

# University Assessment Committee (UAC)

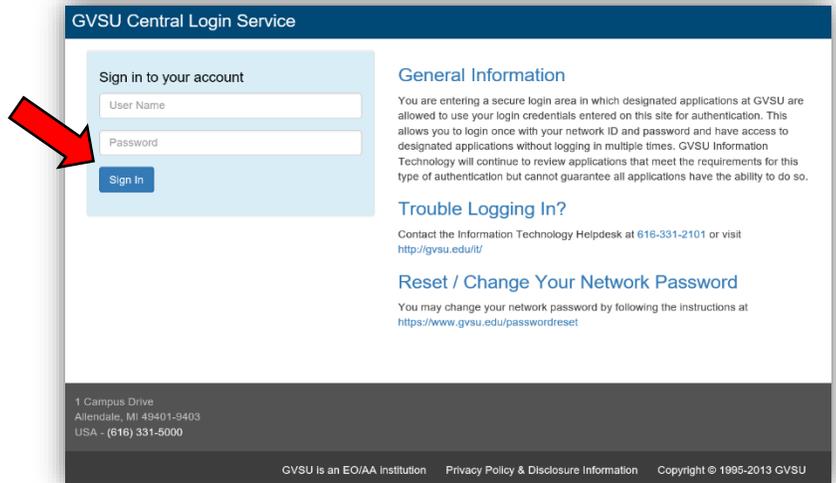
UAC REVIEWER GUIDE  
“SUBMITTING FEEDBACK”

## UAC Reviewer Guide – Submitting Feedback

This guide serves as resource for UAC members during unit reviews in GVAssess. The purpose of this document is to aid UAC reviewers in adding, modifying, and successfully submitting a reviewer feedback form in GVAssess

### Sign in to GVAssess

**Sign in to GVAssess** utilizing your GVSU credentials

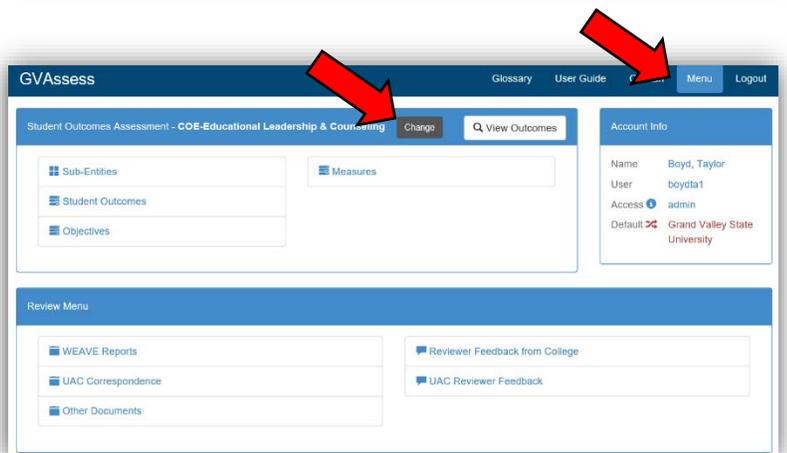


### GVAssess Main Menu

You begin in the Main Menu screen for your default unit.

You can always use the **Menu** button to return to this screen.

Select the **Change** button to navigate to the unit you will be reviewing.



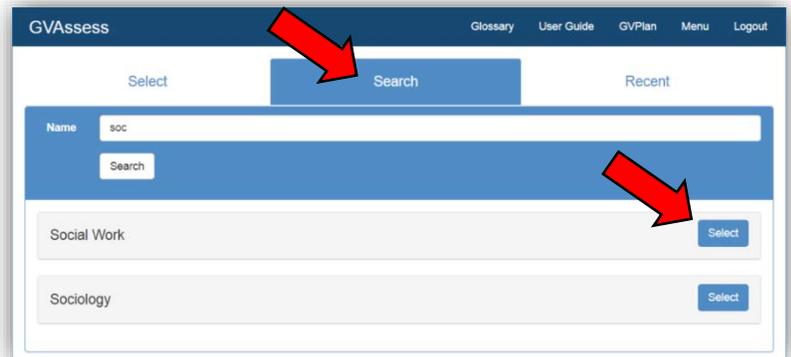
### Finding the Correct Unit

After you have selected the **Change** button on the Main Menu screen,

Use the **Search** tab to quickly locate the unit or entity that houses the program you need to review. **Select** the correct unit in the search results to return to the Main Menu.

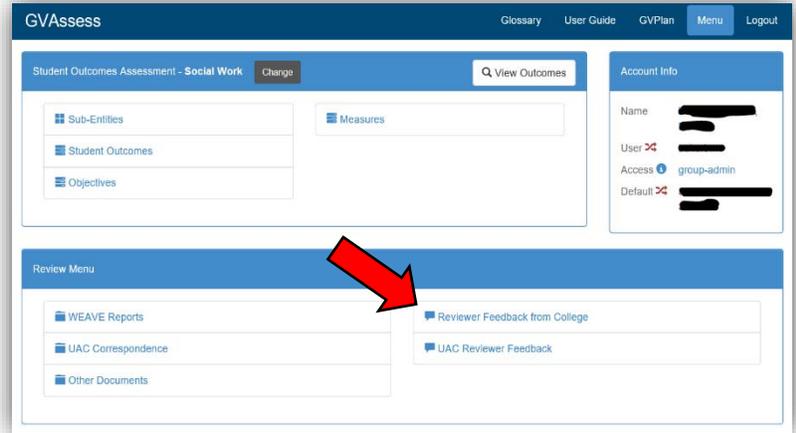
If the search results are not giving you the results you expected, you can use the **Select** tab to manually locate the correct unit.

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



## UAC Reviewer Feedback

Select **“UAC Reviewer Feedback”**



## Adding Feedback

You will see a list of feedback from previous review cycles, if any exists.

You can click **“Show/Hide”** to view the previous feedback.

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

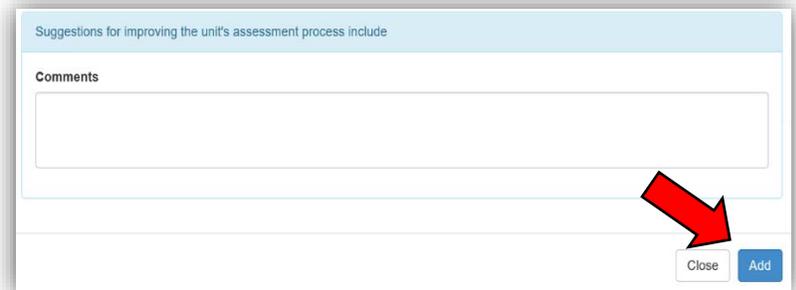


Enter the name of the program you are reviewing.

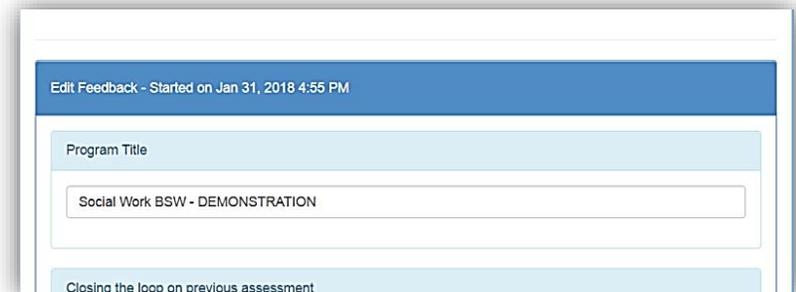


Scroll to the bottom and click **“Add”**. The feedback is now saved and added to the list of UAC feedback.

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



The feedback is now ready to be used. Enter your comments and use the rubric to complete your review.



## Submitting Reviewer Feedback

It is a good idea to save your work periodically by scrolling to the bottom of the page and clicking **“Save”**.

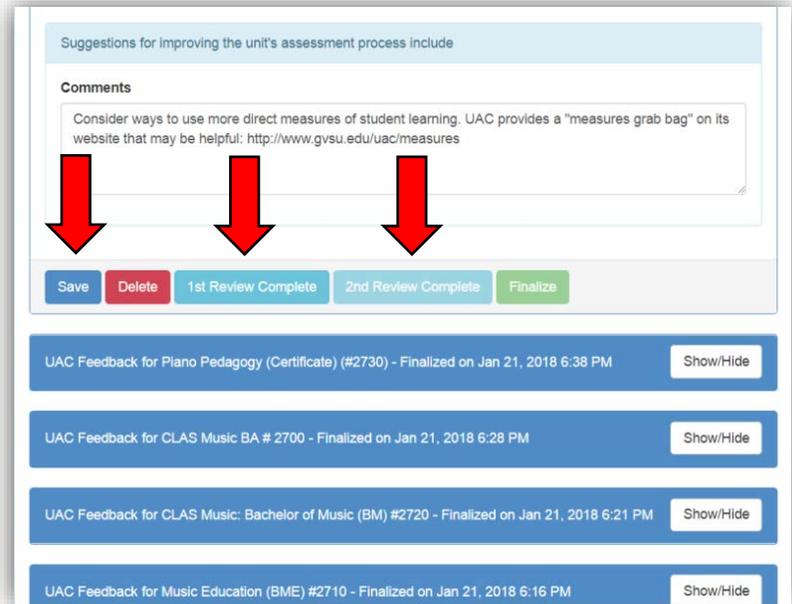
Once you have completed your review (filled in all sections), select the appropriate command button:

**“First Review Complete”** saves your entries and flags it as ready for a second reader.

**“Second Review Complete”** saves your entries and flags it as ready for the UAC chair to read and **“Finalize”**.

After the review is **“Finalized”**, the feedback is added to the list of completed reviews and is immediately available to the unit.

Click **“Add Feedback”** to review another program in the same unit, or click **“Menu”** and return to Step 2 to review a program in another unit.



Suggestions for improving the unit's assessment process include

Comments

Consider ways to use more direct measures of student learning. UAC provides a "measures grab bag" on its website that may be helpful: <http://www.gvsu.edu/uac/measures>

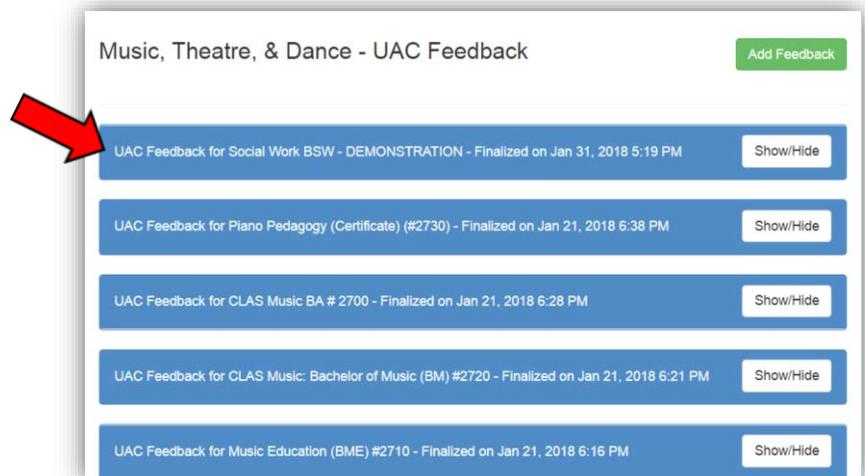
Save Delete 1st Review Complete 2nd Review Complete Finalize

UAC Feedback for Piano Pedagogy (Certificate) (#2730) - Finalized on Jan 21, 2018 6:38 PM Show/Hide

UAC Feedback for CLAS Music BA # 2700 - Finalized on Jan 21, 2018 6:28 PM Show/Hide

UAC Feedback for CLAS Music: Bachelor of Music (BM) #2720 - Finalized on Jan 21, 2018 6:21 PM Show/Hide

UAC Feedback for Music Education (BME) #2710 - Finalized on Jan 21, 2018 6:16 PM Show/Hide



Music, Theatre, & Dance - UAC Feedback Add Feedback

UAC Feedback for Social Work BSW - DEMONSTRATION - Finalized on Jan 31, 2018 5:19 PM Show/Hide

UAC Feedback for Piano Pedagogy (Certificate) (#2730) - Finalized on Jan 21, 2018 6:38 PM Show/Hide

UAC Feedback for CLAS Music BA # 2700 - Finalized on Jan 21, 2018 6:28 PM Show/Hide

UAC Feedback for CLAS Music: Bachelor of Music (BM) #2720 - Finalized on Jan 21, 2018 6:21 PM Show/Hide

UAC Feedback for Music Education (BME) #2710 - Finalized on Jan 21, 2018 6:16 PM Show/Hide