

## Procedures for Logging on to Teams Meetings

(Virtual school will promptly begin at 8:00 AM.)

- 1) Log on to **Clever**. Your username is your **Student 06#** and your password is **P/mm/dd/yyyy** of your birth.
- 2) Once on **Clever**, click on **Office365** and then on **Teams**.
- 3) Keeping the **Teams** window open, return to **Clever** and click on **Canvas**.
- 4) Locate the **Homeroom Course** and click on the button titled **Join Live Meetings** and then click on the **link**.
- 5) Click on **Continue on this Browser** and wait to be admitted to the meeting. Below are our virtual learning expectations.

**Margate Elementary**  
**Virtual Learning Expectations**

Expectation	Rule
<b>Respect others</b>	Be respectful with your words, actions, and the content you share. Stay on mute unless you have been selected to speak. Raise your hand to speak or ask a question.
<b>Own my behavior</b>	Keep your camera on and still. Dress appropriately Stay focused – give 100% effort
<b>Act responsibly</b>	Be an active participant. Stay on topic when speaking. Thumbs up = OK Thumbs down = No Raised hand = Question or Comment
<b>Ready to learn</b>	Be on time. Find a quiet learning place without distractions. Have your materials ready.

**Together we ROAR!**

