Nuventive Improvement Platform

Help Guide

Welcome to the Nuventive Improvement Platform Help Guide. This Help Guide will walk you through the structure and navigation of the Nuventive Improvement Platform screens.

Improvement Platform Help Guide

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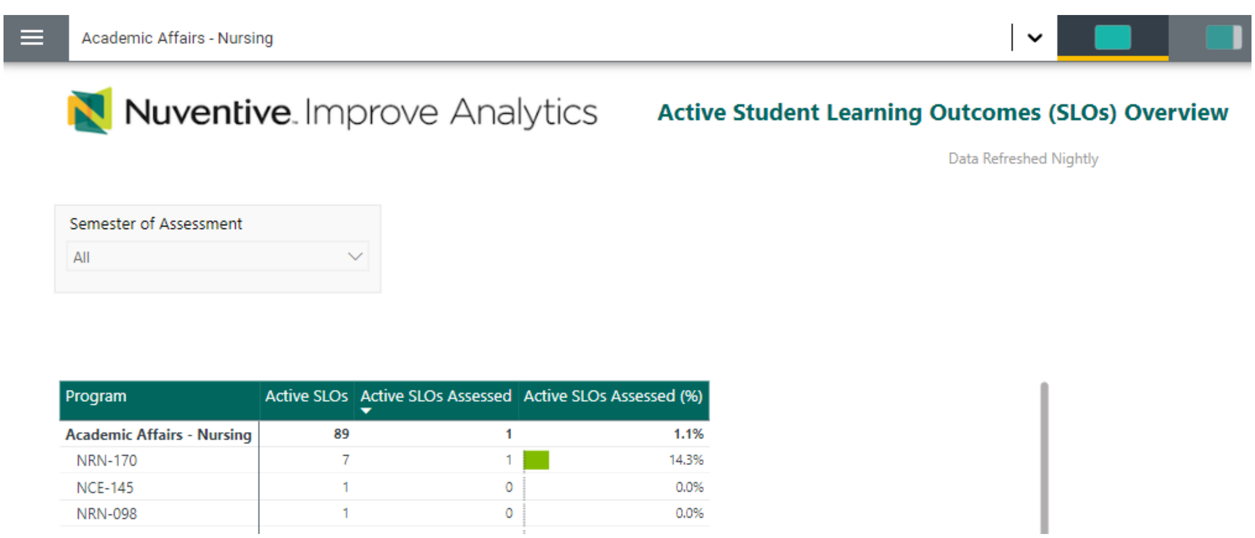
WELCOME

Welcome to the Nuventive Improvement Platform Help Guide. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform. The current configuration of the system was established by workgroups of the Program Review and Outcomes Assessment Committees. Visit the [Nuventive information page on SAC.edu]() for additional information.

BASIC NAVIGATION

Accessing the Nuventive Improvement Platform is simple and straight forward. Navigate to https://sac.edu/Nuventive. Once you have logged into the Nuventive Improvement Platform, non-academic areas will see the Santa Ana College logo, while academic areas will see a dashboard similar to the one below.

Example: Improvement Analytics Dashboard



Program	Active SLOs	Active SLOs Assessed	Active SLOs Assessed (%)
Academic Affairs - Nursing	**89**	**1**	**1.1%**
NRN-170	7	1	14.3%
NCE-145	1	0	0.0%
NRN-098	1	0	0.0%

TOP NAVIGATION BAR & ICONS

At the top of the screen, you will find two sets of icons (to the left and right) and a dropdown in the center. This is the primary navigation bar throughout the platform.

Main Menu

Unit Drop-down

Data View/Split Screen/ Documents & Reports

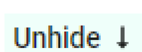
Instructions

Ellipsis

Plus (+) Sign

Hide

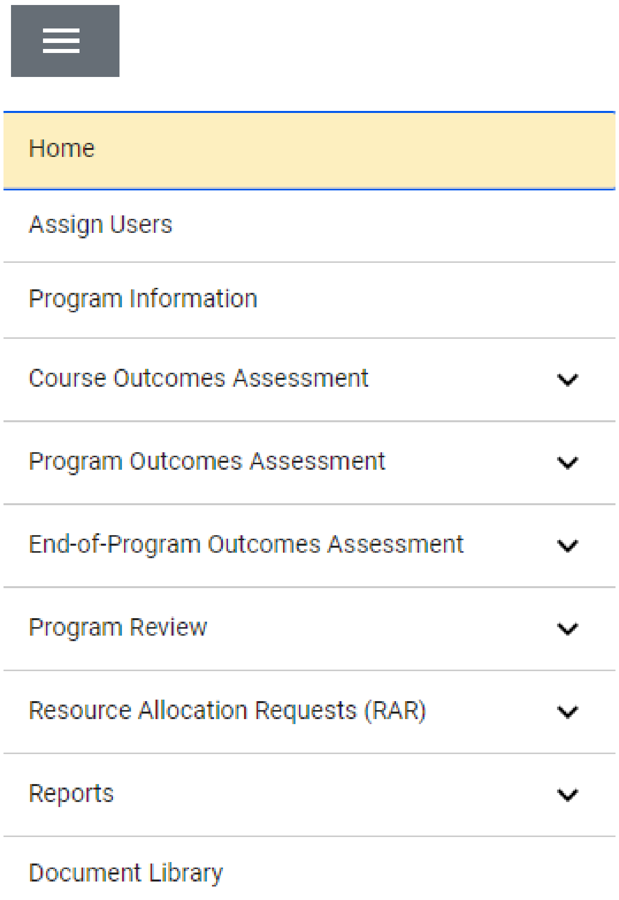
Unhide



THE UNIT DROP-DOWN

The center unit drop-down is where you will locate your units. By selecting the down arrow to the right in the drop down you will be able to see the units that are available to you. If this is your first time logging in, and you do not see your unit, please contact your department chair or administrator. You may also type in the dropdown box to quickly locate a unit.

THE MAIN MENU



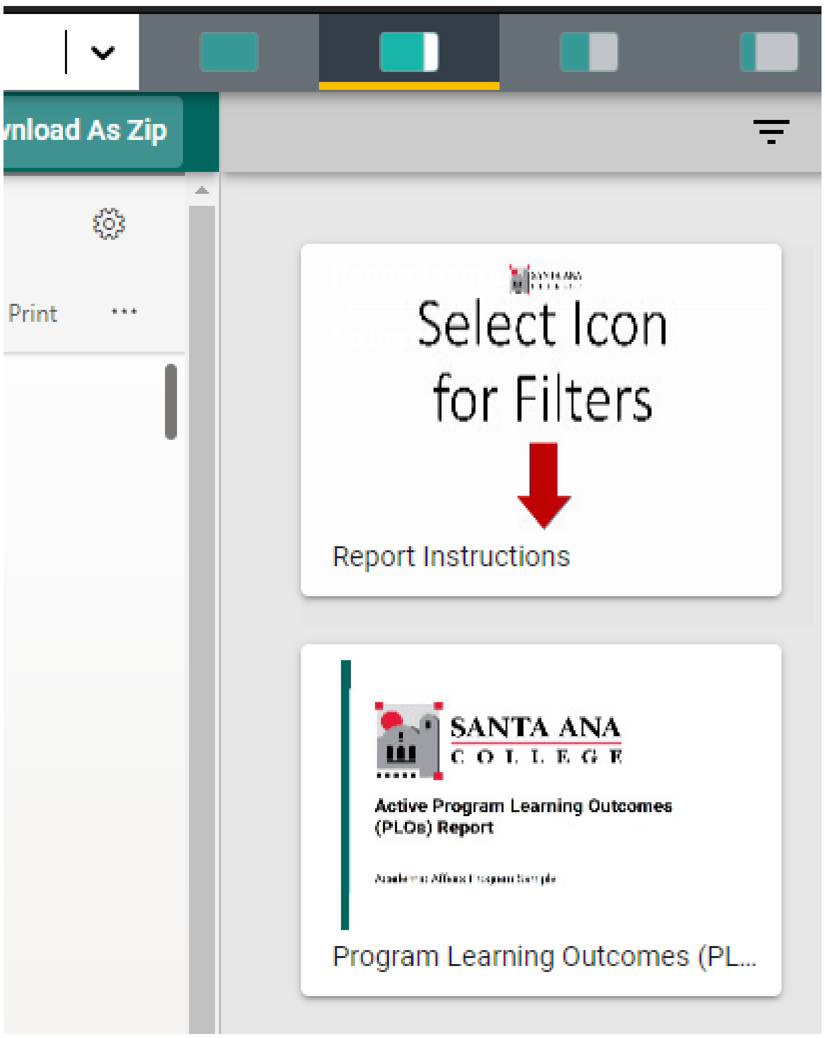
Now that you have found your unit, select the menu icon on the left to reveal your platform menu. **NOTE**: Your main menu will differ depending on the permissions you have in the system. You may not see every option. Visit the **USER ASSIGNMENT AND ROLES** section of this manual for more information.

SPLIT SCREEN/DOCUMENTS AND REPORTS

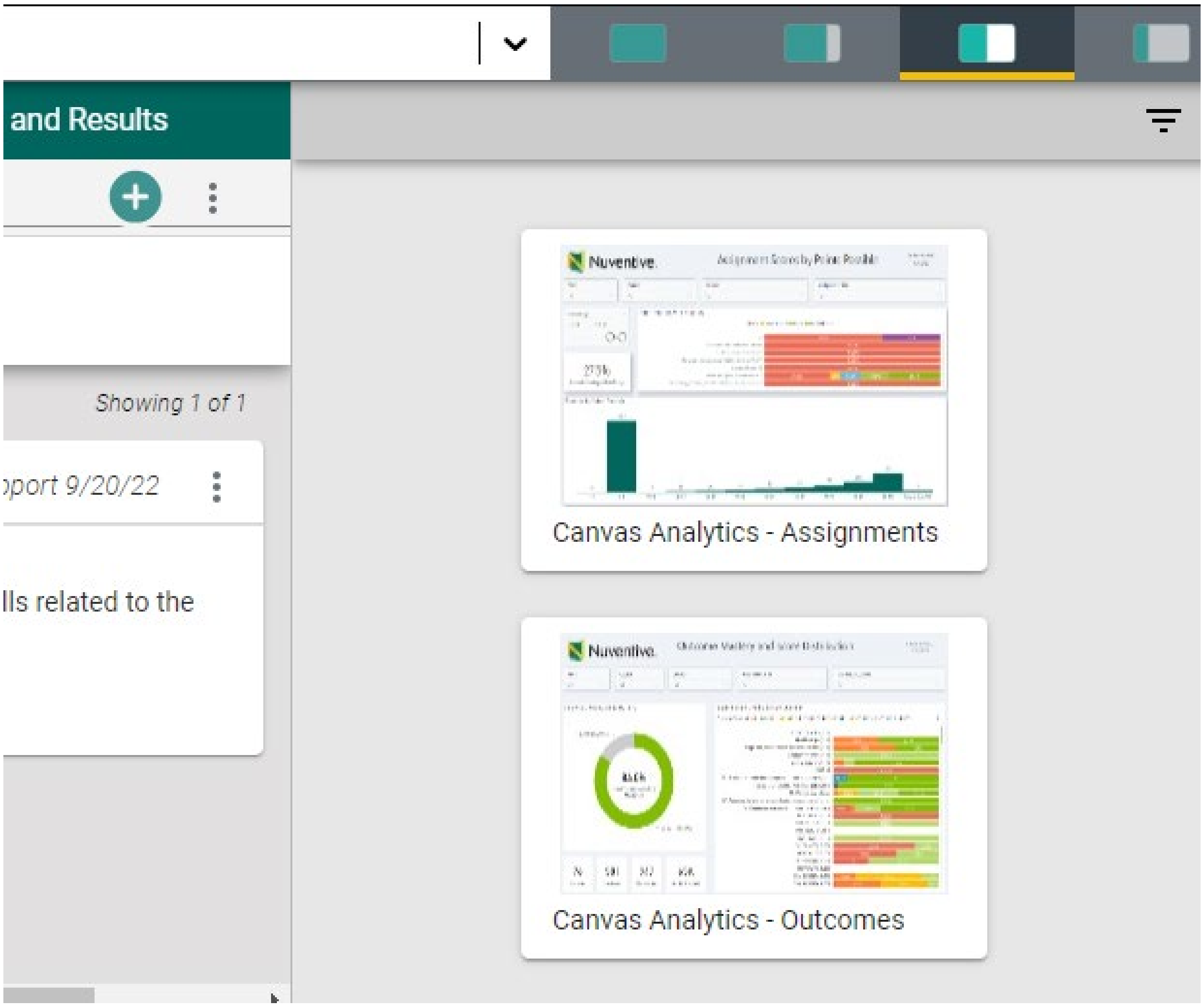
To the far right of the navigation bar, you will find a set of icons referred to as Split Screen/Documents & Reports. Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following types of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information for your reference to complete tasks in the Nuventive Improvement Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when selecting and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

The following are examples of the expanded Split Screen/Documents & Reports areas.

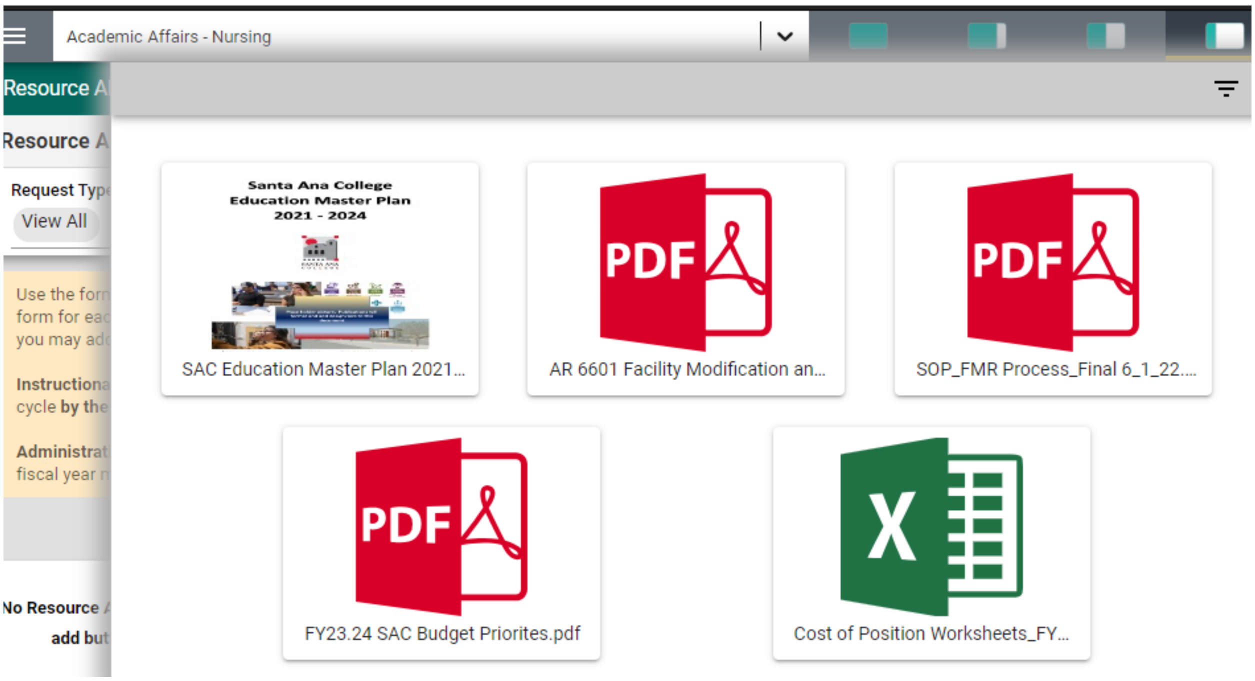
View 1.



View 2.


and Results
Showing 1 of 1
port 9/20/22
lls related to the
Nuventive
Canvas Analytics - Assignments
Nuventive
Canvas Analytics - Outcomes

View 3.



NOTE: The area will also expand to the first level of expansion by selecting a document/report from the list. You can expand further, or minimize the view of the document/report, by again Selecting one of the icons.

OTHER IMPORTANT NAVIGATION

Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Selecting the icon will reveal any instructions that have been made available.

Throughout the Platform, wherever you see this icon, options will be presented by selecting the ellipsis. Typical options include: Open, View/Print, Copy, and/or Delete.

Throughout the Platform, wherever you see this icon is where you will select to **Add** a **NEW** Goal, Outcome, Objective, or other element to that screen.

Hide ⤒

Unhide ⤓

In several places throughout the Platform, you will find these icons. Selecting the icon allows you to choose between leaving the highlighted information available as you enter information, or you can select the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.

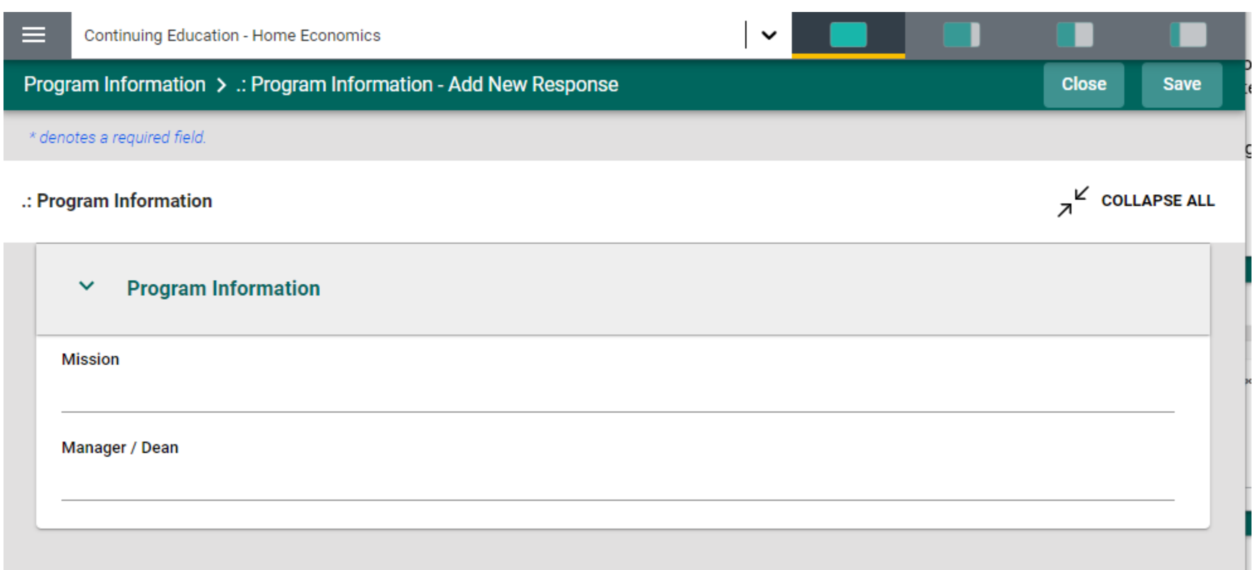
PROGRAM/GENERAL INFORMATION FORM

PROGRAM/GENERAL INFORMATION

The Program/General Information Form is where you will enter information about the institution, college, department, program, and/or unit, such as the Mission Statement. The form is called the Program Information Form for instructional units, and the General Information From for non-instructional units. The Program/General Information form will appear as the second page on standard reports.

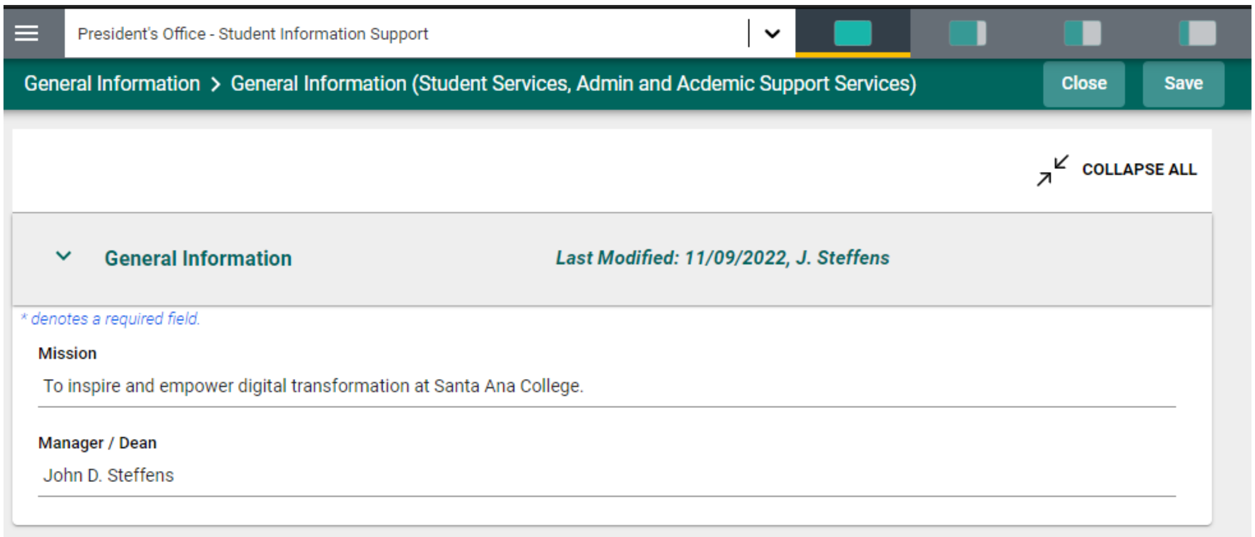
To enter information on the form, begin by selecting the green circle with the plus (+) sign icon on the card.

Once selected, the form will open to the following view.

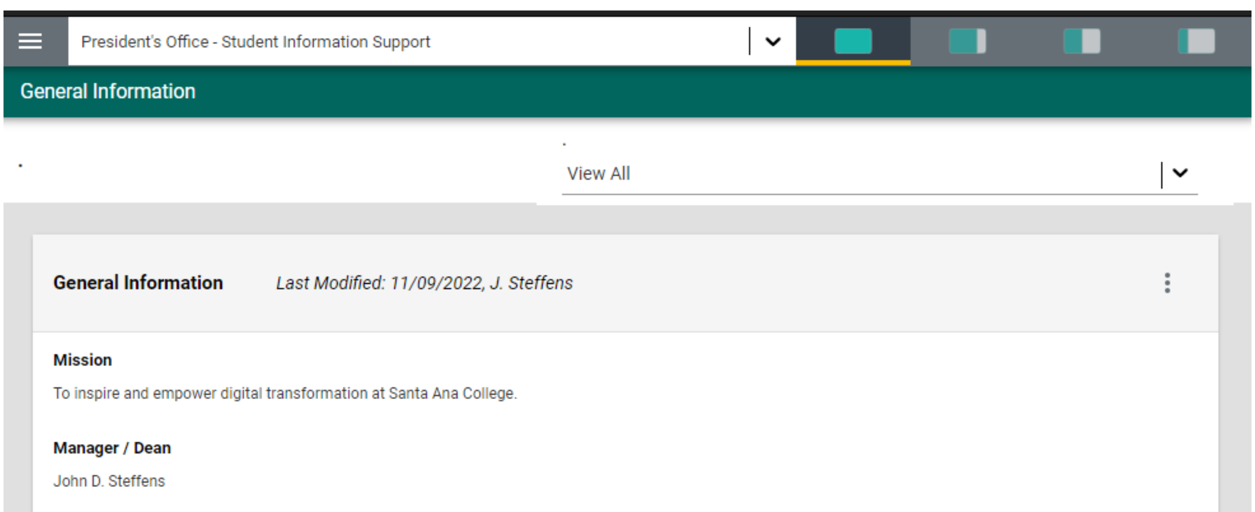


Complete the form fields/text boxes, as designated, by selecting in the text box or selecting from the drop - down. **NOTE**: If you see an Asterisk (*) next to the name of a field on any form, that field is required, and you will not be able to save the form until information has been entered into that field. Next, **SAVE**, by selecting the **SAVE** button at the top of the screen.

Once you have saved the form, you should see the completed information as depicted below.



Once you are satisfied with the information you have entered, and have **saved** the form, select the **Close** button at the top of the screen. You will now see the following view of the form.



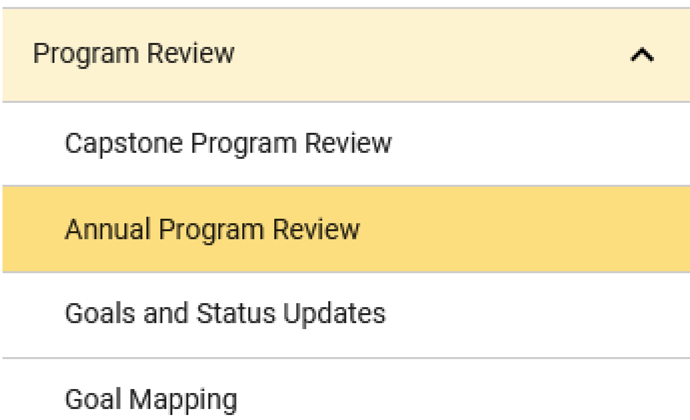
If at any time you need to edit, copy, view/print, view the audit log, or delete the form, select the ellipses on the top right of the Program/General Information form.

PROGRAM REVIEW

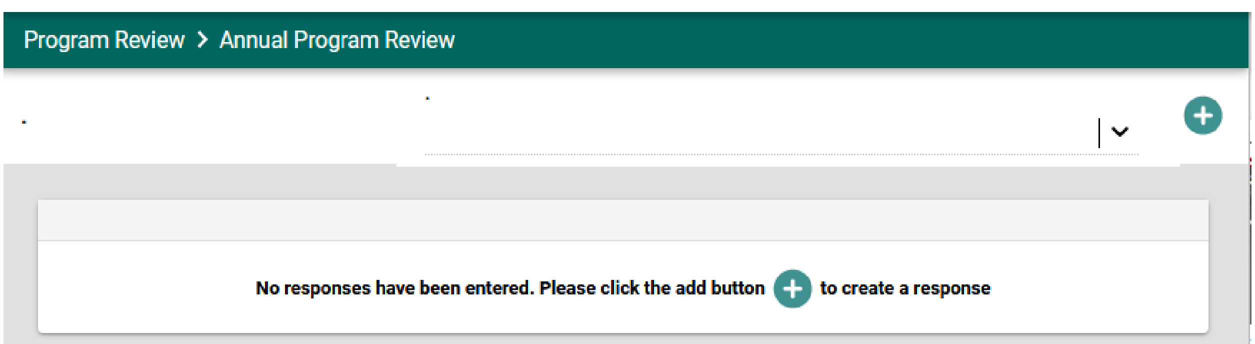
If your permissions allow, you may see other forms such as Outcomes Assessment, Program Review, and/or Resource Allocation Requests (RARs). You may see these headings in your main menu. For this example, we are using an Annual Program Review.

ANNUAL PROGRAM REVIEW

The annual program review form is accessed from the main navigation under the Program Review heading. Some areas will also have a Capstone (formerly Quadrennial) Review option.

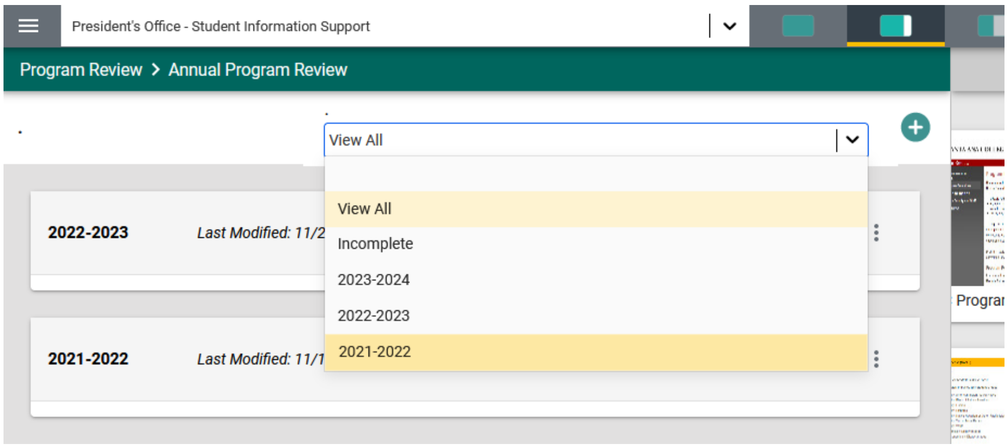


While the overall function of entering information on this form will be the same as the General Information form, there are some differences such as selecting from multiple date cycles.

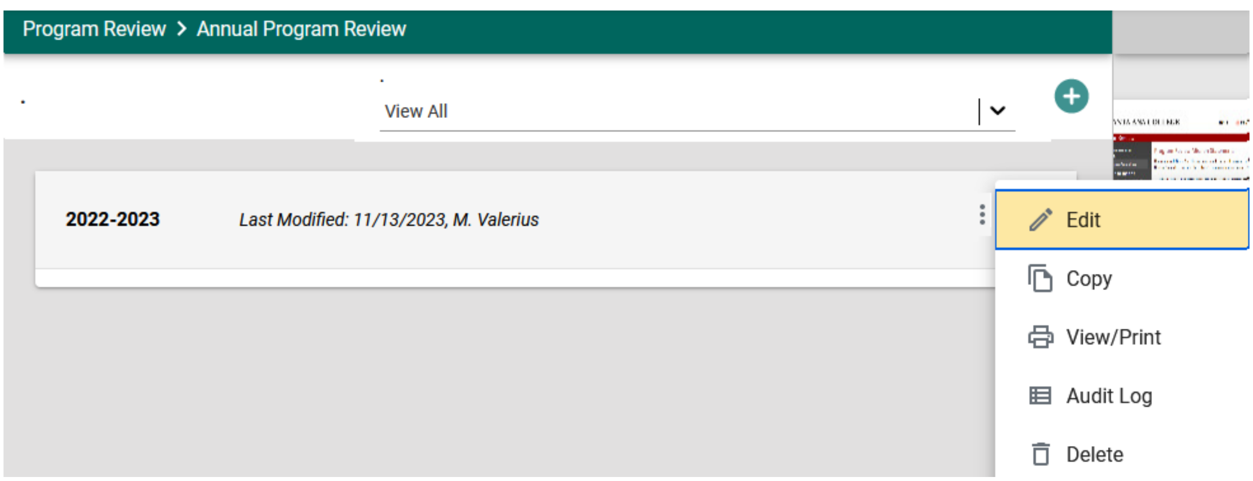


Select the cycle from the drop-down provided after selecting the add button. Then, proceed with completing that form. Once you have completed the fields within the form, remember to **SAVE** your work and **Close** the form.

Once closed, each cycle will be exhibited as indicated in the graphic below. Notice that in the example the drop-down is set to **View All**. This means that you will see all cycles that have data on this form. You may choose a specific cycle such as 2021 – 2022 from the drop-down to filter your view. In that case you will only see that cycle of information.



You can always edit your data by selecting the **Open** or **Edit** option from the ellipsis ⋮ menu:



The Audit Log option will provide you with a report of changes that have been made to this form. This can be helpful when multiple people have access to edit the data on the form.

SANTA ANA COLLEGE

Audit For Cycle: 2022-2023, Response 141

Show activity from the

Show All Activity

Date	Personnel	Field	Old Value	New Value
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		Click to see comparison of old and new value
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		Click to see comparison of old and new value
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		Click to see comparison of old and new value
	N. Gallegos	1. Progress Report: Review Previous Year's Institutional Review		Click to see comparison of old and new value
	J. Hoeger	2. Provide effective data sources to evaluate this department		Click to see comparison of old and new value
	J. Hoeger	2. Provide effective data sources to evaluate this department		Click to see comparison of old and new value
	N. Gallegos	2. Provide effective data sources to evaluate this department		Click to see comparison of old and new value
	J. Hoeger	Please attach any data sources here.	1297	1056

PROGRAM GOALS

Program Goals are entered under the Goals and Status Updates menu option in your Program Review menu.

Program Review

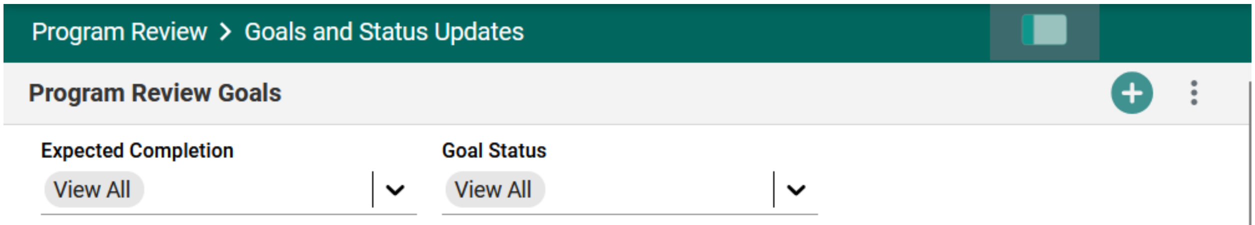
Capstone Program Review

Annual Program Review

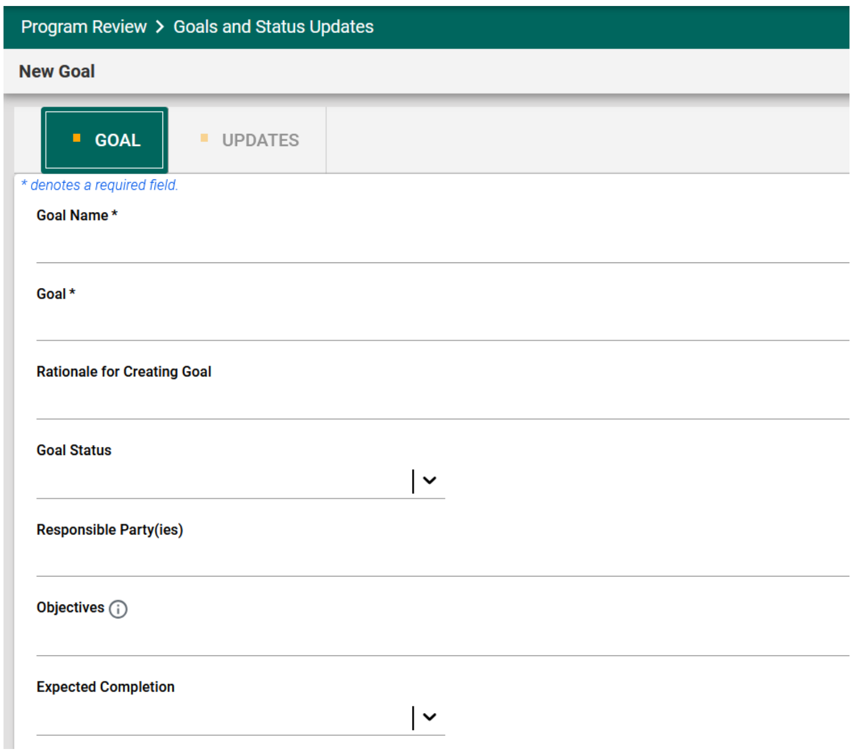
Goals and Status Updates

Goal Mapping

To add a new goal, select the green circle with plus (+) sign on the top right.



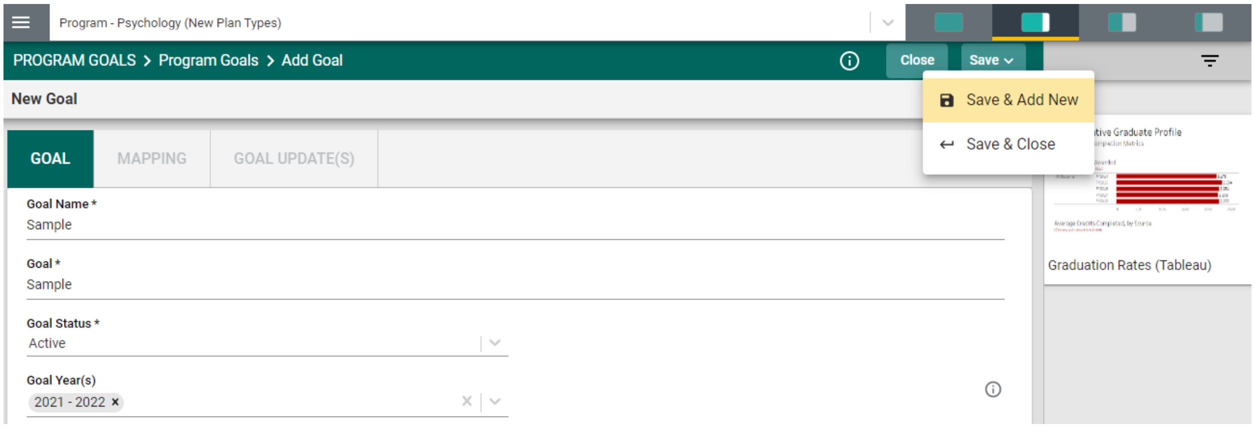
This will open the following card:



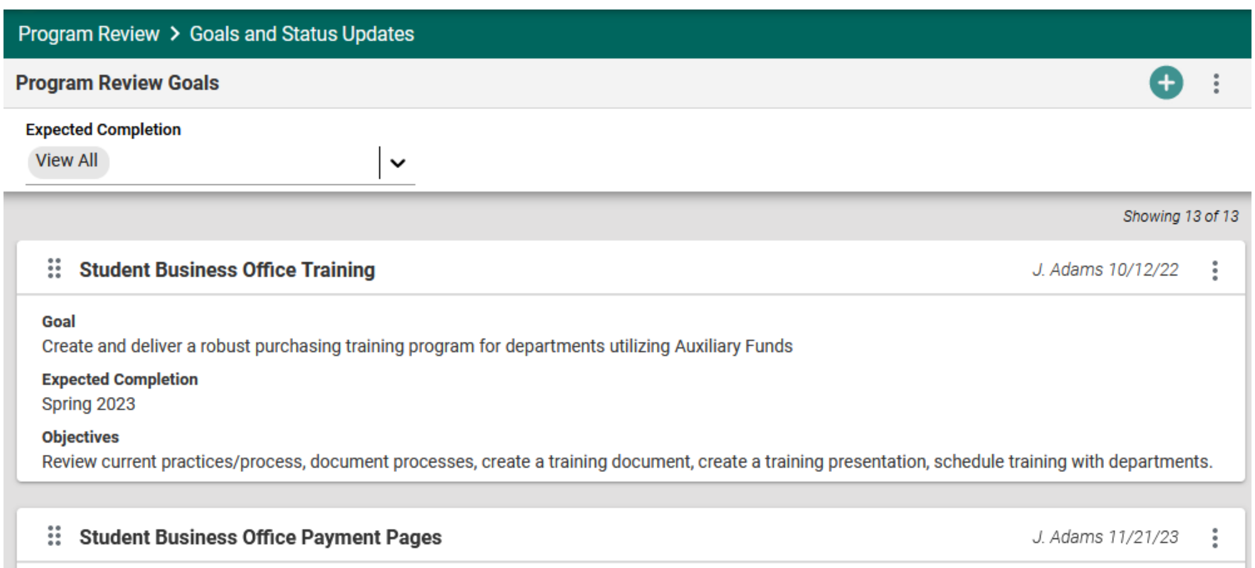
Next, type in each field provided to enter the **Goal Name** and **Goal**. Complete the **Goal Status Expected Completion** fields to be able to filter goals on those values later.

Note: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

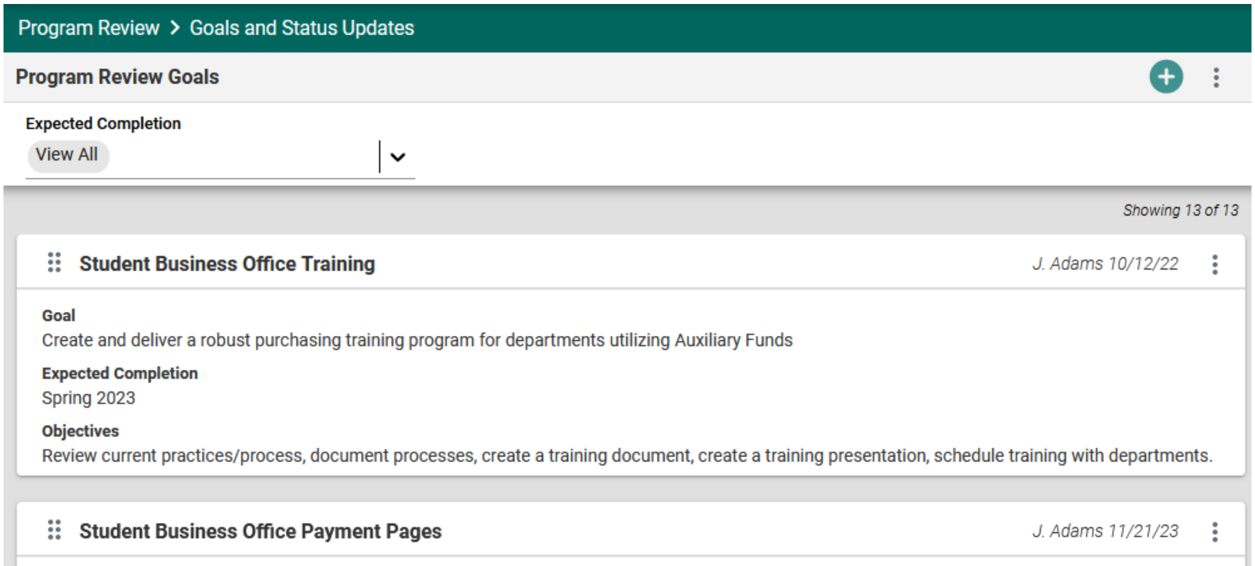
Once you have completed entering the goal information, **SAVE** your work by selecting the **Arrow** next to the **SAVE** button at the top of the screen. Notice that when you select the **Arrow** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this goal. If you have additional goals to add, select the **Save & Add New** option. If you have finished adding goals, select the **Save & Close** option.



Once you have finished adding goals, select the **Save & Close** option. The following screen will appear showing the goals that you have added.

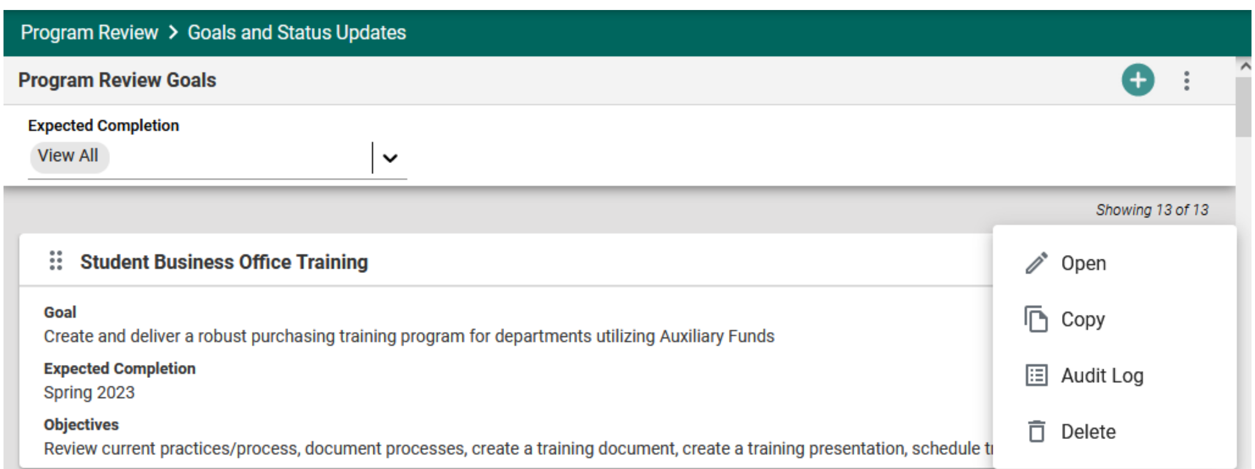


NOTE: As you add goals, the number of goals that have been entered is reflected at the top, right, of the goals/cards. In this example you see "**Showing**" 13 of 13.



To edit a current goal, locate the ellipsis to the far right of the card.

Once you select the ellipsis you will be provided with the options to **Open**, **Copy**, **Audit** or **Delete** the goal. Keep in mind that if there have been results entered for any goal/objective/outcome, deleting any goal will also remove any results that have been entered for that specific goal.

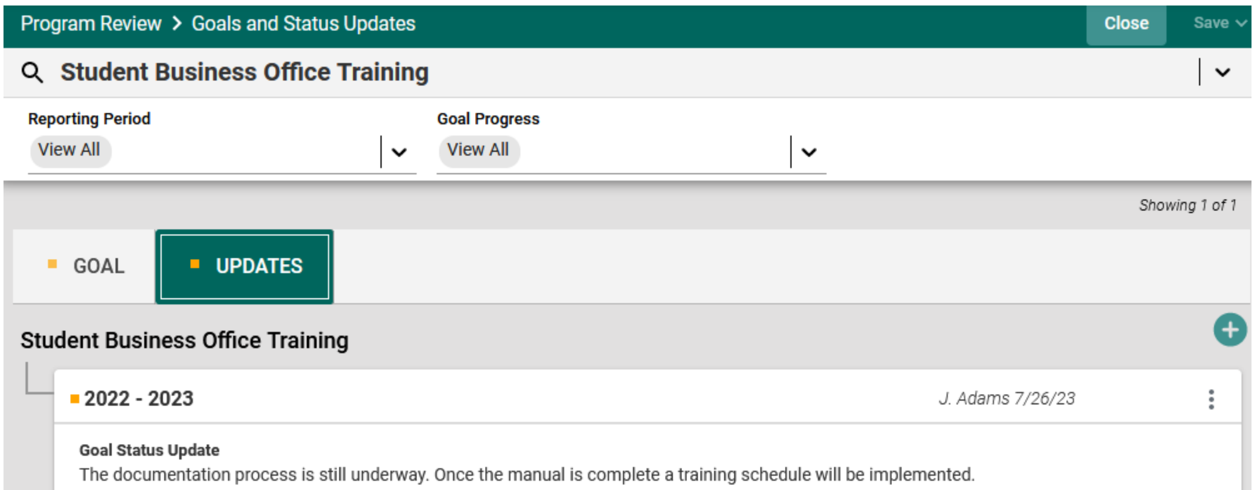


ARCHIVING GOALS

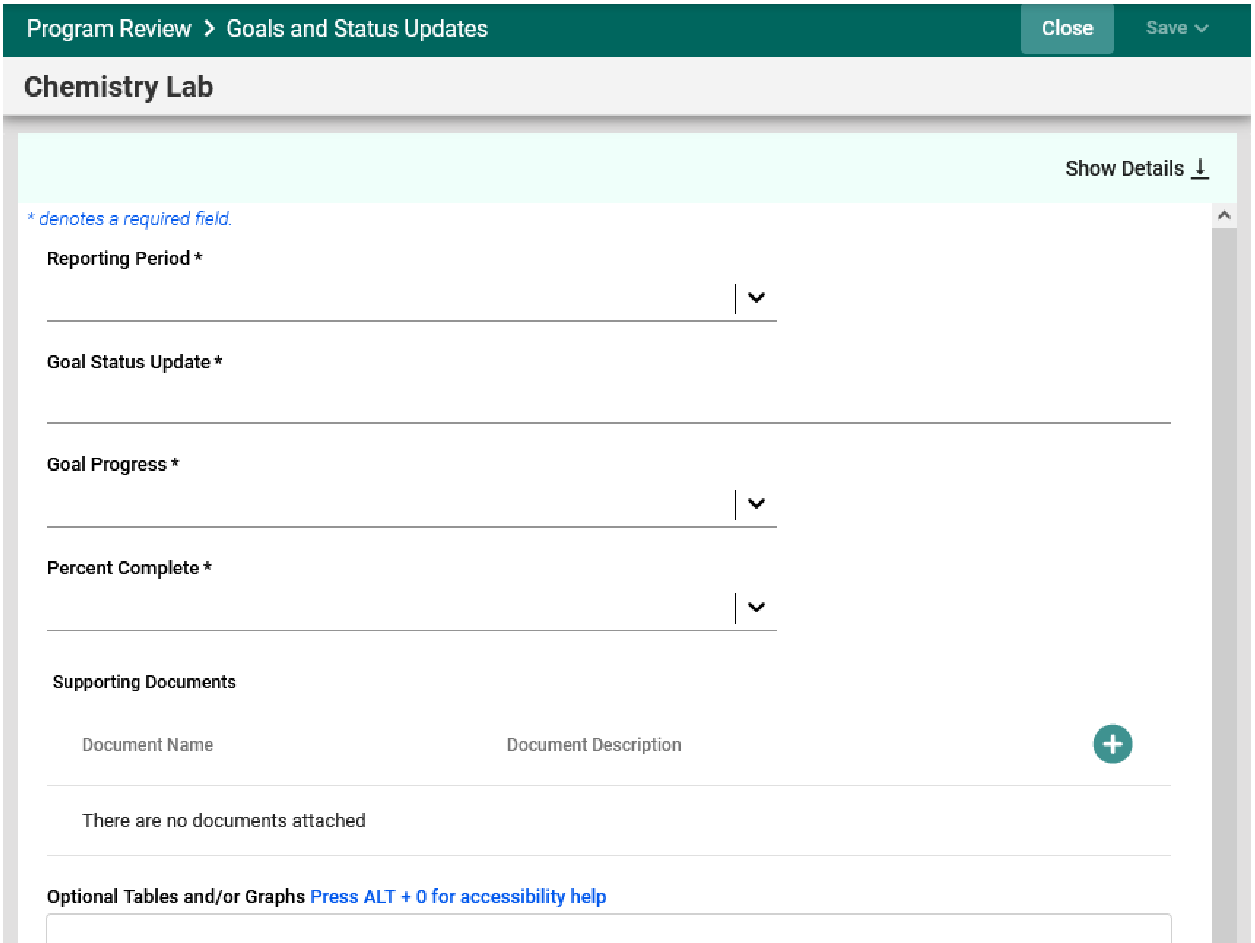
If a previously entered goal is no longer relevant, either because it has been completed or abandoned, it is recommended that you do **not** delete it as that removes historical data for your program. Instead, open the goal and change the goal status to "Archived."

ENTERING GOAL UPDATES/RESULTS

The next Tab on the navigation bar for this goal is the **GOAL UPDATES**(s) page/screen. To add a Goal Update for the goal, select the green circle with the plus (+) sign

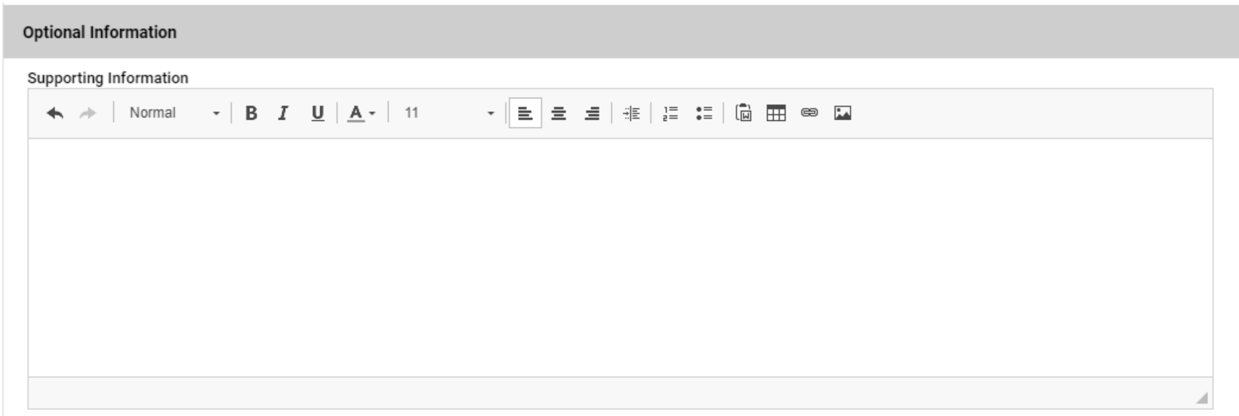


Once you have selected the green circle with the plus (+) sign the following card/screen will open. To see the information that was entered previously for the goal, you can choose can select the **Show Details** icon: Show Details.



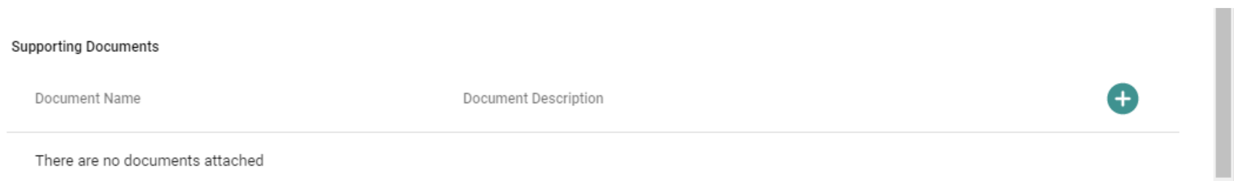
Now, begin entering the Status Update/Results for this Goal. First, select the Reporting Period by selecting the drop-down. Then, select in the text/dialog box to enter the Goal Status Update narrative. Next, select the dropdowns to select your Goal Progress and Percent Complete. Finally, use the scroll bar to the right to add any **Optional Information** and/or **Supporting Documents**.

To add **Optional Information**, select in the text/dialog box. Once you select in the text/dialog box a typical Word toolbar will appear. You have a variety of options such as pasting from a Word document, adding a table, linking to a document outside of the platform, or pasting a graphic/picture from another sources.

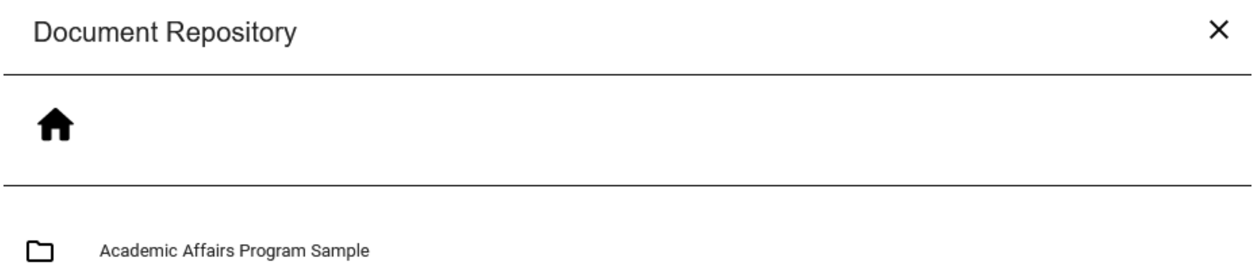


Adding Supporting Documents

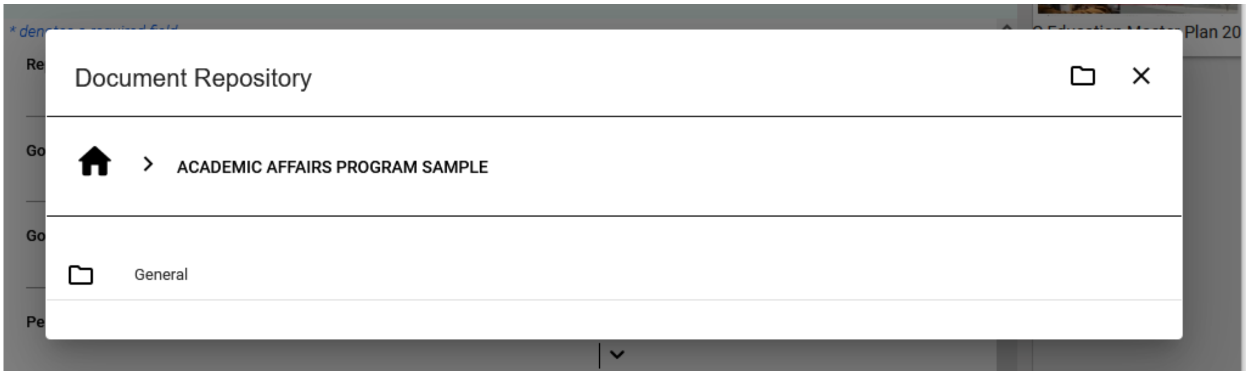
To add Supporting Documents, Select the green circle plus + sign 



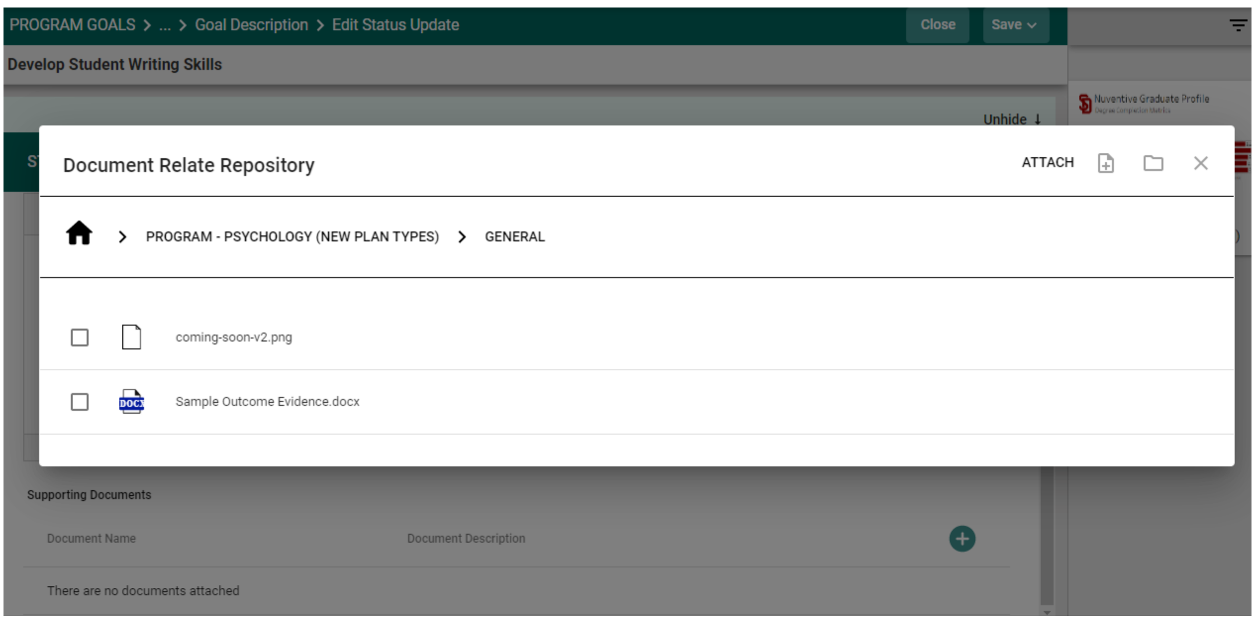
The following screen for the Document Repository will appear. Select the primary folder to open the Document Library folders where this document has been stored.



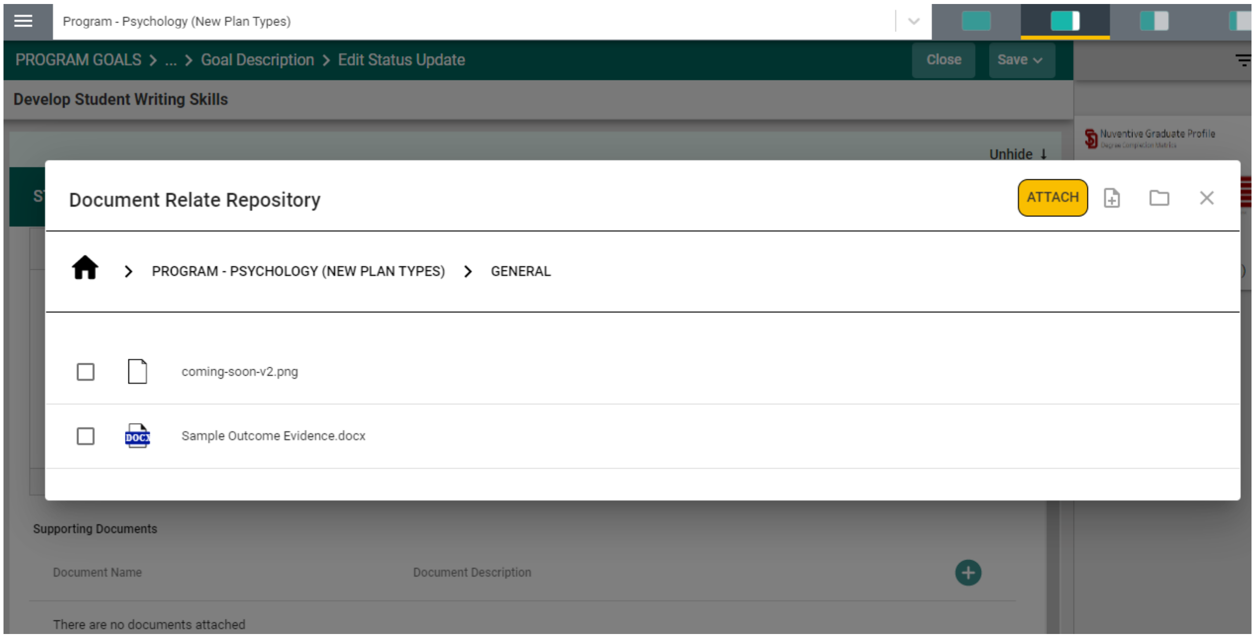
Now select from the folder options available. In this example there is one folder titled General.



Select the folder name to open that folder. Then, select a file (or files) from that folder by selecting the checkbox next to each file you would like to add.



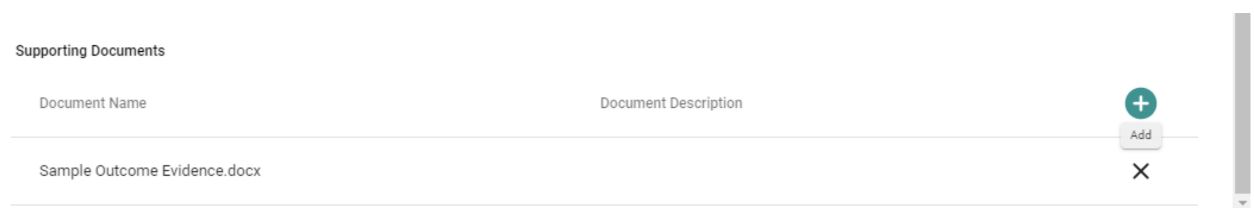
Now select ATTACH from the from the top right-hand navigation.



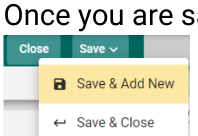
Note: If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by selecting one of the icons next to the Attach icon.

More on the Document Library/Repository later in this Help Guide.

You should now see the file attached as a supporting document.



Once you are satisfied with the information you have entered Select 

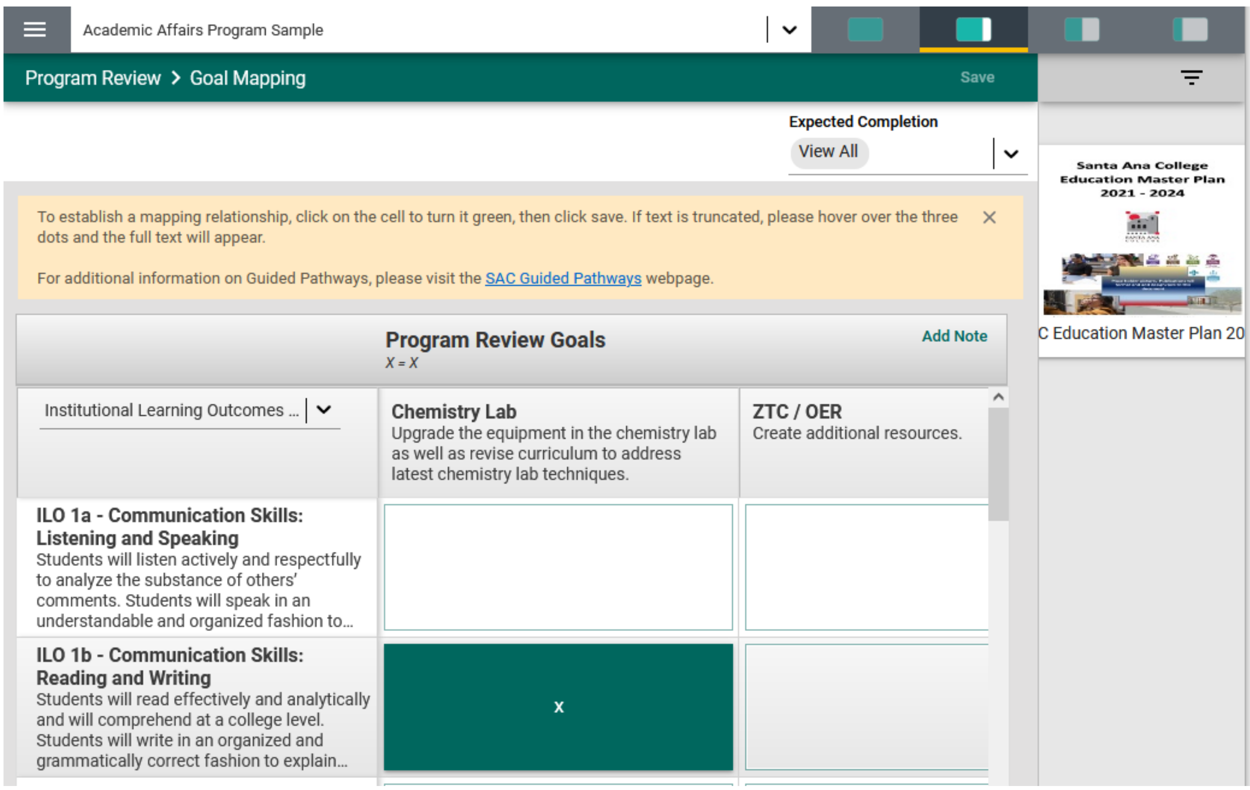
and choose 

to **Save & Add New** or **Save & Close**.

The **Save & Add New** will allow you to continue adding Updates/Results to other goals. The **Save & Close** will take you back to the main goal page.

GOAL MAPPING

Select GOAL MAPPING from the Program Review menu to navigate to the Mapping screen where the unit can map Goals with other institutional outcomes such as Institutional Learning Outcomes (ILOs), Comprehensive Ed. Plan Goals or Guided Pathways Pillars. To begin, select the institutional outcome from the drop-down immediately above the left-most column. To map a goal, select in the box that forms the intersection between the goal and the outcome. The example below shows a Chemistry Lab goal mapped to ILO 1b.



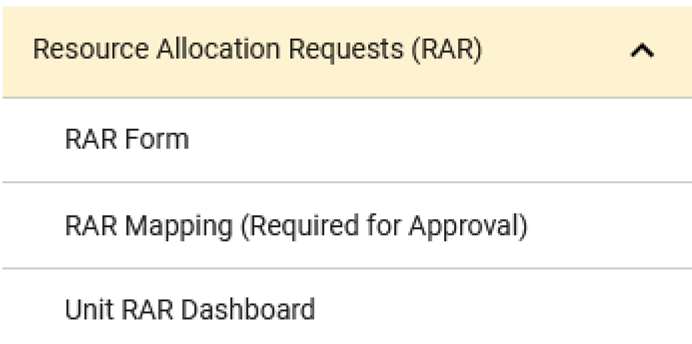
When you have completed the mapping, select the **Save** button arrow in the top right-hand area of this screen.

NOTE: Other mapping screens in the system include mapping Course Outcomes in Outcomes assessment as well as mapping Resource Allocation Requests to Program Goals. Visit the **MAPPING** section of this manual for more information.

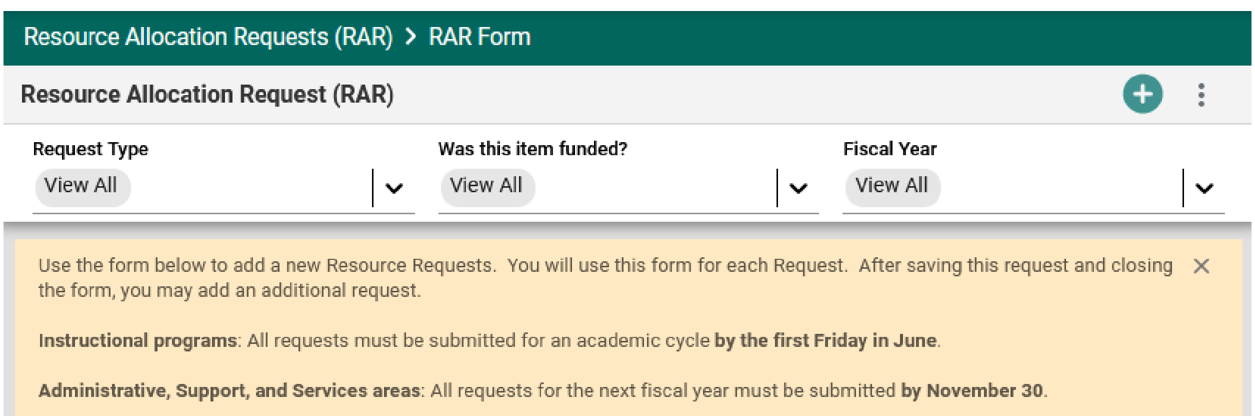
RESOURCE ALLOCATION REQUESTS

RESOURCE ALLOCATION REQUESTS

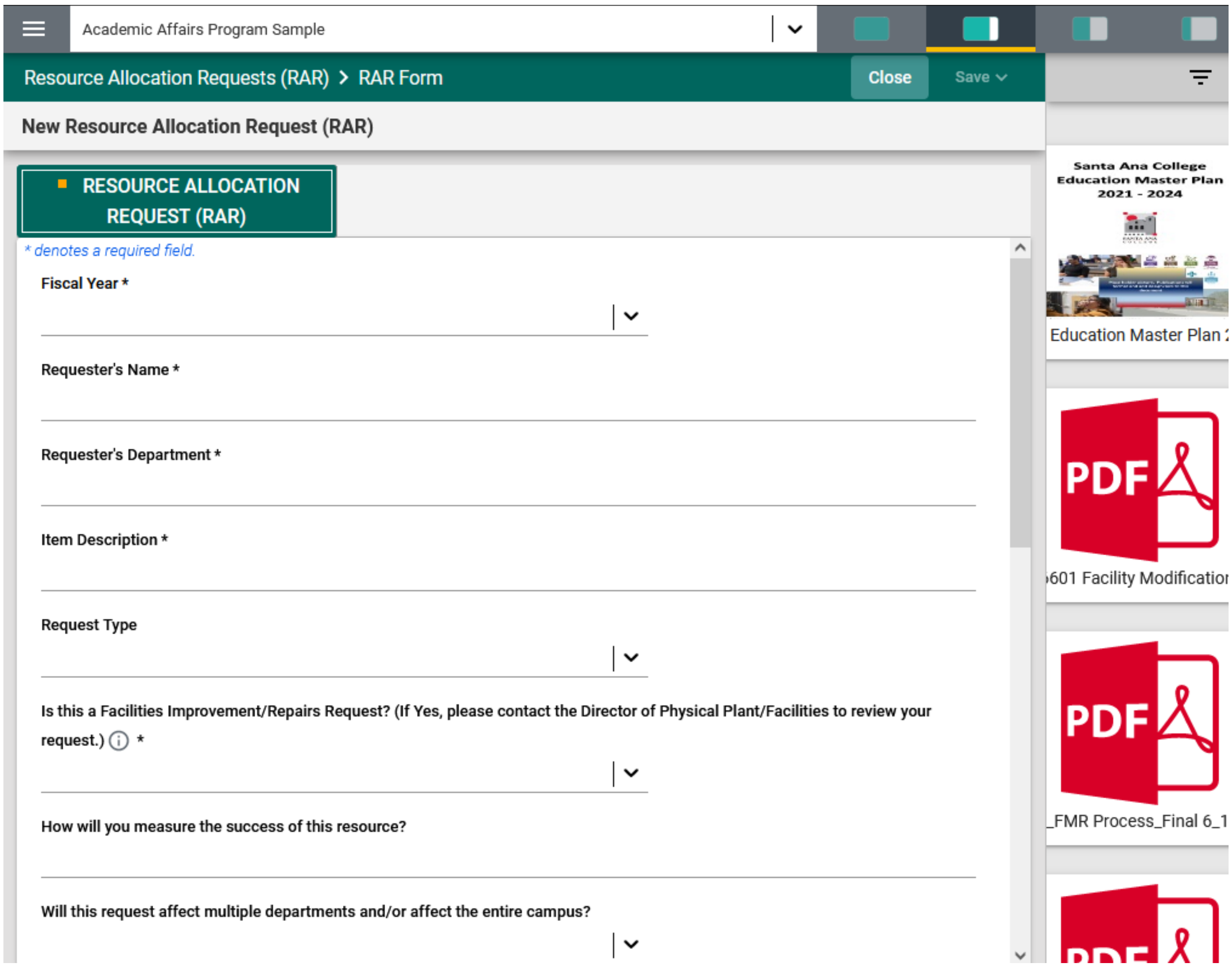
Begin entering Resource Allocation Requests (RARs) by selecting the RAR Form option in the Resource Allocation Requests menu.



Select the green circle with the plus sign (+) to add a new request.



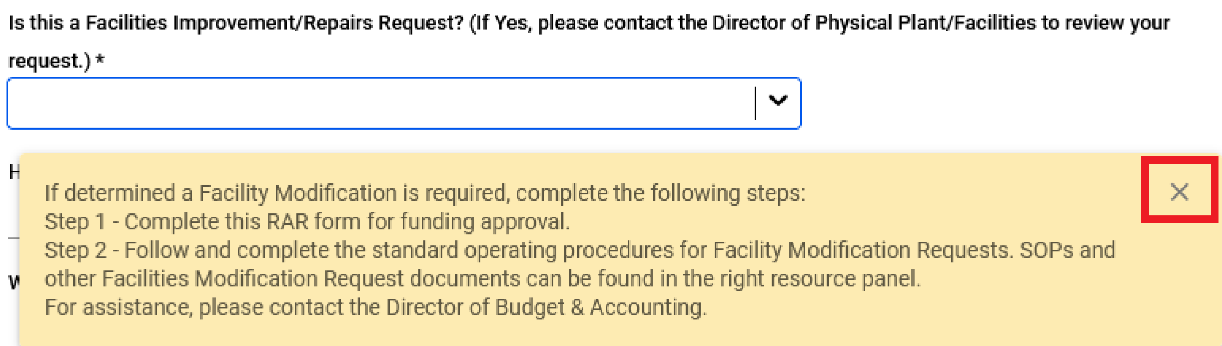
Start by selecting the fiscal year for your request. Enter the fiscal year for which you are requesting funding, not the current fiscal year.



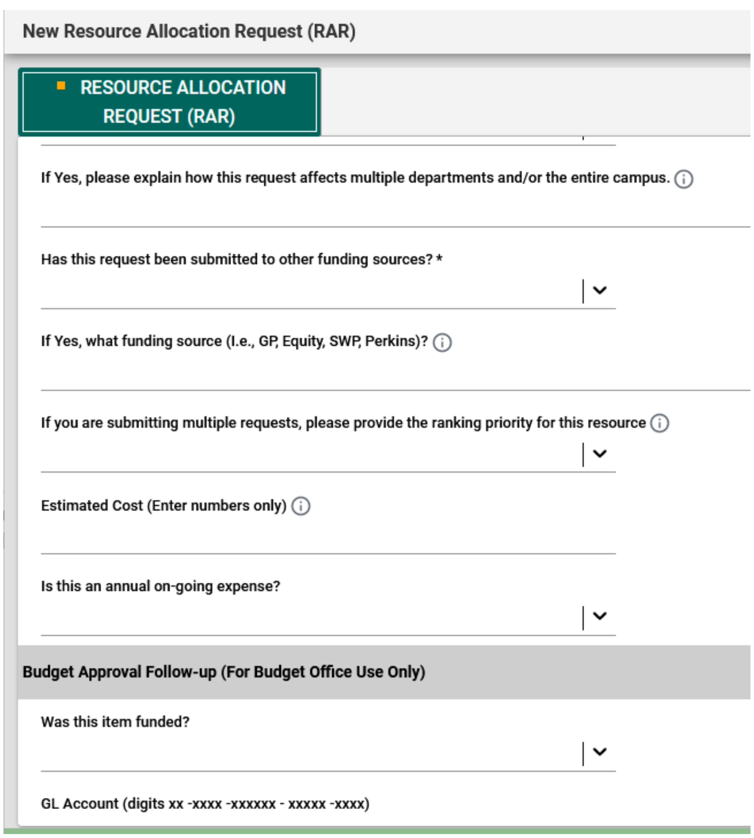
Note the resources provided in the right pane. These resources are provided by the Budget Office to assist you in aligning your requests with strategic priorities during mapping, determining personnel costs, and handling Facility Modification Requests.

Enter your name, department and the description of your request. Next, select the appropriate Request Type from the Request Type dropdown and continue down the form to complete the rest of the fields.

Note that additional information for some fields is available by selecting the information icon ⓘ in the question. In some cases, the information box may open automatically and obscure the field. Simply select the X icon from the top right corner of the box to close it.



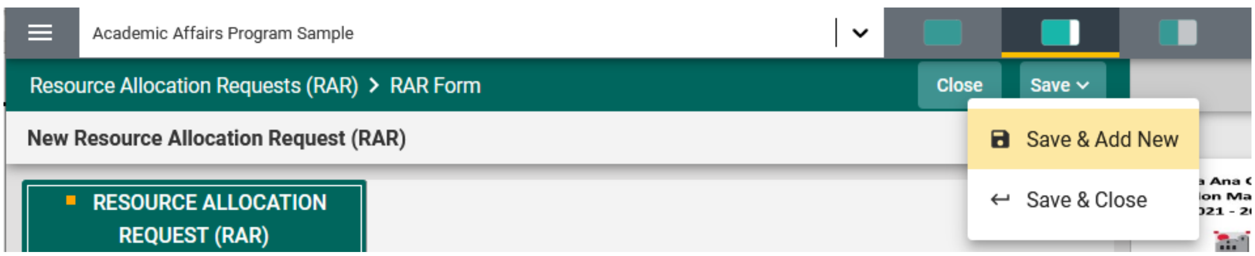
Be sure to prioritize your requests with the ranking drop down. Work with your supervisor if you are unsure how to prioritize your requests. You will be able to edit the form later if you need to change your prioritization.



Do not complete fields below the line that reads *For Budget Office Use Only*. The Budget Office may complete these fields at a later date.

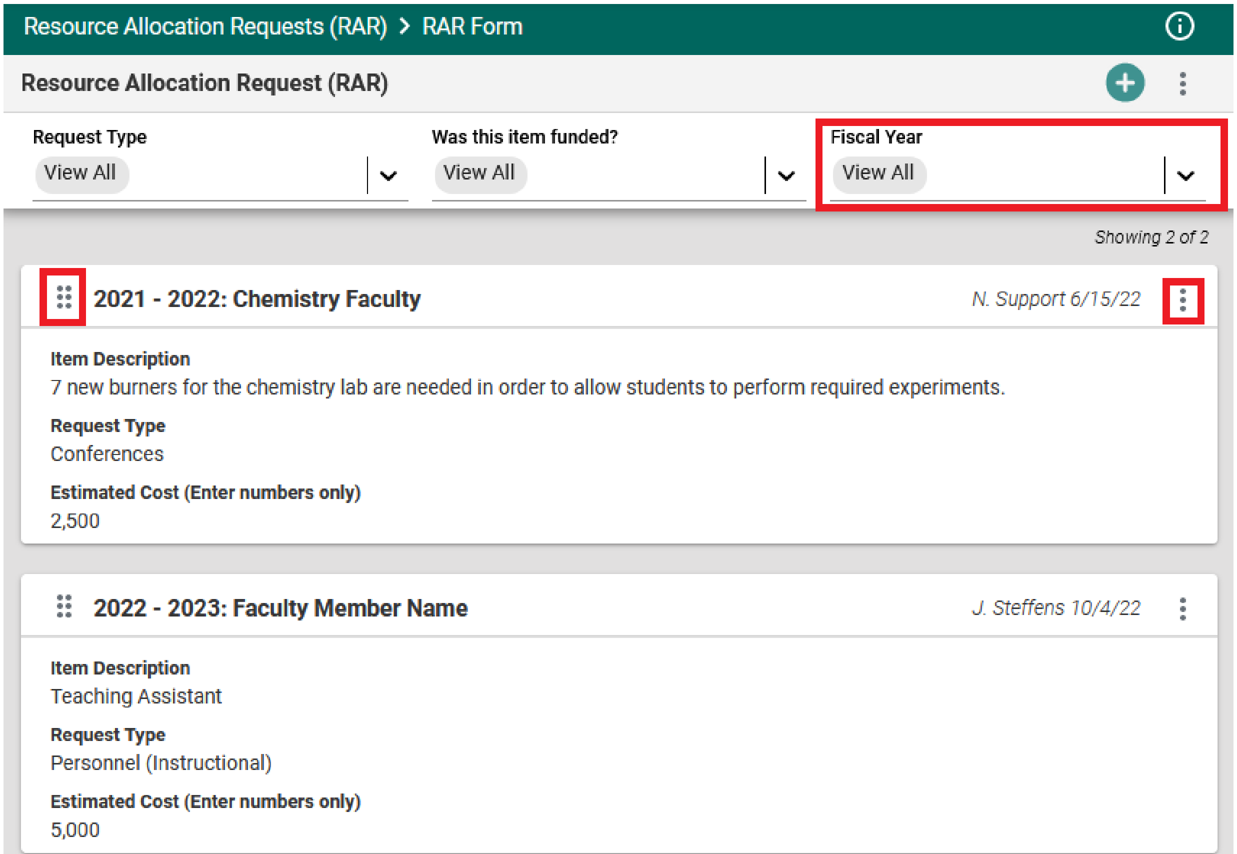
Note: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

Once you have completed entering the RAR information, **SAVE** your work by selecting the **Arrow** next to the **SAVE** button at the top of the screen. Notice that when you select the **Arrow** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this RAR. If you have additional RARs to add, select the **Save & Add New** option. If you have finished adding RARs, select the **Save & Close** option.

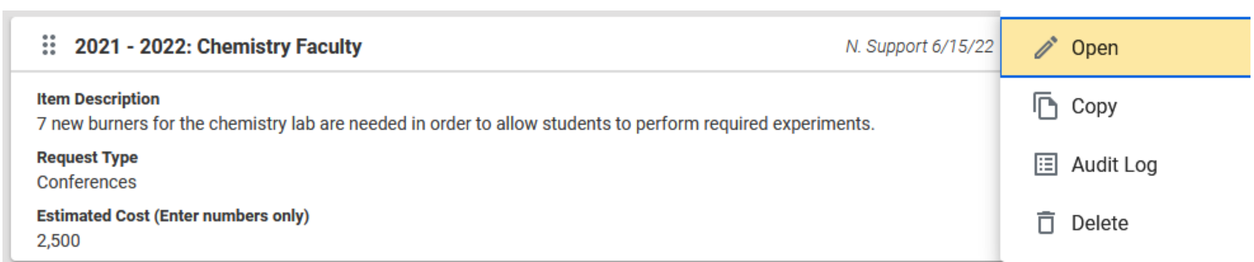


After you have entered your requests, you will see a list of RARs on the screen. You may use the filters at the top of the screen to show only particular requests, such as for a certain fiscal year.

You may also reorder a card by grabbing the card by the double-vertical ellipses handle and dragging it to where you want it. You may also edit the card by using the ellipsis menu in the right corner of the card to Open it.

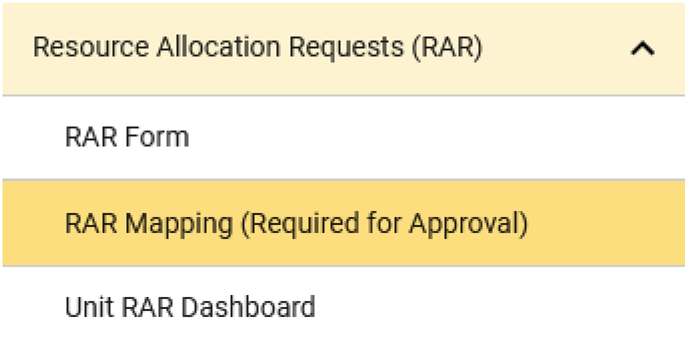


Other options in the card menu include Copy, Audit Log and Delete.

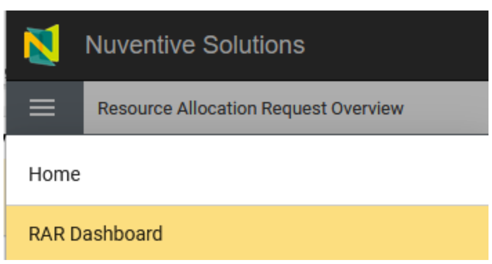


Once you have entered your requests, proceed to map your requests to your Program Goals by selecting the RAR Mapping option from the menu.

Visit the **<u>MAPPING</u>** section of this manual for more information.



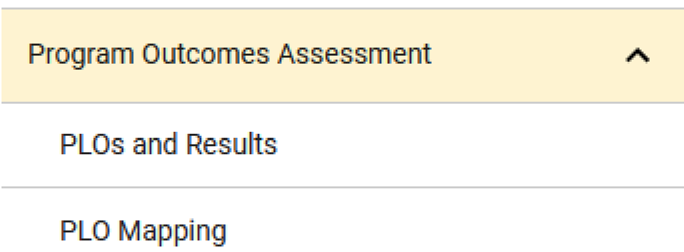
RAR data can be viewed for your unit by selecting the Unit RAR Dashboard from the menu. Note that this only shows data for this unit. Administrators can see RAR information across units by using the dashboard in the Resource Allocation Request Overview unit. Visit the **<u>DASHBOARDS</u>** section of this manual for more information.



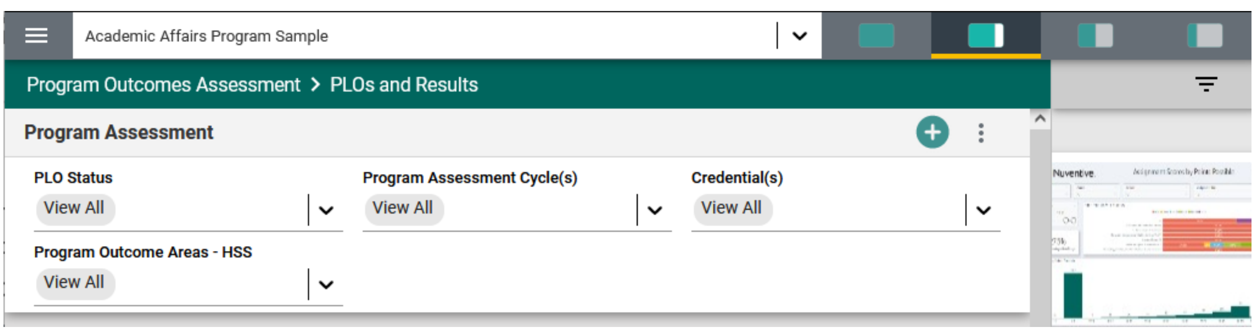
PROGRAM OUTCOMES ASSESSMENT

PROGRAM OUTCOMES ASSESSMENT

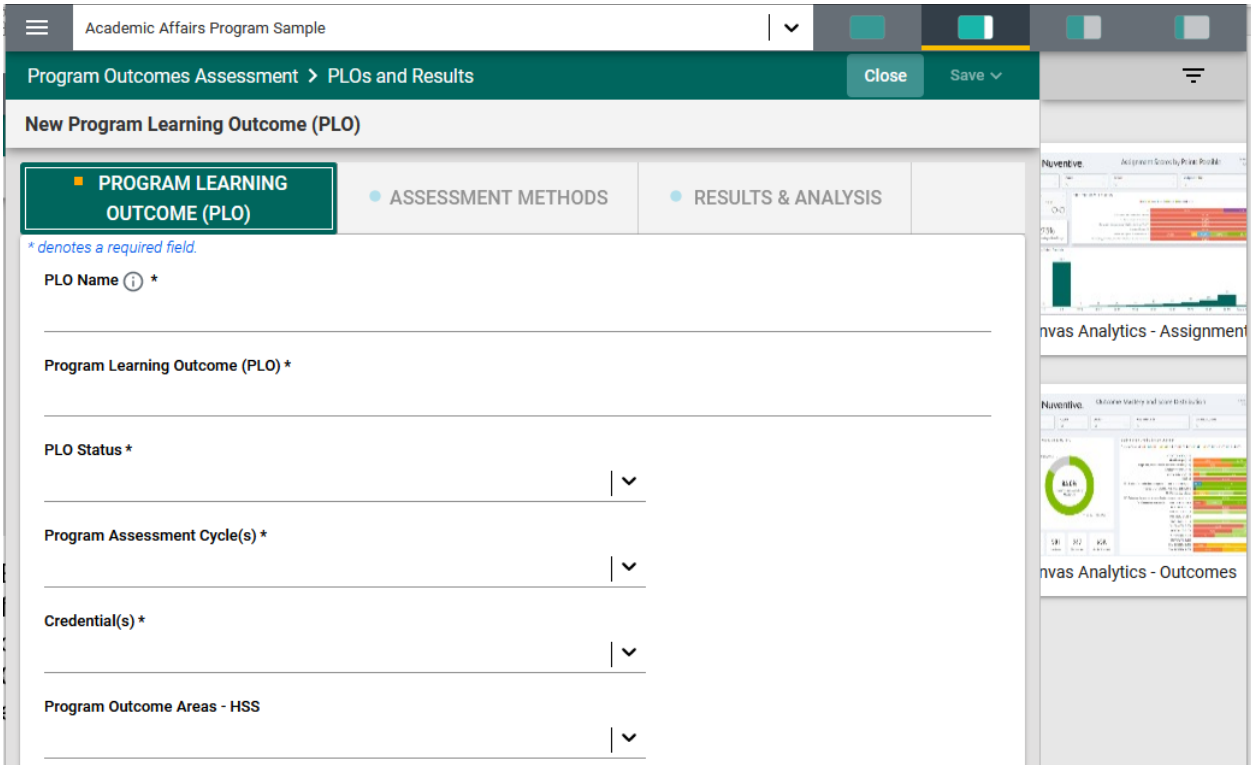
The Program Outcomes Assessment screens are where you will enter your PLOs and Results and your PLO Mapping:



The PLOs and Results screens include the following tabs/cards: Outcomes, Assessment Method, and Results). To begin setting up the program assessment plan, you will first enter the program outcome. Select the green circle with the plus (+) sign



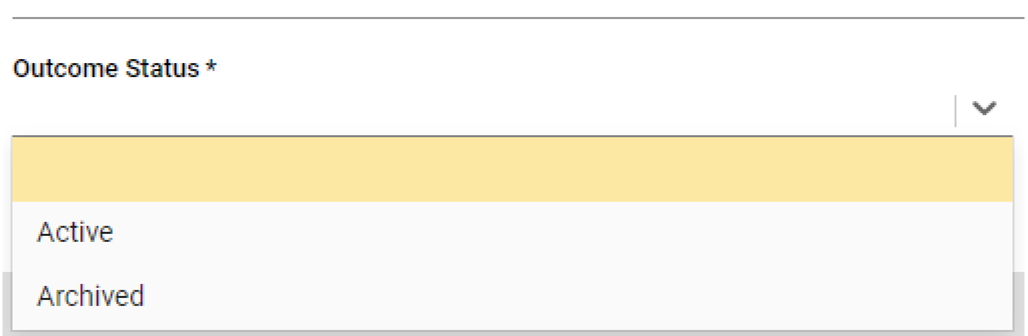
Once you have selected the green circle with the plus (+) sign the following card will open.



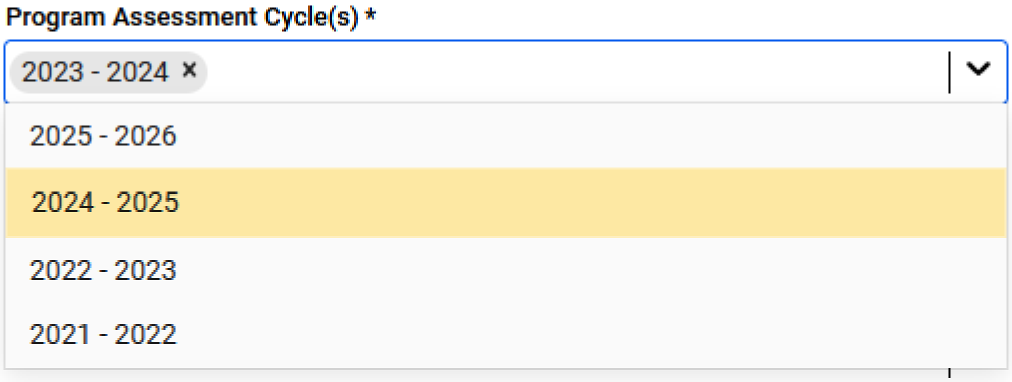
Begin by entering the PLO Name*. Notice the Asterisk (*) next to the name of several of the fields. The Asterisk (*) indicates that the field is required, and information must be entered for the card/information to be saved. The Name should reflect the Outcome. For example: Critical Thinking instead of PLO 1.

Notice the arrow icon next to some of the fields. This icon indicates that options have been provided from which you are to choose.

For the PLO Status, options will be Active or Archived. Select Active if this is a new Outcome and you will be assessing this outcome. Archived may be chosen if this outcome will not be assessed.

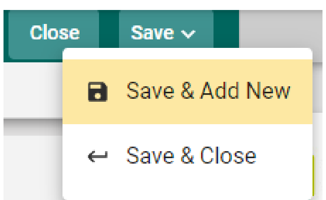


Next, select the arrow and select the Program Assessment Cycles(s). This is the academic year that this plan will be assessed. You may make multiple selections here.

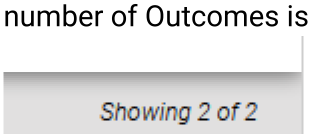


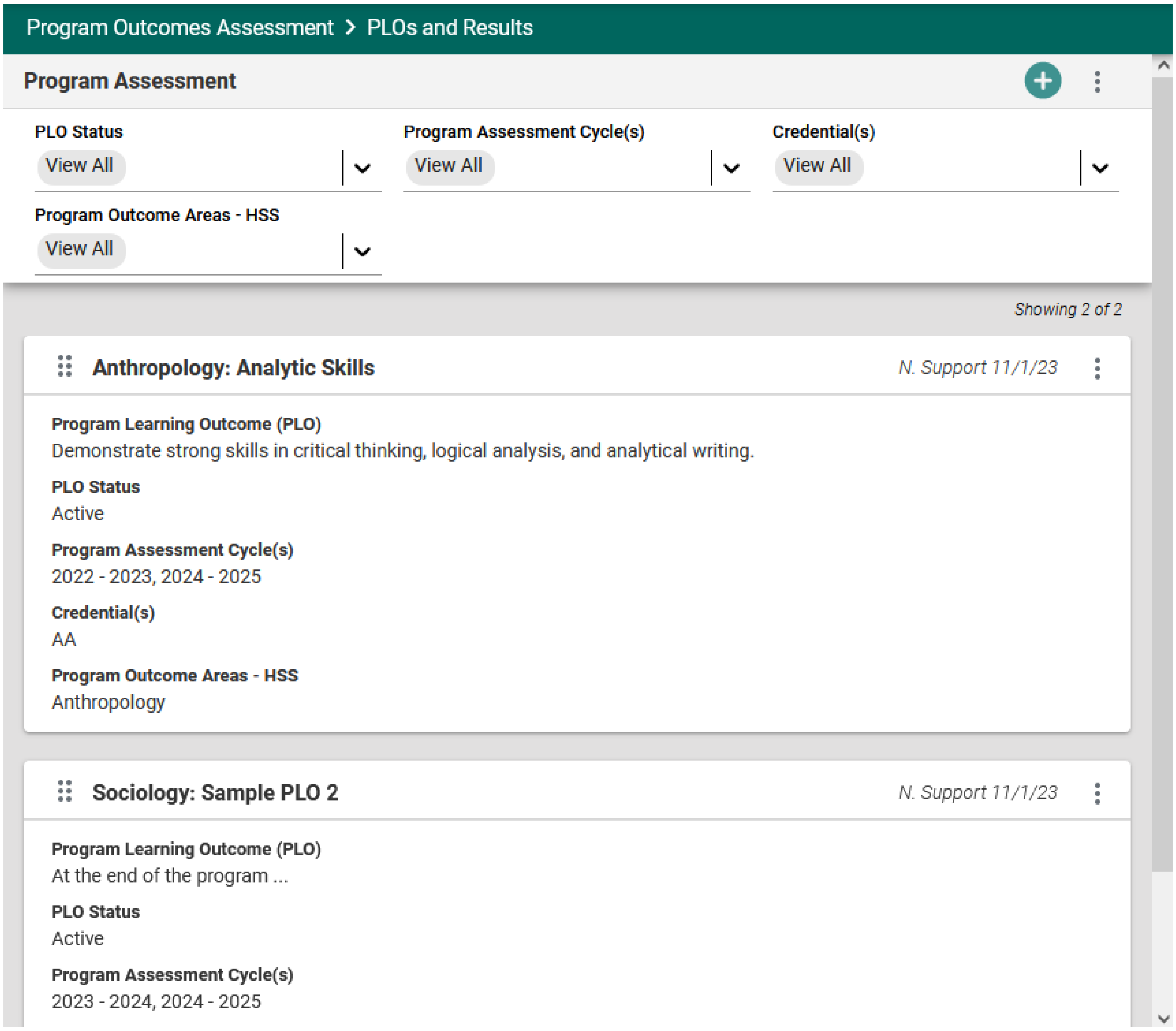
Now, save your work by selecting the green **Save** button in the top right-hand corner of the card. By selecting the **Save** button, without selecting the arrow, your work will be saved, and you can continue working on the plan for this outcome.

By selecting the arrow, you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other outcomes to enter, you may select **Save & Add New** and continue adding outcomes. If you have finished adding outcomes, select the **Save & Close** option.



If you select the **Save & Close** option**,** you will see a list of the PLOs that have been entered. In the following example you can see that several Outcomes have been entered and saved. The number of Outcomes is depicted in the top right-hand area of the screen:

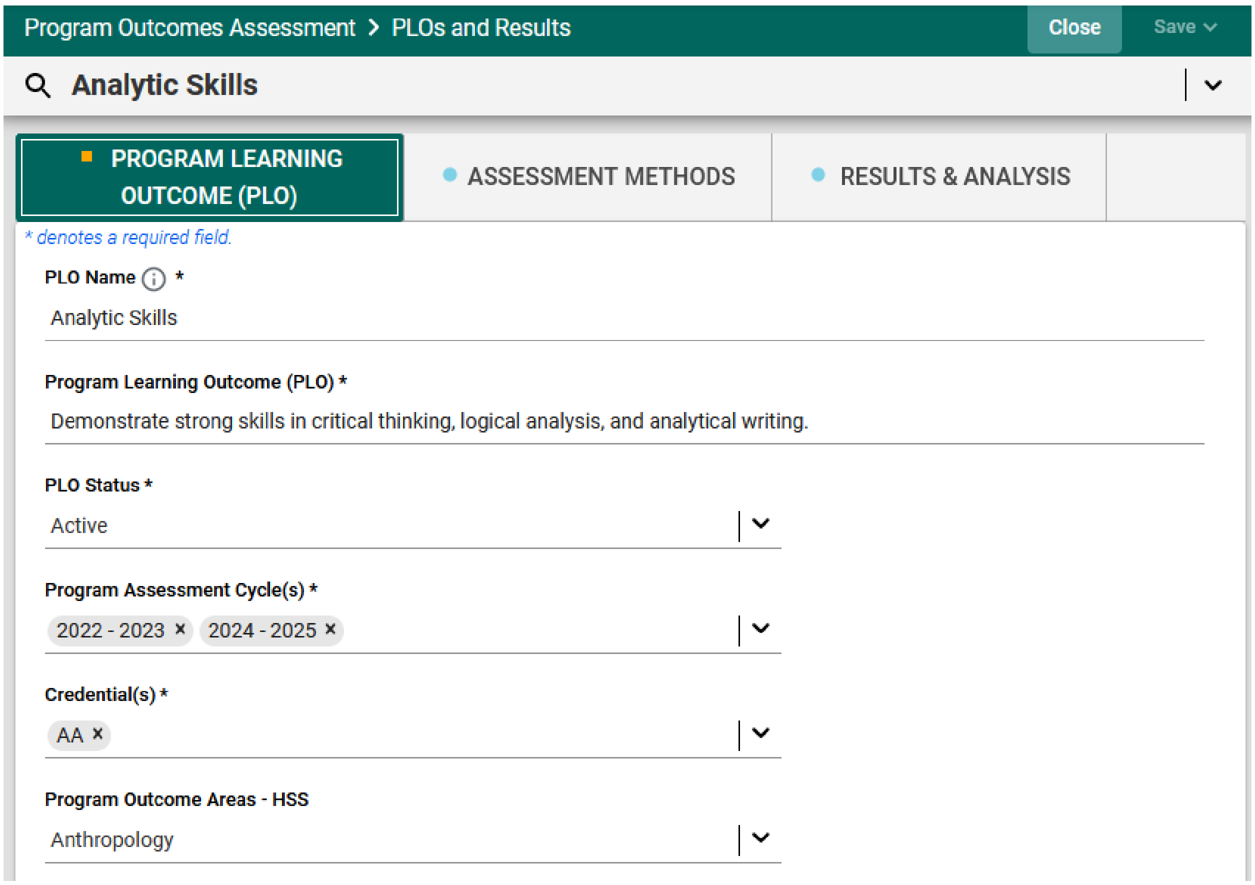




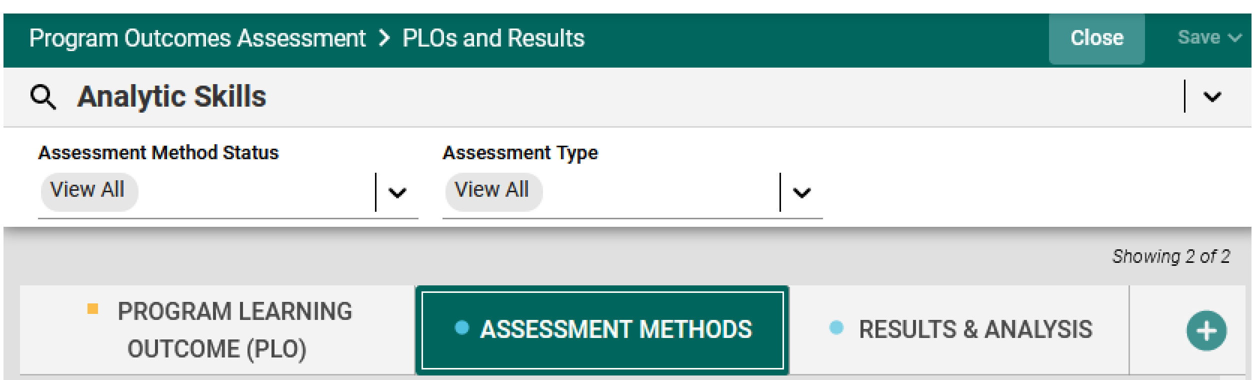
If you have selected the **Save & Close** option, have been returned to the screen above, and would like to continue working on the assessment plans (entering Assessment Methods, and/or Assessment Results & Analysis), select the ellipsis to the right on the outcome card where you would like to continue working.

Selecting the ellipsis will allow you to **Open** the outcome card, **View/Print**, or **Delete** the outcome. ***Keep in mind that if you delete the outcome, you will also be deleting any results that have been entered for that outcome.***

Now that you have entered the Program Learning Outcome, Select the ASSESSMENT METHODS tab to enter an Assessment Method for that Outcome.

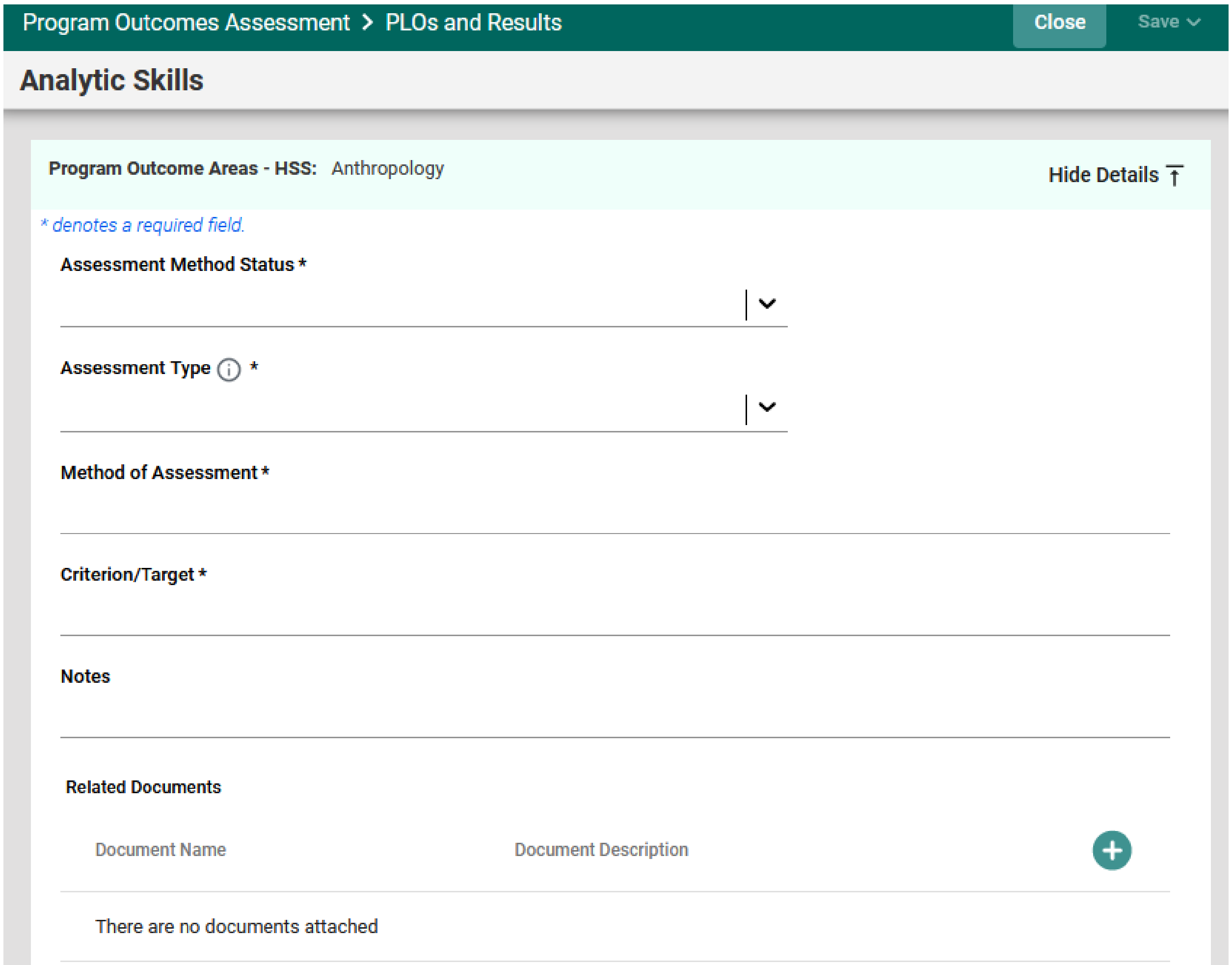


Once you have selected the ASSESSMENT METHODS tab you will see the following screen.



To begin entering an Assessment Method select the green circle with the plus (+) sign.

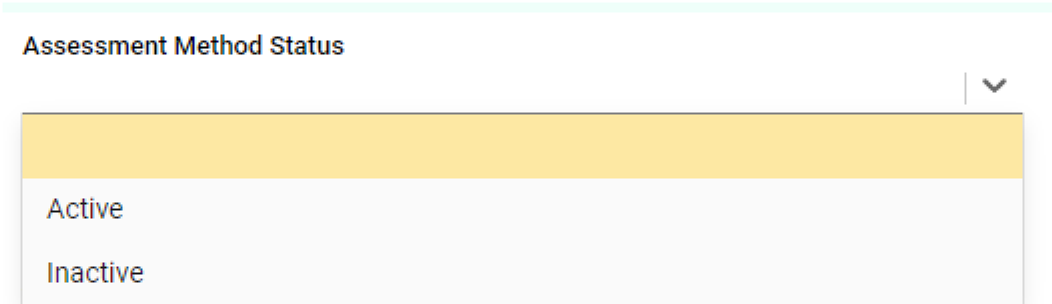
The following screen will open:



Complete each field: Assessment Method Status, Assessment Type, Method of Assessment, Criterion, and Notes.

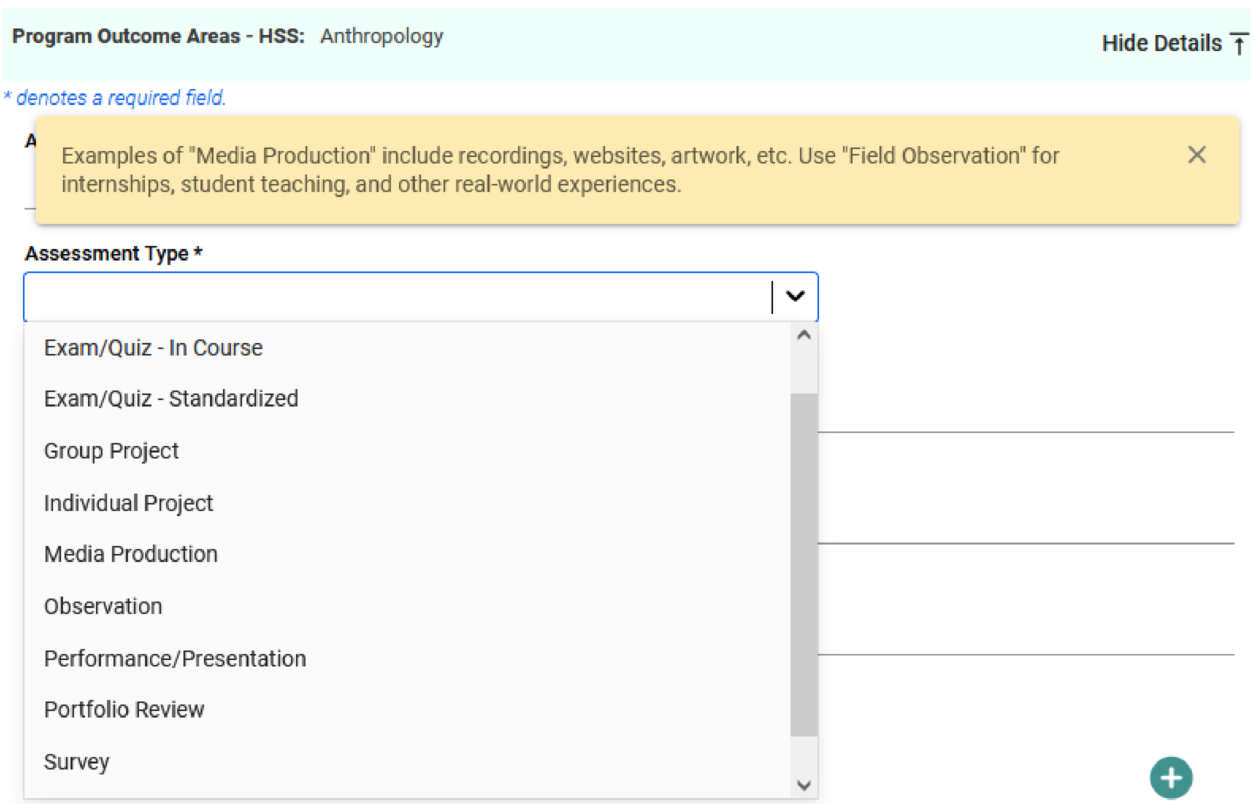
Notice the arrow icon next to some of the fields. This icon indicates that options have been provided from which you are to choose.

For the Assessment Method Status, options may be Active or Inactive.



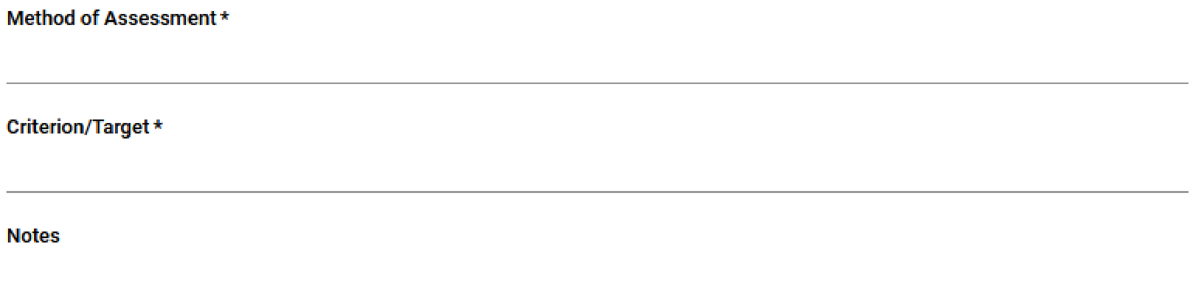
Select Active if this is a new Outcome and you will be assessing this outcome. Inactive may be chosen if this outcome will not be assessed.

Next, select the Assessment Type from the drop-down.



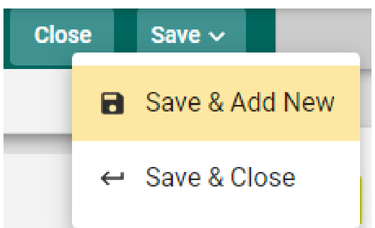
Select the Assessment Type you plan to use for assessing this outcome.

Next, enter the Method of Assessment.

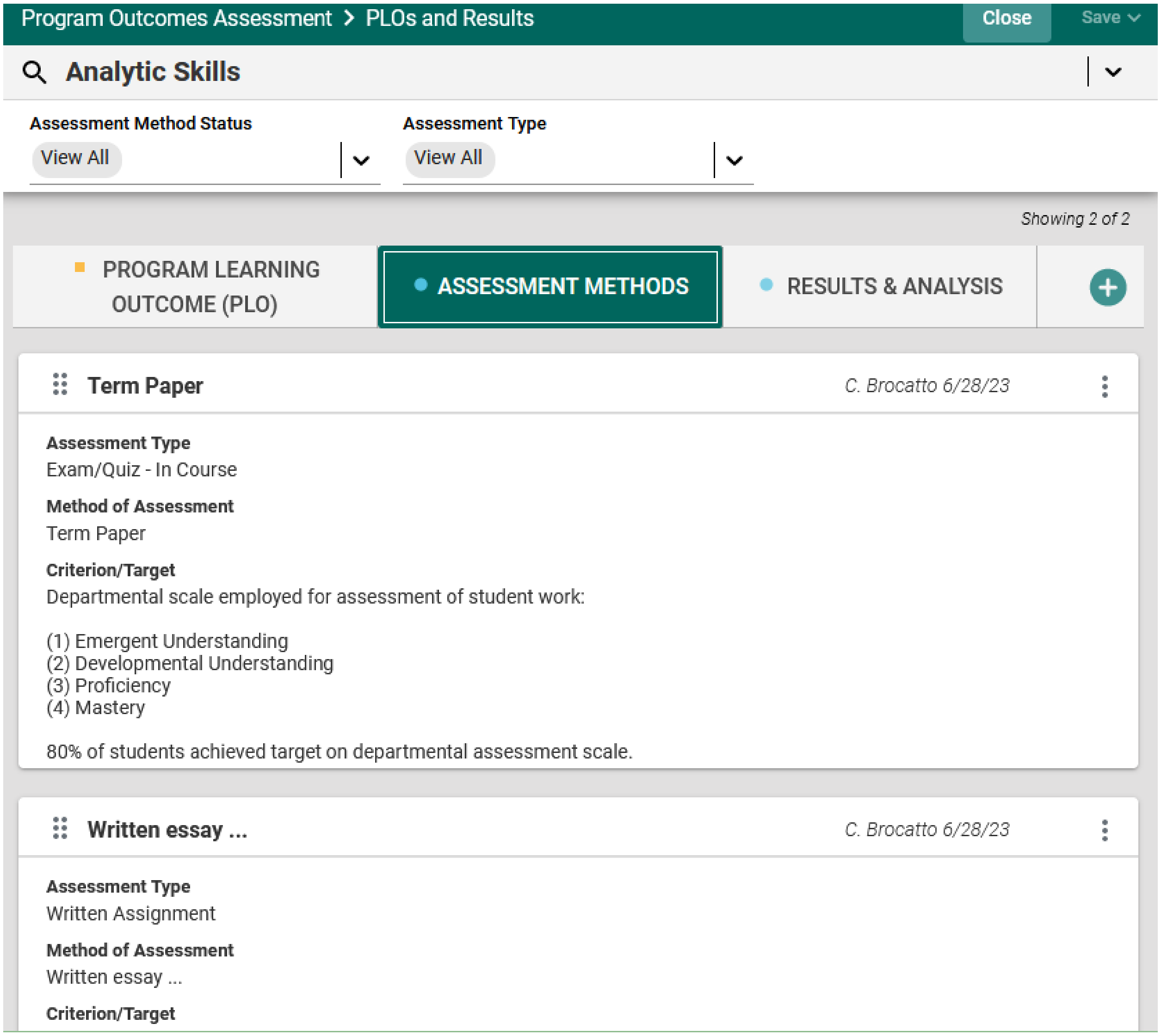


Now, save your work by selecting the green **Save** button in the top right-hand corner of the card. By selecting the **Save** button, ***without Selecting the arrow***, your work will be saved, and you can continue working on the plan for this outcome.

By selecting the arrow, you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other assessment method to enter, you may select **Save & Add New** and continue adding assessment methods. If you have finished adding assessment methods, select the **Save & Close** option.



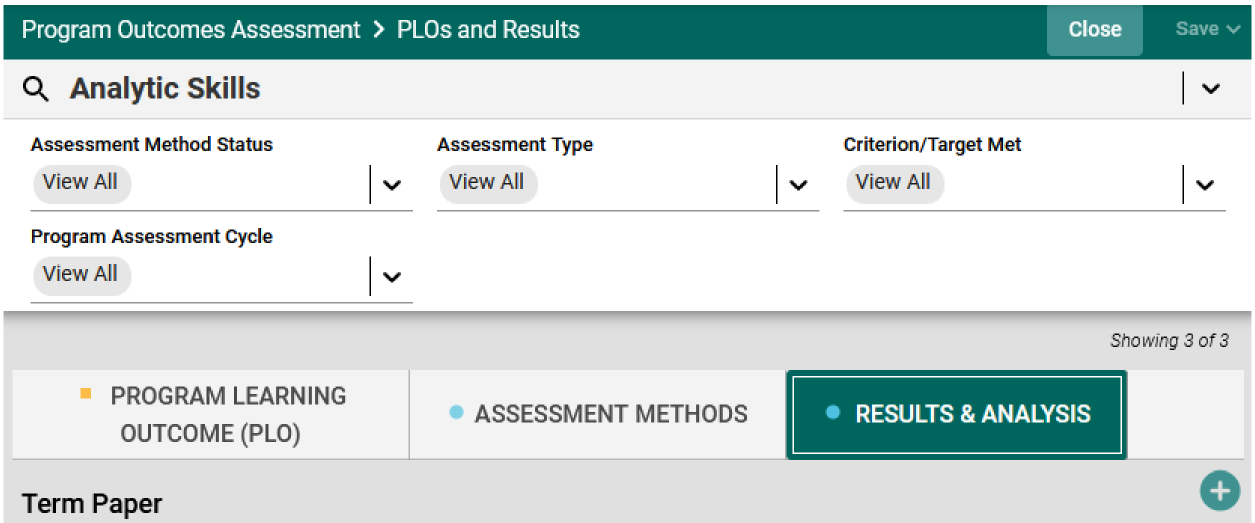
Once you have finished adding the assessment methods for each of the outcomes, and have selected the **Save & Close** option, the following screen will appear showing the assessment methods that have been entered.



When you have completed adding assessment methods, you may continue to the Results & Analysis tab.

PROGRAM ASSESSMENT RESULTS & ANALYSIS

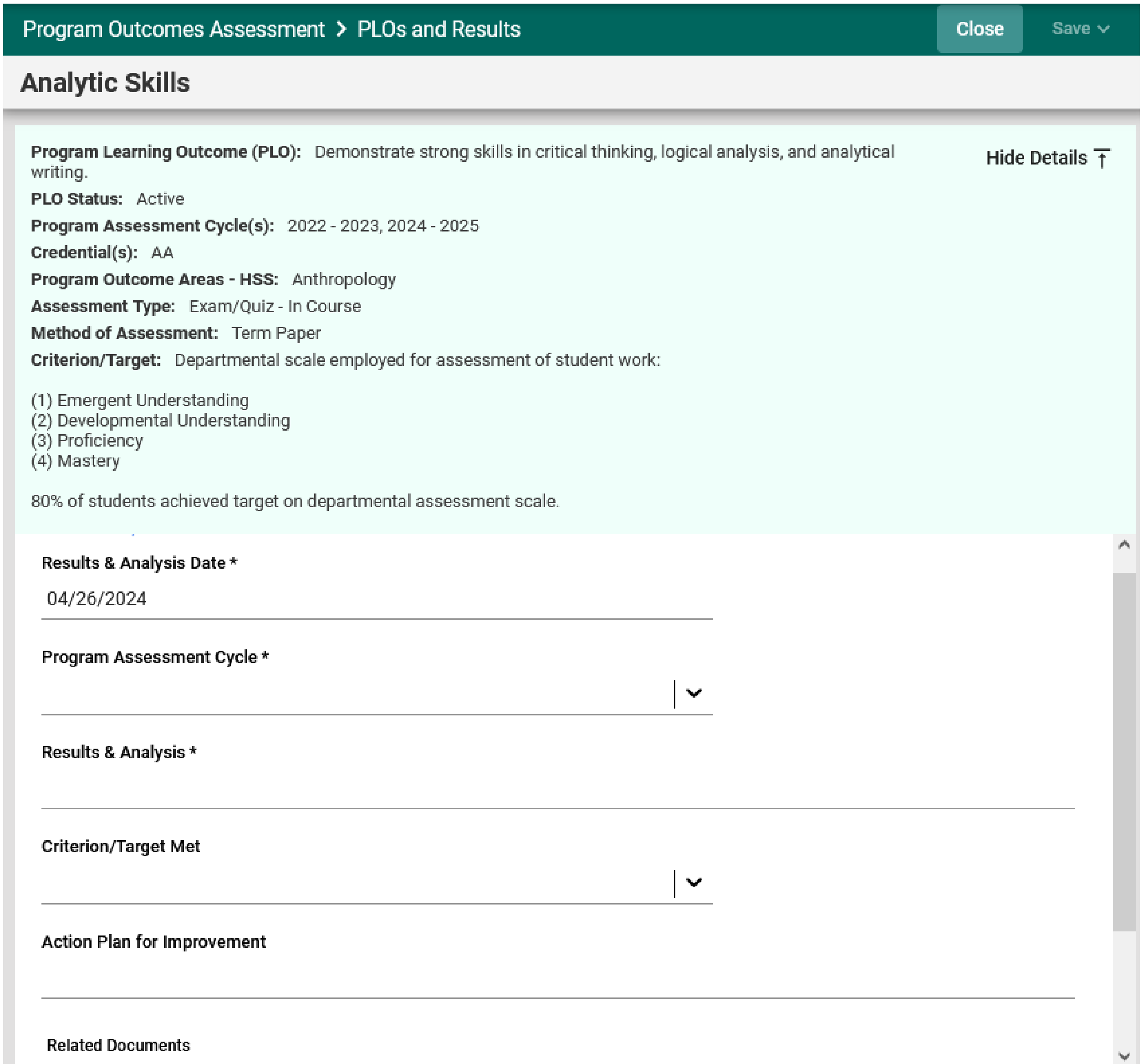
To enter the assessment results, and the analysis of those results, select the RESULTS & ANALYSIS tab.



If a new Result and Analysis is being added for an assessment method, select the green circle with the plus (+) sign

Once you select the green circle with the plus (+) sign the following information will appear allowing you to choose the assessment methods that have been previously entered for assessment.

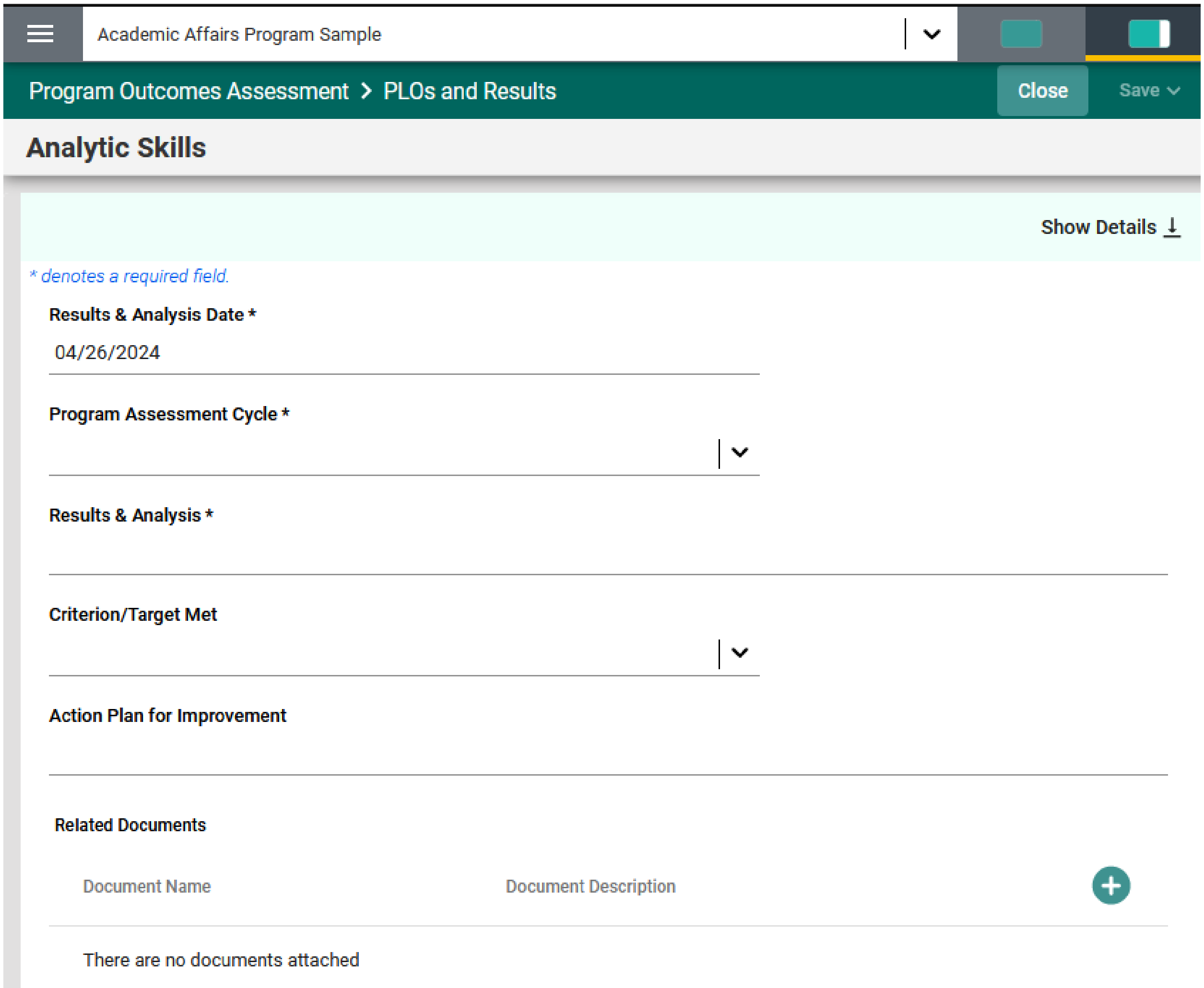
Now, select the assessment method where you would like to enter the results and analysis. For this example, Term Paper has been selected. The following card will open.



This view of the card will allow you to see the entire plan information. If you would like to hide the plan information, select the Hide Details icon to the right. **Hide Details ⤒**

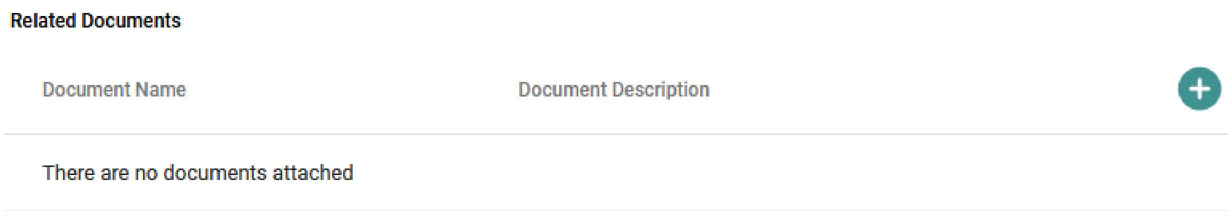
Note: Hiding the plan information is temporary and can be undone by selecting **Show Details ⤓**

If you have hidden the plan information the card will look like the following:



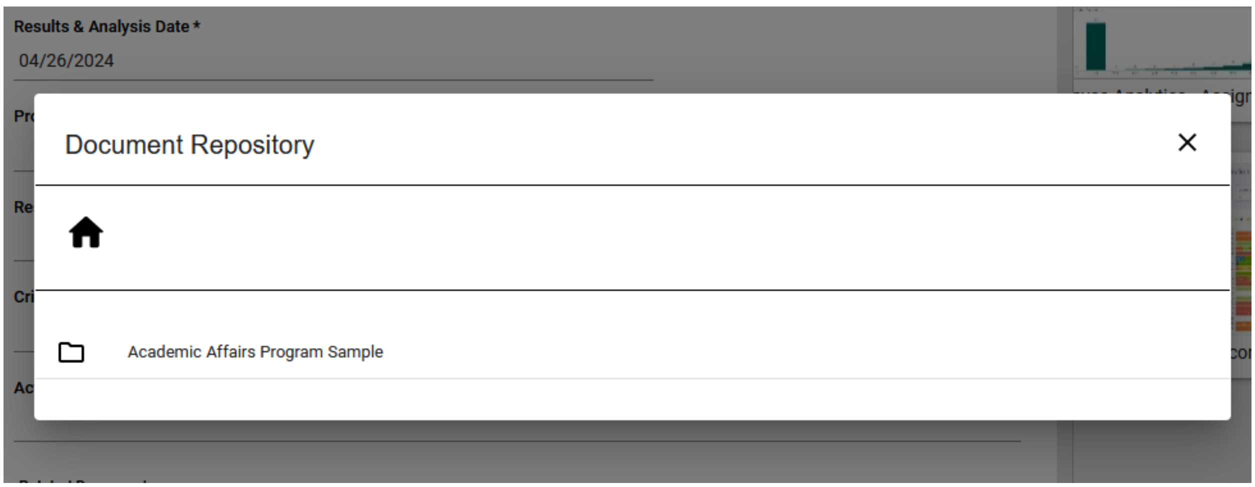
Now, enter the results and analysis. The first entry will be the Results & Analysis Date. Notice the Asterisk (*) next to the name of the field. Note: wherever you see the Asterisk (*) the information is required, and you will not be able to **Save** the form until this information has been entered.

Continue this process of entering information through to the last field. The last field, Related Documents, will allow you to select documents from the Document Library/Repository and attach them to the results report.



To add an item from the Document Library/Repository, begin by selecting the green circle with the plus (+) sign.

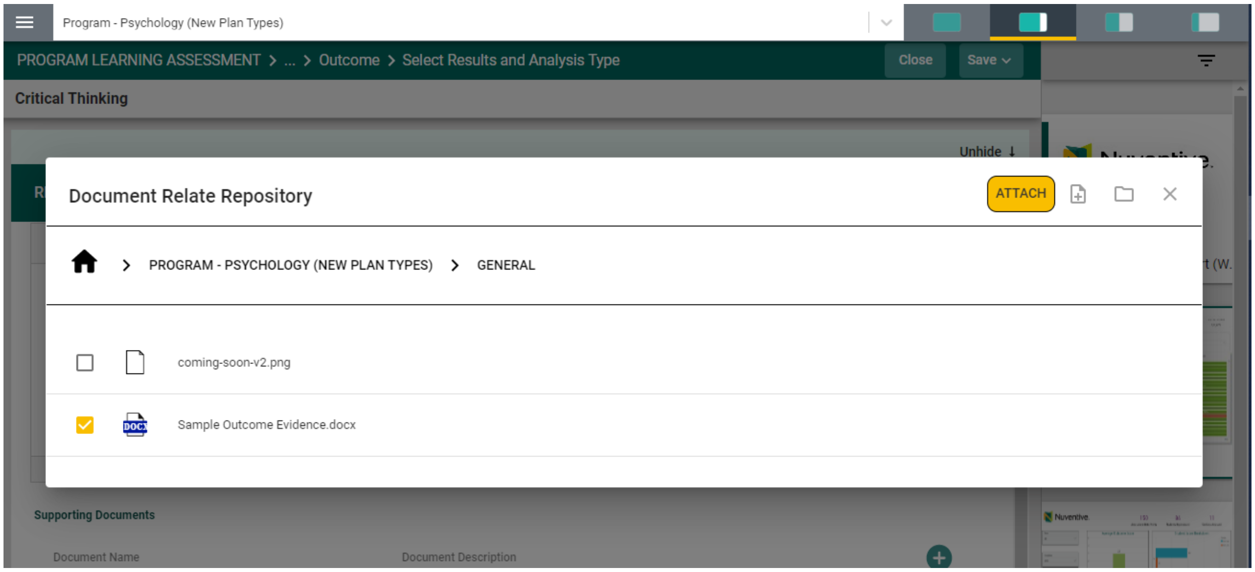
The following screen will open and allow you to select a folder.



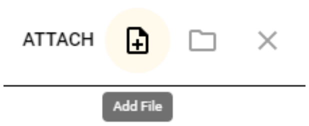
Select a folder where you have stored the file by selecting the folder. The folder will open and allow you to select a file.

Locate the file that you would like to include in your results/analysis. You may select more than one file by selecting the check box next to each file.

Once you have selected the file(s) that you would like to include, select the **Attach** icon in the top right side of the card. Notice that the **Attach** icon turns yellow.

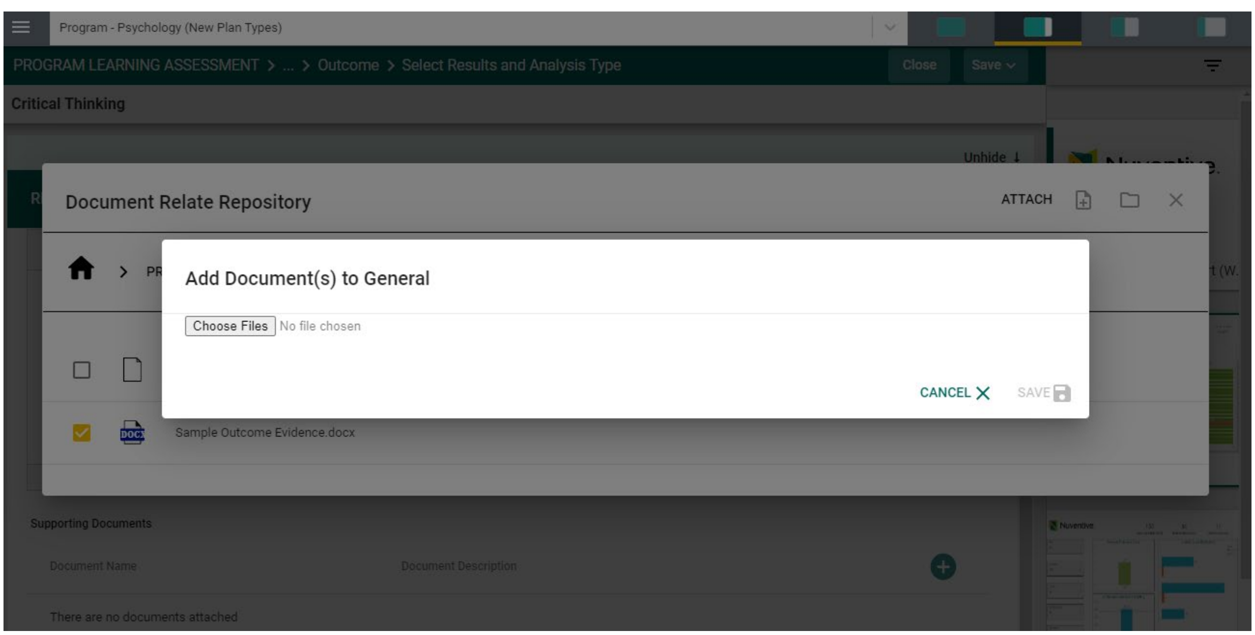


Note: If the file you want to include in your results is not among the files listed, you can add a file to the library/repository by selecting the file + icon to the right on the Attach icon.

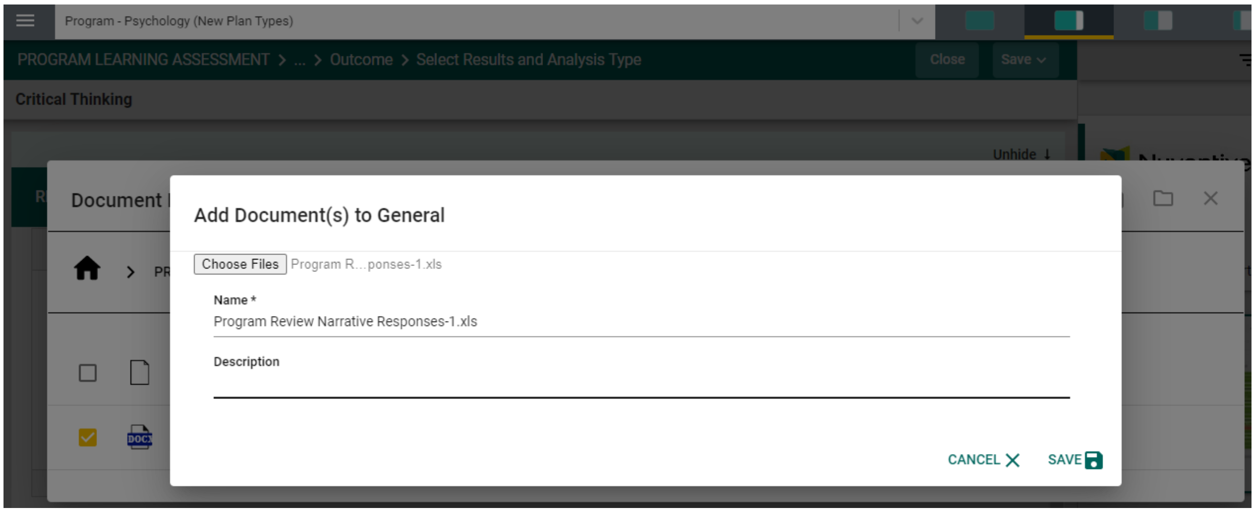


Selecting this icon will allow you to select a file from your computer.

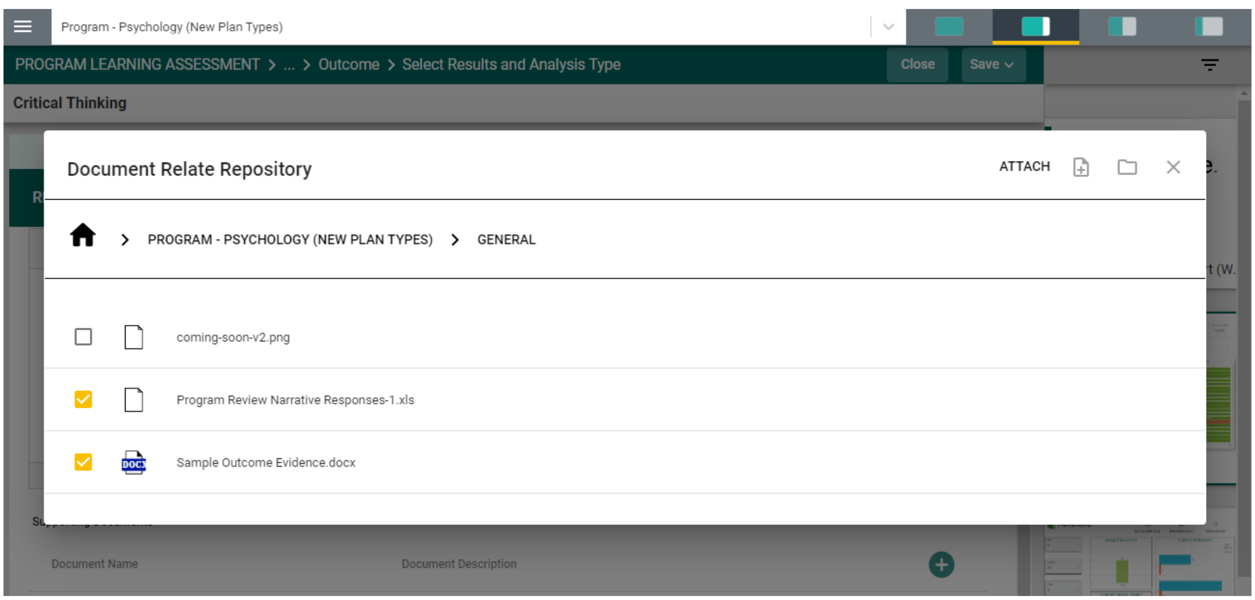
Once you have selected the icon, the following dialog box will open. Select the Choose Files button and select a file from your computer.



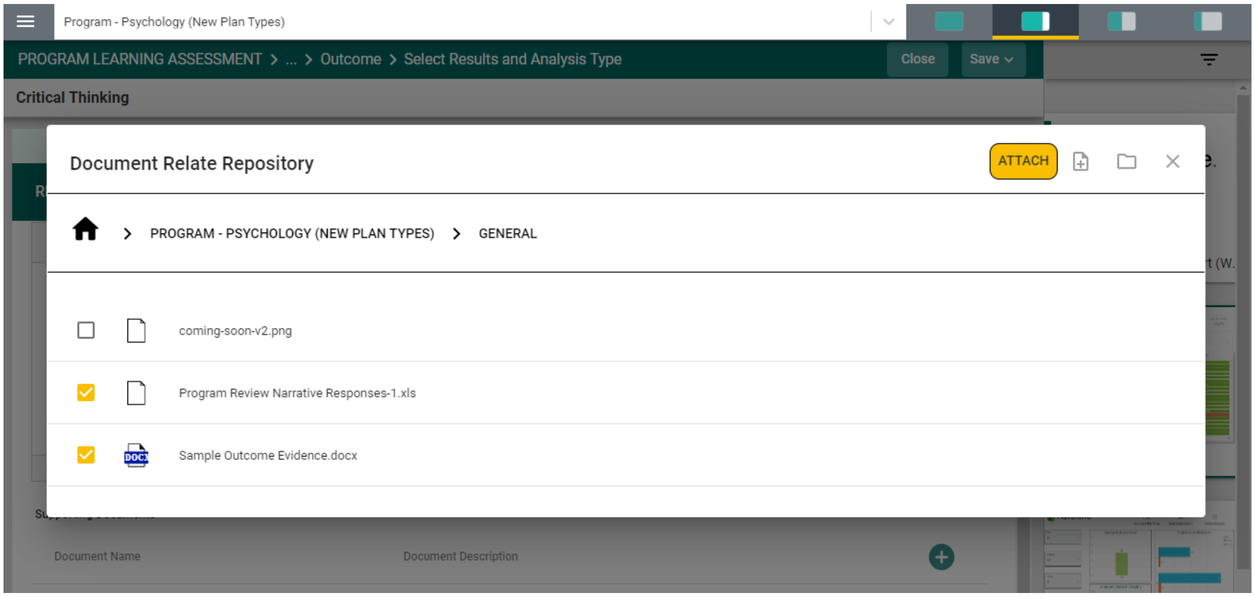
The file will now appear in the dialog box. Now select **Save** to upload the file.



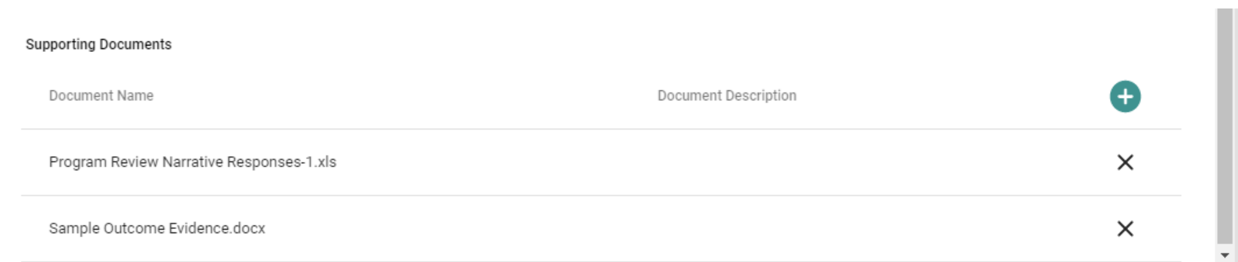
The file will now appear in the list of files and is ready for you to attach to your results/analysis.



Again, once you have selected the file(s) that you would like to include, select the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow.



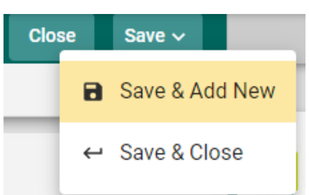
The files are now attached to the results/analysis for this assessment method.



The RESULTS tab is now complete.

Save your work by selecting the green **Save** button in the top right-hand corner of the card. By selecting the **Save** button, without selecting the arrow, your work will be saved, and you can continue working on the plan for this outcome.

By selecting the arrow, you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other assessment method to enter, you may select **Save & Add New** and continue adding assessment methods. If you have finished adding assessment methods, select the **Save & Close** option.

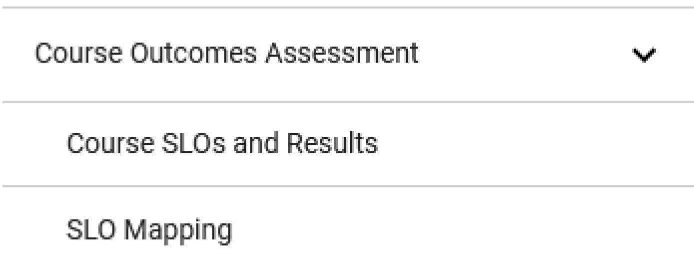


Finally, map your PLOs. See the **MAPPING** section of this document for more information.

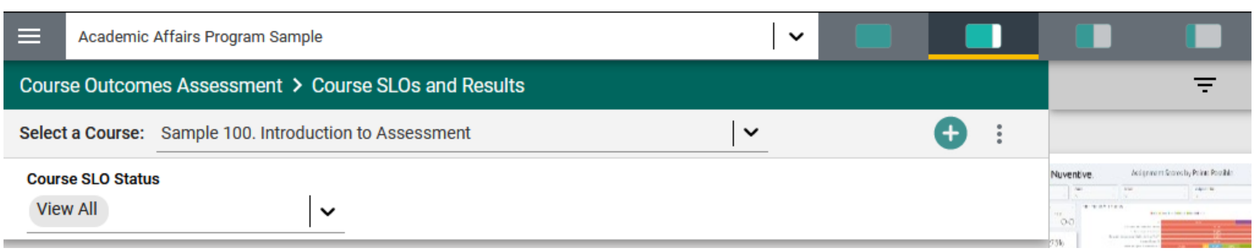
COURSE OUTCOMES ASSESSMENT

COURSE OUTCOMES ASSESSMENT

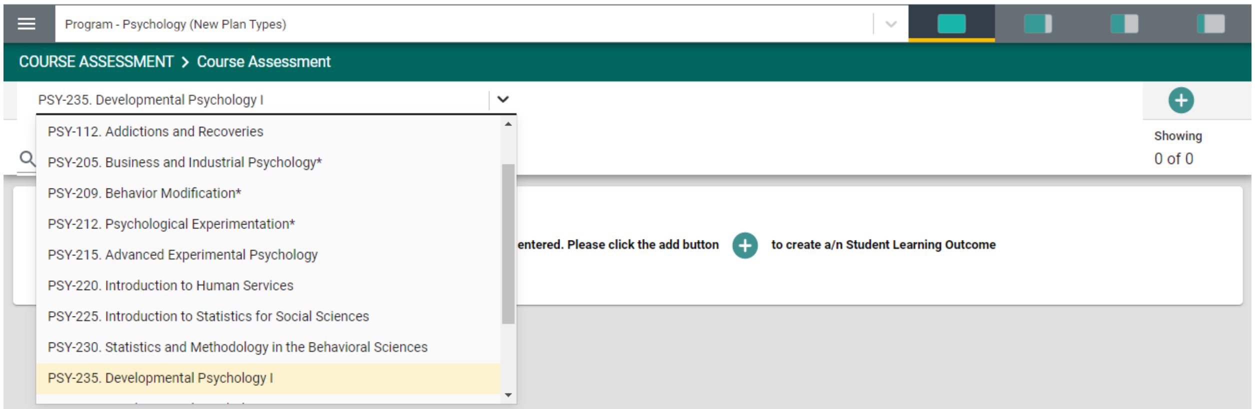
If you have been granted the correct permissions, you will see the Course Assessment menu heading in the Main Menu. Select the Menu heading to expand the menu:



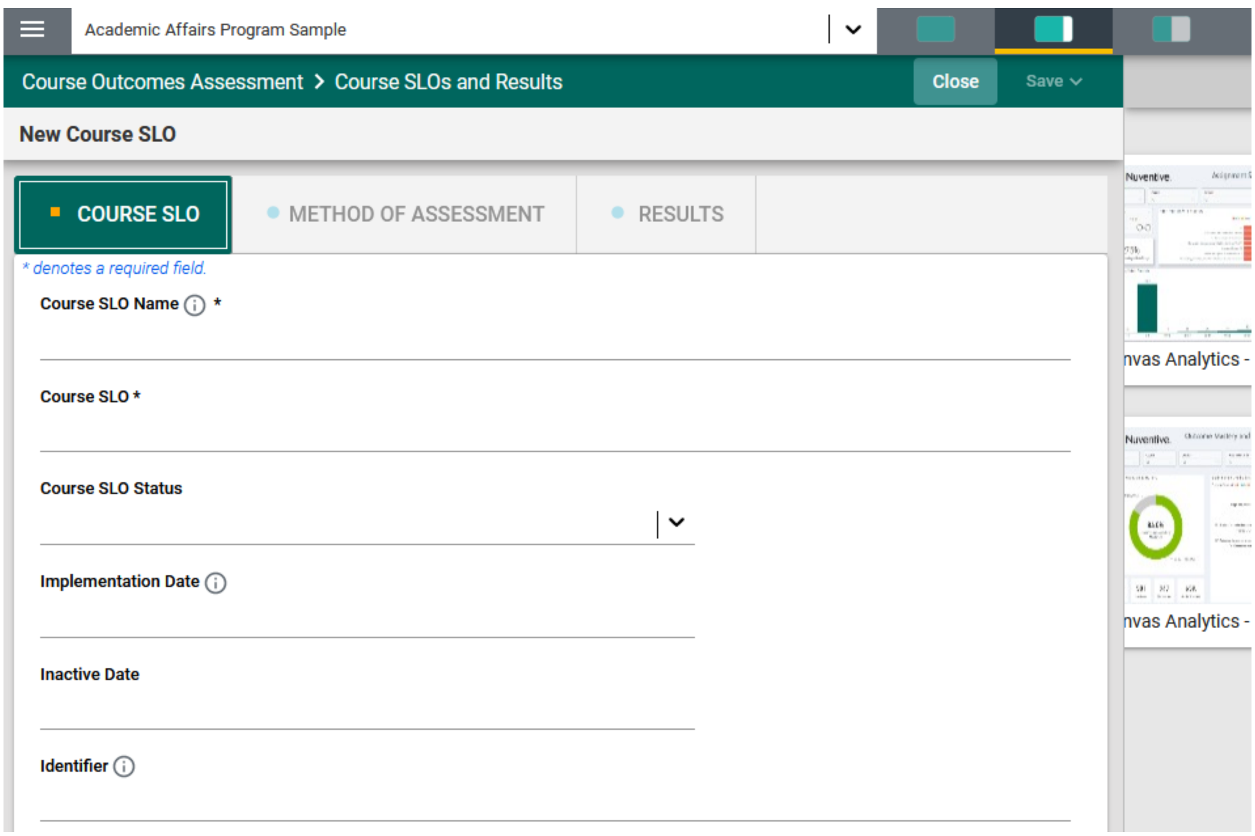
Selecting Course SLOs and Results will show the following screen:



To begin, select the course from the drop-down, for which Student Learning Outcomes (SLOs) will be entered.



Once the course has been selected, select the green circle with the plus sign (+) in the center of the card, or in the top right-hand corner of the card. The following card will open.

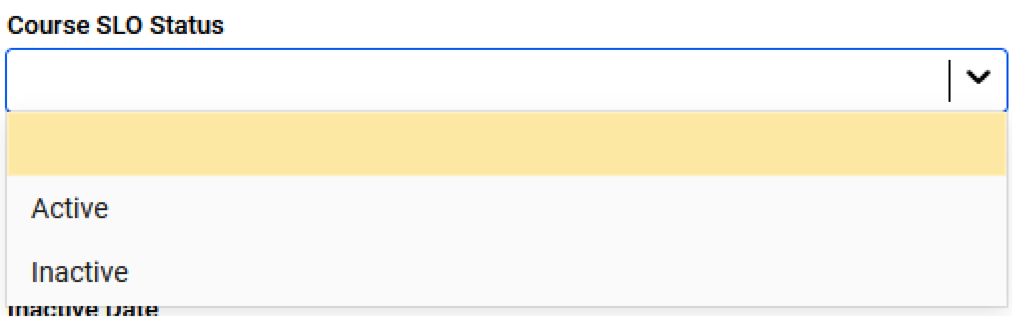


Begin by entering the Student Learning Outcome (SLO) Name. It is recommended that you refrain from using only SLO 1, SLO 2, etc. to avoid confusion if/when SLOs will be archived. Instead, provide a unique name that represents the Student Learning Outcome in the next field. **For Example**: SLO 1 - Logic of the Scientific Method. **Notice** the Asterisk (*) next to the field name:

SLO Name *. Anytime you see an Asterisk (*), the field is required, and you will not be able to save your work until this field is completed.

Next, enter the Course SLO. **Example**: students will be able to identify key elements of the scientific method as applied to mental processes and behavior.

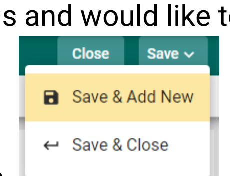
Then, select the SLO Status from the drop-down. The choices are: Active or Inactive. Active means the SLO is being assessed. Inactive means that the SLO has been taken out of use. **NOTE**: Once results have been entered for an SLO **do NOT delete** the SLO. If the SLO is deleted **ALL** results that have been entered for that SLO will also be deleted.



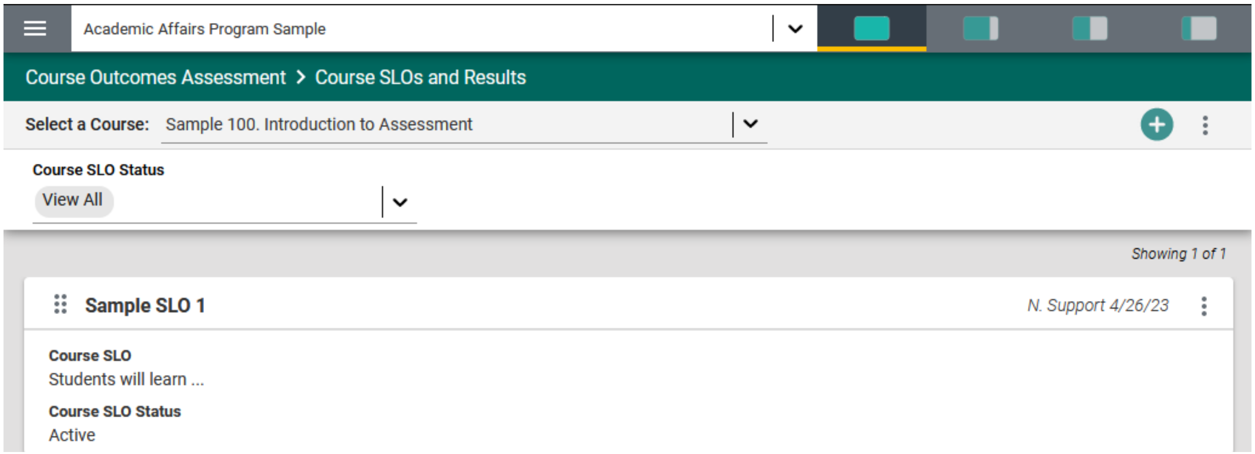
Complete the remaining fields. The data entered should match your curriculum management system.

Once you have completed entering the SLO information, **SAVE** your work by selecting the **SAVE** button in the top right-hand corner of the card. Notice that the **SAVE** button also has an **Arrow** next to the word "**Save.**" If you select the word "**Save**" you will have saved the work and can continue to the METHOD OF ASSESSMENT tab, or RESULTS tab.

If you select the **Arrow** on the **SAVE** button, you are provided with the options to **Save & Add New** or **Save & Close** this SLO. If you have additional SLOs to add, select **Save & Add New**. If you have finished adding SLOs and would like to return to the main Course Assessment Screen, select the **Save & Close** option.

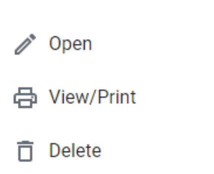


Save and Close will take you back to the main Course Assessment Screen where you will see all SLOs that have been entered.



Save and Add New will provide a new card for you to continue adding SLOs. Notice that in the upper right-hand side of the card above, under the green circle with the plus sign (+), you see 1 of 1. This is an indicator of the number of Student Learning Outcomes (SLOs) that have been entered. Once you open the Outcome, this same indicator will allow you to see which Outcome you are currently viewing and working on.

The next step in the planning process is to add the Assessment Method for each SLO. From the main Course Assessment Screen, select the SLO where you would like to enter the Assessment Method, by selecting the vertical ellipsis to the right of the SLO card.

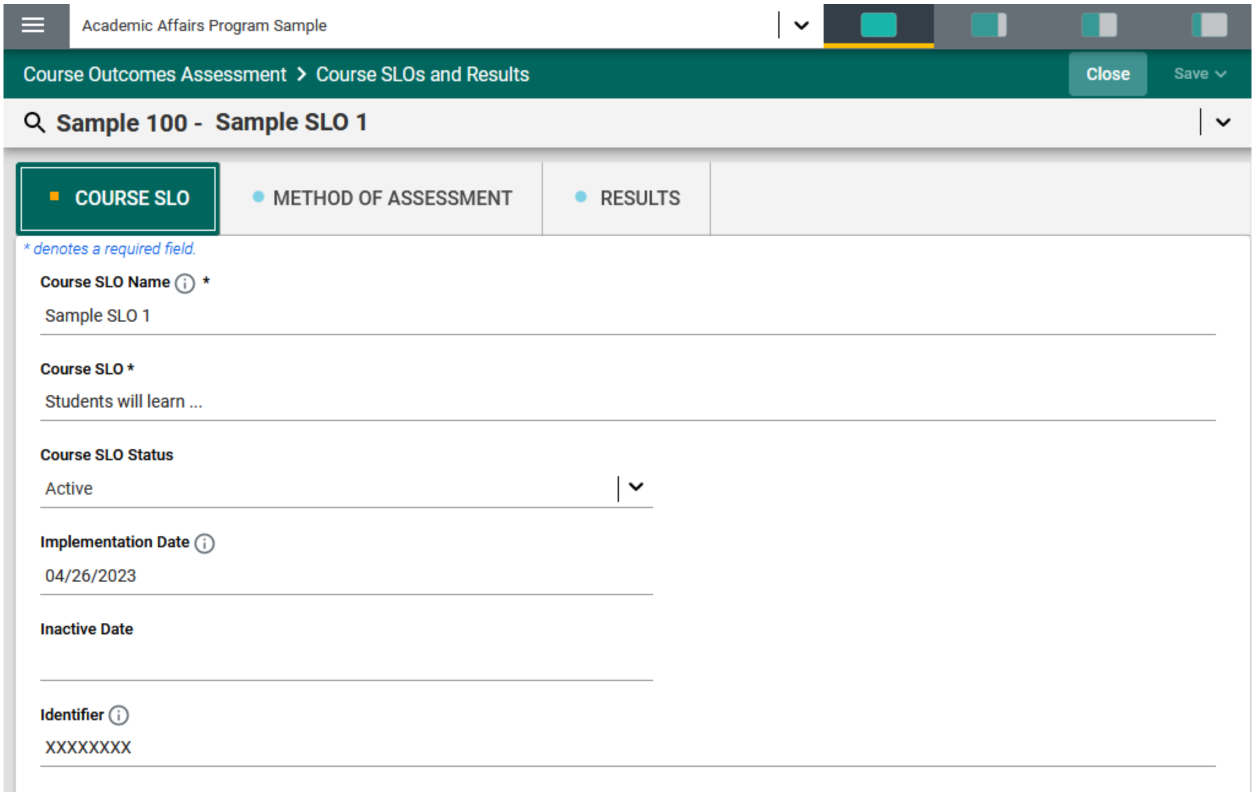


The following dialog box will appear.

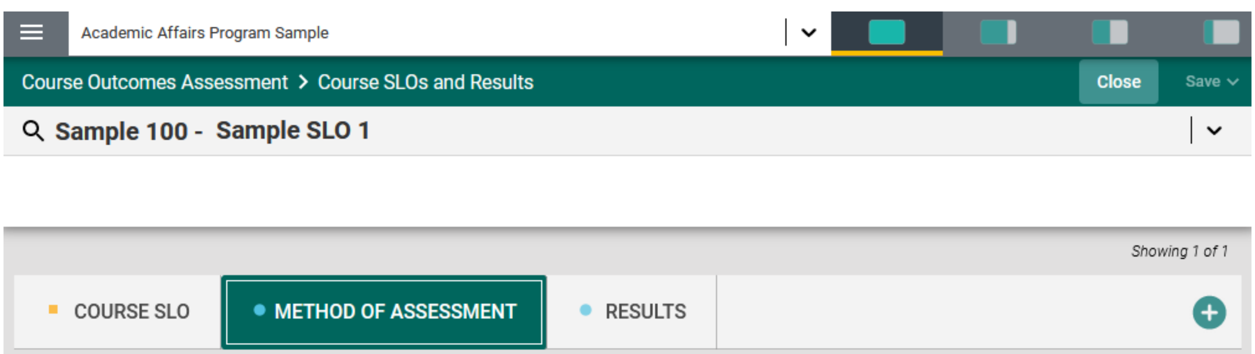
Open will open the SLO card.

View/Print will allow you save the information to your computer for printing. **Delete** will delete the SLO, and all information connected to that SLO, including any results that have been entered.

Now, select **Open.** You will now see the SLO information that was previously entered.

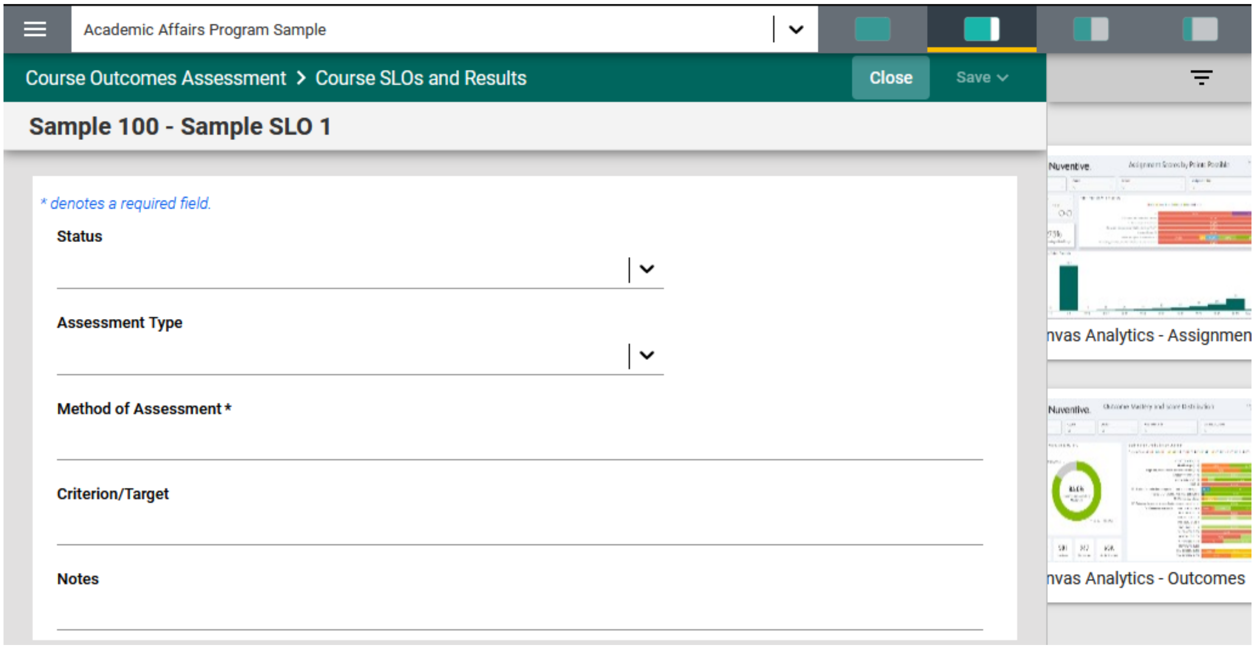


Next, select the METHOD OF ASSESSMENT tab.



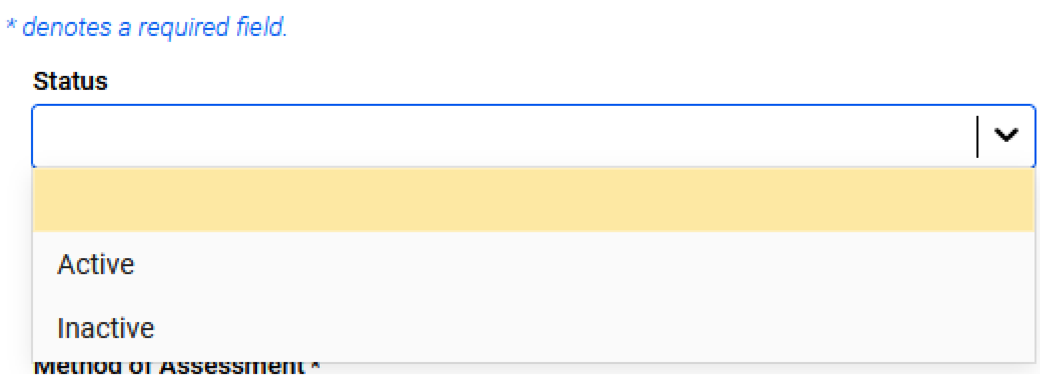
To begin entering the assessment method for this SLO, select the green circle with the plus (+) sign in the top right-hand corner.

The following card will open.



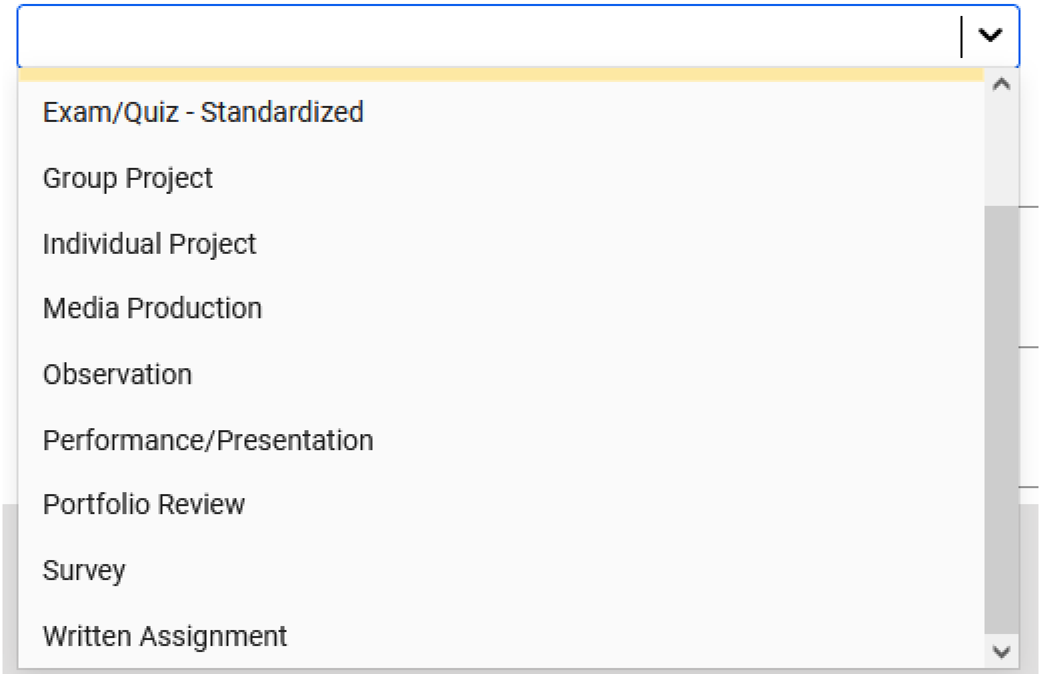
Notice the four icons in the top right that split the window. Selecting one to open the right pane will provide access to dashboards containing Canvas data for the course.

Now, select the arrow to the right of the Status field. This will allow you to select from the options provided.

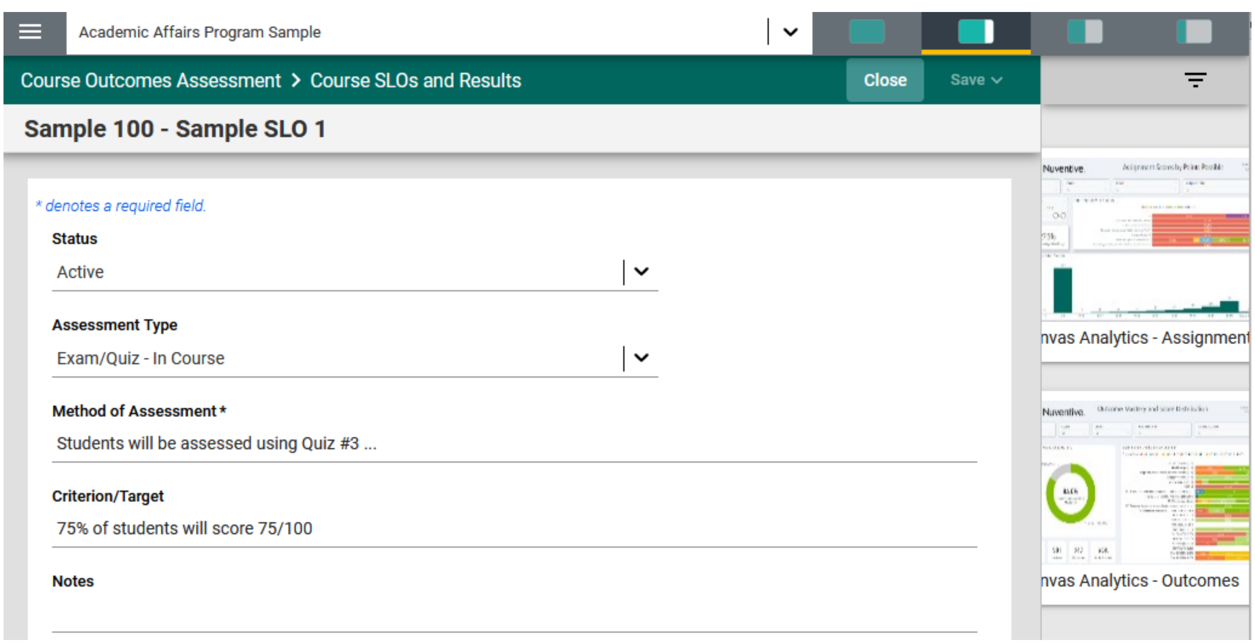


If this is a new SLO, and you plan to assess this SLO, select Active. Inactive means that the SLO will not be assessed and will be hidden from this page.

Next, select the Assessment Type. You can only select 1 Assessment Type. If you plan to Assess this SLO by additional Assessment Methods, you will be provided with that option when you are ready to SAVE this card.



In the next field, Method of Assessment, describe how you plan to assess this SLO.

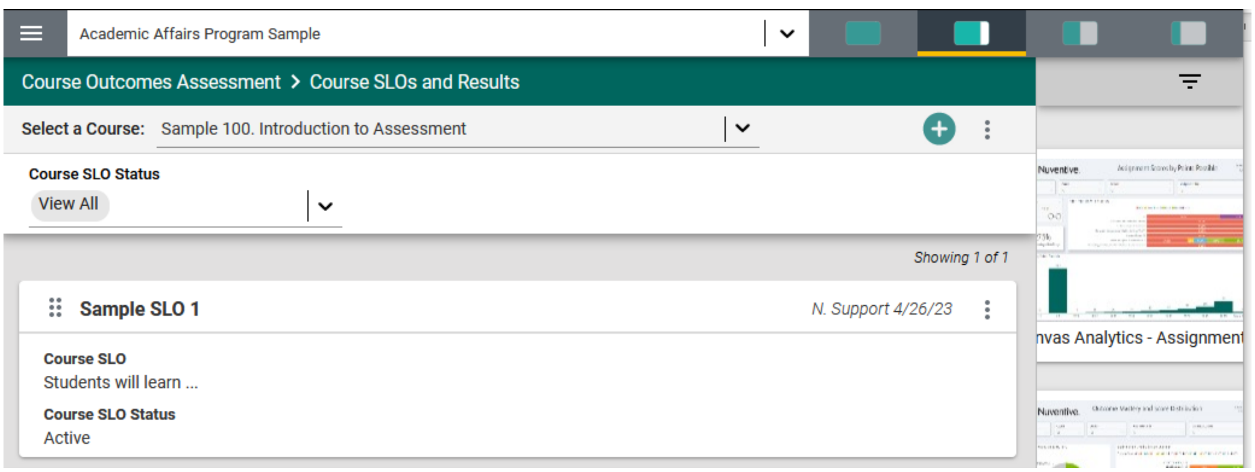


Next, provide the success Criterion. This will be the Target level of achievement for the group being assessed. Continue entering information for the remainder of the fields for this Method.

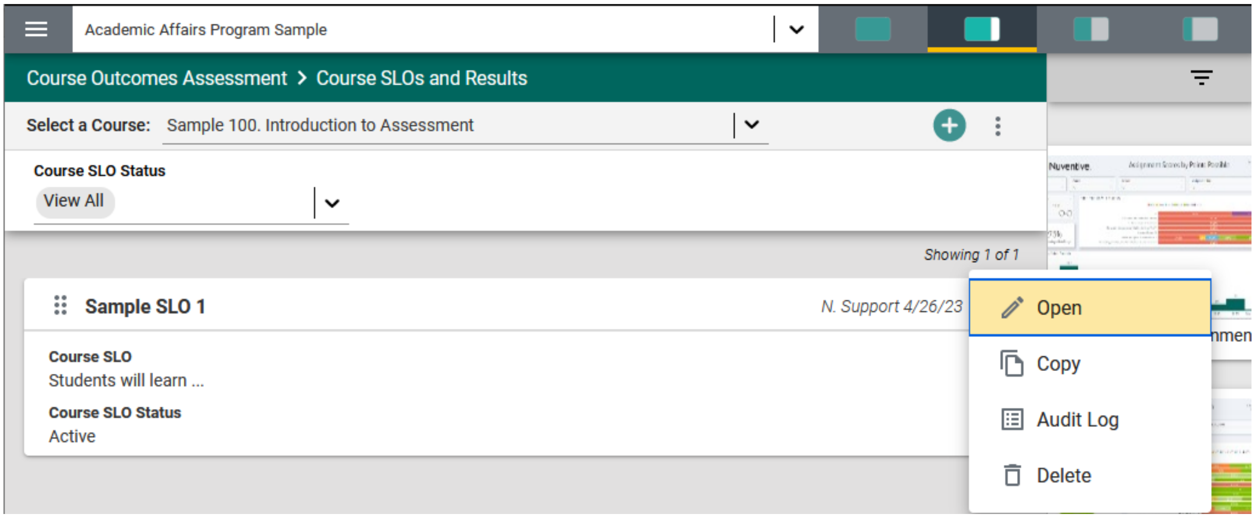
You have now completed the METHOD OF ASSESSMENT for that SLO. Remember to **SAVE** your work! You may continue adding assessment methods for each of the SLOs, or you may **Save and Close** to return to the main COURSE OUTCOMES ASSESSMENT screen.

COURSE ASSESSMENT RESULTS

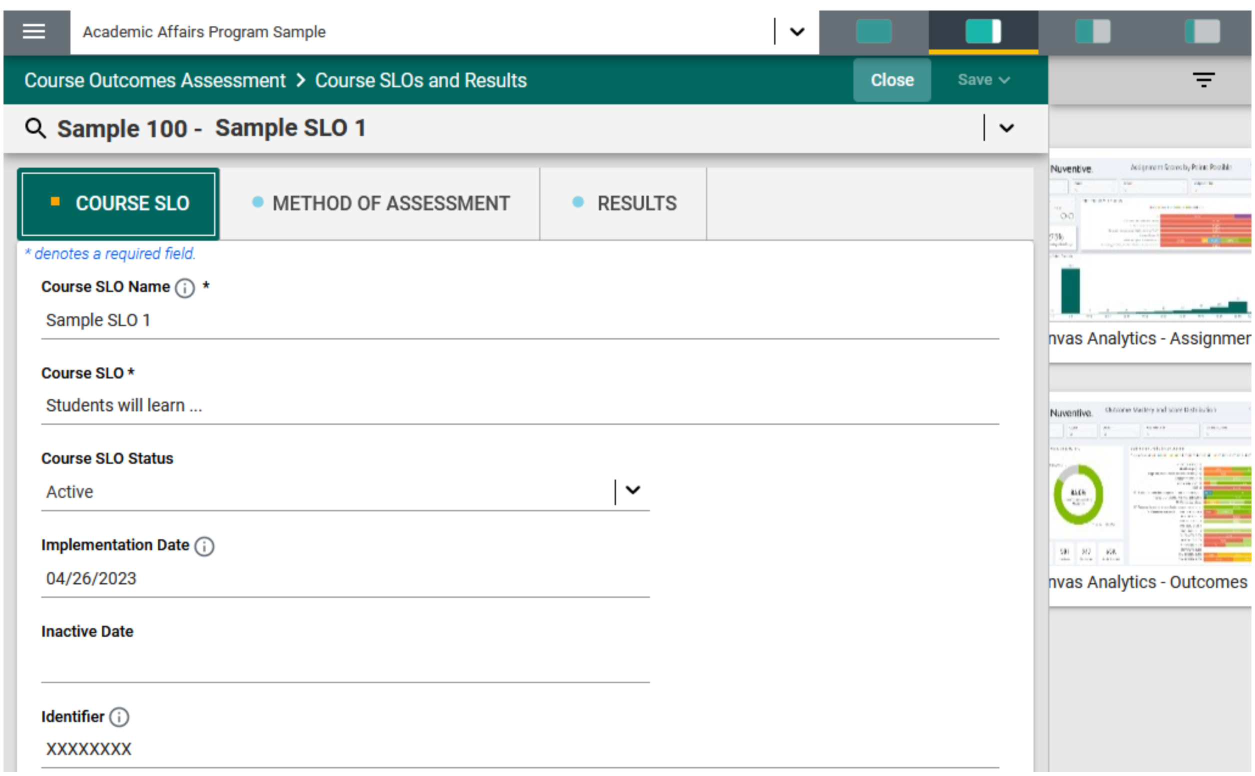
To begin entering the RESULTS for a Course Student Leaning Outcome (CSLO), locate the SLO where you would like to enter the results. Open the card by selecting the ellipsis to the right of the SLO card.



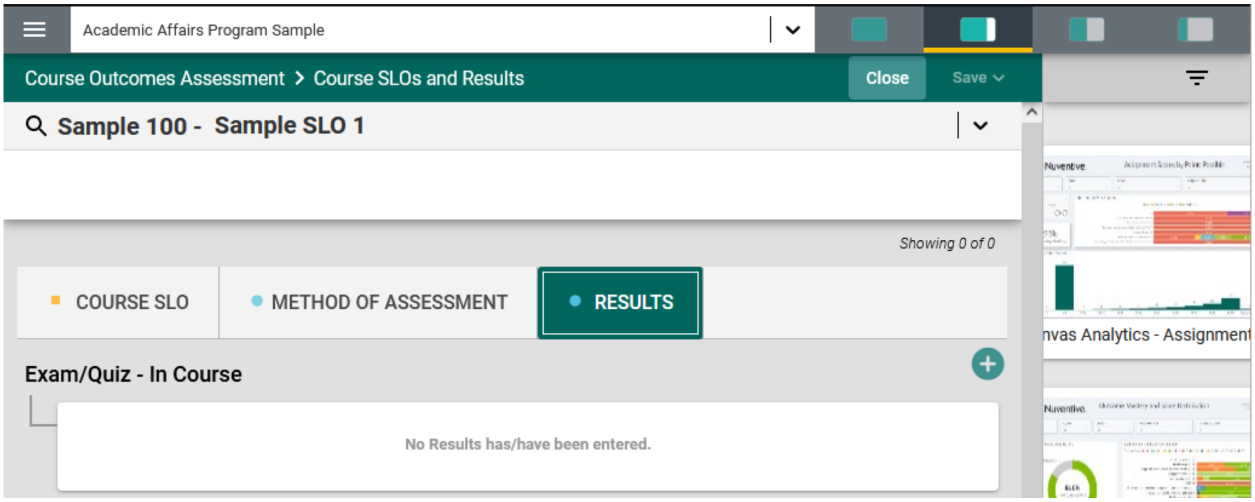
Once you have selected the ellipsis, the following menu will appear. Now, select Open.



That specific STUDENT LEARNING OUTCOME screen will open – as seen below.



Next, select the RESULTS tab. The following screen will open.



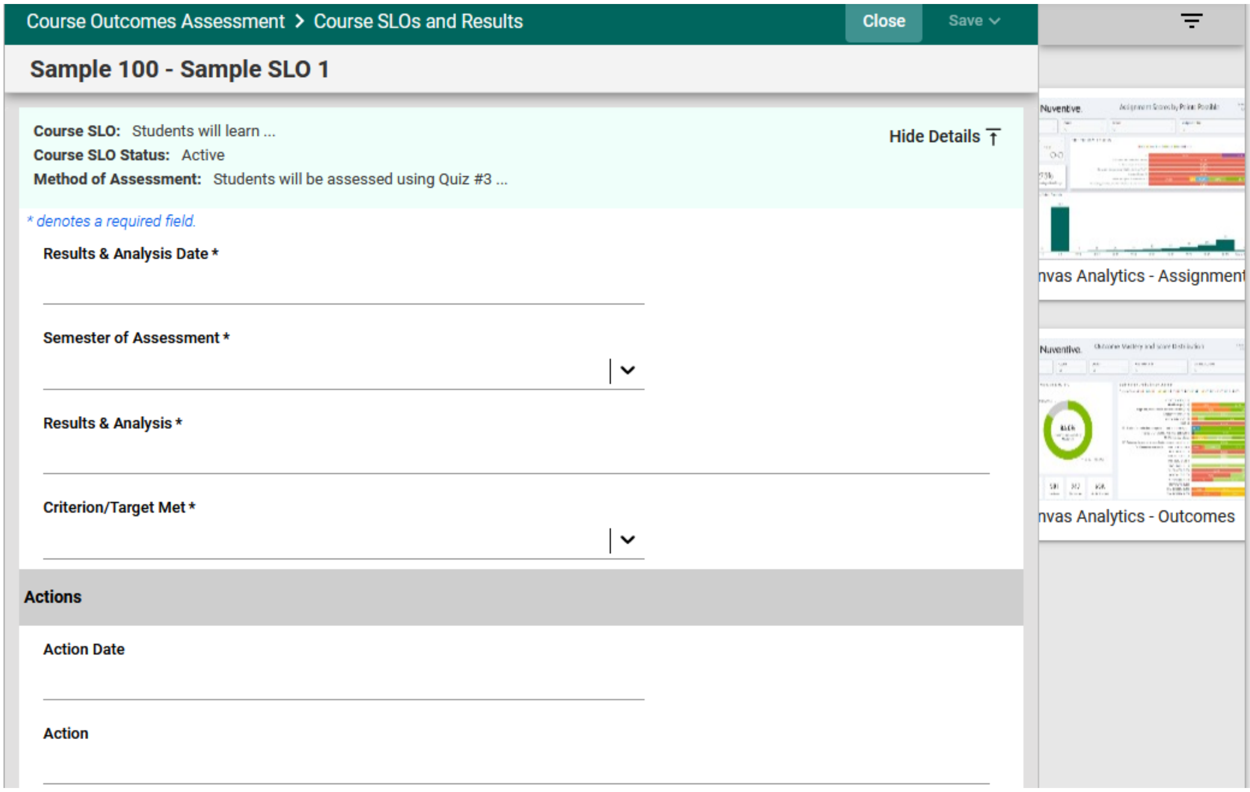
If a new Result is being added for an assessment method, select the green circle with the plus (+) sign

The following screen will open. This view of the card will allow you to see the entire SLO information. If you would like to hide this information, select the Hide icon to the right.

Hide Details

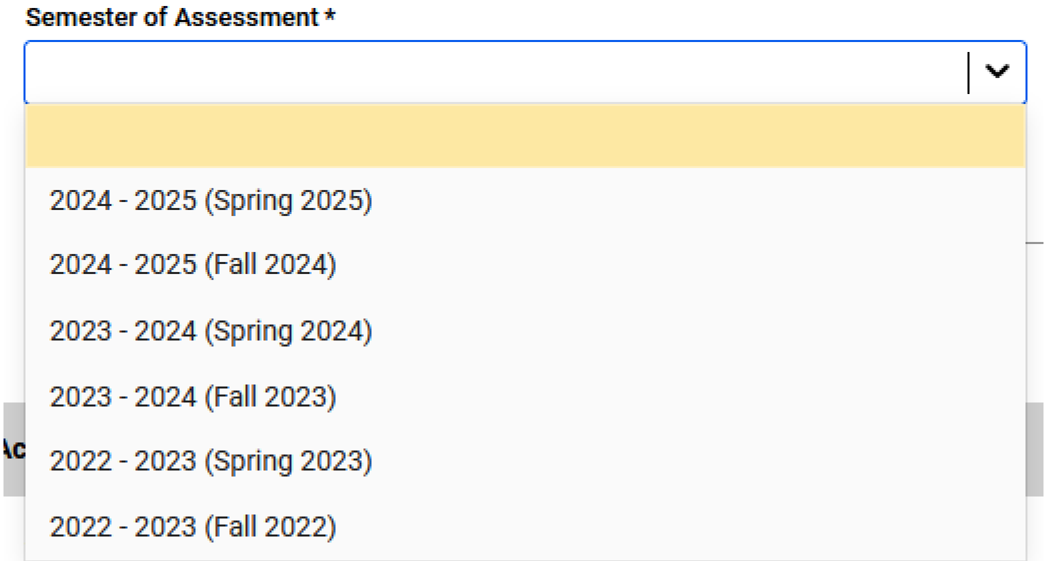
Note: Hiding the CSLO information is temporary and can be undone by selecting

Show Details



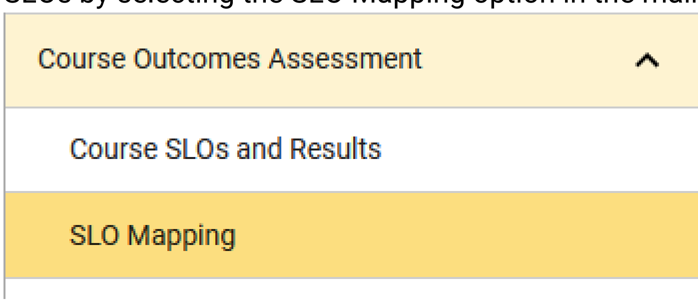
Now, enter the Results. The first entry will be the Results & Analysis Date *. Notice the Asterisk (*) next to the name of the field. **Note**: wherever you see the Asterisk (*) the information is required, and you will not be able to **Save** the information until this information has been entered.

Also, notice that there is an arrow  to the right of the Semester of Assessment field. Selecting any arrow will open a drop-down where you will select from the choices provided. See example below.



Continue working down the card.

You have now completed the ASSESSMENT RESULTS. Be sure to proceed with mapping your SLOs by selecting the SLO Mapping option in the main left navigation menu:

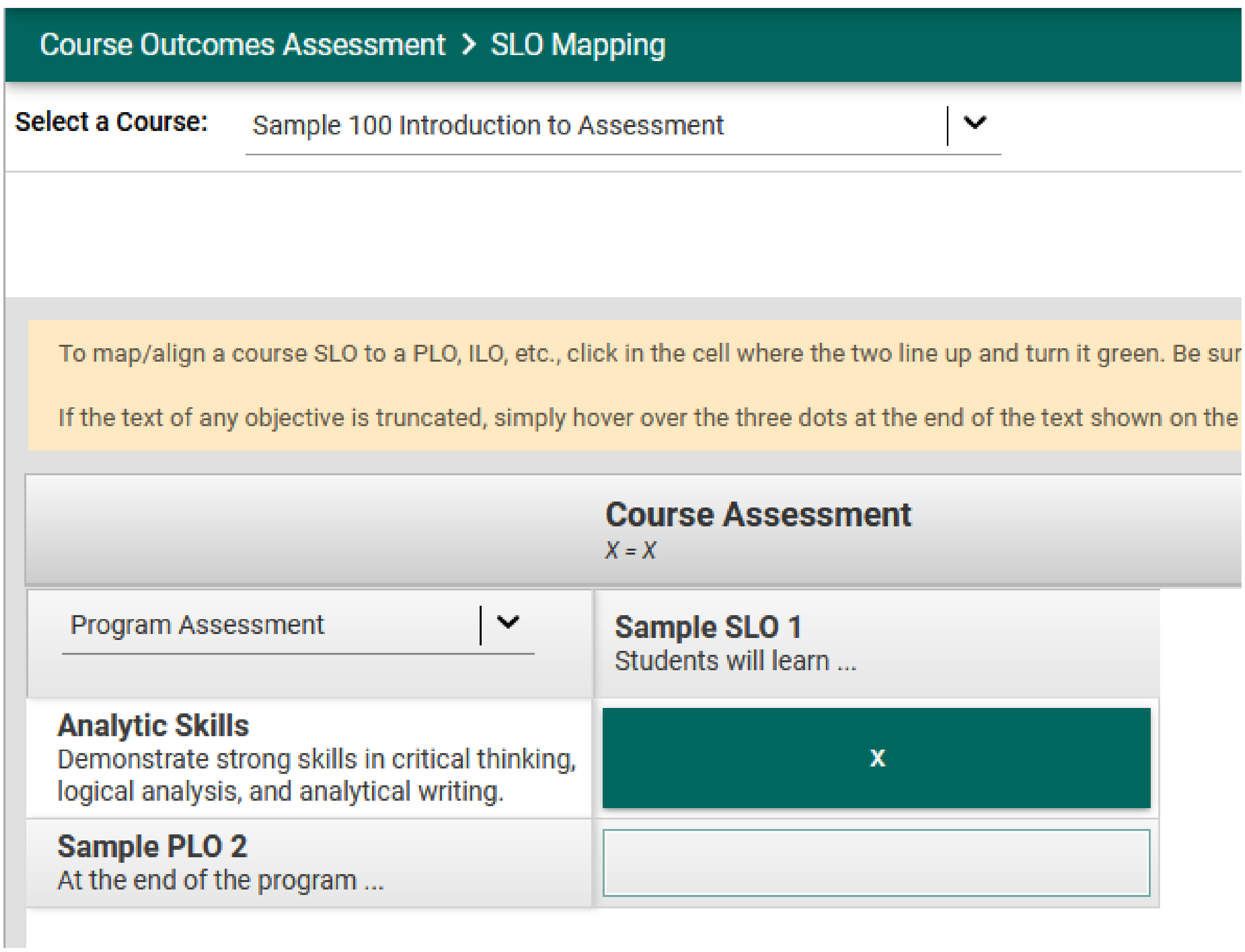


MAPPING

MAPPING

There are many mapping options in Nuventive. You can map Program Goals to Resource Allocation Requests, SLOs to PLOs, SLOs to ILOs, PLOs to ILOs, and much more. Look for a mapping option in the menu under each major menu heading. All mapping, conducted within the mapping screens (Curriculum Mapping, Goals Mapping, Outcomes Mapping, etc.) function the same. The only differences are that: 1. You will select the type of mapping from the drop-down, 2. The rows and columns of the mapping table may change.

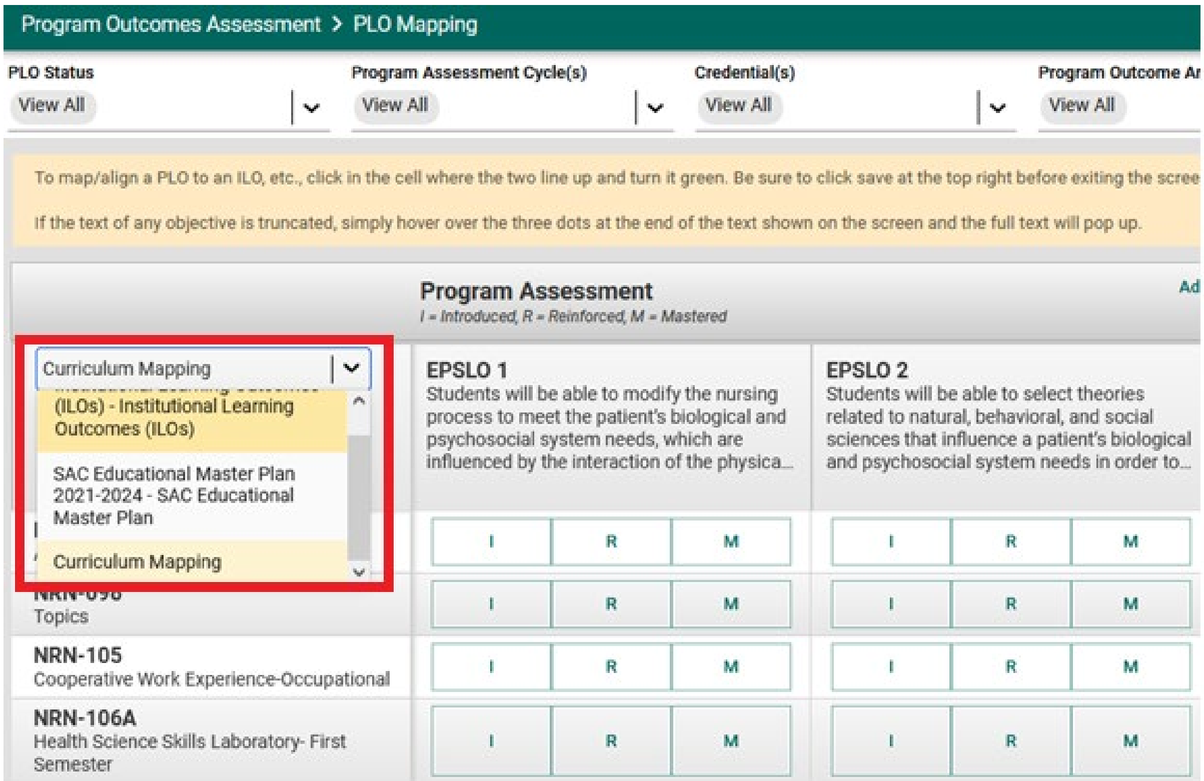
Here’s an example of mapping Course Outcomes to Program Outcomes:



The green tile with the letter x indicates that this column and row are mapped together.

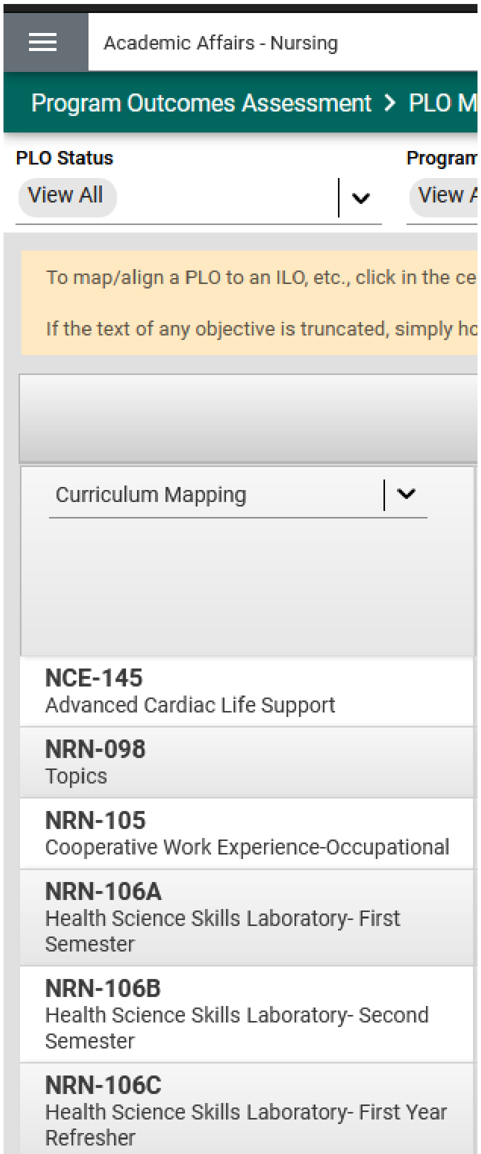
CURRICULUM MAPPING

In the PLO Mapping screen, you can select Curriculum Mapping from the drop-down  to the left of the screen as depicted below.



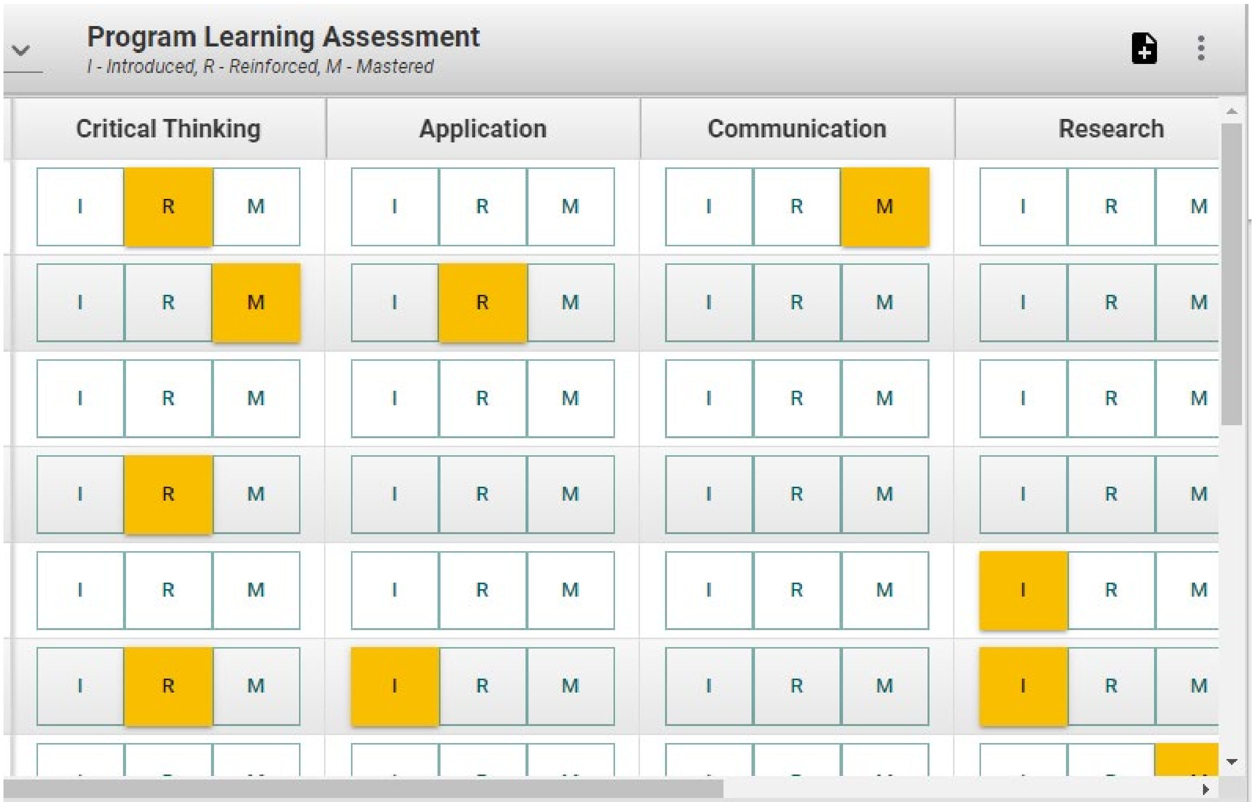
Next, notice that the courses aligned to this program are listed in the left-hand column.

SANTA ANA COLLEGE

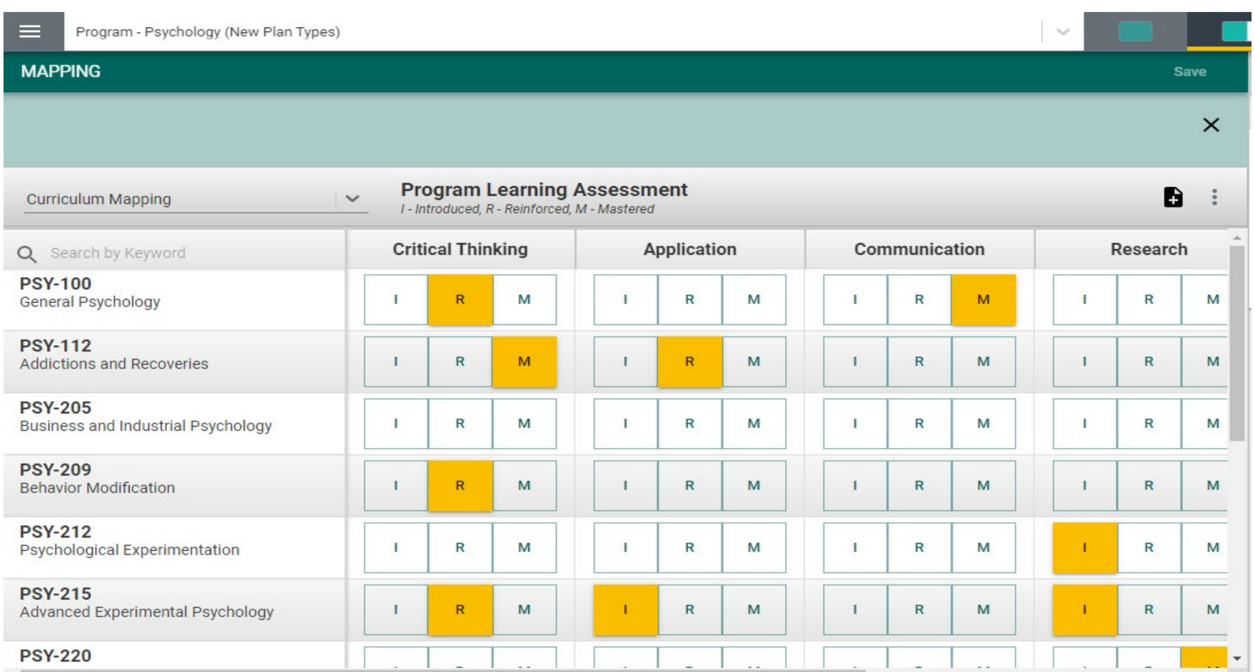


To the right each course is the Program Learning Outcomes (PLOs) for this program. These are the PLOs that have been entered for the Program Assessment Plan.

SANTA ANA COLLEGE

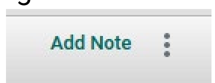


Indicators have been provided: *I - Introduced, R - Reinforced, M - Mastered*.

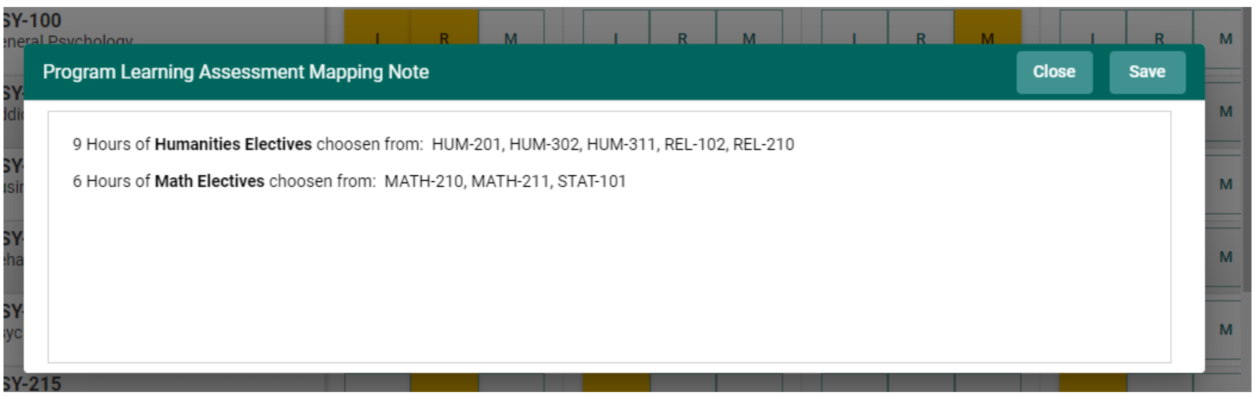


By selecting the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced, of Mastered. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all courses and/or PLOs). If you would like to remove any mapping you have selected, select the highlighted indicator again to unselect. Once you have completed the mapping, the **SAVE** button, 

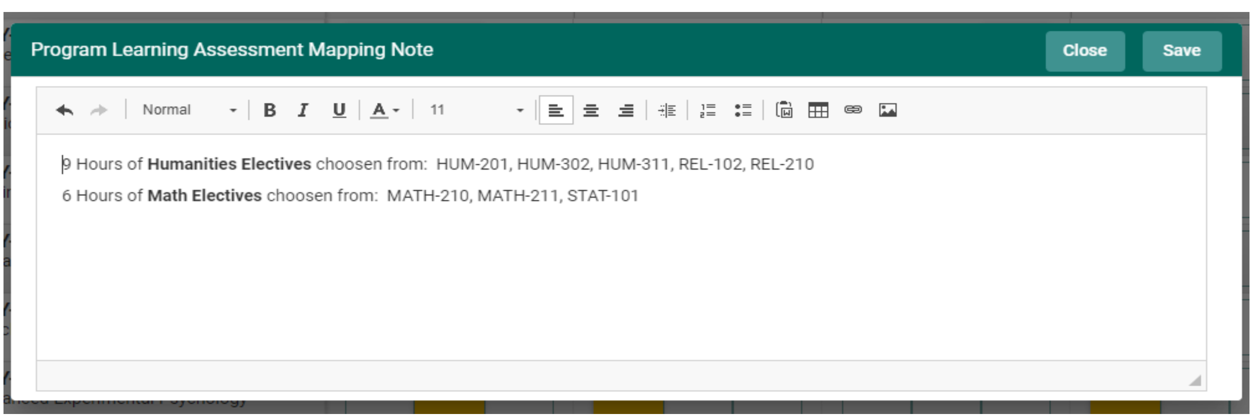
in the top right-hand corner, will illuminate and you will be able to save your mapping work.

Another feature offered in the mapping screens is the option to add notes. Notice the icons to the right, just below the Save button. 

By selecting Add Note, the following dialog box will open.



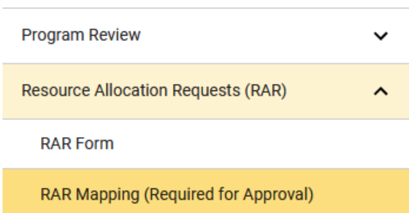
This is where you can add notes relevant to your mapping work. To add notes, Select within the dialog box. The dialog box now changes to a text box with options like that of a Word document. You will now be able to customize the font, add a table, include a picture or graphic, and/or link (URL) to an external document, and/or locate and include a document in your Document Library/Repository.

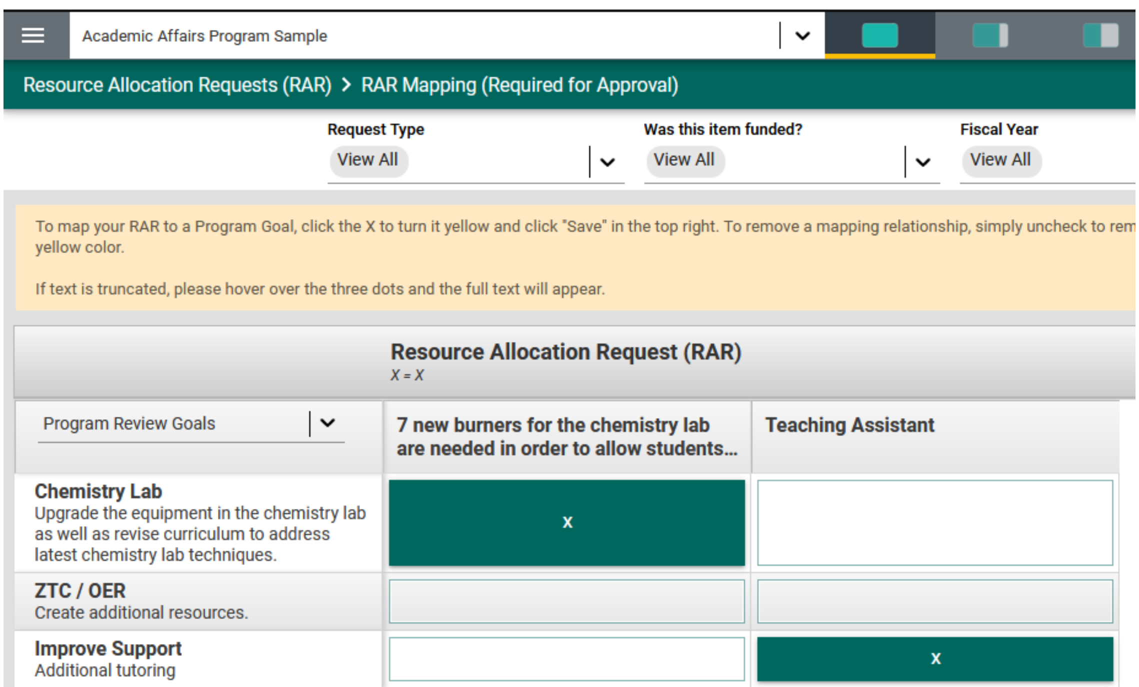


Once you have completed adding the Note, Select the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, select **Close**. 

RAR MAPPING

To complete the required mapping to goals for Resource Allocation Requests (RARs), select the option for mapping in the RAR menu. You must have already entered program goals under the Program Review menu and complete the RAR form before selecting.





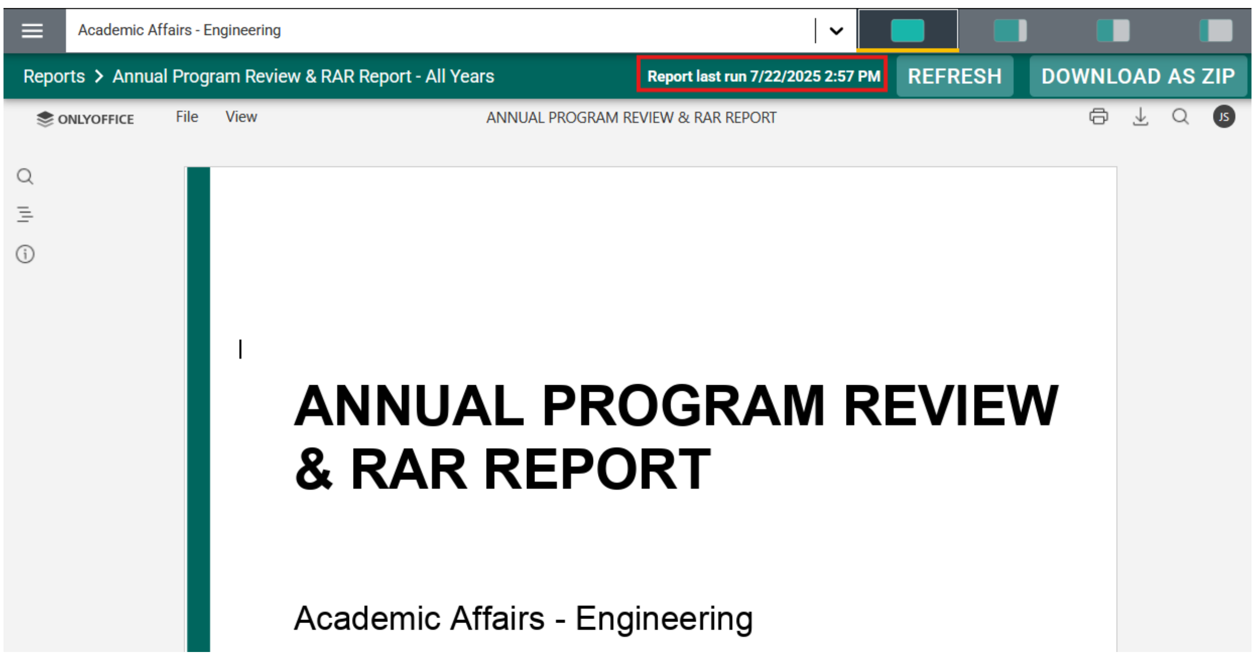
Next, notice that the program goals are listed in the left-hand column.

Selecting the appropriate indicator under each RAR aligned to the Goal(s) on the left If you would like to remove any mapping you have selected, select the selected indicator again to unselect. Once you have completed the mapping, the **SAVE** button,  in the top right-hand corner, will illuminate and you will be able to save your mapping work.

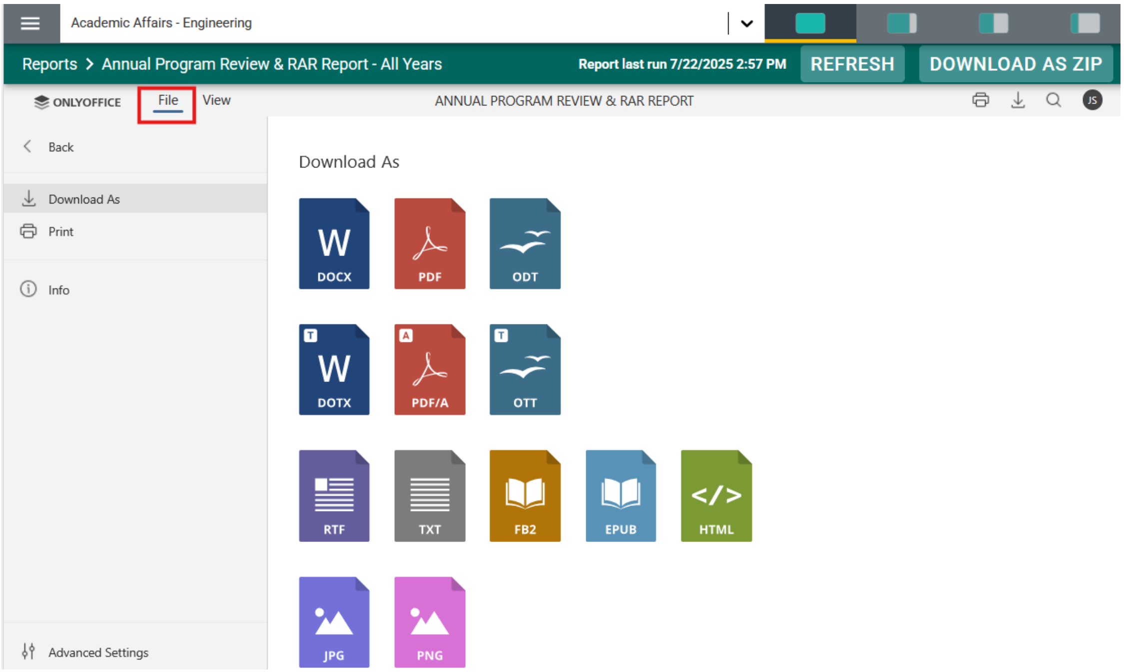
REPORTS

Word reports can be generated using the options in the main navigation menu.

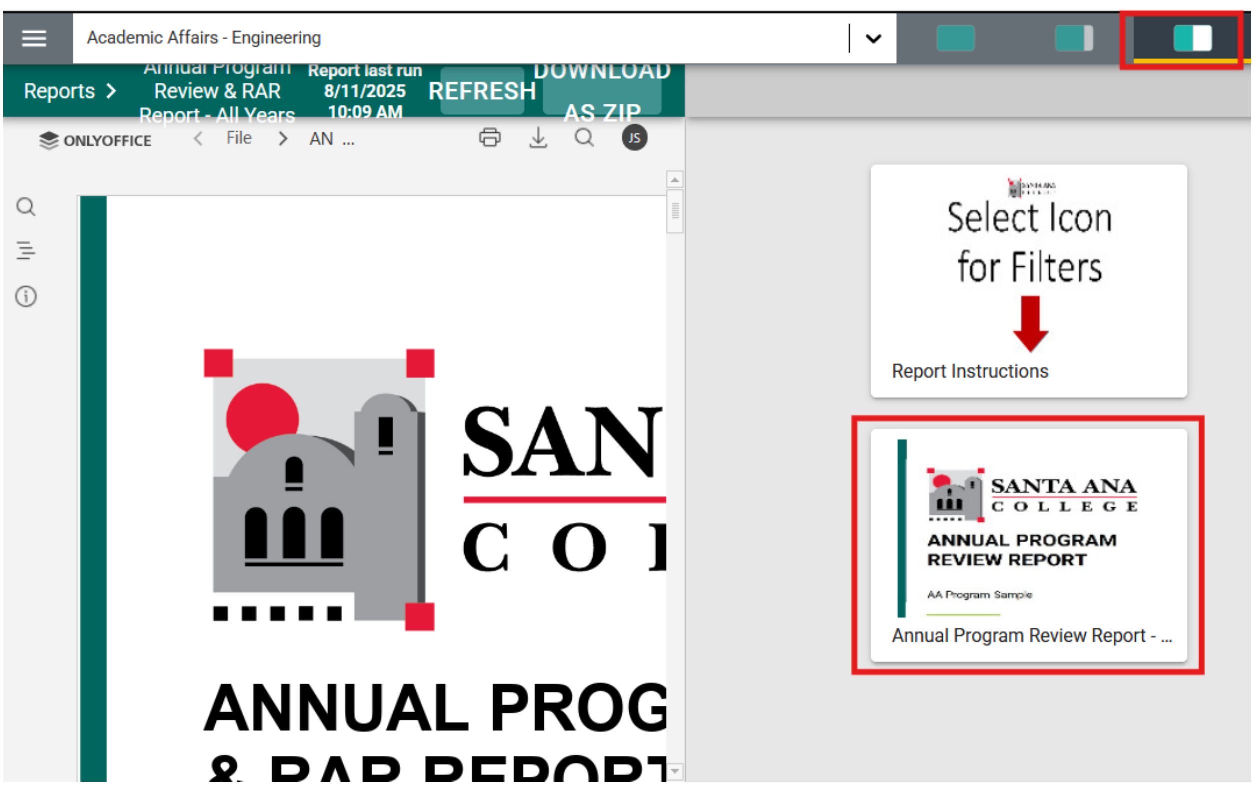
Note the date and time that the report was generated in the top right next to the Refresh button. The system caches reports so the report may not reflect the most recent data. Select the Refresh button to ensure the report contains the most recent data.



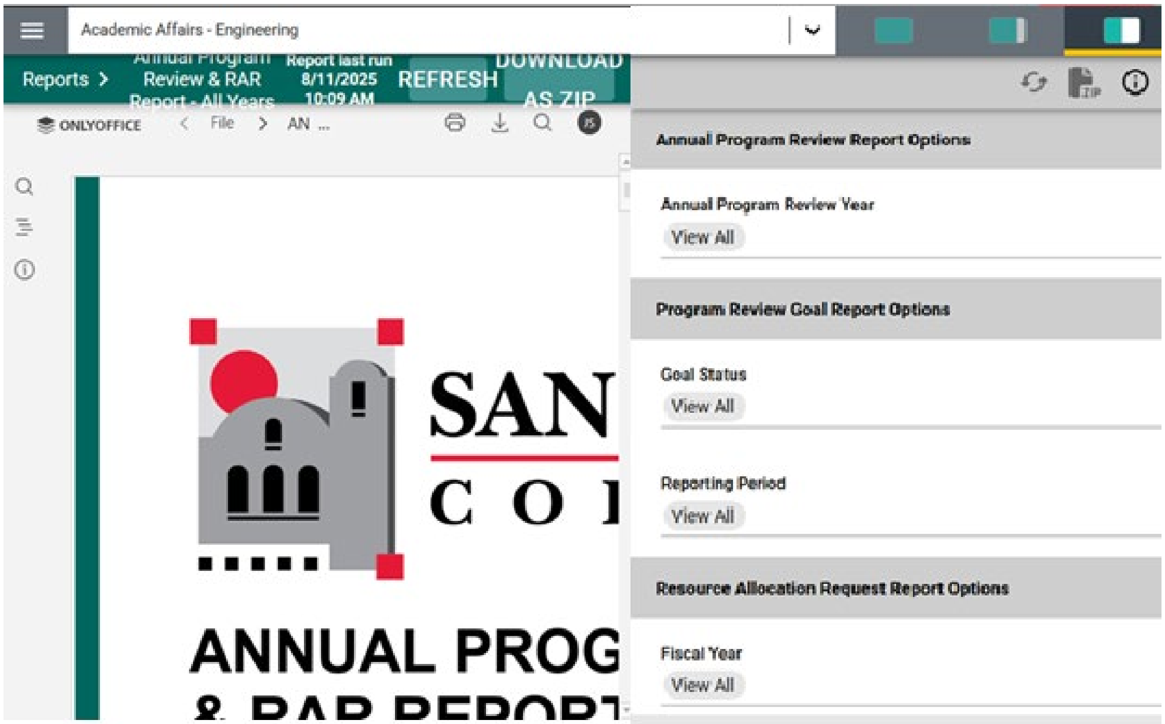
Open the file menu to see additional options for working with the report document. You can Download, Print, view Info or adjust Advanced Settings in this menu.



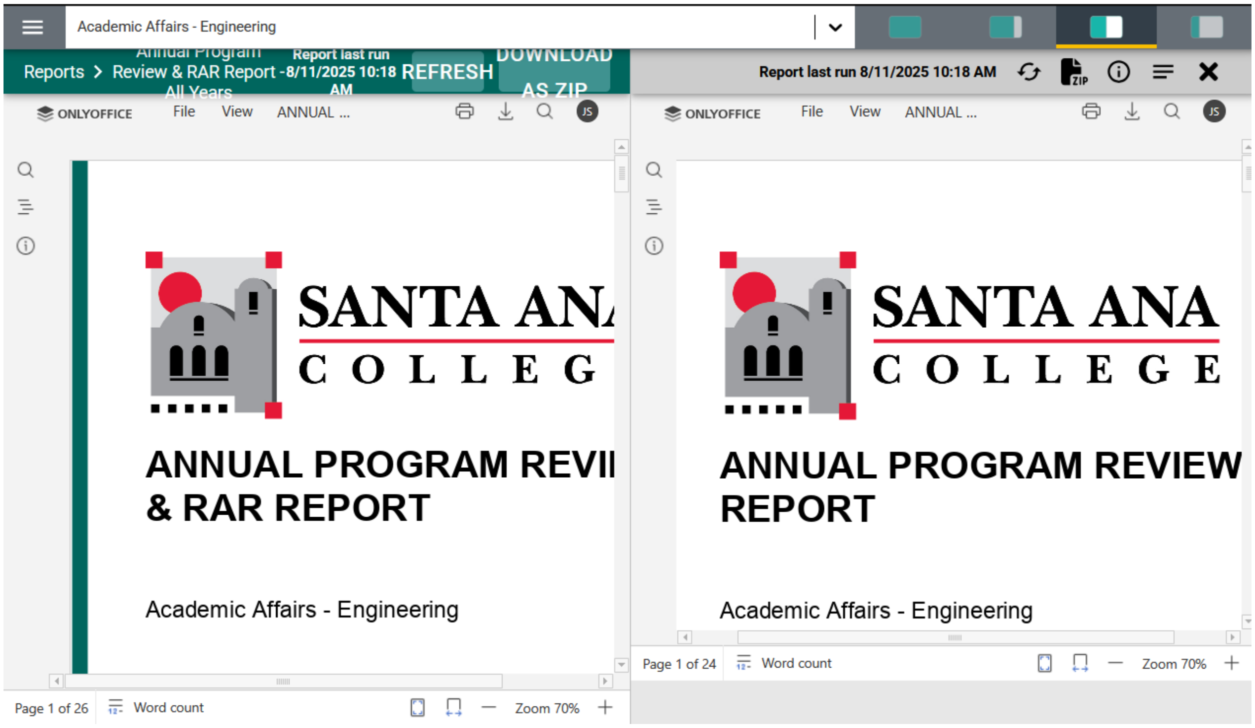
Some reports offer the option to filter the data that they contain. By default, many reports include data from every year of entry. To filter information in the report, use one of the split window buttons in the top right to open the right pane and select the report icon.



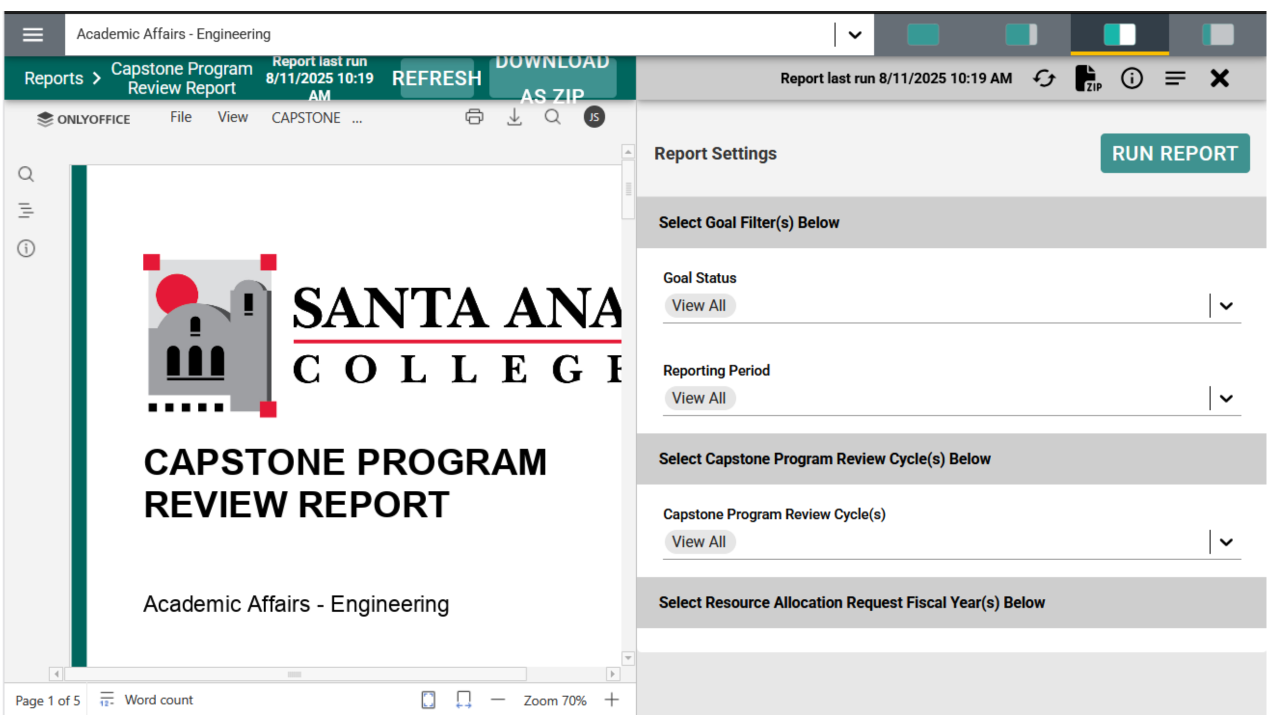
By selecting the report icon, filters will open.



Make your choices and select the Run Report button to generate the custom version of the report. The report will be presented side-by-side with the original version of the report.

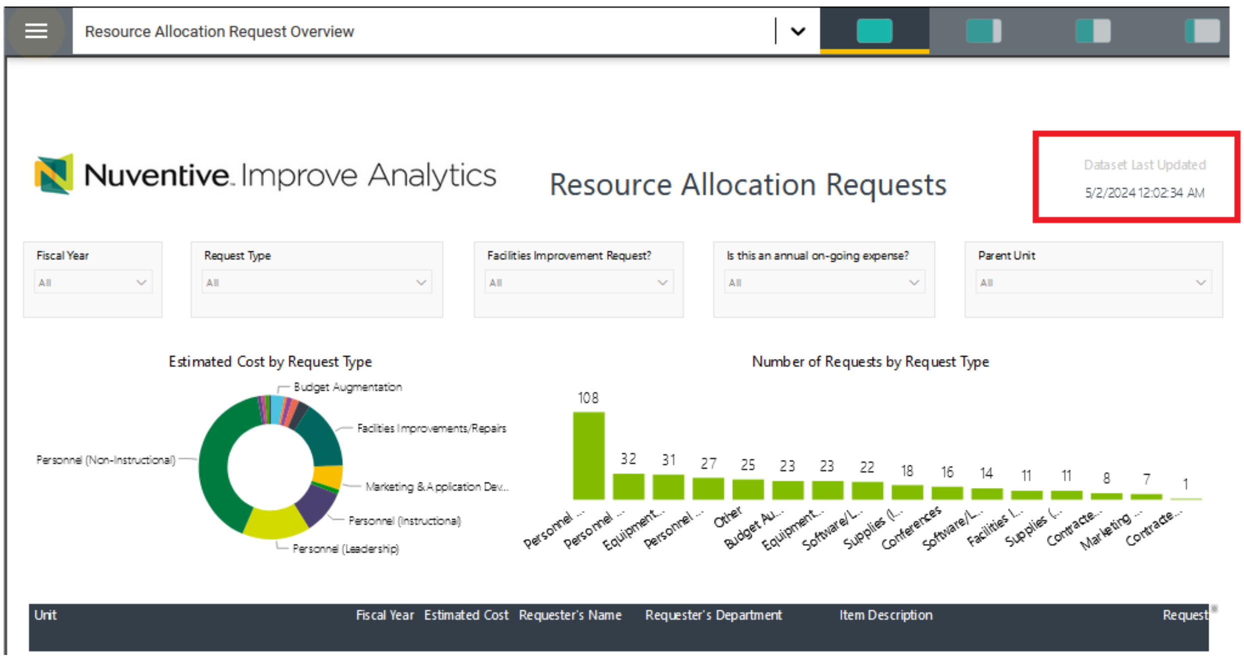


The Capstone Program Review report is similar to the Annual Program Review and RAR Report except that it excludes RARs by default. To include RARs in the Capstone Program Review Report, open the right content pane, select the fiscal year(s) of the RARs to include, and run the report.

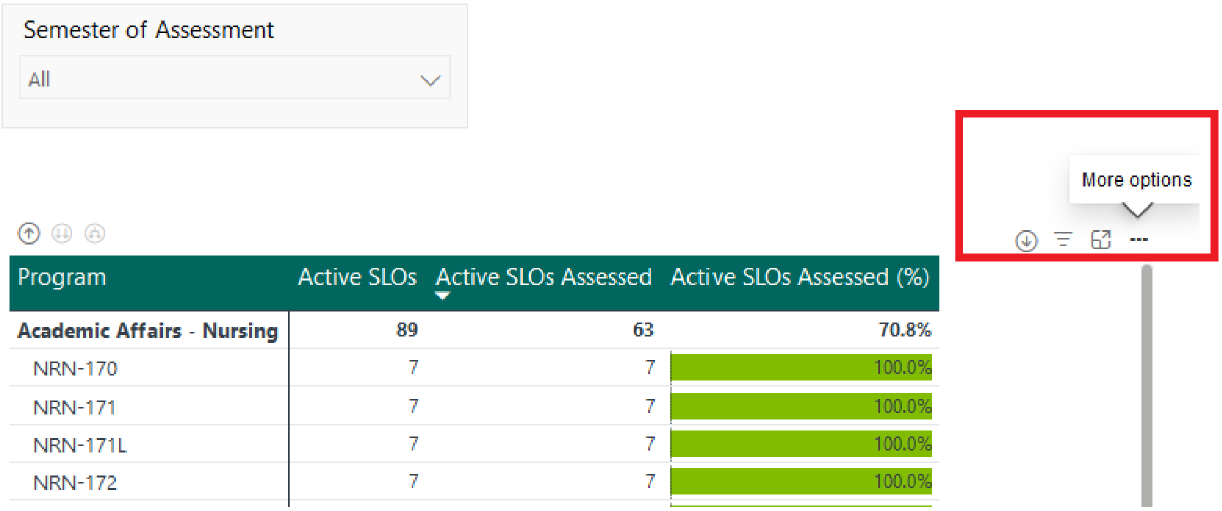


DASHBOARDS

Some units and screens have dashboards that display information. As with other reports, the data that is presented is not live data. Unlike Word reports, dashboards are refreshed automatically on a scheduled basis and cannot be manually refreshed. Be sure to look for the “Last Updated” timestamp on each dashboard.

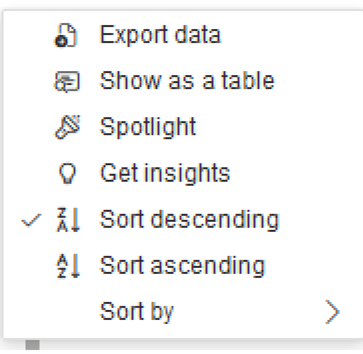


Data that is displayed on a dashboard can be exported by hovering over it until the data menu appears to the side.



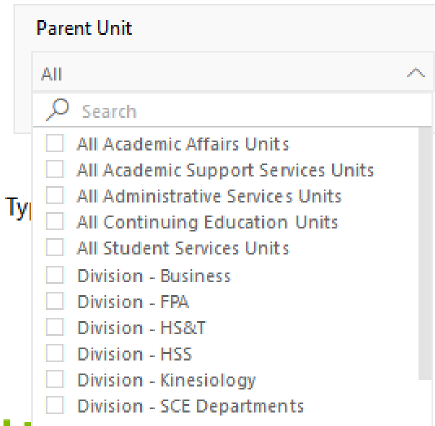
Program	Active SLOs	Active SLOs Assessed	Active SLOs Assessed (%)
Academic Affairs - Nursing	**89**	**63**	**70.8%**
NRN-170	7	7	100.0%
NRN-171	7	7	100.0%
NRN-171L	7	7	100.0%
NRN-172	7	7	100.0%

Select the ellipsis to open a menu of more options that includes Export data.



The dashboards in Nuventive are [Power BI] dashboards. The options that are available on each dashboard will vary but, in some cases, you will be able to drill down onto a data point and take other actions that you are used to taking when interacting with a Power BI dashboard. For example, you may sort a table by clicking on the column heading or drill down onto a data point by clicking on a portion of a chart.

Filters on the dashboards will only display options for which there is existing data. This characteristic is seen most often when using multiple filters together. Compare the unit filters below. When no fiscal-year filter is applied, all units are shown (left). When a filter for fiscal year 2025-2026 is applied, only the units with existing data are shown (right).


Parent Unit
All
Search
All Academic Affairs Units
All Academic Support Services Units
All Administrative Services Units
All Continuing Education Units
All Student Services Units
Division - Business
Division - FPA
Division - HS&T
Division - HSS
Division - Kinesiology
Division - SCE Departments

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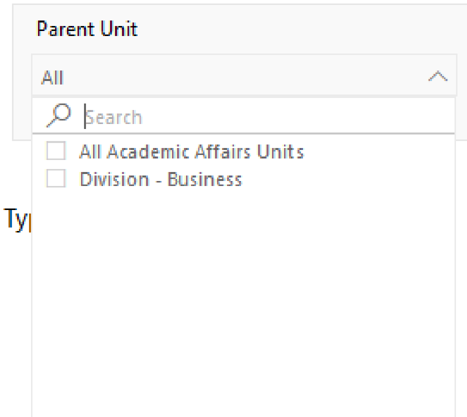
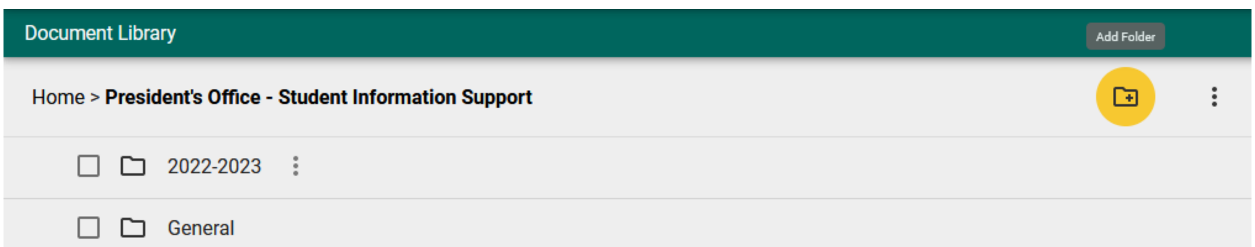

Parent Unit
All
Search
All Academic Affairs Units
Division - Business

DOCUMENT LIBRARY

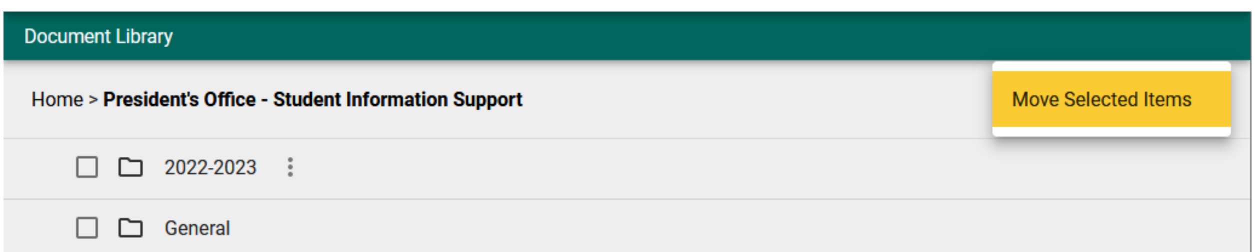
DOCUMENT LIBRARY

The Document Library is where a variety of documents and files can be uploaded and stored for use within the Nuventive Improvement Platform. To find the Document Library, first select the Main Menu icon to reveal the Main Menu. The Document Library will be the menu option at the bottom.

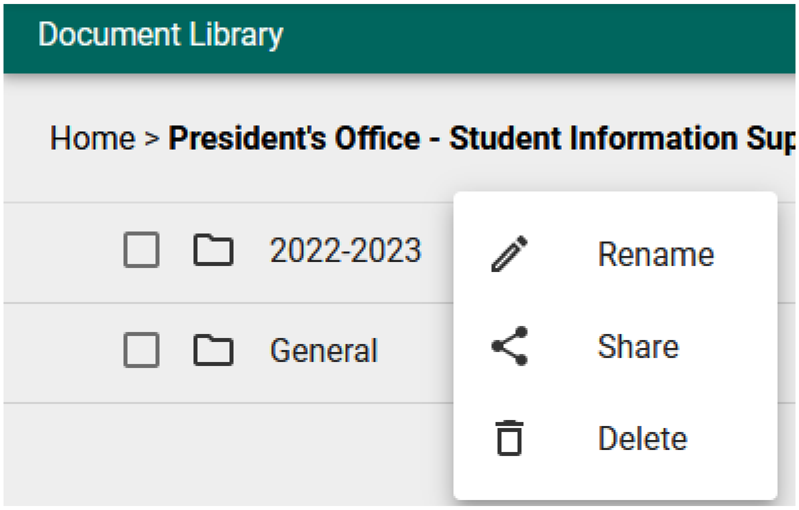
To add a folder to your Document Library, select the Add Folder icon in the top right.



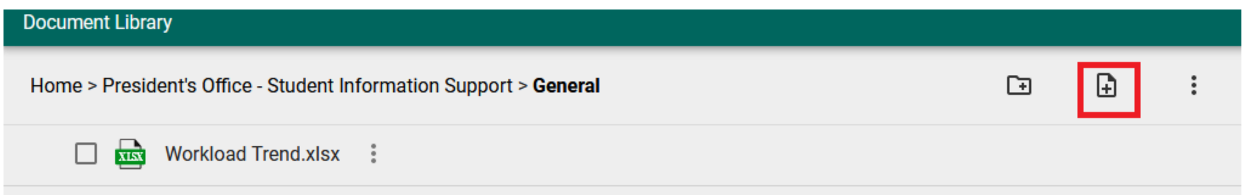
To move folders(s), first select the item(s) and the use the ellipsis menu in the top right to open a dialog box and select a destination.



Other options for working with the folders are available using the ellipsis menu next to each folder.

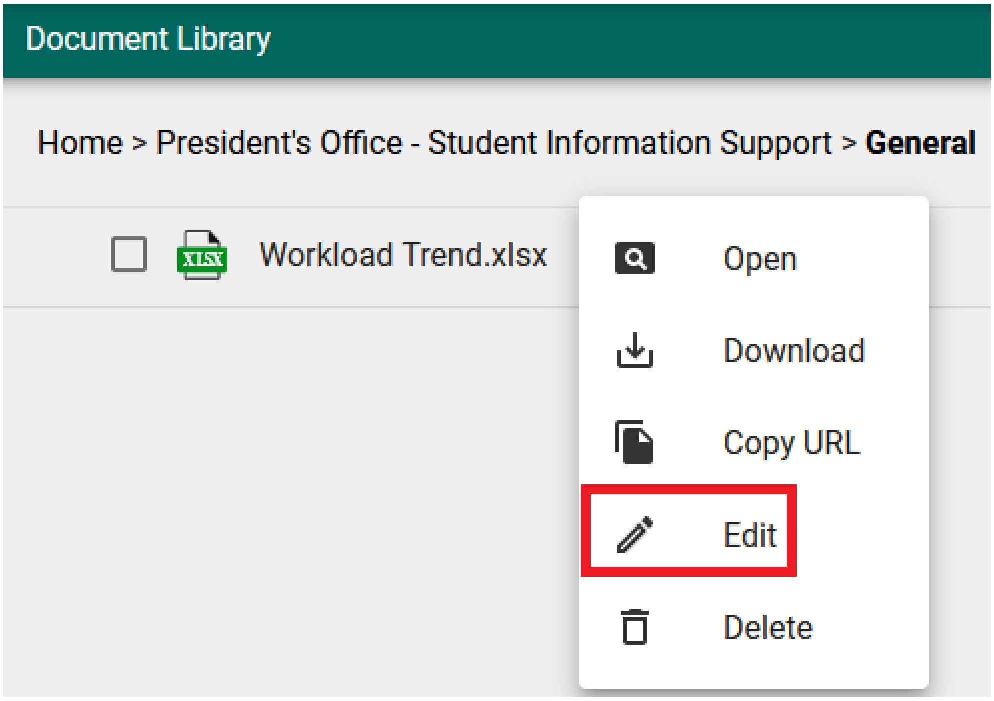


Once you have drilled down into a particular folder, a button will appear for you to add documents to the folder.



The button will open a dialog box that allows you to upload a document. Select the browse button to locate the document on your computer.

You can also upload a new version of a file that you previously uploaded by selecting the ellipsis menu next to the file and selecting Edit.

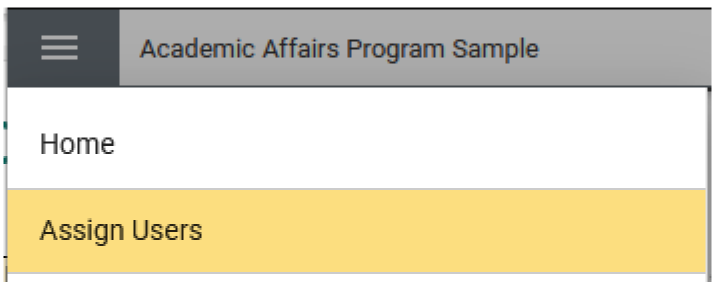


Select the Browse button in the dialog box to upload the new file.

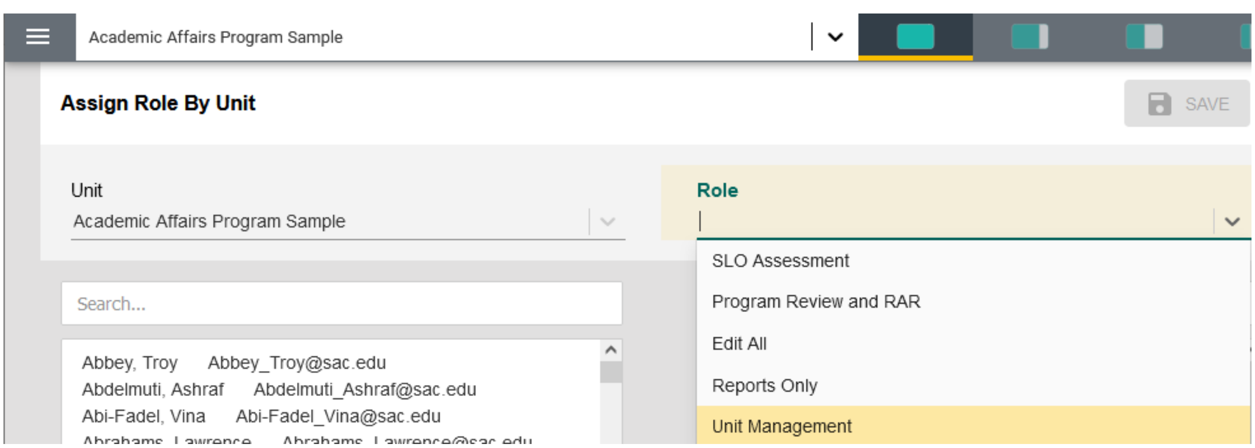
USER ASSIGNMENT AND ROLES

USER ASSIGNMENT AND ROLES

Your view in Nuventive will vary depending on the roles that have been assigned to you for your units. Some users can change the access users have to their unit(s). Users with that ability will see a menu option labeled **Assign Users** in the main menu. To see this option, you must have the ***Unit Management*** role for the unit.



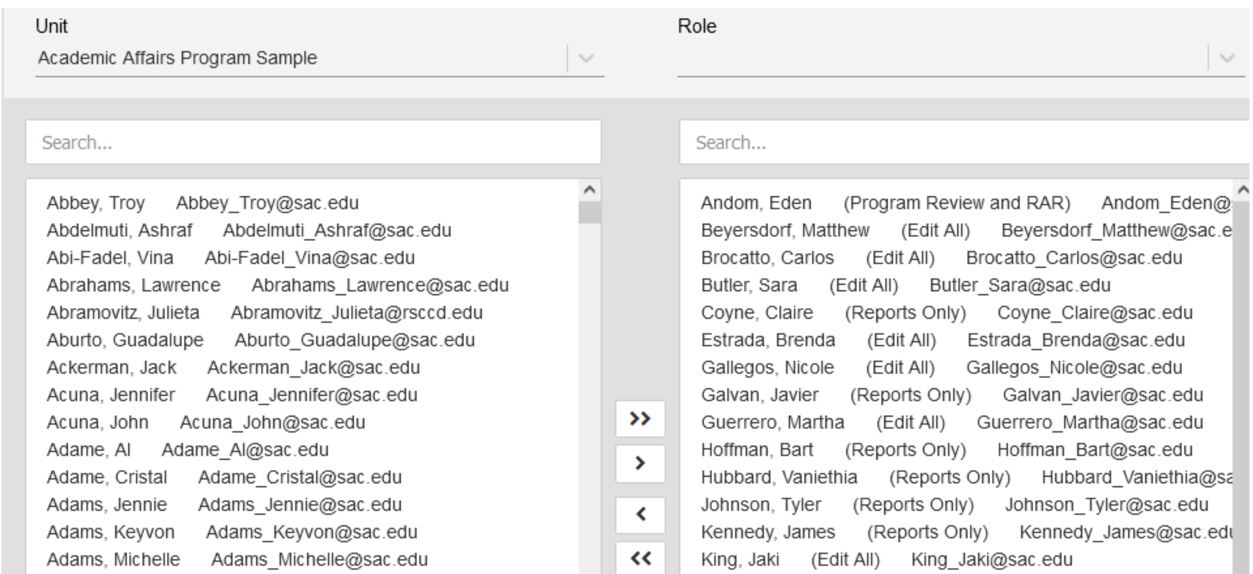
The Assign Users menu will list the unit that you are currently in on the left, with assignable roles in a dropdown on the right.

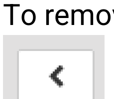


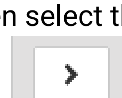
Each role provides a different level of access to the unit:

- ***Edit All*** – User can see every menu option except for Assign Users. User has full edit access to forms and reports for the unit.
- ***SLO Assessment*** – Like ***Edit All***, but only for the Outcomes menu options. No access to Program Review, RAR or Assign Users.
- ***Program Review and RAR*** – Like ***Edit All***, but only for Program Review and RAR menu options. No access to options for Assessment and Assign Users.
- ***Reports Only*** – Cannot edit anything in the unit, but has access to every report.
- ***Unit Management*** – Same as ***Edit All***, but includes the Assign Users menu option.

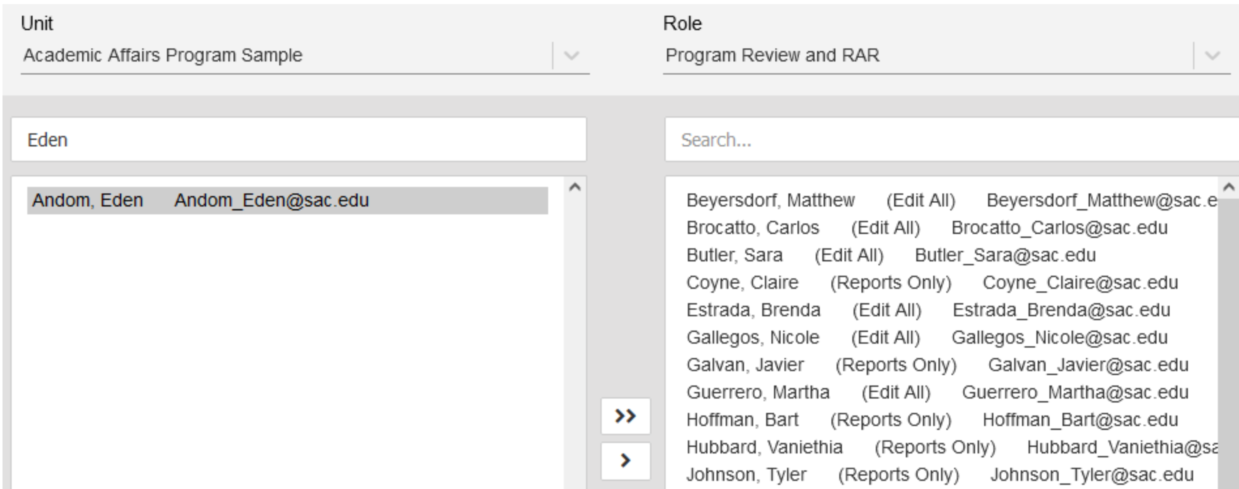
The Assign Users screen is split between users that do not have an assigned permission to the unit on the left, and the users that have a current role assigned with the unit on the right.



To remove a role from a user, select the user from the list on the right and use the arrow  to move that user to the list on the left. Be sure to click the Save button to save your changes.

To add a role to a user, select a role from the Role drop down and then select the user from the list on the left. Move the user to the right pane using the arrow button .

You can also use the search bar to find a particular user in the list.



Note: a user cannot have more than one role. If a user is already assigned a role, you must remove that role from them by moving them to the list on the left side. Only then will you be able to assign a new role to them.