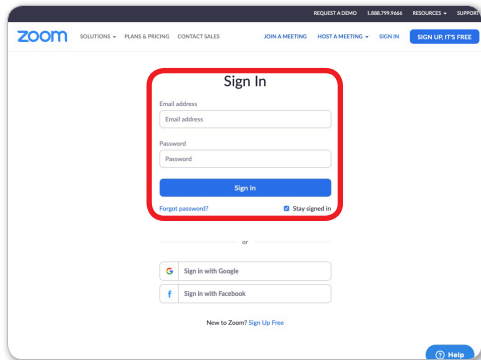


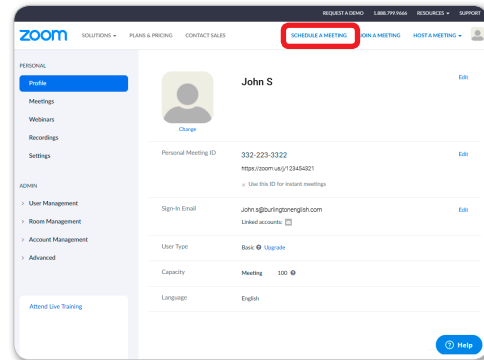
How to Schedule Online Lessons with the BurlingtonEnglish Virtual Class Scheduler

Teacher: How to Schedule Online Lessons

- 1 Go to Zoom: www.zoom.us and create an account (follow Zoom instructions) or sign in if you already have an account.

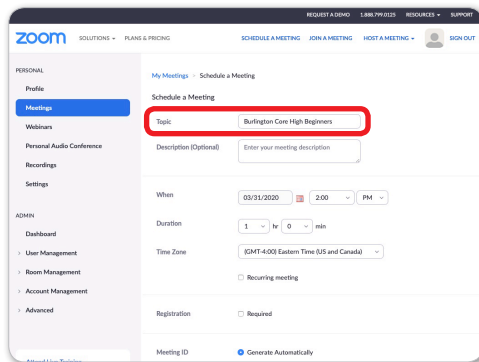


- 2 Click Schedule a Meeting.

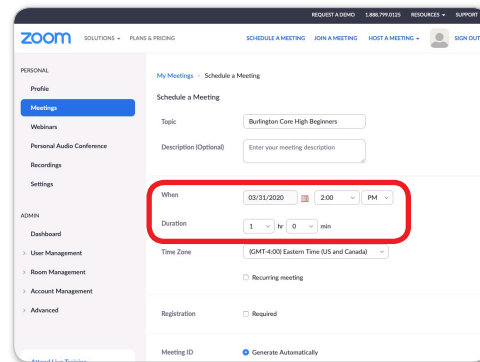


- 3 Create a Zoom link to a new virtual lesson:

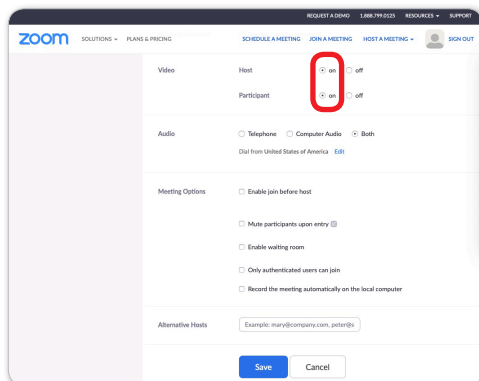
- a. Name your class in the **Topic**, for example: *Burlington Core High Beginners*.



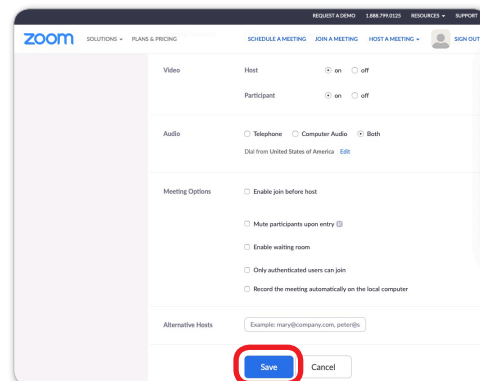
- b. Set the date and time (**When**), and **Duration** of the lesson.



- c. Set Host and Participant **Video** settings to on.

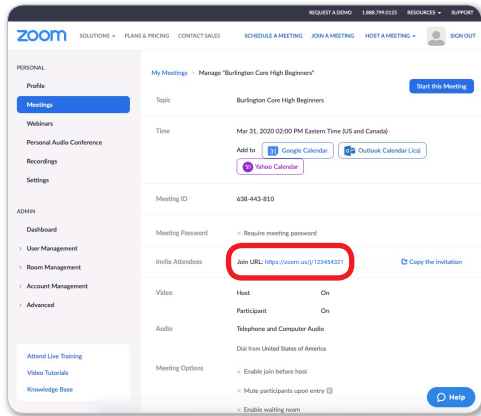


- d. Click **Save**.

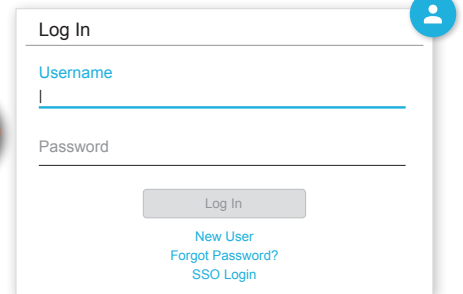


How to Schedule Online Lessons with the BurlingtonEnglish Virtual Class Scheduler

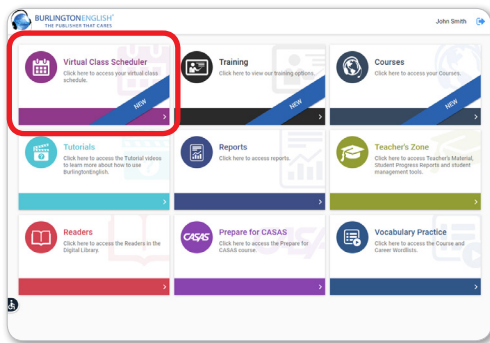
- 4 Where it says **Invite Attendees**, copy the meeting link next to **Join URL** (do not click **Copy the invitation**).



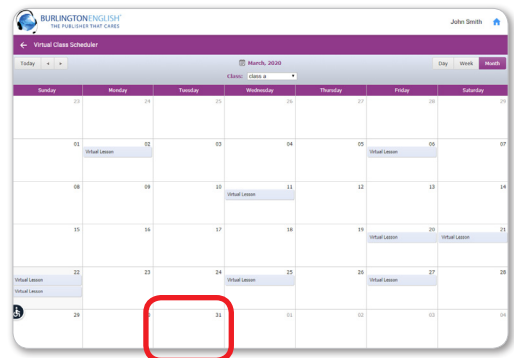
- 5 Go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with your BurlingtonEnglish username and password.



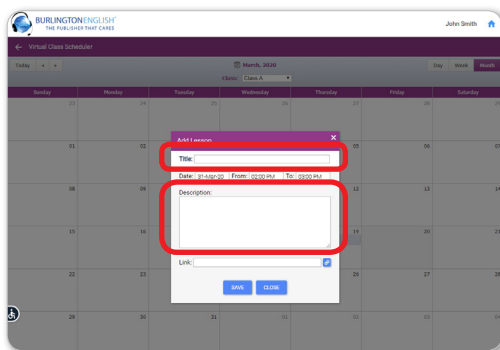
- 6 Click the **Virtual Class Scheduler** tile from the BurlingtonEnglish menu.



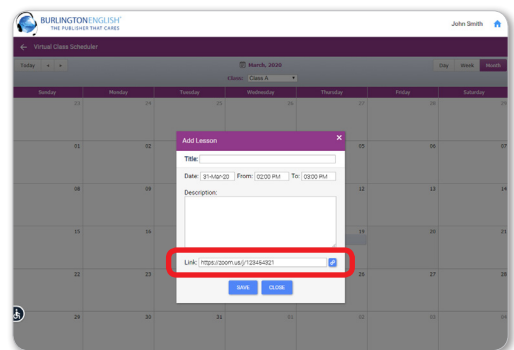
- 7 Select a date and time on the calendar to schedule a lesson.



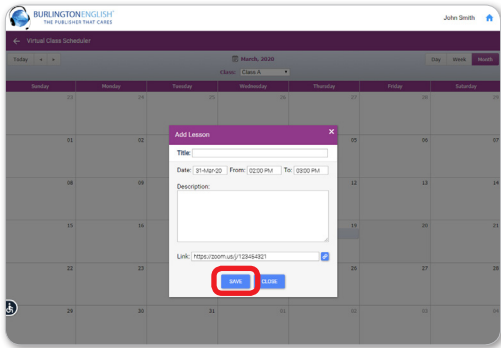
- 8 **Add Lesson:** Fill in the **Title** of the lesson. Add comments in the **Description** section.



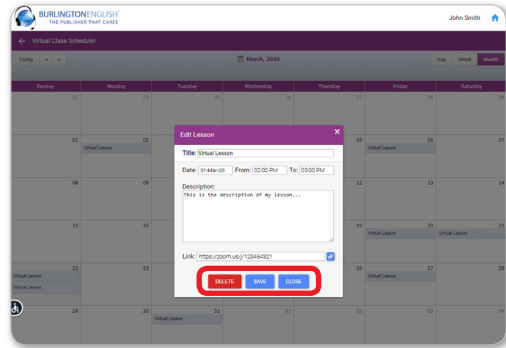
- 9 Paste the Zoom meeting link into the Scheduler where it says **Link**.



10 Click **SAVE**.

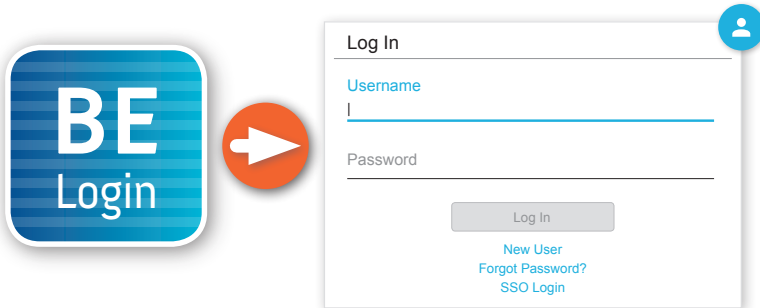


11 To Edit Lesson: Make changes as needed and click **Delete, Save, or Close**.

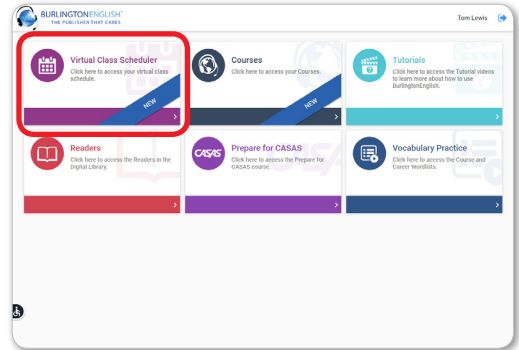


Student: How to Join a Lesson

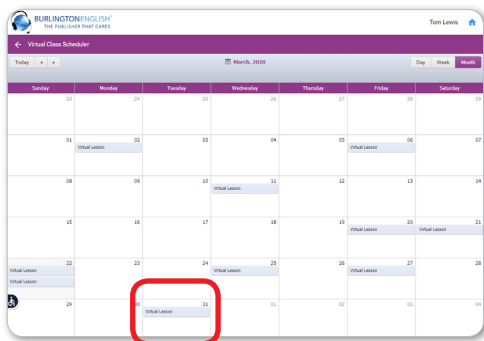
1 Students go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with their BurlingtonEnglish username and password.



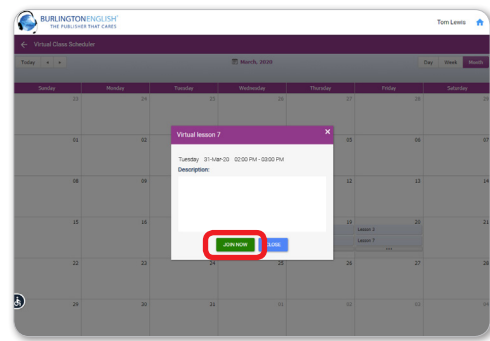
2 They click the **Virtual Class Scheduler** tile from the BurlingtonEnglish menu.



3 Students select a date and lesson.



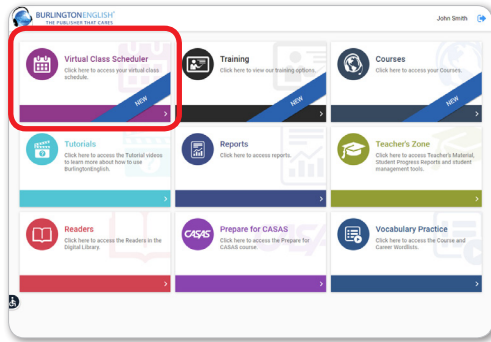
4 They click the **Join Now** button. The timer will show when the lesson is going to start.



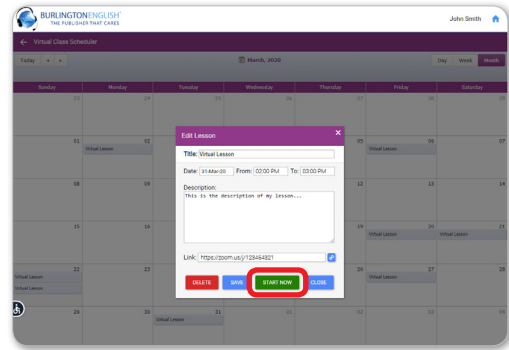
The lesson will only begin when the teacher joins.

Teacher: How to Start a Lesson

- 1 Click the **Virtual Class Scheduler** tile from the BurlingtonEnglish menu.



- 2 Select the lesson that you are about to begin and click **Start Now** to start the lesson. You will be redirected to your Zoom meeting where your students will meet you.



Have fun with your students!