

教學平台 快速上手

- 學生版 -

為什麼要用**教學平台**上課？

用教學平台上課你可以在...

課前

預覽 Survey

訂課完成，就能登入教學平台先預習上課的教材，把有疑問或不懂的地方打入筆記中。

上課時

提問 Question

老師在上課前5分鐘會針對你的筆記和提問，解答你的疑惑，當上一堂有作業時，也會同時批改。

課後

精讀 Read
背誦 Recite
複習 Review

隨時能登入教學平台下載教材，和上課做的筆記或檔案來複習。

學外語，預習、上課、複習一站完成！

建議在課前**15分鐘**登入，來測試麥克風、視訊以及連線問題

開始囉！



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設備測試

注意：

1. 一旦進入教學平台，請不要再切換網路設定
如果要切換網路設定，請務必先關閉瀏覽器，並在重啟瀏覽器後，登入教學平台
2. 為確保教學平台正常運作，請避免設備拔插或多次開關視訊

1. 進入學員後台點擊此按鈕開始測試

設備測試&平台介紹 Device Testing & Platform Intro

設備檢測 Device Testing

瀏覽器檢測 Browser Testing

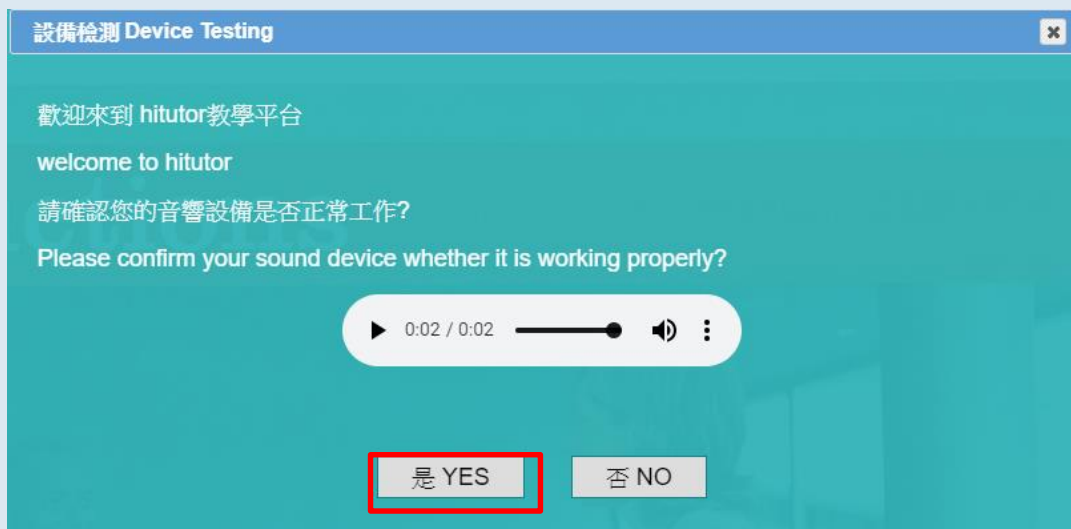
教學平台影片 Platform Video

教學平台手冊 Platform Manual

請確認您的耳機、麥克風、視訊已插入電腦中的正確插孔，並確認沒有設定靜音後，點選 下一步。
Please make sure your headset, microphone, and webcam are connected to your computer and are not muted. Then, click "Next Step."

下一步 Next

2. 播音測試



點選：是Yes 就結束設備測試

4. 麥克風測試

否No 會切換到下面畫面



3. 喇叭測試





設備要求

請先檢查自己的電腦設備是否符合教學平台需求，以利上課過程順暢～






注意：
請直接點選瀏覽器標誌進入
勿使用IE來開啟Google

設備檢測 Device Testing | 瀏覽器檢測 Browser Testing | 教學平台影片 Platform Film | 教學平台手冊 Platform Manual

恭喜您可以使用教學平台





Congratulations! You can use the Teaching Platform .

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 XP			<input type="radio"/>		
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：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.

1.1 進入課堂

1 登入學員後台進入

設備測試&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

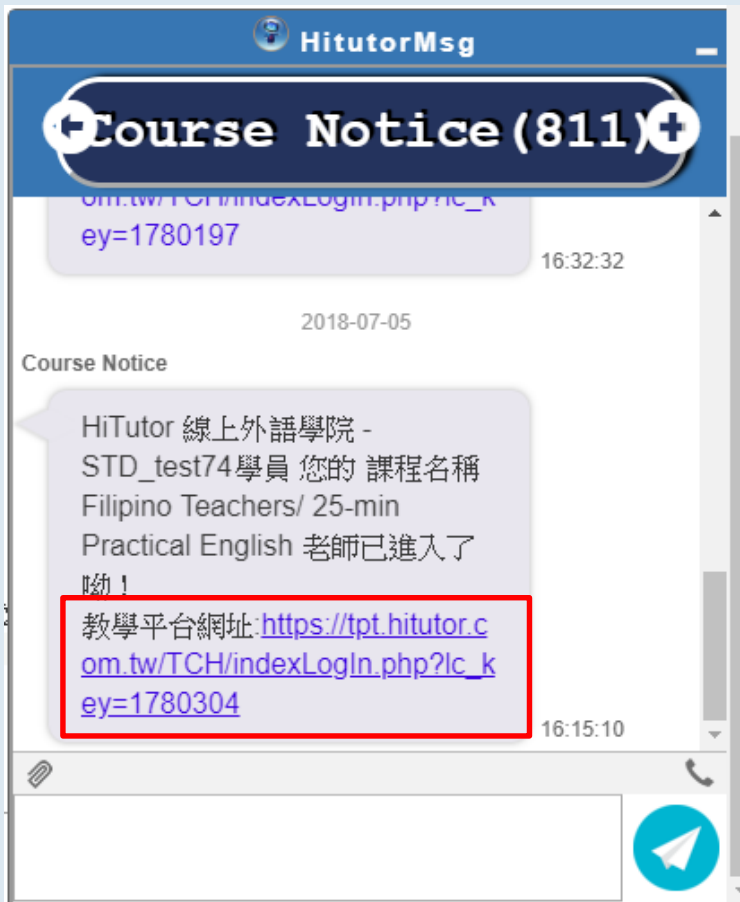
登入教學平台方式: 進入[學員中心]，在該堂課的訂課欄位會出現  按鈕，學員需點選按鈕進入教室。

上課時間: 只要老師開啟並進入教室後，學生可在課前15分進入教室。

非上課時間: 學員也可以進入教學平台複習課程。

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

2 點擊訊息提醒進入



※須特別注意預設瀏覽器是否支援

1.2 進入上課畫面

tpt.hitutor.com.tw 要求下列權限：

使用你的麥克風

允許 封鎖

← 點擊「允許」存取麥克風、視訊彈跳訊息

Hitutor 線上外語家教 Say Hi To The World!

Trial class (Teacher Version)

Birthday Party!

Warm up (2mins)

- ◆ To make the student relaxed for the trial class by asking general and simple questions.
e.g.: **When is your birthday? How old are you? Would you like to have a birthday party? Why?**
Possible answer:
My Birthday is on April 23rd. I am 8 years old. Yes, I do. I would like to have a birthday party, because I can get many presents.

★ **Let's Start** (5mins)

- ◆ **Listen and say.**
 1. Introduce the numbers. Continue until students can produce the words on their own.
 2. The teacher reads the numbers first. The student listens and repeats after the teacher.

TEACHER STUDENT

Teacher Record Student Record

Lesson Record

Current

Words & Phrases

Grammar

Supplements

save

2. 功能說明-首頁

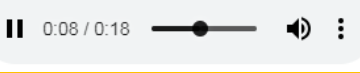


The screenshot displays a software interface with several key components and numbered callouts:

- Callout 1:** Points to a video player at the top of the main content area, showing a play button, a progress bar at 0:06 / 0:18, and a volume icon.
- Callout 2:** Points to a timer in the top right corner, displaying "00:00:06" and a settings gear icon.
- Callout 3:** Points to a video feed window on the right side, showing a person wearing a headset. Above the video are tabs for "TEACHER" and "STUDENT".
- Callout 4:** Points to a "Lesson Record" panel on the right side, which includes tabs for "Teacher Record" and "Student Record". The panel lists categories: "Current", "Words & Phrases", "Grammar", and "Supplements".
- Callout 5:** Points to a chat icon (speech bubble) located at the bottom right of the interface.
- Callout 6:** Points to a "save" button located at the bottom right of the interface.

On the left side, there is a yellow callout box containing a blue house icon and the text "首頁" (Home).

2.1 功能說明-教材

The screenshot displays a user interface for a learning management system. At the top, there is a navigation bar with icons for home, documents, and a search function, along with the text "NO. 1603663". A green circle with the number "1" is positioned above the video player. The video player itself shows a play button, a progress bar at 0:08 / 0:18, and a volume icon. Below the video player, a yellow box contains three items:

-  音檔：教材若有音檔，老師會播放MP3
-  MP3列表：點擊可看到目前所使用的音檔列表
-  影片：教材中若有影片檔，老師會播放

On the right side of the interface, there is a sidebar with a video feed of a teacher, a "Lesson Record" section with tabs for "Teacher Record" and "Student Record", and a "Current" section with dropdown menus for "Words & Phrases", "Grammar", and "Supplements". At the bottom of the sidebar, there are navigation arrows and a "save" button.

2.2 功能說明

2

客服

上課期間需要協助，可點擊此按鈕，按下後將會看到客服進入即時訊息(Live Chat)

訊號燈

綠色表示與老師連線沒問題；
紅色表示連線不穩或斷線

計時器

開始上課後，老師會按下計時器

設定

可自行設定：視訊、上課紀錄、即時訊息設定

SETTINGS		
視訊 Webcam	<input checked="" type="checkbox"/> display	<input type="checkbox"/> hide
迷你授課紀錄 Mini-Lesson Record	<input checked="" type="checkbox"/> display	<input type="checkbox"/> hide
即時訊息 Live Chat	<input checked="" type="checkbox"/> display	<input type="checkbox"/> hide
自動設備檢測 Auto Device Testing	<input checked="" type="checkbox"/> display	<input type="checkbox"/> hide

設備檢測 / Device Testing

close

2.3 功能說明-視訊

The screenshot shows a video conferencing interface with a top navigation bar containing icons for home, list, AZ, and cloud, along with the text 'NO. 1603663'. A video player at the top shows a video titled 'SB > Practical English Book C01 > Unit 01 > U01-04-001.jpg' with a progress bar at 0:08 / 0:18 and 'Page 1'. The main area is divided into two video windows: '老師畫面' (Teacher's view) on the left and '學生畫面' (Student's view) on the right. The teacher's view shows a male teacher with a headset, and the student's view shows a female student with a headset. A third video window on the right shows a smaller view of the male teacher. Annotations include: a red box around a camera icon with the text '可展開或收合視訊面板'; an orange box around the 'TEACHER' label; a green box around the 'STUDENT' label; a red line connecting the volume and camera icons to the text '可調整喇叭、麥克風音量 開啟或關閉視訊'; and a red note at the bottom right: '※學生須注意自己的視訊鏡頭有無開啟'. A green circle with the number '3' is on the right side.

老師畫面

學生畫面

可展開或收合視訊面板

可調整喇叭、麥克風音量 開啟或關閉視訊

※學生須注意自己的視訊鏡頭有無開啟

3

2.4 功能說明-迷你授課紀錄

The screenshot displays the 'Mini Lesson Record' interface. At the top, there is a navigation bar with icons for home, list, AZ, and cloud, along with the number 'NO. 1603663'. A video player is visible at the top center, showing a play button and a progress bar. The main content area is divided into two panels: 'Teacher Record' and 'Student Record'. The 'Teacher Record' panel shows a 'Lesson Record' section with a 'Current' field and three dropdown menus: 'Words & Phrases', 'Grammar', and 'Supplements'. The 'Student Record' panel shows a 'Lesson Record' section with a 'Current' field. A video feed of a teacher is visible on the right side of the interface. The interface includes a 'save' button and navigation arrows at the bottom of each record panel.

迷你授課紀錄

可展開或收合
迷你授課紀錄

可於課後查看上課紀錄

老師授課紀錄和學員筆記皆有上下頁切換鈕

Teacher Record Student Record

Lesson Record

Current

Words & Phrases

Grammar

Supplements

Teacher Record Student Record

Lesson Record

Current

可自行輸入課堂筆記

每次編輯後須按
Save才會儲存

TEACHER STUDENT

Teacher Record Student Record

Lesson Record

Current

save

save

save

4

2.5 功能說明-即時訊息

The screenshot displays the HiTutor classroom interface. At the top, there is a navigation bar with icons for home, list, AZ, and cloud, along with the ID 'NO. 1603663'. Below this is a video player showing a document page with a play button and a progress bar. The main content area features a green box labeled '即時訊息' (Instant Message) and a '6430 LiveChat' window. The chat window shows a list of messages: 'left the classroom.' (11:05:47), 'STD_test65 left the classroom.' (11:10:13), 'STD_test65 entered the classroom.' (11:10:22), 'HiTutor 客服 entered the classroom.' (11:17:45), and '老師聲音聽不清楚' (Teacher's voice is not clear) (11:18:29). A red box highlights the chat icon in the top right of the chat window, and another red box highlights the chat icon in the bottom right of the chat window. A green arrow points from the bottom right of the chat window to a chat icon in the bottom right of the main interface. On the right side, there is a video feed of a teacher wearing a headset, with 'TEACHER' and 'STUDENT' tabs above it. Below the video feed are 'Teacher Record' and 'Student Record' tabs, and a 'Lesson Record' section with a 'Current' entry. A green circle with the number '5' is located at the bottom right of the interface.

即時訊息

課堂中若有問題，學員可以點擊
客服圖示邀請客服人員(以文字
模式)進入對話

點擊可展開或收合
即時訊息面板

6430 LiveChat

Ghem

left the classroom. 11:05:47

STD_test65 left the classroom. 11:10:13

STD_test65 entered the classroom. 11:10:22

HiTutor 客服 entered the classroom. 11:17:45

老師聲音聽不清楚 11:18:29

當有人離開或進入課堂
會自動跳出提示訊息

TEACHER STUDENT

Teacher Record Student Record

Lesson Record

Current

5

11

3. 功能說明-授課紀錄

The screenshot displays a software interface for lesson recording. At the top, a blue navigation bar contains icons for home, a clipboard (highlighted with a red box), a document, and a cloud, along with the text "NO. 1603663". On the right of the bar, there is a timer showing "00:00:06" and a settings gear icon. Below the navigation bar, a video player shows a document titled "SB > Practi... Book C01 > Unit 01 > U01-04-001.jpg" with a progress bar at "0:06 / 0:18" and "Page 1". A large red callout box on the left contains a blue clipboard icon and the text "授課紀錄". On the right side, a vertical panel includes a "TEACHER" video feed of a person with glasses, a "STUDENT" section, and a "Lesson Record" section with a "Current" entry. At the bottom of this panel are "save" and "chat" buttons.

3.1 功能說明-授課紀錄

The screenshot shows a web interface for Lesson Record. At the top, there is a navigation bar with icons for home, a document (highlighted with a red box), a keyboard, and a cloud. The main content area is divided into three sections:

- Left Panel:** A calendar view showing the date 2018-06-27, time 12:00:00, and teacher TCH_test74. Below this is a large '1/1' indicator and a 'Today' section for 2018-06-27 with the time 12:00:00 and a link to '授課紀錄'.
- Lesson Record Section:** Titled 'Lesson Record', it has tabs for 'For Student' and 'EV'. Below are tabs for 'Current Material', 'New Material', and 'Used Material(s)'. A table shows teaching materials with columns for Level, Book, Unit, and Page. The 'Teacher Record' tab is highlighted with a red box.
- Right Panel:** A list of categories for recording: 'Words & Phrases', 'Grammar', 'Supplements', 'Teacher's Comments', and 'Attachments'. Below this is a table of attachments with columns for Type, Name, and Action.

Annotations with red arrows point to specific features:

- An arrow points to the 'Current Material' table with the text: 老師會將課程重點記錄於此
- An arrow points to the 'Teacher Record' tab with the text: 老師在教學白版上面的補充說明、畫面註記以及錄音檔都會在課後自動轉存
- An arrow points to the 'Attachments' table with the text: 老師如果針對這堂課有提供補充檔案或連結，也會在此顯示

3.2 功能說明-授課紀錄

Lesson Record

For Student EV

Current Material	New Material	Used Material(s)	
Level	Book	Unit	Page
--	PEBC01	Unit 01	U01-04-001.jpg
Set teaching materials	EN1A1-00-01		
The default			

Teacher Record **Student Record**

學生可在此記錄課堂筆記

Download

History Record

1 / 1

Today-1

Today is 2018-01-04

Jan 03, 2018

11:00:00

授課紀錄

3.3 授課紀錄-教材查詢

The screenshot shows the 'Lesson Record' page. A red box highlights the 'Lesson Record' icon in the top navigation bar. Another red box highlights the 'Current Material' tab, with an annotation '可查看目前使用的教材' (View currently used materials). A third red box highlights the 'Used Material(s)' tab, with an annotation '使用過的教材清單' (List of used materials). A fourth red box highlights the scroll bar on the right side of the table, with an annotation '拉動捲軸可查看更多教材' (Drag the scroll bar to view more materials). The page title is 'Lesson Record' and it includes filters for 'For Student' and 'EV'. The main content area shows a table with columns for 'Type', 'Name', and 'Action'. The table lists two items: '0_U01-04-001.jpg (Unit 01)' and '1_U01-04-002.jpg (Unit 01)'. The left sidebar shows 'History Record' for 'Today-1' on '2018-01-04' at '11:00:00'.

查看更多教材

Lesson Record

For Student EV

Current Material New Material Used Material(s)

Level Book Unit Search: Action

可查看目前使用的教材

使用過的教材清單

拉動捲軸可查看更多教材

Teacher Record Student Record

Words & Phrases

Grammar

Supplements

Teacher's Comments

Attachments

Type	Name	Action
jpg	0_U01-04-001.jpg (Unit 01)	↓
jpg	1_U01-04-002.jpg (Unit 01)	↓

History Record

1 / 1

Today-1

Today is 2018-01-04

Jan 03, 2018

11:00:00

授課紀錄




於授課記錄上傳的檔案及筆記 將會同步更新至學員中心的「學習記錄」中

步驟一：登入學員中心

帳號 ID :	<input type="text" value="請輸入您的帳號"/>
密碼 Password :	<input type="password"/>
	<input type="button" value="登入"/> <input type="button" value="忘記密碼"/>

步驟二：點選學習記錄

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

New>> 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 [【本連結】](#)：

※注意：在學員中心的學習紀錄所做的變更，並不會回寫到教學平台的Student Record學員筆記。

4. 功能說明-線上字典

The screenshot displays a software interface for an online lesson. At the top, there is a navigation bar with icons for home, a document, a dictionary (AZ), and a cloud, along with the text 'NO. 1603663'. Below this is a video player showing a document page titled 'SB > Practical English Book C01 > Unit 01 > U01-04-001.jpg' with a 'Page 1' indicator. A purple callout box highlights a menu with three options: 'OXFORD DICTIONARY', 'CHILDREN'S ENGLISH WORDSMYTH KIDS!', and 'MULTI-LANGUAGE WORDREFERENCE.COM'. To the right of this menu, a red bracket points to the text '提供3個線上字典方便學習使用' and '學生使用線上字典時，老師端並不會顯示'. On the right side of the interface, there is a video feed of a teacher wearing glasses and a headset, with a 'TEACHER' label above it. Below the video feed are controls for volume and a microphone. At the bottom right, there is a 'Lesson Record' section with tabs for 'Teacher Record' and 'Student Record', and a 'Current' entry.

OXFORD DICTIONARY

CHILDREN'S ENGLISH WORDSMYTH KIDS!

MULTI-LANGUAGE WORDREFERENCE.COM

提供3個線上字典方便學習使用

學生使用線上字典時，老師端並不會顯示

TEACHER

STUDENT

Teacher Record Student Record

Lesson Record

Current

save

如何上傳教材或檔案？

點擊上傳區

The screenshot displays a software interface with a blue header bar. On the left, there are navigation icons: a home icon, a document icon, an 'AZ' icon, and a cloud upload icon which is highlighted with a pink box. To the right of these icons is the text 'NO. 1603663'. On the far right of the header, there is a timer showing '00:00:06' and a settings gear icon. Below the header, a document viewer shows a page titled 'SB > Practical English Book Unit 01 > U01-04-001.jpg'. A video call window on the right side shows a 'TEACHER' with a video feed of a person wearing glasses and a headset. Below the video call, there are tabs for 'Teacher Record' and 'Student Record', and a 'Lesson Record' section with the text 'Current'. At the bottom of the interface, there are 'save' and 'chat' buttons.

NO. 1603663

00:00:06

SB > Practical English Book Unit 01 > U01-04-001.jpg

Page 1

上傳區

TEACHER

STUDENT

Teacher Record Student Record

Lesson Record

Current

save

詳閱使用規範

The screenshot displays a user interface for an online learning platform. At the top, there is a navigation bar with icons for home, list, search, and upload, along with a user ID 'NO. 1603663' and a timer '00:00:06'. Below the navigation bar, a video player shows a document titled 'SB > Practical English Book C01 > Unit 01 > U01-04-001.jpg' with a progress bar at 0:06 / 0:18. The main content area is a 'Upload Files' dialog box. Inside this dialog, there is a section titled '檔案上傳須知' (File Upload Notice) with the following text: '可上傳的檔案格式：JPG, PNG, MP3, MP4', '檔案大小限制：10 MB (總容量100 MB)', '可一次上傳多個檔案', and '無保存時間限制'. Below this, there is a scrollable text area containing a disclaimer: '為確保本平台的每一位用戶能享有一個安全可靠又優質的服務平台，請各位用戶務必遵守本平台之用戶服務條款。一旦使用本平台，即表示各位用戶（以下簡稱「用戶」）同意依相關法律規定，遵守本平台之用戶服務條款和使用公告。' followed by two numbered points: '1. 智慧財產權' and '2. 發佈或上傳第三方內容'. At the bottom of the dialog, there is a checked checkbox '我已詳細閱讀，並同意接受以上內容' and a red-bordered button labeled '同意' (Agree). To the right of the dialog, there is a sidebar with a video feed of a teacher, a 'Lesson Record' section with 'Current' listed, and a 'save' button at the bottom.

檔案上傳須知

可上傳的檔案格式：JPG, PNG, MP3, MP4
檔案大小限制：10 MB (總容量100 MB)
可一次上傳多個檔案
無保存時間限制

為確保本平台的每一位用戶能享有一個安全可靠又優質的服務平台，請各位用戶務必遵守本平台之用戶服務條款。一旦使用本平台，即表示各位用戶（以下簡稱「用戶」）同意依相關法律規定，遵守本平台之用戶服務條款和使用公告。

一、內容

1. 智慧財產權
用戶不得在未經授權下，以任何形式上傳、貼文、重製或公開傳輸受到版權或其他智慧財產權保護的內容。

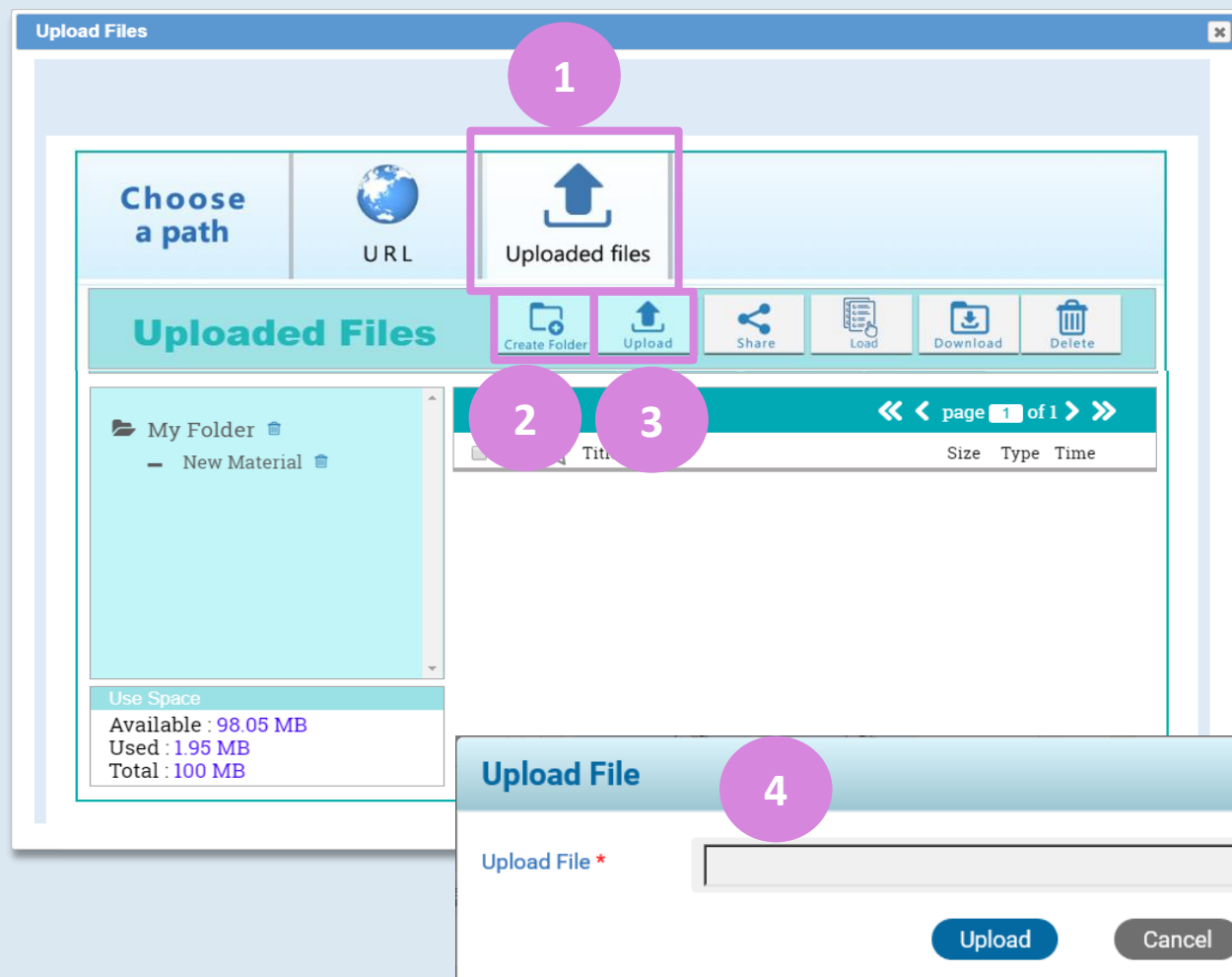
2. 發佈或上傳第三方內容

我已詳細閱讀，並同意接受以上內容

同意

上傳檔案前，請先詳閱使用條款與規範，並勾選同意

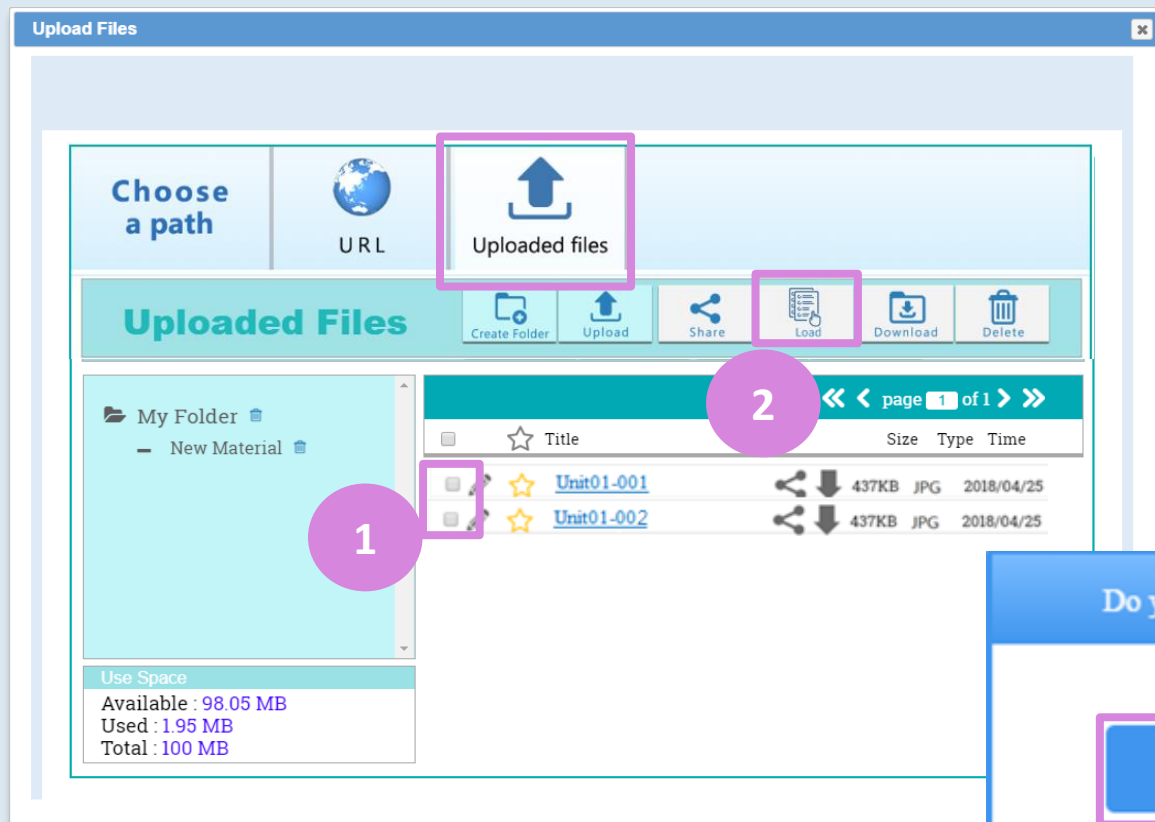
上傳檔案



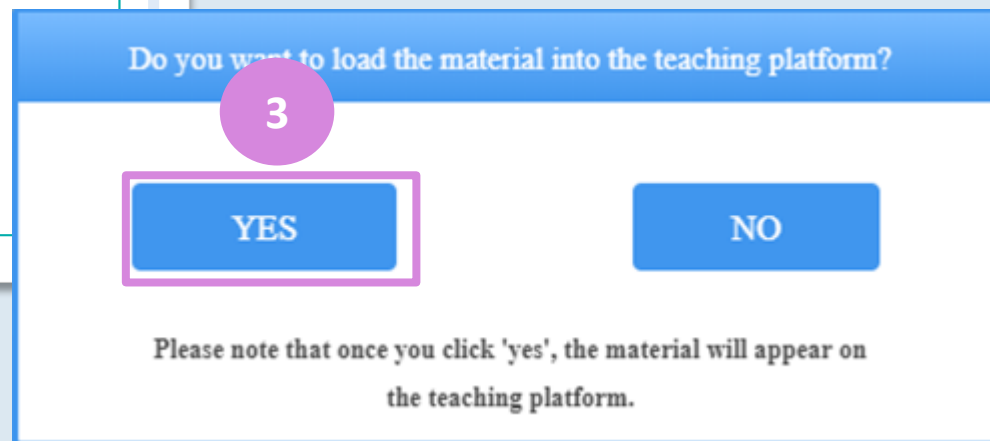
1. 點擊 Uploaded files 上傳檔案
2. Create Folder 建立資料夾
3. 點擊資料夾按下Upload
4. 可同時上傳多個檔案

! 檔案格式：JPG, PNG, MP3, MP4
檔案大小：10 MB (總容量100 MB)
可一次上傳多個檔案

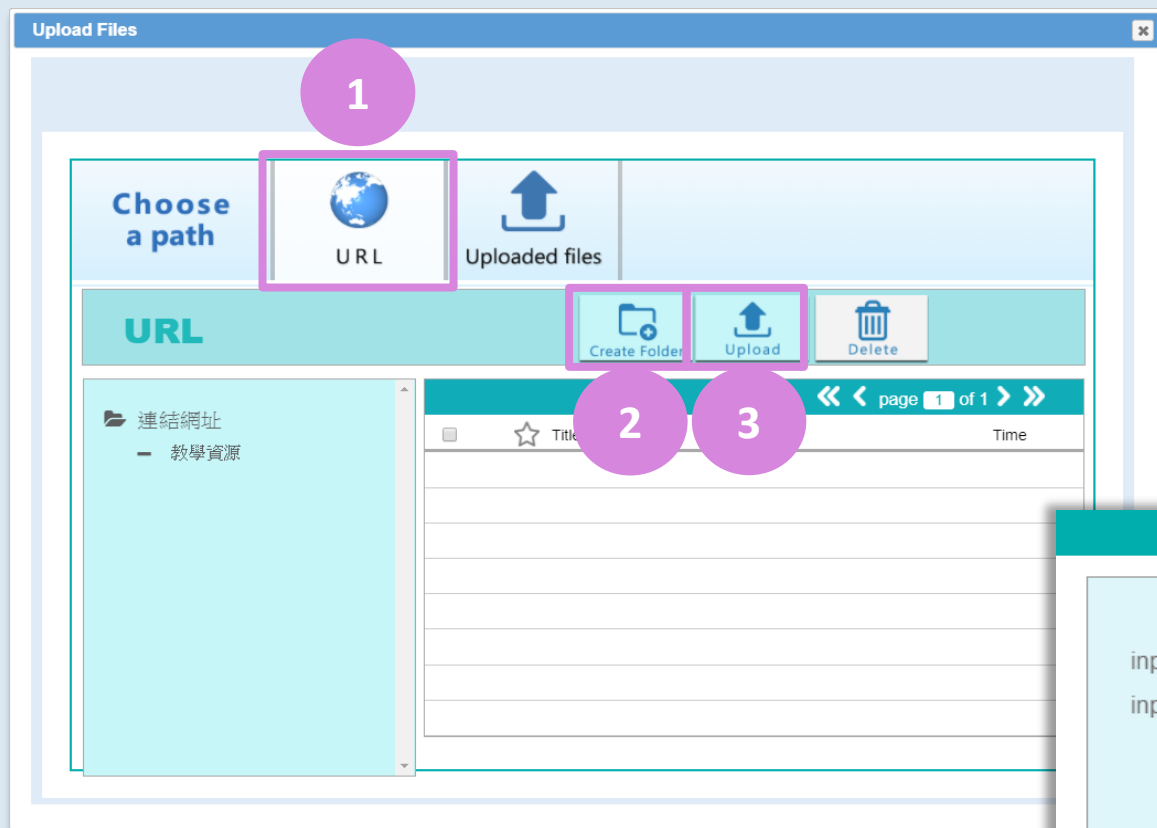
下載教材



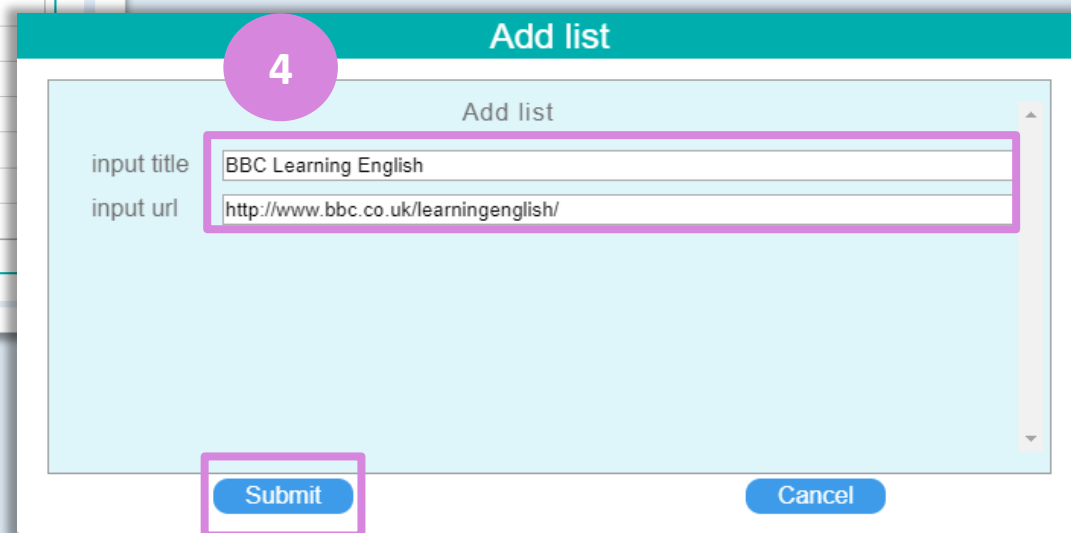
1. 選擇檔案
2. 點擊Load下載教材
3. 按下YES，教材就會出現在教學板



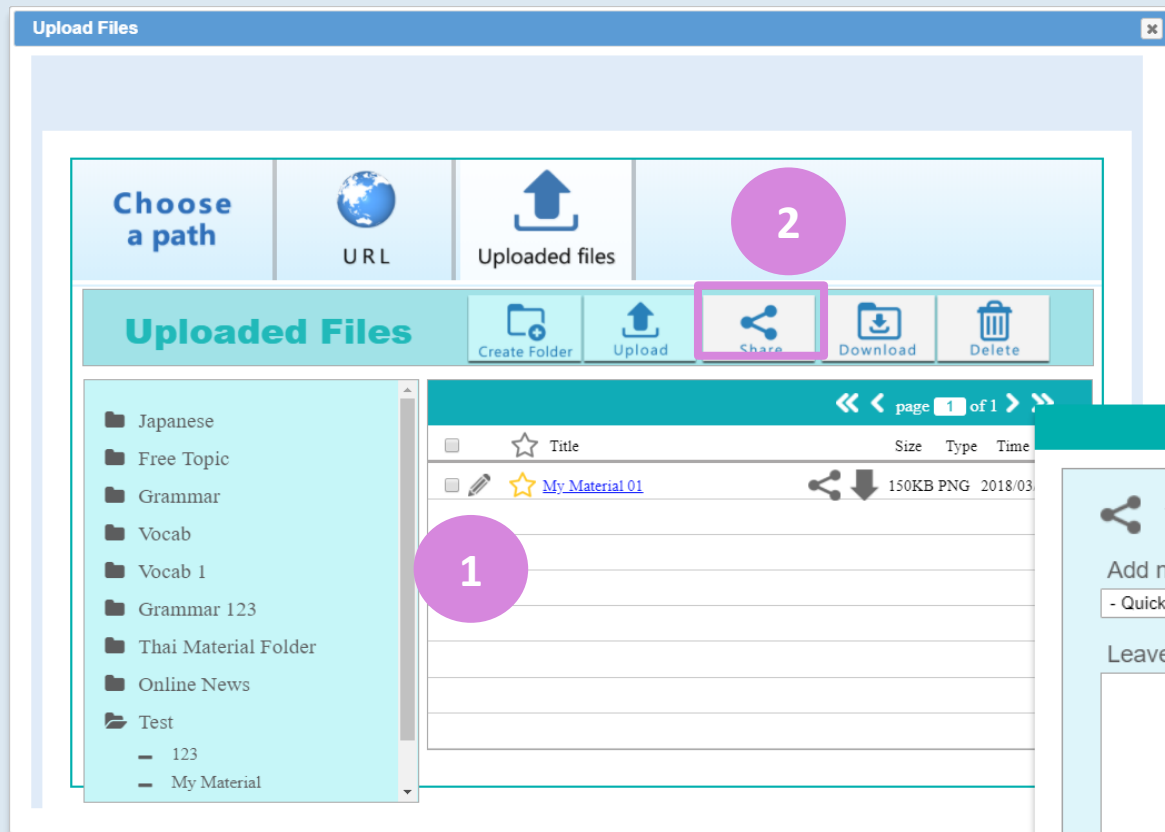
上傳網址



1. 點擊URL
2. Create Folder建立資料夾
3. 選擇資料夾按下Upload
4. 輸入標題和網址，按下Submit提交



檔案分享



1. 選擇檔案
2. 按下共享鈕
3. 輸入老師的使用者ID
並留下訊息，就可與老師分享檔案或連結



6.1 注意事項 - 顧問洽談板

在上試讀課和體驗課時，系統會跳出訊息提醒學員顧問已進入教室



注意:

1. 老師上課時，顧問無法啟用麥克風，只能旁聽
2. 顧問只會看到進入教室後的訊息留言，有需要時，也會加入訊息留言

★ 教師一打下課卡，顧問立即進入洽談板幫學員介紹課程

6.2 注意事項 - FAQ

★ 使用平台遇到異常，如何處理？

1. 連線不穩 (如: 出現老師 / 學生多次進出教室的系統訊息 or 畫面一直轉圈)

步驟一: 關閉不必要的應用程式 / 瀏覽器頁籤，確保沒有與他人共享頻寬 **注意: 需等待幾秒，勿多次點擊**

步驟二: 學員或老師一方關閉視訊

2. 學生看不到教材 or 無法聽到聲音: 請聯繫客服

★ 如何連繫HiTutor 工作人員？

如遇到**無法進入教室 / 平台異常 / 網路連線不穩 / 緊急教材問題**

請使用訊息平台 (可於學員中心右下角視窗找到或下載 HiTutor APP) 連繫客服

★ 怎麼找之前上課的教材和筆記？

點擊「授課記錄」就可找到曾經上過的教材，和老師畫的重點，以及自己做的筆記。
詳情請見P. 12

★ 預習時遇到不懂的單字該怎麼辦？

平台內提供3個英文字典網站以供查詢單字。
詳情請見P. 18

★ 可以上傳自己準備的教材給老師嗎？

點選「上傳區」上傳檔案，並與老師分享，老師在上課時就會為你解答囉！
詳情請見P. 21



如有使用問題請洽顧問或客服！



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: live:hitutor-info



: @hitutor