



G-W Online Instructor Quick Start Guide

1. A G-W Online course is created with instructor provided information, such as the product purchased, start date, course name, and section organization, if multiple sections are used.
2. G-W registers and enrolls each instructor when the course is created. The instructor will receive an e-mail from “Goodheart-Willcox Publisher Customer Support” containing instructions for accessing the course.
3. Log in to G-W Online; see [How do I log in?](#)
4. Navigate to the course content; see [How do I access course content?](#)
5. Students register on G-W Online a single time; see [How do I register on G-W Online?](#)
6. Students self-enroll utilizing the provided instructions found in the student course access key packet; see [How do I enroll in a course?](#) and [Where do I find my Course Access Key?](#) Note: If your school does not appear in the enrollment drop-downs, that may mean you need to provide additional setup information.
7. When students are enrolled, their names will automatically show up in the course gradebook; see [How does the Gradebook work?](#)
8. Pre-built assessments are immediately available to students, who can take them multiple times. The assessments are auto-graded and the scores are automatically entered in the gradebook.
9. Any assessment may be edited; see [How do I edit Quiz settings?](#)
10. New assessments may be added; see [How do I create a Quiz?](#)
11. To view assessment analysis, see [How do I view the Statistics for a quiz?](#)
12. If a student or instructor loses a password, see [What do I do if I forget my username or password?](#)
13. For technical support, see [How do I contact Tech Support?](#)