

SWS Assessments - How to enter assessment data online

1. Access the GVSU Intranet site at intranet.gvsu.edu
 - a. If accessing from off campus, you first need to connect via GVSU's VPN "Pulse Secure." Instructions to download and install Pulse Secure are posted on GVSU's IT [website](#).
2. Select "Supplemental Writing Skills Course Assessment" from the list
3. Log-in if prompted
4. Select "Assessments" (the ruler icon) from the navigation menu.
5. Select the SWS course you are currently assessing.
6. Enter your data for each student.
7. Select "Finalize" when complete.

NOTE: When logging in, if you receive an error page that displays, "you do not have access to this page", start over from the main Intranet screen and log-in again. That should resolve the issue.



GVSU Intranet

Human Resources

eBenefits

Make changes to your benefits, view compensation information, and more

Anytime Events

Make changes to your retirement contributions, HSA contribution, beneficiaries, and more

AP Job Descriptions Template

Use this form to create or edit a job description for a non-vacated position.

Salary Spreadsheets

Information Technology

GVSU Faculty/Staff Additional Student Information

Advisee List, Student by Major List, Class List, View Midterm and Final Grades by Student, and Grade Report

eDocuments

Electronic Document Review and Sign-off System

General Education Course Assessment

Use this link if you've received an email stating you've been assigned a course assessment.

Supplemental Writing Skills Course Assessment

Use this link if you've received an email stating you've been assigned a SWS course assessment.

GVAadvance

Create, modify or view an entity's assessment plan, strategic plan, stability report or program review.





Welcome to the SWS Course-Based Assessment application!

1. Please click on the gray button in the upper left corner that has your class listed
 - You will see all of the students in your class.
 - The very important SAVE button is at the bottom of the spreadsheet as we
2. Review the 0-4 rating scale (in gray) towards the top.
 - Although we want all students to graduate with level 3 proficiency, they m proficiency in any one course.
 - We anticipate that Level 4 will rarely be used.
3. Review the written communication skills rubric on the SWS website (**SWS Skills**)
4. After assessing a major writing assignment that has undergone student revision numerical scores (using the 0-4 rating scale) into each cell.
 - Remember to SAVE the file (the SAVE button is at the bottom of the page,
 - When you have entered all of your data, click on the FINALIZE button.
 - You may use the Import feature to upload a completed assessment. Be su layout of the Exported Excel spreadsheet in order for the import to be suc to click on the FINALIZE button once you are satisfied with the imported d
5. If desired, you can EXPORT the spreadsheet (click the EXPORT button at the bot

If you have any questions, please email Alex Priebe - priebeal@gvsu.edu or call 616-



Course Assessments for:

AAA231.01 - Early African American Lit
 ACC333.01 - Corp Gov and Accounting Ethics
 ART222.01 - Survey of Art History II
 BIO328.05 - Biomedical Ethics
 BIO460.10 - Terrestrial Ecosystem Ecology
 CJ482.03 - Culture, Crime and Justice
 ENG220.01 - British Literature I
 ENG303.01 - Studies in World Literature
 ENG382.02 - Literature and the Environment
 EXS495.01 - Professionalism in Exercise Sc
 FIN422.01 - Advanced Managerial Finance
 HST200.02 - Writing History
 HST205.01 - American History to 1877
 HST205.02 - American History to 1877
 HST206.02 - American History since 1877
 HST206.03 - American History since 1877
 HST370.01 - Hst of Medicine and Health
 LIB201.06 - Diversity in the United States
 LIB201.19 - Diversity in the United States
 SOC350.01 - Family/Developing World


Grand Valley State University Assessment Form

Rubric for assessment

3 = Proficient: the level we expect for graduating seniors

2 = Progressing: in between baseline and proficient

1 = Baseline: the level we can reasonably expect for adequately prepared entering students

Blank = did not submit

There are some uncommon instances in which you may assess a student at a higher or lower level. Students who distinguish themselves by performing markedly better than proficient can be given a 4 ("distinguished"), but this rating should be used rarely. Similarly, students who submit work that is below baseline can be given a 0, but this will also be rare. If the student does not complete the assignment(s), you should leave the rating blank.

Save
Finalize
Import

Goal	Effective Written Communication	Effective Written Communication	Effective Written Communication	Effective Written Communication
Sub Goal (expand)	Develop content that is appropriate to a specific disciplinary or	Organize written material to suit the purposes of the document and	Express ideas using language that meets the needs and annotations of users	Use conventions of grammar, punctuation, and formatting
Objective (expand)	Content	Organization	Clarity/Style	Mechanics

Students	GNumber				
Molly Barnes	G01472175				
Kallista Cory	G01999857				
Jaquawn Dorris	G01612217				
Jared Maddox	G01870228				
Lauren Ohlman	G01649643				
Madeline Peterson	G01857650				
Elizabeth Rakowski	G01870020				
Tyana Reynolds	G01784597				
Bradford Sevigny	G01682911				
Ishanay Shirley	G01580643				
Caleb Story	G01700367				
Emily Ulanski	G01524124				
Alexis Weston	G01535307				
Column		1	2	3	4

Save
Finalize
Import