SOP: Joining a Session from a Student Device

Purpose:
This SOP explains how students join a session from their device using a PIN code, and how they can leave a session if needed.

Pre-requisites:

- Teacher has started a session in the Swipe Web App (PIN code generated)

- Student device with Swipe app (iOS/Android) or web app open

- Internet connection

Step-by-Step Instructions

A. Joining a Session

1. **Open Settings**

   - On the student device, tap or click the **Settings (gear icon)**.

2. **Go to Session**

   - In Settings, select **Session**.

3. **Enter Session PIN Code**

   - Type the unique **6-digit PIN code** provided by the teacher.

   - Example: `025130` (changes each session).

4. **Enter Student Details**

   - Enter **first name only** (for safeguarding).

   - Optionally add the class code.

- ○ ⚠️ Students may join anonymously, but this prevents tracking data in reports.

5. **Join Session**

- ○ Tap **Join Session**.

- ○ The student device now unlocks all features needed for the lesson.

B. Leaving a Session

1. **Open Settings Again**

- ○ Tap the **gear icon → Session**.

2. **Select Leave Session**

- ○ Scroll down and tap **Leave Session**.

3. **Confirm Logout**

- ○ Tap **Leave** to confirm.

- ○ The device is now logged out and features are locked until another session starts.

Tips & Common Mistakes:

- ● ✅ Always use the **PIN code** to join (faster and more reliable than QR).

- ● ✅ Only use **first names** for students.

- ● ⚠️ If a device fails to log out automatically when the teacher ends a session, students must **leave manually**.

- ● ✅ Locked devices can still make sound, but advanced features are disabled until re-joining.

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