Gale Courses Quick Tips

What are Gale Courses?

Gale Courses is a suite of highly interactive, instructor led courses that you can take entirely online.   As a Middlesex County Library card holder, you are able to take these courses at no cost.

Courses run for six weeks and new sessions begin every month. After you successfully complete a course with a passing score, you will receive a certificate of completion.

What kinds of courses are available?

Gale Courses offers more than 280 individual courses. They range from courses that can help you improve your skills for work to courses of general interest.

Below are some examples:
- **Business Software -** Microsoft Excel, Word, PowerPoint
- **Graphic Design Software -** Adobe PhotoShop, Illustrator, InDesign
- **Healthcare and Medical** - Human Anatomy and Physiology; Certificate in Food, Nutrition, and Health
- **Computer Programming -** Java, C++, Creating Mobile Apps with HTML5
- **Computer Skills** - Computer Skills for the Workplace, Keyboarding, Intro to Windows 10
- **Personal Development -** Introduction to Guitar, Discover Digital Photography
- **Job Searching** - Twelve Steps to a Successful Job Search; Resume Writing Workshop

What do I need to start?

All you need is an active Middlesex County Library card. If you do not have a library card, you can get one for free from any of our 15 Middlesex Library branch locations—just bring a piece of ID with your current address on it when you visit.

I have a Middlesex County Library card. Where do I go next?

Visit the Middlesex County Library website at http://library.middlesex.ca. Select the link that says "Research". Next, find Gale Courses and click on the blue box link that says "use this resource".

This will take you to the Gale Courses website (see below).
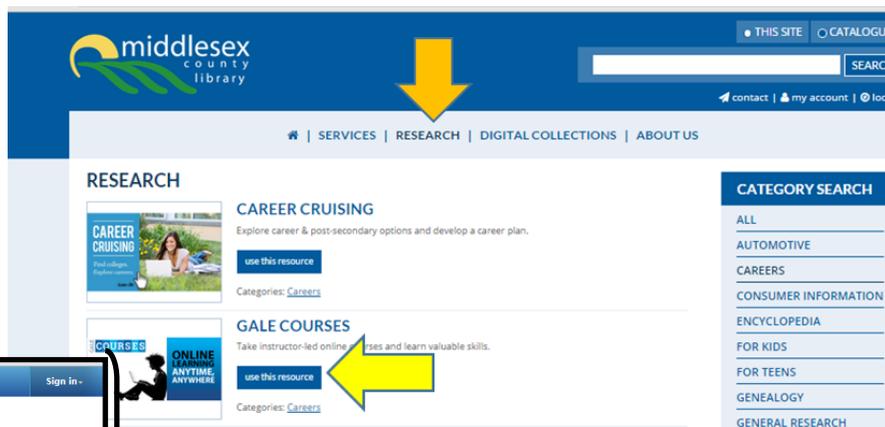
This is the main page of the Gale Courses website. From here you can:

- *Search for courses*
- *Browse the catalogue of Gale Courses*
- *Sign in (if you are a returning student)*

library.middlesex.ca

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Once I find a course I like, how do I enroll?

There are 4 stages in the enrollment process: Select a Start Date, Sign-in, Submit, and Confirmation.

- To begin, select the blue "Enroll now" button and then select a start date from the list

- To sign in: **Returning Students:** enter your Gale Courses account email and password;
  New Students: create a new account. Enter an active e-mail address, then select the orange "Create a New Account" button, and fill out the required fields.


- To submit, enter your Middlesex County Library card number (all of the numbers, without any spaces). Select "Use Library Card"

- You will then see a confirmation page containing the details of your registration - it is recommended that you print the page. A copy will also be emailed to you.

Logging in and Remaining an Active Student

Once you have enrolled, you must log in and view lessons one and two within 13 days of the start date of the course, or you will automatically drop the course. You can find your course orientation, course lessons, quizzes, and assignments all in the **My Classroom** section. If you have a question for your instructor, you can contact them through My Classroom.
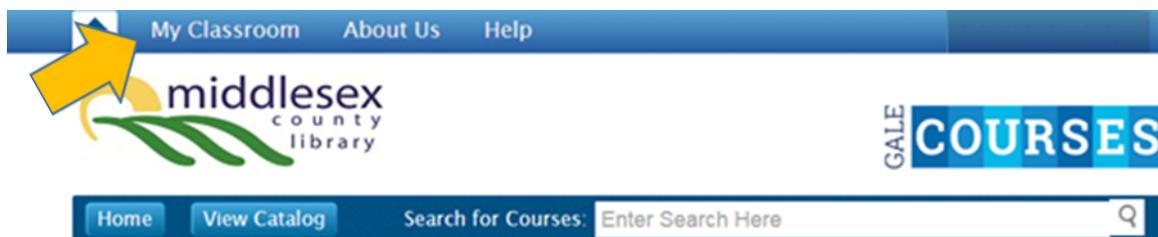
Dropping a Course

If you sign up for a course and no longer want to take it, or you want to take a different one, you can simply stop logging in and participating in this course. After a period of inactivity, you will eventually be dropped from the course. Dropping courses does not prevent you from taking other courses or using this resource in the future.

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