Quick Start Guide to Reporting in Nuventive for Co-Curricular Units

Office of Institutional Effectiveness and Planning I 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 units 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 **Executive** and then **Department/Division.**
6. When you are finished editing, click **Save**.

Entering Goals

1. Select the Menu icon and then click **Unit Goals.**
2. To **Add a New Goal**, click on the Plus Icon on the top right of the page.
3. You will be able to type directly into the various sections where you can enter your **Unit Goal**.
4. Use the dropdowns to indicate the **Status of the Goal** and the **Goal Cycle**.
5. When complete, click **Save**.
6. To edit a goal, click on the three vertical dots and select **Open**.
7.

Entering Outcomes

1. Select the Menu icon and then click **Unit Assessment.**
2. To **Add a New Outcome**, click on the Plus Icon on the top right of the page.
3. You will be able to type directly into the various sections where you can enter your **Outcome**.
4. Use the dropdowns to indicate the **Status of the Outcome** and the **Assessment Period**.
5. When complete, click **Save**.
6. To edit an outcome, click on the three vertical dots and select **Open**.

Mapping (Link the Goal and Outcome)

1. Select the Menu icon and then click **Mapping**.
2. **Goals** are on the left side and **Outcomes** are at the top.
3. Select **X** to align the goal and outcome. Click again to unselect.
4. In this view, you will see all active outcomes.

Entering Assessment Methods

1. Select the Menu icon and then click **Unit Assessment.**
2. Edit the outcome for which you wish you enter the Assessment Methods 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, under **Assessment Measure Name**, provide a 1-3 word description of the measure.
6. You can also add a **Description of the Assessment Measure**, its current **Status**, and **Achievement Target**.
7. You will be able to select whether the assessment method is a **Direct or Indirect Measure**.
8. You can add **Supporting Documentation** by clicking the Plus Icon on the bottom right and pulling from your Document Library.
9. When complete, click **Save**.

Entering Results

1. Select the Menu icon and then click **Unit Assessment**.
2. Edit the outcome for which you wish you enter the findings and improvements by clicking the edit icon and selecting open.
3. To enter Findings and Improvements, click on the **Results** section title.
4. To create a new finding, click the Plus Icon. To edit existing results, click the three vertical dots and select Open.
5. Once in the new/edit page, you can enter the **Date**, **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 also sections for you to enter the **Individuals Responsible** for assessment, the **Number of Students** assessed, and **Analysis of Results**.
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 of the page, you will enter your **Actions and Improvement Plans,** including **Past Improvements** and **Future Improvements**, and the **person(s) responsible** for the improvement plan.
9. When complete, click **Save**.

Adding Documents to the Document Library

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