Universal Class through Libby Instructions

Universal Class gives you access to 500+ Online Skill Courses. Universal Class can help you with step by step lessons and assignments. Also, with a successful completion of a course you can earn a CEU Certificate.

1. Open Libby (either through the Libby app or on a computer through Libby's desktop site; it is suggested to do this through the desktop site for the best experience: https://libbyapp.com/welcome) – make sure you are signed into your Libby account.

2. Click the **Library Icon** on the bottom navigation bar if you are not on it.

1. Scroll down until you see the Extras Tab where you can toggle between Qello Concerts and Universal Class.

2. Click on the word **Get** on the bottom right for the **Universal Class** Tab.

3. Click **Open.**

4. Click **Get Access**.
   a. A pop-up will appear with terms and information for using Universal Class, please read this if this is your first time using this service. You can check the box if you do not want to see this message again.

5. Click **Continue to Universal Class** – this will leave Libby.

6. If this is your first time using this service, you <u>must</u> register a new account with Universal Class first. (If this is not the first time, log in with the information from the previous time, by clicking **Sign In**.)
   a. Click **Register Now**
   b. Fill in the Registration Form
   c. Agree to the Terms of Service
   d. Click **Continue**

7. You will now be able to use Universal Class, with full access, through the Library's Libby Service.

8. You will have received an email from Universal Class asking you to confirm your email. Go to the email you register with, open the email, and click the link **Click here to confirm your email** to confirm it and then use your log in information to log into Universal Class.

9. To browse the course selections, scroll down to look through the subjects or click on the **magnifying glass** in the upper left corner to search.

10. When you have found a course that interests you, click on the **Title** to get a detailed list of everything the course will offer.

11. When you are ready to take the course, click the green +**Join this Course** button.

12. Select if you want to join the class as a **Certified Class** (you will get a CEU certificate with a successful completion) or as a **Video Only Course** (auditing the course without official record keeping).
13. To start the course click **Enter Course**, and then click **View Lesson** to begin your first lesson.
14. Follow along with the lesson's instructions and prompts, including assignments and exam instructions.
15. To return to a Universal Class after leaving:
    a. Go to **universalclass.com**
    b. Click the **Three Line Symbol** in the upper right corner
    c. Click **Sign In**
    d. Use the login information you created through Libby
    e. Click **My Classes** at the top
    f. Click **Enter Course** to pick up where you left off
16. Your access to Universal Class will expire in 1 months' time. When it does, you will <u>have</u> to borrow Universal Class through Libby again to get your access back. You can borrow Universal Class as many times as you would like. To find Universal Class through Libby, look in Libby under the **Shelf icon** . Borrowing Universal Class does not affect your eBook/ audiobook borrowing limits. Once you have borrowed Universal Class through Libby, you can access Universal Class directly on your mobile device through you internet browser or on a computer by logging in with your email and password you created.