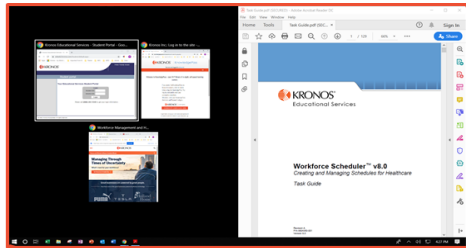


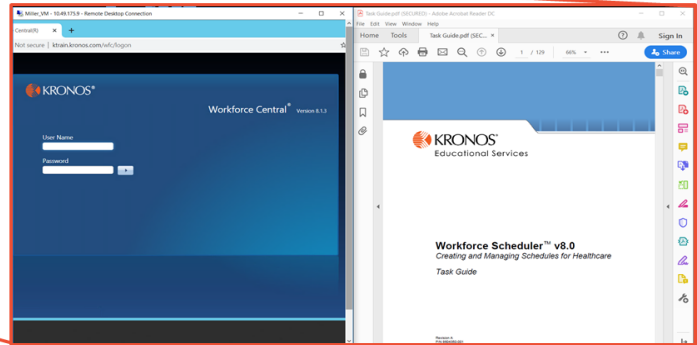
Taking Virtual Kronos Classes From Home

During The Covid-19 Pandemic

No Dual Monitors? Split-Screen Keyboard Shortcuts



Press: (Windows Key) + Left to align your task guide. Choose your tenant/VM as your second selection.



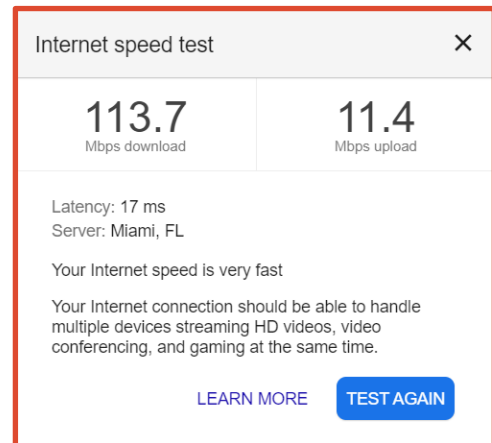
You can now work and view your guide side by side!

*You can also view your materials on an iPad or Tablet

Perform a Speed Test and Adjust Accordingly

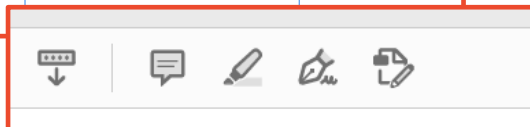
Type "Speed Test" into any browser search to check your speed.

- Disconnect from any VPNs.
- Close apps like Outlook or Internet browsers unrelated to the session.
- If your connection is slow, dial into your class's Conference Audio to free up bandwidth.
- Make sure other devices in your home aren't running and streaming services (like Netflix)
- When possible, hard wire into your router instead of using Wifi



No Printer? No Problem: Marking Up Your Materials

- Use a link in tile to go to the source page for that tile.
 - For example, Michael can click on the link in the tile to go to the source page.
- Hide and show tiles.
 - For example, Michael can hide the tile and/or choose additional tiles.
- Use the Employee Search feature.



Open your class materials in Acrobat Reader to mark up your guides! Highlight text or right click to be able to highlight, strikethrough, or add sticky notes to you materials.