



HOW TO BOOK A CLASS

ABOUT ONE-to-ONE CLASSES

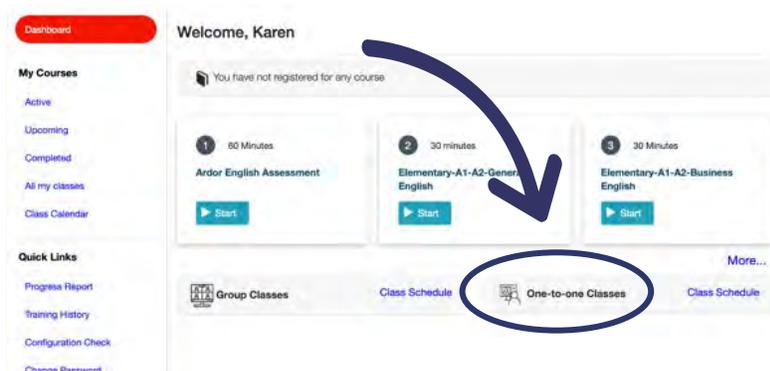
Ardor's One-to-One Classes are designed to put your new language skills into practice and to help you become a more fluent speaker.

In addition to a wide range of general conversation and professional English topics, you may also attend classes blended with the learning content of your current myEnglish level.

- > You can book your classes directly through your myEnglish Learner Dashboard.
- > Class feedback and reporting is also available through the Learner Dashboard.

BOOK YOUR CLASS

- 1 On your myEnglish Dashboard, select the icon for "One-to-One Classes" then click on "Class Schedule". You will be directed to the class management platform.



- 2 In the class management platform, click on "New Reservation".



Continued

BOOK YOUR CLASS (cont.)

3

You will need to select and complete the following information:

The screenshot shows the 'New 1:1 class' form with the following fields and callouts:

- A** Select course: A dropdown menu showing options like 'Elementary-A1-A2-General English', 'Advanced C1 - General English' (selected), and 'Advanced C1 -Business English'.
- B** Select worksheet: A dropdown menu showing options like 'Advanced- Advertising', 'Advanced- Aging', and 'Advanced- Cyber Security'.
- C** Please select: A dropdown menu showing options like 'My Teacher' (selected), 'Instructor Aula', and 'ING Instructor'.
- D** Select preferred contact: A dropdown menu showing options like 'Phone Call', 'Skype', and 'Video Call'.
- E** Class Time: A calendar view for 'today Oct 4 - 10, 2020' showing a grid of times (04:00 PM to 06:00 PM) across days (Sun 10/4 to Thu 10/8). Red slots indicate unavailable times.

When selecting your class time, simply click on the time you prefer. The red slots are not available.

- A** Course
- B** Worksheet
- C** Instructor
- D** Preferred Contact
- E** Class Time

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After you book the class successfully, you will receive a confirmation email.

If you do not receive the confirmation email, reach out to your Dynamizer.



DON'T FORGET!
Be sure to prepare for your class

See next page.

1:1 Classes

HOW TO PREPARE FOR CLASS

PREPARE FOR YOUR CLASS

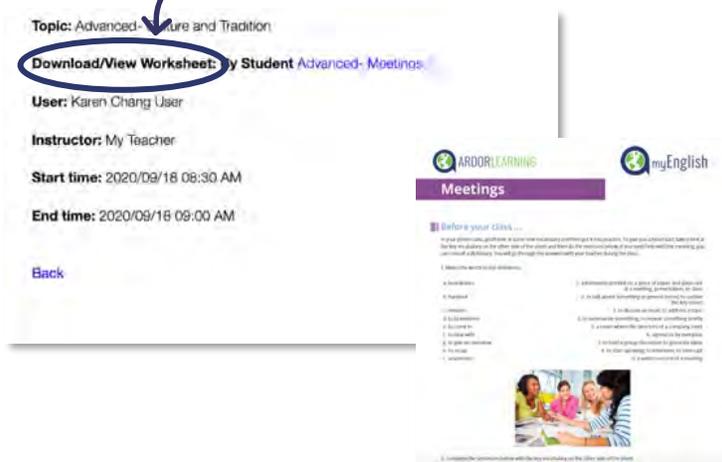
1 Go to "Details" on your class management page.



Topic	User	Instructor	Preferred contact	Start Time	End Time	
Level 6 Unit 1	Karen Chang	My Teacher	Web Meeting	2020/09/24 23:00 PM	2020/09/24 23:30 PM	Details Cancel

Date	Contract	Teacher	Topic	Worksheet	Status	Feedback
2020/09/25 21:00 PM		My Teacher	Level 6 Unit 1	Level 6 Unit 1	Canceled	

2 Click on "Download/View Worksheet" to download the material for your class.



Topic: Advanced-Culture and Tradition

[Download/View Worksheet: My Student Advanced-Meetings](#)

User: Karen Chang User

Instructor: My Teacher

Start time: 2020/09/18 08:30 AM

End time: 2020/09/18 09:00 AM

[Back](#)



ARDORLEARNING myEnglish

Meetings

Before your class...

- 1. Review the lesson plan objectives.
- 2. Review the lesson plan objectives.
- 3. Review the lesson plan objectives.
- 4. Review the lesson plan objectives.
- 5. Review the lesson plan objectives.
- 6. Review the lesson plan objectives.
- 7. Review the lesson plan objectives.
- 8. Review the lesson plan objectives.
- 9. Review the lesson plan objectives.
- 10. Review the lesson plan objectives.



3 When it comes to the time of your class, go to "Details" again and click on "Join Class".

4 Make sure you enable your microphone and... **enjoy the class!**