



# 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

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## 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. The current configuration of the system was established by workgroups of the Program Review and Outcomes Assessment Committees. Visit the [Nuventive information page on SAC.edu](https://sac.edu/Nuventive) for additional information.

## BASIC NAVIGATION

Accessing the Nuventive Improvement Platform is simple and straight forward. Navigate to <https://sac.edu/Nuventive>. Once you have logged into the Nuventive Improvement Platform, non-academic areas will see the Santa Ana College logo, while academic areas will see a dashboard similar to the one below.

### Example: *Improvement Analytics Dashboard*

Academic Affairs - Nursing

**Nuventive**. Improve Analytics **Active Student Learning Outcomes (SLOs) Overview**

Data Refreshed Nightly

Semester of Assessment: All

Program	Active SLOs	Active SLOs Assessed	Active SLOs Assessed (%)
Academic Affairs - Nursing	89	1	1.1%
NRN-170	7	1	14.3%
NCE-145	1	0	0.0%
NRN-098	1	0	0.0%

## TOP NAVIGATION BAR & ICONS

At the top of the screen, you will find two sets of icons (to the left and right) and a dropdown in the center. This is the primary navigation bar throughout the platform.



Main Menu



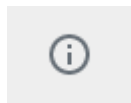
Unit Drop-down



Data View/Split Screen/ Documents & Reports



Instructions



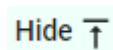
Ellipsis



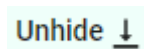
Plus (+) Sign



Hide



Unhide



## THE UNIT DROP-DOWN

The center unit drop-down is where you will locate your units. By selecting the down arrow to the right in the drop down you will be able to see the units that are available to you. If this is your first time logging in, and you do not see your unit, please contact your department chair or administrator. You may also type in the dropdown box to quickly locate a unit.



## THE MAIN MENU



Home	
Assign Users	
Program Information	
Course Outcomes Assessment	▼
Program Outcomes Assessment	▼
End-of-Program Outcomes Assessment	▼
Program Review	▼
Resource Allocation Requests (RAR)	▼
Reports	▼
Document Library	

Now that you have found your unit, select the menu icon on the left to reveal your platform menu. **NOTE:** Your main menu will differ depending on the permissions you have in the system. You may not see every option. Visit the **USER ASSIGNMENT AND ROLES** section of this manual for more information.

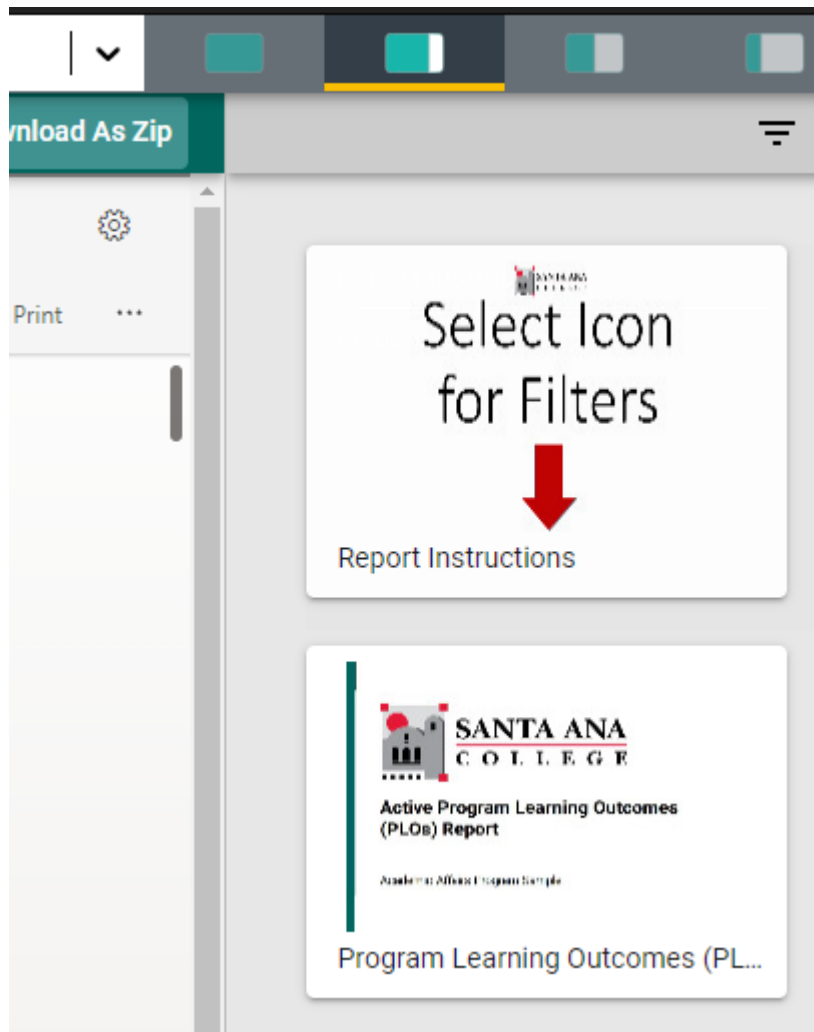
## SPLIT SCREEN/DOCUMENTS AND REPORTS




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 types of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information for your reference to complete 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 selecting 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.



and Results


+
⋮

---


Showing 1 of 1

Report 9/20/22
⋮

Items related to the

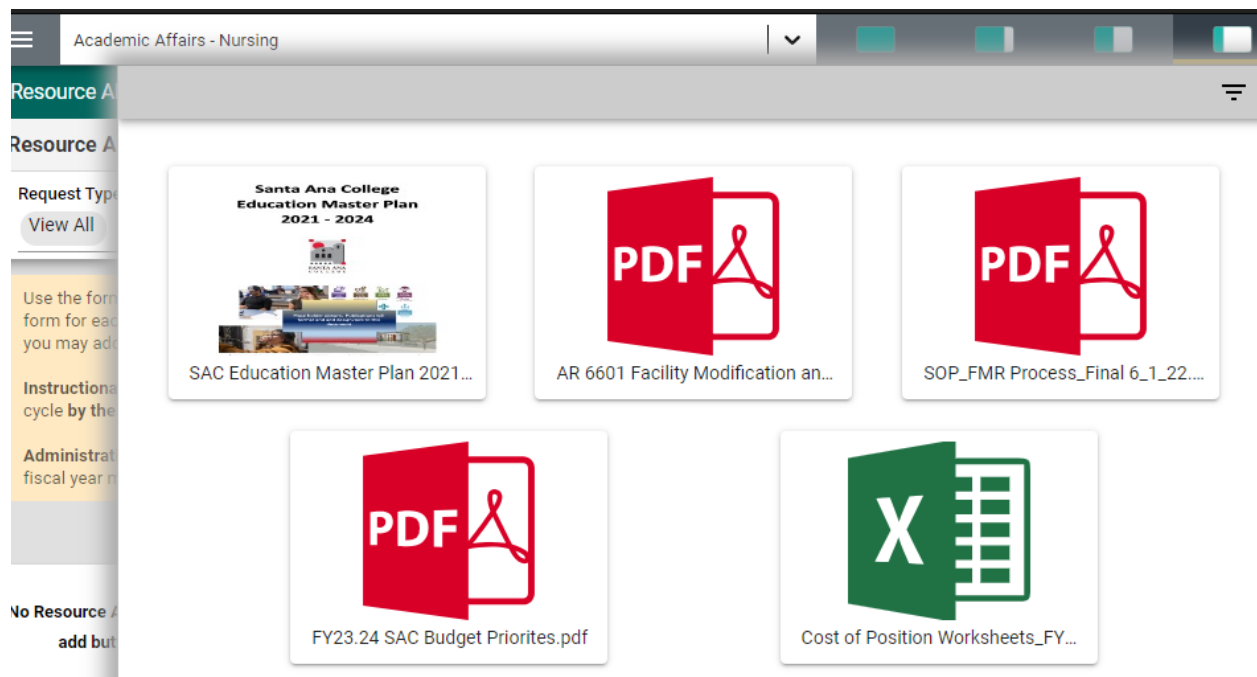


Canvas Analytics - Assignments




Canvas Analytics - Outcomes


**View 3.**




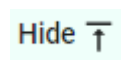
**NOTE:** The area will also expand to the first level of expansion by selecting a document/report from the list. You can expand further, or minimize the view of the document/report, by again Selecting one of the icons.


**OTHER IMPORTANT NAVIGATION**

- 

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

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

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

In several places throughout the Platform, you will find these icons. Selecting the icon allows you to choose between leaving the highlighted information available as you enter information, or you can select the Hide icon to hide the information.
- 


Unhide allows you to uncover the highlighted information.

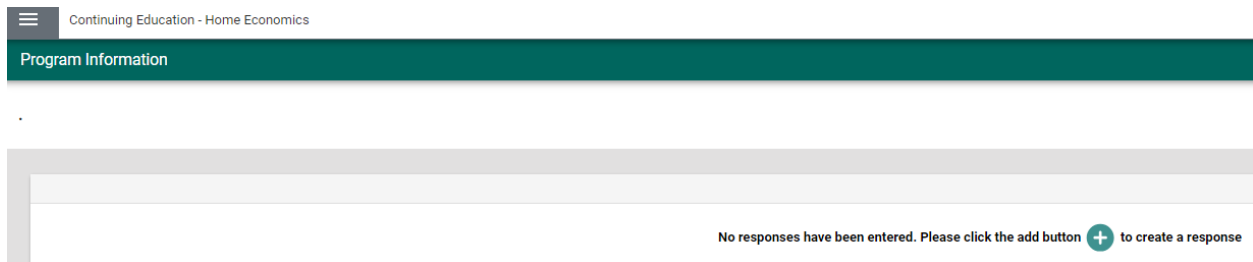


## PROGRAM/GENERAL INFORMATION FORM

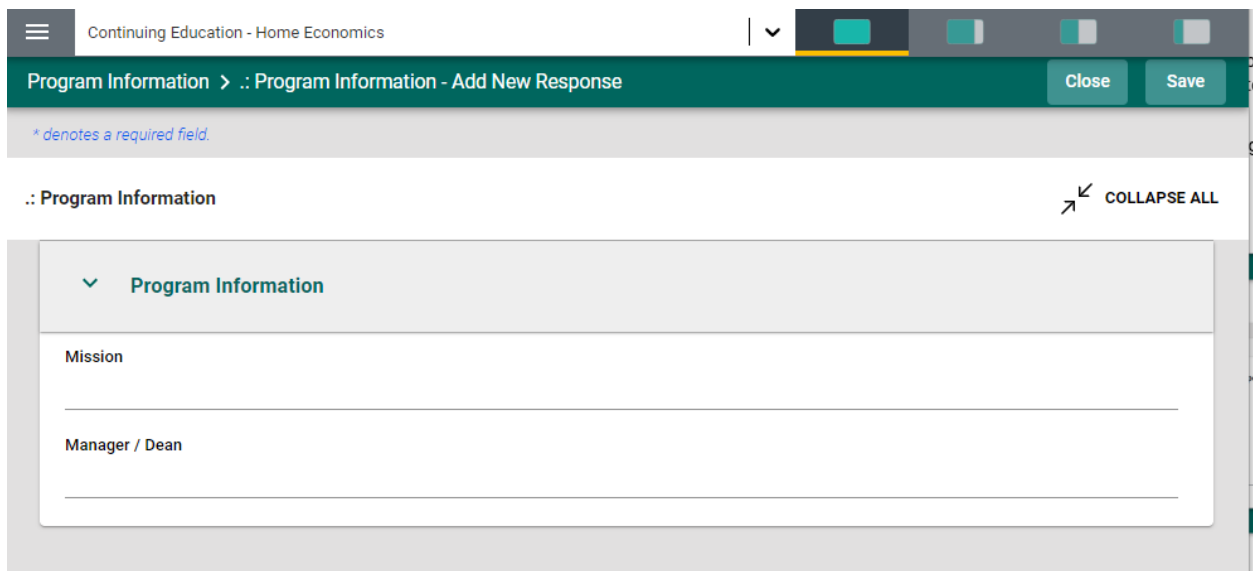
### PROGRAM/GENERAL INFORMATION

The Program/General Information Form is where you will enter information about the institution, college, department, program, and/or unit, such as the Mission Statement. The form is called the Program Information Form for instructional units, and the General Information Form for non-instructional units. The Program/General Information form will appear as the second page on standard reports.

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



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





Complete the form fields/text boxes, as designated, by selecting in the text box or selecting from the drop - down. **NOTE:** If you see an Asterisk (\*) next to the name of a field on any form, 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 selecting the **SAVE** button at the top of the screen.

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

President's Office - Student Information Support

General Information > General Information (Student Services, Admin and Academic Support Services) Close Save

COLLAPSE ALL

General Information Last Modified: 11/09/2022, J. Steffens

\* denotes a required field.

Mission  
To inspire and empower digital transformation at Santa Ana College.

Manager / Dean  
John D. Steffens

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

President's Office - Student Information Support

General Information

View All

General Information Last Modified: 11/09/2022, J. Steffens

Mission  
To inspire and empower digital transformation at Santa Ana College.

Manager / Dean  
John D. Steffens

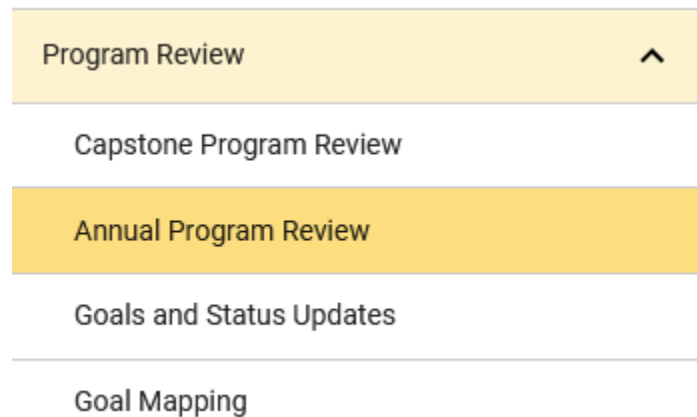
If at any time you need to edit, copy, view/print, view the audit log, or delete the form, select the ellipses on the top right of the Program/General Information form.

## PROGRAM REVIEW

If your permissions allow, you may see other forms such as Outcomes Assessment, Program Review, and/or Resource Allocation Requests (RARs). You may see these headings in your main menu. For this example, we are using an Annual Program Review.

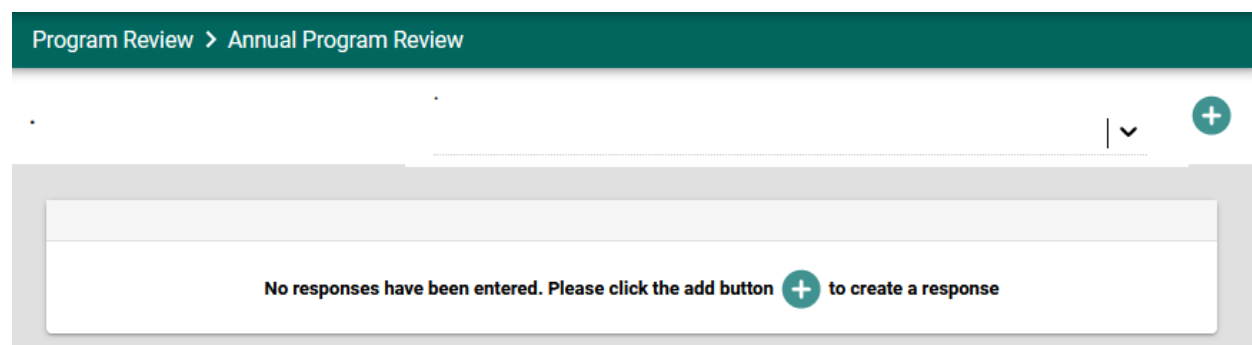
### ANNUAL PROGRAM REVIEW


The annual program review form is accessed from the main navigation under the Program Review heading. Some areas will also have a Capstone (formerly Quadrennial) Review option.




A screenshot of a navigation menu. The top item is "Program Review" with an upward-pointing arrow. Below it is "Capstone Program Review". The next item is "Annual Program Review", which is highlighted in yellow. Below that is "Goals and Status Updates". A horizontal line separates this from "Goal Mapping" at the bottom.

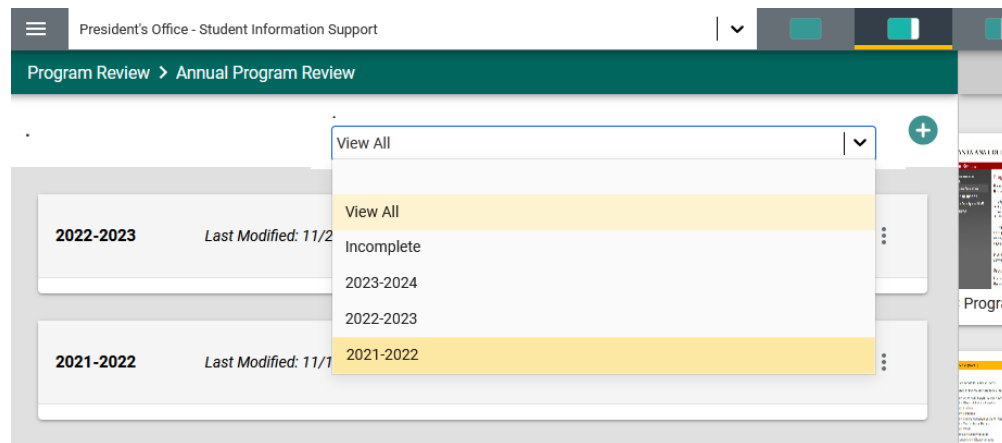
While the overall function of entering information on this form will be the same as the General Information form, there are some differences such as selecting from multiple date cycles.



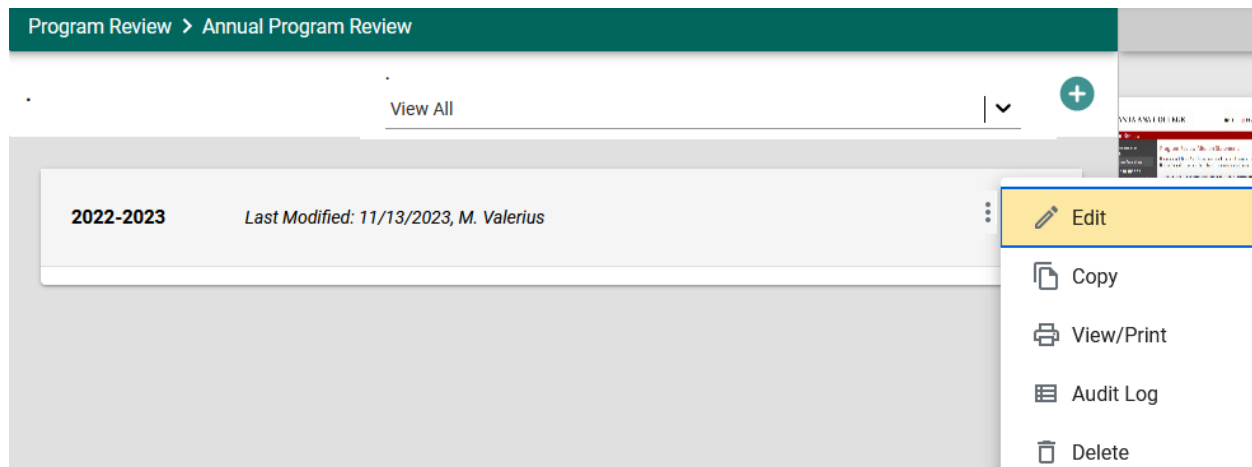
A screenshot of the "Annual Program Review" form. At the top, a dark green header bar contains the text "Program Review > Annual Program Review". Below the header, there is a large, empty white rectangular area. In the bottom right corner of this area, there is a small downward-pointing arrow and a green circular button with a white plus sign. Below the main area, a grey box contains the text: "No responses have been entered. Please click the add button  to create a response".

Select the cycle from the drop-down provided after selecting the add button . 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 data on this form. You may choose a specific cycle such as 2021 – 2022 from the drop-down to filter your view. In that case you will only see that cycle of information.



You can always edit your data by selecting the **Open** or **Edit** option from the ellipsis menu:



The Audit Log option will provide you with a report of changes that have been made to this form. This can be helpful when multiple people have access to edit the data on the form.

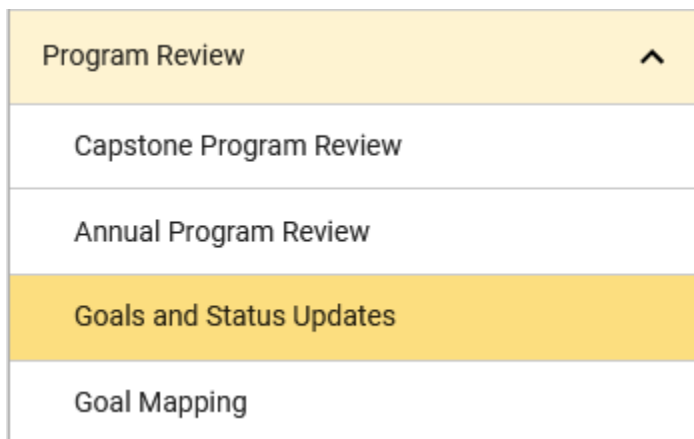
**Audit For Cycle: 2022-2023, Response 141**


 Show activity from the  
 Show All Activity | v

Date ↓	Personnel	Field	Old Value	New Value
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	N. Gallegos	1. Progress Report: Review Previous Year's Institutional Review		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	2. Provide effective data sources to evaluate this department		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	2. Provide effective data sources to evaluate this department		<a href="#">Click to see comparison of old and new value</a>
	N. Gallegos	2. Provide effective data sources to evaluate this department		<a href="#">Click to see comparison of old and new value</a>
	J. Hoeger	Please attach any data sources here.	1297	1056

## PROGRAM GOALS

Program Goals are entered under the Goals and Status Updates menu option in your Program Review menu.



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

Program Review > Goals and Status Updates

**Program Review Goals** + ⋮

Expected Completion

View All | ▼

---

Showing 0 of 0

This will open the following card:

Program Review > Goals and Status Updates Close Save ▼

**New Goal**

■ GOAL ■ UPDATES

\* denotes a required field.

Goal Name \*

---

Goal \*

---

Rationale for Creating Goal

---

Responsible Party(ies)

---

Next, type in each field provided to enter the **Goal Name** and **Goal**. Complete the **Expected Completion** field to be able to filter goals on that value later.

**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 selecting the **Arrow** next to the **SAVE** button at the top of the screen. Notice that when you select the **Arrow** 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, select the **Save & Add New** option. If you have finished adding goals, select the **Save & Close** option.

Program - Psychology (New Plan Types)

PROGRAM GOALS > Program Goals > Add Goal

**New Goal**

GOAL	MAPPING	GOAL UPDATE(S)
<p>Goal Name* Sample</p> <p>Goal* Sample</p> <p>Goal Status* Active</p> <p>Goal Year(s) 2021 - 2022</p>		

Save & Add New  
Save & Close

Live Graduate Profile  
Average Credits Completed, by Source  
Graduation Rates (Tableau)

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

Program Review > Goals and Status Updates

Program Review Goals

Expected Completion  
View All

Showing 13 of 13

<p>Student Business Office Training</p> <p><b>Goal</b> Create and deliver a robust purchasing training program for departments utilizing Auxiliary Funds</p> <p><b>Expected Completion</b> Spring 2023</p> <p><b>Objectives</b> Review current practices/process, document processes, create a training document, create a training presentation, schedule training with departments.</p>	J. Adams 10/12/22
<p>Student Business Office Payment Pages</p>	J. Adams 11/21/23

**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"** 13 of 13.

Program Review Goals



Expected Completion

View All



Showing 13 of 13

Student Business Office Training

J. Adams 10/12/22



Goal

Create and deliver a robust purchasing training program for departments utilizing Auxiliary Funds

Expected Completion

Spring 2023

Objectives

Review current practices/process, document processes, create a training document, create a training presentation, schedule training with departments.

Student Business Office Payment Pages

J. Adams 11/21/23



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

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

Program Review Goals



Expected Completion

View All



Showing 13 of 13

Student Business Office Training

Goal

Create and deliver a robust purchasing training program for departments utilizing Auxiliary Funds

Expected Completion

Spring 2023


Objectives

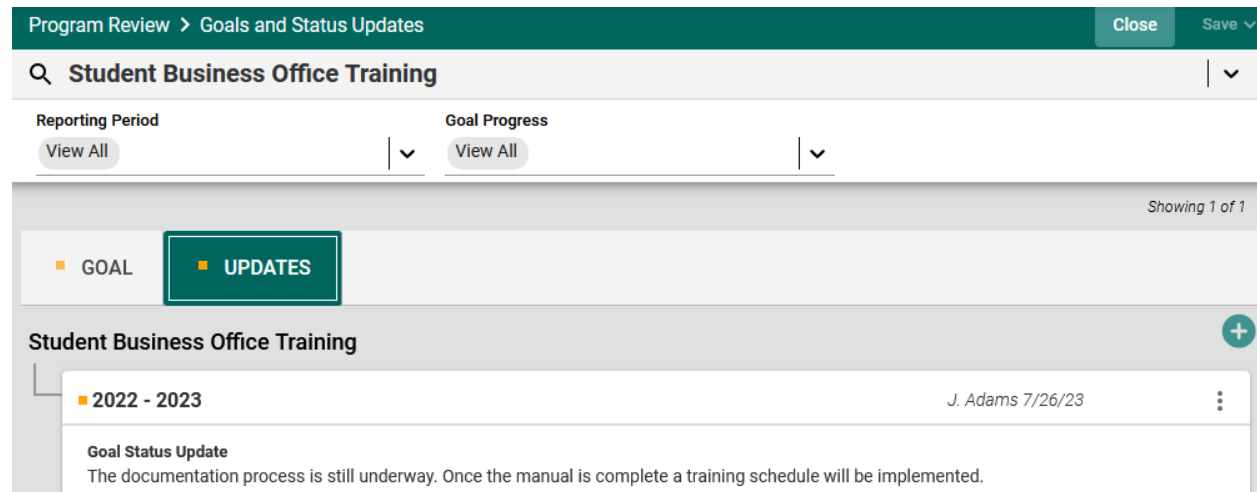
Review current practices/process, document processes, create a training document, create a training presentation, schedule t

- Open
- Copy
- Audit Log
- Delete





## 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, select the green circle with the plus (+) sign 



The screenshot shows a web interface for managing goals. At the top, there is a breadcrumb trail: "Program Review > Goals and Status Updates". To the right of the breadcrumb are "Close" and "Save" buttons. Below the breadcrumb is a search bar containing "Student Business Office Training" and a dropdown arrow. Underneath are two filter sections: "Reporting Period" with a "View All" button and a dropdown arrow, and "Goal Progress" with a "View All" button and a dropdown arrow. A tab bar at the bottom of the filter section has two tabs: "GOAL" and "UPDATES", with "UPDATES" being the active tab. Below the tabs, the main content area is titled "Student Business Office Training" and has a green circle with a plus sign on the right. A card is displayed for the goal "2022 - 2023", with the user "J. Adams" and the date "7/26/23" on the right. The card content is titled "Goal Status Update" and contains the text: "The documentation process is still underway. Once the manual is complete a training schedule will be implemented." A "Show Details" button with a downward arrow is located at the bottom right of the card.

Once you have selected the green circle with the plus (+) sign  the following card/screen will open. To see the information that was entered previously for the goal, you can choose to select the **Show Details** icon: 

## Chemistry Lab

Show Details ↓

*\* denotes a required field.*

Reporting Period \*



Goal Status Update \*

Goal Progress \*



Percent Complete \*



Supporting Documents

Document Name

Document Description



There are no documents attached

Optional Tables and/or Graphs [Press ALT + 0 for accessibility help](#)

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

To add **Optional Information**, select in the text/dialog box. Once you select 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.


**Optional Information**

Supporting Information


← → Normal **B** *I* U A 11

[Rich text editor toolbar with icons for bold, italic, underline, text color, font size, bulleted list, numbered list, link, unlink, insert table, insert image, and print]

### Adding Supporting Documents

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


Supporting Documents

Document Name	Document Description	
There are no documents attached		


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

Document Repository ×

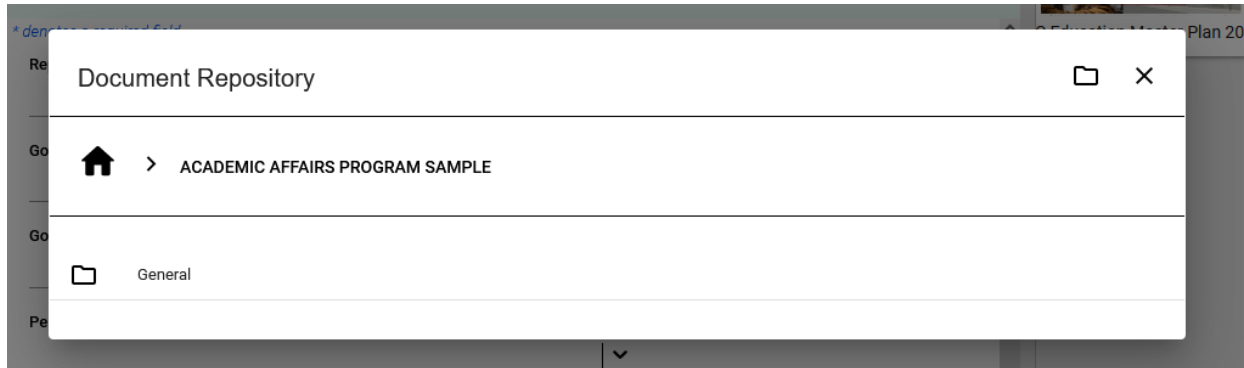
---



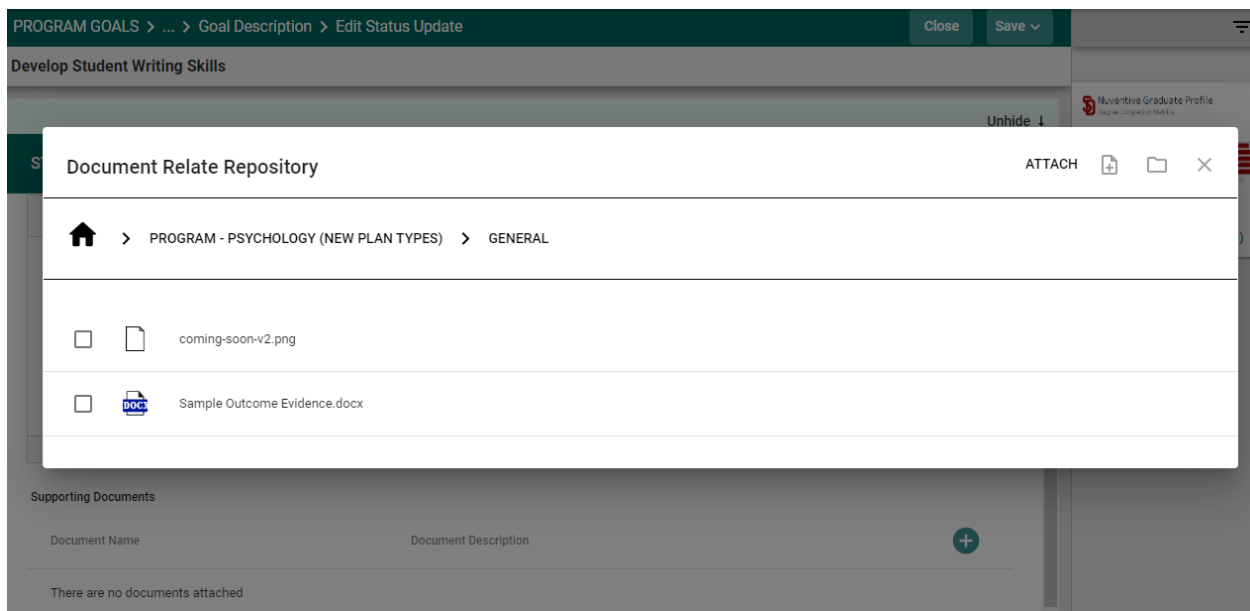
---

 Academic Affairs Program Sample

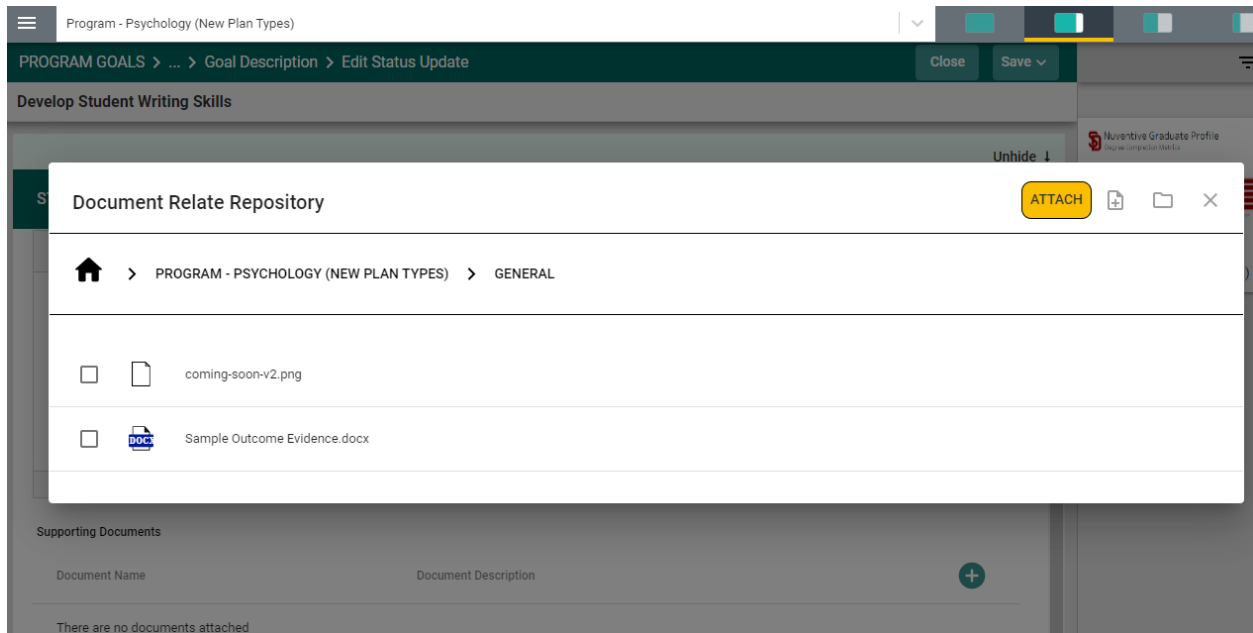
Now select from the folder options available. In this example there is one folder titled General.



Select the folder name to open that folder. Then, select a file (or files) from that folder by selecting the checkbox next to each file you would like to add.



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

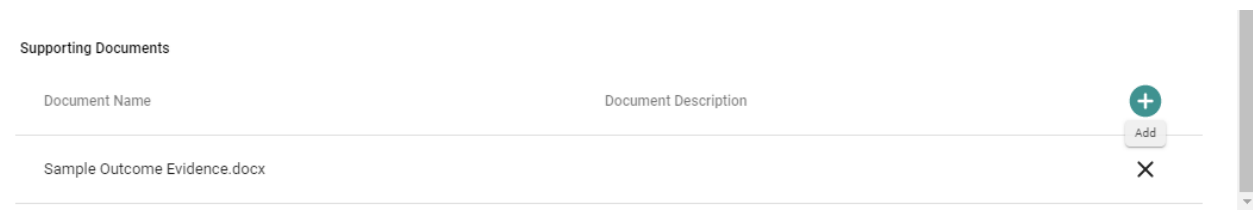


**Note:** If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by selecting one of the icons next to the Attach icon.

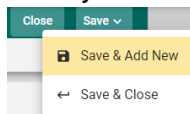


**More on the Document Library/Repository later in this Help Guide.**

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



Once you are satisfied with the information you have entered Select **Save** and choose

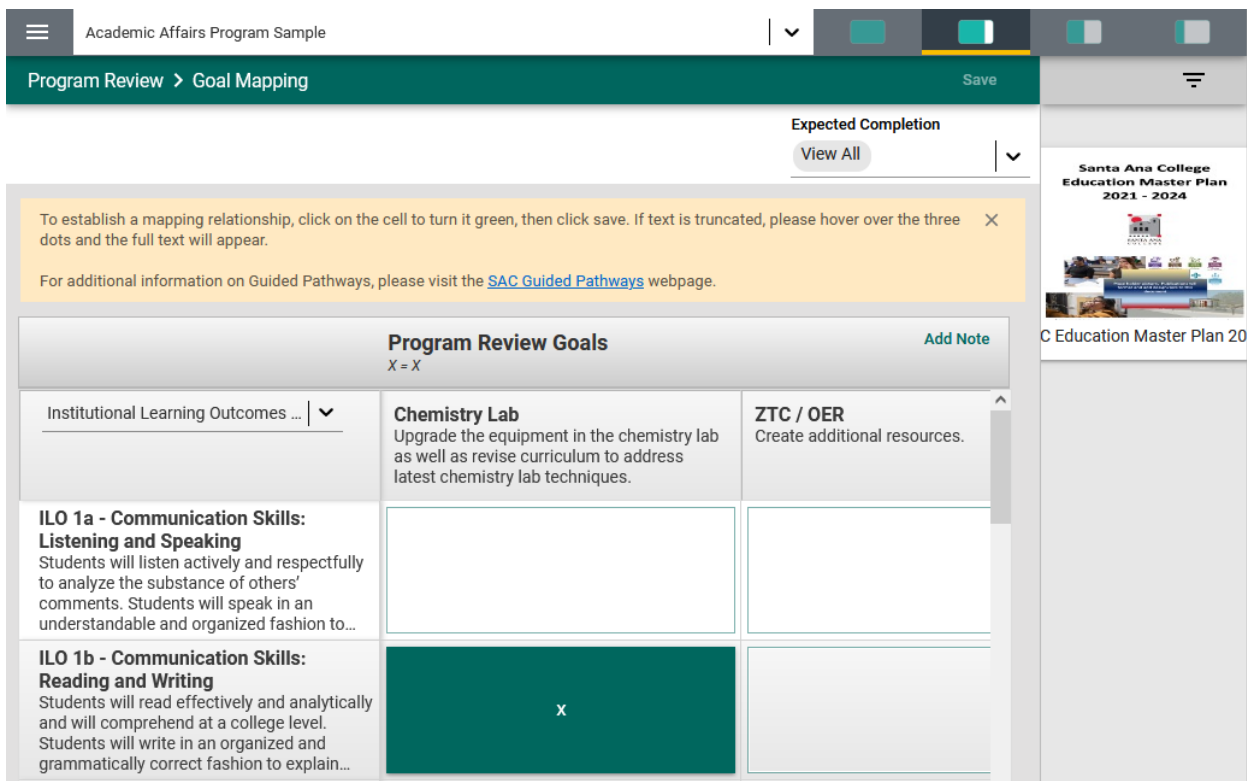


to **Save & Add New** or **Save & Close**.

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.

## GOAL MAPPING

Select GOAL MAPPING from the Program Review menu to navigate to the Mapping screen where the unit can map Goals with other institutional outcomes such as Institutional Learning Outcomes (ILOs), Master Ed. Plan Goals or Guided Pathways Pillars. To begin, select the institutional outcome from the drop-down immediately above the left-most column. To map a goal, select in the box that forms the intersection between the goal and the outcome. The example below shows a Chemistry Lab goal mapped to ILO 1b.



Academic Affairs Program Sample

Program Review > Goal Mapping

Expected Completion  
View All

To establish a mapping relationship, click on the cell to turn it green, then click save. If text is truncated, please hover over the three dots and the full text will appear.

For additional information on Guided Pathways, please visit the [SAC Guided Pathways](#) webpage.

Program Review Goals X = X		Add Note
Institutional Learning Outcomes ...   v	Chemistry Lab Upgrade the equipment in the chemistry lab as well as revise curriculum to address latest chemistry lab techniques.	ZTC / OER Create additional resources.
<b>ILO 1a - Communication Skills: Listening and Speaking</b> Students will listen actively and respectfully to analyze the substance of others' comments. Students will speak in an understandable and organized fashion to...		
<b>ILO 1b - Communication Skills: Reading and Writing</b> Students will read effectively and analytically and will comprehend at a college level. Students will write in an organized and grammatically correct fashion to explain...	X	

Santa Ana College Education Master Plan 2021 - 2024

C Education Master Plan 20

When you have completed the mapping, select the **Save** button arrow in the top right-hand area of this screen.


**NOTE:** Other mapping screens in the system include mapping Course Outcomes in Outcomes assessment as well as mapping Resource Allocation Requests to Program Goals. Visit the **MAPPING** section of this manual for more information.

## RESOURCE ALLOCATION REQUESTS

### RESOURCE ALLOCATION REQUESTS

Begin entering Resource Allocation Requests (RARs) by selecting the RAR Form option in the Resource Allocation Requests menu.

Resource Allocation Requests (RAR) ^
RAR Form
RAR Mapping (Required for Approval)
Unit RAR Dashboard

Select the green circle with the plus sign (+)  to add a new request.

Resource Allocation Requests (RAR) > RAR Form

**Resource Allocation Request (RAR)** + ⋮

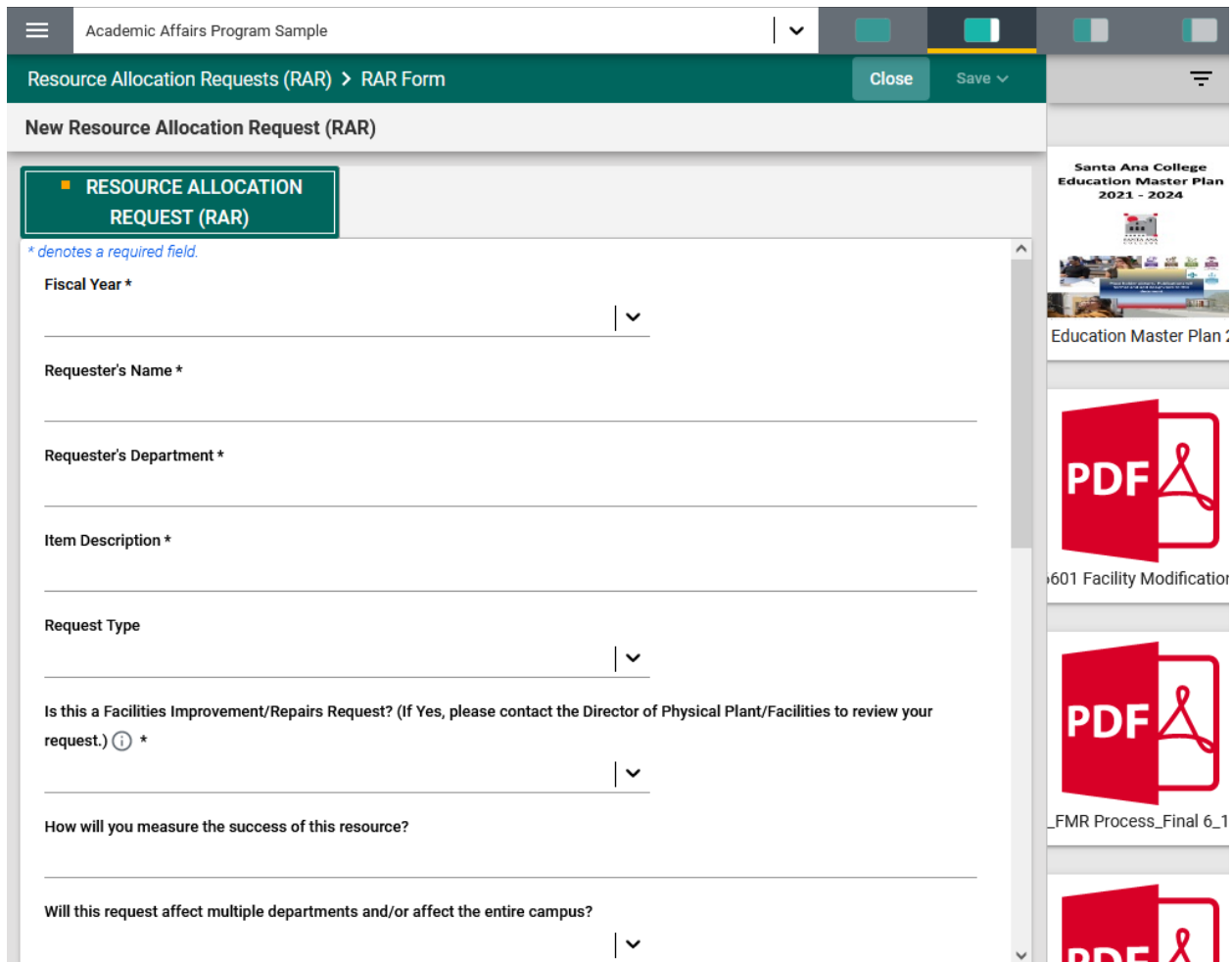
Request Type	Was this item funded?	Fiscal Year
View All   v	View All   v	View All   v

Use the form below to add a new Resource Requests. You will use this form for each Request. After saving this request and closing × the form, you may add an additional request.

**Instructional programs:** All requests must be submitted for an academic cycle **by the first Friday in June.**

**Administrative, Support, and Services areas:** All requests for the next fiscal year must be submitted **by November 30.**

Start by selecting the fiscal year for your request. Enter the fiscal year for which you are requesting funding, not the current fiscal year.



Academic Affairs Program Sample

Resource Allocation Requests (RAR) > RAR Form

New Resource Allocation Request (RAR)

**RESOURCE ALLOCATION REQUEST (RAR)**

*\* denotes a required field.*

Fiscal Year \*

Requester's Name \*

Requester's Department \*

Item Description \*

Request Type

Is this a Facilities Improvement/Repairs Request? (If Yes, please contact the Director of Physical Plant/Facilities to review your request.) ⓘ \*

How will you measure the success of this resource?

Will this request affect multiple departments and/or affect the entire campus?

Santa Ana College Education Master Plan 2021 - 2024

Education Master Plan :

PDF

601 Facility Modification

PDF


\_FMR Process\_Final 6\_1

PDF

Note the resources provided in the right pane. These resources are provided by the Budget Office to assist you in aligning your requests with strategic priorities during mapping, determining personnel costs, and handling Facility Modification Requests.


Enter your name, department and the description of your request. Next, select the appropriate Request Type from the Request Type dropdown and continue down the form to complete the rest of the fields.



Note that additional information for some fields is available by selecting the information icon  in the question. In some cases, the information box may open automatically and obscure the field. Simply select the X icon from the top right corner of the box to close it.

Is this a Facilities Improvement/Repairs Request? (If Yes, please contact the Director of Physical Plant/Facilities to review your request.)\*


If determined a Facility Modification is required, complete the following steps:  
 Step 1 - Complete this RAR form for funding approval.  
 Step 2 - Follow and complete the standard operating procedures for Facility Modification Requests. SOPs and other Facilities Modification Request documents can be found in the right resource panel.  
 For assistance, please contact the Director of Budget & Accounting.



Be sure to prioritize your requests with the ranking drop down. Work with your supervisor if you are unsure how to prioritize your requests. You will be able to edit the form later if you need to change your prioritization.


**New Resource Allocation Request (RAR)**


**RESOURCE ALLOCATION REQUEST (RAR)**

If Yes, please explain how this request affects multiple departments and/or the entire campus. 

---

Has this request been submitted to other funding sources? \*

If Yes, what funding source (I.e., GP, Equity, SWP, Perkins)? 

If you are submitting multiple requests, please provide the ranking priority for this resource 

Estimated Cost (Enter numbers only) 

Is this an annual on-going expense?

**Budget Approval Follow-up (For Budget Office Use Only)**

Was this item funded?

GL Account (digits xx -xxxx -xxxxxx - xxxxx -xxxx)


Do not complete fields below the line that reads *For Budget Office Use Only*. The Budget Office may complete these fields at a later date.

**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 RAR information, **SAVE** your work by selecting the **Arrow** next to the **SAVE** button at the top of the screen. Notice that when you select the **Arrow** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this RAR. If you have additional RARs to add, select the **Save & Add New** option. If you have finished adding RARs, select the **Save & Close** option.



After you have entered your requests, you will see a list of RARs on the screen. You may use the filters at the top of the screen to show only particular requests, such as for a certain fiscal year.

You may also reorder a card by grabbing the card by the double-vertical ellipses  handle and dragging it to where you want it. You may also edit the card by using the ellipsis menu in the right corner of the card to Open it.

Resource Allocation Requests (RAR) > RAR Form i

Resource Allocation Request (RAR) + ⋮

Request Type Was this item funded? Fiscal Year

View All | v View All | v View All | v

Showing 2 of 2

⋮ **2021 - 2022: Chemistry Faculty** N. Support 6/15/22 ⋮

**Item Description**  
7 new burners for the chemistry lab are needed in order to allow students to perform required experiments.

**Request Type**  
Conferences

**Estimated Cost (Enter numbers only)**  
2,500

⋮ **2022 - 2023: Faculty Member Name** J. Steffens 10/4/22 ⋮

**Item Description**  
Teaching Assistant

**Request Type**  
Personnel (Instructional)

**Estimated Cost (Enter numbers only)**  
5,000

Other options in the card menu include Copy, Audit Log and Delete.

⋮ **2021 - 2022: Chemistry Faculty** N. Support 6/15/22

**Item Description**  
7 new burners for the chemistry lab are needed in order to allow students to perform required experiments.

**Request Type**  
Conferences

**Estimated Cost (Enter numbers only)**  
2,500

Open

Copy

Audit Log

Delete

Once you have entered your requests, proceed to map your requests to your Program Goals by selecting the RAR Mapping option from the menu.

Visit the **MAPPING** section of this manual for more information.

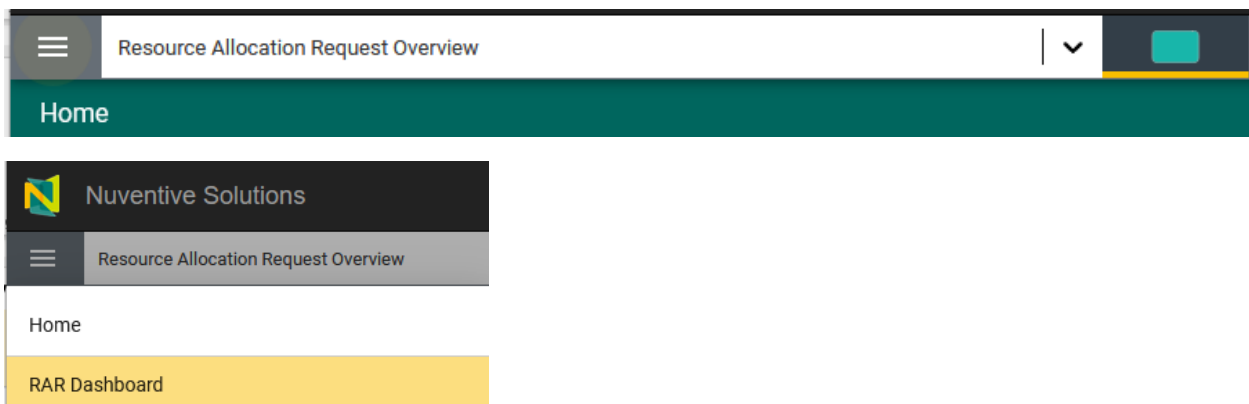
Resource Allocation Requests (RAR) ^

RAR Form

RAR Mapping (Required for Approval)

Unit RAR Dashboard

RAR data can be viewed for your unit by selecting the Unit RAR Dashboard from the menu. Note that this only shows data for this unit. Administrators can see RAR information across units by using the dashboard in the Resource Allocation Request Overview unit. Visit the **DASHBOARDS** section of this manual for more information.

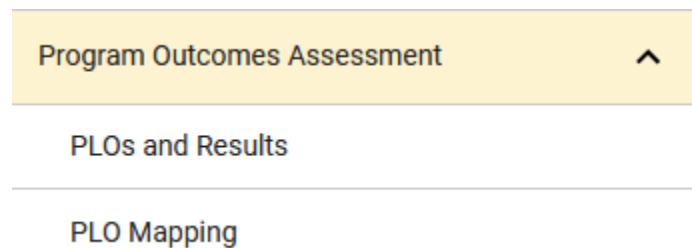



The screenshot shows a web application interface. At the top, there is a navigation bar with a hamburger menu icon, the text "Resource Allocation Request Overview", a dropdown arrow, and a teal button. Below this is a teal header bar with the text "Home". A sidebar menu is open on the left, showing the "Nuventive Solutions" logo and name, followed by a hamburger menu icon and the text "Resource Allocation Request Overview". Below this, the sidebar menu lists "Home" and "RAR Dashboard", with "RAR Dashboard" highlighted in yellow.

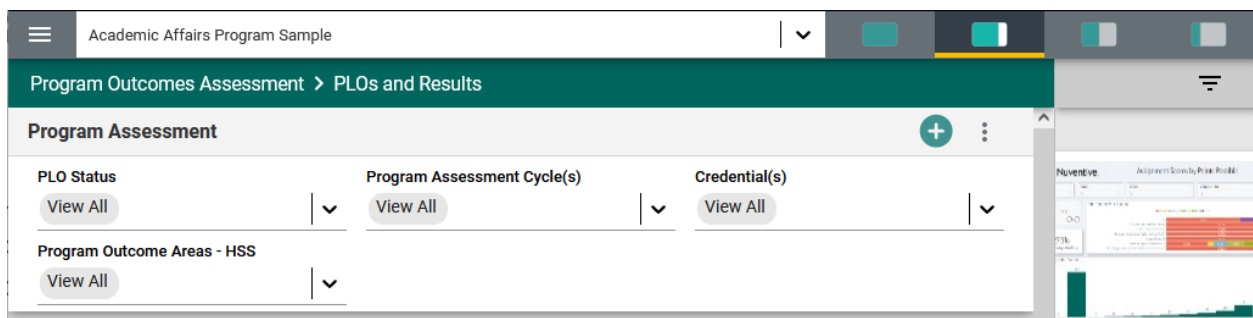
## PROGRAM OUTCOMES ASSESSMENT


### PROGRAM OUTCOMES ASSESSMENT

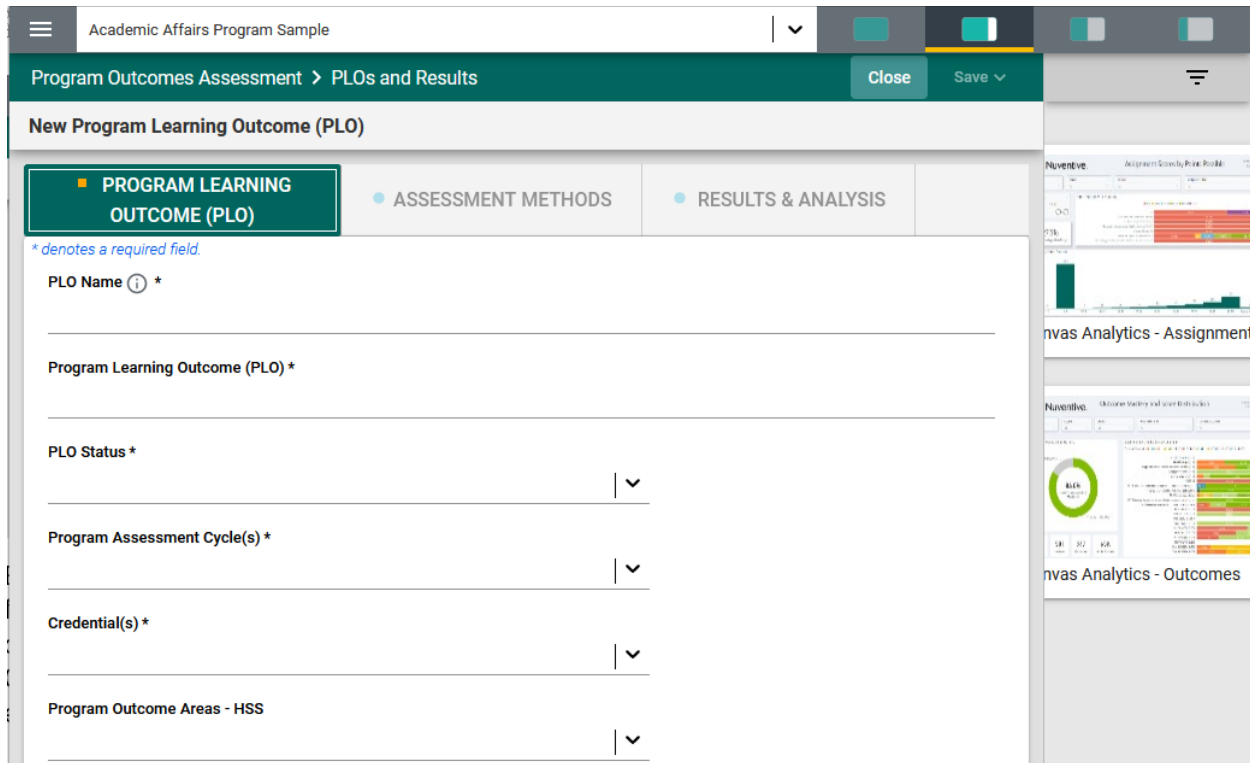
The Program Outcomes Assessment screens are where you will enter your PLOs and Results and your PLO Mapping:




The PLOs and Results screens include the following tabs/cards: Outcomes, Assessment Method, and Results). To begin setting up the program assessment plan, you will first enter the program outcome. Select the green circle with the plus (+) sign 



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



Begin by entering the PLO 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 Name should reflect the Outcome. For example: Critical Thinking instead of PLO 1.

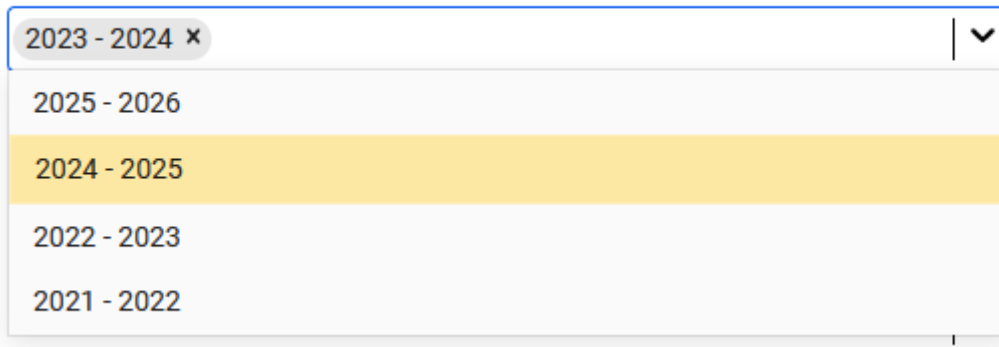
Notice the arrow icon next to some of the fields.  This icon indicates that options have been provided from which you are to choose.

For the PLO 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.



Next, select the arrow and select the Program Assessment Cycle(s). This is the academic year that this plan will be assessed. You may make multiple selections here.

**Program Assessment Cycle(s) \***



2023 - 2024 ×

2025 - 2026

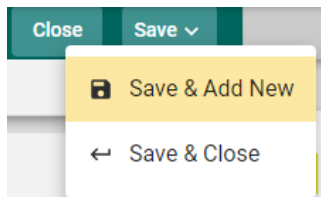
2024 - 2025

2022 - 2023

2021 - 2022

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

By selecting the 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, select the **Save & Close** option.

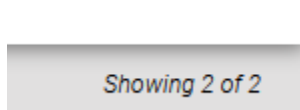


Close Save ▾

Save & Add New

← Save & Close

If you select the **Save & Close** option, you will see a list of the PLOs that have been entered. 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 2 of 2

**Program Assessment** + ⋮

**PLO Status** View All | v
**Program Assessment Cycle(s)** View All | v
**Credential(s)** View All | v

**Program Outcome Areas - HSS** View All | v

Showing 2 of 2

**Anthropology: Analytic Skills** N. Support 11/1/23 ⋮

**Program Learning Outcome (PLO)**  
Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

**PLO Status**  
Active

**Program Assessment Cycle(s)**  
2022 - 2023, 2024 - 2025

**Credential(s)**  
AA

**Program Outcome Areas - HSS**  
Anthropology


**Sociology: Sample PLO 2** N. Support 11/1/23 ⋮

**Program Learning Outcome (PLO)**  
At the end of the program ...

**PLO Status**  
Active

**Program Assessment Cycle(s)**  
2023 - 2024, 2024 - 2025

If you have selected the **Save & Close** option, have been returned to the screen above, and would like to continue working on the assessment plans (entering Assessment Methods, and/or

Assessment Results & Analysis), select the ellipsis  to the right on the outcome card where you would like to continue working.

Selecting 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, Select the ASSESSMENT METHODS tab to enter an Assessment Method for that Outcome.

Program Outcomes Assessment > PLOs and Results Close Save

Q **Analytic Skills** | v

PROGRAM LEARNING OUTCOME (PLO)
  ASSESSMENT METHODS
  RESULTS & ANALYSIS

*\* denotes a required field.*

PLO Name ⓘ \*  
Analytic Skills

Program Learning Outcome (PLO) \*  
Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

PLO Status \*  
Active | v

Program Assessment Cycle(s) \*  
2022 - 2023 x 2024 - 2025 x | v

Credential(s) \*  
AA x | v

Program Outcome Areas - HSS  
Anthropology | v

Once you have selected the ASSESSMENT METHODS tab you will see the following screen.

Program Outcomes Assessment > PLOs and Results Close Save

Q **Analytic Skills** | v

Assessment Method Status: View All | v
 Assessment Type: View All | v

Showing 2 of 2

PROGRAM LEARNING OUTCOME (PLO)
  ASSESSMENT METHODS
  RESULTS & ANALYSIS
 +

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



The following screen will open:

Program Outcomes Assessment > PLOs and Results
Close Save ▾

### Analytic Skills

Program Outcome Areas - HSS: Anthropology
Hide Details ▾

\* denotes a required field.

**Assessment Method Status \***

▾

**Assessment Type ⓘ \***

▾

**Method of Assessment \***

**Criterion/Target \***

**Notes**

**Related Documents**

Document Name	Document Description	+
There are no documents attached		

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

Notice the 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.

**Program Outcome Areas - HSS:** Anthropology

Hide Details ↑

*\* denotes a required field.*

**A** Examples of "Media Production" include recordings, websites, artwork, etc. Use "Field Observation" for internships, student teaching, and other real-world experiences. ✕

**Assessment Type \***

▼

Exam/Quiz - In Course

Exam/Quiz - Standardized

Group Project

Individual Project

Media Production

Observation

Performance/Presentation

Portfolio Review

Survey

+

Select the Assessment Type you plan to use for assessing this outcome.

Next, enter the Method of Assessment.

Method of Assessment \*

---

Criterion/Target \*

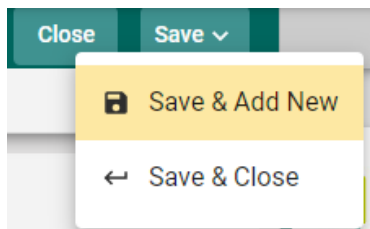
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Notes

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

By selecting the 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, select the **Save & Close** option.



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

🔍 **Analytic Skills**

Assessment Method Status

View All

Assessment Type

View All

Showing 2 of 2

PROGRAM LEARNING  
OUTCOME (PLO)

ASSESSMENT METHODS

RESULTS & ANALYSIS



☰ **Term Paper**

C. Brocatto 6/28/23



**Assessment Type**

Exam/Quiz - In Course

**Method of Assessment**

Term Paper

**Criterion/Target**

Departmental scale employed for assessment of student work:

- (1) Emergent Understanding
- (2) Developmental Understanding
- (3) Proficiency
- (4) Mastery

80% of students achieved target on departmental assessment scale.

☰ **Written essay ...**

C. Brocatto 6/28/23



**Assessment Type**

Written Assignment

**Method of Assessment**


Written essay ...


**Criterion/Target**




When you have completed adding assessment methods, you may continue to the Results & Analysis tab.


## PROGRAM ASSESSMENT RESULTS & ANALYSIS

To enter the assessment results, and the analysis of those results, select the RESULTS & ANALYSIS tab.

Program Outcomes Assessment > PLOs and Results Close Save 


**Q Analytic Skills** 


**Assessment Method Status** View All  **Assessment Type** View All  **Criterion/Target Met** View All 

**Program Assessment Cycle** View All 

Showing 3 of 3

PROGRAM LEARNING OUTCOME (PLO) ASSESSMENT METHODS **RESULTS & ANALYSIS**

**Term Paper** 

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

Once you select 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, Term Paper has been selected. The following card will open.

**Analytic Skills**

**Program Learning Outcome (PLO):** Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

Hide Details ↑

**PLO Status:** Active

**Program Assessment Cycle(s):** 2022 - 2023, 2024 - 2025

**Credential(s):** AA

**Program Outcome Areas - HSS:** Anthropology

**Assessment Type:** Exam/Quiz - In Course

**Method of Assessment:** Term Paper

**Criterion/Target:** Departmental scale employed for assessment of student work:

- (1) Emergent Understanding
- (2) Developmental Understanding
- (3) Proficiency
- (4) Mastery

80% of students achieved target on departmental assessment scale.

**Results & Analysis Date \***

04/26/2024

**Program Assessment Cycle \***



**Results & Analysis \***

**Criterion/Target Met**



**Action Plan for Improvement**

Related Documents

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

Hide Details ↑

**Note:** Hiding the plan information is temporary and can be undone by selecting

Show Details ↓

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

☰ Academic Affairs Program Sample
| ▾
Close
Save ▾

**Analytic Skills**
[Show Details ↓](#)

*\* denotes a required field.*

**Results & Analysis Date \***

**Program Assessment Cycle \***

**Results & Analysis \***

**Criterion/Target Met**

**Action Plan for Improvement**

**Related Documents**

Document Name	Document Description	
There are no documents attached		


Now, enter the results and analysis. The first entry will be the Results & Analysis Date. 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 form until this information has been entered.

Continue this process of entering information through to the last field. The last field, Related Documents, will allow you to select documents from the Document Library/Repository and attach them to the results report.



**Related Documents**

Document Name	Document Description	+
There are no documents attached		

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

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

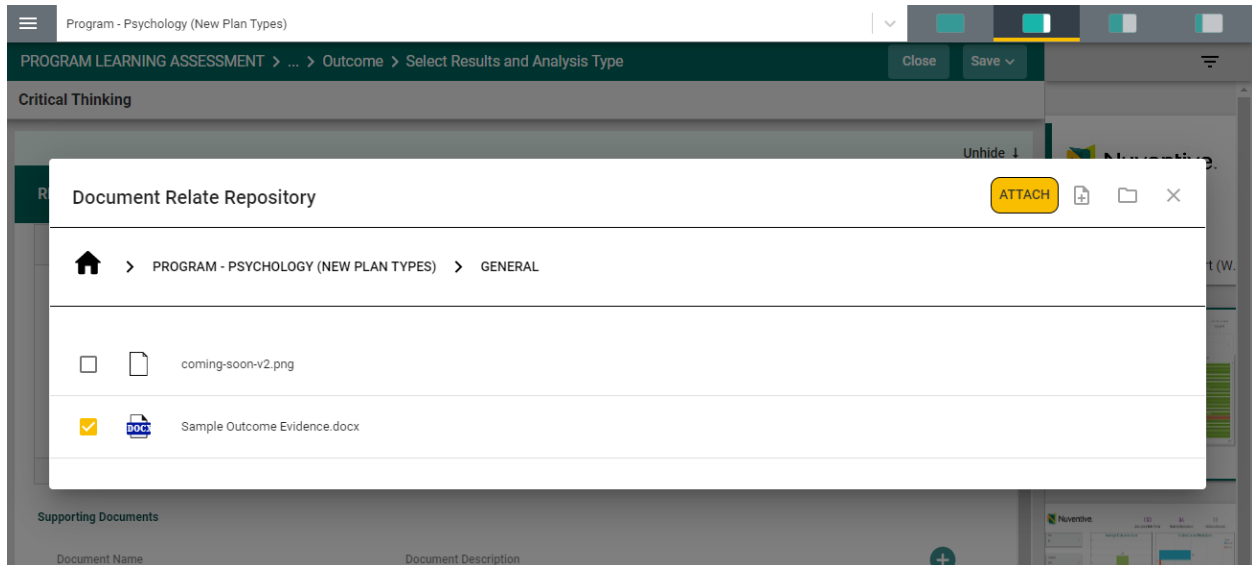


Select a folder where you have stored the file by selecting the folder. The folder will open and allow you to select a file.

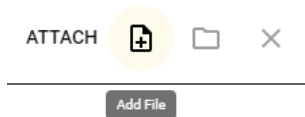
Locate the file that you would like to include in your results/analysis. You may select more than one file by selecting the check box next to each file.



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

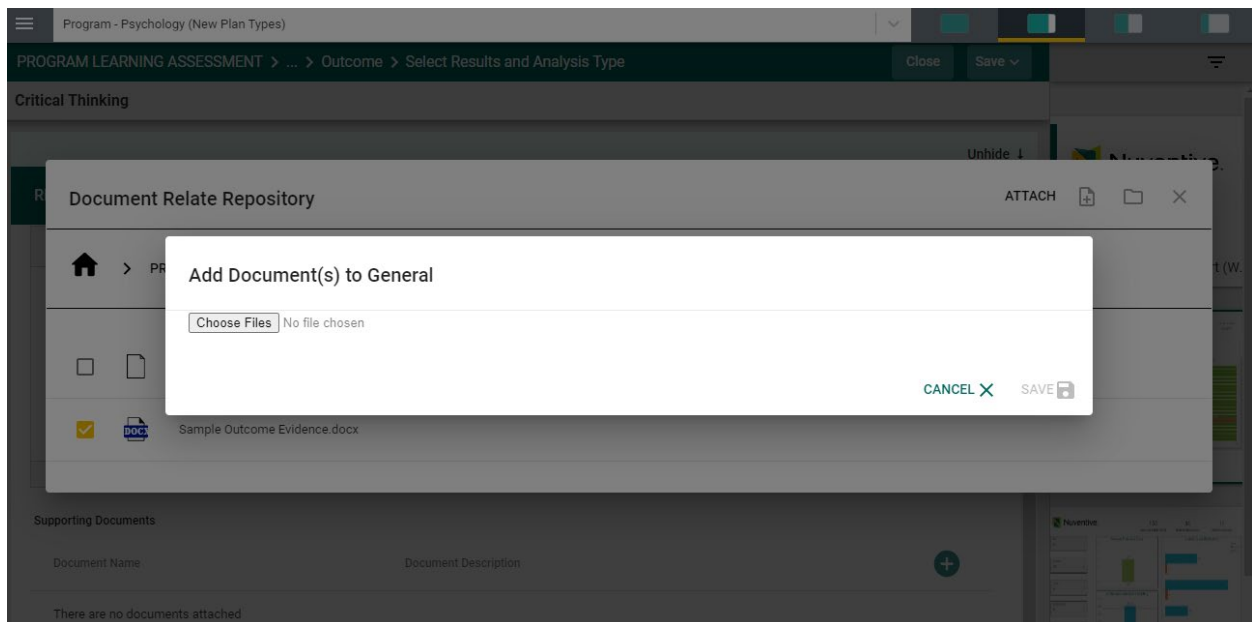


**Note:** If the file you are wanting to include in your results is not among the files listed, you can add a file to the library/repository by selecting the file + icon to the right on the Attach icon.

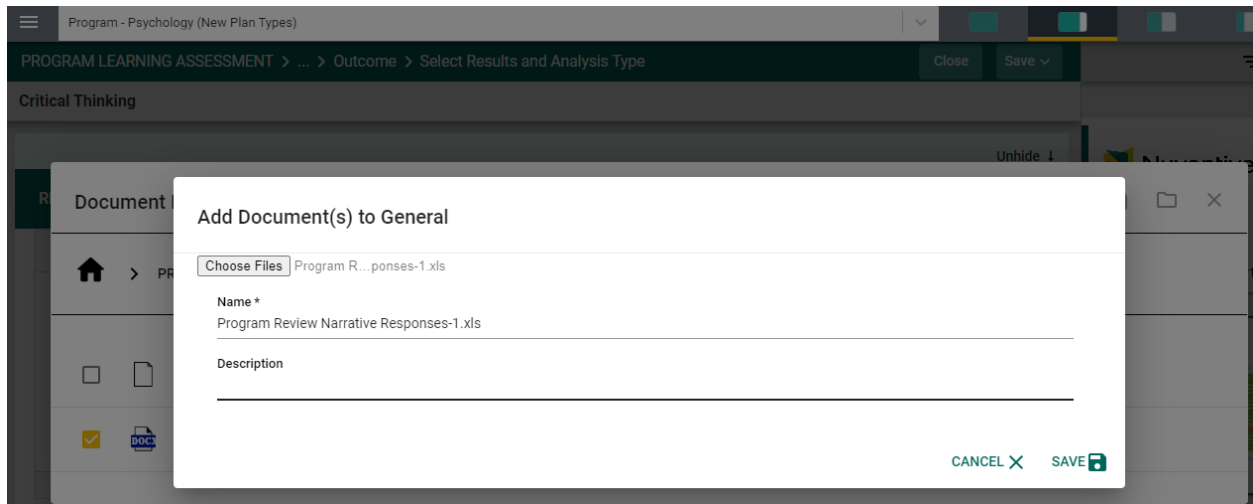


Selecting this icon will allow you to select a file from your computer.

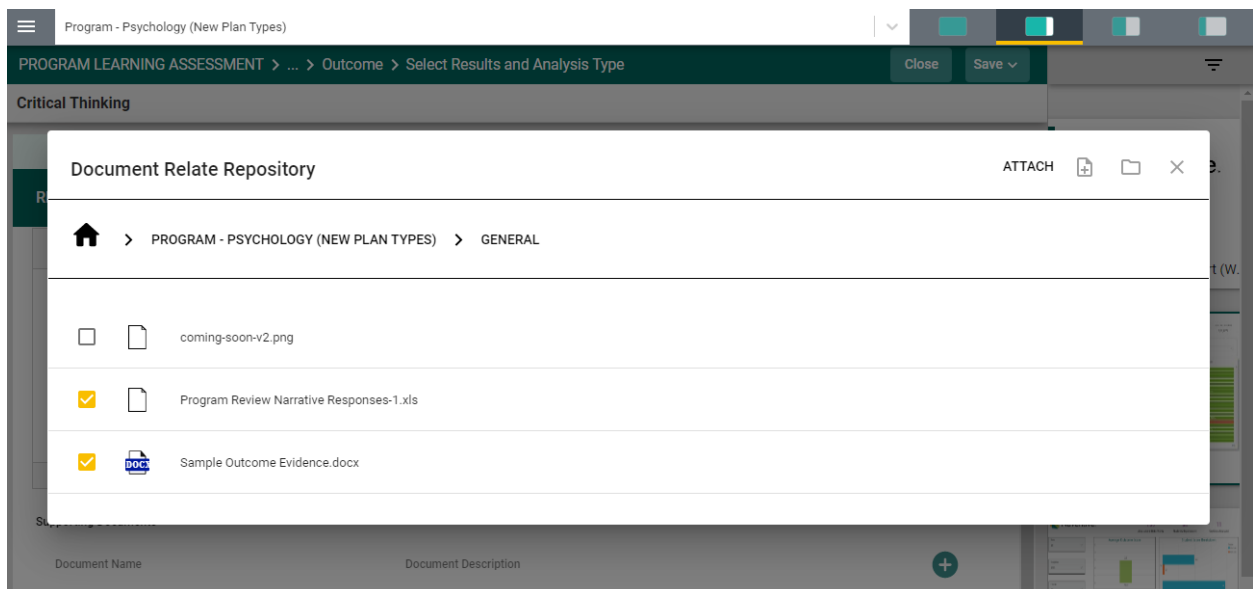
Once you have selected the icon, the following dialog box will open. Select the Choose Files button and select a file from your computer.



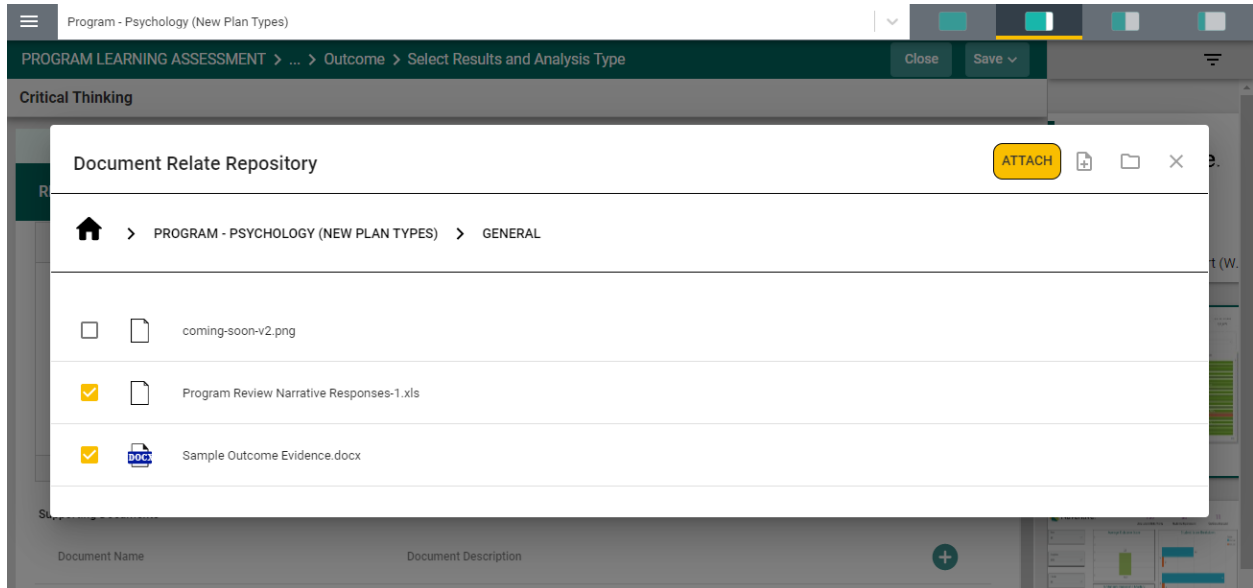
The file will now appear in the dialog box. Now select **Save** to upload the file.



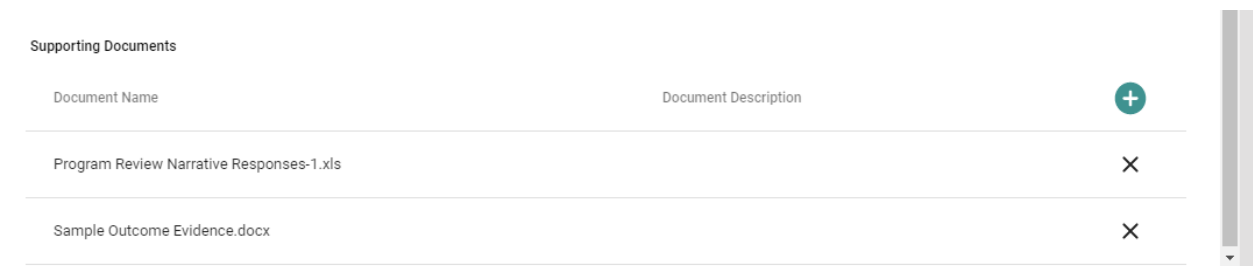
The file will now appear in the list of files and is ready for you to attach to your results/analysis.



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



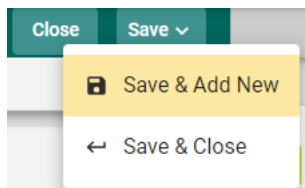
The files are now attached to the results/analysis for this assessment method.



The RESULTS tab is now complete.

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

By selecting the 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, select the **Save & Close** option.



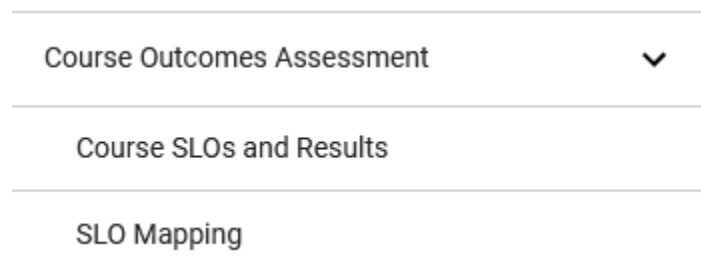
Finally, map your PLOs. See the **MAPPING** section of this document for more information.

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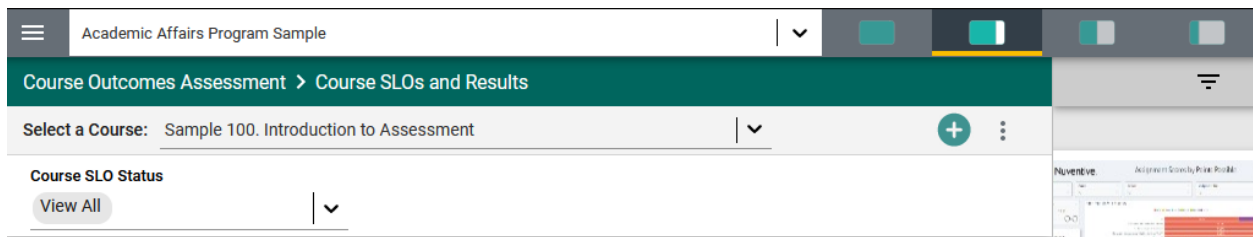
## COURSE OUTCOMES ASSESSMENT

### COURSE OUTCOMES ASSESSMENT

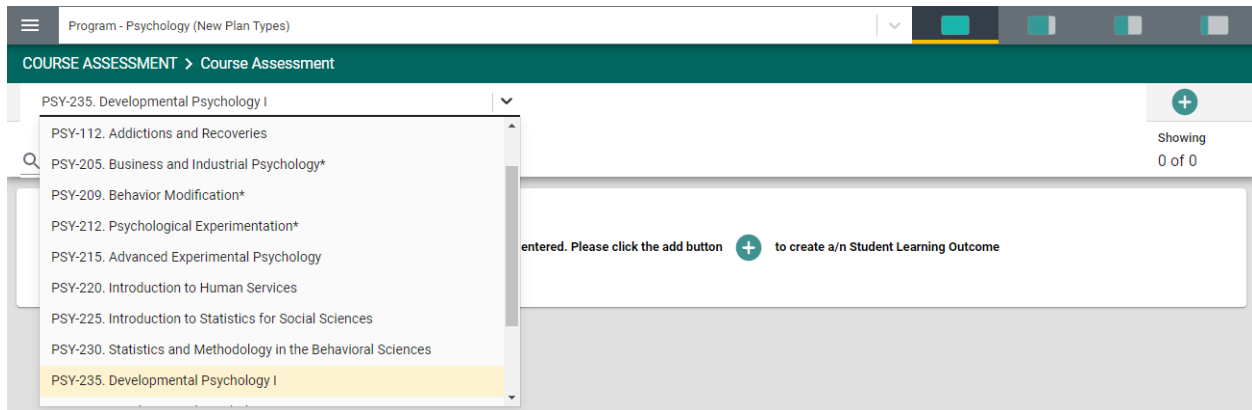
If you have been granted the correct permissions, you will see the Course Assessment menu heading in the Main Menu. Select the Menu heading to expand the menu:




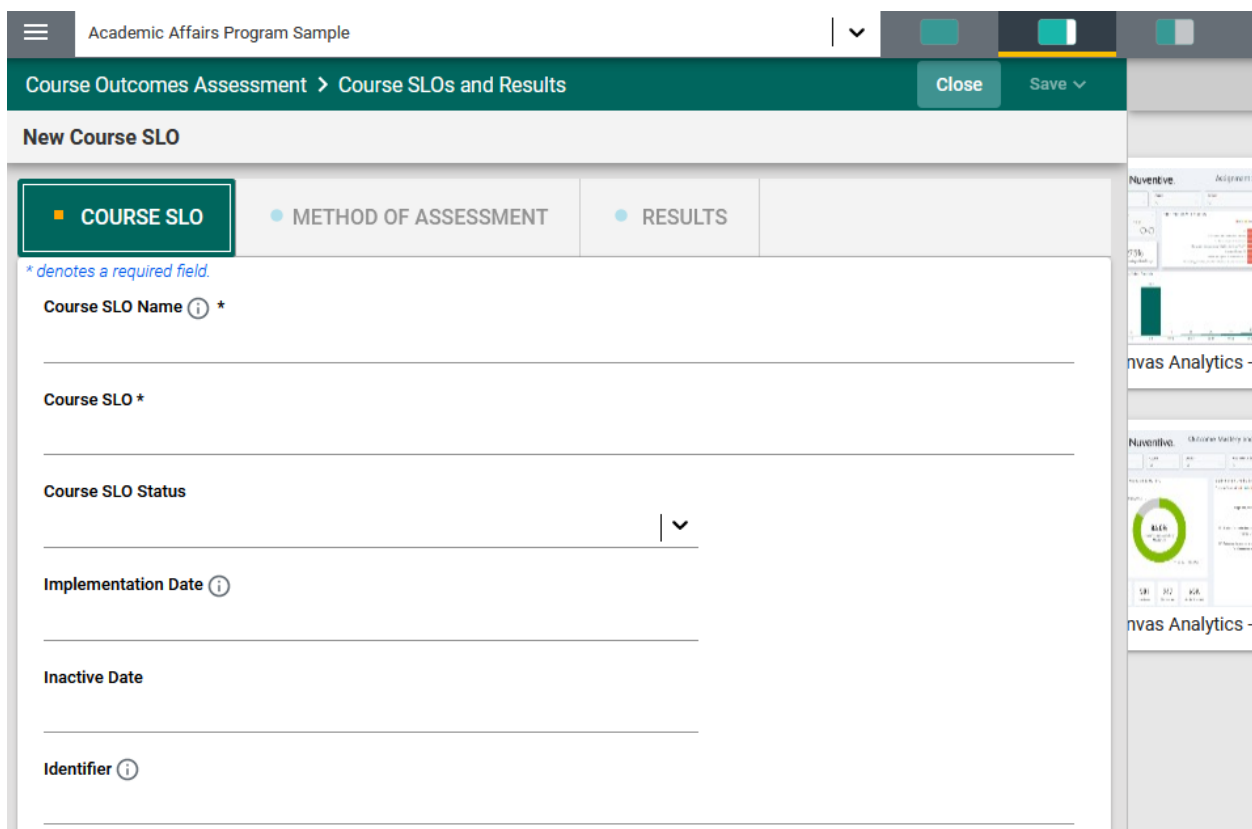
Selecting Course SLOs and Results will show the following screen:



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



Once the course has been selected, select 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.



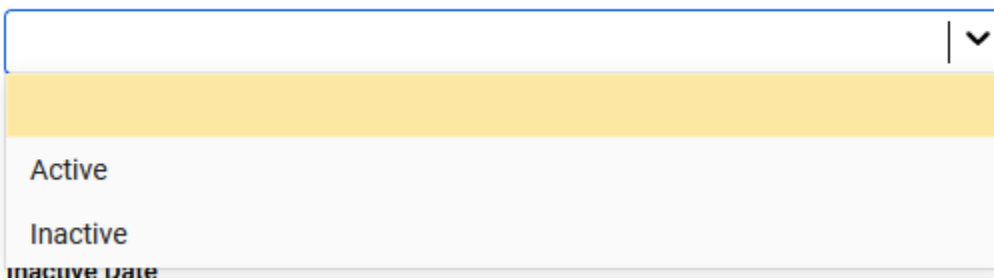
Begin by entering the Student Learning Outcome (SLO) Name. It is recommended that you refrain from using only SLO 1, SLO 2, etc. to avoid confusion if/when SLOs will be archived. Instead, provide a unique name that represents the Student Learning Outcome in the next field. **For Example:** SLO 1 - Logic 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 Course SLO. **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 Inactive. Active means the SLO is being assessed. Inactive 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.

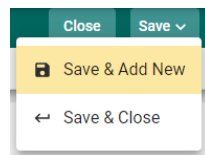
**Course SLO Status**



Complete the remaining fields. The data entered should match your curriculum management system.

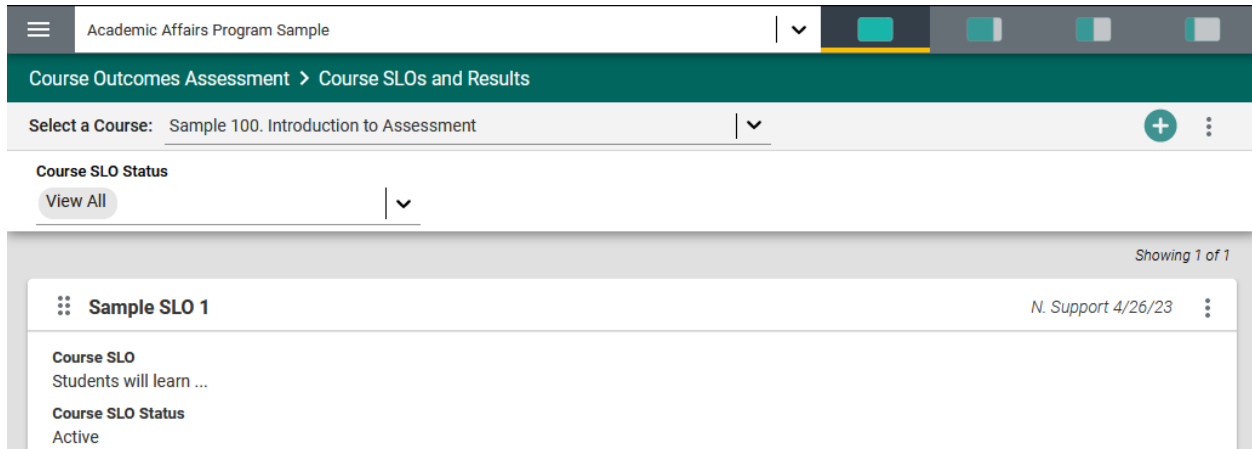
Once you have completed entering the SLO information, **SAVE** your work by selecting the **SAVE** button in the top right-hand corner of the card. Notice that the **SAVE** button also has an **Arrow** next to the word "**Save.**" If you select the word "**Save**" you will have saved the work and can continue to the METHOD OF ASSESSMENT tab, or RESULTS tab.

If you select the **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, select **Save & Add New**. If you have finished adding SLOs and would like to return to the main Course Assessment Screen, select the



**Save & Close** option.




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



The screenshot shows a web interface for 'Academic Affairs Program Sample'. The main heading is 'Course Outcomes Assessment > Course SLOs and Results'. Below this, there is a dropdown menu for 'Select a Course:' set to 'Sample 100. Introduction to Assessment'. Underneath, there is a 'Course SLO Status' section with a 'View All' button and a dropdown arrow. The main content area displays a card for 'Sample SLO 1' with the text 'Course SLO: Students will learn ...' and 'Course SLO Status: Active'. In the top right corner of the card, it says 'Showing 1 of 1' and 'N. Support 4/26/23'.

**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 1 of 1. 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 selecting the vertical ellipsis to the right of the SLO card. ⋮

-  Open
-  View/Print
-  Delete

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



Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results Close Save

Q Sample 100 - Sample SLO 1

**COURSE SLO**    ● METHOD OF ASSESSMENT    ● RESULTS

*\* denotes a required field.*

**Course SLO Name** ⓘ \*  
Sample SLO 1

**Course SLO** \*  
Students will learn ...

**Course SLO Status**  
Active | ▾

**Implementation Date** ⓘ  
04/26/2023

**Inactive Date**

**Identifier** ⓘ  
XXXXXXXXXX

Next, select the METHOD OF ASSESSMENT tab.

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results Close Save

Q Sample 100 - Sample SLO 1

Showing 1 of 1

**COURSE SLO**    ● **METHOD OF ASSESSMENT**    ● RESULTS    +

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

The following card will open.

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Close Save

**Sample 100 - Sample SLO 1**

*\* denotes a required field.*

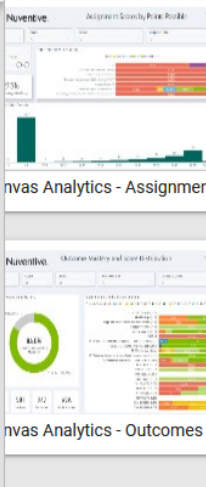
Status

Assessment Type

Method of Assessment \*

Criterion/Target

Notes



Notice the four icons in the top right that split the window. Selecting one to open the right pane will provide access to dashboards containing Canvas data for the course.

Now, select the arrow to the right of the Status field. This will allow you to select from the options provided.

*\* denotes a required field.*

**Status**

Active

Inactive

**Method of Assessment \***

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

Next, select the Assessment Type. You can only select 1 Assessment 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 Type**

▼

Exam/Quiz - Standardized

Group Project

Individual Project

Media Production

Observation

Performance/Presentation

Portfolio Review

Survey

Written Assignment

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

Academic Affairs Program Sample
▼

Course Outcomes Assessment > Course SLOs and Results
Close Save ▼

**Sample 100 - Sample SLO 1**

*\* denotes a required field.*

**Status**  
Active ▼


**Assessment Type**  
Exam/Quiz - In Course ▼

**Method of Assessment \***  
Students will be assessed using Quiz #3 ...


**Criterion/Target**  
75% of students will score 75/100

**Notes**

**Novintive** - Assignment Scores, Prior Probs



**Novintive** - Outcome Faculty and Score Breakdown

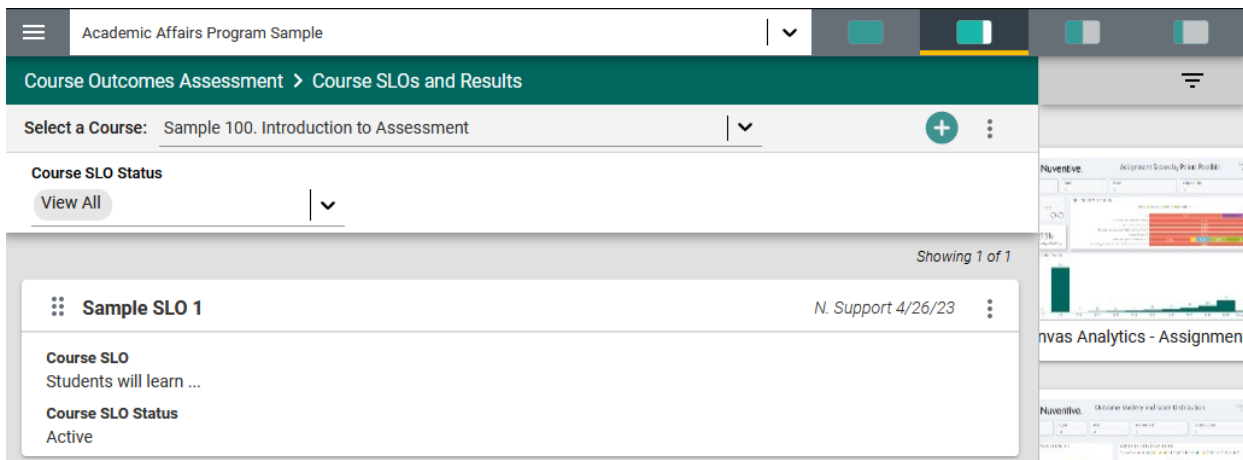


Next, provide the success Criterion. This will be the Target level of achievement for the group being assessed. Continue entering information for the remainder of the fields for this Method.

You have now completed the METHOD OF ASSESSMENT 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 OUTCOMES ASSESSMENT screen.

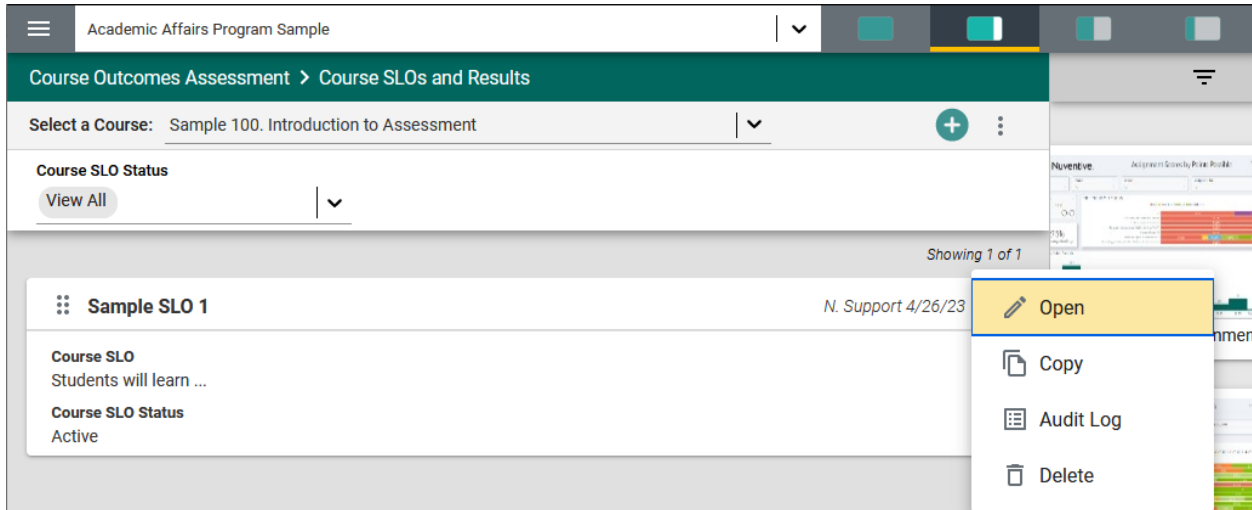
## COURSE ASSESSMENT RESULTS

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



The screenshot displays the 'Course Outcomes Assessment > Course SLOs and Results' interface. At the top, there is a navigation bar with a hamburger menu, the text 'Academic Affairs Program Sample', and a dropdown arrow. Below this is a green header with 'Course Outcomes Assessment > Course SLOs and Results'. A 'Select a Course:' dropdown is set to 'Sample 100. Introduction to Assessment'. Underneath, there is a 'Course SLO Status' section with a 'View All' button and a dropdown arrow. The main content area shows a list of SLOs, with 'Sample SLO 1' selected. To the right of the SLO card, it says 'Showing 1 of 1' and 'N. Support 4/26/23'. A menu is open for 'Sample SLO 1', showing 'Course SLO' (Students will learn ...) and 'Course SLO Status' (Active). In the background, there are blurred panels for 'Nuventive' and 'Canvas Analytics - Assignment'.

Once you have selected the ellipsis, the following menu will appear. Now, select Open.



Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Select a Course: Sample 100. Introduction to Assessment

Course SLO Status  
View All

Showing 1 of 1

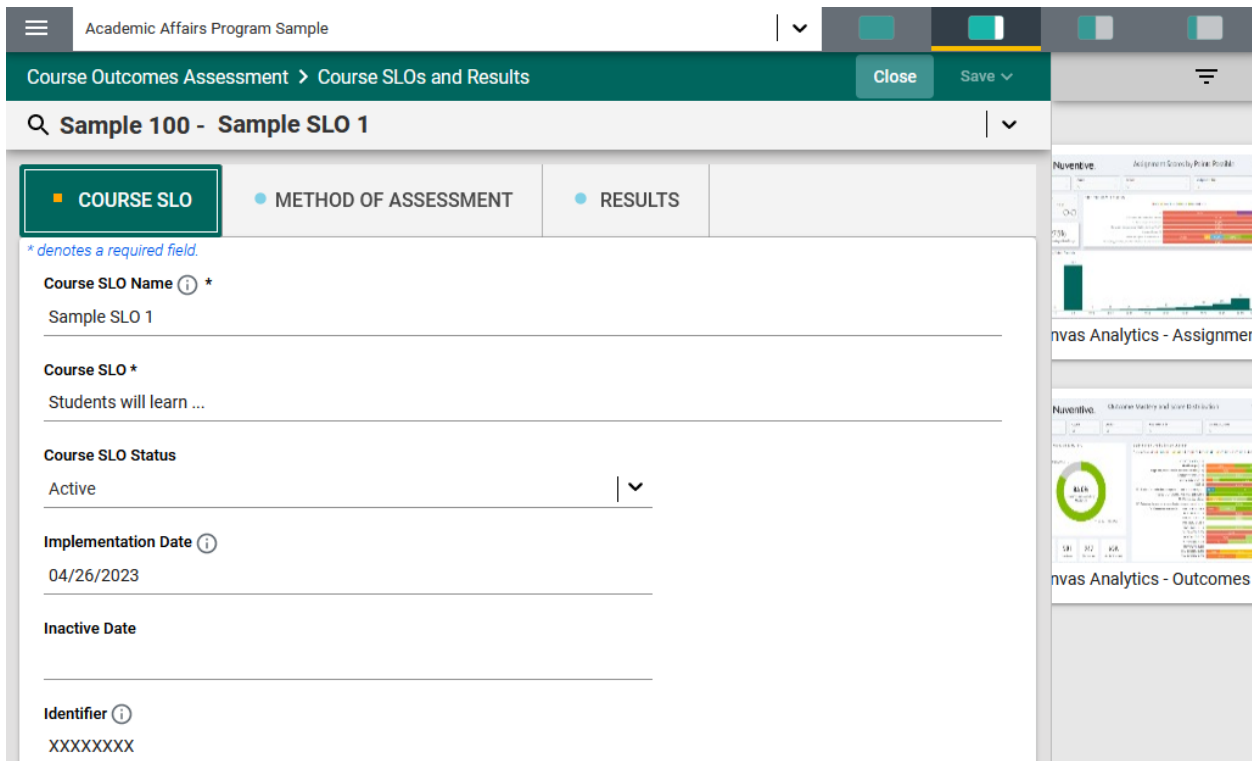
**Sample SLO 1** *N. Support 4/26/23*

- Open
- Copy
- Audit Log
- Delete

Course SLO  
Students will learn ...

Course SLO Status  
Active

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



Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results Close Save

Sample 100 - Sample SLO 1

**COURSE SLO** • METHOD OF ASSESSMENT • RESULTS

*\* denotes a required field.*

Course SLO Name \*  
Sample SLO 1

Course SLO \*  
Students will learn ...

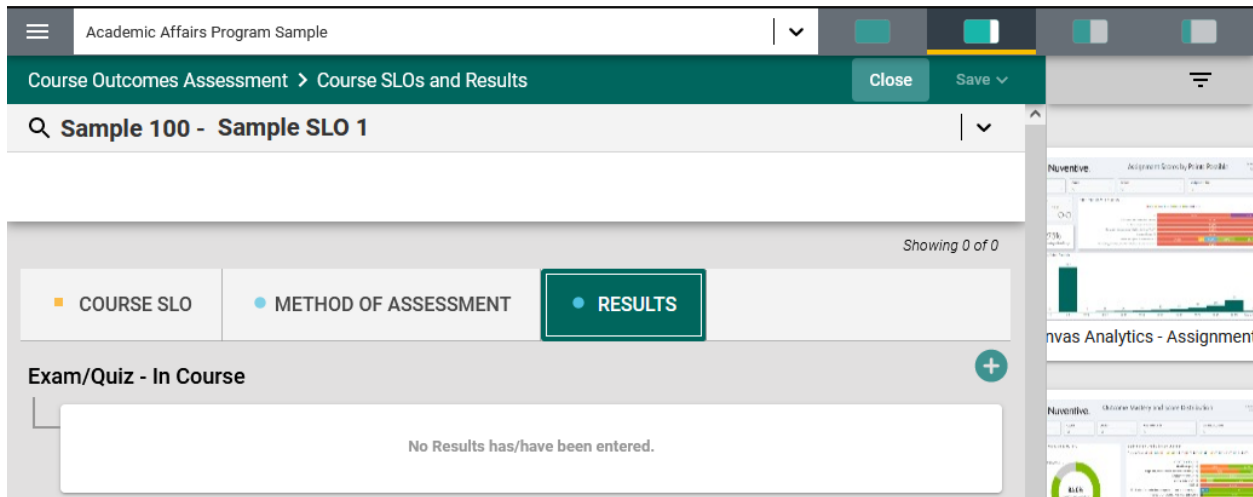
Course SLO Status  
Active


Implementation Date  
04/26/2023

Inactive Date


Identifier  
XXXXXXXX

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




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

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

**Hide Details** 

**Note:** Hiding the CSLO information is temporary and can be undone by selecting

**Show Details** 

Course Outcomes Assessment > Course SLOs and Results Close Save

### Sample 100 - Sample SLO 1

Course SLO: Students will learn ...  
 Course SLO Status: Active Hide Details  
 Method of Assessment: Students will be assessed using Quiz #3 ...

*\* denotes a required field.*

Results & Analysis Date \*

Semester of Assessment \* ▼

Results & Analysis \*

Criterion/Target Met \* ▼

**Actions**

Action Date

Action

Now, enter the Results. The first entry will be the Results & Analysis Date \*. 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 an arrow ▼ to the right of the Semester of Assessment field. Selecting any arrow will open a drop-down where you will select from the choices provided. See example below.

Semester of Assessment \*

Dropdown menu showing semester options:

- 2024 - 2025 (Spring 2025)
- 2024 - 2025 (Fall 2024)
- 2023 - 2024 (Spring 2024)
- 2023 - 2024 (Fall 2023)
- 2022 - 2023 (Spring 2023)
- 2022 - 2023 (Fall 2022)

Continue working down the card.

You have now completed the ASSESSMENT RESULTS. Be sure to proceed with mapping your SLOs by selecting the SLO Mapping option in the main left navigation menu:

Main left navigation menu:

- Course Outcomes Assessment ^
- Course SLOs and Results
- SLO Mapping



## MAPPING

### MAPPING

There are many mapping options in Nuventive. You can map Program Goals to Resource Allocation Requests, SLOs to PLOs, SLOs to ILOs, PLOs to ILOs, and much more. Look for a mapping option in the menu under each major menu heading. 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 rows and columns of the mapping table may change.

Here's an example of mapping Course Outcomes to Program Outcomes:

**Course Outcomes Assessment > SLO Mapping**

**Select a Course:** Sample 100 Introduction to Assessment | ▼

---


To map/align a course SLO to a PLO, ILO, etc., click in the cell where the two line up and turn it green. Be sure to save your work.

If the text of any objective is truncated, simply hover over the three dots at the end of the text shown on the right.

<b>Course Assessment</b> <small>X = X</small>	
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Program Assessment</span> <span style="font-size: 0.8em;">▼</span> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <b>Sample SLO 1</b>                      Students will learn ...                 </div>
<div style="border: 1px solid #ccc; padding: 2px;"> <b>Analytic Skills</b>                      Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.                 </div>	<div style="background-color: #006666; color: white; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span style="font-size: 1.5em; font-weight: bold;">X</span> </div>
<div style="border: 1px solid #ccc; padding: 2px;"> <b>Sample PLO 2</b>                      At the end of the program ...                 </div>	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

The green tile with the letter x indicates that this column and row are mapped together.

## CURRICULUM MAPPING

In the PLO Mapping screen, you can select Curriculum Mapping from the drop-down  to the left of the screen as depicted below.

Program Outcomes Assessment > PLO Mapping

PLO Status  | Program Assessment Cycle(s)  | Credential(s)  | Program Outcome Ar

To map/align a PLO to an ILO, etc., click in the cell where the two line up and turn it green. Be sure to click save at the top right before exiting the screen. If the text of any objective is truncated, simply hover over the three dots at the end of the text shown on the screen and the full text will pop up.

**Program Assessment**  
*I = Introduced, R = Reinforced, M = Mastered*

	EPSLO 1 Students will be able to modify the nursing process to meet the patient's biological and psychosocial system needs, which are influenced by the interaction of the physica...	EPSLO 2 Students will be able to select theories related to natural, behavioral, and social sciences that influence a patient's biological and psychosocial system needs in order to...
Curriculum Mapping (ILOs) - Institutional Learning Outcomes (ILOs)	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>
SAC Educational Master Plan 2021-2024 - SAC Educational Master Plan	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>
Curriculum Mapping	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>
NRN-090 Topics	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>
NRN-105 Cooperative Work Experience-Occupational	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>
NRN-106A Health Science Skills Laboratory- First Semester	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>	<input type="button" value="I"/> <input type="button" value="R"/> <input type="button" value="M"/>

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

Academic Affairs - Nursing

Program Outcomes Assessment > PLO M

PLO Status View All | Program View A

To map/align a PLO to an ILO, etc., click in the ce  
If the text of any objective is truncated, simply hc

Curriculum Mapping | v

<b>NCE-145</b> Advanced Cardiac Life Support
<b>NRN-098</b> Topics
<b>NRN-105</b> Cooperative Work Experience-Occupational
<b>NRN-106A</b> Health Science Skills Laboratory- First Semester
<b>NRN-106B</b> Health Science Skills Laboratory- Second Semester
<b>NRN-106C</b> Health Science Skills Laboratory- First Year Refresher

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*

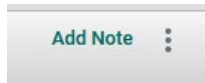
Search by Keyword

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

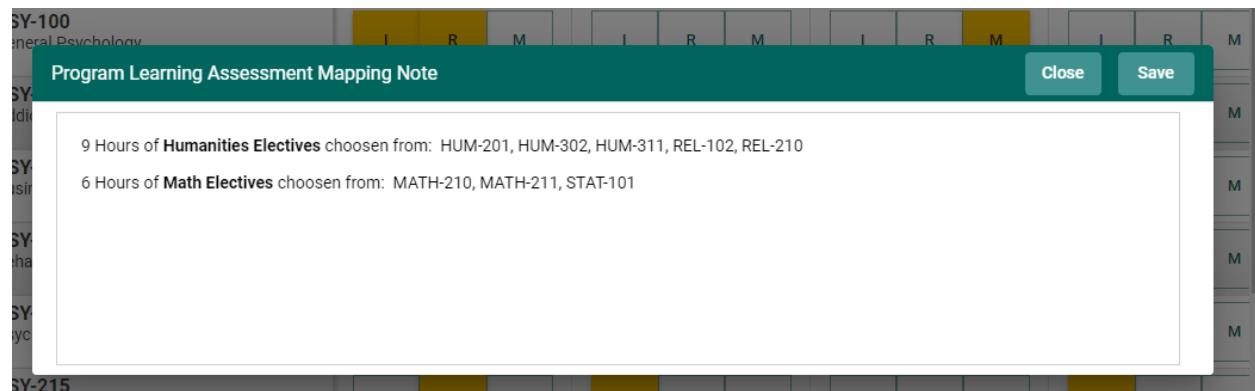
By selecting the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced, or Mastered. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all courses and/or PLOs). If you would like to remove any mapping you have selected, select the highlighted 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

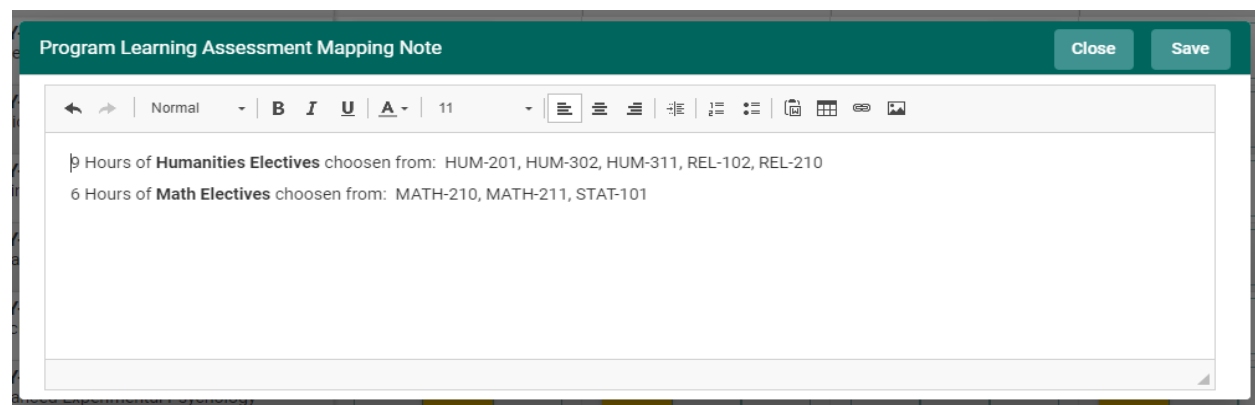
the right, just below the Save button.



By selecting Add Note, the following dialog box will open.



This is where you can add notes relevant to your mapping work. To add notes, Select 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, Select the **SAVE** button at the top of the card. Once you have saved the Note, and have completed adding notes, select **Close**.



## RAR MAPPING

To complete the required mapping to goals for Resource Allocation Requests (RARs), select the option for mapping in the RAR menu. You must have already entered program goals under the Program Review menu and complete the RAR form before selecting.

Program Review ▾

Resource Allocation Requests (RAR) ▲

RAR Form

RAR Mapping (Required for Approval)

Academic Affairs Program Sample | ▾

Resource Allocation Requests (RAR) > RAR Mapping (Required for Approval)


Request Type: View All | ▾ | Was this item funded?: View All | ▾ | Fiscal Year: View All | ▾

To map your RAR to a Program Goal, click the X to turn it yellow and click "Save" in the top right. To remove a mapping relationship, simply uncheck to return to yellow color.

If text is truncated, please hover over the three dots and the full text will appear.

Resource Allocation Request (RAR)		
Program Review Goals	Request Description	Request Type
Chemistry Lab Upgrade the equipment in the chemistry lab as well as revise curriculum to address latest chemistry lab techniques.	7 new burners for the chemistry lab are needed in order to allow students...	Teaching Assistant
ZTC / OER Create additional resources.		
Improve Support Additional tutoring		

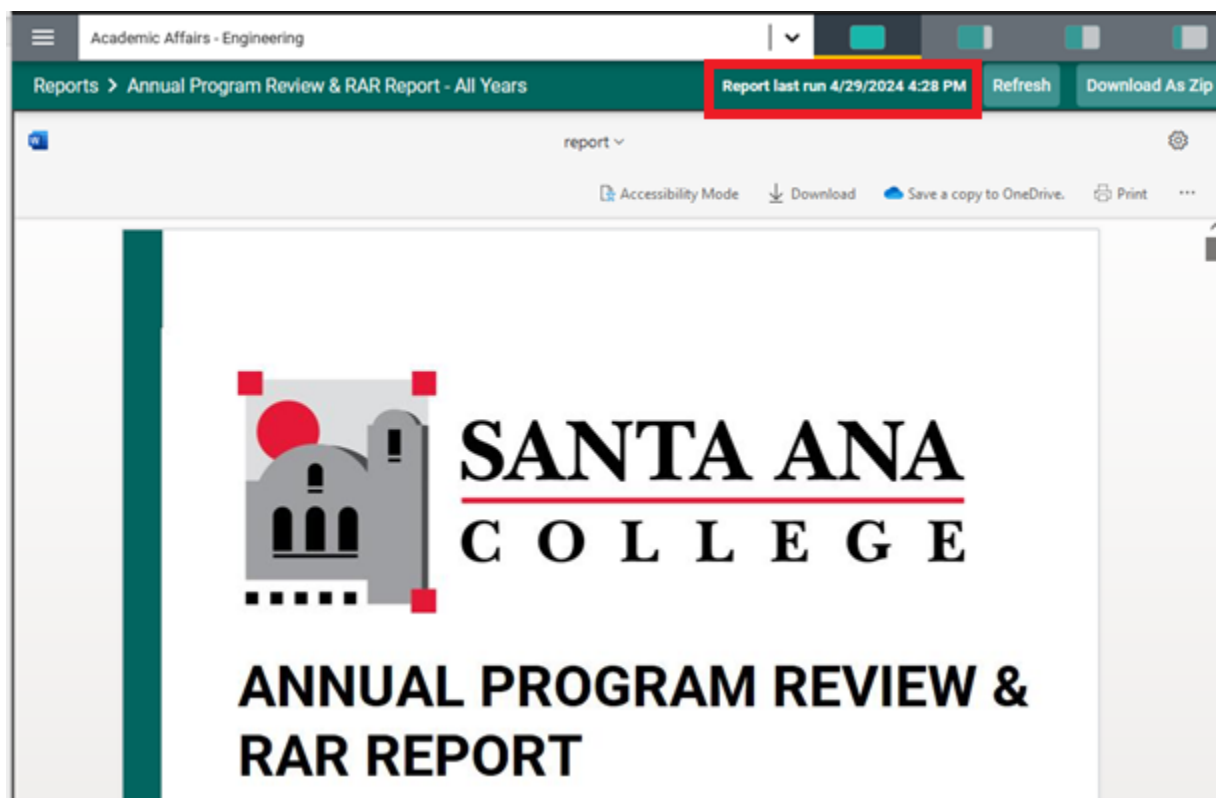
Next, notice that the program goals are listed in the left-hand column.

Selecting the appropriate indicator under each RAR aligned to the Goal(s) on the left. If you would like to remove any mapping you have selected, select 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.

## REPORTS

Word reports can be generated using the options in the main navigation menu.

Note the date and time that the report was generated in the top right next to the Refresh button. The system caches reports so the report may not reflect the most recent data. Select the Refresh button to ensure the report contains the most recent data.




Academic Affairs - Engineering

Reports > Annual Program Review & RAR Report - All Years

Report last run 4/29/2024 4:28 PM Refresh Download As Zip

report

Accessibility Mode Download Save a copy to OneDrive Print



**SANTA ANA**  
**COLLEGE**


**ANNUAL PROGRAM REVIEW &  
RAR REPORT**

Open the ellipsis menu to see additional options for managing the report document.

Reports > Annual Program Review & RAR Report - All Years Report last run 4/29/2024 4:28 PM Refresh Download As Zip

report v

Accessibility Mode Download Save a copy to OneDrive. Print ...



**SANTA ANA**  
**COLLEGE**

- Find
- Immersive Reader
- Translate
- Download as PDF
- Embed
- Help
- Accessibility Help (Alt+Shift+A)
- Give Feedback to Microsoft
- Terms of use
- Privacy and cookies


Some reports offer the option to filter the data that they contain. By default, many reports include data from every year of entry. To filter information in the report, use one of the split window buttons in the top right to open the right pane.

Academic Affairs - Engineering

Annual Program Review & RAR Report 4/29/2024 4:28 PM Refresh Download As Zip

report v

Accessibility Mode Save a copy to OneDrive. Print ...




**SANTA ANA**  
**COLLEGE**

**ANNUAL PROGRAM REVIEW & RAR REPORT**

Select Icon for Filters

↓

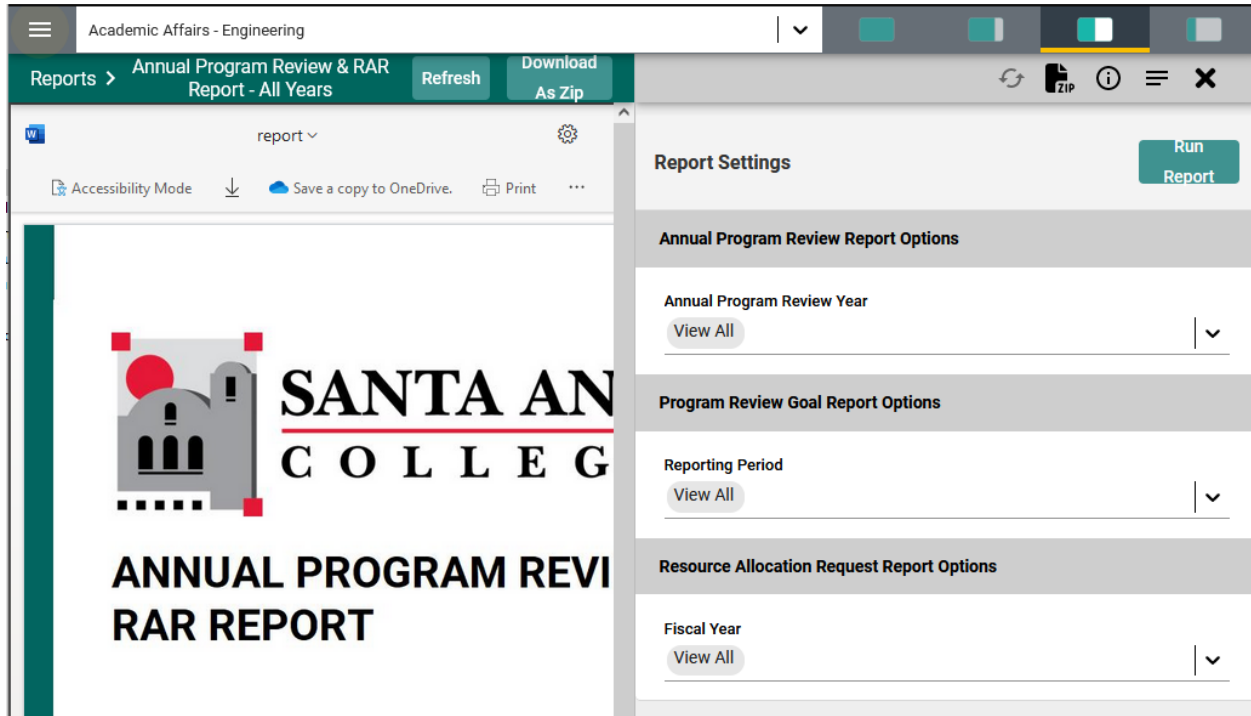
Report Instructions



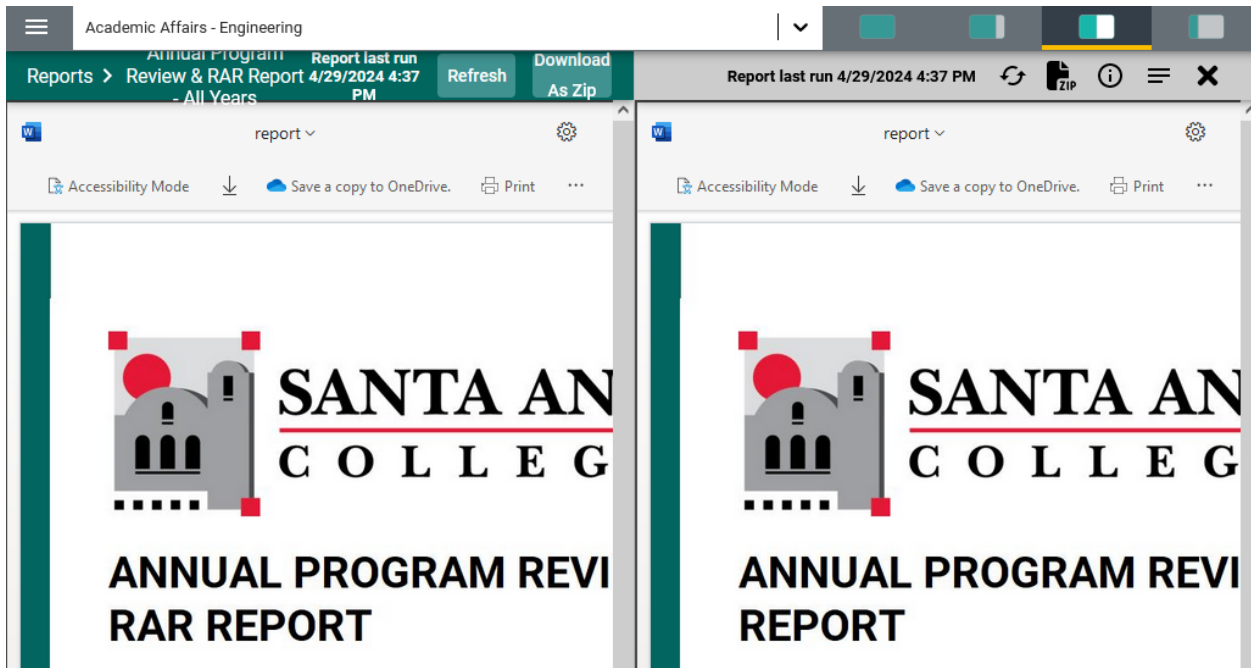
Annual Program Review Report - ...



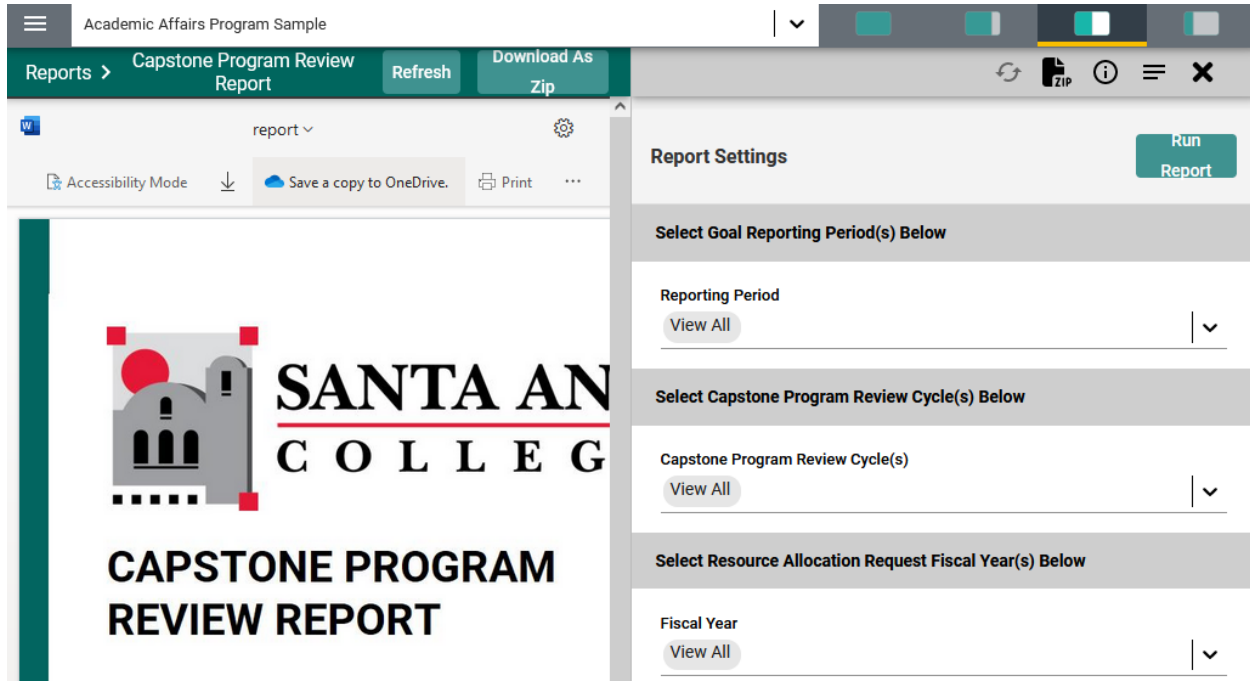
By selecting the report thumbnail, filters will open.



Make your choices and select the Run Report button to generate the custom version of the report. The report will be presented side-by-side with the original version of the report.

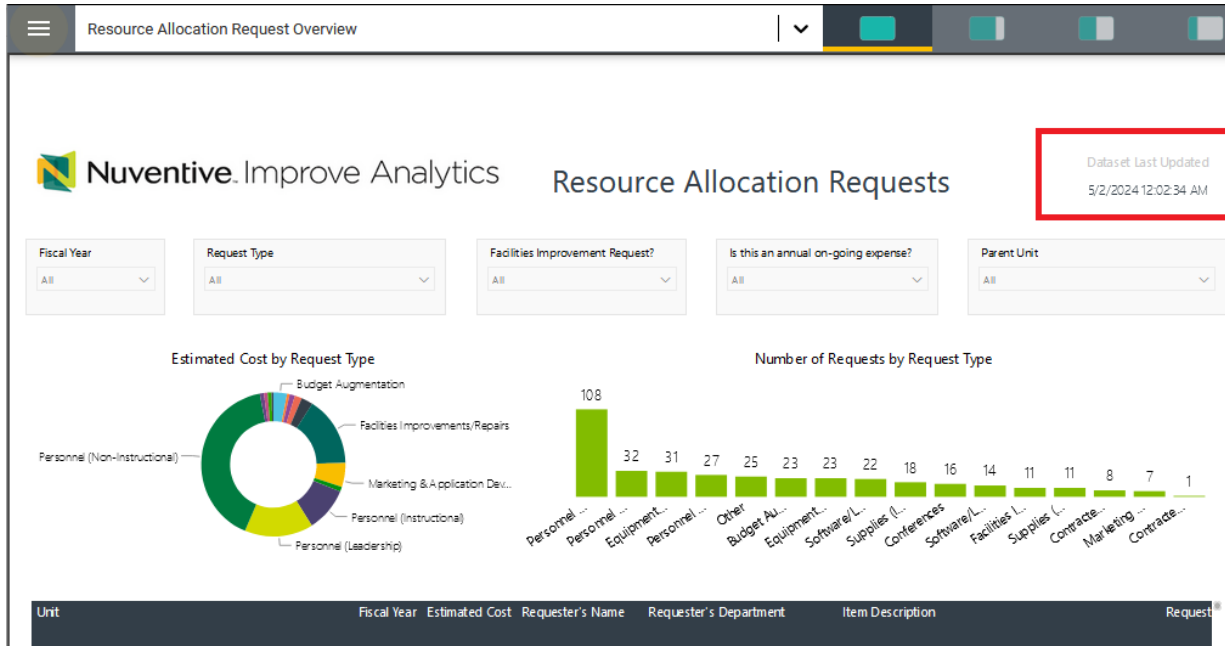


The Capstone Program Review report is similar to the Annual Program Review and RAR Report except that it excludes RARs by default. To include RARs in the Capstone Program Review Report, open the right content pane, select the fiscal year(s) of the RARs to include, and run the report.



## DASHBOARDS

Some units and screens have dashboards that display information. As with other reports, the data that is presented is not live data. Unlike Word reports, dashboards are refreshed automatically on a scheduled basis and cannot be manually refreshed. Be sure to look for the “Last Updated” timestamp on each dashboard.



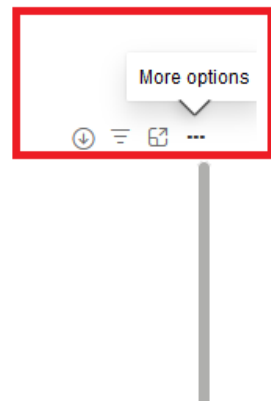
Data that is displayed on a dashboard can be exported by hovering over it until the data menu appears to the side.

Semester of Assessment

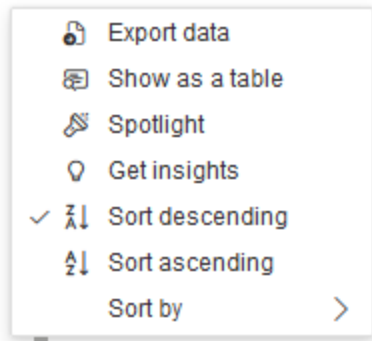
All

⬆️ ⬇️ ⬅️

Program	Active SLOs	Active SLOs Assessed	Active SLOs Assessed (%)
<b>Academic Affairs - Nursing</b>	<b>89</b>	<b>63</b>	<b>70.8%</b>
NRN-170	7	7	100.0%
NRN-171	7	7	100.0%
NRN-171L	7	7	100.0%
NRN-172	7	7	100.0%

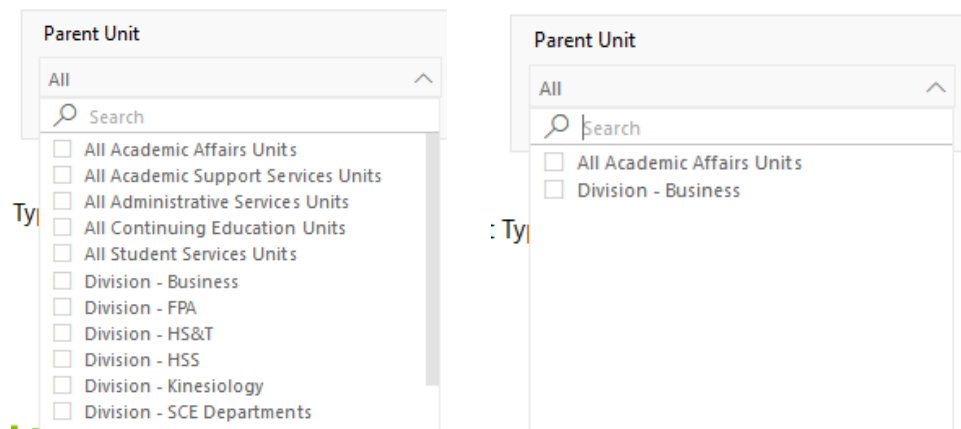


Select the ellipsis to open a menu of more options that includes Export data.




The dashboards in Nuventive are [Power BI](#) dashboards. The options that are available on each dashboard will vary but, in some cases, you will be able to drill down onto a data point and take other actions that you are used to taking when interacting with a Power BI dashboard. For example, you may sort a table by clicking on the column heading or drill down onto a data point by clicking on a portion of a chart.

Filters on the dashboards will only display options for which there is existing data. This characteristic is seen most often when using multiple filters together. Compare the unit filters below. When no fiscal-year filter is applied, all units are shown (left). When a filter for fiscal year 2025-2026 is applied, only the units with existing data are shown (right).

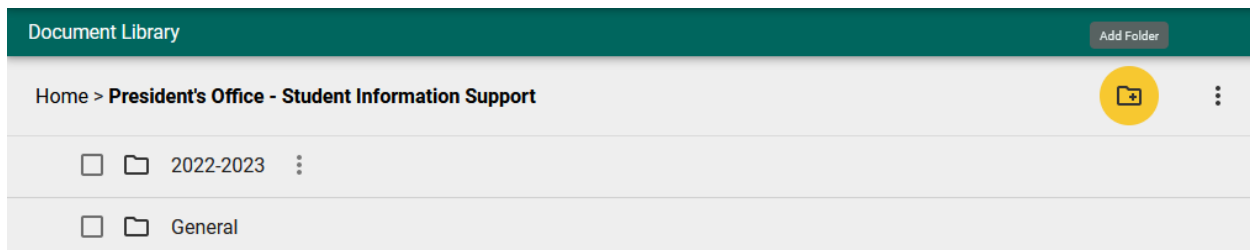



## DOCUMENT LIBRARY

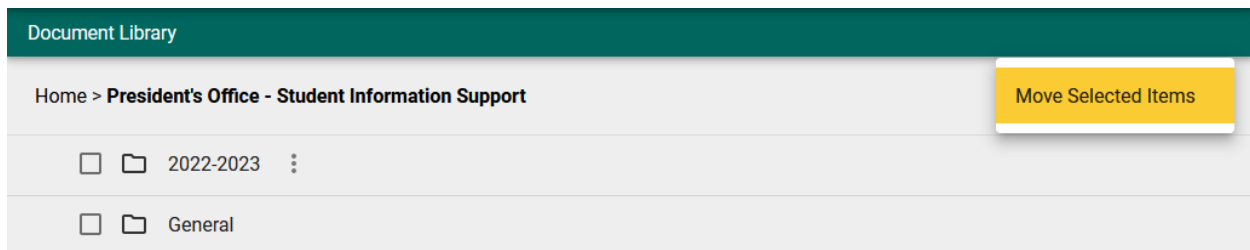
### DOCUMENT LIBRARY


The Document Library is where a variety of documents and files can be uploaded and stored for use within the Nuventive Improvement Platform. To find the Document Library, first select the Main Menu icon  to reveal the Main Menu. The Document Library will be the menu option at the bottom.

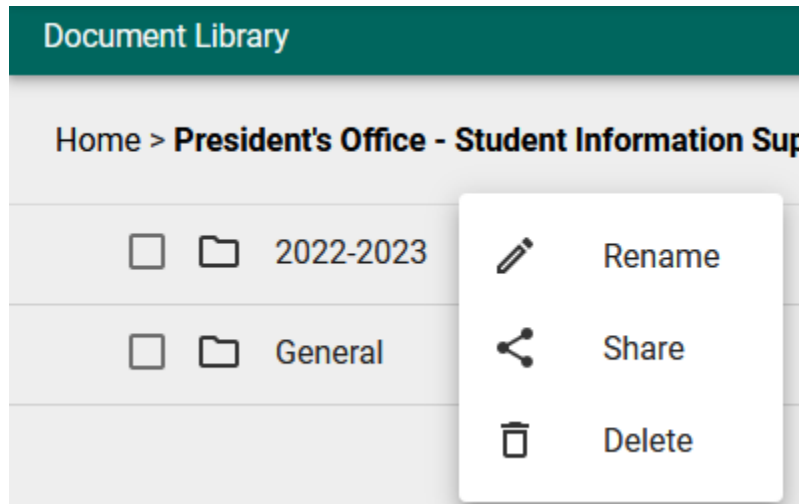
To add a folder to your Document Library, select the Add Folder icon in the top right.



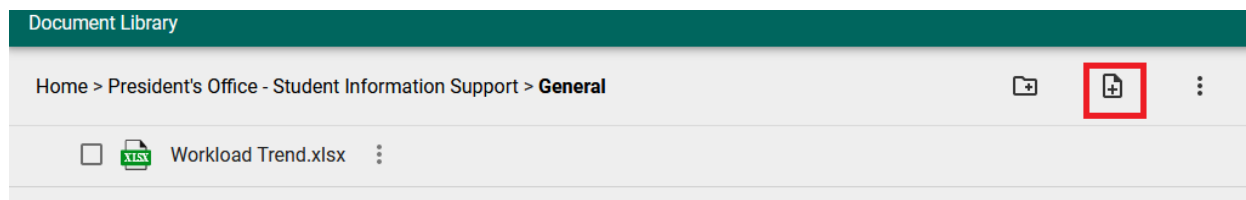
To move folders(s), first select the item(s) and then use the ellipsis menu  in the top right to open a dialog box and select a destination.



Other options for working with the folders are available using the ellipsis  menu next to each folder.



Once you have drilled down into a particular folder, a button will appear for you to add documents to the folder.



The button will open a dialog box that allows you to upload a document. Select the browse button to locate the document on your computer.


**Add Document(s) to General**

No files selected.

Urls

Name	Url	Description
_____	_____	_____


*\* denotes a required field.*






CANCEL X    SAVE 

You can also upload a new version of a file that you previously uploaded by selecting the ellipsis menu next to the file and selecting Edit.

**Document Library**

Home > President's Office - Student Information Support > **General**

 Workload Trend.xlsx

-  Open
-  Download
-  Copy URL
-  **Edit**
-  Delete

Select the Browse button in the dialog box to upload the new file.

### Edit Document

Display Name

Workload Trend.xlsx

Description

System Support Increase Over Time

Last Modified: 11/10/2022

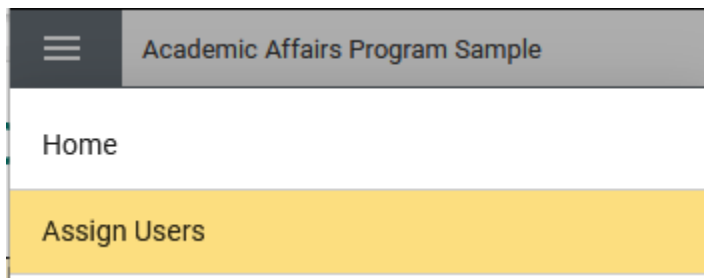
No file selected.

CANCEL ✕ SAVE 

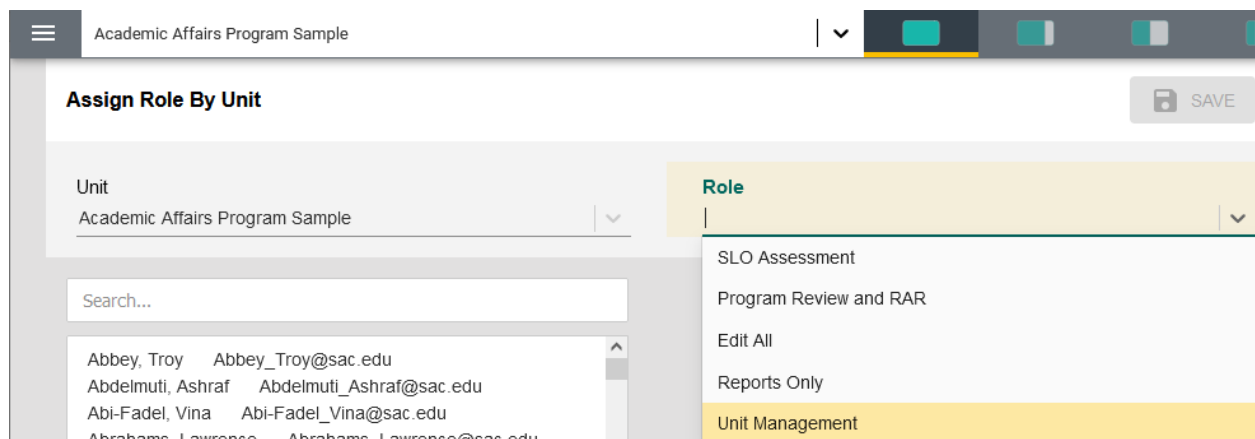
## USER ASSIGNMENT AND ROLES

### USER ASSIGNMENT AND ROLES

Your view in Nuventive will vary depending on the roles that have been assigned to you for your units. Some users can change the access users have to their unit(s). Users with that ability will see a menu option labeled **Assign Users** in the main menu. To see this option, you must have the **Unit Management** role for the unit.



The Assign Users menu will list the unit that you are currently in on the left, with assignable roles in a dropdown on the right.

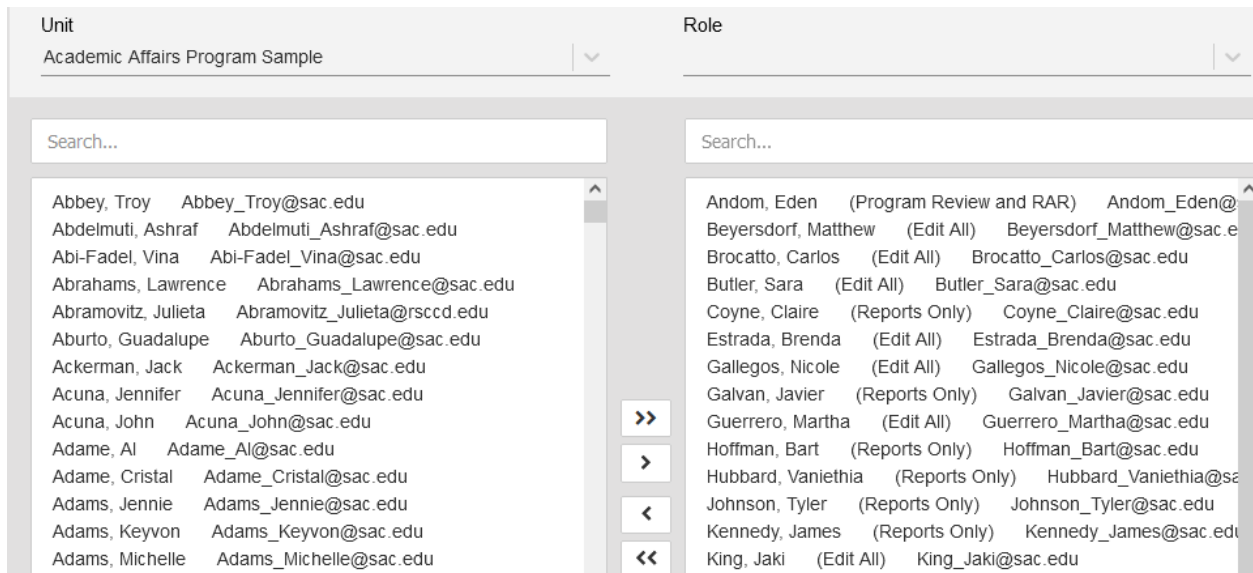




Each role provides a different level of access to the unit:

- **Edit All** – User can see every menu option except for Assign Users. User has full edit access to forms and reports for the unit.
- **SLO Assessment** – Like **Edit All**, but only for the Outcomes menu options. No access to Program Review, RAR or Assign Users.
- **Program Review and RAR** – Like **Edit All**, but only for Program Review and RAR menu options. No access to options for Assessment and Assign Users.
- **Reports Only** – Cannot edit anything in the unit, but has access to every report.
- **Unit Management** – Same as **Edit All**, but includes the Assign Users menu option.

The Assign Users screen is split between users that do not have an assigned permission to the unit on the left, and the users that have a current role assigned with the unit on the right.



The screenshot shows the 'Assign Users' interface. At the top, there are two dropdown menus: 'Unit' (set to 'Academic Affairs Program Sample') and 'Role'. Below these are two search boxes labeled 'Search...'. The left pane contains a list of users without assigned roles, including Abbey, Troy; Abdelmuti, Ashraf; and others. The right pane contains a list of users with assigned roles, such as Andom, Eden (Program Review and RAR) and Beyersdorf, Matthew (Edit All). Between the panes are four arrow buttons: a double right arrow (>>), a single right arrow (>), a single left arrow (<), and a double left arrow (<<).

To remove a role from a user, select the user from the list on the right and use the arrow



to move that user to the list on the left. Be sure to click the Save button to save your changes.

To add a role to a user, select a role from the Role drop down and then select the user from the

list on the left. Move the user to the right pane using the arrow button



You can also use the search bar to find a particular user in the list.

Unit	Role
Academic Affairs Program Sample	Program Review and RAR

Eden	Search...
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**Note:** a user cannot have more than one role. If a user is already assigned a role, you must remove that role from them by moving them to the list on the left side. Only then will you be able to assign a new role to them.