IDEA|EXCHANGE.

Getting Started with Gale Courses

Gale Courses is an online learning service that provides courses on a wide range of useful and engaging subjects.

Setting up an Account

- Go to the Gale Courses log in page at https://education.gale.com/l-camb95167/
- Choose a course you would like to enroll in. Click the *Enroll Now* button.
- Select your preferred start date from the options for your course.
- Follow the instructions to make an account with your library card number and email address. Once you have an account created, all you need to do is log in.
- You will receive a confirmation email showing your enrollment in the course through Gale Courses.

How Gale Courses Works:

- Courses run for **6 weeks**, with a total of **12 lessons** in all.
- Lessons are posted on Wednesdays and Fridays of each week.
- Log in to your course page **at least once every 2 weeks** to maintain your enrollment.
- You receive a downloadable certificate of completion upon passing a course. To pass, you must score **at least 60%** on the final exam.
- All courses offer a syllabus, a lesson plan, and a forum area where you can interact with the instructor and fellow students.
- All courses conclude with a **final multiple-choice exam** and offer **optional pre-tests and activities** with each lesson.
- Technical help is available through Gale Courses Support.

Frequently Asked Questions

How do I find a course or workshop on Gale Courses?

Go to the Gale Courses web portal and search the course catalogue on the left side of the screen. Choose your area of interest to see what courses are being offered at the present time.

How do I claim my completion certificate when I've completed a course?

Certificates may be downloaded at the end of your course, provided you have passed with a 60% average or above. Past certificates are stored on your Gale Courses account page.

How does Gale Courses differ from Lynda.com, the other online learning service offered by Idea Exchange?

Gale Courses focuses on college-style courses with forum discussion and activities guided by an instructor in real-time. There are a mix of professional workshops, academic courses, personal development sessions, and classes for hobbyists. You must register for a set course date in advance and follow the course over its 6-week period. You may take a final exam to pass the course and earn a certificate of completion.

By contrast, Lynda.com focuses on professional learning and skill-building like software skills, and lets you start lessons right away. The lessons tend to be in video tutorial format and take a DIY approach, with a pre-recorded instructor. If you have watched all the tutorials, you are eligible for a certificate upon completion.

How can I drop a course?

If you stop going to your course page for two weeks, you will automatically be removed from the course. There is no need to submit a formal request to drop a course.

What if I am unable to sign in to Gale Courses?

For password issues and other technical support related to the database or accessing courses, please contact Gale Courses Support here: https://mysupport.cengage.com/loglessSupport/?prdName=Gale%20Courses%20-%20Student&PI=*Gale/NatGeo%20(N2G)

If you think your library membership account may need to be renewed, please contact Idea Exchange for assistance with your membership account.

How many times can I take a course?

You are welcome to repeat courses as many times as you wish. Each time you take a course, you will need to sign up for a new session.

Why do courses happen within a specific timeframe?

Gale Courses offers its selections using set periods of time because it has an instructor monitoring each class, answering questions and providing feedback on activities through the course forums. Having all the students start at the same time also means you can have a shared learning experience with a cohort of peers who are learning the same things as you.

What difficulty level are the courses?

The offerings on Gale Courses tend to be geared toward an older teen or adult audience, similar to courses taken at the Grade 12 or introductory college level. A few courses in the technology,

science or language streams will list prerequisites in their description. All prerequisites required will also be available through Gale Courses.