



# Nuventive Improvement Platform

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.

[Help Guide](#)



## 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*

A screenshot of the Nuventive Improvement Analytics Dashboard. The top navigation bar shows "Academic Affairs - Nursing" and "Active Student Learning Outcomes (SLOs) Overview". A message "Data Refreshed Nightly" is displayed. A dropdown menu for "Semester of Assessment" is set to "All". Below this is a table showing the number of Active SLOs and the percentage assessed for various programs. The table data is as follows:

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

Program - Psychology (BA)



Data  
View/Split  
Screen/  
Documents  
& Reports



Instructions



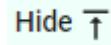
Ellipsis



Plus (+)  
Sign



Hide



Unhide



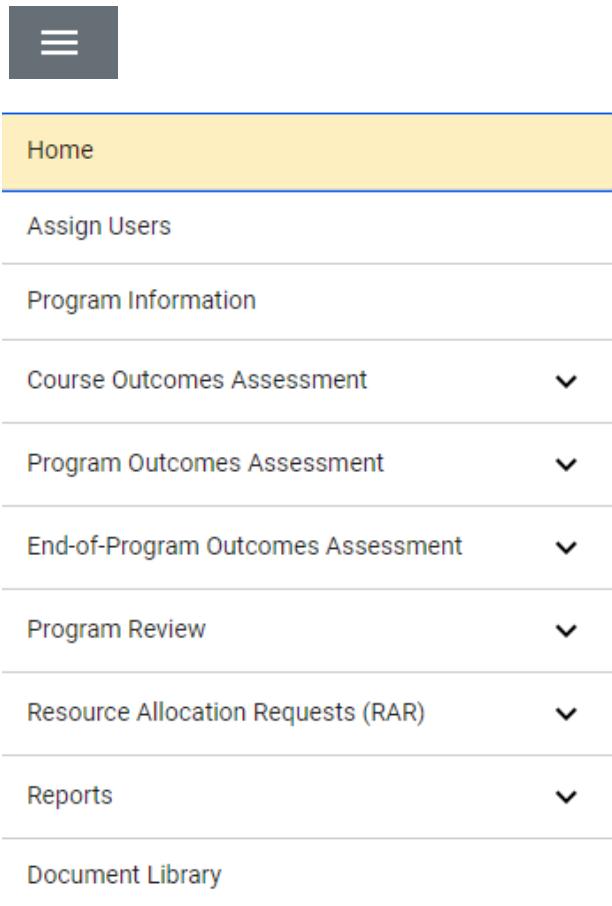
## THE UNIT DROP-DOWN

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

A vertical navigation bar with a grey header bar containing three horizontal lines. Below this are several menu items with dropdown arrows: Home (highlighted in yellow), Assign Users, Program Information, Course Outcomes Assessment, Program Outcomes Assessment, End-of-Program Outcomes Assessment, Program Review, Resource Allocation Requests (RAR), Reports, and Document Library.

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.***

A screenshot of a software application window for Santa Ana College. The top bar includes a dropdown menu, a search bar, and several icons. A green button on the left says "Download As Zip". On the far left, there's a vertical toolbar with a gear icon, "Print", and an ellipsis. The main area is split into two sections. The top section contains a white box with the college logo and the text "Select Icon for Filters" with a large red arrow pointing down to "Report Instructions". The bottom section contains another white box with the college logo and the text "Active Program Learning Outcomes (PLOs) Report", "Academic Affairs Program Sample", and "Program Learning Outcomes (PL...)".



**View 2.**

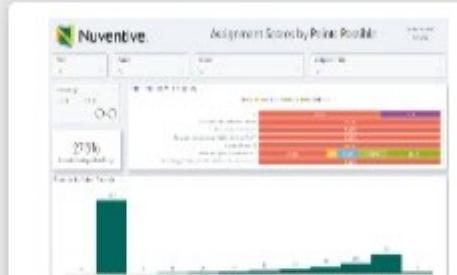
and Results

Showing 1 of 1

Report 9/20/22

It's related to the

Canvas Analytics - Assignments



The dashboard shows a bar chart for 'Assignment Scores by Point Possible' with a total score of 0.0 and a completion rate of 23%. It includes a list of assignments and their completion status.

Canvas Analytics - Outcomes



The dashboard shows a donut chart for 'Outcomes Mastery and other Data Indicators' with 86% mastery. It includes a list of outcomes and their status.



### View 3.

A screenshot of a web-based dashboard for "Academic Affairs - Nursing". The left sidebar has sections for "Resource A", "Request Type", "View All", "Use the form", "Instructional cycle by the", "Administrative fiscal year n", and "No Resource add but". The main area shows five document cards: "Santa Ana College Education Master Plan 2021 - 2024" (PDF), "AR 6601 Facility Modification an..." (PDF), "SOP\_FMR Process\_Final 6\_1\_22...." (PDF), "FY23.24 SAC Budget Priorites.pdf" (PDF), and "Cost of Position Worksheets\_FY..." (Excel).

**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



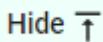
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Selecting the icon will reveal any instructions that have been made available.



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.



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 Form 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.

President's Office - Student Information Support

General Information > General Information (Student Services, Admin and Academic Support Services)

General Information

Last Modified: 11/09/2022, J. Steffens

\* denotes a required field.

Mission

To inspire and empower digital transformation at Santa Ana College.

Manager / Dean

John D. Steffens

COLLAPSE ALL

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.

President's Office - Student Information Support

General Information

View All

General Information

Last Modified: 11/09/2022, J. Steffens

Mission

To inspire and empower digital transformation at Santa Ana College.

Manager / Dean

John D. Steffens

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.

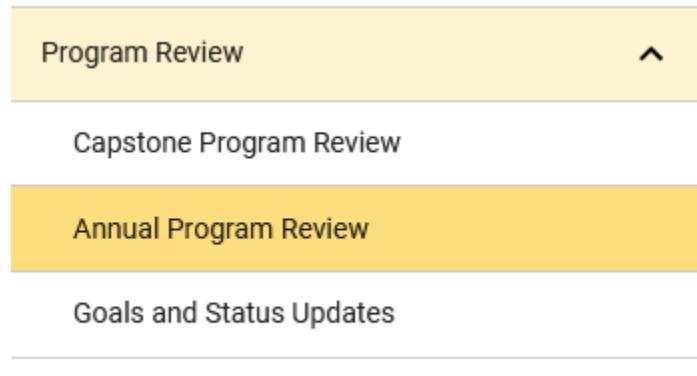


## PROGRAM REVIEW

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.

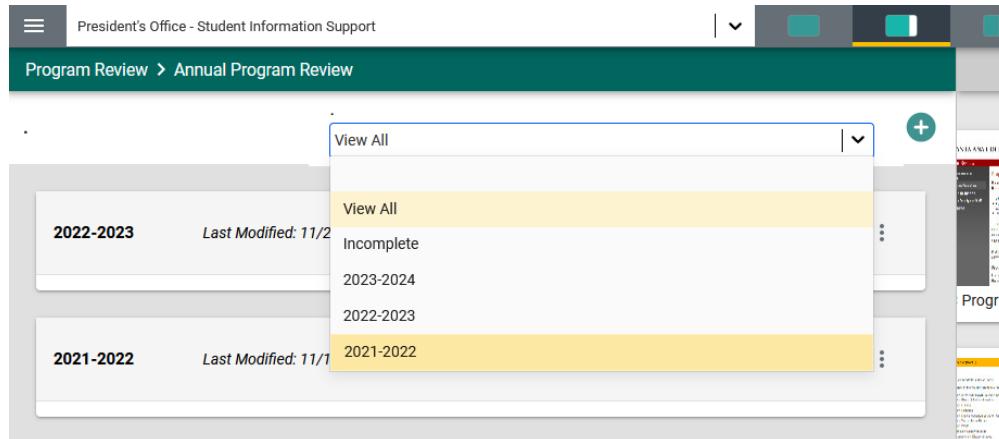


While the overall function of entering information on this form will be the same as the General Information form, there are some differences such as selecting from multiple date cycles.

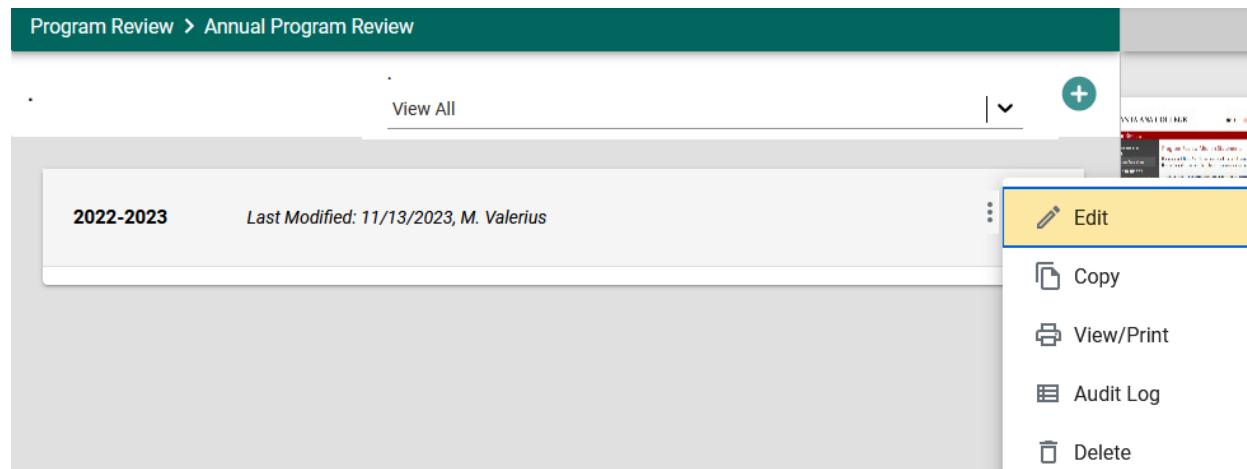
Select the cycle from the drop-down provided after selecting the add button . Then, proceed with completing that form. Once you have completed the fields within the form, remember to **SAVE** your work and **Close** the form.



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.



Audit For Cycle: 2022-2023, Response 141

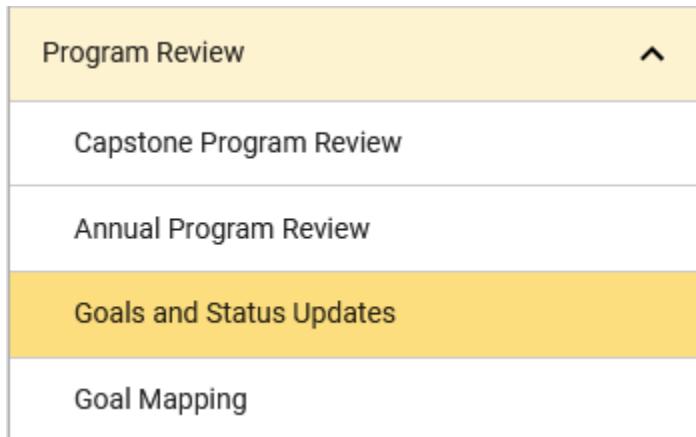
Show activity from the  
Show All Activity



Date	Personnel	Field	Old Value	New Value
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	N. Gallegos	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	2. Provide effective data sources to evaluate this department		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	2. Provide effective data sources to evaluate this department		<a href="#">Click to see comparison of old and new value</a>
	N. Gallegos	2. Provide effective data sources to evaluate this department		<a href="#">Click to see comparison of old and new value</a>
	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.



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



Program Review > Goals and Status Updates

Program Review Goals

Expected Completion      Goal Status

[View All](#)      [View All](#)

This will open the following card:

Program Review > Goals and Status Updates

New Goal

**GOAL**      **UPDATES**

\* denotes a required field.

Goal Name \*

Goal \*

Rationale for Creating Goal

Goal Status

Responsible Party(ies)

Objectives ⓘ

Expected Completion

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.



Program - Psychology (New Plan Types)

PROGRAM GOALS > Program Goals > Add Goal

New Goal

GOAL      MAPPING      GOAL UPDATE(S)

Goal Name \*  
Sample

Goal \*  
Sample

Goal Status \*  
Active

Goal Year(s)  
2021 - 2022 x

Save & Add New

Save & Close

Graduation Rates (Tableau)

Average Faculty Compensation by Faculty

Average Faculty Compensation by Staff

Average Faculty Compensation by Administration

Average Faculty Compensation by Other

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

Program Review > Goals and Status Updates

Program Review Goals

Expected Completion

View All

Showing 13 of 13

Student Business Office Training      J. Adams 10/12/22

Goal  
Create and deliver a robust purchasing training program for departments utilizing Auxiliary Funds

Expected Completion  
Spring 2023

Objectives  
Review current practices/process, document processes, create a training document, create a training presentation, schedule training with departments.

Student Business Office Payment Pages      J. Adams 11/21/23

**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.**



Program Review > Goals and Status Updates

Program Review Goals

Expected Completion

View All | ▾

Showing 13 of 13

Student Business Office Training	J. Adams 10/12/22	⋮
Goal Create and deliver a robust purchasing training program for departments utilizing Auxiliary Funds		
Expected Completion Spring 2023		
Objectives Review current practices/process, document processes, create a training document, create a training presentation, schedule training with departments.		
Student Business Office Payment Pages	J. Adams 11/21/23	⋮

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.

Program Review > Goals and Status Updates

Program Review Goals

Expected Completion

View All | ▾

Showing 13 of 13

Student Business Office Training	<span>⋮</span>
Goal Create and deliver a robust purchasing training program for departments utilizing Auxiliary Funds	<span>⋮</span>
Expected Completion Spring 2023	<span>⋮</span>
Objectives Review current practices/process, document processes, create a training document, create a training presentation, schedule training with departments	<span>⋮</span>

- ✎ Open
- 📄 Copy
- 📋 Audit Log
- ☒ Delete

## 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

Program Review > Goals and Status Updates

Close Save ▾

Q Student Business Office Training

Reporting Period Goal Progress

View All | View All |

Showing 1 of 1

■ GOAL ■ UPDATES

Student Business Office Training

2022 - 2023 J. Adams 7/26/23

Goal Status Update  
The documentation process is still underway. Once the manual is complete a training schedule will be implemented.

Show Details

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:



Program Review > Goals and Status Updates

**Chemistry Lab**

**Show Details ↓**

\* denotes a required field.

**Reporting Period \***

Goal Status Update \*

Goal Progress \*

Percent Complete \*

Supporting Documents

Document Name	Document Description
There are no documents attached	

**Optional Tables and/or Graphs** [Press ALT + 0 for accessibility help](#)

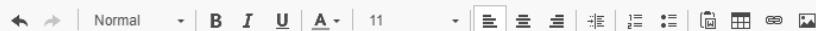
Now, begin entering the Status Update/Results for this Goal. First, select the Reporting Period by selecting the drop-down. Then, select in the text/dialog box to enter the Goal Status Update narrative. Next, select the dropdowns to select your Goal Progress and Percent Complete. Finally, use the scroll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



#### Optional Information

##### Supporting Information



### ***Adding Supporting Documents***

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



#### Supporting Documents

Document Name

Document Description



There are no documents attached

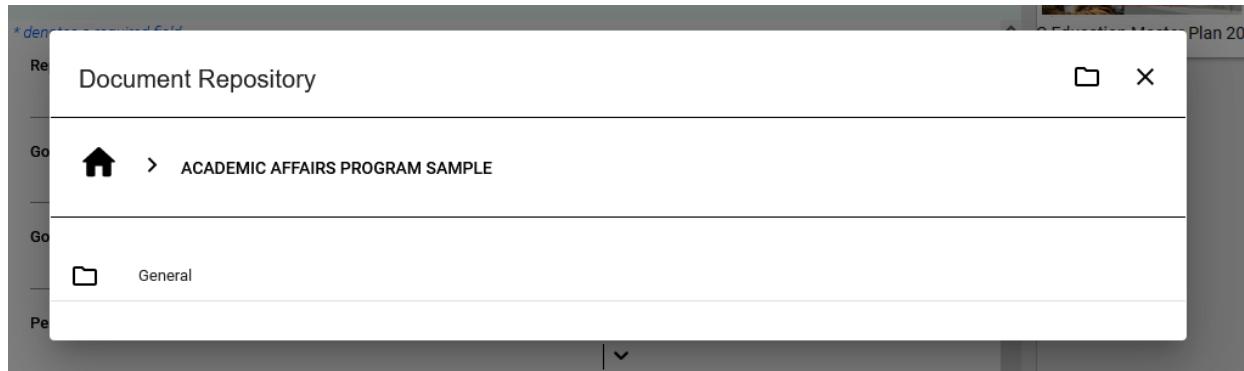
The following screen for the Document Repository will appear. Select the primary folder to open the Document Library folders where this document has been stored.

#### Document Repository

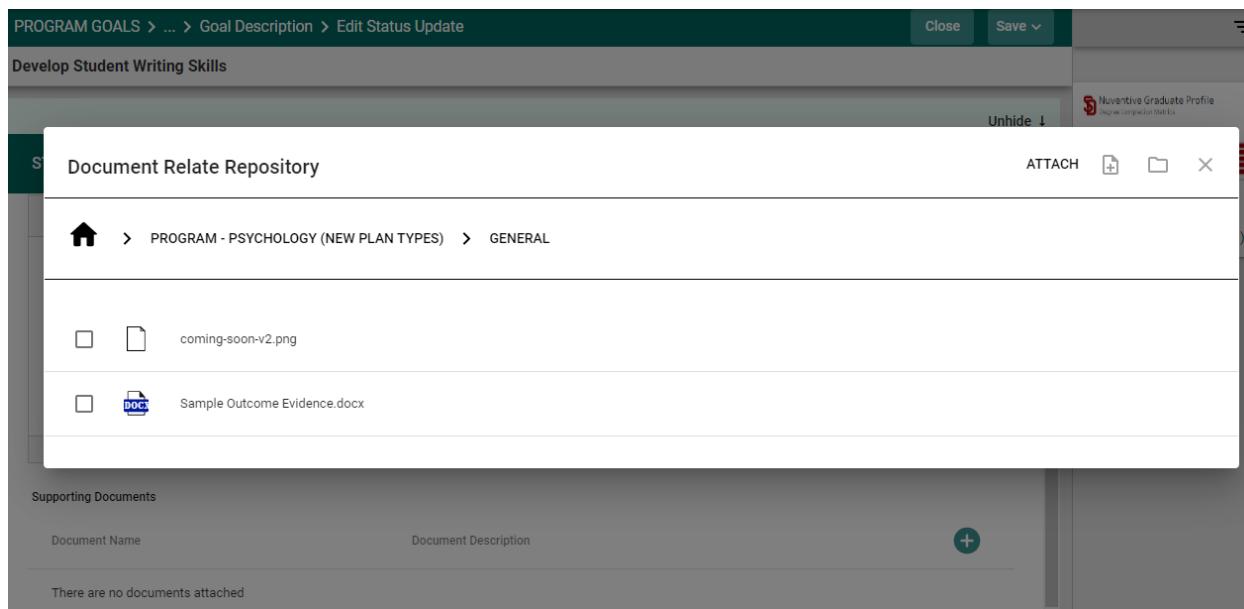


Academic Affairs Program Sample

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.



Program - Psychology (New Plan Types)

PROGRAM GOALS > ... > Goal Description > Edit Status Update

Develop Student Writing Skills

Unhide

Document Relate Repository

ATTACH

Home > PROGRAM - PSYCHOLOGY (NEW PLAN TYPES) > GENERAL

coming-soon-v2.png

Sample Outcome Evidence.docx

Supporting Documents

Document Name Document Description

There are no documents attached.

**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.**

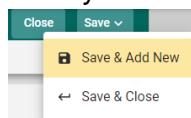
You should now see the file attached as a supporting document.

Supporting Documents

Document Name Document Description

Sample Outcome Evidence.docx

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.

A screenshot of a software interface titled "Program Review > Goal Mapping". The top navigation bar includes "Save" and "Expected Completion" buttons. A note on the screen says: "To establish a mapping relationship, click on the cell to turn it green, then click save. If text is truncated, please hover over the three dots and the full text will appear." Another note says: "For additional information on Guided Pathways, please visit the [SAC Guided Pathways](#) webpage." The main area is a grid titled "Program Review Goals" with a "X = X" note. The grid has three columns: "Institutional Learning Outcomes ...", "Chemistry Lab", and "ZTC / OER". The "Chemistry Lab" cell contains the text: "Upgrade the equipment in the chemistry lab as well as revise curriculum to address latest chemistry lab techniques." The "ZTC / OER" cell contains the text: "Create additional resources." The "Institutional Learning Outcomes ..." column has two rows: "ILO 1a - Communication Skills: Listening and Speaking" and "ILO 1b - Communication Skills: Reading and Writing". The "ILO 1a" row is empty. The "ILO 1b" row has a green cell with a white "X" in the "Chemistry Lab" column, indicating a mapped relationship.

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.

- Resource Allocation Requests (RAR) ^
- RAR Form
- RAR Mapping (Required for Approval)
- Unit RAR Dashboard

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

Resource Allocation Requests (RAR) > RAR Form

Resource Allocation Request (RAR)

Request Type	Was this item funded?	Fiscal Year
<a href="#">View All</a>	<a href="#">View All</a>	<a href="#">View All</a>

Use the form below to add a new Resource Requests. You will use this form for each Request. After saving this request and closing  the form, you may add an additional request.

**Instructional programs:** All requests must be submitted for an academic cycle **by the first Friday in June.**

**Administrative, Support, and Services areas:** All requests for the next fiscal year must be submitted **by November 30.**



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

Academic Affairs Program Sample

Resource Allocation Requests (RAR) > RAR Form

New Resource Allocation Request (RAR)

▪ RESOURCE ALLOCATION REQUEST (RAR)

\* denotes a required field.

Fiscal Year \*

Requester's Name \*

Requester's Department \*

Item Description \*

Request Type

Is this a Facilities Improvement/Repairs Request? (If Yes, please contact the Director of Physical Plant/Facilities to review your request.) ⓘ \*

How will you measure the success of this resource?

Will this request affect multiple departments and/or affect the entire campus?

Santa Ana College  
Education Master Plan  
2021 - 2024

Education Master Plan

PDF

601 Facility Modification

PDF

FMR Process\_Final 6\_1

PDF

23



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.

**Is this a Facilities Improvement/Repairs Request? (If Yes, please contact the Director of Physical Plant/Facilities to review your request.) \***

If determined a Facility Modification is required, complete the following steps:  
Step 1 - Complete this RAR form for funding approval.  
Step 2 - Follow and complete the standard operating procedures for Facility Modification Requests. SOPs and other Facilities Modification Request documents can be found in the right resource panel.  
 For assistance, please contact the Director of Budget & Accounting.

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.

New Resource Allocation Request (RAR)

► RESOURCE ALLOCATION REQUEST (RAR)

If Yes, please explain how this request affects multiple departments and/or the entire campus. 

Has this request been submitted to other funding sources? \*

If Yes, what funding source (i.e., GP, Equity, SWP, Perkins)? 

If you are submitting multiple requests, please provide the ranking priority for this resource 

Estimated Cost (Enter numbers only) 

Is this an annual on-going expense? 

Budget Approval Follow-up (For Budget Office Use Only)

Was this item funded? 

GL Account (digits xx -xxxx -xxxxxx -xxxxx -xxxx)



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.



Resource Allocation Requests (RAR) > RAR Form

Resource Allocation Request (RAR)

Request Type Was this item funded? Fiscal Year

View All View All View All

Showing 2 of 2

**2021 - 2022: Chemistry Faculty** N. Support 6/15/22

Item Description  
7 new burners for the chemistry lab are needed in order to allow students to perform required experiments.

Request Type  
Conferences

Estimated Cost (Enter numbers only)  
2,500

**2022 - 2023: Faculty Member Name** J. Steffens 10/4/22

Item Description  
Teaching Assistant

Request Type  
Personnel (Instructional)

Estimated Cost (Enter numbers only)  
5,000

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

**2021 - 2022: Chemistry Faculty** N. Support 6/15/22

Item Description  
7 new burners for the chemistry lab are needed in order to allow students to perform required experiments.

Request Type  
Conferences

Estimated Cost (Enter numbers only)  
2,500

**Open**

**Copy**

**Audit Log**

**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 **MAPPING** section of this manual for more information.

Resource Allocation Requests (RAR)



RAR Form

RAR Mapping (Required for Approval)

Unit RAR Dashboard

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 **DASHBOARDS** section of this manual for more information.

The screenshot shows a user interface with a dark header bar. On the left is a vertical navigation menu with three horizontal lines. The main content area has a dark header with the text 'Resource Allocation Request Overview'. Below this is a teal header with the text 'Home'. The main content area contains a dark box with the 'Nuventive Solutions' logo and the text 'Nuventive Solutions'. Below this is another dark header with the text 'Resource Allocation Request Overview'. The main content area has a white background with the text 'Home' and 'RAR Dashboard'. The 'RAR Dashboard' text is highlighted with a yellow background, indicating it is the active or selected item.



## 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 screenshot shows a yellow header bar with the text "Program Outcomes Assessment" and a small upward arrow icon. Below this, there are two main sections: "PLOs and Results" and "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

The screenshot shows the "Program Assessment" card. It includes filters for "PLO Status" (View All), "Program Assessment Cycle(s)" (View All), "Credential(s)" (View All), and "Program Outcome Areas - HSS" (View All). To the right, a preview of the "Program Outcome Areas - HSS" card is visible, showing a bar chart with data for "Assignment Scores by Prior Problem".

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



Academic Affairs Program Sample

Program Outcomes Assessment > PLOs and Results

New Program Learning Outcome (PLO)

PROGRAM LEARNING OUTCOME (PLO) ASSESSMENT METHODS RESULTS & ANALYSIS

\* denotes a required field.

PLO Name  \*

Program Learning Outcome (PLO) \*

PLO Status \*

Program Assessment Cycle(s) \*

Credential(s) \*

Program Outcome Areas - HSS

On the right side of the form, there are two screenshots of the "nwas Analytics" software interface. The top screenshot shows "Assignment Grade Point Profile" with various bar charts and data. The bottom screenshot shows "Outcome Valley and User Statistics" with a circular progress bar and a grid of data.

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.

Outcome Status \*

Active

Archived



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.

Program Assessment Cycle(s) \*

2023 - 2024

2025 - 2026

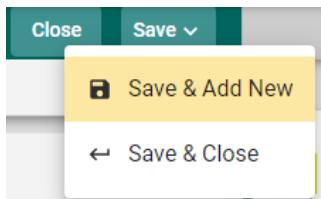
2024 - 2025

2022 - 2023

2021 - 2022

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:

Showing 2 of 2



Program Outcomes Assessment > PLOs and Results

Program Assessment



PLO Status

[View All](#)

Program Assessment Cycle(s)

[View All](#)

Credential(s)

[View All](#)

Program Outcome Areas - HSS

[View All](#)

Showing 2 of 2

Anthropology: Analytic Skills

N. Support 11/1/23



Program Learning Outcome (PLO)

Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

PLO Status

Active

Program Assessment Cycle(s)

2022 - 2023, 2024 - 2025

Credential(s)

AA

Program Outcome Areas - HSS

Anthropology

Sociology: Sample PLO 2

N. Support 11/1/23



Program Learning Outcome (PLO)

At the end of the program ...

PLO Status

Active

Program Assessment Cycle(s)

2023 - 2024, 2024 - 2025

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.

Program Outcomes Assessment > PLOs and Results Close Save

**Q Analytic Skills** | ▼

<b>■ PROGRAM LEARNING OUTCOME (PLO)</b>	<b>● ASSESSMENT METHODS</b>	<b>● RESULTS &amp; ANALYSIS</b>
---	-----------------------------	---------------------------------

\* denotes a required field.

**PLO Name** (i) \*  
Analytic Skills

**Program Learning Outcome (PLO) \***  
Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

**PLO Status \***  
Active

**Program Assessment Cycle(s) \***  
2022 - 2023 x 2024 - 2025 x

**Credential(s) \***  
AA x

**Program Outcome Areas - HSS**  
Anthropology

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

Program Outcomes Assessment > PLOs and Results Close Save

**Q Analytic Skills** | ▼

<b>Assessment Method Status</b> <span>View All</span>	<b>Assessment Type</b> <span>View All</span>	
--	---	--

Showing 2 of 2

<b>■ PROGRAM LEARNING OUTCOME (PLO)</b>	<b>● ASSESSMENT METHODS</b>	<b>● RESULTS &amp; ANALYSIS</b>
---	-----------------------------	---------------------------------

+



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



The following screen will open:

Program Outcomes Assessment > PLOs and Results Close Save

### Analytic Skills

Program Outcome Areas - HSS: Anthropology Hide Details ↑

\* denotes a required field.

**Assessment Method Status \*** | ▾

**Assessment Type ⓘ \*** | ▾

**Method of Assessment \***

**Criterion/Target \***

**Notes**

**Related Documents**

Document Name	Document Description	+
There are no documents attached		

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.



#### Assessment Method Status

Active

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.

#### Program Outcome Areas - HSS: Anthropology

[Hide Details ↑](#)

\* denotes a required field.

A

Examples of "Media Production" include recordings, websites, artwork, etc. Use "Field Observation" for internships, student teaching, and other real-world experiences.

X

#### Assessment Type \*

Exam/Quiz - In Course

Exam/Quiz - Standardized

Group Project

Individual Project

Media Production

Observation

Performance/Presentation

Portfolio Review

Survey



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

Next, enter the Method of Assessment.



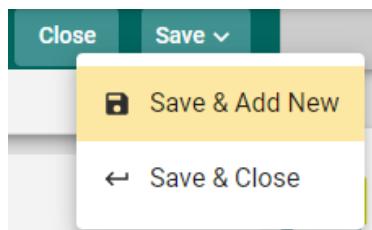
Method of Assessment \*

Criterion/Target \*

Notes

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.



Q Analytic Skills

Assessment Method Status

[View All](#)

Assessment Type

[View All](#)

Showing 2 of 2

■ PROGRAM LEARNING  
OUTCOME (PLO)

● ASSESSMENT METHODS

● RESULTS & ANALYSIS



⋮ Term Paper

C. Brocatto 6/28/23



**Assessment Type**

Exam/Quiz - In Course

**Method of Assessment**

Term Paper

**Criterion/Target**

Departmental scale employed for assessment of student work:

- (1) Emergent Understanding
- (2) Developmental Understanding
- (3) Proficiency
- (4) Mastery

80% of students achieved target on departmental assessment scale.

⋮ Written essay ...

C. Brocatto 6/28/23



**Assessment Type**

Written Assignment

**Method of Assessment**

Written essay ...

**Criterion/Target**

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.

Program Outcomes Assessment > PLOs and Results

Close Save ▾

### Q Analytic Skills

Assessment Method Status	Assessment Type	Criterion/Target Met
<a href="#">View All</a>   ▾	<a href="#">View All</a>   ▾	<a href="#">View All</a>   ▾

Program Assessment Cycle

<a href="#">View All</a>   ▾
------------------------------

Showing 3 of 3

■ PROGRAM LEARNING OUTCOME (PLO)    ● ASSESSMENT METHODS    ● RESULTS & ANALYSIS

Term Paper +

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.



## Analytic Skills

**Program Learning Outcome (PLO):** Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

[Hide Details ↑](#)

**PLO Status:** Active

**Program Assessment Cycle(s):** 2022 - 2023, 2024 - 2025

**Credential(s):** AA

**Program Outcome Areas - HSS:** Anthropology

**Assessment Type:** Exam/Quiz - In Course

**Method of Assessment:** Term Paper

**Criterion/Target:** Departmental scale employed for assessment of student work:

- (1) Emergent Understanding
- (2) Developmental Understanding
- (3) Proficiency
- (4) Mastery

80% of students achieved target on departmental assessment scale.

### Results & Analysis Date \*

04/26/2024

### Program Assessment Cycle \*



### Results & Analysis \*

### Criterion/Target Met



### Action Plan for Improvement

### Related Documents

This view of the card will allow you to see the entire plan information. If you would like to hide the

[Hide Details ↑](#)

plan information, select the Hide Details icon to the right.

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

[Show Details ↓](#)



**SANTA ANA  
COLLEGE**

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

Academic Affairs Program Sample

Program Outcomes Assessment > PLOs and Results

**Analytic Skills**

[Show Details](#)

\* denotes a required field.

**Results & Analysis Date \***  
04/26/2024

**Program Assessment Cycle \***  
| ▾

**Results & Analysis \***  
| ▾

**Criterion/Target Met**  
| ▾

**Action Plan for Improvement**  
| ▾

**Related Documents**

Document Name	Document Description
There are no documents attached	

[+](#)

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.



#### Related Documents

Document Name	Document Description	
There are no documents attached		

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.

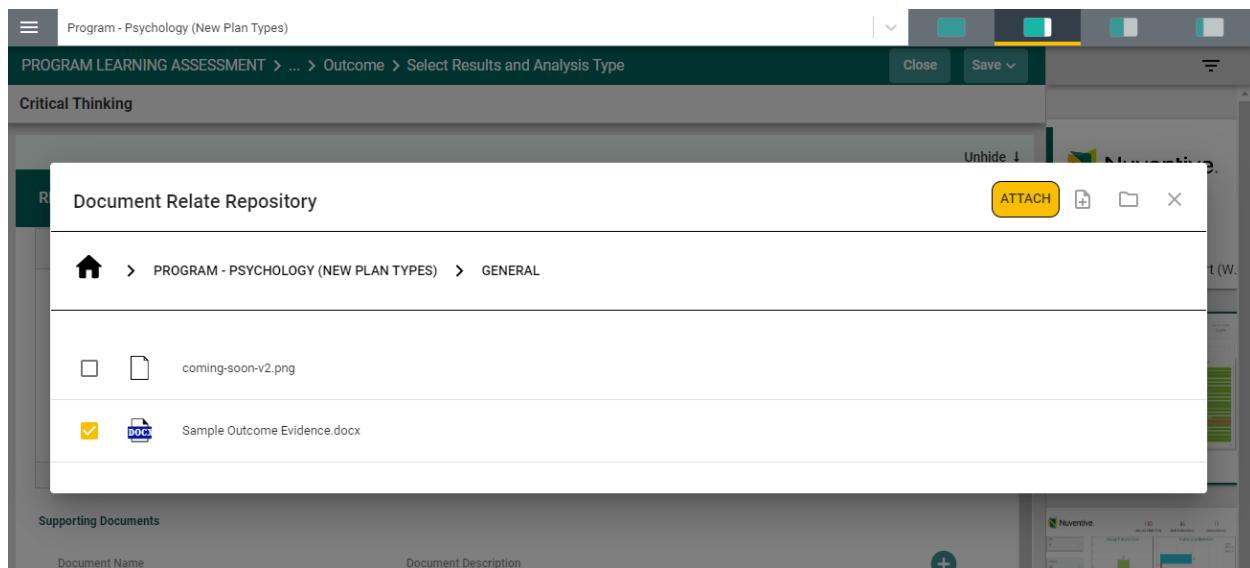


Select a folder where you have stored the file by selecting the folder. The folder will open and allow you to select a file.

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.

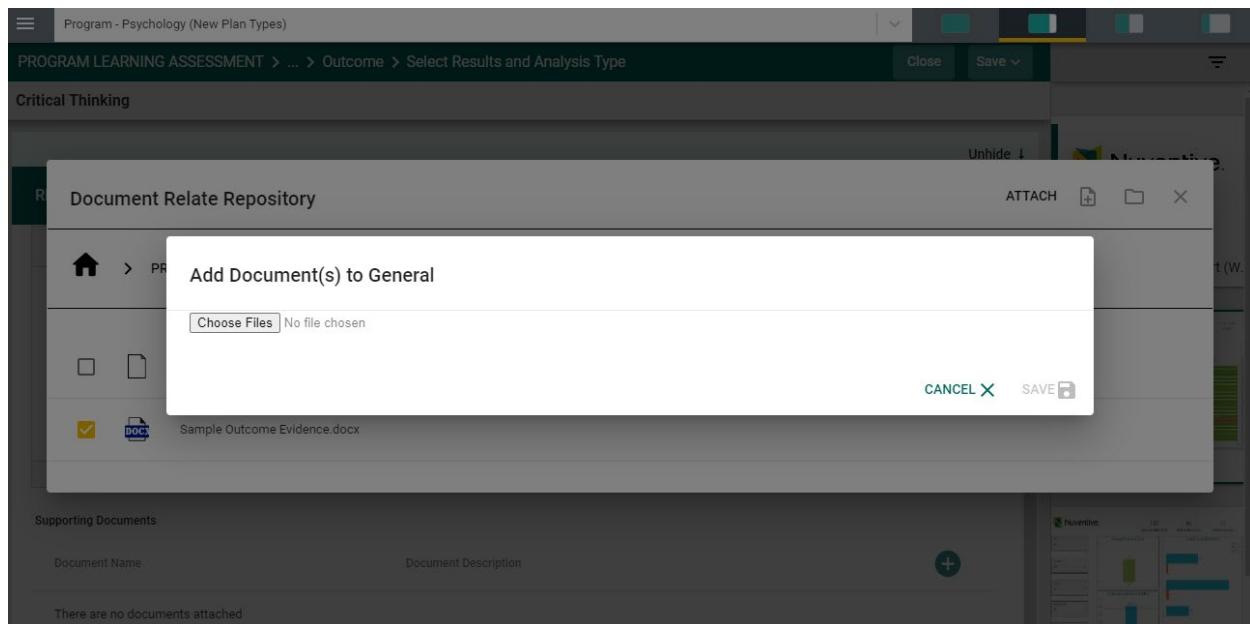
A screenshot of a software interface showing a "Document Related Repository" dialog box. The dialog box lists two files: "coming-soon-v2.png" and "Sample Outcome Evidence.docx". The "Sample Outcome Evidence.docx" file is checked. At the top right of the dialog box are buttons for "ATTACH", "Unhide", and "X". Below the dialog box, the main interface shows a "Supporting Documents" section with "Document Name" and "Document Description" fields, and a "Document + icon".

**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.



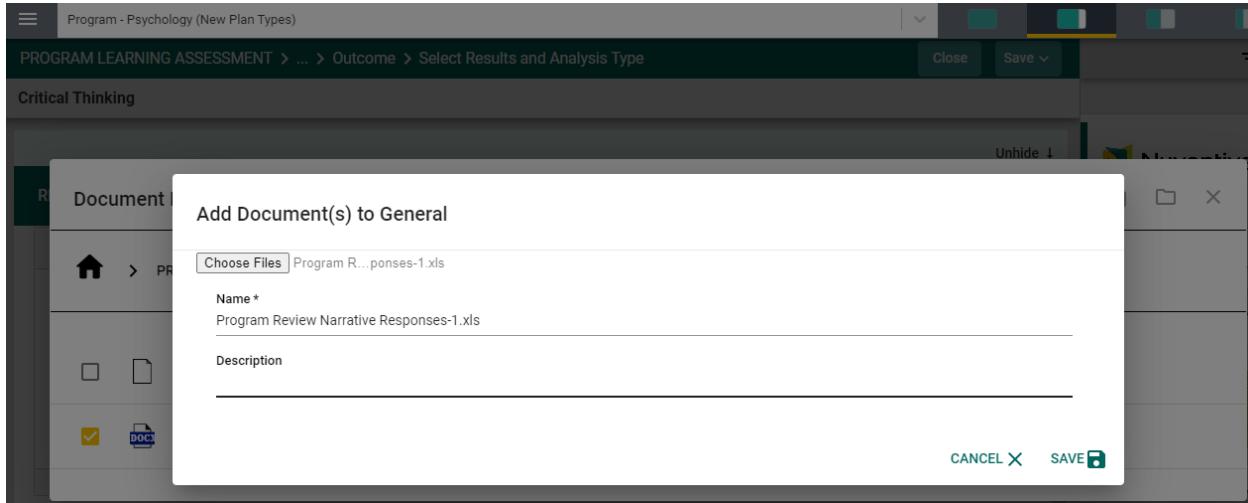
Selecting this icon will allow you to select a file from your computer.

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

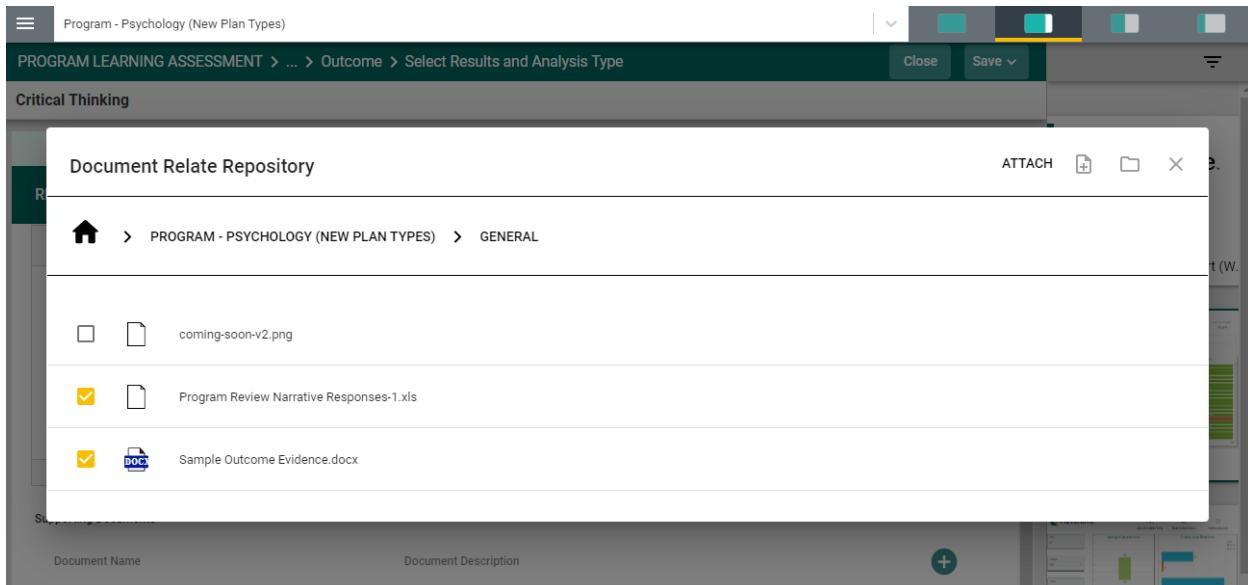
A screenshot of the software interface showing the "Add Document(s) to General" dialog box. The dialog box has a "Choose Files" button and a "No file chosen" message. At the bottom right are "CANCEL" and "SAVE" buttons. Below the dialog box, the main interface shows a "Supporting Documents" section with "Document Name" and "Document Description" fields, and a "Document + icon".



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.



A screenshot of a software interface for "Program Learning Assessment". The title bar says "Program - Psychology (New Plan Types)". The main area is titled "Critical Thinking". A dialog box titled "Document Related Repository" is open, showing a list of files: "coming-soon-v2.png", "Program Review Narrative Responses-1.xls" (with a checked checkbox), and "Sample Outcome Evidence.docx" (with a checked checkbox). There is a yellow "ATTACH" button at the top right of the dialog. The background shows a breadcrumb trail: Home &gt; PROGRAM - PSYCHOLOGY (NEW PLAN TYPES) &gt; GENERAL. At the bottom of the dialog, there are "Document Name" and "Document Description" fields, and a green "+" button.

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

A screenshot showing the "Supporting Documents" section. It lists two files: "Program Review Narrative Responses-1.xls" and "Sample Outcome Evidence.docx", each with a green "+" button to the right. The "Program Review Narrative Responses-1.xls" entry also has a green "X" button to its right.

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.

A screenshot of a dropdown menu for the "Save" button. The menu has two options: "Save &amp; Add New" (with a yellow background) and "Save &amp; Close".

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

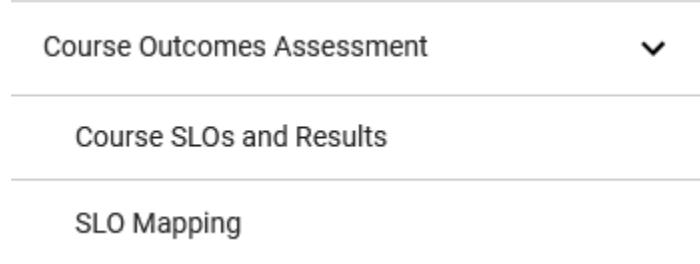


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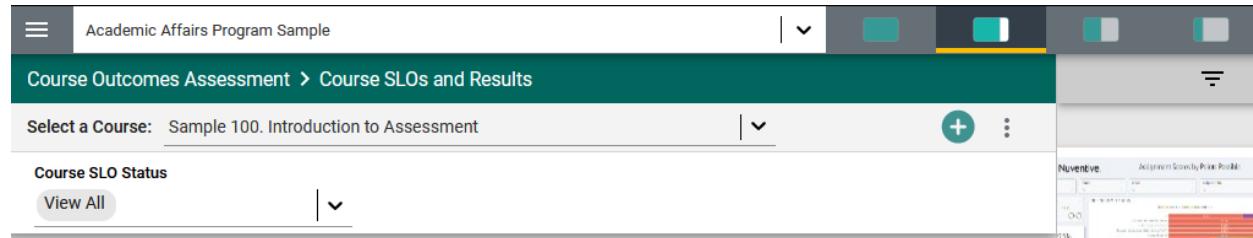
## COURSE OUTCOMES ASSESSMENT

### 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.



Program - Psychology (New Plan Types)

COURSE ASSESSMENT > Course Assessment

PSY-235. Developmental Psychology I

PSY-112. Addictions and Recoveries

PSY-205. Business and Industrial Psychology\*

PSY-209. Behavior Modification\*

PSY-212. Psychological Experimentation\*

PSY-215. Advanced Experimental Psychology

PSY-220. Introduction to Human Services

PSY-225. Introduction to Statistics for Social Sciences

PSY-230. Statistics and Methodology in the Behavioral Sciences

PSY-235. Developmental Psychology I

Showing 0 of 0

entered. Please click the add button to create a/n Student Learning Outcome

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.

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Close Save

New Course SLO

COURSE SLO METHOD OF ASSESSMENT RESULTS

\* denotes a required field.

Course SLO Name \*

Course SLO \*

Course SLO Status

Implementation Date

Inactive Date

Identifier

Nuveitive Canvas Analytics -

Nuveitive Canvas Analytics -

Nuveitive Canvas Analytics -

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:

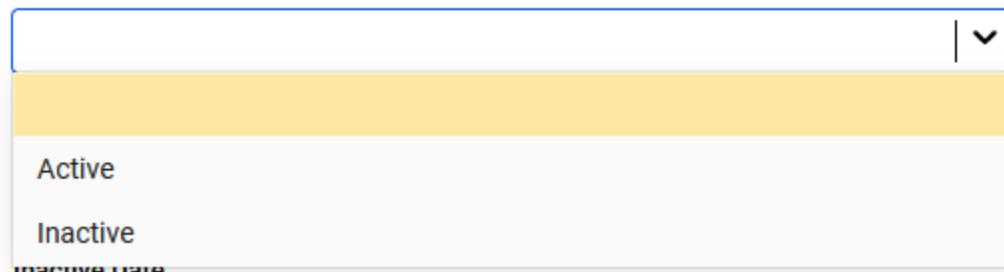


SLO Name \*. Anytime you see an Asterisk (\*), the field is required, and you will not be able to save your work until this field is completed.

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.

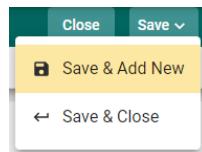
**Course SLO Status**



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.



A screenshot of a web-based application for Course Outcomes Assessment. The top navigation bar includes a menu icon, the text "Academic Affairs Program Sample", and several colored square buttons. The main content area shows a list titled "Course Outcomes Assessment &gt; Course SLOs and Results". A dropdown menu shows "Select a Course: Sample 100. Introduction to Assessment". Below this, a section titled "Course SLO Status" has a "View All" button and a dropdown menu. The main list displays one item: "Sample SLO 1" with a "Course SLO" description "Students will learn ...", a "Course SLO Status" of "Active", and a timestamp "N. Support 4/26/23". A "Showing 1 of 1" message is at the bottom right.

**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. 

-  Open
-  View/Print
-  Delete

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.



Academic Affairs Program Sample | | Close Save ▾

### Sample 100 - Sample SLO 1

<input checked="" type="checkbox"/> COURSE SLO	<input type="radio"/> METHOD OF ASSESSMENT	<input type="radio"/> RESULTS
--	--	-------------------------------

\* denotes a required field.

Course SLO Name \*

Sample SLO 1

Course SLO \*

Students will learn ...

Course SLO Status

Active

Implementation Date

04/26/2023

Inactive Date

Identifier

XXXXXX

Next, select the METHOD OF ASSESSMENT tab.

Academic Affairs Program Sample | | Close Save ▾

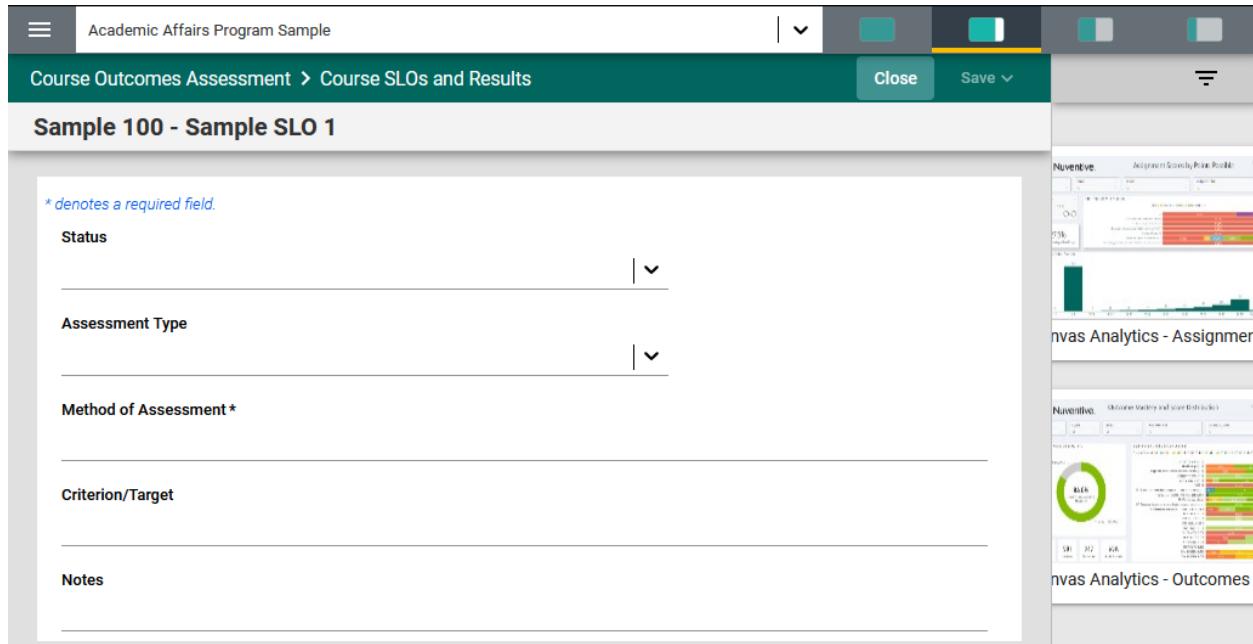
### Sample 100 - Sample SLO 1

<input checked="" type="checkbox"/> COURSE SLO	<input checked="" type="radio"/> METHOD OF ASSESSMENT	<input type="radio"/> RESULTS
--	---	-------------------------------

Showing 1 of 1

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.



Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Sample 100 - Sample SLO 1

\* denotes a required field.

Status

Assessment Type

Method of Assessment\*

Criterion/Target

Notes

Inventive

Analytic

Naïve

Creative

Canvas Analytics - Assignment

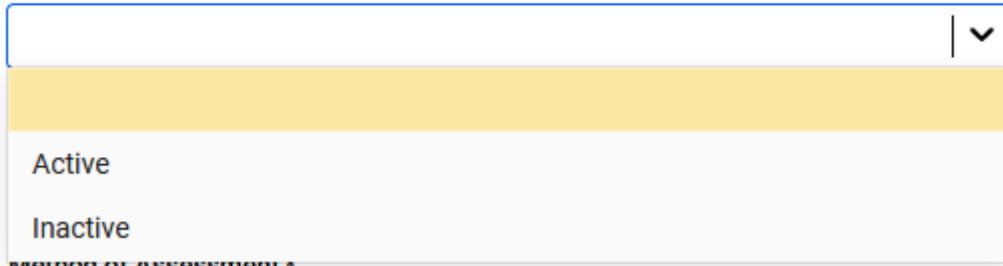
Canvas Analytics - Outcomes

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.

\* denotes a required field.

Status



Active

Inactive

Method of Assessment\*

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.



**Assessment Type**

Exam/Quiz - Standardized

Group Project

Individual Project

Media Production

Observation

Performance/Presentation

Portfolio Review

Survey

Written Assignment

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

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Close Save

**Sample 100 - Sample SLO 1**

*\* denotes a required field.*

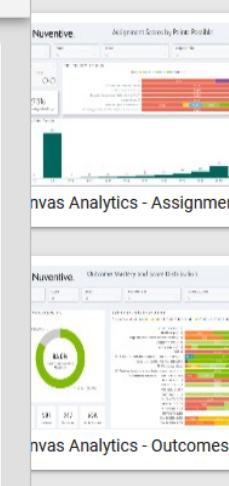
**Status**  
Active

**Assessment Type**  
Exam/Quiz - In Course

**Method of Assessment \***  
Students will be assessed using Quiz #3 ...

**Criterion/Target**  
75% of students will score 75/100

**Notes**





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 Learning 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.

A screenshot of a software interface titled "Course Outcomes Assessment &gt; Course SLOs and Results". The top navigation bar includes a dropdown for "Academic Affairs Program Sample", a search bar, and several icons. The main content area shows a list of SLOs. One SLO, "Sample SLO 1", is highlighted with a light gray background. To the right of this card is a three-dot ellipsis menu. The interface also includes a sidebar with "Canvas Analytics - Assignment" and "Canvas Analytics - Student Distribution" sections.

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

A screenshot of a web-based application for Course Outcomes Assessment. The top navigation bar shows "Academic Affairs Program Sample" and the current page is "Course Outcomes Assessment > Course SLOs and Results". A sub-menu bar below shows "Select a Course: Sample 100. Introduction to Assessment" and "Course SLO Status" with a "View All" button. The main content area shows a list item "Sample SLO 1" with a timestamp "N. Support 4/26/23". A context menu is open on the right, with the "Open" option highlighted in yellow. Other options in the menu are "Copy", "Audit Log", and "Delete".

Sample SLO 1 N. Support 4/26/23

Open

Copy

Audit Log

Delete

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

A screenshot of the "Sample 100 - Sample SLO 1" edit screen. The top navigation bar is identical to the previous screenshot. The main form has three tabs: "COURSE SLO" (selected), "METHOD OF ASSESSMENT", and "RESULTS". The "COURSE SLO" tab contains fields for "Course SLO Name" (Sample SLO 1), "Course SLO" (with a note "Students will learn ..."), "Course SLO Status" (Active), "Implementation Date" (04/26/2023), "Inactive Date" (empty), and "Identifier" (XXXXXX). To the right of the form, there are two vertical panels showing "Canvas Analytics - Assignments" and "Canvas Analytics - Outcomes" with various charts and data.

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



Showing 0 of 0

■ COURSE SLO    ● METHOD OF ASSESSMENT    **RESULTS**

Exam/Quiz - In Course

No Results has/have been entered.

+

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**



Course Outcomes Assessment > Course SLOs and Results

Close Save ▾

### Sample 100 - Sample SLO 1

**Course SLO:** Students will learn ... **Course SLO Status:** Active **Method of Assessment:** Students will be assessed using Quiz #3 ...

\* denotes a required field.

**Results & Analysis Date \***

Semester of Assessment \*

**Results & Analysis \***

**Criterion/Target Met \***

**Actions**

Action Date

Action

A screenshot of the Canvas Analytics interface. It shows two main reports: 'Assignment Grade by Due Date' and 'Outcome Mastery and Score Distribution'. The 'Assignment Grade by Due Date' report displays a bar chart of assignment grades over time. The 'Outcome Mastery and Score Distribution' report displays a donut chart of outcome mastery and a bar chart of student scores.

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.



Semester of Assessment \*

▼

- 2024 - 2025 (Spring 2025)
- 2024 - 2025 (Fall 2024)
- 2023 - 2024 (Spring 2024)
- 2023 - 2024 (Fall 2023)
- 2022 - 2023 (Spring 2023)
- 2022 - 2023 (Fall 2022)

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:

- Course Outcomes Assessment ^
- Course SLOs and Results
- SLO Mapping



## 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:

Course Outcomes Assessment > SLO Mapping

Select a Course: Sample 100 Introduction to Assessment | ▾

To map/align a course SLO to a PLO, ILO, etc., click in the cell where the two line up and turn it green. Be sure to click the cell again to turn it back to grey.

If the text of any objective is truncated, simply hover over the three dots at the end of the text shown on the right.

Course Assessment	
X = X	
Program Assessment   ▾	<b>Sample SLO 1</b> Students will learn ...
<b>Analytic Skills</b> Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.	X
<b>Sample PLO 2</b> At the end of the program ...	

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.

Program Outcomes Assessment > PLO Mapping

PLO Status: View All | Program Assessment Cycle(s): View All | Credential(s): View All | Program Outcome Ar: View All

To map/align a PLO to an ILO, etc., click in the cell where the two line up and turn it green. Be sure to click save at the top right before exiting the screen. If the text of any objective is truncated, simply hover over the three dots at the end of the text shown on the screen and the full text will pop up.

**Program Assessment**  
*I = Introduced, R = Reinforced, M = Mastered*

Curriculum Mapping	EPSLO 1	EPSLO 2												
(ILOs) - Institutional Learning Outcomes (ILOs)	Students will be able to modify the nursing process to meet the patient's biological and psychosocial system needs, which are influenced by the interaction of the physica...	Students will be able to select theories related to natural, behavioral, and social sciences that influence a patient's biological and psychosocial system needs in order to...												
SAC Educational Master Plan 2021-2024 - SAC Educational Master Plan	<table border="1"><tr><td>I</td><td>R</td><td>M</td></tr><tr><td>I</td><td>R</td><td>M</td></tr></table>	I	R	M	I	R	M	<table border="1"><tr><td>I</td><td>R</td><td>M</td></tr><tr><td>I</td><td>R</td><td>M</td></tr></table>	I	R	M	I	R	M
I	R	M												
I	R	M												
I	R	M												
I	R	M												
Curriculum Mapping	<table border="1"><tr><td>I</td><td>R</td><td>M</td></tr><tr><td>I</td><td>R</td><td>M</td></tr></table>	I	R	M	I	R	M	<table border="1"><tr><td>I</td><td>R</td><td>M</td></tr><tr><td>I</td><td>R</td><td>M</td></tr></table>	I	R	M	I	R	M
I	R	M												
I	R	M												
I	R	M												
I	R	M												
NRN-090 Topics														
NRN-105 Cooperative Work Experience-Occupational														
NRN-106A Health Science Skills Laboratory- First Semester														

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



☰ Academic Affairs - Nursing

Program Outcomes Assessment > PLO M

PLO Status Program

[View All](#) | [View A](#)

To map/align a PLO to an ILO, etc., click in the center of the cell.

If the text of any objective is truncated, simply hover over the objective to see the full text.

Curriculum Mapping | ▾

**NCE-145**  
Advanced Cardiac Life Support

**NRN-098**  
Topics

**NRN-105**  
Cooperative Work Experience-Occupational

**NRN-106A**  
Health Science Skills Laboratory- First Semester

**NRN-106B**  
Health Science Skills Laboratory- Second Semester

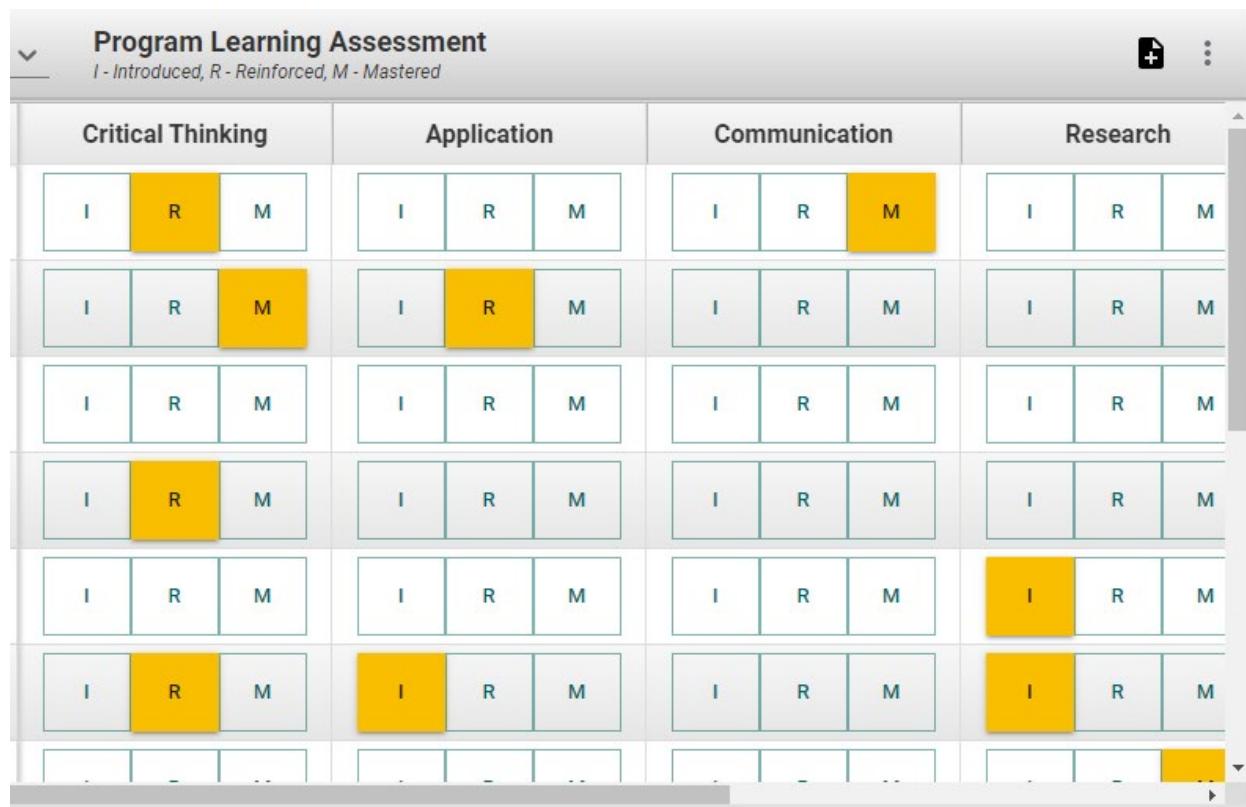
**NRN-106C**  
Health Science Skills Laboratory- First Year Refresher

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.

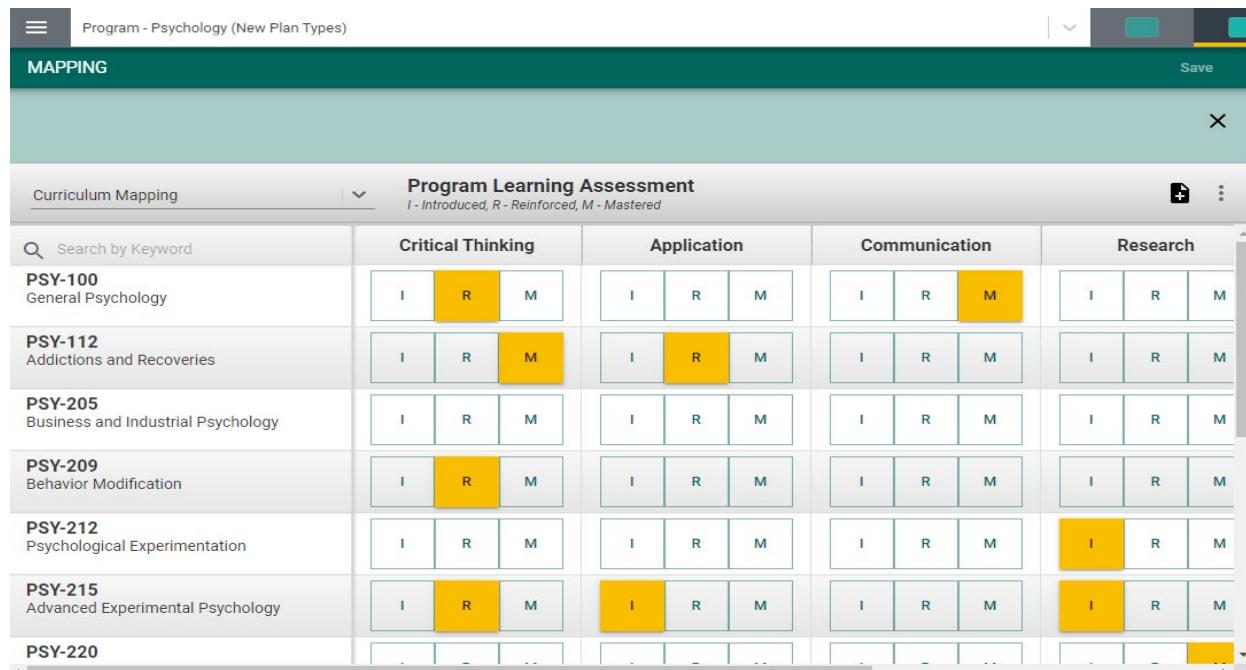


## Program Learning Assessment

I - Introduced, R - Reinforced, M - Mastered



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





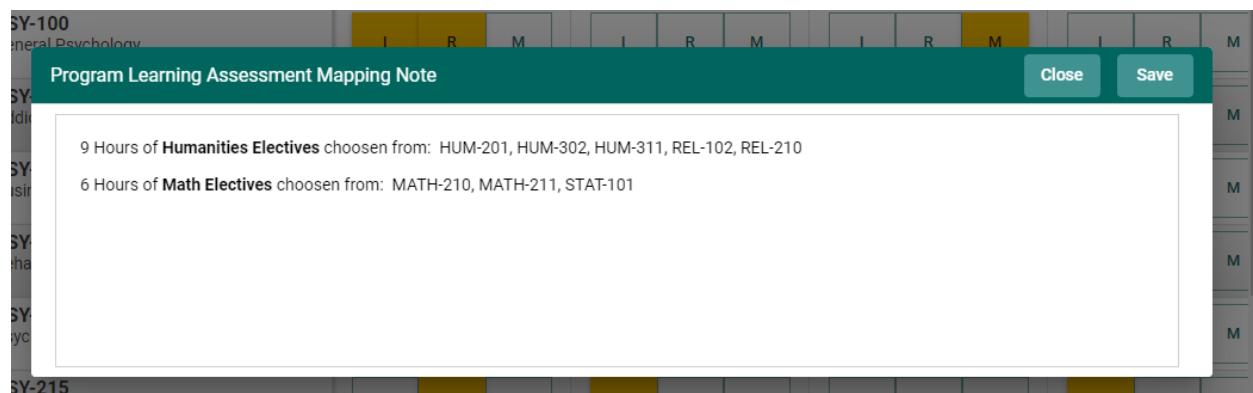
By selecting the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced, or Mastered. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all courses and/or PLOs). If you would like to remove 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

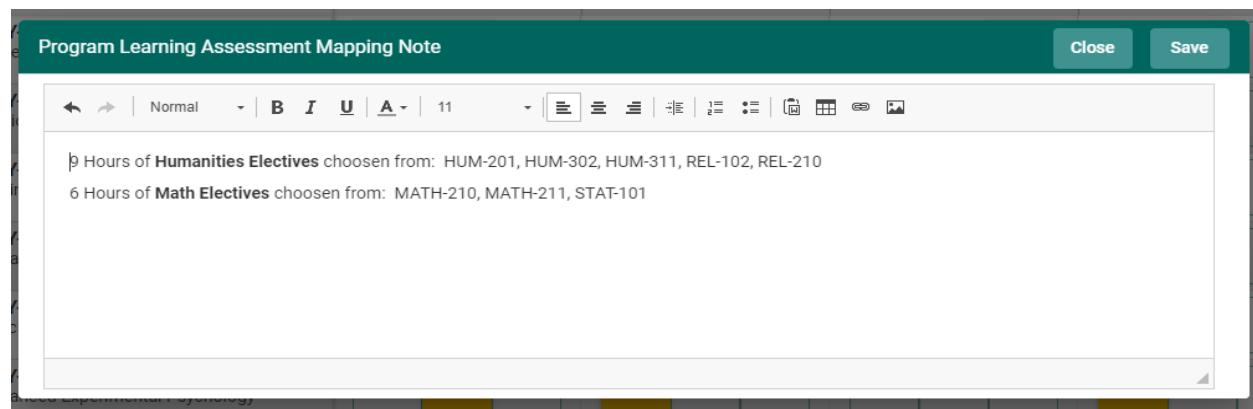


the right, just below the Save button.

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.





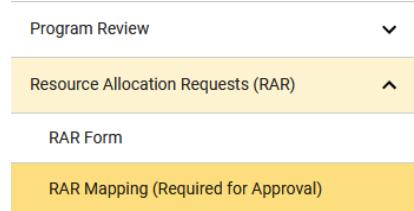
Once you have completed adding the Note, Select the **SAVE** button at the top of the card. Once

you have saved the Note, and have completed adding notes, select **Close**.

**Close** **Save**

## 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.



A screenshot of a web-based application titled "Resource Allocation Requests (RAR) &gt; RAR Mapping (Required for Approval)". The page includes a header with a menu icon, the title, and three filter buttons: "Request Type", "Was this item funded?", and "Fiscal Year", each with a "View All" link. A note at the top says: "To map your RAR to a Program Goal, click the X to turn it yellow and click "Save" in the top right. To remove a mapping relationship, simply uncheck to remove yellow color." Below this, a message says: "If text is truncated, please hover over the three dots and the full text will appear." The main content is a table titled "Resource Allocation Request (RAR)" with the identifier "X = X". The table has three columns: "Program Review Goals" (dropdown), "7 new burners for the chemistry lab are needed in order to allow students...", and "Teaching Assistant". Under "Program Review Goals", there are three rows: "Chemistry Lab" (with a note: "Upgrade the equipment in the chemistry lab as well as revise curriculum to address latest chemistry lab techniques."), "ZTC / OER" (with a note: "Create additional resources."), and "Improve Support" (with a note: "Additional tutoring"). The "Teaching Assistant" column contains three rows, each with a yellow box containing an "X".

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.



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## 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.

A screenshot of a report document titled "ANNUAL PROGRAM REVIEW &amp; RAR REPORT" for "Academic Affairs - Engineering". The document is displayed in a web browser-like interface with a dark header. The header includes the title, a "Report last run 7/22/2025 2:57 PM" timestamp (which is highlighted with a red box), a "REFRESH" button, and a "DOWNLOAD AS ZIP" button. Below the header, there are standard browser navigation buttons for search, refresh, and download. The main content area of the document features the title "ANNUAL PROGRAM REVIEW &amp; RAR REPORT" in large, bold, black capital letters. Below the title, the text "Academic Affairs - Engineering" is visible. The overall layout is clean and professional, typical of a college's annual report template.

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.



Academic Affairs - Engineering

Reports > Annual Program Review & RAR Report - All Years

Report last run 7/22/2025 2:57 PM

REFRESH DOWNLOAD AS ZIP

ONLYOFFICE File View

ANNUAL PROGRAM REVIEW & RAR REPORT

Download As

DOCX PDF ODT

DOTX PDF/A OTT

RTF TXT FB2 EPUB

HTML

JPG PNG

Advanced Settings

This screenshot shows the "Annual Program Review & RAR Report - All Years" page. The "File" button in the top left is highlighted with a red box. The "Download As" section is expanded, showing various file format options: DOCX, PDF, ODT, DOTX, PDF/A, OTT, RTF, TXT, FB2, EPUB, and HTML. Below these are icons for JPG and PNG. At the bottom left is an "Advanced Settings" link. The top right features a "REFRESH" and "DOWNLOAD AS ZIP" button, and a status bar indicating the report was last run on 7/22/2025 at 2:57 PM.

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.

Academic Affairs - Engineering

Reports > Annual Program Review & RAR Report - All Years

Report last run 8/11/2025 10:09 AM

REFRESH DOWNLOAD AS ZIP

ONLYOFFICE File AN ...

Q

≡

ⓘ

SANTA ANA COLLEGE

ANNUAL PROGRAM REVIEW REPORT

AA Program Sample

Annual Program Review Report - ...

Select Icon for Filters

Report Instructions

This screenshot shows the same report page as the previous one, but with a "Select Icon for Filters" callout box. The "Report Instructions" box is also highlighted with a red border. The right pane displays a preview of the report, which includes the college logo, the title "ANNUAL PROGRAM REVIEW REPORT", and a sample section titled "AA Program Sample". The top right corner of the report preview is also highlighted with a red box.



By selecting the report icon, filters will open.

A screenshot of a software interface for generating reports. The top bar shows "Academic Affairs - Engineering" and "Annual Program Review &amp; RAR Report last run 8/11/2025". Below this are buttons for "REFRESH", "DOWNLOAD AS ZIP", and "ONLYOFFICE". The main content area features the college logo and the text "ANNUAL PROG &amp; RAR REPORT". To the right, a sidebar titled "Annual Program Review Report Options" contains sections for "Annual Program Review Year" (with a "View All" button), "Program Review Goal Report Options" (with a "Goal Status" section and a "View All" button), "Reporting Period" (with a "View All" button), and "Resource Allocation Request Report Options" (with a "Fiscal Year" section and a "View All" button).

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.



A screenshot of a web-based reporting interface for Santa Ana College. The top navigation bar shows "Academic Affairs - Engineering", "Annual Program Review &amp; RAR Report", "Report last run 8/11/2025 10:18 AM", "REFRESH", and "DOWNLOAD AS ZIP". The main content area features the college logo and the title "ANNUAL PROGRAM REVIEW &amp; RAR REPORT". The right pane shows a preview of the report with the title "ANNUAL PROGRAM REVIEW REPORT". Both panes include a "Word count" and "Zoom 70%" button.

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.

A screenshot of the same reporting interface, but for the "Capstone Program Review Report". The top navigation bar shows "Capstone Program Review Report", "Report last run 8/11/2025 10:19 AM", "REFRESH", and "DOWNLOAD AS ZIP". The main content area features the college logo and the title "CAPSTONE PROGRAM REVIEW REPORT". The right pane is titled "Report Settings" and includes sections for "Select Goal Filter(s) Below", "Goal Status" (with "View All" button), "Reporting Period" (with "View All" button), "Select Capstone Program Review Cycle(s) Below", "Capstone Program Review Cycle(s)" (with "View All" button), and "Select Resource Allocation Request Fiscal Year(s) Below".



## 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.

Resource Allocation Request Overview

Nuventive Improve Analytics      Resource Allocation Requests

Dataset Last Updated  
5/2/2024 12:02:34 AM

Unit	Fiscal Year	Request Type	Facilities Improvement Request?	Is this an annual on-going expense?	Parent Unit
	All	All	All	All	All

Estimated Cost by Request Type

Request Type	Estimated Cost
Personnel (Non-Instructional)	108
Personnel (Leadership)	32
Personnel (Instructional)	31
Equipment	27
Marketing & Application Dev.	25
Facilities Improvements/Repairs	23
Budget Augmentation	23

Number of Requests by Request Type

Request Type	Number of Requests
Personnel (Non-Instructional)	108
Personnel (Leadership)	32
Personnel (Instructional)	31
Equipment	27
Marketing & Application Dev.	25
Facilities Improvements/Repairs	23
Budget Augmentation	23
Software/Licenses	22
Supplies (L)	18
Conferences	16
Software/Licenses	14
Facilities Improvements/Repairs	11
Supplies (L)	11
Contracts	8
Marketing & Application Dev.	7
Contracts	1

Unit	Fiscal Year	Estimated Cost	Requester's Name	Requester's Department	Item Description	Request

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



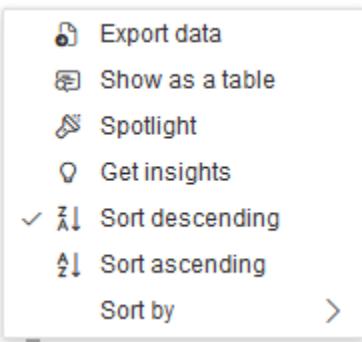
Semester of Assessment

All

More options

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).



**SANTA ANA**  
**C O L L E G E**

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

Parent Unit

All

Search

All Academic Affairs Units  
 Division - Business

Ty

: Ty

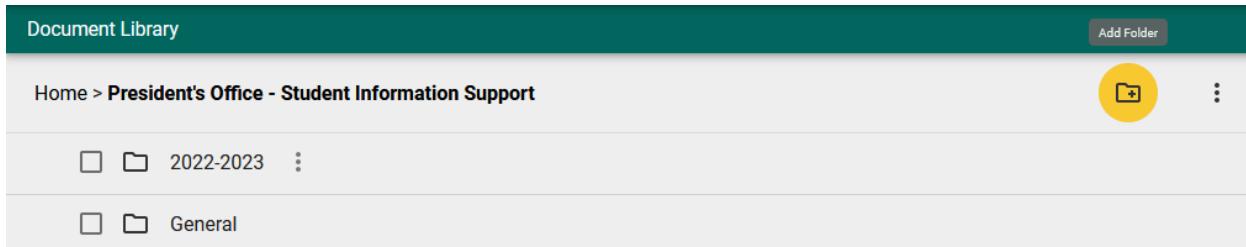


## DOCUMENT LIBRARY

### 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.



Document Library

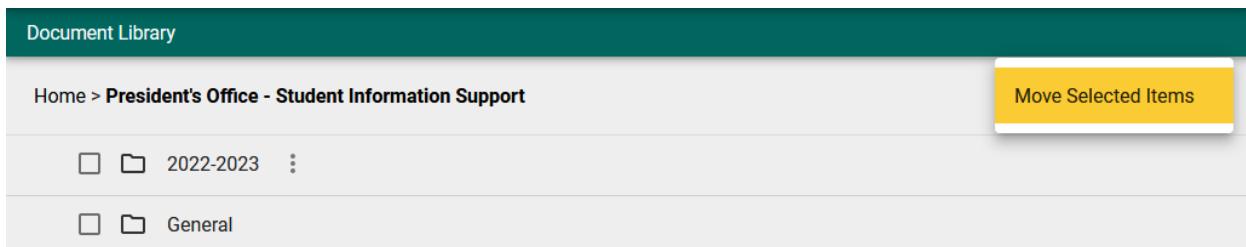
Home > President's Office - Student Information Support

Add Folder

2022-2023

General

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.



Document Library

Home > President's Office - Student Information Support

Move Selected Items

2022-2023

General

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



Document Library

Home > President's Office - Student Information Sup

<input type="checkbox"/>	<input type="checkbox"/>	2022-2023
<input type="checkbox"/>	<input type="checkbox"/>	General

- Rename
- Share
- Delete

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

Document Library

Home > President's Office - Student Information Support > General

<input type="checkbox"/>		Workload Trend.xlsx	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
--------------------------	--	---------------------	---------------------------------	---------------------------------	---------------------------------

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.

**Add Document(s) to General**

No files selected.

Urls

Name	Url	Description

\* denotes a required field.

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.



## Document Library

Home > President's Office - Student Information Support > General



Workload Trend.xlsx

- Open
- Download
- Copy URL
- Edit
- Delete

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

### Edit Document

Display Name

Workload Trend.xlsx

Description

System Support Increase Over Time

Last Modified: 11/10/2022

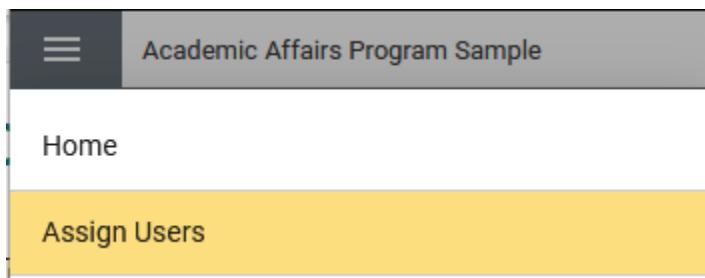
No file selected.



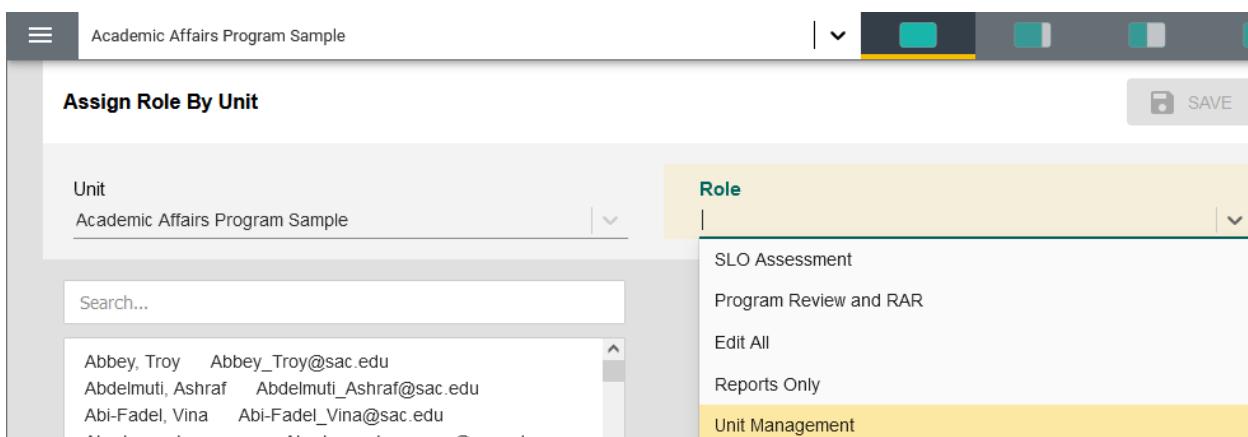
## USER ASSIGNMENT AND ROLES

### 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.

Unit	Role
Academic Affairs Program Sample	
<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
<ul style="list-style-type: none"><li>Abbey, Troy    Abbey_Troy@sac.edu</li><li>Abdelmuti, Ashraf    Abdelmuti_Ashraf@sac.edu</li><li>Abi-Fadel, Vina    Abi-Fadel_Vina@sac.edu</li><li>Abrahams, Lawrence    Abrahams_Lawrence@sac.edu</li><li>Abramovitz, Julieta    Abramovitz_Julieta@rsccd.edu</li><li>Aburto, Guadalupe    Aburto_Guadalupe@sac.edu</li><li>Ackerman, Jack    Ackerman_Jack@sac.edu</li><li>Acuna, Jennifer    Acuna_Jennifer@sac.edu</li><li>Acuna, John    Acuna_John@sac.edu</li><li>Adame, Al    Adame_Al@sac.edu</li><li>Adame, Cristal    Adame_Cristal@sac.edu</li><li>Adams, Jennie    Adams_Jennie@sac.edu</li><li>Adams, Keyvon    Adams_Keyvon@sac.edu</li><li>Adams, Michelle    Adams_Michelle@sac.edu</li></ul>	<ul style="list-style-type: none"><li>Andom, Eden    (Program Review and RAR)    Andom_Eden@sac.edu</li><li>Beyersdorf, Matthew    (Edit All)    Beyersdorf_Matthew@sac.edu</li><li>Broccato, Carlos    (Edit All)    Broccato_Carlos@sac.edu</li><li>Butler, Sara    (Edit All)    Butler_Sara@sac.edu</li><li>Coyne, Claire    (Reports Only)    Coyne_Claire@sac.edu</li><li>Estrada, Brenda    (Edit All)    Estrada_Brenda@sac.edu</li><li>Gallegos, Nicole    (Edit All)    Gallegos_Nicole@sac.edu</li><li>Galvan, Javier    (Reports Only)    Galvan_Javier@sac.edu</li><li>Guerrero, Martha    (Edit All)    Guerrero_Martha@sac.edu</li><li>Hoffman, Bart    (Reports Only)    Hoffman_Bart@sac.edu</li><li>Hubbard, Vanithia    (Reports Only)    Hubbard_Vanithia@sac.edu</li><li>Johnson, Tyler    (Reports Only)    Johnson_Tyler@sac.edu</li><li>Kennedy, James    (Reports Only)    Kennedy_James@sac.edu</li><li>King, Jaki    (Edit All)    King_Jaki@sac.edu</li></ul>

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.

The screenshot shows a user assignment interface. On the left, there is a 'Unit' dropdown set to 'Academic Affairs Program Sample' and a 'Role' dropdown set to 'Program Review and RAR'. Below these are two lists. The left list, titled 'Eden', contains a single item: 'Andom, Eden Andom\_Eden@sac.edu'. The right list, titled 'Search...', contains a list of users and their roles: Beyersdorf, Matthew (Edit All) Beyersdorf\_Matthew@sac.edu, Broccato, Carlos (Edit All) Broccato\_Carlos@sac.edu, Butler, Sara (Edit All) Butler\_Sara@sac.edu, Coyne, Claire (Reports Only) Coyne\_Claire@sac.edu, Estrada, Brenda (Edit All) Estrada\_Brenda@sac.edu, Gallegos, Nicole (Edit All) Gallegos\_Nicole@sac.edu, Galvan, Javier (Reports Only) Galvan\_Javier@sac.edu, Guerrero, Martha (Edit All) Guerrero\_Martha@sac.edu, Hoffman, Bart (Reports Only) Hoffman\_Bart@sac.edu, Hubbard, Vaniethia (Reports Only) Hubbard\_Vaniethia@sac.edu, and Johnson, Tyler (Reports Only) Johnson\_Tyler@sac.edu. There are '>>' and ' >' buttons between the two lists.

**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.