

Nuventive Improve User Guide

Office of Assessment and Accreditation

Institutional Effectiveness, Research, Planning and Assessment (OIERPA)

Division of Academic Affairs

www.tnstate.edu/assessment

Excellence

is our Habit!





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*Section name varies based on assessment unit type. It may be Educational Programs, Academic and Student Services, or Administrative Support Services Assessment.



WELCOME

Welcome to the Tennessee State University Nuventive Improve User Guide. The purpose of this User Guide is to walk you through the navigation of Nuventive Improve, the University's planning and assessment software. Before we begin, it is important to note that the configuration of your Nuventive Improve screens may not mirror exactly the example we provide in this User Guide. Each instance of the platform is customized to meet the unique needs of each assessment unit type. This includes the menu, field labels, list values, and custom fields. Tennessee State University has three assessment unit types: 1) Educational 76Programs, 2) Academic and Student Services, and 3) Administrative Support. If at any time you have questions about the configuration of your specific unit, please contact your OIERPA- Office of Assessment and Accreditation.

BASIC NAVIGATION

Accessing Nuventive Improve is simple and straight forward. It is supported on Apple Mac iOS as well as Microsoft Windows. The platform is most compatible with Google Chrome, Firefox, or Edge web browsers; our recommendation is to avoid the use of Internet Explorer for accessing and using this software. Once you have logged into Nuventive Improve, you should first see a screen similar to Example 1 and Example 2 on the next page.

Example1: Improve Analytics - Program Summary Page (Academic Programs)

Nuventive Solutions							Welcome, vwilliams1@tnstate.edu!	Go To My Assignments A	Sign ou
Academic Program - SAMPLE							🗸 📃		
Nuventive. Improve Analytics Program Su Dataset is refreshed				ram Sun refreshed = : ; ;	nmary		Data Last Upd 4/26/2024 11:22	lated :05 PM	
				PSLO Status	Repor	ting Period			
Academic Program - SAMPLE						All	All	,	~
	Program Ass	essment Su	mmary				PSLO Mappi	ng	5
PSLO	Assessment R Methods	esults Result 'Criter	ts with Results ria Met' 'Criteria	with Resul a Not Met' Actio	ts with n Plan	Course	Mapped PSLO		
Behavior	1	0	0	0	0	ASCT 1234	Critical Thinking		. 1
Critical Thinking	1	4	3	0	3		Ethical Reasoning		- 1
Cultural Humility	1	4	4	0	1		Written Communic	ation	. 1
Ethical Reasoning	0	0	0	0	0	ASCT 2745	Written Communic	ation	. 1
Trenna Practice	1	0	0	0	0	ASCT 3333	Critical Thinking		
Written Communication	0	0	0	0	0		Written Communic	ation	
Total	4	8	7	0	4	ASCT 4444	Critical Thinking		
						MATH 2125	Critical Thinking		- 1
							Written Communic	ation	- 1
						PHIL 201	Cultural Humility		
						PHIL 2430	Cultural Humility		
							Ethical Reasoning		- 1
							Written Communic	ation	- 1
						RELS 3300	Ethical Reasoning		- 1
							Written Communic	ation	- 1
Program Summary									
24 - Nuventive, LLC - All rights reserved								Privacy P	olicy

Example 2 : Improve Analytics - Unit Summary Page

Nuventive Solutions							williams1@tnstate.edu!	Go To My Assignme	nts 🍂
Academic and Student Service Unit - SAMPLE							•		
Nuventive. Im	nprove	Anal	ytics	Unit Su Dataset is refre	IMMARY shed overnight			Data 4/26/20	.ast Update 24 11:22:05
Outcome Status Repor	ting Period	\sim							
	Asses	sment S	ummary		67 ···	Ou	utcome Map	ping	
ntended Outcome	Assessment	Results	Results with	Results with	Results with	Intended Outcome	Strategic	Goal	
	wiethous		Criteria Met	Criteria Not Met	Action Plan	Program outcome	GOAL 1:	DBJECTIVE 2	
rogram outcome	0	0	0	0	0	Student Learning	GOAL 1:	DBJECTIVE 2	
Student Learning Outcome	(5	4	0	1	Outcome			
fotal	1	5	4	0	1	Student Learning Outcome	GOAL 1:	OBJECTIVE 5	
						Student Learning outcome SLO3	GOAL 1: (OBJECTIVE 2	
						Student Learning outcome SLO3	GOAL 1: (OBJECTIVE 3	
Program Summary									
A Muumhus II.C. All rights recorded									hinen P-1

TOP NAVIGATION BAR & ICONS

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

COED - PSYCHOLOGY (PhD)		•	I I	
Hamburger Menu	≡			
Unit Drop- down/ Arrow Carat	~			
Data View/Split Screen/ Documents & Reports				
Instructions	(i)			
Ellipsis	*			
Plus (+) Sign	Ð			
Hide	Hide <u>↑</u>			
Unhide	Unhide $\underline{\downarrow}$			

THE ASSESSMENT UNIT DROP-DOWN (FINDING YOUR ASSESSMENT UNIT)

The center unit drop-down is where you will locate your unit/units in the platform. By clicking the down arrow/caret to the right in the drop - down you will be able to locate the unit/units that are available to you. If this is your first time logging in, and you do not see your unit, please contact your institution's assessment contact.

If there are numerous units listed in the drop – down, you may type in the drop - down box to quickly locate a unit.

~

Example of Assessment Unit -Drop down Menu

COED - PSYCHOLOGY (PhD)

THE MAIN MENU ASSESSMENT UNIT NAVIGATION (HAMBURGER MENU)

Now that you have found your assessment unit, click the hamburger icon on the left to reveal your platform menu.

Example of Menu Options:

NOTE: Your main menu MAY differ from this example, based on your assessment unit type. This example is from an Academic Program assessment unit. For other assessment unit types, the third item on the menu will say ACADEMIC AND STUDENT SERVICES ASSESSMENT OR ADMINISTRATIVE SUPPORT SERVICES ASSESSMENT

HOME
GENERAL INFORMATION
PROGRAM ASSESSMENT
MAPPING
ASSESSMENT REVIEW AND APPROVAL
ASSIGNMENTS
REPORTS AND DASHBOARDS
DOCUMENT LIBRARY

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. The purpose of this area is to provide you with information that that may be necessary to complete your tasks in the Nuventive Improve. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

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

Note: This option is not active on all screens The following is an example of the expanded Split Screen/Documents & Reports.

ASSESSMENT REVIEW AND APPROVAL > In	stitutional Effectiveness Outcomes Assessment Audit Summary			
Assessment Year		Assessment Year View All	 ∼	THE REAL PLAN AND ADDRESS OF THE PLAN ADDRESS
2022 - 2023	Last Modified: 10/09/2023, V. Williams		:	2021 - 2022 Two Column
2021 - 2022	Last Modified: 09/09/2022, C. Anderson		i	
2020 - 2021	Last Modified: 08/25/2021, C. Anderson		i	2020 - 2021 Two Column .
				2022 - 2023 Two Column
2024 - Nuventive, LLC - All rights reserved				Privacy Polic

Example of Split Screen Navigation

OTHER IMPORTANT NAVIGATION

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

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



(i)

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

Hide **T** In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the

Unhide ↓

information. Unhide allows you to uncover the highlighted information.

GENERAL INFORMATION SECTION

GENERAL INFORMATION TAB

On initial setup of an assessment unit, this tab is used to provide General Information about the institution, college, department, program, and/or unit, by providing the Active Years, University Mission Statement, Institutional Strategic Goals or objectives Supported, College or Division Mission/Purpose, and Program or Unit Mission/Purpose. The General Information form will appear as the second page of all Standard Reports.

To enter information on the General Information form, begin by clicking on the green circle with the plus (+) sign \bigcirc icon on the card.

Nuventive	Solutions Welcome, vviilliams1@tristate.edul Go To My Assignments A	Sign out
ESSS - Acad	emic and Student Service Unit - Office of Student Success	
GENERAL INFOR	MATION	
	No responses have been entered. Please click the add button 🕕 to create a response	
(Once clicked, the form will open to the following view.	
Version Ma	ay 2024	8

	Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Ass	ignments A	Sign out
	ESSS - Academic and Student Service Unit - Office of Student Success	× 📃			
GEI	NERAL INFORMATION > : General Information - Add New Response			Close	Save
* de	Incides a required field				
: Ge	ineral Information			, COLLAPS	SE ALL
	✓ General Program/Unit Information *				
	Years Active () •				
	Institutional Strategic Goal(s) or Objective(s) Supported Press ALT + 0 for accessibility help				
	College or Division Mission/Purpose Press ALT + 8 for accessibility help				
	Program of Unit Mission/Purpose Press ALT = 0 for accessibility help				
© 20	24 - Nuventive, LLC - All rights reserved			Privacy Po	olicy

Complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the drop - down. **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 form until information has been entered into that field. Next, **SAVE**, by clicking on the **SAVE** button at the top of the screen.

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

ventive Solutions	Welcome, vwilliams1@tristate.edut Go To My Assignments A Sign or
SS - Academic and Student Service Unit - Office of Student Success	
INFORMATION > General Program/Unit Information	
	7 00000000
General Program/Unit Information * Last Modified: 04/24/2024, V. W	Villiams
rguined field.	
10 () 1 1024 × V	
Mission Press ALT + 0 for accessibility help	
see State Unversity's current mission statement as found in the most current strategic plan should be included here.	
al Strategic Goal(s) or Objective(s) Supported Press ALT + 0 for accessibility help	
the most recent University strategic plan list the strategic goal (s) and/or objectives (s) that yout unit's activities and programs support.	
Division Mission/Purpose Press ALT + 0 for accessibility help	
be the same for every program or unit in the same college/ dividion.	
or Unit Mission/Purpose Press ALT + 0 for accessibility help	
is the mission/ purpsoe of the assessing unit. It will support the university's strategic plan.	
ve, LLC - All rights reserved	Privacy Policy ***

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

Nuventive Solutions	Welcome, vwilliams1@tnstate.edul	Go To My Assignments	Sign
ESSS - Academic and Student Service Unit - Office of Student Success	~		
ENERAL INFORMATION > General Program/Unit Information		Close	Save
		K cou appr a	
		7 COLLAPSE A	<u> </u>
General Program/Unit Information * Last Modified: 04/24/2024, V. Williams			
notes a required field.			
ears Active () *			
2023 - 2024 *			
Anversity Mission Press ALT + 0 for accessibility help			
Tennessee State Ulversity's current mission statement as found in the most current strategic plan should be included here.			
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utbutsel Stratelic Galifu or Objective's Seasoned Press A17 + 0 for accessibility halo		A	
vtihutional Strategic Goal(s) or Objective(s) Supported Press ALT + 8 for accessibility help		A	
nstitutional Strategic Goal(s) or Objective(s) Supported Press ALT + 0 for accessibility help From the most recent University strategic plan list the strategic goal (s) and/or objectives (s) that your unit's activities and programs support.		A	
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Netfladional Strategic Goal(s) or Objective(s) Supported Press ALT + 0 for accessibility help From the most recent University strategic plan list the strategic goal (s) and/or objectives (s) that your unit's activities and programs support.			
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stitutional Bhatagis Geal(s) or Objective(s) Supported Press ALT + 0 for accessibility help From the most recent University attrategic plan list the strategic goal (s) and/or objectives (s) that yout unit's activities and programs support. allege or Division Massion/Purpose Press ALT + 0 for accessibility help This will be the same for every program or unit in the same college/ dividion.			
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stitutional Brategic Goal(s) or Objective(s) Supported Press ALT + 0 for accessibility help From the most recent University strategic plan is the strategic goal (s) and/or objectives (s) that your units activities and programs support. offege or Division Mission/Purpose Press ALT + 0 for accessibility help This will be the same for every program or unit in the same college/ dividion.			
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nethodioad Strategic Gaal(s) or Objective(s) Supported Press ALT + 0 for accessibility help From the most recent University strategic plan list the strategic goal (s) and/or objectives (s) that your unit's activities and programs support. Oblege or Division Massies/Purpose Press ALT + 0 for accessibility help This will be the same for every program or unit in the same colleged dividion. Instrument of the Massies/Purpose Press ALT + 0 for accessibility help Press more than the same for every program or unit in the same colleged dividion. Instrument Massies/Purpose Press ALT + 0 for accessibility help Press more than the same for every program or unit in the same colleged dividion. Instrument Purpose Press ALT + 0 for accessibility help Press more than the same set of the same set in the same colleged dividion.			
Institutional Strategic Geal(s) or Objective(s) Supported Press ALT + 0 for accessibility help From the most necent University strategic plan list the strategic goal (s) and/or objectives (s) that yout unit's activities and programs support. Institution Mission/Purpose Press ALT + 0 for accessibility help This will be the same for every program of unit in the same college/ dividion. Institution Purpose Press ALT + 0 for accessibility help Details the mission/Purpose Press ALT + 0 for accessibility help Details the mission/Purpose of the assessing unit. It will support the university's strategic plan.			

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

PROGRAM ASSESSMENT or ACADEMIC AND STUDENT SERVICES ASSESSMENT or ADMINISTRATIVE SUPPORT ASSESSMENT

The Program Assessment screens are where you will enter your Program Assessment Plans and Results. The Program Plans and Results screens include the: Intended Outcome, Assessment Method, and Results Tabs. To begin setting up the program assessment plan, you will first enter the program outcome. Click the green circle with the plus (+) sign

PROGRAM ASSESSMENT TAB

For this section, we are using the term Intended Outcome. It is used in the same way as Program Learning Outcome, Administrative Unit Outcome, and Student Learning Outcome) the functionality will remain the same. Also note, that the page/screen where the intended outcome is located may be referred to as a **card**.

To add a new intended outcome, click on the green circle with plus (+) sign \bigcirc on the top right.

Nuventive Solutions				Welcome, vwilliams1@tnstate.edu!	Go To My	Assignments 🌧	Sign out
ESSS - Academic and Student Service Unit - Office of Student Success				~ 📃			
ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT							
Academic and Student Support Services						(Ð :
Outcome Status View All	 ~	Planned Assessment Cycle 2023 - 2024 ×	 ~				
						S/	owing 0 of 0
		No Intended Outcome has/have been entered.					

This will open the following card. **Intended Outcome Tab**

	Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🗚	Sign ou
I	ESSS - Academic and Student Service Unit - Office of Student Success	🗸 📃		
	ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT			
	New Intended Outcome			
	INTENDED OUTCOME ASSESSMENT METHOD RESULTS			
	* denotes a required field. Intended Outcome Name *			
	Intended Outcome 🕡 *			
	Outcome Status *			
	Planned Assessment Cycle *			
	 ▼			
	Start Date			
	Archived Date			

Next, type in each field provided enter the **Intended Outcome Name** and **Intended Outcome**. Begin by entering the Outcomes 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 Outcome Name should reflect the Outcome. For example: Critical Thinking instead of PLO 1.

*	denotes a required field.
	Intended Outcome Name *
	Critical Thinking
	Intended Outcome () *
	students will be able to

Next, click on the arrow/caret to open the **Outcome Status** drop - down. For the Outcome Status, options will 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.

Outcome Status *

Active	~
Active	
Inactive	

Then, click on the down arrow/caret to reveal the **Planned Assessment Cycle** Year(s) drop - down selections. Select from the drop-down. This is a multi-select field, so you can select multiple years.

Planned Assessment Cycle *

2022 - 2023 × 2023 - 2024 × 2024 - 2025 ×

Start Date

07/01/2021

Archived 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 Version May 2024

entered into that field. **Start Data** and **Archive Date** are not required; however, the start date is the first day of the first planned assessment cycle year. Tennessee State University's fiscal years are July 1 to June 30. The archive date is empty until the outcome is archived and then this field will reflect the date of achival.

Once you have completed entering the Intended outcome information, SAVE your work by clicking on the Arrow/Caret next to the SAVE button at the top of the screen. Notice that when you click the Arrow/Caret on the SAVE button you are provided with the options to Save & Add New or Save & Close this outcome. If you have additional outcomes to add, click the Save & Add New. If you have finished adding intended outcomes, click the Save & Close.

Nuventive Solutions		Welcome, vwilliams1@tnstate.edu!	Go To My	Assignments 🌧	Sign out
ESSS - Academic and Student Service Unit - Office of Student Success		🗸 📃			
ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT			_	Close	Save ∽
New Intended Outcome				B Save & Ad	ld New
INTENDED OUTCOME ASSESSMENT METHOD	• RESULTS			← Save & Cl	ose
* denotes a required field.					
Intended Outcome Name *					
sample					
Intended Outcome (i) *					
sample					
Outcome Status *					
Active	∼				
Planned Assessment Cycle *					
2023 - 2024 ×	 ▼				
Start Date					
07/01/2023					
Archived Date					

Once you have finished adding intended outcomes, click the **Save & Close**. The following screen will appear showing the intended outcomes that you have added.

Nuventive Solutions			Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🌧	Sign out
ESSS - Academic and Student Service Unit - Office of Student Succ	155		~ —		
ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT					
Academic and Student Support Services					() :
Outcome Status View All	Planned Assessment Cycle	~			
				S	howing 3 of 3
Intended Outcome 1				V. Williams 4/24	/24
Intended Outcome sample Outcome Status Active Planned Assessment Cycle 2023 - 2024, 2024 - 2025					
Intended Outcome 2				V. Williams 4/24	/24
Intended Outcome sample Outcome Status Active Planned Assessment Cycle 2023 - 2024, 2024 - 2025					
Intended Outcome 3				V. Williams 4/24	/24 :
Intended Outcome sample Outcome Status Active Planed Assessment Cycle 2023 - 2024, 2024 - 2025					

Notice that in the top bar, above the intended outcome cards, that you can locate a specific outcome by **Search by Keyword**, by showing only the goals that are **Active or Archived**, showing the Intended Outcomes by **Outcome Year(s)**, or by showing all Outcomes by selecting **View All** in each heading.

NOTE: As you add Outcomes, the number of Outcomes that have been entered is reflected at the top, right, of the Intended Outcomes/cards. In this example you see "**Showing**" 3 of 3.

Nuventive Solutions		Welcome, vwilliams1	@tnstate.edul Go To My Assignments A Sign out
ESSS - Academic and Student Service Unit - Office of Student Succ			
CADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT	Ť		
ademic and Student Support Services Nutcome Status View Alli	Planned Assessment Cycle 2023-2024 x	<u>×</u>	0 :
			Showing 3 of 3
Intended Outcome 1			V. Williams 4/24/24
sample Outcome Status Active Planned Assessment Cycle 2023 - 2024, 2024 - 2025			
ntended Outcome 2			V. Williams 4/24/24
Intended Outcome sample Outcome Status Active Planned Assessment Cycle 2023 - 2024, 2024 - 2025			
Intended Outcome 2			1/ Williams 4/24/24
Internet outcome 3 Internet outcome sample Outcome Status Active Planned Assessment Cycle 2023 - 2024, 2024 - 2025			r magnis 42424 :

To edit a current Intended Outcome, locate the ellipsis to the far right of the card and click the **Open** option.

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

Nuventive Solutions			Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🌧 Si	ign out
ESSS - Academic and Student Service Unit - Office of Student Success			🗸 📃		
ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT					
Academic and Student Support Services				0	:
Outcome Status View All	Planned Assessment Cycle 2023 - 2024 ×	~			
				Showing	3 of 3
Intended Outcome 1				/ Open	
Intended Outcome				🖻 Сору	
Outcome Status Active				🔳 Audit Log	
Planned Assessment Cycle 2023 - 2024, 2024 - 2025				1 Delete	
Intended Outcome 2				V. Williams 4/24/24	:
Intended Outcome sample					
Outcome Status Active					
Planned Assessment Cycle 2023 - 2024, 2024 - 2025					

Clicking on **Open** will open-up the current card for review and/or editing. **Copy** will allow you to copy the card and associated mapping and you will be able to **Save** the copied card. **Audit Log** opens the editing and modification history of the

outcome. This feature allows the use to see specifically what information was added/modified/deleted. **Delete** will remove the entire card permanently and any results that have been entered for that goal.

NOTE: When working within the outcome cards, you may move between intended outcome cards by using the navigation **carat arrow** as seen below. This number of goals/cards will change as you add or remove goals/cards. Remember to **SAVE** any edits that you have made before moving to another goal/card.

Vuventive Solutions			Welcome, vwilliams1@tnstate.edu!	Go To My Assignments A	Sign out	
ESSS - Academic and Student Service Unit - Office of Student S	uccess		•			
ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSME	ENT			Close	Save 🗸	
Q Intended Outcome 1					~	
INTENDED OUTCOME ASSESSMENT MET	HOD • RESULTS					
* denotes a required field.						
Intended Outcome 1						
Intended Outcome (;) *						
sample						
Outcome Status *						
Active	~					
Planned Assessment Cycle *						
2023 - 2024 × 2024 - 2025 ×	×					
Start Date						
07/01/2023						
Archived Date						

After clicking the carat arrow, the existing outcome will expand and allow easy navigation between the intended outcome cards.

Nuventive Solutions	Welcome, wvilliams1@tnstate.edul Go To My Assignments A Sign or
ESSS - Academic and Student Service Unit - Office of Student Success	▼ ■ ■ ■
CADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT	Close Save ~
Intended Outcome 1	•
Intended Outcome 1	
Intended Outcome 2	
intended Outcome 3	
Intended Outcome Name *	
Intended Outcome 1	
Intended Outcome 🕥 *	
sample	
Outcome Status *	
Active 🗸	
Planned Assessment Cycle *	
2023 - 2024 × 2024 - 2025 ×	
Start Date	
07/01/2023	
Archived Date	

Now that you have entered the Intended Outcome, Click the ASSESSMENT METHOD (MEASUREMENT) tab to enter an Assessment Method (MEASUREMENT) for that Outcome.

Once you have clicked on the ASSESSMENT METHOD (MEASUREMENT) tab you will see the following screen.

N	Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🌧	Sign out
≡	ESSS - Academic and Student Service Unit - Office of Student Success	🗸 📃		
ACA	DEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT		Close	
۹	Intended Outcome 1			v
_			Sho	wing 0 of 0
ŀ	INTENDED OUTCOME • ASSESSMENT METHOD • RESULTS			0
	No Assessment Method has/have been entered. Please click the add button + to create a/n Assessment Method			

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

The following screen will open:

Nuventive Solutions		Welcome, vwilliams1@tnstate.edu	Go To My Assignment	Sign e
AA - Academic and Student Service Unit - Honors College		🗸 📃		
CADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT			Clo	se Save 🗸
onors Student Matriculation				
Intended Outcome: Students who are enrolled in the Honors College matric "Good standing" is defined as being a currently enrolled honors student with	ulate in good standing to return the next academic year. a cumulative GPA of at least 3.25 or higher.		Hid	e Details ⊤
denotes a required field.				
Measurement Status *	1			
Measurement/Method of Assessment () *				
Assessment Type (;) *	~			
Criterion for Success/Performance Target *				
How was the Criterion for Success/Performance Target established? (i)				
Related Documents				
Document Name	Document Description			Ð
There are no documents attached				
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Complete each field*: Assessment Method (Measurement) Status, Measurement/Method of Assessment, Assessment Type, Criterion for Success/Performance Target, and How was the Criterion for Success/Performance Target Established.

Notice the caret/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 (Measurement) Status, options are Active or Inactive.

Assessment Method Status						
	\sim					
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, enter t the Measurement/Method of Assessment from the drop-down.

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Next select Assessment Type

Assessment Type *	
	~
Direct	
Indirect	
Or	
Assessment Type *	
	~
Direct - Assignment	
Direct - Capstone Assignment	
Direct - Case Study	
Direct - Comprehensive Exam	
Direct - Dissertation Defence	_
Direct - Essay	
Direct - Exam	_
Direct - IRB Training	
Direct - Longitudinal Rubric	

The selections may include Direct or Indirect, and/or you may see a list of specific assessment types to choose from. Select the Assessment Method Type you plan to use for assessing this outcome. Direct method of assessment any process employed to gather data which requires subjects to display their knowledge behavior or processes; indirect method of assessment any process employed to gather data which asks the subject to reflect upon their knowledge behaviors or thought processes.

Finally Enter the Criterion for Success/Performance Target field and the How was the Criteria/Performance Target Established? Fields.

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

By clicking on the caret/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, click the Save & Close.



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

Example of intended outcome with 2 methods of measure (REPLACE-Need Example)

Program - P	sychology (New Plan Types)			· · · ·	
PROGRAM LEAR	NING ASSESSMENT > Outcorr	e		Close	Save 🗸
Critical Thinking				< 1/7	>
Q Search by Key	word View	ment Method Catego All	ry	Show 2 of	ing 2
OUTCOME	ASSESSMENT METHOD	MAPPING	RESULTS AND ANALYSIS		Ð
Exam				S. Nuventive 5/3/21	
Assessment Meth Distribution of so Criterion 80% of students	nod cores on Exam 2 (Chapters, 5,6,7,8; will achieve an 80% or higher on ex	9) from PSYC 14. am 2			
Capstone Proje	ect			S. Nuventive 5/3/21	:
Assessment Meth The final senior p Criterion	nod project will be evaluated using the o	ritical thinking rubri	с.		
Overall score of	3.5 or higher on the critical thinking	element of the rubr	ic will be achieved.		

When you have completed adding assessment methods, you may continue to the Results section.



To enter the assessment results, and the analysis of those results, click on the RESULTS tab as indicated below.

N	Nuventive Solutions Welcome	, vwilliams1@tr	nstate.edu!	Go To My Assi	ignments 🖈	Sign out
	ESSS - Academic and Student Service Unit - Office of Student Success	~				
ACA	DEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT				Close	
Q	Intended Outcome 1					~
					Show	ing 0 of 0
•	INTENDED OUTCOME • ASSESSMENT METHOD • RESULTS					
Sa	nple					Ð
	No Results has/have been entered.					
	No results las/have been entered.					

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

Once you click on 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.

Next, select the RESULTS tab. The following screen will open. Now, select the assessment method where you would like to enter the results and analysis.

This view of the card will allow you to see the entire plan information. If you would like to hide the plan information, click the Hide icon to the right. Hide \uparrow

Note: Hiding the plan information is temporary and can be undone by clicking on

Unhide ⊥

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Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Assignment	s 🔶 Sign ou
AA - Academic and Student Service Unit - Honors College	🗸 📃		
ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT		Clo	se Save 🗸
Honors Student Matriculation			\frown
Intended Outcome: Students who are enrolled in the Honors College matriculate in good standing to return the next academic year. "Good standing" is defined as being a currently enrolled honors student with a cumulative GPA of at least 3.25 or higher. Measurement/Method of Assessment: Students who are enrolled in the Honors College matriculate in good standing to return the next academic "Good standing" is defined as being a currently enrolled honors student with a cumulative GPA of at least 3.25 or higher. Criterion for Success/Performance Target: The Argos (Banner 9) database will be used to run a report to identify students who have returned afte 9% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester.	year. I the spring semester and enrolled at the begin	ning of the fall semester.	Hide Details ↑
RESULT USE OF RESULTS FOR IMPROVEMENT			
Submission Date *			
04/28/2024			
Results 🕕 🔸			
Reporting Period *			
Conclusion *			
Analysis of Results (j) *			
Related Documents			
Document Name Document Description			Ð
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If you have hidden the plan information the card will look like the following:

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						Show	Details <u>↓</u>
RESULT USE OF RESULTS FOR IMPROVEMENT							
denotes a required field.							
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04/28/2024							
Results (j) *							
Reporting Period *	~						
Conclusion *	~						
Analysis of Results 🕕 *							
Related Documents							
Document Name	Docur	ment Description				e	
There are no documents attached							
Charts & Graphs Press ALT + 0 for accessibility help							
2024 - Nuventive, LLC - All rights reserved						Privacy F	Policy **

Now enter the Assessment Results. The first entry will be the Submission Date which will auto populate. The remaining fields are the Results, Reporting Period, Conclusion, Analysis of Results, and Related Documents.

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 a caret/arrow to the right of the field. Clicking any caret/arrow will open a drop-down where you will select from the choices provided. See example below.

	Nuventive Solutions		Welcome, vwilliams1@tnstate.edu!	Go To My Assign	ments 🖈	Sign out
	AA - Academic and Student Service Unit - Honors College		~ 📃			
ACAE	DEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT				Close	
Hon	ors Student Matriculation					
Inten "Good Meas "Good Crite 90% d	ded Outcome: Students who are enrolled in the Honors College matriculate in good standing' is defined as being a currently enrolled honors student with a curualativ urement/Method of Assessmet: Students who are enrolled in the Honors College d standing' is defined as being a currently enrolled honors student with a curualativ in for Successfer Performance Target: The Argos (Banore) d stabase will be used of students enrolled in the Honors College will return after the spring semester and of	standing to return the next academic year. GPA of at least 3.25 or higher. matriculate in good standing to return the next academic year GPA of at least 3.25 or higher. to run a report to identify students who have returned after the nrrolled at the beginning of the fall semester.	spring semester and enrolled at the begin	ning of the fall semest	Hide C er.	Details 🕇
RE	SULT USE OF RESULTS FOR IMPROVEMENT					
* deno	tes a required field.					
Sub	mission Date *					- 11
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2	022 - 2023					
2	023 - 2024					
2	024 - 2025					
Rel	ated Documents					
	Document Name	Document Description			Ð	
© 2024	- Nuventive, LLC - All rights reserved				Privacy P	olicy ···

Continue this process of entering information through to the Conclusion field. When you have reached the Charts and Graphs field, clicking in the text box will open options for entering text in that box. Click in that text box now to see the options as depicted below.

Notice that the text box now has a tool bar, similar to a Word document toolbar where you can change text, cut and paste from a Word document, insert a table, add a graphic/picture, and/or include a link to a document in the Document Library/Repository. You can also cut and paste from any document in the right-hand panel.

Nuventive Solutions		Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🖈	Sign ou
AA - Academic and Student Service Unit - Honors College		~ 📃		
ADEMIC AND STUDENT SUPPORT SERVICES ASSESSMEN	π			
nors Student Matriculation				
USE OF RESULTS FOR IMPROVEMENT			Show	⊃etails <u>↓</u>
Document Name	Document Description		e	>
There are no documents attached				
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				4
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Example: Graphic cut & pasted from PowerBI Report in the right-hand panel.

PROGRAM LEARNING ASSESSMENT > > Critical Thinking RESULT SUMMARY ACTION/IMPRO	Outcome > Select Results and Analysis Type WEMENT PLAN 11 → 聖 霊 르 乗 罪 : 12		Close Save ~	ROGRAM ASSESSMENT PEDODT
Critical Thinking RESULT SUMMARY ACTION/IMPRO	DVEMENT PLAN		Unhide <u>1</u>	Nuventive.
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190 Total Assessments	Self Check 12: Journal (DUE SAT)	NON. NON.		

Remember to Save your work!

The next field, Supporting Documents, will allow you to select documents/files from the

Document Library/Repository and attach them to the results report **or** add new files within the results area that will be stored in the Documents Library/Repository.

Supporting Documents			I
Document Name	Document Description	Ð	I
There are no documents attached			-

To add an item from the Document Library/Repository or attach a new document, begin by clicking the green circle with the plus (+) sign.

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

	Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🌧	Sign out					
≡	AA - Academic and Student Service Unit - Honors College	~							
ACA	DEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT								
Hor	ors Student Matriculation								
Inter "Goo	nded Outcome: Students who are enrolled in the Honors College matricul d standing" is defined as being a currently enrolled honors student with a current of the standard of the second state. Students who are excelled in the Markov	ate in good standing to return the next academic year. cumulative GPA of at least 3.25 or higher.	Hide [etails <u>†</u>					
Crite the f 90%	Document Repository		:	× ^{of}					
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Re	lated Documents								
	Document Name	Document Description	G						
	There are no documents attached								
Ch	Charts & Graphs Press ALT + 0 for accessibility help								
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Select a folder where you have stored the file by clicking on it. The folder will open and allow you to select a file. If adding a new file, select the folder where you wish to store the file. The following example is subfolders by data collection period.

			ſ	
N	Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Assignments 🌧	Sign out
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© 202	24 - Nuventive, LLC - All rights reserved		Privacy F	Policy ***

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

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 clicking on one of the icons next to the Attach icon.



N	Nuvent	ive S	Olutions Welcome,	vwilliams1@tnstate.edu!	Go To My A	ssignm	ents 🖈	Sign out
=	AA - Aca	idemic a	nd Student Service Unit - Honors College					
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90%		XIX	2021-2022 Honors Senior Exit Survey_June 7, 2022_16.41.xlsx					
Re		XISX	2021-2022 Honors Stats from Argos (Banner).xlsx					
		DOCX	Honors College-Annual Report 2021-22docx					
		DOCX	HonorsCollegeOutcomes 2021-2022_FINAL.docx					
Ch								
© 202	4 - Nuvent	ive, LL	2 - All rights reserved				Privacy	Policy ···

Once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon is not available until a file is selected.

If adding a new file to the Document Library/Repository, instead of selecting an

existing file click the add file icon . Once you have clicked on the icon, the following dialog box will open. Click on the Choose Files button and select a file from your computer.

	Nuventive Solutions	Welcome, vwilliams1@tnstate.edu!	Go To My Assignments	→ Sign out
\equiv	AA - Academic and Student Service Unit - Honors College			
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90%	Add Document(s) to Honors 2021-2022 Data			
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	Honors College-Annual Report 2021-22docx			
	HonorsCollegeOutcomes 2021-2022_FINAL.docx			
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© 2024	- Nuventive, LLC - All rights reserved		Priv	acy Policy •••

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

≡	Program - Psycholog	y (New Plan Types)		
PROG				-
Critic	al Thinking			
R	Document	Add Document(s) to General Choose Files Program R ponses-1.xls Name * Program Review Narrative Responses-1.xls	Unhide 1	
		Description		
			CAINCEL X SAVE	

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

≡	Program - Psychology (New Plan Types)		
PROC	GRAM LEARNING ASSESSMENT > > Outcome > Select Results and Analysis Type	Close Save ~	Ŧ
Critic	al Thinking		
R	Document Relate Repository	ATTACH [€ × ⊐ €
	PROGRAM - PSYCHOLOGY (NEW PLAN TYPES) > GENERAL		t (W.
I	coming-soon-v2.png		
	Program Review Narrative Responses-1.xls		
	Sample Outcome Evidence.docx		
Su,	Document Name Document Description	•	And the second s

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

Program - Psychology (New Plan Type	s)	~		
OGRAM LEARNING ASSESSMENT	> Outcome > Select Results and Analysis Type	Close Save v		Ŧ
ical Thinking				
Document Relate Repos	itory	A		0 .
PROGRAM - PSYCHO	DLOGY (NEW PLAN TYPES) > GENERAL			rt (
coming-soon-v2.	ong			
Program Review	Narrative Responses-1.xls			
Sample Outcome	Evidence.docx			
Document Name	Document Description	•		

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

Supporting Documents		
Document Name	Document Description	0
Program Review Narrative Responses-1.xls		×
Sample Outcome Evidence.docx		×

The RESULTS Section is now complete.

USE OF RESULTS FOR IMPROVEMENT TAB

NOTE: You will not be able to add the required Use of Results for Improvement (Closing the Loop, Evidence of Impact, and Action/Improvement Plan) information until the Results/Analysis information is saved. Once you have saved the work and closed the Results Tab, reopen the Results tab and proceed to the **USE OF RESULTS FOR IMPROVEMENT** by clicking on the tab.

After clicking on the USE OF RESULTS FOR IMPROVEMENT tab the following screen will appear.

ADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT	Close	
onors Student Matriculation		
tended Outcome: Students who are enrolled in the Honors College matriculate in good standing to return the next academic year. Sood standing' is defined as being a currently enrolled honors student with a cumulative GPA of at least 3.25 or higher. Leasurement/Method of Assessment: Students who are enrolled in the Honors College matriculate in good standing to return the next academic year. Sood standing' is defined as being a currently enrolled honors student with a cumulative GPA of at least 3.25 or higher. Tierion for Success/Performance Target: The Argos (Banner 9) database will be used to run a report to identify students who have returned after the spring semester and enrolled at the beginning of the fall semester. O's of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester.	Hide D	Details ↑
RESULT USE OF RESULTS FOR IMPROVEMENT		
enotes a required field.		
submission Date -		
Closing the Loop (j) *		
Evidence of Improvement/Impact (;) *		
Action Plan (j) *		
Related Documents		
Document Name Document Description		Ð
There are no documents attached		
Follow-Up		
024 - Nuventive, LLC - All rights reserved	Privacy P	olicy ····

Again, this view of the card will allow you to see the entire plan information. If you would like to hide the plan information, click the Hide icon to the right. Hide $\overline{\uparrow}$

Note: Hiding the plan information is temporary and can be undone by clicking on

Unhide ↓

Now, complete Closing the Loop*, Evidence of Improvement/Impact*, and Action Plan. Notice that there is also a field for Follow-Up which is not required.

However, the **Follow-up screen** can be useful as it will allow you to return later, possible throughout the assessment cycle and enter information pertaining to the status of the Action Plan.

Honors Student Matriculation Intended Outcome: Students who are enrolled in the Honors College matriculate in good standing to return the next academic year. Cood standing' is defined as being a currently enrolled honors student with a cumulative GPA of at least 3.25 or higher. Measurement/Method of Assessment: Students who are enrolled in the Honors College matriculate in good standing to return the next academic year. Criterion for Success/Performance Target: The Argos (Banner 9) database will be used to run a report to identify students who have returned after the spring semester and enrolled at the beginning of the fall semester. 20% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 20% of students enrolled in the Honors College matriculate in good standing to the fall semester. 20% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 2123 223 2242023 223 2242023 223 2242023 225 225 225 225 225 225 225	Details 🕇
Intended Outcome: Students who are enrolled in the Honors College matriculate in good standing to return the next academic year. "Good standing" is defined as being a currently enrolled in the Honors College matriculate in good standing to return the next academic year. "Good standing" is defined as being a currently enrolled honors student with a cumulative GPA of at least 3.25 or higher. Criterion for Success/Performance Target: The Argos (Banner 9) database will be used to run a report to identify students who have returned after the spring semester and enrolled at the beginning of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 90% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 90% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 90% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester. 80% of students enrolled the beginning of the fall semester. 80% of students	Details T
RESULT USE OF RESULTS FOR IMPROVEMENT Submission Date * 05/24/2023 05/24/2023 Closing the Loop ① *	
Submission Date * 05/24/2023 Closing the Loop (j) *	
Closing the Loop (;) *	
541 were enrolled in Fall 2021 without graduates or new spring students, 67 left before Fall 2022 thus ending with 474 or 87.6% as retention rate. We were not able to hire the additional honors advisor during the 2022-2023 school year. 94.7% returned in the spring in spite of challenges related to off-campus housing for some upperclassmen.	
Evidence of Improvement/Impact () * Our retention rate this year was 94.7% for the 2022-2023 school year in spite of not being able to hire additional staff and increasing enrollment in the Honors College.	
Action Plan () * Based on the 2022-2023 analysis of results, the following actions were decided on by the unit: "The Honors College request for least one additional Honors Advisor was approved and will be hired in the coming year.	
Related Documents Document Name Document Decorption There are no documents attached	>
Follow-Up	Ð
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MAPPING SECTION

STRATEGIC PLAN MAPPING

Clicking on the MAPPING tab will navigate to the Mapping page/screen where the unit can map their unit outcomes with other institutional outcomes or for educational programs complete Curriculum Mapping and/or General Education Mapping which is mapping unit outcome to courses. The Mapping tool is a diagnostic tool, and the mapped elements can be visible on various Standard/Analytic Reports.

All mapping, conducted within the mapping screens (**Curriculum Mapping**, **General Education Mapping**, **and Strategic Plan Mapping**) function the same. The only differences are that: 1. You will select the type of mapping from the drop-down, 2. The indicators may change.

MAPPING TO STRATEGIC GOALS

To begin, select the Strategic Plan from the drop-down (under the green highlighted tab – MAPPING) on the left. The University's strategic goals will appear in a column on the left side of the page with the units's Intended Outcome across the top. To map an outcome to a goal, click in the box/space to the right of the institutional goal. The indicator (X – for this example) denotes that the goal has been mapped to the corresponding Intended outcome.

Nuventive Solutions		Welcor	ne, vwilliams1@tnstate.edu!	Go To My Assignments A	Sign ou
AA - Academic and Student Service Unit - H	ionors College		~ 📃		
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STRATEGIC PLAN 2025: EXECUT V STRATEGIC PLAN 2025: EXECUTIVE DASHBOARD - Strategic Plan 2025 Goals & Objectives	Honers Student Matriculation Stude is who are enrolled in the Honors College matriculate in good standing to return be next academic year. "Good standing" is defined as being a currently	Honors Distinction Students who are enrolled in the Honors College receive the advising they need to graduate with Honors distinction. Honors Distinction is defined as earning all	Honors Student Researd The Honors College will offer research experiences to Ho students to conduct and pre completed research or creat	ch er student nors College esent their tive scholarship	
Curriculum Mapping grow undergraduate and graduate encollment	×	х			
GOAL 1: OP JECTIVE 2 Develop innovative approaches to retain a diverse student body	x		x		
GOAL 1: OBJECTIVE 3 Improve graduation attainment performance					
GOAL 1: OBJECTIVE 4 Expand online academic programs that address the diverse needs of students and constituents					
GOAL 1: OBJECTIVE 5 Establish a comprehensive onboarding process inclusive of orientation, tutorial support, advisement, registration, and other academic and student support services					
GOAL 1: OBJECTIVE 6 Provide students access to experiential learning, research, and engagement opportunities			×		
GOAL 2: OBJECTIVE 1 Build and enhance a culture that utilizes and supports assessment, accreditation, compliance, and strategic planning					
GOAL 2: OBJECTIVE 2 Improve customer service and enhanced quality and responsiveness to internal and					

When you have completed the mapping, click the **Save** drop-down arrow/caret in the top right- hand area of this screen.



Save & Add New: Will show all goals that have been entered for mapping and you may continue to map the goals.

Save & Close: Will save your mapping and return you to the main goal screen.

CURRICULUM MAPPING AND GENERAL EDUCATION COMPETENCY MAPPING (EDUCATIONAL PROGRAMS ONLY)

CURRICULUM MAPPING

Begin by selecting Curriculum Mapping from the drop-down (under the green highlighted tab – MAPPING) 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. 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

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	\frown	Educatio	nal Prog	rams ced, M = Mas	tered, A = Asse	ssed								Add Note	:
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BIS	E 3350 iness Research & Report Writing	1	R	м	Α	1	R	м	Α	I	R	м	Α	1	R
BIS Des	E 3400 ktop Presentation Tools	1	R	М	Α	1	R	м	Α	1	R	м	A	1	R
BIS	E 4000 prmation and Media Management	1	R	М	A	1	R	м	Α	1	R	м	Α	1	R
BIS	E 4300 ninistrative Office Management	1	R	м	A	1	R	м	Α	1	R	м	Α	1	R
BIS	rocomputer Applications	1	R	М	A	1	R	м	Α	1	R	м	Α	1	R
BIS	il 3160 iness Application Development	1	R	М	Α	1	R	м	Α	1	R	м	Α	1	R
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BIS Info	I 3360 rmation Technology and Cloud nputing	1	R	М	Α	1	R	м	Α	1	R	М	Α	1	R
BIS	SI 3500		R	м	Δ	I	R	м	•	I	R	м	Δ	1	R

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Indicators have been provided: I - Introduced, R - Reinforced, M-Mastered, A-Assessed

By clicking on the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced, Mastered or Assessed. 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, click 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.

	Education I = Introduced,	n al Prog i R = Reinforc	rams ed, M = Mas	tered, A = Asse	ssed							Add Not	e :
Curriculum Mapping BIS Information Systems Concentration - Database Design Students will be able to design a database using modeling technology.				BIS Indust Computer Students wi principles ir configuratio	try Conce Network Il identify to compute on.	ntration - Design a the concep r network d	nd ts and lesign and	E-Business Technology Concentration - E-Business Technology Students will be able to identify fundamental attributes of E-Business technology in an online marketplace.					
BISI 2150 Microcomputer Applications	1	R	м	A	I	R	м	A	I	R	м	A	
BISI 3160 Business Application Development	1	R	М	Α	1	R	м	Α	I	R	м	Α	
BISI 3230 Management Information Systems	1.1	R	М	Α	1.1	R	М	Α	1.	R	М	A	
BISI 3260 Dbject-Oriented Programming	I	R	М	Α	1.1	R	м	Α	$\sim 1^{-1}$	R	М	Α	
BISI 3360 nformation Technology and Cloud Computing	1	R	м	Α	- 1	R	м	Α	- 1	R	м	A	
BISI 3500 Data Mining	1	R	м	Α	1	R	м	Α	I	R	м	Α	
BISI 3610 ntroduction to Relational Databases	1	R	м	Α	1	R	м	Α	I	R	м	Α	
BISI 4150 Database Systems	1	R	М	А	1	R	м	Α	I	R	М	А	
BISI 4160 Data Analytics and Visualization	1	R	м	A	1	R	м	Α	I	R	М	Α	
BISI 4230 Analysis, Design, and Implementation	I	R	м	Α	1	R	м	A	I	R	М	A	
BISI 4240	1	R	м	A	1	R	м	Α	1	R	м	A	

Another feature offered in the mapping screens is the option to add notes. Notice the

Add Note	:
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icons to the right, just below the Save button.

By clicking on the Add Note the following dialog box will open.



This is where you can add notes relevant to your mapping work. To add notes, Click 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 locate and include a document in your Document Library/Repository.



Once you have completed adding the Note, Click the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, click



40

Selecting ORDER COURSES allows the courses to be ordered, by moving them using up and down option, as in the following screenshot.

≡	COB - BL	SINESS INFORMATION SYSTEMS (BBA)	~			
MAPPI	NG > ()rder Courses			Close S	ave
1	. :	BISE 3150 Business Communications		Move to Bottom		
2	2. 11	BISE 3350 Business Research & Report Writing		Move to Bottom	Move to Top	
3	s. H	BISE 3400 Desktop Presentation Tools		Move to Bottom	Move to Top	
4	I. 🔡	BISE 4000 Information and Media Management		Move to Bottom	Move to Top	
5	5. H	BISE 4300 Administrative Office Management		Move to Bottom	Move to Top	
6	5. II	BISI 2150 Microcomputer Applications		Move to Bottom	Move to Top	
7	. I	BISI 3160 Business Application Development		Move to Bottom	Move to Top	
8	B. II	BISI 3230 Management Information Systems		Move to Bottom	Move to Top	
9). II	BISI 3260 Object-Oriented Programming		Move to Bottom	Move to Top	
10). II	BISI 3360 Information Technology and Cloud Computing		Move to Bottom	Move to Top	
11	. :	BISI 3500 Data Mining		Move to Bottom	Move to Top	
12	2. 11	BISI 3610 Introduction to Relational Databases		Move to Bottom	Move to Top	
13	B. II	BISI 4150 Database Systems		Move to Bottom	Move to Top	

Selecting ASSIGN COURSES allows the courses to be added or removed from the course listing on the left hand side of Curriculum Mapping, by using the assign and remove option, as in the following screenshot.

Example Assign or Remove Courses in Curriculum Mapping:



GENERAL EDUCATION COMPETENCY MAPPING

Begin by selecting General Education Competencies Mapping from the drop-down (under the green highlighted tab – MAPPING) to the left of the screen as depicted below.

Next, notice that the General Education Competencies are listed in the left-hand column. The PLO's for this program are listed across the top in columns. The indicator (X - for this example) denotes that the Competency has been mapped to the corresponding PLO.

Nuventive Solutions		Welcome, vwilliams	1@tnstate.edu!	Go To My Assignments A	Sign out
COB - BUSINESS INFORMATION SYSTEMS	(BBA)		~ 		
MAPPING					
		Program Student Learning Outcome Status View All	Planr View	ned Assessment Cycle w All	 ~
	Educational Programs X = X - Highlight to Align			,	Add Note
GENERAL EDUCATION COMPE GENERAL EDUCATION COMPETENCIES - General Education Competencies Curriculum Mapping Recipients of the bachelor's degree should be able to complete and communicate original knowledge effectively in writing, in oral presentations, and through the use of	BIS Information Systems Concentration - Database Design Students will be able to design a database using modeling technology.	BIS Industry Concentration - Computer Network Design and Students will identify the concepts and principles in computer network design and configuration.	E-Business - E-Business Students will b attributes of E online marketp	Fechnology Concentration • Technology be able to identify fundamental -Business technology in an place.	E-Busin Design : Students in a busir
Inquiry and Reasoning Recipients of the bachelor's degree should demonstrate the ability to define problems, discover relevant information, assess the validity of evidence, analyze complex		×		x	
Human & Natural World Recipients of the bachelor's degree should possess a broad, active, and growing knowledge – informed by literacy in the arts and humanities, history, social sciences, an					

ASSESSMENT REVIEW AND APPROVAL

This section is used to track the review and approval of submitted assessment reports by your unit's approving official. Also, the IE Outcomes Assessment Audit Summary can be accessed in this section which provides your report's scores per the University's scoring rubric and accompanying feedback from the IE reviewer.



ASSIGNMENTS

CREATING ASSIGNMENTS

Start from the Home screen and select Program Assessment

Nuventive Solutions										Welcome, vwilliams1	@tnstate.edu!	Go To My Assignments A	Sign o
Academic Program - SAMPLE											~		
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									Written C	ommunication			
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								MATH 2125	Critical Th	ninking			
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								PHIL 201	Cultural H	lumility			
								PHIL 2430	Cultural H	lumility			
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								RELS 3300	Ethical Re	asoning			
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The following screen open and select the Outcomes card –Using the ellipses OPEN the outcome for which you are making the assignment.

View All	~	View All		~	
🗄 Critical Thinking					0
Program Student Learning Outcome Students will learn to think in a disciplined and evaluative manne	to analyze and interpret the processes by	which various claims are made and reliable conclusi	ions are reached.		آ c
Program Student Learning Outcome Status	,				🖽 A
Planned Assessment Cycle 2022 - 2023, 2023 - 2024, 2024 - 2025					ā D
Start Date					
Archived Date					
II Cultural Humility					N. Support
Program Student Learning Outcome Students will identify and analyze complex cultural practices, value	ues, and beliefs and navigate the ways culto	ural differences shape meaning.			
Program Student Learning Outcome Status Active					
Planned Assessment Cycle 2022 - 2023, 2023 - 2024					
Start Date					
Archived Date					
Ethical Reasoning					N. Suppor
Program Student Learning Outcome	of the othics llucescales used in which use	live estimate their sum values and sefect on how th	here ushing shore their othical decisions		
Program Student Learning Outcome Status	If the ethically complex world in which we	live, anticulate their own values, and reflect on now th	nese values snape their ethical decisions.		
Δοτίωα					

Default is Learning outcome but select the second tab ... Measurements

Nuventive Solutions			@tnstate.edu! G	o To My Assi	ignments 🌧	
Academic Program - SAMPLE		 	~ —			
PROGRAM ASSESSMENT					Close	Save 🗸
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PROGRAM STUDENT LEARNING OUTCOME MEASUREMENTS RESUL	LTS					O
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Using the ellipses, open the measurement and the following screen will open. Open measure screen--- make sure the type and tool information is correct. Select the Green Plus sign in the lower right corner, across from Assignments.

Academic Program - SAMPLE							
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The Following assignment screen will open.

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Email Subject				
Notes and Instructions Press ALT + 0 for accessibility help				
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Using the Assign To field search for the person that you are making the assignment to

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Abbitt, Angela aabbitt@tnstate.edu			
Addoit, James Jadoottijunstate.edu Abdi, Mahad mabdi@my.tnstate.edu			
Abdullah, Dilmon dabdullah@mytnstate.edu			
Abdur-Rahman, Lilanie labdura@myt.tnstate.edu			
Abei, Karn kabel@thstate.edu			
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Click Due Date and the following screen opens allowing you to select from due date or options.

N	Nuventive Solutions			Welcome, vwilliams1@tnstate.edu! Go To My Assignments A	Sign out
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Select folder for documents --- choices are configured in the Document Repository Tab, Two choices.... Specify the folder or allow the assignee to to select the folder.

Next Add notes and instructions that will appear in the assignment email.

Academic Progr	am - SAMPLE				× •	
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REPORTS AND DASHBOARDS

All assessment units have **Assessment Unit Outcomes Dashboard** that can be located by clicking on the REPORTS AND DASHBOSRD option from the Home Menu.

Six tabs at the bottom of the page allow access to all the unit level outcome analytics/dashboards. The information can be filtered by year and reporting period uniting the drop-down menu's at the top.

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Departments Dashboard

Access the Department Dashboards by selecting the Department Dashboard unit from the search Bar. Then clicking the Home Menu.

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DOCUMENT LIBRARY/REPOSITORY

DOCUMENT LIBRARY

The Document Library/Repository is where a variety of documents and files can be uploaded and stored for use within the Nuventive Improve. To find the Document Library/Repository, first click on the Hamburger Menu to

reveal the Main Menu. All files associated with the unit are displayed under this tab. To add an item to the Document Library/Repository follow the instructions on pages 27-32.