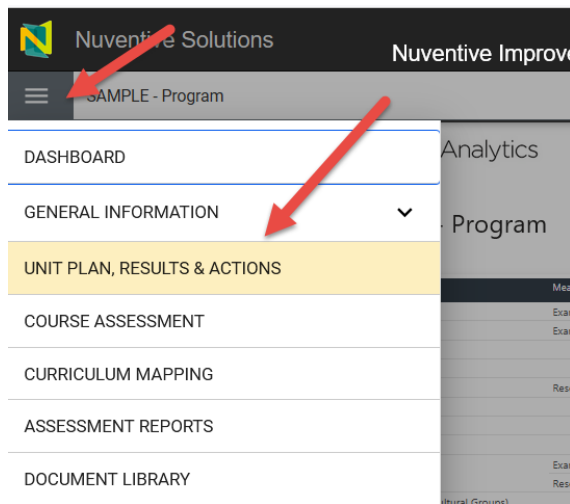


Entering 2022-2023 Annual Assessment Reports into the Updated Nuventive Platform

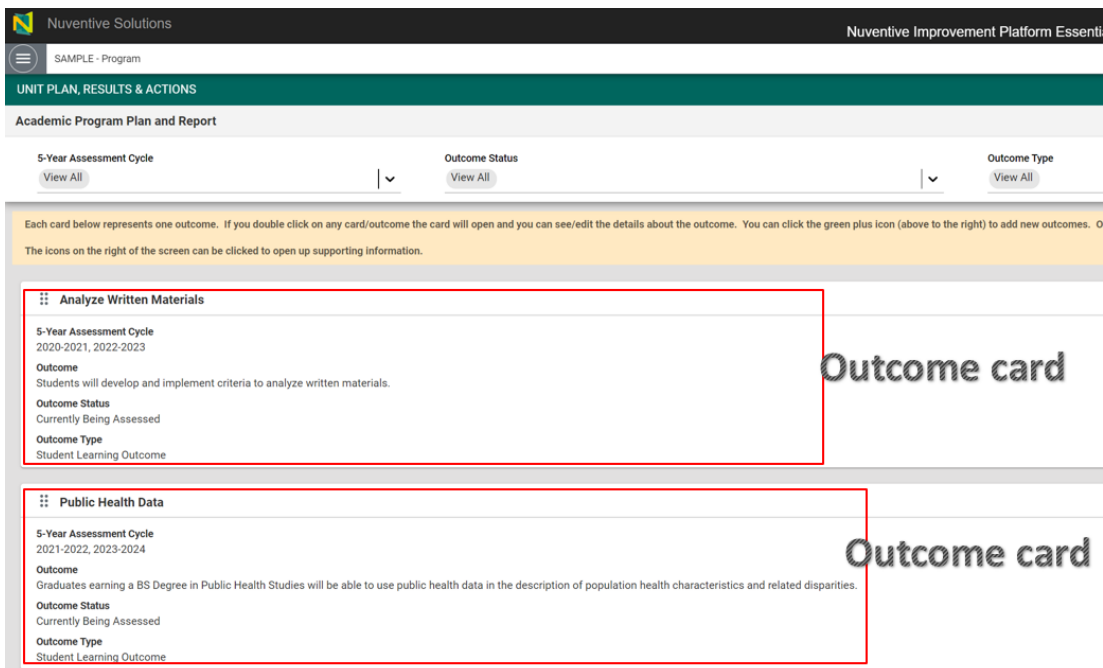
1. Go to <https://solutions.nuventive.com/>.
2. Click on “Sign in” link in the upper right corner.
3. Sign in with your pirate ID and password.
4. If you have access to more than one assessment unit, use the arrow to select the appropriate unit.



5. Click on the “hamburger menu” on the left side and then choose “Unit Plan, Results, & Actions” from the list.



6. The next screen displays all the outcomes in the assessment plan. Each outcome is displayed in a card.

A screenshot of the Nuventive Solutions web application showing the "UNIT PLAN, RESULTS & ACTIONS" page. The page title is "Academic Program Plan and Report". Below the title, there are three filters: "5-Year Assessment Cycle" with a "View All" button, "Outcome Status" with a "View All" button, and "Outcome Type" with a "View All" button. Below the filters, there is a yellow banner with instructions: "Each card below represents one outcome. If you double click on any card/outcome the card will open and you can see/edit the details about the outcome. You can click the green plus icon (above to the right) to add new outcomes. The icons on the right of the screen can be clicked to open up supporting information." Below the banner, there are two outcome cards. The first card is titled "Analyze Written Materials" and contains the following information: "5-Year Assessment Cycle: 2020-2021, 2022-2023", "Outcome: Students will develop and implement criteria to analyze written materials.", "Outcome Status: Currently Being Assessed", and "Outcome Type: Student Learning Outcome". The second card is titled "Public Health Data" and contains the following information: "5-Year Assessment Cycle: 2021-2022, 2023-2024", "Outcome: Graduates earning a BS Degree in Public Health Studies will be able to use public health data in the description of population health characteristics and related disparities.", "Outcome Status: Currently Being Assessed", and "Outcome Type: Student Learning Outcome". Red boxes highlight the content of both cards. The text "Outcome card" is written to the right of each card.

7. Notice that you can filter the outcomes that are displayed by 5-Year Assessment Cycle (Educational programs only), Outcome Status, and Outcome Type. **It is recommended that you filter the outcome status to “Currently Being Assessed”**.

Tip: For educational programs that have a 5-year assessment cycle, you can see which outcomes you are scheduled to report on by choosing the current reporting year under “5-Year Assessment Cycle”.

8. To enter report information, either double click on the outcome card you want to enter report information for or click the 3 dots to the right of the outcome card and then click “Open”.

The screenshot shows the 'Academic Program Plan and Report' interface. At the top, there is a header 'SAMPLE - Program' and a navigation menu. Below the header, the main title is 'UNIT PLAN, RESULTS & ACTIONS'. The primary section is 'Academic Program Plan and Report', which includes three filter dropdowns: '5-Year Assessment Cycle' (set to 'View All'), 'Outcome Status' (set to 'Currently Being Assessed x'), and 'Outcome Type' (set to 'View All'). A 'Showing 2 of 14' indicator is on the right. Below the filters is an instructional banner: 'Each card below represents one outcome. If you double click on any card/outcome the card will open and you can see/edit the details about the outcome. You can click the green plus icon (above to the right) to add new outcomes. Once you have multiple outcomes, you can then filter the outcomes using the drop downs above. The icons on the right of the screen can be clicked to open up supporting information.' Below this banner is a card for 'Analyze Written Materials' by 'S. Morrissey 2/1/23'. The card details include: '5-Year Assessment Cycle: 2020-2021, 2022-2023', 'Outcome: Students will develop and implement criteria to analyze written materials.', 'Outcome Status: Currently Being Assessed', and 'Outcome Type: Student Learning Outcome'. A red arrow points to the three-dot menu icon on the right side of the card.

9. Click on the “Actions Taken, Results, Analysis, & Action Plan” tab.

The screenshot shows the 'Analyze Written Materials' interface. At the top, there is a header 'SAMPLE - Program' and a navigation menu. Below the header, the main title is 'UNIT PLAN, RESULTS & ACTIONS'. The primary section is 'Analyze Written Materials', which includes three filter dropdowns: 'Means of Assessment Status' (set to 'View All'), 'Result Status' (set to 'View All'), and 'Reporting Year' (set to 'View All'). A 'Showing 1 of 1' indicator is on the right. Below the filters is an instructional banner: 'Double click on each card to view/edit all information for each cycle. Click the green + to add a new result.' Below this banner is a tabbed interface with four tabs: 'OUTCOME', 'MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS', 'MAPPING', and 'ACTION TAKEN, RESULTS, ANALYSIS, & ACTION PLAN'. The 'ACTION TAKEN, RESULTS, ANALYSIS, & ACTION PLAN' tab is selected and highlighted in green. A red arrow points to this tab. Below the tabs is a card for 'Portfolio Review with a rubric in the capstone course EXPL4000: Portfolio Review' by 'S. Morrissey 2/1/23'. The card details include: '2020-2021: Criterion Not Met', 'Results: Six of eight students (75%) achieved a score of 4 or better on the rubric. Thus the criterion of 80% was not met.', and '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-assessment 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 differences in lecture content to ensure consistency across instructors.'

10. You will see previous years' report entries for each means of assessment. Notice that you can filter the means of assessment that are displayed by Means of Assessment Status and Reporting Year. **It is strongly recommended that you filter the Means of Assessment Status to "Active"**. Find the means of assessment that you need to report on and then click on the green plus sign icon to add a new report entry.

The screenshot displays a software interface for 'Analyze Written Materials'. At the top, there is a navigation bar with 'UNIT PLAN, RESULTS & ACTIONS' and buttons for 'Close' and 'Save'. Below this is a search bar containing 'Analyze Written Materials'. Two filter sections are visible: 'Means of Assessment Status' with a dropdown menu set to 'Active' (indicated by a red arrow), and 'Reporting Year' with a 'View All' button. On the right, it shows 'Showing 2 of 2'. A central tabbed interface has three tabs: 'OUTCOME', 'MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS', and 'ACTIONS TAKEN, RESULTS, ANALYSIS, & ACTIONS'. The 'ACTIONS TAKEN...' tab is active. Below the tabs, there are two report entries. The first entry is titled 'Portfolio Review: Portfolio Review with a rubric in the capstone course EXPL4000' and includes a green plus icon in its top right corner (indicated by a red arrow). This entry has a sub-entry for '2021-2022: Criterion Not Met' by 'S. Morrissey 5/18/23'. The second entry is titled 'Survey: Exit survey' and includes a green plus icon in its top right corner. It has a sub-entry for '2022-2023: Criterion Met' by 'N. Support 3/13/23'. Each sub-entry shows 'Results' and 'Actions Planned Based on Analysis of Results'.

11. Choose the appropriate reporting year, then add Actions Taken, Results, Result Status, Analysis of Results and Actions Planned. Note that you can add Related Documents and Supporting Tables & Graphs from this page. Also note that fields with an asterisk are required. You will not be able to save your entry until each field has a value in it.

☰ SAMPLE - Program

UNIT PLAN, RESULTS & ACTIONS

Analyze Written Materials

ACTIONS TAKEN, RESULTS AND ANALYSIS

** denotes a required field.*

Report Entry Date *
03/08/2023

Reporting Year * | v

Actions Taken ⓘ *

Results ⓘ *

Result Status * | v

Analysis of Results ⓘ *

Actions Planned Based on Analysis of Results ⓘ *

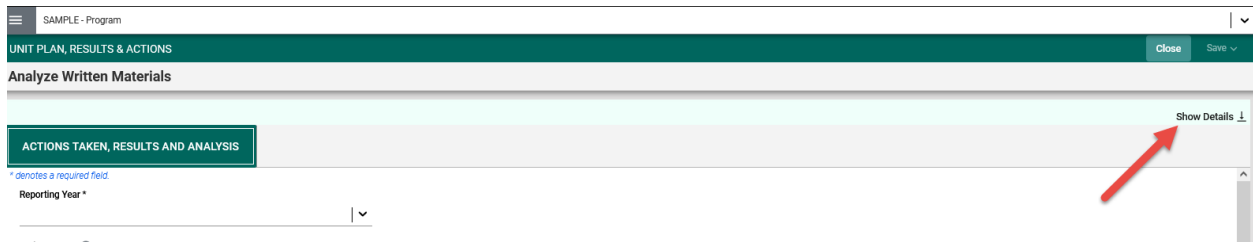
Related Documents

Document Name

There are no documents attached

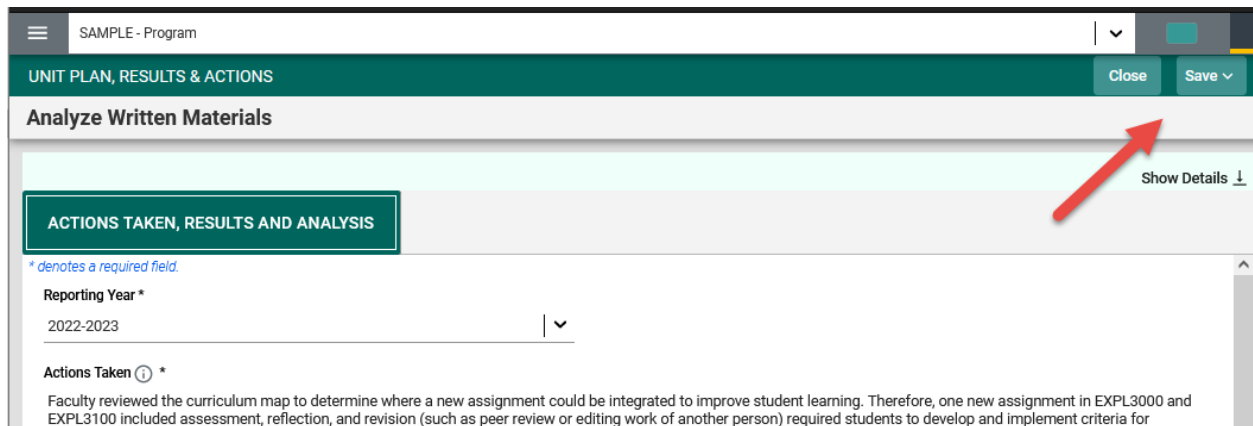
Supporting Tables & Graphs [Press ALT + 0 for accessibility help](#)

Tip: You can click on the “Show Details” link to see the following information about the outcome you are entering information for: 5-Year Assessment Cycle (if appropriate), Outcome, Outcome Status, Outcome Type, Means of Assessment, Criteria for Success, and Means of Assessment Status.



The screenshot shows a web interface for 'Analyze Written Materials'. At the top, there is a header bar with 'SAMPLE - Program' and a dropdown arrow. Below that is a dark green bar with 'UNIT PLAN, RESULTS & ACTIONS' and buttons for 'Close' and 'Save'. The main content area has a light green header with 'Analyze Written Materials' and a 'Show Details' link with a dropdown arrow. A red arrow points to this link. Below the header is a tab labeled 'ACTIONS TAKEN, RESULTS AND ANALYSIS'. Underneath, there is a 'Reporting Year *' dropdown menu with a downward arrow.

12. Once the entry is complete, click on the “Save” button in the upper right. Then click on the “Close” button.



The screenshot shows the same web interface as the previous one, but now the 'Save' button in the top right corner is highlighted with a red arrow. The 'Reporting Year *' dropdown menu is now set to '2022-2023'. Below this, there is a section titled 'Actions Taken *' with a help icon. The text below reads: 'Faculty reviewed the curriculum map to determine where a new assignment could be integrated to improve student learning. Therefore, one new assignment in EXPL3000 and EXPL3100 included assessment, reflection, and revision (such as peer review or editing work of another person) required students to develop and implement criteria for'.

13. If there is a second means of assessment to report on for this outcome, find it on the page and then follow steps 8-10. If there isn't a second means of assessment to report on for this outcome, click on the “Close” button again and you will be back at the page with all of the outcomes.
14. Choose the next outcome you would like to report on and repeat steps 7-12.
15. If you need to edit an existing entry, double click on the outcome card or click the three dots to the right of the outcome card and then click “Open”.
16. Click on the “Actions Taken, Results, Analysis & Action Plan” tab. You will see all report entries for each means of assessment for this outcome. Double click the report entry that needs to be edited.
17. Edit the report entry as needed.
18. After you finish, click “Save” and “Close”.