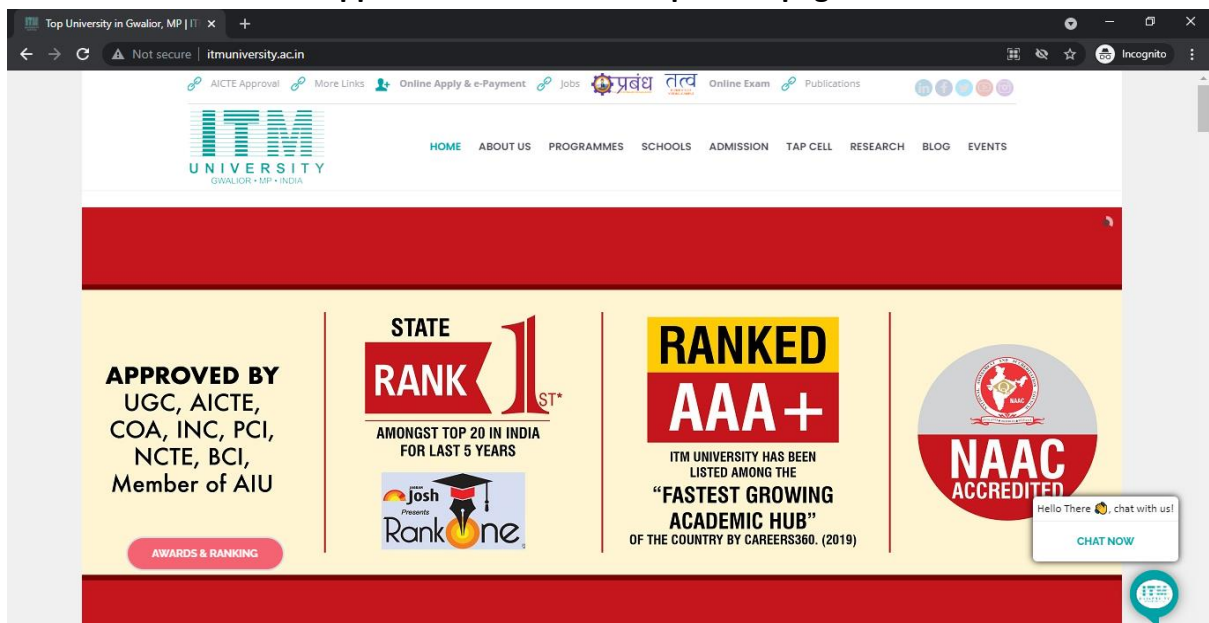**[IQAC Cell]**

Instruction manual for students to attend webinar classes on Tattva-LMS using MS-Team webinar Tool
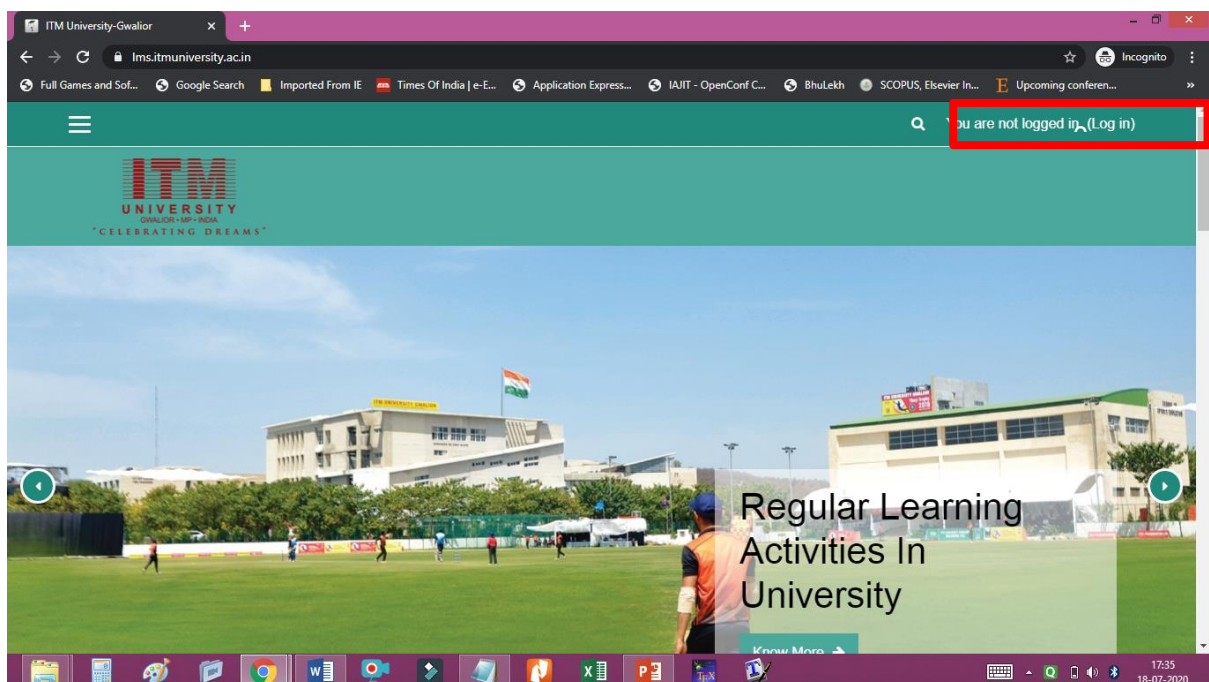
Steps to attend webinar classes on Tattva-LMS Software as follows:

1. Visit the ITM University page using the URL http://itmuniversity.ac.in/ on any internet browser and press enter key. Home page of the ITM University will appear as shown below:
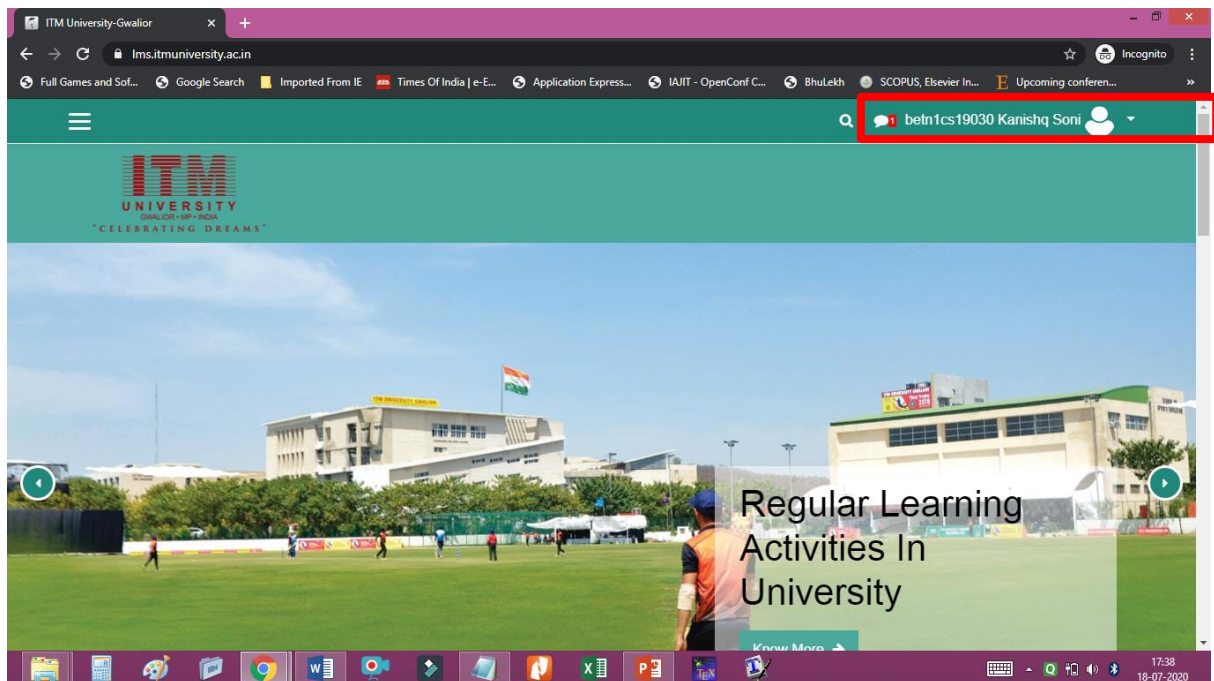
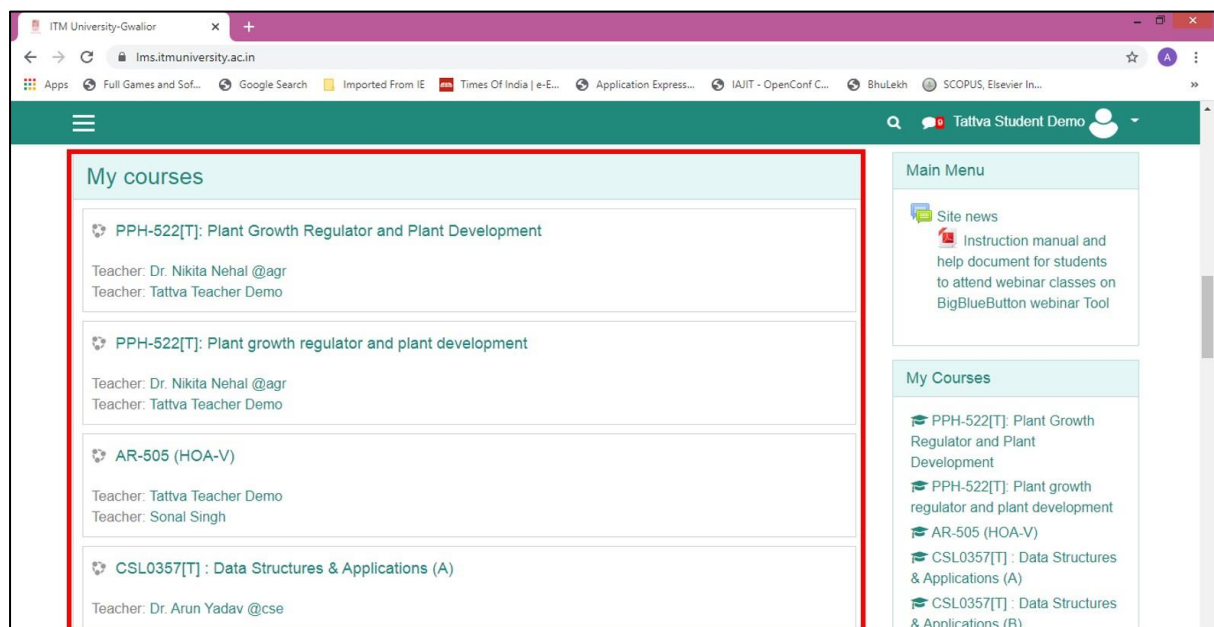**Click on the Tattva icon appeared at the middle top of the page.**

2. After the click on Tattva icon, Home page of the Tattva-LMS will appear as shown below:

3. Login on Tattva-LMS software using login ID and Password provided by the mentors/LMS Coordinators of your school/department. After successful login, home page will appear including the student Roll No. and name to the right top corner as shown below.
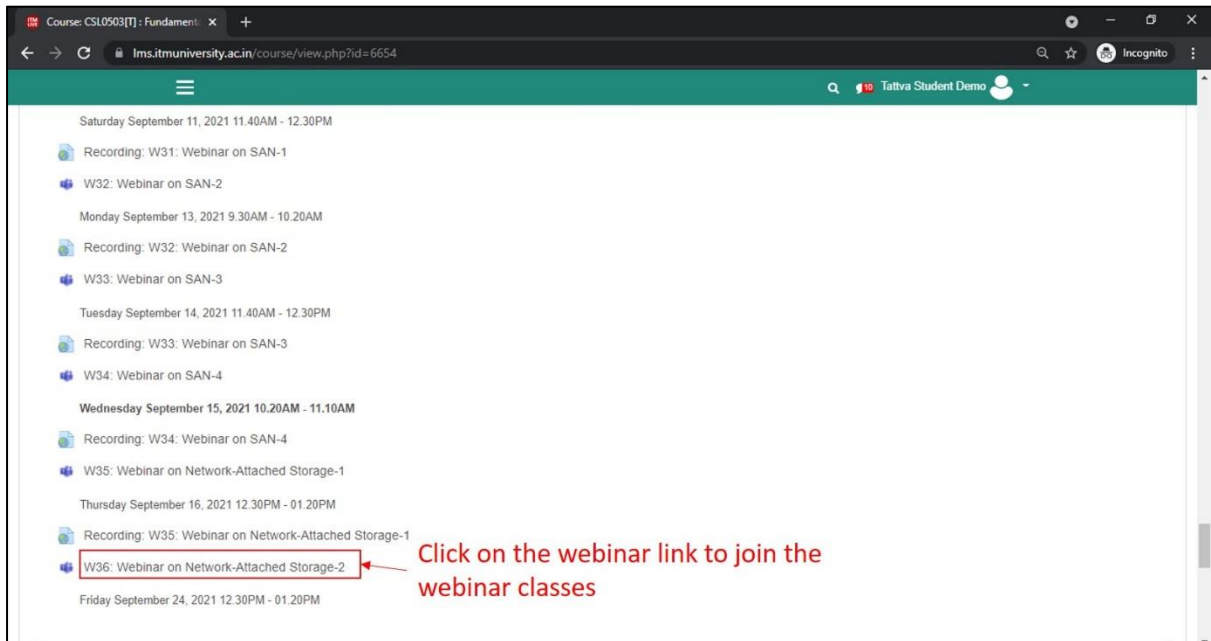

4. To access the courses, just scroll down then all the courses will show under the **"My Courses"** section to the right side as below or list of courses will be there in which you are enrolled in current semester.
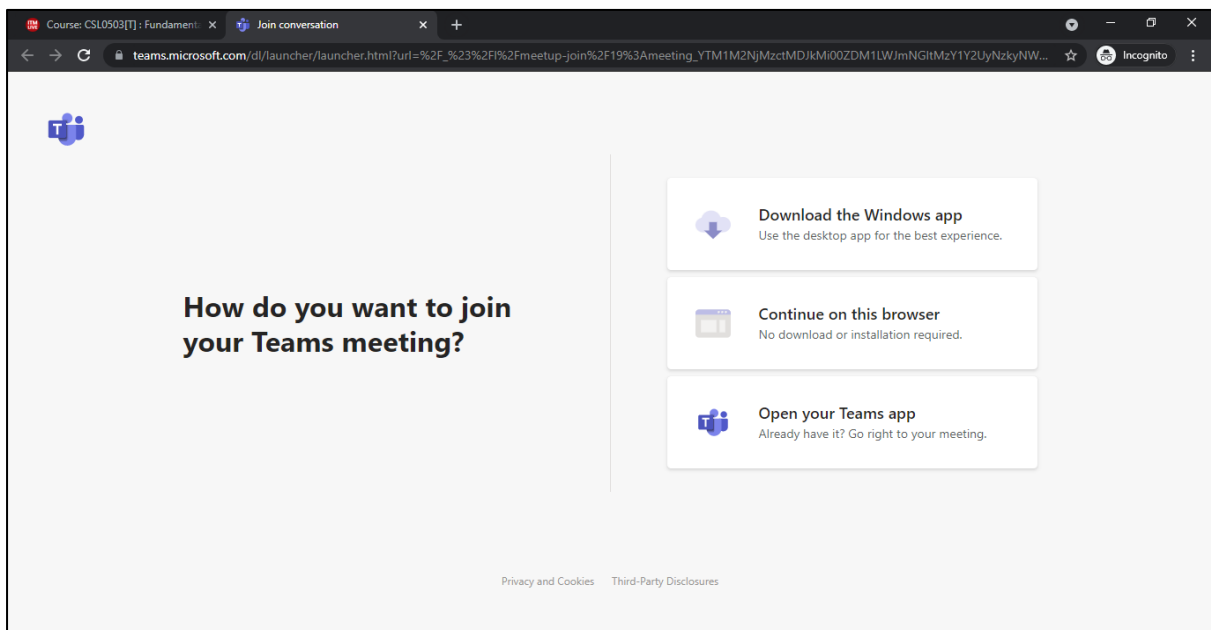

5. Time table is provided from your school/department. Now, Student is required to visit the course(s) as per the provided time table (as per Date, Day and Time) to attend the scheduled webinar classes. Webinar class link will appear in the course page as shown below.
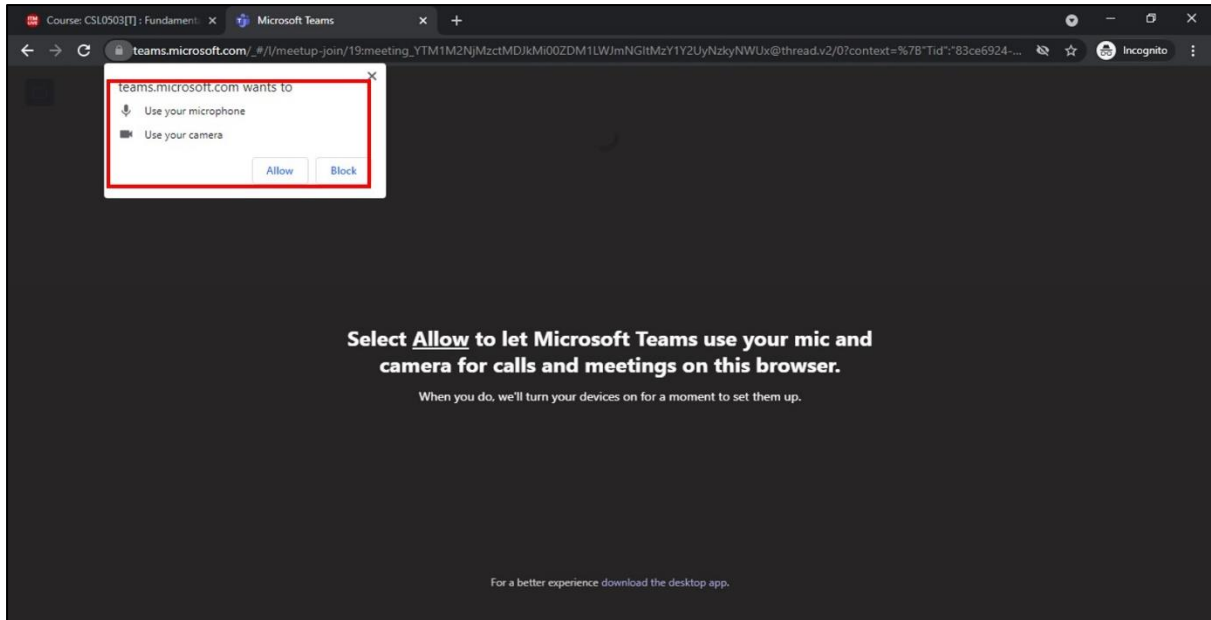**Click on the MS-Team webinar link on the course page to attend the webinar class.**
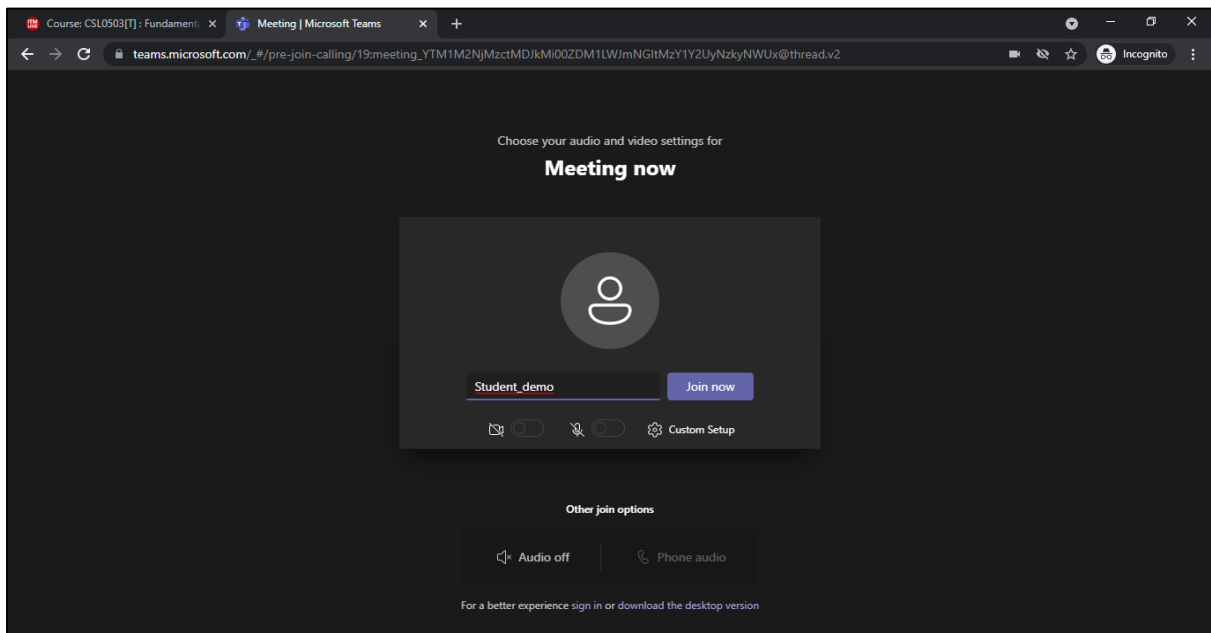
6. After the click on MS-Team Webinar link, below page will appear to you. On the appeared page, click on "**continue on this browser**" if you are joining from your desktop or laptop.
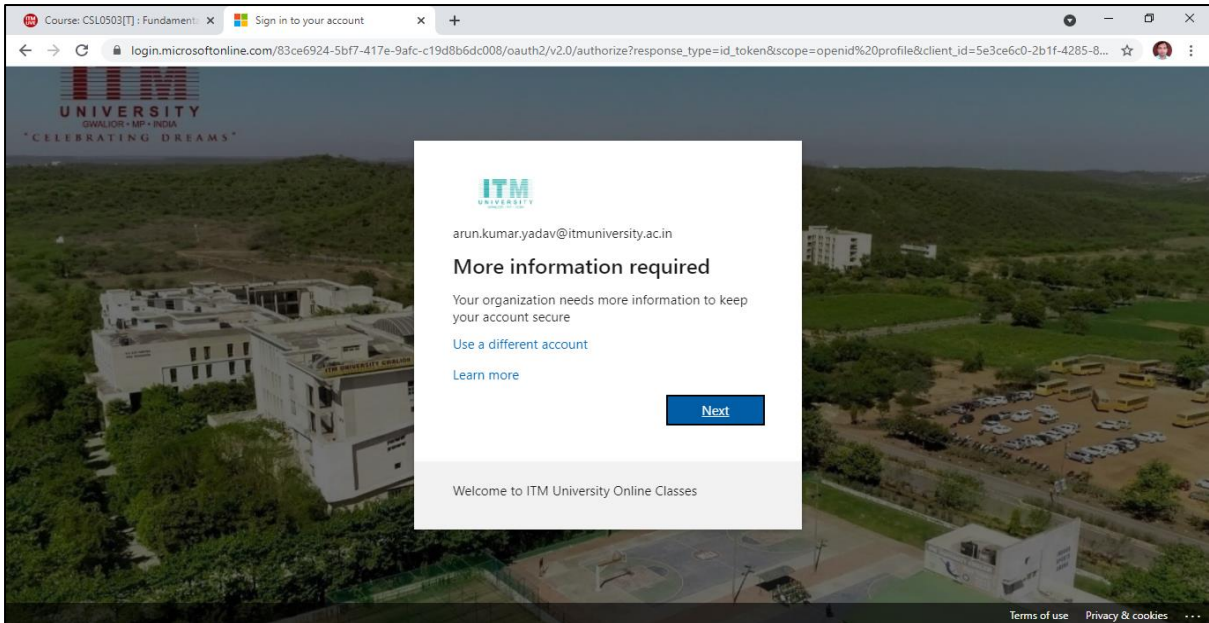

7. After the click on "**continue on this browser**", below page will appear to you. Click on "**allow button**" to grant the permission to use the microphone and camera of your machine.
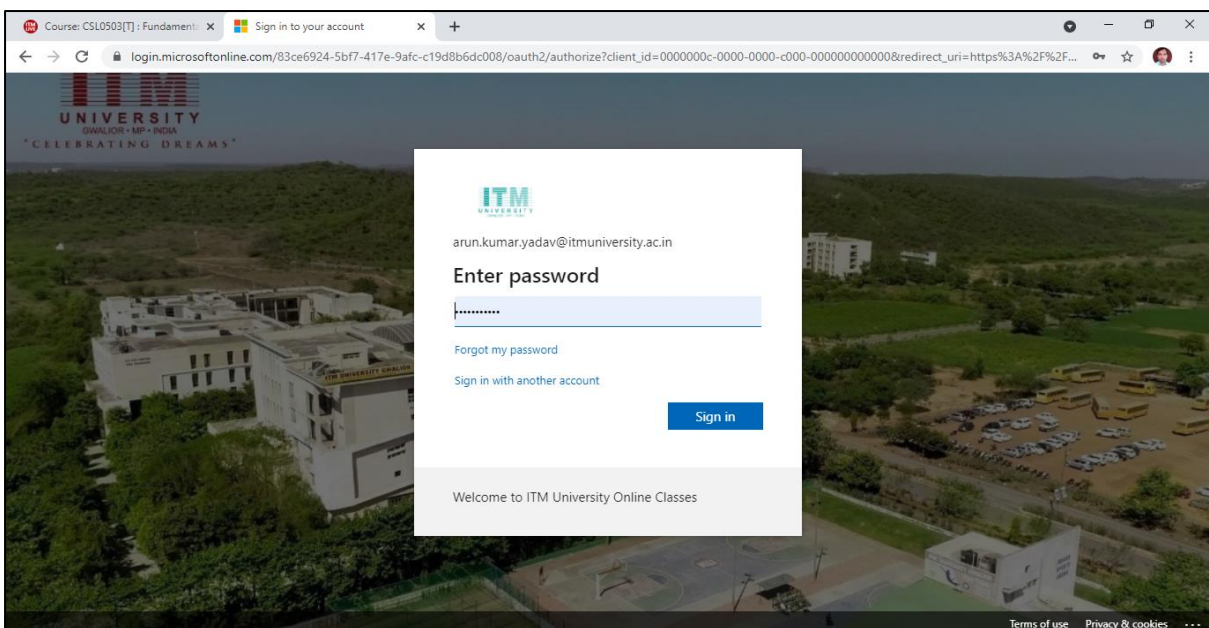
8. After that below page will appear. Write your Roll No. the text box on the page in place of

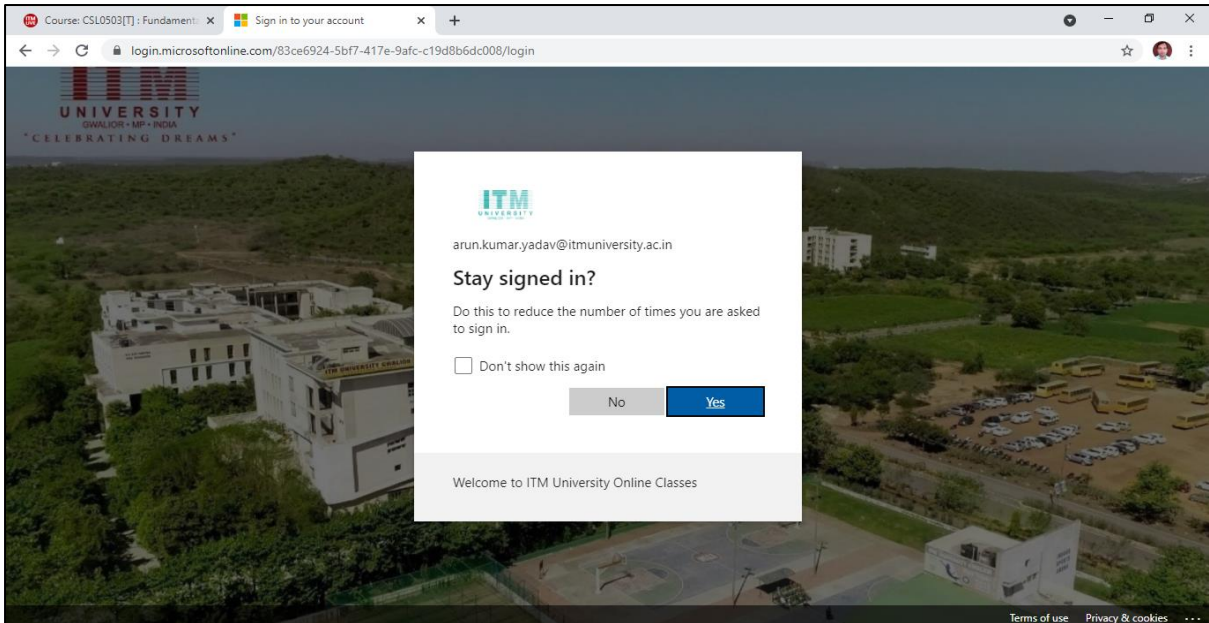"**Student_demo**" and then click on "**Join now**" button.

9. After the click on "Join now" below page will appear. On the below page, it will ask for

the MS-Team login ID and password. MS-Team login ID and password will also be

provided to you by the mentor/Tattva coordinator of your school/department. use the

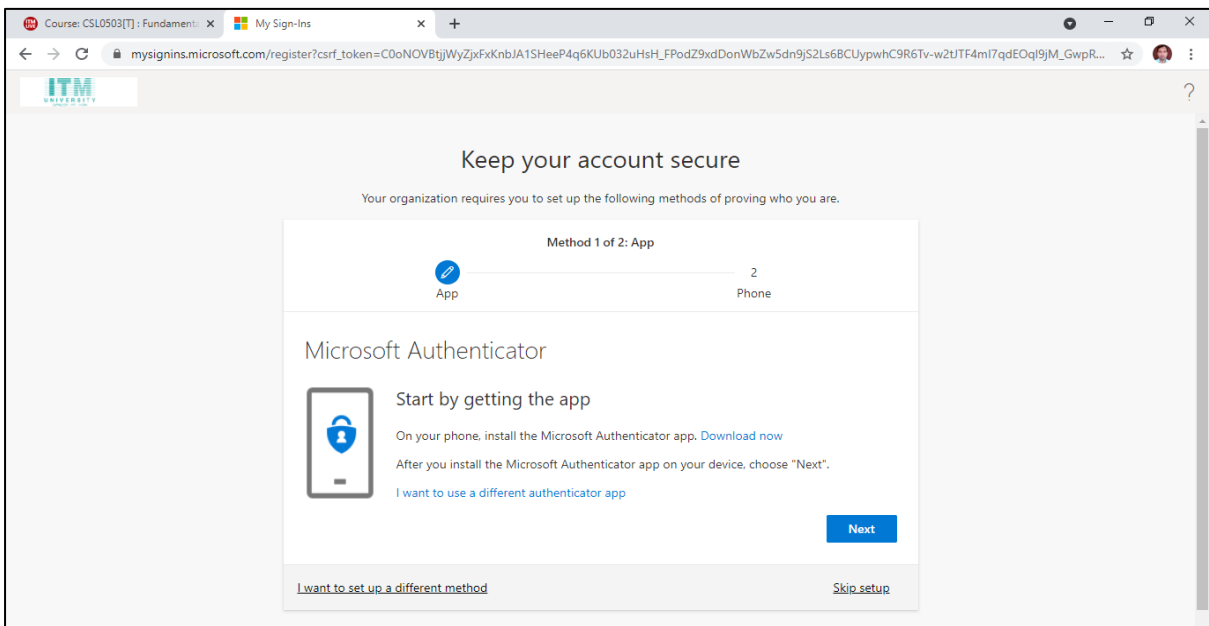provided MS-Team login ID and then click on next button.

10. After the click on next, below page will appear. This page will ask for the MS-Team password. Enter the correct provided password and then click on "**sign in**" button.
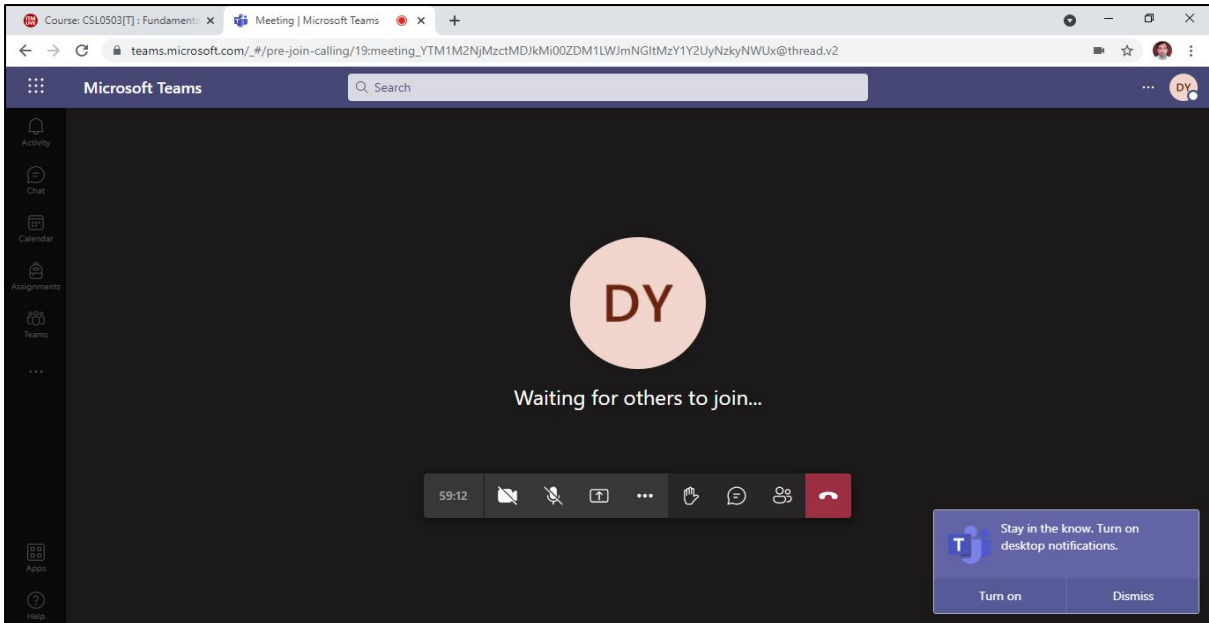

11.   After the click on "**sign in**", below page will appear. Just click on **Yes button**. So that next time, it will automatically take your MS-Team login ID and password.
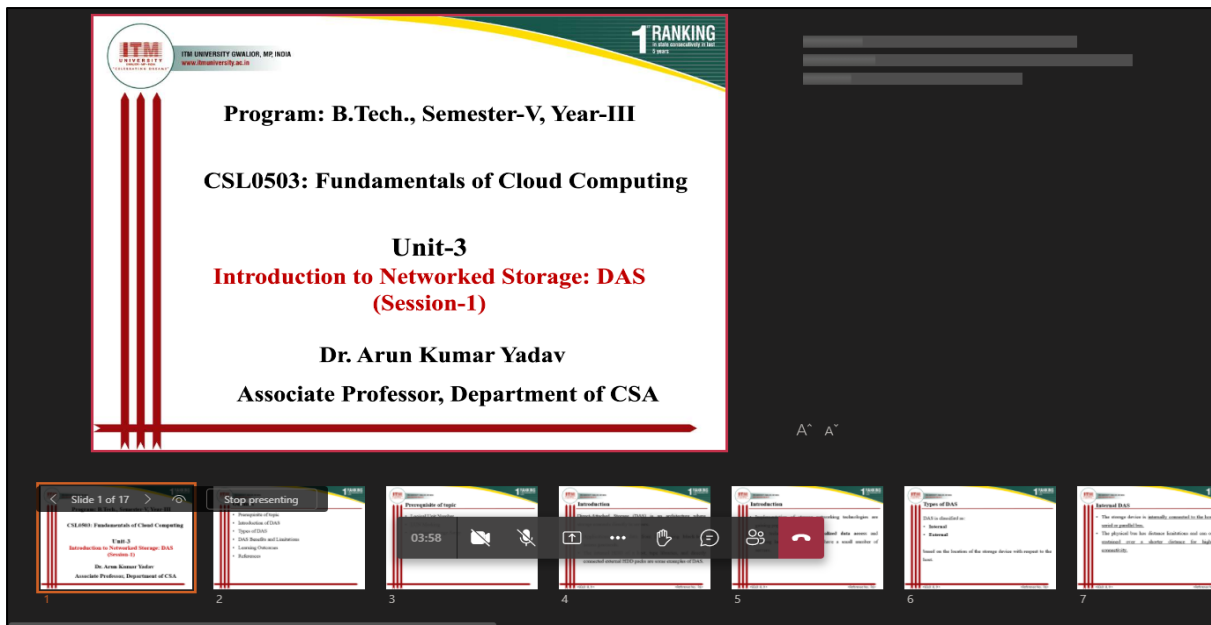
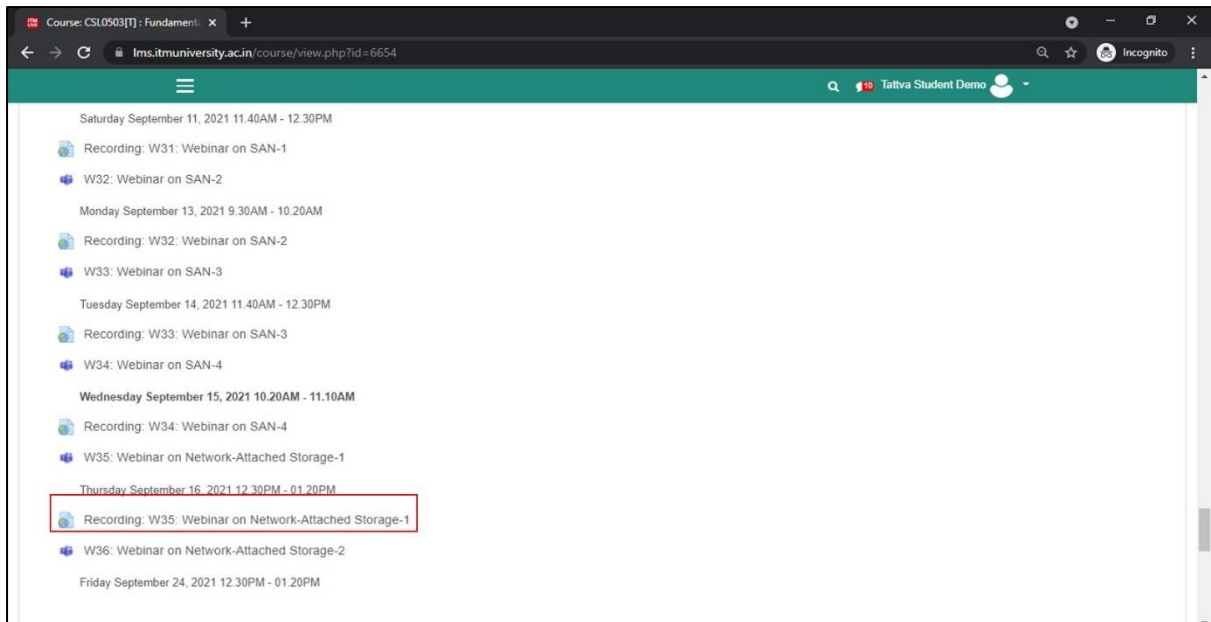12. After the click, below page will appear. Click on **skip setup link**.

13. After the Click on **skip setup link**, home page of the MS-Team webinar tool will appear as shown below. On the webinar tool, microphone, video, screen sharing, chatting etc. options you will get. Use the options as per your need.
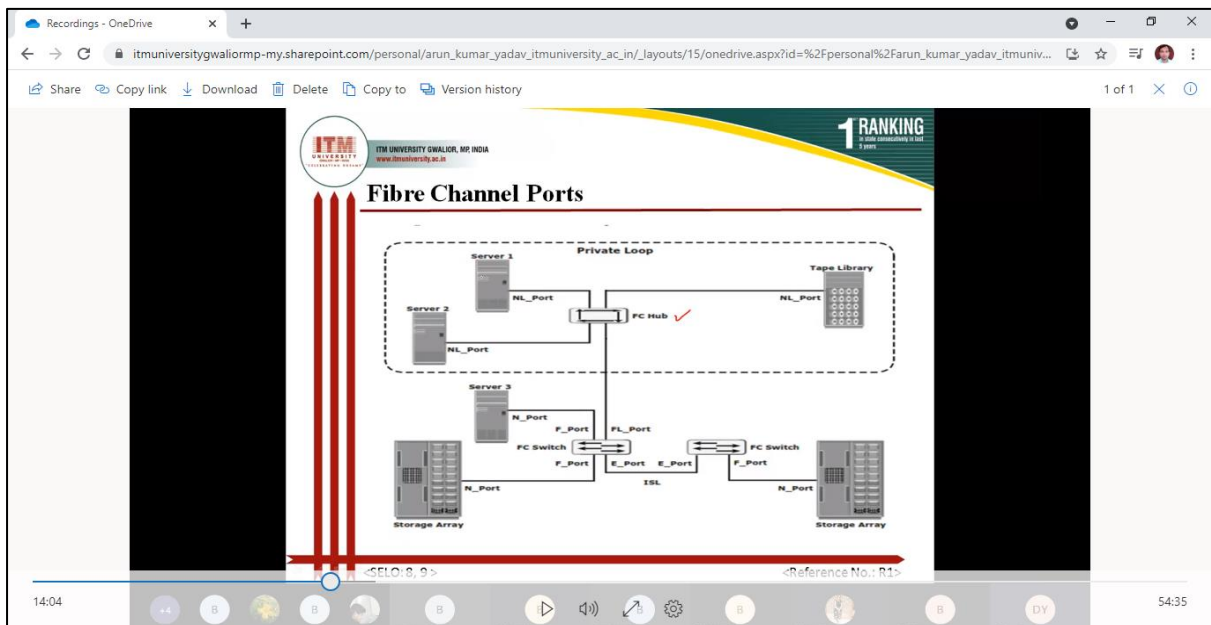
14.   During the webinar class, contents shared by the subject teacher will shown to you as below:

15.   After the completion of webinar class, recording of the session is also provided on the course page as shown below. To watch the recording, just click on the recording link.

16.   After the click on recording link, recording of the session will appear to you as below:

So, this way, all of you can attend the webinar classes on MS-Team by using these easy steps. All the students are instructed to must join the session at least 5 minutes before the scheduled time of webinar class and enjoy the learning.