



Gale Courses

General Information for Libraries

Purchasing

- Discount purchase price: \$36.75 per enrollment (through June 30, 2015), minimum purchase of 5 enrollments. The list price for each enrollment is \$99 and upwards, through Ed2Go.
- Purchased enrollments do not expire.
- Enrollments can be purchased at any time.
- For questions about purchasing, contact Bruce Smith (bsmith@wils.org) or Andrea Coffin (acoffin@wils.org)

Courses and Enrollments

- The courses, about 300 total, are Ed2Go courses in the areas of health, business, software skills, personal enrichment and more. If just one person enrolls, the course still occurs.
- Courses are 6 weeks long, and led by an instructor with whom students interact with via an online discussion board.
- Courses may be offered to patrons or used for CEU certificates and staff training
- Courses begin the third Wednesday of each month, except November and December, which begin on the second Wednesday to accommodate holidays.
- Students can register up to four months in advance.
- A person enrolled in a course must access the first 2 weeks of the 6 weeks course before the enrollment is considered used.
- Students will have 2 weeks after the 6-week course to finish final test to receive their certificate. The score required to pass the test is customizable and is usually set at 65%.
- Students can request a 10 day extension after the 2 week grace period following the course end.
- Students are issued a certificate of completion when they pass the final exam.
- Final tests can be retaken if needed, but certificates of completion are only granted if the enrolled student passes the first time
- Course materials are no longer accessible after the 2 week grace period (or after the requested extension) ends. Students are encouraged to download and save the course materials during the course.

Installation and Administration

- Each library can have their Gale Courses installation customized with their own library branding.
- Set up instructions are sent along with the access letter.
- Authentication is done using barcode prefixes.
- Training materials are available through WiLS and Gale for understanding both the student and administrative interface, ordering Gale promotional materials, marketing Gale Courses, and learning about best practices.
- You will have real-time access to end-user data with in-depth tracking and reporting tools to see how the courses are being used and accessed. No information is ever sold or shared with outside parties.

Benefits for Patrons:

- **Easy:** Signing up with their library accounts, simple enrollment process
- **Accessible:** Courses can be accessed anywhere, any time, on any computer with internet access.
- **Engagement:** Online discussion areas bring the learner and instructor together for feedback and encouragement.
- **Flexibility:** A 10-day extension period is available if needed.
- **Recognition:** Patrons receive a "Record of Completion" certificate after successfully finishing a course.
- **Frequent Course Offerings:** Sessions begin monthly

Easy for Libraries:

Your library will have access to an account manager and free comprehensive support to boost and improve your end-users' experience:

- MARC records for online catalog discovery
- Hosting to save your bandwidth
- Technical support, including online self-help and live phone support
- Marketing materials to boost usage of courses in your library
- Administrative dashboard services: change the interface color, add your logo and more to make your patrons' experience unique to your library
- Real-time access to end-user data with in-depth tracking and reporting tools. No information is ever sold or shared with outside parties.