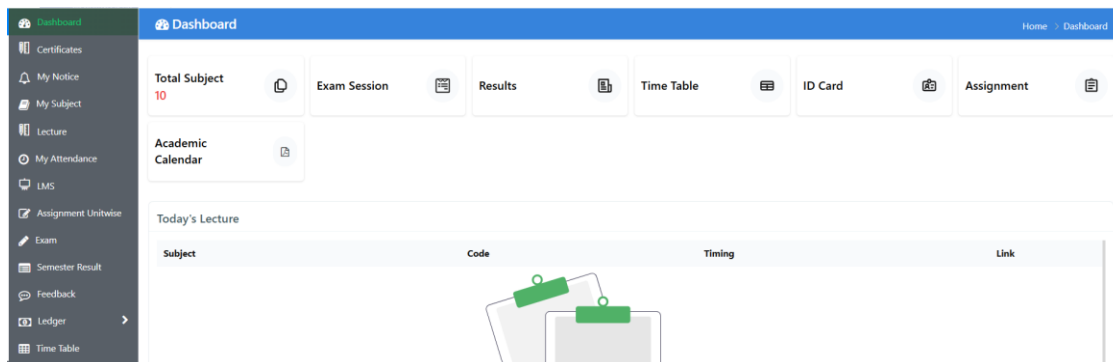


How to join in a class meeting using Microsoft Team platform

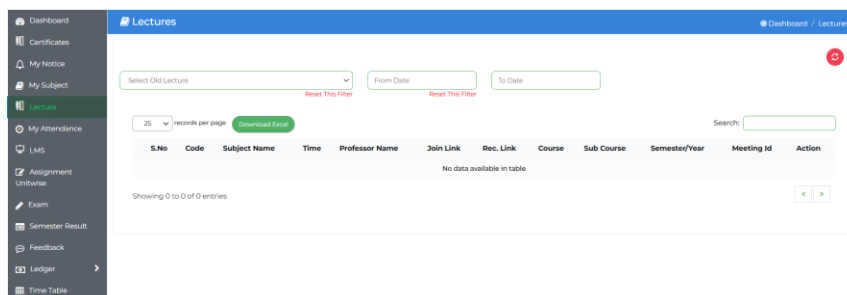
1. Login into your LMS at <https://sutech.univlms.com/signin/index>



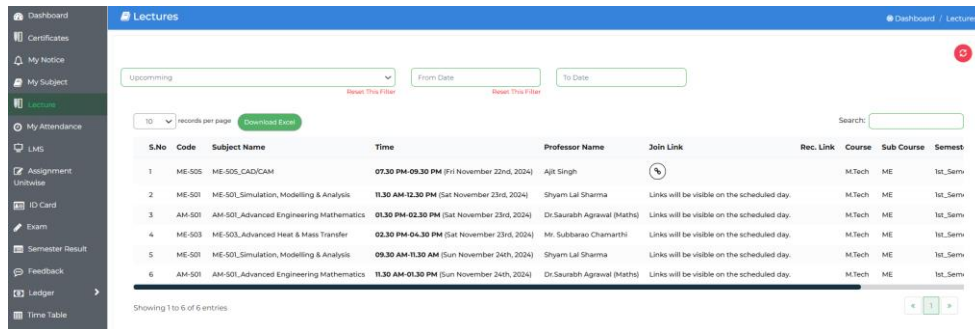
2. Enter your **Username** (Student ID) and **Password** (Date of Birth) in DDMMYYYY
3. After successfully login, you will see your Dashboard.




4. On the Dashboard of LMS, there is a tab named **"Lecture"**.
5. On clicking the tab, **"Lecture"**, all the classes will be shown as per Time-Table.



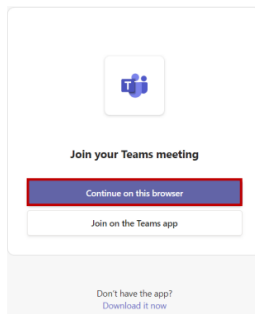
6. It is important to note that the Class links will be visible on the scheduled day of classes i.e. weekends.



S.No	Code	Subject Name	Time	Professor Name	Join Link	Rec. Link	Course	Sub Course	Semest
1	ME-505	ME-505_CAD/CAM	07:30 PM-09:30 PM (Fri November 22nd, 2024)	Ajit Singh			M.Tech	ME	1st_Sem
2	ME-505	ME-505_Simulation, Modelling & Analysis	11:30 AM-12:30 PM (Sat November 23rd, 2024)	Shyam Lal Sharma	Links will be visible on the scheduled day.		M.Tech	ME	1st_Sem
3	AM-503	AM-503_Advanced Engineering Mathematics	01:30 PM-02:30 PM (Sat November 23rd, 2024)	Dr. Saunabh Agrawal (Maths)	Links will be visible on the scheduled day.		M.Tech	ME	1st_Sem
4	ME-503	ME-503_Advanced Heat & Mass Transfer	02:30 PM-04:30 PM (Sat November 23rd, 2024)	Mr. Subbarao Chamarthi	Links will be visible on the scheduled day.		M.Tech	ME	1st_Sem
5	ME-503	ME-503_Simulation, Modelling & Analysis	09:30 AM-11:30 AM (Sun November 24th, 2024)	Shyam Lal Sharma	Links will be visible on the scheduled day.		M.Tech	ME	1st_Sem
6	AM-503	AM-503_Advanced Engineering Mathematics	11:30 AM-01:30 PM (Sun November 24th, 2024)	Dr. Saunabh Agrawal (Maths)	Links will be visible on the scheduled day.		M.Tech	ME	1st_Sem

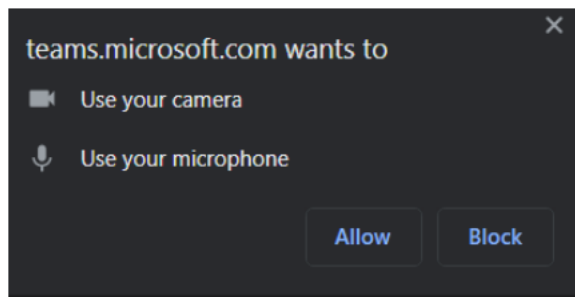
7. To join the class, click on the **Link**  button.

8. After clicking on the link, you will see below screen.



9. Click on the **“Continue on this browser”**.

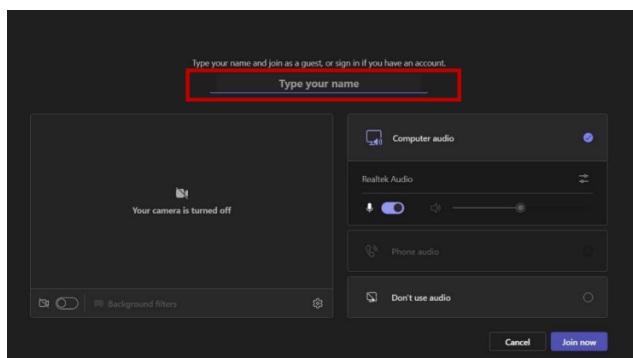
10. After clicking on **“Continue on this browser”** you will see below screen.



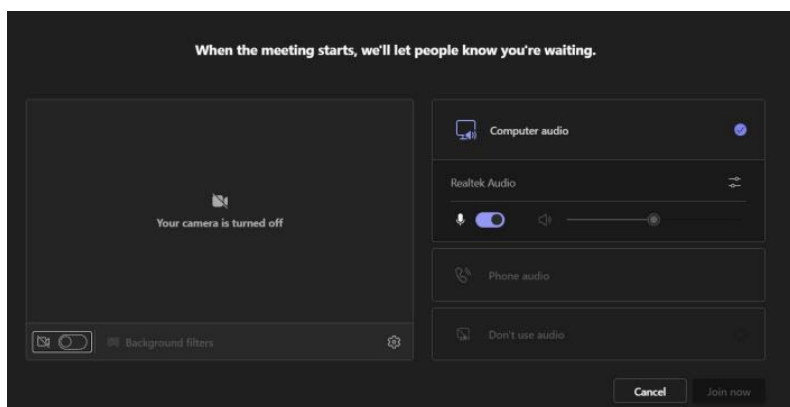
11. Click on **“Allow”**.

12. Join the classes by entering your **“STUDENT ID”** (Enter Student id without any space) in **“Type your Name”** box. For example, **“SUE123456”** to mark the attendance correctly on the LMS.

13. Then click on **“Join Now”**.



14. Sometimes, after joining the class, if the message is displayed as **"When the meeting starts, we'll let people know you're waiting"**, it means your class has not yet started.



NOTE:

1. It is mandatory to follow the aforesaid guidelines strictly so that your attendance can be marked and updated automatically into your LMS accurately. If you are not attending classes by clicking on the links after login into your LMS, your attendance will not be marked.
2. In case of any discrepancies in the attendance, report us within 48hrs post completion of the class along with the supporting documents so that your attendance data can be updated by the system. Any request post the deadline will not be considered.
3. It is mandatory to attend at least 75% of the live classes subject-wise in a semester otherwise the exam cell reserves the right to debarred the students from appearing in the Mid Semester Exam, End Semester Exam and Practical exam & VIVA or penalty can be imposed or both.