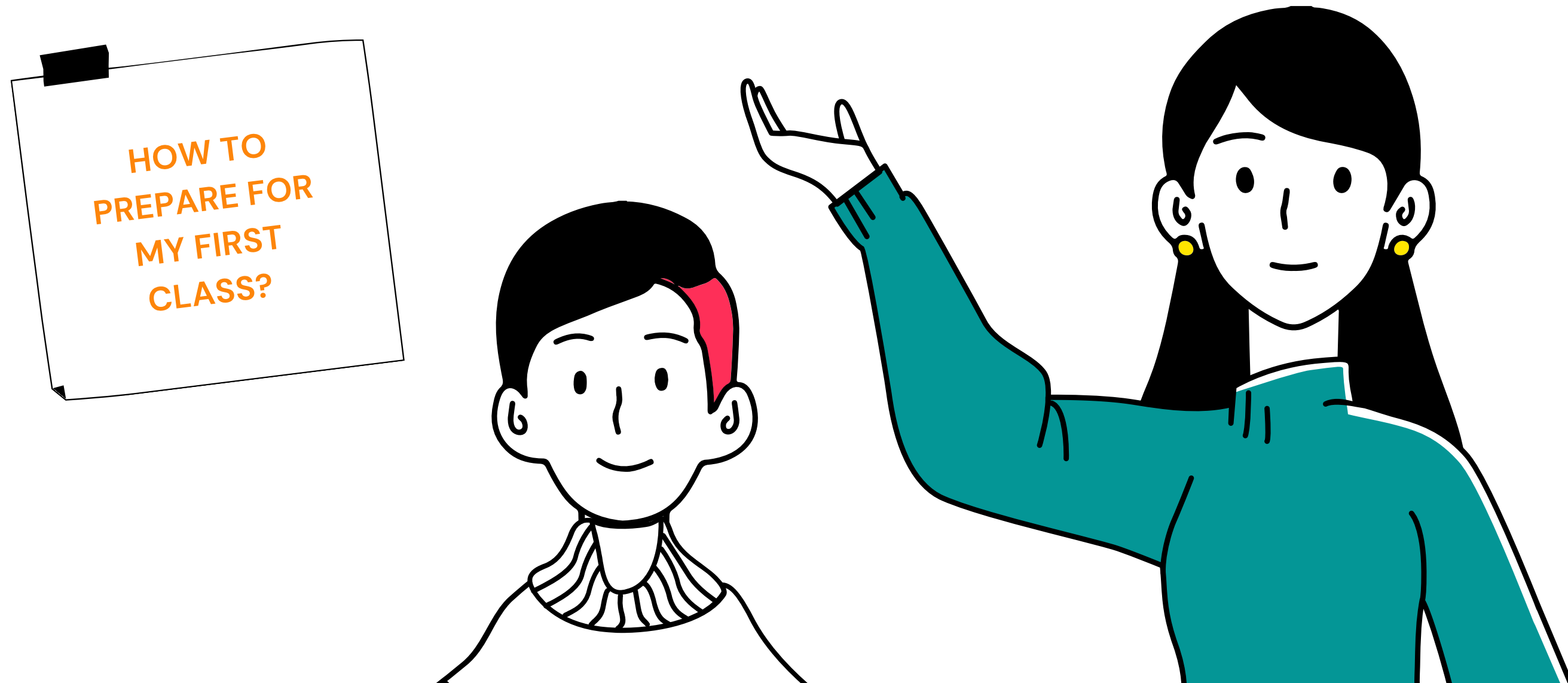




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GUIDELINES FOR NEW TEACHERS





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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 LINE. :)*
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 LINE.*

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 LINE on your PC/Laptop and mobile phone.

If you do not have it yet, please check these guidelines:

<https://25hoon.com/wp-content/uploads/2025/04/LINE-App-Guidelines-2025.pdf>

Always be online on LINE 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” or “B” – Ex. H4321/B1234
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 is titled 'Booking #697622' and contains an 'Overview' section with the following details: Tutor Name: Pearl, Start date: 2023-08-31 4:30 PM, Ready to join?, Recording:, and Booking Status: confirmed. Below this is a 'Student request' section, which is outlined with a red box. It includes a list of steps for lesson information: 1. 請選擇上課教材(TEXT BOOK), 1-1. 選擇兒童主題(TOPIC), 1-2. 選擇故事LEVEL(KIDS ESL - STORY), and 1-3. LEVEL 3. To the right of these steps is a dropdown menu with the following options: 兒童英文(Kids ESL), 故事(Story), Level 3, and UNIT 10 Little Sock. A red text overlay is positioned in the center of the 'Student request' section.

Booking #697622

Overview

Tutor Name: Pearl

Start date: 2023-08-31 4:30 PM

Ready to join?

Recording:

Booking Status: confirmed

Student request

課程資訊(LESSON INFORMATION)

1. 請選擇上課教材(TEXT BOOK)

1-1. 選擇兒童主題(TOPIC)

1-2. 選擇故事LEVEL(KIDS ESL - STORY)

1-3. LEVEL 3

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

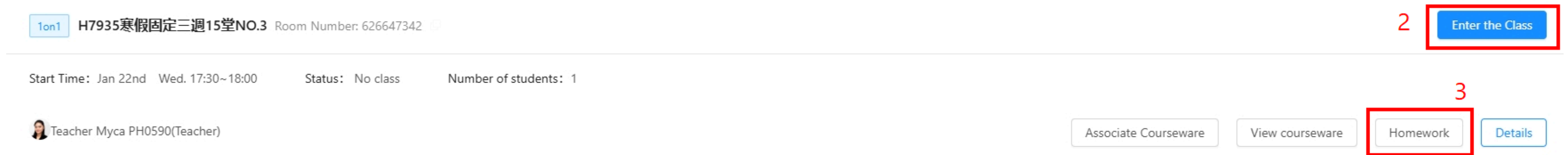
兒童英文(Kids ESL)

故事(Story)

Level 3

UNIT 10 Little Sock

How to prepare for General booking:



The screenshot shows a booking interface with the following elements:

- Top Bar:** Contains a blue button labeled "1on1", the text "H7935寒假固定三週15堂NO.3", and "Room Number: 626647342".
- Start Time:** "Jan 22nd Wed. 17:30~18:00".
- Status:** "No class".
- Number of students:** "1".
- Teacher:** "Teacher Myca PH0590(Teacher)" with a profile picture.
- Buttons:** "Associate Courseware", "View courseware", "Homework", and "Details".

Annotations on the screenshot:

- A red box highlights the "Enter the Class" button, with a red "2" next to it.
- A red box highlights the "Homework" button, with a red "3" next to it.

2. Enter classroom via New Dashboard and upload the requested material.

3. After the class, give feedback by clicking “Homework” on the booking.

How to prepare for Regular booking:

booking number starts with “H” – Ex. H4321

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

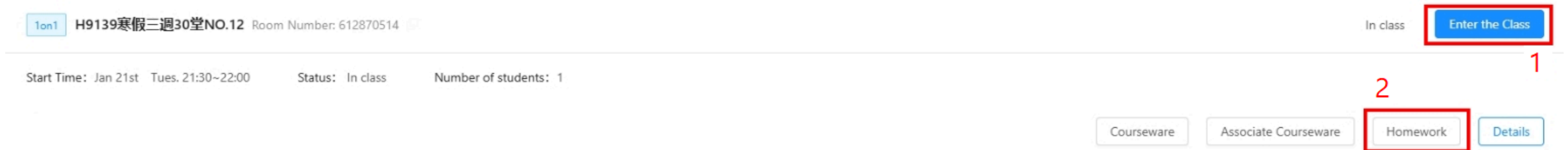
If you have a regular student, the Material Requests will be pre-arranged and we will let you know before the class starts.

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:



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 by clicking “Homework” on the booking

How to prepare for First Class booking:

booking number starts with “F” – Ex. F4321

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

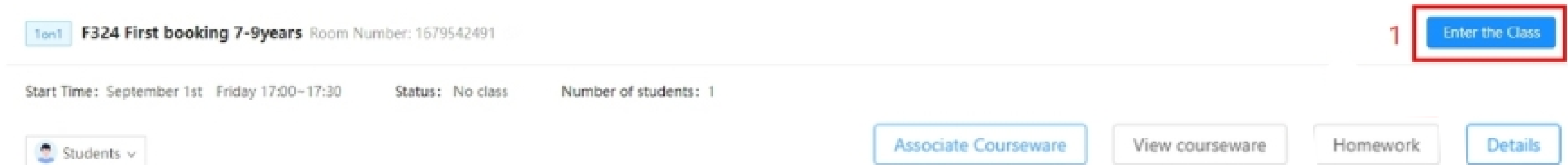
Material request for First Classes are already uploaded in the classroom.

***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.

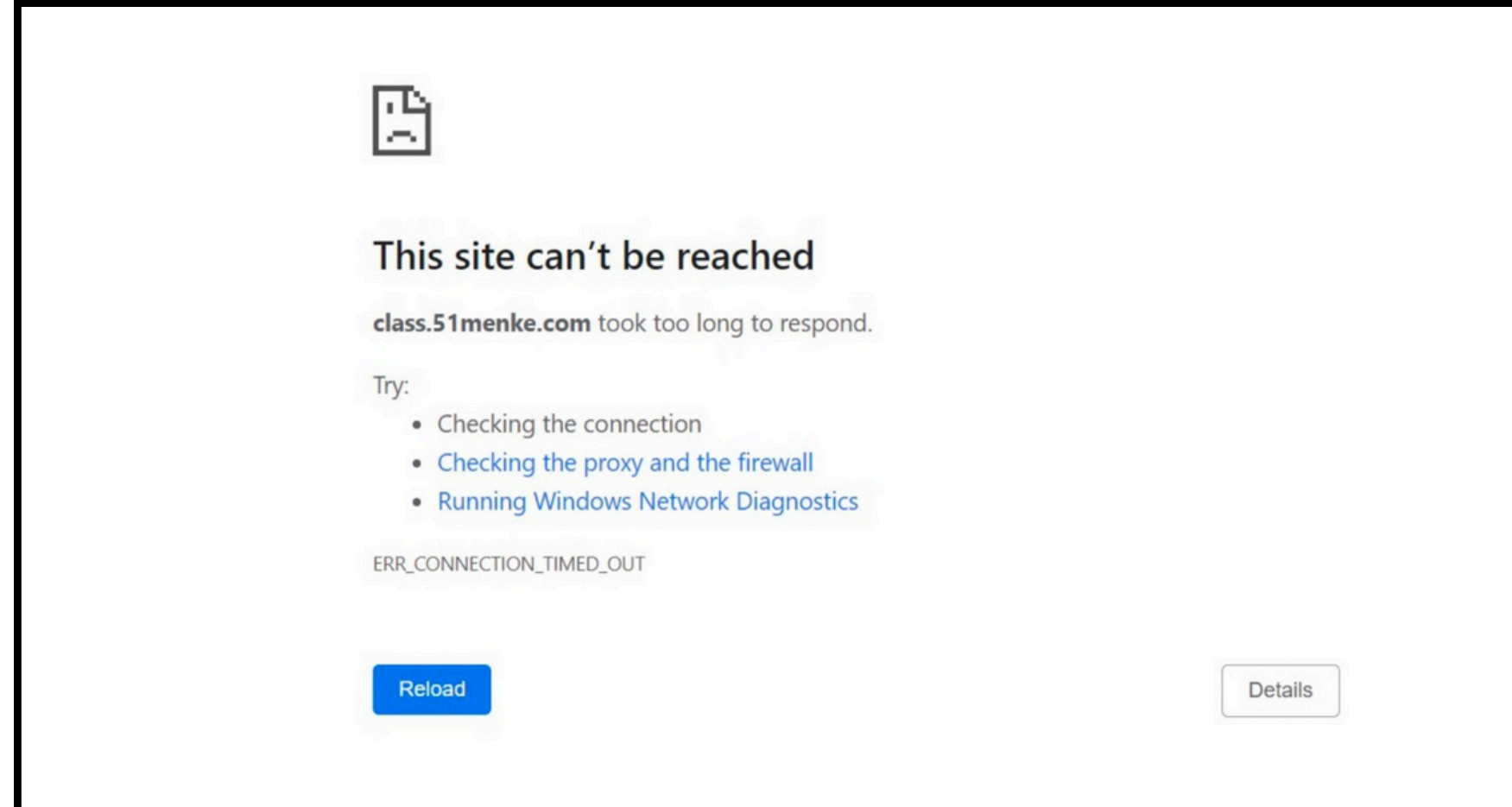
NOTE: The material for First Classes are already uploaded.
Please check them in advance so you can prepare.

- ## 2. After the class, give feedback via: <https://reurl.cc/86m2ob>
- More details on page 21.

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. Click > [HERE](#)

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



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5. Save our feedback format:

For all general and regular bookings:

New dashboard > Booking > Homework (see below)

1on1 7414341 Room Number: 1228482458

Enter the Class

Start Time: Jan 22nd Wed. 19:00~19:30

Status: No class

Number of students: 1

Associate Courseware

View courseware

Homework

Details



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Always use this ABCD feedback format for general and regular bookings:

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Homework

* The title: 2025-01-22 H7935寒假固定三週15堂NO.3 29 / 115

* Students: Selected 1 quantity student

homework req

H B T I U S

Hi, John! It was nice meeting you today. We had fun talking about music and sports! Hopefully, we can talk about it more in our next classes! :)
Today, we learned many things!
A. Vocabulary: guitar, bass, flute, soccer, keeper
B. Pronunciation: gui-tar /gə'tär/, bass /bäs/, flute /floo/, soc-cer /sä-kär/, keep-er /'kēpər/
C. Sentence Examples:
Sentence Pattern: SVO (Subject + Verb + Object)
I like music. / I play soccer. / I have a flute.
D. Others - (any other lesson you learned)
Thank you for participating well in class today! Let us learn more and have fun in the future. Let's play an English game about soccer next time! See you again!

Size: Each file should be within 512M
Amount: Uploading at most 50 files
File types: .ppt, .doc, .docx, .pdf, .jpg, .gif, .jpeg, .bmp, .mp3, .mp4

Submit Method ☒ Feedback method unrestricted ☐ picture ☐ Video ☐ Record ☐ Attachment

* Start: 2025-01-21 21:46:00

* Deadline: 2025-01-29 18:00:00

Save draft Publish assignments

Everything else is pre-filled out. No need to change anything.

Just focus on the text section.



For First Class Feedback (bookings that start with "F"):

1. After FIRST CLASSES, please submit it via the link below.

<https://reurl.cc/86m2ob>

*Please bookmark this link on your browser and always submit it via this link after first class.

2. This is a good example:

<https://25hoon.com/wp-content/uploads/2025/04/Screenshot-2025-04-23-130926.png>

3. For level assessment, please refer to this link below.

<https://drive.google.com/file/d/1s5RDMzn4lv2NrJ5ANj3pg5AAPbmsvXI7/view?usp=sharing>

Juniors are mostly between Pre A1 to A2.

After submitting the form, all is done.

You no longer need to send feedback via Dashboard for first classes.



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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)

Update Schedule

Support

Request

Leader Incentive

Lesson Fee Summary

Learning Center

Partnership

Edit Profile

Logout

Please submit your schedule until 12:00PM every Wednesday

Schedule dates

Jan.9-Jan.15

Monday

start 7:00- end 9:00

Tuesday

start 7:00- end 9:00

Wednesday

start 7:00- end 9:00

Thursday

start 8:30- end 10:00

Friday

start 7:00- end 9:00

Saturday

start 7:00- end 9:00

Sunday

X

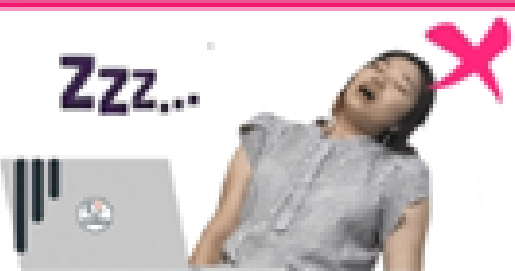
Agreement

☒

I have reviewed my schedule and submit

SUBMIT

Zzz...



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 must use the First Class Template.

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

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

- 1.KIDS template is available on the Online Drive > NEW FIRST CLASS > NEW Intro template – KIDS(25Hoon)
- 2.For Adults, please click [HERE](#)



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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 LINE 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 LINE 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 LINE 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 LINE.

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