About Gale Courses

Gale Courses are available for free through the Brown County Library. Courses run for six weeks, with two new lessons released weekly (for a total of 12). New sessions beginning every month. The courses are entirely web-based with comprehensive lessons, quizzes, and assignments. A dedicated professional instructor coordinates every course by pacing learners, answering questions, giving feedback, and facilitating discussions. After finishing a course with a passing score, students receive a certificate of completion.

Something for everyone
With more than 100 courses to choose from, you can improve your professional skills or learn a new hobby.

Learn from the best
Get one-on-one help and feedback with classes taught by college instructors who are experts in their field.

Work around your busy schedule
Courses are six weeks long, and new sessions begin every month. Patrons can pick the start date that best fits their schedule and access the course and materials 24/7 once the session begins.

Access Gale Courses through the Brown County Library website:
browncountylibrary.org/learning-resources

Popular Courses

Microsoft Office Suite, including: Word, Excel, Outlook, Publisher, PowerPoint and Access

Windows 10

Accounting Fundamentals

Grammar Refresher

Discover Sign Language

Project Management Fundamentals

Introduction & Intermediate QuickBooks

Drawing for the Absolute Beginner

Computer Skills for the Workplace

A to Z Grant Writing

Personal Finance

Stocks, Bonds, and Investing: Oh, My!

Keys to Successful Money Management

Writing Essentials

Introduction to Journaling

Starting Your Own Business

Keys to Effective Communication

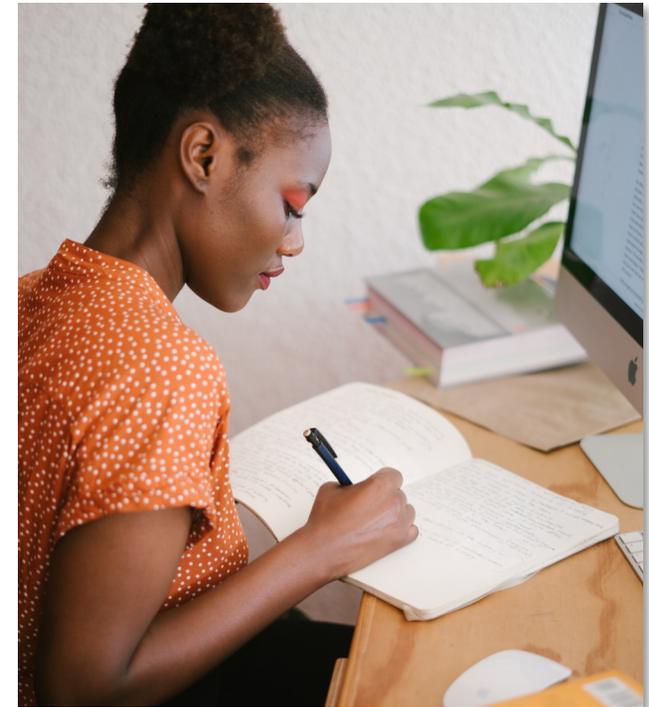*And many more! See the full course catalog for a list of courses and start dates.*

Need help? Call your favorite library location.

(920) 448-4400

GALE COURSES

Online courses for professional & personal enrichment

FREE with your Brown County Library card!

Brown County
Library

Enrolling in a Course

1. Visit Language and Learning Resources on the Brown County Library website: browncountylibrary.org/learning-resources

2. Click **Launch Gale Courses**.

3. Find courses by browsing through the categories on the left or by using the search bar. Click on the name of the course to find out more about it.

   See the Requirements tab on the course page to see the software requirements.

4. Choose your course and click **Enroll Now**.

5. Select your course start date and click **Continue**.

6. The first time that you enroll in a course you will be asked to create an account. 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 can simply enter their email and Gale Courses password.)*

7. Enter your library barcode and click **Use Library Card** to complete your enrollment.

8. You will receive an email confirming your enrollment. You may access the course materials starting at 2:00am on the first day of the course.

Accessing Your Classroom

Access your course classroom or find new courses by clicking on the Gale Courses link on the Brown County Library website: browncountylibrary.org/learning-resources

Click **Sign In** in the upper right corner of the page and enter your email address and Gale Courses password.

Click **My Classroom** in the upper left. You will a see a list of your active, upcoming and past courses.

Click the **Enter** button to access your course.

Your Learning Path will appear by default. To access assignments and discussion boards, click on the **Menu button.**
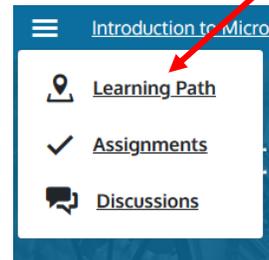
Lessons that haven't been unlocked will be greyed out. Hover your mouse over a lesson to reveal the release date.

Course Tips

- Most courses last for 6 weeks with 2 lessons per week. There is an average of 2 hours of work to be completed per lesson.

- Courses usually start on Wednesdays and lessons are typically unlocked on Wednesdays and Fridays.

- 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.

- If a course covers specialty software (such as Adobe Creative Cloud), the student must have access to that software. Brown County Library public computers have Microsoft Office Professional Plus 2016, including Access, Excel, OneNote, PowerPoint, Publisher & Word.

- Discussion areas for each lesson are available for 2 weeks after the lesson is unlocked.

- If your classroom won't open, your internet browser may be blocking Adobe Flash Player or blocking pop ups. Try a different browser or allowing pop ups.