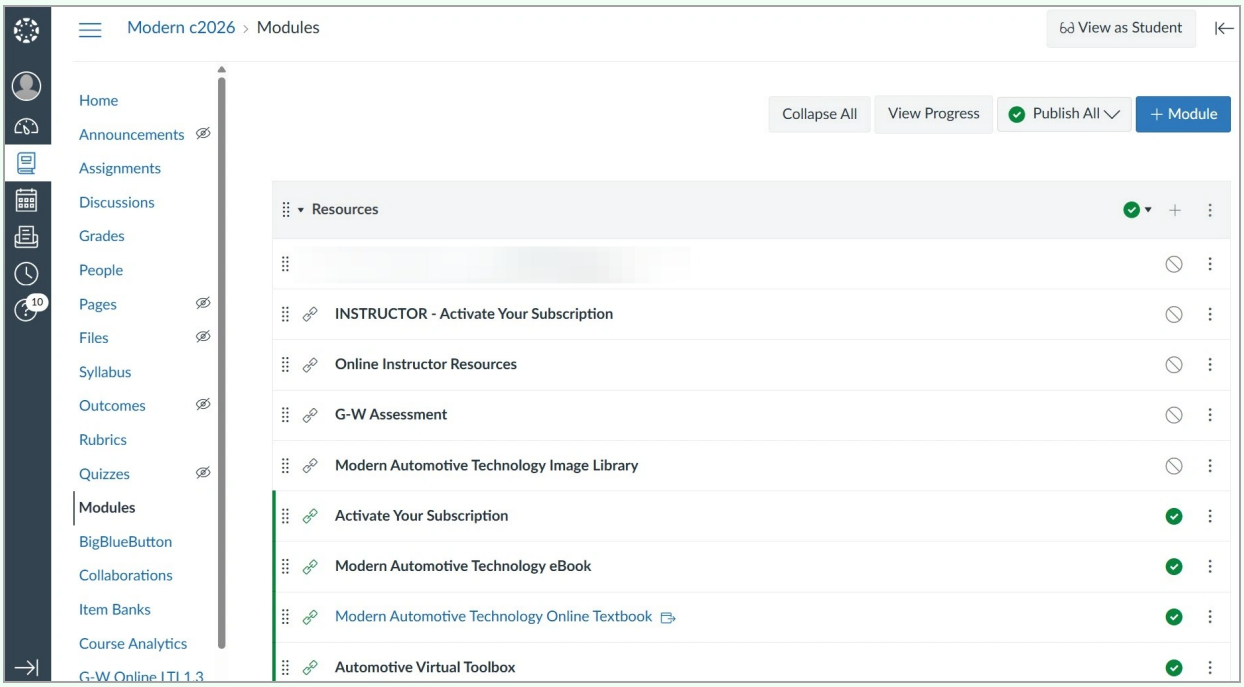
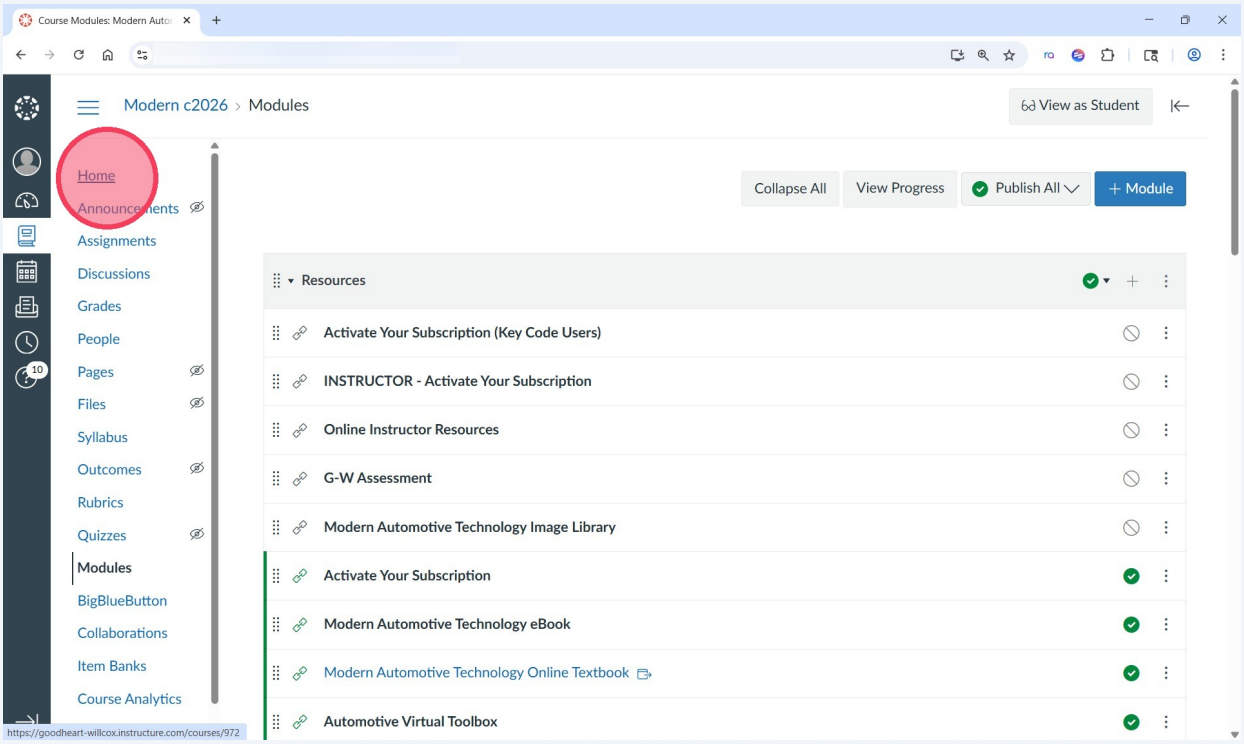
# Navigating the Modern Automotive Technology, c2026, Workbook and Shop Manual in an LMS

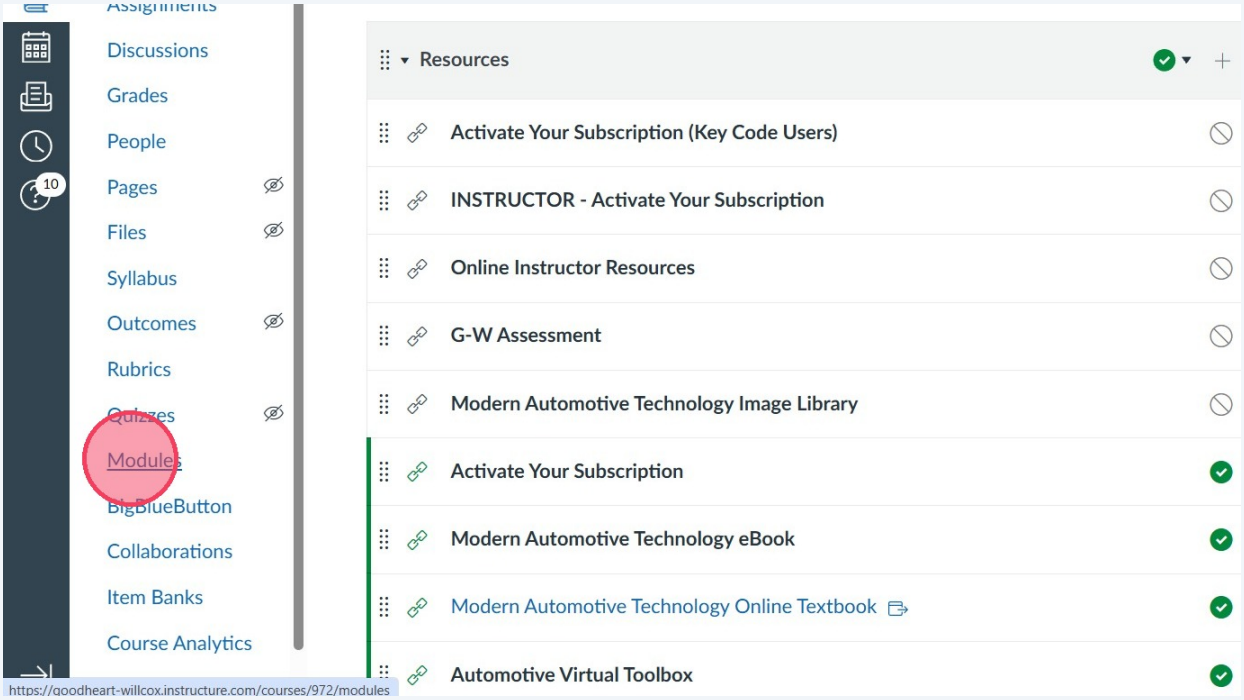
G-W content works similarly in all LMS's, but in this Onboarding Video, we will demonstrate these steps in Canvas.



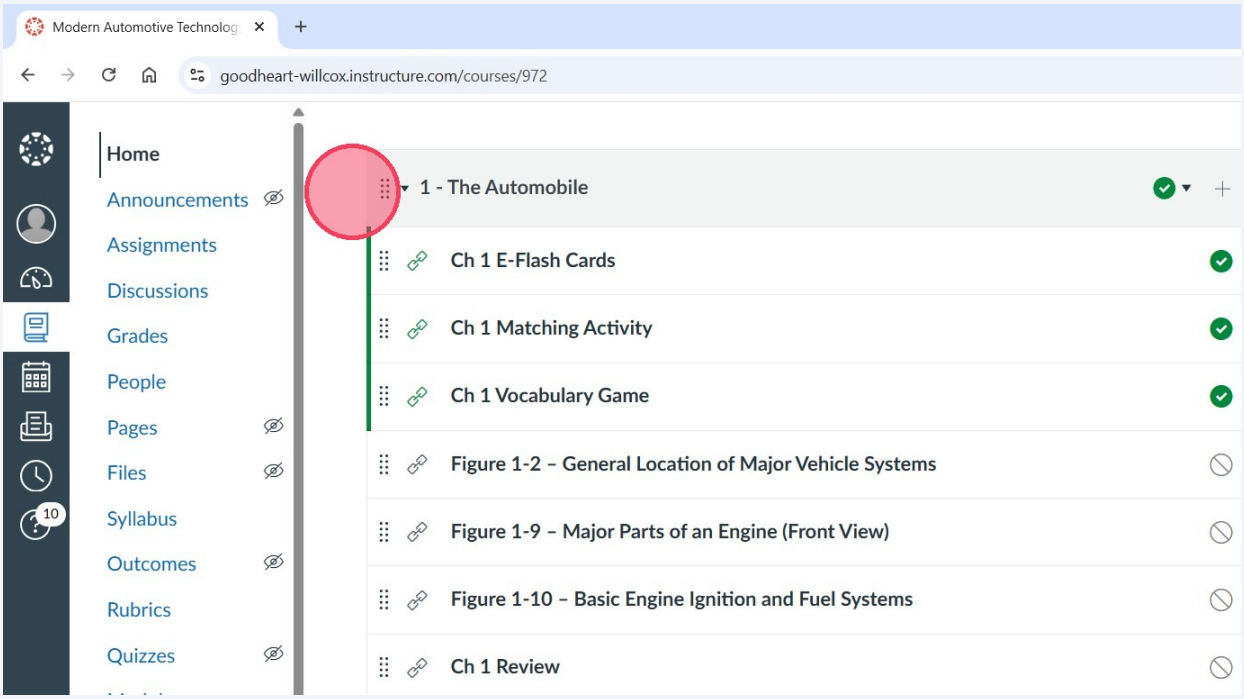
1 After logging in to Canvas and going to your Automotive course, you will find G-W content either on the **Home** page of the course




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

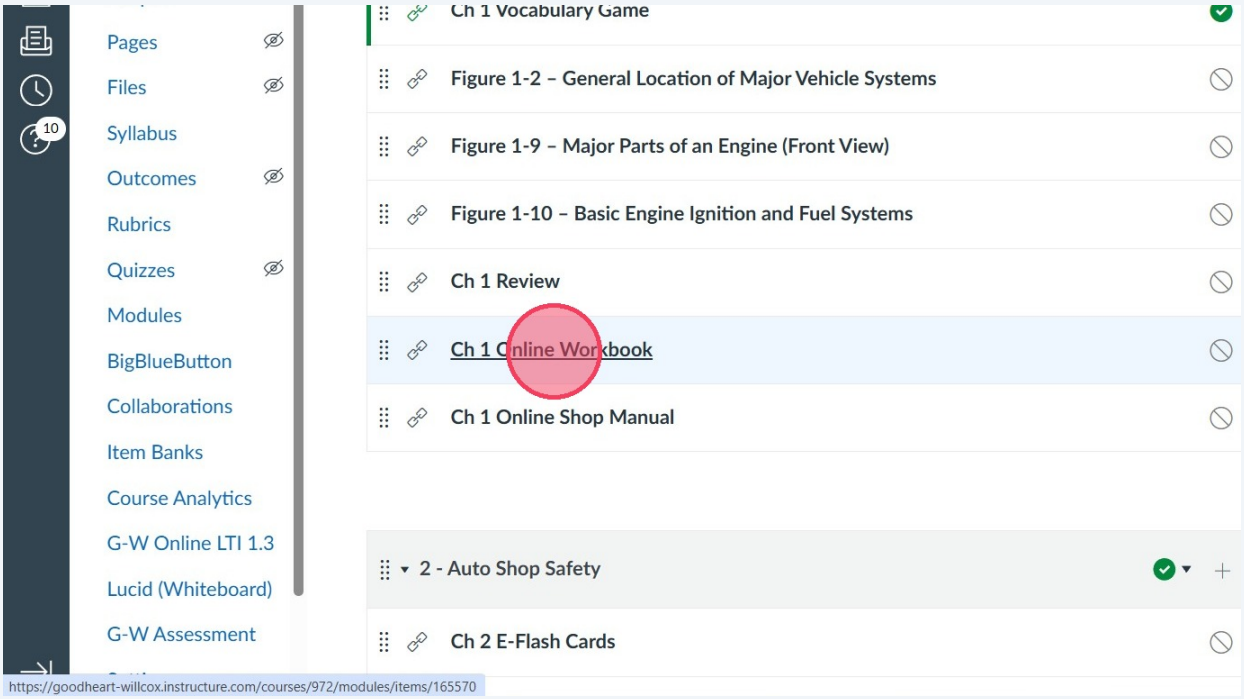


**3** To find the Workbook and Shop Manual assignments, scroll down and select any chapter module.

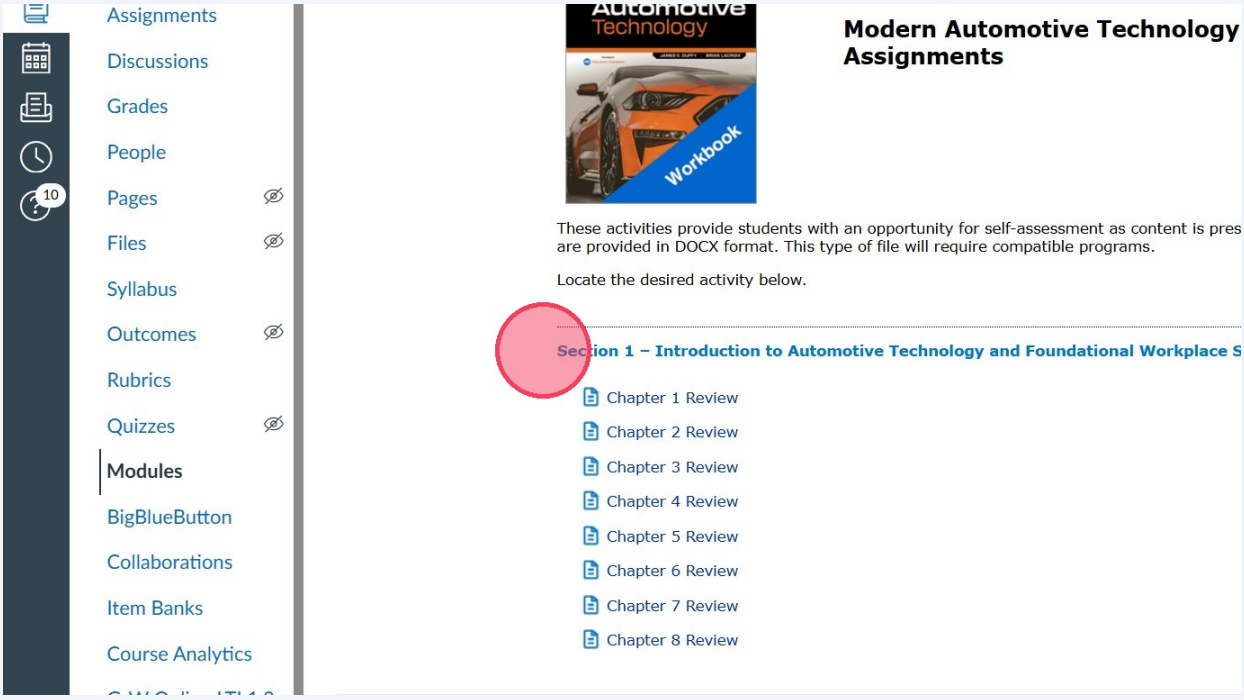



## Workbook Assignments

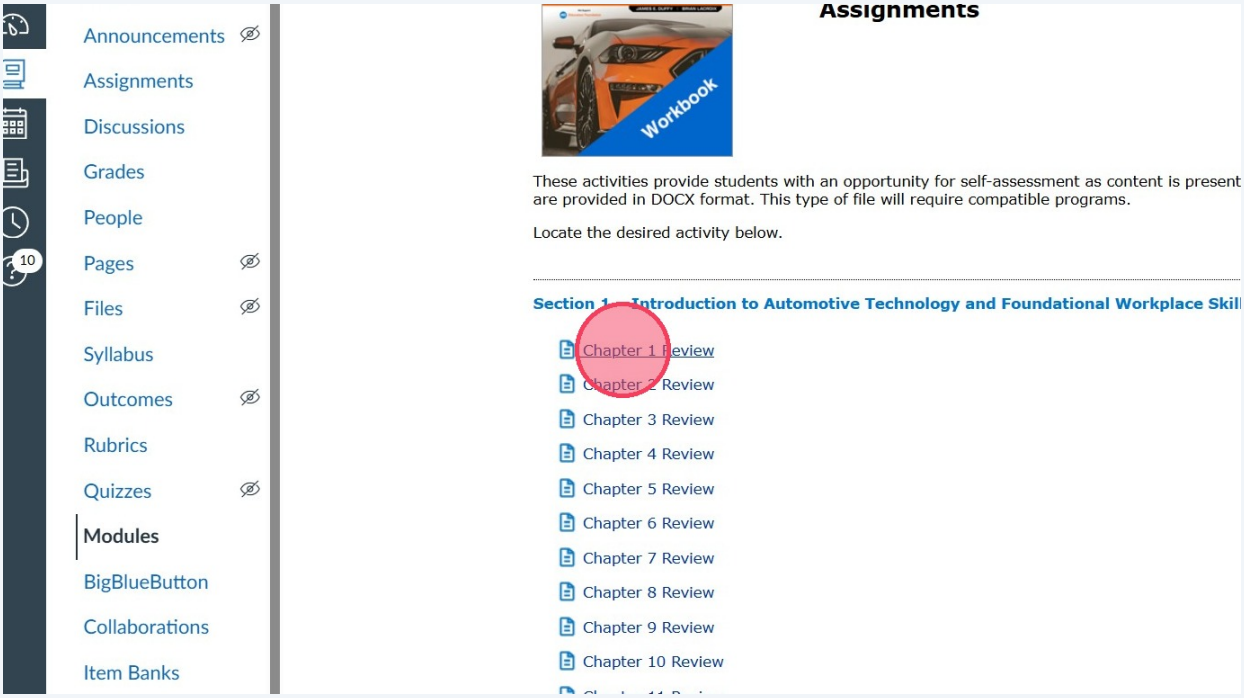
**4** Within each module you will find a link to the **Online Workbook.**



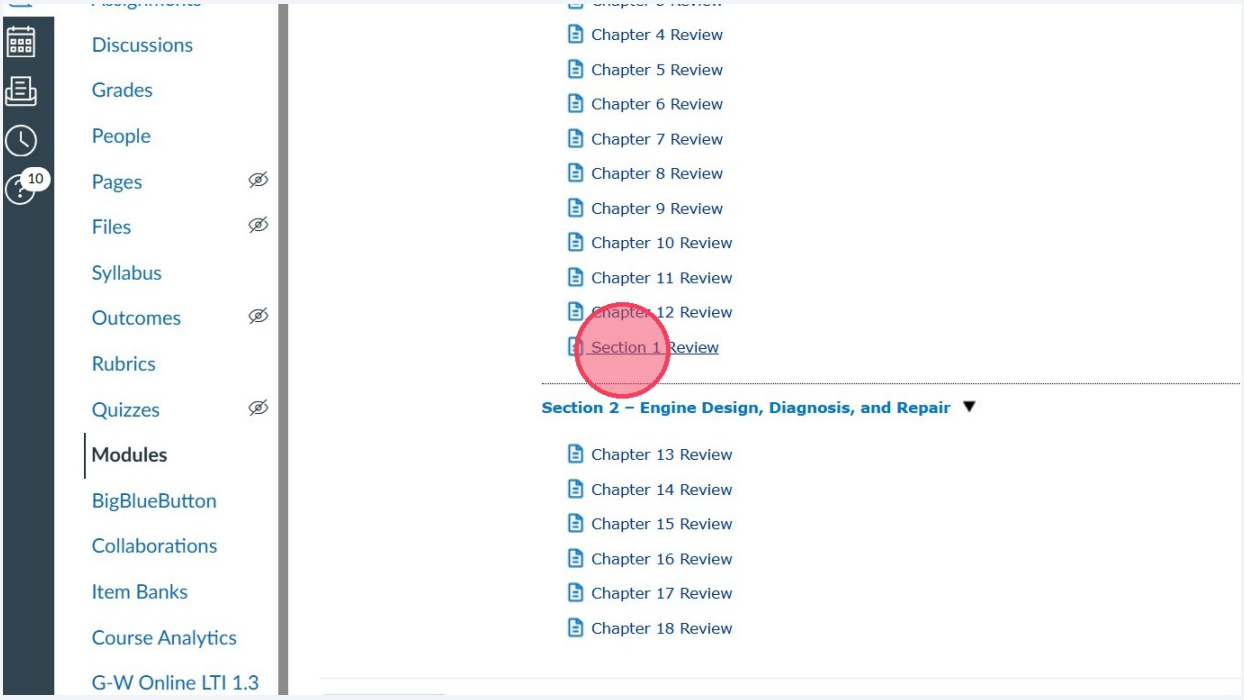
## 5 The Workbook is divided into **Sections**



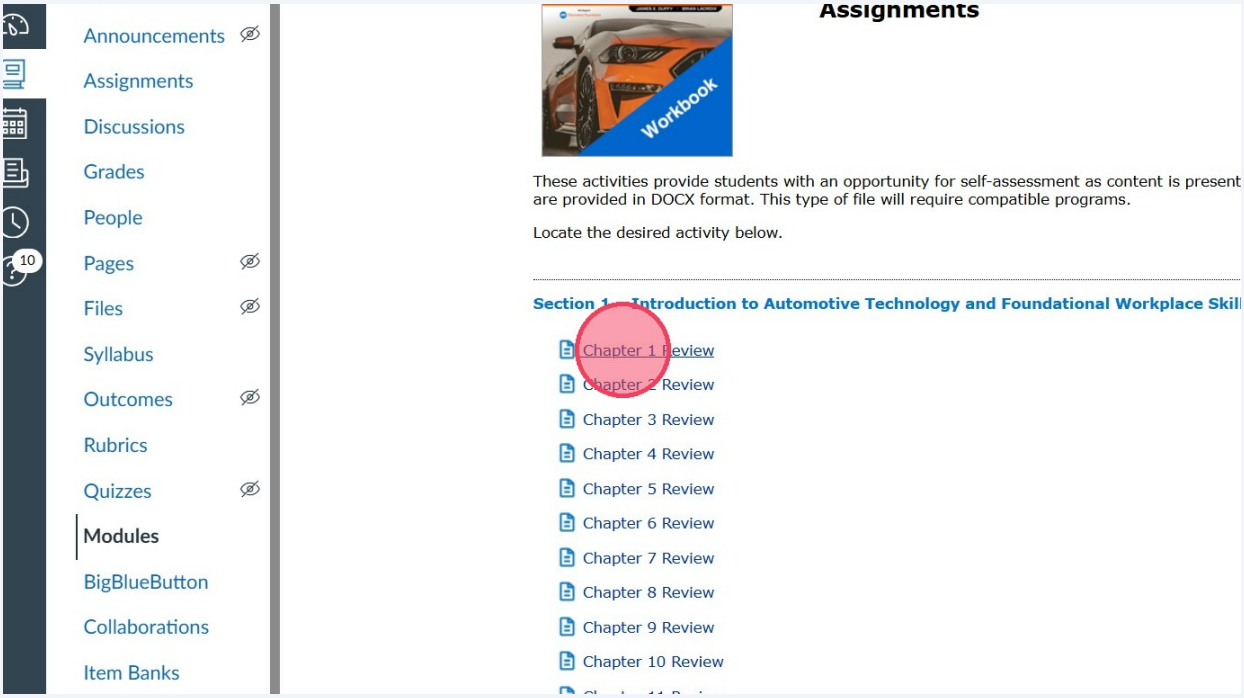

## 6 with a **Chapter Review** activity for each chapter



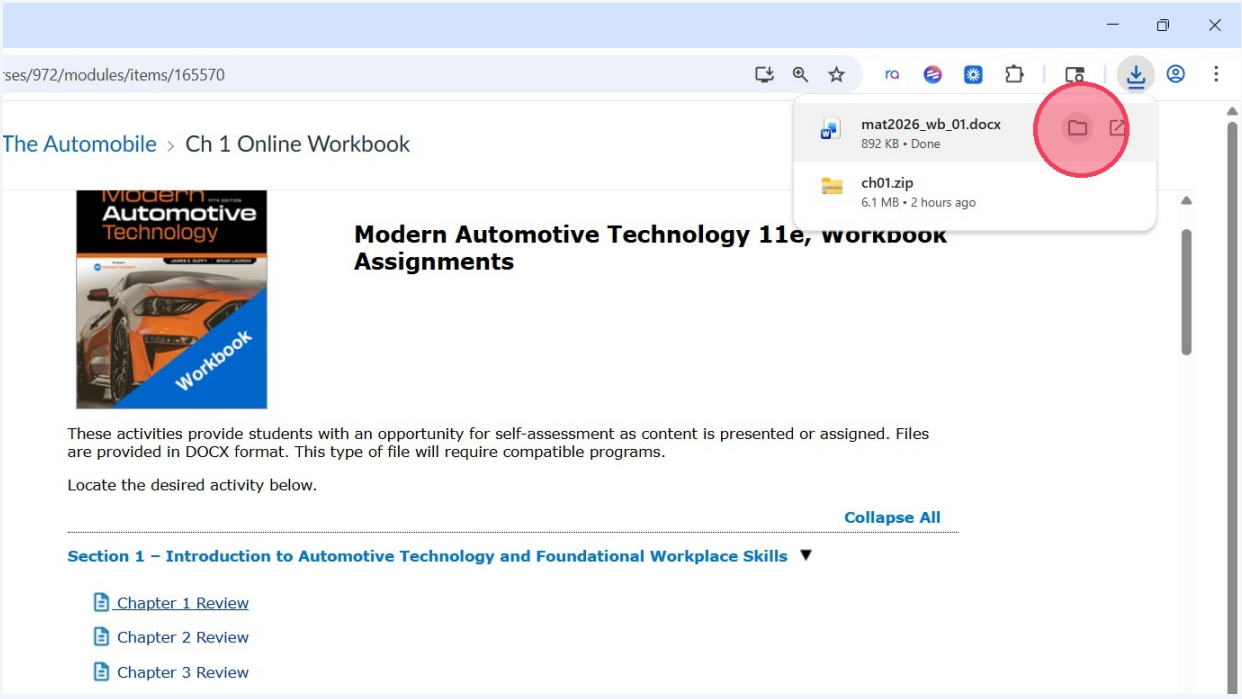
7 and a **Section Review** of all chapters within that section.



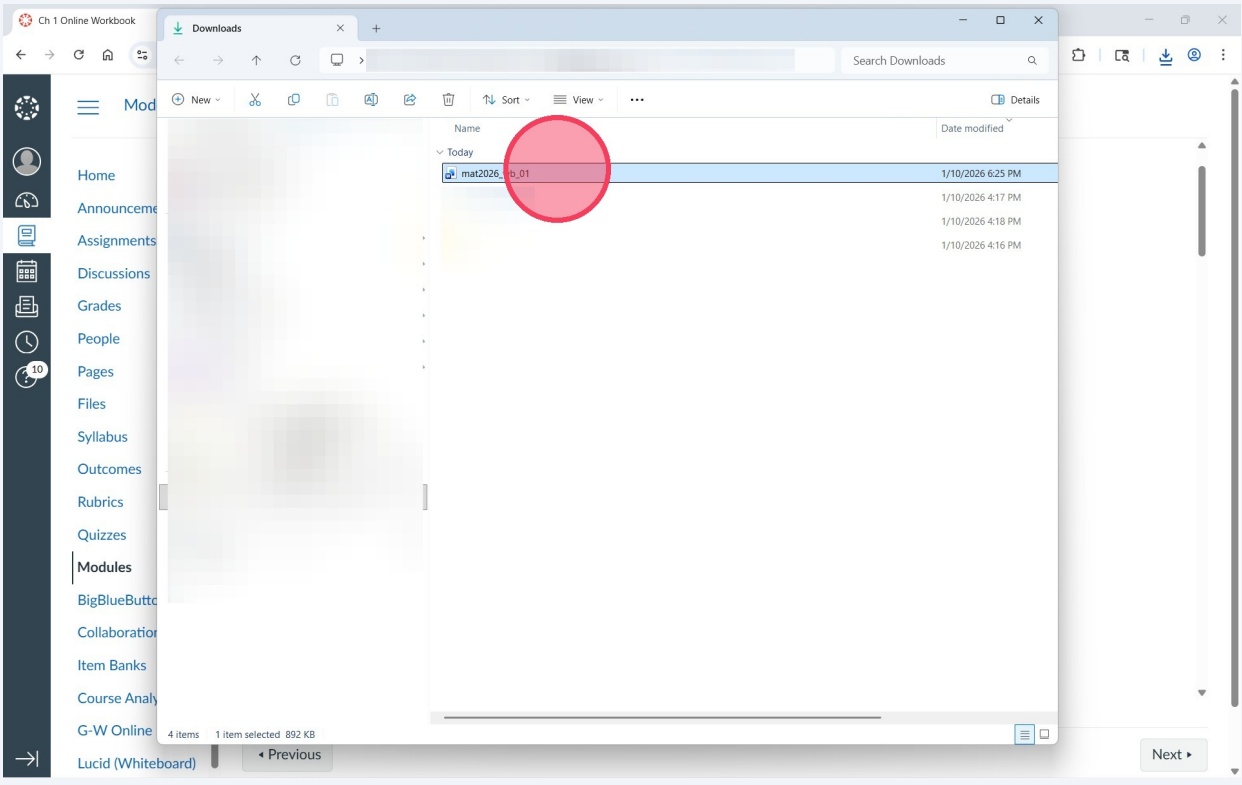

8 Select a Chapter Review link to download the file to your local hard drive.



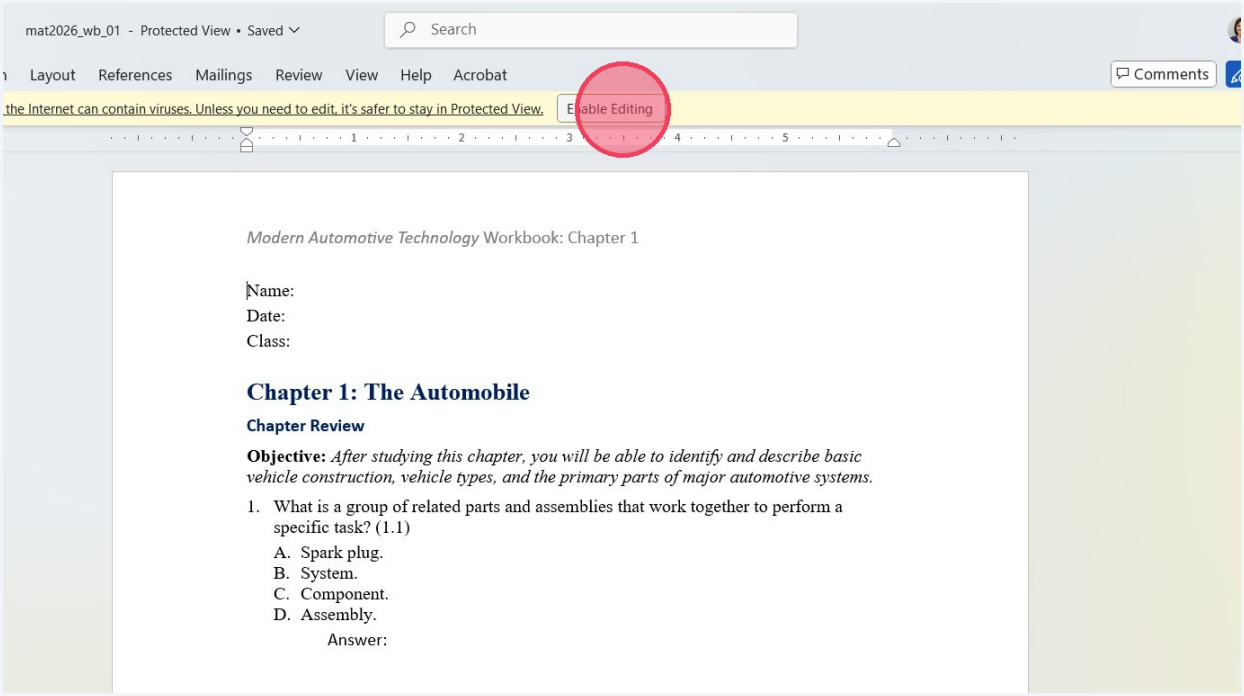
## 9 Select the folder in which the doc x file has been downloaded



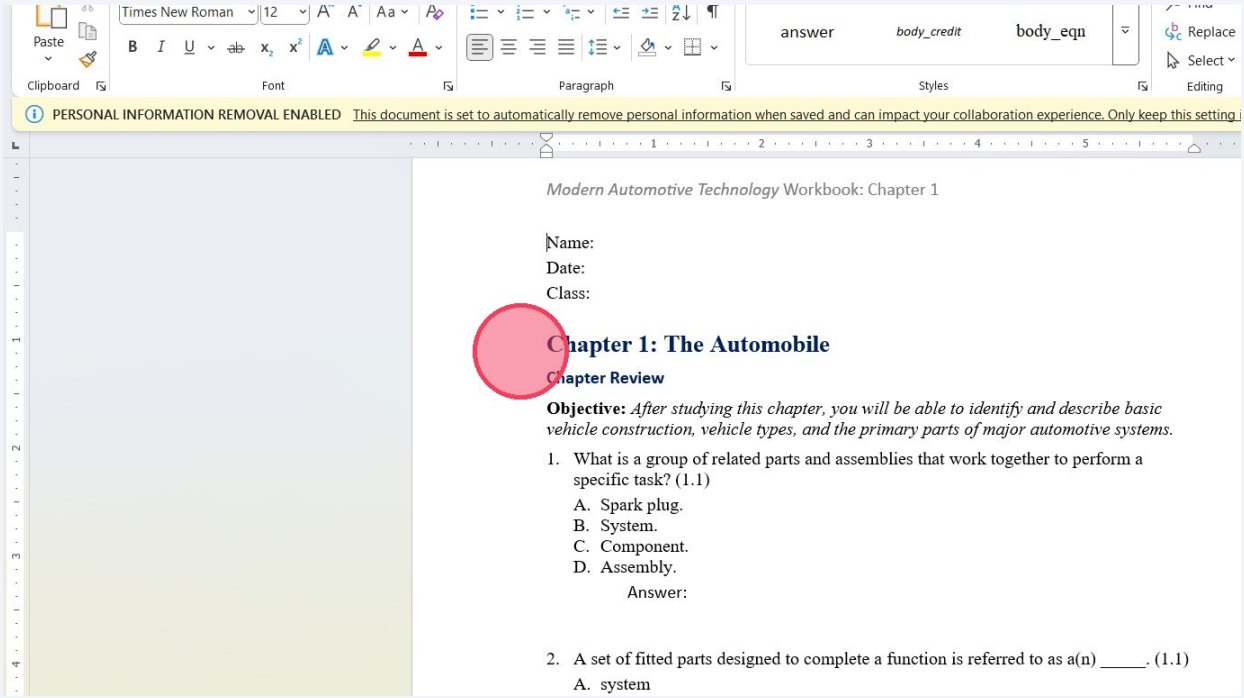

## 10 and open it to view its contents.



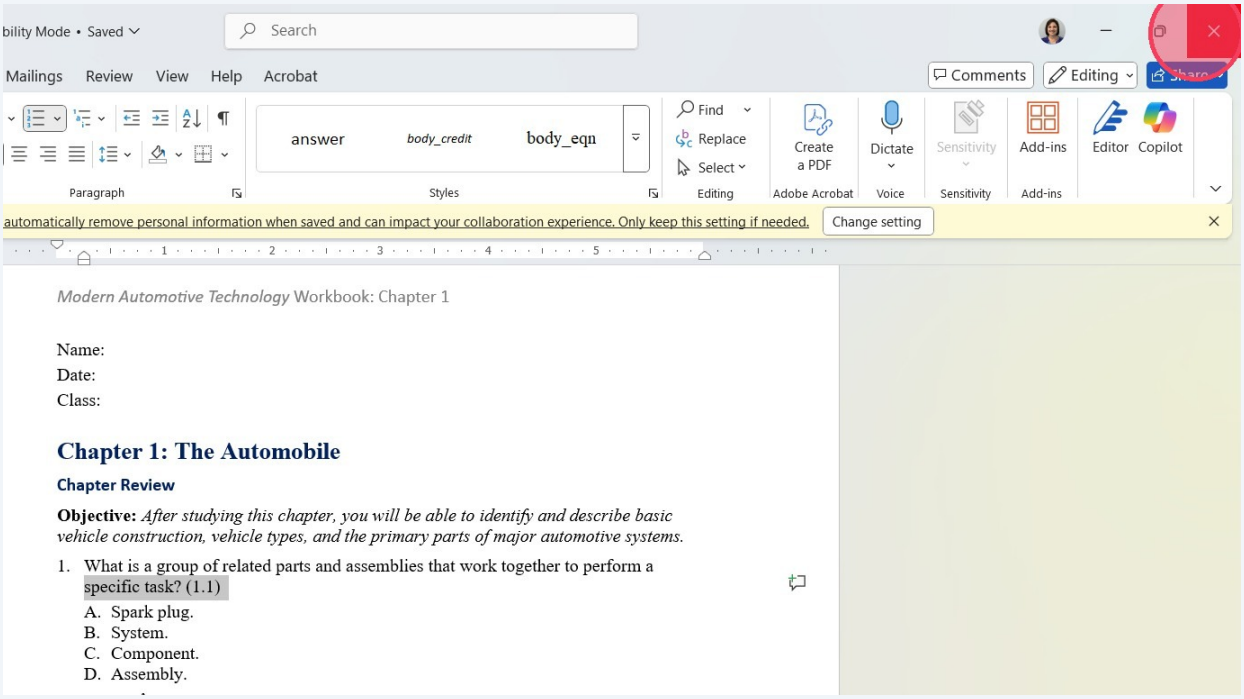
**11** You may choose to **Save** it, **Print** it, or select **Enable Editing** to modify this assignment to meet your students' needs.



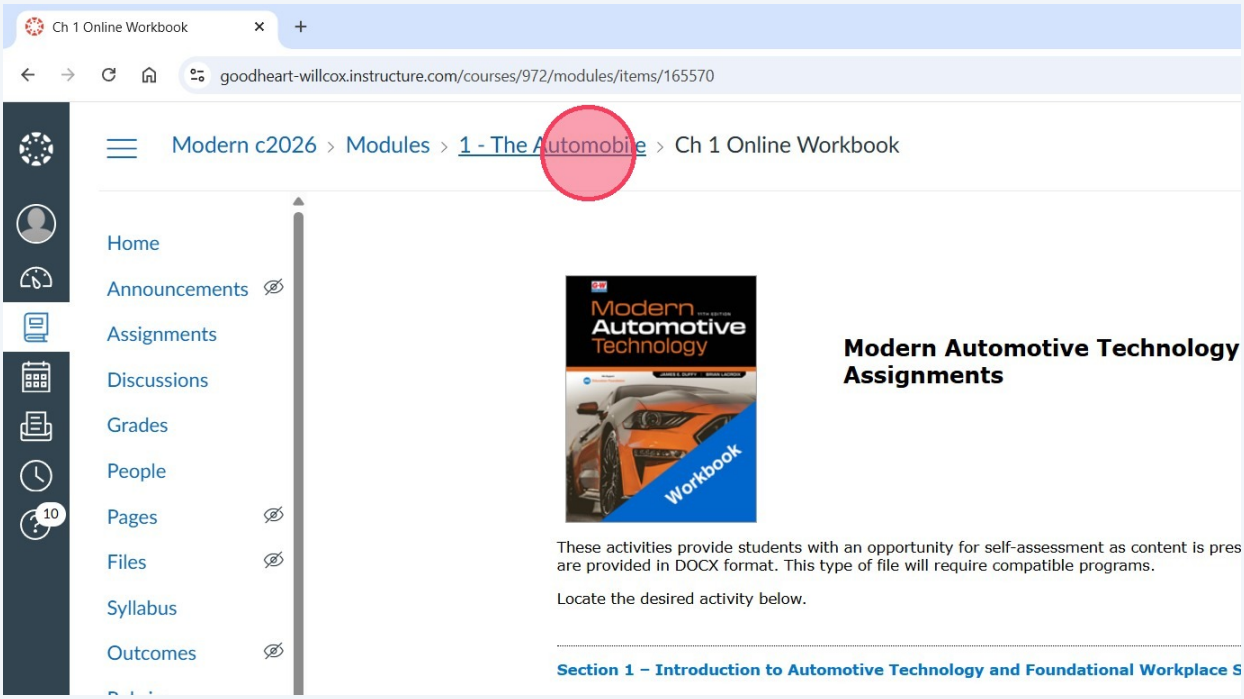

**12** If you choose to modify the assignment, make sure to save the changes so you can import it into your LMS and assign it to your students.



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

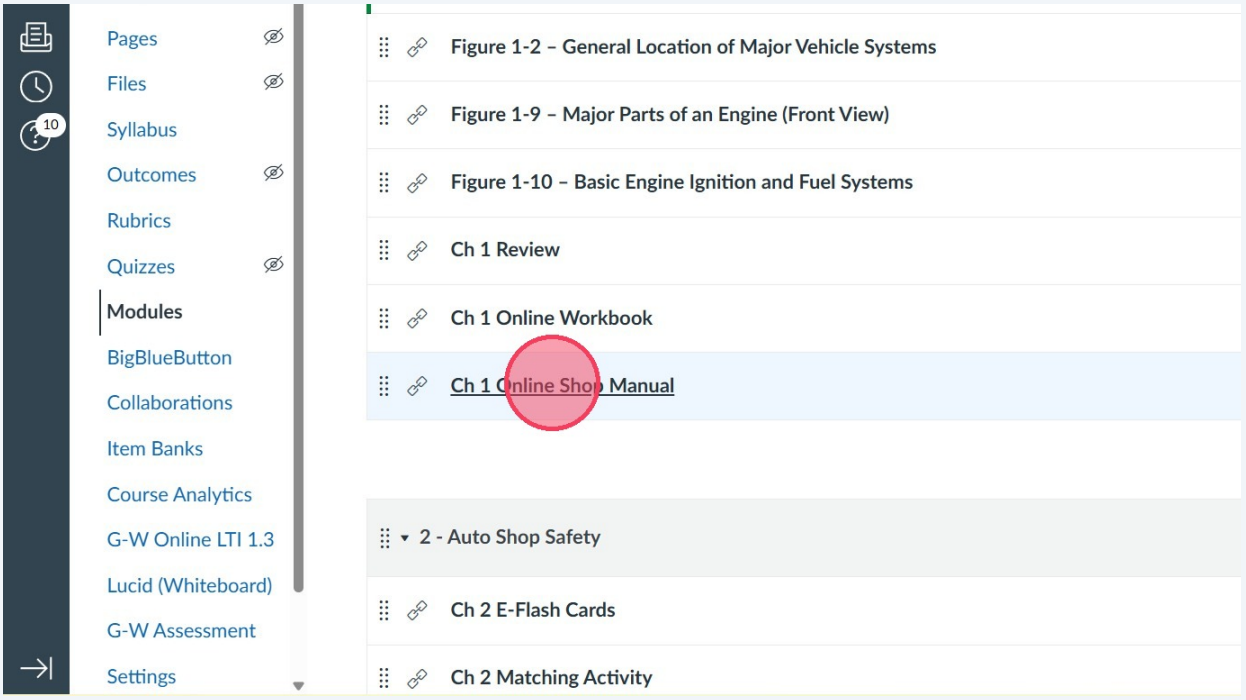



## 14 Select the chapter link to go back to the course modules.

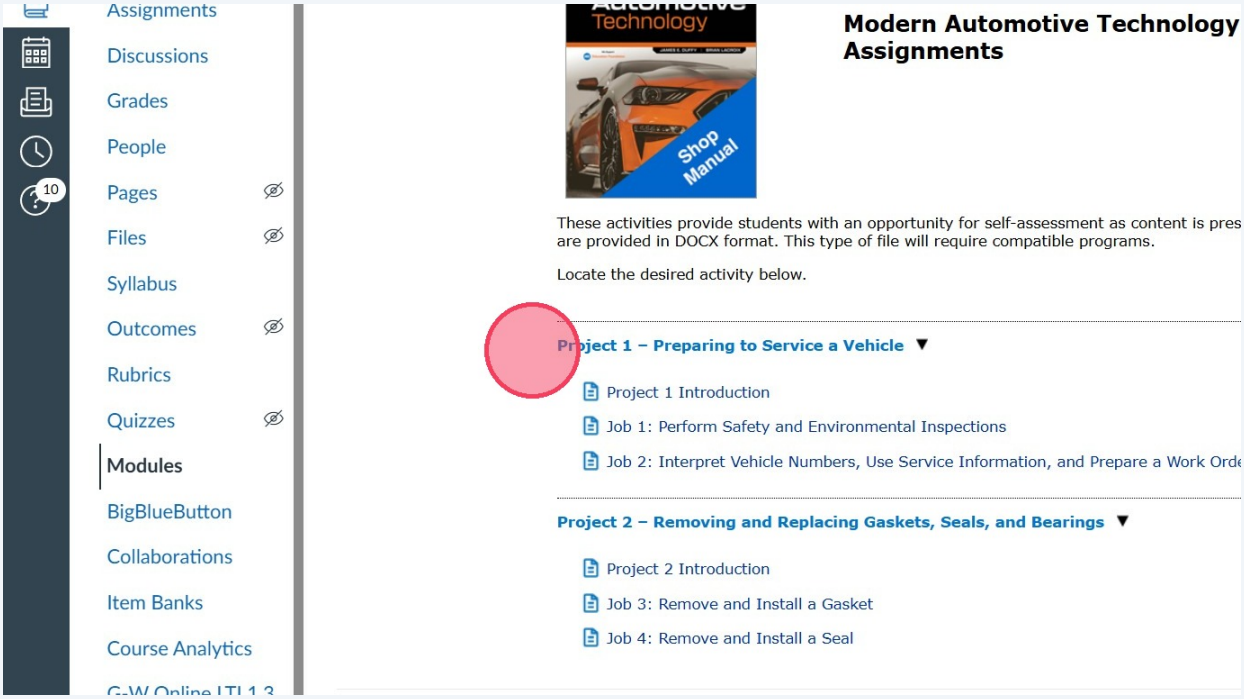


# Shop Manual

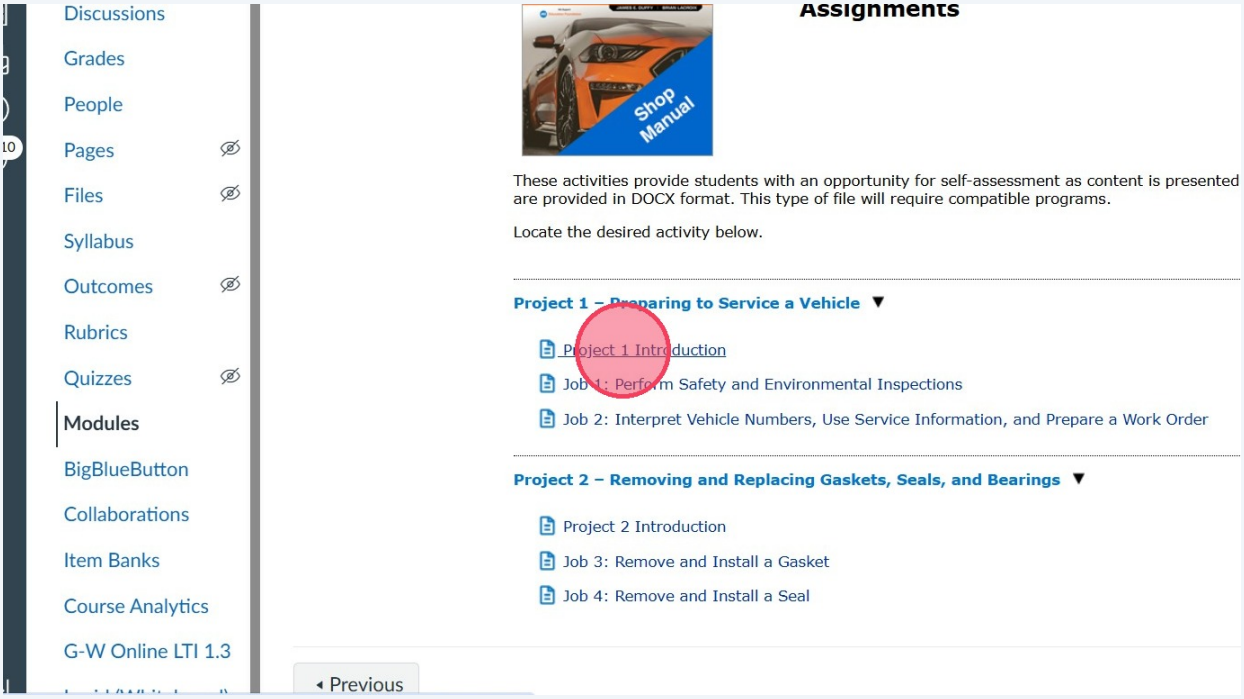
15 Once you have selected a chapter module, scroll down to find the **Online Shop Manual** assignments which provide hands-on practice of all ASE Education Foundation Task Lists.



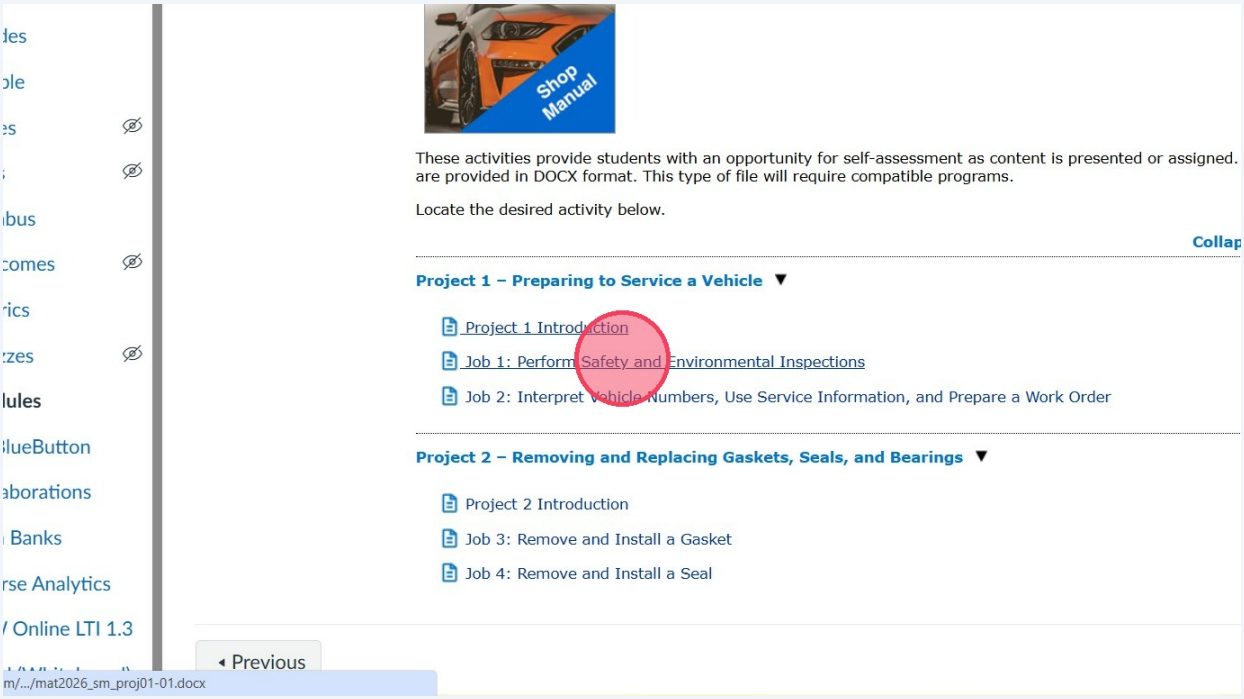
**16** There are **48 Projects** and **178 Job Sheets** available in this title.



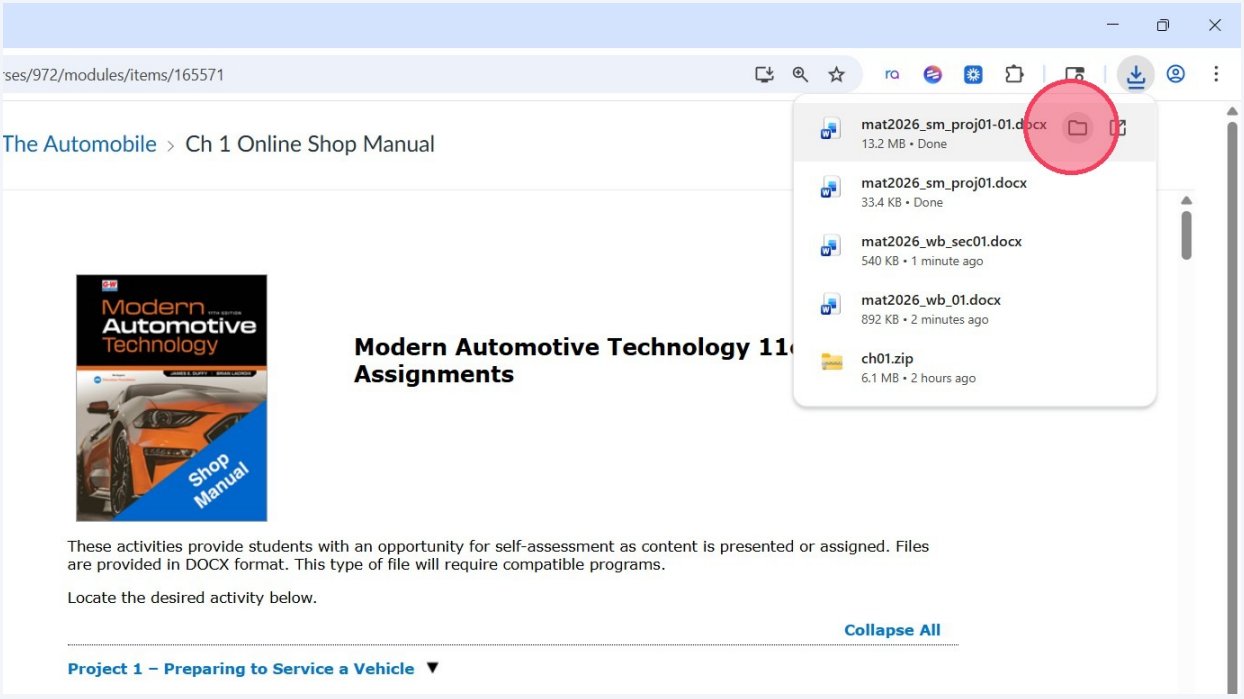

**17** Each **Project** has an **Introduction page** you may download and review.



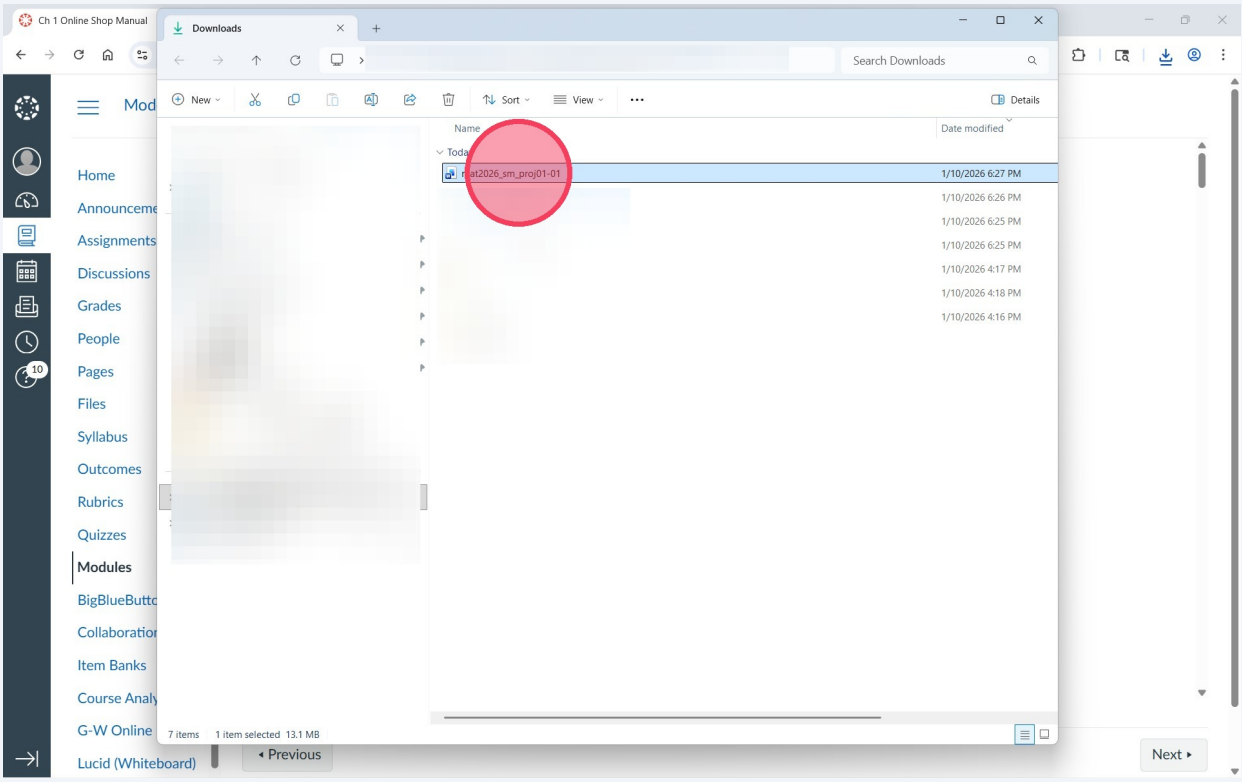
## 18 Next, you may select a **Job Sheet** to download to your local hard drive.



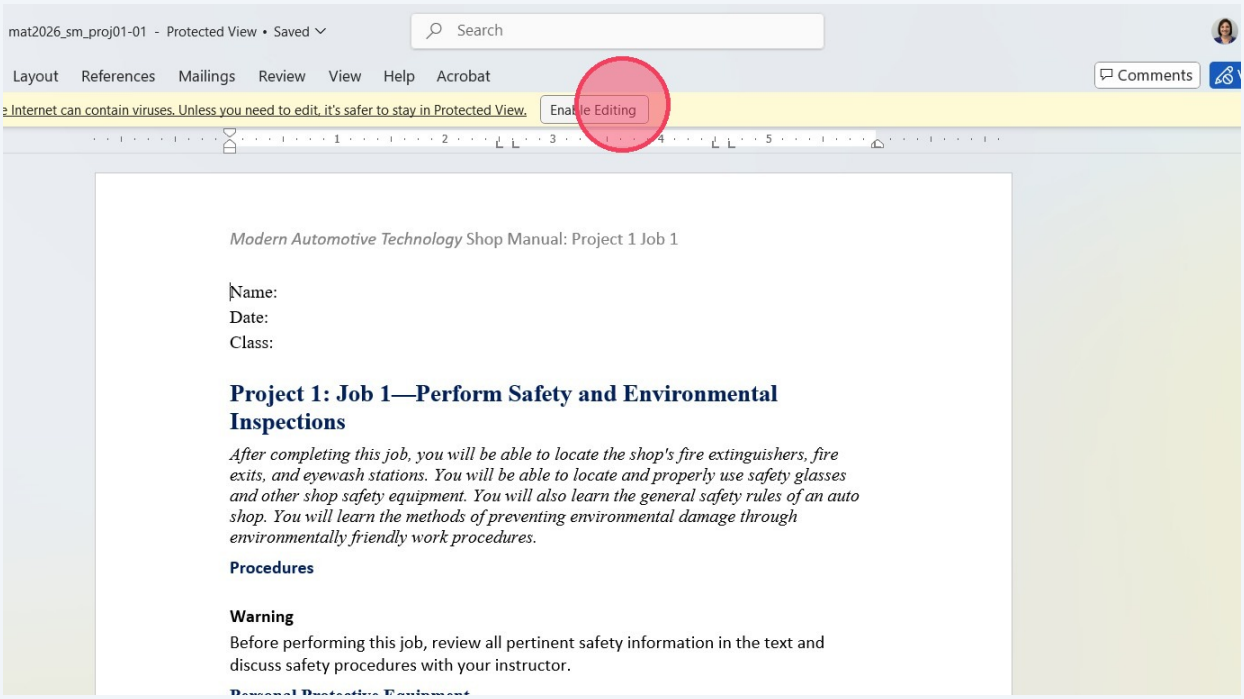

## 19 Select the folder in which the doc x file has been downloaded



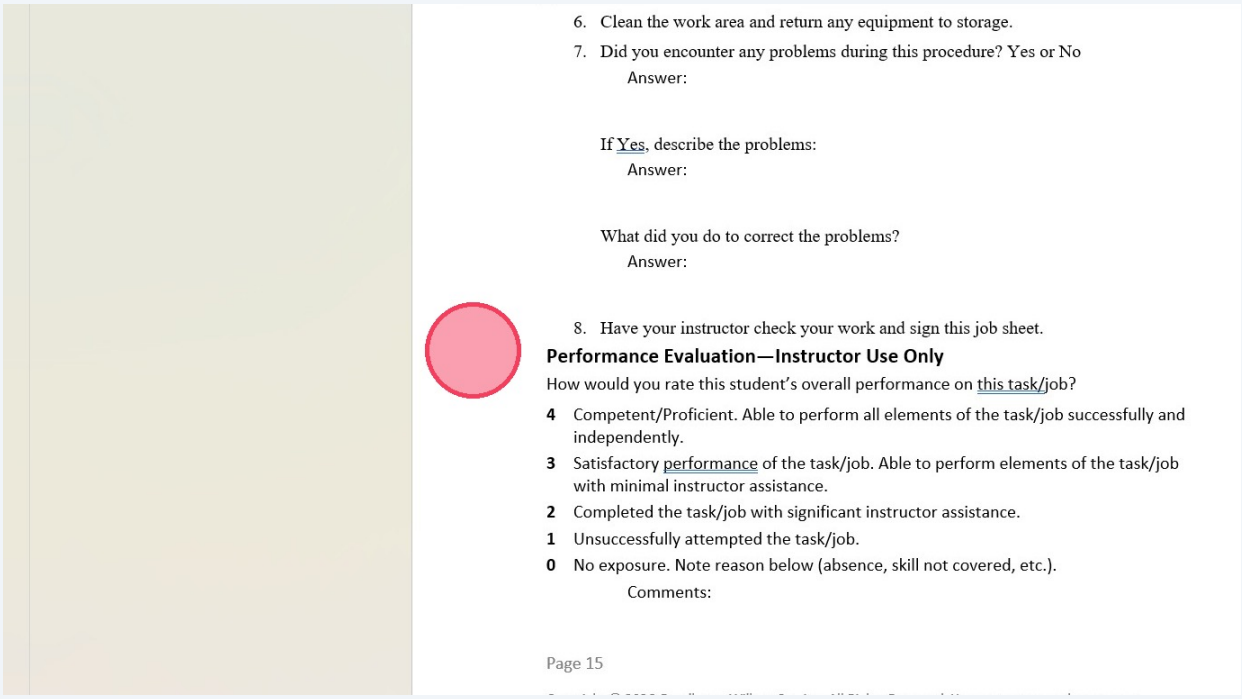
**20** and open it to view its contents.




**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.

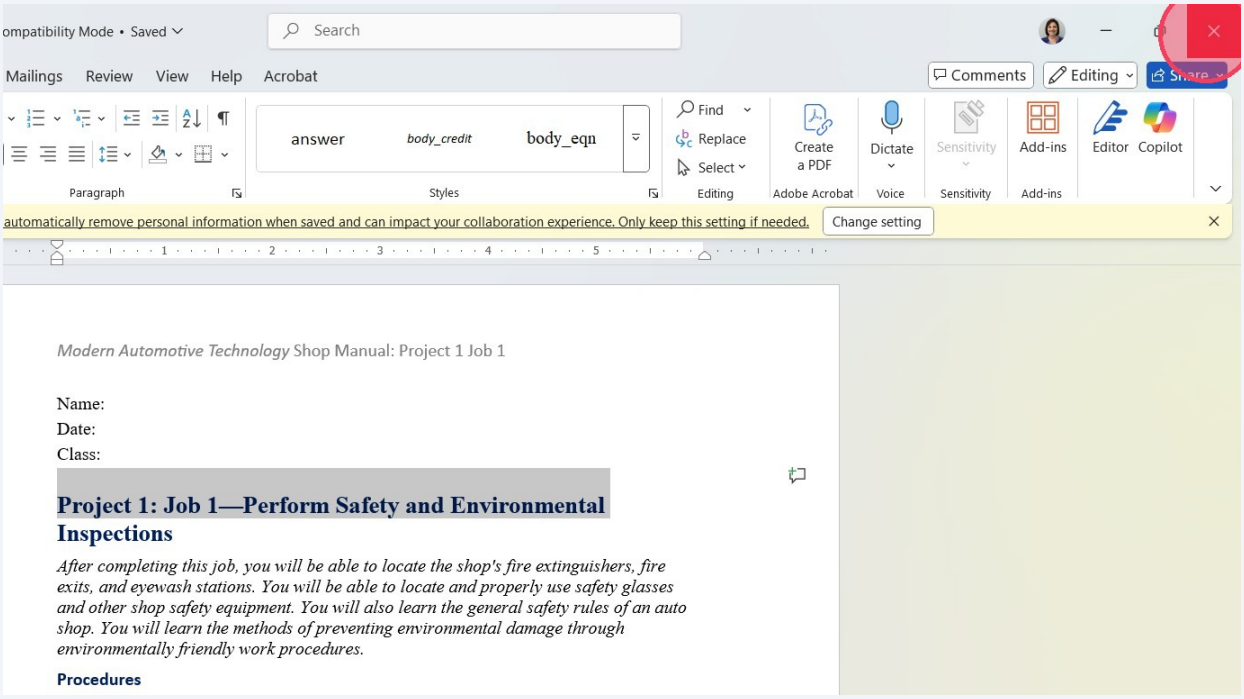
**Performance Evaluation—Instructor Use Only**

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

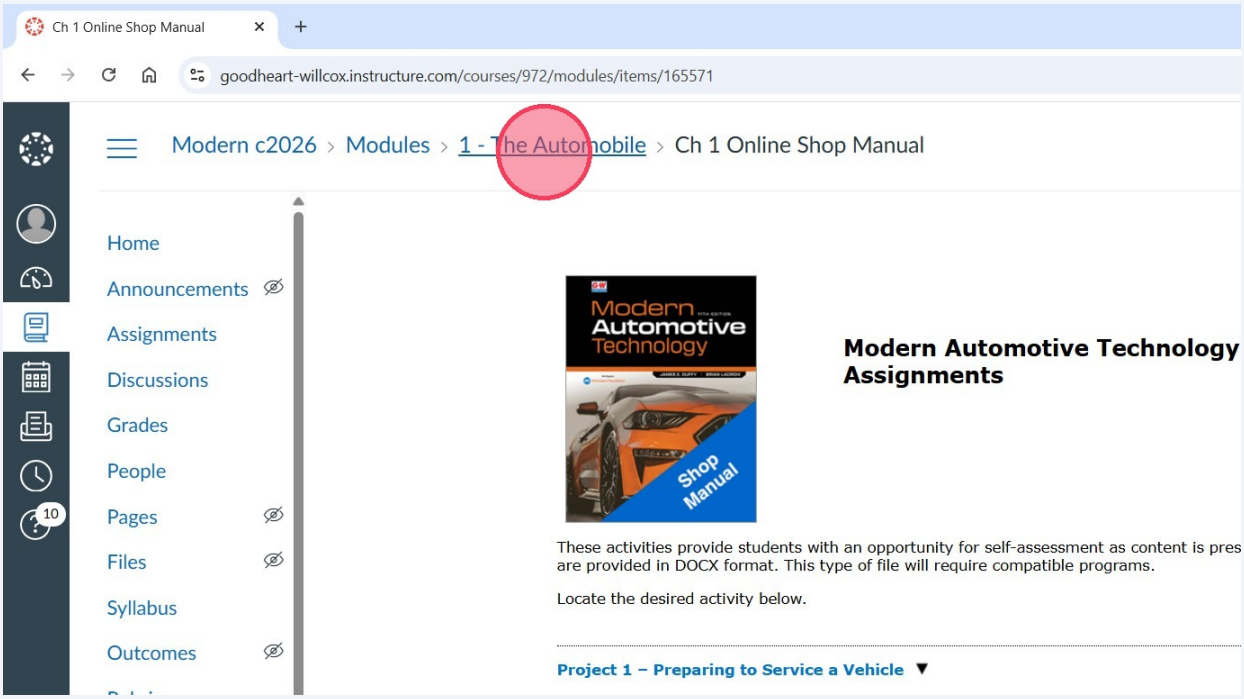
**4** Competent/Proficient. Able to perform all elements of the task/job successfully and independently.
**3** Satisfactory performance of the task/job. Able to perform elements of the task/job with minimal instructor assistance.
**2** Completed the task/job with significant instructor assistance.
**1** 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.

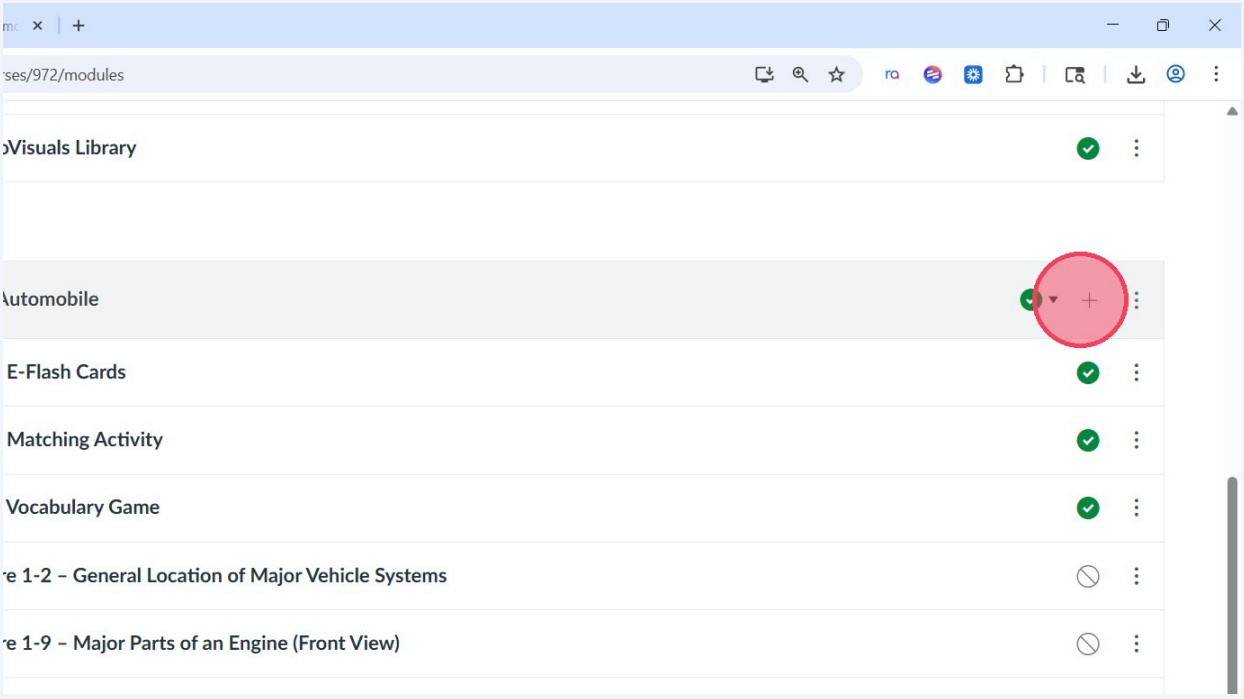


**24** Select the chapter link to go back to the course modules.

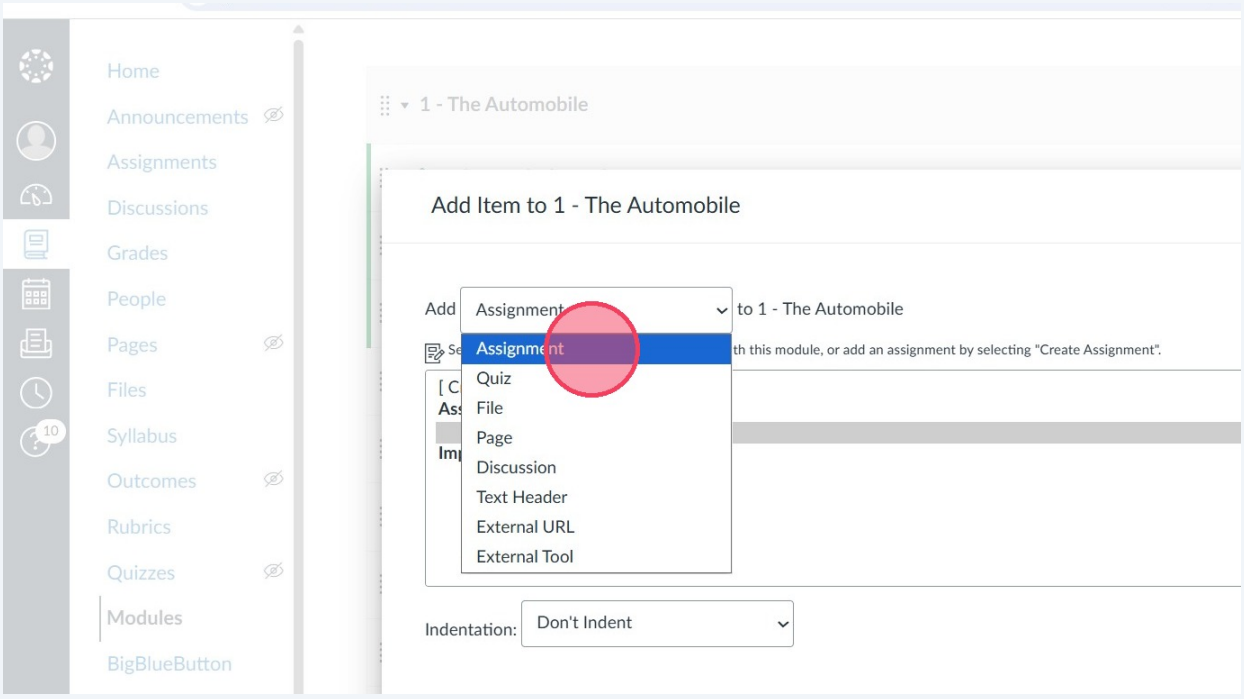



## Create an Assignment

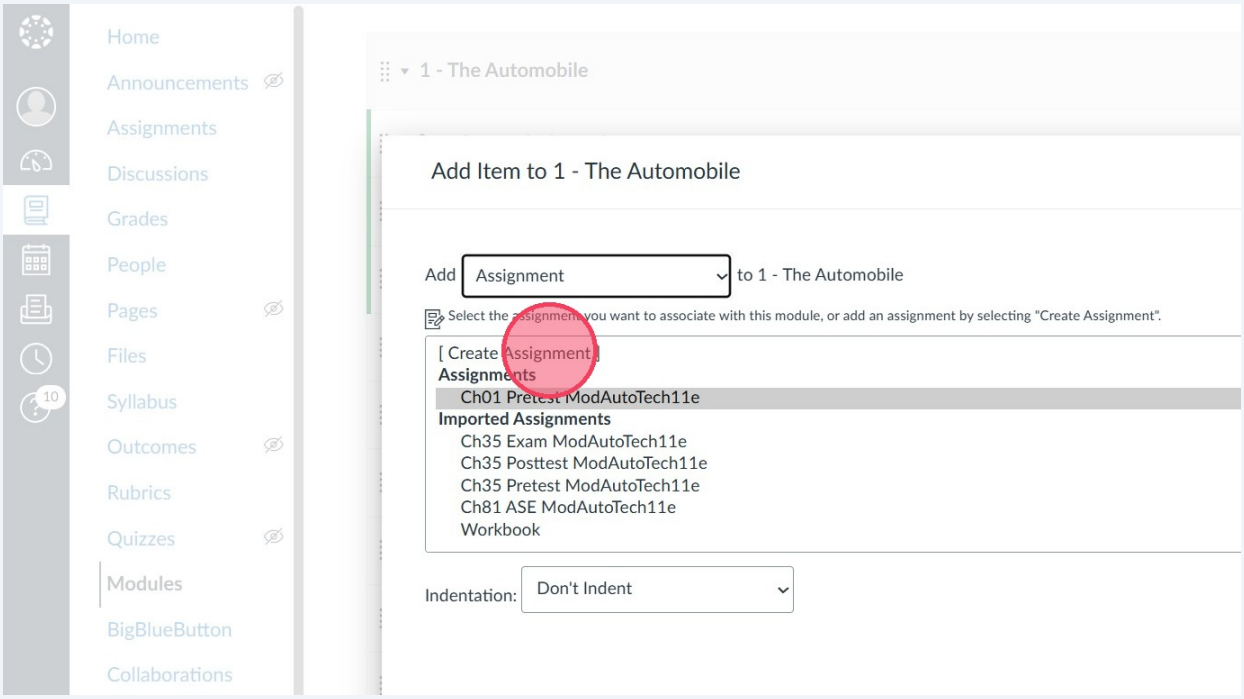
**25** Select the module in which you'd like to add an assignment and select the **Plus** sign.



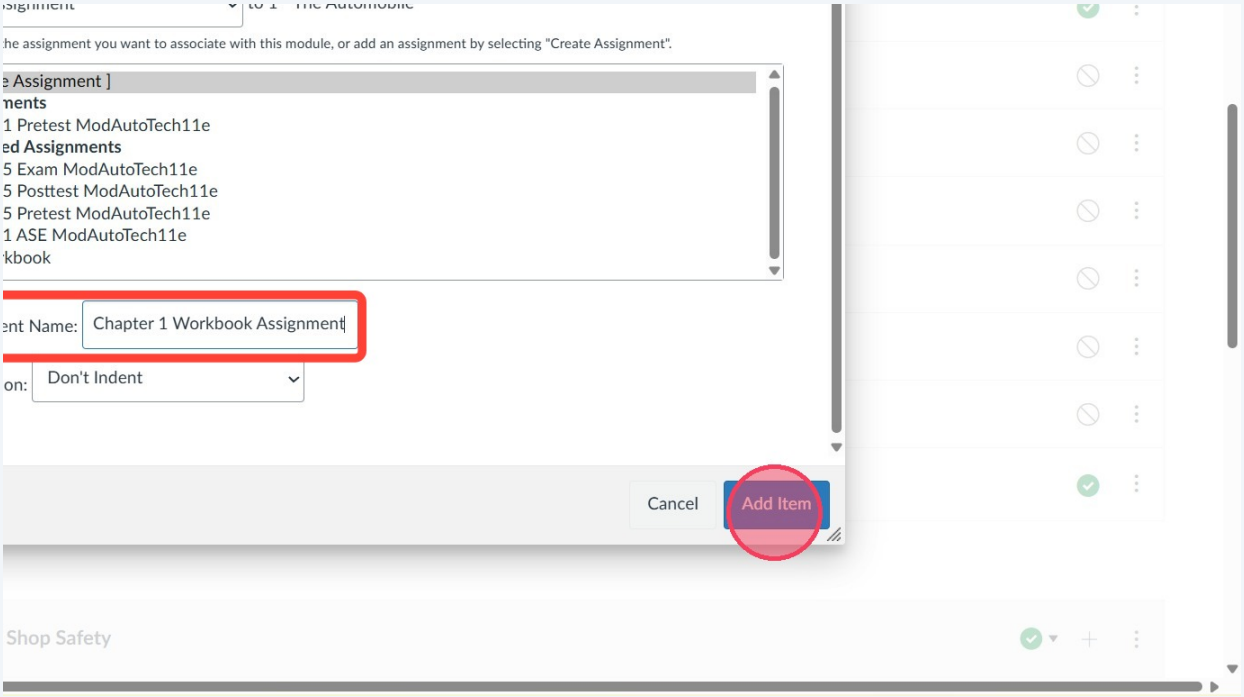
## 26 Select **Assignment** from the drop-down menu.



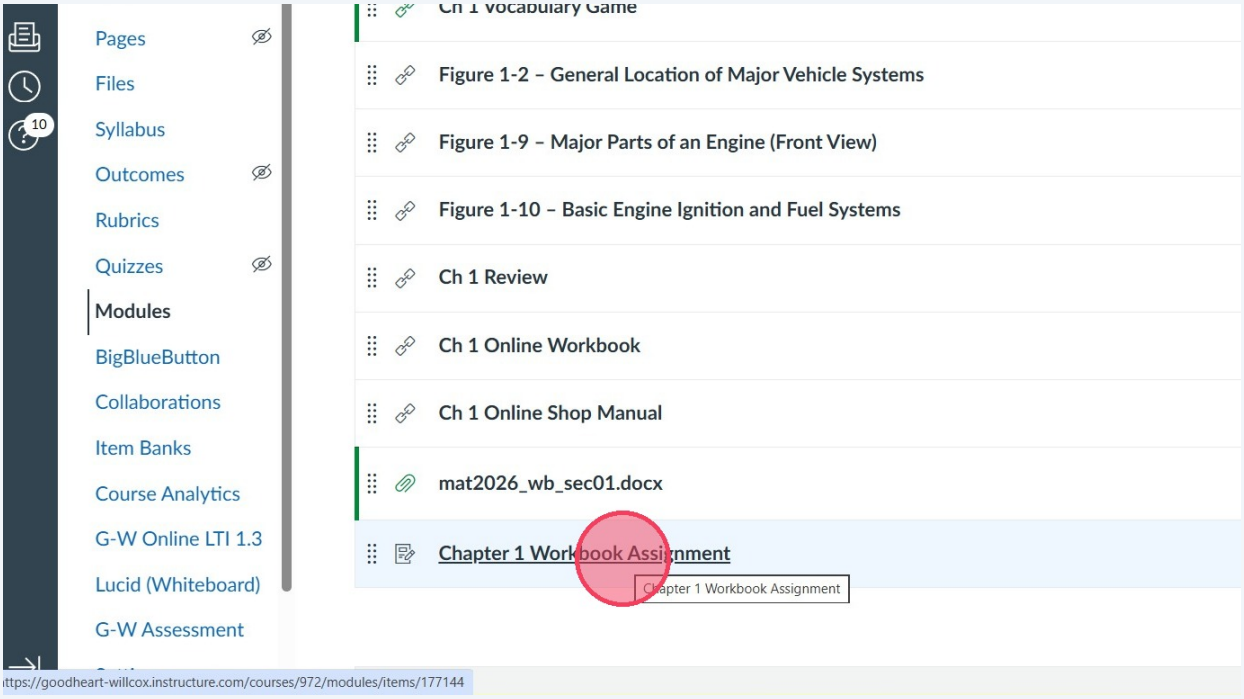

## 27 Select **Create Assignment**



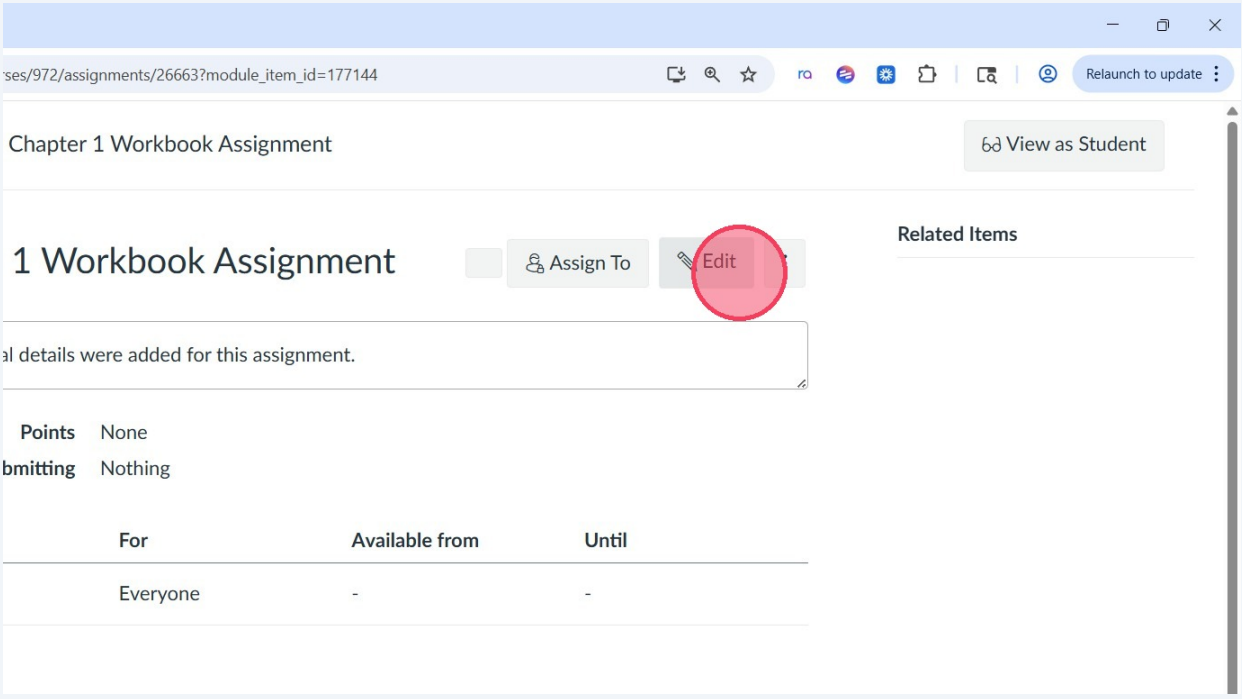
**28** Give the assignment a **Name** then select **Add Item**.



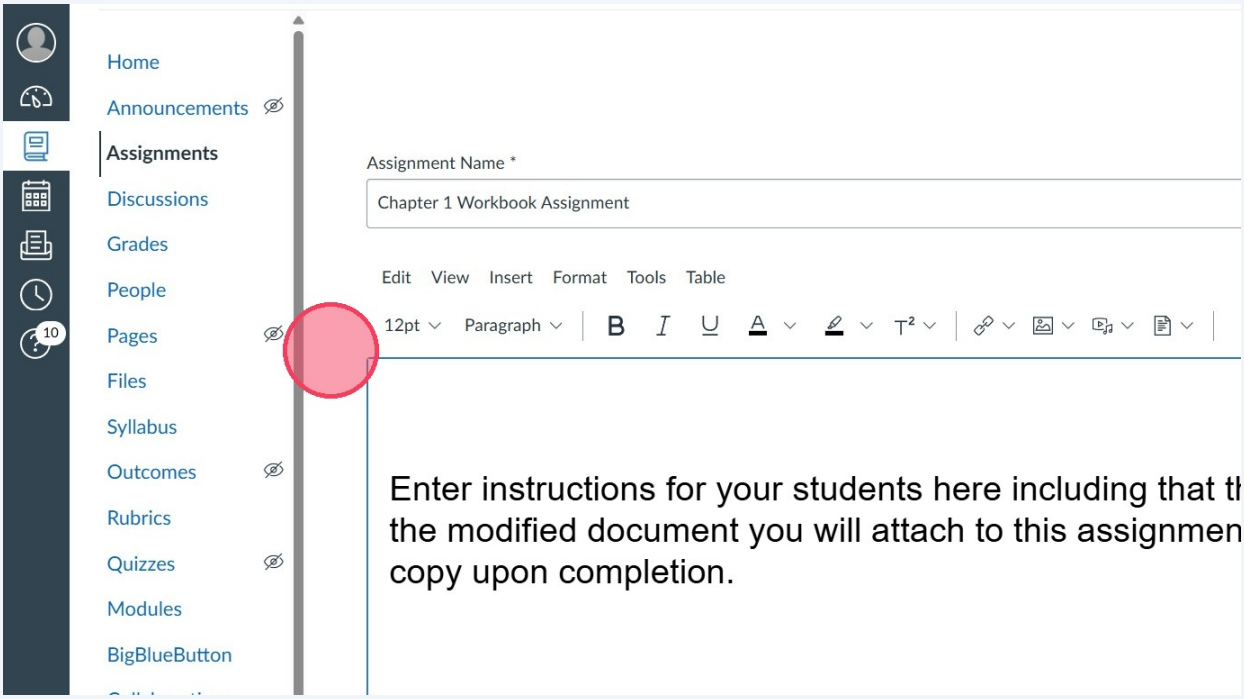

**29** Go back to the module under which you added the assignment and select in order to add the **Modified** Workbook or Shop Manual assignment you saved on your local hard drive.



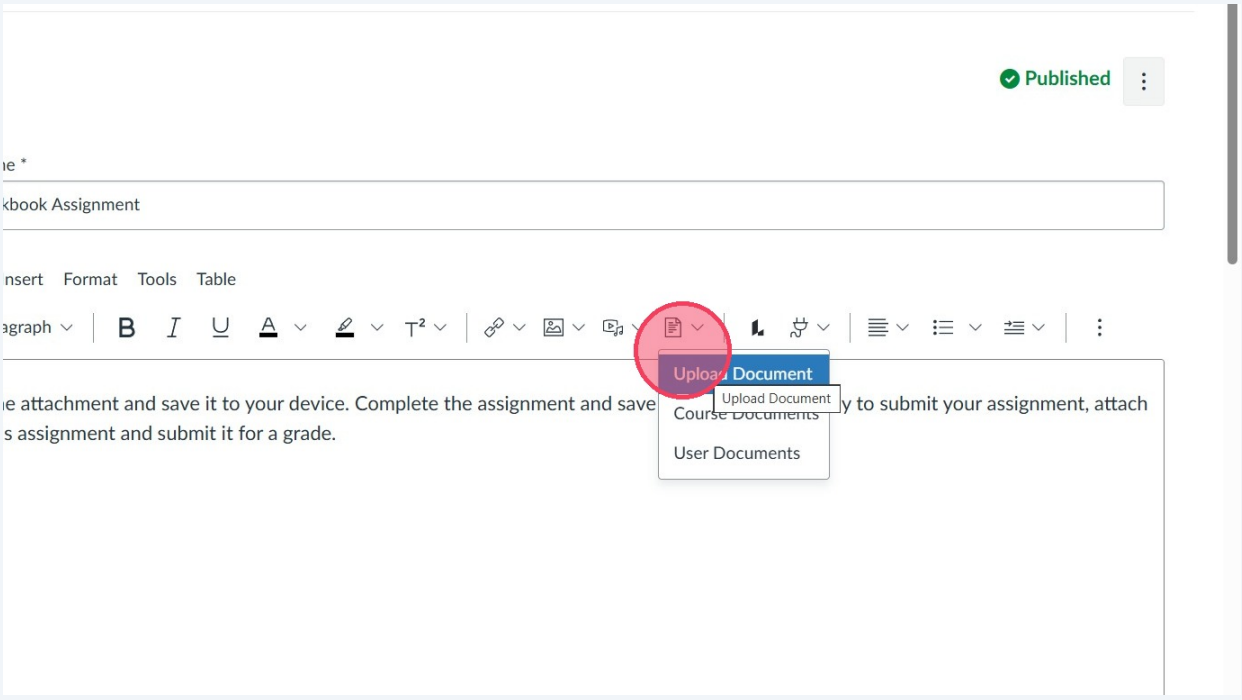
## 30 Select **Edit**



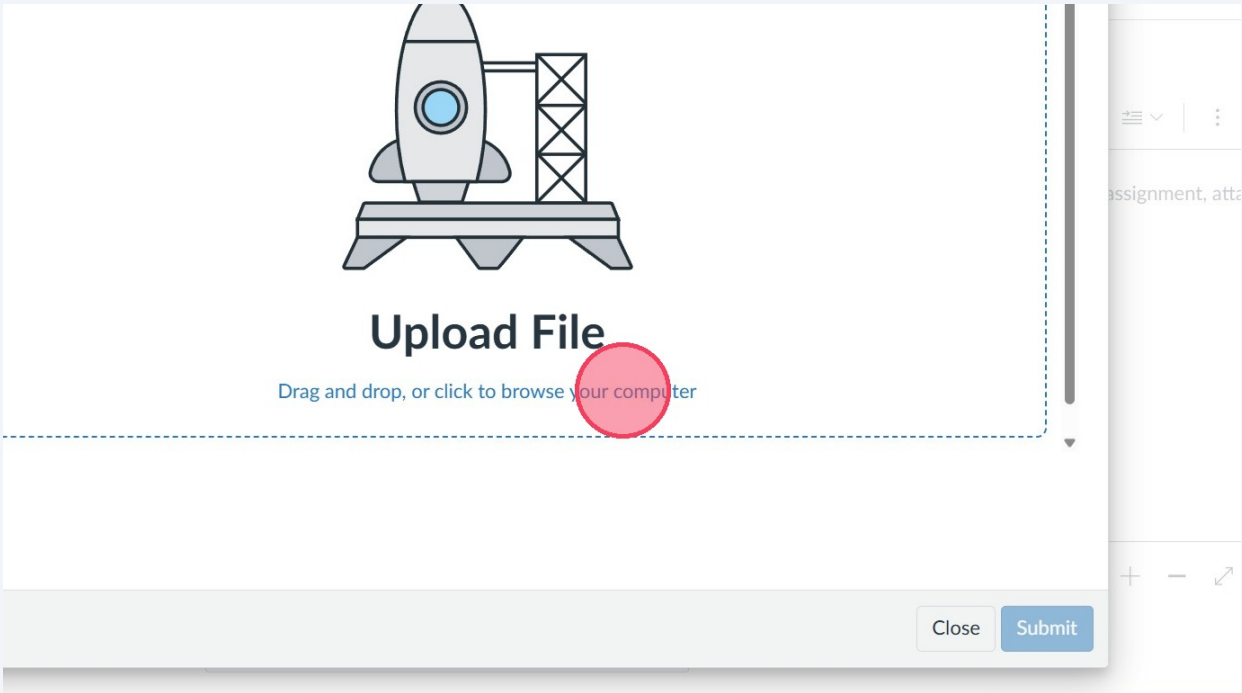

## 31 and enter specific instructions for your students including the need to download the modified document you will be attaching to this assignment for completion.



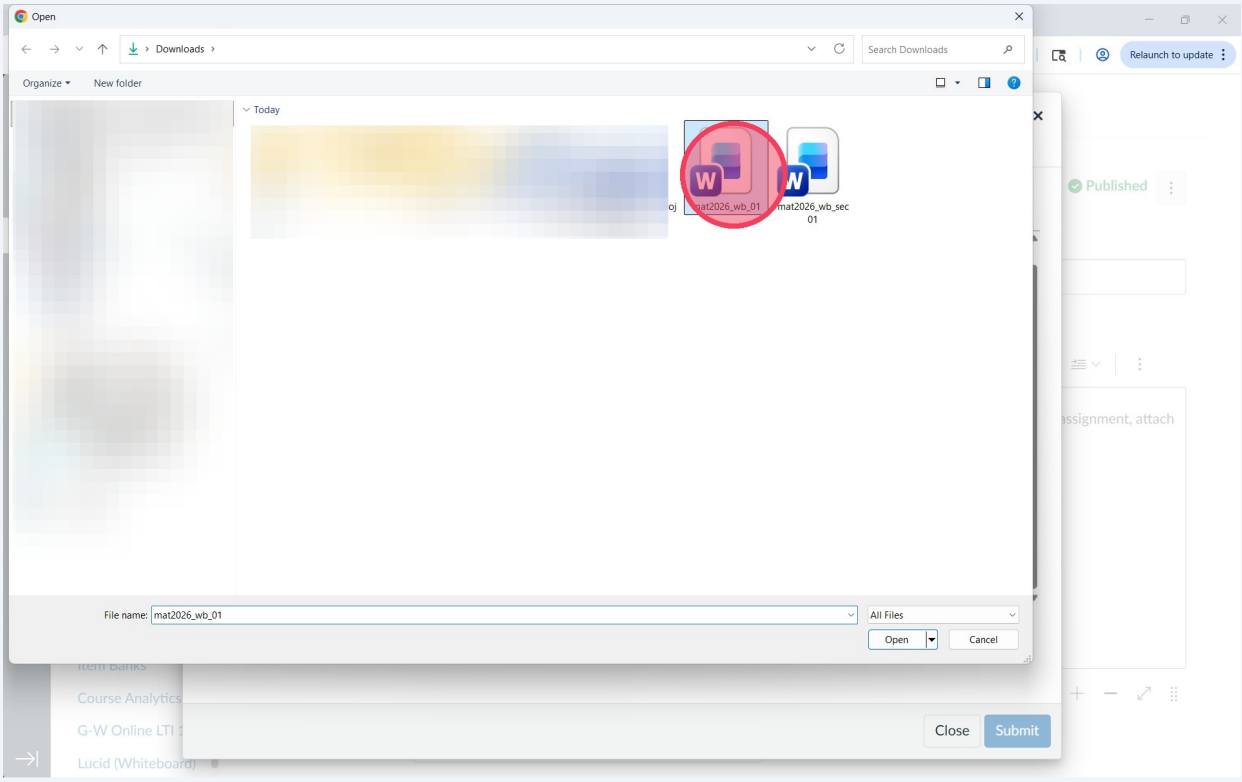
## 32 Select the **Upload Document** option



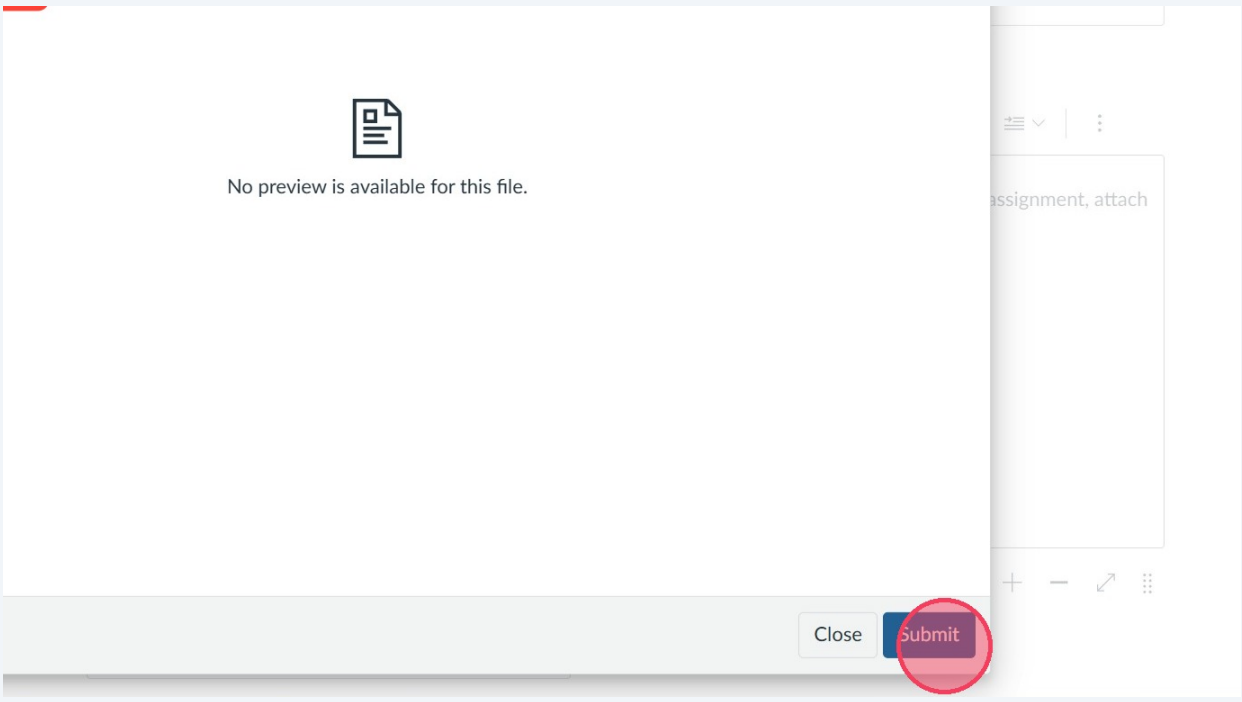

## 33 Select **Drag and drop, or click to browse your computer**



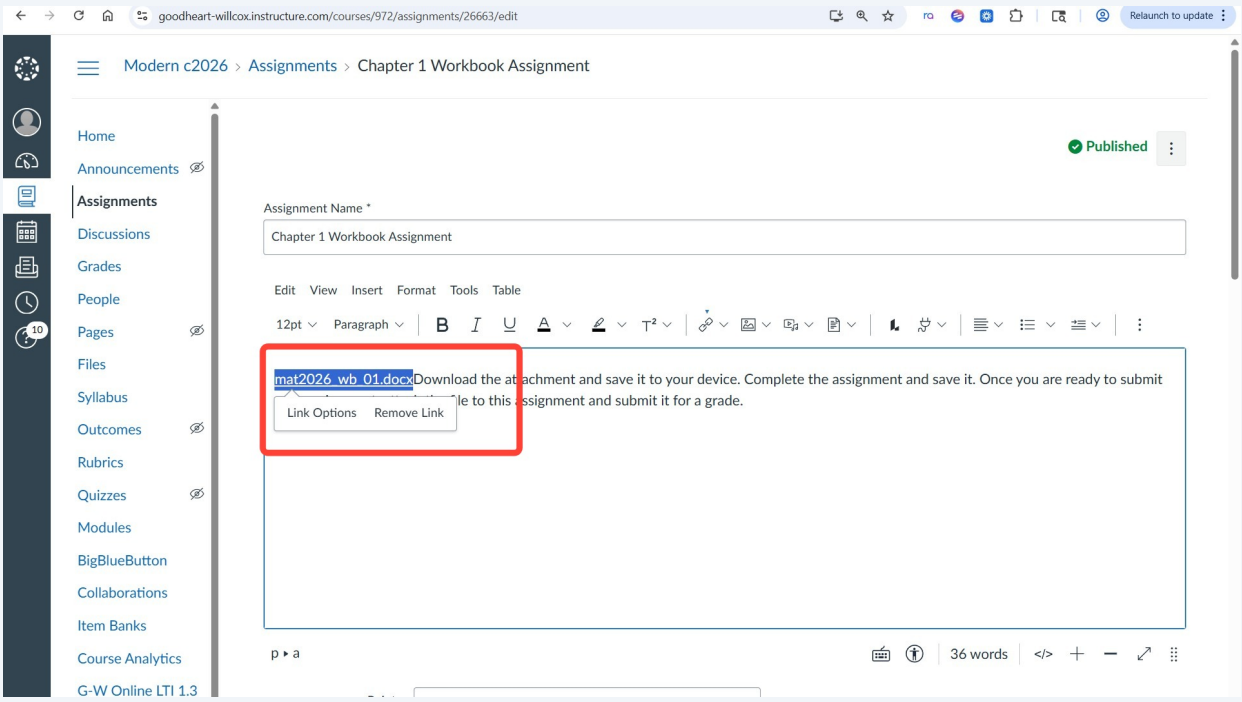
**34** find your modified file and select it to upload it to the assignment.



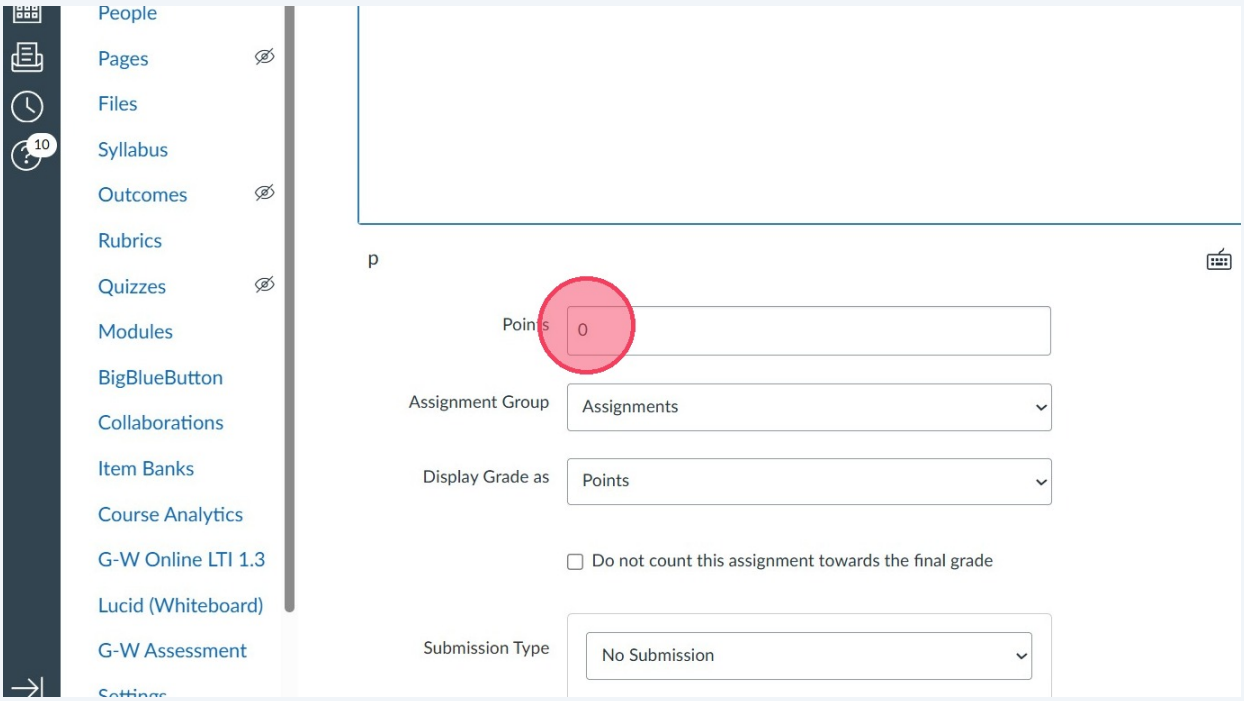

**35** Once the file has uploaded, select the **Submit** button.



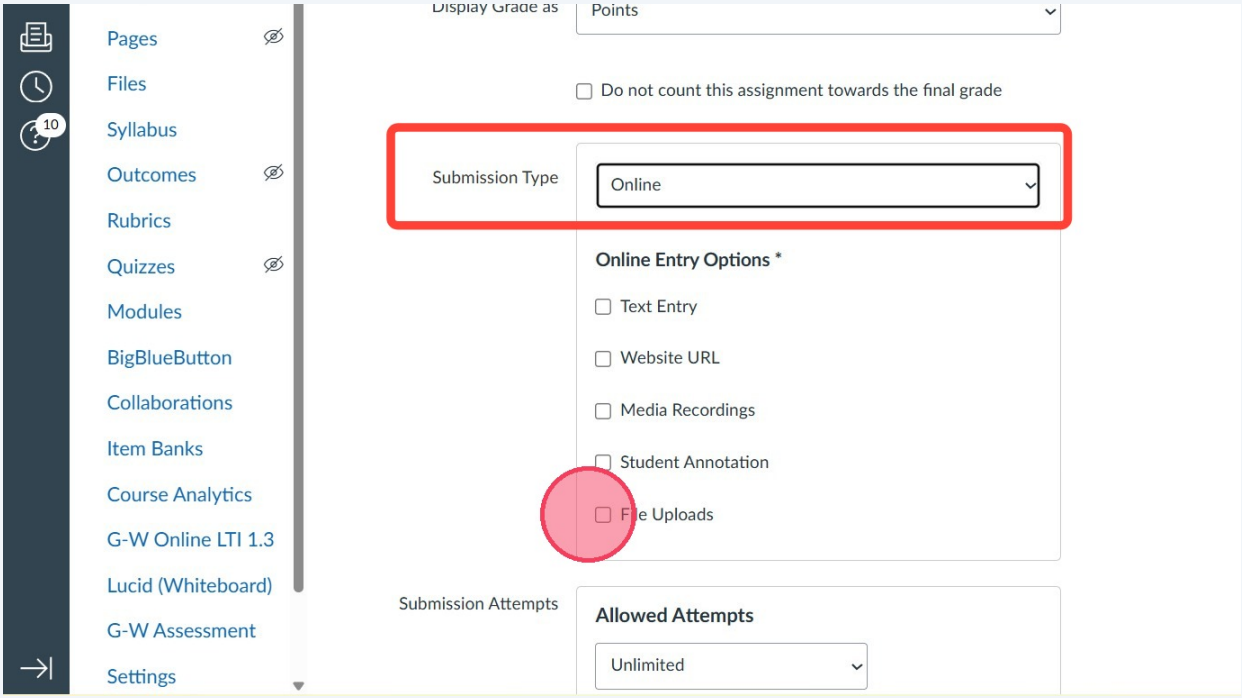
## 36 The file will appear as a link wherever you choose in the directions.



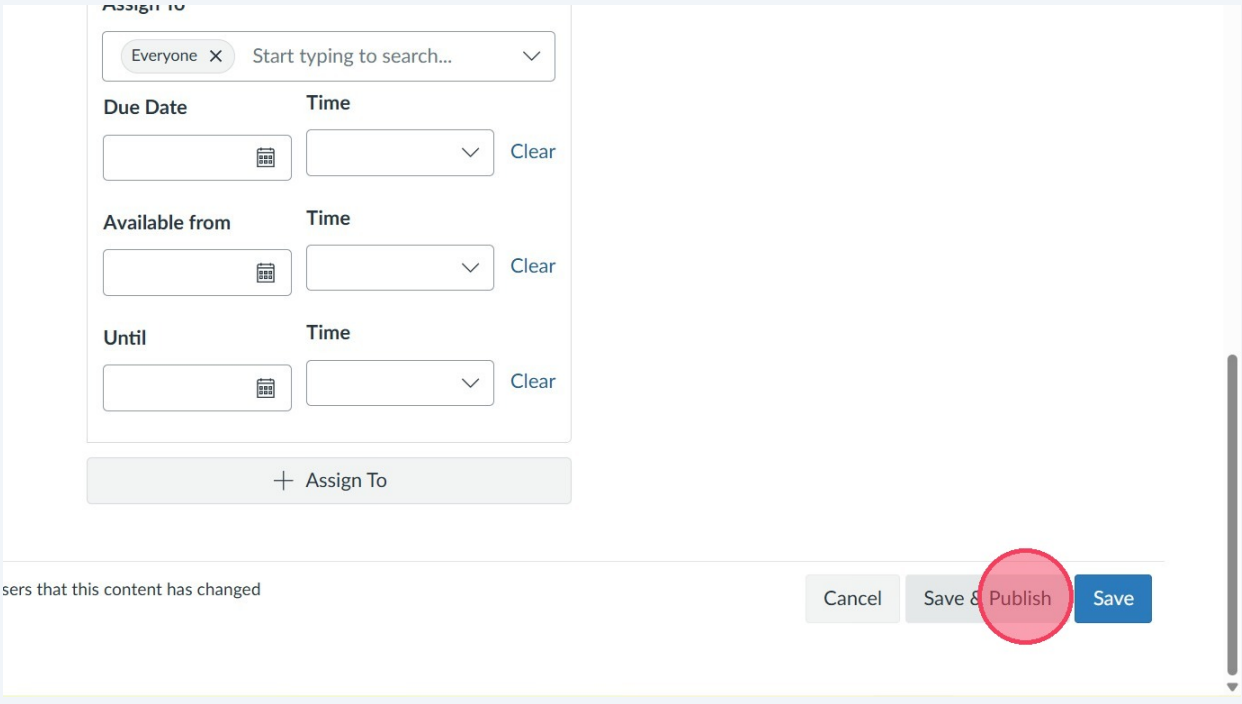

## 37 Enter a **Point** value.



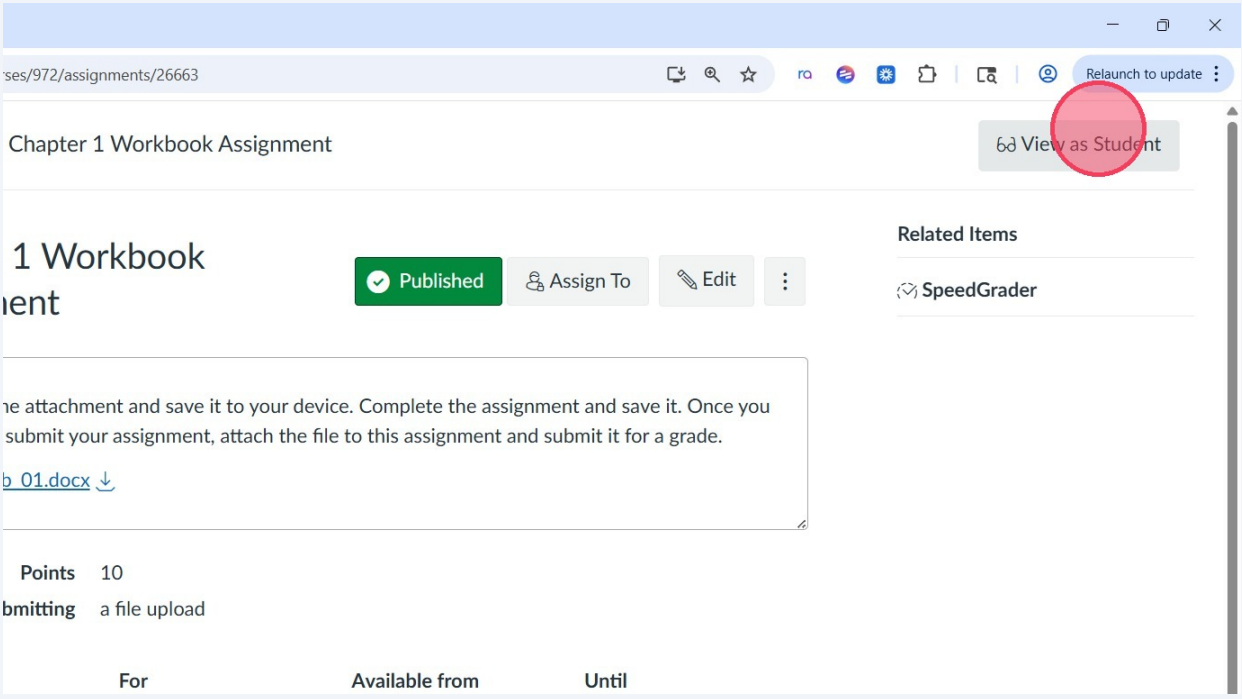
**38** Choose **Online** for the Submission Type and select **File Upload** if that is how you'd like your students to submit their assignment.



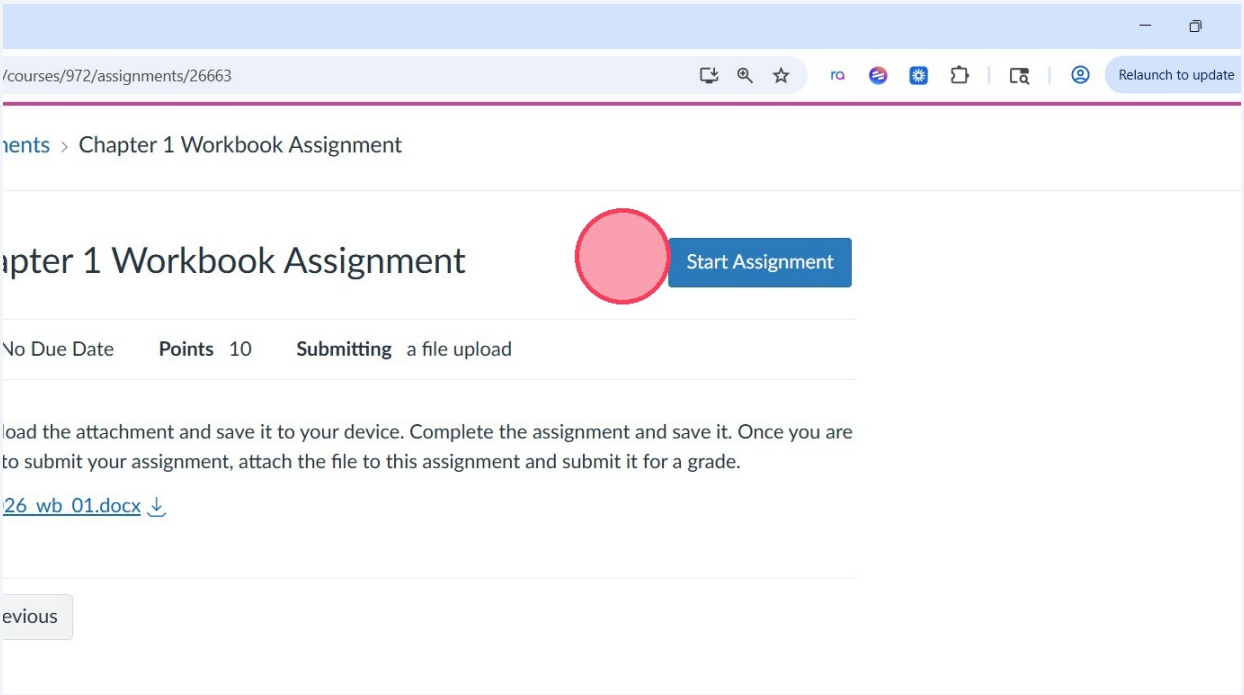

**39** Make any other changes you wish to the assignment, then select **Save** or **Save and Publish** if you are ready to publish the assignment to students.



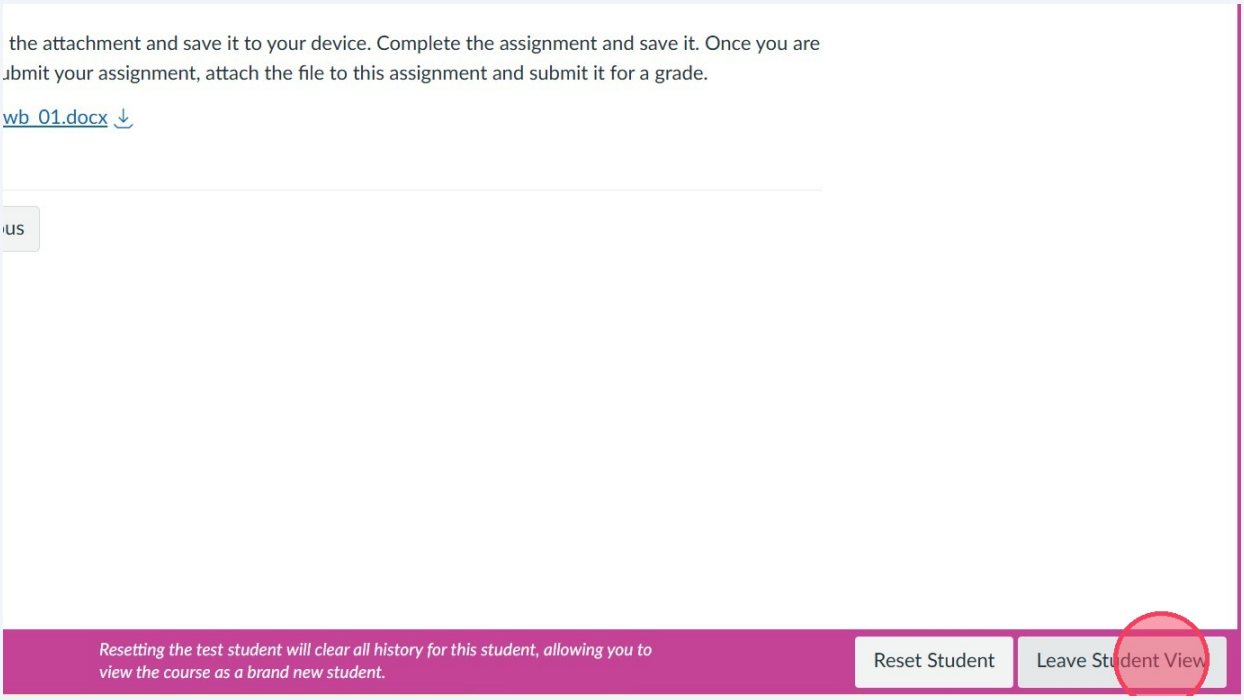
**40** To view the assignment as students will see it, select **View as Student**

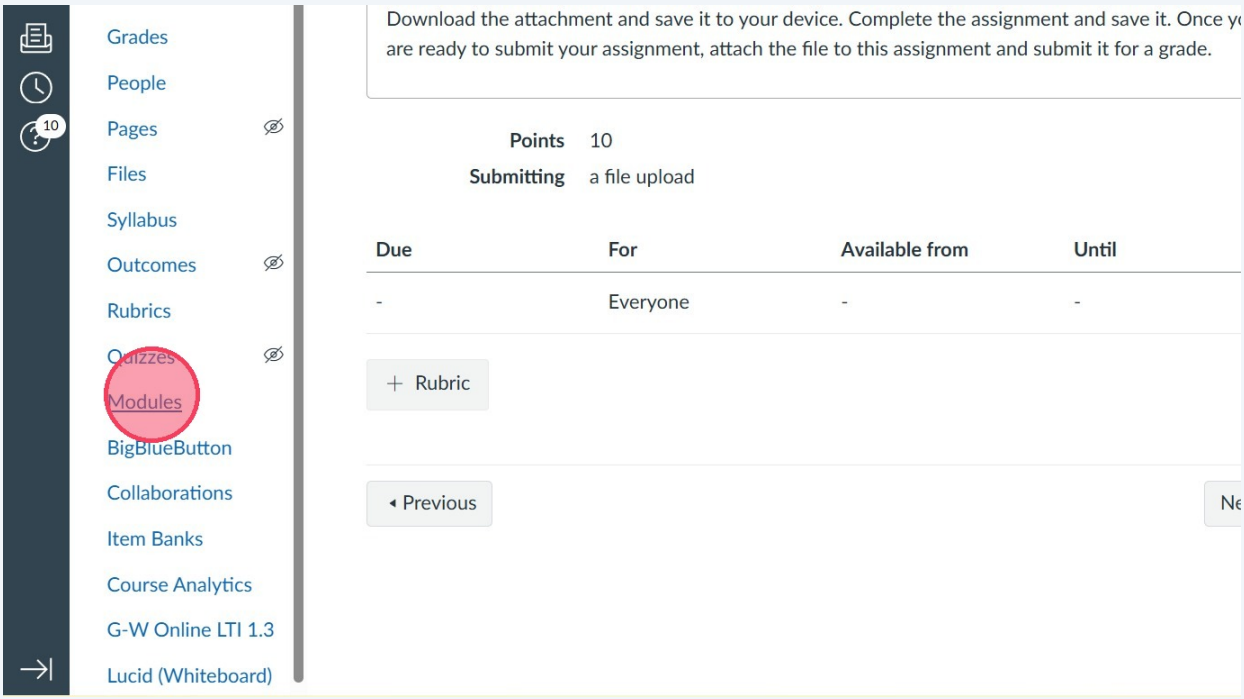



**41** and you will see that students will have a **Start Assignment** button to click when they are ready to complete the assignment.



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




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