



## How to Enroll in the Course (TEACH ON 2020 – 1)

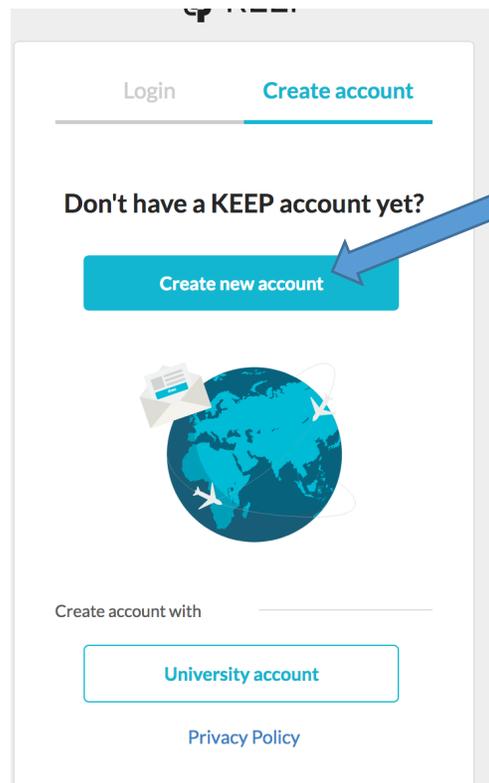


Welcome to Teach On: Keeping the Passion Alive, a Massive Open Online Course (MOOC) that aims to inspire, rekindle and sustain teacher's passion for teaching. Enrollment is now open! Just follow the step-by-step guide below. The course is **free!**

The course, Teach On: Keeping the Passion Alive can be accessed through the KEEP (Knowledge and Education Exchange) Platform. The KEEP platform is like a virtual school.

To enroll in the course you need to create an account in the KEEP platform (assuming you do not have an account yet) and then enroll in the course. Here's a step by step guide. If you already have a KEEP account, you can go straight to Step No. 5.

1. Go to <https://www.keep.edu.hk>. Click "Create account."



2. Fill out the form.

### Sign Up - Create Your KEEP Account

**Full Name**

Please enter your real name.

**Username**

The username must be between 2 and 30 characters long, and contain only letters, numbers, hyphen(-), and underscore(\_). It cannot contain spaces.

**Email**

**Confirm Email**

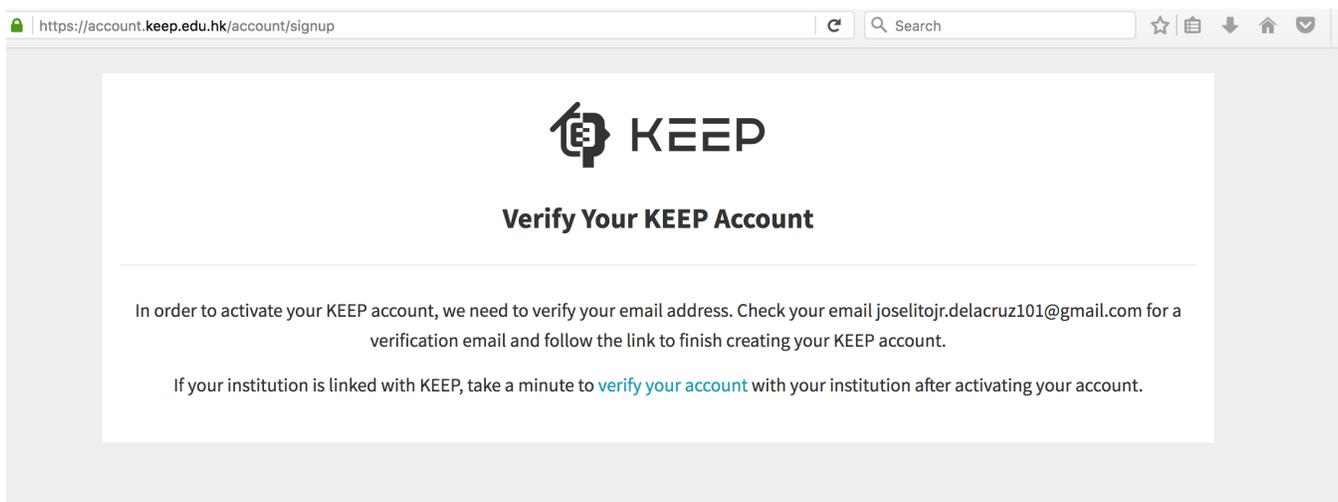
**Password**

The password must be at least 8 characters long and contain at least 1 uppercase letter, 1 lowercase letter, 1 digit and 1 special character (! ? . % + = ^ \$ & # - @). It cannot contain spaces.

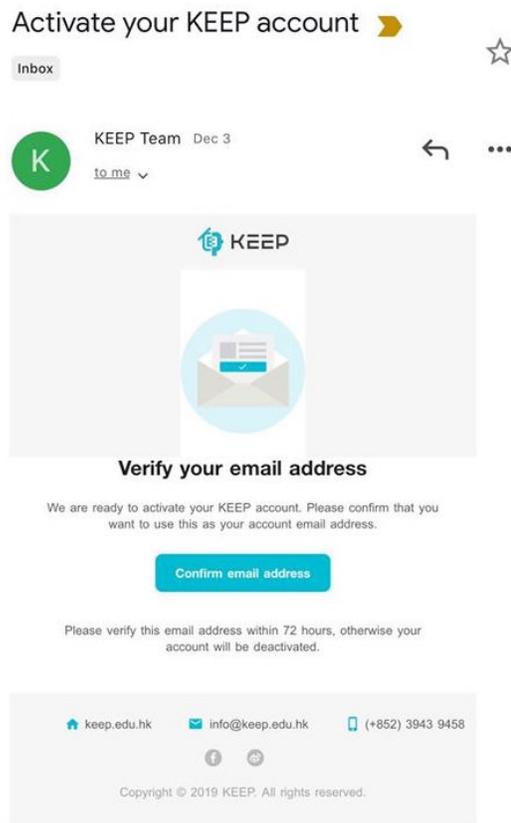
**Confirm Password**

I agree to the [Terms and Conditions](#)

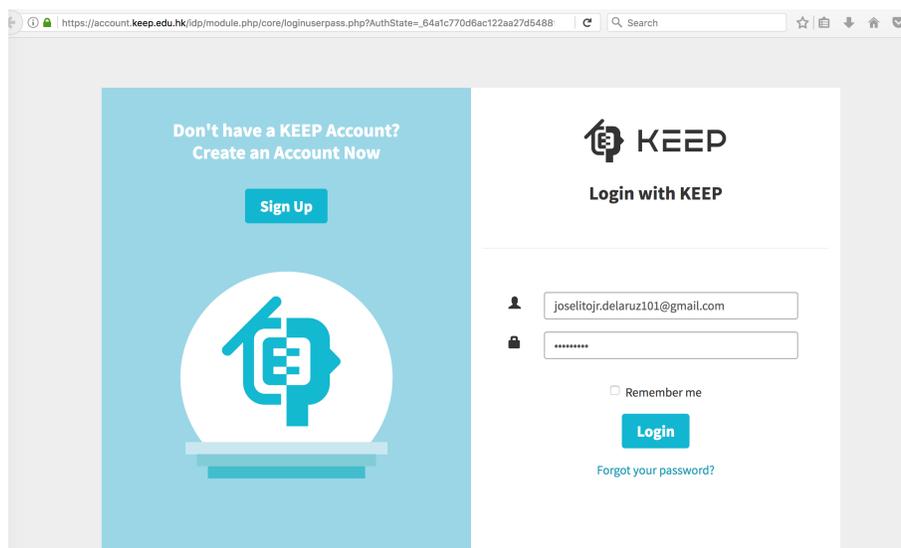
After filling out the form, you will see this notification.



2. Go to your email and check the email from KEEP. Click on “confirm email address.” This will activate your account.



3. You can now log in. Log in using your email and the password you provided for KEEP. This means that you already have access to the KEEP platform.

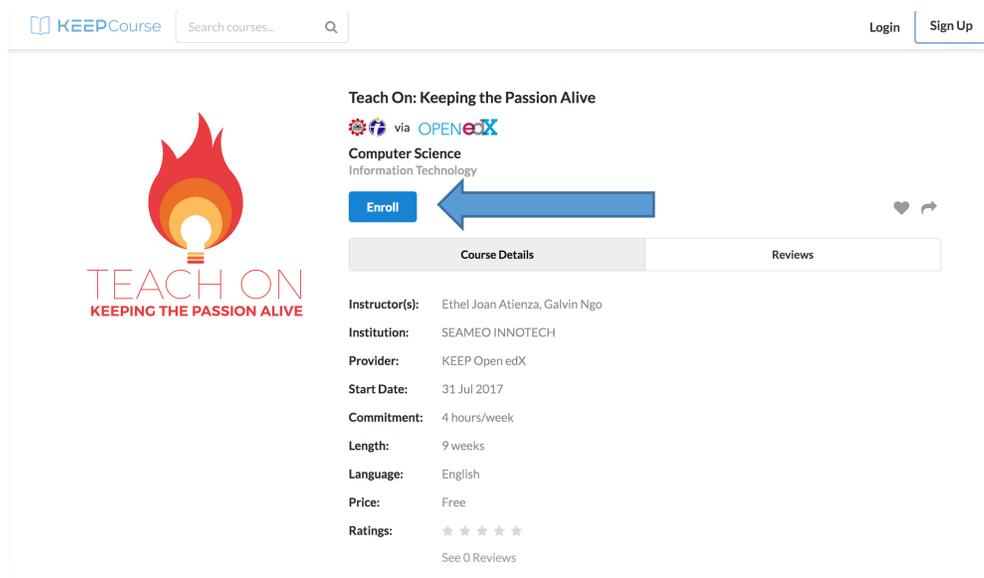


You will then be asked to fill in details for your account. Fill out the form.

- Now that you have access to the KEEP platform, you can find the course, TEACH ON. To enroll in the course. Go to the COURSE LINK: <https://course.keep.edu.hk/course/237979>. The Course will run from April 2 to June 5, 2020.

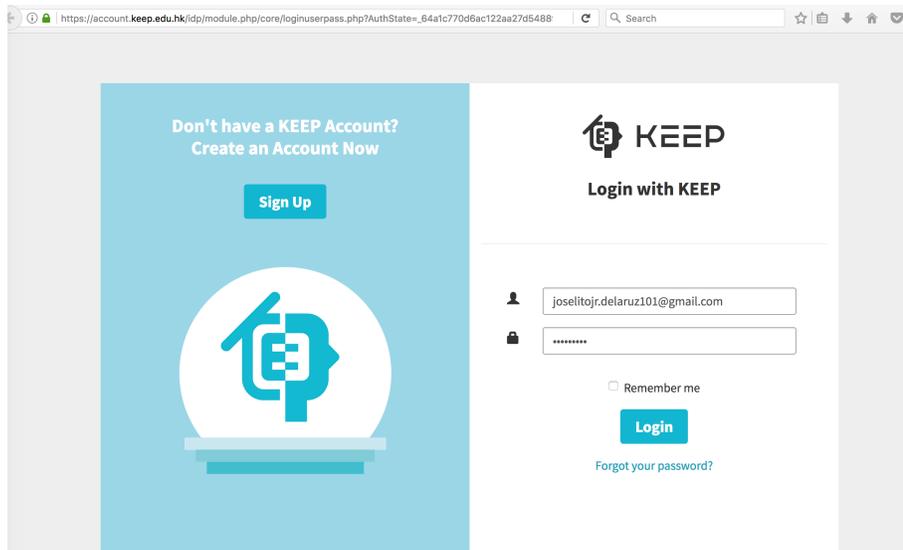
It is important that you get the link correctly.

- Click the “Enroll” button



The screenshot shows the KEEP Course interface. At the top, there is a search bar with the text 'KEEPCourse' and 'Search courses...'. To the right, there are 'Login' and 'Sign Up' buttons. The main content area features the course title 'Teach On: Keeping the Passion Alive' with a logo of a lightbulb inside a flame. Below the title, it says 'via OPENedX' and 'Computer Science Information Technology'. A blue 'Enroll' button is prominently displayed, with a blue arrow pointing to it from the right. To the right of the 'Enroll' button are icons for a heart and a share symbol. Below these are two tabs: 'Course Details' (which is selected) and 'Reviews'. The 'Course Details' section lists the following information: Instructor(s): Ethel Joan Atienza, Galvin Ngo; Institution: SEAMEO INNOTECH; Provider: KEEP Open edX; Start Date: 31 Jul 2017; Commitment: 4 hours/week; Length: 9 weeks; Language: English; Price: Free; Ratings: ★ ★ ★ ★ ★ (5 stars) and 'See 0 Reviews'.

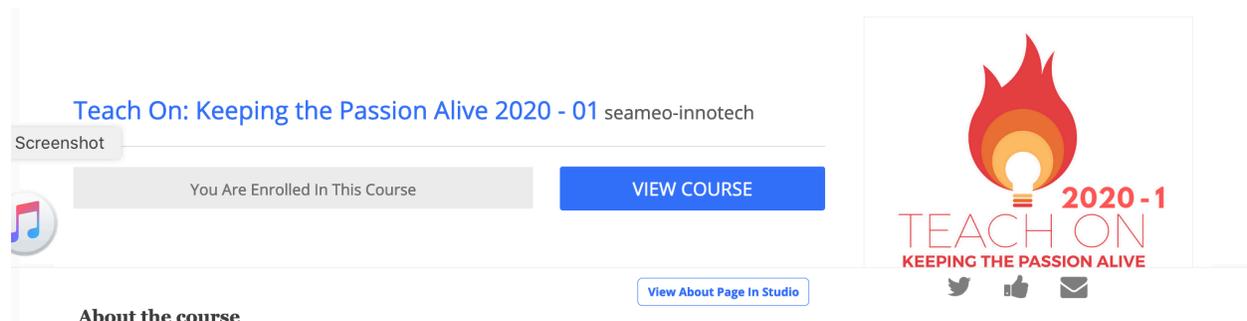
- Log in using your keep account details.



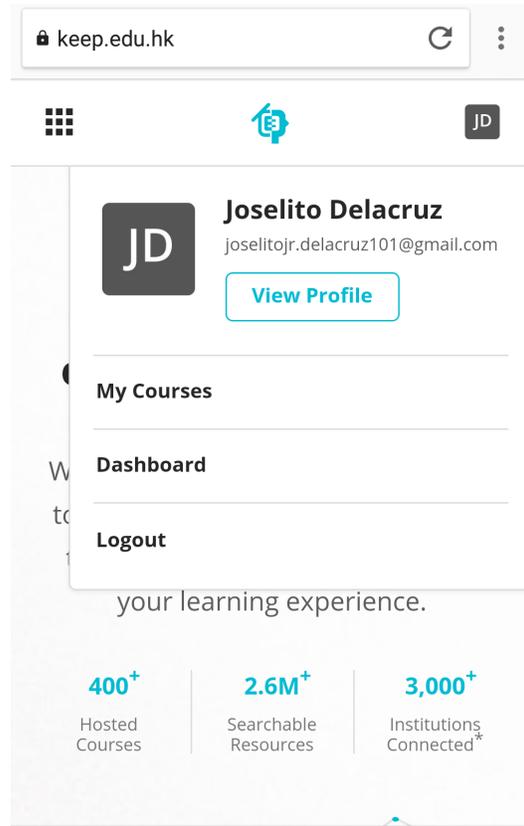
You will only have access to the course contents when THE COURSE BEGINS on April 2, 2020.

Since you are already enrolled, the next time you log in, simply go back to the course link assigned to your course and log in. Note that your view may differ depending on whether you are accessing the course from a laptop or a mobile phone.

To get in your course, click the “View Course” button (when using a laptop).



If you are using a mobile phone, click on your name, then select “My Courses.”



The course is self-paced. This means that you can go through the course contents at your own pace and time as soon as the course begins. You can access the course any time of the day or night. This way you can manage your time in going through the course activities. It's up to you.

You don't need to rush to complete the course. Should you finish the course earlier, the processing of the certificates will be about a month after the course has ended. Specific announcements will be made while the course is ongoing.

Do not forget to follow our Facebook Page. We give instructions and announcements on this page: <https://www.facebook.com/teachoninnotechmooc/>

For any concerns, please feel free to contact the TEACH ON Project Team:

- by email [mooc@seameo-innotech.org](mailto:mooc@seameo-innotech.org)
- Call us at 9247681 to 84 local 195 and look for Joan
- Facebook Page: <https://www.facebook.com/teachoninnotechmooc/>

When asking for support, please provide the specifics (if possible, a screen shot as applicable). Please note that we may receive hundreds of messages and providing clear and complete information will allow us to better respond to learners