

GALE PRESENTS: IMAGO FACILITATOR ADMIN 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 Admin are able to view, add and edit all classes, learners, and facilitators within *Gale Presents: Imago*.

Utilize this resource guide to navigate the platform as a Facilitator Admin, the administrative 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.

ADD AND EDIT CLASSES

Add From Dashboard

- Navigate to **Create a Class** in the left hand tool bar.
- Select your **Site**.
- Select **Add Class** in the top right corner.
- Complete required class information and **Save**.

Add From Management

- Navigate to **Management** in the top tool bar.
- Select your **Site**.
- Select **Add Class** in the top right corner.
- Complete required class information and **Save**.

Edit Classes

- Select the class while in the **Management** section.
- Select **Edit Class Details** to change the class name or start/end date.
- Utilize the **Lesson Management** section to search for and add specific lessons and edit their due dates.

ADD AND EDIT LEARNERS

Add From Dashboard

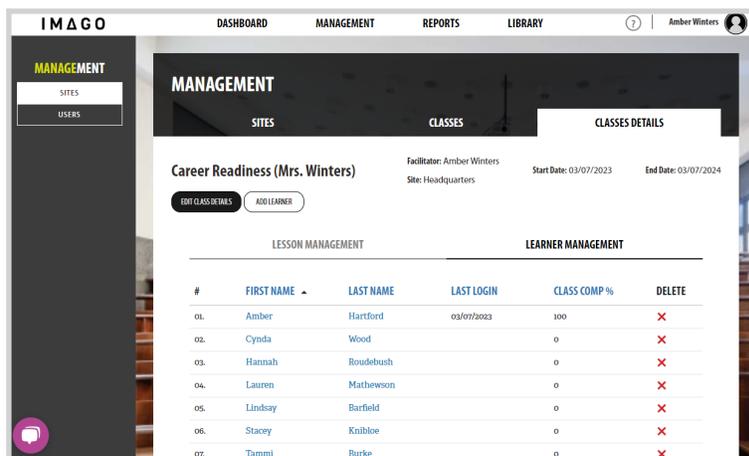
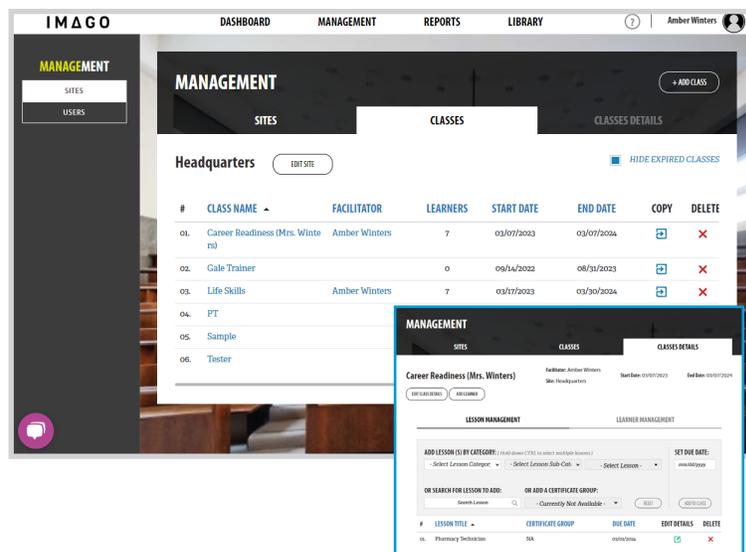
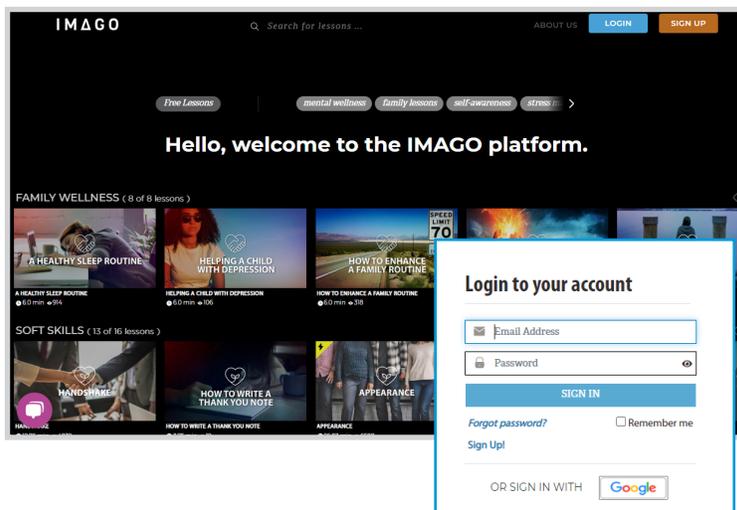
- Select **Add Learner** in the left hand tool bar.
- Select **Search and Add**.
- Find your learner, then choose which class to assign them to.

Add From Management

- Choose your **Site** and **Class**.
- Select **Add Learner** in the top right corner.
- Choose to **Search and Add** or **Upload** a .CSV [Spreadsheet] file.

Edit Learners

- While in a Class, navigate to **Learner Management** to the right of the page.
- Select the Learner you want to edit.
- Choose **Edit Profile**, make your changes, and **Save**.



GALE PRESENTS: IMAGO

FIND AND ASSIGN LESSONS

Find Lessons

- Select **Library** at the top of the page.
- Utilize the filters or search bar to narrow your results based on lesson category or subcategory.
- Select a lesson of interest to read a brief summary and explore the **Facilitator Guide**.
- Choose **Play Lesson** to view the Learner's experience.

Assign Lessons

- Navigate to your class through the **Management** section.
- Select your class.
- Utilizing **Lesson Management** locate the lesson of interest by category or search.
- Set a due date for your learners.
- Select **Add to Class**.

ACCESS SUPPLEMENTAL LESSON 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.

ACCESS REPORTS

- Select **Reports** at the top of the page.
- Choose to view one of three report types, a **Log In Report**, **Lesson Completion Report**, or **Study Guide Report**.
- Select the **Site** of interest.
- Utilize the **Print** or **Download** button at the top of the page to pull the information you require.

The screenshot shows the IMAGO Management interface. The top navigation bar includes 'IMAGO', 'DASHBOARD', 'MANAGEMENT', 'REPORTS', and 'LIBRARY'. The left sidebar has 'LIBRARY' and 'LESSON TOOLBOX'. The main content area is titled 'MANAGEMENT' and shows details for a class named 'Career Readiness (Mrs. Winters)'. The class details include the facilitator 'Amber Winters', site 'Site Headquarters', start date '03/07/2023', and end date '03/07/2024'. Below this, there are sections for 'LESSON MANAGEMENT' and 'LEARNER MANAGEMENT'. The 'LESSON MANAGEMENT' section has options to 'ADD LESSON(S) BY CATEGORY' and 'OR SEARCH FOR LESSON TO ADD'. The 'LEARNER MANAGEMENT' section shows a table with columns for '#', 'LESSON TITLE', 'CERTIFICATE GROUP', 'DUE DATE', 'EDIT DETAILS', and 'DELETE'. One learner is listed: 'Pharmacy Technician' with a due date of '03/07/2024'.

The screenshot shows the IMAGO Lesson Toolbox interface. The top navigation bar includes 'IMAGO', 'DASHBOARD', 'MANAGEMENT', 'REPORTS', and 'LIBRARY'. The left sidebar has 'LESSON TOOLBOX'. The main content area is titled 'LESSON TOOLBOX' and shows a grid of 18 items, each with a play button icon and a title. The items are: 'How To Create and Copy a Class', 'How To Find a Facilitator Guide', 'How To Run Reports', 'How To Find Your Enrollment Key', 'Mindsets Diagram', 'Facilitator Methods', 'How to Bulk Upload Learners', 'Initiative Driven Lesson Packages', 'Learner Navigation Cheat Sheet', 'Remove Students from Classes', 'Printing Certificates', 'Lesson Suggestions - Master Resource Guide', 'Introduction to Facilitator Guides', 'How To Have Learners Add a Class', 'How Learners can Print & Download their Stu...', and 'Lesson Index'.

The screenshot shows the IMAGO Reports interface. The top navigation bar includes 'IMAGO', 'DASHBOARD', 'MANAGEMENT', 'REPORTS', and 'LIBRARY'. The left sidebar has 'REPORTS'. The main content area is titled 'LEARNING REPORTS' and shows three report cards: 'Login Report' with 518 total logins and 75 total hrs on system, 'Lesson Completion Report' with 1% total avg. lesson completion %, and 'Study Guide Report'. Below these reports, there is a 'LEARNING REPORTS' section with filters for 'FROM', 'TO', 'FACILITATOR', 'CLASS', and 'LESSON'. The filters are set to 'FROM: mm/dd/yyyy', 'TO: mm/dd/yyyy', 'FACILITATOR: Amber Winters', 'CLASS: Career Readiness (Mrs. Winters)', and 'LESSON: Career Dives'. There are 'VIEW REPORT' buttons for each report card and a 'DOWNLOAD' button for the filters.