GALE PRESENTS: IMAGO HOW TO

Gale Presents: Imago has online video lessons in important topics like career readiness, wellness, and life skills. You will be able to access and complete your lessons on the platform.

Use this sheet to sign into and navigate through *Gale Presents: Imago*.

LOG IN

Go to **go.weareimago.com**.

If Your Teacher Set Up Your Account
- Select **Log In**.
- Enter your school email and the password your teacher gave you.

If You Need to Make Your Own Account
- Select **Sign Up**.
- Select **Learner** as your account type.
- Enter the required information. Your teacher will have the **Enrollment Key**.
- Check the **I Agree Box** and hit **Get Started Now**.

YOUR LESSONS

The **Lessons** section is where all your current and completed lessons are found. You'll be able to see every class you're enrolled in and start any lesson.
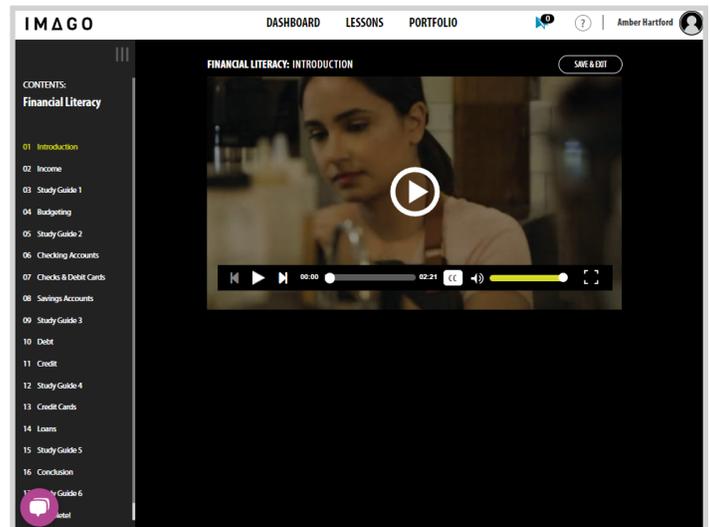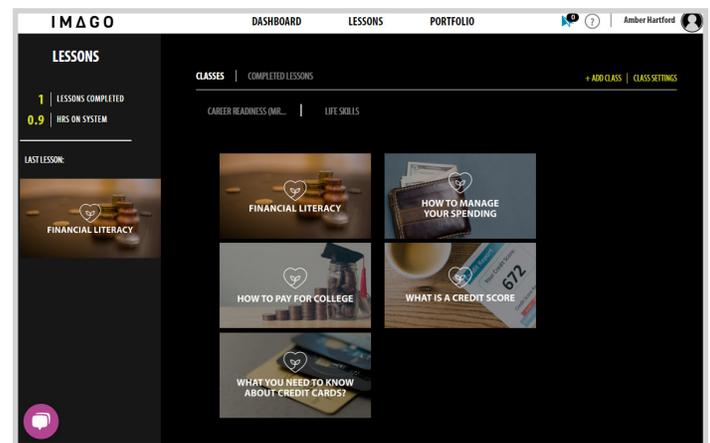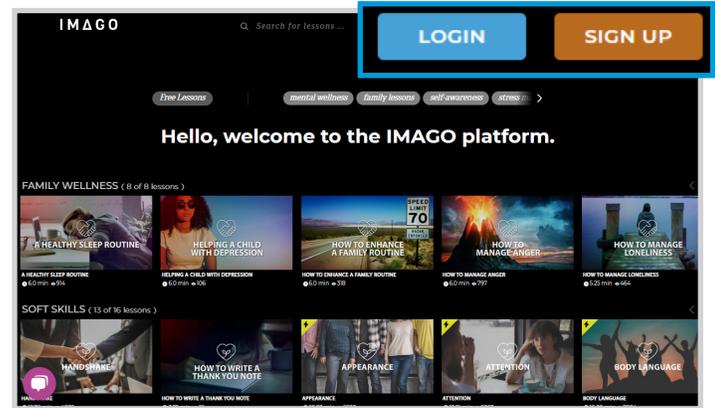
Choose Your Class
- At the top of the page you will see any classes you're a part of.
- Choose the class you want to work on.

Start Your Lesson
- Select the lesson you want to work on.
- Choose between looking at only the guide, or playing the full lesson.
- Clicking **Guide Only** will only show you the study guide you need to complete. To watch the videos select **Play Lesson**.
- When you choose **Play Lesson**, the first video will automatically start. The other videos and study guides are listed on the left side.
- If you need to stop working on your lesson, select **Save & Exit** to save your progress.

View Completed Lessons
- To look back at lessons you already finished, select **Completed Lessons**.
- You can select a lesson and complete it again if needed.
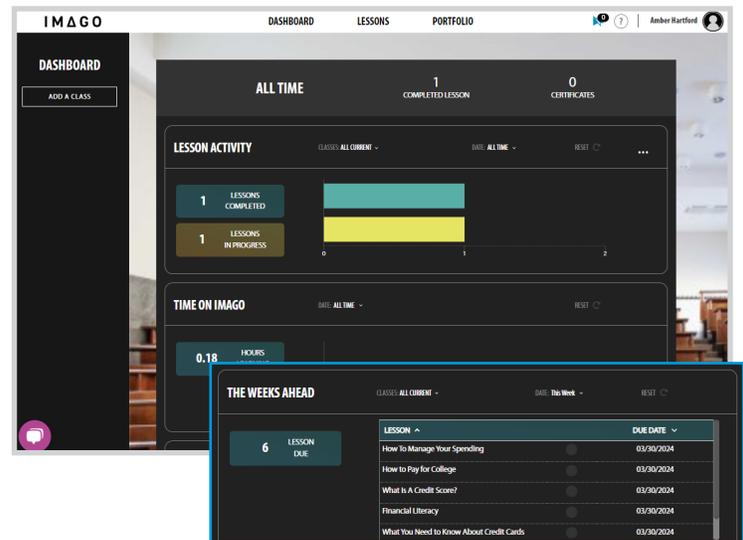

GALE

YOUR DASHBOARD

The **Dashboard** houses information about your usage and completion of lessons.

Access Your Dashboard
- Select **Dashboard** at the top of the page.
- Scroll down to see your **Lesson Activity**, **Time on Imago**, and **The Weeks Ahead.**

Use Your Dashboard
- Use the drop-downs and filters on each section to narrow down the information to a specific class or time frame.
- To download your **Lesson Activity** report select the three dot icon on the right and choose **download**. You will get the report in an email.

YOUR PORTFOLIO

Your **Portfolio** stores all your documents, study guides, and achievements. This section is used to keep you organized and allow you to quickly see what you have already done.

Access Your Portfolio
- Select **Portfolio** at the top of the page.
- Navigate to the tool bar on the left to see the different sections found within your **Portfolio**.

Use Your Portfolio
- Choose **My Documents** on the left to view and add documents to your account. You can select **Upload Document** and choose anything you want to organize in your **Portfolio**,
- Select **Study Guides** to see all the study guides you have completed. Note: this section will not show you study guides that are in progress.
- Click on **Achievements** to see any completed certificates. Your teacher will assign you lessons to complete to earn certificates.