Nuventive Guide for Certificate Annual Assessment

# Sections within this Guide:

1. [Accessing Nuventive](#_Accessing_Nuventive)
2. [Enter and Update Certificate Information](#_Enter_and_Update_1)
3. [Enter and Update Student Learning Outcomes](#_Enter_and_Update)
4. [Populate Assessment Methods](#_Populate_assessment_methods)
5. [Populate Findings and Improvements](#_Populate_Findings_and)

# Accessing Nuventive

1. Login to [solutions.nuventive.com](http://solutions.nuventive.com/) with your George Mason NetID username and password
2. Once logged in you will automatically be taken to your program’s Home Page
3. If you oversee multiple programs, use the organization drop down menu in the top middle of the screen to switch to a different program

# Enter and Update Certificate Information

1. Select the hamburger menu icon  in the top left corner and click *Certificate Information*
	1. The landing page will display the current certificate description, certificate affiliation, and enrollment rate/completion rate discussion
2. To edit this information, click the three vertical dots  on the right side of the screen and select *Open*
	1. Type directly in the Certificate Description field with a description of the certificate, its purpose, and the classwork involved
	2. Use the College/School and Department/Division dropdowns to update your certificate’s structure
	3. Type directly in the Assessment Contact field with the name of the person responsible for the certificate’s assessment
	4. Type directly in the Certificate enrollment and completion rates discussion field with an analysis of your certificate’s data
	Note: Links to the relevant OIEP dashboard pages are provided in the instructions for this field and in the right panel for ease of access
	5. When finished editing, click *SAVE* in the top right corner

# Enter and Update Student Learning Outcomes

1. Select the hamburger menu icon  in the top left corner, expand *Assessment Plan & Results,* then select *Certificate Assessment*
2. The current Student Learning Outcomes (SLOs) are presented on this screen to be reviewed
3. To add a new SLO, click the plus icon  in the top right corner
4. To edit an SLO, click the three dots  at the top right of the SLO, and select *Open*
5. When in an SLO card actively editing:
	1. Type directly in the Student Learning Outcome Name field – this will display as the title for your SLO
	2. Type directly in the Student Learning Outcome field – this is your actual SLO
	3. Use the Outcome Status dropdown to identify this as an active or archived SLO
	4. Use the Assessment Period(s) dropdown to choose the years this SLO is assessed
	5. If the SLO is associated with an external accreditation standard, select *Yes* in the external accreditation dropdown
	6. Type directly in the Notes on the Outcome field with any additional context
	7. Once you have finished your edits, click *SAVE* in the top right corner

# Populate assessment methods

1. Follow the [Enter and Update Student Learning Outcomes](#_Enter_and_Update) steps 1-5 to open an SLO
2. Choose the *Assessment Method* tab in the top middle of the SLO card
3. To add a new Assessment Method, click the plus button  in the top right corner
4. To edit an existing assessment measure, click the three dots  at the top right of the measure, and select *Open*
5. When in an assessment method actively editing:
	1. Type directly in the Assessment Measure Namefield – this is a short title that will display for the assessment method
	2. Type directly in the Description of Assessment Measure field with all details of the measure
	3. Use the Assessment Measure Type dropdown to choose if the measure is a Direct Measure or Indirect Measure
	4. Use the Assessment Measure Status dropdown to choose if this is an Active or Inactive measure (most measures will be Active, Inactive may not show in reports)
	5. Type directly in the Achievement Target field to describe the level at which the SLO is considered successfully met
	6. Click the plus button  in the Supporting Documentation section to add any documents that support your measure (rubrics, instructions, etc.)
	7. When finished editing, click *SAVE* in the top right corner, and *CLOSE* to return to seeing all assessment measures

# Populate Findings and Improvements

1. Follow the [Enter and Update Student Learning Outcomes](#_Enter_and_Update) steps 1-5 to open an SLO
2. Choose the *Findings and Improvements* tab (the rightmost tab)
3. To add a new Findings and Improvements entry, click the plus button  next to the associated measure
4. To update an existing Findings and Improvements entry, click the three dots  at the top right of the card, and select *Open*
5. When in a Findings and Improvements entry actively editing:
	1. Select a date from the calendar in the Findings Date field
	2. Type directly in the Findings field with a description of the findings
	3. Choose which year this was assessed in the Reporting Period dropdown
	4. Select whether you met, partially met, or did not meet the target in the Conclusion field
	5. Type directly in the Individual(s) Responsible for Assessment field with the person who was primarily responsible for assessment
	6. Type directly in the Number of Students Assessed field – it must be a number
	7. Type directly in the Analysis of Results field with conclusions based off of the assessment findings
	8. Click the plus button  beneath Supporting Documents to add any relevant documents (exports of results, rubrics, etc.)
	9. Type directly in the Charts & Graphs field with any visuals to illustrate your findings
	10. Type directly in the Past Improvements field with what improvements have previously been made to support student achievement for this SLO
	11. Type directly in the Future Improvements field with what improvements will be made moving forward as a result of this year’s assessment
	12. Select a date from the calendar in the Future Improvements Completed By field as a goal for implementing this improvement
	13. Type directly in the Individual(s) Responsible for Improvement Plan field with who will own implementing the improvements
	14. Type directly in the Resources Needed field with what would be required for these improvements to be implemented
	15. When finished editing, click *SAVE* in the top right corner and *CLOSE* to return to seeing all entries