

Follow these simple steps to easily integrate INFOhio's digital content into G Suite for Educators.

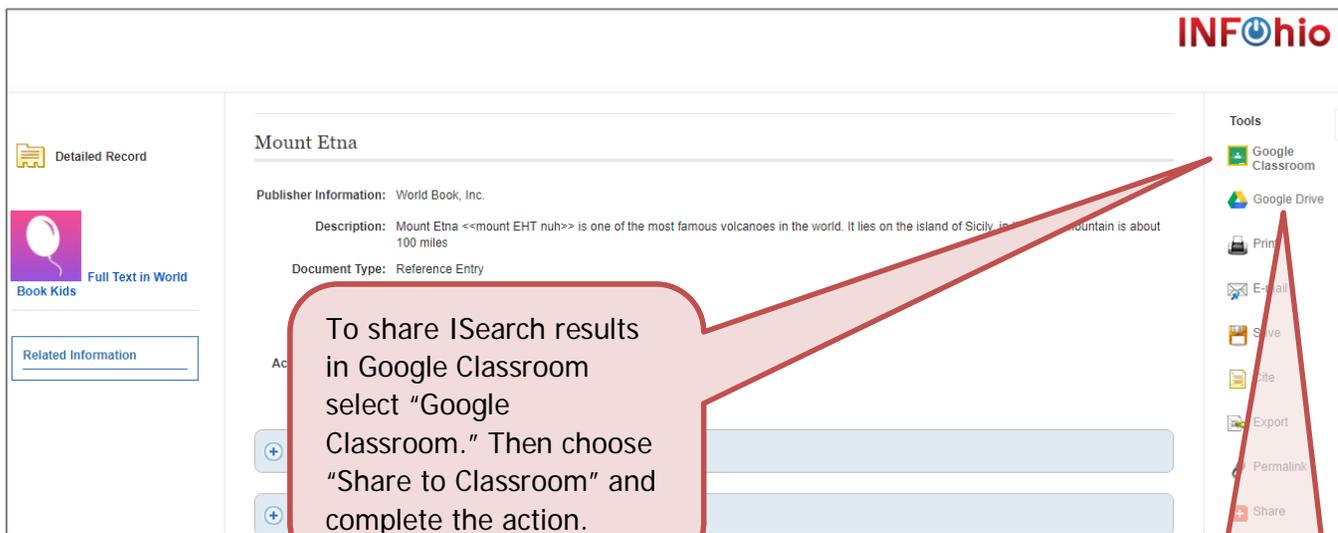
**STEP 1.** Sign in to your Google account so that you can readily access G Suite for Education tools that include Gmail, Classroom, Drive, Docs, and more.



**STEP 2.** Go to INFOhio ([www.infohio.org](http://www.infohio.org)) and find content to use. Many of the resources will help you easily share content with students. This guide shows how to create Google classroom assignments or announcements using digital content from INFOhio.

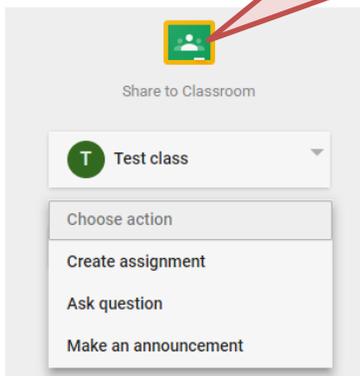
**STEP 3.** ISearch, World Book, Science Online, and EBSCO all offer easy steps to integrating digital content into G Suite.

## ISEARCH



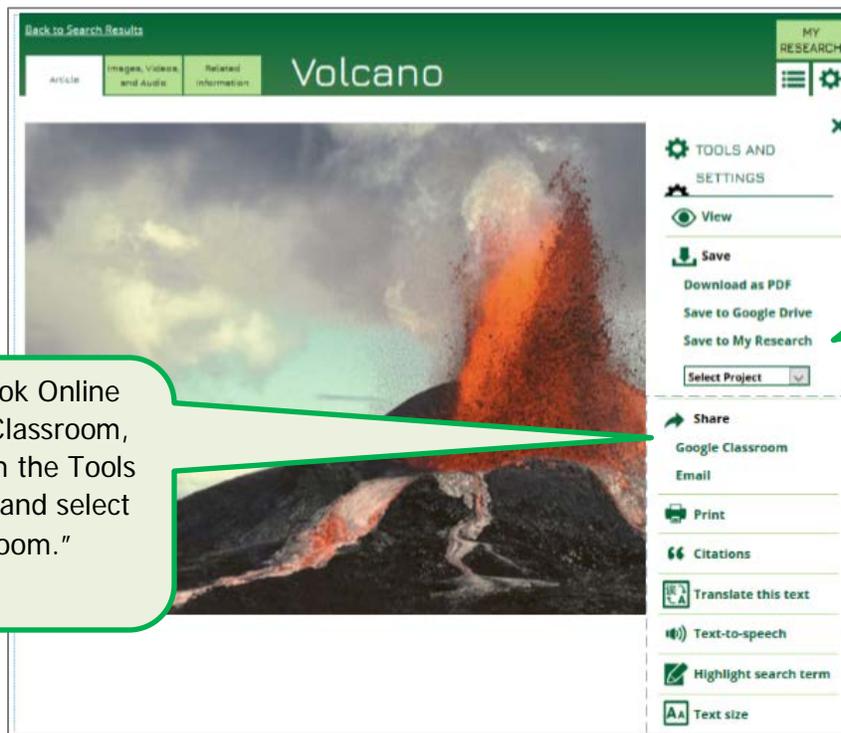
To share ISearch results in Google Classroom select "Google Classroom." Then choose "Share to Classroom" and complete the action.

To save ISearch articles to Google Drive select "Google Drive" and the article automatically saves. *Note: You may be asked to enable pop-ups.*



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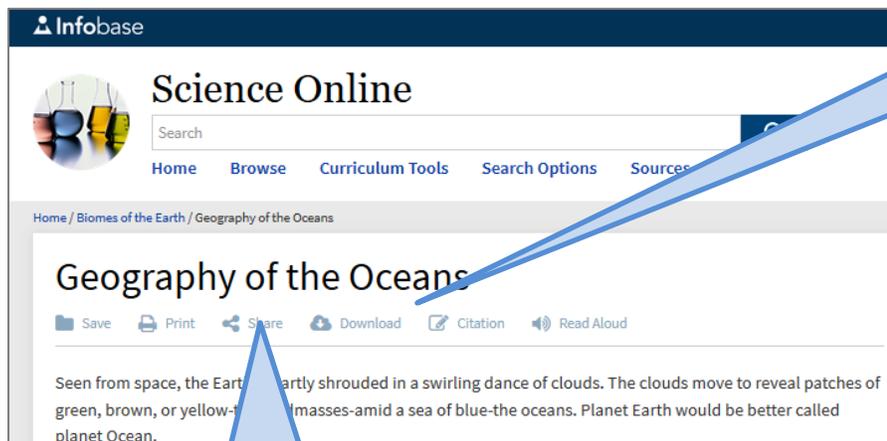
# WORLD BOOK



To share World Book Online content to Google Classroom, choose "Share" from the Tools and Settings menu and select "Google Classroom."

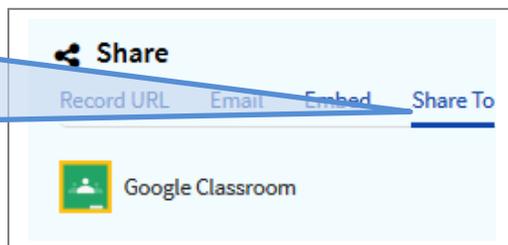
To save World Book articles to Google Drive, choose "Save to Google Drive."

# SCIENCE ONLINE



To share Science Online Content to Google Classroom, select "Share", then, choose "Share To".

To save Science Online content to Google Drive, select "Download", then, choose "Save".



The screenshot shows an EBSCO article page for "LET'S LOOK AT VOLCANOES." by Swartz, Clay. The page includes a "Tools" sidebar on the right with options like Google Classroom, Google Drive, Print, E-mail, Save, Cite, Export, Permalink, Share, Listen, and Translate. Two callout boxes provide instructions: one for sharing to Google Classroom and another for saving to Google Drive. The article metadata includes "Source: Boys' Life, Aug2015, Vol. 105 Issue 8, p26-29. 4p. 4 Color Photographs, 1 Black and White Photograph." and "Subjects: VOLCANOES -- Juvenile literature; COLORING books".

**To share EBSCO articles in Google Classroom, select "Google Classroom." Then choose "Share to Classroom" and complete the action.**

**To save ISearch articles to Google Drive select "Google Drive" and the article automatically saves. *Note: You may be asked to enable pop-ups.***

## G Suite for Education

G Suite includes Google Classroom, Google Drive, Google Docs, Gmail, and other applications. Once you have selected "Share to Google Classroom" in any of the resources, you will be asked to select a class and choose an action.

- **Create Assignment.** Creates an assignment for all students in the class.
- **Ask Question.** Creates a question for students.
- **Make an Announcement.** Shares links to the content on your Classroom Stream.
- **Complete the fields.** Click "Assign" to complete the action and your students can begin to work.

The screenshot shows the "Share to Classroom" dialog box. It features a dropdown menu for selecting a class, currently showing "Test class". Below the dropdown is a "Choose action" section with four options: "Create assignment", "Ask question", and "Make an announcement".