



G-W Assessment integration with Canvas

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

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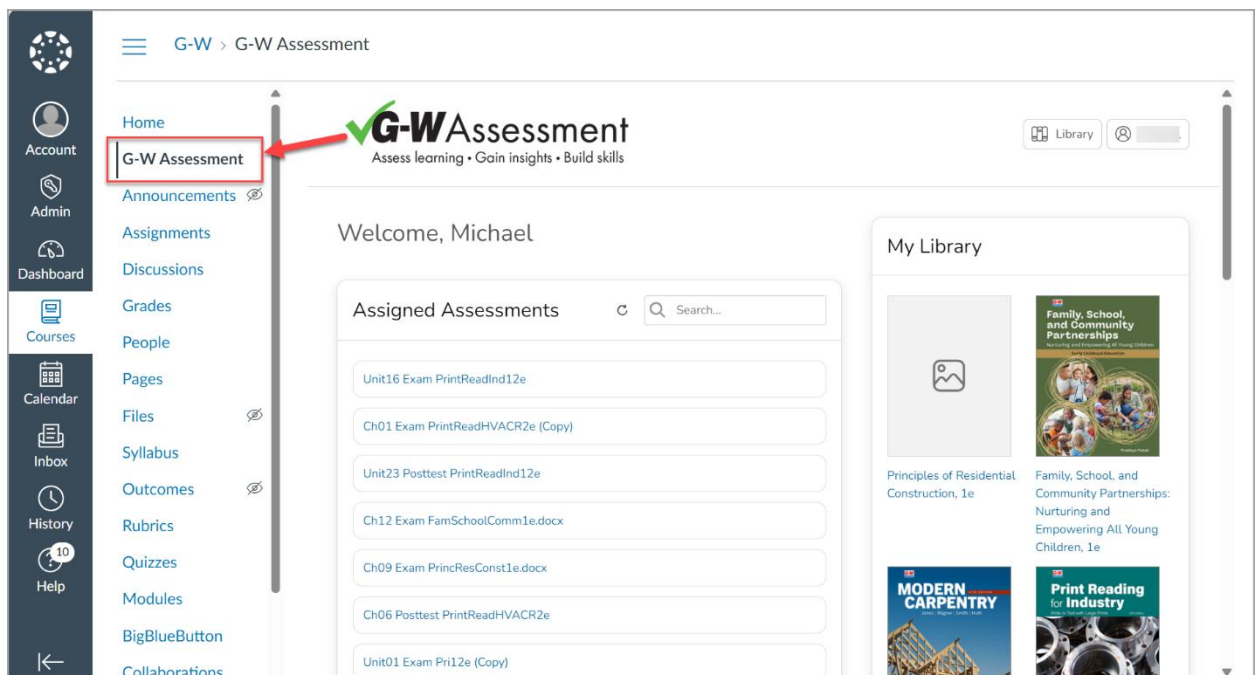
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Connect Canvas Course to G-W Assessment

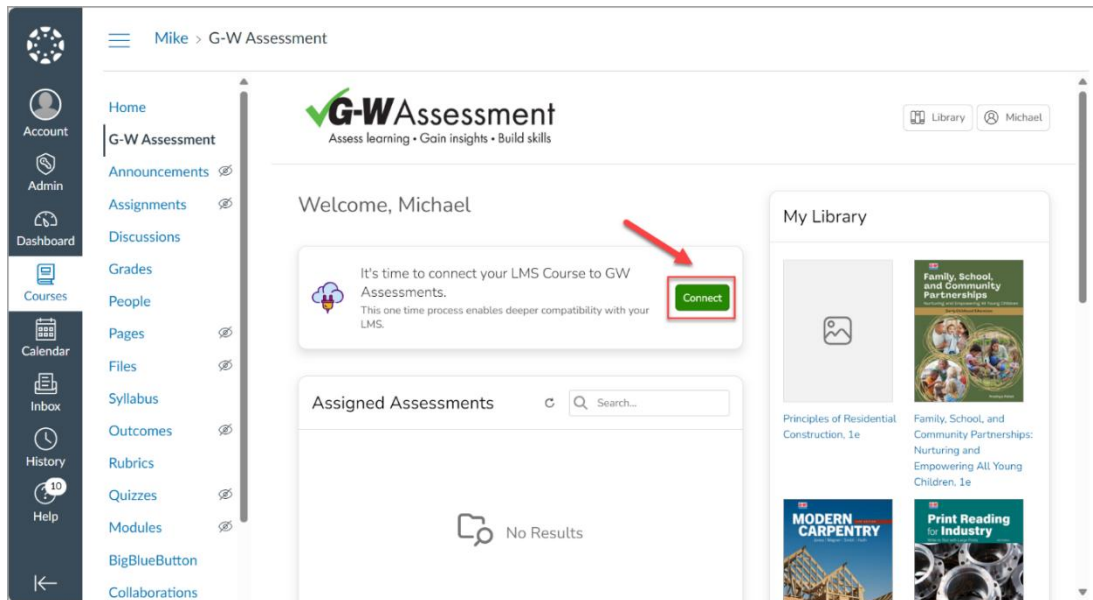
Upon logging into Canvas, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator.

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

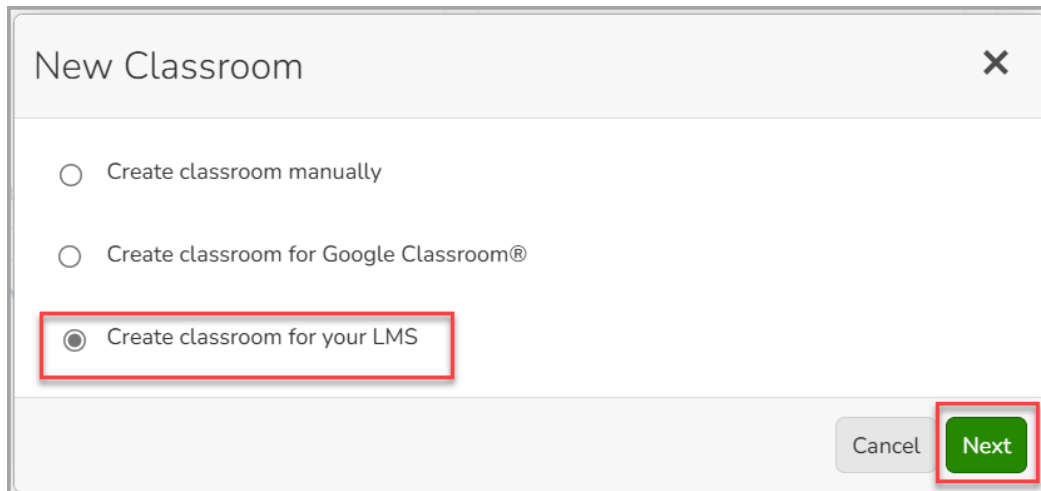
1. Select the **“G-W Assessment”** application (the name may vary) in the left navigation bar with your course.



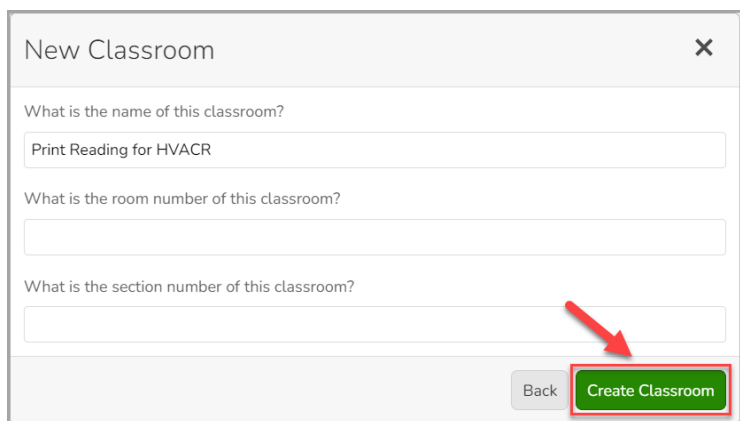
2. Select the **“Connect”** button on the *It’s time to connect your LMS Course to GW Assessment* section on your screen.



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



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.



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 right-hand corner. Select the title to view its assessments.

Assessments Page

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

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

Library Instructor Logout

Print Reading for HVACR, 2e

Assessments

Search... Search **+ Assessment**

Chapter 1 Introduction to Print Reading

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

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 Canvas, follow the steps in the Create Assessments in Canvas With G-W Assessment section located within this document.

Preview Assessments

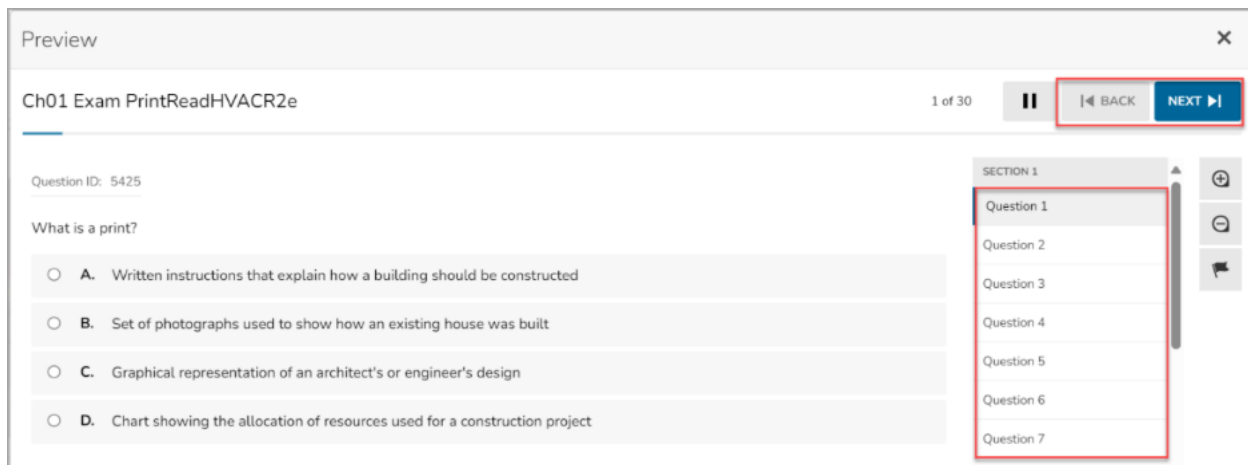
1. To preview the questions in a pre-built assessment, either select the assessment bank link or select the “**Preview**” button.

Chapter 1 Introduction to Print Reading

1. Ch01 Pretest PrintReadHVACR2e

Print Preview 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.



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

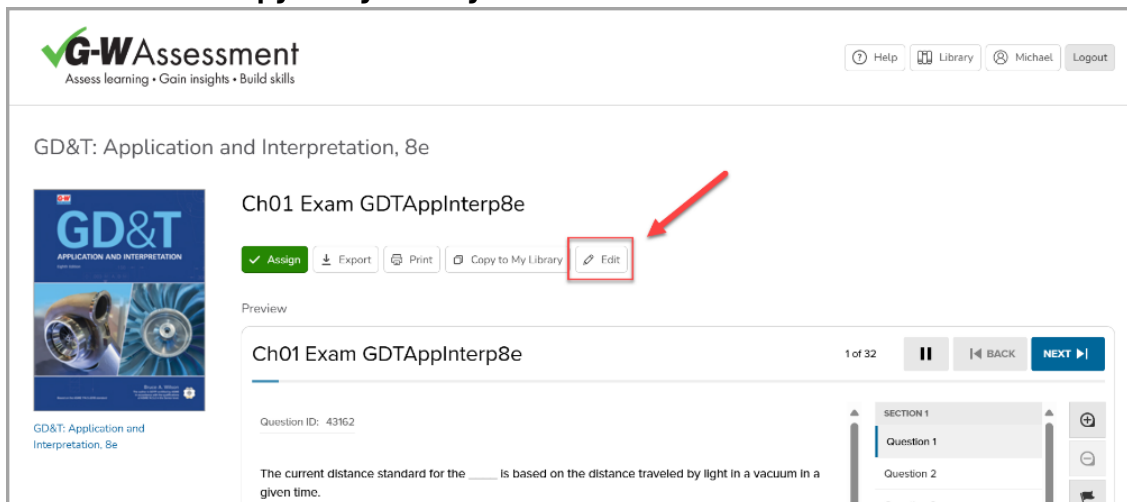
Copying Assessments

To make a copy of an assessment:

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



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



- 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

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.

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Assess learning • Gain insights • Build skills

Library Instructor Logout

Print Reading for HVACR, 2e

3. Ch01 Exam PrintReadHVACR2e

Assign Print **Copy To My Library**

Preview

3. Ch01 Exam PrintReadHVACR2e 1 of 30

Question ID: 5425

What is a print?

☐ A. Written instructions that explain how a building should be constructed

☐ B. Set of photographs used to show how an existing house was built

☐ C. Graphical representation of an architect's or engineer's design

☐ D. Chart showing the allocation of resources used for a construction project

SECTION 1

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

Question 7

Question 8

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

Ch01 Exam GDTAppInterp8e (Copy)

Cancel **Copy Assessment**

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.

The screenshot shows the G-W Assessment interface. At the top, there's a header with the logo and navigation links. Below the header, the breadcrumb trail reads 'Dashboard > My Library > Assessments >'. The main title is 'Ch01 Exam PrintReadHVACR2e (Copy)'. Below the title, there's a row of action buttons: 'Assign', 'Print', 'Edit', 'Duplicate', and 'Delete'. The 'Print' button is highlighted with a red box, and a red arrow points to it. Below the buttons, there's a 'Preview' section. The preview shows the question 'What is a print?' with three multiple-choice options: A. Written instructions that explain how a building should be constructed, B. Set of photographs used to show how an existing house was built, and C. Graphical representation of an architect's or engineer's design. On the right side of the preview, there's a sidebar with a list of questions (Question 1 to Question 6) and a 'NEXT' button.

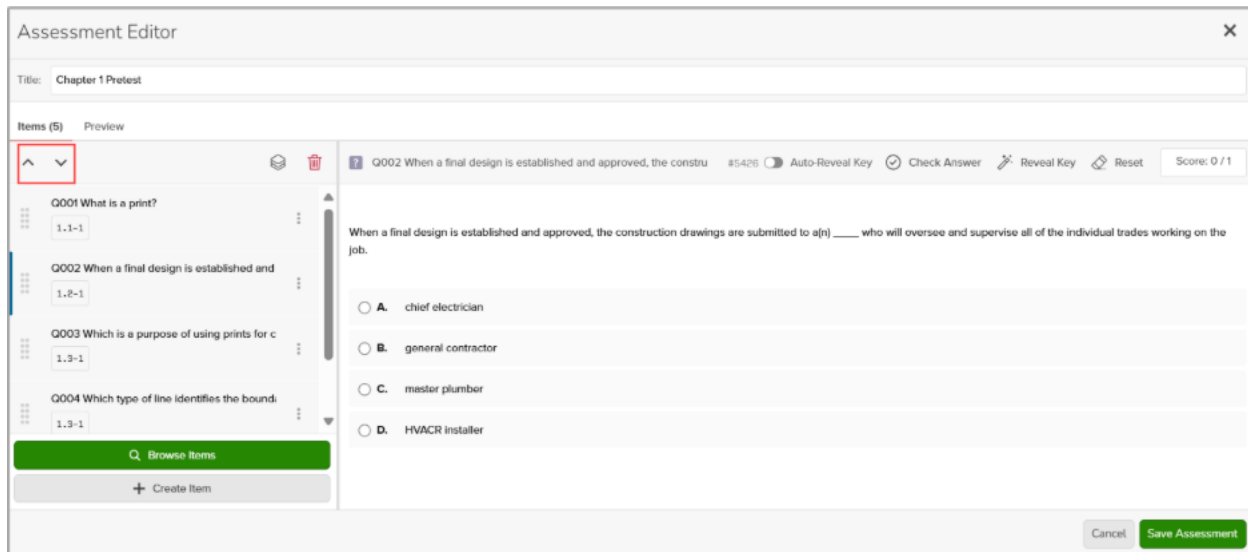
Assessment Editor

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

The screenshot shows the 'Assessment Editor' interface. At the top, there's a title bar with the text 'Assessment Editor' and a close button. Below the title bar, there's a section for 'Title' with the text 'Chapter 1 Protest'. Below the title, there's a section for 'Items (5)' with a 'Preview' tab. The 'Items' section shows a list of five items: 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), and Q004 Which type of line identifies the bound (1.3-1). Below the list, there's a 'Browse Items' button and a 'Create Item' button. The 'Preview' tab shows a question: '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.' with four multiple-choice options: A. chief electrician, B. general contractor, C. master plumber, and D. HVACR installer. At the bottom right, there's a 'Cancel' button and a 'Save Assessment' button.

Preview Items

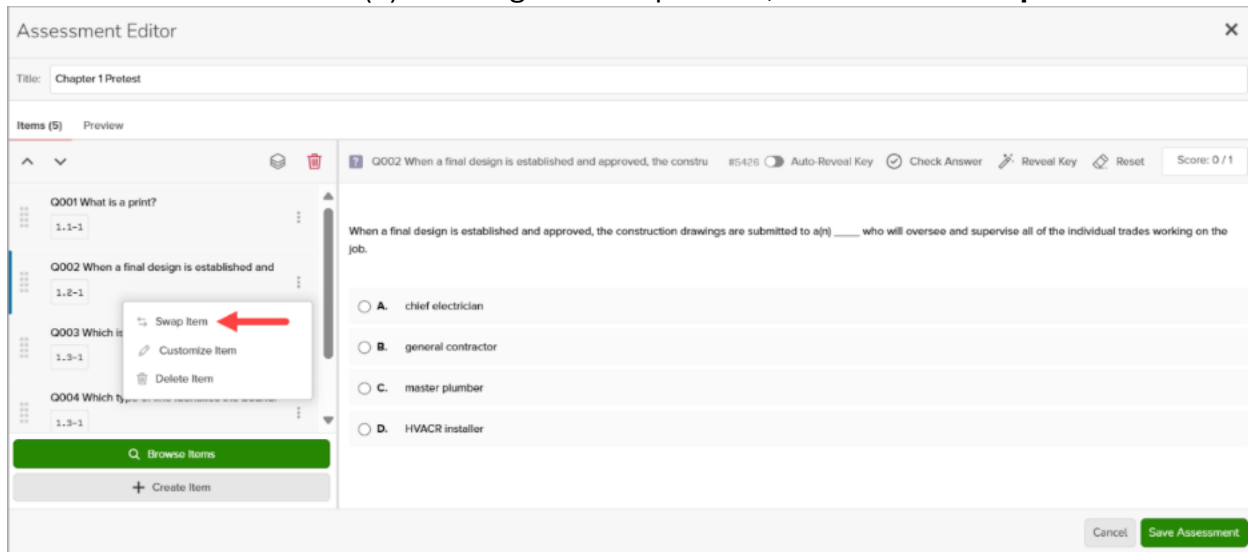
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.



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.

Select Items

Search by Name

Page 1 (7296 Results)

Q001 ____ are blood vessels that deliver oxygen-... #18488 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 **“Save Assessment”** to save your changes.

Select Items

Search by Name

Page 1 (7296 Results)

Consuming enough water helps the body cool itse... #18983 Auto-Reveal Key Score: 0 / 1

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

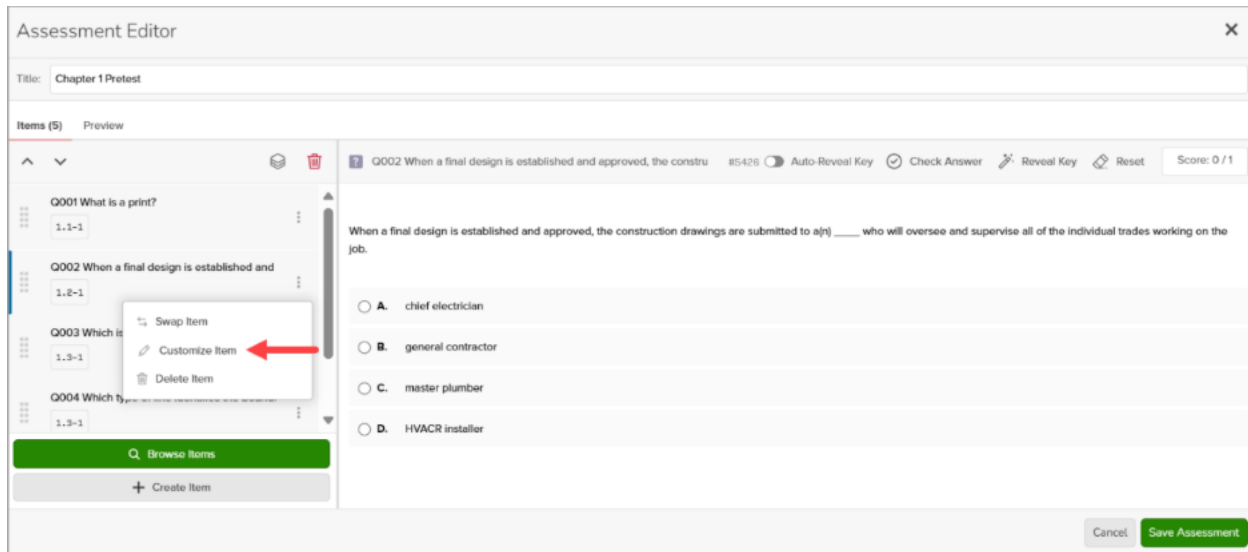
A. true
B. false

Select 2 Items

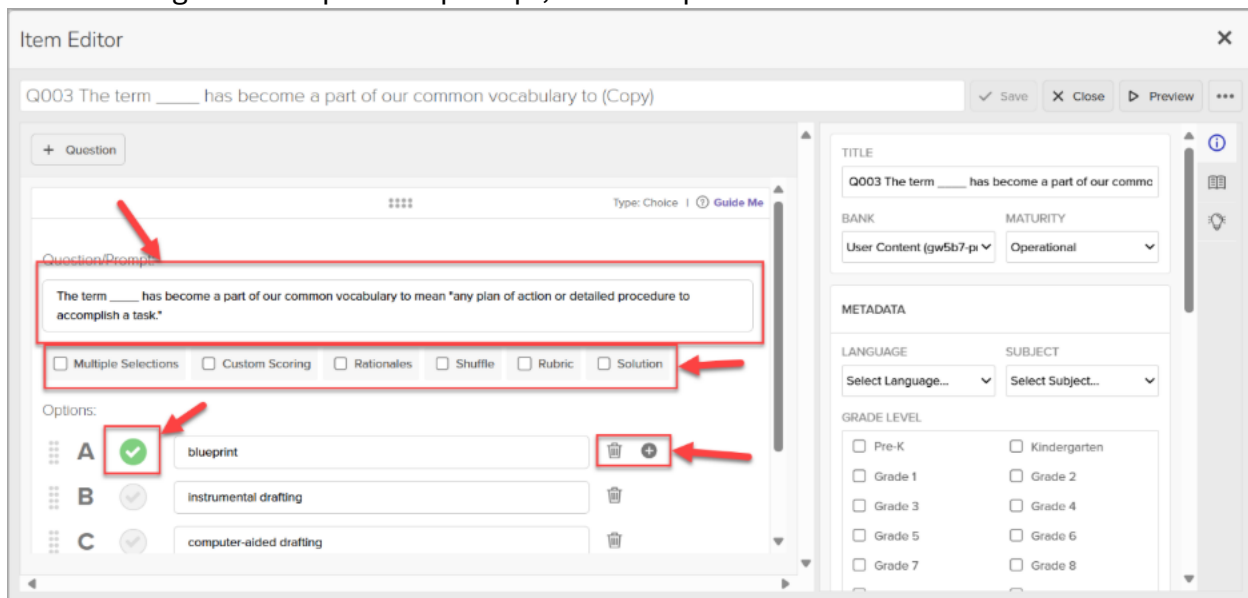
Customize Item

To modify an item in your assessment:

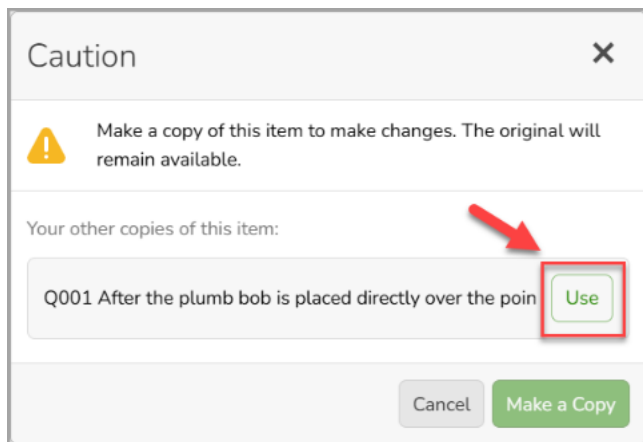
1. Select the kebab menu (⋮) to the right of the question, then select **“Customize Item”**.



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.

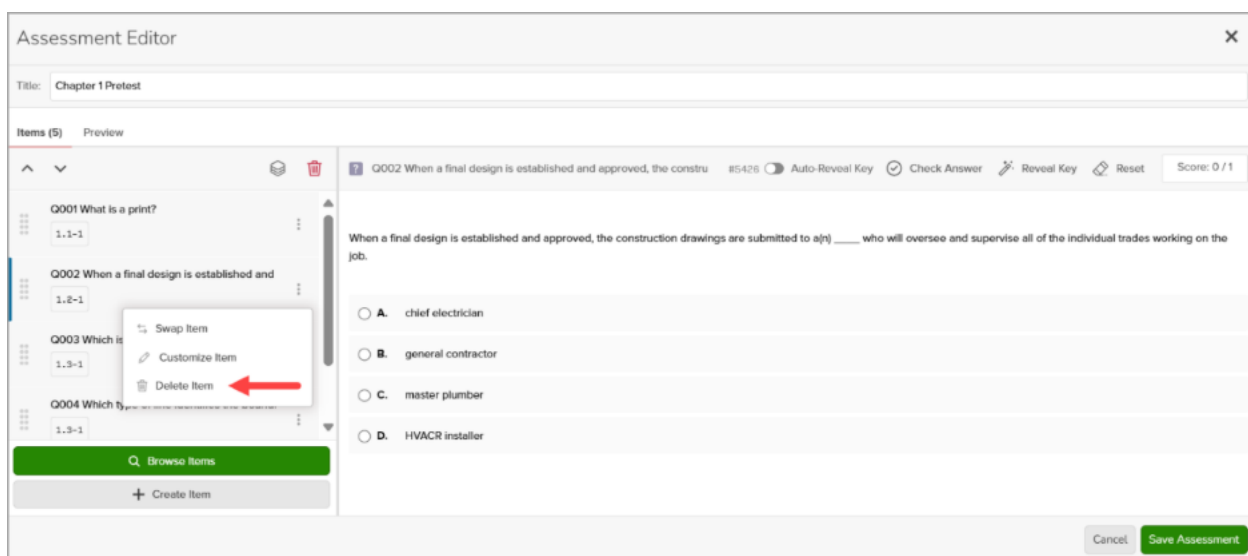


3. Select the **“Save”** button to save your changes.
4. If you have previously modified the question, you will see a message indicating that existing copies of this item. Select the **“Use”** button to modify this question further.



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:

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

View Answers Keys

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

?
Q002 When a final design is established ...
#5428

☐ 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

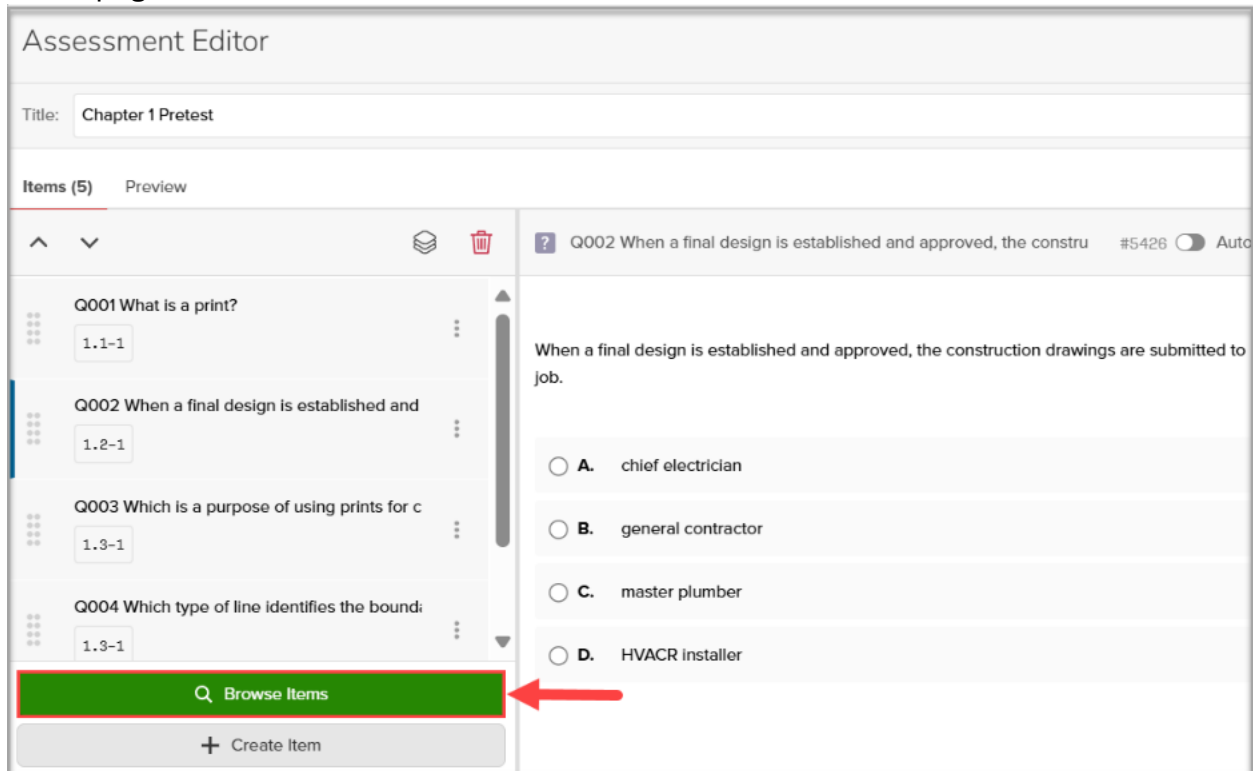
☐ C. master plumber

1. **Auto-Reveal Key:** Automatically displays correct answers while navigating through the assessment bank.
2. **Check Answer:** Shows your performance on the current question.

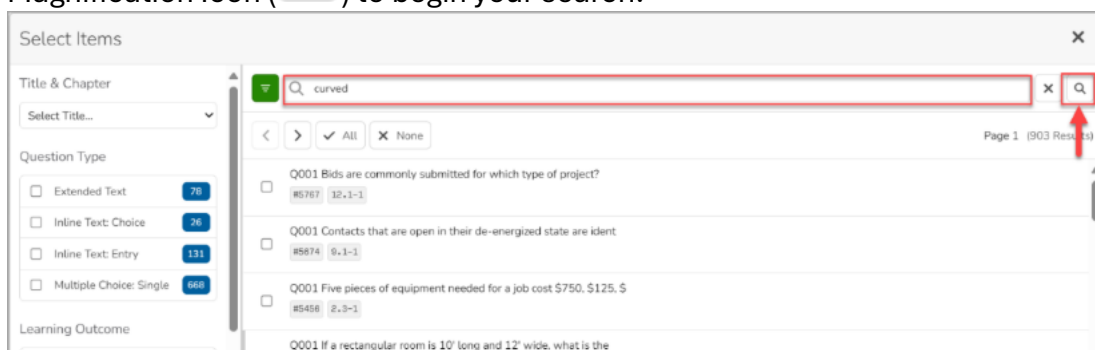
3. **Reveal Key:** Display the correct answer for the current item.
4. **Reset:** Return the question to its original state.

Search

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



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)

- ☐ Q001 Bids are commonly submitted for which type of project? #5787 12.1-1
- ☐ Q001 Contacts that are open in their de-energized state are ident #5874 9.1-1
- ☐ Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$ #5456 2.3-1
- ☐ Q001 If a rectangular room is 10' long and 12' wide, what is the #5488 3.1-1

Toggle Filters

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

Select Items

Filter icon (strawberry icon) next to search field.

Page 1 (903 Results)

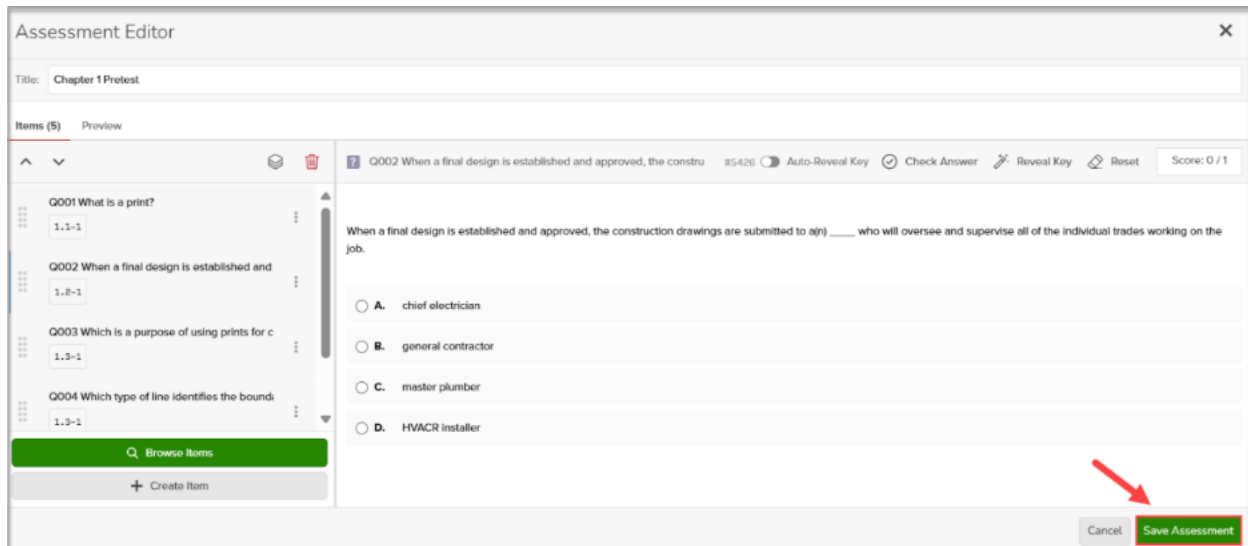
Your question view will no longer show the filter column:

Select Items

Page 1 (903 Results)

- ☐ Q001 Bids are commonly submitted for which type of project? #5787 12.1-1
- ☐ Q001 Contacts that are open in their de-energized state are ident #5874 9.1-1
- ☐ Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$ #5456 2.3-1
- ☐ Q001 If a rectangular room is 10' long and 12' wide, what is the #5488 3.1-1
- ☐ Q001 Match each term with its corresponding description

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

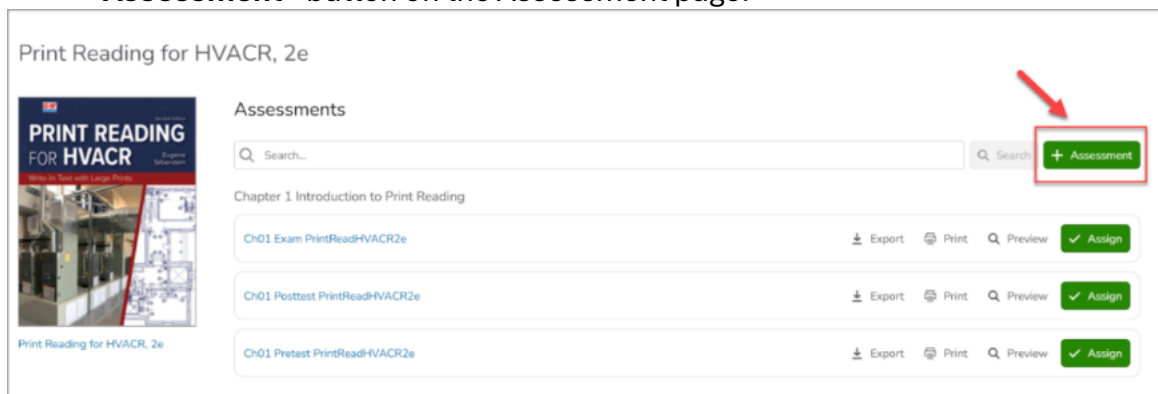


Create Custom Assessment

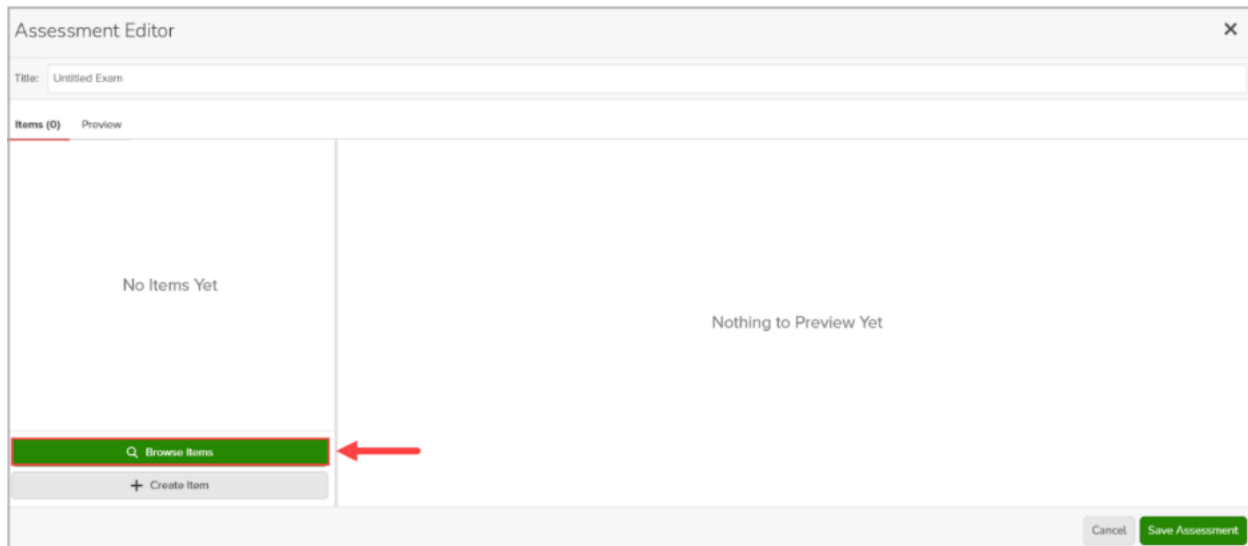
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

Create custom assessment with pre-built G-W items

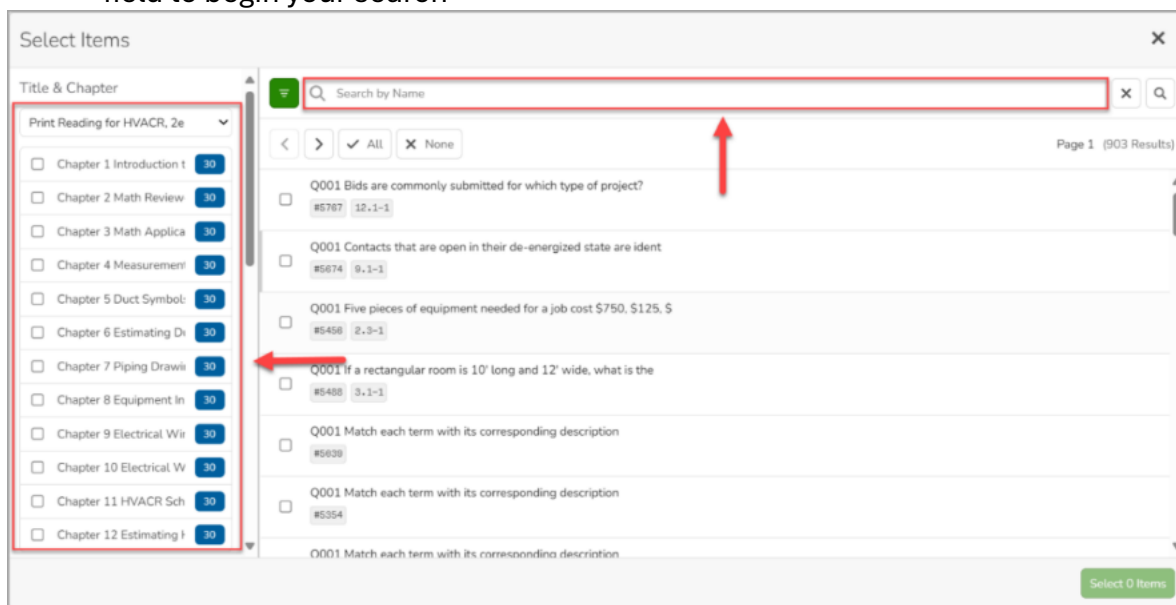
1. To create your own assessment with pre-built G-W items, select the **“+ Assessment”** button on the Assessment page.



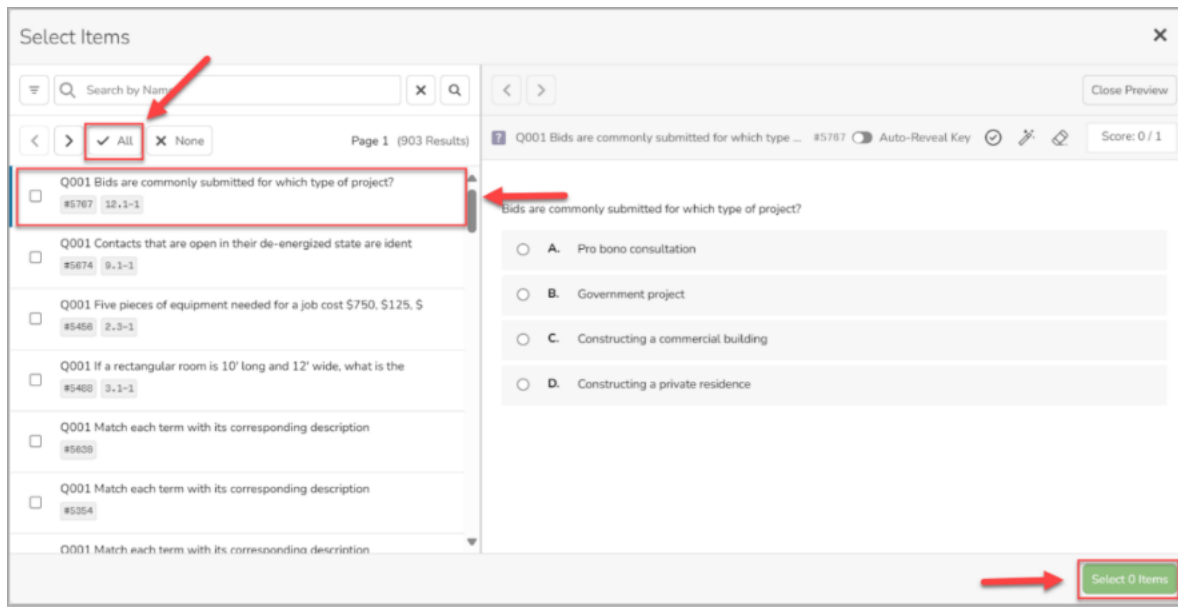
2. To add pre-built assessment questions, select the **“Browse Items”** button in the Assessment Editor.



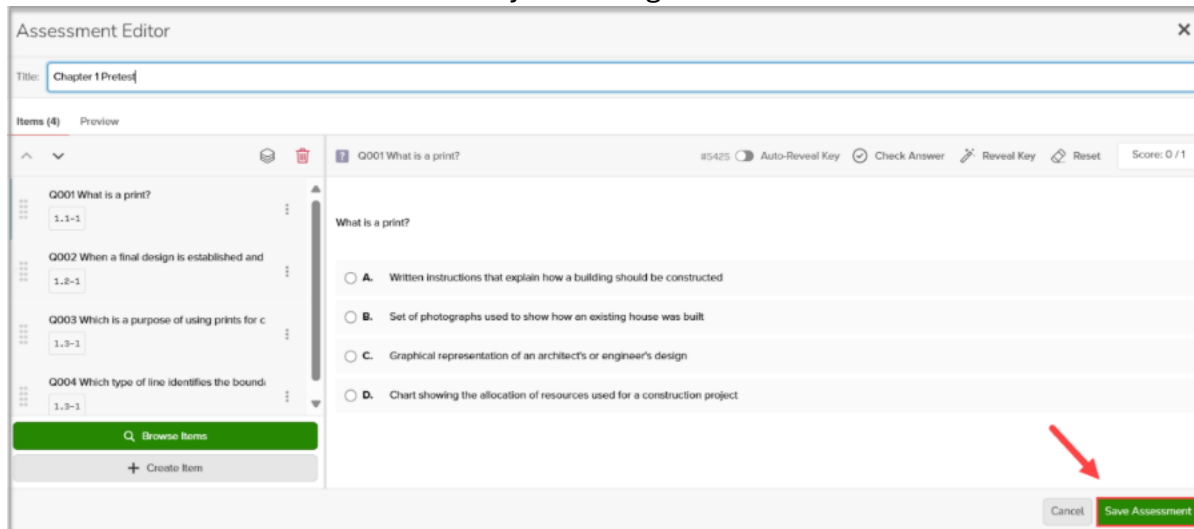
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search



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.

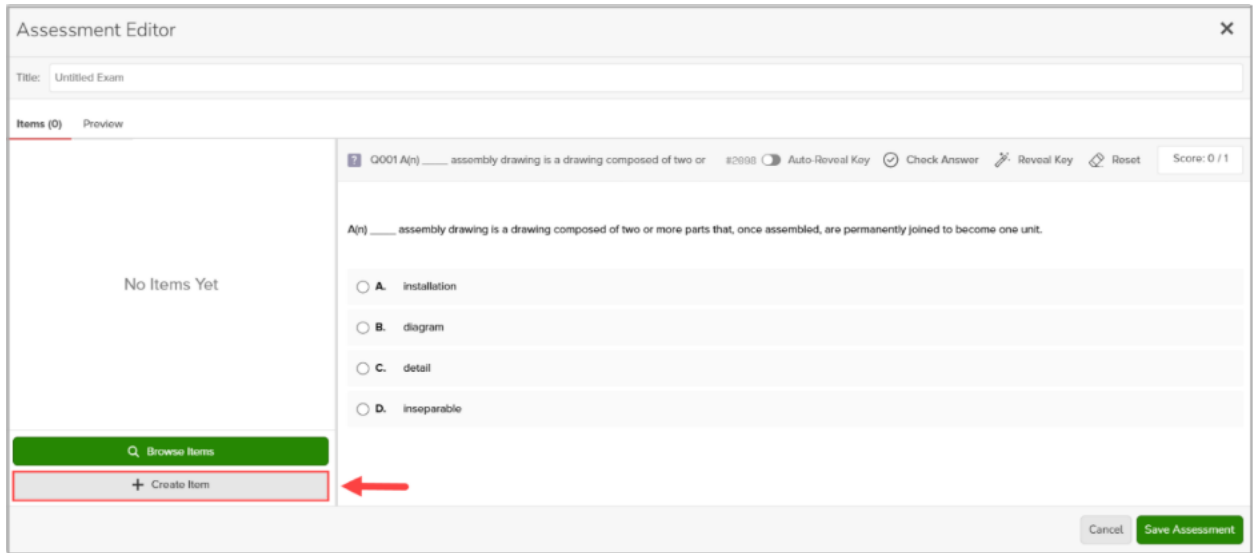


6. Once you have finalized the customization of your assessment, select the “**Save Assessment**” button to save your changes.

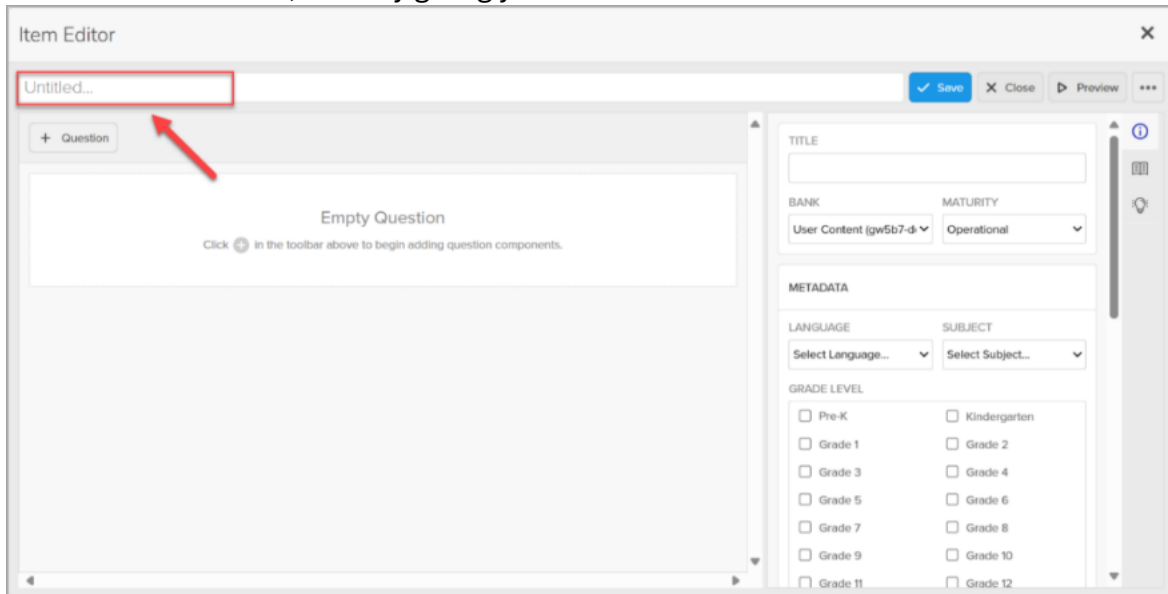


Create new custom items

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

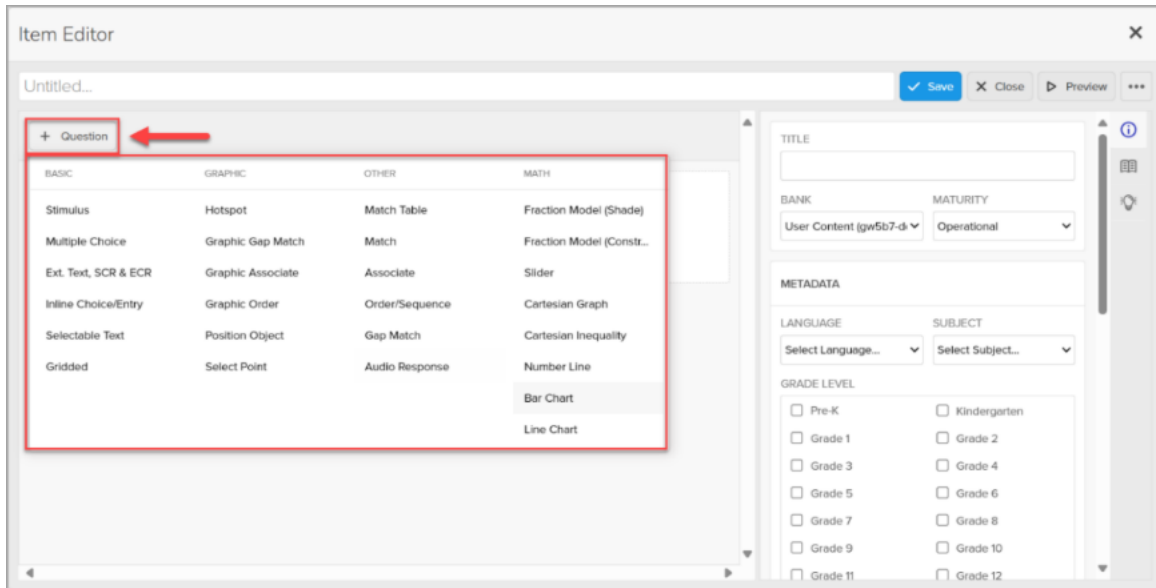


2. In the Item Editor, start by giving your item a title:

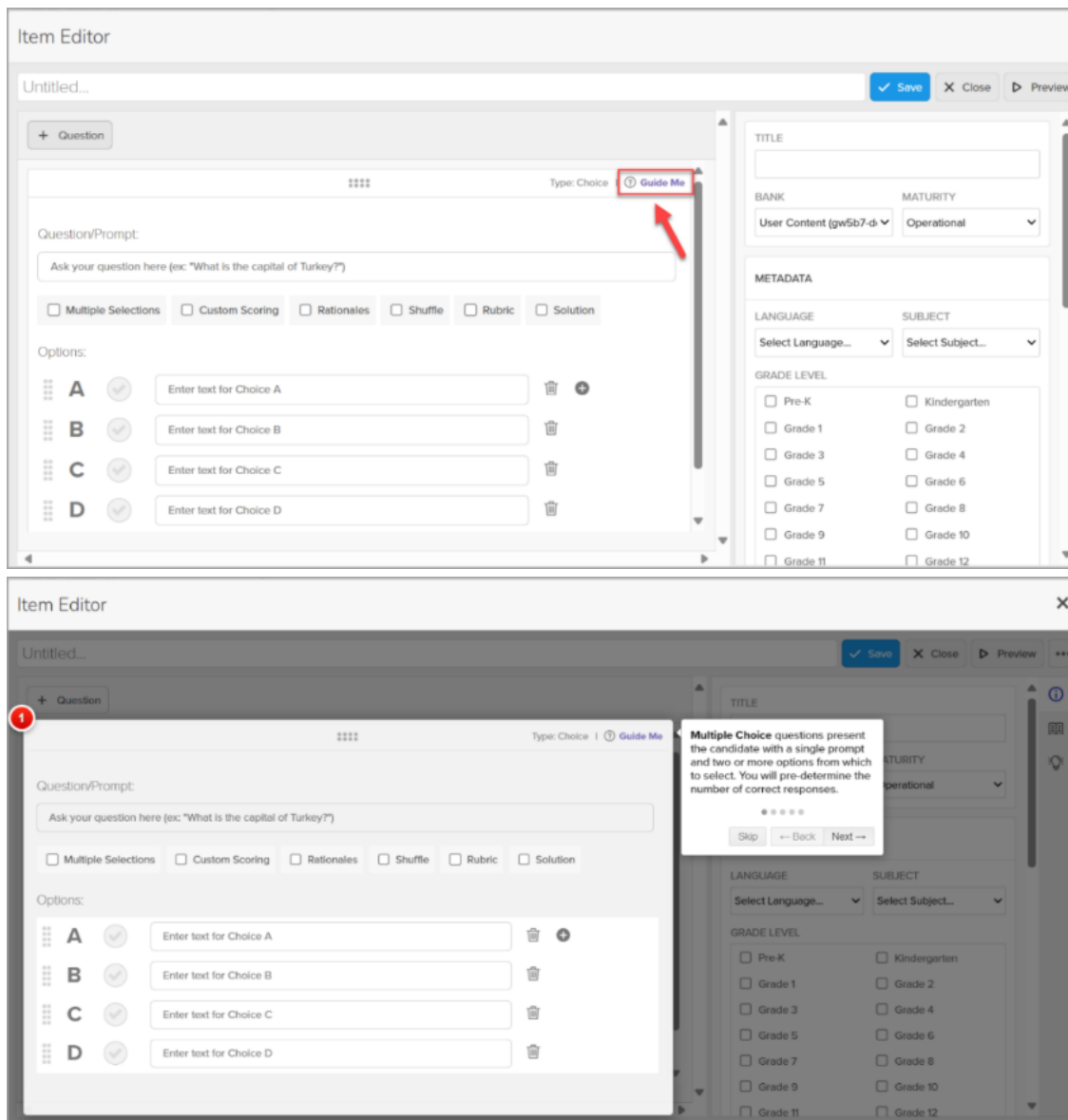


3. To add a new assessment item, select on the “**+ Question**” button. A dropdown will appear displaying various question types. Select the desired question type.

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.

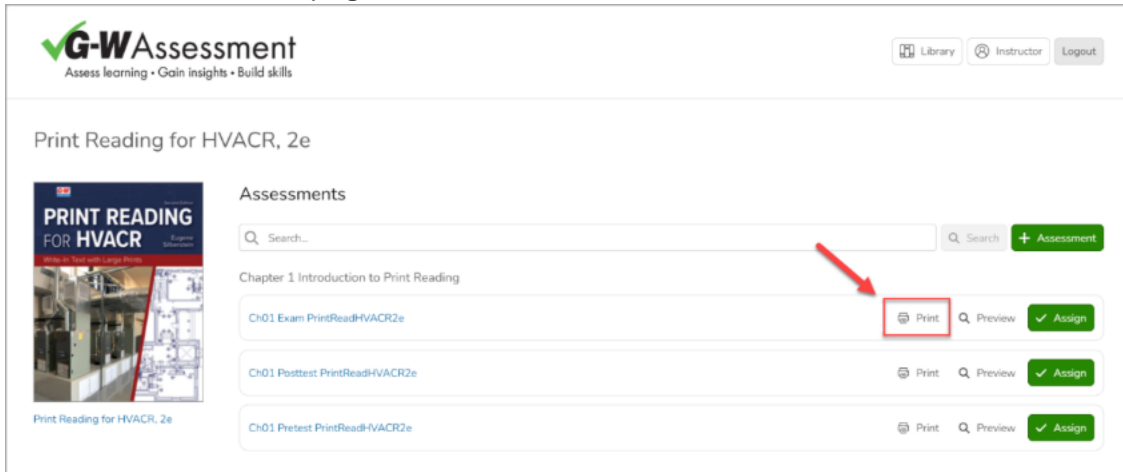


5. Once you have created your item, select **“Save”** to save the item for your assessment.

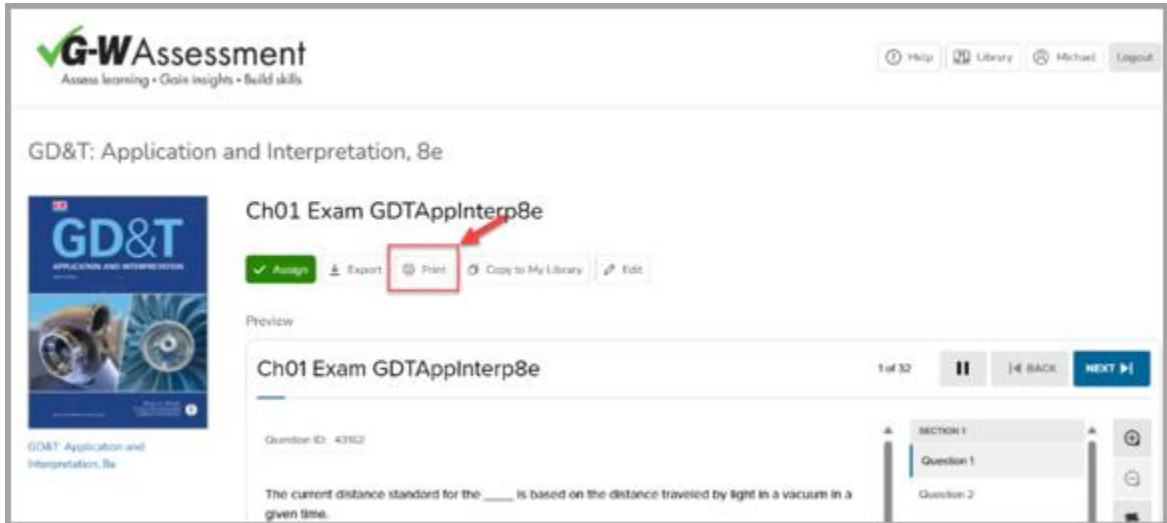
Print Assessment

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

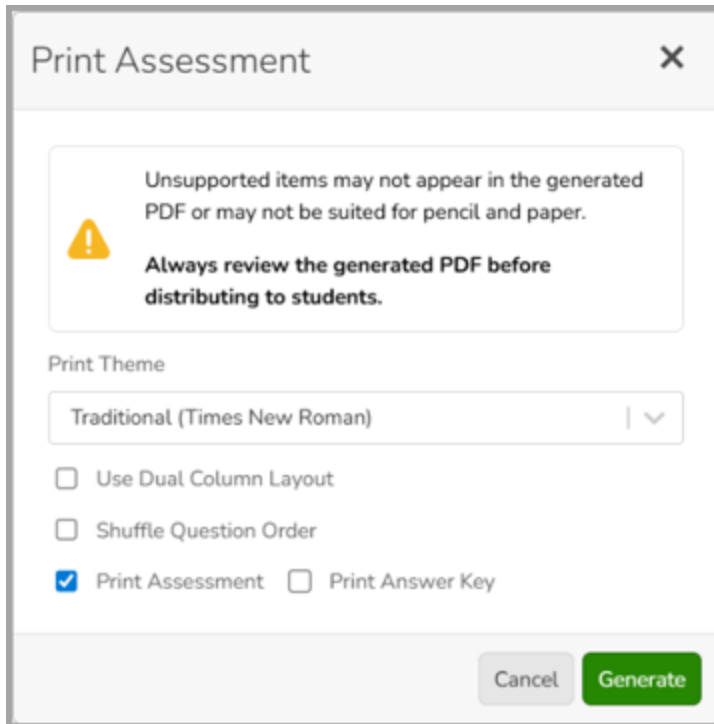
1. From the assessment page, select the **“Print”** button



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



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

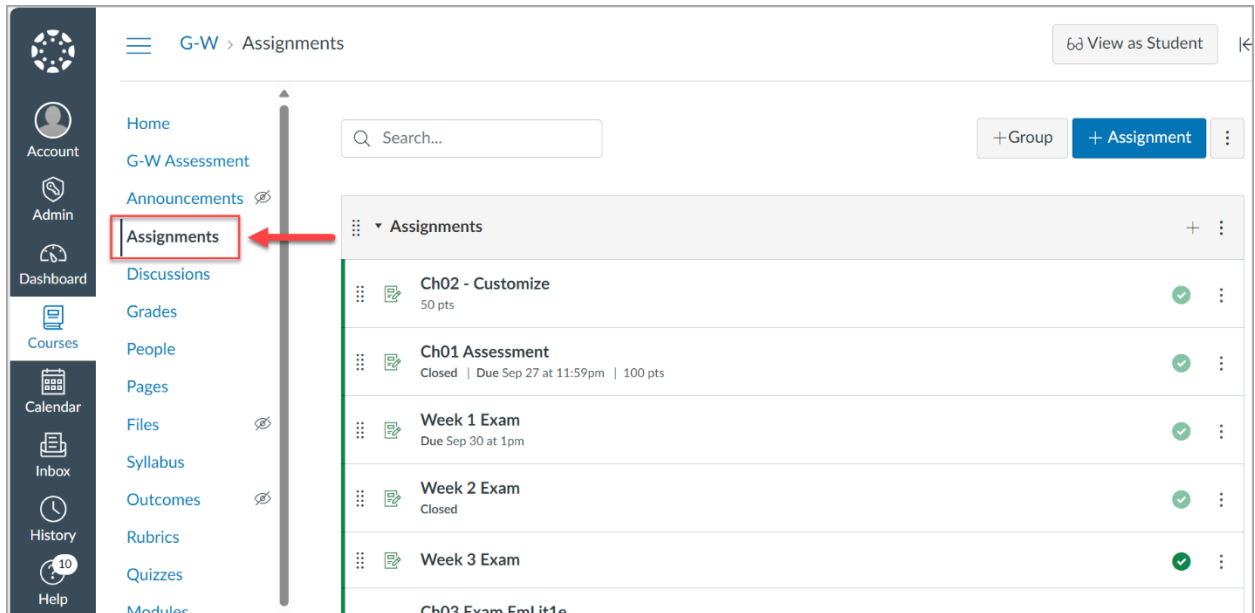
A screenshot of a 'Print Assessment' dialog box. At the top, the title 'Print Assessment' is on the left and a close button 'X' is on the right. Below the title bar, there is a warning section with a yellow triangle icon containing an exclamation mark. The text in this section reads: 'Unsupported items 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 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' which is unchecked. At the bottom right of the dialog, there 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.

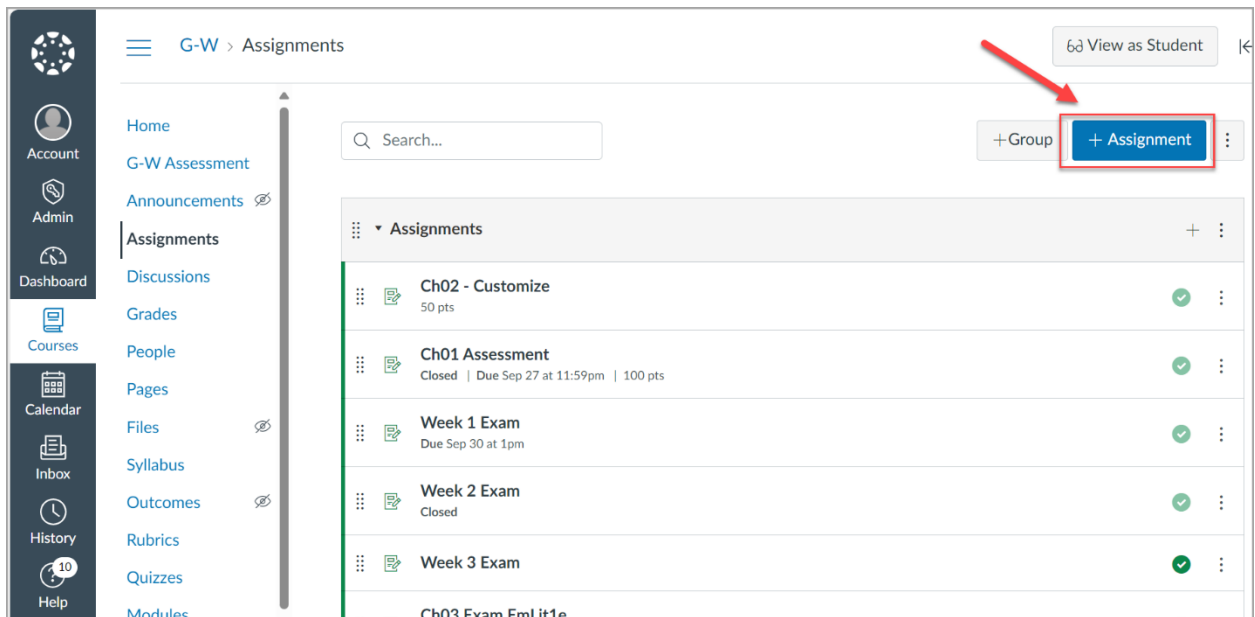
Create Assignments in Canvas with G-W Assessment

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

1. Select **“Assignments”** on the left navigation bar within your course.



2. Select “+Assignment” to create a new assignment.



3. In the Create New Assignment page, fill the necessary details of your assignment:

- Assignment Name
 - **Note:** Adding an assignment name is optional. G-W Assessment will automatically add the assignment name that you added during assessment creation. This is the only assignment field that will be overwritten after you select your assessment from within GWA.
- Description: Add a description to the assignment, this is optional.

- **Points:** Assignment points can be set to any value. Your GWA assessment will adjust to the set point value.
 - **Assignment Groups:** Select your assignment group or create a new group.
 - **Display Grade As:** This can be set to your preferred grade setting. This can also be changed later, and the assignment grade will adjust to what has been selected.
4. In the Submission Type drop down, select **“External Tool”** and then select the **“Find”** button.

The image shows two screenshots of the Submission Type dropdown menu. The top screenshot shows the dropdown open with 'External Tool' selected. The bottom screenshot shows the 'Find' button highlighted with a red box and a red arrow pointing to it.

Submission Type

Online

No Submission

Online

On Paper

External Tool

Lucid

☐ Media Recordings

☐ Student Annotation

☐ File Uploads

Submission Type

External Tool

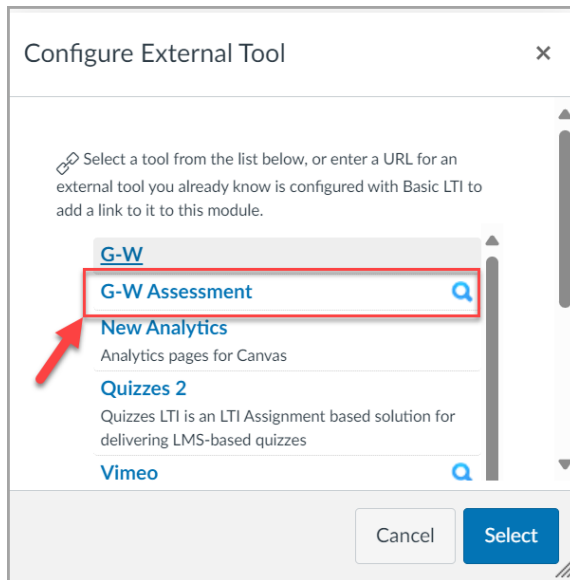
External Tool Options

Enter or find an External Tool URL

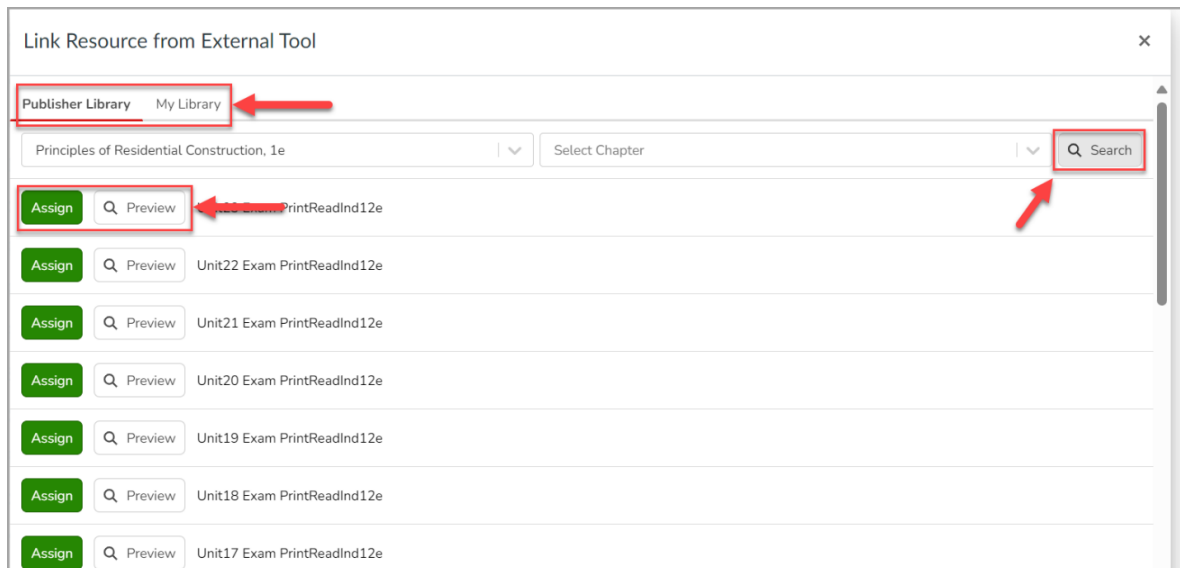
Find

☐ Load This Tool In A New Tab

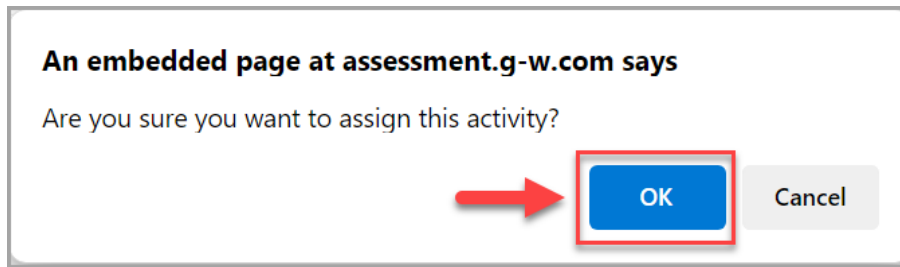
5. In the Configure External Tools modal, select **“G-W Assessment Content Selection”**.



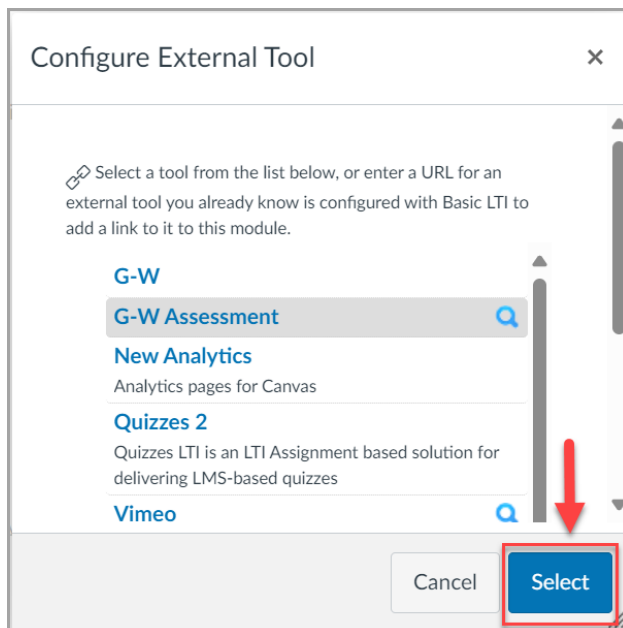
6. In the Link Resource from External Tool modal, use the dropdown menu to select pre-built G-W Assessment content from the **Publisher Library**, or select the **“My Library”** tab to access your existing assessments. You can also narrow your list down by using the **“Search”** feature.



7. 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.
8. Select assign, then confirm by selecting **“OK”** on the pop-up modal.

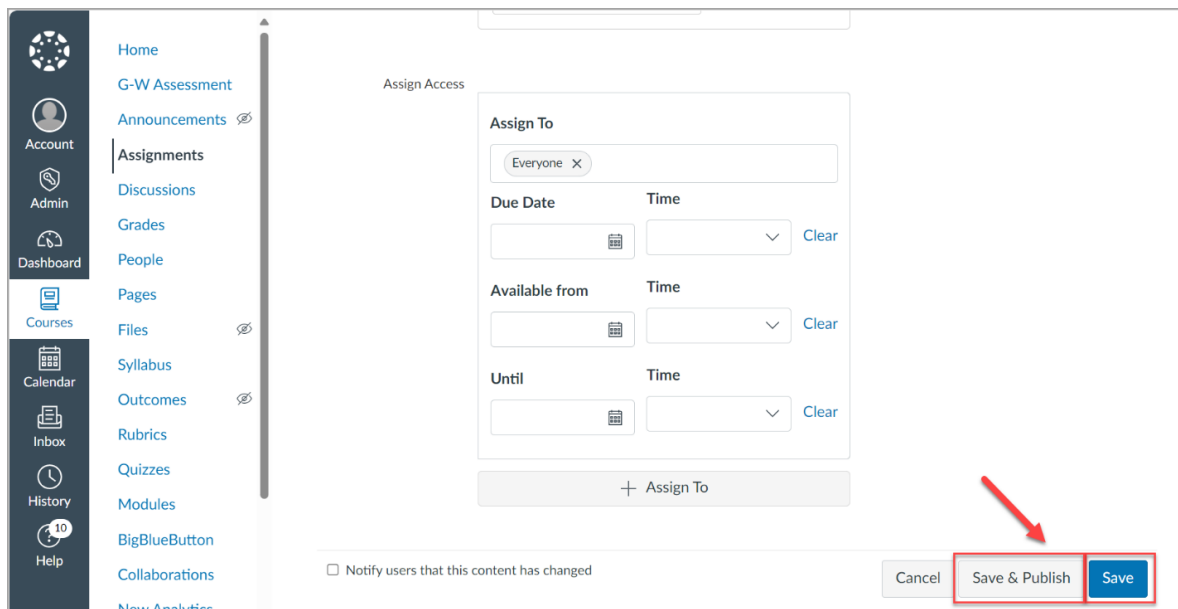


9. This will automatically close the Link Resource from External Tool window. You will return to the Configure External Tool screen. Make sure G-W Assessment is selected, then select the **"Select"** button. This will close out this screen and return you to the Create New Assignment page.



10. Under Submission Attempts, set the limit to "unlimited" within Canvas. You will need to configure the attempt limits within the G-W Assessment settings. See the G-W Assessment settings section for more information on attempts.
11. In the Assign Access section, set your start and due date for the assignment.

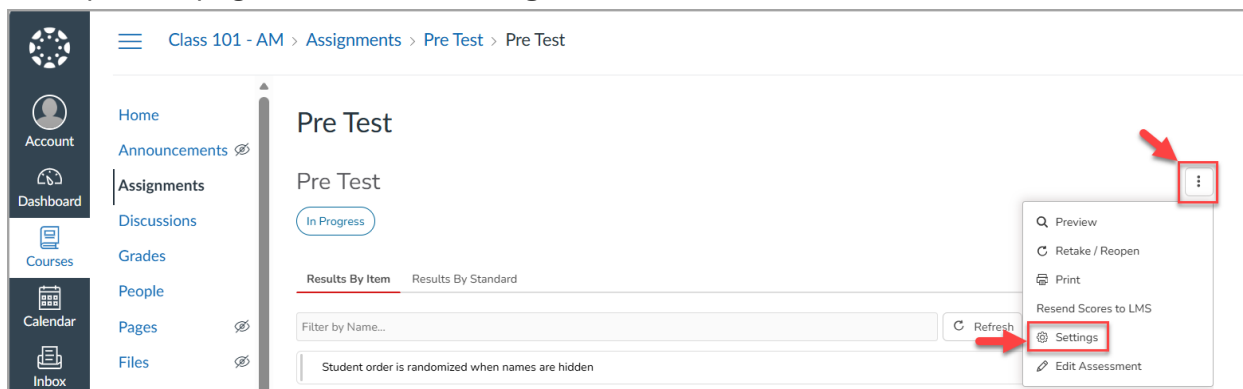
12. When you are satisfied with your assignment selections select **“Save”** or **“Save and Publish”**.



GWA Assessment Settings

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



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

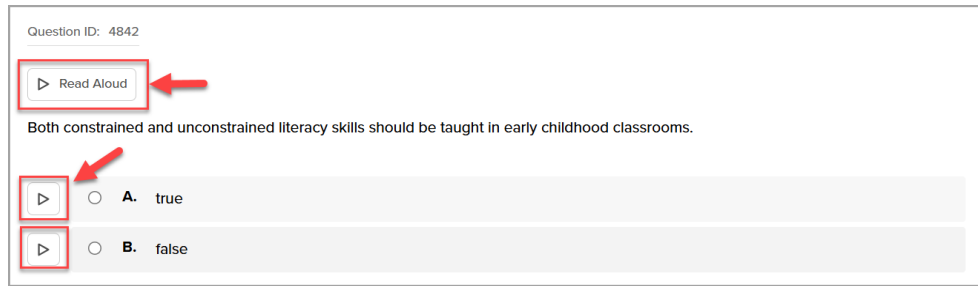
▼

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.
- **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.

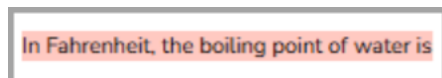


- Practice:** When selected, the assessment will no longer send scores to the LMS gradebook. All other policy settings will function normally, and students will receive a message that the assessment was taken in practice mode. The assessment will still appear in the gradebook as a line item, but no grades 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:

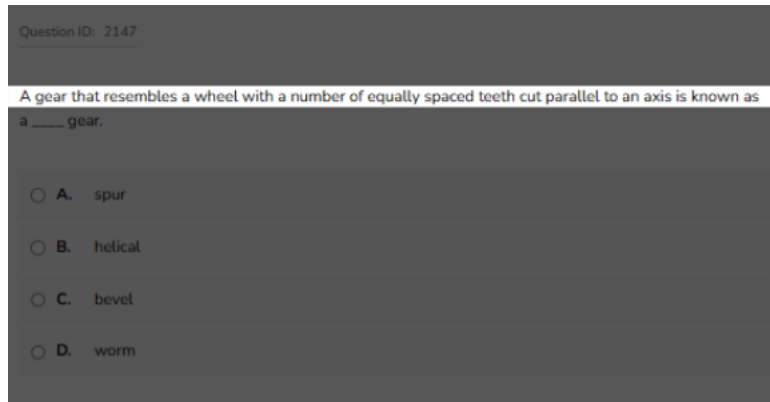
- If you switch an assessment from Practice mode to Graded, use the **“Resend Scores to LMS”** feature to send the scores that were recorded while in Practice mode.
 - If you switch an assessment from Graded to Practice after students have already completed it, you may need to manually clean up any previously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

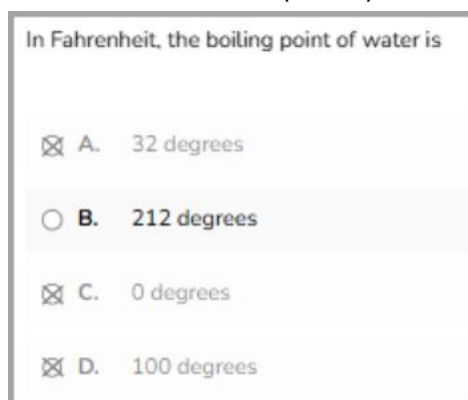
- Enable Line Reader:** Students will have the option to have a single line of text visible at a time by selecting the **“Toggle Line Reader”** button ().



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.

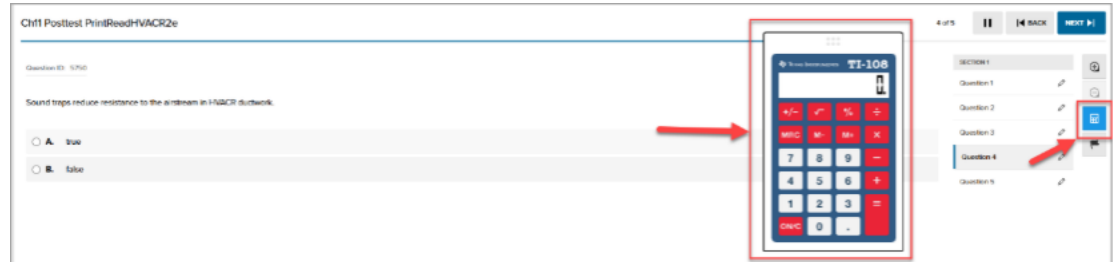
- **Enable Option Eliminator:** Students will have the option to cross out answers they believe to be incorrect by selecting the “**Option**

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.



- **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: You can adjust these settings after the assessment is complete if you prefer to hide the score and correct answers until after the due date has passed.

Assignment Results

Viewing Student Items and Standards Results

1. Navigate to **“Grades”** or **“Assignments”** from the left 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”**.

The screenshot shows the G-W Assessment interface. At the top, there's a header with the logo and navigation links. Below, the breadcrumb trail is 'Dashboard > Text > Assignments >'. The assignment title is 'Ch03 Pretest EmLit1e'. There are two tabs: 'Results By Item' (active) and 'Results By Standard'. A filter box is present with the text 'Filter by Name...'. To the right of the filter are buttons for 'Refresh', 'Scores', and a toggle for 'Reveal Names' which is currently turned off and highlighted with a red box. Below the filter, a message states 'Student order is randomized when names are hidden'. A table displays results for 5 items. The first row is 'All Students' and the second is 'Student 1'. The table shows scores for each item and an overall average.

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

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

The screenshot shows the G-W Assessment interface for the assignment 'Ch01 Pretest ModCarp14e'. The status is 'In Progress'. There are two tabs: 'Results By Item' and 'Results By Standard' (active). A filter box is present with the text 'Filter by Name...'. To the right of the filter are buttons for 'Refresh', 'Scores', and a toggle for 'Reveal Names'. Below the filter, a message states 'Student order is randomized when names are hidden'. A table displays results for 10 items. The first row is 'All Students' and the second is 'Student 1'. The table shows scores for each item and an overall average.

	1	2	3	4	5	6	7	8	9	10	AVERAGE
All Students	0%	100%	100%	100%	0%	100%	100%	100%	100%	100%	80%
Student 1	0/1	1/1	1/1	1/1	0/1	1/1	1/1	1/1	1/1	1/1	80%

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 EnLit1e >

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

Show Key

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

☒ A. true

☐ B. false

Scored a 0 out of 1

✓

✗

- 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 **Grades** or **Assignments** tab
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 “Scores” button to apply scores to these responses.*

Quiz 3

Quiz 3

In Progress

Preview Print Export Settings

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.

	3	4	5	6	7	8	9	18	AVERAGE
All Students	100%	100%	0%	0%	100%	0%	100%	-	0%
Phoebe Harper	1/1	1/1	0/1	0/1	1/1	0/1	1/1	-	-

+ Rubric

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 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.

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. 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.

Manage Sessions

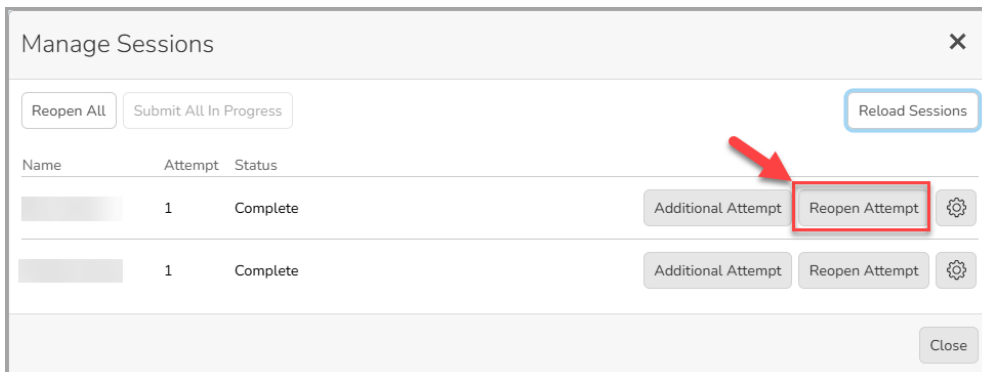
Reopen All Submit All In Progress Reload Sessions

Name	Attempt	Status	
	1	Complete	Additional Attempt Reopen Attempt
	1	Complete	Additional Attempt Reopen Attempt

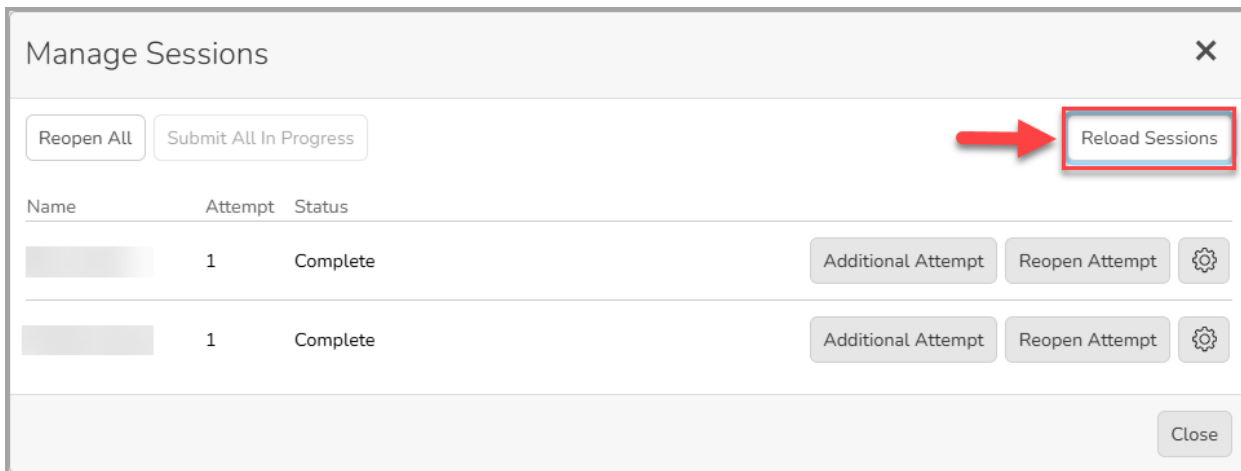
Close

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



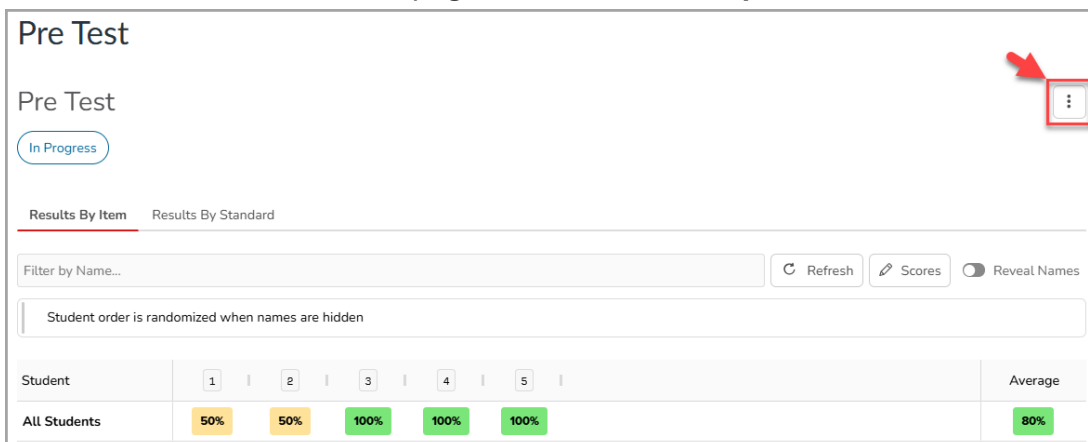
5. Select the **“Reload Sessions”** button to update your session



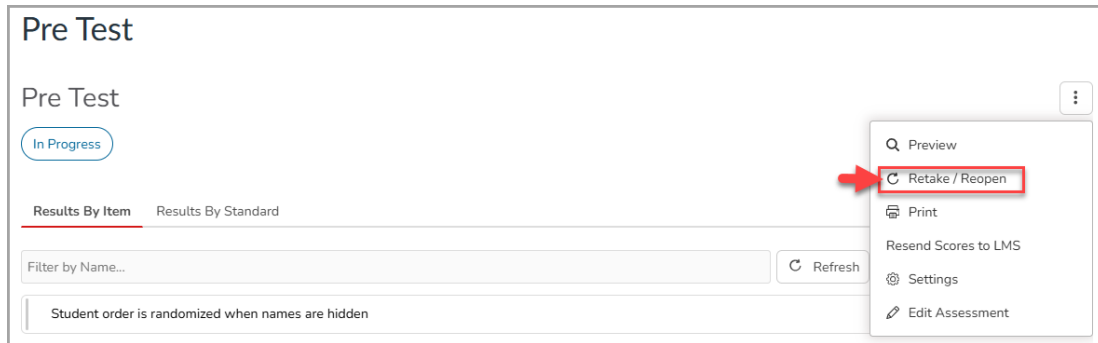
Submit In Progress Attempt

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.



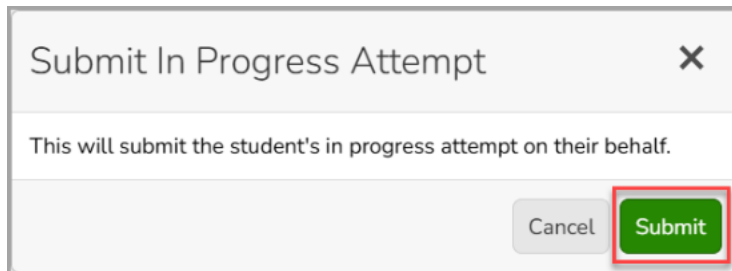
2. Select **“Retake/Reopen”**.



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 Options** drop down 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.

Ch01 Pretest ModCarp14e

Ch01 Pretest ModCarp14e

In Progress

Results By Item Results By Standard

Filter by Name...

Student order is randomized when names are hidden

Resend Scores to LMS

	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%

Viewing student results using Canvas Speedgrader

Canvas's Speedgrader can be used to provide comments on assignments with manually graded questions and to view a student's result screen.

Important Note: Changing a grade with the Speedgrader **will not** change the grade in G-W Assessment, and may cause discrepancies between the grade recorded in the **Canvas Gradebook** and the grade recorded by G-W Assessment. To adjust a student's grade, please refer to the process outlined in the [Adjusting Student Scores](#) section.

To access the Speedgrader, select the assignments tab, select an assignment, and then select the **"Speedgrader"** button.

Ch01 Pretest EmLit1e

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

Edit Assignment Settings

SpeedGrader

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

A window will display the results screen for the selected student. You can leave a comment for the student by typing into the **Assigned Comments** field and selecting **“Submit”**. All manual grades must be entered before an assignment can be commented on.

Sheer Perfection! **100**

You scored **100%**.

Question 1 Points: 1 / 1

☐ Reveal Answer

The ability to communicate with others develops naturally regardless of environmental factors.

☐ A. true

☒ B. false ✓

Question 2 Points: 1 / 1

☐ Reveal Answer

100

Assignment Comments

Paragraph ▾

Great job!

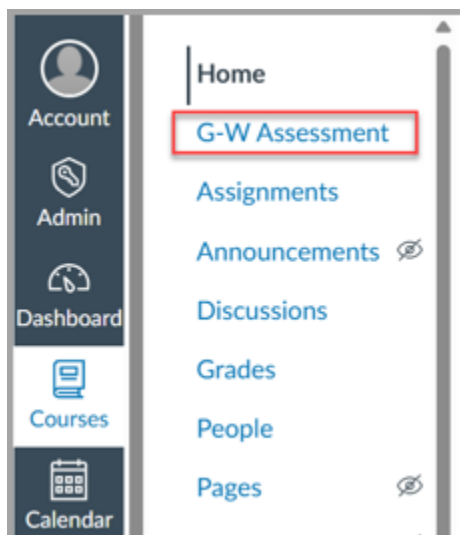
2 words

Submit

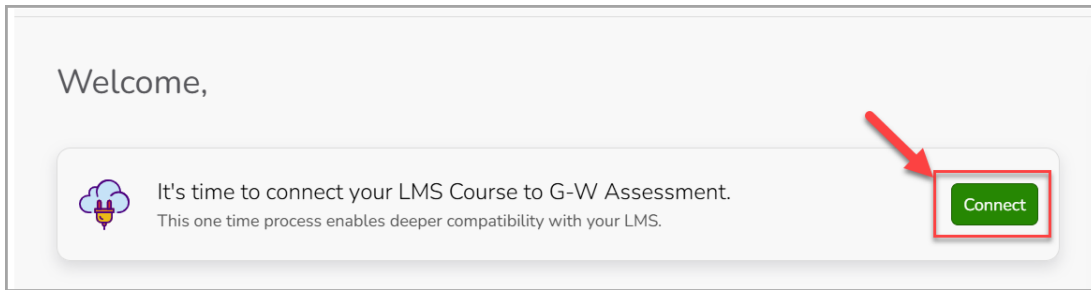
Course Copy

After copying a course in Canvas, you will have to connect the new copy of the course to G-W Assessment before your assignments will be available to your students. To do so, follow the steps below:

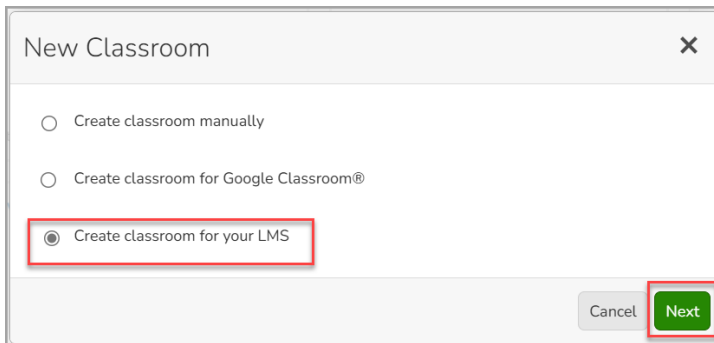
1. Select **“G-W Assessment”** from the navigation bar on your copied course.



2. Select **“Connect”**.



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



4. Create a name for your class. Optionally, enter a room number and section number. Select **“Create Classroom”**.

A screenshot of the 'New Classroom' dialog box. It has a title bar with 'New Classroom' and a close button (X). Inside, there are three text input fields: 'What is the name of this classroom?' (filled with 'Period 1 Science Copy'), 'What is the room number of this classroom?' (empty), and 'What is the section number of this classroom?' (empty). At the bottom right, there are two buttons: 'Back' and 'Create Classroom'. The 'Create Classroom' button is highlighted with a red box.

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 assignments are published, and 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 receive an error message when attempting to launch the assignment,
2. 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 Canvas after copying the course.

The screenshot shows the 'Settings' dialog box for a G-W Assessment assignment. It has a title bar with a close button (X). The settings are organized into sections: 'Title' with a text input field; 'Administration Preferences' with four toggle switches (Shuffle answer choices, Shuffle question order, Enable Read Aloud, Practice) and a refresh button; 'Tools & Supports' with three toggle switches (Enable Highlighter, Enable Line Reader, Enable Option Eliminator) and a refresh button; 'Calculator Type' with a dropdown menu set to 'None'; 'Upon Completion...' with three toggle switches (Reveal the student's score, Reveal the student's responses, Reveal the correct answers) and a refresh button; and 'Retake Preferences' with a text input field for 'Number of Attempts' set to '1'. At the bottom are 'Cancel' and 'Submit' buttons.

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

3. 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 Canvas for the first time.

Canvas Blueprinting

Canvas Blueprinting is a feature that allows you to create a parent version of a course and link it to one or more associated courses. This makes it easy to keep content consistent and share updates across all sections. Use Blueprinting when:

- You are managing multiple sections of the same course
- Courses need updates during the semester
- A course designer or curriculum specialist is responsible for maintaining the course content
- You want to provide a consistent, standardized learning experiences across all sections

Terminology: When referring to an associated class, this refers to a Blueprint Association which is a course that is connected to the Blueprint class.

Important Information

1. Only one instructor account can connect GWA to the Blueprint course to set up assessments using G-W Assessment.
2. Only one Instructor can connect to an associated course.
 - a. Example: A single Blueprint course with 6 associated courses would have 6 instructors, each connected to their own associated course and linked to the Blueprint.
3. Assignments can be added to the Blueprint and synced with the connected courses at any point.
4. If an assignment is deleted from a Blueprint course after it has been synced, it will not be removed from the associated courses.
5. Custom questions within an assessment from the Blueprinted course cannot be edited in the associated course.
 - a. If custom questions created by another instructor are removed from the assessment, they cannot be added back to the assignment.
6. Settings configured in G-W Assessment for an assessment in the Blueprint course will not be brought over to assessment in the associated course assessments.

Use the steps below to set up a Blueprinted course with G-W assessment assignments and to sync the course with the associated courses.

1. Within Canvas, under the settings for the course, select the check box for *Enable course as a Blueprint Course*.

- a. A Blueprint course cannot have students enrolled and this option will be greyed out if students are already in the course.
- b. Content must be selected to bring the G-W Assessment assignments over to the associated courses. Select any of the additional settings such as Points, Due Dates, or Availability Dates depending on your needs.

Course Details

Image:

Choose Image

Name:

G-W Assessment Blueprint Course

Course Code:

gwa-blueprint

☒ Enable course as a Blueprint Course

☐ General Locked Objects

Define general settings for locked objects in this course. Locked objects cannot be edited in associated courses.

☒ Content

☒ Points

☒ Due Dates

☒ Availability Dates

Blueprint Course:

2. Next, use the G-W Assessment app within the left navigation to connect your course to GWA.
3. Assignments can now be created within your Blueprint course.
4. Create additional courses and link those as Associations to the Blueprint course.

Associations

Search Courses

Search by title, short name, or SIS ID

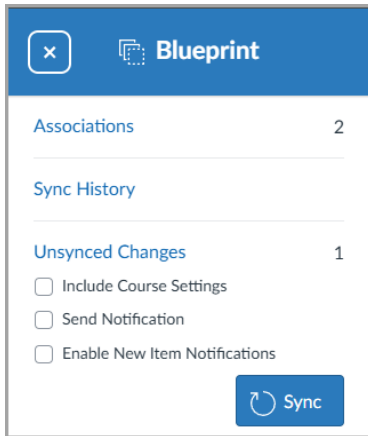
Any Term

Any Sub-Account

▼ Courses

Title	Short Name	Term	SIS ID	Teacher(s)
☐	Select All (24) Courses			

5. You can now sync all your assignments and other course materials to these associated courses.

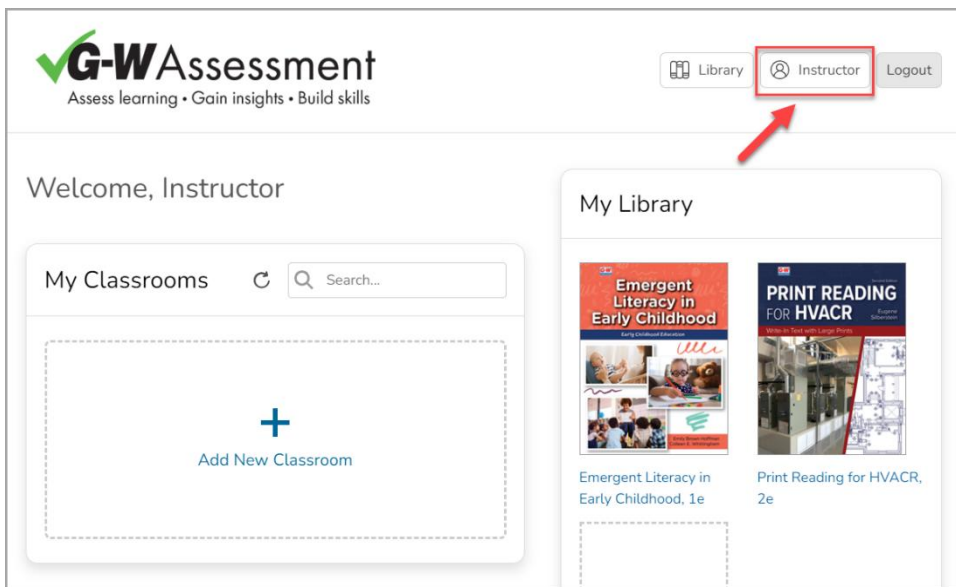


6. Once an instructor is set up in their associated course, they can connect that course to GWA and assign additional assessments as needed.

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.



Library
Instructor
Logout

Account Settings

Manage name

Update the name that appears in this application. Your email address is displayed for informational purposes only and cannot be updated.

First Name	Last Name	Email Address
Instructor	Demo	

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.

Profile Picture

Make your experience more personal by adding your profile picture to comments, posts, and other activities you carry out in this app.



Drag an image file into this area to upload. Or click the Browse button.

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

Profile Picture

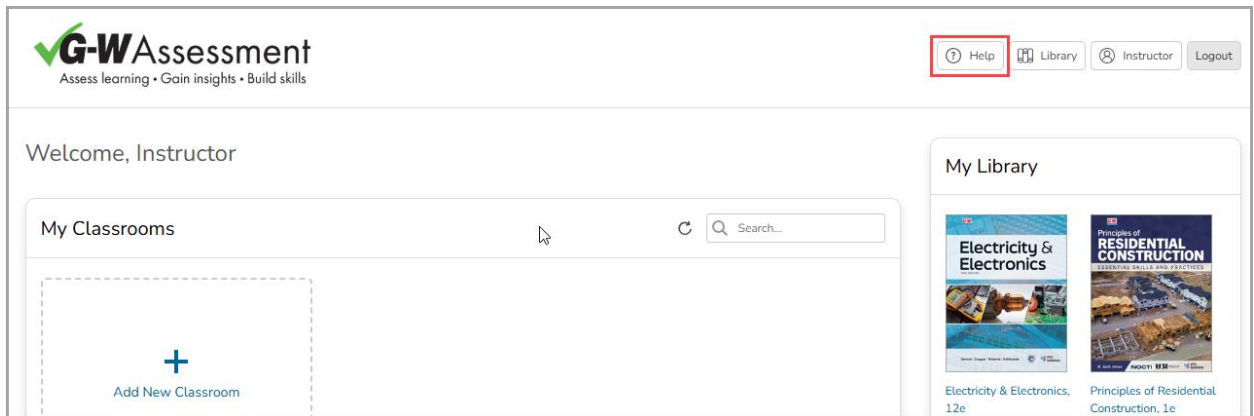
Make your experience more personal by adding your profile picture to comments, posts, and other activities you carry out in this app.



Drag an image file into this area to upload. Or click the Browse button.

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.