

Instructor-led Courses in Accounting and Finance • Business • Computer Applications Design and Composition • Healthcare and Medical • Language and Arts • Law and Legal Personal Development • Teaching and Education • START NOW! 360+ ONLINE CLASSES Technology • Writing and Publishing

# GALE COURSES

## CONTACT INFORMATION

**Current students:** Please direct questions about your lessons, quizzes, assignments, and other course materials to your instructor or course administrator. You can use the course discussion areas for this purpose.

If you have questions about accessing the online classroom, retrieving your lessons, changing your password, correcting your e-mail address, obtaining progress reports or completion letters, receiving an extension, or any other administrative tasks, visit [education.gale.com/l-monarchls/help.html](http://education.gale.com/l-monarchls/help.html)

**New or potential students:** If you have questions about course content, prerequisites, requirements, follow-ups, or instructors, you'll find the information you need by locating the courses that interest you. Click the course title to review the course details.

**If you require any assistance with registration, please contact:** [GaleCourses@monarchlibraries.org](mailto:GaleCourses@monarchlibraries.org)



- WHERE WILL GALE COURSES LEAD YOU? ENJOY YOUR JOURNEY!
- Professional development and personal enrichment | Learn a new skill or enhance existing skills
  - New sessions starting monthly | Lessons and assignments released weekly
  - Convenient six-week format | Flexible to fit your schedule [2-4 hours a week recommended]
  - Interactive learning environment | Engage with classmates and instructors
  - Instructor-led courses | Expert instructors develop, lead, and interact with students in each course
  - Award of completion with passing score | Great for resumes and continuing education credits [Some courses transferable/ed2go compatible]

Welcome to GALE COURSES @ your library!

# 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-monarchcls/](http://education.gale.com/l-monarchcls/)
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!