



March 16, 2020

**Greetings Keystone KCR Student,**

Due to the increasing concern related to the COVID-19 pandemic, as of March 16, 2020 all Keystone submissions will need to be returned online. We will no longer accept postal service deliveries to help reduce the overall transmission of materials. Below are the instructions for uploading your work to our app. Please complete each step to add your work.

Should you have any questions, please don't hesitate to contact us Monday-Friday 8am-8pm Eastern Time at 1-800-255-4937 or via email at [info@keystonehighschool.com](mailto:info@keystonehighschool.com) .

**Submission Instructions included below:**

Upload your work at: [https://key12.k12.com/ords/f?p=PRINT\\_KEY12](https://key12.k12.com/ords/f?p=PRINT_KEY12)

Once your enrollment is complete you will:

log in with your **student ID number** and **set up your password**.

Then, follow the instructions online.

Remember that email is associated with the email you used to sign up.

Once logged in, a student user manual can be found at the top right of your page.

Submit and view your work:

- Select your course from the list to see the answer sheet for the class.
- Click the title of the assignment you wish to submit. (there will only be 1)
- Go to the Master Assessment document and click the cloud image to download a copy of the answer sheet. This releases the answer sheet, making it available for you to input your answers.

Under the Submitted Assessment Documents section:

- Click +Add on the pop-up screen to upload your work.
- Locate your file with answers (either a scan or saved copy) for grading and click save.
- Your teacher will receive your work and grade within 5-7 business days.

Graded assignments will appear under the Graded Assessment Documents section under each Assessment.

Instructional video: <https://fw.unitymg.com/rdr/C:19267>

Sincerely,

The Keystone School