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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](image)

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.

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**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.

<table>
<thead>
<tr>
<th>Glossary of Terms 2016 - 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Baseline</strong></td>
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<tr>
<td><strong>Civic Engagement</strong></td>
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<tr>
<td><strong>Co-curricular</strong></td>
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<tr>
<td><strong>Community Based Learning</strong></td>
</tr>
<tr>
<td>- <strong>Learning objectives</strong>: The learning objectives are the syllabus articulate the specific interaction with the community partner</td>
</tr>
<tr>
<td>- <strong>Appropriation and integration</strong>: Student by their instructor and working with a community partner, students engage with a community issue, integrating theory and practice</td>
</tr>
<tr>
<td>- <strong>Reciprocity</strong>: The community experience seeks to offer value to the community partner as well as to the students</td>
</tr>
<tr>
<td>- <strong>Reflection</strong>: Students participate in an articulated reflection process around the ethical and civic dimensions of the community experience, the discipline, and themselves.</td>
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</tbody>
</table>
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.
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.

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.
Institutional Outcome

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

Edit Outcomes

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

3. 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).
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.
4. 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).
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.
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.
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).

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.
5. 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.
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.

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.
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.
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.

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.
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.

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

<table>
<thead>
<tr>
<th>Closing the loop on previous assessment</th>
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<tbody>
<tr>
<td><strong>Previous items/cycles discussed and closed if appropriate</strong></td>
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<tr>
<td>Addressed</td>
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</table>

<table>
<thead>
<tr>
<th>Comments</th>
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<tbody>
<tr>
<td>text</td>
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<table>
<thead>
<tr>
<th>Student Learning / Centered Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student outcomes are clear and specific</strong></td>
</tr>
<tr>
<td>Addressed</td>
</tr>
</tbody>
</table>

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