\*Example content purposely left in for reference. <Yellow> indicates copy to be personalized by library. Keep included. Delete this message before submitting.

**Gale’s Homework Help Resources**

**Email from Teachers to Students**

**How to Use:** (1) Librarian customizes the copy, adds hyperlinks, and saves the file.   
(2) Librarian attaches the file to Gale's homework help resources email from librarian to teacher. (3) Teacher explores the products and notifies students that it will be integrated into lesson plans and classroom activities, etc. (4) Teacher customizes the email that was provided by the librarian. (4) Teacher copies and pastes the subject line and body copy into an email.   
(5) Teacher sends email to students.

**Subject Line Options:**

Help with Starting Your Assignment

Help with Starting <Assignment Name>

**Email Copy:**

Dear Students,

As you start your next assignment, know that you can find support outside of our classroom.

Our school library offers homework help resources that give you quick access to credible sources covering topics we’ve covered in class. Plus, with integrated tools you regularly use, like G Suite for Education and Microsoft Office 365, it’s easy for you to save, share, and download content—including highlights and notes. Be sure to use these resources when starting your next assignment.

Visit <LIBRARY URL> for access or reach out to <LIBRARIAN NAME> if you need assistance.

You’re going to do great!

< TEACHER’S NAME >