SWITCH 4 Schools.

Set-up Guide

1 Create your password

- You will receive an email from Switch 4 Schools titled "You are invited!", with a link to create your login details.

  This link will take you to the web version. You should save this URL to your favourites for future reference.

2 Download Switch4Schools

Switch 4 Schools
Education
★★★★★

- If you are on an iPad or iPhone go to the AppStore and search for "Switch 4 Schools". Download and open.

- Or, access via the web **https://app.switch4schools.com.au/Login**
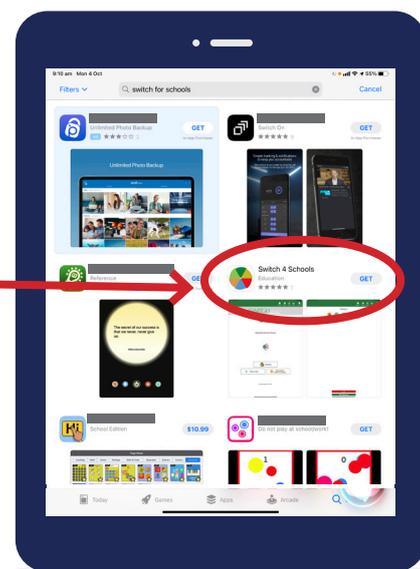
3 Log in

Use your school email and the password you created in step one.

Email address or username
yourname@school.com

Password
Password

Login

Forgot Password?

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4 Set up your class

Option A: <u>Student</u> led input.

Select **Copy Class URL** and send link to each class member. As they set themselves up they will appear in your 'pending approval' box. If happy with their nickname and details click the approve tick ✓
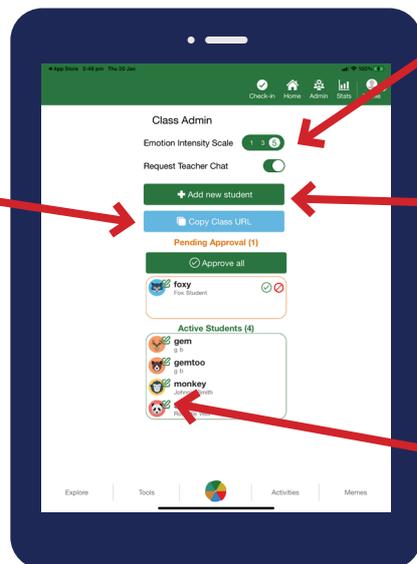
Handy Hint #1: this is also where you change the emotion intensity scale or disable the "request a chat with your teacher" question from the check in process

Option B: <u>Teacher</u> led input.

Select **+ Add new student** and follow the prompts to set their avatar, name and email (optional).

Handy Hint #2: You can edit details or remove students at any time by selecting them here

5 Get going!

- Launch a check in session from the home page, select "check in" on the navigation bar, and watch as the students complete their first check-in!

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