Looking for courses online?
Try Universal Class available now on the LCC Library website

Get Started:

1. Access **Universal Class** from the Logan City Council Libraries website *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.
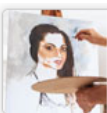
How to use:

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.** Click **Submit this Assignment.**

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 Over 30 online courses	**Alternative Medicine** Over 40 online courses	**Crafts & Hobbies** Over 75 online courses
Business Over 100 online courses	**Career Training** Over 100 online courses	**Computer Training** Over 50 online courses
Entrepreneurship Over 100 online courses	**Finance** Over 45 online courses	**General Education** Over 90 online courses
Health & Medicine Over 45 online courses	**History** Over 30 online courses	**Homeschooling** Over 45 online courses