Using Universal Classes

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**.
The 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**.
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.

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

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](mailto: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.