Scheduling Classes with Your Student

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Before You Begin

A session is an online meeting between two or more people, and it is the basis for a class which you will set up with your students.

Getting Started

1. Log into the Intercambio Learning System (ILS).

Figure 1 Intercambio Learning System (ILS) Dashboard
2. Click **Class Calendar**.

   Result: The ILS Class Calendar opens.

   ![Figure 2 ILS Calendar Window](image)

3. Click on a date/time slot on the calendar that will work for your schedule and your students’ schedules.

   Result: The *Do you want to schedule a session for this time slot?* dialog opens.

4. Click **Yes**.

   Result: The **Schedule a Session Window** opens.

   ![Figure 3 Schedule a Session Window (upper half)](image)
Defining session details

1. In the Title field, enter a name for the session (up to 70 characters).
2. For Session Type, choose Permanent.
3. Verify that the Start date and Start time are correct.
4. Set Duration to 90 minutes.
5. Verify the Time Zone setting matches your location. The setting will automatically adjust to your student’s location, if different from yours.

6. Check the box to enable the Repeat on menu. Choose two days per week, based on your schedule and the schedules of your students.
7. For End date, click After total occurrences.
   - Set to 32 occurrences.
8. Leave Session Place and Settings unchanged.
9. Click Schedule and Continue.

Result: A screen with session details and links for recipients displays.

Scheduling Classes with Your Student
Adding Students to the Session

1. Click **Participants** (shown along the bottom edge of Figure 5).

   Result: A brief session summary window opens.

2. Click **+ Add Users**.

   Result: The ILS Address Book opens, and entries (names, email addresses, and location) for everyone you are matched with in the system display on the right two-thirds of the screen.
3. Select one or more people by checking the box next to their name(s). Alternatively, you can search for a name in the *Enter name to search* field.

Note: You can select multiple names, but they must be the same type (i.e., all students, or all teachers).

**Selecting roles**

4. Click **Choose Role**.

   Result: The *Select Role to Add Users* dialog opens.

5. Confirm **Participant** is selected.

6. Click **Save & Continue**.

   Result: The message *All the selected users have been added successfully* displays.

7. Click **OK** to dismiss the message.

**Verify on the calendar**

1. Go back to the ILS dashboard.
2. Click **Class Calendar**.
3. Make sure the classes you just scheduled display correctly on the calendar.

**About This Document**

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