

COVID-19

communication

Keyin College Online Learning Student Start-up Schedule: Week of March 23

By now everyone should have received their email invitation to set up their new keyin.com account, and to install their free educational version of Microsoft Office 365. (NOTE: ABE students are only required to set up their Keyin email at this time)

IF you have not received this notification, please contact your local technical support team.

Following is our student start up schedule for the week of March 21. **Please note, participation in these sessions is mandatory.**

Monday, March 23: Video Tutorial Session

- All students will be sent a video tutorial link Monday morning.
- The video will walk you through your email set up.
- It will also introduce you to Microsoft Teams: The online learning platform we will be teaching from while our campuses are closed. It will introduce you to key features you'll need to be familiar with to begin learning online.

Tuesday, March 24: YouTube Live Tutorial Sessions

- Tuesday morning, a link to YouTube live tutorial sessions will be sent to all students.
- In this live tutorial, students will have the opportunity to ask questions, solve problems, and increase your familiarity with our new Microsoft Teams learning platform.
- The Tuesday sessions will be held at 10:00 and 2:30. Both sessions contain the same topics, so please pick the one that works best for you, or feel free to join in both.

Wednesday and Thursday, March 25-26: Introductory Online Classes

- On Wednesday and Thursday, our instructors will be providing an introductory online class for their students.
- NOTE: Your instructors will advise you in advance of the day and time of your class.
- This session will include a discussion on how online learning will function for your class, a summary of what will be covered online, and a Q&A session.

Friday March 27: Final Pilot Sessions

- All instructors will host a pilot session on Friday with their students to review work completed to date, new material to be covered and upcoming online class schedules.

Monday March 30: Online Classes Begin at all Campuses

- Please note that our goal is to resume all regular classes online starting the week of March 30. Your new online schedule will be provided this coming week so that you'll have time to organize your own personal schedule.

If you have any questions, please don't hesitate to contact your local program instructors.

Your Keyin Support Team!

