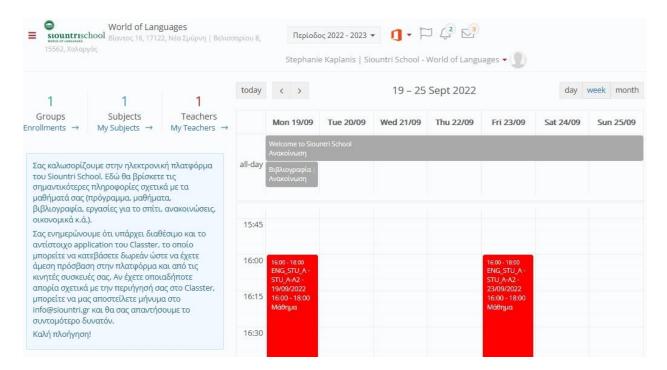
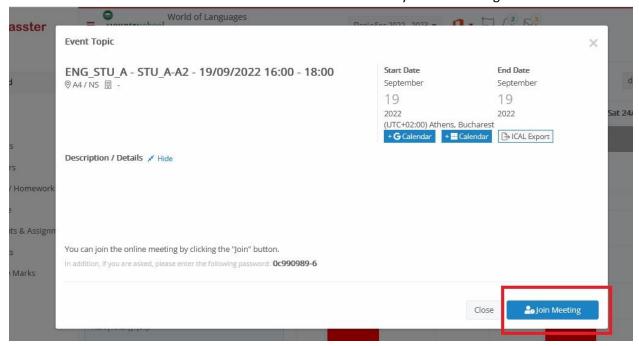
Joining an online classes as a student:

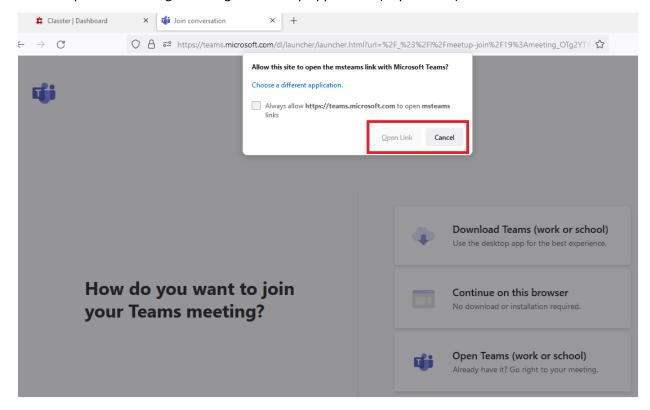
- 1) Go to siountri.classter.com and sign in using your username and password
- 2) When you have signed in, find the red 'session' box on the Dashboard calendar that corresponds to the date of the class you want to join, and click on it.



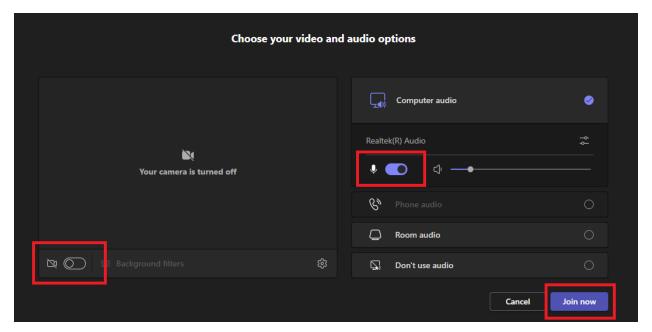
3) After clicking on the red 'session' box, you will see a pop-up window with details about the class session. In the bottom left-hand corner is a button that says "Join Meeting"



4) Teams will then open in a new tab and a pop-up window will appear asking if you would like to open the meeting link using the desktop application ("Open Link") or "Cancel"



a. If the Microsoft Teams application is already downloaded and installed on your device, press "Open Link" to join the Microsoft Teams meeting. You will be asked to sign in using your school username and password. When the application launches, ensure your camera and microphone are active and turned on, and press "Join Now".



- b. If you press "Cancel" instead of opening the meeting link in the Microsoft Teams application, you will see three options:
- 1- **Download Teams (work or school) to your desktop**. This will direct you to download the desktop application, which is the recommended way to use the Teams program.
 - If using this option, follow the prompts to download and install the desktop application. In the future you can use the "Open Link" button above, and in the future, provided you remain signed in to your Microsoft account on the desktop app, your meeting will automatically open when pressing on the "Join Meeting" button in the red session box.
- 2- **Continue on this browser**. You won't need to download or install any software, but can simply open the meeting using your web browser.
 - Just enter your username and password when asked to sign in, and follow the prompts to continue to the meeting, ensuring your camera and microphone are connected and switched on.
- 3- **Open Teams (work or school).** If you already have the Microsoft Teams application installed on your device, you can click here to open it, and the meeting will launch automatically. Ensure your camera and microphone are connected and switched on before joining the meeting.

Opening an online class for parents of young students:

- The best way to open an online class for your young student, is to log in on their behalf with their school email and password, which has been sent to your email address. (Please contact the school if you do not know their username and password). Once logged into their student account on Classter, use the above procedure in order to open the meeting.
- <u>Although it is not advisable</u>, parents do have the option of joining the online lesson through their own Classter account. This method only allows parents to join the class as a 'guest', and as a result, they will not be able to review any files or information shared during the session.
 - a. To join in this way, click on the red session box from the dashboard of your parents Classter account, and then press "Join Meeting", as above. Where it says "Guest", type in the name of the student. Ensure the camera and microphone are connected and turned on, and then press "Join".