# Introduction to Universal Class

Universal Class is one of several online databases to which the library subscribes. Universal Class offers self-guided classes on a wide variety of subjects. Available classes range from cooking to exercise to common computer programs and more academic topics. Most classes involve reading, written assignments, and online tests. Classes are self-paced but administered by an instructor who grades assignments and tests and is available for questions and feedback. In order to use this service you need a valid library card and an email address.
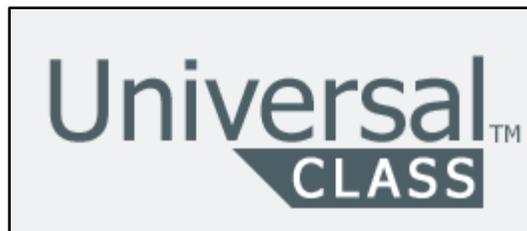
Accessing Library Databases

All of the library's online databases are available on either Internet or catalog computers in the library. Residents of the city of Dubuque can access most databases from home, as well.

To access databases on one of the library's Internet computers, start by going to the library's homepage (www.dubuque.lib.ia.us). Find the dark red menu ribbon near the top of the page and hover
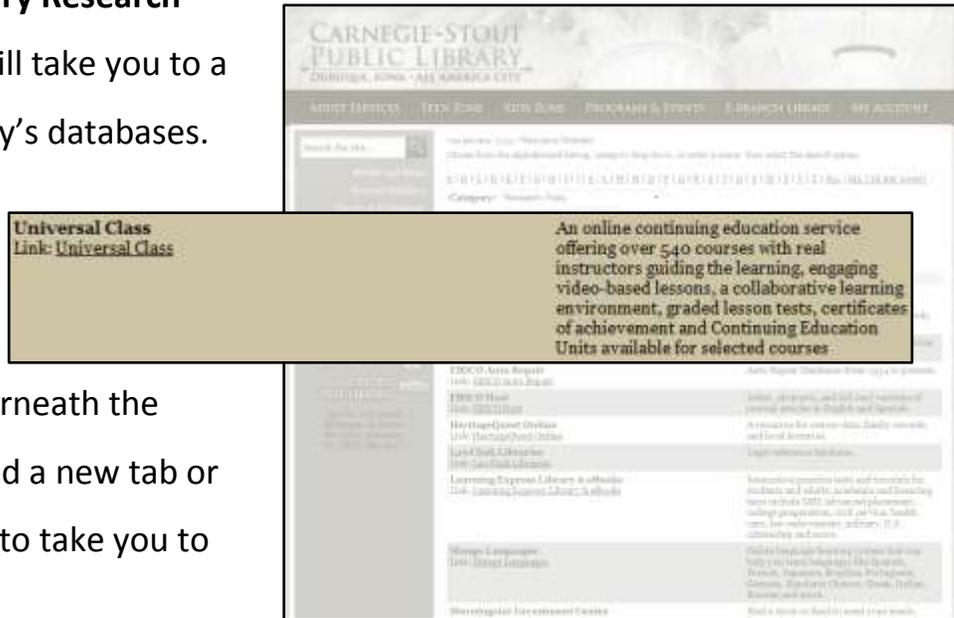
your mouse over the words **E-Branch Library** to open a popup menu. In this

menu, select **Library Research**

Databases. This will take you to a

list of all the library's databases.

For this class, we

want to select

Universal Class.

Click the link underneath the

database name and a new tab or

window will open to take you to

Universal Class.

To access databases on one of the library's catalog computers, find the light blue

tabs at the top of the screen. Click on the tab labeled **Online Databases**. This will

take you to the same list of databases you'd find on the library's Internet

computers. Find **Universal Class** and click the link underneath the database name.

To access databases from home, the process is nearly the same as accessing

databases on the library's Internet computers. Start by going to the library's

homepage (www.dubuque.lib.ia.us). Find the dark red menu ribbon near the top

of the page and hover your mouse over the words **E-Branch Library** to open a

popup menu. In this menu, select **Library Research Databases**. This will take you

to a list of all the library's databases. Find **Universal Class** and click the link

underneath the database name. You'll be asked to supply your library card number (the entire 14-digit number off the back of your card, entered without spaces or dashes) as well as your PIN (the last four digits of your phone number). Once you've entered this information you'll be taken to Universal Class. If you're unable to log in, call the library at 589-4225. Databases login issues can usually be fixed quickly and easily.

Remote Patron Authentication

Welcome to Carnegie-Stout Public Library.

The resources you have requested are restricted. Please enter:

Borrower ID (enter your entire barcode without spaces)

Borrower PIN # (default last 4 digits of telephone number)

Login

Universal Class Account Creation and Login

Once you reach Universal Class you'll need to set up an account on their site in order to keep track of your progress through your classes. First you'll be asked to enter your library card number again so that Universal Class can verify that you're authorized to make an account. Once you've entered your number and clicked **Go** you'll be taken to a short new member registration

Enter Your Library Card ID/Bar Code Number

Enter Code: [   ] Go >>

Recorded Books

form. Enter the required information and then click **Continue**. You may wish to write down your username and password. Universal Class can help you if you forget your password, but you're better safe than sorry.

Once your account has been created, Universal Class needs to verify your email address before you can start any classes. They'll send an automated email to the address you provided. This email will contain a link that says **Click Here to Confirm Email**. That link will take you to Universal Class where you'll be asked to enter your username and password. Once you've done so, you'll be ready to start a class.

From this point on, when you go to Universal Class you'll want to start by clicking the blue **Login Now** button on the right side of the page. This will take you to the login page.

Enter your username and password and click the red **Login Now** button.

When you finish with Universal Class, click the red **Log Off** link at the top right of the page and then close your web browser.

Finding and Joining Classes

When you log in to Universal Class you'll be taken to the **My Classes** page. From this page you can keep track of your progress in your classes and access messages from your instructors and fellow students. To start off, you'll only see a message that says "Sorry, you are not currently active in any online classes."

To look for classes to join, find the blue menu bar near the top of the page and click **Home**. On the homepage you'll find a few different ways to look for classes.

First, there are links to several spotlighted classes. If one of these interests you, click on the course name to be taken to the detailed information for that class.

Areas of Study

Accounting
Alternative Medicine
Arts and Photography
Business
Career Training
Computer Training
   Business Applications
   Computer Basics
   Computer Programming
   Image Editing
   Learn HTML
   ◇ MS Applications
   Photography
   Software Programs
   Technology Skills
Cooking
Crafts & Hobbies
Entrepreneurship
Finance

If the spotlighted classes don't interest you, you can use the gray **Areas of Study** sidebar along the left side of the page. When you click a topic in this list you'll be taken to a page that gives general information about the classes Universal Class offers on that topic as well as a list of specific classes. The sidebar will change to list more specific facets of the broad topic you selected. You can use these links to narrow your search. When you find a class you're interested in, click on the course name to be taken to the detailed information for that class. The **Course Catalog** link on the blue menu bar works just like the sidebar but requires a few extra clicks.

Search Online Classes:

[   ] Find Course

Now searching hundreds of public courses!
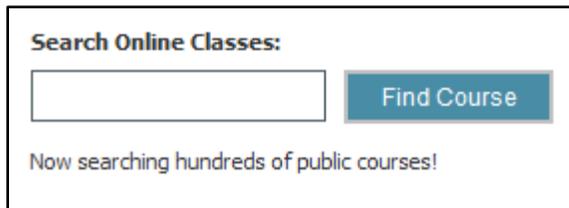
If you're not sure which topic to pick out of the sidebar, you can use the **Search Online Classes** box at the top of the homepage. This is a very general keyword search. It's good at finding a lot of classes that match the words you enter but can sometimes get a bit off topic. Enter a search term or two and click **Find Course**. You'll be taken to a list of classes that have your search terms in the class description. If one of these interests you, click on the course name to be taken to the detailed information for that class.

One of the classes Universal Class offers is "How to Take an Online Class at Universal Class," which seems like a good place to start. You can find it with the

spotlighted classes on the homepage. Click on the course name to be taken to the detailed information.

The detailed course page tells us what the class will cover, who teaches it, and how it's graded. If you're uncertain what a class will involve, this page should answer your questions. Once you've looked it over, click the red **+Join This Course** button (there are two of them, one at the top of the page and one at the bottom). You'll be taken to a page where you'll confirm that you want to join the class. Unless you've changed your mind, click **Join this Class**. You'll be taken back to the **My Classes** page you saw when you first logged in. Now you'll have a class listed here.

Starting Your Class

From the **My Classes** page, click the class name to get started. This will take you to the **Student Class Wizard**. This page provides links to all the separate lessons of your class as well as a few introductory tasks such as reading the course syllabus and reviewing the course learning outcomes. These introductory tasks are optional and on the honor system. As you complete each task click **I Completed Task**. The lessons are not on the honor system and must be completed in order. To start Lesson 1 click **Start Lesson**.

Lesson 1 contains a page of text and a video. Once you've read the text and feel you understand it you can move on to the Lesson Activities at the bottom of the page. We've got two activities in this lesson. The first is a **Class NetLink**, a link to

something the instructor wants the class to look at (in this case an Amazon listing for a book about online learning). The Universal Class website will note when you've clicked the link and add a little green checkmark next to the link.

The second activity lesson is an assignment. On the assignment page you're given a task to do or questions to answer. This assignment is fairly simple: write out how you heard about Universal Class. At the bottom of the page you'll find an area labeled **Enter Your Assignment Here** with a text box in which you can write your answer. There's also a link to upload a file if necessary (in a class about Excel, for example, you might be asked to do something in Excel and then upload your saved spreadsheet). You're able to do a few other things on this page, if you wish. You can give the assignment a difficulty rating and leave comments for other students. You can also choose whether or not to allow other students to see your work. When you're done, click **Submit this Assignment**. You'll be taken to a page that confirms your submission and provides a red button to **Return to Class Lesson**. Your assignment will be sent to the instructor. You'll get a message from the instructor once your grade has been submitted.

Returning to the lesson, you'll see a green checkmark next to the assignment, marking it as done. Before you complete the lesson, you

Please Complete the Following Lesson Activities :

- **Class NetLinks**
  Visit: Power Up! A Practical Student's Guide to Online Learning ✔
- **Assignments**
  Complete: Where did you hear about UniversalClass™? ✔

I've Completed this Lesson

can rate it and report any errors you've noticed. When you're done, click the red button that reads **I've Completed this Lesson**.

When you complete Lesson 1, you'll automatically be taken to Lesson 2. Lesson 2 has a page of text to read and, in the lesson activities, an exam. Once you've read the text, click the exam link. The next page tells you that the exam is 7 questions long and takes about 3 minutes to complete. Click **Begin Exam**. As you take the exam you'll have a clock to show how long you've been and a bar to show your progress through the questions. All the questions are

Lesson 2 Exam: How To Take an Online Course
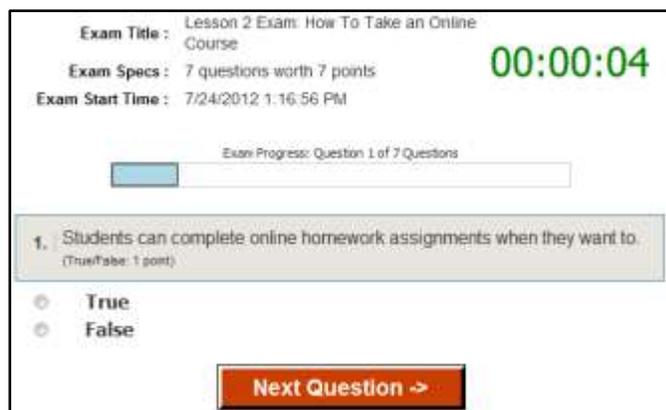How to Take an Online Course at UniversalClass

Are you ready to take this exam?

You are about to take the exam "Lesson 2 Exam: How To Take an Online Course". This exam will be activated as soon as you click the "Begin Exam" button.

7 questions worth 7 points
Average Completion Time: **3 Minutes**

Difficulty Rating: (545 votes)
"Easy"

Begin Exam   **Cancel**

Exam Title : Lesson 2 Exam: How To Take an Online Course
Exam Specs : 7 questions worth 7 points
Exam Start Time : 7/24/2012 1:16:56 PM

00:00:04

Exam Progress: Question 1 of 7 Questions

1. Students can complete online homework assignments when they want to.
(True/False: 1 point)

○ True
○ False

Next Question ->

either true/false or multiple choice. Select an answer and then click **Next Question**. When you reach the last question you'll be given a button to **Submit**

Exam. When you click the button a window will pop up to confirm that you're ready to submit. Click **OK**. Just like when you finished your assignment in Lesson 1, you'll be taken to a page that confirms your submission and provides a red button to **Return to Class Lesson**. Your assignment will be sent to the instructor. You'll get a message from the instructor once your grade has been submitted. Click **Return to Class Lesson** and then, on the Lesson 2 page, **I've Completed this Lesson**.

Odds and Ends

Reading, NetLinks, assignments, and exams cover most of what you'll be asked to do in Universal Class. Instead of pushing on to Lesson 3 right now, let's stop and look around a little. Find the blue menu bar near the top of the page and click **Class Start Page**. This will take us back to the Student Course Wizard. Notice that Lessons 1 and 2 are now marked as complete and offer a link to **Review Lesson**, in case you wanted to look at them again. Lesson 3 is unlocked and ready for us to begin. We could click **Start Lesson** to do so.
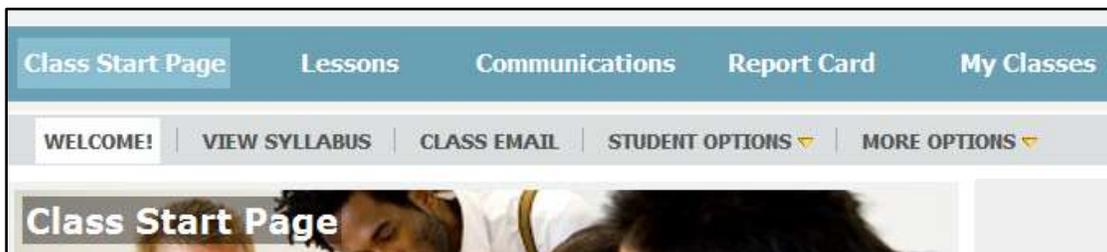
Returning to the blue menu bar, other useful links include **Report Card**, which will show our scores for assignments and exams we've completed, and **My Classes**, which will take us to a list of all the classes we're enrolled in. There's a gray menu

bar just underneath the blue bar. On this bar you can hover your mouse over **More Options** to find a couple useful things. **Update My Profile** will take you to a page where you can enter whatever personal information you'd like instructors and other students to know about you. **Change My Password** will take you to a page where you can change your password.

If you want to return to the Universal Class homepage to find more classes to take, click the Universal Class icon at the top left of the page. You may wish to finish your class about how to use Universal Class before you try something else or you might want to jump right into a topic you find more interesting. If you do start a new class, remember you're free to revisit anything you've already done should you have a question or need a refresher.