



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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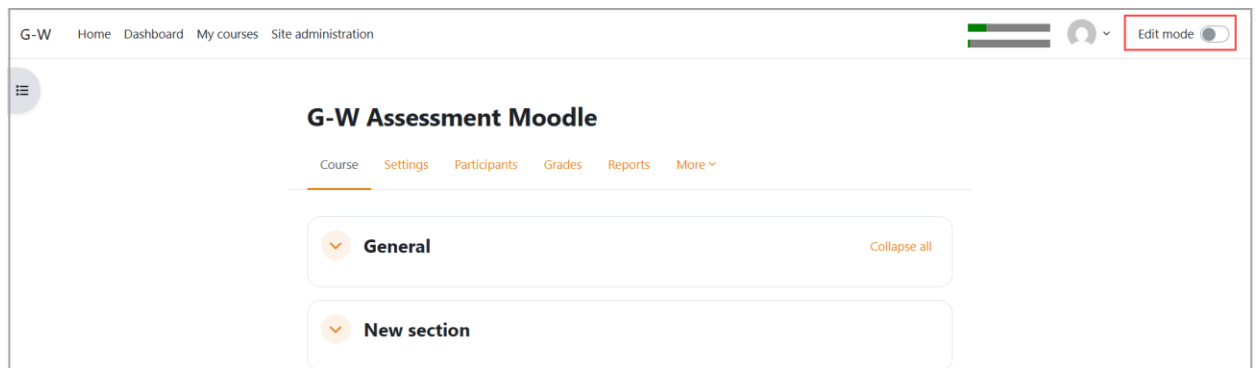
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Connecting Moodle Course to G-W Assessment

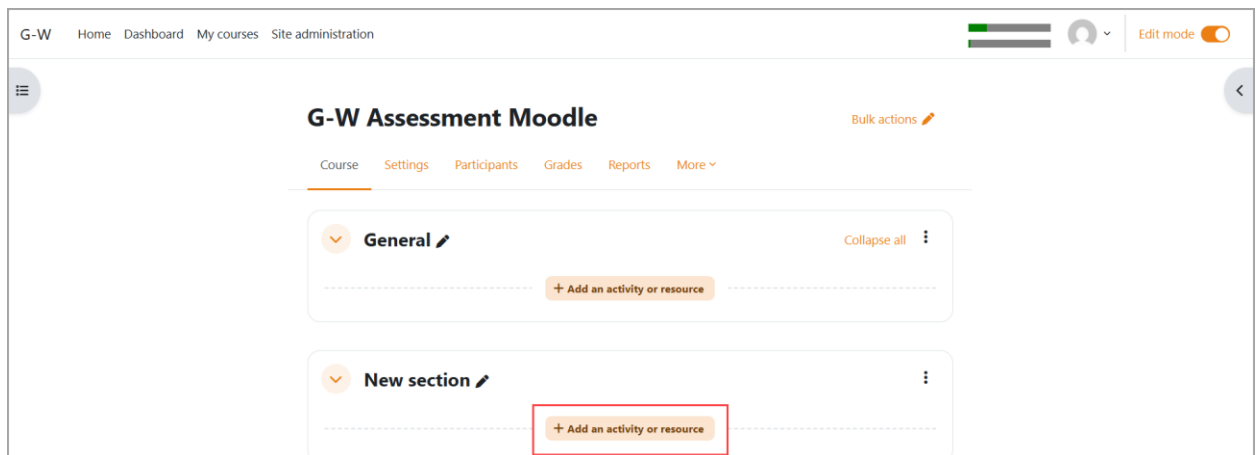
Upon logging into Moodle, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator.

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

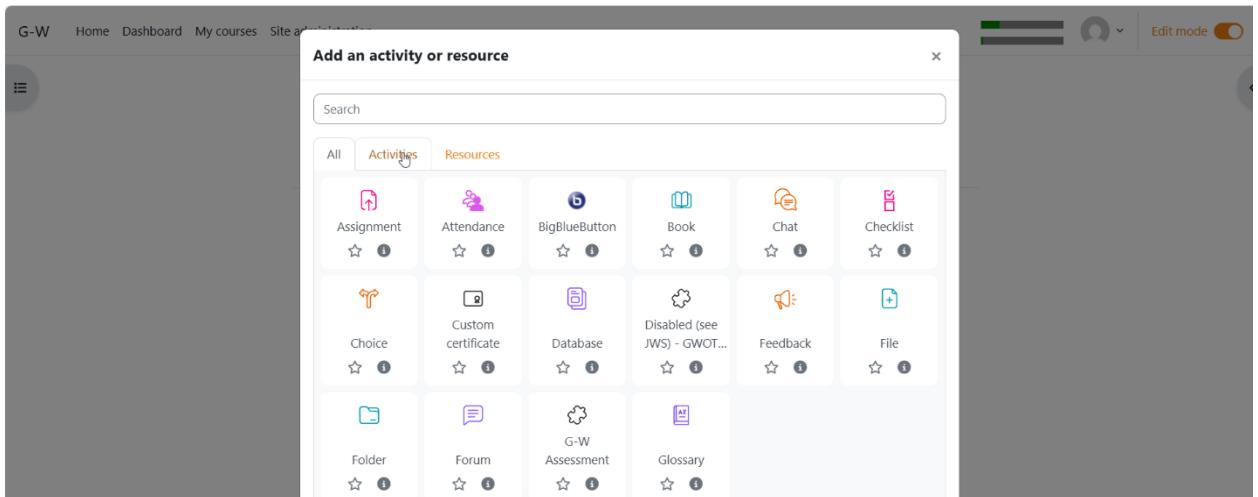
1. Select **“Edit Mode”** in the upper right corner to add the G-W Assessment application (the name may vary) to your course.



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
Select content

Content

Activity name !

Activity description

G-W Assessment

☐
Display activity name when students access the tool ?

Edit
View
Insert
Format
Tools
Table
Help

↶ ↷
B *I*

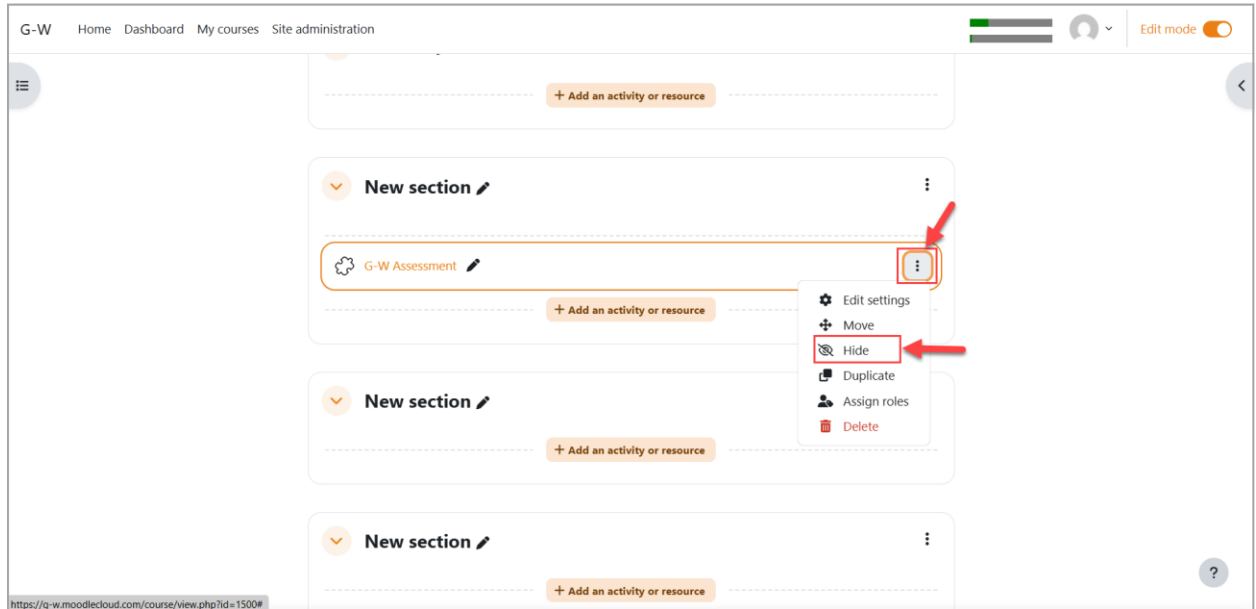
...

D
0 words Build with tinyMCE

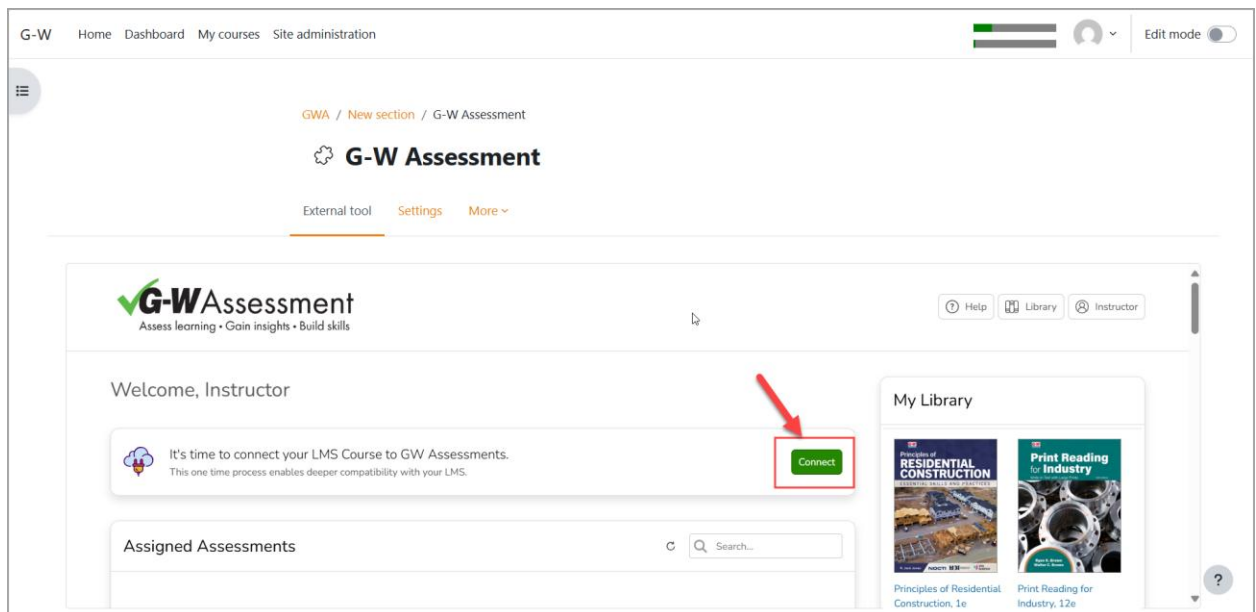
☐ Display description on course page ?

☐ 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”** 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

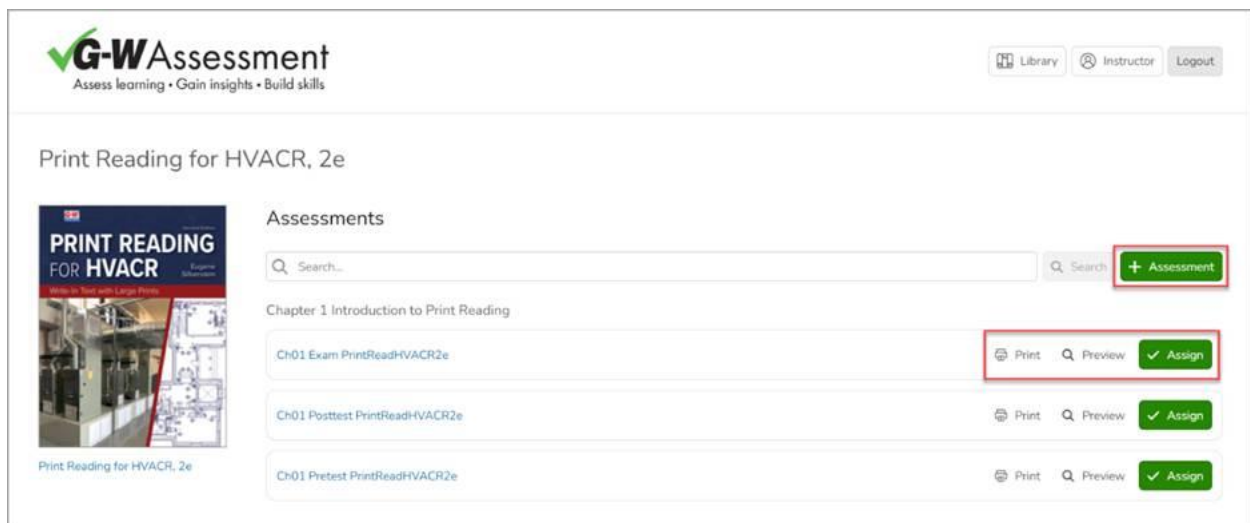
The Assigned Assessment section lists all the assessments assigned to your students. By selecting from the assessment, you can view your students' results.

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 the title to view its assessments.

Assessments Page

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



The screenshot shows the G-W Assessment interface. At the top, there's a logo for 'G-W Assessment' with the tagline 'Assess learning • Gain insights • Build skills'. To the right are buttons for 'Library', 'Instructor', and 'Logout'. Below the header, the title 'Print Reading for HVACR, 2e' is displayed. On the left is a book cover for 'PRINT READING FOR HVACR'. The main section is titled 'Assessments' and contains a search bar. To the right of the search bar is a green button with a plus sign and the text '+ Assessment'. Below the search bar, there's a 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 three buttons: 'Print', 'Preview', and 'Assign'.

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 Create Assessments 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 detailed view of an assessment. At the top, it says 'Chapter 1 Introduction to Print Reading'. Below that, there's a list item '1. Ch01 Pretest PrintReadHVACR2e'. To the right of this list item are three buttons: '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.

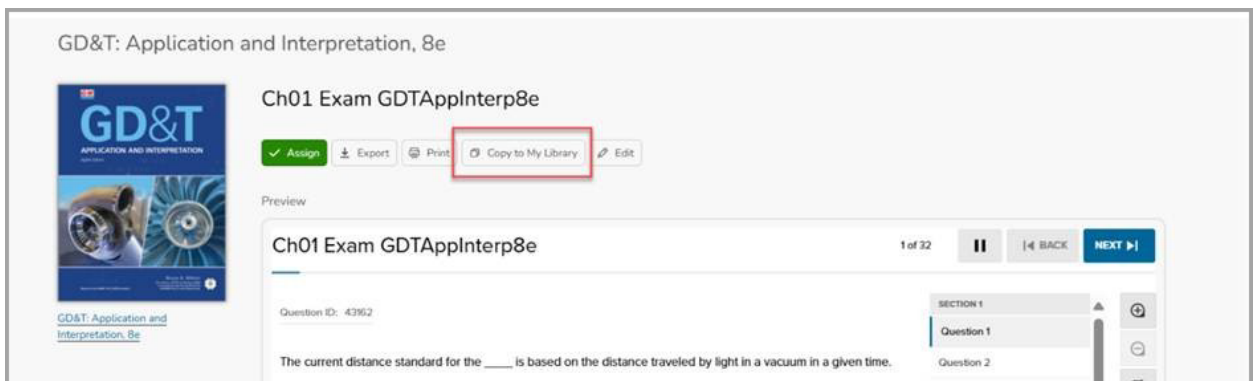
Copying Assessments

To make a copy of an assessment:

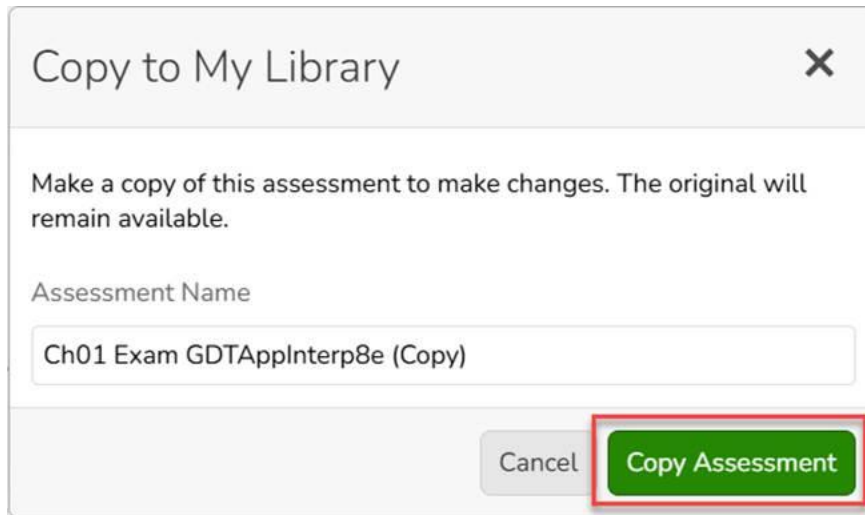
1. Navigate to the Assessment page and locate the desired assessment. Select the assessment link.



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



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



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



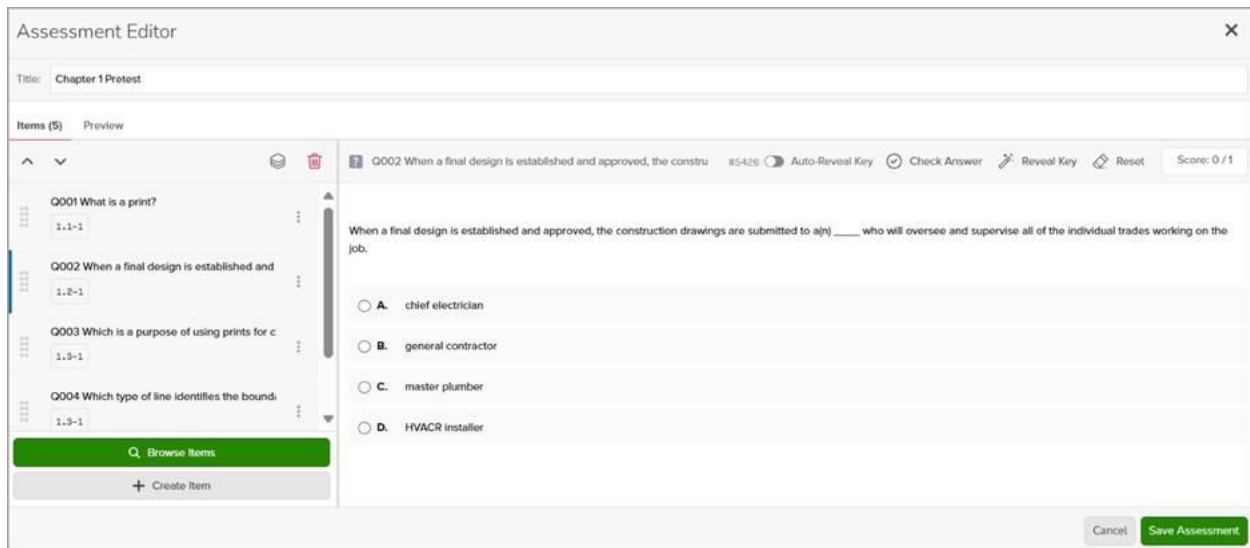
Edit Pre-Built Assessment

To customize a pre-built assessment:

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

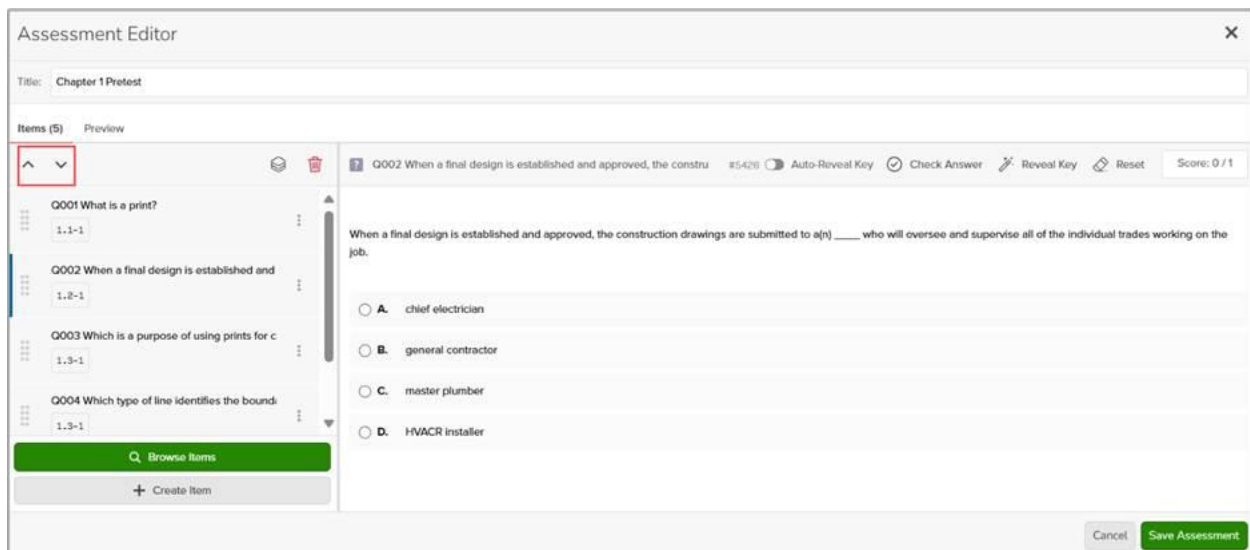


2. Select the **“Edit”** button to create a copy of the assessment.
3. Give the copied assessment a new, relevant title then select the **“Copy Assessment”** button.



Preview Items

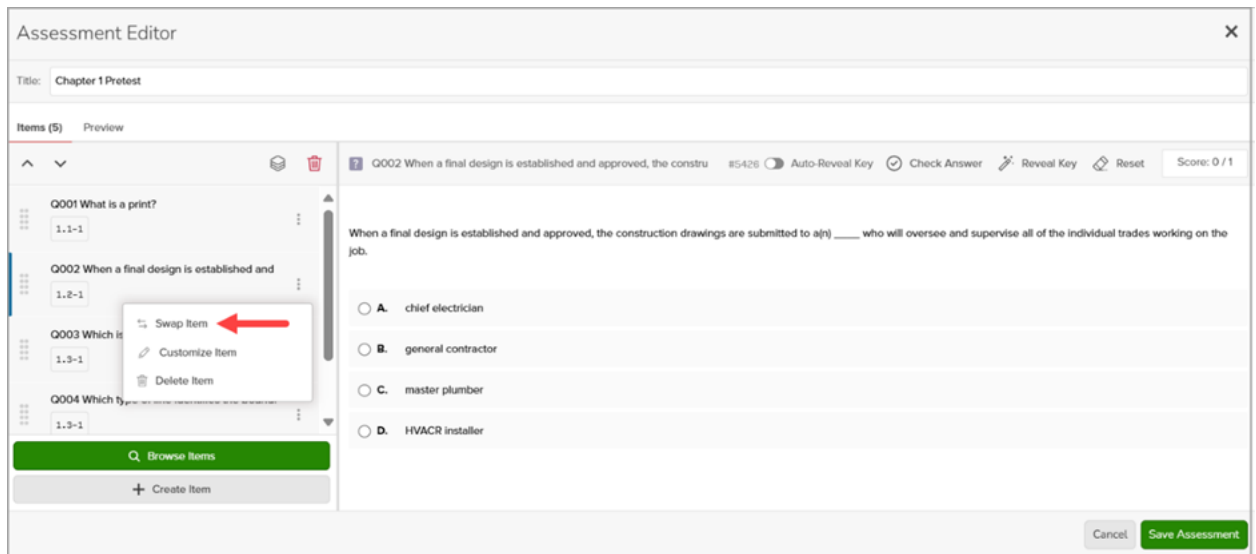
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.



Swap Items

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

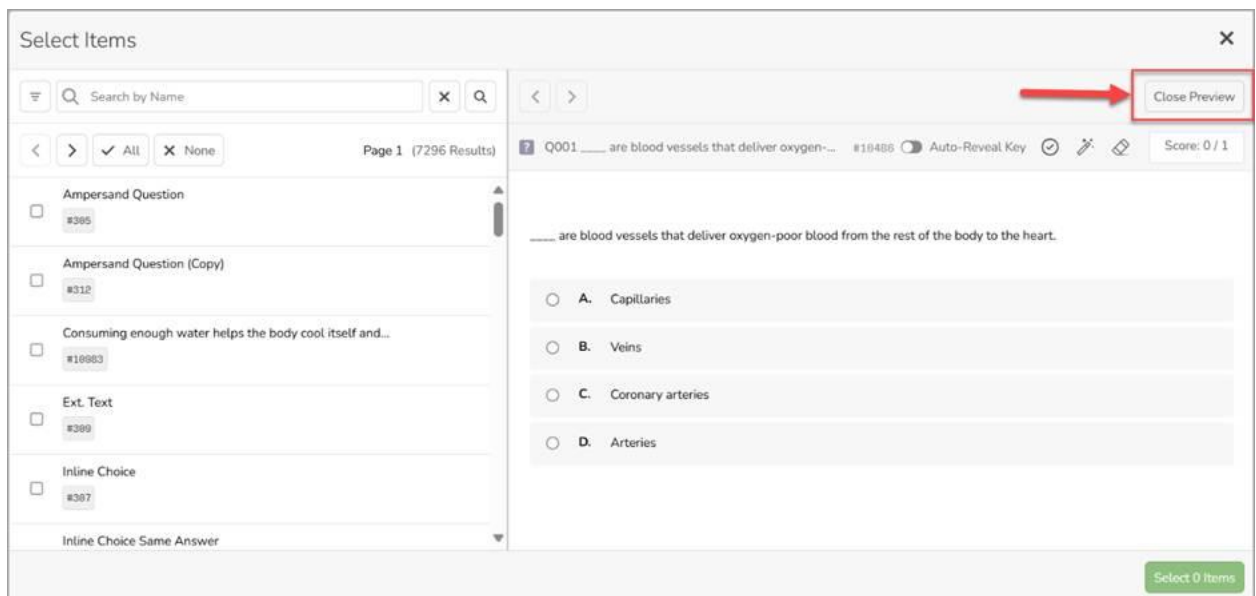
1. Select the kebab menu (⋮) to the right of the question, then select **“Swap Item”**.



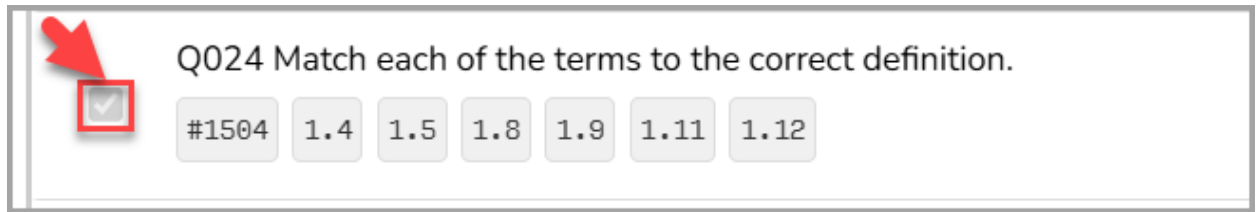
2. The **Select Item** modal will appear. You can filter by (filters will vary by title):

- 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.



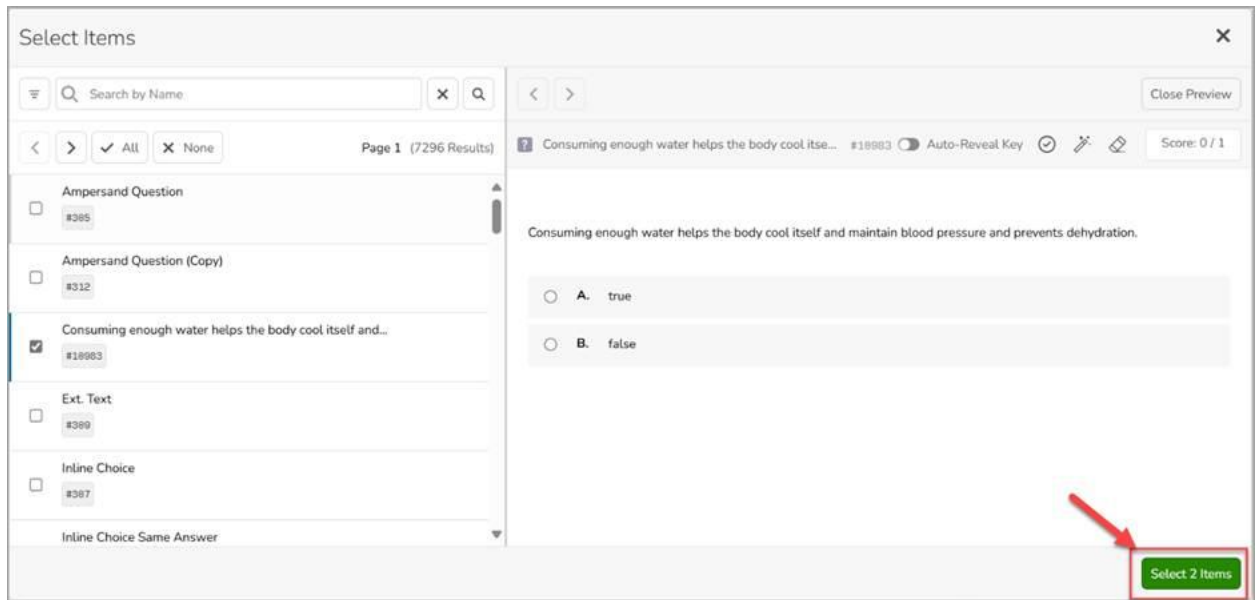
Note: If an item is already in your assessment, its checkbox will be greyed out, preventing you from adding that same question twice.



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 itself and... #18983

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

A. true

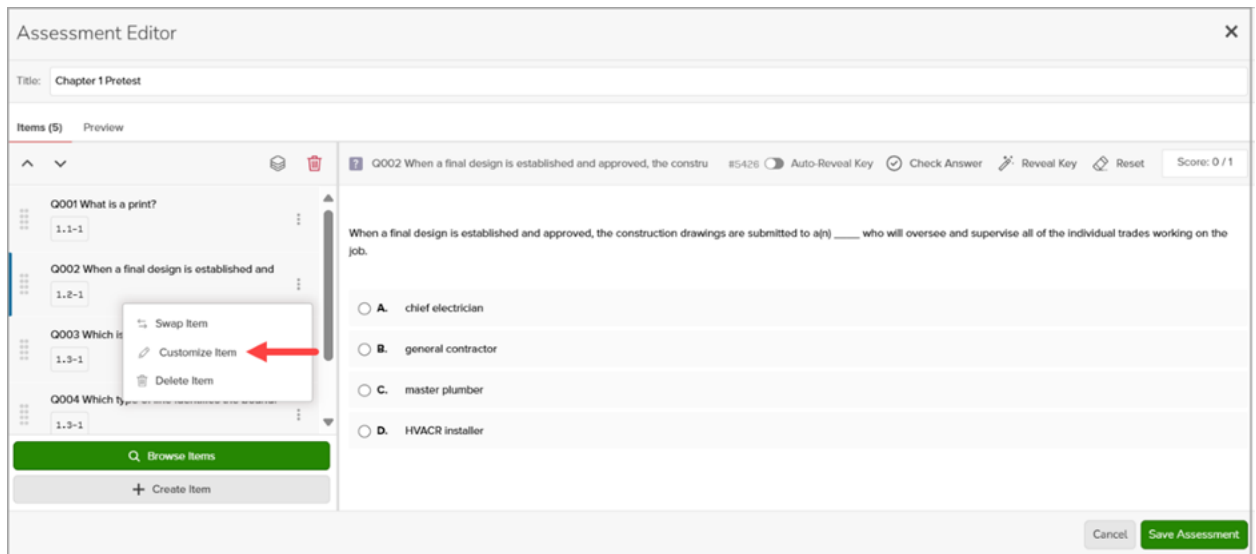
B. false

Select 2 Items

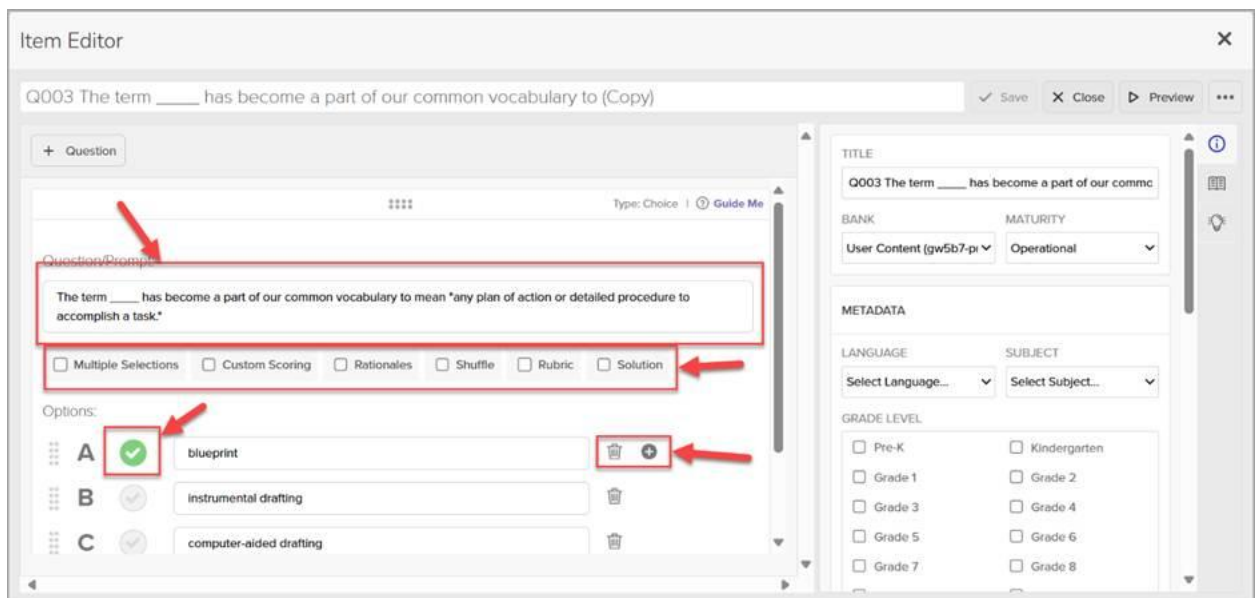
Customize Item

To modify an item in your assessment:

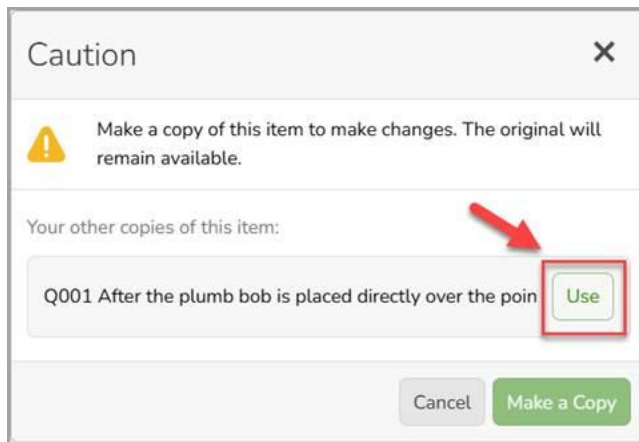
1. Select the kebab menu (⋮) to the right of the question, then select **“Customize Item”**.



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.

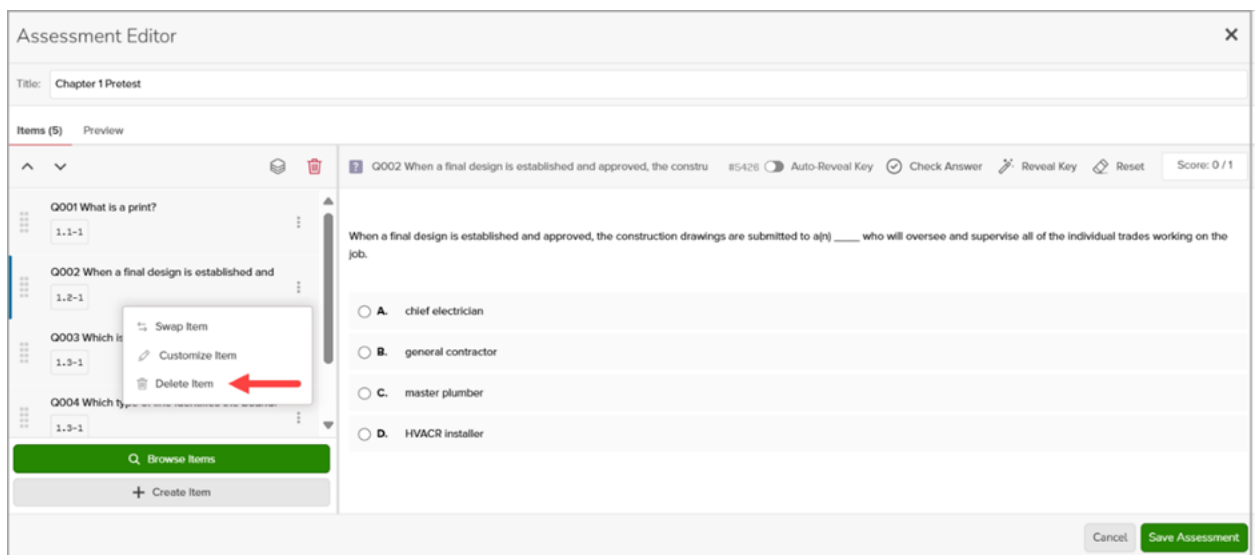


3. Select the **“Save”** button to save your changes.
4. If you have previously modified the question, you will see a message indicating that existing copies of this item. Select the **“Use”** button to modify this question further.



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

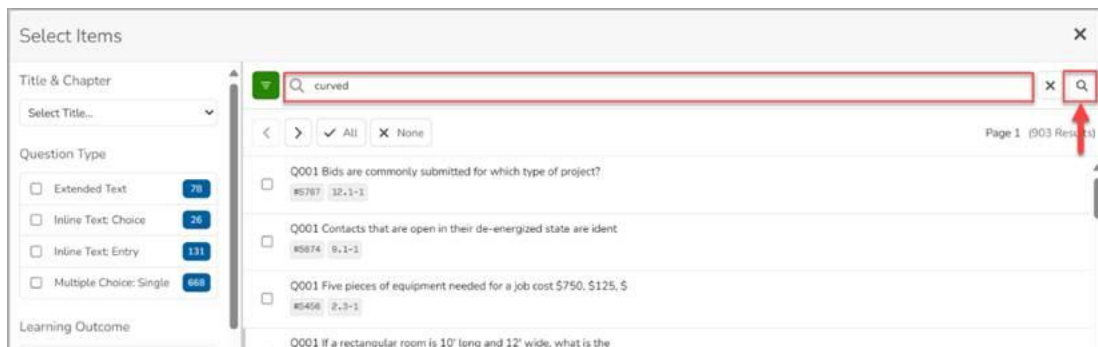
When a final design is established and approved, the construction drawings are submitted to job.

☐ 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 Magnification Icon () to begin your search:

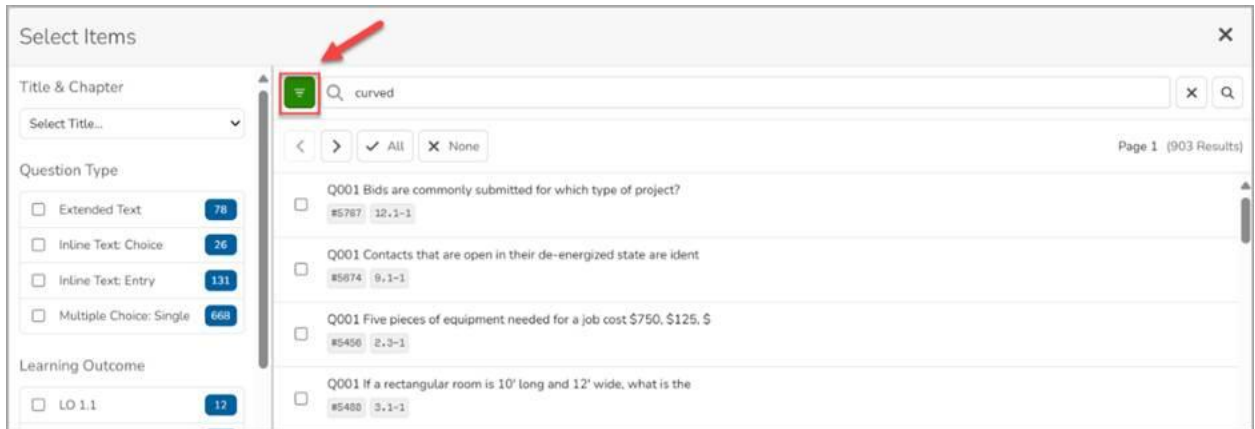


Your search results will then be displayed:

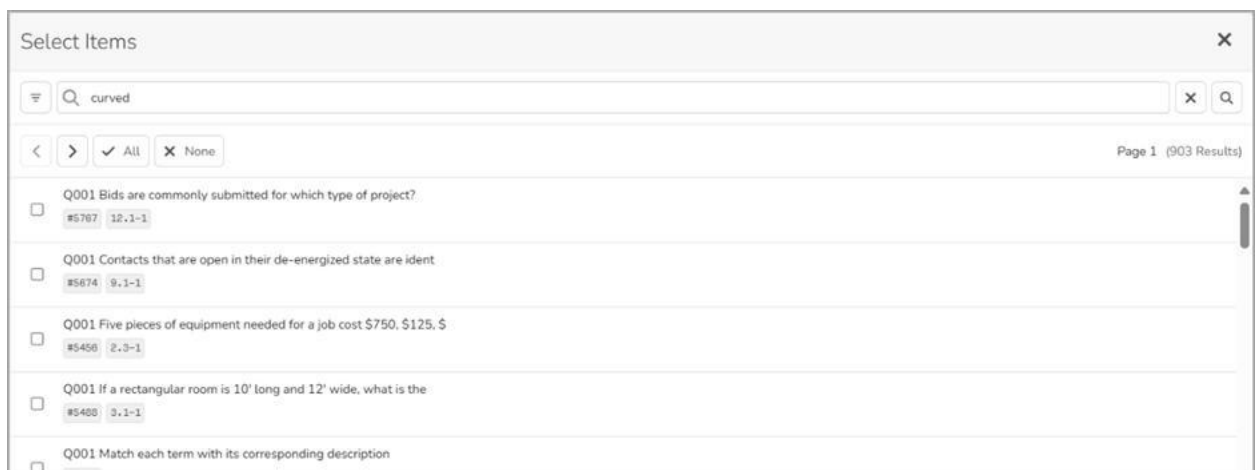


Toggle Filters

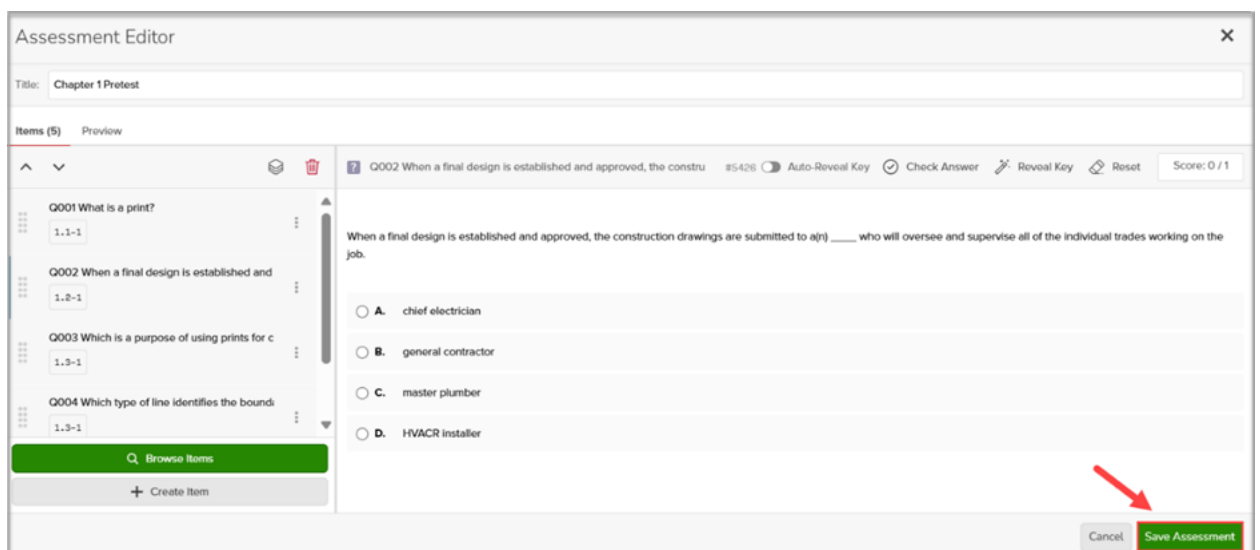
To collapse the filter and maximize the question view, select the strawberry Icon () next to the search field:



Your question view will no longer show the filter column:



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

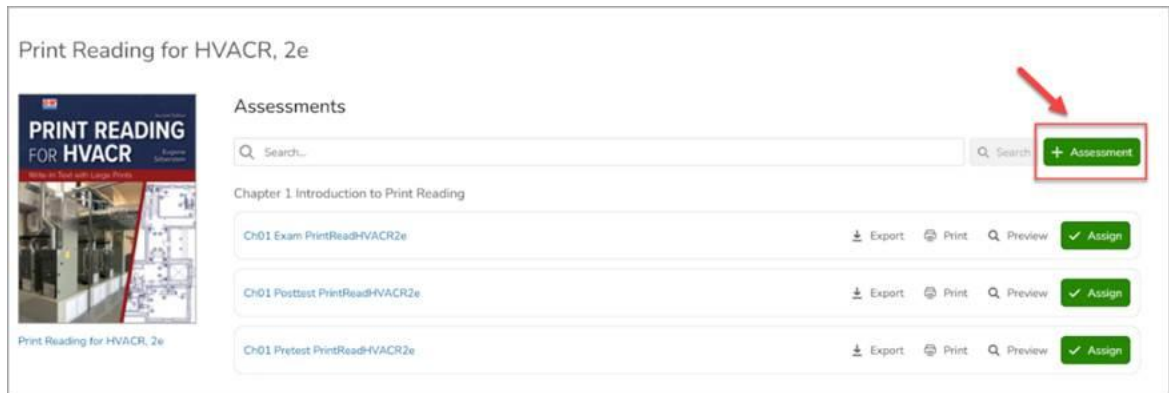


Create Custom Assessment

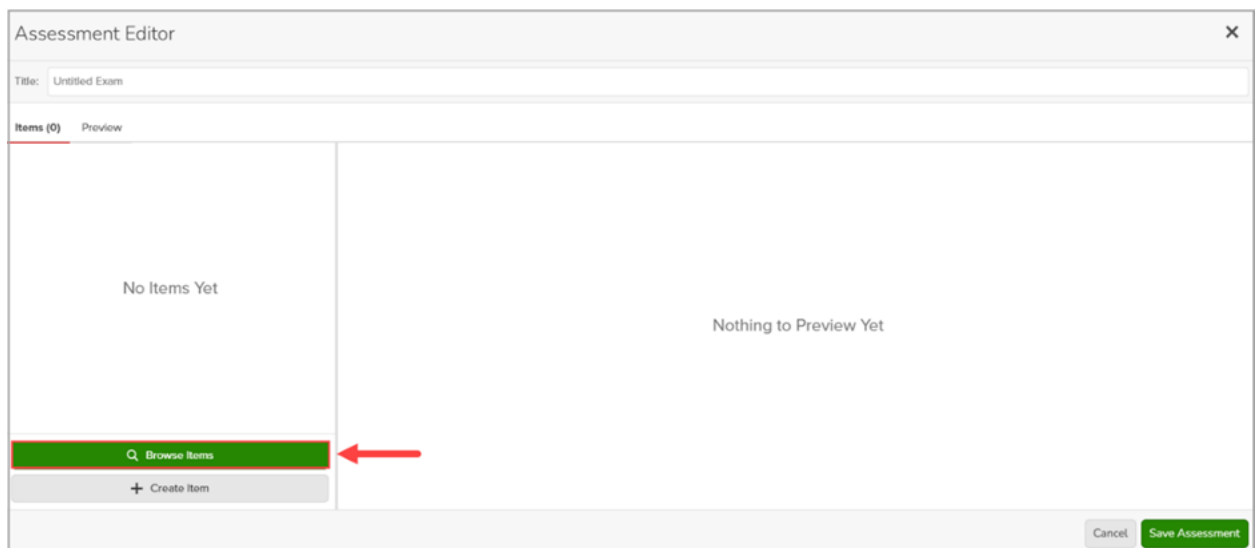
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

Create custom assessment with pre-built G-W items

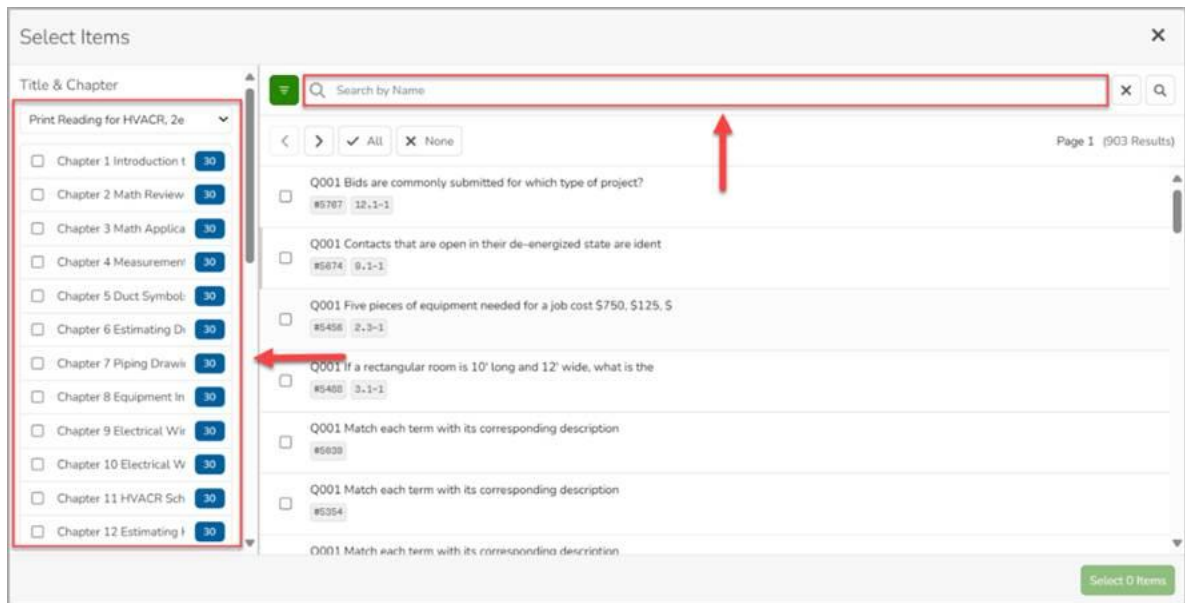
1. To create your own assessment with pre-built G-W items, select the “**+ Assessment**” button on the Assessment page.



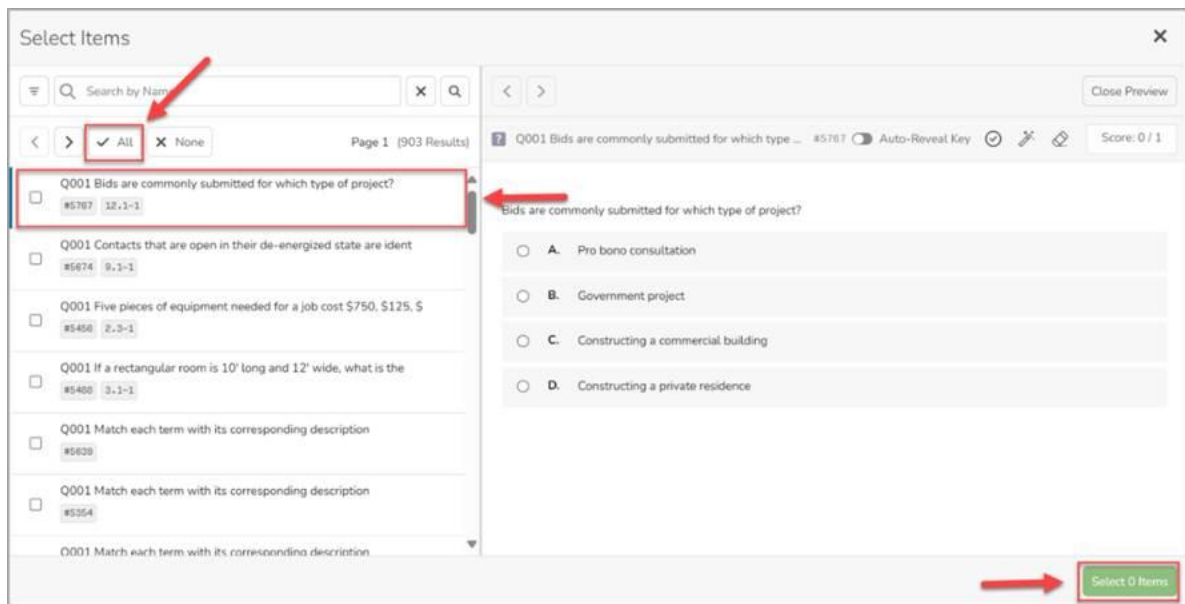
2. To add pre-built assessment questions, select the “**Browse Items**” button in the Assessment Editor.



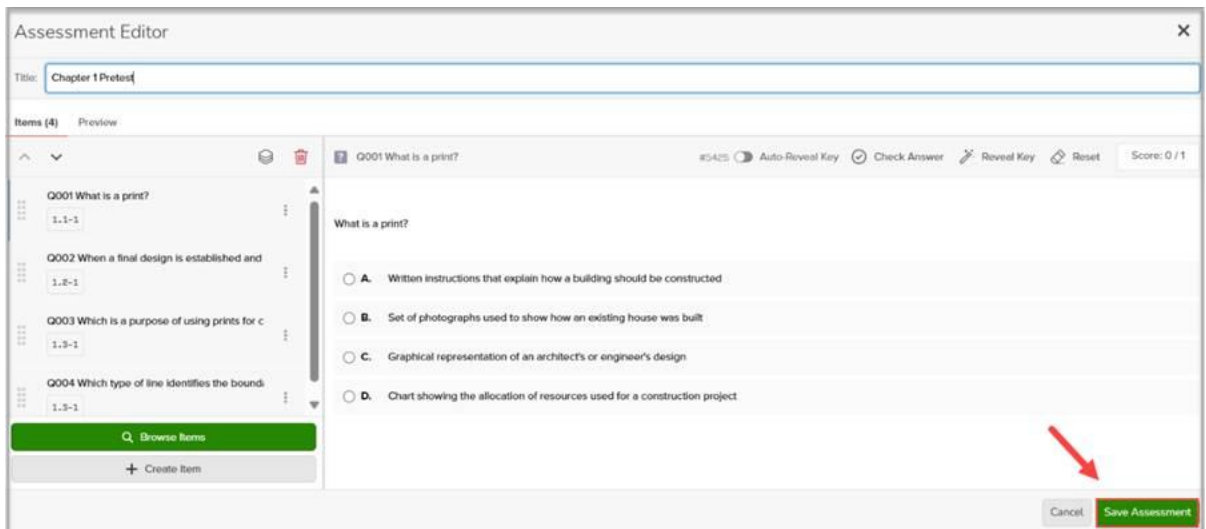
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search



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

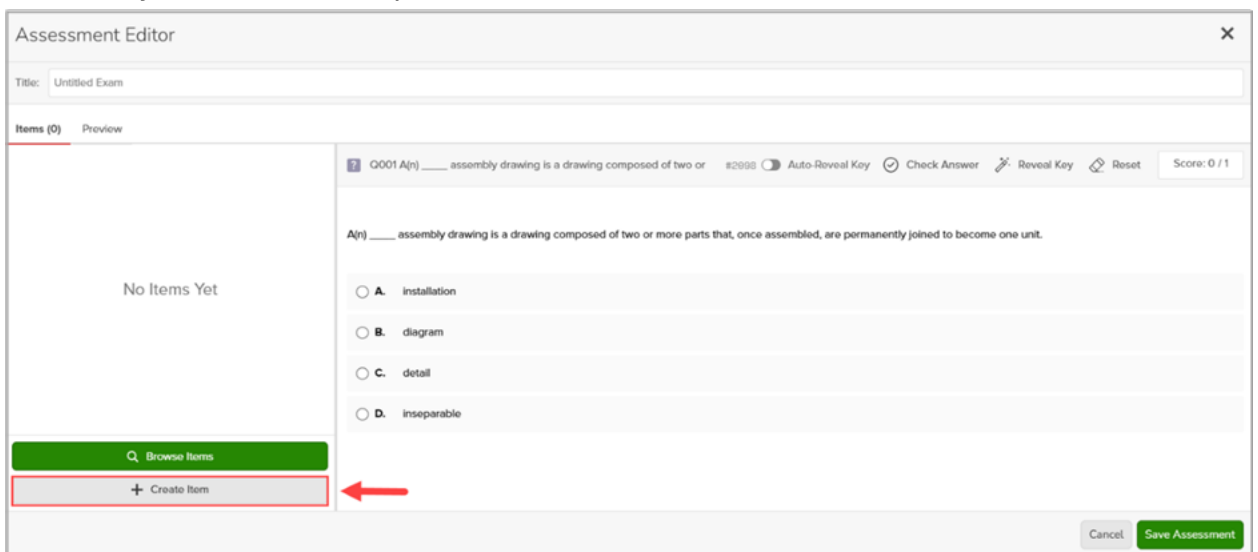


6. Once you have finalized the customization of your assessment, select the “**Save Assessment**” button to save your changes.

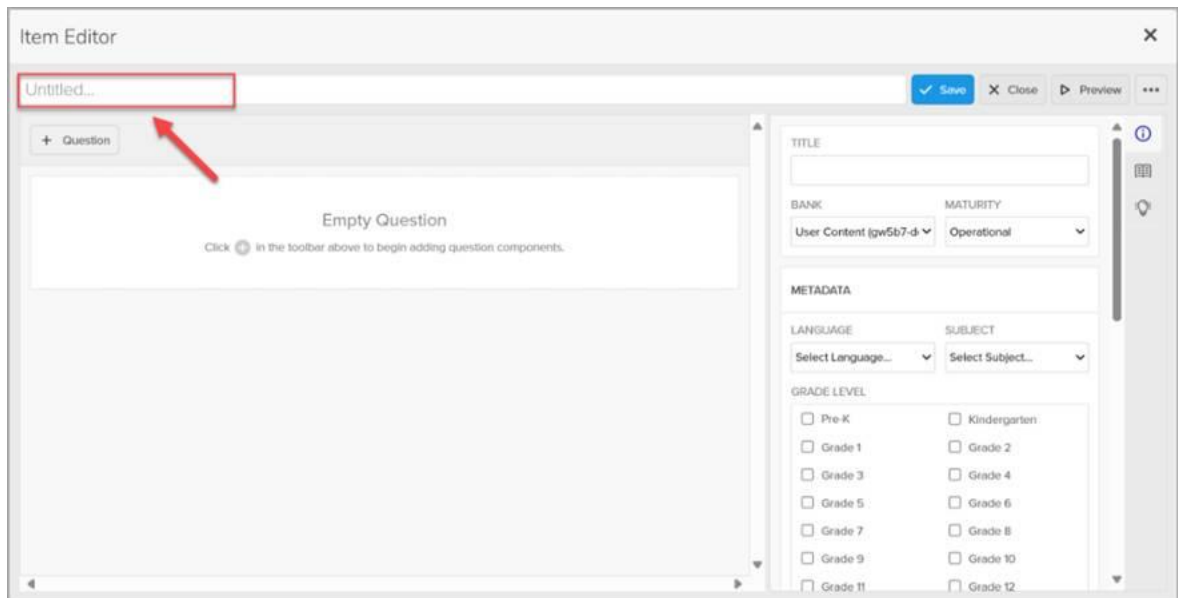


Create new custom items

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

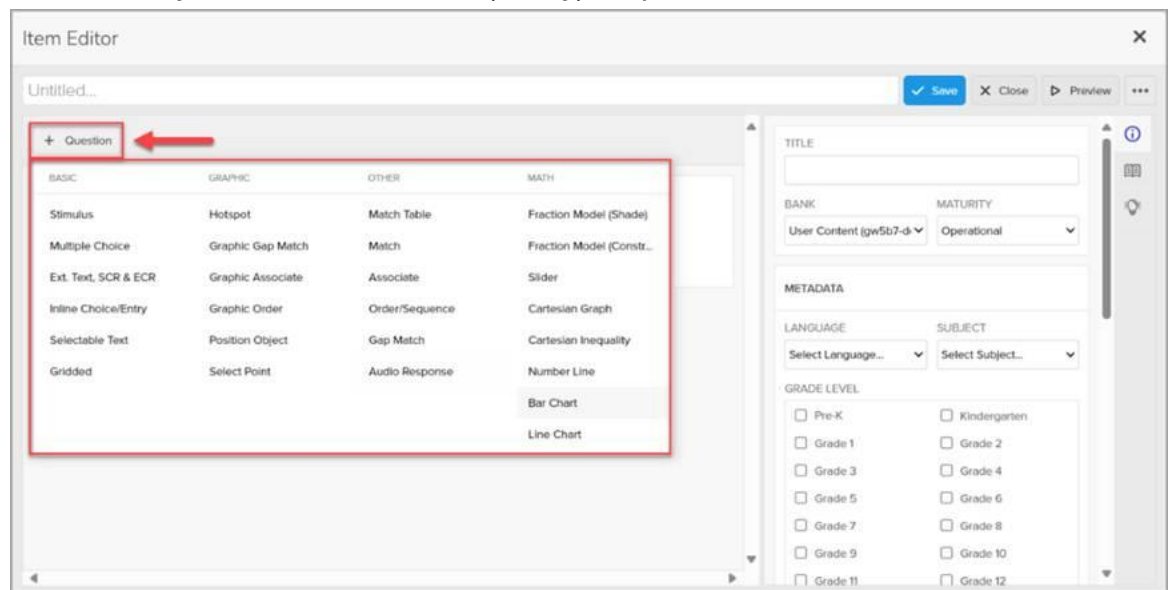


2. In the Item Editor, start by giving your item a title:

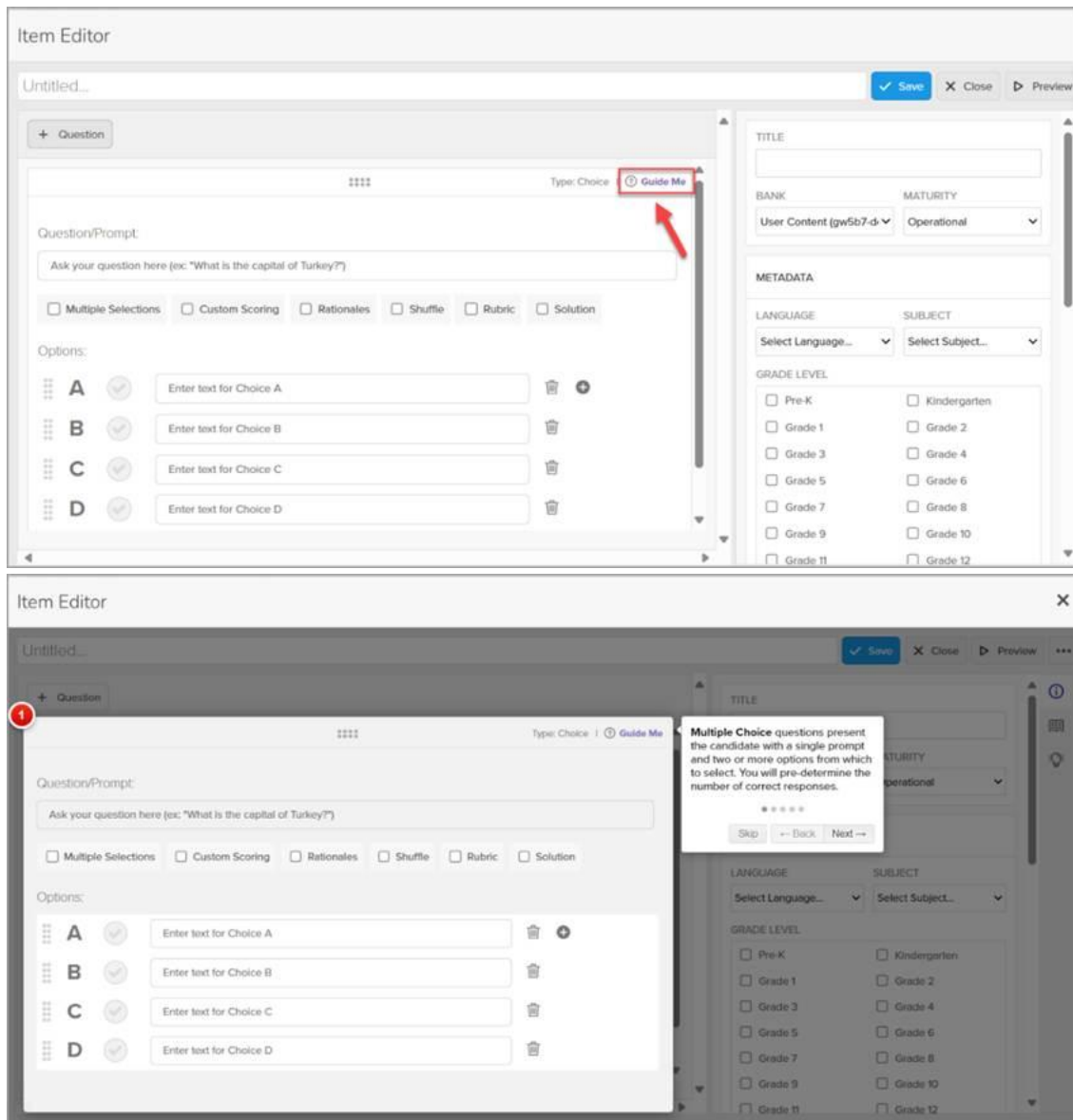


- To add a new assessment item, select on the “+ Question” button. A dropdown will appear displaying various question types. Select the desired question type.

Note: If you are delivering this assessment as a print only format, only the following question types are supported: Multiple Choice, Inline Choice/Entry, Ext. Text SCR & ECR (Essay), Gap Match and Selectable Text



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

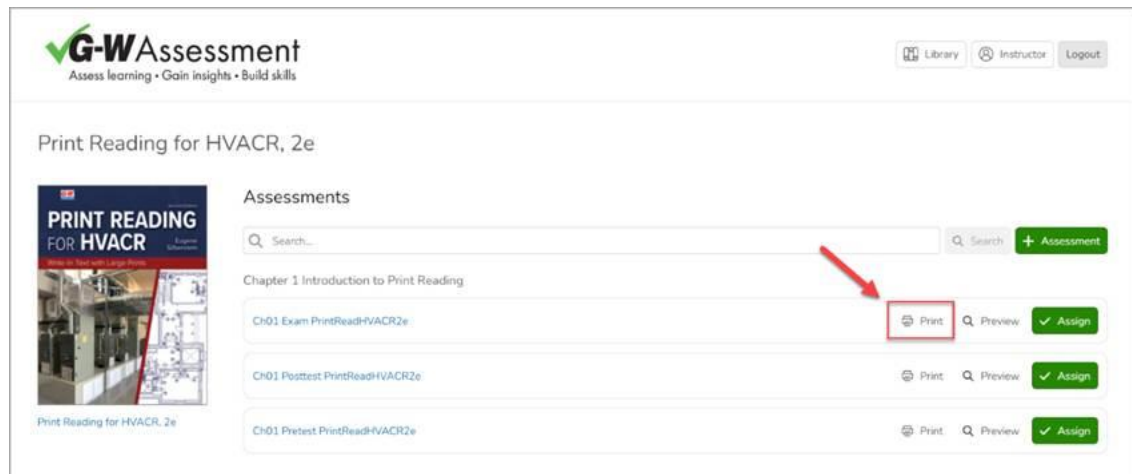


5. Once you have created your item, select **“Save”** to save the item for your assessment.

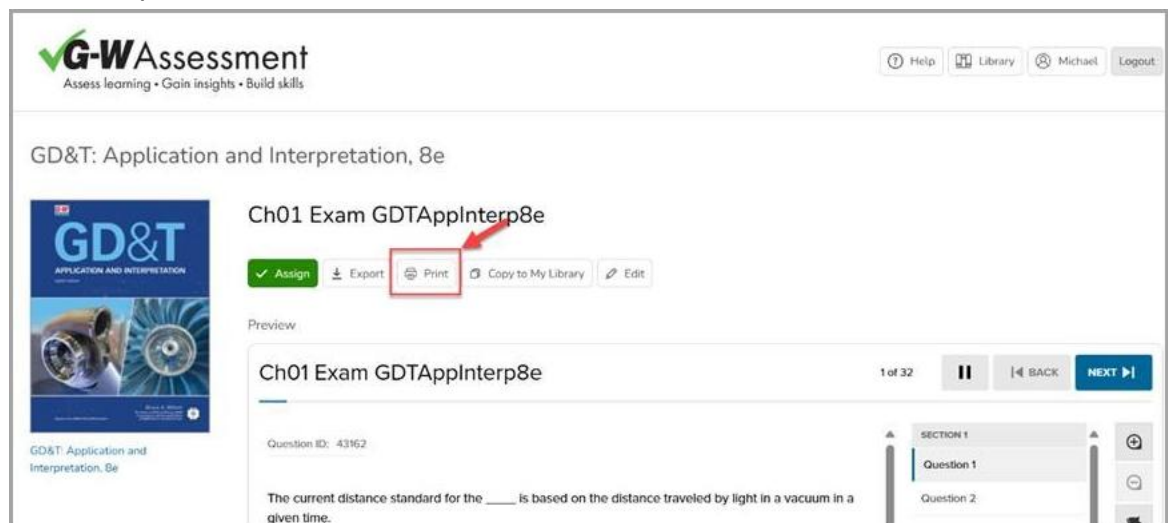
Print Assessment

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

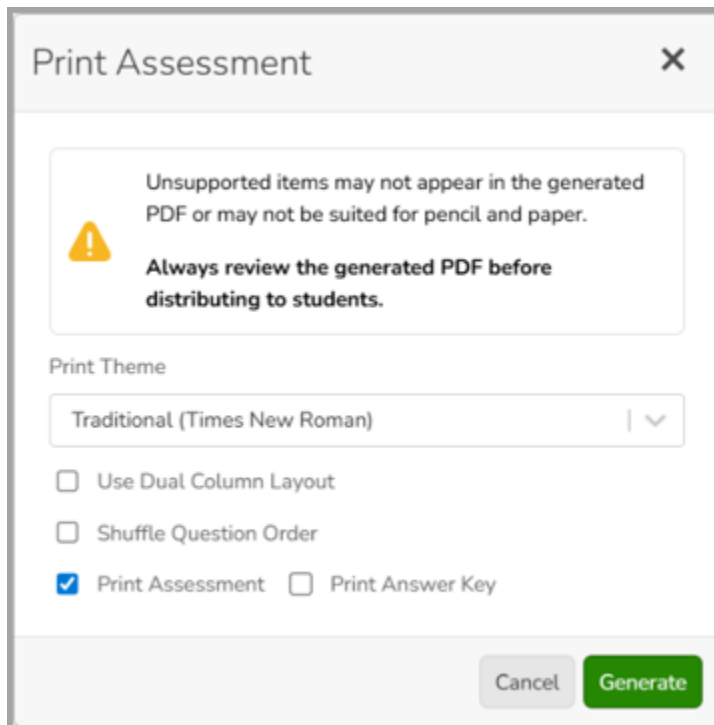
1. From the assessment page, select the **“Print”** button



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



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

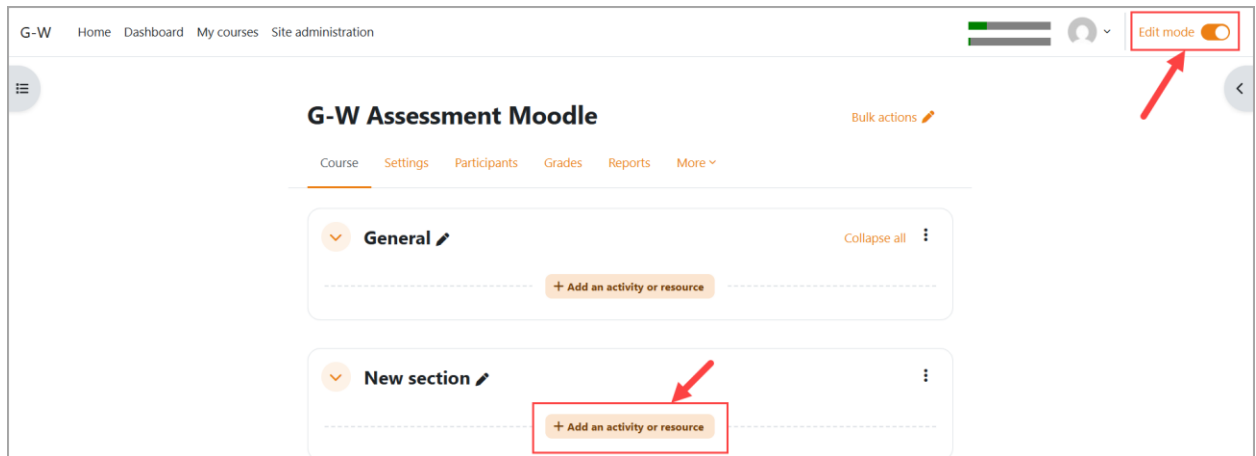
A screenshot of a 'Print Assessment' dialog box. At the top, the title 'Print Assessment' is on the left and a close button 'X' is on the right. Below the title bar, there is a warning section with a yellow triangle icon containing an exclamation mark. The text in this section reads: 'Unsupported items may not appear in the generated PDF or may not be suited for pencil and paper. Always review the generated PDF before distributing to students.' Below the warning, there is a 'Print Theme' section with a dropdown menu currently showing 'Traditional (Times New Roman)'. Underneath the dropdown are three checkboxes: 'Use Dual Column Layout' (unchecked), 'Shuffle Question Order' (unchecked), and 'Print Assessment' (checked). To the right of 'Print Assessment' is another checkbox for 'Print Answer Key' (unchecked). At the bottom right of the dialog are two buttons: a grey 'Cancel' button and a green 'Generate' button.

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.

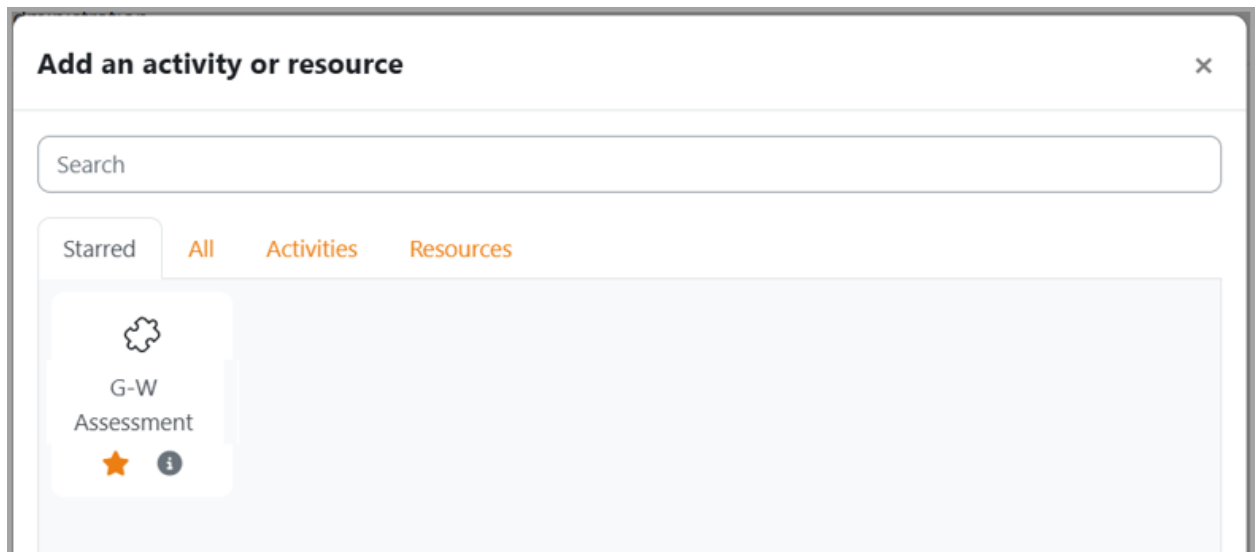
Create Assignments in Moodle with G-W Assessment

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

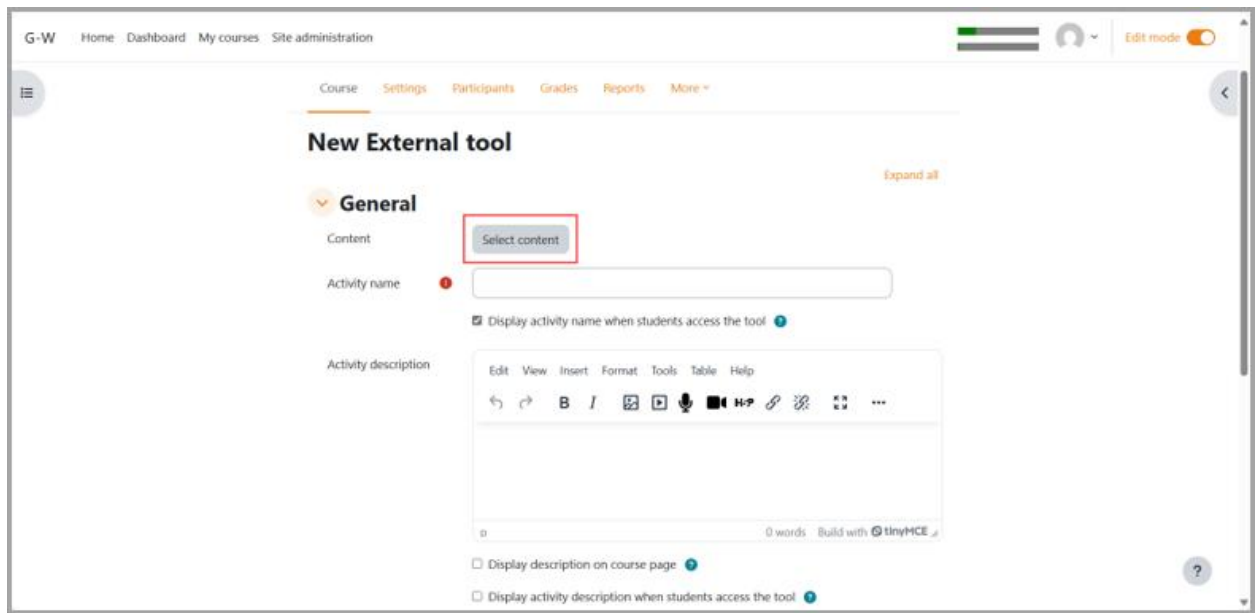
1. Navigate to your course. Enable **“Edit mode”** then locate **“Add an activity or resource”**.



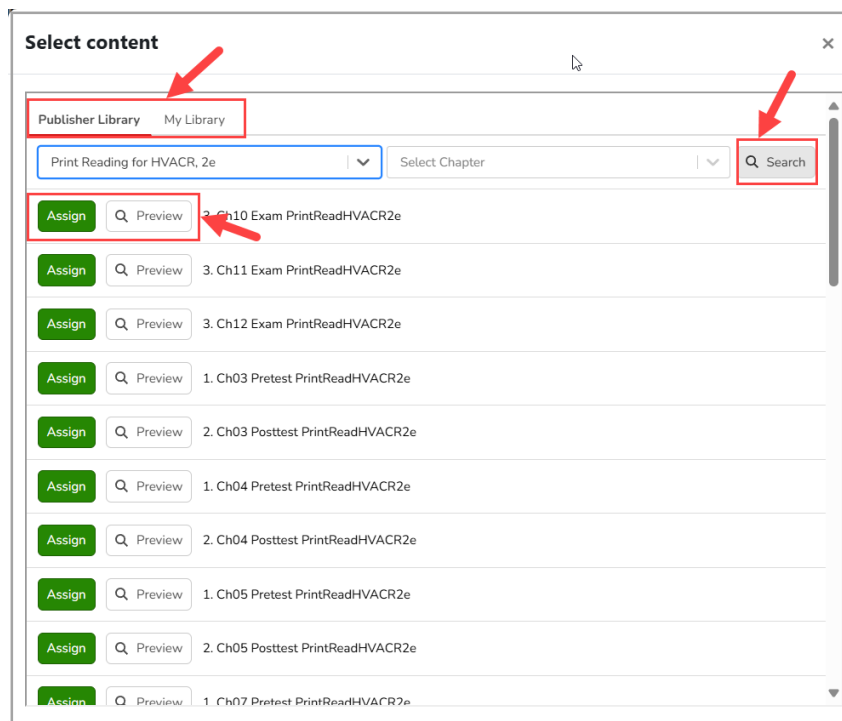
2. Use the **All** tab to locate the G-W Assessment external tool or if you starred it, click it from the **Starred** tab.



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

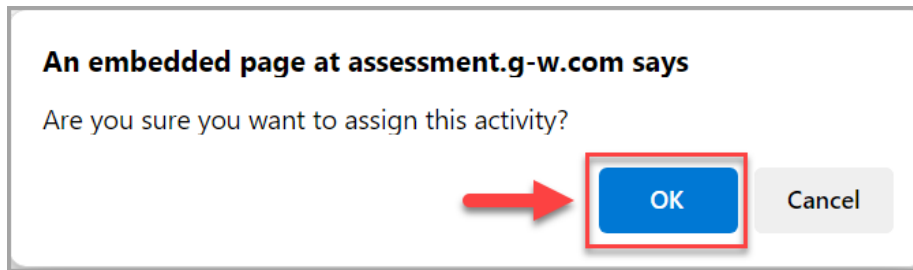


4. Select the **“Select content”** button.
5. The G-W Assessment content selection menu will display, allowing you to select your assessment. In this modal, use the dropdown menu to choose pre-built G-W assessment content from the **Publisher Library**, or select the **“My Library”** tab to access your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

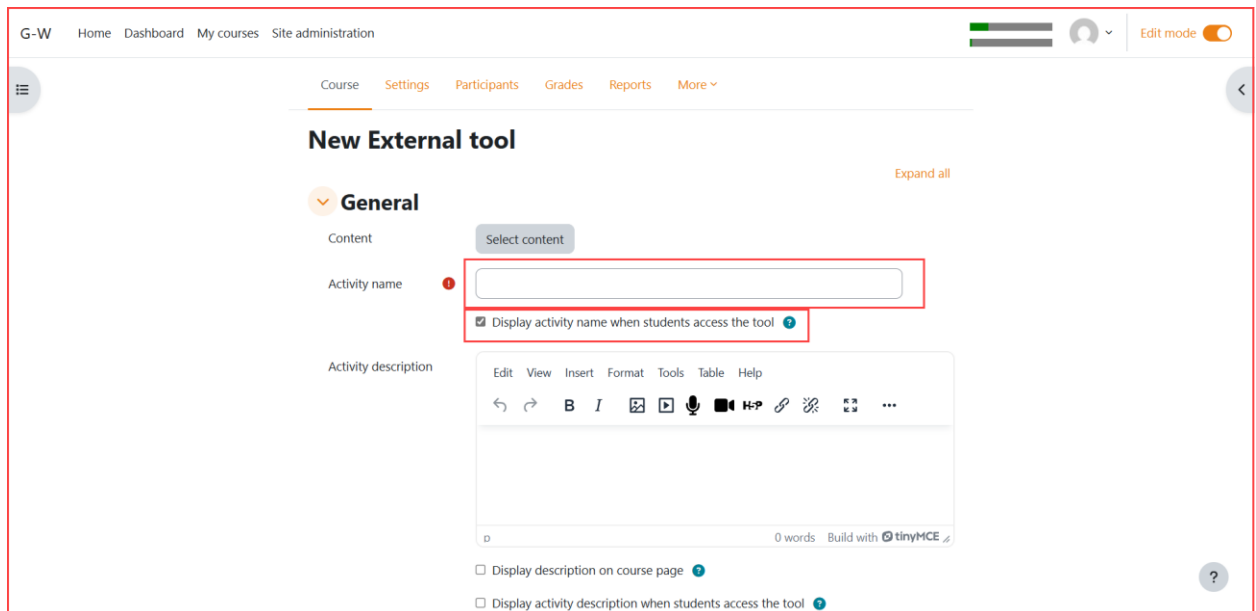


6. Once you have located the assignment, you can:
 1. Preview – Select **“Preview”** to view the assignment.

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



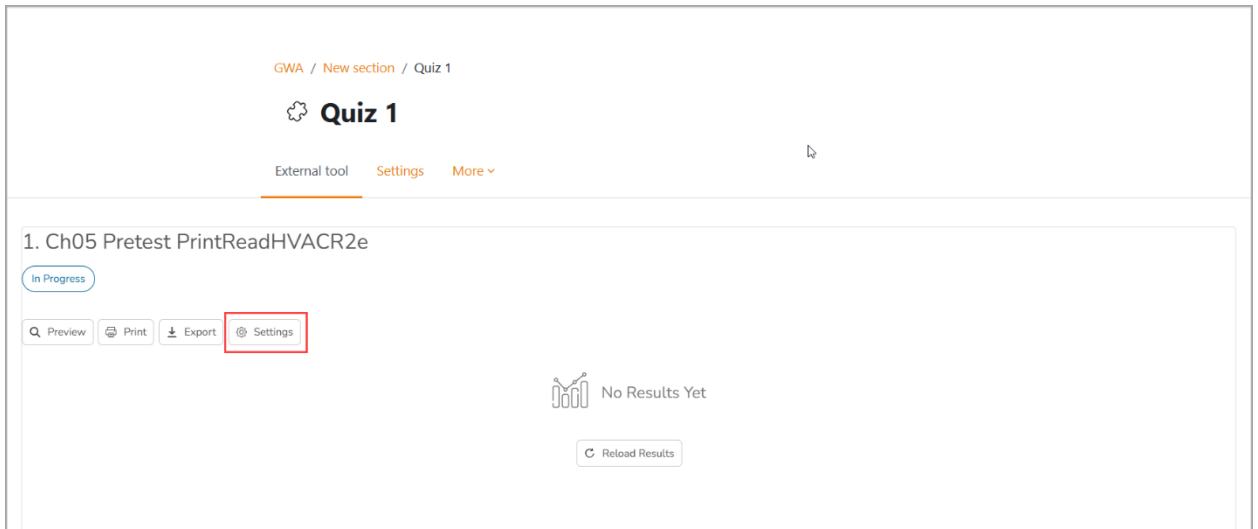
8. You will be returned to the New External tool page. Name the activity, make sure the checkbox for **Display activity name when students access the tool** is selected, apply any additional activity settings then select the **“Save and return to course”** button.



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 'Settings' dialog box is shown with a close button (X) in the top right corner. It contains the following sections and options:

- Title:** A text input field.
- Administration Preferences:**
 - ☒ Shuffle answer choices (when possible)
 - ☐ Shuffle question order
 - ☐ Enable Read Aloud (where available)
 - ☐ Practice (scores not included in roll-up data)
- Tools & Supports:**
 - ☐ Enable Highlighter
 - ☐ Enable Line Reader
 - ☒ Enable Option Eliminator
- Calculator Type:** A dropdown menu set to 'None'.
- Upon Completion...:**
 - ☒ Reveal the student's score
 - ☒ Reveal the student's responses
 - ☒ Reveal the correct answers
- Retake Preferences:**
 - Number of Attempts (1-99, 0 = Unlimited): A text input field set to '1'.

At the bottom of the dialog are 'Cancel' and 'Submit' buttons.

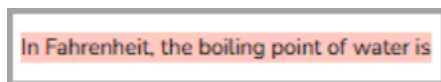
From here, you can toggle the following on or off:

- **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.
- **Practice:** When selected, the assessment will no longer send scores to the LMS gradebook. All other policy settings will function normally, and students will receive a message that the assessment was taken in practice mode. The assessment will still appear in the gradebook as a line item, but no grades will be passed back when the students complete a practice assessment. You can still open the assessment to review student performance, even though it does not count toward the final grade.

Note:

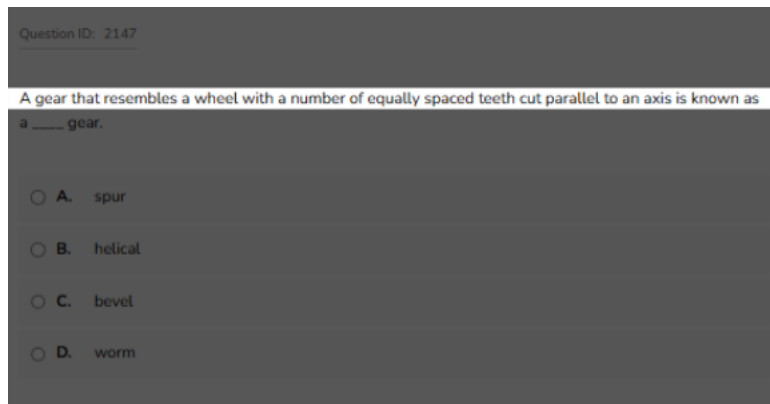
1. If you switch an assessment from Practice mode to Graded, use the “**Resend Scores to LMS**” feature to send the scores that were recorded while in Practice mode.
 2. If you switch an assessment from Graded to Practice after students have already completed it, you may need to manually clean up any previously sent scores in their LMS.
- **Enable Highlighter:** Students will have the option to highlight text by

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



Using the highlighter tool helps students actively engage with the text, supporting comprehension, and increasing focus. Students with learning differences such as dyslexia or attention-related challenges can also use the highlighter to organize their thinking, reduce cognitive load and strengthen visual organization and reading strategies.

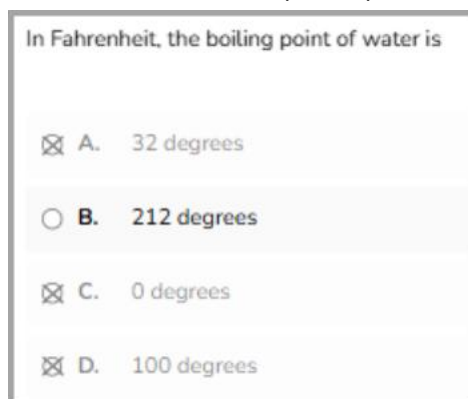
- **Enable Line Reader:** Students will have the option to have a single line of text visible at a time by selecting the “**Toggle Line Reader**” button ().



The line reader tool guides the student's attention in a structured way, enhancing comprehension, minimizing reading fatigue. It provides a more controlled and manageable reading experience, particularly for students with visual processing or attention-related differences, by minimizing distractions and supporting focus on the text.

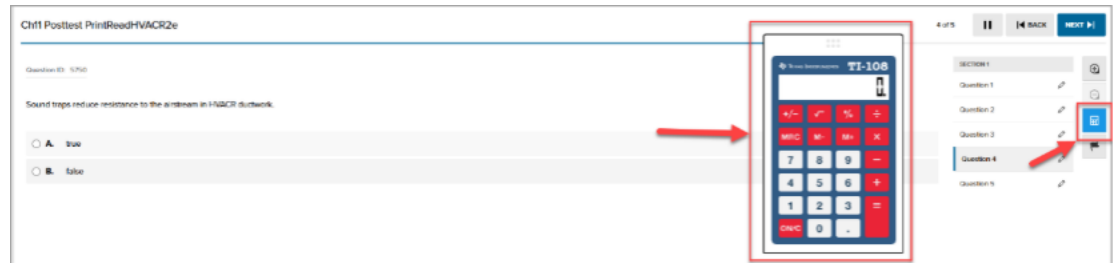
- **Enable Option Eliminator:** Students will have the option to cross out answers they believe to be incorrect by selecting the “**Option**

Eliminator” button ().

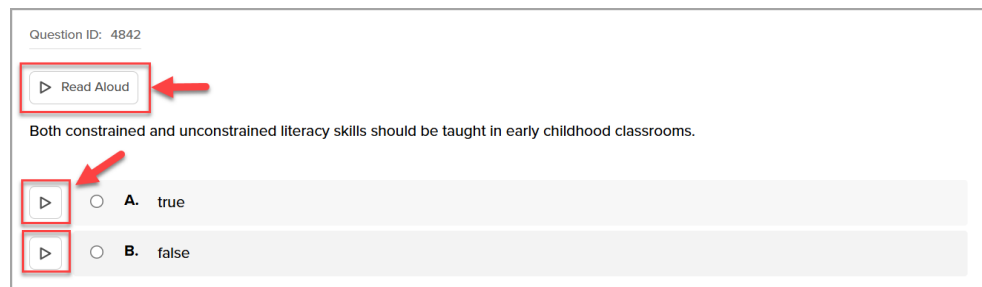


Answer elimination allows students to remove answer choices that they know are incorrect, helping them focus on the most relevant options. This reduces visual clutter and lowers information processing demands for students with attention-related differences, anxiety, or processing challenges. By streamlining the decision-making process, this feature supports clearer thinking, and enables more confident and efficient processes during assessments.

- **Calculator Type:** Students will be able to display a calculator by selecting the “**Calculator**” button (). Use the drop down to select Basic, Scientific, or Graphing calculators to display.



- **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 student’s response:** Display the student’s response after they complete the assessment.
Note: Enabling “**Reveal correct answers**” will automatically enable “**Reveal the student’s response.**”
- **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.

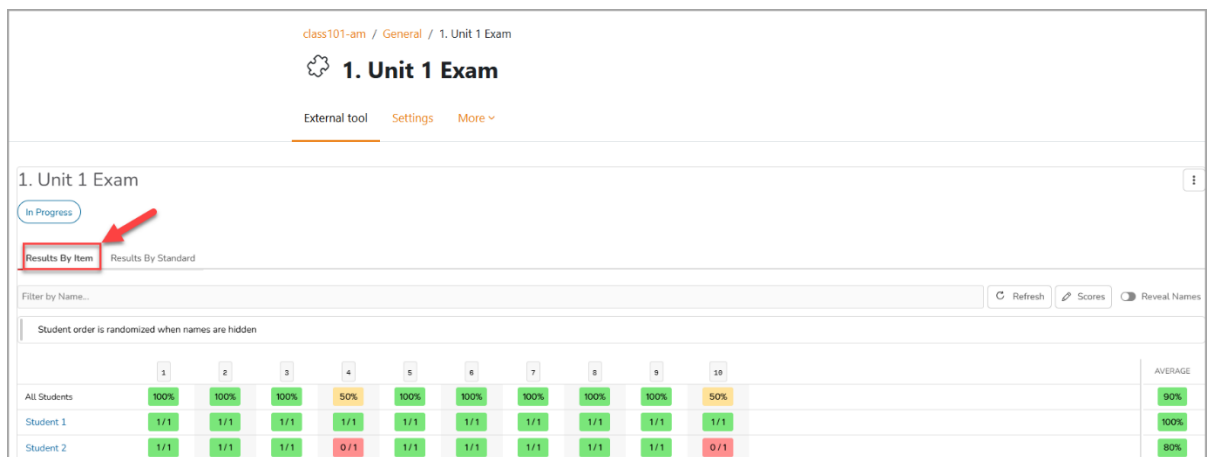
4. Select **“Submit”** once all your settings have been adjusted. **Note:** these settings can be adjusted after completion if you prefer to withhold display of correct answers until after the assessment due date has expired.

Assignment Results

Viewing Student Item and Standards Results

1. 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

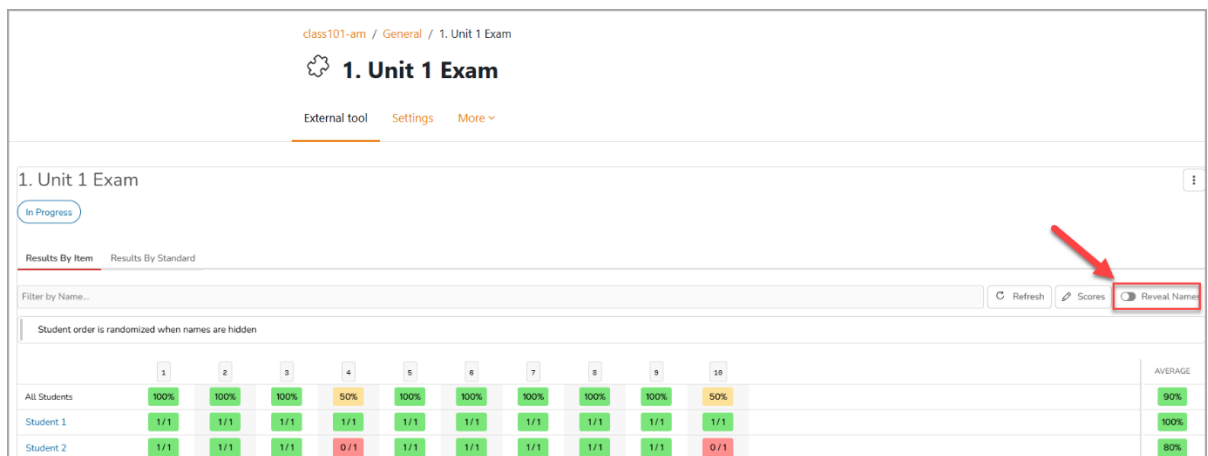
Filter by Name...

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”**.



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%

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

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%

- 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

1. Unit 1 Exam

In Progress

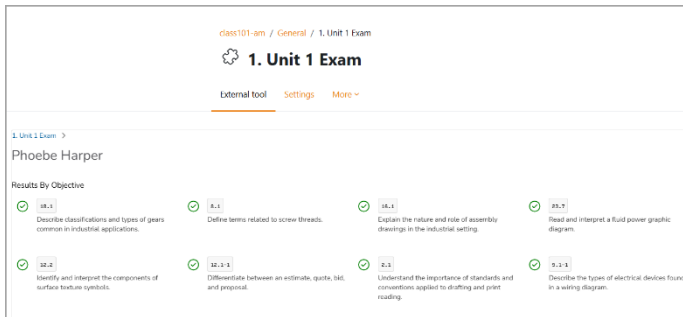
Results By Item Results By Standard

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

- 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.



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%

2. 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

3. 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.

4. 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. 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 the **“Scores”** button to apply scores to these responses.

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 your LMS gradebook until all manually graded questions have a point value.

Managing Student Submissions and Resending Scores

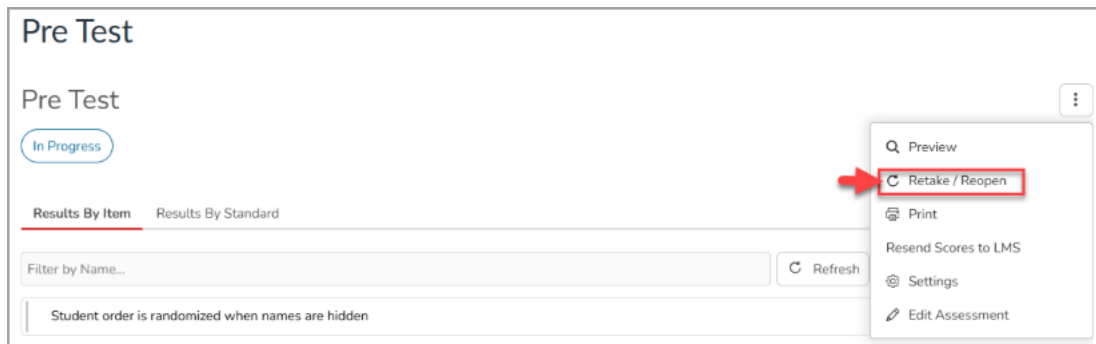
Retake/Reopen Assessment

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

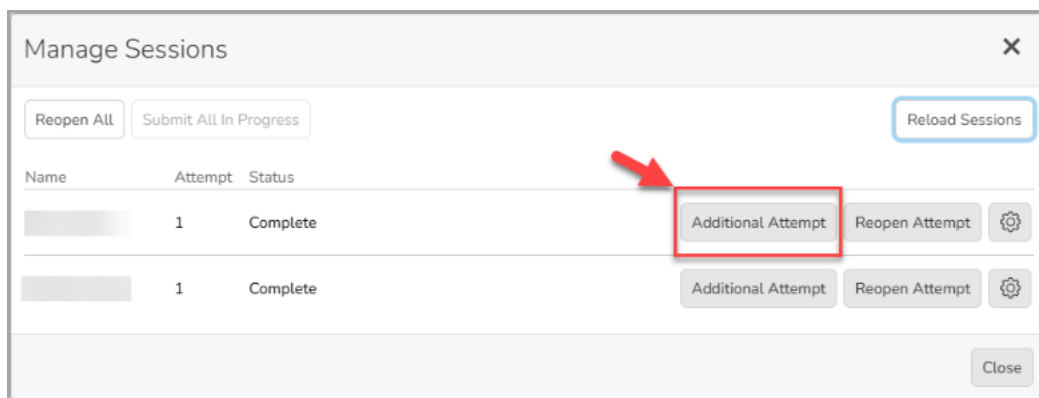
1. From the assessment results page, select the **More Options** button

Student	1	2	3	4	5	Average
All Students	50%	50%	100%	100%	100%	80%

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

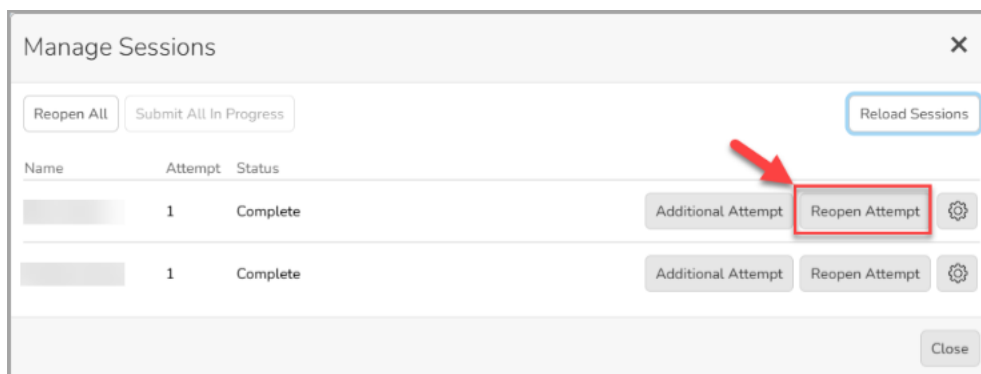


3. The **Retake** option allows you to grant a student a fresh start on an assessment. Select the “**Additional Attempt**” button and then “**Grant Attempt**”; this will provide the student with a new additional attempt. Previous attempts are still retained.

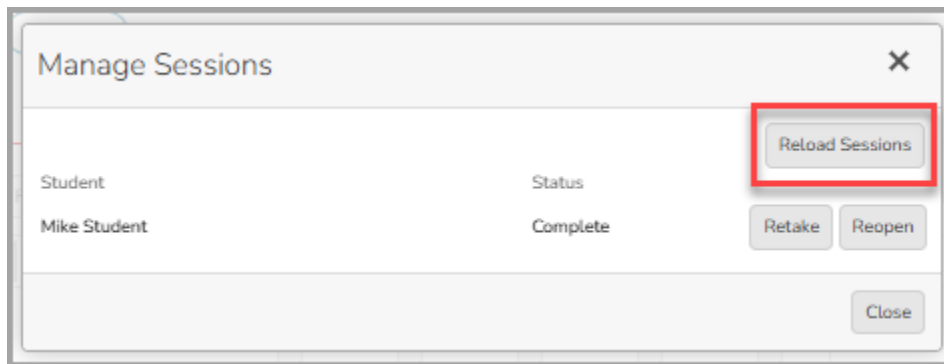


4. The **Reopen** option allows you to let a student continue working on an assessment they have previously submitted. To do this, select “**Reopen Attempt**” and then select “**Reopen Submission**”.

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



4. Select the **“Reload Sessions”** button to update your session.



Submit In Progress Attempt

Instructors can submit assessments on behalf of students who did not complete or submit an attempt.

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



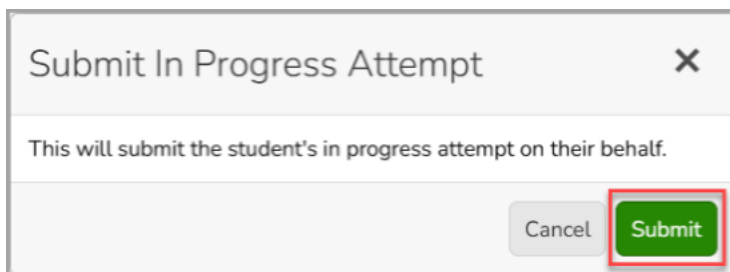
2. Select **“Retake/Reopen”**.



3. Select **“Submit In Progress Attempt”** next to the student’s name or select **“Submit All In Progress”** to submit all students whose attempts are currently in progress for this assessment.



4. A Manage Sessions modal will appear to confirm your submission. Select **“Submit”** to submit the chosen assessments. Close the Manage Sessions modal.

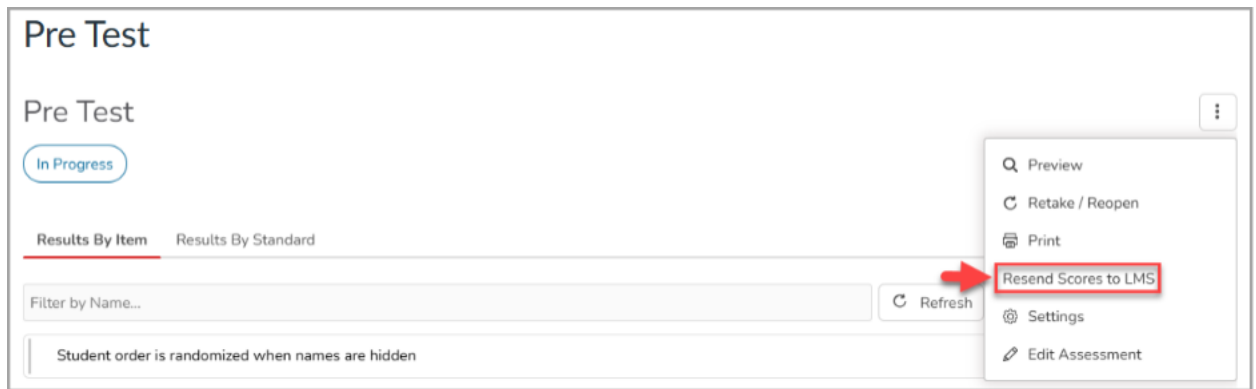


Note: Any automatically graded questions that had answers will still be automatically graded, but manually graded questions will still need to be scored.

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** window 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.



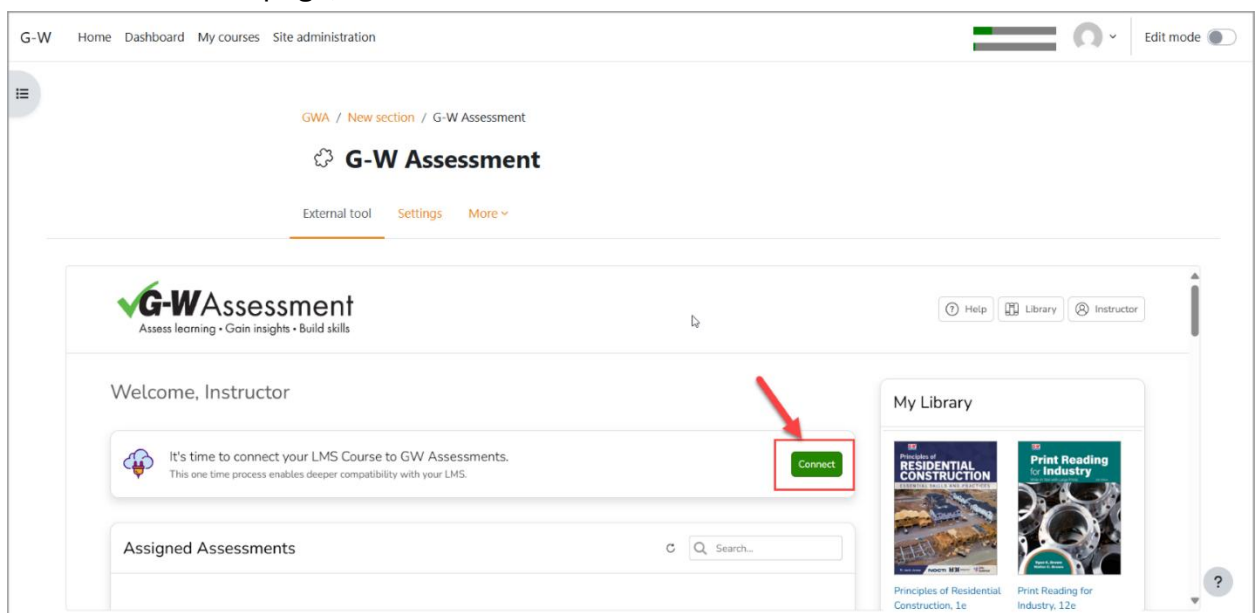
Course Copy

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:

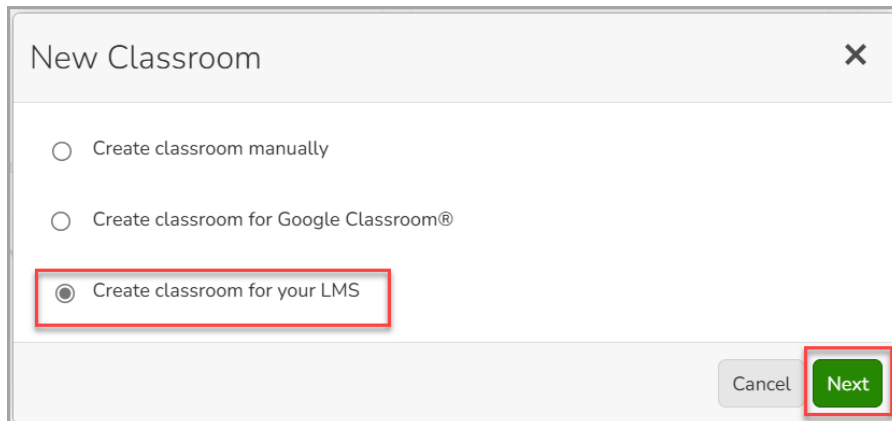
1. Select the launch link (name may vary depending on how this is set up by your LMS admin) to connect your copied Moodle course with G-W Assessment.



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.

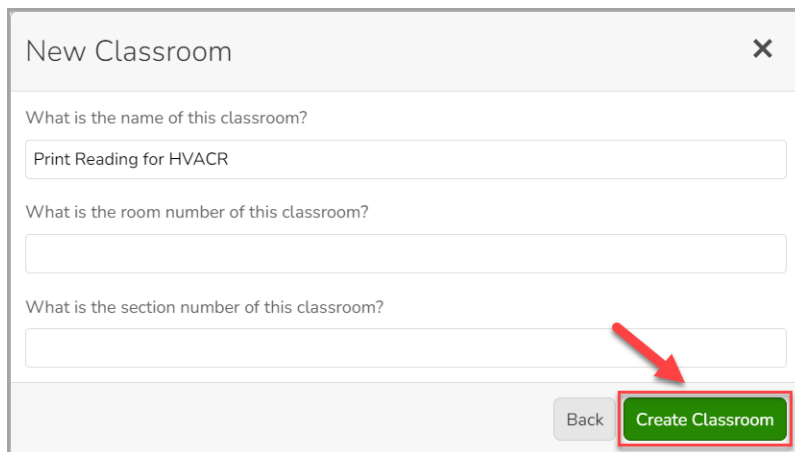


3. In the **New Classroom** modal, select **“Create classroom for your LMS”** then select the **“Next”** button.



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

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



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

5. Once a course is copied in the LMS and connected to G-W Assessment, assessments are automatically activated. Students can access their assignments immediately if the available start and end date are open. For this reason, we recommend reviewing your assessment policy settings after the course copy is complete.

Important Notes for copied G-W Assessment assignments:

1. If the class is not connected to G-W Assessment, students will not be able to open their G-W Assessment assignment. They will encounter the following error message when attempting to launch the assignment:

Unit03 Pretest PrintReadInd12e

Due

No Due Date

Points

50

Submitting

an external tool

{"error": "No matching classroom found for this context. Cannot administer exam."}

- G-W Assessment assignment policies do not carry over when a course is copied. Instructors should review and update all G-W Assessment policies within Moodle after copying the course.

Settings

Title

Administration Preferences

☒
Shuffle answer choices (when possible)

☐
Shuffle question order

☐
Enable Read Aloud (where available)

☐
Practice (scores not included in roll-up data)

Tools & Supports

☐
Enable Highlighter

☐
Enable Line Reader

☒
Enable Option Eliminator

Calculator Type

None

Upon Completion...

☒
Reveal the student's score

☒
Reveal the student's responses

☒
Reveal the correct answers

Retake Preferences
Number of Attempts (1-99, 0 = Unlimited)

1

Cancel

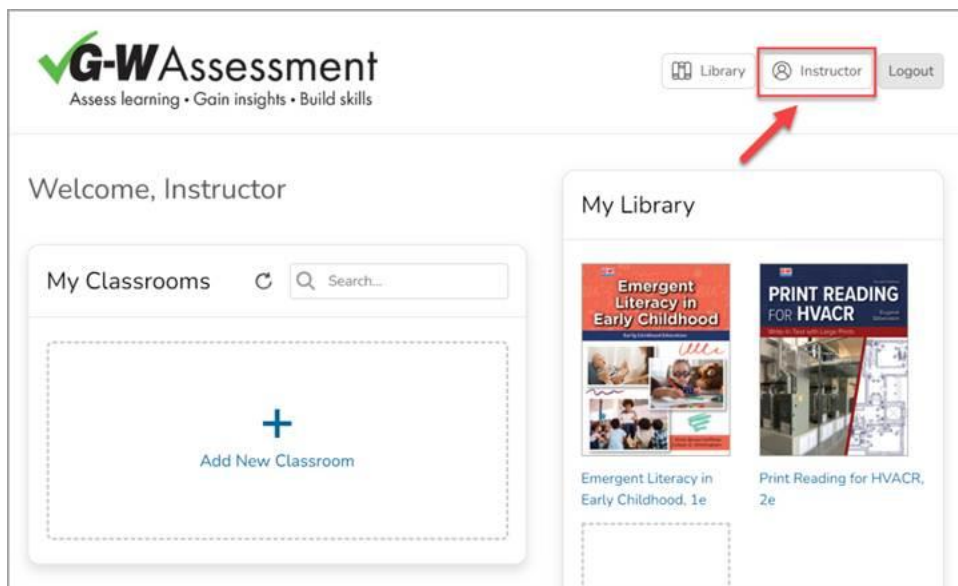
Submit

- Copied assignments will only show in the **Assigned Assessment** list on the G-W Assessment Homepage once an instructor or student opens the assignment from Moodle for the first time.

Account Settings

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

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



- 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.

A screenshot of the 'Account Settings' page on the G-W Assessment platform. The page title is 'Account Settings'. Below it is a section titled 'Manage name' with a sub-header 'Update the name that appears in this application. Your email address is displayed for informational purposes only and cannot be updated.' There are three input fields: 'First Name' (containing 'Instructor'), 'Last Name' (containing 'Demo'), and 'Email Address' (which is disabled and contains a greyed-out address). Below these fields is a button labeled 'Update Name'.

- 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”** button to choose a file.

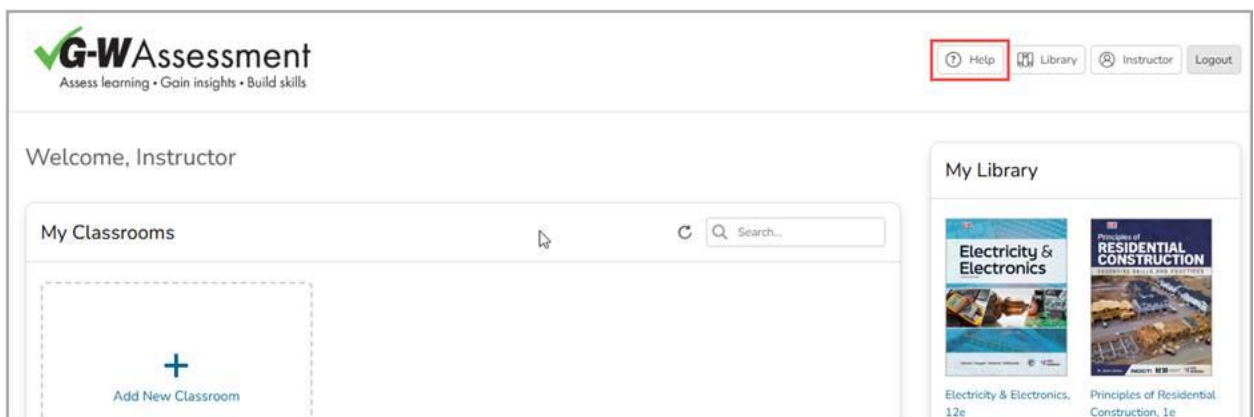


4. To remove your current picture, select **“Clear Picture”**.



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.