How to Find Sessions and Build Your Schedule

ACTFL 2021
VIRTUAL
NOVEMBER 19-21
Upon logging in, you’ll be on the homepage. To access the full convention program, select “Learning” at the top of the screen and click on “Full Virtual Program”.

Welcome to ACTFL 2021 Virtual
Where Language Educators CONNECT
From here, you can search through ALL the sessions that are taking place during the virtual convention.

You can filter your search by Keyword, Date, Applicable Language, Language of Presentation, Partner/ACTFL SIG, Audience Level.
Adding a Session to Your Schedule

If you would like to add a session to your schedule, click the tab that reads, “Add to Schedule”. This will automatically add the session to your personal schedule on the platform.
If you would like to export a session date/time to your personal calendar (outside the platform), click on “Export to Calendar” and select the calendar from the dropdown menu.
If you would like to “favorite” a session you attended, you can click the heart icon next to the Session Title.
How to Access Your Schedule & Favorites from Your Profile

To access your individual profile, click the icon in the top right corner of the page.

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How to Access Your Schedule & Favorites from Your Profile

Upon clicking your profile icon, you’ll be brought to your “Profile Page”.

From here, you can view all the sessions that you’ve added to your schedule, the favorites that you’ve clicked on during the convention, as well as the status of any meeting requests you’ve sent/received.

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If you would like to update your schedule to reflect the Time Zone you’re currently in, select “Settings” and click on “Local”. Be sure to click “Save” twice!

*The virtual convention’s default time zone is Eastern Standard Time (EST).*
Thank You!!