



G-W Assessment integration with Google Classroom

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 Google Classroom offers a seamless user experience. With this integration:

- Automatically synchronize grades between G-W Assessment and Google Classroom, streamlining your workflows.
- Access detailed reports to track student performance.

We will provide a step-by-step guide to help you get started.

Important Notes:

1. *Your Google Workspace Administrator will need to approve G-W Assessment as a trusted app before you can start using it with your Google Classroom.*
2. *Students are required to have an EduHub with Google Classroom Ready Assessment subscription to access G-W Assessment in Google Classroom.*

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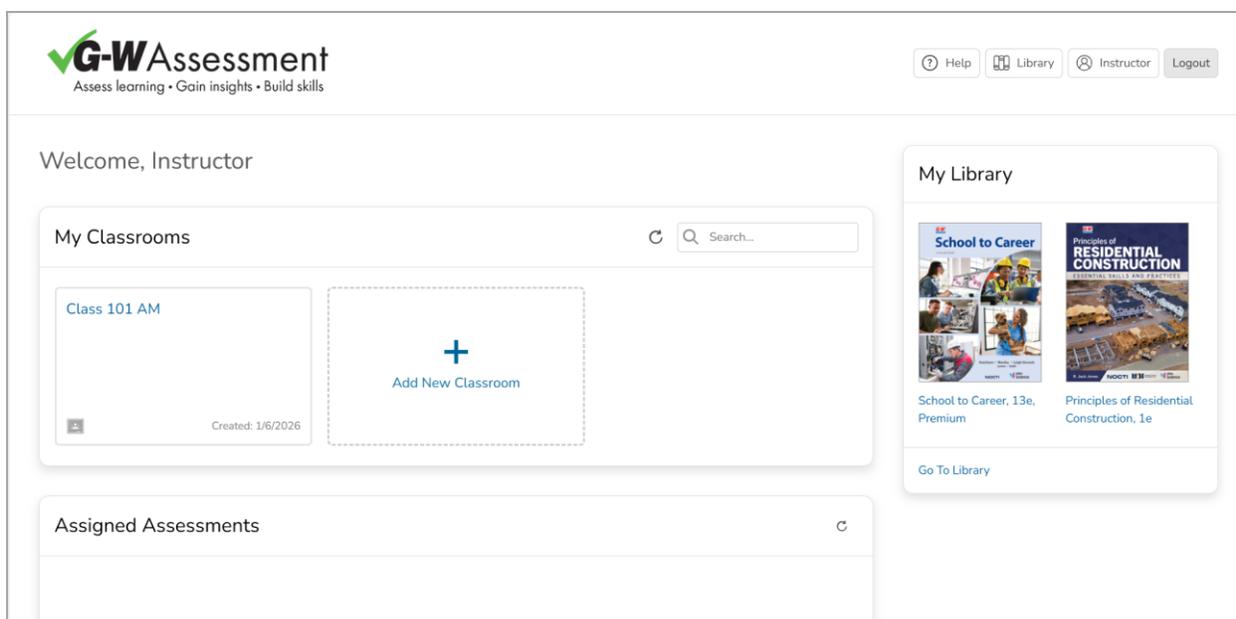
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G-W Assessment Welcome Page

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.
3. **Assigned Assessment:** Review all assessments you have assigned to your class.



The screenshot shows the G-W Assessment Welcome Page. At the top left is the logo for G-W Assessment with the tagline "Assess learning • Gain insights • Build skills". In the top right corner, there are navigation buttons for Help, Library, Instructor, and Logout. The main content area is titled "Welcome, Instructor". On the left, there is a "My Classrooms" section with a search bar and a list of classrooms, including "Class 101 AM" and a button to "Add New Classroom". Below this is an "Assigned Assessments" section. On the right, there is a "My Library" section featuring two book covers: "School to Career, 13e, Premium" and "Principles of Residential Construction, 1e". A "Go To Library" button is located at the bottom of the library section.

Assigned Assessment

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

My Library

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

Assessments Page

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

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

Library Instructor Logout

Print Reading for HVACR, 2e

PRINT READING FOR HVACR
Edwards
White-In Text with Large Prints

Assessments

Search... Search **+ Assessment**

Chapter 1 Introduction to Print Reading

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

Print Reading for HVACR, 2e

Connect Google Classroom Class to G-W Assessment

G-W Assessment Classroom provides a dedicated space within G-W Assessment for organizing and managing assessments for a specific class. To seamlessly integrate G-W Assessment with Google Classroom, link your new or existing Google Classroom class to a G-W Assessment Classroom. This integration allows you to assign assessments created within G-W Assessment directly to your Google Classroom class.

To begin the linking process:

1. Create a new class in G-W Assessment by selecting the **“Add New Classroom”** button.

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

Help Library Instructor Logout

Welcome, Instructor

My Classrooms

+ Add New Classroom

Assigned Assessments

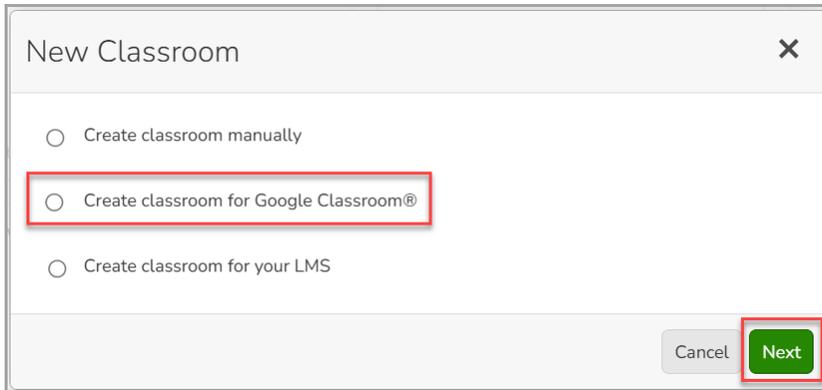
My Library

School to Career
School to Career, 13e, Premium

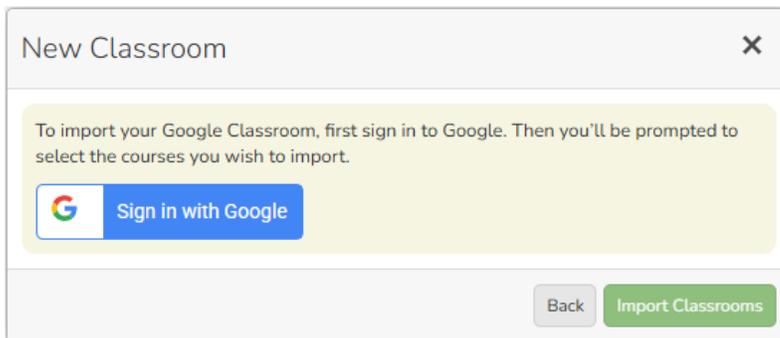
Principles of Residential Construction
Principles of Residential Construction, 1e

Go To Library

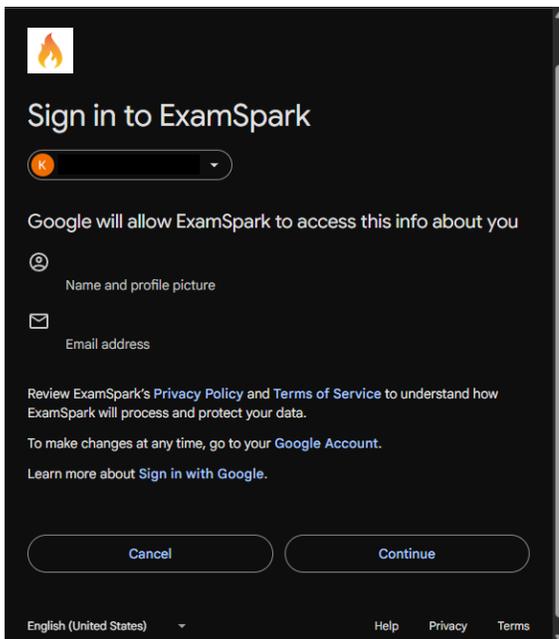
2. A prompt will appear asking which type of class you wish to add. Select **“Create Classroom for Google Classroom”** and select **“Next”**.



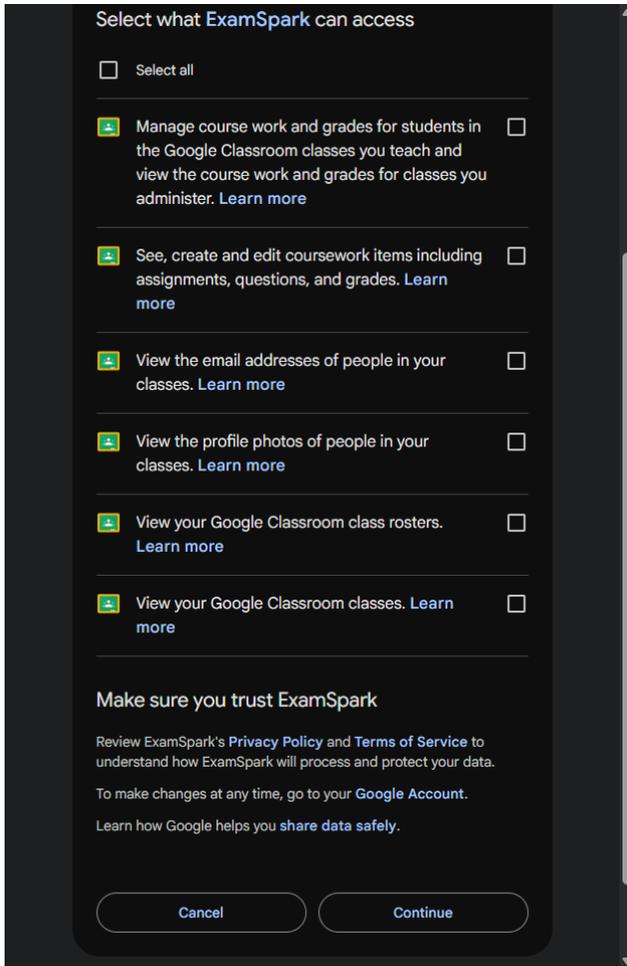
3. For the first time set up with Google Classroom, you will be prompted to sign in to your Google account to properly connect classes.



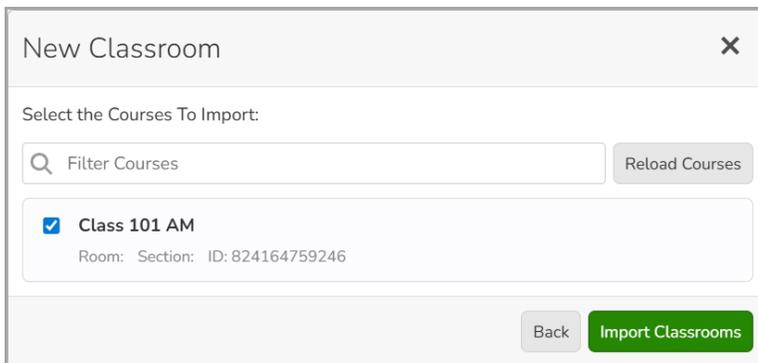
4. A window will appear to confirm your name and email, select continue if this looks correct.



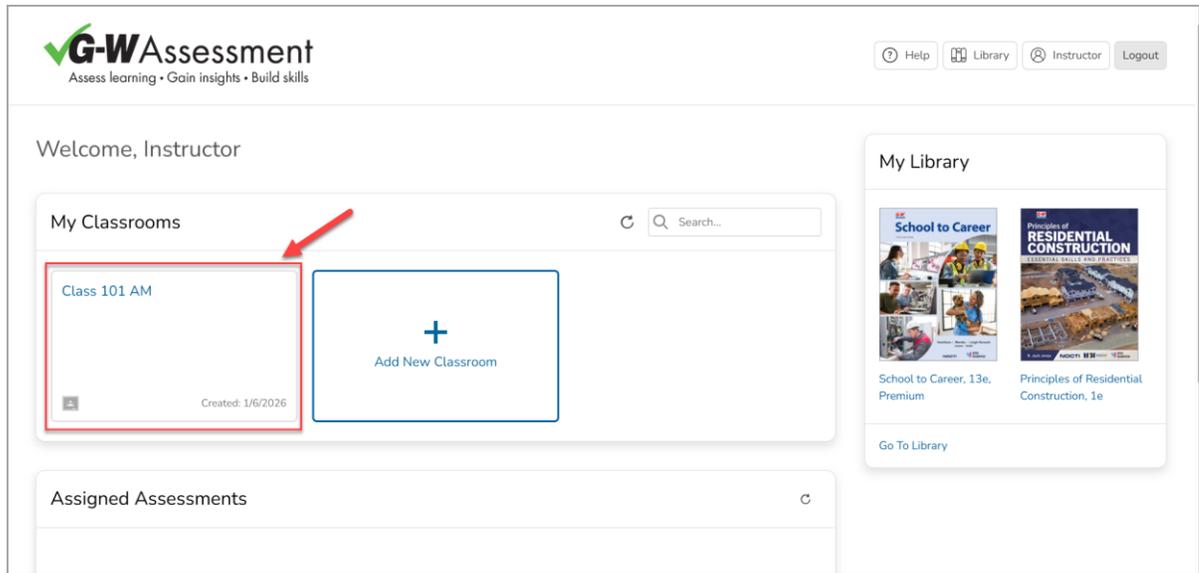
5. The next window is to allow G-W Assessment to have access to specific areas of your Google Classroom to properly function. Choose the “**Select All**” check mark and click Continue.



- You will now see a list of classrooms you have created in Google Classroom. Select the class you wish to link with G-W Assessment and select **“Import Classroom”**.



7. The classroom will now appear on your G-W Assessment homepage.



Assessment Page

All prebuilt assessment content are organized by chapters or units for easy navigation.

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.

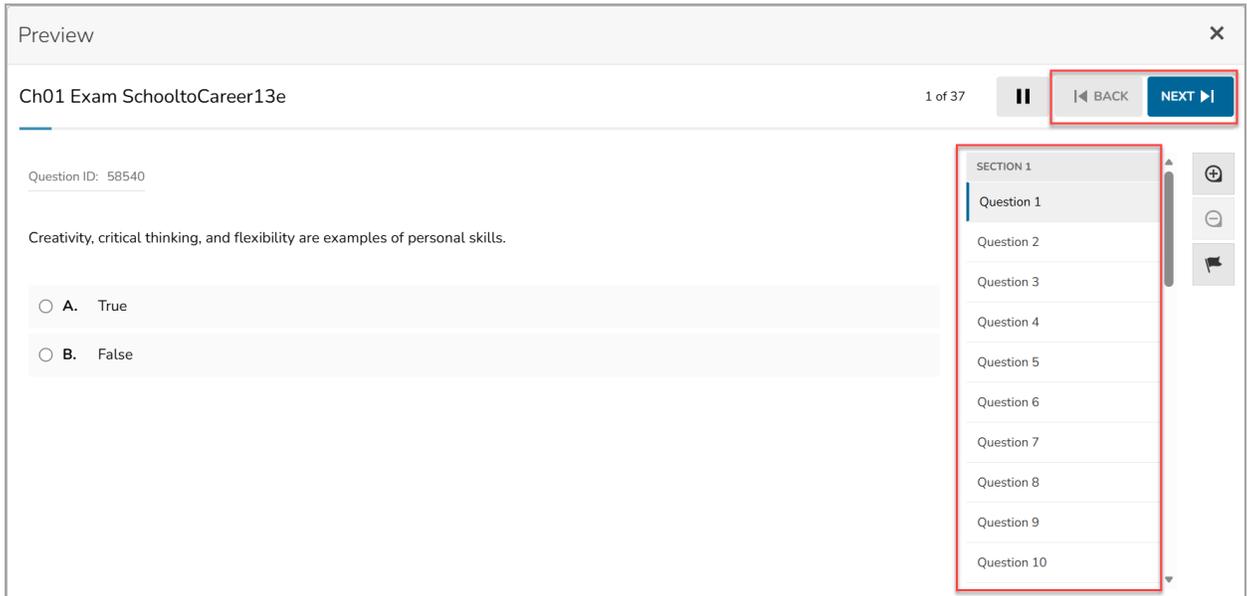
Preview Assessments

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



2. To navigate the assessment:
 - a. Select “**Next**” to move to the next question.
 - b. Select “**Back**” to return to the previous question.
 - c. Select the question number to preview the question.
 - d. Select the “**plus icon**” () to increase the font size.
 - e. Select the “**minus icon**” () to decrease the font size.

- f. Select the “flag icon” () to mark a question for review.



3. Once you have finished reviewing your assessment, you can either print it or make further modifications.

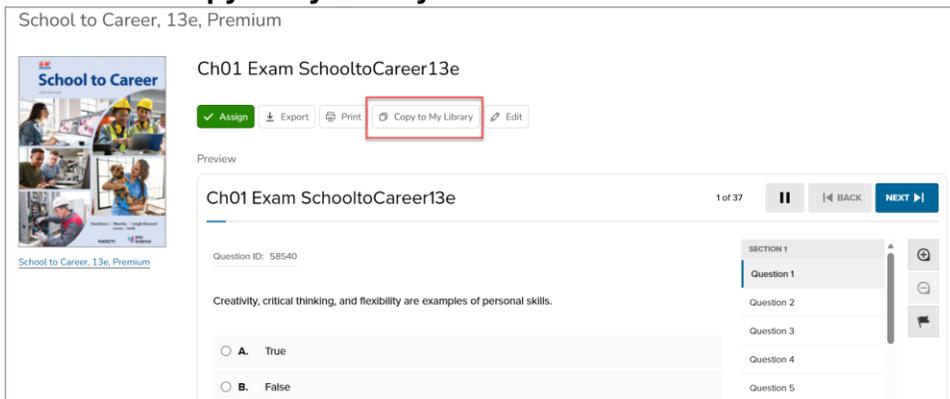
Copying Assessments

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 ✕

New Title

Ch01 Exam SchooltoCareer13e (Copy)

Cancel
Copy Assessment

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

Dashboard >

My Library

Courses Assessments

Search < > + Assessments

Ch01 Exam SchooltoCareer13e (Copy)
Export Print Preview Assign

Edit Pre-Built Assessment

To customize a pre-built assessment:

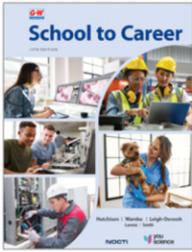
- Navigate to the Assessment page and locate the desired assessment. Select the assessment link.

Ch01 Exam SchooltoCareer13e

Export Print Preview Assign

- Select the **“Edit”** button to create a copy of the assessment.

School to Career, 13e, Premium



School to Career, 13e, Premium

Ch01 Exam SchooltoCareer13e

Assign
Export
Print
Copy to My Library
Edit

Preview

Ch01 Exam SchooltoCareer13e

1 of 37
Pause
BACK
NEXT

Question ID: 58540

Creativity, critical thinking, and flexibility are examples of personal skills.

A. True

SECTION 1

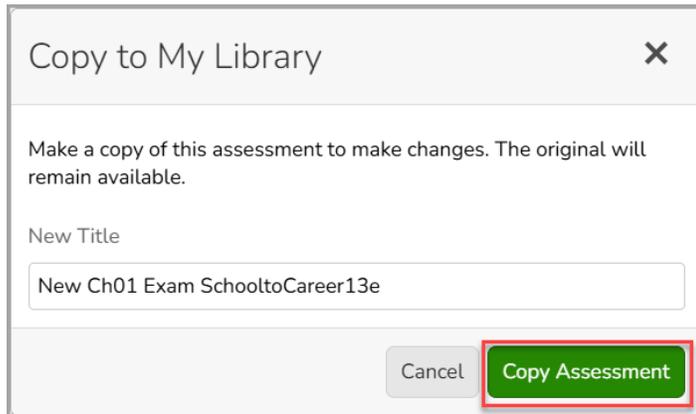
Question 1

Question 2

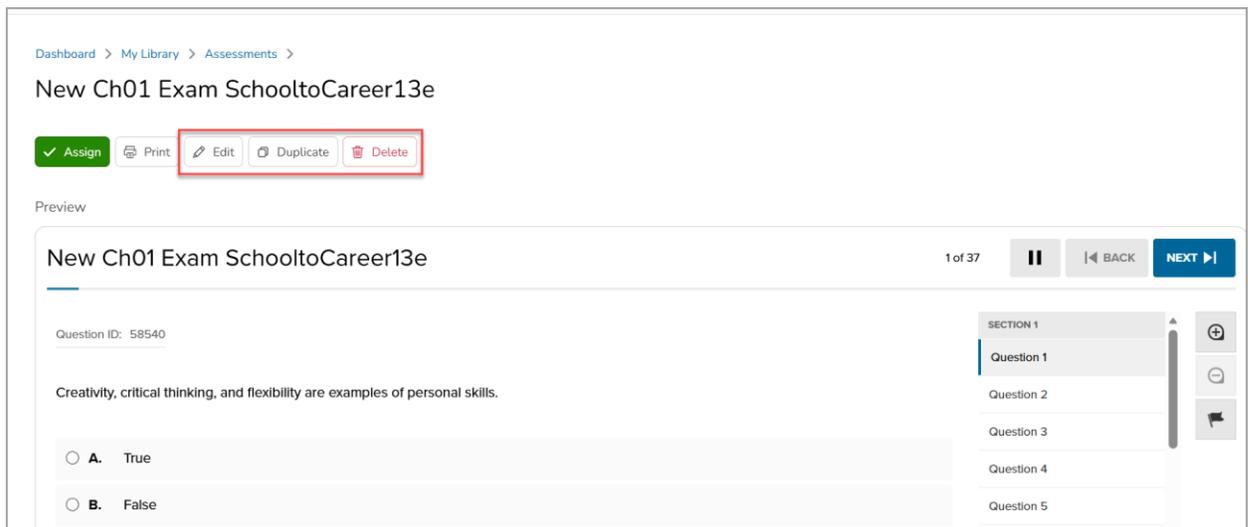
Question 3

Question 4

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

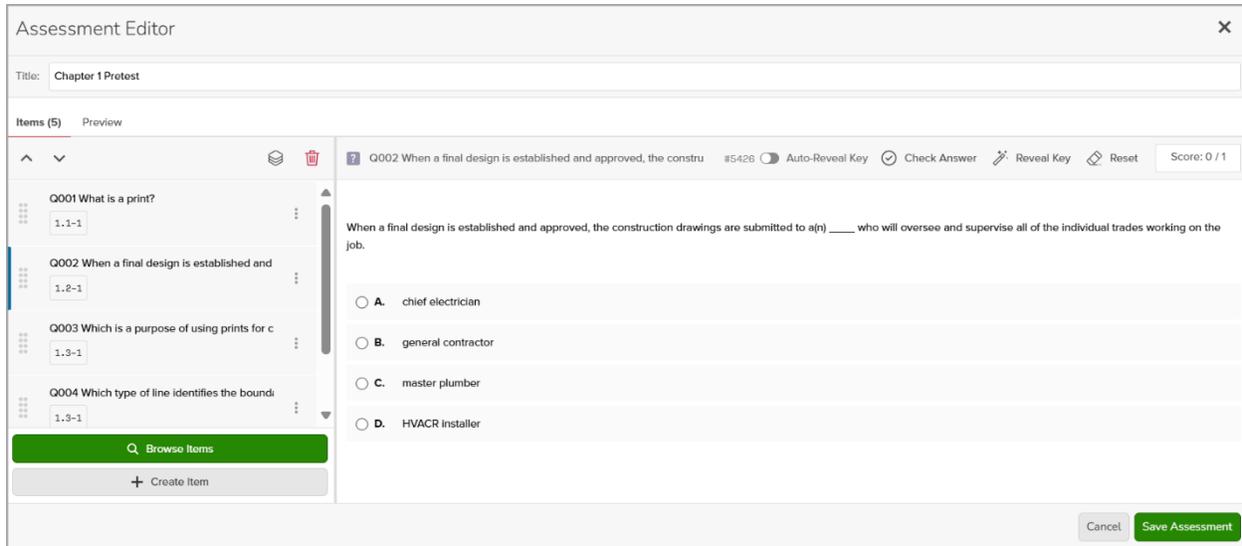


4. Once your assessment has been copied, you can
 - a. **Edit:** Select the **“Edit”** button to open the assessment for editing.
 - b. **Duplicate:** Select **“Duplicate”** to create a copy of the assessment before editing.
 - c. **Delete:** Select **“Delete”** to delete this assessment.



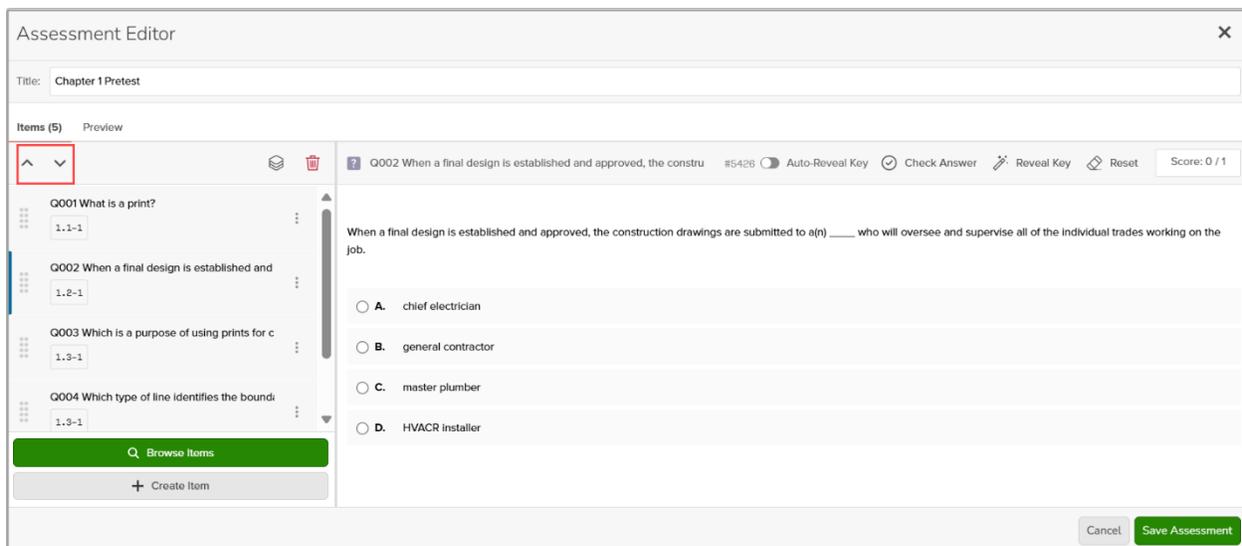
Assessment Editor

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



Preview Items

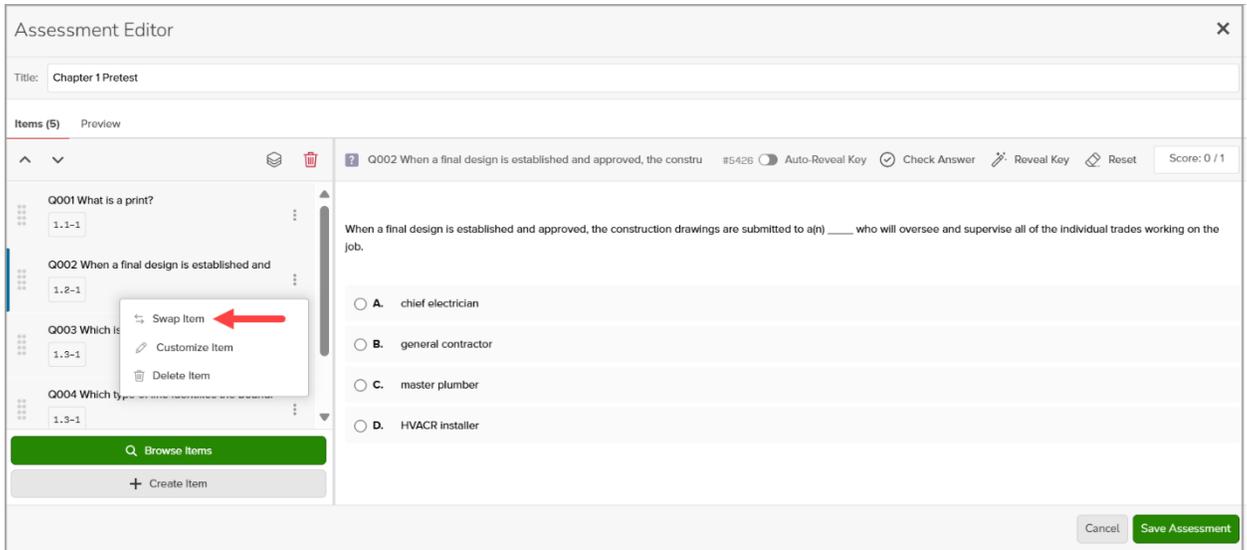
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the “**Preview**” tab to work through the assessment as a student.



Swap Items

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

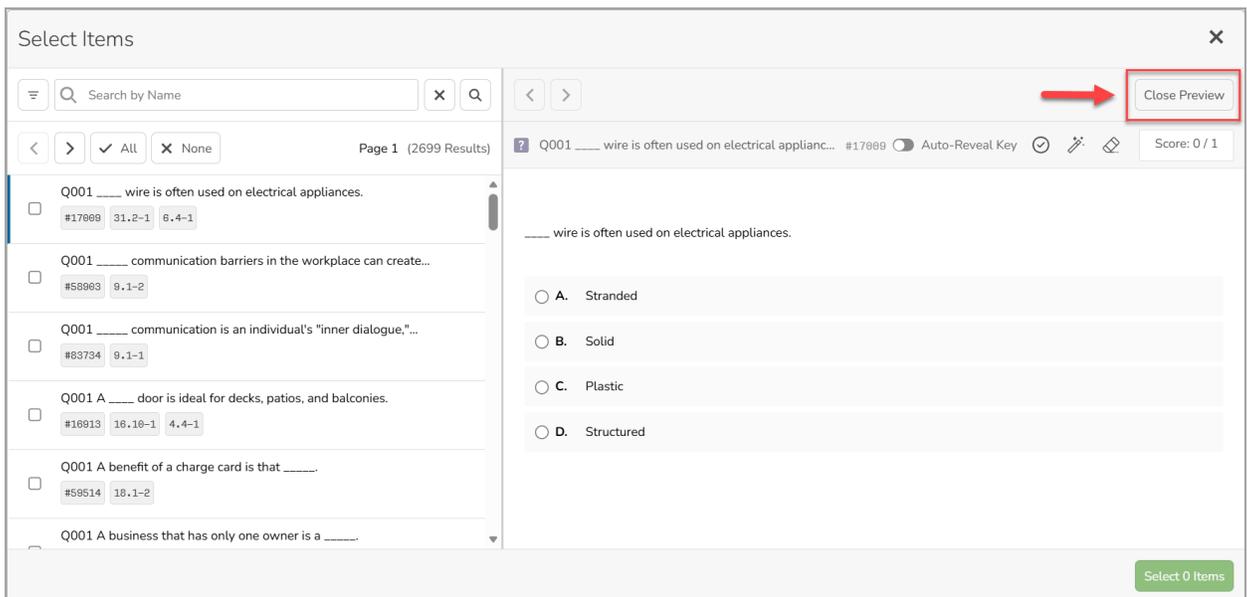
1. Select the “**kebab menu**” (☰) to the right of the question, then select “**Swap Item**”.



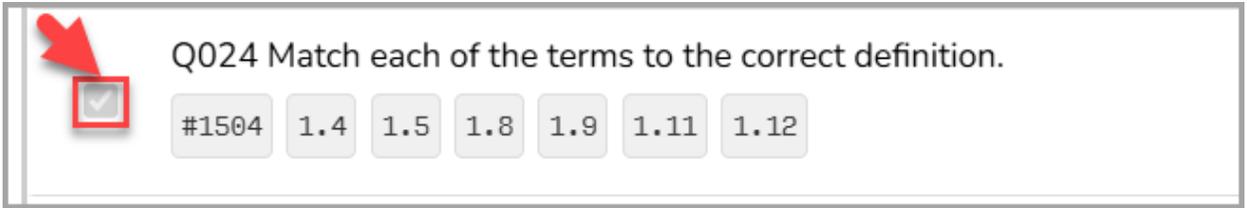
2. The “**Select Item**” modal will appear. You can filter by (filters will vary by title):

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

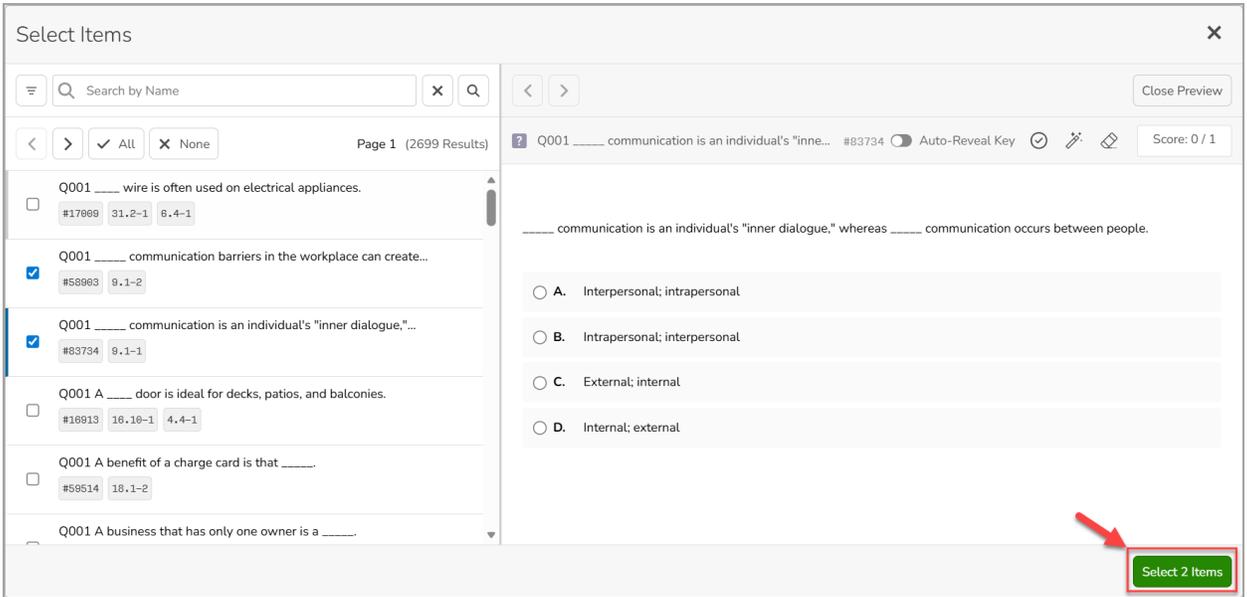
3. Preview an item by selecting it. Select “**Close Preview**” to close the preview modal.



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



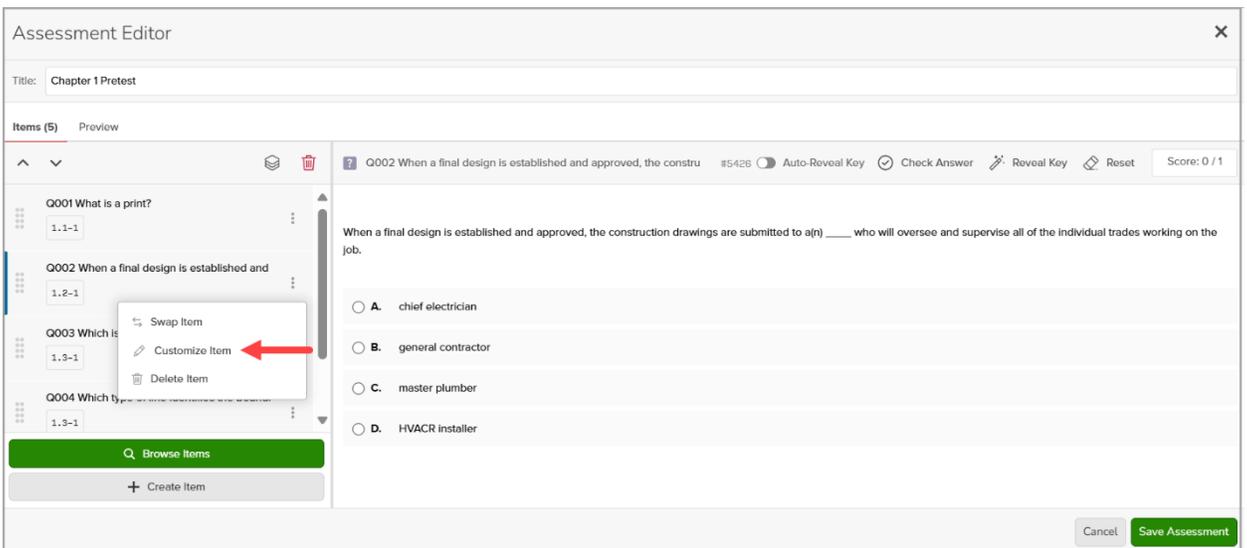
4. After selecting one or more items for swapping, select the **“Select # Items”** button. Select the **“Save Assessment”** to save your changes.



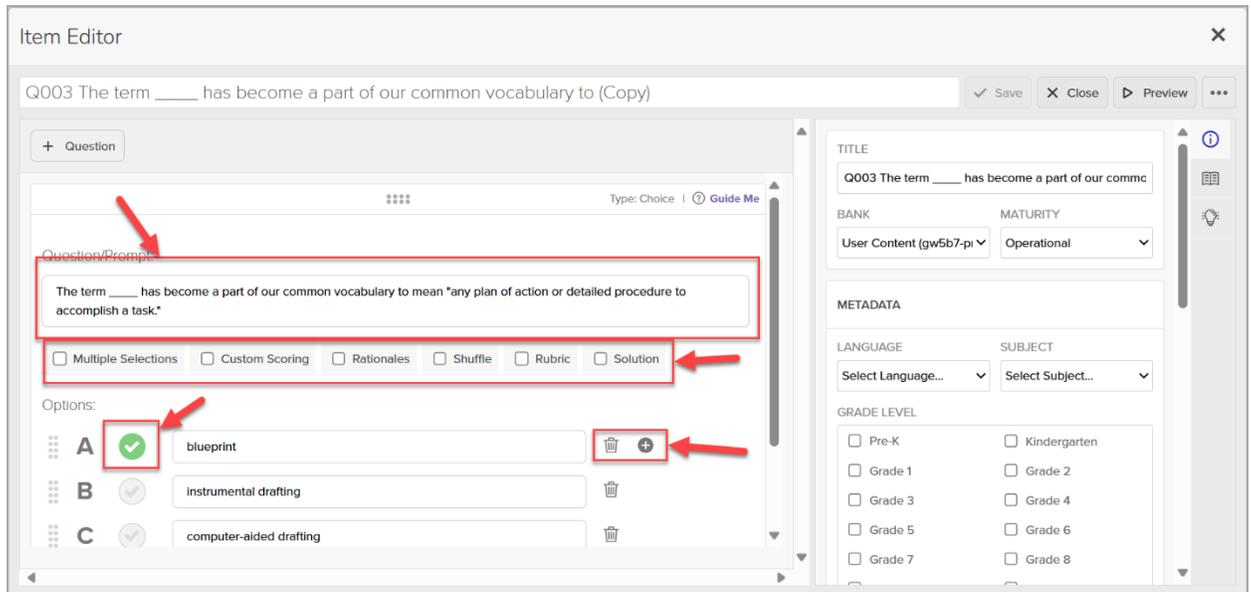
Customize Item

To modify an item in your assessment:

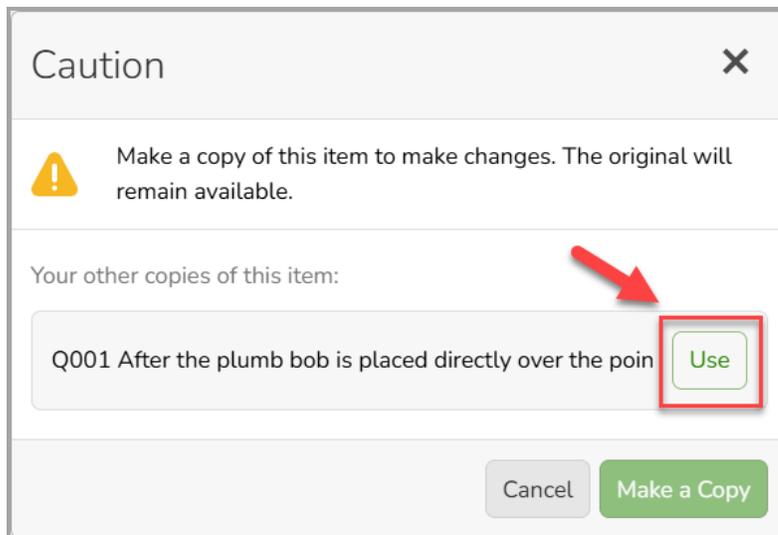
1. Select the **“kebab menu”** (☰) to the right of the question, then select **“Customize Item”**.



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

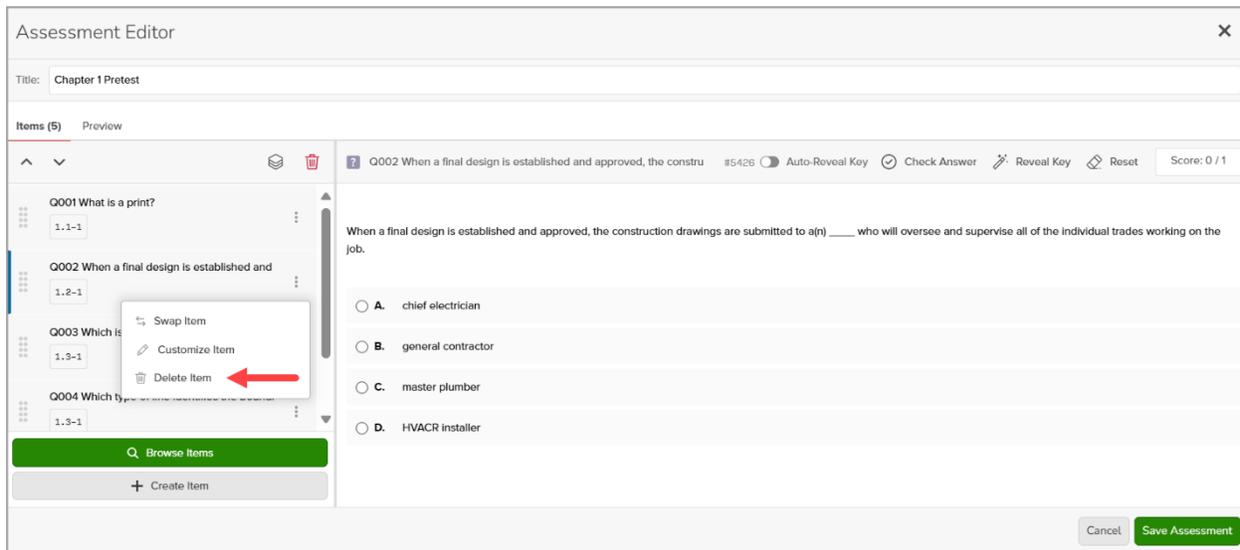


- Select the **“Save”** button to save your changes.
- If you have previously modified the question, you will see a message indicating that existing copies of this item. Select the **“Use”** button to modify this question further.



Delete Items

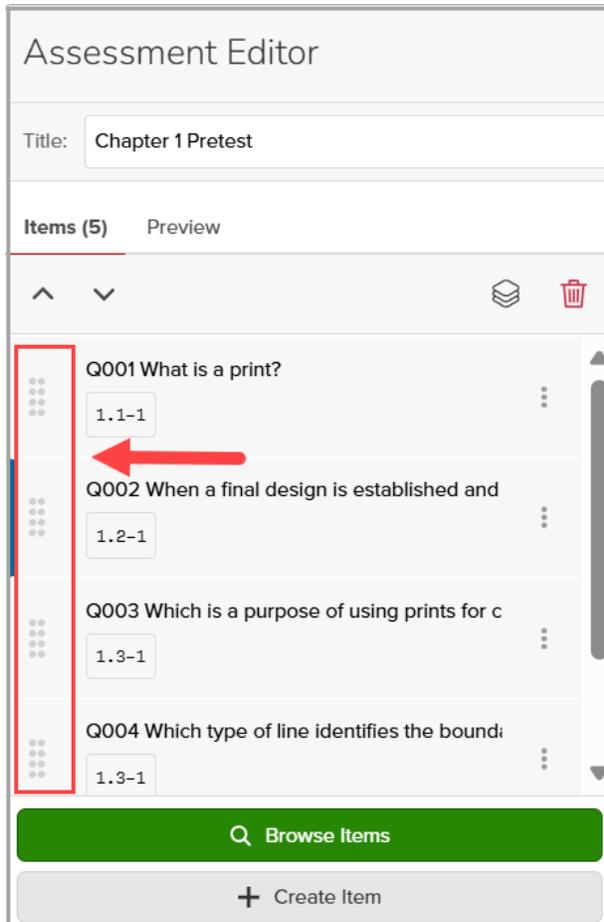
To remove an item from your assessment bank, select on the **kebab menu** (⋮) next to the question, then select “**Delete Item**”.



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.)

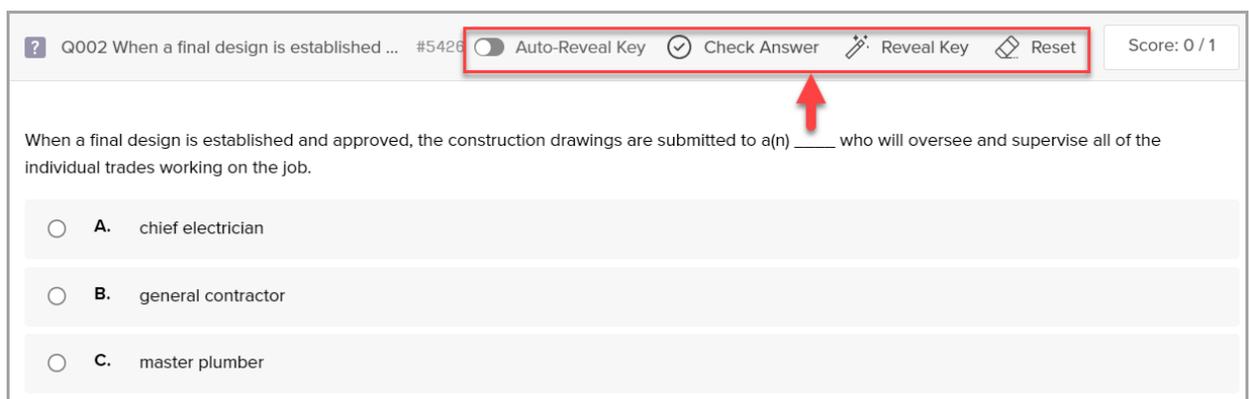
Rearrange Items

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.)



View Answer Keys

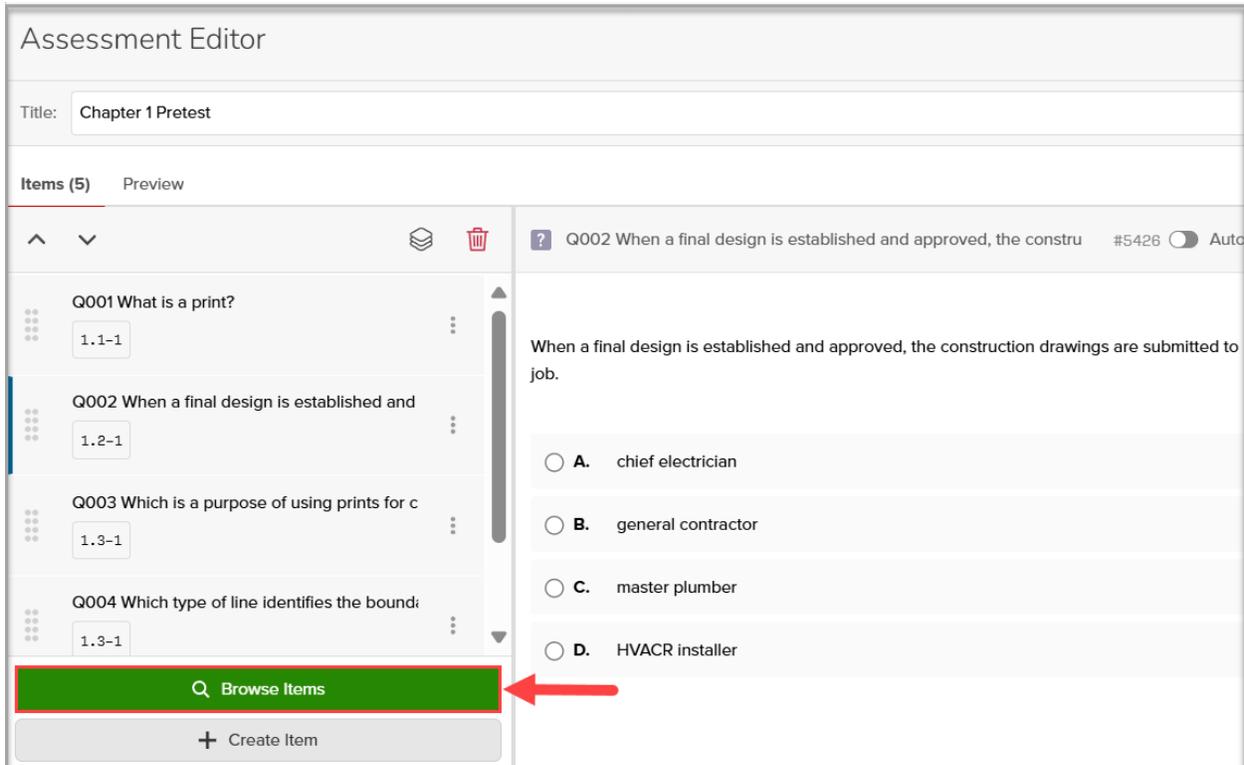
To view the answer keys for individual items, toggle the following options:



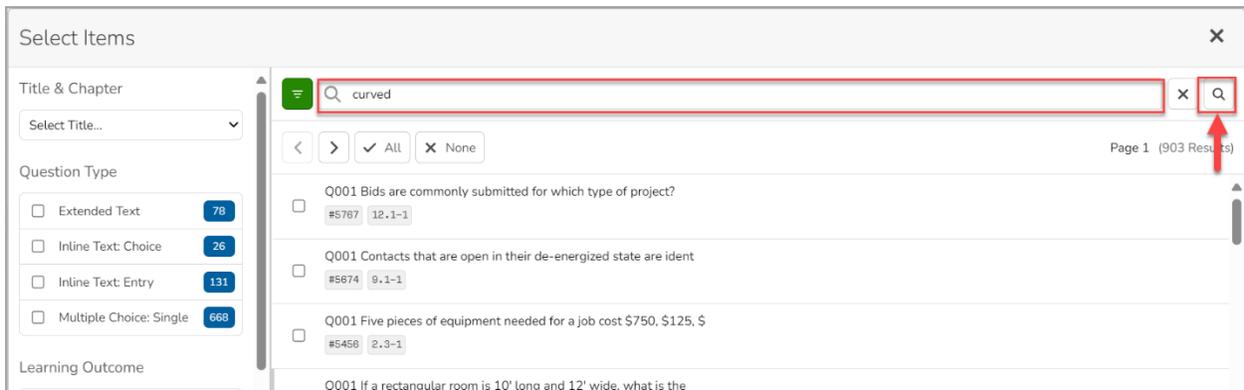
1. **Auto-Reveal Key:** Automatically displays correct answers while navigating through the assessment bank.
2. **Check Answer:** Shows your performance on the current question.
3. **Reveal Key:** Display the correct answer for the current item.
4. **Reset:** Return the question to its original state.

Search

To search for items, select the **“Browse Item”** button at the bottom of the Assessment Editor page:



Use the filters to narrow your search or enter a keyword in the search field and select the **“Magnification Icon”** (🔍) to begin your search:



Your search results will then be displayed:

A screenshot of a search results page. At the top left, there is a search bar with the text "curved" and a magnifying glass icon. To the right of the search bar are "x" and "Q" icons. Below the search bar are navigation buttons: "<" and ">" arrows, a "✓ All" button, and an "x None" button. On the far right, it says "Page 1 (903 Results)". The main content area shows a list of four questions, each with a checkbox on the left and a small ID and code next to it:

- Q001 Bids are commonly submitted for which type of project? #5767 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

Toggle Filters

To collapse the filter and maximize the question view, select the **“Strawberry Icon”** () next to the search field:

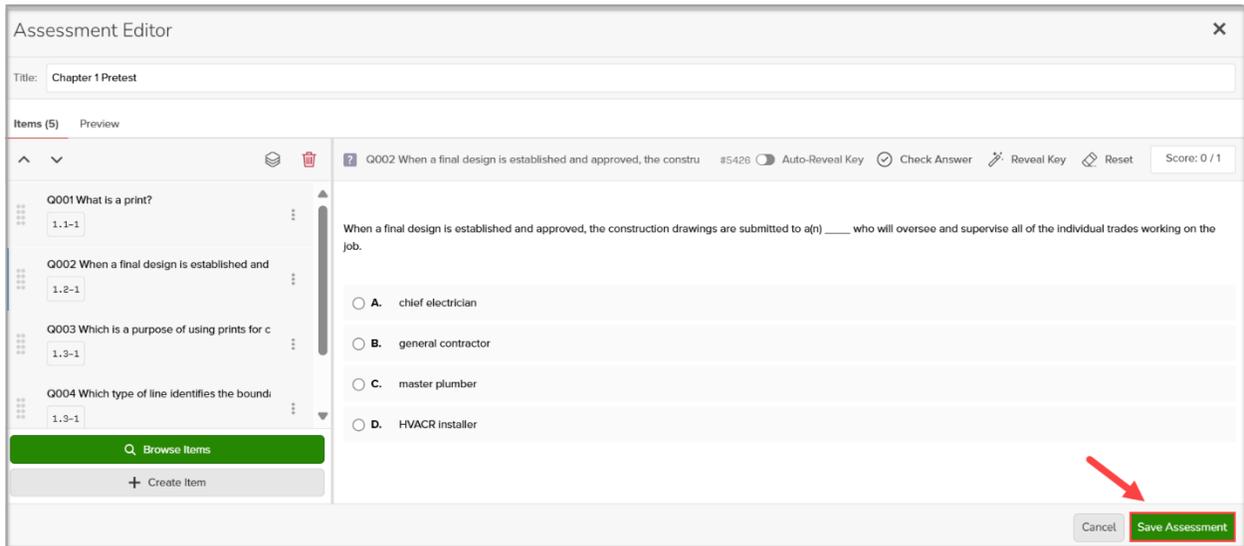
A screenshot of a window titled "Select Items" with a close button "x" in the top right. On the left side, there is a filter sidebar with sections: "Title & Chapter" (with a dropdown menu), "Question Type" (with radio buttons for "Extended Text" (78), "Inline Text: Choice" (26), "Inline Text: Entry" (131), and "Multiple Choice: Single" (668)), and "Learning Outcome" (with a radio button for "LO 1.1" (12)). On the right side, there is a search bar with "curved" and a magnifying glass icon, and navigation buttons: "<" and ">" arrows, "✓ All", and "x None". Below this is the same list of four questions as in the previous screenshot. A red arrow points to a green strawberry icon (a filter icon) located to the left of the search bar.

Your question view will no longer show the filter column.

A screenshot of the "Select Items" window after the filter sidebar has been collapsed. The search bar and navigation buttons are at the top. The list of questions is now larger and occupies more of the window's height:

- Q001 Bids are commonly submitted for which type of project? #5767 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.

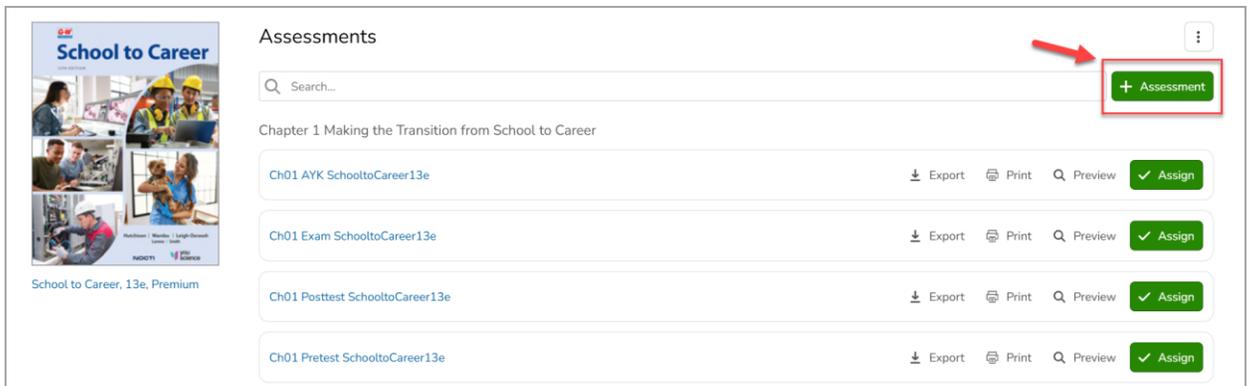


Create Custom Assessment

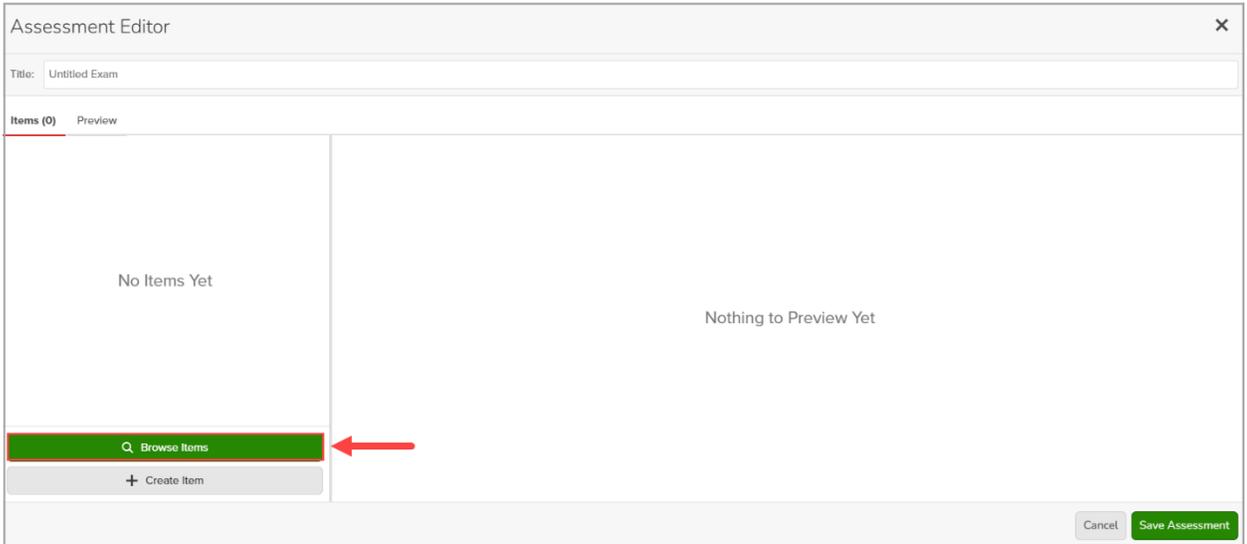
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

Create custom assessment with pre-built G-W items

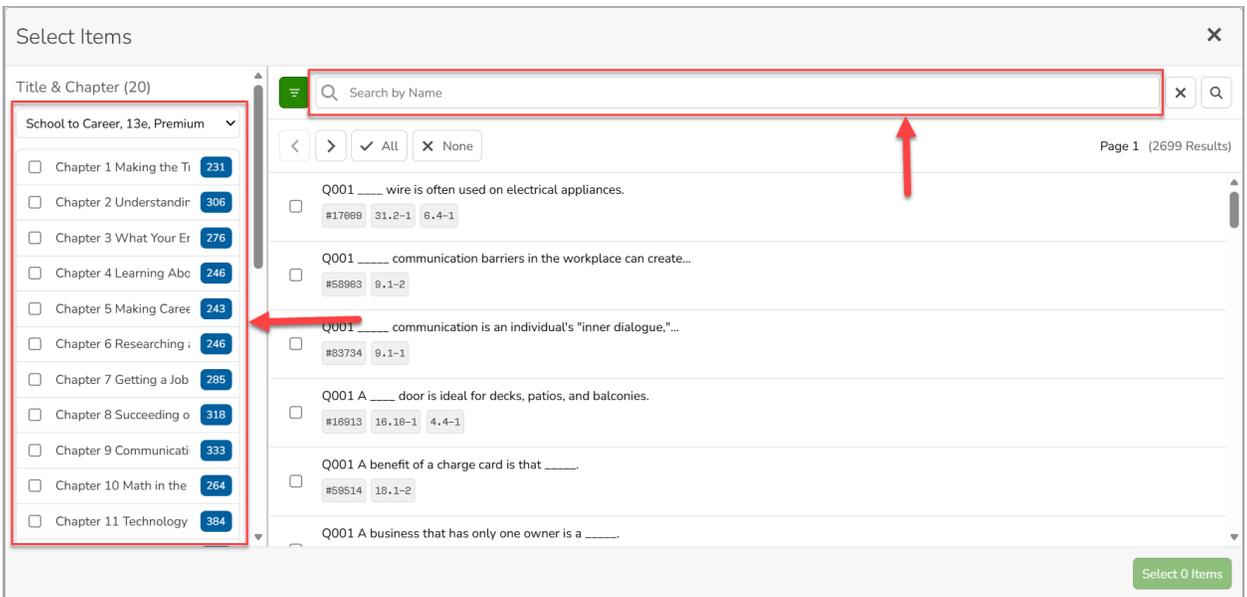
1. To create your own assessment with pre-built G-W items, select the **“+ Assessment”** button on the Assessment page.



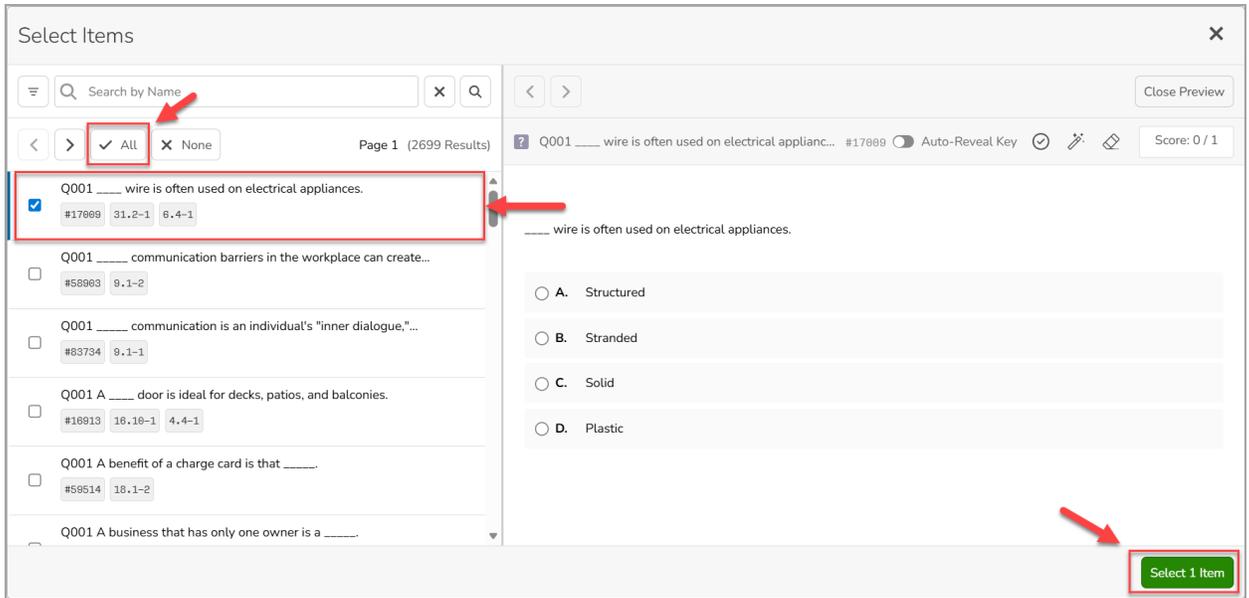
2. To add pre-built assessment questions, select the **“Browse Items”** icon in the Assessment Editor.



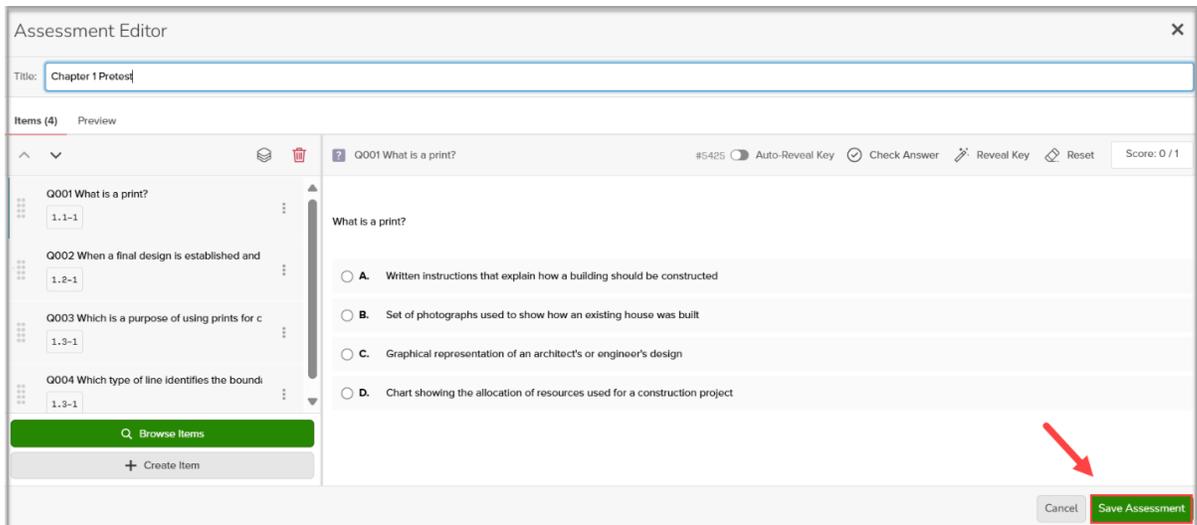
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search



4. Select an item to preview it.
5. Check the box next to the items you want to add to your assessment or select “**✓All**” to add all the items from your search results. Then, select the “**Select # Items**” button to add the items into your assessment.

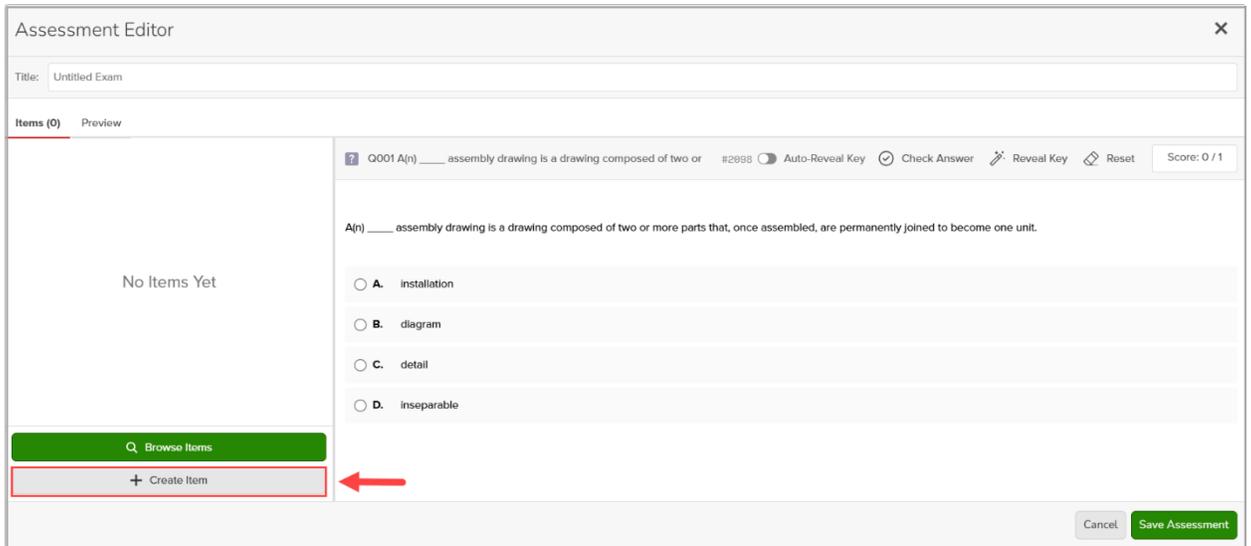


6. Once you have finalized the customization of your assessment, select the **“Save Assessment”** button to save your changes.

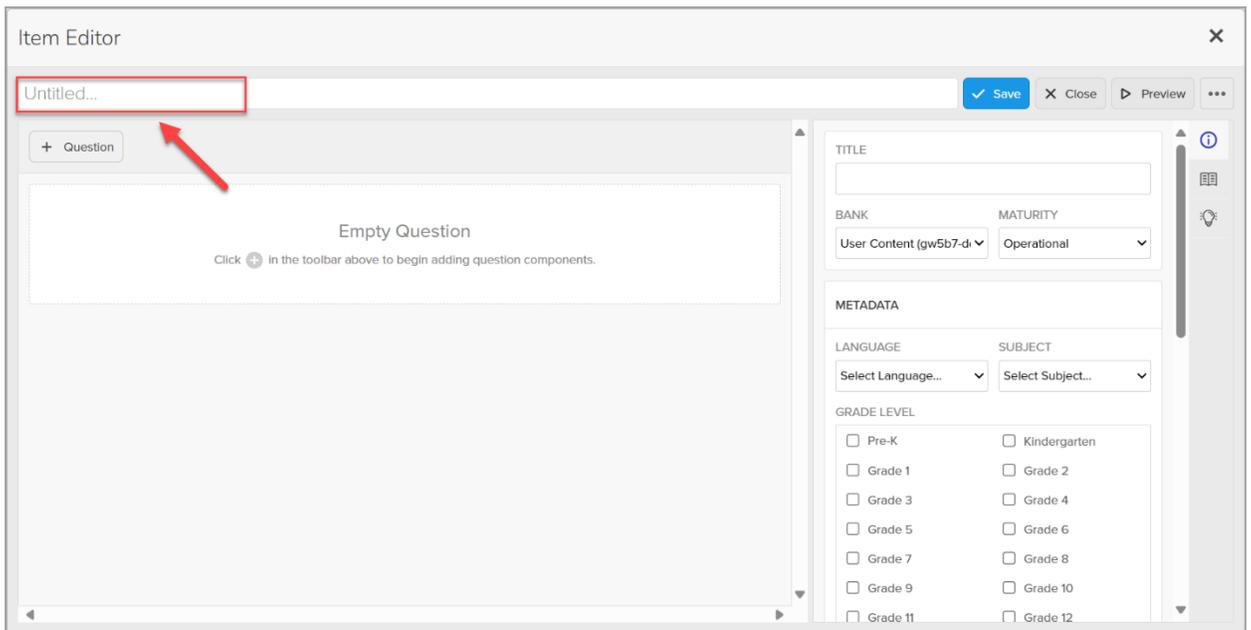


Create new custom items

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



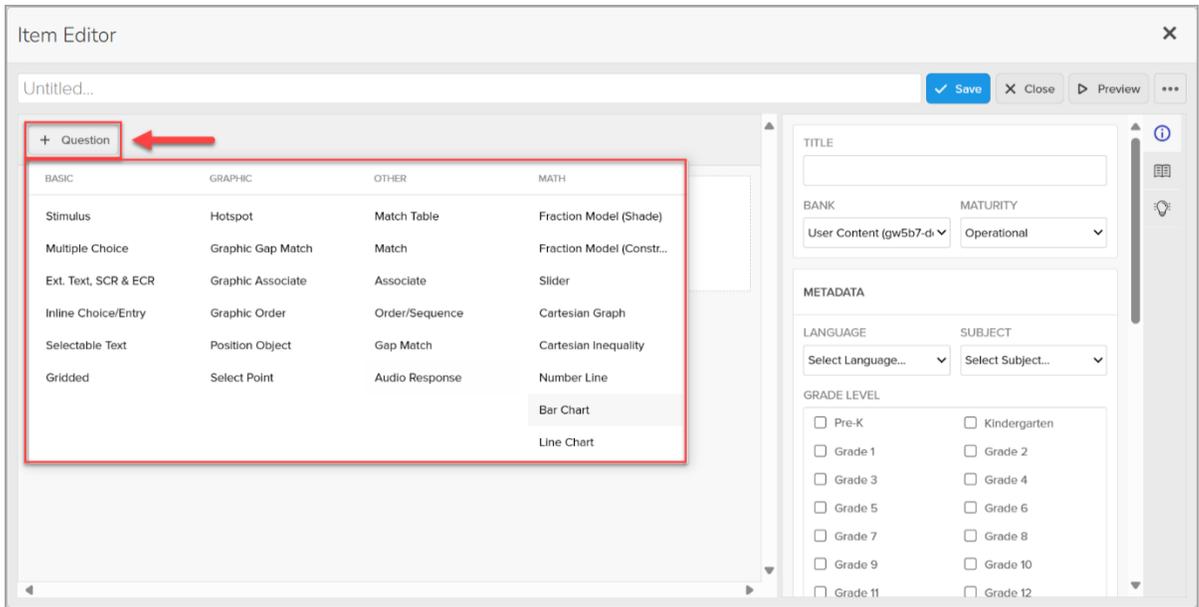
2. In the Item Editor, start by giving your item a title:



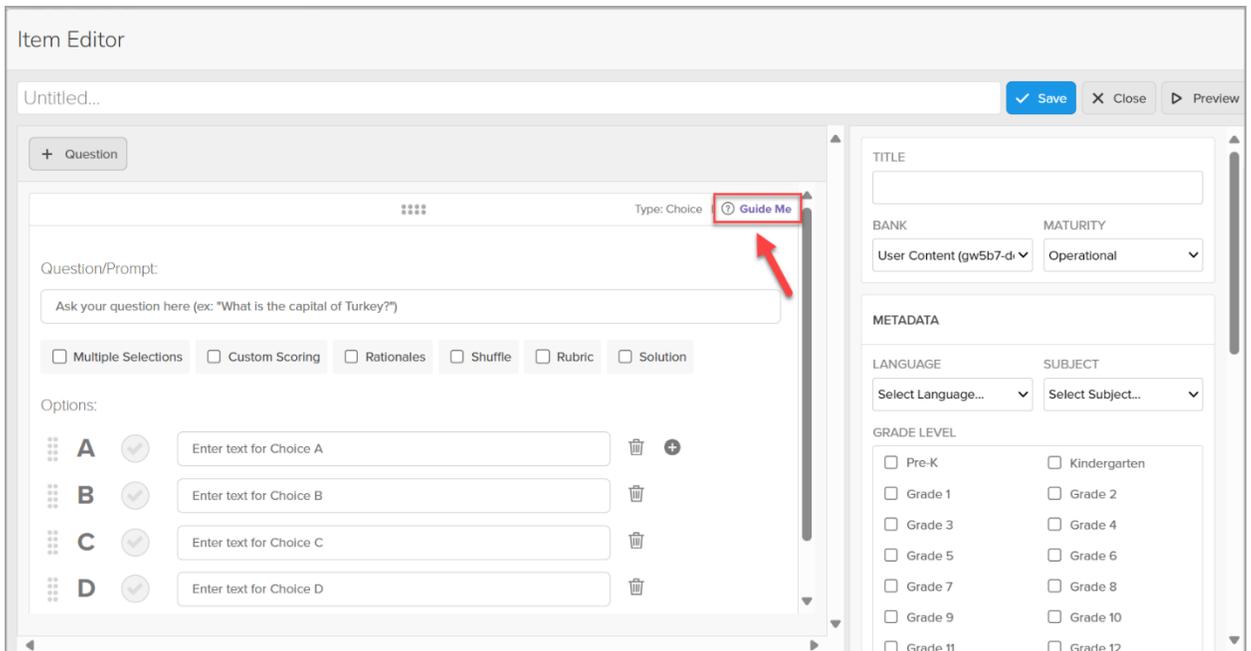
3. To add a new assessment item, select on the “+ Question” button. A dropdown will appear displaying various question types. Select the desired question type.

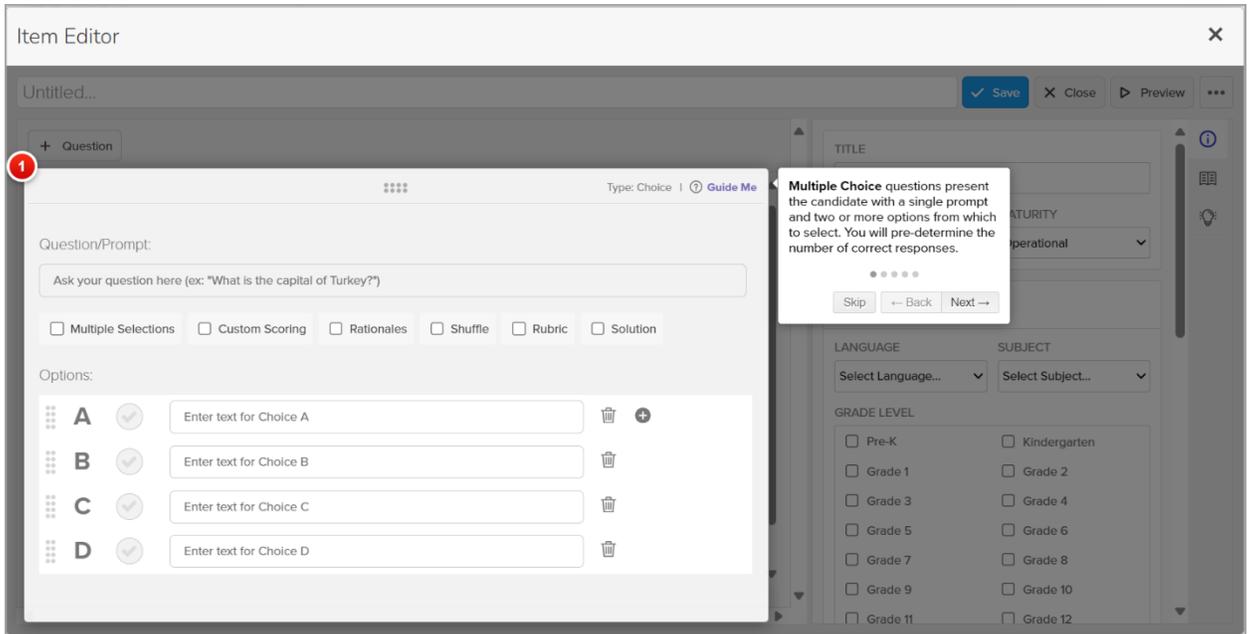
Note: If you are delivering this assessment as a print only format, only the following question types are supported: Multiple Choice, Inline Choice/Entry, Ext. Text SCR &

ECR (Essay), Gap Match and Selectable Text.

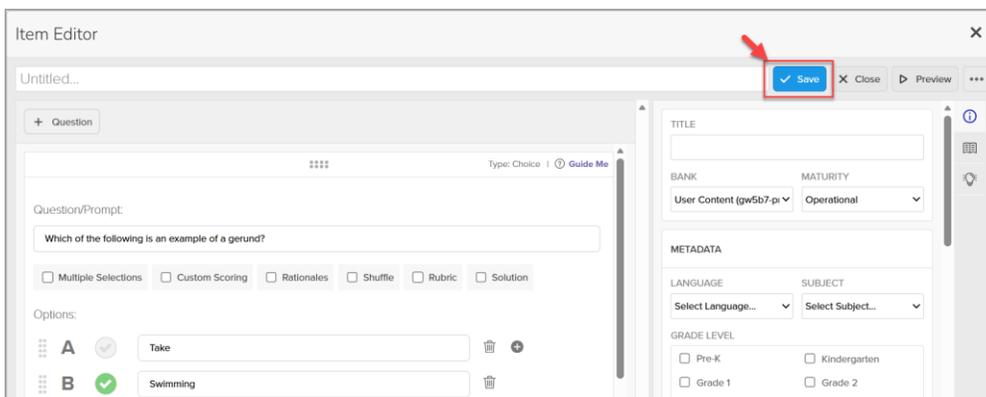


4. Use the **“Guide Me”** feature for a quick tutorial of the question type.





- Once you have created your item, select **“Save”** to save the item to your assessment.



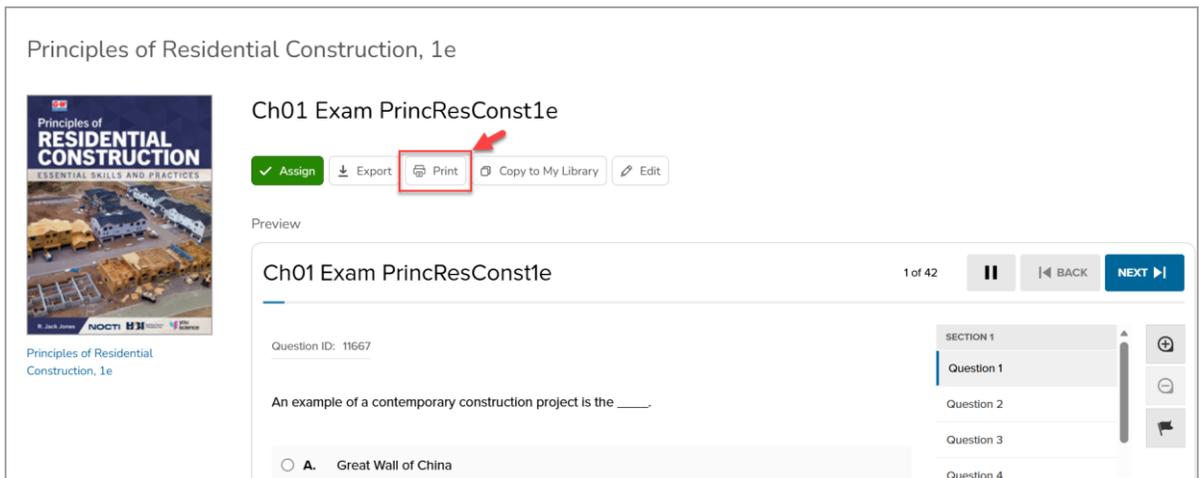
Print Assessment

To print a PDF version of the assessment for distribution to your students, there are 2 options:

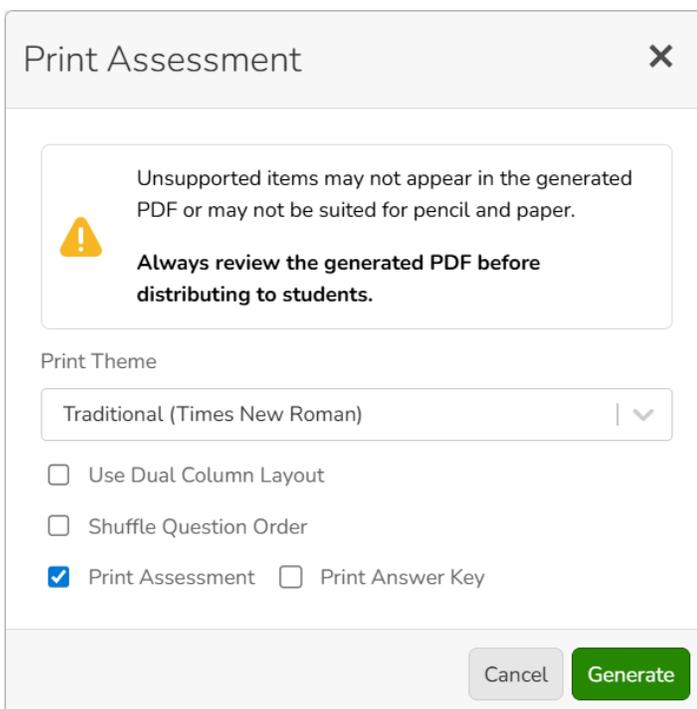
1. From the assessment page, select the **“Print”** button.



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



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



4. To customize your printed assessment:
 - Select a print theme.
 - Choose whether to use a dual column layout.
 - Select Shuffle Question Order to randomize the questions
 - Select whether to print the assessment, answer key, or both.
5. After making your selections, select the **“Generate”** button to create a PDF version of your assessment. Once generated, select **“Download Assessment”** to download the PDF to your computer. If Print Answer Key was also selected, select the **“Download Answer Key”** button to download the answer key PDF separately.

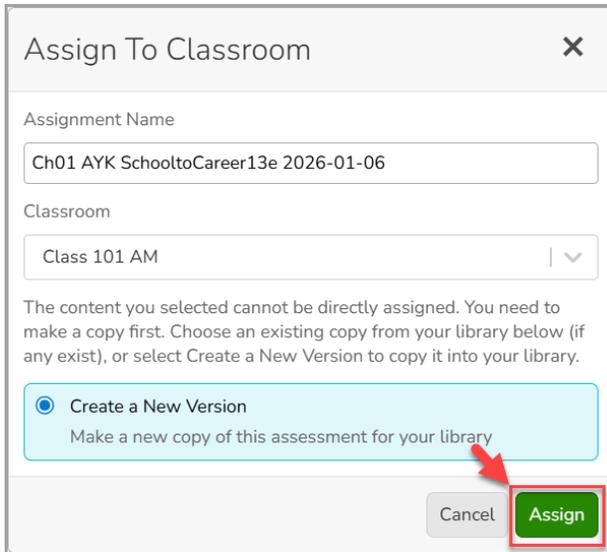
Assigning Assessment to Google Classroom

Locate the assessment you wish to assign by clicking on the assessment bank in the **My Library** section of G-W Assessment. If you have customized the assessment, you can locate those assessments in the Library on the upper right navigation bar then clicking on the Assessments tab.

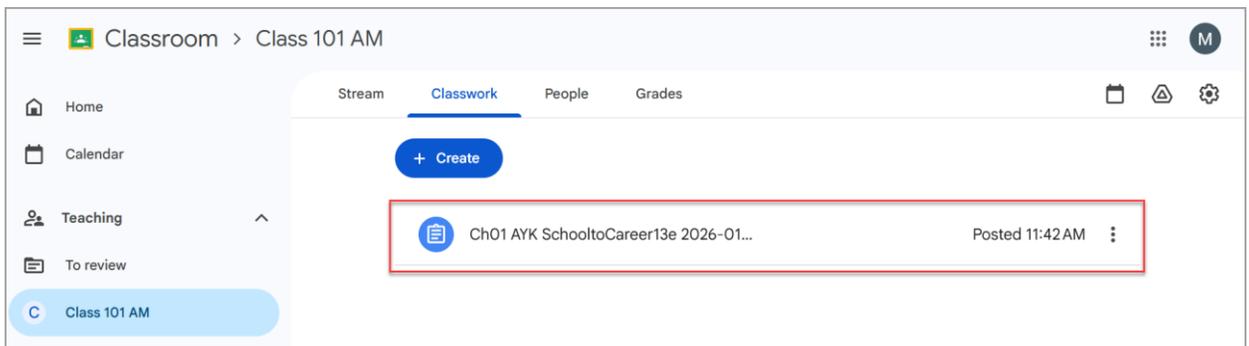
1. Select the **“Assign”** button.

The screenshot shows the G-W Assessment interface. At the top, there is a navigation bar with 'Help', 'Library', 'Instructor', and 'Logout' buttons. Below this, the page title is 'School to Career, 13e, Premium'. The main content area is titled 'Assessments' and features a search bar and a '+ Assessment' button. A list of assessments is displayed, including 'Ch01 AYK SchooltoCareer13e', 'Ch01 Exam SchooltoCareer13e', and 'Ch01 Posttest SchooltoCareer13e'. Each assessment entry has 'Export', 'Print', 'Preview', and 'Assign' buttons. The 'Assign' button for 'Ch01 AYK SchooltoCareer13e' is highlighted with a red box, and a red arrow points to it.

2. A dialog box will appear. You can edit the assignment name here. Use the **Classroom** drop-down menu to select your Google Classroom Class. Select **“Assign”**.



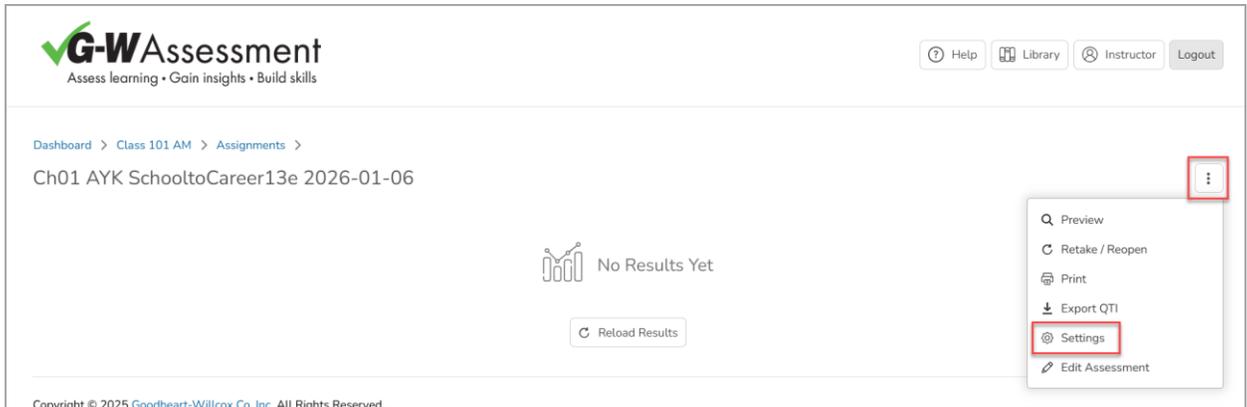
3. The assessment is now added and available in your Google Classroom class. From there you will be able to edit the assignment to adjust the points and assignment due date.



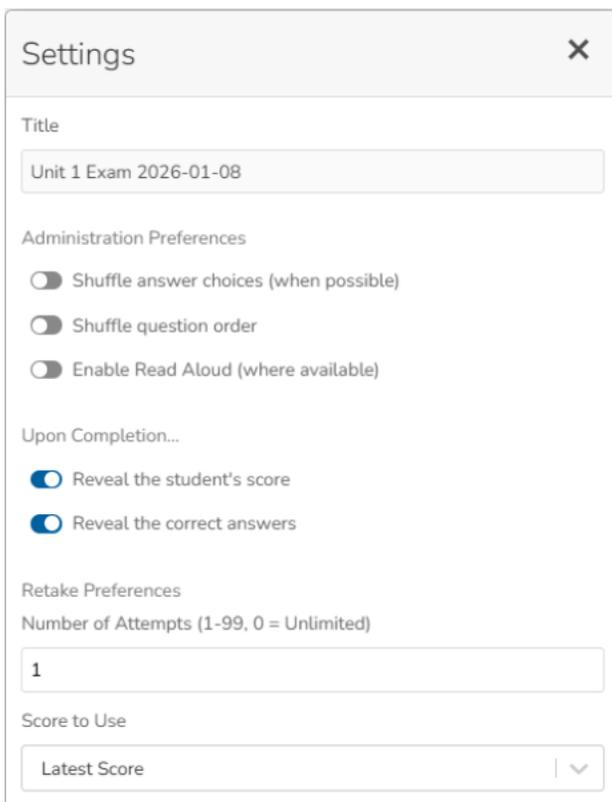
GWA Assessment Settings

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



3. A dialog box will open with several settings.

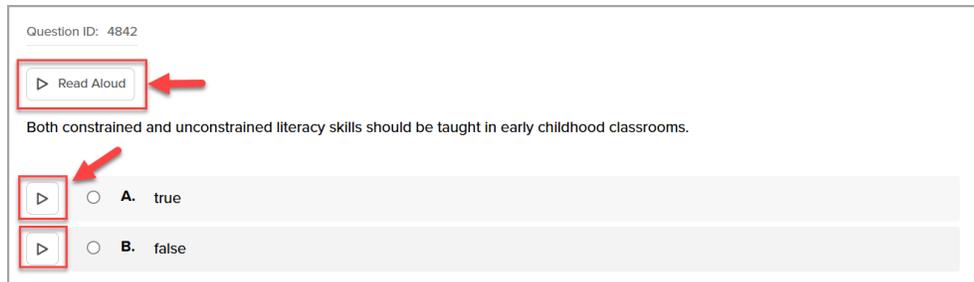


From here, you can toggle the following on or off:

- **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.



- **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.

Note: If both **Reveal the student’s score** and **Reveal the correct answers** are toggled off, students will only see a “Your work has been submitted” message after completion.

- **Allow re-takes:** By default, students are given 1 attempt on an assessment. Instructors can change the number of retakes to any value between 1 and 99 and provide unlimited retakes by setting the value to 0. The latest score is selected by default for assessment grades, but this can be adjusted to the highest score by selecting the drop down below the number of attempts.

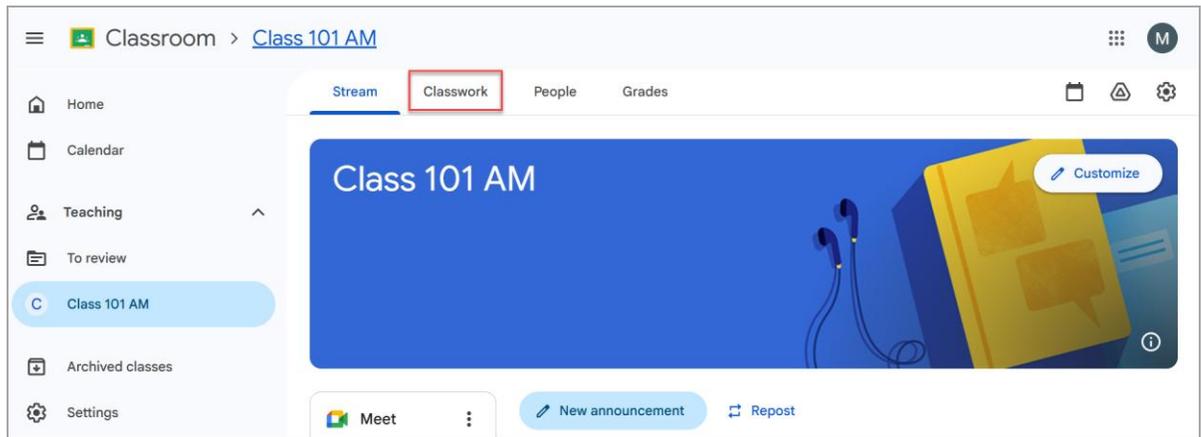
4. Select “**Submit**” once all your settings have been adjusted.

Note: these settings can be adjusted after completion if you prefer to withhold display of correct answers until after the assessment due date has expired.

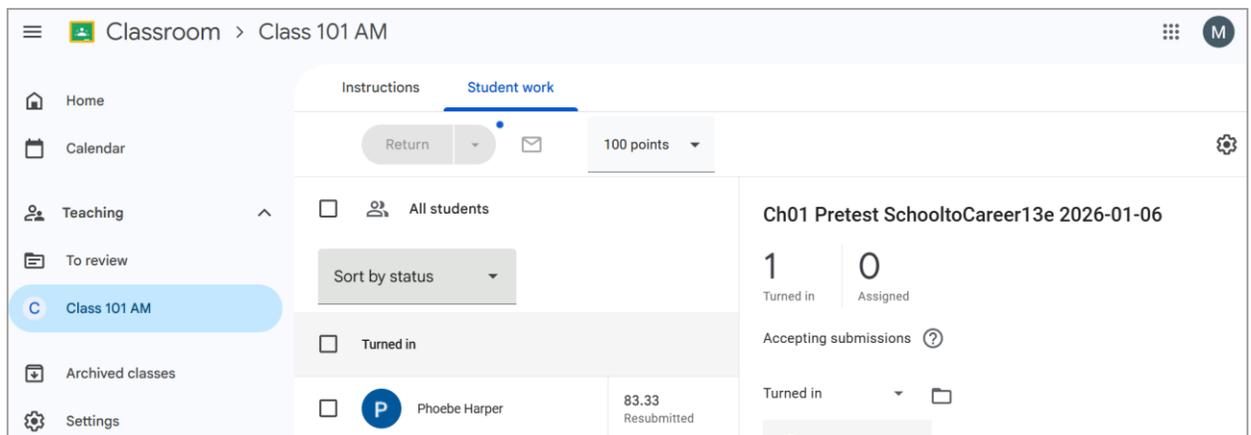
Assignment Results

Viewing Student Results in Google Classroom

1. To view student results in Google Classroom, click on the **“Classwork”** tab from the homepage.



2. After finding the relevant assignment, select **“Turned In”**. Student results will be displayed with any relevant statuses (Late, Resubmitted, etc.) next to their names.



3. Select the student and then select the **“Return”** button to send the final grade and any additional feedback to the selected student.

Viewing Student Item and Standards Results in G-W Assessment

1. Return to G-W Assessment platform and locate your classroom.
2. In the assessment list, select the assessment to begin reviewing.
3. 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.

Ch01 Pretest SchooltoCareer13e 2026-01-06

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	AVERAGE
All Students	0%	100%	100%	100%	100%	100%	83%
Student 1	0/1	1/1	1/1	1/1	1/1	1/1	83%

4. To display student names, toggle **“Reveal Names”**.

Ch01 Pretest SchooltoCareer13e 2026-01-06

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	AVERAGE
All Students	0%	100%	100%	100%	100%	100%	83%
Student 1	0/1	1/1	1/1	1/1	1/1	1/1	83%

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

Dashboard > Class 101 AM > Assignments >

Ch01 Pretest SchooltoCareer13e 2026-01-06

Results By Item **Results By Standard**

Filter by Name... Refresh Scores Reveal Names

Student order is randomized when names are hidden

	1.2-1	1.1-2	1.1-1	1.2-2	AVERAGE
All Students	100%	100%	0%	100%	83%
Student 1	100%	100%	0%	100%	83%

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

Student order is randomized when names are hidden

	1	2	3	4	5	6	AVERAGE
All Students	0%	100%	100%	100%	100%	100%	83%
Student 1	0/1	1/1	1/1	1/1	1/1	1/1	83%

7. 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.

Phoebe Harper

Results By Objective

1.2-1 List the skills needed for careers in the 21st century.	1.1-2 Summarize the ways to explore the world of work.	1.1-1 Identify reasons most people work.	1.2-2 Explain the importance of transferable skills as you consider college and career opportunities.
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Results By Item

QUESTION 1 Q001 Which of the following is not a way in which work serves...	QUESTION 2 Q002 Positions that do not require education beyond high...	QUESTION 3 Q003 What are the career clusters?	QUESTION 4 Q004 When does preparation for a career begin?
QUESTION 5 Q005 Skills that are used in one job that can also be used in...	QUESTION 6 Q006 Which of the following describes the skills used to...		

Adjusting Student Scores

To adjust a student's score for an assignment:

1. In the G-W Assessment platform, locate the assessment in the assessment list.
2. On the following page, select the **"Scores"** button.

Dashboard > Class 101 AM > Assignments >

Ch01 Pretest SchooltoCareer13e 2026-01-06

Results By Item **Results By Standard**

Filter by Name... Refresh Scores Reveal Names

Student order is randomized when names are hidden

	1.2-1	1.1-2	1.1-1	1.2-2	AVERAGE
All Students	100%	100%	0%	100%	83%
Student 1	100%	100%	0%	100%	83%

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

Modify Scores

Q007 teacher should not address conversations concerning race

Select Session

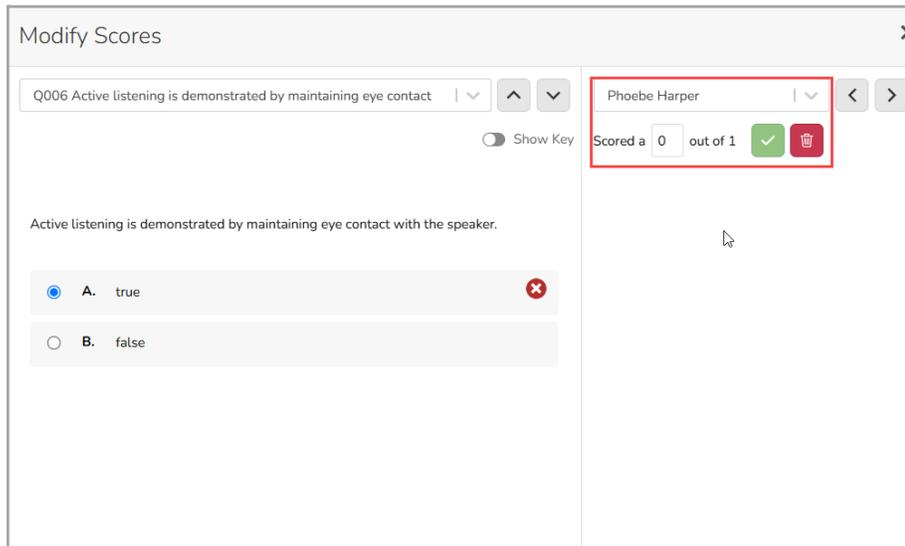
Show Key

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.



- Enter the point value to the provided box. Select the **“Check mark”** (✓) button to save the score and update the student’s total.
- Additionally, you can select the red **“Trashcan”** (🗑️) button to clear the score.
- Select **“X”** to close out the grading screen once you have finished adjusting student scores.

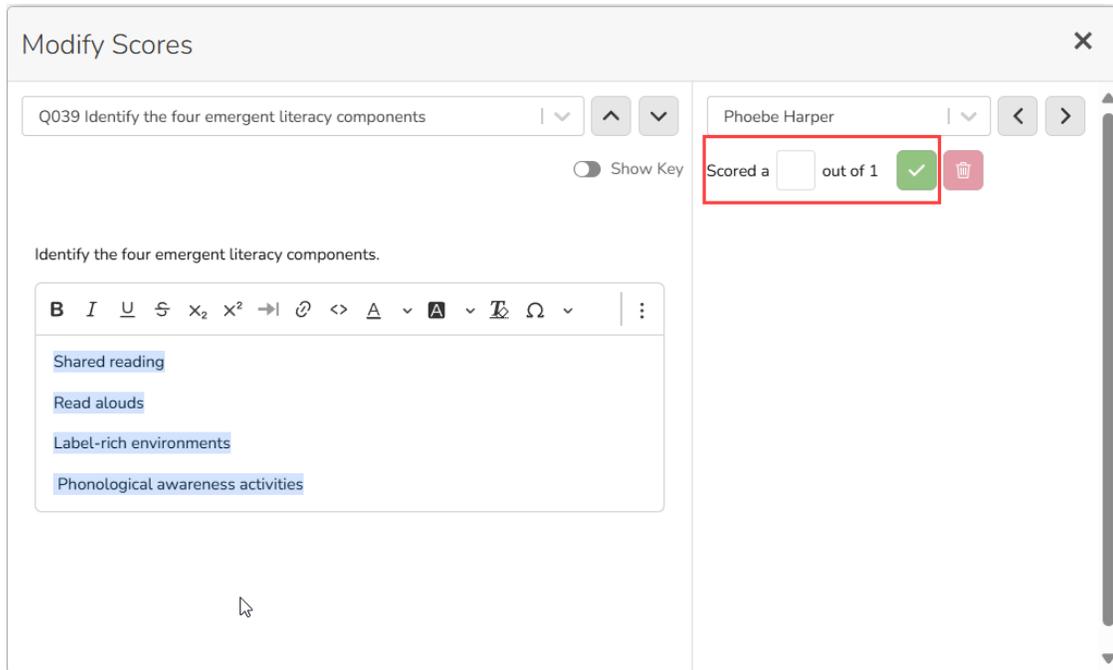
Grading Manually Graded Assessment Questions

After students submit their assessment, manually graded assignments will appear in Google Classroom with the **Turned in** status. Use the following steps to manually grade questions like essay or short answer questions:

- In the G-W Assessment platform, locate the assessment in the assessment list.
- 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.

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

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.



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

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

Managing Student Submissions and Resending Scores

Retake/Reopen Assessment

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

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

Dashboard > Class 101 AM > Assignments >

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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	AVERAGE
All Students	0%	100%	100%	100%	100%	100%	83%
Student 1	0/1	1/1	1/1	1/1	1/1	1/1	83%

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

Dashboard > Class 101 AM > Assignments >

Ch01 Pretest SchooltoCareer13e 2026-01-06

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	AVERAGE
All Students	0%	100%	100%	100%	100%	100%	83%
Student 1	0/1	1/1	1/1	1/1	1/1	1/1	83%

Preview
Retake / Reopen
Print
Export QTI
Settings
Edit Assessment

3. The **Retake** option allows you to grant a student a fresh start on an assessment. Select the **“Retake”** button and then **“Delete Session”**; this will delete the student’s existing submission and responses, giving them a fresh start.

Manage Sessions

Reload Sessions

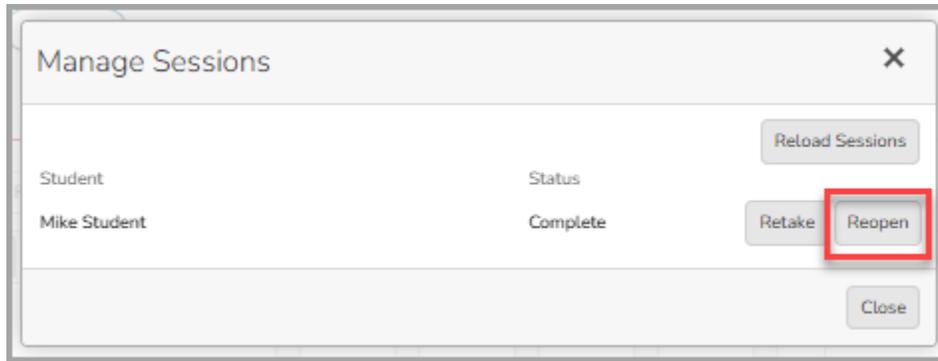
Student Status

Mike Student Complete

Retake Reopen

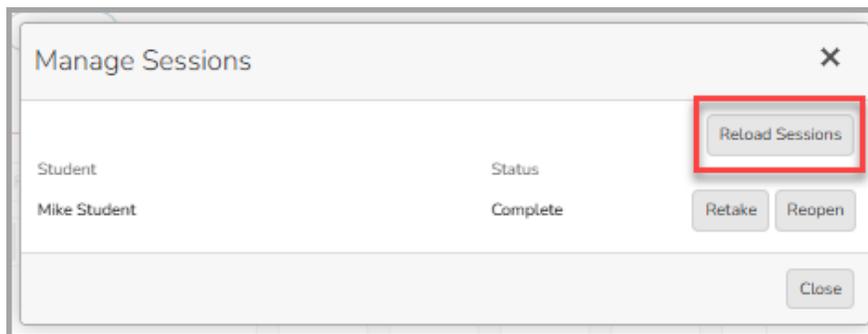
Close

4. The **Reopen** option allows you to let a student continue working on an assessment they have previously submitted. To do this, 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 Google Classroom. Once the student has turned in the reopened assessment or has completed the retake, the assessment must be re-graded in G-W Assessment and then returned within Google Classroom to the student again for their grade to update on their end.

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



Course Copy

Currently, copying assignments into a new Google Classroom course is not fully supported by Google. When a course is copied, assessment links are not automatically updated to create a new assessment in the new course; instead, it remains linked to the original assessment. If you choose to copy a course, please keep the following in mind:

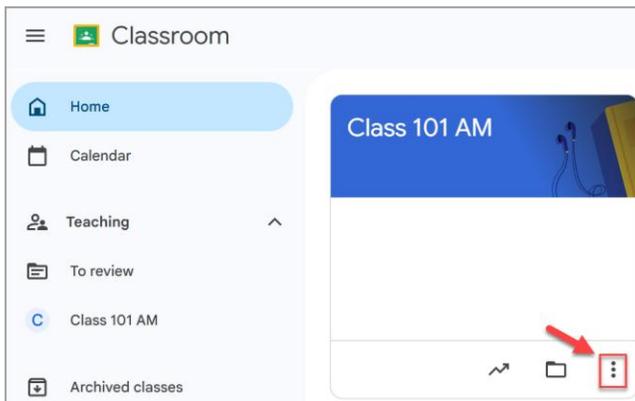
- Any G-W Assessments included in the copied course will need to be deleted.
- After deleting them, the assessments will need to be reassigned from G-W Assessment.

- Assignment links from a copied G-W Assessment remain connected to the assessment in the original course. When those links are used in a new course, students will be directed to the previously assigned assessment.

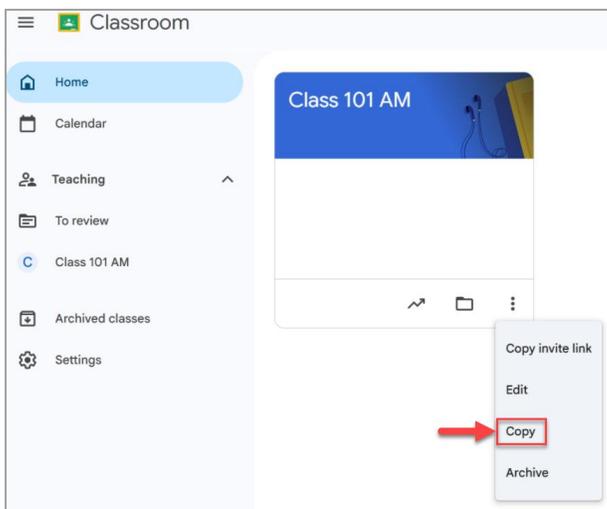
For this reason, G-W Assessments should be assigned again when setting up a new course.

Copying a Course in Google Classroom

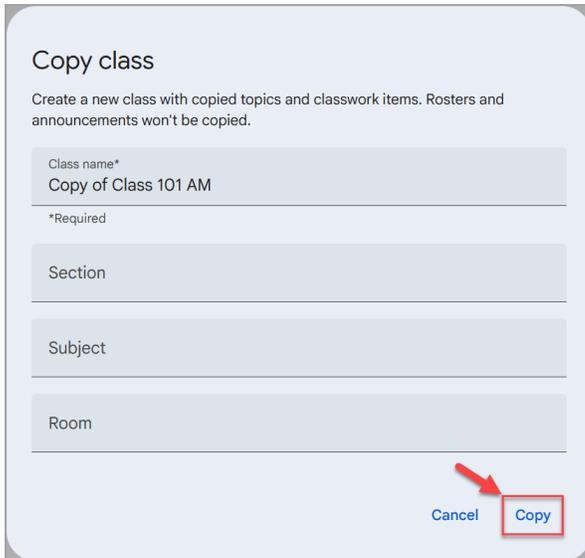
1. From the Home page in Google Classroom, select the **More Options** (☰) button from the class card that you wish to copy.



2. Select **Copy** from the drop down.



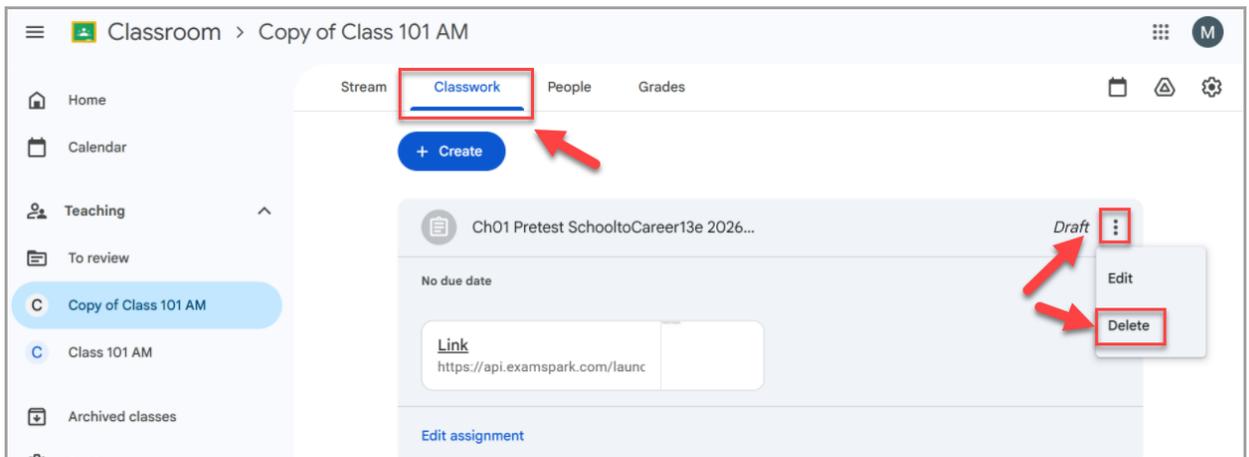
3. Provide a name for your class. Optionally, provide a section, subject, and room for the copied class. Select **Copy**.



Deleting G-W Assessments from Copied Course

G-W Assessments must be deleted from the copied course.

1. From the Classwork tab, select the **More Options** (⋮) button next to each assignment and select **Delete**.

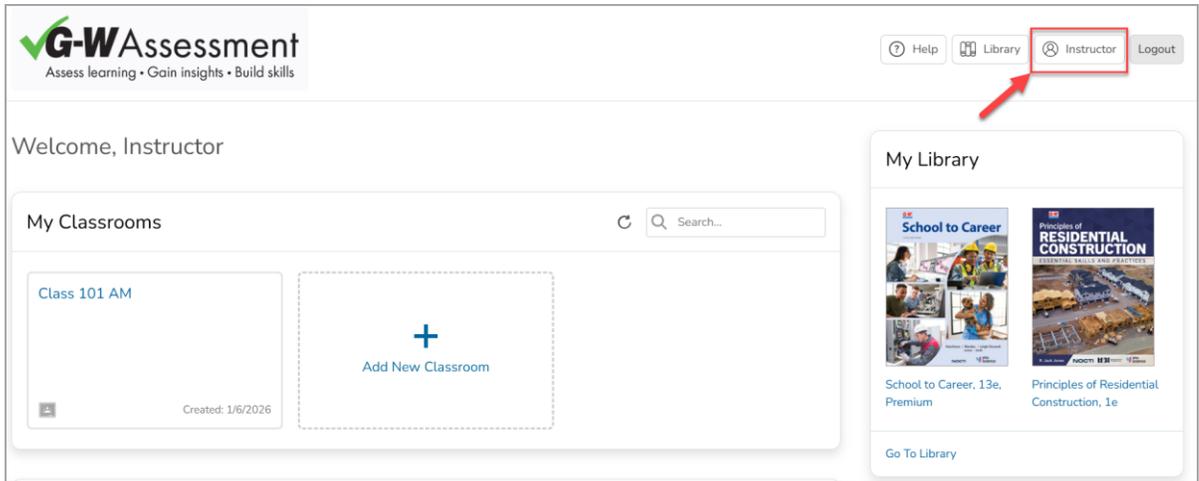


2. After the G-W Assessments have been deleted, they can then be reassigned from G-W Assessment.

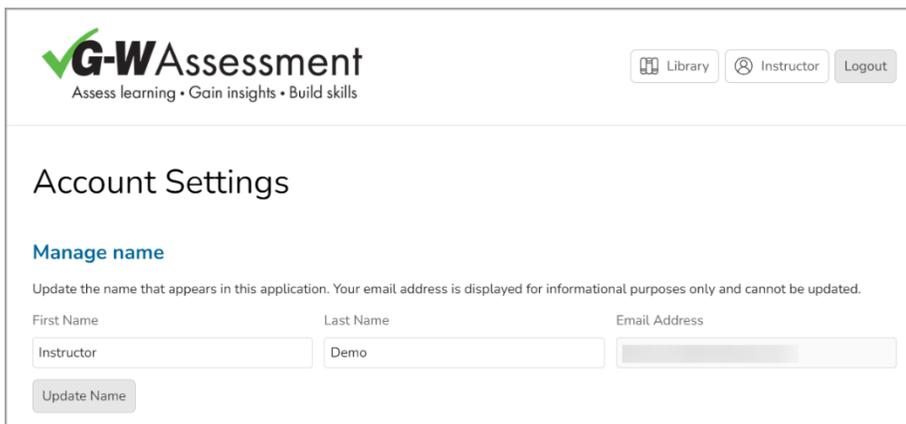
Account Settings

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

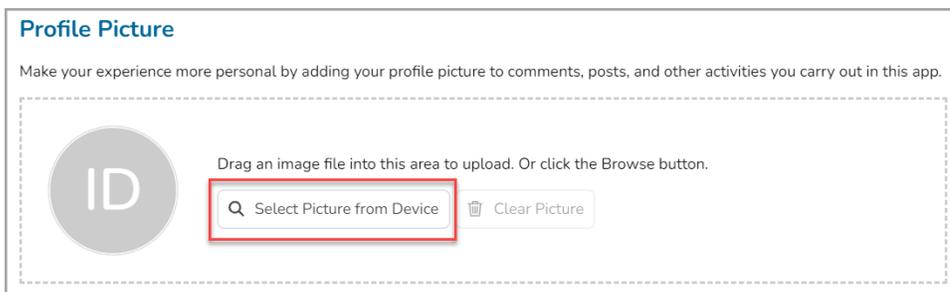
1. Access the account settings by selecting on the button with your name in the top right corner of the page.



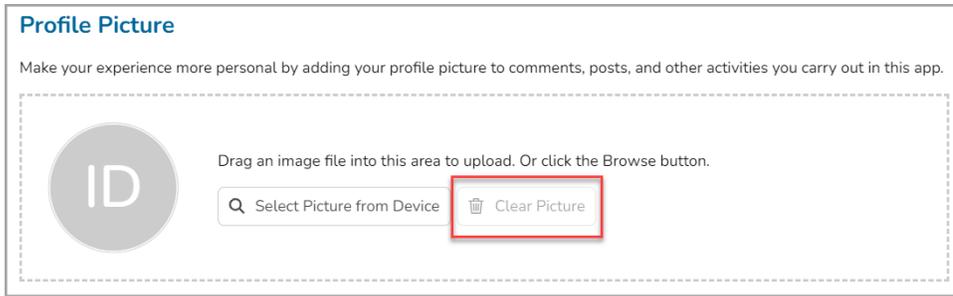
2. Under the Manage Name section, you can update your first name, last name, and email address by selecting into each field. Select **“Update Name”** to save changes.



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.

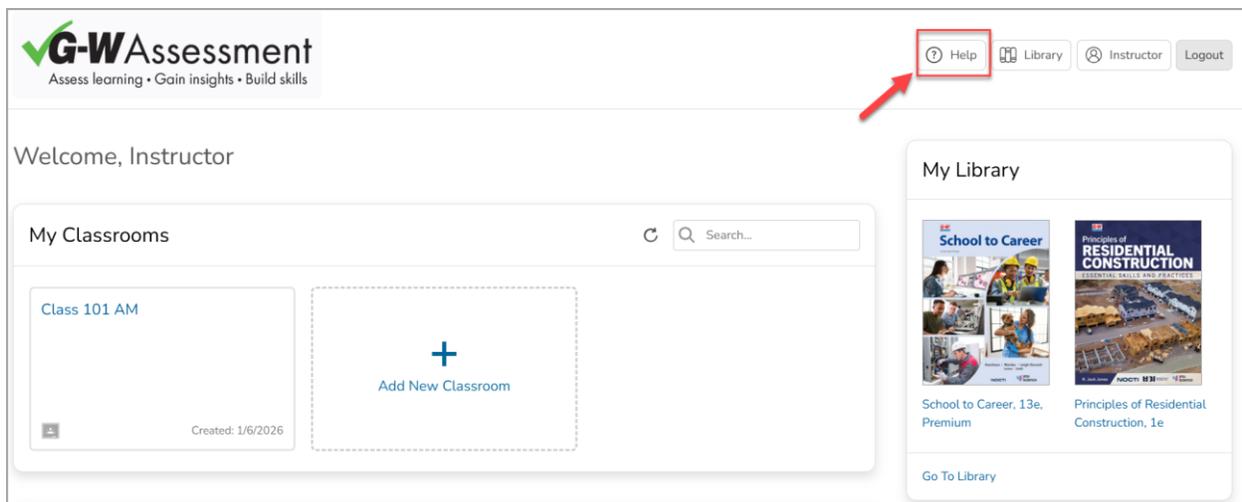


4. To remove your current picture, select **“Clear Picture”**.



Help

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



If you need additional support, select the “hamburger” menu in the upper right (☰) and then select the **“Submit Ticket”** link to contact the G-W support team.



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

