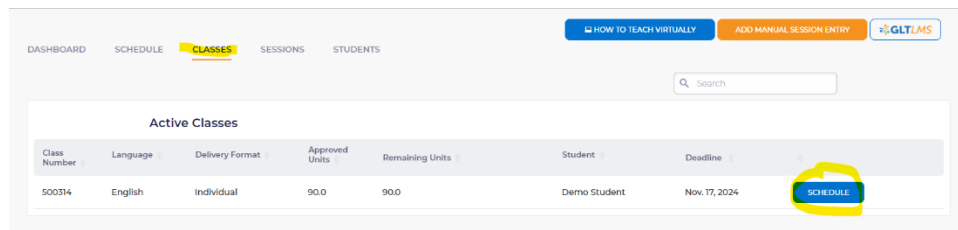**Scheduling a Session**

1. Go to "Classes" and click on the blue 'Schedule' button.

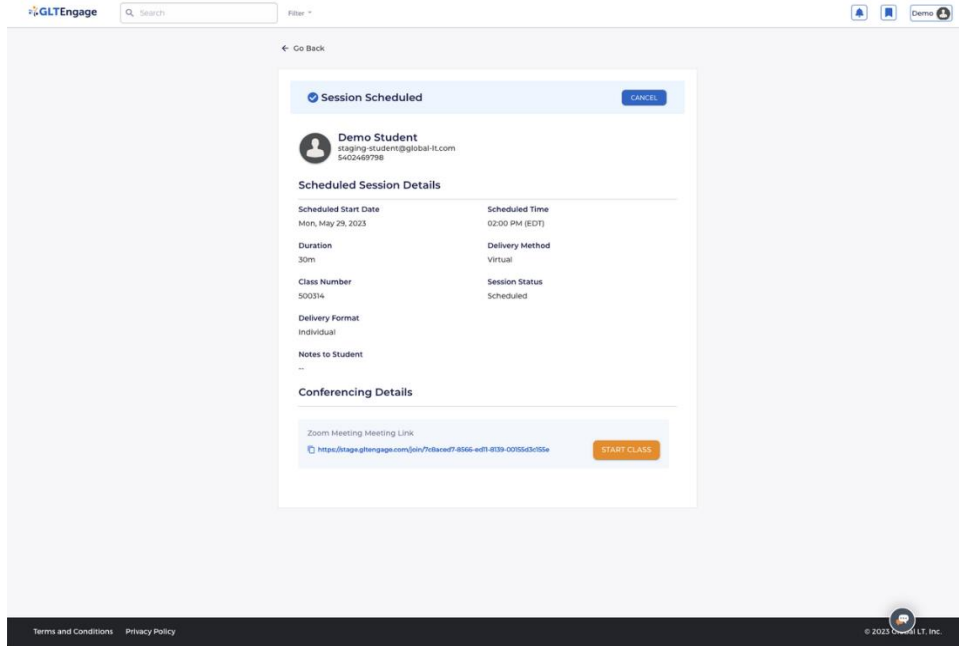2. Enter the lesson date and time, choose the platform and enter the meeting link. *Please note that the meeting link must include https://

3. Once the scheduling is completed, you will see the below page with the session link on the bottom.
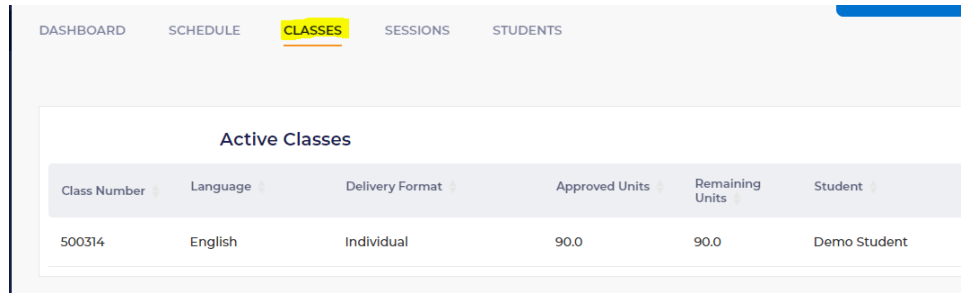
4. Copy the session link and share it with your student. There are 2 ways to copy the session link.
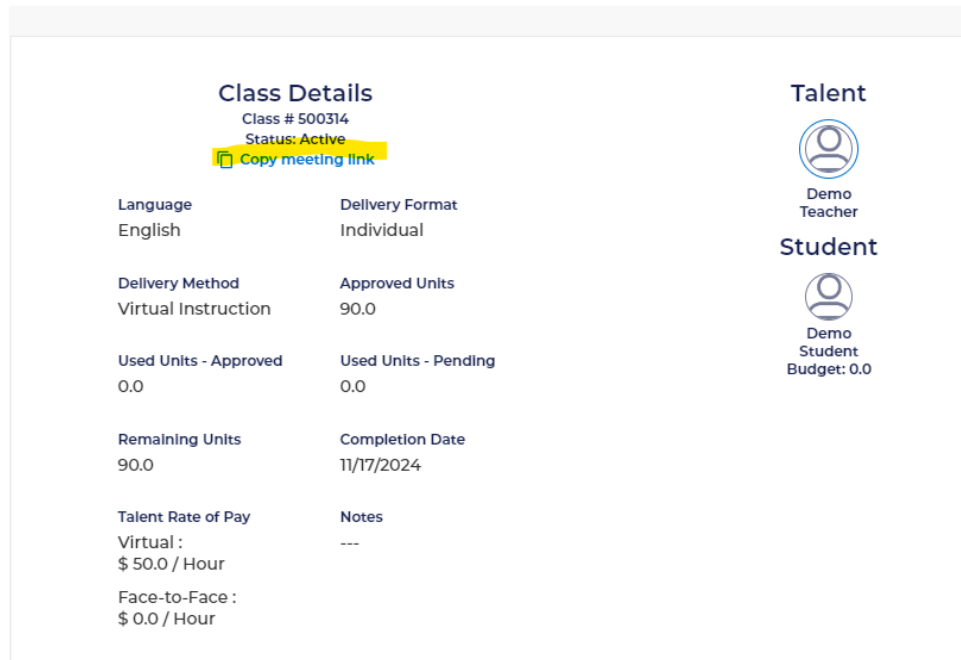   a. Click on the link at the bottom of the session detail.

Demo Student
staging-student@global-lt.com
5402469798

Scheduled Session Details

Scheduled Start Date	Scheduled Time
Wed, May 31, 2023	06:00 PM (EDT)

Duration	Delivery Method
1h	Virtual

Class Number	Session Status
500314	Scheduled

Delivery Format
Individual

Notes to Student
--

Conferencing Details

Zoom Meeting Meeting Link

https://stage.gltengage.com/join/7c8aced7-8566-ed11-8139-00155d3c155e

START CLASS

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

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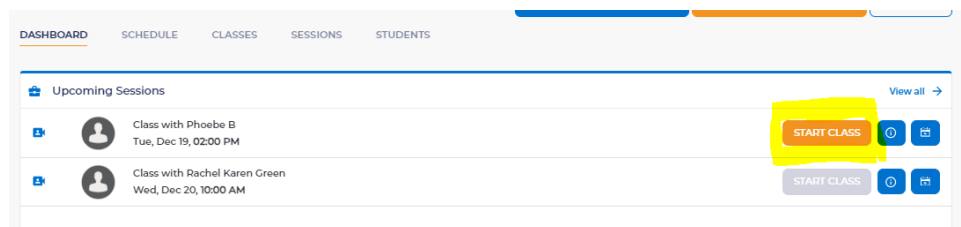
5. The link can then be pasted in your communication to your student by either right clicking and selecting paste or hitting ctrl and V on your keyboard at the same time.

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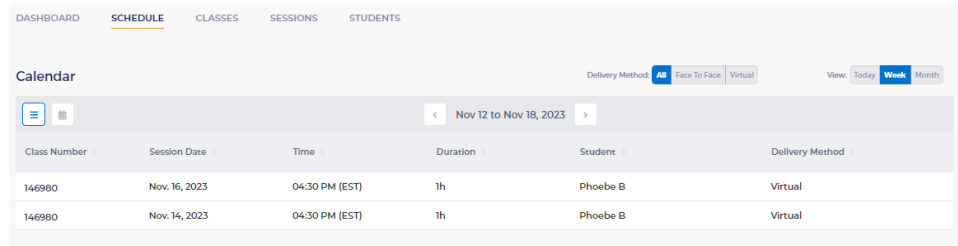
2. Alternatively, you can copy and paste the GLTEngage session link in the URL bar. If you are not logged into GLTEngage, it will ask you to log in.

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
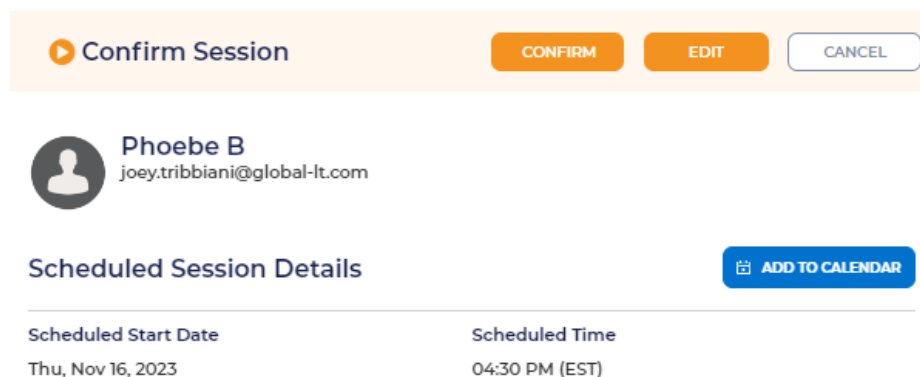
Before the session has occurred,

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

2. Select "EDIT."

3. Make any necessary changes and save.

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.
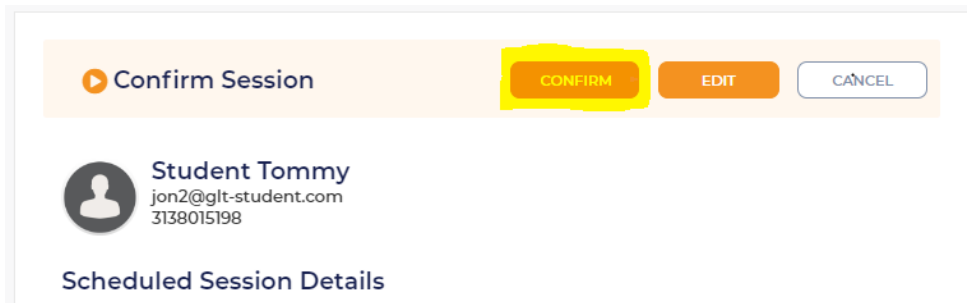
2. Adjust the start or end time as needed.

3. Select '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.

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.**