Attaching Related Documents to Annual Assessment Reports in the

Updated Nuventive Improve Platform

This resource explains how to attach related documents to annual assessment reports in the updated Nuventive Improve Platform. Documents can be added as supplemental documentation for assessment methods or results. For example, if the same rubric is used to assess an outcome each year, the rubric can be uploaded under the Means of Assessment. In this instance, your Institutional Assessment representative will need to do that for you because that section of Nuventive Improve is locked. However, if the rubric or assessment method changes regularly, you may want to attach the document to the results. Users can attach documents to the results themselves.

To get started, you need to navigate to the report entering page and enter all necessary report components. If you are not familiar with this page, refer to the Instructions for Entering and Revising Assessment Reports Video or PDF, which will guide you through the process. These resources can be found at: https://ipar.ecu.edu/assessment/asmnt-outcomes/asmnt-outcomes-resources/.

1. After all report components are entered, scroll down to the Related Documents area of the screen. Click on the green plus sign icon.

2. Click on the folder for the unit.

3. If the document you would like to attach **IS** already in the Document Repository (Library), follow steps 3a-c.
   a. Open the folder with the document, then select the document by clicking the box beside the document.
   b. Click on "Attach" in the upper right corner.

c. The document will now appear in the Related Documents Area.

Related Documents

Document Name	Document Description	
		⊕ Add Document
Seminar Presentation Rubric.docx		✕

4. If the document you would like to attach is **NOT** already in the Document Repository (Library), follow steps 4a-e.
   a. You need to select a folder to put the document in. In the example below, the document will go into the Rubrics folder. However, you can create a new folder by clicking the file folder icon in the upper right corner.

Document Repository   📁 ✕

🏠 ＞ SAMPLE - PROGRAM

📁 2021-22 Results

📁 General

📁 Rubrics

   b. Click on the Add File icon in the upper right corner. You will now browse on your computer for the document you want to attach.

Document Repository   ATTACH ⊞ 📁 ✕

🏠 ＞ SAMPLE - PROGRAM ＞ RUBRICS

☐ 📄 Communication Rubric.docx

☐ 📄 Seminar Presentation Rubric.docx

c. Once the rubric is saved to the folder, select the document by clicking the box beside the document.
d. Click on "Attach" in the upper right corner.

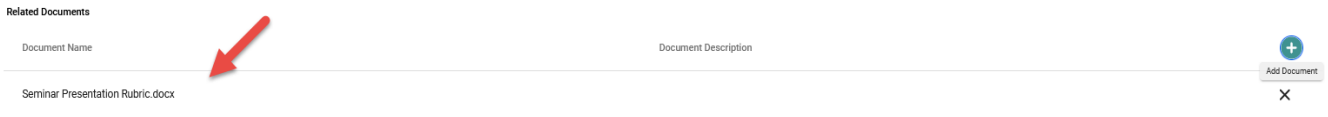e. The document will now appear in the Related Documents Area.
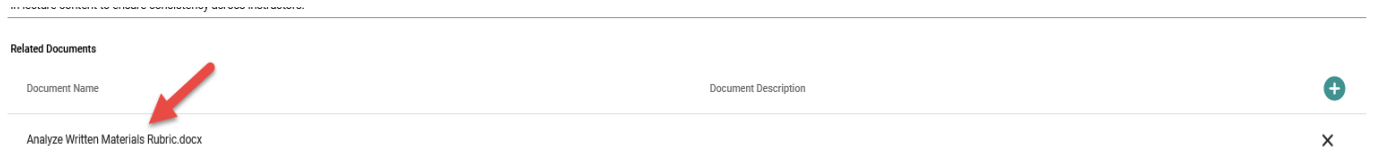
5. Once the entry is complete, click on the "Save" button in the upper right. Then click on the "Close" button.

The document is now related to the Actions Taken, Results, Analysis and Actions Planned entry.

SAMPLE - Program

UNIT PLAN, RESULTS & ACTIONS   Close

Analyze Written Materials

Show D

ACTIONS TAKEN, RESULTS, ANALYSIS, & ACTIONS PLANNED

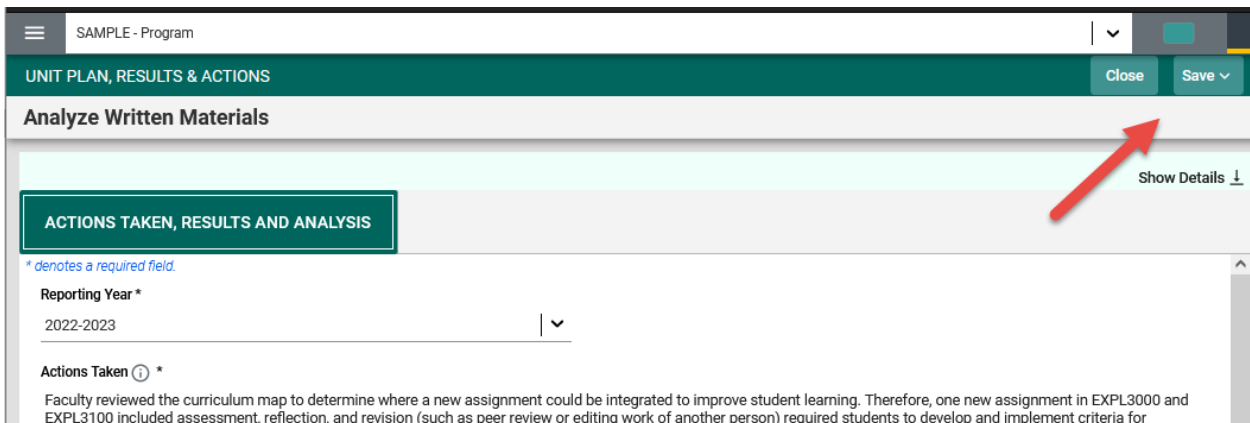another person) required students to develop and implement criteria for evaluating written materials developed by peers. Additional activities that required students to develop criteria and evaluate materials (e.g., examples of intercultural communication or visual displays information) were added to classes.

Results ⓘ *

Six of eight students (75%) achieved a score of 4 or better on the rubric. Thus the criterion of 80% was not met.

Result Status *

Criterion Not Met

Analysis of Results ⓘ *

Assessment of the students' work, as well as discussion among faculty, indicate that students improved in applying existing criteria or standards with additional practice. While the criterion for success was not met this year, there was a slight improvement over the previou year, when 70% of students scored 4 or better. Students continue to have difficulty developing evaluative criteria and understanding the purpose of the criteria. Based on the faculty's interpretation and analysis of the results, faculty have identified students' ability to independently develop evaluative criteria as an area of focus.

Actions Planned Based on Analysis of Results ⓘ *

Assignments in the core courses EXPL 3000 and EXPL 3100 will continue to include at least one assignment with explicit instructions that ask students to develop and apply criteria for evaluating at least one type of technical or professional communication. Self-assessme accompanying the assignments in each of the classes will ask students to explicitly explain how they developed and applied criteria in the context of the assignment and how they would go about developing criteria to evaluate other projects. Faculty will discuss difference in lecture content to ensure consistency across instructors.

Related Documents

Document Name	Document Description	
Analyze Written Materials Rubric.docx		✕