

Teaching Platform User Guide



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Supported Devices & Browsers

教學平台適用瀏覽器(電腦、筆電) Supported Web Browser (for Computer & Note Book)

作業系統 Operating System	Chrome (版本60以上)	Opera (版本52)	QQ (版本9.7)	FireFox (版本59)	Safari (版本IOS 10)
Windows 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Windows 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
IOS 10 (MAC)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

注意：

1. Windows VISTA無法使用教學平台。 2. 所有瀏覽器請更新至最新版本。

Reminder: 1. The Teaching Platform doesn't support Windows VISTA. 2. Please update your browser to the latest version.

教學平台適用瀏覽器(手持裝置) Supported Web Browser (for Cell Phone)

作業系統 Operating System	Chrome (版本60以上)	Opera (版本52)	FireFox (版本59)	Safari (版本IOS 11)
Android (4.4版以上適用)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
IOS (IOS-11版以上適用)				<input type="radio"/>

注意：所有瀏覽器請更新至最新版本。

Reminder: Please update your browser to the latest version.



To make sure your class goes on smoothly with the platform, please refer to your operating system, and use its **supported browser** & the **correct version** to enter the classroom. 😊

★Please directly click on the supported browser to enter.
Do not search for Google Chrome on Internet Explorer to enter the classroom.

To test your microphone, webcam, and network connection, it is suggested to log in the Student Center **15 minutes before class**.

In the Student Center, this is where you can **test your devices** and **find the supported browser** compatible with your system.

設備測試 Device Testing

登入教室方式: 【使用教學平台上課】: 點選  Teaching Platform 進入教室。 【使用Skype上課】: 點選  Teaching Platform 進入教室，並登入Skype。

非上課時間: 學員也可以進入教學平台複習或預習課程。

請注意:

1. 選課時，“⊖Maria”表示Maria老師無法使用Skype，須選擇教學平台上課。
2. 訂課後，“★H 14:00~14:25”表示該課程使用教學平台上課。

Let's get started !

Enter the Classroom (Choose 1 out of 2)

- 1 Log into the Student Center

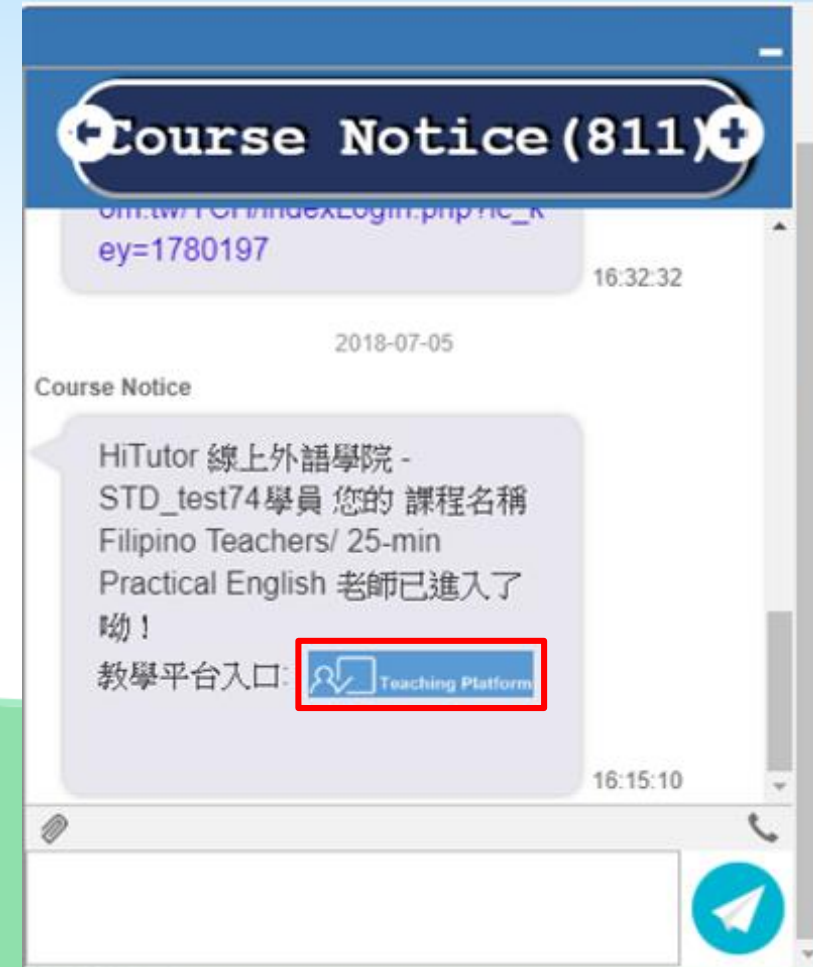
Enter here



星期一	星期二	星期三
1	2	3
	★A 10:00~10:25 Teacher: Kakei カケイ IT_test 連絡老師 授課記錄	★A 00:00~00:25 Teacher: A 連絡老師 授課記錄
	 Teaching Platform	 Teaching Platform
A 10:30~10:55 Teacher: Kakei カケイ IT_test 連絡老師 授課記錄	★A 01:00~01:25 Teacher: Kakei カケイ IT_test 連絡老師 授課記錄	
A 11:30~11:55 Teacher: Kakei カケイ IT_test 連絡老師	 Teaching Platform	
A 01:30~01:55 Teacher: Kakei カケイ IT_test 連絡老師	A 01:30~01:55	

✘ Please make sure your default browser is compatible with the platform.

- 2 Click the URL to enter



Basic Device Testing

1



2

If the headset is audible, click "yes"; If not, click "no" and follow the system instructions to solve the problem.



Basic Device Testing

3

If you can hear the sound when you speak into the microphone, please click “yes”; If not, please follow the system instructions to fix the problem.

設備檢測 Device Testing

請對您的麥克風說話，確認您的麥克風是否正常運作。
Please speak to your microphone to confirm whether it is working properly.

是否在學員端錄音

record class recordings from student's end



Voice is too low.

是 Yes

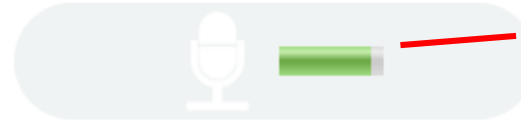
否 No

設備檢測 Device Testing

請對您的麥克風說話，確認您的麥克風是否正常運作。
Please speak to your microphone to confirm whether it is working properly.

是否在學員端錄音

record class recordings from student's end



Microphone test pass.

是 Yes

否 No

If you want to record the whole class, please do check here when you enter the classroom.

When there is an incoming sound on the microphone, the sound indicator will light up in green.

Function Intro-Homepage

▶ Hint: If you want to see the teacher, you have to switch to the TEACHER tab.

Timer

CS

SB > T00001485 > Unit 01

Oxford Dictionary
Children's English
wordsmyth kids!
Multi-language

★ Let's

Switch the alignment of the teaching material

1 one	2 two	3 three	4 four	5 five	6 six
7 seven	8 eight	9 nine	10 ten	11 eleven	12 twelve

★ Let's Learn

MP4 MP3

00:00 00:00

Delay: Packet Loss: Bandwidth:

TEACHER STUDENT

Settings

Teacher offline

Live Chat Teacher Record Student Record

AAA 67682 LiveChat

Live Chat

▶ Hint: The instant message font size can be adjusted here.

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Function Intro-Switch the alignment of the teaching material

You may switch the alignment of the teaching material by clicking the alignment icon.

Trial Class (Student Version)
Birthday Party!

★ Let's Start




Listen and say.





1	2	3	4	5	6
one	two	three	four	five	six
7	8	9	10	11	12
seven	eight	nine	ten	eleven	twelve

★ Let's Learn

Read the word box. Match the words with the pictures.

• doll • toy • present • balloon • puzzle • game • car • bicycle

1  2  3  4 

5  6  7  8 

vertical-align

Trial Class (Student Version)
Birthday Party!

★ Let's Start

Listen and say.

1	2	3	4	5	6
one	two	three	four	five	six
7	8	9	10	11	12

Horizontal-align

Function Intro-Homepage

TEACHER STUDENT

Live Chat **Teacher Record** Student Record

Lesson Record 2018/05/17 41:00:00

Words & Phrases

Grammar

Supplements

Teacher's Comments

Teaching Notes

Trial Result

學員目前程度 / student's current level:
Beginner(Pre-A1) / 入門

學習建議 / area of improvement:
Test

建議教材或主題:
If this course has materials, please refer to the "List of Materials". If not, please write student's preferred topic.
Test

Save

Mini Lesson Record

Live Chat **Teacher Record** Student Record

Lesson Record 2018/05/17 41:00:00

Supplements

Teacher's Comments

Teaching Notes

Trial Result

學員目前程度 / student's current level:
Beginner(Pre-A1) / 入門

學習建議 / area of improvement:
Test

建議教材或主題:
If this course has materials, please refer to the "List of Materials". If not, please write student's preferred topic.
Test

Save

Check lesson record after class.

Live Chat Teacher Record **Student Record**

Lesson Record Current

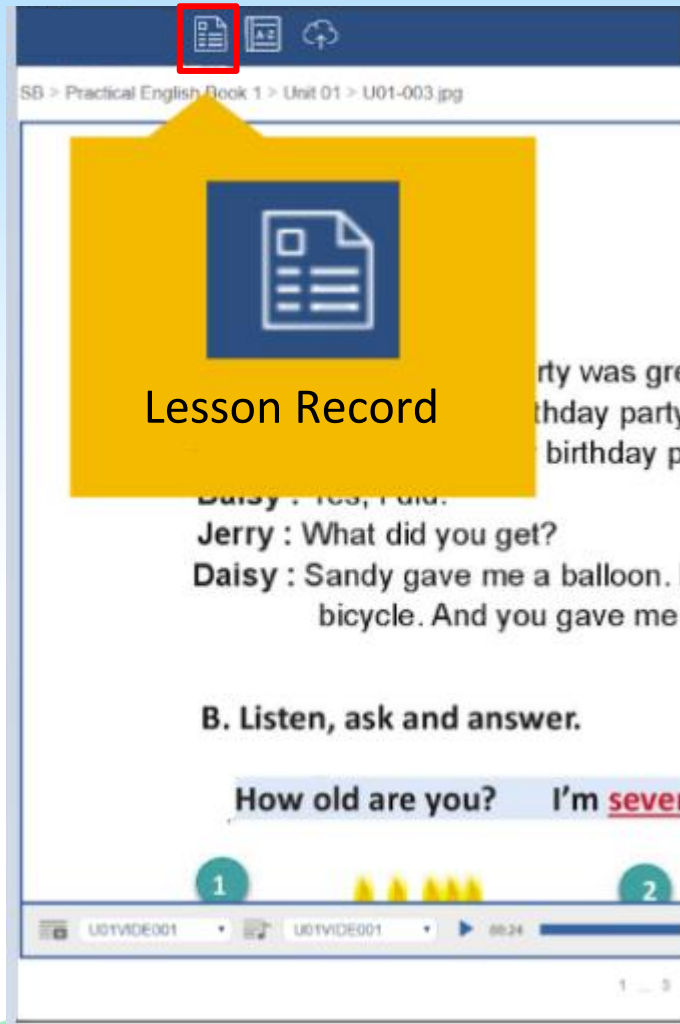
test

You can type down your class notes here

Click Save after you are done each editing.

Save

Function Intro- Lesson Record



SB > Practical English Book 1 > Unit 01 > U01-003.jpg

Lesson Record

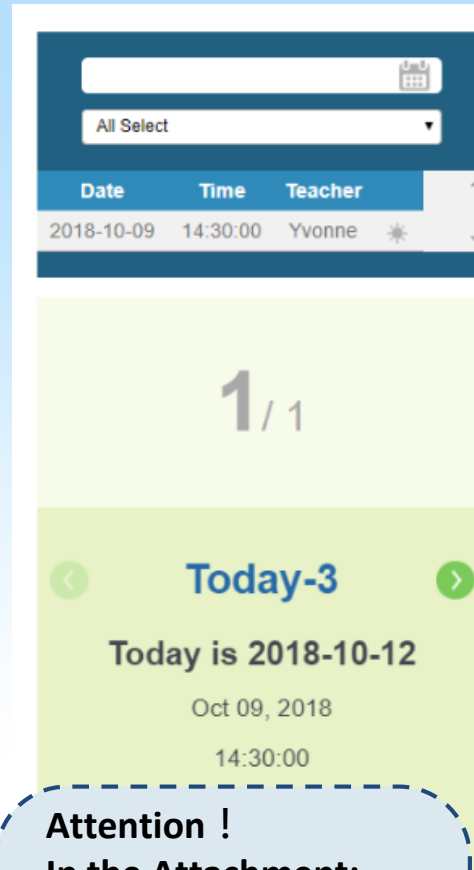
arty was gre
thday party
birthday p

Daisy : Yes, I did.
Jerry : What did you get?
Daisy : Sandy gave me a balloon. I
bicycle. And you gave me

B. Listen, ask and answer.

How old are you? I'm **seven**

1 2



All Select

Date	Time	Teacher
2018-10-09	14:30:00	Yvonne

1 / 1

Today-3

Today is 2018-10-12

Oct 09, 2018

14:30:00

Lesson Record

For Student

EV

Current Material

New Material

Used Material(s)

Level	Book	Unit	Page
--	CC-MRL6	Unit 01	U01-002.jpg
Set teaching materials EN7D1-22-03			
The default teaching material			

Type your class notes here.

Teacher Record

Student Record

Words & Phrases

Grammar

Supplements

Teacher's Comments

Attachments

Type	Name	Action
jpg	1_NewPage#1005-6.jpg (Unit 01)	↓
mp3	2018-10-09_1	↓
mp3	2018-10-09_2	↓
mp3	2018-10-09_3	↓

Attention !

In the Attachment:

1. Pictures with notes
2. Class audio

The files are only available for 3 days. It is suggested to download them right after class

All the typing on the material by the teacher and the class audio will be displayed here.

Any notes you typed down in the Student Record will be simultaneously updated to the “Student Notes” in the Student Center.

收起內容 我的課程（記得到課程行事曆預約上課時段！）

[New!換課](#) | [轉讓或合購](#) | [換課](#) 平台使

一般課程

課程代碼	課程類型	課堂時間	適用	已選堂數/ 可上堂數	堂數異動	時間異動/ 異動限制	課程費用
<input type="checkbox"/> A	264343 中師 入門初級實用英文-Level 1	25分	Level 1	0 / 50	50 +0	0 / 25	(累計學員)

收起內容 我的課程行事曆（請依照課程類別，自行選擇上課日期與時間）



授課記錄



留言板



學習紀錄



自備教材

Student Notes

When you come across new words or English books that you want to learn in the class...

How to **upload materials** or files ?

Function Intro-Upload Files

SB > Practical English Book D01

00:00:00

STUDENT

Upload Notes

- The maximum file size for uploads is 10MB.
- Only image files (JPG, GIF, PNG), and files in DOC, PPT, PDF, MP3, MP4, AVI formats are allowed.
- Uploaded files will be deleted automatically after 30 days.
- Disclaimers:

The User agrees to use the platform only to send and receive messages and materials that are proper and related to the particular course. By way of example and not as a limitation, the User agrees that when using the platform, he or she shall not do any of the following:

(a) Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;

I have read and agree to the Terms & Conditions.

Submit

Please read these terms of use carefully before you upload the files, and then click to agree.

Upload Files

Upload

Files URL Upload Material Binding Material

2018-09-05 11:11:48

1. Click Files

2. Create a folder

+ Add New Folder

File Upload Limits

1. File format : JPG/PNG
2. Maximum file size : 10MB

Add New Folder

Give a name to the folder; or choose a previously created folder from the drop-down list.

3.

Main Folder:

-- Main Folder --

Folder Name:

Submit Cancel

The screenshot shows the 'Upload' interface with a dark blue header. Below the header are tabs for 'Files', 'URL', 'Upload Material', and 'Binding Material'. The 'Files' tab is active, showing a file list with folders 'hi', 'material', 'unit 1', and 'Share'. A red box highlights the 'hi' folder, with a red '4.' next to it. Below the file list is a '+ Add New Folder' button. In the center, there is a table with columns 'Title', 'Size', 'Type', and 'Time', containing the text 'No data available in table'. A red '5.' points to a toolbar with icons for adding, sharing, downloading, and deleting files. A callout box above the toolbar says 'Click to add a new file.' Below the table is an 'Add files' dialog box. A red '6.' points to the 'Upload File:' section, which contains a button labeled '選擇檔案' (Choose File) and the text '未選擇任何檔案' (No file selected). Below this are the accepted file types and size limit: 'Accepted File Types: JPG/ PNG' and 'The file size limit is 10MB per file. May upload multiple files at a time.' The 'File Name:' field contains 'No file...'. At the bottom of the dialog are 'Submit' and 'Cancel' buttons. A red '7.' points to the 'Submit' button in the dialog. A callout box above the dialog says 'Choose a file to upload. You can upload multiple files at a time.'

File Upload Limits

1. File format : JPG/PNG
2. Maximum file size : 10MB

Upload URL

The screenshot shows an 'Upload' dialog box with a dark blue header and a light blue background. The header contains the word 'Upload' and a close button (X). Below the header are four tabs: 'Files', 'URL', 'Upload Material', and 'Binding Material'. The 'URL' tab is highlighted with a red box. In the top right corner, there is a clock icon and the timestamp '2018-09-05 11:11:48'. The main area of the dialog is divided into two panes. The left pane shows a file tree with folders 'Business', 'unit 1', and 'Share'. A red box highlights the 'Add New Folder' button at the bottom of this pane, with a callout box containing the text '2. Create a folder.' and the number '2.' in red. The right pane shows a dialog for adding a new folder. It has a title 'Add New Folder' and two input fields. The first field is labeled 'Main Folder:' and contains the text 'hi'. The second field is labeled 'Folder Name:' and also contains 'hi'. A dropdown menu below the first field shows '-- Main Folder --'. At the bottom of this dialog are 'Submit' and 'Cancel' buttons. A callout box above the right pane contains the text 'Give a name to the folder; or choose a previously created folder from the drop-down list.' and the number '3.' in red. A red box highlights the 'hi' text in the 'Main Folder:' field.

Upload

Files **URL** Upload Material Binding Material

2018-09-05 11:11:48

1. Click URL tab.

2. Create a folder.

3. Give a name to the folder; or choose a previously created folder from the drop-down list.

Business

unit 1

Share

+

Add New Folder

Add New Folder

Main Folder: hi

-- Main Folder --

Folder Name: hi

Submit Cancel

Upload URL

The screenshot shows an 'Upload' window with tabs for 'Files', 'URL', 'Upload Material', and 'Binding Material'. The 'URL' tab is active. In the top right, there is an 'Add New URL' button with a count of 48. Below this, a folder tree on the left shows 'Business' and 'unit 1' (highlighted with a red box and the number 4). To the right of the folder tree is a table with columns 'Title', 'Time', and 'Edit', containing the text 'No data available in table'. Above the table, there are icons for adding, sharing, and deleting, with a red box and the number 5 highlighting the add icon. An 'Add URL' dialog box is open in the foreground, containing 'Input title:' and 'Input url:' fields, and a 'Submit' button (highlighted with a red box and the number 6) and a 'Cancel' button. At the bottom left of the main window, there is an 'Add New Folder' button.

Share files/URL(Share files/URL with the target teacher(s).)

Upload ✕

Files | URL | Upload Material | Binding Material


📁 0.37 MB / 100MB

📅 2018-09-05 11:11:48

📄 📁 📄 🗑️

1. **Select files you want to share.**

<input type="checkbox"/>	Title	Size	Type	
<input checked="" type="checkbox"/>	hi	110.60 kB	JPG	2018/11/03

2.  **Click Share button**

Share files ✕

Selected File :

File Name	Remove
1234567.jpg	
1234589.png	

3. **Add** **Select a Teacher you would like to share with**

File Name	ID	Time	Remove
-----------	----	------	--------

4. **Leave a message to the Teacher.**

Leave a Message : (optional)

test_01

5. **Submit**

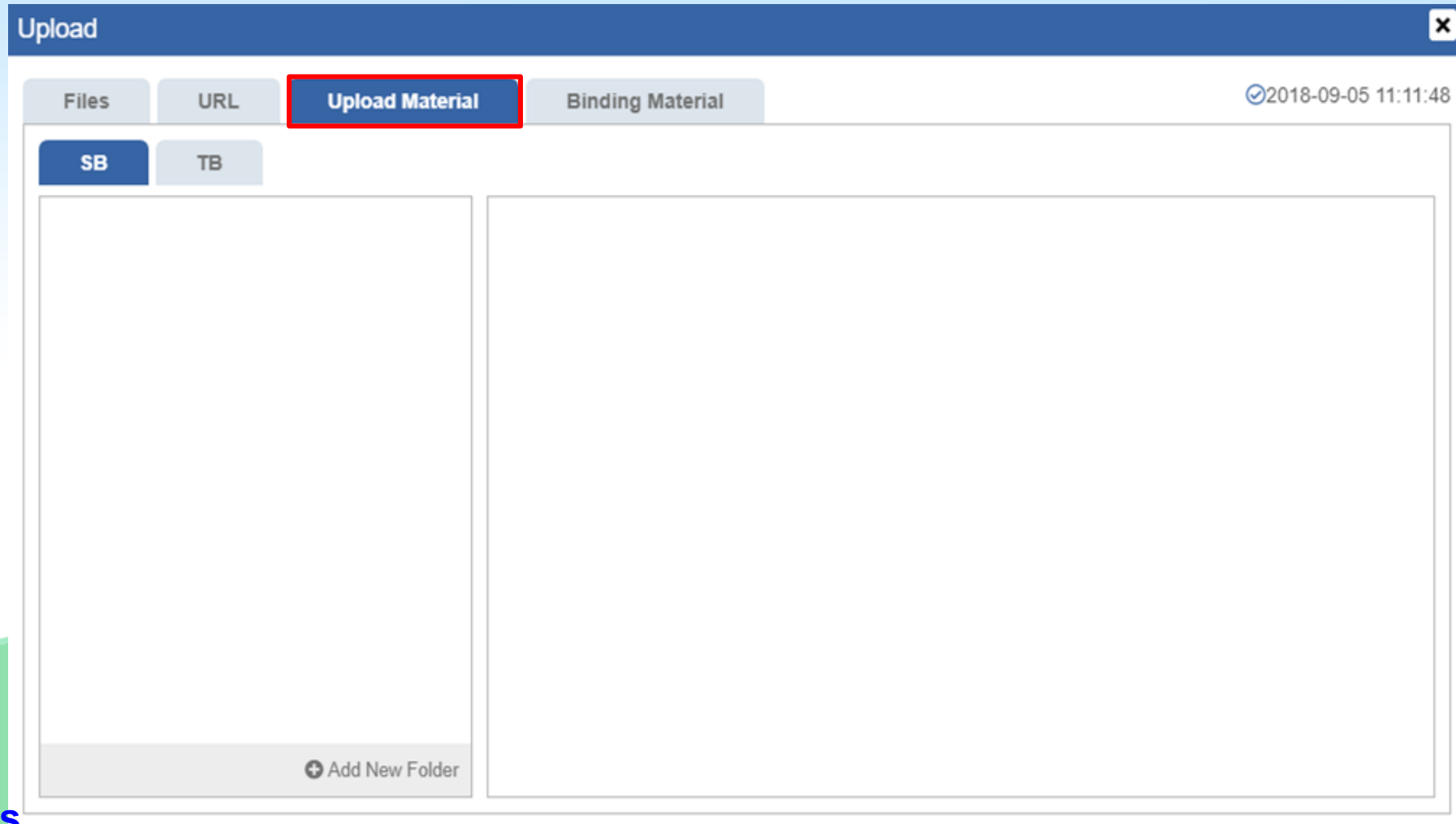
Submit

Shared with 4 persons.

Function Intro-Upload Your Own Material

If you want to use your own materials, please click to upload the files in the Student Center or from Teaching Platform.

When you upload materials from Teaching Platform....



Add New Folder

The screenshot shows a software interface for uploading materials. At the top, there is a blue header bar with the word "Upload" and a close button. Below this, there are four tabs: "Files", "URL", "Upload Material", and "Binding Material". The "Upload Material" tab is selected. In the top right corner, there is a timestamp: "2018-09-05 11:11:48".

Below the tabs, there are two sub-tabs: "SB" and "TB". The "SB" tab is highlighted with a red box. A callout box labeled "1. Click SB" points to this tab.

At the bottom left of the main area, there is a button labeled "+ Add New Folder", which is also highlighted with a red box. A callout box labeled "2. Add New Folder" points to this button.

An "Add New Folder" dialog box is open in the foreground. It has a blue header with the title "Add New Folder" and a close button. Inside the dialog, there is a label "Folder Name:" followed by an empty text input field, which is highlighted with a red box. A callout box labeled "3. Folder Name" points to this input field.

Below the input field, there are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box. A callout box labeled "4. Submit" points to this button.

Upload Material-Teaching Platform

The screenshot shows the 'Upload' window of a teaching platform. The 'Upload Material' tab is active. A folder named 'Business English' is selected in the left sidebar. An 'Add files' dialog box is open, showing a file selection interface. The dialog has a title bar 'Add files' and a close button. It contains the following fields and elements:

- Upload File:** A button labeled '選擇檔案' (Select File) is highlighted with a red box and the number '3.'. Below it is a notice: 'Notice: Accepted File Types:JPG/PNG/MP3/MP4 size less than 8MB)'. To the right of this field is a red box with the number '2.' and a document icon, with a callout box that says 'Click to add files'.
- Title:** The text 'Business English' is entered.
- Material Code:** Two thumbnails labeled '001' and '002' are selected and highlighted with a red box and the number '4.'. A callout box says 'Select materials you want to upload'.
- Upload To:** The path 'My Folders > SB > B' is shown.
- Select Files:** The count '0' is shown, along with 'Used:' and '1B'.
- File Name:** A text field contains 'Current N'.
- Buttons for 'Submit' and 'Cancel' are at the bottom.

At the bottom left of the main window, there is a '+ Add New Folder' button.

Enter Unit & Page Number

Add files ✕

Upload File: 選擇檔案 3 個檔案

Title: Business English

Material Code:

Upload To: My Folders > SB > Business English

Select Files: 3 Used: 100 MB

File Name:

	Current Name	Unit - Page	Size	Type
☰	1.png	01 - 001	2KB	image/png 🗑️
☰	2.PNG	01 - 002	48.5KB	image/png 🗑️
☰	3.PNG	01 - 003	172.2KB	image/png 🗑️

5. Refer to the below format to make any changes you need.

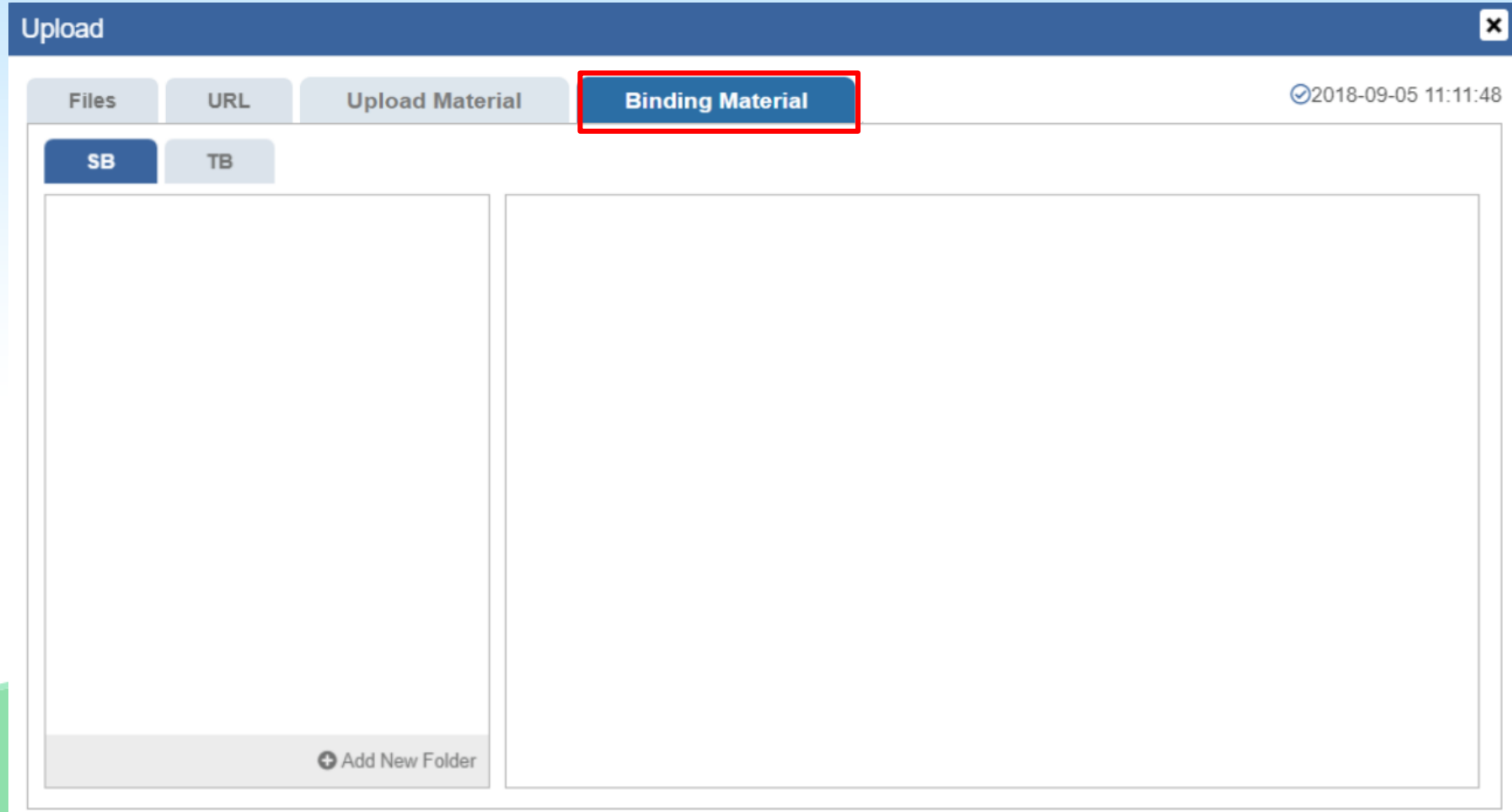
6. Submit Cancel Delete the material.

Submit

Binding Material

After you have uploaded your own materials, you can bind your material to your course in the Student Center or from Teaching Platform.

When you bind the material from Teaching Platform....



Binding Material-Teaching Platform

The screenshot shows the 'Upload' window with the 'Binding Material' tab selected. A dialog box titled 'Binding Material' is open, containing the following elements:

- Material :** A dropdown menu with a red border, currently showing '-- Quick Select --'. A red box highlights this dropdown.
- Course :** A dropdown menu with 'Business English' selected and highlighted in blue.
- Buttons:** 'Select folder', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

Red annotations indicate the steps:

1. Select folder
2. Submit

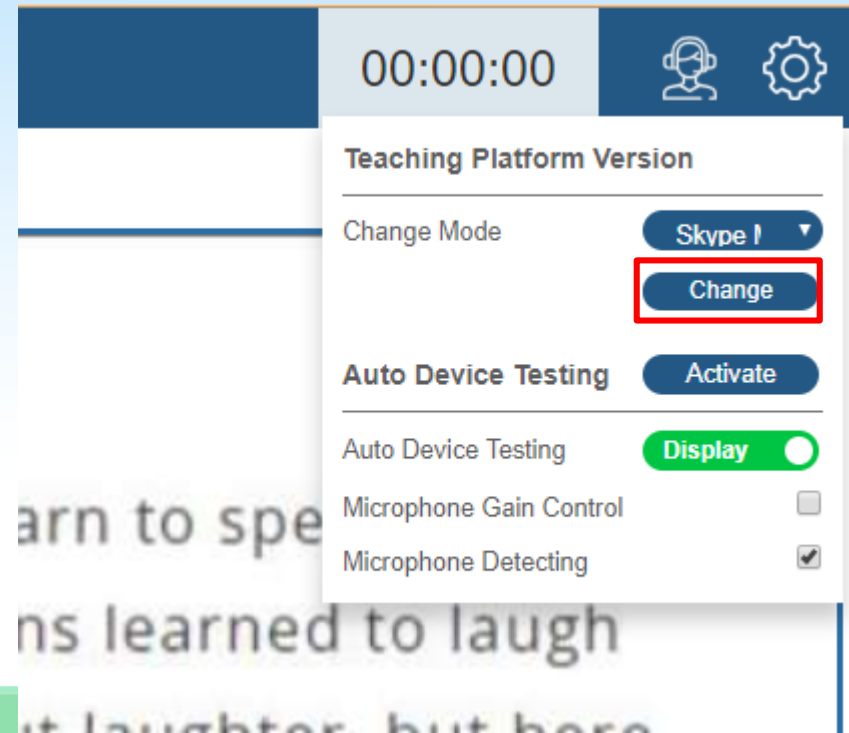
Settings - Change Mode

Upon entering the classroom, it will display the corresponding mode based on class booking settings. If needed, please follow below steps to change mode.

Please note : When selecting Skype Mode, it is used for accessing the teaching materials. In class, please remember to log in Skype. Teacher will make a Skype call to the student.



The button will display current settings. If needed, may select from the dropdown list and click Change button to change mode.



Upon clicking Change button, please wait for page to reload, and click Yes on the confirmation dialog box.

Reminders - Consultant's Board

During **Trial Class** and **Demo Lesson**, the system may pop-up a reminder message to remind Teacher that the consultant requests to enter the classroom.



Reminder:

1. In class, the consultant will remain silent and can't use the microphone.
2. The consultant can only read messages typed after he/she enters the classroom. If there is a need, the consultant may join Live Chat to offer assistance.

Once Teacher confirms "End Class", Consultant will enter Consultant's Board and introduce courses to the student.

★ What to do when Teaching Platform doesn't work?

1. Unstable network connection (system messages showing teacher/student coming in and out of the classroom several times, or the Teaching Platform keeps freezing)

a. Close unnecessary applications & webpages. Make sure you don't share bandwidth with others.

Attention!! Wait for a few seconds after you click the mouse button once.

b. Turn off either the student or the teacher's webcam.

c. Please run a speed test on your own. It is suggested to have both the download and upload speed at a rate above 5mbps.

[\(Please refer to the page of how to run a speed test.\)](#)

2. If you can't see your material or **any issues you can't solve** : Please click CS button to call for assistance.

★ What to do when Teaching Platform doesn't work?

3. Can't hear the sound

- a. Please make sure your browser is compatible with your operating system. [\(Please refer to this page.\)](#)
- b. Please close your browser and enter the classroom again.

Attention!! Wait for a few second. Do not come in and out of the classroom several times.

- c. Please make sure your browser allows to access the microphone. [\(Please refer to this page.\)](#)
- d. Please confirm if there is an icon/window illustrated “allow running insecure instruction code” in the upper right corner
of the webpage. [\(Please refer to this page.\)](#)

4. Can't hear the sound on your IPAD/Smartphone

- a. Please run a speed test on your own. It is best to have both the download and upload speed at a rate above 5mbps.

[\(Please refer to the page of how to run a speed test.\)](#)

- b. Reconnect your headset to the port again.
- c. Please close your browser and enter the classroom again.

★ How to find previous class materials and notes ?

Click “Lesson Record”. You can find the material you have used and class notes by the teacher or yourself.

[Click here](#) for more details.

★ Can I upload my own materials to teachers?

Click “Upload Files” icon to upload a file and share it with the teacher, and then the teacher will guide you through the materials during the class!

[Click here](#) for more details.

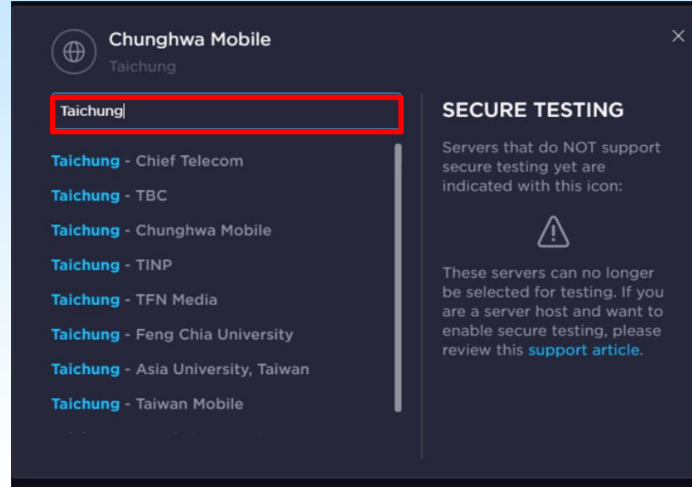
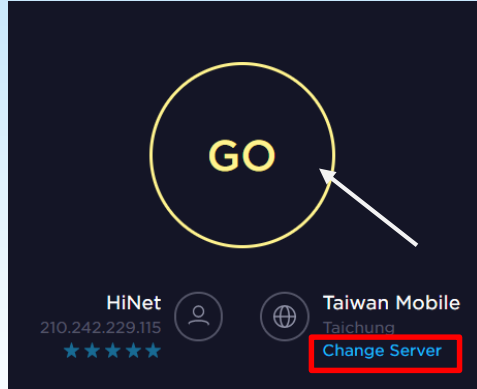
★ How to contact HiTutor staff ?

You can either click CS button on the Message Platform or from Teaching Platform for assistance ([Please refer to this page](#)).

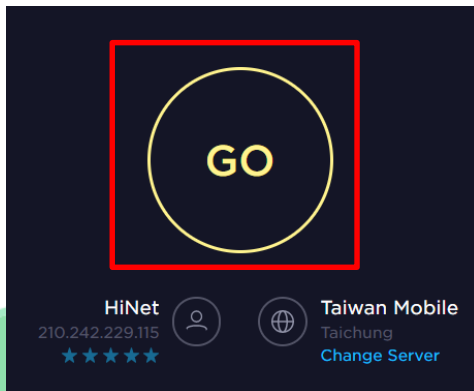
How to run a Speed Test ?

1. Go to the website: <http://www.speedtest.net/>

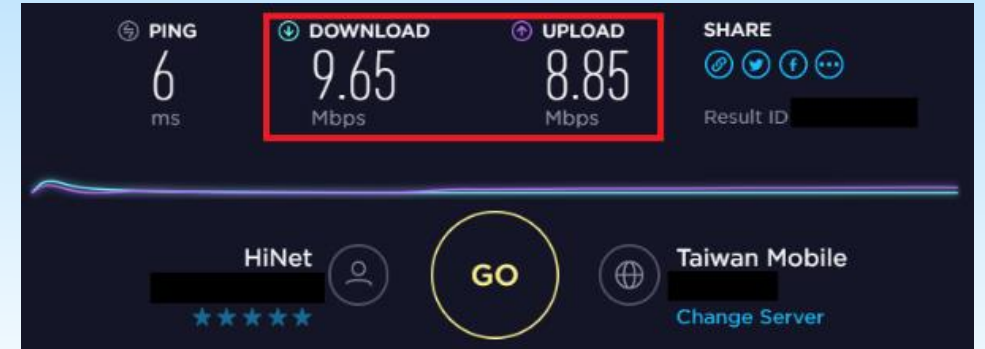
2. Click “Change Server” and then enter “Taichung”.



3. Click GO in the circle.



4. Check out the result.

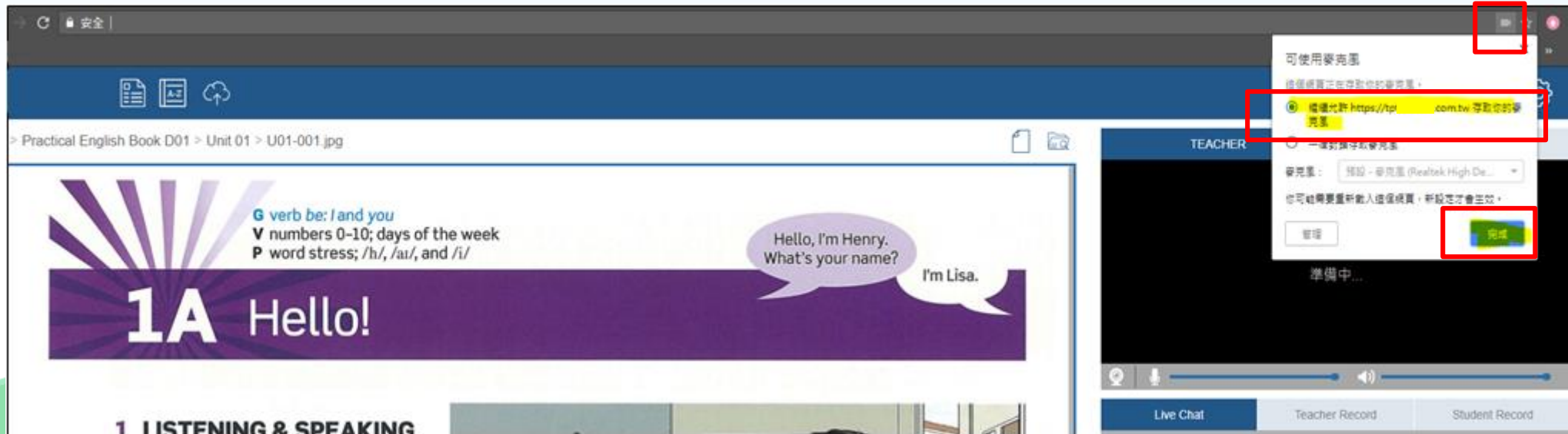
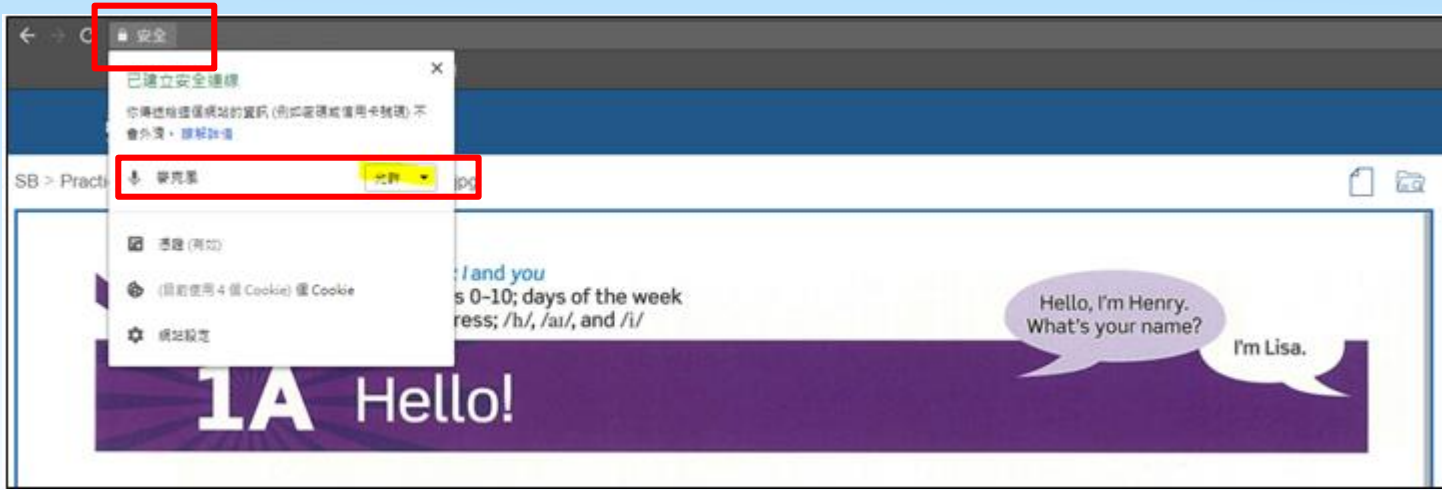


★ DOWNLOAD (Download speed)
UPLOAD (Upload speed)

Suggested speed rate: 5mbps for both upload
& download speed at minimum.

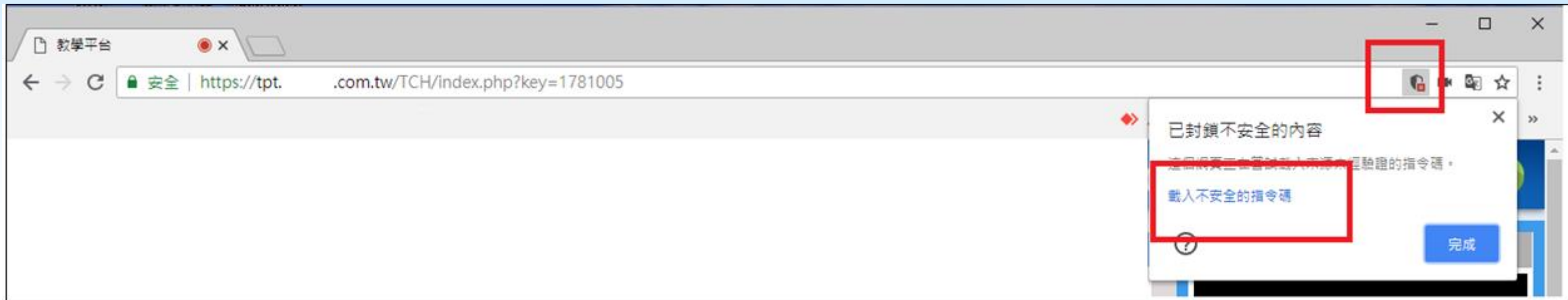
Allow your browser to access the microphone

1. Please check the pop-up window in the upper left/right corner of the webpage to see if it allows to access the microphone.



Allow running insecure instruction code

1. Please confirm that if there is an icon/ window illustrated **“Allow running insecure instruction code”** in the upper right corner of the webpage.



2. Please click to “allow running insecure instruction code”. It is normal that the page will be refreshed again.

How to contact the CS via the Message Platform?

▶ hint:
Click Adviser to contact your personal consultant directly.

我的課程 (記得到課程行事曆預約上課時段!)

課程代碼	課程類型	課室時間	適用	已選堂數 / 可上堂數	堂數異動	時間異動 / 異動限制	課程費用	繳款	課程期間 / 有效起迄
A	導師 實用英文 (日間特快班) ※ 上課時段為 06:00-19:00	50分	2-3堂週	1 / 30	-30	0 / 15		付款已修滿 \$8700 已繳	2018-10-11 2020-10-11
B	導師 實用英文 (全日班) ※ 上課時段為 06:00-24:00	25分	3堂週	1 / 300	-300	0 / 150		付款已修滿 \$54000 已繳	2018-10-11 2020-10-11

我的課程行事曆 (請依照課程類別, 自行選擇上課日期與時間)

快訊: 學員透過選課系統, 一次可預選1個月, 開放選課時間如下, 老師分組詳見【主選賦】:

設置測試&平台介紹 Device Testing & Platform Intro

1. 學員透過選課系統, 一次可預選1個月【開放選課時間與老師分組 請點選】。

2. 系統將分階段推出教學平台, 如果該課程已開放使用教學平台上課, 學員訂課時系統會出現下面提醒訊息

如果老師這堂課使用教學平台上課, 你是否OK? (請點選下面按鈕回答?)

確認, 我要用教學平台上課

取消, 我要用Skype上課

登入教學平台方式: 進入【學員中心】, 在該堂課的訂課欄位會出現 Teaching Platform 按鈕, 學員需點選該按鈕進入教室。

上課時間: 只要老師開啟並進入教室後, 學生可在課前15分鐘進入教室。

非上課時間: 學員也可以進入教學平台觀看課程。

1 Log in the Student Center. Expand the Message Platform at the bottom right corner of the interface.

2 Click Service to contact Customer Service.

3 Contact the CS instantly.

**If you have any questions, please feel free
to contact the consultants or the CS.**

Thank you!

