

Quick Start Guide to Reporting in Nuventive for Academic Units

Office of Institutional Effectiveness and Planning | George Mason University

Accessing and Navigating Nuventive

1. Log in to Nuventive (solutions.nuventive.com) using your Mason NetID username and password
2. Once logged in you will be automatically taken to your programs **Home Page**.
3. If you oversee multiple programs you can access the **Organization** drop down menu in the middle of the screen.
4. To navigate within Nuventive, use the **Menu** icon on the top left of the page to see different options.

Entering General Information

1. Select the **Menu** icon and then click **General Information**.
2. The general information page includes your **Mission Statement**, **organizational structure**, and **assessment contact**
3. To edit this information, click the three vertical dots on the right side of the screen and then select edit.
4. Once in edit mode, you can type directly into the **Mission Statement** and **Assessment Contact** sections
5. If you need to edit your **Organizational Structure**, select the dropdown menus for School/College and then Department/Division.
6. When you are finished editing, click **Save**.

Entering Student Learning Outcomes (SLOs)

1. Select the **Menu** icon and then click **Program Assessment Plan and Results**.
2. Once on the page you will see your current SLOs.
3. To **Add a New SLO**, click on the Plus Icon on the top right of the page.
4. You will be able to type directly into the Student Learning Outcome section where you can enter your **SLO Label** and **SLO language**.
5. Use the dropdowns to indicate the **Status of the SLO** and the **Assessment Period**.
6. You can also select whether the SLO is aligned to any **External Accreditation** standard.
7. When complete, click **Save**.
8. To edit a SLO, click on the three vertical dots across from the SLO Label and select **Open** and follow **Steps 4-7** as outlined above

Entering Assessment Methods

1. Select the Menu icon and then click **Program Assessment Plan and Results**.
2. **Edit the SLO** that you are assessing by clicking the edit icon and selecting open.
3. To enter **Assessment Method information**, click on the Assessment Method section title.
4. To create a new method, click the Plus Icon. To edit an existing method, click the three vertical dots and select Open.
5. Once in the new/edit page, select whether the assessment method is a **Direct or Indirect Measure**.
6. To add a **Description** of the assessment measure, its current assessment status, and **Achievement Target**.
7. To add **Supporting Documentation** by clicking the Plus Icon on the bottom right and pulling from your Document Library.
8. When complete, click **Save**.

Entering Finding and Improvements

1. Select the Menu icon and then click **Program Assessment Plan and Results**.
2. **Edit the SLO** for which you wish you enter the findings and improvements by clicking the edit icon and selecting open.
3. To enter **Findings and Improvement**, click on the Findings and Improvements section title.
4. To create a new finding, click the Plus Icon. To edit an existing method, click the three vertical dots and select Open.
5. Once in the new/edit page, you can enter your **Findings** and **Reporting Period** in addition to using a dropdown menu labeled **Conclusion** where you can indicate whether you met, partially met, or did not meet your achievement target.
6. There are sections for you to enter the **Individuals Responsible** for assessment, the **Number of Students** assessment, and **Analysis**.
7. You can add **Supporting Documentation** by clicking the Plus Icon on the bottom right and pulling from your Document Library.
8. At the bottom you will enter your **Actions and Improvements** as well as indicating when the improvements will be completed and the person(s) responsible for improvement.
9. When complete, click **Save**.

Adding Documents to Document Library

1. Navigate to the **Menu** icon on the top left of the page and select **Document Library**.
2. Once in the **Document Library** you can select create **New Folders** by clicking the **Folder Icon** on the top right.
3. When you go into a folder, you can **Add Documents** by clicking the **Page Icon** on the top right.
4. Select the file destination, name the document, and provide any notes you wish before clicking **Save**.