

## what is 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.
- 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.
- 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.



## how do I access Gale Courses?

- Go directly to the [Middlesex County Gale Courses page](#), or find the link on our [Learning and Research](#) page.
- Find a course you would like to take by searching or browsing the catalogue then select **Enroll Now**.
- Select the course **Start Date** and select **Continue Enrollment**.
- **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**. You will need to provide some personal information. Personal information is not shared or sold to outside parties.
  - Enter your library card number (start with the 0, use no spaces) and select **Submit**.
  - You will receive an email confirmation from ed2gosupport confirming that you have successfully created an account.
- **Returning students:** enter your email address and password and then select **Sign In** to access your courses. You will receive an email confirmation when enrolling in a new course.

## things to know

- If you enroll in a course, you must log in and view lessons one and two within 13 days after the start date of the course or you will be automatically dropped. If you are dropped from a course, you can enroll in the course again during a later session.
- There is no limit to the number of courses you can take, and you can take a course as many times as you need in order to complete it.
- Each course lists the technical requirements under the **Requirements** tab for the specific course. Software is not provided, if you take a course on a computer program make sure you are able to access that program.
- Course materials are not available until the course start date. Each lesson includes short quizzes. Some courses include hands-on assignments. If you have a question during a class you can post your question to the interactive discussion area. The instructor, teaching assistant or one of your fellow students will respond. The interactive discussion closes two weeks after each lesson is released. You can download and print each lesson or save them for future reference.

## additional help

- View the Gale Course tutorial on Niche Academy by visiting [my.nicheacademy.com/middlesex](http://my.nicheacademy.com/middlesex)
- Find additional help at [https://education.gale.com/l-ko\\_pl\\_middlesex/help.html](https://education.gale.com/l-ko_pl_middlesex/help.html)
- Contact your [local branch](#) or email [librarian@middlesex.ca](mailto:librarian@middlesex.ca) for further assistance

## online, instructor led courses!

