📄 SOP: Running a Lesson

Purpose:
This SOP guides teachers through logging into the teaching portal, starting a session, running a lesson, monitoring student activity, and correctly ending and logging out.

Pre-requisites:

- Teacher logged into the **Teaching Portal** (aqua green border visible)

- Student devices with the Swipe/Reader app installed (or web app as backup)

- Internet connection

Step-by-Step Instructions

1. **Confirm Teaching Portal**

   - Make sure you are on the **Teaching side** of the portal (aqua green highlight).

   - If not, switch via the bottom-left "Go to Teaching Portal" button.

2. **Open the Swipe Web App**

   - Click the **blue circle** (bottom-right of the screen).

   - When the **Digit Music logo** appears, click it once to reveal the control surface.

   - Resize the window (drag bottom-right corner) until **octave buttons** are visible.

   - Move/minimize as convenient.

3. **Log Into the Web App**

   - Click the **gear icon** → **Sign In**.

   - Enter the **same email and password** used for the portal.

○ Click **Login**, then return with the back arrow.

4. **Start a Session**

   ○ Go to **Settings → Session → Start Session**.

   ○ A **PIN code** and **QR code** will be generated.

   ○ 🔑 Use the **PIN code** (faster and easier than QR).

5. **Edit Session Details**

   ○ Click **Edit Details**.

   ○ Enter meaningful info (e.g., "Class J3A – Tuesday AM").

   ○ Add notes if needed, then **Save**.

6. **Students Join**

   ○ Students open Swipe/Reader app, enter PIN code, and join anonymously.

   ○ Students should enter **first name only** (plus class code if desired).

7. **Monitor Class Activity**

   ○ In the web app, click **Class Activity** to see who has joined.

   ○ Use the **Students tab** to view individual activity and notes played (refreshes every 10s).

8. **Navigate to the Lesson**

   ○ Minimize the app.

   ○ Select the **Unit of Work → Lesson → Page** you want to teach.

   ○ Follow the **video-led lesson**. Optionally demonstrate on the web app to boost confidence.

9. **End the Session**

- When finished, go to **Settings → Session → End**.

- Confirm by clicking **Yes**.

- ✅ Student devices are automatically logged out and locked.

- ✅ Session data is saved to the portal for reports.

10. **Log Out of Web App**

- Return to **Settings → Account → Log Out**.

- Confirm the green button disappears.

- Session is now fully closed.

Tips & Common Mistakes:

- ✅ Always resize the web app on first use so all controls are visible.

- ✅ Rename sessions meaningfully (class + date) for easier reporting.

- ⚠️ Remind students to enter **first names only** for safeguarding.

- ⚠️ Don't forget to log yourself out after ending the session.

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