Enter your full email and password - _______________________

Click on Chrome Browser

Enter www.clevelandmetroschools.org

Click on Students – it is in the green box on the upper right of the screen.

The student dropdown box will open up and click on clever.

Then click on Active Directory

Enter password again.

Click on S to enter Schoology

If asked, enter email in Schoology and password again. In Schoology, click on the tab Courses, 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 Join Microsoft teams meeting, or join Zoom, whichever applies to your classes. – 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 Cleveland Metro Schools Portal

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

**Remember to log off all applications when you are done.**