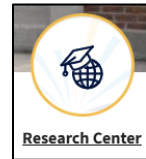


UniversalClass is a continuing education resource that allows Trumbull Library patrons to learn new skills or explore hobbies, through self-paced online courses. It includes more than 600 courses in 35 subject areas.

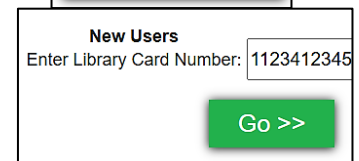
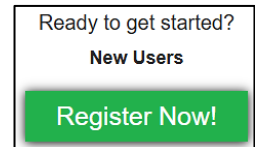
How to get to UniversalClass:

- Go to www.trumbull-ct.gov/Library and click on the *Research Center* button.
- From there, scroll down to *Research*, and then click on *Universal Class*.



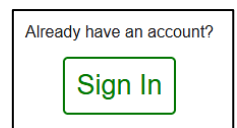
First-time users:

- Scroll down and click on the green *Register Now!* button.
- Enter the 14-digit number from the barcode on the back of your library card, and click *Go*.
- Fill out your name and email address, and choose a password for your account. **Make sure to save your password for when you use the site in the future:** this way, your progress will be saved on any courses you take, and you can pick up where you left off.



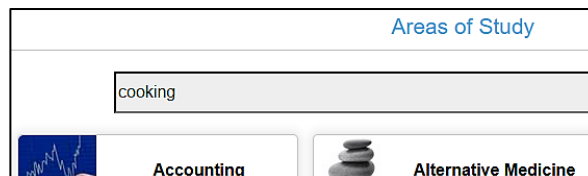
Returning Users:

- If the top of the screen says “Classes I’m Taking,” you are already logged in.
- If the top of the screen says “Welcome Patrons of Trumbull Library,” scroll down and click on the *Sign In* button to login to your account.



To take a course:

- See what courses are available by clicking *Browse Courses* and then clicking on a category or entering a search term into the box.



- When you click on a course, you’ll see a description, along with information on the number of lessons, assignments, and CEU credits. Click *Join this Course* to get started. You can choose *Join Certificate Class* or *Join Video Only Course*.

What is the difference between a *Certificate Class* or *Video Only Course*?

- A **Certificate Class** includes quizzes and assignments which you must complete, and which are graded (and given feedback) by an instructor. You will then earn a certificate and Continuing Education Units (CEUs) at the end. CEUs can be used to meet job requirements for professional development, or listed on a resume.
- A **Video-Only Course** allows you to just watch the videos without requiring active participation. This option is ideal if you just want to learn for your own enjoyment and don’t require a record of completion.

- Click *Enter Course*.
- Click on the first lesson and watch the video or read the article.