



## G-W Assessment integration with Moodle

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

- Launch G-W Assessment directly from within Moodle without the hassle of entering additional credentials.
- Grades are automatically synchronized between G-W Assessment and Moodle, 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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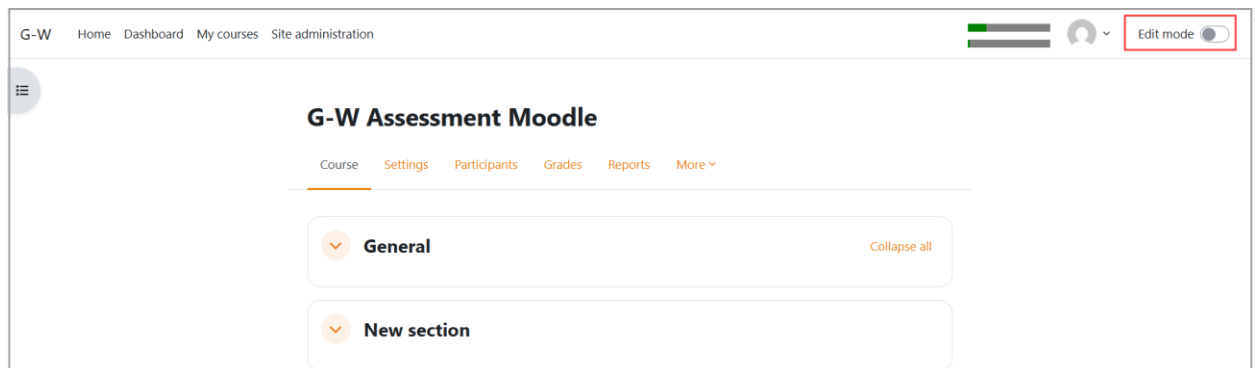
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# Connecting Moodle Course to G-W Assessment

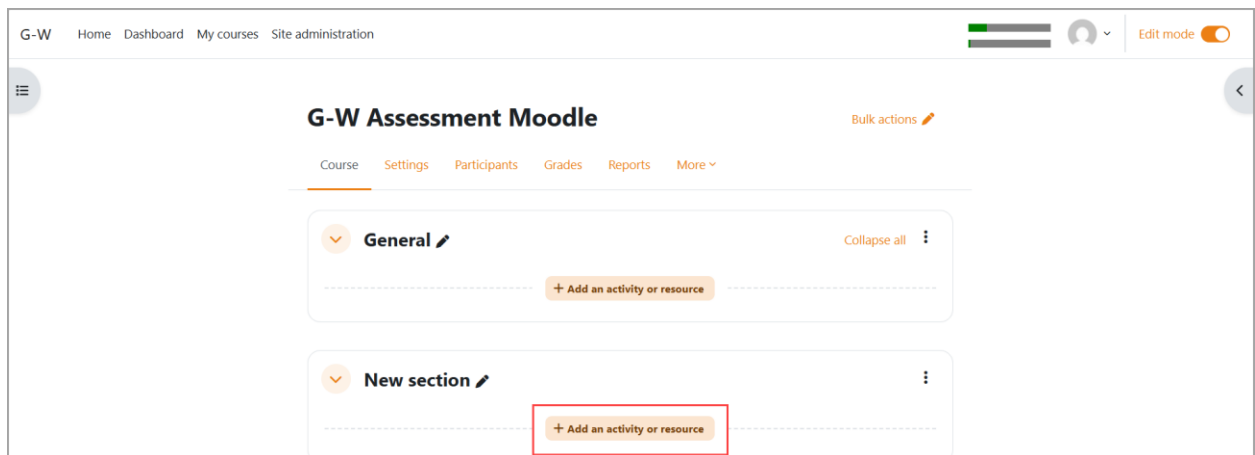
Upon logging into Moodle, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator.

**Important:** Students are required to have an EduHub LMS-Ready subscription to access any G-W Assessments integrated into Moodle.

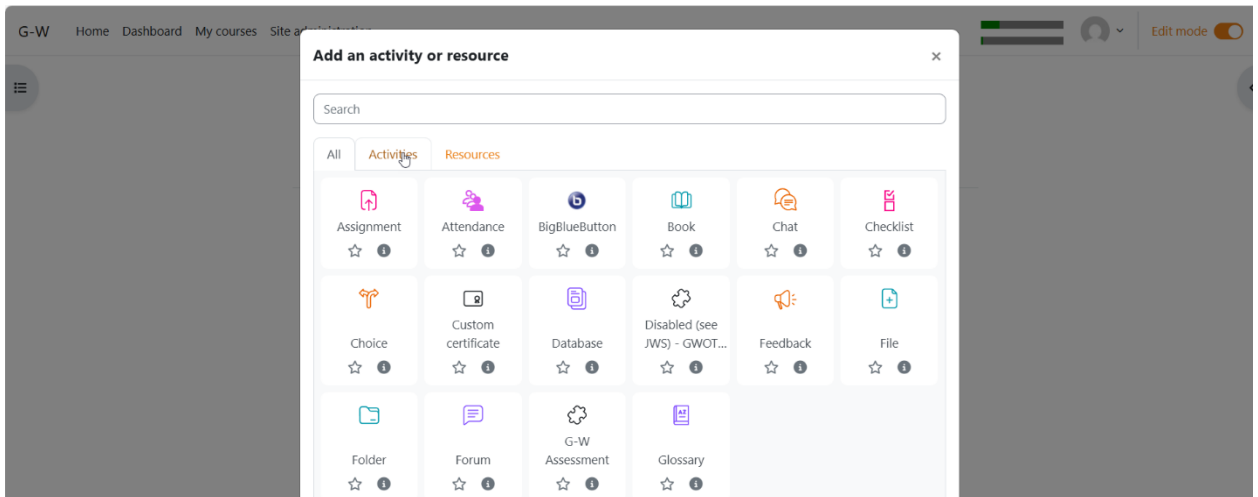
1. Select Edit Mode in the upper right corner to add the G-W Assessment application (the name may vary) to your course.



2. Select +Add an activity or resource



3. In the **All** tab, search and select the G-W Assessment application (name may vary). To easily access it in the future, you can star the app. This will make it appear in the **Starred** tab when you first open the **Add an activity or resource** menu, which you will use again to create assessments.



4. In the New External tool page, name the activity. We recommend “G-W Assessment.” Make sure to deselect **Display activity name when students access the tool** checkbox, then select the **Save and return to course** button.

## G-W Assessment Moodle

Course Settings Participants Grades Reports More ▾

### New External tool

Expand all

General

Content Select content

Activity name !

☐ Display activity name when students access the tool ?

Activity description

Edit View Insert Format Tools Table Help

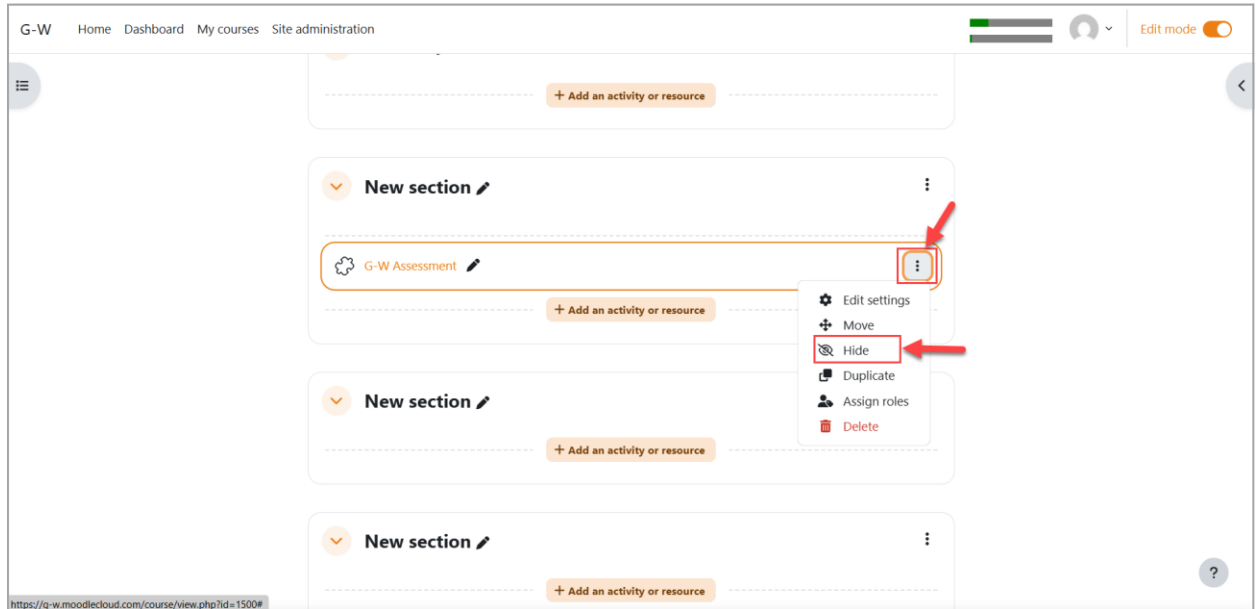
↶ ↷ **B** *I*

0 words Build with tinyMCE

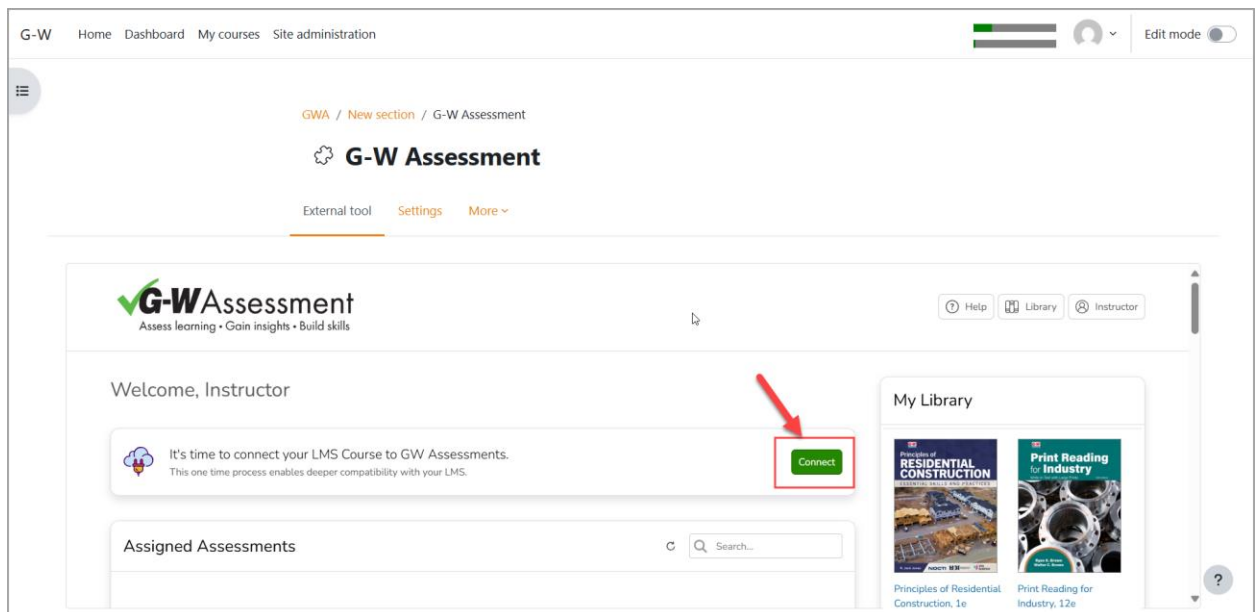
☐ Display description on course page ?

☐ Display activity description when students access the tool ?

5. You will be returned to the Edit Course page. In the kebab (3 dots) menu to the right of this new activity, select **Hide** to prevent your students from accessing it. Students can only take assigned assessments. This is covered in the [Create Assignments in Moodle with G-W Assessment](#) section of this document.



6. Exit **Edit mode** and select the launch link to connect your Moodle course with G-W Assessment.
7. In the *It's time to connect your LMS Course to GW Assessment* section of the G-W Assessment homepage, select the **Connect** button.



8. 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

9. 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

## 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.

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 page title is 'Print Reading for HVACR, 2e'. On the left is a book cover for 'PRINT READING FOR HVACR'. The main content area is titled 'Assessments' and contains a search bar. To the right of the search bar is a green button labeled '+ Assessment'. Below the search bar, there's a section for 'Chapter 1 Introduction to Print Reading'. It lists three assessments: 'Ch01 Exam PrintReadHVACR2e', 'Ch01 Posttest PrintReadHVACR2e', and 'Ch01 Pretest PrintReadHVACR2e'. Each assessment has a 'Print' icon, a 'Preview' icon, and a green 'Assign' button. A red box highlights the '+ Assessment' button, and another red box highlights the 'Assign' button for the 'Ch01 Exam PrintReadHVACR2e' assessment.



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

## Preview Assessments

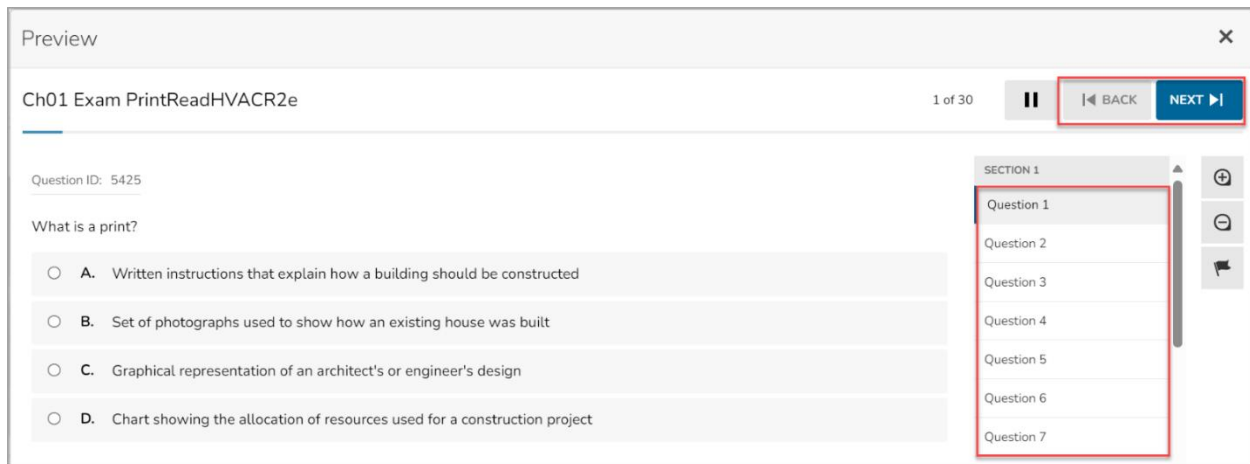
1. To preview the questions in a pre-built assessment, either select the assessment bank link or select the **preview** button.

The screenshot shows a section of the G-W Assessment interface titled 'Chapter 1 Introduction to Print Reading'. It contains a list of assessments. A red box highlights the link '1. Ch01 Pretest PrintReadHVACR2e'. To the right of the list are buttons for 'Print', 'Preview', and 'Assign'.

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.

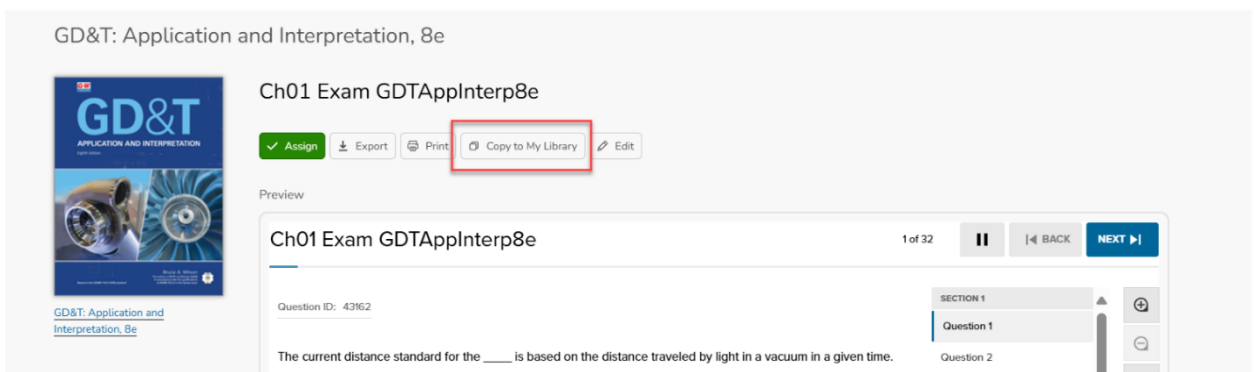
## Copying Assessments

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.

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

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



Help

Library

Michael

Dashboard >

My Library

Titles

Assessments

Search...

Search

<

>

+ Assessment

Ch01 Exam GDTApplInterp8e (Copy)

Export

Print

Preview

Assign

## Edit Pre-Built Assessment

To customize a pre-built assessment:

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

Chapter 1 Introduction to Print Reading

1. Ch01 Pretest PrintReadHVACR2e

Print

Preview

Assign

- Select the **Edit** button.

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: 43962

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.

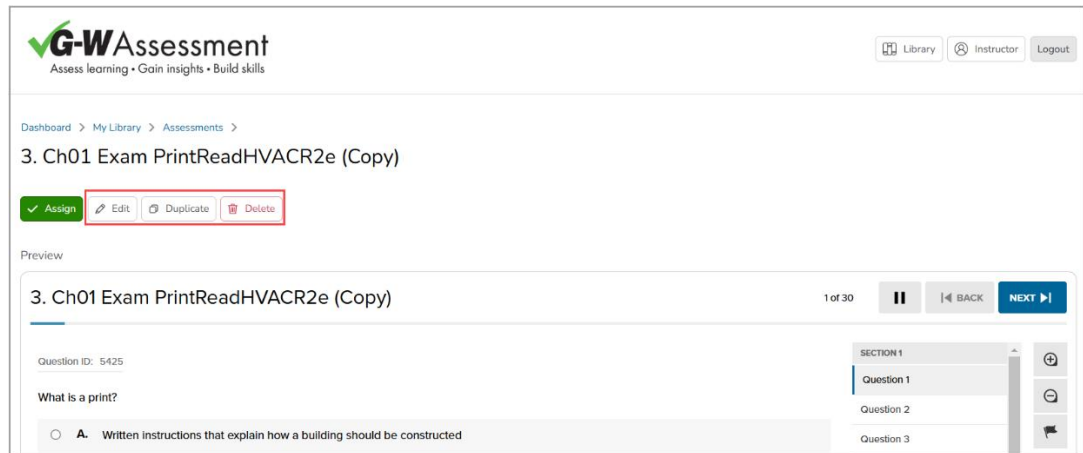
Assessment Name

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.

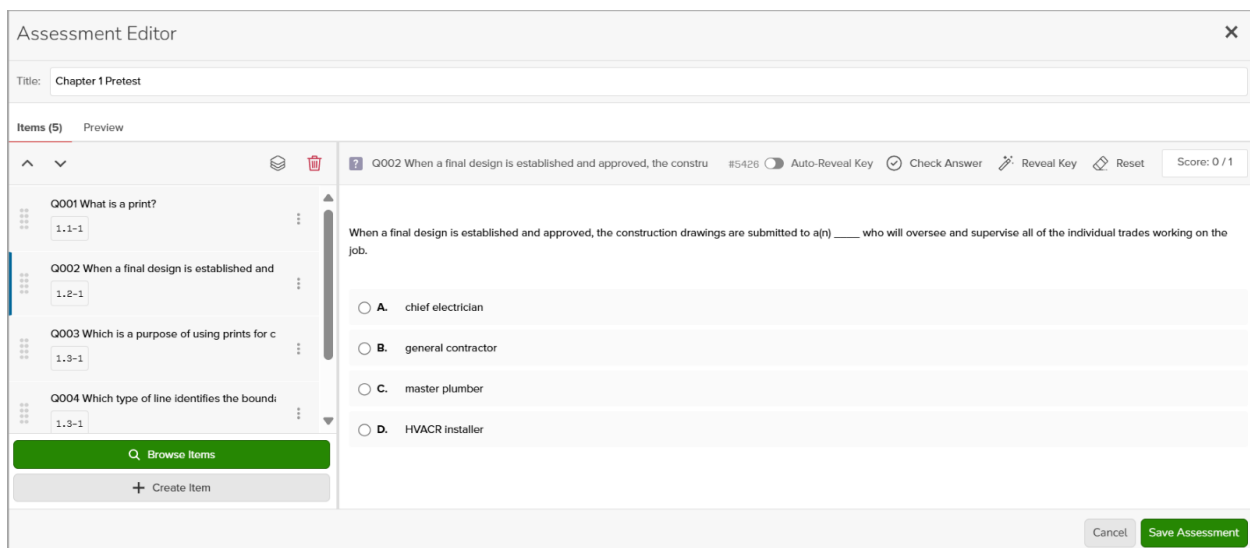
- c. **Delete:** Select **Delete** to delete this assessment.



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

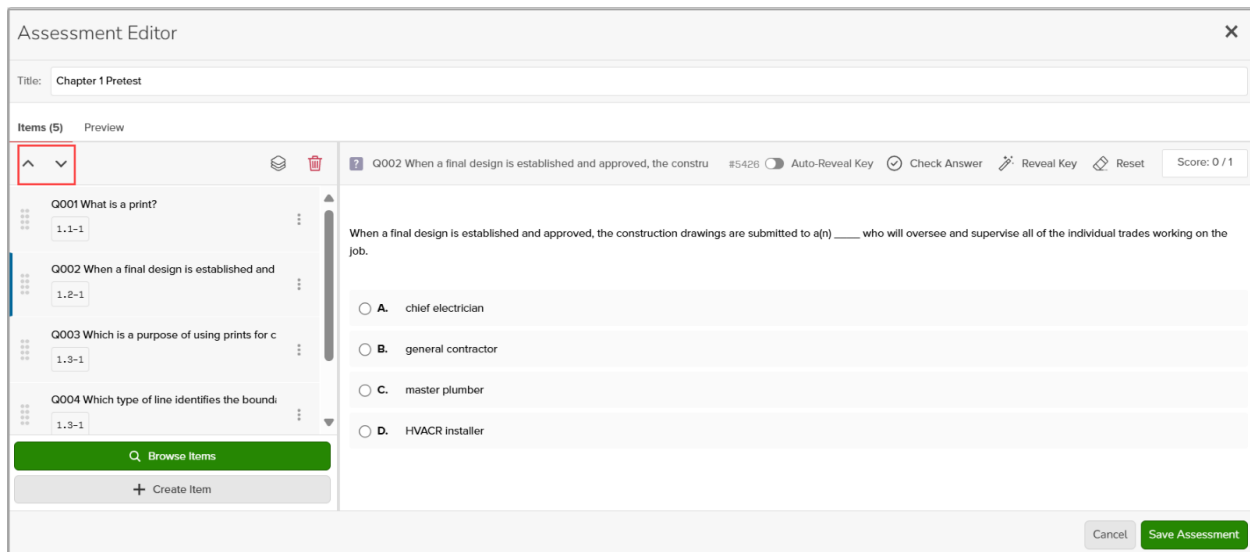
## Assessment Editor

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



## Preview Items

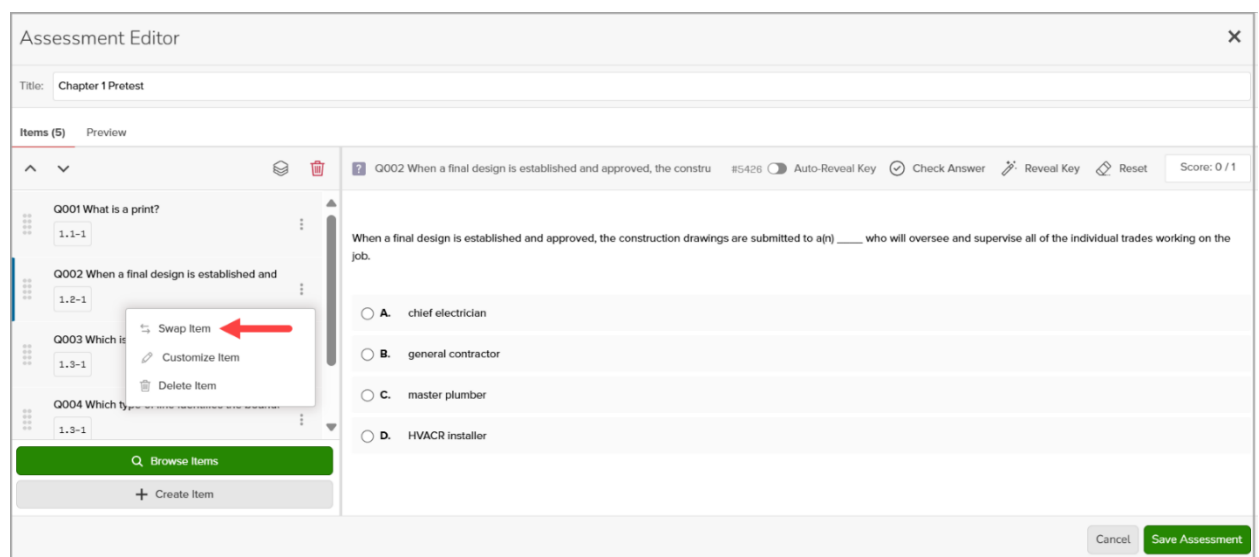
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.



## 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.

Select Items

Search by Name

Page 1 (7296 Results)

Q001 \_\_\_\_ are blood vessels that deliver oxygen-... #18486 Auto-Reveal Key Score: 0 / 1

\_\_\_\_ are blood vessels that deliver oxygen-poor blood from the rest of the body to the heart.

A. Capillaries  
B. Veins  
C. Coronary arteries  
D. Arteries

Select 0 Items

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

Q024 Match each of the terms to the correct definition.

#1504 1.4 1.5 1.8 1.9 1.11 1.12

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

Select Items

Search by Name

Page 1 (7296 Results)

Consuming enough water helps the body cool itse... #18983 Auto-Reveal Key Score: 0 / 1

Consuming enough water helps the body cool itself and maintain blood pressure and prevents dehydration.

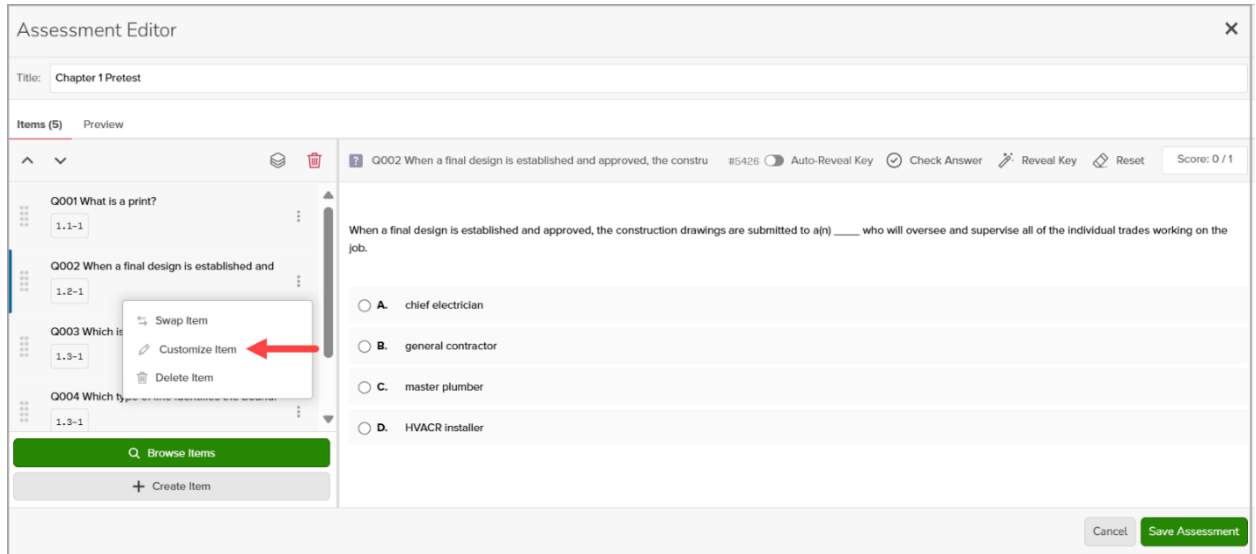
A. true  
B. false

Select 2 Items

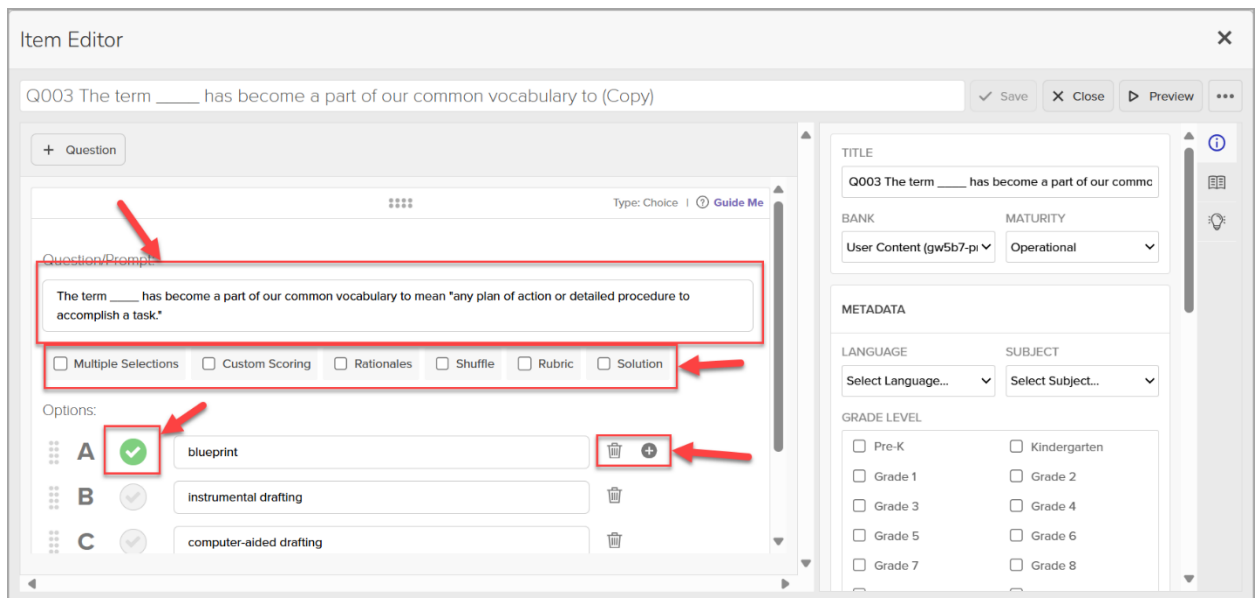
## Customize Item

To modify an item in your assessment:

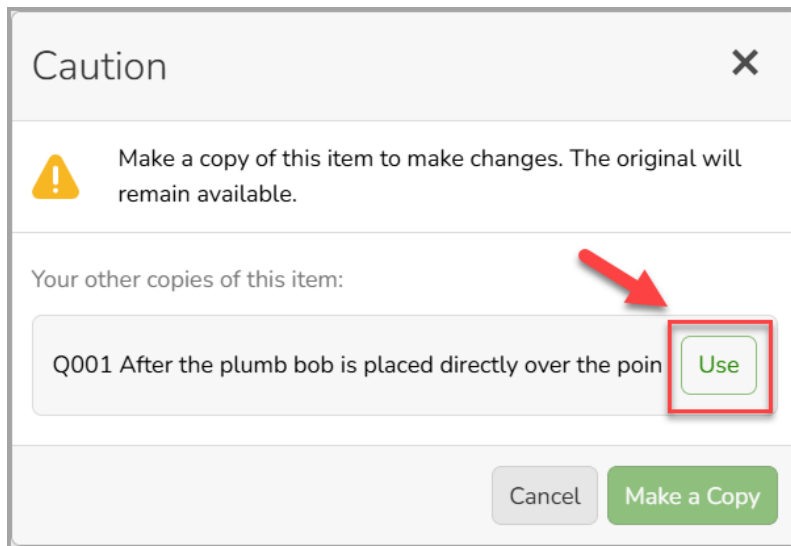
1. Select the kebab (⋮) menu to the right of the question, then select **Customize Item**.




2. 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.

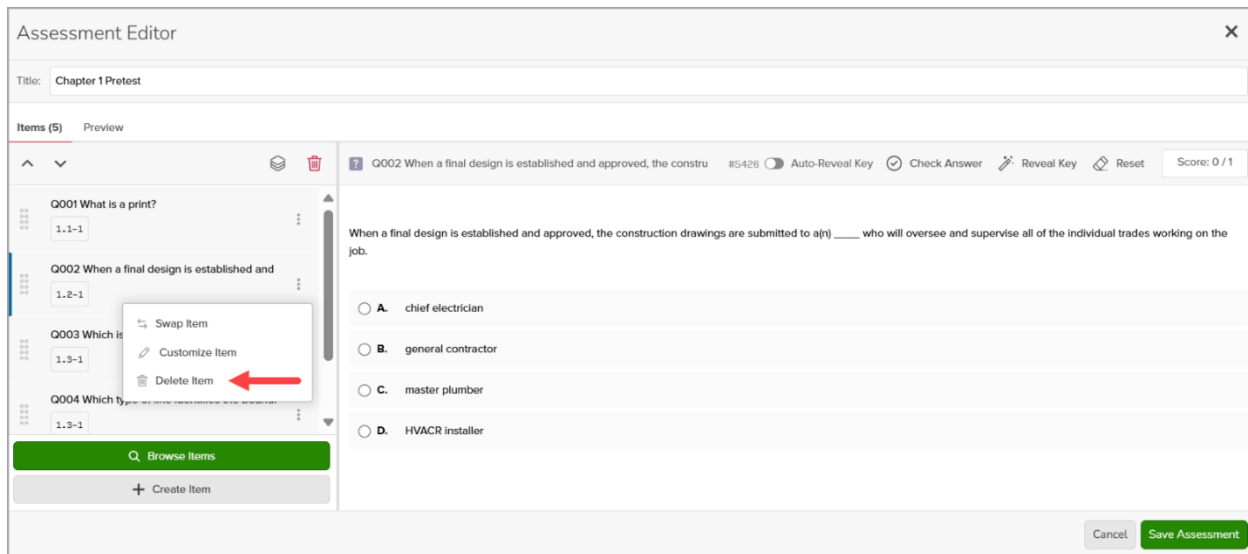


3. Select the **Save** button to save your changes.
4. If you have previously modified the question, you will see a message indicating that existing copies of this item. Select the **Use** button to modify this question further.




### 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.)



# Assessment Editor

Title: Chapter 1 Pretest

Items (5) Preview

^

v

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 boundi

1.3-1

Q Browse Items

+ Create Item

## View Answers Keys

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

v4.0

17

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 boundi  
1.3-1


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

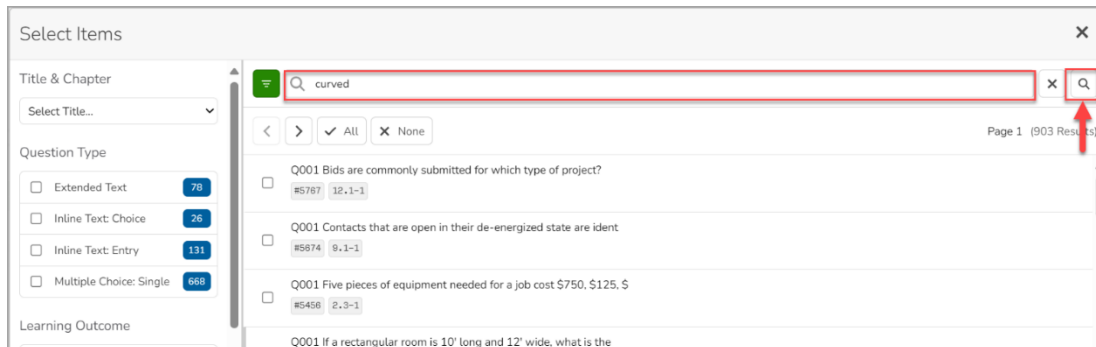
When a final design is established and approved, the construction drawings are submitted to job.

☐ A. chief electrician  
☐ B. general contractor  
☐ C. master plumber  
☐ D. HVACR installer

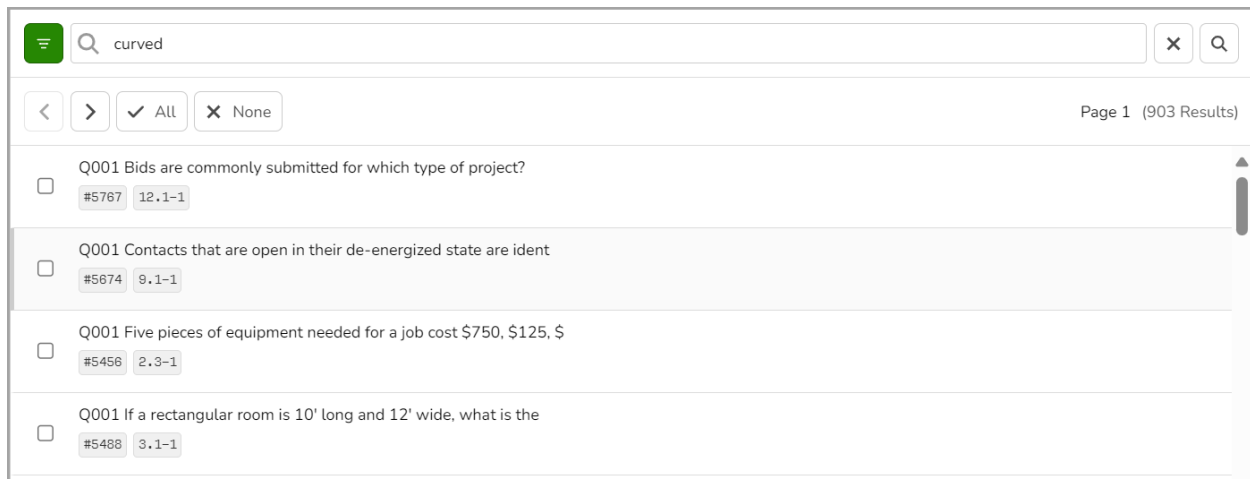
**Browse Items**

+ 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:



### *Toggle Filters*

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

Select Items

Title & Chapter  
Select Title...

Question Type  
☐ Extended Text 76  
☐ Inline Text: Choice 26  
☐ Inline Text: Entry 131  
☐ Multiple Choice: Single 668

Learning Outcome  
☐ LO 1.1 12

Search: curved

Page 1 (903 Results)

Q001 Bids are commonly submitted for which type of project?  
#5787 12.1-1

Q001 Contacts that are open in their de-energized state are ident  
#5674 9.1-1

Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$  
#5456 2.3-1

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:

Select Items

Search: curved

Page 1 (903 Results)

Q001 Bids are commonly submitted for which type of project?  
#5787 12.1-1

Q001 Contacts that are open in their de-energized state are ident  
#5674 9.1-1

Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$  
#5456 2.3-1

Q001 If a rectangular room is 10' long and 12' wide, what is the  
#5488 3.1-1

Q001 Match each term with its corresponding description

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

Assessment Editor

Title: Chapter 1 Pretest

Items (5) Preview

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

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 boundi  
1.3-1

Browse Items

Create Item

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

D. HVACR installer

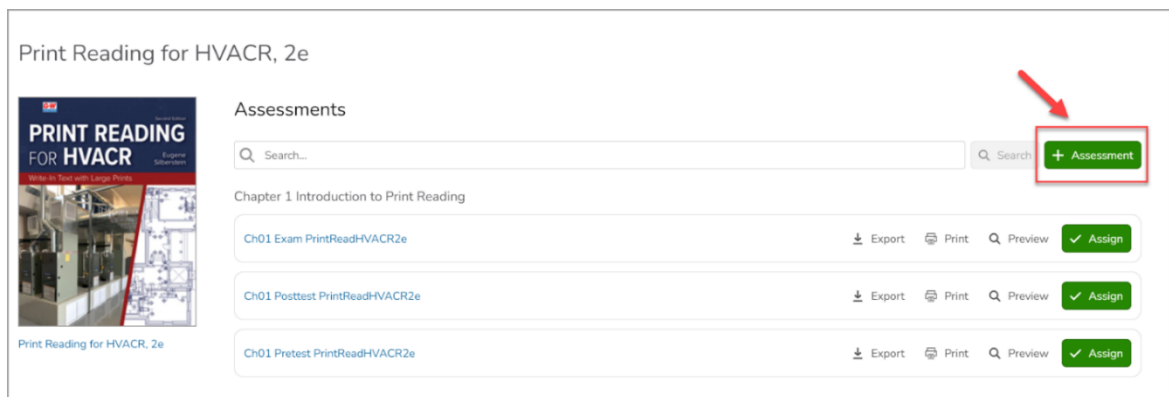
Cancel Save Assessment

## Create Custom Assessment

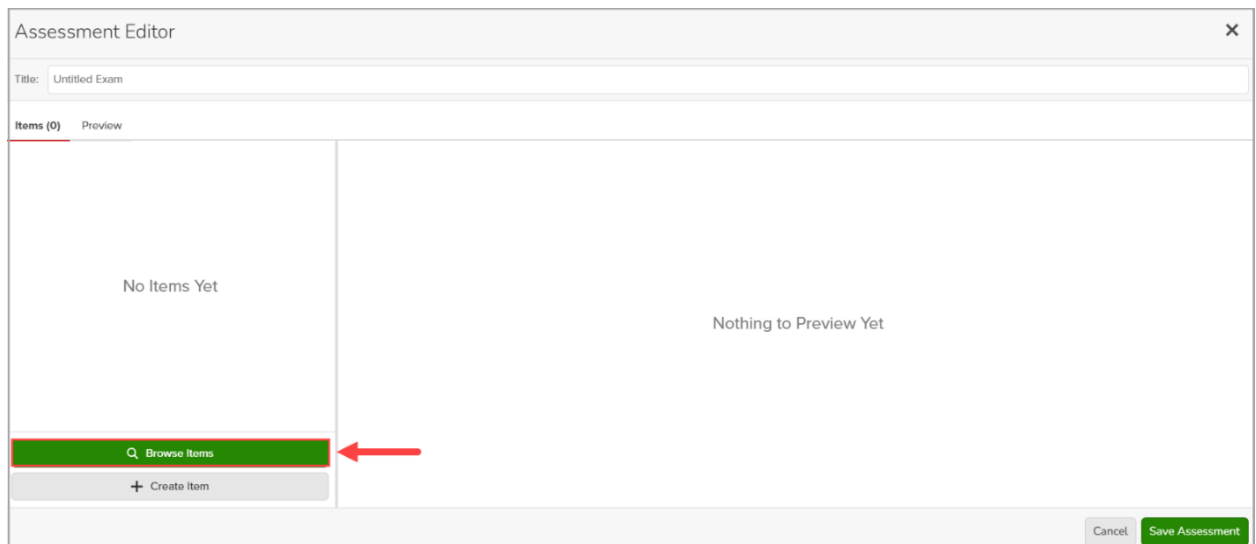
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

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

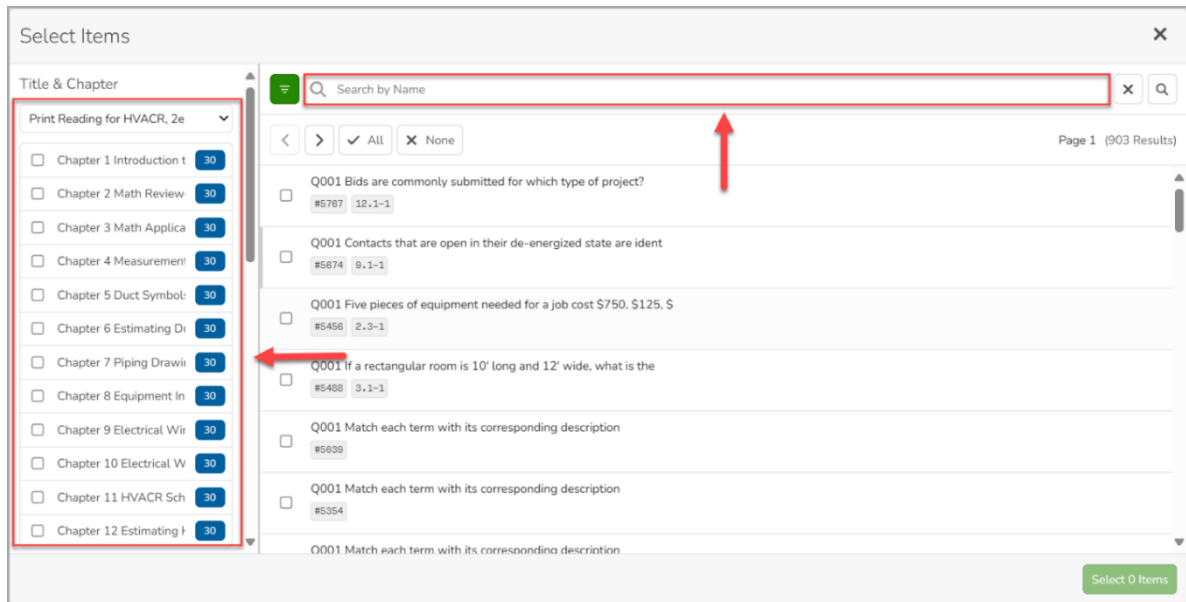
1. To create your own assessment with pre-built G-W items, select the **+ Assessment** button on the Assessment page.



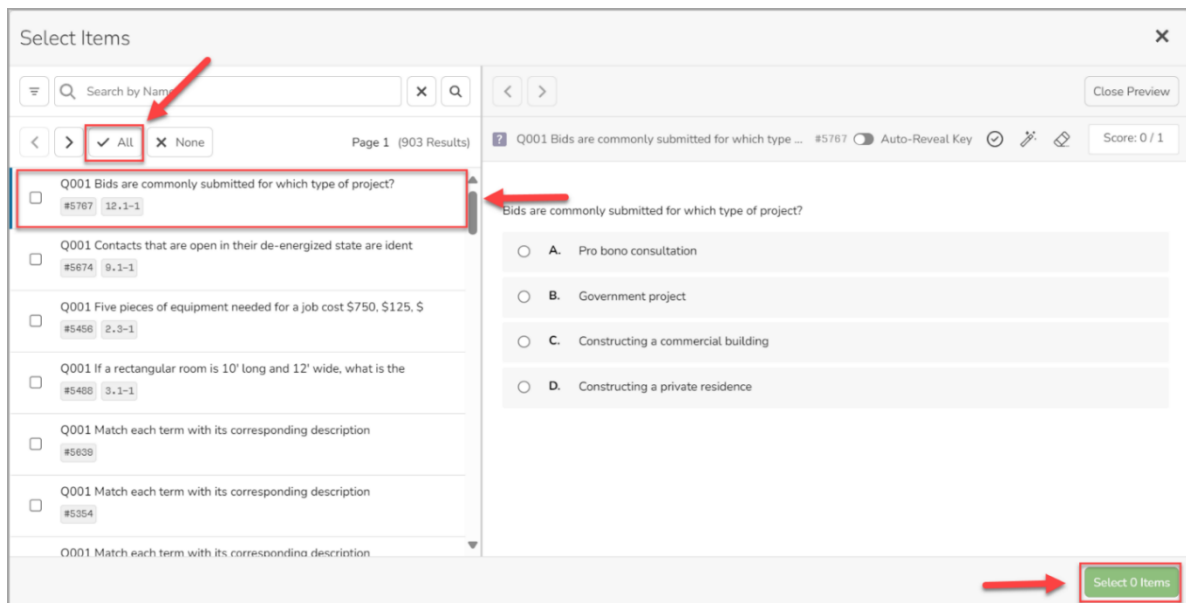
2. To add pre-built assessment questions, select the **Browse Items** button in the Assessment Editor.



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.



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

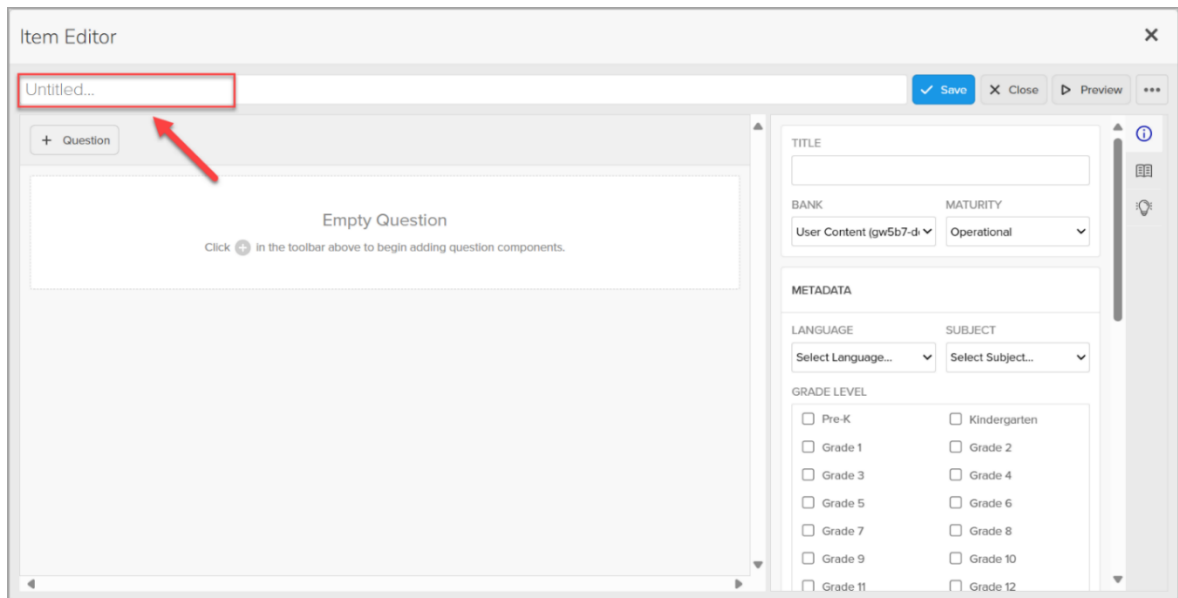
The screenshot shows the 'Assessment Editor' window. At the top, the title is 'Chapter 1 Pretest'. Below the title bar, there's a tab for 'Items (4)' and a 'Preview' tab. The 'Items' list on the left contains four items: Q001 'What is a print?', Q002 'When a final design is established and...', Q003 'Which is a purpose of using prints for c...', and Q004 'Which type of line identifies the bound...'. Below the list are buttons for 'Browse Items' and 'Create Item'. The 'Preview' tab shows the details of Q001, including the question text and four multiple-choice options (A, B, C, D). At the bottom right, there are 'Cancel' and 'Save Assessment' buttons. A red arrow points to the 'Save Assessment' button.

### Create new custom items

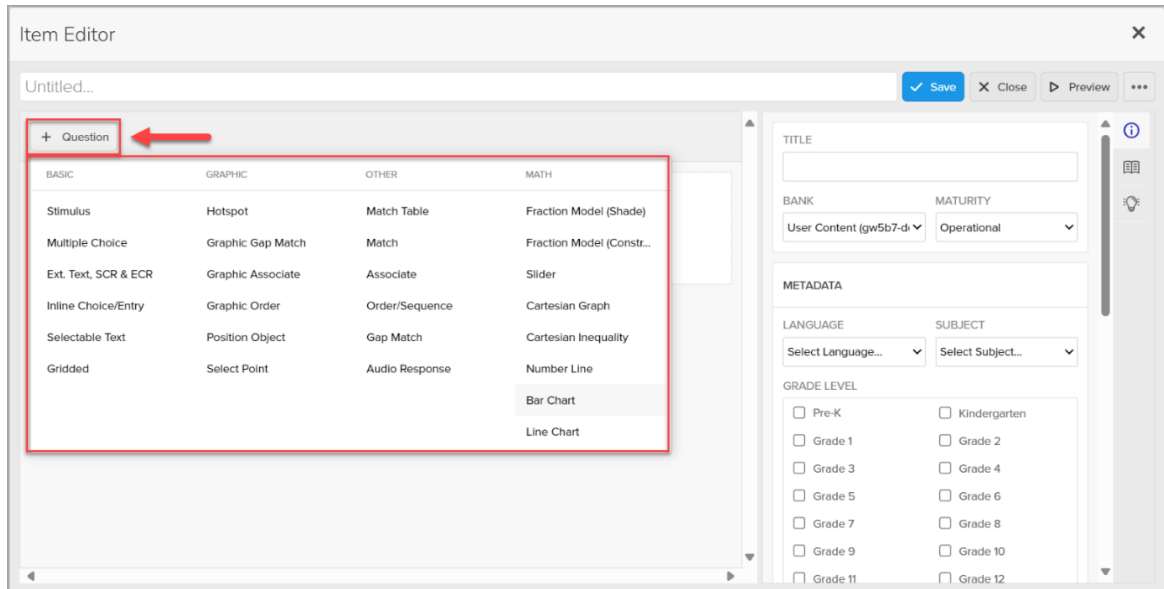
- To create your own custom questions, select on the **+ Create Item** button.

The screenshot shows the 'Assessment Editor' window. At the top, the title is 'Untitled Exam'. Below the title bar, there's a tab for 'Items (0)' and a 'Preview' tab. The 'Items' list on the left is empty, showing 'No Items Yet'. Below the list are buttons for 'Browse Items' and 'Create Item'. The 'Preview' tab shows the details of Q001, including the question text and four multiple-choice options (A, B, C, D). At the bottom right, there are 'Cancel' and 'Save Assessment' buttons. A red arrow points to the 'Create Item' button.

- 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 'Type: Choice' question. The 'Question/Prompt' field contains the text 'Ask your question here (ex: "What is the capital of Turkey?")'. Below the prompt are four options labeled A, B, C, and D, each with a text input field and a trash icon. To the right of the question editor, there are fields for 'TITLE', 'BANK' (set to 'User Content (gw5b7-di)'), '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). A red arrow points to the 'Guide Me' icon in the top right corner of the question editor.

This screenshot is similar to the one above but includes a tooltip that appears when the 'Guide Me' icon is clicked. 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.' The tooltip also features a 'Skip' button and navigation arrows for 'Back' and 'Next'. A red circle with the number '1' is visible in the top left corner of the question editor area.

- 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:

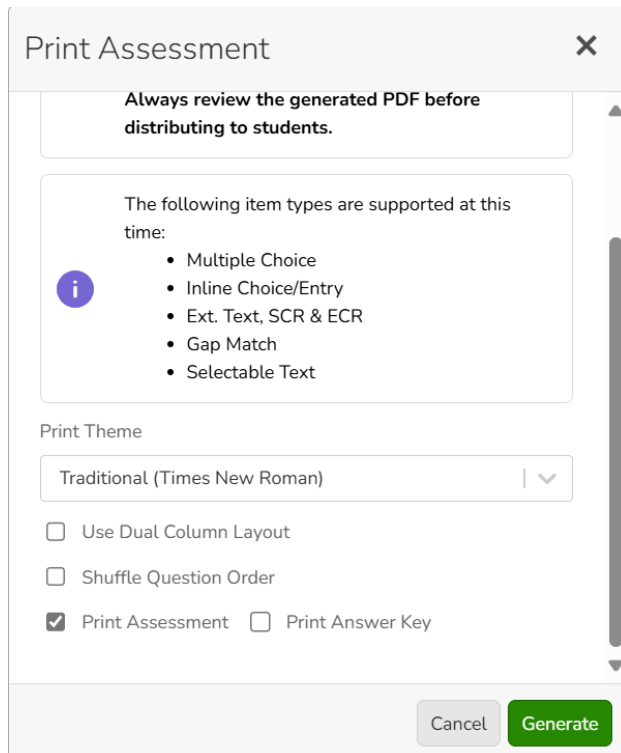
1. From the assessment page, select the **Print** button

The screenshot shows the G-W Assessment interface. At the top, there's a header with the logo and navigation links: Library, Instructor, and Logout. Below the header, the title 'Print Reading for HVACR, 2e' is displayed. On the left, there's a book cover image. The main section is titled 'Assessments' and contains a search bar and a list of assessments. The first assessment is 'Ch01 Exam PrintReadHVACR2e', which has a 'Print' button highlighted with a red box and a red arrow pointing to it. Other buttons like 'Preview' and 'Assign' are also visible for each assessment.

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

The screenshot shows the G-W Assessment interface in the 'Preview' mode. The title 'Print Reading for HVACR, 2e' is at the top. Below it, the assessment title '3. Ch01 Exam PrintReadHVACR2e' is displayed. A red arrow points to the 'Print' button in the top navigation bar. The main content area shows a preview of the assessment question: 'What is a print?' with four multiple-choice options. On the right side, there's a sidebar with a list of questions and a 'NEXT' button.

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

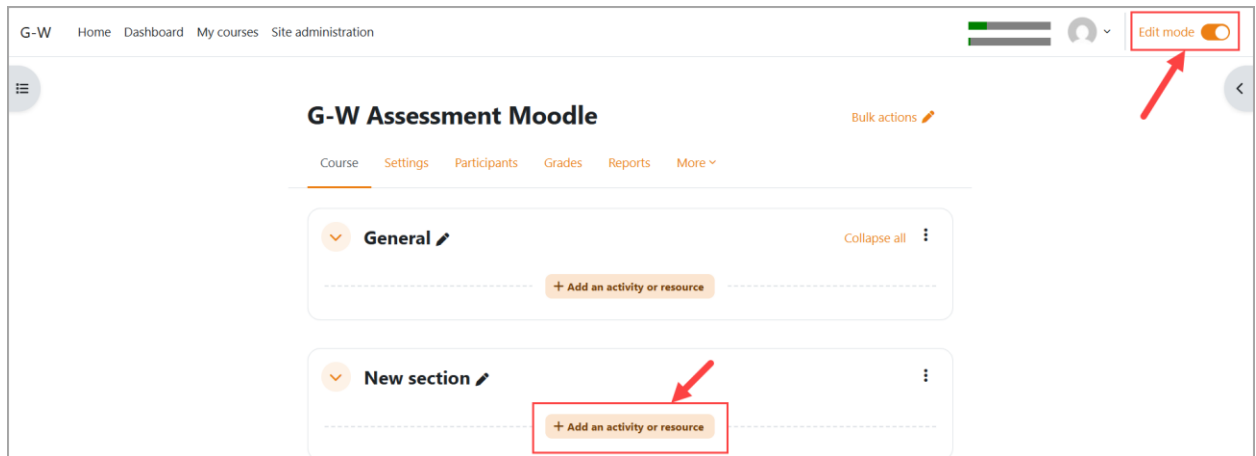
Cancel Generate

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

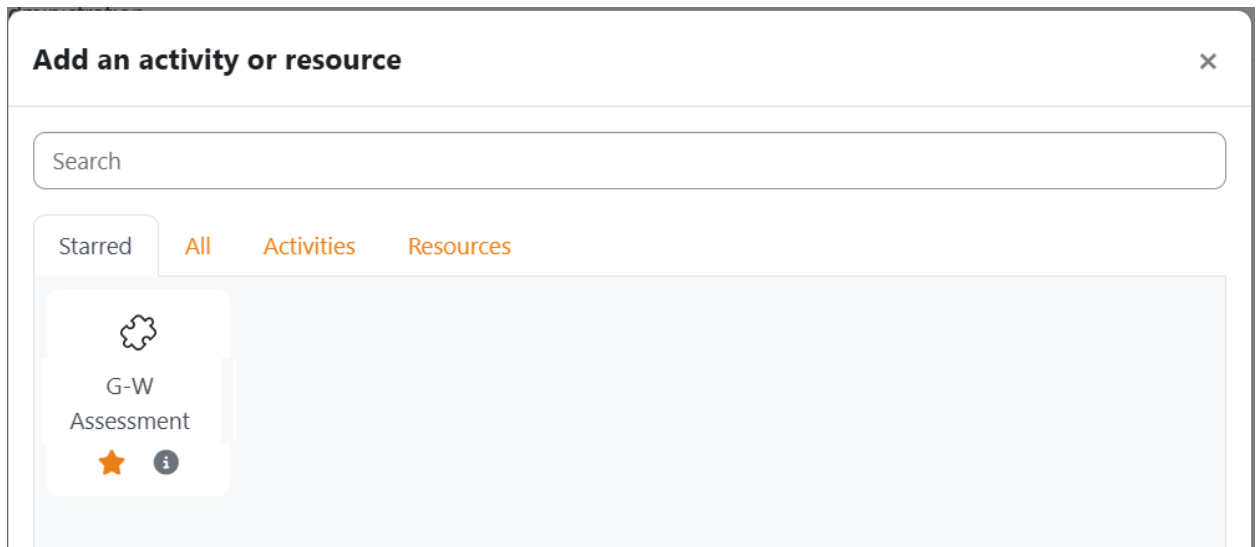
## Create Assignments in Moodle with G-W Assessment

To assign an assessment in Moodle using G-W Assessment:

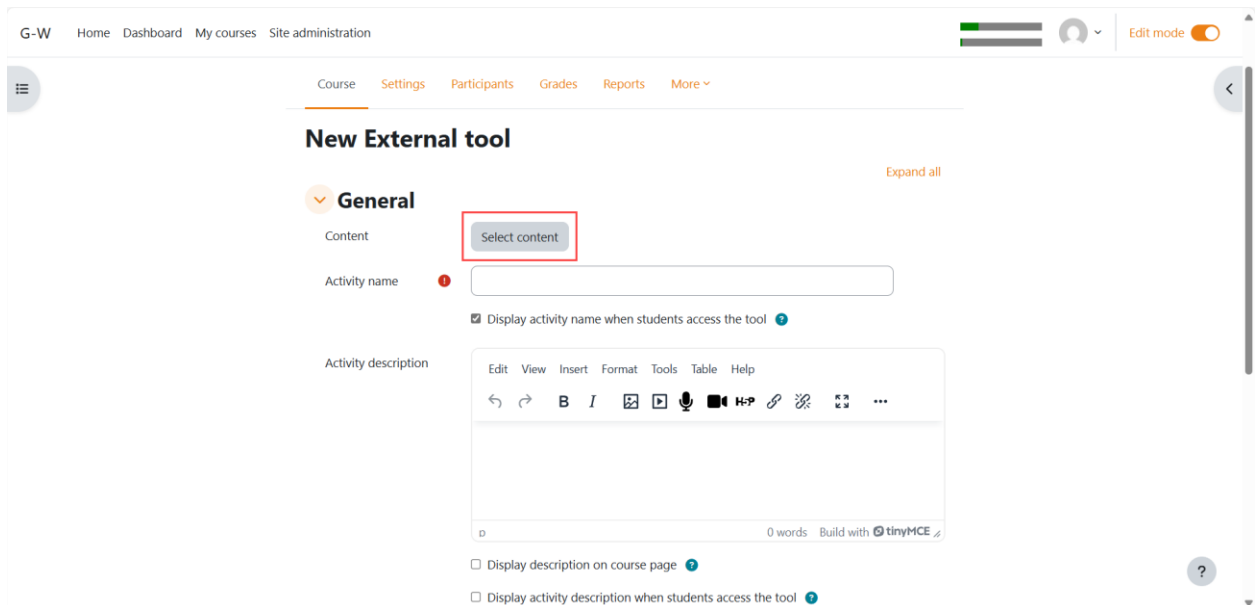
1. Navigate to your course. Enable **Edit mode** then locate **Add an activity or resource**.



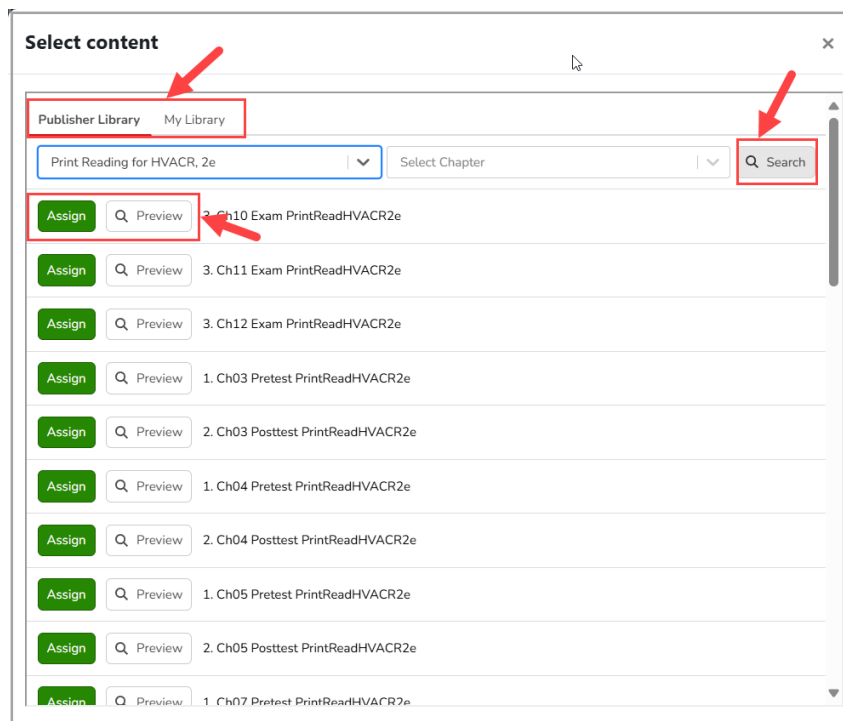
2. Use the **All** tab to locate the G-W Assessment external tool or if you starred it, click it from the **Starred** tab.



3. The **New External tool** page will open.

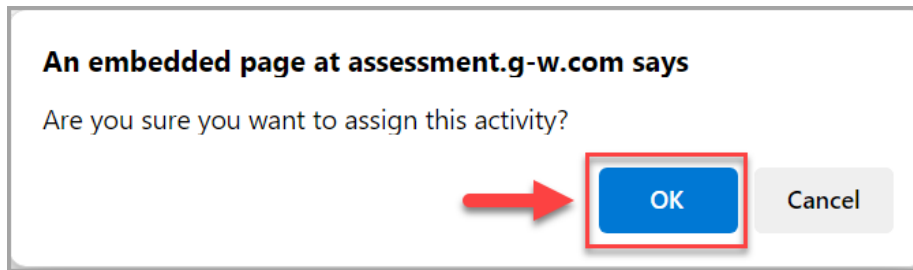


4. Select the **Select content** button.
5. The G-W Assessment content selection menu will display, allowing you to select your assessment. In this modal, use the dropdown menu to choose pre-built G-W assessment content from the **Publisher Library**, or select the **My Library** tab to access your existing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

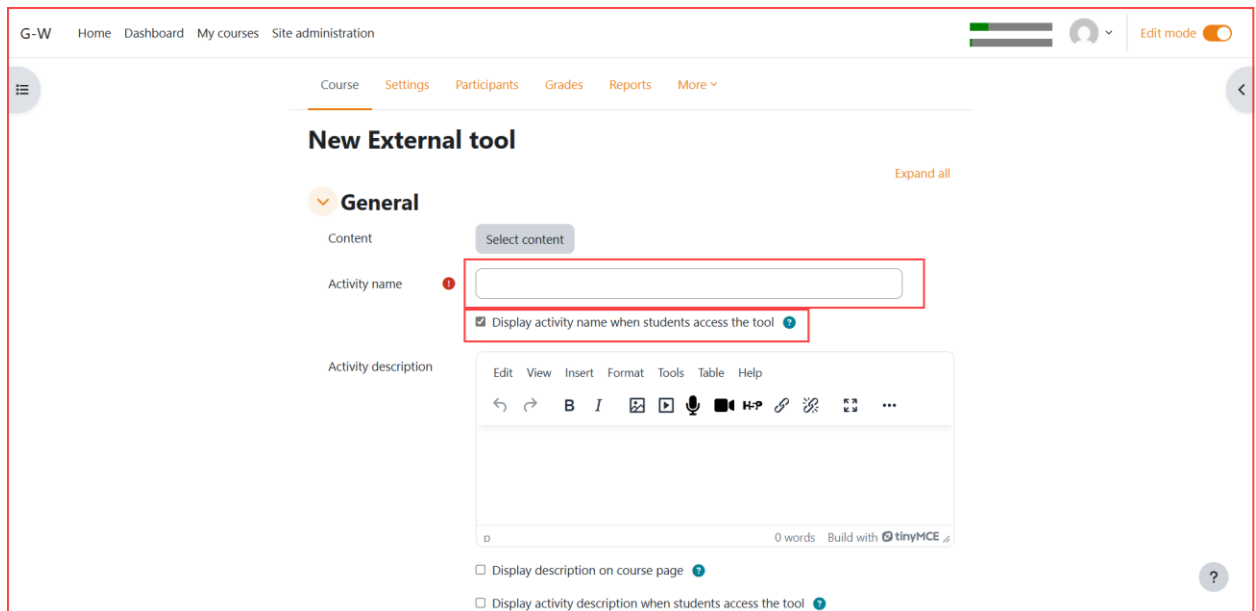


6. Once you have located the assignment, you can:
  1. Preview – Select **Preview** to view the assignment.

2. Assign – Select **Assign** to assign this assessment to your students.
7. Select Assign, then confirm by selecting **OK** on the pop-up modal.



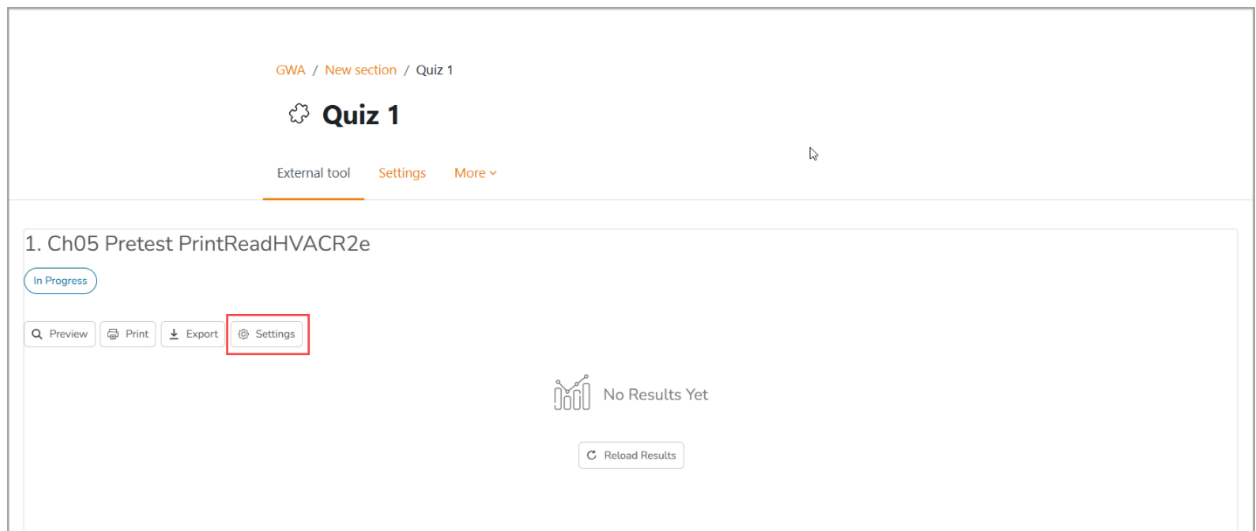
8. You will be returned to the New External tool page. Name the activity, make sure the checkbox for **Display activity name when students access the tool** is selected, apply any additional activity settings then select the **Save and return to course** button.



## GWA Assessment Settings

Some assessment policies must be adjusted directly within G-W Assessment to align with the assignment policies in Moodle. 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 Moodle and select it.
2. Access your assessment settings by selecting on the **Settings** button near the top of the page.



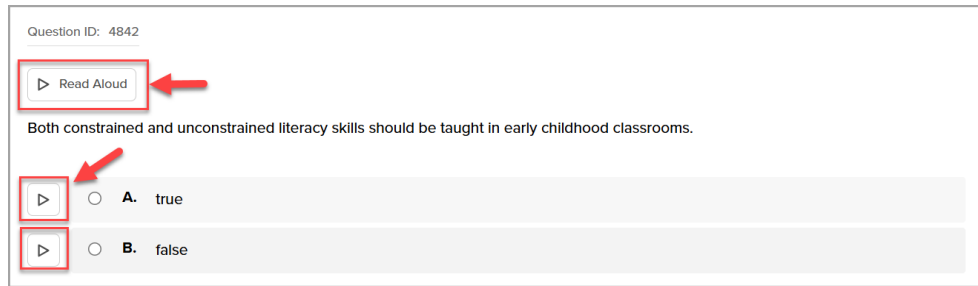
3. A dialog box will open with several settings.

The screenshot shows a 'Settings' dialog box with a close button (X) in the top right corner. Inside the dialog, there is a 'Title' field. Below that is a section titled 'Administration Preferences' with three toggle switches: 'Shuffle answer choices (when possible)' (which is turned on), 'Shuffle question order' (which is turned off), and 'Enable Read Aloud (where available)' (which is turned off). Below this is a section titled 'Upon Completion...' with two toggle switches: 'Reveal the student's score' (which is turned on) and 'Reveal the correct answers' (which is turned on). Below that is a section titled 'Retake Preferences' with one toggle switch: 'Allow re-takes' (which is turned off). At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'.

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

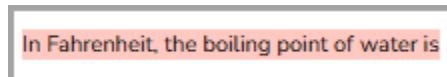
- **Shuffle answer choices:** Randomize the order in which students see the answer choices. This feature is only available for multiple choice questions.
- **Shuffle question order:** Randomize the order in which students see questions.
- **Enable Read Aloud:** Students will have the option to have questions and answer choices read to them using text-to-speech by selecting the **Click to**

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



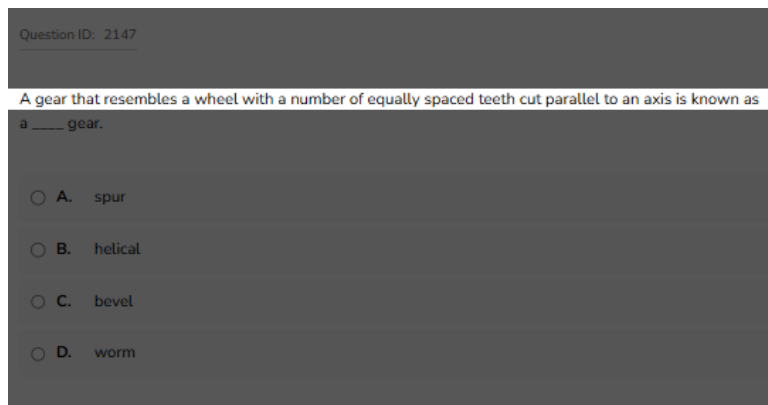
- **Enable Highlighter:** Students will have the option to highlight text by

selecting the Toggle Highlighter button().



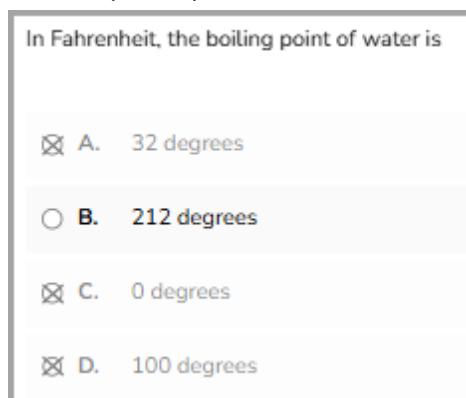
- **Enable Line Reader:** Students will have the option to have a single line of

text visible at a time by selecting the Toggle Line Reader button (.



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

button (.





- **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. 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.
  - 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 Item and Standards Results

1. Navigate to **Course** or **Grades** section. Locate the assignment you wish to review and select it.
2. 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.

class101-am / General / 1. Unit 1 Exam

**1. Unit 1 Exam**

External tool Settings More ▾

1. Unit 1 Exam ⓘ

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	6	7	8	9	10	AVERAGE
All Students	100%	100%	100%	50%	100%	100%	100%	100%	100%	50%	90%
Student 1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	100%
Student 2	1/1	1/1	1/1	0/1	1/1	1/1	1/1	1/1	1/1	0/1	80%

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

The screenshot shows the '1. Unit 1 Exam' results page. At the top, there's a breadcrumb trail: 'class101-am / General / 1. Unit 1 Exam'. Below it, the title '1. Unit 1 Exam' is displayed with a gear icon. Underneath the title are three tabs: 'External tool', 'Settings', and 'More'. The 'Results By Item' tab is selected. Below this tab, there's a 'Filter by Name...' input field, a 'Refresh' button, a 'Scores' button, and a 'Reveal Names' toggle switch. A red arrow points to the 'Reveal Names' toggle, which is currently turned off. Below the toggle, there's a note: 'Student order is randomized when names are hidden'. The main part of the page is a table showing results for 10 items and an average. The table has columns for items 1 through 10 and an 'AVERAGE' column. The rows are 'All Students', 'Student 1', and 'Student 2'. The 'All Students' row shows scores of 100% for items 1-3, 50% for item 4, 100% for items 5-9, and 50% for item 10, with an average of 90%. 'Student 1' shows 1/1 for all items and an average of 100%. 'Student 2' shows 1/1 for items 1-3, 0/1 for item 4, 1/1 for items 5-9, and 0/1 for item 10, with an average of 80%.

	1	2	3	4	5	6	7	8	9	10	AVERAGE
All Students	100%	100%	100%	50%	100%	100%	100%	100%	100%	50%	90%
Student 1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	100%
Student 2	1/1	1/1	1/1	0/1	1/1	1/1	1/1	1/1	1/1	0/1	80%


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

The screenshot shows the '1. Unit 1 Exam' results page. At the top, there's a breadcrumb trail: 'class101-am / General / 1. Unit 1 Exam'. Below it, the title '1. Unit 1 Exam' is displayed with a gear icon. Underneath the title are three tabs: 'External tool', 'Settings', and 'More'. The 'Results By Item' tab is selected. Below this tab, there's a 'Filter by Name...' input field, a 'Refresh' button, a 'Scores' button, and a 'Reveal Names' toggle switch. A red arrow points to the 'Results By Standard' tab, which is currently selected. Below the tabs, there's a note: 'Student order is randomized when names are hidden'. The main part of the page is a table showing results for 10 items and an average. The table has columns for items 1 through 10 and an 'AVERAGE' column. The rows are 'All Students', 'Student 1', and 'Student 2'. The 'All Students' row shows scores of 100% for items 1-3, 50% for item 4, 100% for items 5-9, and 50% for item 10, with an average of 90%. 'Student 1' shows 1/1 for all items and an average of 100%. 'Student 2' shows 1/1 for items 1-3, 0/1 for item 4, 1/1 for items 5-9, and 0/1 for item 10, with an average of 80%.

	1	2	3	4	5	6	7	8	9	10	AVERAGE
All Students	100%	100%	100%	50%	100%	100%	100%	100%	100%	50%	90%
Student 1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	1/1	100%
Student 2	1/1	1/1	1/1	0/1	1/1	1/1	1/1	1/1	1/1	0/1	80%

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

class101-am / General /

 **1. Unit 1**

External tool [Settings](#)

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**1. Unit 1 Exam**

[In Progress](#)

[Results By Item](#) [Results By Standard](#)


Filter by Name...

Student order is randomized when names are hidden

	1	2	3	4	5
All Students	100%	100%	100%	50%	100%
Student 1	1/1	1/1	1/1	1/1	1/1
Student 2	1/1	1/1	1/1	0/1	1/1

6. 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.

class101-am / General / 1. Unit 1 Exam

 **1. Unit 1 Exam**









External tool [Settings](#) [More >](#)

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[1. Unit 1 Exam >](#)

Phoebe Harper

Results By Objective

 <b>18.1</b> Describe classifications and types of gears common in industrial applications.	 <b>9.1</b> Define terms related to screw threads.	 <b>18.1</b> Explain the nature and role of assembly drawings in the industrial setting.	 <b>18.1</b> Read and interpret a fluid power graphic diagram.
 <b>12.2</b> Identify and interpret the components of surface texture symbols.	 <b>12.2-1</b> Differentiate between an estimate, quote, bid, and proposal.	 <b>2.2</b> Understand the importance of standards and conversions applied to drafting and print reading.	 <b>9.2-1</b> Describe the types of electrical devices found in a wiring diagram.

## Adjusting Student Scores

To adjust a student's score for an assignment:

1. 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%

- 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

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.

Modify Scores

Q006 Active listening is demonstrated by maintaining eye contact

Phoebe Harper

Show Key

Active listening is demonstrated by maintaining eye contact with the speaker.

☒ A. true

☐ B. false

Scored a 0 out of 1

✓ ✕

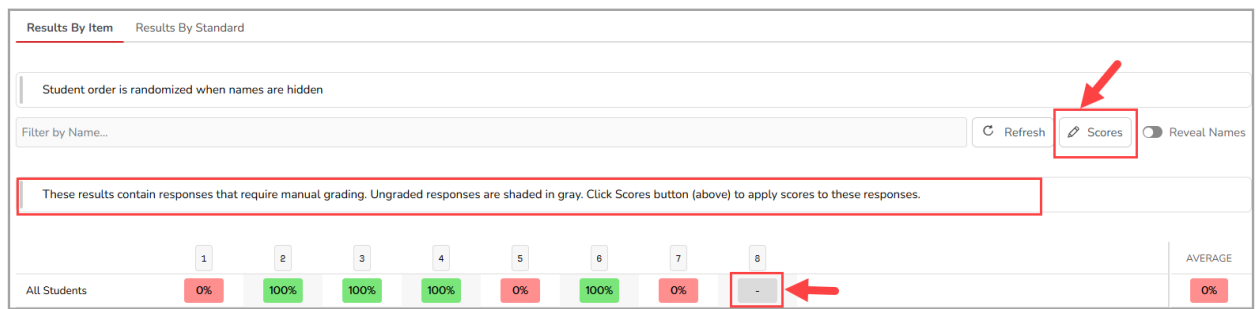
- Enter the point value to the provided box. Select the **Check mark** button to save the score and update the student's total.

5. Additionally, you can select the red **Trashcan** button to clear the score.
6. Select **X** to close out the grading screen once you have finished adjusting student scores.


## Grading Manually Graded Assessment Questions

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

1. Navigate to **Course** or **Grades** section. Locate the assignment you wish to review and select it.
2. Assessments with manually graded questions will display the message: *These results contain responses that require manual grading. Ungraded responses are shaded in gray. Select Scores button (above) to apply scores to these responses.*



The screenshot shows the 'Results By Item' tab. At the top, there's a message: 'These results contain responses that require manual grading. Ungraded responses are shaded in gray. Click Scores button (above) to apply scores to these responses.' Below this is a table with columns for items 1 through 8 and an 'AVERAGE' column. The scores are: Item 1: 0%, Item 2: 100%, Item 3: 100%, Item 4: 100%, Item 5: 0%, Item 6: 100%, Item 7: 0%, Item 8: - (shaded gray), and AVERAGE: 0%. A red box highlights the 'Scores' button in the top right, and another red box highlights the gray score cell for Item 8. A red arrow points to the 'Scores' button, and another red arrow points to the gray score cell.

3. Select the shaded gray box to grade that question directly or select the **Scores** button to grade all manual questions.
4. Enter the point value in the provided box. Select the **Check mark** button (  ) to save the score and update the student's total.

Modify Scores

Q039 Identify the four emergent literacy components

Phoebe Harper

Scored a 0 out of 1

Identify the four emergent literacy components.

Shared reading

Read alouds

Label-rich environments

Phonological awareness activities

5. Select **X** to close out the grading screen once you have finished adjusting student scores.

**Note:** Student grades will not update in your LMS gradebook until all manually graded questions have a 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.

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

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%
Student 1	0 / 1	1 / 1	1 / 1	1 / 1	0 / 1	80%

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

Ch01 Pretest ModCarp14e

Ch01 Pretest ModCarp14e

In Progress

Results By Item Results By Standard

Filter by Name... Refresh

Student order is randomized when names are hidden

	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%

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.

Manage Sessions

Reload Sessions

Student	Status
Mike Student	Complete

Retake Reopen

Close

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.

Manage Sessions

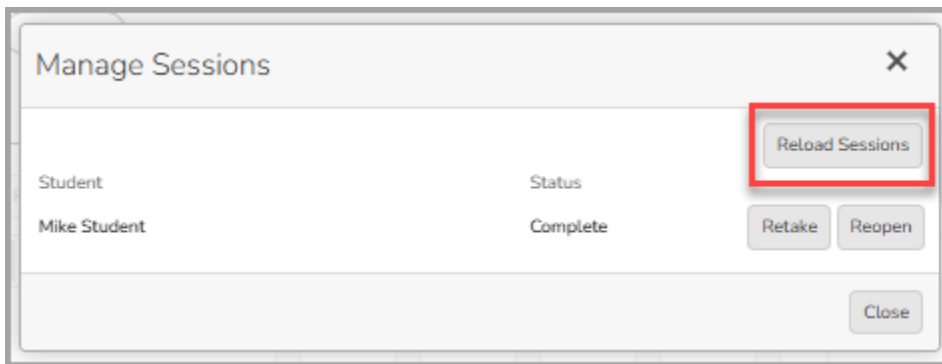
Reload Sessions

Student	Status
Mike Student	Complete

Retake Reopen

Close

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.

Ch01 Pretest ModCarp14e

Ch01 Pretest ModCarp14e

In Progress

Results By Item Results By Standard

Filter by Name...

Student order is randomized when names are hidden

	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%



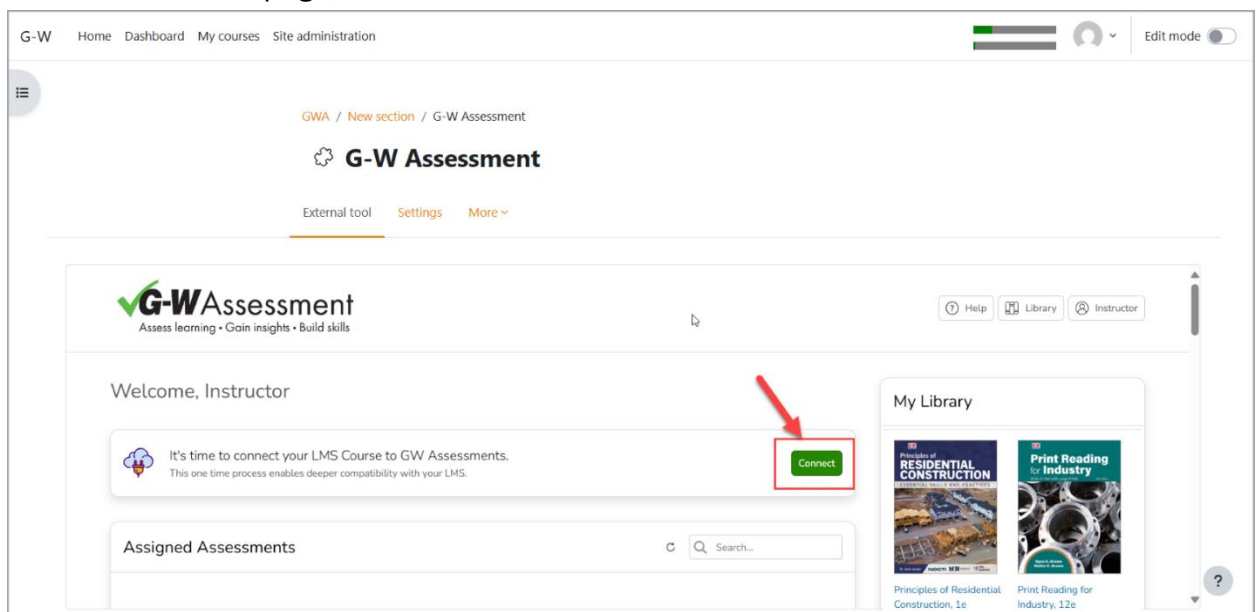
## Course Copy

After copying a course in Moodle, 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 launch link (name may vary depending on how this is set up by your LMS admin) to connect your copied Moodle course with G-W Assessment.



2. In the *It's time to connect your LMS Course to GW Assessment* section of the G-W Assessment homepage, select the **Connect** button.



3. In the **New Classroom** modal, select **Create classroom for your LMS** 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.

2. Ch01 Posttest EmLit1e

Finish Activity Setup

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

Finish Creating Activity

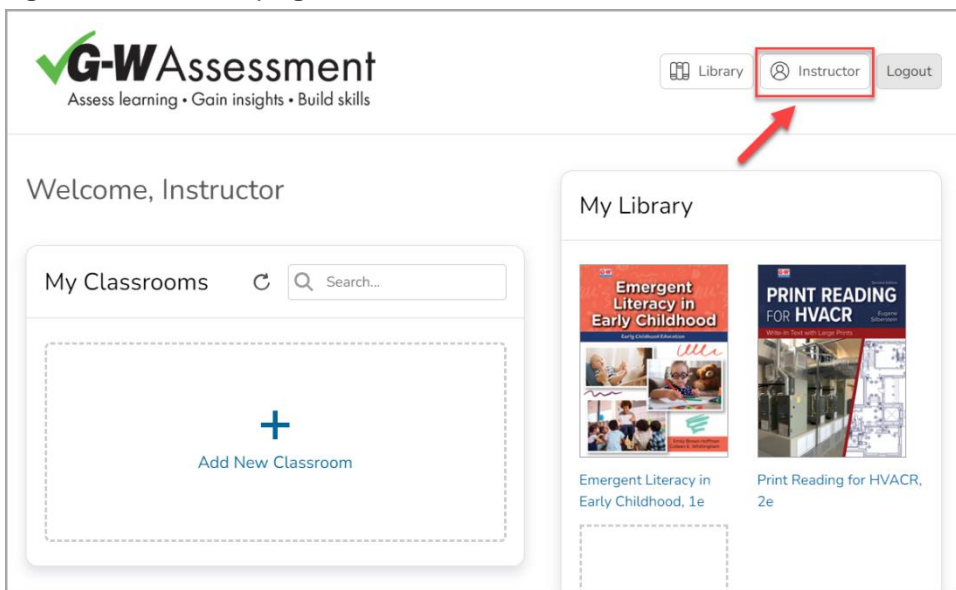
6. If you do not select **Finish Creating Activity** for each assignment, students will not be able to access the content. Instead, they will see the following screen:

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

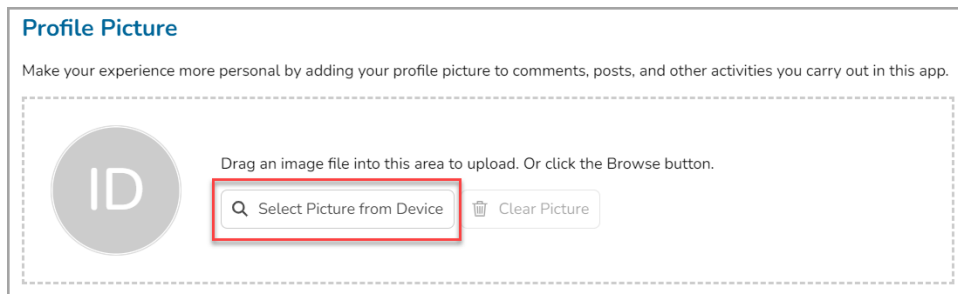
The account setting page allows you to update your name or add a profile picture.

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

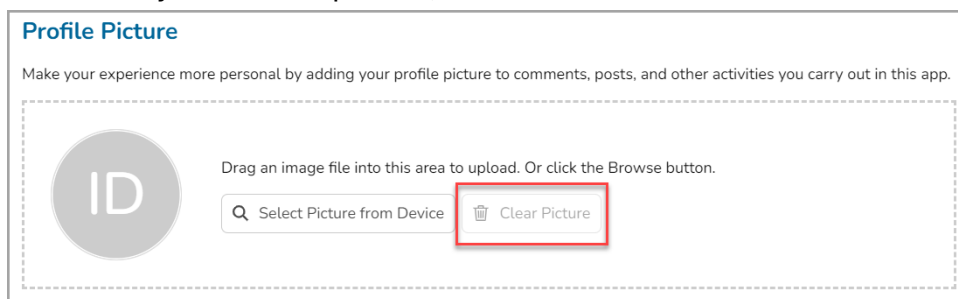


2. Under the Manage Name section, you can update your first name, last name, and email address by selecting into each field. Select **Update Name** to save changes.

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.

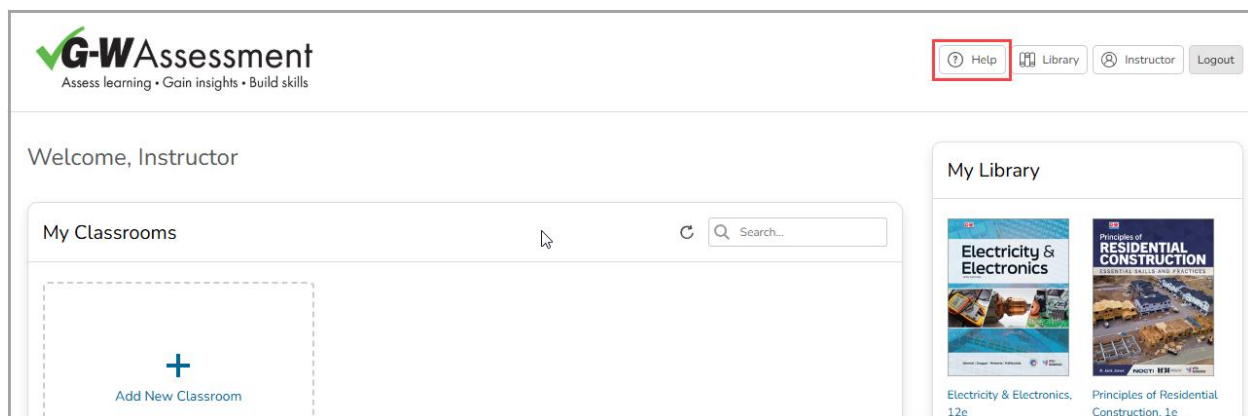


4. To remove your current picture, select **Clear Picture**.

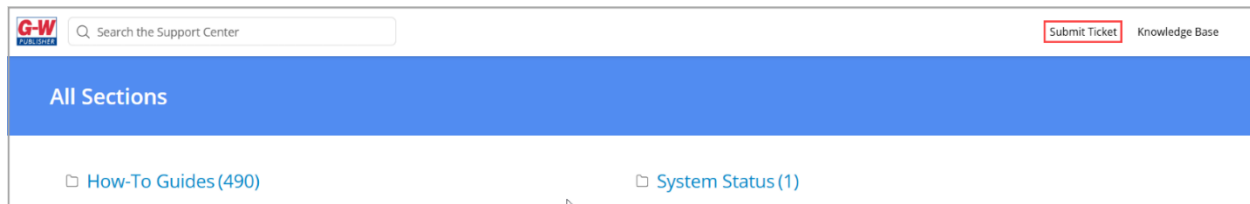


## Help

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.**