

E. Bo Young Talking Club

Junggye Branch



New Teacher Manual

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**TEACHER
RESPONSIBILITIES**

WELCOME

Welcome to E. Bo Young Talking Club! You're joining a tight knit team of dedicated educators who take learning seriously and make it fun for the students. It's a genuinely happy environment where you are provided an established curriculum and free to deliver it your way. Creativity and uniqueness are nurtured and praised here.

The working hours are 2:00pm – 8:00pm. From 2:00pm - 3:15 pm daily is prep time. Classes begin at 3:15 pm. You will have five classes of 50 minutes each with five minute breaks in between. Each class will have up to 8 students.

Time	Normal Schedule
2:00 – 3:15	Prep for classes
3:15 – 4:05	Class 1
4:10 – 5:00	Class 2
5:05 – 5:55	Class 3
6:00 – 6:50	Class 4
6:55 – 7:45	Class 5
7:45 – 8:00	Phone calls / daily wrap up

During the public school vacation, the schedule changes slightly. We start and end an hour earlier. Your 5th class will move to an earlier time.

Time	Normal Schedule
1:00 – 2:20	Prep for classes
2:20 – 3:10	Class 5
3:15 – 4:05	Class 1
4:10 – 5:00	Class 2
5:05 – 5:55	Class 3
6:00 – 6:50	Class 4
6:55 – 8:00	Phone calls / daily wrap up

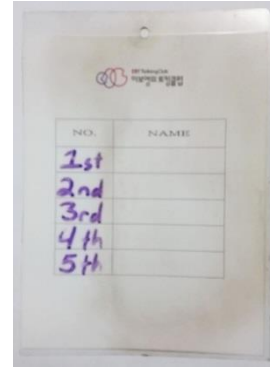
There is no overtime expected or required. You will attend a mandatory E. Bo Young corporate training on a Saturday within your first three months. The head teacher will advise you of when it is scheduled with about a month's notice.

DAILY & WEEKLY ITEMS

ATTENDANCE

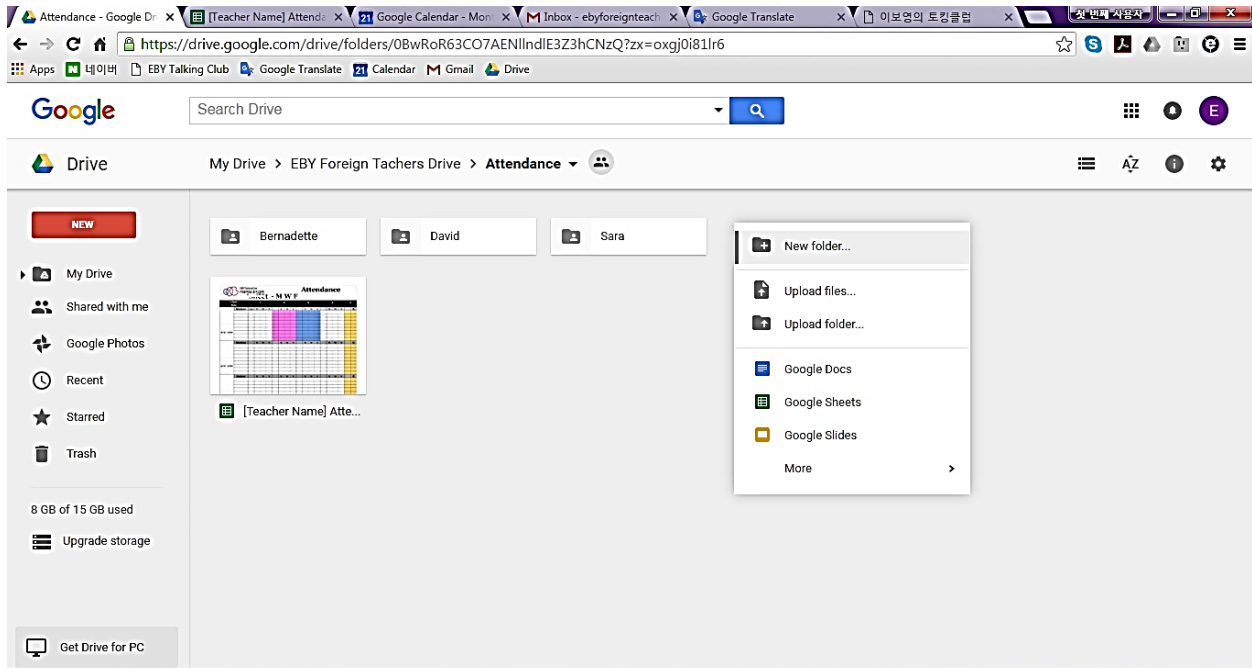
You must keep track of your attendance for every class. This includes students who are late and absent as well as homework completion. You will need to record this on their monthly report cards.

If a student is not in class when the bell rings, write their name next to the corresponding class on the plaque hanging in the door window within the first five minutes of class. The desk will check the hangers and call missing students.



You can find the electronic attendance sheet template in [Drive](#) under My Drive -> EBY Foreign Teachers -> Attendance.

To set up your attendance sheet, create a new folder in the attendance folder and rename it with your name.



Right click the template file and create a copy. Rename it with the number and name of the month and your name. For example, 02.February Bernadette. Drag this into your new folder.

Open the file to add the class information in. This will have to be updated manually each month with class dates, levels, and new or out students.

The attendance sheet is color coded. Pink is for review days, blue for test days, and yellow for presentation days.

Book Name

Class Dates

Do not include Korean Teacher classes

Two Worksheets!

Key: A Absent Y HW complete
L Late 1/2 HW half complete
N HW not done / No HW due
D = Diary W = Workbook B = Brainstorming
S = Sentences W = Writing P = Presentation

Make sure to update both the MWF and TThF sheets in the workbook.

The attendance key is as follows:

- Key:** **A** Absent **Y** HW complete **D** = Diary **B** = Brainstorming
L Late **1/2** HW half complete **W** = Workbook **W** = Writing
N HW not done **S** = Sentences **P** = Presentation
/ No HW due

Using this key, especially for the absent and late students, will calculate the numbers needed for your report cards automatically.

Attendance Sheet - M W F

Key: A Absent Y HW complete N HW not done B = Brainstorming
 L Late 1/2 HW half complete / No HW due W = Writing
 D = Diary W = Workbook S = Sentences P = Presentation

Class	Student	1/18/2016	1/19/2016	1/20/2016	1/21/2016	1/22/2016	1/23/2016	1/24/2016	1/25/2016	1/26/2016	1/27/2016	1/28/2016	1/29/2016	1/30/2016	1/31/2016	2/1/2016	2/2/2016	2/3/2016	Absent	Late
Exploring Writing Plus 2	Julia	N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	1	2
	Diana	N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0	1
	Jenny	N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	3	0
	Iris	N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0	0
	Harry	N	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0	0
6:00 - 6:50	Iron Crystal																	0	0	
Jump Up 5	Alice	Y	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	0	2
	Annabell	L	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	2	3
	Helen	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	4	1
																			0	0

DAILY LESSON PLANS

You are required to fill out brief lesson plans for each class. They are due by 2:30pm to the front desk.

You will be given an individual folder for your plans. Once the month has passed, you may discard the prior month's lesson plans to keep the folder a small size.



Daily Lesson Plan

Headteacher	Vice -President	President

20 __, Month XX (Monday)

Level:	Lesson/Unit:	Title:
---------------	---------------------	---------------

Teaching Objectives & Language Focus	
Activity Plan / Leading Point	

Update the day and date for each page. Each page has spaces for the five classes you will teach that day.

The *Level* is the book name.

The *Lesson/Unit* is what you will teach that day and the *Title* is the name of the unit.

The *Teaching Objectives & Language Focus* is what the lesson focus on. This can be determined by the grammar portion at the end or by the Talk, Talk pages in most books.

Your *Activity Plan / Leading Point* should be brief and not overly detailed. You can see examples for most levels in the Drive folder under [EBY Foreign Teachers → Daily Lesson Plans → and click on any teacher's name.](#)

You may wish to complete a month's worth of plans in advance with the basic lesson plans and update the date, lesson, title, and teaching objectives by hand on a daily or weekly basis to save time.

Level: Jump Up 2		Lesson/Unit:	Title:
Teaching Objectives & Language Focus			
Activity Plan / Leading Point	Greeting and homework check Word Test & check Dialogue review and practice Talk, Talk speaking practice, Listening Booth listening comprehension Read About It listening and comprehension reinforcement RER: Story review, workbook check (word test) Homework assignment		

Level: Reading Racer 3		Lesson/Unit:	Title:
Teaching Objectives & Language Focus			
Activity Plan / Leading Point	Greeting Homework check Word Test & check Vocabulary review Passage reading, discussion, and comprehension questions Skill practice and reinforcement Homework assignment		

WORD TESTS

You will be responsible for giving word tests to your classes for your co-teacher. They should be given at the beginning of class and checked by the students immediately after. For each test, you may provide sentence or definition hints at your discretion.

Jump Up

Jump Up students have their test sheets in their Activity Books. Tell them to do their test and they will do it independently. They have to fill in both English and Korean words in a pre-made test so no instruction is needed from the foreign teacher.

Upon completion, they should exchange books and use their red pens to check the tests. They will check against the word list in the activity book.

Fly High/Hi! Reading

Fly High test pages are located in their activity books. They must write the English word you state and the Korean meaning. Word tests for each level can be found in Drive in the [Fly High Word Tests](#) folder.

Upon completion, they should exchange books and use their red pens to check the tests. They will check against the word list in the activity book.

Booster

Reading Booster test books for each will be given to you by your co-teacher. These are pre-made tests where they will fill in the English or Korean words.

Upon completion, they should exchange books and use their red pens to check the tests. Your co-teacher will provide you with a master set of answer keys for the tests. The students should be given this as they finish to check their tests.

Racer

Racer test pages are located in their word list books (provided by the Korean teacher). They must write the English word you state and the Korean meaning. Word tests for each level can be found in Drive in the [Racer Word Tests](#) folder.

Upon completion, they should exchange books and use their red pens to check the tests. They will check against the word list in their word list book.

Junior

Junior test pages are located in their word list books (provided by the Korean teacher). They must write the English word you state and the Korean meaning. Word tests for each level can be found in Drive in the [Junior Word Tests](#) folder.

Upon completion, they should exchange books and use their red pens to check the tests. They will check against the word list in the word list book.

PRESENTATION ACTIVITIES

Presentation days occur every Friday for the foreign teachers. The MWF and TThF classes will alternate Fridays between the Korean and foreign teachers for this purpose. Students will only attend one class on Fridays instead of two for this reason.

Presentation days are distinctive Talking Club days and your time to get creative. These days are meant to provide students with creative writing and speaking practice.

An assortment of previously prepared activities can be found in the [Drive Presentation Day folder](#). Some activities will have complete lesson plans, some are bare materials for you to create your own projects on. You can save additional activities to the folder for future use and collaboration.

Format of Presentation Days

1. Topic introduction

Explain to students the topic of the presentation. Give them an overview and explain any ideas that may be new or unfamiliar to them.

2. Brainstorming as a class

Make use of your whiteboard so all students can view and benefit from the group discussion. If they have individual brainstorming sheets, they can use the board ideas to generate more of their own. Make sure to list or generate ideas for any questions the students should address in their writing.

3. Individual draft writing

Once brainstorming is complete, students should take time to individually write their presentations. Give them a word count or sentence minimum they should write in answer to the topic.

4. One on one correction

As students complete their writing, they should bring drafts to you. Go over them with the student, prompting for them to correct any errors you see. Mark corrections clearly so they can copy a clean version on the final paper.

5. Final draft writing and craft/coloring if applicable

Once corrected, students should write a clean copy, free of errors on the final draft paper in neat handwriting. Most presentations should have a picture or accompanying craft. This is largely for aesthetic value and to reinforce the theme of the presentation to the parents.

6. Presentation to the class

Students should present their writing to the class as they finish the final draft writing, even if the craft/coloring is incomplete. Keep an eye on time and have students begin about 25 minutes prior to the end of class. Each presentation should take about 3 minutes. Listening students should ask additional questions to the presenter where applicable.

MONTHLY ITEMS

TEXTBOOK ORDERS

Each month you are required to complete a textbook order form. The head teacher will give you a copy when you begin employment. Make enough copies for your contract period.

These forms serve as a check on the number of books to order and ensure the teacher is aware of their upcoming schedule. List all books you are required to collect and hand out and the number of students in each class.

Text book Order ()

Name :

	MWF	Q'ty	TTHF	Q'ty
1st				
2nd				
3rd				
4th				
5th				
6th				

Name of book and level.
Ex: Reading Racer 4

Number of books needed for the class.

You do not need to list books for classes that are using multi month books. For example, if you have a class using a book for three months (often with pre-middle and middle school students) beginning in June, you will list the book on your May textbook order form, nothing on your June and July order form, and the next book on your August order form.

For Jump Up classes, you should list the corresponding reading book with Jump Up 1 and 4 as they are used for three months. Foreign teachers do not list, collect, or distribute the Fly High books used with Hi! Reading. Your co-teacher will handle those.

PHONE CALLS

You are responsible for calling each student once a month. You must make at least three attempts to contact the student. The purpose is to engage students in additional speaking practice. Have a selection of questions prepared for each level and make note of any areas of strength and weakness in student responses.

REPORT CARDS

You are responsible for completing monthly report cards to indicate student progress. These should be performance based, not solely test-based.

BEST PRESENTER

One student from each class should be awarded “Best Presenter” each month for their presentation practice and assignments.

HOMEWORK INSPECTION

Check all writing homework daily during class. Mark errors and provide quick feedback to students. If there are a large amount of mistakes, have students redo assignments.

MARKET DAYS

Twice a year, the school will have Market Days. These are celebratory events where students can purchase rewards with tickets or dollars that your Korean co-teachers award them. Classes are often cancelled in part or in full and you will engage students with short, conversational mini-lessons before their turn to participate.

HOMEWORK SHEETS

Each month you will prepare a homework sheet for each class. This is your master lesson plan so students know what to expect and have prepared for any given day.

TEXTBOOK COLLECTION

Each month, new textbooks will be delivered. You will be notified by the head teachers when you are able to collect your class textbooks. Make note of any missing for each class and distribute them to students the first day of class. In the event new students are added to your class mid-month, they will be provided with a textbook by office staff or you may find one in the book room.

MONTHLY TEST DAYS

At the end of each month, you will give students a written and spoken test to evaluate their progress.

Written Tests

A large bank of tests for each book can be found in the EBYForeignTeacher Google Drive.

Speaking Tests

A large bank of tests for each book can be found in the EBYForeignTeacher Google Drive.

The best way to administer speaking tests is to call students up individually while they are taking their written test.

VRS

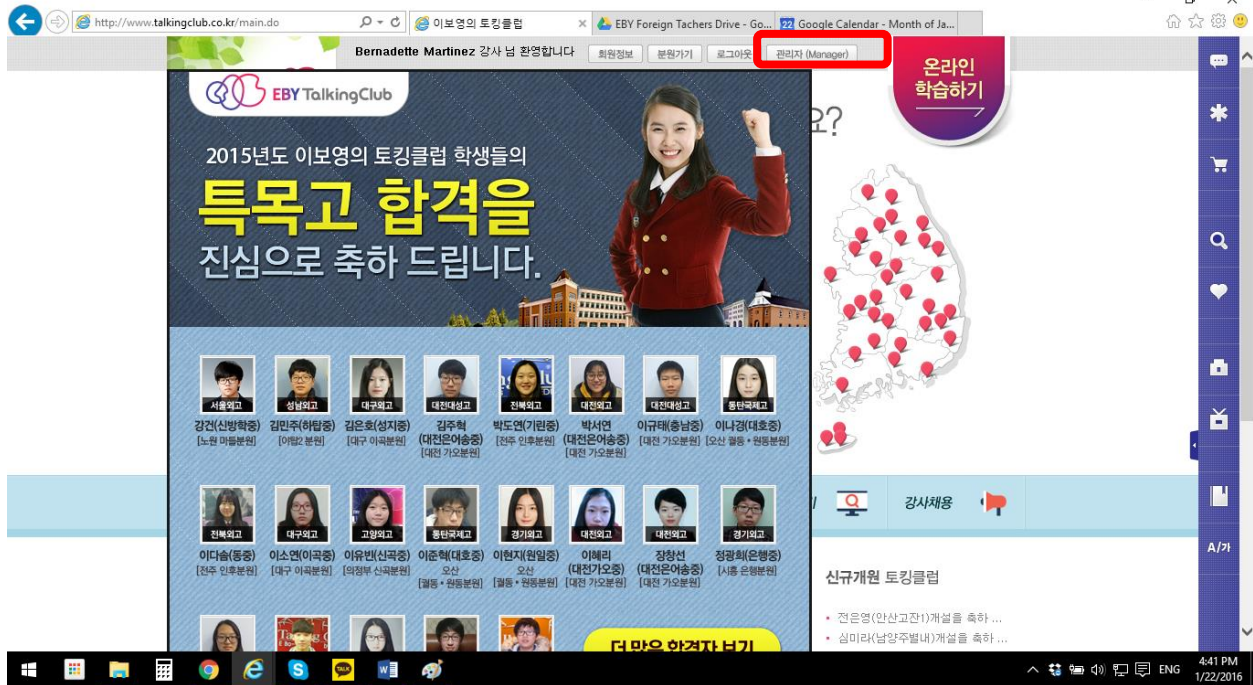
Students will receive online VRS homework from the Korean teachers that you must check at least weekly. You will receive an individual login from the head teacher about a week after your contract begins.

Open Internet Explorer and go to www.talkingclub.co.kr. The VRS system will not load in any other browser (Chrome, Firefox, Opera, etc.). You must use IE.

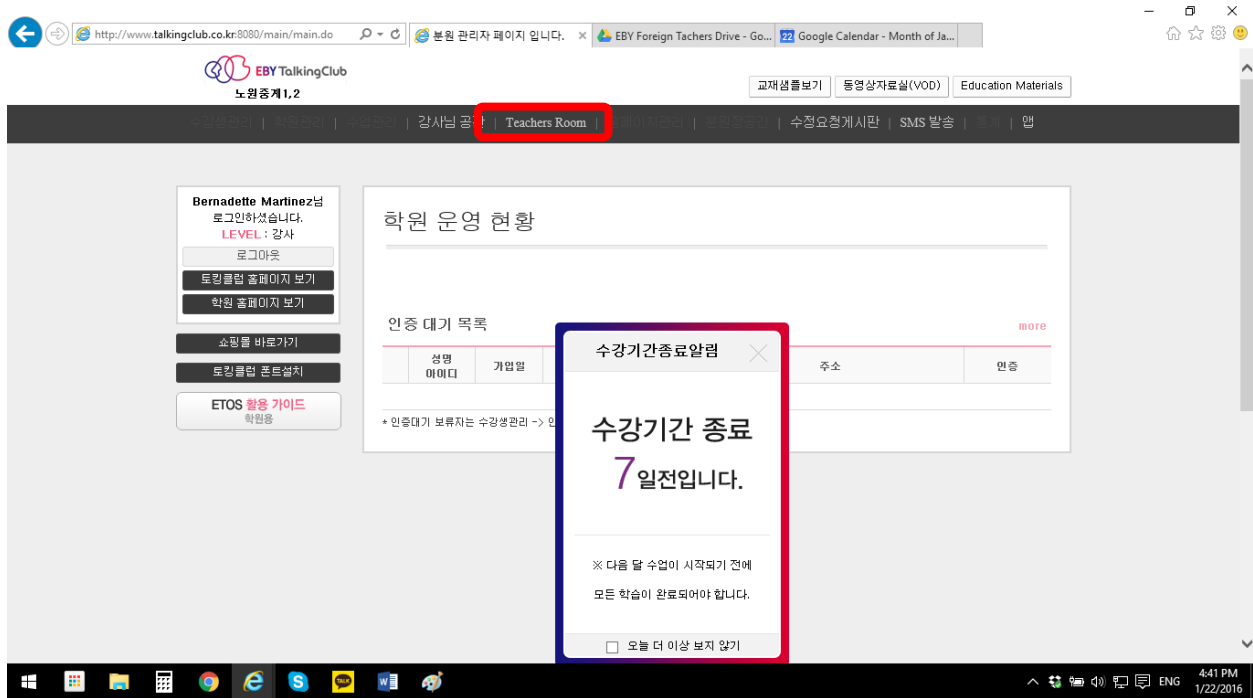
Enter your ID and password in the login boxes and hit “Login.”

The screenshot shows the main page of the Talking Club VRS system. At the top, there are three input fields: '아이디' (ID) containing 'Bernadette', '패스워드' (Password), and '로그인' (Login). Red arrows point from text labels to these fields: 'ID, usually your name' points to the ID field, 'Password' points to the password field, and 'Login' points to the login button. The page features a banner for '2015년도 이보영의 토크클럽 학생들의 특목고 합격을 신심으로 축하드립니다.' (Congratulations to the special purpose high school students of the 2015 Inboyoung's Talking Club). Below the banner is a grid of student profiles with their names and school affiliations. The browser's address bar shows 'http://www.talkingclub.co.kr/main.do'. The Windows taskbar at the bottom indicates the time is 4:41 PM on 1/22/2016.

Click on the Manager button.



Click on Teacher's Room.



Click on VRS Manager.

Teachers Community

Home > Teachers Room > Teachers Community

Total 3813
* Only Registered Users can make remote requests, Edit request board > Remote request board.

No	Title	Author	Branch Name	Date	Views
★	[공지] 2월 교재배출일정 안내 / 반종신청 안내	행정관리자		16-01-18 11:05	3
★	[공지] 필독* 온라인 레벨테스트를 간소화 했습니다	수퍼관리자		15-03-30 15:36	91
NEW	[질문] Recer4 Unit 3 reading part	조은아		16-01-20 18:05	1
3812	[질문] WB 오류 수정 부탁드립니다. - D5 p.27 [1]	전윤주		15-09-25 14:57	35
3811	[자유] A3 workbook 오류 수정 요청 [1]	최윤주		15-07-09 14:33	73
3810	[질문] Fly High 3_Monthly Test 문제 오류 수정요청 [1]	최정운		15-05-28 14:40	78
3809	[자유] Weekly test : Intro A1 수정건	Rachel		15-03-30 20:15	93
3808	[질문] phonics2 월말평가 입력시	Rachel		15-03-30 20:09	87

This brings you to your list of recordings to listen to. The total number will always be at the top. Click the Assess button to check a recording.

VRS mgmt.

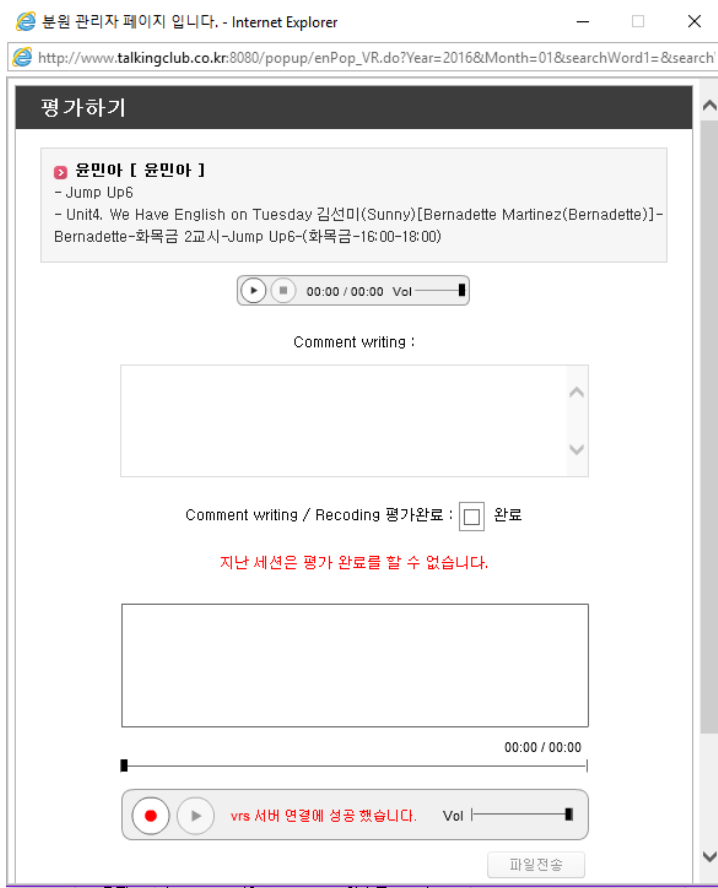
Home > Teachers Room > VRS mgmt.


session : 2016 년 01 월
Author :
Class name : 2016년 1월 1주 세션의 반목록입니다. 반을 선택해주세요.

Check your students' VRS File.
Listen and evaluate. You can see only your students' VRS list.

* The VRS evaluations will only be available during that month's session. Please encourage the students to finish their on-line homework at least 2days before the session finishes.

No	Author's name English name	Class name	Title	Date classification	Evaluate
58	김민아 김민아	김선미(Sunny)[Bernadette Martinez (Bernadette)]-Bernadette-화목금 2교시-Jump Up6-(화목금-16:00-18:00)	Unit4. We Have English on Tuesday	2016-01-22 15:08:53.577 홈릭VRS	Assess
57	박준희 asd	김선미(Sunny)[Bernadette Martinez (Bernadette)]-Bernadette-물수금 2교시-Booster3-(물수금-16:00-18:00)	Unit1. I Have a Good Idea	2016-01-13 14:33:26.14 홈릭VRS	Assess
56	박현빈	김선미(Sunny)[Bernadette Martinez (Bernadette)]-Bernadette-화목금 2교시-Jump Up6-(화목금-16:00-18:00)	Unit1. What Are You Going To Do Tomorrow?	2016-01-13 11:57:36.567 홈릭VRS	Assess
	김선미(Sunny)[Bernadette Martinez (Bernadette)]-Bernadette-물수금 3교시-Fly High 3	Unit1. You Should Go to Bed		2016-01-12 09:35:29.573	Assess



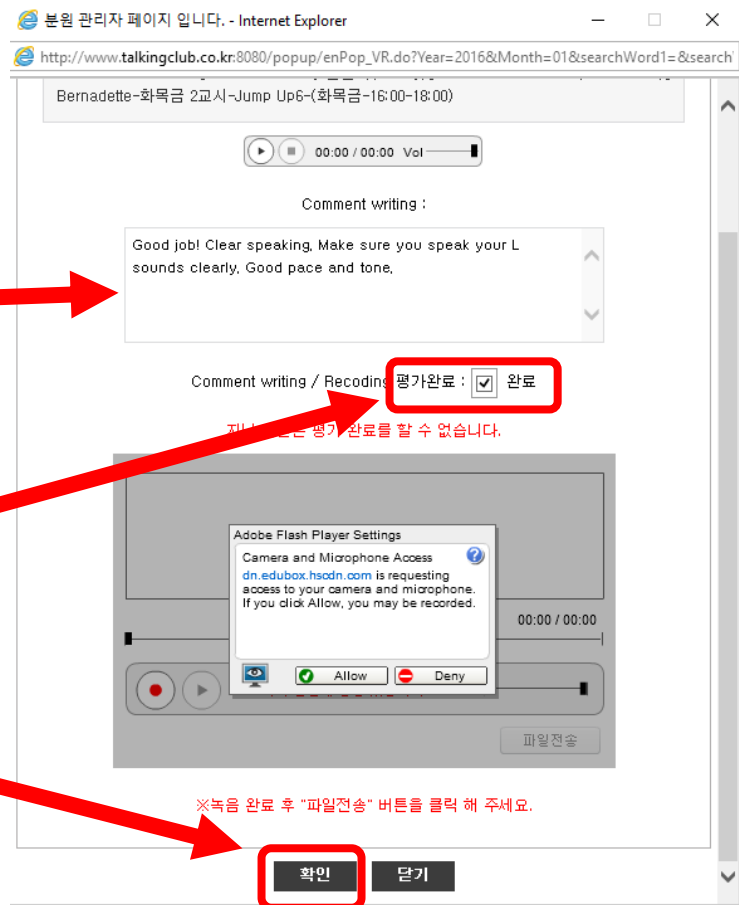
A secondary window will open.
You should click the play button
 to listen to the recording.

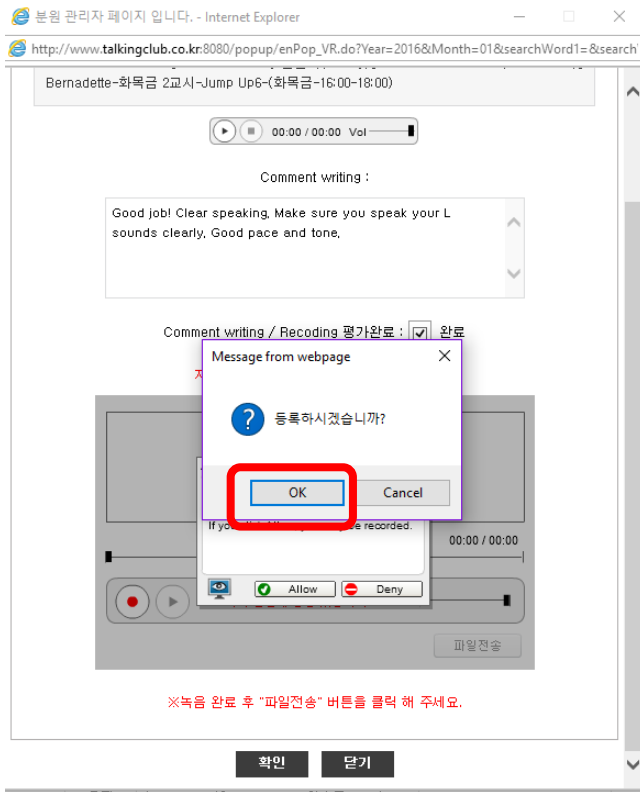
Listen for pronunciation, clarity,
tone, and pace.

Make note of any areas of
improvement. Write any comments
in the box.

Check the box to indicate you are
finished checking the recording.
You must check this box to mark it
as checked and closed.

Click OK on the left side to
save the comments and mark it as
complete. The right button will
close it without saving.



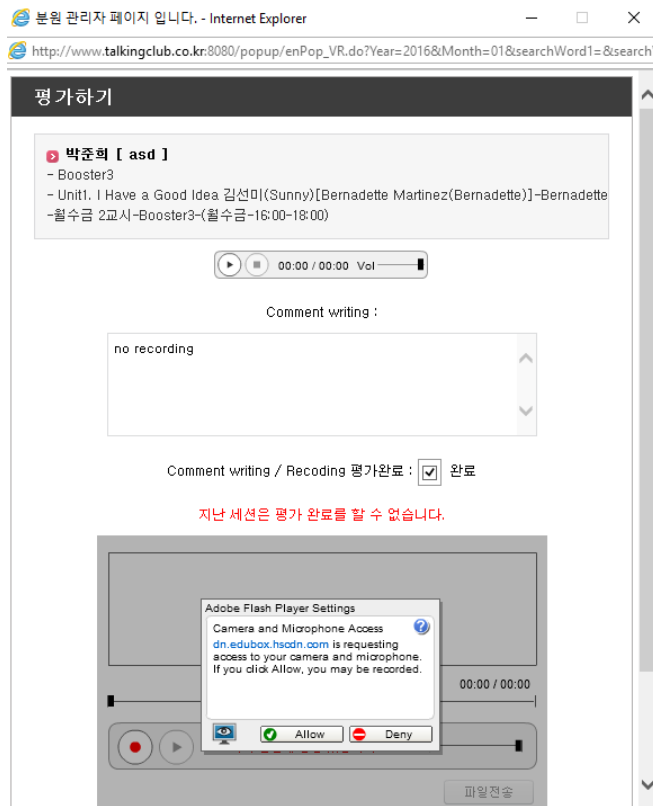


A confirmation window will pop up. Click OK to close the recording completely.

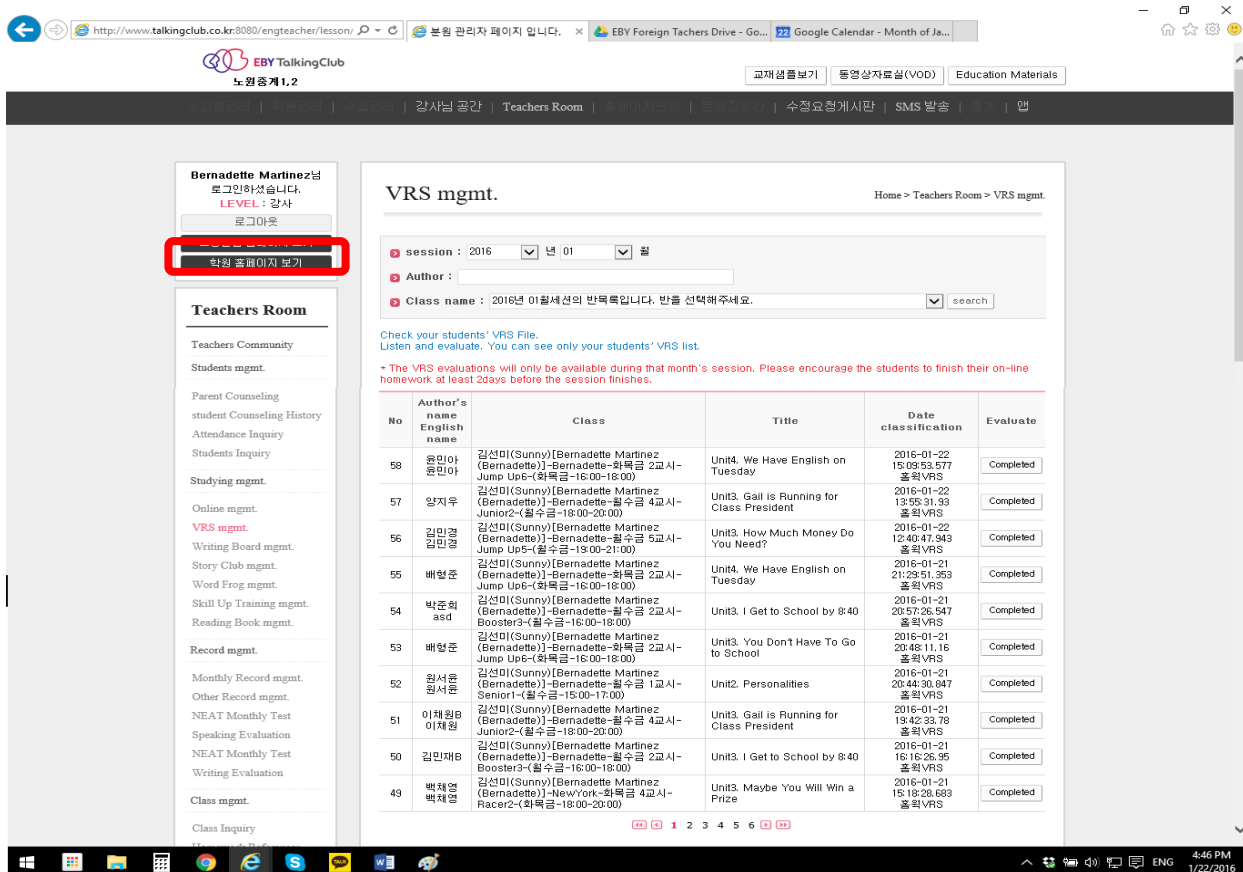
Your recording list will update and the next call to check will move to the first spot on the list. You do not need to go to the other pages while checking.

No.	Author's name	English name	Class	Title	Date classification	Evaluate
58	박종희	asd	김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 2교시-Booster3-(월수금-16:00-18:00)	Unit1. I Have a Good Idea	2016-01-13 14:33:28.14 홍익VRS	Assess
57	곽현빈		김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-화목금 2교시-Jump Up6-(화목금-16:00-18:00)	Unit1. What Are You Going To Do Tomorrow?	2016-01-13 11:57:36.587 홍익VRS	Assess
56	유진		김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 3교시-Fly High3-(월수금-17:00-19:00)	Unit1. You Should Go to Bed	2016-01-12 20:35:38.573 홍익VRS	Assess
55	김민재B		김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 2교시-Booster3-(월수금-16:00-18:00)	Unit1. I Have a Good Idea	2016-01-12 15:08:50.48 홍익VRS	Assess
54	김민경	김민아	김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 5교시-Jump Up5-(월수금-19:00-21:00)	Unit1. I Had a Very Fun Time	2016-01-12 12:50:41.93 홍익VRS	Assess
53	이동후		김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 3교시-Fly High3-(월수금-17:00-19:00)	Unit1. You Should Go to Bed	2016-01-12 12:02:27.093 홍익VRS	Assess
52	양지우		김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 4교시-Junior2-(월수금-18:00-20:00)	Unit1. We Have to Go to School on Time	2016-01-09 17:34:21.527 홍익VRS	Assess
51	윤민아	윤민아	김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-화목금 2교시-Jump Up6-(화목금-16:00-18:00)	Unit4. We Have English on Tuesday	2016-01-22 15:03:53.577 홍익VRS	Completed
50	양지우		김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 4교시-Junior2-(월수금-18:00-20:00)	Unit3. Gail is Running for Class President	2016-01-22 13:53:31.93 홍익VRS	Completed
49	김민경	김민아	김선미(Sunny) Bernadette Martinez (Bernadette))-Bernadette-월수금 5교시-Jump Up5-(월수금-19:00-21:00)	Unit3. How Much Money Do You Need?	2016-01-22 12:40:47.943 홍익VRS	Completed

There will be recordings that have no sound, feedback, or distorted sounds. For those recordings, simply type “no recording” in the comments box, confirm the check box and close the recording as usual.



Continue until all your calls indicate Completed in the right column. When you are finished you can log out by clicking the “Logout” button at the top of the left column.



OTHER

ANNUAL SPEECH CONTEST

Every May our school holds an annual speech contest. This will be held after classes and you will be expected to stay until its completion, generally around 10:00pm. They are held outside of the school in a nearby location big enough to accommodate students and parents who wish to attend.

You should dress in business dress for the contest as you will be in a formal environment with parents and students. You will be judging the contest or hosting with the head teacher. You will be informed of your role well in advance. If you are unsure, ask your head teacher and they will clarify details with you.

In the three months preceding the contest you will be assigned 2-3 intro students to coach 2-3 times a week in 30 minute blocks during your prep time. They will be reciting stories they study with their intro teacher. You should work on memorization, pronunciation, and tone with each of them. Their intro teachers will help them with props, costumes, hand motions and overall presentation with them. You should help them practice these where possible, but do not give them additional movements without consulting the intro teacher so as not to confuse the student.

Keep in mind that for most of these students, you may be their first native speaking teacher. Patience and encouragement are vital here even more so than with your students.

You will work with your co-teacher to select 2-3 of your students to enter the contest. These students will choose their own topic and write a speech. You should correct and edit the speech to make it about 3 minutes long. You will also assist them in creating a PowerPoint presentation to accompany their speech. Once complete, they will practice with a clicker so they know when to change slides or bring on additional bullets or photos during their speech.

These students will also come in during your prep time during the week for you to practice with them. You will focus on memorization, pronunciation, tone, and overall presentation with these students. You should advise them of dress for the contest night and provide encouragement as some students may be nervous about public speaking.

SUBSTITUTES

If you have a planned absence, it is your responsibility to locate a substitute teacher to cover your classes. If the absence is covered under your sick time or negotiated time off, the school will pay for the substitute teacher.

If you require a sub for any other reason (travel or flight delays, unplanned absences, unforeseen events, etc.), you are responsible for covering the cost of the sub, either by paying them directly or paycheck deduction.

Speak to the head teacher if you have questions or extenuating circumstance.

Locating a Substitute Teacher

You may use a personally known teacher or someone new. If you will need to look for a substitute, you must have them send a resume and photo and ensure they are a high caliber instructor capable of managing your classes. You are still responsible for material covered in your absence.

All subs require pre-approval. You should provide the head teacher with a resume and photo to have the sub approved before confirming with the sub that they have the position.

Facebook

Some groups require approval to join or post, so it is advisable to send a request as soon as possible once you know you will be in need of a substitute. Additionally, some groups may change their policies about people posting for sub opportunities. Make sure you check the group rules for updates prior to posting.

When checking your account for messages, you must do it from a computer and not a mobile device. You will have to check your message requests and click a link titled “See Filtered Requests” below the few that show up. For some reason, responses are directed to a hidden inbox. If you don’t receive replies quickly, check this area and you will likely find a number of replies.

[Nowon-gu, Seoul](#)

[HBC/Itawan Information Board](#)

[Substitute Teachers In Korea](#)

[Sub In Seoul - Substitute Teaching in Korea](#)

[Part time teaching jobs in south korea](#)

[Part-time teaching jobs in Korea](#)

[ESL Teachers in Korea](#)

[English Teachers in South Korea](#)

Craigslist

There is a school account to post ads. Login using the following information:

Email: EBYForeignTeachers@gmail.com
Password: TalkingClub1

[Craigslist Posting](#)

Other

Sites such as Waygook.org and Dave's ESL typically require fees for posting job ads. You may find a forum you can post in, but Facebook is very effective in quickly locating a sub.

Posting

Use this ad when posting for a substitute in any area:

I'm looking for a sub for my classes on DAY, MONTH DATE, YEAR.

E. Bo Young Talking Club at Eunhaeng Sageori in Junggye-dong, Nowon.

~ ₩100,00 per day.

~Working hours are 2:00pm – 8:00pm.

~Teaching hours are 3:15pm – 7:45pm.

~Prep time from 2:00-3:15 followed by five 50 minute classes.

~Elementary to middle school only. Ages 10-16, maximum 8 students per class.

~Detailed lesson plans provided.

If interested send your resume, contact info, and photo to
EBYForeignTeachers@gmail.com.

Native speakers only.

Be sure to update the date, class and working hours, and class size if you are on vacation schedule or typical class sizes change.

Materials

You are responsible for providing detailed lesson plans for your sub for every class for every day you will be out. You may use those in the Lesson Plans folder or use your own, provided they contain the same level of detail.

All materials should be provided (copies, books, extra handouts, etc.) and clearly marked and in a chronological order. You should email copies to the substitute in advance as well as have printed copies for them in your classroom.

Use the provided welcome letter in the Substitutes drive folder to give your substitute the basic information about your classroom and the school Directions are included that you can copy and paste into an email to send them with the lesson plans.

You should provide the head teacher with a copy of all lesson plans and welcome information as well as a copy of the sub's resume and photo.

USING GOOGLE DRIVE



SETTING UP GOOGLE DRIVE

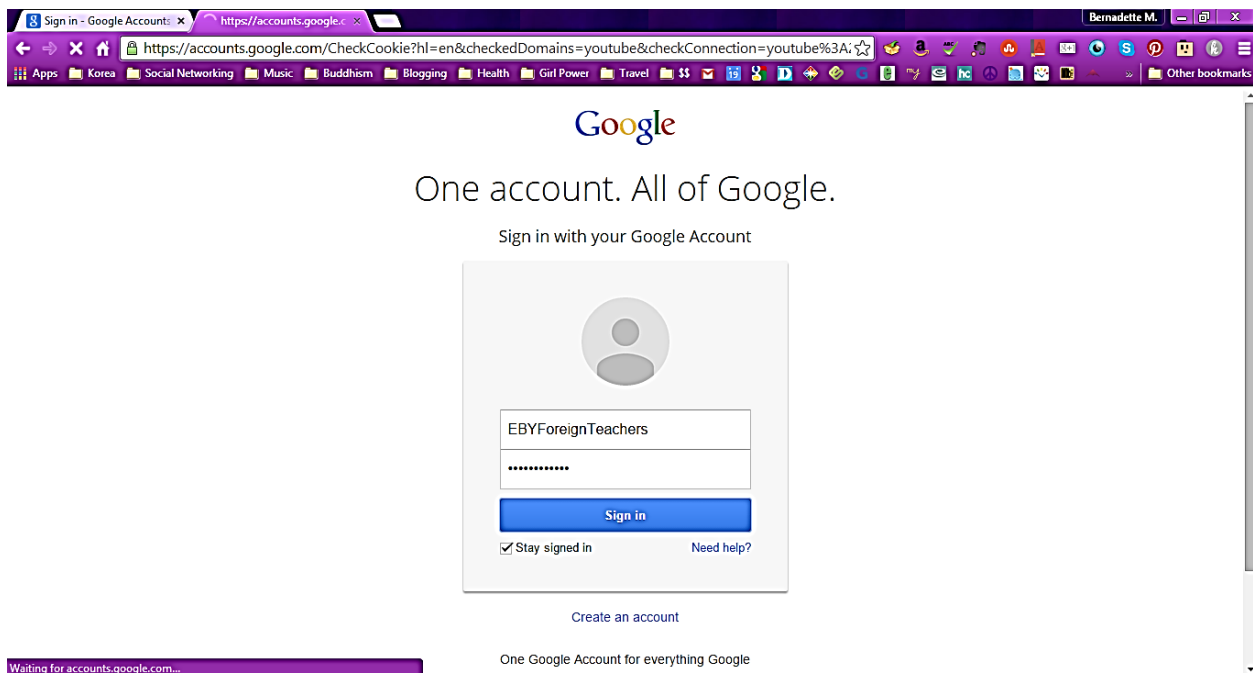
LOGGING IN

For non-Google Users

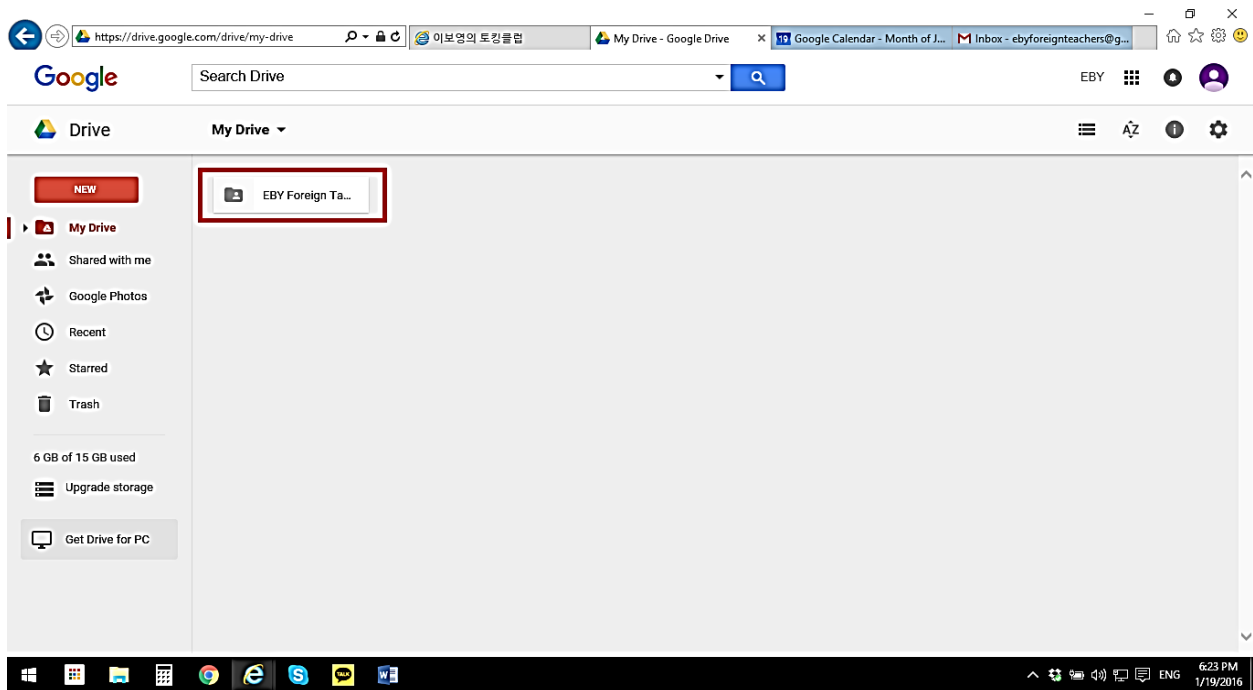
Open your browser and go to www.drive.google.com. Enter:

Username: **EBYForeignTeachers**

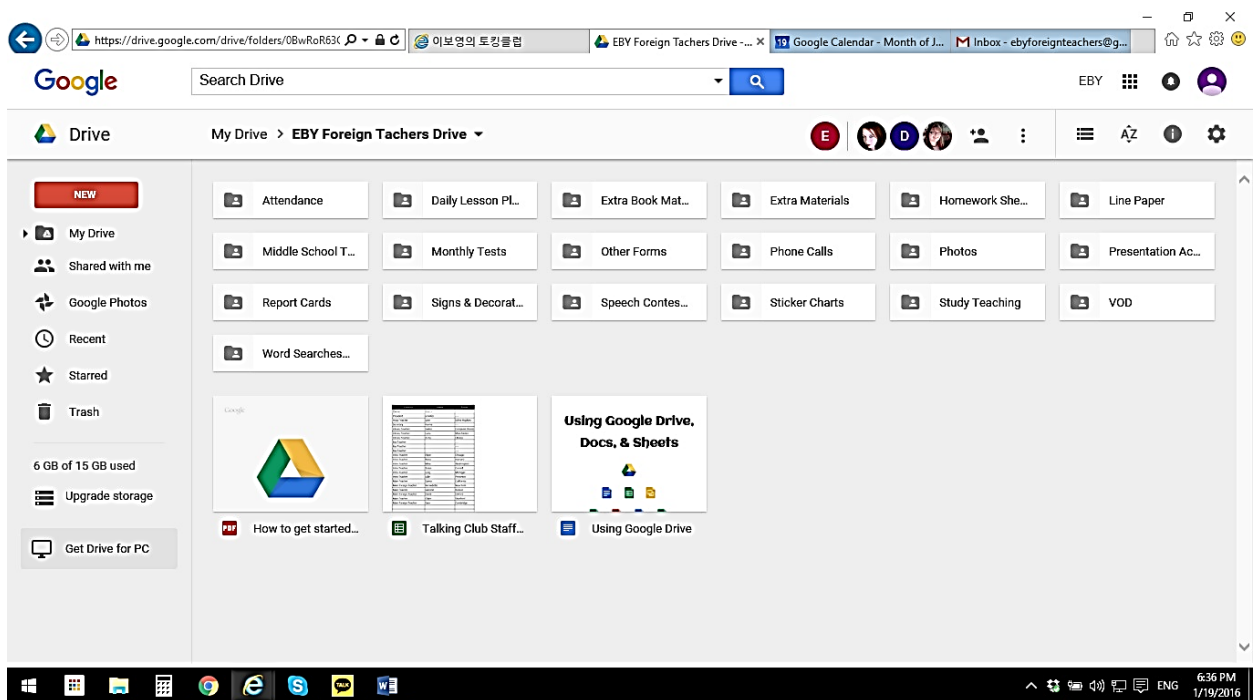
Password: **TalkingClub1**



Double click on the EBY Foreign Teachers folder.



This folder houses all the information you need for EBY Junggye Talking Club.



For Google Chrome Users

The easiest way to access Drive if you are already a Gmail user is through a separate browser (i.e. Internet Explorer) or by adding a user in Chrome. You can also use an incognito window.

*If you do not, you will have to sign out of all Google accounts you are logged in to for **any** service (Gmail, Calendar, Keep, Drive, G+, YouTube, Play, Maps, etc.).*

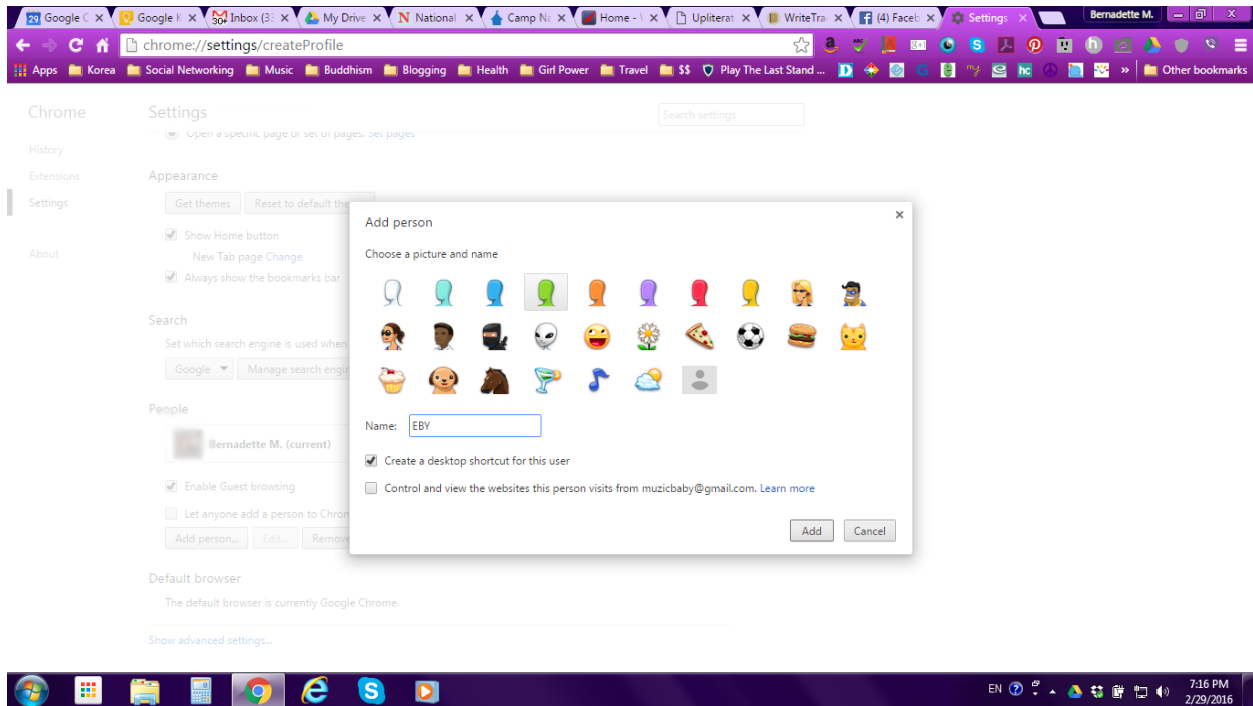
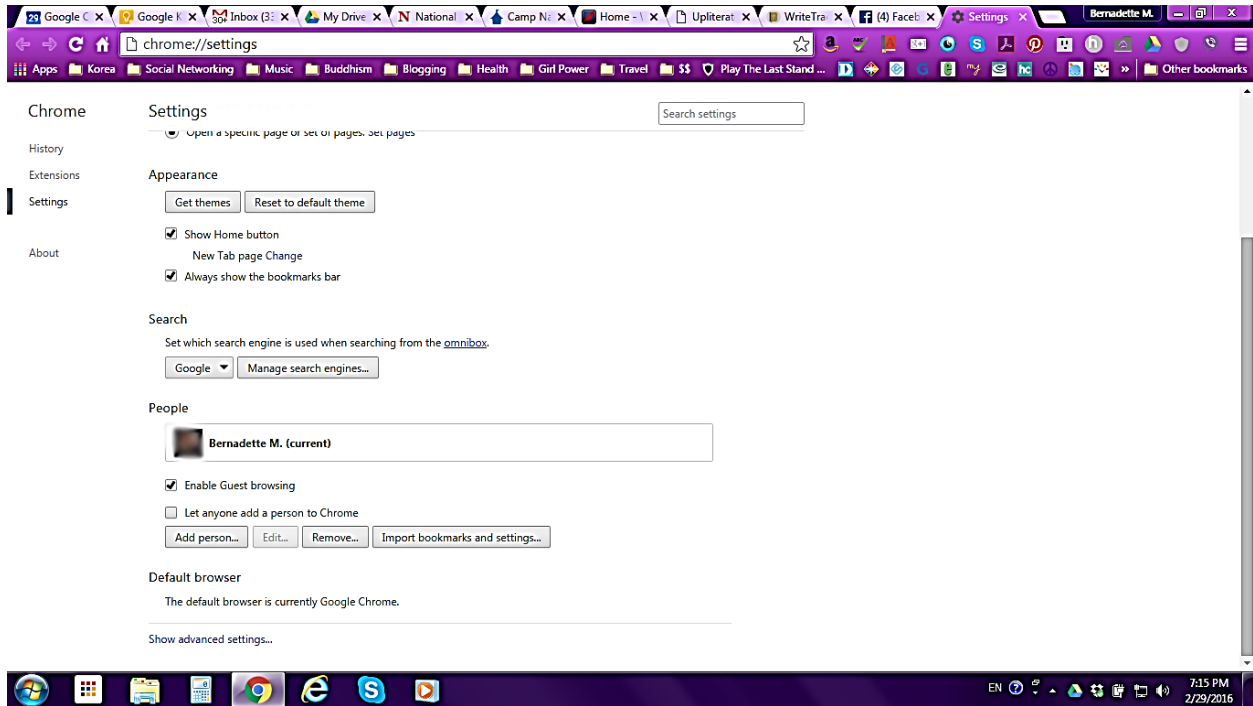
Adding a User to Chrome

Adding a user to chrome is the simplest way to access both your personal account and the Talking Club account. Once you set it up you will be able to access it continuously without taking any other actions.

To set up another user, open Chrome and go to the Chrome button in the upper right corner and open settings.



Scroll down to “People” and click “Add Person”.




Chrome x

chrome://chrome-signin/?source=0

Google

Set up Chrome

Sign in to get your bookmarks, history, passwords, and other settings on all your devices. [Learn more](#)



EBYForeignTeachers

Sign In

[Need help?](#)

[No thanks](#) Choose what to sync


One Google Account for everything Google

G M Y T S

EN 7:16 PM 2/29/2016

New Tab x

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)




Google 검색 또는 URL 입력

You're now signed in to Chrome

Your bookmarks, history, passwords, and other settings will be synced to your Google Account.

Settings [OK, got it](#)

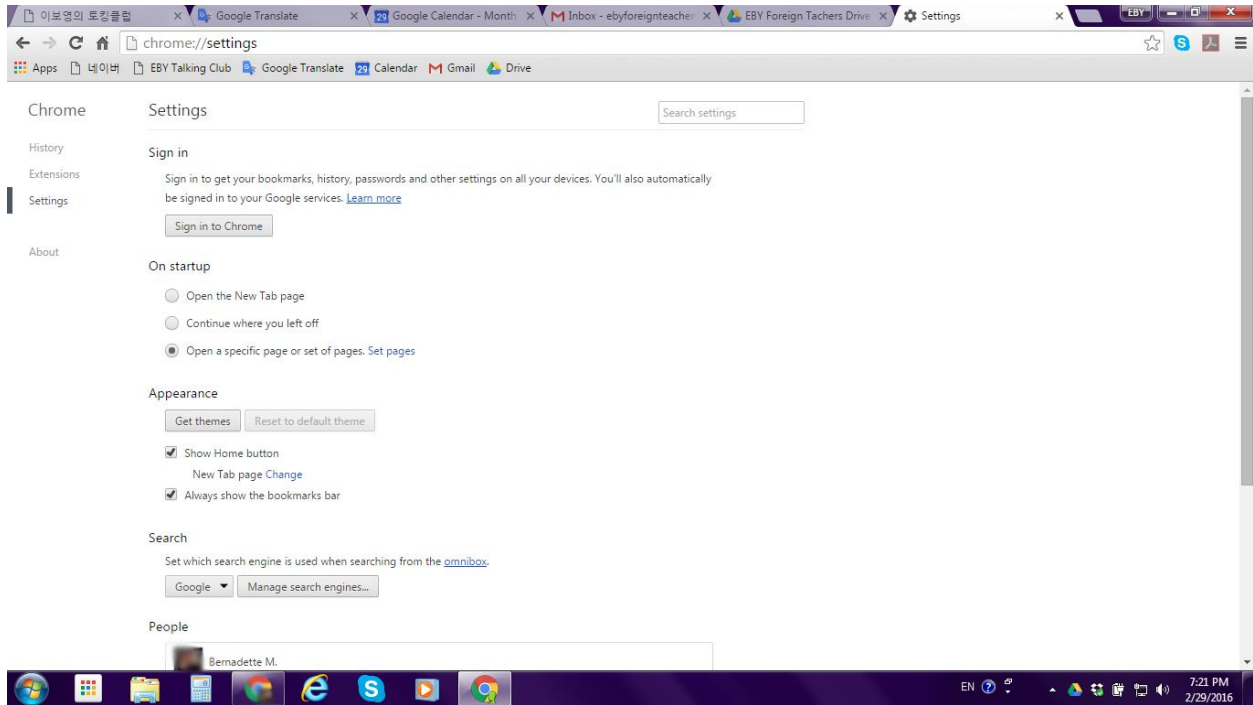
 EBY
ebyforeignteachers@gmail.com

[Switch person](#)

[Go incognito](#)

Welcome to Google C Chrome Web Store

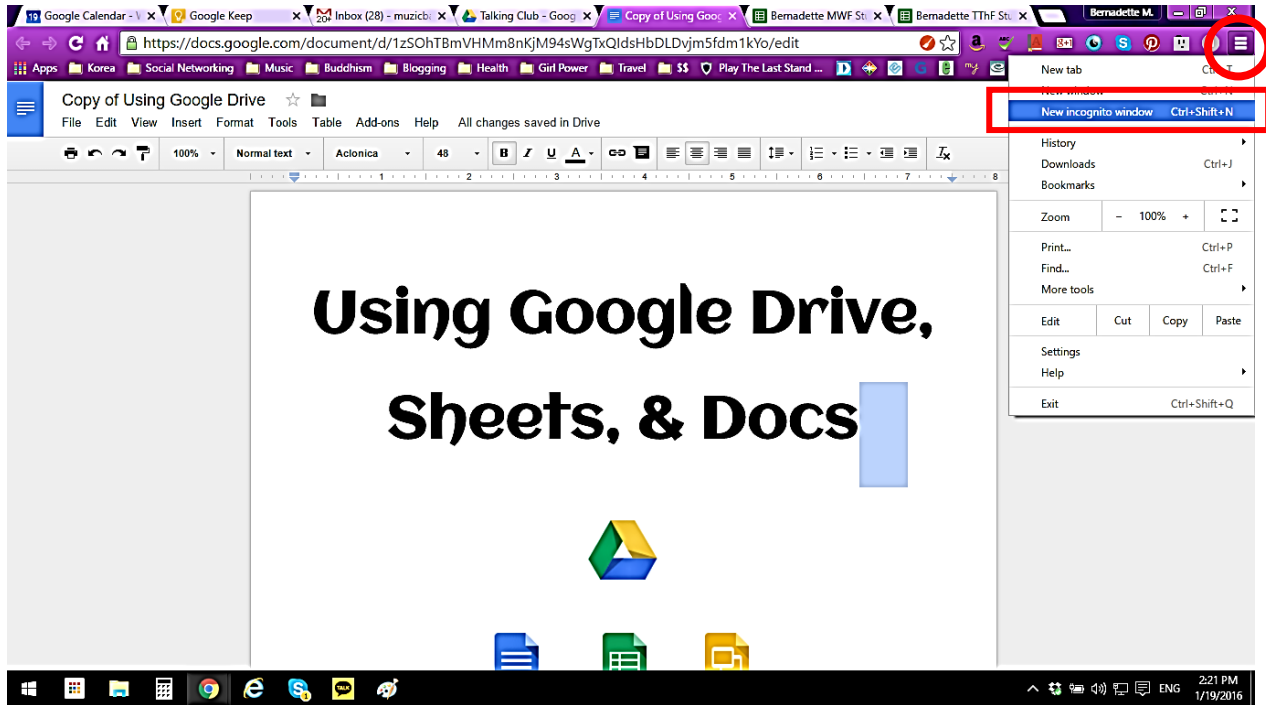
7:16 PM 2/29/2016



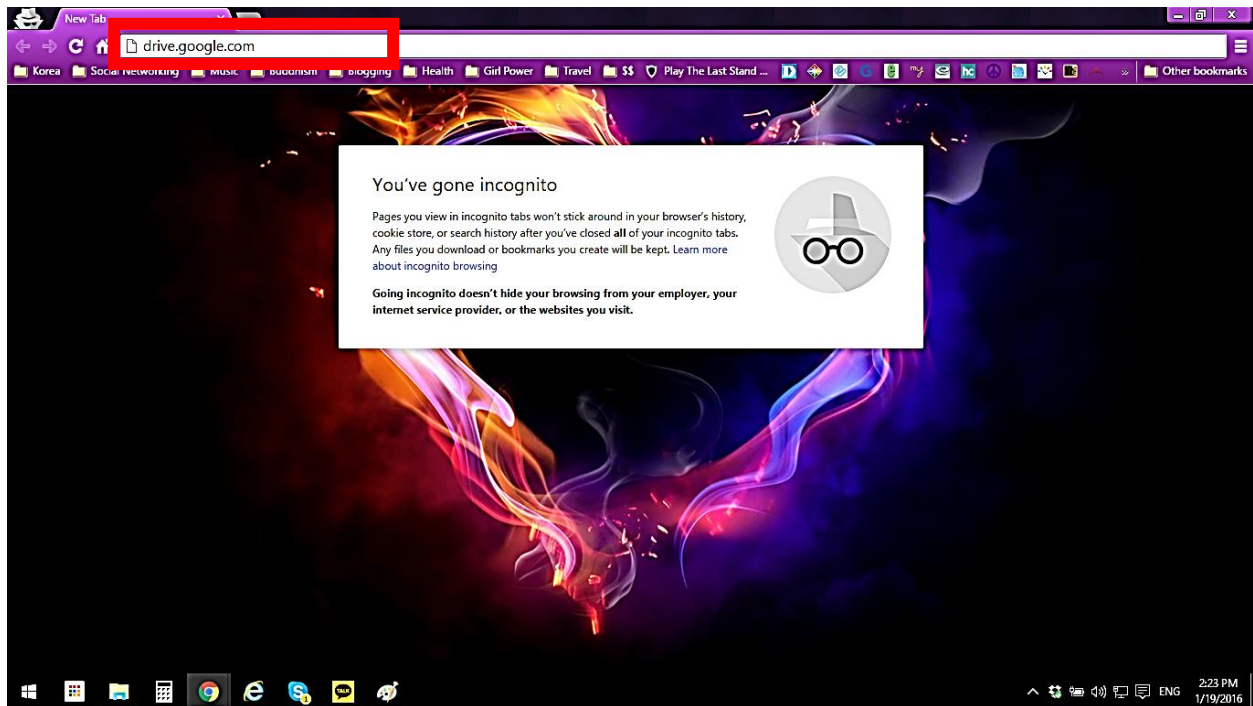
Incognito Window

An incognito window will allow you to use two separate Drive accounts in Chrome simultaneously without having to log out of your account or sharing your email address with the Talking Club account.

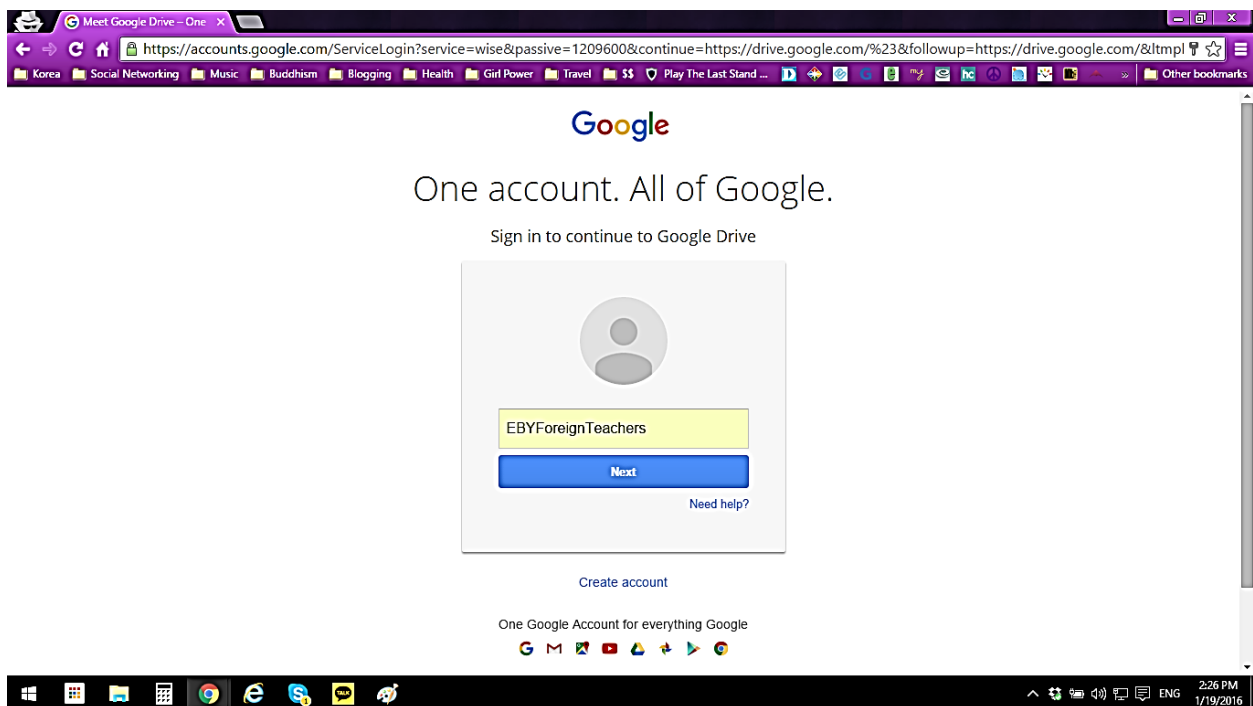
To open an incognito window in Chrome, go to the three horizontal bars in the upper right hand corner of your browser. Select the “New Incognito Option.”



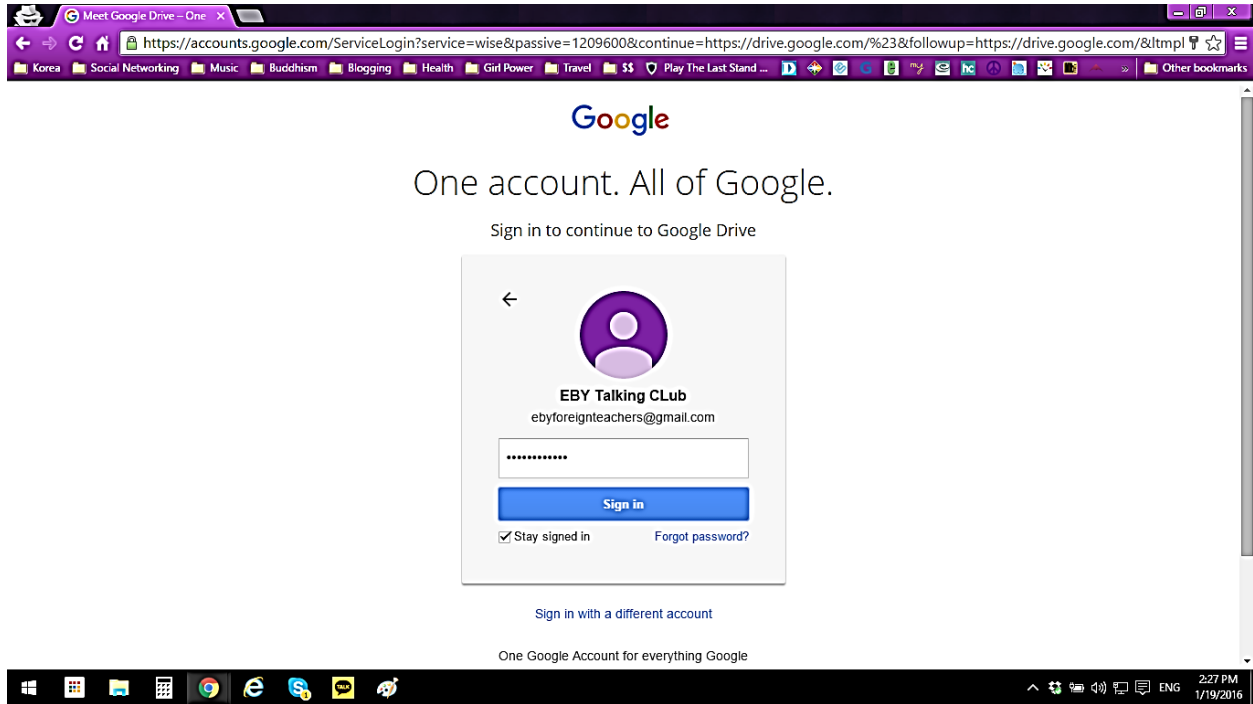
Type www.drive.google.com in the address bar.



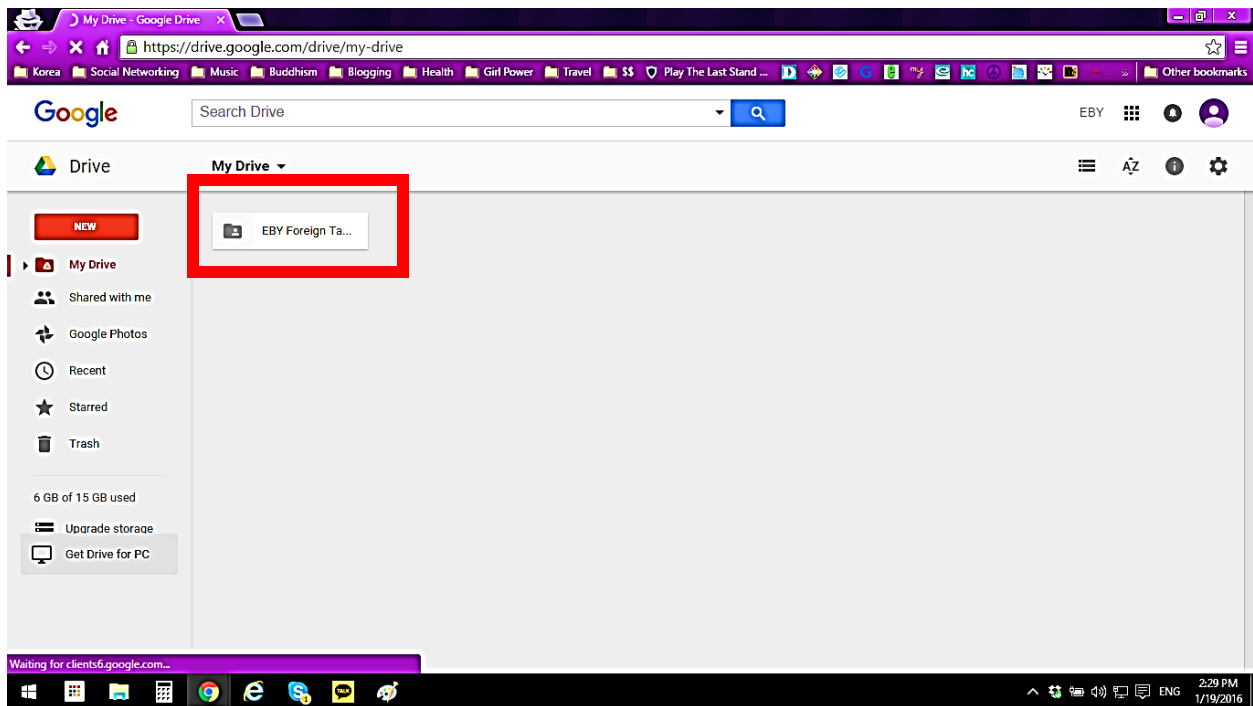
Enter Username: **EBYForeignTeachers**



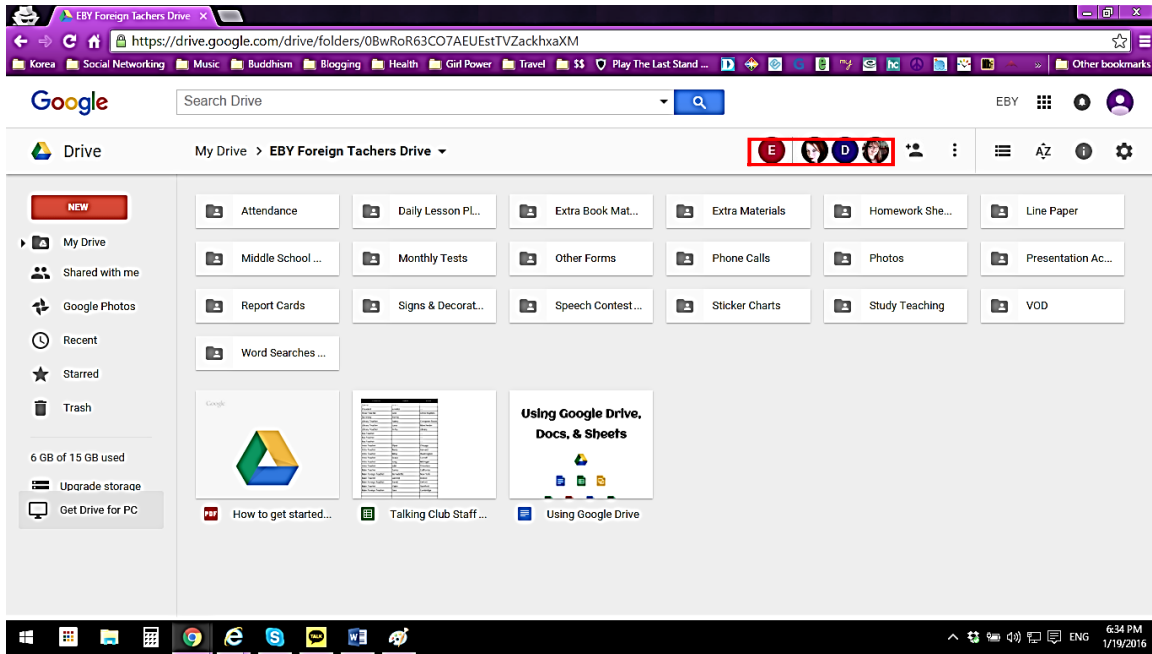
Enter Password: **TalkingClub1**



Double click on the EBY Foreign Teachers folder.

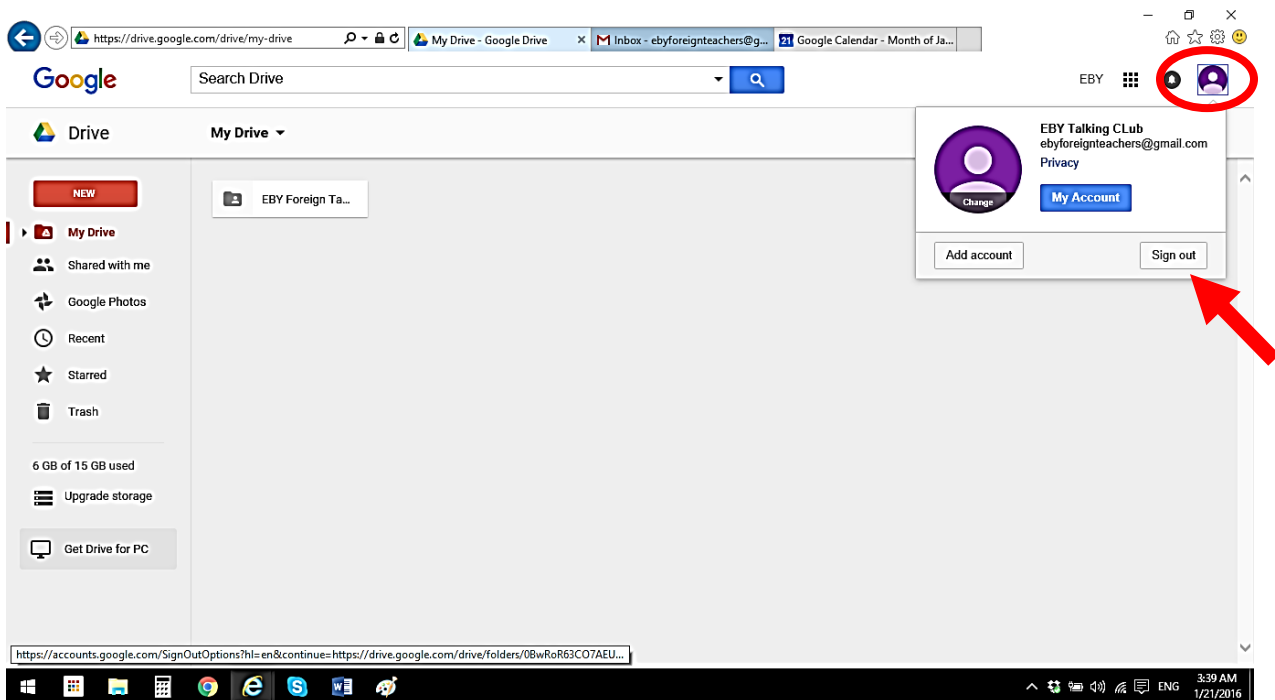


This folder houses all the information you need for EBY Junggye Talking Club.



Logging Out

If you want to log out of Google, go to your identity icon in the upper right and click Sign out.



You will have to log in and out of separate accounts unless you share files from the Talking Club account.

SHARING FILES

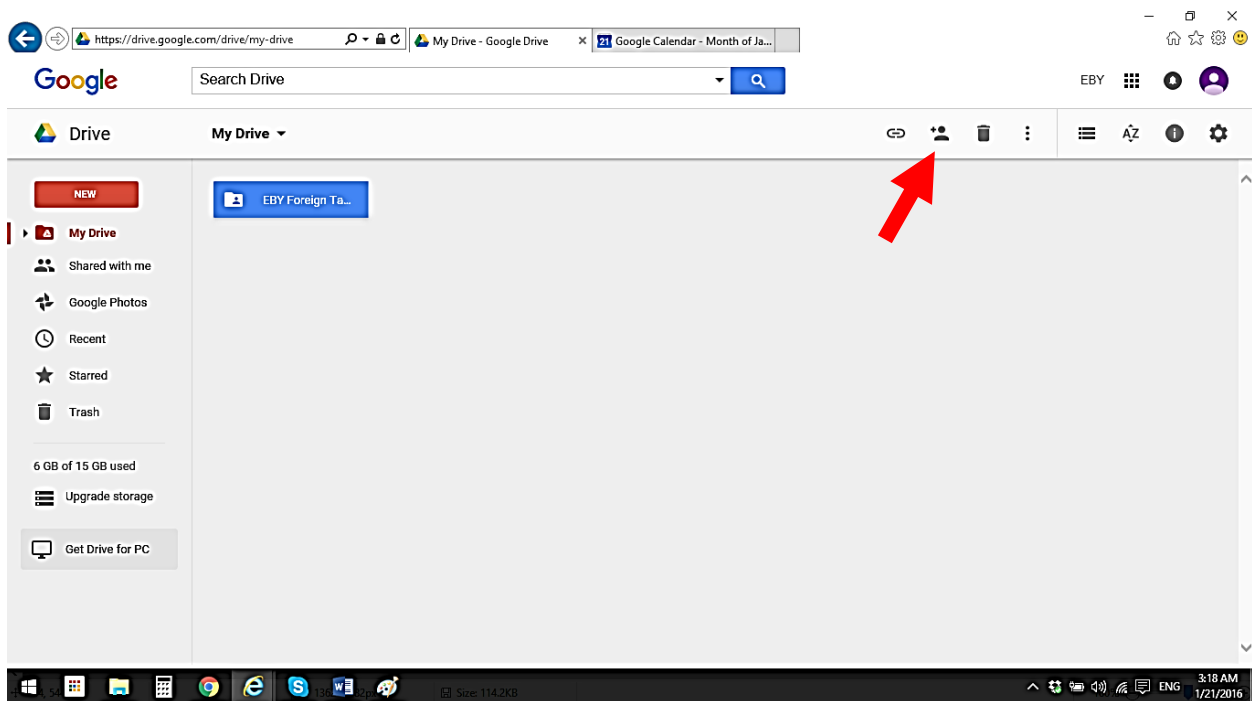
If you use a personal Gmail address, share files or folders with your **primary email**. This may be different than your **professional email**. The primary email you use will be what you will be forced to open Drive under.

*Ex: If you have a personal email of SnazzyPants24@gmail.com that you use as your primary email and a professional email of John.Smith@gmail.com, share the files with **both** email addresses if you use Drive primarily under the personal account.*

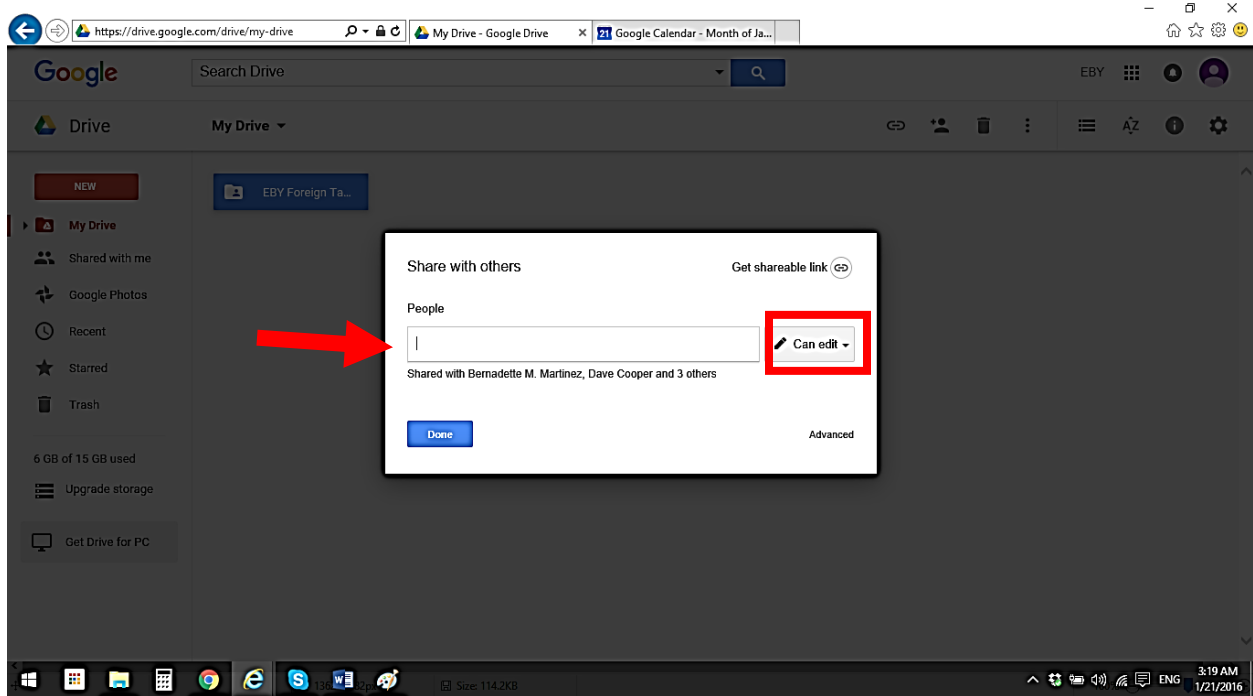
If you only share it with your professional account, you will have to log out of your personal account and into your professional first whenever you want to update the files.

If you are a current Drive user, unless you've shared everything on your personal Drive with the professional email address, you will not be able to access the files and it will cause you a great deal of inconvenience logging in and out.

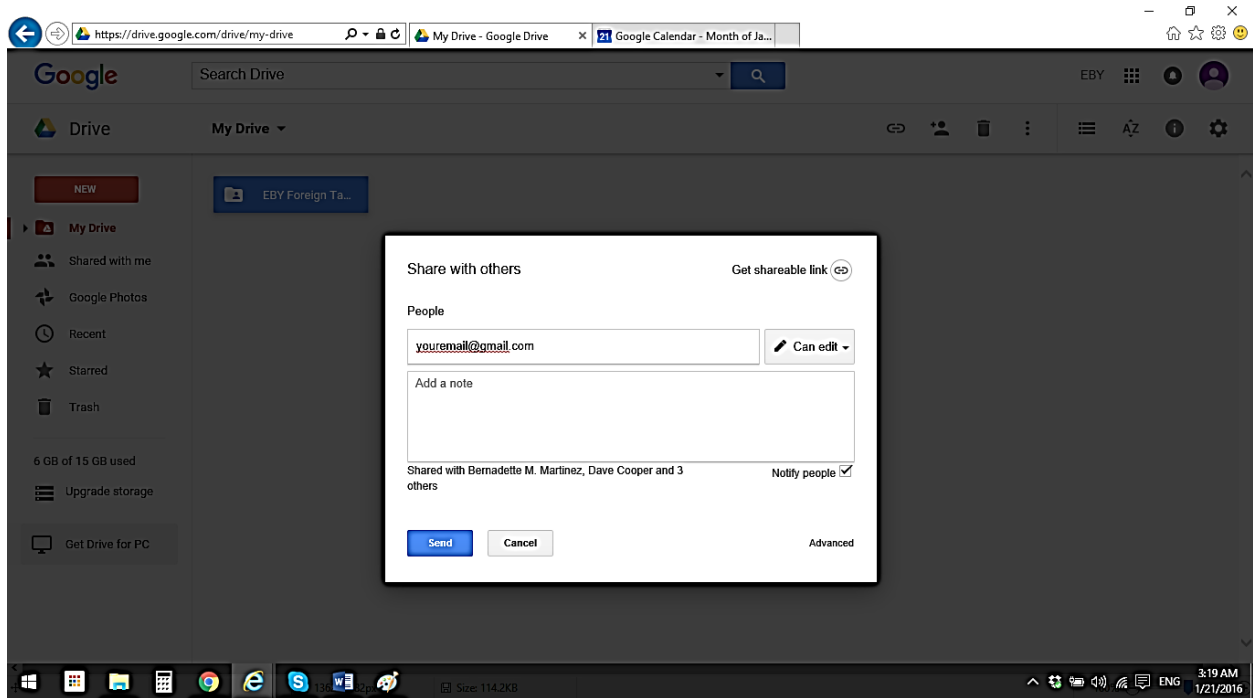
From the My Drive screen, select the EBY Foreign Teachers folder. Single click the EBY Foreign Teachers folder to select it and click the share icon  in the upper right.



When the dialogue box opens, enter your email address. Ensure the “Can edit” option is selected or you will have view only access to the files.



Click send to share the folder and send a notification. You will receive an email in your personal account confirming the share.



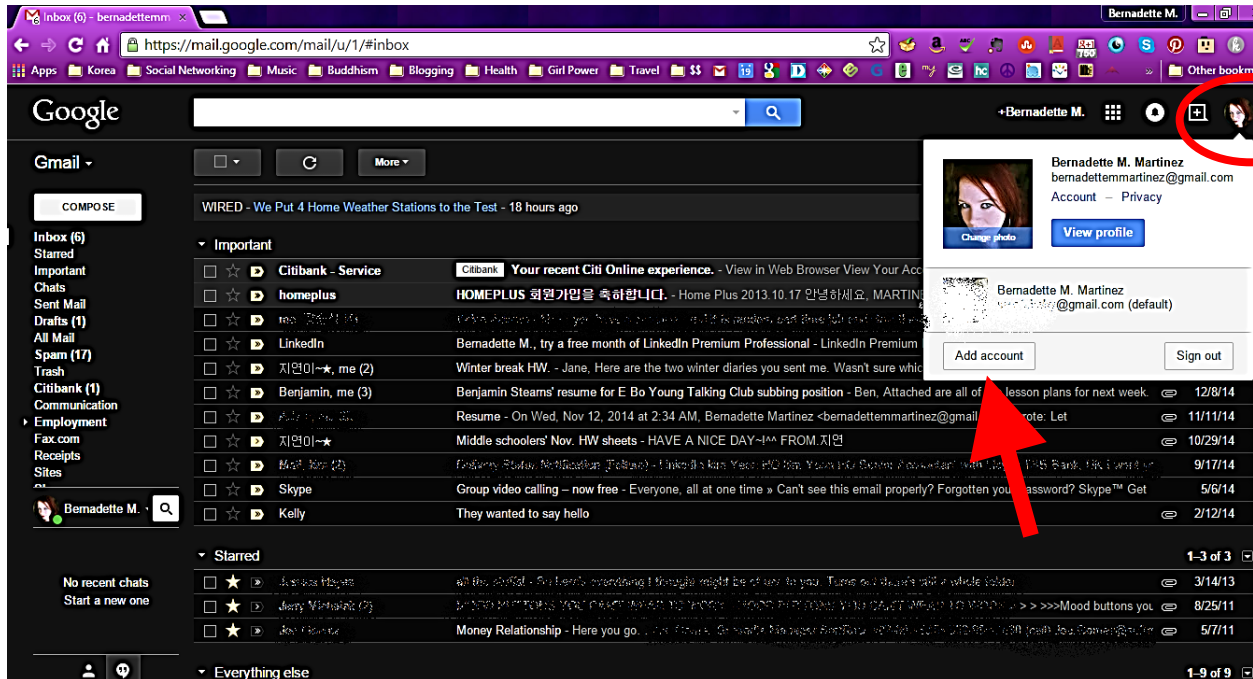
You only need to share the single folder with your account. All Talking Club files are contain in the folder for easy sharing.

Locating the files in your account

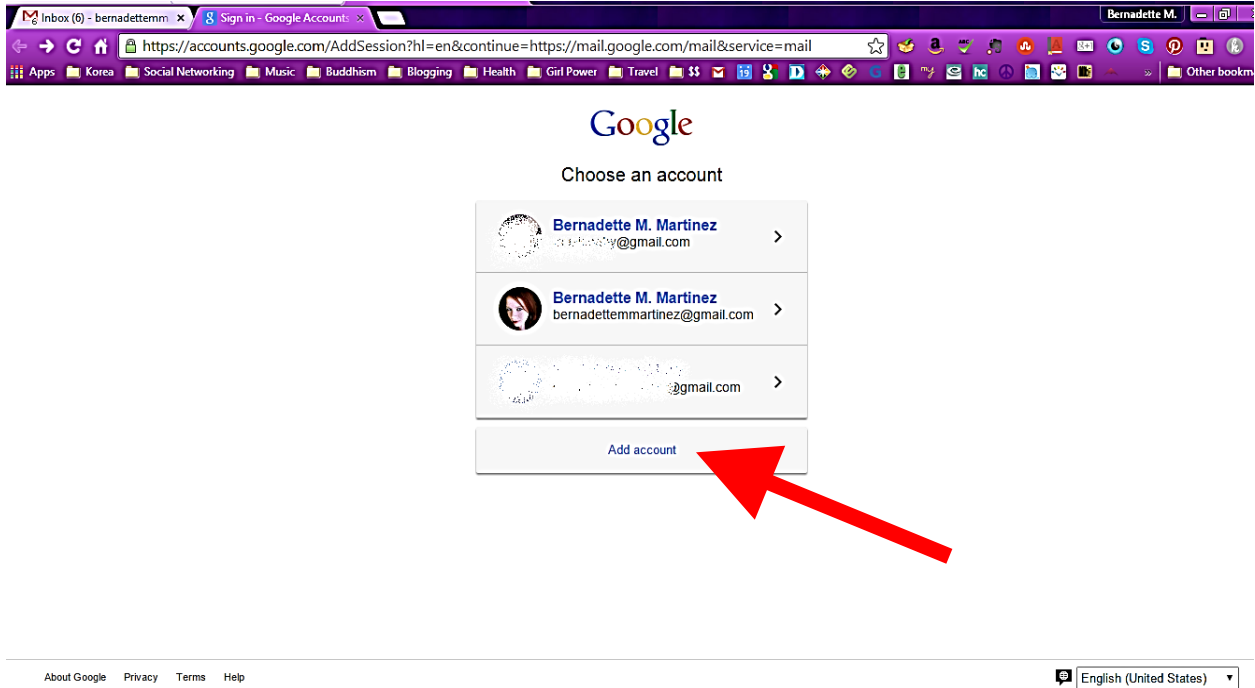
If you already have a Gmail account, you do **not** need to log out to access files **after they are shared** with your Gmail address.

If you use a personal/professional Gmail account, sign out of the EBYForeignTeachers account completely and log into the account you shared the folder with. This will ensure this account will be used with Drive.

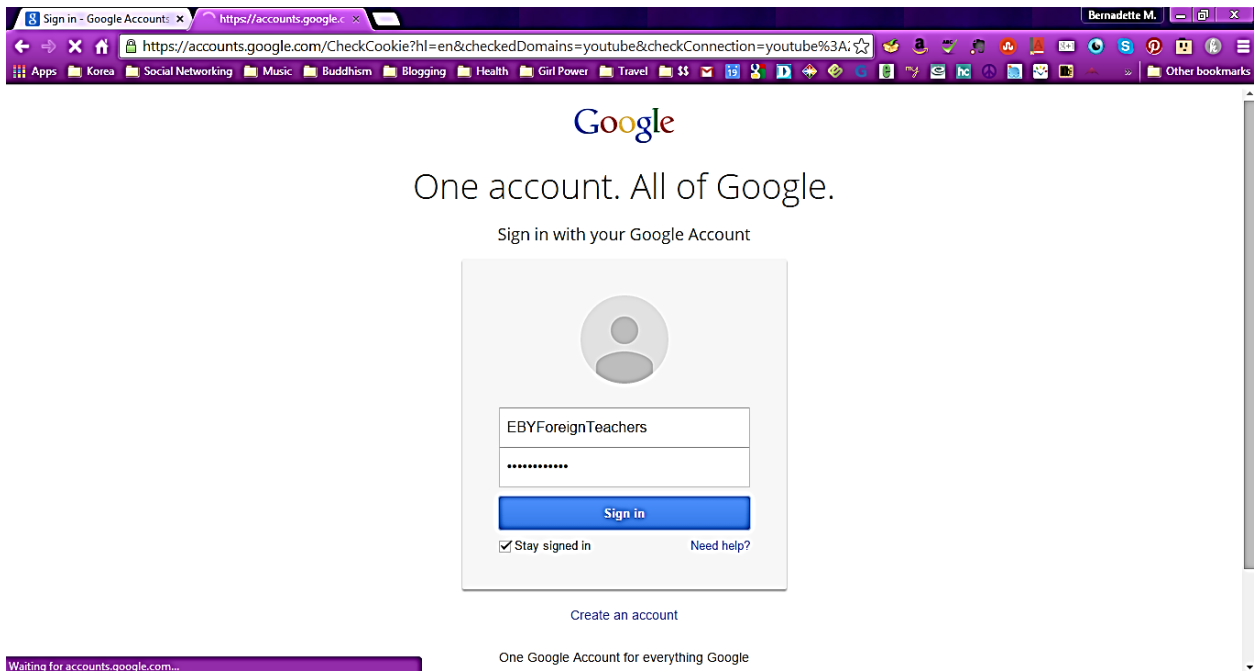
Click on your identity icon and click “Add account.”




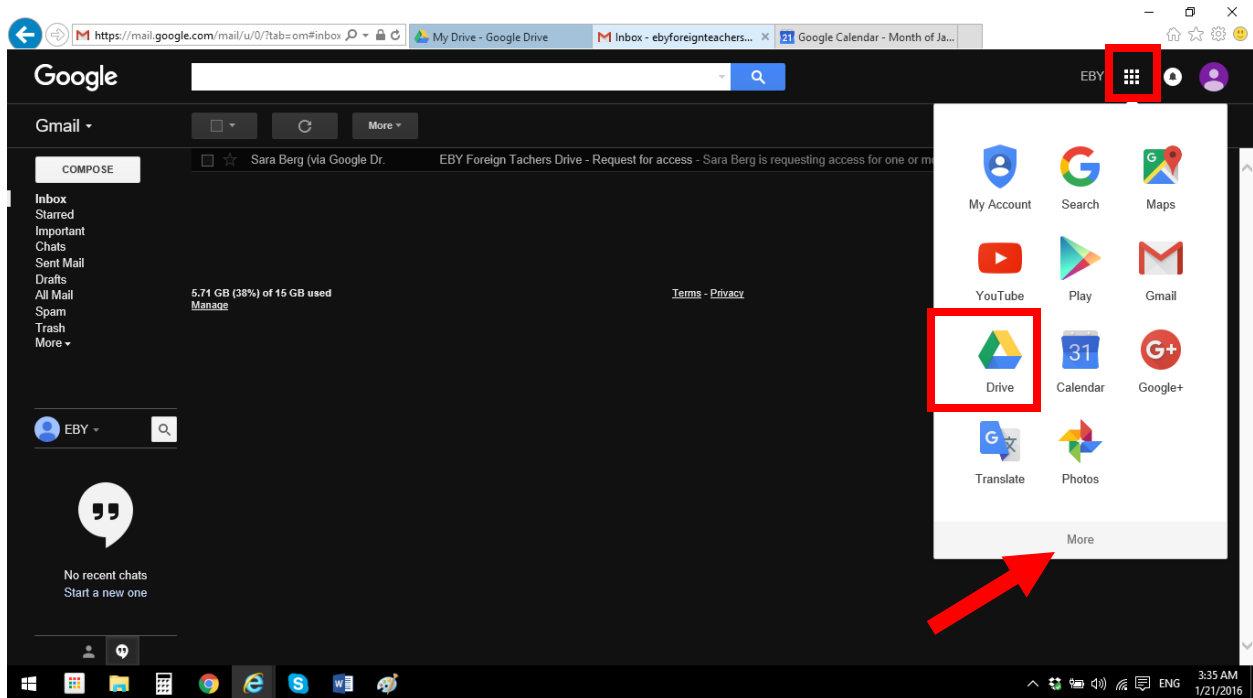
A list of accounts will populate for any that you have signed in with previously. Click Add account on the bottom.



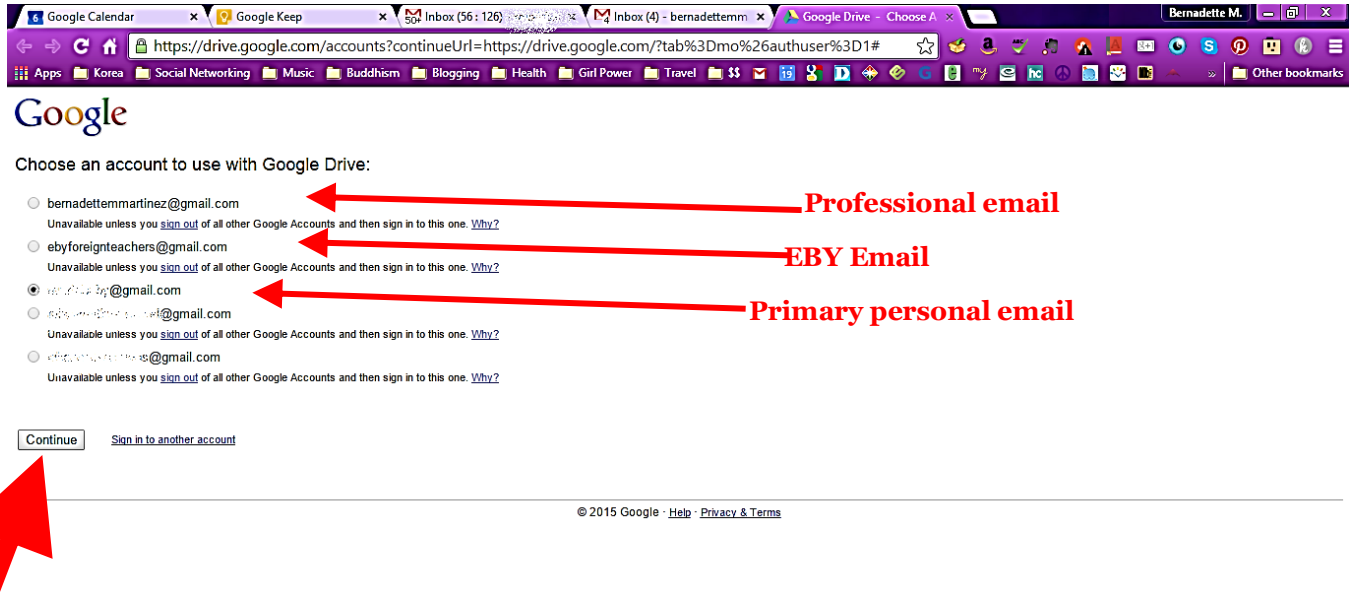
Enter the username **EBYForeignTeachers** and the password **TalkingClub1**.



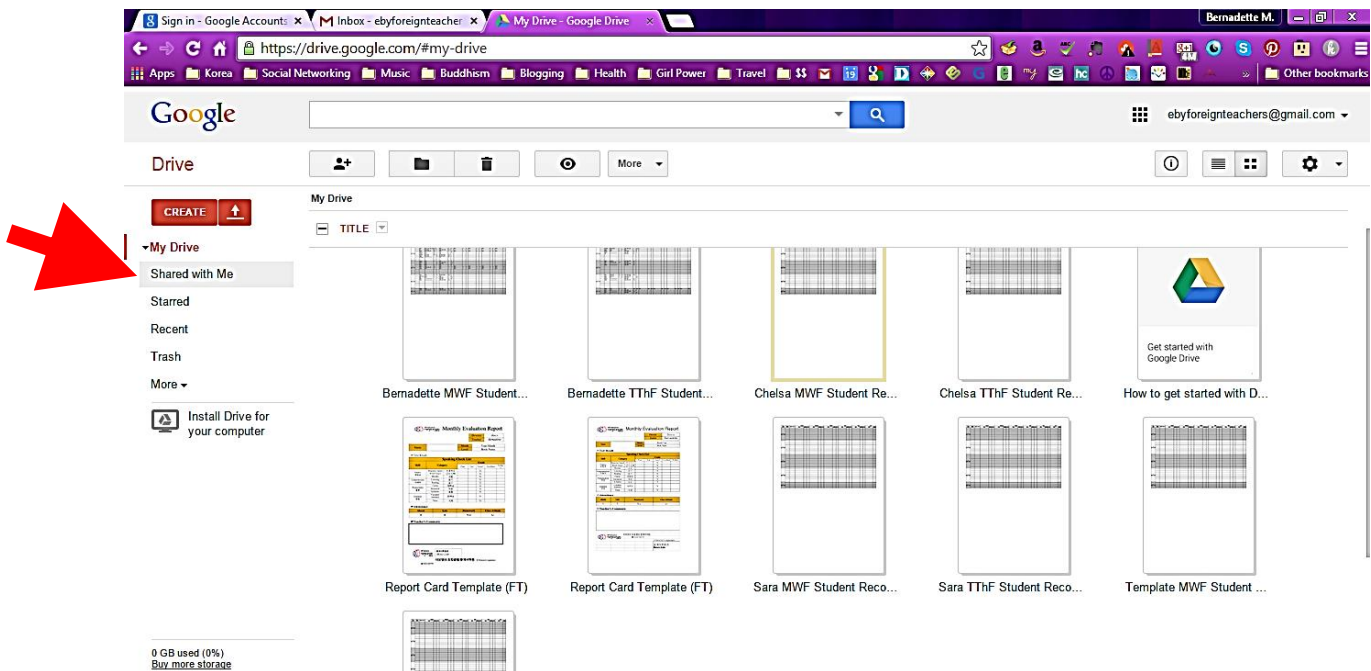
Once you're logged in, click on the Apps button  and click on the Drive app. If Drive is not an option, you may have to click "More" on the bottom and add the service to your list.



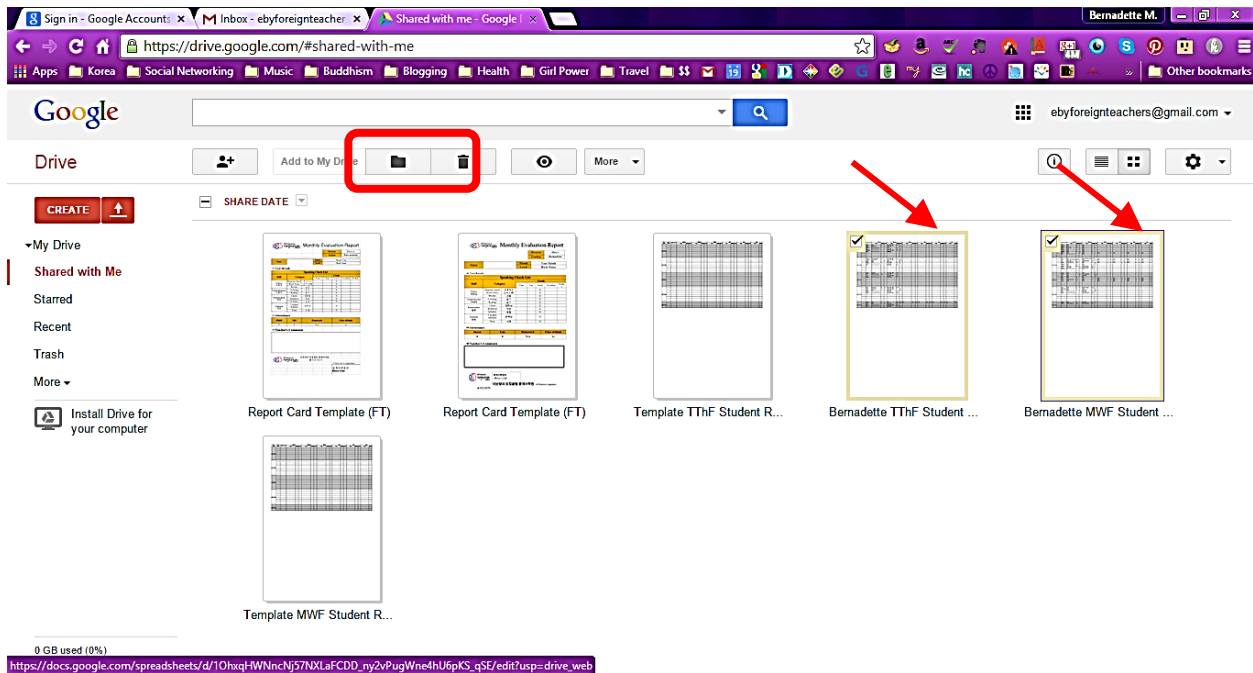
If you are logged into another account, you may be asked to select your default account to use with Drive. Your other accounts will be grayed out. Once the files are shared with your primary Gmail address, they will show up in your Drive and you can move them to any folder you create. Select your chosen default account and hit “Continue.”



Open drive from the app list in the same way and go to “Shared with Me” on the left menu.



You can access the files and folders from this menu or move them to your “My Drive” screen. To move them, click the items you want to move to My Drive and click the “Add to My Drive” button. It will be highlighted for files not already in the My Drive folder.



You can now access the files from your My Drive folder or move them to another folder if you wish.

All changes will be saved in the EBY file and accessible by the school for review with no other action on your part.

Do not create new documents or folders under your personal account, even in a shared file. They will be owned by your individual account and may not be accessible under the school account. Always create new documents when logged into the EBYForeignTeachers account ONLY. Always make sure you update files owned by EBYTalkingClub (EBYForeignTeachers@gmail.com) to ensure they are up to date on the school account.

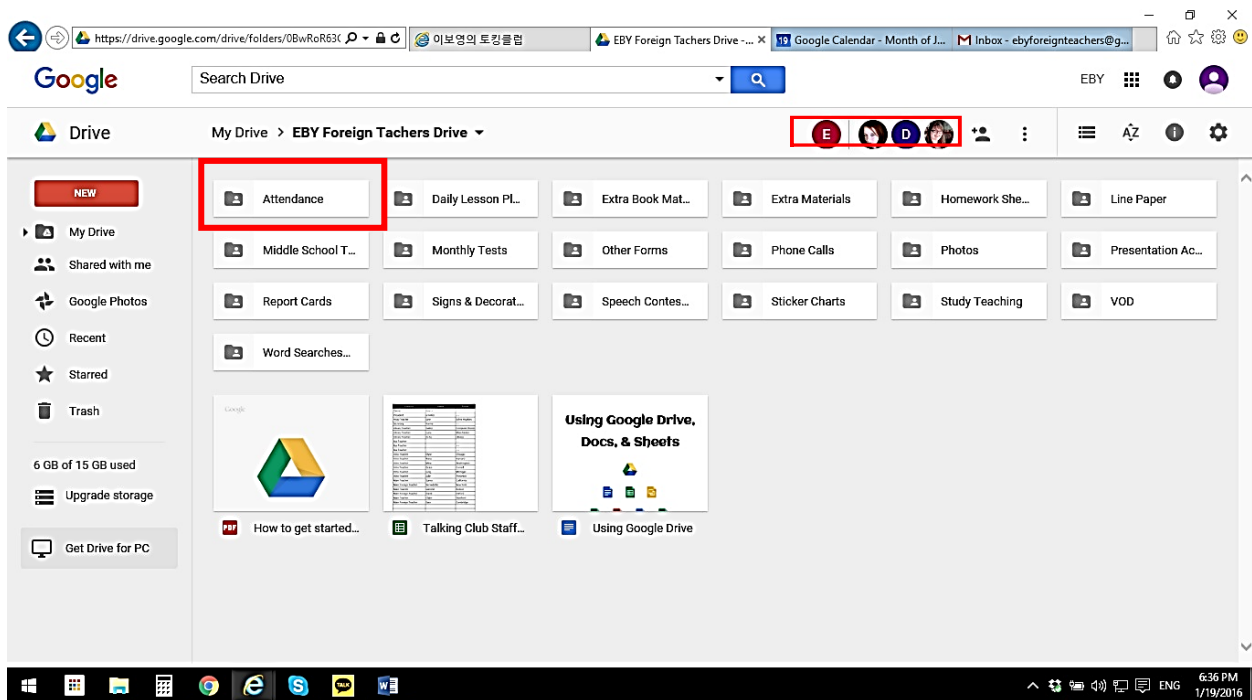
Do not make copies to update in your personal account(s) as they will not be saved or accessible by the EBYForeignTeachers account.

FOLDERS

Most information for EBYP Talking Club Junggye can be found in these folders. Below you will find a description for each folder and its contents as well as instructions on how to set up anything that is class or teacher specific.

ATTENDANCE

Attendance is kept electronically. The attendance folder is located in the EBYP Foreign Teachers folder in the upper left-hand corner.



Setting up your attendance sheet

DAILY LESSON PLANS

EXTRA BOOK MATERIALS

EXTRA MATERIALS

HOMEWORK SHEETS

Setting up your homework sheets

LINE PAPER

MIDDLE SCHOOL TEST MONTHS

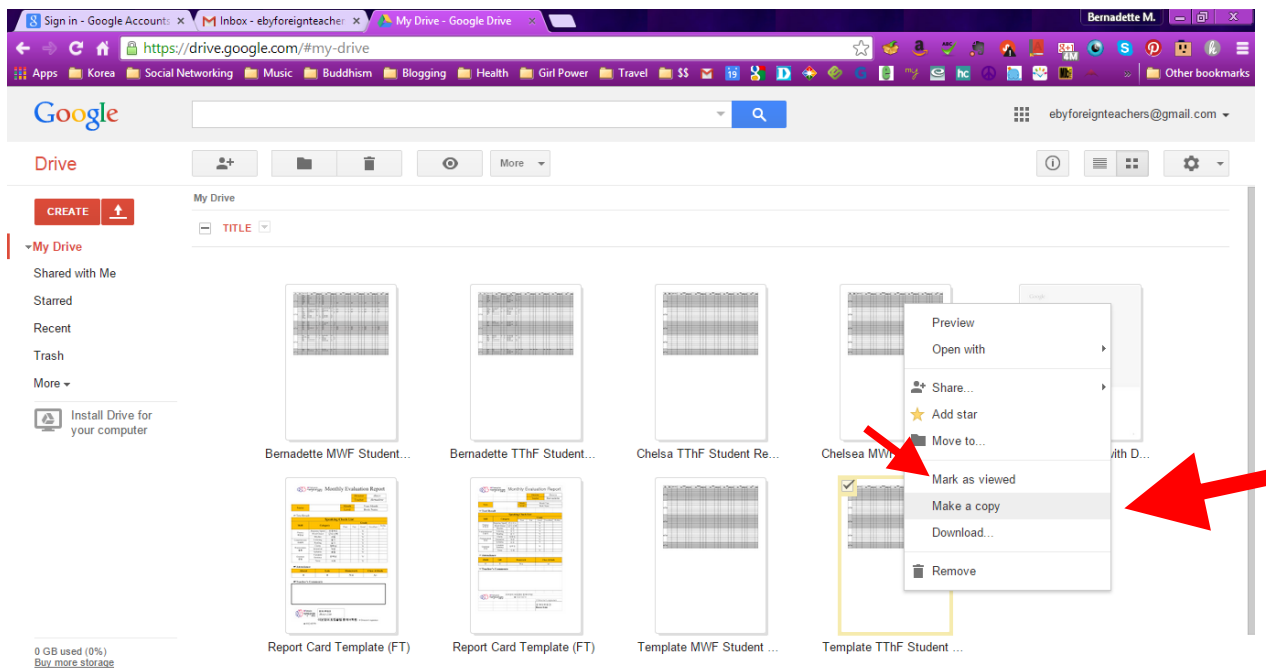
MONTHLY TESTS

OTHER FORMS

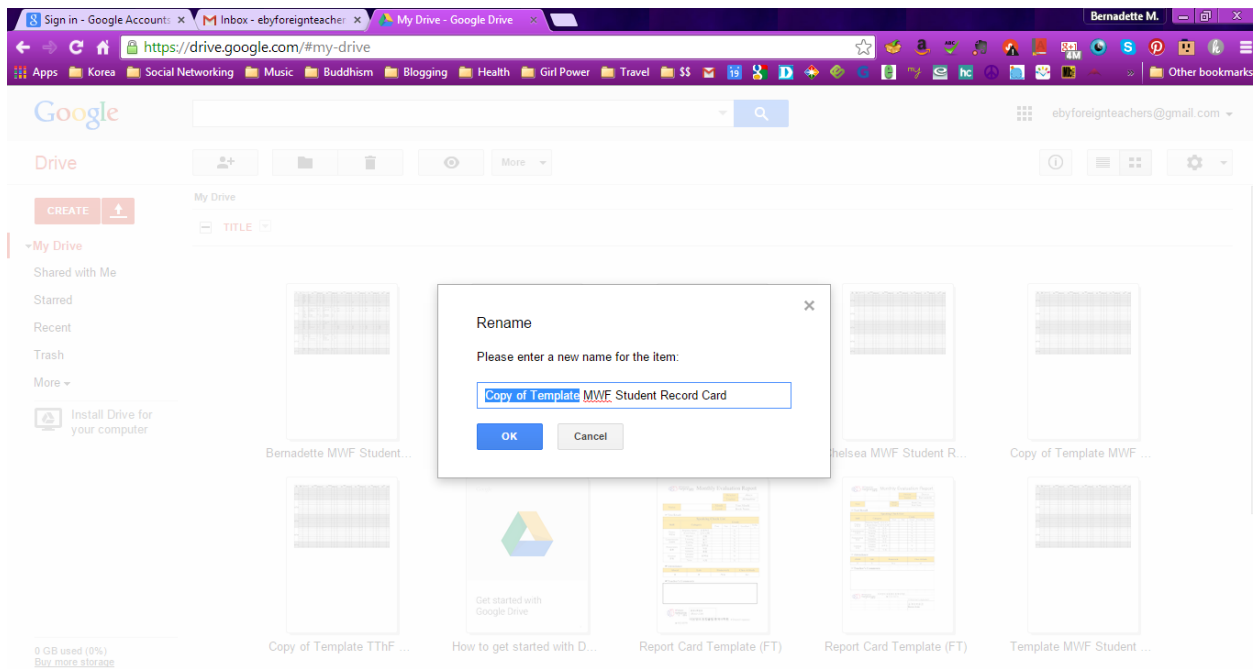
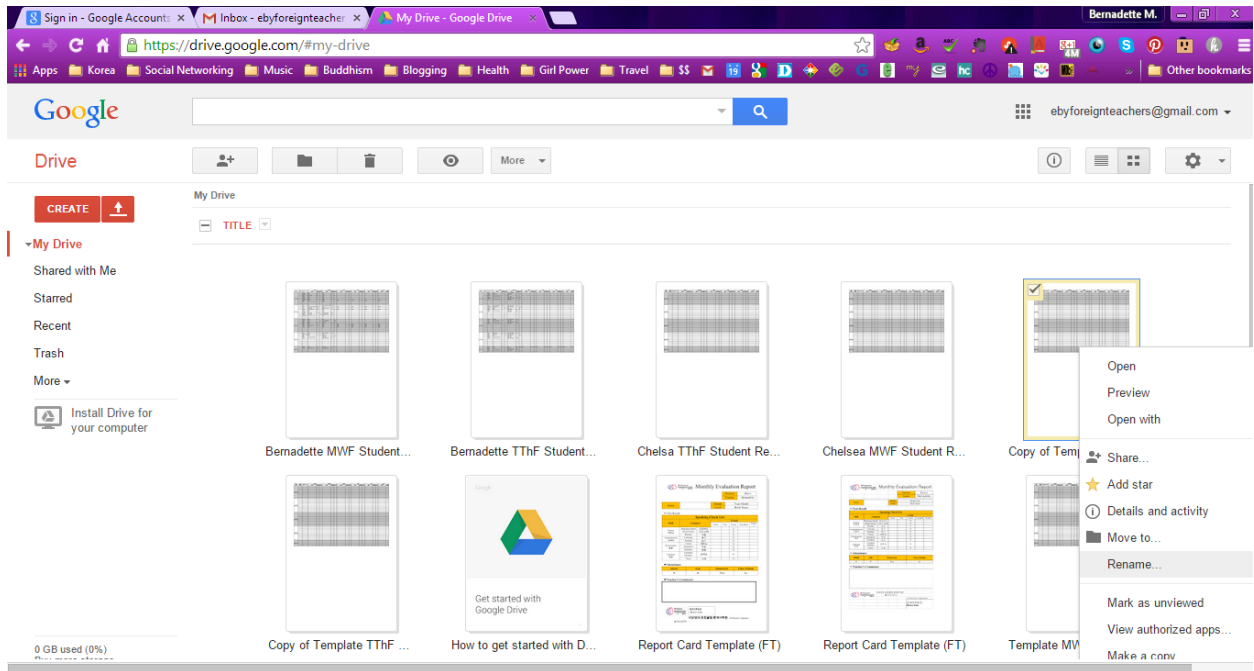
PHONE CALLS

Setting up your phone call sheets

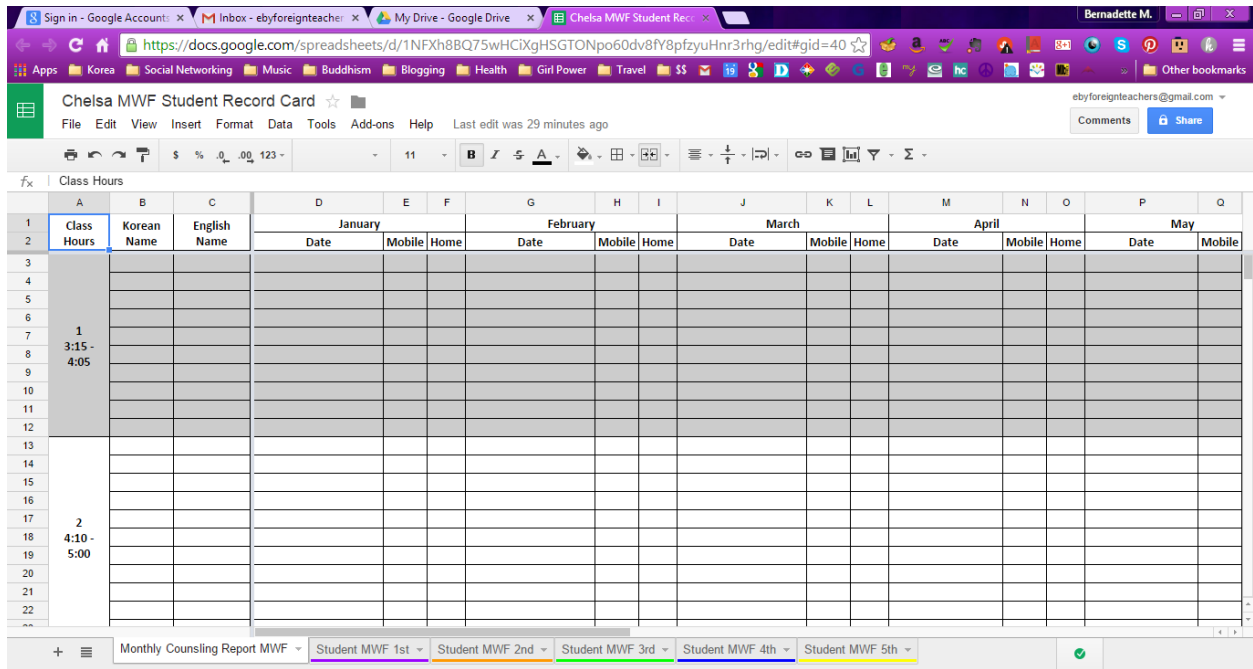
Once in the Drive app, click on the template files to select them and right click over either. Select “Make a copy” to add a copy to Drive.



Unclick the originals and select the MWF to rename it. Replace “Copy of Template” with your first name. Repeat with the TThF file.



Double click the MWF file to open it. The first sheet will be your record of students. Add each student's name to their correct class time.



Once your students are entered, you can create individual cards for each of them. Right click on the "Student MWF 1st" page and select "Duplicate" from the list. Repeat for the number of students in the class.

Sign in - Google Account | Inboxes - ebyforeignteacher | My Drive - Google Drive | Chelsa MWF Student Record Card | Bernadette M.

https://docs.google.com/spreadsheets/d/1NFXh8BQ75wHCIXgHSGTONpo60dv8fY8pfzyuHnr3rhg/edit#gid=18

Chelsa MWF Student Record Card

File Edit View Insert Format Data Tools Add-ons Help Last edit was 30 minutes ago

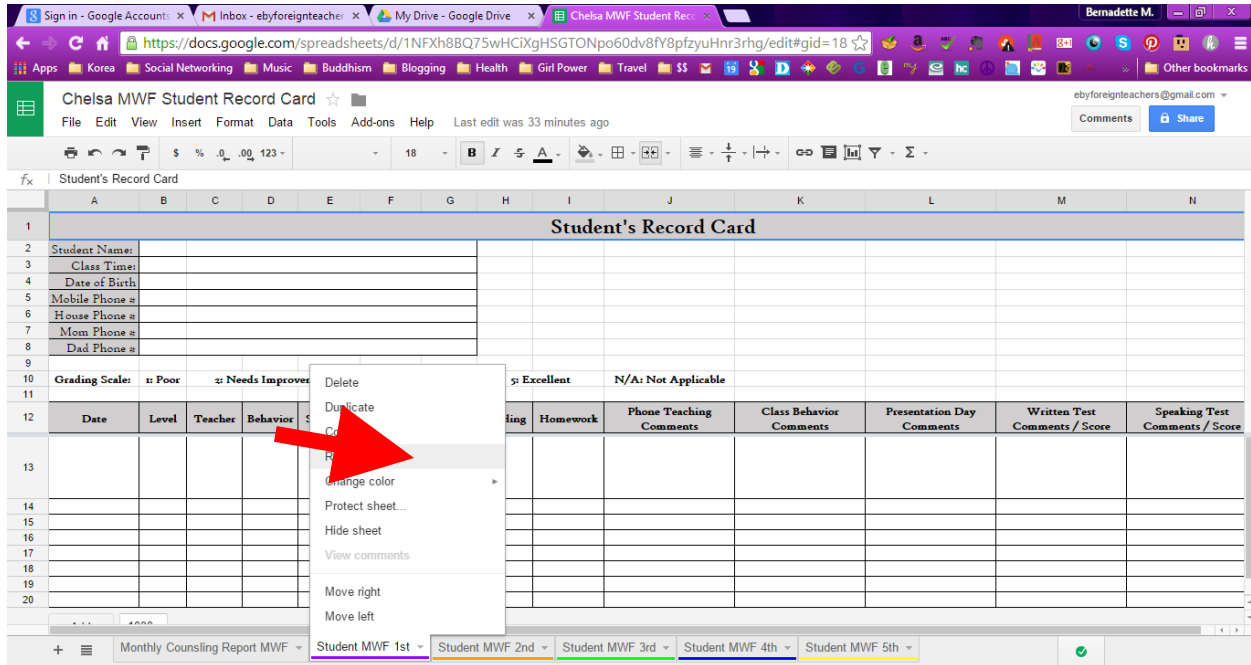
Comments Share

Student's Record Card

Student's Record Card												
2	Student Name:											
3	Class Times:											
4	Date of Birth:											
5	Mobile Phone #:											
6	House Phone #:											
7	Mom Phone #:											
8	Dad Phone #:											
9	Grading Scale:	☹ Poor	☹ Needs Improvement					😊 Excellent		N/A: Not Applicable		
12	Date	Level	Teacher	Behavior	Reading	Homework	Phone Teaching Comments	Class Behavior Comments	Presentation Day Comments	Written Test Comments / Score	Speaking Test Comments / Score	
13												
14												
15												
16												
17												
18												
19												
20												

Monthly Counseling Report MWF | Student MWF 1st | Student MWF 2nd | Student MWF 3rd | Student MWF 4th | Student MWF 5th

Once you have each student’s card, right click on the first tab and select “Rename” from the list. Replace “Student” with the name of your first student. Enter the Student’s name, class time, and phone numbers on the card. Repeat for each student in the class.



Repeat the process for each class in your MWF group. Open the TThF workbook and follow the same steps to set that one up.

If you do not use a personal Gmail account, you are finished. Log into the EBYForeignTeachers account to update your student records.

PHOTOS

PRESENTATION ACTIVITIES

REPORT CARDS

SIGNS & DECORATIONS

SPEECH CONTEST

STICKER CHARTS

STUDY TEACHING

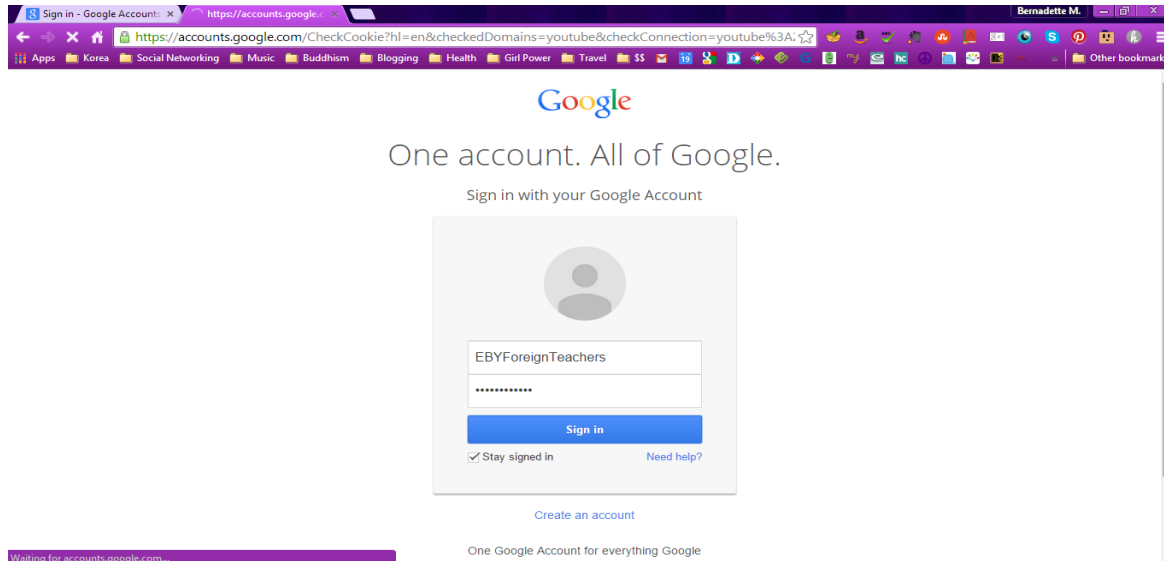
WORD SEARCHES

WORD TESTS

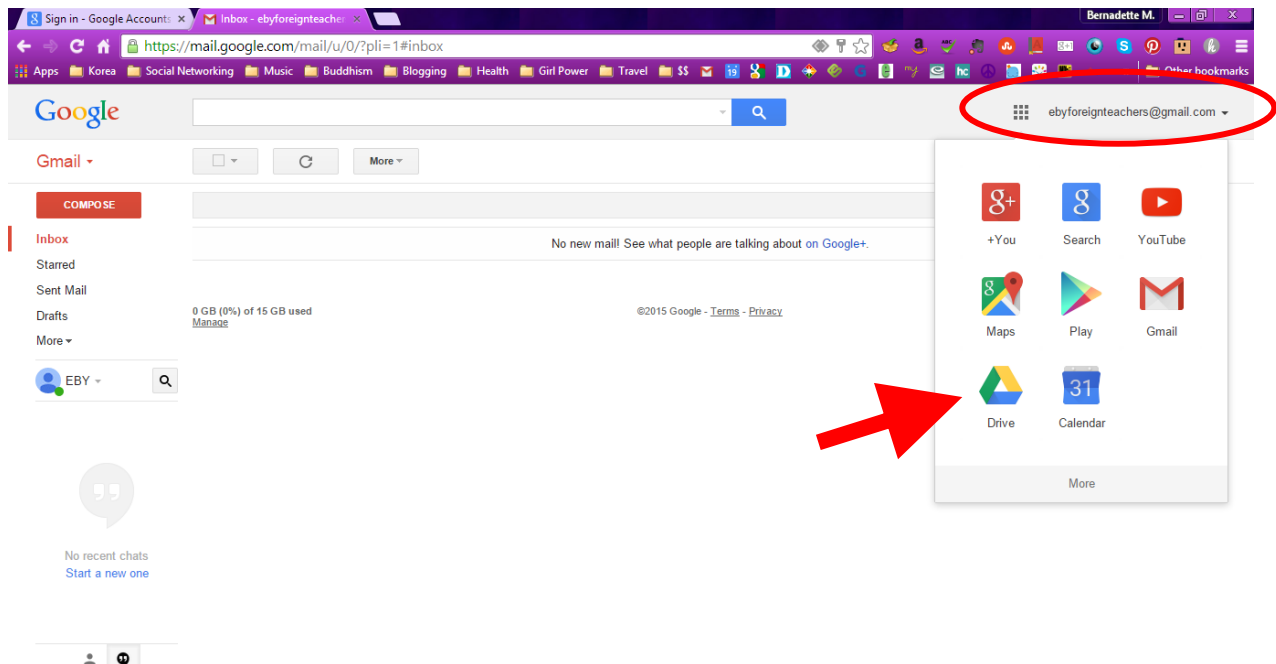
VIEWING DOCUMENTS IN GOOGLE DRIVE

Log into any Google service under the EBY account.

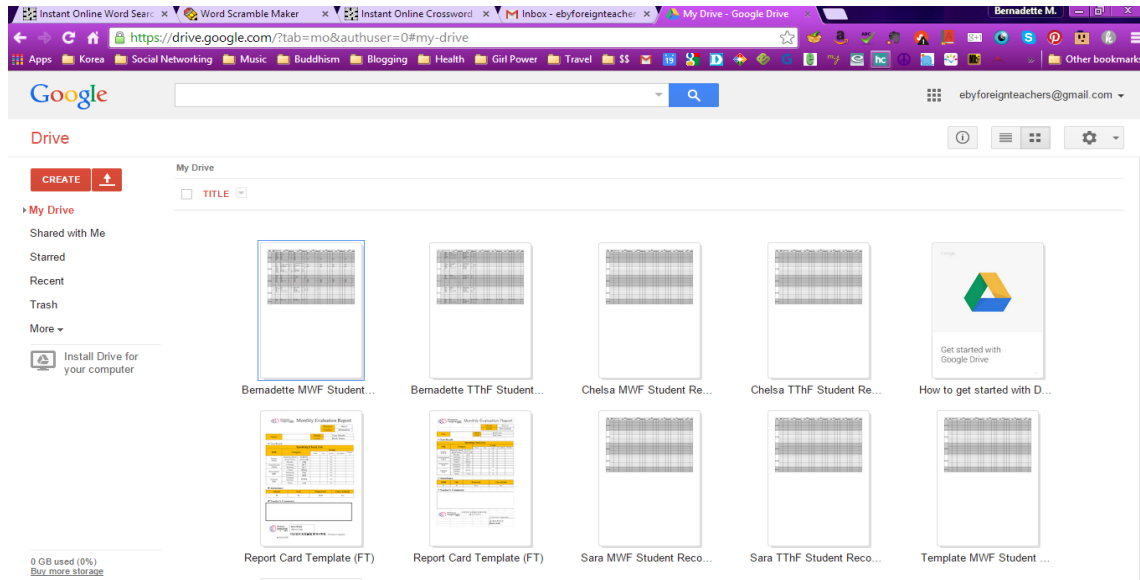
Enter the username **EBYForeignTeachers** and the password **TalkingClub1**.



If you have opened Gmail or any other service, click on the Apps button and click on the Drive app.



Once you are logged in you will see the “My Drive” folder. Double click the folder you wish to access to open it and view the files it contains. To view a file, simply double click it.



Remember, any changes you make will be saved to the document automatically.

CALENDAR