



G-W Assessment integration with Brightspace

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

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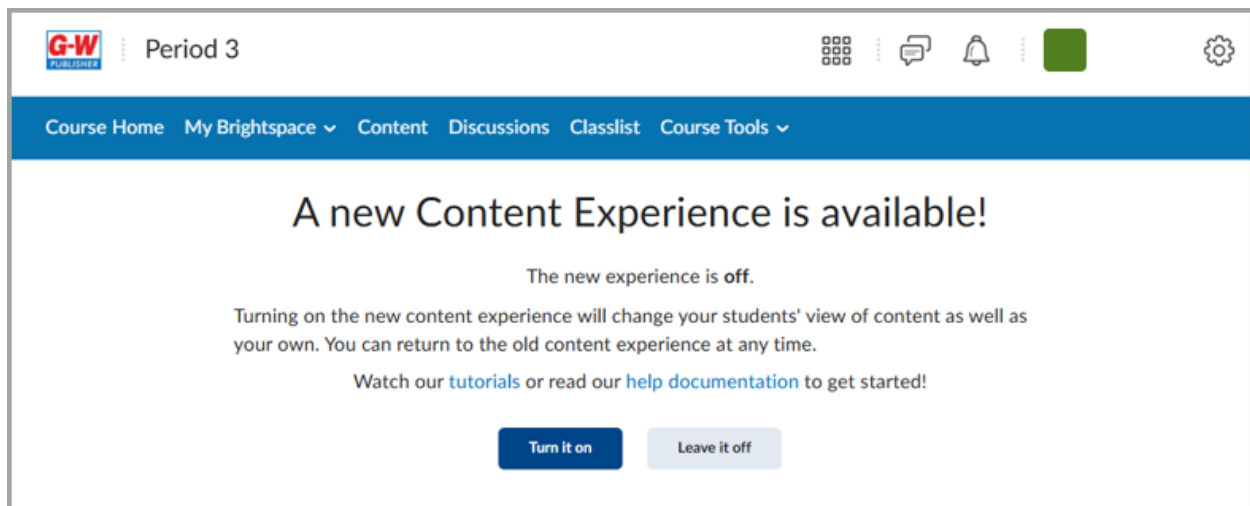
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Connect a Brightspace Course to G-W Assessment

When creating a class in Brightspace, you will be prompted to select either the New Content Experience or stay in the Classic (Old) Content Experience. While similar, the location of some features is different in the New Content Experience. This document will provide guidance for both experiences but be mindful of your selection and the section you are in for the best experience.

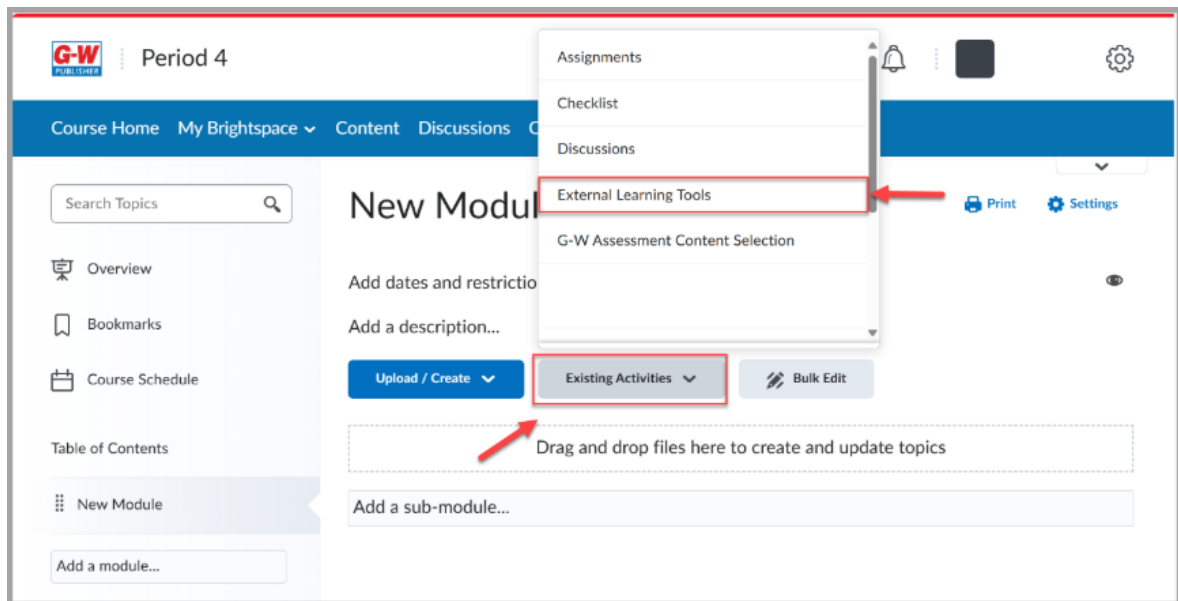
Important: Students are required to have an EduHub LMS-Ready subscription to access any G-W Assessments integrated into D2L Brightspace.



Classic (Old) Content Experience

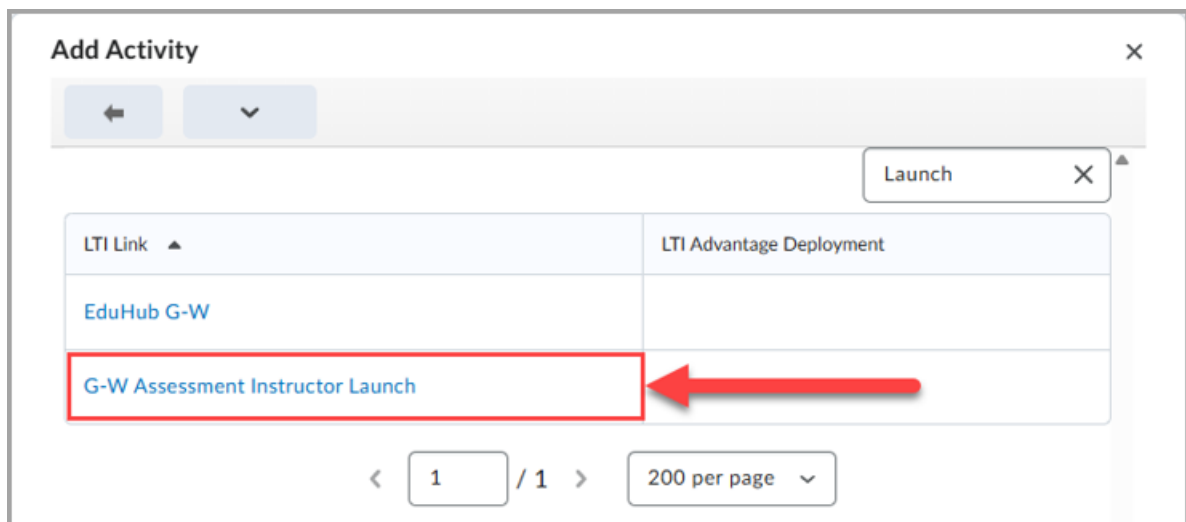
Upon logging into Brightspace, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator.

1. Select the **Existing Activities** drop down and then select “**External Learning Tools**”

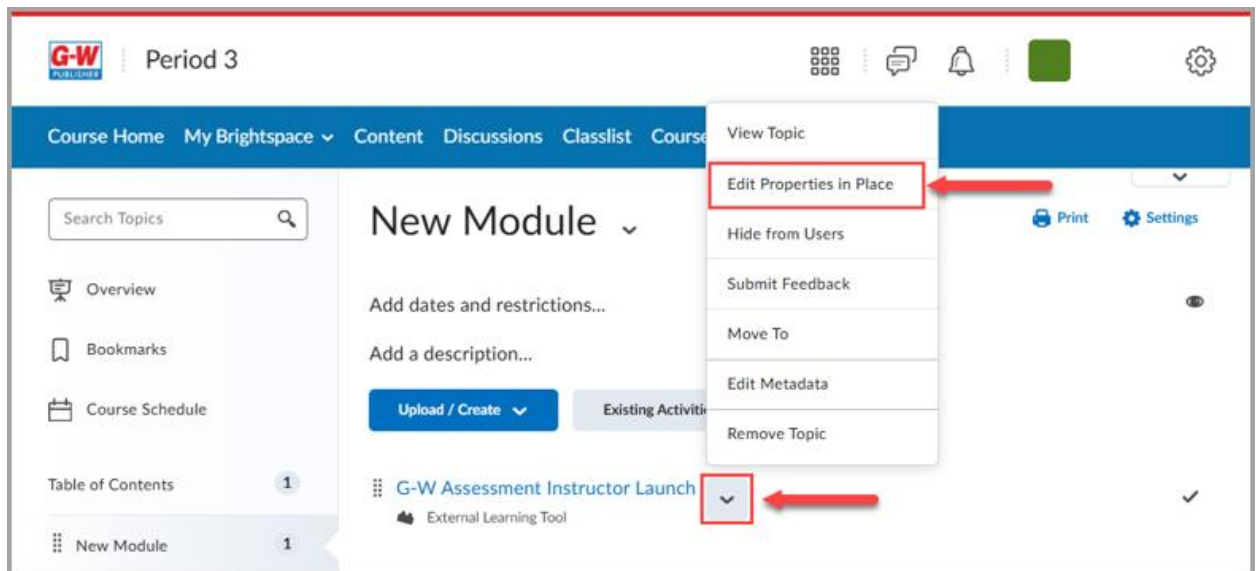


2. Select **“G-W Assessment Instructor Launch”**

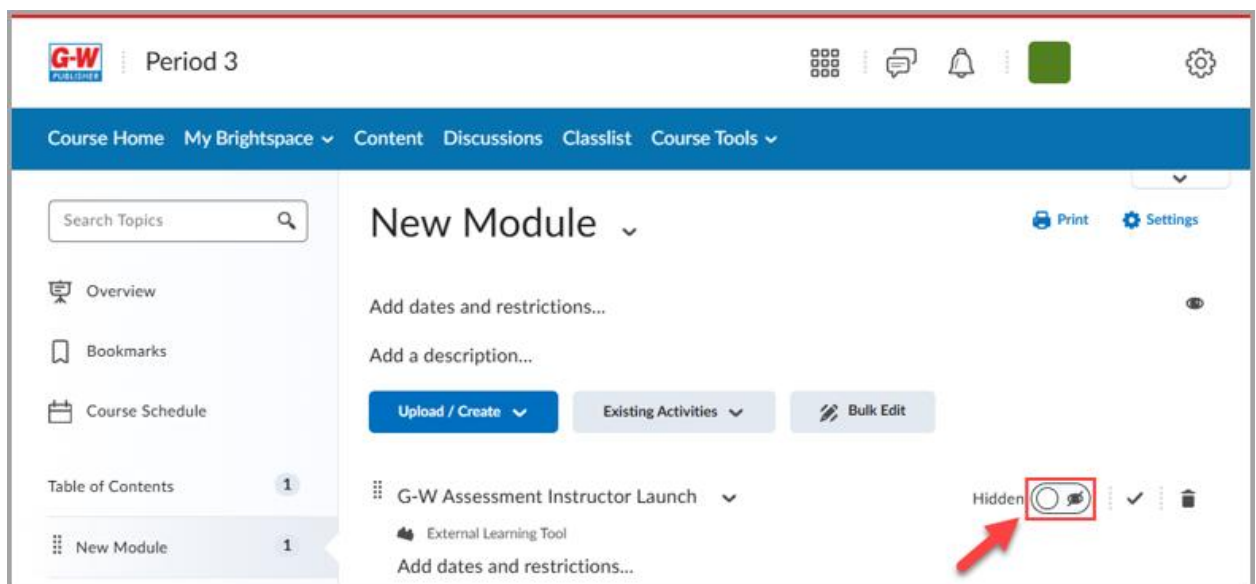
Note: This name may vary depending on the name given to the link by your LMS Admin on link creation. The link text can also be changed after it has been placed in your course.



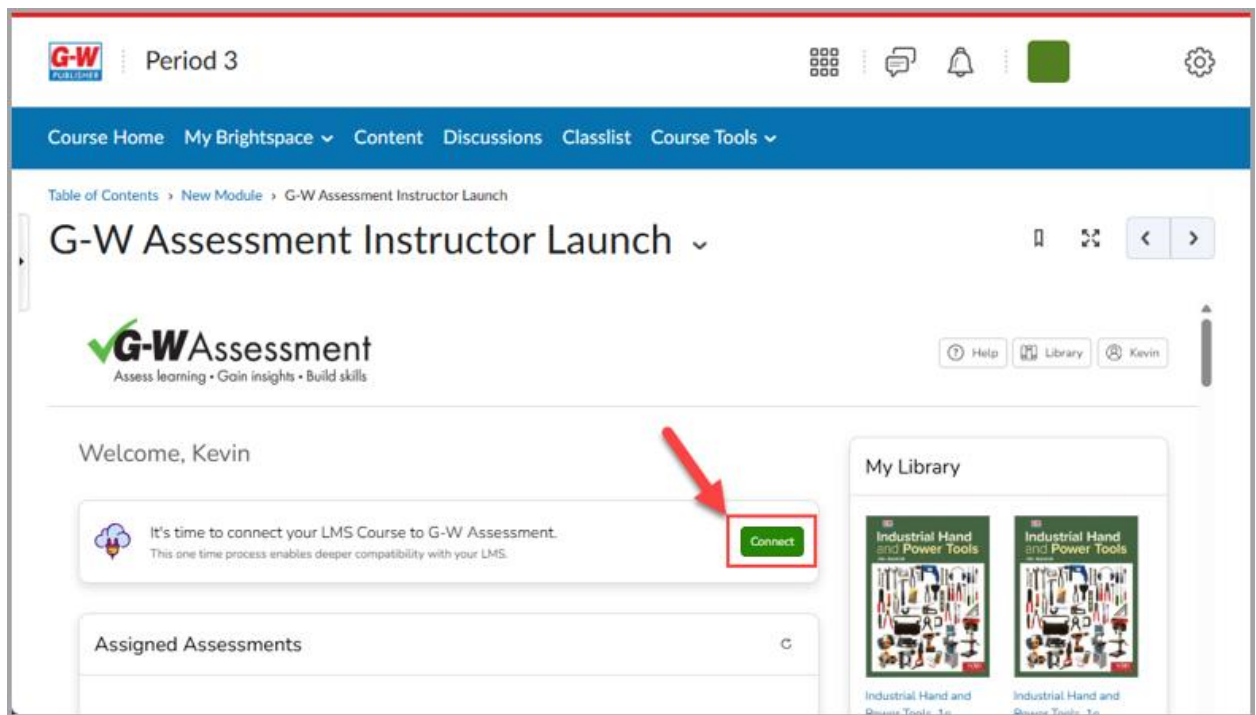
- a. To make this Instructor Launch invisible to students, select the karat (▼) button, then select **“Edit Properties in Place”**.



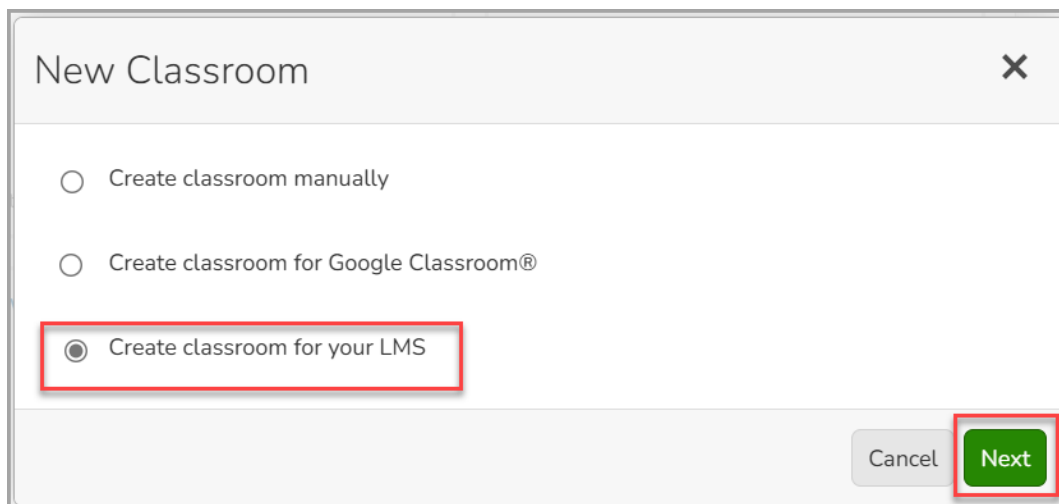
b. Select the eye icon (👁) and toggle the visibility to Hidden



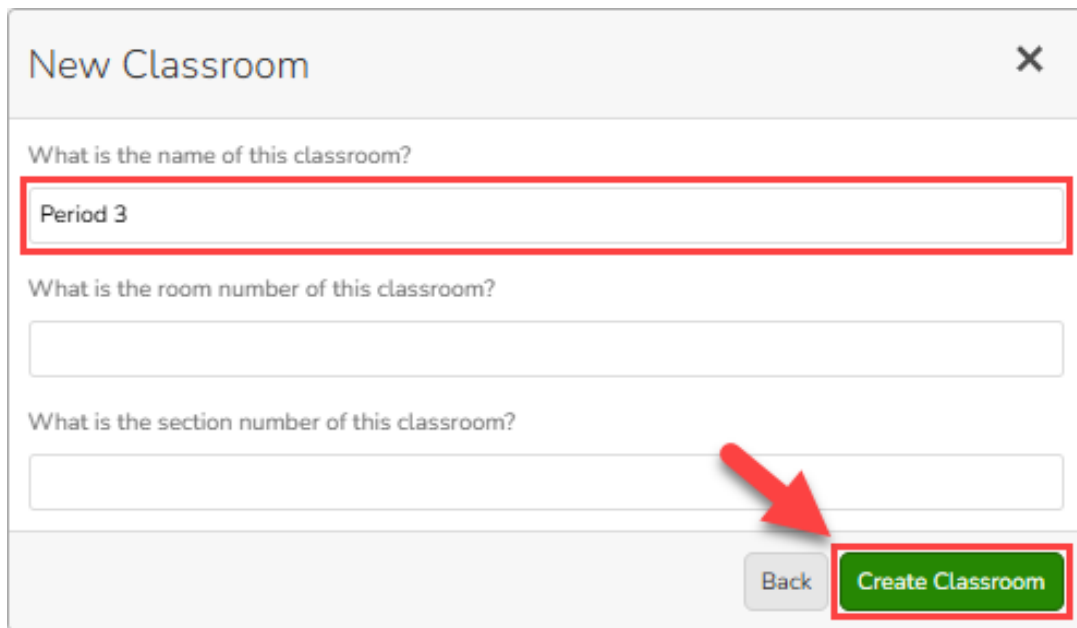
3. Select “G-W Assessment Instructor Launch” and then select “Connect”



4. Select **“Create Classroom for your LMS”** then select **“Next”**.



5. Name your classroom (room number and section are optional) then select **“Create Classroom”**.

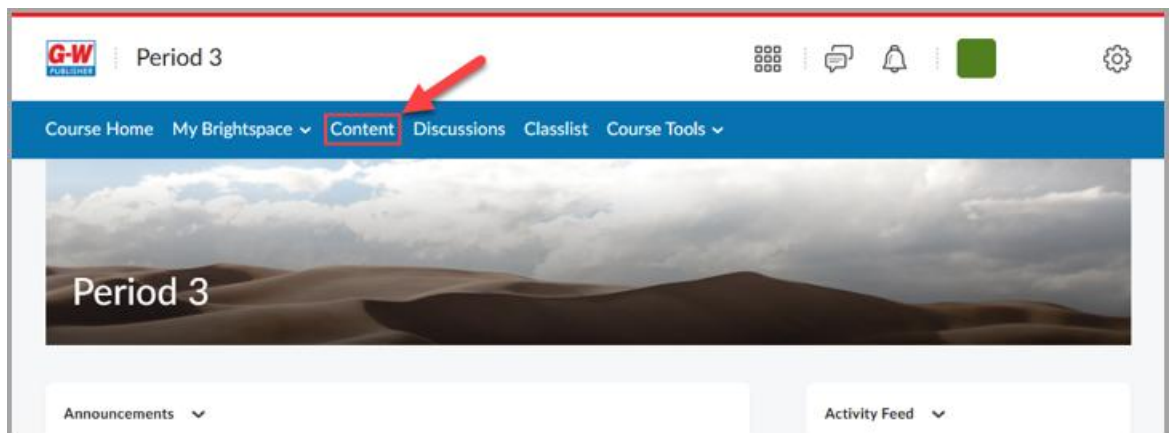


A screenshot of a 'New Classroom' form. The form has a title bar with 'New Classroom' and a close button. It contains three input fields: 'What is the name of this classroom?' with 'Period 3' entered, 'What is the room number of this classroom?', and 'What is the section number of this classroom?'. At the bottom right, there are two buttons: 'Back' and 'Create Classroom'. A red box highlights the 'Create Classroom' button, and a red arrow points to it from the right.

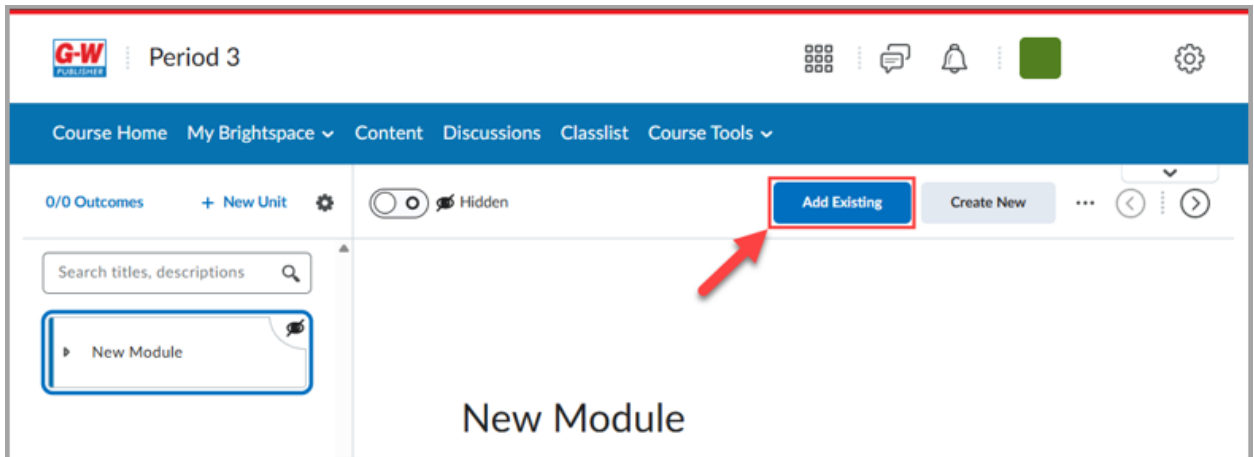
New Content Experience

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

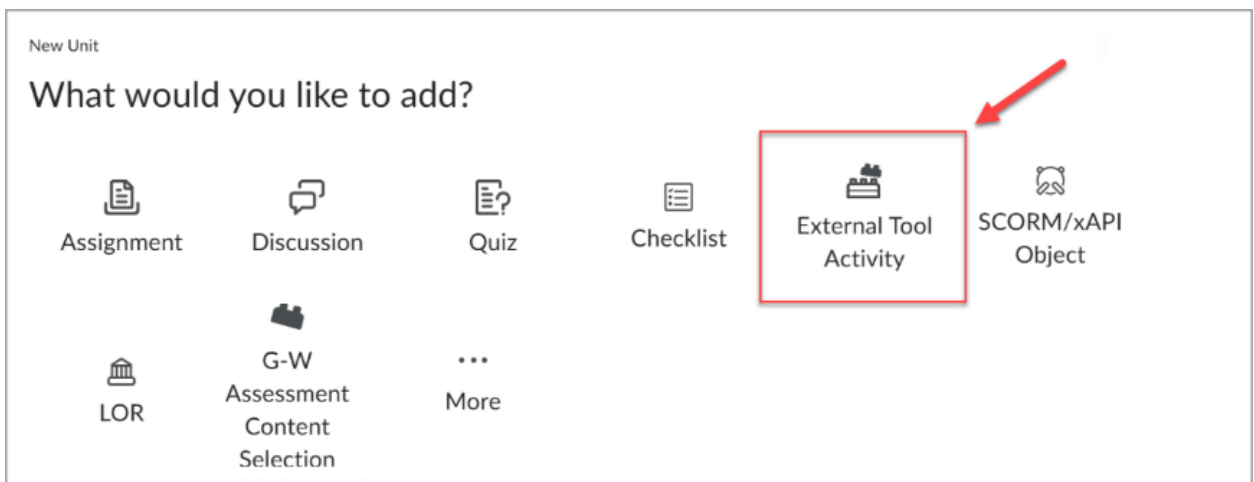
1. Select **“Content”** from the task bar



2. Select **“Add Existing”**.

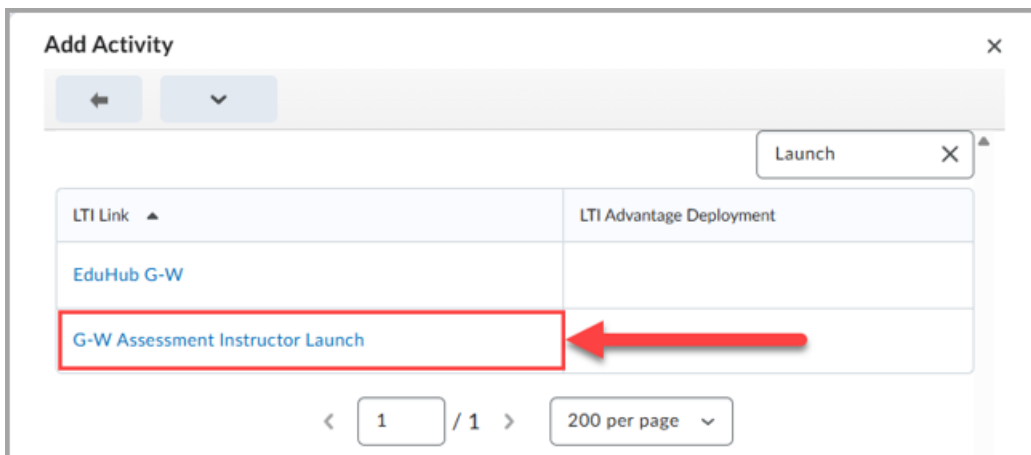


3. Select **“External Tool Activity”**.

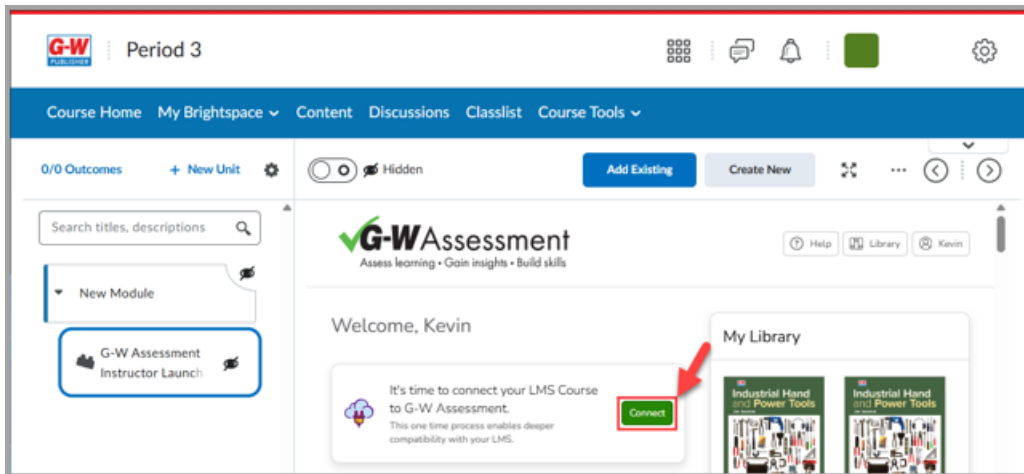


4. Select **“G-W Assessment Teacher Launch”**.

Note: This name may vary depending on the name given to the link by your LMS Admin on link creation. The link text can also be changed after it has been placed in your course.



5. Select **“Connect”**.



6. Name your classroom (room number and section are optional) then select **“Create Classroom”**

A screenshot of the 'New Classroom' form. The form has a title 'New Classroom' and a close button 'X'. It contains three input fields: 'What is the name of this classroom?' with the text 'Period 3' entered, 'What is the room number of this classroom?', and 'What is the section number of this classroom?'. At the bottom, there are two buttons: 'Back' and 'Create Classroom'. The 'Create Classroom' button is highlighted with a red box and a red arrow pointing to it.

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

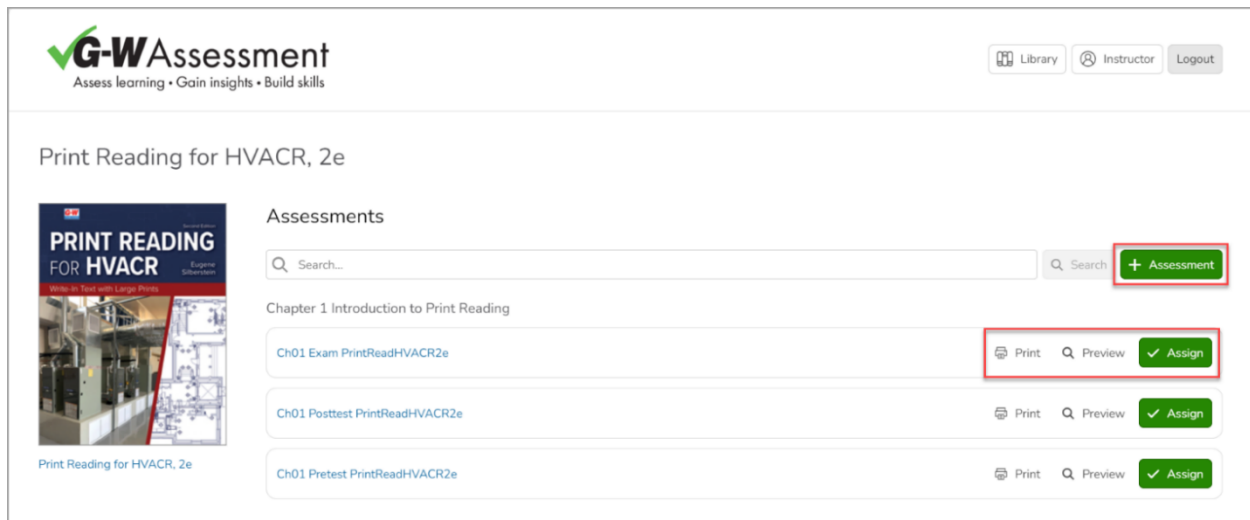
The Assigned Assessment section lists all the assessments assigned to your students. By selecting from the assessment, you can view your students' results.

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 list of assessments under the heading 'Chapter 1 Introduction to Print Reading'. The list includes '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 D2L Brightspace, follow the steps in the Create Assessments in D2L Brightspace With G-W Assessment section located within this document.

Preview Assessments

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



The screenshot shows a section titled 'Chapter 1 Introduction to Print Reading'. Below the title is a list of assessments. The first item is '1. Ch01 Pretest PrintReadHVACR2e', which is highlighted with a red box. To the right of the list 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.

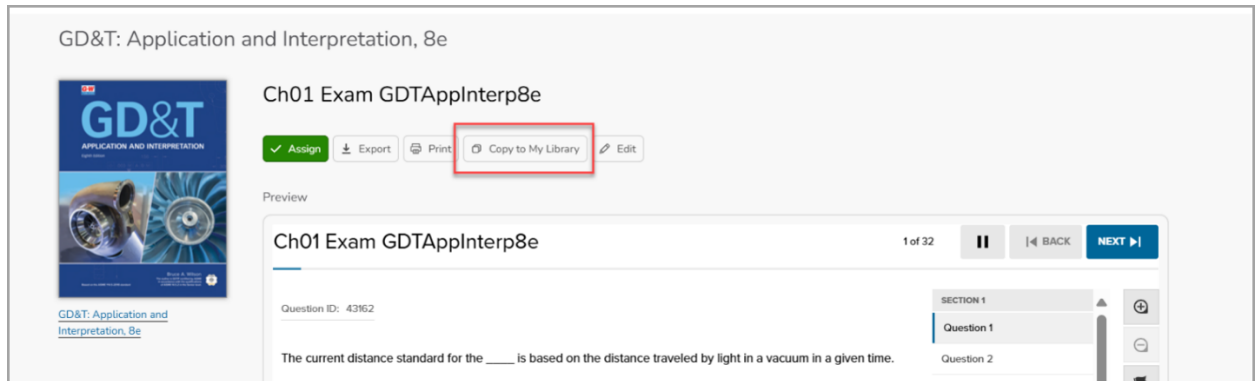
Copying Assessments

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.

Copy to My Library

Make a copy of this assessment to make changes. The original will remain available.

Assessment Name

Cancel

Copy Assessment

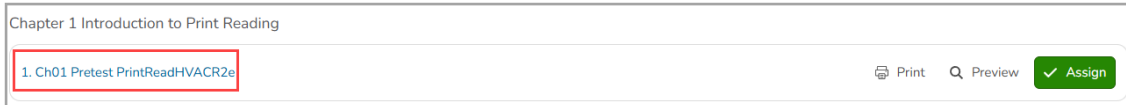
4. Your copied assessment will now appear in the **My Library** section under **Assessments**.



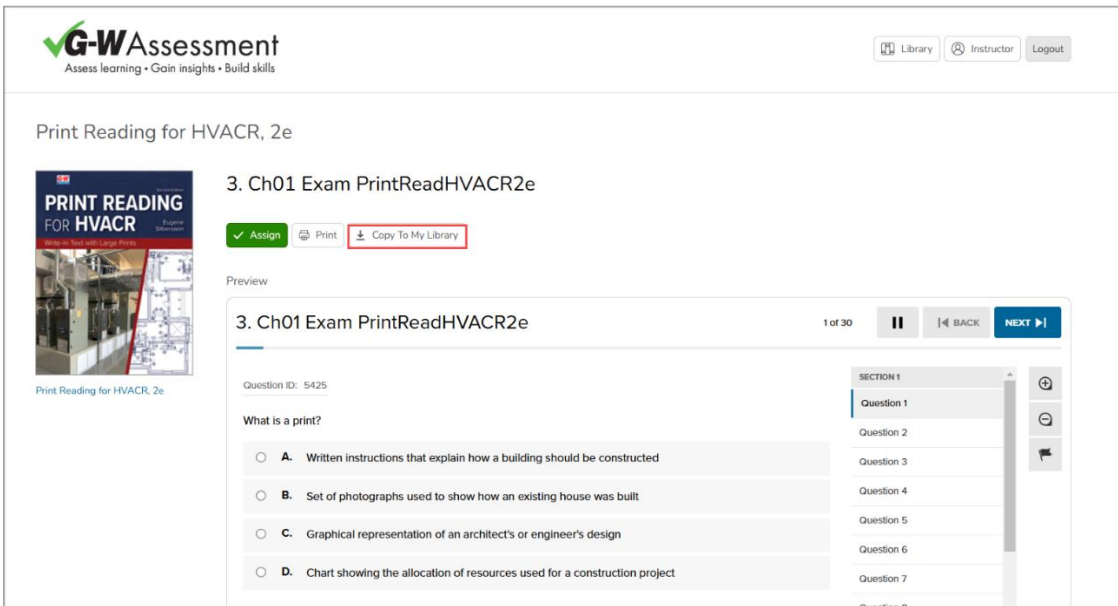
Edit Pre-Built Assessment

To customize a pre-built assessment:

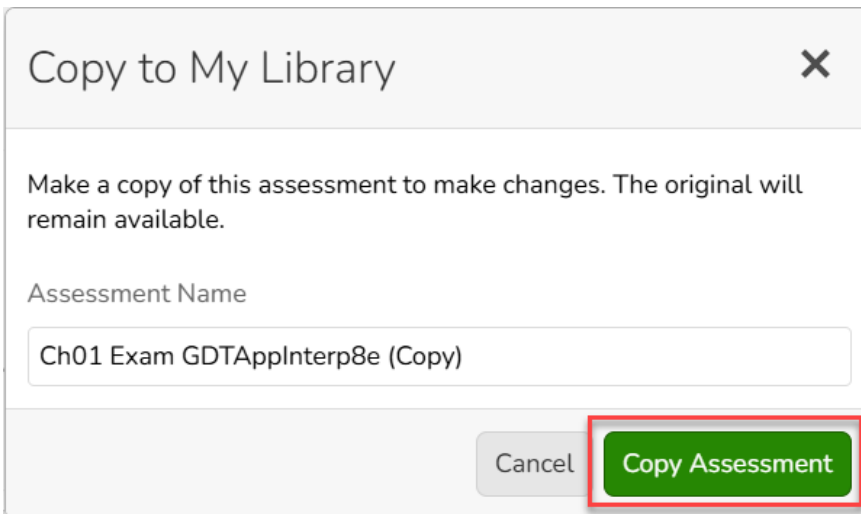
1. Navigate to the Assessment page and locate the desired assessment. Select the assessment link.



2. Select the **“Copy to My Library”** button to create a copy of the assessment.

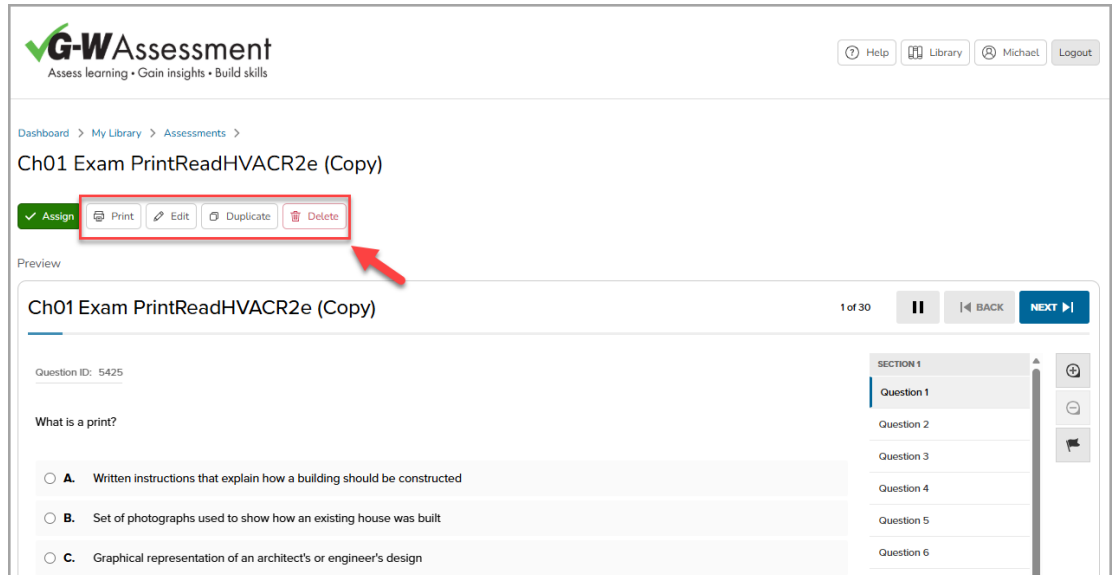


3. Give the copied assessment a new, relevant title then select the **“Copy Assessment”** button.



4. Once your assessment has been copied, you can
 - a. **Edit:** Select the **“Edit”** button to open the assessment for editing.

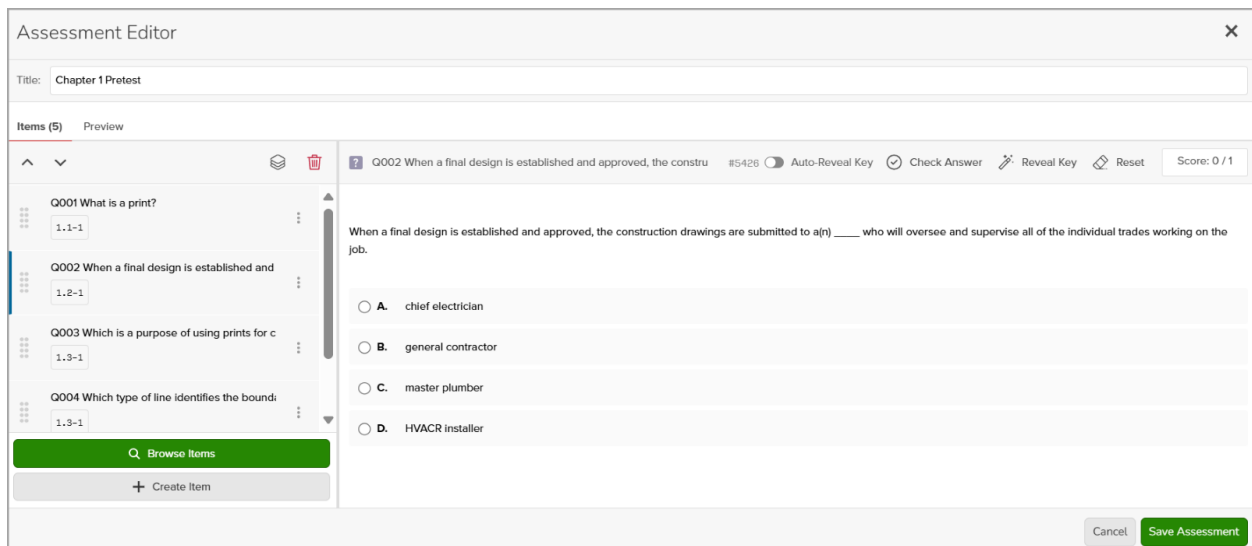
- b. **Duplicate:** Select “**Duplicate**” to create a copy of the assessment before editing.
- c. **Delete:** Select “**Delete**” to delete this assessment.
- d. **Print:** Select “**Print**” to print this assessment.



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

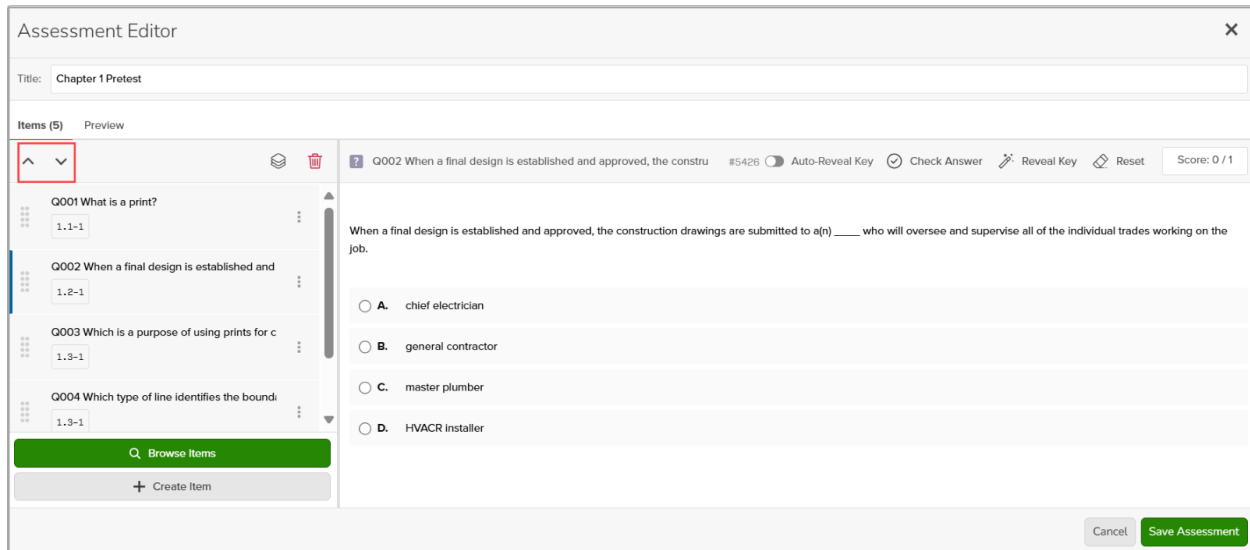
Assessment Editor

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



Preview Items

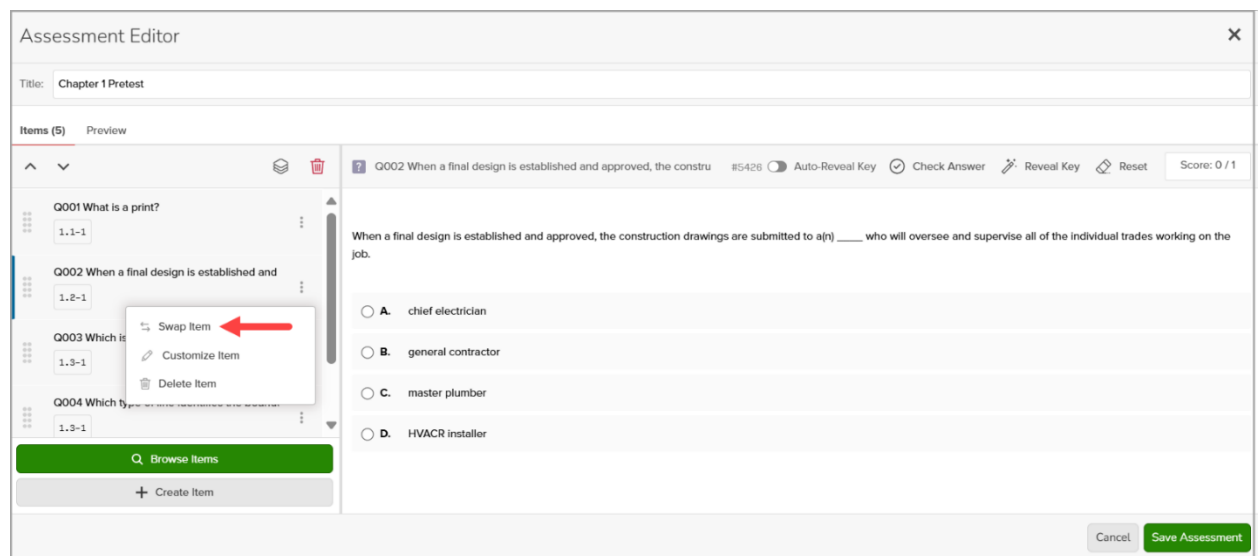
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.



Swap Items

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

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



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

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

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

Select Items

Search by Name

Page 1 (7296 Results)

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

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

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

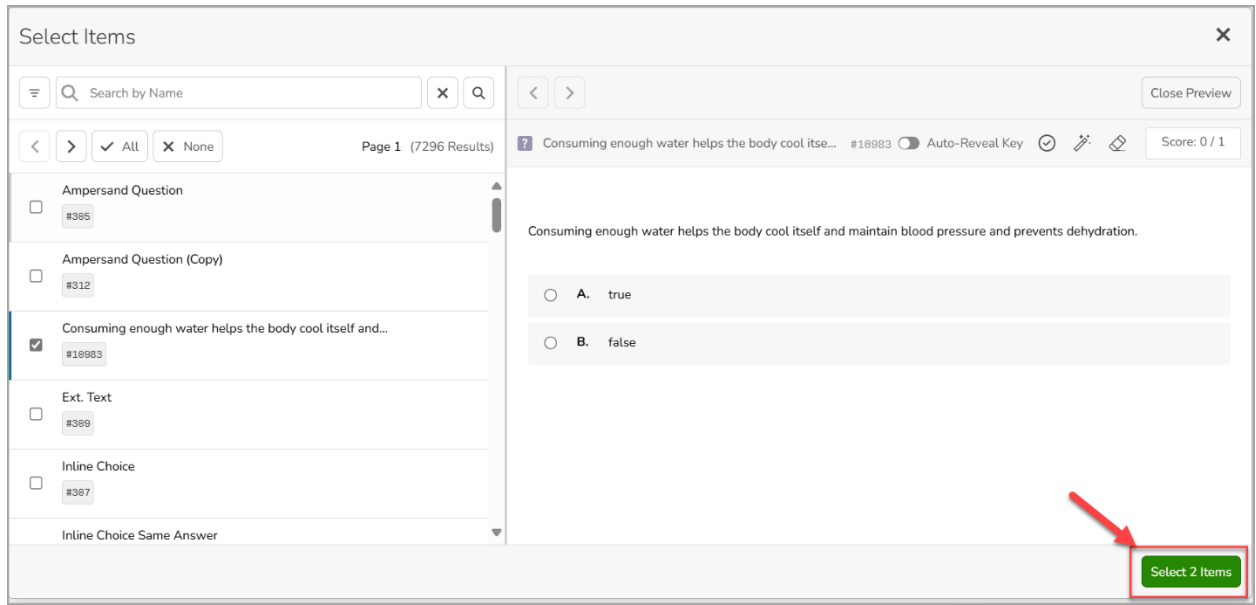
Select 0 Items

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

Q024 Match each of the terms to the correct definition.

#1504 1.4 1.5 1.8 1.9 1.11 1.12

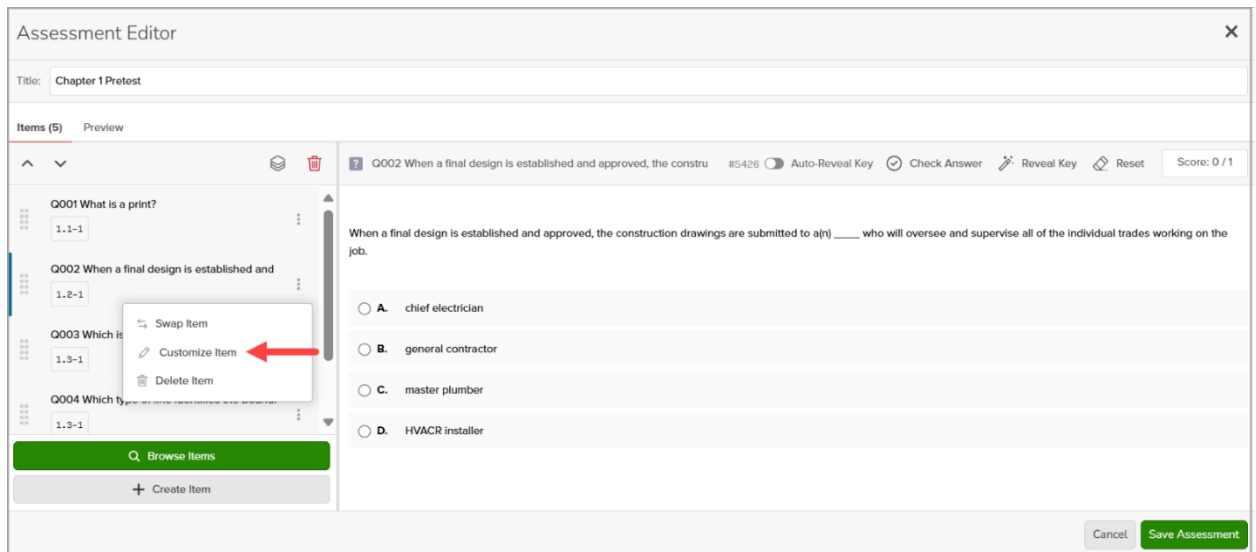
4. After selecting one or more items for swapping, select the **“Select # Items”** button. Select the **“Save Assessment”** to save your changes.



Customize Item

To modify an item in your assessment:

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

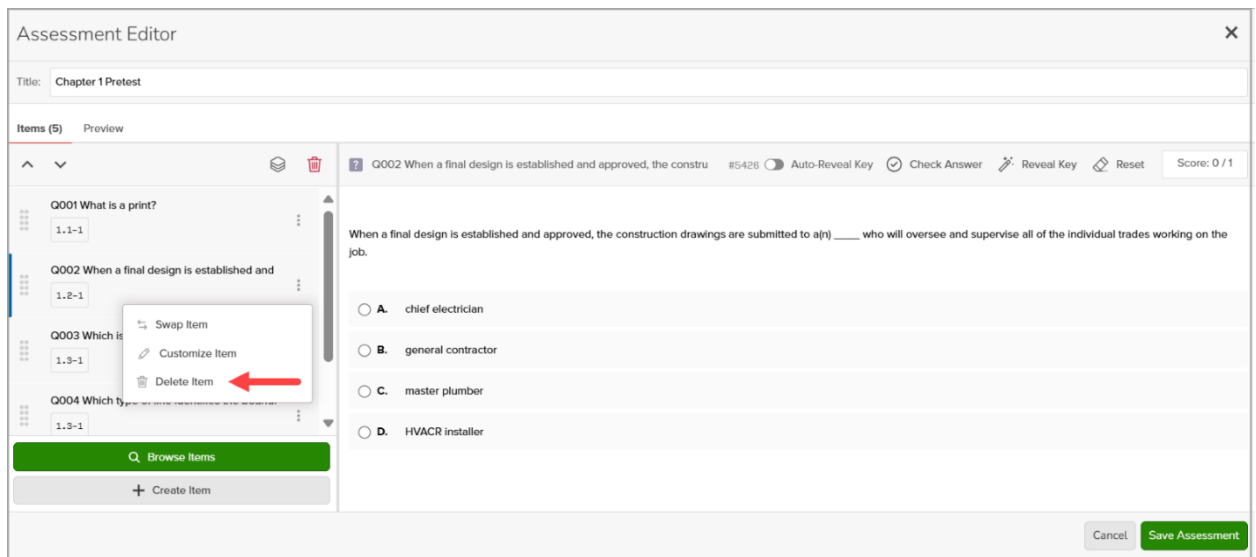


2. You will be prompted to make a copy of the item for customization. Select **“Make a Copy”**. The **Item Editor** modal will open. From here you can make the necessary changes to the question prompt, answer options or add additional solutions.

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 bound

1.3-1

Q

Browse Items

+

Create Item

[View Answers Keys](#)

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

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 bound:
1.3-1

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

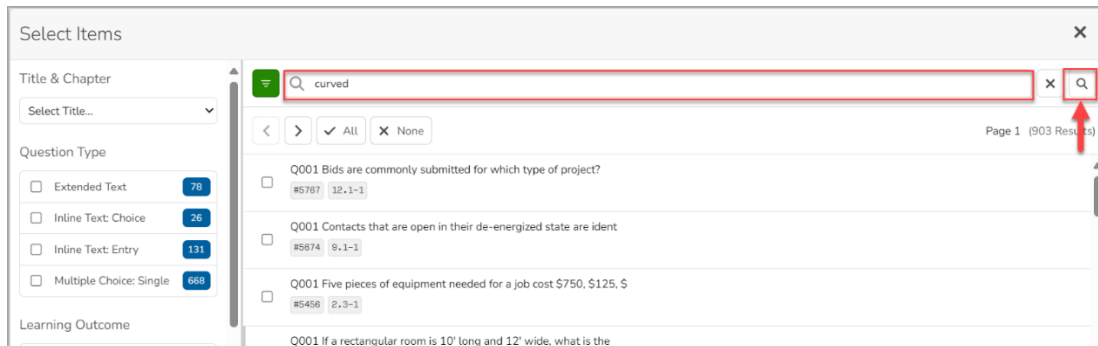
When a final design is established and approved, the construction drawings are submitted to job.

☐ 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:

Search results for 'curved' (Page 1, 903 Results). The results are displayed as a list of questions, each with a checkbox, a question ID, and a chapter reference.

Question ID	Chapter Reference	Question Text
#5787	12.1-1	Q001 Bids are commonly submitted for which type of project?
#5674	9.1-1	Q001 Contacts that are open in their de-energized state are ident
#5456	2.3-1	Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$
#5488	3.1-1	Q001 If a rectangular room is 10' long and 12' wide, what is the

Toggle Filters

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

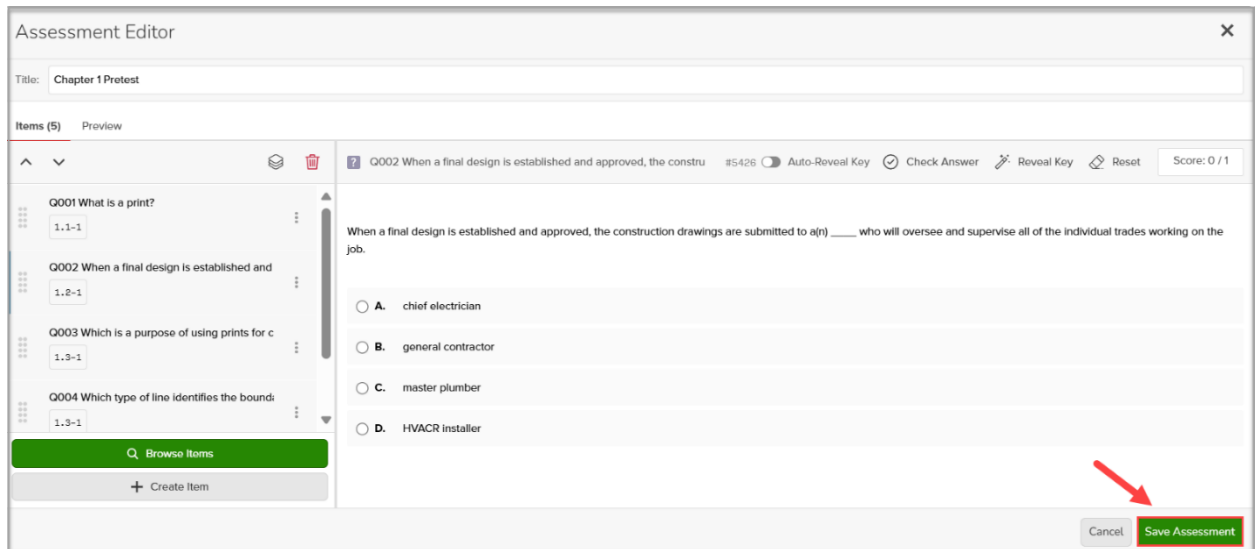
The 'Select Items' window is shown with the 'Strawberry Icon' (a green square with a white strawberry) highlighted by a red arrow. The window displays the search results for 'curved' (Page 1, 903 Results). The filter column is visible on the left side of the window.

Your question view will no longer show the filter column:

The 'Select Items' window is shown with the filter column collapsed. The search results for 'curved' (Page 1, 903 Results) are displayed, showing the question text, question ID, and chapter reference.

Question ID	Chapter Reference	Question Text
#5787	12.1-1	Q001 Bids are commonly submitted for which type of project?
#5674	9.1-1	Q001 Contacts that are open in their de-energized state are ident
#5456	2.3-1	Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$
#5488	3.1-1	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.

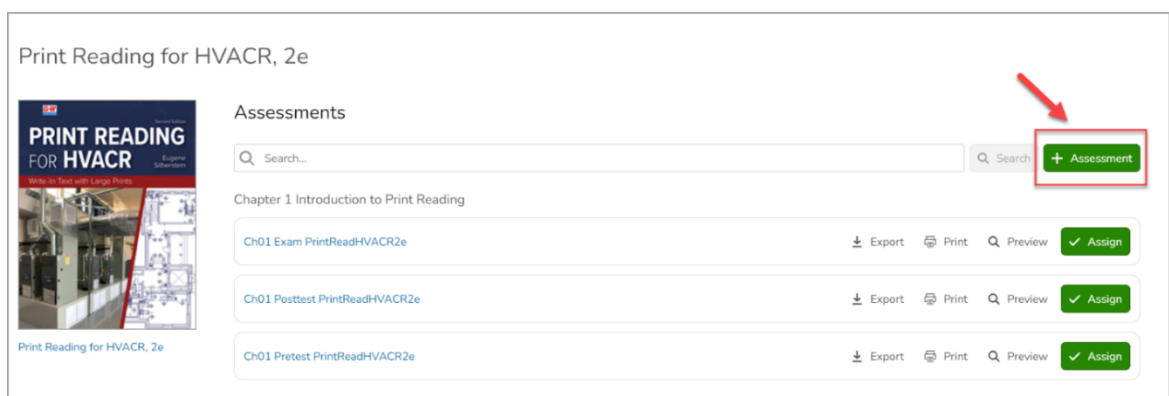


Create Custom Assessment

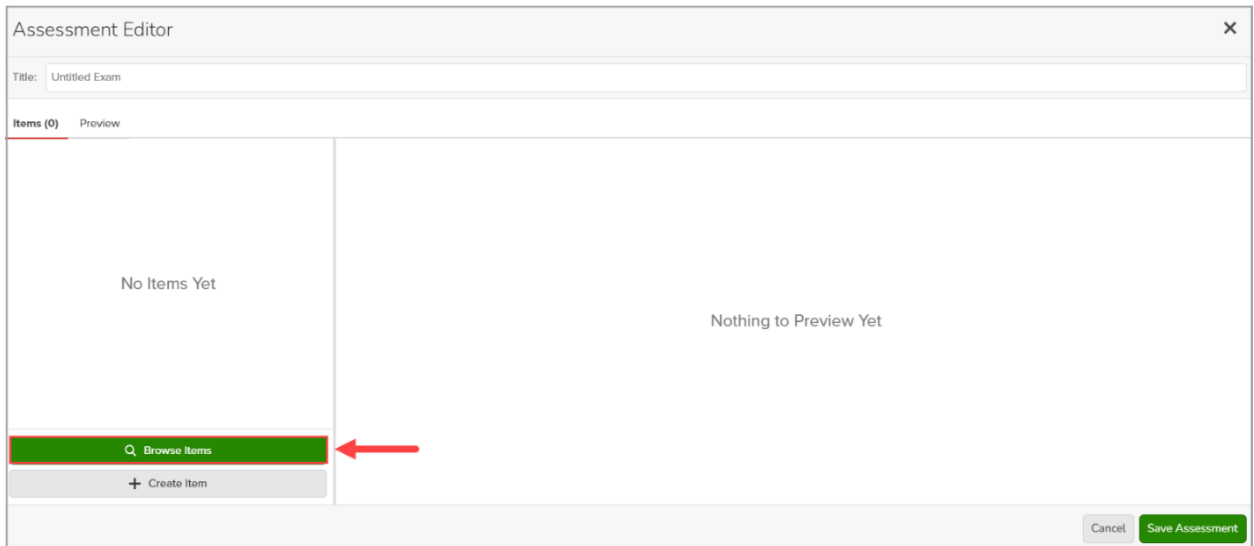
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

Create custom assessment with pre-built G-W items

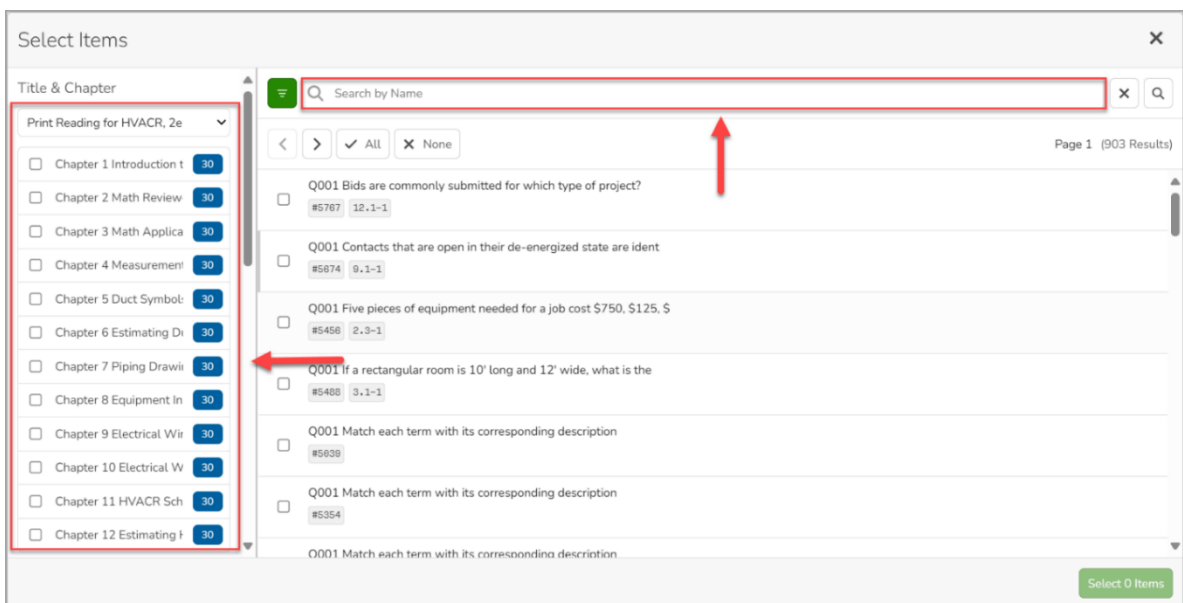
1. To create your own assessment with pre-built G-W items, select the **“+ Assessment”** button on the Assessment page.



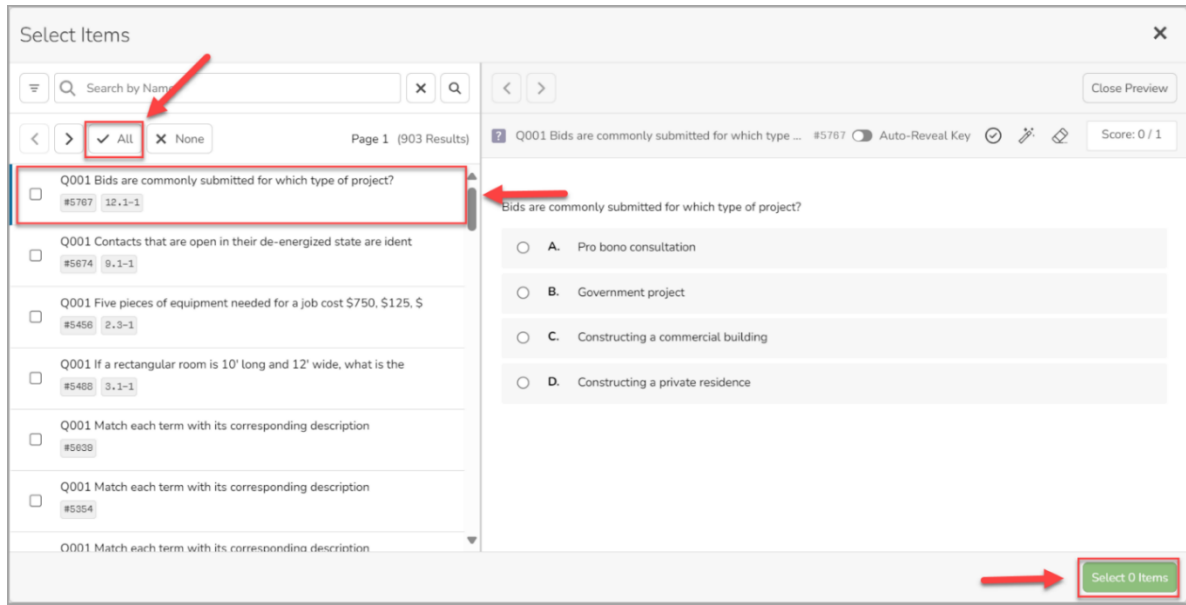
2. To add pre-built assessment questions, select the **“Browse Items”** button in the Assessment Editor.



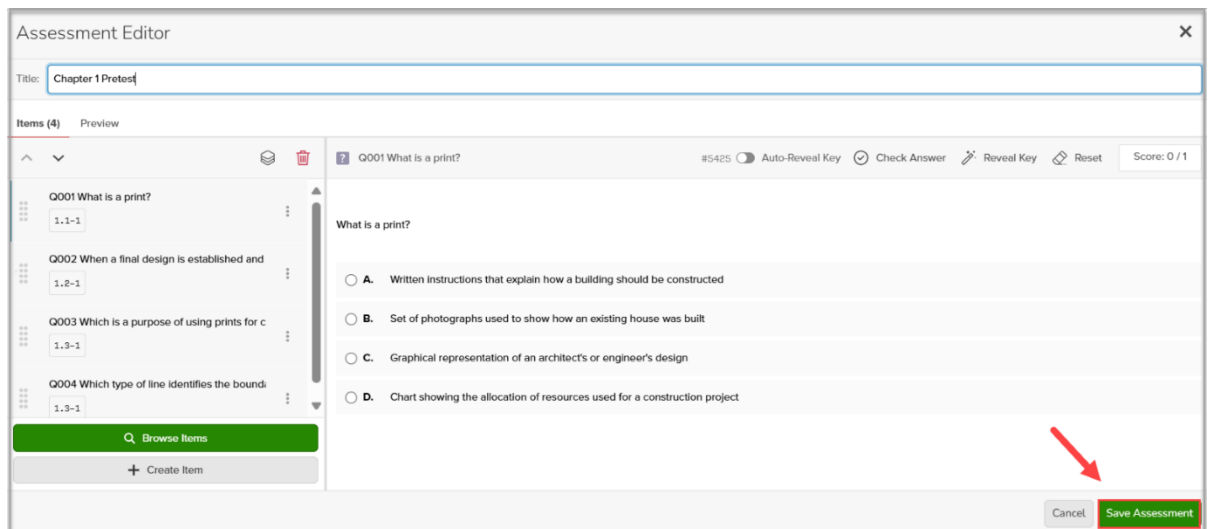
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search



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



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



Create new custom items

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

Assessment Editor

Title:

Items (0) Preview

No Items Yet

Q001 A(n) ____ assembly drawing is a drawing composed of two or more parts that, once assembled, are permanently joined to become one unit.

☐ A. installation

☐ B. diagram

☐ C. detail

☐ D. inseparable

Cancel

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

Item Editor

Empty Question

Click in the toolbar above to begin adding question components.

TITLE

BANK MATURITY

METADATA

LANGUAGE SUBJECT

GRADE LEVEL

☐ Pre-K ☐ Kindergarten

☐ Grade 1 ☐ Grade 2

☐ Grade 3 ☐ Grade 4

☐ Grade 5 ☐ Grade 6

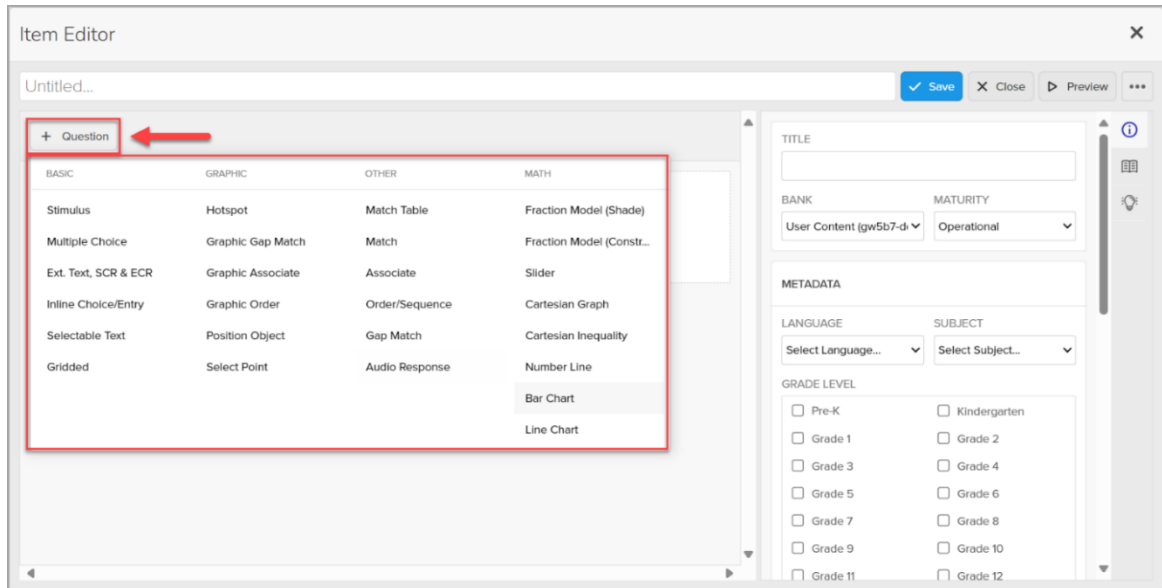
☐ Grade 7 ☐ Grade 8

☐ Grade 9 ☐ Grade 10

☐ Grade 11 ☐ Grade 12

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.

The screenshot shows the 'Item Editor' window with a title bar 'Untitled...'. At the top right are buttons for 'Save', 'Close', and 'Preview'. Below the title bar is a '+ Question' button. The main area is divided into two sections. The left section is for creating a question, with a 'Type: Choice' dropdown menu highlighted by a red box and a red arrow pointing to the 'Guide Me' option. Below this is a 'Question/Prompt' text area with the placeholder text 'Ask your question here (ex: "What is the capital of Turkey?")'. Underneath are checkboxes for 'Multiple Selections', 'Custom Scoring', 'Rationales', 'Shuffle', 'Rubric', and 'Solution'. The right section is for metadata, including 'TITLE', 'BANK' (set to 'User Content (gw5b7-d)'), 'MATURITY' (set to 'Operational'), 'LANGUAGE' (set to 'Select Language...'), 'SUBJECT' (set to 'Select Subject...'), and 'GRADE LEVEL' (a list of checkboxes from Pre-K to Grade 12).

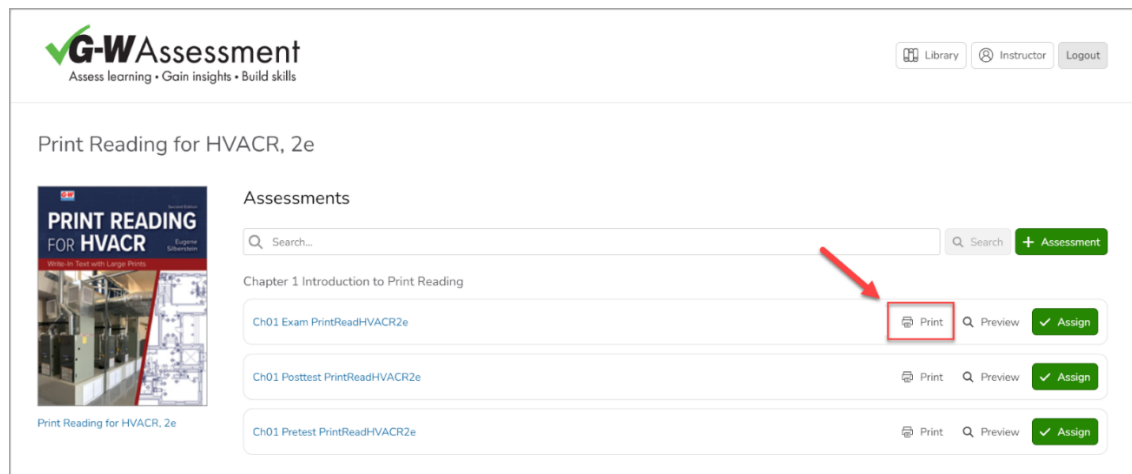
This screenshot shows the same 'Item Editor' window, but with a tooltip displayed over the 'Multiple Choice' options. The tooltip text reads: 'Multiple Choice questions present the candidate with a single prompt and two or more options from which to select. You will pre-determine the number of correct responses.' Below the text are five dots and navigation buttons: 'Skip', '← Back', and 'Next →'. The background interface is dimmed, showing the same question creation and metadata sections as the previous screenshot.

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

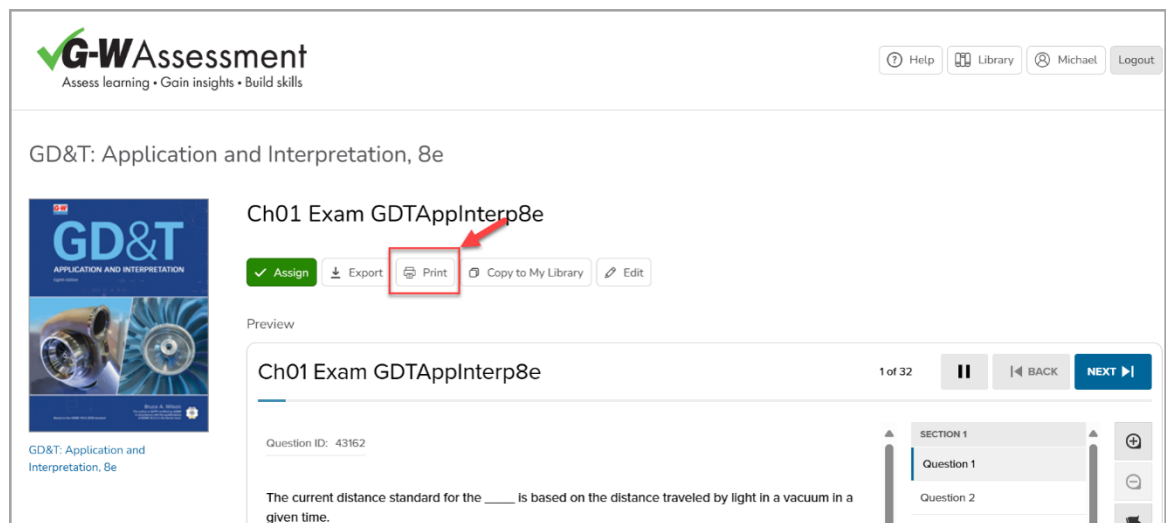
Print Assessment

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

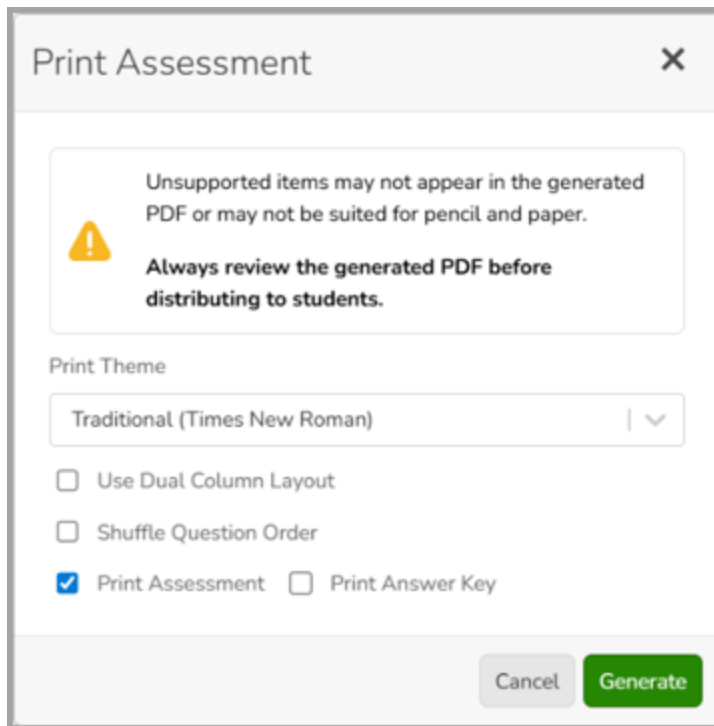
1. From the assessment page, select the **“Print”** button



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



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



The image shows a 'Print Assessment' dialog box. At the top, there's a title bar with 'Print Assessment' and a close button (X). Below the title bar, there's a warning message: '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.' This message is accompanied by a yellow warning icon. Below the warning, there's a section titled 'Print Theme' with a dropdown menu currently showing 'Traditional (Times New Roman)'. Underneath the theme, there 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, there are two buttons: 'Cancel' and 'Generate'.

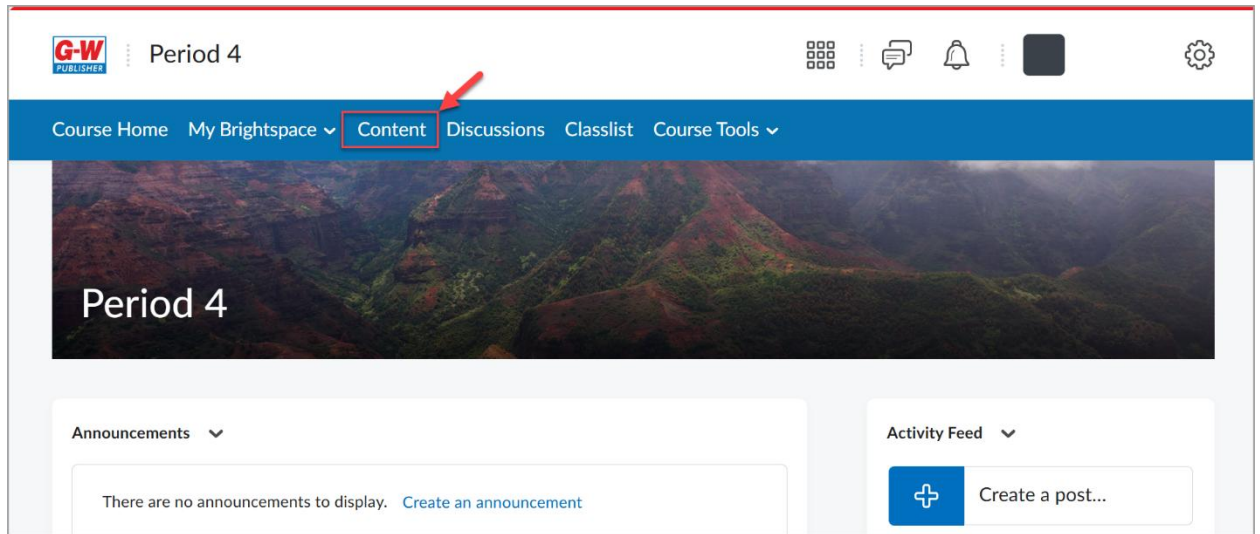
4. To customize your printed assessment:
 - Select a print theme
 - Choose whether to use a dual column layout
 - Select Shuffle Question Order to randomize the questions
 - Select whether to print the assessment, answer key, or both.
5. After making your selections, select the **“Generate”** button 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 Brightspace

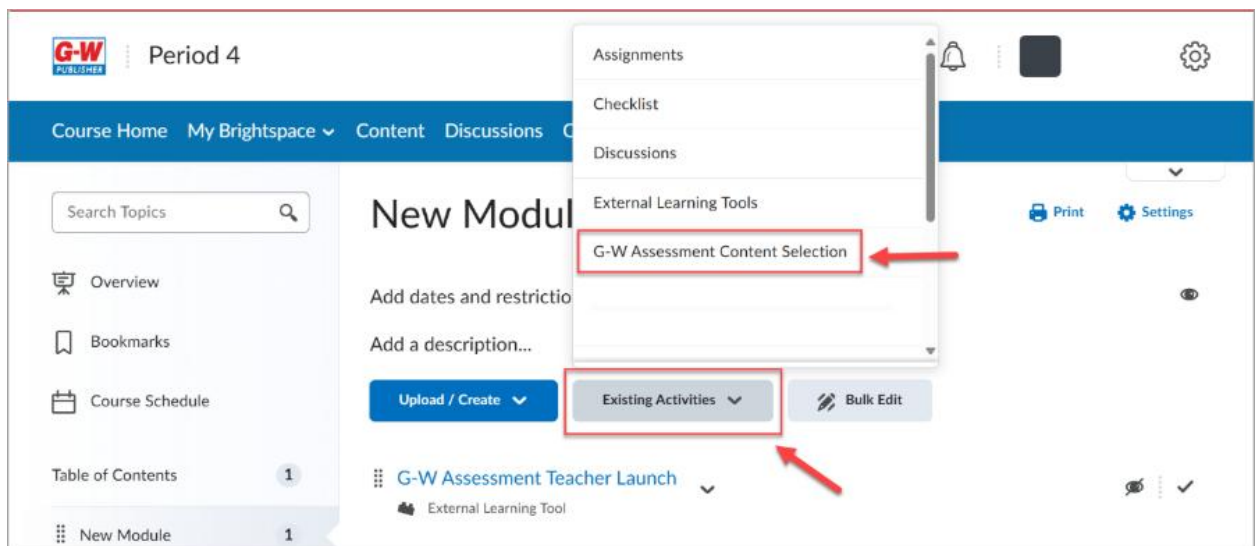
Classic (Old) Experience

To create an assignment using G-W Assessment in Brightspace:

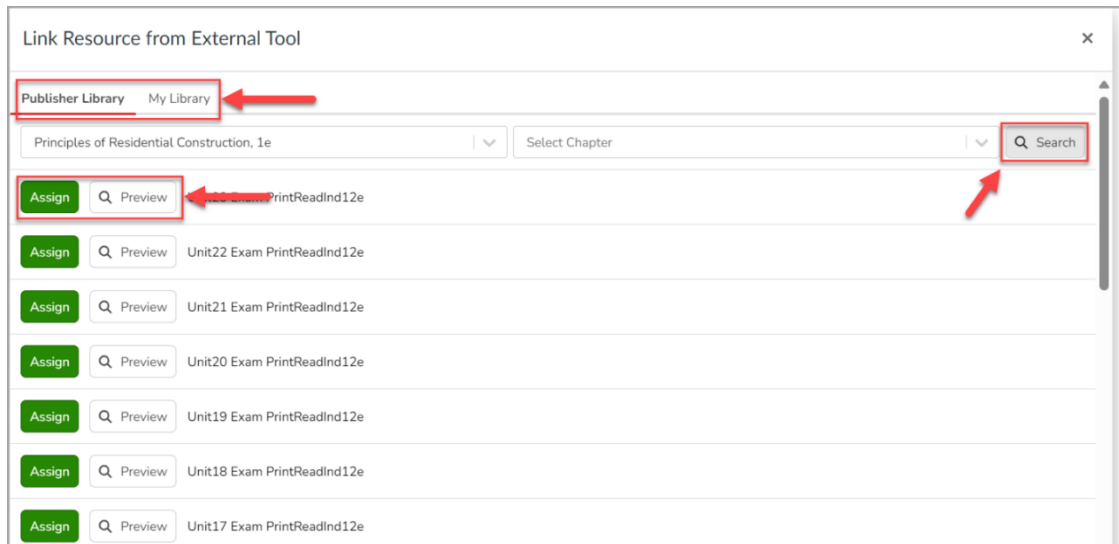
1. Select **“Content”** from your course screen



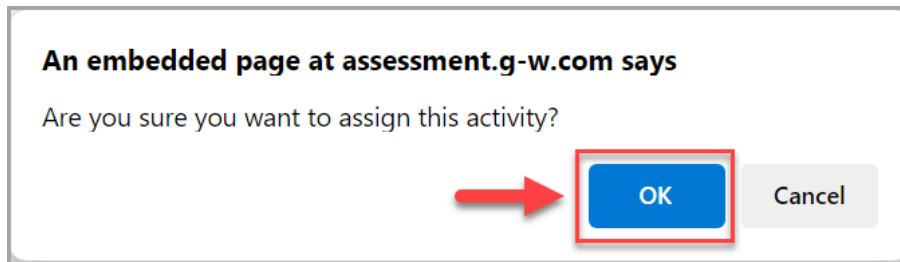
2. Select **“Existing Activities”** and then select **“G-W Assessment Content Selection”**.



3. Use the dropdown menu to select pre-built G-W Assessment content from the **Publisher Library**, or select the **“My Library”** tab to access your existing assessments. You can also narrow your list down by using the **Search** feature.



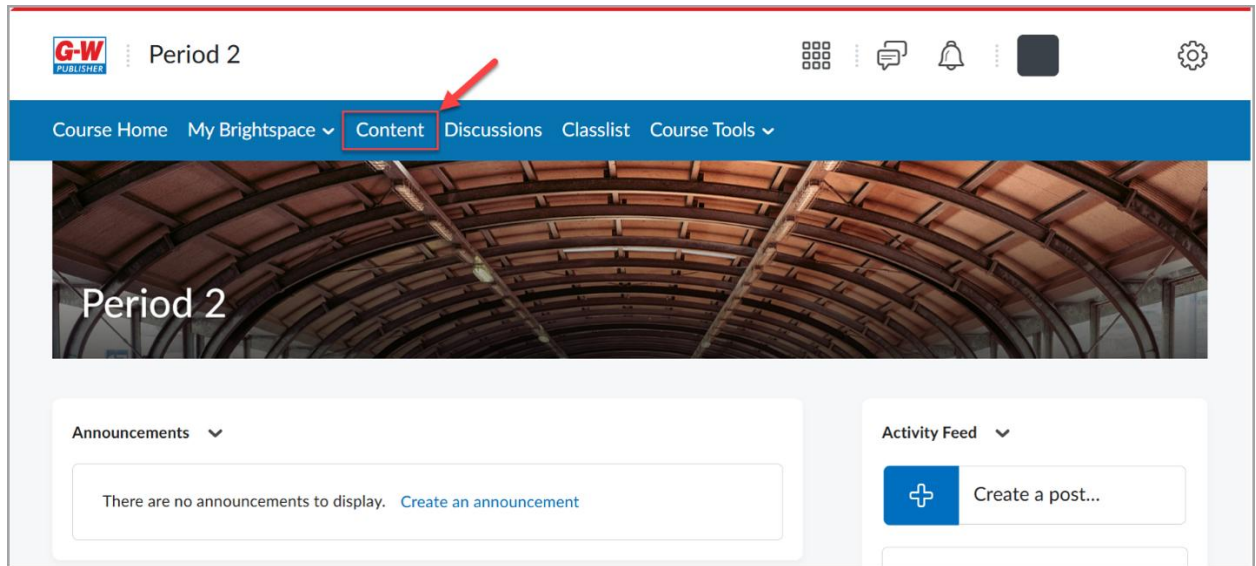
4. Once you have located the assignment, you can:
 1. Preview – Select **“Preview”** to view the assignment.
 2. Assign – Select **“Assign”** to assign this assessment to your students.
5. Select **“Assign”**, then confirm by selecting **“OK”** on the pop-up modal.



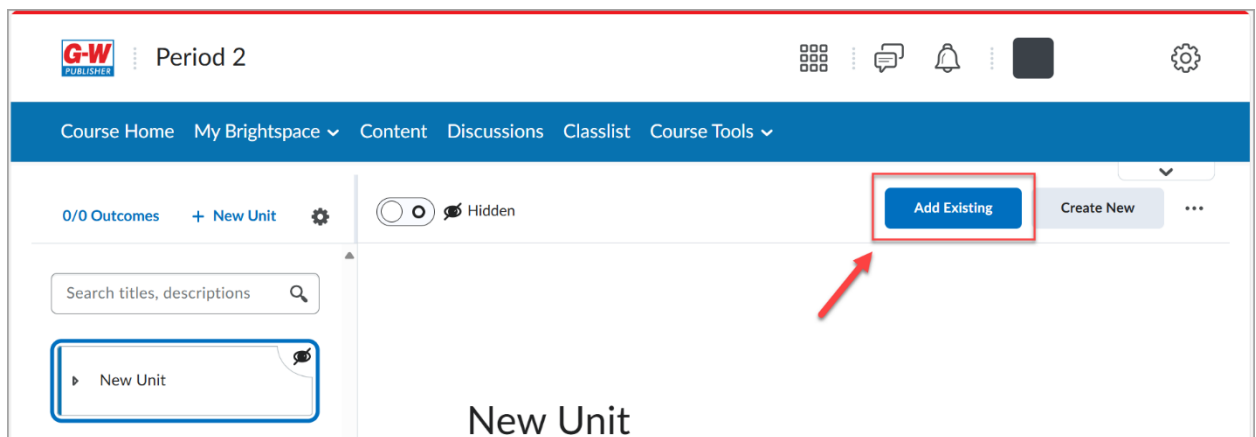
6. The Assessment will now appear in your **Content**

New Experience

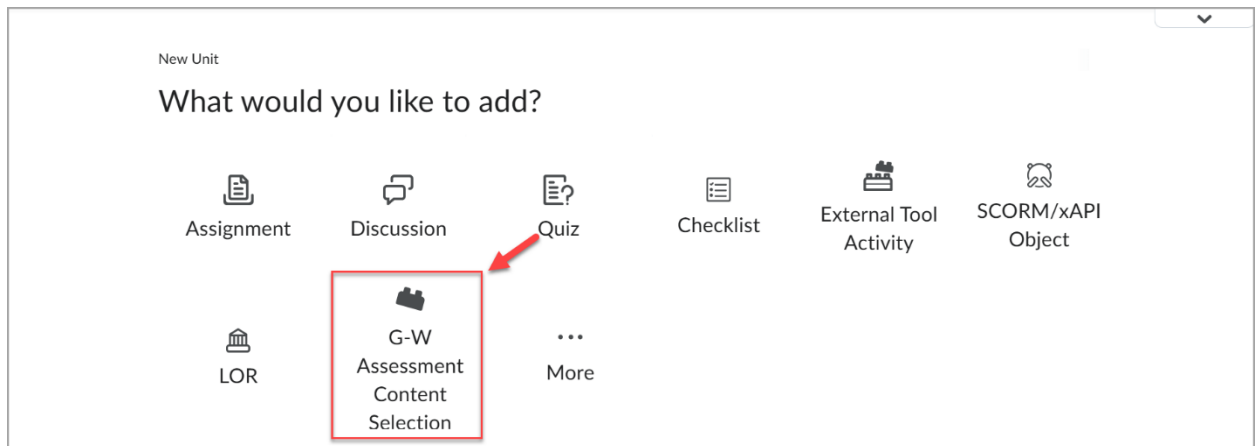
1. Select **“Content”** from your course screen



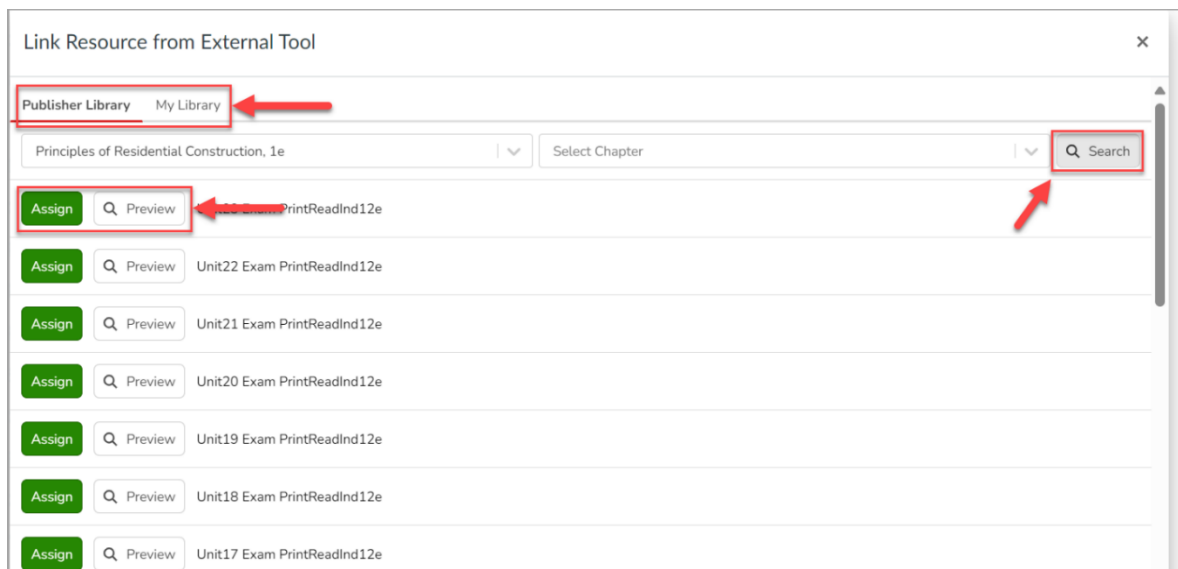
2. Select **“Add Existing”**.



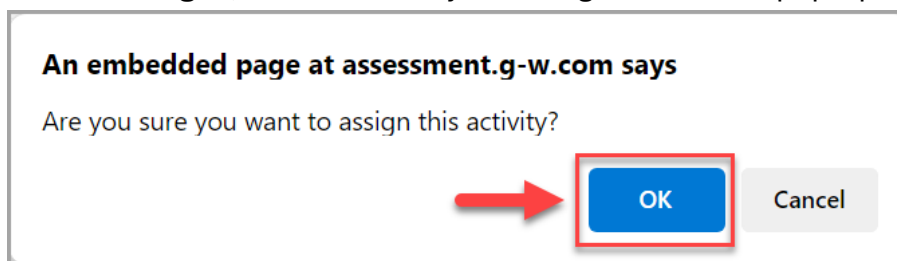
3. Select **“G-W Assessment Content Selection”**



4. Use the dropdown menu to select pre-built G-W Assessment content from the **Publisher Library**, or select the **"My Library"** tab to access your existing assessments. You can also narrow your list down by using the **"Search"** feature.



5. Once you have located the assignment, you can:
 - a. Preview – Select **"Preview"** to view the assignment.
 - b. Assign – Select **"Assign"** to assign this assessment to your students.
6. Select **"Assign"**, then confirm by selecting **"OK"** on the pop-up modal.

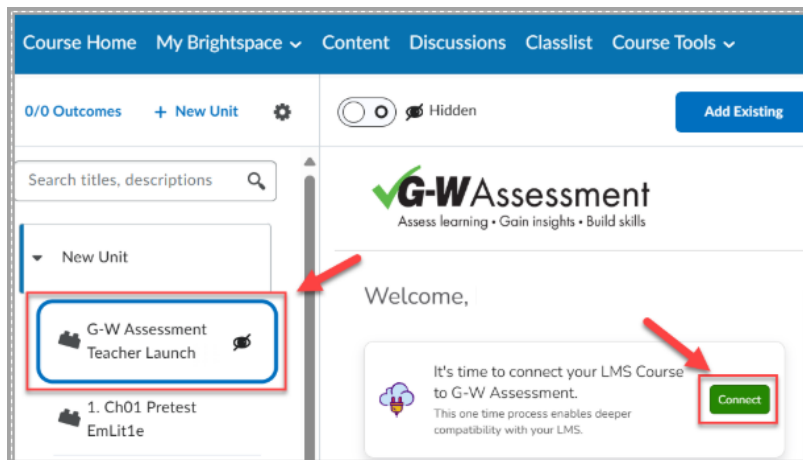


7. The Assessment will now appear in your **Content**

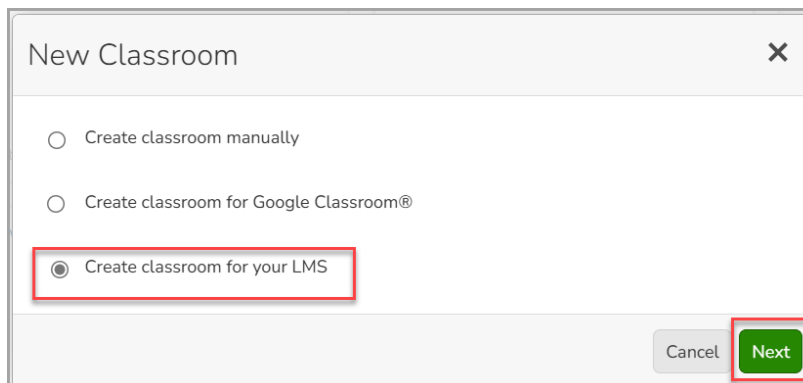
Course Copy

After copying a course in D2L Brightspace, you will have to reconnect the copied course and its assignments back to G-W Assessment. To do so, follow the steps below:

1. Go to the content section of your copied course and select “**G-W Assessment Teacher Launch**”. Select “**Connect**”.



2. Select “**Create classroom for your LMS**” and then select “**Next**”.



3. Give your classroom a name. Optionally, you can also provide a room number and section number. Select “**Create Classroom**”.

New Classroom

What is the name of this classroom?

Period 1 Science Copy

What is the room number of this classroom?

What is the section number of this classroom?

Back Create Classroom

GWA Assessment Settings

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

Pre Test

Pre Test

In Progress

Results By Item Results By Standard

Filter by Name...

Refresh

Student order is randomized when names are hidden

- Preview
- Retake / Reopen
- Print
- Resend Scores to LMS
- Settings
- Edit Assessment

3. A dialog box will open with several settings.

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

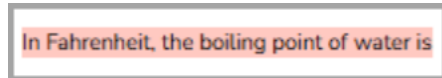
From here, you can toggle the following on or off:

- **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:

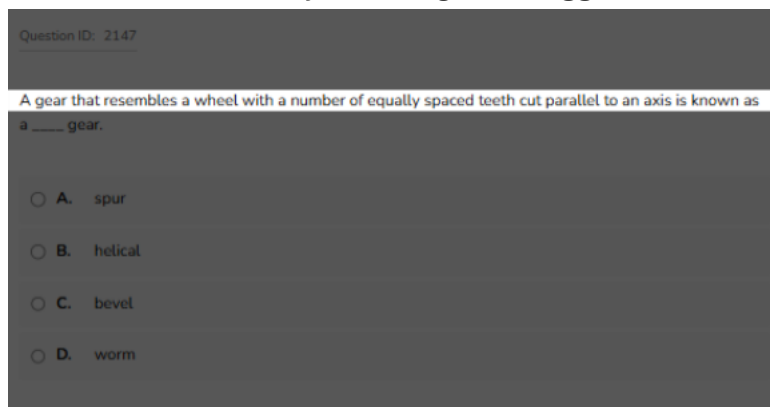
1. If you switch an assessment from Practice mode to Graded, use the **“Resend Scores to LMS”** feature to send the scores that were recorded while in Practice mode.
 2. If you switch an assessment from Graded to Practice after students have already completed it, you may need to manually clean up any 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 ().

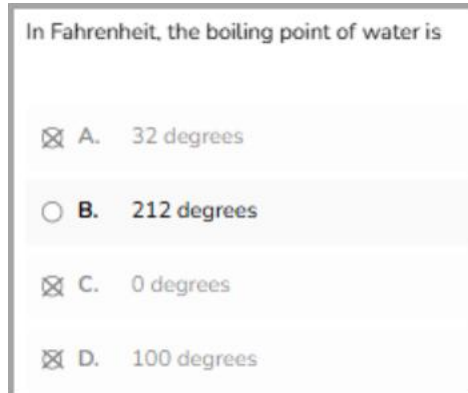


The line reader tool guides the student’s attention in a structured way, enhancing comprehension, minimizing reading fatigue. It provides a more controlled and manageable reading experience, particularly for students with visual processing or attention-related differences, by minimizing distractions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

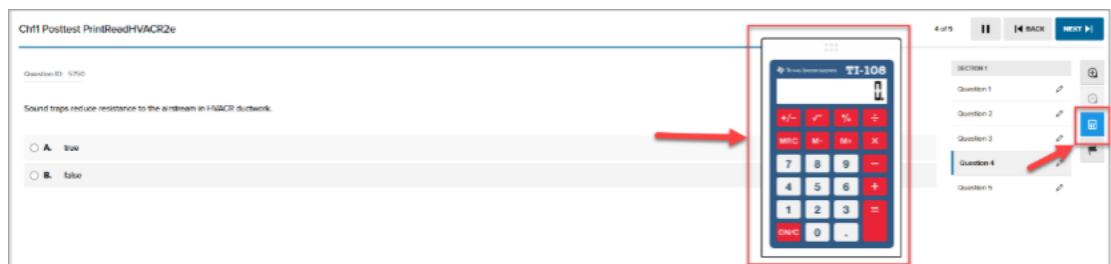
Eliminator” button ().



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.

Question ID: 4842

Both constrained and unconstrained literacy skills should be taught in early childhood classrooms.

☐ A. true

☐ B. false

- **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, student 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 prefer to withhold display of correct answers until after the assessment due date has expired.

Assignment Results

Viewing Student Items and Standards Results

1. Navigate to the Content page from the top navigation bar
2. Locate the assignment you wish to view and select it

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.

4. To display student names, toggle **"Reveal Names"**.

Course Home My Brightspace ▾ Content Discussions Classlist Course Tools ▾

+ New Unit ⚙️ Visible Add Existing Create New

Search titles, descriptions 🔍

Teacher Launch

Unit 1

Quiz 1

Ch20 Pretest Journalism3e

Ch20 Pretest

Quiz 1

In Progress

Results By Item Results By Standard

Filter by Name... Refresh Scores **Reveal Names**

These results contain responses that require manual grading. Ungraded responses are shaded in gray. Click Scores button (above) to apply scores to these responses.

	1	2	3	4	5	6	7	8	AVERAGE
All Students	70%	100%	0%	100%	100%	100%	100%	100%	0%
Percy Foster	10 / 10	1 / 1	0 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	-
Phoebe Harper	4 / 10	1 / 1	0 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	-

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

Course Home My Brightspace ▾ Content Discussions Classlist Course Tools ▾

+ New Unit ⚙️ Visible Add Existing Create New

Search titles, descriptions 🔍

Teacher Launch

Unit 1

Quiz 1

Ch20 Pretest Journalism3e

Ch20 Pretest

Quiz 1

In Progress

Results By Item **Results By Standard**

Filter by Name... Refresh Scores Reveal Names

These results contain responses that require manual grading. Ungraded responses are shaded in gray. Click Scores button (above) to apply scores to these responses.

	1	2	3	4	5	6	7	8	AVERAGE
All Students	70%	100%	0%	100%	100%	100%	100%	100%	0%
Percy Foster	10 / 10	1 / 1	0 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	-
Phoebe Harper	4 / 10	1 / 1	0 / 1	1 / 1	1 / 1	1 / 1	1 / 1	1 / 1	-

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

Ch01 Pretest ModCarp14e

In Progress

Results By Item Results By Standard

Filter by Name... Refresh Scores Reveal Names

Student order is randomized when names are hidden

	1	2	3	4	5	AVERAGE
All Students	0%	100%	100%	100%	0%	80%
Student 1	0/1	1/1	1/1	1/1	0/1	80%

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.

1. Ch01 Pretest EmLit1e >

Mike Student

Results By Objective

1.1 Define and describe the paradigm shift between a reading readiness approach to early literacy instruction and that of an emergent literacy perspective.	1.2 Identify the components of literacy and describe how they complement and supplement one another.
1.3 Identify how technology should be appropriately and beneficially used for viewing and making in early childhood settings.	1.4 Describe the importance of early literacy experiences regarding social practices and their impact on later literacy and language achievements.

Results By Item

QUESTION 1 Q002 The ability to communicate with others develops naturally	QUESTION 2 Q006 Active listening is demonstrated by maintaining eye contact
QUESTION 3 Q008 The most beneficial literacy experiences include rote	QUESTION 4 Q017 The term emergent literacy is often used to characterize
QUESTION 5 Q031 Which time in a child's life is considered a critical period	

Adjusting Student Scores

To adjust a student's score for an assignment:

1. In the assignment, select the **"Scores"** button.

Student order is randomized when names are hidden

Filter by Name... Refresh Scores Reveal Names

	1	2	3	4	5	AVERAGE
All Students	0%	50%	50%	0%	0%	37%
Student 1	0 / 1	0 / 1	1 / 1	0 / 1	0 / 1	32%
Student 2	0 / 1	1 / 1	0 / 1	0 / 1	0 / 1	41%

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

Modify Scores

Q007 teacher should not address conversations concerning race

Select Session

Show Key

A teacher should not address conversations concerning race with children if they feel uncomfortable in doing so.

☐ A. true

☐ B. false

- In the **Select Session** drop-down, select the student you will adjust the score for. You can also use the arrows next to the drop-down to navigate through the students.

Modify Scores

Q006 Active listening is demonstrated by maintaining eye contact

Phoebe Harper

Scored a 0 out of 1

Show Key

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

☒ A. true

☐ B. false

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. Access the assessment from the Content Page
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.*

1. Ch01 Pretest EmLit1e

In Progress

Results By Item Results By Standard

Filter by Name... Refresh Scores Reveal Names

Student order is randomized when names are hidden

These results contain responses that require manual grading. Ungraded responses are shaded in gray. Click Scores button (above) to apply scores to these responses.

	1	2	3	4	5	AVERAGE
All Students	100%	0%	0%	100%	0%	20%
Student 1	-	-	-	-	-	-
Student 2	1/1	0/1	0/1	1/1	0/1	40%

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

Modify Scores

Q039 Identify the four emergent literacy components

Phoebe Harper

Scored a out of 1

Identify the four emergent literacy components.

Shared reading

Read alouds

Label-rich environments

Phonological awareness activities

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

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

Pre Test

Pre Test

In Progress

Results By Item Results By Standard

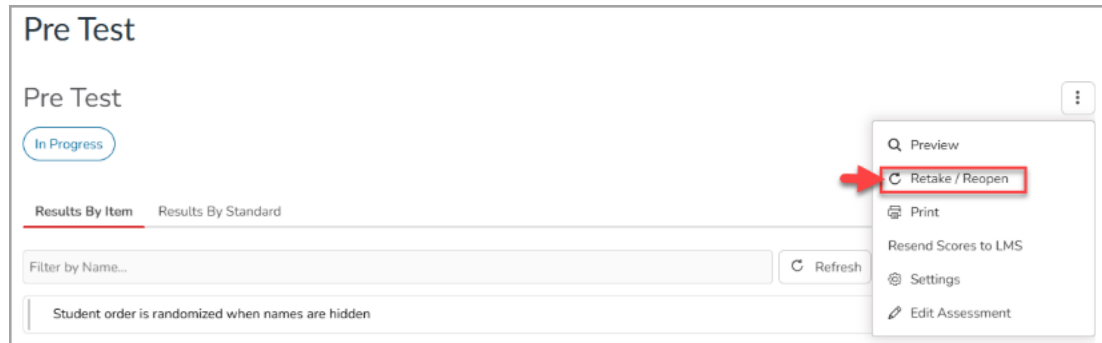
Filter by Name...

Refresh Scores Reveal Names

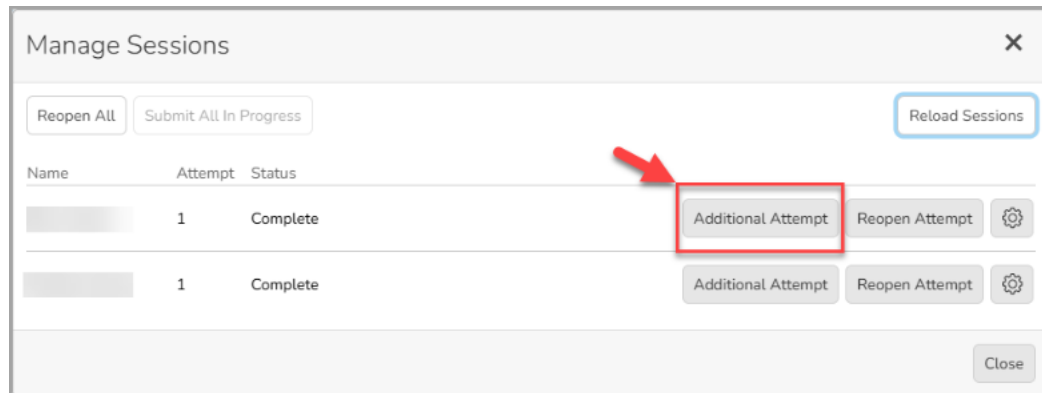
Student order is randomized when names are hidden

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

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

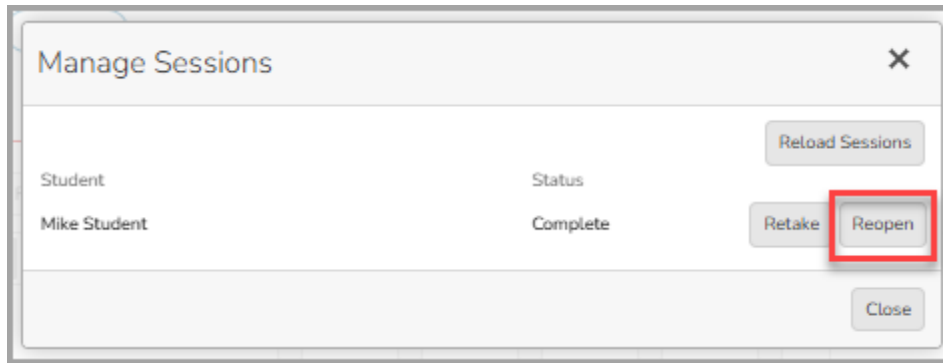


3. The **Additional Attempt** option allows you to grant a student a fresh start on an assessment. Select the “**Additional Attempt**” button and then “**Grant Attempt**”; this will provide the student with a new additional attempt. Previous attempts are still retained.

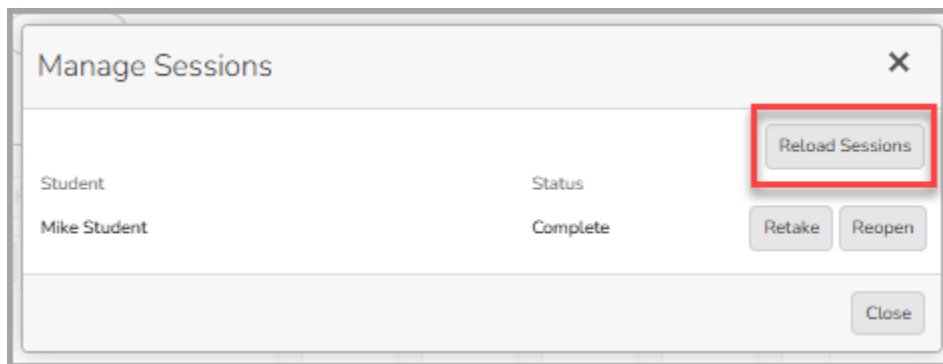


4. The **Reopen** option allows you to let a student continue working on an assessment they have previously submitted. To do this, select “**Reopen Attempt**” and then select “**Grant Attempt**”.

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



5. 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.

The 'Pre Test' assessment results page shows a table with columns 'Student', '1', '2', '3', '4', '5', and 'Average'. The first row is 'All Students' with scores of 50%, 50%, 100%, 100%, 100%, and an average of 80%. The 'More Options' button (three dots) is highlighted with a red box and a red arrow.

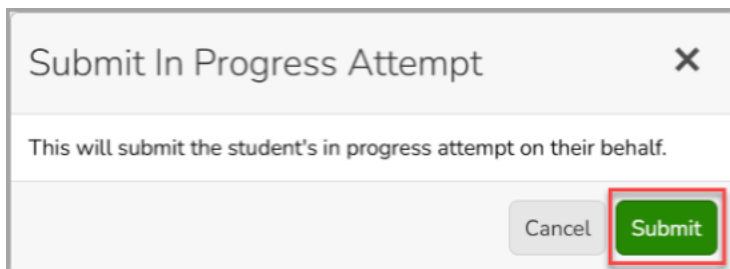
2. Select **“Retake/Reopen”**.



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.



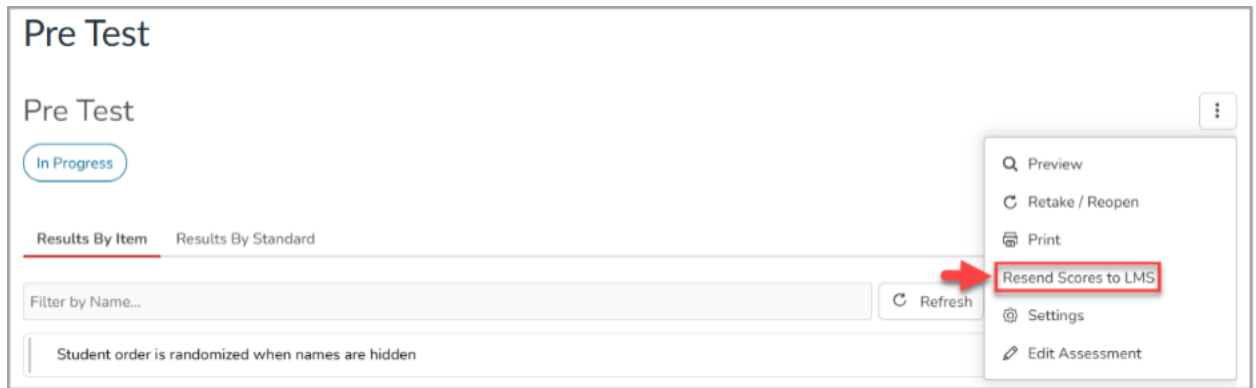
Note: Any automatically graded questions that had answers will still be automatically graded, but manually graded questions will still need to be scored.

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”** to resync the grades.

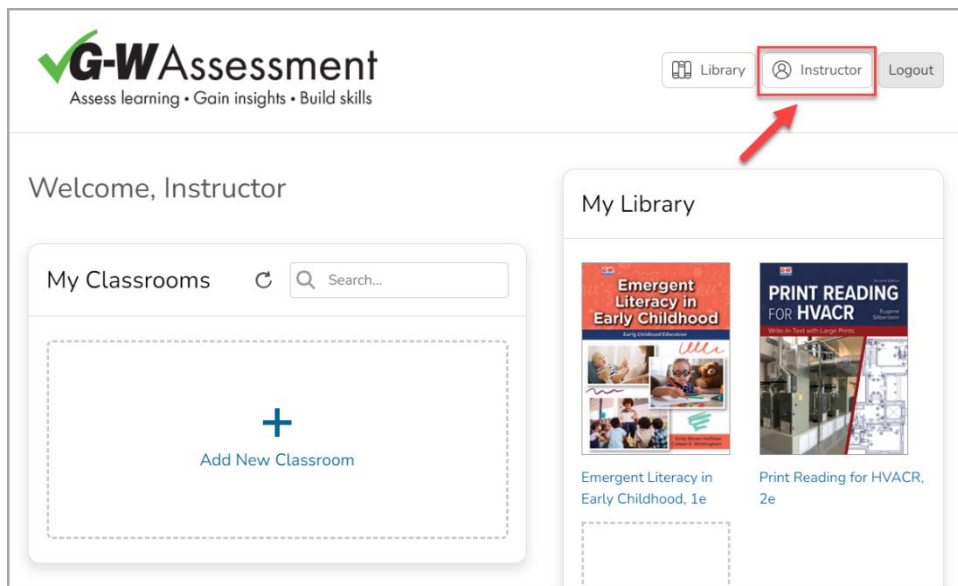
Important: Please note that resending scores will resend the scores for ALL students; any existing grades in the gradebook will be overwritten



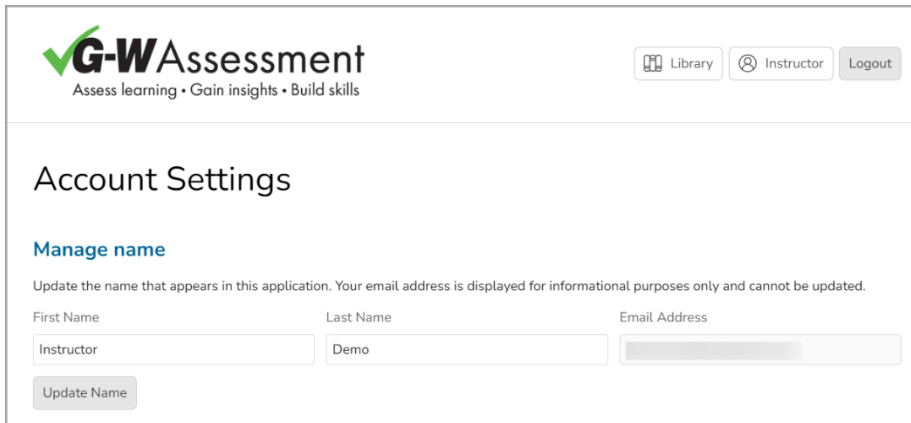
Account Settings

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

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

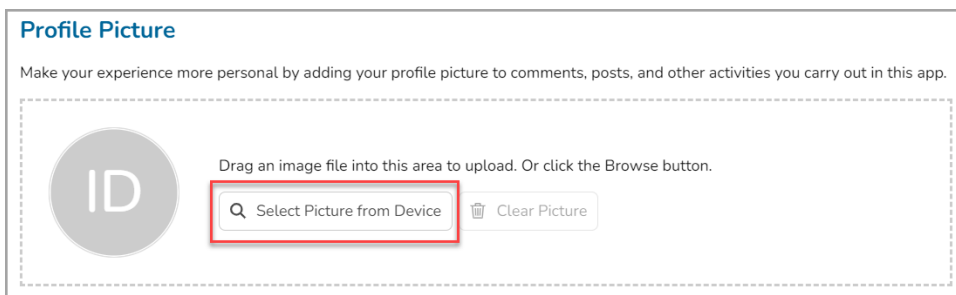


2. Under the Manage Name section, you can update your first name, last name, and email address by selecting into each field. Select **“Update Name”** to save changes.



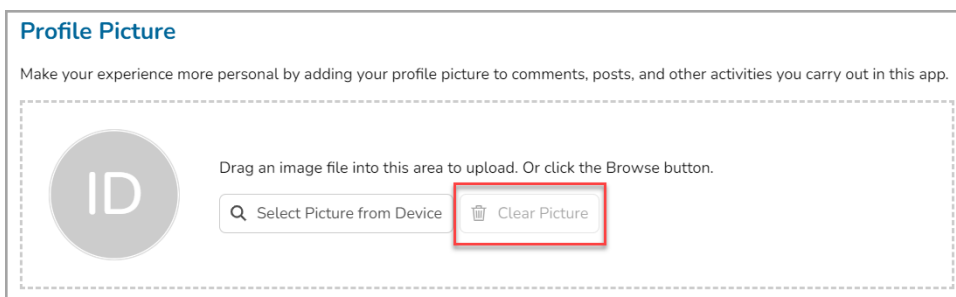
The screenshot shows the 'Account Settings' page of the G-W Assessment application. At the top left is the G-W Assessment logo with the tagline 'Assess learning • Gain insights • Build skills'. At the top right are three buttons: 'Library', 'Instructor', and 'Logout'. The main heading is 'Account Settings'. Below it is a section titled 'Manage name'. A sub-header reads: '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 greyed out). Below the 'First Name' and 'Last Name' fields is an 'Update Name' button.

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”** button to choose a file.



The screenshot shows the 'Profile Picture' section. It starts with the heading 'Profile Picture' and a sub-header: 'Make your experience more personal by adding your profile picture to comments, posts, and other activities you carry out in this app.' Below this is a dashed rectangular box containing a circular placeholder with the letters 'ID'. To the right of the placeholder, text says: 'Drag an image file into this area to upload. Or click the Browse button.' Below this text are two buttons: 'Select Picture from Device' (which has a magnifying glass icon and is highlighted with a red rectangle) and 'Clear Picture' (which has a trash can icon).

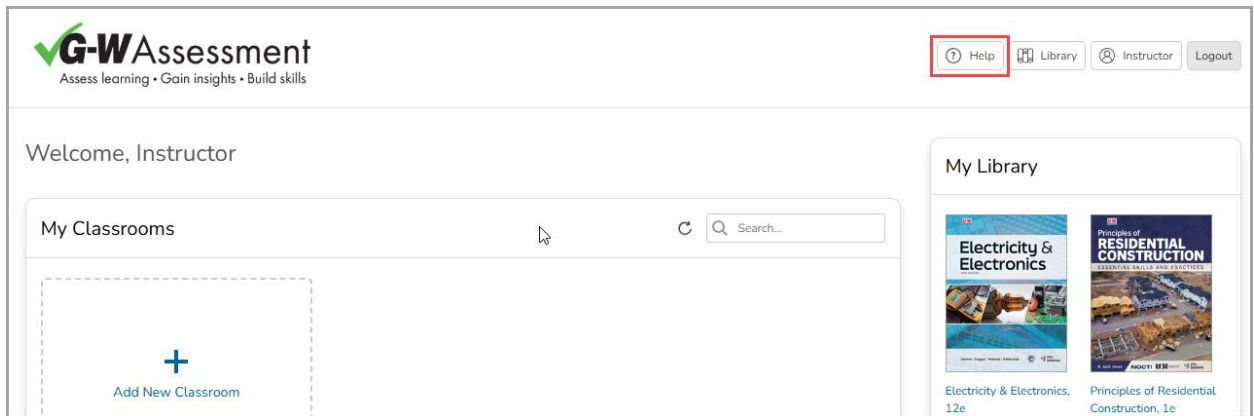
4. To remove your current picture, select **“Clear Picture”**.



This screenshot is identical to the previous one, showing the 'Profile Picture' section. However, in this instance, the 'Clear Picture' button (with the trash can icon) is highlighted with a red rectangle, demonstrating how to remove the current profile 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.