



Ohio ABLÉ Distance Education
Welcome to *KeyTrain*
Information for **classroom teachers**

Important information

- *This document is for teachers and administrators only; please do not distribute to students.*
- We have created documents especially for the students that will be better suited to their needs as learners. Students will receive an individualized program of study.
- To familiarize you with KeyTrain, we have set up an account for classroom teachers to preview the program as a student. Please note we provide a similar step by step introduction document to each student when they email their online teacher, so you do not need to copy this information for your students.

Test accounts for classroom teachers and local program administrators

1. Go online and type the following web address into your browser
<http://run.keytrain.com/login/>
1. Type in the following:
User name: hubstudent
Password: de2013
2. Click on the “Login” button.
3. Select “My assignments” on the left-hand side.
4. Click on any of the items to see examples of what may be available to students. Click “Start” to begin a course.
 - A student will not have access to all of these subject areas at one time, but RPs have access to preview all options that might be included in the student’s individual learning plan.
5. This is an example student account shared by RPs – anyone may take tests and view lessons.

Additional information

- Students receive credit for every minute of logged in time in KeyTrain. The session will eventually time out if students walk away and forget to log out. Encourage them to log out so the record is accurate.
- Some subjects are “auto-assigned,” and students will not be able to move forward until completing the pre-requisite lesson or quiz. Others have been manually assigned, and students can choose the activities in any order.