Let's get started!

☑☑☑ **CHECKLIST:**

- ☑ A current library card [from a Monarch Library System Member Library]
- ☑ Internet connection
- ☑ Eager mind that's ready to learn

> Full class requirements are listed for each class on the Gale Courses [Monarch Library System] web site.

SEARCH

BASIC SEARCH or KEYWORD SEARCH – MONARCH CATALOG:

1. Go to the Monarch Catalog [monarchcatalog.org]
2. **BASIC SEARCH:** Enter "Gale Courses" as a Quick library search & Browse through your results [All available classes will be listed]

   KEYWORD SEARCH: Enter a subject and "Gale Courses" as a Quick library search [ie. "Microsoft Gale Courses"] Browse through your results [Results narrowed down based on the subject entered]
3. Choose a class
4. Click on the web site link [May appear as Gale Courses ☑ - Access online or Gale Courses Access online]
5. You will be directed to the Gale Courses [Monarch Library System] web site
6. Check out Class Details, Instructor Biographies, Syllabus, Requirements, and Student Reviews
7. "Enroll Now" [see below] and start learning!

> Selecting the format [E-resources] in your search may help narrow down your results

BROWSE

SEARCH/BROWSE – GALE COURSES [MONARCH LIBRARY SYSTEM] WEB SITE:

1. Go to your library's website & click on the Gale Courses link or go to **education.gale.com/l-monarchls/**
2. **SEARCH:** Enter a keyword or subject after "Search for Courses"

   VIEW CATALOG: View all available class listings [Sort by Relevance or Name A-Z]

   BROWSE by **FEATURED, POPULAR, NEW,** or **CATEGORY** on the left side of your screen
3. Click "Learn More>>" for Class Details, Instructor Biographies, Syllabus, Requirements, and Student Reviews
4. "Enroll Now" [see below] and start learning!

> Explore the class syllabus to see a week-by-week overview of the class

> Before enrolling, check out the requirements tab to see everything needed to take the class

> Hear what past students have to say about specific courses with the Student Reviews

ENROLL

ENROLL IN A CLASS TODAY:

1. Go to the Gale Courses [Monarch Library System] web site homepage
2. Click "Enroll Now" next to the course of your choice.
3. Select your course start date and click "Continue."
4. Create a free Gale Courses account, or sign in to an existing ed2go account.

   NEW STUDENTS – 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." You will use your Gale Courses account email and password to log in to the My Classroom area to view your lessons once your session begins.
5. Enter your library barcode in the box labeled Submit. Then click "Use Library Card" to complete your enrollment.

> It is recommended that students go through the Orientation process [located in "My Classroom"] before beginning their first course

> 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

Enjoy your journey!