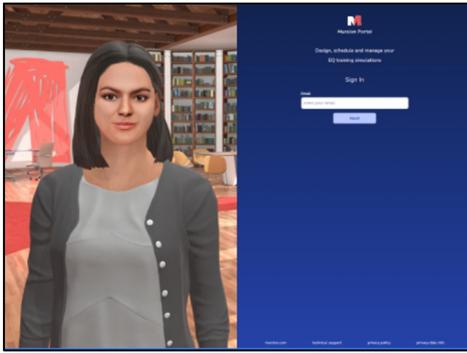


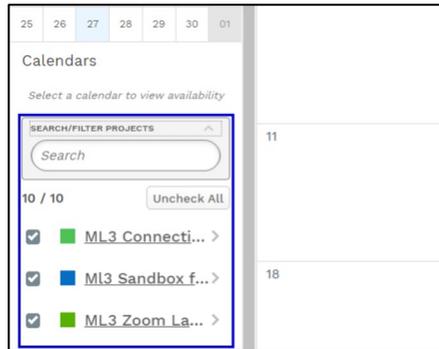
The University of Mississippi TeachLive Experience- EDCI 352 Oxford

Scheduling



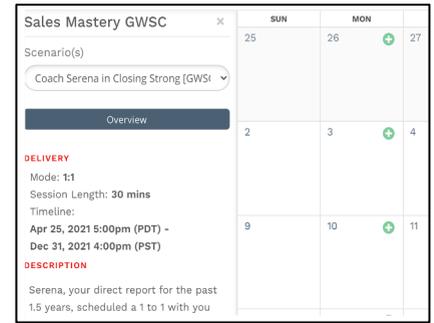
Log into the Mursion Portal at portal.mursion.com

Note: The first time you sign in, you will be asked to accept the terms, register and confirm your profile.



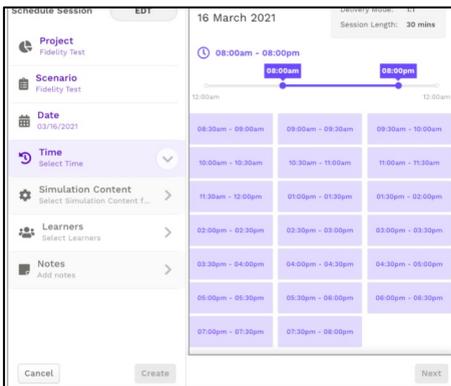
Click on the project in the left-hand menu.

The project name is EDCI 352 Oxford



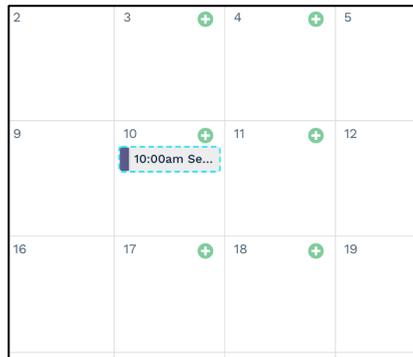
Click on the plus (+) icon for the day you want to schedule a simulation.

If you don't see plus (+) icons, make a selection from the scenario dropdown. Available dates will have a plus sign.

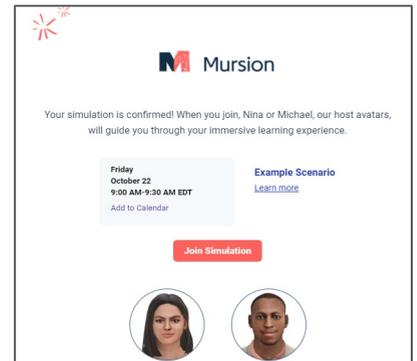


Select the time that works best and click the Create button

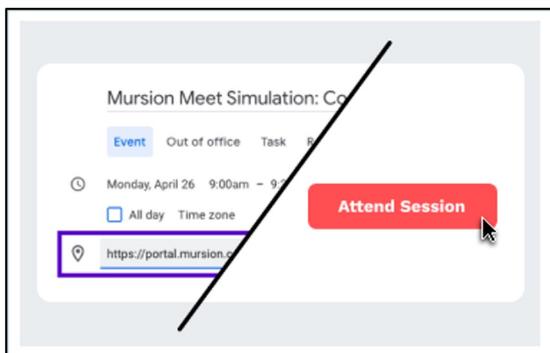
Note: The **Create** button in the button left of the screen will turn purple after you select the time. If it doesn't you may need to select Next first.



The session details will appear on your Portal calendar once it is scheduled. Click on the session card to view the scenario and/or cancel your session.



A session confirmation email will be sent from no-reply@mursion.com, as well reminder emails 2 days and 2 hours prior to the session start.



Attend a Session:

Two ways to access a session:

- Email:** Session confirmation email has an Attend Session button.
- Mursion Portal:** Click on the session in the [Mursion Portal](https://portal.mursion.com) calendar and click the Attend Session button.