Accessing Courses in Sched

It’s finally here... HISD’s New Teacher Academy. Access to courses takes place in our conference app, Sched.

Step 1: Open the Sched app for New Teacher Academy:
https://2020hisdnewteacheracademy.sched.com/

Make sure you are using Google Chrome.

Step 2: Create a username and password in Sched to access the schedule. Watch these tutorials for assistance: https://sched.com/support/guide/video-tutorials/#webattendee

Step 3: Find the session you want to attend and click on the box to open:

3:30pm

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Step 4: Scroll down and click the Video Stream button. (If you don’t see the Video Stream button, you need to log into Sched. See step 2. Or, to access the courses without logging in to Sched, go to Step 6.)
Step 5: You will be prompted to open Microsoft TEAMS from a window like this:

A) **If you are on an HISD computer**, click “Open in Microsoft Teams” then click “Join Now”

B) **If you are on your personal device**, click “Cancel” then select “Continue on this browser”.

The first time you select “continue on this browser”, you will be prompted to enter your name. Be sure you enter your official first and last name used in the HISD Global Address list. Check to make sure your full name is entered correctly (or edit it on this screen), then click “Join Now”.

Still need help? [Click HERE](#) and follow the directions in Step 4.
Step 6: If you want to access your session, without logging into Sched, click on your session.

3:30pm

**Limited**

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Copy the https:// URL and paste it into a new tab in your Google Chrome browser.

**Make sure you only copy the link, not the date or the session details.**

Now, return to Step 4 to navigate the Microsoft TEAMS application.

If you are having issues, there are plenty of places to go for help.

New Employee Support: for questions about human resources, new employee onboarding, etc.

New Teacher Academy & New Teacher Summit: for questions about the event, sessions and year-round new teacher trainings.

Click here to join a Microsoft TEAMS meeting as a guest.

Click here to join a Microsoft TEAMS meeting as an employee.

Need Instructional Technology support, make an appointment by clicking here.