G-W Assessment integration with Canvas

Welcome to G-W Assessment, your new assessment platform. Easily create and deliver effective assessments for your G-W products with flexibility. Choose from a library of pre-built questions or customize your own to align with your learning objectives.

G-W Assessment integration with Canvas offers a seamless user experience. With this integration, you can:

- Launch G-W Assessment directly from within Canvas without the hassle of entering additional credentials.
- Grades are automatically synchronized between G-W Assessment and Canvas, streamlining your workflows.
- Access detailed reports to track student performance.

This step-by-step guide will quickly help you get started and navigate the platform with ease.
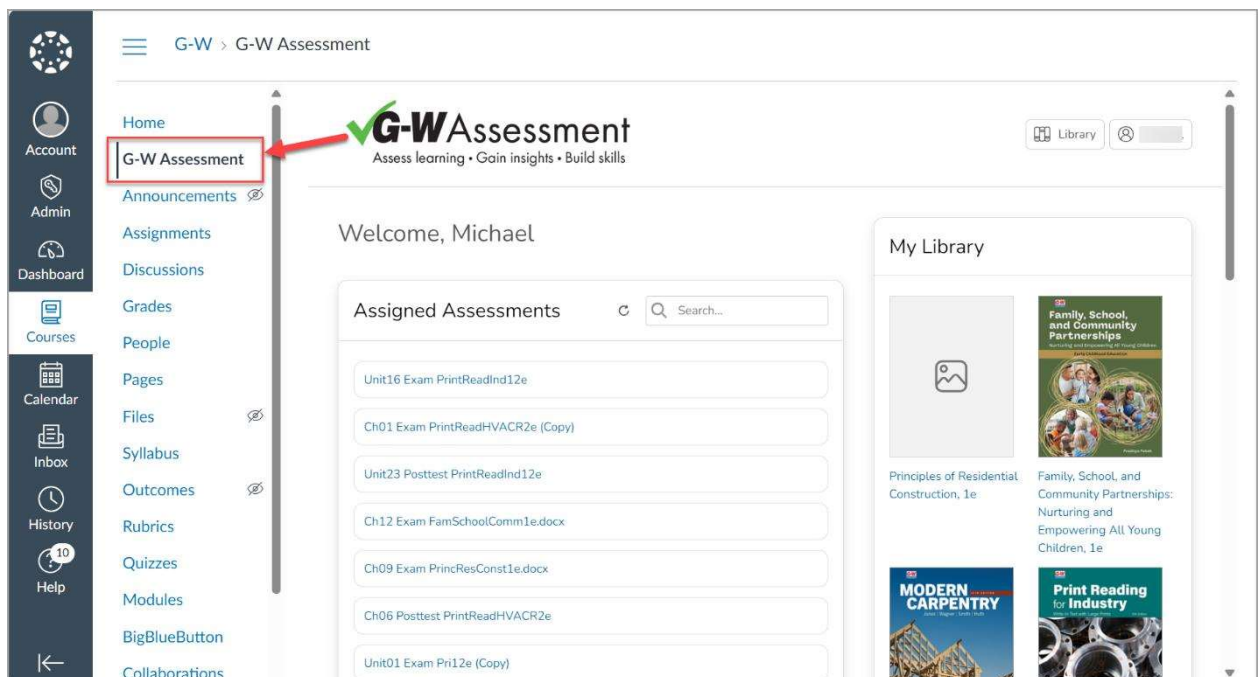

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Connect Canvas Course to G-W Assessment

Upon logging into Canvas, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator.
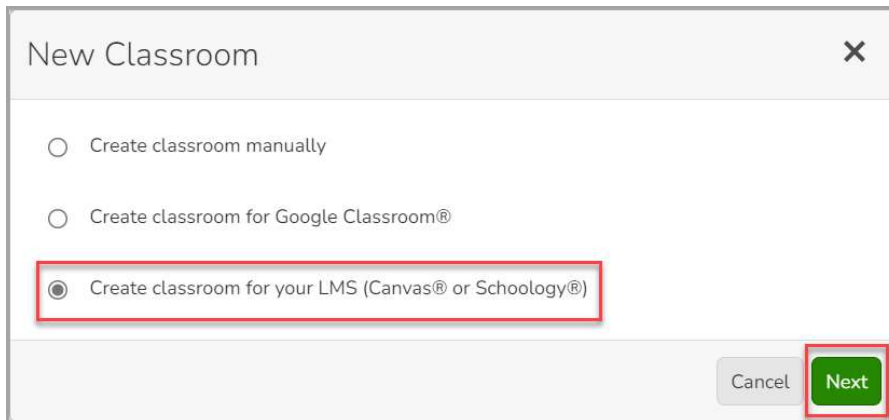
1. Select the G-W Assessment application (the name may vary) in the left navigation bar with your course.
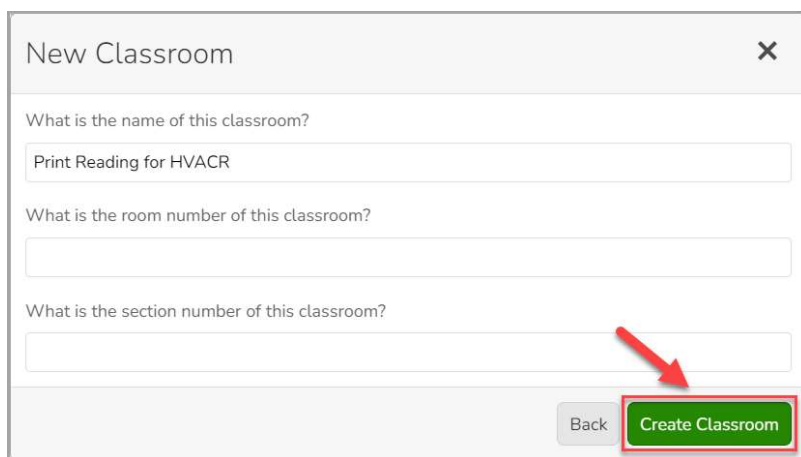
2. Select the **Connect** button on the *It's time to connect your LMS Course to GW Assessment* section on your screen.
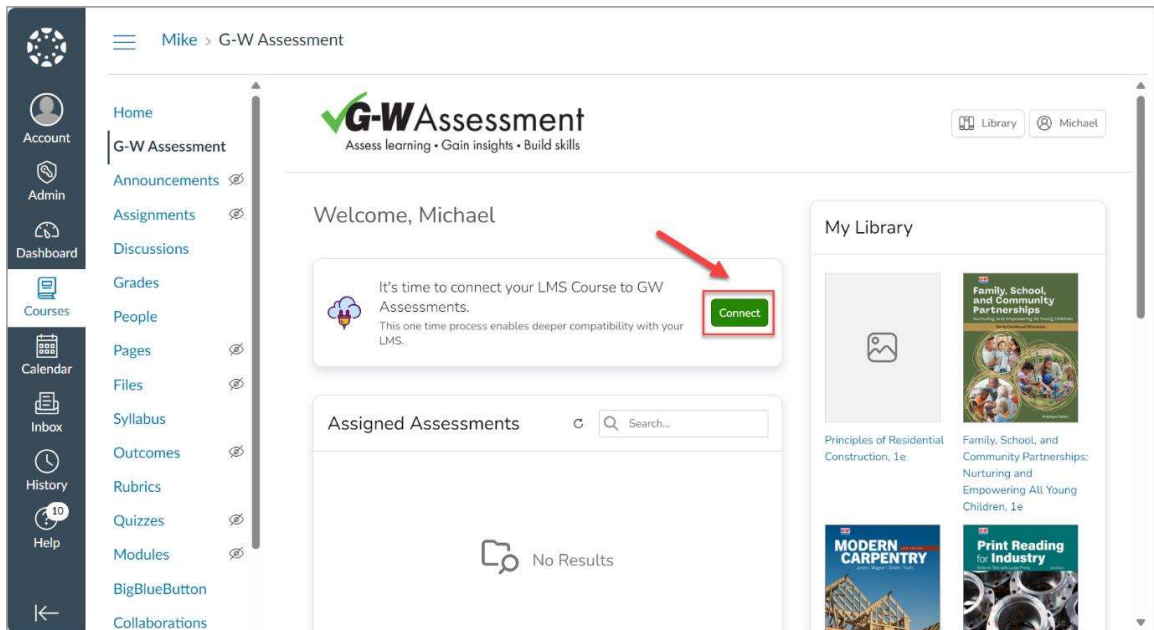
3. In the **New Classroom** modal, select **Create classroom for your LMS (Canvas® or Schoology®)** then select the **Next** button.

4. Enter the name for your classroom then select the **Create Classroom** button.

G-W Assessment Welcome Page

The G-W Assessment Welcome page is divided into two sections:

1. **Assigned Assessment:** Review all assessments you have assigned to your class.
2. **My Library:** Access all available titles for you or your school.

Assigned Assessment

The Assigned Assessment section lists all the assessments assigned to your students. By selecting from the assessment, you can view your students' results.

My Library

To access the available assessments, locate the **My Library** section to the right side of this page or by selecting the **Library** button in the top righthand corner. Select on the title to view its assessments.

Assessments Page

The Assessments page lists all pre-built assessments for your adopted products.

You can:

1. Create a new assessment using pre-built or custom questions by selecting on **+ Assessment.**
2. **Preview** the assessment.
3. **Print** assessments as PDFs.
4. **Assign** the assessment to Google Classroom (Google Classroom users only). To assign assignments in Canvas, follow the steps in the Create Assignments in Canvas with G-W Assessment section located within this document.
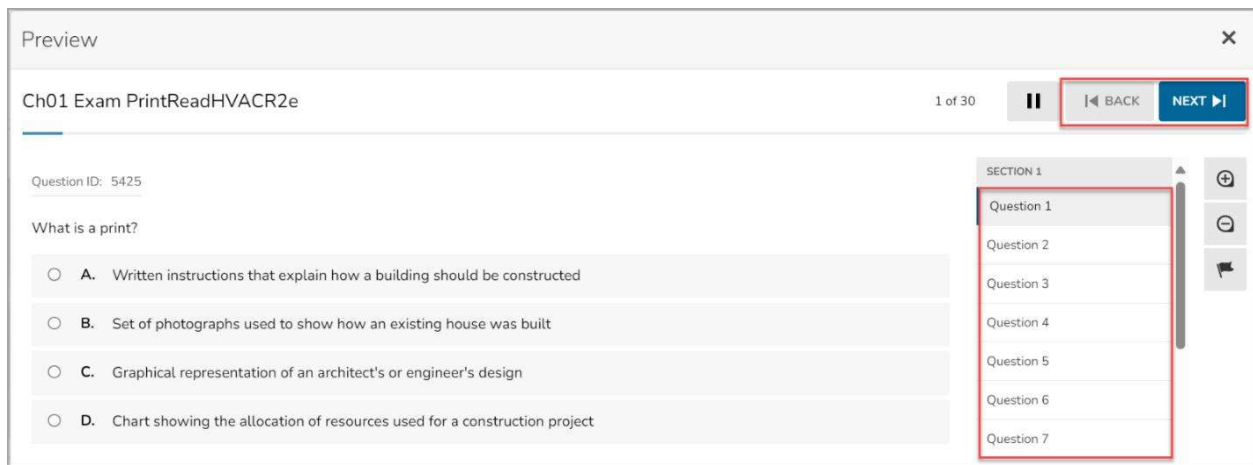
Preview Assessments

1. To preview the questions in a pre-built assessment, either select the assessment bank link or select the **preview** button.

2. To navigate the assessment:
   a. Select **Next** to move to the next question.
   b. Select **Back** to return to the previous question.
   c. Select the question number to preview the question.
   d. Select the plus icon to increase the font size.
   e. Select the minus icon to decrease the font size.
   f. Select the flag icon to mark a question for review.

3. Once you have finished reviewing your assessment, you can either print it or make further modifications.
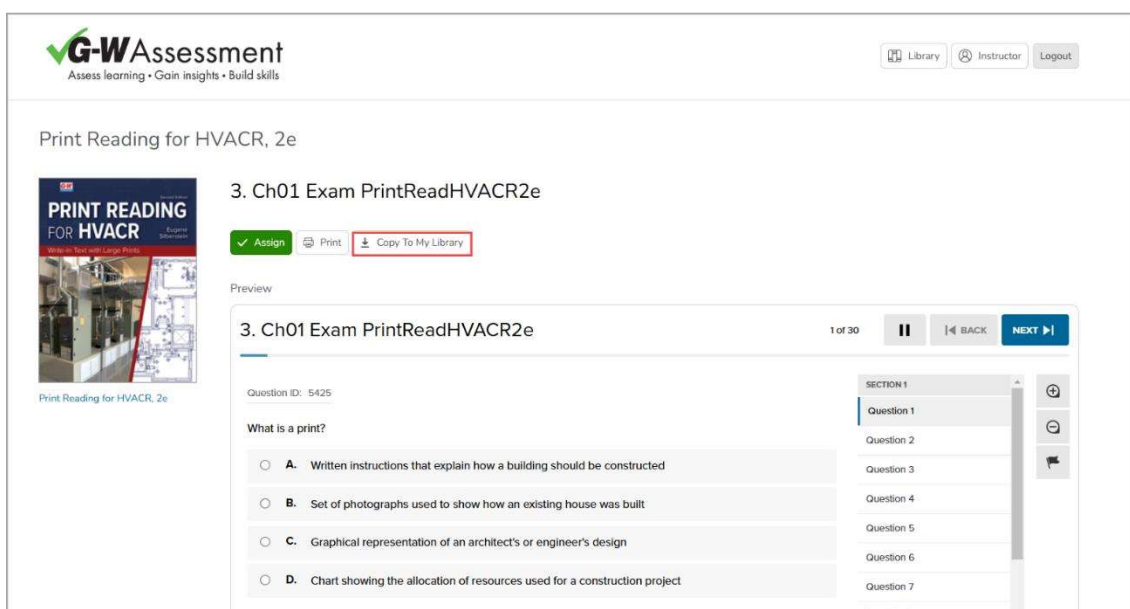
Edit Pre-Built Assessment

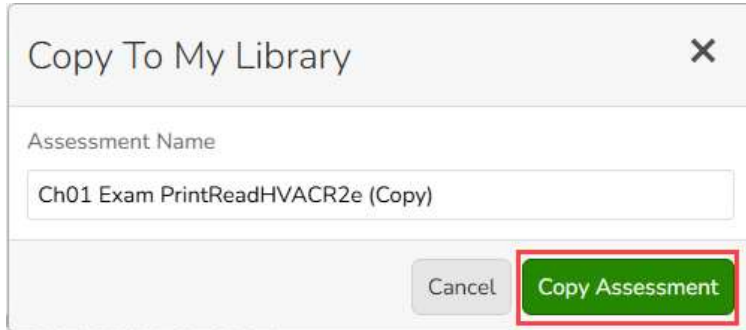To customize a pre-built assessment:

1. Navigate to the Assessment page and locate the desired assessment. Select the assessment link.

2. Select the **Copy to My Library** button to create a copy of the assessment.

3. Give the copied assessment a new, relevant title then select the **Copy Assessment** button.

4. Once your assessment has been copied, you can
    a. **Edit**: Select the **Edit** button to open the assessment for editing.
    b. **Duplicate**: Select **Duplicate** to create a copy of the assessment before editing.
    c. **Delete**: Select **Delete** to delete this assessment.

5. Select **Edit** to modify the assessment.

Assessment Editor

Once in the Assessment Editor, you can customize the assessment to align with your specific learning objectives.
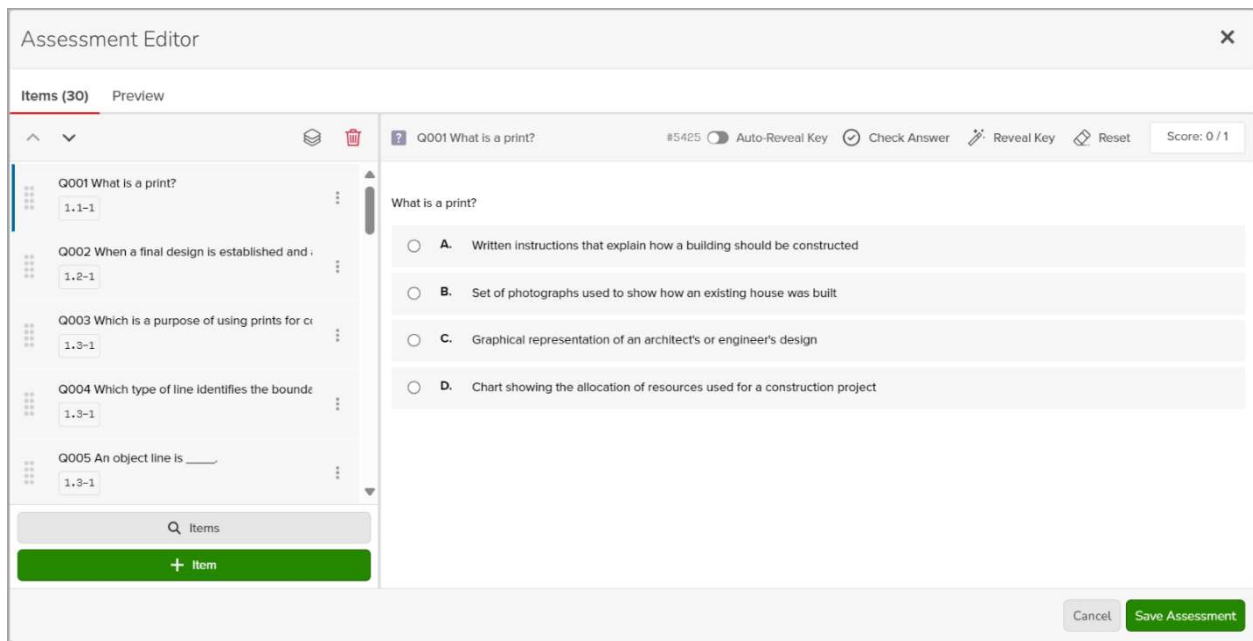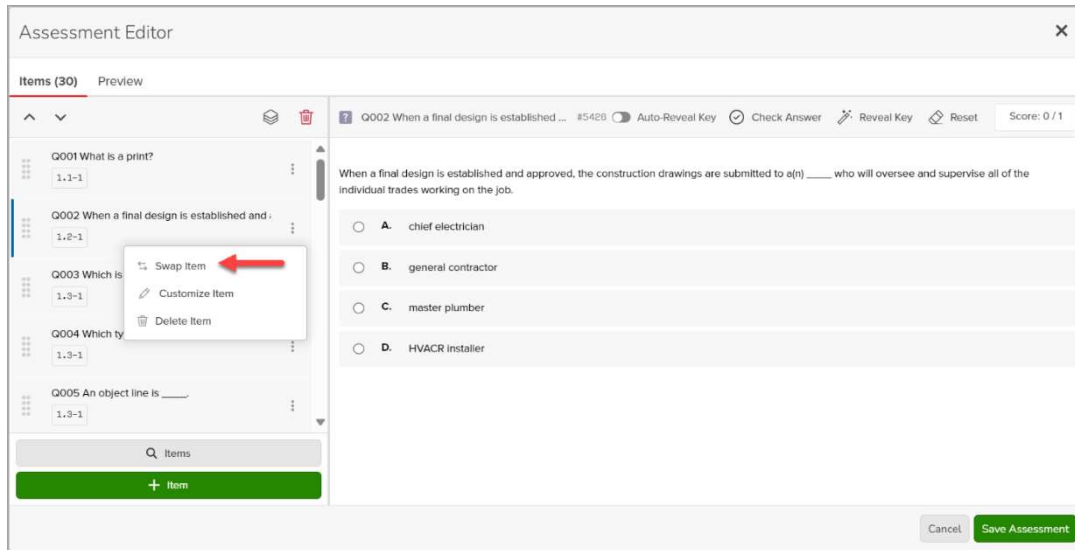
Preview Items

To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.
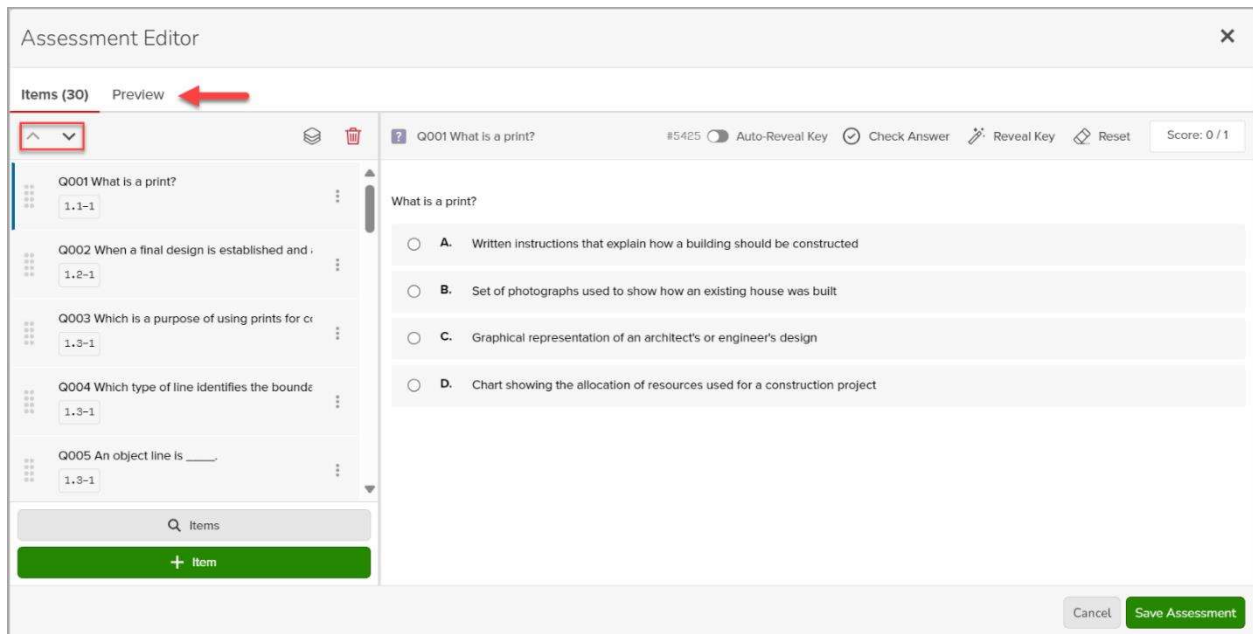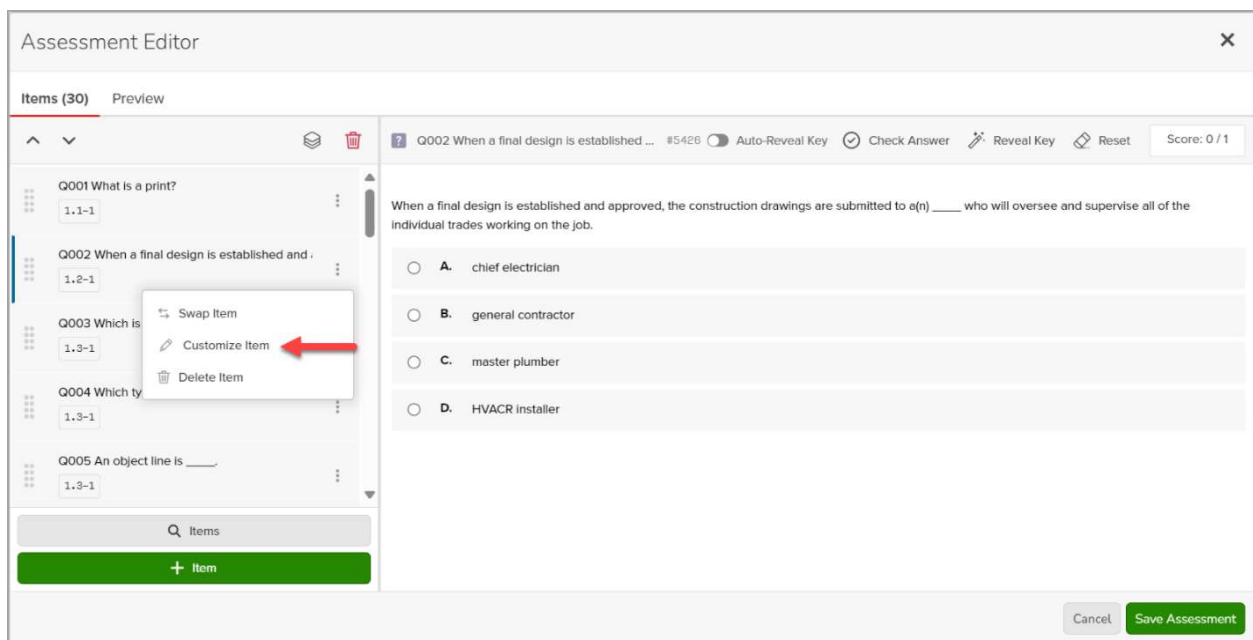

Swap Items

To swap an item in your assessments and replace it with another, select on the kebab ⠿ menu to the right of the question, then select **Swap Item.**
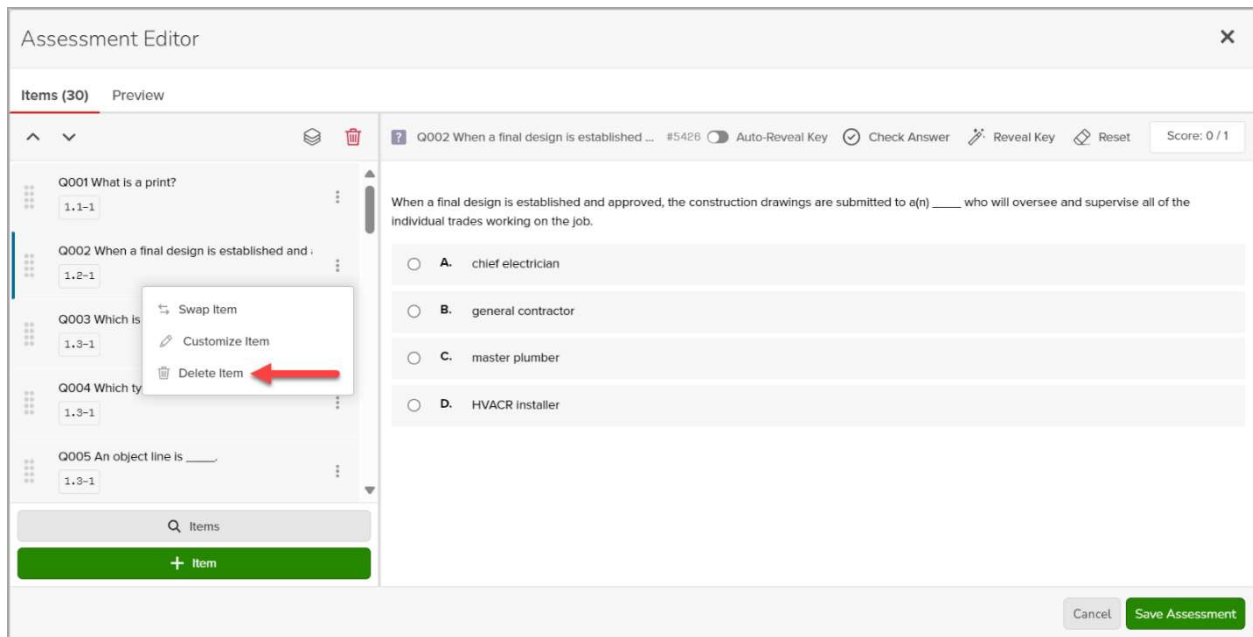
Customize Item

To modify an item in your assessment, select on the kebab ⋮ menu to the right of the question, then select **Customize Item.**

Delete Items

To remove an item from your assessment bank, select on the kebab ⋮ menu next to the question, then select **Delete Item.**

In the **Select Items** screen, select the title and the chapter, then locate the item that you want to swap with the current one. (**Note:** If you have adopted multiple products, you can add an assessment item from any of those products.)

Rearrange Items

To rearrange the order of your assessment items, drag and drop questions using the double kebab ⸬ icon to drag it to your desired location. (**Note:** Questions numbers are for instructor reference only and do not display for students.)
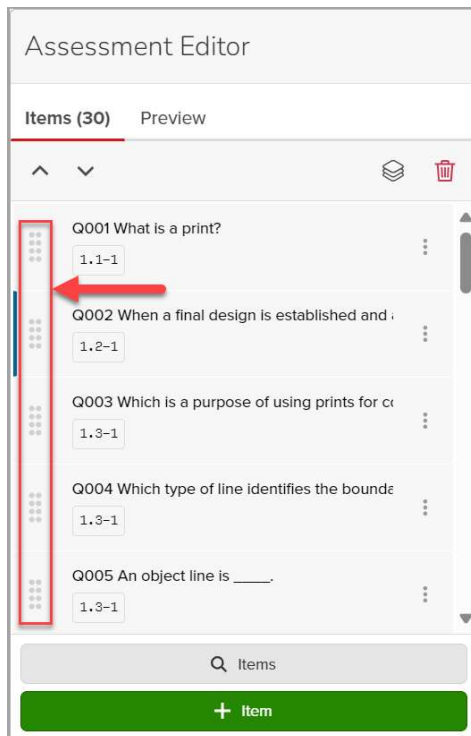
View Answers Keys

To view the answer keys for individual items, toggle the following options:
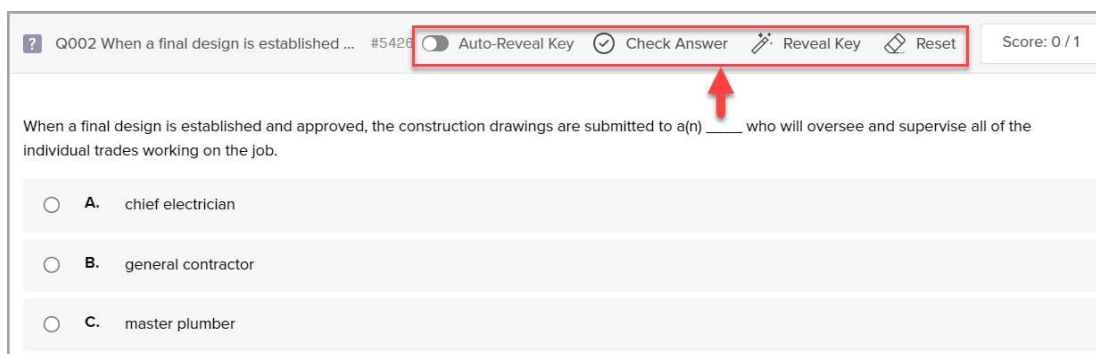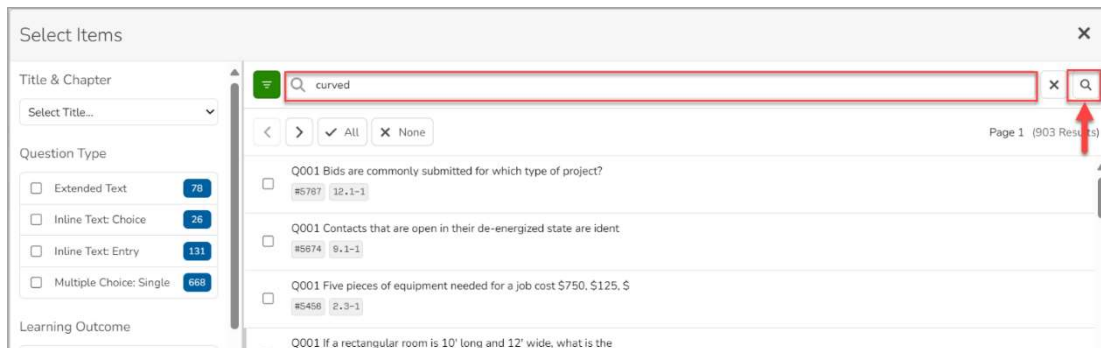

1. **Auto-Reveal Key**: Automatically displays correct answers while navigating through the assessment bank.
2. **Check Answer**: Shows your performance on the current question.
3. **Reveal Key**: Display the correct answer for the current item.
4. **Reset**: Return the question to its original state.

Search

To search for items, select the **Search Item** button at the bottom of the Assessment Editor page:
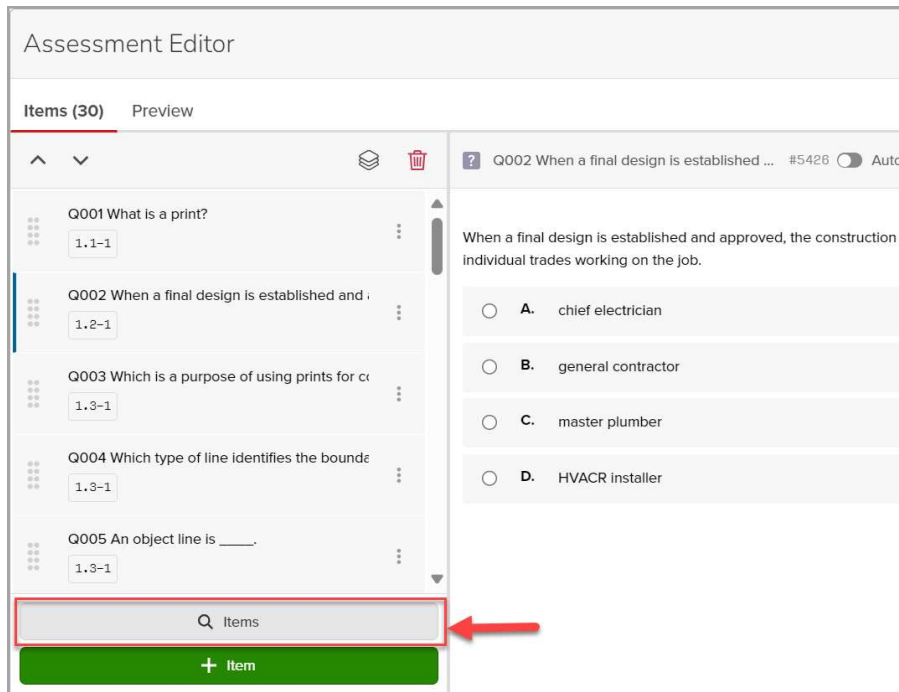
Use the filters to narrow your search or enter a keyword in the search field and select the magnifying [magnifying glass icon] icon to begin your search:

Your search results will then be displayed:

Toggle Filters

To collapse the filter and maximize the question view, select the strawberry icon next to the search field:

Your question view will no longer show the filter column:

Once you have finalized the customization of your assessment, select the **Save Assessment** button to save your changes.


Create Custom Assessment

G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

*Create custom assessment with pre-built G-W items*

1. To create your own assessment with pre-built G-W items, select the **+ Assessment** button on the Assessment page.
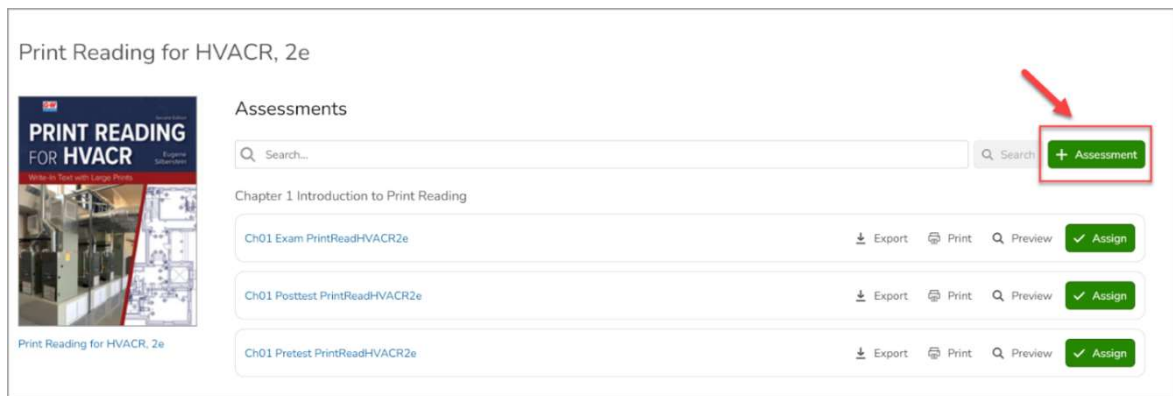
2. To add pre-built assessment questions, select the **magnifying glass** icon in the Assessment Editor.
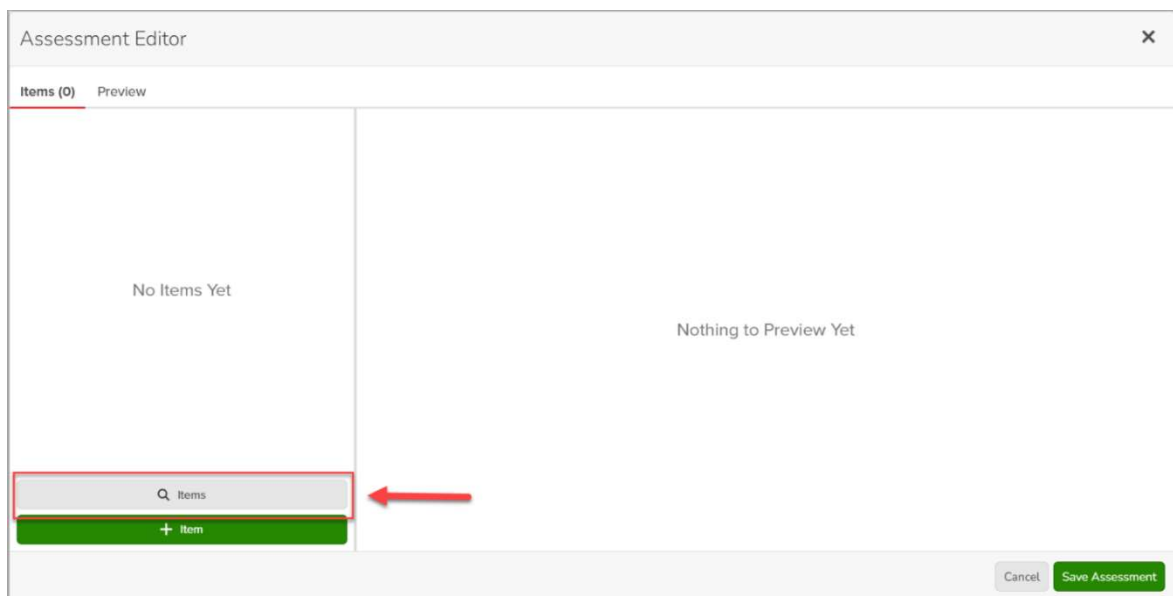
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search
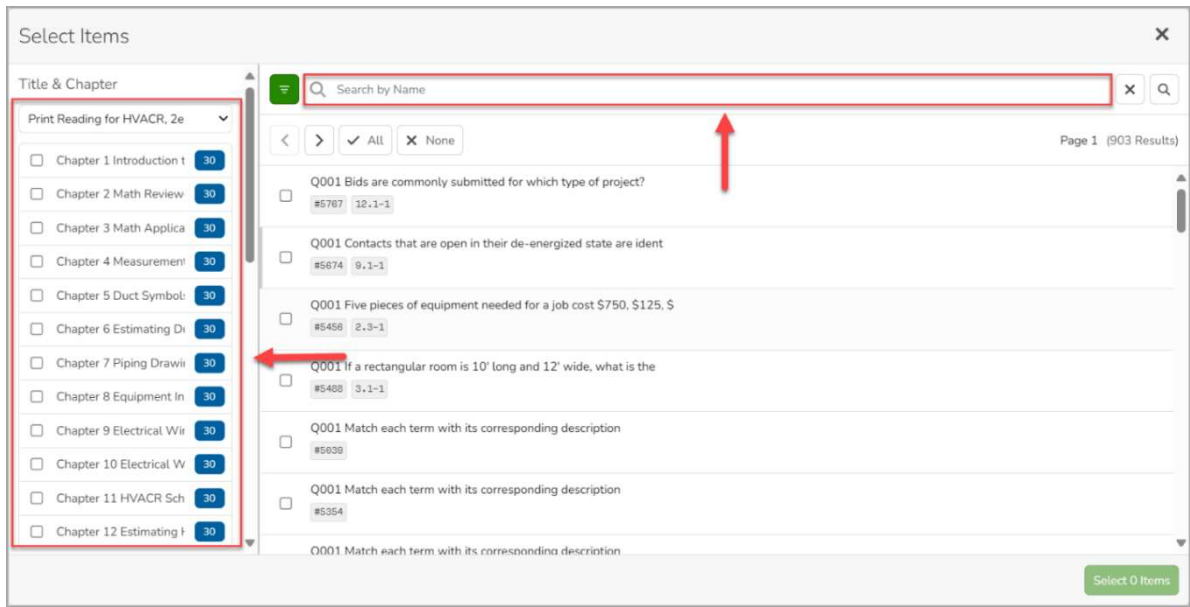
4. Select an item to preview it.
5. Check the box next to the items you want to add to your assessment or select ✓**All** to add all the items from your search results. Then, select the **select # Items** button to add the items into your assessment.
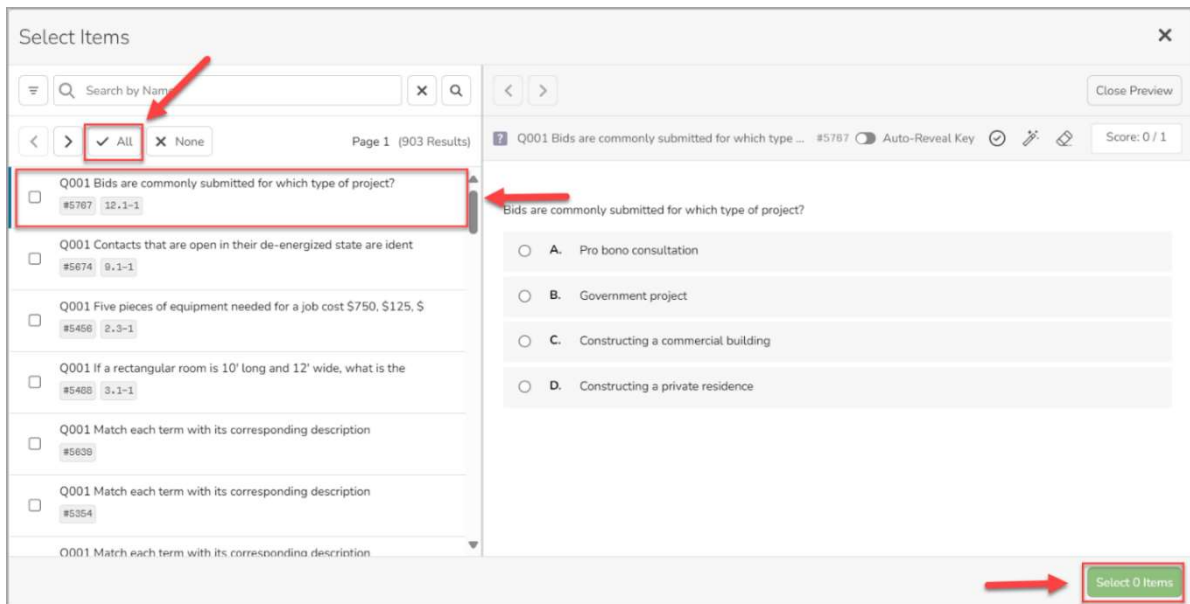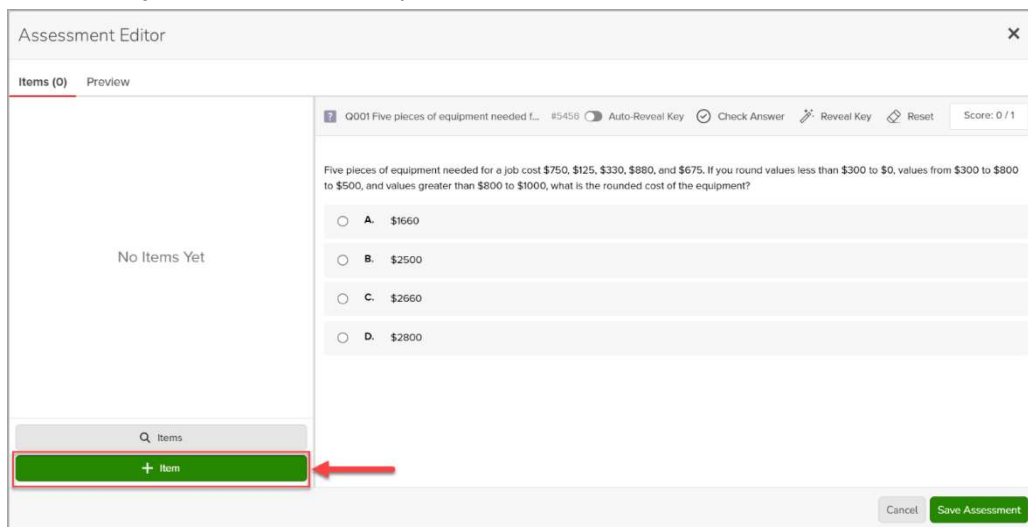

6. Once you have finalized the customization of your assessment, select the **Save Assessment** button to save your changes.
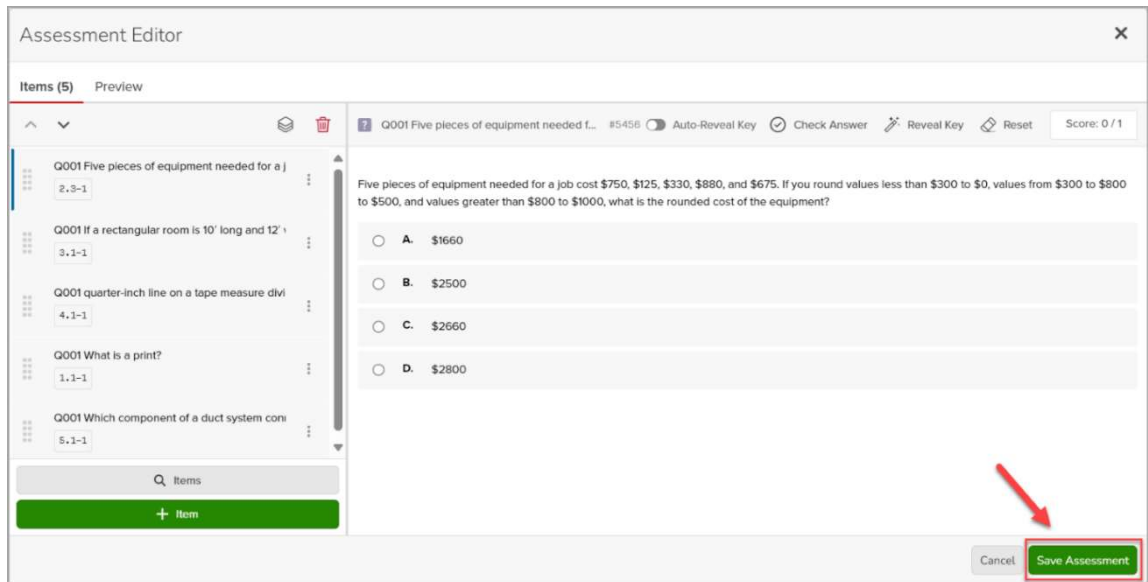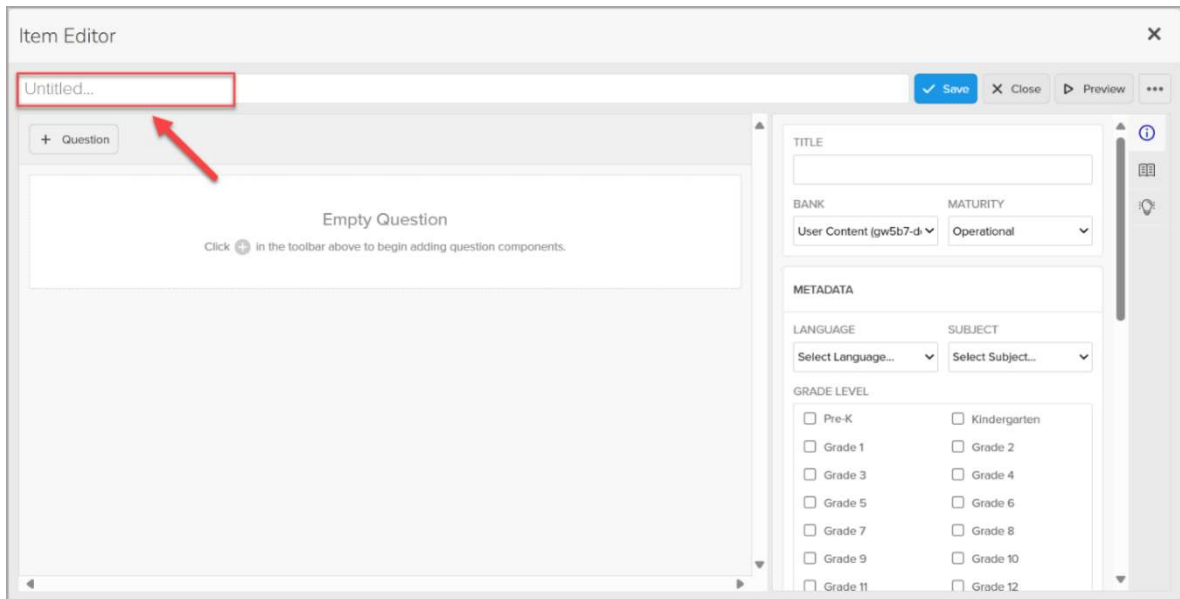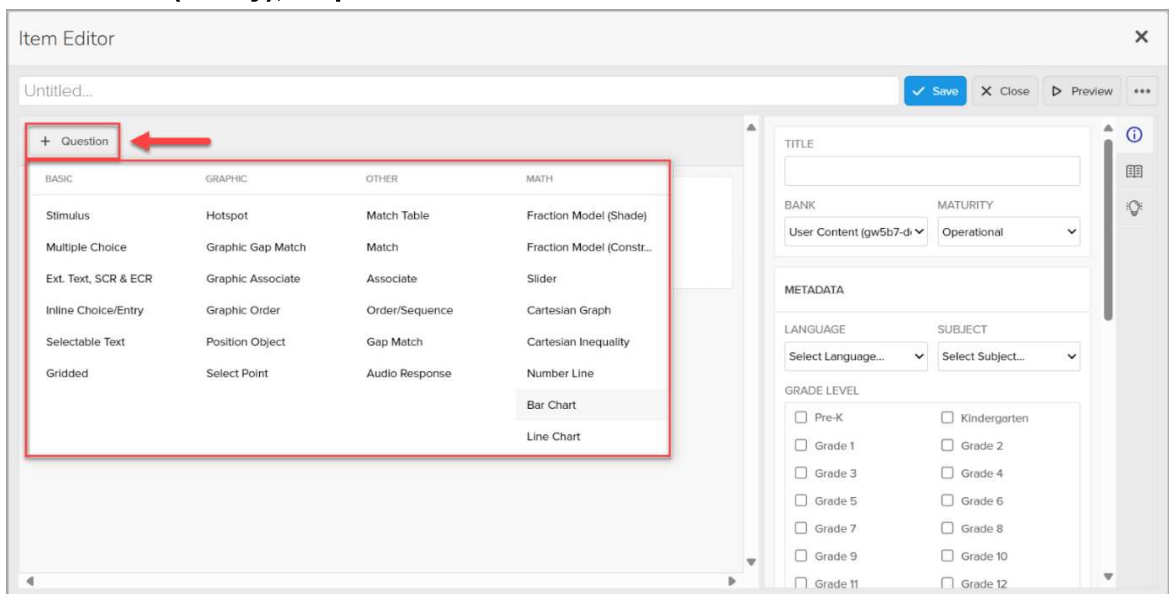
Create new custom items

1. To create your own custom questions, select on the **+ Item** button.

2. In the Item Editor, start by giving your item a title:

3. To add a new assessment item, select on the **+ Question** button. A dropdown will appear displaying various question types. Select the desired question type. (**Note: If you are delivering this assessment as a print only format, only the following question types are supported: Multiple Choice, Inline Choice/Entry, Ext. Text SCR & ECR (Essay), Gap Match and Selectable Text.**)

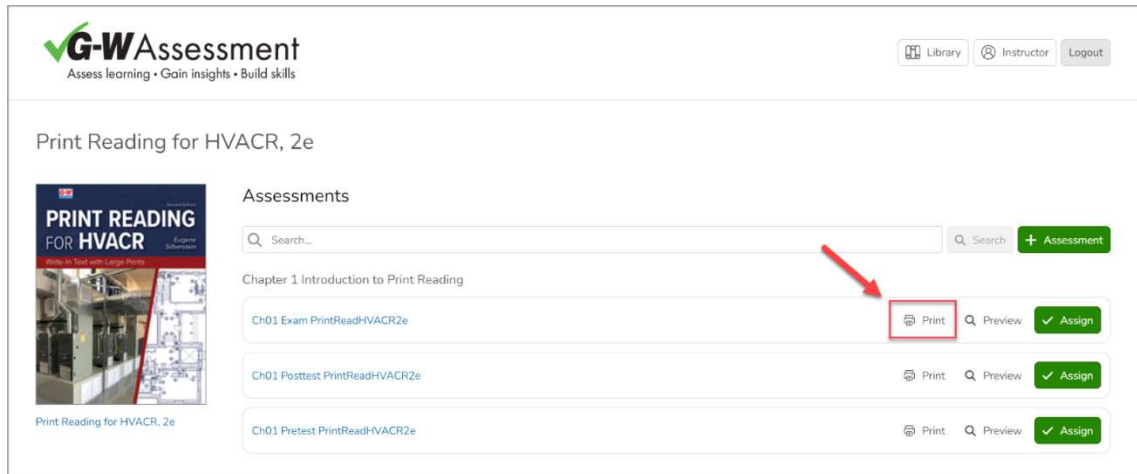4. Use the **Guide Me** feature for a quick tutorial of the question type.

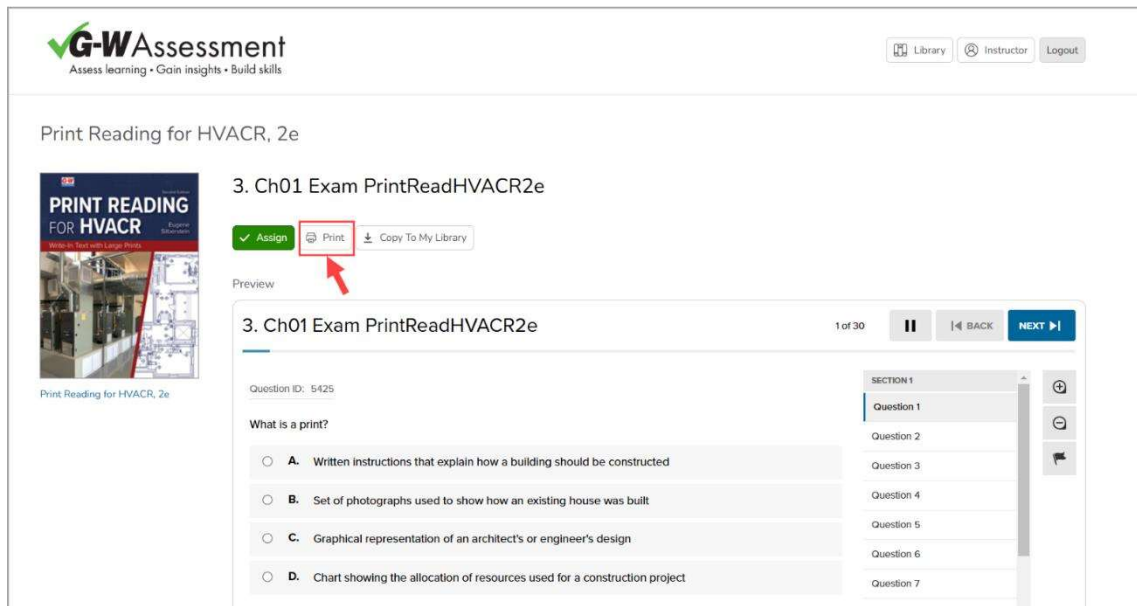5. Once you have created your item, select **Save** to save the item for your assessment.

Print Assessment

To print a PDF version of the assessment for distribution to your students, there are 2 options:
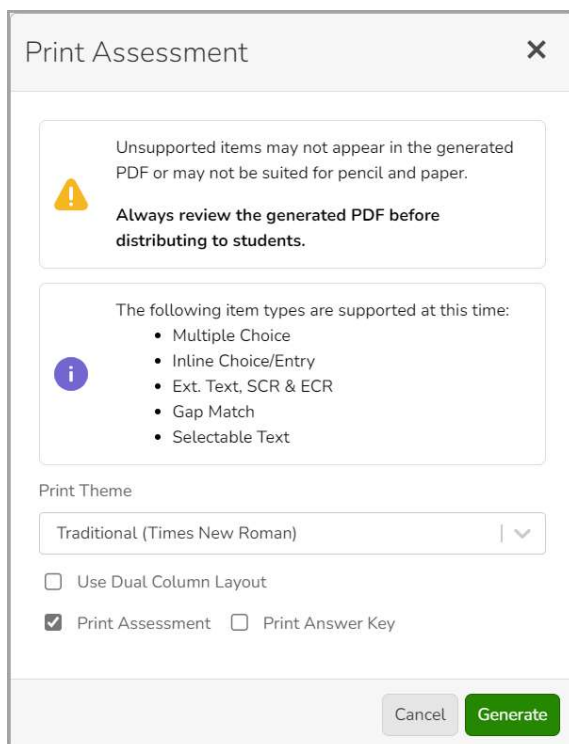
1. From the assessment page, select the **Print** button

2. From the preview screen, select the assessment bank link, then select **Print**:

3. Selecting **Print** will open a dialog box.

4. To customize your printed assessment:
   - Select a print theme
   - Choose whether to use a dual column layout
   - Select whether to print the assessment, answer key, or both.

5. After making your selections, select the **Generate** button to create a PDF version of your assessment. Once generated, select **Download Assessment** to download the PDF to your computer. If Print Answer Key was also selected, select the **Download Answer Key** button to download the answer key PDF separately.

Create Assignments in Canvas with G-W Assessment

To create an assignment using G-W Assessment in Canvas:

1. Select **Assignments** on the left navigation bar within your course.
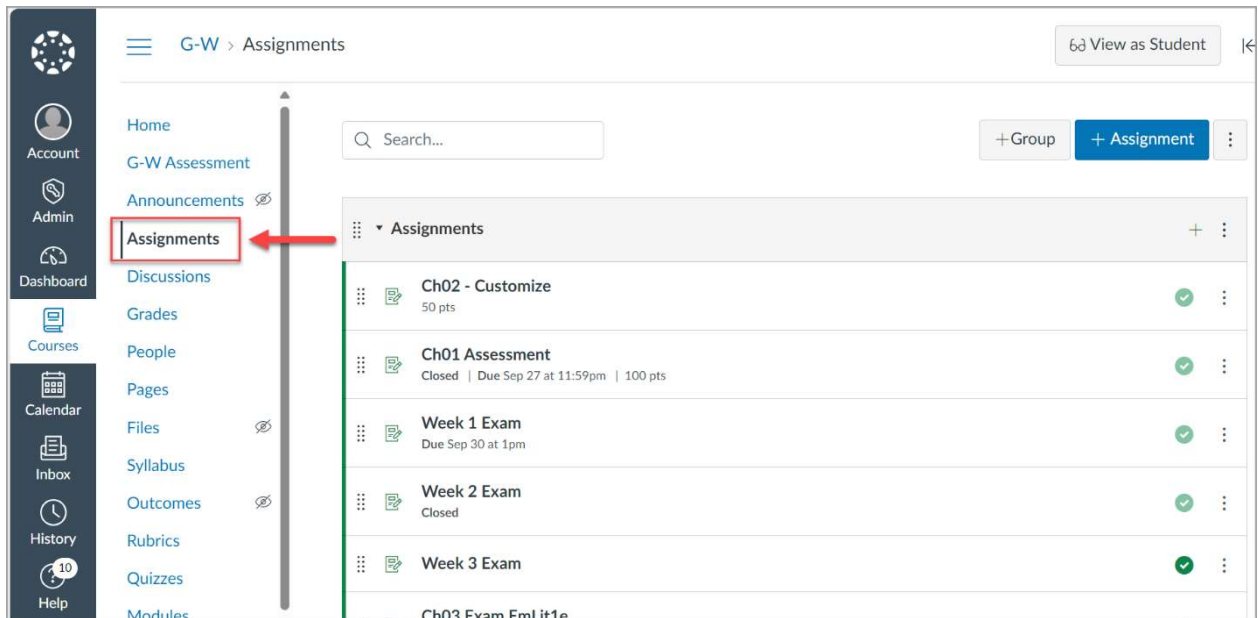
2. Select **+Assignment** to create a new assignment.
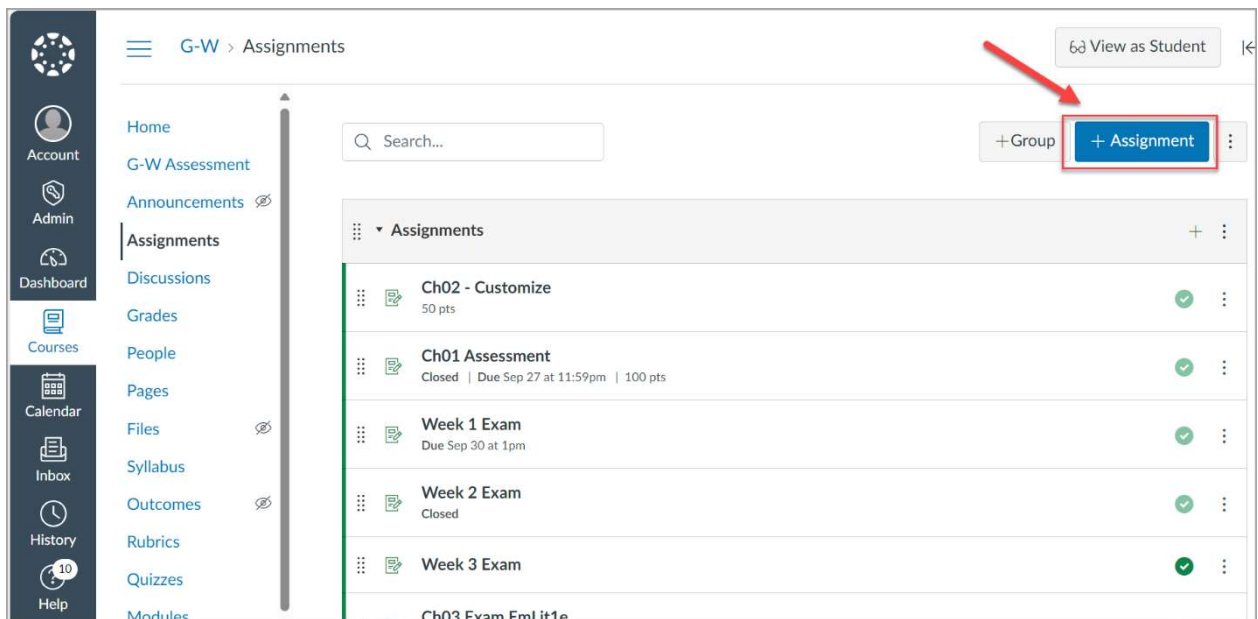
3. In the Create New Assignment page, fill the necessary details of your assignment:
   - Assignment Name
     - **Note:** Adding an assignment name is optional. G-W Assessment will automatically add the assignment name that you added during assignment creation. This is the only assignment field that will be overwritten after you select your assignment from within GWA.
   - Description: Add a description to the assignment, this is optional.

- Points: Assessment points can be set to any value. Your GWA assignment will adjust to the set point value.
- Assignment Groups: Select your assignment group or create a new group.
- Display Grade As: This can be set to your preferred grade setting. This can also be changed later, and the assignment grade will adjust to what has been selected.

4. In the Submission Type drop down, select **External Tool** and then select the **Find** button.

5. In the Configure External Tools modal, select **G-W Assessment**.
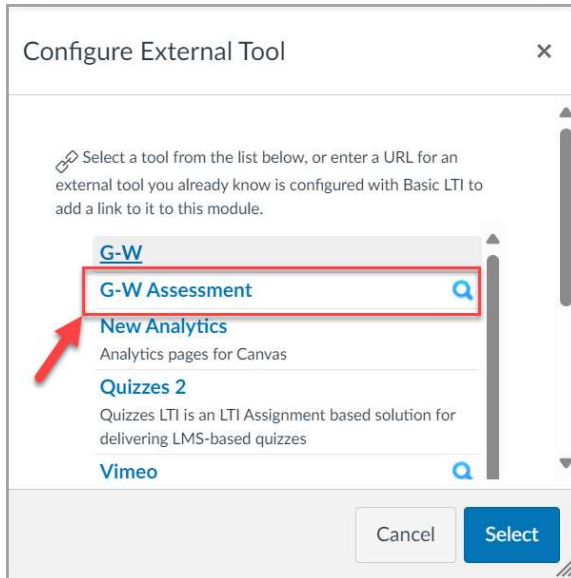
6. In the Link Resource from External Tool modal, use the dropdown menu to select pre-built G-W assessment content from the **Publisher Library**, or select the **My Library** tab to access your existing assessment assignments. You can also narrow your list down by using the **Search** feature.
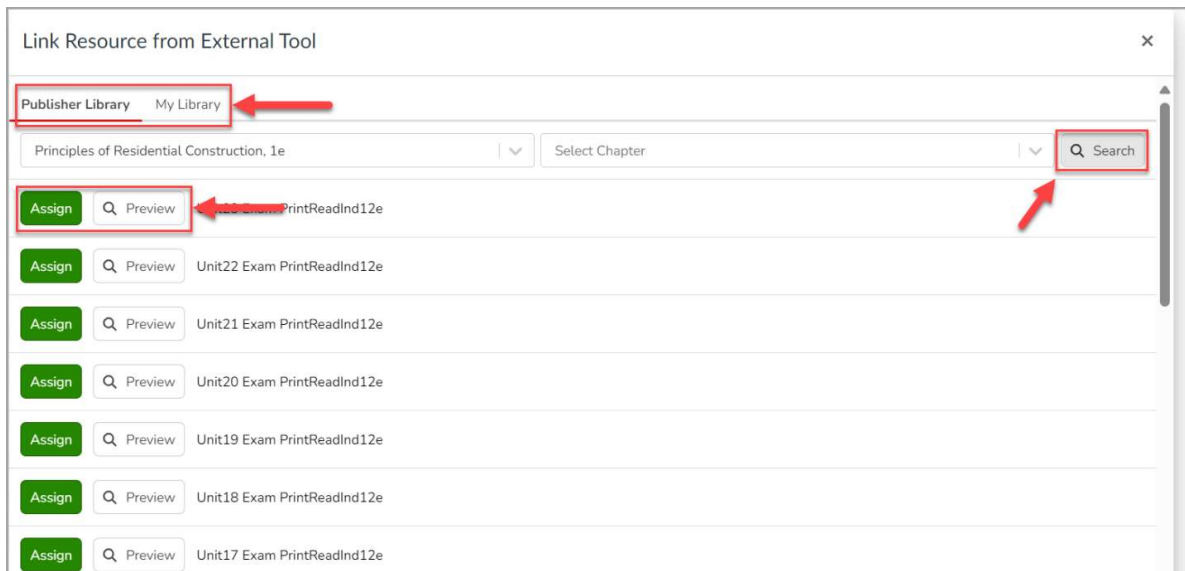
7. Once you have located the assignment, you can:
    1. Preview – Select **Preview** to view the assignment.
    2. Assign – Select **Assign** to assign this assessment to your students.
8. Select Assign, then confirm by selecting **OK** on the pop-up modal.

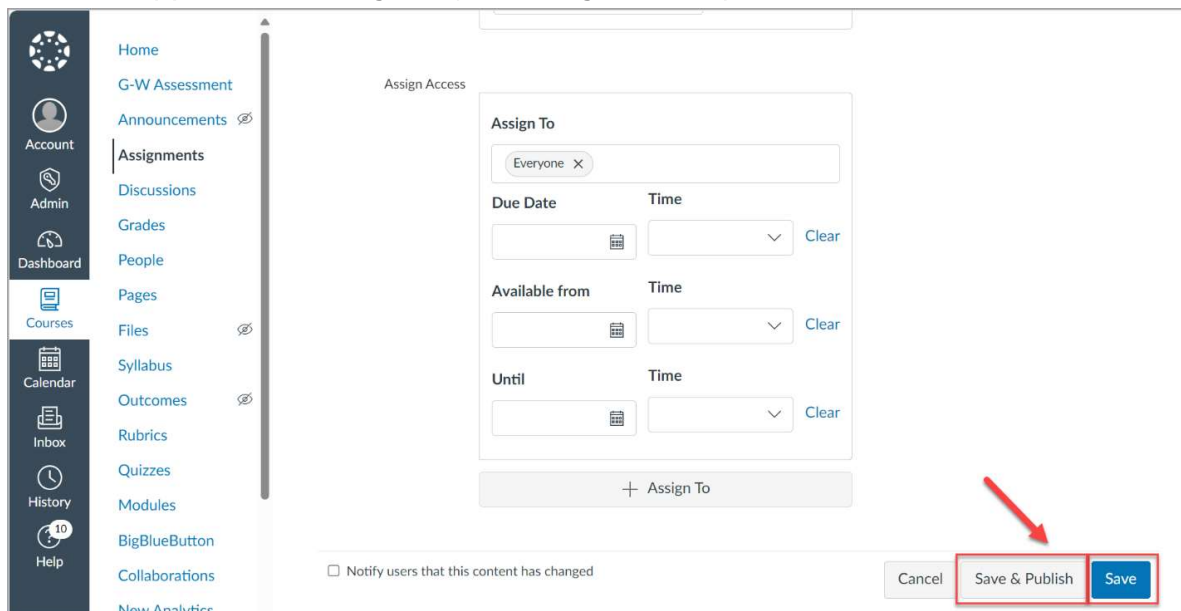9. This will automatically close the Link Resource from External Tool window. You will return to the Configure External Tool screen. Make sure G-W Assessment is selected, then select the **Select button**. This will close out this screen and return you to the Create New Assignment page.
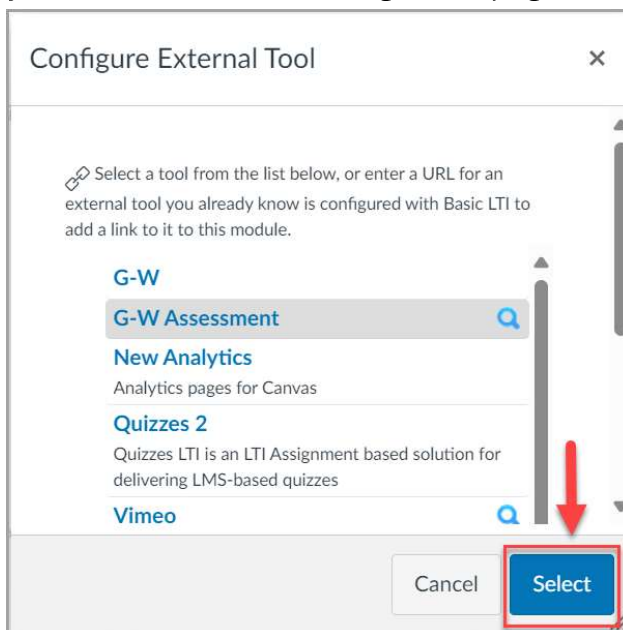
10. Under Submission Attempts, set the limit to "unlimited" within Canvas. You will need to configure the attempt limits within the G-W Assessment settings. See the G-W Assessment settings section for more information on attempts.
11. In the Assign Access section, set your start and due date for the assessment.

12. When you are satisfied with your assignment selections select **Save** or **Save and Publish**. appear, indicating that your assignment is published.
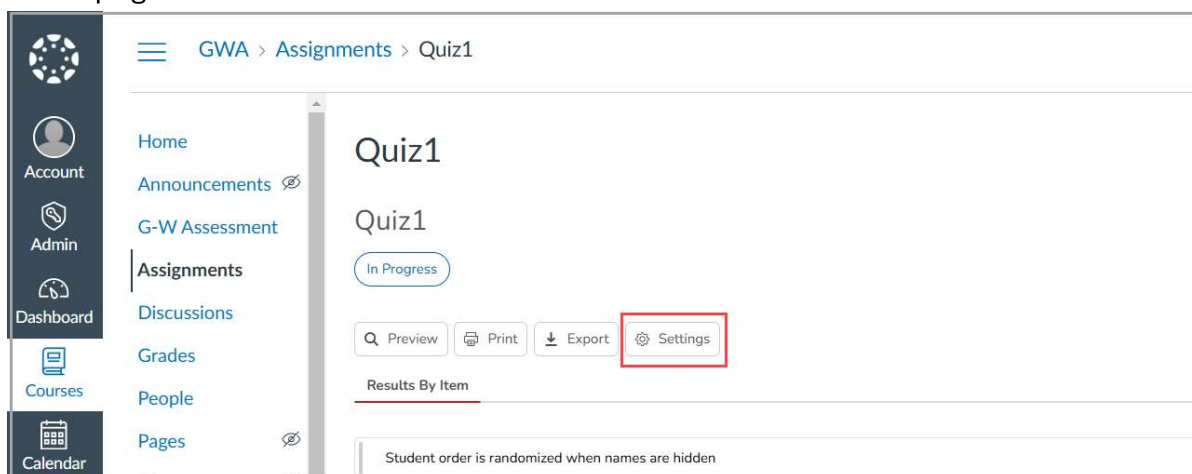

GWA Assessment Settings

Some assessment policies must be adjusted directly within G-W Assessment to align with the assignment policies in Canvas. You can modify these settings by selecting the assignment after it has been created.

1. To access your assessment settings, locate the assigned assessment you wish to modify within Canvas assignment list and select it.
2. Access your assessment settings by selecting on the **Settings** button near the top of the page.

3. A dialog box will open with several settings.

From here, you can toggle the following on or off:

- **Reveal the student's score**: Display the student's score after they complete the assessment.
- **Reveal the correct answers**: Display the questions, correct answers and solution (where available) after the assessment is completed.
- **Allow re-takes (*unlimited attempt*)**: Allow students to take the assessment an unlimited number of times. Results are overwritten with each attempt and a student's final score will be the score of their latest submission. By default, G-W Assessment is set for one attempt.
- Note: If both **Reveal the student's score** and **Reveal the correct answers** are toggled off, student will only see a "Your work has been submitted" message after completion.

4. Select **Submit** once all your settings have been adjusted. Note: these settings can be adjusted after completion if prefer to withhold display of correct answers until after the assessment due date has expired.

Assignment Results

Viewing Student Assignment Results

1. Navigate to **Grades or Assignments** from the left navigation bar.
2. Locate the assignment you wish to view and select it.

3. Your students' results will be displayed anonymously when first selected.

4. Select the "Reveal Names" toggle to display student names. The student order is randomized when names are hidden.

Adjusting Student Scores

To adjust a student's score for an assignment:

1. In the assignment, select the **Scores** button.

2. In the **Modify Scores** page, from the **Question** drop-down menu, select or navigate to the specific question you wish to adjust. You can also use the arrows next to the drop-town to navigate through the questions.

3. In the **Select Session** drop-down, select the student you will adjust the score for. You can also use the arrows next to the drop-town to navigate through the students.

4. Add the point value to the box and select the **Check mark** button.
5. Additionally, you can select the red **Trashcan** button to clear the score.

6. Select **X** to close out this modal screen once you have finished adjusting student scores.

Thanks for taking the time to learn more about your G-W Assessment.