

K@TE is the University of Tennessee’s Learning Management System. In this job aid, you will learn how to register for eLearning courses in K@TE.

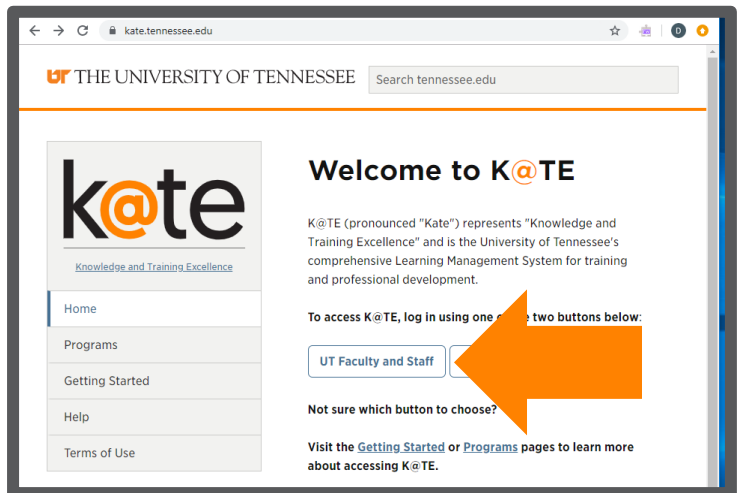
Step 1

- Navigate to <https://kate.tennessee.edu/> in your browser.



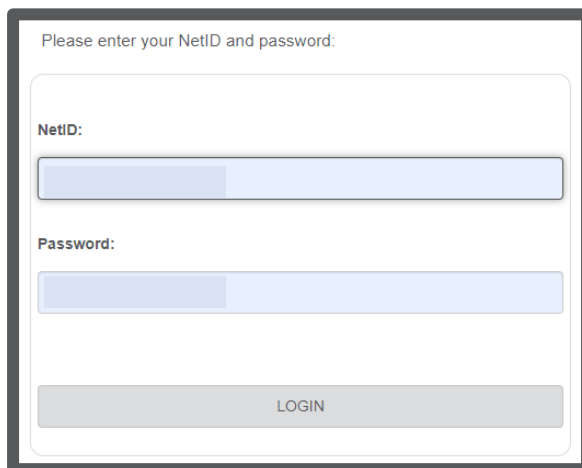
Step 2

- Click “UT Faculty and Staff”.



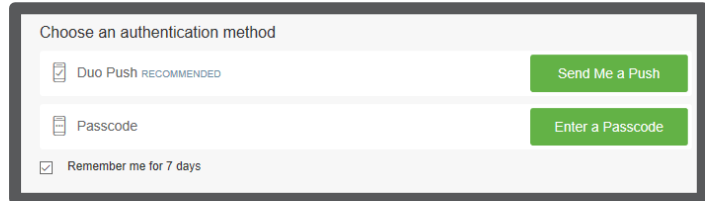
Step 3

- Login using your NetID and network password.



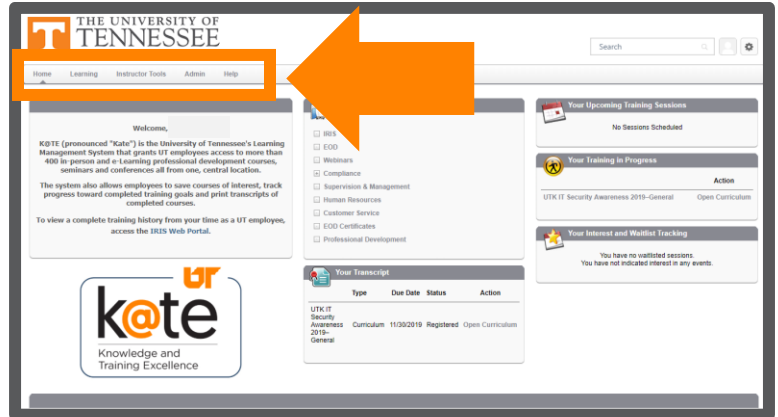
Step 4

- Follow the necessary two-factor authentication steps.



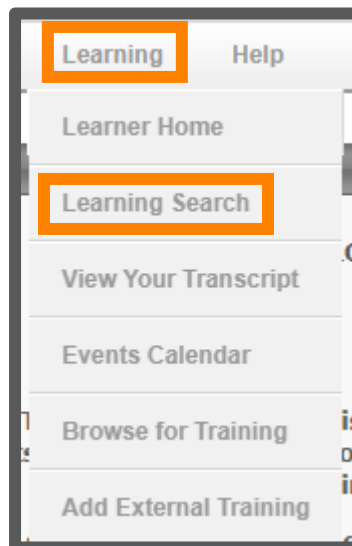
Step 5

- The K@TE home page will appear.
- Navigate to the top-right portion of the screen.



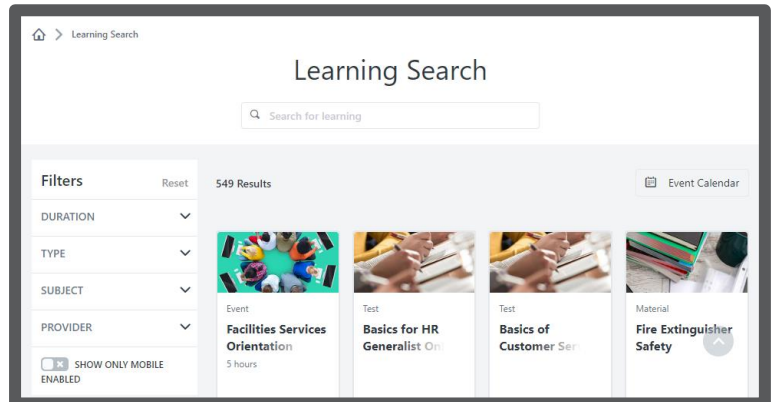
Step 6

- Hover over “Learning”.
- Click on “Learning Search”.



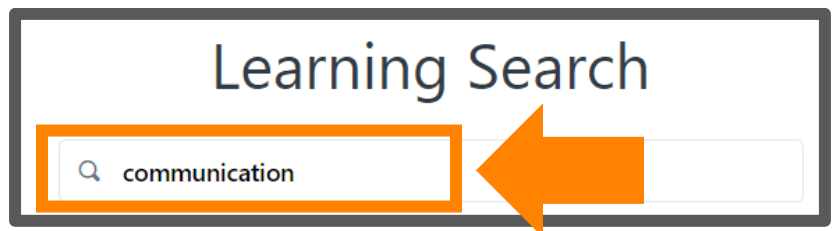
Step 7

- Learning search allows you to search for specific training by title, or you can browse by the filters on the left-hand side.



Step 8

- If you know the name of the training you're looking for, type it in the search bar.



- Hit enter on your keyboard.

Step 9

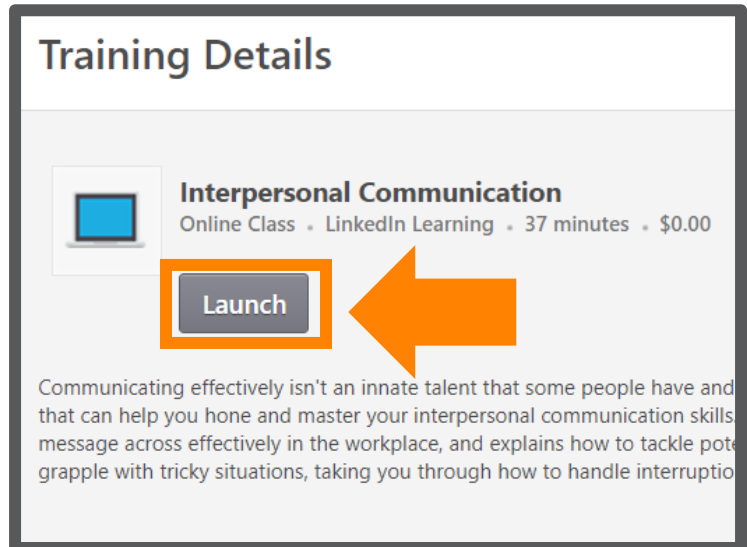
- The training should appear.
- Click on the training block.



Step 10

- Click “Launch”.
- The eLearning course will launch in a new window. You must have pop-ups enabled.

Training Details



Interpersonal Communication
Online Class • LinkedIn Learning • 37 minutes • \$0.00

Launch

Communicating effectively isn't an innate talent that some people have and that can help you hone and master your interpersonal communication skills. This course teaches you how to communicate your message across effectively in the workplace, and explains how to tackle potential challenges. It also helps you grapple with tricky situations, taking you through how to handle interruptions.

FAQ

Q: What internet browsers are recommended?

A: Latest Mozilla Firefox
Latest Google Chrome
Microsoft Edge for Windows 10
Apple Safari 10 and greater

Q: Do I need to disable pop-up blockers?

A: Yes, pop-up blockers must be disabled to view online K@TE courses.

Q: What should I do if my course won't launch in K@TE?

A: Try accessing K@TE from a different Internet browser and/or clearing your browser cache/history on the browser you are using.

Q: What other technical requirements are there?

A: Cookies and JavaScript are required to be enabled in K@TE.
Adobe Acrobat Reader is required to view training completion certificates launched from K@TE.