

Gale Courses at sfpl.org

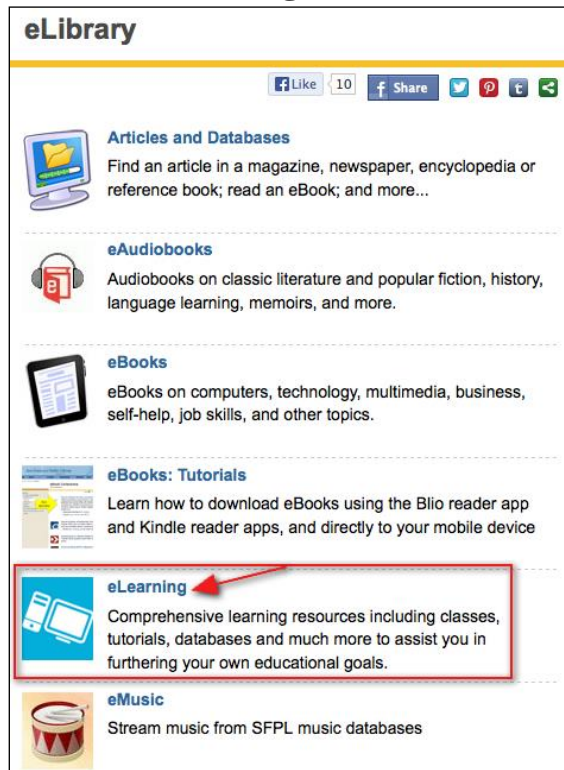
(sfpl.org> eLibrary> eLearning> Gale Courses or education.gale.com/l-sfpl)

San Francisco Public Library provides many **FREE** educational resources online for Library card holders. Gale Courses (formerly Learn4Life / ed2go) offers a wide range of online classes. New sessions start each month and last six weeks. Classes have two lessons a week but you work at your own pace and can get support from the instructor, teaching assistants, and other students in the online discussion area. You will need Internet access, an email address, and your SFPL card. When you register for your first class you will need to create a **Gale account** which is **free but requires some basic contact information including your birth date**. Gale will not share any of your information but some **details might be in an email sent to you from ed2go / Gale** when you register for a class. Here are some instructions. Enjoy!

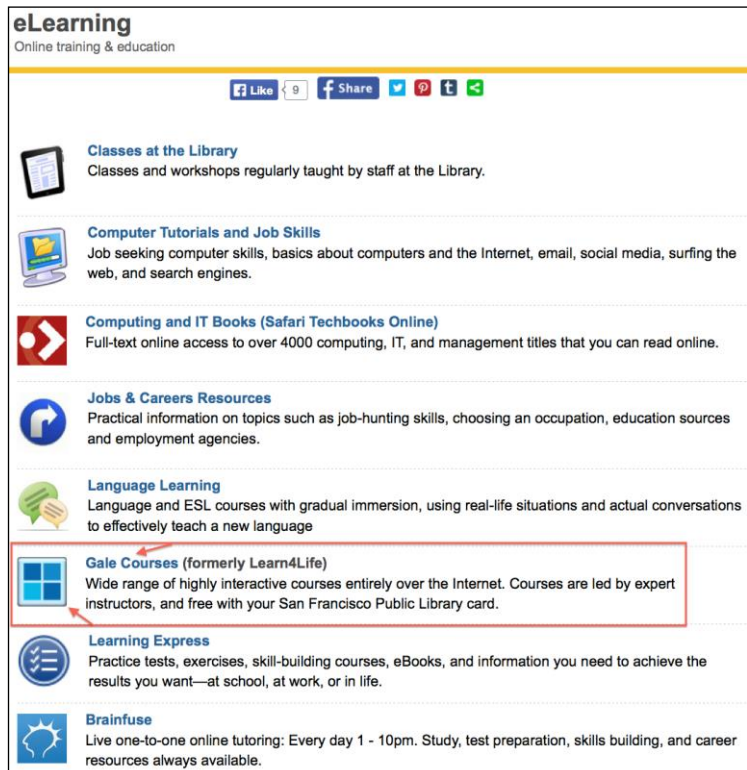
1) Go to sfpl.org. 2) Click eLibrary.



3) Click eLearning.



4) Click Gale Courses.



5) Search or Browse for courses.

San Francisco Public Library GALE COURSES

Home **View Catalog** Search for Courses: Enter Search Here

Browse Catalog

- Featured Popular New
- Accounting and Finance
- Business
- College Readiness
- Computer Applications
- Design and Composition
- Health Care and Medical
- Language and Arts
- Law and Legal
- Personal Development
- Teaching and Education
- Technology
- Writing and Publishing

Welcome to Gale Courses!

Gale Courses (formerly called Learn4Life) offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month.

How to Enroll:

- Find courses by browsing through the categories on the left of your screen or by using the search bar above. Click "Enroll Now" next to the course of your choice.
- Select your course start date and click "Continue."
- Create a free Gale Courses account, or sign in to an existing Learn4Life or 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.
- Enter your library barcode in the box labeled Submit. Then click "Use Library Card" to complete your enrollment.

IMPORTANT!

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.

6) Select a course. Click Enroll Now.

Beginning Writer's Workshop
Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. Learn More>>

Enroll Now

Course 24 hours Start Date: Apr 16 | May 21 | Jun 18 | Jul 16

7) Pick a start date. Click Continue Enrollment.

San Francisco Public Library GALE COURSES

1. Select a Start Date 2. Sign In 3. Submit 4. Confirmation

Enrolling in course: **Beginning Writer's Workshop**

Select a Start Date:

Start Date

- Apr 16, 2014
- May 21, 2014
- Jun 18, 2014
- Jul 16, 2014

Continue Enrollment >

8) Create or sign in to your free account.

San Francisco Public Library GALE COURSES

1. Select a Start Date 2. Sign In 3. Submit 4. Confirmation

Enrolling in course: **Beginning Writer's Workshop**

New Students Start Here

Create an account if this is your first time taking an online course with us.

E-mail Address
email@address.com

Create A New Account

Returning Students Login Here

E-mail Address (username)
username

Password
class sensitive

Login To Your Account

[Forgot Password?](#)

9) Enter information if creating an account.

San Francisco Public Library GALE COURSES

1. Select a Start Date 2. Sign In 3. Submit 4. Confirmation

Enrolling in course: **Beginning Writer's Workshop**

Account Information

E-mail Address (username) email@address.com

Re-enter E-mail Address

Password

Passwords are case Sensitive and must be at least eight characters long.

Re-enter Password

Security Question **Select Security Question**

Security Answer

I want to receive information and offers by e-mail.

Student Information

Title **Title**

First Name

Last Name

Birthdate (mm/dd/yyyy)

Primary Phone Number

Alternative Phone Number optional

Address

Address2 optional

City

State/Province **Select State**

Zip/Postal Code

Country **United States**

Continue

Note: We do not sell, trade, or give any personal information to any outside parties.

10) Enter your SFPL Card number.

Submit

Card Number:
Enter Library Card Number Here

Use Library Card

Your SFPL card - the best deal in town!

Some handy information:

- SFPL card holders can take up to five classes for free each calendar year
- Classes last six weeks
- There are two lessons each week
- You have two weeks to finish a lesson
- Each lesson has a quiz
- You can get support from the instructor, teaching assistants, and fellow students in the online discussion area
- There is a final exam which needs to be completed within two weeks
- You earn a certificate when you successfully complete a class

Please enjoy these free classes from your San Francisco Public Library

Handcrafted by Brian Castagne, Updated April 25, 2014, brian.castagne@sfpl.org, Project Read SFPL, www.projectreadsf.org, (415) 557-4388, Use whatever you like for non-profit purposes (but give us a little credit and share any improvements you make with us and other non-profits)