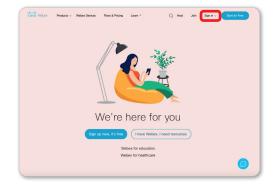
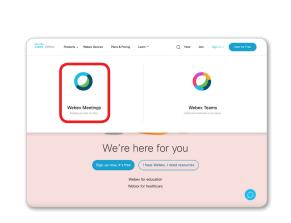
How to Schedule Online Lessons with the BurlingtonEnglish Virtual Class Schedule Using Webex

Teacher: How to Schedule Online Lessons with a Webex Link

1 Go to Webex: www.webex.com and create an account (follow Webex instructions) or sign in if you already have an account.

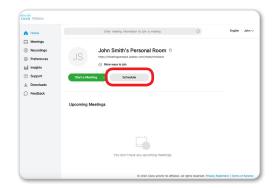




Select Webex Meetings.

Create a Webex link to a new virtual lesson:

a. Click Schedule.



c. Set the date, time, and duration of the lesson. Then click **Done**.

<		М	ar 20	20		>	Time
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1	2	3	4	5	6	7	Duration
8	9			12	13	14	1 hour 🗸 0 minutes 🗸
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	Done
29	30	31	1			4	

b. Name your class in **Meeting Topic**, for example: *Burlington Core High Beginners*.

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↓ Downloads	Date and time	Tuesday, Mar 31, 2020 1:00 pm Duration: 1 hour 🖂										
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d. Click **Schedule**. If you would like to create recurring meetings, click **Recurrence**. Then click **Schedule**.

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Meetings Recordings Preferences	Schedule a Me	eting	Moeting templates	Webex Meetings Default	
Insights	* Meeting topic	Burlington Core Hig	h Beginners		
Support	*Meeting password	Tu9VnJ5nrd2			
Downloads	Date and time	Tuesday, Mar 31, 202	20 1:00 pm Duration: 1 hour 🗸	1	
Feedback		(UTC-04:00) Eastern	Time (US & Canada) 💛		
	Attendees	Separate email add	resses with a comma or semicolor.		
	Show advanced options				
	Cancel	de ave as template			



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4 Copy the **Meeting Link** from Meeting Information.

Home
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 Recording

O Prefe

M Insights
 ③ Support
 ↓ Download
 ○ Feedback

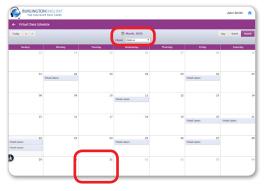
- ⁵ Go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with your BurlingtonEnglish username and password.

0	English John ~		Log In	8
ion, London	Enter email address to add attendee	RF	Username	
fat		Login	Password	
		Lugin		Log In New User
number.				Forgot Password? SSO Login

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



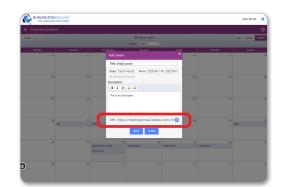
7 Select the Class you want to schedule a lesson for. Then select a date and time on the calendar.



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

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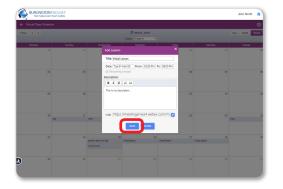
⁹ Paste the Webex meeting link into the Schedule where it says **Link**.



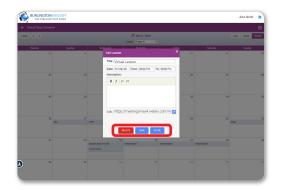


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11 Edit Lesson: Make changes as needed and click **Delete**, **Save**, or **Close**.



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.

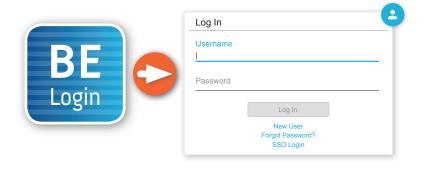
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13 Click **Save**. You have now created recurring lessons for the days you selected until the end date selected.

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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.

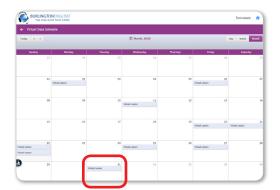


² They click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.

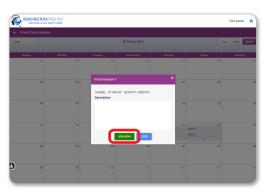




³ Students locate their lesson by the date and time on the calendar and click on it.



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.

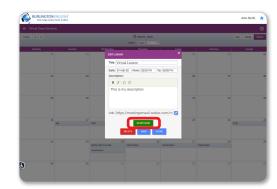


The lesson will only begin when the teacher joins.

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 Webex meeting where your students will meet you.



Have fun with your students!

For support: www.BurlingtonEnglish.com/support

IH-015-20