

# GALE IN CONTEXT: FOR EDUCATORS

## QUICK START GUIDE

- Discover content from premium educational sources updated multiple times a day.
- Add instructions, markup documents, and send items to students to enhance learning.
- Collaborate with colleagues and organize materials for lessons minutes or months in advance.

## GET STARTED

Begin each session by clicking **Create Account/Log In**. Sign in with your Google or Microsoft account so that you can explore, organize and annotate content to share with students, and collaborate with colleagues.

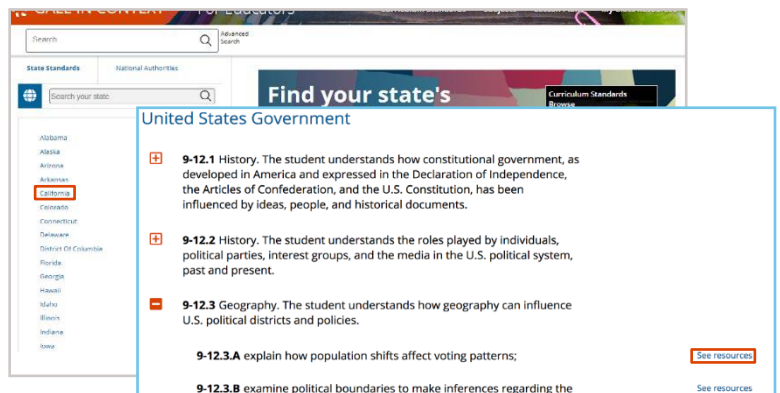
## DISCOVER TRUSTED SOURCES TO SUPPORT INSTRUCTION

Browse to locate valuable content in a few quick clicks, or search to find materials suited to your needs.

### Curriculum Standards

Connect to sources aligned to state and national standards.

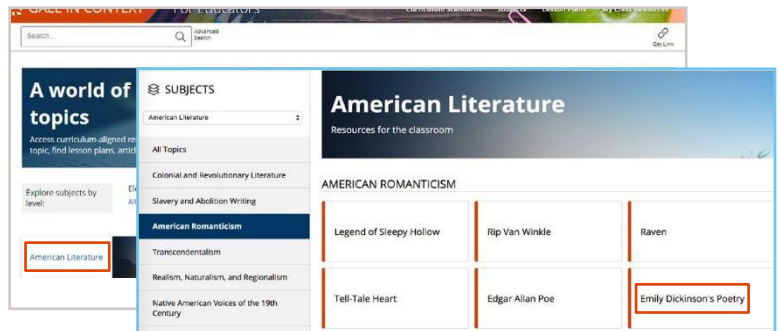
1. Choose your state, or click to select from **national authorities**.
2. Pick a **framework, subject, and grade and course**.
3. Use **+** and **-** to navigate to your preferred standard, and then click to **See resources**.



### Subjects

Easily access materials based on course curriculum.

1. Select your course.
2. Navigate to the topic of interest.
3. Click a topic to view matching results.



### Search

Simply enter terms in the **Search** box to locate results. Or click **Advanced Search** to access custom search fields or find results based on publication date, content type, content level, and more.

### Results

Your browse or search may return a variety of results. Click a **Content Type** to view more.

- Reference**  
Build students' foundational knowledge
- Videos**  
Spark discussion and engage learners
- News**  
Encourage critical thinking with recent articles
- Lesson Plans and Activities**  
Save time and enhance instruction
- And More!**  
Find images, primary sources, experiments, and other sources

Select **Filter Your Results** options to narrow your search. Simply click a result's title to view the item.

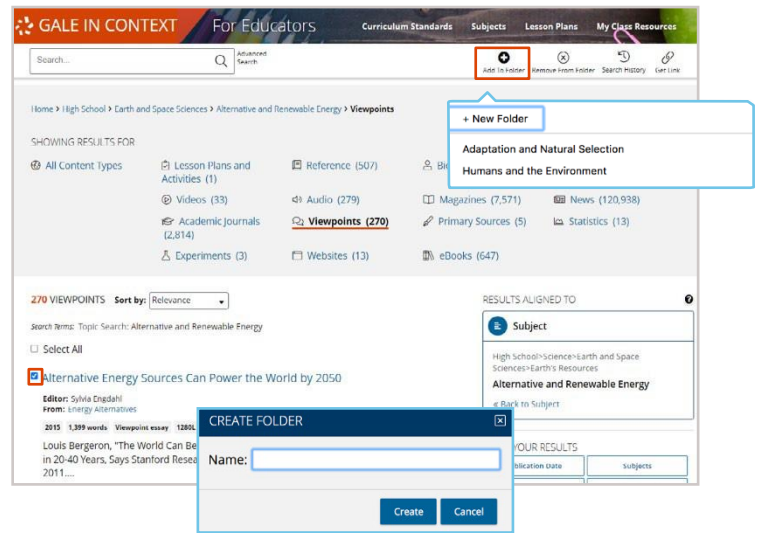
## ORGANIZE, CUSTOMIZE, AND COLLABORATE

Assemble documents to enhance units or projects. Then turn individual sources into student learning activities and save time by working with colleagues.

### Gather Materials

1. Check the box next to each search result you would like to collect. Or click a result's title to access the individual item.
2. Click **Add to Folder** and select a location. Use **+ New Folder** fill in the **Create Folder** menu, and click **Create** to begin collecting materials in a new folder.

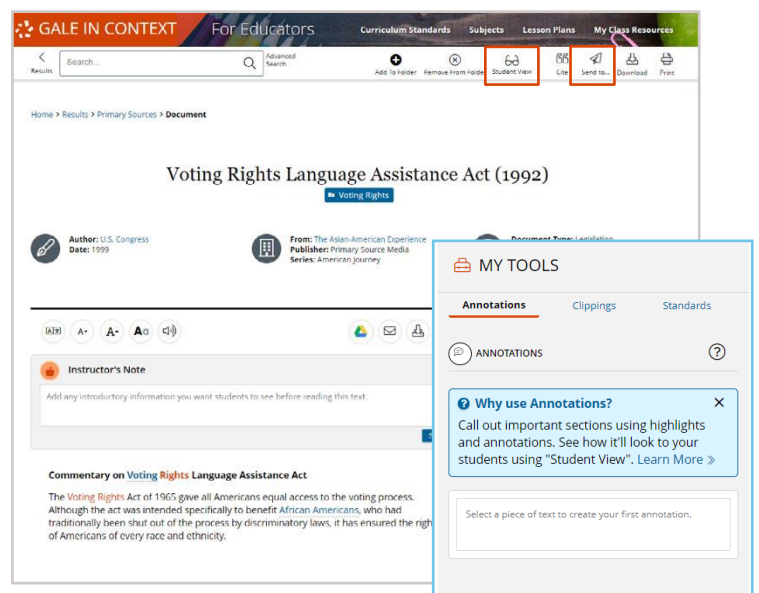
You will see the name of the folder near the title of each item you've successfully added.



### Customize Results

Access and tailor individual documents to your needs.

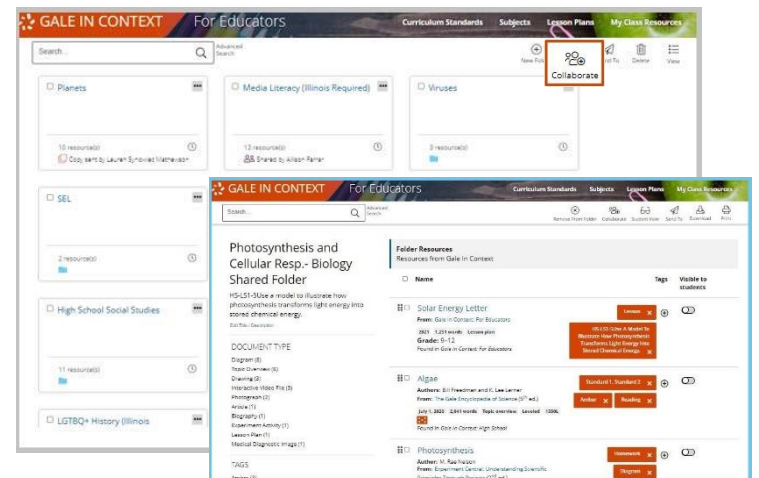
- Add an introduction to provide students directions.
- Select text within the result. Add **Annotations for Students** or create a **Clipping** to ask questions and draw attention to key passages. Use **My Tools** to edit or delete annotations, or to download, print, or **Send Clippings** to students through Google or Microsoft, a link, or email. This is a great way to create discussion or writing prompts.
- Click **Send To** to share the result with students through Google Classroom, Google Drive, Microsoft OneDrive, a link, or email. You can also access **My Class Resources** and select a full folder to **Send To** students.
- Toggle between **Student View** and **Instructor View** to preview what students will see.





### Work with Colleagues and Edit Folders

View and edit your folders in **My Class Resources**.

- To send a folder to another educator, check the box to select the folder, and then click **Collaborate**. You can **Share a Copy** to give the individual a unique instance of the folder to use separately from yours. Pick **Work Together** to allow the recipient to edit the folder with you.
- **Duplicate** a folder or **Move** folder contents to organize your resources.
- Click a folder's title to view and edit its contents. You can add tags to guide student use, select items to **Remove From Folder**, and link to documents.



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