

GALE COURSES

Online learning anytime, anywhere...just a click away!

Gale Courses offers a wide range of highly interactive courses that you can take entirely online. As a library card holder in good standing, you are entitled to take courses at no cost. Courses run for six weeks and new sessions begin every month.

To enroll in a course, go to <http://education.gale.com/L-XXXXXXXX> and follow the steps below.

The screenshot shows the Gale Courses website interface. At the top, there are navigation buttons for 'Home' and 'View Catalog', and a search bar labeled 'Search for Courses:'. A red box highlights the search bar with the instruction: '1. Browse the catalog or search for a course'. Below the search bar, there is a 'Browse Catalog' dropdown menu with options for 'Featured', 'Popular', and 'New'. A red arrow points to the 'Browse Catalog' dropdown with the instruction: '2. Click "Enroll Now"'. To the right of the menu, there are course cards. One card is titled 'Twelve Steps to a Successful Job Search' and features a woman's portrait. Below the course cards, there is a 'Select a Start Date:' section with four radio button options: 'Mar 19, 2014', 'Apr 16, 2014', 'May 21, 2014', and 'Jun 18, 2014'. A red box highlights this section with the instruction: '3. Choose a start date, and click "Continue Enrollment"'. Below the start date selection, there is a 'Continue Enrollment >' button. At the bottom left, there is a course card for 'Introduction to Microsoft Excel 2013' with an 'Enroll Now' button. A red arrow points to this button with the instruction: '2. Click "Enroll Now"'. At the bottom right, there is a 'Submit' section with a 'Card Number:' label and a text input field containing 'Enter Library Card Number Here'. A red box highlights this section with the instruction: '5. On the Submit page, enter your library barcode with no spaces or dashes. Remember to access your course as soon as possible after the course start date.' Below the input field is a 'Use Library Card' button.

4. If you have never taken a course:

Enter your email address in the New Student area, and click "Create Account." Complete the Account and Student Information page and then click "Continue."

Returning Students:

Enter your account email and password and then click "Sign In."

The screenshot shows the 'Submit' page. It features a 'Card Number:' label and a text input field containing 'Enter Library Card Number Here'. A red box highlights this section with the instruction: '5. On the Submit page, enter your library barcode with no spaces or dashes. Remember to access your course as soon as possible after the course start date.' Below the input field is a 'Use Library Card' button.