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Logging into Nuventive Improve

Nuventive Improve is the institutional tracking system for assessment planning and reporting. A link to Nuventive Improve can be found on the home page for Institutional Planning, Assessment and Research (www.ecu.edu/IPAR) or by going directly to https://ecu.tracdat.com/tracdat/. Users can log in to Nuventive Improve with their Pirate ID and password.
Overview of Nuventive Improve

When you log into Nuventive Improve, you will default to the Home Tab. Notice that there are multiple tabs down the left side of the screen: Home, Assessment Unit, Assessment Unit Planning, Mapping, Reports, and Documents. Some of these tabs have sub-tabs as well.

- The Home Tab contains a dashboard that serves as a jumping off point for the assessment unit.
- The Assessment Unit Tab allows you to update the program purpose or unit mission.
- The Assessment Unit Planning Tab is where all information regarding the assessment plan (outcomes, means of assessment and criterion for success) as well as the annual assessment report (actions taken, results, analysis of results and actions planned) is stored.
- The Mapping Tab includes several levels of mapping such as goals, outcomes and curriculum mapping.
- The Reports Tab is where unit personnel can run the four column assessment report.
- The Documents Tab stores documents that pertain to the assessment unit.

There are several things to keep in mind when navigating in Nuventive Improve:

1. Several pages have video tutorials embedded on them. Watching the video will give you more information about how to navigate through the page. You can minimize the video screen by clicking on the X to the far right.
2. On multiple pages in Nuventive Improve, you will need to expand a list to see the information that is related to particular items. To do this, click on the small triangle to the left of the item you want to expand.
3. In order to add new information in Nuventive Improve, look for a + sign in a green circle. This is the “add new” icon. You will use it in when entering your annual report information. Do not confuse it with the “edit item” icon that looks like a pen and paper. The “edit item” icon allows you to make changes to an existing entry. But once you click save, the original entry is replaced with your edited entry. Units have lost previous years’ reports by entering their newest information using the “edit item” icon by accident.
4. Nuventive Improve has added new features including the activity feed and filter icons.

a. Activity feed – Clicking on this icon in certain tabs allows you to see changes that have been made in Nuventive Improve. You can see the date of the change, who made the change as well as the old and new values.

b. Filter icon – Clicking on this icon will let you limit what you see on certain screens. Once you have set a filter, the filter icon will have a red box around it so that you can easily see if a filter is set. The most common filters used are for outcome status (currently being assessed) and show inactive means of assessment (yes). Please remember that if you cannot find information that you are certain you have entered, the most likely reason is that a filter has been set which is hiding the information.
Home Tab

The home screen acts as a dashboard and jumping off point for the unit. Red flags and green checks indicate unit compliance with institutional requirements and allow for easy monitoring of reporting progress. The numbers indicate the count of each part of the assessment report. Clicking on any of the numbers takes you to the corresponding area of Nuventive Improve.
Assessment Unit Tab

The Assessment Unit Tab is where units can update their program purpose or unit mission statement. To edit the program purpose or unit mission statement, click on the Assessment Unit Tab and then click on General Information. Click on the Edit Icon in the top right of your screen. Type the program purpose or unit mission statement in the box and then click Save and Return at the top right of the screen.

Assessment Unit Planning Tab

The Assessment Unit Planning Tab is where all information regarding the assessment plan (outcomes, means of assessment and criterion for success) as well as the annual assessment report (actions taken, results, analysis of results and actions planned) is stored. There are three sub-tabs in this section that you may use:

1. Off-Cycle Workspace
2. Plan
3. Actions Taken, Results & Analysis of Results

Off-Cycle Workspace Sub-Tab

The Off-Cycle Workspace Sub-Tab is where units can record actions taken and results for outcomes that they are not reporting on currently. For example, many of the educational programs rotate through a list of outcomes that they report on each year. In the off-cycle years, this sub-tab provides a place to document information so that it is readily available when it is time to report again.
After clicking on the Off-Cycle Workspace Sub-Tab, click on the Add New icon to the far right.

A blank template then appears to document the assessment cycle, the outcome and any actions taken or results that you want to enter. Please note that this template is for your internal use only. It will not be included in reviews of the assessment report.

Plan Sub-Tab

The Plan Sub-Tab is where all information regarding the assessment plan is stored. Under this tab, you will enter all outcomes, define the means of assessment and criterion for success. You can also edit any existing outcomes, means of assessment or criterion for success in this area of Nuventive Improve.

Please note that the Plan Tab is currently locked for users. Any changes that need to be made to outcomes, means of assessment or criterion for success can be done by contacting any of the Institutional Assessment staff.
**Actions Taken, Results & Analysis of Results Sub-Tab**

The Actions Taken, Results & Analysis of Results Sub-Tab is where all information regarding the annual assessment report is stored. In this area, you will enter all actions taken, results, analysis of results and actions planned each year. You can also edit existing actions taken, results, analysis of results and actions planned in this tab.

After clicking on the Actions Taken, Results & Analysis of Results Sub-Tab, you will see a list of all outcomes for the unit. If an outcome has information entered already, there will be a number in a grey circle to the left of the outcome name. Click on the triangle to expand the information in order to see previous entries. From there you will be able to either edit existing entries or enter new information.
To edit an existing entry, click on the Edit icon (looks like a pen and paper) beside the item you want to edit. A screen will open up where you can edit the existing actions taken, results, analysis of results or actions planned. You can also remove or add documents to an existing entry.

Please note that if you edit an existing outcome, you are replacing the old version. There have been instances where a unit is trying to enter their new report information using the edit link and have lost their previous years’ reports. To enter a new report, use the Add icon as described below.

To add a new report entry, click on the Add icon (white + sign in green circle) beside the means of assessment for which you want to enter a report. You will now be in the screen to enter your current year’s report for actions taken, results, analysis of results, and actions planned. You will also be able to upload documents in this screen. Make sure to click on the Save button in the upper right of the screen. Then click Return to go back to the list of outcomes.
Reports Tab

This tab displays multiple reports that can be run with a description of the data that will be pulled from running the report. The most often used report is the Assessment Unit Four Column Report (often called the four column report). It is recommended that prior to making any additions or edits in Nuventive Improve you run the Assessment Unit Four Column Report to see what is currently entered for the unit. As you make changes, you should rerun the report to make sure you are making the changes correctly.

To run the Assessment Unit Four Column Report, click on Standard Reports under the Reports Tab and then choose Assessment: Assessment Unit Four Column Report.
The next screen that opens is asking you to set parameters to limit what you see in the report. Depending on what type of unit you are, how many years you have been reporting, and if you have changed a lot of outcomes and/or means of assessment, you may want to choose some parameters.

To set a parameter in a category, just click in the box beside it and then select from the choices that appear.
NOTE THE MORE PARAMETERS YOU SET, THE LESS INFORMATION SHOWS UP IN YOUR REPORT. If you run your assessment report and it looks like things you have entered are not showing up, go back to the Set Parameters page and take off all parameters and then run the report.

**Assessment: Assessment Unit Four Column**

**Example - Administrative Support**

| Program Purpose - Unit Mission: The mission should be that of the unit, not the college, school or department. |

<table>
<thead>
<tr>
<th>Unit Objective</th>
<th>Means of Assessments</th>
<th>Actions Taken, Results &amp; Analysis of Results</th>
<th>Actions Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe fitness centers - Campus Recreation and Wellness will provide a safe fitness center for students, faculty, staff, and the surrounding community.</td>
<td>Survey - Surveys distributed monthly to patrons within the fitness center. The question used to determine facility safety is: Please rate the overall safety of the fitness center, related to equipment and facility. (1=Poor, 2=Fair, 3=Neutral, 4=Good, 5=Excellent). Criterion for Success: 80% of surveys returned indicate an overall rating of “Good” or “Excellent” regarding overall facility safety. Means of Assessment Status: Active.</td>
<td>Result Status: Criterion Met Reporting Year: 2015-2016 1. Actions Taken: Because blocked exit doors were identified as a safety issue by patrons in the survey conducted last year, we met with office staff to review the procedures for exit doors as well as added checking exit doors to our monthly safety inspections. 2. Results: During 2015-16, 127 surveys were completed and 89.8% rated the overall facility safety as “Good” or “Excellent”. The criterion for success was met. 3. Analysis of Results: Compared to last year, our survey safety ratings have improved slightly from 86% last year to 89.8% this year. Therefore, we feel that the actions we took this year had a positive impact on the results. Although we met our criterion for success, an area of concern was identified in the survey. Respondents noted that the floors going from the indoor swimming pool to the changing rooms were often wet and slippery. (07/15/2016)</td>
<td>Actions Planned: Based on the findings from the survey, the fitness center staff are currently researching vendors that supply slip resistant mats. Mats will be purchased and placed at the entrances to both changing rooms. In addition, checking the mats will be added to the monthly inspection check sheet in 2016-17. (07/15/2016)</td>
</tr>
</tbody>
</table>

Nuventive Improve organizes the Actions Taken, Results and Analysis of Results by the date they were entered so the most current entry appears at the top.
Documents Tab

Documents that pertain to the assessment unit can be stored here. To add a document, click on Document Repository under the Documents Tab and then click on the + icon in the far right.

On the next screen, click on Click to browse for files. Once you have selected the file, the name will appear. You can then click on Save in the upper right.