



### How do you get started taking online courses at Wallace Community College?

- Gain Admission to the College.
- Within 48 hours you will have access to:
  - MyWCC
  - Office 365 (Student Email)
  - Blackboard
  - WCC Campus Computers
- Once these accounts are established, you can complete eLearning Training in Blackboard.

### What is eLearning Training?

- Required prerequisite for taking online courses at WCC.
- Free of charge.
- Available in Blackboard for all admitted Students.
- Short, self-paced training to prepare you for online courses at WCC.

### How can I access eLearning Training?

- Visit the WCC website at [www.wallace.edu](http://www.wallace.edu).
- Click on the Blackboard link at the top of the website.
- Use your Student number as your Username.
- Use your date of birth in six digits (mmddy) as your Password.
- Click on eLearning Training under your My Courses list.

### Tips for Successful Completion.

- Carefully read and follow all instructions in eLearning Training, do not rush through it!
- Make use of the help and support documents and videos that are in eLearning Training.
- Contact the CIE Department (Helpdesk) for assistance.

### FOR ASSISTANCE CONTACT US AT:



Center for Instructional Excellence  
1141 Wallace Drive  
CTC 127  
Dothan, AL 36303  
334-556-2464  
[cie@wallace.edu](mailto:cie@wallace.edu)

### How do I know if I have completed eLearning Training?

- Check My Grades in eLearning Training. It will indicate a grade of 100% when you are done. The final step requires our staff to approve your assignment submission, and this can take up to two business days.
- Once you are approved to register for online courses you will see a “Yes” in My Grades for the “Able to Register for Online Courses” option.
- If you want to check on the status of your grade you can contact the CIE Department (Helpdesk) by Email or phone. Make sure you include your full name and/or student number in Emails.

