



G-W content works similarly in all LMS's, but in this Onboarding Video, we will demonstrate these steps in Canvas.

**Modern c2026** > Modules

6d View as Student |<

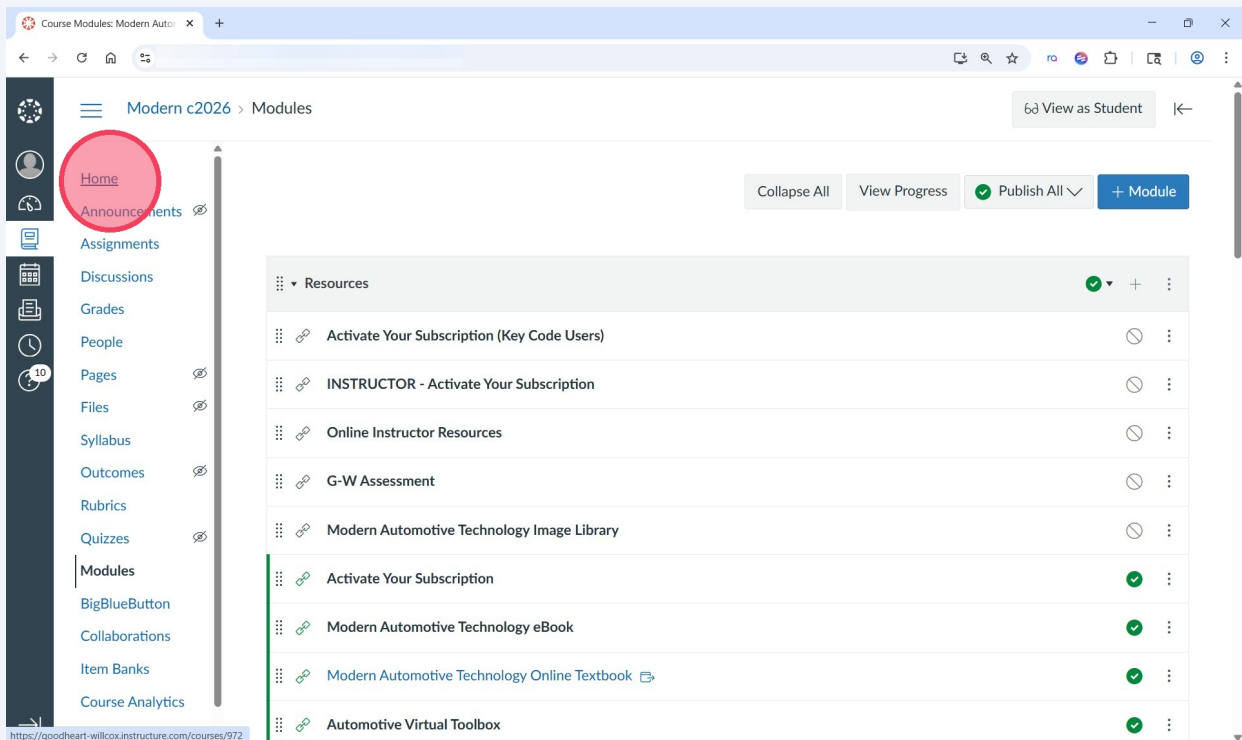
Home  
Announcements  
Assignments  
Discussions  
Grades  
People  
Pages  
Files  
Syllabus  
Outcomes  
Rubrics  
Quizzes  
**Modules**  
BigBlueButton  
Collaborations  
Item Banks  
Course Analytics  
G-W Online LT 1.3

Collapse All   View Progress   ✓ Publish All ▾   + Module

▼ Resources		✓ ▾	+	:
	INSTRUCTOR - Activate Your Subscription			
	Online Instructor Resources			
	G-W Assessment			
	Modern Automotive Technology Image Library			
	Activate Your Subscription	✓		
	Modern Automotive Technology eBook	✓		
	Modern Automotive Technology Online Textbook ↗	✓		
	Automotive Virtual Toolbox	✓		

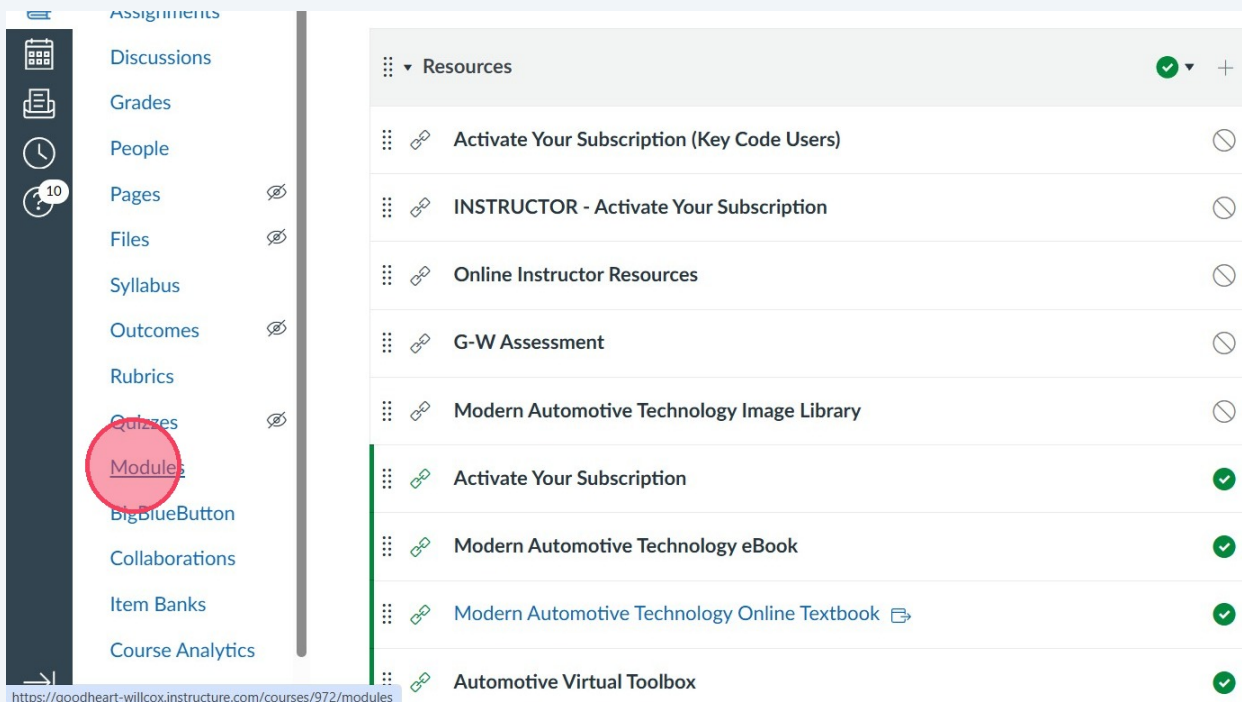
1

After logging in to Canvas and going to your Automotive course, you will find G-W content either on the **Home** page of the course



2

or in the **Modules** section of the course depending on how you or the LMS Administrator has set up each course shell.



3

To find the Workbook and Shop Manual assignments, scroll down and select any chapter module.

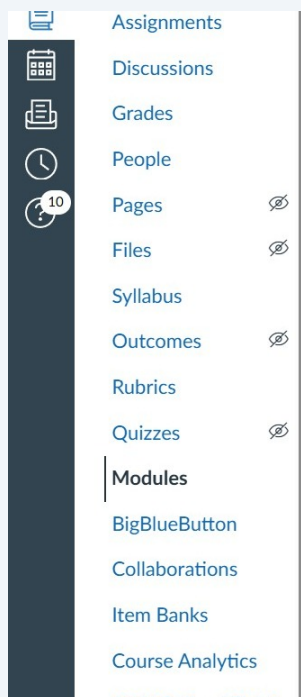
## Workbook Assignments

4

Within each module you will find a link to the **Online Workbook**.

<https://goodheart-willcox.instructure.com/courses/972/modules/items/165570>

## 5 The Workbook is divided into Sections



### Modern Automotive Technology Assignments

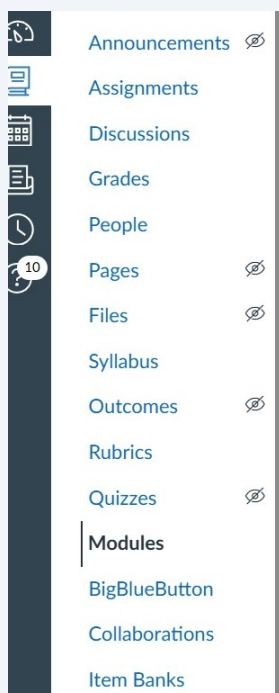
These activities provide students with an opportunity for self-assessment as content is provided in DOCX format. This type of file will require compatible programs.

Locate the desired activity below.

#### Section 1 – Introduction to Automotive Technology and Foundational Workplace Skills

- Chapter 1 Review
- Chapter 2 Review
- Chapter 3 Review
- Chapter 4 Review
- Chapter 5 Review
- Chapter 6 Review
- Chapter 7 Review
- Chapter 8 Review

## 6 with a Chapter Review activity for each chapter



### Assignments

These activities provide students with an opportunity for self-assessment as content is present in DOCX format. This type of file will require compatible programs.

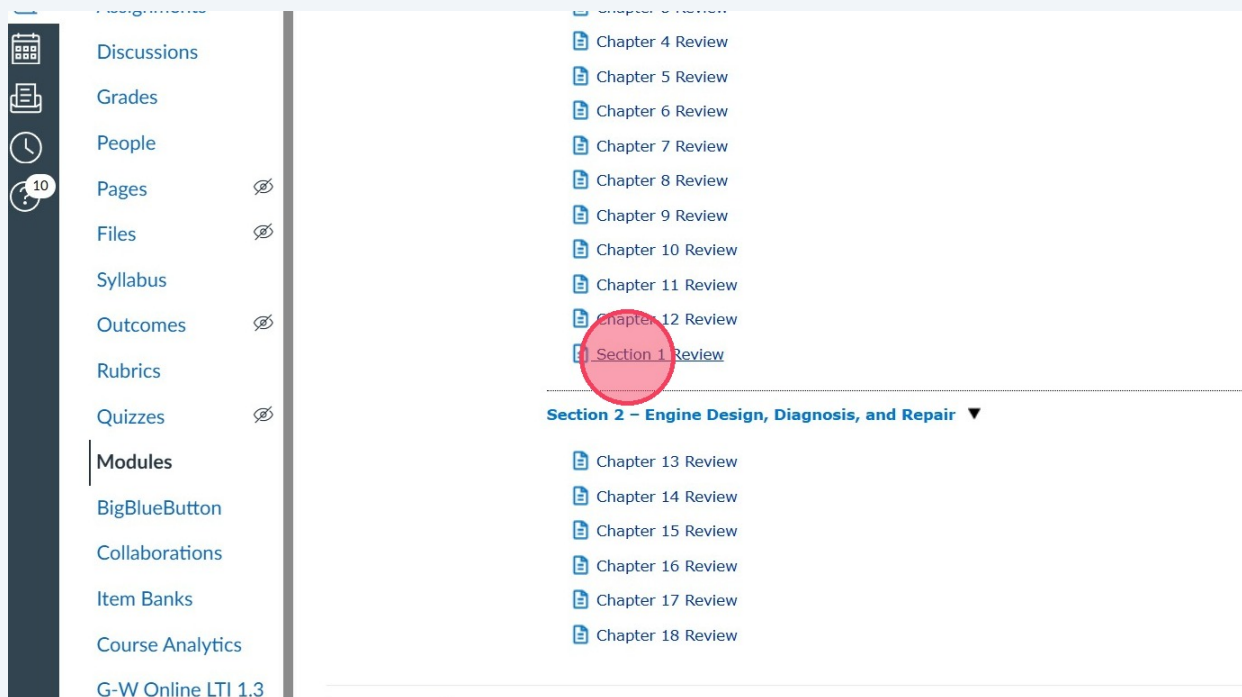
Locate the desired activity below.

#### Section 1 – Introduction to Automotive Technology and Foundational Workplace Skills

- Chapter 1 Review
- Chapter 2 Review
- Chapter 3 Review
- Chapter 4 Review
- Chapter 5 Review
- Chapter 6 Review
- Chapter 7 Review
- Chapter 8 Review
- Chapter 9 Review
- Chapter 10 Review

7

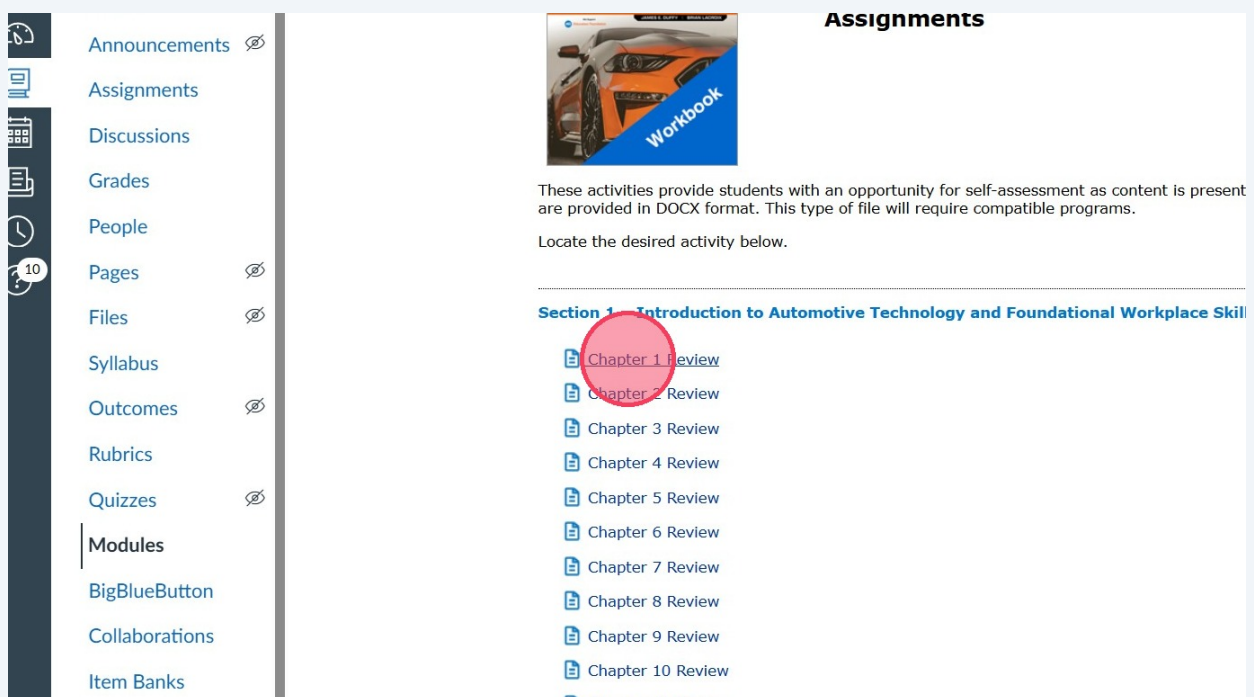
and a **Section Review** of all chapters within that section.



The screenshot shows a course management system interface. On the left is a dark sidebar menu with icons and text labels: Discussions, Grades, People, Pages (with a '10' badge), Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Item Banks, Course Analytics, and G-W Online LTI 1.3. The main content area on the right displays a list of chapter reviews, each preceded by a document icon. The list includes Chapter 3 Review through Chapter 12 Review, followed by a red circle highlighting the 'Section 1 Review' link. Below this, a section header reads 'Section 2 – Engine Design, Diagnosis, and Repair' with a dropdown arrow. Under this section, there are links for Chapter 13 Review through Chapter 18 Review.

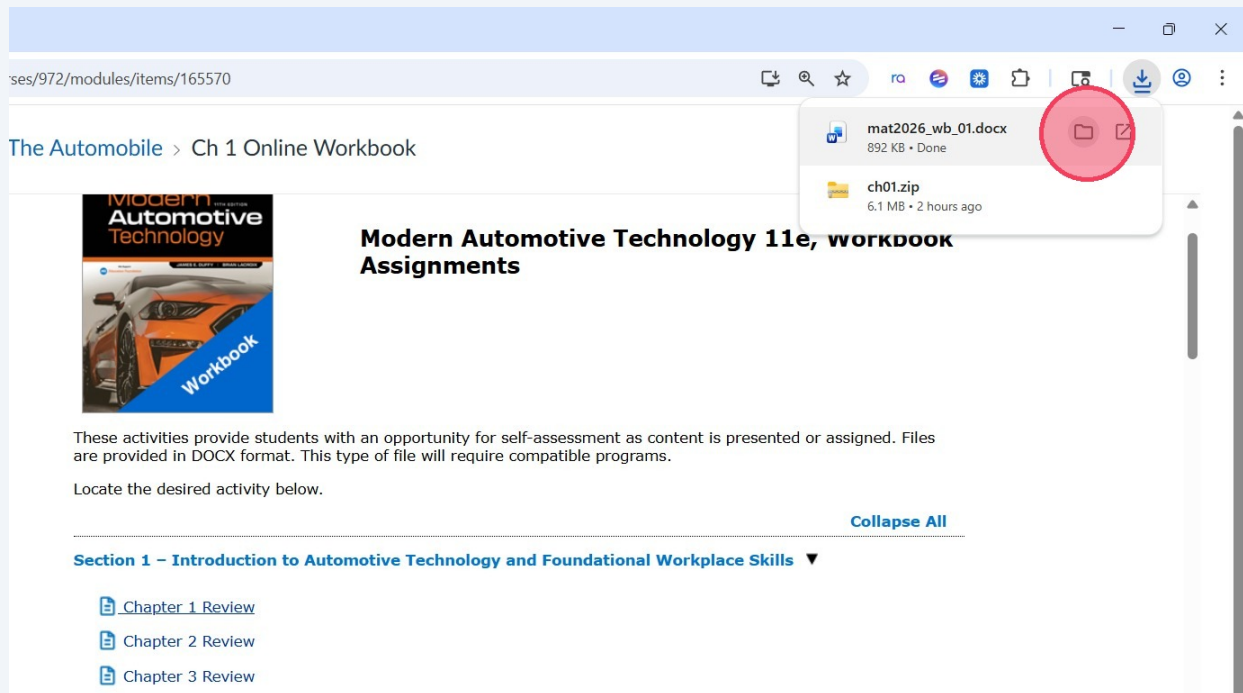
8

Select a Chapter Review link to download the file to your local hard drive.



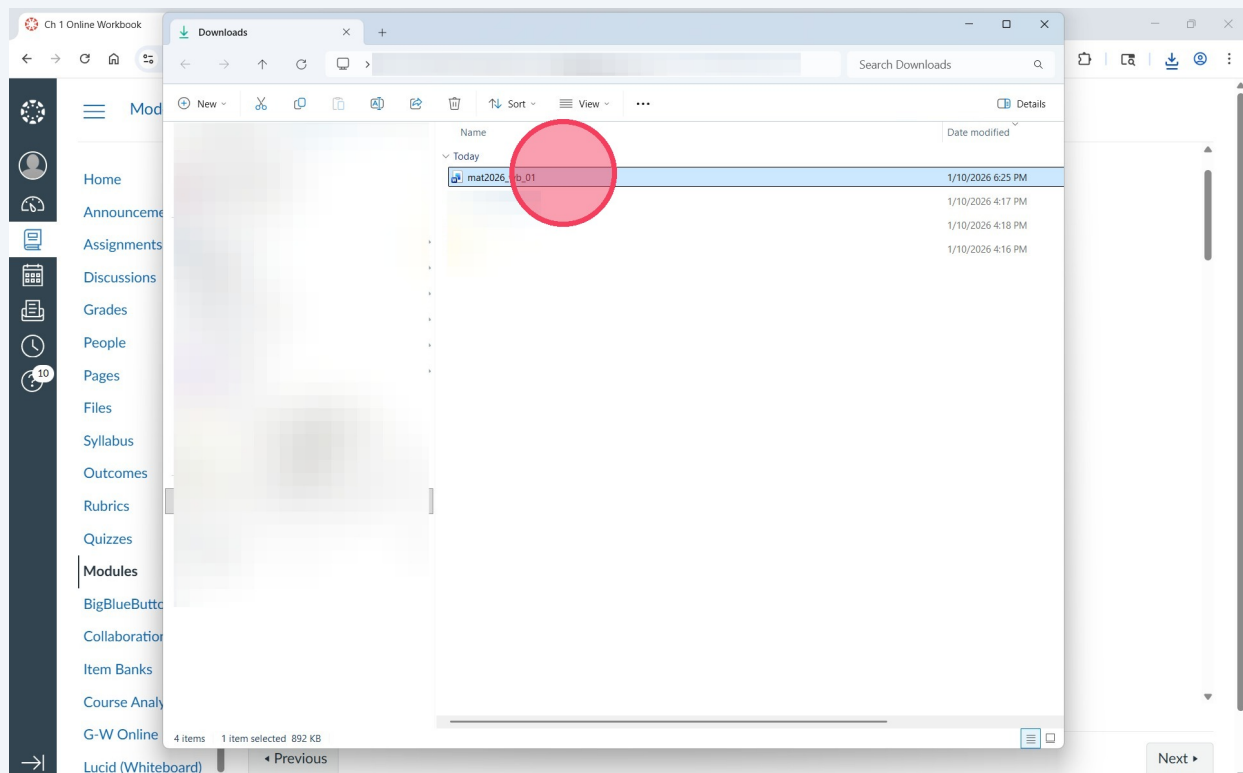
The screenshot shows a course management system interface. On the left is a dark sidebar menu with icons and text labels: Announcements, Assignments, Discussions, Grades, People, Pages (with a '10' badge), Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, and Item Banks. The main content area on the right has a header 'Assignments' and a sub-header 'Section 1 – Introduction to Automotive Technology and Foundational Workplace Skill'. Below this, there is a red circle highlighting the 'Chapter 1 Review' link. The list of chapter reviews continues with Chapter 2 Review through Chapter 10 Review.

9 Select the folder in which the doc x file has been downloaded



The screenshot shows a web browser window with the address bar displaying 'ses/972/modules/items/165570'. The page title is 'The Automobile > Ch 1 Online Workbook'. The main content area features a book cover for 'Modern Automotive Technology 11e, workbook Assignments'. Below the cover, there is a paragraph of text: 'These activities provide students with an opportunity for self-assessment as content is presented or assigned. Files are provided in DOCX format. This type of file will require compatible programs. Locate the desired activity below.' A 'Collapse All' link is visible on the right. Below this, there is a section header 'Section 1 – Introduction to Automotive Technology and Foundational Workplace Skills' followed by three links: 'Chapter 1 Review', 'Chapter 2 Review', and 'Chapter 3 Review'. A download bar is open at the top right, showing two files: 'mat2026\_wb\_01.docx' (892 KB) and 'ch01.zip' (6.1 MB). A red circle highlights the folder icon next to the .docx file in the download bar.

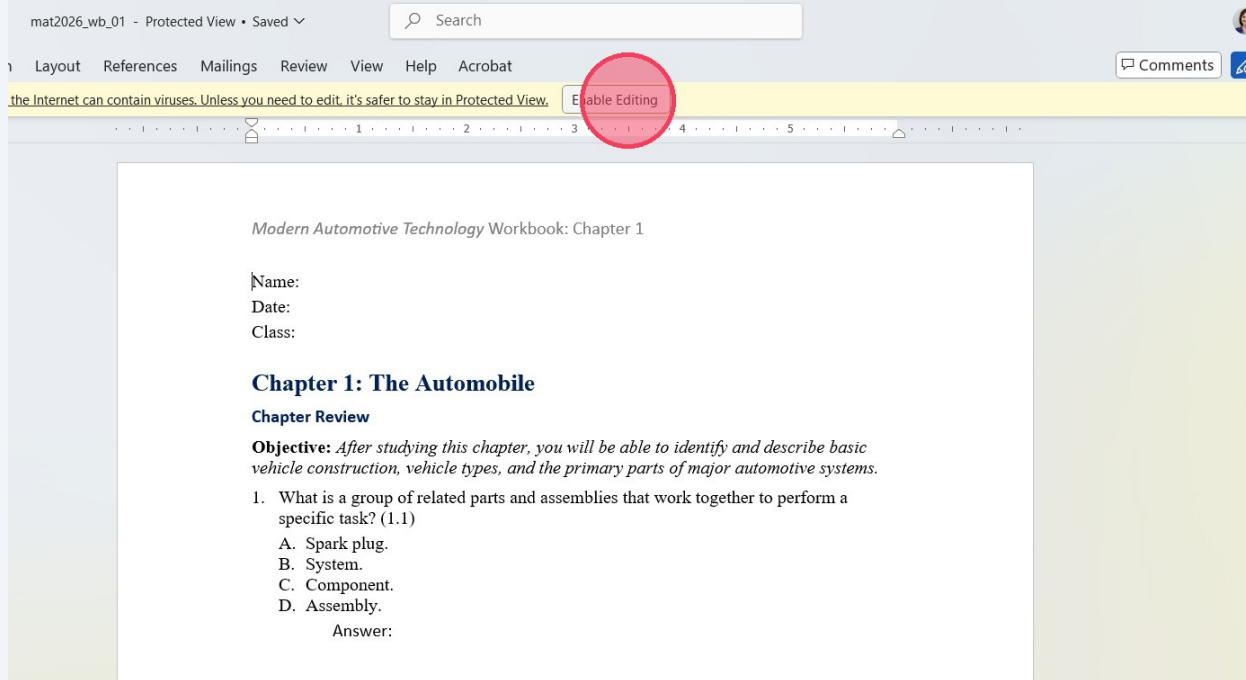
10 and open it to view its contents.



The screenshot shows a Windows File Explorer window with the 'Downloads' folder selected. The file list shows several files, with 'mat2026\_wb\_01.docx' highlighted. A red circle highlights the file name. The background shows a blurred view of the course page from the previous screenshot.

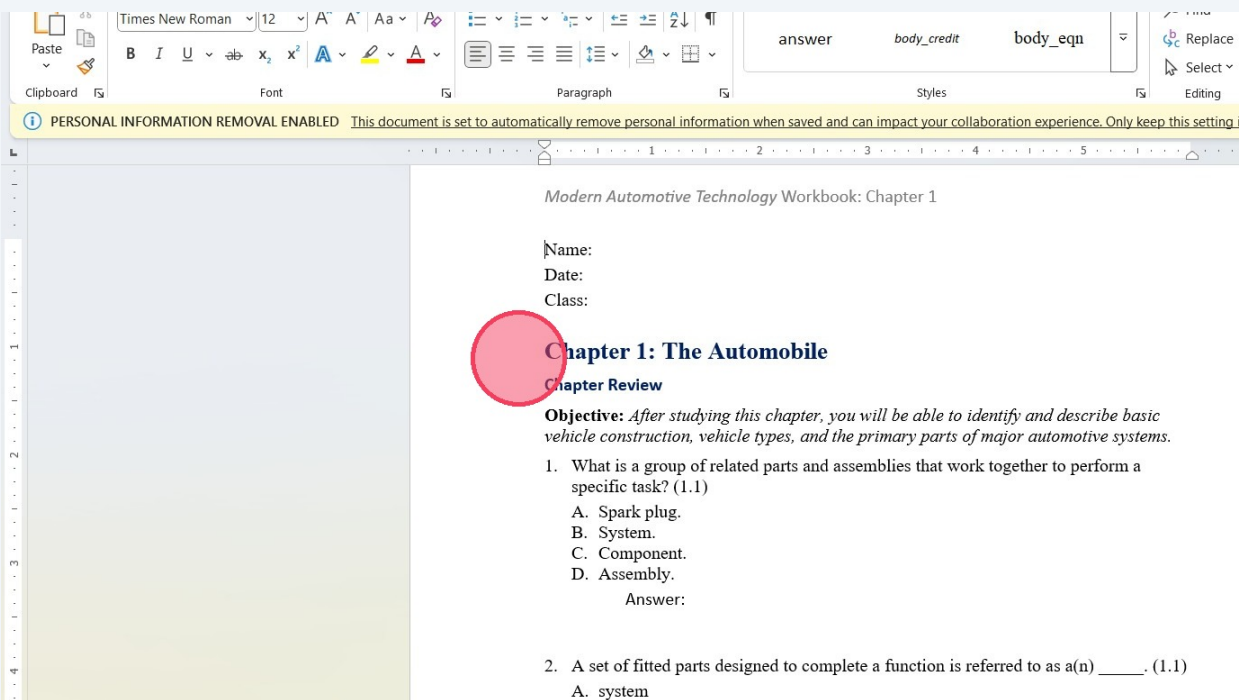
11

You may choose to **Save** it, **Print** it, or select **Enable Editing** to modify this assignment to meet your students' needs.

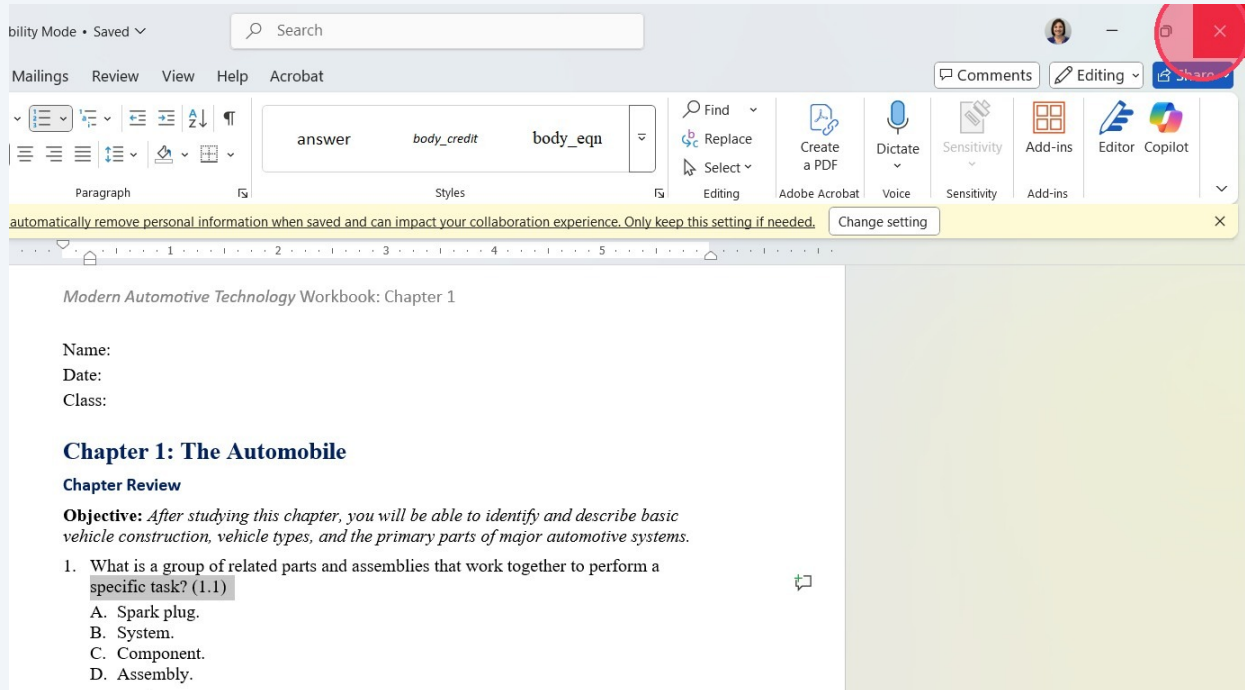


12

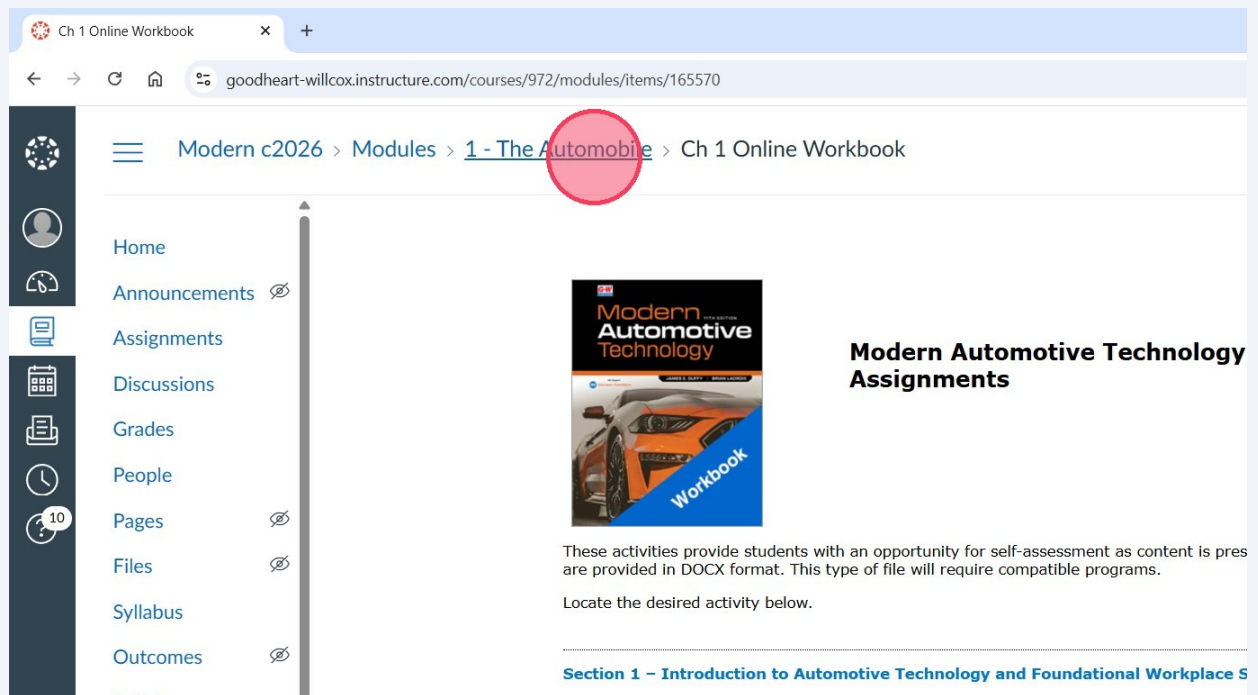
If you choose to modify the assignment, make sure to save the changes so you can import it into your LMS and assign it to your students.



13 We will show you how to **Create an Assignment** in your LMS later in this video.



14 Select the chapter link to go back to the course modules.



# Shop Manual

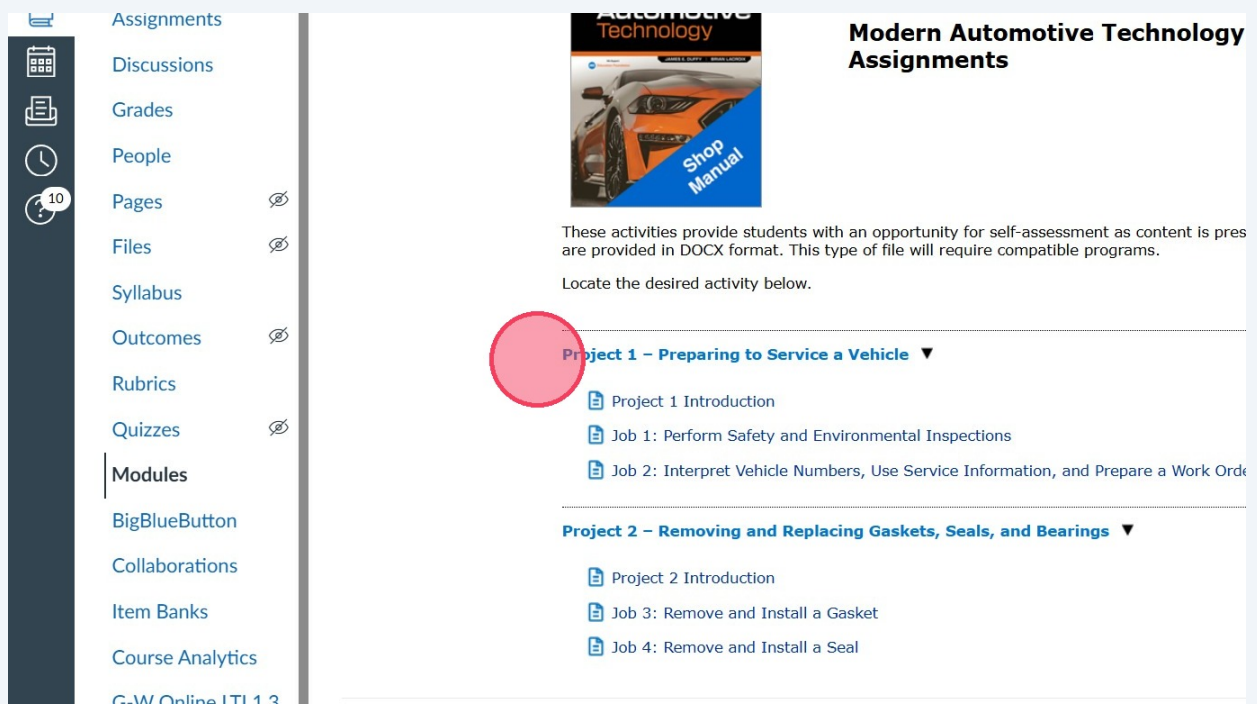
15

Once you have selected a chapter module, scroll down to find the **Online Shop Manual** assignments which provide hands-on practice of all ASE Education Foundation Task Lists.

The screenshot shows a course management interface. On the left is a dark sidebar menu with icons and text labels: Pages, Files, Syllabus (with a notification bubble '10'), Outcomes, Rubrics, Quizzes, Modules (highlighted), BigBlueButton, Collaborations, Item Banks, Course Analytics, G-W Online LTI 1.3, Lucid (Whiteboard), G-W Assessment, and Settings. The main content area on the right lists assignments under the 'Modules' section. The assignments are: Figure 1-2 - General Location of Major Vehicle Systems, Figure 1-9 - Major Parts of an Engine (Front View), Figure 1-10 - Basic Engine Ignition and Fuel Systems, Ch 1 Review, Ch 1 Online Workbook, and Ch 1 Online Shop Manual (highlighted with a red circle). Below these, there is a section for '2 - Auto Shop Safety' which includes Ch 2 E-Flash Cards and Ch 2 Matching Activity.

Assignment	
Figure 1-2 - General Location of Major Vehicle Systems	
Figure 1-9 - Major Parts of an Engine (Front View)	
Figure 1-10 - Basic Engine Ignition and Fuel Systems	
Ch 1 Review	
Ch 1 Online Workbook	
<b>Ch 1 Online Shop Manual</b>	
2 - Auto Shop Safety	
Ch 2 E-Flash Cards	
Ch 2 Matching Activity	

16 There are **48 Projects** and **178 Job Sheets** available in this title.



Assignments

Discussions

Grades

People

Pages 10

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

Item Banks

Course Analytics

G-W Online LTI 1.3

**Modern Automotive Technology Assignments**

These activities provide students with an opportunity for self-assessment as content is presented in DOCX format. This type of file will require compatible programs.

Locate the desired activity below.

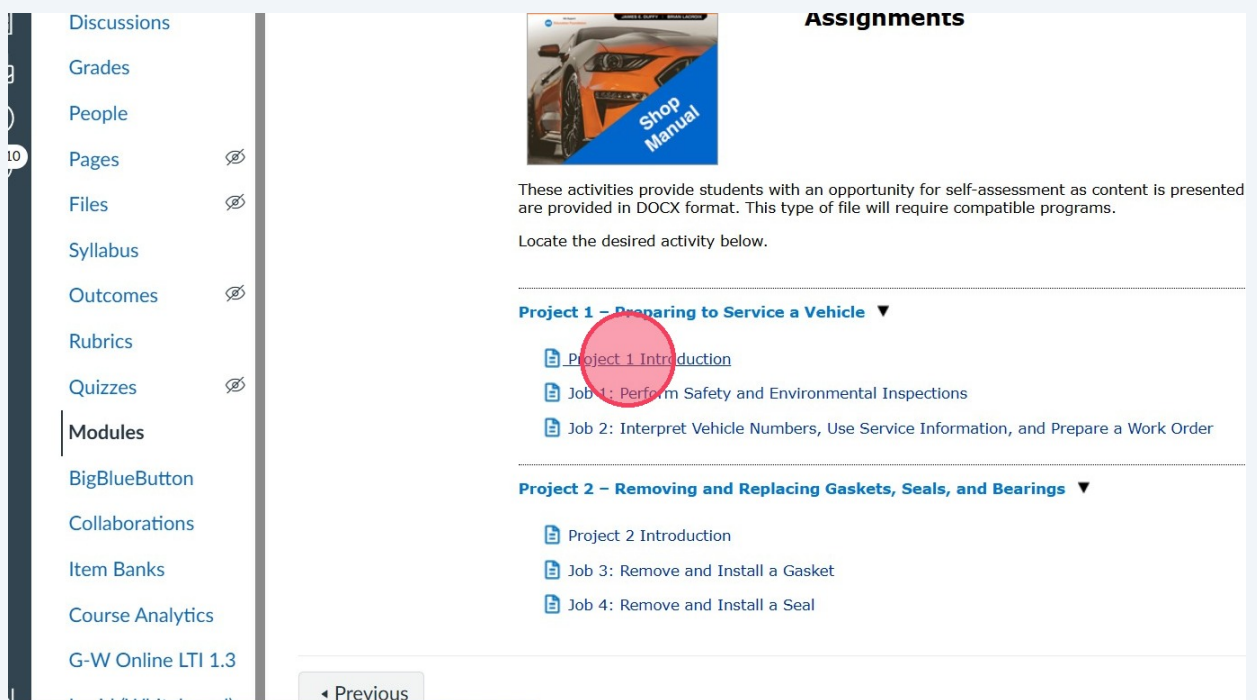
**Project 1 - Preparing to Service a Vehicle ▼**

- Project 1 Introduction
- Job 1: Perform Safety and Environmental Inspections
- Job 2: Interpret Vehicle Numbers, Use Service Information, and Prepare a Work Order

**Project 2 - Removing and Replacing Gaskets, Seals, and Bearings ▼**

- Project 2 Introduction
- Job 3: Remove and Install a Gasket
- Job 4: Remove and Install a Seal

17 Each **Project** has an **Introduction page** you may download and review.



Discussions

Grades

People

Pages 10

Files

Syllabus

Outcomes

Rubrics

Quizzes

Modules

BigBlueButton

Collaborations

Item Banks

Course Analytics

G-W Online LTI 1.3

**Assignments**

These activities provide students with an opportunity for self-assessment as content is presented in DOCX format. This type of file will require compatible programs.

Locate the desired activity below.

**Project 1 - Preparing to Service a Vehicle ▼**

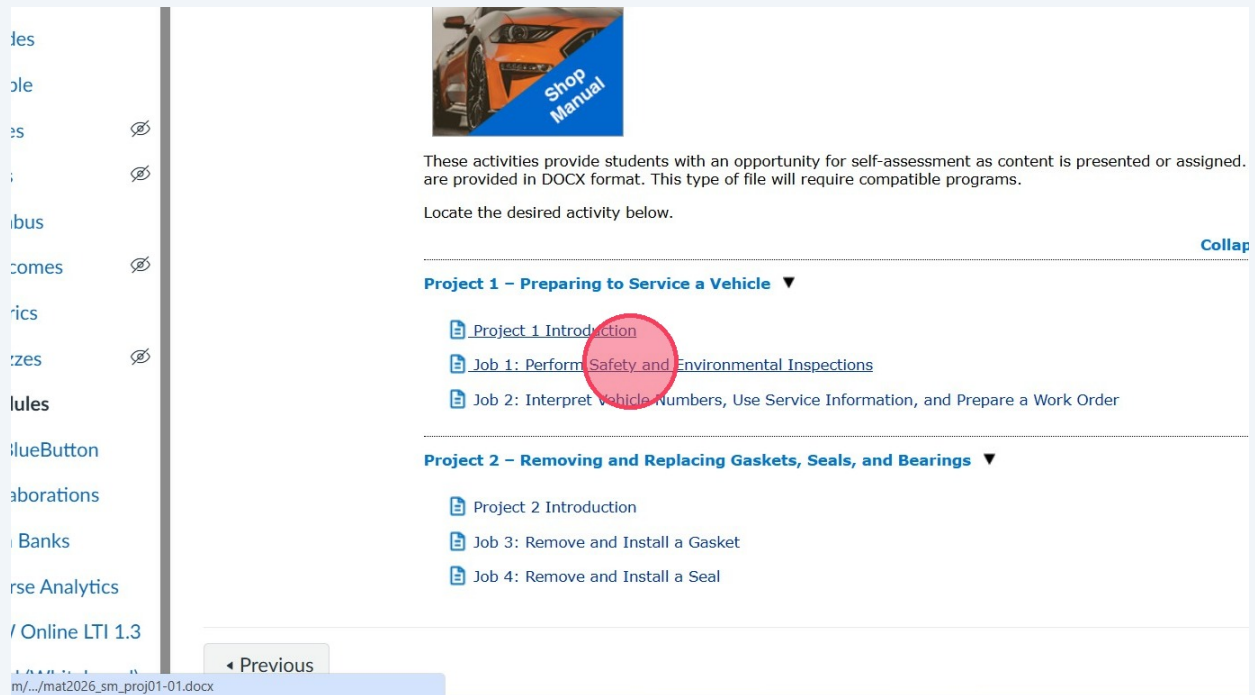
- Project 1 Introduction
- Job 1: Perform Safety and Environmental Inspections
- Job 2: Interpret Vehicle Numbers, Use Service Information, and Prepare a Work Order

**Project 2 - Removing and Replacing Gaskets, Seals, and Bearings ▼**

- Project 2 Introduction
- Job 3: Remove and Install a Gasket
- Job 4: Remove and Install a Seal

◀ Previous

18 Next, you may select a **Job Sheet** to download to your local hard drive.



The screenshot shows a web page for 'Modern Automotive Technology 11 Shop Manual'. On the left is a sidebar with a list of items. The main content area features a car image and a 'Shop Manual' label. Below this, text explains that activities are in DOCX format. A list of projects is shown: 'Project 1 - Preparing to Service a Vehicle' and 'Project 2 - Removing and Replacing Gaskets, Seals, and Bearings'. Under Project 1, 'Job 1: Perform Safety and Environmental Inspections' is highlighted with a red circle. A 'Previous' button is at the bottom left.

These activities provide students with an opportunity for self-assessment as content is presented or assigned. Files are provided in DOCX format. This type of file will require compatible programs.

Locate the desired activity below.

**Project 1 – Preparing to Service a Vehicle** ▼

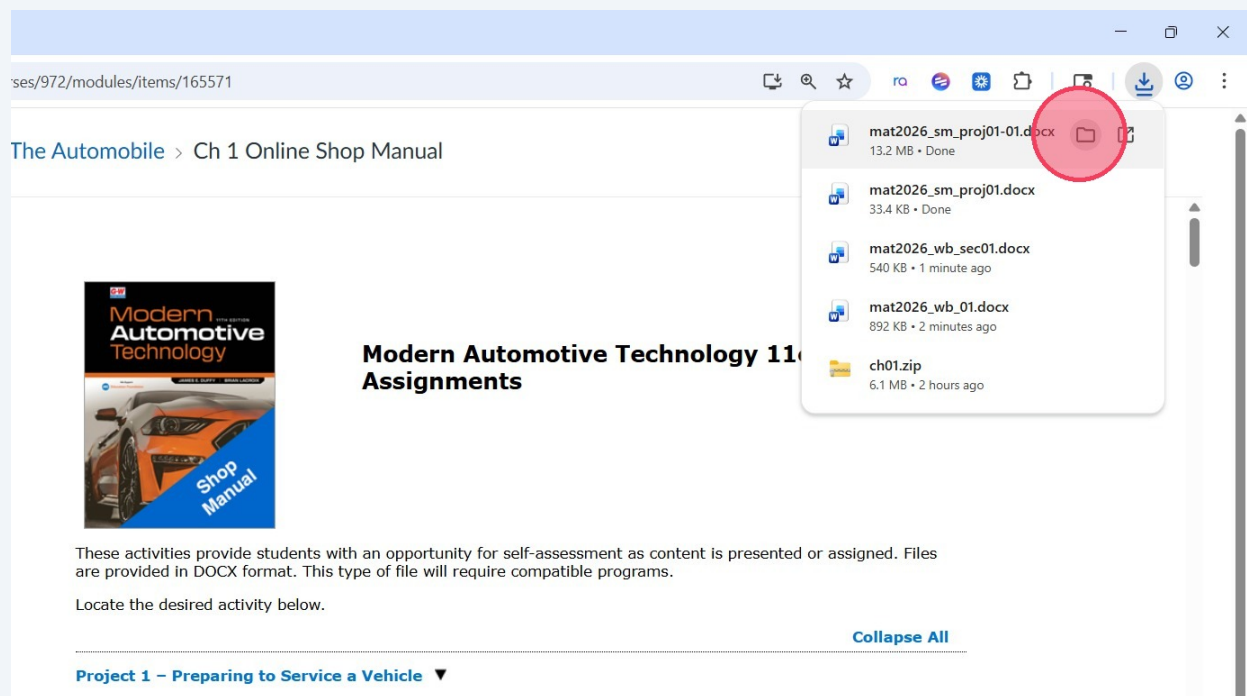
- Project 1 Introduction
- Job 1: Perform Safety and Environmental Inspections**
- Job 2: Interpret Vehicle Numbers, Use Service Information, and Prepare a Work Order

**Project 2 – Removing and Replacing Gaskets, Seals, and Bearings** ▼

- Project 2 Introduction
- Job 3: Remove and Install a Gasket
- Job 4: Remove and Install a Seal

◀ Previous

19 Select the folder in which the doc x file has been downloaded



The screenshot shows a web browser window with a download list open. The browser address bar shows 'ses/972/modules/items/165571'. The page title is 'The Automobile > Ch 1 Online Shop Manual'. The main content area shows a car image and the title 'Modern Automotive Technology 11 Shop Manual'. The download list on the right shows several files, with 'mat2026\_sm\_proj01-01.docx' highlighted by a red circle. The list includes file names, sizes, and completion times.

ses/972/modules/items/165571

The Automobile > Ch 1 Online Shop Manual

**Modern Automotive Technology 11 Shop Manual**

These activities provide students with an opportunity for self-assessment as content is presented or assigned. Files are provided in DOCX format. This type of file will require compatible programs.

Locate the desired activity below.

**Project 1 – Preparing to Service a Vehicle** ▼

**mat2026\_sm\_proj01-01.docx** 13.2 MB • Done

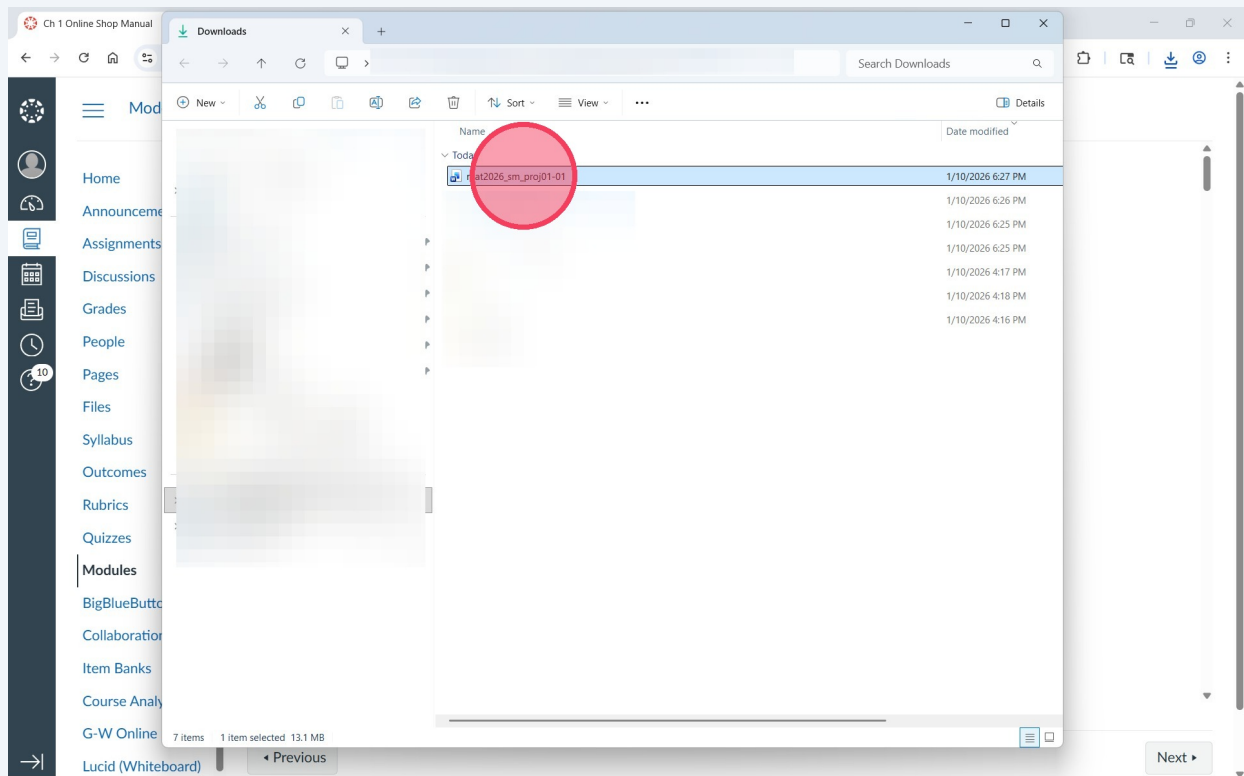
**mat2026\_sm\_proj01.docx** 33.4 KB • Done

**mat2026\_wb\_sec01.docx** 540 KB • 1 minute ago

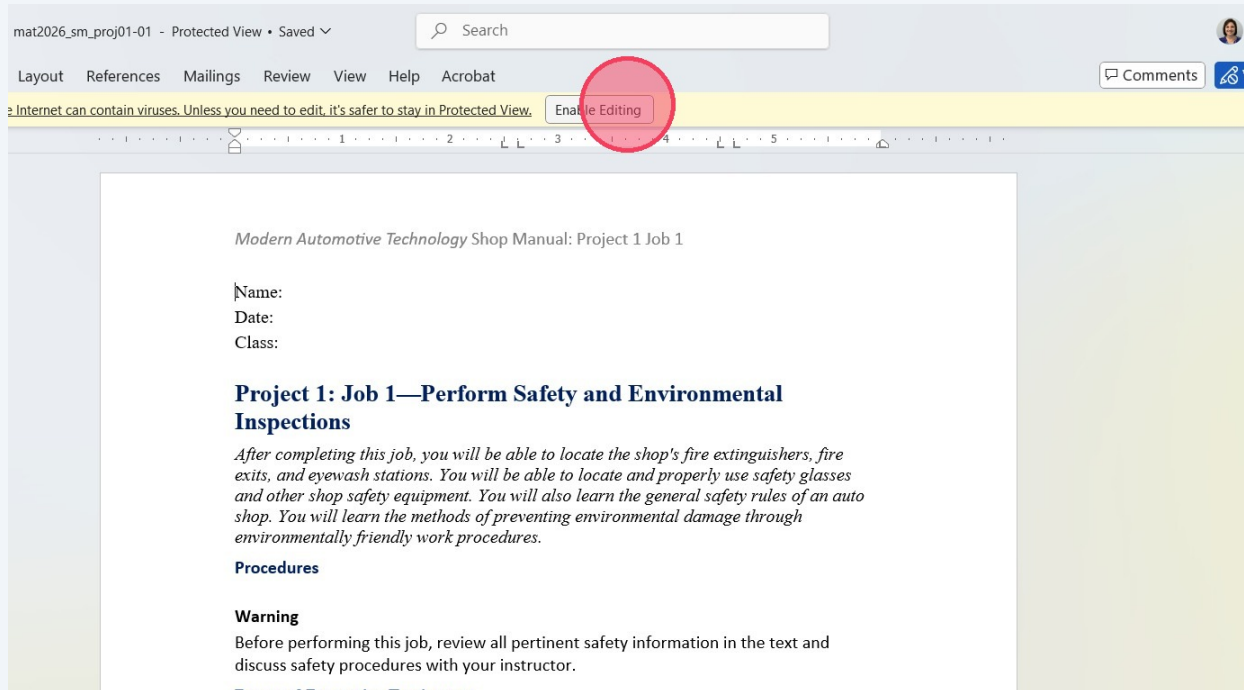
**mat2026\_wb\_01.docx** 892 KB • 2 minutes ago

**ch01.zip** 6.1 MB • 2 hours ago

20 and open it to view its contents.



21 You may **Save** it, **Print** it, or select **Enable Editing** to modify this Job Sheet to meet the needs of your course.



22

Each Job Sheet comes with a **Performance Evaluation** for the instructor to complete.

6. Clean the work area and return any equipment to storage.

7. Did you encounter any problems during this procedure? Yes or No  
Answer:

If Yes, describe the problems:  
Answer:

What did you do to correct the problems?  
Answer:

8. Have your instructor check your work and sign this job sheet.

**Performance Evaluation—Instructor Use Only**

How would you rate this student's overall performance on this task/job?

- 4 Competent/Proficient. Able to perform all elements of the task/job successfully and independently.
- 3 Satisfactory performance of the task/job. Able to perform elements of the task/job with minimal instructor assistance.
- 2 Completed the task/job with significant instructor assistance.
- 1 Unsuccessfully attempted the task/job.
- 0 No exposure. Note reason below (absence, skill not covered, etc.).

Comments:

Page 15

23

If you choose to modify the assignment, make sure to save the changes so you can import it into your LMS and assign it to your students.

Compatibility Mode • Saved

Search

Mailings Review View Help Acrobat

Paragraph Styles Editing

Find Replace Select Adobe Acrobat Voice Sensitivity Add-ins Editor Copilot

Comments Editing Share

automatically remove personal information when saved and can impact your collaboration experience. Only keep this setting if needed. Change setting

Modern Automotive Technology Shop Manual: Project 1 Job 1

Name:  
Date:  
Class:

**Project 1: Job 1—Perform Safety and Environmental Inspections**

*After completing this job, you will be able to locate the shop's fire extinguishers, fire exits, and eyewash stations. You will be able to locate and properly use safety glasses and other shop safety equipment. You will also learn the general safety rules of an auto shop. You will learn the methods of preventing environmental damage through environmentally friendly work procedures.*

**Procedures**

## 24 Select the chapter link to go back to the course modules.

Ch 1 Online Shop Manual

goodheart-willcox.instructure.com/courses/972/modules/items/165571

Modern c2026 > Modules > **1 - The Automobile** > Ch 1 Online Shop Manual

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Modern Automotive Technology

Shop Manual

**Modern Automotive Technology Assignments**

These activities provide students with an opportunity for self-assessment as content is provided in DOCX format. This type of file will require compatible programs.

Locate the desired activity below.

**Project 1 – Preparing to Service a Vehicle**

## Create an Assignment

## 25 Select the module in which you'd like to add an assignment and select the **Plus** sign.

Visuals Library

Automobile

E-Flash Cards

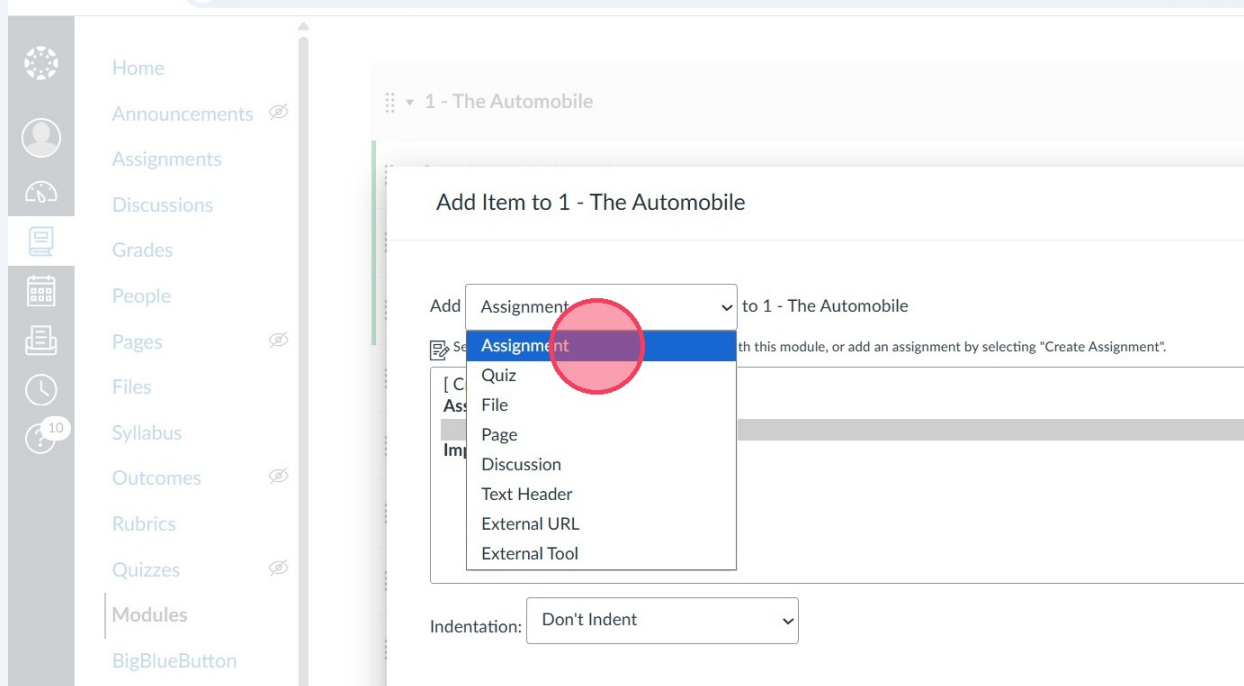
Matching Activity

Vocabulary Game

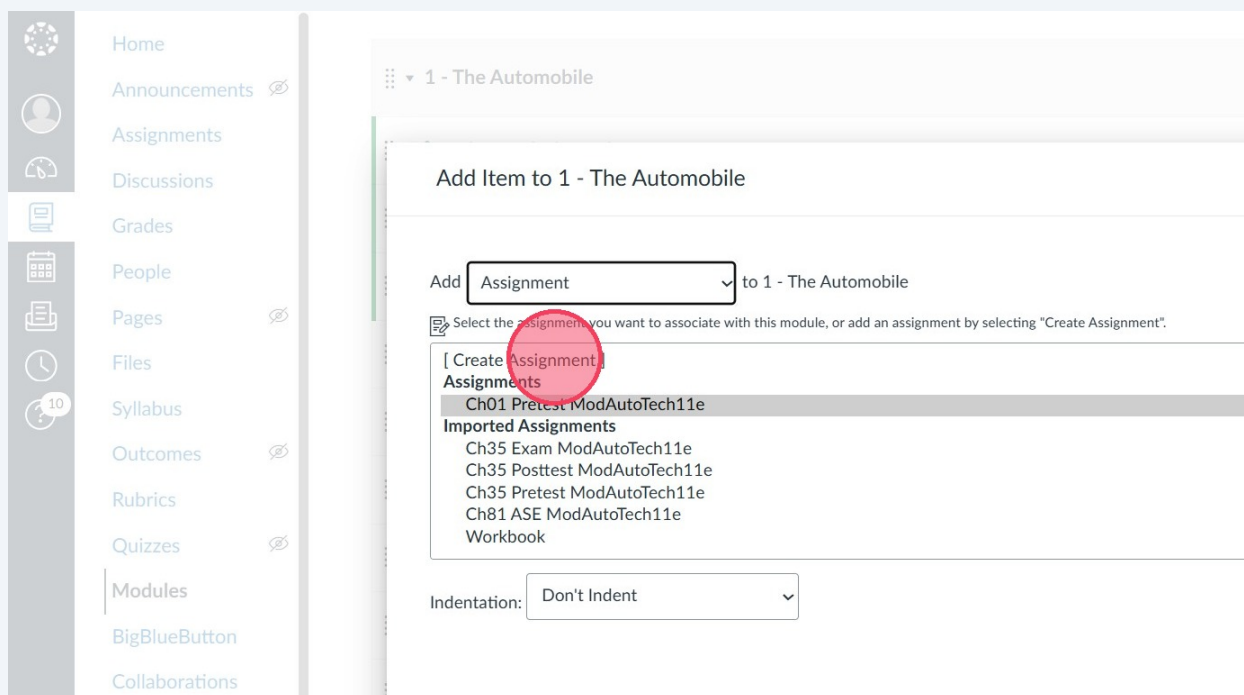
Project 1-2 – General Location of Major Vehicle Systems

Project 1-9 – Major Parts of an Engine (Front View)

## 26 Select **Assignment** from the drop-down menu.



## 27 Select **Create Assignment**



## 28 Give the assignment a **Name** then select **Add Item**.

Assignment [v] to 1. The Automobile

the assignment you want to associate with this module, or add an assignment by selecting "Create Assignment".

Assignment [v]  
ments  
1 Pretest ModAutoTech11e  
ed Assignments  
5 Exam ModAutoTech11e  
5 Posttest ModAutoTech11e  
5 Pretest ModAutoTech11e  
1 ASE ModAutoTech11e  
kbook

ent Name: Chapter 1 Workbook Assignment

on: Don't Indent

Cancel Add Item

Shop Safety

## 29 Go back to the module under which you added the assignment and select in order to add the **Modified** Workbook or Shop Manual assignment you saved on your local hard drive.

Pages Files Syllabus Outcomes Rubrics Quizzes Modules BigBlueButton Collaborations Item Banks Course Analytics G-W Online LTI 1.3 Lucid (Whiteboard) G-W Assessment

Ch 1 vocabulary Game  
Figure 1-2 - General Location of Major Vehicle Systems  
Figure 1-9 - Major Parts of an Engine (Front View)  
Figure 1-10 - Basic Engine Ignition and Fuel Systems  
Ch 1 Review  
Ch 1 Online Workbook  
Ch 1 Online Shop Manual  
mat2026\_wb\_sec01.docx  
**Chapter 1 Workbook Assignment**

Chapter 1 Workbook Assignment

<https://goodheart-willcox.instructure.com/courses/972/modules/items/177144>

### 30 Select **Edit**

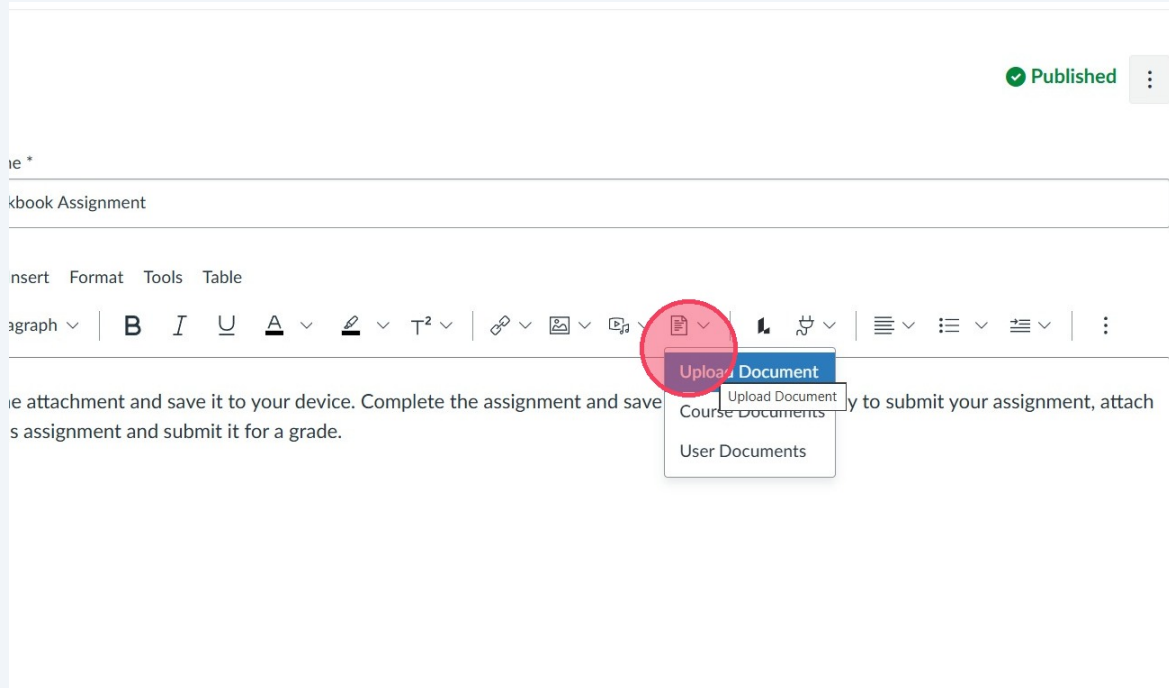
The screenshot shows the Canvas LMS interface for editing an assignment. The browser address bar displays the URL: `ses/972/assignments/26663?module_item_id=177144`. The page title is "Chapter 1 Workbook Assignment". A "View as Student" button is in the top right. Below the title, there are two buttons: "Assign To" and "Edit". The "Edit" button is circled in red. Below these buttons, a text box contains the text: "al details were added for this assignment." Below this, there are two rows of information: "Points" (None) and "Submitting" (Nothing). At the bottom, there is a table with three columns: "For", "Available from", and "Until". The table contains one row with the value "Everyone" under "For", and dashes "-" under "Available from" and "Until".

For	Available from	Until
Everyone	-	-

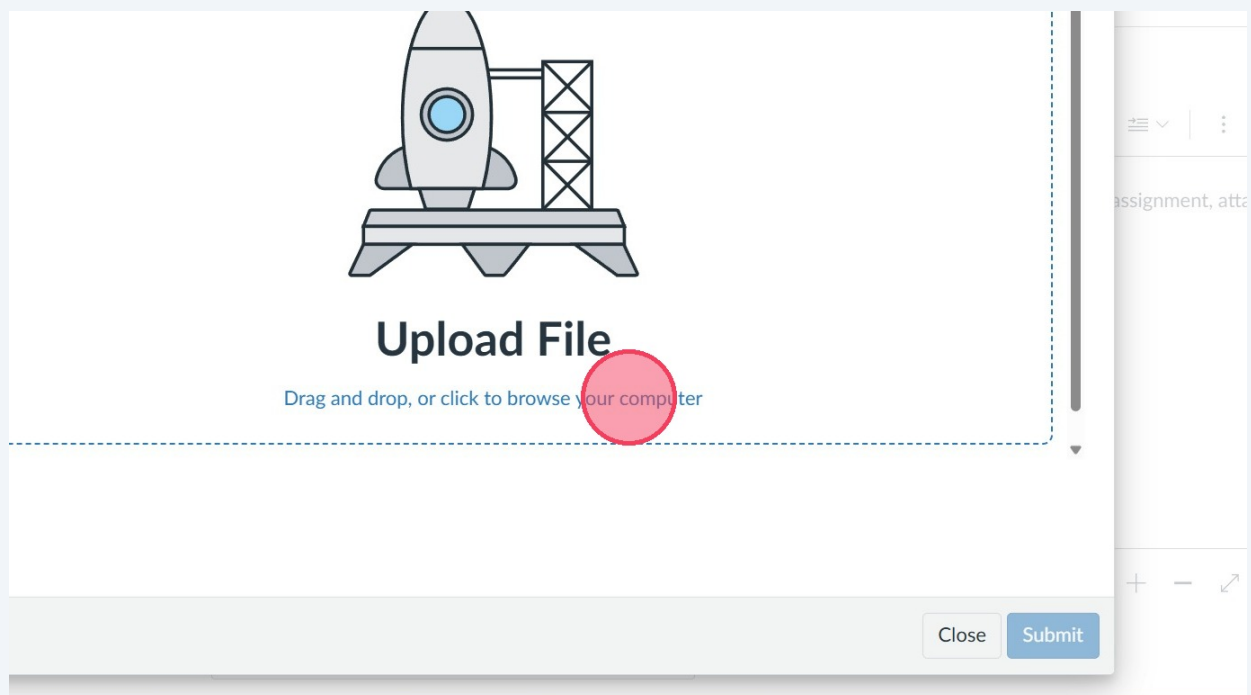
### 31 and enter specific instructions for your students including the need to download the modified document you will be attaching to this assignment for completion.

The screenshot shows the Canvas LMS interface for editing an assignment. The left sidebar contains a list of navigation items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, and BigBlueButton. The "Assignments" item is selected. The main content area shows the "Assignment Name \*" field with the text "Chapter 1 Workbook Assignment". Below this, there is a toolbar with options: Edit, View, Insert, Format, Tools, and Table. The "Edit" option is circled in red. Below the toolbar, there is a text area with the text: "Enter instructions for your students here including that tl the modified document you will attach to this assignmen copy upon completion."

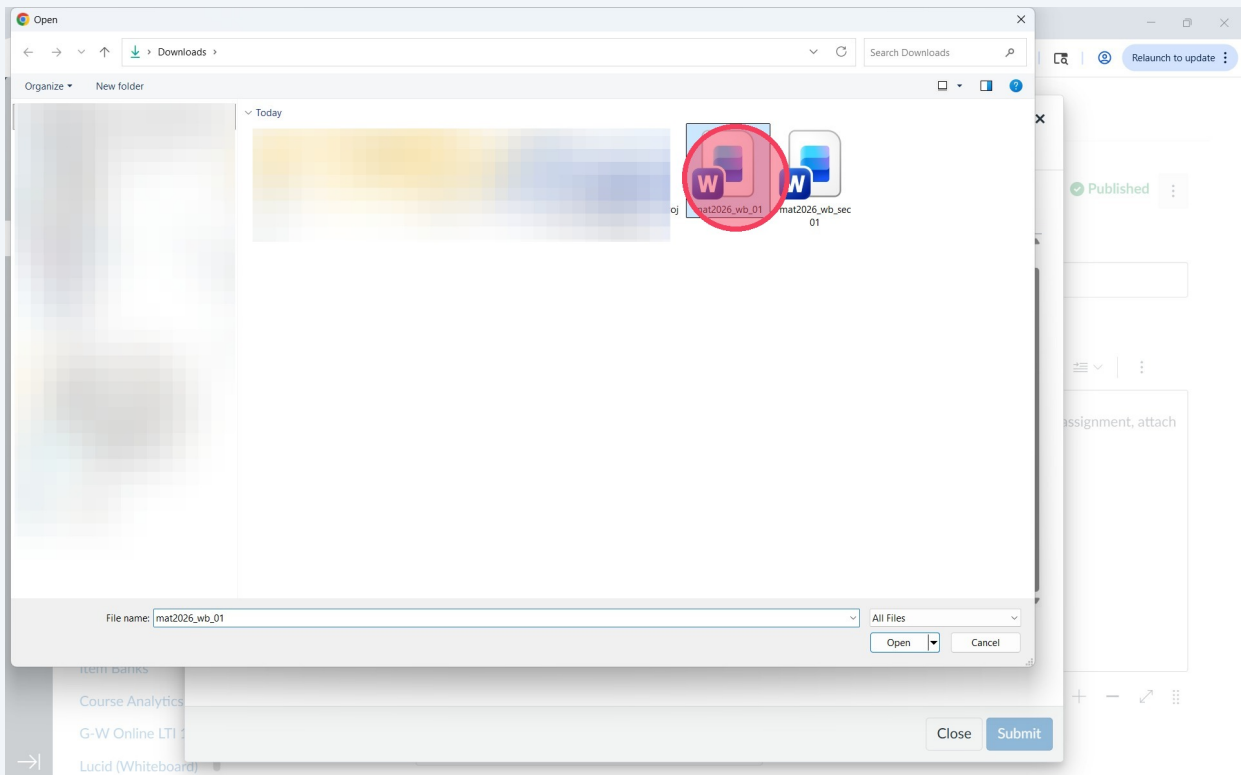
### 32 Select the **Upload Document** option



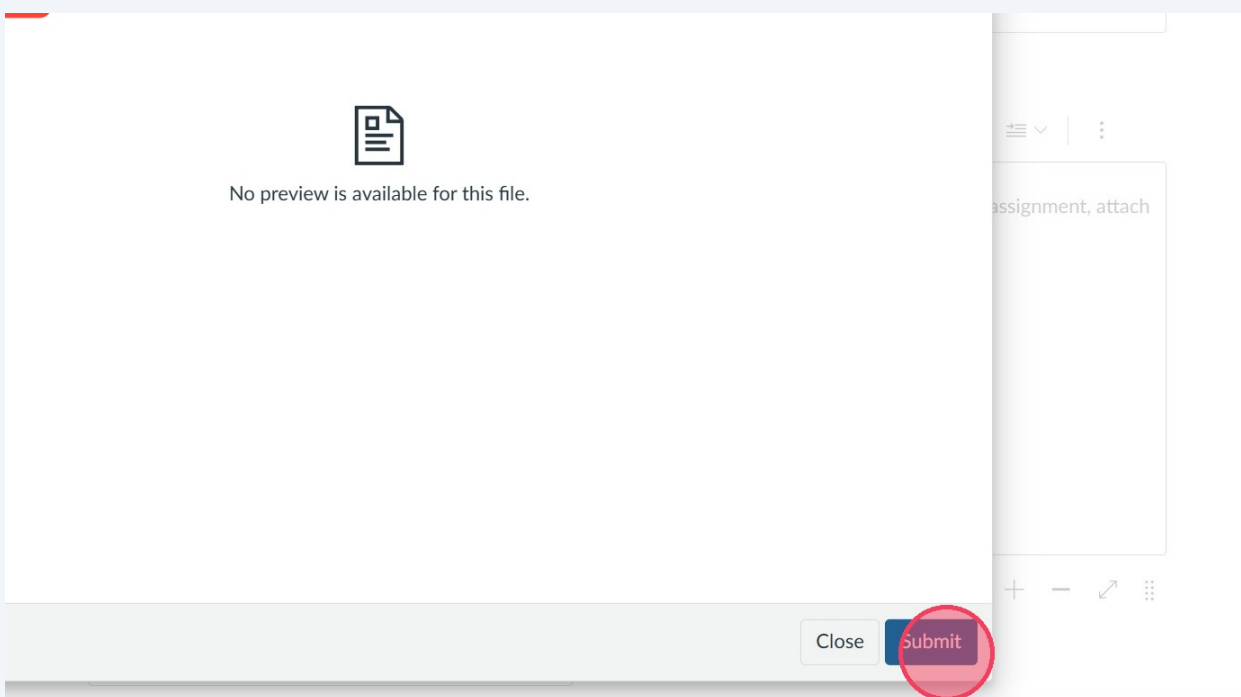
### 33 Select **Drag and drop, or click to browse your computer**



**34** find your modified file and select it to upload it to the assignment.



**35** Once the file has uploaded, select the **Submit** button.



### 36 The file will appear as a link wherever you choose in the directions.

The screenshot shows the Canvas LMS interface for editing an assignment titled "Chapter 1 Workbook Assignment". The left sidebar contains navigation links: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Item Banks, Course Analytics, and G-W Online LTI 1.3. The main content area has a "Published" status and a toolbar with options like Edit, View, Insert, Format, Tools, and Table. The assignment description text reads: "Download the attachment and save it to your device. Complete the assignment and save it. Once you are ready to submit it to this assignment and submit it for a grade." A red box highlights the text "mat2026 wb 01.docx", which has a context menu open with options "Link Options" and "Remove Link". The bottom status bar shows "36 words".

### 37 Enter a **Point** value.

The screenshot shows the Canvas LMS interface for editing assignment settings. The left sidebar contains navigation links: People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, Item Banks, Course Analytics, G-W Online LTI 1.3, Lucid (Whiteboard), G-W Assessment, and Settings. The main content area has a "Points" field with the value "0" highlighted by a red circle. Below the "Points" field are dropdown menus for "Assignment Group" (set to "Assignments") and "Display Grade as" (set to "Points"). There is a checkbox labeled "Do not count this assignment towards the final grade" which is currently unchecked. At the bottom, there is a "Submission Type" dropdown menu set to "No Submission".

38

Choose **Online** for the Submission Type and select **File Upload** if that is how you'd like your students to submit their assignment.

Display Grade as Points

☐ Do not count this assignment towards the final grade

Submission Type Online

Online Entry Options \*

☐ Text Entry

☐ Website URL

☐ Media Recordings

☐ Student Annotation

☒ File Uploads

Submission Attempts Allowed Attempts

Unlimited

39

Make any other changes you wish to the assignment, then select **Save** or **Save and Publish** if you are ready to publish the assignment to students.

Assign to Everyone x Start typing to search...

Due Date Time Clear

Available from Time Clear

Until Time Clear

+ Assign To

users that this content has changed

Cancel Save & Publish Save

**40** To view the assignment as students will see it, select **View as Student**

The screenshot shows the Canvas LMS interface for an assignment titled "Chapter 1 Workbook Assignment". The URL in the browser is "/courses/972/assignments/26663". In the top right corner, there is a button labeled "View as Student" which is circled in red. Below the title, there is a "Published" status, an "Assign To" button, an "Edit" button, and a menu icon. To the right, under "Related Items", there is a link to "SpeedGrader". The main content area contains instructions: "Download the attachment and save it to your device. Complete the assignment and save it. Once you submit your assignment, attach the file to this assignment and submit it for a grade." Below this is a download link for "wb\_01.docx". At the bottom, there is a table with columns "For", "Available from", and "Until". The "Points" are listed as 10, and the "Submitting" method is "a file upload".

**41** and you will see that students will have a **Start Assignment** button to click when they are ready to complete the assignment.

The screenshot shows the Canvas LMS interface for the same assignment, but as it appears to a student. The URL is "/courses/972/assignments/26663". The breadcrumb trail shows "assignments > Chapter 1 Workbook Assignment". The title "Chapter 1 Workbook Assignment" is prominently displayed, and next to it is a blue "Start Assignment" button, which is circled in red. Below the title, the assignment details are shown: "No Due Date", "Points 10", and "Submitting a file upload". The instructions are the same as in the previous screenshot: "Download the attachment and save it to your device. Complete the assignment and save it. Once you are to submit your assignment, attach the file to this assignment and submit it for a grade." Below this is a download link for "26 wb\_01.docx". At the bottom left, there is a "Previous" button.

## 42 Select **Leave Student View** to go back to the Instructor view.

the attachment and save it to your device. Complete the assignment and save it. Once you are ready to submit your assignment, attach the file to this assignment and submit it for a grade.

[wb\\_01.docx](#) ↓

US

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student

Leave Student View

## 43 You may now go back to **Modules** to view the rest of the content in your course.

Download the attachment and save it to your device. Complete the assignment and save it. Once you are ready to submit your assignment, attach the file to this assignment and submit it for a grade.

Points 10  
Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

◀ Previous

Ne

- Grades
- People
- Pages 10
- Files
- Syllabus
- Outcomes
- Rubrics
- Quizzes
- Modules**
- BigBlueButton
- Collaborations
- Item Banks
- Course Analytics
- G-W Online LTI 1.3
- Lucid (Whiteboard)