

GVAdvance Step-by-Step Guide



Updated November 2020

GVAssess: Student Outcomes Assessment

Sub-Entities

1. Click on the **“Sub-Entities”** button on the main menu.
2. All sub-entities for the unit should be pre-loaded. However, if there is no program listed, the user can **“Add Sub-Entity”**.

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.
3. In the **“Student Outcome”** page, the user may *select an institutional outcome* or *create a student outcome* specific to a program.

Edit Outcomes, Add/Delete Courses, and Finalize Outcome

Editing includes adding courses for curriculum mapping.

1. Click the **“Add Course”** button to see all the core courses within the program.
2. Select the courses from the list that the user plans to employ in achieving user desired outcome.
3. Press **“Save Changes”** when finished.
4. To remove a course that the user added to curriculum mapping, first save changes. Then remove the course by clicking the red **“x”** button of the course and save the changes.
5. Click the **“Finalize”** button to finalize each outcome.
6. After an outcome has been finalized, no further changes may be made, including changes to the curriculum mapping. *NOTE: Outcomes must be finalized before any objectives can be associated with that outcome.*

Objectives

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 associated with a new Objective. *Note: “Associated Outcome” list is limited to finalized “Outcomes”.*
4. Click the **“Add”** button. Once the **“Save”** button is selected, the user will return to the objectives page for the program. This includes all the objectives the user has created.
5. Click the **“Finalize”** button when finished. After an outcome has been finalized, no further changes may be made. *NOTE: Objectives must be finalized before any measures can be associated with that objective.*

Measures

1. Click on the **“Measure”** button on the main menu page.
2. Select the correct Sub-Entity for the Measure before clicking the **“Add Measure”** button. *NOTE: 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.*

Add, Edit and Save Measure

1. Select the correct Sub-entity. Then click on the **“Add Measure”** button to add a new measure.
2. The user can then edit the selected measure by completing all fields.
3. When finished, click the **“Save”** button.

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4. Clicking **“Save”** after adding a new objective causes the user to return to the Measures page.
5. To edit the measure, click the **“Edit”** button, then make changes.
6. Click **“Finalize”** to make the measure information public (*allowing others the ability to view certain "publicly viewable" aspects of the measure*).
7. Once the measure is finalized, the user returns to the Measures page.

Adding Data Reporting to 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. *NOTE: Please scroll to the bottom page under the “Edit-Reporting” section to see this button.*
2. This displays the **“Measure Reporting”** page.
3. Complete all the fields and click **“Save”** or **“Finalize”** when finished. *IMPORTANT: All fields in the Reporting form must be completed in order to Finalize a measure.*
4. Clicking **“Save”** button saves changes and allows the user to edit the report, as needed. To edit, click the “Edit Report” button in the Edit-Reporting section.
5. Once all fields are completed and checked, finalize the reporting so that measures are viewable by others.

Adding Revision to a Measure

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 finalized measure.

1. Click on the **“Measure”** button on the main menu page. *Reminder: Select the correct Sub-Entity for the Measure before clicking the “Edit” measure.*
2. Click the **“Edit”** button on the appropriate objective.
3. This directs the user to the view measure page. In this stage, the user can see the green **“Add Revision”** button located at the bottom of the page.
4. Click on the **“Add Revision”** button to edit the measure page. This allows the user to input new information.
5. After filling out all the information, the user can click the **“Save”** or **“Finalize”** button located at the bottom of the page.
6. The landing screen defaults to the most recent revision to the measure.
7. A numbered revision is then visible in the upper right corner of the measure screen.
8. To toggle through the previous versions of the measure, click on the revision number. *NOTE: In order to view revisions, scroll to the top of the page where all versions of measure are located in numeric order.*

Archiving a Measure

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.

1. Click on the **“Measure”** button on the main menu page. *Reminder: Select the correct Sub-Entity for the Measure before clicking the “Edit” measure.*
2. Click the **“Edit”** button on the appropriate objective.
3. This directs the user to the view measure page. The user can now see the **“Archive”** button located at the bottom of the page.
4. Click on **“Archive”** to archive the measure and data reporting for the measure.
5. After measures are archived, users are no longer able to access the measure for revisions or to add reporting.
6. Users can run reports showing the archived measure or data reporting, but they can no longer edit and the measure no longer shows up in the Measures menu.

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GVPlan: Strategic Planning

Editing the Context for Planning, Mission, Vision and Values sections

The Context for Planning, Mission, Vision, and Values sections function in a similar fashion and are described as one unit.

1. The instructions described in the **“Context for Planning”** section is applicable to each of the other sections.
2. Please note that **only Group Admins** have access to the **“Finalize”** button.
3. The edit screen includes a simple editor for adding formatting to the text.
4. The user can **“Lock”** the data for editing purposes and add dialog for notes.

Editing the Outcomes and Strategic Priority Areas

1. The **“Outcomes”** and **“Strategic Priority Areas”** function in a similar fashion and are described jointly.
2. The instructions described in context of the **“Outcomes”** section is applicable to **“Strategic Priority Areas”**.
3. The **“Outcomes”** display screen offers options to **“Add Outcome”**, **“Edit”** or **“Finalize”** Outcomes.
4. Note that the **“Finalize”** button is only available to users with the **“Group Admin”** access level.
5. Clicking the **“Add Outcomes”** button presents a user with a basic dialog box for creating a new record.
6. Editing an Outcome includes **“Edit, Lock, Save and Delete”** options.

Adding/Editing Objectives

1. Objectives are displayed in a grid layout with associated Outcomes listed across the top of the grid and Strategic Priority Areas listed in the left column.
2. Each Objective has an Edit button and after the last Objective listed in a grid section there is a button for adding a new Objective.
3. The Objective edit screen lists the Strategic Priority Area, Outcome and, if applicable, the Institutional Objective that an Objective is associated with at the top of the page.
4. After that information, there are editable fields that make up an objective.
5. There are buttons at the bottom of the screen that allow the user to **“Lock”** an Objective for editing, **“Save”** the changes, **“Delete”** an Objective and **“Finalize”** an Objective once it is complete.
6. Please note that the **“Finalize”** button is only available to users with the **“Group Admin”** access level.
7. After an objective has been **“Finalized”**, the fields become locked and an **“Add Reporting”** button becomes visible.
8. Clicking the **“Add Reporting”** button allows a user to submit the current state of progress towards obtaining the selected Objective.
9. Please note the user can save work while completing the reporting for each objective (**“Save”** button at the bottom of the Objective Reporting page) and come back to work on it later.
10. The Objective Reporting must be finalized to complete the reporting process (click **“Finalize”** button at the bottom of the Objective Reporting page).
11. Once **“Finalize”** is clicked, no further edits are allowed.
12. To make the plan visible on the Strategic Plan Index website, all items must be individually finalized and then the plan must be published.
13. To publish the plan, select **“Publish this Plan”** button. Note that only finalized items are visible when the plan is published.

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