

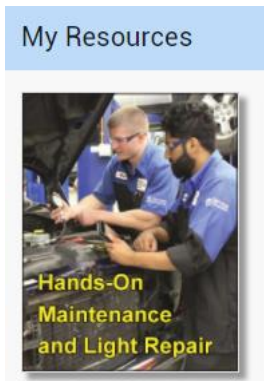
Getting Started with *Hands-On Maintenance and Light Repair* Walkthrough

Objective

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

Log In and Access to HOMLR

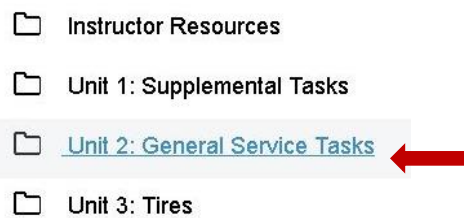
- Open your Web browser and type eduhub.g-w.com into the address bar.
- Enter your Username and Password and select *Login*.
- Select the *Hands-On Maintenance and Light Repair* book.



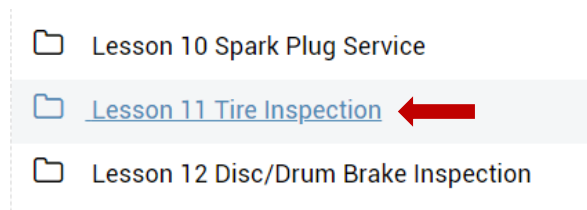
Assigning Content

We recommend that you begin with Lesson 11 *Tire Inspection Assignment* located within Unit 2. The theory presented in this lesson is relatively simple, and all aspects of a typical lesson are included.

- Select *Unit 2: General Service Tasks*.

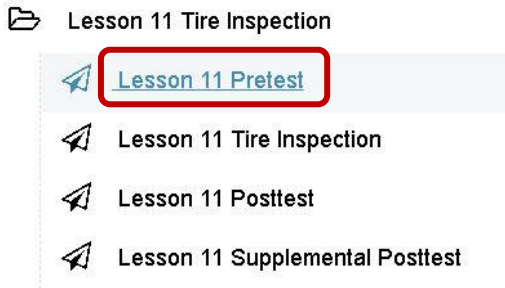


- Select *Lesson 11 Tire Inspection*.

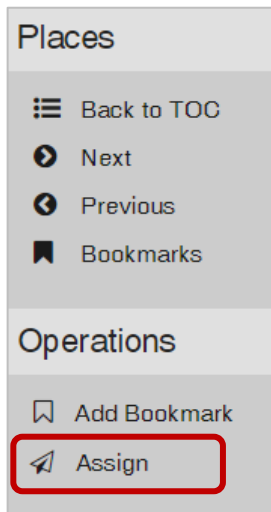


Begin by assigning the Lesson 11 Pretest to your class.

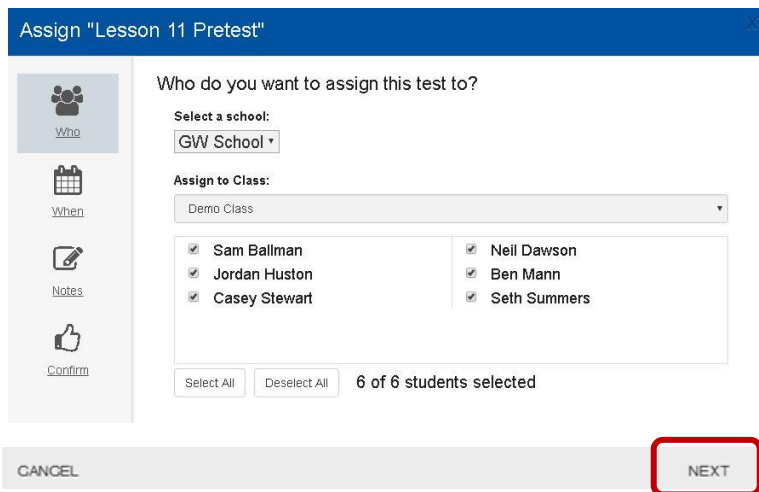
- From the Table of Contents, select the *Lesson 11 Pretest* link to preview the assessment.



- 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.



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

The screenshot shows a dialog box titled "Assign 'Lesson 11 Pretest'" with a close button (X) in the top right corner. On the left is a vertical sidebar with four icons: "Who" (people icon), "When" (calendar icon, highlighted), "Notes" (pencil icon), and "Confirm" (thumbs up icon). The main area is divided into two sections. The first section is titled "When do you want the assignment to become available?" and contains a date input field with "Monday March-05-2018". Below it are two radio button options: "Make available immediately on selected date" (selected) and "Make available at selected time on selected date". Under the second option is a time picker showing "09 : 00 AM". The second section is titled "When do you want the assignment to become unavailable?" and contains two radio button options: "The assignment will never become unavailable" (selected) and "Make unavailable at selected time on selected date". Below the second option is an empty date input field and a time picker showing "09 : 00 AM". At the bottom of the dialog are two buttons: "CANCEL" on the left and "NEXT" on the right, which is highlighted with a red border.

- Enter an assignment title and/or any additional instructions or notes (both optional). We suggest you include information about the due date in the notes section. Select *Next* to continue.

The screenshot shows the same dialog box "Assign 'Lesson 11 Pretest'" but with the "Notes" tab selected in the sidebar. The main area now contains two text input fields. The first is titled "Enter a title for this assignment (optional)" and is empty. The second is titled "Enter notes or instructions about the assignment (optional)" and is a larger, empty text area. At the bottom of the dialog are three buttons: "CANCEL" on the left, "BACK" in the middle, and "NEXT" on the right, which is highlighted with a red border.

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

The screenshot shows a confirmation dialog titled "Assign 'Lesson 11 Pretest'". On the left is a sidebar with icons for "Who", "When", "Notes", and "Confirm". The main area contains the following text: "Are you ready to make the following assignment?", "Assign: Lesson 11 Pretest", "Available Date: Tuesday March-27-2018", "Available Time: Immediately on available date", "Unavailable Date: Never becomes unavailable", "Unavailable Time: N/A", "Class: Demo Class", and "Students: All students". At the bottom, there are three buttons: "CANCEL", "BACK", and "ASSIGN". The "ASSIGN" button is highlighted with a red box.

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

Lesson content, Posttests, and/or Supplemental Posttest content is assigned in the same manner.

Grading Assignments

Pretests are automatically graded for you! However, lessons do 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*.

The screenshot shows the "My Assessments" sidebar with three tabs: "TODAY", "RECENT", and "REQUIRES SCORING". The "REQUIRES SCORING" tab is selected. Below the tabs is a card for "Lesson 11 Tire Inspection". The card is divided into "Assignment Details" and "Progress". The "Assignment Details" section lists: "By: Melissa Travis", "Date: Feb 26, 2018", "Class: Demo Class", and "# Students: 6". The "Progress" section shows a pie chart with a red slice and the text "1 of 6 students have submitted" and "1 scoring required" with a red arrow pointing to it.

- Students with an asterisk (*) next to their name have submitted an assignment that needs grading. Locate a student with an asterisk and select that student's name.

Class Report | School: Class:
Assessment:

SUMMARY QUESTION *Scoring Required Print

Student	Lesson 11 Tire Inspection
Ballman, Sam	>
*Dawson, Neil	>
Huston, Jordan	>
Mann, Ben	>
Stewart, Casey	>
Summers, Seth	>

- The lesson they have completed and submitted is displayed on the left-hand side of the screen. The rubric we have provided for you is displayed on the right. Scroll through the assignment and determine how you would like to rate your student's overall performance.

Student Responses (Neil Dawson)

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.

- 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:

SAVE SCORE

- A scale based on the NATEF standards is displayed at the top of the rubric. This scale ranges from 0 for Incomplete to 4 for Mastered competency.

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

0 1 2 3 4

0 Incomplete: Task not attempted/incomplete.

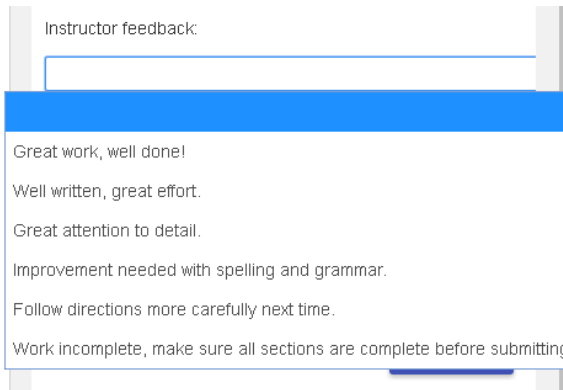
1 Unsatisfactory: Unsatisfactory performance of task.

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* field is prepopulated with suggested feedback that you can use to respond to student work.



Instructor feedback:

Great work, well done!

Well written, great effort.

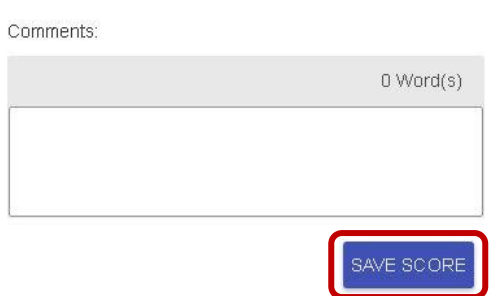
Great attention to detail.

Improvement needed with spelling and grammar.

Follow directions more carefully next time.

Work incomplete, make sure all sections are complete before submitting

- You can also add additional comments in the *Comments* area. Once you have completed providing feedback for this student's lesson, select *Save Score*.



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



Select the Reports area to view a variety of reports relative to classes or students and their assigned content.

- The *Class Report* will show you a summary of all grades for your class for a specific assignment.
- The *Student Report* will show you a summary of all grades for a specific student.

