



G-W Assessment integration with Blackboard Ultra

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

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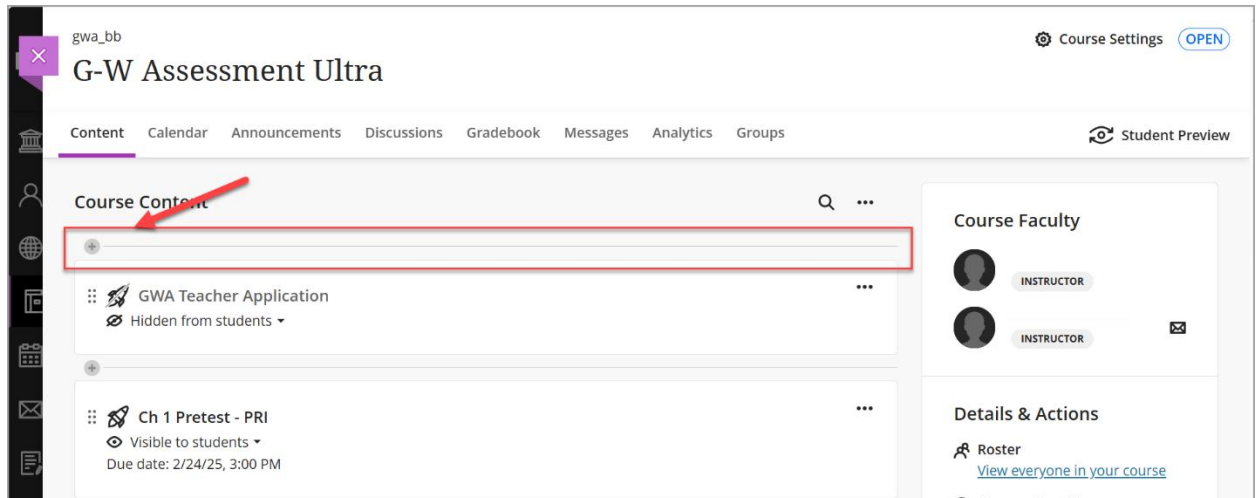
Connect Blackboard Ultra Course to G-W Assessment

Upon logging into Blackboard, navigate to your respective course where G-W Assessment has been integrated by your LMS administrator. There are two ways to connect a Blackboard Ultra course to G-W Assessment via **Course Content** or **View Course & Institution Tools**.

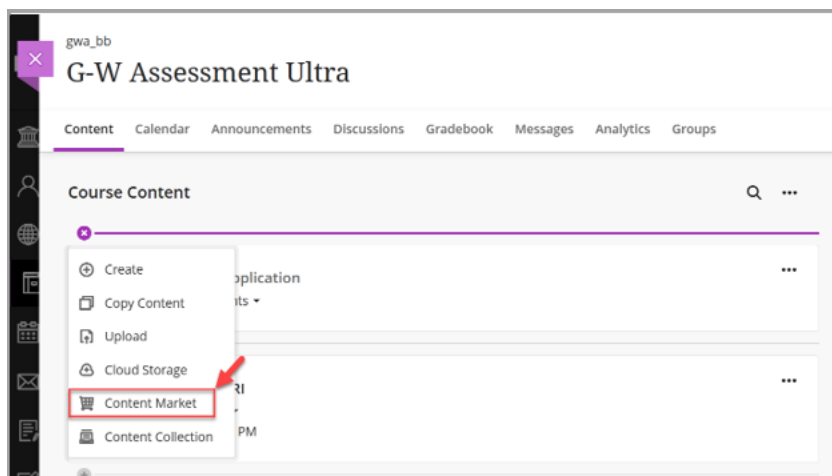
Important: Students are required to have an EduHub LMS-Ready subscription to access any G-W Assessments integrated into Blackboard.

Course Content

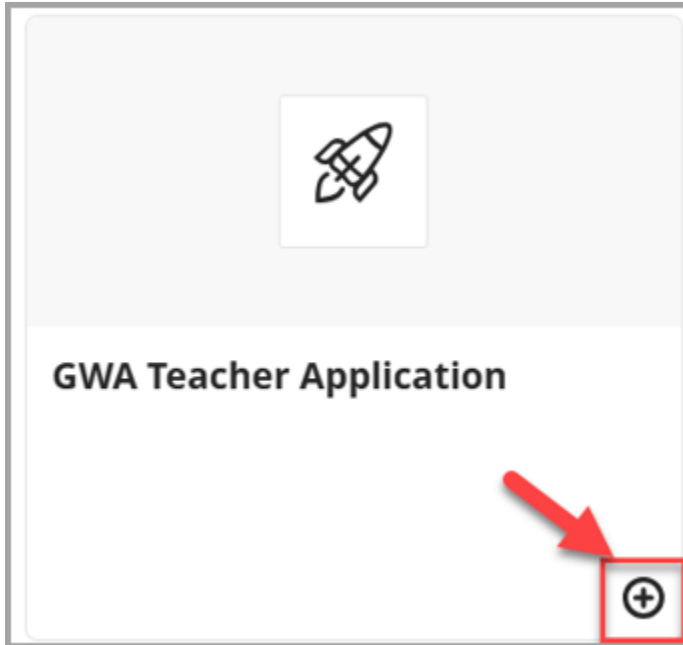
1. Select the grey Plus Sign () under Course Content. The plus sign and line will turn purple on hover.



2. Select **“Content Market”** from the drop-down menu.

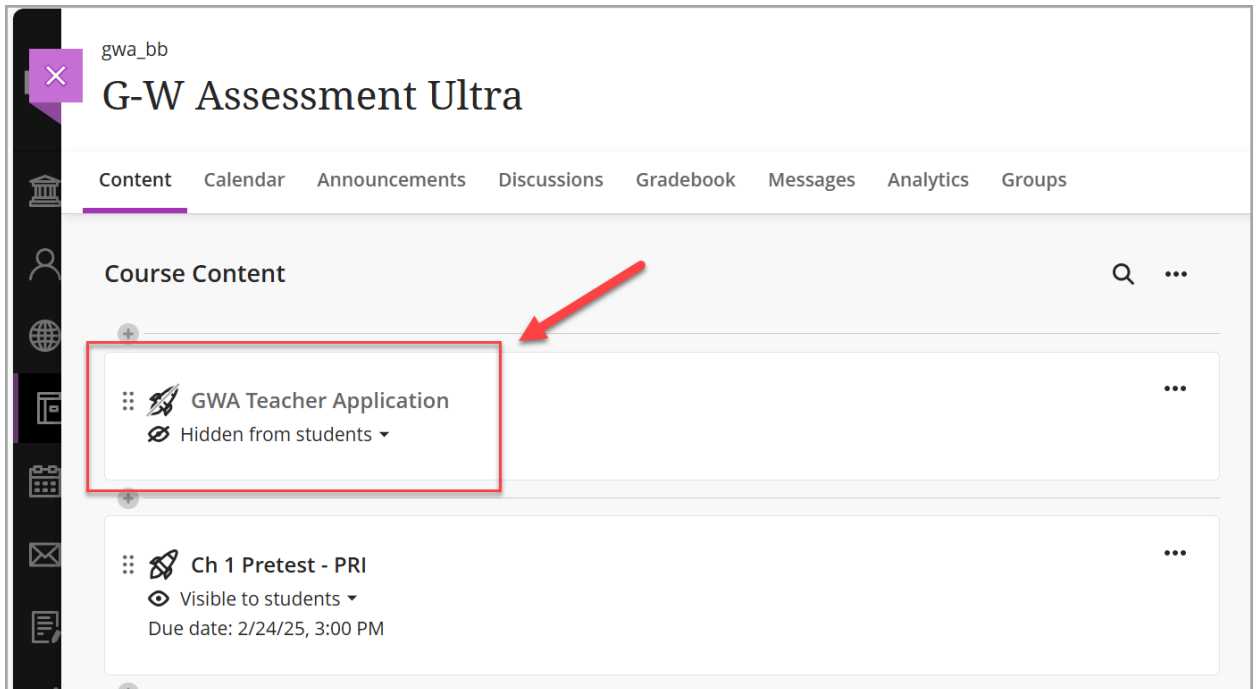


3. Search for the GWA Teacher Application card. Select the Plus Sign () on the GWA Teacher Application card (name may vary depending on the setup by your LMS Admin).

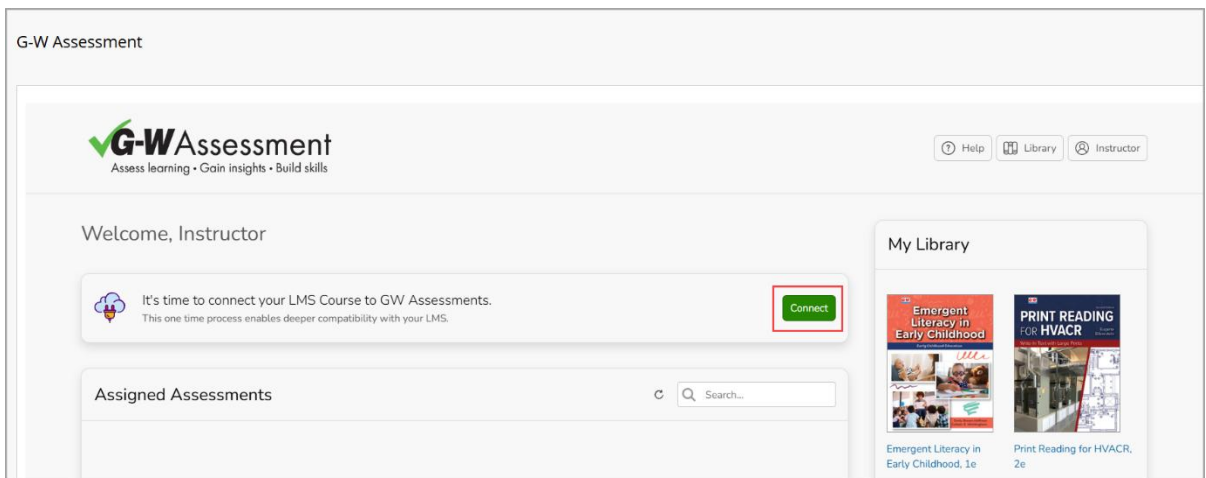


4. The application will now be added to your course content. Select the content to launch G-W Assessment.

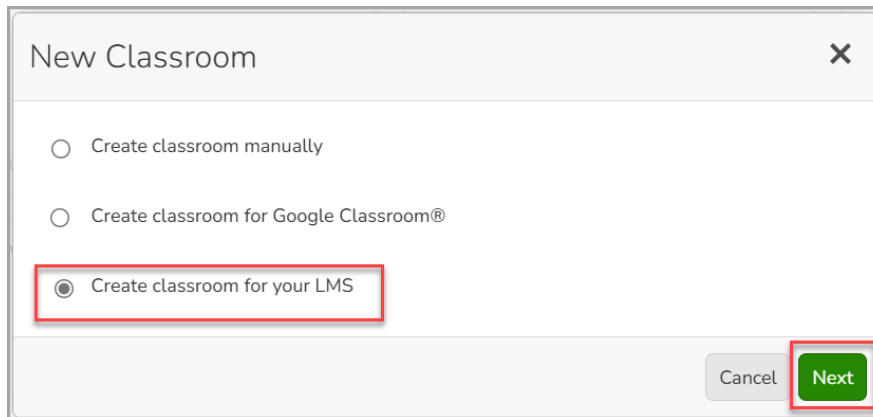
Note: When first created, content is automatically hidden from students.



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



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

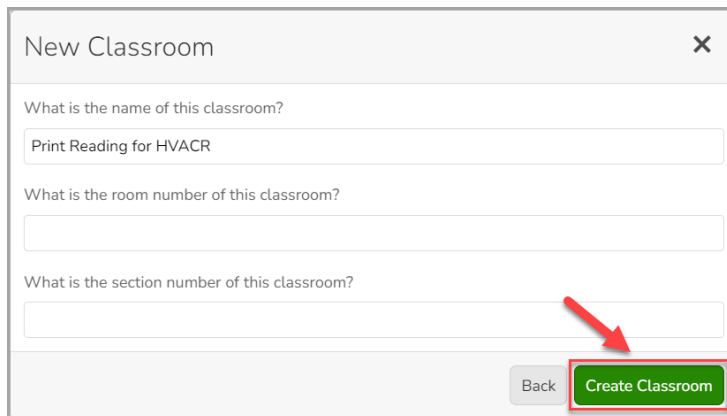


New Classroom

☐ Create classroom manually
☐ Create classroom for Google Classroom®
☒ Create classroom for your LMS

Cancel
 Next

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



New Classroom

What is the name of this classroom?

Print Reading for HVACR

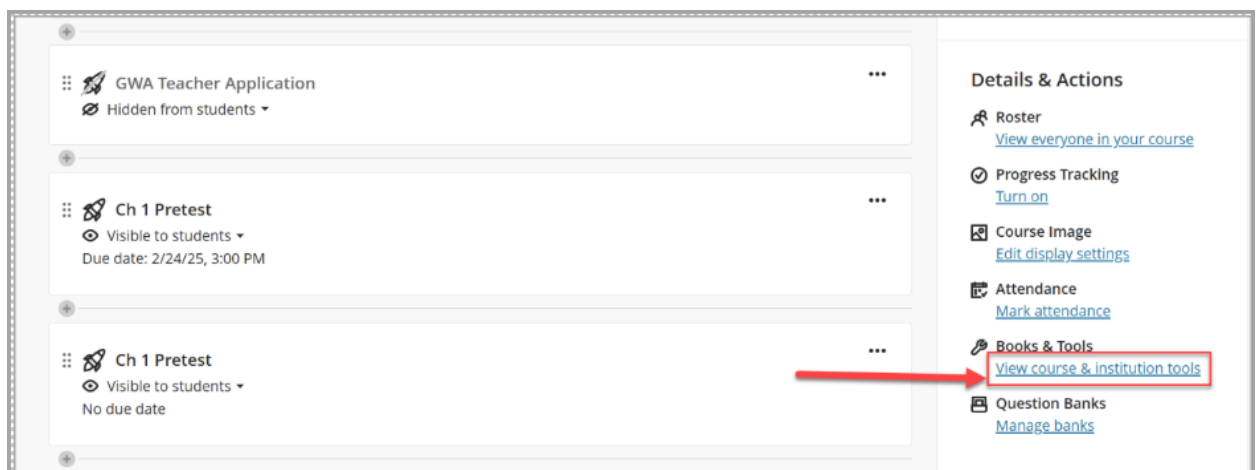
What is the room number of this classroom?

What is the section number of this classroom?

Back
 Create Classroom

View Course & Institution Tools

1. Select **“View course & Institution tools”** under Books & Tools from the right navigation bar.



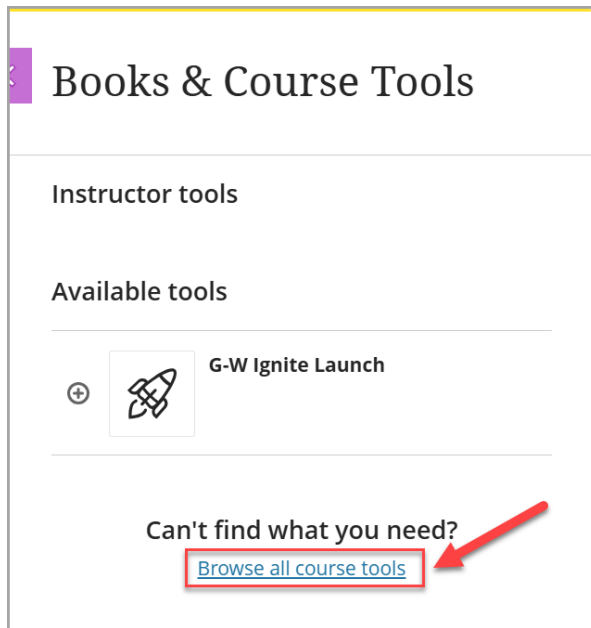
GWA Teacher Application
 Hidden from students

Ch 1 Pretest
 Visible to students
 Due date: 2/24/25, 3:00 PM

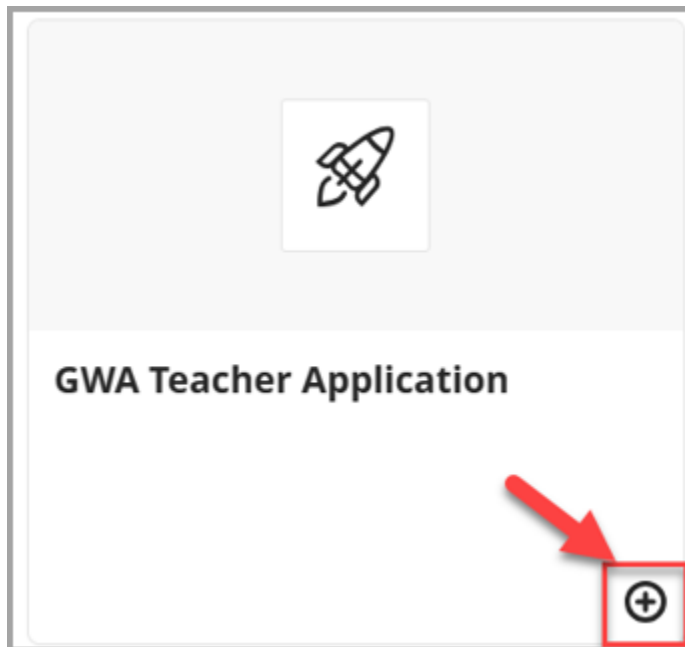
Ch 1 Pretest
 Visible to students
 No due date

Books & Tools
View course & institution tools
 Question Banks
 Manage banks

2. Select **“Browse all course tools”**.

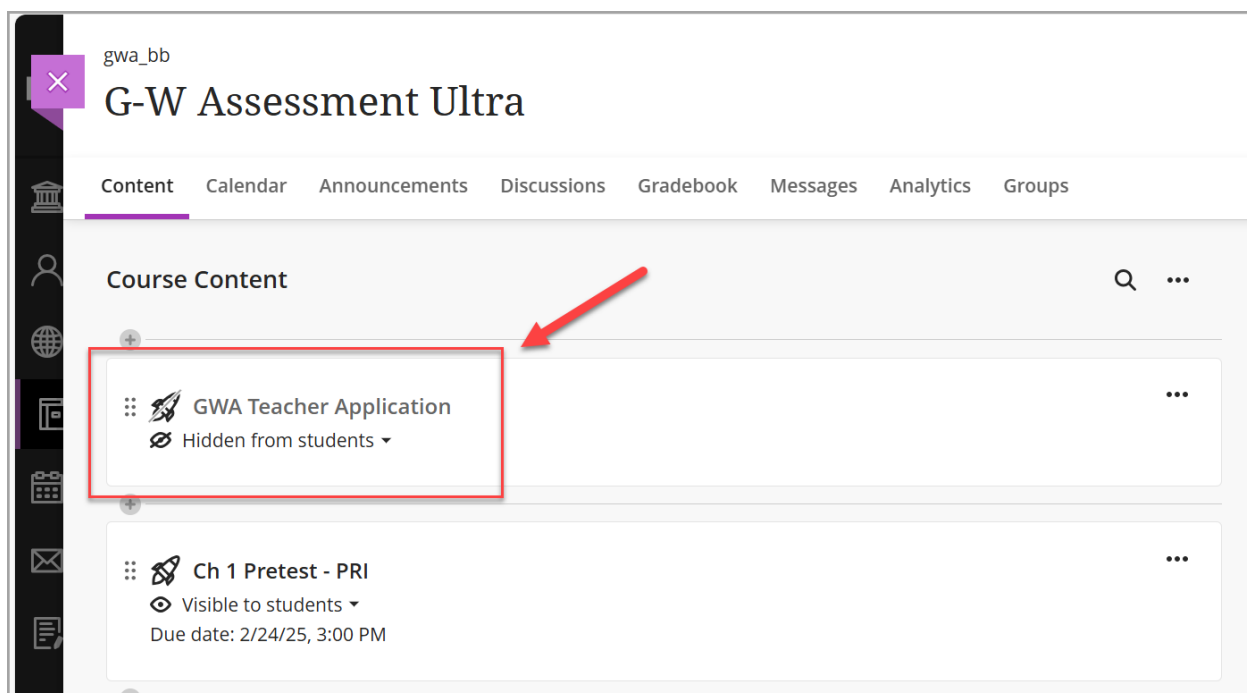


3. Select the Plus Sign () on the GWA Teacher Application card (name may vary depending on how your LMS administrator set up the tool).



4. The application will now be added to your course content. Select the content to launch G-W Assessment.

Note: When first created, content is automatically hidden from students.



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.

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	Print	Preview	Assign
Ch01 Posttest PrintReadHVACR2e	Print	Preview	Assign
Ch01 Pretest PrintReadHVACR2e	Print	Preview	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 Blackboard Ultra, follow the steps in the [Create Assessments in Blackboard Ultra 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

Assessment	Print	Preview	Assign
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.

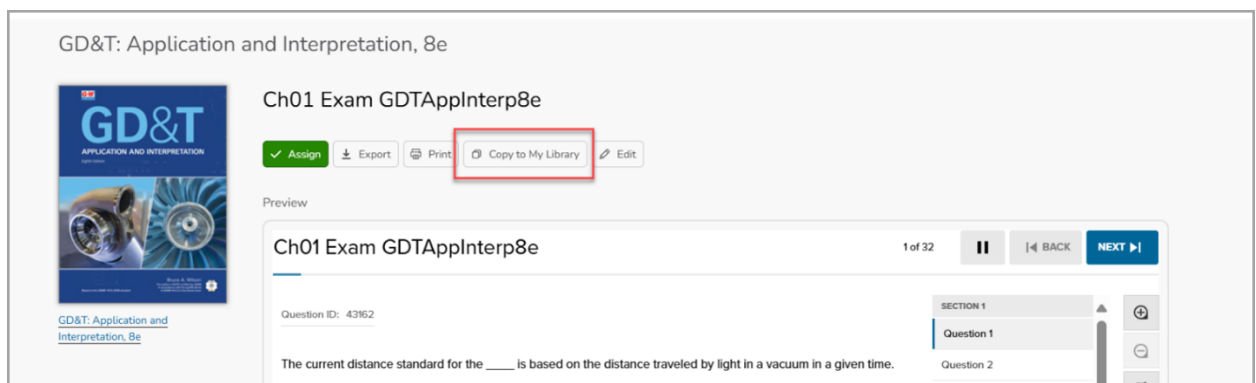
Copying Assessments

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.

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

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

G-WAssessment

Assess learning • Gain insights • Build skills

Help

Library

Michael

Dashboard >

My Library

Titles

Assessments

Search...

Search

<

>

+ Assessment

Ch01 Exam GDTAppInterp8e (Copy)

Export

Print

Preview

Assign

Edit Pre-Built Assessment

To customize a pre-built assessment:

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

Chapter 1 Introduction to Print Reading

1. Ch01 Pretest PrintReadHVACR2e

Print

Preview

Assign

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

v4.0

12

G-WAssessment
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.

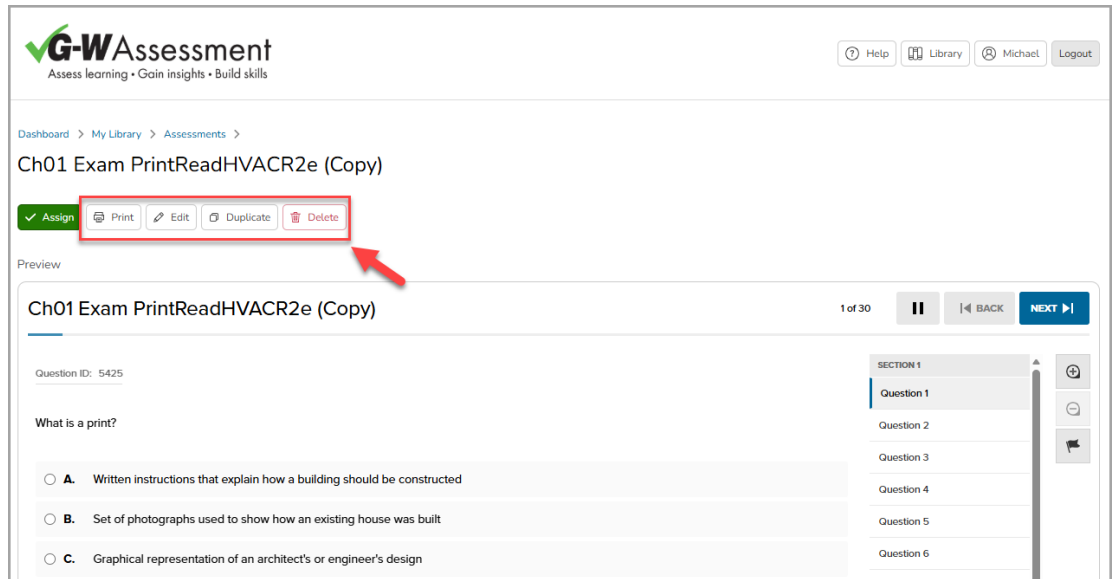
Assessment Name

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.

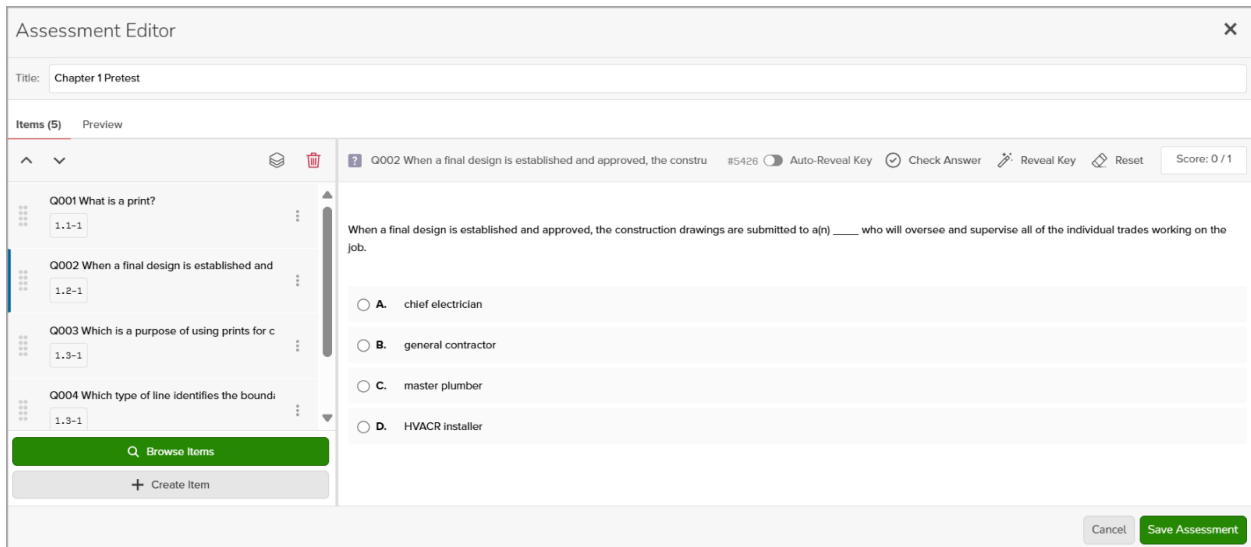
d. **Print:** Select “Print” to print this assessment.



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

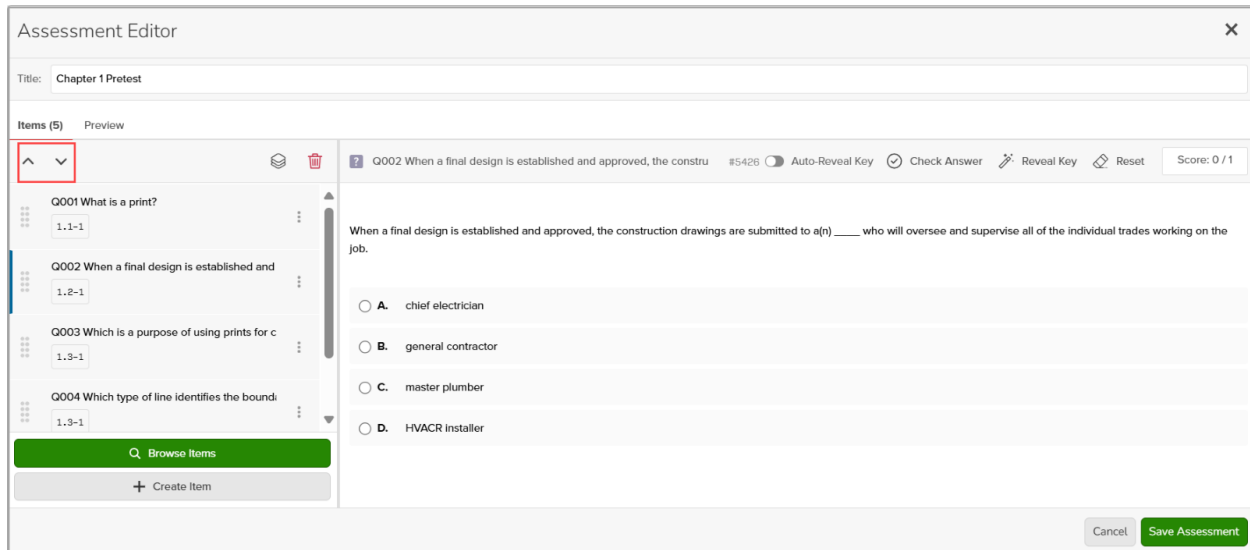
Assessment Editor

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



Preview Items

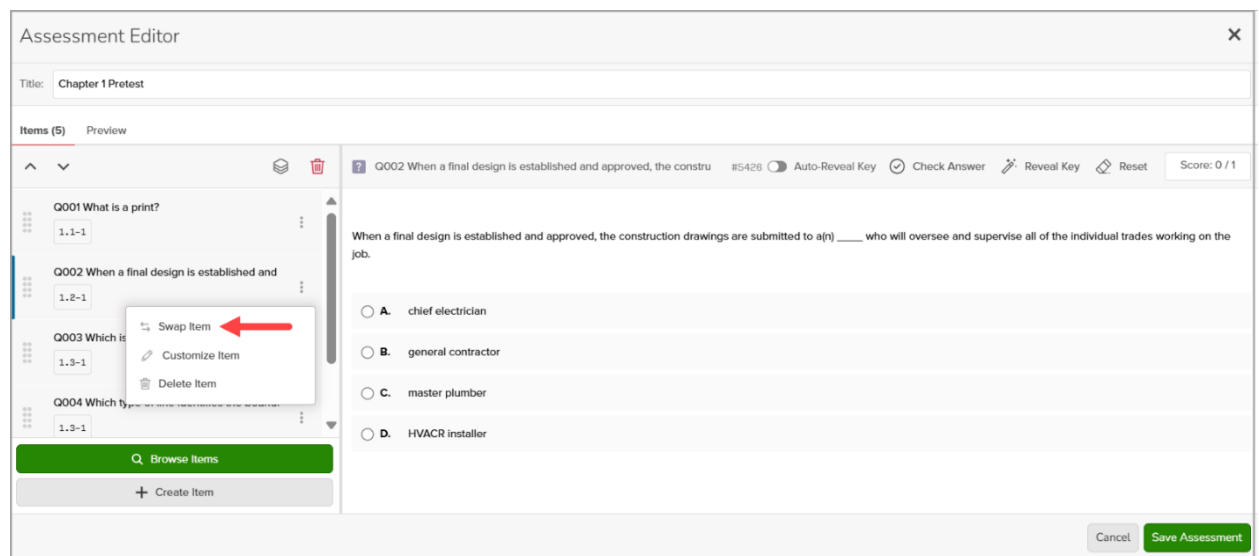
To preview the individual items, select an item or use the up/down arrows to navigate through the items. Use the **Preview** tab to work through the assessment as a student.



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

Q Search by Name

x

Q

<

>

Close Preview

<

>

✓ All

✗ None

Page 1 (7296 Results)

Q001 ____ are blood vessels that deliver oxygen-...

#18486

Auto-Reveal Key

Score: 0 / 1

☐

Amperсанд Question

#385

☐

Amperсанд Question (Copy)

#312

☐

Consuming enough water helps the body cool itself and...

#18983

☐

Ext. Text

#389

☐

InLine Choice

#387

☐

InLine Choice Same Answer

____ 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

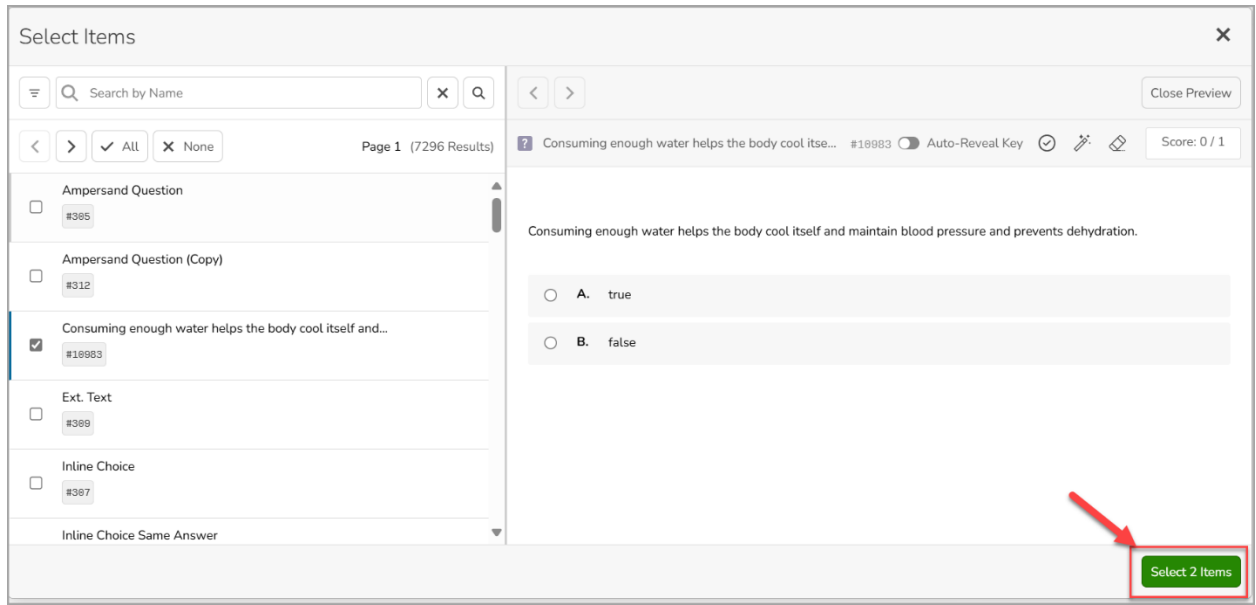
1.8

1.9

1.11

1.12

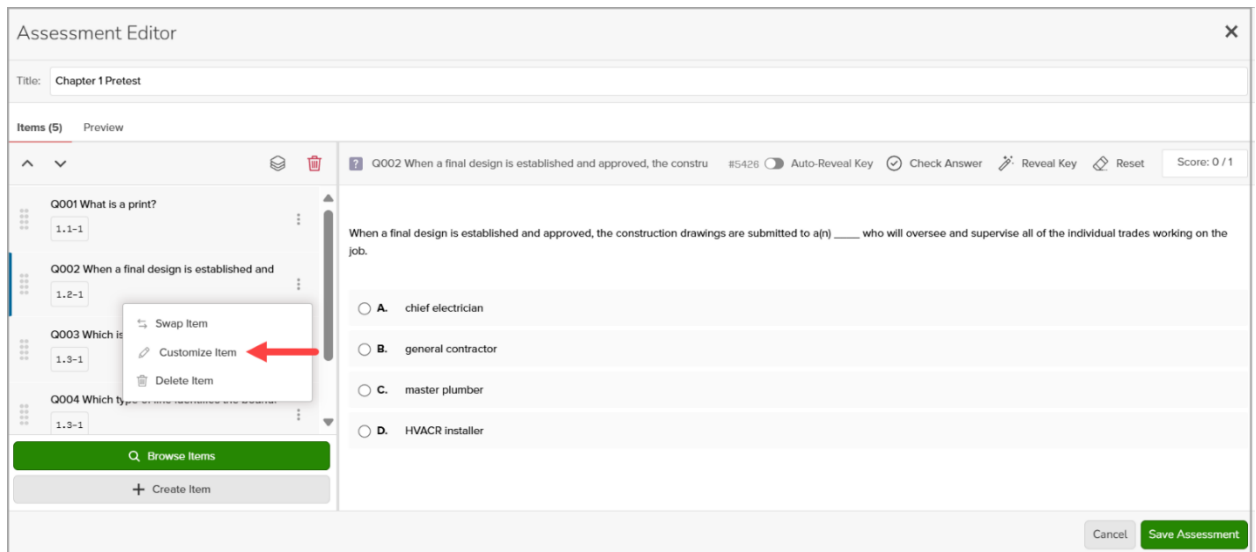
4. After selecting one or more items for swapping, select the **“Select # Items”** button. Select the **“Save Assessment”** to save your changes.



Customize Item

To modify an item in your assessment:

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

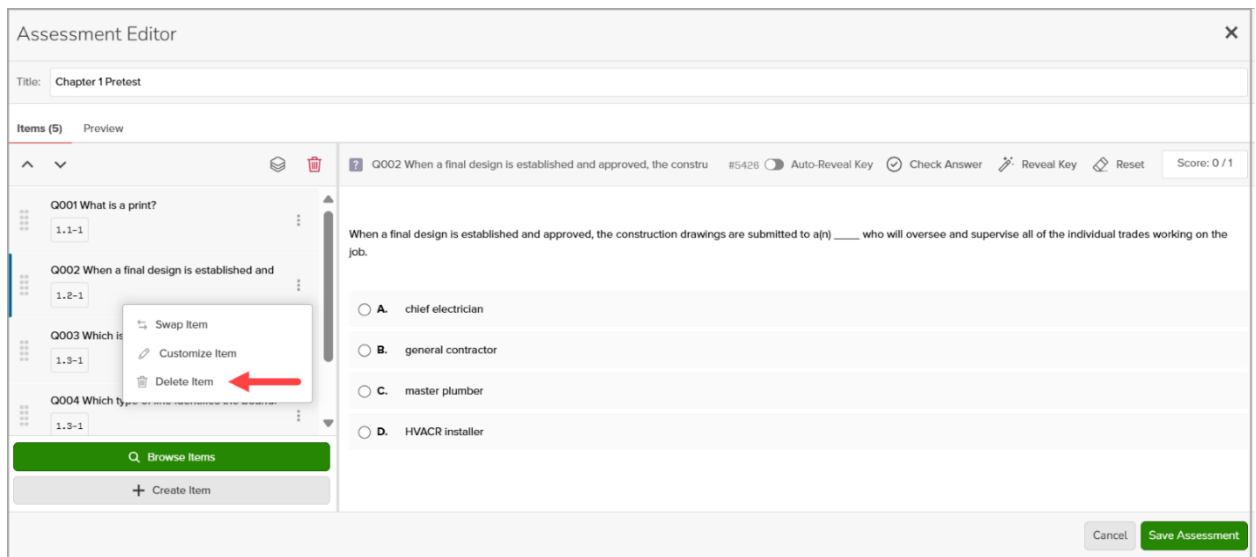


2. You will be prompted to make a copy of the item for customization. Select **“Make a Copy”**. The **Item Editor** modal will open. From here you can make the necessary changes to the question prompt, answer options or add additional solutions.

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”**.



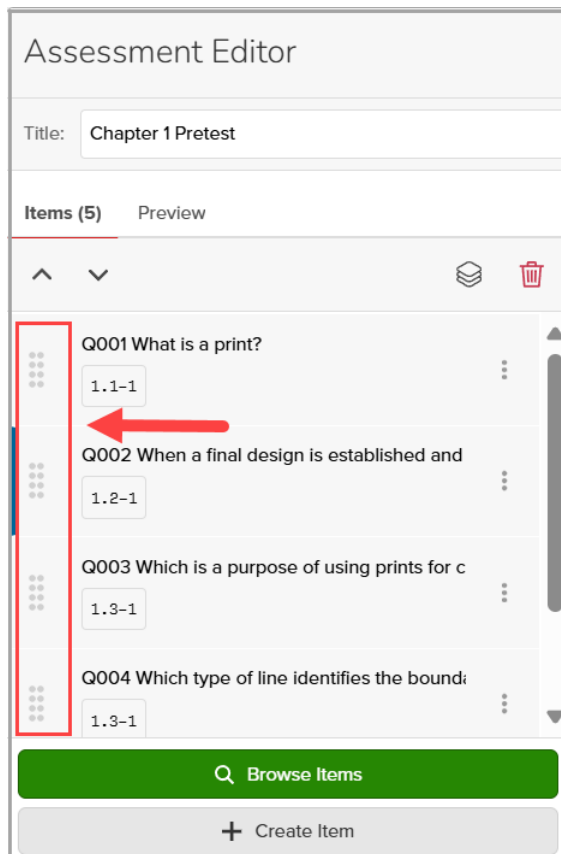
In the Select Items screen, select the title and the chapter, then locate the item that you want to swap with the current one.

Note: If you have adopted multiple products, you can add an assessment item from any of those products.

Rearrange Items

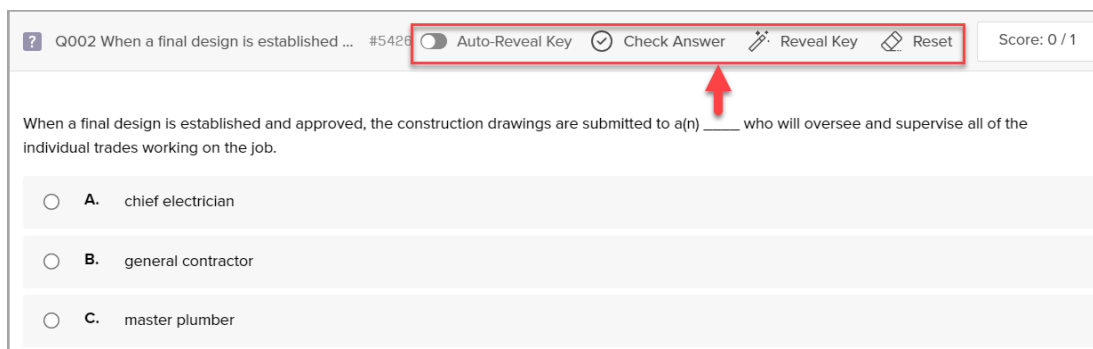
To rearrange the order of your assessment items, drag and drop questions using the double kebab icon (⋮) to drag it to your desired location.

Note: Questions numbers are for instructor reference only and do not display for students.



View Answers Keys

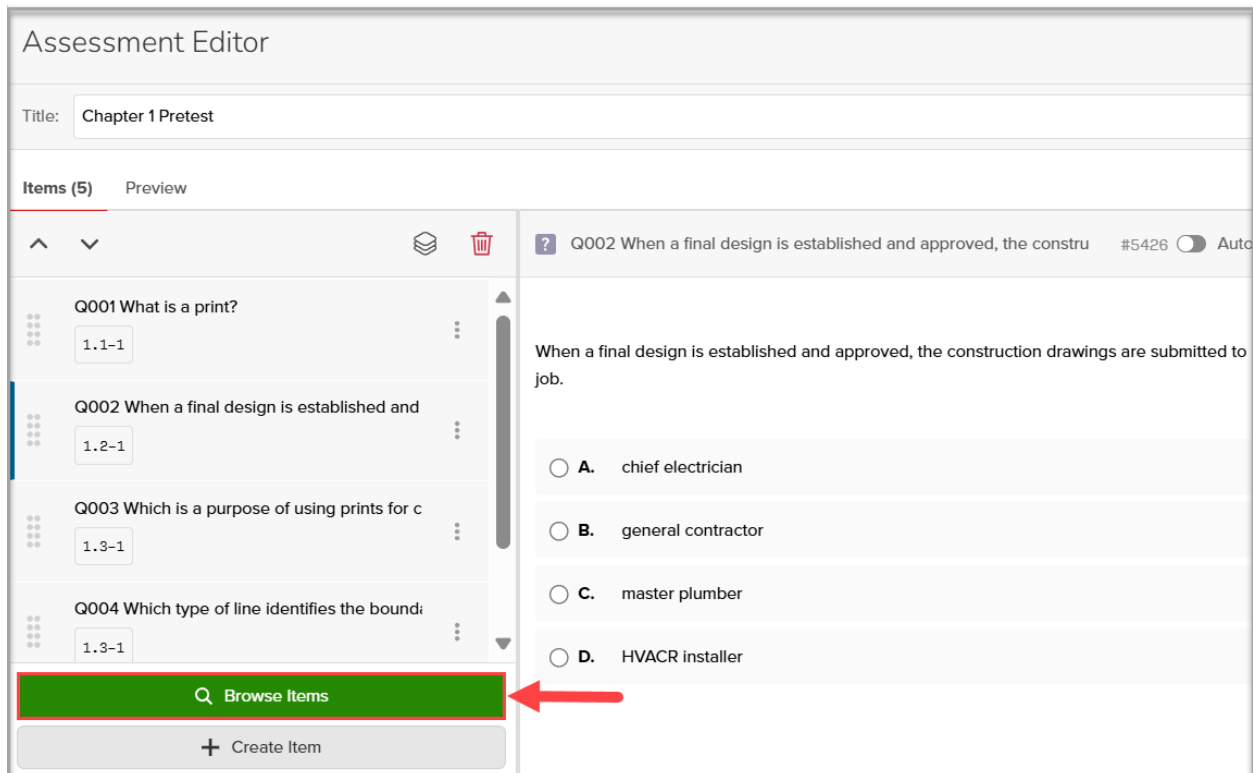
To view the answer keys for individual items, toggle the following options:



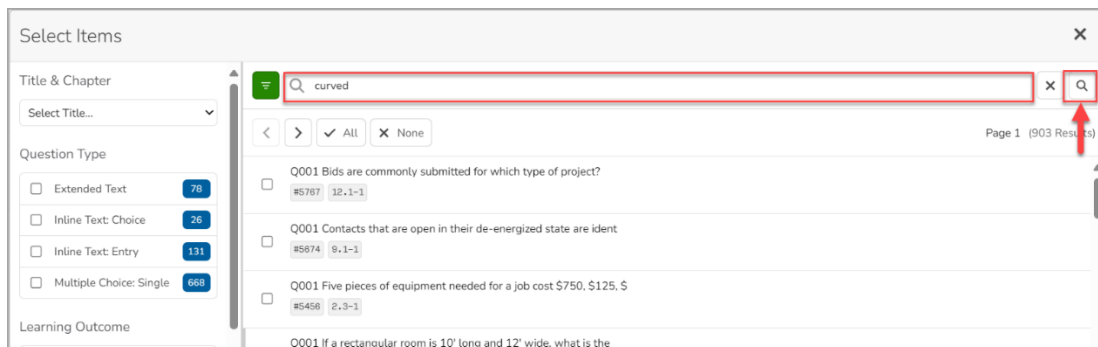
1. **Auto-Reveal Key:** Automatically displays correct answers while navigating through the assessment bank.
2. **Check Answer:** Shows your performance on the current question.
3. **Reveal Key:** Display the correct answer for the current item.
4. **Reset:** Return the question to its original state.

Search

To search for items, select the **“Browse 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:

curved

Page 1 (903 Results)

Q001 Bids are commonly submitted for which type of project?
#5767 12.1-1

Q001 Contacts that are open in their de-energized state are ident
#5674 9.1-1

Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$
#5456 2.3-1

Q001 If a rectangular room is 10' long and 12' wide, what is the
#5488 3.1-1

Toggle Filters

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

Select Items

Title & Chapter
Select Title...

Question Type
Extended Text 78
Inline Text: Choice 26
Inline Text: Entry 131
Multiple Choice: Single 668

Learning Outcome
LO 1.1 12

curved

Page 1 (903 Results)

Q001 Bids are commonly submitted for which type of project?
#5767 12.1-1

Q001 Contacts that are open in their de-energized state are ident
#5674 9.1-1

Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$
#5456 2.3-1

Q001 If a rectangular room is 10' long and 12' wide, what is the
#5488 3.1-1

Your question view will no longer show the filter column:

Select Items

curved

Page 1 (903 Results)

Q001 Bids are commonly submitted for which type of project?
#5767 12.1-1

Q001 Contacts that are open in their de-energized state are ident
#5674 9.1-1

Q001 Five pieces of equipment needed for a job cost \$750, \$125, \$
#5456 2.3-1

Q001 If a rectangular room is 10' long and 12' wide, what is the
#5488 3.1-1

Q001 Match each term with its corresponding description

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

The screenshot shows the 'Assessment Editor' window. At the top, the title is 'Chapter 1 Pretest'. Below the title, there's a section for 'Items (5)' with a 'Preview' tab. On the left, a list of items is shown: Q001, Q002, Q003, and Q004. On the right, the details for item Q002 are displayed, including the question text and four multiple-choice options (A, B, C, D). At the bottom right, there are two buttons: 'Cancel' and 'Save Assessment'. A red arrow points to the 'Save Assessment' button.

Create Custom Assessment

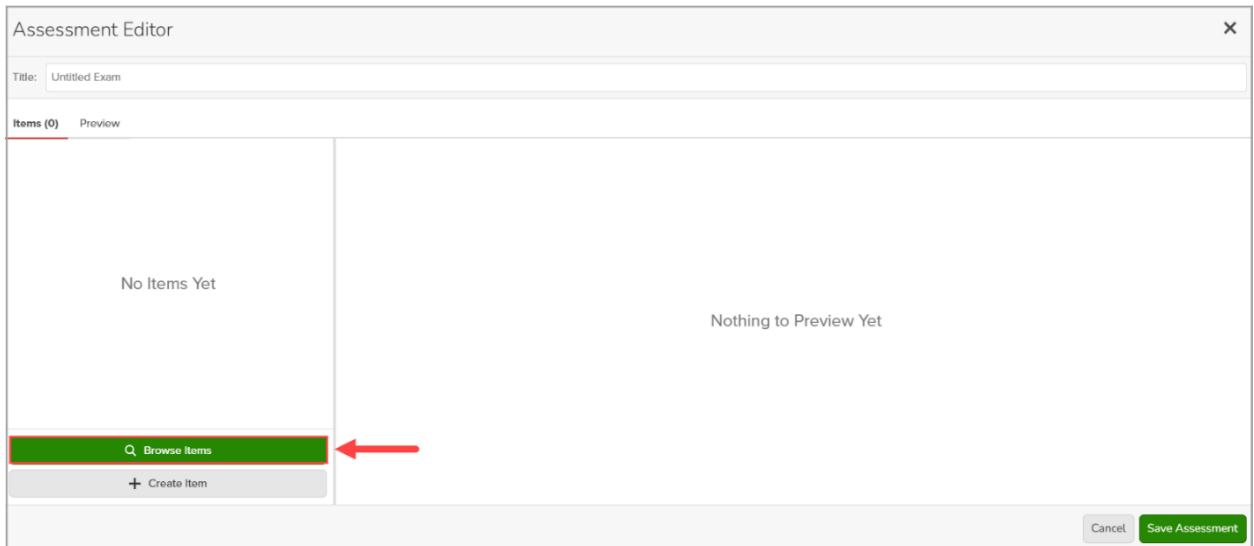
G-W Assessment offers a variety of pre-built, learning outcome-aligned questions. You can use these to create assessments like reviews, midterms, or finals. Alternatively, if you need custom questions for your assessments, you can create those as well.

Create custom assessment with pre-built G-W items

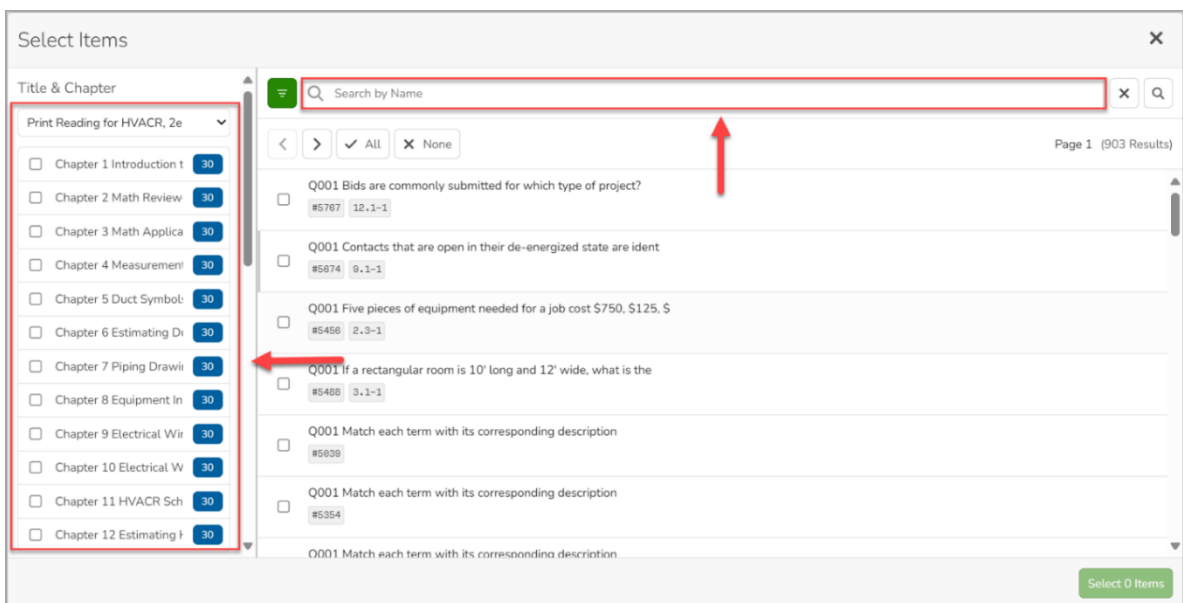
1. To create your own assessment with pre-built G-W items, select the **“+ Assessment”** button on the Assessment page.

The screenshot shows the 'Assessments' page. On the left, there's a book cover for 'PRINT READING FOR HVACR, 2e'. On the right, there's a search bar and a list of assessments. A red arrow points to the '+ Assessment' button in the top right corner.

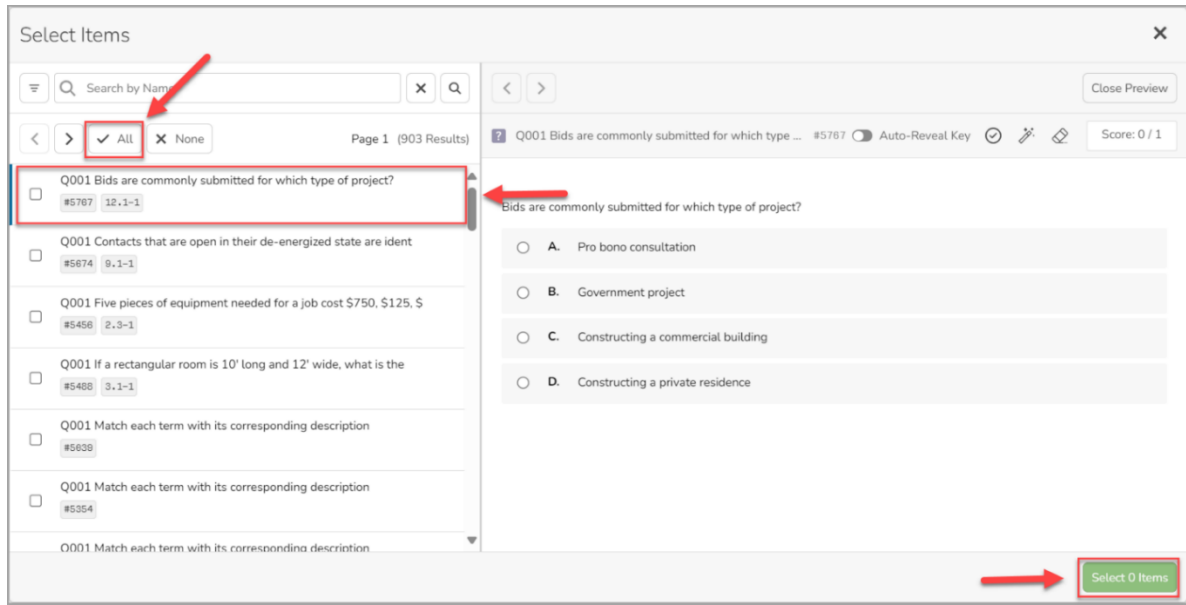
2. To add pre-built assessment questions, select the **“Browse Items”** button in the Assessment Editor.



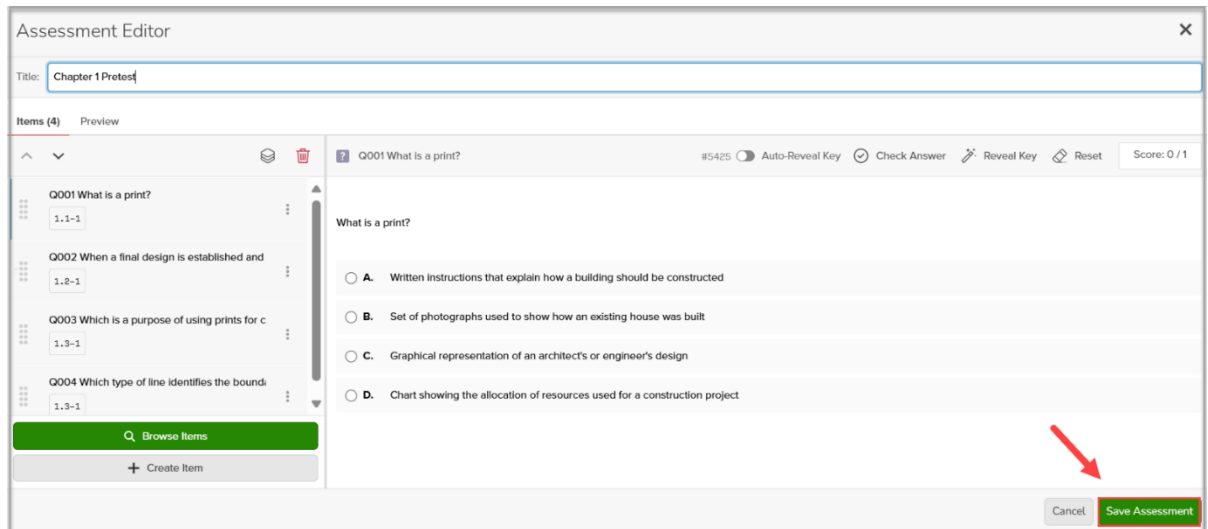
3. Use the filters on the left to narrow your search or enter a keyword on the search field to begin your search



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: Untitled Exam

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

[Browse Items](#)

[+ Create Item](#)

Cancel [Save Assessment](#)

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

Item Editor

Untitled...

[+ Question](#)

Empty Question

Click [+](#) in the toolbar above to begin adding question components.

TITLE

BANK User Content (gw5b7-d) MATURITY Operational

METADATA

LANGUAGE Select Language... SUBJECT Select Subject...

GRADE LEVEL

☐ Pre-K ☐ Kindergarten

☐ Grade 1 ☐ Grade 2

☐ Grade 3 ☐ Grade 4

☐ Grade 5 ☐ Grade 6

☐ Grade 7 ☐ Grade 8

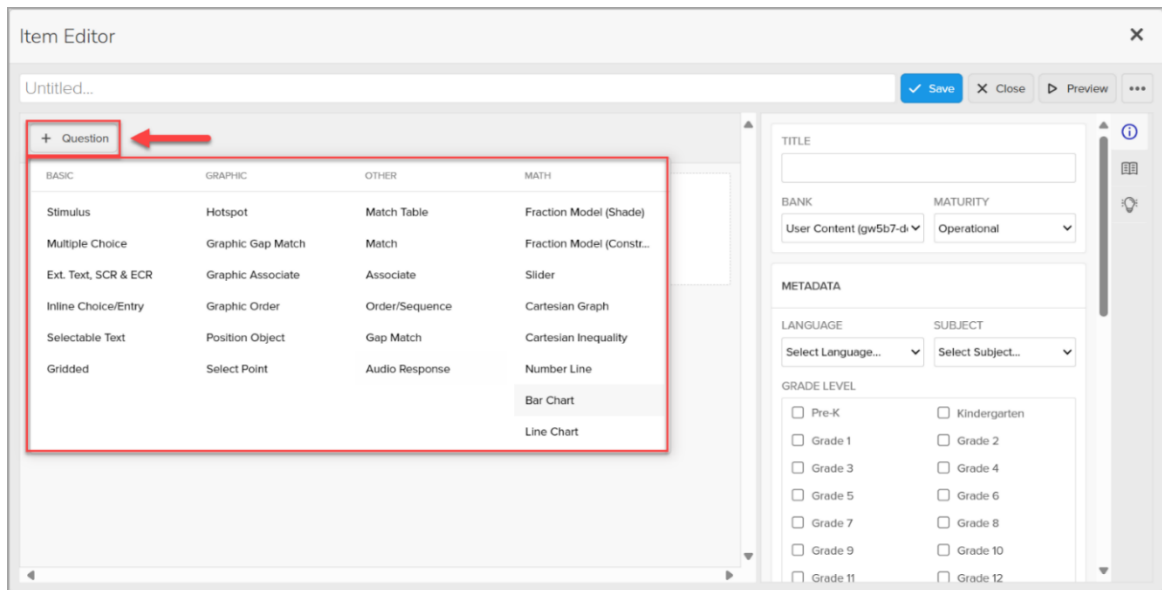
☐ Grade 9 ☐ Grade 10

☐ Grade 11 ☐ Grade 12

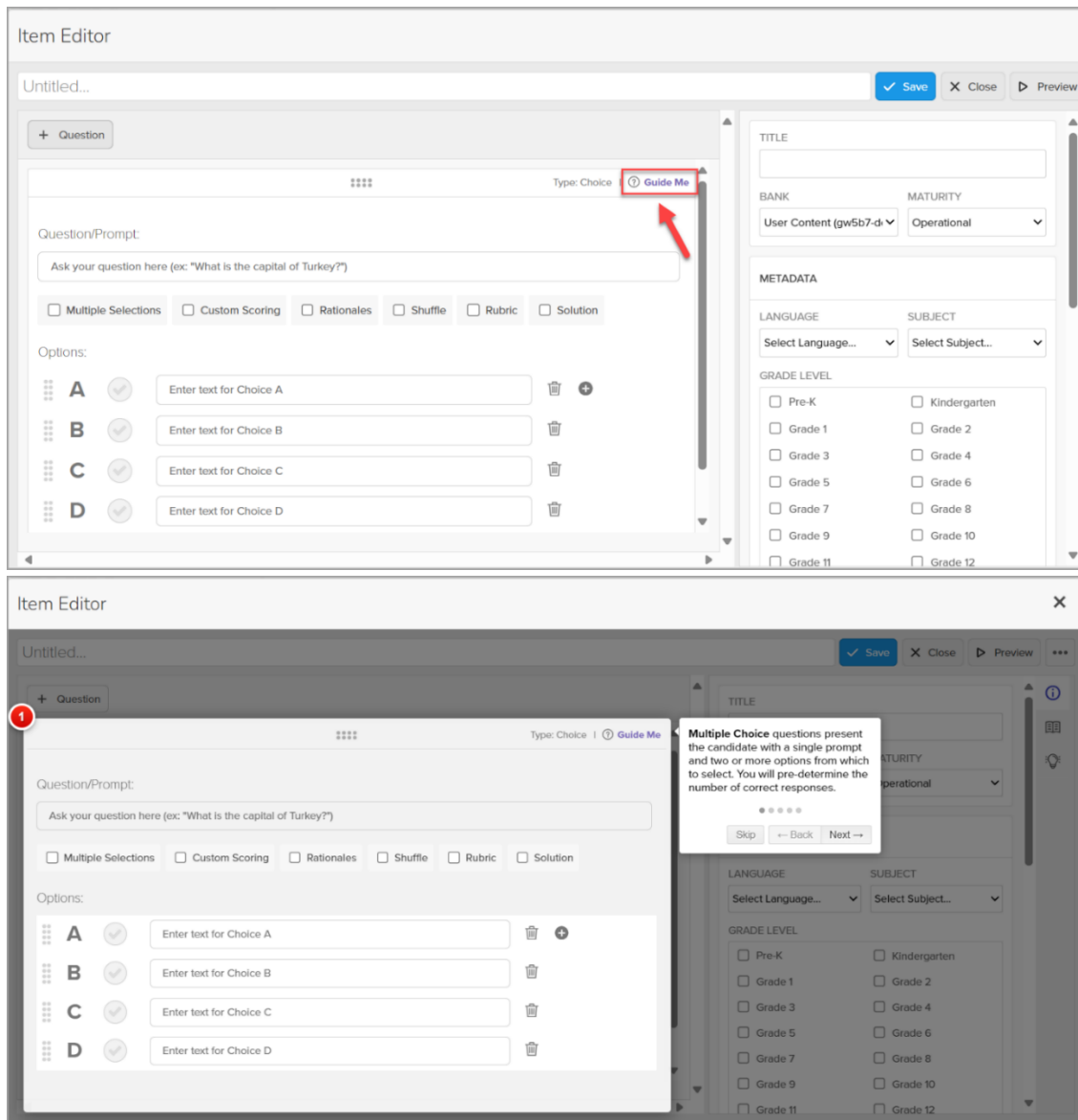
[Save](#) [Close](#) [Preview](#) [...](#)

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:

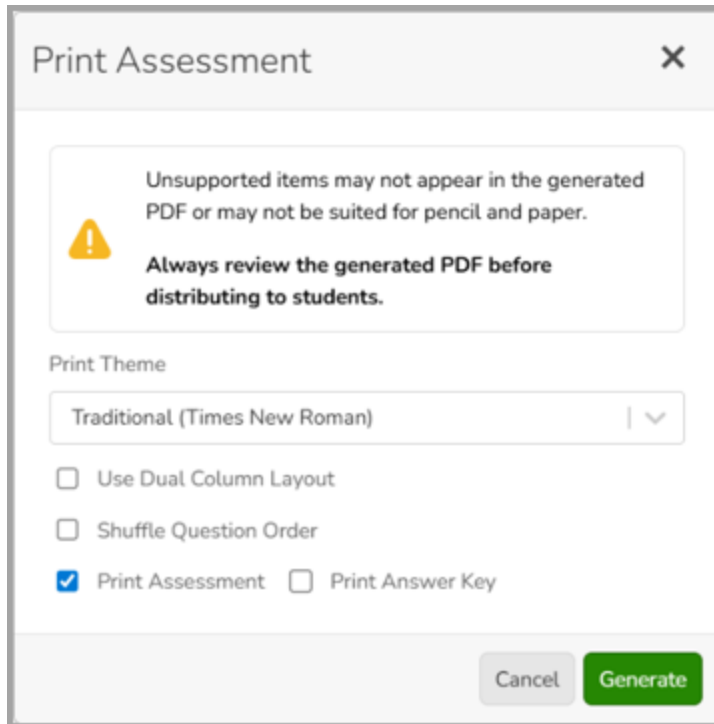
1. From the assessment page, select the **“Print”** button

The screenshot shows the G-W Assessment interface. At the top, the logo 'G-W Assessment' is displayed with the tagline 'Assess learning • Gain insights • Build skills'. Navigation links for 'Library', 'Instructor', and 'Logout' are in the top right. The main heading is 'Print Reading for HVACR, 2e'. On the left is a book cover for 'PRINT READING FOR HVACR'. The 'Assessments' section contains a search bar and a list of assessments. The first assessment, 'Ch01 Exam PrintReadHVACR2e', has a 'Print' button highlighted with a red box and a red arrow pointing to it. Other assessments listed are 'Ch01 Posttest PrintReadHVACR2e' and 'Ch01 Pretest PrintReadHVACR2e', each with 'Print', 'Preview', and 'Assign' buttons.

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

The screenshot shows the G-W Assessment interface for 'GD&T: Application and Interpretation, 8e'. The top navigation includes 'Help', 'Library', 'Michael', and 'Logout'. The main heading is 'GD&T: Application and Interpretation, 8e'. On the left is a book cover for 'GD&T APPLICATION AND INTERPRETATION'. The 'Assessments' section shows 'Ch01 Exam GDTAppInterp8e' with buttons for 'Assign', 'Export', 'Print' (highlighted with a red box and a red arrow), 'Copy to My Library', and 'Edit'. Below this is a 'Preview' section for 'Ch01 Exam GDTAppInterp8e', showing '1 of 32' questions. The first question is displayed: 'The current distance standard for the ____ is based on the distance traveled by light in a vacuum in a given time.' A sidebar on the right shows 'SECTION 1' with 'Question 1' and 'Question 2' listed.

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



Print Assessment [X]


 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.

Print Theme

Traditional (Times New Roman) | v

☐ Use Dual Column Layout
☐ Shuffle Question Order
☒ Print Assessment ☐ Print Answer Key

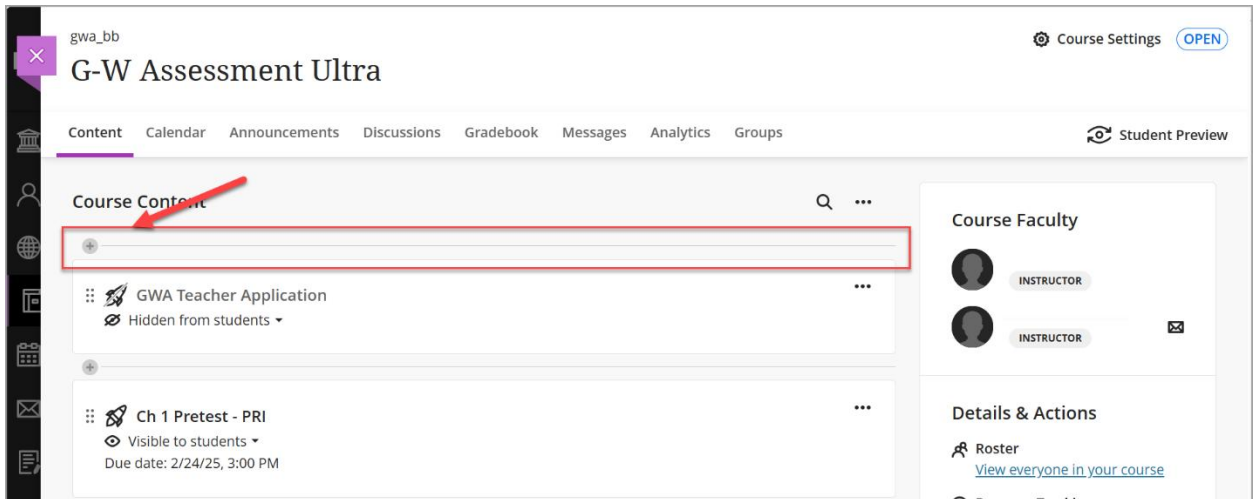
Cancel **Generate**

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.

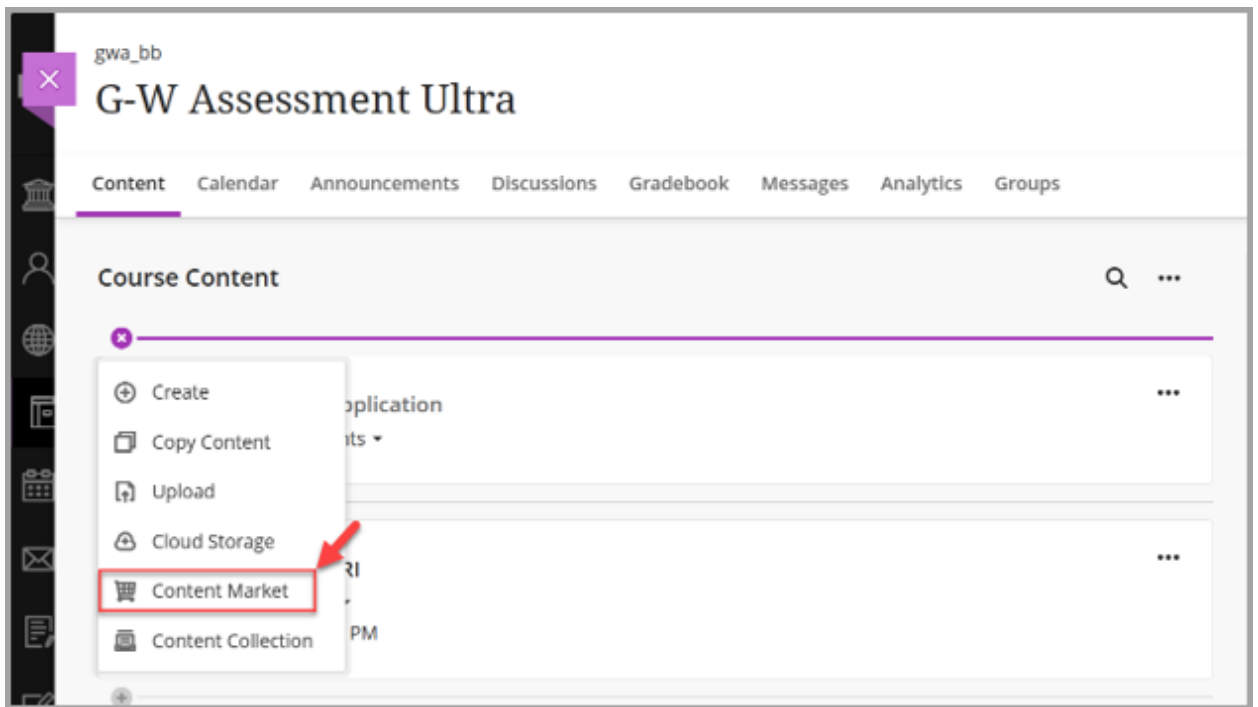
Create Assignments in Blackboard Ultra with G-W Assessment

To assign an assessment in Blackboard (Ultra) using G-W Assessment:

1. Select the Grey Plus Sign () under **Course Content**. The plus sign and line will turn purple on hover.



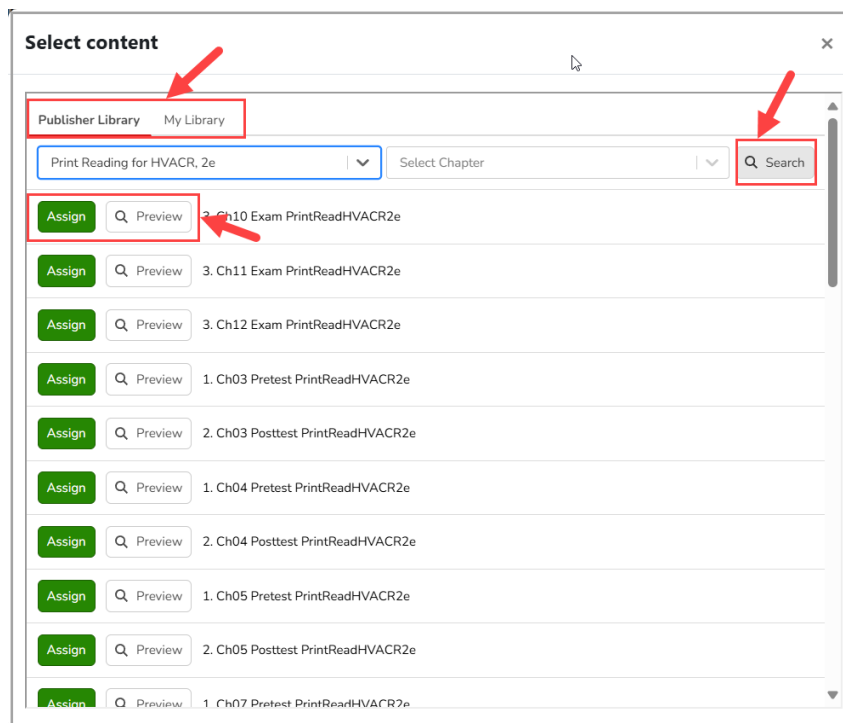
2. Select **“Content Market”** from the drop-down menu.



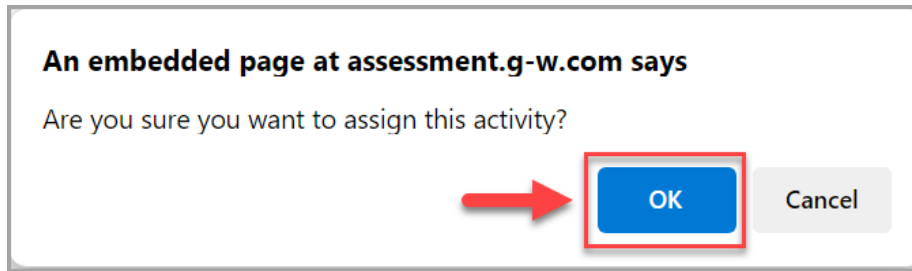
3. Select the **Content Selection Card**.



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



5. 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.
6. Select **“Assign”**, then confirm by selecting **“OK”** on the pop-up modal.

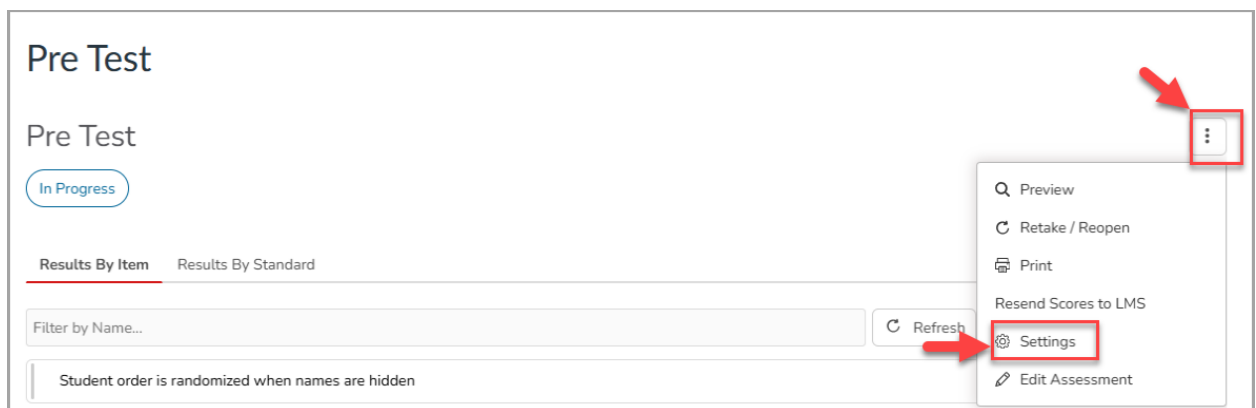


7. You will be returned to your course content page. Your assignment will be placed where you first selected the + icon to add it. From here you can adjust the name, policy settings, and additional options, then select the **“Save”** button.

GWA Assessment Settings

Some assessment policies must be adjusted directly within G-W Assessment to align with the assignment policies in Blackboard (Ultra). 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 Blackboard and select it.
2. Access your assessment settings by selecting the **More Options** button and then 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

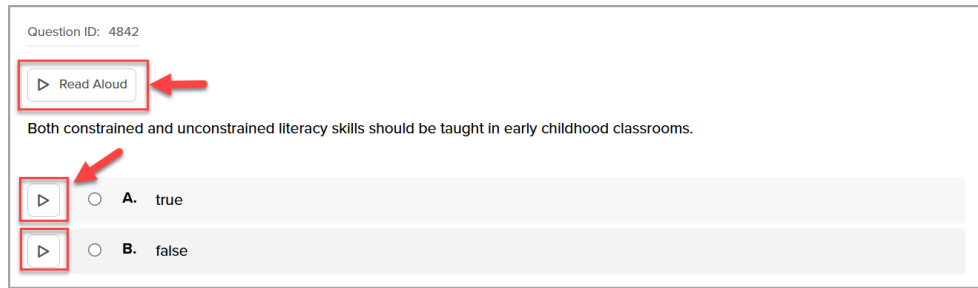
▼

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.



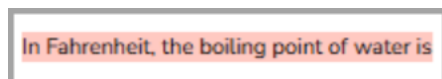
- **Practice:** When selected, the assessment will no longer send scores to the LMS gradebook. All other policy settings will function normally, and students will receive a message that the assessment was taken in practice mode. The assessment will still appear in the gradebook as a line item, but no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

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 ().

Question ID: 2147

A gear that resembles a wheel with a number of equally spaced teeth cut parallel to an axis is known as a ____ gear.

- ☐ A. spur
- ☐ B. helical
- ☐ C. bevel
- ☐ D. worm

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**

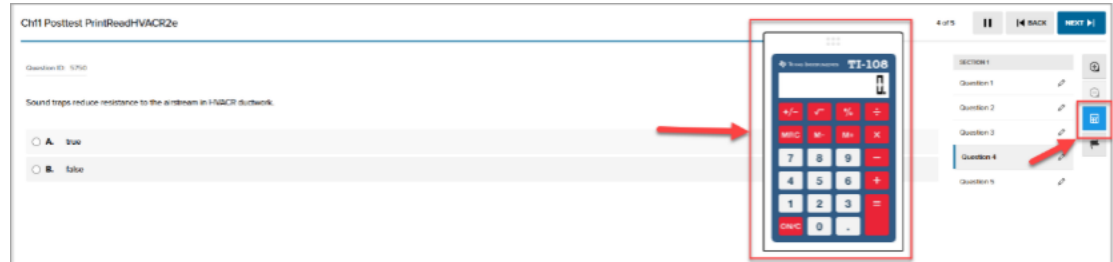
Eliminator” button ().

In Fahrenheit, the boiling point of water is

- ☒ A. 32 degrees
- ☐ B. 212 degrees
- ☒ C. 0 degrees
- ☒ D. 100 degrees

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

Assignment Results

Viewing Student Item and Standards Results

1. Navigate to your course and select **“Gradebook”**. Select the assignment.

The screenshot shows the Blackboard Gradebook interface for a course titled "G-W Assessment Ultra". The top navigation bar includes links for Content, Calendar, Announcements, Discussions, **Gradebook** (highlighted with a red box), Messages, Analytics, and Groups. Below this, the "Gradable Items" sub-tab is selected. A table displays the following items:

Item	Category	Due Date	Grading Status	Post
Midterm 0 of 2 submitted	Test		Nothing to grade	↑↓ ...
Ch 1 Pretest - PRI 1 missing 1 of 2 submitted	No Category	2/24/25, 3:00 PM	All graded	↑↓ ...
Ch 01 Manually Graded Test 1 missing 1 of 2 submitted	No Category	2/24/25, 1:59 PM	All graded	↑↓ ...
Late assignment 1 missing 1 of 2 submitted	Quiz	2/24/25, 10:40 AM	All graded	↑↓ ...

2. You will be directed to the **Results By Item** tab for that assignment, where student results are initially displayed anonymously.

Note: Student order is randomized when names are hidden.

The screenshot shows the "Results By Item" view for "Quiz 1". The "In Progress" button is visible. The "Results By Item" tab is selected. A table displays student performance across 10 items. The "All Students" row shows scores for each item, and the "Student 1" row shows individual scores. The "Reveal Names" toggle is turned off.

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

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

Class 101 - AM

Quiz 1

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	9	10	AVERAGE
All Students	0%	100%	0%	100%	0%	-	100%	100%	100%	0%	0%
Phoebe Harper	0/1	1/1	0/1	1/1	0/1	-	1/1	1/1	1/1	0/1	-

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

Class 101 - AM

Quiz 1

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.

	2.1	2.2	2.3	2.4	2.6	23.7	12.1	12.1	12.2	AVERAGE
All Students	-	-	-	-	-	-	-	-	-	-

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

Ch01 Pretest ModCarp14e

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%

- 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:

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

Class 101 - AM

Quiz 1

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	9	10	AVERAGE
All Students	0%	100%	0%	100%	0%	-	100%	100%	100%	0%	0%
Phoebe Harper	0/1	1/1	0/1	1/1	0/1	-	1/1	1/1	1/1	0/1	-

- 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.

The screenshot shows a 'Modify Scores' window. At the top, there is a dropdown menu for questions, currently showing 'Q007 teacher should not address conversations concerning race'. To its right are up and down arrow buttons. Further right is a 'Select Session' dropdown menu. A red box highlights the question dropdown, and a red arrow points to it. Another red box highlights the 'Select Session' dropdown, and a red arrow points to it. Below the question dropdown, the text 'A teacher should not address conversations concerning race with children if they feel uncomfortable in doing so.' is displayed. Below this text are two radio button options: 'A. true' and 'B. false'. To the right of the question dropdown is a 'Show Key' toggle switch.

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

The screenshot shows the 'Modify Scores' window with the 'Select Session' dropdown now showing 'Phoebe Harper'. To the right of the student name are left and right arrow buttons. Below the student name is a score input field showing '0' out of '1'. To the right of the score field are a green checkmark button and a red trashcan button. A red box highlights the student selection area, including the name, arrows, and score field. Another red box highlights the checkmark and trashcan buttons. Below the student selection area, the text 'Active listening is demonstrated by maintaining eye contact with the speaker.' is displayed. Below this text are two radio button options: 'A. true' (which is selected) and 'B. false'. To the right of the 'A. true' option is a red 'X' button.

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. Navigate to your course and select **"Gradebook"**. Select the assignment.
2. Assessments with manually graded questions will display the message: *These results contain responses that require manual grading. Ungraded responses are*

shaded in gray. Select the **“Scores”** button to apply scores to these responses.

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

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

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

Managing Student Submissions and Resending Scores

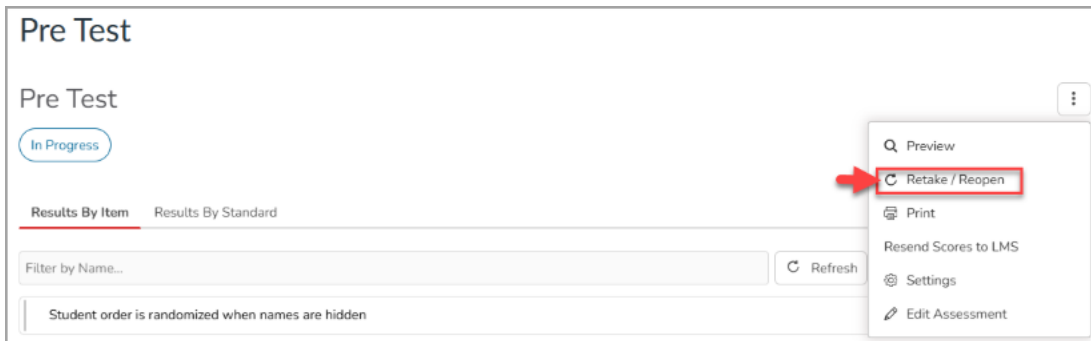
Retake/Reopen Assessment

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

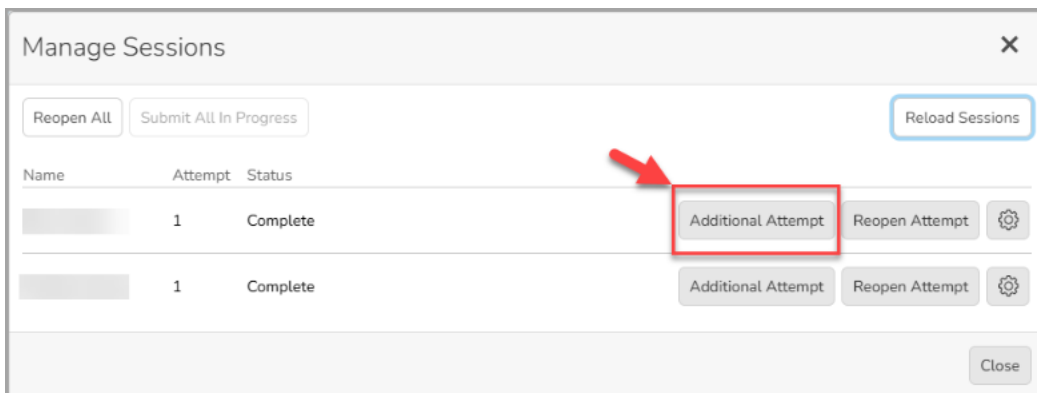
1. From the assessment results page, select the **More Options** button.



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

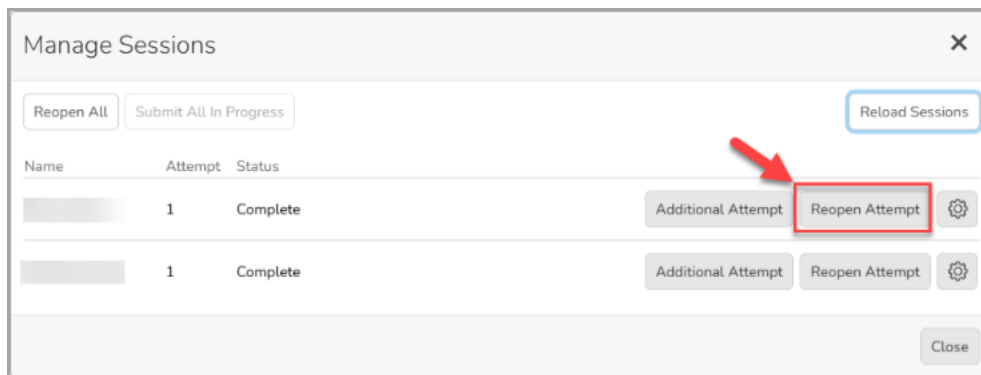


3. The **Additional Attempt** option allows you to grant a student a fresh start on an assessment. Select the **“Additional Attempt”** button and then **“Grant Attempt”**; this will provide the student with a new additional attempt. Previous attempts are still retained.

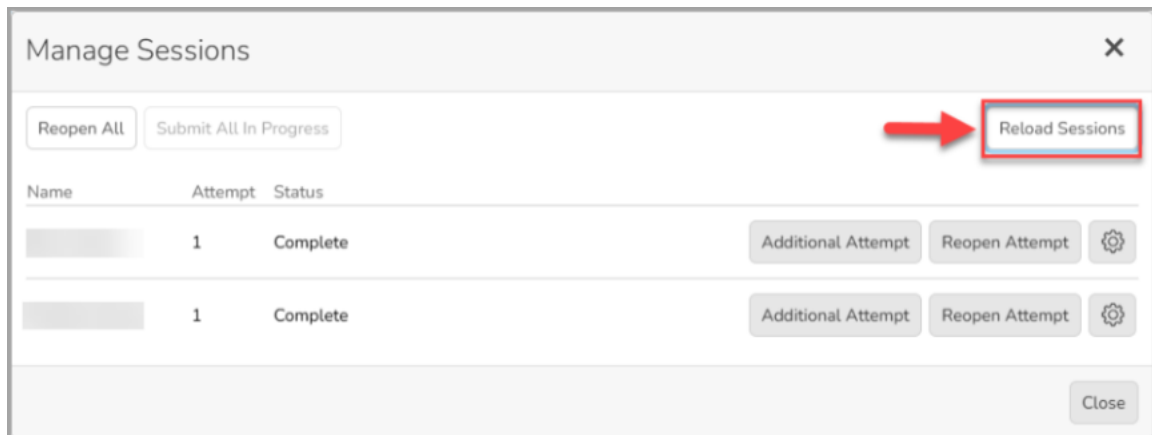


4. The **Reopen** option allows you to let a student continue working on an assessment they have previously submitted. To do this, select **“Reopen Attempt”** and then select **“Reopen Submission”**.

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.



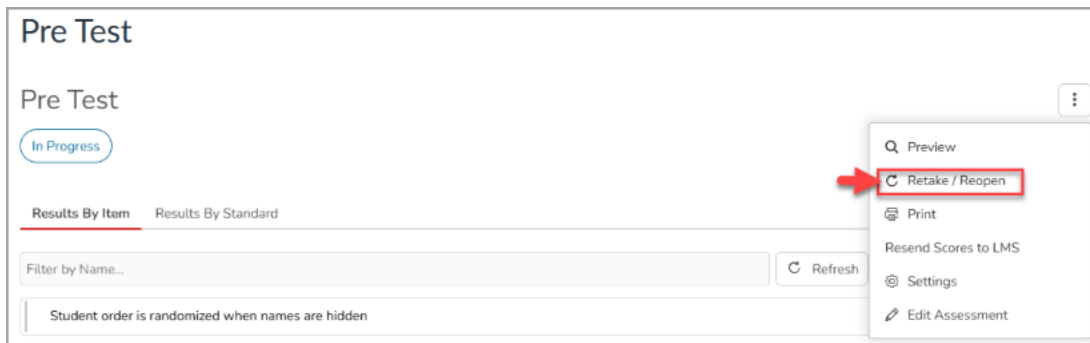
Submit In Progress Attempt

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.



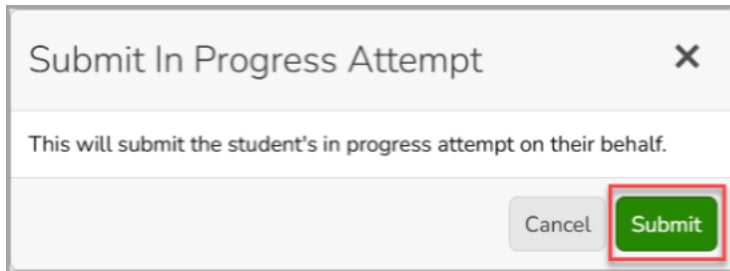
2. Select **“Retake/Reopen”**.



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.



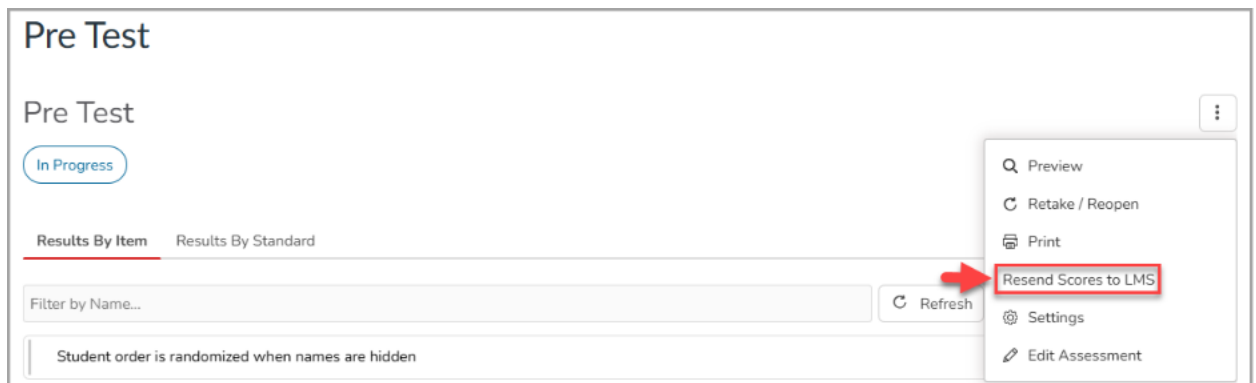
Note: Any automatically graded questions that had answers will still be automatically graded, but manually graded questions will still need to be scored.

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 Option** window to resync the grades.

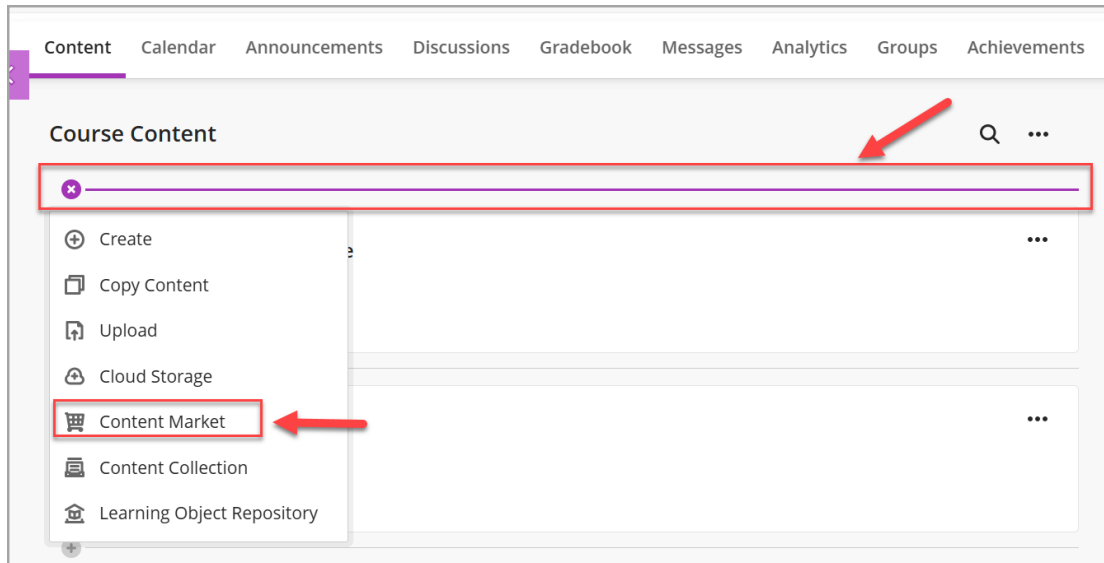
Important: Please note that resending scores will resend the scores for All students; any existing grades in the gradebook will be overwritten.



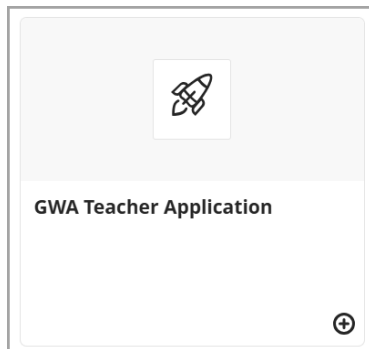
Course Copy

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

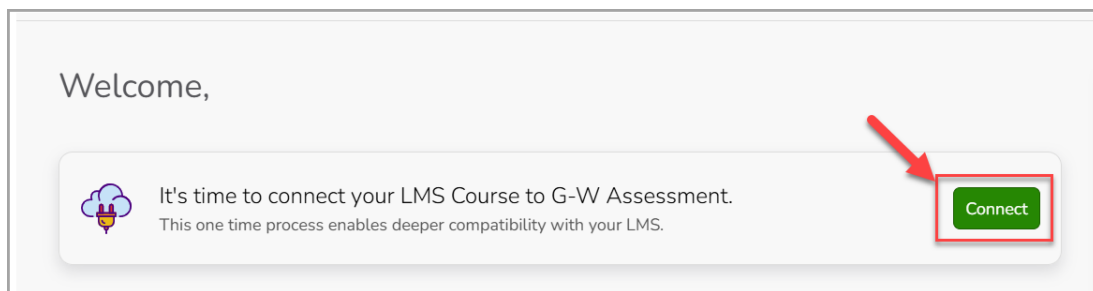
1. In your copied course, select the Grey Plus Sign () and then select **“Content Market”**.



2. Select the **“GWA Teacher Application Card”** (name may vary depending on how this is set up by your LMS admin)



3. Select **“Connect”**.



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

New Classroom

☐ Create classroom manually

☐ Create classroom for Google Classroom®

☒ Create classroom for your LMS

Cancel Next

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

New Classroom

What is the name of this classroom?

Period 2 Math Copy

What is the room number of this classroom?

What is the section number of this classroom?

Back Create Classroom

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

Important Notes for copied G-W Assessment assignments:

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

Unit03 Pretest PrintReadInd12e

Due

No Due Date

Points

50

Submitting

an external tool

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

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

Settings

Title

Administration Preferences

☒ Shuffle answer choices (when possible)
 ☐ Shuffle question order
 ☐ Enable Read Aloud (where available)

Upon Completion...

☒ Reveal the student's score
 ☒ Reveal the correct answers

Retake Preferences

Cancel

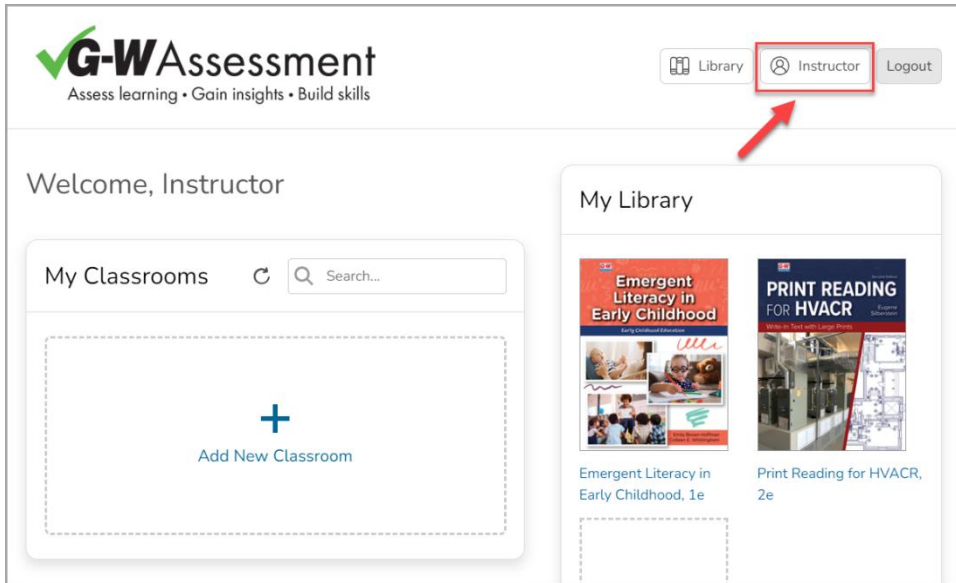
Submit

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

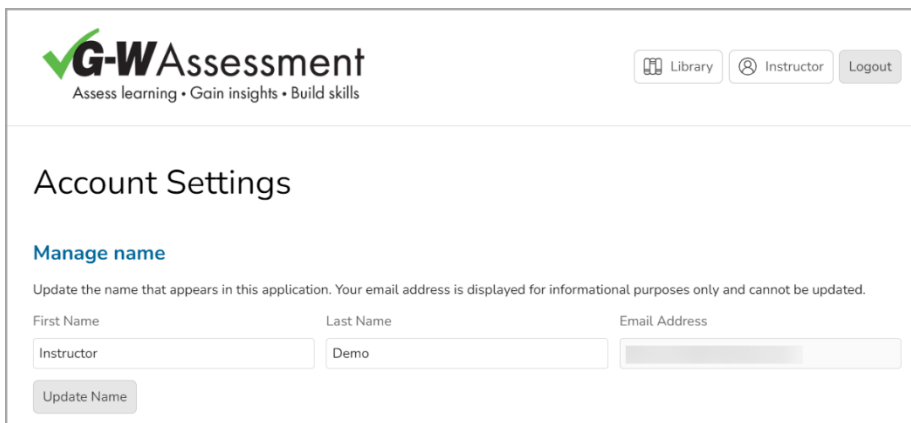
Account Settings

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

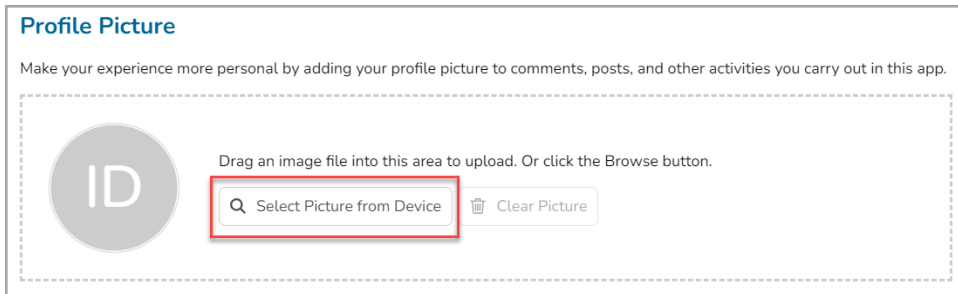
1. Access the account settings by selecting the button with your name in the top right corner of the page.



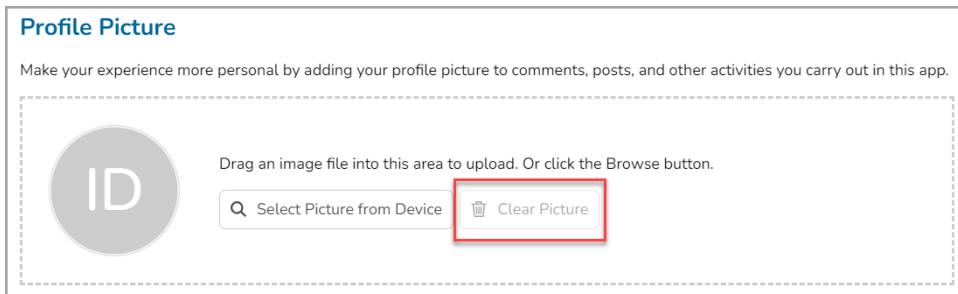
2. Under the Manage Name section, you can update your first name, last name, and email address by selecting into each field. Select **“Update Name”** to save changes.



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.

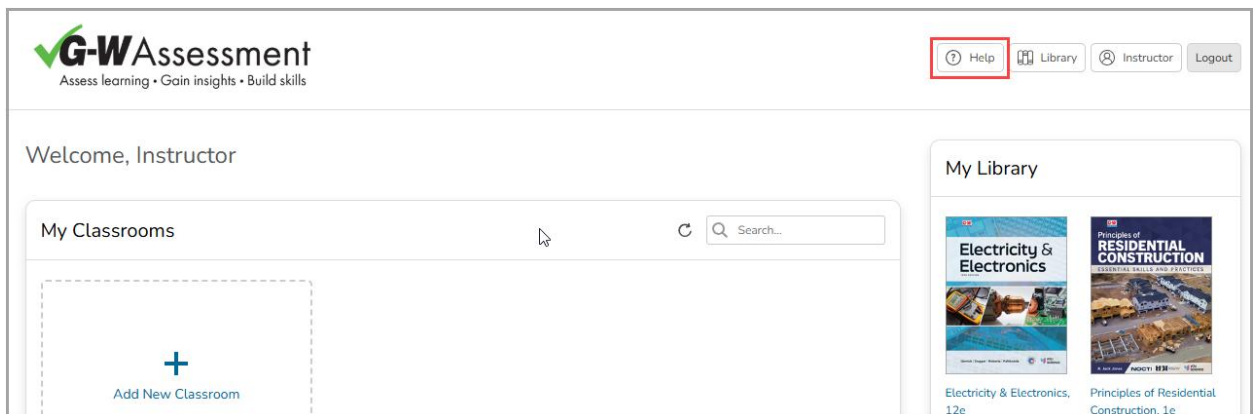


- To remove your current picture, select **“Clear Picture”**.



Help

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



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

team.

		Q	X
Submit Ticket			
Knowledge Base			

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