OFFICE OF INSTITUTIONAL EFFECTIVENESS AND PLANNING

Quick Start Guide to Reporting in Nuventive for Certificate 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 to switch programs
4. To navigate within Nuventive, use the hamburger menu icon (three horizontal lines) on the top left of the page to see different options

Enter and/or Update Certificate Information

1. Select the hamburger menu icon in the top left and click *Certificate Information*
   a. The landing page will display the current certificate description, certificate affiliation, and enrollment rate/completion rate discussion
2. To add and/or update the certificate information, enter edit mode by clicking the three dots in the top right corner, and choose *Open*
   a. You can type directly in the Certificate Description, Assessment Contact, and Certificate enrollment rates and completion rates discussion boxes
      i. See OIEP dashboards for assistance in the enrollment and completion rate discussions. Specifically, utilize the Official Ten-Year Enrollment Trends and Official Ten-Year Degrees Awarded dashboards.
   b. If you need to change your Organizational Structure, utilize the College/School and Department/Division dropdown boxes
3. When you are finished editing, click *Save* in the top right corner

Enter and/or Update Student Learning Outcomes (SLOs)

1. Select the hamburger menu icon in the top left and click to expand *Assessment Plan & Results,* then select *Certificate Assessment*
   a. The landing page will display the current SLOs for this program
2. To add a new SLO, click the plus button in the top right corner
3. To update an existing SLO, click the three dots in the top right corner of an SLO card, and select *Open*
4. When creating/updating an SLO:
   a. Type directly in the Student Learning Outcome Name field to provide a short display name for the outcome

b. Type directly in the <u>Student Learning Outcome</u> field to provide the full text SLO

c. Use the <u>Outcome Status</u> dropdown to identify if this is an Active or Archived SLO. The majority of the time it should be an Active SLO – reports default to hide Archived SLOs.

d. Use the <u>Assessment Period(s)</u> dropdown to identify which school year(s) this SLO was/is assessed

e. If applicable, use the <u>SCHEV Competencies</u> dropdown to link the SLO to a SCHEV competency – this would only apply to undergraduate programs.

f. Identify if the SLO is tied to an <u>external accreditation standard</u> via the Yes/No dropdown

g. Type directly in the <u>Notes on the Outcome</u> field to provide any additional notes

5. When finished editing, click *Save* in the top right corner

Add and/or Update an Assessment Method

1. Open the SLO you are adding an assessment method for (see Enter and/or Update Student Learning Outcomes steps 1-3)

2. Click the *Assessment Method* tab in the top center

3. To add a new Assessment Method, click the plus icon in the top right corner

4. To update an existing assessment method, click the three dots at the top right of the card of the assessment method you would like to edit, and select *Open*

5. When creating/updating an assessment method:

a. Use the <u>Assessment Measure</u> dropdown to identify if this is a direct or indirect measure

b. Type directly in the <u>Description of Assessment Measure</u> field to provide an overview of the measure

c. Use the <u>Assessment Status</u> dropdown to identify this as an active or inactive assessment method. The majority of the time it should be active – reports default to hide inactive methods.

d. Type directly in the <u>Achievement Target</u> field to establish the level at which this outcome is considered successfully met

e. Use the plus button under <u>Supporting Documentation</u> to upload any documents (rubrics, assignment descriptions, etc.) that help explain your measure

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Add and/or Update Findings and Improvements

1. Open the SLO you are adding an assessment method for (see Enter and/or Update Student Learning Outcomes steps 1-3)
2. Click the *Findings and Improvements* tab in the top center
3. To add a new set of findings and Improvements, click the plus button in the top right
4. To update an existing set of findings and improvements, click the three dots at the top right of the card, and select *Open*
5. When creating/updating an assessment method:
   a. Use the <u>Findings Date</u> calendar field to identify the date of the findings
   b. Type directly in the <u>Findings</u> field to describe the results of the assessment
   c. Use the <u>Reporting Period</u> drop down to identify the academic year that the results are from
   d. Use the <u>Conclusion</u> drop down to identify if the target was fully met, partially met, or not met
   e. Type directly into the <u>Individual(s) Responsible for Assessment</u>, <u>Number of Students Assessed</u>, and <u>Analysis of Results</u> fields providing the requested information for the assessment results
   f. Click the plus icon under <u>supporting documents</u> to add a new document that provides information on your results
   g. If you have any charts and graphs that overview your results, include them in the <u>Charts & Graphs</u> free text field
   h. Type directly in the <u>Past Improvements</u> and <u>Future Improvements</u> fields, providing information on changes that have previously occurred, or you plan to implement, respectively
   i. Use the <u>Future Improvements Completed By</u> calendar field to identify a due date for the listed improvements
   j. Type directly in the <u>Individual(s) responsible for improvement plan</u> and <u>Resources Needed</u> fields, providing additional detail on the intended improvement