



April 20th, 2021

**Greetings Keystone KCR Student,**

Below are the instructions for uploading your work to our app. Please complete each step to add your work.

### **Submission Instructions for Keystone Credit Recovery:**

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.

View answer sheets and submit your work:

- From “Your Courses” section, select the course you wish to submit your work for.
- Then click the title of the course you wish to submit work for in the “My Courses” section.
- 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. All answer sheets must be submitted at the same time.

Under the Submitted Assessment Documents section:

- Click +Add
- Click on the “Choose File” in the pop-up and locate your answer sheet document with your saved answers.
- Click +Add again to attach your document.
- Click save in the Submitted Assessment Documents section to secure your submission.

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