



G-W Quick-Start Guide for Schoology

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Purpose & Information

The purpose of this User Guide is to provide information and procedures to effectively access digital content through Schoology. G-W provides a common cartridge which integrates our content (textbook, workbook, and instructor resources) seamlessly into your Schoology platform. G-W provides the content in a format where instructors and students will access content using a single sign-on experience. The *G-W Quick-Start Guide* will help System Administrators and Instructors setup G-W content within Schoology and have it available for students.

Recordings

Video Title:	Video Description:	YouTube link:
Schoology® - How to Import a Common Cartridge	System Administrators will learn how to import a common cartridge (.imsc) file into their Schoology Resources so instructors can use G-W content in their course.	https://youtu.be/II8j8M421CE **It is up to the System Admin how they would like to share G-W content with instructors. Please see Step 3 for further instructions.
Schoology® - How to Set Up G-W's External Tool as an Administrator	System Administrators will learn how to successfully setup G-W's External Tool from the District Site-level.	https://youtu.be/GDVbCOWzT1c
Schoology® - How to Add Textbook Content into Your Course	Instructors will learn how to transfer textbook content from their <i>Schoology Resources</i> into their specific course.	https://youtu.be/22AcPsNGR94
Schoology® - How to Activate an Instructor Subscription through Schoology®	Instructors will learn how to activate their digital textbook subscription to begin using their resources in Schoology.	https://youtu.be/30bjleXsTzA
Schoology® - How a Student Can Activate a Subscription through Schoology®	Once an instructor has set up their course, adjusted the external tool, and unpublished content to hide from student view, students will be able to activate their subscription and begin using course content.	https://youtu.be/t_gpT11NRWw
Schoology® - How to Import Question Bank/Exam Files	Once an instructor has activated their subscription, they may find Question Bank/Exam Files on G-W's <i>Online Instructor Resources</i> . This video will demonstrate how to import those exam files into Schoology.	https://youtu.be/c2VvJLbxpNQ **Some System Administrators may have already imported Question Bank files for instructor use.
Schoology® - How to Publish and Unpublish Course Content	This video will demonstrate how to <i>Publish</i> resources for student view and how to <i>Unpublish</i> (or hide) resources from student view in a Schoology course.	https://youtu.be/CmBjJOZQ4Eg

Licensing

Each teacher/instructor has unique access to specific G-W Content material based on school site adoption. The access will occur through the LMS provider, Schoology.

In order to get started, you will need to log into your Schoology account. All rostering will be managed on the Schoology site.

Support

- For Common Cartridge or LTI support,
- Submit an online request for assistance - <https://support.g-w.com/new/>

How Do Teachers/Instructors Setup the Course Content?

Once the Schoology System Administrator has imported the common cartridge (Step 1) and added the G-W External Tool (Step 2) s/he may choose to deliver the content to instructors in one of two ways:

1. Go to your Schoology Resources and share the Collection of Resources with specific instructors.
 - a. Instructors may view our Knowledge Base Article on *How to Add Textbook Content into a Course from Resources*
<https://support.g-w.com/kb/article/12-schoology-how-to-add-textbook-content-into-a-course-from-resources/>
2. Create a Schoology Group, add G-W content to that group, and invite specific instructors so they may have access to the content.
 - a. Instructors may view our Knowledge Base Article on *How to Add Textbook Content into a Course from Groups*
<https://support.g-w.com/kb/article/288-schoology-how-to-add-textbook-content-into-a-course-from-groups/>

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- Chrome - Settings > Security and Privacy > Cookies and other site data > Set to Allow all cookies or Block third-party cookies in Incognito
- Firefox - Settings > Privacy & Security > Set Browser Privacy to Standard
- Edge - Settings > Cookies and site permissions > Cookies and site permissions
 - Allow sites to save and read cookie data > On
 - Block third-party cookies > Off

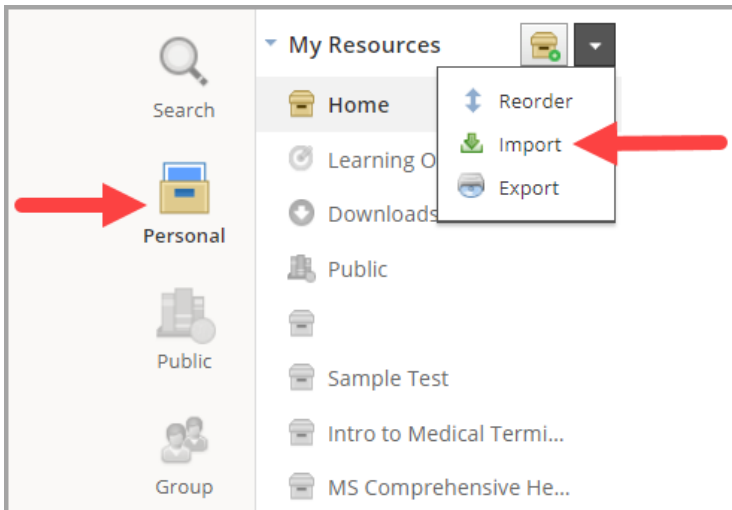
1. How to Import a Common Cartridge (.imsc) File

Upon receipt of the common cartridge (.imsc) files sent by G-W Support, download those files to your local hard drive so they are ready for import into Schoology.

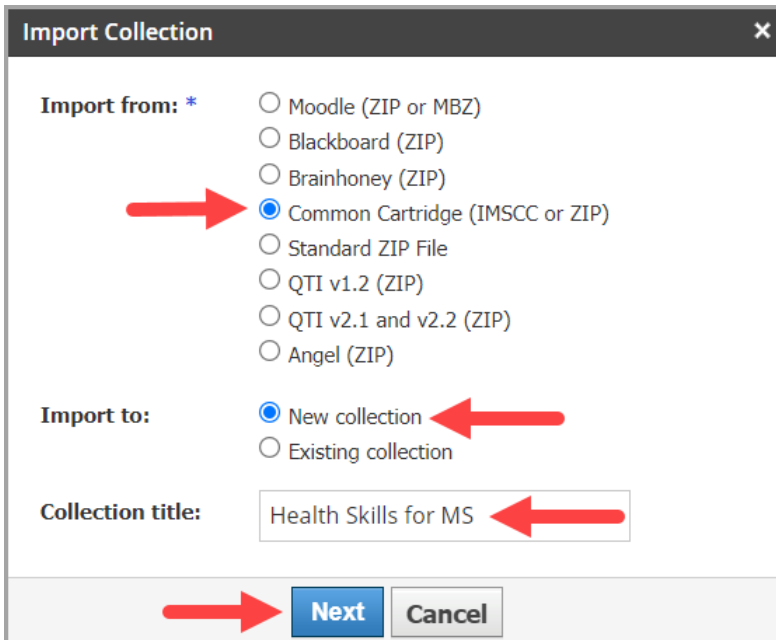
- From the Schoology Navigation Bar, select the *Resources* tab.



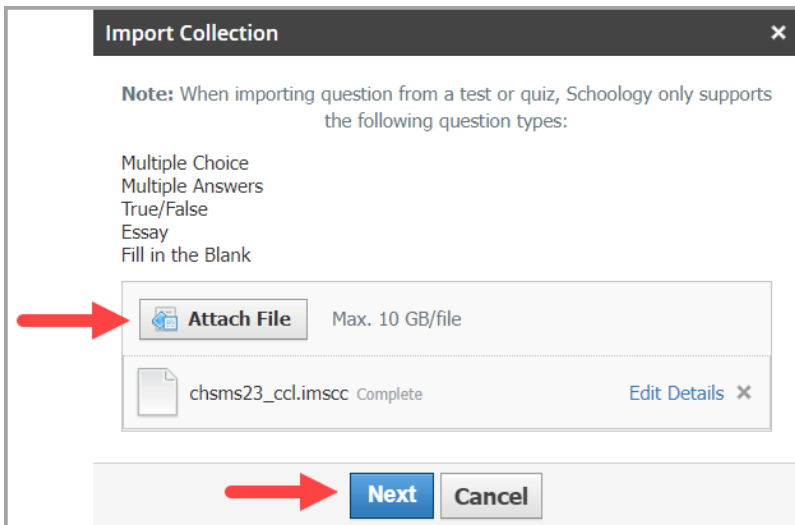
- On the left-hand side of the screen, make sure *Personal* has been selected. Then select the drop-down arrow and select *Import*.



- Select *Common Cartridge (IMSCC)*, *New Collection* and give the collection a *Title*. Select *Next*.



- Click on *Attach File*, upload the common cartridge (IMSCC) file that was sent, and then select *Next*.



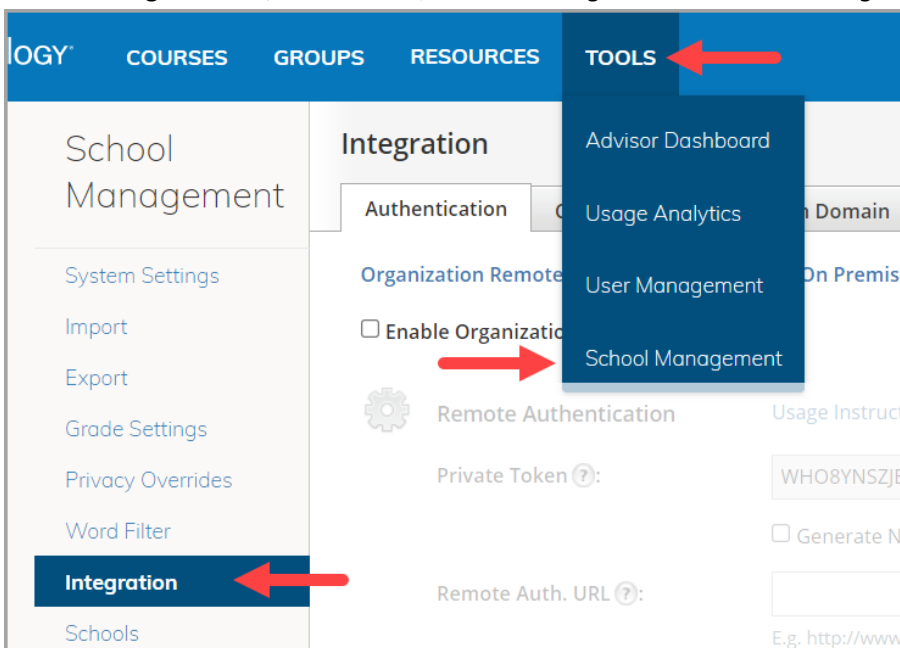
- Your cartridge will now start uploading and should look similar to the image below. Depending on the size of the file, the import process may take some time.

Your files are currently being transferred into Schoology. You can access a list of your transferred files from your [Transfer History](#) area

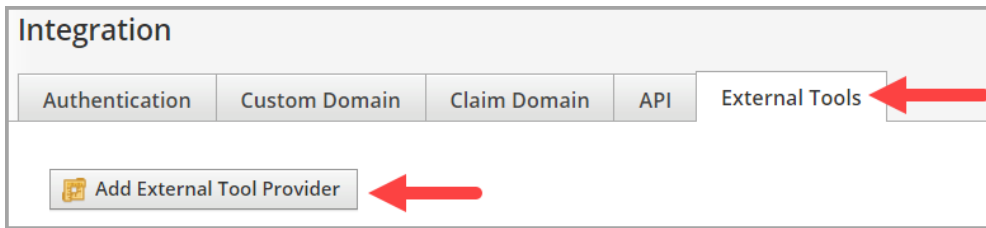
2. How to Set Up G-W's External Tool as an Administrator

Before instructors may configure the LTI links with G-W as the tool provider, a System Administrator will need to add G-W's External Tool at the District level.

- Make sure you have the Integration PDF that was provided via e-mail with the Common Cartridge file.
- Log into Schoology as an Administrator.
- On the Navigation Bar, select *Tools, School Management* and select *Integration*.



- Select the *External Tools* tab. Then select the *Add External Tool Provider* button.



- Using the *Integration PDF* sent with the common cartridge file, set up the External Tool by entering the requested information seen below:

 A screenshot of a dialog box titled "Add External Tool Provider" with a close button (X) in the top right corner. The form contains the following fields:

- Tool Name: ***: Text input field containing "G-W Publisher".
- Consumer Key:**: Text input field containing "lti_gw_demo".
- Shared Secret:**: Text input field containing a series of dots, with a "Clear" button to its right.
- Privacy:**: Dropdown menu showing "Only send Name of user who launches the tool".
- Configuration Type:**: Dropdown menu showing "Manual".
- Match By:**: Dropdown menu showing "Domain".
- Domain/URL:**: Text input field containing "www.g-wonlinetextbooks.com".
- Custom Parameters:**: Text input field containing "use_role_info=true". Below this field is a note: "One key value pair per line (e.g. key=value)".

 At the bottom of the dialog, there are two buttons: "Submit" (highlighted with a red arrow) and "Cancel".

- **Tool Name:** Enter a desired name for this tool (G-W Publisher, G-W, Goodheart-Willcox)
 - **Consumer Key:** Copy and paste the Key (Number 2 on the PDF).
 - **Shared Secret:** Copy and paste the Secret (Number 2 on the PDF).
 - **Privacy:** We like to see "Name Only" for troubleshooting purposes, but this is up to the System Administrator and school district.
 - **Configuration Type:** Select "Manual" from the drop-down menu.
 - **Match By:** Select "Domain" from the drop-down menu and enter www.g-wonlinetextbooks.com.
 - **Custom Parameters:** Copy and paste the Custom Parameter (Number 3 on the PDF).
- Select the *Submit* button.

3. How to Add G-W Content into a Course

The System Administrator may choose to share G-W content with Instructors through their Schoology Resources, or they may choose to create a Schoology Group, add content into that group, and invite specific instructors so they may have access to the content.

Once an instructor has determined how their Schoology Administrator has shared those resources with them, they may choose the appropriate option below to learn how to add that content into their course.

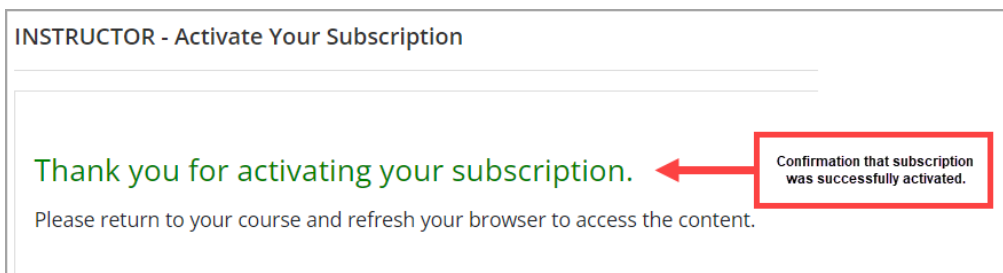
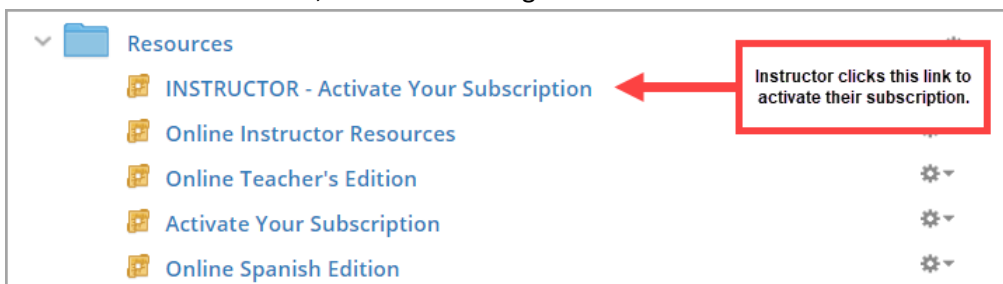
- Option 1: *How to Add Textbook Content into a Course from Resources*
<https://support.g-w.com/kb/article/12-schoology-how-to-add-textbook-content-into-a-course-from-resources/>
- Option 2: *How to Add Textbook Content into a Course from Groups*
<https://support.g-w.com/kb/article/288-schoology-how-to-add-textbook-content-into-a-course-from-groups/>

4. How to Activate an Instructor and Student Subscription

Instructors will need to add the *Resources* folder (which has the activation links inside) into a course in order to activate their subscription. They should not activate their subscription from the *Schoology Resources* or *Group Resources*. Even though instructors may teach multiple courses, they will only need to activate their subscription one time, from within one course.

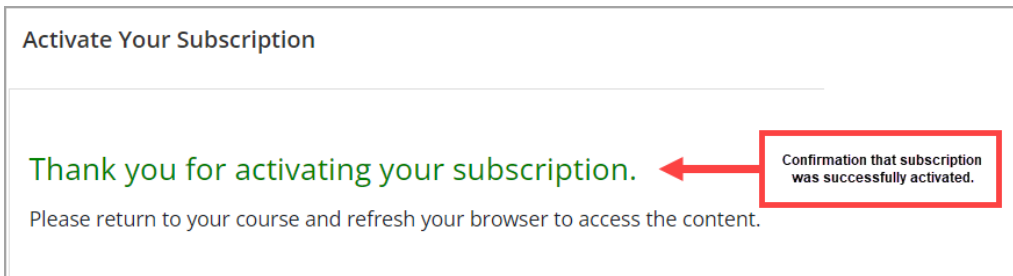
- **Instructor Activation**

Instructors must click on the “INSTRUCTOR – Activate Your Subscription” link to gain access to the content. When the cartridge is imported, this link will import and be visible to students. This link is programmed to allow a specific number of activations (matching the number of instructors listed in the contract). Please advise each instructor to *only click this link once*. Note: Instructors should not click on the student activation link, as it will count against the total number of student activations.



- **Student Activation**

Students must click on the “Activate Your Subscription” link within the course to gain access to the content. These links are programmed to allow a specific number of activations (matching the number of students listed in the contract). Please advise each student to *only click this link once*. We recommend hiding this link from students after the initial enrollment period is over.

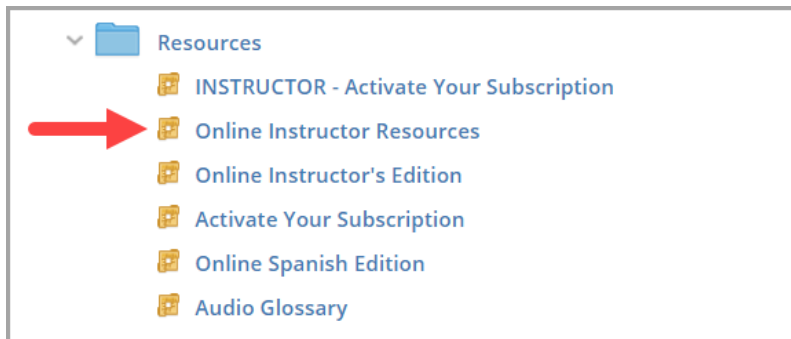


5. How to Import Question Bank/Exam Files

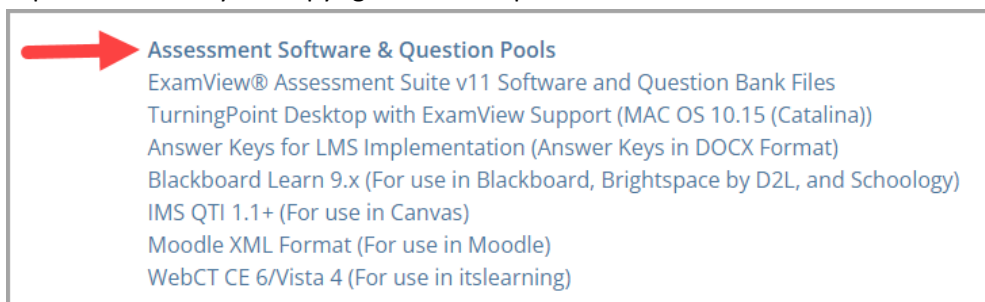
Both System Administrators and Instructors have the permissions to import question bank/exam files into Schoology once they have activated their subscription. There are two parts to this step: *Download Question Banks from the Online Instructor Resources* and *Upload those Question Banks into Schoology Resources* or a *Schoology Group* for instructors to add into their course.

- **Download Question Bank/Exam Files from the Online Instructor Resources**

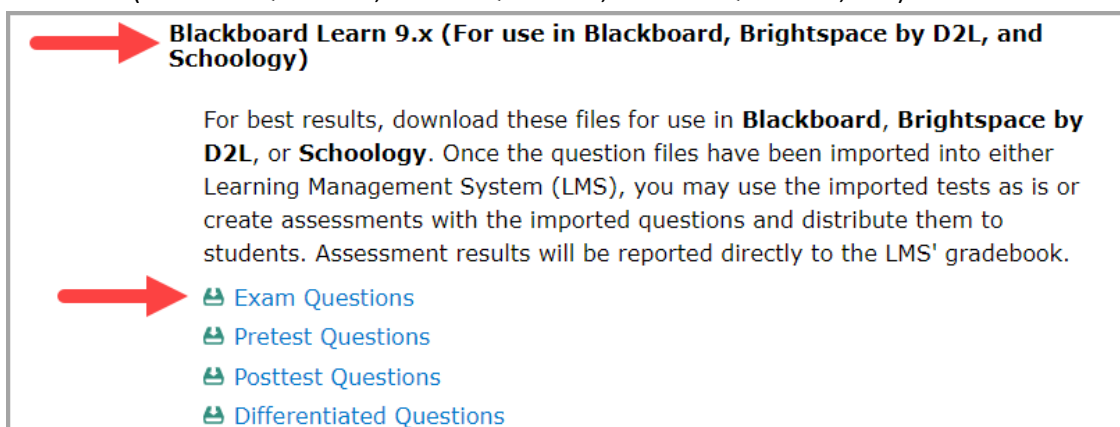
- From within your course, expand the Resources folder and select *Online Instructor Resources*.



- The *Online Instructor Resources* will appear. Scroll down and select the *Assessment Software & Question Pools* section. Note: The *Online Instructor Resources* will look different than the screen captures below if your copyright edition is prior to 2023.



- Expand the *Blackboard Learn 9.x* section and select the name of the question type zip folder to download (i.e. Exam Questions, Pretest Questions, Posttest Questions, etc.).



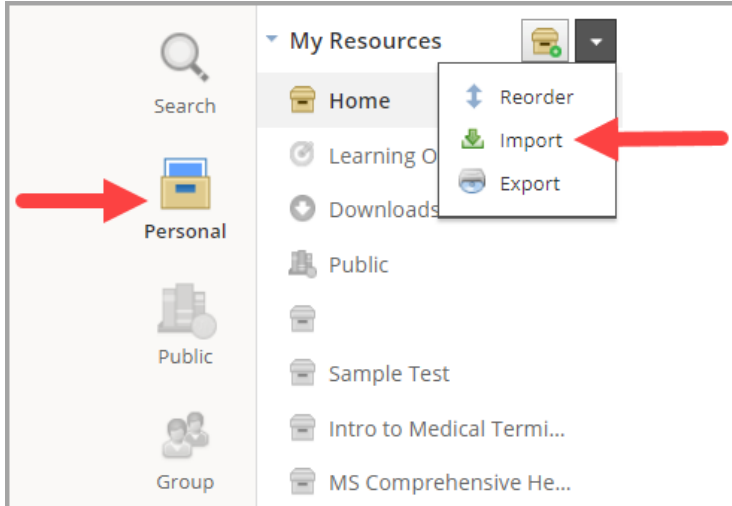
- Once the file is downloaded, extract the files from the ZIP folder.
- After files are extracted, there will be one ZIP folder for each chapter. Do not extract each chapter folder – leave those zipped.

- **Upload the Question Bank/Exam Files into Schoology**

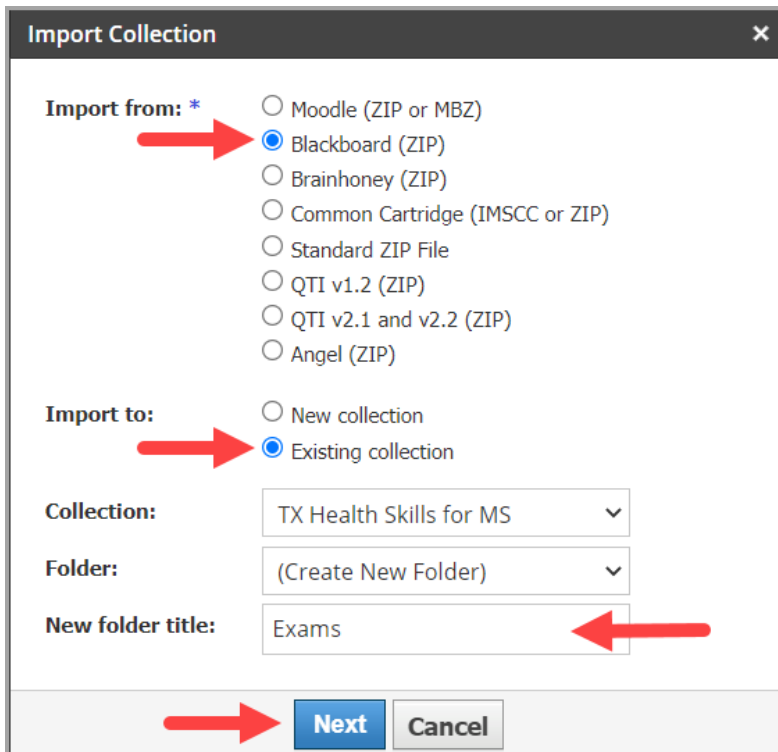
- Back in Schoology, select the *Resources* tab.



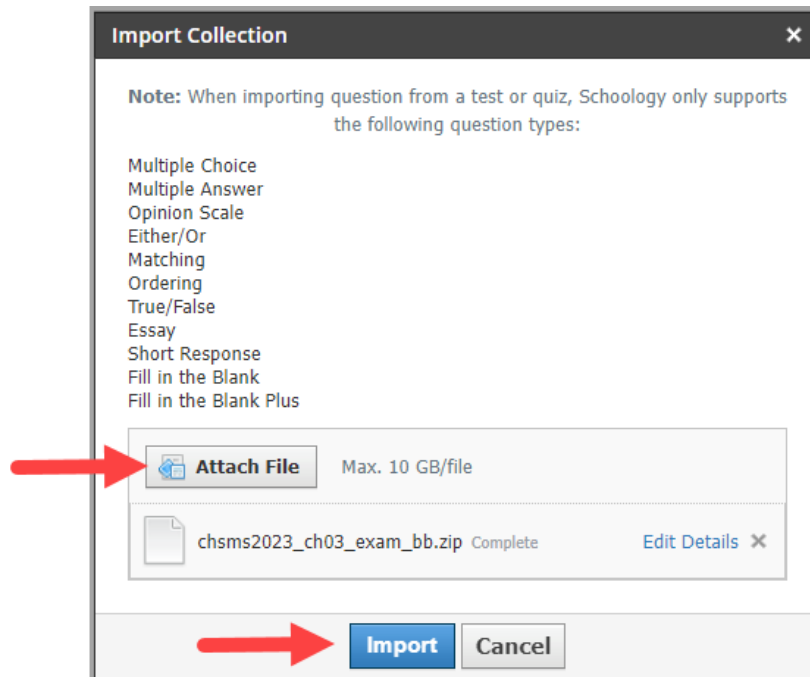
- On the left-hand side of your screen, make sure *Personal* has been selected. Then select the drop-down arrow and select *Import*.



- Select Blackboard (ZIP), Existing collection (or create a new collection for Question Bank/Exam Files), select the existing collection, create a new folder, and then select the *Next* button.

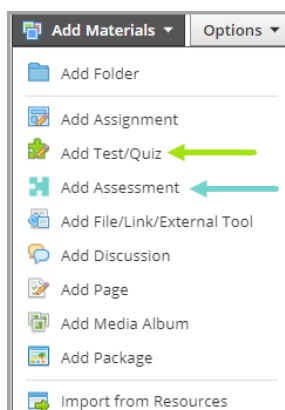


- Click on *Attach File* to find and upload the ZIP folder for the *Chapter 1* ZIP folder saved from the Online Instructor Resources (OIR). Once the upload is Complete, select *Import*.



- Your zip folder will now begin uploading. Repeat this process until all desired chapter folders and Question Banks have been imported.
- Once the zip folders are uploaded you will be able to find the Question Bank/Exam Files within the collection.

Important: If your school district allows instructors to **Add Test/Quiz** then those instructors will be able to use G-W Question Bank/Exam Files as they are imported. If your school district only allows instructors to **Add Assessments** then the System Admin or Instructors will need to convert the question bank files to Item Banks.



Visit our Knowledge Base Article on *How to Create a Test/Quiz Using G-W Question Banks*

<https://support.g-w.com/kb/article/287-schoology-how-to-create-a-test-quiz-using-g-w-question-banks/>

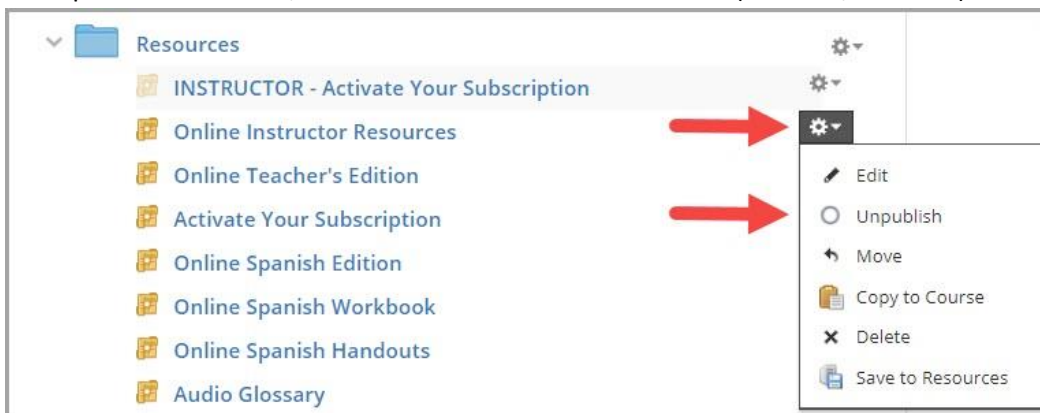
Visit our Knowledge Base Article on *How to Create an Assessment Using Item Banks* starting with Step 7.

<https://support.g-w.com/kb/article/289-schoology-how-to-create-an-assessment-using-item-banks/>

6. How to Publish and Unpublish Course Content

Published resources can be viewed by the students, while unpublished resources are hidden from student view. Once an instructor has added content to a course, they may decide which materials/resources to publish and unpublish for their students. By default, all resources are published.

- From your selected course, expand the *Resources* folder to view the material/resources within.
- To unpublish a resource, select the *Gear* icon next to the link (material/resource) and select *Unpublish*.



- Confirm you would like to unpublish this resource.
- Repeat this process for all materials/resources to which you would like to unpublish and hide from students. We suggest Unpublishing the following links to hide from student view:
 - INSTRUCTOR-Activate Your Subscription
 - Online Instructor Resources
 - Online Teacher's Edition

Note: Each Unpublished link will be grayed out in the Instructor's view, but is still an active link.