The Gulf Coast State College (GCSC) E-Learning Guide is designed for new e-learning students. It provides instruction on how to sign into Lighthouse, Canvas, and the GCSC official e-mail system. Information on scheduling proctored exams, using the GCSC Library and Florida Shines website is included in this guide. Be sure to check out our FAQ’s to find the answers to commonly asked questions concerning getting started in online classes at GCSC!

There are many personal characteristics that contribute to success in online classes. However, to have a successful online learning experience at GCSC, students should be prepared to:

- **manage** time well using consistent study schedules
- **complete** assignments and tests by set deadlines
- **understand** and follow written instructions
- **communicate** well in writing, using proper sentence structure, grammar, punctuation, etc.
- **learn** well from reading and independent learning
- **ask** questions to the instructor and fellow students via e-mail
- **acquire** computer technology skills quickly
- **travel** to campus or use an alternative testing center for proctored exams
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**FAQ**

**What is Lighthouse?** Lighthouse is where all students register for classes, check grades, run degree audits, view transcripts, review financial aid information, update student account information and much more. Students use their student ID number (A00……) to log into Lighthouse.

**What is Canvas?** Canvas is GCSC’s online learning management system (LMS). All online courses are found in Canvas. Student access Canvas through the myGCSC portal.

**What are the basic system requirements for Canvas?** Operating System requirements for Canvas are Windows 7 or newer or MAC OSX 10.6 or newer. Canvas supports browsers of Internet Explorer 11 and Edge; Chrome 50 and 51; Safari 8 and 9; and Firefox 45 and 46.

**Do I have a GCSC email address?** Yes, all students have a college email. All GCSC related information is sent to this address, including financial aid information.

**When do online classes begin?** Online classes at GCSC follow the same calendar start date as on campus courses.

**When should I log into class?** For attendance, it is required students log into all online courses within the first two days of class and complete the required first attendance assignment. Otherwise, you may be removed from the course and considered a “No Show” (NS)

**How can I get my textbooks?** You may purchase your textbooks at the GCSC Bookstore or online at [http://doresstore.gulfcoast.edu](http://doresstore.gulfcoast.edu) If you reside outside Bay, Gulf, or Franklin counties, you can visit the GCSC Bookstore website and click on order books. Financial Aid can be used to order, pay and ship books.

**Will I need to come to the campus?** Many online instructors require students to take proctored exams in the GCSC Testing Center or another approved proctored testing site. See your course syllabus and the testing center for more information. [http://www.gulfcoast.edu/admissions/testing-services/index.html](http://www.gulfcoast.edu/admissions/testing-services/index.html)

**How do I communicate with my instructor?** Communicating with your professor is essential to the success of your online class. Most instructors encourage communication via discussion boards, virtual office hours through virtual chat, e-mail and phone.

**What if I don't have internet at home?** Online students **must have reliable** access to the Internet, Microsoft Office, and e-mail.

**Is there an additional fee for online classes?** Yes. Online classes are assessed a $15.00 per credit hour fee ($45.00 per a three (3) credit hour course).
Initial Log-in Instructions

To log into Lighthouse click “Login to LIGHHOUSE”.

Enter your User ID: your User ID will be your “A00xxxxxx” number
Enter your PIN: Your Pin number will be your date of birth (MMDDYY).

When you sign on for the first time, you will be asked to change your PIN. Your PIN must consist of six (6) or more characters, including one number and one capital letter.

Create a security question. Security questions must be 15 characters or more. The answer to your security question must have 4 or more characters.

There are responsibilities that accompany the privileges of having a GCSC email address and LMS login information. It is your responsibility to maintain the confidentiality of all passwords for all GCSC accounts, like your email and LMS login information. You hereby acknowledge your responsibility of maintaining the confidentiality of all your accounts information.

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<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student</th>
<th>Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Security Question</td>
<td>Admissions</td>
<td>Financial Aid Status</td>
</tr>
<tr>
<td>View Address and Phones</td>
<td>Registration</td>
<td>E-Mail Financial Aid</td>
</tr>
<tr>
<td>Update Addresses and Phones</td>
<td>Student Records</td>
<td>General Financial Aid</td>
</tr>
<tr>
<td>View E-Mail Addresses</td>
<td>Student Account</td>
<td></td>
</tr>
<tr>
<td>View Emergency Contacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update Emergency Contacts</td>
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<td></td>
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<tr>
<td>Change your Password</td>
<td></td>
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</tbody>
</table>

Under the Student Tab you will find:

<table>
<thead>
<tr>
<th>Admission</th>
<th>Registration</th>
<th>Student Records</th>
<th>Student Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Term</td>
<td>View Holds</td>
<td>Tax Notification</td>
<td></td>
</tr>
<tr>
<td><strong>Add or Drop Classes</strong></td>
<td>Final Grades</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Look up Classes</td>
<td>Official Transcripts</td>
<td></td>
<td></td>
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<tr>
<td><strong>Concise Student Schedule</strong></td>
<td>Unofficial Transcripts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week at a Glance</td>
<td>Request Official</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Transcripts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Detailed Schedule</td>
<td><strong>Degree Evaluation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fee Assessment</td>
<td>Course Catalog</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Check My Bill</strong></td>
<td>View Student Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Status</td>
<td>Request Enrollment</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Verification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active Registration</td>
<td>View Test Scores</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration History</td>
<td></td>
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</tbody>
</table>
How to Add Classes (Registration):

Step 1: Select a Term.
Step 2: Click Submit.

Step 3: Click Class Search.

Step 4: Choose a Subject.
Step 5: Click Course Search.
Step 6: Choose the correct course number.
Step 7: Click View Sections.

Step 8: Find the appropriate class that fits your schedule. Classes open for registration will have a white box that can be clicked.
Step 9: Click the white box and make sure a check symbol appears. 
Step 10: Click on Register.

Step 11: Registration is successful when chosen course is displayed on the Class Schedule Worksheet.
How to run an Associate of Arts Degree Evaluation:

Step 1: Log into Lighthouse.
Step 2: Click on the Student Tab.
Step 3: Click on Student Records.
Step 4: Click on Degree Evaluation.

Step 5: Is the Program listed correct? If yes, click on Generate New Evaluation. If no, click on What-If Analysis.

(Are you in the right program? An Associate of Arts (AA) is considered the transfer track to a Florida University. An Associate of Science (AS) is for students interested in a workforce training program.)
Step 6: Click on the term and year you started at Gulf Coast.

Step 7: Click Continue.
Step 8: Select the correct Program/Major: AA or AS

Step 9: Select the Campus as Gulf Coast State College.
Step 10: Select your First Major.
Step 11: Choose a Concentration (major).

Step 12: Choose the Evaluation Term. The Evaluation Term is the Fall, Spring or Summer and the year you entered GCSC.
Step 13: Generate a Request.
Step 14: A Program Description of courses completed and still required will be displayed. T= Transfer R= Registered H= Home

Program Description

You MUST achieve a “YES” for the above and all of the areas below. MUST have a “YES” in the “MET” column to successfully meet all requirements for graduation. Effective Fall 2014, students must demonstrate competency in a foreign language by completing 2 quarters of sequential high school foreign language instruction OR successfully complete math hours of foreign language at the postsecondary level. This program may require a concentration. Please click on “ADD MORE” for the drop-down list of available concentrations.

Area Requirements

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<thead>
<tr>
<th>Area: Liberal Arts-General Ed</th>
<th>Met</th>
<th>Credits</th>
<th>Courses</th>
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<tbody>
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<td>36.00</td>
<td>15.00</td>
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Detail Requirements

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<th>Condition</th>
<th>Role</th>
<th>Subject</th>
<th>Attribute</th>
<th>Low</th>
<th>High</th>
<th>Required Credits</th>
<th>Required Courses</th>
<th>Term</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Attribute</th>
<th>Credits</th>
<th>Grade</th>
<th>Source</th>
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</thead>
<tbody>
<tr>
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<td>ENC</td>
<td>1101</td>
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<td></td>
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<td>English Composition I</td>
<td>201308</td>
<td>ENC</td>
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<tr>
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<tr>
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<td>PSY</td>
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<td>PSY 2012</td>
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<tr>
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<tr>
<td>No</td>
<td>AND</td>
<td>OHUM3</td>
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<tr>
<td>No</td>
<td>AND</td>
<td>HMMATH</td>
<td>6 Credits STA or</td>
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Total Credits and GPA : 15.00 0.00

Area Requirements

<table>
<thead>
<tr>
<th>Area: Free Electives</th>
<th>Required</th>
<th>Used</th>
<th>Required</th>
<th>Used</th>
</tr>
</thead>
</table>

Area Description

The courses listed below have not been used above for the required courses. These courses are used as free electives to fulfill the total hours required for the Program. Please refer to the GCSC Catalog for the required number of electives.
### Course Attribute Attachment Description

Total number of credit hours for this degree is 60 hours. Please review MET requirement below under Program Evaluation to determine if the 60 hours have been met. This program requires 26 general education courses and 24 free elective credits.

Foreign language competency is required for students graduating with the Associate in Arts degree or one of the Bachelor of Applied Sciences Degree for NEW students entering FALL 2014.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Attribute</th>
<th>Credits</th>
<th>Grade</th>
<th>Source</th>
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</thead>
<tbody>
<tr>
<td>CGS</td>
<td>1570</td>
<td>Microcomputer Applications</td>
<td>3.00</td>
<td>A</td>
<td>H</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits and GPA : 3.00 4.00

### Area Requirements

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<thead>
<tr>
<th>Area GPA</th>
<th>Required</th>
<th>Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>2.00</td>
<td>4.00</td>
</tr>
</tbody>
</table>

### Detail Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Attribute</th>
<th>Credits</th>
<th>Grade</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGS</td>
<td>1570</td>
<td>Microcomputer Applications</td>
<td>3.00</td>
<td>A</td>
<td>H</td>
<td></td>
</tr>
</tbody>
</table>

Total Credits and GPA : 6.00 4.00

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- If you started GCSC before Fall 2014, please check with an Academic Advisor regarding foreign language requirements.
- A What-If Analysis can be run on all GCSC degrees using your information.
- H: Home (GCSC class)
How Do I Login to myGCSC the first time?

Click on the myGCSC link from the Gulf Coast website – located in the top right corner of home page. [http://www.gulfcoast.edu/default.htm](http://www.gulfcoast.edu/default.htm)

Click on the “User Self Service” tab
Type in your User ID (your Axxxxxxxx from Student ID), Click Continue

You will be asked two challenge questions to verify your identity. Once these questions are answered, you will be asked to create your own new password.

Follow remaining instructions to activate your account.
**EMAIL**

**GCSC Email Address:** Gulf Coast uses a college email system to send pertinent information to students, including financial aid, academic standing, enrollment information and student activities. We recommend all students check their GCSC email at least once a week to stay informed of new information. Your online academic advisor will also communicate with you via your GCSC email address.

Your GCSC email address is listed in your Lighthouse account under the Personal Information Tab > View e-mail addresses.
Click on the myGCSC link from the Gulf Coast website – located in the top right corner of home page.  
http://www.gulfcoast.edu/default.htm

Type in your User ID and Password, then click “Login”
User ID is your Student ID “A00xxxxxx”
Password is the same as your password for email address.
FAQ’s Canvas

What are the basic system requirements for Canvas?
Operating System requirements for Canvas are Windows 7 or newer or MAC OSX 10.6 or newer. Canvas supports browsers of Internet Explorer 11 and Edge; Chrome 50 and 51; Safari 8 and 9; and Firefox 45 and 46.

When can I access Canvas?
For first time students, your Canvas account is activated one business day after you register for class. If you register for class on Friday, your Canvas account will be activated on Monday.

If you register for a class in a future semester, your Canvas account will NOT be activated until that semester. For example, if you register for a Fall class during the Summer semester, your account will not be activated until all accounts for Fall are activated.

I can't log into Canvas, what do I do?
If you cannot log into Canvas after the first day of class, contact the Information Technology Services Helpdesk (850) 913-3303.

My courses are not showing up?
Canvas courses automatically appear the NEXT BUSINESS DAY after you register for them. This means that if you register for a course on a Friday, it will appear on Monday.

My courses are showing up but greyed out?
This means you are enrolled in the course, but the instructor has not enabled the course yet. Most instructors do not release their course until the first day of class.

Before you contact the Help Desk (850) 913-3303 for any issue, please have the following information available:

1. Your contact information (First and Last Name, Email, Phone)
2. Your student ID “A00xxxxxx”
3. In what course and CRN are you experiencing a problem?
4. Is your problem happening on a home computer or on campus?
What is a Proctored Test?

A proctored test is one that is administered by a neutral 3rd party (called a proctor) who monitors a student while he or she is taking a test.

How do I know if I need a proctored exam?

Check your course syllabus as soon as you can access your online course. If a proctored test is required, your professor will provide that information in his/her syllabus.

How do I take a proctored exam?

Students living in Bay County will test in the GCSC Testing Center located on the main campus in Student Union West, 3rd Floor. Information on students’ specific test dates will be provided through the class instructor. Students must make an appointment for taking exams using the "Register Blast" link on the Testing page. You must schedule your test at least 2 business days in advance. Final exams must be scheduled at least one week prior to your preferred test day.

Students in Gulf and Franklin Counties may take tests at the Gulf/Franklin Center in Port St. Joe. They must contact the Testing Center at least two weeks prior to the first exam date.

Students Residing Outside Bay, Gulf, or Franklin counties: The Testing Center must be contacted by the student at the beginning of each semester if exams require a proctor off-site. Please note that non-GCSC campuses may charge a proctoring fee which is not reimbursed by GCSC or the Testing Center.

If your instructor chooses to use off—campus proctoring services through ProctorU, there will be additional costs.
Connecting to the Library databases from home

From the Gulf Coast Library, select the Databases tab, next search by title or by subject. You will be asked to log in with your Borrower ID and PIN/Password. Your Borrower ID is your GCSC ID number and your PIN/Password is your birthday in MMDD format. For example, if your birthday is July 4, your PIN/Password is 0704.

**Borrower ID & PIN Information**

**Borrower ID**

For students, your GCSC ID is the number found on your registration materials, your student ID card, grade sheet from a class, etc.

For faculty and staff, your borrower ID is your GCSC ID as provided by Human Resources.

**PIN**

Your PIN is your birthday in MMDD format.

For example, someone born on November 26 would use 1126.

If you have difficulty logging in, contact a librarian at (850) 972-3892 or toll free (800) 311-3665 x5800. We will help you over the phone. However, we cannot provide you your GCSC ID# over the phone since we cannot verify your identity.
FloridaShines works with the state's 12 universities and 28 colleges. On the FloridaShines website, students can check their transcripts, register for an online course at their institution or another school, and search libraries across the state.

As a Florida college student, you have the option to enroll in a course at another in-state college or university while remaining a GCSC student. This is a great option for students who need to take courses that are not offered at GCSC during a designated semester. If you are interested in taking a class online at another school, you must first complete and submit an online Transient Student Application. Before applying, please consult with a GCSC Academic Advisor.
As an online student, YOU are responsible for...

...always adhering to the Gulf Coast State College Academic Integrity Policy.

...your own success in online courses. This includes ensuring that you dedicate enough time to the course material and being prepared to take the tests.

... taking tests as scheduled. Failure to complete an exam within the designated testing window can result in a grade of zero.

... making sure your quiz scores are accurately recorded on Canvas.

... making sure your computer meets system requirements for using Canvas. Operating System requirements for Canvas are Windows 7 or newer or MAC OS X 10.6 or newer. Canvas supports browsers of Internet Explorer 11 and Edge; Chrome 50 and 51; Safari 8 and 9; and Firefox 45 and 46.

... finding a secure testing environment. That is, in a place where you don't get "knocked off line" or distracted in any way. If you do not have such an environment at home, use the computers in our campus labs or library.

... beginning your test with a generous amount of time to take the test. Starting the test 1 or 2 hours before the deadline can be a grievous mistake. If you happen to get “knocked off line” or somehow disconnected you may not have enough time to complete the test. It is highly recommended you do not wait until the last few hours to take your test.

... initiating the withdrawal process. If you need to withdraw, or simply desire to withdraw, contact your instructor and the E-Learning Advisor. Withdrawing from a class requires a formal, written request form submitted to Enrollment Services before the marked deadline.
**E-Learning Advisor**
For assistance with any e-learning questions including advising and registration, students can contact the e-learning academic advisor via e-mail, phone, and in person at the Advising Center, located in Student Union West, Room 80.

Wendi Garrett  
Coordinator (850) 872-3871  
wgarrett@gulfcoast.edu  

Enrollment Services  
Admissions, transcripts, graduation, residency and tuition and fees, account holds  
1-850-769-1551 ext. 3892

Financial Aid  
5230 W Hwy 98  
Panama City, FL  32401  
Phone (850) 872-3845  
Fax (850) 873-3523

Information Technology Help  
IT Services Technical Support is located at the Library front desk.  
ITS Technical Support responds to requests for technical assistance on Gulf Coast State College owned IT equipment, systems and software.  
**Phone Support:**  
24 hours, 365 day a year  
**Walk-in / Office Support:**  
7:00 a.m. - 4:00 p.m. Mon-Fri except holidays and GCSC closings  
**(850) 913-3303**  
**(850) 769-1551 ext. 3303**
Testing Center
Located on the 3rd floor of the Student Union West Building

James Smith
Testing for DSS students, e-Learning students, and Prometric exams
Office: (850) 873-3594
Fax: (850) 873-3592
jsmith@gulfcoast.edu
Student Union West Building, Room 311

Kara Hillard
Testing for CPT, TABE, CLEP, Certiport/PAN, Pearson VUE (to include Florida Teacher Certification) exams and Testing for e-Learning students
Office: (850) 873-3533
Fax: (850) 767-8291
khillard@gulfcoast.edu
Student Union West Building, Room 315

Angi Patterson
Testing for e-Learning students
Office (850) 769-1551, x-5807
apatters2@gulfcoast.edu
Student Union West Building, Room 314

Veterans Assistance
Dave Jantzen
Coordinator of Veteran Services
Gulf Coast State College
Phone: (850) 769-1551 ext. 3210
Fax: (850) 873-3523
djantzen@gulfcoast.edu