



ON-LINE LESSONS

General English and IELTS:

Our General English and IELTS on-line courses run every day in the afternoon and three days a week in the evening:

- Full-time: 12:30 to 15:45 (Monday to Friday)
- Part-time: 18:00 to 20:00 (Monday, Tuesday and Thursday)

TIMETABLE:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
12:30 - 15:45 (15 min break)	Full-time	Full-time	Full-time	Full-time	Full-time
18:00 - 20:00 (5 min break)	Part-time	Part-time	Part-time	Part-time	Part-time

How to join the lesson:

Once you have booked a course and know your class, your teacher will contact you.

Our teachers use 3 different applications depending on the teacher. There are the different procedures to follow for these applications. When you enrol you will be told who is your teacher and what application they will be using:

Zoom:

Most of our teachers use zoom.

- Your teacher will schedule a class and send all the students an invitation link via email.
- You can use the same link for all your lessons. Click on that link to join the lesson.
- You will have to join your computer audio and test your camera before you can join the class.

Skype:

Some teachers use Skype.

- You can either use the app (download it if you don't have it) or use skype online: <https://www.skype.com/en/features/skype-web/>
- Once you are on Skype, create an account with the email address you have given us (unless you already have one).
- Once the class is about to start the teacher will add you onto the skype call, simply accept the call.

Webroom:

This is our backup on-line platform, in case something goes wrong with the other two. We rarely use it but here are some instructions in case you need to use it.

- When the teacher opens a class, Webroom will automatically send you an email invitation to join the virtual classroom.
- You must click on 'join' and it will take you to the class. Your teacher will email you an invitation every day/every lesson.

During the lesson:

- Your teacher will always have the camera on so you can see him or her.
- Please have your camera on unless your Internet connection isn't very strong. or you don't have one.
- Your teacher will share their screen and whiteboard with you and your classmates.
- If you have any questions during class, you can use the chat application on the on-line platform to type in your questions.
- You can also raise your hand and ask your teacher.
- When your teacher is talking, it is best to turn your microphone off or 'mute' as it says on skype and zoom.

Materials and Homework:

- No coursebook required for these courses
- Your teacher will send you all the materials and homework during the class. All you need to do is download them.
- Please make sure you have a google account in order to access Google Classroom.
- Our teachers will give you access to Google Classroom once you join the lesson. Here you can upload your homework and access any classwork. You will also find weekly plans so you can see what you and your classmates will be doing each week.