

Scheduling Classes with Your Student

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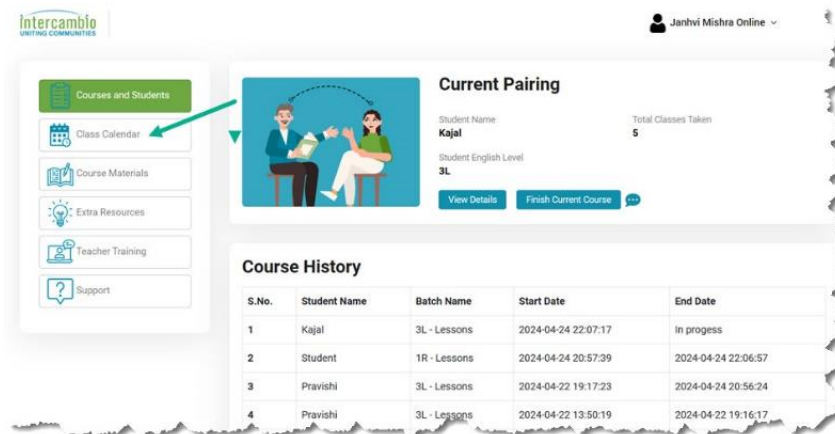
Before You Begin

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).

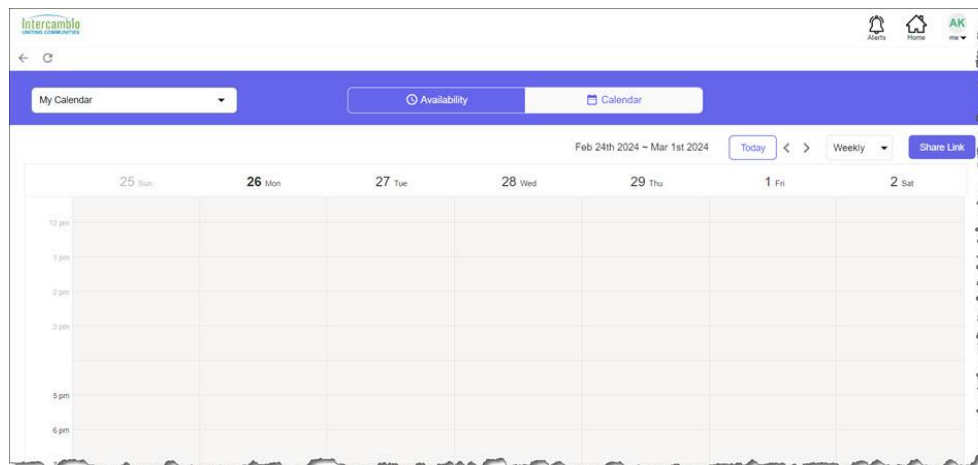
Figure 1 Intercambio Learning System (ILS) Dashboard



2. Click **Class Calendar**.

Result: The ILS Class Calendar opens.

Figure 2 ILS Calendar Window



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)

Schedule a Session

Title
 (Max 70 Characters)

+ Add Description

Session Type: One-Time Permanent
 Permanent session can be used for a series of live sessions. Link for the room will remain the same.

Start Date* Start Time*

Duration (Minutes) Timezone

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.

Figure 4 Schedule a Session Window (lower half)

Schedule a Session

Repeat on S M **T** W **T** F S

End date: On date After total occurrences

16

After the total number of session occurrences, the whole series will be ended.

Session Place: Merithub Classroom External Offline

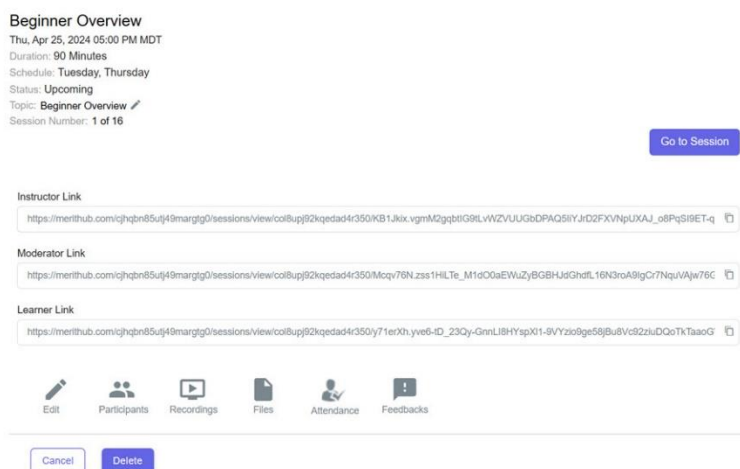
Settings

Schedule and Continue

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.

Figure 5 Session Details and Links Overview



Adding Students to the Session

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

Result: A brief session summary window opens.

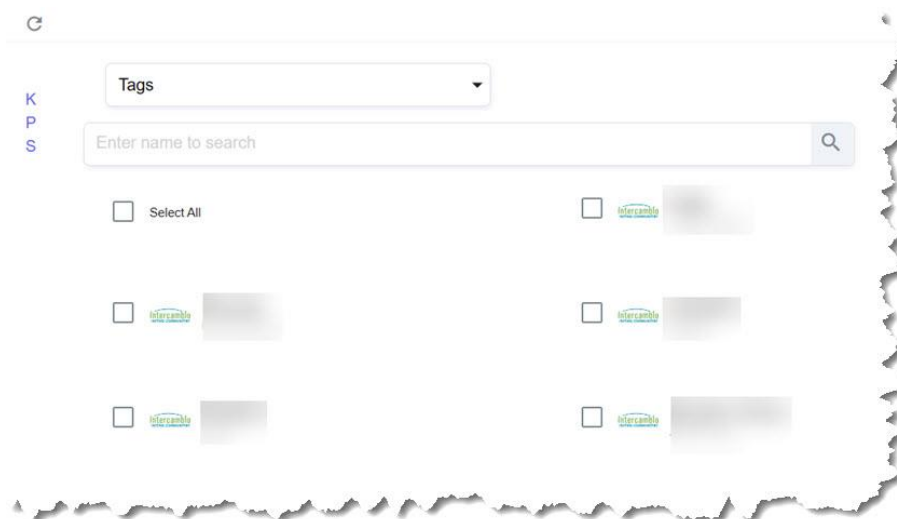
Figure 6 Brief Session Summary



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.

Figure 7 ILS Address Book



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

Release date	Title	Comment
June 1, 2024	Scheduling Classes with Your Student	Initial release