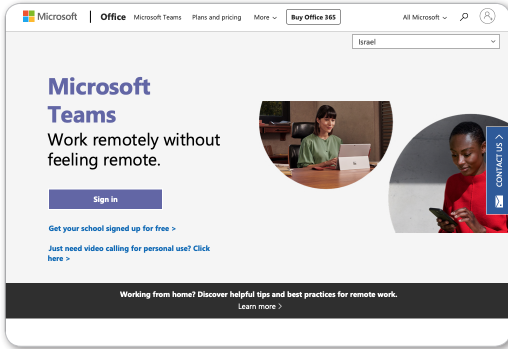


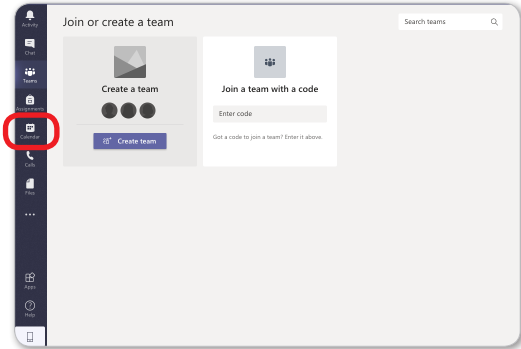
How to Schedule Online Lessons with the BurlingtonEnglish Virtual Class Schedule Using Microsoft Teams

Teacher: How to Schedule Online Lessons with a Microsoft Teams Link

- 1 Go to Microsoft Teams:
<https://teams.microsoft.com/start>
and create an account or go to
<https://teams.microsoft.com/> and
sign in if you already have an account.

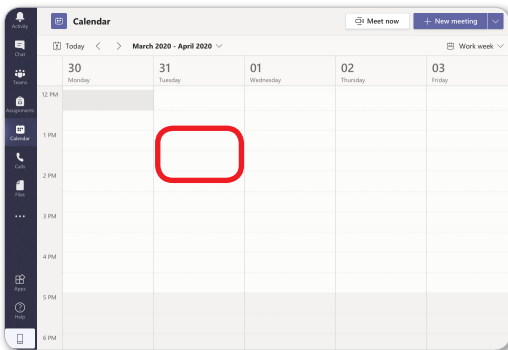


- 2 Click **Calendar** from the toolbar.

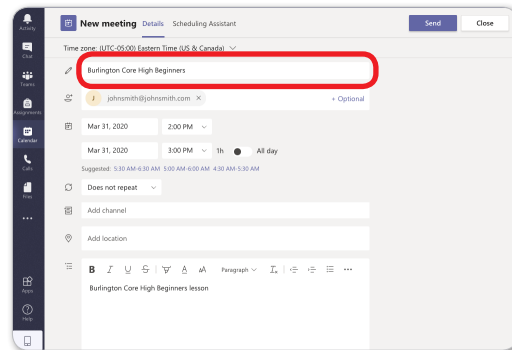


- 3 Create a Microsoft Teams link to a new virtual lesson.

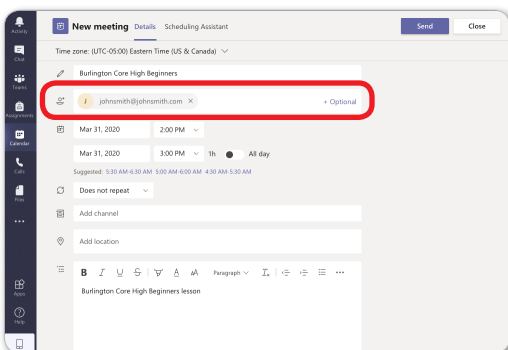
- a. Click the date and time of your choice to schedule the lesson.



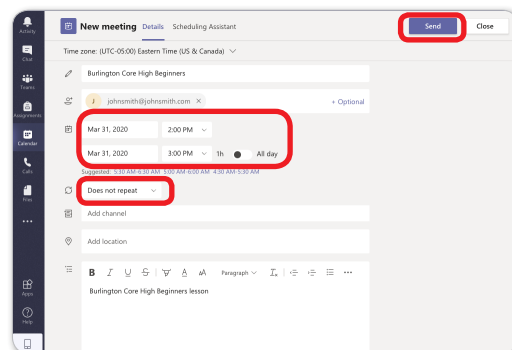
- b. Name your class in the name field, for example: *Burlington Core High Beginners*.



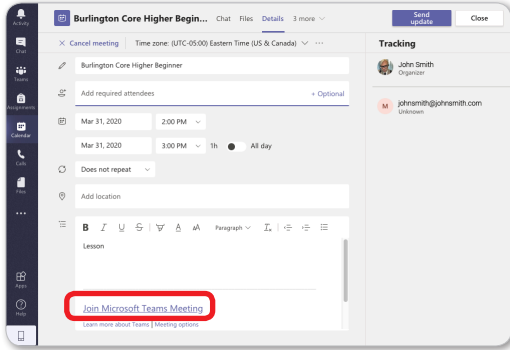
- c. Type in your email address.



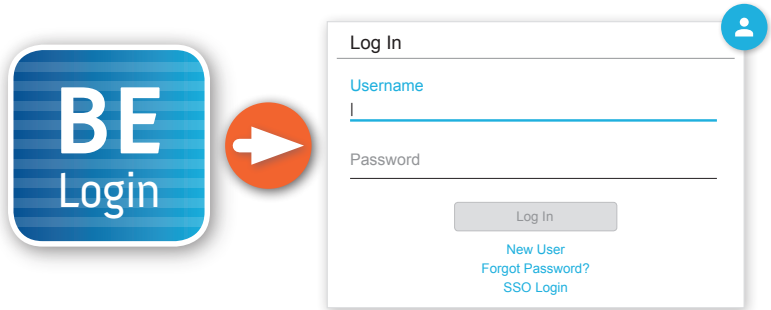
- d. Set the date, start, and end times. Click **Send**. To create recurring lessons, click the Repeat dropdown box and make a selection. Then click **Send**.



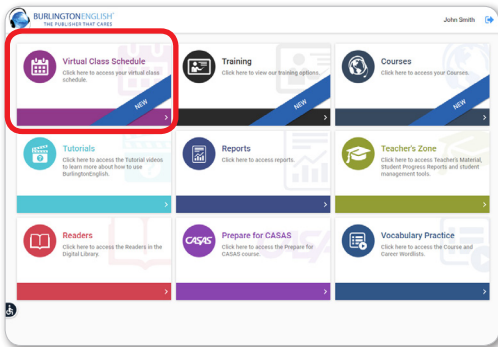
- On a PC, press **Ctrl** while clicking the link to open the URL. On a Mac, press **command** while clicking the link. Copy the Meeting Link from the web browser.



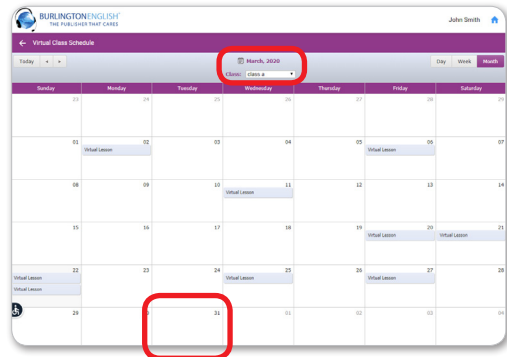
- Go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with your BurlingtonEnglish username and password.



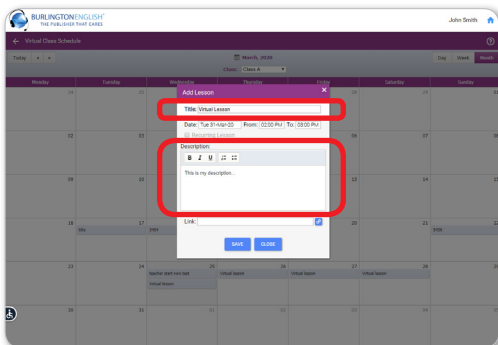
- Click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.



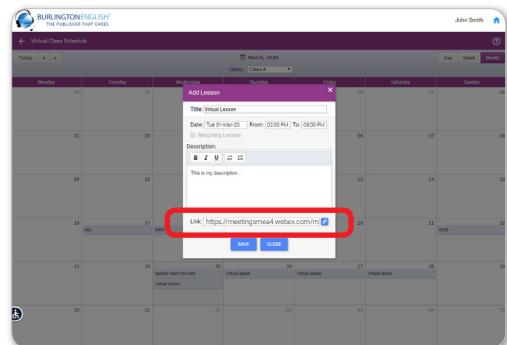
- Select the **Class** you want to schedule a lesson for. Then select a date and time on the calendar.



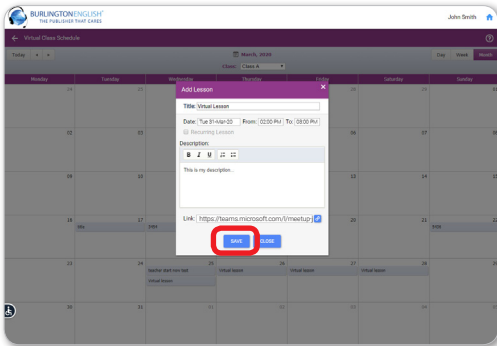
- Add Lesson:** Fill in the **Title** of the lesson. Add comments in the **Description** section. (For recurring lessons, see Step 12.)



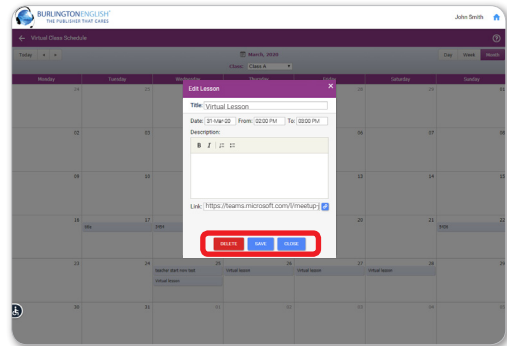
- Paste the Webex meeting link into the Schedule where it says **Link**.



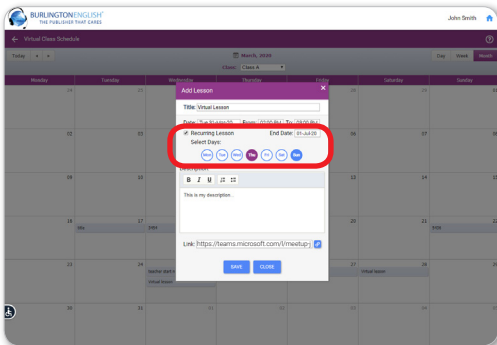
10 Click **Save**.



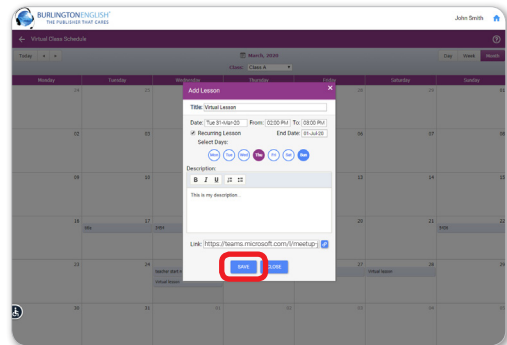
11 **Edit Lesson:** Make changes as needed and click **Delete, Save, or Close**.



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.

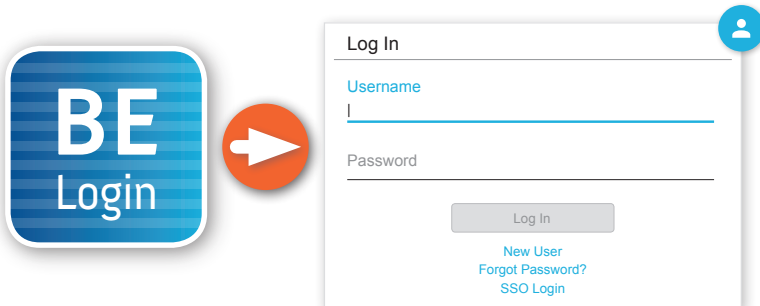


13 Click **Save**. You have now created recurring lessons for the days you selected until the end date selected.

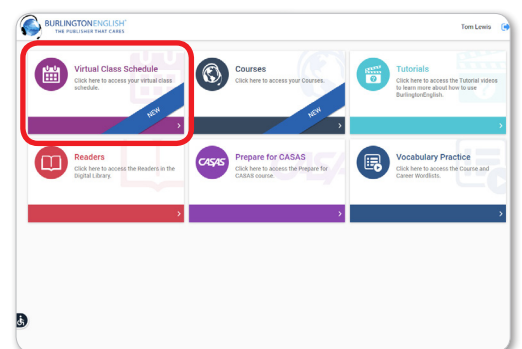


Student: How to Join a Lesson

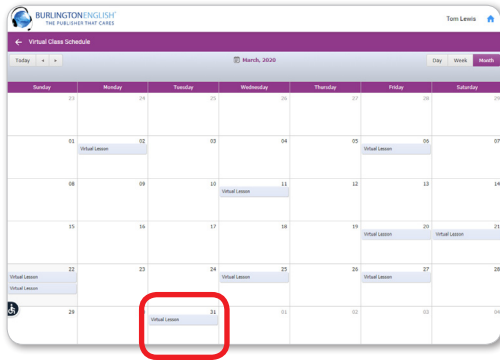
1 Students go to www.BurlingtonEnglish.com and log in to the BurlingtonEnglish website with their BurlingtonEnglish username and password.



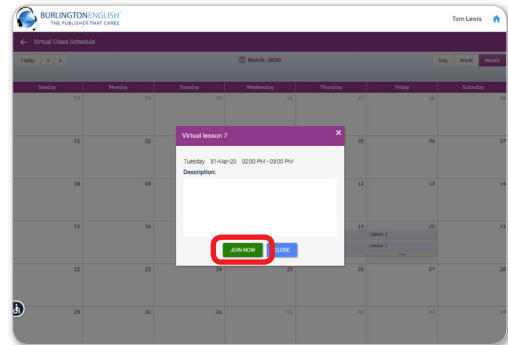
2 They click the **Virtual Class Schedule** tile from the BurlingtonEnglish menu.



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



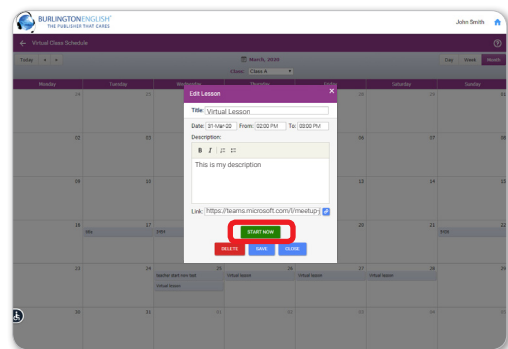
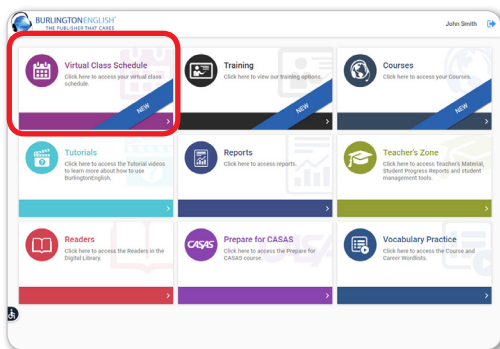
- 4 15 minutes before the lesson, a timer will show when the lesson is going to start. 5 minutes before the lesson, the **Join Now** button will be activated. Students click the **Join Now** button.



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 Microsoft Teams meeting where your students will meet you.



Have fun with your students!