



GV ASSESS

USER GUIDE

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GVAssess User Guide

This document describes the use of the GVAssess online system. The system allows for multiple users to view and collaborate as programs prepare for their assessment reports and self studies for the University Assessment Committee (UAC).

Logging In

Authentication is done through the GVSU Central Login Service. Upon accessing the Student Outcomes link (<http://intranet.gvsu.edu/studentoutcomes>), the system redirects the user to the following login screen for authentication:

GVSU Central Login Service

Sign in to your account

User Name

Password

Sign In

General Information

You are entering a secure login area in which designated applications at GVSU are allowed to use your login credentials entered on this site for authentication. This allows you to login once with your network ID and password and have access to designated applications without logging in multiple times. GVSU Information Technology will continue to review applications that meet the requirements for this type of authentication but cannot guarantee all applications have the ability to do so.

Designated Applications Using the Service

[Click here](#) to view a list of designated applications.

Trouble Logging In?

Contact the Information Technology Helpdesk at **616-331-2101** or visit <http://gvsu.edu/it/>

Reset / Change Your Student Network Password

Click [here](#) to go to myBanner to change your student network password.

1 Campus Drive
Allendale, MI 49401-9403
USA - (616) 331-5000

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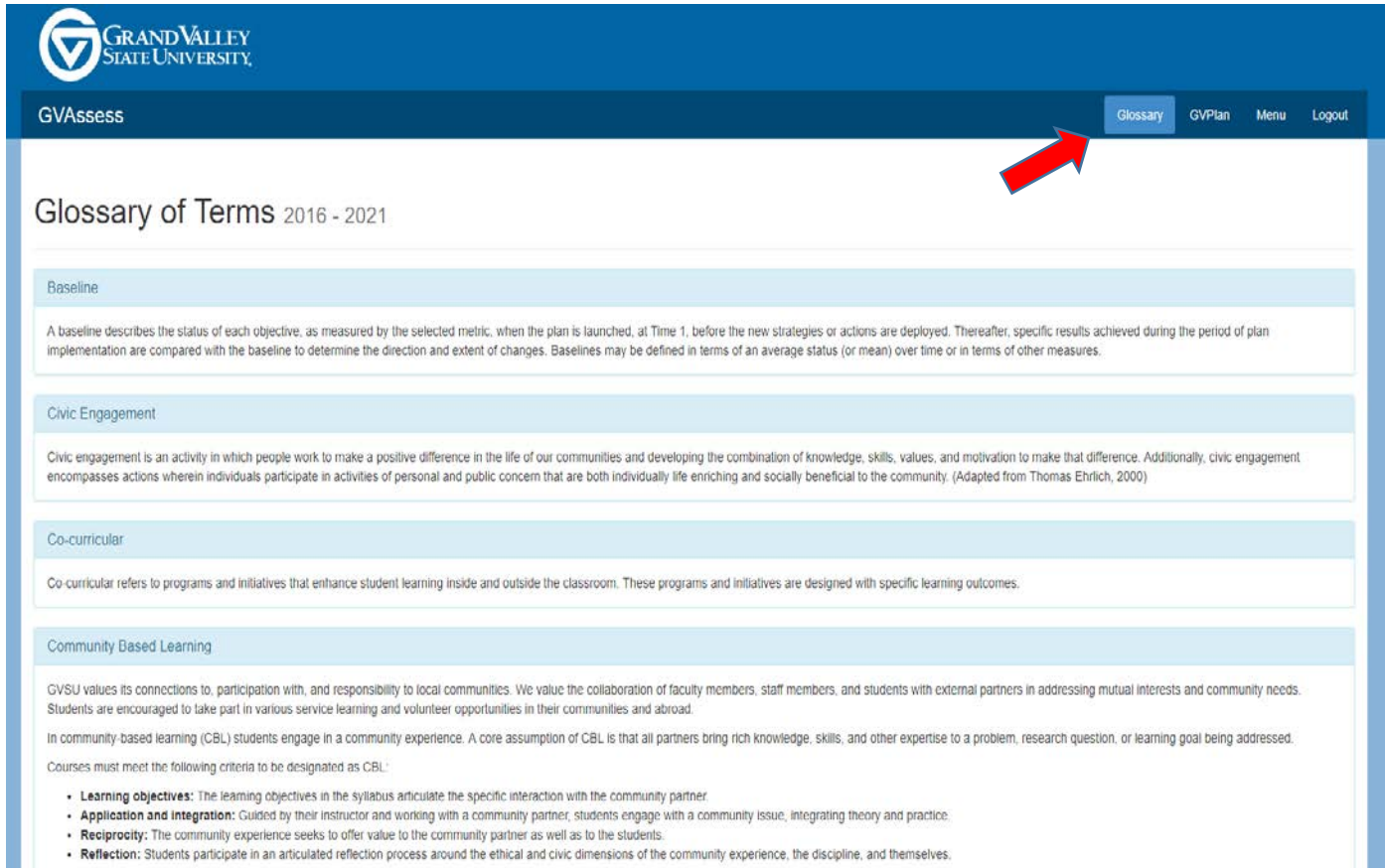
The user's credentials are then determined and the appropriate screens are displayed to them within the online GVAssess system. There are four access levels that can be associated with a user account.

1. **Admin:** An Admin account has access to any aspect of the site. This document will not be used to describe the options available to that user group.

2. Group Admin: Group Admins have control of the assessment documents for the entity with which they are associated. They have the ability to “Finalize” measures when the work has been concluded.
3. Standard: A Standard user has the ability to edit any aspect of the assessment system for the entity with which they are associated. (e.g. A user associated with Chemistry can only access and edit those assessment documents)
4. View: This access level allows a user to view any of the assessment materials for the entity with which they are associated.

Glossary

A glossary of terms that is accessible through the Glossary menu item in the upper right corner of the screen. Common terms used in the system are defined on this screen.



GVAssess [Glossary](#) [GVPlan](#) [Menu](#) [Logout](#)

Glossary of Terms 2016 - 2021

Baseline

A baseline describes the status of each objective, as measured by the selected metric, when the plan is launched, at Time 1, before the new strategies or actions are deployed. Thereafter, specific results achieved during the period of plan implementation are compared with the baseline to determine the direction and extent of changes. Baselines may be defined in terms of an average status (or mean) over time or in terms of other measures.

Civic Engagement

Civic engagement is an activity in which people work to make a positive difference in the life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. Additionally, civic engagement encompasses actions wherein individuals participate in activities of personal and public concern that are both individually life enriching and socially beneficial to the community. (Adapted from Thomas Ehrlich, 2000)

Co-curricular

Co-curricular refers to programs and initiatives that enhance student learning inside and outside the classroom. These programs and initiatives are designed with specific learning outcomes.

Community Based Learning

GVSU values its connections to, participation with, and responsibility to local communities. We value the collaboration of faculty members, staff members, and students with external partners in addressing mutual interests and community needs. Students are encouraged to take part in various service learning and volunteer opportunities in their communities and abroad.

In community-based learning (CBL) students engage in a community experience. A core assumption of CBL is that all partners bring rich knowledge, skills, and other expertise to a problem, research question, or learning goal being addressed.

Courses must meet the following criteria to be designated as CBL:

- **Learning objectives:** The learning objectives in the syllabus articulate the specific interaction with the community partner.
- **Application and integration:** Guided by their instructor and working with a community partner, students engage with a community issue, integrating theory and practice.
- **Reciprocity:** The community experience seeks to offer value to the community partner as well as to the students.
- **Reflection:** Students participate in an articulated reflection process around the ethical and civic dimensions of the community experience, the discipline, and themselves.

Main Menu

The main menu is used to access the various components of the GVAssess site for each entity. The “Menu” button will allow you return to this home page as shown below.

*Note: Users will have the ability to toggle between the GVPlan and GVAssess sites.

The screenshot displays the GVAssess Main Menu interface. At the top, the Grand Valley State University logo is on the left, and navigation links for Glossary, GVPlan, Menu, and Logout are on the right. The main content area is titled "GVAssess" and features a "Student Outcomes Assessment - Public Health" header with a "Change" button and a "View Outcomes" search button. Below this, there are three main sections: "Sub-Entities" (listing Student Outcomes and Objectives), "Measures", and "Account Info" (showing Name, User, Access, and Default). The "Review Menu" section contains "WEAVE Reports", "UAC Correspondence", "Other Documents", "Reviewer Feedback", and "UAC Feedback". The "Admin Menu" section includes "Reports" (with Finalized Outcomes and Keyword Search) and "Configuration" (with Users).

Grand Valley State University

GVAssess

Glossary GVPlan Menu Logout

Student Outcomes Assessment - Public Health Change View Outcomes

Sub-Entities

- Student Outcomes
- Objectives

Measures

Account Info

Name

User

Access group-admin

Default Public Health

Review Menu

WEAVE Reports

UAC Correspondence

Other Documents

Reviewer Feedback

UAC Feedback

Admin Menu

Reports

- Finalized Outcomes
- Keyword Search

Configuration

- Users

Sub-Entities

1. Click on the “Sub-Entities” button on the main menu.
2. All sub-entities for your unit should be pre-loaded. However, if you do not see a program listed you have the ability to “Add Sub-Entity” yourself.

The screenshot shows the 'Public Health - Sub-Entities' page in the GVAssess system. The header includes the Grand Valley State University logo and the 'GVAssess' title. Navigation links for 'Glossary', 'GVPlan', 'Menu', and 'Logout' are in the top right. The main content area lists three sub-entities: 'Sub-Entity - 1. Public Health, MPH', 'Sub-Entity - 1a. Epidemiology Emphasis', and 'Sub-Entity - 1b. Health Promotion Emphasis'. Each entry has an 'Edit' button. A green 'Add Sub-Entity' button is in the top right corner, with a red arrow pointing to it. The footer contains the copyright notice '© 2017 GVSU - GVAssess'.

Student Outcomes

1. Click on the “Student Outcomes” button on the main menu page.
2. Click on the “Add Student Outcome” button to add a new outcome.

The screenshot shows the 'Public Health - Student Outcomes' page in the GVAssess system. The header is identical to the previous screenshot. The main content area shows 'Student Outcome A' with a detailed description of collaboration for undergraduates. To the right of the description is a section titled 'Curriculum Mapping Competency Levels' with fields for 'Introduced:', 'Reinforced:', and 'Proficient:'. 'Edit' and 'Finalize' buttons are at the bottom right of the outcome card. A green 'Add Student Outcome' button is in the top right corner, with a red arrow pointing to it. The footer contains the copyright notice '© 2017 GVSU - GVAssess'.

Institutional Outcome

1. You have the ability to select an institutional outcome or create a student outcome specific to your program.

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GVAssess Glossary GVPlan Menu Logout

Public Health - Student Outcomes ?

Either select an existing Institutional Outcome OR input a new Student Outcome.

Select an Institutional Outcome

Undergraduate Student Learning Outcomes and Rubrics can be found on the General Education Program website. Visit <http://www.gvsu.edu/gened/> for more information.

Institutional Outcome B - Critical Thinking (undergraduate) >

Select

Institutional Outcome C - Ethical Reasoning (undergraduate) >

Select

Institutional Outcome D - Information Literacy (undergraduate) >

Select

Institutional Outcome E - Integration (undergraduate) >

Select

Institutional Outcome F - Oral Communication (undergraduate) >

Select

Institutional Outcome G - Problem Solving (undergraduate) >

Select

Input a New Student Outcome

Student Outcome

Description

Student Outcome Letter

B

Save

Edit Outcomes

1. You will now have the ability to edit the outcome, which includes adding courses for curriculum mapping.

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GVAssess Glossary GVPlan Menu Logout

Edit - Outcome

Outcome:
Critical Thinking (undergraduate)

Description:
Use systematic reasoning to examine and evaluate information and ideas and then synthesize conclusions to propose new perspectives and solutions.
Students will:
• Assess relevant information, perspectives and assumptions.
• Construct logical conclusions based on reason and evidence.
• Formulate novel approaches or create innovative interpretations.
• Evaluate the proposed ideas or approaches.

Outcome Letter:
B

Curriculum Mapping Competency Levels

Introduced: Add Course

Reinforced: Add Course

Proficient: Add Course

Back Lock Save Delete

Add and Delete courses.

2. Once you click the “Add Course” button all the core courses within your program will appear. Select the courses from the list that you plan to employ in achieving your desired outcome. Press “Save” when you are done.

*In order to remove a course that you have added to the curriculum mapping, you must first save and then go back to the “Edit-Outcome” page, remove the course by clicking the red ‘x’, and then save the changes. .

ND VALLEY UNIVERSITY

Filter Type here...

PH-500	PH-505	PH-510	PH-520	PH-525	PH-530
PH-540	PH-580	PH-600	PH-602	PH-603	PH-604
PH-605	PH-606	PH-608	PH-610	PH-612	PH-613
PH-620	PH-621	PH-622	PH-623	PH-625	PH-626
PH-627	PH-628	PH-629	PH-630	PH-631	PH-632
PH-633	PH-634	PH-645	PH-680	PH-688	PH-689
PH-693	PH-695	PH-696	PH-699		

Close

Glossary GVP

undergraduate)

asoning to examine and evaluate

information, perspectives and as

conclusions based on reason an

approaches or create innovative

posed ideas or approaches.

Mapping Competency Levels


COURSE


Save and Finalize

- Once you hit “Save” you will return to the Student Outcomes page for your program, which will include all the outcomes you have selected or created. Be sure to click the “Finalize” button when you complete the process for each outcome. Outcomes must be finalized before any objectives can be associated with that outcome. After an outcome has been finalized, no further changes may be made, including changes to the curriculum mapping. An outcome may be un-finalized by contacting the GVAssess Admin (Chris Plouff, plouffc@gvsu.edu).

Public Health - Student Outcomes ⓘ

[Add Student Outcome](#)

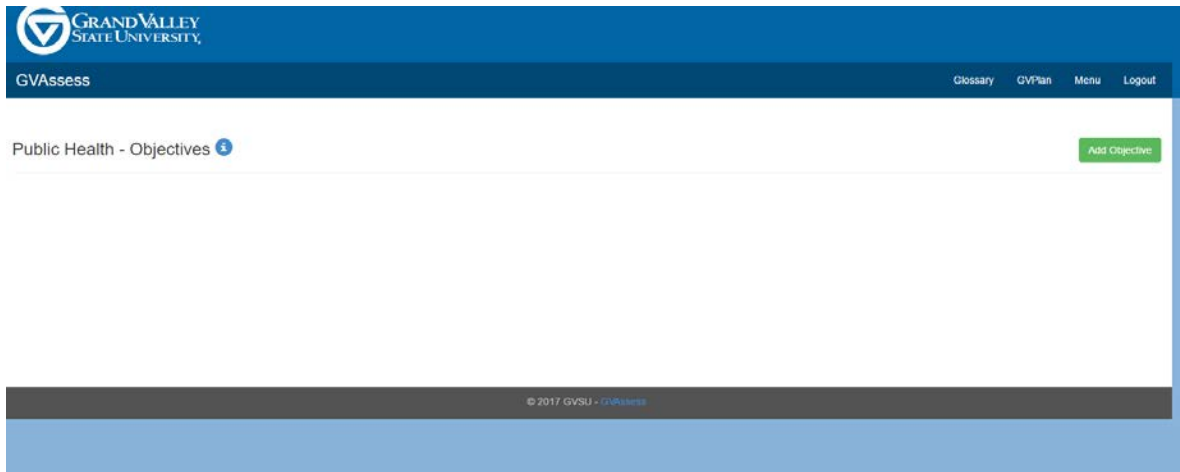
Student Outcome A		Edit	Finalize
<p>Collaboration (undergraduate): Work together and share the workload equitably to progress toward shared objectives learned through structured activities that occur over a significant period of time.</p> <p>Students will:</p> <ul style="list-style-type: none">• Use knowledge of group dynamics to select appropriate roles.• Use knowledge of group management to create effective plans.• Successfully follow the group's plan.• Assess their contribution and the contribution of others.	<p>Curriculum Mapping Competency Levels</p> <p>Introduced:</p> <p>Reinforced:</p> <p>Proficient:</p>		

Student Outcome B		Edit	Finalize
<p>Critical Thinking (undergraduate): Use systematic reasoning to examine and evaluate information and ideas and then synthesize conclusions to propose new perspectives and solutions.</p> <p>Students will:</p> <ul style="list-style-type: none">• Assess relevant information, perspectives and assumptions.• Construct logical conclusions based on reason and evidence.• Formulate novel approaches or create innovative interpretations.• Evaluate the proposed ideas or approaches.	<p>Curriculum Mapping Competency Levels</p> <p>Introduced:</p> <p>PH-500</p> <p>Reinforced:</p> <p>Proficient:</p>		

Objectives

Add an objective

1. Click on the “Objectives” button on the main menu page.
2. Click on the “Add Objective” button to add a new outcome.




3. Fill out the fields as you are adding a new Objective. Note that the Associated Outcome list is limited to finalized Outcomes.

A screenshot of the "Add Objective" modal form. The form has a title bar with "Add Objective" and a close button (X). It contains three main sections: "Objective:" with a large text input field; "Objective Number:" with a text input field containing the number "1"; and "Associated Outcome:" with a dropdown menu showing "Outcome B: Critical Thinking (undergraduate)". At the bottom right of the form are two buttons: "Close" and "Add".

- Once you hit “Save” on adding a new objective you will return to the Objectives page for your program, which will include all the objectives you have created. Be sure to click the “Finalize” button when you complete the process for each objective. Objectives must be finalized before any measures can be associated with that objective. An objective may be un-finalized by contacting the GVAssess Admin (Chris Plouff, plouffc@gvsu.edu).

GVAssess

[Glossary](#) [GVPlan](#) [Menu](#) [Logout](#)

Public Health - Objectives 

Add Objective

Objective 1	<div>EditFinalize</div>
Test	

Measures

Add and edit measures

1. Click on the “Measures” button on the main menu page.
2. **Important:** Select the correct Sub-Entity for the Measure before clicking Add Measure. Data reporting will be displayed incorrectly if the measure is not correctly associated at this step. There is no way to move the measure to a different sub-entity once the measure is created.
3. Click on the “Add Measure” button to add a new measure.

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GVAAssess

Glossary GVPlan Menu Logout


Public Health - Measures ⓘ

1. Public Health, MPH 1a. Epidemiology Emphasis 1b. Health Promotion Emphasis

Outcome B. Critical Thinking (undergraduate) ⓘ	
Objective 1 Test	Add Measure

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4. You will then be prompted to edit your selected measure and complete all of the fields shown below. When you are done click the “Save” button.



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Edit - Measure

1. Public Health, MPH

Outcome B: Critical Thinking (undergraduate): Use systematic reasoning to examine and evaluate information and ideas and then synthesize conclusions to propose new perspectives and solutions. Students will: • Assess relevant information, perspectives and assumptions. • Construct logical conclusions based on reason and evidence. • Formulate novel approaches or create innovative interpretations. • Evaluate the proposed ideas or approaches.

Objective 1: Test

Align With Strategic Planning Objective

Measure Number:
1.B. 1

Assessment Location: ⓘ
Add Location

Assessment Type:
-

Metric/Instrument: ⓘ

Assessment Instrument Upload (PDF Only): ⓘ
Choose File No file chosen

Rubric Upload (PDF Only):
Choose File No file chosen

Target: ⓘ

Threshold: ⓘ

Threshold/Target Definition: ⓘ

Baseline:

Timeframe Start:
-

Timeframe End:
-

Initial Action: ⓘ

Responsible Party:

Resources Needed:

Initial Status:
-

Modified Date:

Modified By:

BackLockSaveDelete

Saving a measure

1. Once you hit “Save” after adding a new objective you will return to the Measures page for your program, which will include all the measures you have selected.
2. After a measure is saved, you must Edit the measure and then click Finalize once you want the measure to be public (allowing others to be able to view it).

The screenshot shows the GVAssess web application interface. At the top is a blue header with the Grand Valley State University logo and the text "GRAND VALLEY STATE UNIVERSITY". Below the header is a dark blue navigation bar with the text "GVAssess" on the left and "Glossary", "GVPlan", "Menu", and "Logout" on the right. The main content area is titled "Public Health - Measures" with an information icon. Below the title are three tabs: "1. Public Health, MPH" (selected), "1a. Epidemiology Emphasis", and "1b. Health Promotion Emphasis". Under the "1. Public Health, MPH" tab, there is a section titled "Outcome B. Critical Thinking (undergraduate)" with an information icon. Below this section is a table with one row. The first column of the table is "Objective 1 Test". The second column contains the text "1.B.1" with a small blue upward arrow icon, followed by an "Edit" button and an "Add Measure" button. At the bottom of the page is a dark grey footer with the text "© 2017 GVSU - GVAssess".

Adding a Revision to a Measure

1. Adding a Revision to a measure is used after the measure is finalized. This allows the measure to be modified without losing the history of the original intent of the finalized measure.
2. Click on “Measure” on the main menu.
3. Click “Edit” on the appropriate objective.
4. Scroll to the bottom of the page and select “Revision”. A numbered revision is then visible in the upper right corner of the measure screen. The landing screen will default to the most recent revision to the measure. You can toggle through the previous versions of the measure by clicking on the revision number.

Threshold: ⓘ

Threshold/Target Definition: ⓘ

Baseline:

Timeframe Start: Timeframe End:

Initial Action: ⓘ

Responsible Party: Resources Needed:

Initial Status: Modified Date: Modified By:

Back Add Revision Finalized Archive

Edit - Reporting Add Reporting

Reporting has not been entered yet.

- In order to view your revisions scroll to the top of the page where you will find all versions of your measure in numeric order.

GRAND VALLEY STATE UNIVERSITY

GVAAssess Glossary GVPlan Menu Logout

Edit - Measure Revisions 1 2 3

1. Public Health, MPH

Outcome A: Collaboration (undergraduate): Work together and share the workload equitably to progress toward shared objectives learned through structured activities that occur over a significant period of time. Students will: • Use knowledge of group dynamics to select appropriate roles. • Use knowledge of group management to create effective plans. • Successfully follow the group's plan. • Assess their contribution and the contribution of others.

Objective 1: Increase the number of community partner assignments

Adding Data Reporting to a Measure

1. Once assessment work begins related to a measure, click on “Add Reporting” at the bottom of the Measure screen in order to add data reporting for the measure.
2. **Important:** You must complete all fields in the Reporting form for a measure before you are able to Finalize it.
3. You must Finalize the Reporting for a measure in order for it to be viewable by others.

Threshold: ⓘ

Threshold/Target Definition: ⓘ

Baseline:

Timeframe Start: Timeframe End:

Initial Action: ⓘ

Responsible Party: Resources Needed:

Initial Status: Modified Date: Modified By:

Back Add Revision Finalized Archive

Edit - Reporting

Reporting has not been entered yet.

Add Reporting

Archiving a Measure

1. Archiving a measure should only occur after the unit has completed assessment work for the measure and plans no further work with the measure, including reviewing and using the data reporting related to the measure for analysis of achievement of the associated student outcome.
2. Click on “Archive” to archive the measure and data reporting for the measure. You will not be able to access the measure for adding revisions to the measure or for adding reporting after it is archived. You will be able to run reports showing the archived measure or data reporting, but they are no longer editable and will not show up in the Measures menu.

Threshold: ⓘ

Threshold/Target Definition: ⓘ

Baseline:

Timeframe Start: Timeframe End:

Initial Action: ⓘ

Responsible Party: Resources Needed:

Initial Status: Modified Date: Oct 6, 2017 3:21 PM Modified By: nichoaly

Back Add Revision Finalized Archive

Edit - Reporting Add Reporting

Reporting has not been entered yet.

View Outcomes

1. Click on the “View Outcomes” button on the menu page.
2. The page displayed allows users to see the measure and objective information associated with each specific student outcome.

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GVAssess Glossary GVPlan Menu Logout

Student Outcomes Assessment - Mathematics Change

View Outcomes

Sub-Entities

Student Outcomes

Objectives

Measures

Account Info

Name Hasenbank, Jon

User hasenbaj

Access group-admin

Default Mathematics

Review Menu

WEAVE Reports

UAC Correspondence

Other Documents


Reviewer Feedback

UAC Feedback

WEAVE Reports

View and download historic WEAVE reports

1. Click on the “WEAVE Reports” button on the main menu page.
2. Download desired reports by clicking the “Download” button.

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GVAssess

GlossaryGVPlanMenuLogout

WEAVE Reports

Upload a New Document

Title

Year

-

File
(PDF Only)

Choose File

No file chosen

Upload


Historical Documents

Year	Title	Download	Delete
2016	PUBLIC HEALTH, MPH WEAVE REPORT 2015-2016	<div>Download</div>	<div>Delete</div>
2015	PUBLIC HEALTH, MPH WEAVE REPORT 2014-2015	<div>Download</div>	<div>Delete</div>

UAC Correspondence

View and download historic UAC correspondence

1. Click on the “UAC Correspondence” button on the main menu page.
2. Download desired reports by clicking the “Download” button.

**GRAND VALLEY
STATE UNIVERSITY**

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GlossaryGVPlanMenuLogout

UAC Correspondence

Historical Documents

Year	Title	Download	Delete
2016	TEST	<div>Download</div>	<div>Delete</div>

Reviewer (Unit) Feedback

Adding and editing feedback

1. Click on the “Reviewer Feedback” button on the main menu page.
2. This feature allows for Deans, Associate Deans, Chairs, and Unit Heads to provide comments internally concerning the Assessment Outcomes for a particular program/unit.

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Glossary GVPlan Menu Logout

Public Health - Unit Feedback

Feedback - Finalized on Sep 28, 2017 10:23 AM by nichoaly [Show/Hide](#)

Comments on Assessment of Outcomes

Test

Requested Actions on Assessment of Outcomes

Test

UAC Feedback

View feedback following a UAC student outcome assessment review

1. Click on the “UAC Feedback” button on the main menu page.
2. Here, you will be able to see all the comments concerning your student outcome reporting following a UAC assessment review.

Public Health - UAC Feedback

UAC Feedback - Finalized on Sep 28, 2017 10:24 AM

[Show/Hide](#)

Closing the loop on previous assessment

Previous items/cycles discussed and closed if appropriate

Addressed

Comments

test

Student Learning / Centered Outcomes

Student outcomes are clear and specific

Addressed

Student outcomes describe desired knowledge, skills, and dispositions of students

Addressed