Joy EduTool—User Guide

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Joy EduTool—User Guide (for Teachers)

Directory and Links

- Joy EduTool functions include explanatory short videos.
- Video Location: *Joy Streaming / Online Training / Joy EduTool*. or *Youtube*
- Note: As Joy EduTool features continue to be updated, video content may differ from the updated functionality.

Usage Guidance and Reference Resources

- If the system language text appears unnatural when using the English version, ensure you turn off the browser's automatic translation feature and switch the language using the **Language** button on the page.
- **Troubleshooting:** If an "Error" window appears, try clearing your browser cache/cookies or use using incognito mode. If the issue persists, refresh the page and, if necessary, provide the expanded **Error Log** (錯誤日誌) to the school affairs specialist at Joy headquarters.
- **Account Access:** Account permissions are valid for 6 months and must be extended by the supervisor every half year.

I. Account Application

Video:**【1 EduTool: Path and Account Application】**

1. Account Application

- Access **Joy EduTool** at **edutool.joy.com.tw**.
- Register an account using a valid email address.
- Set a password of at least 8 characters.
- It is recommended to include your first name and family name (e.g., Joyce Huang) for identification.
- Select your **Branch School**.
- Inform your supervisor of the registration so they can authorize your account to use the **Joy EduTool** system and create the **E-Handbook**.
- **Note:** All users (administrators or teachers) must possess separate, independent accounts.

Account Authorization Details

- **Academic Administrator (教務管理員)** authorization requires checking the ☐ **handbook** and ☐ **Joy Online Lessons (外師教學頻道課程派發)** permissions in the Management Interface.

- **General Teacher (一般教師)** authorization requires checking the ☐ **handbook** (to use self-created handbooks) and ☐ **Joy Online Lessons** (to assign videos) permissions.
- **Account Extension (延展權限):** Authorization lasts for 6 months. Managers should execute the **Activate/Extend Permission** action at the end of June and December.

2. Forget Password

- **Step 1: Login Page**
  - Joy EduTool-login
  - Click **"Forget your password?"**.
- **Step 2: Confirmation Email**
  - Enter your account e-mail.
  - Click **"Reset Password"** in the confirmation email sent to your inbox.
- **Step 3: Modify Password**
  - Update your password successfully to log in again.

II. E-Handbook Editing

1. New Handbook (建立班級手冊)

Video: **【2 E-Handbook: How to Add a New E-Handbook】&【4 E-Handbook: Content Introduction】**

- From the Joy EduTool homepage, click on **E-Handbook** (Online Handbook) and then **New Handbook**.
- Fill in all class details (Branch School, Program, Book, Total Unit Number, Class Name, Local English Teacher, Native English-Speaking Teacher). Ensure the **Class Name**, **Total Unit Number** (課程堂數), and **Class Time** (上課時間) are clearly defined.
- If the Local or Native-English Speaking Teacher field is not applicable, fill in "None."
- Click **Submit** after confirming all information is complete.

Optimization/Notes:

- **Total Unit Number:** The maximum duration for **GEPT**, **TOEIC**, and **Junior High School Entrance Exam Class** programs is 60 units.
- **Student List:** For programs without Joy English Online class lists (**Tiny Tots**, **Wee Kids**, **GEPT**, **TOEIC**), click **Add Students** to manually enter basic student data.
- **Book Selection:** For **GEPT** and **TOEIC**, select **1** in the **Book** drop-down menu.

- **Class Time Setting:** The class time options have been expanded. Use the "+" button to set different class times sequentially based on selected weekdays (e.g., Weekdays 5–7 PM, Saturdays 10–12 PM).
- **Auto-sync & Safeguard:** The system adds a safeguard mechanism requiring all information to be filled before submission. When importing the student list from the Joy English Online, the **Class Name** is automatically synchronized, but it remains editable.

2. Edit Students (編輯學生名單)

Video: **【15 Students: Edit Students】**

- In the E-Handbook, navigate to the student list and click **Edit Students**.
- Available functions include:
  - **Sync (同步):** Synchronizes the student's basic information from the Joy English Online.
  - **Edit (編輯):** Edits the student's basic information displayed in EduTool (Chinese/English name, phone number).
  - **Delete (刪除):** Removes the student from the EduTool Handbook.

Optimization/Notes:

- **Sorting:** Student lists imported from the Joy English Online are automatically sorted alphabetically by the first letter of the English name (A–Z). Manual sorting can also be performed using the up/down arrows (↑↓).
- **Phone Numbers:** The system now synchronizes and displays both sets of student phone number data from the Joy English Online. Click **TEL** to view them.
- **Data Integrity:** Deleting a student from the EduTool Handbook does not affect their account information in the Joy English Online backend. If student data is modified in the Joy English Online after the E-Handbook is created, manual resynchronization via **Edit Students** is required.

3. Co-teachers (共同帶班老師)

Video: **【5 E-Handbook: Co-teachers】**

- Within a specific E-Handbook page, click on **Co-teachers**.
- Click the button to **Add Co-teacher**. The added teacher gains shared access for lesson preparation.
- **Permissions:** Co-teachers cannot edit the student list, modify the Co-teachers list, or delete the E-Handbook.
- **Removal:** Click the "X" next to a co-teacher's name to revoke their access.
- **Ownership Transfer:** Academic Administrators and the owner of the E-Handbook can transfer ownership of the handbook to a replacement teacher via the **Co-teacher** function by clicking **Transfer Ownership**.

4. Archive and Delete Handbook (封存與刪除班級手冊)

Video: **【3 E-Handbook: Handbook List】&【7 E-Handbook: Delete Handbook】**

- **Archiving (封存):**
  - Go to **Joy EduTool / E-Handbook / Handbook List**.
  - Use the drop-down menu to filter and select the handbooks for courses that have ended.
  - Click the archive icon to archive the handbook. Archiving preserves data for finished courses, replacing deletion.
  - **Unarchiving:** Select "archived handbooks" from the drop-down menu and click the icon to cancel archiving.
  - **Permissions:** Teachers can only archive their own created handbooks; managers can archive all handbooks at the branch.
- **Deletion (刪除):**
  - On the main page of the class handbook, click the delete icon, and confirm to delete.
  - **Reminder:** Completed courses should be archived, not deleted.

III. E-Handbook Academic Affairs

- **Display Size:** The display size of the **registration forms** can be manually adjusted (by clicking to show a red border, then using the mouse wheel or mobile two-finger swipe).

1. Class Roll (點名表)

Video: **【8 Academic Affairs: Class Roll】**

- Click the attendance status dropdown to edit the status for absent (Absent) or late (Late) students.
- Teachers can add a note (註記) regarding the absence reason or makeup date. The button turns red if a note is recorded, and hovering the mouse over it displays the content.
- If a class date needs adjustment (e.g., due to postponement), modify the date in the **Lesson Plan** page. Subsequent dates in the **Class Roll** will automatically adjust.

Optimization/Notes:

- **Expanded Statuses:** New status options include **Transfer in** (插班), **Transfer out** (轉班), and **Refund** (流失), each displayed with a different background color.

- **Transfer In/Out Logic:** Selecting **Transfer in** on the joining day automatically marks previous days as **Transfer in**. Selecting **Transfer out/Refund** automatically marks subsequent days as that status.

2. Homework Records (作業成績登記表)

Video: 【9 Academic Affairs: Homework Records】

- Record homework grades or scores according to branch policy.
- **Keyboard Operation:** Use ← ↑ ↓ → to move between cells.

Optimization/Notes:

- **Correction Status (訂正狀態):** A new field has been added.
  - The status defaults to **"Uncorrected"** upon score entry. If **A++** is entered, the status automatically displays **"Corrected."**
  - The status can be edited individually, or click **"All Corrected"** (全班訂正) to set the status for the entire unit.
- **Interface Customization:** The interface can display results based on the supervisor's settings (Grade or Score). Grades of A- and below, or scores below 85 points, are displayed in blue text.

3. Quiz Records (測驗成績登記表)

Video: 【10 Academic Affairs: Quiz Records】

- Record scores for **Unit Quizzes** (單元小考), **Review Quizzes** (指定小考), **Vocabulary Check** (單字檢定), **Final Written Test** (期末筆試), and **Listening Test** (MJ13 and above).
- The system calculates the average score automatically. This average is automatically imported into the **Report Card**.
- Scores below **85 points** are displayed in blue.
- A note button is available next to each field to record makeup test times; the button turns red if a note is recorded.
- The **Listening Test** field can be activated for MJ13 and up by clicking the activation button.
- **Keyboard Operation:** Use ← ↑ ↓ → and **Enter** to move between cells.

Optimization/Notes:

- **Optimized Fields:** The entry fields now separate scores into **"Initial Score"** (初次成績), **"Makeup Score"** (補考成績), and **"Final Grade"** (結算成績).
- **Final Grade Calculation:** The system automatically calculates the **Final Grade** by selecting the **"higher of the two scores"** (擇優) between the Initial Score and the Makeup Score. The final average is calculated using the Final Grade.

- **Manager Setting Integration:** The system automatically calculates the **gray-boxed score** based on the grade calculation method set by the administrator (e.g., using the average of the initial test and makeup test).

4. Oral Test Records (口試成績登記表)

Video: **【11 Academic Affairs: Oral Test】**

- Scores are assigned by clicking based on the test questions and point allocation.
- The system automatically totals the score. This information is automatically imported into the **Report Card**.

Optimization/Notes:

- The entry fields distinguish between **"Initial Score," "Makeup Score,"** and **"Final Grade,"** with the system automatically selecting the higher score for the Final Grade.

5. Telephone Teaching (電話輔導)

Video: **【12 Academic Affairs: Telephone Teaching】**

- Click "+" to add up to 10 entries.
- Record the start and completion dates.
- Use the **Note** field to record important points or oral test questions. Click the icon to toggle the Note visibility.
- Rate student performance by clicking. Record incorrect questions and comments in the rightmost field.
- Use the remove function cautiously.

6. Parent Interview (家長訪談)

Video: **【13 Academic Affairs: Parent Interview】**

- Click "+" to add up to 10 entries.
- Record the start and completion dates.
- Use the **Note** field to record reminders or discussion points. Click the icon to toggle the Note visibility.
- Click the icon next to the student's name to display detailed fields: **Talk with...** (訪問對象), **Student's Learning Progress** (學生狀況), **Parent's Response** (家長回饋), and **Solution** (解決方案).
- Each item provides selectable options that automatically import text (multiple selections allowed), but you can also edit the text manually.
- Use the remove function cautiously.

7. Recording Assignment (錄音作業)

- Click "+" to add up to 6 entries.
- Record the date.
- Use the **Note** field to record the assignment scope or grading criteria. Click the icon to toggle Note visibility.
- Score by clicking. Incorrect questions can be noted in the rightmost field.
- Use the remove function cautiously.

8. Report Card (成績單)

Video: **【17 Students: Report Card Edition】**

- Fields include the date of issue, **English Ability** (英語能力), **Daily Performance** (平常表現), auto-calculated **Test Scores** (測驗成績), auto-imported **Online Assessment** average, and auto-calculated **Oral Test Scores** (口試成績).
- Use the **Comments** field to provide detailed feedback and encouragement. Use the Enter key to skip lines, and observe the listed character limits.

Optimization/Notes:

- The **Report Card** editing function was moved from the Students category to the **Academic Affairs** category.
- **Comment Options:** The **Comments** field now includes **"Comment Options"** (評語選項) that can be selected and edited (multiple selections are possible).
- **Font Size:** Font size selection for comments is available.

9. Joy Online Lessons (外師教學頻道課程派發)

- This function allows teachers to assign Joy Online Lessons directly to students without needing a sequence number. Students can view the videos immediately upon logging into the Joy English Online.
- **Permission:** The **Joy Online Lessons** permission must be granted by the manager in the Management Interface.
- **Path: Academic Affairs / Joy Online Lessons**. (If the teacher does not have a handbook, they can assign videos via the Homepage / Video Platform / Joy Online Lessons).
- **Assignment Process:** Select the Class, Program, Level, Unit (multiple selections allowed), and Students (multiple selections allowed), then click **Send**.
- **Assignment Status:** Check the **Assignment Status** tab on the assignment page to monitor student viewing progress.
- **Limitations:** The videos remain available for 14 days after assignment. Videos that have already been assigned cannot be reassigned until the 14-day expiration date passes.

IV. E-Handbook Lesson Plan

1. Field Description (欄位說明)

Video: 【18 Lesson Plan】

- **Date:** Record the class date. Changes to the date automatically update the dates for the subsequent units and synchronize with the **Class Roll**.
- **Reminders (小叮嚀):** Displays suggested academic tasks from headquarters. Hover over the lightbulb icon to view class teaching reminders before preparation.
- **Content (課程內容):** Input the key units and sections. Click "+" or "X" to add or remove fields.
- **Homework Assignment (作業):** Input homework details. Click "+" or "X" to add or remove fields.
- **Attachments (附件):** Upload files (max 5MB per file, max 5 files per lesson). Uploading attachments is considered completion for Academic Affairs Reminder purposes.
- **Lesson Plan (教案):** Use the template to structure the lesson. Click **Hour 3+** to add a third hour column for longer classes.
- **Note (註記):** Use the same text editor to record in-class issues or student status.

2. Lesson Plan Fields

Optimization/Notes:

- **Homework Assignment Fields:** The fields are now displayed by default, allowing teachers to delete unnecessary items, rather than having to add them individually. New online assessment options (**Practice Test**, **Monthly Test**, **Reading+**) are included in the options list.
- **Lesson Plan Template:** The template options have been expanded to include **Teaching Steps** and frequently used **Teaching Content**. A new time option for **Time Point** (e.g., 5:00–5:05) has been added to the template, complementing the existing **Duration** time (e.g., 5 min). The location of the template has also been adjusted.
- **Separate Hour Saving:** Co-teachers can edit and save their respective lesson hours simultaneously, as a separate **Save** button appears next to each Hour.

V. E-Handbook Students

1. Online Test Records (線上評量成績)

Video: 【16 Students: Online Test Records】

- Click a student's name in the list, then select **Online Test Records**.

- Query results by selecting the **Student**, **Test Mode** (**Practice Test**, **Monthly Test**, Weakness Analysis, **Reading+**), and **Time Range** (up to three months).
- **Joy Talk:** scores for individual students are visible the day after completion. A dash ("-") indicates non-completion or unsubmitted rating, while a blank space indicates the student was not required to record that section.

2. Learning Records (學習紀錄)

- When clicking a student's name, the **Learning Records** link appears, allowing queries of past level data.
- **Quarriable Records (max 4 levels at a time):**
  - **Attendance Records** (出席紀錄).
  - **Interview Records** (訪談紀錄) (sourced from archived classes).
  - **Scores for Each Level** (各級成績) (average of quizzes, vocabulary check, oral test, and final written test).
- All queried learning records can be exported.

VI. E-Handbook Joy English Online Records (雲端學院成績統計)

Video: **【19 Joy English Online Records】**

- Access via the **Joy English Online Records** list on the E-Handbook page.
- Query test analysis by selecting the **Test Mode** (Monthly Test, Practice Test, Reading+, Joy Talk) and **Month**.
- **Monthly Test:** View scores, correct answers per section, grammar analysis, and error questions.
- **Practice Test/Reading+:** View total times completed and monthly average scores.
- **Note:** This path is used to query **class-wide** data. Querying full class, full volume **Joy Talk** scores is unavailable.

Optimization/Notes:

- **New Class Queries:** Class-wide queries for **Spelling Practice**, **Junior High School/GEPT**, and **Joy Talk** scores have been added.
- **Practice Test / Reading+ Score Filter:** A score filter feature has been added. Users can input a minimum and maximum score to search for the number of times students achieved a goal score.
- **Joy Talk Question Table (問答題目表):** A new feature allows viewing and downloading the content of Joy Talk open-ended questions.

VII. E-Handbook Print

1. Print Report Card (列印成績單)

Video: 【20 Print: Report Card and Certificate】

- Finish editing students' report card (Academic Affairs/ Report Card) before printing
- Access the Print function to export the Final Report Card.
- **Signature Function:** Check **"Add teacher's name here"** (新增簽名) to automatically embed the teacher's name. Font and style can be edited.
- **Online Test Scores:** Report cards automatically include **Monthly Test** and **Practice Test** scores. Check **"Don't show online test results"** (不顯示線上評量成績) to hide this data.
- Select students and click Print or Download when the status is **"Ready"** (就緒).

2. Print Certificate (列印升級證書)

Video: 【20 Print: Report Card and Certificate】

- Access the Print function to export the Certificate.
- **Manager Signature:** Check **"Add manager's name here"** (增加主任名字) to include the principal's signature (which must be set by the administrator in the Management Interface).
- **Optimization/Notes:**
  - **Tiny Tots** and **Wee Kids** certificates have been added and can be printed/downloaded via this function.

3. Top 5 Students for Each Level (前五名學生查詢)

Video: 【21 Print: Top 5 Students for Each Level and Students' Scores for Each Level】

- **Purpose:** Query the top five students per class for incentives.
- Path: Under the **Print** menu, select **Top 5 Students for Each Level**.
- Query by selecting **Program**, **Book Range** (級數範圍), and **Test Type**.
- **Test Type:** Multiple categories (Unit Quizzes, Review Quizzes, Vocabulary Check, Oral Test, etc.) can be selected and totaled to determine the Top 5 list.

4. Students' Scores for Each Level (學生各級成績查詢)

Video: 【21 Print: Top 5 Students for Each Level and Students' Scores for Each Level】

- **Purpose:** View average scores across different levels to track learning curves and evaluate teaching.
- Path: Under the **Print** menu, select **Students' Scores for Each Level**.

- Query by selecting **Program**, **Book Range** (級數範圍), and **Test Type**.
- **School Average:** Check **"on"** to compare the student's average with the **School Average** (全校平均).
- **Results:** Results display in **Table** or **Chart** format. Scores lower than the class average are displayed in red text.

VIII. Academic Affairs Reminders (教務工作提醒)

Video: **【14 Academic Affairs: Reminders】**

- When the Academic Administrator enables **Reminder Settings**, teachers entering a class handbook from the **Handbook List** will see the **Academic Affairs Reminders**.
- The reminder list automatically displays incomplete items (Class Roll, Homework Records, Quiz Records, Lesson Plan, Telephone Teaching, Parent Interview).
- Clicking the number shows detailed incomplete items and a link to the corresponding entry page.
- **Reminder Calculation:** Tasks like Class Roll and Quiz Records are calculated by Day/Unit. Telephone Teaching and Parent Interview are calculated by "time/instance." Lesson Plan completion requires text in both **Hour 1** and **Hour 2**, or the uploading of an attachment.

Optimization/Notes:

- **Reminder Frequency:** Reminders only appear when entering the specific Handbook from the **Handbook List**, improving the fluidity of use within the system pages.
- **MJ 28-Unit Cycle:** A new option for the MJ 28-unit class cycle has been added to the Academic Affairs Reminder Settings.

IX. Video Platform – Training Course Videos (培育課程影片)

File: [Click Here]

- Path: EduTool Homepage / Video Platform / Training Course Videos
- Limited Access: Available for 30 days**.**
- Permanent Access: Certain video categories may be available permanently with manager authorization**.**
- Functions: Users can download handouts**,** edit**,** and save notes**.**

Joy EduTool—User Guide (for Manager/Admin)

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Usage Guidance and Reference Resources

- If the system language text appears unnatural when using the English version, ensure you turn off the browser's automatic translation feature and switch the language using the **Language** button on the page.
- **Troubleshooting:** If an "Error" window appears, try clearing your browser cache/cookies or using incognito mode. If the issue persists, refresh the page and, if necessary, provide the expanded **Error Log** (錯誤日誌) to the specialist.
- **Account Access:** Account permissions are valid for **6 months**. If functions are unavailable, confirm with your supervisor whether the account permission needs to be extended.
- **Data Integrity:** Completed E-Handbooks should be **archived** (封存) for data preservation, not deleted.

I. Account Application and Permission Management

1. Account Registration (申請帳號 / 註冊)

Video: **【1. EduTool: Path and Account Application】**

- Access the **Joy EduTool Cloud Academic Affairs System** at **edutool.joy.com.tw**.
- Register an account using a **valid email address**.
- Set a password of at least 8 characters.
- It is recommended to include your first name and surname (e.g., Joyce Huang) for identification.
- Select your **Branch School**.
- **Note:** All users (Academic Administrators or Teachers) must possess separate, independent accounts.

2. Account Authorization (帳號授權)

Video: 【A1. System for Account Management】

- Managers execute authorization via the Joy English official website / Branch Partner / Teacher Cloud / Joy EduTool / **Management Interface**.
- **Academic Administrator (教務管理員) Authorization:**
  - Select "Yes" for Academic Administrator (教務管理員).
  - Check ☐ **handbook** and ☐ **Joy Online Lessons** (外師教學頻道課程派發).
  - Click **Activate/Extend Permission** (開通/延展權限).
- **General Teacher (一般教師) Authorization:**
  - Select "No" for Academic Administrator (教務管理員).
  - Check ☐ **handbook** and ☐ **Joy Online Lessons** (外師教學頻道課程派發).
  - Click **Activate/Extend Permission**.

3. Extend Permission (延展權限)

Video: 【A1. System for Account Management】

- Each account's validity period is **6 months**.
- Managers should execute the **Activate/Extend Permission** (開通／延展權限) function in the end of June and December).
- Successful extension updates the **Valid Until** (有效期限) date to the next cycle.

4. Delete Account (刪除帳號)

Video: 【A1. System for Account Management】

- To remove an account (e.g., due to teacher resignation), click **Remove** (移除) in the Management Interface.
- The account's permission is canceled and the account is moved to the **Removed Account History Record** (移除帳號歷程紀錄).
- A removed account can still log in but cannot view branch data; it can be reactivated if the user moves to another branch.

II. Academic Affairs Management

1. Reminder Settings (提醒設定)

Video: 【A7. Management: Reminder Settings】

- **Path:** EduTool Homepage / **Management (教務管理) / Reminder**.
- Managers can **turn reminders On or Off** for major administrative tasks (Class Roll, Homework Records, Quiz Records, Lesson Plan, Telephone Teaching, Parent Interview).
    - *Optimization:* Reminders for **Lesson Plan, Homework Records, and Quiz Records** now include an option for the **MJ 28-Unit Class Cycle**.
- **Reminder Display:** If reminders are active, teachers see the **Academic Affairs Reminders** pop-up when entering a specific E-Handbook from the **Handbook List**.
    - *Optimization:* Reminders only appear when entering the Handbook from the list, improving user fluidity compared to constant reminders upon returning to various pages.
- **Detailed Settings (Lesson Plan):** Reminders are triggered based on the elapsed number of class days.
    - *Reminder Calculation:* Lesson Plan completion is determined by whether there is text in both **Hour 1** and **Hour 2**. Uploading an **Attachment** is also now recognized as completing the Lesson Plan for reminder purposes.
- **Detailed Settings (Telephone Teaching / Parent Interview):** Managers can set the number of required instances and define the **Required Completion Date** (應完成日) and **Reminder Date** (提醒日) for each instance.

2. Grading and Calculation Settings (作業與測驗成績設定)

- **Path:** EduTool Homepage / **Management (教務管理) / Grading & Calculation Settings**.
- **Homework Records Display Type:**
    - Managers choose whether scores should be displayed as **Grade** (等第) or **Score** (分數).
    - This setting controls the entry interface for all teachers.
- **Quiz Records Final Grade Calculation Setting:**
    - Managers select the method for calculating the final quiz score when a makeup test exists (e.g., selecting the highest score or using the average of the initial test and makeup test).
    - The system automatically calculates the final score (the **gray-boxed score**) used for end-of-level grade settlement.
    - **Note:** This calculation setting **does not apply retroactively** to already registered scores.

3. Administrative Records (教務工作狀況查詢)

Video: 【A8. Management: Administrative Records】

- **Path:** EduTool Homepage / **Management (教務管理) / Administrative Records**.
- **Function:** Allows managers to view the teaching and administrative status across the entire branch.
- **Query Scope:** Can query **All, Unfinished, or Finished** class handbooks, based on selected teachers and a time range (max 3 months).

- **Results:** Displays the ratio of **Actual Completed Count / Required Completed Count**. Incomplete items are highlighted in red.
    - *Optimization:* **Clicking the Class Name** opens the E-Handbook in a new tab. **Clicking the completion status** (e.g., number of completed items) opens the corresponding record page (e.g., Class Roll) in a new tab.
- **Student Profile:** Lists students with blank entries or scores below 85 points in **Homework Records** and **Quiz Records**.

III. Data Analysis

- **Path:** EduTool Homepage / **Data Analysis (數據分析)**.

1. Students' Scores for Each Level (學生各級數成績)

Video: 【A2. Data Analysis: Students' Scores for Each Level】

- **Purpose:** Examine student learning curves and provide data for management and parent communication.
- **Query:** Select the **Program, Book Range, and Test Type** (Unit Quizzes, Vocabulary Check, Oral Test, etc.).
- **Comparison:** Check $\square$ **on** (開啟) to compare student averages with the **School Average** (全校平均).
- **Display:** Results are shown in **Table** or **Chart** format. Scores lower than the class average are displayed in red text.

2. Top 5 Students for Each Class (各班前五名)

Video: 【A3. Data Analysis: Top 5 Students】

- **Purpose:** Identify top-performing students for incentive programs.

- **Query:** Select the **Program, Book Range, and Test Type**.
- **Test Type:** Multiple test types can be selected and summed up to calculate the final ranking.

3. Average Scores of Classes Taught (教師帶班各級數平均)

Video: **【A4. Data Analysis: Average Scores of Classes Taught】**

- **Purpose:** Review teaching effectiveness for training and management purposes.
- **Query:** Select the **Program, Book Range, and Test Type**.
- **Display:** Results are shown in **Table** or **Chart** format. A teacher's class average lower than the school average is displayed in red text.

4. National Average Scores (全國成績)

Video: **【A5. Data Analysis: National Average Scores】**

- **Purpose:** Evaluate the branch's overall teaching effectiveness against national benchmarks.
- **Query:** Select the **Program, Book Range, and Test Type**.

5. Joy English Online Records (雲端學院成績統計)

Video: **【A6. Data Analysis: Joy English Online Records】** & **【19. Joy English Online Records】**

- **Path:** EduTool Homepage / **Data Analysis (數據分析) / Joy English Online Records**.
- **Function:** Queries online test statistics (Monthly Test, Practice Test, Weakness Analysis/E-ACT, Reading+, Joy Talk) for class-wide analysis.
    - *Note:* Querying full class, full level Joy Talk scores is unavailable due to data constraints.

Optimization/New Queries:

- **New Statistical Queries:** Added class-wide queries for **Spelling Practice** (拼字), **Junior High School/GEPT** (國中與英檢), showing monthly practice times and average scores.
- **Score Filter:** Added a filter feature for **Practice Test** and **Reading+** to search for the number of times students achieved a goal score within the selected month.
- **Joy Talk Question Table:** Added functionality to view and download the content of Joy Talk open-ended questions (問答題).

IV. Class Progress List

- **Path:** EduTool Homepage / **Class Progress List** (班級進度一覽表).
- **Permission:** Requires **Academic Administrator** (管理員) authority.

1. School Overview (全校總覽)

Video: **【A9. Class Progress List: School Overview】**

- Displays a monthly calendar view showing class names and current lesson progress (e.g., BM6 Day 2).
- **Today's To-do (今日待辦):** Displays reminders based on the **Reminder Settings**.
- Clicking on a date shows the day's tasks; clicking a class shows the teachers, student count, and class time.
- **Day 1** of the class is highlighted with a blue background.

2. Individual Search (個別查詢)

Video: **【A10. Class Progress List: Individual Search】**

- **Purpose:** Allows comparison of progress between selected classes, useful for planning class mergers or splits.
- **Query:** Select the desired classes (multiple selections allowed) and click **Search**.
- **Results:** Displays the progress in a weekly view. Results can be exported to Excel.

3. Reminder Settings (提醒設定)

Video: **【A11. Class Progress List: Reminder Settings】**

- **Function:** Configure reminders for key administrative tasks based on class Day/Unit progress.
- **Pre-set Items:** Includes Renewal Forms, Tuition Pouch, Performance Notification, and Upgrade Test.
- **New Reminders:** Managers can add up to **3 custom reminders** (e.g., Homework Check), setting the specific **Reminder Day** for each program.

V. Video Platform

1. Joy Online Lessons (外師教學頻道課程派發)

- **Permission:** Requires ☐ **Joy Online Lessons** (外師教學頻道課程派發) authority enabled in the Management Interface.

- **Access Path (Manager/No Handbook):** EduTool Homepage / **Video Platform (影音平台) / Joy Online Lessons**.
- **Access Path (Teacher/With Handbook):** E-Handbook / Academic Affairs / **Joy Online Lessons**.
- **Assignment Process:**
  - Select the **Class**, **Program, Level, and Unit(s)** (multiple selections allowed).
  - Select the **Student(s)** (multiple selections allowed).
  - Click **Send**.
- **Note:** If classes or students are missing, confirm their existence in the **Joy English Online backend**.
- **Status Query:** Use the **Assignment Status** tab to check viewing progress.
- **Assignment Limitations:**
  - Assignment does not require students to use a sequence number; they can view immediately upon logging into the Joy English Online.
  - The maximum book range for query is **4**.
  - The viewing duration for assigned videos is **14 days**.
  - Videos cannot be reassigned until the 30-day expiration date passes.
  - Screen recording/sharing the video is prohibited due to copyright.

2. Training Course Assignment (培育課程派發)

File: [Click Here]

- Prerequisite: All users must register their own EduTool account.
- Path: *EduTool Homepage / Video Platform / Training Course Assignment*
- This page includes four main functions:
  - **Assign Videos (Time-limited)**: Assign videos to selected members. Both videos and recipients can be multi-selected. Viewing access is valid for 14 days.
  - **Assignment Status**: View all assignment records. Use filters to search by member, video category, expiration date, or video title.
  - **Assign Category (Permanent)**: Grant permanent access based on sub-categories. After authorization, teachers can watch the assigned category permanently. Permissions can be edited or removed.
  - **Member Viewing Records**: View all school members' video-watching records and progress.

3. Training Course Videos (培育課程影片)

File: [Click Here]

- Path: EduTool Homepage / Video Platform / Training Course Videos / Permanent Access
- Academic managers can search for videos and watch them under this section.