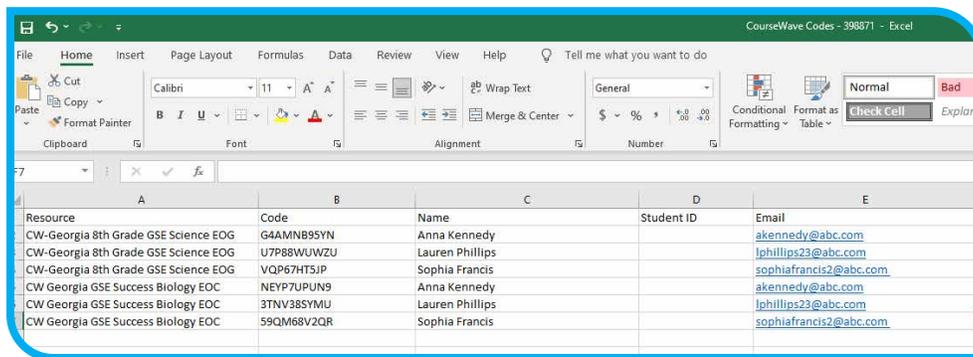


## Teacher Quick Start Guide

Welcome to CourseWave!

Setting up your CourseWave Classroom is an easy process! To get started, you will need to follow these steps:

1. **Create an account at [www.coursewave.com](http://www.coursewave.com).** You will find a link to sign up as a Teacher on the main login page.
2. **Import Codes.** There are two ways to import your access codes into CourseWave:
  - a. **Importing a spreadsheet with the codes, student emails, and names.** Upon purchasing CourseWave, you will receive an automated email with your codes attached.
    - i. Download the excel spreadsheet.
    - ii. Input your students' information.
    - iii. Upload it to the CourseWave website.



Resource	Code	Name	Student ID	Email
CW-Georgia 8th Grade GSE Science EOG	G4AMNB95YN	Anna Kennedy		<a href="mailto:akennedy@abc.com">akennedy@abc.com</a>
CW-Georgia 8th Grade GSE Science EOG	U7P88WUWZU	Lauren Phillips		<a href="mailto:lphillips23@abc.com">lphillips23@abc.com</a>
CW-Georgia 8th Grade GSE Science EOG	VQP67HT5JP	Sophia Francis		<a href="mailto:sophiafrancis2@abc.com">sophiafrancis2@abc.com</a>
CW Georgia GSE Success Biology EOC	NEY7JUPUN9	Anna Kennedy		<a href="mailto:akennedy@abc.com">akennedy@abc.com</a>
CW Georgia GSE Success Biology EOC	3TNV38SYMU	Lauren Phillips		<a href="mailto:lphillips23@abc.com">lphillips23@abc.com</a>
CW Georgia GSE Success Biology EOC	S9QM68V2QR	Sophia Francis		<a href="mailto:sophiafrancis2@abc.com">sophiafrancis2@abc.com</a>

It works best to import the codes as an ".xlsx" file. There is a large button that reads "Import Codes" that will allow you to upload the spreadsheet. From that point, an email will be sent to the students automatically giving them access to the online tests.

b. **Adding codes individually.** You can send access to students individually by clicking on the "Add Codes" button and inputting the information for one access code at a time. You will need to fill in the Code, Student Name, and Student email address. You can also include Student ID, however that is more for your convenience and organization than CourseWave's.

**3. Access Testing Material.** Once you have imported your codes, your dashboard will automatically fill with the tests that you have purchased. All you have to do to preview the tests is click on the resource and you can select “Preview” on whichever pretest, posttest, or chapter test you want to view. **\*\*Important Note: You can’t assign tests to your students through CourseWave. Your students will have access to all assessments when you do. Be sure to communicate with your students which tests to take and when.**

Now that you have set up your CourseWave Classroom, you can let your students begin testing. When they complete a test, it will show up on your teacher dashboard, but you can also find test results on the main page of the individual chapter tests.

**4. Grading Tests:** Assessments are automatically graded in CourseWave, but you, as the teacher, will have the opportunity to award points after the test has been submitted. Essay and short answer questions will be marked as ungraded and marked with a yellow caution symbol until you go into the individual test and assign points.

**5. Exporting Reports:** You can export reports in two formats: CSV or XLSX. You will find buttons for both of those options on your Dashboard and wherever you find reports on the platform. You will be able to export these reports into Microsoft Teams.

For any additional questions, please visit our **FAQ** page or contact American Book Company at 1-888-264-5877 or [contact@americanbookcompany.com](mailto:contact@americanbookcompany.com).