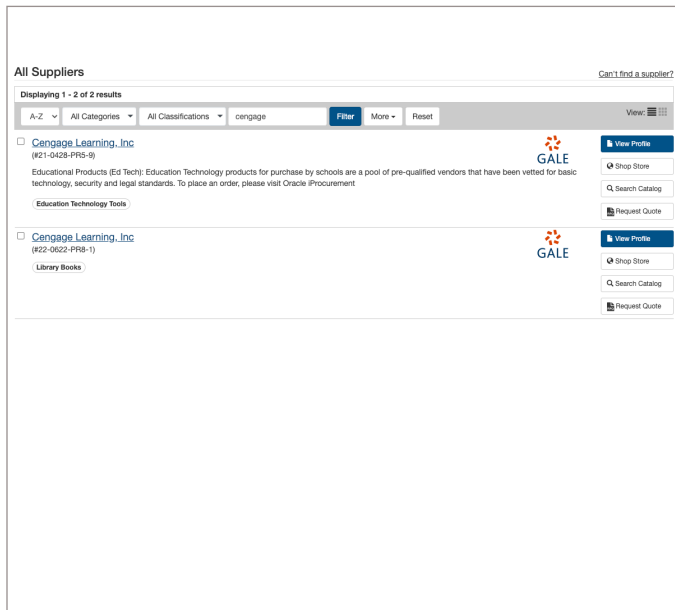


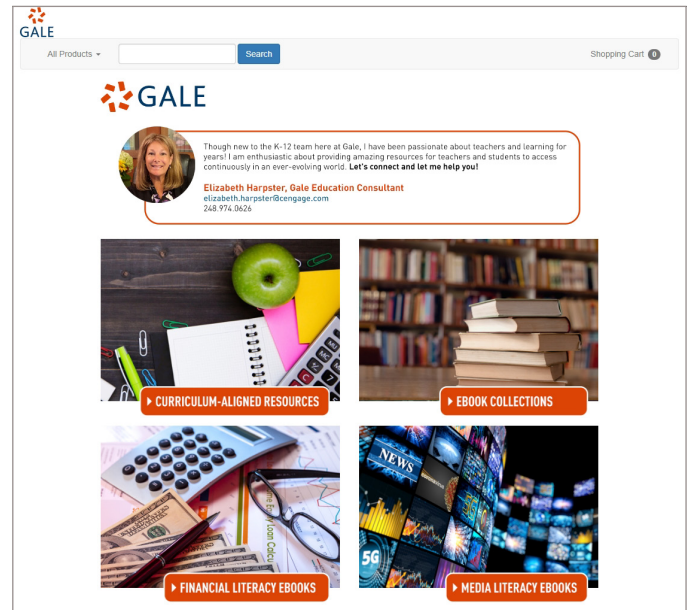


CPS Order Walkthrough

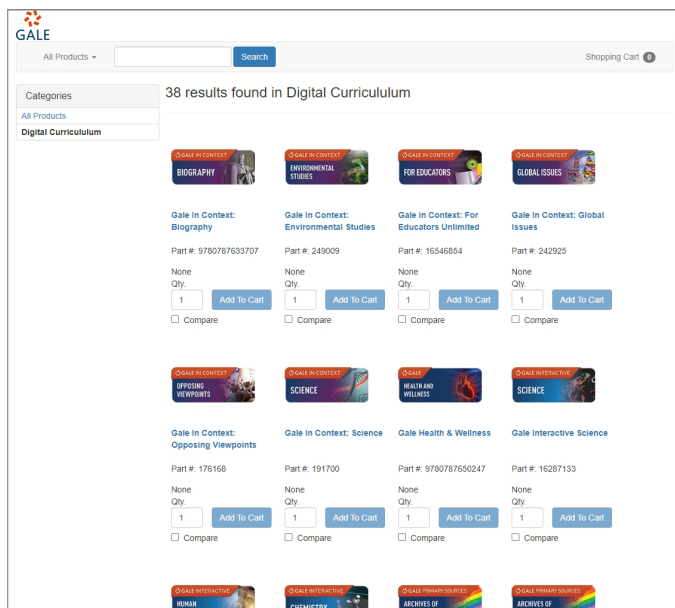
1 In the GPS Marketplace supplier search, search for **Cengage Learning, Inc.** Gale can also be found under the Education Technology Tools or Library books categories. Click on the **View Profile** button.



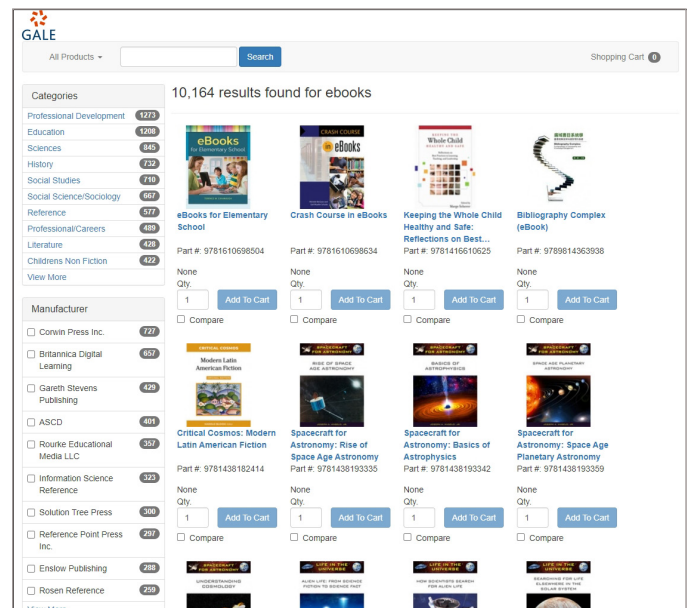
2 View the Gale GPS Marketplace homepage for curriculum-aligned resources and eBook collections. Click on the curriculum-aligned resources box.



3 View curriculum-aligned resources. Here, you're able to view Gale resources selected especially for the CPS district. Click on the Gale logo in the upper-left corner to return to the homepage.



4 View eBook collections. Here, you're able to view all Gale eBook collections selected especially for the CPS district. Click on the Gale logo in the upper-left corner to return to the homepage.





CPS Order Walkthrough continued

5 View financial literacy eBooks. Here, you're able to view all eBooks focused on financial literacy selected especially for the CPS district. Click on the Gale logo in the upper-left corner to return to the homepage.

The screenshot shows the Gale website search results for "finance". The top navigation bar includes the Gale logo, "All Products", a search bar, and a "Shopping Cart" icon. The main heading is "98 results found for finance". On the left, there are filters for "Categories" (Finance, Personal Finance, General Economics, Business, Management and Supervision, Education, Health, Medicine, Library Science, Professional Careers) and "Manufacturer" (Britannica Digital Learning, Omnigraphics, Gale Research Inc., Reference Point Press Inc., etc.). The main content area displays a grid of eBooks with titles like "Managing Your Money and Finances: Managing Finances and Shopping...", "ENCYCLOPEDIA OF BUSINESS & FINANCE 4 2V", "Teen Finance Series: College Financing Information for Teens", and "TEEN FINANCE: DEBT INFORMATION FOR TEENS 3". Each eBook listing includes a cover image, title, part number, and an "Add To Cart" button.

6 View media literacy eBooks. Here, you're able to view all eBooks focused on media literacy selected especially for the CPS district. Click on the Gale logo in the upper-left corner to return to the homepage.

The screenshot shows the Gale website search results for "media". The top navigation bar includes the Gale logo, "All Products", a search bar, and a "Shopping Cart" icon. The main heading is "666 results found for media". On the left, there are filters for "Categories" (Social Studies, Sciences, Social Science/Sociology, Education, Communication Arts, Literature, Life Sciences, Childrens Non Fiction, Engineering, Social Studies Elementary) and "Manufacturer" (Roscoe Educational Media LLC, Information Science Reference, Sequoia Kids Media, Enslow Publishing, etc.). The main content area displays a grid of eBooks with titles like "Social Media And The Internet", "Critical Thinking About Digital Media: Weaponized Social...", "Social Media Smarts: You're Being Duped: Fake News on Social...", and "The SAGE International Encyclopedia of Mass Media and Society". Each eBook listing includes a cover image, title, part number, and an "Add To Cart" button.

7 At any time, click on the add to cart button next to any Gale resource or eBook to place an order. Follow the steps in the shopping cart to complete your order.

The screenshot shows the product page for "Media Literacy: How Social Media Impacts News". The top navigation bar includes the Gale logo, "All Products", a search bar, and a "Shopping Cart" icon. The main heading is "Media Literacy: How Social Media Impacts News". Below the heading is a description: "Social media allows people to stay connected and share news quickly. This book examines the benefits of spreading news fast, but it also highlights the dangers of incomplete or fake stories going viral on social media." The product details include "Part Number: 9781678201975", "Manufacturer: BrightPoint Press", and "CPS NIGP: 715.35". There is an "Add To Cart" button with a quantity of "1". At the bottom, there is a copyright notice: "Copyright © 2023 Gale, part of Cengage Group. Powered By EqualLevel GO".

8 Email Elizabeth at any time to ask a question, curate a custom eBook collection or package. Click on Elizabeth's picture from the homepage to send an email.

The screenshot shows an email composition window in a browser. The window title is "Chicago Public Schools EqualLevelGo Inquiry - Message (HTML)". The email body is empty. The "To" field is filled with "Harpster, Elizabeth". The "From" field is "customer@cps.edu". The "Subject" field is "Chicago Public Schools EqualLevelGo Inquiry".

Connect with **Elizabeth Harpster** at elizabeth.harpster@cengage.com or **248.974.0626**.