

Nuventive Improvement Platform

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

CONTENTS

Welcome.....	2
Basic Navigation.....	2
Top Navigation Bar & Icons	2
General Information Form/Custom Form	7
More Custom Forms	10
Program Goals/Objectives/Outcomes	12
Mapping of Goals/Objectives/Outcomes.....	15
Entering Goal Updates/Results.....	16
Program Learning Assessment	23
Entering Program Assessment Results and Analysis	29
Course Assessment.....	40
Entering Course Assessment Results and Analysis.....	50
Mapping.....	56
Reports	64
Document Library/Repository.....	65



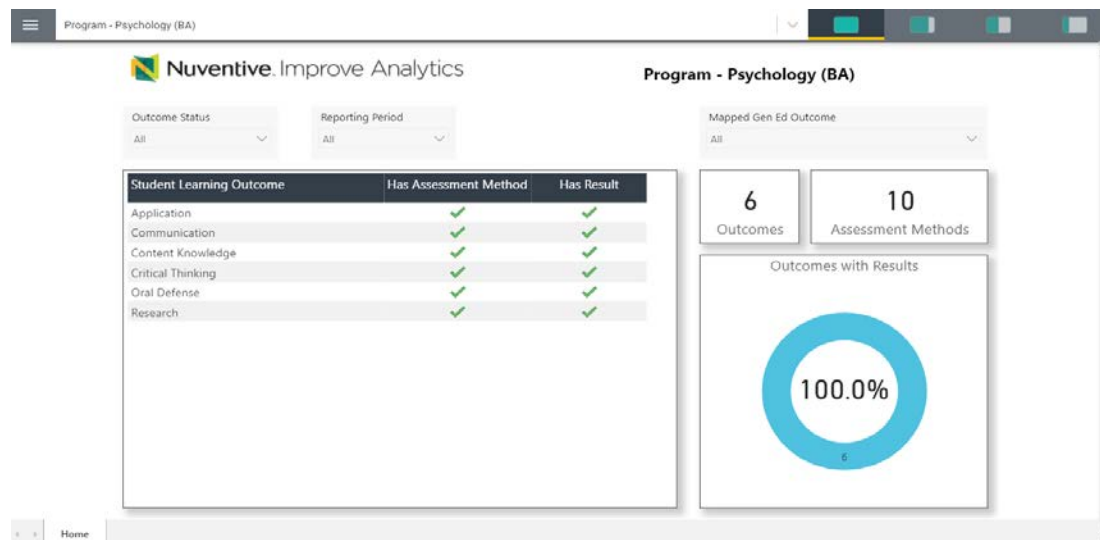
WELCOME

Welcome to the Nuventive Improvement Platform Help Guide. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform. Before we begin, it is important to note that the configuration of your Nuventive Improvement Platform screens may not mirror exactly the example we provide in this help guide. Each instance of the platform is customized to meet the unique needs of each institution. This includes the menu, field labels, list values, and custom fields. If at any time you have questions about the configuration of your specific instance of the platform, please contact your Nuventive Professional Services Consultant.

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. Once you have logged into the Nuventive Improvement Platform, you should first see a screen similar to the one below.

Example: Improvement Analytics Dashboard



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 primary navigation bar through-out the platform.



Hamburger Menu



Unit Drop-down

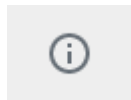
Program - Psychology (BA)



Data View/Split Screen/ Documents & Reports



Instructions



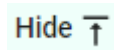
Ellipsis



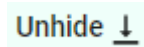
Plus (+) Sign



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. If this is your first time logging in, and you do not see your unit, please contact your institution's assessment contact. 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)



HOME/DASHBOARD
GENERAL INFORMATION
ANNUAL REVIEW
PROGRAM GOALS
PROGRAM LEARNING ASSESSMENT
COURSE ASSESSMENT
MAPPING
REPORTS
DOCUMENT LIBRARY/REPOSITORY

Now that you have found your unit, click the hamburger icon on the left to reveal your platform menu. **NOTE:** Your main menu will differ from this example, as your institution has designed your menu specifically for your institution's needs and processes. Most menus, however, will include the following headings: Home or Dashboard, General Information, one or more of the Assessment processes, Reviews, Mapping, Reports, and Document Library/Repository. Feel free to explore your menu by clicking on any of the menu headings.

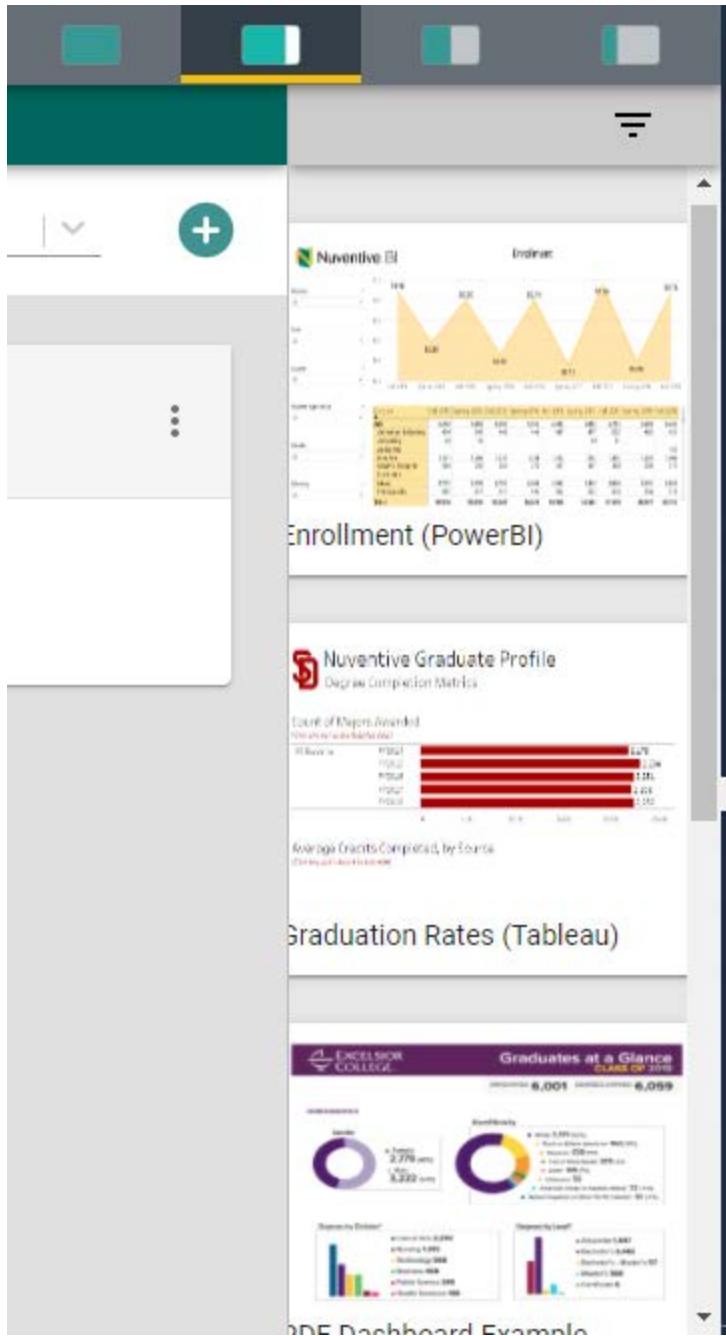
SPLIT SCREEN/DOCUMENTS AND REPORTS



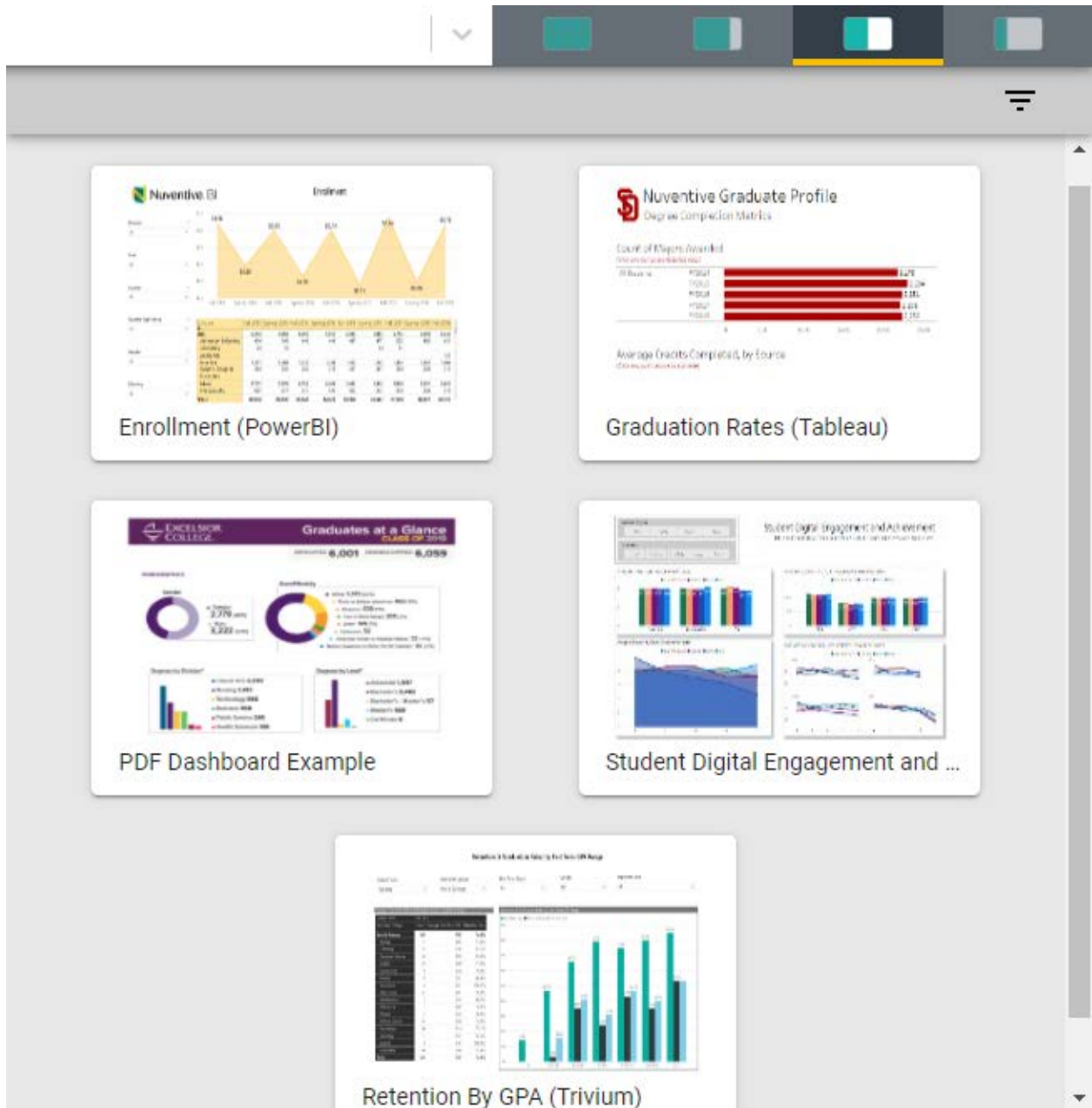
To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following type of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. 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.

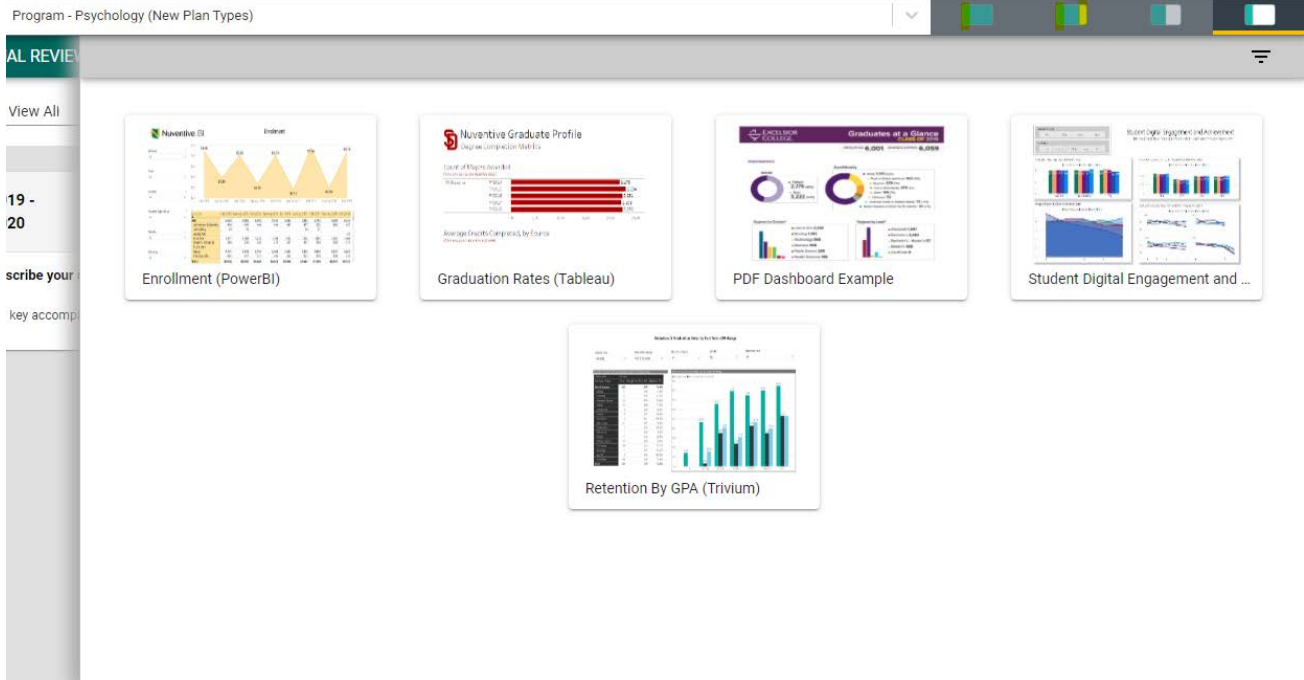
View 1.



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



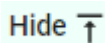
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



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.



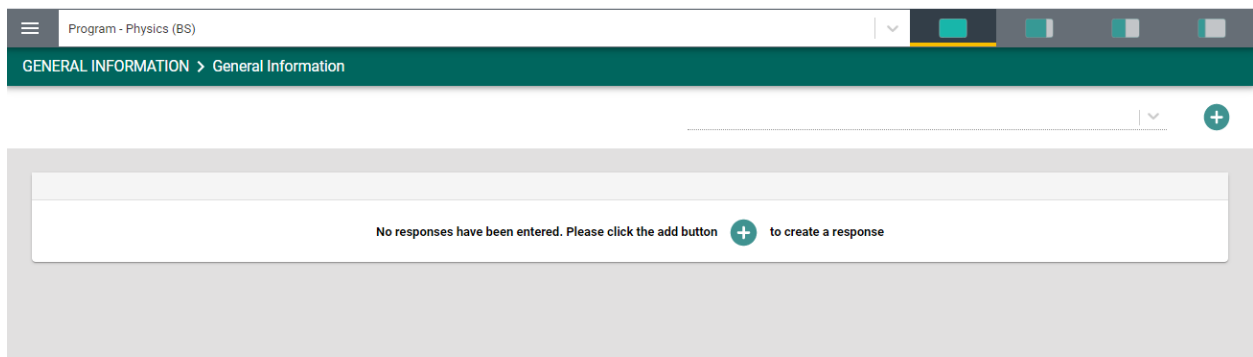
Unhide allows you to uncover the highlighted information.


GENERAL INFORMATION FORM/CUSTOM FORM

GENERAL INFORMATION

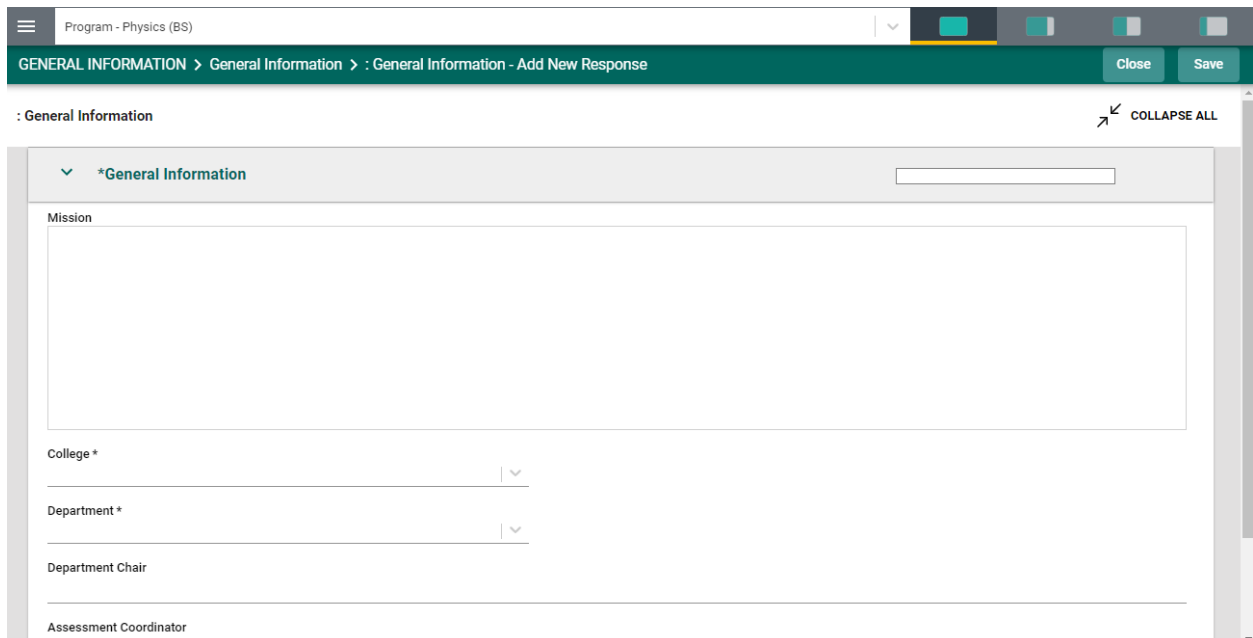
The General Information/Custom Form is a highly customizable form that can be set up for a variety of functions/processes. On initial setup, your institution may have chosen to provide a General Information form where you will enter information about the institution, college, department, program, and/or unit, such as the Mission Statement, Contact Information, and dates of future accreditation reviews. The General Information form will appear as the second page of one of the Standard Reports.

To enter information on the General Information form, begin by clicking on the green circle with the plus (+) sign icon on the card.



The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu icon, the text "Program - Physics (BS)", and a dropdown arrow. Below this is a dark green header with the text "GENERAL INFORMATION > General Information". The main content area is a light gray card with a white border. Inside the card, there is a large white text box containing the message: "No responses have been entered. Please click the add button  to create a response". A small green circle with a white plus sign is located at the top right of the card.

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



The screenshot shows the "General Information - Add New Response" form. The navigation bar at the top includes "Program - Physics (BS)", a dropdown arrow, and a dark green header with "GENERAL INFORMATION > General Information > : General Information - Add New Response". There are "Close" and "Save" buttons on the right. The main content area is a light gray card with a white border. At the top of the card, there is a dropdown arrow, the text "*General Information", and a search box. Below this, there is a large white text box labeled "Mission". Underneath the "Mission" box are three dropdown menus: "College *", "Department *", and "Department Chair". At the bottom of the card, there is a text box labeled "Assessment Coordinator". A "COLLAPSE ALL" button with an arrow icon is located at the top right of the card.

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 browser window with the address bar displaying 'Program - History (BA)'. The page title is 'GENERAL INFORMATION > General Information > : General Information - Add New Response'. At the top right, there are 'Close' and 'Save' buttons. The main content area is titled ': General Information' and includes a 'COLLAPSE ALL' link. A section titled '*General Information' contains a 'Mission' field with a rich text editor. The text in the mission field 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 field are three dropdown menus: 'College *' (College of Art and Science), 'Department *' (Humanities), and 'Department Chair' (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 same web browser window, but the page title is now 'GENERAL INFORMATION > General Information'. The 'Close' button is no longer visible. The main content area is titled 'General Information' and includes a 'Last Modified: 05/11/2021, S. Nuventive' timestamp. The form content is now displayed as a list of fields with their values: '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.

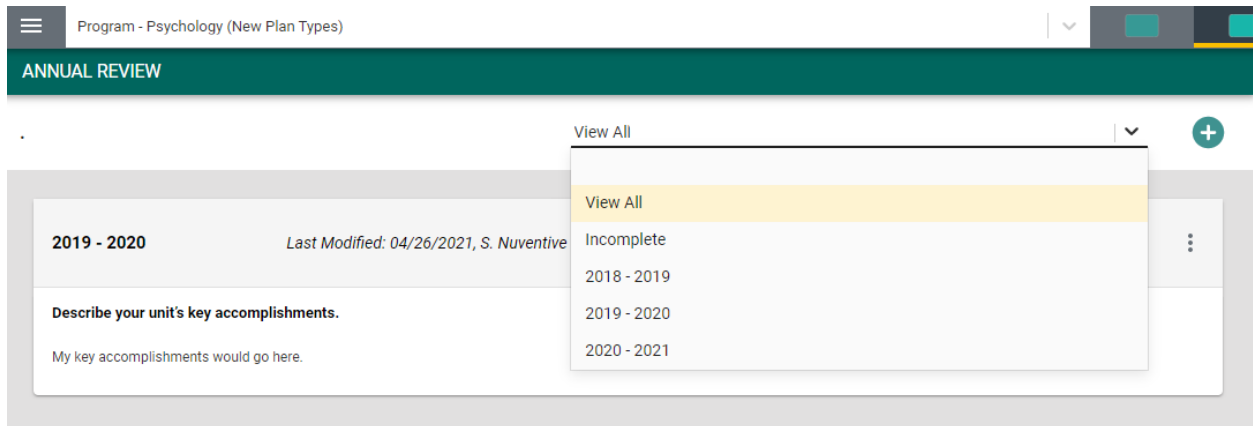


MORE CUSTOM FORMS

If a Custom Form has been set up for other processes, such as Assessment Review, Program Review, and/or Annual Review, etc., you may see these headings in your main menu. For this example, we are using Annual Review.

ANNUAL REVIEW

While the overall function of entering information on this custom form will be the same as the General Information form, there are some differences such as selecting from multiple date cycles.



If you will be adding information to a specific date cycle of the review form, select the cycle from the drop-down. Then, proceed with completing that form. Once you have completed the fields within the form, remember to **SAVE** your work and **Close** the form.

Once closed, each cycle will be exhibited as indicated in the graphic below. Notice that in the example the drop-down is set to **View All**. This means that you will see all cycles that have been configured for this custom form. You may choose a specific cycle (2020 – 2021) from the drop-down, in which case you will only see that cycle of information presented.

Another feature of the custom forms is the progress indicator bar. Notice in the graphic below that there are two bars: one yellow and one green. These bars provide, at-a-glance, which forms have been completed (the green filled bar) and which of the forms have not been completed (the yellow bar).


The screenshot displays a software interface for 'Program - Psychology (BA)' with a 'LEARNING OUTCOMES ASSESSMENT > Plan Review' header. Below the header, there is a 'Review Year' section with a 'View All' link and a plus icon. Two review year entries are shown:

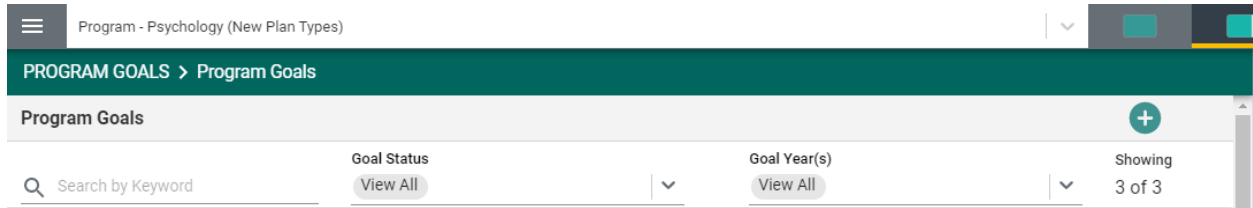
- 2018 - 2019**: Last Modified: 04/05/2021, S. Nuventive. The progress bar is yellow, indicating it is not completed. The overall review status is 'Assessment Report Needs Major Rework'.
- 2017 - 2018**: Last Modified: 02/28/2020, S. Nuventive. The progress bar is green, indicating it is completed. The overall review status is 'Assessment Report is Complete'.



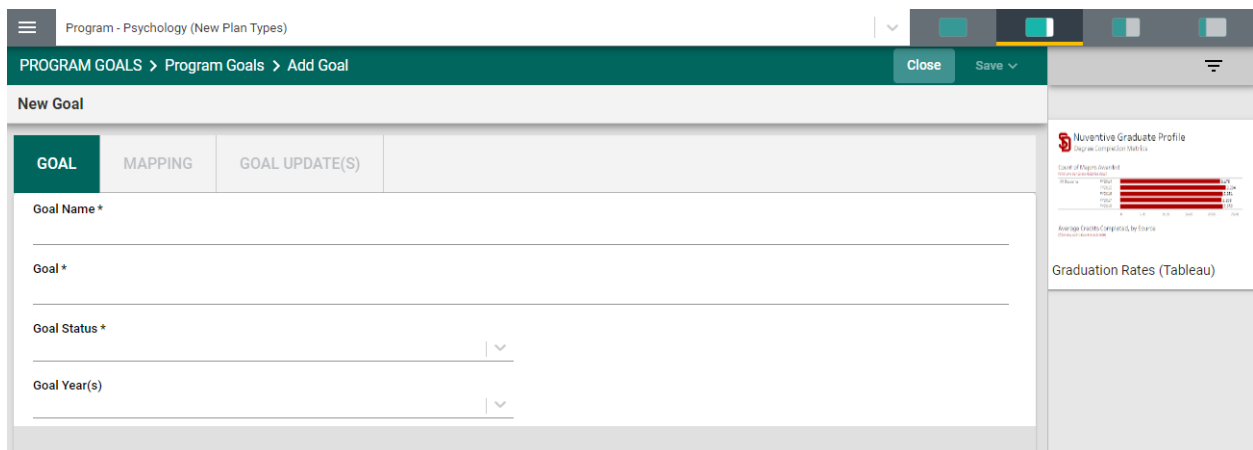
PROGRAM GOALS/OBJECTIVES/OUTCOMES

For this example, we are using the term Goal. Your screens may reflect a different term (Objective or Outcome), but the functionality will remain the same. Also note, that the page/screen where the goal/objective/outcome is located may be referred to as a **card**.

To add a new goal, click on the green circle with plus (+) sign  on the top right.



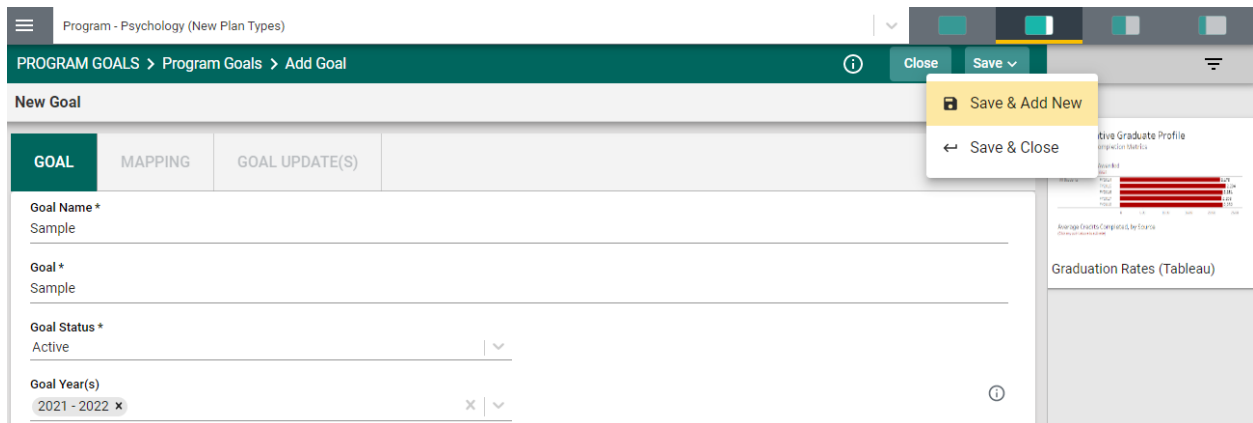
This will open the following card.



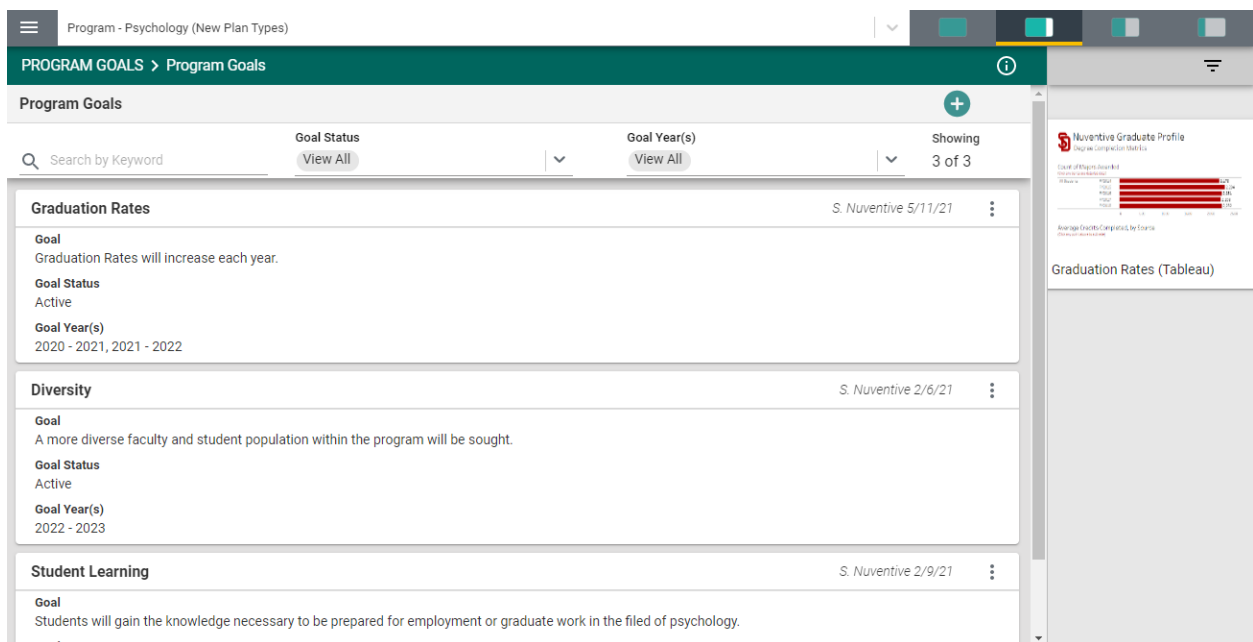
Next, type in each field provided to enter the **Goal Name** and **Goal**. Next, click on the arrow/caret to open the **Goal Status** drop - down. Select **Active** or **Archived** from the drop – down. Then, click on the down arrow/caret to reveal the **Goal Year(s)** drop – down selections. Select from the drop-down. This is a multi-select field, so you can select multiple years.

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 card until information has been entered into that field.

Once you have completed entering the goal information, **SAVE** your work by clicking on the **Arrow/Caret** next to the **SAVE** button at the top of the screen. Notice that when you click the **Arrow/Caret** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this goal. If you have additional goals to add, click the **Save & Add New**. If you have finished adding goals, click the **Save & Close**.

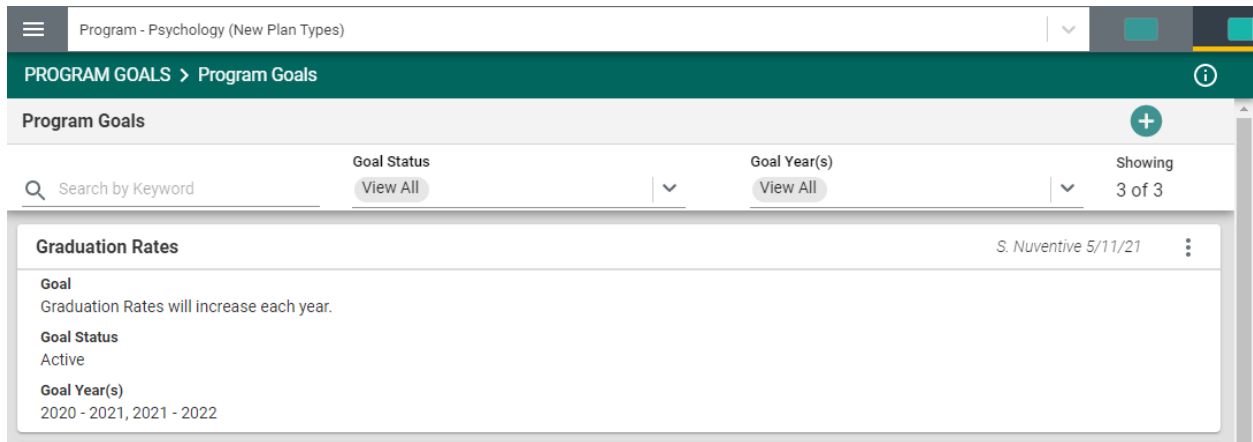


Once you have finished adding goals, click the **Save & Close**. The following screen will appear showing the goals that you have added.



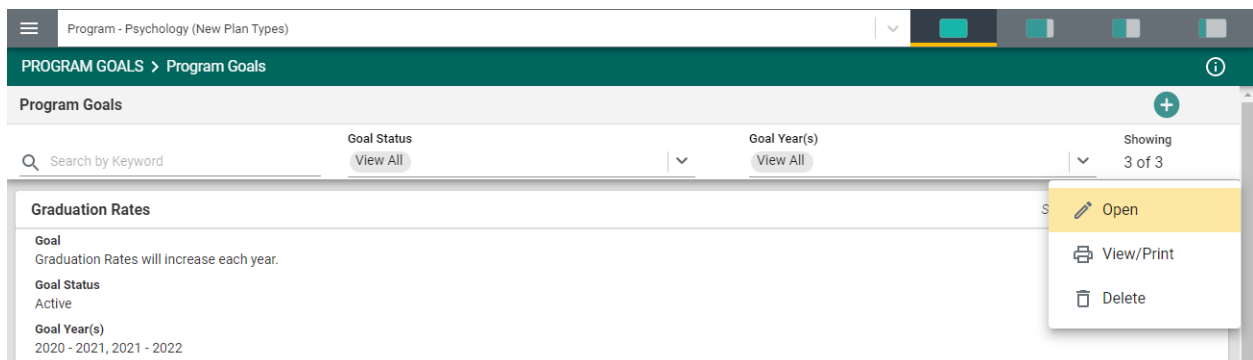
Notice that in the top bar, above the goal cards, that you can locate a specific goal by **Search by Keyword**, by showing only the goals that are **Active or Archived**, showing the goals by **Goal Year(s)**, or by showing all goals by selecting **View All** in each heading.

NOTE: As you add goals, the number of goals that have been entered is reflected at the top, right, of the goals/cards. In this example you see **“Showing”** 3 of 3.



To edit a current goal, locate the ellipsis to the far right of the card.

Once you click on the ellipsis you will be provided with the options to **Open**, **View/Print**, or **Delete** the goal. Keep in mind that if there have been updates/results entered for any goal/objective/outcome, deleting any goal/objective/outcome will also remove any updates/results that have been entered for that specific goal/objective/outcome.



Clicking on **Open** will open-up the current card for review and/or editing. **View/Print** will allow you to view the entire card in print-view mode and you will be able to **Save** the card to your computer for printing. **Delete** will remove the entire card permanently and any results that have been entered for that goal.

NOTE: When working within the goals/cards, you may move between goals/cards by using the navigation < 1/3 > as seen below. This number of goals/cards will change as you add or remove goals/cards. Remember to **SAVE** any edits that you have made before moving to another goal/card.

Program - Psychology (New Plan Types)

PROGRAM GOALS > Program Goals > Goal Close Save

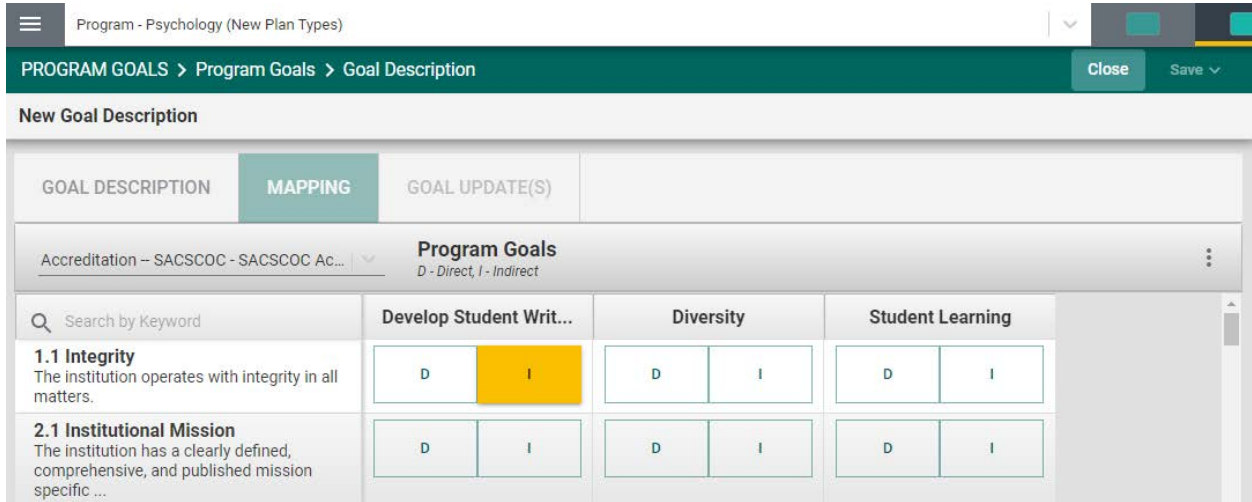
Graduation Rates < 1 / 3 >

GOAL	MAPPING	GOAL UPDATE(S)
<p>Goal Name * Graduation Rates</p> <hr/> <p>Goal * Graduation Rates will increase each year.</p> <hr/> <p>Goal Status * Active <input type="button" value="v"/></p> <hr/> <p>Goal Year(s) 2020 - 2021 <input type="button" value="x"/> 2021 - 2022 <input type="button" value="x"/> <input type="button" value="v"/></p>		

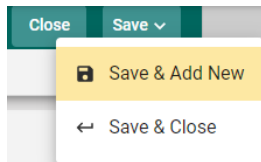
MAPPING OF GOALS/OBJECTIVES/OUTCOMES

Clicking on the MAPPING tab will navigate to the Mapping page/screen where the unit can map their Unit Goals with other institutional outcomes. The Mapping tool is a diagnostic tool and the

mapped elements can be visible on various Standard/Analytic Reports. To begin, select the institutional outcome from the drop-down (under the green highlighted tab – MAPPING) on the left. To map a goal, click in the box/space to the right of the institutional goal. The indicator (D/I – for this example) denotes that the goal has been mapped to the corresponding institutional outcome.



When you have completed the mapping, click the **Save** drop-down arrow/caret in the top right-hand area of this screen.




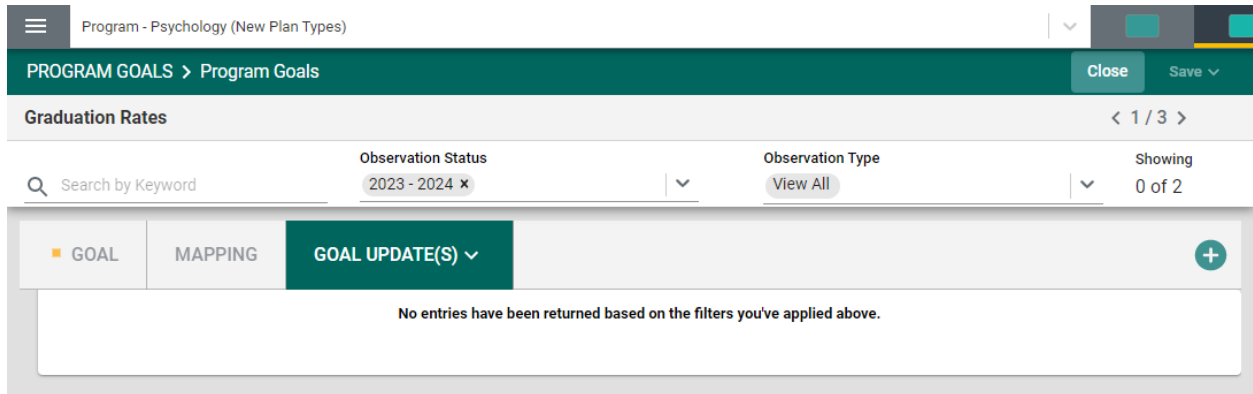
Save & Add New: Will show all goals that have been entered for mapping and you may continue to map the goals.



Save & Close: Will save your mapping and return you to the main goal screen.

NOTE: For more information on Mapping, return to the Table of Contents and select **Mapping**.

ENTERING GOAL UPDATES/RESULTS

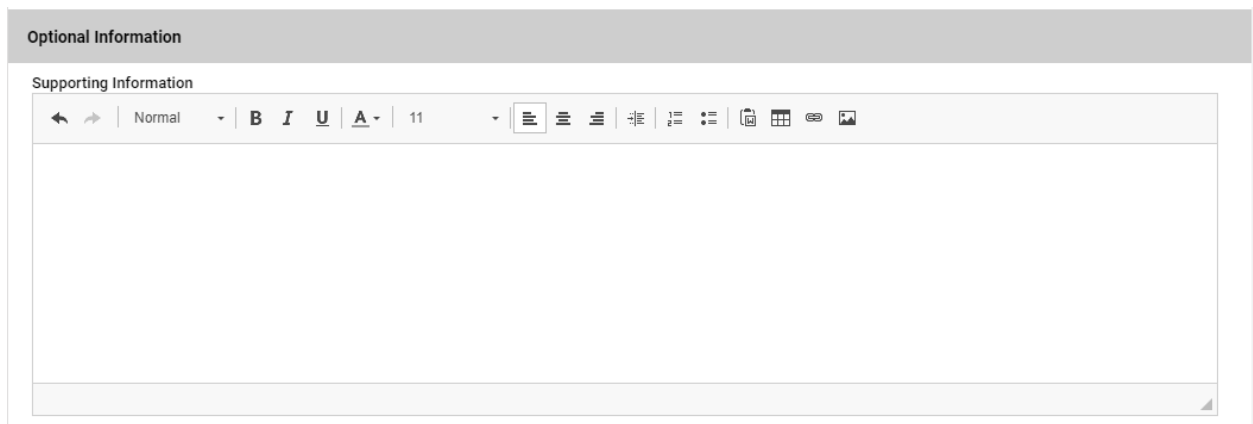
The next Tab on the navigation bar for this goal is the **GOAL UPDATES(s)** page/screen. To add a Goal Update for the goal, click the green circle with the plus (+)  sign



Once you have clicked on the green circle with the plus (+) sign  The following card/screen will open. Notice the light green area at the top of the card. This is the information that was entered previously for the goal. You can choose to leave this information available as you enter updates/results, or you can click the **Hide** icon  to the right to hide the information while you work.

Now, begin entering the Status Update/Results for this Goal. First, select the Reporting Period by clicking on the drop-down. Then, click in the text/dialog box to enter the Status Update/Results narrative. Next, click the drop-down to select your conclusion. Finally, use the scroll bar to the right to add any **Optional Information** and/or **Supporting Documents**.

To add **Supporting Information**, click in the text/dialog box. Once you click in the text/dialog box a typical Word toolbar will appear. You have a variety of options such as pasting from a Word document, adding a table, linking to a document outside of the platform, or pasting a graphic/picture from another sources. **Note:** If there are items available to you in the documents and reports area to the right, you can cut and paste that information into this space.



Example:

Program - Psychology (New Plan Types)

PROGRAM GOALS > ... > Goal Description > Edit Status Update

Develop Student Writing Skills

STATUS UPDATE

Optional Information

Supporting Information

Count of Majors Awarded
(Click any bar to see detailed data)

Year	Count
All Students FY2016	2,231
FY2017	2,208
FY2018	2,335
FY2019	2,292
FY2020	2,286

Unhide ↓

Navient Graduate Profile

Graduation Rates (Tableau)

Adding Supporting Documents

To add Supporting Documents, Click the green circle plus + sign 

Supporting Documents

Document Name

Document Description



There are no documents attached

The following screen will appear. Click on the primary folder to open the Document Library folders where this document has been stored.

Develop Student Writing Skills

STATUS UPDATE

Document Relate Repository

Home icon

Program - Psychology (New Plan Types)

Supporting Documents

Document Name

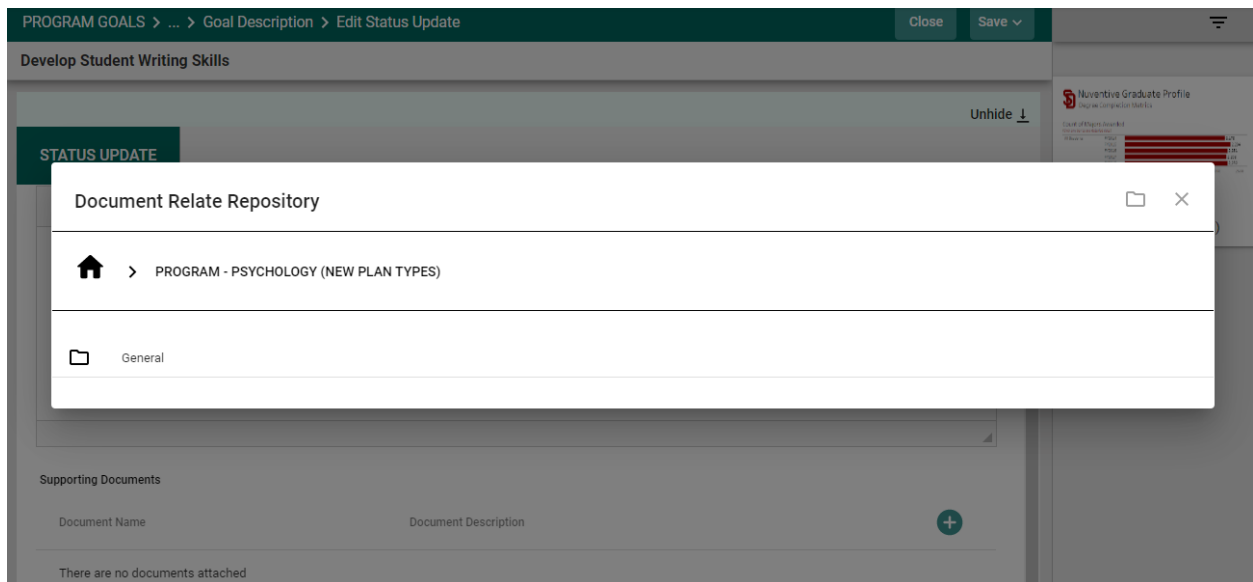
Document Description

There are no documents attached

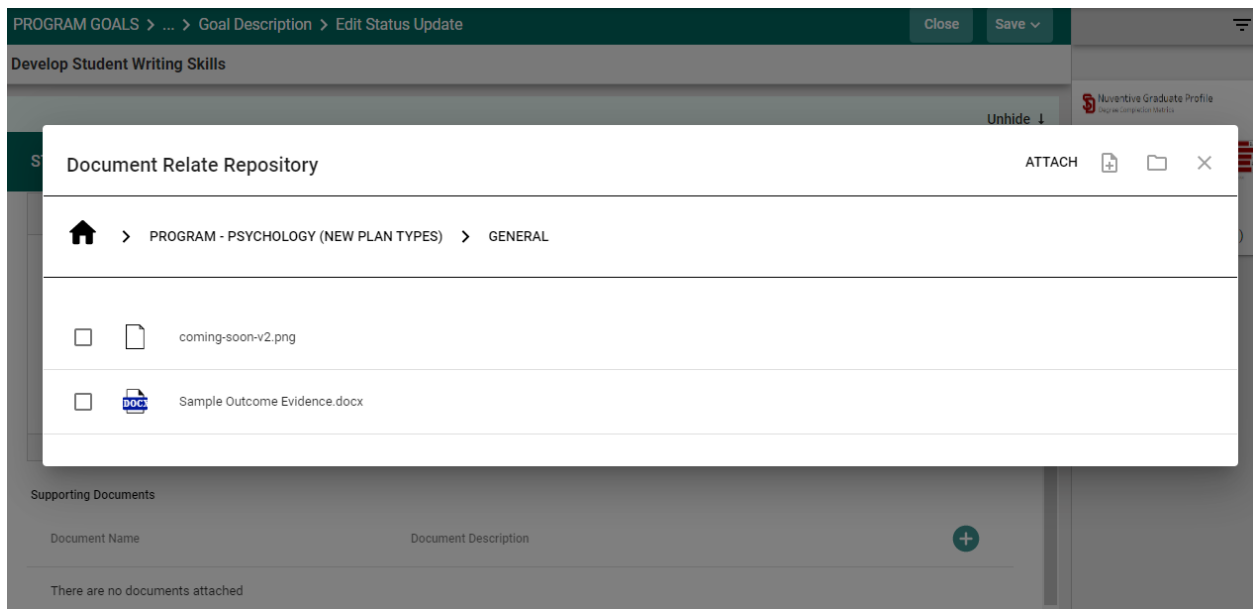
Unhide ↓

Navient Graduate Profile

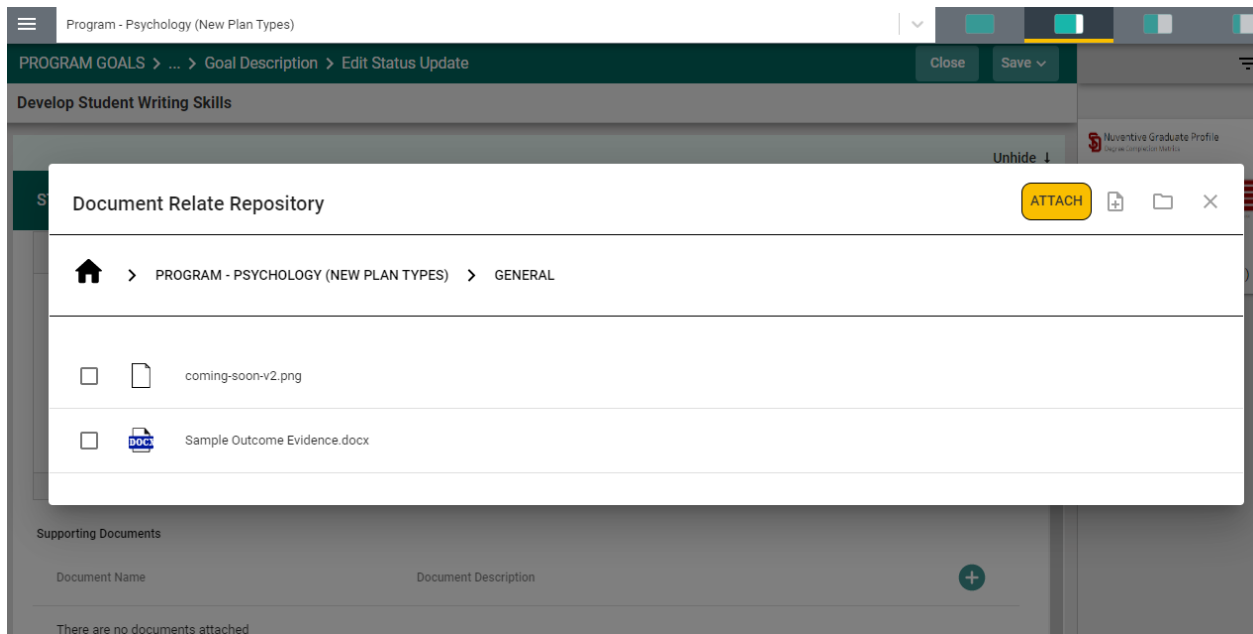
Now select from the folder options available. In this example there is one folder titled General.



Click the folder name to open that folder. Then, select a file (or files) from that folder by clicking the check-box next to each file you would like to add.



Now select **ATTACH** from the from the top right-hand navigation.

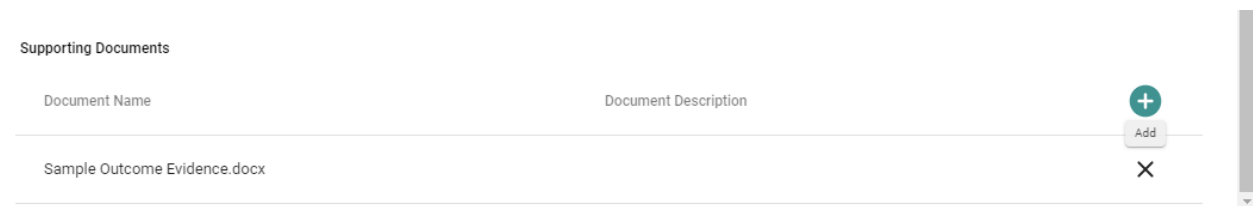


Note: If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by clicking on one of the icons next to the Attach icon.

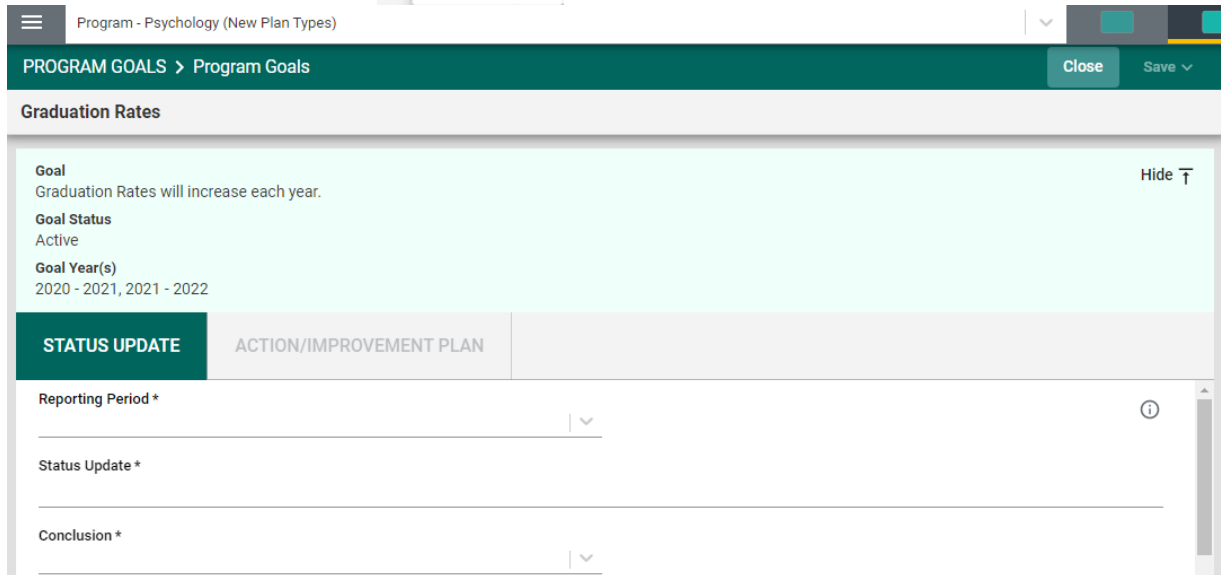
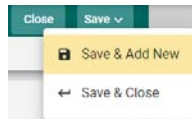


More on the Document Library/Repository later in this Help Guide.

You should now see the file attached as a supporting document.



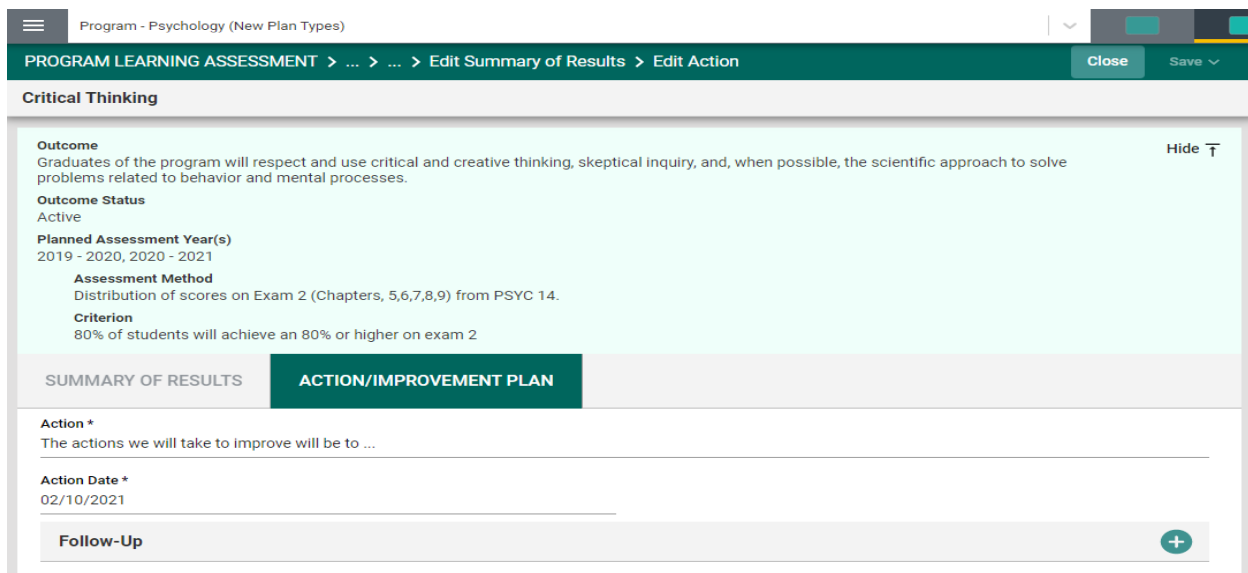
Once you are satisfied with the information you have entered Click **Save** and choose to **Save & Add New** or **Save & Close**.



The **Save & Add New** will allow you to continue adding Updates/Results to other goals. The **Save & Close** will take you back to the main goal page, or you may continue with this goal by clicking in the Action/Improvement Plan are to the right of the Status Update.

NOTE: You will not be able to add the Action/Improvement Plan information until the Results/Analysis information is saved. Once you have saved the work, proceed to the Action/Improvement Plan by clicking on the ACTION/IMPROVEMENT PLAN tab.

After clicking on the ACTION/IMPROVEMENT PLAN tab the following screen will appear.



Again, 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** ↓

Now, complete the Action Plan. Notice that there is also a field for Follow-Up.

The screenshot shows a mobile application interface for 'Program - Psychology (New Plan Types)'. The breadcrumb trail is 'PROGRAM LEARNING ASSESSMENT > ... > ... > Edit Action > Add Follow Up'. The page title is 'Critical Thinking'. The form contains two text input fields: 'Follow-Up Date *' and 'Follow-Up *'. An 'Unhide ↓' button is located in the top right corner of the form area.

The Follow-up screen will allow you to return later and enter information pertaining to the status of the Action Plan.

You have now completed the ASSESSMENT RESULTS AND ANALYSIS

Now, click **Save & Close** This will take you back to the main Goal Update(s)/Results screen.

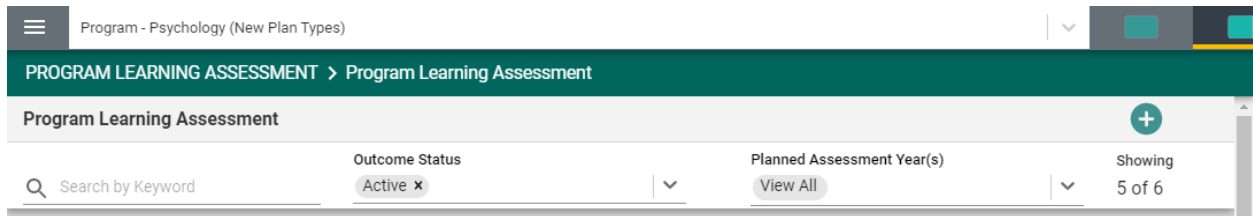
The screenshot shows the 'Graduation Rates' goal update screen. The breadcrumb trail is 'PROGRAM GOALS > Program Goals > Goal'. The page title is 'Graduation Rates'. There are search and filter options: 'Search by Keyword', 'Observation Status View All', and 'Observation Type View All'. The page shows 'Showing 2 of 2' items. The main content area has three tabs: 'GOAL', 'MAPPING', and 'GOAL UPDATE(S)'. The 'GOAL UPDATE(S)' tab is active, showing two goal update entries:

- 2021 - 2022: Goal Met** (S. Nuventive 3/16/21)
Status Update
Graduation rates increased this year but only by 4%. Although we met our goal, we don't feel this is significant due to the number of expected graduates (9) this year.
We will review this information with the faculty and determine our next steps. asdf
- 2020 - 2021: Goal Not Met** (S. Nuventive 2/6/21)
Status Update
Graduation rates declined this year due to COVID.

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. 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.

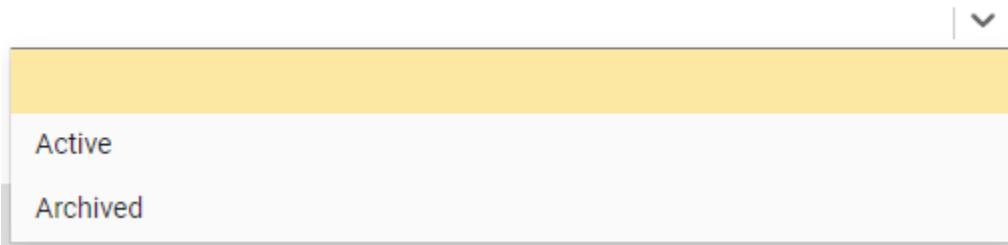
A screenshot of a web application interface showing a "New Outcome" form. At the top, there is a navigation bar with a hamburger menu icon, the text "Program - Psychology (New Plan Types)", and a dropdown arrow. Below this is a dark green header with the text "PROGRAM LEARNING ASSESSMENT > Program Learning Assessment > Add Outcome". To the right of the header are two buttons: "Close" and "Save". The main content area has a title "New Outcome" and a tabbed interface with four tabs: "OUTCOME", "ASSESSMENT METHOD", "MAPPING", and "RESULTS AND ANALYSIS". The "OUTCOME" tab is selected. Below the tabs is a form with the following fields: "Outcome Name *" (a text input field), "Outcome *" (a text input field), "Outcome Status *" (a dropdown menu), and "Planned Assessment Year(s)" (a dropdown menu). The asterisk (*) indicates that these fields are required.

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. For example: Critical Thinking instead of PLO 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 Inactive. 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.

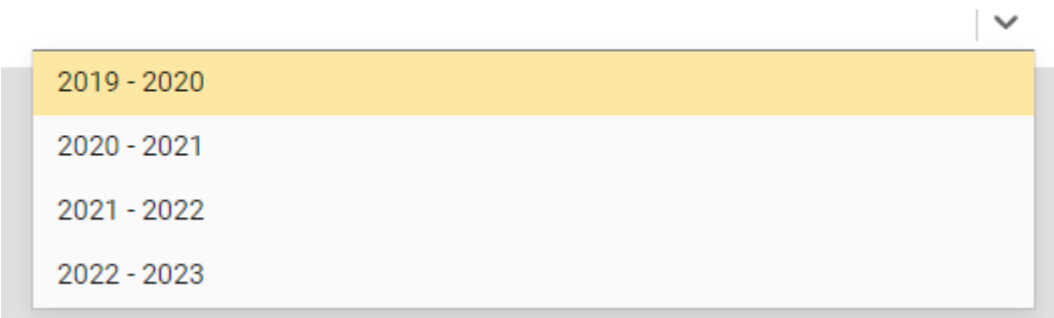
Outcome Status *



A dropdown menu for 'Outcome Status *'. The menu is open, showing two options: 'Active' and 'Archived'. The 'Active' option is highlighted in yellow. A small downward-pointing caret icon is visible to the right of the dropdown box.

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

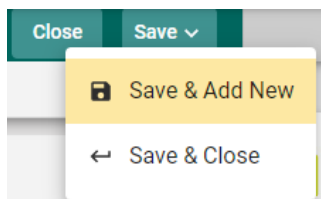
Planned Assessment Year(s)



A dropdown menu for 'Planned Assessment Year(s)'. The menu is open, showing four options: '2019 - 2020', '2020 - 2021', '2021 - 2022', and '2022 - 2023'. The '2019 - 2020' option is highlighted in yellow. A small downward-pointing caret icon is visible to the right of the dropdown box.

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.

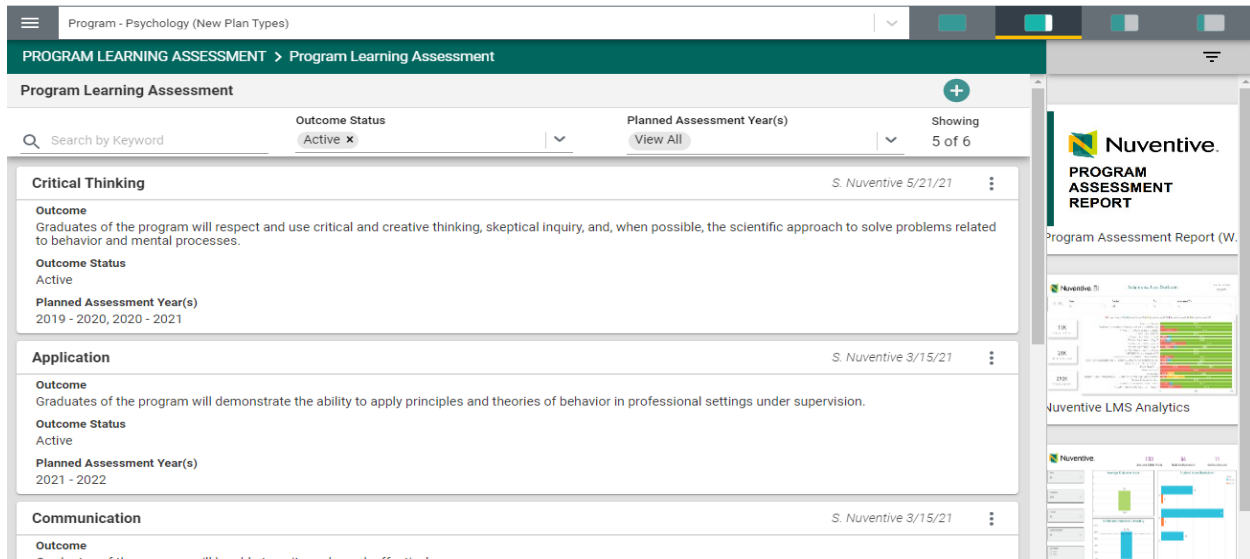
By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other outcomes to enter, you may select **Save & Add New** and continue adding outcomes. If you have finished adding outcomes, click the **Save & Close**.



A close-up of a 'Save' button with a dropdown arrow. The dropdown menu is open, showing two options: 'Save & Add New' (with a plus icon) and 'Save & Close' (with a left arrow icon).

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



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 Assessment Results/Analysis), click on the ellipsis icon 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, **View/Print**, 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
<p>Outcome Name * Critical Thinking</p> <hr/> <p>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.</p> <hr/> <p>Outcome Status * Active</p> <hr/> <p>Planned Assessment Year(s) 2019 - 2020 x 2020 - 2021 x</p>			

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

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

The following screen will open:

Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > Program Learning Assessment > Outcome

Close Save ▾

Sample

Outcome Sample Hide ↑

Outcome Status
Active

Planned Assessment Year(s)
2020 - 2021

Assessment Method Status ▾

Assessment Type ▾

Assessment Method *

Criterion

Notes

Complete each field: Assessment Method Status, Assessment Type, Assessment Method, Criterion, and Notes.

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

▾

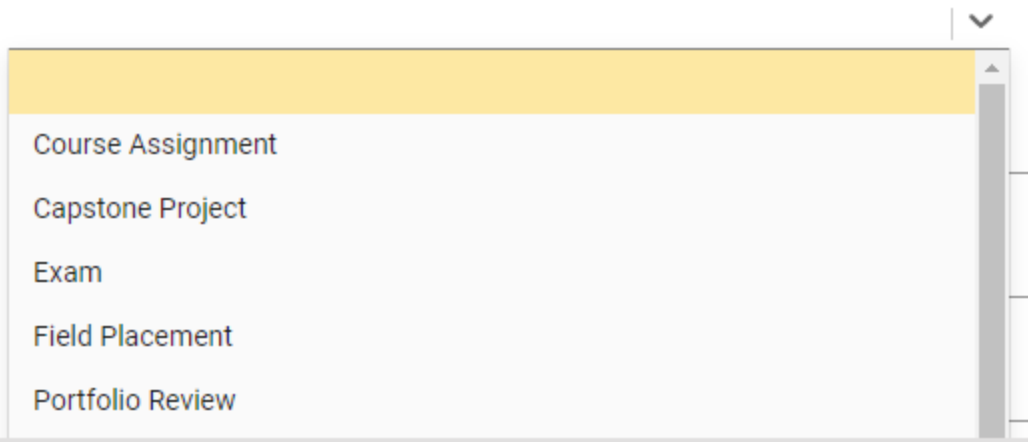
Active

Inactive

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

Next, select the Assessment Type from the drop-down.

Assessment Type



The selections may include Direct or Indirect, and/or you may see a list of specific assessment types to choose from. Select the Assessment Method Type you plan to use for assessing this outcome.

Next, enter the Assessment Method.

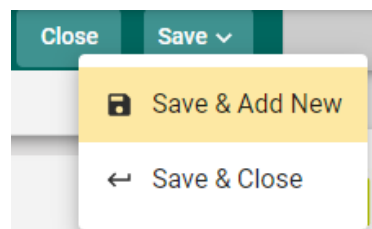
Assessment Method *

Criterion

Notes

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**.



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 >

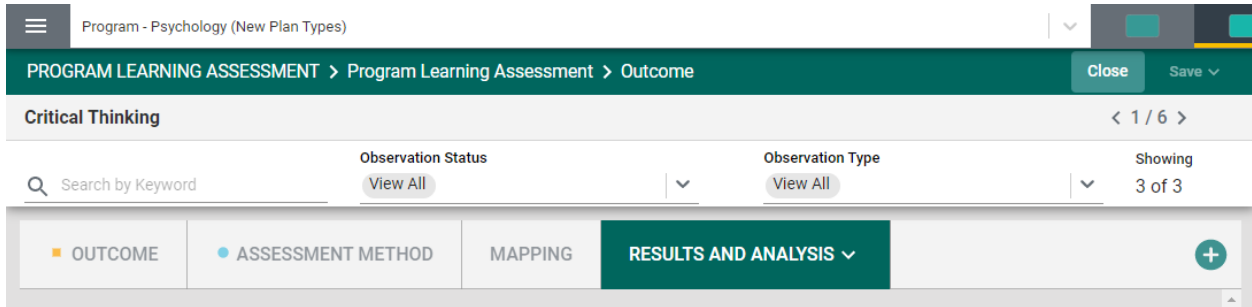
Search by Keyword Assessment Method Category View All Showing 2 of 2


OUTCOME	ASSESSMENT METHOD	MAPPING	RESULTS AND ANALYSIS	
Exam	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		S. Nuventive 5/3/21	⋮
Capstone Project	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.		S. Nuventive 5/3/21	⋮

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 Content and select Mapping for help.

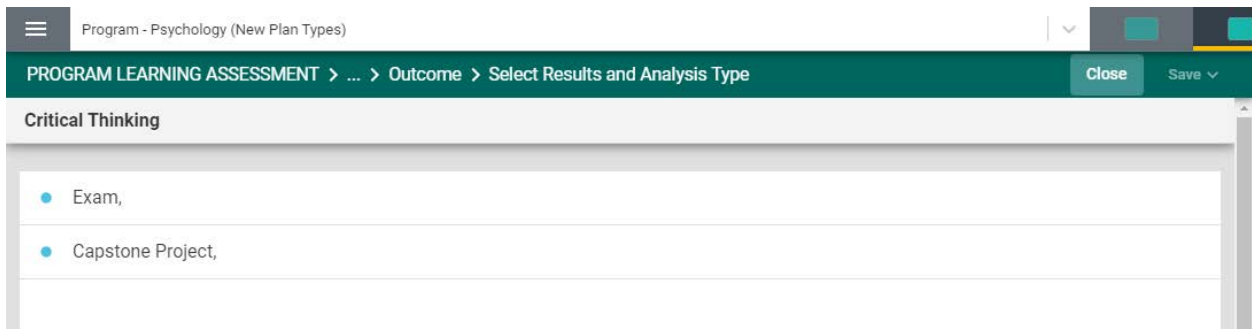
ENTERING PROGRAM ASSESSMENT RESULTS AND ANALYSIS

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

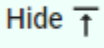


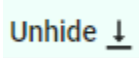
If a new Result and Analysis is being added for an assessment method, click on the green circle with the plus (+) sign 

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.



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. 

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

Program - Psychology (New Plan Types)

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

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. Hide

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

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

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

Program - Psychology (New Plan Types)

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

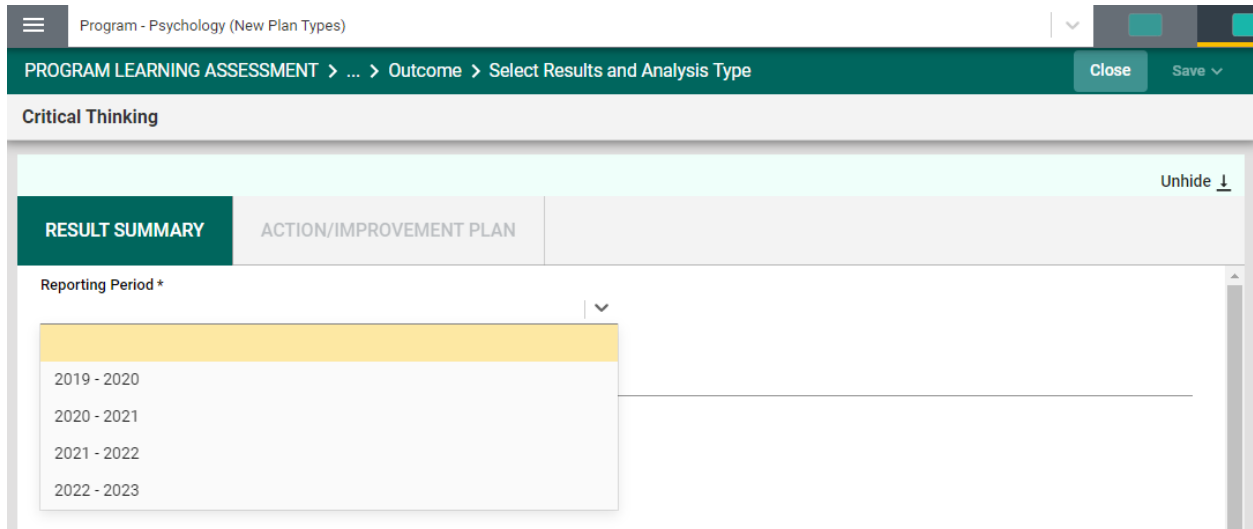
Critical Thinking

Unhide

RESULT SUMMARY	ACTION/IMPROVEMENT PLAN
Reporting Period *	
Summary of Results *	
# of Students Assessed	
# of Students Meeting Criteria	
Conclusion *	
Tables and Graphs	

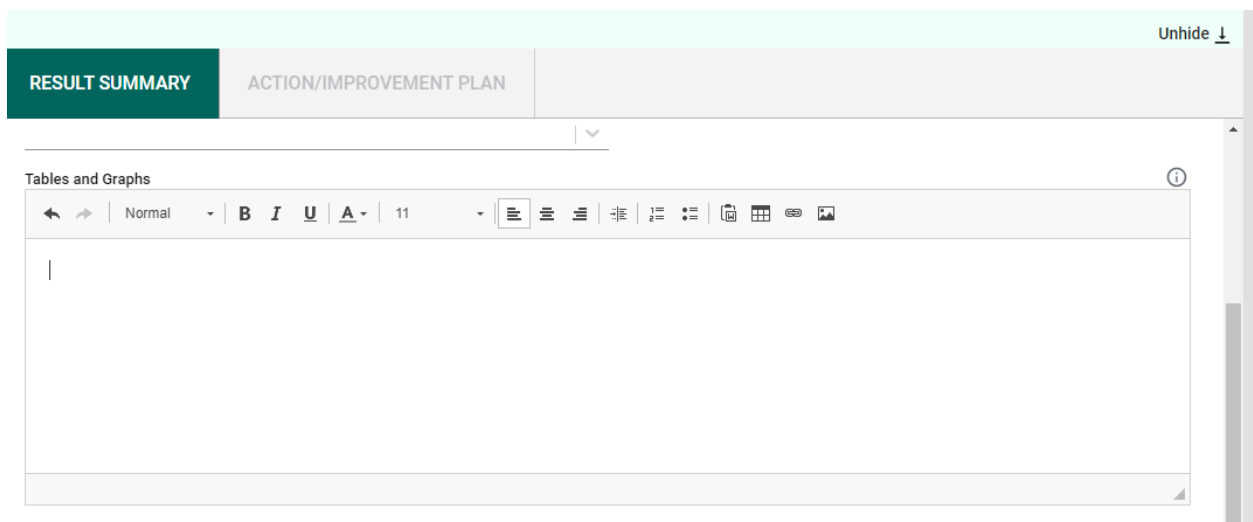
Now, enter the results and analysis. The first entry will be the Results Period. Notice the Asterisk (*) next to the name of the field. Note: wherever you see the Asterisk (*) the information is required, and you will not be able to **Save** the information until this information has been entered. Also,

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.



Continue this process of entering information through to the Conclusion 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 now 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), add a graphic/picture, and/or include a link to a document in the document library. 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.

Program - Psychology (New Plan Types)

PROGRAM LEARNING ASSESSMENT > ... > Outcome > Select Results and Analysis Type

Critical Thinking

RESULT SUMMARY ACTION/IMPROVEMENT PLAN

Unhide

Nuventive. BI

Assignments, Score Distribution

Filters: Course: PSYC 10, Section: 400, Term: Fall, Assessment Title: All

9 Assignment Count

81 Students Assessed

190 Total Assessments

Assessment Title	Students Scoring 0-50	Students Scoring 50-60	Students Scoring 60-70	Students Scoring 70-80	Students Scoring 80-100
Chapter 3 Study Quiz	9.1%	22.7%	43.4%		
Check in assignment DQ 1A: Introductory Post			100.0%		
DQ 2.2: Perinatal Growth and Change			100.0%		
Exam 2 (Ch. 5, 6, 7, 8, 9)	31.4%	21.6%	34.3%	20.7%	21.4%
Extra Credit 2 - 1NF 5 points			100.0%		
Forum #1: Getting to know You (POST DUE THERE/REPLIES DUE SAT)			100.0%		
Self Check #2: Journal (DUE SAT)			100.0%		
Self Check 10: Journal			80.0%		
Video Project Activity 2: Childhood	6.4%		74.4%		

Program Assessment Report (W...)

Nuventive LMS Analytics


Remember to **Save** your work!

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

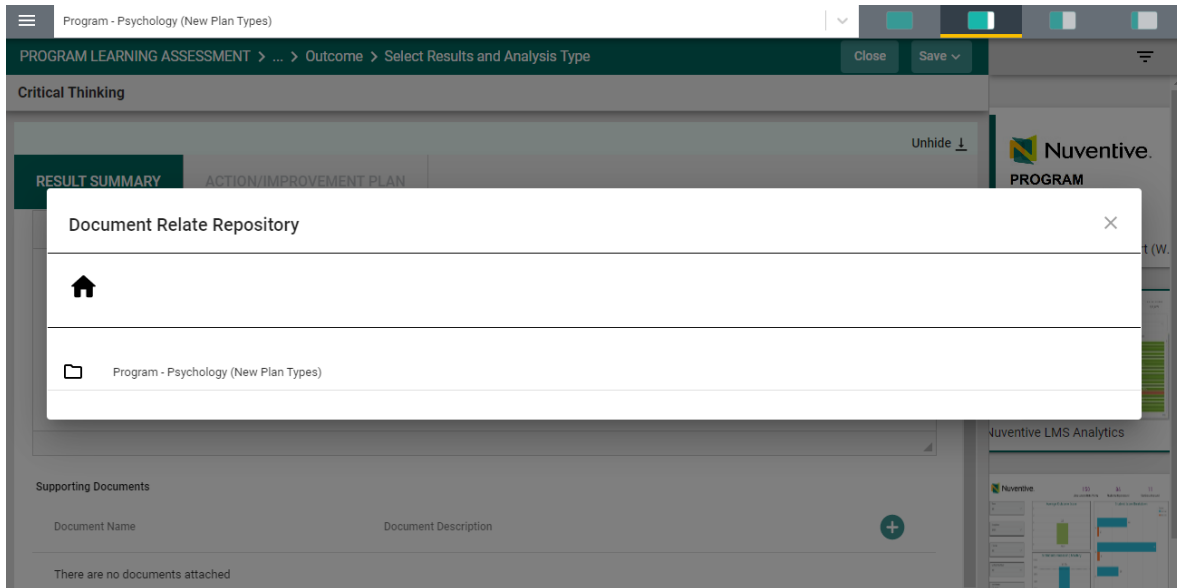
Supporting Documents

Document Name	Document Description
There are no documents attached	

+

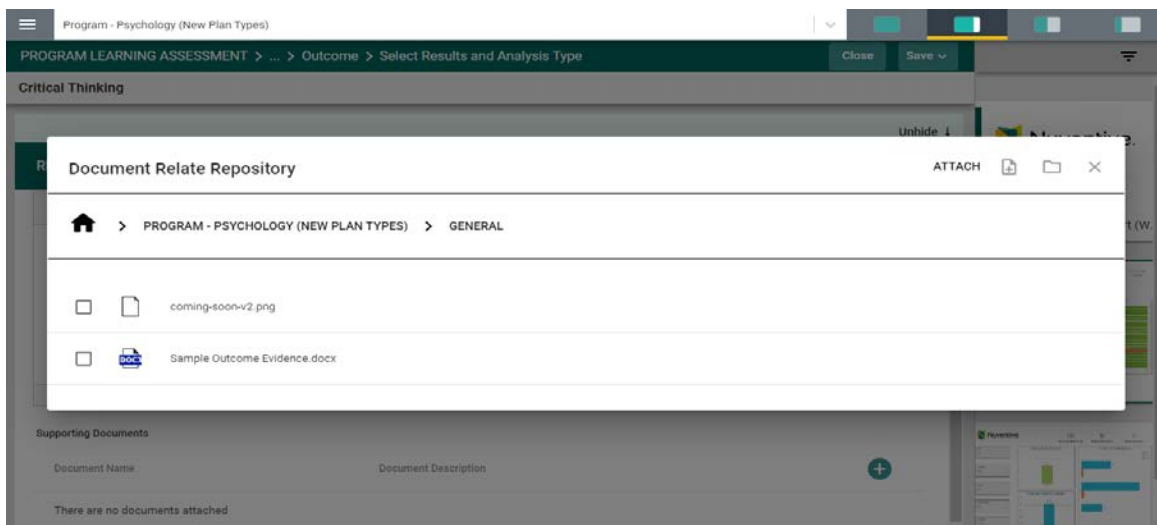
To add an item from the Document Library/Repository, begin by clicking the green circle with the plus (+) sign. 

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

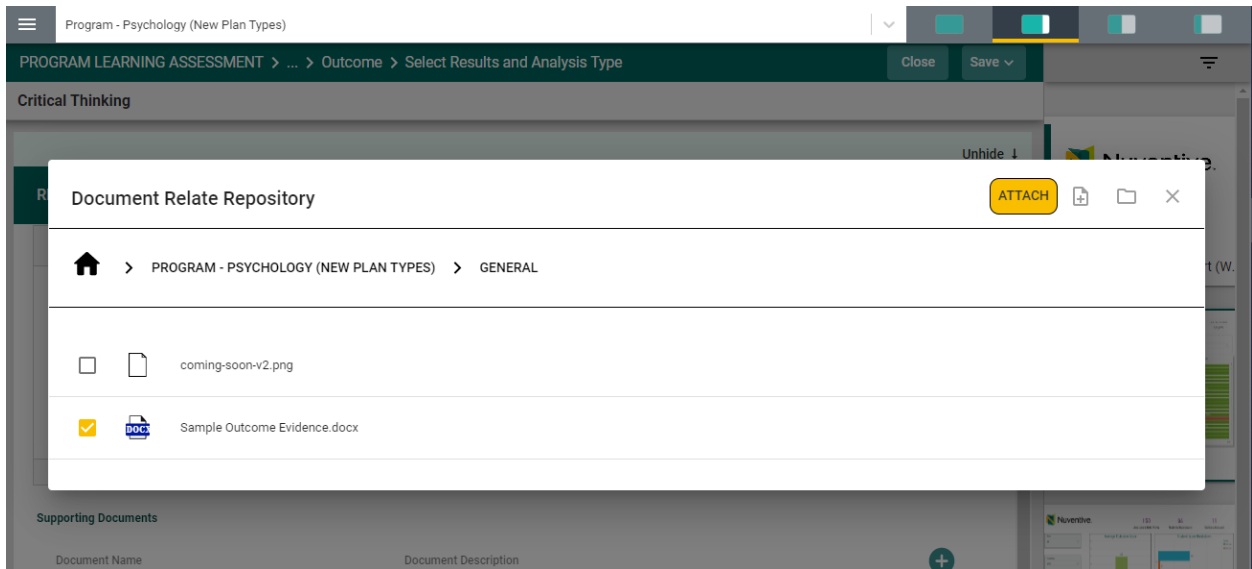


Select a folder where you have stored the file by clicking on the folder. The folder will open and allow you to select a file.

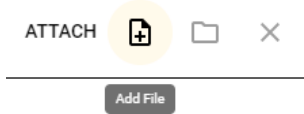
Locate the file that you would like to include in your results/analysis. You may select more than one file by clicking on the check box next to each file.



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.

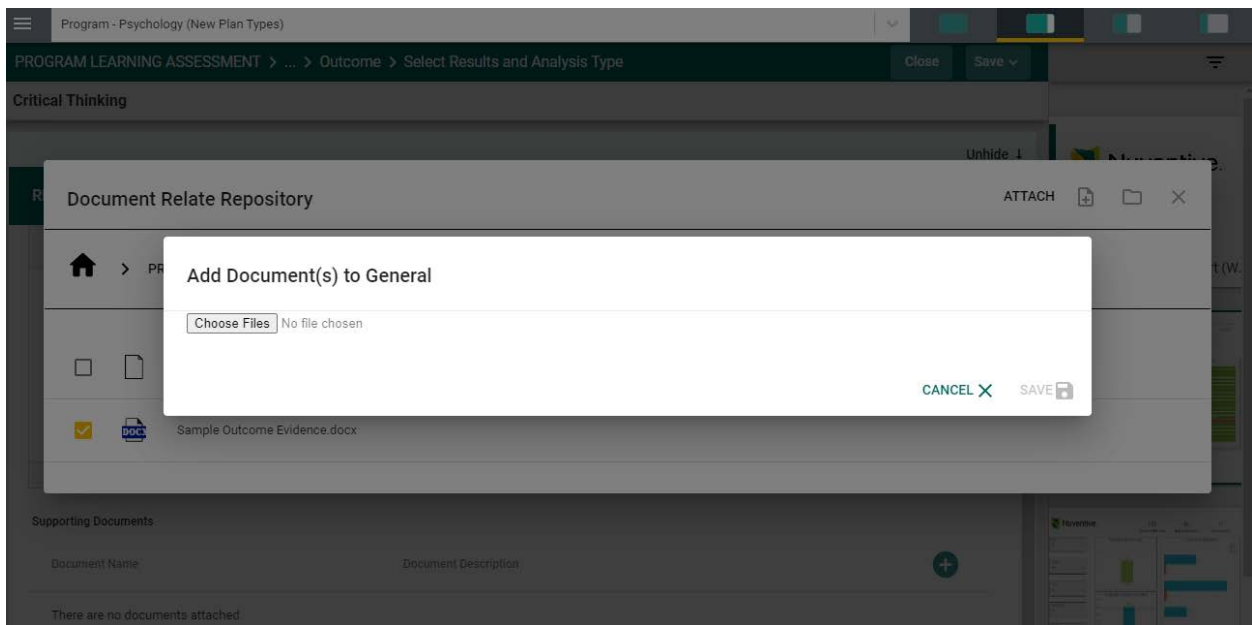


Note: If the file you are wanting to include in your results is not among the files listed, you can add a file to the library/repository by clicking on the file + icon to the right on the Attach icon.

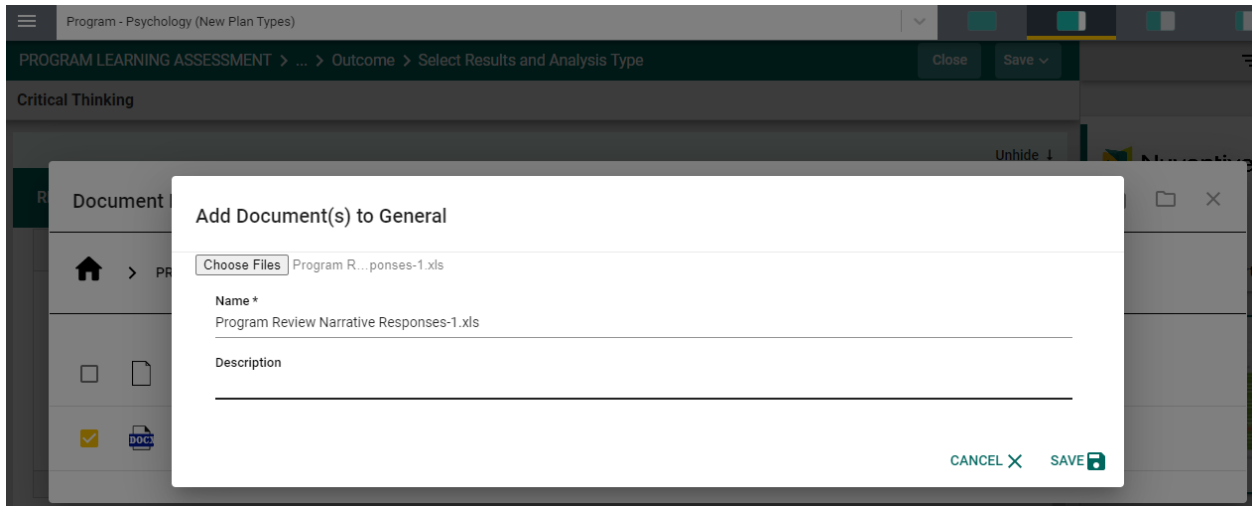


Clicking on this icon will allow you to select a file from your computer.

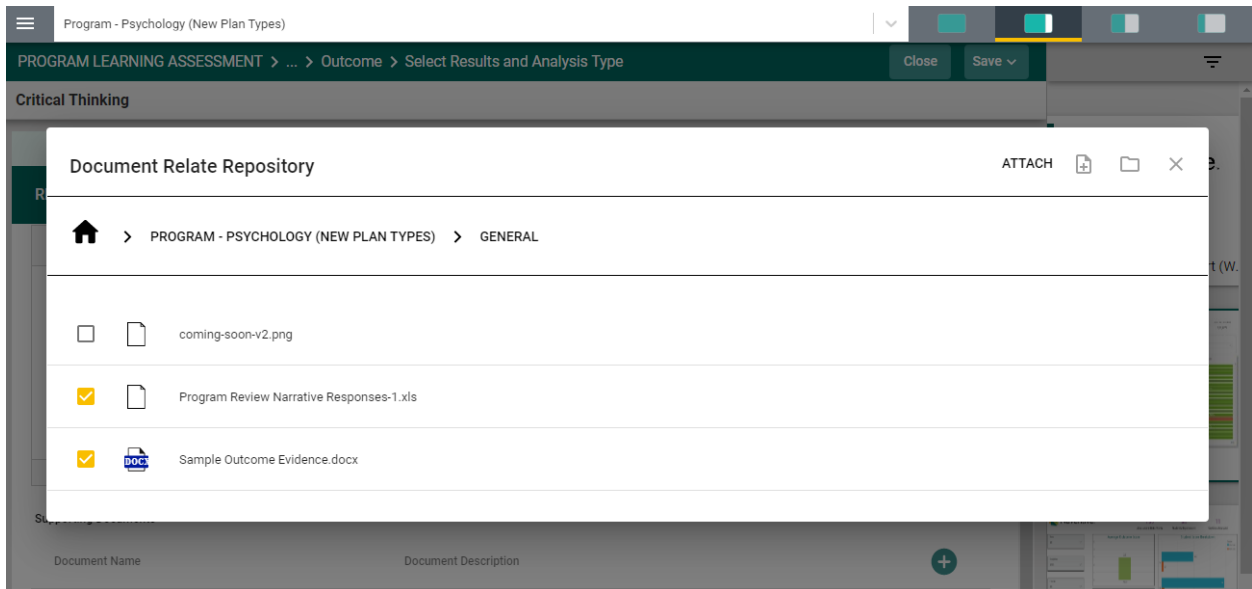
Once you have clicked on the icon, the following dialog box will open. Click on the Choose Files button and select a file from your computer.



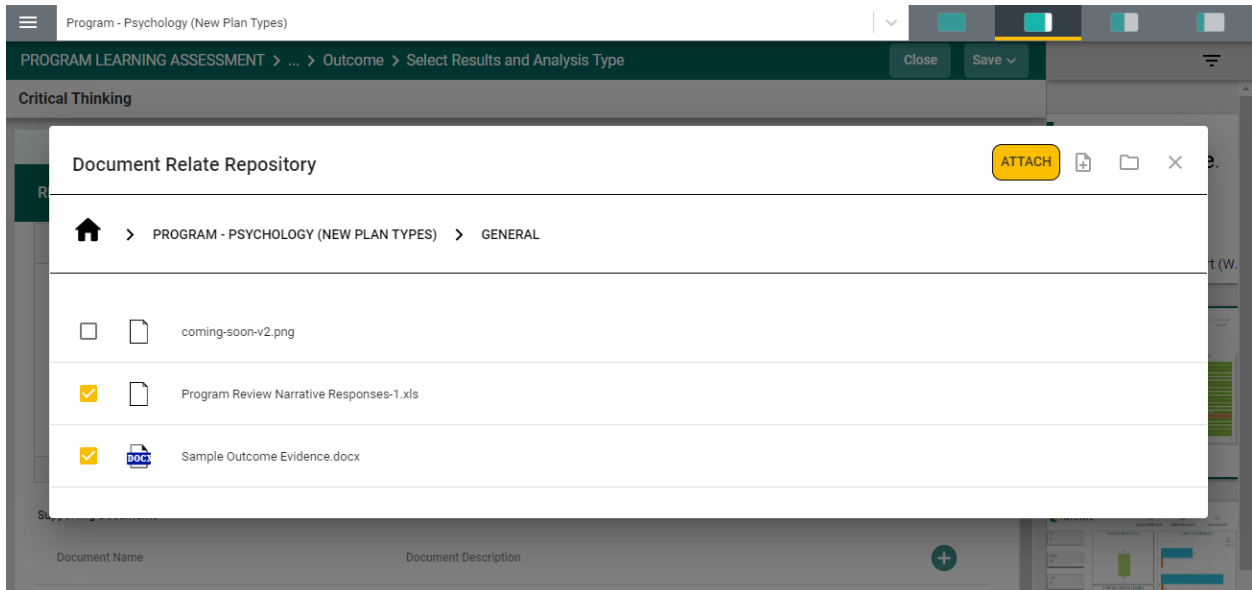
The file will now appear in the in the dialog box. Now click **Save** to upload the file.



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.

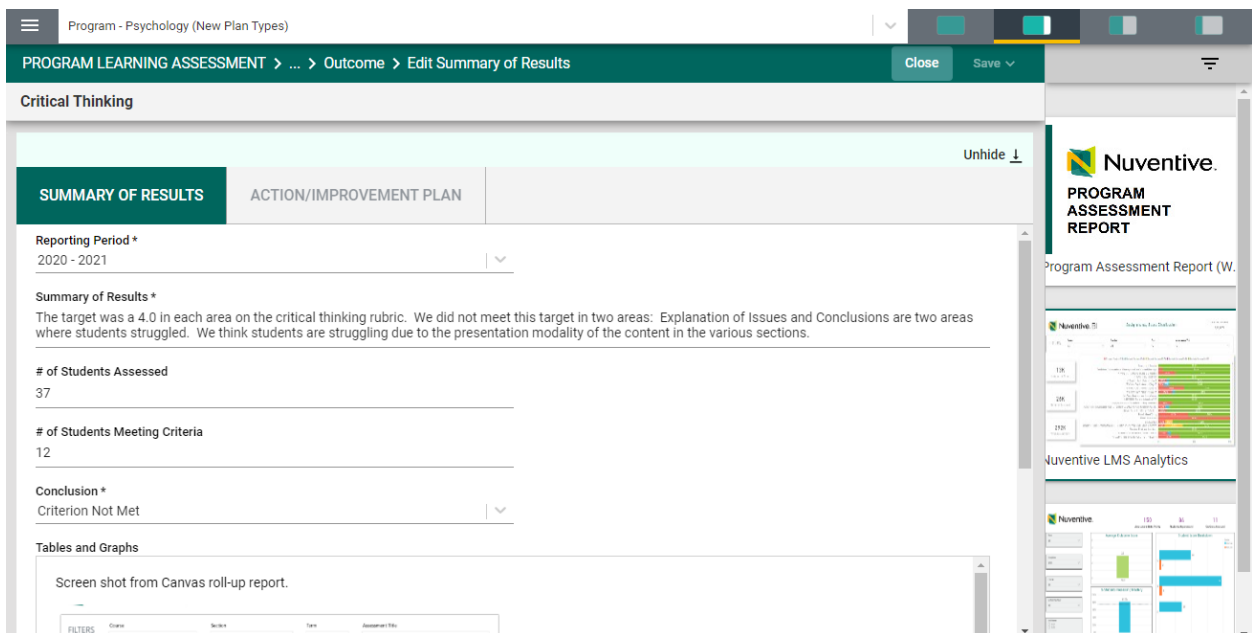


The files are now attached to the results/analysis for this assessment method.

Supporting Documents

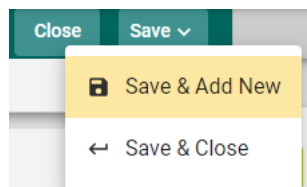
Document Name	Document Description	
		+
Program Review Narrative Responses-1.xls		X
Sample Outcome Evidence.docx		X

The SUMMARY OF RESULTS is now complete.



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**.



NOTE: You will not be able to add the Action/Improvement Plan information until the Results/Analysis information is saved. Once you have saved the work, proceed to the Action/Improvement Plan by clicking on the ACTION/IMPROVEMENT PLAN tab.

After clicking on the ACTION/IMPROVEMENT PLAN tab the following screen will appear.

A screenshot of a software interface for a program assessment. The top navigation bar shows "PROGRAM LEARNING ASSESSMENT" and "Edit Action". The main content area is titled "Critical Thinking" and 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.

Below this information are two tabs: "SUMMARY OF RESULTS" and "ACTION/IMPROVEMENT PLAN", with the latter being selected. Under the "ACTION/IMPROVEMENT PLAN" tab, there is an "Action*" field with the text "The actions we will take to improve will be to ...", an "Action Date*" field with the date "02/10/2021", and a "Follow-Up" section with a plus icon. A "Hide" icon is visible in the top right corner of the outcome card.

Again, 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** ⌵

Now, complete the Action Plan. Notice that there is also a field for Follow-Up.

The screenshot shows a software interface for adding follow-up to an action plan. At the top, there is a header bar with a menu icon, the text "Program - Psychology (New Plan Types)", and a dropdown arrow. Below this is a dark green navigation bar with the breadcrumb "PROGRAM LEARNING ASSESSMENT > ... > ... > Edit Action > Add Follow Up", a "Close" button, and a "Save" button with a dropdown arrow. The main content area is titled "Critical Thinking" and contains a light green box with a white background. Inside this box, there are two input fields: "Follow-Up Date *" and "Follow-Up *". A "Unhide" link with a downward arrow is located in the top right corner of the box.

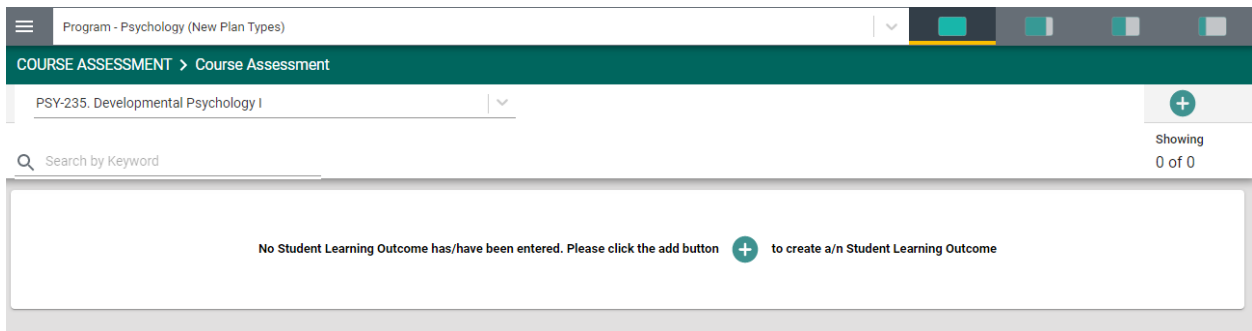
The Follow-up screen will allow you to return later and enter information pertaining to the status of the Action Plan.

You have now completed the Assessment Results and Analysis!

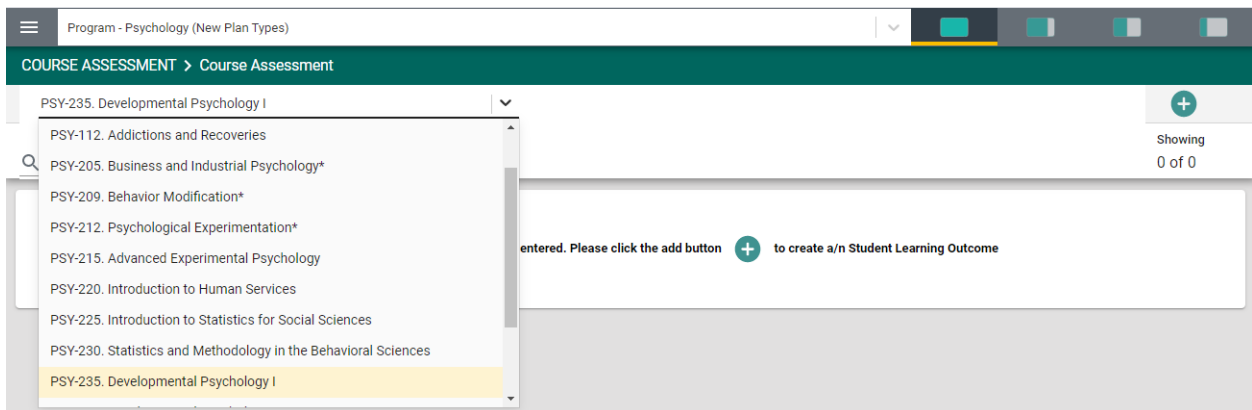
COURSE ASSESSMENT

COURSE ASSESSMENT

If your institution has chosen to conduct Course Assessment in the Nuventive Improvement Platform you will see the Course Assessment menu heading in the Main Menu. Click the Menu heading. The following screen will appear.



To begin, select the course from the drop-down, for which Student Learning Outcomes (SLOs) will be entered.



Once the course has been selected, click the green circle with the plus sign (+) in the center of the card, or in the top right-hand corner of the card.

The following card will open.

The screenshot shows a web interface for 'COURSE ASSESSMENT' with a sub-header 'New Student Learning Outcome'. The form is divided into three main sections: 'STUDENT LEARNING OUTCOME', 'ASSESSMENT METHOD', and 'RESULTS AND ANALYSIS'. The 'STUDENT LEARNING OUTCOME' section contains four input fields: 'SLO Name *', 'Student Learning Outcome *', 'SLO Status' (a dropdown menu), and 'Planned Assessment Year(s)' (a dropdown menu). The 'SLO Name *' and 'Student Learning Outcome *' fields are currently empty. The 'SLO Status' dropdown is set to 'Active'. The 'Planned Assessment Year(s)' dropdown is also empty.

Begin by entering the Student Learning Outcome (SLO) Name. We recommend that you refrain from using only SLO 1, SLO 2, etc. to avoid confusion if/when SLOs will be archived. Instead, provide a unique name that represents the Student Learning Outcome in the next field. **For Example:** SLO 1 - Logic of the Scientific Method. **Notice** the Asterisk (*) next to the field name: SLO Name *. Anytime you see an Asterisk (*), the field is required, and you will not be able to save your work until this field is completed.

Next, enter the Student Learning Outcome. **Example:** students will be able to identify key elements of the scientific method as applied to mental processes and behavior.

Then, select the SLO Status from the drop-down. The choices are: Active or Archived. Active means the SLO is being assessed. Archived means that the SLO has been taken out of use. **NOTE:** Once results have been entered for an SLO **do NOT delete** the SLO. If the SLO is deleted **ALL** results that have been entered for that SLO will also be deleted.

This close-up shows the 'SLO Status' dropdown menu. The label 'SLO Status' is above the dropdown. The current selection is 'Active'. The dropdown list is open, showing two options: 'Active' and 'Archived'. The 'Active' option is highlighted in yellow.

Next, select from the Planned Assessment Year(s) drop-down.

This close-up shows the 'Planned Assessment Year(s)' dropdown menu. The label 'Planned Assessment Year(s)' is above the dropdown. The dropdown list is open, showing several options: '2019 - 2020 (Spring)', '2020 - 2021 (Fall)', '2020 - 2021 (Spring)', '2021 - 2022 (Fall)', '2021 - 2022 (Spring)', '2022 - 2023 (Fall)', and '2022 - 2023 (Spring)'. The '2021 - 2022 (Fall)' option is highlighted in yellow.

The Planned Assessment Years listed will vary based on what the institution has selected. For the example above, you can see that Spring and Fall have been included. Your drop-down list may only include the years. You will want to select the assessment years that this SLO will be

assessed. **NOTE:** This is a multi-select field and you can select multiple years if you plan to assess this SLO during those timeframes.

Planned Assessment Year(s)

2021 - 2022 (Fall) x 2022 - 2023 (Fall) x 2022 - 2023 (Spring) x x | v

- 2019 - 2020 (Fall)
- 2019 - 2020 (Spring)
- 2020 - 2021 (Fall)
- 2020 - 2021 (Spring)
- 2021 - 2022 (Spring)

Once you have completed this card, your card should look similar to the one below.

COURSE ASSESSMENT > Student Learning Outcome Close Save v

PSY-100. General Psychology < 1 / 2 >

STUDENT LEARNING OUTCOME	ASSESSMENT METHOD	RESULTS AND ANALYSIS
<p>SLO Name * CSLO 1 - Logic of the Scientific Method</p> <p>Student Learning Outcome * On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to identify key elements of the scientific method (e.g., sampling of participants, measurement/manipulation of variables) as applied to mental processes and behavior</p> <p>SLO Status Active v</p> <p>Planned Assessment Year(s) 2021 - 2022 (Spring) x v</p>		

Once you have completed entering the SLO information, **SAVE** your work by clicking on the **SAVE** button in the top right-hand corner of the card. Notice that the **SAVE** button also has a **Caret/Arrow** next to the word “Save.” If you click on the word “Save” you will have saved the work and can continue to the ASSESSMENT METHODS tab, or RESULTS AND ANALYSIS tab.

If you click the **Caret/Arrow** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this SLO. If you have additional SLOs to add, click the **Save & Add New**. If you have finished adding SLOs and would like to return to the main Course Assessment Screen, click the **Save**

Close Save v

- Save & Add New
- ← Save & Close

Save and Close will take you back to the main Course Assessment Screen where you will see all SLOs that have been entered.

COURSE ASSESSMENT

PSY-100. General Psychology

Showing 2 of 2

Search by Keyword

CSLO 1 - Logic of the Scientific Method

Student Learning Outcome
On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to identify key elements of the scientific method (e.g., sampling of participants, measurement/manipulation of variables) as applied to mental processes and behavior

SLO Status
Active

CSLO 2 - Fundamental Principles

Student Learning Outcome
On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to explain, differentiate, and critique the major theoretical perspectives in psychology (e.g., psychoanalytic, behavioral, cognitive) as well as describe the historical events leading to the establishment of psychology as a science.

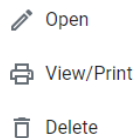
SLO Status
Active

Save and Add New will provide a new card for you to continue adding SLOs. Notice that in the upper right-hand side of the card above, under the green circle with the plus sign (+), you see 2 of 2. This is an indicator of the number of Student Learning Outcomes (SLOs) that have been entered. Once you open the Outcome, this same indicator will allow you to see which Outcome you are currently viewing and working on.

The next step in the planning process is to add the Assessment Method for each SLO.

From the main Course Assessment Screen, select the SLO where you would like to enter the Assessment Method, by clicking on the ellipsis to the right of the SLO card. ⋮

The following dialog box will appear.



Open will open the SLO card.

View/Print will allow you save the

Information to your computer for printing. Delete will delete the SLO and all information connected to that SLO, including any results that have been entered.

Now, click **Open**. You will now see the SLO information that was previously entered.

Program - Psychology (New Plan Types) | COURSE ASSESSMENT > Student Learning Outcome

PSY-100. General Psychology < 1 / 2 >


STUDENT LEARNING OUTCOME	ASSESSMENT METHOD	RESULTS AND ANALYSIS
<p>SLO Name * CSLO 1 - Logic of the Scientific Method,</p> <hr/> <p>Student Learning Outcome * On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to identify key elements of the scientific method (e.g., sampling of participants, measurement/manipulation of variables) as applied to mental processes and behavior</p> <hr/> <p>SLO Status Active v</p> <hr/> <p>Planned Assessment Year(s) 2021 - 2022 (Spring) x v</p>		


Next, click the ASSESSMENT METHOD tab.

Program - Psychology (New Plan Types) | COURSE ASSESSMENT > Student Learning Outcome

PSY-100. General Psychology < 1 / 2 >

Showing 0 of 0

STUDENT LEARNING OUTCOME	ASSESSMENT METHOD	RESULTS AND ANALYSIS
<p>No Assessment Method has/have been entered. Please click the add button  to create a/n Assessment Method</p>		

To begin entering the assessment method for this SLO, click the green circle with the plus (+) sign in the center of the card, or in the top right-hand corner. 

The following card will open.

Program - Psychology (New Plan Types)

COURSE ASSESSMENT > Student Learning Outcome

PSY-100. General Psychology

Student Learning Outcome
 On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to identify key elements of the scientific method (e.g., sampling of participants, measurement/manipulation of variables) as applied to mental processes and behavior

SLO Status
Active

Assessment Method Status | v

Assessment Method Type | v

Assessment Method *

Success Criterion

Notes

Supporting Document(s)

Document Name	Document Description

Hide T

Notice the light green area at the top of the card. This is the information that was entered previously for the SLO. You can choose to leave this information available as you enter the assessment method information, or you can click the Hide icon to the right **Hide T** to hide the information while you work.

Now, click the caret/arrow to the right of the Assessment Method Status. This will allow you to select from the options provided.

Assessment Method Status

| v

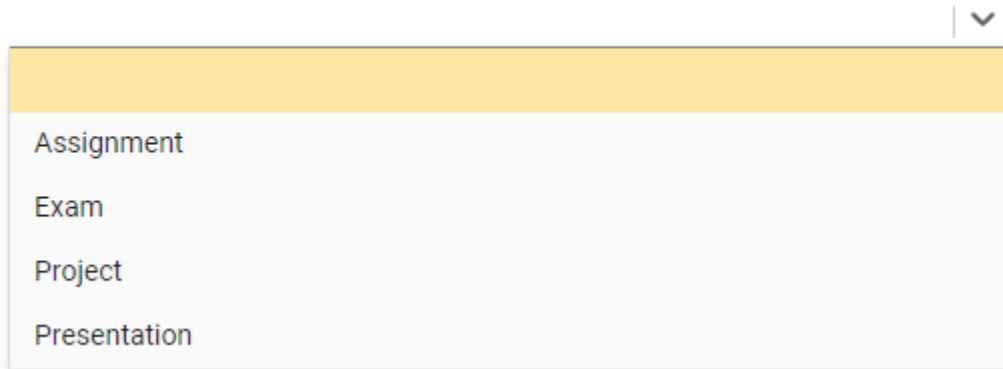
Active

Inactive

If this is a new SLO, and you plan to assess this SLO, click Active. Inactive means that the SLO will not be assessed and will be hidden from this page.

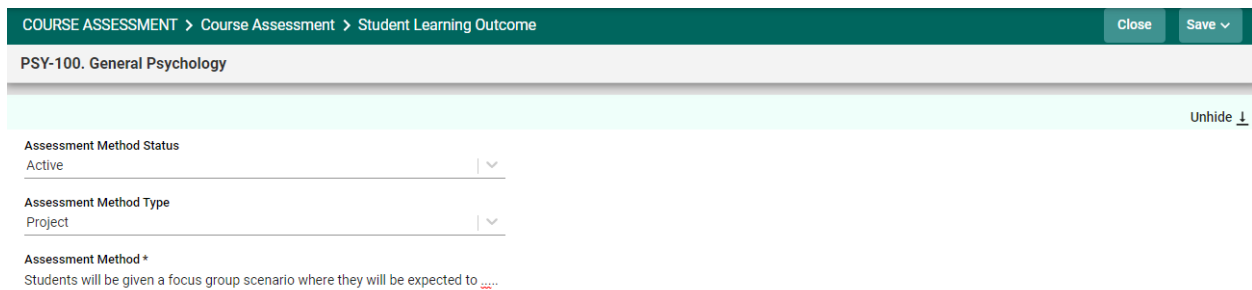
Next, select the Assessment Method Type. Your choices may differ from this example. You might see Direct and Indirect. Regardless, select from the choices that your institution has provide. **NOTE:** You can only select 1 Assessment Method Type. If you plan to Assess this SLO by additional Assessment Methods, you will be provided with that option when you are ready to SAVE this card.

Assessment Method Type



A dropdown menu with a yellow header bar and a white body. The menu is open, showing four options: "Assignment", "Exam", "Project", and "Presentation". A small downward arrow is visible at the top right of the menu.

In the next field, Assessment Method, describe how you plan to assess this SLO.



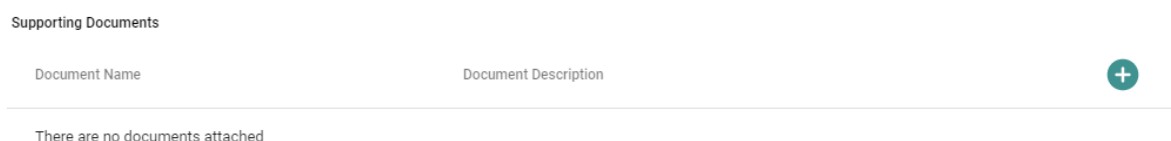
A screenshot of a web form. At the top, there is a dark green navigation bar with the text "COURSE ASSESSMENT > Course Assessment > Student Learning Outcome" and buttons for "Close" and "Save". Below the navigation bar, the course name "PSY-100. General Psychology" is displayed. A light green bar contains the text "Unhide". The form has three main sections: "Assessment Method Status" with a dropdown menu set to "Active"; "Assessment Method Type" with a dropdown menu set to "Project"; and "Assessment Method*" with a text input field containing the text "Students will be given a focus group scenario where they will be expected to ...".

Next, provide the Success Criterion. This will be the Target level of achievement for the group being assessed. Continue entering information for the remainder of the fields for this Assessment Method. Your Institution may have added custom fields to accommodate specific requirements.

Attaching a Document to the Assessment Method

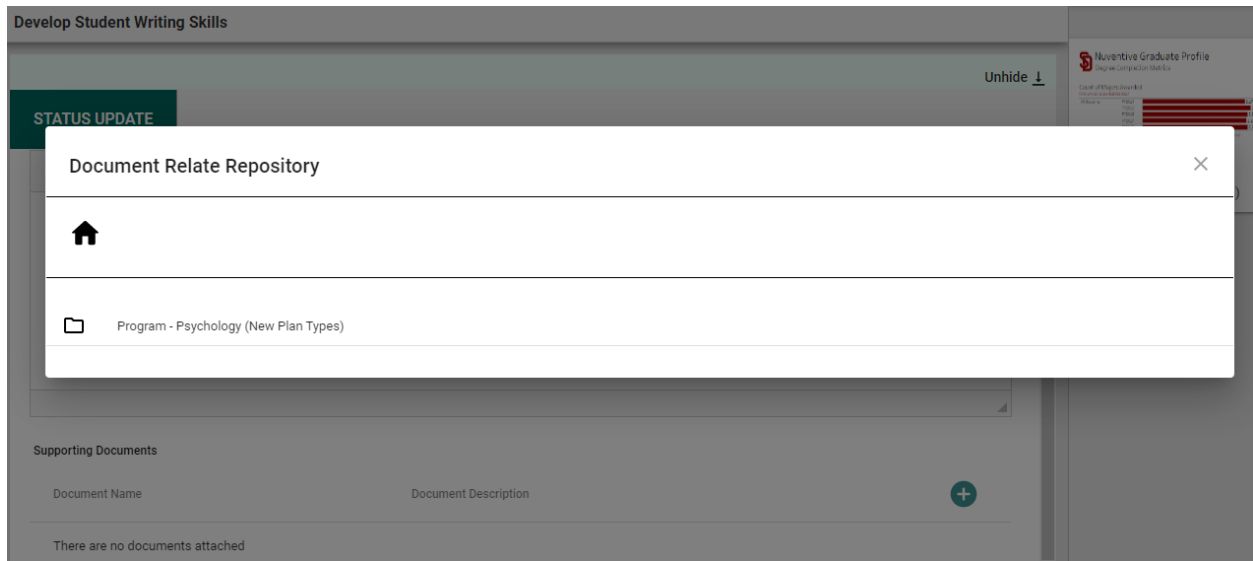
Now that you have entered an Assessment Method for this SLO, you can attach a document to the Assessment Method. For example, if the means of evaluation for this method is a rubric, you can attach the rubric to the Assessment Method.

To add Supporting Documents, Click the green circle plus + sign 

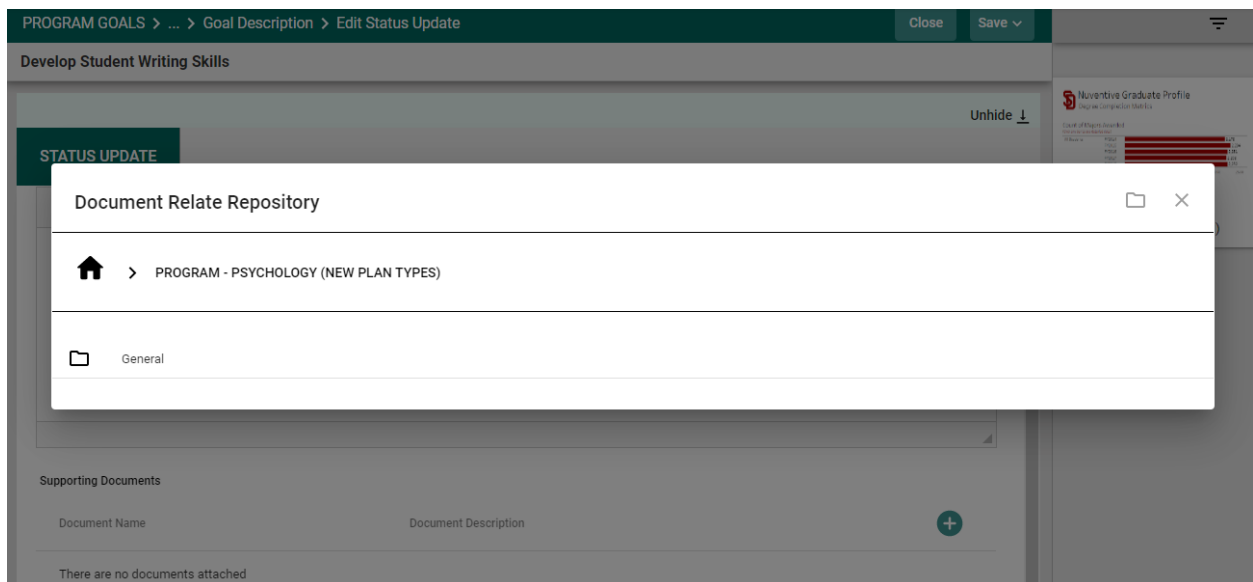


A screenshot of the "Supporting Documents" section. It features a table with two columns: "Document Name" and "Document Description". The table is currently empty, with the text "There are no documents attached" displayed below it. A green circle with a white plus sign is located at the bottom right of the table area.

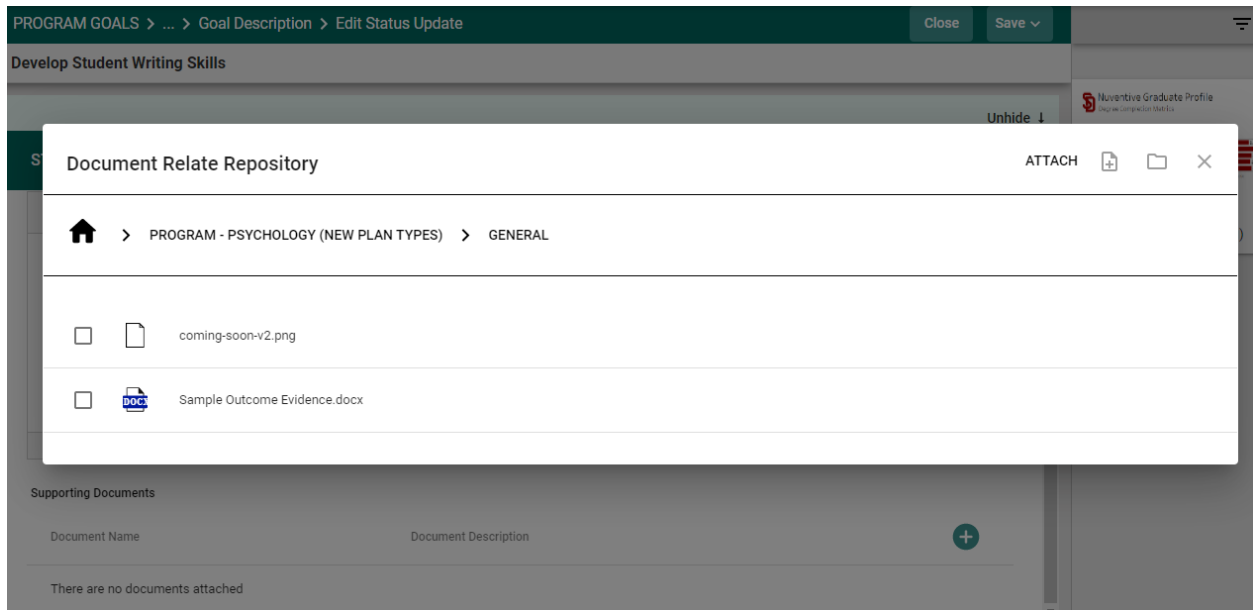
The following screen will appear. Click on the primary folder to open the Document Library folders where this document has been stored.



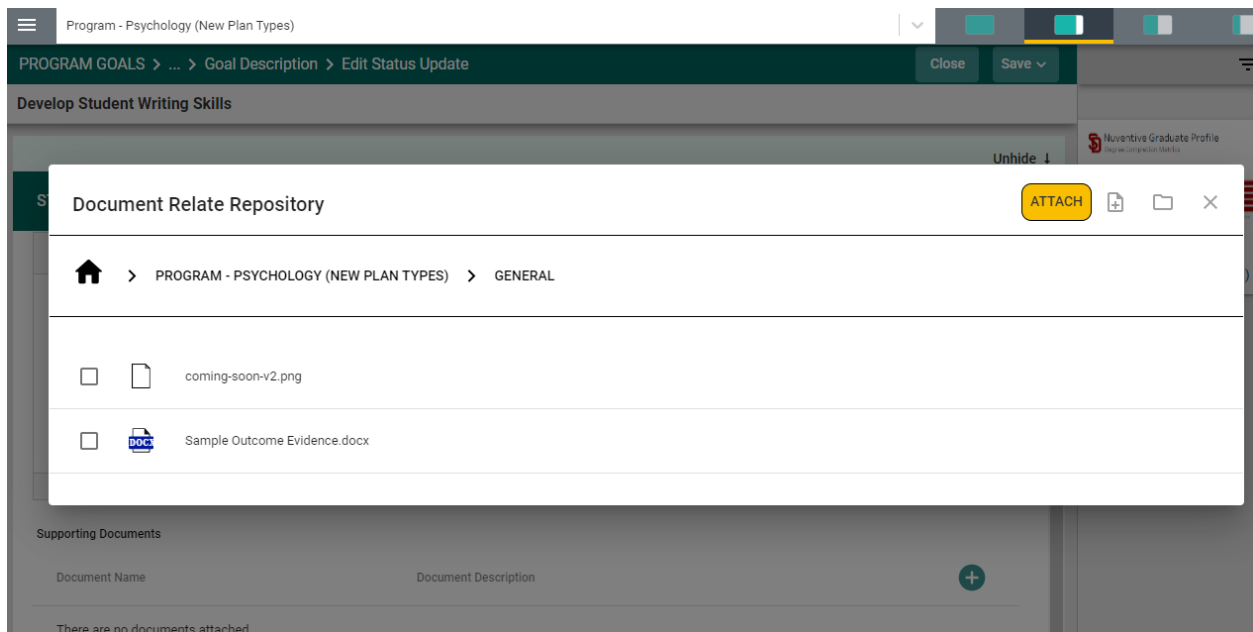
Now select from the folder options available. In this example there is one folder titled General.



Click the folder name to open that folder. Then, select a file (or files) from that folder by clicking the check-box next to each file you would like to add.



Now, select from the from the top right-hand navigation.



Note: If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by clicking on one of the icons next to the Attach icon.

ATTACH



More on the Document Library/Repository later in this Help Guide.

You should now see the file attached as a supporting document.

Supporting Documents	
Document Name	Document Description
Sample Outcome Evidence.docx	



Add



You have now completed the ASSESSMENT METHOD for that SLO. Remember to **SAVE** your work! You may continue adding assessment methods for each of the SLOs, or you may **Save and Close** to return to the main COURSE ASSESSMENT screen.

ENTERING COURSE ASSESSMENT RESULTS AND ANALYSIS

To begin entering the RESULTS AND ANALYSIS for a Course Student Learning Outcome (CSLO), locate the CSLO where you would like to enter the results. Open the card by clicking on the ellipsis to the right of the CSLO card.

The screenshot shows the 'COURSE ASSESSMENT' interface for 'PSY-100. General Psychology'. It displays two CSLO cards. The first card is 'CSLO 1 - Logic of the Scientific Method,' with a 'Student Learning Outcome' description and 'SLO Status' of 'Active'. The second card is 'CSLO 2 - Fundamental Principles' with a similar description and 'SLO Status' of 'Active'. Each card has a three-dot ellipsis menu icon on the right side.

Once you have clicked on the ellipsis the following menu will appear. Now, click Open.

A dropdown menu is shown with three options: 'Open' (highlighted in yellow), 'View/Print', and 'Delete'.

This screenshot is identical to the previous one, but the dropdown menu for 'CSLO 1 - Logic of the Scientific Method,' is open, showing the 'Open', 'View/Print', and 'Delete' options.

That specific STUDENT LEARNING OUTCOME screen will open – as seen below.

Program - Psychology (New Plan Types)

COURSE ASSESSMENT > Student Learning Outcome

PSY-100. General Psychology

STUDENT LEARNING OUTCOME

SLO Name *

CSLO 1 - Logic of the Scientific Method,

Student Learning Outcome *

On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to identify key elements of the scientific method (e.g., sampling of participants, measurement/manipulation of variables) as applied to mental processes and behavior

SLO Status

Active

Planned Assessment Year(s)

2021 - 2022 (Spring) x

Next, select the RESULTS AND ANALYSIS tab. The following screen will open.

Program - Psychology (New Plan Types)

COURSE ASSESSMENT > Course Assessment > Student Learning Outcome

PSY-100. General Psychology

Showing 0 of 0

STUDENT LEARNING OUTCOME

ASSESSMENT METHOD

RESULTS AND ANALYSIS

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

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

The following screen will open. This view of the card will allow you to see the entire CSLO information. If you would like to hide this information, click the Hide icon to the right.

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

Program - Psychology (New Plan Types)

COURSE ASSESSMENT > Student Learning Outcome

PSY-100. General Psychology

Student Learning Outcome

On examination (e.g., m/c, T/F, fill-in, matching, essay), written essay, research paper, and/or oral presentation, students will be able to identify key elements of the scientific method (e.g., sampling of participants, measurement/manipulation of variables) as applied to mental processes and behavior

SLO Status

Active

ASSESSMENT RESULTS

Reporting Period *

Assessment Results *

Conclusion *

Result Date *

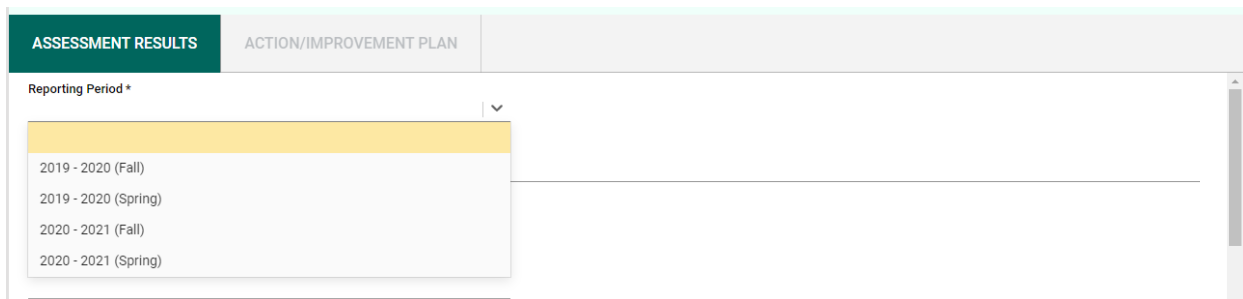
Optional Information

Tables and Graphs


Hide

Now, enter the Assessment Results. The first entry will be the Results 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.

A screenshot of a web form interface. At the top, there are two tabs: 'ASSESSMENT RESULTS' (highlighted in dark green) and 'ACTION/IMPROVEMENT PLAN' (light grey). Below the tabs, there is a field labeled 'Reporting Period *' with a small downward-pointing caret on its right side. A dropdown menu is open, showing four options: '2019 - 2020 (Fall)', '2019 - 2020 (Spring)', '2020 - 2021 (Fall)', and '2020 - 2021 (Spring)'. The first option is highlighted in yellow. To the right of the dropdown, there is a vertical scrollbar.

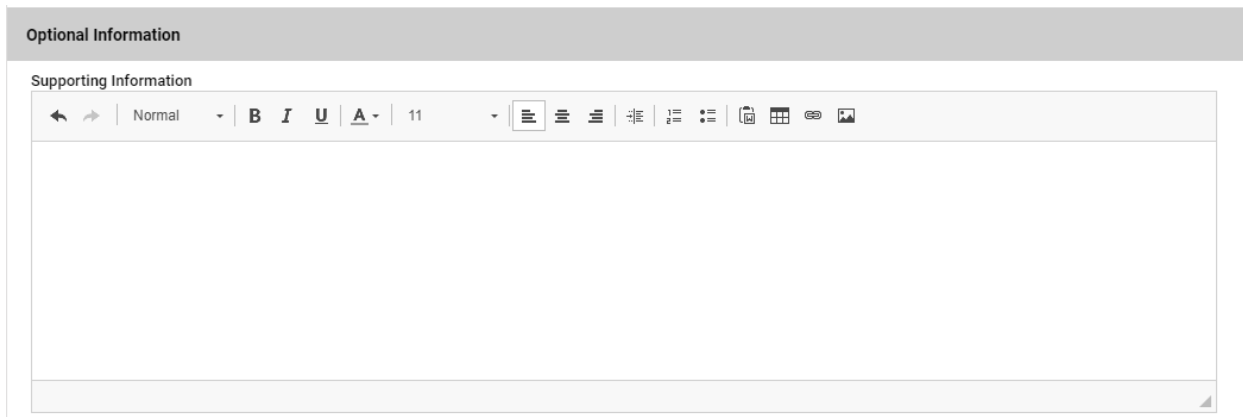
Continue working down the card.

Next, provide the Assessment Results*. Then, select the Conclusion* from the dropdown by clicking on the caret/arrow. | 

Now, select the Results Date*. This is the date that you have entered this result.

Finally, use the scroll bar to the right to add any **Optional Information** and/or **Supporting Documents**.

To add **Supporting Information**, click in the text/dialog box. Once you click in the text/dialog box the typical Word toolbar will appear. You have a variety of options such as pasting from a Word document, adding a table, linking to a document outside of the platform, or pasting a graphic/picture from another sources. **Note:** If there are documents available to you in the area to the right, you can cut and paste that information into this space.

A screenshot of a text editor interface. The title bar reads 'Optional Information'. Below it, there is a section titled 'Supporting Information'. This section contains a rich text toolbar with various icons for text formatting (bold, italic, underline, color), alignment, bullet points, numbered lists, link, table, and image insertion. Below the toolbar is a large, empty text area with a scrollbar on the right side.

Example:

Program - Psychology (New Plan Types)

PROGRAM GOALS > ... > Goal Description > Edit Status Update

Develop Student Writing Skills

STATUS UPDATE

Optional Information

Supporting Information

Count of Majors Awarded

Year	Count
FY2016	2,231
FY2017	2,208
FY2018	2,335
FY2019	2,292
FY2020	2,286

Unhide ↓

Muventive Graduate Profile

Graduation Rates (Tableau)

To add Supporting Documents, Click the green circle plus + sign 

Supporting Documents

Document Name

Document Description



There are no documents attached

The following screen will appear. Click on the primary folder to open the Document Library folders where this document has been stored.

Develop Student Writing Skills

STATUS UPDATE

Document Relate Repository

Home icon

Program - Psychology (New Plan Types)

Supporting Documents

Document Name

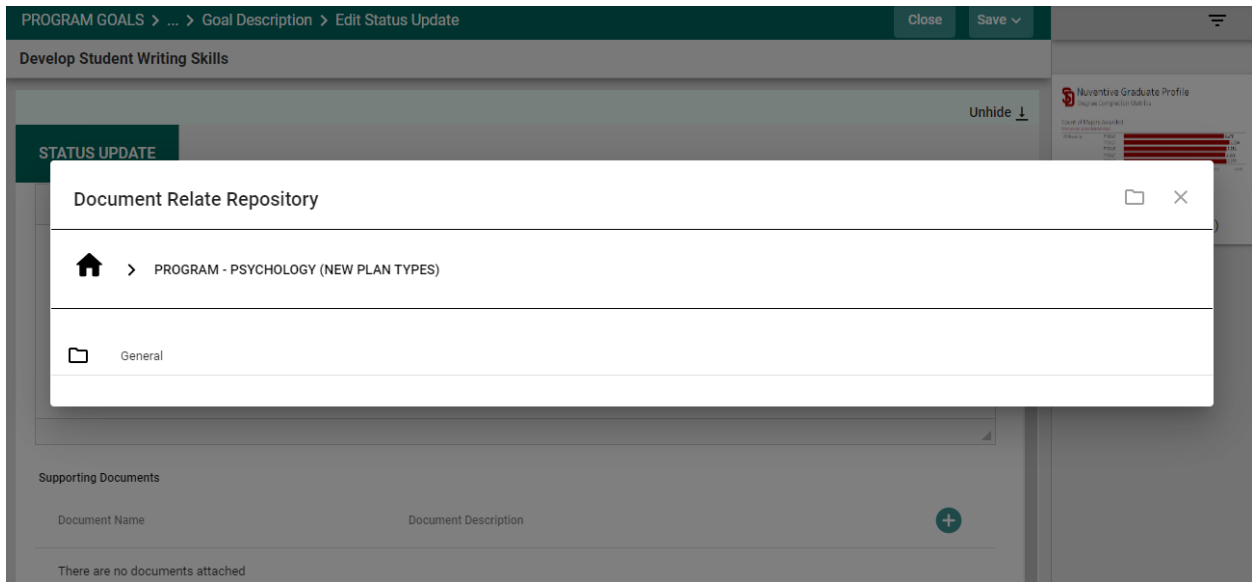
Document Description

There are no documents attached

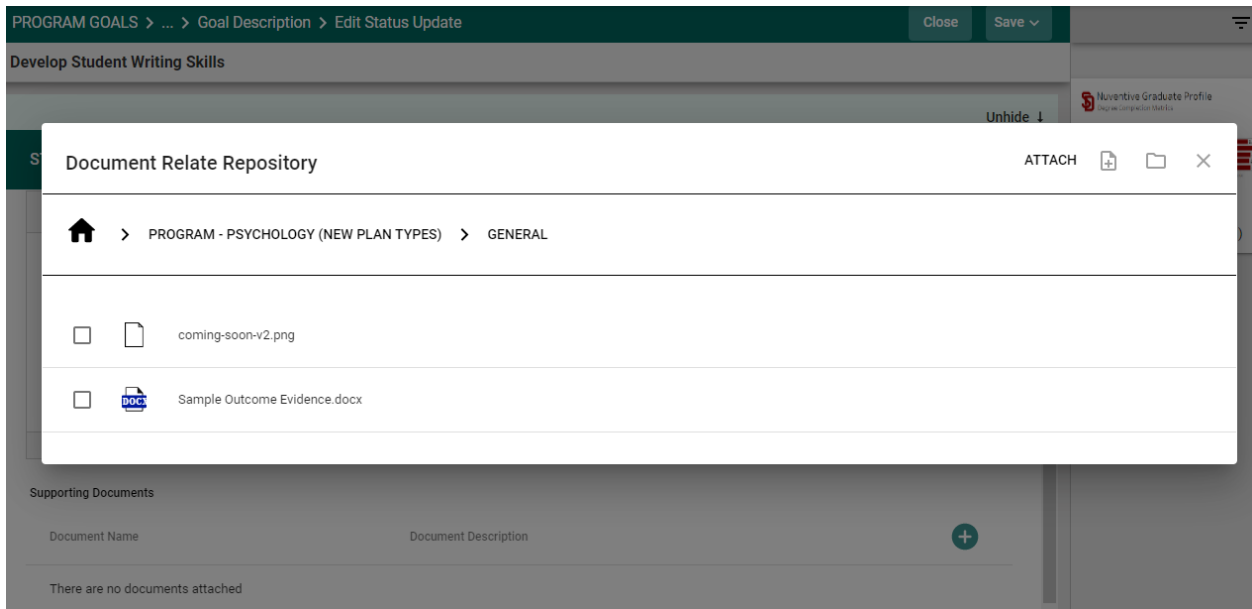
Unhide ↓

Muventive Graduate Profile

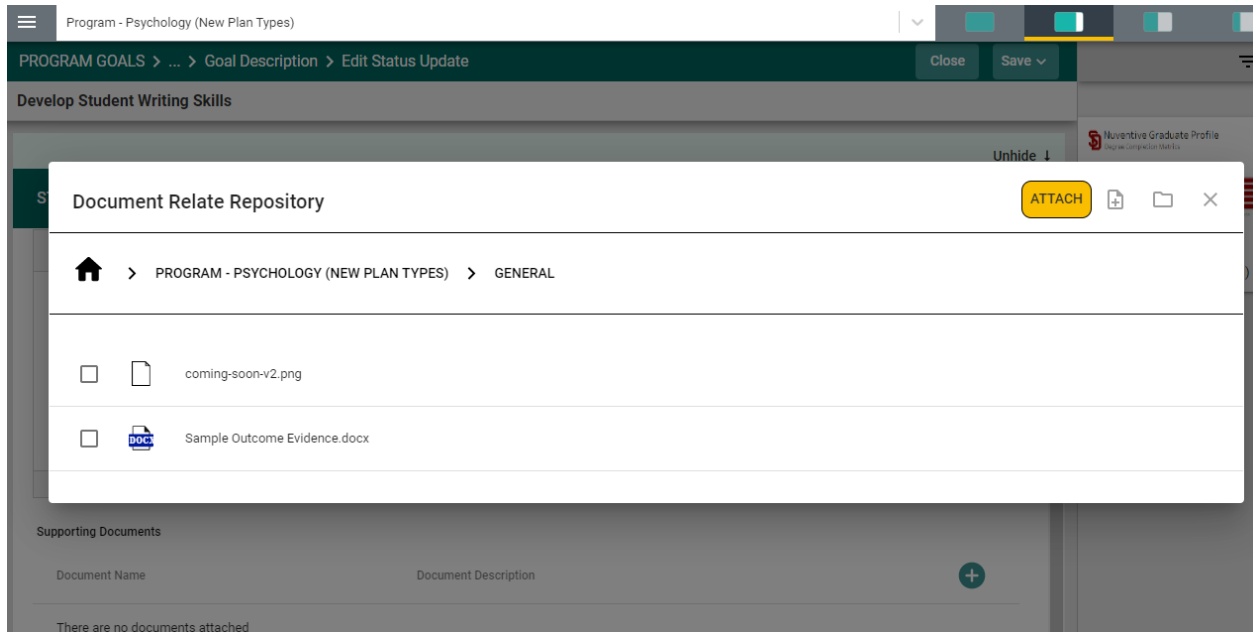
Now select from the folder options available. In this example there is one folder titled General.



Click the folder name to open that folder. Then, select a file (or files) from that folder by clicking the check-box next to each file you would like to add.



Now select **ATTACH** from the from the top right-hand navigation.

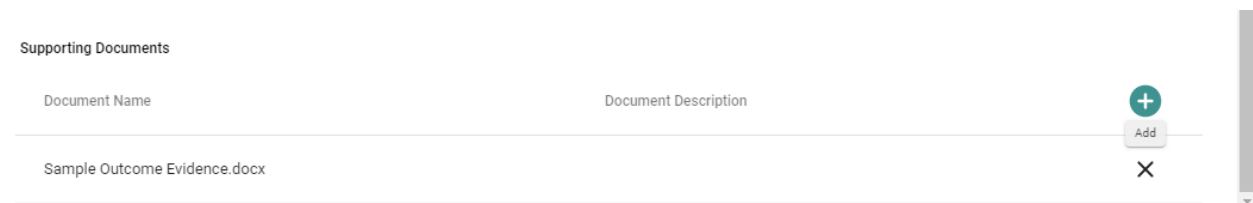


Note: If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by clicking on one of the icons next to the Attach icon.

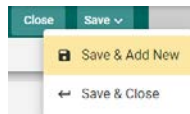


More on the Document Library/Repository later in this Help Guide.

You should now see the file attached as a supporting document.



Once you are satisfied with the information you have entered Click **Save** and choose to **Save & Add New** or **Save & Close**.



NOTE: You will not be able to add the Action/Improvement Plan information until the Results/Analysis information is saved. Once you have saved the work, proceed to the Action/Improvement Plan by clicking on the ACTION/IMPROVEMENT PLAN tab.

After clicking on the ACTION/IMPROVEMENT PLAN tab the following screen will appear.

(REPLACE THIS GRAPHIC)

The screenshot shows a software interface for 'Program - Psychology (New Plan Types)'. The breadcrumb trail is 'PROGRAM LEARNING ASSESSMENT > ... > ... > Edit Summary of Results > Edit Action'. There are 'Close' and 'Save' buttons in the top right. The main heading is 'Critical Thinking'. Below it is a card with 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.'; and 'Criterion: 80% of students will achieve an 80% or higher on exam 2'. At the bottom of the card are two tabs: 'SUMMARY OF RESULTS' and 'ACTION/IMPROVEMENT PLAN' (which is selected). Below the tabs is an 'Action *' field with the text 'The actions we will take to improve will be to ...', an 'Action Date *' field with the date '02/10/2021', and a 'Follow-Up' field with a '+' icon.

Again, 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 ↓

Now, complete the Action Plan. Notice that there is also a field for Follow-Up.

(REPLACE THIS GRAPHIC)

The screenshot shows the 'Add Follow Up' screen in the same software interface. The breadcrumb trail is 'PROGRAM LEARNING ASSESSMENT > ... > ... > ... > Edit Action > Add Follow Up'. There are 'Close' and 'Save' buttons in the top right. The main heading is 'Critical Thinking'. Below it is a card with the following information: 'Follow-Up Date *' with a text input field, and 'Follow-Up *' with a text input field. At the top right of the card is an 'Unhide ↓' icon.

The Follow-up screen will allow you to return later and enter information pertaining to the status of the Action Plan.

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, 2. The indicators may change.

The screenshot displays the Nuventive MAPPING interface. At the top, there is a header bar with the word "MAPPING" and a "Save" button. Below this is a sub-header for "Curriculum Mapping" and "Program Learning Assessment" with a legend: "I - Introduced, R - Reinforced, M - Mastered". A search bar is present on the left. The main area is a table with columns for "Critical Thinking", "Application", "Communication", and "Research". Each column contains three sub-columns labeled "I", "R", and "M". The rows represent different psychology courses, with some cells highlighted in yellow to indicate the status of each course for each skill.

	Critical Thinking			Application			Communication			Research		
	I	R	M	I	R	M	I	R	M	I	R	M
PSY-100 General Psychology	I	R	M	I	R	M	I	R	M	I	R	M
PSY-112 Addictions and Recoveries	I	R	M	I	R	M	I	R	M	I	R	M
PSY-205 Business and Industrial Psychology	I	R	M	I	R	M	I	R	M	I	R	M
PSY-209 Behavior Modification	I	R	M	I	R	M	I	R	M	I	R	M
PSY-212 Psychological Experimentation	I	R	M	I	R	M	I	R	M	I	R	M
PSY-215 Advanced Experimental Psychology	I	R	M	I	R	M	I	R	M	I	R	M
PSY-220	I	R	M	I	R	M	I	R	M	I	R	M

Curriculum Mapping

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

Program - Psychology (New Plan Types)

MAPPING Save

Curriculum Mapping **Program Learning Assessment**
I - Introduced, R - Reinforced, M - Mastered

	Critical Thinking			Application			Communication			Research		
Goals	I	R	M	I	R	M	I	R	M	I	R	M
College of Arts and Sciences (New Plan Type) - Goals	I	R	M	I	R	M	I	R	M	I	R	M
Strategic Plan (New Plan Type) - Goals	I	R	M	I	R	M	I	R	M	I	R	M
Gen Ed - Goals	I	R	M	I	R	M	I	R	M	I	R	M
Accreditation -- SACSCOC - SACSCOC Accreditation	I	R	M	I	R	M	I	R	M	I	R	M
Curriculum Mapping	I	R	M	I	R	M	I	R	M	I	R	M
Behavior Modification	I	R	M	I	R	M	I	R	M	I	R	M
PSY-212 Psychological Experimentation	I	R	M	I	R	M	I	R	M	I	R	M
PSY-215 Advanced Experimental Psychology	I	R	M	I	R	M	I	R	M	I	R	M
PSY-220												

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

Program - Psychology (New Plan Types)

MAPPING

Curriculum Mapping

Search by Keyword

PSY-100 General Psychology
PSY-112 Addictions and Recoveries
PSY-205 Business and Industrial Psychology
PSY-209 Behavior Modification
PSY-212 Psychological Experimentation
PSY-215 Advanced Experimental Psychology
PSY-220

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

Program Learning Assessment
I - Introduced, R - Reinforced, M - Mastered

Critical Thinking	Application	Communication	Research
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M
I R M	I R M	I R M	I R M

Indicators have been provided: *I - Introduced, R - Reinforced, M - Mastered.*

Program - Psychology (New Plan Types)

MAPPING Save

Curriculum Mapping **Program Learning Assessment**
I - Introduced, R - Reinforced, M - Mastered

Search by Keyword

	Critical Thinking	Application	Communication	Research
PSY-100 General Psychology	I R M	I R M	I R M	I R M
PSY-112 Addictions and Recoveries	I R M	I R M	I R M	I R M
PSY-205 Business and Industrial Psychology	I R M	I R M	I R M	I R M
PSY-209 Behavior Modification	I R M	I R M	I R M	I R M
PSY-212 Psychological Experimentation	I R M	I R M	I R M	I R M
PSY-215 Advanced Experimental Psychology	I R M	I R M	I R M	I R M
PSY-220	I R M	I R M	I R M	I R M

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, Reinforced, or Mastered. Use the scroll bars at the

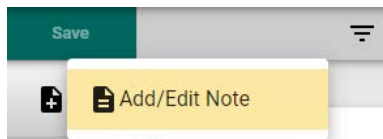
Save

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.

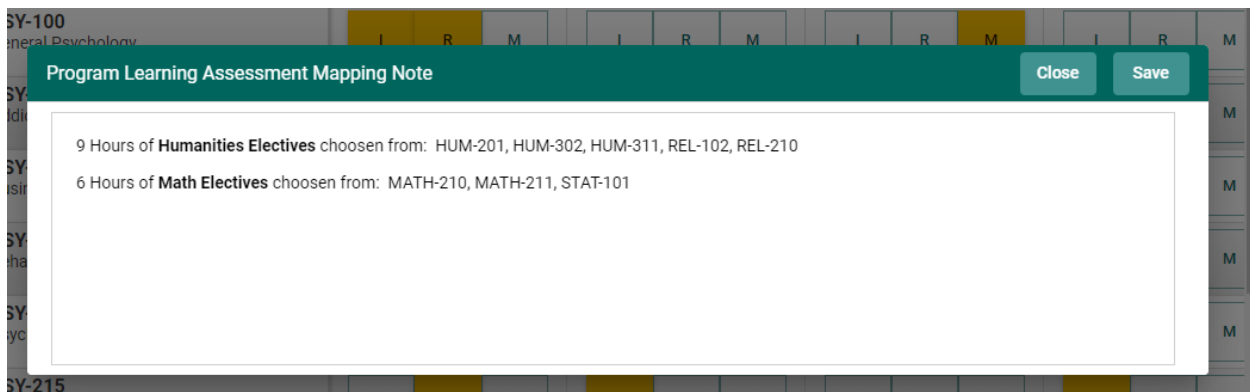
Another feature offered in the mapping screens is the option to add notes. Notice the icons to the right, just below the Save button.



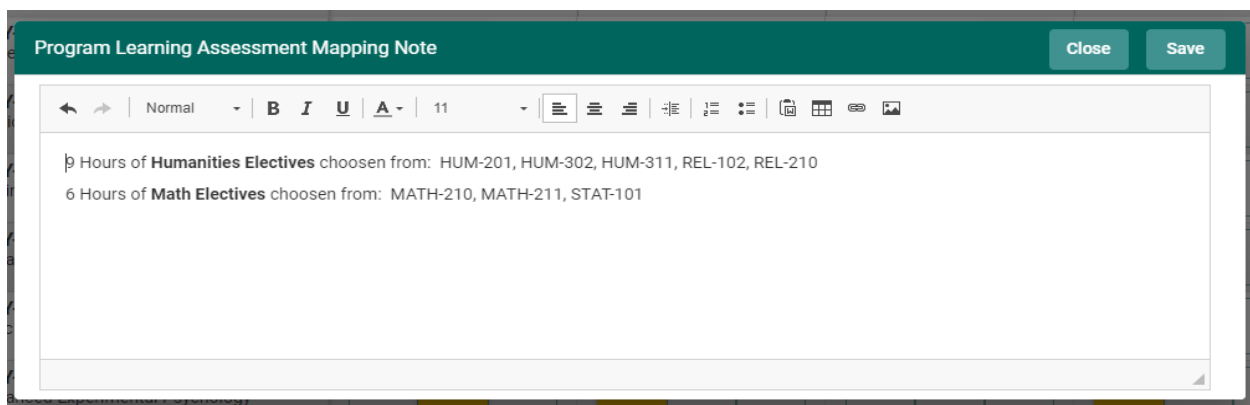
By clicking on the ellipsis, the following options will appear. Add/Edit Note



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.

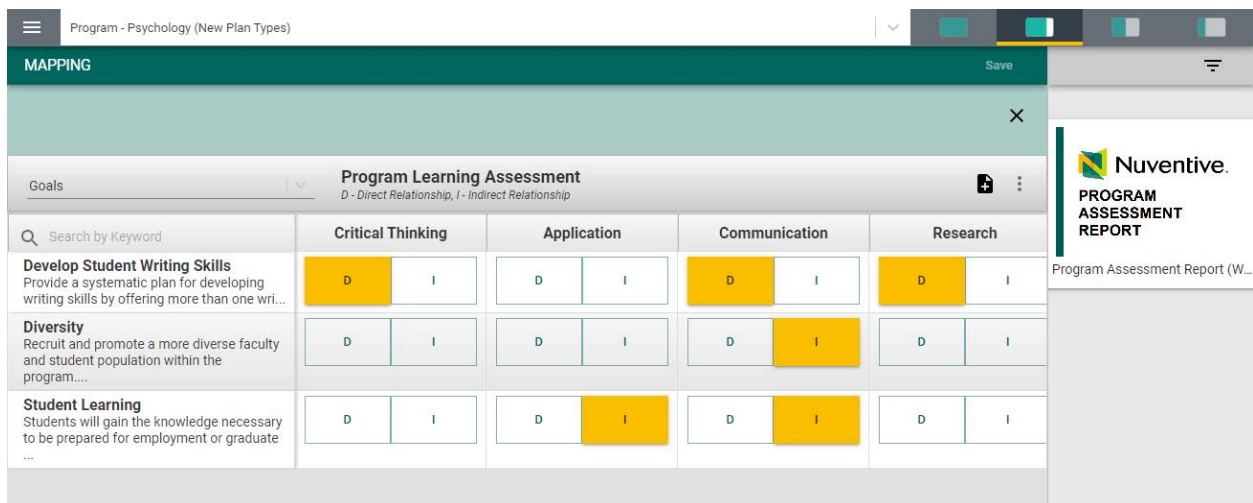
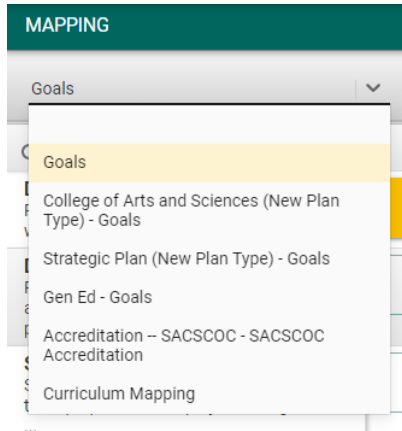


Once you have completed adding the Note, Click the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, click **Close**

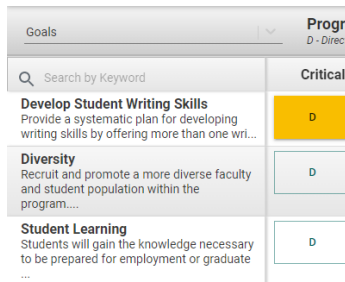


Goals Mapping

For Goals Mapping you will select Goals from the drop-down.



Next, notice that the goals are now listed in the left-hand column.




Also, notice that the Indicators have changed based on what your institutions has decided to use.


Program - Psychology (New Plan Types)

MAPPING Save

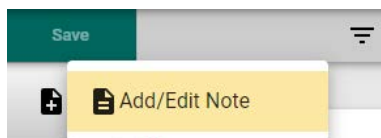
Goals Program Learning Assessment
D - Direct Relationship, I - Indirect Relationship

Search by Keyword	Critical Thinking	Application	Communication	Research
Develop Student Writing Skills Provide a systematic plan for developing writing skills by offering more than one wri...	D I	D I	D I	D I
Diversity Recruit and promote a more diverse faculty and student population within the program....	D I	D I	D I	D I
Student Learning Students will gain the knowledge necessary to be prepared for employment or graduate ...	D I	D I	D I	D I

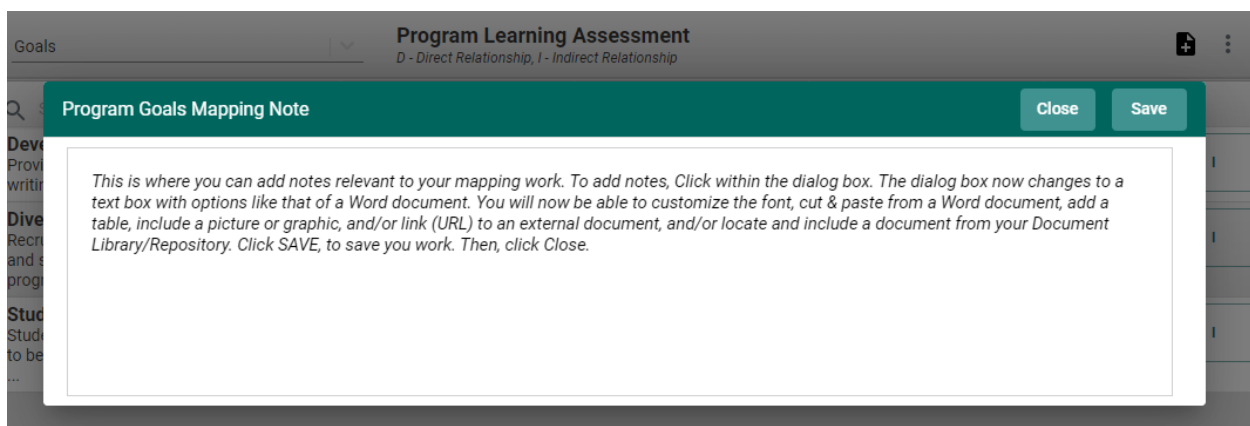
By clicking on the appropriate indicator under each PLO and aligned to the Goal(s) on the left, select where this PLO has a Direct or Indirect Relationship. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all Goals and/or PLOs). If you would like to remove any 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

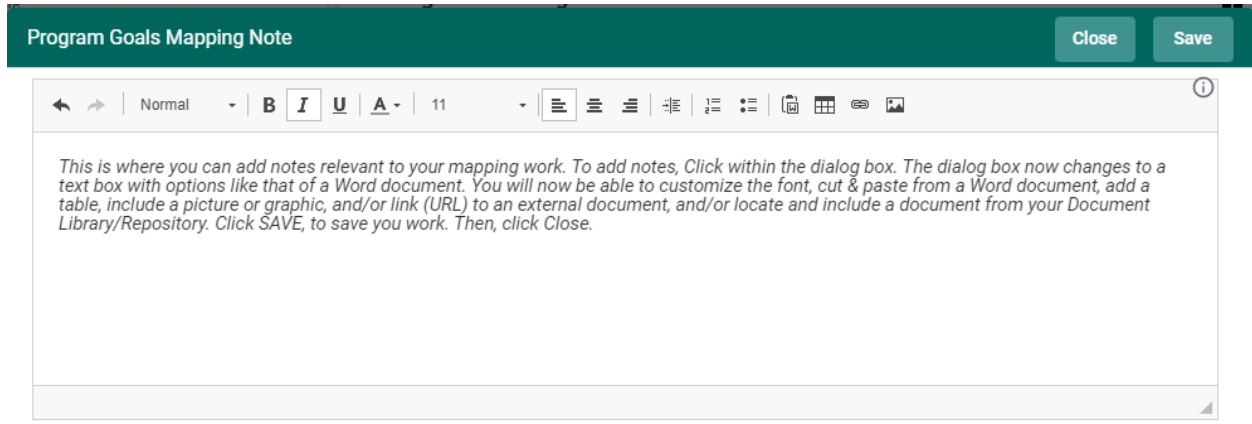


After clicking on the Add/Edit Note icon, the following dialog box will open.




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**



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 




REPORTS



DOCUMENT LIBRARY/REPOSITORY

DOCUMENT
LIBRARY

The Document Library/Repository 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.