

GALE TRAINING TOOLKIT



This Gale Training Toolkit delivers expert guidance on effectively utilizing Gale resources available from the Tennessee Electronic Library (TEL), 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 TEL 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 TEL resources? Visit Gale's [Support Site for TEL](#)
 - **Select your institution** from the dropdown provided.
 - You'll find your list of Gale resources provided by TEL; 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 tech, training, and marketing teams.

THE BASICS Grow your knowledge and focus on subjects

- Check out the [upcoming and recorded deep-dive webinars](#) for TEL 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 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!
- Looking to support a **particular subject area**? Browse support by [topic](#).

FIND HELP

- Visit <https://support.gale.com/tel> 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