

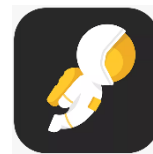
Accessing Courses in Sched

Its 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://HISDNewTeacherAcademy2021.Sched.Com>

*Make sure you are using Google Chrome  if on a computer.



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:

8:30am PDT



FDOS: Elementary ELA - Grade 5

LIMITED

Step 4: Scroll down and click the Video Stream button marked by the green arrow. (If you do NOT see the Video Stream button, you need to log into Sched. See Step 2) Or, to access the courses without logging into Sched, go to Step 6.)

Tuesday, August 10 • 8:30am - 12:30pm



FDOS: Elementary ELA - Grade 5

LIMITED



Edit



Speaker Tools

Click here to add to My Sched.



<https://sched.co/ljD5>



Tweet



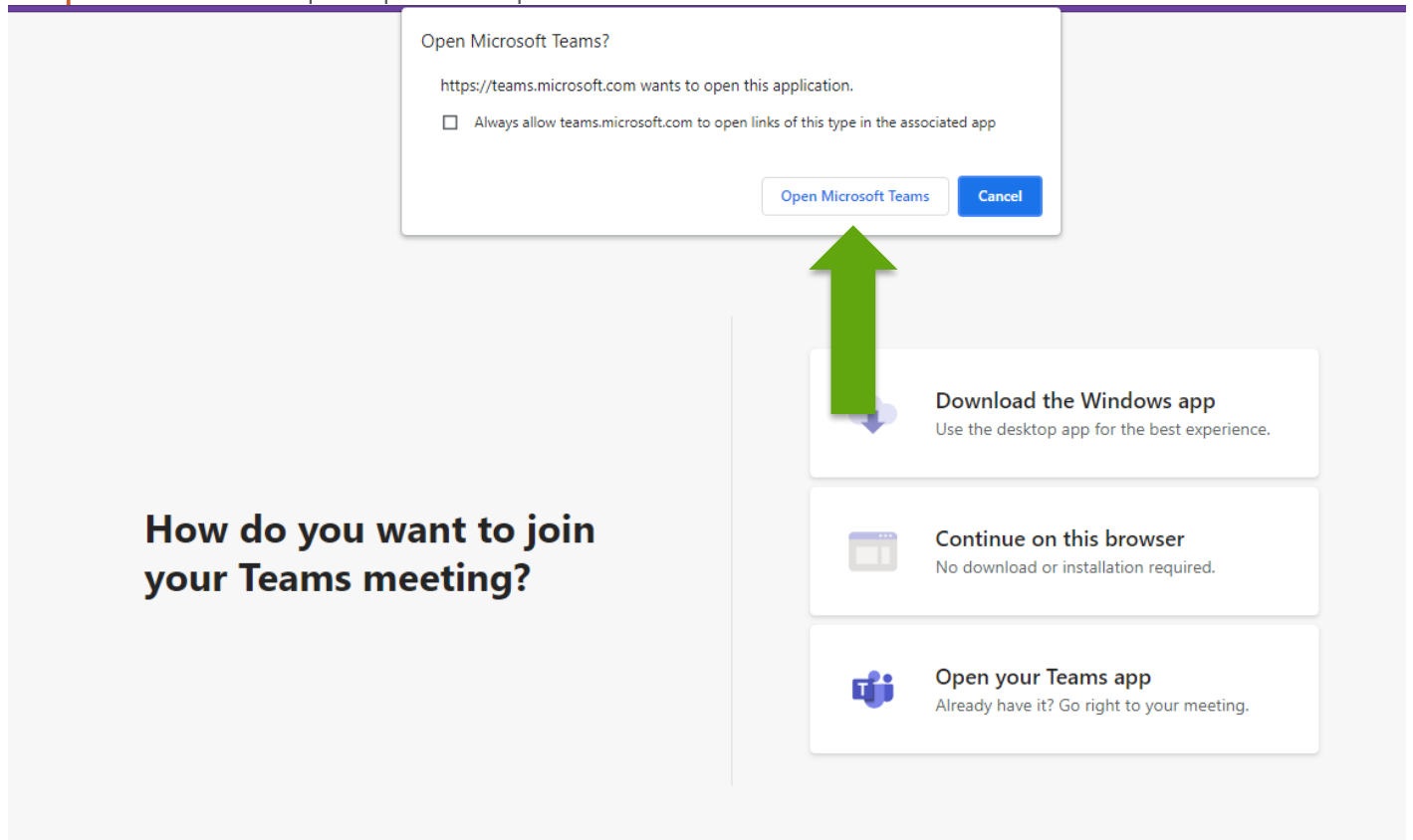
Share



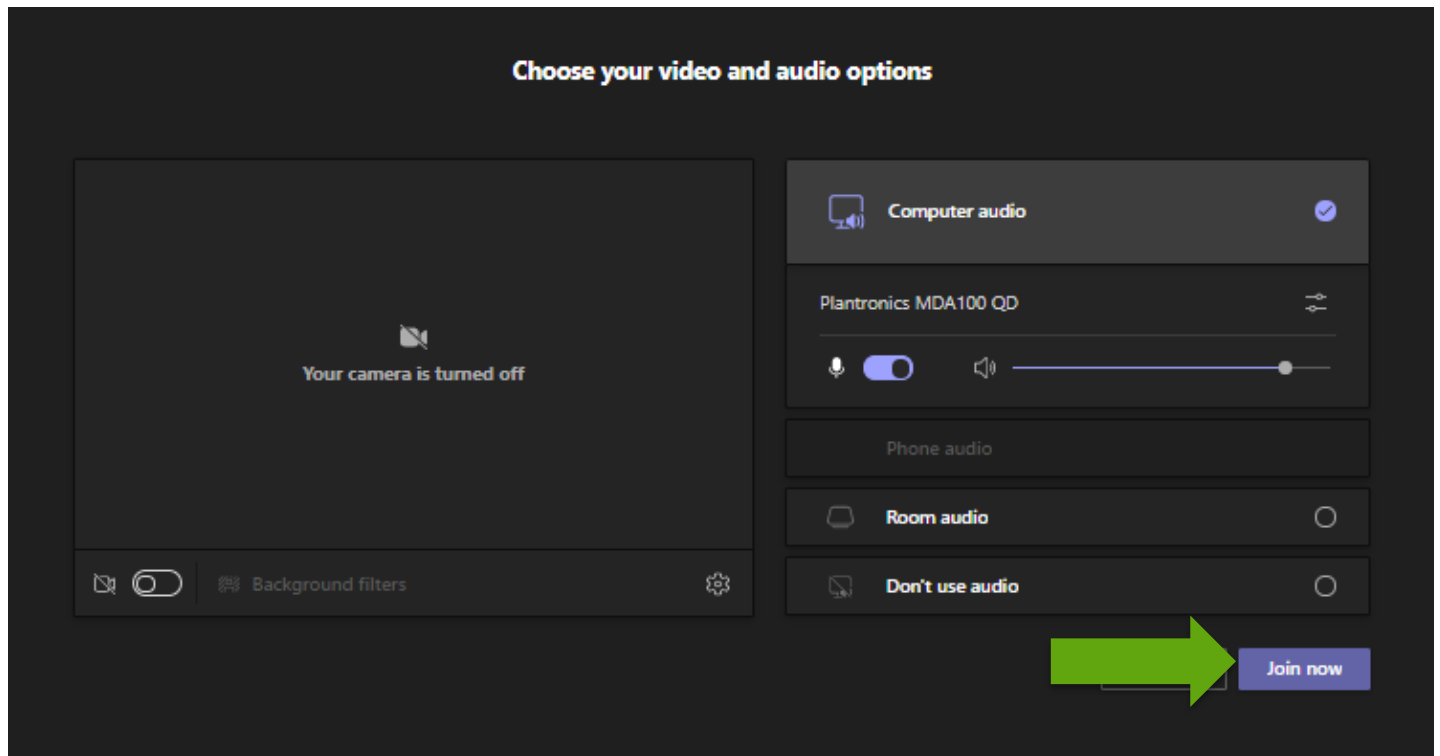
Video Stream



Step 5: You will be prompted to open Microsoft TEAMS from a window like this:



A) **HISD Computer:** Click "Open in Microsoft Teams" then click "Join Now"

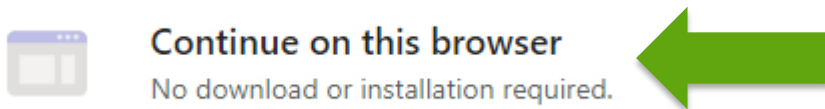


B) **Personal Device:** Click "Cancel" then select "Continue on this browser"

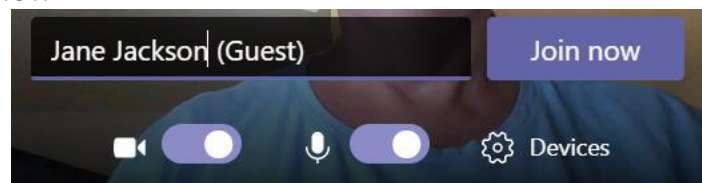
Open Microsoft Teams?

https://teams.microsoft.com wants to open this application.

Always allow teams.microsoft.com to open links of this type in the associated app



The first time you select "Continue on this browser", you will be prompted to enter your name. Please be sure you enter your official first and last name used when filling out all your HR paperwork. Check to make sure your full name is entered correctly, or edit it on this screen shown below, 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. 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 session details. Now return to Step 4 to navigate the Microsoft Teams Application

If you are having issues, you can visit the [New Teacher Summer](#) website's [technology section](#).

During New Teacher Academy week, August 9th – 13th you can visit our [New Teacher Academy Support Concierge](#). There you can get questions answered regarding New Teacher Academy, sessions, year-round new teacher trainings as well as human resources, new employee onboarding and more.