

GVAssess Guide

This document is a primer on how to navigate the re-designed GVAssess user interface for ongoing assessment efforts. Additional guides will be available as more updates are made to the system.

Assessment Plan Guidelines

The University Assessment Committee (UAC) has adopted guidelines for academic programs, advising centers, and co-curricular programs at GVSU. The UAC expects units to provide updated reporting annually in GVAssess on 2+ Student Learning Outcomes (SLOs)/Student-Centered Outcomes (SCOs) identified by the program for assessment each year.

➤ Academic Programs:

- ❑ Each **academic major or degree program** should have an assessment plan with 2+ SLOs. Units are encouraged to include the University SLOs in their assessment plans where it makes sense to do so.
 - Each **emphasis** area should have its unique SLO in the assessment plan for the major. These are SLOs associated with the emphasis and must be assessed separately from the major's core SLOs.
- ❑ Each **certificate, stand-alone minor, or stand-alone badge** should have an assessment plan with at least 2 SLOs, common to all enrolled.
 - Stand-alone minors do not have a major associated with them.
 - Stand-alone badges are comprised of courses that are specific to the badge.

➤ Advising and Co-curricular Programs:

- ❑ Each academic **advising unit** should have an assessment plan with 2+ SCOs that arise from advising-related activities and services.
- ❑ Each **co-curricular unit** that offers programming complementing academic learning should have an assessment plan with 2+ SCOs or SLOs.

➤ More detailed assessment reporting expectations can be found on the [UAC website](#).

Notes on GVAdvance User Access Levels and Functions

*All GVSU faculty and staff members have default access to the GVAdvance system and initial access is similar to the "View" access level, where users can view everything within the system but cannot make edits. User access level and entity are assigned by the system administrator based on individual roles and needs within the system. To change your user access level and/or entity, please contact Phuong Vo in the Office of the Provost at votru@gvsu.edu.

User access levels fall into one of four categories: admin, group-admin, standard, or view. The GVAdvance system displays screens and permissions based on a user's assigned access level, as well as their designated role or tag (e.g., unit head, assessment lead, dean, etc.). Certain access levels will see the "User Access and Permissions" under the Admin Menu section of the GVAdvance main menu and can add users or edit user access levels.

Admin

An Admin user has access to all aspects of the site. Admins can help with troubleshooting access issues and add/edit system users. Admins can also un-finalize entries and add, archive, or delete sub-entities.

Group-admin

A group-admin user has control of the documents for the entity with which they are associated. They can "Finalize" entered data and information when information entry is complete. They can also add, edit, and delete users within their group. For example, a group-admin for Math can add/edit users for the Math entity within GVAdvance.

Standard

A Standard user can edit any aspect of the assessment system for the entity with which they are associated (e.g., a user associated with Math can access and edit information, data, documents, etc. in Math). Standard users cannot edit users within their entity, nor will they see the Finalize button for reporting.

View

This access level allows a user to view any of the assessment materials for the entity with which they are associated. View only users do not have the ability to make edits within the system.

Navigating the GVAssess Main Menu

View Historical

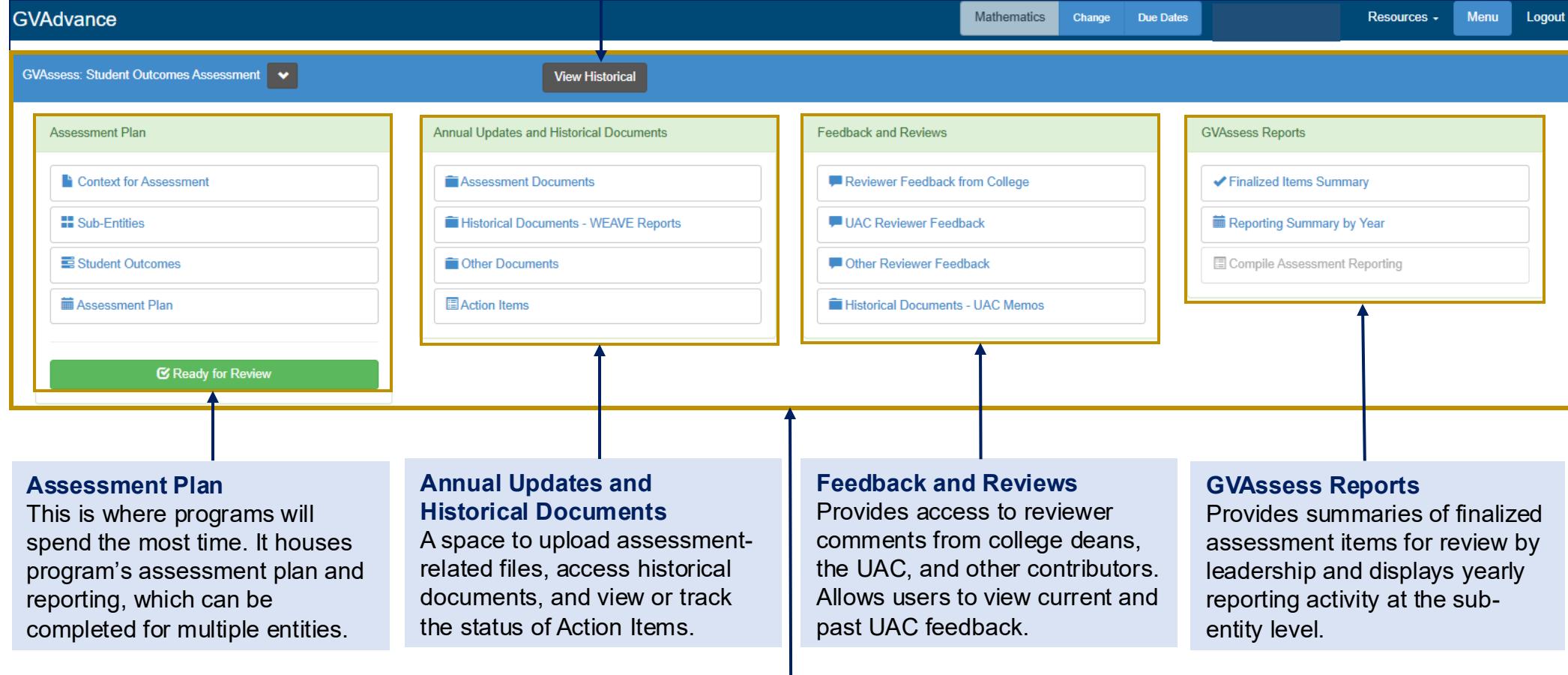
Allows users to toggle between the current version of GVAssess and the previous version of the system .

Change

Allows user to view different departments/programs.

Menu

Allows user to return to main menu screen.



GVAssess

This is the main GVAssess area within the broader GVAdvance system. GVAssess contains student learning outcomes assessment for every undergraduate and graduate major, as well as certificate programs and stand-alone minors and badges. It also contains student-centered outcomes for co-curricular units, including relevant University Assessment Committee feedback.

GVAssess: Assessment Plan Menu

The Assessment Plan Menu is the one that programs will likely spend the most of their time to input information.

Provide a high-level overview of your unit's assessment strategies and information about your unit's structure (majors, emphases) and any other information UAC should understand about your programs.

Create a program entry for each major, emphasis, certificate, and stand-alone badge or minor within your unit. If a major includes emphases, there should be an entry for the core major and a separate entry for each emphasis.

Build a curriculum map by selecting the courses that satisfy each student learning outcome for each Sub-Entity they are associated with. Co-curricular units should "Add Activities" from the list to build a map.

This shows an assessment calendar of the added courses or activities and associated measures. Data and reporting will happen here.

This button should be used in the semester when programs are scheduled for UAC review. Select it only after the four items above are complete and all assessment details have been finalized. It takes you to a short form where you can submit a summary of your unit's assessment efforts since the last UAC review, officially finalizing your reporting for the assessment cycle.

Assessment Plan: Context for Assessment

Use this page to provide background information about your unit and programs, as well as unique features or changes in your unit. Briefly describe:

- The academic degrees, emphases, certificates, stand-alone minors, or stand-alone badges offered.
- Any recent or upcoming program changes (e.g., new or discontinued programs).
- Accreditation status and/or plans to apply for accreditation, if applicable.
- Key context that helps reviewers understand your assessment plan (e.g., curricular revisions, assessment tools in development).

This section should give a high-level overview that situates your assessment activities and plans.

Mathematics - Context For Assessment

The Mathematics Department offers a major (BS or BA) in Mathematics as well as a Mathematics minor. Students may choose one of three emphases:

1. Secondary education
2. Theoretical mathematics
3. Applied mathematics

We also previously offered an elementary education emphasis, which was discontinued starting in fall 2021. The applied emphasis was launched in fall 2019.

The secondary emphasis has been nationally recognized through CAEP and leads to teacher certification. Graduates choosing the applied math or theoretical math emphases are well-prepared for industry or government jobs or for advanced studies in mathematics.

Our assessment plan was redesigned in 2023-2024 to align with new guidelines provided by the university assessment committee. Our current outcomes update some previous outcomes for which we have some historical data, although the measures have changed significantly in some cases.

[Back](#)

[Edit](#)

[Finalize](#)

Only users with group-admin access can finalize a program's "Context for Assessment" details. Finalizing prevents other users from making further edits and can only be reversed by a system administrator.

Assessment Plan: Sub-Entities

Sub-Entities in GVAssess refer to each major, emphasis, or certificate within your unit. They also include stand-alone badges and minors. Each sub-entity entry is considered a program on its own for assessment purposes and each of these programs must have their own associated outcomes.

Mathematics - Sub-Entities i

Program - Mathematics, BA/BS	Associated Outcomes MTH-1 Problem Solving Math majors are effective problem solvers: they demonstrate conceptual understanding, apply multiple solution strategies, and persevere through challenges. MTH-2 Communication Math majors use the language of mathematics to communicate with precision.	Edit
Program - Mathematics, BA/BS - Applied Mathematics	Associated Outcomes MTH-5 Modeling Math majors specializing in applied mathematics will use mathematical concepts and technology to model and analyze real-life scenarios.	Edit
Archived Program - Mathematics, BA/BS - Elementary Certification	Associated Outcomes ELE-A Content Knowledge Elementary majors have specialized content knowledge for teaching children mathematics. ELE-B Pedagogical Knowledge Elementary majors have strong pedagogical knowledge for teaching children mathematics.	Edit

Select **Edit** to add or remove outcomes associated with a sub-entity. Choosing "Edit" will take you to the page shown below. General program information will be shown at the top, while the Associated Outcomes will be shown toward the bottom of the page.

Click on the "Add Outcome" button to add an SLO/SCO to a sub-entity.

*Note: Sub-entities have been preserved from the previous GVAssess system, and faculty cannot add or remove them. Active sub-entities are highlighted in blue, while archived sub-entities are highlighted in yellow (see image above). If your unit experiences program changes, such as adding or discontinuing a major, emphasis, certificate, etc., please contact Phuong Vo at votru@gvsu.edu to help make sub-entity changes (including archiving) in GVAssess.

Associated Outcomes		Add Outcome
Remove	MTH-1 Math majors are effective problem solvers: they demonstrate conceptual understanding, apply multiple solution strategies, and persevere through challenge	
Remove	MTH-2 Math majors use the language of mathematics to communicate with precision.	

Click on the "Remove" button to delete an SLO/SCO from a sub-entity.

Assessment Plan: Student Outcomes

This page is where outcomes are created for each sub-entity within a unit – such as majors, emphases, certificates, stand-alone badges, and stand-alone minors. SLOs/SCOs identify the core competencies students should know or be able to demonstrate upon completing the credential or program. This page also allows you to build curriculum maps that show where each SLO/SCO is introduced, reinforced, and demonstrated at a proficient level.

Mathematics - Student Outcomes i

Archived Student Outcome AM-E

Content Knowledge: Math majors have strong content knowledge of fundamental concepts in applied mathematics.

Courses/Activities where Assessment Occurs

Introduced:

Reinforced:

Proficient:

Add Student Outcome Finalize All Outcomes

Edit Restore Finalize

Associated Sub-Entities

Select **Restore** to move an archived SLO/SCO back into the active Outcomes tab, where it will appear as a current item.

Select **Add Student Outcome** to create a new SLO/SCO for a sub-entity. After clicking, the page below will appear.

Outcomes highlighted in blue are active. Outcomes highlighted in pale yellow, as shown in the example, indicate items that have been archived.

Use these text fields to enter the outcome's title, description, and label. Please ensure labels are unique and descriptive of the sub-entity. For example, a Mathematics outcome might use a label such as MTH 3 (up to 10 characters).

Input a New Student Outcome

Short Title for Student Outcome

Student Outcome Description

Student Outcome Label

U

Back Save

Student Outcomes: Curriculum Map

After an outcome is added, you can begin building its curriculum map by assigning courses (for academic programs) or activities (for co-curricular units) to the appropriate stages: **Introduced**, **Reinforced (optional)**, and **Proficient**.

Outcomes highlighted in blue, as shown in this example, indicate active SLOs/SCOs.

Select **Edit** to open the page where you can add courses or activities to the curriculum map. Outcomes can also be deleted using this Edit option. **The display after selecting Edit is shown on the next page.**

As previously noted, finalizing an entry prevents other users from making further edits and can only be reversed by a system administrator.

Student Outcome MTH-2

Communication: Math majors use the language of mathematics to communicate with precision.

Courses/Activities where Assessment Occurs

Associated Sub-Entities

Mathematics, BA/BS

Edit **Finalize**

Introduced:
MTH-210

Reinforced:
MTH-350
MTH-360
MTH-408

Proficient:
MTH-495
MTH-496
MTH-498

The associated courses or activities will appear here under each stage as the curriculum plan is built for each outcome. The reinforced stage is optional.

*Note: Outcomes for each unit were carried over from the previous GVAssess system (if previously available). If you need to update or remove any outcome, select **Edit** to make the necessary changes.

Student Outcomes: Building the Curriculum Map

This page appears after selecting the “Edit” button next to an outcome on the Student Outcomes page. This is where you build the curriculum map and associate outcomes with sub-entities in your unit. While the “Reinforced” outcome stage is recommended, it is not required by the UAC for assessment purposes.

You can edit the outcome title, description, and label as needed. You can also delete the outcome altogether by using the **Delete** button below.

Select **Delete** here to remove an associated sub-entity from the outcome. If you do so, please ensure that the outcome is associated with the appropriate sub-entity instead.

Click **Add** to associate an outcome with a sub-entity. If the sub-entity you need is not available in the system, please contact system admin, Phuong Vo (votru@gsvu.edu), to get it added.

Edit - Outcome

Outcome Label: **MTH-1**

Short Title for Outcome: **Problem Solving**

Outcome Description:
Math majors are effective problem solvers: they demonstrate conceptual understanding, apply multiple solution strategies, and persevere through challenges.

Back **Save** **Delete**

Associated Sub-Entities

Add

Delete Mathematics, BA/BS

Curriculum Map

Introduced: **Add Course** **Add Activity**

MTH-201

Reinforced: **Add Course** **Add Activity**

MTH-202, MTH-203, MTH-204
MTH-210, MTH-350, MTH-360
MTH-408

Proficient: **Add Course** **Add Activity**

MTH-495, MTH-496, MTH-498

Save Changes

For Academic programs – select **Add Course (not Activity)** under the appropriate proficiency level to include the course in the outcome’s curriculum map. Courses from other units can also be added as applicable.

For co-curricular units – select **Add Activity** under the appropriate proficiency level to include an activity in the outcome’s curriculum map.

Click **Save Changes** to preserve your updates before exiting the page.

Once a course or activity has been added, clicking on them will delete them from the curriculum map.

Assessment Plan: Calendar and Reporting

The Assessment Plan window displays your unit's assessment calendar and provides access to complete assessment reporting. Units are encouraged to enter program assessment data regularly, ideally each semester or, at a minimum, annually. This will simplify reporting and help programs use assessment data to make changes to their programs to sustain excellence and improve them.

Each tab here represents a sub-entity. Click on a major or emphasis to check if any SLOs/SCOs have been created for it. Available outcomes will be displayed, along with the semesters and courses stipulated for their assessment. If no outcomes for majors/emphases have been entered, you will see the message: **No Outcomes Created. Please create a new outcome to display an Assessment Plan.**

Mathematics, BA/BS	Mathematics, BA/BS - Applied Mathematics	Mathematics, BA/BS - Ele
Outcomes	Fall 2024	Winter 2025
MTH-1: Problem Solving ⓘ Add Measure	1: MTH 350 Edit	2: MTH 360 Edit 3: Gen Ed Data Edit
MTH-2: Communication ⓘ Add Measure	1: MTH 204 Edit	2: MTH 495,496,498 Edit
MTH-4: Abstract Reasoning ⓘ Add Measure	1: MTH-210 Edit 2: MTH 408 Edit	
MTH-5: Modeling ⓘ Add Measure	1: MTH 205 Edit	2: MTH 305 Edit

These are the SLOs/SCOs that have already been created in the system for a given Sub-entity.

Select **Add Measure** to include one or more measures to document how they support the listed outcome.

Selecting the **Edit** button by a course or activity takes you to a page where you can edit measures and document how they fulfill a specific SLO or SCO.

Assessment Reporting: Editing Measures, Terms, and Reports

This page appears after selecting “Edit” next to a course on the assessment calendar grid. Here, you can document how a measure assesses an SLO/SCO, provide assessment context, upload rubrics, and add assessment results and active action items. Note: Selecting “Add Measure” on the calendar grid opens the same page – titled “Add Measure” instead of “Edit Measure” – so the guidance here applies to both pages.

The screenshot shows the 'Edit - Measure' page with the following sections and their descriptions:

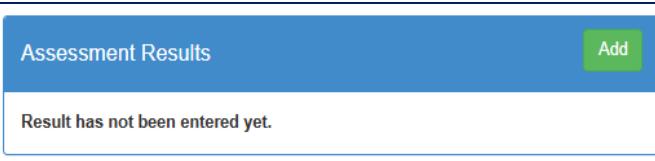
- Program:** Mathematics, BA/BS
- Outcome MTH-1:** Problem Solving: Math majors are effective problem solvers: they demonstrate conceptual understanding, apply multiple solution strategies, and persevere through challenges.
- Measure Title:** MTH 360
- Measure Number:** MTH-1. 2
- Assessment Description:** Rubric graded assessment using the Math Problem Solving Rubric. The assessment will take place in MTH 360 (W).
- Assessment Context:** MTH 360 is a required course for the applied emphasis.
- Modified Date:** Nov 10, 2025 3:25 PM
- Modified By:** Osei Bonsu, Gideon
- Assessment rubric or instrument PDF upload (optional):** File Title: Choose File No file chosen Current PDF File: Delete files/documents/Problem_Solving_Rubric_2024.pdf
- Terms to Collect Data:** Add Term (button) Winter 2025, Winter 2026, Winter 2027, Winter 2028
- Active Action Items:** No active action items for this measure.
- Assessment Results:** Add (button) Result has not been entered yet.

Annotations on the right side provide additional context:

- Select Add Term** to include a semester in which you plan to assess the outcome with the designated course or measure.
- This section displays the action items entered for the measure, including tasks still needed to complete the assessment of the outcome.
- The **Add** button opens a page where you can enter details about your unit's results for an assessment outcome. You may provide a brief progress update, report status, and upload documentation or findings related to the outcome assessment. The next page provides further directions.
- This section allows you to upload an assessment rubric or tool used to evaluate a learning outcome.

The Assessment Description and Assessment Context text areas allow space for providing further information regarding how a course or group of courses assess an outcome, as well as the circumstances surrounding the outcome. These could include details like whether the course is required for the emphasis.

Assessment Plan: Adding Results



The page below appears after clicking on the “Add” button (left image) in the Assessment Results area of the Edit - Measure page. Here, you can enter details about your unit’s results for an SLO/SCO.

Assessment Result

Outcome MTH-1: Problem Solving - Math majors are effective problem solvers: they demonstrate conceptual understanding, apply multiple solution strategies, and persevere through challenges.

Measure MTH-1.2: MTH 360

Term to collect data: (publicly reported)
Winter 2025

Findings File Title & PDF: (not publicly reported - PDF only)
Reporting Templates

Status: (publicly reported)
-

Brief Progress Update: (publicly reported) For transparency in assessment, please provide a summary of the assessment results to appear on https://www.gvsu.edu/studentoutcomes-index.htm

Notes: Use these spaces to provide a brief progress update, including key findings since your last report, any changes to your unit’s assessment procedures, and the implications of your findings. You may also use the “Notes” section to add context—such as explanations for missing file uploads or other relevant details about your SLO/SCO assessment.

Action Items: Are any actions planned as a result of this assessment?

Associated Action Items (Only required if assessment on this item is not complete)

Add

There are no Associated Action Items to display

Back Save Delete

This button gives you access to templates for reporting assessment outcomes. Programs may use this template or their own format.

Upload a single PDF that contains all documents supporting your assessment reporting in this area.

Add an action item if assessment of an SLO/SCO needs further action.

*Please note that the Term to Collect Data, Status, and Brief Progress Update fields will be publicly available on the GVSU website listed.

GVAssess Main Menu: Annual Updates and Historical Documents

View Historical

Click to toggle between the current version of GVAssess and the previous data and information housed in the old GVAssess system.

Annual Updates and Historical Documents

Assessment Documents

This space allows programs to upload assessment-related files it wants to keep. This might include external accrediting body reports or examples of instruments or data that are not attached to a specific measure.

Historical Documents - WEAVE Reports

Click here to access pre-2017 assessment materials from before GVAssess replaced WEAVE. Do not upload files to this area.

Other Documents

Click here to access historical documents stored in GVAssess from 2017 onward. Please note that this section is still being updated and may not yet contain all prior assessment reports. Programs may upload older reports here as needed while this section continues to be populated.

Action Items

Click here to view action items pertaining to a sub-entities and measures, as well as an action items added by the UAC.

Annual Updates and Historical Documents: Actions Items

This page appears after selecting **Action Items** from the second column of the main GVAssess menu. Here, you can search Action Items entered by unit members during assessment reporting – organized by sub-entity (program), measure (course or activity), or UAC-added items – and filter results by title, status, or term. You can select a tab to toggle between the different categories of action items. You can also add new Action Items from this page.

Mathematics - Action Items 

Adding an Action Item from this page will create a sub-entity-level Action Item. To instead create an Action Item associated with a specific outcome and measure, use the "Add Action Item" button found on the "Assessment Result" page.

View All **Sub-entity** **Measure** **UAC**

Search Criteria

Search by Title Status Sort By Term

Search **Clear**



Edit - Action Item

Program: Mathematics, BA/BS

Action Item Description:

Action Item - Completed Steps:

Action Item Title:

Action Item - Planned Steps:

Action Item Category:

Status: Active

Term Created: Winter 2025

Term Completed:

Modified Date:

Modified By:

Close **Save** **Delete**

Selecting **Add Action Item** opens the page on the left, where you can enter the:

- Item Title;
- Item Description;
- Planned Steps;
- Completed Steps;
- Item Category; and
- Item Status.

Clicking on the blue i-circle icon will display more details on what kind of information is recommended to be entered in each text box.

GVAssess Main Menu: Feedback and Reviews

Feedback and Reviews

- Reviewer Feedback from College**
Select to view assessment feedback from college dean(s) and/or assessment director(s) in your college.
- UAC Reviewer Feedback**
Select this option to view feedback from the University Assessment Committee, including comments from past assessment cycles that were completed in the previous GVAssess system.
- Other Reviewer Feedback**
This section provides an option to display feedback from other reviewers, when available, although it is rarely used.
- Historical Documents - UAC Memos**
Programs will not currently find information here.

Mathematics - UAC Feedback

Mathematics - BA/BS - Elementary Certification -	<input type="button" value="View"/>
Mathematics - BA/BS - Secondary Certification -	<input type="button" value="View"/>
Comment	<input type="button" value="Show/Hide"/>

This is the UAC Review Feedback page. Select View to open the full assessment feedback report and use Show/Hide to display or collapse additional comments.

GVAssess Main Menu: GVAssess Reports

GVAssess Reports

- Finalized Items Summary
- Reporting Summary by Year
- Compile Assessment Reporting

This section is most often used by the Office of the Provost, Deans/ADs, or Unit Heads. It summarizes the number of items that are finalized and ready for review per sub-entity to provide a high-level overview of assessment across the various units, colleges, etc. Example display shown below.

Select this option to view finalized reporting entries by calendar year, with totals grouped at the sub-entity level. The list begins in 2022, and no reporting summaries are expected between 2022 and Fall 2025, due to the pause in assessment reporting. Programs will see numbers tallied and assessment reports accounted for once they resume using GVAssess. Example display shown below.

Finalized Items Summary							
Filter	Type here...						
Division Name	College Name	Unit Name	Sub-Entity Name	Outcomes	Measures	Measure Reporting	
Academic Affairs	College of Liberal Arts and Sciences	Mathematics	Mathematics, BA/BS	0/2 Finalized	0/5 Finalized	0/0 Finalized	
Academic Affairs	College of Liberal Arts and Sciences	Mathematics	Mathematics, BA/BS - Applied Mathematics	0/1 Finalized	0/2 Finalized	0/0 Finalized	
Academic Affairs	College of Liberal Arts and Sciences	Mathematics	Mathematics, BA/BS - Elementary Certification	0/0 Finalized	0/0 Finalized	0/0 Finalized	
Academic Affairs	College of Liberal Arts and Sciences	Mathematics	Mathematics, BA/BS - Secondary Certification	0/1 Finalized	0/0 Finalized	0/0 Finalized	
Academic Affairs	College of Liberal Arts and Sciences	Mathematics	Mathematics, BA/BS - Theoretical Mathematics	0/1 Finalized	0/2 Finalized	0/0 Finalized	

Reporting Summary by Year							
Display the number of unique reporting entries (finalized/total) by calendar year, with totals tabulated at the sub-entity level.							
Filter	Type here...						
Division Name	College Name	Unit Name	Sub-Entity Name	2022	2023	2024	2025
Academic Affairs	Brooks College of Interdisciplinary Studies	Fred Meijer Center for Writing & Michigan Authors	Writing Center	0/0	0/0	0/0	0/0
Academic Affairs	Brooks College of Interdisciplinary Studies	Frederik Meijer Honors College	Honors College	0/0	0/0	0/0	0/0
Academic Affairs	Brooks College of Interdisciplinary Studies	General Education	General Education	0/0	0/0	0/0	0/0

These images show examples of the Finalized Items Summary and the Reporting Summary by Year. Information is organized alphabetically, and users can filter by entering applicable search terms for programs of interest. Note that these are examples, and the numbers will update once more information is entered into GVAssess.