



**TENNESSEE
STATE UNIVERSITY**

Nuventive Improve User Guide

Office of Assessment and Accreditation

**Institutional Effectiveness, Research,
Planning and Assessment (OIERPA)**

Division of Academic Affairs

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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.



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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 Programs, 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.

Example 1: Improve Analytics - Program Summary Page (Academic Programs)

The screenshot shows the 'Program Summary' page for 'Academic Program - SAMPLE'. It features a header with the Nuventive logo and 'Improve Analytics' text. The page title is 'Program Summary' with a sub-header 'Academic Program - SAMPLE'. There are two dropdown menus: 'PSLO Status' set to 'All' and 'Reporting Period' set to 'All'. The main content is divided into two sections: 'Program Assessment Summary' and 'PSLO Mapping'.

Program Assessment Summary

PSLO	Assessment Methods	Results	Results with 'Criteria Met'	Results with 'Criteria Not Met'	Results with Action Plan
Behavior	1	0	0	0	0
Critical Thinking	1	4	3	0	3
Cultural Humility	1	4	4	0	1
Ethical Reasoning	0	0	0	0	0
Trenna Practice	1	0	0	0	0
Written Communication	0	0	0	0	0
Total	4	8	7	0	4

PSLO Mapping

Course	Mapped PSLO
ASCT 1234	Critical Thinking
	Ethical Reasoning
	Written Communication
ASCT 2745	Written Communication
ASCT 3333	Critical Thinking
	Written Communication
ASCT 4444	Critical Thinking
MATH 2125	Critical Thinking
	Written Communication
PHIL 201	Cultural Humility
PHIL 2430	Cultural Humility
	Ethical Reasoning
	Written Communication
RELS 3300	Ethical Reasoning
	Written Communication

Example 2 : Improve Analytics - Unit Summary Page

The screenshot shows the 'Unit Summary' page for 'Academic and Student Service Unit - SAMPLE'. It features a header with the Nuventive logo and 'Improve Analytics' text. The page title is 'Unit Summary' with a sub-header 'Academic and Student Service Unit - SAMPLE'. There are two dropdown menus: 'Outcome Status' set to 'All' and 'Reporting Period' set to 'All'. The main content is divided into two sections: 'Assessment Summary' and 'Outcome Mapping'.

Assessment Summary

Intended Outcome	Assessment Methods	Results	Results with 'Criteria Met'	Results with 'Criteria Not Met'	Results with Action Plan
Program outcome	0	0	0	0	0
Student Learning Outcome	1	5	4	0	1
Student Learning outcome SLO3	0	0	0	0	0
Total	1	5	4	0	1

Outcome Mapping

Intended Outcome	Strategic Goal
Program outcome	GOAL 1: OBJECTIVE 2
Student Learning Outcome	GOAL 1: OBJECTIVE 2
Student Learning Outcome	GOAL 1: OBJECTIVE 5
Student Learning outcome SLO3	GOAL 1: OBJECTIVE 2
Student Learning outcome SLO3	GOAL 1: OBJECTIVE 3

TOP NAVIGATION BAR & ICONS

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



Hamburger Menu



Unit Drop- down/
Arrow Carat



Data View/Split
Screen/ Documents
& Reports



Instructions



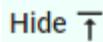
Ellipsis



Plus (+) Sign



Hide



Unhide



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



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

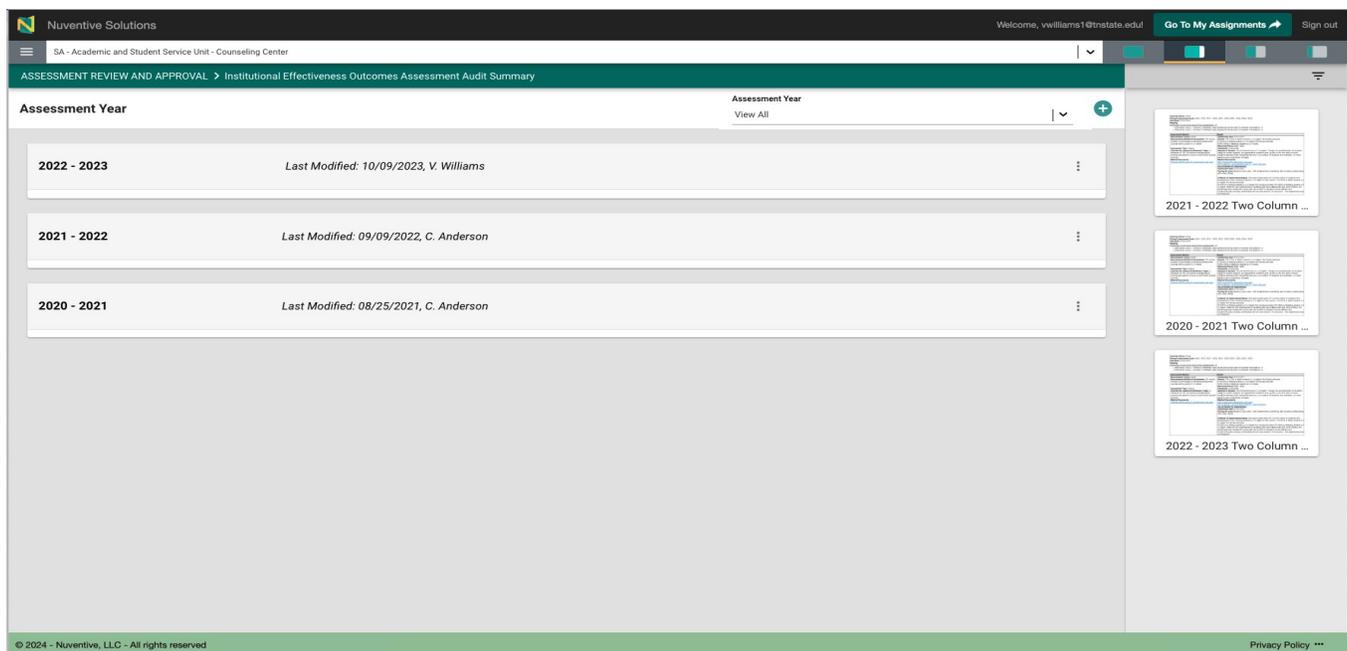


To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. Under the icons, a space is provided for various documents/reports to be viewed. The purpose of this area is to provide you with information that that may be necessary to complete your 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.

Example of Split Screen Navigation



OTHER IMPORTANT NAVIGATION



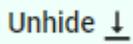
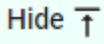
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



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.



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.



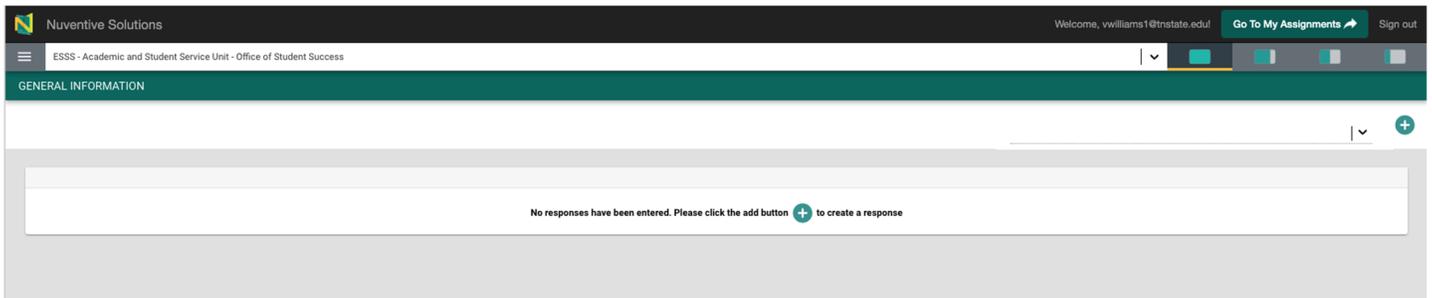
In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.

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  icon on the card.



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

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.

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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.

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Privacy Policy

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.



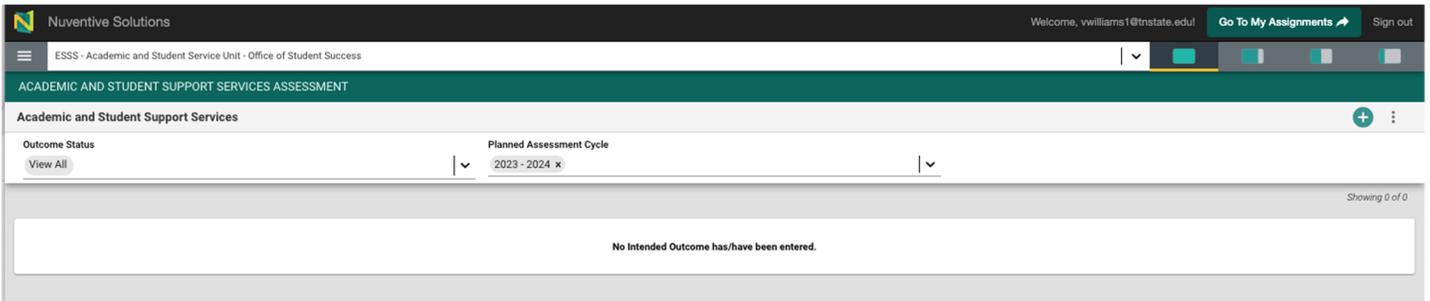
PROGRAM ASSESSMENT or ACADEMIC AND STUDENT SERVICES ASSESSMENT or ADMINISTRATIVE SUPPORT ASSESSMENT

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

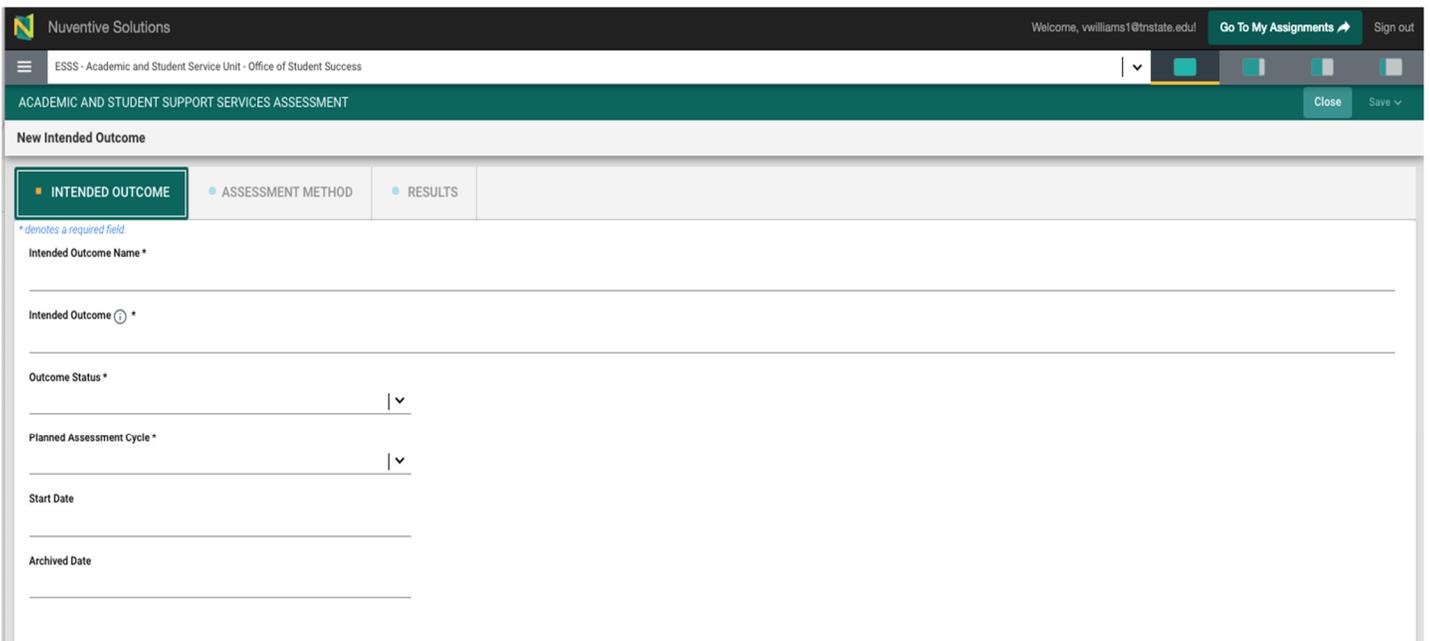
PROGRAM ASSESSMENT TAB

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  on the top right.



This will open the following card.
Intended Outcome Tab



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 *

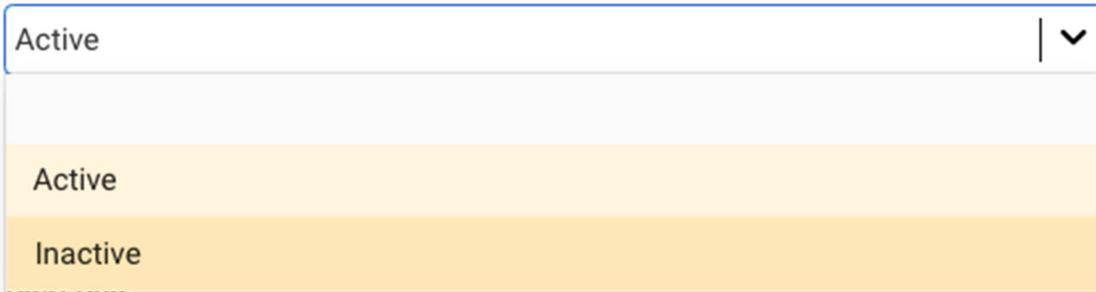
Critical Thinking

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 | v

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 x 2023 - 2024 x 2024 - 2025 x | v

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

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**.

The screenshot displays the Nuventive Solutions interface for creating a new intended outcome. The page title is 'ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT'. The form is titled 'New Intended Outcome' and has three tabs: 'INTENDED OUTCOME' (selected), 'ASSESSMENT METHOD', and 'RESULTS'. A legend indicates that an asterisk (*) denotes a required field. The form fields are as follows:

- Intended Outcome Name ***: sample
- Intended Outcome ***: sample
- Outcome Status ***: Active (dropdown menu)
- Planned Assessment Cycle ***: 2023 - 2024 (dropdown menu)
- Start Date**: 07/01/2023
- Archived Date**: (empty)

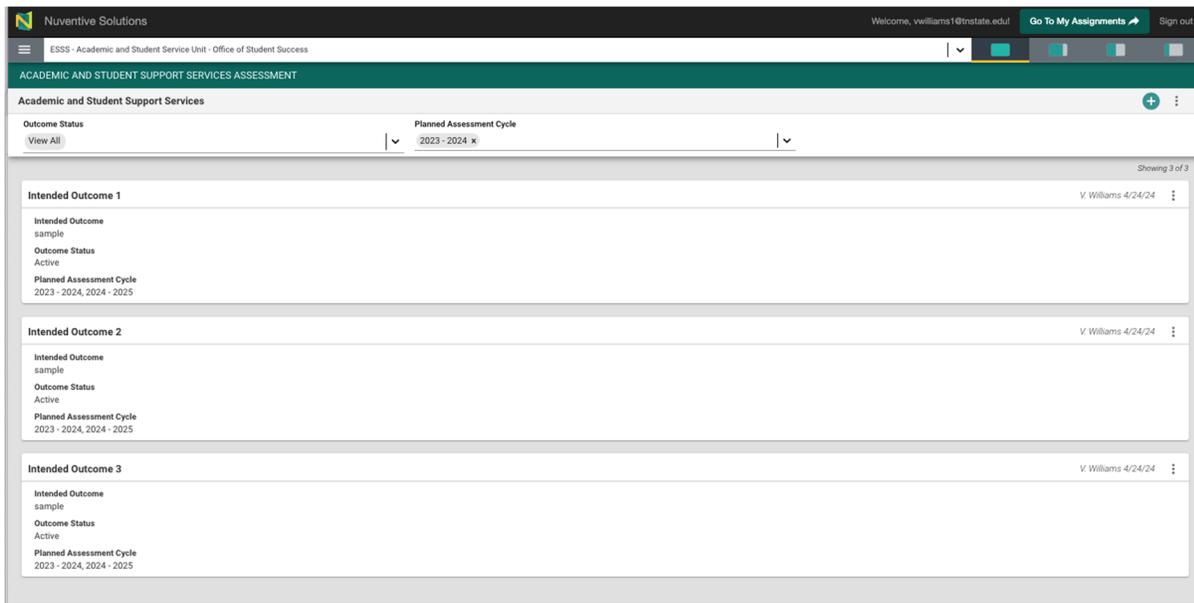
At the top right of the form, there are 'Close' and 'Save' buttons. A dropdown menu is open over the 'Save' button, showing two options: 'Save & Add New' and 'Save & Close'.

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

The screenshot shows the Nuventive Solutions interface for the 'Academic and Student Support Services Assessment'. The top navigation bar includes the Nuventive Solutions logo, the user's name 'Welcome, vwilliams1@tristate.edu', and a 'Go To My Assignments' button. Below the navigation bar, the page title is 'ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT'. The main content area is titled 'Academic and Student Support Services' and features a filter bar with 'Outcome Status' (set to 'View All') and 'Planned Assessment Cycle' (set to '2023 - 2024'). The main content area displays three 'Intended Outcome' cards, each with the following details: 'Intended Outcome sample', 'Outcome Status Active', and 'Planned Assessment Cycle 2023 - 2024, 2024 - 2025'. The top right of the card area shows 'Showing 3 of 3'.

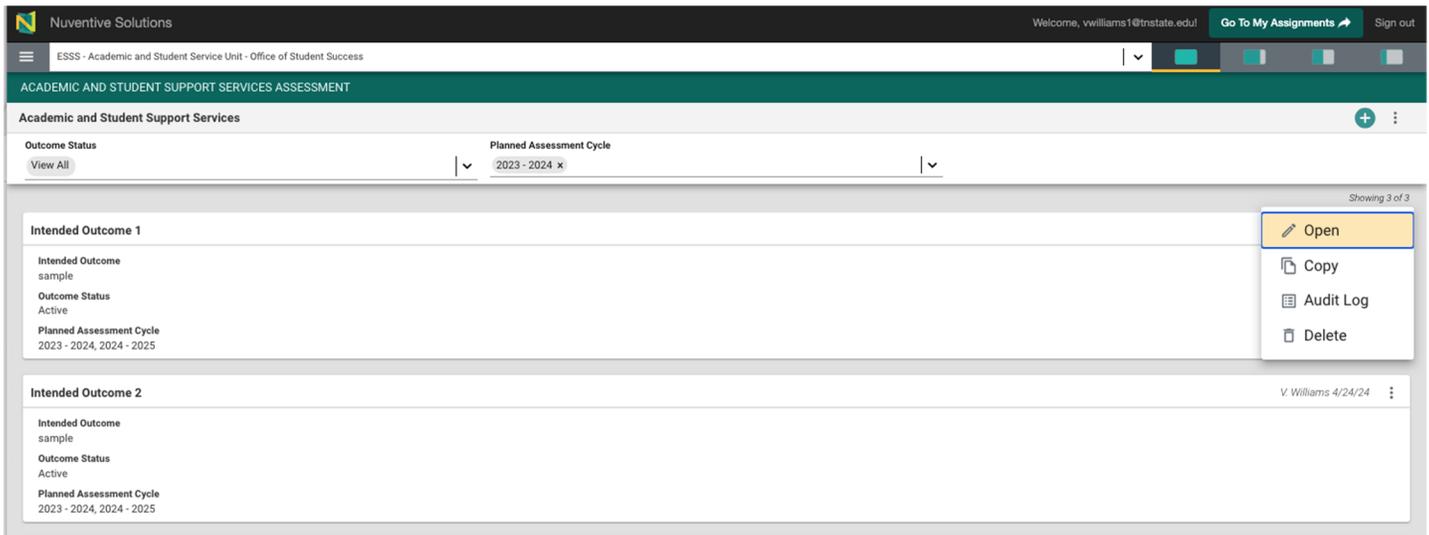
Notice that in the top bar, above the intended outcome cards, that you can locate a specific outcome by **Search by Keyword**, by showing only the goals that are **Active or Archived**, showing the Intended Outcomes by **Outcome Year(s)**, or by showing all Outcomes by selecting **View All** in each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



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

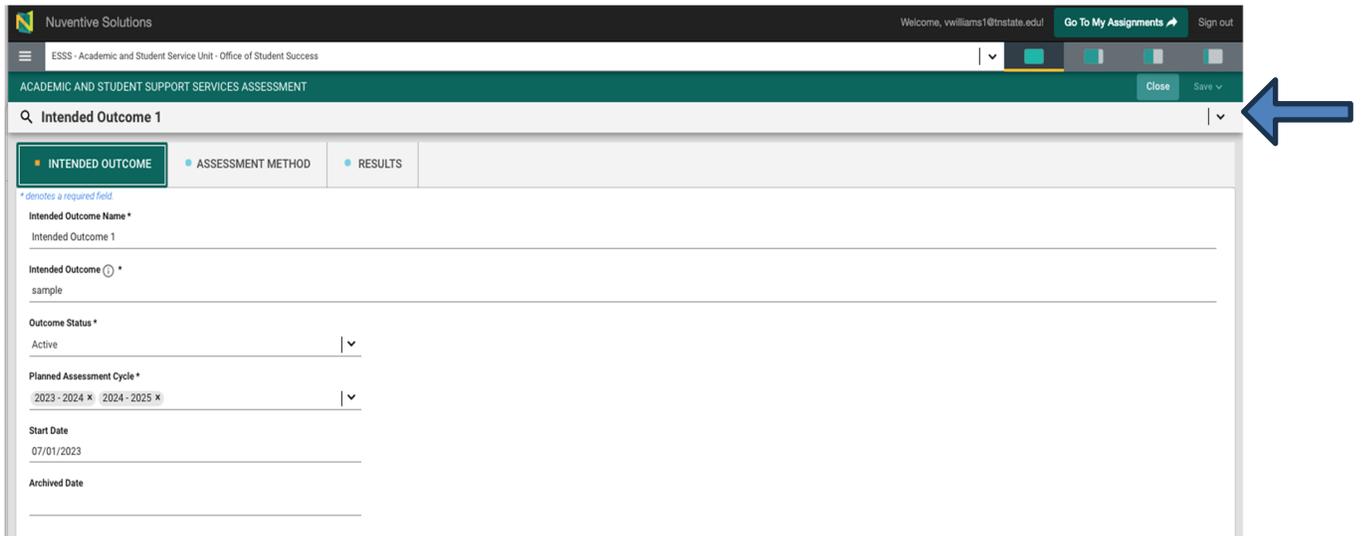
Once you click on the ellipsis you will be provided with the options to **Open**, **Copy**, **Audit Log**, or **Delete** the Outcome. Keep in mind that if there have been updates/results entered for any outcome, deleting any outcome will also remove any updates/results that have been entered for that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



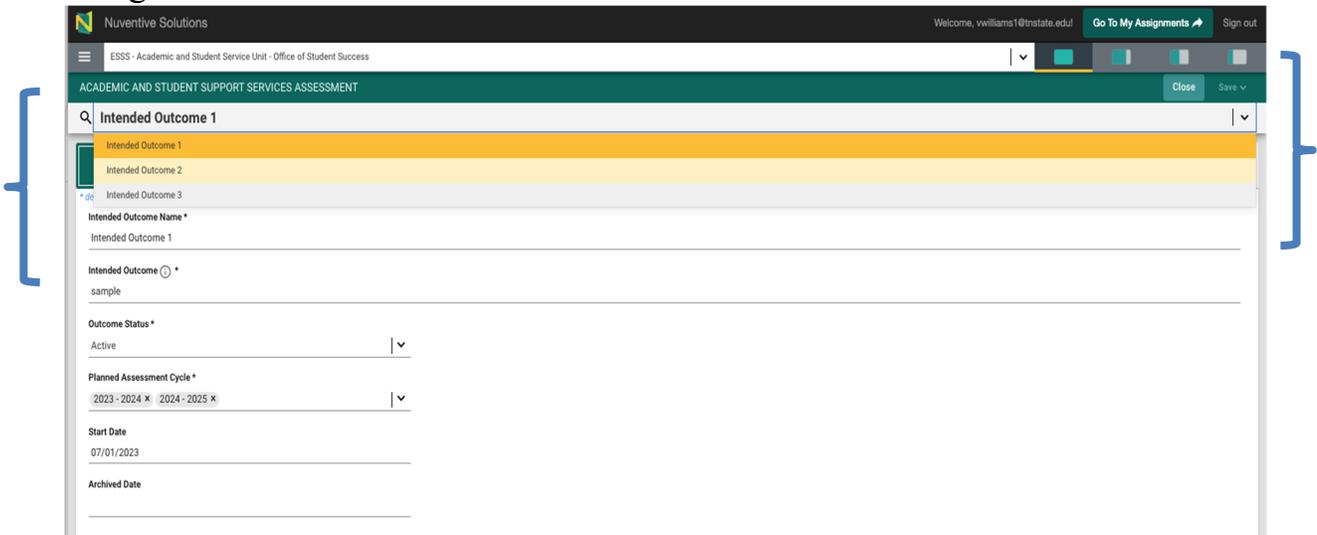
Clicking on **Open** will open-up the current card for review and/or editing. **Copy** will allow you to copy the card and associated mapping and you will be able to **Save** the copied card. **Audit Log** opens the editing and modification history of the

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.

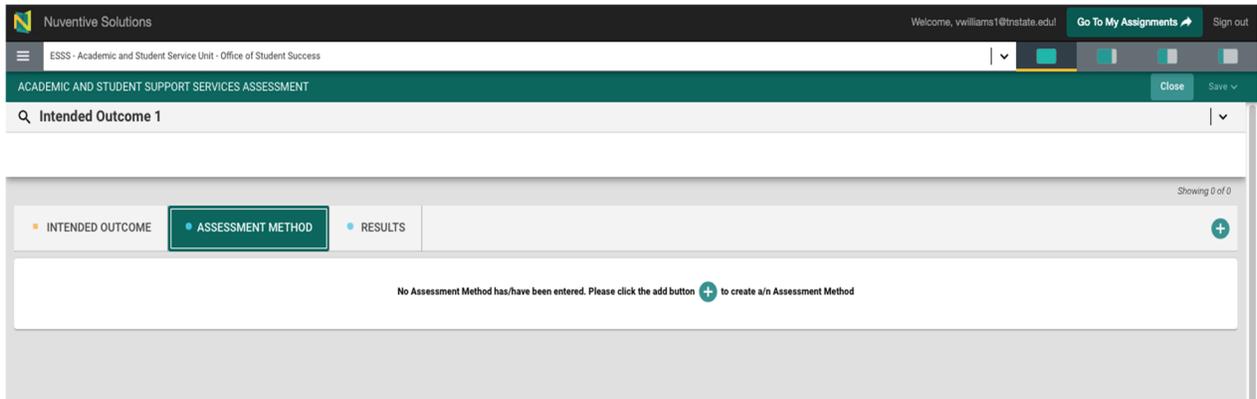


After clicking the carat arrow, the existing outcome will expand and allow easy navigation between the intended outcome cards.



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.



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 Assignments](#) | Sign out

AA - Academic and Student Service Unit - Honors College

ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT | [Close](#) | [Save](#)

Honors Student Matriculation

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. [Hide Details](#)

** denotes a required field.*

Measurement Status *

Measurement/Method of Assessment ⓘ *

Assessment Type ⓘ *

Criterion for Success/Performance Target *

How was the Criterion for Success/Performance Target established? ⓘ *

Related Documents

Document Name	Document Description	
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

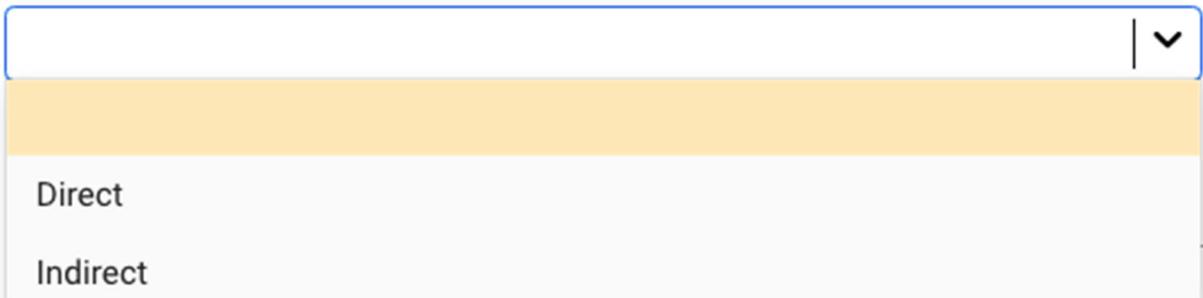
- Active
- Inactive

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 the Measurement/Method of Assessment from the drop-down.

N&ymx&njq&ijks&j&mj& jynti&ak&fxxjxxr jsy&r jfxzwjr jsy.&f&si&nt | &y&sp&x&t& &mj&
tzyhtr j&Q&sp&x&ujh&h&ayr x&t&s&mj&t&t& &mj&asyjsiji&t&zyhtr j&| mfy&ak&g&j&nl&
fxxjxxji.&3&
R jynti&3&]]]]&
7& jyntix&ak&fxxjxxr jsy&r jfxzwjr jsy.&f&wj&vjhtr r jsiji&t&f&fxxjxx&f&awtlwfr &t&w&
zsy&t&zyhtr j&f&y&aj&fxy&6&awjhya& jfxzwjr jsy&ak&f&R ZXY&3&
&
Jsyj&as&f&hm& jynti&ak&fxxjxxr jsy&r jfxzwjr jsy.&si&n&rizf&g&zx&sl& &mj&al&wj&js&uc&x&
x&ls&t&s&mj&awj {it&zx&uf&lj& &it&st&y&js&y&w& z&qu&aj& &jyntix&as&t&sj&t&w& &3&

Next select Assessment Type

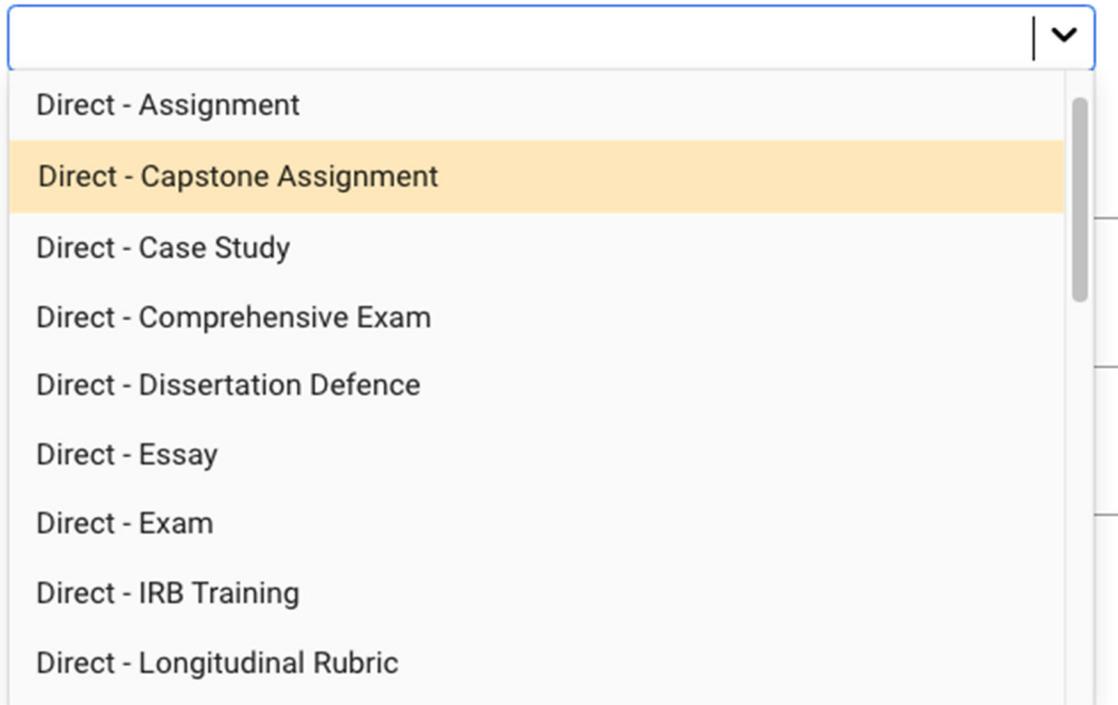
Assessment Type *



A dropdown menu with a white background and a blue border. The top bar is white with a downward arrow icon on the right. Below the bar, a yellow highlight covers the top of the list. The visible list items are 'Direct' and 'Indirect' in a dark grey font.

Or

Assessment Type *



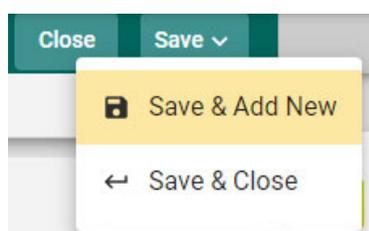
A dropdown menu with a white background and a blue border. The top bar is white with a downward arrow icon on the right. The list items are: 'Direct - Assignment', 'Direct - Capstone Assignment' (highlighted in yellow), 'Direct - Case Study', 'Direct - Comprehensive Exam', 'Direct - Dissertation Defence', 'Direct - Essay', 'Direct - Exam', 'Direct - IRB Training', and 'Direct - Longitudinal Rubric'. A vertical scrollbar is visible on the right side of the list.

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 - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Outcome

Critical Thinking

Search by Keyword

Assessment Method Category

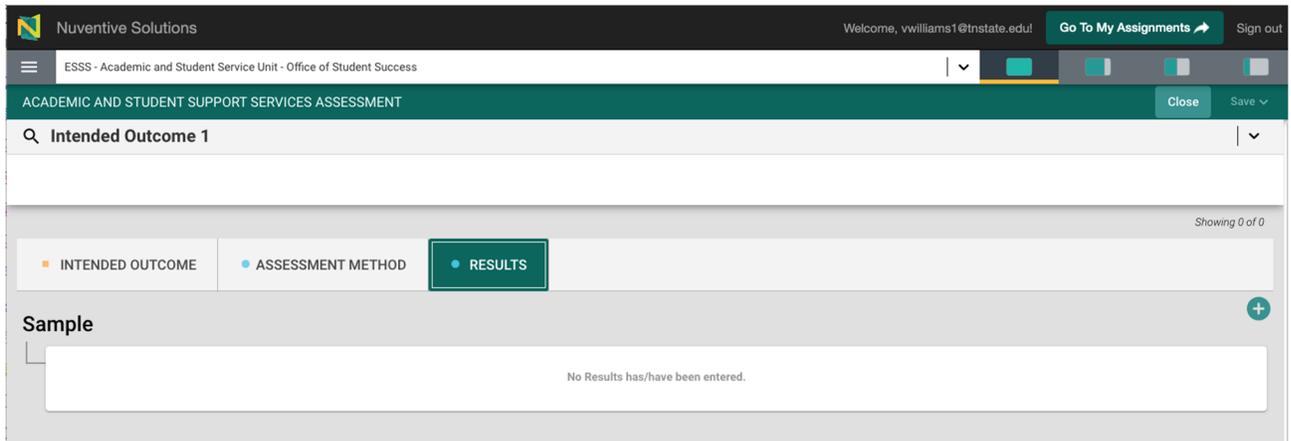
Showing 2 of 2

OUTCOME	ASSESSMENT METHOD	MAPPING	RESULTS AND ANALYSIS	
	Exam			S. Nuventive 5/3/21
	Assessment Method Distribution of scores on Exam 2 (Chapters, 5,6,7,8,9) from PSYC 14.			
	Criterion 80% of students will achieve an 80% or higher on exam 2			
	Capstone Project			S. Nuventive 5/3/21
	Assessment Method The final senior project will be evaluated using the critical thinking rubric.			
	Criterion Overall score of 3.5 or higher on the critical thinking element of the rubric will be achieved.			

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

RESULTS TAB

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



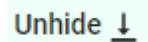
If a new Result is being added for an assessment method, click on the green circle with the plus (+) sign 

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. 

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



Nuventive Solutions | Welcome, vwilliams1@tnstate.edu | Go To My Assignments | Sign out

AA - Academic and Student Service Unit - Honors College

ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT | Close | Save

Honors Student Matriculation

Hide Details (circled in red)

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 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 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.

RESULT | USE OF RESULTS FOR IMPROVEMENT

* denotes a required field.

Submission Date *
04/28/2024

Results (1) *

Reporting Period * | v

Conclusion * | v

Analysis of Results (1) *

Related Documents

Document Name	Document Description
+	

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

Nuventive Solutions | Welcome, vwilliams1@tnstate.edu | Go To My Assignments | Sign out

AA - Academic and Student Service Unit - Honors College

ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT | Close | Save

Honors Student Matriculation

Show Details (circled in red)

RESULT | USE OF RESULTS FOR IMPROVEMENT

* denotes a required field.

Submission Date *
04/28/2024

Results (1) *

Reporting Period * | v

Conclusion * | v

Analysis of Results (1) *

Related Documents

Document Name	Document Description
There are no documents attached	

Charts & Graphs Press ALT + 0 for accessibility help

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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.

The screenshot shows the 'Honors Student Matriculation' form in the Nuventive Solutions system. The form is titled 'ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT' and includes a 'Close' and 'Save' button. The form content includes:

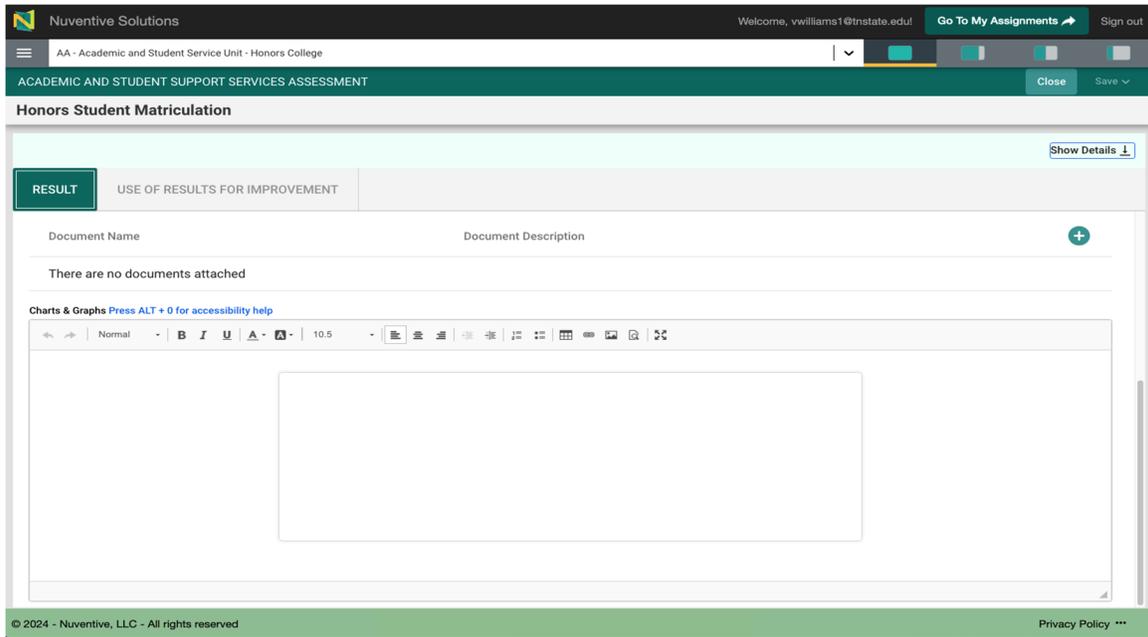
- Intended Outcome:** Students who are enrolled in the Honors College matriculate in good standing to return the next academic year.
- Measurement/Method of Assessment:** Students who are enrolled in the Honors College matriculate in good standing to return the next academic year.
- Criterion for Success/Performance 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.

The form fields are:

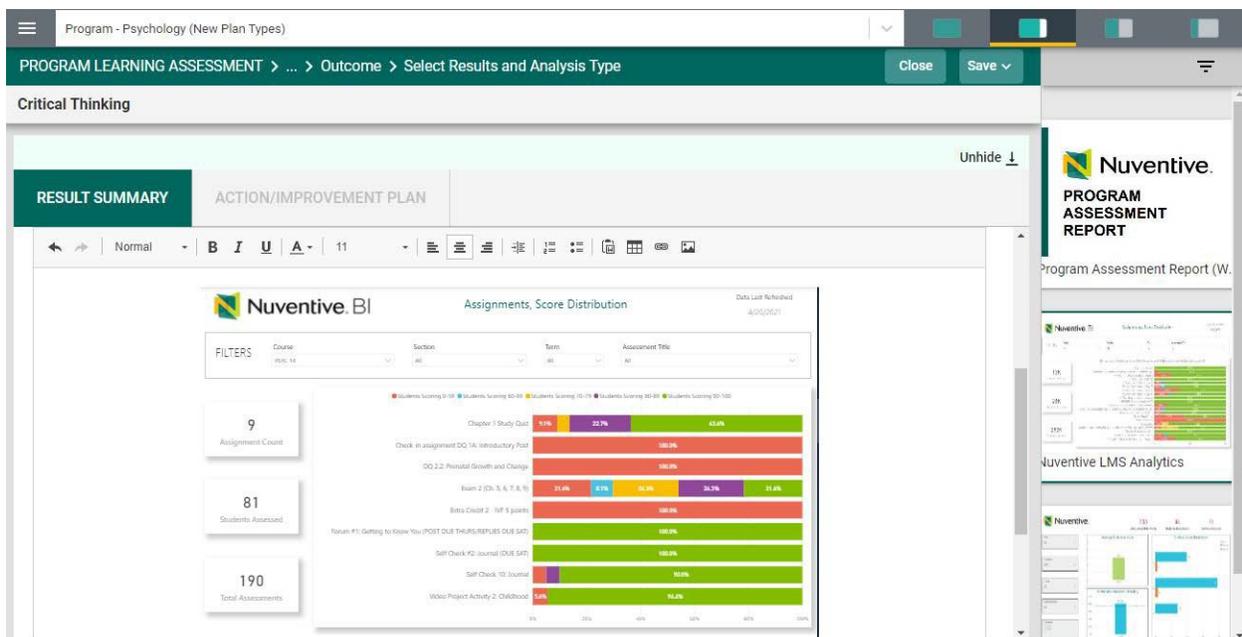
- Submission Date ***: 04/28/2024
- Results ***: (Empty text box)
- Reporting Period ***: (Dropdown menu with options: 2021 - 2022, 2022 - 2023, 2023 - 2024, 2024 - 2025)
- Related Documents**: (Table with columns for Document Name and Document Description)

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.



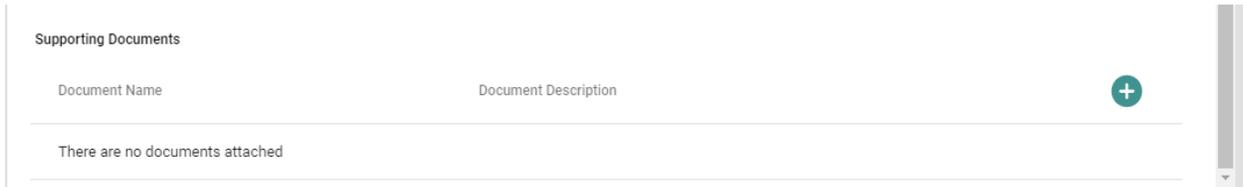
Example: Graphic cut & pasted from PowerBI Report in the right-hand panel.



Remember to **Save** your work!

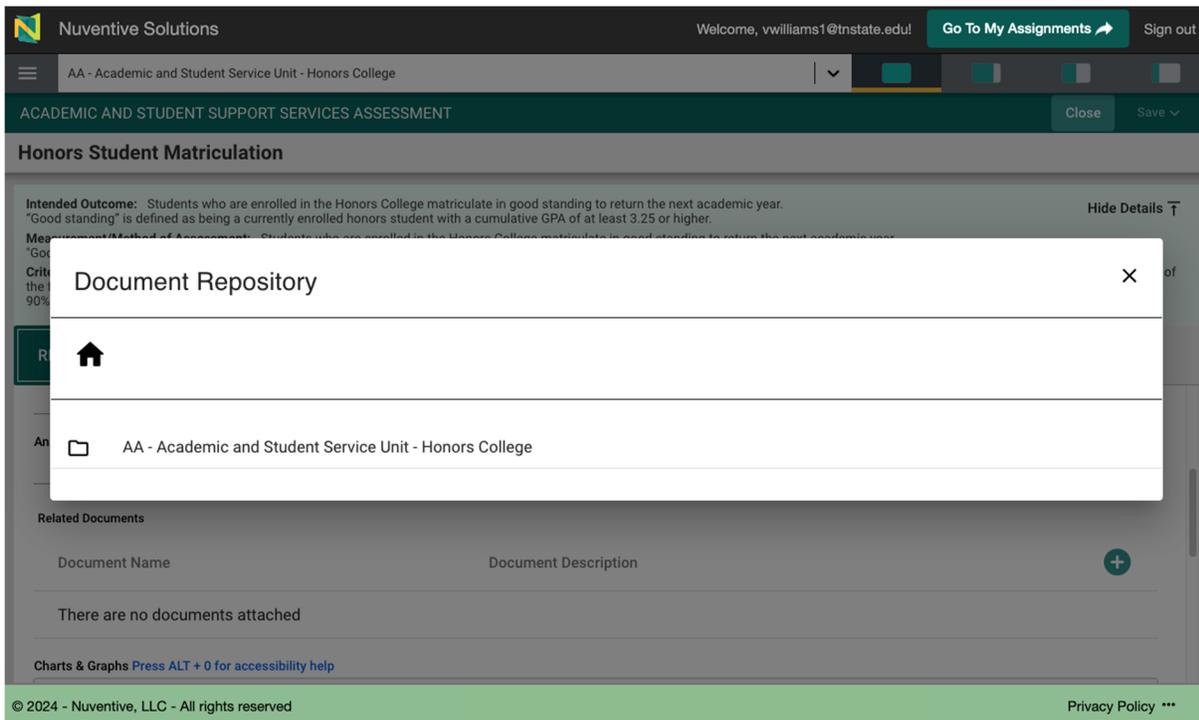
The next field, Supporting Documents, will allow you to select documents/files from the

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.

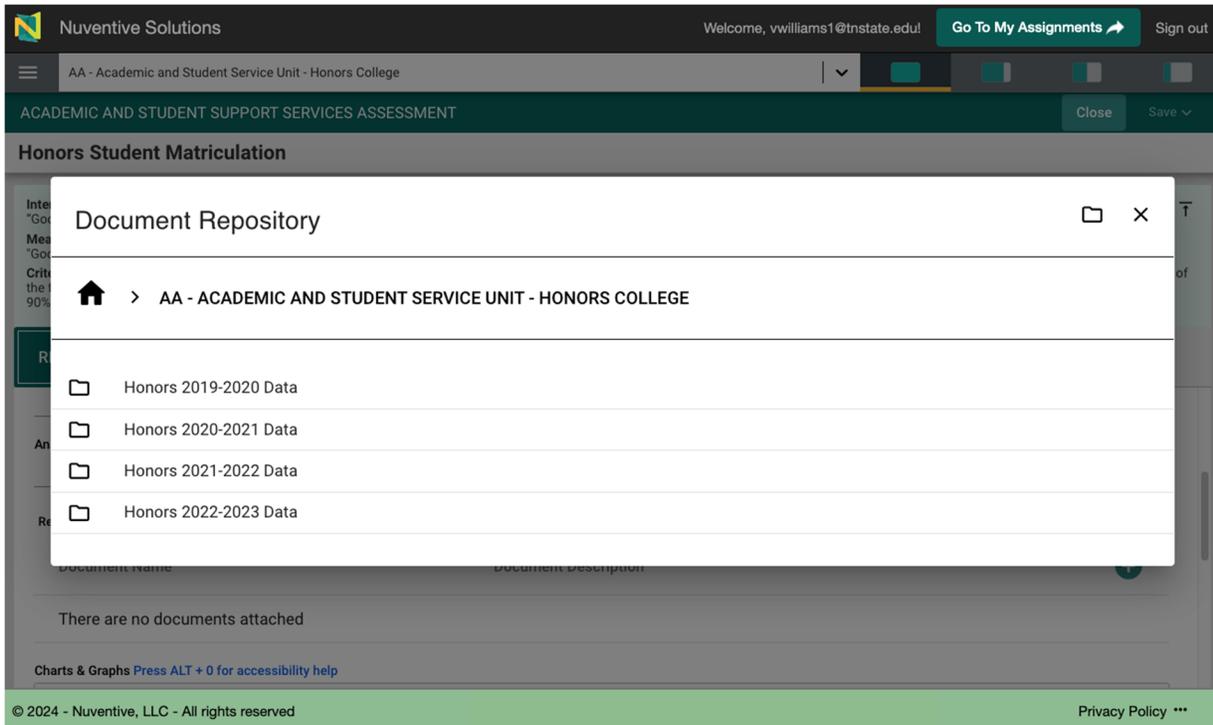


To add an item from the Document Library/Repository or attach a new document, begin by clicking the green circle with the plus (+) sign. 

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

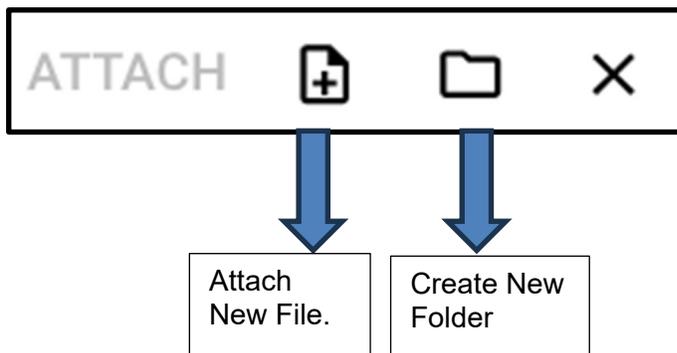


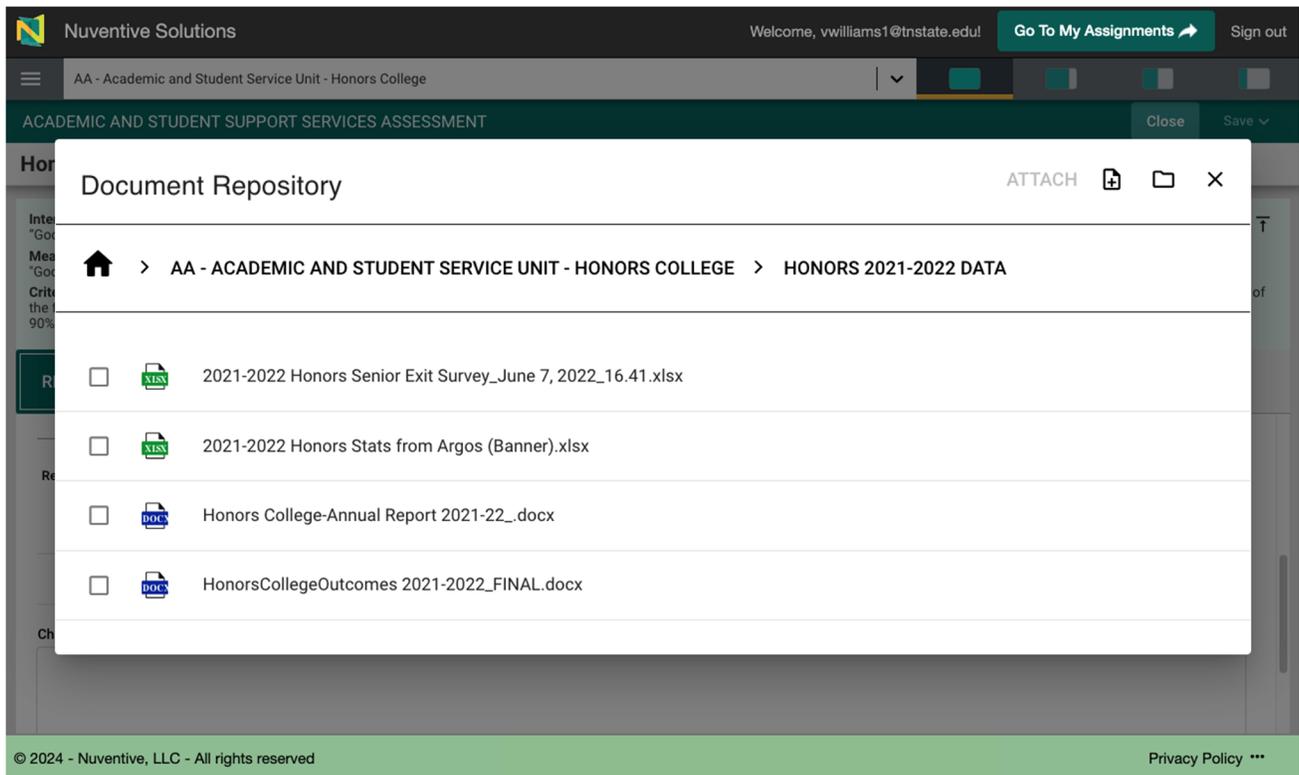
Select a folder where you have stored the file by clicking on it. The folder will open and allow you to select a file. If adding a new file, select the folder where you wish to store the file. The following example is subfolders by data collection period.



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.

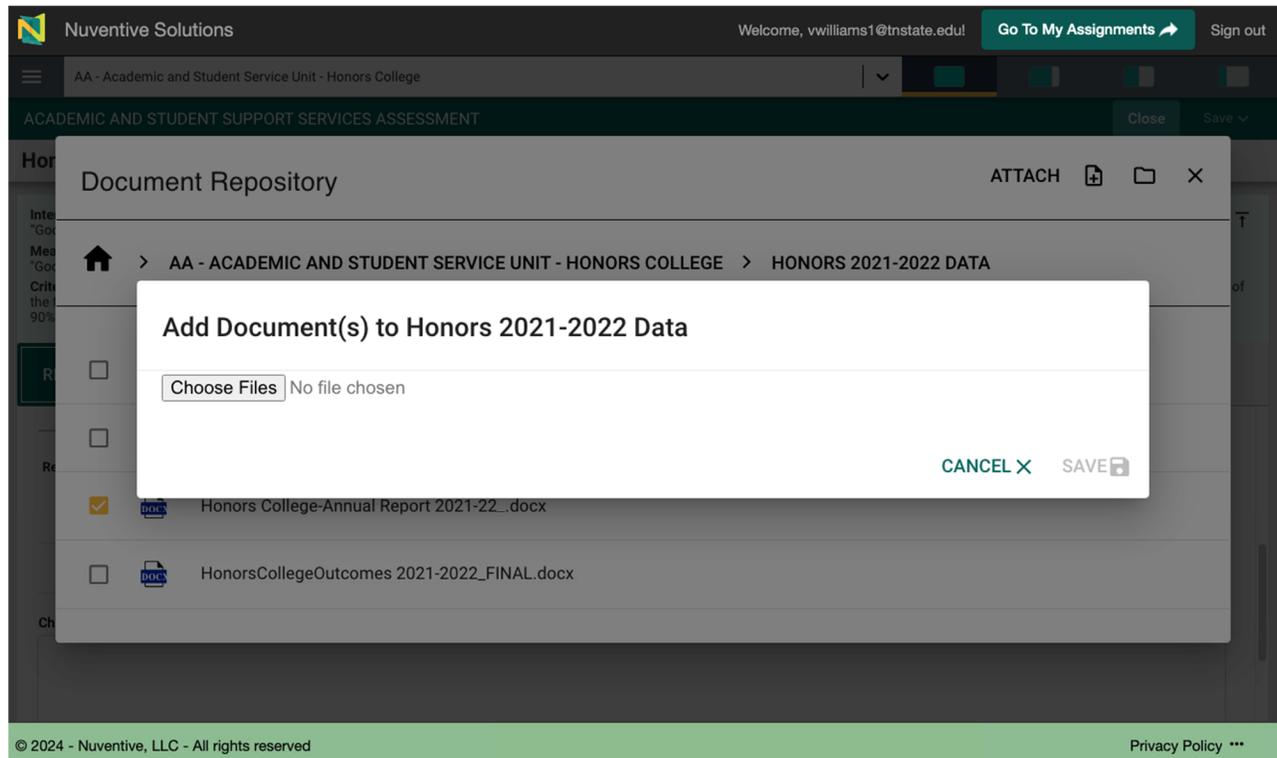
Note: If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by clicking on one of the icons next to the Attach icon.



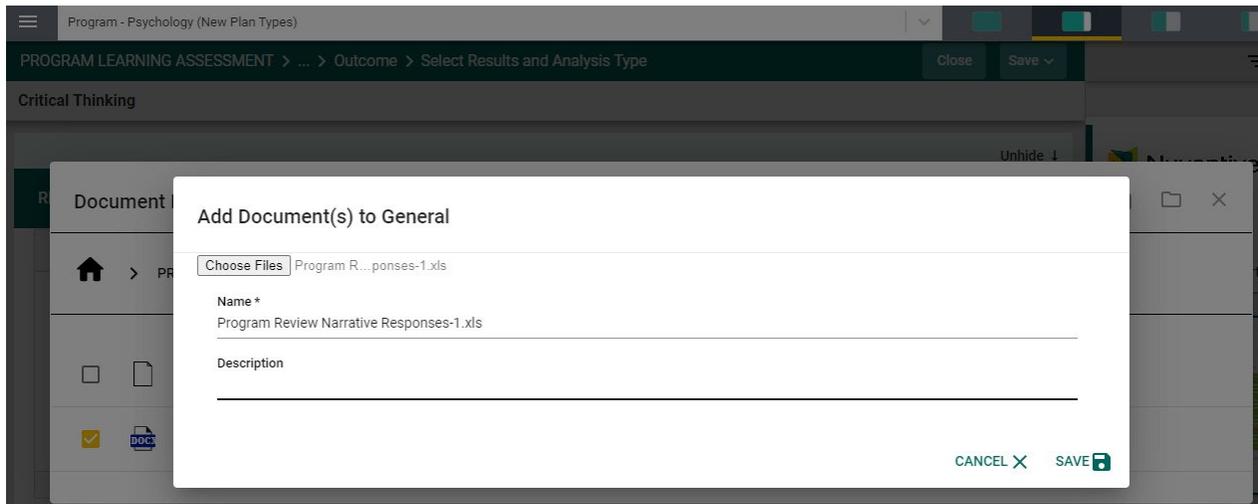


Once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon is not available until a file is selected.

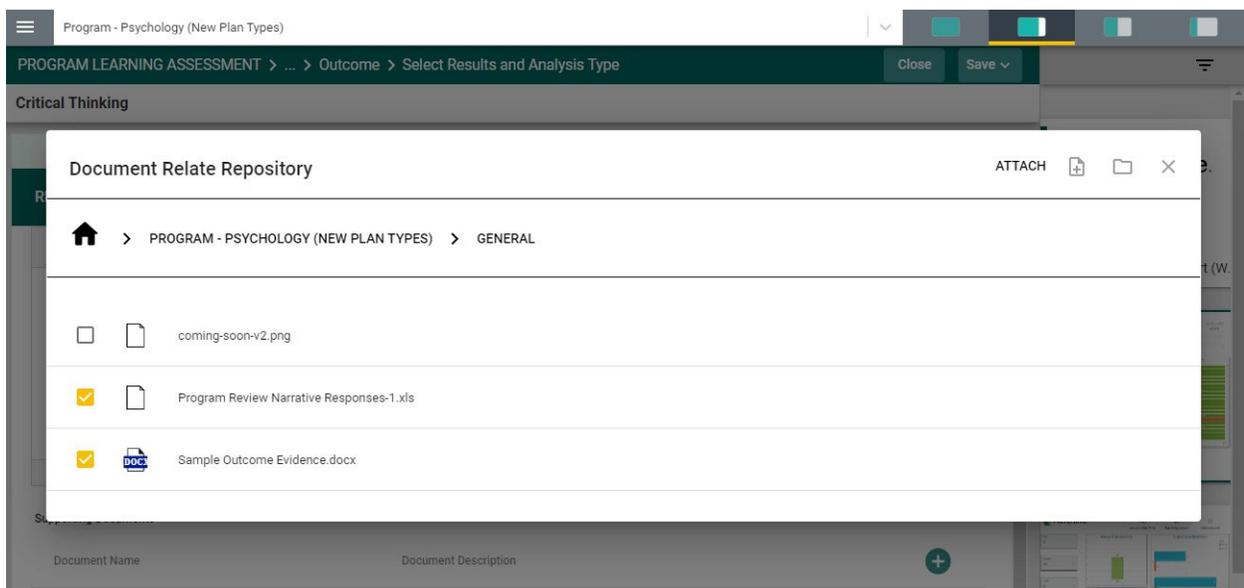
If adding a new file to the Document Library/Repository, instead of selecting an existing file click the add file icon  . Once you have clicked on the icon, the following dialog box will open. Click on the Choose Files button and select a file from your computer.



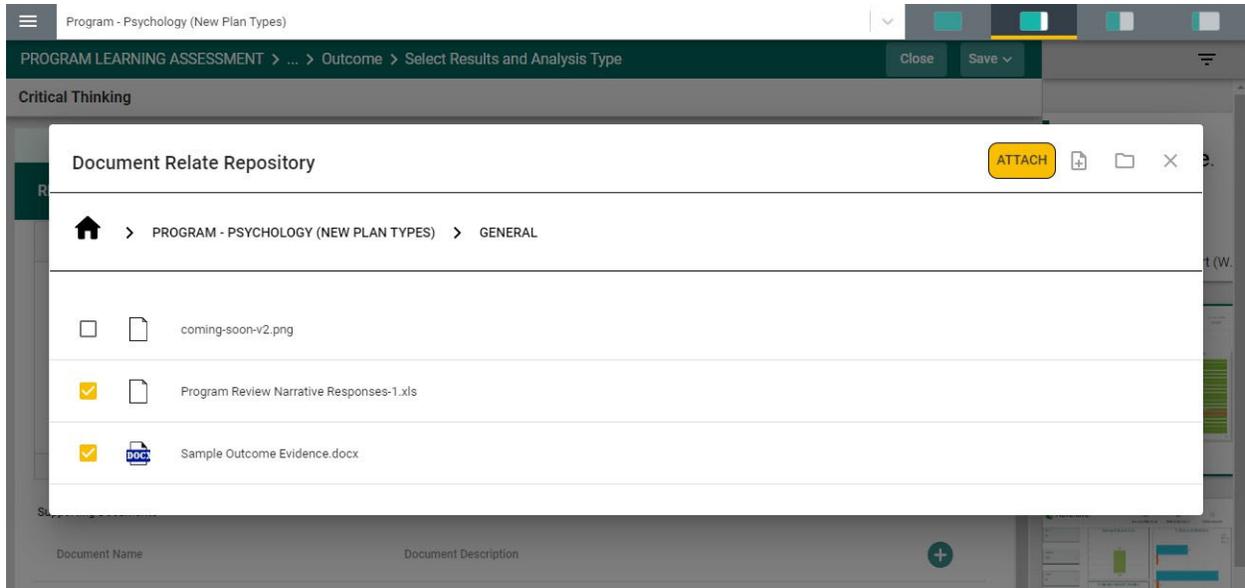
The file will now appear in the in the dialog box. Now click **Save** to upload the file.



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, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow.



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

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

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.

The screenshot displays the 'HONORS Student Matriculation' assessment card. At the top, there is a dark green header with the text 'ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT' and buttons for 'Close' and 'Save'. Below the header, the title 'Honors Student Matriculation' is shown. The main content area is divided into sections: 'Intended Outcome', 'Measurement/Method of Assessment', and 'Criterion for Success/Performance Target'. Below these is a 'RESULT' section with a highlighted 'USE OF RESULTS FOR IMPROVEMENT' tab. The form fields include 'Submission Date *', 'Closing the Loop ⓘ *', 'Evidence of Improvement/Impact ⓘ *', and 'Action Plan ⓘ *'. A 'Related Documents' section shows a table with columns for 'Document Name' and 'Document Description', and a '+ ' button. Below this is a 'Follow-Up' section. At the bottom, there is a green footer with '© 2024 - Nuventive, LLC - All rights reserved' and a 'Privacy Policy' link.

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 

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.

ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT Close Save

Honors Student Matriculation

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. Hide Details

Measurement/Method of Assessment: 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.

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.
90% of students enrolled in the Honors College will return after the spring semester and enrolled at the beginning of the fall semester.

RESULT **USE OF RESULTS FOR IMPROVEMENT**

Submission Date *
05/24/2023

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 Description	
There are no documents attached		
Follow-Up		+

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You have now completed the **USE OF RESULTS FOR IMPROVEMENT**

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.

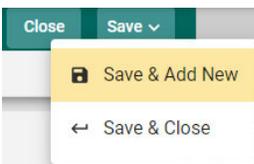
MAPPING TO STRATEGIC GOALS

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’ 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.

The screenshot shows the Nuventive Solutions interface for mapping. At the top, there is a navigation bar with the Nuventive logo, user information (Welcome, vwilliams1@tnstate.edu!), and a 'Go To My Assignments' button. Below this is a breadcrumb trail: 'AA - Academic and Student Service Unit - Honors College'. The main header is 'MAPPING' with a 'Save' button on the right. Below the header, there are two dropdown menus: 'Outcome Status' (set to 'View All') and 'Planned Assessment Cycle' (set to 'View All'). The main content area is titled 'Academic and Student Support Services' and contains a table with columns for 'Honors Student Matriculation', 'Honors Distinction', and 'Honors Student Research'. The table lists various goals and objectives, with 'X' marks indicating mapping. A red circle highlights the 'Save' button in the top right corner of the table area.

Goal/Objective	Honors Student Matriculation	Honors Distinction	Honors Student Research
Curriculum Mapping	X	X	
GOAL 1: OBJECTIVE 2	X		X
GOAL 1: OBJECTIVE 3			
GOAL 1: OBJECTIVE 4			
GOAL 1: OBJECTIVE 5			
GOAL 1: OBJECTIVE 6			X
GOAL 2: OBJECTIVE 1			
GOAL 2: OBJECTIVE 2			

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

The screenshot shows the Nuventive Solutions interface for Curriculum Mapping. The top navigation bar includes the Nuventive Solutions logo, the user's name (vwilliams1@tstate.edu), and a 'Go To My Assignments' button. The main header shows 'COB - BUSINESS INFORMATION SYSTEMS (BBA)' and a 'MAPPING' tab. Below the header, there are filters for 'Program Student Learning Outcome Status' and 'Planned Assessment Cycle'. The main content area is titled 'Educational Programs' and contains a table with the following columns:

- Curriculum Mapping** (dropdown menu)
- 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 Technology Concentration - E-Business Technology** (Students will be able to identify fundamental attributes of E-Business technology in an online marketplace.)
- E-Business Concentration - Design and Development** (Students will design in a business environment.)

The table rows list various courses with their corresponding PLO alignment indicators (I, R, M, A). A red circle highlights the 'Curriculum Mapping' dropdown menu.

Course	BIS Information Systems Concentration - Database Design	BIS Industry Concentration - Computer Network Design and...	E-Business Technology Concentration - E-Business Technology	E-Business Concentration - Design and Development
Curriculum Mapping	I R M A	I R M A	I R M A	I R
BISE 3350 Business Research & Report Writing	I R M A	I R M A	I R M A	I R
BISE 3400 Desktop Presentation Tools	I R M A	I R M A	I R M A	I R
BISE 4000 Information and Media Management	I R M A	I R M A	I R M A	I R
BISE 4300 Administrative Office Management	I R M A	I R M A	I R M A	I R
BISI 2150 Microcomputer Applications	I R M A	I R M A	I R M A	I R
BISI 3160 Business Application Development	I R M A	I R M A	I R M A	I R
BISI 3230 Management Information Systems	I R M A	I R M A	I R M A	I R
BISI 3260 Object-Oriented Programming	I R M A	I R M A	I R M A	I R
BISI 3360 Information Technology and Cloud Computing	I R M A	I R M A	I R M A	I R
BISI 3500	I R M A	I R M A	I R M A	I 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.

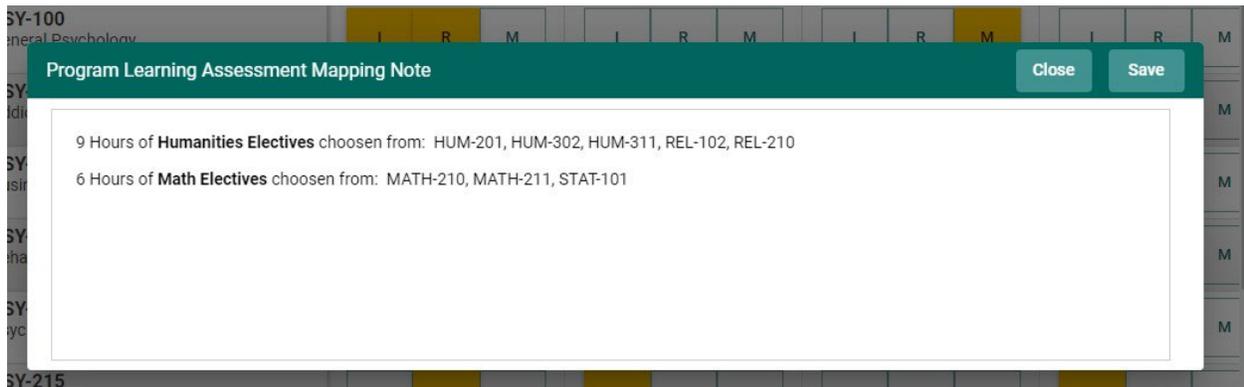
Educational Programs					Add Note 
<small>I = Introduced, R = Reinforced, M = Mastered, A = Assessed</small>					
Curriculum Mapping	BIS Information Systems Concentration - Database Design <small>Students will be able to design a database using modeling technology.</small>	BIS Industry Concentration - Computer Network Design and... <small>Students will identify the concepts and principles in computer network design and configuration.</small>	E-Business Technology Concentration - E-Business Technology <small>Students will be able to identify fundamental attributes of E-Business technology in an online marketplace.</small>	E-Bus Desig Studer in a bu	
Administrative Office Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BISI 2150 Microcomputer Applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BISI 3160 Business Application Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BISI 3230 Management Information Systems	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BISI 3260 Object-Oriented Programming	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BISI 3360 Information Technology and Cloud Computing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BISI 3500 Data Mining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BISI 3610 Introduction to Relational Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BISI 4150 Database Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BISI 4160 Data Analytics and Visualization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BISI 4230 Analysis, Design, and Implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BISI 4240 Enterprise Computing Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

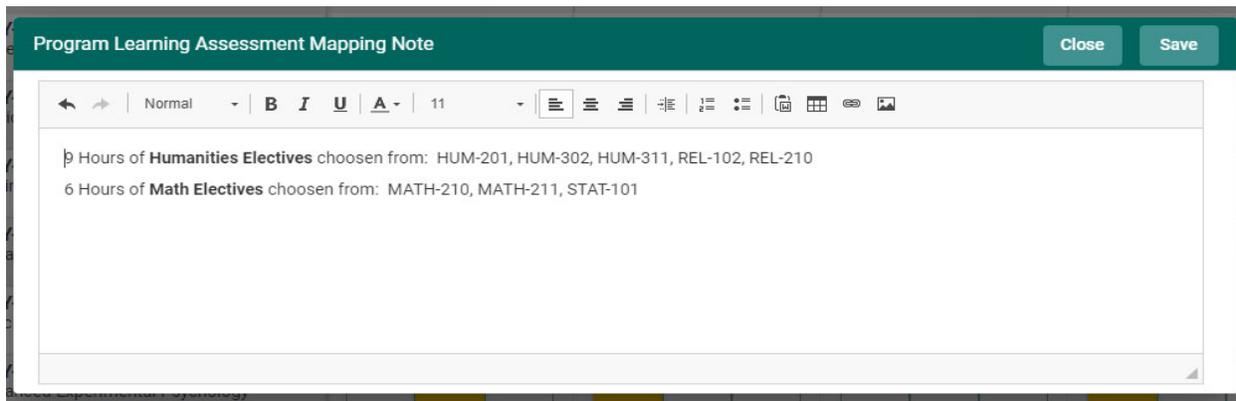


icons to the right, just below the Save button.

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



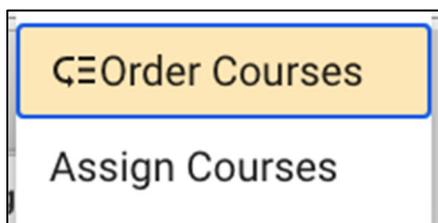
This is where you can add notes relevant to your mapping work. To add notes, Click within the dialog box. The dialog box now changes to a text box with options like that of a Word document. You will now be able to customize the font, add a table, include a picture or graphic, and/or locate and include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



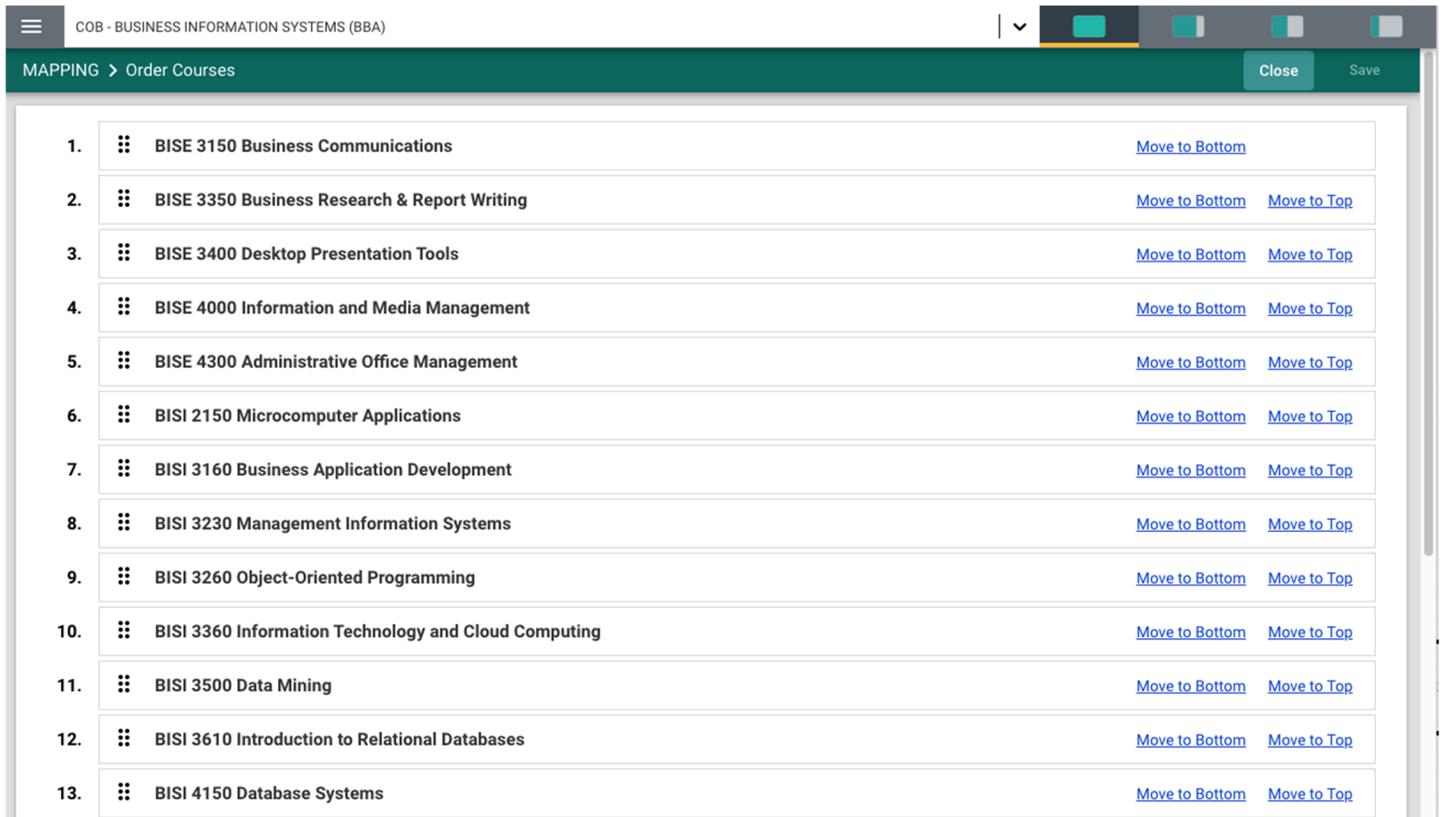
Once you have completed adding the Note, Click the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, click **Close**



By clicking on the ellipsis , the following options will appear.



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



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:

COB - BUSINESS INFORMATION SYSTEMS (BBA)

MAPPING > Assign Courses Close Save

Choose a Unit

COB - BUSINESS INFORMATION SYSTEMS (BBA)

Available Courses Showing All of 4662

- ACC 1104: Principles of Accounting I
- ACC 1105: Principles of Accounting II
- ACCT 1010: Principles of Accounting I
- ACCT 1020: Prin of Accounting II
- ACCT 1105: Principles of Accounting II
- ACCT 2010: Accounting Principles I (Financial)
- ACCT 2020: Accounting Principles II (Managerial)
- ACCT 2321: Intermediate Acct I
- ACCT 2331: Tax Accounting
- ACCT 2341: Cost Accounting
- ACCT 2382: Accounting Systems Appls
- ACCT 2399: Accounting Capstone
- ACCT 3030: Environmental Resource Economics and Management
- ACCT 3050: Financial Information for Entrepreneurial Ventures
- ACCT 3070: Federal Income Tax I
- ACCT 3110: Intermediate Accounting I
- ACCT 3120: Intermediate Accounting II
- ACCT 3130: Intermediate Accounting III
- ACCT 3140: Cost Accounting
- ACCT 3150: Forensic Accounting and Analytics
- ACCT 3200: Accounting Information Systems
- ACCT 3220: Communications in Accounting
- ACCT 4010: Advanced Accounting
- ACCT 4030: Governmental/NFP Accounting
- ACCT 4160: Internal Auditing
- ACCT 4170: Federal Income Tax II
- ACCT 4190: Advanced Cost Accounting
- ACCT 4220: Accounting Theory
- ACCT 4230: Auditing Theory
- ACCT 4240: Advanced Auditing

ASSIGN ▼

◀ REMOVE

Assigned Courses (32)

- BISE 3150: Business Communications
- BISE 3350: Business Research & Report Writing
- BISE 3400: Desktop Presentation Tools
- BISE 4000: Information and Media Management
- BISE 4300: Administrative Office Management
- BISI 2150: Microcomputer Applications
- BISI 3160: Business Application Development
- BISI 3230: Management Information Systems
- BISI 3260: Object-Oriented Programming
- BISI 3360: Information Technology and Cloud Computing
- BISI 3500: Data Mining
- BISI 3610: Introduction to Relational Databases
- BISI 4150: Database Systems
- BISI 4160: Data Analytics and Visualization
- BISI 4230: Analysis, Design, and Implementation
- BISI 4240: End-User Computing Development
- BISI 4250: Decision Support Systems
- BISI 4260: Training Strategies for BIS Professionals
- BISI 4300: Business Telecommunications
- BISI 4360: Computer Networking
- BISI 4364: Cyber Security and Forensics
- BISI 4400: Website Design and Development
- BISI 4410: Web Technologies and Applications
- BISI 4550: Project Management
- BISI 4600: Business Intelligence
- BISI 4800: Internship
- BISI 4810: Seminar Information Systems
- BISI 4900: Practicum
- BISI 4990: Independent Study in BIS
- BLAW 3000: Legal and Ethical Environment of Business

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.

Educational Programs

X = X - Highlight to Align

Add Note

- GENERAL EDUCATION COMPE... v	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 Technology Concentration - E-Business Technology Students will be able to identify fundamental attributes of E-Business technology in an online marketplace.	E-Busin Design Students in a busin
<p>- GENERAL EDUCATION COMPETENCIES - General Education Competencies</p> <p>Curriculum Mapping</p> <p>Recipients of the bachelor's degree should be able to construct and communicate original knowledge effectively in writing, in oral presentations, and through the use of...</p>				
<p>Inquiry and Reasoning</p> <p>Recipients of the bachelor's degree should demonstrate the ability to define problems, discover relevant information, assess the validity of evidence, analyze complex...</p>		X	X	
<p>Human & Natural World</p> <p>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...</p>				

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.

Nuventive Solutions Welcome, williams1@tstate.edu! [Go To My Assignments](#) [Sign out](#)

AA - Academic and Student Service Unit - Honors College

HOME

GENERAL INFORMATION

ACADEMIC AND STUDENT SUPPORT SERVICES ASSESSMENT

MAPPING

ASSESSMENT REVIEW AND APPROVAL ^

Assessment Review and Approval

Institutional Effectiveness Outcomes Assessment Audit Summary

REPORTS AND DASHBOARDS v

DOCUMENT LIBRARY

Unit Summary

Dataset is refreshed overnight

Data Last Updated: 4/28/2024 11:38:50 PM

Assessment Summary

Item	Results	Results with 'Criteria Met'	Results with 'Criteria Not Met'	Action Plan
2	8	7	0	8
2	8	8	0	8
2	8	6	2	8
6	24	21	2	24

Outcome Mapping

Intended Outcome	Strategic Goal
Honors Distinction	GOAL 1: OBJECTIVE 1
Honors Student Matriculation	GOAL 1: OBJECTIVE 1
Honors Student Matriculation	GOAL 1: OBJECTIVE 2
Honors Student Research	GOAL 1: OBJECTIVE 2
Honors Student Research	GOAL 1: OBJECTIVE 6
Honors Student Research	GOAL 3: OBJECTIVE 2
Honors Student Research	GOAL 3: OBJECTIVE 4

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Version May 2024

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ASSIGNMENTS

CREATING ASSIGNMENTS

Start from the Home screen and select Program Assessment

The screenshot shows the Nuventive Solutions dashboard for 'Academic Program - SAMPLE'. The left sidebar is open, highlighting 'PROGRAM ASSESSMENT'. The main content area displays the 'Program Assessment Summary' table and the 'PSLO Mapping' table.

Assessment Methods	Results	Results with 'Criteria Met'	Results with 'Criteria Not Met'	Results with Action Plan	
Thinking	1	3	1	0	2
Humility	1	1	0	0	0
Reasoning	0	0	0	0	0
Communication	0	0	0	0	0
Total	2	4	1	0	2

Course	Mapped PSLO
ASCT 1234	Critical Thinking
	Ethical Reasoning
	Written Communication
ASCT 2745	Written Communication
	Written Communication
ASCT 3333	Critical Thinking
	Written Communication
ASCT 4444	Critical Thinking
MATH 2125	Critical Thinking
	Written Communication
PHIL 201	Cultural Humility
PHIL 2430	Cultural Humility
	Ethical Reasoning
	Written Communication
RELS 3300	Ethical Reasoning
	Written Communication

The following screen open and select the Outcomes card –Using the ellipses OPEN the outcome for which you are making the assignment.

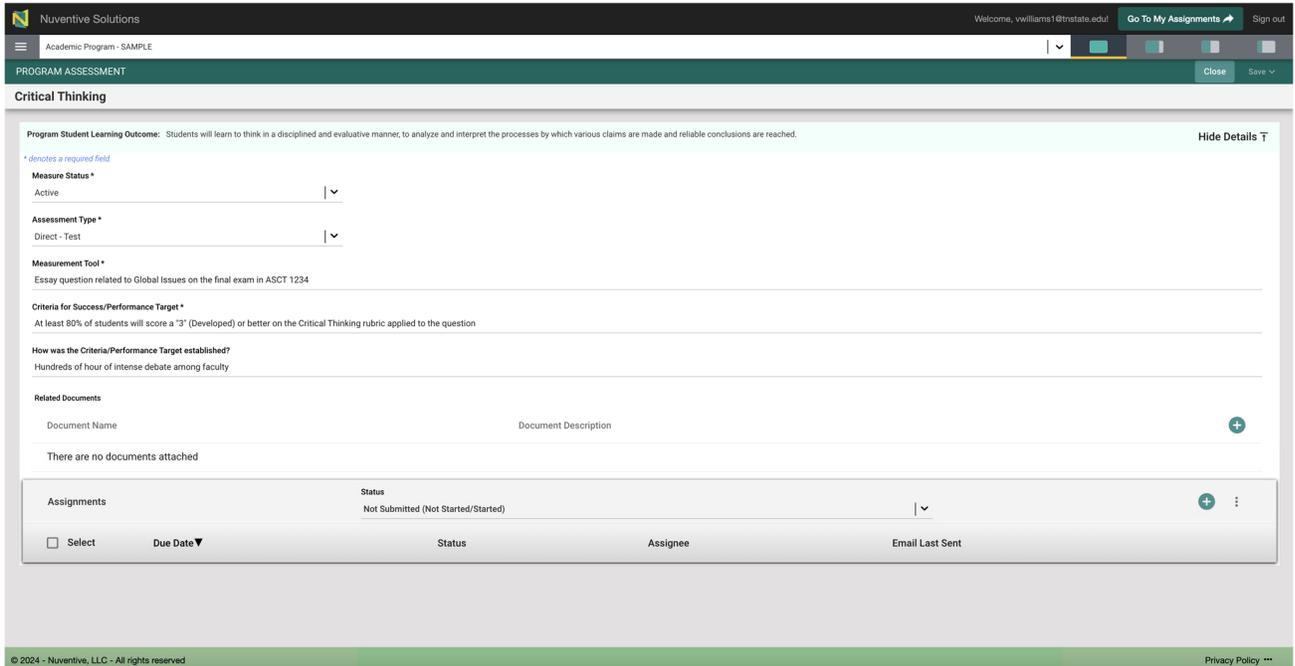
The screenshot shows the 'Educational Programs' page with a list of outcomes. The 'Critical Thinking' card is selected, and a context menu is open over it, showing options: Open, Copy, Audit Log, and Delete.

- Critical Thinking**
Program Student Learning Outcome: Students will learn to think in a disciplined and evaluative manner, to analyze and interpret the processes by which various claims are made and reliable conclusions are reached.
Program Student Learning Outcome Status: Active
Planned Assessment Cycle: 2022 - 2023, 2023 - 2024, 2024 - 2025
Start Date: [blank]
Archived Date: [blank]
- Cultural Humility**
Program Student Learning Outcome: Students will identify and analyze complex cultural practices, values, and beliefs and navigate the ways cultural differences shape meaning.
Program Student Learning Outcome Status: Active
Planned Assessment Cycle: 2022 - 2023, 2023 - 2024
Start Date: [blank]
Archived Date: [blank]
- Ethical Reasoning**
Program Student Learning Outcome: Students will critically contemplate the conflicting value choices of the ethically complex world in which we live, articulate their own values, and reflect on how these values shape their ethical decisions.
Program Student Learning Outcome Status: Active

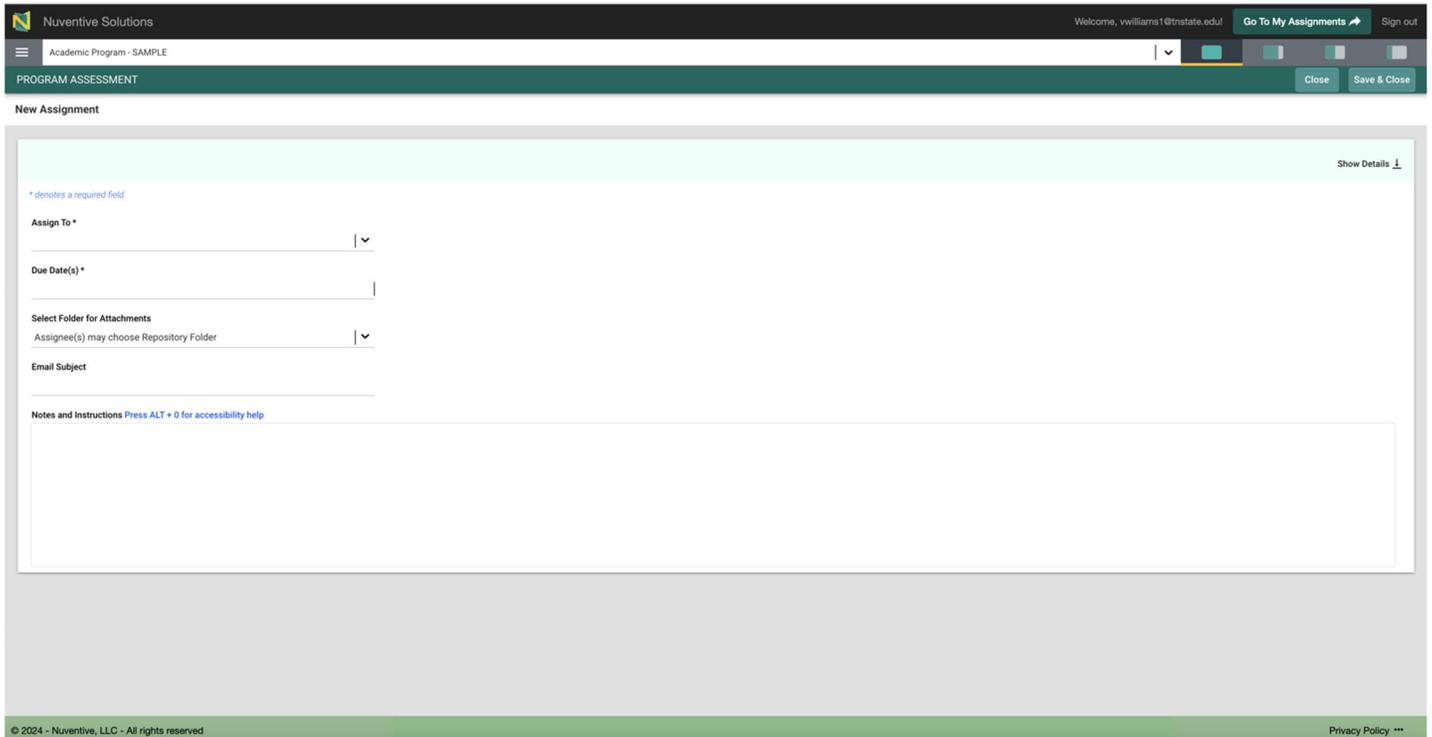
Default is Learning outcome but select the second tab ...Measurements

The screenshot displays the Nuventive Solutions web application interface. At the top, the header includes the Nuventive Solutions logo, the user's name 'Welcome, vwilliams1@inststate.edu', and a 'Go To My Assignments' button. Below the header, the main content area is titled 'PROGRAM ASSESSMENT' and 'Critical Thinking'. The interface features a navigation bar with tabs for 'PROGRAM STUDENT', 'LEARNING OUTCOME', 'MEASUREMENTS', and 'RESULTS'. The 'MEASUREMENTS' tab is currently selected. A search bar is visible above the main content area. The main content area displays a list of measurement tools, with the first item being 'Essay question related to Global Issues on the final exam in ASCT 1234'. This item is expanded to show details: 'Measurement Tool: Essay question related to Global Issues on the final exam in ASCT 1234', 'Measure Status: Active', 'Assessment Type: Direct - Test', and 'Criteria for Success/Performance Target: At least 80% of students will score a '3' (Developed) or better on the Critical Thinking rubric applied to the question'. Below this, it states 'How was the Criteria/Performance Target established? Hundreds of hour of intense debate among faculty'. A context menu is open over the 'Open' button, showing options for 'Open', 'Copy', 'Audit Log', and 'Delete'. The footer of the page contains the copyright notice '© 2024 - Nuventive, LLC - All rights reserved' and a 'Privacy Policy' link.

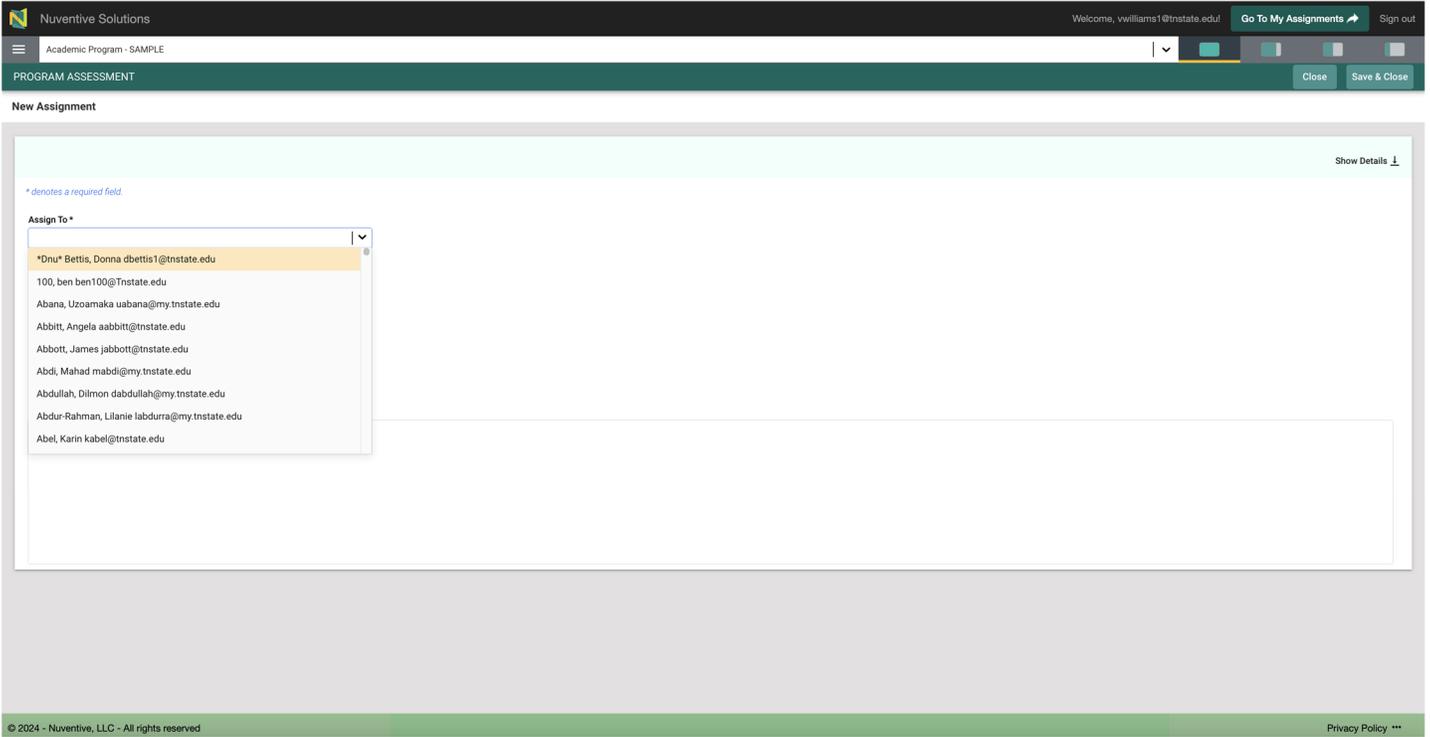
Using the ellipses, open the measurement and the following screen will open. Open measure screen--- make sure the type and tool information is correct. Select the Green Plus sign in the lower right corner, across from Assignments.



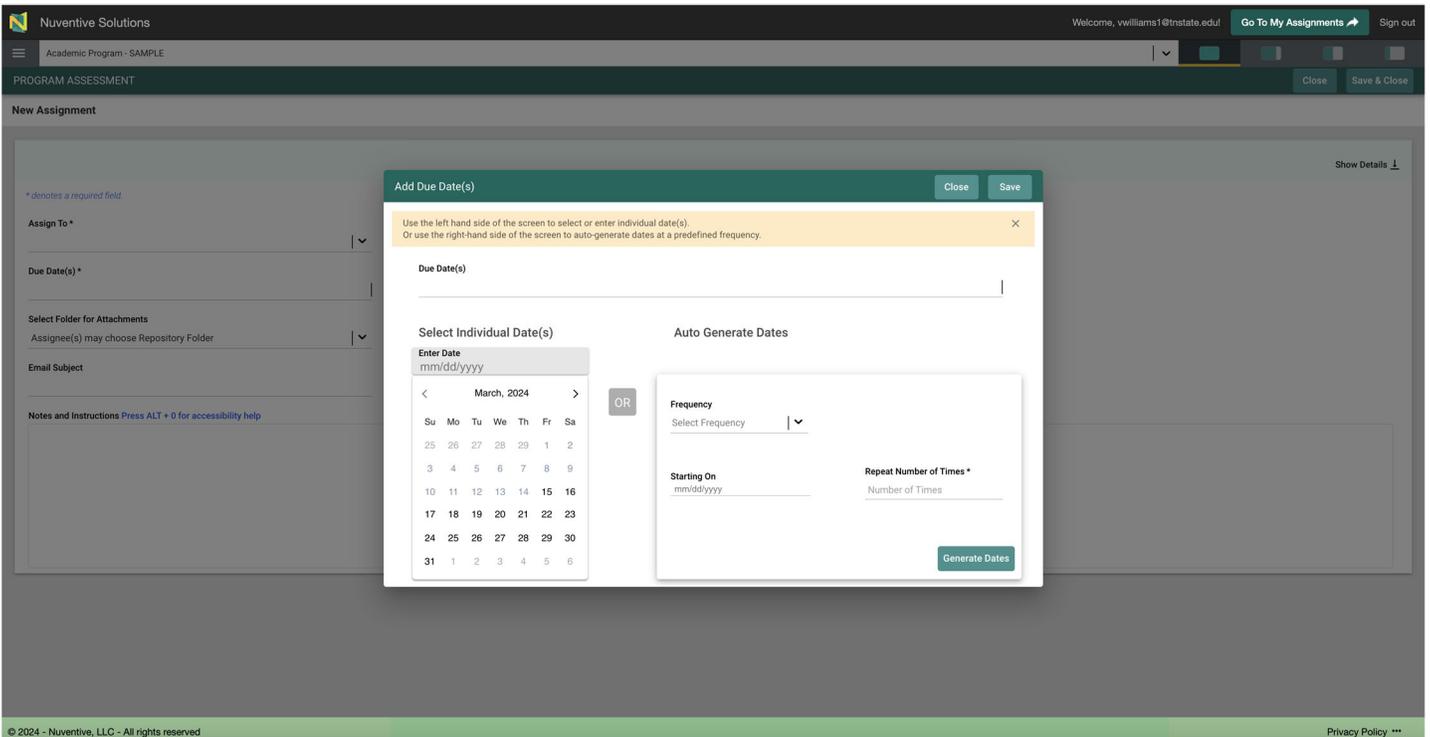
The Following assignment screen will open.



Using the Assign To field search for the person that you are making the assignment to



Click Due Date and the following screen opens allowing you to select from due date or options.



Select folder for documents --- choices are configured in the Document Repository Tab, Two choices.... Specify the folder or allow the assignee to select the folder.

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

New Assignment

* denotes a required field

Assign To *

Due Date(s) *

Select Folder for Attachments
Assignee(s) may choose Repository Folder

Email Subject

Notes and instructions Press ALT + 0 for accessibility help

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Critical Thinking

Program Student Learning Outcome: Students will learn to think in a disciplined and evaluative manner, to analyze and interpret the processes by which various claims are made and reliable conclusions are reached.

Measure Status *
Active

Assessment Type *
Direct - Test

Measurement Tool *
Essay question related to Global Issues on the final exam in ASCT 1234

Criteria for Success/Performance Target *
At least 80% of students will score a "3" (Developed) or better on the Critical Thinking rubric applied to the question

How was the Criteria/Performance Target established?
Hundreds of hour of intense debate among faculty

Related Documents

Document Name	Document Description
There are no documents attached	

Assignments	Status
Not Submitted (Not Started/Started)	

Select	Due Date	Status	Assignee	Email Last Sent
<input type="checkbox"/>	03/29/2024	Not Started	Valerie Williams	03/14/2024

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MANAGING ASSIGNMENTS

The screenshot shows the Nuventive Solutions web application. The top navigation bar includes the logo, user name 'vwilliams1@tristate.edu', and a 'Go To My Assignments' button. The left sidebar menu has 'ASSIGNMENTS' highlighted. The main content area is titled 'Planned Assessment Cycle' and shows a list of assessment items with a 'View All' button. The items include text such as '...lative manner, to analyze and interpret the processes by which various claims are made and reliable conclusions are reached.' and '...practices, values, and beliefs and navigate the ways cultural differences shape meaning.'

The screenshot shows the 'ASSIGNMENTS' page in the Nuventive Solutions application. The page title is 'Manage Assignments'. Below the title, there are filters for 'Keyword' (set to 'Not Submitted (Not Started/Started)'), 'Status' (set to 'All'), and 'Due Date' (set to 'All'). A table displays the following assignment:

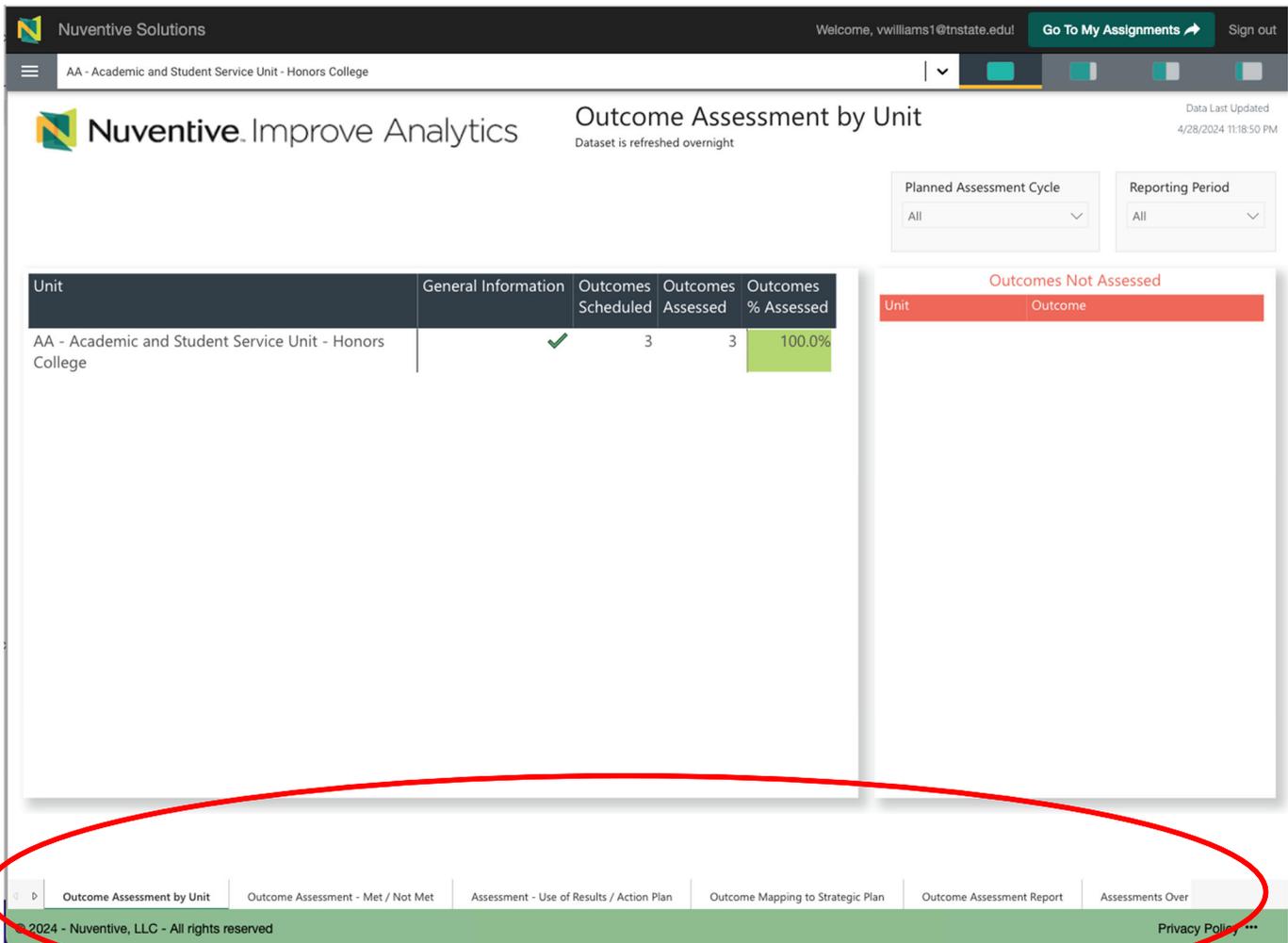
Select	Status	Due Date ▲	Assignment	Assignee	Email Last Sent
<input type="checkbox"/>	Not Started	03/29/2024	Program Student Learning Outcome Name: Critical Thinking Measurement Tool: Essay question related to Global Issues on the final exam in ASCT 1234	Valerie Williams	03/14/2024

The footer of the page includes the copyright notice '© 2024 - Nuventive, LLC - All rights reserved' and a 'Privacy Policy' link.

REPORTS AND DASHBOARDS

All assessment units have **Assessment Unit Outcomes Dashboard** that can be located by clicking on the REPORTS AND DASHBOARDS 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 using the drop-down menu's at the top.



Nuventive Solutions | Welcome, vwilliams1@tnstate.edu! | Go To My Assignments | Sign out

AA - Academic and Student Service Unit - Honors College

Nuventive. Improve Analytics | Outcome Assessment by Unit | Data Last Updated: 4/28/2024 11:18:50 PM

Planned Assessment Cycle: All | Reporting Period: All

Unit	General Information	Outcomes Scheduled	Outcomes Assessed	Outcomes % Assessed
AA - Academic and Student Service Unit - Honors College	✓	3	3	100.0%

Outcomes Not Assessed

Unit | Outcome

Outcome Assessment by Unit | Outcome Assessment - Met / Not Met | Assessment - Use of Results / Action Plan | Outcome Mapping to Strategic Plan | Outcome Assessment Report | Assessments Over

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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.

The screenshot displays the Nuventive Solutions interface for the Department of Biological Sciences. The top navigation bar includes the Nuventive Solutions logo, a user profile for 'vwilliams1@tnstate.edu!', and a 'Go To My Assignments' button. A red circle highlights the 'DEPARTMENT OF BIOLOGICAL SCIENCES DASHBOARD' unit in the search bar. The left-hand navigation menu is open, showing 'HOME' and 'REPORTS AND DASHBOARDS' (with a sub-menu for 'Dashboard - PLO Assessment'). The main dashboard area is titled 'PLO Assessment by Summary Unit' and features a table with the following data:

Programs	% of Programs with PLOs	% of Programs with Results	% of Programs with All PLOs Assessed	PLOs	% of PLOs with Assessment Methods	% of PLOs with Results	% of Results with 'Criteria Met'
3	100.0%	100.0%	100.0%	10	100.0%	100.0%	80.7%

Summary cards below the table indicate '3 Programs with Results' and '0 Programs without Results'. At the bottom, six tabs allow access to different analytics views: 'ment by Summary Unit and Pro...', 'PLO Assessment - Met / Not Met', 'PLO Assessment - Use of Results / Action PL...', 'PLO Mapping to Courses', and 'PLO Mapping to GenEd'. The footer contains copyright information for Nuventive LLC and a Privacy Policy link.

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

Nuventive Solutions | Welcome, vwilliams1@tnstate.edu | Go To My Assignments | Sign out

DEPARTMENT OF BIOLOGICAL SCIENCES DASHBOARD

Nuventive Improve Analytics | PLO Assessment by Summary Unit | Data Last Updated: 4/28/2024 11:18:50 PM | Dataset is refreshed overnight

Summary Unit: All | Program: All | Unit Active Year(s): All | Planned Assessment Cycle: All | Reporting Period: All

Summary Unit	Programs	% of Programs with PLOs	% of Programs with Results	% of Programs with All PLOs Assessed	PLOs	% of PLOs with Assessment Methods	% of PLOs with Results	% of Results with 'Criteria Met'
DEPARTMENT OF BIOLOGICAL SCIENCES DASHBOARD	3	100.0%	100.0%	100.0%	10	100.0%	100.0%	80.7%

3 Programs with PLOs | 0 Programs without PLOs | 3 Programs with Results | 0 Programs without Results

Navigation tabs: PLO Assessment by Summary Unit | PLO Assessment by Summary Unit and Pro... | PLO Assessment - Met / Not Met | PLO Assessment - Use of Results / Action PL... | PLO Mapping to Courses | PLO Mapping to GenEd

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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.