



Agua Dulce Independent School District
A note from
Dr. Daniels and Ms. N.T. Lopez

Dear ADISD Students and Families:

In order to protect students and our community from the spread of Covid-19, also known as the Coronavirus, we will be holding classes virtually for the 1st 3 weeks of instruction (Tuesday, August 18-Friday, September 4th).

The instructional platform we will be using to instruct our students will be Microsoft Teams.

On the following pages, you will find a basic introduction on how to use **Microsoft Teams** to find class materials as well as participate in classroom meetings. You will find that it is an easy program to use. You will also find valuable videos on You tube.

On or before Wednesday, August 13 your child will be receiving their ADISD email which you will need in order to access Microsoft Teams. We also have included username and password to log into Skyward. This will be useful to you and your student for registration and looking at grades, teacher info etc...When your student logs into Skyward it will ask then to change their password PLEASE HAVE THEN USE the EMAIL password so it will be the same as Skyward!. If you would like your child's email address and password before August 13th-feel free to call your respective school.

You may find a copy of this letter and Microsoft Teams instructions on our ADISD web page www.adisd.net on Wednesday, August 5th. You may also pick-up a copy at your respective school.

Please note: if your child does not have computer/technology access they will receive an instructional packet. Details to follow.

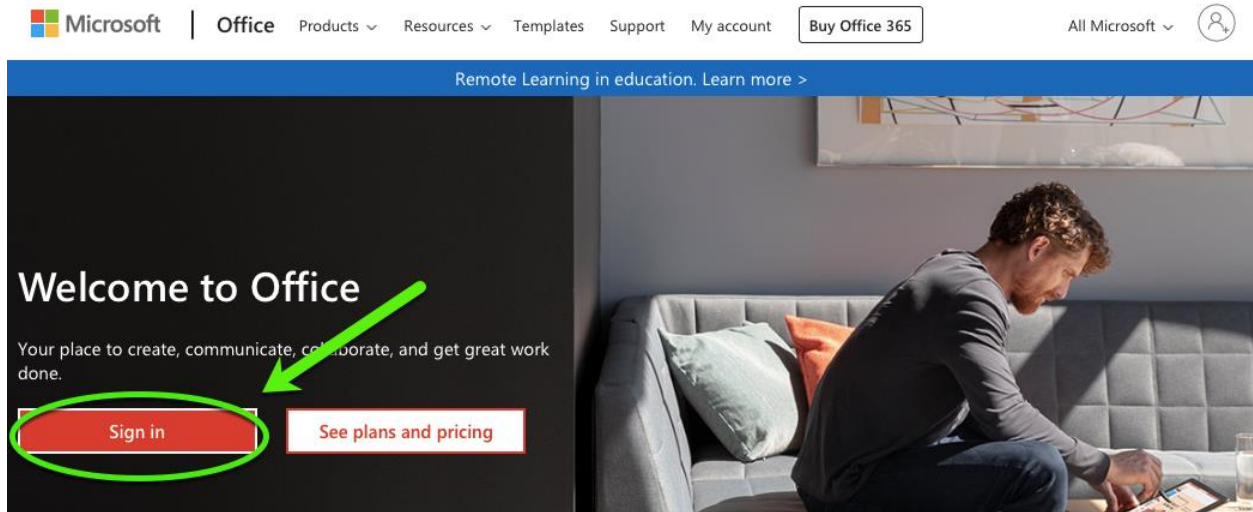
Please don't hesitate to reach out to us with any questions. Although we may not be with you physically, we are here for you virtually.

Longhorn Proud and Strong,

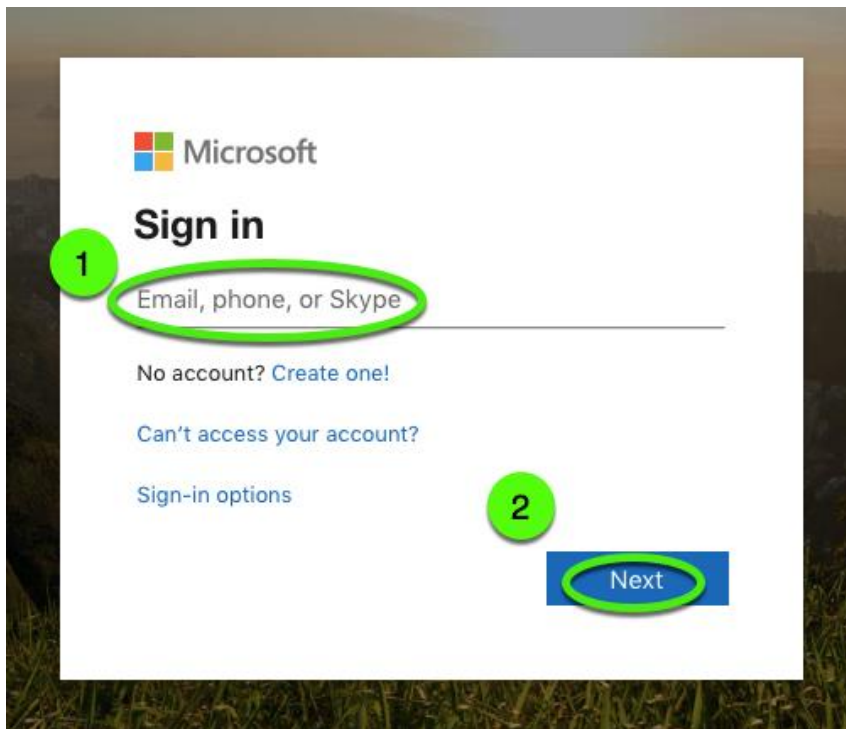
Dr. Daniels,
Jr. High & High School Principal

Ms. N.T. Lopez
Elementary Principal

Step 1: Go www.office.com and click Sign in.



Step 2: Enter your school e-mail address and click Next.



Step 3: Enter your password and then click Sign in.

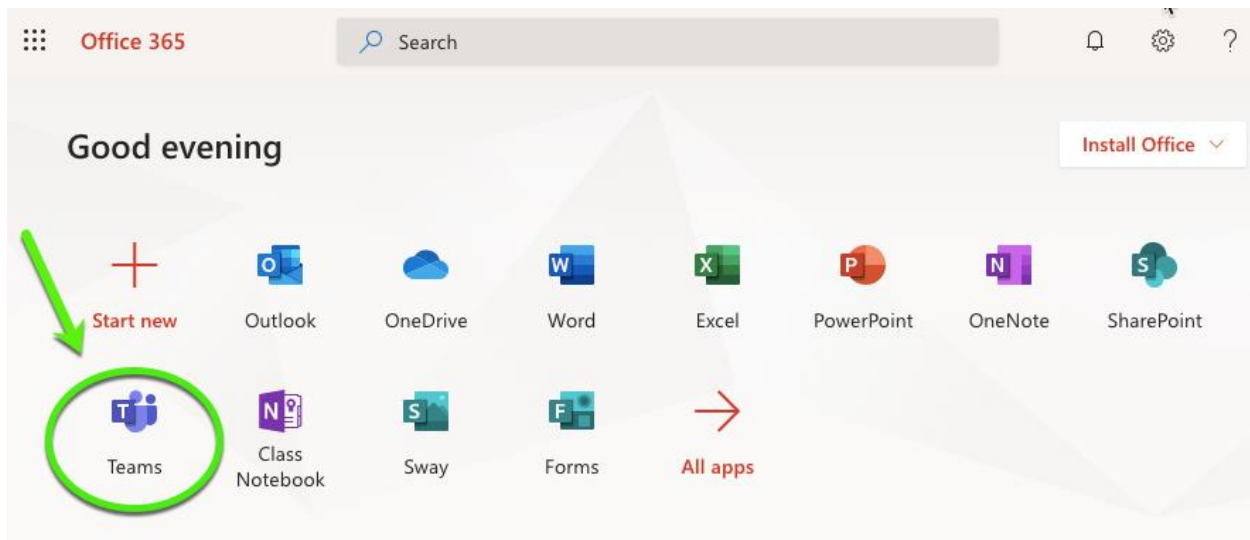


Step 4 VERY IMPORTANT ABOUT PASSWORDS:

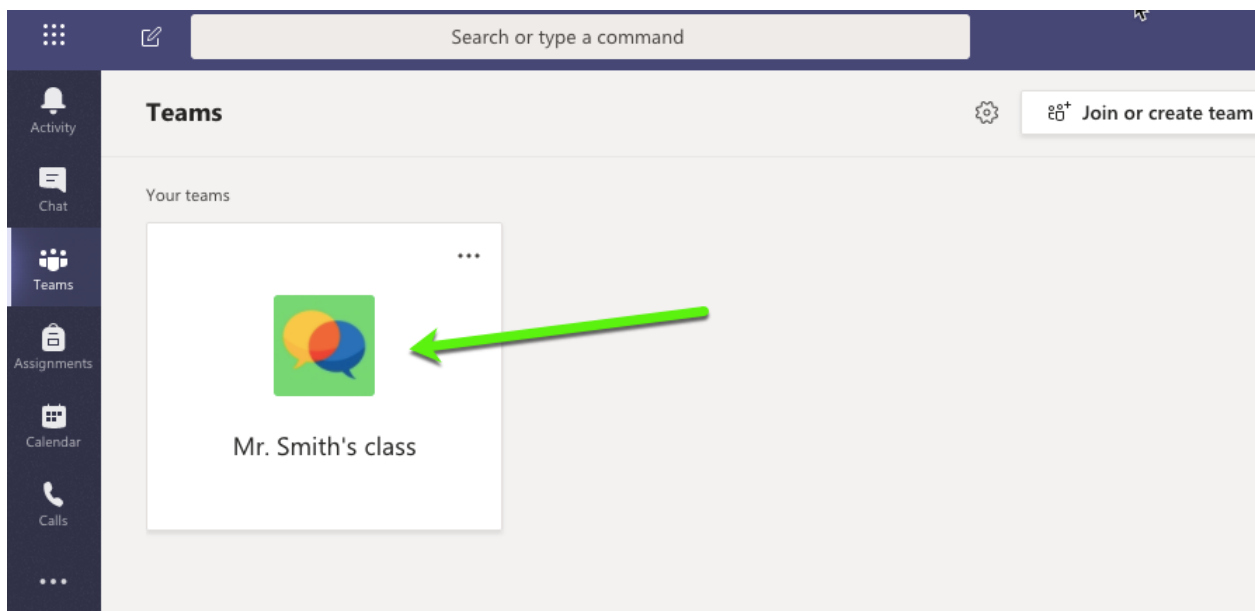
- At log-in, you will be prompted to update your password.
- *For new password, use current password and add 1.*
Example: Current password – Horn\$12345
New password – Horn\$123451

Each student password is unique! If you forget your password, a teacher will only be able to help you if you change your password as instructed. If not, confirmation of a password-reset can take several days, and the password will revert to the original version without the number 1.

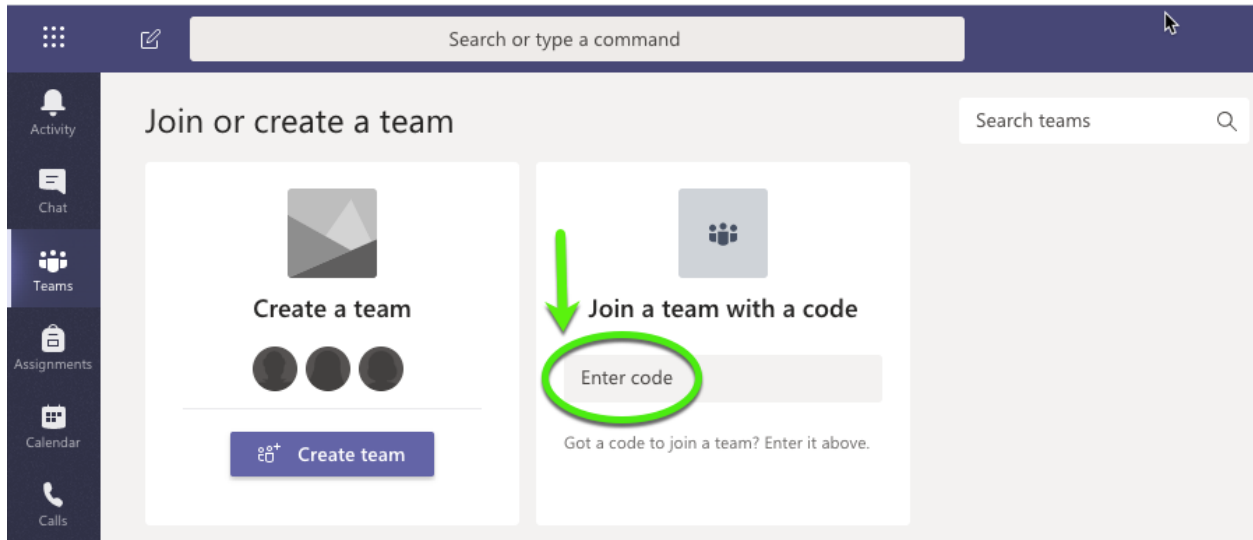
Step 5: Click on the Teams icon to open it in your browser.



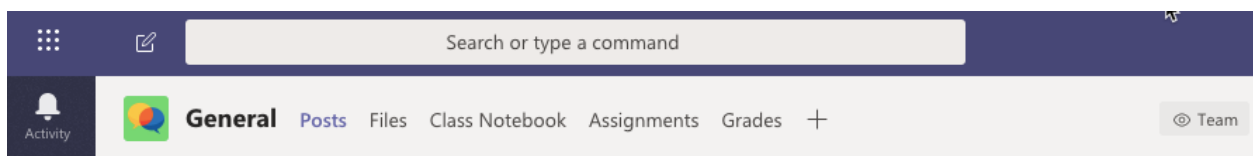
Step 6: If you see your class listed, click it and move to Step 7. If you do not see your class, go to Step 6.



Step 7: If your teacher has sent you a code to join, then you won't see your class yet. Click Join a team with a code and enter the code. Or if your teacher sent you a link to join, check your email for that.

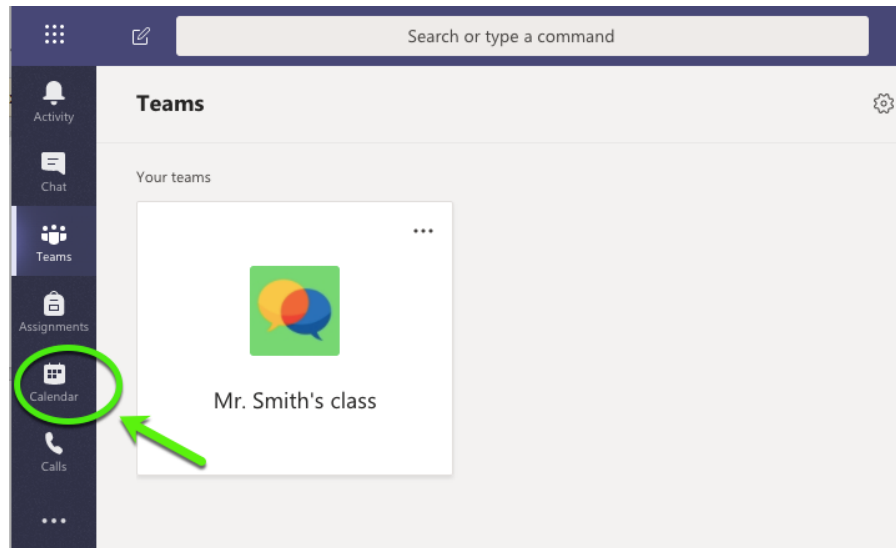


Step 8: Get started exploring your class in the **General** area with the tabs along the top of the window.

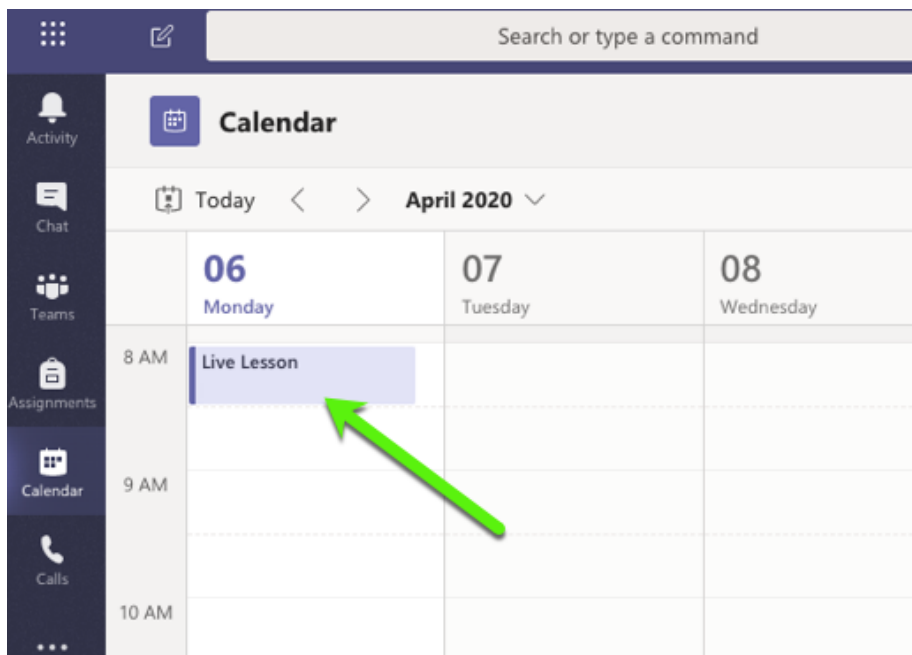


- Begin and participate in conversations in **Posts**.
- Documents are shared in **Files**.
- Take notes and more in Class **Notebook**.
- Find your tasks in **Assignments**.
- Track your progress in **Grades**.

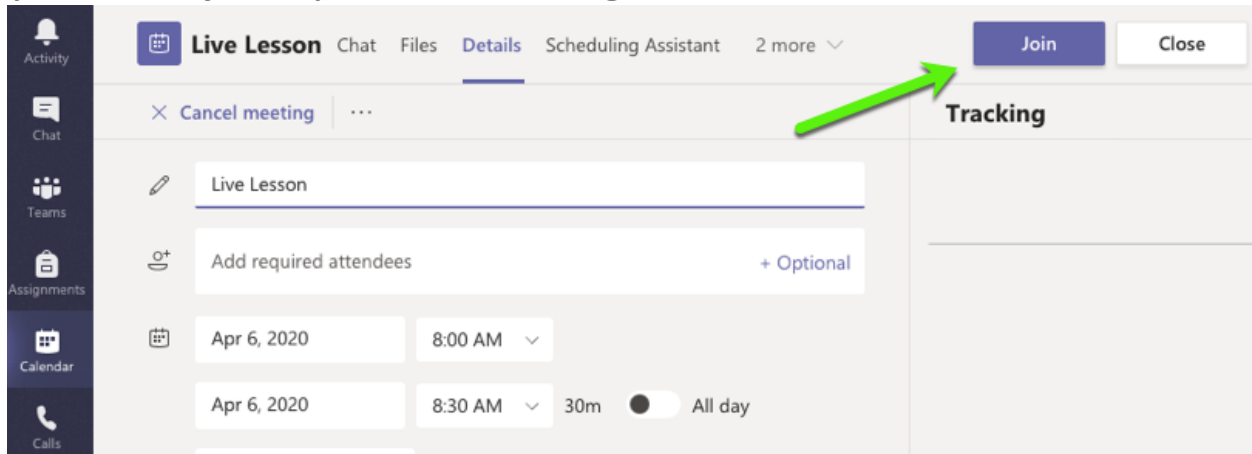
Step 9: To join a live class meeting, you can either click on the meeting from the General area of your class, or click Calendar in the menu at left (see below).



Step 10: Find your teacher's lesson event listed on the calendar and click on it.



Step 11: Click Join at top right at your class time and you can join your meeting!



Step 12: Check your audio and video settings and decide whether you'll enter the meeting with them on. To turn them on, click the toggles next to the camera and microphone icons. Select Join now, and you'll be in your class!

