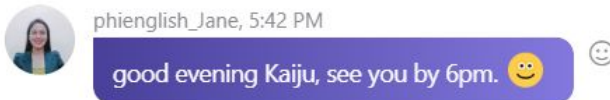


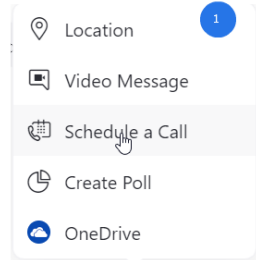


# phiEnglish

## TEACHER REQUIRED THINGS

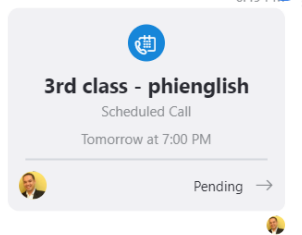
No	Session	Actor	Description
1	Trial class	Teacher	<ul style="list-style-type: none"> <li>- Must teach student - at least 25 mins</li> <li>- Try to help student fix their pronunciation, complete the sentence</li> <li>- Speak slowly based on student skills.</li> <li>- Try to talk about the student domains (job, hobbies, travel, vietnam, studying, ....)</li> <li>- Ask student about what student wants to study and give them advice</li> </ul>
2	Before first class (at least 4 hours)	phiEnglish	<ul style="list-style-type: none"> <li>- Make a call schedule on Skype and Google Classroom for first class</li> <li>- Update teacher and student schedule for this new student</li> </ul>
		Teacher	<ul style="list-style-type: none"> <li>- Decide the book will be used (before first class at least 24 hours)</li> <li>- Upload book on google Classroom</li> </ul>
3	Every class	Teacher	<p>REQUIRED TO USE LAPTOP/PC, ONLY USE PHONE IN SPECIAL CASE, IF teacher uses phone, ask the student for acceptance.</p> <p>1. Send a message to the student on Skype to remind the student about class before the start time at least 5 mins, ex: Hi Henry, your class will be conducted at 7:00 PM, see you soon.</p> <div data-bbox="628 1514 1234 1612">  </div> <p>2. Confirm the next class in the end of current class</p> <p>3. Make a call schedule on Skype and Google Classroom</p> <p>Example, the next class is on Monday, 23 Nov 2020 at 7:00 PM (VN time) for the 8th class</p> <p>+ Skype schedule:</p>

- Time: Put 8:00 PM (Phil time)
- Date: 23 Nov 2020
- Title: 7th class - phienglish
- Reminder: 15 minutes before



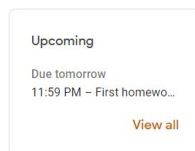
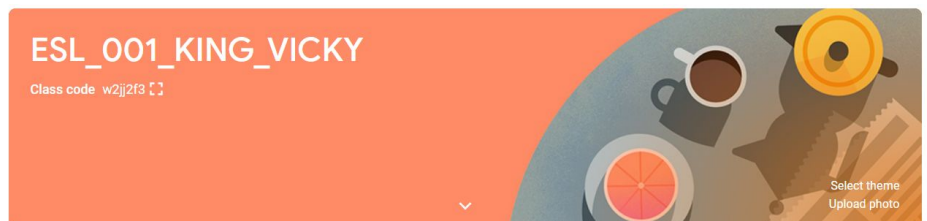
 A screenshot of the 'Schedule a Call' form in the mobile app. The form fields are:
 

- Title: 3rd class - phienglish (Annotation: Title = [ordinal of class] class - phienglish)
- Date: 11/01/2020 (Annotation: Date = the date the class will be conducted)
- Time: 07:00 PM (Annotation: Time = the time that the class will start (in Phil time => It will change to VN time automatically))
- Alert: 15 minutes before (Annotation: Choose 15 mins before)

 A 'Send' button is at the bottom.


+ Google classroom:

- Time: Put 7:30 PM (Phil time)
- Date: 23 Nove 2020
- Title: 7th class - phienglish



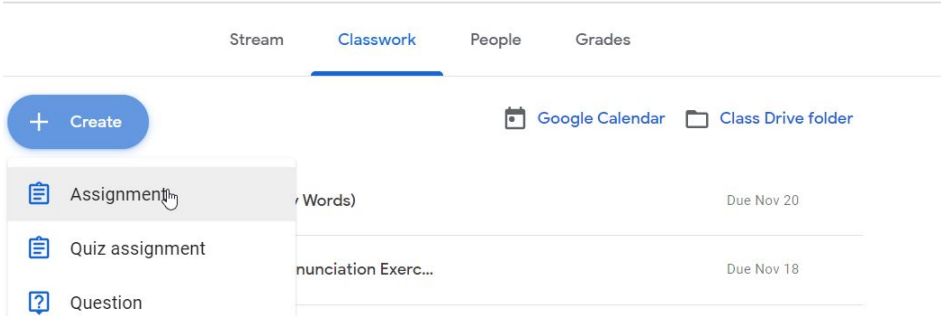
 A screenshot of the 'Share something with your class...' form in Google Classroom. It includes:
 

- A text input field for sharing.
- A dropdown menu for 'For' (ESL\_001\_KL...) and 'All students'.
- A text area for the announcement with an example: 'Example: Teacher want to send notification to student to remind student study for the 7th class at 7:00 PM (Vietnam time) on 22/11/2020'.
- A text area for the announcement description: 'Write the announcement description here: "7th class with phienglish will be contacted at 7:00 PM (Vietnam time) on 22/11/2020."'.
- 'Add', 'Cancel', and 'Post' buttons.

#### 4. Update class status/record the class

CLASS	Name of class	Date	Start time	End time	Status	Note
1	1st	Wednesday, November 11, 2020	22:00	23:00	Finished	
2	2nd	Friday, November 13, 2020	22:00	23:00	Finished	
3	3rd	Wednesday, November 18, 2020	22:00	23:00	Finished	
4	4th	Friday, November 20, 2020	22:00	23:00	Not yet	
5	5th	Wednesday, November 25, 2020	22:00	23:00	Finished	
6	6th	Friday, November 27, 2020	22:00	23:00	Absent-student	
7	7th	Wednesday, December 2, 2020	22:00	23:00	Absent-teacher	
8	8th	Friday, December 4, 2020	22:00	23:00	Not yet	
9	9th	Wednesday, December 9, 2020	22:00	23:00	Power/internet/other	
10	10th	Friday, December 11, 2020	22:00	23:00	Not yet	
11	11th	Wednesday, December 16, 2020	22:00	23:00	Not yet	

#### 5. Assign homework to student on Google Classroom



4	Before the 2 last classes.	Teacher	- Notify to phienglish that student only has 2 last classes.
5	Monthly report	Teacher	<p>- Send monthly report to email: <a href="mailto:phienglish.com@gmail.com">phienglish.com@gmail.com</a> before 10:00 PM of the last date of month</p> <ul style="list-style-type: none"> <li>+ Send the list of class did you teach in month (from 1st -&gt; last date of month (30/31/29/28))</li> <li>+ Phienglish will check and confirm, so King will send salary to Cris as soon as possible</li> </ul> <p>Template of report:  <a href="https://drive.google.com/file/d/1izCpTbEm9eyip0iIVDBwq3RrHWXdM1wT/view?usp=sharing">https://drive.google.com/file/d/1izCpTbEm9eyip0iIVDBwq3RrHWXdM1wT/view?usp=sharing</a></p> <p>NOTE: IF teacher doesn't send report to phienglish on time, teacher will lost the salary of that month</p>