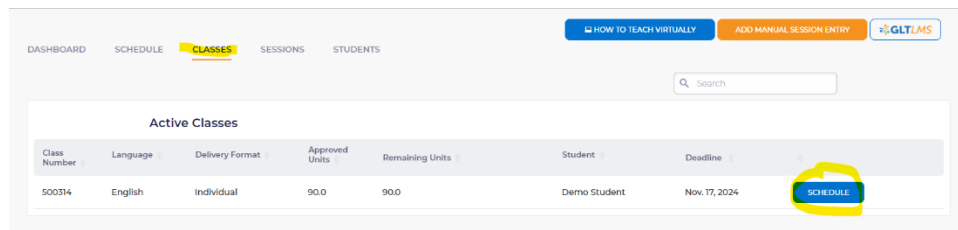


Scheduling a Session

1. Go to “Classes” and click on the blue ‘Schedule’ button.



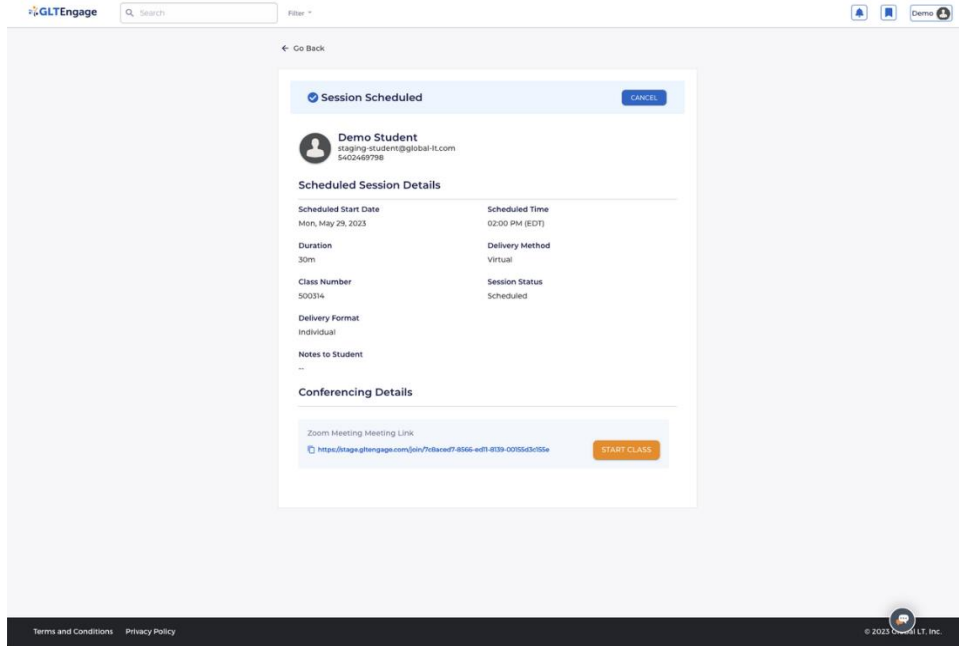
2. Enter the lesson date and time, choose the platform and enter the meeting link. *Please note that the meeting link must include https://

The screenshot shows the 'Schedule Session' form in the GLT Engage system. The form is for class 500314 and includes the following fields and options:

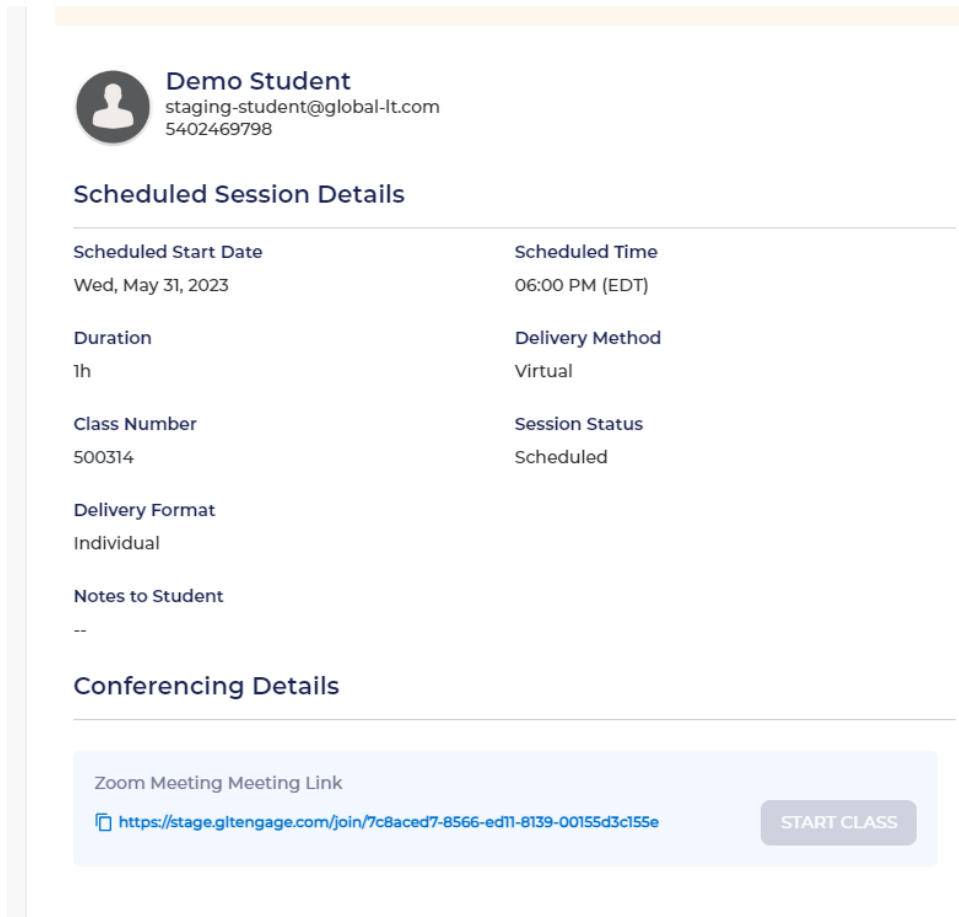
- Date:** Mon, May 29, 2023
- Start Time:** 02:30 PM
- End Time:** 03:00 PM
- Duration:** 30m
- Delivery Method:** Virtual (dropdown menu)
- Meeting link:** A text input field with a dropdown menu showing options: TabBox, Google Meet, Zoom Meeting (checked), Skype, Microsoft Teams, and Other.
- Notes to Student (Optional):** A text input field with a 500 character limit.
- Repeat Session:** A checkbox that is currently unchecked.

At the bottom of the form are 'CANCEL' and 'SAVE' buttons. To the right of the form is an 'AVAILABILITY' calendar for the period May 28 - Jun 3, 2023, showing a grid of days and times from 6am to 1pm.

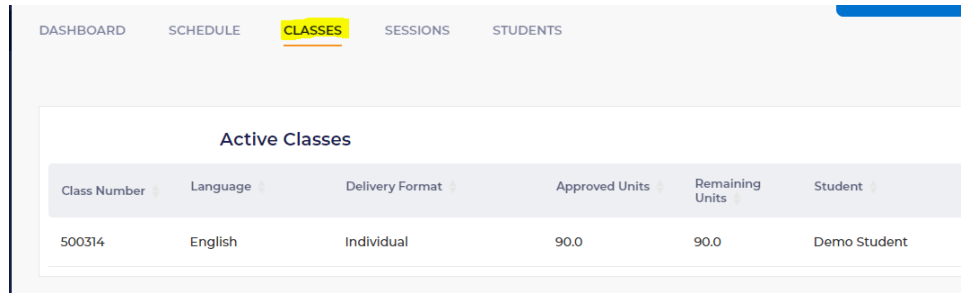
3. Once the scheduling is completed, you will see the below page with the session link on the bottom.



4. Copy the session link and share it with your student. There are 2 ways to copy the session link.
 - a. Click on the link at the bottom of the session detail.

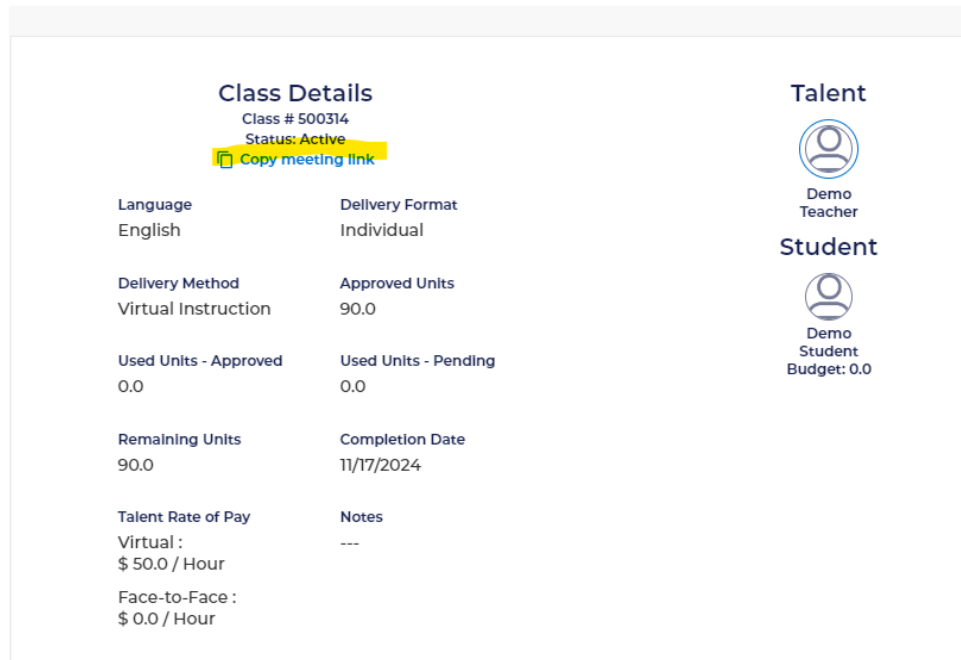


b. Click on 'CLASSES' and then click the class number to go into Class Details.



Class Number	Language	Delivery Format	Approved Units	Remaining Units	Student
500314	English	Individual	90.0	90.0	Demo Student

c. Click on 'Copy meeting link'.



Class Details
Class # 500314
Status: Active
[Copy meeting link](#)

Language	English	Delivery Format	Individual
Delivery Method	Virtual Instruction	Approved Units	90.0
Used Units - Approved	0.0	Used Units - Pending	0.0
Remaining Units	90.0	Completion Date	11/17/2024
Talent Rate of Pay	Virtual : \$ 50.0 / Hour Face-to-Face : \$ 0.0 / Hour	Notes	---

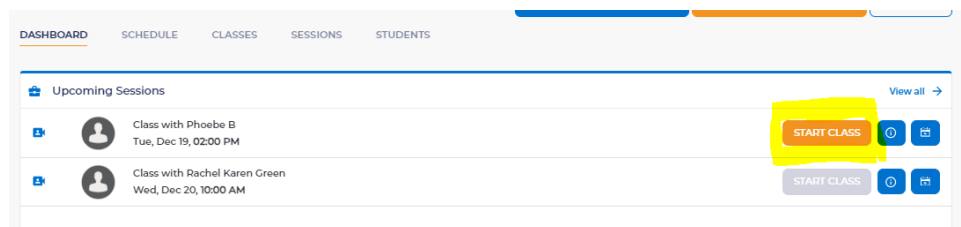
Talent
Demo Teacher

Student
Demo Student
Budget: 0.0

5. The link can then be pasted in your communication to your student by either right clicking and selecting paste or hitting ctrl and V on your keyboard at the same time.

Joining a Session

1. When you log into GLTEngage, you will see upcoming sessions on your DASHBOARD. For sessions starting in less than an hour, the 'START CLASS' button is activated in orange. Click on the orange 'START CLASS' button to start the session.



Upcoming Sessions [View all →](#)

	Class with Phoebe B Tue, Dec 19, 02:00 PM	START CLASS
	Class with Rachel Karen Green Wed, Dec 20, 10:00 AM	START CLASS

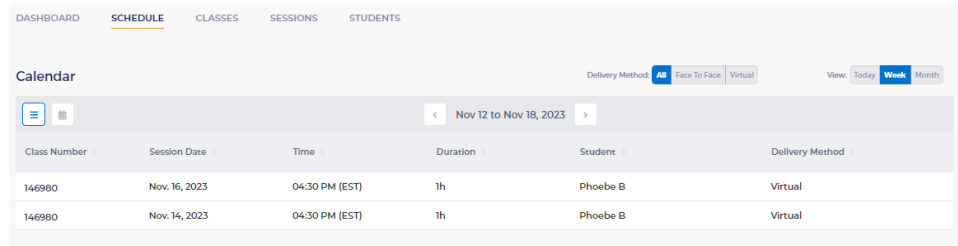
2. Alternatively, you can copy and paste the GLTEngage session link in the URL bar. If you are not logged into GLTEngage, it will ask you to log in.

The student can join the session by either logging into GLTEngage or copying and pasting the GLTEngage link in the URL bar.

Adjusting the Time Length on a Scheduled Session

Before the session has occurred,

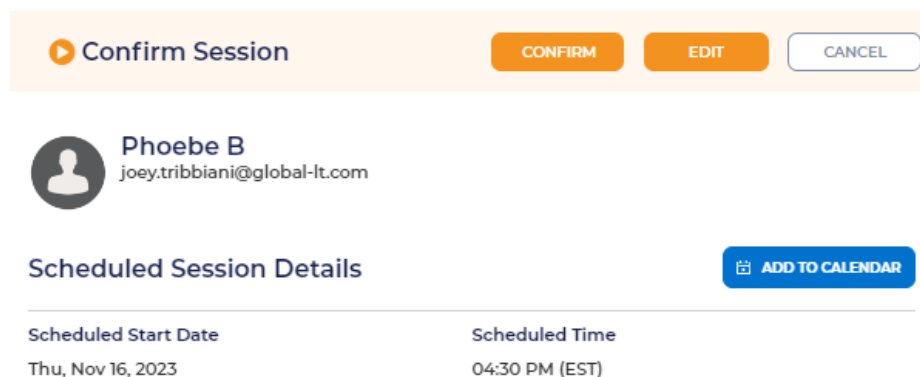
1. If there has been a change to the scheduled date, time or length, go to the “Schedule” section and click into the session.



The screenshot shows the 'SCHEDULE' section of the GLTEngage interface. At the top, there are navigation tabs: DASHBOARD, SCHEDULE (active), CLASSES, SESSIONS, and STUDENTS. Below the tabs, there is a 'Calendar' section with a date range of 'Nov 12 to Nov 18, 2023'. A table lists scheduled sessions with columns for Class Number, Session Date, Time, Duration, Student, and Delivery Method.

Class Number	Session Date	Time	Duration	Student	Delivery Method
146980	Nov. 16, 2023	04:30 PM (EST)	1h	Phoebe B	Virtual
146980	Nov. 14, 2023	04:30 PM (EST)	1h	Phoebe B	Virtual

2. Select “EDIT.”



The screenshot shows a 'Confirm Session' dialog box with three buttons: CONFIRM, EDIT, and CANCEL. Below the dialog box, there is a user profile for 'Phoebe B' with the email 'joey.tribbiani@global-It.com'. Underneath, the 'Scheduled Session Details' section shows the 'Scheduled Start Date' as 'Thu, Nov 16, 2023' and the 'Scheduled Time' as '04:30 PM (EST)'. There is also an 'ADD TO CALENDAR' button.

3. Make any necessary changes and save.

Edit Scheduled Session

CLASS 146980

Date	Start Time	End Time	Duration
Thu, Nov 16, 2023	04:30 PM	05:30 PM	1.0

Delivery Method

Virtual (online)

A Virtual session is delivered online using a device and a conferencing tool like Zoom, Teams, etc.

Add Conferencing

Zoom Meeting

Conferencing Details

<https://us02web.zoom.us/j/52737047>

Notes to Student (Optional)

Session Notes

500 character limit

AVAILABILITY

Current Routine

Nov 5 - 11, 2023

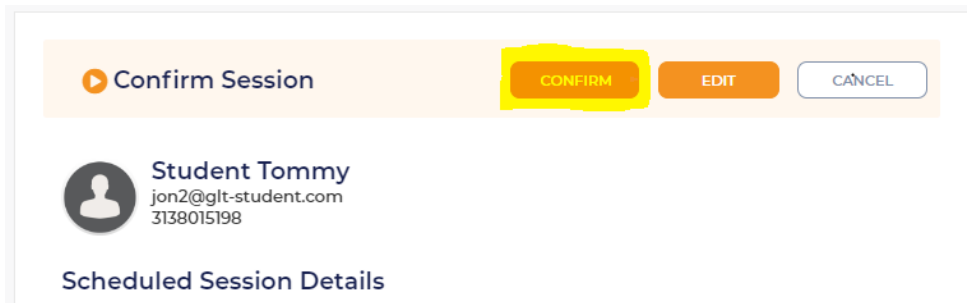
	Sun 05	Mon 06	Tue 07	Wed 08	Thu 09	Fri 10	Sat 11
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							

Scheduled Time
 Available Time
 Unavailable Time

After the session has occurred,

If a session is shorter or longer than originally scheduled, you have 3 hours to make any adjustments before the session is automatically confirmed.

1. You can adjust the start or end time by selecting 'Confirm' in the scheduled session detail screen.



2. Adjust the start or end time as needed.

Session Confirmation

Class 156618

Please confirm the start time and end time of this session

Date	Start Time	End Time	Duration
Thu, May 18, 2023	12:30 PM	12:45 PM	15m

WARNING: Using profile time zone (America/Los_Angeles).

Delivery Method

Face to Face

Feedback for Student (optional)

Enter your feedback for the student here (optional)

This Session didn't occur

CANCEL

SUBMIT

3. Select 'Submit'.

Session Confirmation

Class 156618

Please confirm the start time and end time of this session

Date	Start Time	End Time	Duration
Thu, May 18, 2023	12:30 PM	12:45 PM	15m

WARNING: Using profile time zone (America/Los_Angeles).

Delivery Method

Face to Face

Feedback for Student (optional)

Enter your feedback for the student here (optional)





This Session didn't occur


CANCEL

SUBMIT

Submitting a Late Cancellation or No Show

1. You can submit a late cancellation or no show session by selecting 'Confirm' in the scheduled session detail screen.

 **Student Tommy**
jon2@glt-student.com
3138015198

Scheduled Session Details

2. Select the check box for 'this session did not occur' and choose late cancellation or no show.

Session Confirmation

Class 156618

Please confirm the start time and end time of this session

Date	Start Time	End Time	Duration
Thu, May 18, 2023	12:30 PM	12:45 PM	15m

WARNING: Using profile time zone (America/Los_Angeles).

Delivery Method

Face to Face

Feedback for Student (optional)

Enter your feedback for the student here (optional)

This Session didn't occur

No show (Student did not attend or notify you.)

CANCEL

SUBMIT

3. Select 'Submit'.

Session Confirmation

Class 156618

Please confirm the start time and end time of this session

Date	Start Time	End Time	Duration
Thu, May 18, 2023	12:30 PM	12:45 PM	15m

WARNING: Using profile time zone (America/Los_Angeles).

Delivery Method

Face to Face

Feedback for Student (optional)

Enter your feedback for the student here (optional)

This Session didn't occur

CANCEL

SUBMIT

*****If both you and your student do not join through the GLTEngage Dashboard or the Unique GLTEngage Class Link, your session will not be automatically approved. These sessions will need to be submitted using the Confirm and Submit button as done previously. And students will have to approve the sessions manually on their GLTEngage Dashboard.**