

IF YOU ARE ABSENT AND WORKING ONLINE.....

Find your course(s) in TEAMS, not Edgenuity.

Attendance - If a student is not feeling well and planning to stay home (or is quarantined), to be marked present for logging in to TEAMS, a parent must call Mrs. Corbell (x1490) to let her know that the student is home sick and will be working virtually for the day. Teachers will not mark students present virtually unless they receive an email from Mrs. Corbell.

1. **TEAMS** - Follow these instructions for logging into TEAMS:

- Go to www.lcmcisd.org
- Choose campuses - High School
- Under Quicklinks at the top - choose Microsoft 365
- Log in to Microsoft 365:
 - Use your entire LCMCISD Email Address as your username– make sure you include @lcmcisd.org
 - Password is your 6-digit lunch number OR the one you have created.
- Choose the 9 dots in the top left corner next to Office 365.
- Choose the TEAMS icon. Then ALL TEAMS to see your classes.

If you do not know your login information, you may use the forgot password link or email tech support at helpdesk@lcmcisd.org.

2. Remember that you need to do the work for the classes you would be in on that day. For example, if today is an A day, you would do the work for classes 1-4. Since we are on block schedule, we technically do two days of work every other day. You should plan to work around 4 hours each day.