

HOW TO:

The Keystone Student Application



Keystone Announcements



Canva

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Your Courses

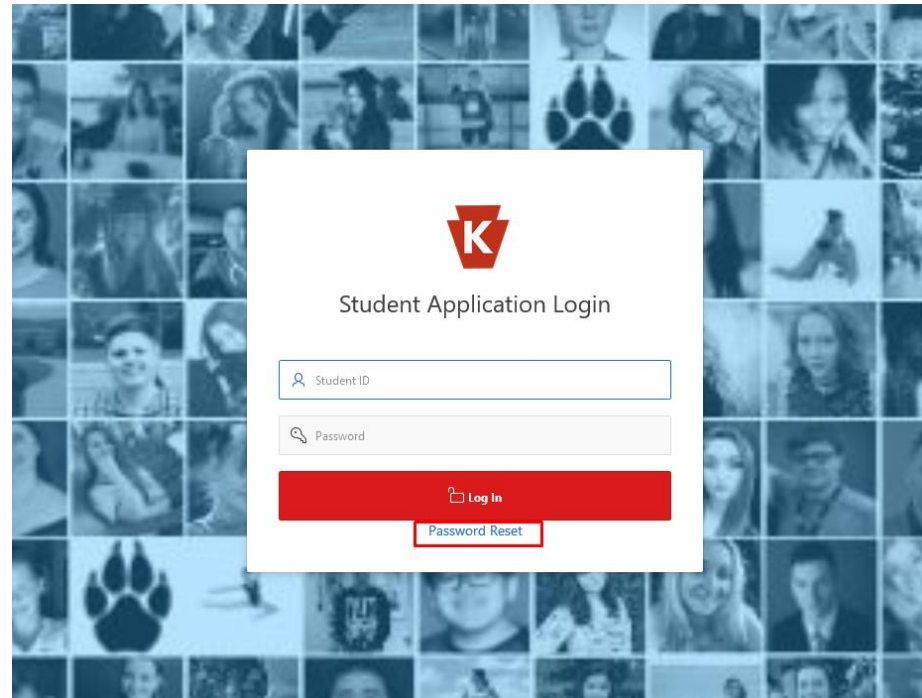
Your Profile (You may change your email and phone numbers)

High School Links

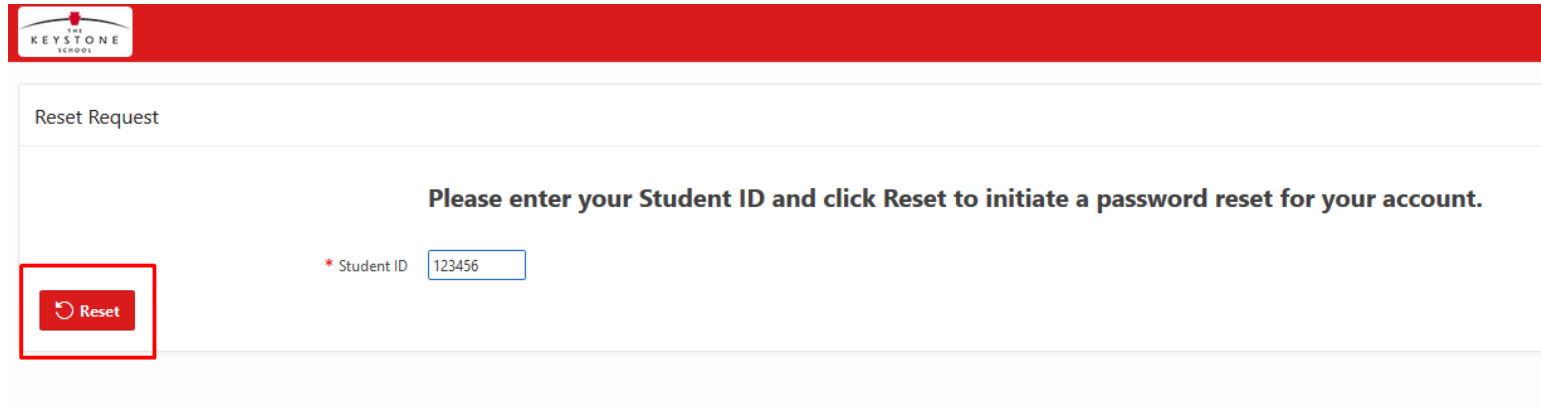
Student Resource Links

Gaining Access:

The link to Student Application is found in your Keystone Welcome Letter. Once clicking on the link you will be brought to the log in page. You will have to set up your password. You will do this by clicking the password reset button underneath the log in section




You will input your Student ID Number (found in the welcome letter) in the Student ID field. You must click reset. **DO NOT PRESS ENTER** to confirm.



The screenshot shows a web interface for a password reset request. At the top left is the Keystone Schools logo. Below it, the text "Reset Request" is displayed. A central instruction reads: "Please enter your Student ID and click Reset to initiate a password reset for your account." Below this instruction is a form field labeled "* Student ID" containing the number "123456". To the left of the form field is a red button with a circular arrow icon and the word "Reset". The button and the "Student ID" label are highlighted with red boxes.

When reset correctly, you will receive a message stating that an email will be sent with a reset link with 15 minutes. This email will be sent to your email address that we have on file with Keystone. If you do not receive an email, please contact Student Services at 1-800-255-4937 to confirm that your email address is correct with our system.

An email will be sent with a reset link within 15 minutes, thank you. ×



Student Application Login

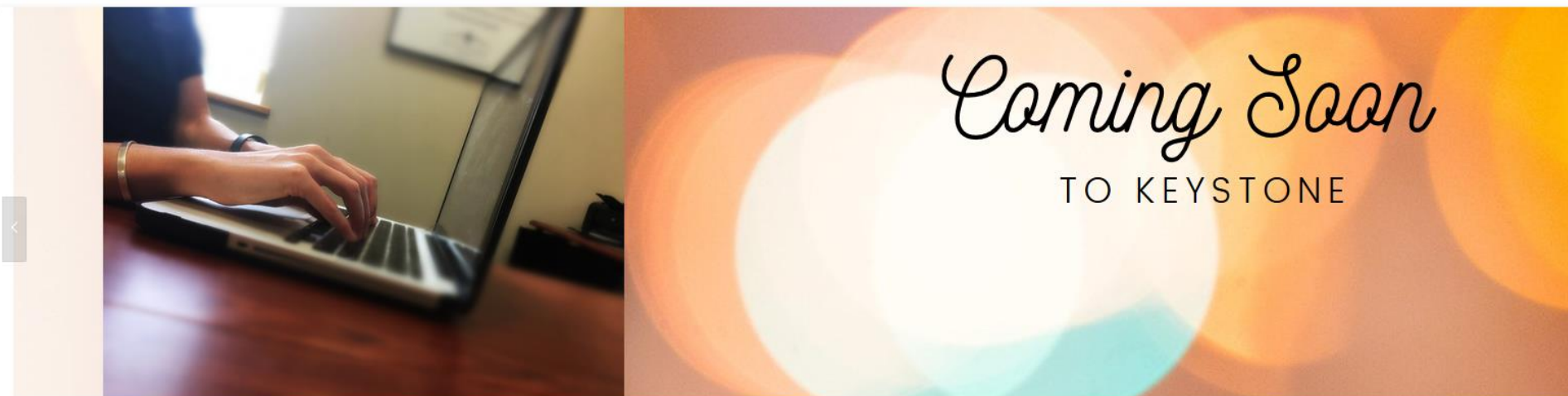
[Log In](#)

[Password Reset](#)

The image shows a web interface for a student application login. At the top, a green notification box with a white checkmark icon contains the text: "An email will be sent with a reset link within 15 minutes, thank you." followed by a close button (×). Below this is a white login form. At the top of the form is the Keystone logo, a red shield with a white 'K'. Below the logo is the title "Student Application Login". The form contains two input fields: the first is labeled "Student ID" and the second is labeled "Password". Below the password field is a red button with a white key icon and the text "Log In". Underneath the button is a blue link labeled "Password Reset". The background of the page is a grid of blue-tinted photos of students.

Once you have access to the Student Application, this becomes your Single Sign On to all your Keystone Classes.

▼ Keystone Announcements



Canva

1 OF 1



▶ Your Courses

▶ Your Profile (You may change your email and phone numbers)

▶ High School Links

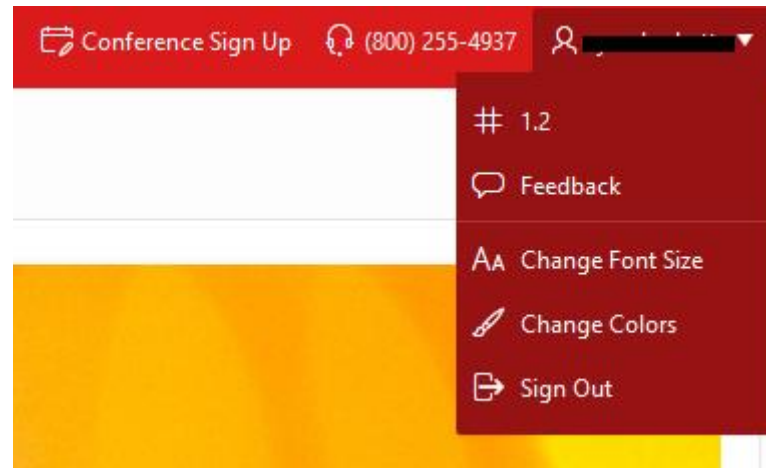
▶ Student Resource Links

In the top right-hand corner, you will have three buttons to click on.

Conference Up: This allows you to sign up for a time slot to speak with a specific department or person with Keystone.

800 Number: This is the phone number to reach out to Student Services. This is a clickable link as well. If your device has the ability to make phone calls you will be able to dial them directly from this application.

Your Name In A Dropdown Menu: This give you the ability to give application feedback, change your font size, change the color scheme, and sign out.



The sections below begin with announcements. These are scrolling announcements that may provide updates and other information



Accessing Your Courses and Information

Section Your Courses: This section contains all courses that you are enrolled and have ever been enrolled with Keystone. You will use this section to access your classes. Click on each title to access the Learning Management System for that course. This section also includes:

Courses Status, Enrollment Date, Due Date, Grade Average, Percent Complete, Last Assessment Graded, Completion Date, Withdrawal Date.

Your Courses

Search: All Text Columns Go Primary Report Actions Reset

Course Status On Hold, Due within 30 days, Due within 7 days

Click name below to move into course work	Course Status	View Teacher	Enrollment Date	Due Date	Grade Average	Percent Complete	Last Assessment Graded	Completion Date	Withdrawal Date
English 1	Active	View Teacher	12/12/2019	12/12/2020	0.00%	0%			
Pre-Algebra: Part 1	Active	View Teacher	12/12/2019	12/12/2020	68.13%	83.33%	12/09/2019		
French I	Active	View Teacher	12/12/2019	12/12/2020	0.00%				

1 - 3 of 3

Your Profile: Overview, My Courses, My Enrollment, My Courses

The standard view in the Student Application will show ONLY active and hold courses, under the primary report. If you want to see complete or withdrawn classes, you must click the drop down menu and select completed or withdrawn.

▼ Your Courses

Search: All Text Columns Go Primary Report Actions Reset

Course Status On Hold, Due within 30 days, Due within 7 days

Click name below to move into course work ↑↕²

	Course Status	View Teacher	Enrollment Date ↓↑¹	Due Date	Grade Average
English 1	Active		12/16/2019	12/13/2020	0.00%
Biology with Lab	Active		12/13/2019	12/13/2020	0.00%
Pre-Algebra: Part 1	Active		12/13/2019	12/13/2020	60%

1 - 3 of 3

Click on the icon under **View Teacher** to access the support contact information for that class.

▼ Your Courses

Search: All Text Columns Go Primary Report Actions Reset

Course Status On Hold, Due within 30 days, Due within 7 days

Click name below to move into course work ↑↕²

	Course Status	View Teacher
English 1	Active	
Pre-Algebra: Part 1	Active	
French I	Active	

Teacher

Search: All Text Columns Go Actions Reset

Teacher Name	Click to Email Teacher
██████████	██████████

Total 1

► Your Profile (You may change your email and phone numbers)

Clicking on the **grade average** brings you to the Assessment Summary.

Pre-Algebra: Part 1

Assessments Summary

Completed Assessments Count

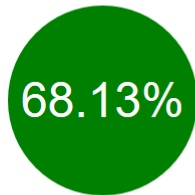
70

Not Submitted/Not Yet Graded Assessments Count

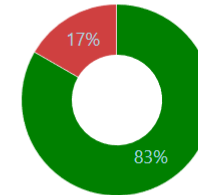
14

Total Assessments Count

84



Course Grade



Completed Assessments Not Submitted/Not Yet Graded Assessments

Section Your Profile: This section contains the information that is on file for the student at Keystone. Within this section, the student will have the ability to update their email address and phone number if needed.

Your Profile (You may change your email and phone numbers)

Search: All Text Columns Go Actions Edit Save

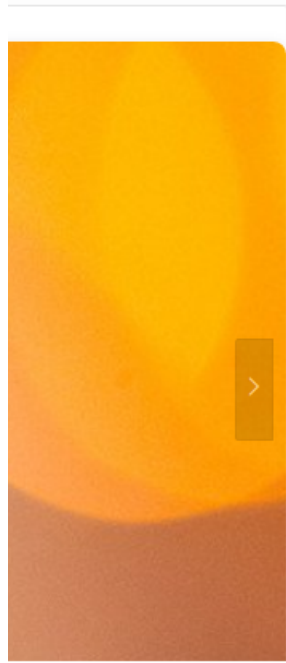
Student ID	Status	First Name	Last Name	Email	Phone	Mobile Phone	DOB	Address1	Gender	Your SSA Advocate
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

1 rows selected

On the right-hand side of your Student Application you will find a three lined pop out menu. This menu has a list of *Tips and Tricks* that pertain to the application and may help you answer some common questions.



Tips and Tricks



How do I send an email to Keystone Support?

Click [here](#) to Send an Email to Keystone Support.

How do I sign up for a conference?

Click on the "Conference Sign Up" icon located on the right side of the title bar on this webpage.

How do I navigate to my course work?

Click on the course name in the "Your Courses" section of the application.

How do I find/submit assessments if my course is a "print course"?

If you click on the print course name it will launch you into the print application.

How do I review my course assessments?

Click on the grade average percent in the "Your Courses" section of the application.

Why is my due date highlighted in yellow/red?







A due date highlighted in yellow means that it will be due within 30 days. A due date highlighted in red means that it will be

Reset

Completion Date

Section School Links: These links will be individual to middle school and high school students.

High School Links

 <p>Tallo</p> <p>Colleges and companies use Tallo to find talented students. Create a free, secure profile to match with opportunities for scholarships, college admissions, internships, jobs and more.</p> <p>Click for details</p>	 <p>ACT</p> <p>US and International students</p> <p>Register to take the ACT Test and get access to free test prep materials.</p> <p>Click for details</p>	 <p>The Common Application</p> <p>A college application used by over 800 colleges and universities worldwide.</p> <p>Click for details</p>
 <p>The College Board</p> <p>US students</p> <p>Register for the SAT, plan for college, find out how to register for an AP Exam and learn about free test prep.</p> <p>Click for details</p>	 <p>The College Board</p> <p>International students</p> <p>Register for the SAT, plan for college, find out how to register for an AP Exam and learn about free test prep.</p> <p>Click for details</p>	 <p>The College Board</p> <p>AP Services</p> <p>Register for the SAT, plan for college, find out how to register for an AP Exam and learn about free test prep.</p> <p>Click for details</p>

Section Student Resource Links: This section contains information about getting started in your classes, social media associated with Keystone, Information about joining clubs, the Student Handbook, The Keystone Writing Guide, and the Keystone Blog-The Live While Learning Collective.

Student Resource Links



Getting Started Information

[Click for details](#)



Facebook

[Click for details](#)



Instagram

[Click for details](#)



Clubs

[Click for details](#)



Handbook

[Click for details](#)



Writing Guide

[Click for details](#)



Live While Learning

Collective-Keep up to date with Keystone's events, announcements, student resources, and tips for being a successful student

[Click for details](#)