



## G-W Assessment Integration with Schoology

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 Schoology offers a seamless user experience. With this integration, you can:

1. Launch G-W Assessment directly from within Schoology without the hassle of entering additional credentials.
2. Grades are automatically synchronized between G-W Assessment and Schoology, streamlining your workflows.
3. 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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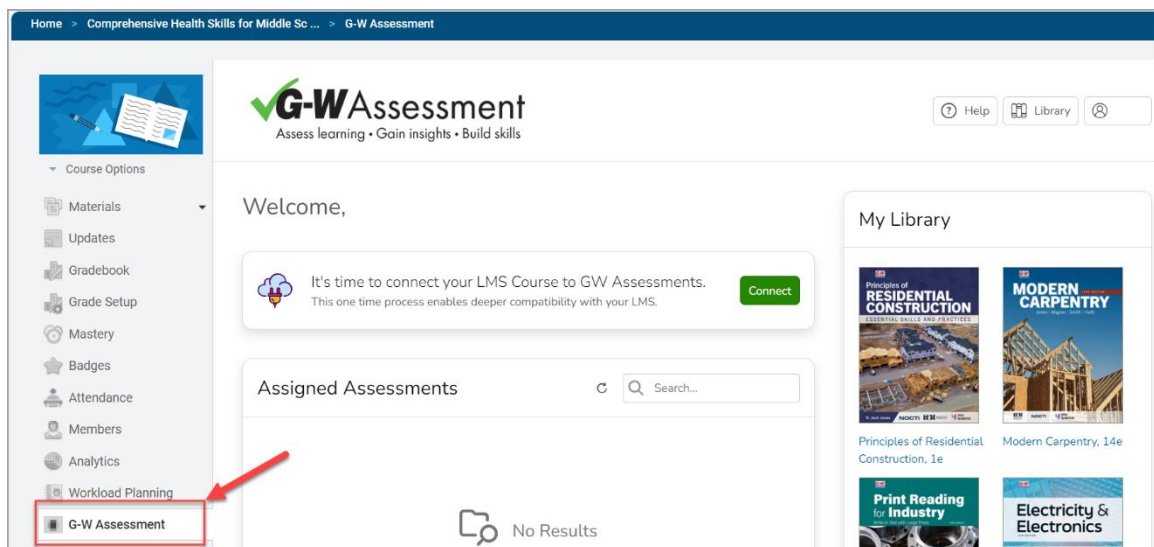
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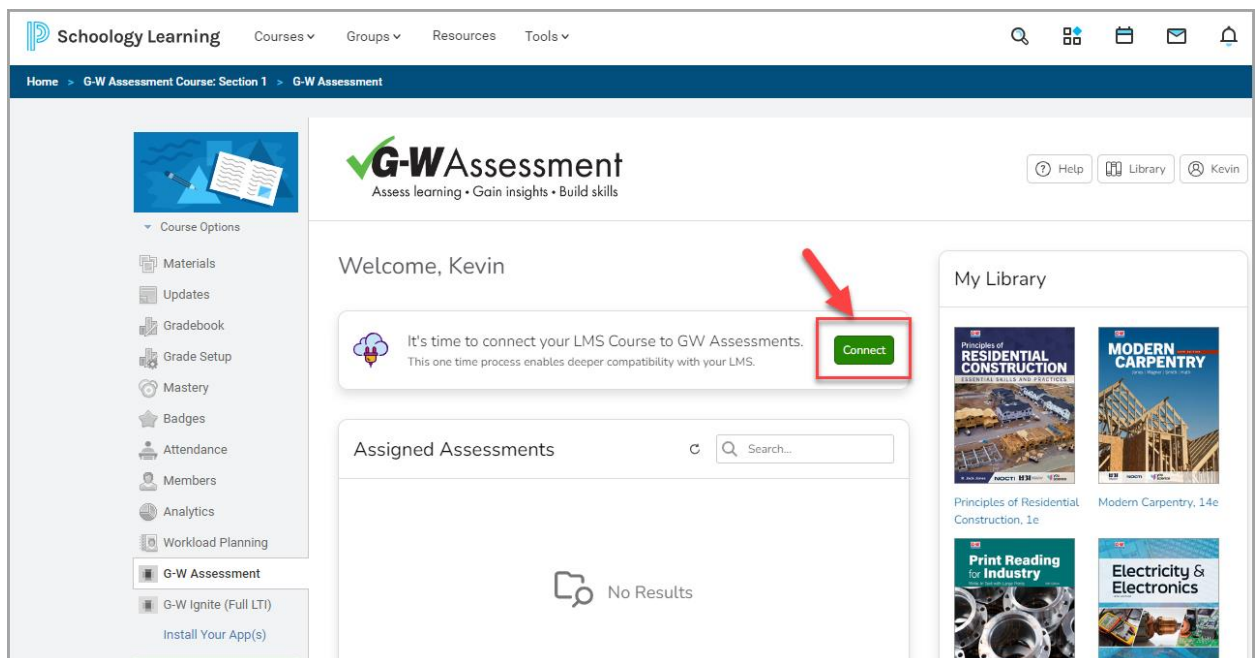
# Connect Schoology Course to G-W Assessment

Upon logging into Schoology, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator.

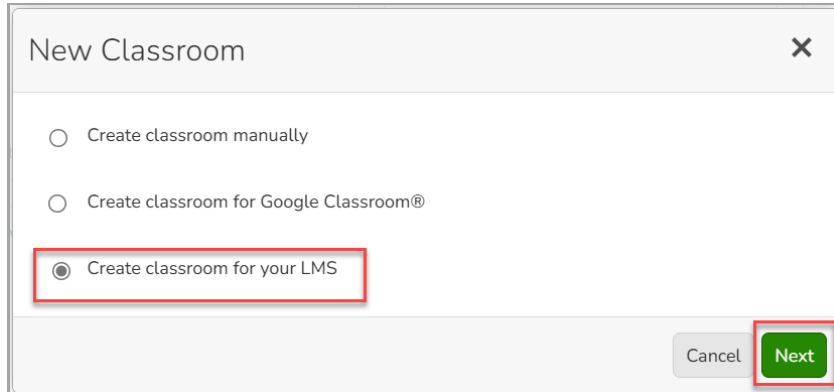
1. Select the G-W Assessment application (name may vary depending on how this was set up by your LMS admin) in the left navigation bar with your course.



2. Select the **Connect** button on the *It's time to connect your LMS Course to GW Assessment* section on your screen.

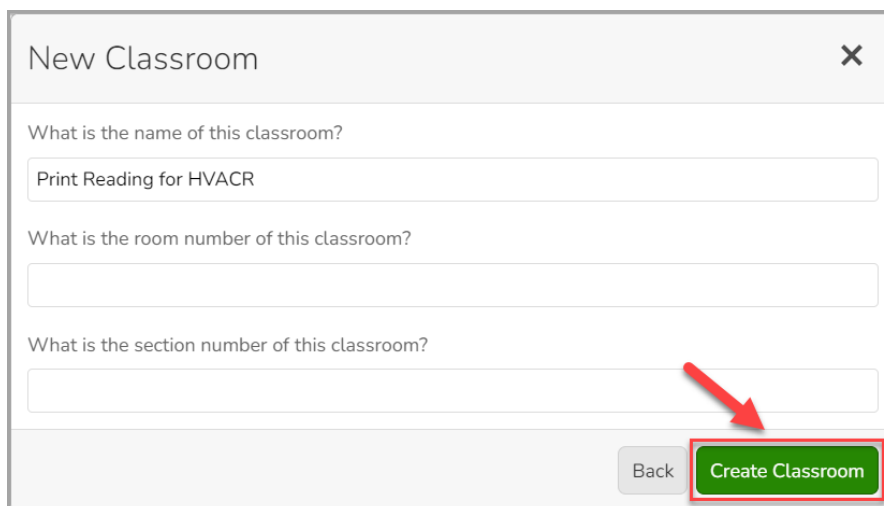


3. In the **New Classroom** modal, select **Create classroom for your LMS (Canvas® or Schoology®)** then select the **Next** button.



The screenshot shows a modal titled "New Classroom" with a close button (X) in the top right corner. There are three radio button options: "Create classroom manually", "Create classroom for Google Classroom®", and "Create classroom for your LMS". The third option is selected and highlighted with a red rectangle. At the bottom right, there are two buttons: "Cancel" and "Next". The "Next" button is highlighted with a red rectangle.

4. Enter the name for your classroom then select the **Create Classroom** button. You can also add a room number and section or leave those fields blank.



The screenshot shows the "New Classroom" modal with three text input fields. The first field is labeled "What is the name of this classroom?" and contains the text "Print Reading for HVACR". The second field is labeled "What is the room number of this classroom?" and is empty. The third field is labeled "What is the section number of this classroom?" and is empty. At the bottom right, there are two buttons: "Back" and "Create Classroom". The "Create Classroom" button is highlighted with a red rectangle and a red arrow points to it.

## 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

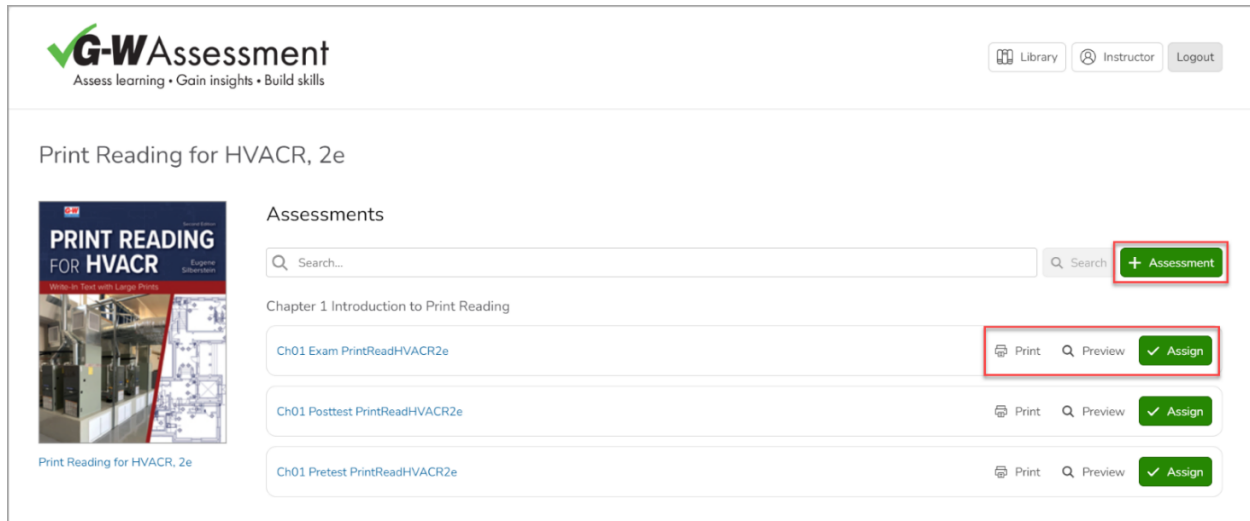
The Assigned Assessment section lists all the assessments assigned to your students. By selecting from the assessment, you can view your students' results.

## 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 the title to view its assessments.

## Assessments Page

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



The screenshot shows the G-W Assessment interface. At the top, there's a logo for 'G-W Assessment' with the tagline 'Assess learning • Gain insights • Build skills'. To the right are buttons for 'Library', 'Instructor', and 'Logout'. Below the header, the title 'Print Reading for HVACR, 2e' is displayed next to a book cover image. The main section is titled 'Assessments' and contains a search bar. To the right of the search bar is a green button with a plus sign and the text '+ Assessment'. Below the search bar, there's a list of assessments under the heading 'Chapter 1 Introduction to Print Reading'. The list includes three items: 'Ch01 Exam PrintReadHVACR2e', 'Ch01 Posttest PrintReadHVACR2e', and 'Ch01 Pretest PrintReadHVACR2e'. Each item has three buttons: 'Print', 'Preview', and 'Assign'. The 'Assign' button is green with a checkmark, while 'Print' and 'Preview' are grey.

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 Schoology, follow the steps in the [Create Assignments in Schoology with G-W Assessment](#) section located within this document.




## Preview Assessments

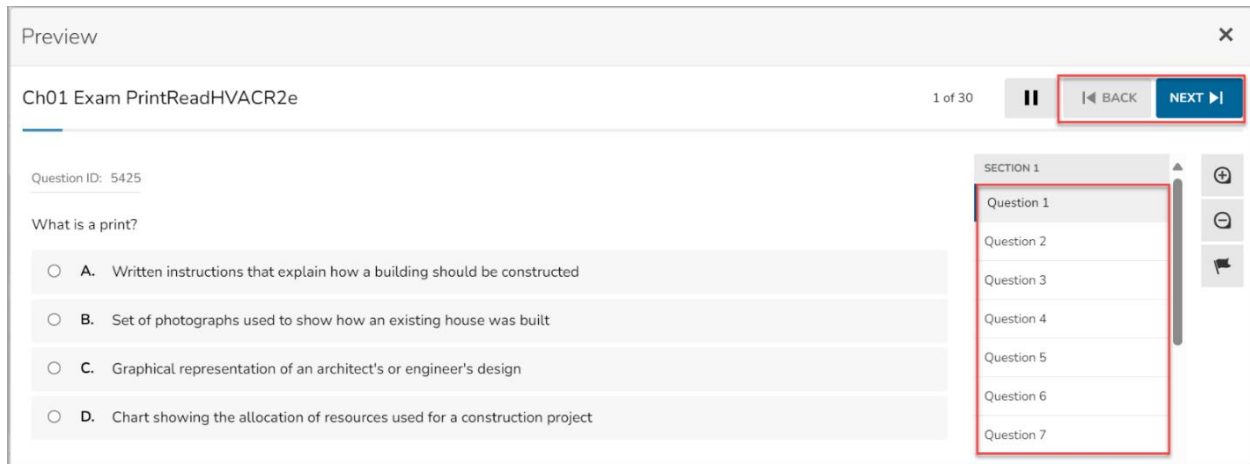
1. To preview the questions in a pre-built assessment, either select the assessment bank link or select the **preview** button.



The screenshot shows a close-up of the assessment list. The first item, '1. Ch01 Pretest PrintReadHVACR2e', is highlighted with a red box. To the right of this item, the 'Preview' button is also highlighted with a red box. The 'Print' and 'Assign' buttons are visible but not highlighted.

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.

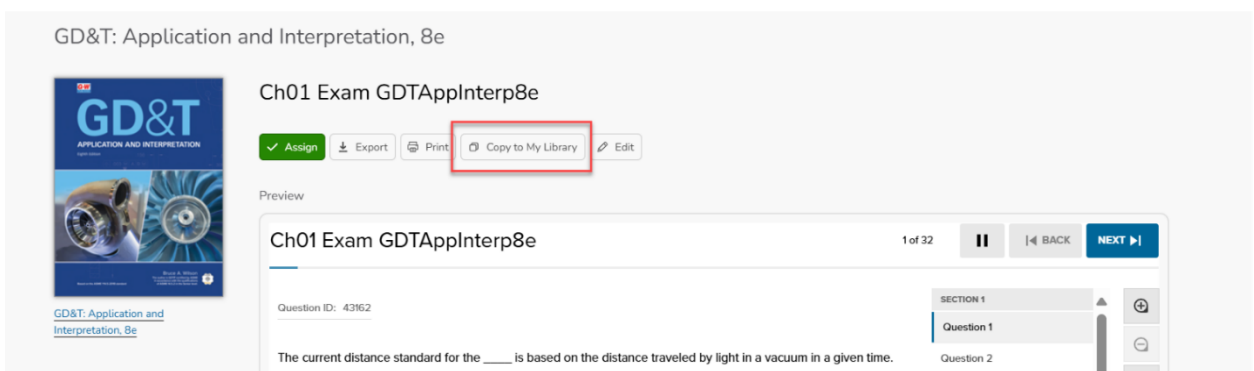
## Copying Assessments

To make a copy of an assessment:

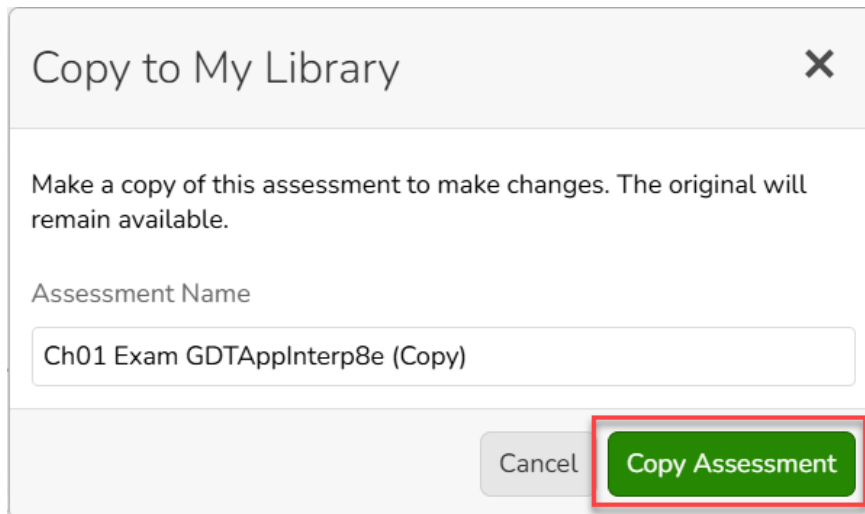
1. Navigate to the Assessment page and locate the desired assessment. Select the assessment link.



2. Select the **Copy to My Library** button.



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



4. Your copied assessment will now appear in the My Library section under Assessments.



## 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 **Edit** button.



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Help Library Michael Logout

GD&T: Application and Interpretation, 8e

**Ch01 Exam GDTApplInterp8e**

Assign Export Print Copy to My Library **Edit**

Preview

**Ch01 Exam GDTApplInterp8e** 1 of 32 [BACK] [NEXT]

Question ID: 43902

The current distance standard for the \_\_\_\_ is based on the distance traveled by light in a vacuum in a given time.

SECTION 1  
Question 1  
Question 2  
Question 3

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

### Copy to My Library

Make a copy of this assessment to make changes. The original will remain available.

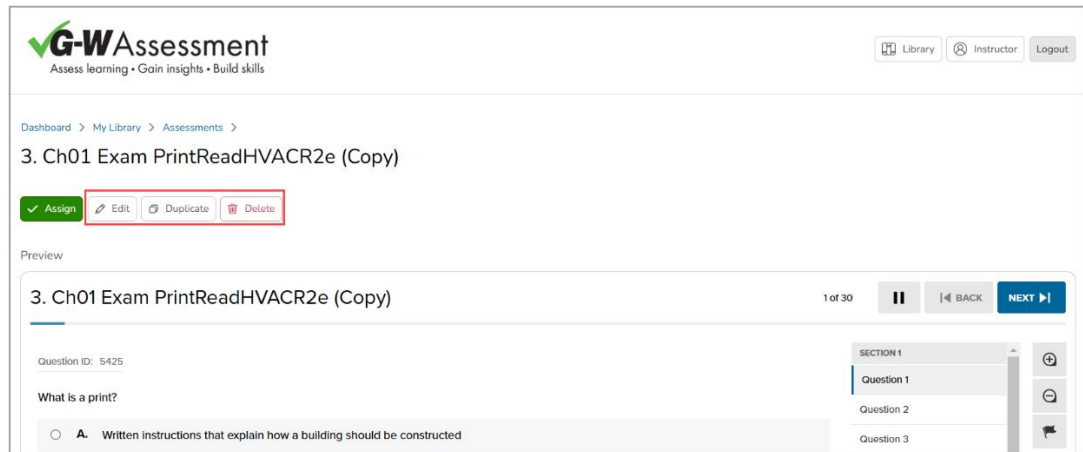
Assessment Name

Ch01 Exam GDTApplInterp8e (Copy)

Cancel **Copy Assessment**

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.



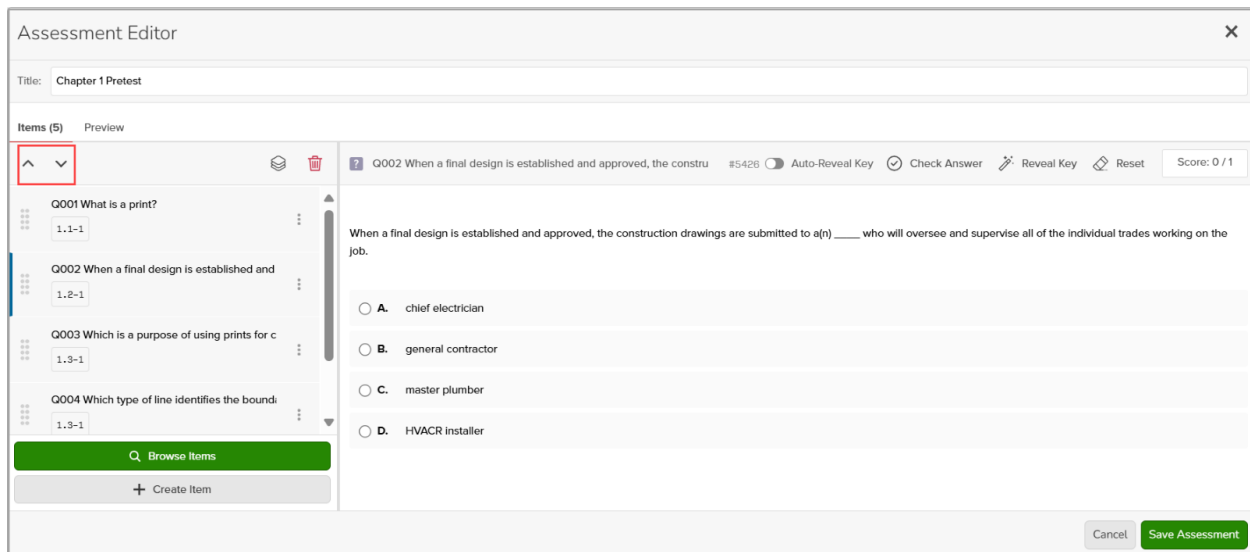
5. Select **Edit** to modify the assessment.

## Assessment Editor

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

### Preview Items

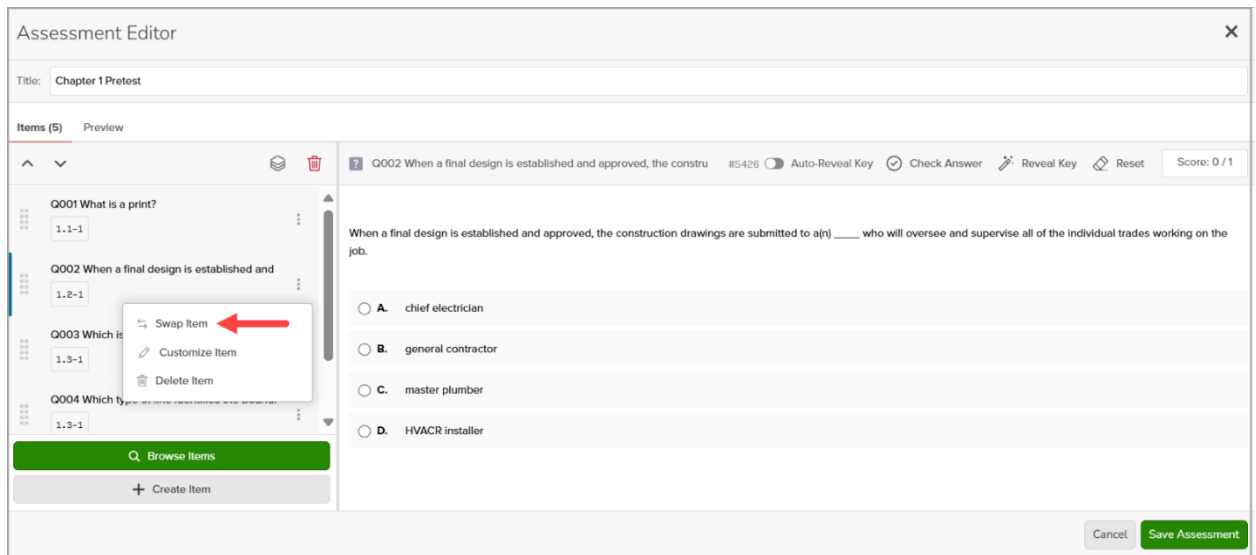
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.



### Swap Items

To swap an item in your assessments and replace it with another:

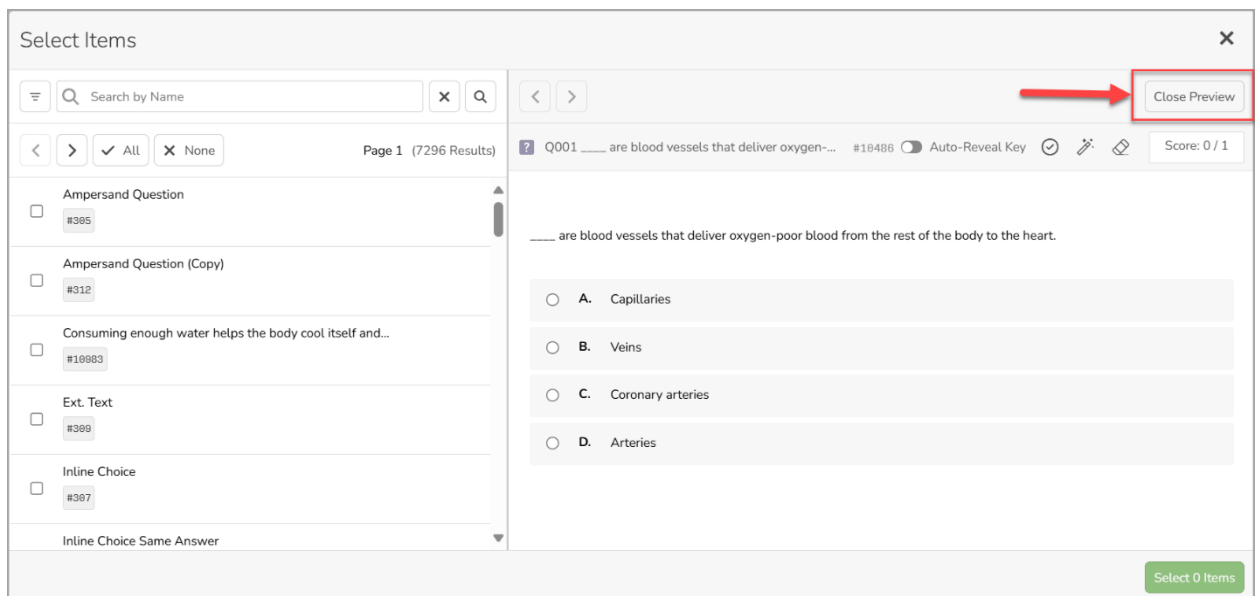
1. Select the kebab (⋮) menu to the right of the question, then select Swap Item.



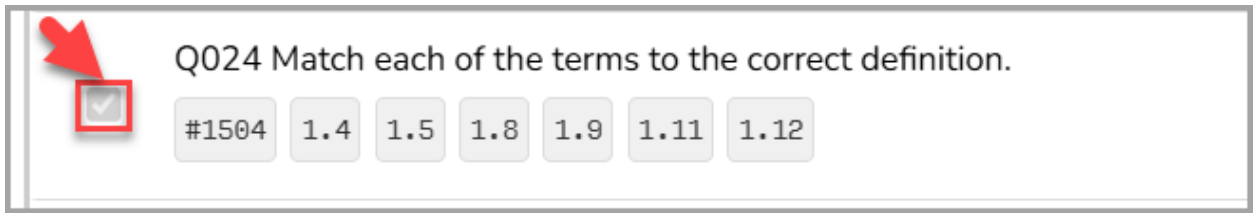
2. The **Select Item** modal will appear. You can filter by (filters will vary by title):

- a. Title
- b. Chapter/Module
- c. Question Type
- d. Learning Outcome
- e. Grading Type (Manual or Auto Graded)

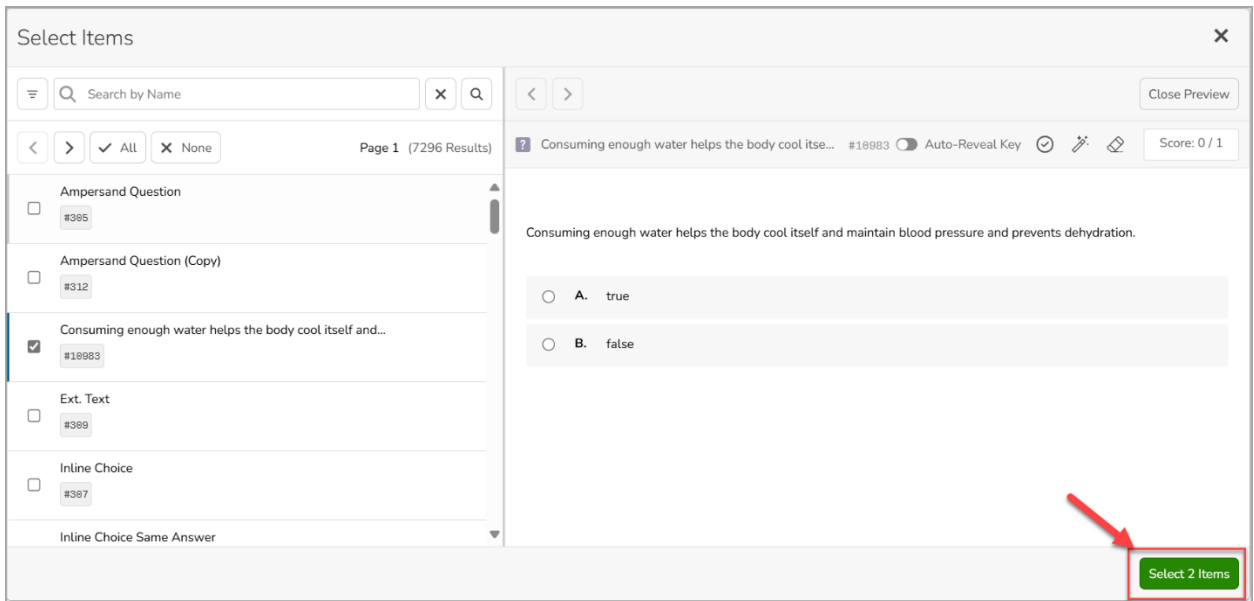
3. Preview an item by selecting it. Select **Close Preview** to close the preview modal.



**Note:** If an item is already in your assessment, its checkbox will be greyed out, preventing you from adding that same question twice.



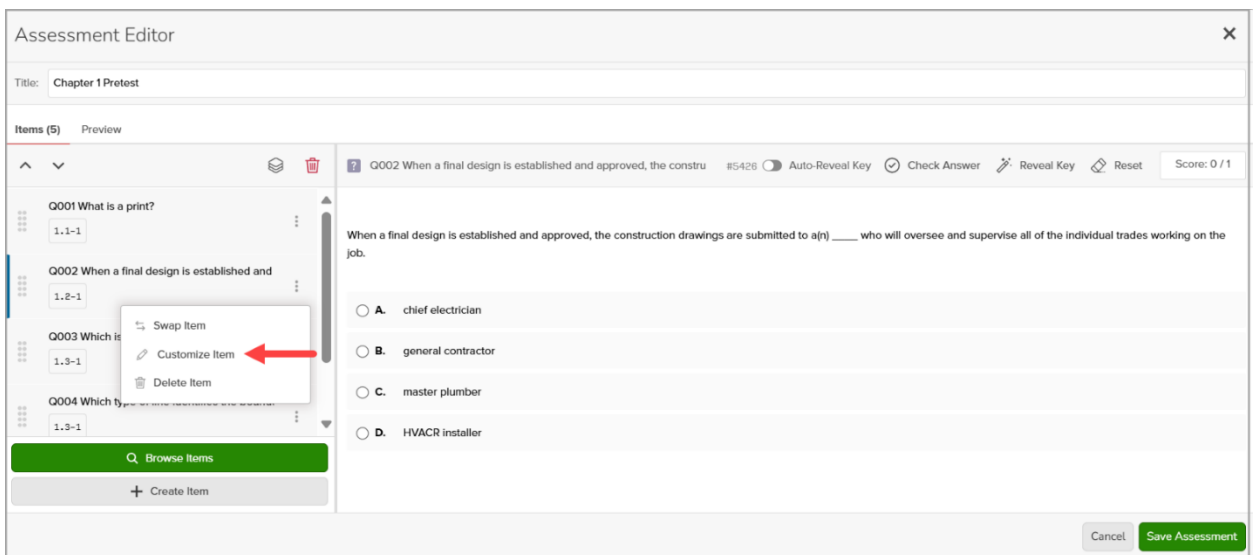
4. After selecting one or more items for swapping, select the **Select # Items** button. Select the **Save Assessment** to save your changes.



### Customize Item

To modify an item in your assessment:

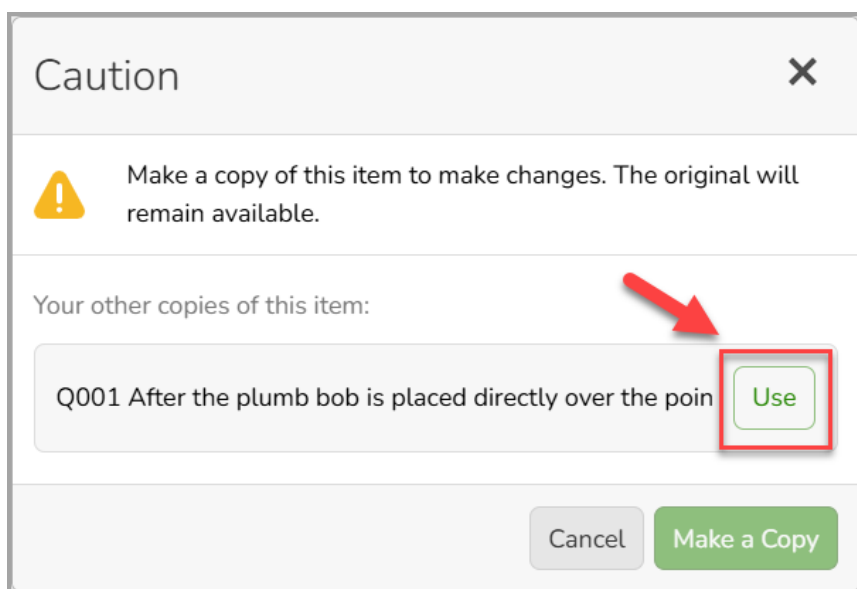
1. Select the kebab (⋮) menu to the right of the question, then select **Customize Item**.



- You will be prompted to make a copy of the item for customization. Select **Make a Copy**. The **Item Editor** modal will open. From here you can make the necessary changes to the question prompt, answer options or add additional solutions.

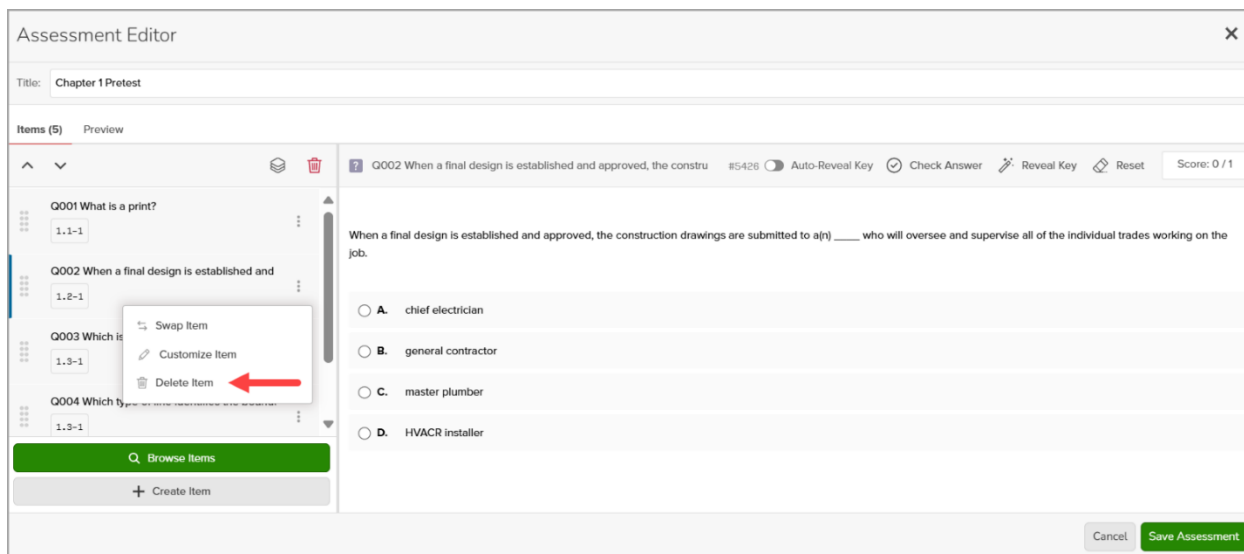
The screenshot shows the 'Item Editor' modal. At the top, the title bar says 'Item Editor' with a close button. Below it, the question text is 'Q003 The term \_\_\_\_ has become a part of our common vocabulary to (Copy)'. There are buttons for 'Save', 'Close', 'Preview', and a menu icon. The main area is divided into two sections. The left section contains the 'Question/Prompt' area with a text box containing 'The term \_\_\_\_ has become a part of our common vocabulary to mean \*any plan of action or detailed procedure to accomplish a task.\*'. Below this is a row of checkboxes: 'Multiple Selections', 'Custom Scoring', 'Rationales', 'Shuffle', 'Rubric', and 'Solution'. The right section contains the 'Options' list with three items: 'A' (selected with a green checkmark), 'B', and 'C'. Each option has a text box and a trash icon. To the right of the main area is a sidebar with 'METADATA' fields: 'TITLE', 'BANK' (set to 'User Content (gw5b7-pi)'), 'MATURITY' (set to 'Operational'), 'LANGUAGE' (set to 'Select Language...'), 'SUBJECT' (set to 'Select Subject...'), and 'GRADE LEVEL' (with checkboxes for Pre-K through Grade 8).

- Select the **Save** button to save your changes.
- If you have previously modified the question, you will see a message indicating that there are existing copies of this item. Select the **Use** button to modify this question further.



### Delete item

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.)



Q002 When a final design is established ... #5426 Auto-Reveal Key Check Answer Reveal Key Reset Score: 0 / 1

When a final design is established and approved, the construction drawings are submitted to a(n) \_\_\_\_\_ who will oversee and supervise all of the individual trades working on the job.

☐ A. chief electrician

☐ B. general contractor

☐ C. master plumber

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 **Browse Items** button at the bottom of the Assessment Editor page:

Assessment Editor

Title: Chapter 1 Pretest

Items (5) Preview

Q001 What is a print?  
1.1-1

Q002 When a final design is established and  
1.2-1

Q003 Which is a purpose of using prints for c  
1.3-1

Q004 Which type of line identifies the bound:  
1.3-1

Q002 When a final design is established and approved, the constru #5426 Auto

When a final design is established and approved, the construction drawings are submitted to job.

☐ A. chief electrician

☐ B. general contractor

☐ C. master plumber


☐ D. HVACR installer

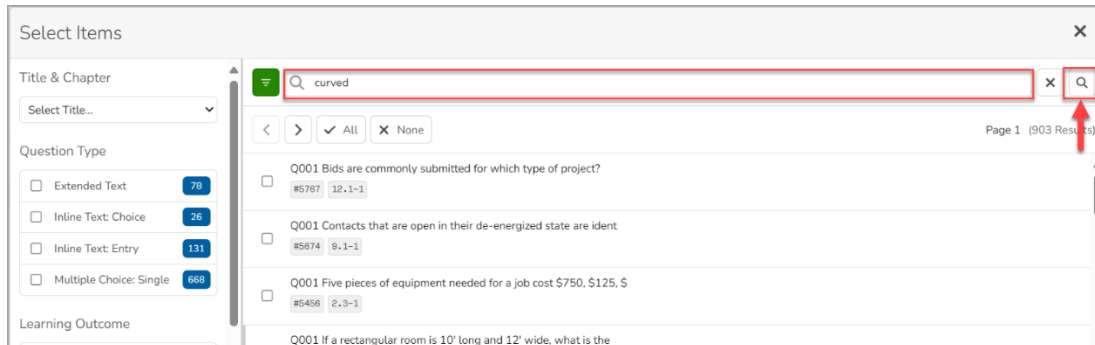
Q Browse Items

+ Create Item



Use the filters to narrow your search or enter a keyword in the search field and select the

magnifying  icon to begin your search:




Your search results will then be displayed:

Search results for "curved" (Page 1, 903 Results)

Question	ID	Code
<input type="checkbox"/> Q001 Bids are commonly submitted for which type of project?	#5767	12.1-1
<input type="checkbox"/> Q001 Contacts that are open in their de-energized state are ident	#5674	9.1-1
<input type="checkbox"/> Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$	#5456	2.3-1
<input type="checkbox"/> Q001 If a rectangular room is 10' long and 12' wide, what is the	#5488	3.1-1

### Toggle Filters

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

Select Items (Page 1, 903 Results)

Search: curved

Filter Column Collapsed (indicated by red arrow)

Question	ID	Code
<input type="checkbox"/> Q001 Bids are commonly submitted for which type of project?	#5767	12.1-1
<input type="checkbox"/> Q001 Contacts that are open in their de-energized state are ident	#5674	9.1-1
<input type="checkbox"/> Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$	#5456	2.3-1
<input type="checkbox"/> Q001 If a rectangular room is 10' long and 12' wide, what is the	#5488	3.1-1

Your question view will no longer show the filter column:

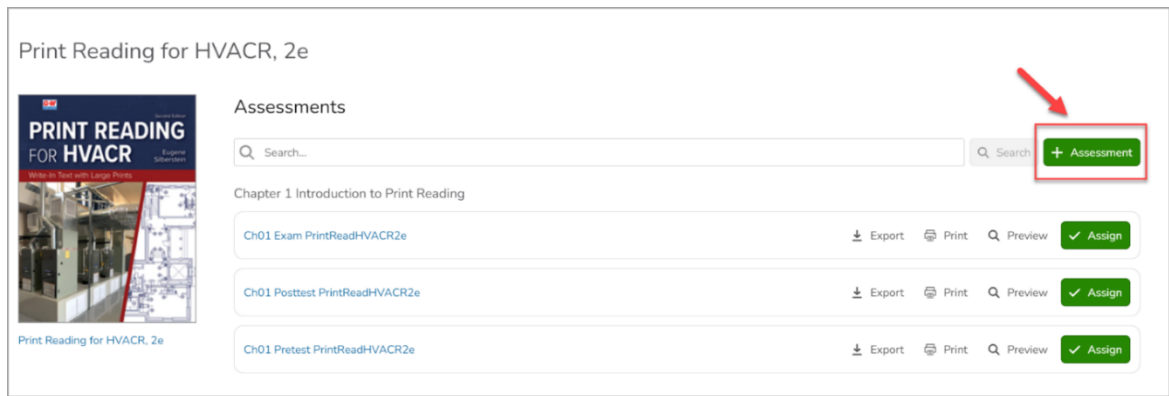
Once you have finalized the customization of your assessment, select the **Save Assessment** button to save your changes.

## Create Custom Assessment

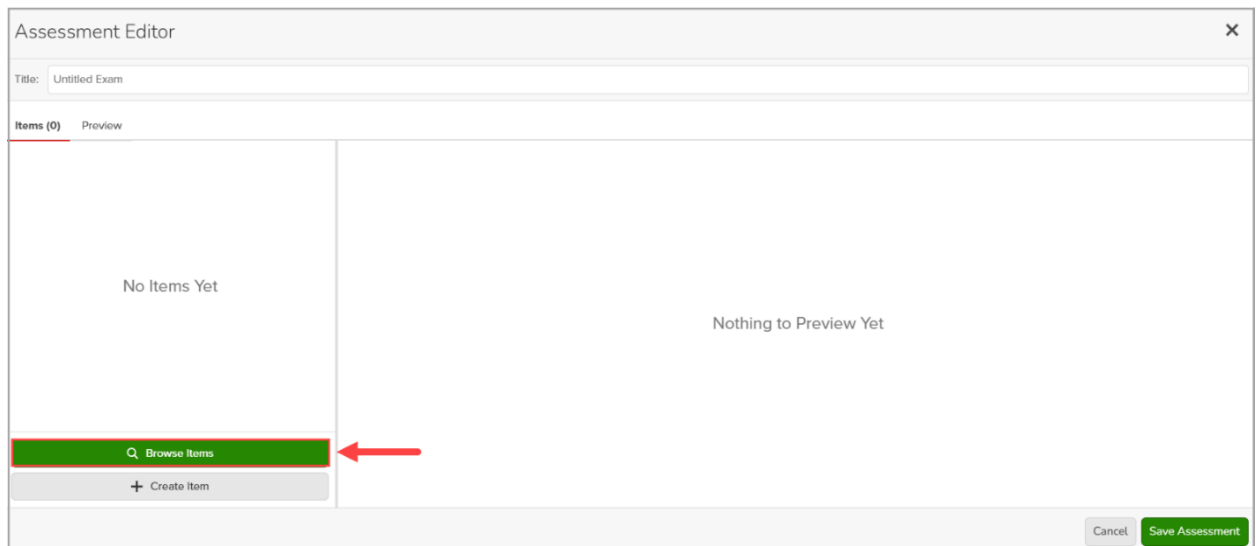
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

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

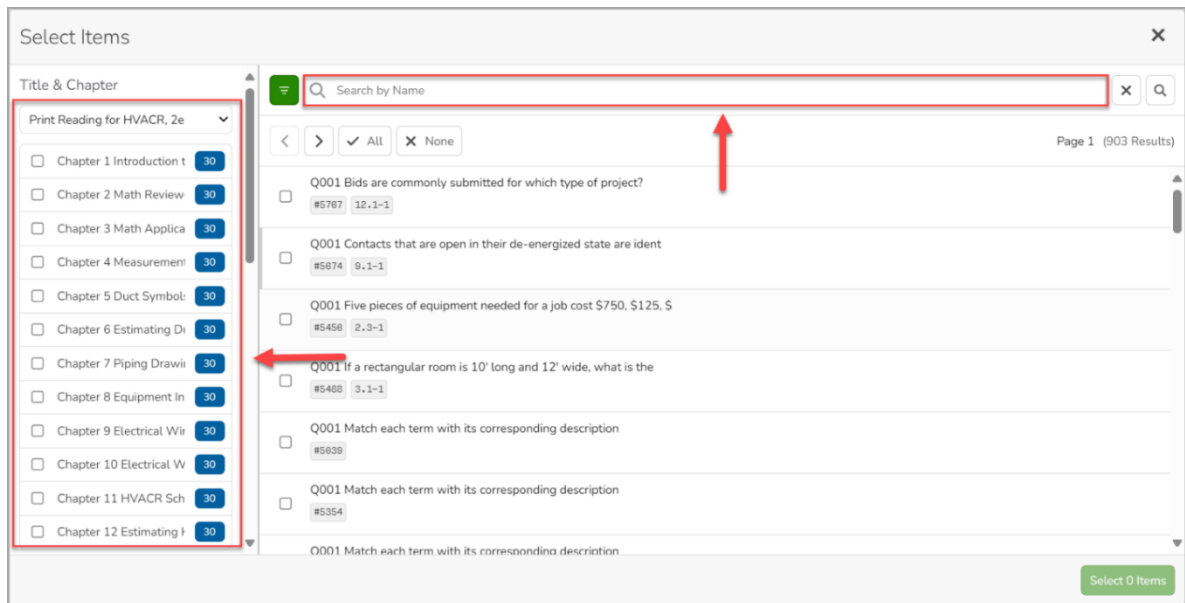
1. To create your own assessment with pre-built G-W items, select the **+ Assessment** button on the Assessment page.



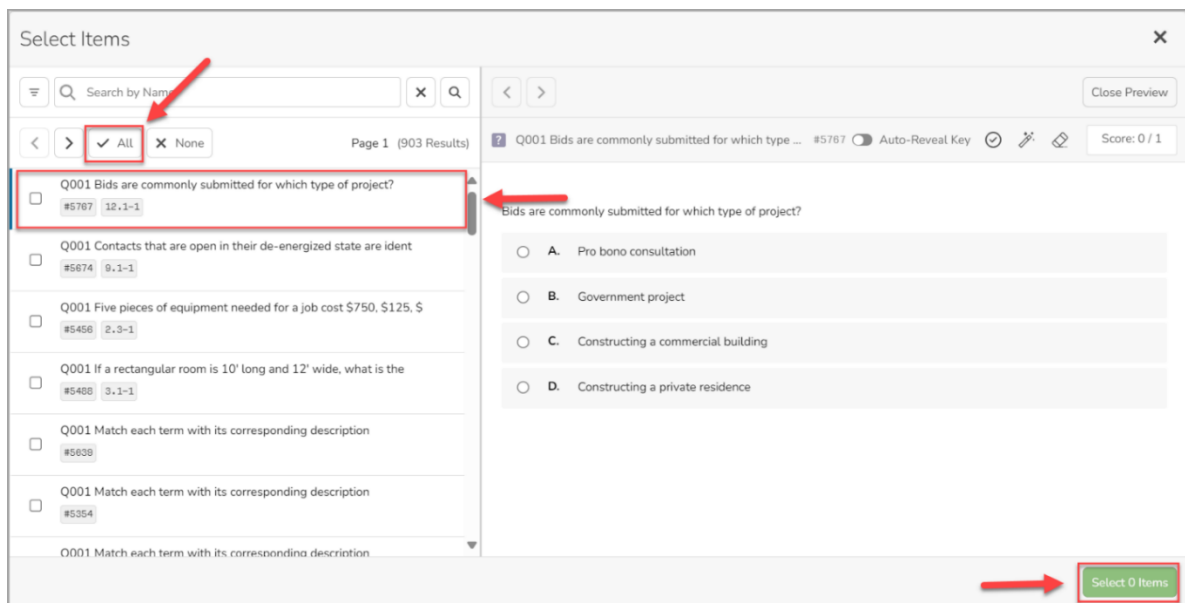
2. To add pre-built assessment questions, select the **Browse Items** button in the Assessment Editor.



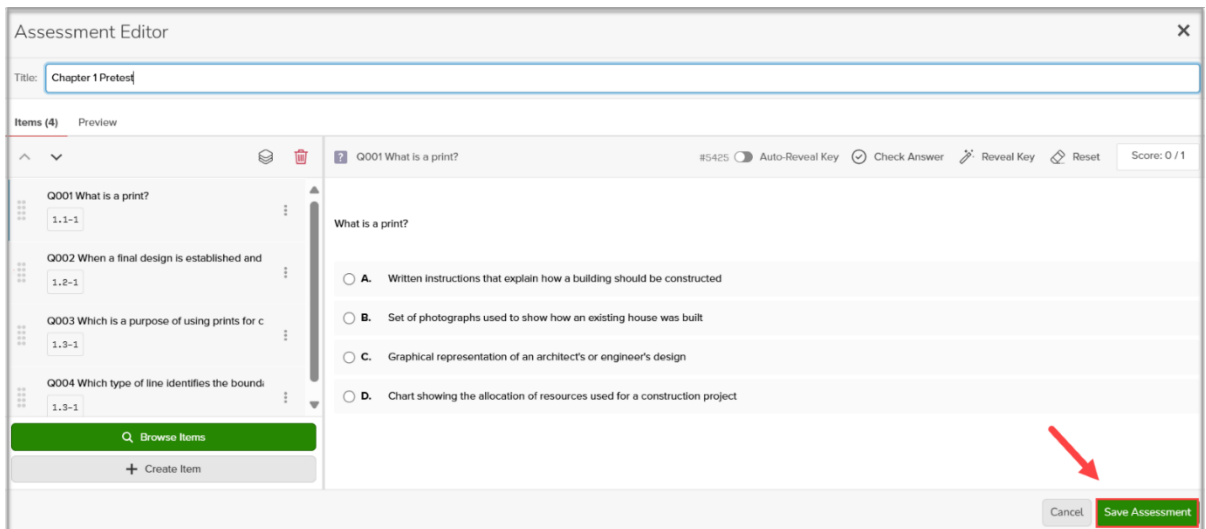
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search



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.

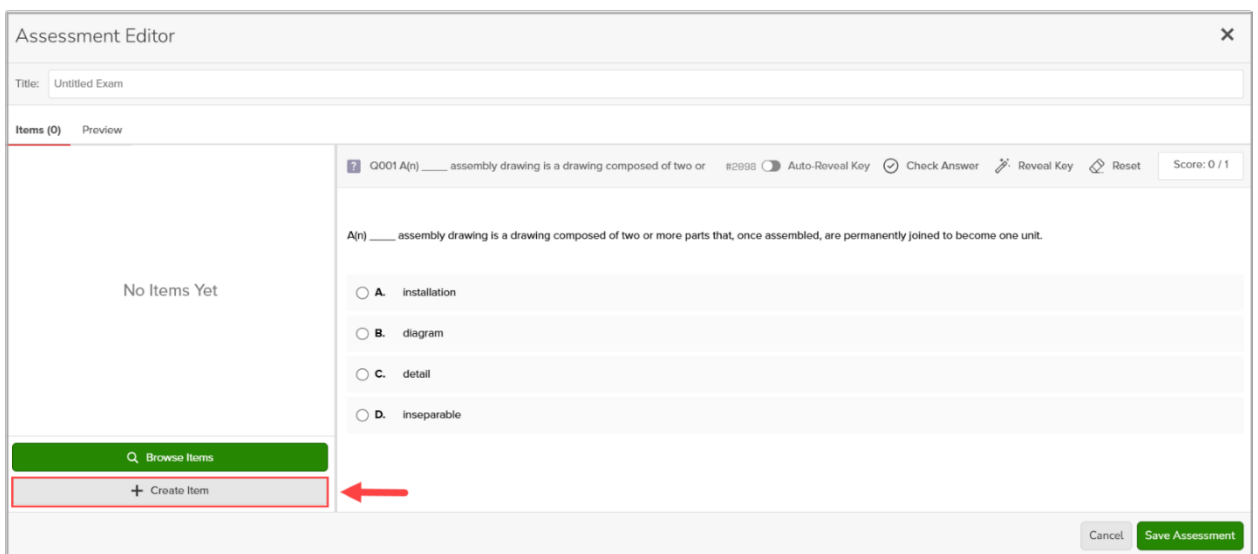


6. Once you have finalized the customization of your assessment, select the **Save Assessment** button to save your changes.

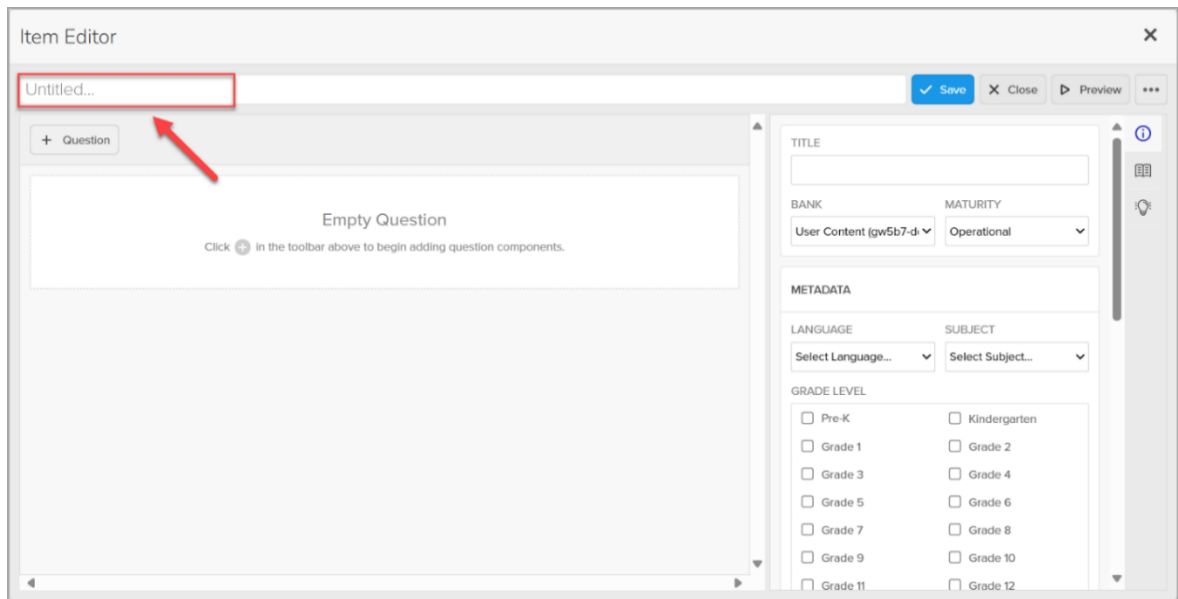


### Create new custom items

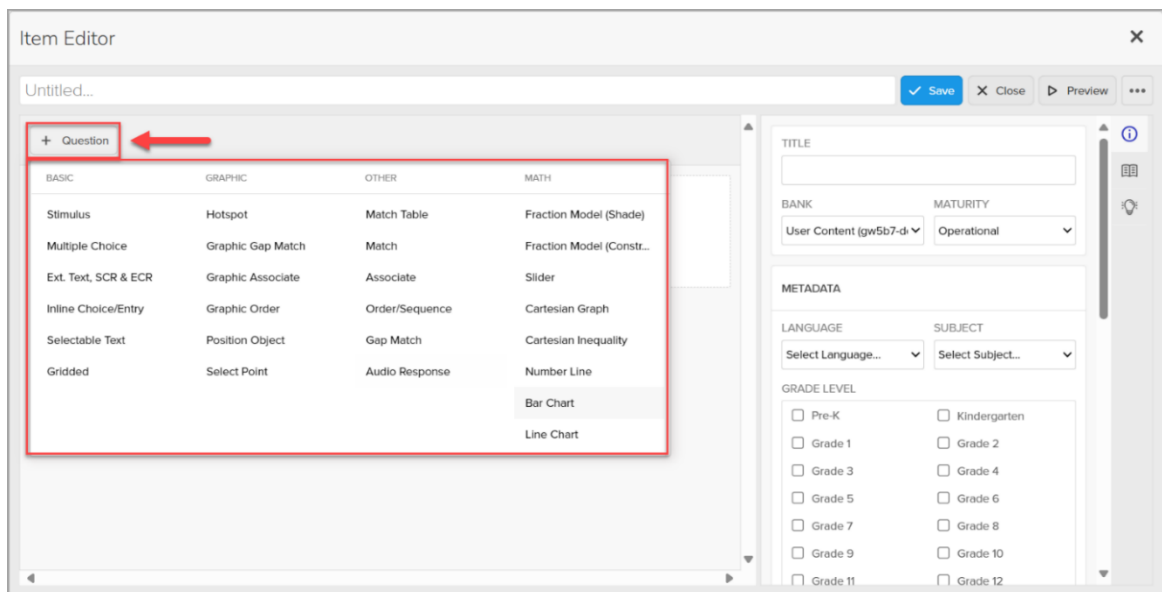
1. To create your own custom questions, select on the **+ Create Item** button.



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



- 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.**)



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

The screenshot shows the 'Item Editor' window with a title bar 'Untitled...'. At the top right are buttons for 'Save', 'Close', and 'Preview'. Below the title bar is a '+ Question' button. The main area is divided into two sections. The left section is for creating a question, with a 'Type: Choice' dropdown menu. A red box highlights the 'Guide Me' option in this menu, with a red arrow pointing to it. Below the dropdown is a 'Question/Prompt:' field with a placeholder text 'Ask your question here (ex: "What is the capital of Turkey?")'. Below this are several checkboxes: 'Multiple Selections', 'Custom Scoring', 'Rationales', 'Shuffle', 'Rubric', and 'Solution'. The right section is for metadata, with fields for 'TITLE', 'BANK' (set to 'User Content (gw5b7-d)'), 'MATURITY' (set to 'Operational'), 'LANGUAGE' (set to 'Select Language...'), 'SUBJECT' (set to 'Select Subject...'), and 'GRADE LEVEL' (with checkboxes for Pre-K through Grade 12).

This screenshot shows the same 'Item Editor' window, but with a tooltip displayed over the 'Multiple Choice' question type. The tooltip text reads: 'Multiple Choice questions present the candidate with a single prompt and two or more options from which to select. You will pre-determine the number of correct responses.' Below the text are navigation buttons: 'Skip', 'Back', and 'Next'. A red circle with the number '1' is visible in the top left corner of the editor window.

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



**G-W Assessment**  
Assess learning • Gain insights • Build skills

Library Instructor Logout

### Print Reading for HVACR, 2e



Print Reading for HVACR, 2e

#### Assessments

Search...

Chapter 1 Introduction to Print Reading

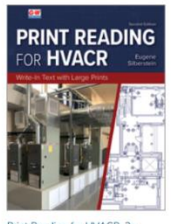
Assessment	Print	Preview	Assign
Ch01 Exam PrintReadHVACR2e			
Ch01 Posttest PrintReadHVACR2e			
Ch01 Pretest PrintReadHVACR2e			

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

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### Print Reading for HVACR, 2e



Print Reading for HVACR, 2e

#### 3. Ch01 Exam PrintReadHVACR2e

Preview

#### 3. Ch01 Exam PrintReadHVACR2e

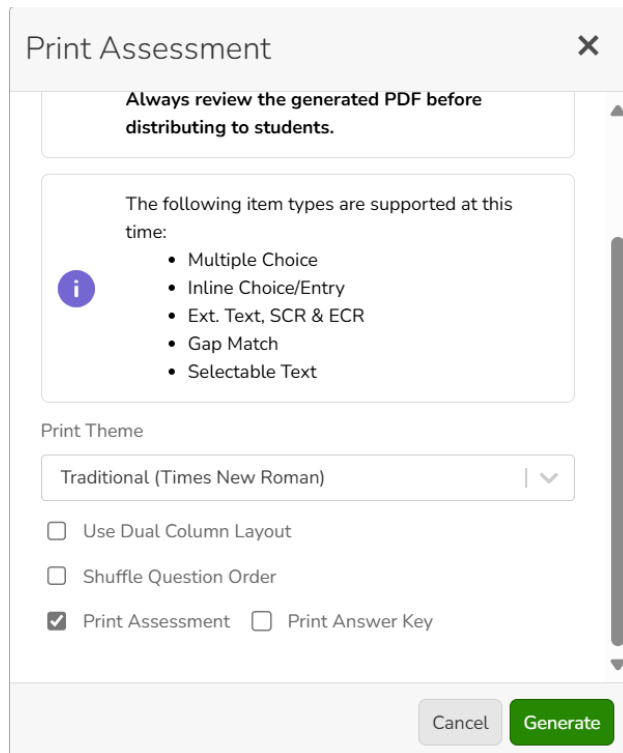
1 of 30

Question ID: 5425

What is a print?

- ☐ A. Written instructions that explain how a building should be constructed
- ☐ B. Set of photographs used to show how an existing house was built
- ☐ C. Graphical representation of an architect's or engineer's design
- ☐ D. Chart showing the allocation of resources used for a construction project

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



**Print Assessment** [X]

Always review the generated PDF before distributing to students.

The following item types are supported at this time:

- Multiple Choice
- Inline Choice/Entry
- Ext. Text, SCR & ECR
- Gap Match
- Selectable Text

Print Theme

Traditional (Times New Roman) | v

☐ Use Dual Column Layout

☐ Shuffle Question Order

☒ Print Assessment ☐ Print Answer Key

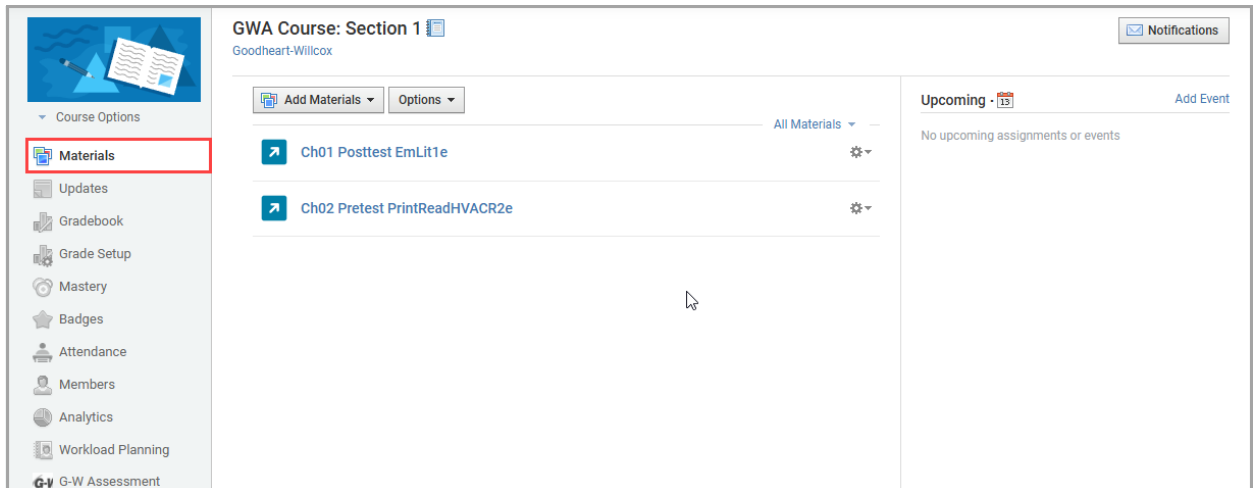
[Cancel] [Generate]

4. To customize your printed assessment:
  - a. Select a print theme
  - b. Choose whether to use a dual column layout
  - c. Select Shuffle Question Order to randomize the questions
  - d. 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.

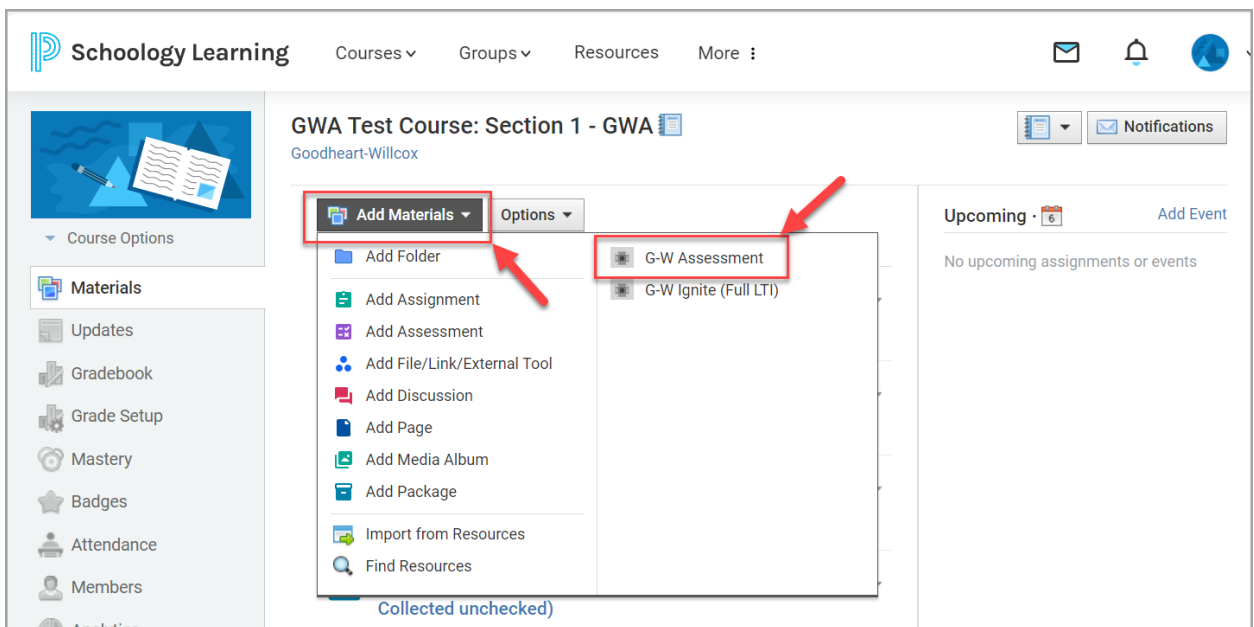
## Create Assignments in Schoology with G-W Assessment

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

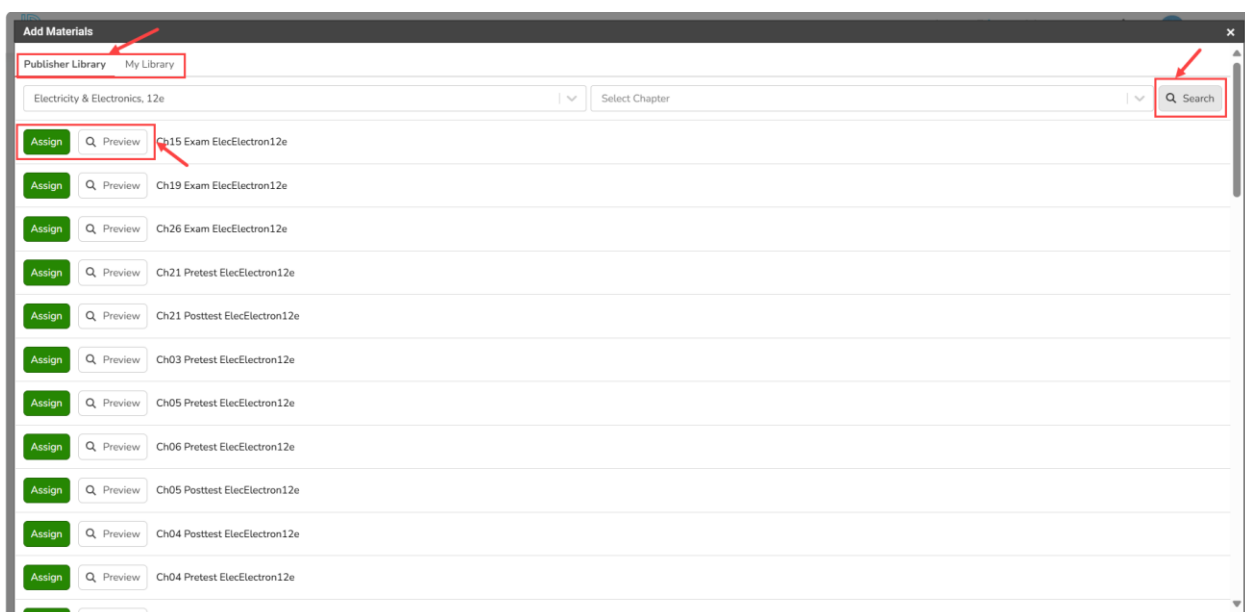
1. From the course screen, select **Materials** on the left navigation bar.



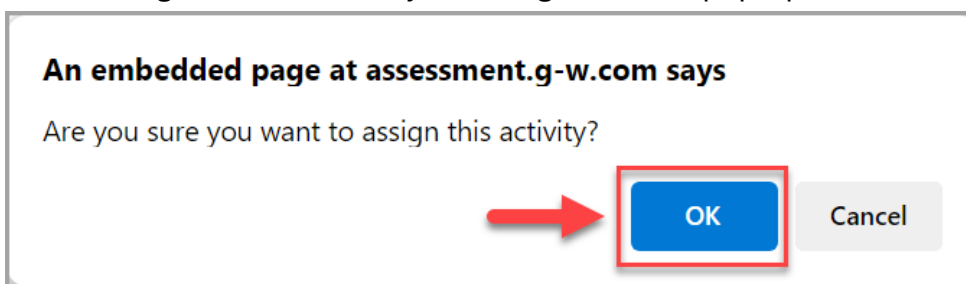
2. Select the **Add Materials** button and select **G-W Assessment** from the drop-down menu.




3. The G-W Assessment content selection menu will display, allowing you to select your assessment. In this modal, use the dropdown menu to choose pre-built G-W assessment content from the **Publisher Library**, or select the **My Library** tab to access your existing assessments. You can also use the **Search** feature to narrow your list.

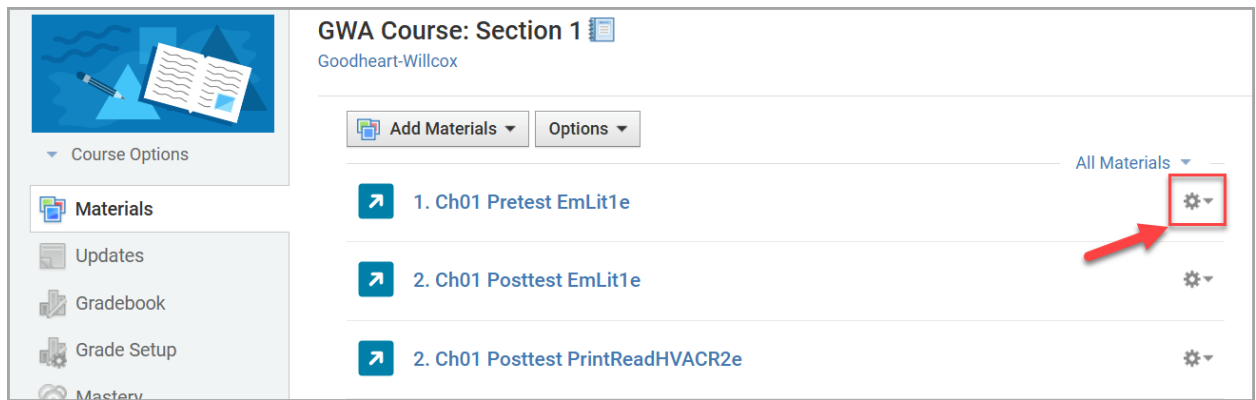


4. Once you have located the assessment, you can:
  - a. Preview – Select **Preview** to view the assessment.
  - b. Assign – Select **Assign** to assign this assessment to your students.
5. Select Assign, then confirm by selecting **OK** on the pop-up modal.



**Note:** This assessment is now live for students. If you do not wish your students to have access to this assessment, you need to unpublish the assessment and re-publish the assessment later.

6. Navigate back to the **Materials** tab and select the **Gear** icon (  ) next to your assignment. Select Edit.

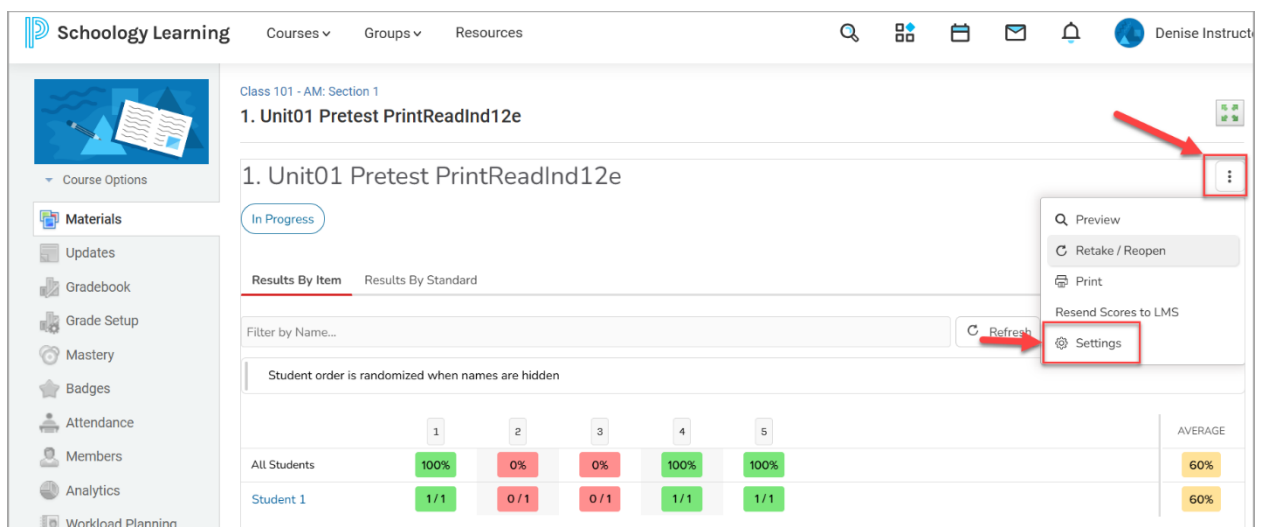


7. **Important:** Make sure that Enable Grading is checked and select **Save Changes**. If you do not complete this step before students take the assessment, grades will not return to the gradebook.

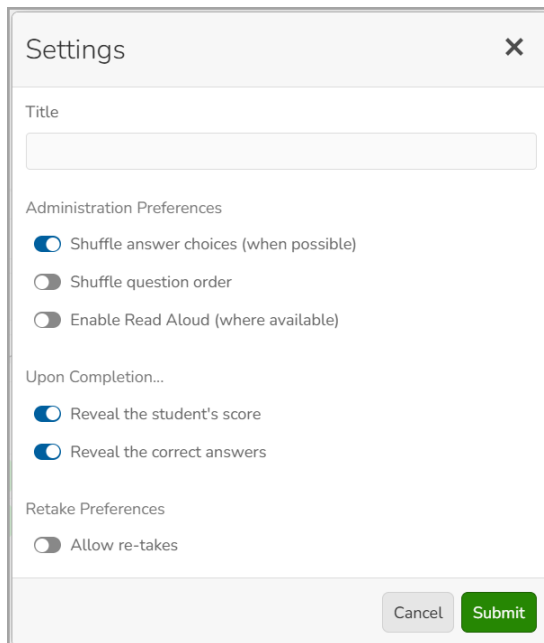
## GWA Assessment Settings

Some assessment policies must be adjusted directly within G-W Assessment to align with the assignment policies in Schoology. 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 the Schoology assignment list and select it.
2. Access your assessment settings by selecting on the **More Options** button and selecting **Settings**.



3. A dialog box will open with several settings.



Settings

Title

Administration Preferences

- ☒ Shuffle answer choices (when possible)
- ☐ Shuffle question order
- ☐ Enable Read Aloud (where available)

Upon Completion...

- ☒ Reveal the student's score
- ☒ Reveal the correct answers

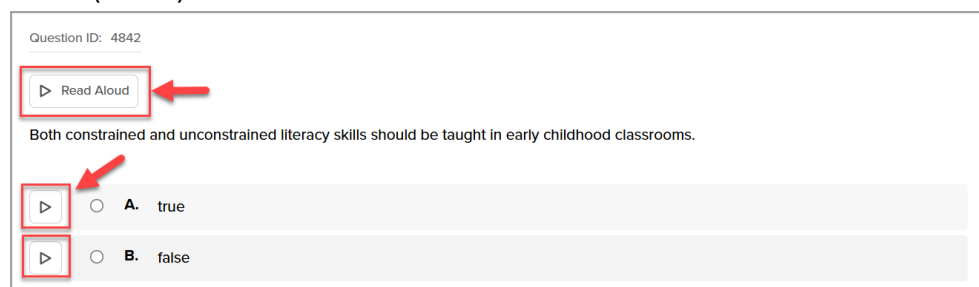
Retake Preferences

- ☐ Allow re-takes

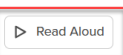
Cancel Submit

4. From here, you can toggle the following on or off:
- Shuffle answer choices:** Randomize the order in which students see the answer choices. This feature is only available for multiple choice questions.
  - Shuffle question order:** Randomize the order in which students see questions.
  - Enable Read Aloud:** Students will have the option to have questions and answer choices read to them using text-to-speech by selecting the **Click to**


**Read** (  ) and **Read Aloud** buttons.




Question ID: 4842

 Read Aloud

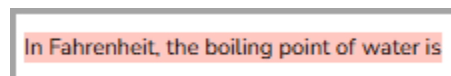
Both constrained and unconstrained literacy skills should be taught in early childhood classrooms.

 ☐ A. true


 ☐ B. false

- Enable Highlighter:** Students will have the option to highlight text by

selecting the **Toggle Highlighter** button(  ).



In Fahrenheit, the boiling point of water is

- Enable Line Reader:** Students will have the option to have a single line of text visible at a time by selecting the **Toggle Line Reader** button (  ).

Question ID: 2147

A gear that resembles a wheel with a number of equally spaced teeth cut parallel to an axis is known as a \_\_\_\_ gear.

- ☐ A. spur
- ☐ B. helical
- ☐ C. bevel
- ☐ D. worm

- f. **Enable Option Eliminator:** Students will have the option to cross out answers they believe to be incorrect by selecting the **Option Eliminator**




button ( ).

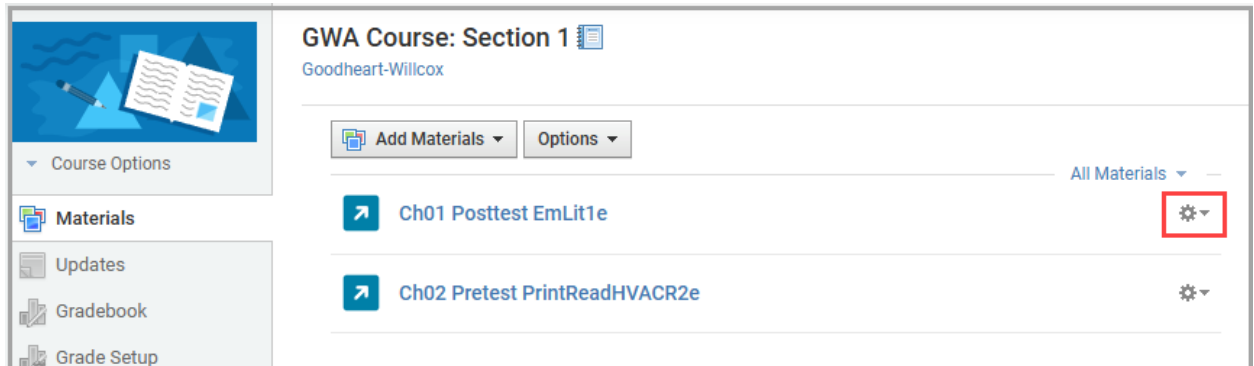
In Fahrenheit, the boiling point of water is

- ☒ A. 32 degrees
- ☐ B. 212 degrees
- ☒ C. 0 degrees
- ☒ D. 100 degrees

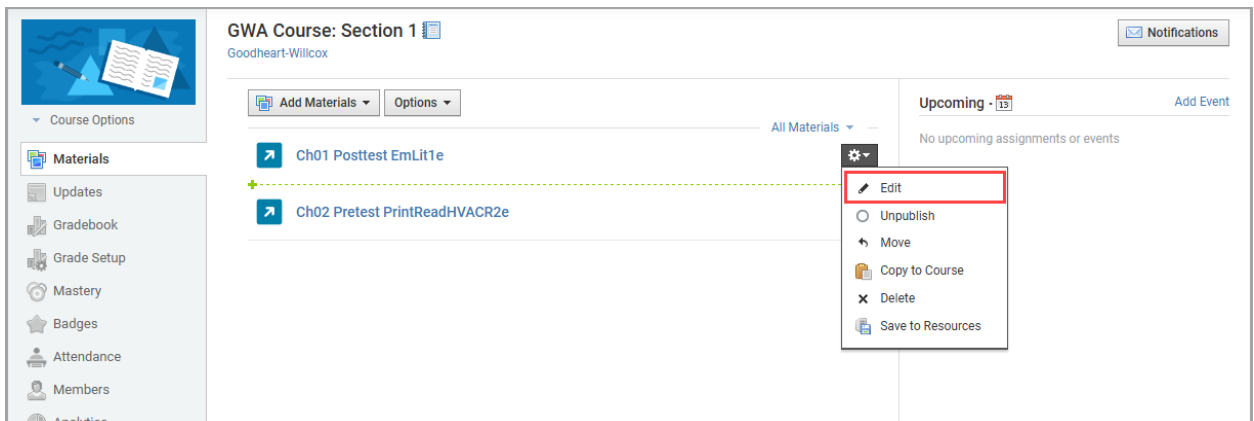
- g. **Reveal the student's score:** Display the student's score after they complete the assessment.
- h. **Reveal the correct answers:** Display the questions, correct answers and solution (where available) after the assessment is completed.
- i. **Allow re-takes (unlimited attempt):** Allow students 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. You can use the dropdown to select if you want to use the latest score or the best score to be recorded. By default, G-W Assessment is set for one attempt.
- j. 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.
- k. 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.

# Editing Assignments in Schoology

1. From the course screen, locate the assessment you wish to edit and select the **Gear Icon** (  ) next to the assessment.



2. From the drop-down, select **Edit**.



3. You can now edit your assessment. After making your changes, select **Save Changes**.



**Edit External Tool**

Tool Provider: Automatic, based on URL

Title: \* Ch06 Pretest PrintReadHVACR2e (Grading not enabled initial

URL: \* <https://7a516473-9640-4cec-8d53-b7aaf015344d.apps.api.examspar.com/lti/launch/exam>

Launch Options: Open in Schoology

Certain tools may not function correctly when accessed within Schoology.

Consumer Key:

Shared Secret:

Custom Parameters:

☒ Enable Grading

Collected Type: ☐ Collected ?

Points: 100

Due Date:

**Save Changes** Cancel

**NOTE:** If you want to collect grades for this assignment the **Collected** field must be **unchecked**. The **Collected** option is only for assignments without a grade, for example, tracking field trip forms or ungraded participation assignments.

**Edit External Tool**

Tool Provider: Automatic, based on URL

Title: \* Ch06 Pretest PrintReadHVACR2e (Grading not enabled initial

URL: \* https://7a516473-9640-4cec-8d53-b7aaf015344d.apps.api.examspar.com/lti/launch/exam

Launch Options: Open in Schoology

Certain tools may not function correctly when accessed within Schoology.

Consumer Key:

Shared Secret:

Custom Parameters:

☒ Enable Grading

Collected Type: ☐ Collected ?

Points: 100

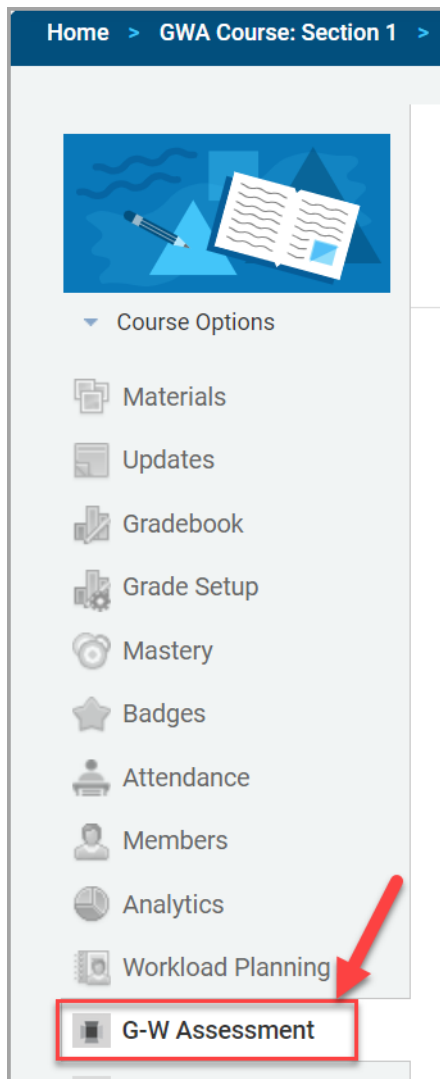
Due Date:

**Save Changes** **Cancel**

## Assignment Results

### Viewing Student Item and Standards Results

1. Navigate to your **G-W Assessment** on the left navigation bar. Select the assignment.



- You will be directed to the **Results By Item** tab for that assignment, where student results are initially displayed anonymously. **Note:** Student orders are randomized when names are hidden.

Schoology Learning Courses Groups Resources Denise Instructo

Class 101 - AM: Section 1

1. Unit01 Pretest PrintReadInd12e

1. Unit01 Pretest PrintReadInd12e

In Progress

Results By Item Results By Standard

Filter by Name... Refresh Scores Reveal Names

Student order is randomized when names are hidden

	1	2	3	4	5	AVERAGE
All Students	100%	0%	0%	100%	100%	60%
Student 1	1/1	0/1	0/1	1/1	1/1	60%

- To display student names, toggle **Reveal Names**.

Class 101 - AM: Section 1

1. Unit01 Pretest PrintReadInd12e

In Progress

Results By Item Results By Standard

Filter by Name... Refresh Scores **Reveal Names**

	1	2	3	4	5	AVERAGE
All Students	100%	0%	0%	100%	100%	60%
Phoebe Harper	1/1	0/1	0/1	1/1	1/1	60%

- To view student results organized by learning outcomes, select the **Results By Standard** tab.

1. Unit01 Pretest PrintReadInd12e

In Progress

Results By Item **Results By Standard**

Filter by Name... Refresh Scores **Reveal Names**

	1	2	3	4	5	AVERAGE
All Students	100%	0%	0%	100%	100%	60%
Phoebe Harper	1/1	0/1	0/1	1/1	1/1	60%

- To view more details on the Learning Outcomes and assessment items, select a student's name.

Ch01 Pretest ModCarp14e

In Progress

Results By Item Results By Standard

Filter by Name... Refresh Scores **Reveal Names**

Student order is randomized when names are hidden

	1	2	3	4	5	AVERAGE
All Students	0%	100%	100%	100%	0%	80%
<b>Student 1</b>	0/1	1/1	1/1	1/1	0/1	80%

- This will display their performance, including specific Learning Outcomes and item details. An orange exclamation point indicates that a student got the question

incorrect, while a green checkmark indicates that they answered the item correctly. Select the name of the assessment to navigate back to the assessment page.

Results By Objective

<p>✓ 1.1</p> <p>Define and describe the paradigm shift between a reading readiness approach to early literacy instruction and that of an emergent literacy perspective.</p>	<p>⚠ 1.2</p> <p>Identify the components of literacy and describe how they complement and supplement one another.</p>	<p>✓ 1.3</p> <p>Identify how technology should be appropriately and beneficially used for viewing and making in early childhood settings.</p>
<p>✓ 1.4</p> <p>Describe the importance of early literacy experiences regarding social practices and their impact on later literacy and language achievements.</p>		

## Adjusting Student Scores

To adjust a student's score for an assignment:

1. Select the assignment from the **Assignments** tab or the assignment from **Grades**.
2. In the assignment, select the **Scores** button.

Student order is randomized when names are hidden

Filter by Name... Refresh **Scores** Reveal Names

	1	2	3	4	5	AVERAGE
All Students	0%	50%	50%	0%	0%	37%
Student 1	0 / 1	0 / 1	1 / 1	0 / 1	0 / 1	32%
Student 2	0 / 1	1 / 1	0 / 1	0 / 1	0 / 1	41%

3. 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-down to navigate through the questions.

Modify Scores


Q007 teacher should not address conversations concerning race | ^ v | Select Session | < >

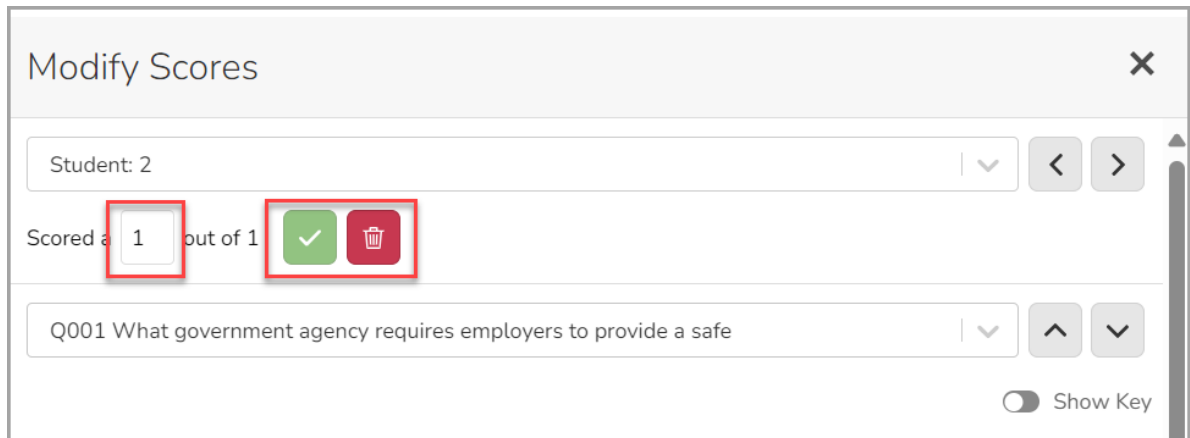
Show Key

A teacher should not address conversations concerning race with children if they feel uncomfortable in doing so.

☐ A. true

☐ B. false

- 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-down to navigate through the students.
- Add the point value to the box and select the **Check mark** (  ) button.

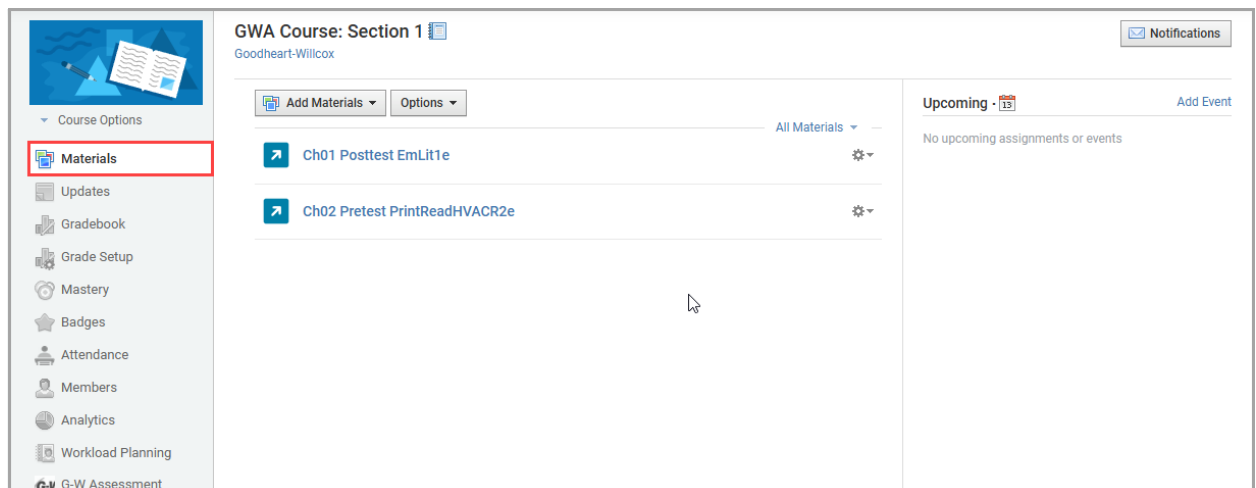


- Additionally, you can select the red **Trashcan** (  ) button to clear the score.

## Grading Manually Graded Assessment Questions


After students submit their assessment, to grade manually graded questions like essay or short answer questions:

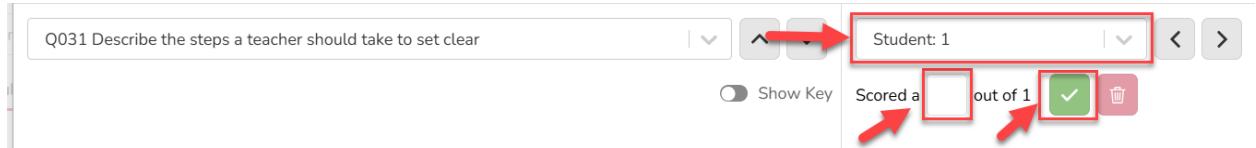
- Select **Materials** from the left navigation bar. Locate your assessment and select it.



- Manually graded responses will be displayed as greyed-out cells. Select the greyed-out cell to enter a grade.

	1	2	3	4	5	6	AVERAGE
All Students	0%	0%	0%	0%	0%	-	0%
Student 1	0 / 1	0 / 1	0 / 1	0 / 1	0 / 1	-	-

- Enter the score in the field and select the **Checkmark** button (  ) to save the score and update the student's total. You can quickly cycle through students using the student dropdown menu.



- Select **X** to close out the grading screen once you have finished adjusting student scores. A popup will appear confirming the student's score.

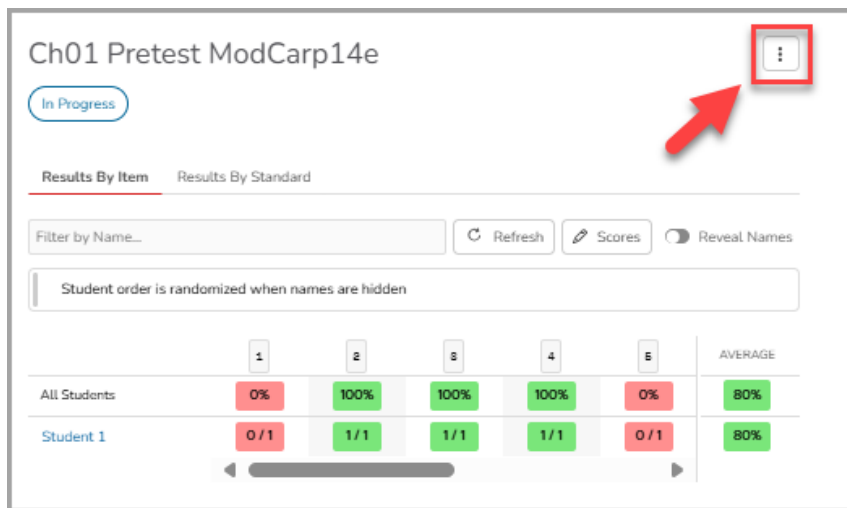
**Note:** Student grades will not update in your LMS gradebook until all manually graded questions have an associated point value.

## Managing Student Submissions and Resending Scores

### Retake/Reopen Assessment

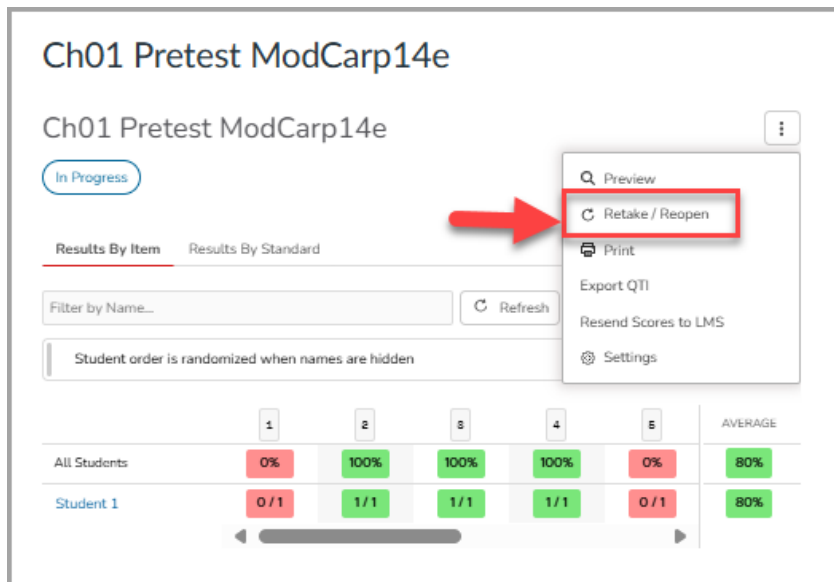
The **More Options** button provides tools to manage student submissions and resend scores to the LMS.

- From the assessment results page, select the **More Options** button.

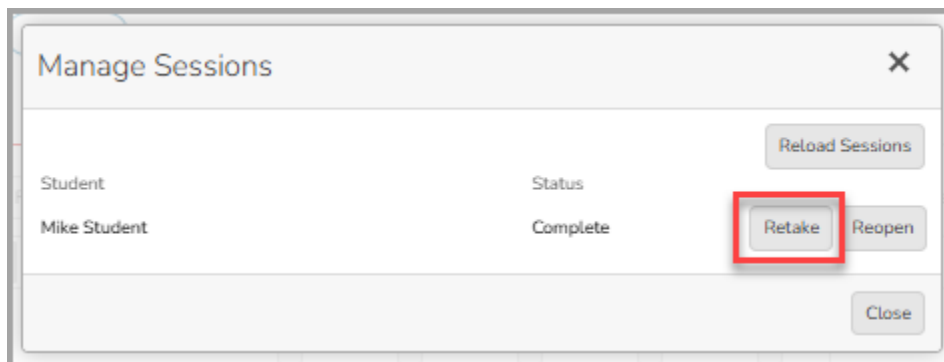


	1	2	3	4	5	AVERAGE
All Students	0%	100%	100%	100%	0%	80%
Student 1	0 / 1	1 / 1	1 / 1	1 / 1	0 / 1	80%

- Select **Retake/Reopen** to manage student attempts.

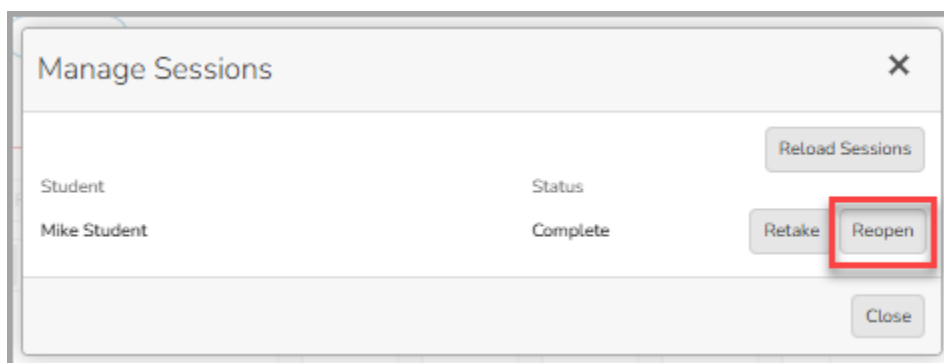


3. Select **the Retake** button and then **Delete Session** to delete the student's existing submission and responses, providing them with a fresh start to the assessment.



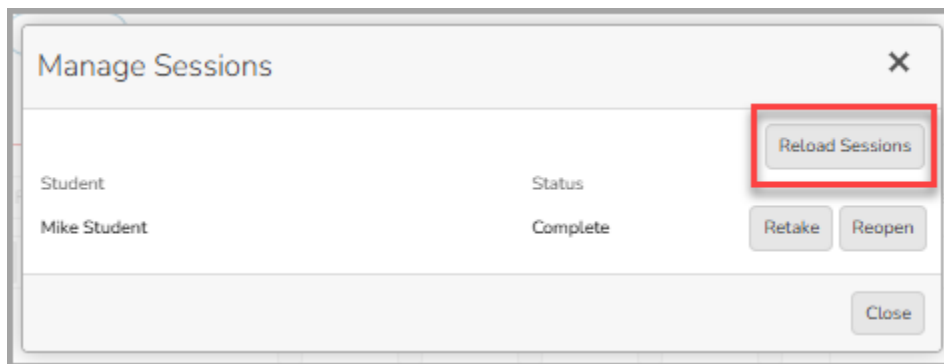
4. To allow a student to resume their current assessment, select **Reopen** and then select **Reopen Submission**.

**Important:** When reopening or allowing a student to retake an assessment, please make sure the assessment due date has not expired in your LMS.





5. Select the **Reload Sessions** button to update your session.

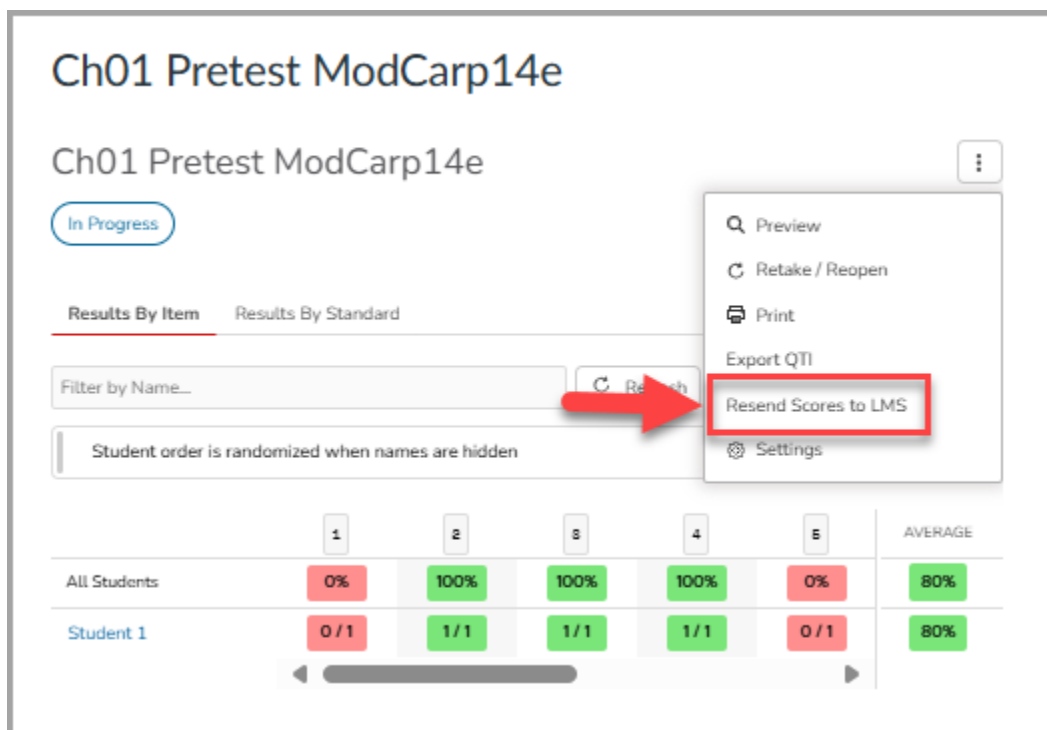


## Resend Scores to LMS

If student scores are not appearing in the gradebook,

1. Select the **Resend Scores to the LMS** button from the **More Option** to resync the grades.

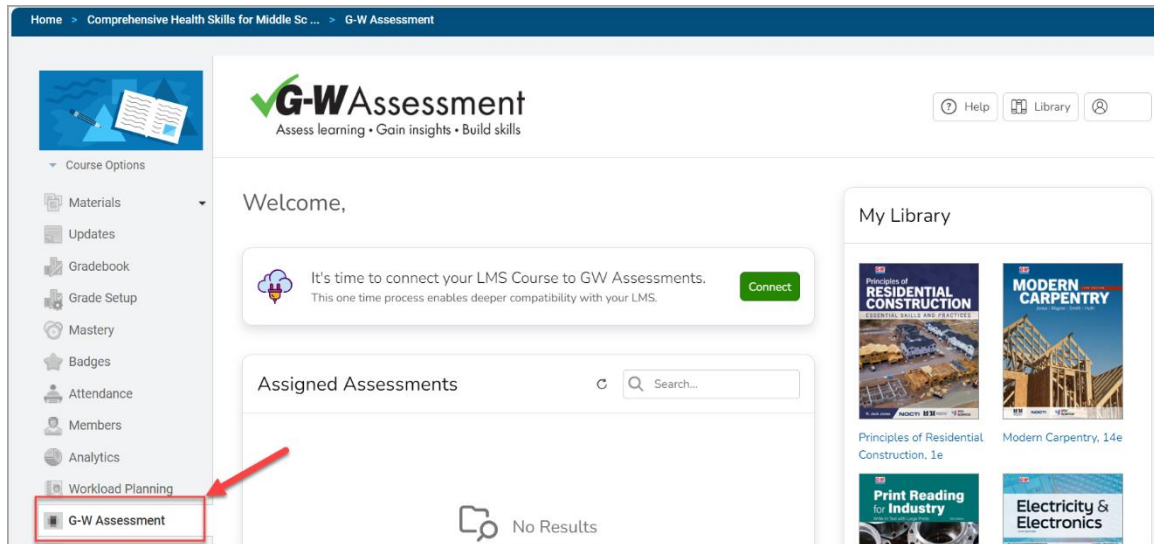
**Important:** Please note that resending scores will resend the scores for ALL students; any existing grades in the gradebook will be overwritten.



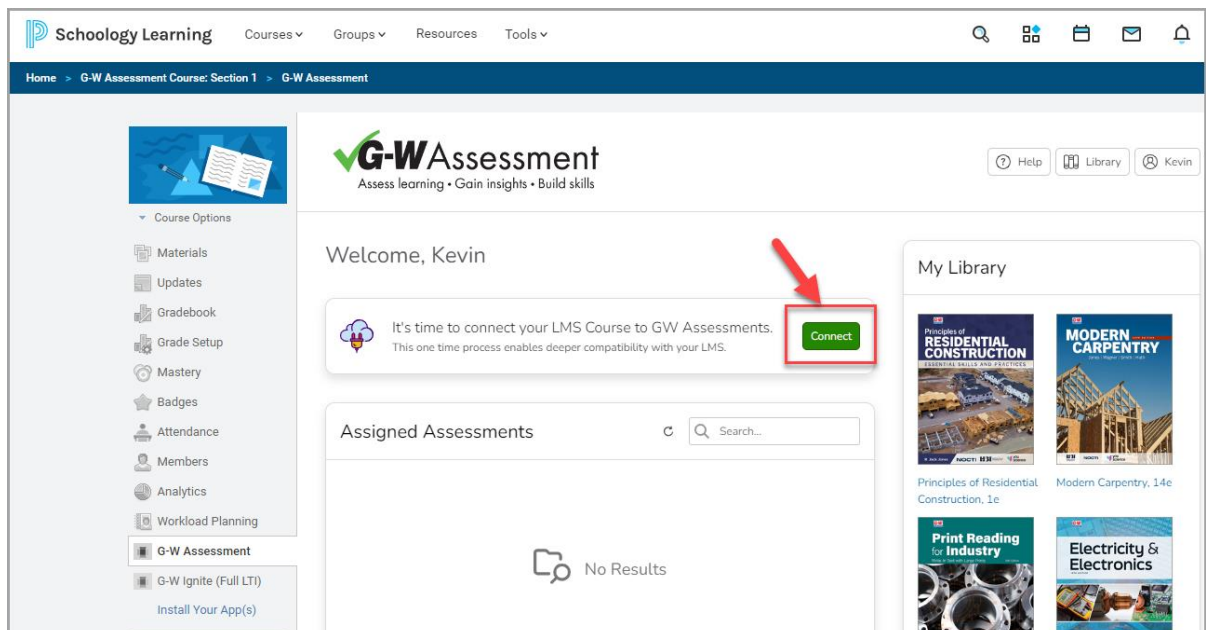
# Copy Course

After copying a course in Blackboard Ultra, you will have to reconnect the copied course and its assignments back to G-W Assessment. To do so, follow the steps below:

1. Select the G-W Assessment application (name may vary depending on how this was set up by your LMS admin) 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.

New Classroom

☐ Create classroom manually

☐ Create classroom for Google Classroom®

☒ Create classroom for your LMS

Cancel Next

4. Enter the name for your classroom then select the **Create Classroom** button. You can also add a room number and section or leave those fields blank.

New Classroom

What is the name of this classroom?

Print Reading for HVACR

What is the room number of this classroom?

What is the section number of this classroom?

Back Create Classroom

5. For each assignment copied from GWA into the course, select each assignment, then select the **Finish Creating Activity** button.

GWA Course: Section 2

GWA Course: Section 1

Next

1. Ch01 Pretest EmLit1e

Finish Activity Setup

You must finish setting up this activity before it can be accessed by students.

Finish Creating Activity

6. If you do not select **Finish Creating Activity** for each assignment, students will not be able to access the content. Instead, they will see the following screen:

## 2. Ch01 Posttest EmLit1e

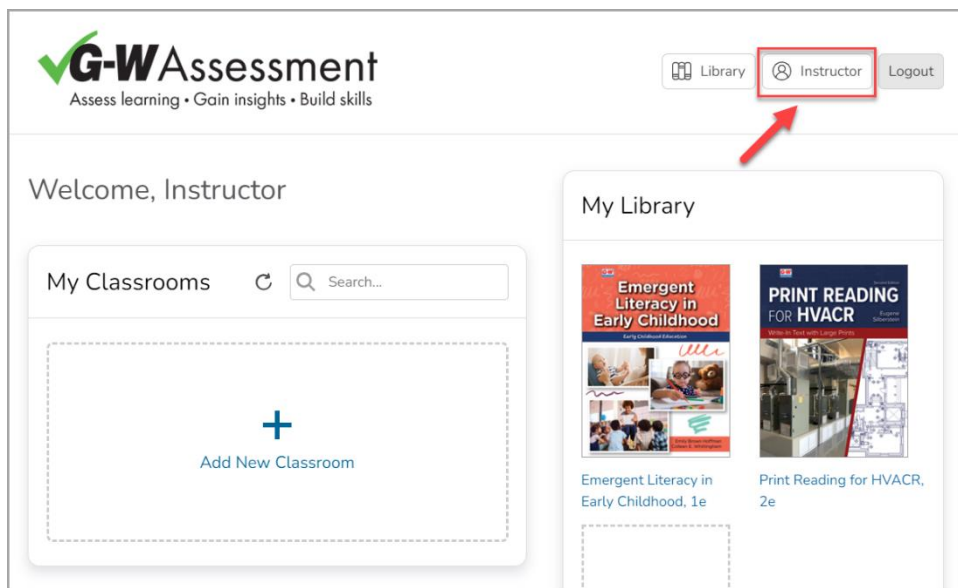
Due No Due Date    Points 0    Submitting an external tool

This assessment has not been created for the current course. Please contact your teacher

## Account Settings

The account setting page allows you to update your name or add a profile picture.

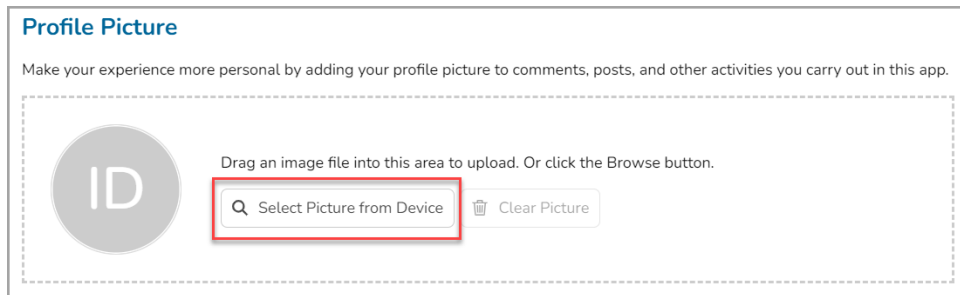
1. Access the account settings by selecting on the button with your name in the top right corner of the page.



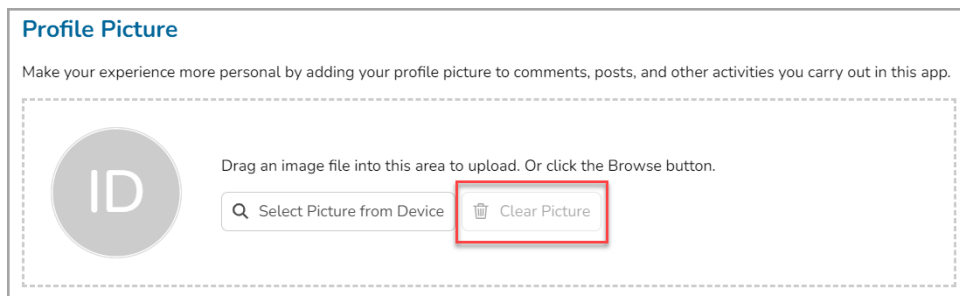
2. Under the Manage Name section, you can update your first name, last name, and email address by selecting into each field. Select **Update Name** to save changes.

The screenshot shows the 'Account Settings' page. At the top is the G-W Assessment logo. In the top right corner, there are three buttons: 'Library', 'Instructor', and 'Logout'. Below the header, the text 'Account Settings' is displayed. Underneath, there is a section titled 'Manage name' in blue. Below this title, a message states: 'Update the name that appears in this application. Your email address is displayed for informational purposes only and cannot be updated.' There are three input fields: 'First Name' (containing 'Instructor'), 'Last Name' (containing 'Demo'), and 'Email Address' (containing a blurred email address). Below these fields is a button labeled 'Update Name'.

3. In the Profile Picture section, you can add or update your profile if you wish to personalize your G-W Assessment experience. Either drag and drop your image into the designated area or use the **Select Picture from Device** to choose a file.

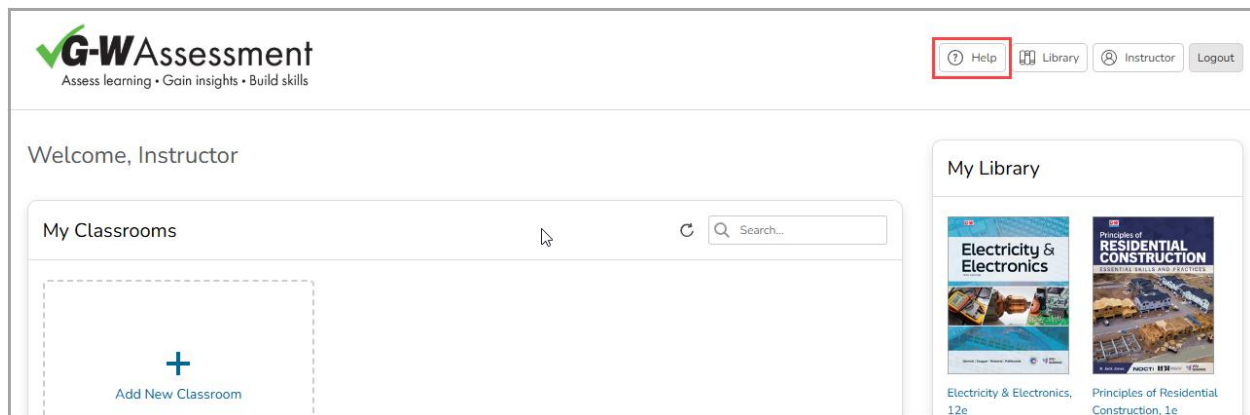


4. To remove your current picture, select **Clear Picture**.

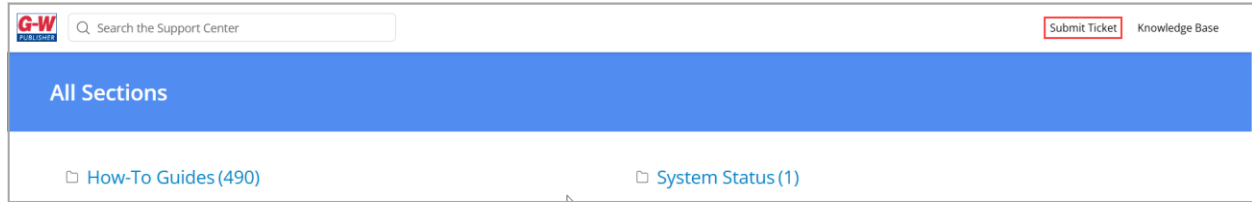


## Help

The **Help** page features a wealth of knowledge-based articles for frequently asked questions.



If you need additional support, click the **Submit Ticket** link to contact the G-W support team.



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