As you begin to use the new GVAssess system for documenting your assessment of student outcomes, we thought it would be helpful to outline an approach that we believe will help streamline your entry of information into GVAssess:

1. **Set up your assessment plan first.** Set up your assessment plan details before entering your information into GVAssess. You may choose to utilize the template located on the UAC website (www.gvsu.edu/uac/templates). Updating your plan from the old WEAVE format before you begin will save you time when entering information into GVAssess. The UAC website has many resources (www.gvsu.edu/uac/resources) to support you with this process, including tools, templates, how-to guides, examples, and tutorials.

   Tip: As you transition your plan from WEAVE to GVAssess, it is a good idea to preserve the measures you have been actively assessing so that the data from those assessments can be entered into the site. If you are completely revamping your assessment plan for GVAssess, contact us for advice on efficiently documenting those recent assessment activities that do not fit neatly into your new plan.

2. **Watch the how-to videos.** We have prepared three how-to videos for transitioning your assessment plan and entering it into the GVAssess site. All are available on the UAC website (www.gvsu.edu/uac/resources).

3. **Consider your sub-entities.** GVAssess is pre-loaded with separate sub-entities for each major, emphasis, and certificate. There are circumstances where tweaking the sub-entities can save you time when reporting your assessment results.

   For example, one department with three sub-entities--a major and two optional emphases— decided to add a fourth sub-entity to help track the outcomes for students who do not choose an emphasis. A second department is planning to add an extra "super" sub-entity that spans three programs that share a set of core courses with common assessments. Because measures in GVAssess must be associated with a single sub-entity, the "super" sub-entity eliminates the need for duplicate measures; the unit will disaggregate by major in their data reporting instead.

4. **Enter your plan and add data reporting.** The how-to videos describe each step in this process. Remember that a full assessment plan consists of more outcomes, objectives, and measures than are actively being assessed at any one time. Focus on entering the outcomes, objectives, measures, and data reporting for the assessments you have been using in the last two years first.

As you are working on this, we are available to consult with. If you have questions, please contact one of us to assist you.

Remember that as we launch this new assessment system, we welcome your feedback. If you feel there are ways to improve the user interface of GVAssess, please send along your suggestions and we will work to implement your suggestions as best we can.

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