

TANDEM LESSONS

Group conversation classes

Hello everybody!

I'm very pleased to announce you the launching of a new service that will help you to practice much more your Spanish.

TANDEM LESSONS are a great way to share the experience of learning Spanish by talking to other students in the same level as you. This is an amazing idea to expand your acquaintances and to meet people from all over the world and with very different backgrounds but with the same interest as you: **IMPROVING THE SPANISH SKILLS!**

When you talk to other students of Spanish, you can learn a lot from them and it gives you the encouragement to really use the language in conversations about different topics. You can also learn from other's mistakes and strengths. Of course, the **TANDEM LESSONS** are likewise a wonderful way to exchange ideas with people from different cultures.

These lessons will be divided in three levels: beginner (A1-A2), intermediate (B1-B2) and advanced (C1-C2), but sometimes these levels can be merged (A2-B1 or B2-C1) depending on the complexity and goals of the conversation. The maximum of students per group is 5¹ and the minimum 2². Discussion moderator is the main role of the teacher, who will be Carlos but sometimes other teachers, or also two teachers in the same class.

Finally, **TANDEM LESSONS** allow you to share the costs of a normal private conversation lesson, one-on-one with a teacher, so the price is split among the participants.

Check out this [Prezi presentation](#) to know more about this service at a glance

***Soon we'll be launching a service for booking One-on-One lessons
and Tandem Grammar lessons through our system***

¹ If there is already 5 students enrolled, your booking will be placed in a waiting list.

² If the minimum is not reached, the lesson can be cancelled and you'll get the credits back for the lesson.

Content

How does it work? First steps 3

Booking the first FREE lesson 5

Booking a single paid lesson..... 6

Buying a package 8

Booking a lesson in a paid package 10

The day of the lesson 11

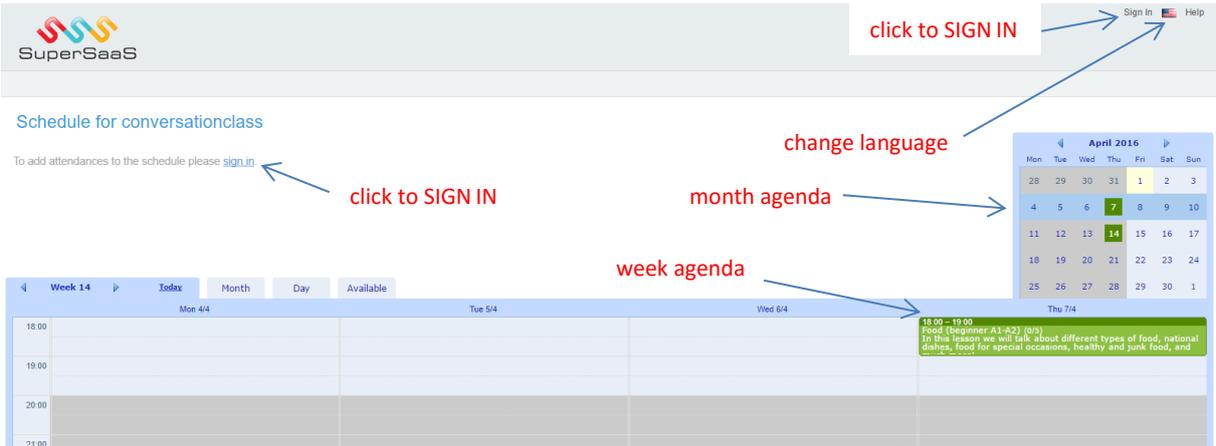
BE.Lengua

How does it work? First steps

If you want to experience this new service, just follow these steps:

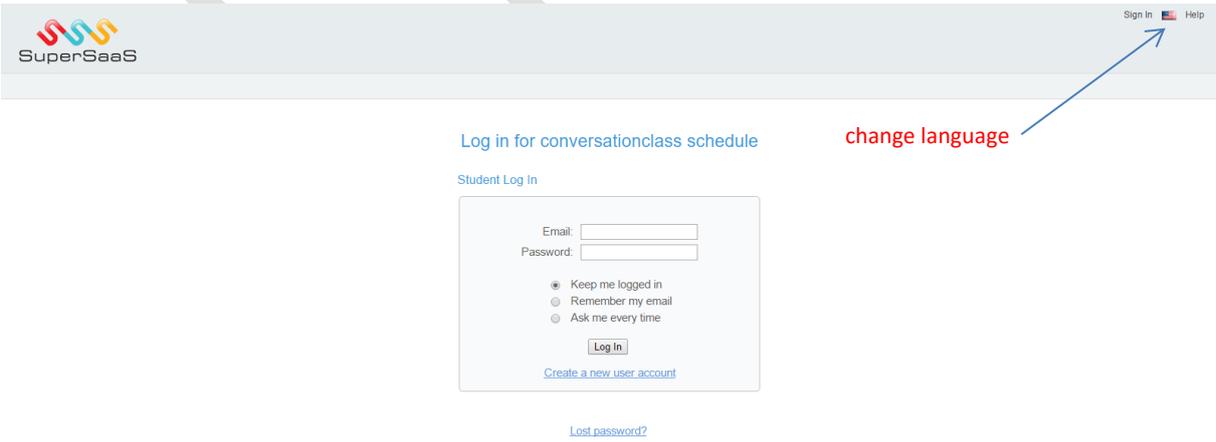
Go to <http://www.supersaas.com/schedule/belengua/conversationclass>

You will be presented with a concise schedule view, like this:

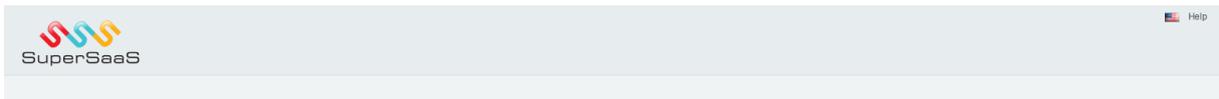


In order to book a lesson or enter an attendance for the first time, you need to SIGN IN. Remember you can change the language by clicking the flag in the upper right corner.

Once you have clicked SIGN IN, you'll see the LOG IN form, go ahead and click CREATE A NEW USER ACCOUNT.



Fill in the form with the required information:



New user for account belengua

Please enter your details

Email	cgomezji@ub.ac.be *
	Your email address is the login name
Password	***** *
Full name	Carlos Gómez *
Country	Costa Rica *
Time zone	(GMT-06:00) Central America *

* Indicates required field

A confirmation email will be sent to the supplied email address

Create Back

Information like "e-mail" and "time zone" is crucial for logistical purposes, so be careful not to mistype or to forget to complete them. Once you have checked all the info, click on CREATE.

Great! Now you're in the database. Notice the information in the upper right corner. You'll see the amount of credits that you currently have and a "Your settings" bottom in case you need to change your personal information.



Schedule for conversationclass

Click on a class to see its details and create a new attendance. You can edit your own attendances by clicking on them.

initial credits

your settings

April 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Week 14		Today	Month	Day	Agenda	Available
Mon 4/4		Tue 4/4	Wed 4/4	Thu 4/4	Thu 7/4	
18:00						
19:00						

18:00 - 19:00 Food (beginner A1-A2) (0/3) In this lesson we will talk about different types of food, national dishes, food for special occasions, healthy and junk food, and

Notice also that you have a credit of 8 euros that you can use for your first FREE lesson 😊

Booking the first FREE lesson

([Click here for booking a single lesson](#), [here for a paid package lesson](#) or [here for buying a package](#))

Navigate on the agenda to find the lesson you want to take. Click on it to have a complete view of the information of this lesson.

Annotations for the lesson detail view:

- lesson's title and level
- price for this lesson
- concise description
- teacher's lesson time
- your lesson's time (in your local time)
- available places

Remember that all the times are in CET (central European time) but you can see your local time in grey just under the CET. Other important information is the level (beginner, intermediate, advanced), a concise description of the lesson's plan and the availability (maximum 5 students).

Click on NEW ATTENDANCE and you'll see another form only to confirm your information.

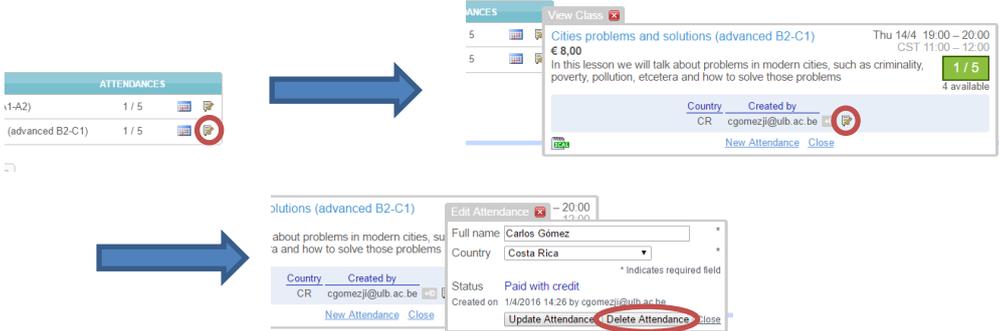
And that's it! Your attendance is booked. You're redirected to your agenda where you can check the information and the number of students participating. An e-mail confirming your booking will be sent to you immediately.

Notice that the credits in the upper right corner are gone. You can check the credits also in "Your settings".

Annotations for the agenda interface:

- no more credits ☹️
- all your reservations
- edit the details of the reservation

If you want to **edit your lesson (delete or update)**, click on the edit bottom and in the pop-up window click the edit bottom again.



Booking a single paid lesson

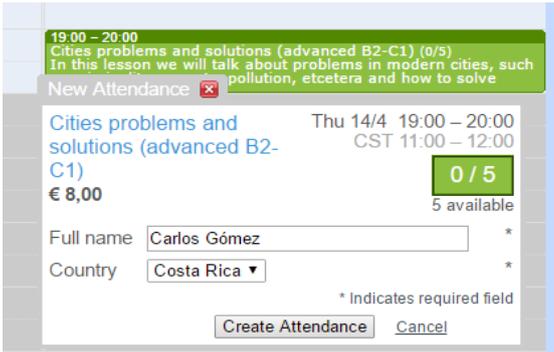
[\(Click here for booking your free first lesson, here for buying a package or here for a paid package lesson\)](#)

Navigate on the agenda to find the lesson you want to take. Click on it to have a complete view of the information of this lesson.



Remember that all the times are in CET (central European time) but you can see your local time in grey just under the CET. Other important information is the level (beginner, intermediate, advanced), a concise description of the lesson's plan and the availability (maximum 5 students).

Click on NEW ATTENDANCE and you'll see another form just to confirm your information. Click CREATE ATTENDANCE to be redirected to the payment page.



All the payments go through PayPal. Remember that PayPal also allows you to pay by credit or debit card.

Payment for Cities problems and solutions (advanced B2-C1)

Cities problems and solutions (advanced B2-C1) € 8,00 Thu 14/4 19:00 - 20:00 CST 11:00 - 12:00 1 / 5 4 available

Attendance Info

Full name: Carlos Gómez
Country: Costa Rica
Price: € 8,00
Created by: cgomezj@ulb.ac.be

Pay Now

Cancel Attendance

Check that all the information is correct, if not click “Cancel Attendance”. Once you have checked that everything is alright, click on PAY NOW and you’ll be redirected to the checkout page.

BE.lengua

Your order summary

Descriptions	Amount
Attendance for Thu 14/4 19:00	€8.00
Item number: 29563125b	
Item price: €8.00	
Options: Schedule, conversati...	
Quantity: 1	
Item total	€8.00
Total	€8.00 EUR

Choose a way to pay

Pay with my PayPal account

Log in to your PayPal account to complete the purchase

Email:

PayPal password:

This is a private computer. [What's this?](#)

[Log in](#)

[Forgot your email or password?](#)

Create a PayPal account

And pay with your debit or credit card

[Cancel and return to BE.lengua](#)

Complete all the required information, confirm the payment and that’s it! Your attendance is booked. You’re redirected to your agenda where you can check the information and the number of students participating. An e-mail confirming your payment and your booking will be sent to you immediately.

Schedule for conversationclass

Attendance successfully created
Confirmation sent to cgomezj@ulb.ac.be

Agenda Month Week Day Available

Your Upcoming Attendances [Show history](#)

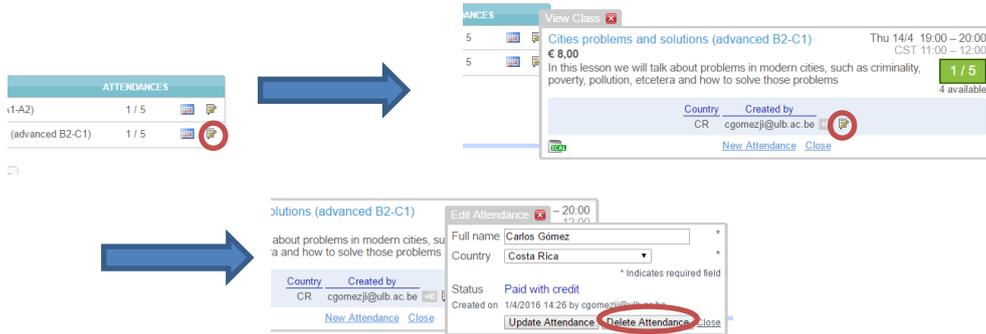
WHEN	TO	TITLE	ATTENDANCES
Thu 7/4/2016 18:00	- 19:00	Food (beginner A1-A2)	1 / 5

Find available space after: 2/4/2016 1:14

all your reservations

edit the details of the reservation

If you want to **edit your lesson (delete or update)**, click on the edit bottom and in the pop-up window click the edit bottom again.



If you have more question or you need further information, please contact me

info.be.lengua@gmail.com

Buying a package

[\(Click here for booking a single lesson, here for a paid package lesson or here for your free first lesson\)](#)

Go to YOUR SETTINGS in the upper right corner and click on BUY CREDIT.



Edit your information

Student Details

Email: *
Your email address is the login name
 Password: *
 Full name: *
 Country: *
 Time zone: *
* Indicates required field
 Credit: € 0,00 *

You'll be presented with the lessons packages, a description of them, the prices (what you pay) and the credits (what you receive).



You can buy as many or as few Spanish lessons as you would like. *No minimum purchase* necessary. However, if you purchase a bunch of lessons you'll save money.

You can pay each lesson or buy a package of 5 hours or 10 hours that you can use whenever you like because they *NEVER EXPIRE!*

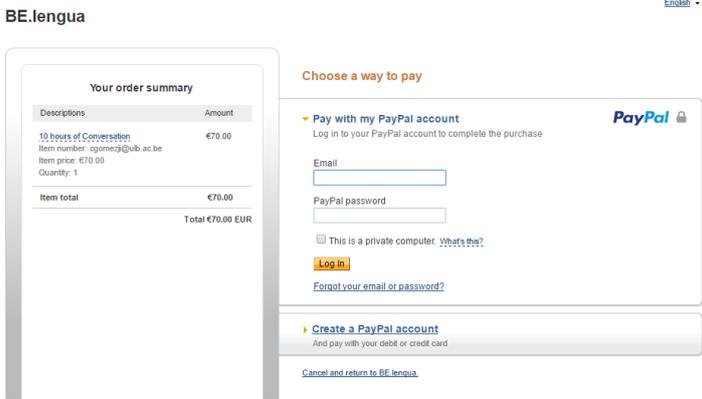
10 hours of Conversation
 Price € 70,00
 Credit € 80,00

Book 10 hours of Group Conversation Lessons. You can use them whenever you want because they never expire! Pay 7 euros per lesson instead of 8 euros.

5 hours of Conversation
 Price € 35,00
 Credit € 40,00

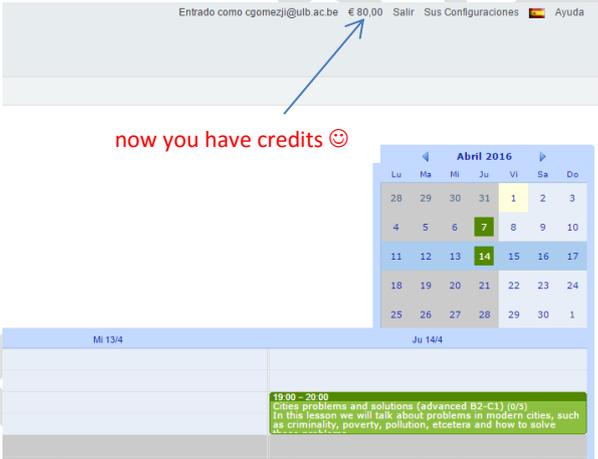
Book 5 hours of Group Conversation Lessons. You can use them whenever you want because they never expire! Pay 7 euros per lesson instead of 8 euros.

Choose the option that suits you better, click BUY NOW and you'll be redirected to the checkout page.



Complete all the required information, confirm the payment and that's it! Your package is booked. You're redirected to the agenda showing the lessons offered [where you can book your lessons](#). An e-mail confirming your payment and your booking will be sent to you immediately.

Notice that the current credits in the upper right corner have changed. You can check the credits also in "Your settings".



Now you can book as much as lessons as you want without having to checkout in PayPal every time. You can always check your credits in the upper right corner or clicking on "Your settings".

Or you can simply contact me directly if you are interested in buying a lessons package.

If you have more question or you need further information, please contact me

info.be.lengua@gmail.com

Booking a lesson in a paid package

([Click here for booking a single lesson](#), [here for buying a package](#) or [here for your free first lesson](#))

Navigate on the agenda to find the lesson you want to take. Click on it to have a complete view of the information of this lesson.

The screenshot shows a lesson detail view for 'Cities problems and solutions (advanced B2-C1)'. Annotations point to various elements:

- teacher's lesson time:** 19:00 – 20:00
- lesson's title and level:** Cities problems and solutions (advanced B2-C1)
- price for this lesson:** € 8,00
- concise description:** In this lesson we will talk about problems in modern cities, such as criminality, poverty, pollution, etcetera and how to solve those problems
- your lesson's time (in your local time):** Thu 14/4 19:00 – 20:00 CST 11:00 – 12:00
- available places:** 0 / 5 (5 available)

Buttons for 'New Attendance' and 'Close' are also visible.

Remember that all the times are in CET (central European time) but you can see your local time in grey just under the CET. Other important information is the level (beginner, intermediate, advanced), a concise description of the lesson's plan and the availability (maximum 5 students).

Click on NEW ATTENDANCE and you'll see another form only to confirm your information.

And that's it! Your attendance is booked. You're redirected to your agenda where you can check the information and the number of students participating. An e-mail confirming your booking will be sent to you immediately.

Notice that the current credits in the upper right corner have changed.

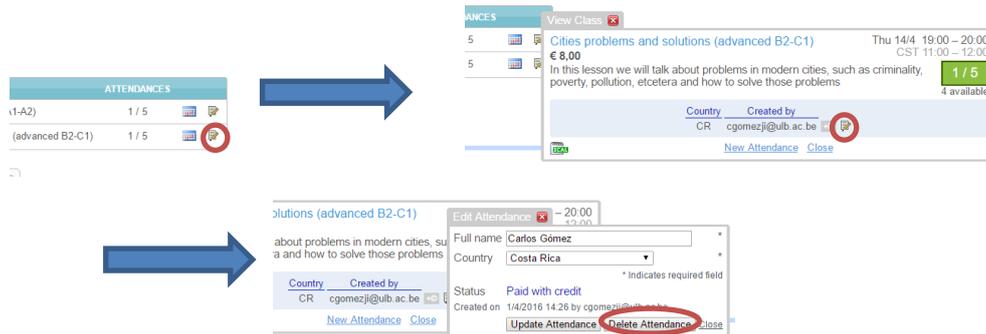
The screenshot shows the SuperSaaS header with the user signed in as 'cgomezj@utb.ac.be' and a balance of '€ 72,00'. An arrow points to the balance, indicating that the credits have changed.

The screenshot shows the 'Agenda' view with a table of upcoming attendances:

WHEN	TO	TITLE	ATTENDANCES
Thu 7/4/2016 18:00	– 19:00	Food (beginner A1-A2)	1 / 5
Thu 14/4/2016 19:00	– 20:00	Cities problems and solutions (advanced B2-C1)	1 / 5

Annotations point to the table, indicating that it shows 'all your reservations' and that the edit icon allows you to 'edit the details of the reservation'.

If you want to **edit your lesson (delete or update)**, click on the edit bottom and in the pop-up window click the edit bottom again.

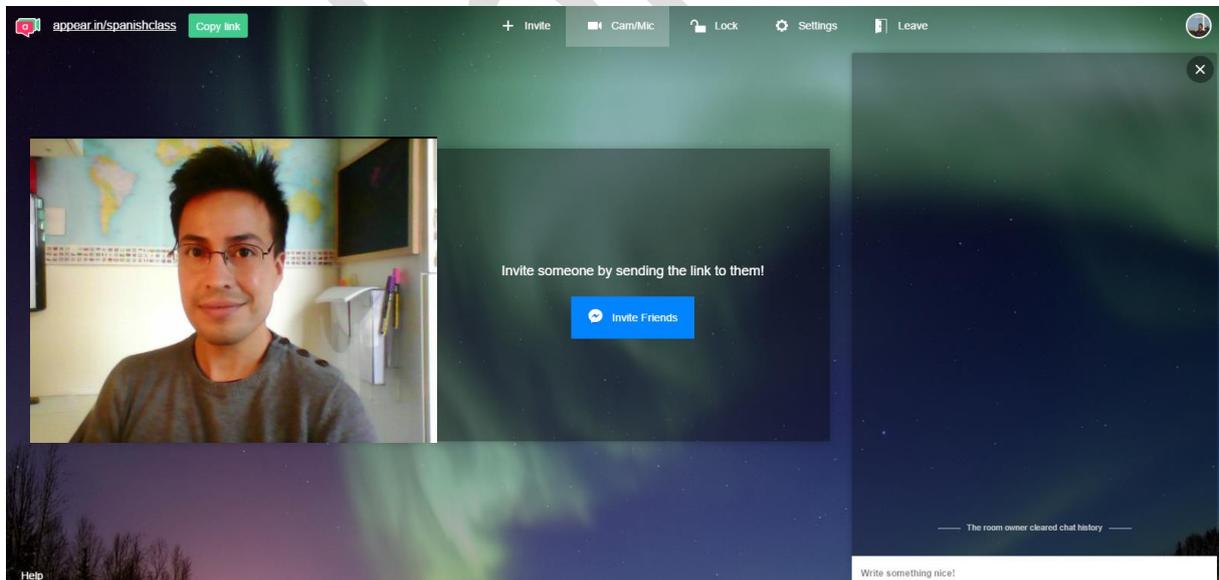


The day of the lesson

Go to <https://appear.in/spanishclass>

You'll be asked to accept the use of your camera and microphone, just click on "Accept".

You'll be presented with a chat room. No sign up is required to enjoy the videoconference and use the chat.



Thank you!

If you have more question or you need further information, please contact me

info.be.lengua@gmail.com

+32 484/630 057