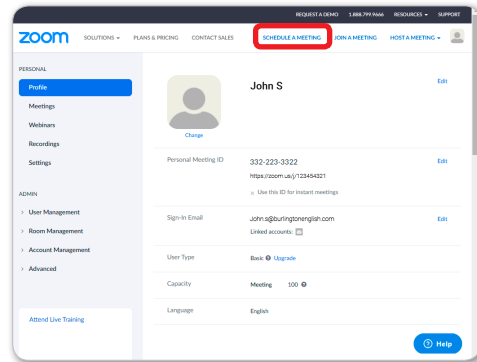
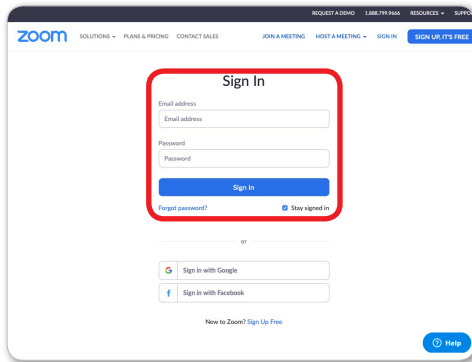


# How to Schedule Online Lessons with the BurlingtonEnglish Virtual Class Schedule Using Zoom

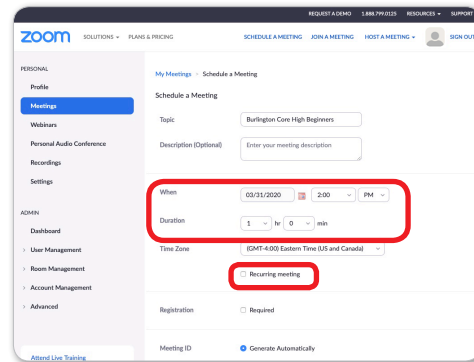
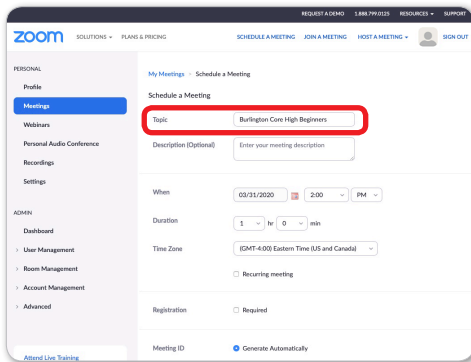
## Teacher: How to Schedule Online Lessons with a Zoom Link

- 1 Go to Zoom: [www.zoom.us](http://www.zoom.us) and create an account (follow Zoom instructions) or sign in if you already have an account.
- 2 Click **Schedule a Meeting**.

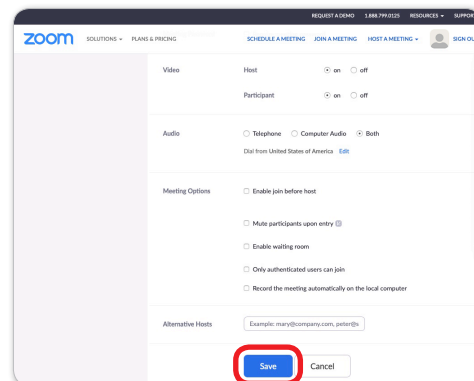
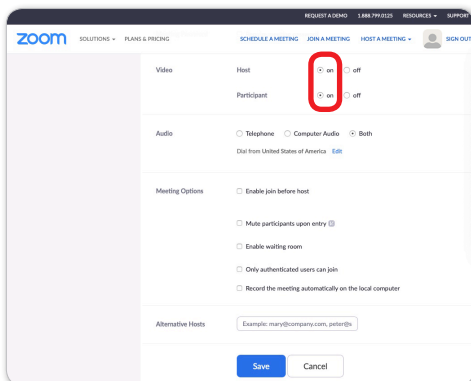


- 3 Create a Zoom link to a new virtual lesson:

- 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. To create recurring meetings, click **Recurring meeting**.

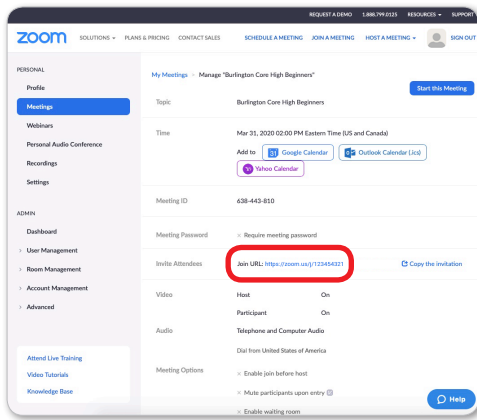


- c. Set Host and Participant **Video** settings to **on**.
- d. Click **Save**.

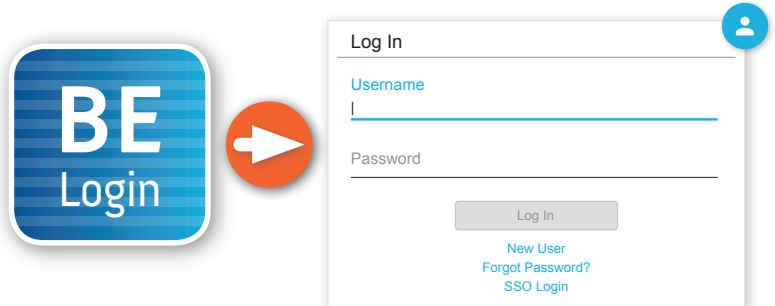


How to Schedule Online Lessons with the BurlingtonEnglish Virtual Class Schedule Using Zoom

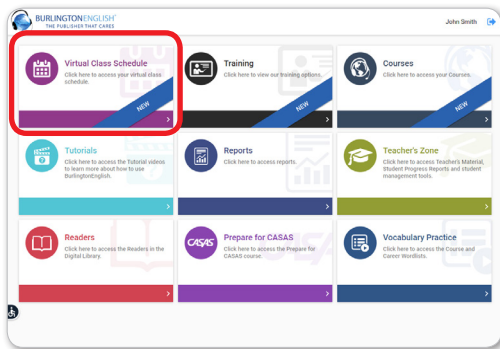
- 4 Where it says **Invite Attendees**, copy the meeting link next to **Join URL** (do not click **Copy the invitation**).



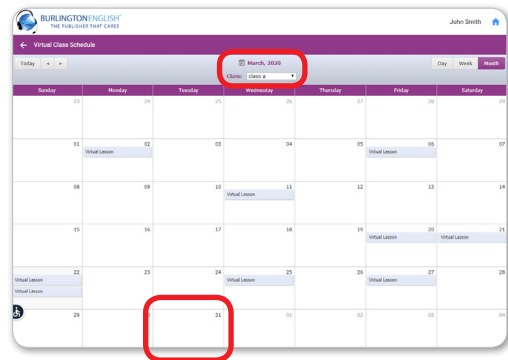
- 5 Go to [www.BurlingtonEnglish.com](http://www.BurlingtonEnglish.com) and log in to the BurlingtonEnglish website with your BurlingtonEnglish username and password.



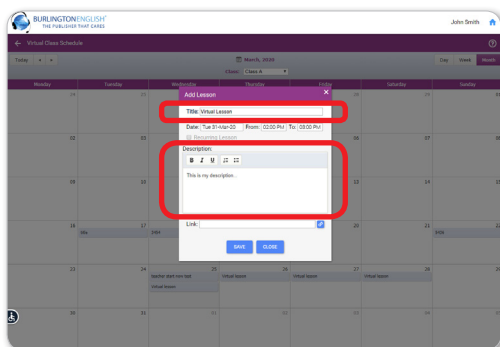
- 6 Click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.



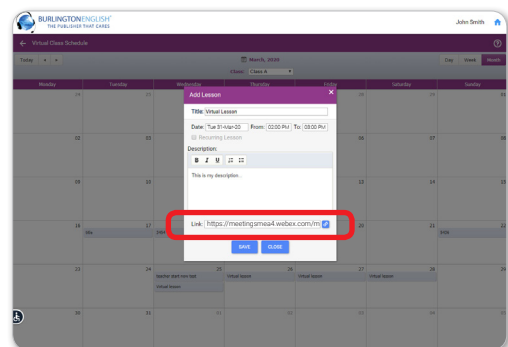
- 7 Select the **Class** you want to schedule a lesson for. Then select a date and time on the calendar.



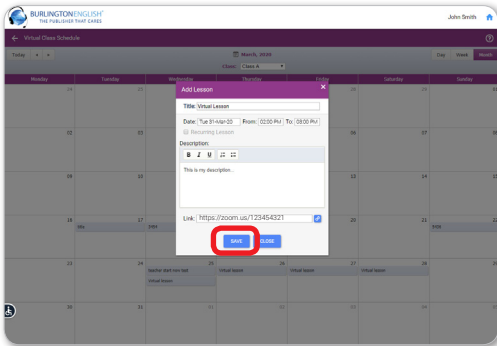
- 8 **Add Lesson:** Fill in the **Title** of the lesson. Add comments in the **Description** section. (For recurring lessons, see Step 12.)



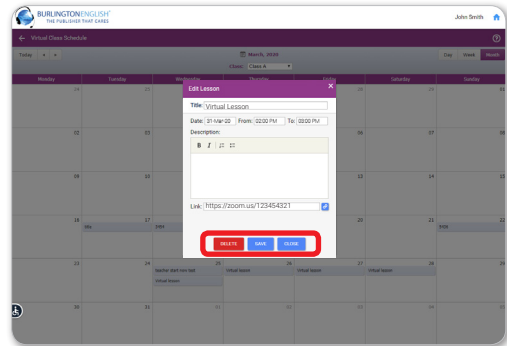
- 9 Paste the Webex meeting link into the Schedule where it says **Link**.



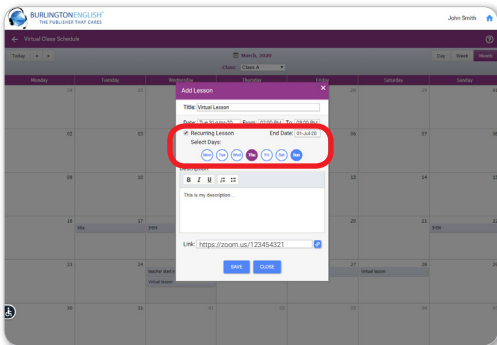
10 Click **Save**.



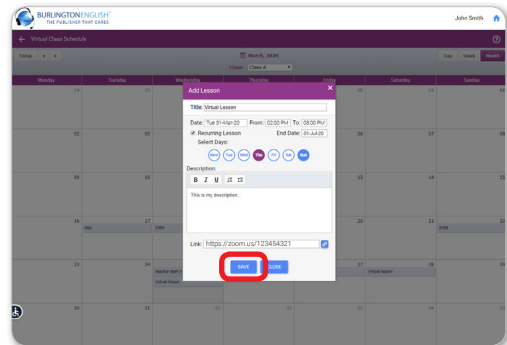
11 **Edit Lesson**: Make changes as needed and click **Delete**, **Save**, or **Close**.



12 To create a recurring lesson: In **Add Lesson**, check **Recurring Lesson**. Then set the **End Date** and **Select Days** of the week when you would like the lessons to recur.

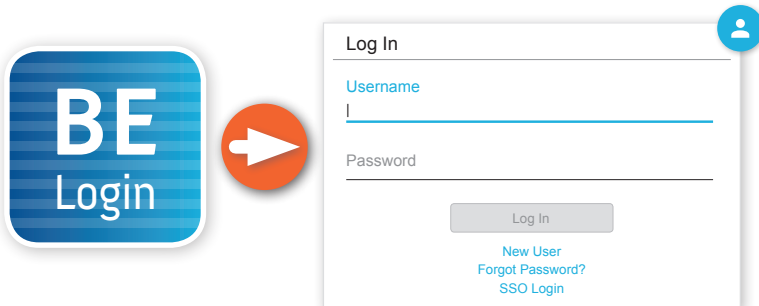


13 Click **Save**. You have now created recurring lessons for the days you selected until the end date selected.

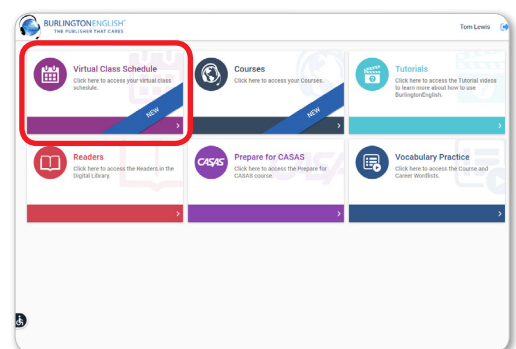


## Student: How to Join a Lesson

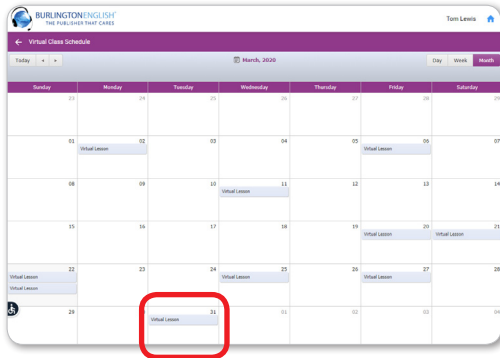
1 Students go to [www.BurlingtonEnglish.com](http://www.BurlingtonEnglish.com) and log in to the BurlingtonEnglish website with their BurlingtonEnglish username and password.



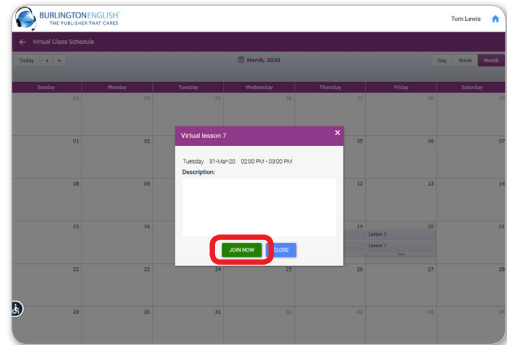
2 They click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.



- 3 Students locate their lesson by the date and time on the calendar and click on it.



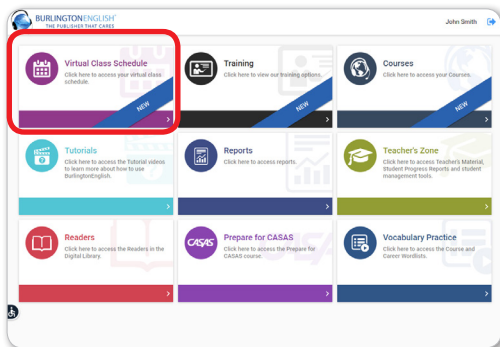
- 4 15 minutes before the lesson, a timer will show when the lesson is going to start. 5 minutes before the lesson, the **Join Now** button will be activated. Students click the **Join Now** button.



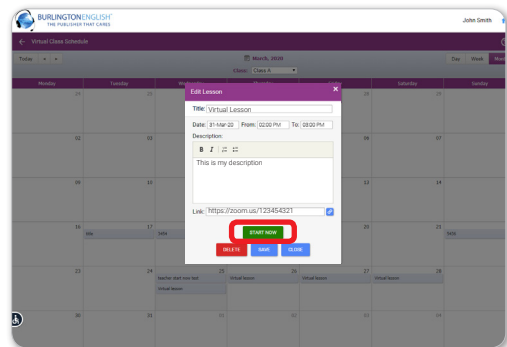
The lesson will only begin when the teacher joins.

## Teacher: How to Start a Lesson

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



- 2 Select your class as above. Then select the lesson that you are about to begin. 30 minutes before the lesson, the **Start Now** button will appear. 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!