- To learn more about a course that you might like to enroll in, you can click on the **LEARN MORE** option to the left of the Enroll Now button.

- "Learn More" will offer you a detailed description of the course, information about the instructor, the syllabus, technical requirements, and student reviews. You also have the option of viewing a Demo that will show a typical first lesson, first assignment, a course quiz or pre-test, and other items related to the course.

- On this page you will also find a "Details" box. This will provide you with the number of contact hours or hours of instruction, the amount of time you are able to access your course from your start date (duration of access), and the course start dates.

- Courses run for six weeks, with an available 10-day extension period at the end, and most take an average of 24 hours to complete. One lesson is released every Wednesday and Friday during the 6 weeks.

- Courses kick off the third Wednesday of each month.

- Students who have enrolled in a course **must** log in and view lessons one and two within 13 days after the start date of the course, or they will be automatically dropped. Students who are dropped from a course will be able to enroll in the course during a later session.

- The interactive Discussion Area that accompanies each lesson automatically closes two weeks after a lesson is released. Therefore, it is **strongly** recommended that each lesson should be completed within two weeks of its release.

- Each course concludes with a final exam that must be passed on the first attempt. The final exam must be completed within two weeks of the release of Lesson 12. Access to the online "Certificate of Completion" will be available immediately after the final exam is successfully completed.

- Once a course end date has passed, it will move to the "Previous Courses" section on the My Classroom webpage. Previous Courses can no longer be accessed, but final reports can be viewed and a "Certificate of Completion" can be obtained. It is recommended that you print and file any lesson texts, assignments, supplementary materials, and FAQs that might be needed for future reference.
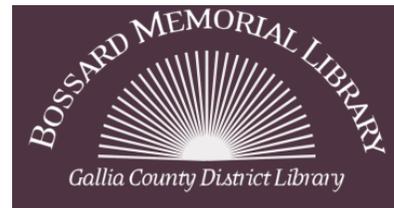
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GALE COURSES

ACCESS TO MORE THAN 300 **FREE**, INSTRUCTOR-LED ONLINE LEARNING COURSES

Personal Development

Health Care

Arts

Design & Composition

Business

Teaching

Computer Applications

Publishing

Law & Legal

Technology

Accounting

Languages

Education

Finance

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Medical

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Any time, Any where, Any place

All you need is your Bossard Library Card

ENROLLING IN COURSES

You need:

- Internet access
- A valid Bossard Memorial Library card number
- A valid e-mail address
- Adobe Reader (get.adobe.com/reader) and Adobe Flash Player (get.adobe.com/flashplayer)

⇒ Log on to the Internet and go to Bossard Memorial Library's webpage (www.bossardlibrary.org), click on

then click on **RESEARCH**, then click on **GALE COURSES**

⇒ Search for a course by either typing in a search term or terms in the Search box located below the Gale Courses logo


or by browsing the catalog located on the left hand side of the page.

⇒ If you use the browsing function, click a category (Language & Arts, Personal Development, Technology, etc.) to bring up a list of course subject areas. Click on the subject of your choice to bring up a list of specific courses.

⇒ Choose your course and click on **ENROLL NOW**.

⇒ Select a start date by clicking the circle beside of the date that you want. Click on **CONTINUE ENROLLMENT**.

⇒ If you are a returning student, enter your e-mail and password in the "Returning Students Login Here" area and click LOGIN TO YOUR ACCOUNT. If you are a new student, enter your e-mail in the "New Students Start Here" area and click **CREATE A NEW ACCOUNT**.

⇒ In the "Account Information" area, your e-mail will already be filled in. Re-enter your e-mail and then a password. (Note: Password is case sensitive and must be at least 8 characters long). You will receive a notice on whether the system considers your password to be weak or strong. Note that the system will still allow you to use what it considers to be a weak password.

⇒ Re-enter your password and then choose a security question and type in your answer to that security question. (Security questions are used for authentication when retrieving usernames and passwords).

⇒ We recommend that you uncheck "I want to receive information and offers by e-mail."

⇒ Fill out the information required in the "Student Information" area. (Note: you will not be able to change your first or last name once you complete this area, so be sure to type your name exactly as you want it to appear on any completion documents offered at the end of the course.) Click **CONTINUE**.

⇒ In the "Submit" area, type in your Bossard Library card number (with no spaces) and click **USE LIBRARY CARD**.

⇒ Next will be a confirmation page that will list: a) your name, b) your username, c) your e-mail, d) your enrollment date, e) your selected course, and f) the start date of the course. This information will also be sent to the e-mail that you provided.

⇒ For information about your specific course, click on **ORIENTATION** or **ENTER MY CLASSROOM**.
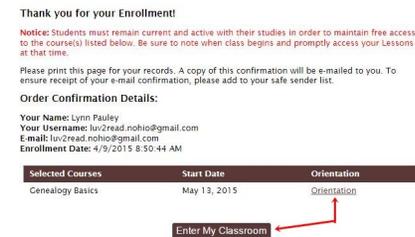
⇒ If you click on ORIENTATION, you will receive information regarding a) how to get started in the course; b) a course description; c) requirements for the course; d) information regarding lessons, assignments, quizzes and the final exam; e) how online discussions will work; f) a course syllabus; and, g) information about the instructor.

⇒ If you click on ENTER MY CLASSROOM, the left hand side of the page will offer you a list of: a) some of the more popular courses you can register for, b) a list of your upcoming courses with a link to orientation pages for each course, and c) a list of previous (completed) courses. Courses that have started and are ongoing are listed in the "Active Course" area.

⇒ When you are ready to leave the Gale Courses website, make sure to log out by going to the top right hand corner of the webpage and clicking **SIGN OUT**.

⇒ Once you have signed out, to access your courses and information you will need to go to the Library's webpage, click on **FIND INFORMATION**, then on **RESEARCH**, and then on **GALE COURSES**. Go to the top right hand corner of the webpage and click on **SIGN IN**. Enter your e-mail address and password and click **GO**. You will then be at the "MY CLASSROOM" section.