

Pre-Enrolment Email Week 3

P4.....

Dear,

Welcome to another beautiful week, a week closer to your resumption time with us at Kaplan Digital Pathways. We are excited and preparing to have you on board.

We understand that digital learning might be new to you and here are guidelines to aid your preparation and guarantee effective learning:

1. **Registration Form:** If you haven't already, please complete your registration form as soon as possible. This is essential for a smooth start. You can access the form from this link:
https://kicpathways.formstack.com/forms/kaplan_pathways_digital_registration_form
2. **Set up a designated place to learn:**
 - Ensure the place well-lit, quiet, and away from distractions.
 - Get comfortable study chair and table to help your sitting posture.
 - Put your notebooks and study materials in your designated area and arrange them properly for easy accessibility.
3. **Check your devices and connections:**
 - It is important to have good internet connection to connect to classes.
 - Check that your laptops, desktops, and other devices meet the requirements for digital learning. Make sure the speed and memory on your devices are enough to aid your learning.
 - Although not compulsory, it is advisable to purchase earphones or earpiece to help your concentration during classes.
 - Test your video, camera, microphone, and audio that they are clear, sharp, and good for your use.
4. **Get ready for your classes:**
 - Create a study schedule before and after class to help understand contents better.
 - Prevent burn out by organising your schedule in a realistic way.
 - It is advisable to inform your family and friends about your classes, so they do not disturb you during those times.
 - Review your materials before the class, so you can actively participate during classes.
 - Your classes would be on zoom.com. It is advisable to familiarise yourself with zoom.com and the available features.
 - Take notes to review later. You can use paper and pen or download note taking applications.
 - Have back up power and connectivity in case of any device disruption during your class.
 - Stay organised. Put your study materials in appropriate folders on your desktop/laptop.

Follow these guidelines and you would be more prepared to approach classes in effective ways. Your tutors and learning advisors would always be available to help and guide you through your program.

Additionally, thank you for going the pre-course briefing on Thursday. If you missed this or would like to watch again, kindly access the recording of the pre-course briefing here: <https://pathways.kaplaninternational.com/course/view.php?id=4144§ion=2>

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As you prepare for **welcome week starting 19th February**, if you have any questions or need assistance, please do not hesitate to reach out to us via the Virtual Reception or by emailing us at digitalpathwayscollegeservices@kaplan.com.

If you missed our previous emails, you could access [Week 1](#) and [Week 2](#).

Have a great week.

Kind Regards,
College Services Team

Digital Pathways College Services

Kaplan International Pathways

digitalpathwayscollegeservices@kaplan.com

kaplanpathways.com

Palace House, 3 Cathedral Street, London SE1 9DE, United Kingdom