Nuventive Improvement Platform for SDSU

Help Guide

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.

Improvement Platform Help Guide

CONTENTS

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.
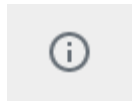
|	
Hamburger Menu	☰
Unit Drop-down	Program - Psychology (BA) ⌄
Data View/Split Screen/ Documents & Reports	▢ ▢ ▢ ▢
Instructions	ⓘ
Ellipsis	⋮
Plus (+) Sign	➕
Hide Details	Hide Details ⊤
Show Details	Show Details ⊥

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.

☰ Program - Psychology (BA) ⌄ ▢ ▢ ▢ ▢

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)
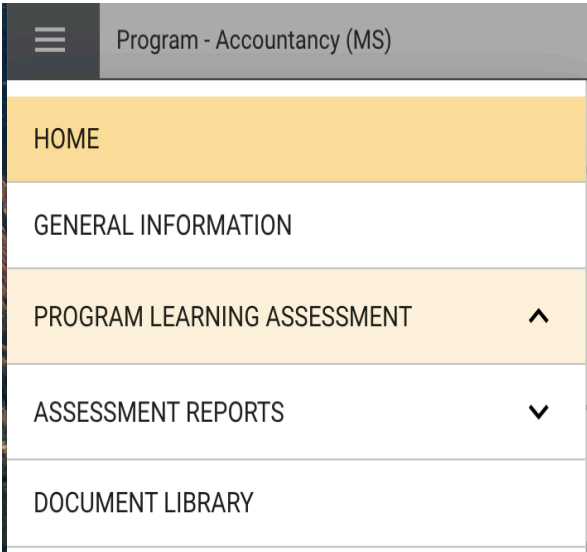
Now that you have found your unit, click the hamburger icon on the left to reveal your platform menu. **The options are:** Home (Dashboard), General Information, Program Learning Assessment (with caret), Assessment Reports (with caret), and Document Library. Feel free to explore your menu by clicking on any of the menu headings. Each of these sections will be described in further sections of this guide.

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 may find helpful 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.

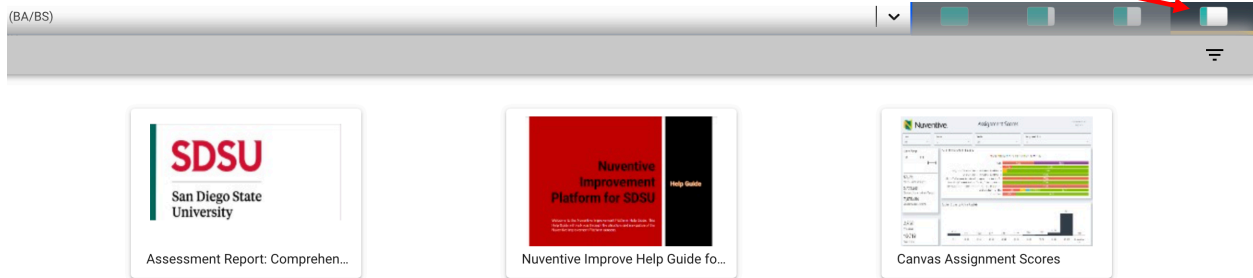The following are examples of the expanded Split Screen/Documents & Reports areas.

View 1.

View 2.

Assessment Report: Comprehen...

Nuventive Improve Help Guide fo...

Canvas Assignment Scores
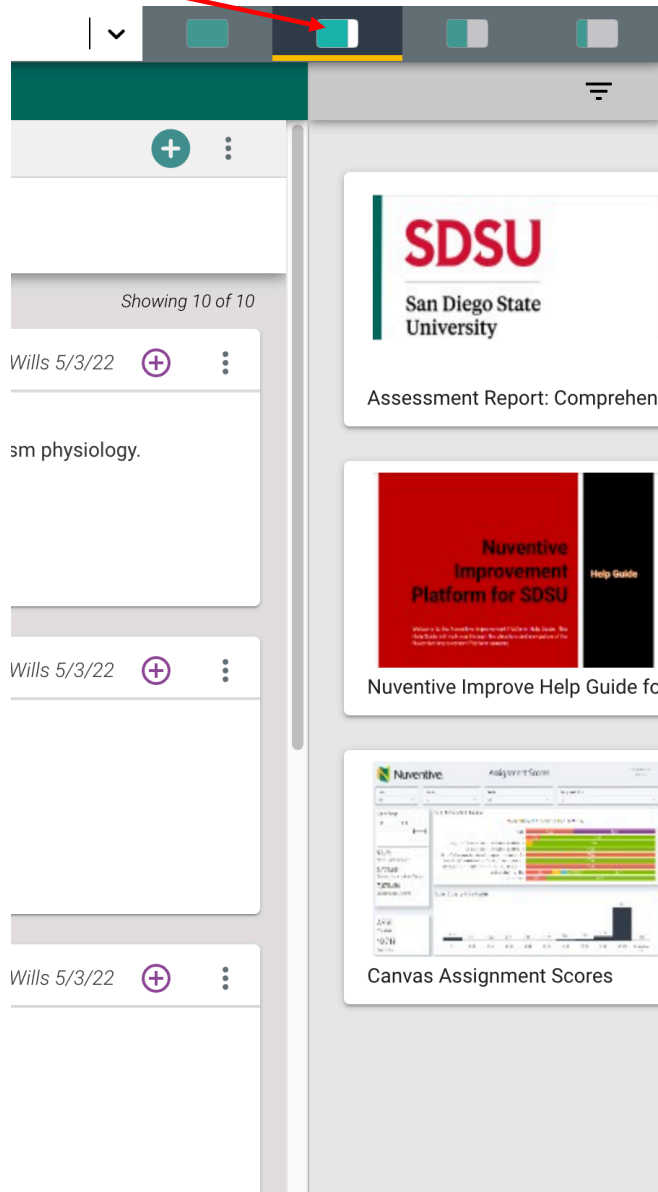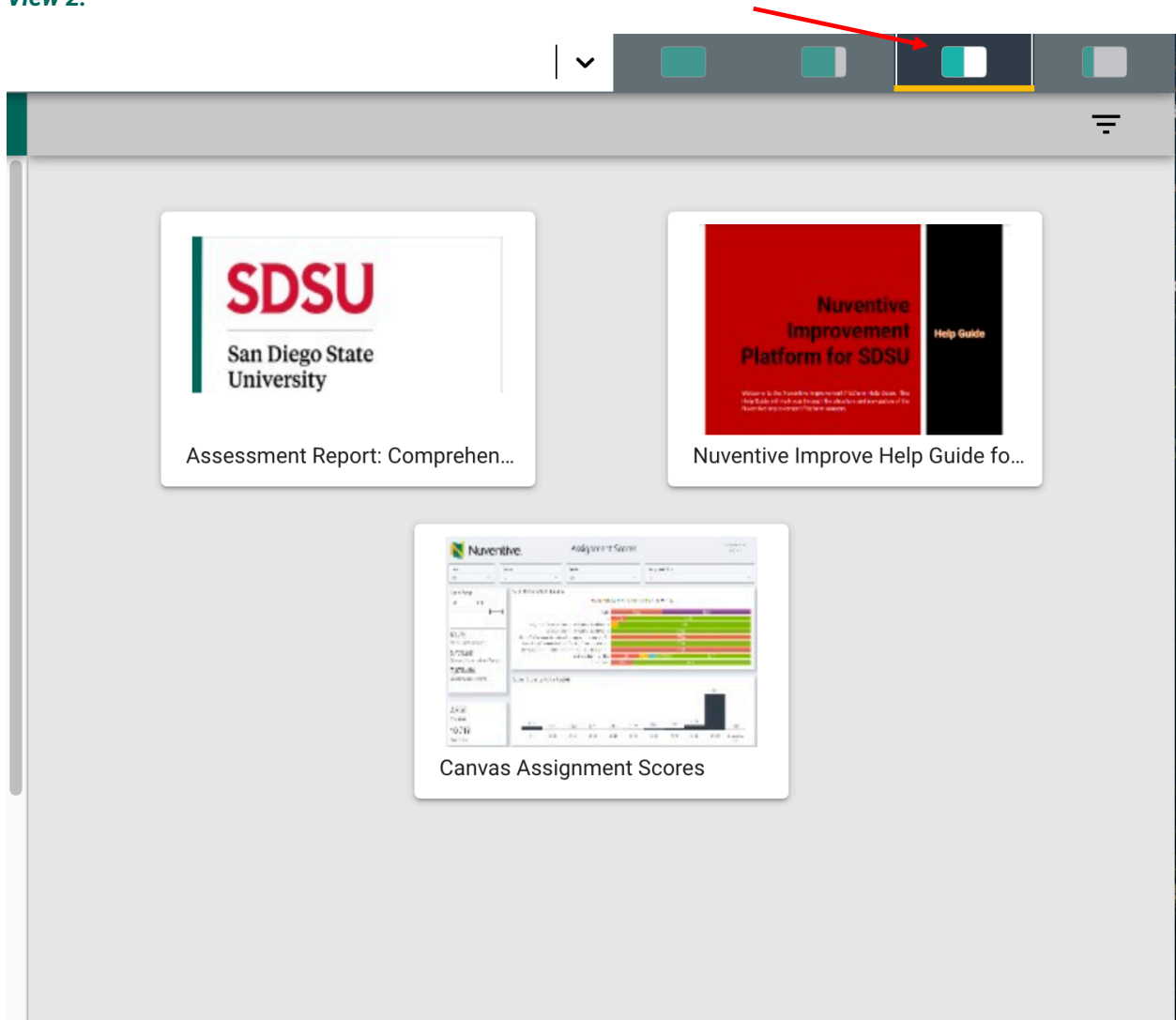
View 3.

NOTE: The area will also expand to the first level of expansion by clicking on a document/report in the side panel. 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, Result or other element to that screen.
Hide Details ↑ Show Details ↓	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 Details icon to hide the information. Show Details allows you to uncover the highlighted information.

GENERAL INFORMATION FORM
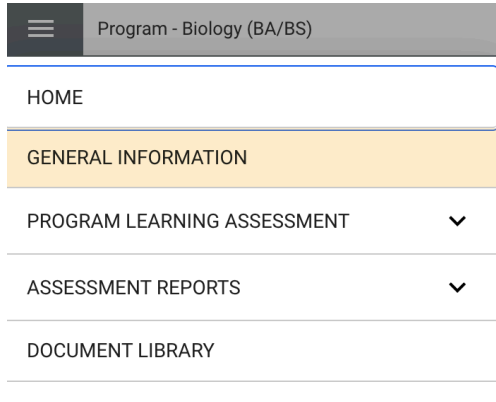
The General Information Form has basic information about your program. Some of this information may have been pre-loaded for you. The drop downs selected should not be changed on the form, as these sort your program into the structure of the Nuventive platform. The General Information form will appear as leading information in the Assessment Reports, and contains the mission of the program along with contact names.

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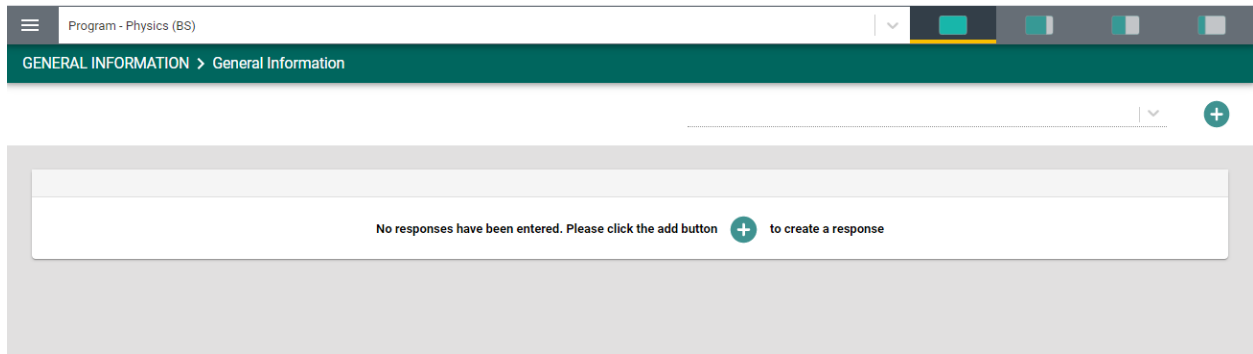
Once clicked, the form will open to the following view:

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.

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 card view of the form.
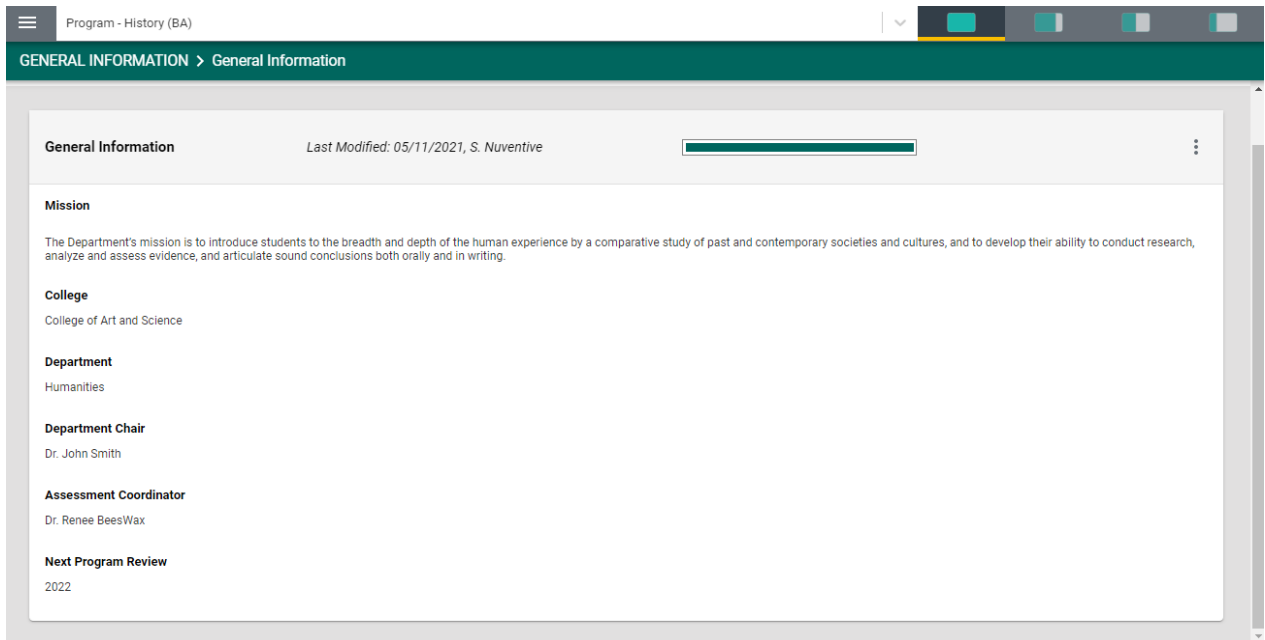
If at any time you need to edit, copy, view/print, view the audit log, or delete the form, click on the ellipses on the top right of the General Information form.
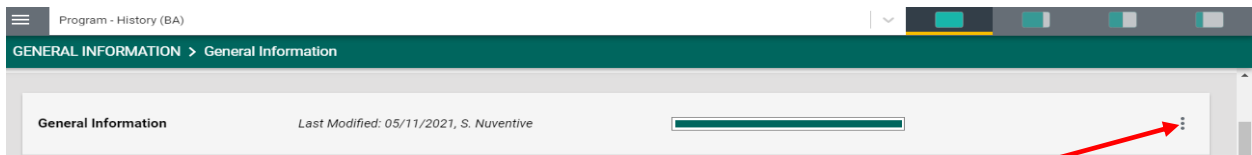
PROGRAM LEARNING ASSESSMENT
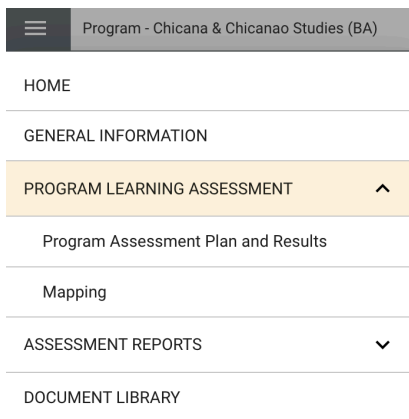
The Program Learning Assessment screens are where you will enter your Program Assessment Plans and Results, along with the Mapping. The Program Plans and Results screens include the: Outcome, Assessment Method, Mapping, and Results and Analysis. To begin setting up the program assessment plan, you will first enter the program outcome (some may already have been pre-entered for your program). Click the green circle with the plus (+) sign ⊕
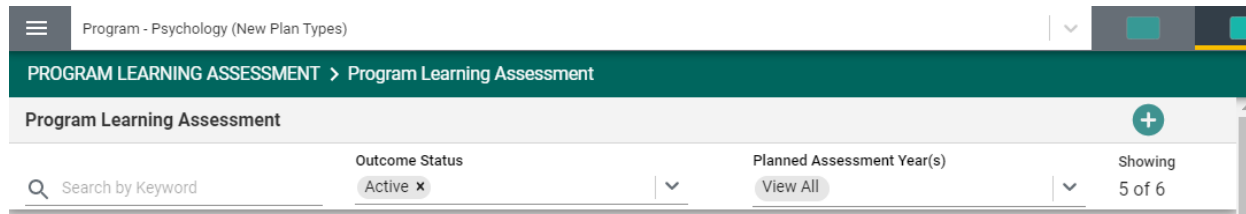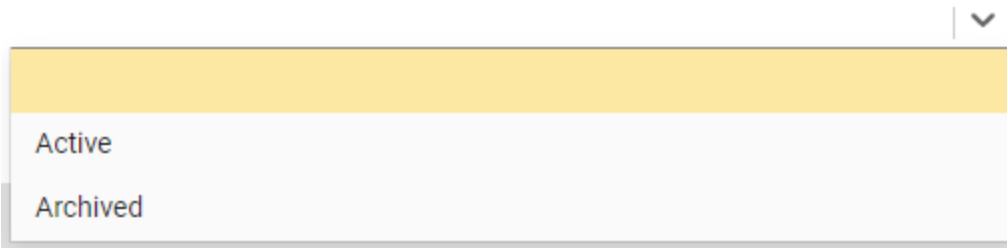
Once you have clicked on the green circle with the plus (+) sign ⊕ the following card will open.

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, this helps in the Mapping area as only the Outcome Name is displayed. The Outcome* can be the full text of the DLO. 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.
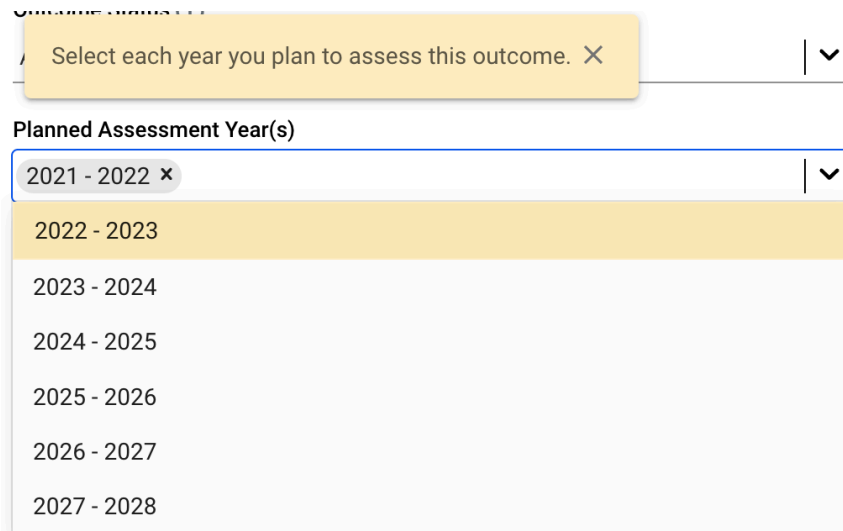
For the Outcome Status, options will be Active or Archived. Select Active if this is a new Outcome and you will be assessing this outcome. Archived may be chosen if this outcome will not be assessed any longer.
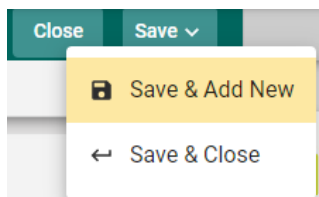
Next, click on the caret/arrow and select the Planned Assessment Year(s). This is the academic year that this outcome will be assessed. You can select multiple academic years.

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**.

If you click the **Save & Close** you will see a screen with all the outcomes listed on cards. 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.

You can display various groups of outcomes using the top search parameters: Active / Archived, or Planned Assessment Year(s). If you search using this functionality, not all outcomes may be displayed and they will need to be reset to see all outcomes.

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), either double click on the card, or 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.

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

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

The following screen will open:

Assessment Method Status *

⌄

Assessment Method Type *

⌄

Assessment Method

Criterion for Success *

Related Documents

Document Name	Document Description	➕
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). Examples of related documents may be rubrics or prompts.

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.

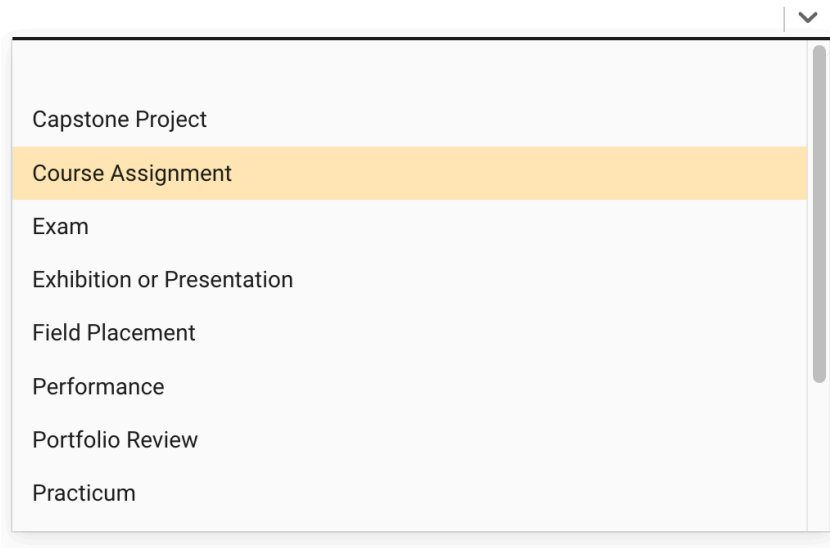**Assessment Method Status**

⌄

Active

Inactive

Select Active if this is a new Method and you will be utilizing this Assessment Method. Inactive may be chosen if this Method will no longer be used.

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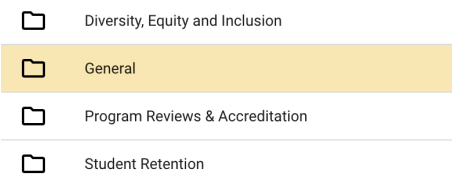
Assessment Method Type *

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.

To attach a new document, after clicking on the green circle with the (+) sign, select the folder in your program's Document Library that you would like the document stored in:

📁   Diversity, Equity and Inclusion

📁   General

📁   Program Reviews & Accreditation

📁   Student Retention

Then select the "Add File" icon on the right to select documents from your computer to upload to the Nuventive platform, you can select multiple documents:

ATTACH   📄⊞   📁   ✕

Add File
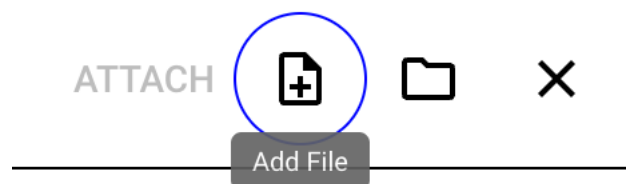
Add Document(s) to General

[Choose Files] Example Document

Name *

Example Document.docx

Description

CANCEL ✕   SAVE 🖫

Save the document, which will upload it and allow it to be attached to the Assessment Method by selecting the box to the left of the uploaded document, and clicking "Attach" on the right:

Document Repository   ATTACH ⊡ ☐ ✕

🏠 ❯ PROGRAM - BIOLOGY (BA/BS) ❯ GENERAL

☑ 📄 Example Document.docx

After all information about an Assessment Method is entered, 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**.

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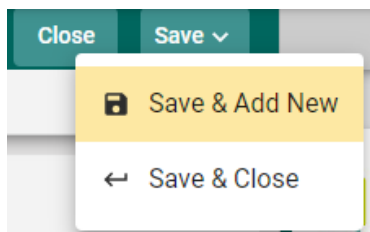
Once you have finished adding the assessment methods for each of the outcomes, and have clicked the **Save & Close**, the following screen will appear showing the assessment methods that have been entered.

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.

The previously entered Assessment Methods will be displayed in the order they appear on the Assessment Method tab. If a new Result and Analysis is being added for an assessment method, click on the green circle with the plus (+) sign next to the Assessment Method.

For this example, Exam has been selected. The Result Summary 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 Details icon to the right. **Hide Details ↑**

Note: Hiding the plan information is temporary and can be undone by clicking on **Show Details ↓**

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

RESULTS   ACTION/IMPROVEMENT PLAN

Reporting Period *

Summary of Results

\# of Students Assessed

\# of Students Meeting Criteria

Conclusion *

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.

* denotes a required field.

Reporting Period *

2020 - 2021
2021 - 2022
2022 - 2023
2023 - 2024
2024 - 2025

Continue this process of entering information through to the Action Plan field. When you have reached the Supporting 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 screen shot and paste from any document in the right-hand panel.

Supporting Tables and Graphs Press ALT + 0 for accessibility help
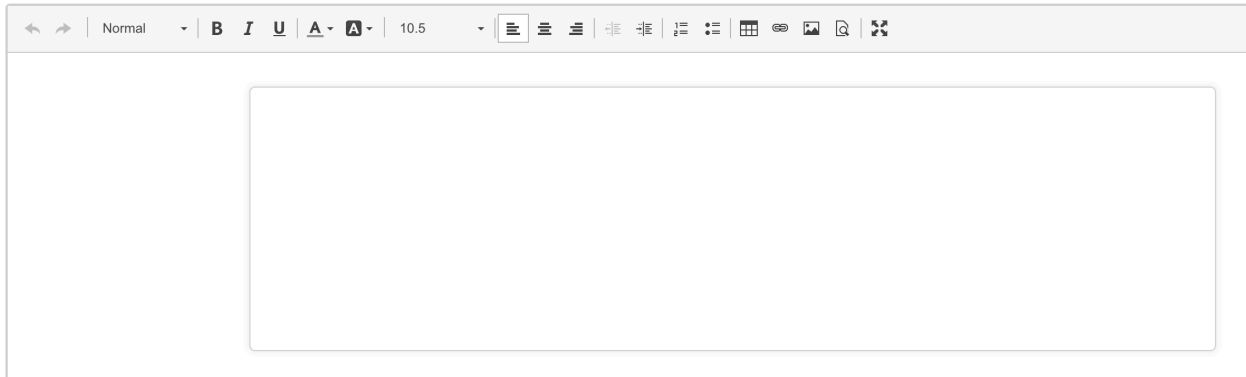
Example: Graphic cut & pasted from PowerBI Report in the right-hand panel.

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.

To add an item from the Document Library, begin by clicking the green circle with the plus (+) sign.
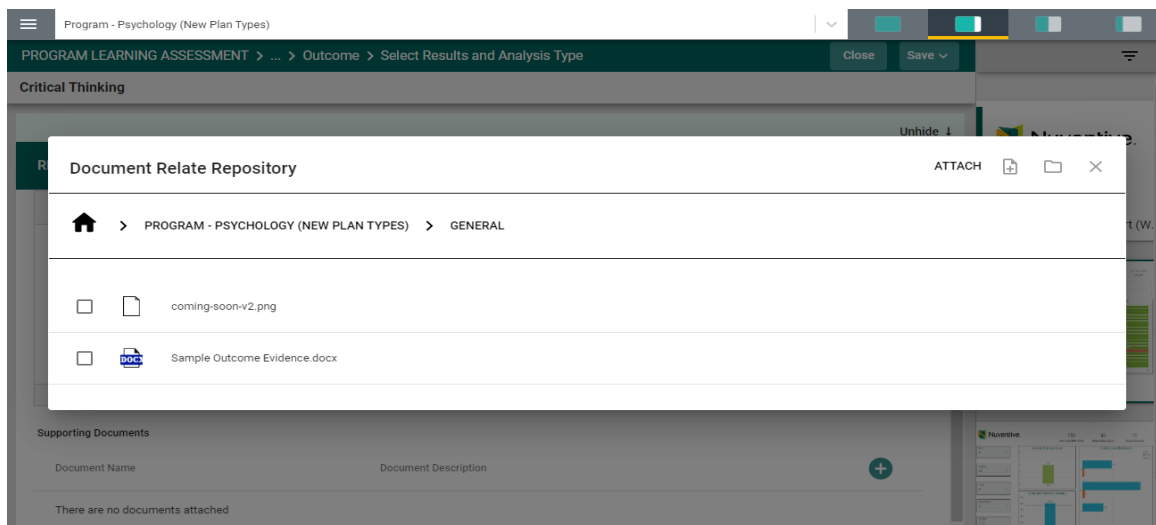
The following screen will open and allow you to select a folder.

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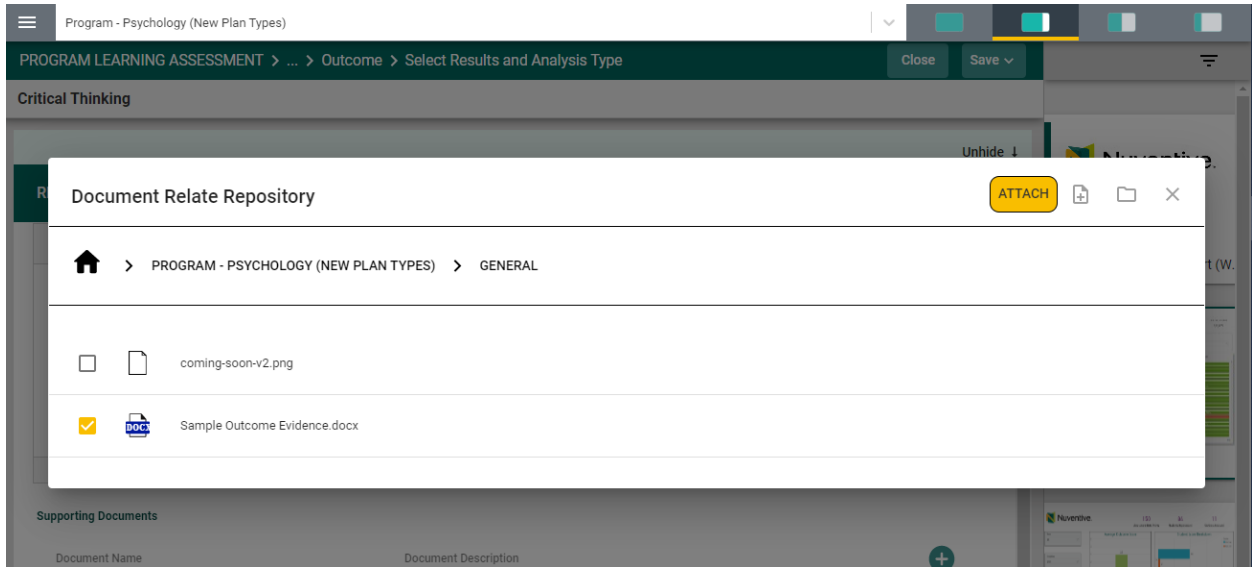
Note: If the file you are wanting to include in your results in not among the files listed, you can add a file to the library by clicking on the file + icon to the right of the Attach icon.
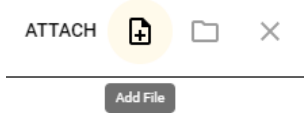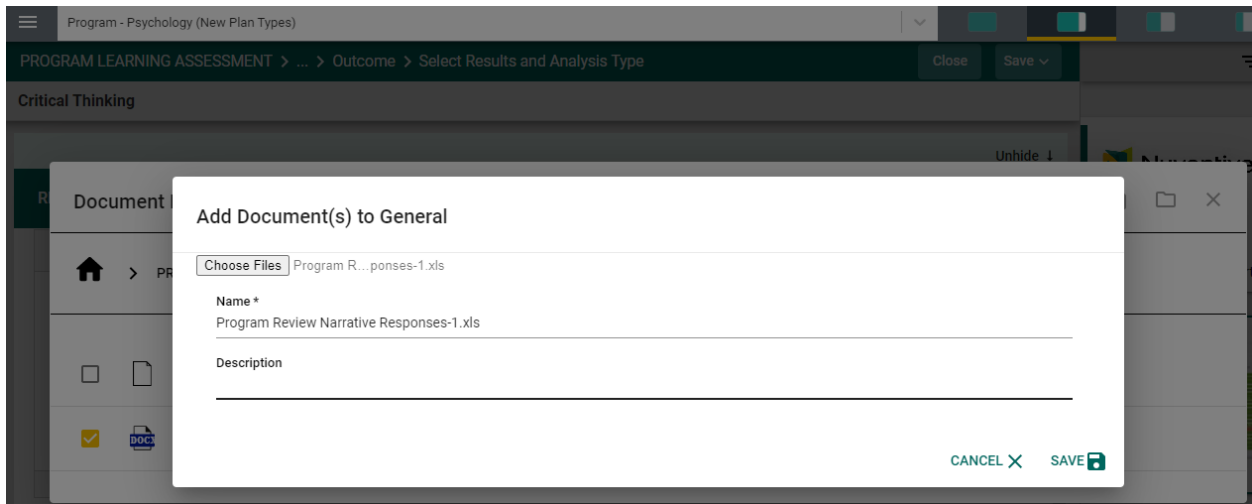

Clicking on this icon will allow you to select a file from your computer.

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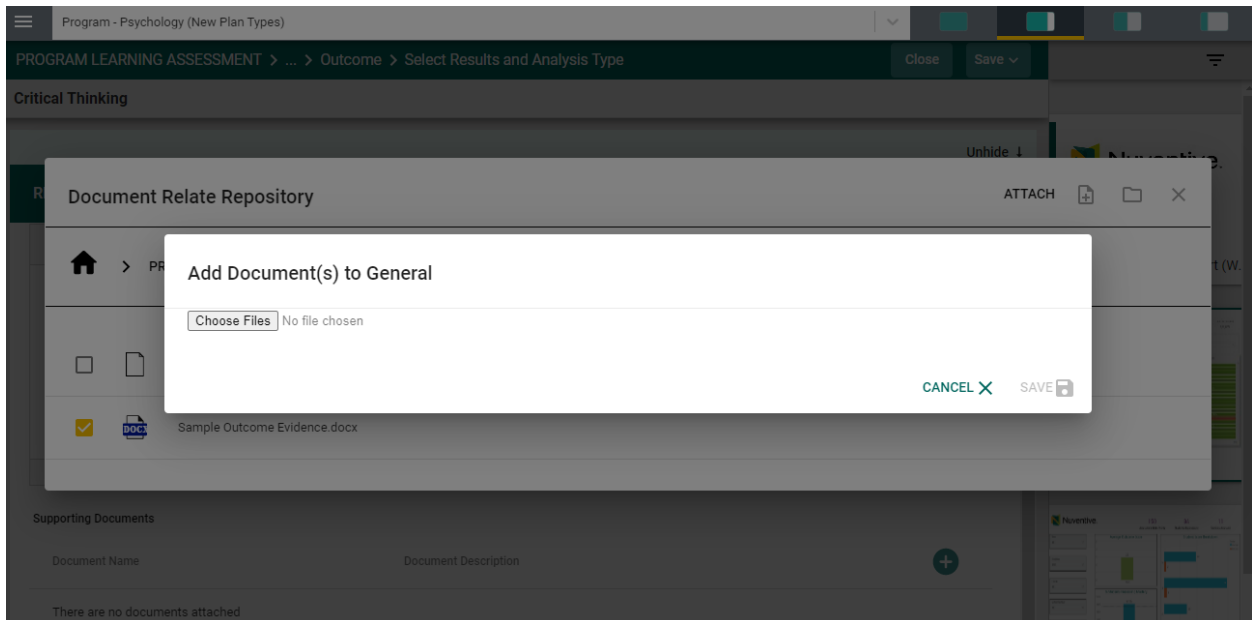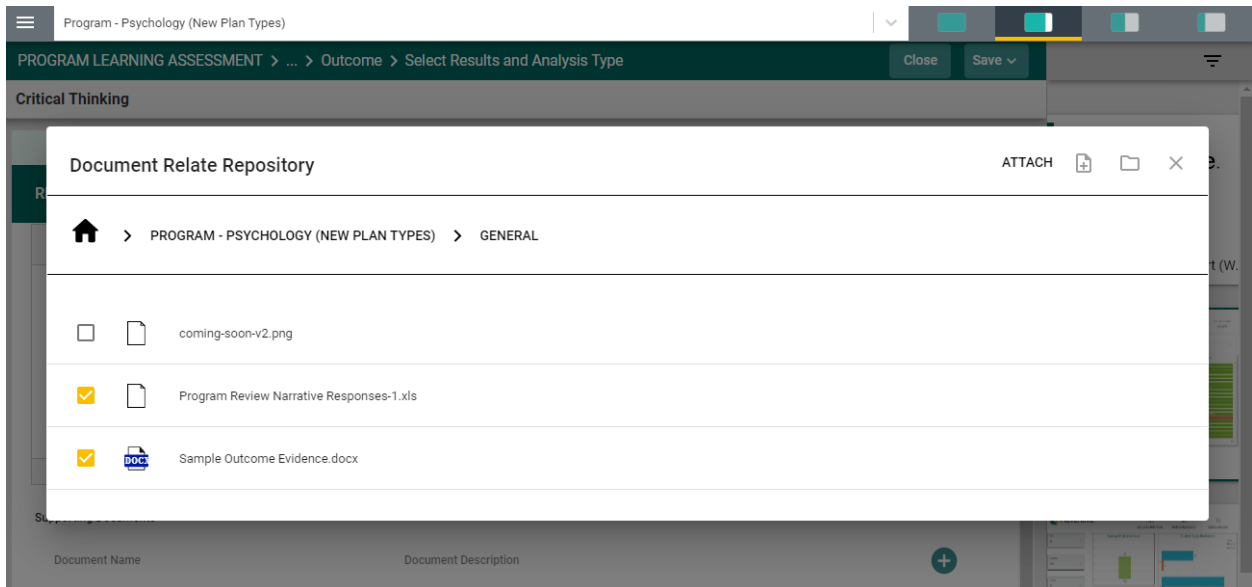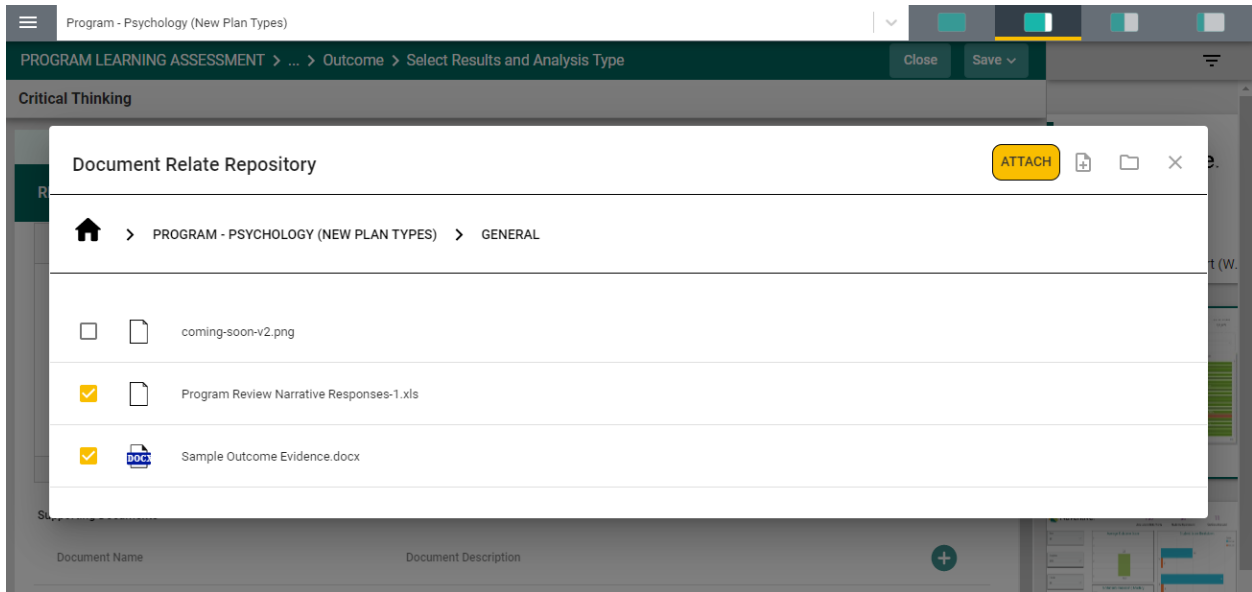
The file will now appear in the in the dialog box. Now click **Save** to upload the file.

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.

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 results 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 results to enter, you may select **Save & Add New** and continue adding results. If you have finished adding results, click the **Save & Close**.

Close	Save ⌄	
🖫 Save & Add New		
↵ Save & Close		
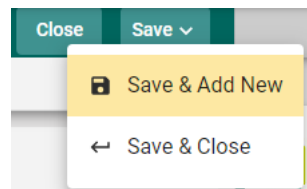
You have now completed the Assessment Results and Analysis!

MAPPING

HOME	
GENERAL INFORMATION	
PROGRAM LEARNING ASSESSMENT	∧
Program Assessment Plan and Results	
Mapping	
ASSESSMENT REPORTS	∨
DOCUMENT LIBRARY	

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.
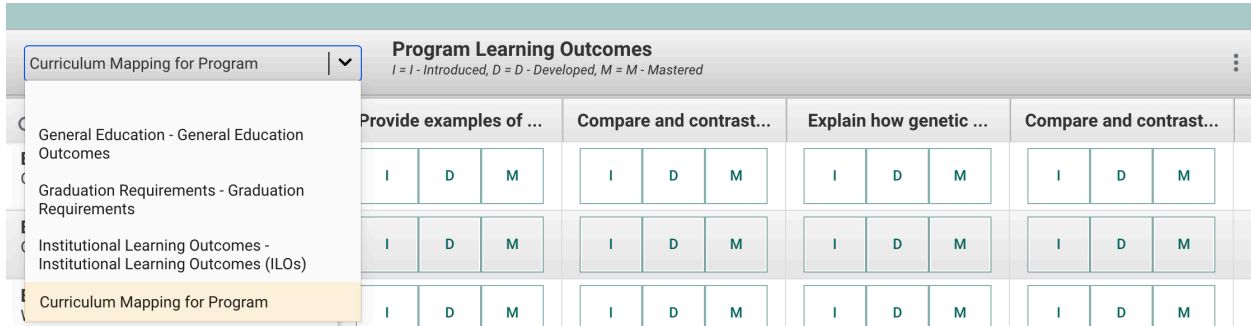
Curriculum Mapping

Begin by selecting Curriculum Mapping for Program from the drop-down [dropdown icon] to the left of the screen as depicted below.

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

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

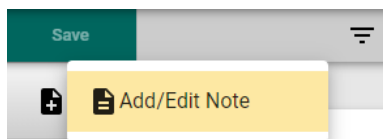| Demonstrate core cri...			Demonstrate effectiv...			Demonstrate understa...			Use an array of tech...		
I	D	M	I	D	M	I	D	M	I	D	M
I	D	M	I	D	M	I	D	M	I	D	M
I	D	M	I	D	M	I	D	M	I	D	M
I	D	M	I	D	M	I	D	M	I	D	M
I	D	M	I	D	M	I	D	M	I	D	M

Indicators have been provided: *I - Introduced, D - Developed, M - Mastered*.
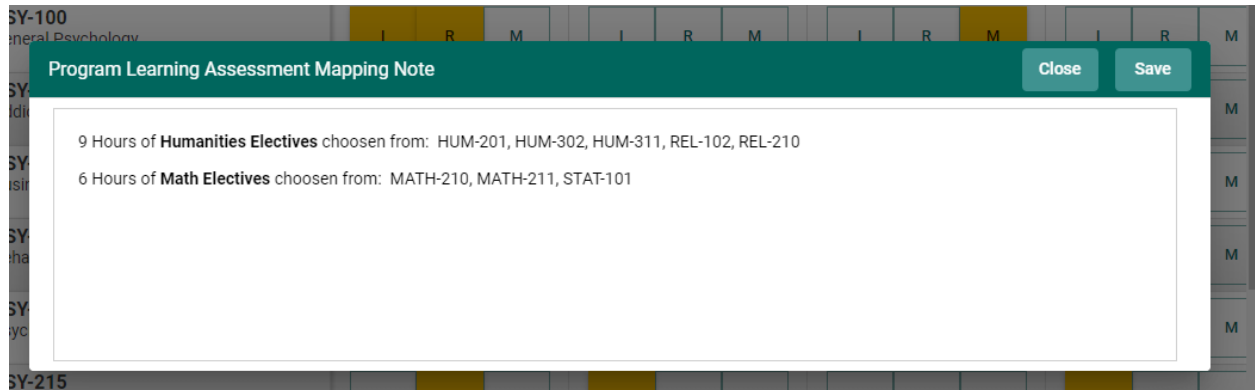
By clicking on the appropriate indicator under each DLO and aligned to the course(s) on the left, select where this DLO will be Introduced, Developed, or Mastered. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all courses and/or DLOs. If you would like to remove any mapping you have selected, click the selected indicator again to unselect. Once you have completed the mapping, the **SAVE** button, [Save] 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.
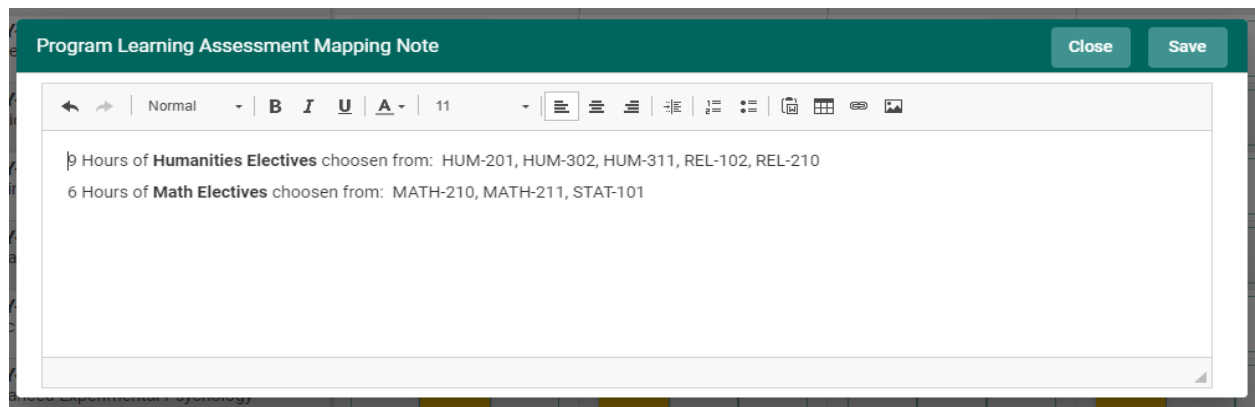
By clicking on the ellipsis, the following options will appear. Add/Edit Note

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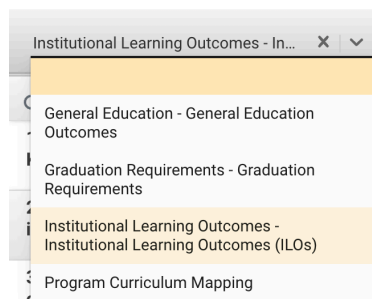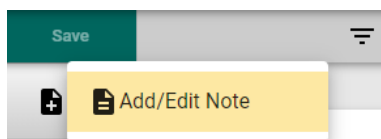
Next, notice that the ILOs are now listed in the left-hand column, while the Program Learning Outcomes (or DLOs) are listed along the top. Also, notice that the indicators have changed to *W – Weakly Relates* and *S – Strongly Relates*.

By clicking on the appropriate indicator under each outcome and aligning 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, [Save] in the top right-hand corner, will illuminate and you will be able to save your mapping work.
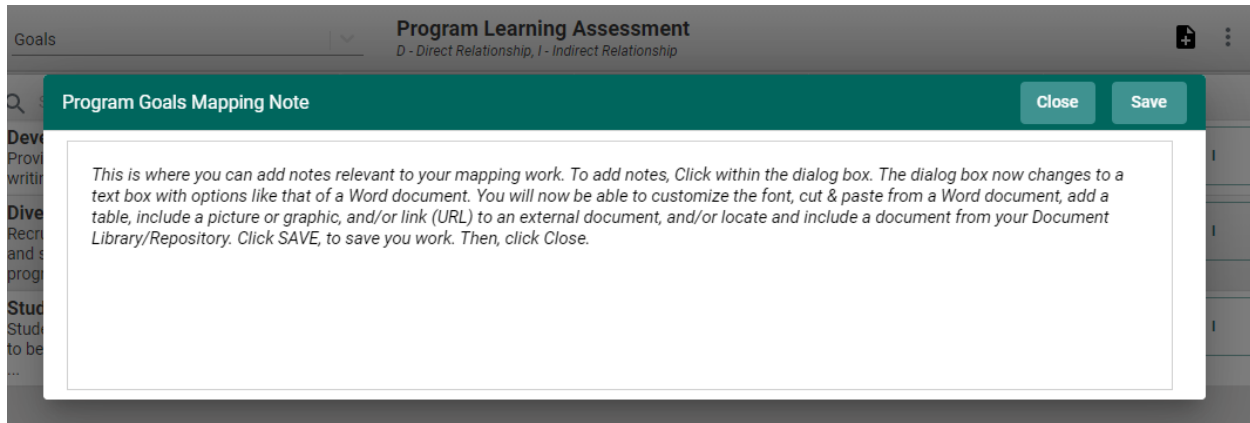
Another feature offered in the mapping screens is the option to add notes. Notice the icons to the right, just below the Save button.

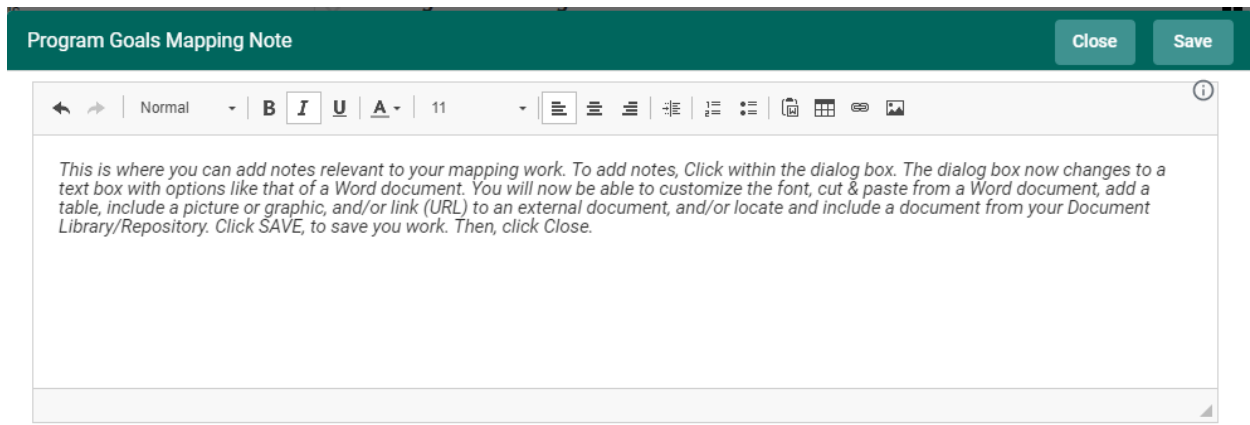By clicking on the ellipsis, the following options will appear. Add/Edit Note

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

HOME
GENERAL INFORMATION
PROGRAM LEARNING ASSESSMENT ⌄
ASSESSMENT REPORTS ⌄
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 methods or results. Documents can be added here by clicking on an appropriate folder and uploading, or in other areas of the platform when associating documents.

Home > Program - Anthropology (MA)

📁 Diversity, Equity and Inclusion

📁 General

📁 Program Reviews & Accreditation

📁 Student Retention

Additional folders or organization can be done using the editing icons:

📁+   ⋮
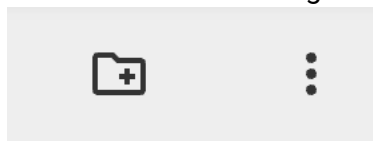
CANVAS ASSIGNMENT SCORES

A primary supporting tool within the Nuventive platform is the Canvas Assignment Scores PowerBI interface. This display can be found on all the side panels in the Program Assessment Plan and Results:

Showing 6 of 10

B. Wills 5/3/22

biology, as expressed in molecular, cellular, and whole-organism

B. Wills 5/3/22

tes and prokaryotes.

B. Wills 5/3/22

onship between genetics and evolution.

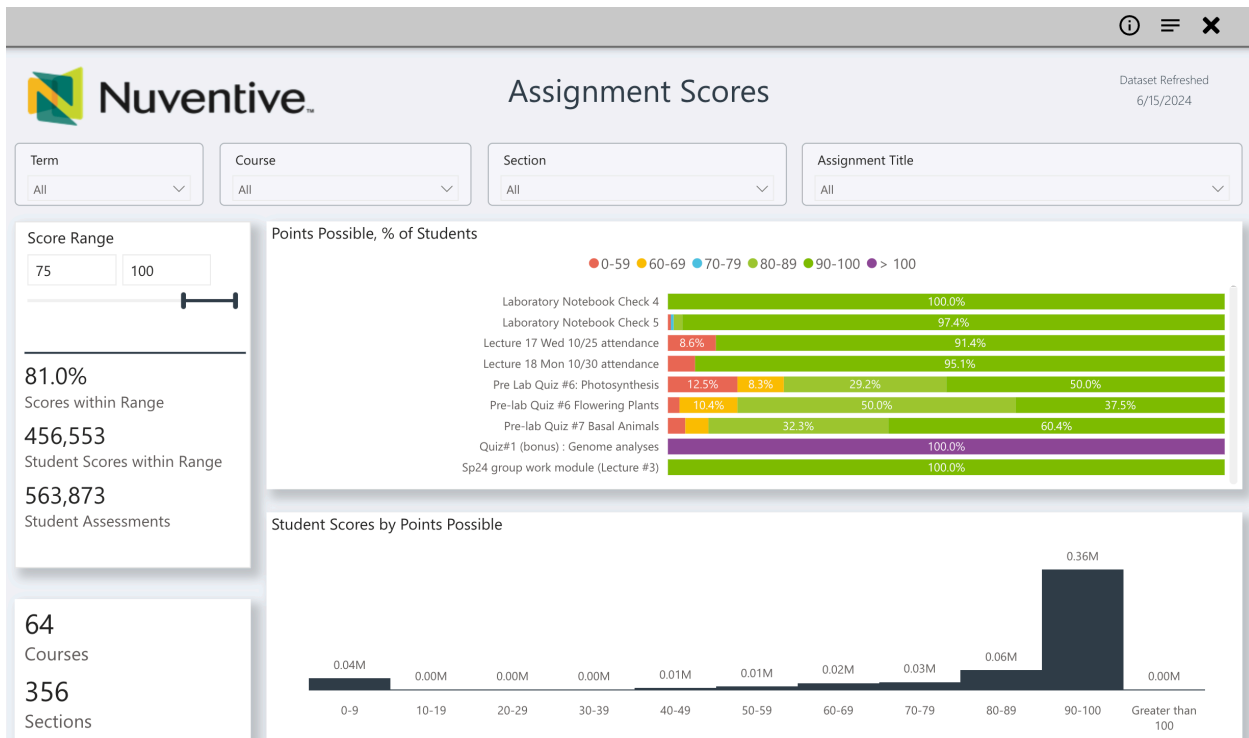SDSU

San Diego State
University

Assessment Report: Compreh

Nuventive Improve Help Guide

Canvas Assignment Scores

Click on the image box to open the table. You can also select the Split Screen options at the top
to enlarge the area that the Canvas Assignment Scores are displayed in:

The drop-down selections located at the top of the tables can be used to refine the information being displayed. Note: Assignments must have grades entered in Canvas to display correctly, and the tables are updated weekly. The dataset refreshed date in the upper right shows when the data was last refreshed.
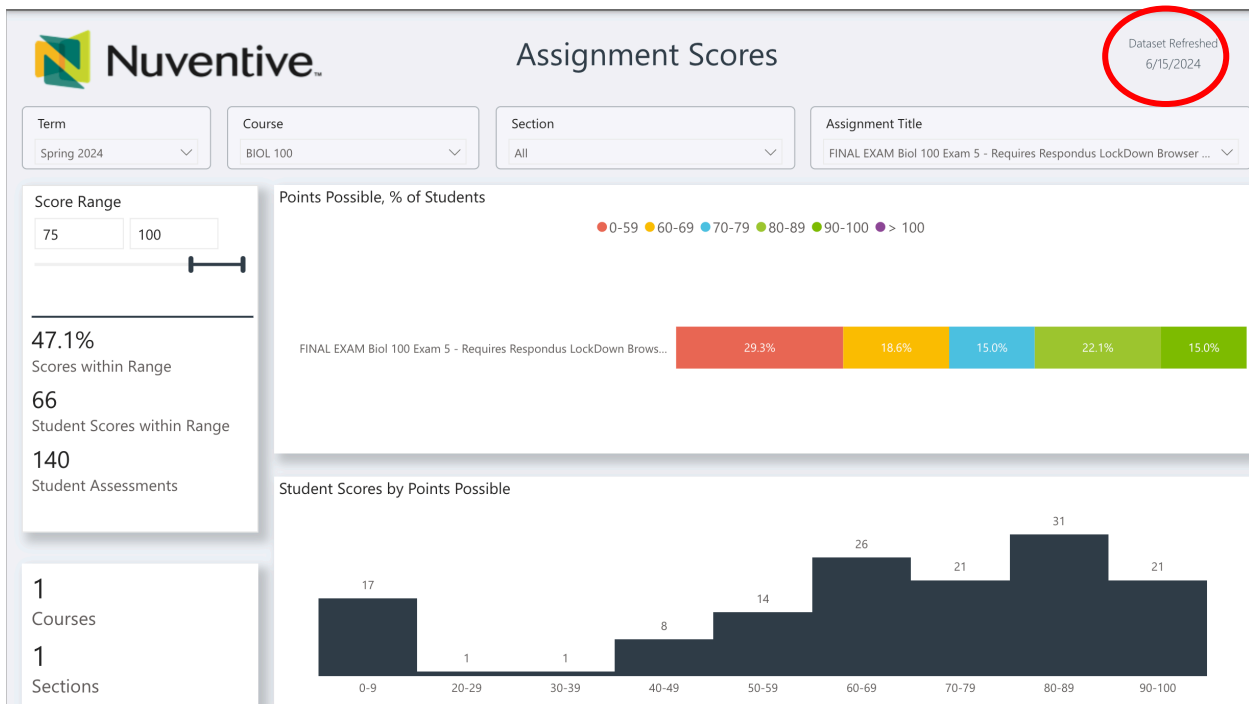
ASSESSMENT REPORTS

HOME	
GENERAL INFORMATION	
PROGRAM LEARNING ASSESSMENT	⌄
ASSESSMENT REPORTS	⌃
Narrative Assessment Report	
Concise 2-Column Report	
DOCUMENT LIBRARY	

The Assessment Reports can be accessed through the side panel in the Program Assessment Plan and Results area, or can also be accessed through the Hamburger menu. Clicking on the format of assessment report that you would like to run will open a window with selection options:

ASSESSMENT REPORTS > Narrative Assessment Report   Refresh   Download As Zip

**Report Settings**   Run Report

Report Options

Outcome Status
Active x   ⌄

Assessment Method Status
Active x   ⌄

Reporting Period
View All   ⌄

The selections default to only active DLOs and active Assessment Methods, so if archived information is required you will need to change the selections to include the Archived or Inactive options:

Once your selections have been made, click on the green Run Report button in the top right.
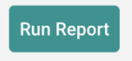
The report will run, which may take a few minutes, and then will be displayed:

The report can be downloaded as a Word document or Printed directly from the display.