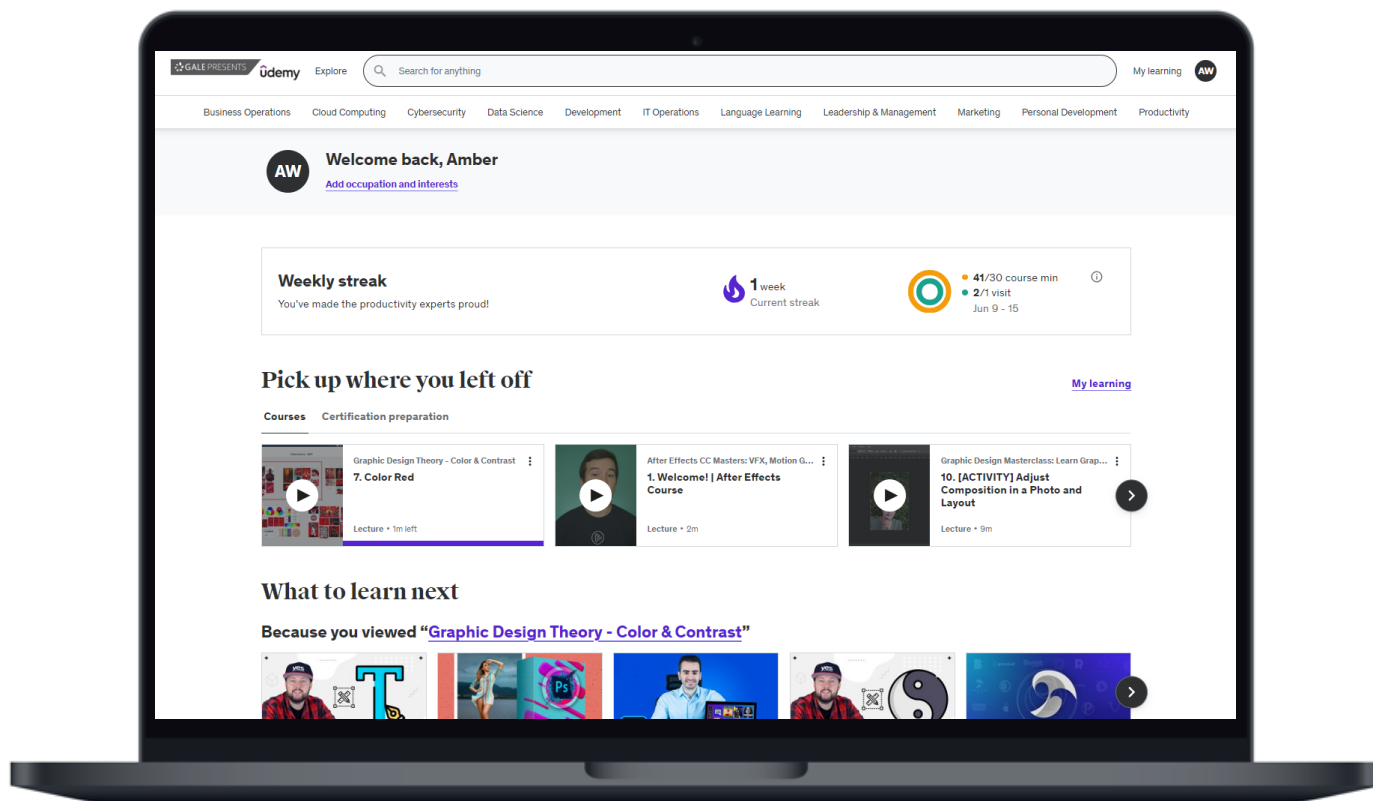


GALE PRESENTS: UDEMY

Upskill Professionally and Personally

Gale Presents: Udemy is an online learning platform that offers over 25,000 instructor-led video courses focused in professional and personal development. With its user-friendly interface and emphasis on self-paced learning, *Gale Presents: Udemy* is the ideal resource to support adult patrons looking to increase their knowledge and skills.



ON-DEMAND COURSES FOR IN-DEMAND SKILLS

Our video courses focus on key subjects in business, technology, design, marketing, and personal improvement.

COURSE LANGUAGE OPTIONS

Courses available in 14 languages can be found throughout the resource.

BROWSE AND SEARCH CONTENT

Simple browse and search options ensure all learners of all skill levels can find the content they need.

BADGING TO SUPPORT CERTIFICATION

Use badges to identify courses designed around key certifications to prepare for certification testing.

GALE PRESENTS: UDEMY

SIGN IN/CREATE ACCOUNT

To utilize *Gale Presents: Udemy*, users (who must be at least 13 years old) are required to create an account and sign in. This allows them to save their progress and return to their courses later.

Users can sign in using a **Microsoft** or **Google** account, or can create a username and password specific for *Gale Presents: Udemy*.

Sign In With Microsoft/Google

- On the homepage, select the orange **Sign In/ Create Udemy Account** button.
- Choose either **Sign In With Google** or **Sign In With Microsoft**.
- Enter your **Google** or **Microsoft** information to authenticate into *Gale Presents: Udemy*.

Sign In Without Microsoft/Google

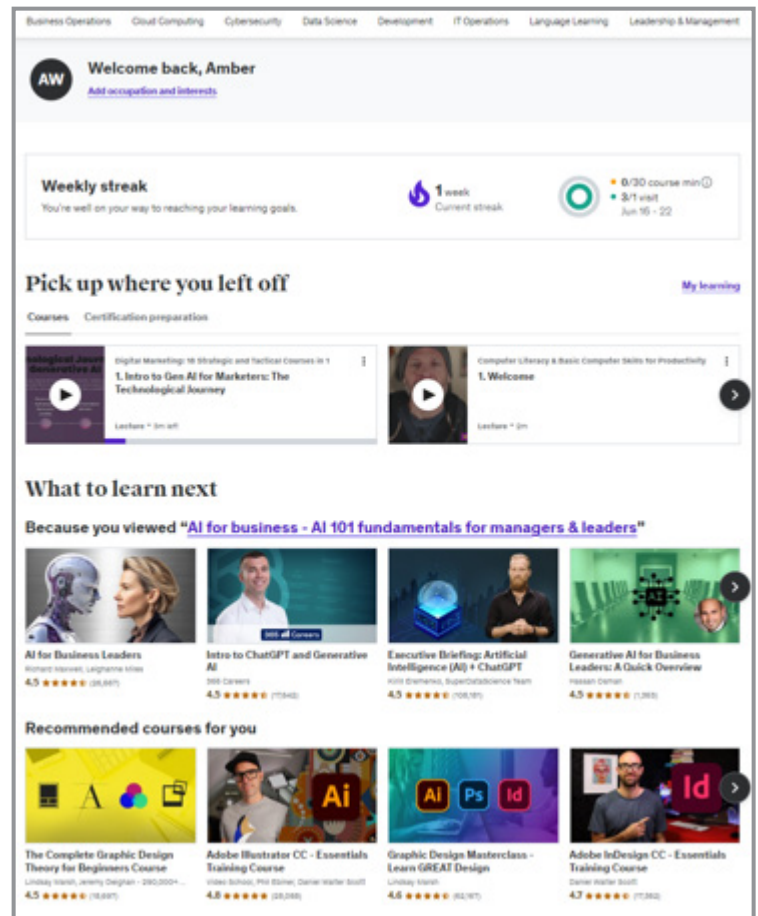
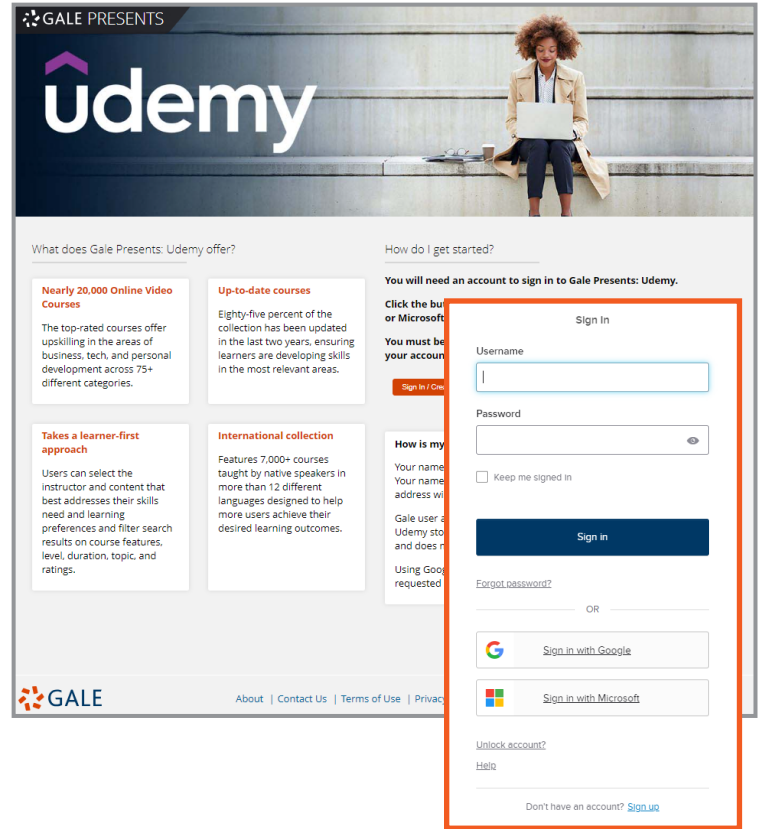
- On the homepage, select the orange **Sign In/ Create Udemy Account** button.
- Select **Sign Up** at the bottom of the page.
- Enter your information, and select sign up. You will be required to authenticate your email before continuing.

BROWSE CONTENT

Homepage Browse

The homepage provides you with quick access to popular courses that match your search history, or highlight trends seen within the resource.

- As you continue to search, browse, and take courses, the recommended courses will become more precise.
- Top picks and new courses will appear on the homepage as well.
- If you are actively working on courses, they will appear at the top of the homepage for easy access.
- The **Toolbar** at the top of the homepage provides organized categories for exploration including things like Business Operations, Language Learning, Personal Development, and Cybersecurity.



GALE PRESENTS: UDEMY

Explore Button

The **Explore** button, found next to the **Search Bar** at the top of the page, provides additional categories to discover.

- Select the **Explore** button to see a drop down of available categories.
 - » The **Badging** category can also be found under the **Explore** button. This section will guide you to courses directly related to key certifications.
- Hover over a category to see subcategories, or click directly into a category of interest.
- Hover over a subcategory to see popular topics, or click directly into a subcategory of interest.

SEARCH CONTENT

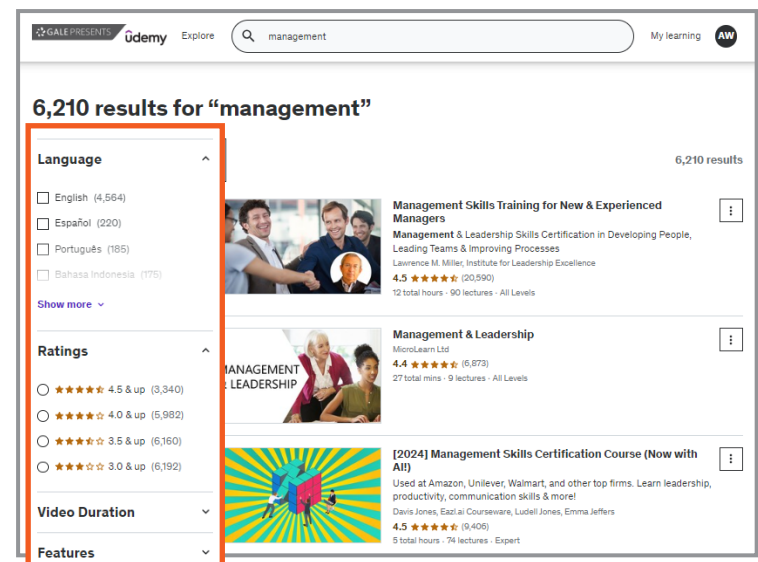
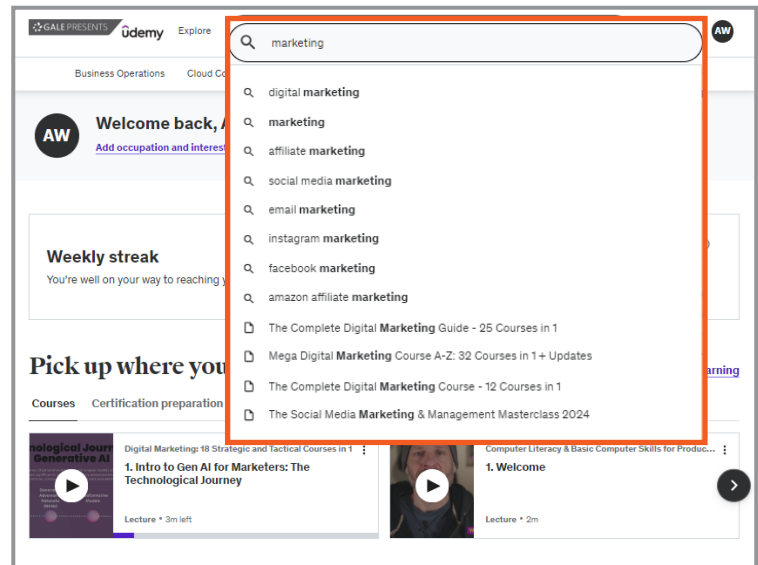
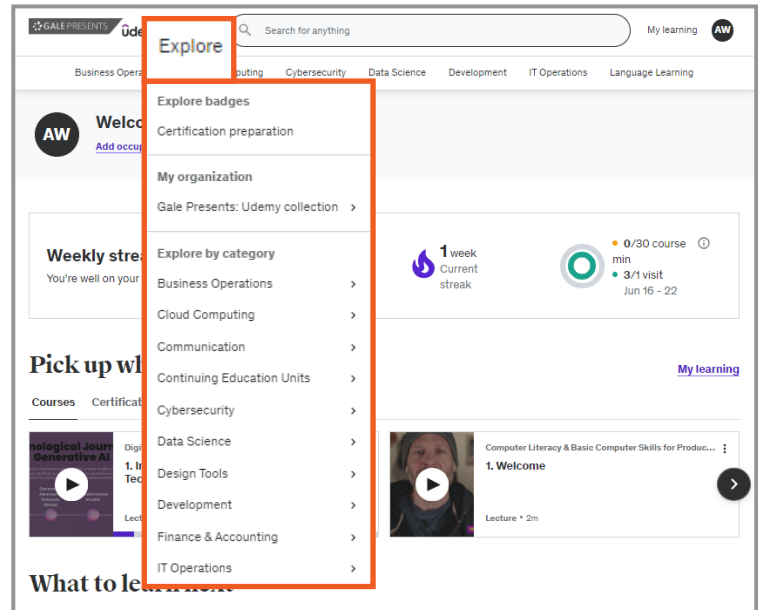
Utilize the **Search Bar** at the top of the page to find more specific content based on your criteria.

- As you're typing, predictive text drop downs provide guidance on appropriate search terms.
- Once you run your search, you will see the number of results at the top of the page.
 - » If there are too many results, try a more specific search term. If you don't get enough, you may need to be more general in your search.

UTILIZE FILTERS

Filters provide you with options to narrow the results you see after searching or browsing.

- As a best practice, utilize **Filters** when you have a large number of results to limit the amount of time it takes to find the courses you need.
- **Filters** are found on the left side of your results page, and can be expanded or collapsed depending on your needs.
- If you are looking for content in languages other than English, the **Language Filter** is a helpful tool.
- You can select as many filters as you want to narrow your results.
- To remove filters, either uncheck them on the left side of the page, or select **Clear Filters** at the top of the page.



GALE PRESENTS: UDEMY

ENGAGE WITH COURSES

Enroll In a Course

Select a course of interest to be launched to the main enrollment page to see more information.

- While on this page you will see detailed course information including course contents, prerequisites (or suggested knowledge level), instructor information, and student reviews.
- Once you review the course information to ensure it's what you're looking for, select the purple **Enroll Now** button to enroll.
- After you enroll, you will be launched directly to your course to begin learning.

Take a Course

Once you enroll in a course, you will be taken to the main course page to begin your learning.

- The **Course Content** section on the right of the screen contains all parts of the course with their length, and lets you see what you have finished.
- Some courses will have materials for you to download within this section as well.
- Underneath the main video you will find tabs for an Overview, Q & A, Notes, Announcements, Reviews, and Learning Tools to enhance your learning.
- Your progress through your course is saved automatically as you move along, so you will easily be able to pick up where you left off in previous learning sessions.
- You can also see your progress at the top of the page.

MY LEARNING

The **My Learning** section found in the top right of the page houses all your current and archived courses.

- You can archive/ unarchive courses at any time by selecting the three dot icon on the course image.
- In this section you will also see any certification preparation courses you are enrolled in.
- Courses will stay active in this section until you decide to archive them.

The screenshot shows the enrollment page for a course titled "Management Skills - Team Leadership Skills Masterclass". At the top, there's a search bar and a "My learning" button. The course title is prominently displayed, followed by a subtitle: "Leadership & Management Skills - Change Management- Lean BPM Management Skills - Team Management - Team Building". Below this, there are 4.5 stars, 15,290 ratings, and 75,689 students. A "Preview this course" button is visible. A purple "Enroll now" button is the main call to action. To the right, a list of course inclusions includes 19.5 hours of on-demand video, 2 articles, 94 downloadable resources, access on mobile, and a certificate of completion. A "What you'll learn" section lists several key takeaways, such as becoming a successful team manager, understanding how to manage people, and using LEAN tools.

The screenshot shows the course content page for "Graphic Design Theory - Color & Contrast". The main area features a video player with a play button. To the right, a "Course content" sidebar lists sections: "Section 1: Introduction" (2/4 | 5min), "Section 2: Color Theory" (2/5 | 33min), and "Section 3: Contrast" (0/7 | 45min). Under "Section 2", items like "5. Terms and Definitions" (10min), "6. Meanings of Colors" (3min), "7. Color Red" (12min), "8. Color Harmonies" (5min), and "9. Perception of Color" (4min) are listed. A "Schedule learning time" notification is visible at the bottom, encouraging daily learning. Navigation tabs for Overview, Q&A, Notes, Announcements, Reviews, and Learning tools are present.

The screenshot shows the "My Learning" section of the UDEMY interface. It features a "Schedule learning time" notification at the top. Below this, there are filters for "All courses", "Certification preparation", "Archived", and "Learning tools". A "Sort by" dropdown is set to "Recently Accessed". A "Refine" button and a search bar for "Search my courses" are also visible. At the bottom, four course thumbnails are displayed: "Graphic Design Theory - Color & Contrast", "Computer Literacy & Basic Computer Skills for...", "Digital Marketing: 18 Strategic and Tactical...", and "Graphic Design Theory - Psychology of Design".