

Hands-On Maintenance and Light Repair

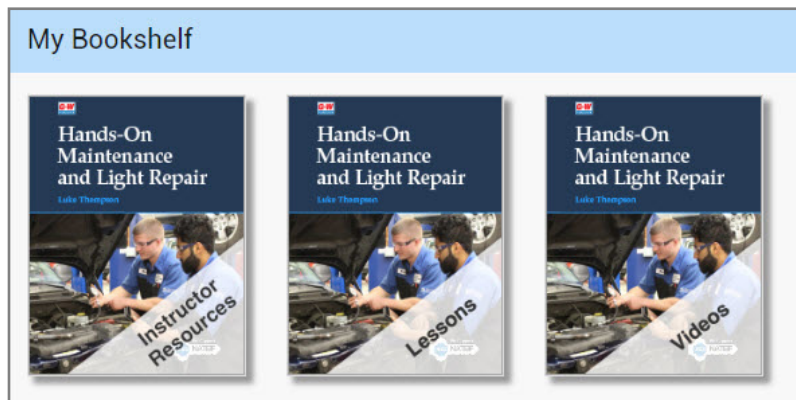
Getting Started Walkthrough

Objective

The purpose of this Getting Started with *Hands-On Maintenance and Light Repair* Walkthrough is to familiarize yourself with the platform and using *Hands-On Maintenance and Light Repair*. This tutorial will walk you through the process of logging in, assigning content, grading assignments, and viewing reports.

Log In and Access Hands-On MLR

- Open your Web browser and type www.g-w.com/mlr into the address bar.
- Select the *Login* button.
- Enter your Username and Password and select *Login*.
- The My Bookshelf area will display all content available to you.



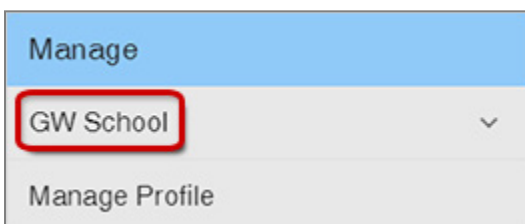
Class Code

Students will need a Class Code to activate their subscription to *Hands-On Maintenance and Light Repair*. Follow these steps to locate the code.

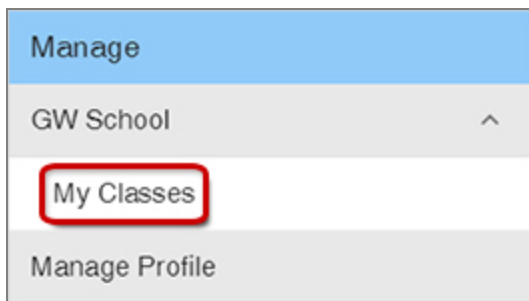
Select *Manage* from the main navigation at the top of the page.



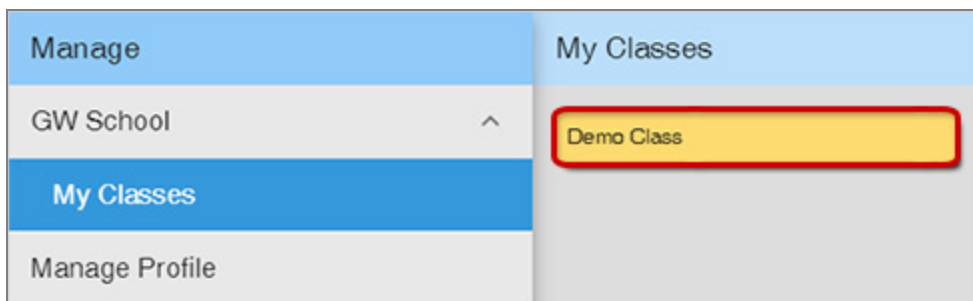
Select your *school name* in the left-hand column.



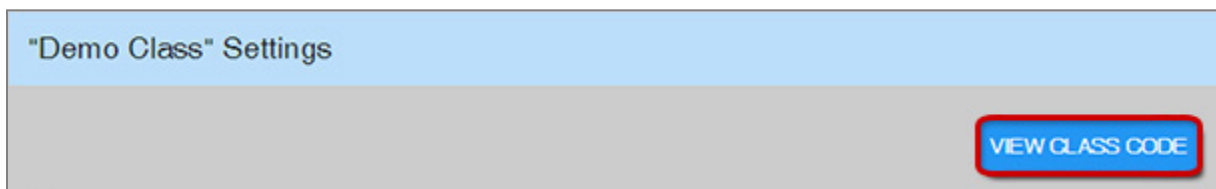
Then select *My Classes*.



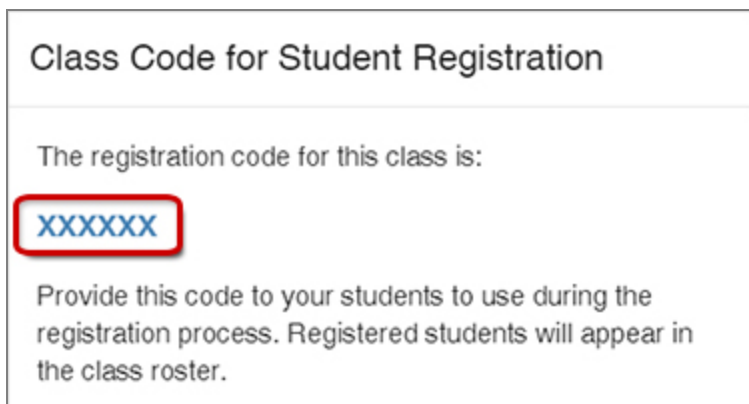
In the middle column, select the *class name*.



Select *View Class Code*.



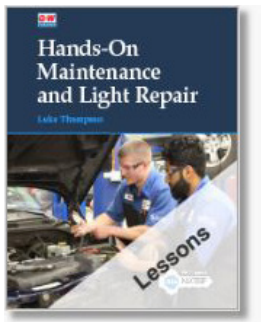
When the Class Code displays, make note of it and distribute it to your students.



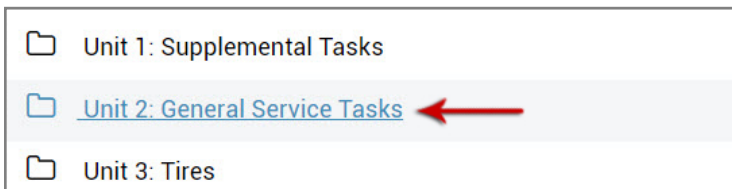
Assigning Content

Follow these steps to assign content to your students. For this example, we are assigning content from Lesson 11 *Tire Inspection Assignment* located within Unit 2. Note: This is a good lesson to use to familiarize yourself and your students with *Hands-On Maintenance and Light Repair*. The theory presented in this lesson is relatively simple, and all aspects of a typical lesson are included.

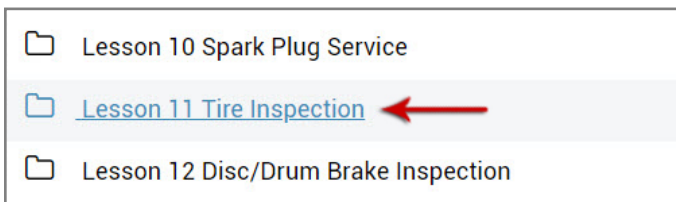
- Select the *Hands-On Maintenance and Light Repair, Lessons* image.



- Select *Unit 2: General Service Tasks*.

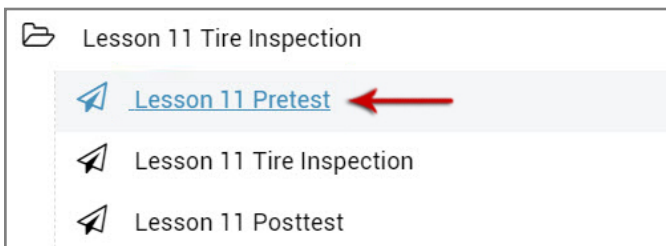


- Select *Lesson 11 Tire Inspection*.

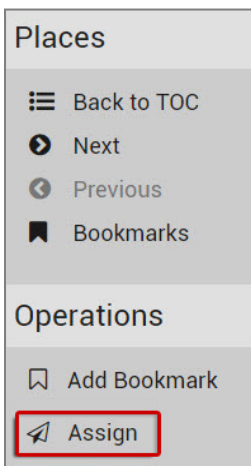


Begin by assigning the Lesson 11 Pretest to your class.

- From the Table of Contents, select the *Lesson 11 Pretest* link to preview the assessment.



- To assign the Pretest, select the paper airplane icon from either the link on the Table of Contents (pictured above) or from the left-hand navigation of the preview window (pictured below).



- Select the class and students to whom you would like the Pretest assigned. Select *Next* to continue.

Assign "Lesson 11 Pretest"

Who do you want to assign this test to?

Select a school:
 GW School ▼

Assign to Class:
 Demo Class ▼

<input checked="" type="checkbox"/> Sam Ballman	<input checked="" type="checkbox"/> Neil Dawson
<input checked="" type="checkbox"/> Jordan Huston	<input checked="" type="checkbox"/> Ben Mann
<input checked="" type="checkbox"/> Casey Stewart	<input checked="" type="checkbox"/> Seth Summers

Select All Deselect All 6 of 6 students selected

CANCEL **NEXT**

- Adjust the availability settings (date/time available and unavailable) as desired, then select *Next*.

Assign "Lesson 11 Pretest"

When do you want the assignment to become available?

Friday July-20-2018

☒ Make available immediately on selected date
☐ Make available at selected time on selected date

09 : 00 AM

When do you want the assignment to become unavailable?

☒ The assignment will never become unavailable
☐ Make unavailable at selected time on selected date

09 : 00 AM

CANCEL BACK **NEXT**

- Enter an assignment title and/or any additional instructions or notes (both optional). Select *Next* to continue.

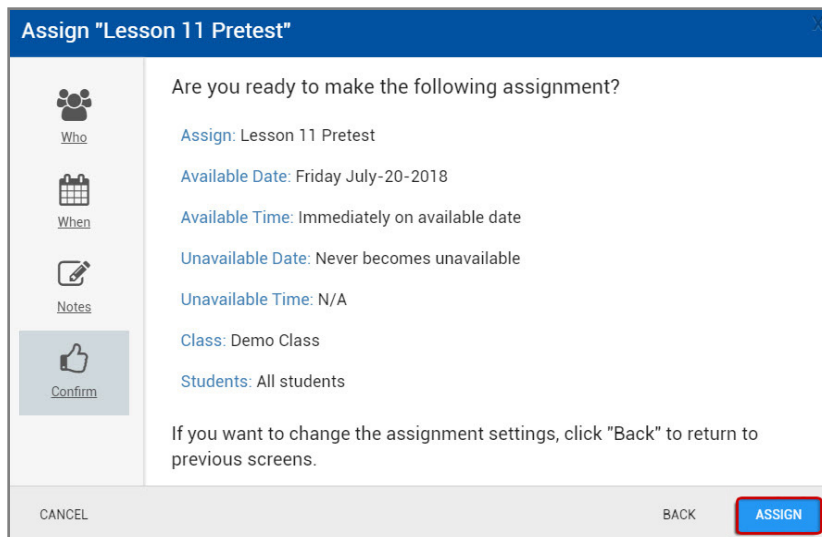
Assign "Lesson 11 Pretest"

Enter a title for this assignment (optional)

Enter notes or instructions about the assignment (optional)

CANCEL BACK **NEXT**

- Confirm assignment details are correct and then select *Assign*.



Assign "Lesson 11 Pretest"

Are you ready to make the following assignment?

Who
Assign: Lesson 11 Pretest

When
Available Date: Friday July-20-2018
Available Time: Immediately on available date
Unavailable Date: Never becomes unavailable
Unavailable Time: N/A

Notes
Class: Demo Class
Students: All students

Confirm

If you want to change the assignment settings, click "Back" to return to previous screens.

CANCEL BACK **ASSIGN**

- The assignment is then pushed to your students based on the availability you scheduled.

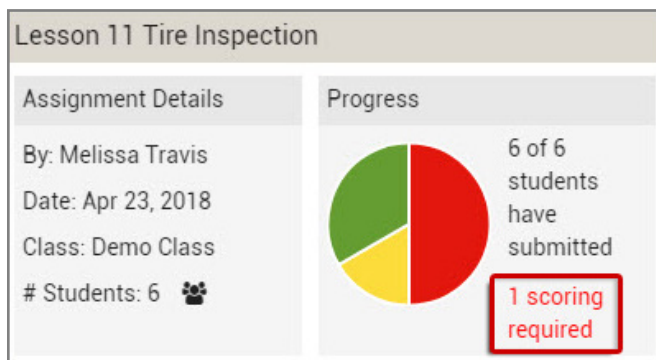
Note: All content (Pretests, Lessons, and Posttests) is assigned in the same manner.

Grading Assignments

Pretests and Posttests are autograded, however, Lessons require manual scoring.

You will see completed assignment data in the My Assessments sidebar on the Home page. Each assignment will display how many submissions require manual scoring.

- Select *[number] scoring required*.



- Students with an asterisk (*) next to their name have submitted an assignment that needs to be graded. To begin grading, select the name of a student with an asterisk.

Student	Lesson 11 Tire Inspection
Ballman, Sam	100%
Dawson, Neil	25%
Huston, Jordan	100%
Mann, Ben	0%
*Stewart, Casey	
Summers, Seth	75%

- The student's submitted lesson will display on the left and the rubric we have provided for you will display on the right. Scroll through the assignment and review the student's responses.

Student Responses (Casey Stewart)

Tires

Tires are one of the easiest maintenance and service items for an entry-level technician to learn and master. Tires slowly wear out as they are driven, but there are certain things a technician can do to prolong the life of a vehicle's tires. Proper inspection and maintenance will help keep a motorist from being stranded on the road with a tire-related problem.

See your instructor for a vehicle on which you can inspect the tires.

Note

Where applicable, use the following designations to document your system or component inspection and identify any action needed. If a component or system part is not equipped on your assigned vehicle, select the "Not Applicable (N/A)" checkbox.

☐ Checked/Service Required
☐ Checked/Service Suggested
☐ Checked/Passed Inspection

Vehicle Information:

Year:

Make:

Model:

Engine:

How would you rate this student's overall performance on this job?

0 1 2 3 4

Instructor feedback:

Comments:

0 Word(s)

SAVE SCORE

- A rating scale is displayed at the top of the rubric. The scale ranges from 0 (Incomplete) to 4 (Mastered competency.) Select the information (i) icon to review the criteria. Rate the student's overall performance by selecting a number on the scale.

How would you rate this student's overall performance on this job?

0 1 2 3 4

0 Incomplete: Task not attempted/incomplete.

1 Unsatisfactory: Unsatisfactory performance of task.

2 Satisfactory / Unsatisfactory: Satisfactory performance of some elements of task and unsatisfactory performance of some elements of task.

3 Satisfactory: Acceptable performance of all elements of task with mastery of some elements.

4 Mastered Competency:
Able to perform all elements of the task successfully and independently without supervision.

- The *Instructor feedback* drop-down menu is populated with various phrases that you can select to respond to student work.

Instructor feedback:

Great work, well done!
 Well written, great effort.
 Great attention to detail.
 Improvement needed with spelling and grammar.
 Follow directions more carefully next time.
 Work incomplete, make sure all sections are complete before submitting.

- You can include additional feedback in the *Comments* area. Select *Save Score* when you have finished grading and providing feedback for this student's lesson.

Comments:

0 Word(s)

SAVE SCORE

- A notification will confirm that the score has been successfully updated. Select OK to close.

eduhub.g-w.com says

Scores have been successfully updated. It may take a few minutes for updated scores to appear in reports.

OK

- Select *Back To Class Report* to continue grading other students' lessons.

← Back To Class Report

Reports

The Reports allow you to evaluate the progress and performance of individual students or the class as a whole.

- Select *Reports* from the main navigation at the top of the page.

HOME ASSIGNMENTS **REPORTS MANAGE HELP**

- Select the report you would like to view.

Assessment Reports

Class Report

Student Report

- The *Class Report* displays a summary of all students grades for a specific assignment. If desired, you may Print or Export the Class Report.

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HOMEASSIGNMENTSREPORTSMANAGEHELP

Hello Ashley
Logout

Class Report | School: GW School | Class: Demo Class | Assessment: Lesson 11 Pretest

SUMMARYQUESTION

*=Scoring Required

PrintExportBack to Reports Home

Student	Lesson 11 Pretest	Date
Ballman, Sam	40%	Thu 05 Jul
Dawson, Neil	40%	Thu 05 Jul
Huston, Jordan	80%	Thu 05 Jul
Mann, Ben	100%	Thu 21 Jun
Stewart, Casey	60%	Thu 05 Jul
Summers, Seth	100%	Thu 05 Jul

- The *Student Report* displays a summary of all grades for a specific student.

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HOME

ASSIGNMENTS

REPORTS

MANAGE

HELP

Student Report

School: GW School

Class: Demo Class

Student: Dawson, Neil

Back

Demo Class

Student History

Test	Score	Completed Date
Lesson 11 Pretest	40%	Thu 05 Jul 2018
Lesson 11 Tire Inspection	25%	Mon 23 Apr 2018
Lesson 11 Pretest	70%	Mon 23 Apr 2018
Lesson 6 Pretest	40%	Fri 30 Mar 2018
Lesson 11 Tire Inspection	100%	Mon 26 Feb 2018
Lesson 2 Vehicle Service Prep And Repair Order Completion	75%	Thu 14 Dec 2017
Lesson 2 Pretest	80%	Wed 08 Nov 2017
Lesson 1 Posttest	100%	Wed 08 Nov 2017
Lesson 1 Shop Safety Tour	100%	Wed 08 Nov 2017
Lesson 4 Pretest		