TRAINING TOOLKIT
Gale Presents: Excel Adult High School

The Gale Training Toolkit is a comprehensive resource that delivers expert guidance on effectively promoting and utilizing Gale Presents: Excel Adult High School. Step-by-step instructions, tutorials, and materials allow you to increase your knowledge of the program and enhance its visibility in your learning community.

THE BASICS Everything you need to know to get started

- Master the Admin Dashboard, including viewing applications, tracking student progress, and pulling reports with our first recorded Onboarding.
- View our second recorded Onboarding to learn everything you need to know about promoting the program to your patrons.
- Take a tour of your Student Recruitment Site with this Tutorial.

LAUNCH AND PROMOTE Let your community know

- Learn about best practices for launching Here.
- Order marketing materials using our Step-By-Step Instructions. While you're waiting for your materials to arrive, utilize this Printable Flyer to promote.
- Utilize our Staff Tip Sheet to ensure your staff has the knowledge needed to help patrons.
- Make it easy to access your program by adding MARC records to your library catalog. You will receive this file via email after onboarding.
- Download our Program Summary to prepare newsletters, blogs, or e-blasts.
- Be sure to access our Social Media Content, PR 101 Overview, and Press Release Templates to create awareness outside your library.

CONTINUE LEARNING Gain advanced skills

- Prepare to work with potential students using our Interview Questions and Optional Commitment Pledge documents.
- Looking to learn more about the student experience? Check out our Student Log In Guide and Tips Video.
- Learn more about Success Coach support with This document.
- Interested in the automatic email system set up for students and program managers? See this Email Auto-Plan.
- Discover best practices directly from other libraries with our Best Practices document.
- Want more scholarships? Our Funding Toolkit can help you raise the funds.
- To engage and motivate inactive students, utilize our Inactive Student Email Template.
- Have a graduation coming up? Use our Graduation Ceremony Checklist to ensure it runs smoothly.

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GET CONNECTED Work with our community

- Join our private Facebook Group to stay updated on program enhancements, see graduation photos, and collaborate with libraries across the country.
- You and your students can connect with their Success Coaches by phone or email.
  - Phone: (952)465-3700
  - Jodi Alama: jalama@excelhighschool.com
  - Nancy Hoff: nhoff@excelhighschool.com

FIND HELP

- Access all support materials on our support site: Support.gale.com/products/ehs.
- To speak with your Gale Customer Success Manager, reach out directly or send an email to Gale.customersuccess@cengage.com.

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