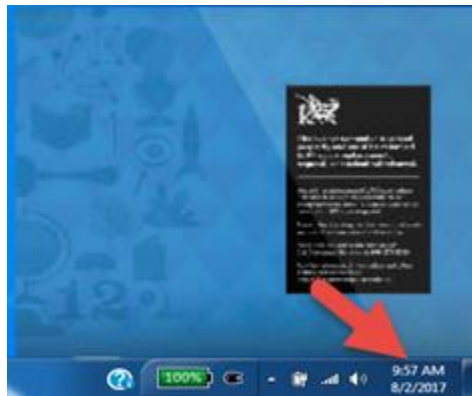


# How to Update Time Settings on the School Laptop

The learning coach is prompted to update time zone settings within the Online School upon the initial log in. However, it may be necessary to update the school laptop's time zone, internal clock and internet time settings in order for Class Connect live sessions to display correctly. Incorrect Class Connect session times could result in a student being tardy or missing live sessions and marked absent.

Dependent upon the type of computer you are using the steps to update your clock may vary.

1. Select the date and time feature located in the bottom-right corner of your desktop.

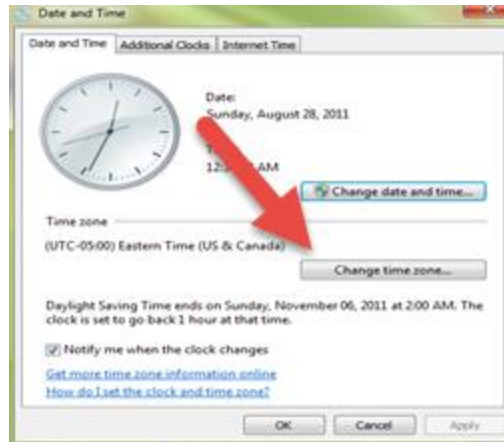


2. Select **Change date and time settings**.

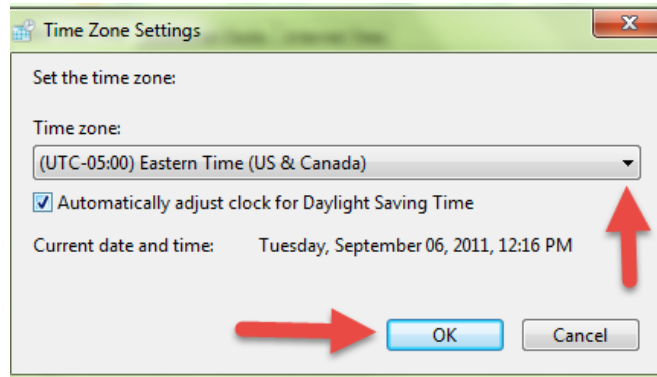


3. Review the time zone. Your time zone should be **Eastern Time (US & Canada)**. If not, select **Change time zone...**

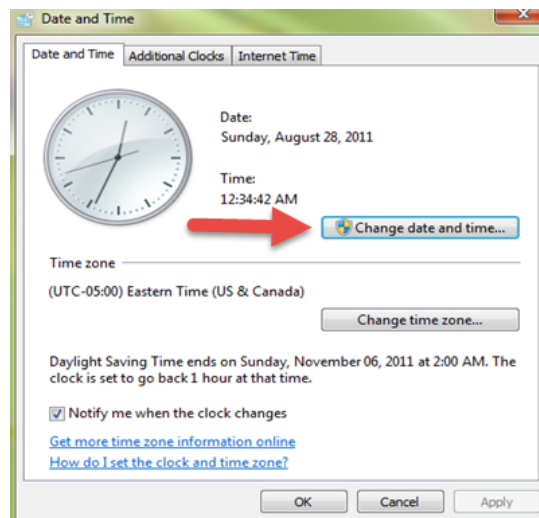
# How to Update Time Settings on the School Laptop



4. Use the drop down menu to locate the correct time zone and select **OK**

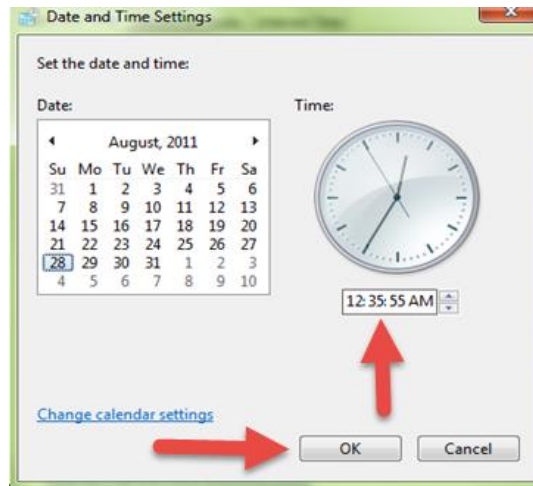


5. Review the date and time. If incorrect select **Change date and time** and update to the correct date/time



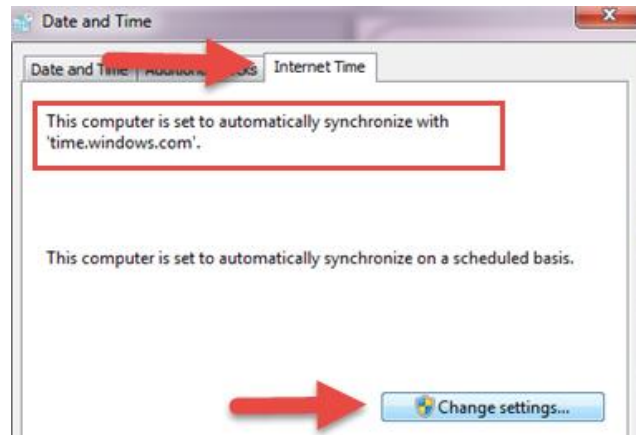
6. Update to the correct time and select **OK**.

## How to Update Time Settings on the School Laptop



Select **Internet Time**. If it says, “**This computer is set to automatically synchronize with ‘time.windows.com’.**” you do not need to take any further action

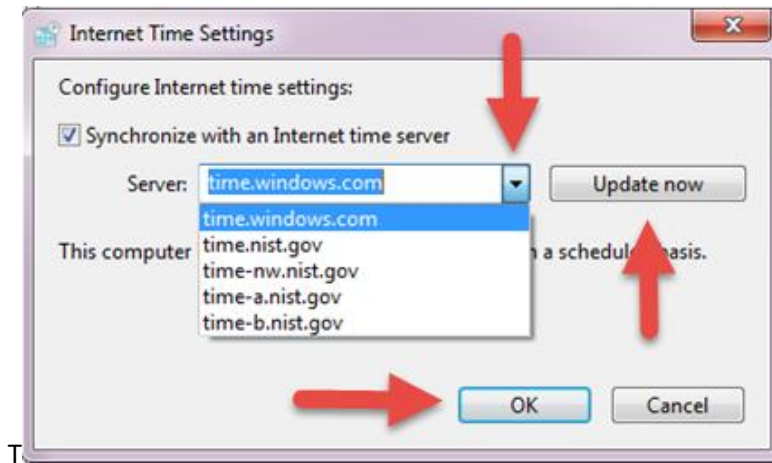
7. If it does not state this, select **Change settings**



8. Next to **Server** select **time.windows.com**.

9. Then select **Update now** and **OK**.

## How to Update Time Settings on the School Laptop



Contact Agora Customer Service and Technical Support at 855-412-3712 if you require additional assistance.