Guide: How to view your timetable in Semestry and access your online classes using Engageli

<u>Instruction video – Accessing your Online Classes using Engageli</u>

The following link contains a video on how to access your online classes using Engageli:

<u>https://youtu.be/WqXqRl1PmDA</u>

Please note if your timetable shows both a classroom and Engageli link you must attend the session on campus in the classroom shown. Please see further in the guide for how to read your session information.

Semestry Instructions

<u>1: Logging into Semestry</u>

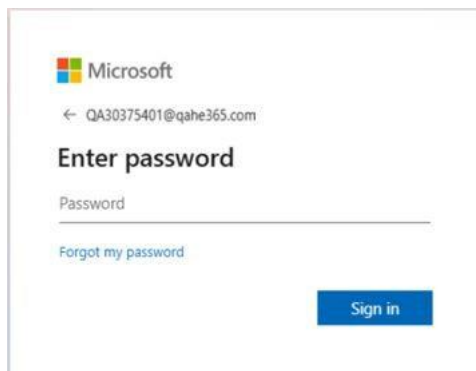Copy and paste the following link into your web browser: https://ttportalqalive.com/2526/ADlogin.html

The Microsoft screen below will appear:

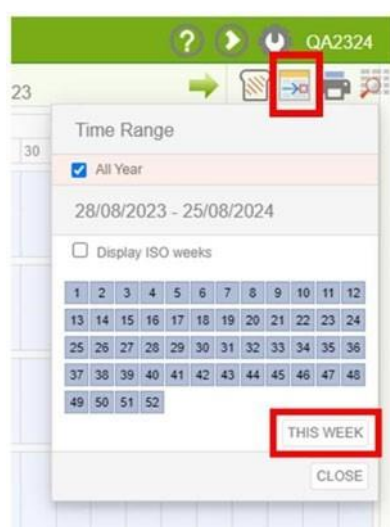|	
Microsoft Sign in QA30375401@qahe365.com Can't access your account? Next	**Username**: this is the account username you received by email. Enter your username (QAStudentid@qahe365.com) and **Click**: Next
Microsoft ← QA30375401@qahe365.com **Enter password** Password Forgot my password Sign in	Type in your **Password** and **Click**: Sign In

If you have any issues, please contact qahe.sasc@qa.com as soon as possible.
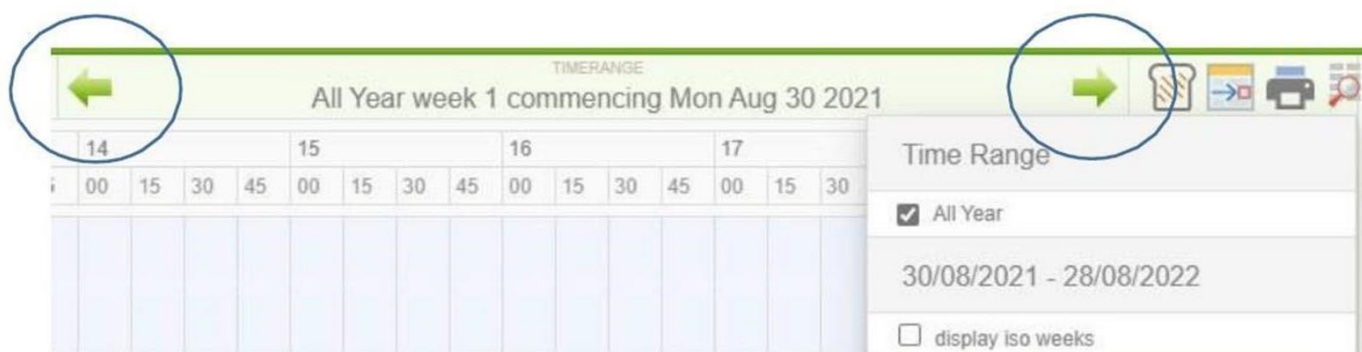
2. Settings in Semestry

Once logged in, you will see your timetable. The days of the week run down the left side of the page, and the timing of the day runs across the top.
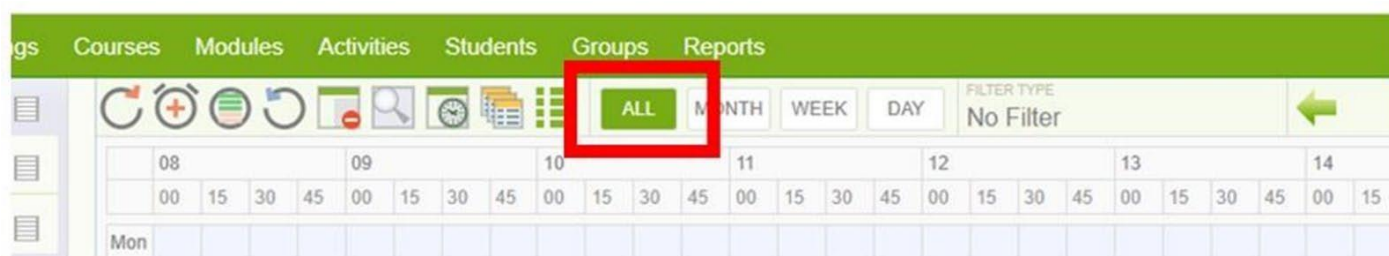

The default view will show all 52 weeks. To view the current week, click on the calendar icon at the tip right hand side of the screen, then click 'THIS WEEK':
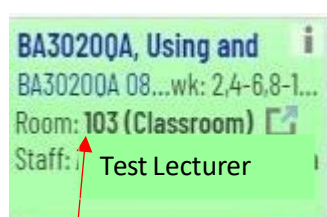

It is also possible to use the green arrows near the top of the page to navigate forwards or backwards to view different weeks on your timetable:
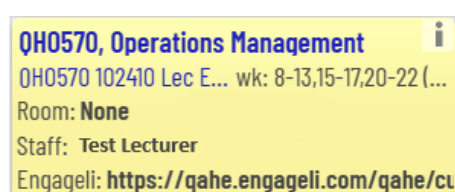
Please always make sure that you have set the viewing option to 'ALL', as selecting 'month', 'week' or 'day' omits some of the information you will need (for example, Engageli links will only show in the 'ALL' view)

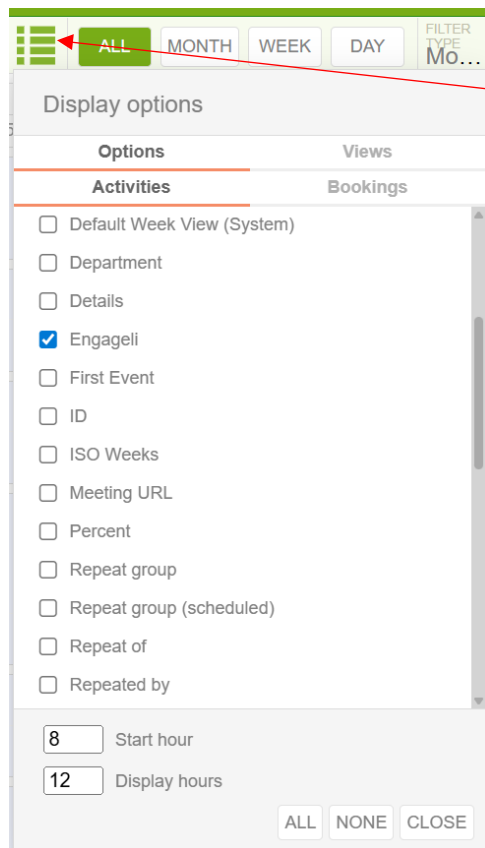Classes will be delivered either face to face on campus, or remotely online via Engageli.

Here you can see a classroom, so this class must be attended face to face on campus.

Here you can see an Engageli link, so this class must be attended remotely online.

If you can see both a classroom and Engageli link, **you must attend the face to face sessions.**

How to view your Engageli session link and access your classes online using Engageli
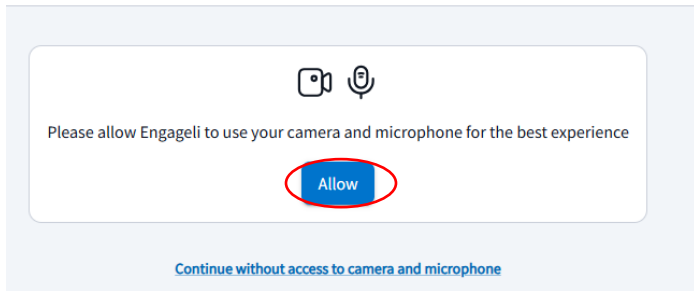

left-hand corner of your timetable.

Scroll down in the dropdown menu that appears, and make sure Engageli has a tick next to it. You only need to do this once as the setting will be remembered next time you access your timetable on the same device.

NOTE: Please ensure that *only* 'Room', 'Staff' and 'Engageli' have ticks next to them. If you tick all options the information won't display correctly on your timetable.
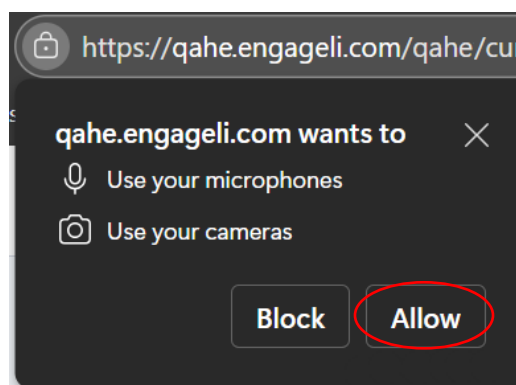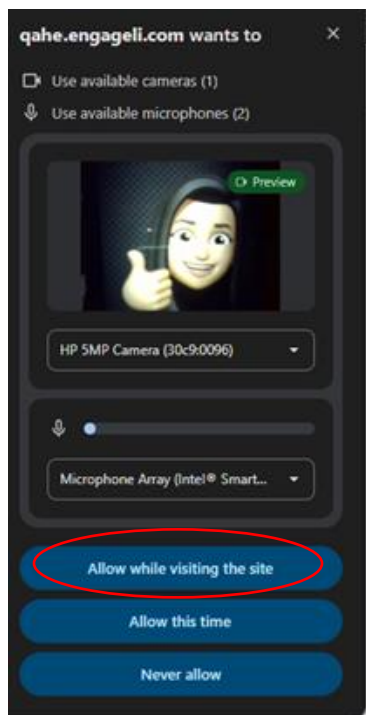
Once you have selected this option, the Engageli link will be displayed in your timetable. The Engageli link starts with https://qahe.engageli.com/. You can triple click the link to copy and paste it into a web browser.

For best functionality, we recommend using Chrome on whichever device you're using to attend class.

You will be prompted to allow Engageli to use your camera and microphone the first time you access. **Please click allow to continue to your class**.
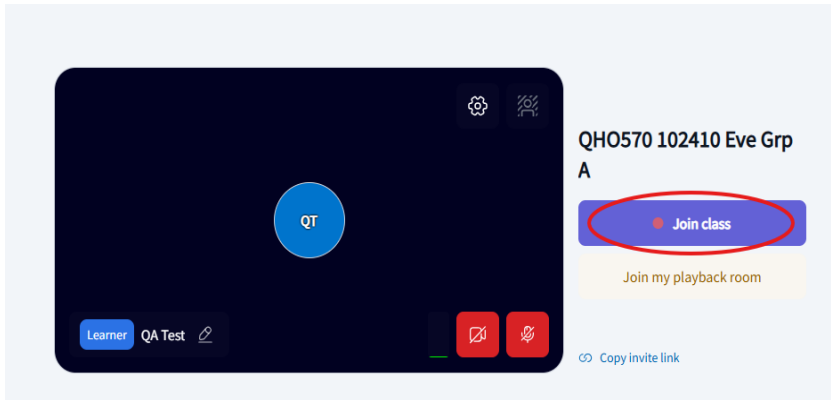

Depending on your browser Select "Allow while visiting this site" or "Allow" to join your class.

Please note this will only be needed the first time you access Engageli.

Click the icons to turn on the camera and microphone.

Click "Join Class" to enter your class.

If you experience any problems with joining your online classes, please contact the Student Advice and Support Centre as soon as possible (ideally within 15 minutes of class starting) so that we can try to help you join.

Student Advice & Support Centre

Phone: 0204 5796407
Email: qahe.sasc@qa.com