Quick Start Guide to Reporting in Nuventive for Administrative Units
Office of Institutional Effectiveness and Planning I George Mason University

Accessing and Navigating Nuventive

1. Sign in to Nuventive (solutions.nuventive.com) using your Mason NetID username and password.
2. Once signed in you will be automatically taken to your units's **Home Page.**
3. If you oversee multiple administrative units, use the **Organization** drop down menu in the top middle of the screen to change units.
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 enter this information for the first time, click the plus icon in the middle of the page or at the top right of the page.
4. To edit this information, click the three vertical dots on the right side of the screen and then select edit.
5. Once in edit mode, you can type directly into the **Mission Statement** and **Assessment Contact** sections.
6. If you need to edit your organizational structure, select from the dropdown menus for **Executive** and **Department/Division**.
7. When you are finished editing, click **Save**. If you try to leave the page without saving, it will prompt you to do so.

Entering Goals

1. Select the Menu icon and then click **Admin Goals**.
2. To **Add a New Goal**, click on the plus icon on the top right of the page.
3. To **Edit a Goal**, click on the three vertical dots on the right across from the goal and select **Open**.
4. You will be able to type directly into the various sections where you can enter the **Goal Short Name** and the **Goal** statement.
5. Select the **Goal Cycle** – The year(s) that the goal corresponds to. If you wish to retire a goal, you may change the **Goal Status** from active to archived.
6. When complete, click **Save**. If you try to leave the page without saving it will prompt you to do so.

Entering Objectives

1. Select the Menu icon and then click **Admin Assessment.**
2. To **Add a New Objective**, click on the plus icon on the top right of the page.
3. You will be able to type directly into the **Objective Name** and **Objective** statement sections.
4. Use the dropdown arrows to indicate the **Assessment Period** and whether your objective is related to **Mason's Strategic Plan.**
5. To **Edit an Objective**, click on the three vertical dots on the right across from the objective and select **Open**.
6. Select the **Assessment Period** – The year(s) the objective corresponds to. If you wish to retire an objective, click on **Objective Status** and select archived.
7. When complete, click **Save**. If you try to leave the page without saving, it will prompt you to do so.

Entering Assessment Method and Achievement Target

1. Select the Menu icon and then click **Admin Assessment**.
2. Open the objective for which you wish to enter the methods by clicking on the three vertical dots and selecting **Open**.
3. To enter assessment methods, click on the **Assessment Method** section title.
4. To create a new assessment method for the objective, click the plus icon on the top right side of the page.
5. To edit an existing method, click the three vertical dots and select **Open**.
6. Once in the new/edit page, enter your **Description of Assessment Measure** and **Achievement Target.**
7. You can add **Supporting Documentation** by clicking the plus icon on the bottom right and pulling from your Document Library.
8. If you wish to retire an assessment method, click on status and select archived.
9. When complete, click **Save**. If you try to leave the page without saving, it will prompt you to do so.

Entering Assessment Results

1. Select the Menu icon and then click **Admin Assessment**.
2. Open the objective for which you wish to enter the results by clicking on the three vertical dots and selecting **Open**.
3. To enter **Results**, click on the Results section title.
4. To create new results, 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 your reporting period, conclusion regarding whether you met your assessment target

and your **Results Discussion and Analysis** information.

6. Scroll to the bottom of the page to enter your **Actions and Improvement Plans** where you can outline past and future improvements as well as the date by which the improvements will be made and the individual(s) responsible for improvements.
7. You can add **Supporting Documentation** by clicking the plus icon on the bottom right and pulling from your Document Library.
8. When complete, click **Save**. If you try to leave the page without saving it will prompt you to do so.

Mapping

1. Use mapping to link an objective to the goal it supports. Select the Menu icon and then click **Admin Assessment>Goal Mapping**.
2. You will see goal names on the left side and the objective names at the top of the page.
3. Select the goal the objective supports by clicking on the square. Click again to unselect the goal.
4. You can limit the objectives you see on the map by selecting the **Assessment Period(s) or** the **Objective Status** to be displayed.

Adding Documents to 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 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**.

Reports

1. To produce an assessment report, select the Menu icon and then click **Reports**.
2. On the right-hand panel you will have a choice of two formats: A 2-Column report with filters or a Narrative Report. Select the type of report you want to run.
3. If you made recent modifications to your assessment information, be sure to click the **Refresh Report** icon at the top before you run the report.
4. The two-column report allows you to filter goals and objectives by year and status. Select the years and status you want to display and click **Run Report**.
5. After you run the report you will have the option to download or print the report.