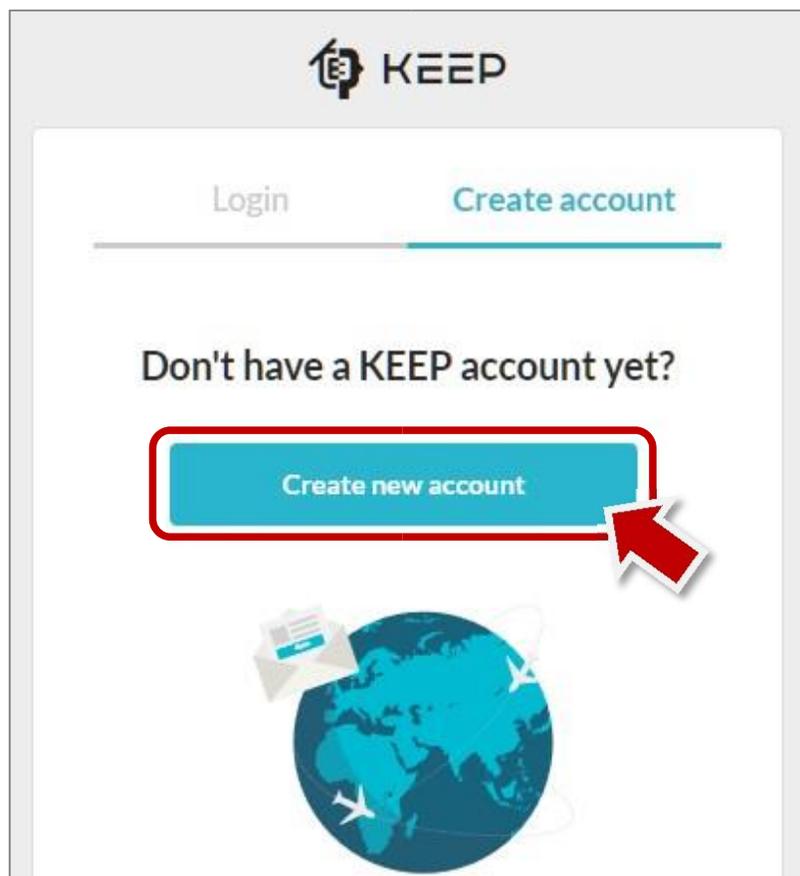# Outcomes-Based Teaching and Learning @HKBU
Creating a KEEP Account and Enrolling in the Course

This document outlines the procedure for signing up for an account at the KEEP platform, for accessing the "Outcomes-Based Teaching and Learning @HKBU" online course.

Step 1

Visit **https://edx.keep.edu.hk/dashboard** with a web browser. Select the "**Create account**" tab at the top, and then click on the "**Create new account**" button.

2

Complete the account creation form as shown below, and accept the Terms of Conditions of the KEEP platform. Please note that for "Email", **you are required to enter your University Email Address** (xxxxxxx@hkbu.edu.hk) or your access to the course may not be granted.

Create KEEP account

Full name	First name	Last name

Please enter your real name.

Username

Username

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

Email

Email address

Confirm email

Confirm email

Password

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

Confirm password

☐ I have read and accepted the Terms and Conditions .

Sign Up

Already have an KEEP account? **Login**

After submitting the account creation form, a verification email will be sent to your University Email Address. Please follow the instructions in that email to verify your email address.
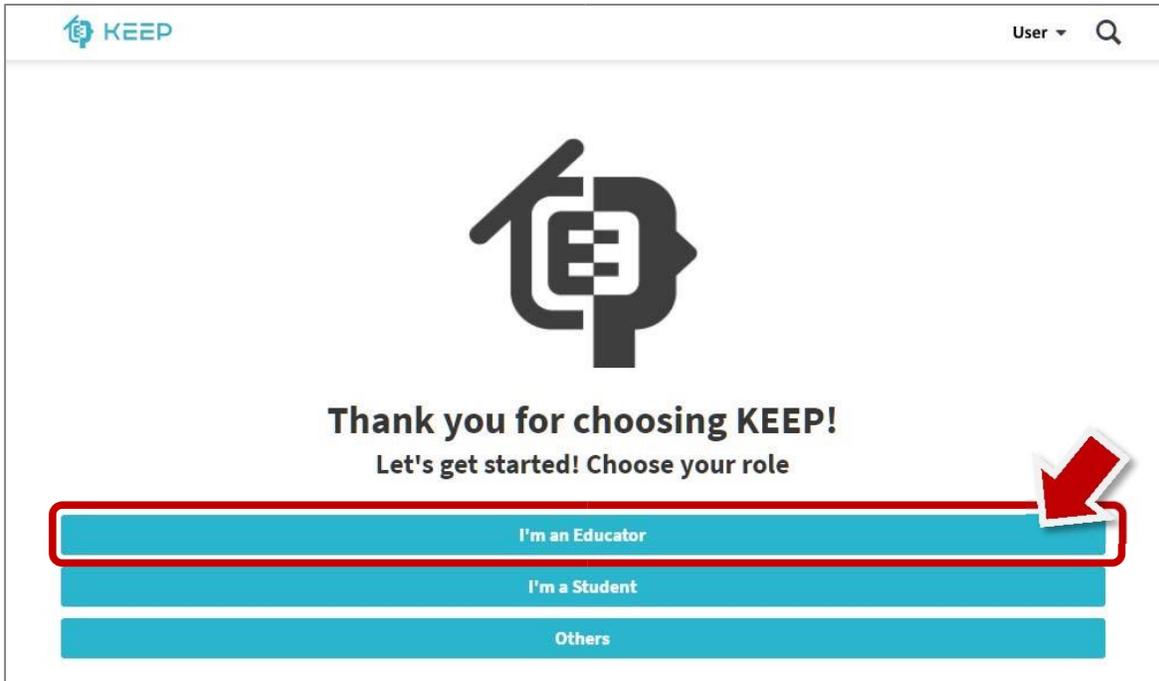

KEEP

Welcome to KEEP!

Already have an KEEP account? **Login**

An email has been sent to _____@hkbu.edu.hk for verification purposes. You can use our services for the first 3 days without confirming your email address, after that grace period, your account will be locked.
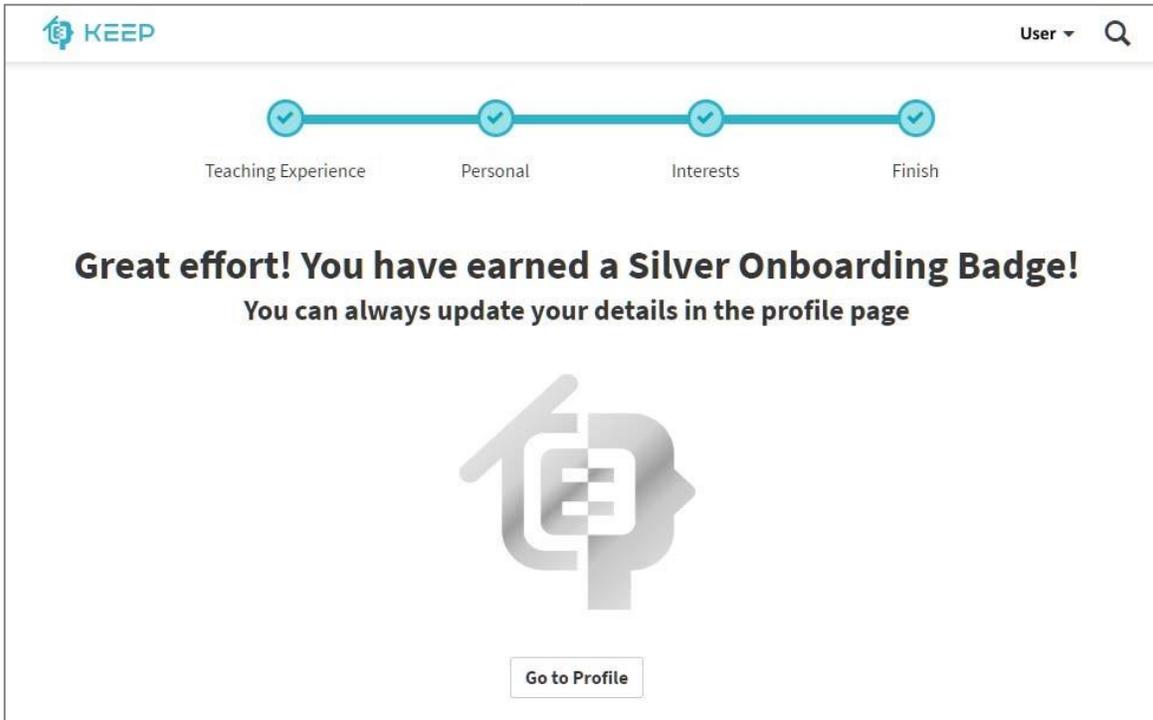
Continue

3

As a part of the account verification process, the page as illustrated below will be displayed. Please click on the "**I'm an Educator**" button, and then perform the following:

- Complete your **Teaching Experience Profile** by filling out the forms as shown on the screen;

- *(Optional)* Enter your personal information and interests as indicated on the screen. If you prefer not to provide such information, just click "Skip" at the bottom right corner of the page.
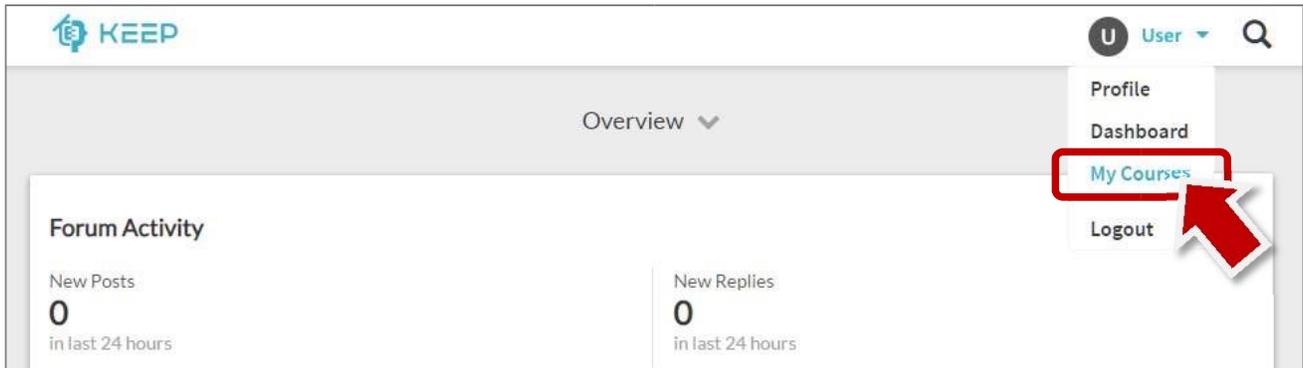

When the following page is shown, your KEEP account is ready. Please click on the "**Go to Profile**" button to proceed to the Profile Page.
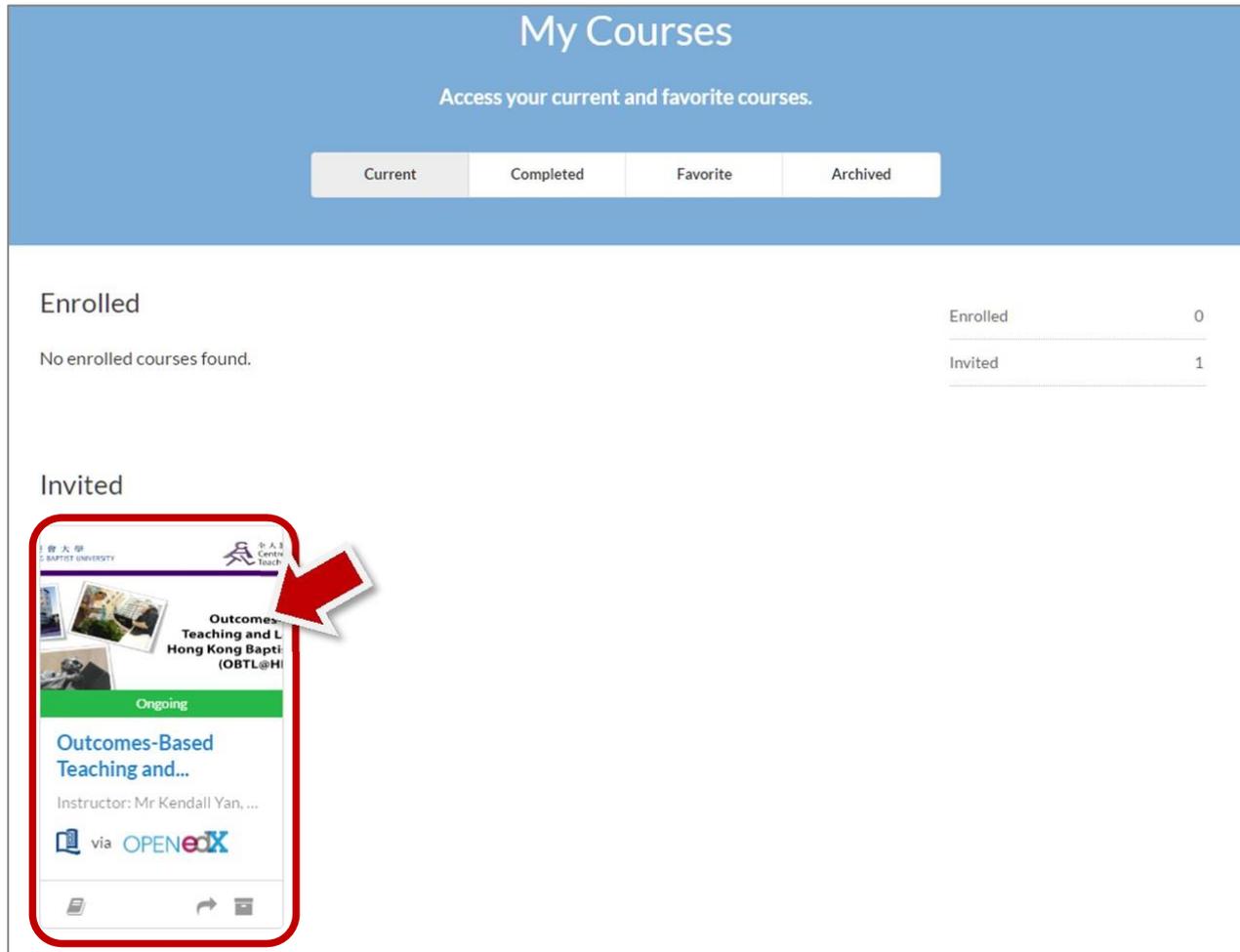
4

You will be first redirected to the Profile Page once your account is created. To see the course(s) you have been invited to, click on your name at the top-right corner of the page to open the menu, and then select "**My Courses**" to go to the My Courses Page. Alternatively, by using the direct link in the website, you can enter the site again and enroll yourself.

Step 5

On the My Courses Page, you should be able to find "Outcomes-Based Teaching and Learning @HKBU" listed under "**Invited**".

Please click on the course item (as shown above), and then click the "**Enroll**" button on the pop-up window to make the course available to yourself.

Logging into the KEEP platform

From now on, you can log into the KEEP platform at **https://edx.keep.edu.hk** with your KEEP account.

On the Home Page of a course, the news about the course is shown. You can navigate to different parts of the course by selecting the relevant tabs on the Home Page. For example:

- To view the course materials, click on the "**Course**" tab, or simply click the blue "**Start Course**" or "**Resume Course**" button;

- To participate in the discussions, please click on the "**Discussion**" tab

Enquiries

If you have any difficulties or enquiries, please email the Centre for Holistic Teaching and Learning (CHTL) at chtl@hkbu.edu.hk.