Enter your full email and password - _____

Click on <u>Chrome Browser</u>

Enter www.clevelandmetroschools.org

Click on <u>Students</u> – it is in the green box on the upper right of the screen.

The student dropdown box will open up and click on <u>clever</u>.

Then click on <u>Active Directory</u>

Enter password again.

Click on ⓢ to enter Schoology

If asked, enter email in Schoology and password again. In Schoology, click on the tab <u>Courses,</u> which is at the top of the page (screen).

then click on your class.

Courses are listed. When you click on the courses, it will show period. Example: 1-1, 3-1 - the second number is the period.

Click on <u>Join Microsoft teams meeting, or join Zoom, whichever applies to your classes.</u> – ONLY ABLE TO JOIN DURING CLASS TIME.

To get to your emails

Open a new tab in Chrome, go to www.clevelandmetroschools.org.

Click on <u>Cleveland Metro Schools Portal</u>

Click on <u>Student</u>, click on <u>office 365</u> , <u>enter full email and password</u>. You can then get to your emails.

<u>Remember to log off all applications when you are done.</u>