**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
* **Schoology** is new and in PowerSchool. Click the waffle on upper right-hand side after logging into PowerSchool, and choose -Schoology Learning
* 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](http://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"**

**(example: 123456@yonkerspublicschools.org)**

* Enter your **district password**which is created at school with the teacher
	+ If you forgot your ID number, please email your teacher or contact the school main office at abucci@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

**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 created at school
	+ If you forgot your ID number, please email your teacher or contact the school main office at abucci@yonkerspublicschools.org
	+ If your child forgot the password, have them tell their teacher who will have the password reset

**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: has been disabled for Teams and you can only chat in Schoology
	+ 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

\*One username and password logs you in to all your programs. The same sign on for your computer, logs a student into Microsoft Office, Clever, PowerSchool and inside of PowerSchool you have access to Schoology.