UNIT 1 – WELCOME
A DIFFERENT UNIVERSITY
A DIGITAL CAMPUS

VOICEOVER:
Welcome to Kaplan University.

We’d like to congratulate you on completing your enrollment.

Now, we’d like to show you around your campus.

We’ll help you become familiar with your online learning environment and all the features and resources you need to hit the ground running on the first day of class.

There’s a lot to see, and a lot to learn, but don’t worry…
You can always go back to review sections later.

You should also take advantage of the Kaplan orientation programs and other available activities that provide hands-on practice for participating in online courses.

Now lets have a look at your new Kaplan campus.

GRAPHIC:
Click HERE to proceed.

.............

UNIT 2 - MY CAMPUS HOMEPAGE
The Heart of Kaplan University

**VOICEOVER:**
After you enter your user name and password, you’ll land on your KU Campus homepage.

This is the center of your Kaplan Education experience. Think of it as the Hub of campus life where you’ll return day after day to get around and find information.

You’ll have access to academic advising and support centers, the registrar, financial aid and career and student services.

You can view grades, find funding information, track your degree plan, and visit the library.

Every time you log in, check out “My Communications” for important alerts and other notes from KU.

The campus homepage is also where you’ll find your KU email,

While you will submit assignments through the KU Classroom, the KU campus is where you’ll need to check for email from instructors and classmates.

Even if you've never used Gmail before, you’ll feel right at home
With the KU email platform - the interface is simple to learn.

Your emails are saved like conversations and grouped in an easy to follow linear thread.

You can tag and prioritize messages and assign your own labels.

And you can easily locate important messages with built in advanced search features.

When you're done with this tour, take a minute to explore all the email options, and the rest of the campus homepage on your own.

Remember to regularly check your personal email accounts as well.

Next we’ll take you inside the KU Classroom.

**GRAPHIC:**
Click HERE to proceed.

**UNIT 3 - TAKE YOUR SEATS!**
Welcome to the Kaplan Classroom

VOICEOVER:

On the Kaplan campus, finding your classroom couldn't be easier. Just look to the ‘My Classes’ menu on the left of the Campus Homepage.

To enter a classroom, click the course name.

The KU classroom is where you'll communicate and interact with your instructor and classmates, get your assignments, turn in your work for grading and receive feedback and guidance.

Again remember to regularly check personal email and your KU email account through the campus homepage.

All courses are divided into units and each week you'll be responsible for all the material covered in that week’s unit.

You'll have tasks to complete, such as readings, discussions, quizzes, and assignments. You’ll also have seminars to attend and websites to visit.

You can work with materials at your own pace, to fit your studies to your schedule. Just remember that it’s always beneficial to participate throughout the week, as there are specific deadlines for completing all of your unit assignments and discussion board postings.

Most units include a discussion board assignment.

Discussion Boards are an opportunity for you to respond to instructor questions, to learn from your classmates and to share ideas.

You'll become part of a community of ideas no matter where you are.

Many courses also include Seminars, which will enable you to communicate and work together with your instructors and classmates in “real-time.” They're live online classes that typically take place once a week.

Seminars are simple to attend and feature live instant message discussions with your instructor and fellow students.

Whiteboards, polls, and PowerPoint presentations keep the material fresh and engaging. You can access your seminars and seminar archives through the “My Seminars” link under your course information.
If you’re unable to attend the live seminar, the archive enables you to access a recorded seminar session and then complete an assignment on your own.

Now let’s head back to the homepage.

GRAPHIC:
Click HERE to proceed.

UNIT 4 - MY ACCOUNT
ESSENTIAL KAPLAN INFO

VOICEOVER:

Another feature you will find helpful on the KU Campus homepage is located under the My Account tab on the upper right side.

In the My Account pane you can check your account balance, make payments manage your contact information and password, review financial records, and submit and review the status of important forms and documents.

You should check your My Account information frequently and be certain it’s up-to-date. It will alert you when your financial documents and payments are due, and can help you keep on track for your educational goals.

Now we’re almost there but stick around for the final unit.

GRAPHIC:
Click HERE to proceed.

UNIT 5 – YOUR EDUCATION AWAITS

VOICEOVER:

You’ve had a look around campus, now it’s time to take the biggest, most exciting step of all:
It’s time to get to class.
To make sure you’re ready for the first day, you can print this helpful checklist at the end of the tour. And be sure to look for a detailed welcome kit that will arrive in the mail.
We encourage that you read the packet carefully and that you take advantage of all the orientation materials offered by your school.

Remember, you can always go back and review anything you’ve seen here today. Just click Campus Tour on your KU Campus homepage.

**VOICEOVER:**
If you have any questions, call us toll-free at 866.522.7747.

And don’t forget to visit the Student Store in the Community Center tab on the homepage.

To help you show your school spirit, no matter where you are, we’re giving you a coupon of 15% off on any KU Gear purchase.

We hope you found this tour of our online campus helpful.

As you can see, Kaplan University is an exciting, dynamic learning environment.

And it’s time to put it all to work for you and your future.

Class is about to start.

Good luck with your studies.