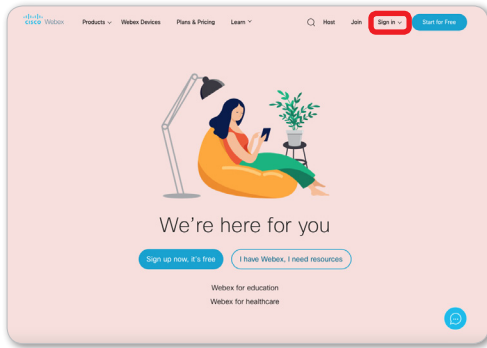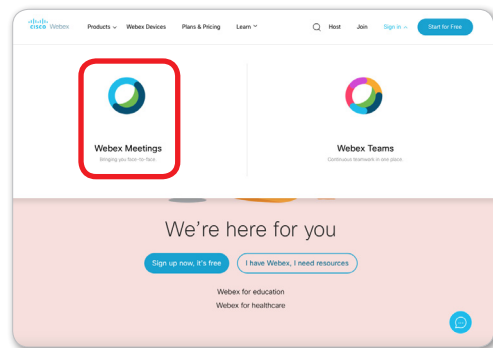# How to Schedule Online Lessons with the
BurlingtonEnglish Virtual Class Schedule Using Webex

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.
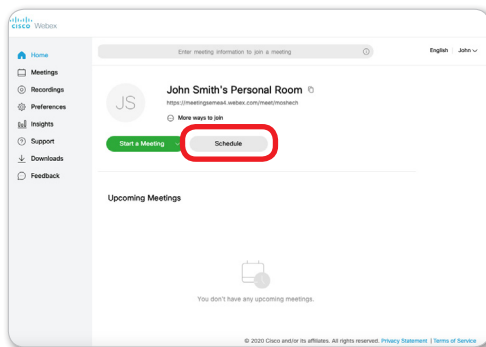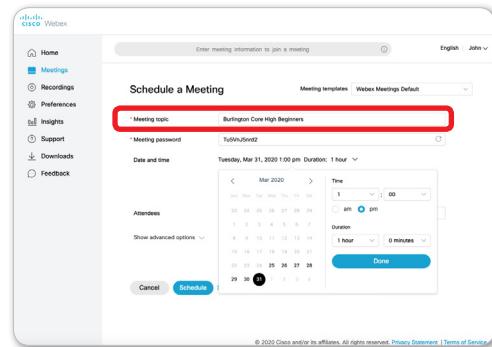

2 Select **Webex Meetings**.

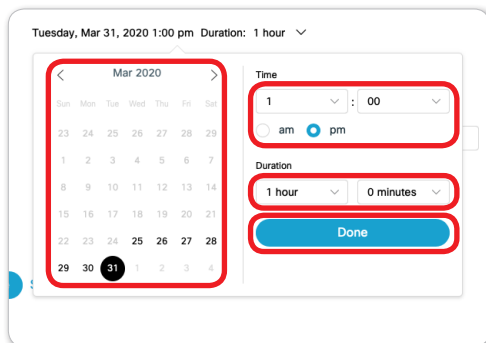**3** Create a Webex link to a new virtual lesson:
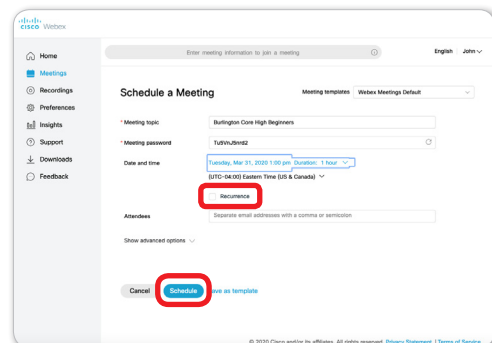
a. Click **Schedule**.

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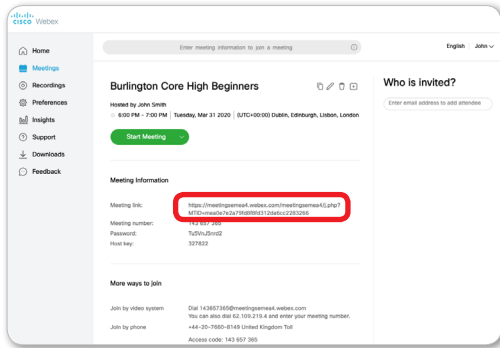

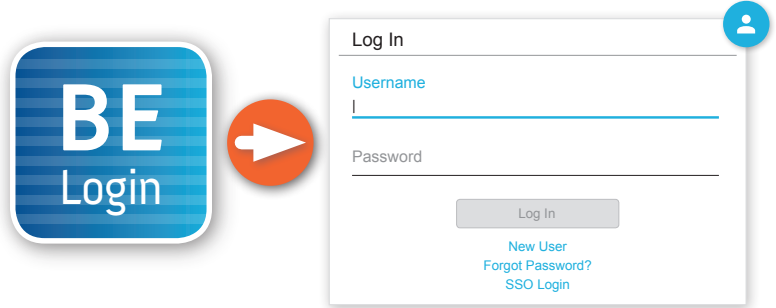**c.** Set the date, time, and duration of the lesson. Then click **Done**.

d. Click **Schedule**. If you would like to create recurring meetings, click **Recurrence**. Then click **Schedule**.
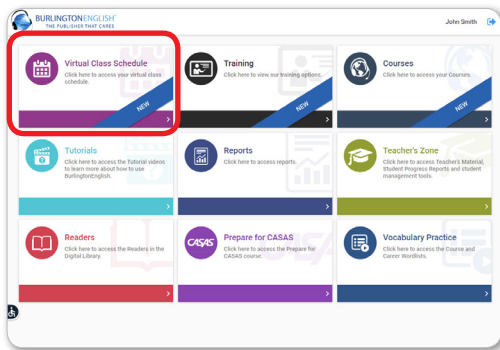
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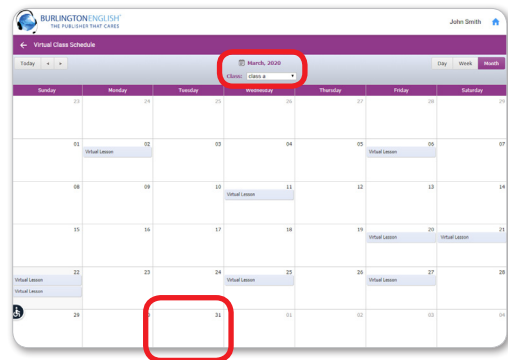**4** Copy the **Meeting Link** from Meeting Information.

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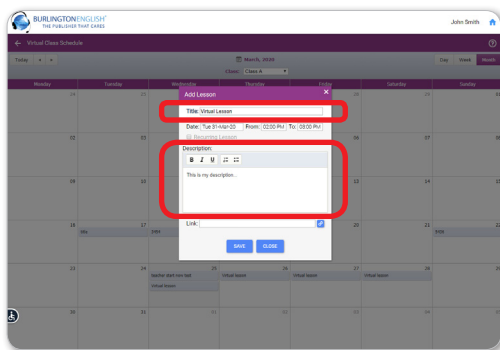

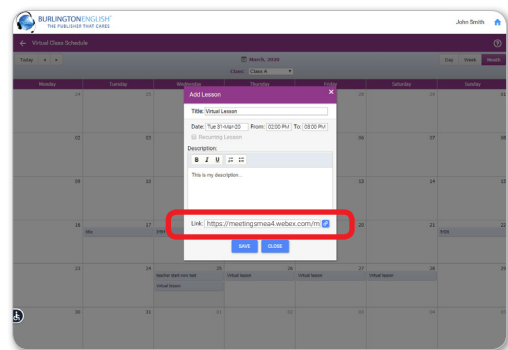**6** Click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.

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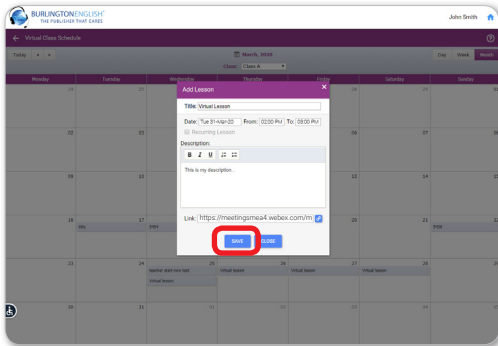

8 **Add Lesson**: Fill in the **Title** of the lesson. Add comments in the **Description** section. (For recurring lessons, see Step 12.)
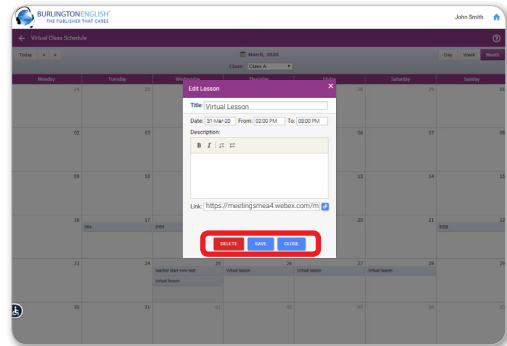

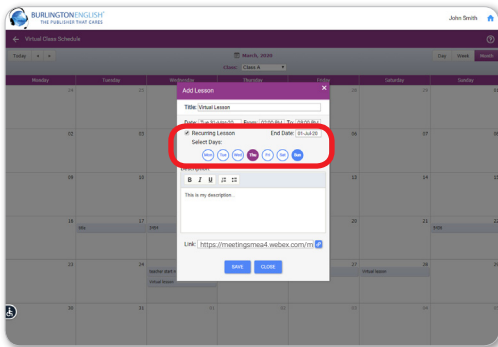**9** Paste the Webex meeting link into the Schedule where it says **Link**.
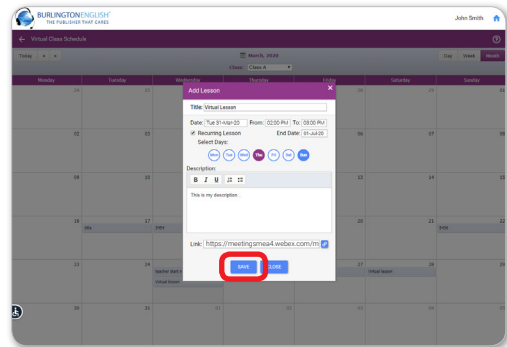
10 Click **Save**.

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.
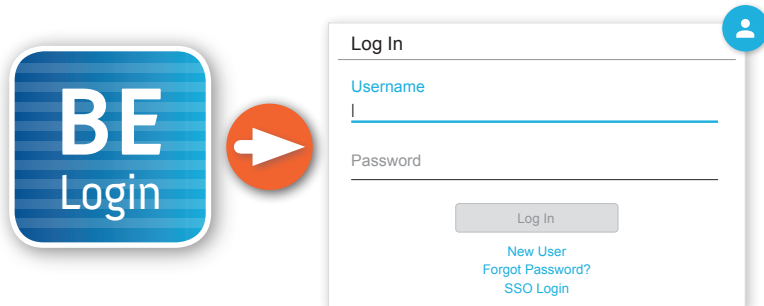

13 Click **Save**. You have now created recurring lessons for the days you selected until the end date selected.
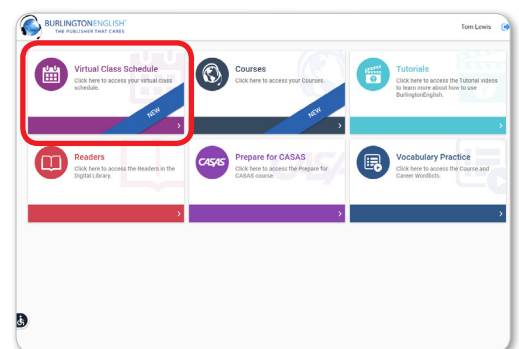

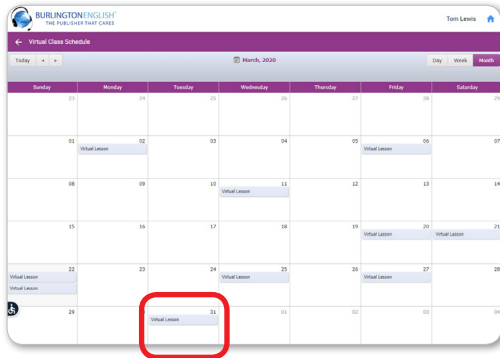## Student: How to Join a Lesson

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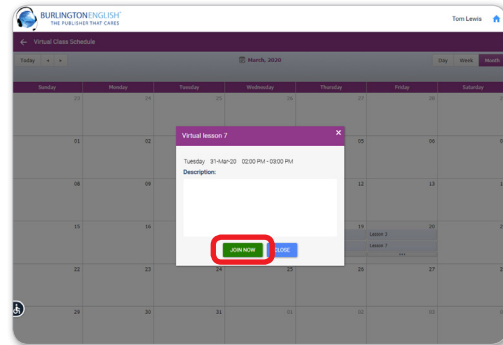

2 They click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.

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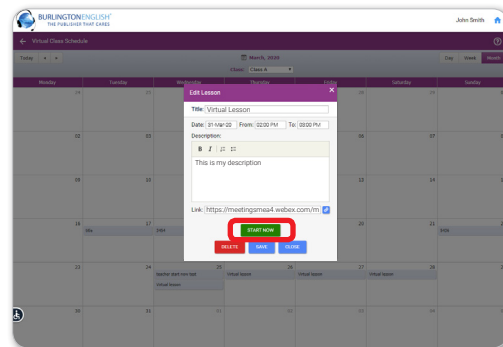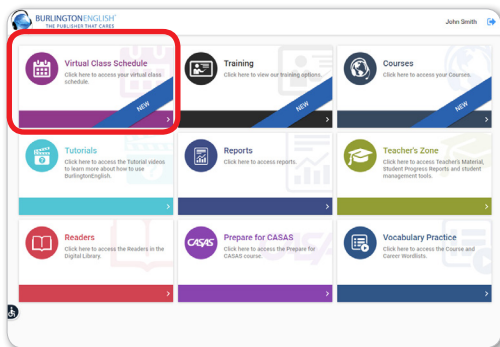**3** Students locate their lesson by the date and time on the calendar and click on it.

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 Webex meeting where your students will meet you.

Have fun with your students!