



Getting Set Up with COMPASS Resources

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The first step for districts, charters, local libraries, and other institutions like private schools and universities for set up is to fill out the main sign-up form (hosted by TeachingBooks)

<https://school.teachingbooks.net/setup.cgi?dss=ca>

Once the information has been provided into the form, the tech and program contacts listed should receive “welcome letters” from each of the providers with details on how to get set up in your systems.

This form can also be used for updates, and users can submit just the new information if desired. Any new information will trigger a new set of welcome letters from each of the providers – a useful feature for new staff, for example.

If you do not receive welcome letters from some or all of the providers after submitting the form, please contact compass@library.ca.gov.

Private schools will not receive information from ProQuest/Alexander Street. We encourage private school students and staff to invest in local library cards.

California colleges and universities can include TeachingBooks directly; other resources are on a case-by-case basis. We encourage university students and staff to invest in local library cards.

If you recently completed the main sign-up form hosted by TeachingBooks, you will soon receive set-up instructions from each provider. But, if your institution has already completed the sign-up process and you are looking for additional guidance on set-up and/or access, authentication information for individual COMPASS providers is outlined below.

TeachingBooks: this is IP authenticated for all of California, so no authentication data should be needed. If you utilize single-sign-on (Clever, Classlink, Google) or a learning management system (e.g. Canvas) and would like to track data when students and staff are logged in off campus, we recommend sending an email to hello@teachingbook.net and ask for the process of setting this up.

Britannica School and Britannica Escolar: this is IP authenticated for all of California, so no authentication data should be needed. If you utilize single-sign-on (Clever, Classlink, Google) or a learning management system (e.g. Canvas) and would like to track data when students and staff are logged in off campus, we recommend sending an email to edsupport@eb.com and ask for the process of setting this up.



Gale (Interactive Science, Environmental Studies, NatGeo Kids): Each school district has unique URLs for their district. Usage is tracked for the school district by these unique URLs. You can find your district's URLs by going to <https://support.gale.com/cak12> and searching for your district. Once there, you can use the Gale tools to obtain not only the unique URLs, but also icons for the resources and other components for organization and outreach. Other technical aspects and updates may be addressed to gale.technicalsupport@cengage.com

If your district is not in this list, please email compass@library.ca.gov and we'll investigate if the main form for access has been completed.

PebbleGo Science from Capstone: this resource and access is set at the school level. Access is typically granted through a whole-school username and password. The credentials can be requested by filling out the request form from Capstone at <https://www.pebblego.com/california>. Once the school username/password has been acquired, users may sign in at <https://login.pebblego.com/>. Your IT departments may also have a method of having the passwords be automatically submitted when a user is within a single-sign-on system – ask them to discuss this with Capstone if desired.

ProQuest (CultureGrams, SIRS Discoverer, SIRS Issues Researcher, eLibrary, Research Companion, and the main ProQuest platform aka Central Student with eBooks and three drama collections) as well as **Alexander Street** (multiple video and audio platforms as well as seven drama collections):

- These are available to all public-school districts and charters, and there are various ways to establish access. The most straightforward for high school students and staff is to utilize **Homework Central**, an interface that provides access to all the resources from ProQuest/Alexander Street. Once set up within single-sign-on, students and staff simply go to <https://explore.proquest.com> to see the interface.
- If you do NOT see the interface and a password is requested and you utilize a single sign on system (e.g. Clever or Classlink), then request your IT department put in a ticket to get this established. https://support.proquest.com/s/submit-a-case?language=en_US. Reference the California K-12 resources or COMPASS program in your ticket.
- Districts may desire that for elementary and middle school students view some but not all ProQuest resources. We recommend seeking information from the ProQuest set up guide <https://proquest.libguides.com/californiak12/techsupport> within the overall ProQuest library guide for California.
- If you need any help from ProQuest with set up, including insights and advice on how to set up single products for different schools within your district, feel free to put in a ticket with ProQuest. https://support.proquest.com/s/submit-a-case?language=en_US

Please reach out to compass@library.ca.gov for further information and advice.

We're happy to help!