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

Teacher: How to Schedule Online Lessons with a Zoom Link

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

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Sign	In			
Email address		_		
Email address				
Password				
Password				
		_		
Sign I	n			
Forgot password?	Stay sign	ned in		
or				
G Sign in with Google				
f Sign in with Facebook				
New to Zoom? S	ine I he Eren			

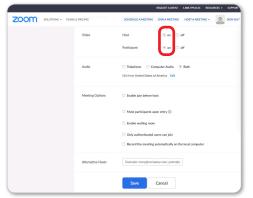


Create a Zoom link to a new virtual lesson:

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

		REQUEST A DEMO	1.888.799.0125	RESOURCES +	SUPPORT
ZOOM SOLUTIONS	 PLANS & PRICING 	SCHEDULE A MEETING JOIN A MEETING	HOST A MEET	NG +	SIGN OUT
IRSONAL	My Meetings > Schedule	a Meeting			
Profile	Schedule a Meeting				
Meetings	Topic	Burlington Core High Beginners			
Webinari	Topic	Burington Core High Beginners			
Personal Audio Conference	Description (Optional)	Enter your meeting description			
Recordings			1		
Settings	When	03/31/2020	PM ~		
DMIN	Duration	1 v hr 0 v min			
Dashboard					
User Management	Time Zone	(GMT-4:00) Eastern Time (US and Care	da) v		
Room Management		Recurring meeting			
Account Management					
Advanced	Registration	Required			
Attend Live Training	Meeting ID	 Generate Automatically 			

c. Set Host and Participant Video settings to on.



b. Set the date and time (When), and Duration of the lesson. To create recurring meetings, click Recurring meeting.

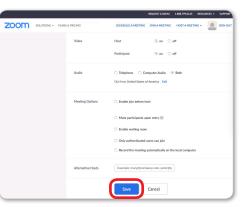
John S

Click Schedule a Meeting.

zoom

	ANS & PRICING	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEET	NG +	SIGN OL
PERSONAL	My Meetings > Schedule a	Meeting				
Meetings	Schedule a Meeting					
Webinars	Topic	Burlington Core High	Beginners			
Personal Audio Conference	Description (Optional)	Enter your meeting d	escription			
Recordings				0		
Settings	When	03/31/2020	200 ~	PM ~		
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> User Management	Time Zone	(GMT-4:00) Eastern 1	Time (US and Canac	la) ~		
Room Management Account Management		Recurring meeting)			
> Advanced	Registration	Required				
Attend Live Training	Meeting ID	 Generate Automatic 	ally			

d. Click Save.





- 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 Schedule** tile from the BurlingtonEnglish menu.



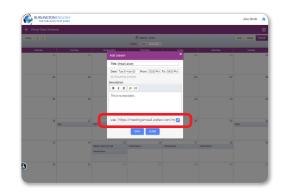
Select the Class you want to schedule a lesson for. Then select a date and time on the calendar.

	edule			<u> </u>		
Today 4 +			March, 2020			Day Week Month
			Class: class a 🔹			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	1
01	02	03	03 04	05	05	
	Virtual Lesson				Virtual Lesson	
08	09	10	11 Virtual Lesson	12	13	
15	16	17	18	19	20	
					Virtual Lasson	Wrtuel Lesson
22 teel Lesson	23	24	25 Wheel Lesson	26	27 Virtual Lesson	
tual Lesson						
29		21	01	02	03	
29		31	01	02	03	

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

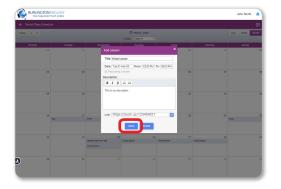
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			Class: Class A *			
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		Description				
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09	This is my description		34			
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56+		3454	SAVE GLOSE			101
	24	25 teacher start new test	24 Virtual laseer	5 2	28 Vital laser	
		Vistual lesson				
20						

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

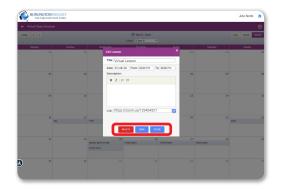


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11 Edit Lesson: Make changes as needed and click **Delete**, **Save**, or **Close**.



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.

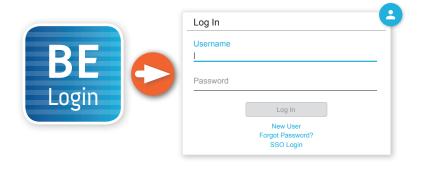
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		teacher start n	DAVE CLOSE		Witual leason	
		Vidual lesion				
) 30	21					

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

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		Title: Vrtual Lesson				
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	31					

Student: How to Join a Lesson

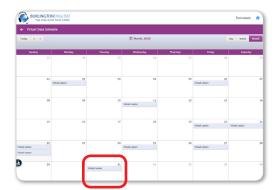
Students go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with their BurlingtonEnglish username and password.



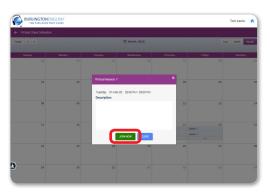
² They click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.



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.

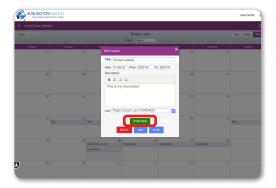


The lesson will only begin when the teacher joins.

Teacher: How to Start a Lesson

- Click the Virtual Class Schedule tile from the BurlingtonEnglish menu.
- 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!

For support: www.BurlingtonEnglish.com/support

IH-015-17.