3000 IT სპეციალისტის უფასო გადამზადების პროგრამა

საქართველოს ინოვაციების
და ტექნოლოგიების სააგენტო

STUDENT ORIENTATION GUIDE

GEORGIA'S INNOVATION &
TECHNOLOGY AGENCY

New Horizons®
Learn What Earns

1. Go to:
https://gita.classster.com

2. Insert your Classter Username and Password and click on "Login"

3. After a successful login, you will be greeted with this screen. Here you can find all your tools and the most important assistant the "**Dashboard**".

4. Your next step is to click the "Month" button, shown on the picture so you can see all the courses that are set in your calendar.
In this way you won't miss anything ☺.

5. Here you can directly click on the appropriate day and choose your class session.

IMPORTANT! In order to track your attendance properly, always join the class session trough the Classter calendar!
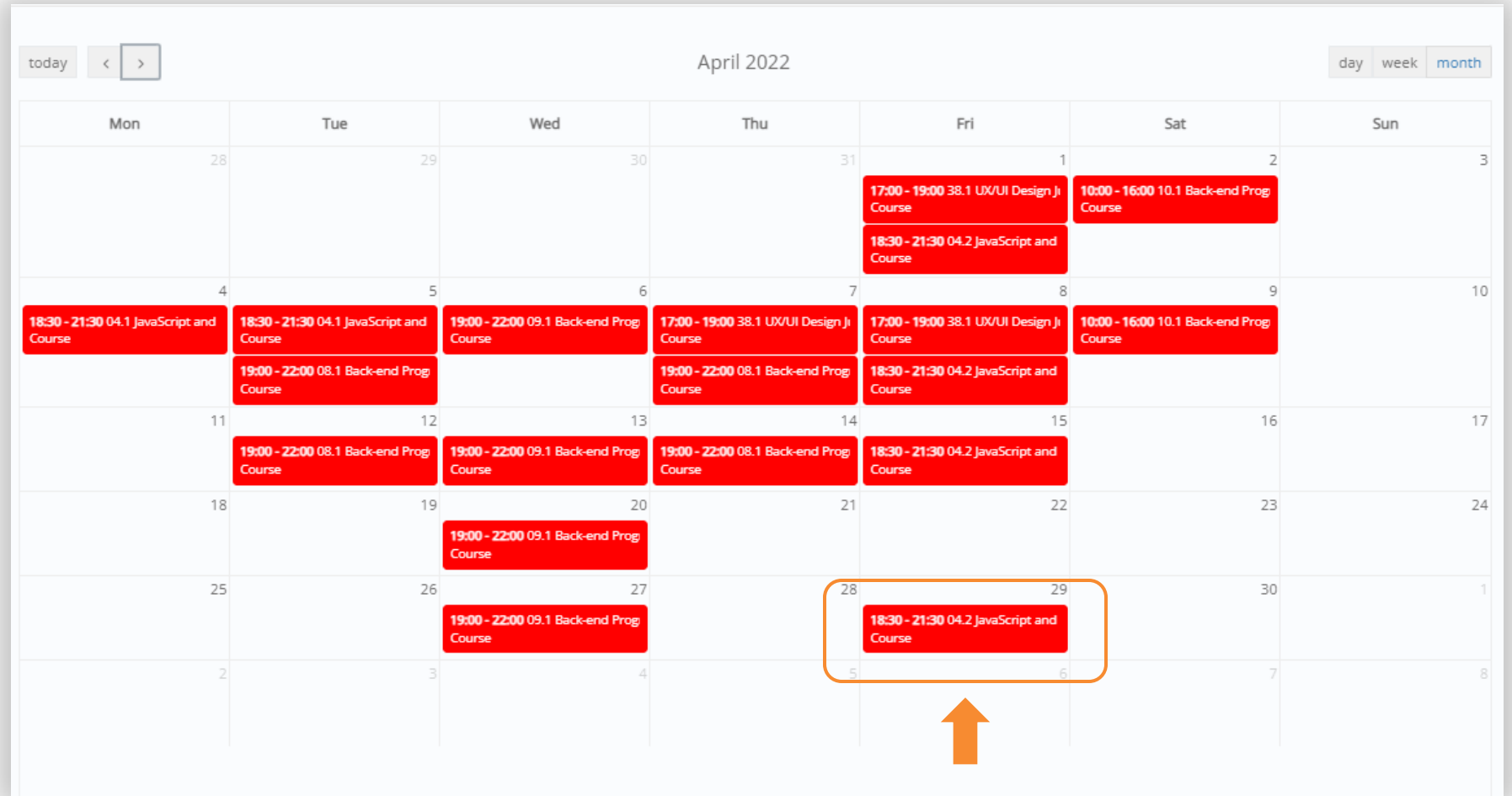
6. Here you can choose where to set a friendly reminder so that you won't miss the class.

*Google Calendar
          or
*Outlook Calendar

7. After you have clicked on your class, this little window will pop-up. Here you can check the date, time and some notes about the class.
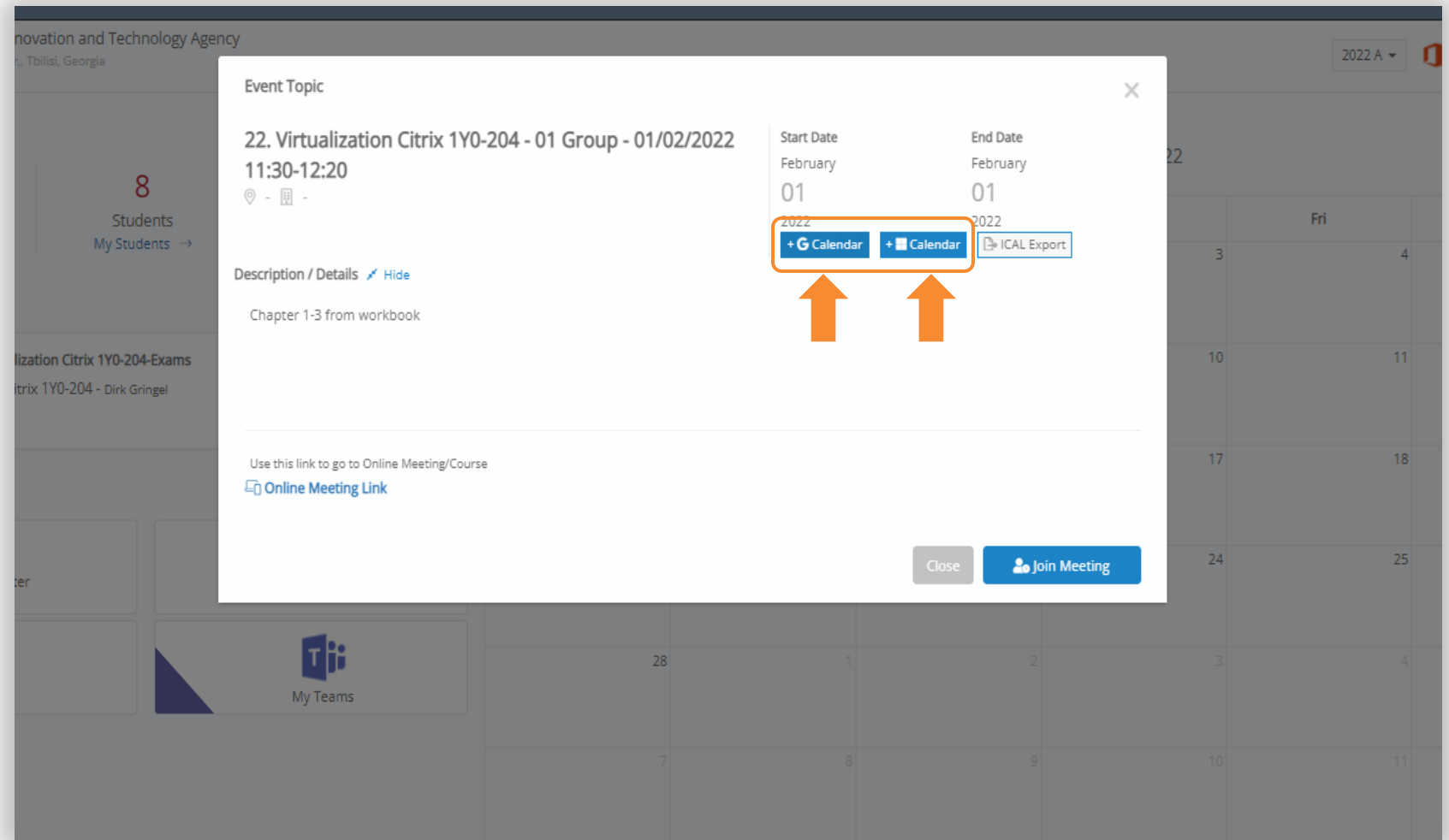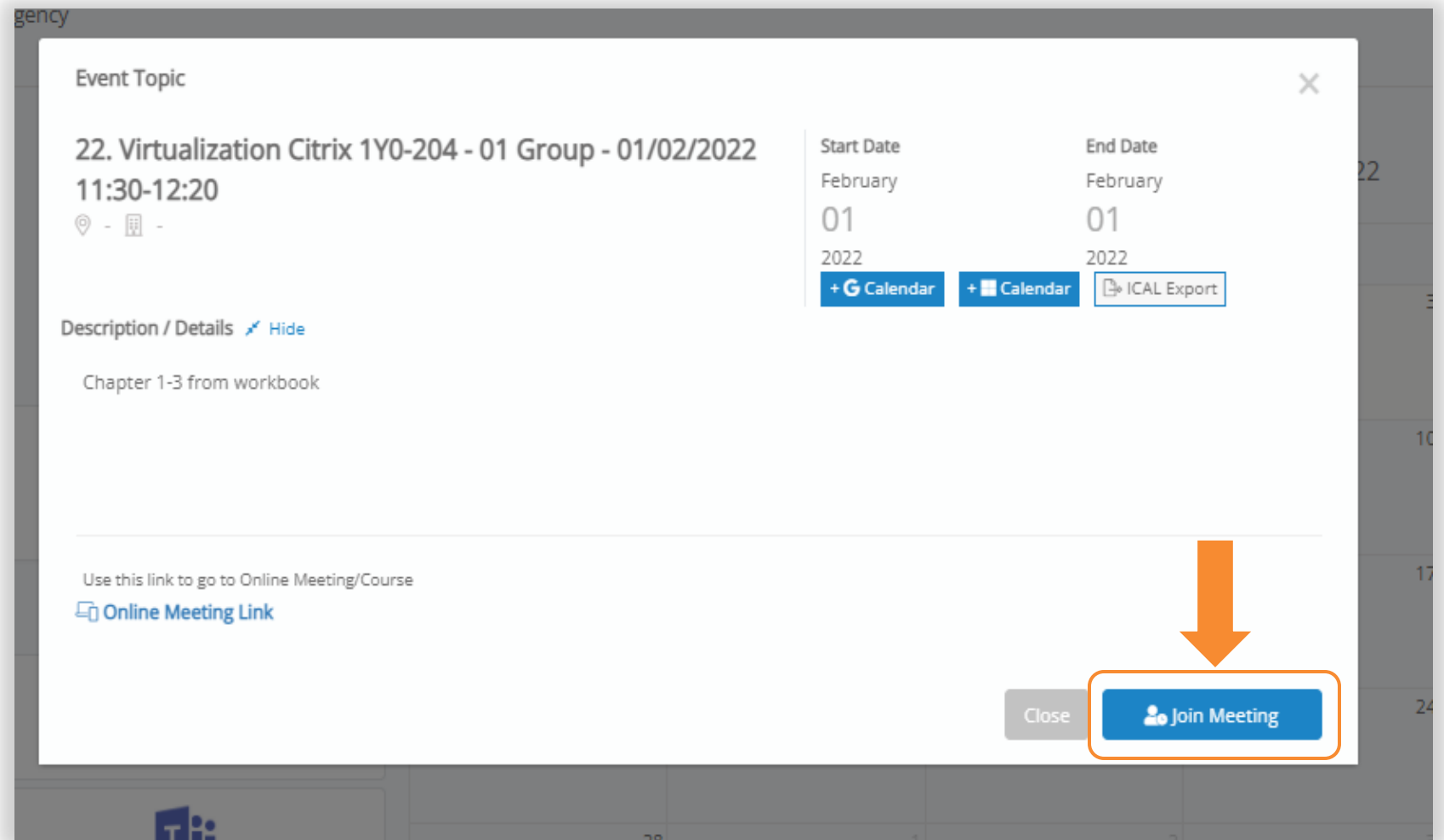
The most important here is the "Join Meeting" button. It will automatically redirect you to Teams (browser or app).

gency

Event Topic   ✕

22. Virtualization Citrix 1Y0-204 - 01 Group - 01/02/2022 | Start Date | End Date
11:30-12:20 | February | February
  ⊙ - 🏢 - | 01 | 01
                                                            | 2022 | 2022

                              [+ G Calendar] [+ ▦ Calendar] [🗎 ICAL Export]

Description / Details ⚲ Hide

Chapter 1-3 from workbook

Use this link to go to Online Meeting/Course
🗗 Online Meeting Link

                                              Close   [👥 Join Meeting]

8. If you already have Teams desktop application, that you use for your purposes, better to click on "Continue on this browser" and use Chrome or Mozilla browsers.

***If you don't have Teams desktop application, then download it from here and after that click on "Open Microsoft Teams".**
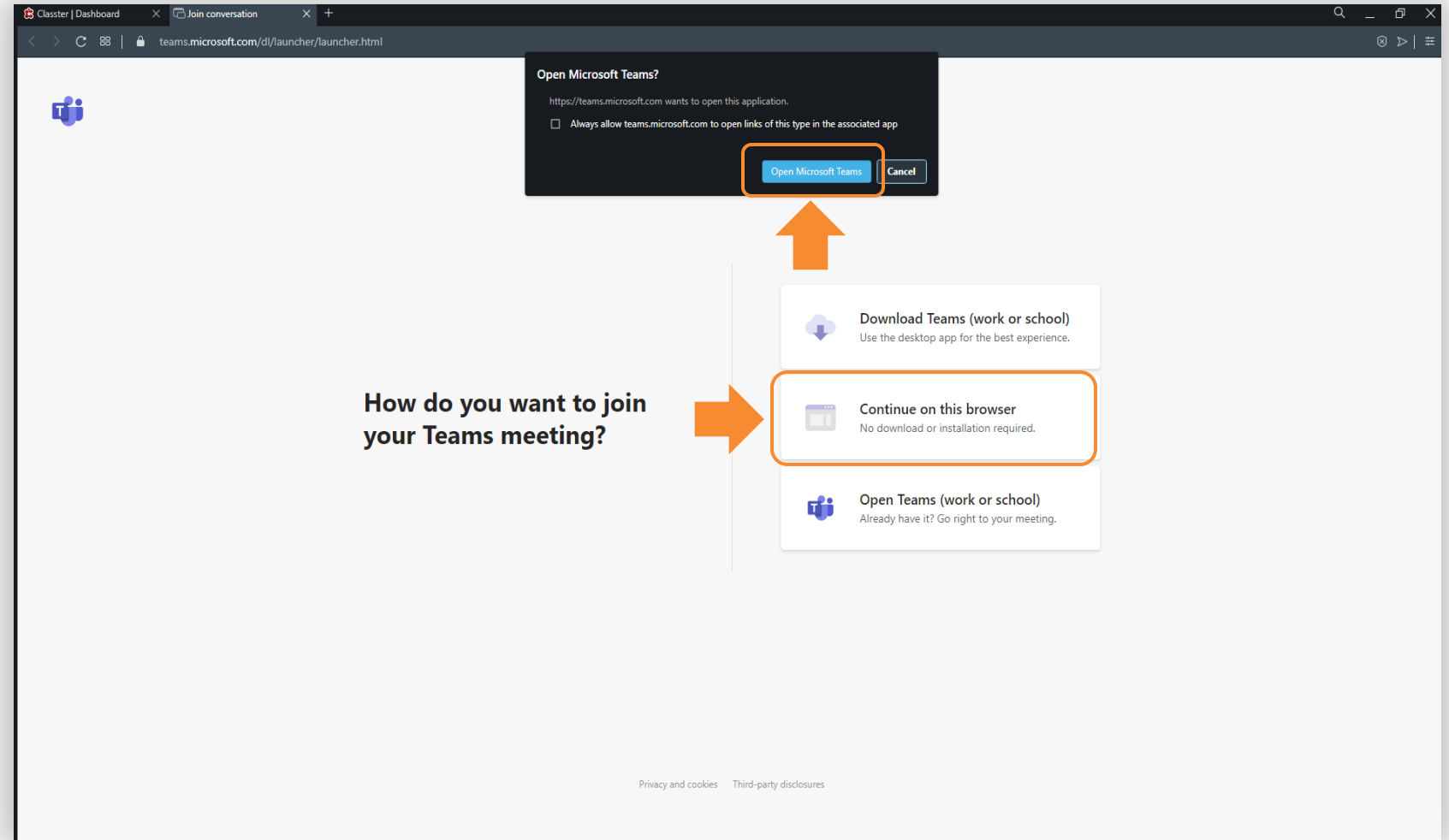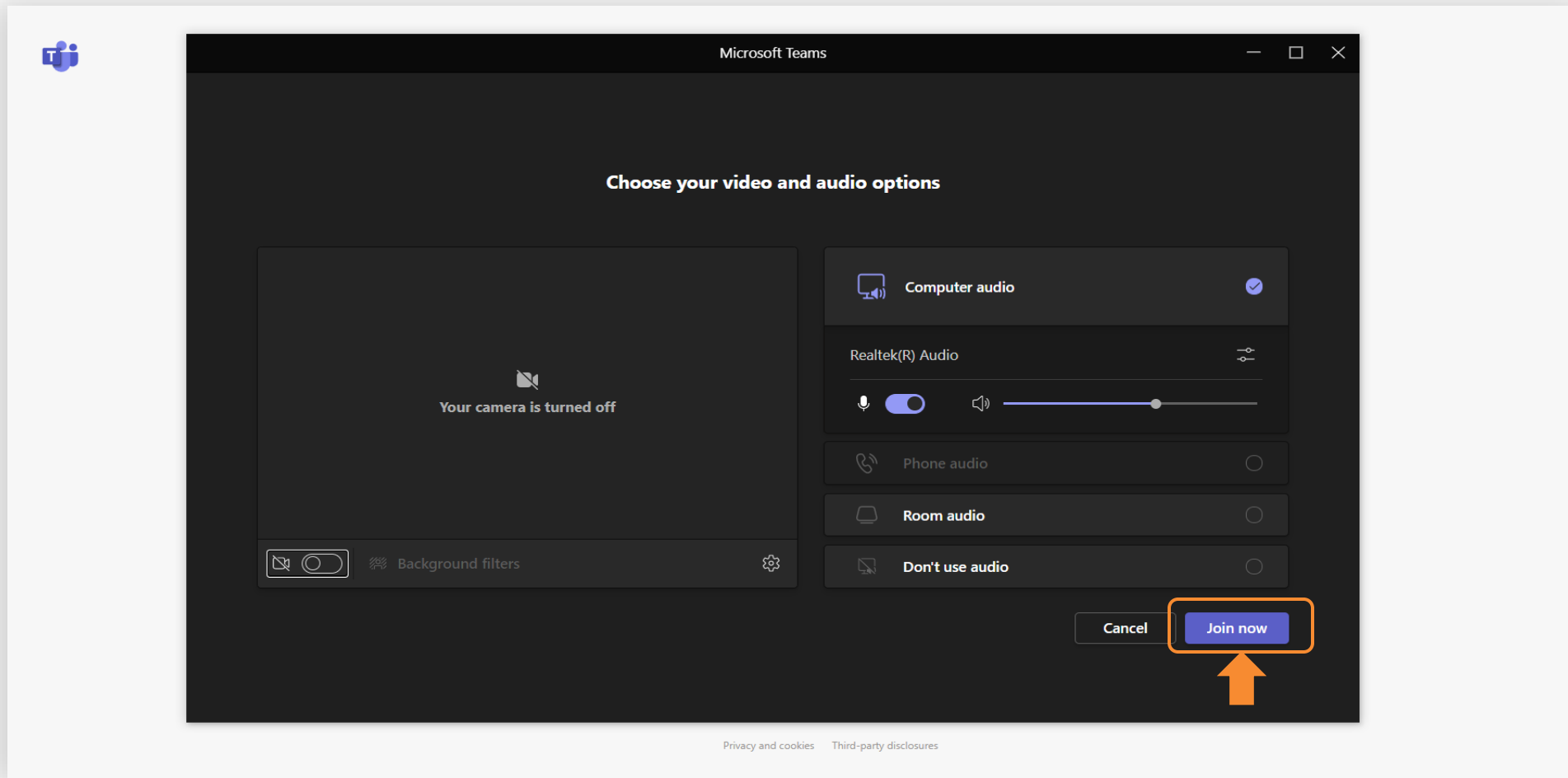
9. You are ready to join the virtual classroom and meet your trainer!
*If you don't have Teams account, please follow these steps to register.

GEORGIA'S INNOVATION & TECHNOLOGY AGENCY

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10. In "My subjects" you can see the overall course description. Here you will also find links to Facebook groups, which we encourage you to join! Join only that number of group which you belong to!
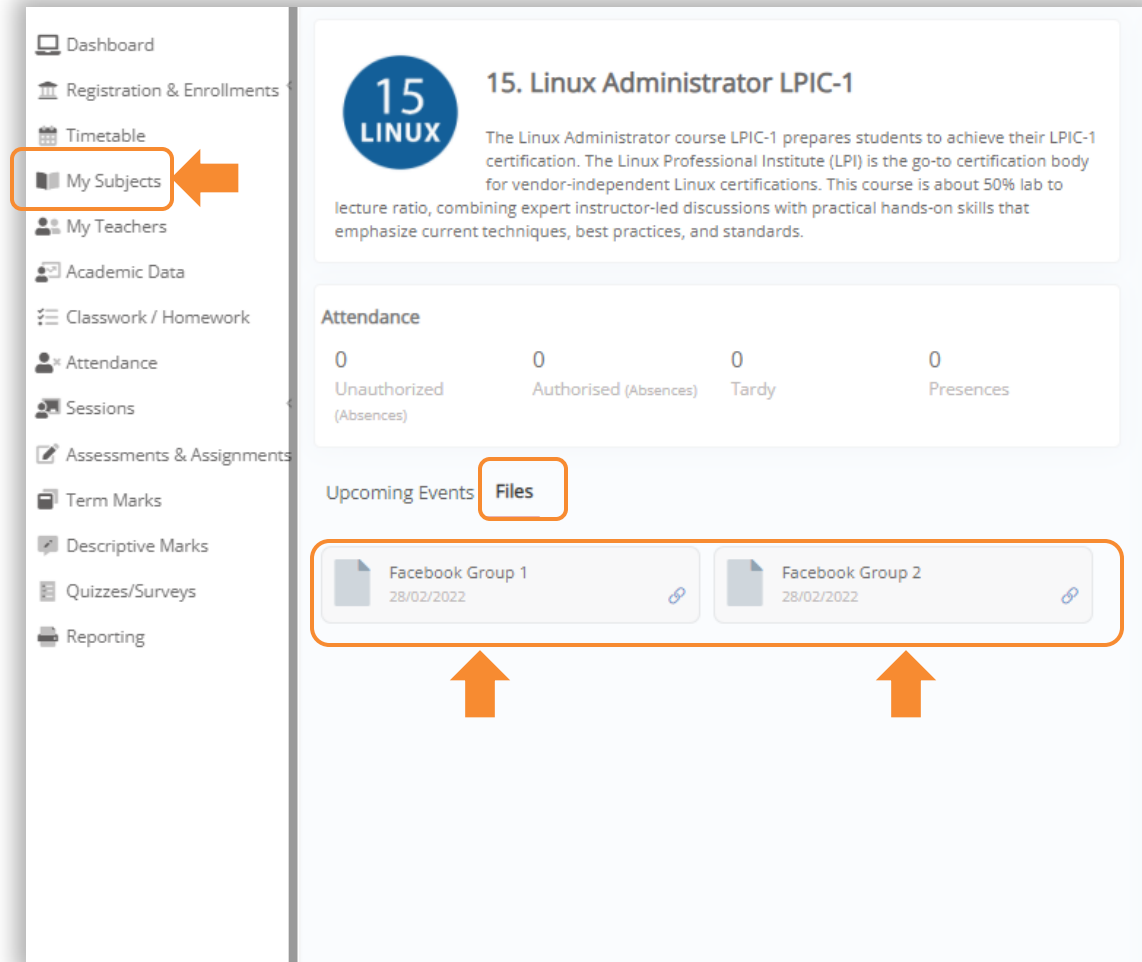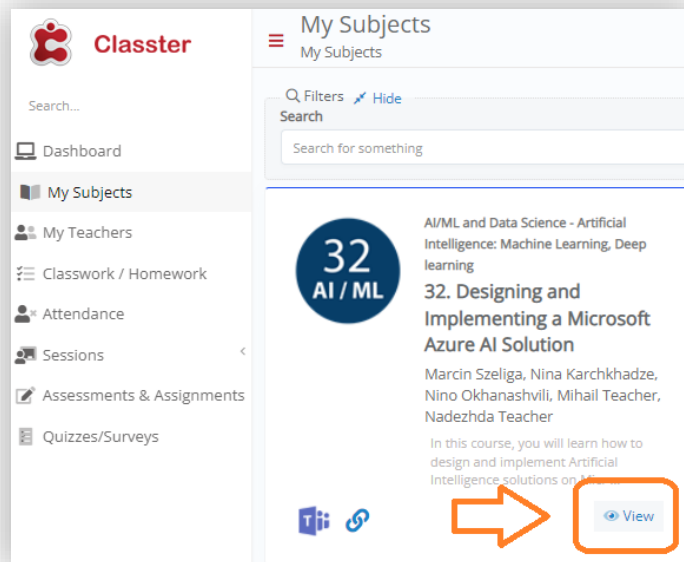
11. In "Sessions" you can see all upcoming class sessions. First of all, adjust the filter choosing: the correct group, range, timeline view, click on "Show" button.

12. In "Sessions" you can watch recordings of past sessions. Click on "Session Dashboard" to see all class materials and the recording.
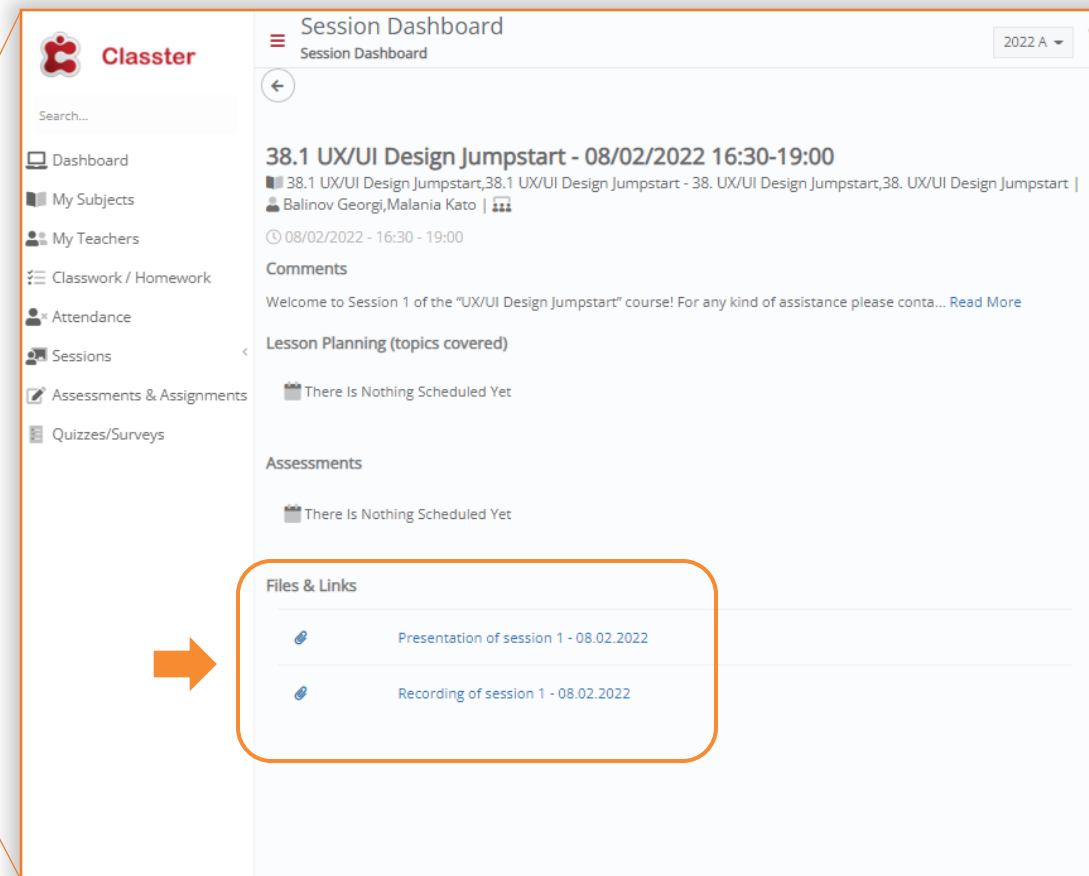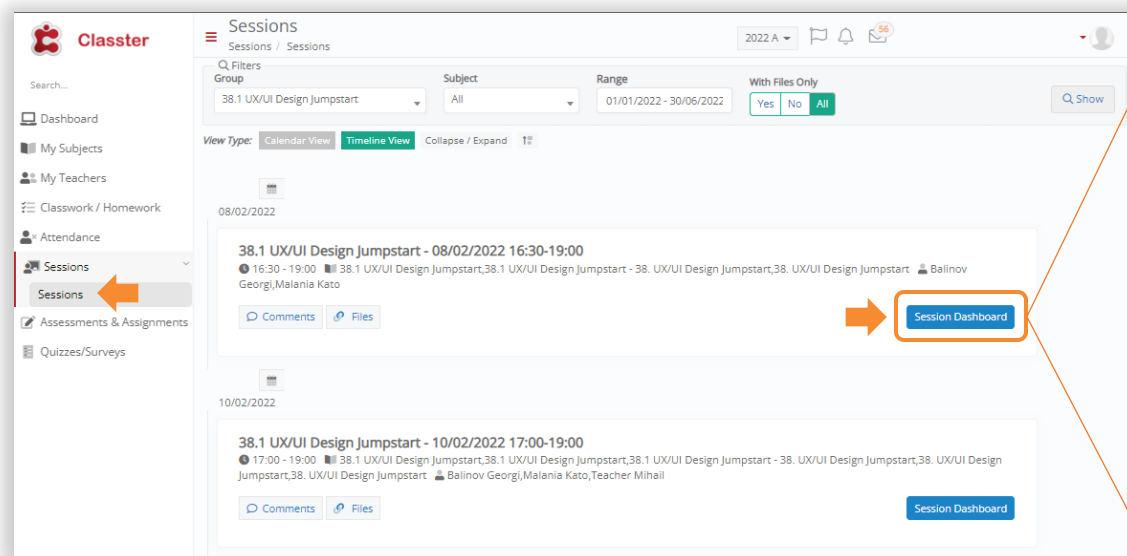
13. In "Attendance" you can see your class attendance story. Choose the correct period and click on "Search".

14. Send ready homeworks to trainer.

Go to "Classwork/Homework" tab. Choose View by "Specific Date". Choose correct Group, Subject. Time period should include your class session date. Click on "Show Homework" button. On the right side of the homework with the date of the session you are looking for, click on "Read Status". In the pop-up window choose the "Status Level" and attach your files or links by clicking on "Files" button.

15. Check the trainer's feedback regarding your homework.

Go to "Sessions", choose "Homework Evaluation" in the dropdown menu. Adjust the filter. Find the trainer's feedback in "Comment" column in Marking list.

16. Complete the post-class feedback survey

Only students that complete this post-class feedback survey will receive New Horizons certificates of completion. This survey needs to be filled in within 3 days after the class ends. Go to "Quizzes/Surveys", then click on "Answer Survey" button.
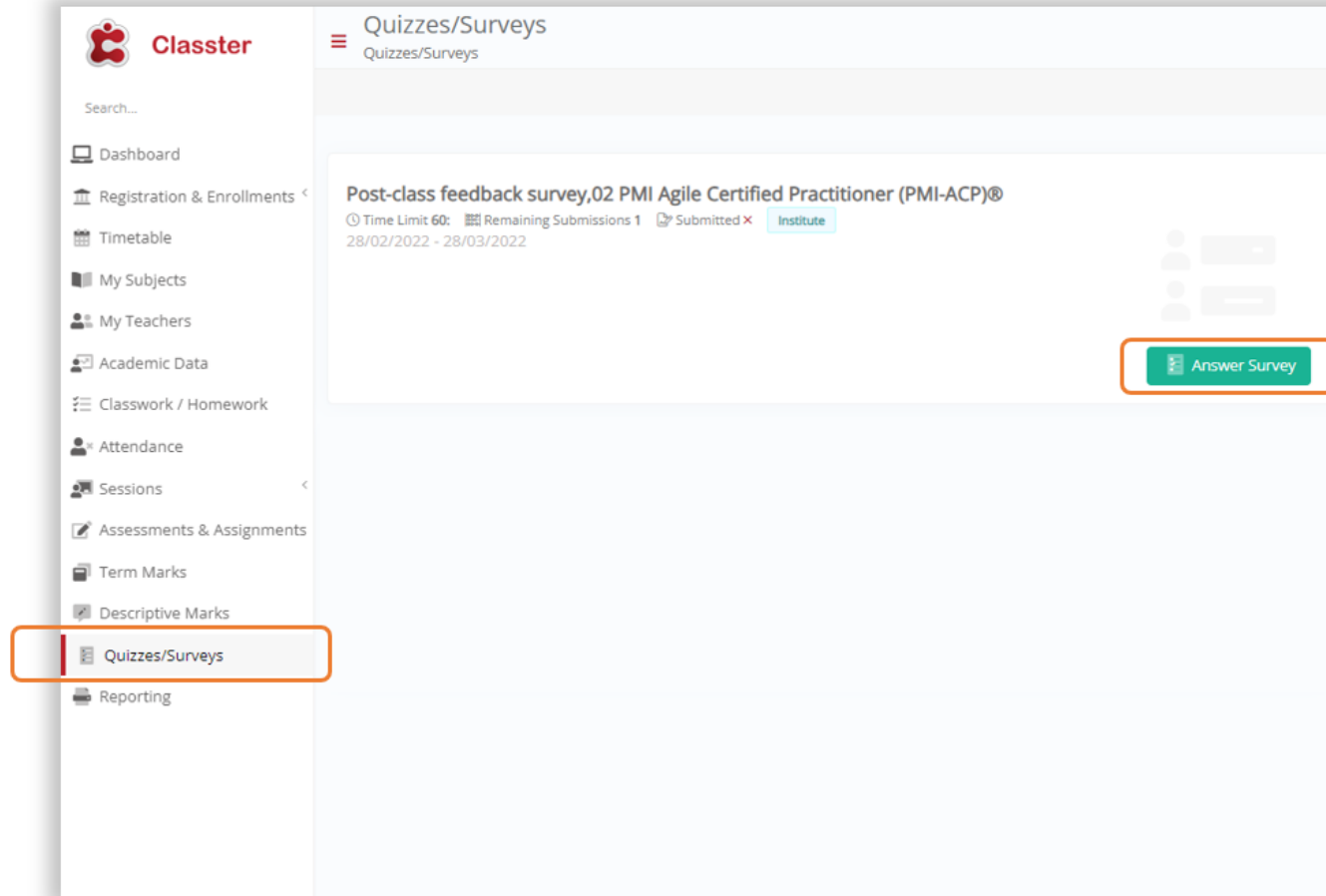
We are ready to help you!

Email: gita@newhorizons.bg

Phone: +995 555 35 11 10

Facebook Page: https://www.facebook.com/ict.gov.ge

Each course group has its own Facebook group.
Please join this FB group. The link is in Classter in
"My Subjects" section shown on screenshot.