



Online Tool Directions-Entering Class Data

- Go to the GEA Website
<http://www2.pvc.maricopa.edu/gea/>
- Fill in your MEID # and password and click **Log In**.
- Your classes will appear - **Select a class** and click "Go." (If classes do not immediately appear, click on the "classes" link on the top menu bar.)
- Answer the prompts.** (Teaching status, class format, honors)
- Select the General Education Rubrics** you will use: i.e. Critical Thinking-click "Go." (You may select more than one type of assessment.)
- Select dimensions** from each rubric you want to use and click "Submit."
- Click on the first student name and select the Rubric. **Enter the score** for each dimension in the box provided and click submit. Repeat if using more than one Rubric.
- When finished - click "**Submit**"- then select "Student" to return to students screen.
- Repeat for all students.**
- To **access results**, select "Results" from menu options at top. Locate the General Education Rubric, select "By Course." Select term and course from drop down menu.

Courses Teaching:		Completed	Not Assessed	In Progress
	Click to Change Status	Select:	Status:	
COM100-10439	Click to Change Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
COM100-40047	Click to Change Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
COM207-39989	Click to Change Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
COM225-10440	Click to Change Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
COM225-10447	Click to Change Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
COM225-10453	Click to Change Status	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
GO				

There are three parts of the assessment process.

Part I: Determine your assessment plan. Carry out your plan.
 (Complete Part I of the form within the first month of the semester.)

Part II: Analyze your assessment results. Based on the results, make changes to improve learning. (Complete Part II of the form by the end of the semester.)

Part III: Describe whether or not the strategies were successful.
 (Complete Part III of the form by the end of the academic year.)

Assessment of Learning Website <http://www.pvc.maricopa.edu/AL>

GEA Website <http://www2.pvc.maricopa.edu/gea/>

GEA Video Tutorial <http://www.screencast.com/t/wQcIHuRFNrY>



Online Tool Directions-Completing and Submitting Forms

1. Go to the GEA Website <http://www2.pvc.maricopa.edu/gea/>
2. Fill in your MEID # and password and click **Log In**.
3. From the menu at the top select **“Forms.”**
4. **Select “Assessment.”**
5. Select **“Start New Form.”** (You can save as you work on the form. If you have a form in progress you will select the form from the drop down menu.)
6. There are 3 parts of the assessment process. **Complete Part I** of the form and click save. Part I: Determine your assessment plan. **Carry out your plan.** (Complete Part I of the form within the first month of the semester.)
7. Click Next. **Complete Part II** of the form and click “Save.” Part II: **Analyze your assessment results.** Based on the results, **make changes to improve learning.** (Complete Part II of the form by the end of the semester.)
8. Click Next: **Complete Part III** of the form and click “Save.” Part III: Describe whether or not the **strategies** were successful. (Complete Part III of the form by the end of the academic year.)
9. Click **“Submit”** when all three parts are complete and you are finished editing your form. A confirmation email will be sent to you.
10. To **view** your or **print** your completed form, select “Assessments” from the menu at the top. Select “Assessments.” You can search by name, term or scroll to locate form. Click on green print icon to print.

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