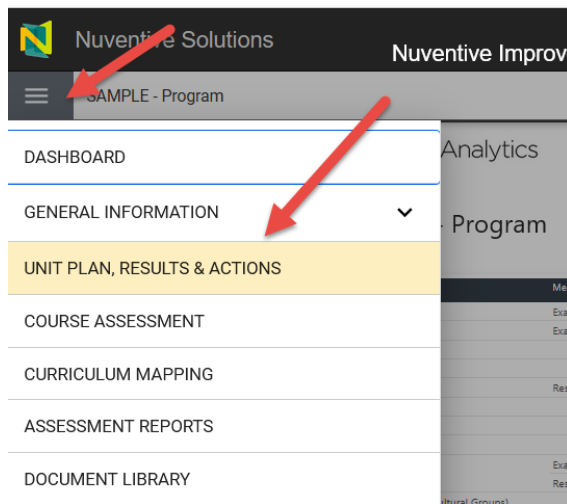


Entering Annual Assessment Reports into the Updated Nuventive Platform

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.

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.

5-Year Assessment Cycle	Outcome Status	Outcome Type
View All	View All	View All

Analyze Written Materials

5-Year Assessment Cycle
2020-2021, 2022-2023

Outcome
Students will develop and implement criteria to analyze written materials.

Outcome Status
Currently Being Assessed

Outcome Type
Student Learning Outcome

Public Health Data

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

Outcome Type
Student Learning Outcome

- 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”.

- 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”.

SAMPLE - Program

UNIT PLAN, RESULTS & ACTIONS

Academic Program Plan and Report

5-Year Assessment Cycle: View All

Outcome Status: Currently Being Assessed x

Outcome Type: View All

Showing 2 of 14

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.

Analyze Written Materials *S. Morrissey 2/1/23*

5-Year Assessment Cycle
2020-2021, 2022-2023

Outcome
Students will develop and implement criteria to analyze written materials.

Outcome Status
Currently Being Assessed

Outcome Type
Student Learning Outcome

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

SAMPLE - Program

UNIT PLAN, RESULTS & ACTIONS

Close Save

Q Analyze Written Materials

Means of Assessment Status: View All

Result Status: View All

Reporting Year: View All

Showing 1 of 1

Double click on each card to view/edit all information for each cycle. Click the green + to add a new result.

OUTCOME MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS MAPPING ACTION TAKEN, RESULTS, ANALYSIS, & ACTION PLAN

Portfolio Review with a rubric in the capstone course EXPL4000: Portfolio Review

2020-2021: Criterion Not Met *S. Morrissey 2/1/23*

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

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 says 'Showing 2 of 2'. Below the filters is a tabbed interface with three tabs: 'OUTCOME', 'MEANS OF ASSESSMENT & CRITERIA FOR SUCCESS', and 'ACTIONS TAKEN, RESULTS, ANALYSIS, & ACTIONS'. The 'ACTIONS TAKEN...' tab is active. Under this tab, 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 sub-entry '2021-2022: Criterion Not Met' by 'S. Morrissey 5/18/23'. The second entry is titled 'Survey: Exit survey' and includes a sub-entry '2022-2023: Criterion Met' by 'N. Support 3/13/23'. Each entry has a green plus sign icon in its top right corner, with a red arrow pointing to the first one. The '2021-2022: Criterion Not Met' entry contains '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.). The '2022-2023: Criterion Met' entry contains 'Results' (Report data collected from the means of assessment by stating the results in terms of the criterion for success.) and 'Actions Planned Based on Analysis of Results' (Collaborate with faculty to develop an action plan to address the identified area for improvement or reinforcement. Summarize the curricular or pedagogical steps in the action plan that faculty will take to improve or reinforce student learning for this outcome in the upcoming academic year.).

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 ⓘ *

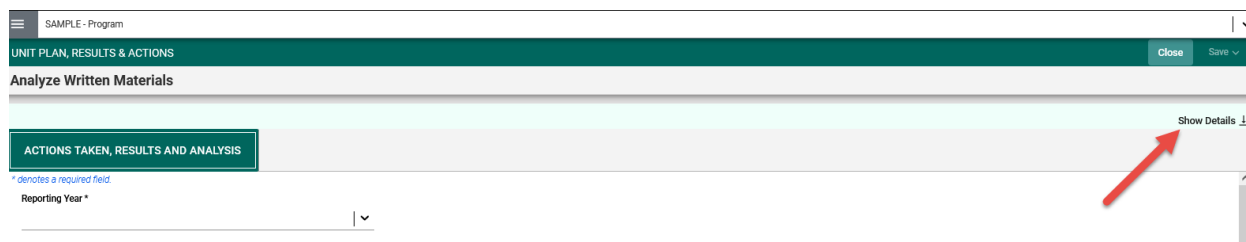
Related Documents

Document Name

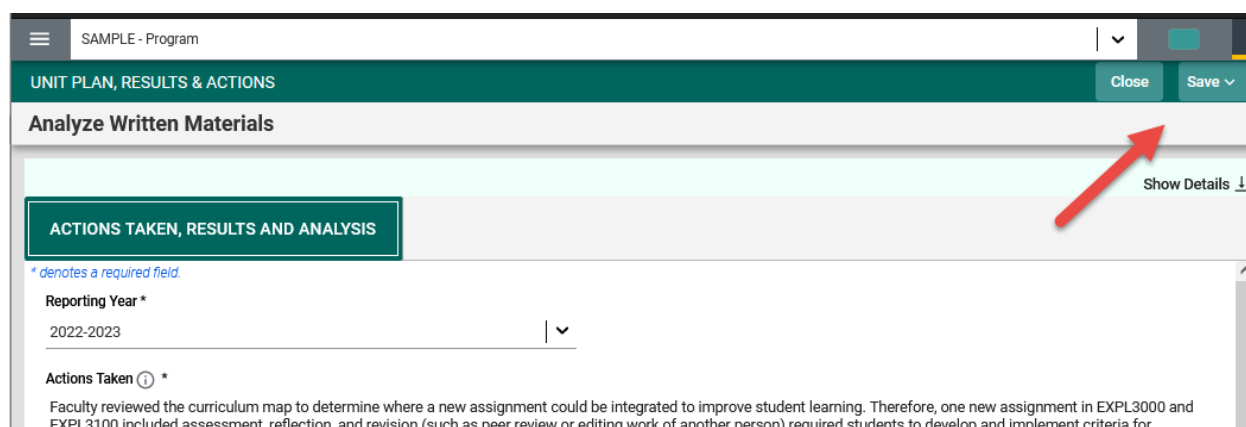
There are no documents attached

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.



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



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”.