

GALE PRESENTS: IMAGO FACILITATOR GUIDE

Gale Presents: Imago is an online, video-based curriculum platform that provides digital lessons in three critical areas: social-emotional learning, career readiness, and soft skills. Users designated Facilitator are able to create and edit classes, assign lessons, and view student reports.

Utilize this resource guide to navigate the platform as a Facilitator, the educator account designation within *Gale Presents: Imago*.

LOG IN

- Access *Gale Presents: Imago* utilizing go.weareimago.com.
- Select **Log In** in the top right corner.
- Utilize your email and password to access your account.
- If you don't have your log in information, contact your resource administrator.

CREATE AND EDIT CLASSES

Add From Dashboard

- Select **Create a Class** from the tool bar on the left.
- Click **Add Class** in the top right of the page.
- Enter the basic class information including **Name**, **Site**, and **Start/End Dates**.

Add from Management

- Navigate to **Management** utilizing the tool bar at the top of the page.
- Select **Add Class** on the right side of the screen.
- Enter the basic class information including **Name**, **Site**, and **Start/End Dates**.

Edit Classes

- Navigate to **Management** utilizing the tool bar at the top of the page.
- Select the class you want to edit.
- Click on **Edit Class Details** to change the **Class Name** or **Start/End Dates**.

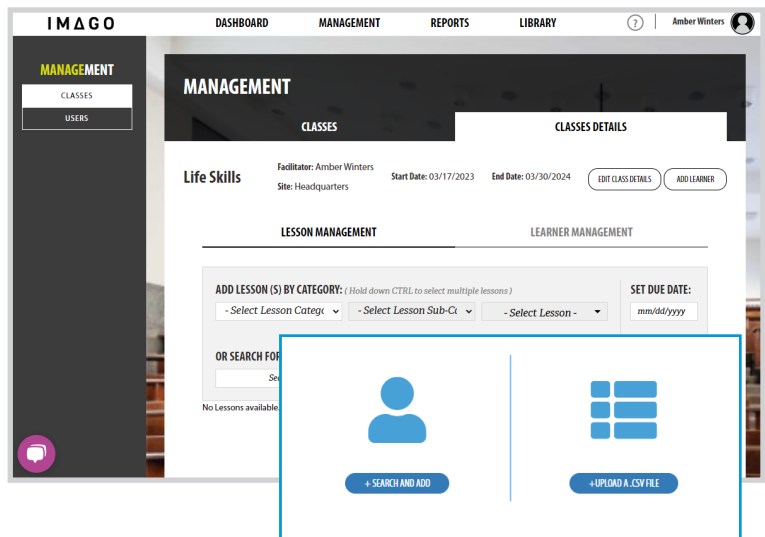
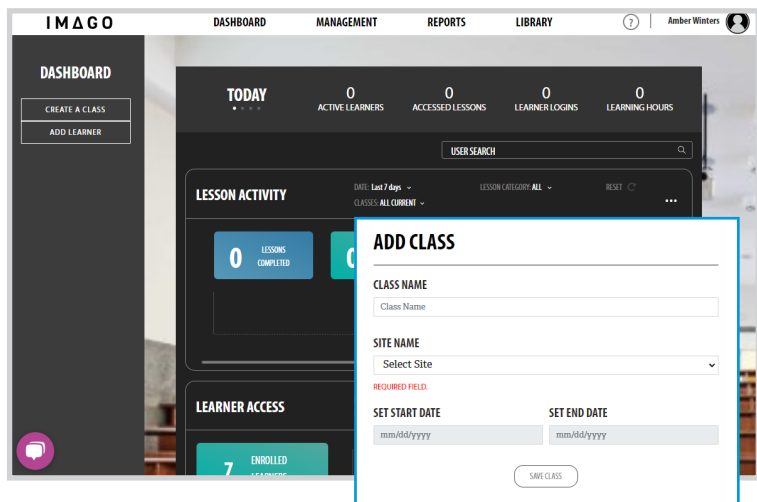
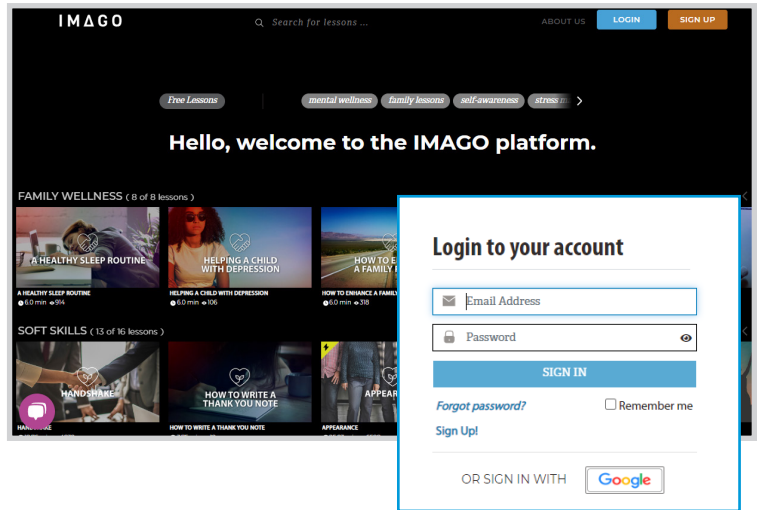
FIND AND ADD STUDENTS

Add Current Student to a Class

- Select **Management** and choose your class.
- Click **Add Learner**.
- Select **Search and Add** to find students already entered in the system.
- Select the student and the class in the pop up window.
- Click **Add to Class**.

Create Student Accounts

- Navigate to **Management**.
- To add a single student, select **Users** in the left tool bar, then select **Add User**.
- To bulk upload users, select **Bulk Add Users** and add your **.CSV** file.



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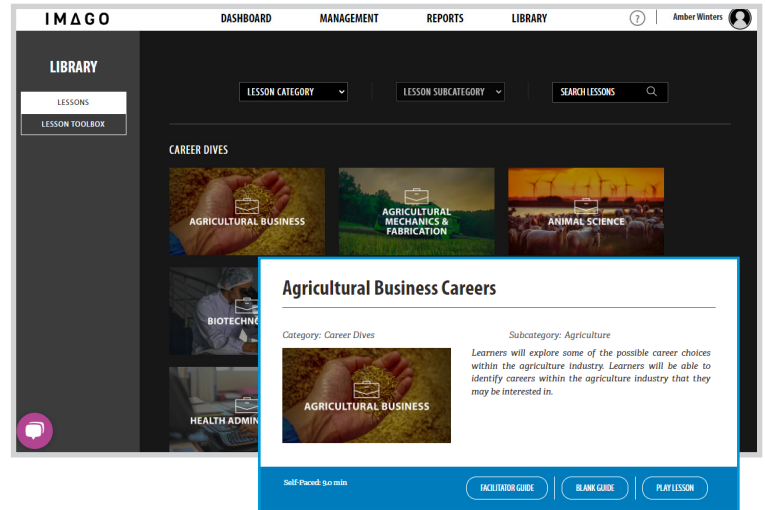
FIND AND ADD LESSONS

Find Lessons

- Select **Library** in the top tool bar.
- Utilize the three filters at the top of the page, or browse the lessons based on category.
- Select a lesson of interest to see the **Study Guide** students will answer, a helpful **Facilitator Guide**, or walk through the lesson yourself.

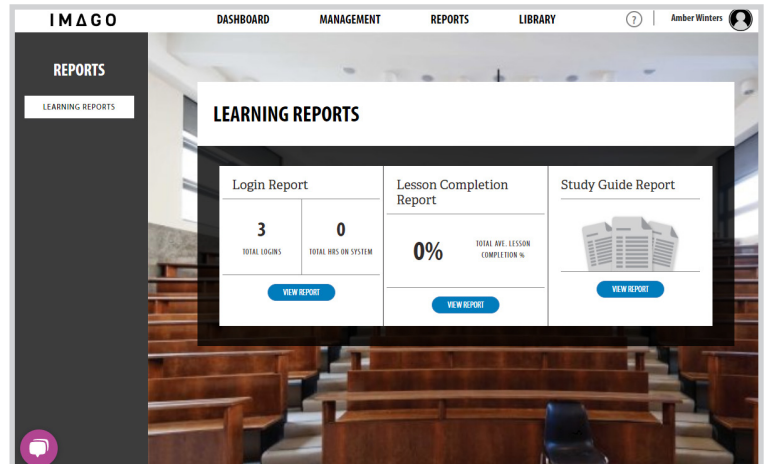
Add Lessons

- Navigate to **Management** and select your class.
- Under **Lesson Management** add your lesson through **Category Search** or **Lesson Search**.
- Set the lesson **Due Date**.
- Select **Add to Class**.



ACCESS LEARNING REPORTS

- Select **Reports** in the top tool bar.
- Select **View Report** to view one of three reports, **Login Report**, **Lesson Completion Report**, or **Study Guide Report**.
- Select your date range.
- Utilize the **Print** or **Download** buttons to save your reports.



ACCESS SUPPLEMENTAL MATERIALS

- Navigate to the **Library**.
- Select **Lesson Toolbox** on the left-hand side.
- Explore videos and documents to support navigation through the site, as well as effective teaching strategies.

