

GALE TRAINING TOOLKIT FOR EL PORTAL



This Gale Training Toolkit delivers expert guidance on effectively utilizing Gale resources available from El Portal, while providing you with the materials to conduct your own trainings. Enhance research, instruction, and information literacy skills with this user-friendly training toolkit!

First visit Gale's El Portal Support Site at <https://support.gale.com/nm> and select your library from the drop box. This will ensure that you'll find tools for the resources your institution has access to. Then use the links below.

ACCESS Getting connected

Need to set up your institution's access to your El Portal resources? Visit Gale's Support Site for El Portal at <https://support.gale.com/nm>.

- **Select your institution** from the drop box provided.
- You'll find your list of Gale resources provided by El Portal; each resource lists its "**geo-link**", an access URL for your institution that uses geographic location to authenticate users into the resource. **Share these URLs** on your web page, libguides, LMSs, and anywhere else your users would want to find them.
- Clicking on a resource name will take you to that **resource's support page** which provides all available support materials from your Gale technical, training, and marketing teams.

THE BASICS Grow your knowledge

- Check out the [upcoming and recorded deep-dive webinars](#) for El Portal resources and our [resource guides](#); use these to **get to know the resources**.
- **Interested in one specific resource?** Check out the [product support page](#) and select the resource to find training, marketing, and technical support tools. [Title lists](#) are also available for each resource.
- Want some **bite-sized learning**? Our [tutorials](#) and [tip sheets](#) give a quick overview or tip!

REACH YOUR USERS Find ready-to-go and customizable tools

- Take advantage of our [student and patron activities](#) to **engage your users** with the resources; you'll find scavenger hunts, trading cards, escape rooms and more.
- Want to **provide outreach** to teachers and others in your community? Check out our ready-to-go [PowerPoint slides](#) and customize as needed!
- Take a look at all these [promotional materials](#) – from **bookmarks to social media posts**, we've got you covered!

FIND HELP Get support from Gale

- Visit <https://support.gale.com/nm> for even more **tools**!
- [Follow Gale's Blog](#) to **stay up-to-date** and get inspired!
- Interested in your institutions' usage reports? Looking to set up a proxy server or integrate into your Learning Management System? Check out [these documents](#) from our support site.
- Need **more** technical support? Reach out to Gale's Technical Support team at [Gale. TechnicalSupport@cengage.com](mailto:TechnicalSupport@cengage.com) or 1-800-877-4253 option 3.
- Looking for advice? Gale provides [Customer Success Managers](#) (for public, K12, and special libraries) and [Academic Outreach and Engagement Specialists](#) (for academic libraries) to help guide you with your Gale resources.