

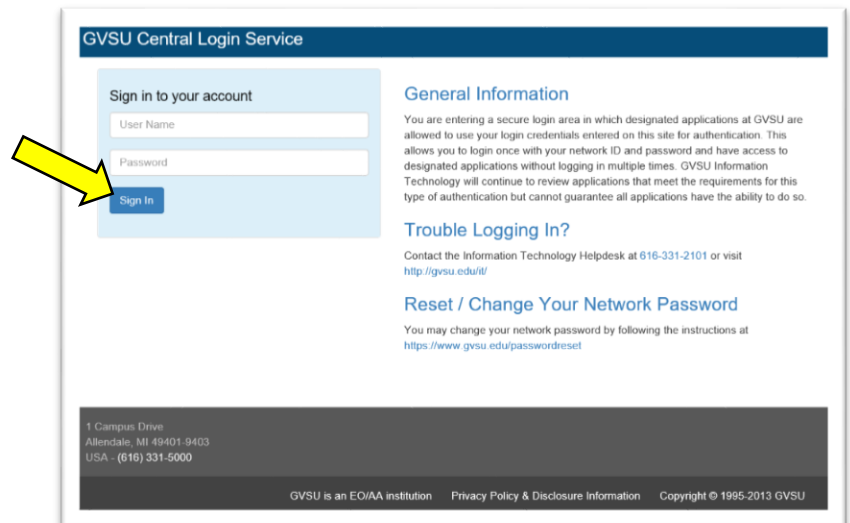
Guide: Completing a UAC Review

This guide serves as resource for UAC members during reviews of assessment reporting, strategic plan updates, and/or Self Study reports in GVAdvance. The contents include logging in, finding the correct program, creating a new UAC feedback entry, accessing relevant reporting, and finalizing the feedback so it is available to the unit.

Login to GVAdvance

Login to GVAdvance utilizing your GVSU credentials & password.

<http://intranet.gvsu.edu/gvadvance/>



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.

Trouble Logging In?

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

Reset / Change Your Network Password

You may change your network password by following the instructions at <https://www.gvsu.edu/passwordreset>

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

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GVAdvance Main Menu

By default, GVAdvance shows your home unit. You can always use the blue **“Menu”** button to return to this screen.

If you change units, the green **“Revert”** button always returns to your home unit.

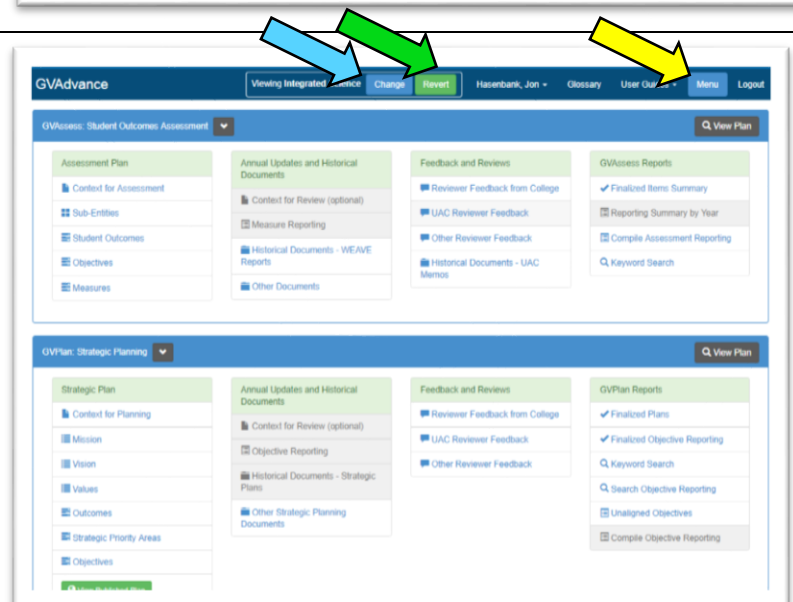
Find the Correct Unit

Use the **“Change”** button to navigate to the unit you will be reviewing. There are three choices: Select, Search, and Recent:

Use the **“Select”** tab to manually locate the correct unit.

Use the **“Search”** tab to search for key words from the entity or sub-entity. The results include entities and [sub-entities].

The **“Recent”** tab maintains a list of units you have visited since your last login.



GVAdvance Viewing Integrated Science Change Revert Hasenbank, Jon Glossary User Guides Menu Logout

GVAssess: Student Outcomes Assessment View Plan

Assessment Plan

- Context for Assessment
- Sub-Entities
- Student Outcomes
- Objectives
- Measures

Annual Updates and Historical Documents

- Context for Review (optional)
- Measure Reporting
- Historical Documents - WEAVE Reports
- Other Documents

Feedback and Reviews

- Reviewer Feedback from College
- UAC Reviewer Feedback
- Other Reviewer Feedback
- Historical Documents - UAC Memos

GVAssess Reports

- Finalized Items Summary
- Reporting Summary by Year
- Complete Assessment Reporting
- Keyword Search

GVPlan: Strategic Planning View Plan

Strategic Plan

- Context for Planning
- Mission
- Vision
- Values
- Outcomes
- Strategic Priority Areas
- Objectives

Annual Updates and Historical Documents

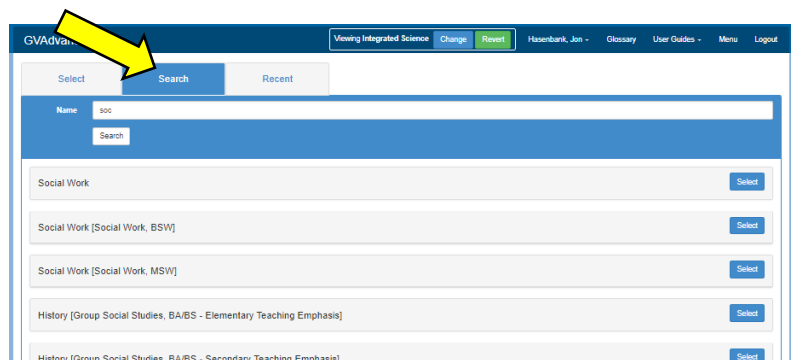
- Context for Review (optional)
- Objective Reporting
- Historical Documents - Strategic Plans
- Other Strategic Planning Documents

Feedback and Reviews

- Reviewer Feedback from College
- UAC Reviewer Feedback
- Other Reviewer Feedback

GVPlan Reports

- Finalized Plans
- Finalized Objective Reporting
- Keyword Search
- Search Objective Reporting
- Unassigned Objectives
- Complete Objective Reporting



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Select Search Recent

Name SOC Search

Social Work Select

Social Work [Social Work, BSW] Select

Social Work [Social Work, MSW] Select

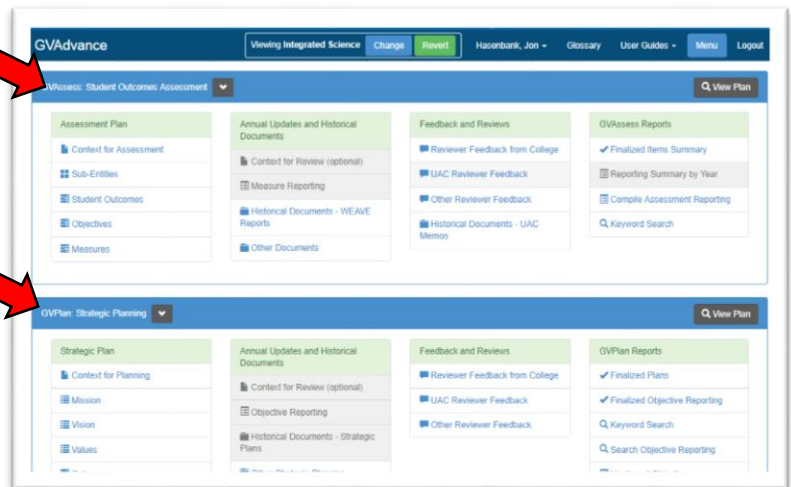
History [Group Social Studies, BA/BS - Elementary Teaching Emphasis] Select

History [Group Social Studies, BA/BS - Secondary Teaching Emphasis] Select

GVAAssess and GVPlan? or GVReview?

Quarterly UAC reviews focus on GVAAssess (for student outcomes assessment) and GVPlan (for strategic planning), the top two sections of the GVAdvance interface.

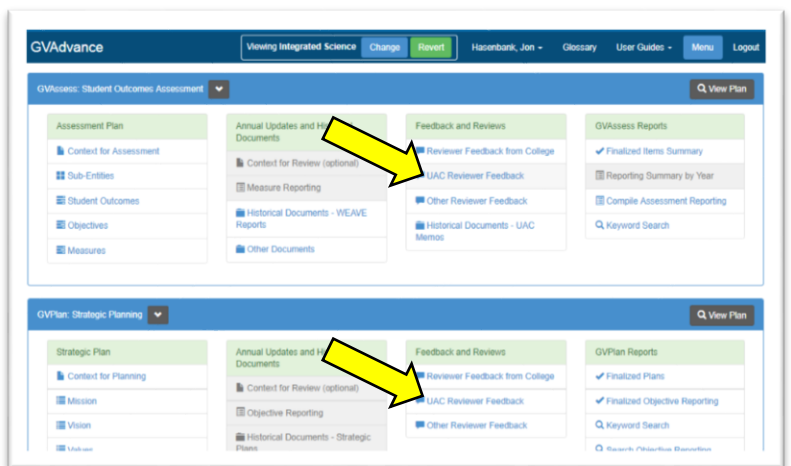
Sixth-year Self Study reviews are completed in GVReview, located lower on the page.



Create a New Feedback Entry

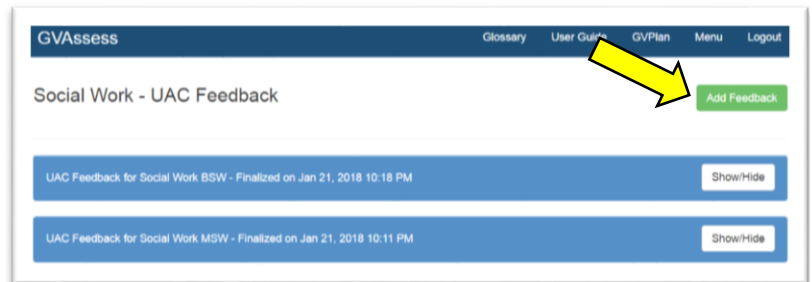
Select **“UAC Reviewer Feedback”** in the relevant section (GVAAssess, GVPlan, or GVReview).

You will see a list of feedback left from previous review cycles, if any. You can click **“Show/Hide”** to view the previous feedback.



Click **“Add Feedback”** to prepare a new feedback entry for unit.

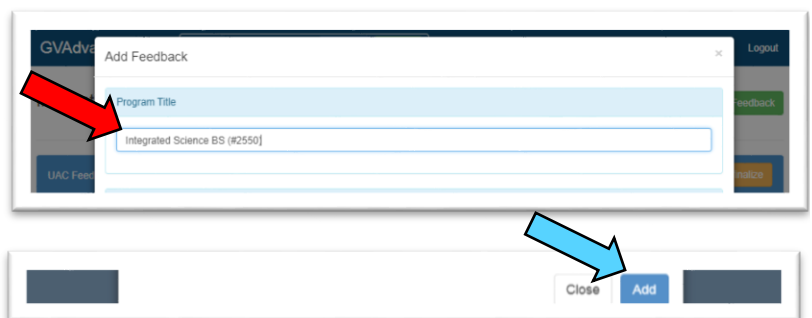
Type the **Program Title*** (see next page for a note), then *scroll down* and click **“Add”**. The feedback is now saved and ready to be used; it will appear in the list of UAC feedback.



(Click **“Close”** if you do NOT wish to save the new feedback entry.)

***Program Title:** Only GVAAssess feedback requires a program title. GVAAssess entities often house more than one program. It is important to title the review entry with name the program you are reviewing. Include the program's “Unique ID” from the UAC review cycle for clarity.

Note: It is possible to have multiple feedback forms open simultaneously. Take care that you are leaving feedback in the correct form.



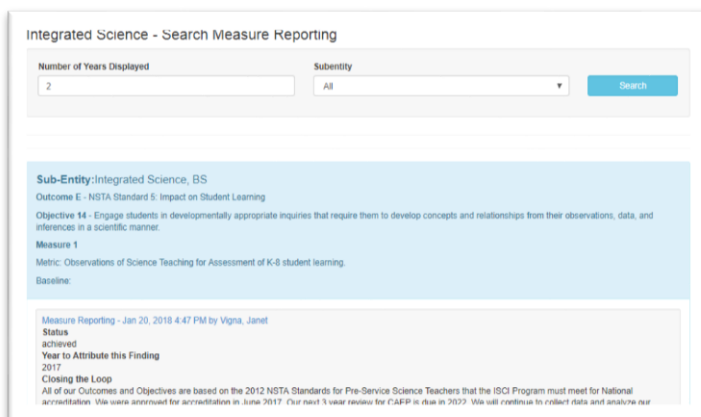
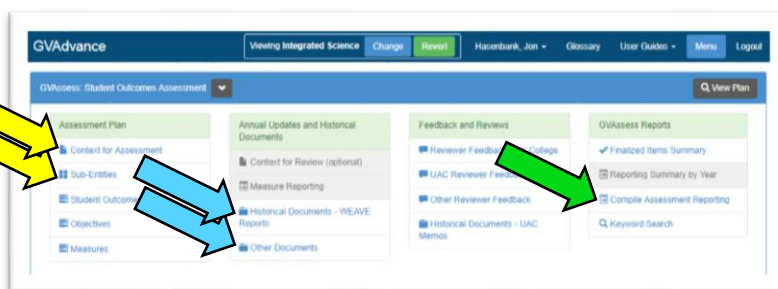
Quarterly Review: GVAssess...

Your main source of information for assessment reporting is the **"Compile Assessment Reporting"** link. But before you dive into the reporting, it's a good idea to get an overview of a program's assessment plan.

For that, read the **"Context for Assessment"** (if present) and open the **"Sub-Entities"** menu for a concise look at the outcomes associated with the program.

It's also a good idea to check for historical information and external assessment reports in the **"Historical"** and **"Other"** Documents menus in the GVAssess section.

See "What to look for in a review" at the end of this document for additional details.



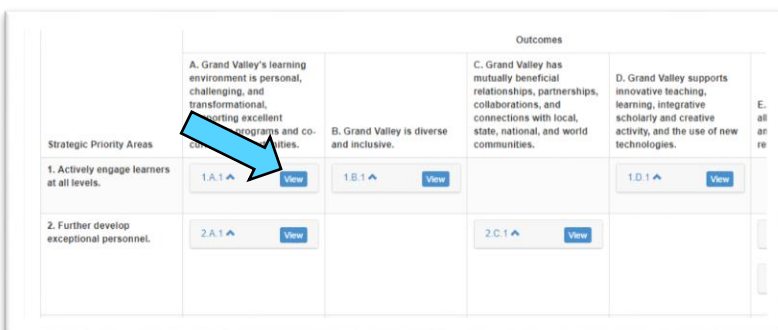
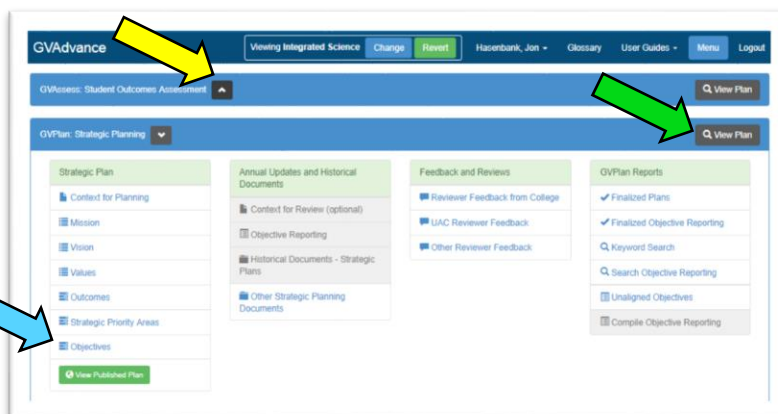
...and GVPlan

You can temporarily **collapse the GVAssess section** if you need additional screen real estate when working in GVPlan.

Many details about the strategic plan can be accessed via the GVPlan **"View Plan"** button, including the mission, vision, and values, the key objectives, and a summary of annual reporting.

The GVPlan rubric typically requires more information about the significance of the findings and strategic actions planned. Open the **"Objectives"** menu, click **"View"** to open each finalized objective, and *scroll down* to view the reporting entries.

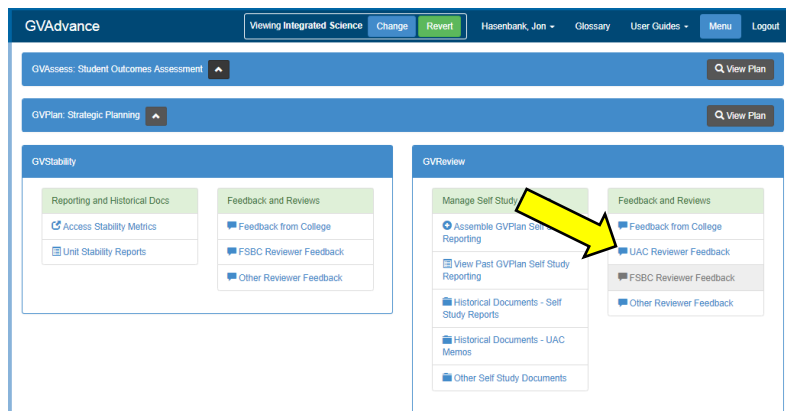
See "What to look for in a review" at the end of this document for additional details.



Self Study Reviews: GVReview

Self Study reports are stored in the GVReview section of the site. You can view a unit's Self Study by clicking **"View Past GVPlan Self Study Reporting"**.

Follow the steps outlined earlier to create a new **"UAC Reviewer Feedback"** entry in GVReview. In this case, your review will be based on the unit's Self Study Reporting.



Finalizing your Review

As you fill out the review rubric fields, it is a good idea to save your work periodically by scrolling to the bottom of the page and clicking **"Save"**. Once you have completed your review (filled in all sections), select the appropriate command button:

"First Review Complete" saves any changes and flags the review as ready for a second reader.

"Second Review Complete" saves any changes and flags the review as ready to be finalized.

Normally, the review is **"Finalized"** by the UAC Chair. At that time, the feedback is added to the list of completed reviews and is immediately available to the unit.

