

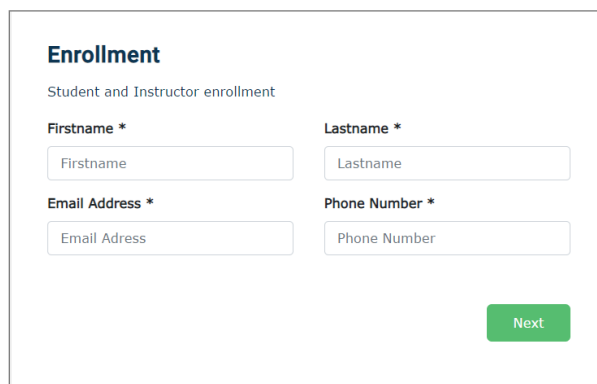
EduHub, Powered by Brightspace Quick Start Guide for Instructors

Support

If you require assistance, submit an online request- <https://support.g-w.com/new/>

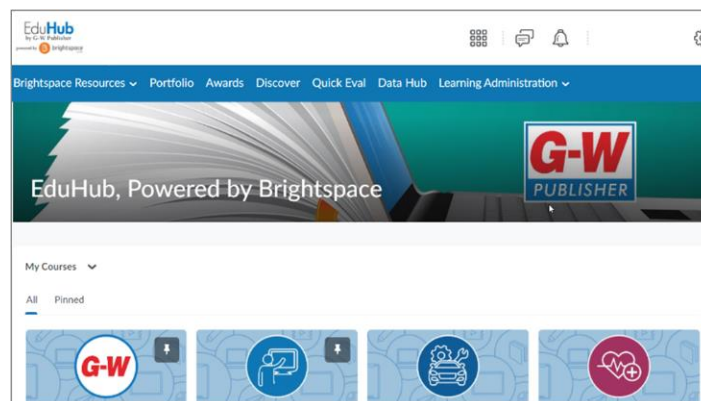
Quick Start Guide

1. To self-enroll in EduHub, Powered by Brightspace, go to (finalized ShuffleLabs URL). You will need your unique course code that was provided by your instructor to complete enrollment. Once your enrollment has been approved, your account will be created and you will be enrolled in your course. You will then be able to login at <https://courses.g-w.com>.

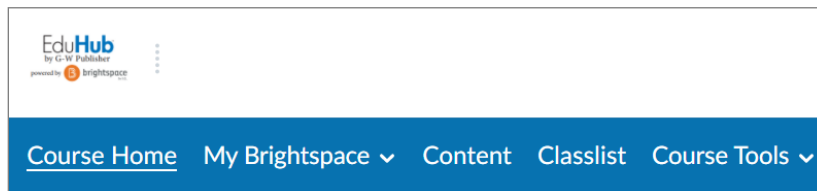


The enrollment form is titled "Enrollment" and "Student and Instructor enrollment". It contains four input fields: "Firstname *" and "Lastname *" at the top, "Email Address *" and "Phone Number *" below them. Each field has a placeholder text. A green "Next" button is located at the bottom right of the form.

2. You can access your course via the Course Home widget on the Brightspace homepage



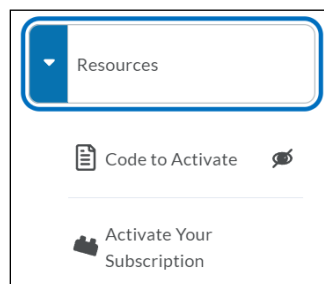
3. After entering your course, you will be able to navigate it via the tabs near the top of the page



- a. Course Home: Takes you to the homepage of your course. Here you will find announcements, helpful links, an overview of the activity in the course, and your teacher profile
 - b. My Brightspace: Here you will find the awards, your calendar, class progress, and the Learning Resource tab.
 - c. Content: Takes you to the content page of the course with all course modules and resources.
 - d. Classlist: Your course roster with a list of all students in the course.
 - e. Course Tools: All additional course tools, including course administration, announcements, the gradebook, assignments, quizzes, groups, and more.
4. You can activate your course materials via the Content tab under the Resources module. First, go to Content → Resources → Code to Activate to see your Instructor Resource code.

NOTE: This activation code is hidden from students by default. DO NOT unhide it when you are opening the course content to students.

Finally, go to Content → Resources → Activate Your Subscription to begin the activation process. Enter your code in the key code box, and click the Activate Key Code button to confirm your activation.



Activate Your G-W Online Textbooks Subscription

You must enter an Access Key Code to gain access to this content. An access key code is a 16-digit string that identifies which textbook content you have purchased. Student Access Key Code Packets are sold in your school's bookstore; you will need to purchase one of these packets if you have not already done so.

To gain access, please enter the Access Key Code included in your packet into the field below.

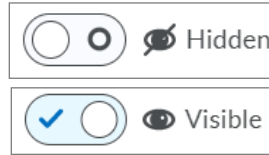
Submission may take longer during periods of high traffic volume. Please click "Activate Key Code" only once.

Enter Access Key Code

☐ I agree to the Terms and Privacy Policy.

Activate Key Code

5. As the instructor, you will need to unhide the weekly content modules so they will be visible to students. You can do this by going to the modules in the Content tab and click on the slider icon to change it to visible. This will remove the crossed out eyeball from the content and it will be visible to students. NOTE: Do not make your instructor resources and activation link under the Resources module visible. This is for your access only.



NOTE: If your students do not activate their course materials with a key code within 2 weeks of the course starting, they will be removed from the course.