

# Logan City Council Libraries



*Learn something new today with  
**Universal Class** education courses,  
available now on the LCC Library website.*

## ***Get Started:***

1. Access **Universal Class** from the Logan City Council Libraries website [loganlibraries.org](http://loganlibraries.org)
2. Click on *Discover > eResources > Lifelong Learning > Universal Class*.
3. Enter your Library Card number and PIN when prompted.
4. If you are a new user click on Register Now! Or click on Sign in if you already have an account.
5. To register you will be asked to create a username and password and enter your name and email address.

## ***How to Use:***

1. Log in with your username and password.
2. Navigate to Course Catalogue along the top of your screen to select a course by browsing the areas of study.
  - a. Clicking on a course will bring you to the course description page where you can read lesson plans and course outcomes.
3. Once you have selected a course click on the green Join this Course button in the course description page, then Confirm Course.
  - a. You may be asked to choose to complete the course by Video Only Mode (no certificate) or including assignments and exams (to gain a certificate).
4. Navigate to *My Classes* and choose Enter Course, you can now start working through each lesson at your own pace.
  - a. You can also look at Learning Outcomes or get involved in the class forums (not available in Video Only Mode).
5. Submitting assessments:
  - a. Click on the link under Lesson Assignments to view your assessment.
  - b. You may type your assessments in the box provided, or,
  - c. To attach a file follow the link as prompted and click browse to choose a file you have saved to your computer. Click Upload File.
  - d. Click Submit this Assignment.

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## *Tips:*

- You have **6 months to complete a course**. If at the end of six months you haven't finished simply reregister to pick up from where you left off.
- You can register for up to **5 courses** at one time.
- **Instructors** are available to answer questions, give feedback and assess your performance. You can contact the course instructor at any time by logging into the *Virtual Classroom* and using [Class Email](#) (under the *Communications* tab).
- Most courses can be **completed within 10-20 hours**. To find out how long it will take to complete a course, take the course CEUs and multiply that number by 10. For example, a 1.4 CEU course can be completed in 14 hours.
- Any **certificates** that you have gained will always be available for you to view and download under *My Classes > Account Options*.
- You can **withdraw** from a course at any time. Click on *My Classes*, then *Account Options, Manage Settings*. From here you can withdraw from the course of your choosing by clicking on [Withdraw from Course](#).

## *Available Courses:*

Thousands of free courses are available in the following subject areas:

- Accounting
- Alternative Medicine
- Arts, Crafts & Hobbies
- Business
- Career Training
- Computer Training
- Entrepreneurship
- Finance
- General Education
- Health & Medicine
- History
- Home schooling
- How to / do it yourself
- Language Arts
- Law/Legal/Criminal
- Mathematics
- Office Skills
- Parenting & Family
- Personal Development
- Pet & Animal Care
- Psychology
- Real Estate
- Science
- Social Work
- Special Education
- Spiritual Studies
- Teacher Resources
- Test Preparation
- Web Development
- Writing Skills