



Using Universal Classes

South Burlington Public Library
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Introduction to Universal Class

Did you know that your library card affords you access to thousands of free webinars and courses? Some for fun like - *Top Haunted Places in America* from Universal Classes, and some are great for professional development like *Excel 2021*.

Courses vary in time and requirements. When beginning the course, you have the option of completing all required materials and receiving a certificate after course completion. Or, if you'd like to just watch and learn for fun, you can select that too.

How to Access Courses

From South Burlington Library's home page, hover over the **Services** button on the far left of the main option bar, prompting the drop down menu. Select **Online Learning and Research Tools**.

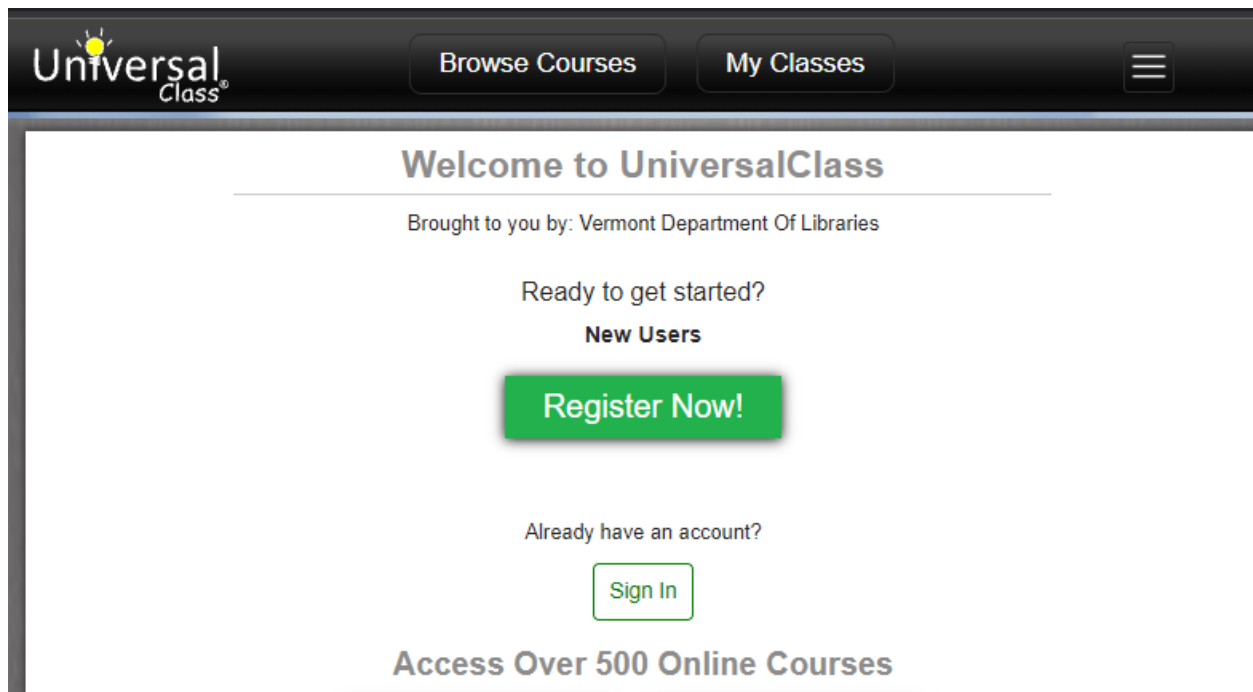


Online Learning and Research Tools

You don't just get books at a library. South Burlington residents with library cards have access to online resources too! You will need your library card number located on the back of your card to access some of these resources. If you need help, [ask us](#).



These tiles are links- click on one that you'd like to explore and it will take you to the log in page of that site. Let's try it with **Universal Class**.



Here is the log in page for Universal Class. If this is your first time accessing Universal Class, select **Register Now!** If this is not your first time accessing or using Universal Class, log in by hitting **Sign In**.

Welcome to Universal Class

Brought to you by: Vermont Department Of Libraries

New Users

Enter Library Card Number:

Go >>

Already have an account?

Sign In

New users will see this screen (above). **Enter your South Burlington Library Card number.**

Tips: Use capital letters for letters as these fields are usually case sensitive.

Then, **fill out the rest of the fields to complete your registration.**

New Member Registration

Vermont Department Of Libraries

Your First Name:

Your Last Name:

Your Email Address:

Create Password:

Age Check:

- Yes, I'm 13 years of age or older.
- No, I'm under 13 years of age.

I read, understand, and accept the following:

[Terms of Service](#) and [Privacy Policy](#) (check box)

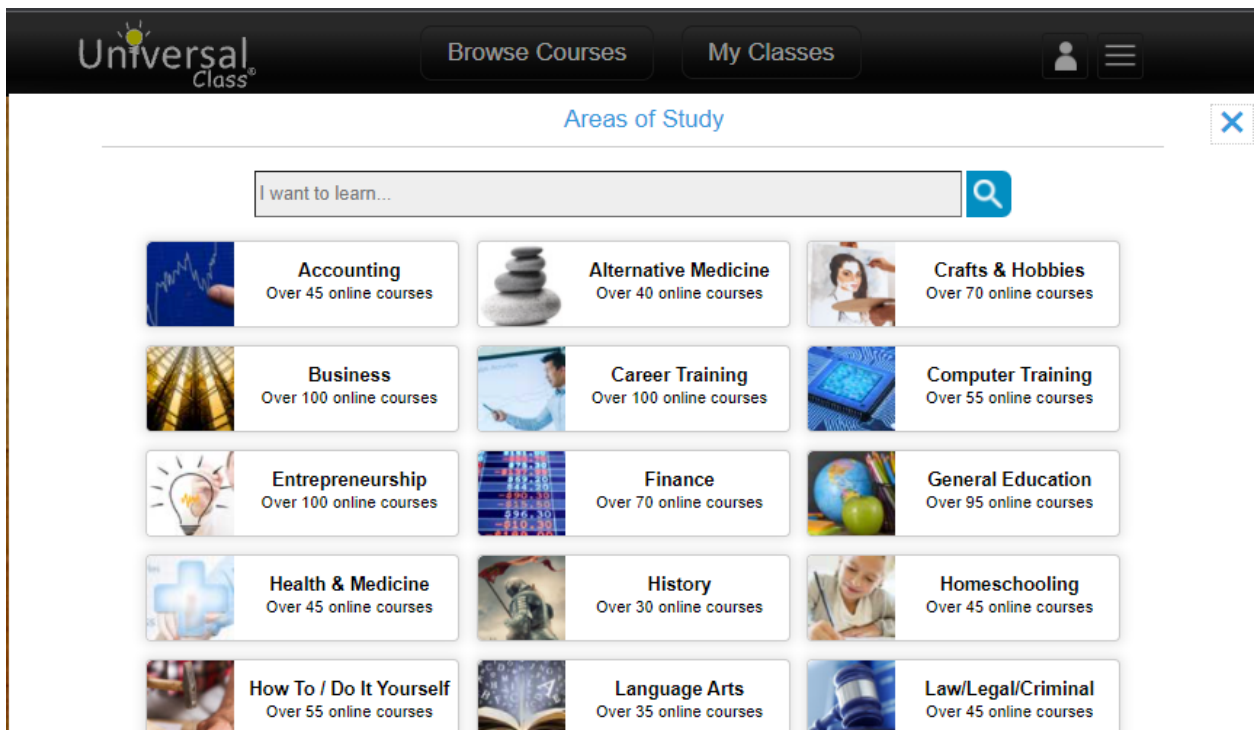
Continue >>



To view available courses, scroll down to where it says “Ready to start taking courses?”

Universal Course arranges its classes by category, such as; Accounting, Crafts and Hobbies, Career Training, Computer Training, General Education, History, Homeschooling, etc.

Browse by these categories or search for a specific course or topic by selecting **Browse Courses** at top of the screen. This will open into this page (below) and give you the functional search bar.



Choose a topic of interest and start learning!

Browse classes in depth by clicking on their titles. You'll see the number of lessons, exams, assignments and total credit hours would receive by completing this course. You'll also see whether there is an option to audit this course- that is, to watch the lessons only and not have to complete any exams. Keep in mind, if you audit a course, you won't receive a certificate at the end.

The screenshot shows a mobile interface for a course titled "Nutrition 101". At the top, there is a navigation bar with a back arrow, the course title "Nutrition 101", and a close button. Below the title is a large image of various fruits and nuts. A prominent green button says "+ Join this Course". Below this, it says "Self-Paced, Online Class" and "Vermont Department Of Libraries". A row of statistics is displayed: "11 Lessons", "23 Exams & Assignments", "7 Hours average time", and "0.7 CEUs". There is also a "Video Audit Available" icon. A video player is embedded, showing a video titled "UNCOVER SOME BENEFITS OF INCLUDING ENOUGH CALCIUM IN YOUR DIET, AND HOW TO PREVENT OSTEOPOROSIS". The video frame shows a chalkboard with "Ca Calcium" written on it, surrounded by various food items like broccoli, cheese, and beans.

Most classes have an introductory video so you can get a feel of the class format and instructor before joining. For more information on the course, **scroll down** to see the course description, lessons, and even reviews from other students who have completed the course.

Once you've chosen a course you'd like to start, select the green **+Join this Course** button in the top right hand of the screen (above). It will ask how you'd like to participate in this course: by completing the exams and assignments for the certificate, or to join by video only.

The screenshot shows a confirmation screen titled "Manage My Courses". It features a back arrow on the left and a close button on the right. The main content area is currently blank, indicating the next step in the process.

Please confirm you want to join this course:

The confirmation screen shows the course title "Nutrition 101" at the top. Below it is a small image of a woman in a kitchen. To the right of the image are two green buttons: "Join Certificate Class" and "Join Video Only Course", separated by "- OR -".

You can then enter your first lesson by selecting the course and then selecting **View Lesson**.

The screenshot shows a course interface for "Nutrition 101". At the top, it says "Welcome Charlotte!". Below this are two red callout boxes with speaker icons: "Please review the Learning Outcomes for this course." and "Don't be shy! Get the conversation started and introduce yourself in the Class Forums.". To the right is a "Choose Avatar" button with a person icon. A "Lesson 1" tab is visible. The main content area is titled "Choosing Your Nutrition Goals" and features a basket of vegetables and a green "View Lesson" button. At the bottom, there are three lesson options with icons: a pencil for "An Introduction", a pencil for "Lesson 1: USDA Food Pyramid", and a document for "Lesson 1: Choosing a Food Pyramid and Nutrition Goals". The background is a collage of various healthy foods like berries, nuts, and vegetables.

To enter this course from the main page, you'll want to select **My Courses** from the top menu, instead of Browse Courses.

Universal Classes will automatically save from where you left off, making it easy to learn when you have the time.

Have questions or comments?

Email Charlotte at ccarr@southburlingtonvt.gov for specific troubleshooting or feedback on this guide.

Take our Tech Class survey! Click [here](#) to fill out a short survey to inform future technology classes at the South Burlington Public Library and let us know how we're doing. Or use the QR code below by opening your smart phone's camera and positioning it over the square. Follow the "pop up" to access the survey.

