📄 SOP: Using the Swipe Web App

Purpose:
This SOP explains how to access, configure, log into, and run sessions from the Swipe Web App built into the Teaching Portal, including naming sessions and ending them correctly.

Pre-requisites:

- Digit Music Portal account (email + password)

- Access to the **Teaching Portal** (aqua green highlight box)

- Students with devices ready to join sessions

Step-by-Step Instructions

1. **Open the Swipe Web App**

   - Ensure you are in the Teaching Portal (look for the **aqua green highlight box**).

   - Click the **blue circle** in the bottom right corner of the screen.

   - When you see the **Digit Music logo**, click it to open the playing interface.

2. **Resize and Position the Window**

   - Grab the **bottom right corner** of the window and drag down until you see the **octave buttons** appear.

   - Move the window to a convenient location on your screen (e.g. left side if you want lesson content visible in the middle).

   - You can:

     - Minimize/expand the app as needed.

     - Enter **full-screen mode** (ideal for demonstrating on an interactive whiteboard).

■ Exit full-screen to return to the smaller window.

3. **Refresh or Reopen if Needed**

   ○ Clicking the **refresh button** reloads the app, but you will have to log in again.

   ○ If you close the app (X), you'll need to repeat the open and login process.

4. **Log In to the App**

   ○ Click the **Settings (gear) icon** → choose **Sign In**.

   ○ Enter the **same email and password** you used for the portal.

   ○ Click **Login**.

   ○ Once logged in, you'll see a **green MIDI icon** at the top — this must stay green for sound to work.

   ○ If clicked accidentally and turned grey, click it again to re-enable audio.

5. **Start a Session**

   ○ Go back to **Settings** → choose **Session** → click **Start Session**.

   ○ A unique session is created, displaying a **QR code** and **PIN code**.

   ○ Students can join by:

      ■ Scanning the QR code OR

      ■ **Entering the PIN code** (recommended for speed).

6. **Edit Session Details (Optional)**

   ○ Click **Edit Details** to rename the session with a meaningful name (e.g. *Class J3A – Tuesday AM*).

   ○ Add notes if needed.

   ○ Click **Save** — this helps when reviewing session data later.

7. **Deliver the Lesson**

- ○ Minimize the app if you want to focus on the lesson content.

- ○ Select the relevant **Unit of Work** and lesson to teach.

- ○ Use the Swipe Web App to demonstrate concepts or perform from the front of the class (especially effective with a touchscreen display).

- ○ Complete the guided video slides, quizzes, and activities with students.

8. **End the Session**

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

- ○ Confirm you want to end the session.

- ○ This will:

    - ■ Save all session data for later access.

    - ■ Automatically log students out, ensuring a fresh start next time.
      [Insert screenshot of end session confirmation popup]

Tips & Common Mistakes:

- ● ✅ Always resize the window the first time so all controls (octaves, settings) are visible.

- ● ✅ Use **PIN codes** for faster joining (QR codes can slow down the start of the lesson).

- ● ✅ Name sessions clearly — makes reviewing data much easier.

- ● ⚠️ Remember to keep the **MIDI icon green** — no sound will play if it's grey.

- ● ⚠️ Always **end the session** rather than just closing the app — this ensures clean data tracking and logs students out.

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