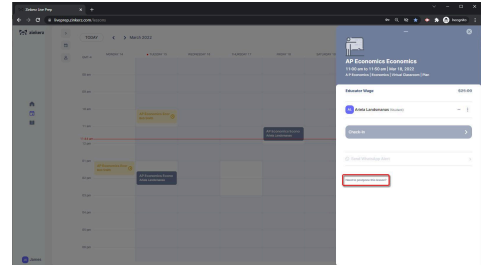


## Rescheduling a Lesson

### 1. Going into the Lesson on Live Prep

From your Live Prep Calendar, click on the class you would like to reschedule. Click on **Need to postpone this lesson?** option towards the bottom of the lesson popup.

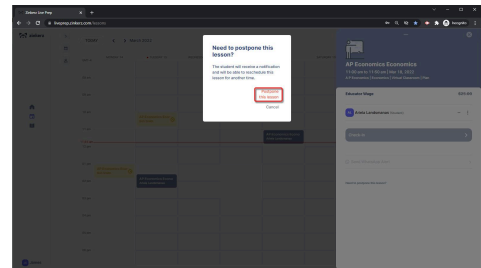


### 2. Postponing the Lesson

A popup will appear to confirm the reschedule request. Click on **Postpone this lesson** to remove the class from your schedule and place the class in the student's Pending List.

- If the platform does not allow you to remove the class yourself due to the Lesson Cancellation limit, please reach out to the Support Whatsapp for assistance.

The student will automatically be notified that the lesson has been removed, and then be able to reschedule the class in any of your available times, so be sure to check in on your Calendar regularly.



### 3. Updating Your Temporary Availability

Once you have removed the lesson from your schedule, you will need to go in and **block off** that time in your **Temporary Availability**. Otherwise, other students may be able to schedule a class at that time.

- Need a review on how to update your temporary availability? See [Setting Up Availability in LivePrep - Educa...](#)

Temporary Availability

America/New\_York

January, 2024 - Monday 08 to Sunday 14

	Mo 08	Tu 09	We 10	Th 11	Fr 12	Sa 13	Su 14
07 am							
08 am							
09 am		✓	✓	✓	✓		
10 am		✓	✓	✓	✓		
11 am		✓	✓	✓	✓		
12 pm		✓	✓	✓	✓		
01 pm		✓	✓	✓	✓		
02 pm		✓	✓	✓	✓		
03 pm		✓	✓	✓	✓		
04 pm		✓	✓	✓	✓		
05 pm		✓	✓	✓	✓		
06 pm				✓			
07 pm							