



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

Instruction video – Accessing your Online Classes using Webex

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

<https://www.youtube.com/watch?v=SOiADQkau3s&list=PL8YaNLf3NtSGwICFQ7HrgeT2bWJebMq0&index=67>

Please note if your timetable shows both a classroom and Webex code 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

1: Logging into Semestry

Copy and paste the following link into your web browser:

<https://ttportalqalive.com/2425/studentlogin.html>

Please, do not use Internet Explorer, as this is not supported by this application. Other browsers such as Chrome or Firefox should be used instead.

The 'Welcome to TermTime' screen below will appear:

A screenshot of a login interface. The background is a solid blue color. In the center, there is a white rectangular box with a light blue border. Inside this box, the text reads: "Welcome to TermTime", "Please log in", "Username", "Password", and a "LOGIN" button. There are two white input fields, one for the username and one for the password, positioned to the right of their respective labels.

For your **first time logging in**, your details should be:

Username: this is the same username you used to complete your application and pre-enrolment online. Your username is your personal email address.

Type in your **Password:** (same as your application) and **Click:** Login



You will then be prompted to reset your password. Press OK and you will receive an email to your personal email account (check your junk inbox in case the email is sent there).

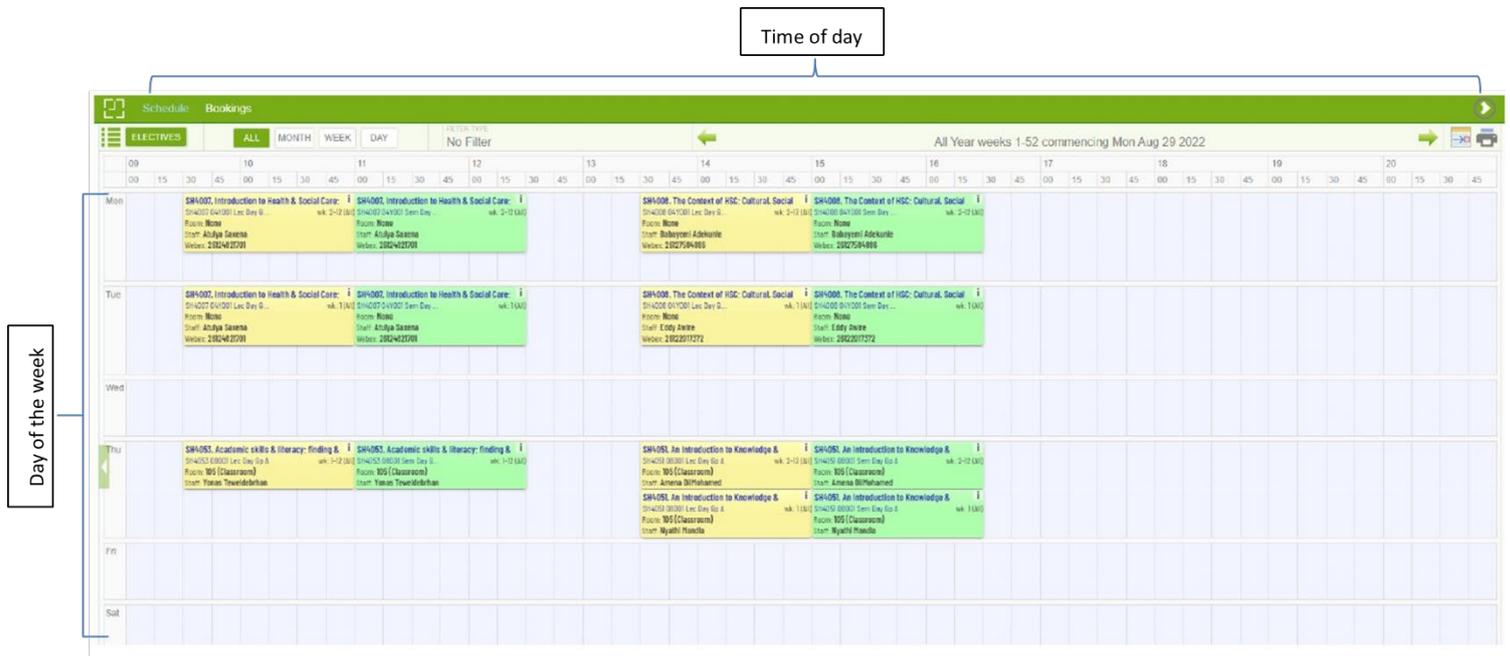
Please note: the reset password link is time sensitive, so please click the link as soon as you receive it.

After this you will use your unique password unless prompted to reset your password again at a later date.

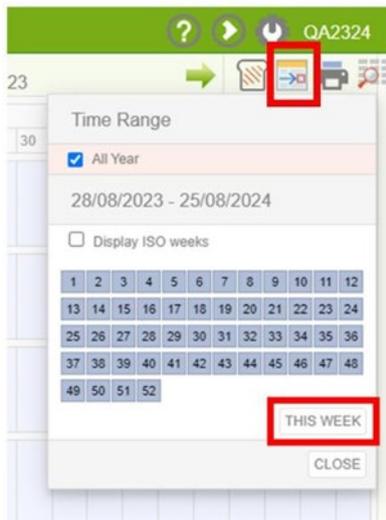
If you have any issues, please contact qahe.sasc@qa.com as soon as possible.

2. Settings in Semestry

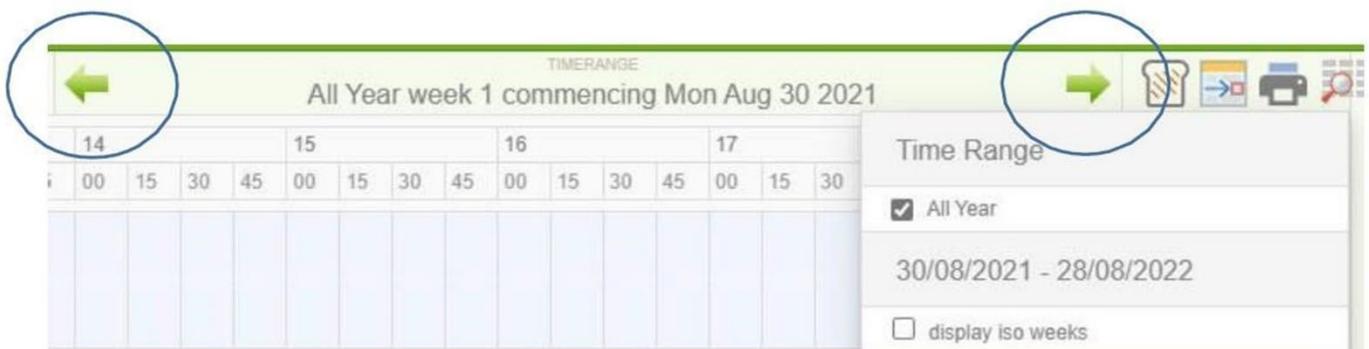
Once logged in, you will see your timetable. The days of the week run down the left side of the page, and the timing of the day runs across the top.



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



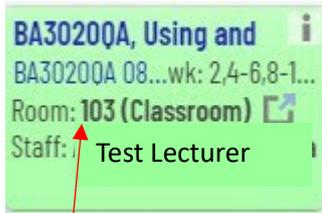
It is also possible to use the green arrows near the top of the page to navigate forwards or backwards to view different weeks on your timetable:



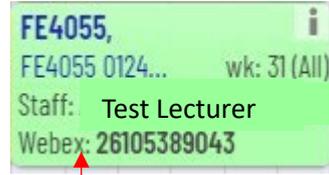
Please always make sure that you have set the viewing option to 'ALL', as selecting 'month', 'week' or 'day' omits some of the information you will need (for example, Webex numbers will only show in the 'ALL' view)



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



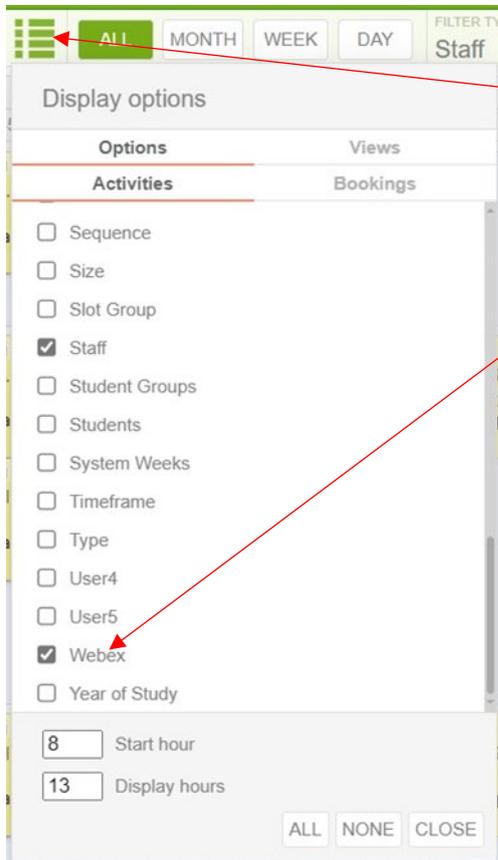
Here you can see a classroom, so this class must be attended face to face on campus.



Here you can see a Webex number, so this class must be attended remotely online.

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

How to view your Webex session numbers and access your classes online using Webex



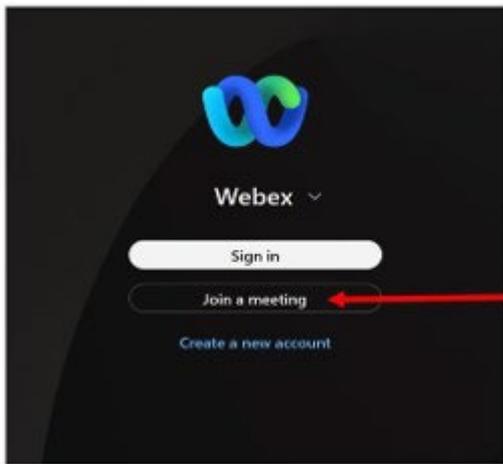
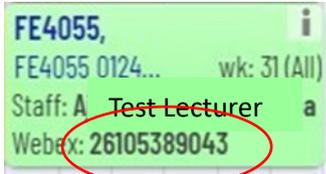
Click the icon near the top left-hand corner of your timetable.

Scroll down in the dropdown menu that appears, and make sure Webex 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 'Webex' 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 Webex Meeting IDs will be displayed in your timetable. The Webex number should be 11 digits long, starting with '26'. You can copy and paste this number into Webex.

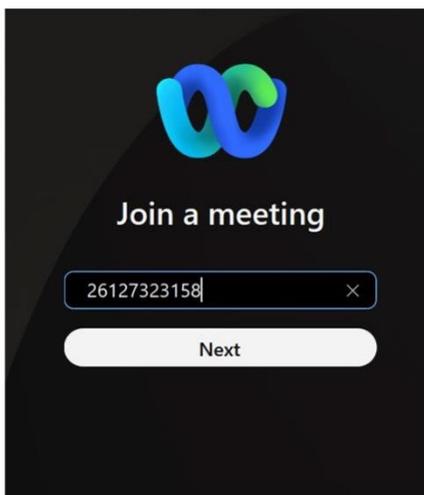


For best functionality, we recommend downloading the Webex app to whichever device you're using to attend class -

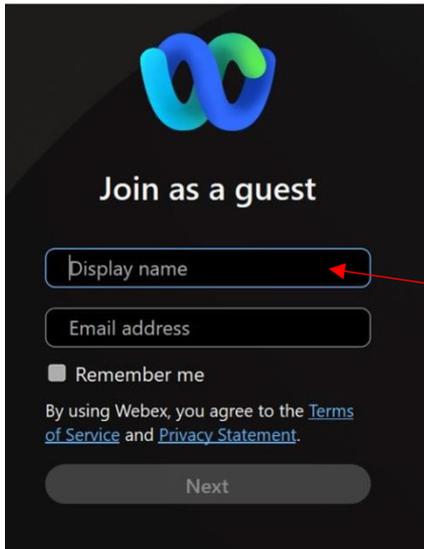
<https://www.webex.com/downloads.html/>

You can also attend via the browser if you prefer by using this link: <https://qa-learning.webex.com/>

If accessing via the app, once launched it will appear as below (may vary slightly depending on device).



Select 'Join a meeting'

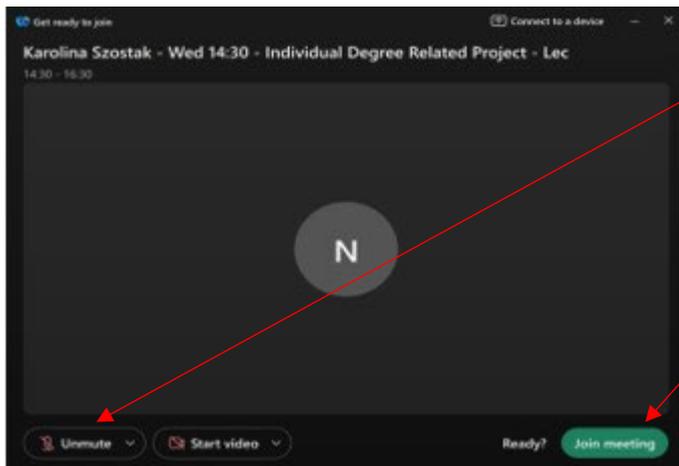


Paste or type the 11-digit Webex number from your timetable, and press 'Next'. You will be prompted to enter the meeting password – this is always:

Monday

Enter your full name (first and last name) in the 'Display name' box, and enter your university email in the 'Email address' box, then press 'Next'.

Note: It says 'Join as a guest' – all students join Webex sessions as a guest as only lecturers have login access to the accounts. The session will open.



Check your audio/speaker settings (drop-down arrow by 'Unmute') and camera settings (drop-down arrow by 'Start Video').

Then select 'Join Meeting'.

Note: You can only join your sessions a maximum of 15 minutes before the sessions are scheduled to start.

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 5796507

Email: qahe.sasc@qa.com