

Nuventive Improvement Platform for SDSU

Welcome to the Nuventive Improvement Platform Help Guide. This Help Guide will walk you through the structure and navigation of the Nuventive Improvement Platform screens.

Help Guide



Improvement Platform Help Guide

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WELCOME

Welcome to the Nuventive Improvement Platform Help Guide for SDSU. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform. If at any time you have questions about the platform, please contact Brenda Wills, Accreditation and Assessment Analyst (bwills@sdsu.edu).

BASIC NAVIGATION

Accessing the Nuventive Improvement Platform is simple and straight forward. It is supported on Apple Mac iOS as well as Microsoft Windows. The Platform is most compatible with Google Chrome or Firefox Web browsers; our recommendation is to avoid the use of Internet Explorer for accessing and using this software. Nuventive is accessible using your SDSU ID login.

- Go to <https://solutions.nuventive.com/>
- Click on the "Sign In" in the upper right-side:



- If you are already logged in to your SDSU ID email it should auto-login for you. If not, then you can enter your SDSU ID email and password to login, it may also request your Duo authentication.

TOP NAVIGATION BAR & ICONS

At the top of each screen, you will find two sets of icons (to the left and right) and a drop-down in the center. This is the primary navigation bar through-out the platform.



Hamburger
Menu



Unit Drop-
down

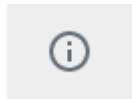
Program - Psychology (BA)



Data
View/Split
Screen/
Documents
& Reports



Instructions



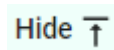
Ellipsis



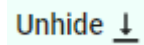
Plus (+)
Sign



Hide



Unhide



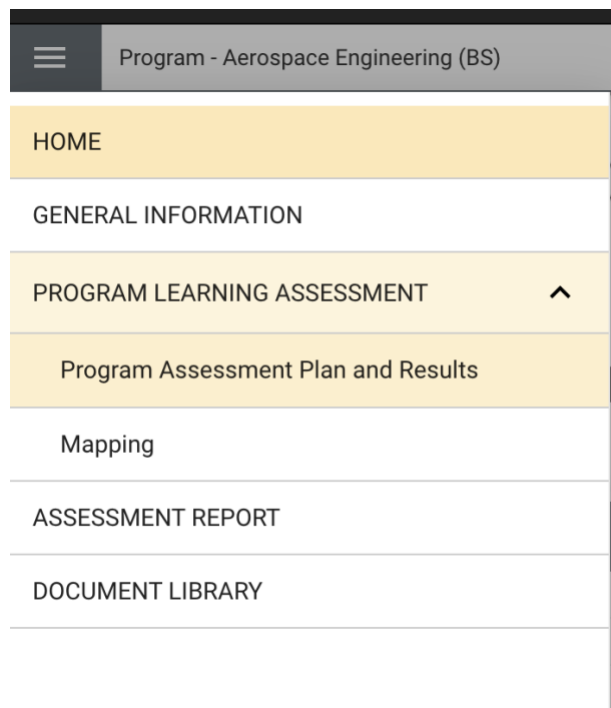
THE UNIT DROP-DOWN

The center unit drop-down is where you will locate your unit/units in the platform. By clicking the down arrow/caret to the right in the drop-down you will be able to locate the unit/units that are available to you.



Once you have selected a unit from the drop-down you should see a dashboard with a summary of basic information. The dashboard may also display automatically if you only have access to one unit. If this is your first time logging in, and you do not see your unit, please contact Brenda Wills (bwills@sdsu.edu). If there are numerous units listed in the drop-down, you may type in the drop-down box to quickly locate a unit.

THE MAIN MENU (HAMBURGER MENU)



Now that you have found your unit, click the hamburger icon on the left to reveal your platform menu. **The options are:** Home (Dashboard), General Information, Program Learning Assessment (with caret), Program Assessment Plan and Results, Mapping, Assessment Report, and Document Library. Feel free to explore your menu by clicking on any of the menu headings.

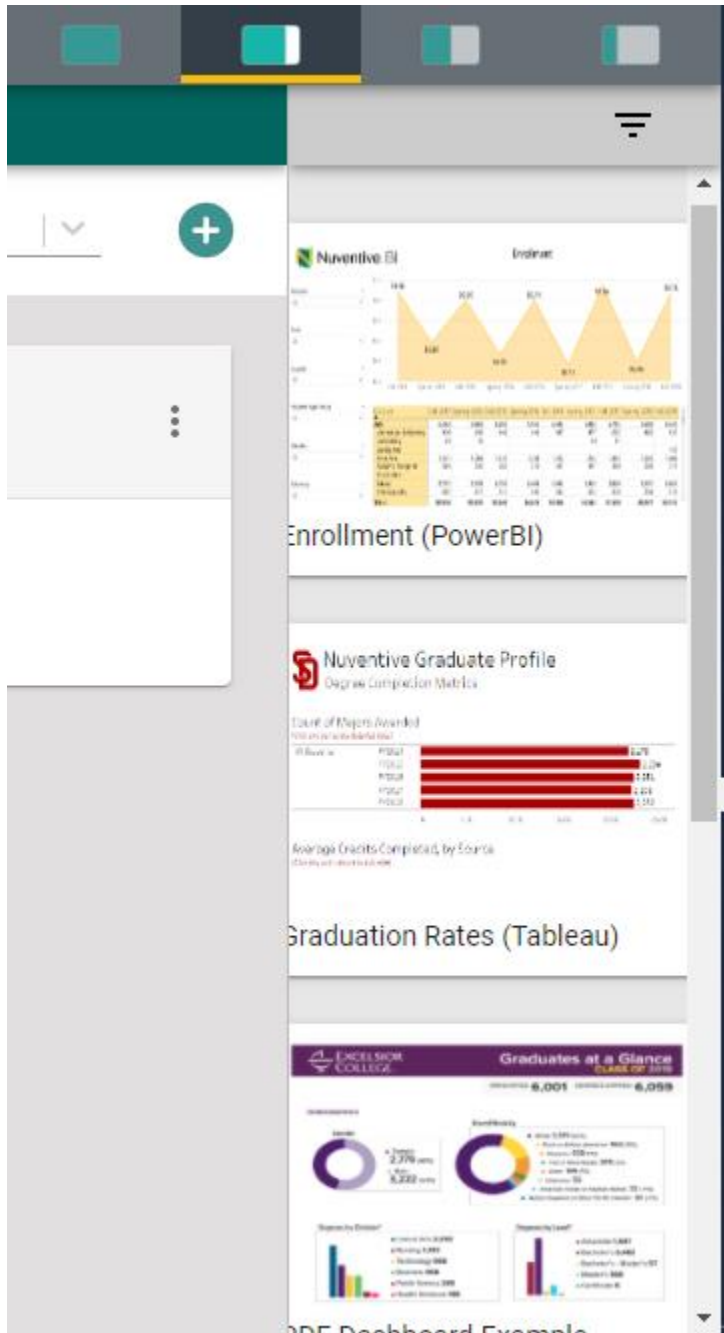
SPLIT SCREEN/DOCUMENTS AND REPORTS



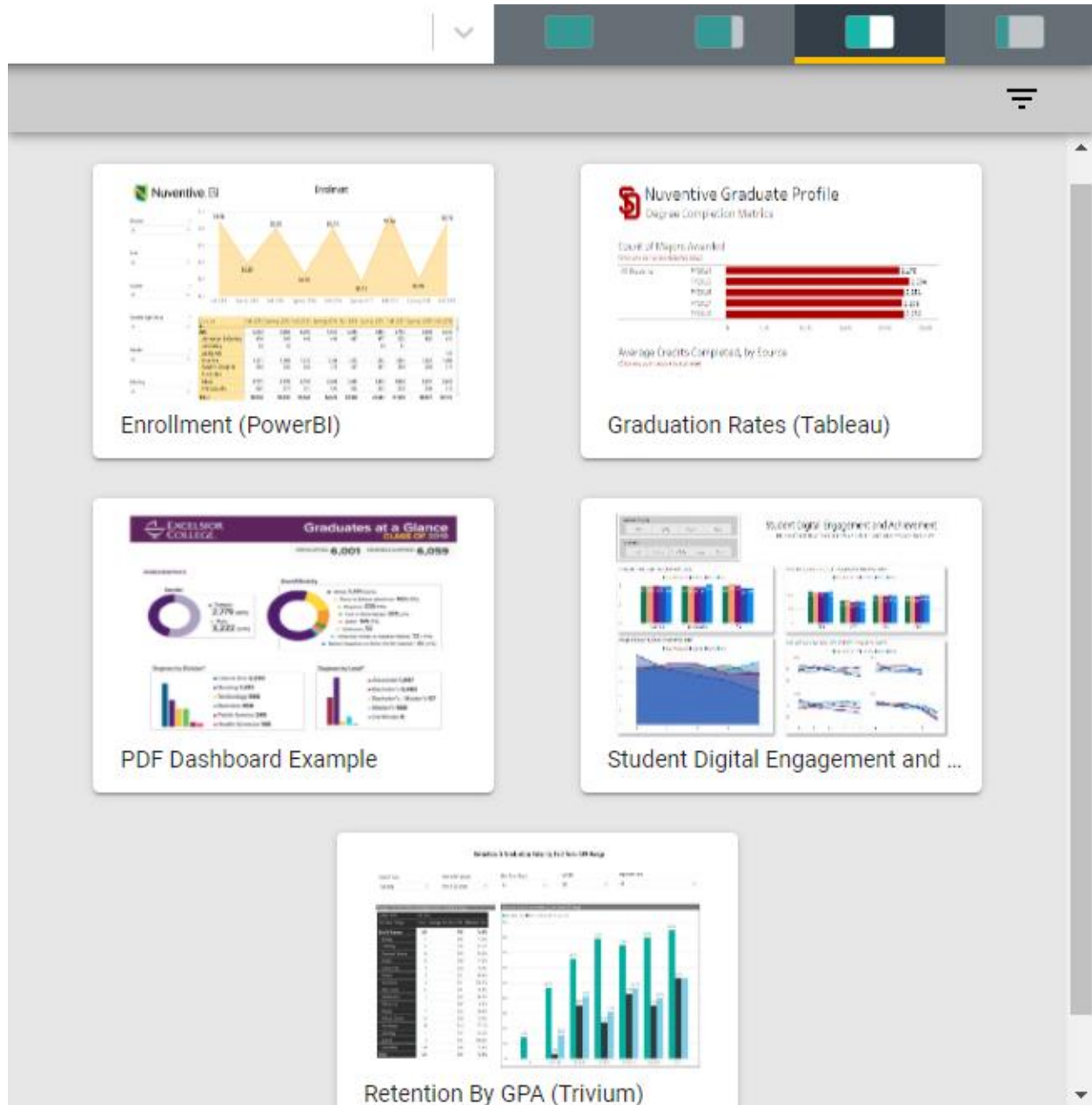
To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following type of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information that you (or your institution) deem necessary to complete your tasks in the Nuventive Improvement Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

The following are examples of the expanded Split Screen/Documents & Reports areas.

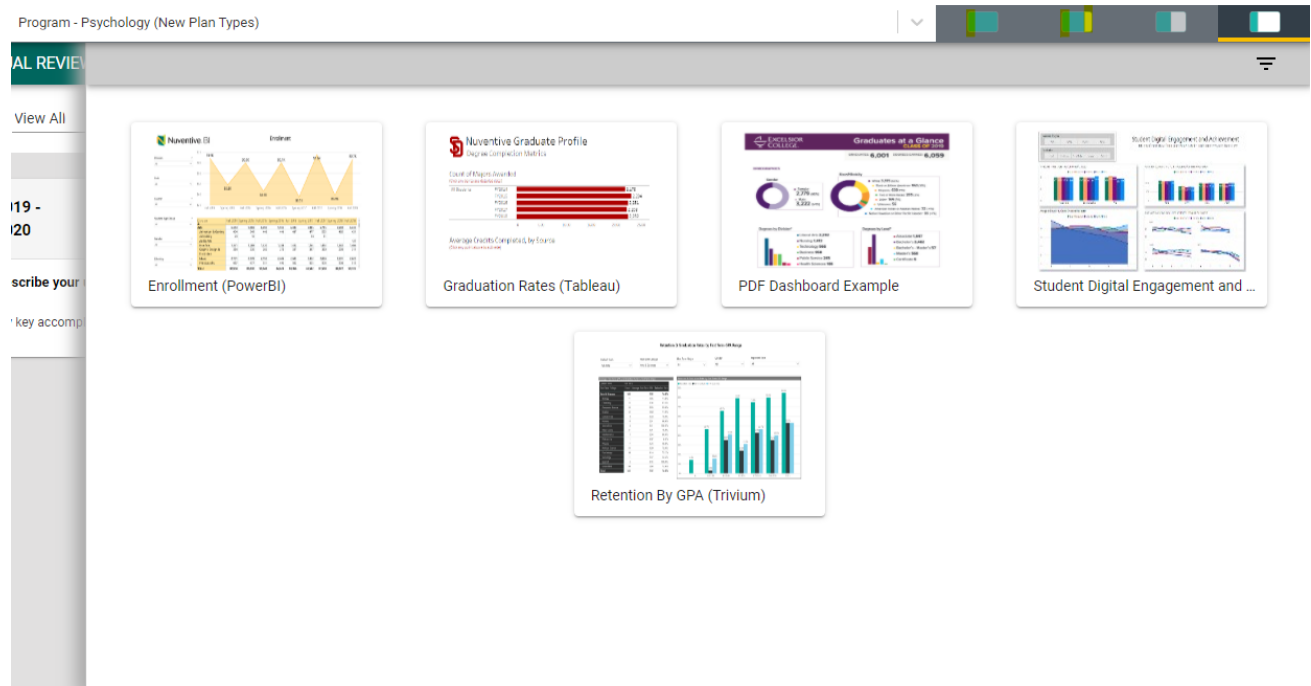
View 1.



View 2.



View 3.



NOTE: The area will also expand to the first level of expansion by clicking on a document/report in the list. You can expand further, or minimize the view of the document/report, by again clicking on one of the icons.

OTHER IMPORTANT NAVIGATION



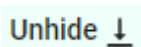
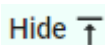
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include: Open, View/Print, Copy, and/or Delete.



Throughout the Platform, wherever you see this icon is where you will click to **Add** a **NEW** Goal, Outcome, Objective, or other element to that screen.



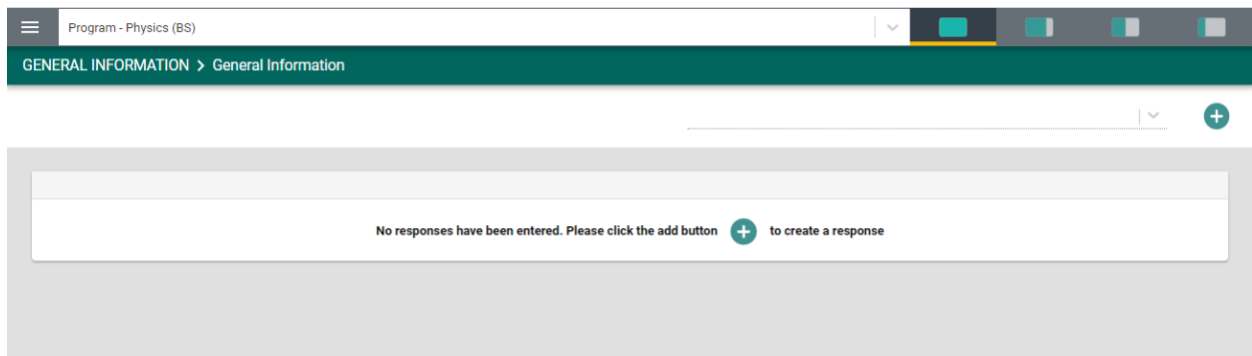
In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.

GENERAL INFORMATION FORM

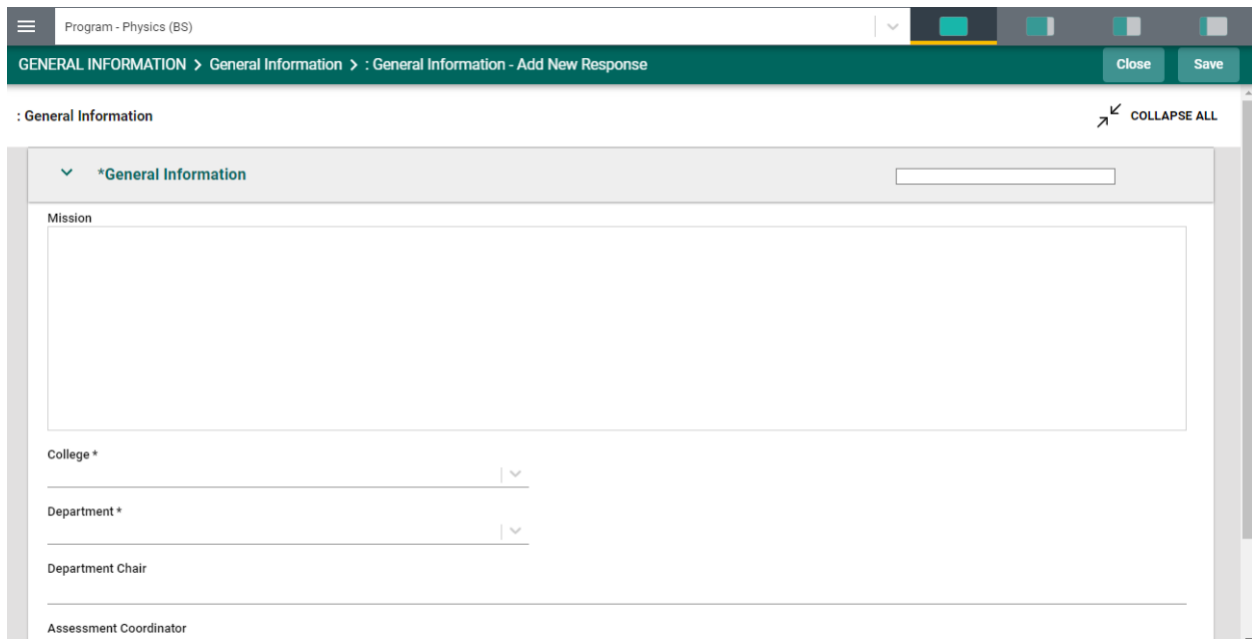
GENERAL INFORMATION

The General Information Form has basic information about your program. Some of this information may have been pre-loaded for you. The General Information form will appear as the second page of one of the Standard Reports.

If there is no information entered on the General Information Form, you can enter information by clicking on the green circle with the plus (+) sign  icon on the card.



Once clicked, the form will open to the following view:



Complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the drop - down. **NOTE:** Where you see an Asterisk (*) next to the name of a field, that field is

required, and you will not be able to save the form until information has been entered into that field. Next, **SAVE**, by clicking on the **SAVE** button at the top of the screen.

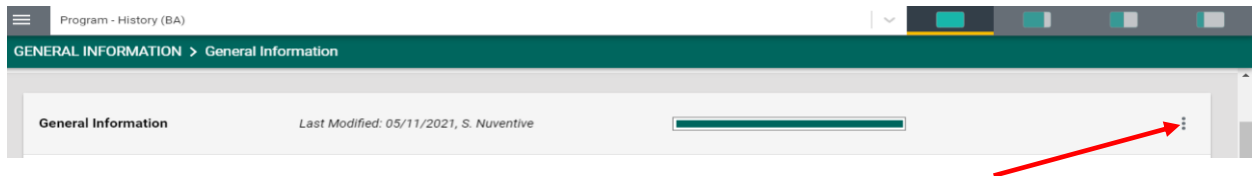
Once you have saved the form, you should see the completed information as depicted below.

The screenshot shows a web application interface for editing program information. At the top, a breadcrumb trail reads 'GENERAL INFORMATION > General Information > : General Information - Add New Response'. To the right of the breadcrumb are 'Close' and 'Save' buttons. Below the breadcrumb, the page title is ': General Information'. A 'COLLAPSE ALL' link is visible on the right. The main content area is titled '*General Information' and contains a 'Mission' section with a rich text editor. The editor's toolbar shows bold, italic, underline, and text color options, along with a font size of 11. The mission text reads: 'The Department's mission is to introduce students to the breadth and depth of the human experience by a comparative study of past and contemporary societies and cultures, and to develop their ability to conduct research, analyze and assess evidence, and articulate sound conclusions both orally and in writing.' Below the mission text are three dropdown menus: 'College *' (set to 'College of Art and Science'), 'Department *' (set to 'Humanities'), and 'Department Chair' (set to 'Dr. John Smith').

Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen. You will now see the following view of the form.


The screenshot shows the 'General Information' view after the form has been saved. The breadcrumb trail is 'GENERAL INFORMATION > General Information'. The page title is 'General Information', and a status bar indicates 'Last Modified: 05/11/2021, S. Nuventive'. The content area displays the following information: 'Mission' (The Department's mission is to introduce students to the breadth and depth of the human experience by a comparative study of past and contemporary societies and cultures, and to develop their ability to conduct research, analyze and assess evidence, and articulate sound conclusions both orally and in writing.), 'College' (College of Art and Science), 'Department' (Humanities), 'Department Chair' (Dr. John Smith), 'Assessment Coordinator' (Dr. Renee BeesWax), and 'Next Program Review' (2022).

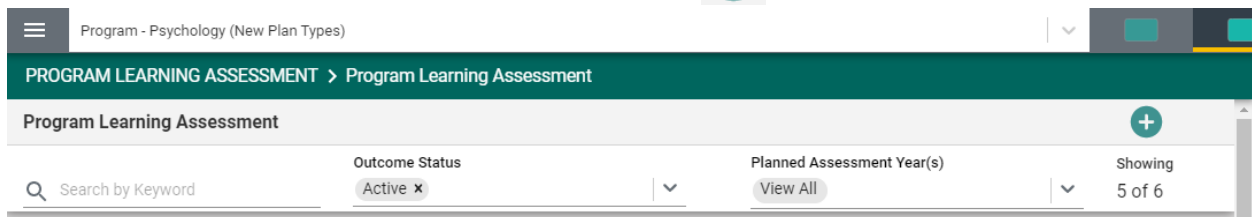
If at any time you need to edit, copy, view/print, view the audit log, or delete the form, click on the ellipses on the top right of the General Information form.




PROGRAM LEARNING ASSESSMENT

PROGRAM LEARNING ASSESSMENT

The Program Learning Assessment screens are where you will enter your Program Assessment Plans and Results. The Program Plans and Results screens include the: Outcome, Assessment Method, Mapping, and Results and Analysis. To begin setting up the program assessment plan, you will first enter the program outcome (some may already have been pre-entered for your program). Click the green circle with the plus (+) sign 



Once you have clicked on the green circle with the plus (+) sign  the following card will open.

Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Program Learning Assessment > Add Outcome

Close Save

New Outcome

OUTCOME	ASSESSMENT METHOD	MAPPING	RESULTS AND ANALYSIS
<p>Outcome Name *</p> <p>Outcome *</p> <p>Outcome Status * ▼</p> <p>Planned Assessment Year(s) ▼</p>			

Begin by entering the Outcomes Name*. Notice the Asterisk (*) next to the name of several of the fields. The Asterisk (*) indicates that the field is required, and information must be entered for the card/information to be saved. The Outcome Name should reflect the Outcome and be a shortened version. For example: "Critical Thinking" or "Ethics" instead of DLO 1. Continue by selecting from the drop-down caret/arrow ▼ to enter the Outcome Status and Planned Assessment Years.

Notice the caret/arrow icon next to some of the fields. ▼ This icon indicates that options have been provided from which you are to choose.

For the Outcome Status, options will be Active or Archived. Select Active if this is a new Outcome and you will be assessing this outcome. Archived may be chosen if this outcome will not be assessed.

Outcome Status *

▼

Active

Archived

Next, click on the caret/arrow and select the Planned Assessment Year(s). This is the academic year that this outcome will be assessed.

Planned Assessment Year(s)

2019 - 2020

2020 - 2021

2021 - 2022

2022 - 2023

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the caret/arrow*, your work will be saved, and you can continue working on the plan for this outcome.

By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other outcomes to enter, you may select **Save & Add New** and continue adding outcomes. If you have finished adding outcomes, click the **Save & Close**.

Close Save ▾

Save & Add New

Save & Close

If you click the **Save & Close** you will see the following screen. In the following example you can see that several Outcomes have been entered and saved. The number of Outcomes is depicted in the top right-hand area of the screen:

Showing
5 of 6

Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Program Learning Assessment

Program Learning Assessment

Search by Keyword Outcome Status Active ▾ Planned Assessment Year(s) View All Showing 5 of 6

Critical Thinking S. Nuventive 5/21/21

Outcome
Graduates of the program will respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.

Outcome Status
Active

Planned Assessment Year(s)
2019 - 2020, 2020 - 2021

Application S. Nuventive 3/15/21

Outcome
Graduates of the program will demonstrate the ability to apply principles and theories of behavior in professional settings under supervision.

Outcome Status
Active


Planned Assessment Year(s)
2021 - 2022

Communication S. Nuventive 3/15/21

Outcome
Graduates of the program will be able to write and speak effectively

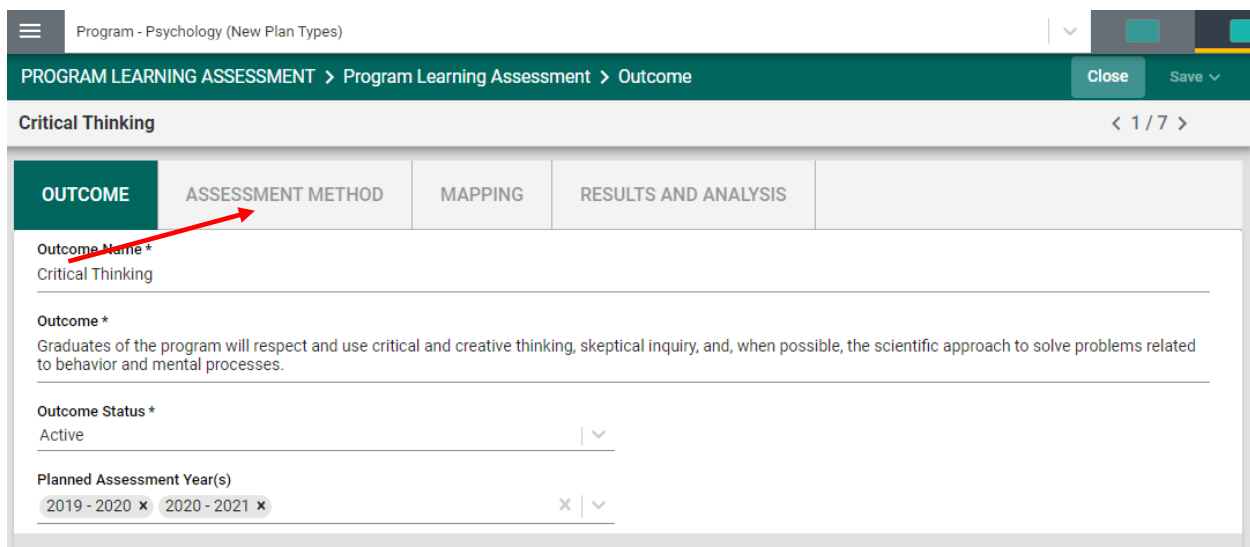
Nuventive. PROGRAM ASSESSMENT REPORT
Program Assessment Report (W.

Nuventive LMS Analytics

If you have clicked on the **Save & Close**, have been returned to the screen above, and would like to continue working on the assessment plans (entering Assessment Methods, Mapping, and/or Results and Analysis), click on the ellipsis  to the right on the outcome card where you would like to continue working.

Clicking on the ellipsis will allow you to **Open** the outcome card or **Delete** the outcome. **Keep in mind that if you delete the outcome, you will also be deleting any results that have been entered for that outcome.**

Now that you have entered the Program Learning Outcome, Click the ASSESSMENT METHOD tab to enter an Assessment Method for that Outcome.



Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Program Learning Assessment > Outcome

Critical Thinking < 1 / 7 >

OUTCOME ASSESSMENT METHOD MAPPING RESULTS AND ANALYSIS

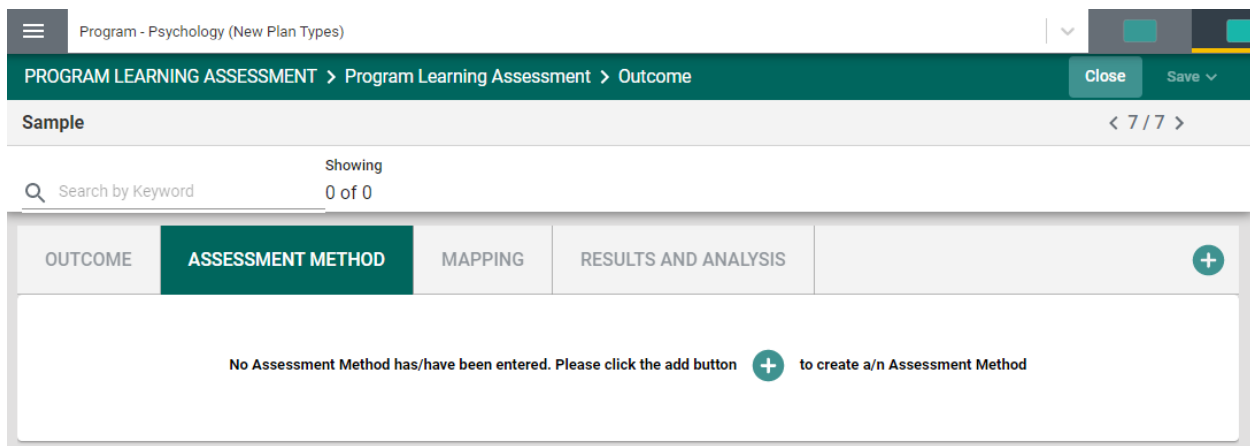
Outcome Name *
Critical Thinking

Outcome *
Graduates of the program will respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.

Outcome Status *
Active

Planned Assessment Year(s)
2019 - 2020 x 2020 - 2021 x

Once you have clicked on the ASSESSMENT METHOD tab you will see the following screen.



Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Program Learning Assessment > Outcome

Sample < 7 / 7 >

Showing 0 of 0

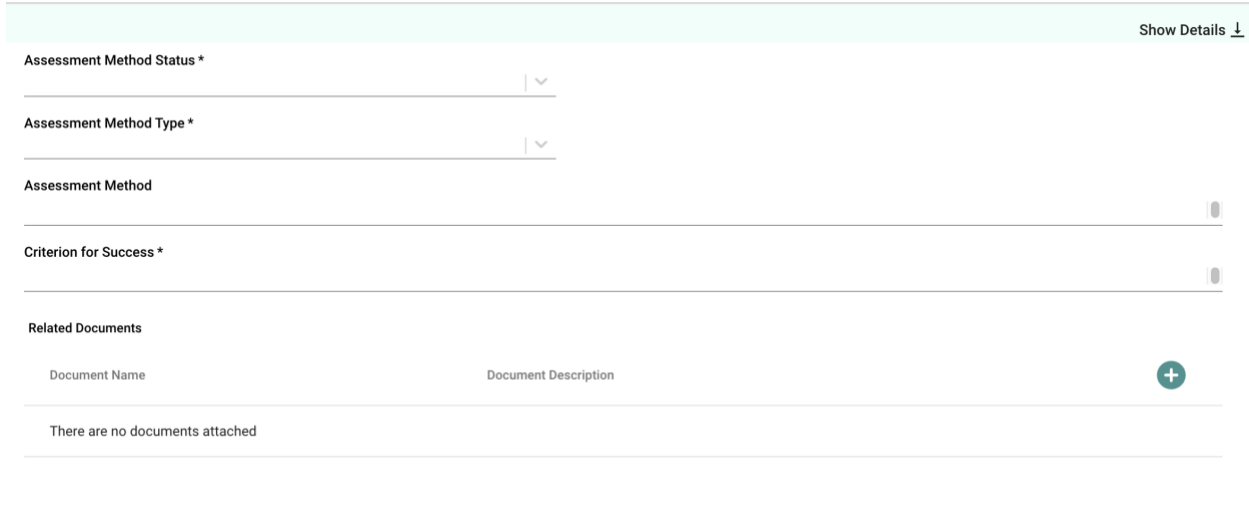
Search by Keyword

OUTCOME ASSESSMENT METHOD MAPPING RESULTS AND ANALYSIS +

No Assessment Method has/have been entered. Please click the add button + to create a/n Assessment Method


To begin entering an Assessment Method click the green circle with the plus (+) sign. 

The following screen will open:



The screenshot shows a form titled "Assessment Method" with a light green header bar containing a "Show Details" link with a downward arrow. The form contains several fields: "Assessment Method Status *" and "Assessment Method Type *" are dropdown menus with a downward arrow icon; "Assessment Method" is a text input field with a scroll bar on the right; "Criterion for Success *" is a text input field with a scroll bar on the right; and "Related Documents" is a section with a table. The table has two columns: "Document Name" and "Document Description". A green circle with a plus sign is in the top right corner of the table. Below the table, it says "There are no documents attached".

Complete each field: Assessment Method Status, Assessment Method Type, Assessment Method, Criterion for Success, and attach any related document(s).

Notice the caret/arrow icon next to some of the fields.  This icon indicates that options have been provided from which you are to choose.

For the Assessment Method Status, options may be Active or Inactive.

Assessment Method Status

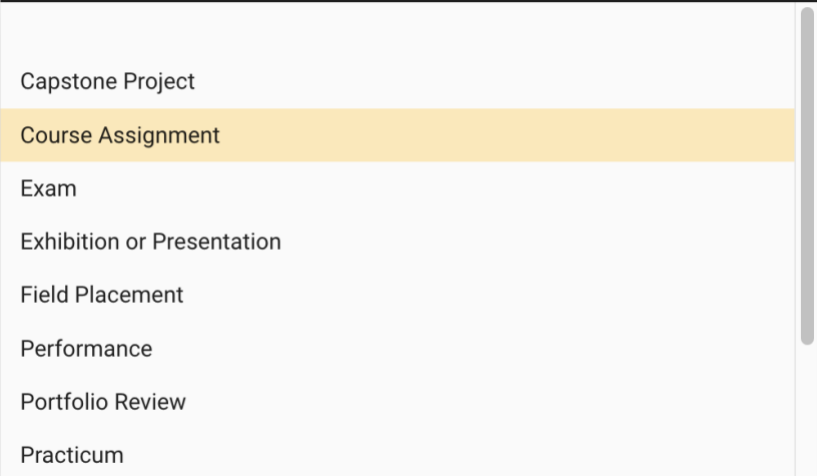


The image shows a dropdown menu for "Assessment Method Status". The menu is open, showing two options: "Active" and "Inactive". The "Active" option is highlighted with a yellow background. The dropdown arrow icon is visible in the top right corner of the menu.

Select Active if this is a new Outcome and you will be assessing this outcome. Inactive may be chosen if this outcome will not be assessed.


Next, select the Assessment Method Type from the drop-down. Notice the scroll bar on the right for more options.

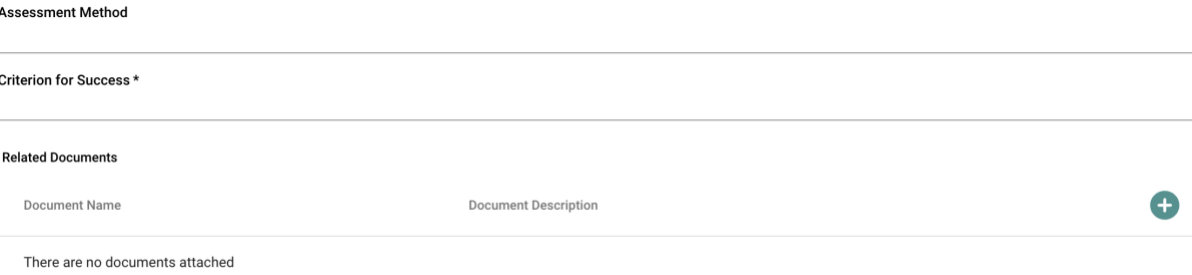
Assessment Method Type *



A dropdown menu with a downward arrow icon. The menu is open, showing a list of assessment method types. The first item is 'Capstone Project'. The second item, 'Course Assignment', is highlighted with a yellow background. The other items are 'Exam', 'Exhibition or Presentation', 'Field Placement', 'Performance', 'Portfolio Review', and 'Practicum'.

- Capstone Project
- Course Assignment
- Exam
- Exhibition or Presentation
- Field Placement
- Performance
- Portfolio Review
- Practicum

Next, enter a text description of the Assessment Method and the Criterion for Success. You may also attach a document using the green circle with the (+) sign. 

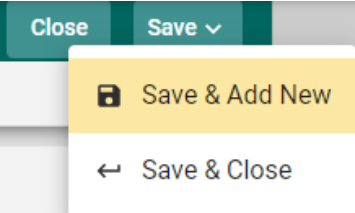


The form contains three sections. The first section is 'Assessment Method' with a text input field. The second section is 'Criterion for Success *' with a text input field. The third section is 'Related Documents' with a table. The table has two columns: 'Document Name' and 'Document Description'. There is a green circle with a plus sign in the top right corner of the table. Below the table, it says 'There are no documents attached'.

Document Name	Document Description
There are no documents attached	

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the caret/arrow*, your work will be saved, and you can continue working on the plan for this outcome.

By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other assessment methods to enter, you may select **Save & Add New** and continue adding assessment methods. If you have finished adding assessment methods, click the **Save & Close**.



A button labeled 'Save' with a downward arrow. A dropdown menu is open, showing two options: 'Save & Add New' with a document icon, and 'Save & Close' with a left arrow icon.

- Save & Add New
- Save & Close

Once you have finished adding the assessment methods for each of the outcomes, and have clicked the **Save & Close**, the following screen will appear showing the assessment methods that have been entered.

Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Outcome Close Save

Critical Thinking < 1 / 7 >

Search by Keyword Assessment Method Category View All Showing 2 of 2

OUTCOME	ASSESSMENT METHOD	MAPPING	RESULTS AND ANALYSIS	
	Exam			S. Nuventive 5/3/21
	Assessment Method Distribution of scores on Exam 2 (Chapters, 5,6,7,8,9) from PSYC 14.			
	Criterion 80% of students will achieve an 80% or higher on exam 2			
	Capstone Project			S. Nuventive 5/3/21
	Assessment Method The final senior project will be evaluated using the critical thinking rubric.			
	Criterion Overall score of 3.5 or higher on the critical thinking element of the rubric will be achieved.			

When you have completed adding assessment methods, you may continue to the Mapping screens by clicking on the **MAPPING** tab. Help information for the Mapping screens is located in another section of this Help Guide. Return to the Table of Contents and select Mapping for help.

ENTERING PROGRAM ASSESSMENT RESULTS AND ANALYSIS

To enter the assessment results, and the analysis of those results, click on the **RESULTS AND ANALYSIS** tab.

Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Program Learning Assessment > Outcome Close Save

Critical Thinking < 1 / 6 >

Search by Keyword Observation Status View All Observation Type View All Showing 3 of 3

OUTCOME	ASSESSMENT METHOD	MAPPING	RESULTS AND ANALYSIS	

If a new Result and Analysis is being added for an assessment method, click on the green circle with the plus (+) sign

Once you click on the green circle with the plus (+) sign the following information will appear allowing you to choose the assessment methods that have been previously entered for assessment.

The screenshot shows a web application interface for 'Program - Psychology (New Plan Types)'. The breadcrumb trail is 'PROGRAM LEARNING ASSESSMENT > ... > Outcome > Select Results and Analysis Type'. There are 'Close' and 'Save' buttons. The main section is titled 'Critical Thinking'. Below this, there is a list of assessment methods with radio buttons: 'Exam,' and 'Capstone Project,'. The 'Exam,' option is selected.

Now, select the assessment method where you would like to enter the results and analysis. For this example, Exam has been selected. The following card will open.

This view of the card will allow you to see the entire plan information. If you would like to hide the plan information, click the Hide icon to the right. **Hide** ↑

Note: Hiding the plan information is temporary and can be undone by clicking on

Unhide ↓


The screenshot shows the same web application interface, but now the 'Critical Thinking' card is expanded. The card contains the following information:

- Outcome:** Graduates of the program will respect and use critical and creative thinking, skeptical inquiry, and, when possible, the scientific approach to solve problems related to behavior and mental processes.
- Outcome Status:** Active
- Planned Assessment Year(s):** 2019 - 2020, 2020 - 2021
- Assessment Method:** Distribution of scores on Exam 2 (Chapters, 5,6,7,8,9) from PSYC 14.
- Criterion:** 80% of students will achieve an 80% or higher on exam 2

At the top right of the card is a 'Hide' button with an upward arrow. Below the card information, there is a table with two tabs: 'RESULT SUMMARY' (selected) and 'ACTION/IMPROVEMENT PLAN'.


RESULT SUMMARY	ACTION/IMPROVEMENT PLAN
<p>Reporting Period *</p> <p>Summary of Results *</p> <p># of Students Assessed</p> <p># of Students Meeting Criteria</p>	

If you have hidden the plan information the card will look like the following:

Show Details 

RESULTS	ACTION/IMPROVEMENT PLAN	
---------	-------------------------	--


Reporting Period * | v

Summary of Results 


of Students Assessed

of Students Meeting Criteria

Conclusion * | v

Action Plan * 

Supporting Document(s)

Document Name	Document Description	
There are no documents attached		


Supporting Tables and Graphs

Now, enter the results and analysis. The first entry will be the Reporting Period. Notice the Asterisk (*) next to the name of the field. Note: wherever you see the Asterisk (*) the information is required, and you will not be able to **Save** the information until this information has been entered. Also, notice that there is a caret/arrow to the right of the field. Clicking any caret/arrow will open a drop-down where you will select from the choices provided. See example below.

Program - Psychology (New Plan Types)
▼

PROGRAM LEARNING ASSESSMENT > ... > Outcome > Select Results and Analysis Type
 Close Save ▼

Critical Thinking

Unhide 

RESULT SUMMARY	ACTION/IMPROVEMENT PLAN	
----------------	-------------------------	--

Reporting Period * | v

2019 - 2020

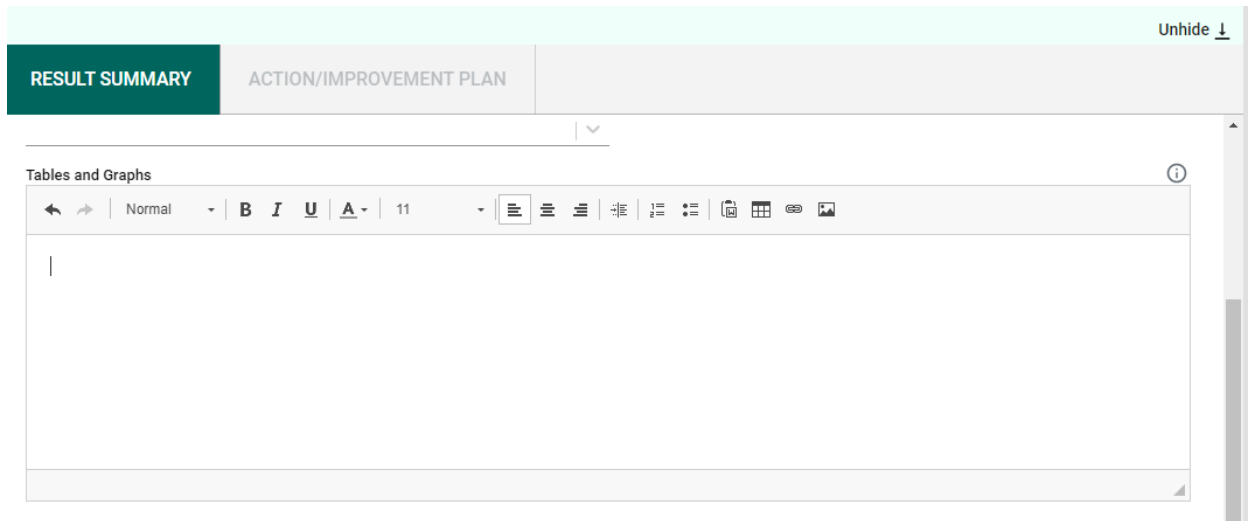
2020 - 2021

2021 - 2022

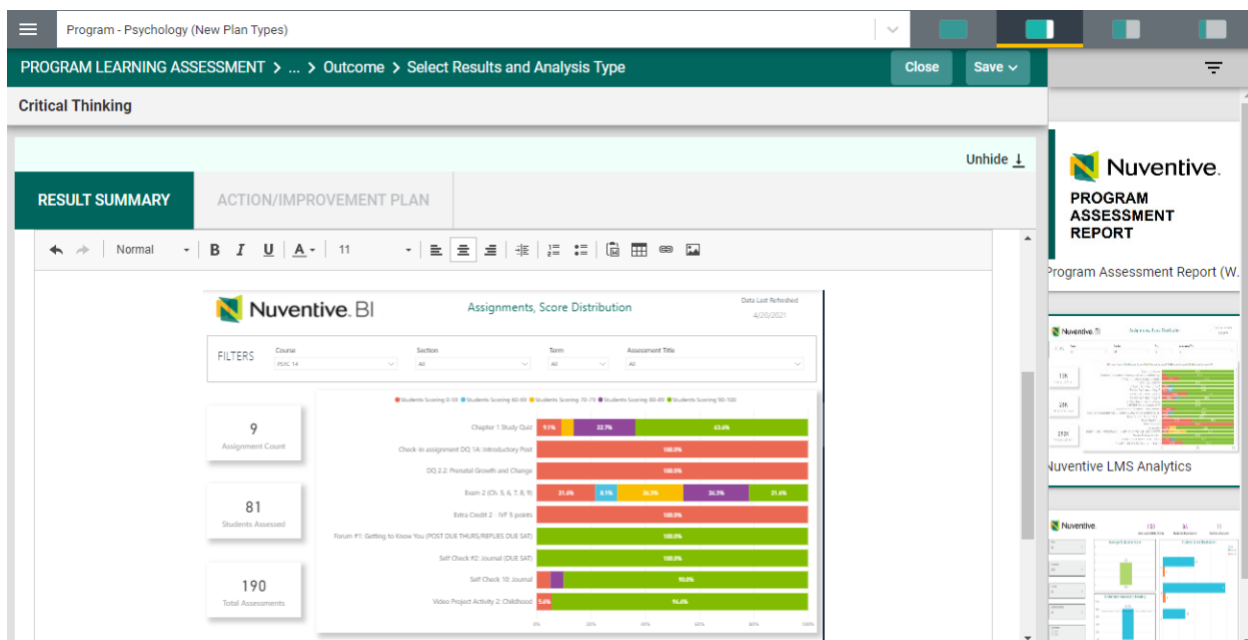
2022 - 2023

Continue this process of entering information through to the Action Plan field. When you have reached the Table and Graphs field, clicking in the text box will open options for entering text in that box. Click in that text box to see the options as depicted below.

Notice that the text box now has a tool bar, similar to a Word document toolbar where you can change text, cut and paste from a Word document, insert a table, link to an outside source (URL), or add a graphic/picture. You can also cut and paste from any document in the right-hand panel.

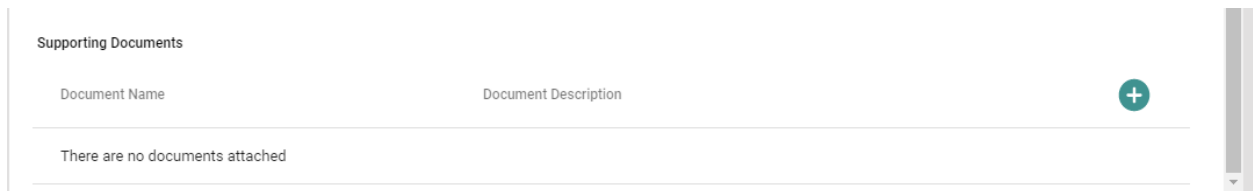


Example: Graphic cut & pasted from PowerBI Report in the right-hand panel.



Remember to **Save** your work!

The Supporting Documents field will allow you to select documents from the Document Library and attach them to the results report.



The screenshot shows a form titled "Supporting Documents". It has two columns: "Document Name" and "Document Description". Below these columns, it says "There are no documents attached". A green circle with a plus sign is located in the top right corner of the form.

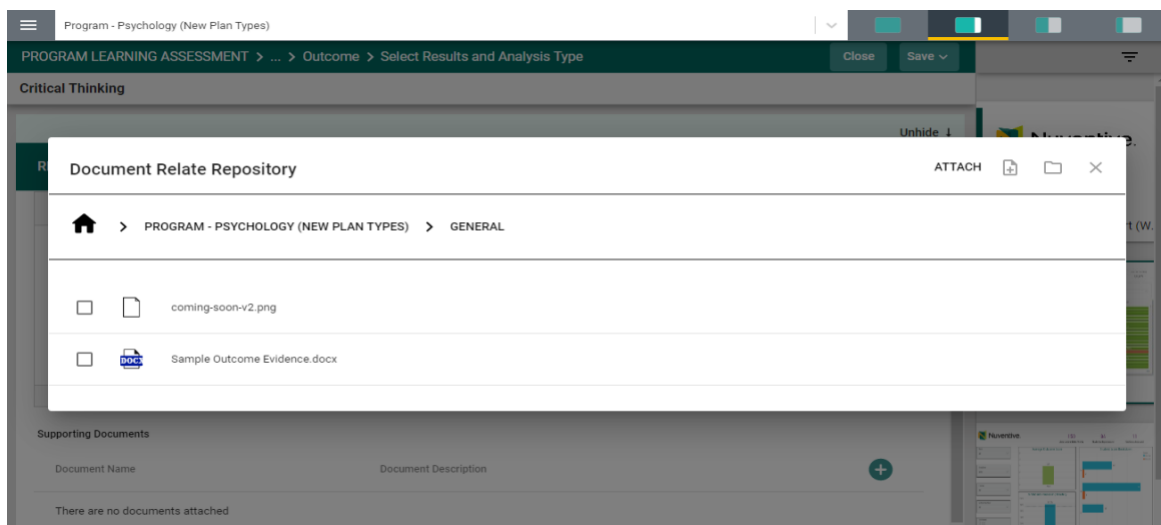
To add an item from the Document Library, begin by clicking the green circle with the plus (+) sign.

The following screen will open and allow you to select a folder.

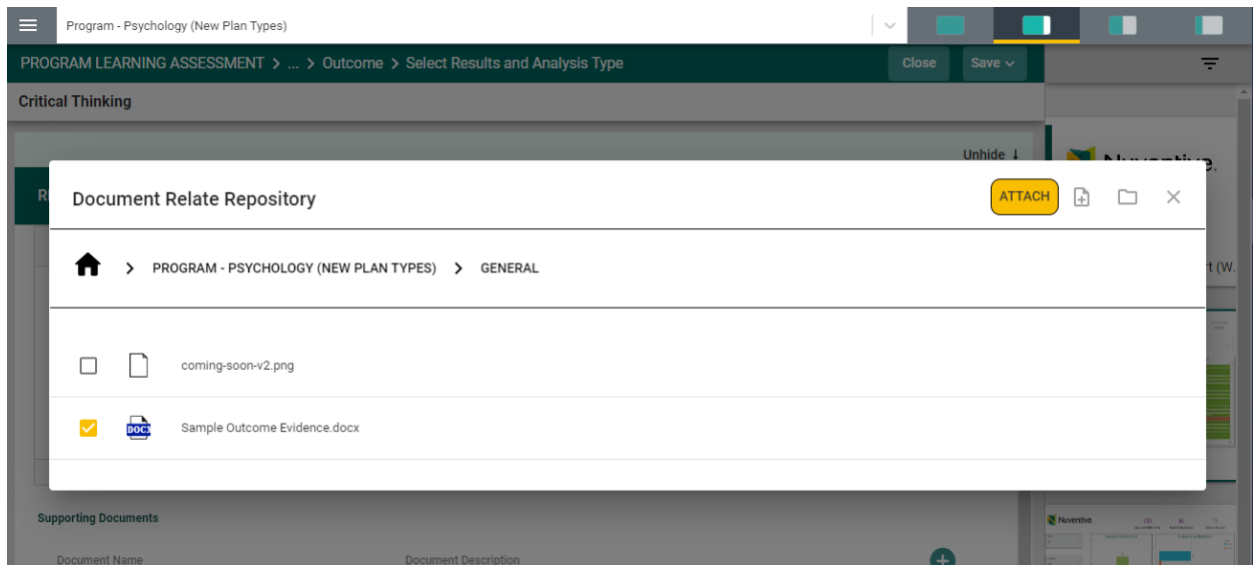


Select a folder where you have stored the file by clicking on the folder. The folder will open and allow you to select a file.

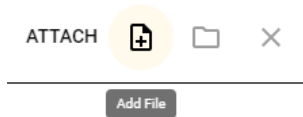
Locate the file that you would like to include in your results/analysis. You may select more than one file by clicking on the check box next to each file.



Once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow.

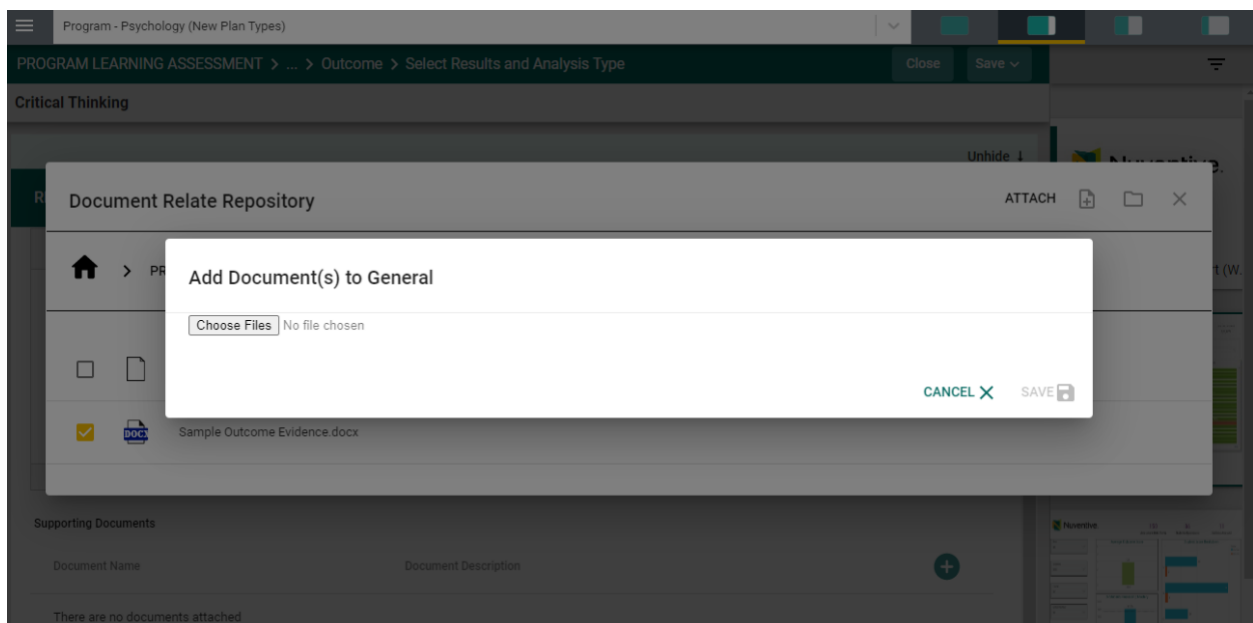


Note: If the file you are wanting to include in your results is not among the files listed, you can add a file to the library by clicking on the file + icon to the right of the Attach icon.

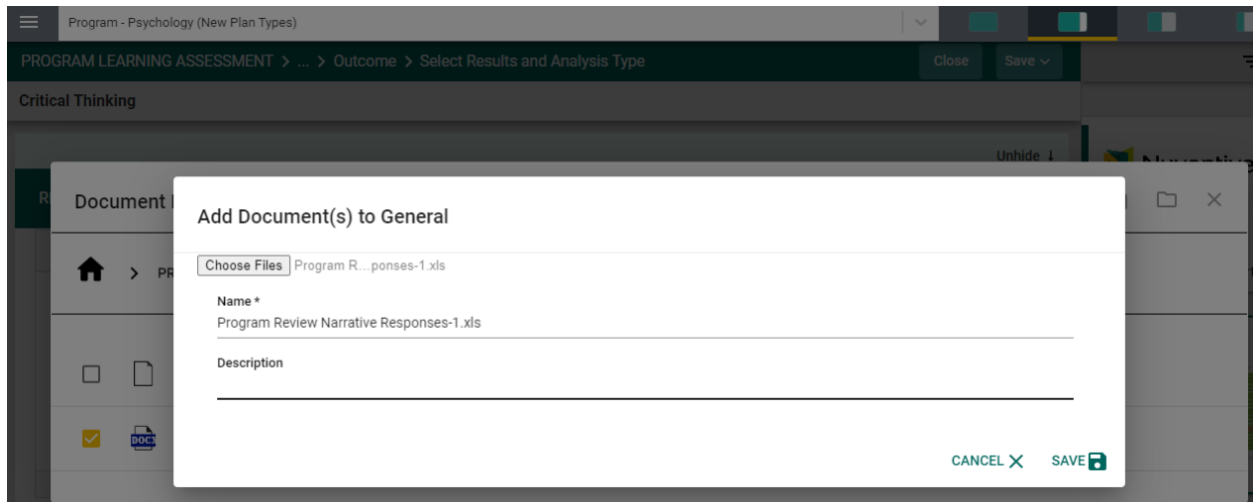


Clicking on this icon will allow you to select a file from your computer.

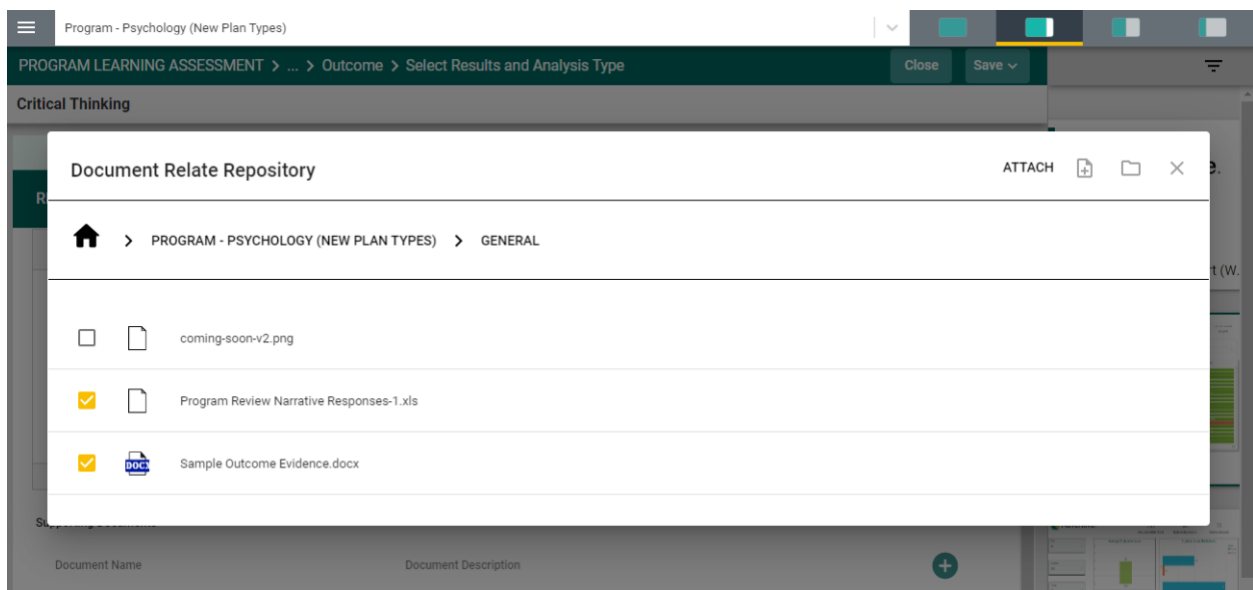
Once you have clicked on the icon, the following dialog box will open. Click on the Choose Files button and select a file from your computer.



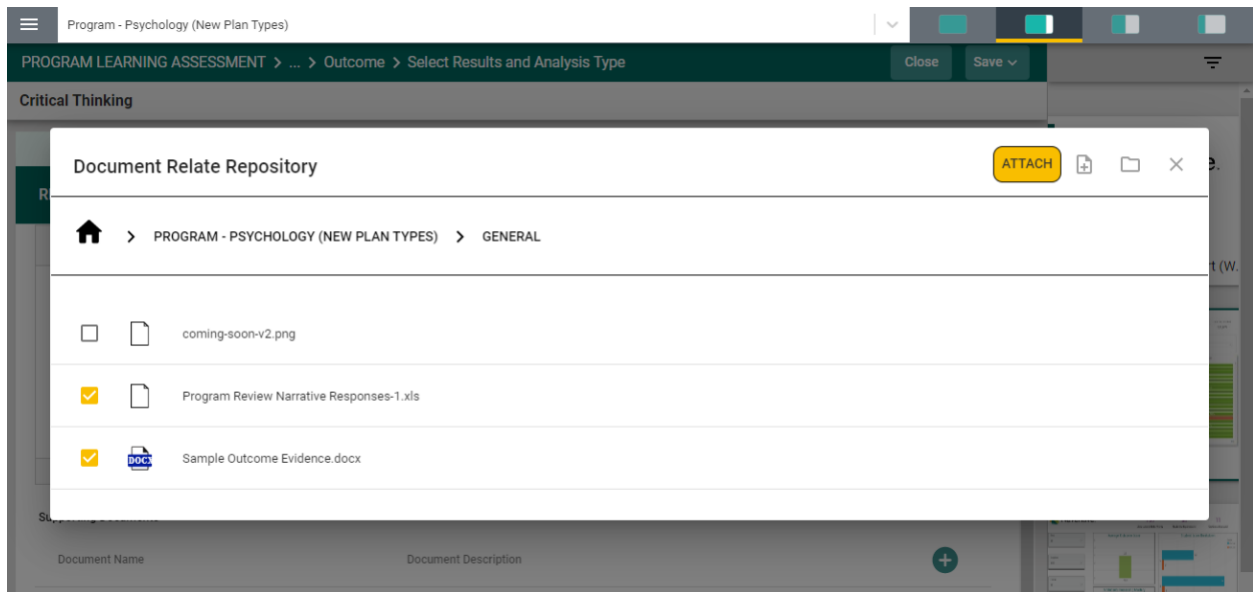
The file will now appear in the in the dialog box. Now click **Save** to upload the file.



The file will now appear in the list of files and is ready for you to attach to your results/analysis.



Again, once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow.



The files are now attached to the results/analysis for this assessment method.

Supporting Documents		
Document Name	Document Description	
Program Review Narrative Responses-1.xls		+
Sample Outcome Evidence.docx		×

The RESULTS are now complete.

RESULTS

Reporting Period *
2021 - 2022

Summary of Results
Assignment 4:
At least 87% of the class correctly responded to each relevant question in the assignment. The average score on the assignment was 92% with the left skewed distribution of scores, indicating that more than 80% of the class (N=147) met or exceeded the criterion for student achievement. Three students did not submit this assignment.

Final Project:
Students performed very well on the final project with the final scores averaging 90% and over 95% of the class meeting or exceeding the standard. Two students did not submit the project. Students gained first-hand experience collecting and analyzing fitness component data and for many, it was their first experience performing and translating a research quantitative study in kinesiology

of Students Assessed
147

of Students Meeting Criteria

Conclusion *
Criteria Met

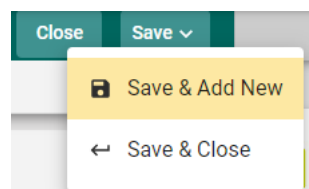
Action Plan *
TBD by department at end of academic year.

Supporting Document(s)

Document Name	Document Description
Kinesiology.Fall2021.SLOAssessment.Report.FINAL.docx	

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the caret/arrow*, your work will be saved, and you can continue working on the plan for this outcome.

By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other assessment method to enter, you may select **Save & Add New** and continue adding assessment methods. If you have finished adding assessment methods, click the **Save & Close**.



You have now completed the Assessment Results and Analysis!

MAPPING

MAPPING

Once you have clicked on the MAPPING tab in the Main Menu, the following screen will open.

NOTE: Nuventive Mapping is provided for diagnostic and reporting purposes only. All mapping, conducted within the mapping screens (Curriculum Mapping, Goals Mapping, Outcomes Mapping, etc.) function the same. The only differences are that: 1. You will select the type of mapping from the drop-down, and 2. The indicators may change.

PROGRAM LEARNING ASSESSMENT > Mapping

Save

×

General Education - General Educati... × | v

Program Learning Outcomes


Weakly Relates, Strongly Relates

Q Search by Keyword

	Demonstrate core cri...		Demonstrate effectiv...		Demonstrate understa...		Use an array of tech...		Demonst
I COMMUNICATON & CRITICAL THINKING: Craft well-reasoned arguments for ...	W	S	W	S	W	S	W	S	W
I COMMUNICATON & CRITICAL THINKING: 2. Analyze a variety of texts comm...	W	S	W	S	W	S	W	S	W
I COMMUNICATON & CRITICAL THINKING: 3. Situate discourse within social...	W	S	W	S	W	S	W	S	W
I COMMUNICATON & CRITICAL THINKING: 4. Assess the relative strengths o...	W	S	W	S	W	S	W	S	W
II.A NATURAL SCIENCES: 1. Explain basic concepts and theories of the n...	W	S	W	S	W	S	W	S	W
II.A NATURAL SCIENCES: 2. Use logic and scientific methods to analyze ...	W	S	W	S	W	S	W	S	W
II.A NATURAL SCIENCES: 3. Argue from multiple perspectives about issue...	W	S	W	S	W	S	W	S	W
II.A NATURAL SCIENCES: 4. Use									

General Education Re

Curriculum Mapping

Begin by selecting Program Curriculum Mapping from the drop-down  to the left of the screen as depicted below.

Program Curriculum Mapping		Program Learning Outcomes											
		Demonstrate core cri...			Demonstrate effectiv...			Demonstrate understa...			Use a		
General Education - General Education Outcomes		I	D	M	I	D	M	I	D	M	I		
Graduation Requirements - Graduation Requirements		I	D	M	I	D	M	I	D	M	I		
Institutional Learning Outcomes - Institutional Learning Outcomes (ILOs)		I	D	M	I	D	M	I	D	M	I		
Program Curriculum Mapping		I	D	M	I	D	M	I	D	M	I		
ENS 108B INTERMEDIATE BASKETBALL		I	D	M	I	D	M	I	D	M	I		
ENS 109A BEGINNING SOCCER		I	D	M	I	D	M	I	D	M	I		


Next, notice that the courses aligned to this program are listed in the left-hand column.


PROGRAM LEARNING ASSESSMENT > Mapping	
Program Curriculum Mapping	
Search by Keyword	Demon
ENS 104A BEGINNING WEIGHT TRAINING	I
ENS 104B INTERMED WEIGHT TRAINING	I
ENS 108A BEGINNING BASKETBALL	I
ENS 108B INTERMEDIATE BASKETBALL	I
ENS 109A BEGINNING SOCCER	I
ENS 109B INTERMEDIATE SOCCER	I

To the right of each course is the Program Learning Outcomes (PLOs) for this program. These are the PLOs that have been entered for the Program Assessment Plan

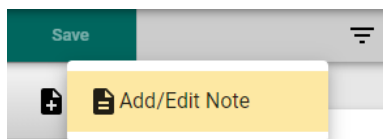
Demonstrate core cri...	Demonstrate effectiv...	Demonstrate understa...	Use an array of tech...
I D M	I D M	I D M	I D M
I D M	I D M	I D M	I D M
I D M	I D M	I D M	I D M
I D M	I D M	I D M	I D M
I D M	I D M	I D M	I D M

Indicators have been provided: *I* - Introduced, *D* - Developed, *M* - Mastered.

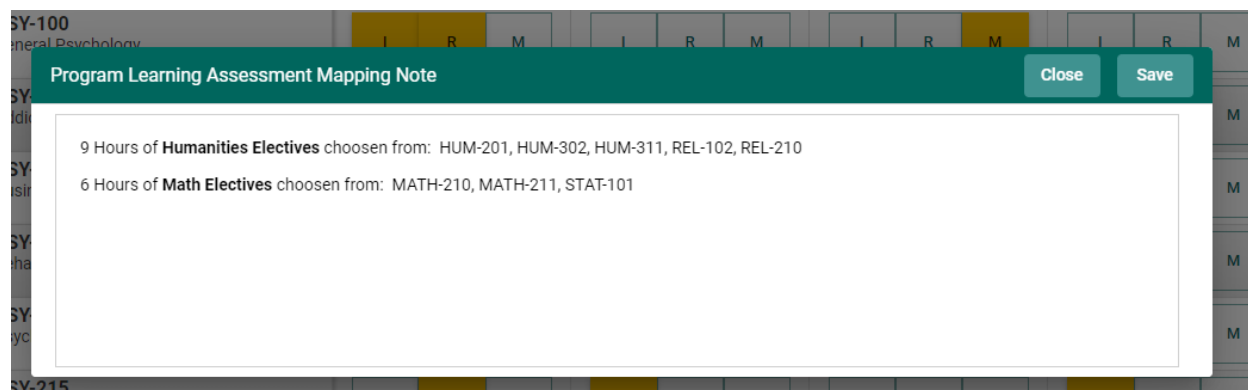
By clicking on the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Developed, or Mastered. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all courses and/or PLOs. If you would like to remove any mapping you have selected, click the selected indicator again to unselect. Once you have completed the mapping, the **SAVE** button,  in the top right-hand corner, will illuminate and you will be able to save your mapping work.

Another feature offered in the mapping screens is the option to add notes. Notice the icons to the right, just below the Save button. 

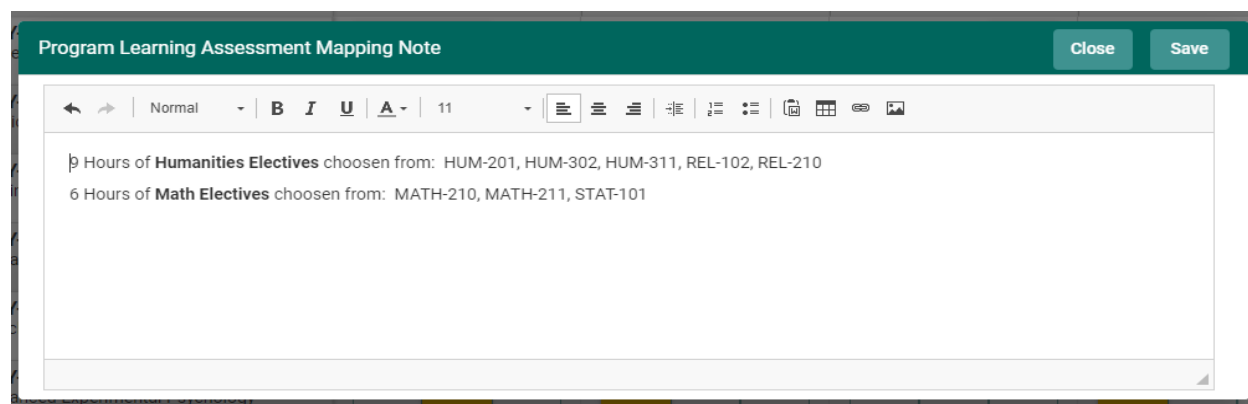
By clicking on the ellipsis, the following options will appear. Add/Edit Note



After clicking on the Add/Edit Note icon, the following dialog box will open.



This is where you can add notes relevant to your mapping work. To add notes, Click within the dialog box. The dialog box now changes to a text box with options like that of a Word document. You will now be able to customize the font, add a table, include a picture or graphic, and/or link (URL) to an external document, and/or locate and include a document in your Document Library/Repository.

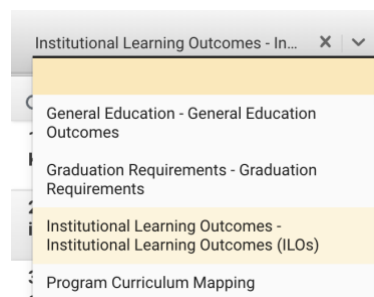


Once you have completed adding the Note, Click the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, click **Close**.



General Education and Institutional Learning Outcomes Mapping

For other Mapping you will select the appropriate field from the drop-down. As an example for this section, mapping to Institutional Learning Outcomes will be used.



Next, notice that the ILOs are now listed in the left-hand column, while the Program Learning Outcomes (or DLOs) are listed along the top. Also, notice that the indicators have changed to *W – Weakly Relates* and *S – Strongly Relates*.


Institutional Learning Outcomes - In...		Program Learning Outcomes							
		Weakly Relates, Strongly Relates							
Q Search by Keyword		DLO 1		DLO 2		DLO 3			
1. Disciplinary/Interdisciplinary Knowledge Demonstrate expertise in i...		W	S	W	S	W	S		
2. Seek, analyze, contextualize, and incorporate information to expres...		W	S	W	S	W	S		
3. Develop the ability to sustain curiosity and to think critically, c...		W	S	W	S	W	S		
4. Develop skills to collaborate effectively and ethically as leaders ...		W	S	W	S	W	S		
5. Communicate effectively within and across academic, professional, a...		W	S	W	S	W	S		
6. Use deductive reasoning and statistical methods to gather, interpre...		W	S	W	S	W	S		
7. Demonstrate an understanding of diversity, equity, inclusion, and s...		W	S	W	S	W	S		


General Education Requirements

General Education Requirements are a set of courses that all students must complete in order to graduate from the university. These courses are designed to provide students with a broad-based education in the liberal arts and sciences, as well as in the areas of communication, quantitative reasoning, and social and behavioral sciences. The General Education Requirements are divided into four categories: Core Curriculum, Communication, Quantitative Reasoning, and Social and Behavioral Sciences. The Core Curriculum consists of a set of courses that all students must complete, regardless of their major. The Communication, Quantitative Reasoning, and Social and Behavioral Sciences categories consist of a set of courses that students must complete, with the specific courses varying by major. The General Education Requirements are designed to ensure that all students receive a well-rounded education and are prepared for the challenges of the 21st century.

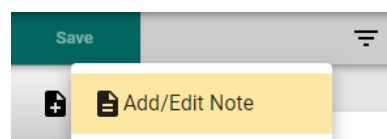
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General Education

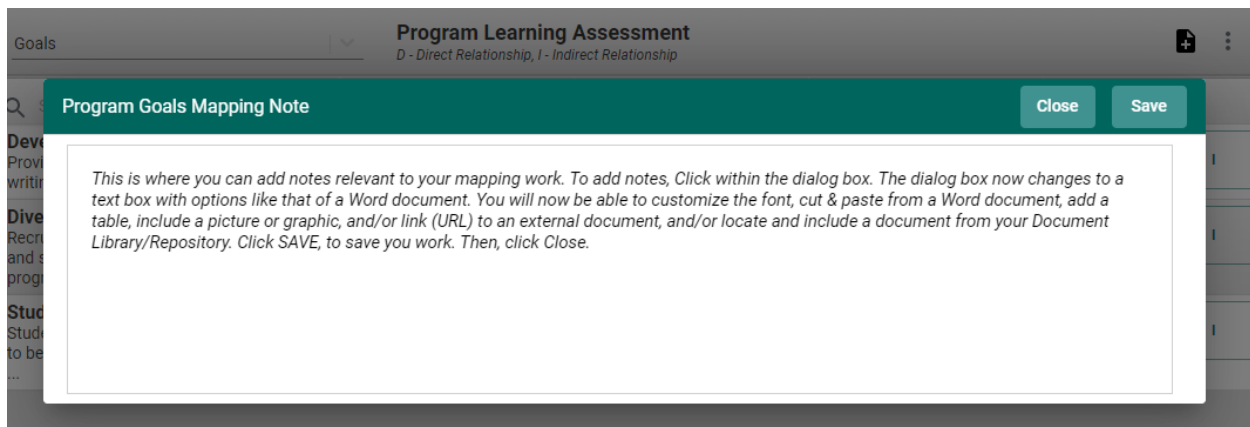
By clicking on the appropriate indicator under each outcome and aligned to the ILO or GE on the left, select where this outcome has a Weak or Strong Relationship. Use the scroll bars at the bottom, and to the right, to move across the screen. If you would like to remove any mapping you have selected, click the selected indicator again to unselect. Once you have completed the mapping, the **SAVE** button,  in the top right-hand corner, will illuminate and you will be able to save your mapping work.

Another feature offered in the mapping screens is the option to add notes. Notice the icons to the right, just below the Save button. 

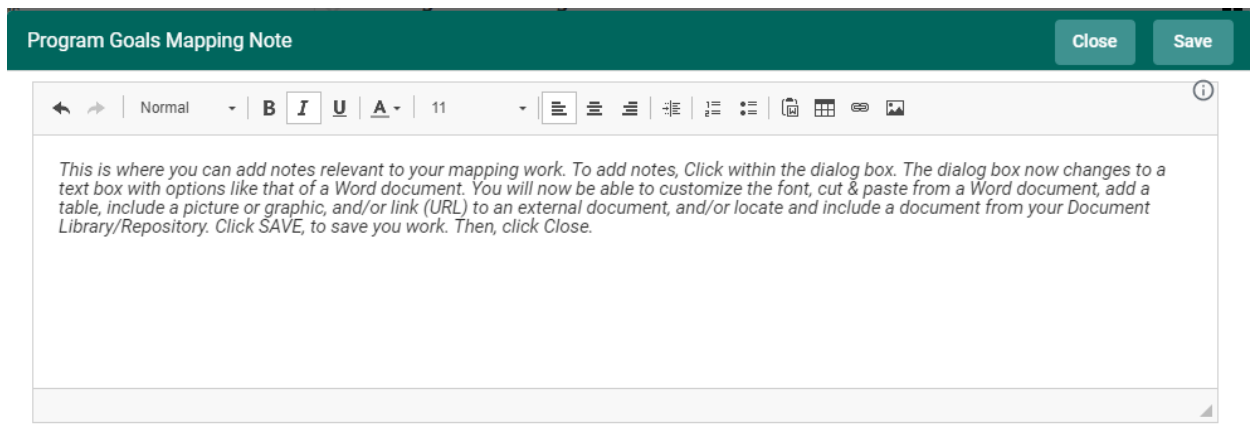
By clicking on the ellipsis, the following options will appear. Add/Edit Note



After clicking on the Add/Edit Note icon, the following dialog box will open.



This is where you can add notes relevant to your mapping work. To add notes, Click within the dialog box. The dialog box now changes to a text box with options like that of a Word document. You will now be able to customize the font, add a table, include a picture or graphic, and/or link (URL) to an external document, and/or locate and include a document in your Document Library.



Once you have completed adding the Note, Click the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, click **Close**.




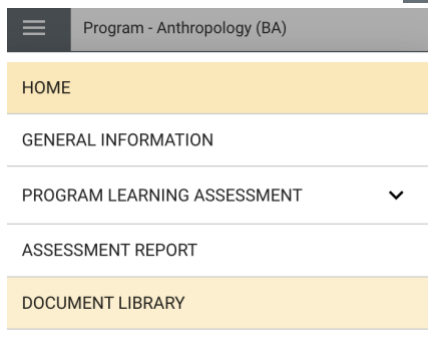
You may now continue other mapping or, if you have completed all mapping for this session, return to the Main Menu by clicking on the Hamburger Menu



DOCUMENT LIBRARY

DOCUMENT LIBRARY

The Document Library is where a variety of documents and files can be uploaded and stored for use within the Nuventive Improvement Platform. To find the Document Library/Repository, first click on the Hamburger Menu  to reveal the Main Menu.



Once selected it will display several document folders where pertinent information can be stored and linked later to assessment data. Documents can be added here by clicking on an appropriate folder or in other areas of the platform when associating documents.

