



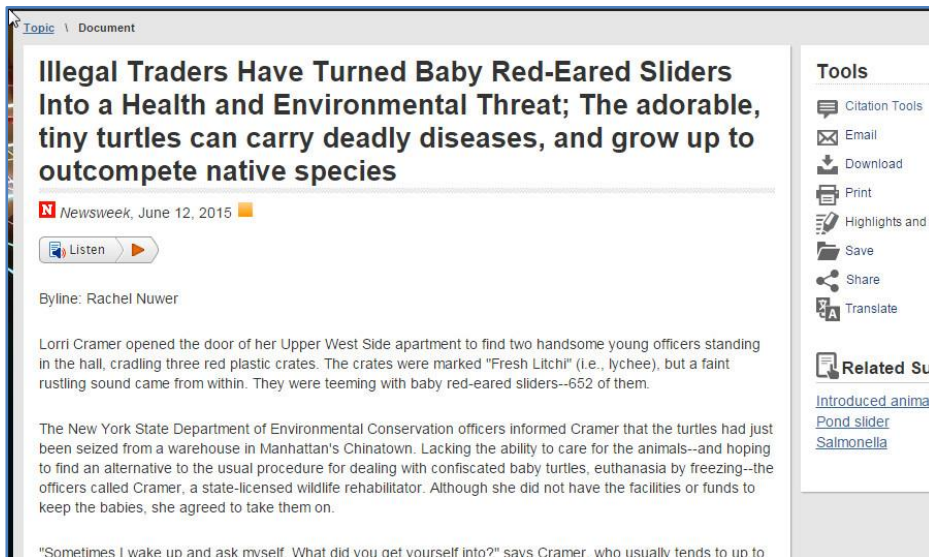
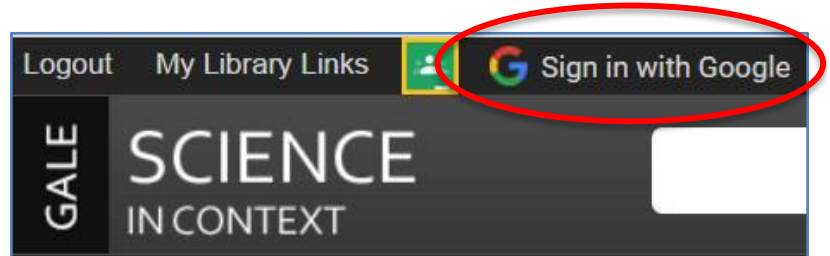
Gale and Google: Share to Google Classroom Integration Tip Sheet

Gale is excited to offer **Google Tools** in a number of our resources (*In Context*, *InfoTrac* including *PowerSearch*, *GVRL*, and select literature products). You'll be able to take advantage of a seamless user login with your Google Classroom account and easily share and download content with students. This tip sheet will demonstrate how to create classroom assignments or announcements using digital content from Gale resources. For a complete list of the resources with Google Tools, visit www.gale.com/google. For the purposes of this document, we're using *Science In Context*.

Follow these simple steps:

STEP ONE

Sign into your **Google Classroom account** from the banner of the database.



STEP TWO

Find content that's useful to you. In this example, we've found a document but you can also use the Share to Classroom tool for search results, topic pages, and more.



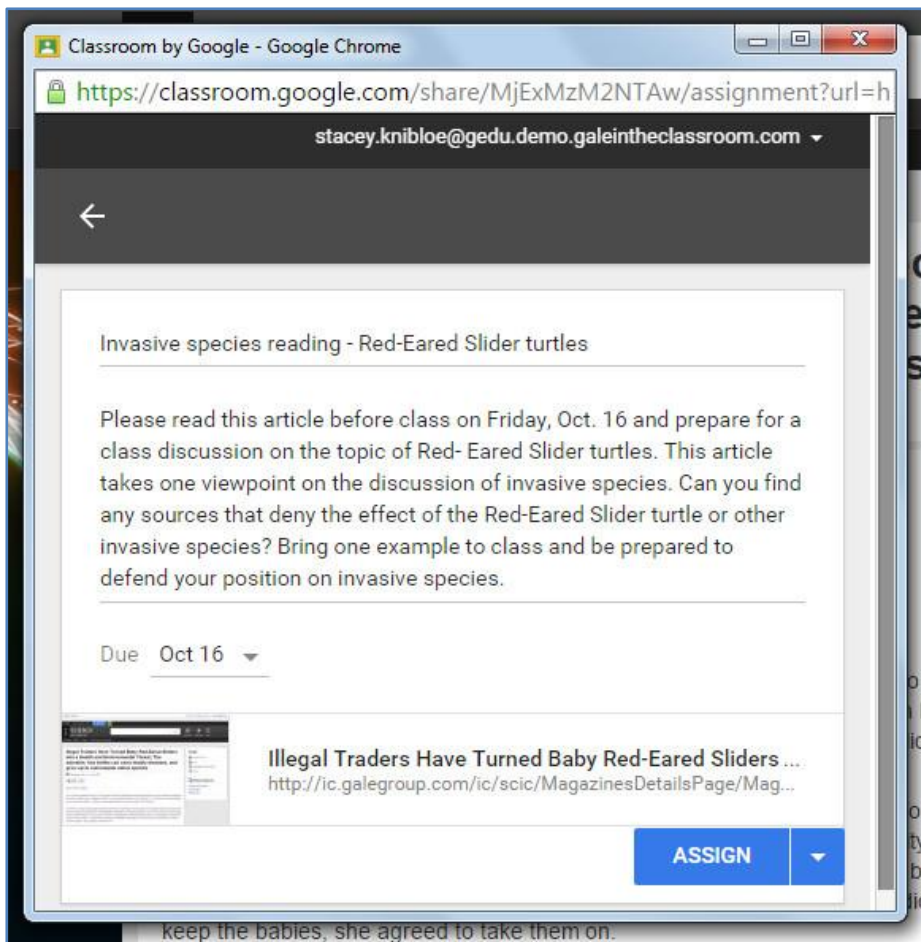
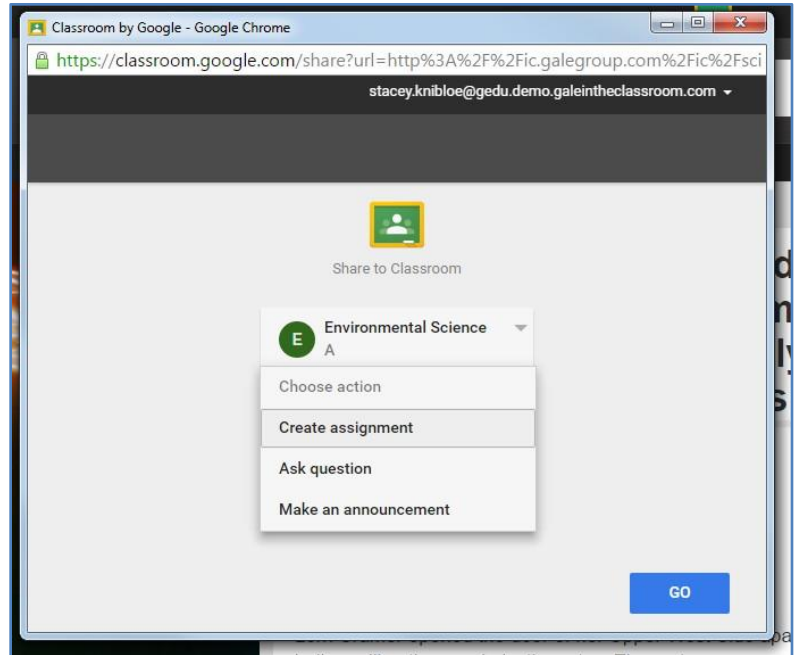
STEP THREE

Click the **Share to Classroom** icon from the top banner.
Note: If you haven't already logged into your Google account, you'll be prompted to do so at this point.

STEP FOUR

You'll be asked to choose a class and then to choose an action:

- **Create Assignment** – Creates an assignment for all students in your class.
- **Ask question** – Creates a question for your students.
- **Make an Announcement** – Shares a link to the content on your Classroom Stream



STEP FIVE

We've chosen to create an assignment. This requires a title for the assignment, a description of the assignment, and a due date. Fill in these fields and click **Assign**.

STEP SIX

You'll receive a confirmation that your assignment was posted to your class and an offer to **view** it.

Now you can take advantage of Google Classroom tools and the great digital content in your Gale resources!

Note: Keep in mind that Share to Classroom creates a dynamic link to the content you want to share; any Highlights & Notes you add to the document **will not** be shared with your students. Use the **Google Drive Integration instructions** below to share Highlights & Notes.

GOOGLE DRIVE INTEGRATION

Gale resources also offer integration with Google Drive. Use the **Download** tool for individual documents and multiple documents in **My Folder** to share with students as well. **Note:** Keep in mind that **My Folder** displays differently depending on the resource you're in but you still have the option of downloading to Google Drive.

Another advantage of using Google Drive is any **Highlights and Notes** you add to a document will be available in the downloaded version of the document in Google Drive. You can Highlight important parts of a document and share your thoughts with students in Notes.

The item(s) will save to your Google Drive in a folder named for the database you're using. You can then link them to assignments on your Classroom Stream.

If you require further assistance with **Gale and Google Tools**, please contact your librarian or Google Classroom administrator.