



Kahlil Gibran School

Student Log in: How to Get Started in Microsoft Teams

Students can access Microsoft Teams in a few different ways:

- Phone App
- Web browser (Safari, Google Chrome, Microsoft Edge)
- Office365 portal

Using the App

- Students can download and install the MS Teams App from Apple App Store or Google Play Store.
- Once installed, students should log in using their existing school email and password.
 - Enter your **district e-mail address**:
 - 6 digit student ID followed by "@yonkerspublicschools.org" (e.g. 123456@yonkerspublicschools.org)
 - Enter your **district password** which is your birthday (example: 02092008)
 - If you forgot your ID number, please email your teacher or contact the school main office at jquirindongo@yonkerspublicschools.org.

Inside the app, you will see a menu bar on the left side of the screen or bottom of your screen

- Activity: shows all chat activity and assignment activity for all teams
- Chat: allows you to chat with your teachers
 - A. Use @teachername to contact your teacher(s)
- Teams: shows you all of your Teams (classes)
- Assignments: lists all assignments for all teams
 - A. The list is in chronological order by due date
- Calendar: lists all assignments and school activities



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The Basics: How to Sign into CLEVER

Yonkers Public Schools is proud to partner with Clever - a single sign-on program that allows our students and staff to access all our instructional technology from any device with one username a password. All members of the Yonkers Public Schools learning community have equitable access to the following resources:

- All library resources
- Microsoft Teams
- Office 365 Suite (Word, PowerPoint, Teams, OneNote, Outlook)

- Castle Learning - An online assessment system with self-study options
- Discovery Education - A database of digital content that extends student learning
- BrainPop (Including BrainPop ELL and BrainPop Jr.) - Short, animated videos with related content and quizzes
- Khan Academy - A set of searchable online lessons and full courses for students to extend learning out of the classroom
- Typing.org - Online typing lessons and independent practice opportunities
- Code.org - Self-guided lessons on computer science

How to Access Clever from Anywhere

- To access Clever:
 - Go to www.clever.com/in/yonkers from any internet-enabled device
 - Click on "Log in with LDAP"
 - Enter your **district e-mail address**:
 - 6 digit student ID followed by "@yonkerspublicschools.org" (e.g. 123456@yonkerspublicschools.org)
 - Enter your **district password** which is your birthday (example: 02092008)
 - If you forgot your ID number, please email your teacher or contact the school main office at jquirindongo@yonkerspublicschools.org.
 - Click on any of the icons to access the instructional technology resources
 - For library resources that require different log-in credentials, place your mouse pointer over the application (icon) to display the username and password
 - Use the displayed username and password to access the resource