Nuventive Guide for Co-Curricular Annual Assessment

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# 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 unit’s Home Page
3. If you oversee multiple units, use the organization drop down menu in the top middle of the screen to switch to a different unit

# Entering General Information

1. Select the hamburger menu icon  in the top left corner, and click *General Information*
2. Review the general information page, and make sure the Unit Mission Statement, Assessment Lead, Executive Office, and Unit are accurate
3. To edit this information, click the three vertical dots  on the right side of the screen and select *Open*
	1. Type directly in the Unit Mission Statement field with the mission of the specific unit
	2. Use the Executive Office and Unit dropdowns to update your organizational structure
	3. Type directly in the Assessment Lead field with the name of the person responsible for the unit’s assessment
	4. When finished editing, click *SAVE* in the top right corner

# Entering Goals

1. Select the hamburger menu icon  in the top left corner, expand *Annual Assessment Plan*, and select *Goals*
2. To add a new goal, click the plus icon  in the top right corner
3. To edit an existing goal, click the three vertical dots  on the right side of a goals card and select *Open*
4. When in a goals card actively editing:
	1. Type directly in the Goal Name field with a short title for the goal
	2. Type directly in the Goal field with the full description of the goal
	3. Use the Goal Type dropdown to choose if this is a program or student learning goal
	4. Use the Goal Cycle dropdown to select the year(s) for which the goal applies
	5. Use the Goal Alignment to the GMU Strategic Plan dropdown to choose all areas of the GMU Strategic Plan to which the goal aligns
	6. Use the Goal Relates to a Program Review Action Plan dropdown to select if this goal connects to an action plan created during the unit’s program review
	7. Use the Goal Status dropdown to identify this as an active or inactive goal
	8. Once you have finished your edits, click *SAVE* in the top right corner

# Entering Outcomes

1. Select the hamburger menu icon  in the top left corner, expand *Annual Assessment Plan*, and select *Outcomes, Method, & Results*
2. To add a new outcome, click the plus icon  in the top right corner
3. To edit an existing outcome, click the three vertical dots  on the right side of an outcome card and select *Open*
4. When in an outcome card actively editing:
	1. Type directly in the Outcome Name field with a short title for the outcome
	2. Type directly in the Outcome with a full description of the outcome
	3. Use the Outcome Status dropdown to identify this as an active or archived outcome
	4. Use the Assessment Period(s) dropdown to select which year(s) this outcome was assessed
	5. Once you have finished your edits, click *SAVE* in the top right corner

# Entering Assessment Methods

1. Follow the [Entering Outcomes](#_Entering_Outcomes) steps 1-3 to open an outcome card
2. Choose the *Assessment Method* tab in the top middle of the outcome card
3. To add a new assessment measure, click the plus icon  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 measure and actively editing:
	1. Type directly in the Assessment Measure Name with a short title for the measure
	2. Type directly in the Description of Assessment Measure field with a full description of the measure
	3. Use the Assessment Measure Status dropdown to select this as an active or archived measure
	4. Use the Assessment Type dropdown to identify this as a direct or indirect measure
	5. Type directly in the Achievement Target field with the level at which this outcome would be considered met
	6. Click the plus button  in the Supporting Documentation section to add any documents that support your measure (data table, report, survey template, etc.)
	7. When finished editing, click *SAVE* in the top right corner, and *CLOSE* to return to seeing all assessment measures

# Entering Results

1. Follow the [Entering Outcomes](#_Entering_Outcomes) steps 1-3 to open an outcome card
2. Choose the *Results* tab in the top of the outcome card (the rightmost tab)
3. To add a new results entry, click the plus button  next to the associated measure
4. To update an existing results entry, click the three dots  at the top right of the card, and select *Open*
5. When in a results entry actively editing:
	1. Select a date from the calendar in the Findings Date field
	2. Type directly in the Findings field with a full description of the findings
	3. Choose which year these results are for 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(s) 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 on the assessment findings
	8. Click the plus button  beneath Supporting Documents to add any relevant documents (data table, report, survey results, 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 this outcome during the current academic year (use past tense)
	11. Type directly in the Future Improvements field with what improvements will be made in the next academic year based on this year’s assessment (use future tense)
	12. Type directly in the Individual(s) Responsible for Improvement Plan field with who will own implementing the improvements
	13. Type directly in the Resources Needed field with what would be required for these improvements to be implemented
	14. When finished editing, click *SAVE* in the top right corner and *CLOSE* to return to seeing all entries

# Mapping (Link the Goal and Outcome)

1. Select the hamburger menu icon  in the top left corner, expand *Annual Assessment Plan*, and select *Mapping*
2. Goals are presented on the left side, and outcomes are presented across the top – select an intersection to align a goal and outcome (an X will appear in the box)
	1. Only active outcomes are presented in this view – if you are not seeing an anticipated outcome, verify the outcome status
3. When finished editing, click *SAVE* in the top right corner

# Adding Assessment Planning Notes

1. Select the hamburger menu icon  in the top left corner, expand *Annual Assessment Plan*, and select *Co-Curricular Assessment Planning Notes*
2. Click the plus button  in the top right corner to add notes as needed
	1. Click *SAVE* in the top right corner to save your note
3. To update an existing note, click the three vertical dots  on the right of the notes card, select *Open*, and edit the note.
	1. Click *SAVE* in the top right corner to save your updates

# Viewing Peer Feedback

1. Select the hamburger menu icon  in the top left corner, expand *Annual Assessment Plan*, and select *Peer Feedback*

# Exporting Reports

1. Select the hamburger menu icon  in the top left corner, and select *Reports*
2. Click *Assessment Report (Unit)* in the right-hand panel to generate a summary of the unit’s assessment submissions
	1. Use the Outcome Status dropdown to choose which outcome statuses will be included
	2. Use the Assessment Period(s) dropdown to identify which years will be included
	3. Use the Assessment Measure Status dropdown to choose which measure statuses will be included
	4. Use the Reporting Period dropdown to choose which reporting years will be included
	5. Click *Run Report* in the top right corner
	6. The report will generate in the in the right-hand panel; you are also able to download the report from this screen
3. Click the *Peer Feedback Report* to generate a report with the feedback received during the review process
4. If you have uploaded a program review report in Nuventive, click the *Program Review Report (Unit)* to generate a report of your co-curricular program review

# Adding Documents

1. Select the hamburger menu icon  in the top left corner, and select *Documents*
2. Click into an existing folder, or create a new one by clicking the create folder icon  in the top right
3. Once in a folder, you can add documents by clicking the Add Document icon  in the top right corner
4. Click the *Choose Files* button to select your document - the Name will populate, and you can add a description if desired
5. Click *Save* – your document should now appear in the selected folder