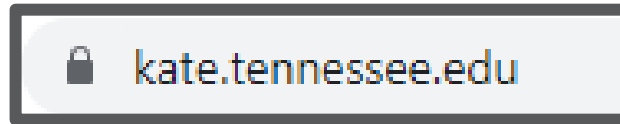


K@TE is the University of Tennessee's Learning Management System. In this job aid, you will learn how to use the new K@TE Learning Details Page.

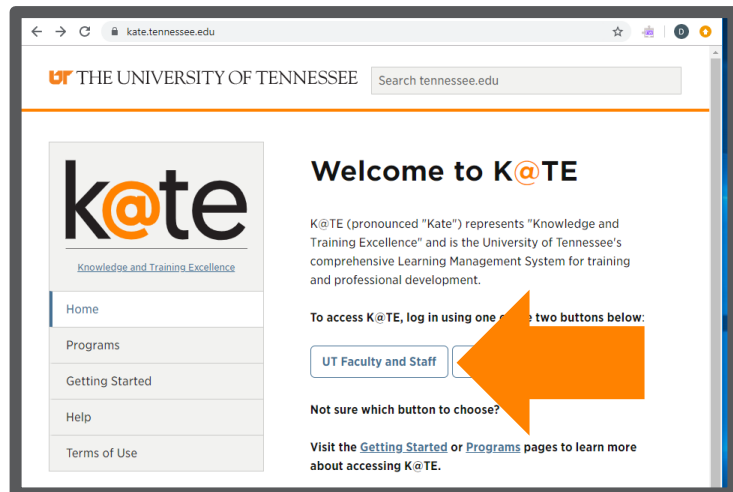
Step 1

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



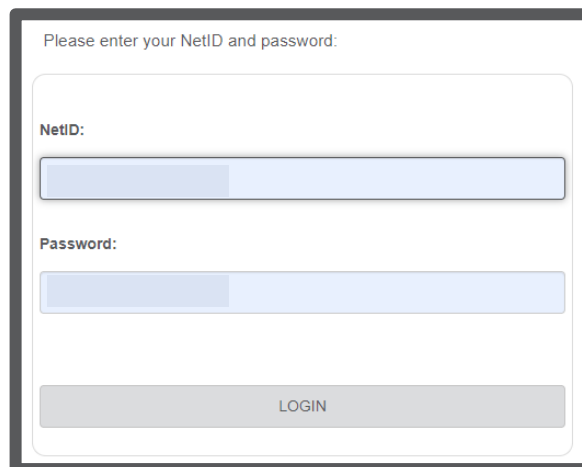
Step 2

- Click “UT Faculty and Staff” and log in as usual with your NetID and password.



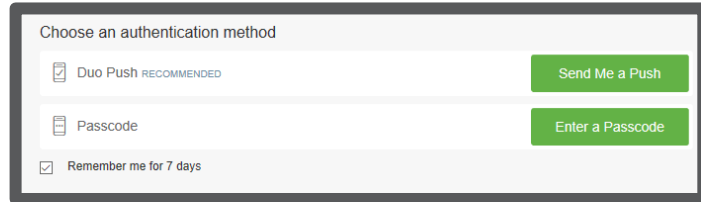
Step 3

- Login using your NetID and network password.



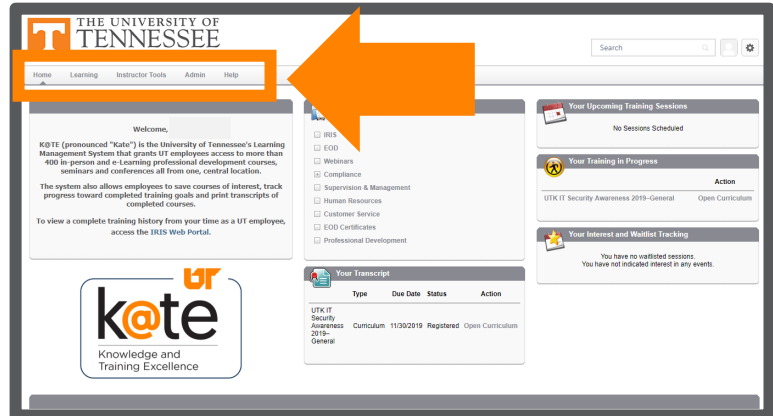
Step 4

- Follow the necessary two-factor authentication steps.



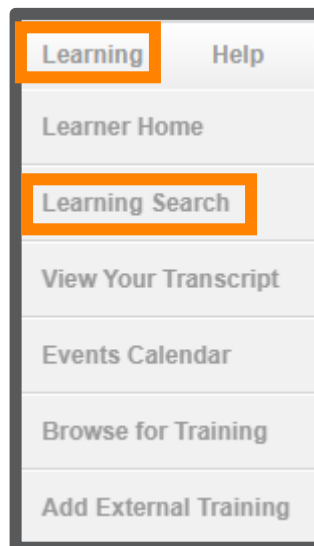
Step 5

- 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

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

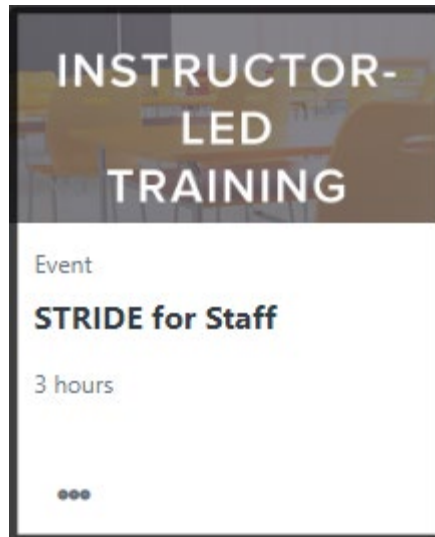


Learning Search

- Hit enter on your keyboard.

Step 8

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



INSTRUCTOR-LED TRAINING

Event
STRIDE for Staff

3 hours

...

- The new learning details page will appear. As before, you can register for a session of training (“request”), but now you can also ask to be notified of any new sessions, if the current schedule does not meet your needs.

EVENT
STRIDE for Staff
Last Updated 10/11/2019 Duration 3 hours

Details
This workshop introduces participants to inclusive search processes. It is very interactive and provides opportunities to apply the content that is discussed. Participants will receive tips on how to run an inclusive search, as well as thoughts on how to build a safe work environment.

Show More

Upcoming Sessions
Date (Ascending) 2 Sessions

SEP Session Details
24 Thu, Sep 24, 2020, 8:30 AM - 11:30 AM EST
Register by Wed, Sep 23, 2020, 8:30 AM EST
105 Student Services Building – HR Large Conference Room (109E SSB), University of Tennessee - Knoxville
English (US) \$0.00
View Details
Request
Save for Later

NOV Session Details
4 Wed, Nov 4, 2020, 8:30 AM - 11:30 AM EST
Register by Tue, Nov 3, 2020, 8:30 AM EST
105 Student Services Building – HR Large Conference Room (109E SSB), University of Tennessee - Knoxville
English (US) \$0.00
View Details
20 seats available



- Here is an example of the new learning details page for a recorded online class that you can launch at any time.

ONLINE CLASS
Word for Mac 2016: Forms in Depth
Last Updated 02/22/2019 Duration 1 hour, 13 minutes

Details
Learn how to create electronic forms that are visually pleasing and easy to navigate with Word for Mac 2016. This course covers designing a form; capturing data effectively with dropdown lists, date pickers, and check boxes; and testing, protecting, and publishing. Courter also shows how to accelerate form creation with free Microsoft.com templates, and how to customize and share templates with colleagues.

Show More

ONLINE CLASS
Word for Mac 2016: Forms in Depth
\$0.00
Launch



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.