

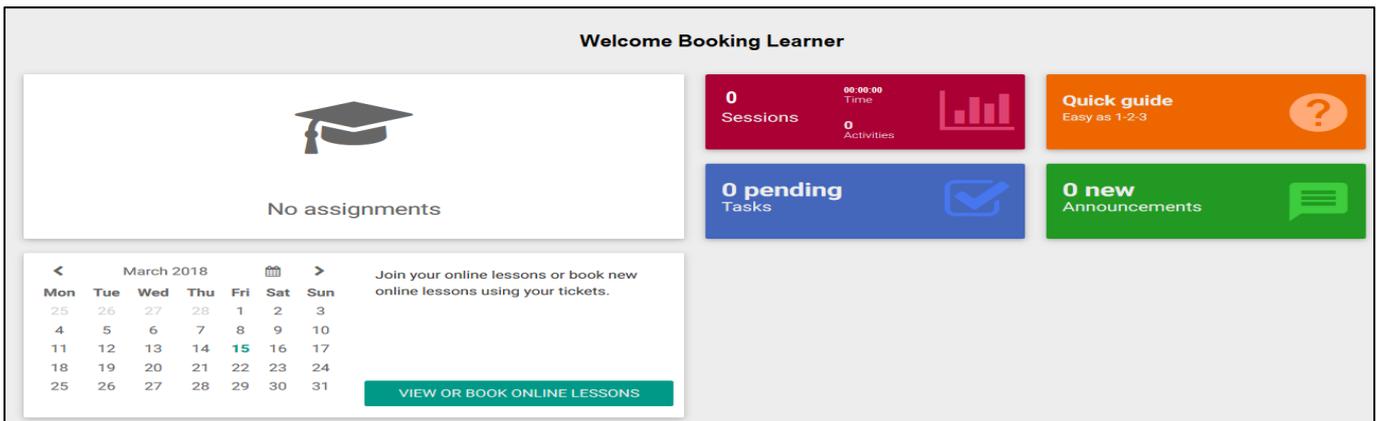
inlingua Online Booking System International Lessons Quick Learner Guide

1. Log in to <https://iol.inlingua.com/>

Login using the username and password sent to you by Center Admin.

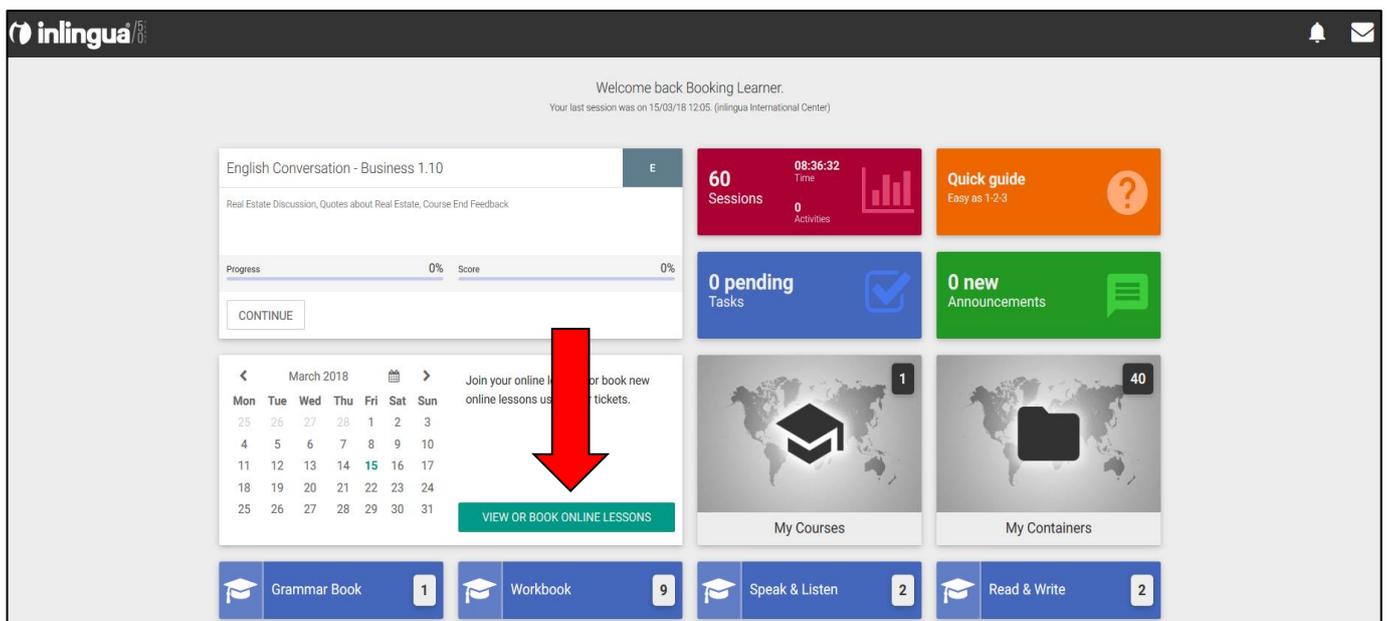
2. The Learner Dashboard

This is the view you will see on your first login, welcoming you to the online learning platform.



This view will change when your inlingua Center Administrator adds additional resources:

For example: Courses, Containers, Grammar Book, Workbook, Vocabulary, Speak and Listen, Read and Write exercises and other sections according to your learning requirements.



The section you need to for your online lessons is **VIEW OR BOOK ONLINE LESSONS**.

Your Center Admin will add "tickets" so you can book inlingua International online lessons.

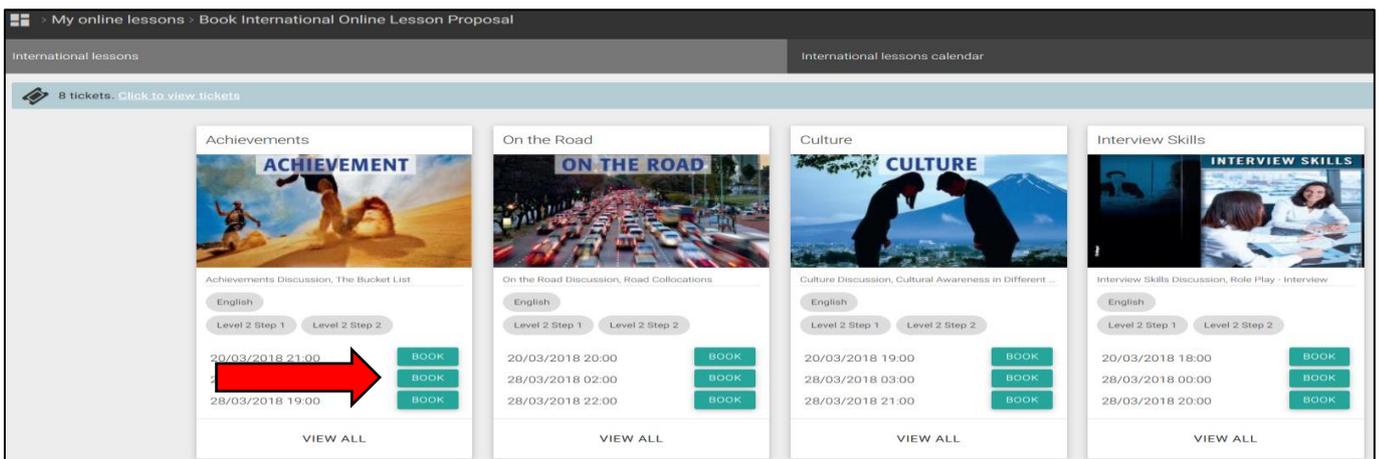
Please refer to your iOL Guide or ask your Center Administrator about all the other sections.

3. Book an International Lesson

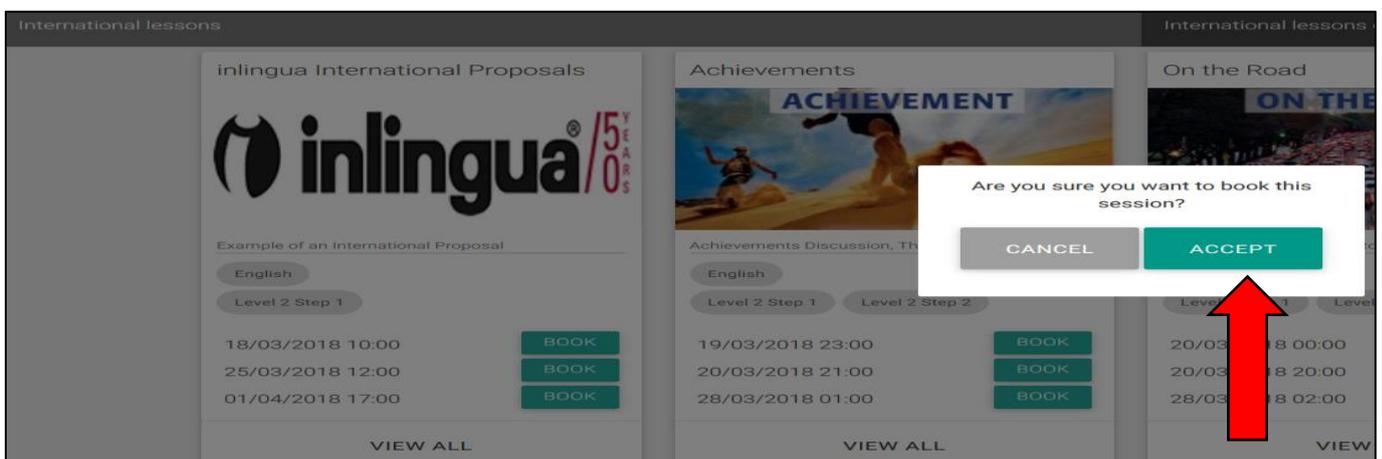
Click on "Book International Lesson" to show a list of lessons to book



A list of available lessons to book will now appear. Click one that you would like to book.



Click "Accept" to make the booking, or "Cancel" if you decide not to book this lesson.



The lesson will now appear in your summary and in your calendar.

4. Online Lessons Summary

This screen shows a summary of your booked lessons, past, present and future.

☰ > My online lessons

Summary
Calendar

Test a WebEx meeting

Book international lesson

My next online lesson

Conversation Lesson

English

Level 2 Step 1

Speaking

Date	Duration (minutes)	Trainers
22/03/18 15:30	60	Claire V. Espejo

Join here 5 minutes before the scheduled start of a session.

This screen shows your booked lessons on a calendar. Your next lessons are shown in green.

☰ > My online lessons

Summary
Calendar

Test a WebEx meeting

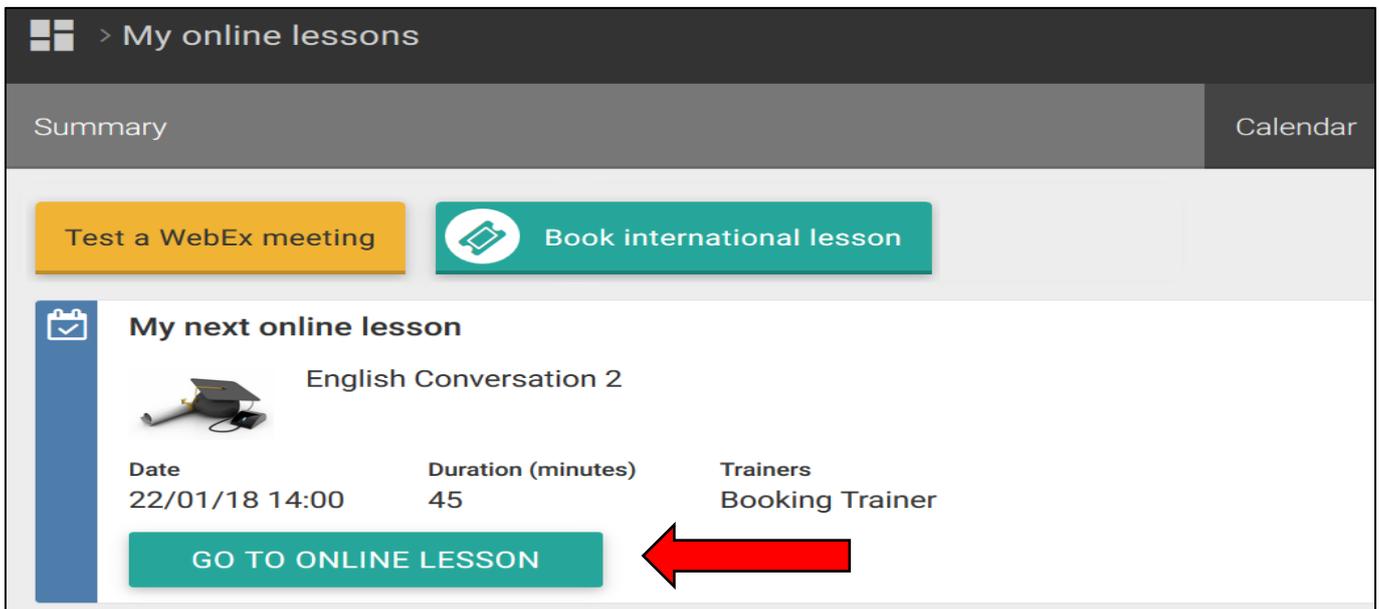
Book international lesson

TODAY
<
March
2018
>

Sun	Mon	Tue	Wed
25	26	27	28
4	5	6	7
11	12	13	14
18	19	20	21
<div style="background-color: #ccc; padding: 5px; font-size: 8px;"> 10:00 <i>proposal</i> Inlingua International Proposals English Level 2 Step 1 Speaking 0 1 50' </div>		<div style="background-color: #1abc9c; color: white; padding: 5px; font-size: 8px;"> 15:00 <i>proposal</i> Conversation Lesson English Level 2 Step 1 Speaking Marie Claire V. Espejo 1 5 50' </div>	
25	26	27	28

5. Access an International Lesson

Click the green "Go to Online Lesson" button up to 5 mins before the start of the lesson.

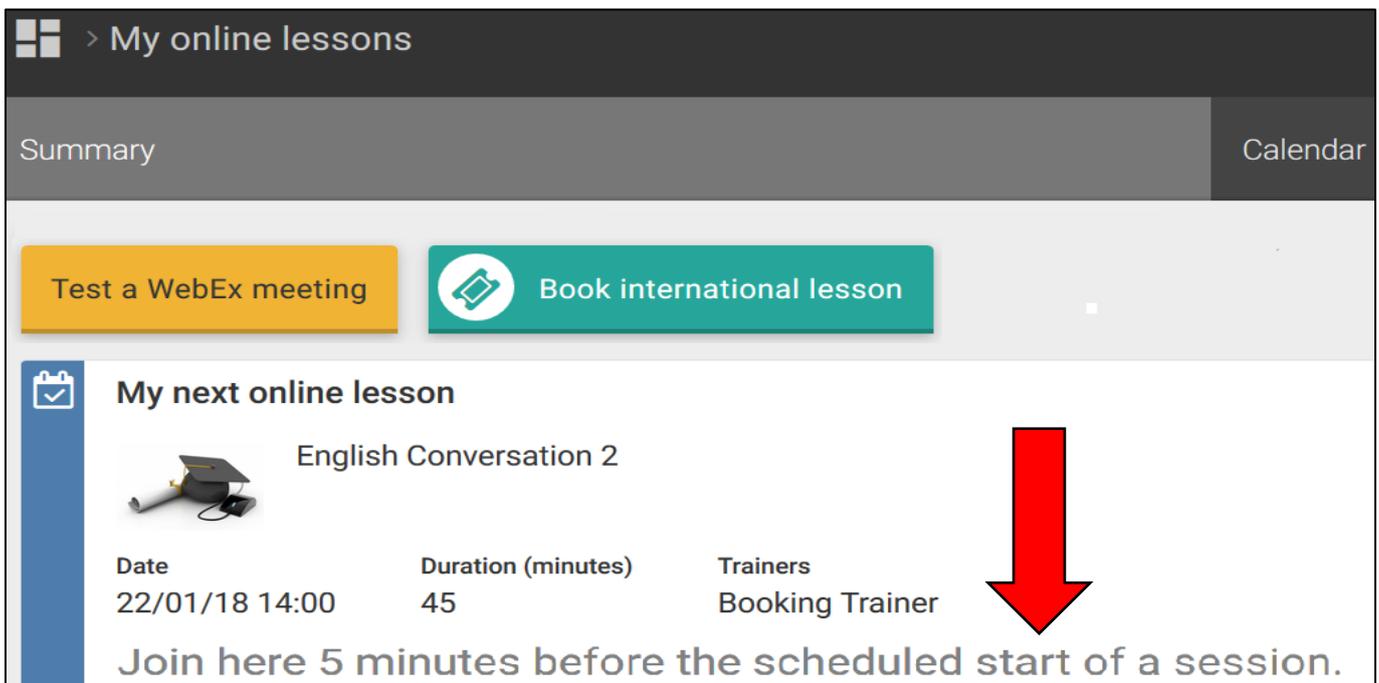


The screenshot shows the 'My online lessons' page with a 'Summary' tab selected. At the top, there are two buttons: 'Test a WebEx meeting' (yellow) and 'Book international lesson' (teal). Below these, a section titled 'My next online lesson' features a graduation cap icon and the text 'English Conversation 2'. A table below lists the lesson details:

Date	Duration (minutes)	Trainers
22/01/18 14:00	45	Booking Trainer

At the bottom of this section is a teal button labeled 'GO TO ONLINE LESSON', which is pointed to by a red arrow from the right.

If you see the message "Join here 5 minutes before the scheduled start of a session", please wait. Your Trainer will start the lesson up to 10 minutes before the scheduled start.



This screenshot is identical to the one above, but with a red arrow pointing downwards from the right side towards the message at the bottom of the lesson details section:

Join here 5 minutes before the scheduled start of a session.

Wait a few seconds for your online WebEx lesson to start. You may need to install a plugin. If you cannot join your online lesson, please contact your Center Administrator immediately.

Please refer to the separate WebEx User Guide on how to join WebEx and use the WebEx tools.

Enjoy your online lesson.

**This is the end of the
inlingua Online Booking System
International Lesson Quick Learner Guide**

**If you have any questions,
please contact your local inlingua Center.**

**We are happy to be part of your journey
into the world of language.**

**With inlingua Online Learning
you have chosen the key to successful
language learning anytime and anywhere.**