

# Gateway Community & Technical College



## Logging On To KCTCS eLearning And Blackboard Courses

Welcome to KCTCS eLearning

<http://www.elearning.kctcs.edu>

### LOGIN:

Go to the login box in the center of the page. The USER NAME and PASSWORD are the same as for your PeopleSoft/KCTCS e-mail. Familiarize yourself with the course portal, finding out how everything works and how your instructor has set up the course. You should see a "User's Manual" listed on the left side should you need additional help. For **TECHNICAL HELP**, contact the KCTCS Helpdesk: 1-866-606-1725.

### ACADEMIC CALENDAR:

Start and end dates for KCTCS eLearning courses will vary from Gateway's academic calendar. To check your start/end dates, go to this website:

<http://www.kctcs.edu/distancelearning/Calendar.htm>

### FOR ONLINE ORIENTATION:

<http://www.gateway.kctcs.edu/new/distance.htm>

Find out what you need (technical and personal skills) to be a successful on-line student. Computer specifications are also listed.

### ONLINE BOOKSTORE:

Please follow these directions for ordering books at the online bookstore.

<http://www.kctcs.edu/distancelearning/bookstore.htm>

If you take a KCTCS online class, you will need to order your textbook from the online bookstore. Gateway's bookstore may not carry the textbook that your online instructor will be using.

### ONLINE TESTS:

Sometimes an instructor will require students to take a proctored test -- testing that is supervised at a central location. These services are offered at Gateway's Covington Campus for a fee of \$5.00 per test. Call 859-442-1159 to schedule an appointment.

### DROP/ADD COURSES:

Follow the same procedure that you would for dropping a traditional class or contact your advisor for assistance.

**GATEWAY'S ADVISING CENTER:** 859-442-1630 or 859-442-1631

**DISTANCE LEARNING COORDINATOR:** Karen LaRosa 859-442-4163 or [karen.larosa@kctcs.edu](mailto:karen.larosa@kctcs.edu)



## KCTCS eLearning and Blackboard Courses FAQ's

### **I cannot login at the KCTCS eLearning website.**

Can you login to your KCTCS email? Both use the same username and password. New students must set-up and access KCTCS email accounts before trying to login to Blackboard. Call Gateway's IT Help Desk if you cannot access your KCTCS email. 859-442-4100

### **I logged into Blackboard and it says I am not enrolled in any online courses. What is going on?**

Check your student information account, <http://www.gateway.kctcs.edu/> and select GCTC W.A.Y.S. Do you have any "holds" on your KCTCS account (academic or financial)? If your account is OK, contact your Distance Learning Coordinator.

### **I logged into Blackboard but it says my course is unavailable, why?**

Check the date that your online class is to start. Some instructors wait until closer for the class start date before granting students access into the course. If the start date comes and you still cannot access the course, contact your instructor to let him/her know you cannot access. If you have questions, contact your Distance Learning Coordinator.

### **On Gateway's schedule of classes, what does Web-enhanced, in-Person, Blackboard mean?**

This class meets in-person at the designated campus and room, but it also has an online web component. Your instructor will tell you how the online component will be used for this class.

**HELP:** KCTCS email trouble, call the Gateway IT Help Desk: 859-442-4100

**HELP:** Contact your instructor first, unless you know it is technical, then call the KCTCS Help Desk: 1-866-606-1725

**HELP:** Have questions about distance learning, online classes, or am having trouble contacting the Help Desk: 859-442-4163 or email [karen.larosa@kctcs.edu](mailto:karen.larosa@kctcs.edu)