![George Mason University logo]

OFFICE OF INSITUTIONAL EFFECTIVENESS AND PLANNING

Quick Start Guide to Reporting in Nuventive for Academic Programs

Access Nuventive
1. Log in to 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.

Review General Information
1. Select the menu icon and then click *General Information*.
2. Review the general information page and make sure the Mission Statement, College/School, Department/Division and Assessment Contact is accurate.
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.

Upload a Curriculum Map
1. Click on the *Document Library* in the menu and locate the folder Curriculum Maps.
2. Upload a current curriculum map by clicking on the add document icon.

Review 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. Type directly into the Student Learning Outcome section and enter your SLO Label and SLO language.
5. Use the dropdowns to indicate the Active or Archived status of the SLO and select the 2023-2024 assessment period.
6. You can also select whether the SLO is aligned to any external accreditation standard and undergraduate programs can list if the SLO aligns with any SCHEV competencies.
7. When complete, click Save.
8. To edit a SLO, click on the three vertical dots across from the SLO Label, select open, and follow steps 4-7 as outlined above.

Populate 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.

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5. Once in the new/edit page, select whether the assessment method is a direct or indirect measure.
6. Add description of the assessment measure, its current assessment status, and achievement target.
7. Add supporting documentation by clicking the plus icon on the bottom right and pulling from your Document Library. (Please note that .xls and .doc files are not readable in Nuventive, please save as a newer format).
8. When complete, click save.

Populate 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. Click on *Findings and Improvements* to add information in this section.
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 assessed, 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.
9. When complete, click save.

Add 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.

View Annual Assessment Feedback
1. Select the menu icon and then click *Program Assessment Plan and Results.*
2. Then select *Annual Assessment Feedback* to view the scores and comments for each section of your previous year's assessment submission. The reviewers used the following rubric:

Export Assessment Reports
1. Select the menu icon and then click *All* Reports and on the right-hand panel a complete list of all of the different types of reports.
2. Then select the refresh icon followed by the download button.