



February 2017 **ELECTRONIC RESOURCE OF THE MONTH!**



### **HOW DO I FIND GALE COURSES?**

In-Library and Home Access (LAPL Library card and PIN required for remote access) **GALE COURSES** are available online at all Los Angeles Public Library (LAPL) locations and remotely from the LAPL website under the Research & Homework link. It is listed in the alphabetical list and under the subject category of "Education." The online learning platform is also found under the "Online Learning" link which is located on the left-hand menu of LAPL's home page ([www.lapl.org](http://www.lapl.org)).

### **DESCRIPTION**

**GALE COURSES** offer over 300 instructor-led online classes which run for six-weeks. Classes are taught by college professors and take approximately two to four hours each week to complete 24 hours of study for one course. Gale Courses offer a variety of subjects such as business, college readiness, art, and technology. Courses are available 24/7, and are free through the Library's website.

### **HOW TO BEGIN**

An email account and a Los Angeles Public Library card are needed to enroll in Gale Courses.

Courses can be found by using the "Search for Courses" keyword search field or by using the "Browse Catalog" navigation menu.

The screenshot shows the Gale Courses website interface. At the top, there is a navigation bar with links for 'My Classroom', 'About Us', and 'Help'. The LAPL logo and website address 'www.lapl.org' are also at the top. A search bar is prominently displayed with the placeholder 'Search for Courses: Enter Search Here'. Below the search bar, there is a 'Browse Catalog' menu with options for 'Browse', 'Home', and 'View Catalog'. A red circle highlights the 'Browse Catalog' link. To the right of the search bar, there is a 'Grant Writing' course card. The course card includes a thumbnail image of a person writing, the title 'A to Z Grant Writing', a description, and an 'Enroll Now' button. A red circle highlights the 'Enroll Now' button. An arrow points from the 'Browse Catalog' link in the menu to the 'Enroll Now' button on the course card.

To enroll in a class, click on the "Enroll Now" button, select a class date and click on "Continue Enrollment." New students will need to create an account by entering a valid email address and Library Card number.

The screenshot shows a modal window titled 'Enrolling in course: A to Z Grant Writing'. It has a heading 'New Students Start Here' and a sub-instruction 'Create an account if this is your first time taking an online course with us.' Below this, there is an 'E-mail Address' input field containing 'email@address.com' and a 'Create A New Account' button.

After you complete the registration process, an enrollment confirmation will appear on the screen. An email confirmation will also be sent to your email account with important access information.

### ABOUT THE LESSONS:

Classes are taught entirely through Gale Courses' online classroom. You will need to login to the classroom to obtain the course work, take tests, interact with the teacher and fellow students. Classes normally begin on a Wednesday, and two lessons are released each week. You need to keep current and active with your studies or you will lose access to the course. A certificate of completion will be provided once you successfully complete the course and a final exam.

Thank you for your Enrollment!

**Notice:** You must remain current and active with your studies or you will lose access to the course(s) listed below.

Please print this page for your records. A copy of this confirmation will be e-mailed to you. To ensure receipt of your e-mail confirmation, please add [webmaster@lapl.org](mailto:webmaster@lapl.org) to your safe sender list.

**Order Confirmation Details:**

Your Name: \_\_\_\_\_  
Your Username: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Enrollment Date: 1/20/2017 8:18:11 AM

Selected Courses	Start Date
A to Z Grant Writing	March 15, 2017

[Enter My Classroom](#)

Questions? Need help? Forgot your password? Click the [Help](#) link at the top of any page.

**Congratulations! Tell your friends!**

[Share on Facebook](#) [Share on Twitter](#)

Certificated courses are available. It is entirely up to the specific learning institution or employer whether or not they will grant continuing education credit for any of the certificated courses. To find certificated courses use the "Search for Content" field and use the terms "certificate in" plus the subject which you are looking for, for example, "certificate in health."

### SPECIAL FEATURES AND HELP

 [My Classroom](#) [About Us](#) [Help](#)

Home - click to return to the Gale Courses' home page.

My Classroom – click to access your current courses, email your instructor and use discussion boards.

Help- has a list of very useful Help Topics that includes information on how to find and enroll in courses, course mechanics, technical issues, instructor contact, e-mail support, how to drop or request a class extension date and much more.

 **LOS ANGELES PUBLIC LIBRARY**  
[www.lapl.org](http://www.lapl.org)

**GALE**  **COURSES**

Gale Resources can also be found on LAPL's new e-Media Page under "ECOURSES" at <http://www.lapl.org/collections-resources/e-media-beta>.



**E-Media and Digital Content (beta)**

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