

LessonChime

User Manual

Your teaching workflow assistant for smooth lesson transitions and fewer late-start penalties.

Version	1.0.31
Platform	macOS 14 or later
Purpose	Help you finish one lesson on time and start the next one with confidence

1. Welcome

LessonChime is a menu-bar app for online teachers. It reads your lesson schedule and tells you the next action to take: wrap up, prepare, join, or start now.

It is designed for consecutive online lessons, helping you make calm, reliable transitions and avoid late-start penalties. LessonChime only reads your calendar; it never creates, changes, or deletes calendar events.

2. Before You Start

You need a Mac and LessonChime open and running. Lessons can come from Apple Calendar (including a Google Calendar account added to Apple Calendar) or from Manual Lesson Entry in Settings.

Open LessonChime.app and look for the bell in the menu bar at the top-right of the screen. LessonChime is a menu-bar application, so it does not appear in the Dock.

First time opening a download: macOS may display a security message saying that Apple could not verify LessonChime. This happens because the app is downloaded directly from lessonchime.com. Click Done (not Move to Bin), then open Apple menu > System Settings > Privacy & Security. Scroll to Security, choose Open Anyway for LessonChime, and confirm Open. You only need to do this once for that copy of the app. Do not disable your Mac's general security settings.

3. Quick Start and Permissions

1. Launch LessonChime. When macOS asks for Calendar access, choose Allow. This lets the app read today's lesson times and titles only.
2. When macOS asks for notification access, choose Allow so alerts and sounds can reach you reliably.
3. Open the bell menu and choose Test Notification. Confirm that a banner appears and that you hear a sound if Play sound is enabled.
4. Leave LessonChime running while you teach. Enable Start at Login in Settings so it is ready before your first lesson each day.

If Calendar access was denied, open System Settings > Privacy & Security > Calendars, enable LessonChime, then quit and reopen the app. If alerts are blocked, open System Settings > Notifications and allow notifications and sounds for LessonChime.

4. Setting Up Your Calendar

Create each lesson as a normal Apple Calendar event. LessonChime can recognise a student name, Chinese name, student ID, or a combination of name and ID. Examples include Austin, Rui Rui, 王小明, 230184, VIP 230184, Kevin 王, Austin Zoom Lesson, and Kevin Microsoft Teams.

For the clearest results, use either a student name or a student name followed by the platform, for example Austin Zoom Lesson. LessonChime also recognises LingoAce, Microsoft Teams, Zoom, and Google Meet when those names or their links appear in an event's title, location, notes, or URL.

LessonChime ignores obvious personal events such as appointments, doctor or dentist visits, gym, lunch, breaks, travel, personal events, and reminders. It also ignores name-only events marked as meetings.

A 30-minute calendar booking is treated as a 25-minute teaching lesson, and a 60-minute booking is treated as a 50-minute teaching lesson. Other booking lengths are used as entered. No manual adjustment is required.

To use Google Calendar, add your Google account to the Calendar app or macOS Internet Accounts. Once its calendar is visible in Apple Calendar, LessonChime reads it alongside your other teaching calendars. No separate Google sign-in is needed inside LessonChime.

Connect Google Calendar step by step: 1. Open the Calendar app on your Mac. 2. In the menu at the top of the screen, choose Calendar > Add Account. 3. Choose Google, then click Continue. 4. Sign in with the Google account that contains your lessons. 5. When your Mac asks what you would like to use, make sure Calendars is switched on. 6. Close the setup window and wait for your lessons to appear in the Calendar app. 7. Open LessonChime, choose Settings, then click Reload Today's Lessons. 8. Check that your lessons now appear in Today's Schedule.

Still no lessons? Open the Calendar app and check that the correct Google calendar is visible. Then return to LessonChime and click Reload Today's Lessons again.

If a lesson is missing from your calendar, open Settings > Manual Lesson Entry. Enter the student name, platform, date and time, and lesson length. Manual lessons use the same reminder sequence as calendar lessons.

5. Today's Schedule

Open the bell to see Today's schedule. LessonChime refreshes the schedule when you open it, so it reflects the latest lesson times in Apple Calendar.

Each lesson card shows its start time, student name, and teaching platform. Completed lessons are softly grey and marked Completed. A lesson currently in progress is highlighted green. The next lesson is clearly marked NEXT, with a red live countdown. Later lessons remain easy-to-read black and show the time until they begin.

Use the Compact and All today buttons at the top of the schedule. All today shows every lesson in today's Apple Calendar and can be scrolled. Compact gives you a shorter teaching-day view: the most recent completed lesson, the current or next lesson, and the following lesson when one is available.

After your final lesson, Compact keeps the two latest completed lessons visible. If there are no lessons in Apple Calendar today, LessonChime says so clearly.

6. Notification Guide

Finish up (green): appears one minute before the end of the current teaching lesson, giving you time to close it calmly. It may name the next student and show how long remains before that lesson starts.

4 min before next lesson (blue): prompts you to prepare for the next student. A 1 minute before next lesson banner follows to make sure you are ready.

Join now (blue): tells you to open the correct platform. For LingoAce, Zoom, Google Meet, and standard online lessons this begins 30 seconds before the lesson. For Microsoft Teams it begins 60 seconds before the lesson.

Countdown and Start Now (red): during the final 30 seconds, the banner counts down. At 20 seconds before the lesson, it changes to START NOW so you begin the lesson before the scheduled time.

Banners dismiss automatically, or you can click one to close it. The centre screen position is recommended when you need a reminder that is hard to miss.

7. Settings

Play sound controls whether an alert sound is played with each banner. Popup Position controls where banners appear on your display. Notification Duration controls how long a banner remains visible.

Settings includes Calendar Connection, Manual Lesson Entry, Reminders & Display, and Help. Start at Login keeps LessonChime ready before your first lesson. Keep it enabled for reliable reminders. Settings and About open in their own window so you can use them alongside your teaching platform or browser.

8. Licence Activation

Each purchased copy of LessonChime includes a unique licence key. Your key is sent to the email address used at checkout and activates one Mac.

The first time you open a purchased release, choose Activate LessonChime from the bell menu or Settings. Enter the licence key exactly as shown in your purchase email, then select Activate LessonChime. An internet connection is required for first activation.

LessonChime securely stores the activated key on your Mac. Keep your purchase email and licence key private. Do not share them with another person.

If you replace your Mac or reach the activation limit, email support@lessonchime.com using the email address from your purchase. We can help you move the licence to your new Mac.

9. Troubleshooting

No alerts: check that the LessonChime bell is visible in the menu bar. Choose Test Notification, and confirm that notifications are allowed in System Settings.

No lessons found: confirm that the events are in Apple Calendar today, that they have a valid start and end time, and that LessonChime has Calendar access in System Settings > Privacy & Security > Calendars. If you use Google Calendar, check that its account is enabled in Apple Calendar. You can also add an individual lesson through Manual Lesson Entry in Settings.

No sound: enable Play sound in Settings, then confirm that your Mac is not muted and its output volume is high enough.

Need more information: email support@lessonchime.com with the time, student, and what you expected to happen. We will help you work through the issue.

10. Frequently Asked Questions

Does LessonChime edit my calendar? No. It only reads today's lesson events.

Will it work while I teach in Teams, Zoom, Chrome, Safari, Google Meet, or LingoAce? Yes. Its banners are designed to stay visible while you work.

Can I test it before a live lesson? Yes. Choose Test Notification from the bell menu.

How do I activate my purchase? Open the bell menu and choose Licence & Activation, then enter the key from your purchase email.

How do I quit? Open the bell menu and choose Quit LessonChime.

11. Version History

Version 1.0.31: Updated the LessonChime icon, removed customer-facing Debug Mode, refined the popup transparency, and clarified Today's Schedule colours: completed lessons are grey, a lesson in progress is green, and the next lesson is red. Version 1.0.30: Added the LessonChime licence and activation experience, secure key storage, and documentation for direct website purchases. Version 1.0.29: Added recognition for lesson titles with a parenthesised language code, such as Arkin(EN). Version 1.0.28: Updated the LessonChime app icon to use the official website blue palette. Version 1.0.27: Fixed an incorrect Finish Up reminder that could appear before a first lesson when no lesson was active. Version 1.0.26: Added a complete step-by-step Google Calendar connection guide to the in-app user manual. Version 1.0.25: Redesigned Settings and About, added Manual Lesson Entry, and documented Google Calendar use through Apple Calendar. Version 1.0.24: Added the official support email, support@lessonchime.com. Version 1.0.23: Renamed LessonChime and updated its public website identity. Version 1.0.22: Production-release identity prepared for Teacher TG Software. Version 1.0.20: Fixed the Today's Schedule list so loaded lessons remain visible in the menu window. Version 1.0.19: A redesigned Today's Schedule with a clear Compact or All Today view, live countdowns, and no duplicate technical Current/Next rows. Version 1.0.18: The compact schedule keeps recent completed lessons visible after the final lesson, instead of incorrectly showing no lessons found. It also includes an updated professional user manual.

12. About and Legal Notice

LessonChime is designed for online teachers who want a calmer, more reliable transition between lessons.

LessonChime, its notification workflow, interface concepts, documentation, and associated branding are proprietary. This manual is supplied for use with LessonChime. No part may be reproduced, copied, distributed, modified, or transmitted without prior written permission from LessonChime.

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