

GALE TRAINING TOOLKIT



This Gale Training Toolkit delivers expert guidance on effectively utilizing Gale resources available from the Michigan eLibrary, 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 Michigan eLibrary Support Site](#) 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 Michigan eLibrary (MeL) resources? Visit Gale's [Support Site for the Michigan eLibrary](#)
 - **Select your institution** from the dropdown provided.
 - You'll find your list of Gale resources provided by MeL; each resource lists its direct link, an access URL for your institution that uses each library's authentication method to authenticate users into the resource. Share this URL on your web page, libguides, LMSs, and anywhere else your users would want to find them.
 - Clicking the resource name will take you to that resource's support page which provides all available support materials from your Gale tech, training, and marketing teams.

THE BASICS Grow your knowledge and focus on subjects



- Check out the [upcoming and recorded deep-dive webinars](#) for MeL 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.
- Want some **bite-sized learning**? Our [tutorials](#) and [tip sheets](#) give a quick overview or tip!

REACH YOUR USERS Don't recreate the wheel – use these!



- 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 staff 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!
- Looking to support a **particular subject area**? Browse support by [topic](#).

FIND HELP



- Visit <https://support.gale.com/mel> for even more tools!
- [Follow Gale's Blog](#) to stay up-to-date and get inspired!
- Tech documents
- Need more tech support? Reach out to Gale's Technical Support team at Gale.TechnicalSupport@cengage.com or 1-800-877-4253