

SAN DIEGO MIRAMAR COLLEGE



TRAINING MANUAL

SPRING 2023

Welcome to Miramar's Nuventive Training Manual. This training manual is designed to provide step by step instructions for navigating the Nuventive Platform. Additional video instructions can be found on Miramar College's [Nuventive](#) webpage.

If at any time you have questions about the a specific department, course or program feature, please contact Miramar College's Nuventive Platform Administrator Patti Manley at pmanley@sdccd.edu or the Dean of Planning, Research and Institutional Effectiveness, Library & Technology Daniel Miramontez at dmiramontez@sdccd.edu.

Special thanks to the following Nuventive Workgroup Members:

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Cheryl Bernard, Dean of Student Affairs
Daniel Miramontez, Dean, Planning, Research & Institutional Effectiveness, Library & Technology
Matthew Jewett, Fire Academy Director/Instructor
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Kandice Brandt, DSPS Coordinator
Dan Gutowski, Administrative Services Supervisor
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Note: Errors or omissions are unintentional. Errors and omissions can be reported to the Nuventive Platform Administrator Patti Manley at pmanley@sdccd.edu.

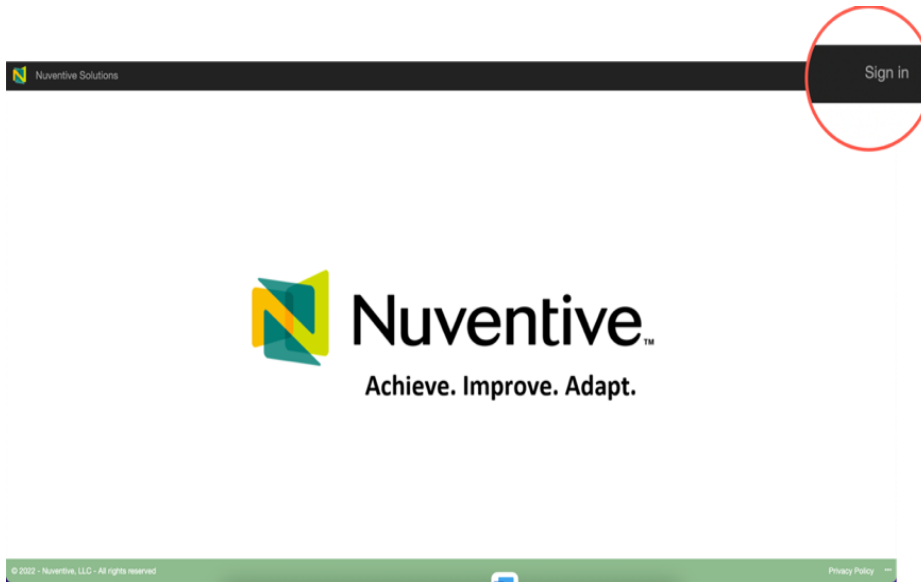
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LET'S GET STARTED

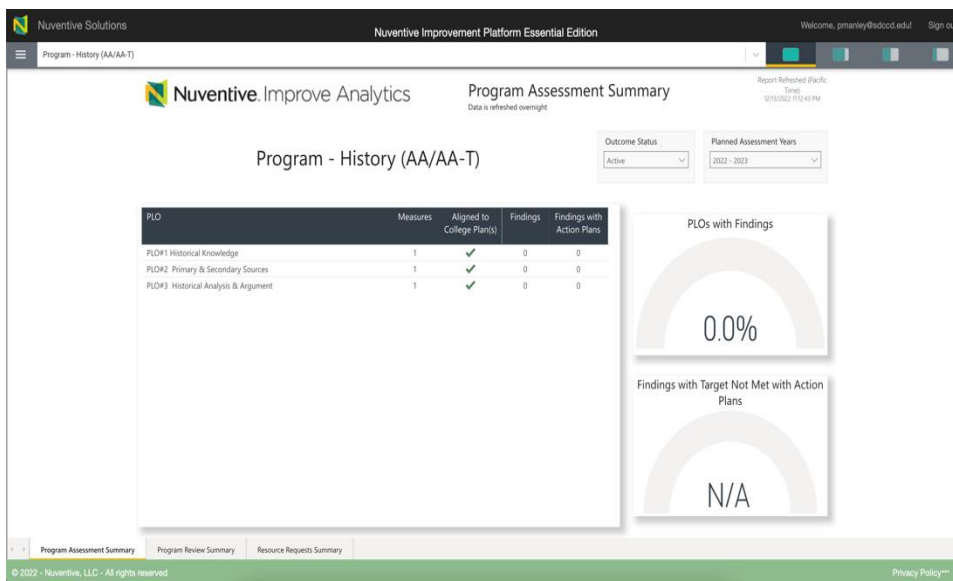
LOG-IN INFORMATION

Nuventive is Miramar's campuswide platform for Program Review & Outcomes Assessment. Authorized users can log into Nuventive using your District email and password. The district email two-step authentication requirements also apply when logging into Nuventive. It will be helpful to bookmark the Nuventive Log-In page for easy access at <https://solutions.nuventive.com/>.



Once you have logged into the Nuventive Improvement Platform, you will see a Dashboard similar to the one below.

Example: Program Home/Dashboard



ESSENTIAL PLATFORM NAVIGATION

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 bar in the center. This is primary navigation bar through-out the platform.



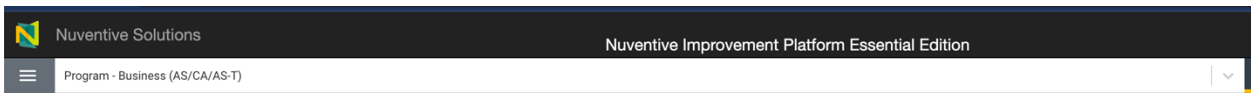
Hamburger Menu



Data View/Split Screen Documents & Reports



Unit Drop-Down Bar



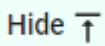
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



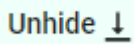
Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include Open, View/Print, Copy, and/or Delete.



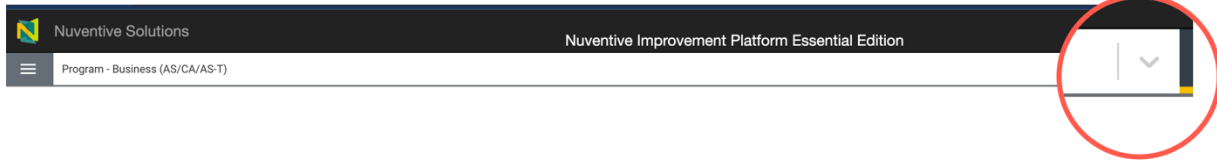
Throughout the Platform, wherever you see this icon is where you will click to **Add** a **NEW** Goal, Outcome, Objective, or other element to that screen.



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.



THE CENTER DROP-DOWN MENU



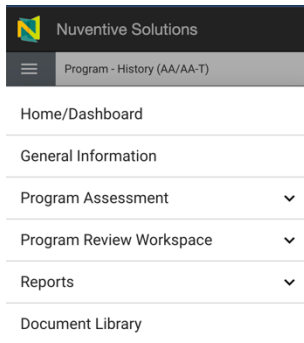
The center unit drop-down menu is where you will locate your Department and Programs in the platform. By clicking the down arrow/caret to the right in the drop-down you will be able to locate the areas that are assigned to you. If this is your first-time logging in, and you do not see your unit, please contact Miramar's Nuventive Platform Administrator. If there are numerous units listed in the drop-down menu, you may type in the drop-down box to quickly locate a unit.

Now that you have found your program or department, click the hamburger icon on the left to reveal the platform menu.

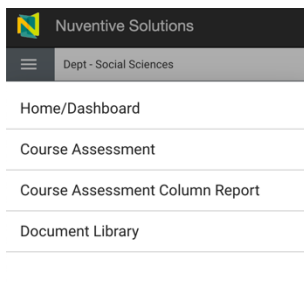
THE MAIN MENU (HAMBURGER)



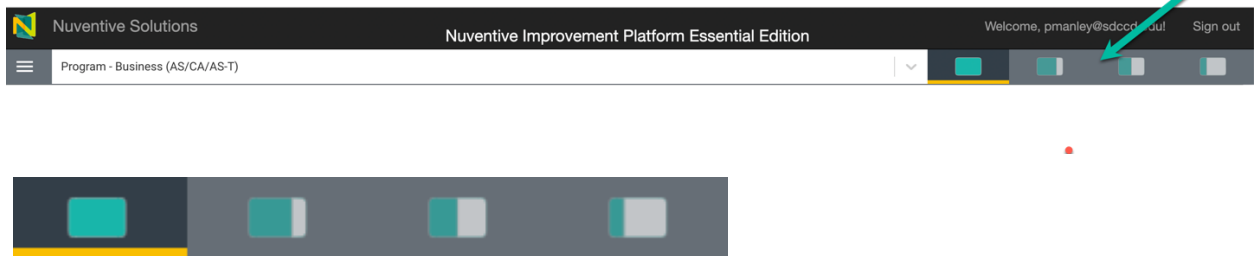
Program menus include the following headings:



Department menus include the following 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. 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. (100, 75/25, 50/50, 25/75)

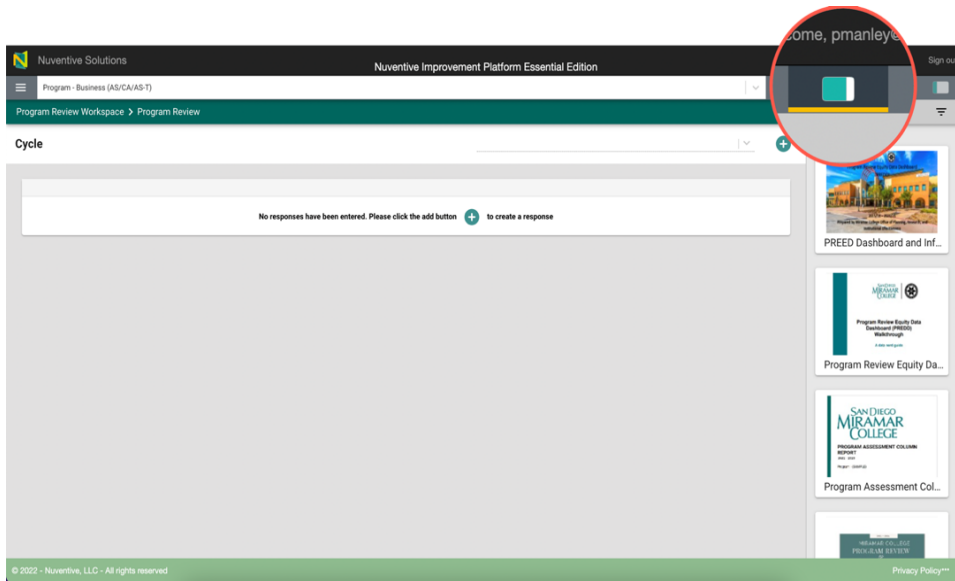
Under the icons, a space is provided for various documents/reports to be viewed. The purpose of this area on the right side is to provide you with information, reports, and data to complete your various tasks including assessments and program review while in Nuventive.

The following are examples of the various Split Screen/Documents & Reports views.

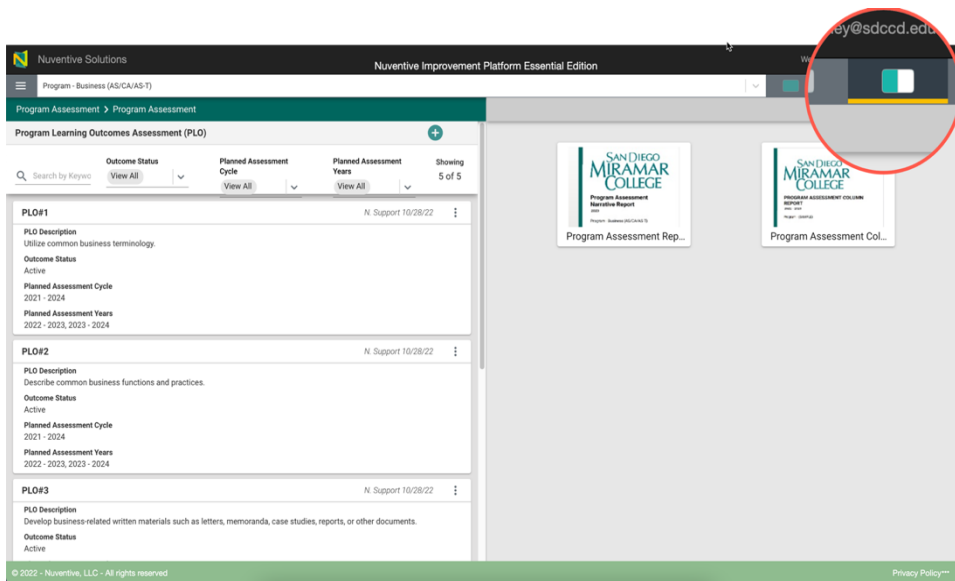
View 1. Full Screen

PLO	Measures	Aligned to College Plan(s)	Findings	Findings with Action Plans
PLO#1	1	X	0	0
PLO#2	1	X	0	0
PLO#3	2	X	0	0
PLO#4	1	X	0	0
PLO#5	1	X	0	0

View 2. 75/25 Split



View 3. 50/50 Split



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



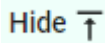
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



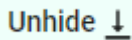
Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include Open, View/Print, Copy, and/or Delete.



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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.

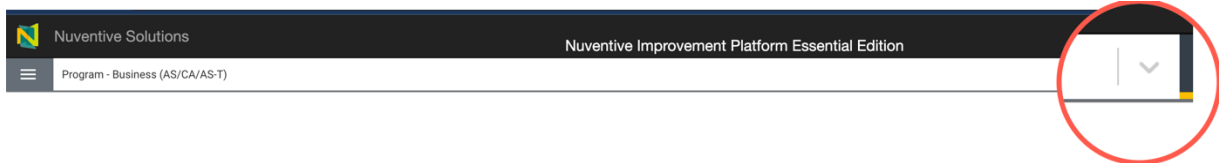


Unhide allows you to uncover the highlighted information.

PROGRAMS

The center drop-down menu is where you will locate the Program and Departments. By clicking the down arrow/caret to the right in the drop-down you will be able to locate the areas that are assigned to you. If this is your first-time logging in, and you do not see your Program or Department, please contact Miramar's Nuventive Platform Administrator. If there are numerous units listed in the drop-down menu, you may type in the drop-down box to quickly locate a program or department.

Use the drop-down menu to select your Program to begin working in the Program workspaces.

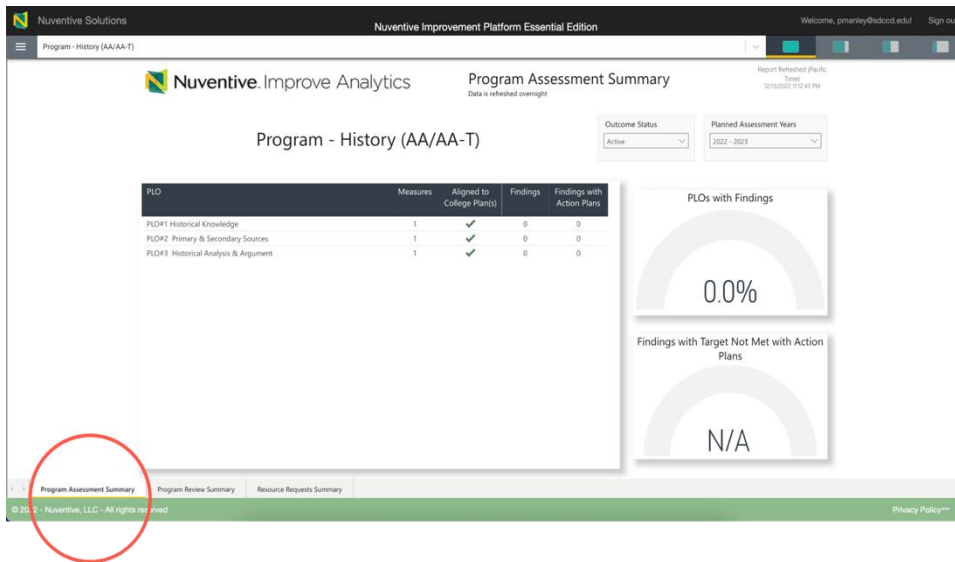


PROGRAM DASHBOARD

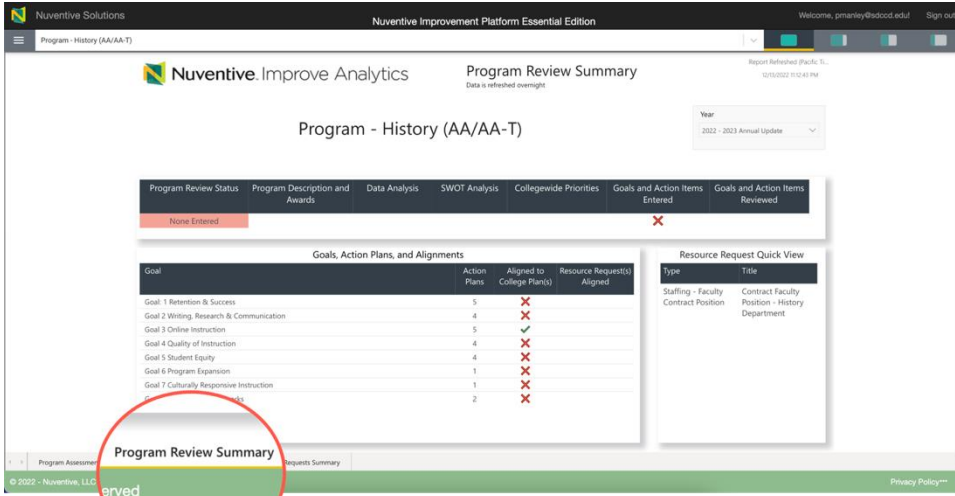
Once you have selected your Program, you should see the following home screen/dashboard. The Dashboard has three tabs at the bottom left. (Program Assessment Summary, Program Review Summary and Resource Request Summary.)

The Dashboards provide quick access to Program data and information. Information on the tabs can be filtered using the filters such as Status, Year, Type of Request or Timeline.

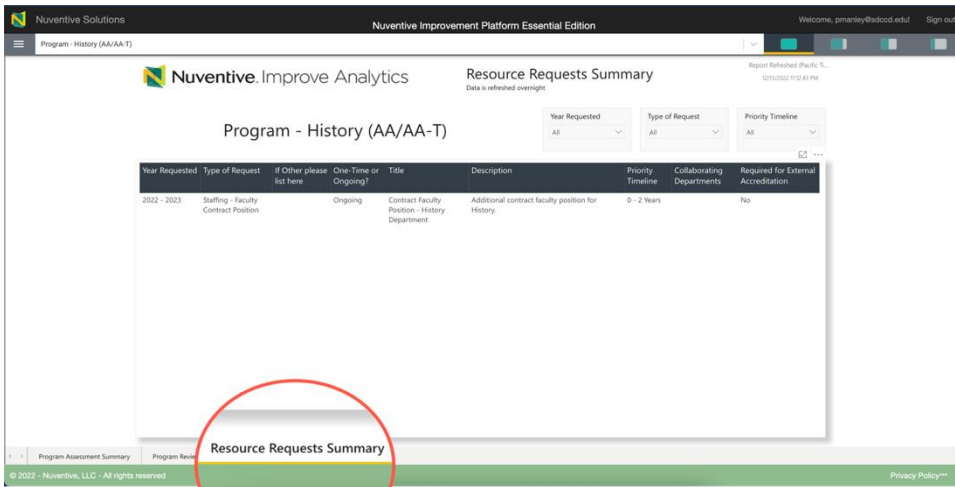
Program Assessment Summary Tab view.



Program Review Summary Tab view

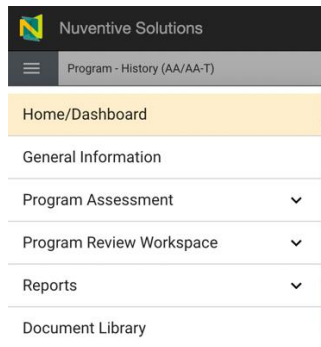


Resource Request Summary Tab View



PROGRAM GENERAL INFORMATION PAGE

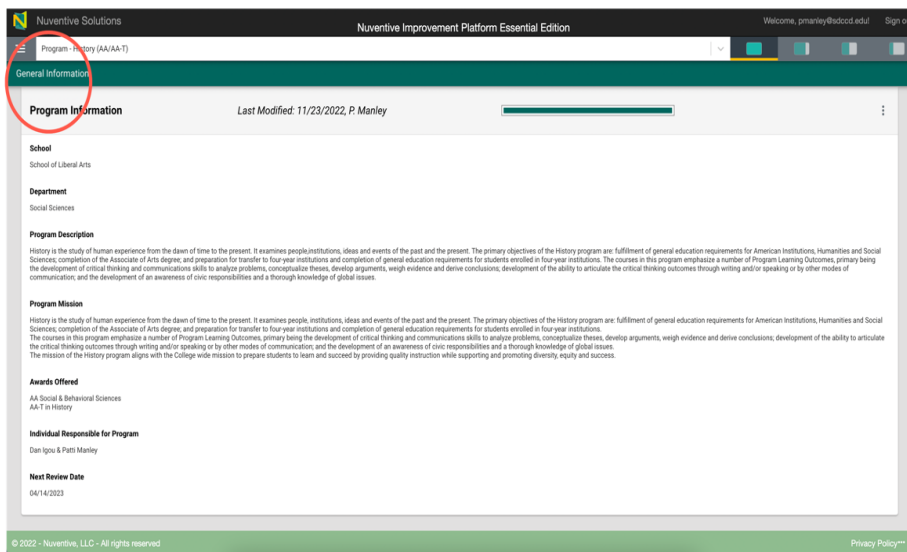
To begin working in the Program workspaces, select the GENERAL INFORMATION tab in the hamburger menu.



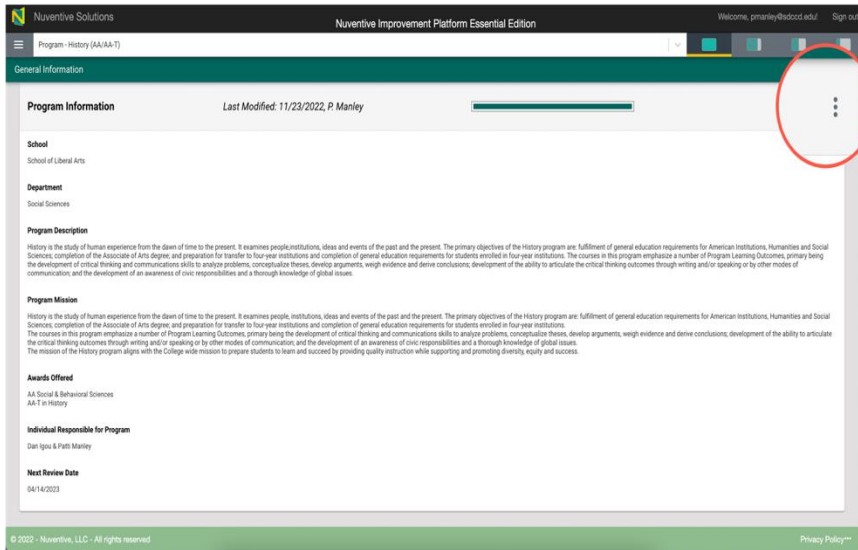
General Information

The General Information page provides information about the department, program, and/or unit, such as the Mission Statement, Contact Information, and dates of future accreditation reviews. The General Information page/form will appear as the second page of the Standard Reports.

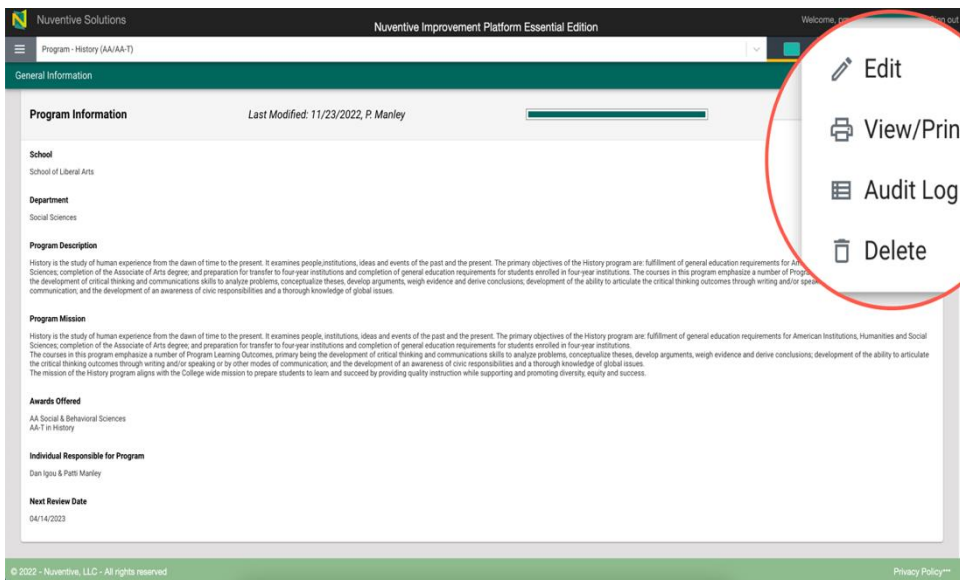
Some Program general information has already been added for you.



To add additional information or edit the page, click on the ellipsis on the right.



Next select Edit



The form will open to the following view.

The screenshot shows the Nuventive Solutions interface for a program form. The header includes the Nuventive Solutions logo, the product name 'Nuventive Improvement Platform Essential Edition', and a user welcome message 'Welcome, pmanley@sdcccd.edu'. The main content area is titled 'Program - History (AA/AA-T)' and is categorized under 'General Information > Program Information: Instructional'. The form is last modified on 11/23/2022 by P. Manley. The form fields are as follows:

- School:** School of Liberal Arts
- Dean:** Dean Lou Ascione
- Department:** Social Sciences
- Program Description:** History is the study of human experience from the dawn of time to the present. It examines people, institutions, ideas and events of the past and the present. The primary objectives of the History program are: fulfillment of general education requirements for American Institutions, Humanities and Social Sciences; completion of the Associate of Arts degree; and preparation for transfer to four-year institutions and completion of general education requirements for students enrolled in four-year institutions. The courses in this program emphasize a number of Program Learning Outcomes, primary being the development of critical thinking and communications skills to analyze problems, conceptualize theses, develop arguments, weigh evidence and derive conclusions; development of the ability to articulate the critical thinking outcomes through writing and/or speaking or by other modes of communication; and the development of an awareness of civic responsibilities and a thorough knowledge of global issues.
- Program Mission:** History is the study of human experience from the dawn of time to the present. It examines people, institutions, ideas and events of the past and the present. The primary objectives of the History program are: fulfillment of general education requirements for American Institutions, Humanities and Social Sciences; completion of the Associate of Arts degree; and preparation for transfer to four-year institutions and completion of general education requirements for students enrolled in four-year institutions. The courses in this program emphasize a number of Program Learning Outcomes, primary being the development of critical thinking and communications skills to analyze problems, conceptualize theses, develop arguments, weigh evidence and derive conclusions; development of the ability to articulate the critical thinking outcomes through writing and/or speaking or by other modes of communication; and the development of an awareness of civic responsibilities and a thorough knowledge of global issues.
- Awards Offered:** AA Social & Behavioral Sciences, AA-T in History
- Individual Responsible for Program:** Dan Igou & Patti Manley
- Next Review Date:** 04/14/2023

Buttons for 'Close' and 'Save' are located at the top right of the form. The footer contains copyright information: '© 2022 - Nuventive, LLC - All rights reserved' and a 'Privacy Policy' link.

Complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the drop-down lists. **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.

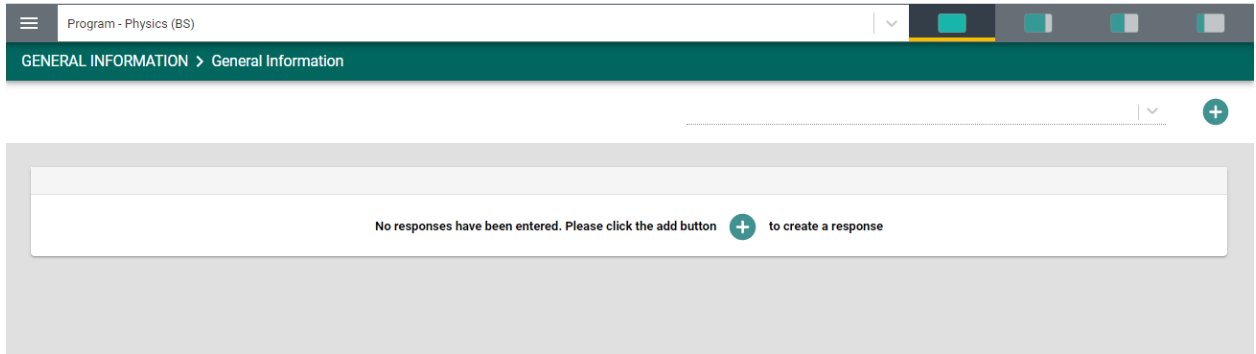
Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen

Once you have saved and closed the form, you should see the completed form as shown below.

This screenshot shows the same Nuventive Solutions interface, but the form is now in a completed state. The top bar is green, and the 'Close' button is highlighted in green. The form content is identical to the previous screenshot, showing the completed information for the 'Program - History (AA/AA-T)' form.

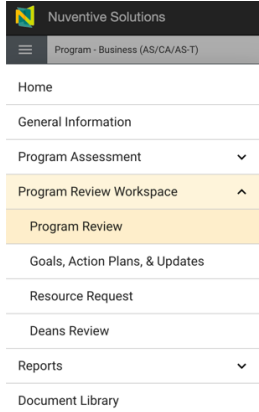
If at any time you need to Edit, View/Print, view the Audit Log, or delete the form, click on the ellipses on the top right of the General Information form.

If the form is blank, select the Plus Sign (+) on the right to complete the form. Next follow the steps outlined above.



PROGRAM REVIEW

To begin working on your Program Review, select Program Review Workspace from the hamburger menu. You will see the following subheadings under the Program Review Workspace menu. *Note: We will cover the Program Assessment section later in the guide.*

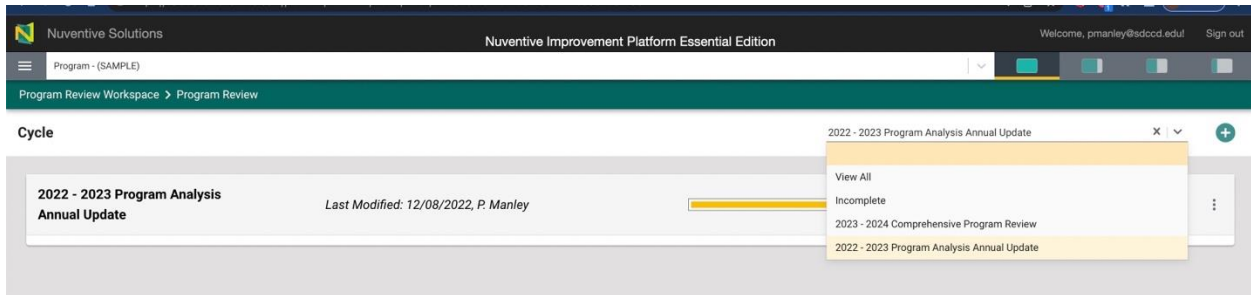


For this section we will be working in the Program Review (Program Analysis) tab.

PROGRAM REVIEW/PROGRAM ANALYSIS

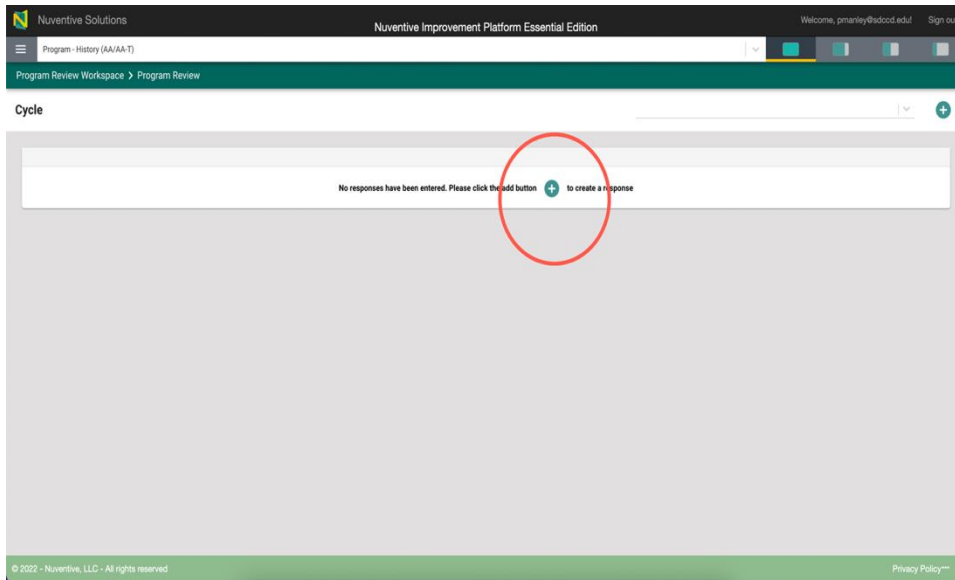
While the overall function of entering information on the Program Review form will be the same as the General Information form, there are some differences such as selecting from multiple date cycles. The Program Review Workspace contains the 2022-2023 Annual Update form and in Spring 2024 the end of cycle Comprehensive Program Review form will be available.

PROGRAM REVIEW ANNUAL UPDATE 2023

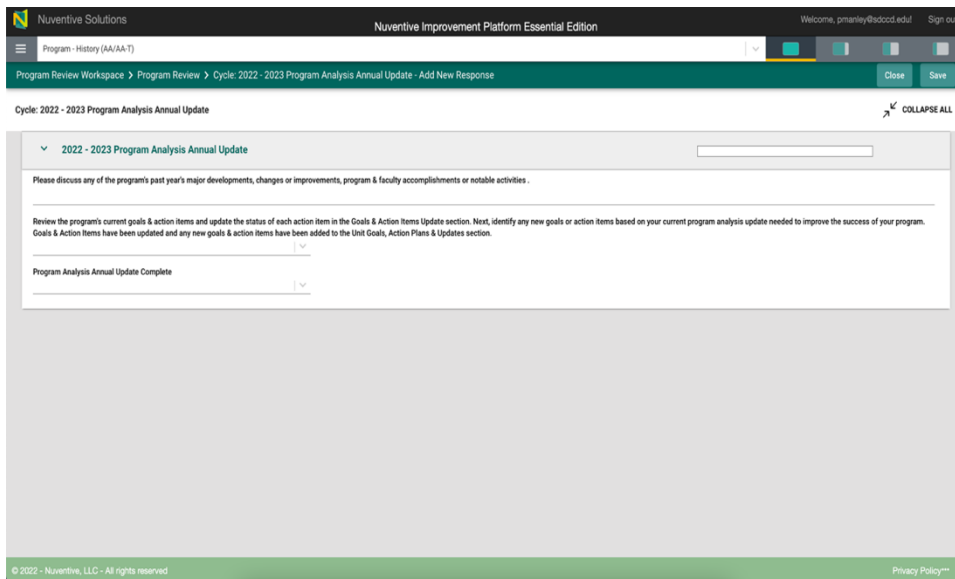


You will begin by adding information to the 2022-2023 Program Analysis Annual Update review form. In future cycles, you may choose a specific year (2022-2023), view all cycles or view only incomplete years from the drop-down list, in which case you will only see that information presented.

To add information, select the Plus (+) Sign.

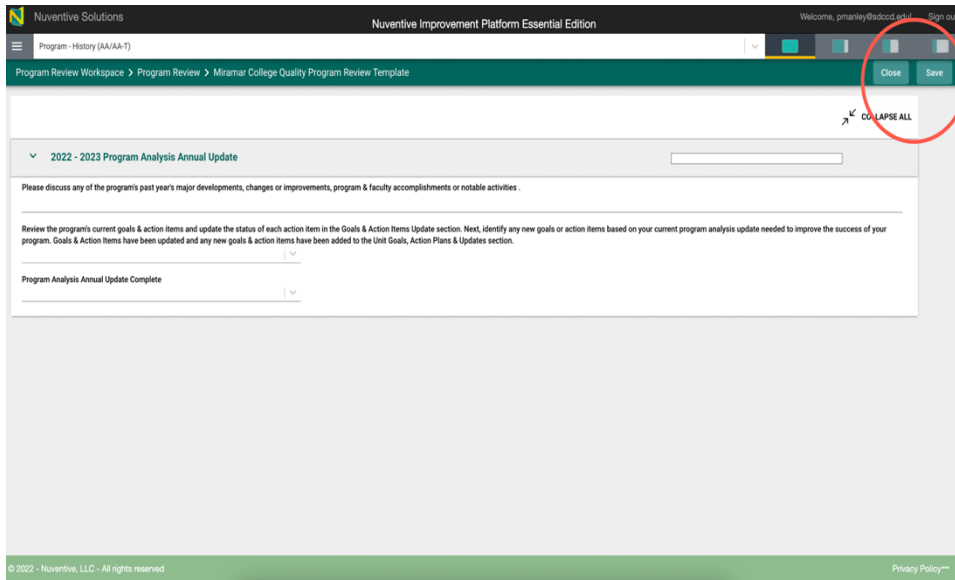


For Spring 2023, the following form will open. Complete the fields within the form.



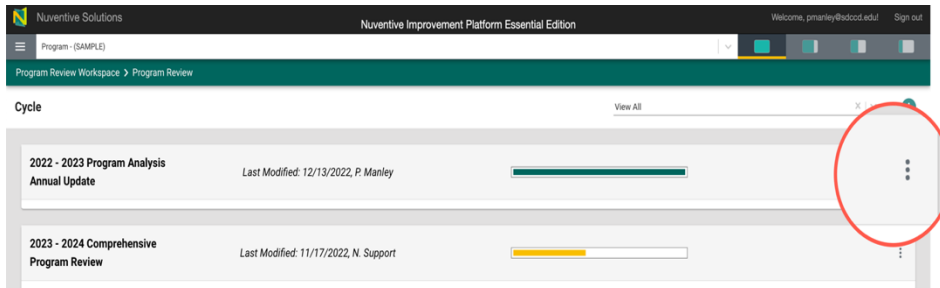
For the last question, please be sure you have fully completed the Program Review process. When you are ready to submit the program review annual update, please select "Yes" so the review and feedback process can begin. Please do not select "Yes" to submit the program review until you have completed all areas including the Goals, Action Plans & Updates section.

Once you have completed the fields within the form, remember to **SAVE** your work and **CLOSE** the form.



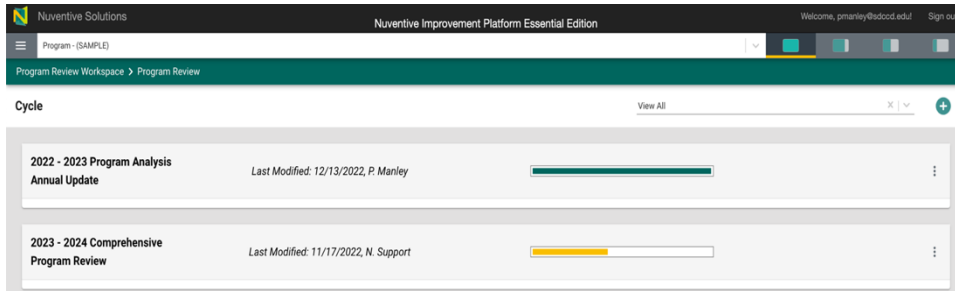
Once closed, each cycle will be exhibited as indicated in the graphic below. Notice that in the example the drop-down is set to **View All**. This means that you will see all cycles that have been configured for this custom form.

In future years and cycles, you may choose a specific year (2022-2023), view all cycles or view only incomplete years from the drop-down list, in which case you will only see that cycle or year of information presented as shown in the example below.



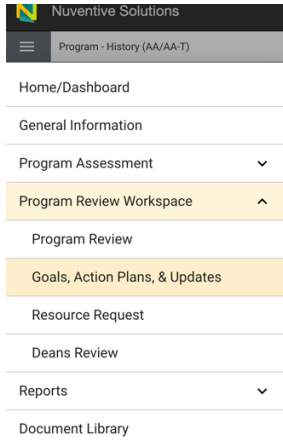
Program Analysis Progress Indicator Bar

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

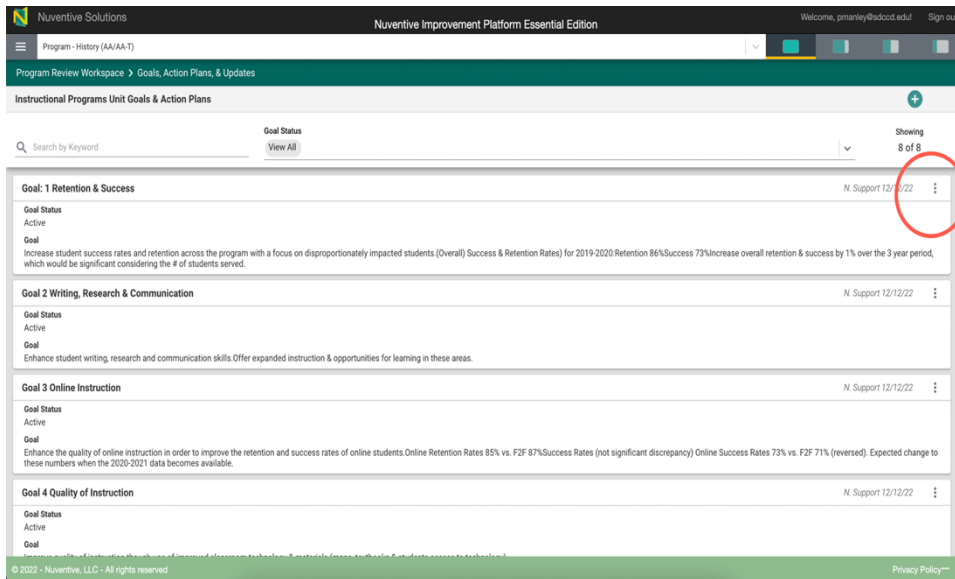


PROGRAM GOALS

For this section we will be working in the Program Goals, Action Plans, & Updates sub-menu tab beginning with Goals.



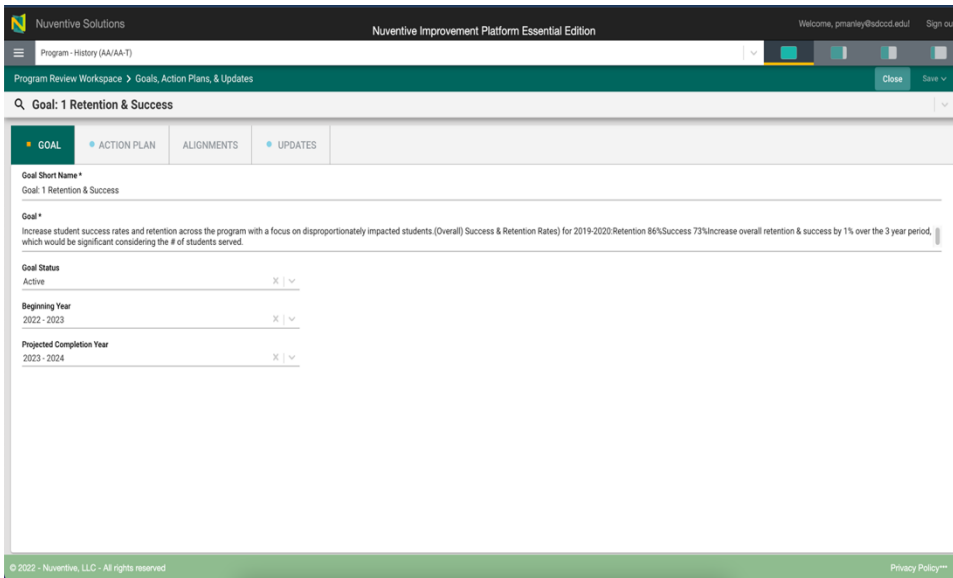
Selecting the Goals, Action Plans, & Updates tab will open the following screen. Note, that the page where the goal is located is referred to as a **card**.



Some program review goals have been added for you. To edit the existing goals, open the goal card by double clicking on the card or by selecting the ellipsis on the far right.

Clicking on Open will open the Goal card for review and/or editing (below). **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.

After editing/adding information, you will be able to save any changes made on the card.



The current Goals have been identified only as Goal 1, Goal 2 etc. Begin by adding a short Goal name to the Goal. Refrain from using just Goal # to avoid confusion on reports and when goals are archived. Instead provide a unique name that represents the Goal. For example, Goal: Success & Retention.

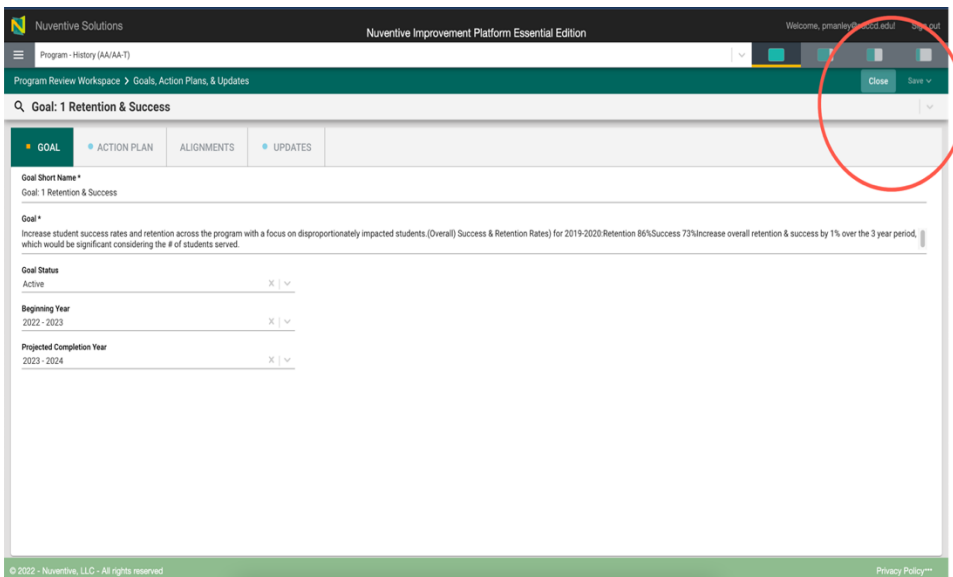
Notice the asterisk (*) next to the field name: Goal Short Name. Anytime you see an Asterisk (*) the field is required, and you will not be able to save your work until this field is completed.

Next review and edit the goal description. In the text box, add the complete description of the Goal.

Goal Status – The existing Goals have been assigned an active status. Active means the Goal is still active/tracked. Inactive means that the Goal is no longer used/tracked.

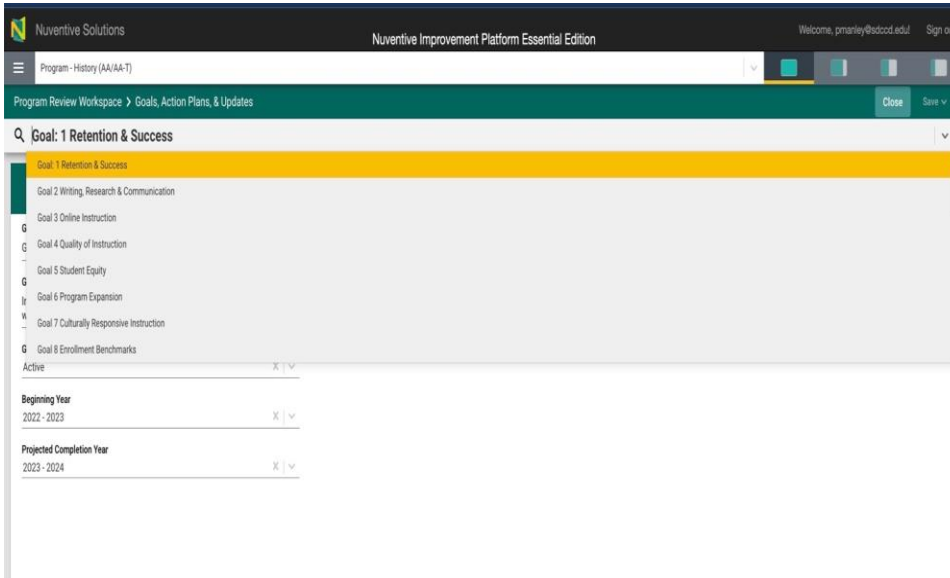
Beginning Year – Existing Goals have been assigned 2022-2023 beginning year. You can edit as needed by using the drop-down menu and selecting the appropriate year.

Project Completion Year - Select the anticipated completion year from the drop-down menu.

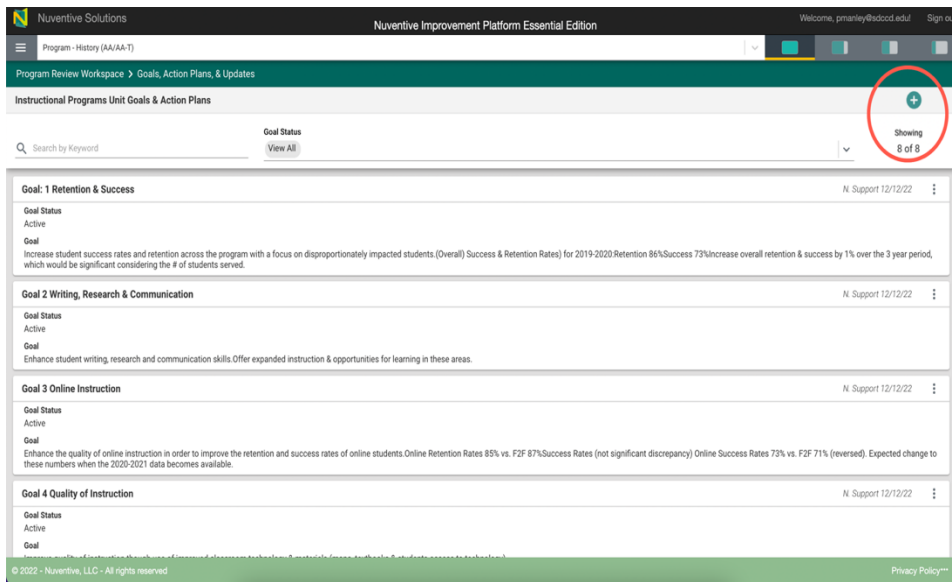


Once you have completed entering the goal information, **SAVE** your work by clicking on the **Arrow/Caret** next to the **SAVE** button at the top of the screen. Notice that when you click the **Arrow/Caret** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save &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

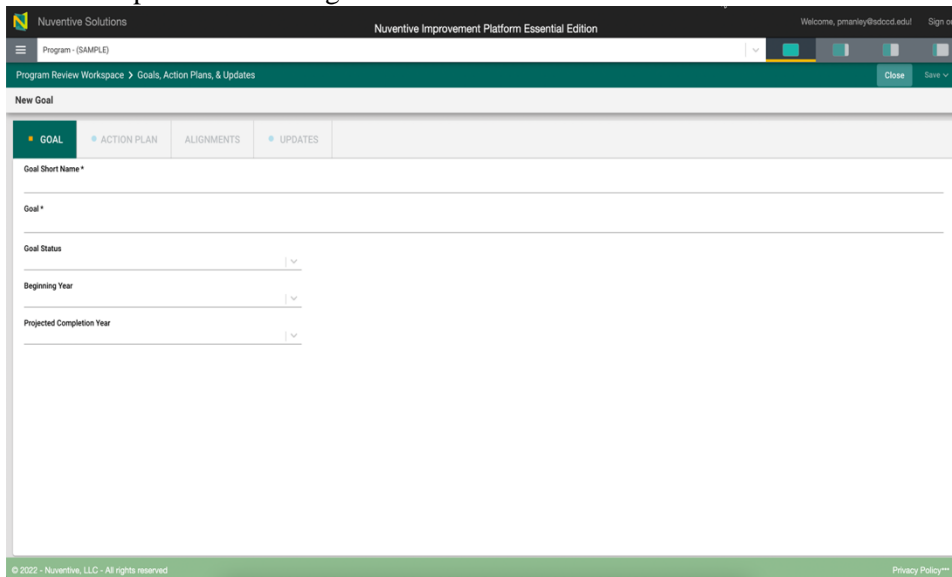
NOTE: When working within the goals/cards, you may move between goals/cards by using drop- down menu at the top.



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



This will open the following card. Follow the instructions above.



Begin by adding a short name for the Goal. Refrain from using just Goal # to avoid confusion on reports and when goals are archived. Instead provide a unique name that represents the Goal. For example, Goal 1 Success & Retention or Goal - Success & Retention.

Notice the asterisk (*) next to the field name: Goal Short 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.

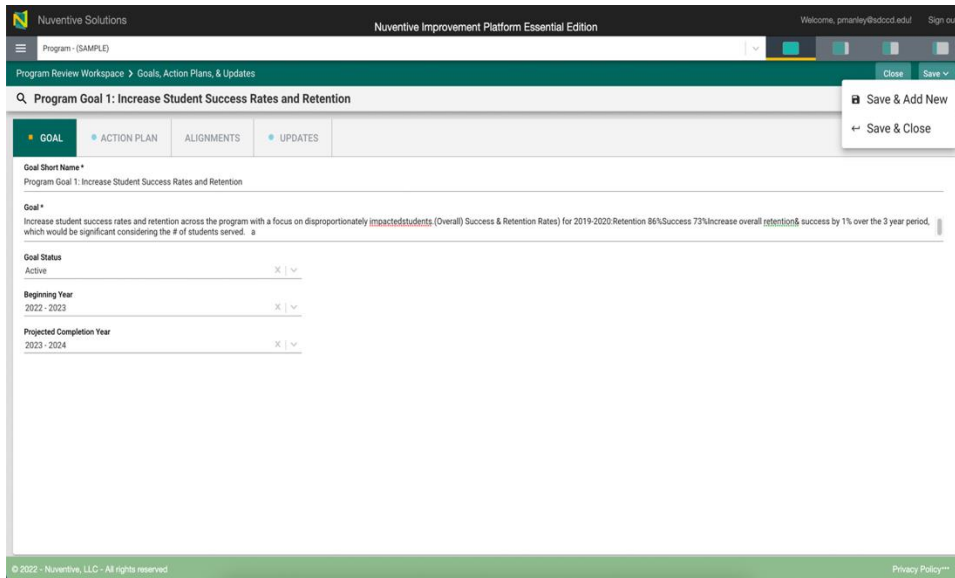
Next in the text box, add the complete description of the Goal.

Goal Status – Select a Goal Status from the drop-down menu. Active means the Goal is still active/tracked. Inactive means that the Goal is no longer used/tracked.

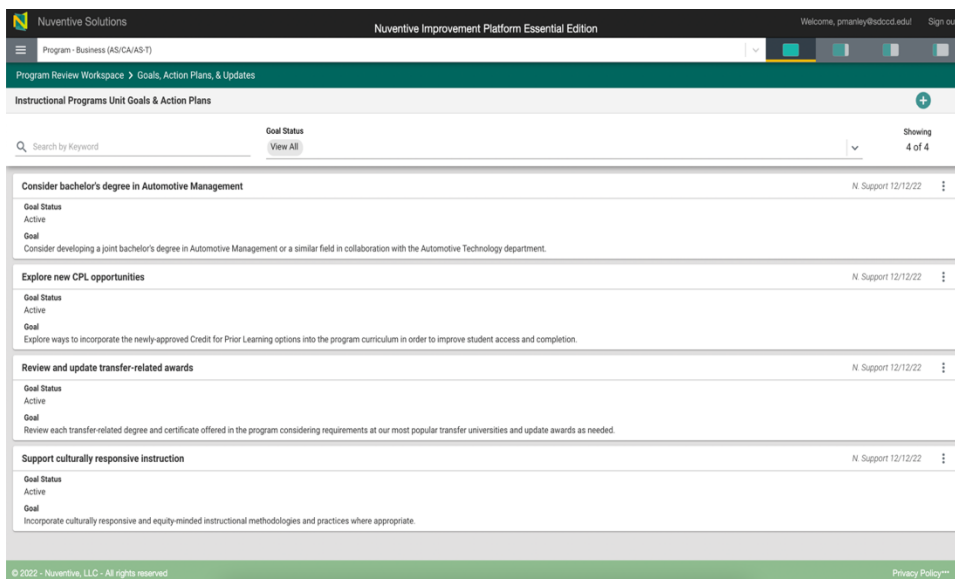
Beginning Year – Select a beginning year from the drop-down menu.

Project Completion Year - Select the appropriate year from the drop-down menu.

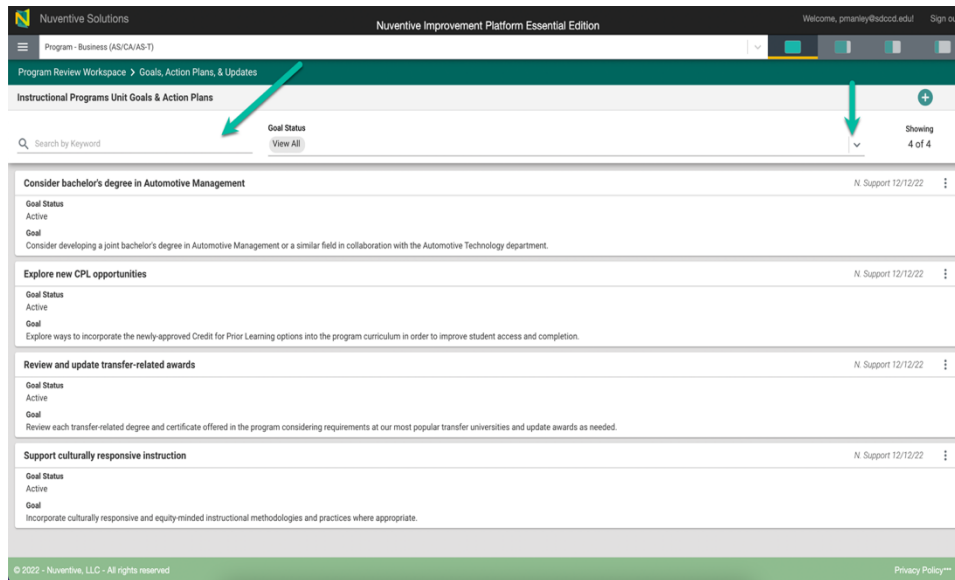
Once you have completed entering the goal information, **SAVE** your work by clicking on the **Arrow/Caret** next to the **SAVE** button at the top of the screen. Notice that when you click the **Arrow/Caret** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save &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



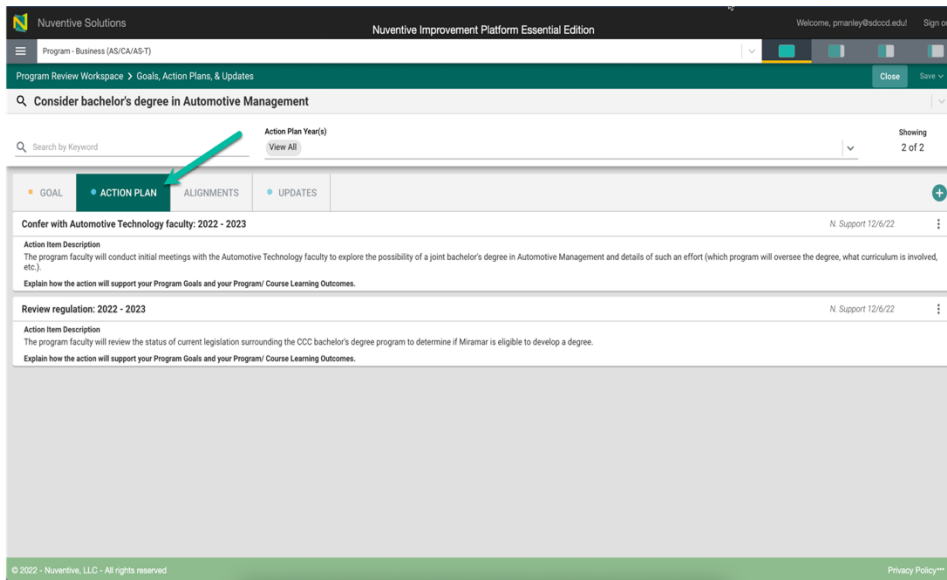
Notice that in the top bar, above the goal cards, that you can locate a specific goal by **Search by Keyword**, by showing only the goals that are **Active or Inactive** or by showing all goals by selecting **View All** in each heading.



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**” 4 of 4.

PROGRAM GOAL ACTION PLAN

For this section we will be working in the Program Goal: Action Plan tab. Action Plans are connected to a specific individual goal. All Goals must have at least one (1) Action Plan.



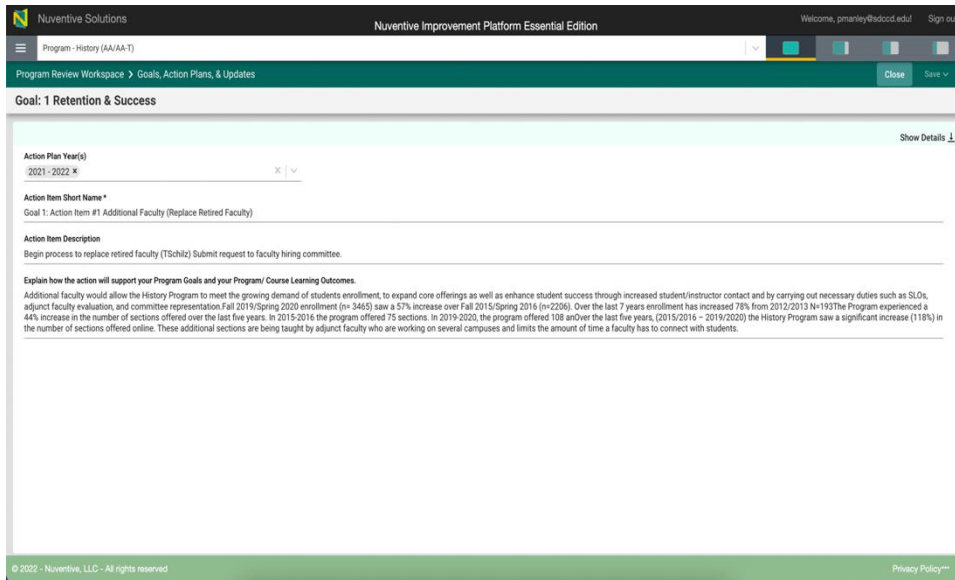
Note, that the page/screen where the Action Plan is located is referred to as a **card**.

While the overall function of entering information on the Action Plan will be the same as the Program Goals, there are some differences.

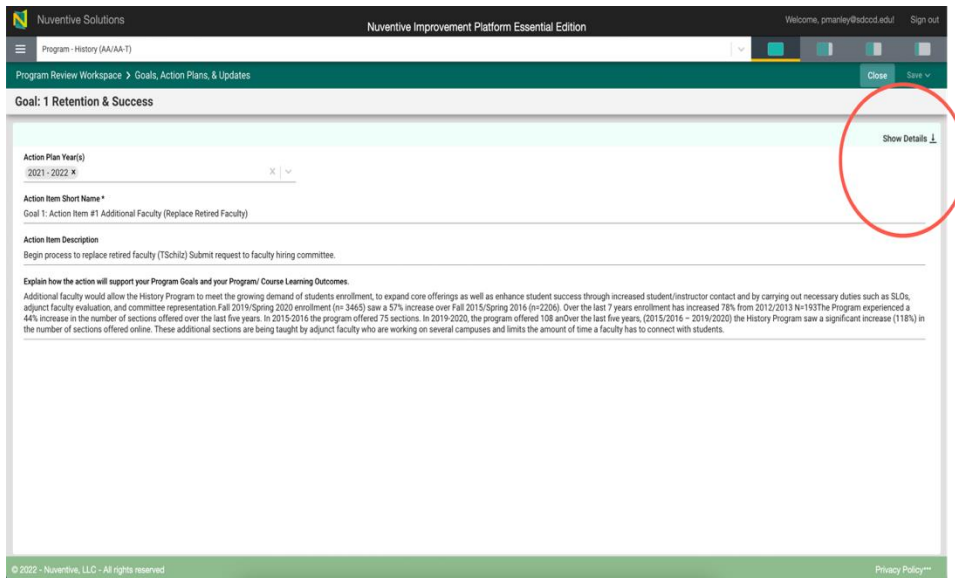
Some existing Action Plans have been added for you. To edit the Action Plans, open the Goal Action Plan card by double clicking on the card or by selecting the ellipsis on the far right.

Once you click on the ellipsis you will be provided with the options to **Open** or **Delete** the Action Plan. Clicking on **Open** will open-up the current Action Plan card for review and/or editing. You will be able to **Save** the card. **Delete** will remove the Action Plan permanently.

Clicking on Open will open the Action Plan card to the following view.

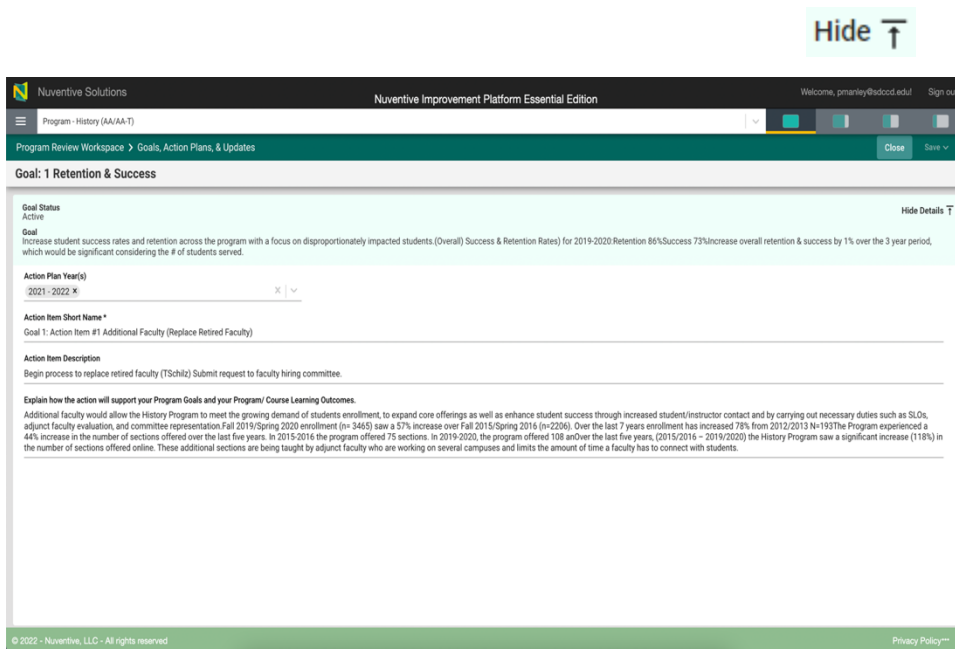


Select the “Show Details” down arrow on the right.



In the “Show Details” screen you will be able to see the complete Goal information.

The following screen will open in the “Show Details” view. 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 on the right to hide the information while you work.



Completed the form fields

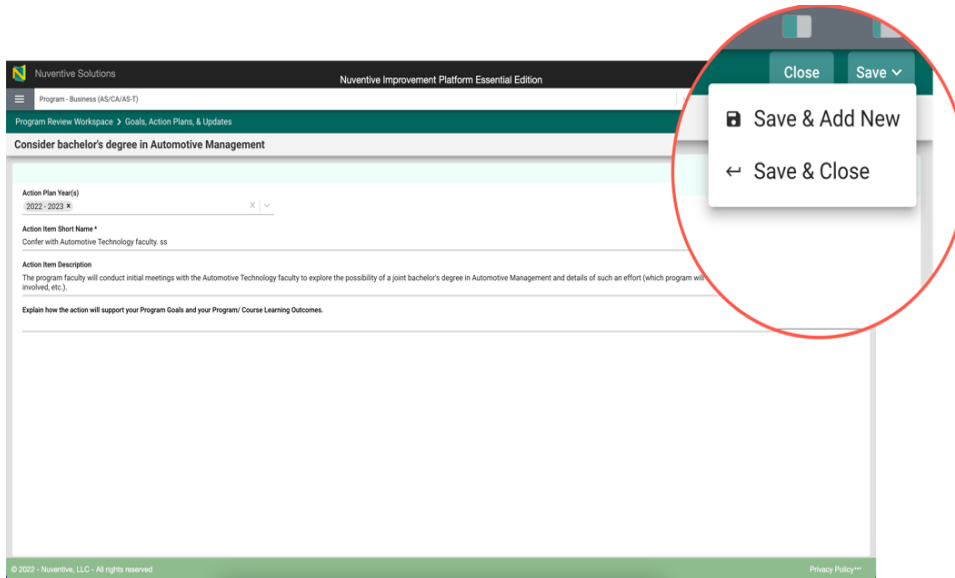
Action Plan Year(s) – Select the appropriate year from the drop-down menu. The “Action Plan Year(s)” is a multi-select field.

Action Item Short Name - Add a short name for the Action Item.

Action Item Description - Add a detailed description for the Action Item

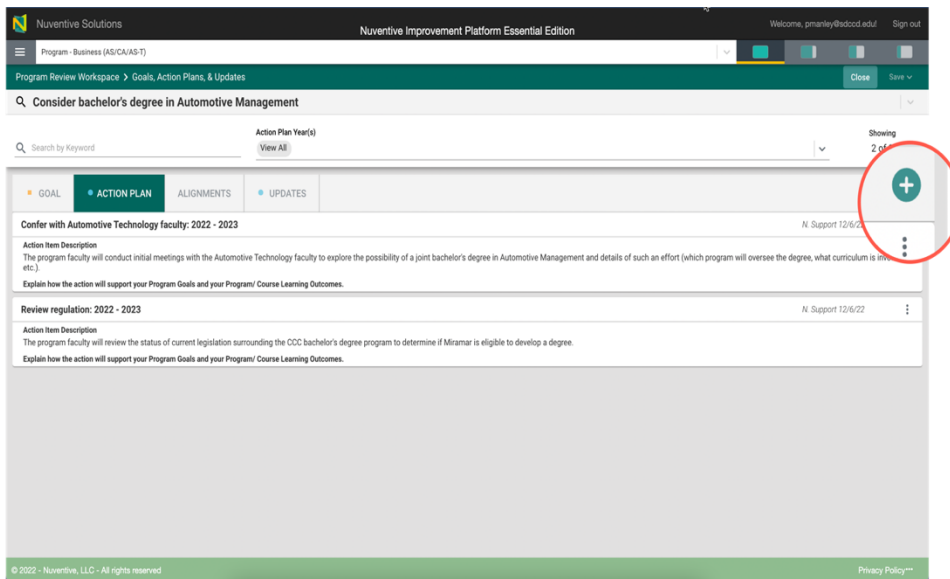
Explain how the Action Plan will support your Program – Use this textbox to provide detailed additional information to show how this Action Plan helps improve or supports the Program.

Once you have completed entering the Action Plan 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 Action Plan.



Goals can have more than one Action Plan. If you have additional Action Plans to add, click the **Save & Add New**. If you have finished adding Action Plans for the goal, click the **Save & Close**.

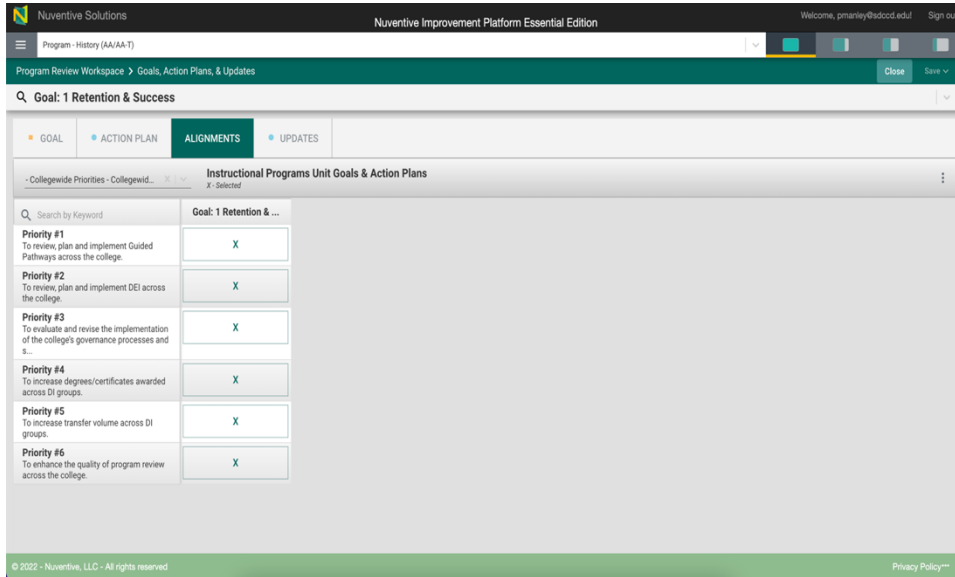
If there are no existing Action Plans showing for your program and/or you want to add a new Action Plan at any time, click on the green circle with Plus (+) Sign and complete the steps as shown above.



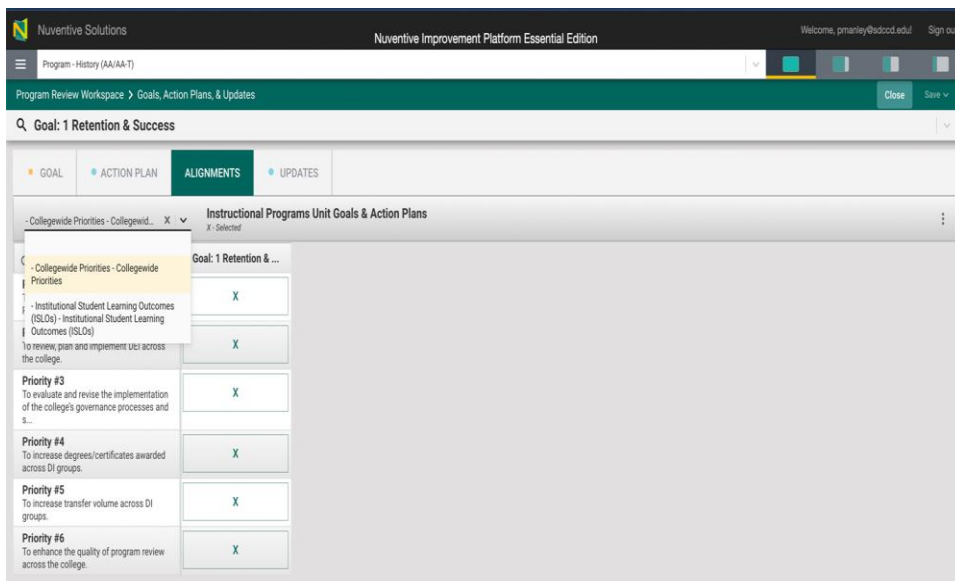
PROGRAM GOAL ALIGNMENT

For this section we will be working in the Program Goal, Action Items, & Updates submenu item and the Goal Alignment tab.

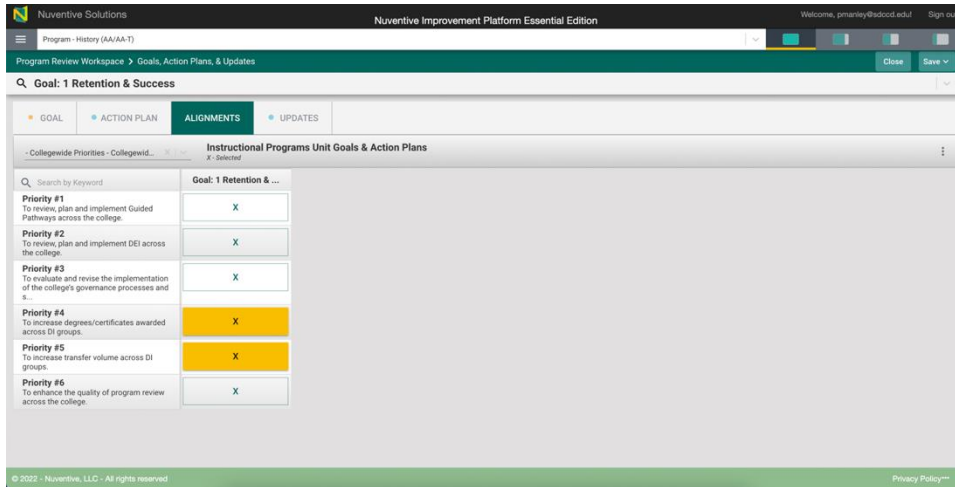
Click on the Alignment tab to navigate to the Alignment page/screen where the Program can align/map their Program Goals with Miramar's Collegewide Priorities and Institutional Student Learning Outcomes (ISLO). The aligned/mapped elements will be visible on various Standard/Analytic Reports.



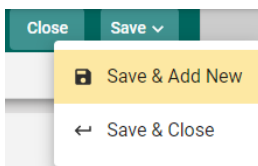
To begin, select the Collegewide Priority or the Institutional Student Learning Outcome (ISLO) from the drop-down menu on the left



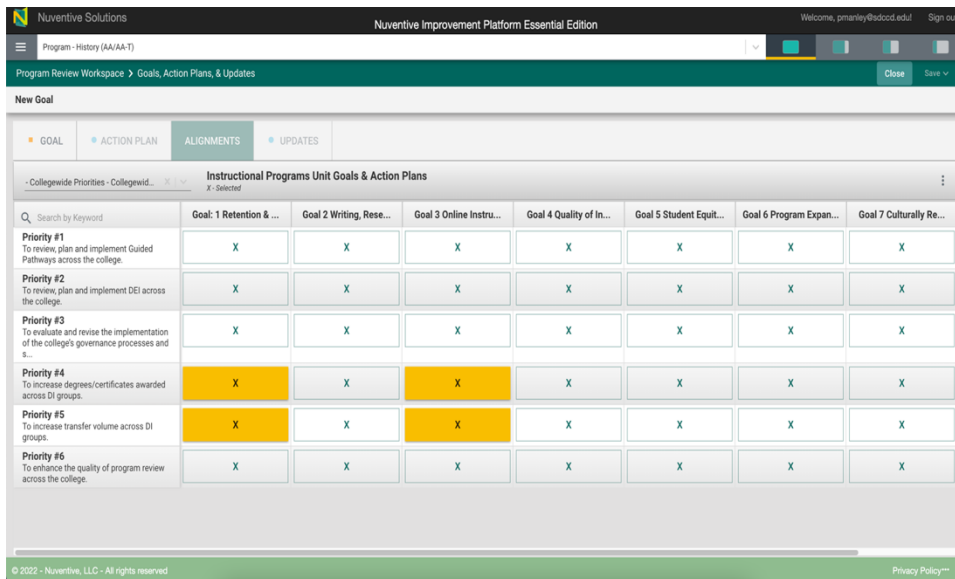
To map a goal, click in the box/space to the right of the Collegewide Priority or the ISLO. The highlighted indicator (X) denotes that the goal has been aligned/mapped to the corresponding item.



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. You can quickly align goals on this screen (shown below).



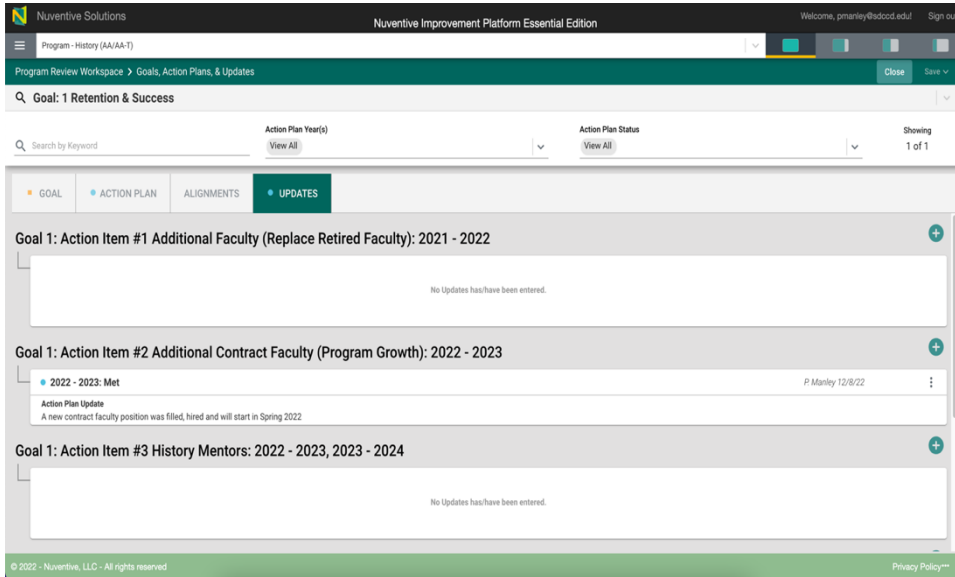
Save & Close: Will save your mapping and return you to the main goal screen.

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

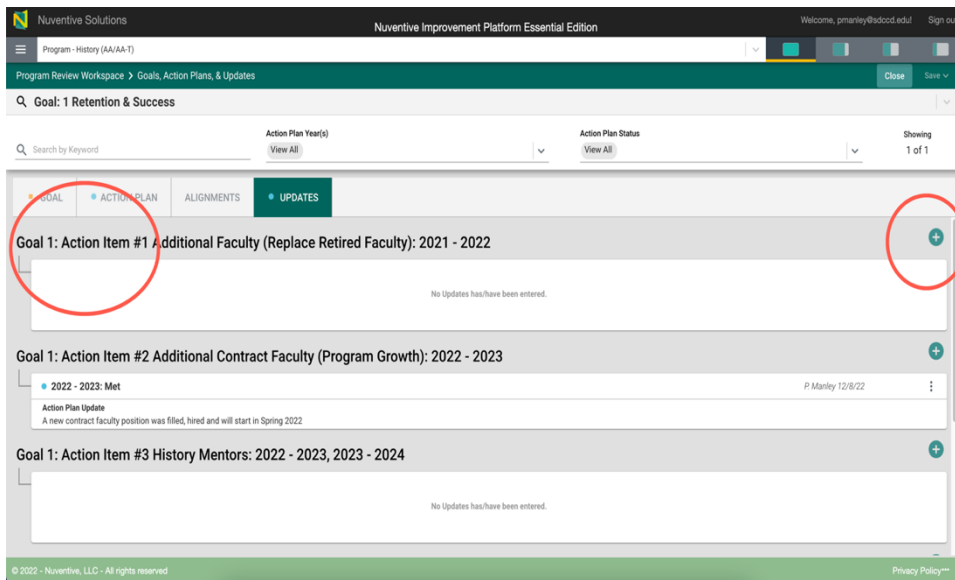
Program Goal Action Plan Updates

Each year during the Program Review process, Program will update their Program Goal Action Plans. To update the Action Plan, select the Program Goal, Action Plan, & Updates submenu tab under Program Review workspace in the hamburger menu.

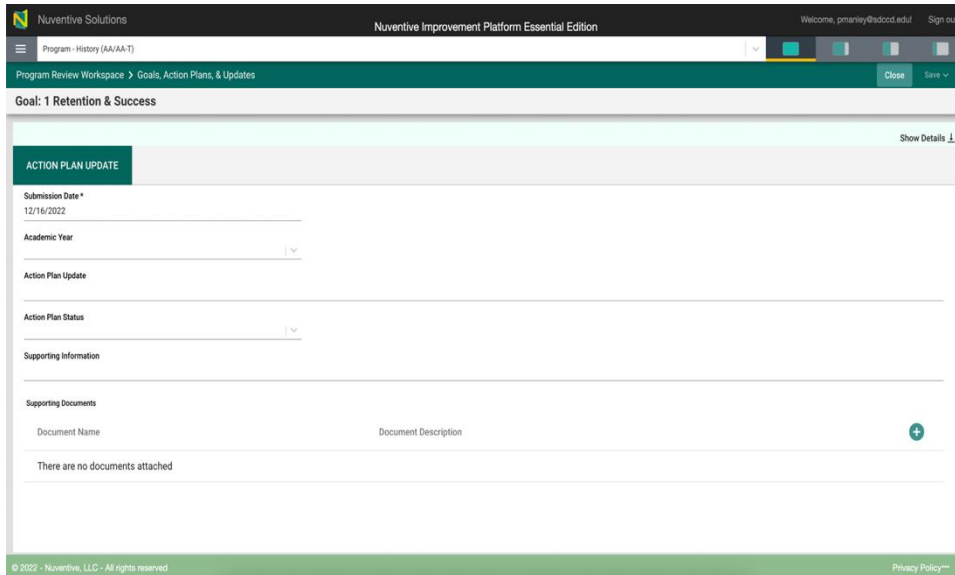
Next, select the Program Goal and Action Plan to be updated. Select the **UPDATES** tab from the Program Goal navigation bar. The current Action Plans will show.



To add an Action Plan Update, click the green circle with the Plus (+) sign. Remember you are updating the Action Plan not the Program Goal. Goal Status updates are completed under the Goal tab.

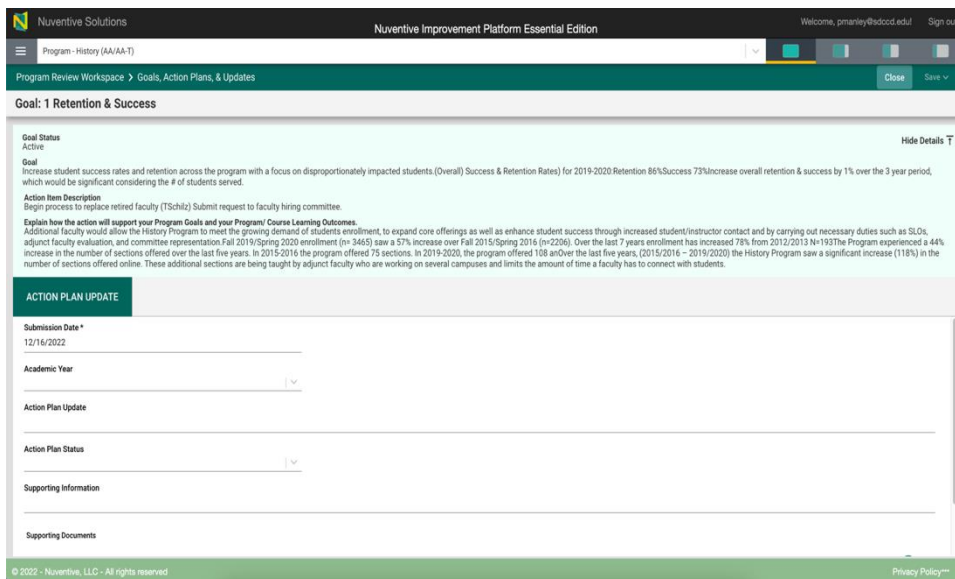


Once you have clicked on the green circle with the Plus (+) sign  The following card/screen will open.




The screenshot shows the 'ACTION PLAN UPDATE' form in the Nuventive Improvement Platform. The form is titled 'Goal: 1 Retention & Success'. It includes a 'Submission Date' field with the value '12/16/2022', an 'Academic Year' dropdown menu, an 'Action Plan Update' text area, an 'Action Plan Status' dropdown menu, a 'Supporting Information' text area, and a 'Supporting Documents' section with a table for 'Document Name' and 'Document Description'. A green plus icon is visible in the bottom right corner of the document section. A 'Show Details' link is located in the top right corner of the form area.

Select the “Show Details” down arrow on the right. The following screen will open.



The screenshot shows the 'ACTION PLAN UPDATE' form with the 'Show Details' section expanded. The 'Goal' section is highlighted in light green and contains the following information: 'Goal Status: Active', 'Goal: Increase student success rates and retention across the program with a focus on disproportionately impacted students (Overall Success & Retention Rates) for 2019-2020 Retention 86%/Success 73%/Increase overall retention & success by 1% over the 3 year period, which would be significant considering the # of students served.', 'Action Item Description: Begin process to replace retired faculty (Tisch) Submit request to faculty hiring committee.', and a detailed explanation of how the action supports program goals and learning outcomes. Below the details, the 'ACTION PLAN UPDATE' form fields are visible, including 'Submission Date' (12/16/2022), 'Academic Year' dropdown, 'Action Plan Update' text area, 'Action Plan Status' dropdown, 'Supporting Information' text area, and 'Supporting Documents' section. A 'Hide Details' link is visible in the top right corner of the details section.

Notice the light green area at the top of the card. This is the information that was entered previously for the Action Plan. 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.

Hide 

Now, begin entering the Status Update/Results for this Action Plan. First, select the Submission Date. The item will default to the current date. You may select the date using the calendar feature on this field.

Next select the Academic Year by clicking on the drop-down.

Complete the Action Plan Update narrative by clicking in text/dialog box.

Next, select the Action Plan Status Active or Inactive from the drop-down.

To add **Supporting Information**, click in the text box shown. 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 copy and paste that information into this space.

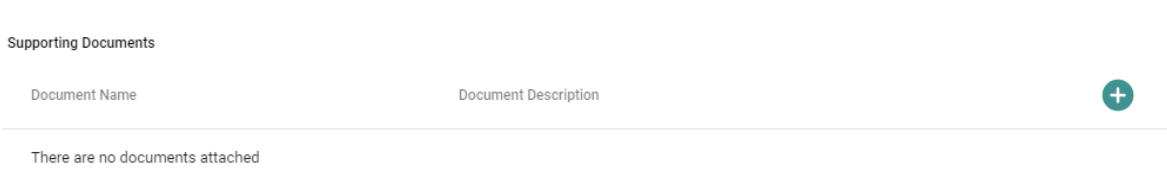
Example:




Adding Supporting Documents

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

Note: For detailed instructions on adding Supporting Documents, return the main menu and select “Document Library – Adding Supporting Documents.”



Once you are satisfied with the information you have entered Click 

Next, **Close** This will take you back to the main Action Plan Update screen.

Nuventive Solutions Nuventive Improvement Platform Essential Edition Welcome, pmanley@sdccd.edu | Sign out

Program - History (AA/JAA/T)

Program Review Workspace > Goals, Action Plans, & Updates Close Save

Goal: 1 Retention & Success

Search by Keyword Action Plan Year(s) View All Action Plan Status View All Showing 1 of 1

GOAL ACTION PLAN ALIGNMENTS **UPDATES**

Goal 1: Action Item #1 Additional Faculty (Replace Retired Faculty): 2021 - 2022 +

No Updates has/have been entered.

Goal 1: Action Item #2 Additional Contract Faculty (Program Growth): 2022 - 2023 +

2022 - 2023: Met P. Manley 12/16/22

Action Plan Update
A new contract faculty position was filled, hired and will start in Spring 2023

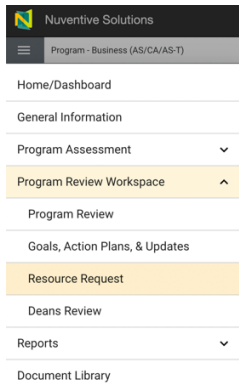
Goal 1: Action Item #3 History Mentors: 2022 - 2023, 2023 - 2024 +

No Updates has/have been entered.

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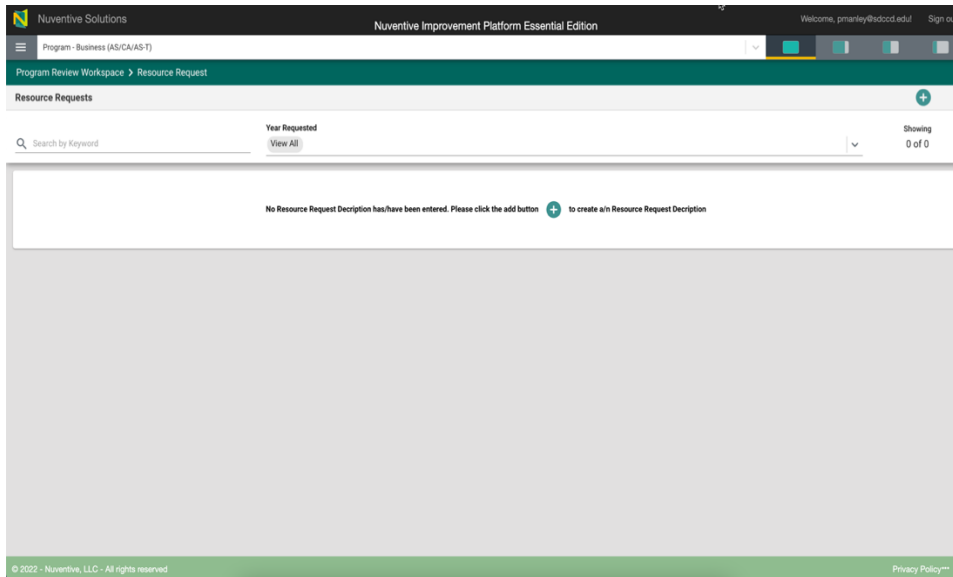
RESOURCE REQUESTS

For this section we will be working in the Program Review Workspace, Resource Request submenu tab.



ADDING RESOURCE REQUESTS

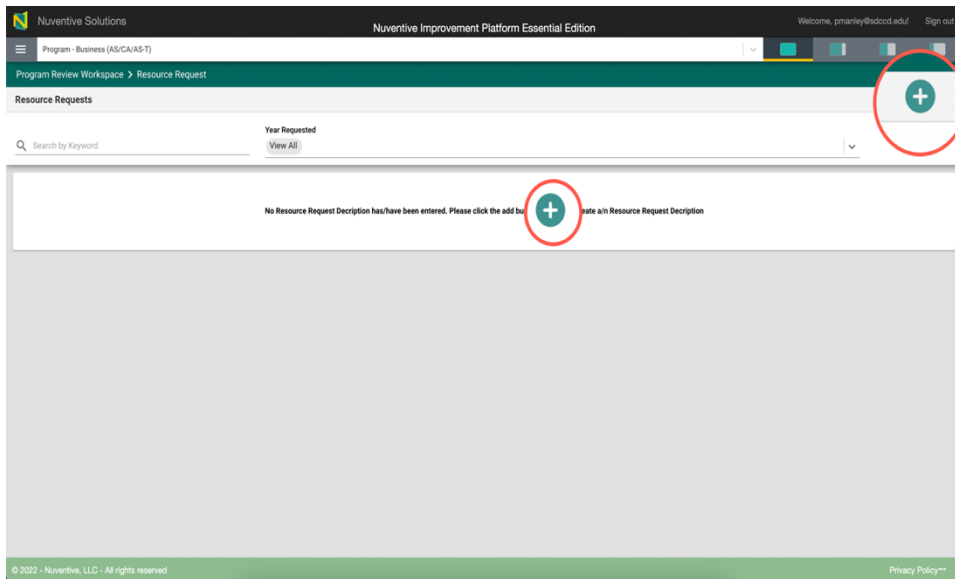
Select “Resource Request” in the menu. The following page will open.



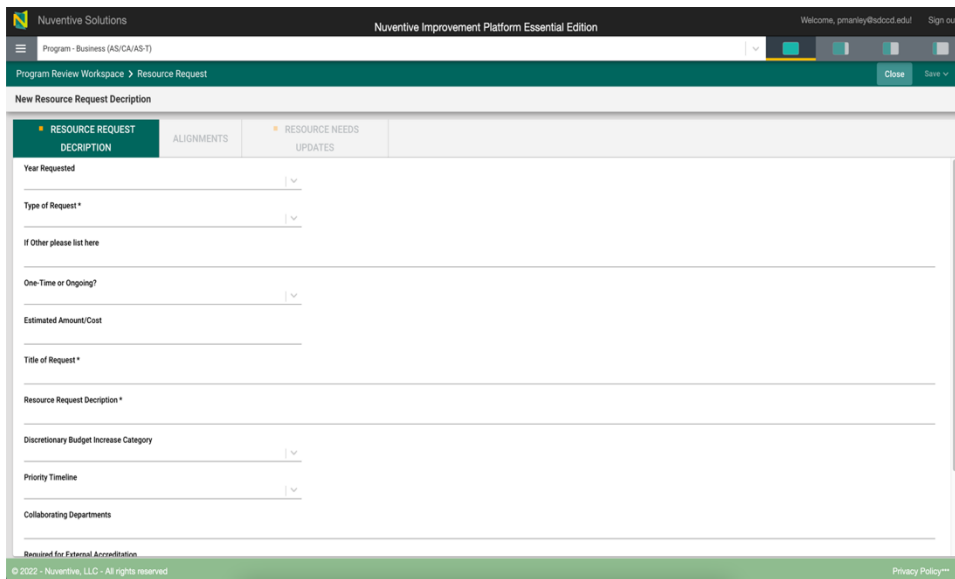
Note, that the page/screen where the Resource Request is located is referred to as a **card**.

Each year Programs will add their Program Resource Requests in this workspace.

To begin adding Resource Requests, click the green circle with the plus (+) sign on the right or in the middle of the resource request card.



The following Resource Request card will open.



Complete the form using the drop-down menus where available. Select the Year Requested from the drop-down menu. Select the type of request from the drop-down menu. If other, please provide a detailed description. Select One-time or Ongoing. Add the dollar amount requested for Discretionary Budget Increase Requests or the estimated cost of the resource item requested (numbers only). Programs do not need to obtain quotes or add quotes at this time. Quotes will be required at the beginning of Fall semester, as items are prioritized by Department and Schools.

Next create a title for the request and add a detailed description. If you selected “Discretionary Budget Increase” in the type of request above, be sure to select the appropriate budget category. Please ignore this field/item for all other request types.

Select a timeline from the drop-down menu. If the resource is required by any external accrediting agency, complete the remaining fields.

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 Resource Request 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 Resource Requests to add, click the **Save & Add New**. If you have finished adding Resource Requests, click the **Save & Close**.

See the sample completed Resource Request Card below.

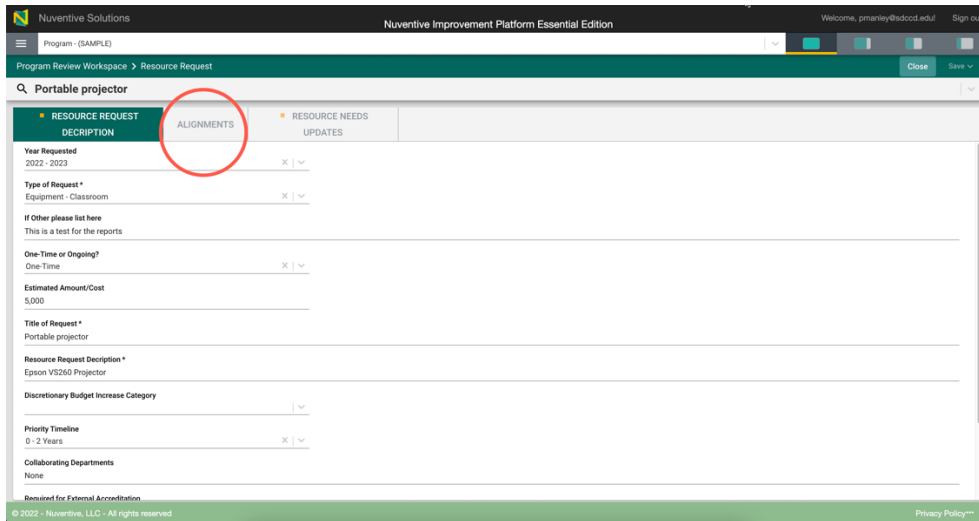
The screenshot displays the Nuventive Improvement Platform interface. At the top, the header includes the Nuventive Solutions logo, the text 'Nuventive Improvement Platform Essential Edition', and a user profile 'Welcome, pmanley@sdccod.edu' with a 'Sign out' link. Below the header, a breadcrumb trail shows 'Program - (SAMPLE) > Resource Request'. A search bar contains the text 'Portable projector'. The main content area is a form titled 'RESOURCE REQUEST' with a sub-section 'DESCRIPTION'. The form fields are as follows:

- Year Requested:** 2022 - 2023
- Type of Request *:** Equipment - Classroom
- Other please list here:** This is a test for the reports
- One-Time or Ongoing?:** One-Time
- Estimated Amount/Cost:** 5,000
- Title of Request *:** Portable projector
- Resource Request Description *:** Epson VS260 Projector
- Discretionary Budget Increase Category:** (Dropdown menu)
- Priority Timeline:** 0 - 2 Years
- Collaborating Departments:** None

At the bottom of the form, there is a note: 'Required for External Accreditation'. The footer contains the copyright information '© 2022 - Nuventive, LLC - All rights reserved' and a 'Privacy Policy' link.

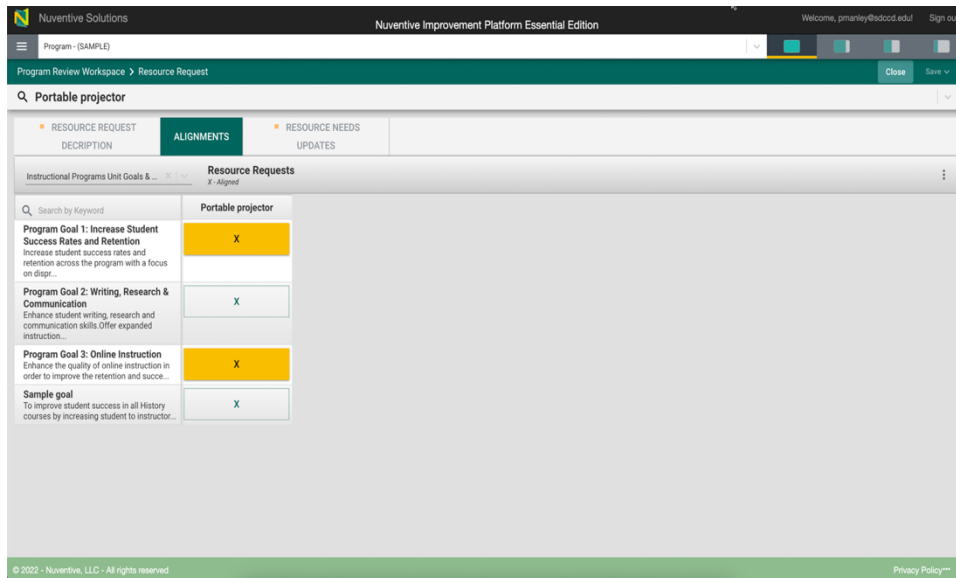
RESOURCE REQUESTS ALIGNMENT

The next tab under the Resource Request navigation bar is the Alignment Tab. All resource requests must be aligned to an active Program Goal.



The screenshot shows the Nuventive Improvement Platform Essential Edition interface. The user is logged in as pmarney@boocd.edu. The page title is "Program Review Workspace > Resource Request". The main content area is titled "Portable projector" and contains a form with several fields. The "ALIGNMENTS" tab is highlighted with a red circle. The form fields include: Year Requested (2022 - 2023), Type of Request* (Equipment - Classroom), One-Time or Ongoing? (One-Time), Estimated Amount/Cost (5,000), Title of Request* (Portable projector), Resource Request Description* (Epson VS250 Projector), Discretionary Budget Increase Category, and Priority Timeline (0 - 2 Years). The footer contains the copyright notice "© 2022 - Nuventive, LLC - All rights reserved" and a "Privacy Policy" link.

Clicking on the Alignment tab will navigate to the Alignment page/screen where the Program can align/map their Resource Requests to an active Program Goal. Aligned/mapped elements will be visible on various Standard/Analytic Reports.



The screenshot shows the Nuventive Improvement Platform Essential Edition interface. The user is logged in as pmarney@boocd.edu. The page title is "Program Review Workspace > Resource Request". The main content area is titled "Portable projector" and contains a table of Resource Requests. The "ALIGNMENTS" tab is highlighted. The table has a search bar and a list of Program Goals. The "Portable projector" resource request is aligned to three Program Goals: "Program Goal 1: Increase Student Success Rates and Retention", "Program Goal 2: Writing, Research & Communication", and "Program Goal 3: Online Instruction". The alignment is indicated by an 'X' in a yellow box. The footer contains the copyright notice "© 2022 - Nuventive, LLC - All rights reserved" and a "Privacy Policy" link.

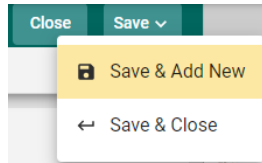
Instructional Programs Unit Goals & ...	Resource Requests
Program Goal 1: Increase Student Success Rates and Retention Increase student success rates and retention across the program with a focus on disp...	Portable projector X
Program Goal 2: Writing, Research & Communication Enhance student writing, research and communication skills Offer expanded instruction...	X
Program Goal 3: Online Instruction Enhance the quality of online instruction in order to improve the retention and succe...	X
Sample goal To improve student success in all History courses by increasing student to instructor...	X

To begin, select the Program Goals from the drop-down on the left under the green highlighted Alignment tab.

To align a Resource Request with a Goal, click in the box/space to the right of the Goal. The highlighted indicator (X) denotes that the goal has been mapped to the corresponding goal.

To remove any mapping indicator, click the selected indicator again to unselect.

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



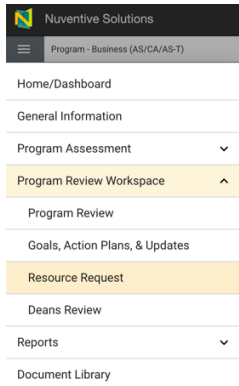
Save & Add New: Will show all resource requests that have been entered for alignment and you may continue to align the resource requests.

Save & Close: Will save your alignments and return you to the main Resource Request screen.

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

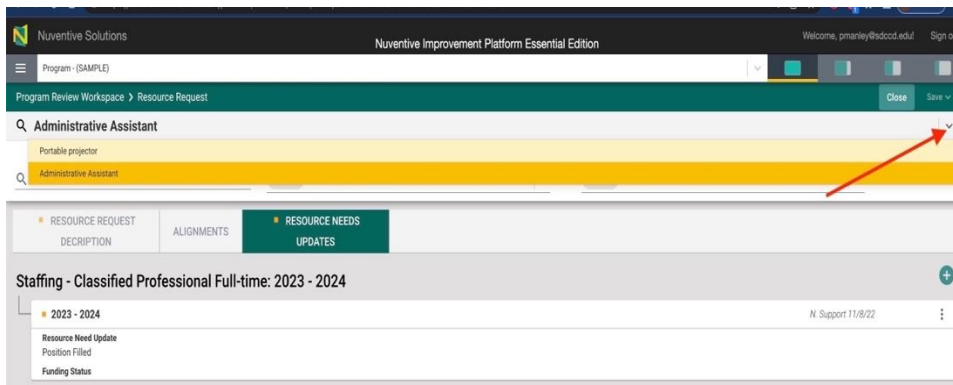
RESOURCE REQUESTS UPDATES

Programs will return to the Resource Request workspace as appropriate to update their Resource Request status. To update the Program's Resource Requests, select the Program Review Workspace tab, Resource Requests submenu on the Program Hamburger menu.

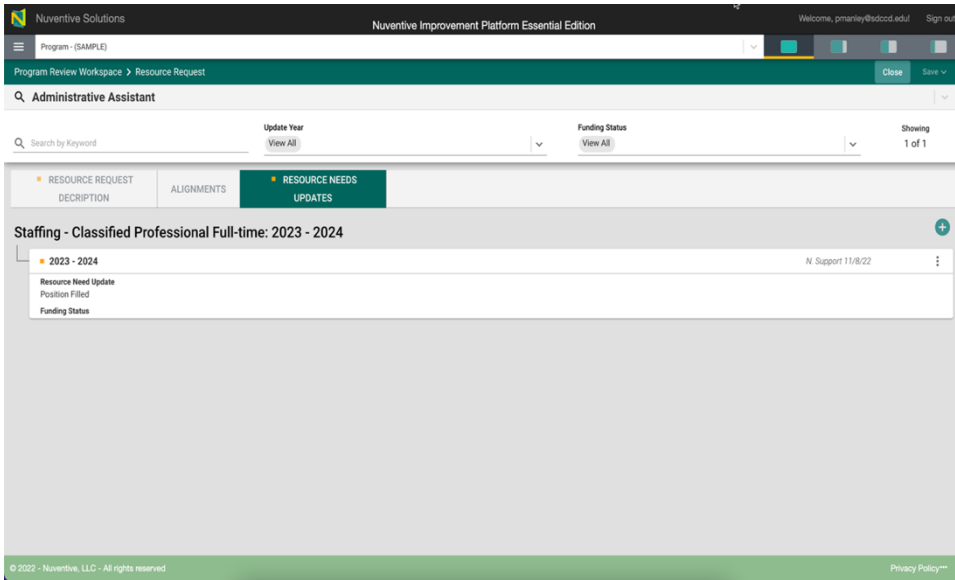


The main Resource Request screen will open as shown below. If more than resource request is shown, open the selected Resource Request to update by double clicking on the Resource Request card or use the ellipsis on the right and select open. You can also select a resource request from the search bar drop-down list.

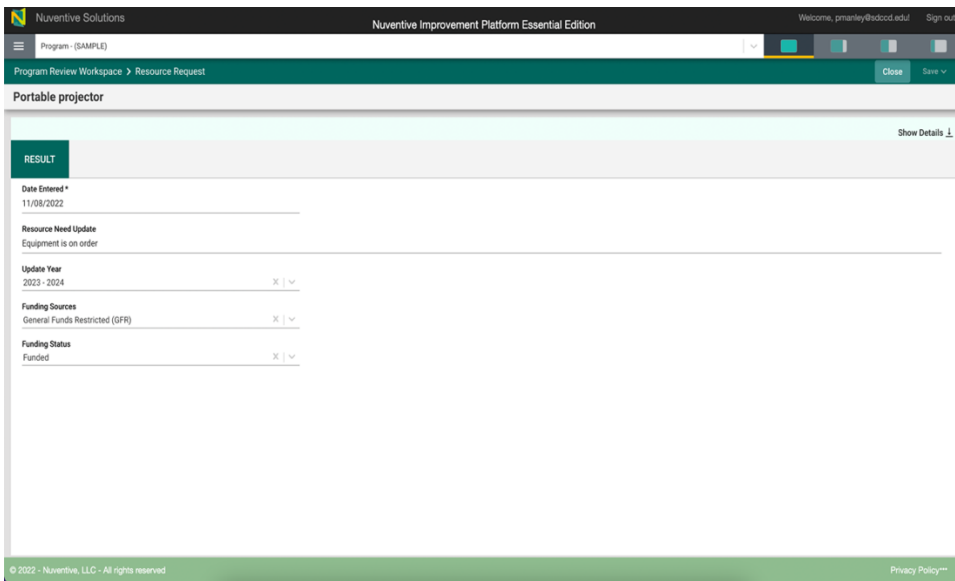
Next, from the Resource Request navigation bar select the **RESOURCE NEEDS UPDATES(s)** tab.



To add a Resource Request Update, on the Resource Request card, click the green circle with the plus (+) sign. *Remember you are updating the Resource Request not the Program Goal. Goal Status updates are completed under the Goal tab.*



The following page will open.



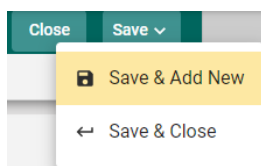
Select the “Show Details” down arrow on the right. The following screen will open.

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

Now, begin entering the Update for this Resource Request. First, select the date entered. The item will default to the current date. You can select a date from the calendar feature in this field. Next select the Resource Needs Update narrative box. Add specific resource updates here.

Next select the Update year from the drop-down menu. If known, select the funding source (Restricted General Funds or Unrestricted General Funds) and the funding status.

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



Save & Add New: Will show all resource requests that have been entered for update and you may continue to update resource requests.

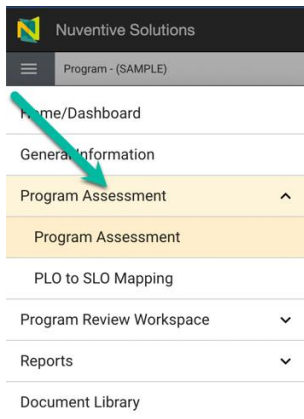
Save & Close: Will save your Updates and return you to the Resource Needs Update screen.

Program Assessment

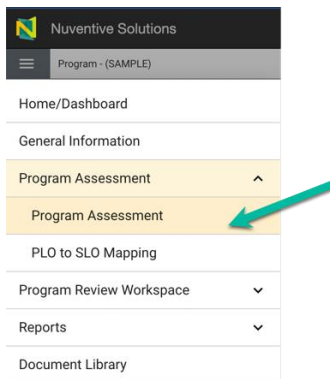
PROGRAM LEARNING OUTCOME (PLO) ASSESSMENT

For this section we be working on Program Assessment tab.

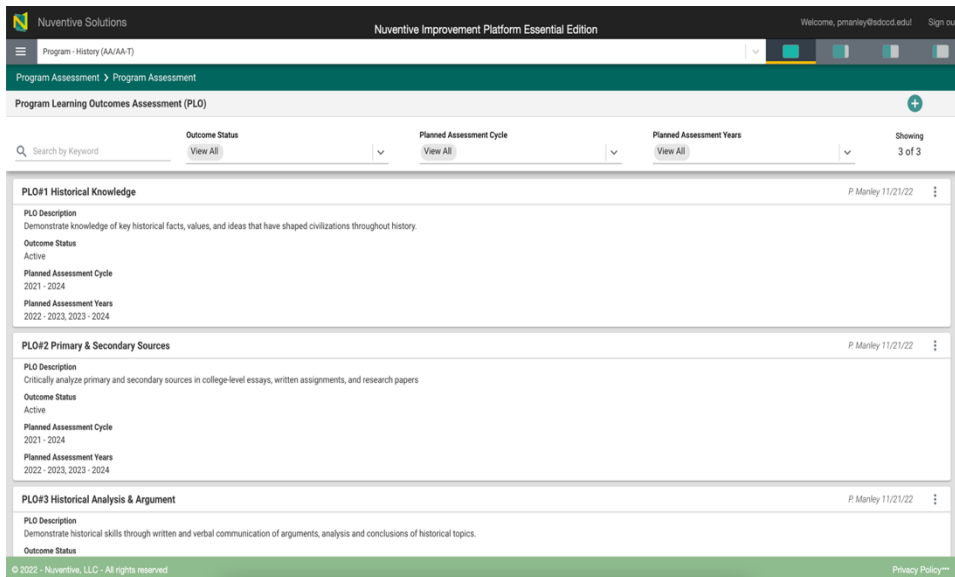
To begin, select Program Assessment from the menu.



Next select the sub menu item “Program Assessment”



The following screen will open. Note, that the page/screen where the Program Learning Outcomes (PLOs) are located is referred to as a card.



Program Learning Outcomes from the College Catalog have been entered for you. These are the official program outcomes that should be used. If you need to change the official Program Learning Outcomes, please contact Miramar College's Vice President Office of Instruction. Do not change the PLOs in Nuventive until the official PLOs changes have been in the College Catalog.

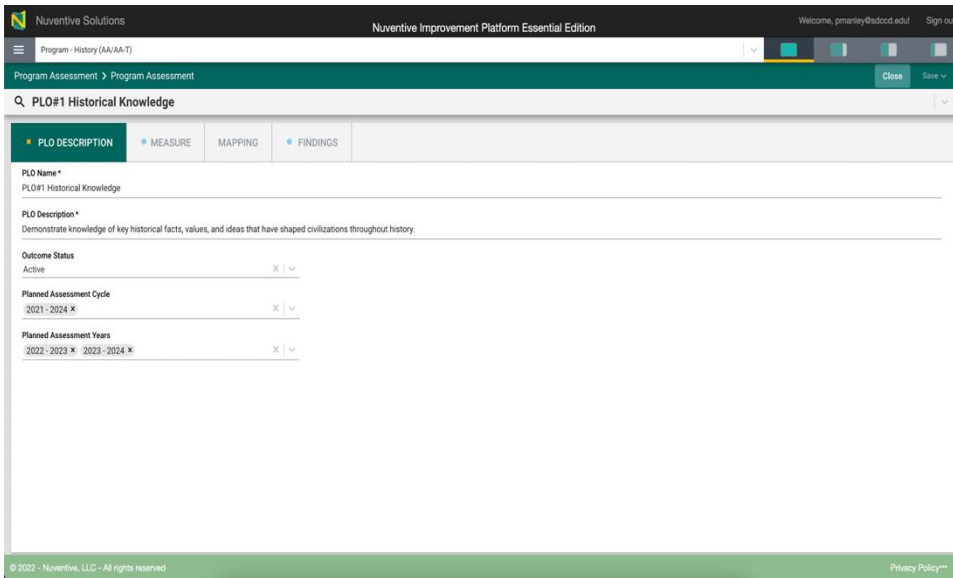
While the overall function of entering information on the Program Outcome cards will be the same as the Program Goals or Action Plans there are some differences.

To review the Program Learning Outcomes and Outcome Assessment Methods, open the Outcome card by double clicking on the card or by selecting the ellipsis on the far right.

Once you click on the ellipsis you will be provided with the options to **Open or Delete** the Program Learning Outcome.

Clicking on **Open** will open up the Outcome card for review and/or editing. You will be able to **Save** any changes made on the card. **Delete** will remove the Outcome permanently and any results previously entered.


Clicking open, the following screen will open.



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 current PLOs have been identified as PLO #1, PLO #2 etc. Begin by adding a short name following PLO #. The PLO Name should reflect the PLO description. For example: PLO #1 Historical Knowledge.

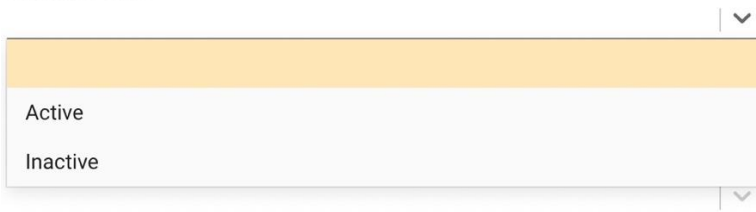
Next, add review and edit the Program Outcome Description. In the text box, provide a detailed description of the Program Outcome.

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.

Select from the drop-down caret/arrow to enter the PLO Status, Planned Assessment Cycle and Planned Assessment Years.

Outcome Status* The Program Outcomes have been assigned an active status.

Outcome Status



Planned Assessment Cycle* The Program Outcomes have been assigned to the current assessment cycle.

Planned Assessment Cycle



Planned Assessment Year. Select the planned assessment year(s).

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

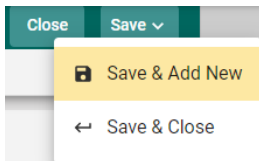
Note: The “Planned Assessment Year” is a multi-select field. You can select multiple years if you plan to assess this PLO during those timeframes.

Planned Assessment Years



A dropdown menu titled "Planned Assessment Years" with a downward arrow on the right. The menu is open, showing three options: "2022 - 2023" (highlighted in yellow), "2023 - 2024", and "2024 - 2025".

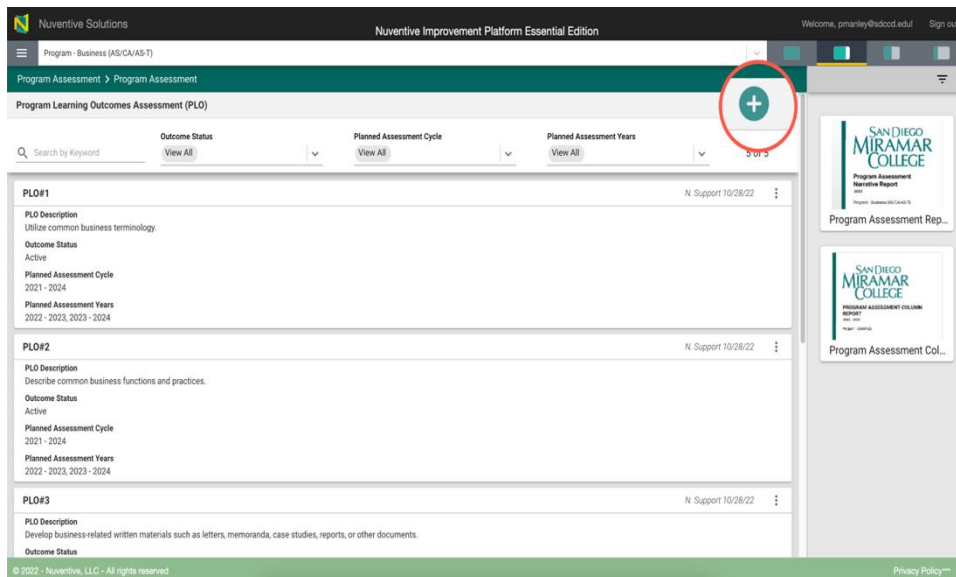
When you have completed the Program Learning Outcome, click the **Save & Close** drop-down arrow/caret in the top right-hand area of this screen.




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.

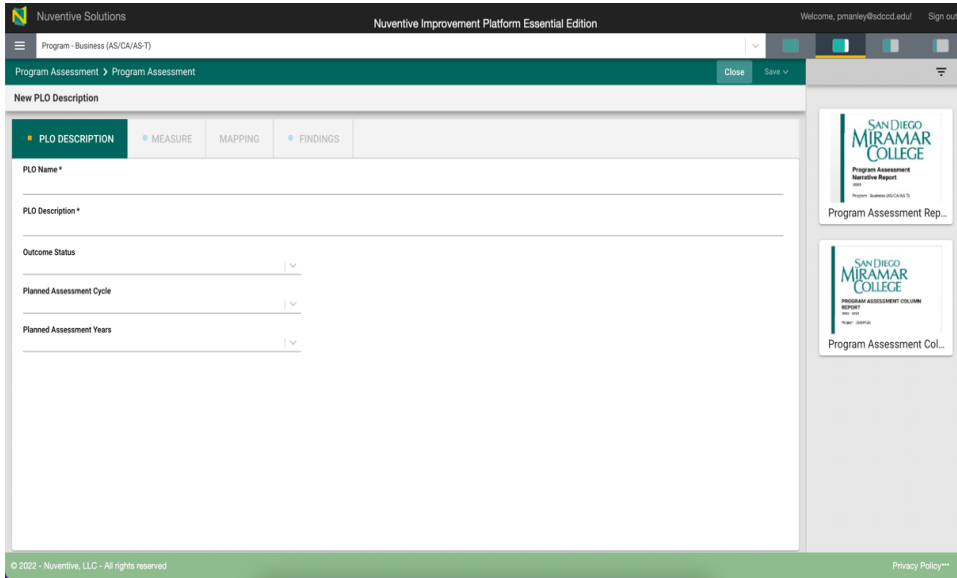
By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other outcomes to enter, you may select **Save & Add New** and continue adding outcomes. If you have finished working on the plan for this outcome, click the **Save & Close**.

If Program Outcomes do not exist, to begin setting up a new outcome assessment plan, you will first enter the program outcome. Click the green circle with the plus (+) sign at the top right of the screen.



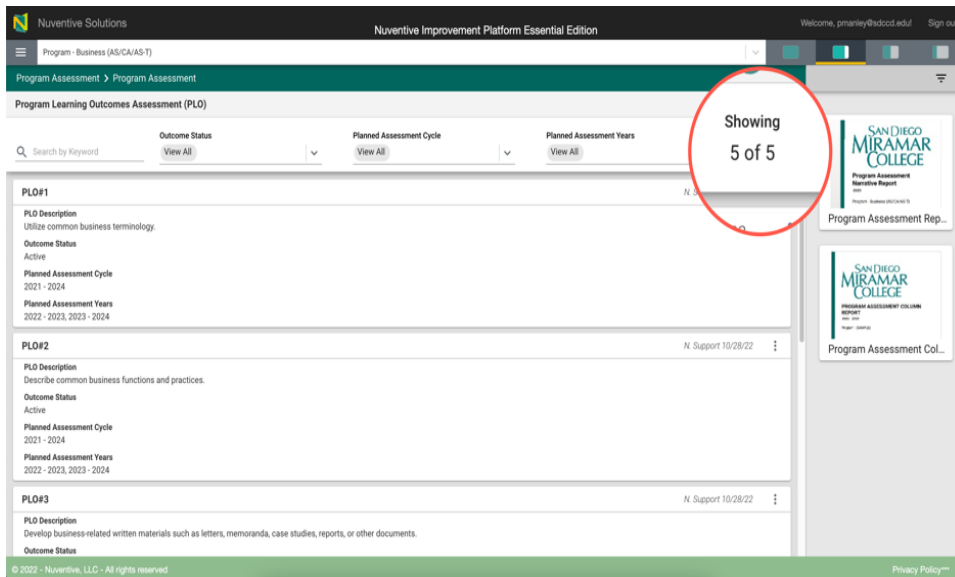
A screenshot of the Nuventive Improvement Platform Essential Edition interface. The top navigation bar shows "Nuventive Solutions" and "Nuventive Improvement Platform Essential Edition". The main content area is titled "Program Learning Outcomes Assessment (PLO)" and contains a list of PLOs. A green circle with a plus sign (+) is highlighted in the top right corner of the main content area. The interface also includes search bars, filters, and a sidebar with "SAN DIEGO MIRAMAR COLLEGE" branding.

Once you have clicked on the green circle with the plus (+) sign  the following card will open. To add a new outcome, follow the steps above.



If you click the **Save & Close**, you will see the following screen. In the following example you can see that several Program Learning Outcomes have been entered and saved.

Notice that in the upper right-hand side of the card below, under the green circle with the plus sign (+), you see 5 of 5. This is an indicator of the number of Program Learning Outcomes (PLOs) 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.

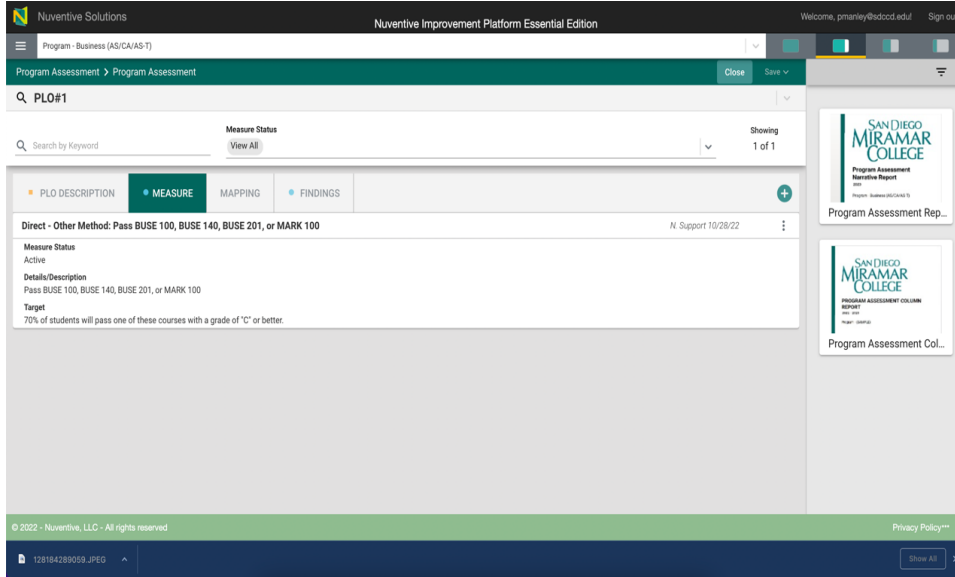


If you have clicked on the **Save & Close**, have been returned to the screen above, and would like to continue working on the assessment plans (entering Measures, Mapping, and/or Findings), click on the ellipsis ⋮ to the right on the Program Learning Outcome card where you would like to continue working.


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

PROGRAM LEARNING OUTCOME (PLO) ASSESSMENT MEASURES

The next tab in the Program Learning Outcome navigation bar is Measure. Select the “MEASURE” tab to enter an Assessment Measure for the Program Learning Outcome (PLO). Once you have clicked on the MEASURE tab you will see the following screen. Note: PLOs may have more than one measure.

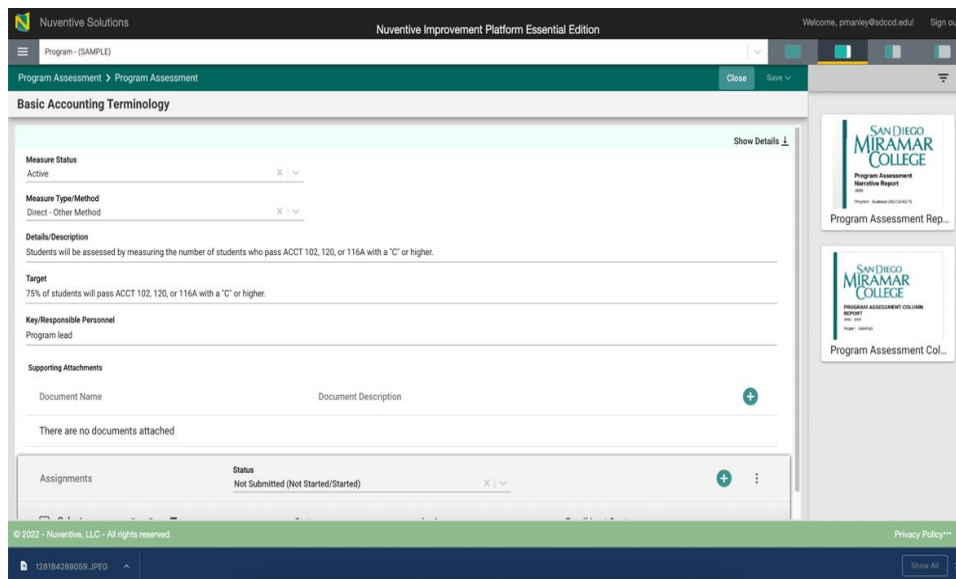


Existing Outcome measures have been added for you. You may edit or delete any existing measures.

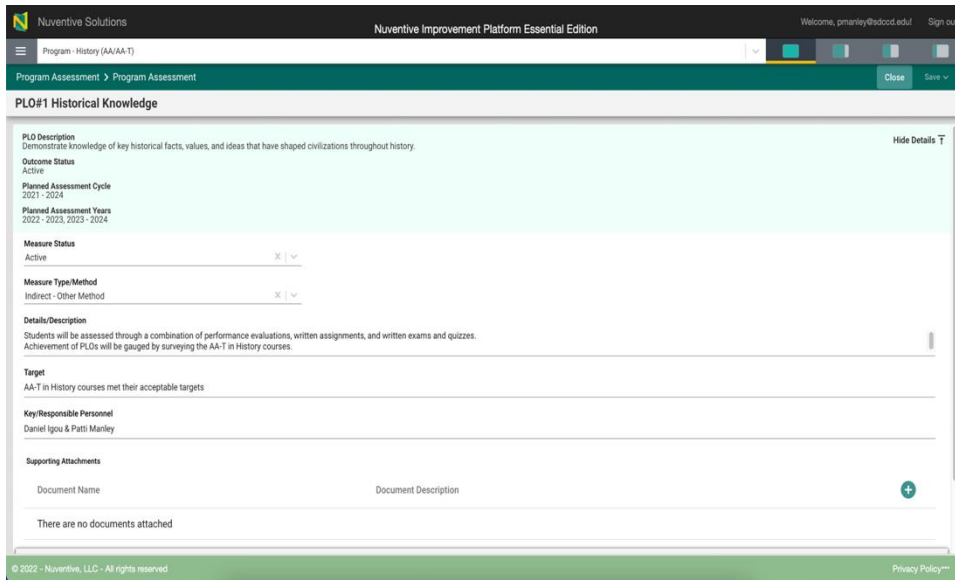
To Open the Measure, click on the ellipsis  to the right on the Measure card where you would like to continue working.

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

Once you click Open you will see the following screen.




Select Show Details. The following screen will open.

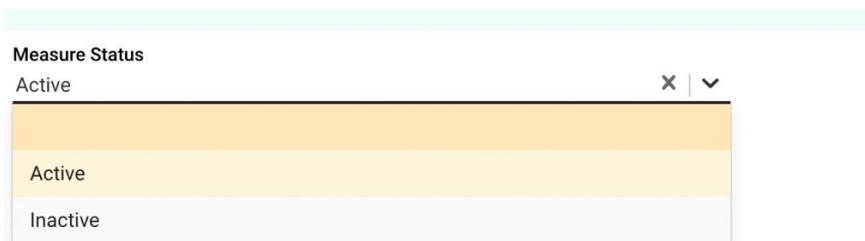


Notice the light green area at the top of the card. This is the information that was entered previously for the Resource Request. You can choose to leave this information available as you enter updates, or you can click the **Hide** icon to the right to hide the information while you work.

Complete each field: Measure Status, Measure Type/Method, Details/Description, Target and Responsible Personnel.

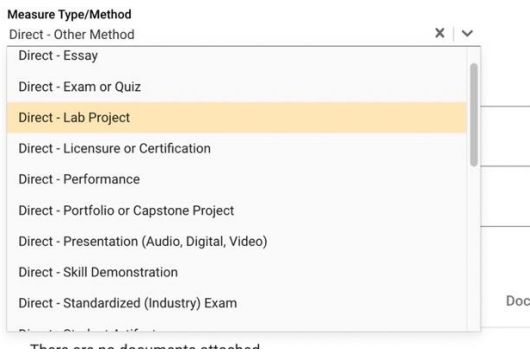
Notice the caret/arrow icon next to some of the fields.  This icon indicates that options have been provided from which you are to choose.

For the Measure Status, options may be Active or Inactive.



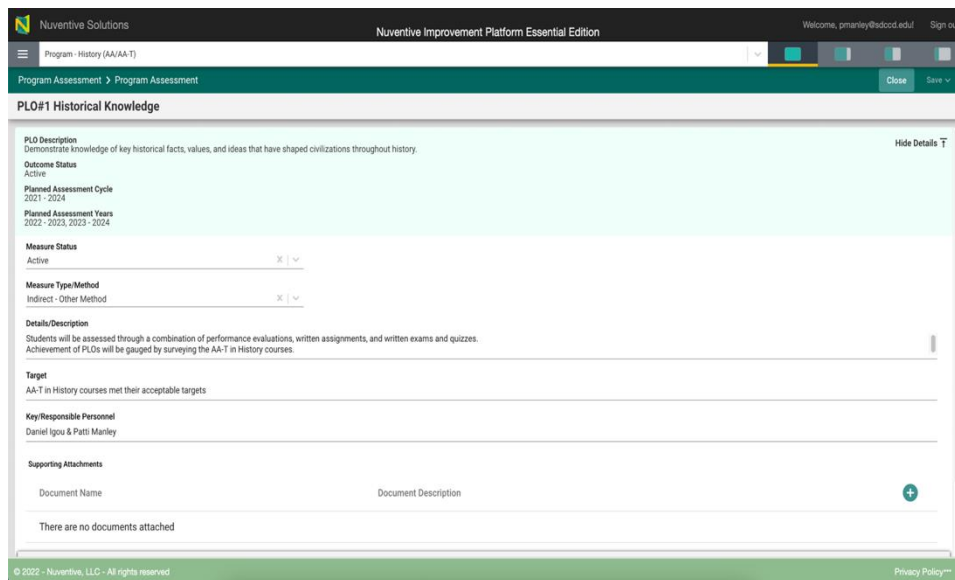
Existing Measures have been assigned as Active. If this measure is no longer valid or active, select inactive.

Next, select the Measure Type/Method from the drop-down list.



The selections include specific assessment types to choose from (direct and indirect measure types). Select the Method Type/Method you plan to use for assessing this outcome.

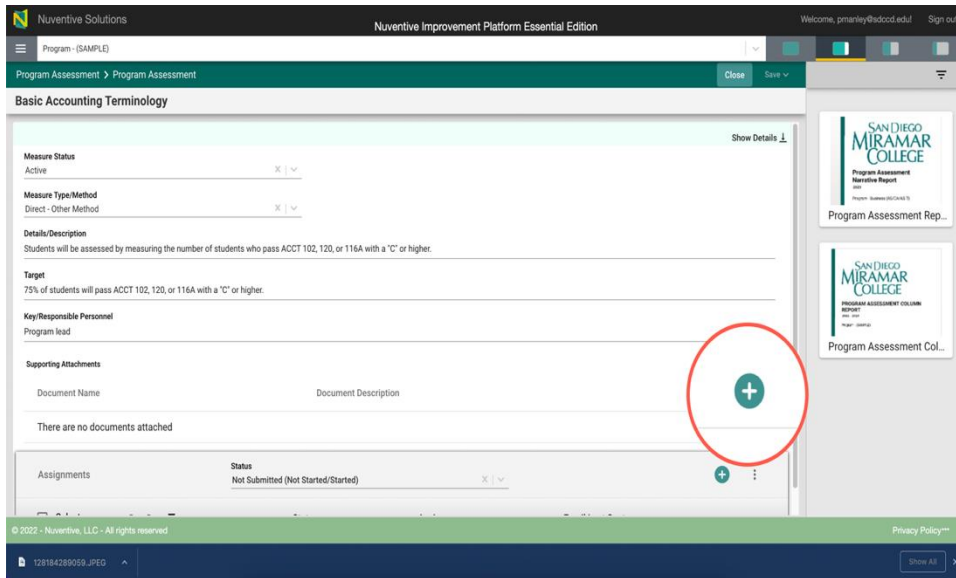
In the Method Description/Details textbox, enter a detailed description of the method that will be used to assess this outcome.



In the Target textbox, enter a target (% , #) for this measure that will be used to assess this PLO measure.

Next, add the name(s) of the Key Personnel responsible for this measure.

The next field, Supporting Attachments, will allow you to select documents from the Document Library/Repository and attach them to the results report. You may choose to add a copy of the assessment method or other files for later reference.



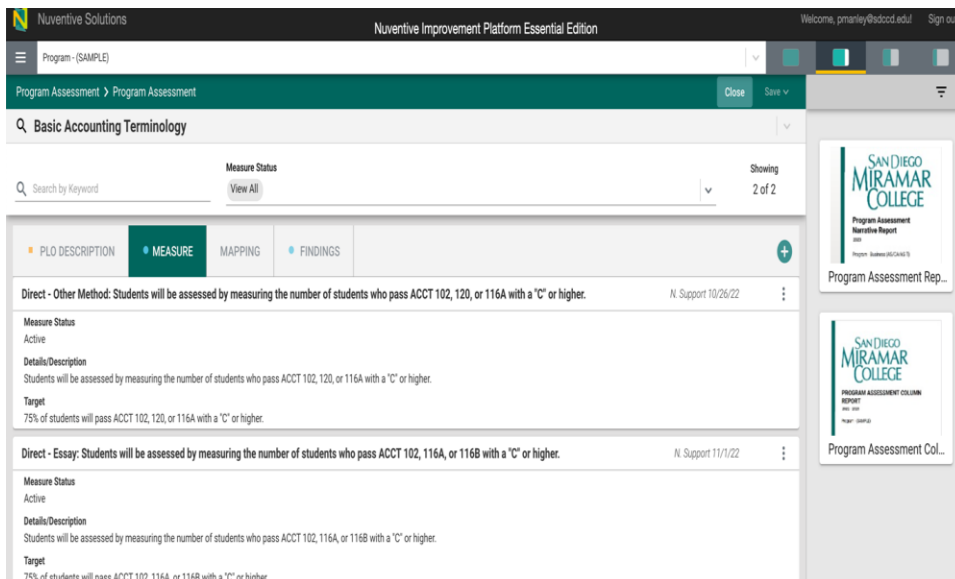
The following screen will open and allow you to select a folder. For detailed instructions on attachment documents, return to the Table of Contents and select Document Library: Attaching Documents.



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 Measure for this PLO.

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 Measures to enter for this outcome you may select **Save & Add New** and continue adding assessment measures. If you have finished adding PLO assessment measures click the **Save & Close**.

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



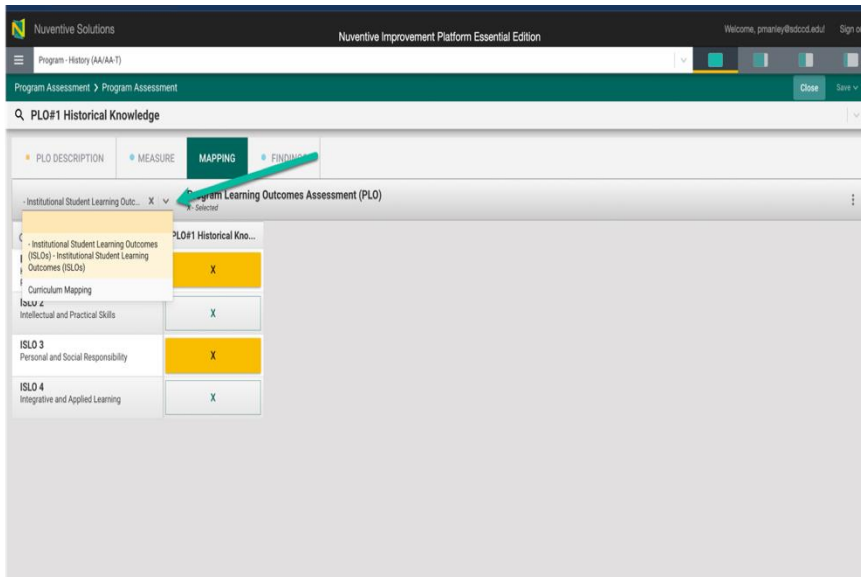
When you have completed adding assessment measures, you may continue to the Mapping screens by clicking on the **MAPPING** tab. Additional help information for the Mapping screens is located in another section of this Help Guide. Return to the Table of Contents and select Mapping for help.

PROGRAM LEARNING OUTCOME (PLO) TO ISLO MAPPING

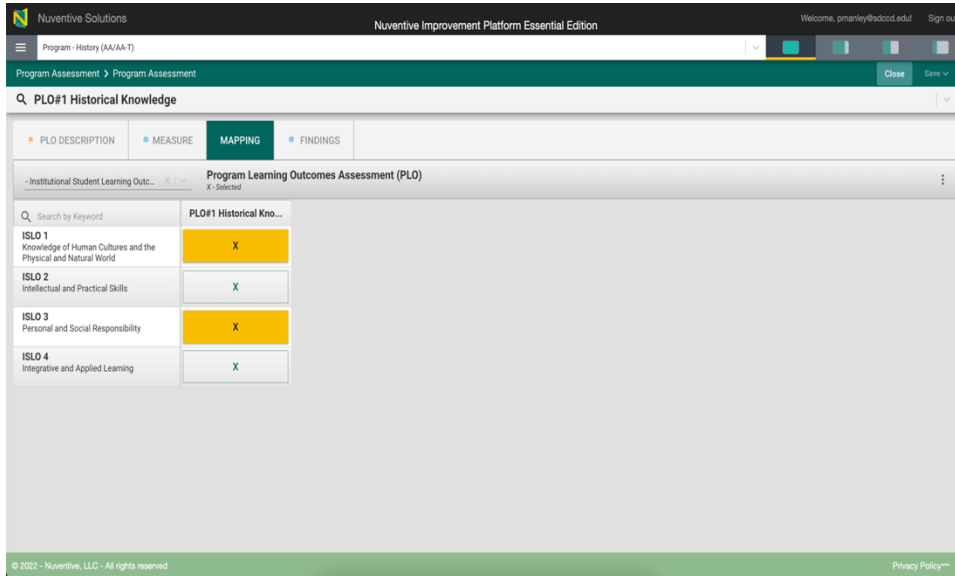
The next tab in the Program Learning Outcome navigation bar is the Mapping tab. Select the “MAPPING” tab to map the Program Learning Outcomes (PLO). You will be mapping each PLO to the College’s Institutional Learning Outcomes (ISLOs).

Begin by selecting the ISLO Mapping from the drop-down menu to the left of the screen as shown below.

Note: All mapping within the mapping screens (Goal mapping, PLO mapping, Curriculum Mapping, Outcome Mapping) function the same. The only differences are that you will select the type of mapping from the drop-down menu and the indicators may change.

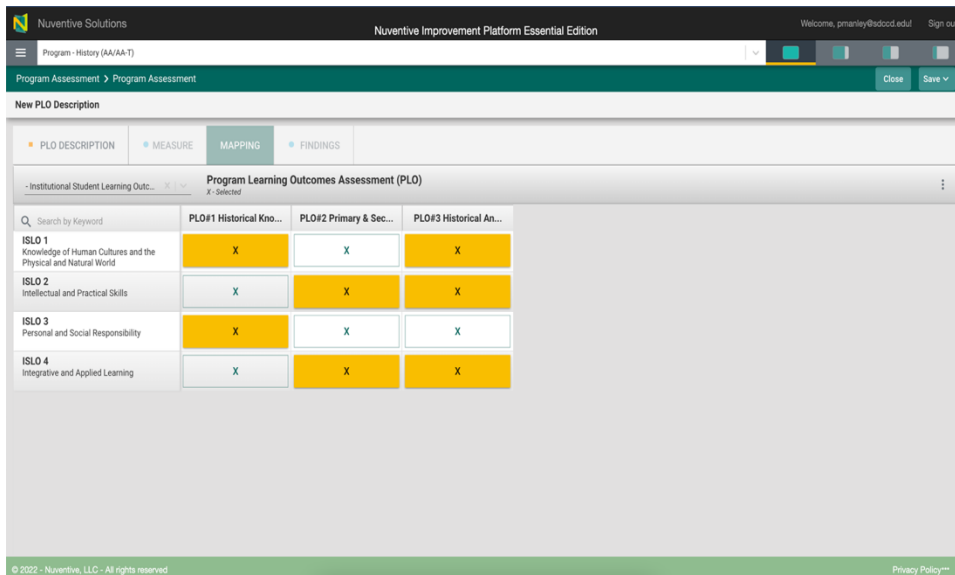


Notice that the ISLOs are on the left and the PLO is shown to the right. These are the PLOs for this Program. The indicators are an “X.” Click on the X under the PLO and the ISLO on the left to align the PLO to the ISLO. When selected the “X” box will be highlighted. To remove any mapping indicator, click the selected indicator again to unselect.



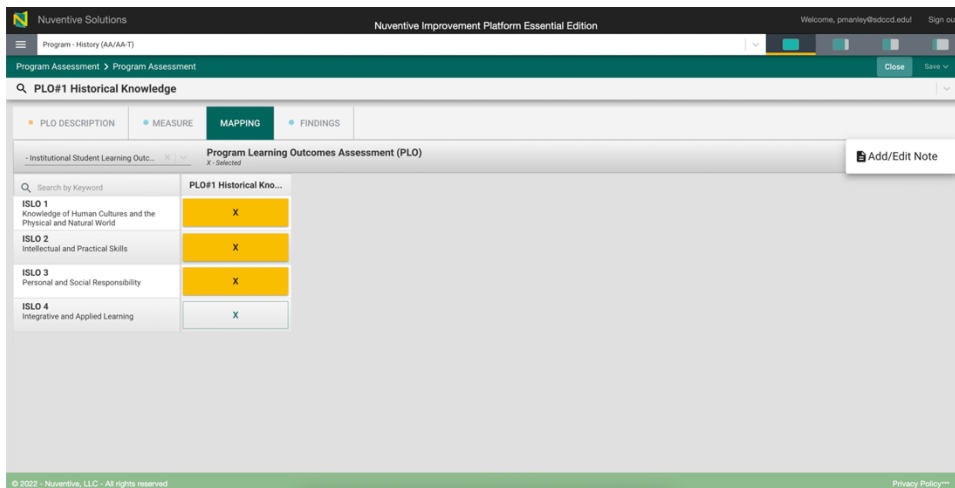
Once you have completed the mapping for that PLO, select the SAVE button in the top right. Selecting Save and Close will return you to the PLO screen. Select Save and add New will allow you to see all the PLOs for the Program and continue mapping PLOs to ISLOs.

The following screen will open when selecting “Save and New.” Note: You can also select a PLO from the search bar drop-down menu.



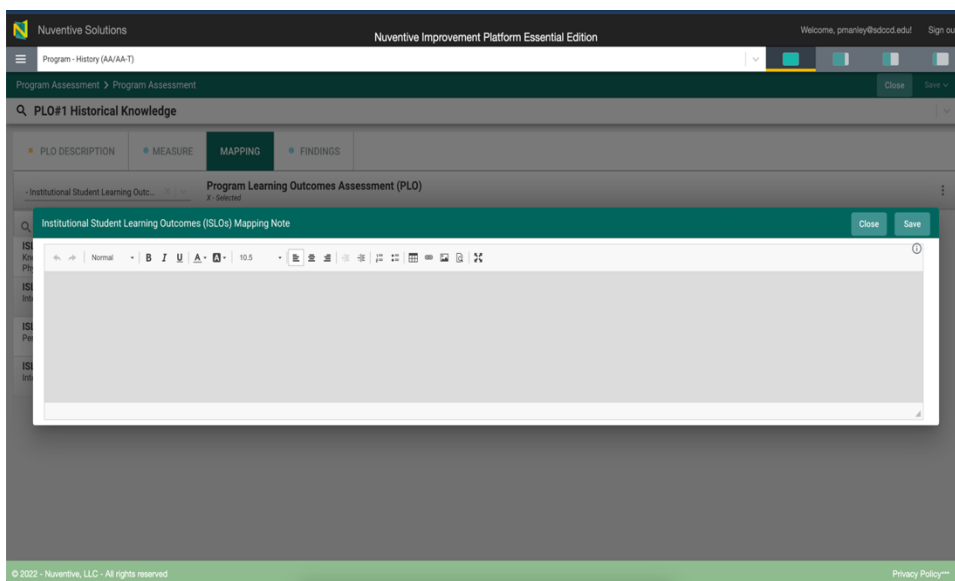
Once you have completed the mapping for all the PLOs, select the SAVE button in the top right. Selecting Save and Close will return you to the PLO screen.

Another feature offered in the mapping screen is the option to add notes. Notice the small ellipsis icon to the right just below the save button. By clicking the ellipsis, the following options appear. Add/Edit note.



After clicking the Add/Edit Note icon, the following dialog box will open. Click in the text box to add text.

Notice that the text box now has a tool bar, similar to a Word document toolbar where you can customize the font, 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.



This is where you can add notes relevant to your mapping work. To add notes, click in the dialog box.

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.

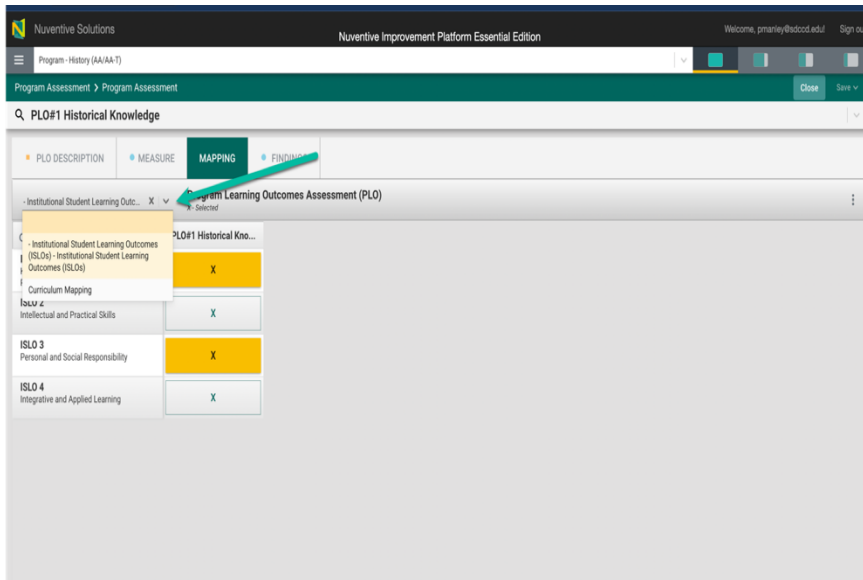
You may now continue mapping or if you have completed all mapping for this session, return to the Main Menu by clicking on the Hamburger Menu.

PROGRAM LEARNING OUTCOME (PLO) CURRICULUM MAPPING

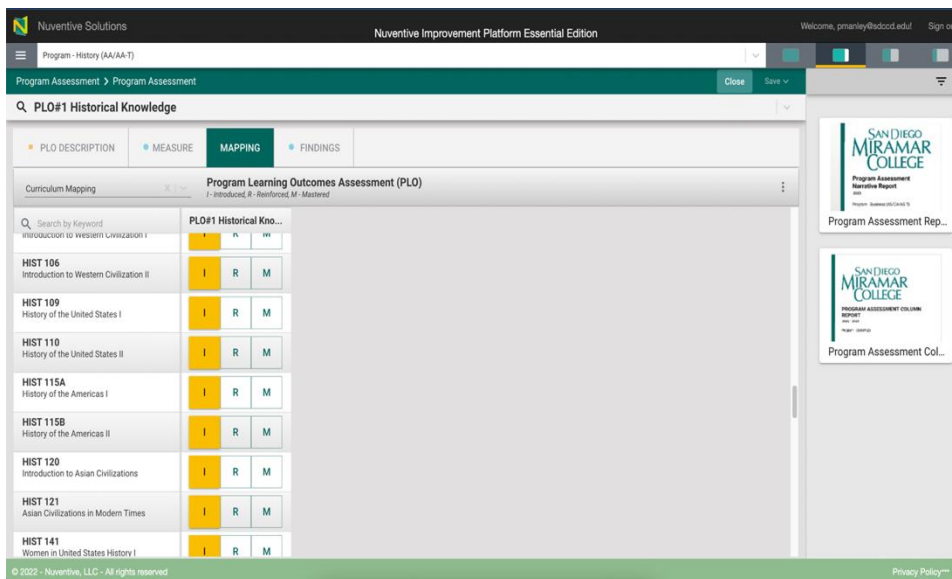
While in the PLO Mapping tab, you will also complete the Curriculum Mapping for this PLO. You will be mapping each PLO to a specific Program Course.

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

Note: All mapping within the mapping screens (Goal mapping, PLO mapping, Curriculum Mapping, Outcome Mapping) function the same. The only differences are that you will select the type of mapping from the drop-down menu and the indicators may change.



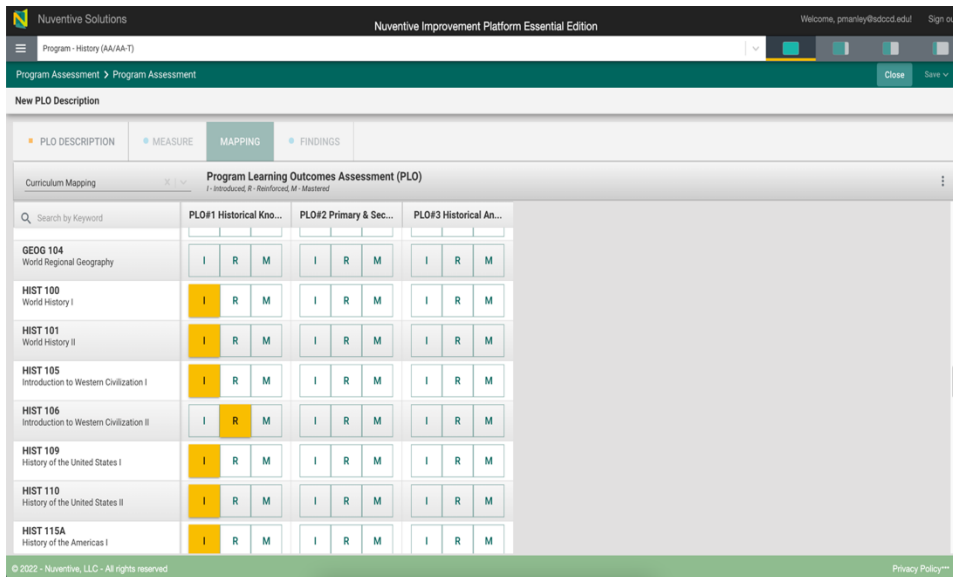
The following screen will open



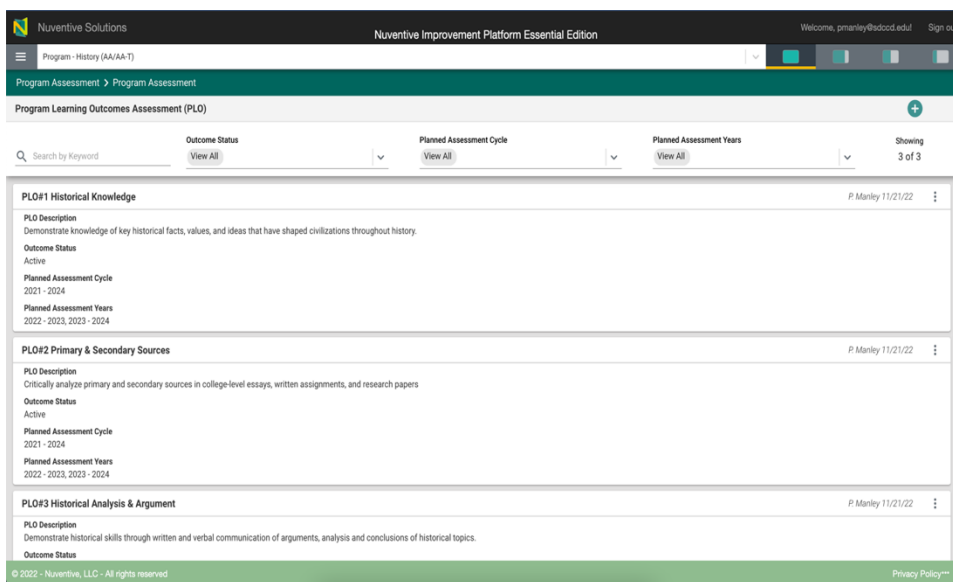
Next, notice that the courses aligned to this Program are listed in the left column. To the right is the PLO for this Program. Use the scroll bar on the right to find a selected course.

The indicators provided are I=Introduced, R=Reinforced, M=Mastered. By clicking on the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced, or Mastered. Use the scroll bars at the right to scroll down to search for appropriate courses. To remove any mapping indicator, click the selected indicator again to unselect.

Once you have completed the mapping, select the Save button in the top right corner. You can select save & close or SAVE and add New. Select Save and Close will return you to the main PLO screen. Selecting SAVE and Add NEW will show all the PLOs for the Program and allow you to continue Mapping. Save and NEW the following screen will open.



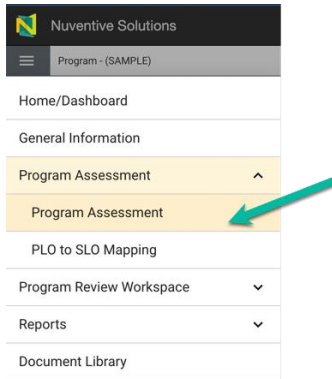
When you are finished mapping all PLOs, select Save and Close in the top right. You will return to the main PLO screen shown below.



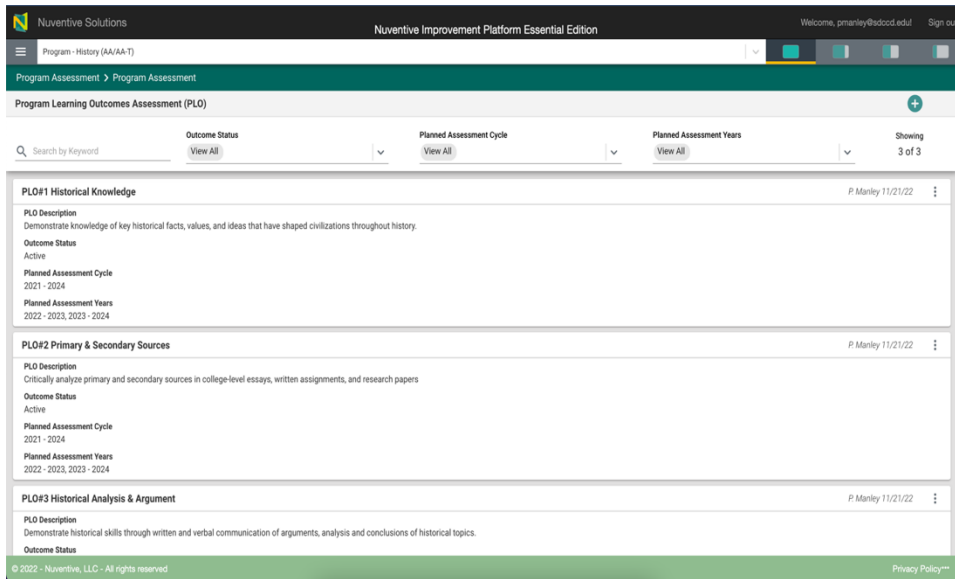
PROGRAM LEARNING OUTCOME (PLO) ASSESSMENT FINDINGS

After the Program has completed the Program Learning Outcome assessments, return to the Program Assessment workspace to enter the findings.

To Begin, select the Program Assessment Tab in the Program hamburger menu.



The following screen will open.



To select the appropriate Program Learning Outcome, open the Outcome card by double clicking on the card or by selecting the ellipsis on the far right.

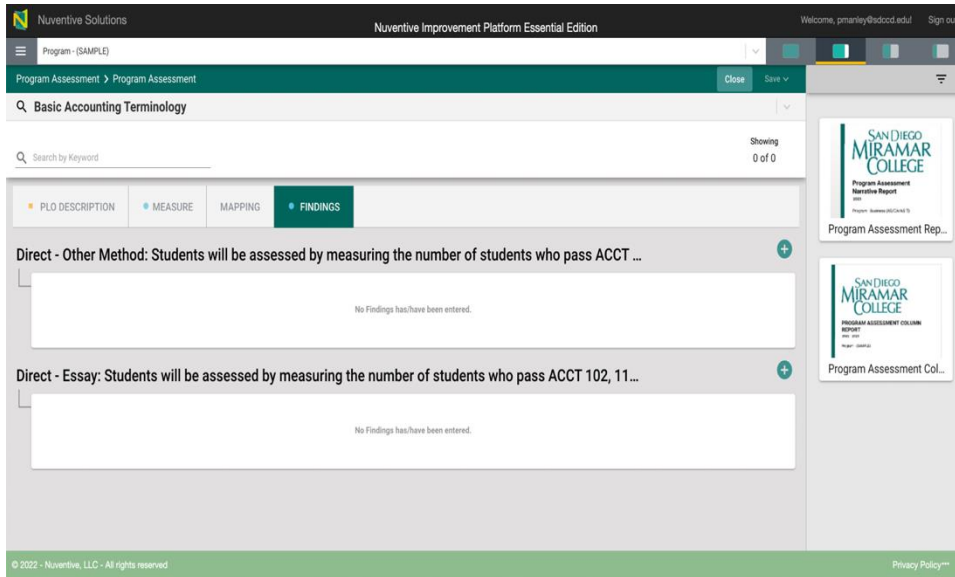
Once you click on the ellipsis you will be provided with the options to **Open or Delete** the Program Learning Outcome. Select **Open**.

Clicking on **Open** will open up the Outcome card. On the Program Learning Outcome navigation bar, select the **FINDINGS** tab to enter the outcome findings and analysis of those results.

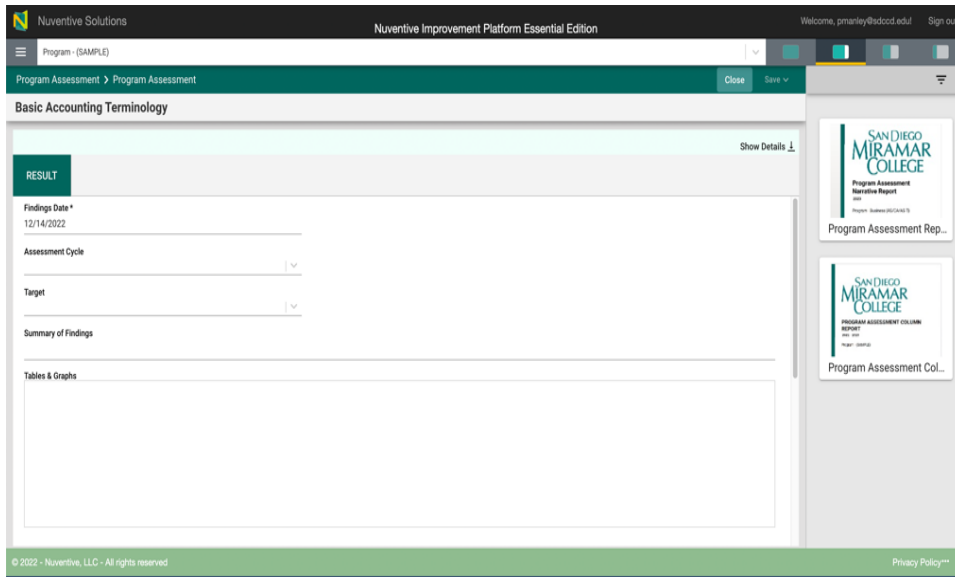
To enter new **FINDINGS** for an PLO assessment measure, click on the green circle with the plus (+) sign.



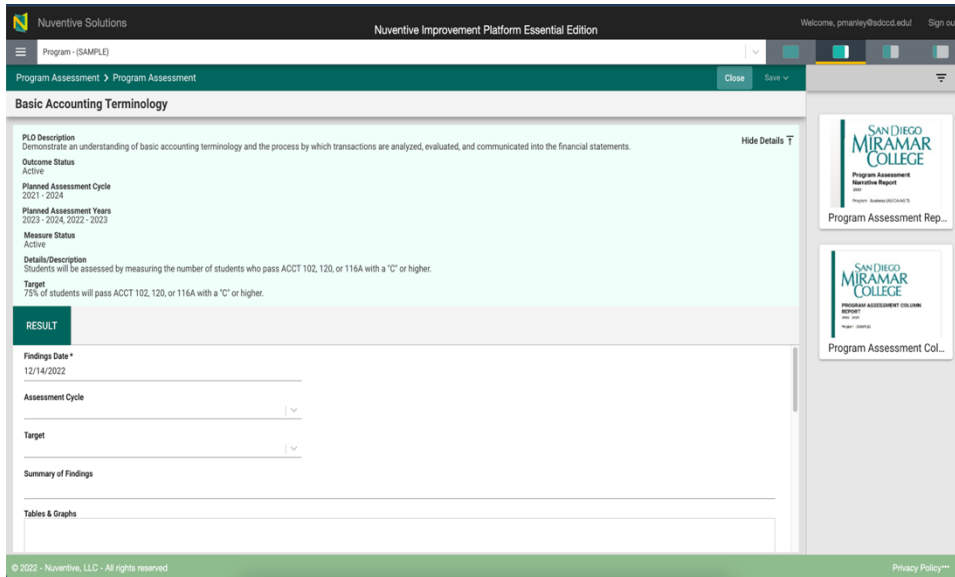
Once you click on the green circle with the plus (+) sign the following screen will open allowing you to choose the assessment measures that have been previously entered for assessment.



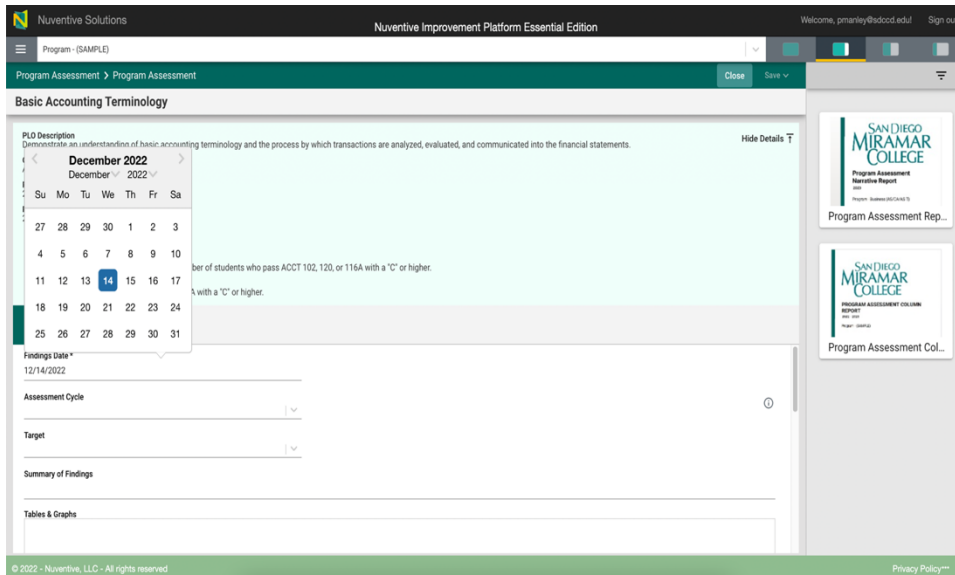
Now, select the assessment measure where you would like to enter the Assessment Findings and analysis. For this example, Direct – Other Method has been selected. The following card will open.



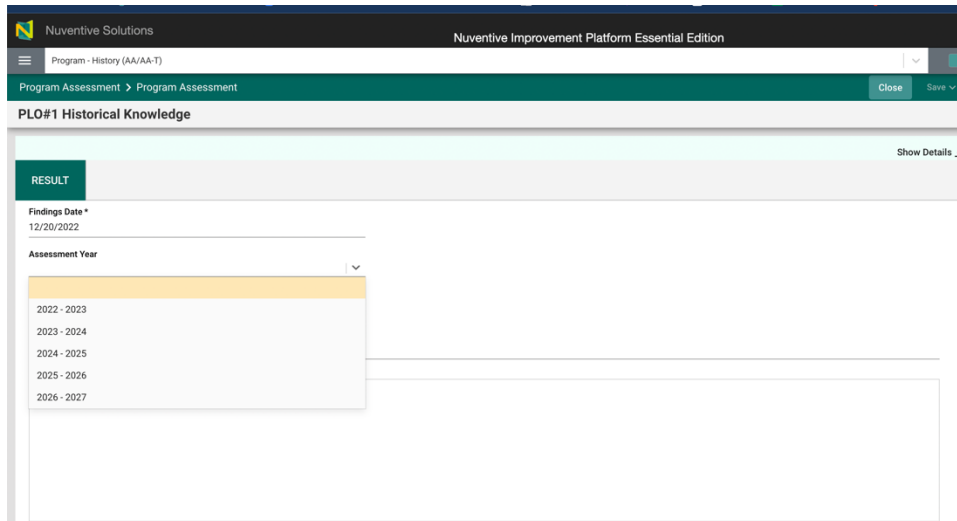
Select Show Details. This view of the card will allow you to see the entire PLO Assessment Plan information.



Now, enter the results and analysis. The first entry will be the Findings Date. The current date is set as the default date. You may change the date by using the calendar feature in this field.



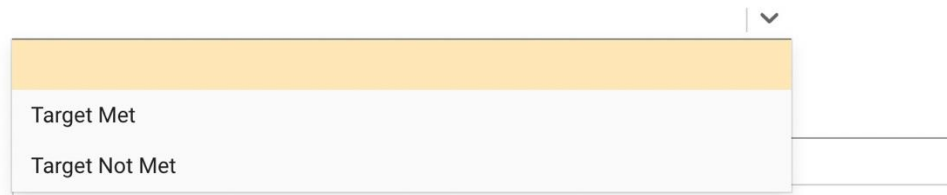
Next use the drop-down menu to select the Academic Year the assessment was completed.



The screenshot shows the Nuventive Solutions interface. At the top, it says "Nuventive Solutions" and "Nuventive Improvement Platform Essential Edition". Below that, there's a breadcrumb trail: "Program - History (AA/AA-T)" and "Program Assessment > Program Assessment". The main heading is "PLO#1 Historical Knowledge". There's a "Show Details" link. The "RESULT" section is active. Under "Findings Date *", the date "12/20/2022" is entered. The "Assessment Year" dropdown menu is open, showing the following options: "2022 - 2023", "2023 - 2024", "2024 - 2025", "2025 - 2026", and "2026 - 2027".

Next complete the Target field. Use the drop-down menu to select Target Met or Target Not Met.

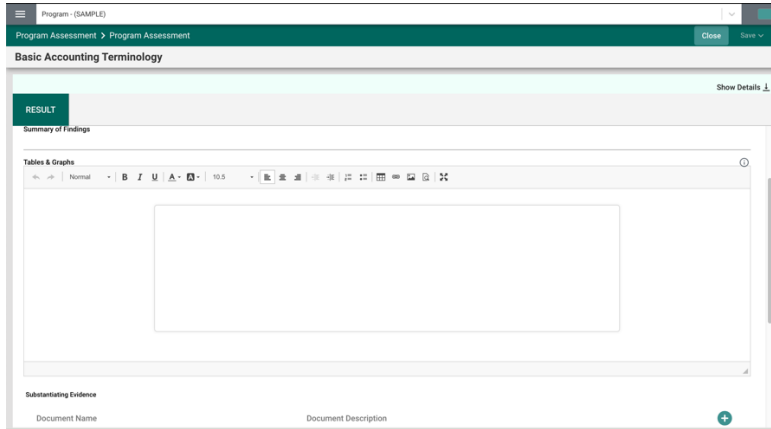
Target



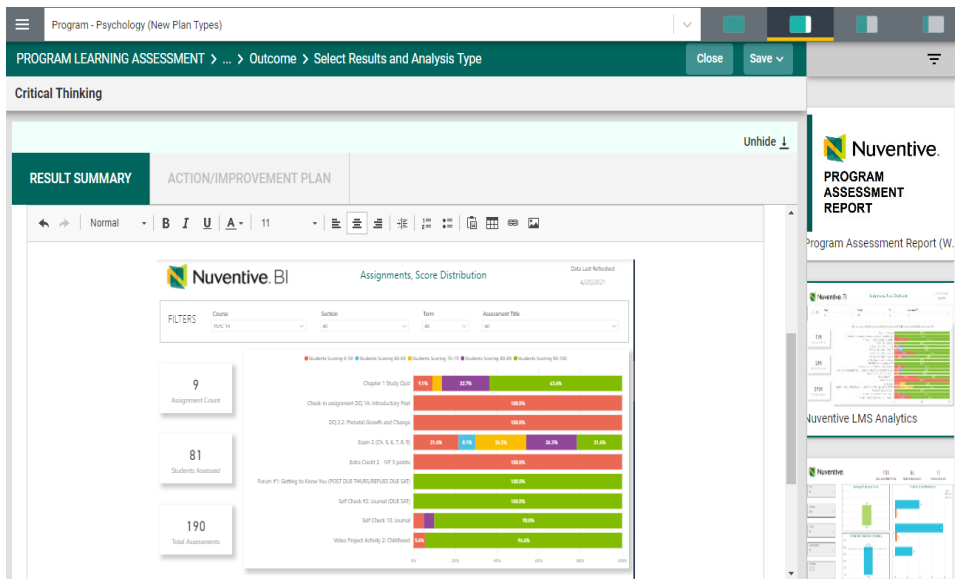
The close-up shows the "Target" dropdown menu. The menu is open, displaying two options: "Target Met" and "Target Not Met". The "Target Met" option is highlighted with a yellow background.

Continue this process of entering information by completing the Summary of Findings field.

When you have reached the Table and Graphs field, clicking in the text box will open options for entering text in that box. 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.

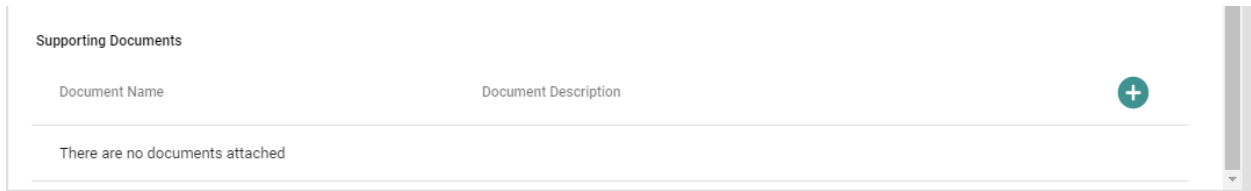


Example: Graphic cut & pasted from a Report in the right-hand panel.




Remember to **Save** your work!

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



Supporting Documents

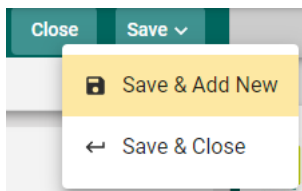
Document Name	Document Description
There are no documents attached	

To add an item from the Document Library/Repository, begin by clicking the green circle with the plus (+) sign.  For detailed instructions on attaching documents, return to the Table of Contents and select Documents Library – Attaching Documents.

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**.

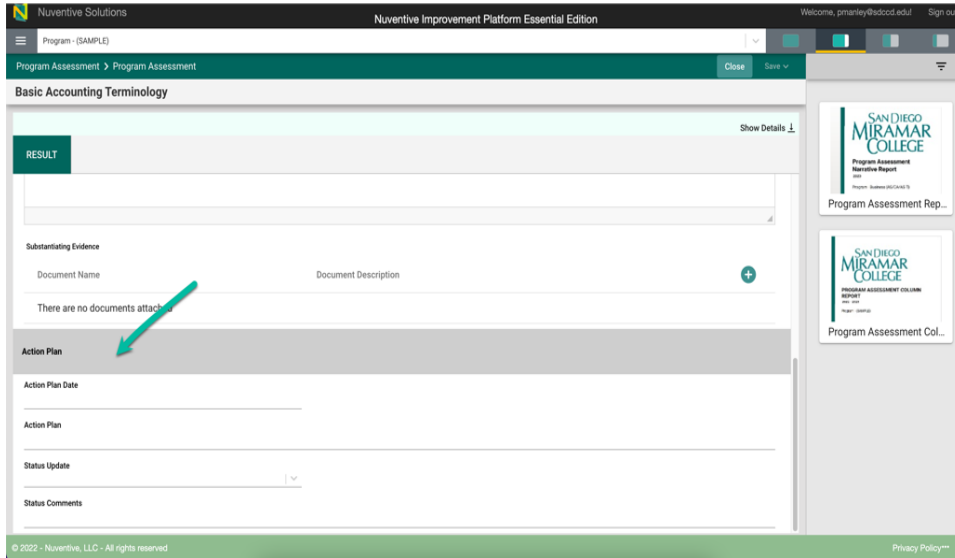


PROGRAM LEARNING OUTCOME (PLO) FINDINGS ACTION PLAN

After the PLO analysis is complete, add a PLO Findings Action Plan. Once you have saved the PLO Findings and Analysis, proceed to the Action Plan section on the Action Plan Findings screen, shown below.

Scroll down the PLO Findings page to access the Action Plan section.

NOTE: You will not be able to add the Action Plan information until the Findings information is saved. Once you have saved the work, proceed to the Action Plan section on the Action Plan Findings screen, shown below.

The screenshot shows a web browser window with the Nuventive Solutions logo and "Nuventive Improvement Platform Essential Edition" in the header. The user is logged in as "pmriley@sdcoc.edu". The main content area is titled "Basic Accounting Terminology" and contains a "RESULT" section. Below this is a "Substantiating Evidence" section with a table for "Document Name" and "Document Description", which currently shows "There are no documents attached". A red arrow points to the "Action Plan" section below. This section includes fields for "Action Plan Date", "Action Plan", "Status Update" (a dropdown menu), and "Status Comments". On the right side of the screen, there are two document thumbnails for "SAN DIEGO MIRAMAR COLLEGE" related to program assessment reports.


Now, complete the Action Plan fields by entering an Action Plan Date and Action Plan description.

PROGRAM LEARNING OUTCOME (PLO) ACTION PLAN STATUS UPDATE

You will return to this screen during the Program Review process to update the status of the PLO Action Plans.

To update the PLO Action Plan, complete the last two questions on the PLO Action Plan page.

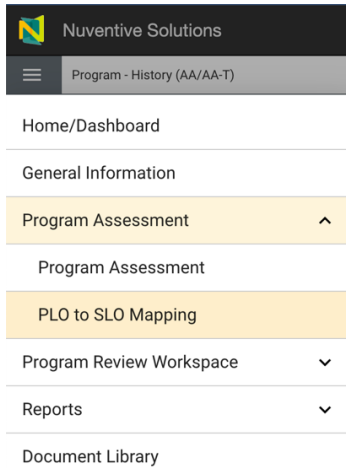
To complete the Status Update, select from the drop-down menu as shown below.

This image is a close-up of the "Action Plan" section from the previous screenshot. It shows the "Action Plan Date" and "Action Plan" text input fields. Below them is the "Status Update" dropdown menu, which is open to show three options: "Completed" (highlighted in yellow), "Not Started/Planned", and "In Progress".

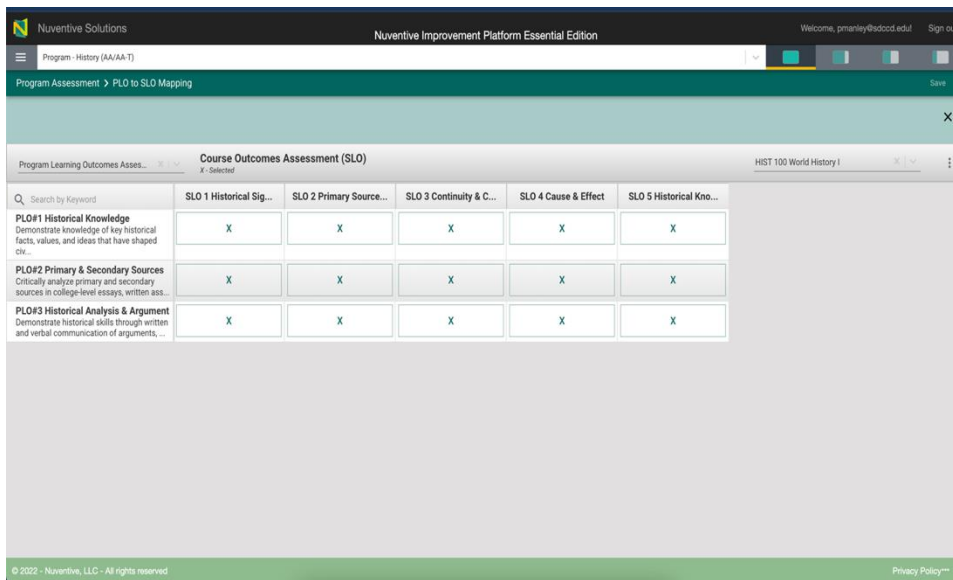
Add any comments in the Status Comments textbox. You have now completed the PLO Assessment Results and Analysis!

PROGRAM LEARNING OUTCOME (PLO) TO STUDENT LEARNING OUTCOME (SLO) MAPPING

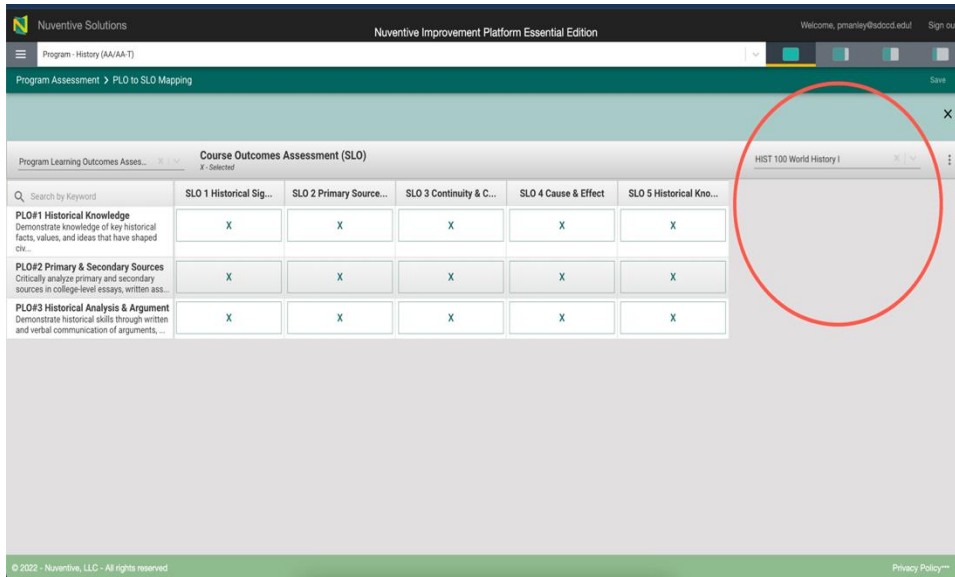
PLO to SLO (SLO to PLO) Mapping is completed under the Program Assessment tab.



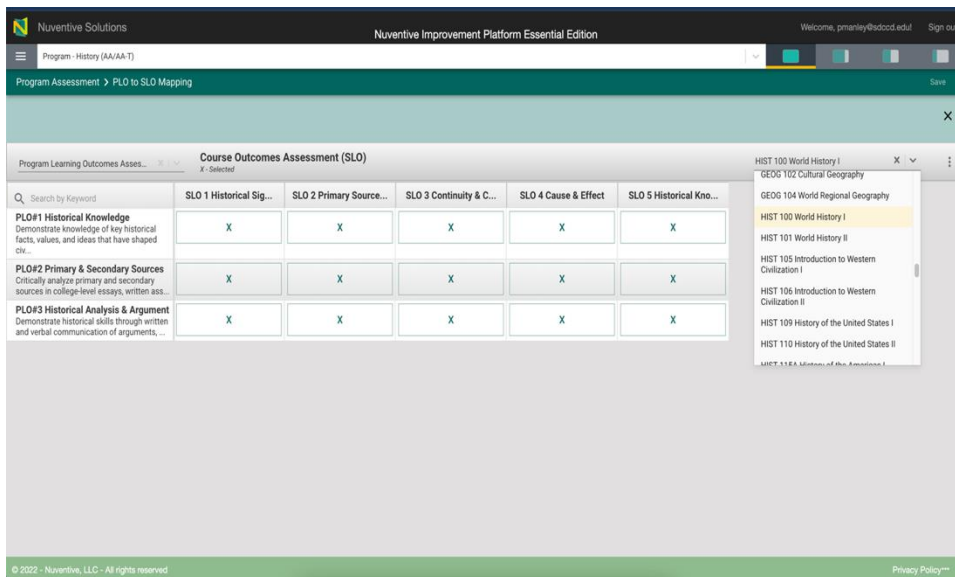
To begin from the Program hamburger menu, select Program Assessment then the sub-menu PLO TO SLO Mapping. The following screen will open.



Notice the PLO on the left and the course SLOs on the right. To select a course to align the PLO to use the drop-down menu on the right.



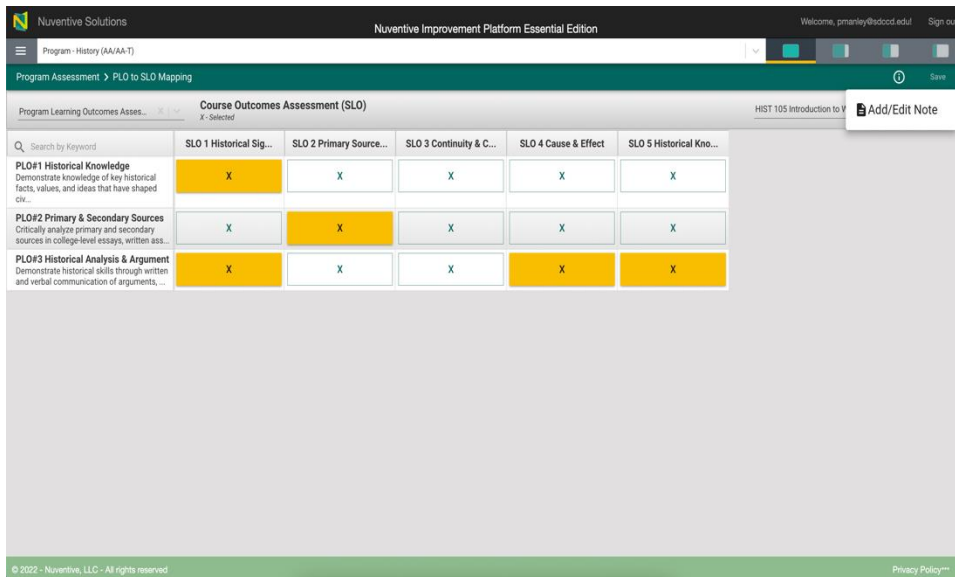
The following drop-down menu will display. Select the appropriate course.



Click on the appropriate indicator under each Course Outcome and align to the PLO on the left. You can align the PLO to multiple course(s) and course outcomes. When you are finished select save in the top right.

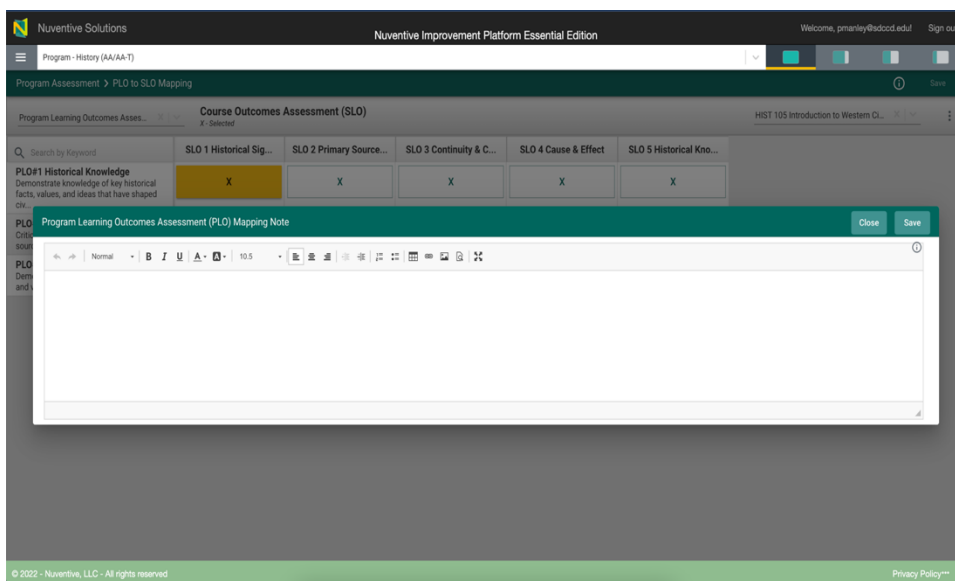
To remove any mapping, click on the selected indicator again to unselect. Once you have completed the mapping, select the SAVE button in the top right corner.

Another feature offered in the mapping screen is the option to add notes. Notice the small ellipsis icon to the right just below the save button. By clicking the ellipsis, the following options appear. Add/Edit note.



After clicking the Add/Edit Note icon, the following dialog box will open. Click in the text box to add text.

Notice that the text box now has a tool bar, similar to a Word document toolbar where you can customize the font, 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.



This is where you can add notes relevant to your mapping work. To add notes, click in the dialog box.

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.

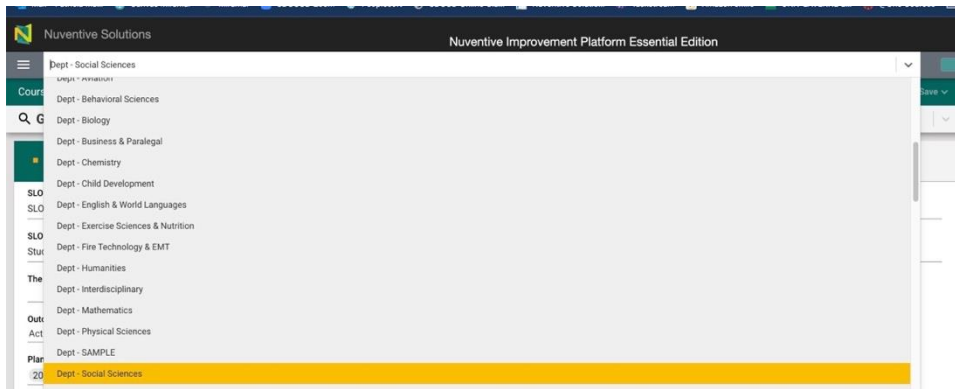
You may now continue mapping or if you have completed all mapping for this session, return to the Main Menu by clicking on the Hamburger Menu.

Departments

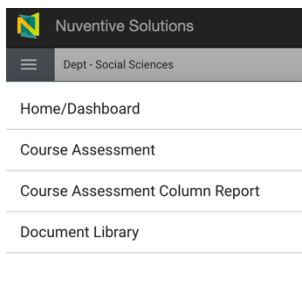
THE CENTER DROP-DOWN MENU



The center unit drop-down menu is where you will locate your department in the platform. By clicking the down arrow/caret to the right in the drop-down you will be able to locate the areas that are assigned to you. If this is your first-time logging in, and you do not see your unit, please contact Miramar's Nuventive Platform Administrator. If there are numerous units listed in the drop-down menu, you may type in the drop-down box to quickly locate a program or department.



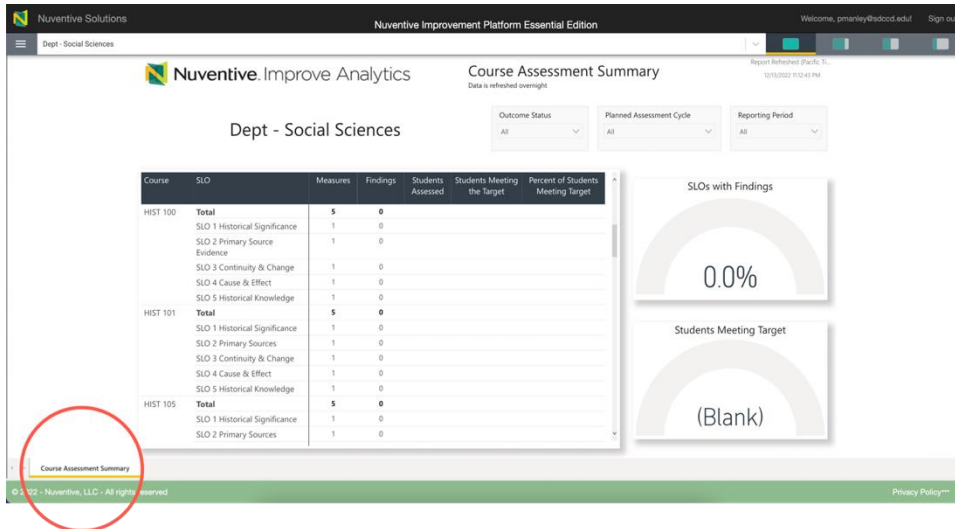
Department menus include the following headings:



DEPARTMENT DASHBOARD

Once you have selected your department, you should see the following home screen/dashboard. The Dashboard displays the Course Assessment Summary Information.

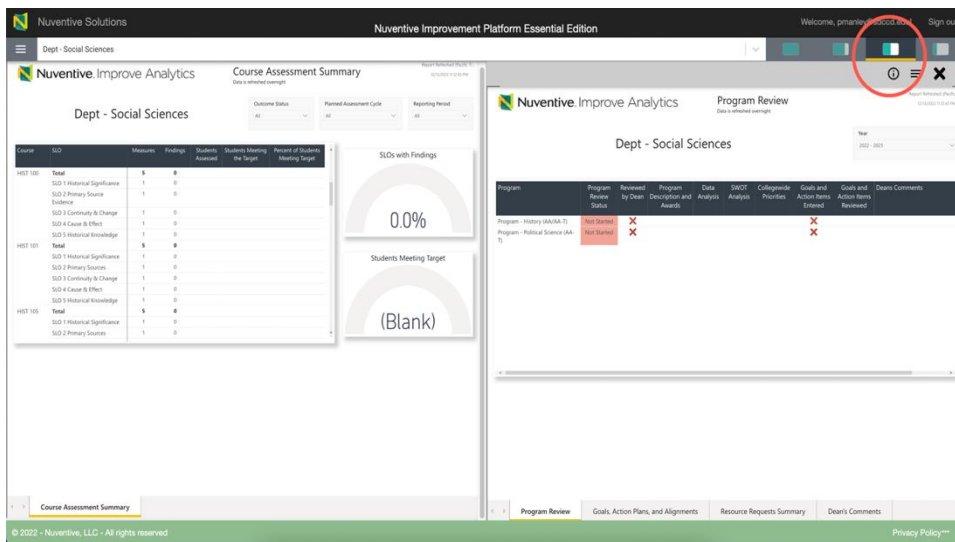
The Department Dashboard displays Course Assessment Summary information.



The Dashboards provide quick access to Course and information. Information on the tabs can be filtered using the filters such as Outcome Status, Planned Assessment Cycle and Reporting Period.

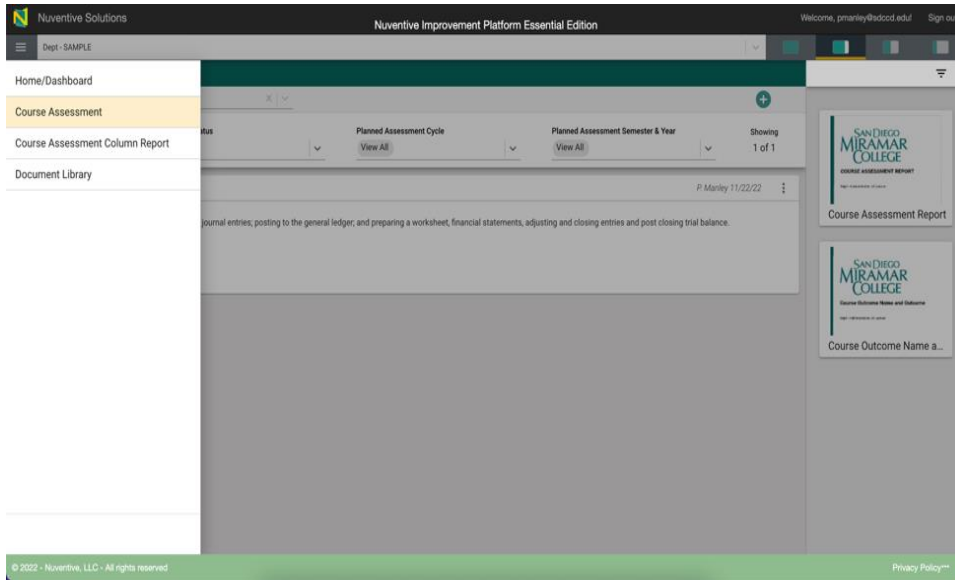
Split Screen Option

Users can use the 50/50 Split Screen Option to also display the Program Review Dashboard including the Program Review, Goals, Action Plan, Resource Request Summary and Dean's comments tabs on the right screen.

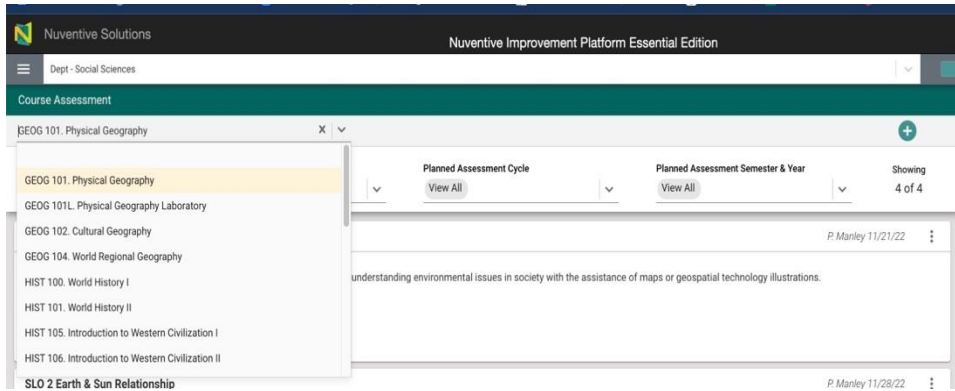


Course Student Learning Outcomes (SLOs)

The Course Assessment menu heading is located in the Department Main Menu. Select the Course Assessment Tab from the Department Hamburger Menu.

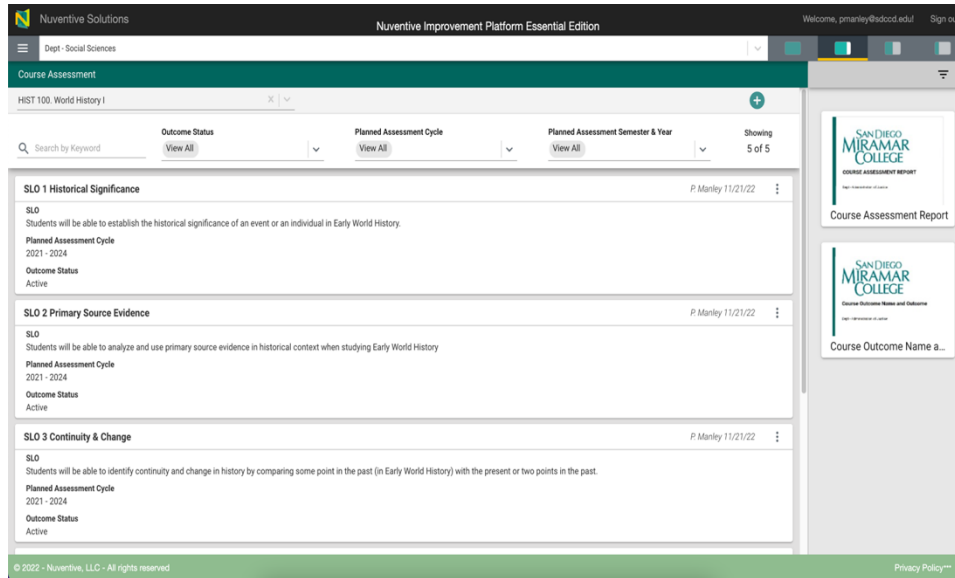


Use the center drop-down bar to select the course from the course list. Screen show below.



COURSE STUDENT LEARNING OUTCOMES (SLOs) ASSESSMENT

Once the course has been selected, the following screen will open. Existing Course Student Learning Outcomes (SLOs) have been entered for you. Note, that the screen where the Course Outcomes are located is referred to as a card.



While the overall function of entering information on the Student Learning Outcome (SLO) cards will be the same as the Program Learning Outcomes (PLO) there are some differences.

Notice that in the upper right-hand side of the card above, under the green circle with the plus sign (+), you see 5 of 5. 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.

To review the Student Learning Outcome (SLO), open the SLO card by double clicking on the card or by selecting the ellipsis on the far right.

Once you click on the ellipsis you will be provided with the options to **Open or Delete** the Student Learning Outcome.

Clicking on **Open** will open up the SLO card for review and/or editing. You will be able to **Save** any changes made on the card. **Delete** will remove the Outcome permanently and any results previously entered.

Selecting Open following screen will open

The screenshot shows the 'Course Assessment' form in the Nuventive Improvement Platform. The form is titled 'HIST 100 - SLO 1 Historical Significance'. It has tabs for 'SLO', 'MEASURE', and 'FINDINGS'. The 'SLO' tab is active. The form contains the following fields:

- SLO Name ***: SLO 1 Historical Significance
- SLO ***: Students will be able to establish the historical significance of an event or an individual in Early World History.
- The department has reviewed the Course Learning Outcome (SLO) listed in CurricUNET**: (Dropdown menu)
- Outcome Status**: Active
- Planned Assessment Cycle**: 2021-2024
- Planned Assessment Semester & Year**: (Dropdown menu)

On the right side of the form, there are two preview cards for 'SAN DIEGO MIRAMAR COLLEGE' reports: 'Course Assessment Report' and 'Course Outcome Name and Outcome'.

The existing SLOs have been identified only as SLO #1, SLO #2 etc. Begin by adding a short name following SLO #. Refrain from using just SLO# to avoid confusion on reports and when outcomes are archived. Instead, provide a unique name that represents the Student Learning Outcome **for Example:** SLO #1 Historical Significance.


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 add review and edit the Student Learning Outcome Description. In the text box, add the complete description of the Outcome.

Complete the remaining fields.

CurricUNET - Review the course outcomes in CurricUNET and confirm their accuracy. If corrections are needed, contact the Shelly Hess at the SDCCD Instructional Services office shess@sdccd.edu.

This screenshot is identical to the one above, but it includes a yellow confirmation message box that reads: 'Please confirm that the department has reviewed the Course Learning Outcome (SLO) listed in CurricUNET and verify accuracy. If corrections are needed, contact the District Instructional Services Office, Shelly Hess: shess@sdccd.edu'. The message box has a close button (X) in the top right corner.

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.

Outcome Status -The existing SLOs have been assigned an active status. Active means the SLO is being assessed. Inactive means that the SLO is no longer assessed. **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

Outcome Status

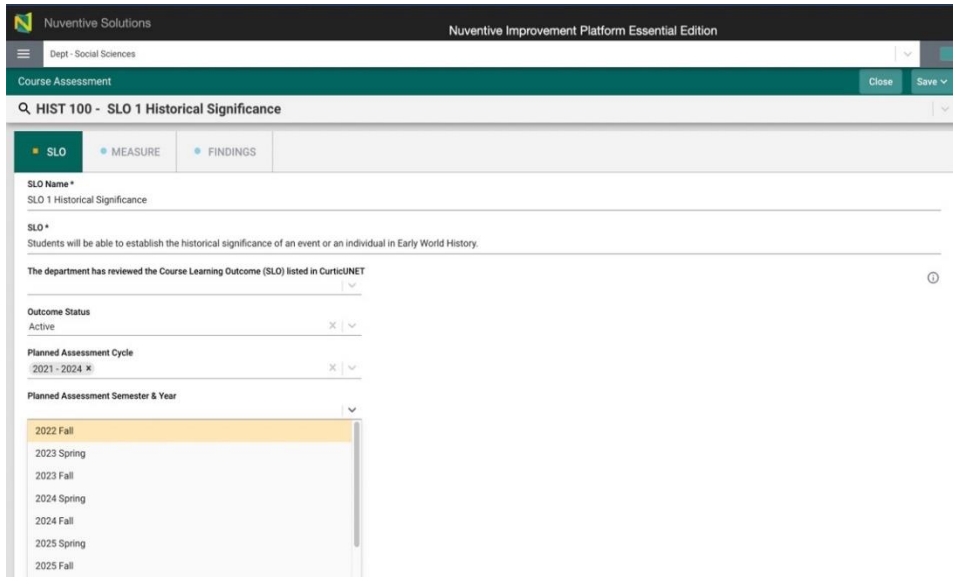
Planned Assessment Cycle* The SLOs have been assigned to the current assessment cycle.

Planned Assessment Cycle

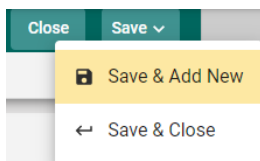
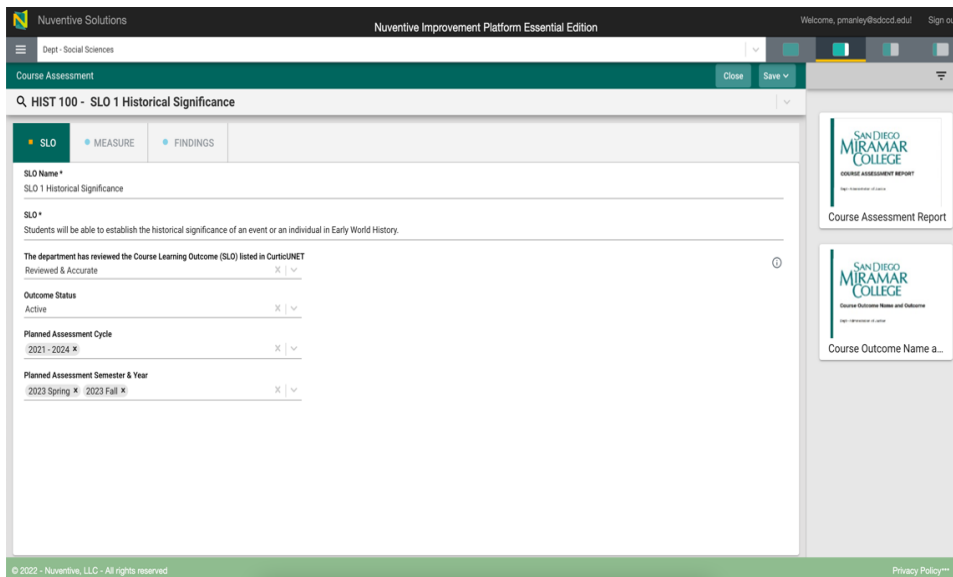
Planned Assessment Semester & Year.

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

The “Planned Assessment Semester & Year” is a multi-select field. **NOTE:** This is a multi-select field and you can select multiple semesters & years if you plan to assess this SLO during those timeframes.



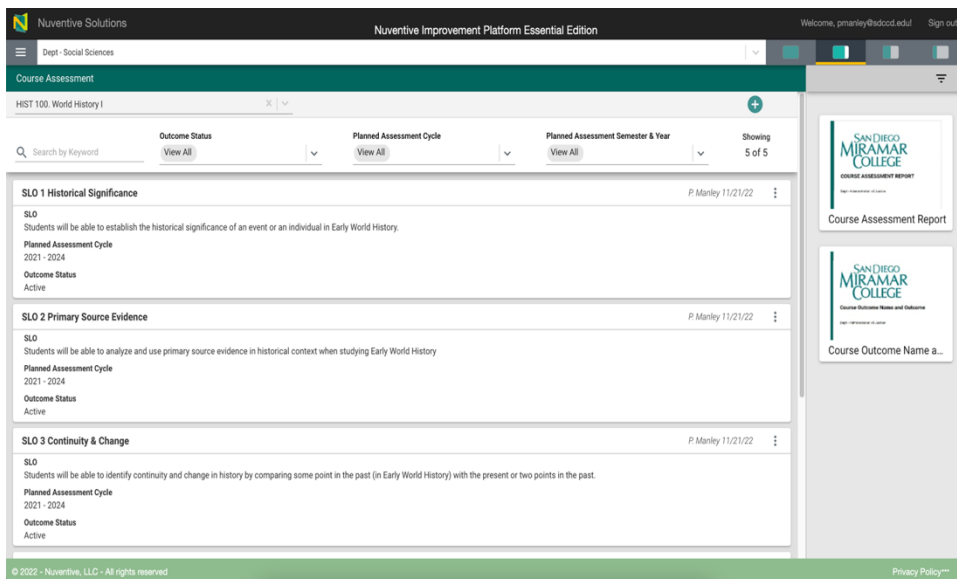
Once you have completed this card, your card should look similar to the one below.



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 **MEASURE** tab, or **FINDINGS** 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 and Close will take you back to the main Course Assessment Screen where you will see all SLOs that have been entered.



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 5 of 5. 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.

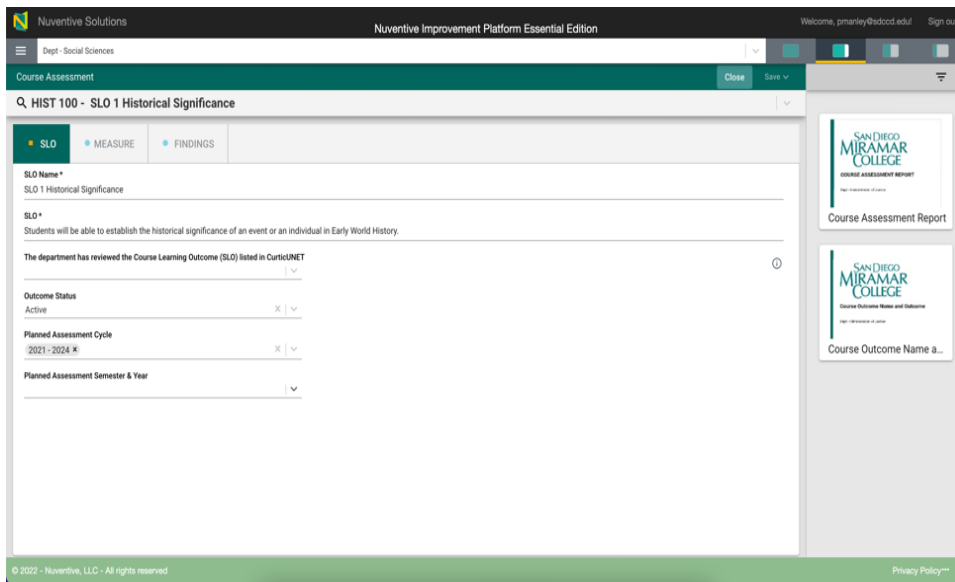
COURSE STUDENT LEARNING OUTCOME (SLO) ASSESSMENT MEASURES

The next step in the SLO Assessment Process is to add an assessment measure. While working in the SLO Screen you can select the MEASURE tab from the SLO Navigation Bar.

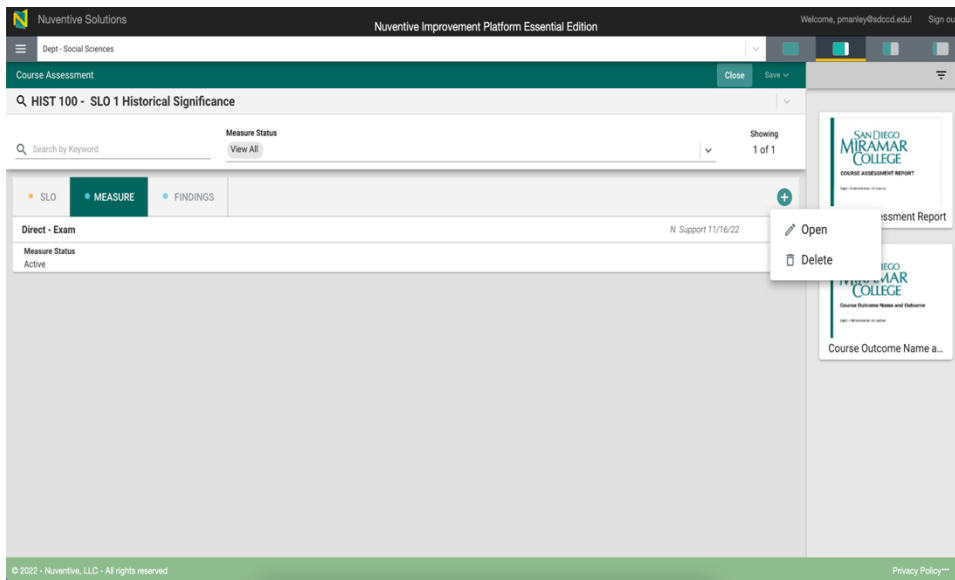
To return and add measures later, from the main Course Assessment Screen, select the SLO where you would like to enter the Measure, by clicking on the ellipsis  to the right of the SLO card.

Open will open the SLO card. 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.

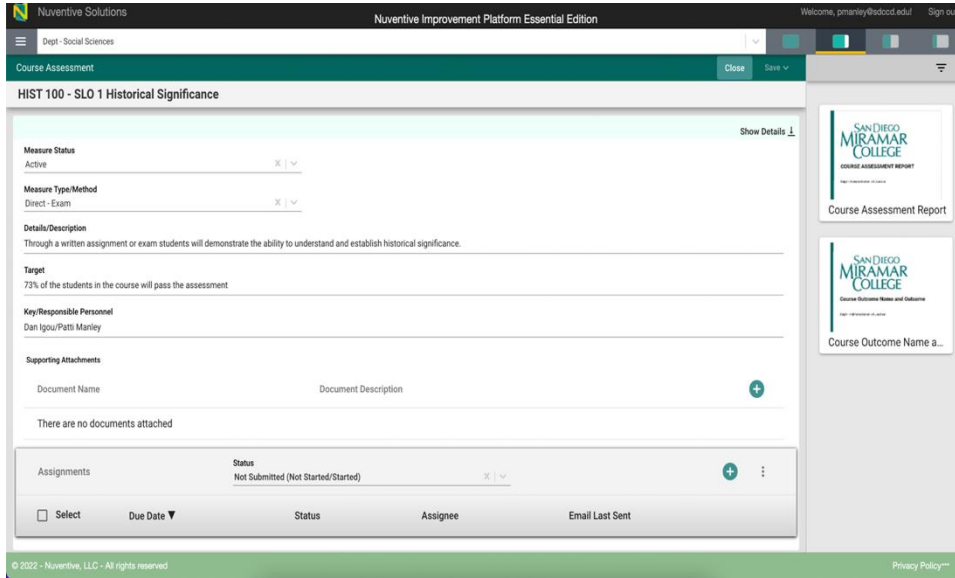


Next, click the MEASURE tab.

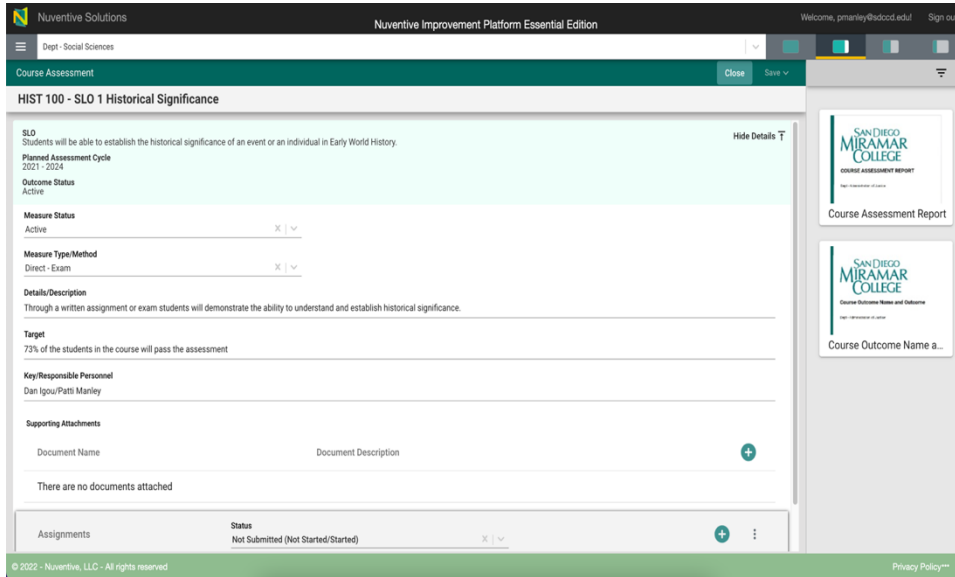


To begin entering the assessment method for this SLO, click the green circle with the plus (+) sign in the top right-hand corner.

The following card will open.

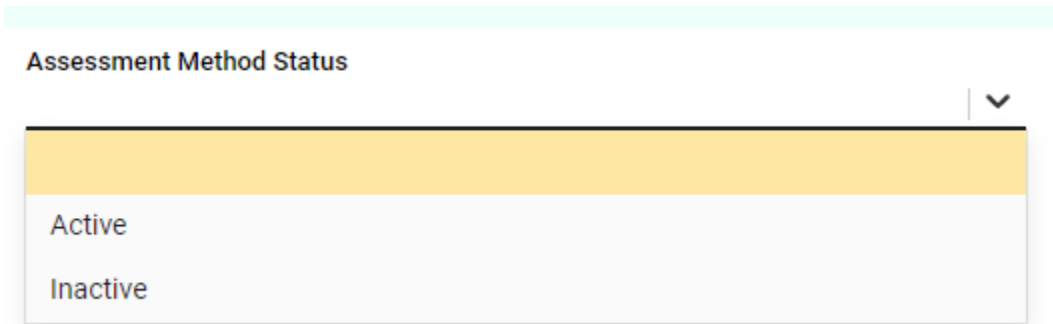


Select Show Details on the top right. The following screen will open.



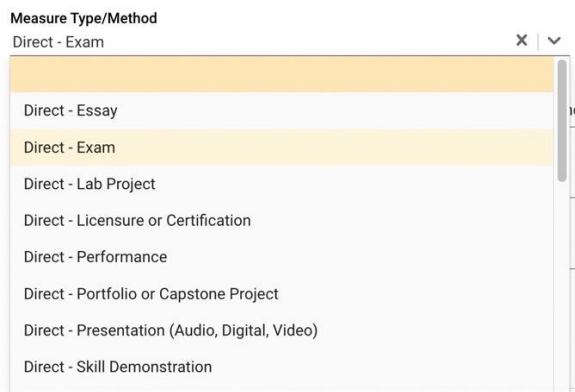
Notice the light green area at the top of the card. This is the information that was entered previously for the SLO. You can choose to leave this information available as you enter the assessment method information, or you can click the Hide icon to the right **Hide** to hide the information while you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

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



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 MEASURE Type. From the drop-down list you will see Direct and Indirect measure types. **NOTE:** You can only select 1 Assessment Method Type. If you plan to Assess this SLO by additional Measures, you will be provided with that option when you are ready to SAVE this card.



In the next field, Details/Description provide a detailed description of the Measure.

The screenshot displays the 'Nuventive Solutions' interface for 'Nuventive Improvement Platform Essential Edition'. The user is logged in as 'pranley@sdsoc.edu'. The page title is 'Dept - Social Sciences' and 'Course Assessment'. The main content area is titled 'HIST 100 - SLO 1 Historical Significance'. It shows the following fields:

- SLO:** Students will be able to establish the historical significance of an event or an individual in Early World History.
- Planned Assessment Cycle:** 2021 - 2024
- Outcome Status:** Active
- Measure Status:** Active
- Measure Type/Method:** Direct - Exam
- Details/Description:** Through a written assignment or exam students will demonstrate the ability to understand and establish historical significance. (A green arrow points to this field.)
- Target:** 73% of the students in the course will pass the assessment
- Key/Responsible Personnel:** Dan Igou/Patti Manley
- Supporting Attachments:** A table with columns 'Document Name' and 'Document Description'. It shows 'There are no documents attached'.
- Assignments:** A table with columns 'Status' and 'Not Submitted (Not Started/Started)'. It shows 'Not Submitted (Not Started/Started)'.

On the right side, there are two cards for 'SAN DIEGO MIRAMAR COLLEGE' with titles 'Course Assessment Report' and 'Course Outcome Name a...'. The footer includes '© 2022 - Nuventive, LLC - All rights reserved' and 'Privacy Policy'.

Next, provide the Success Criterion. This will be the Target level of achievement for the group being assessed.

This screenshot is identical to the one above, but with a green arrow pointing to the 'Target' field. The 'Target' field contains the text: '73% of the students in the course will pass the assessment'.

Continue entering information for the remainder of the fields for this Measure

Attaching a Document to the Assessment Measure

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

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



For detailed instructions on attaching documents, return to the Table of Contents and select Document Library – Attaching Documents.

Supporting Documents

Document Name

Document Description



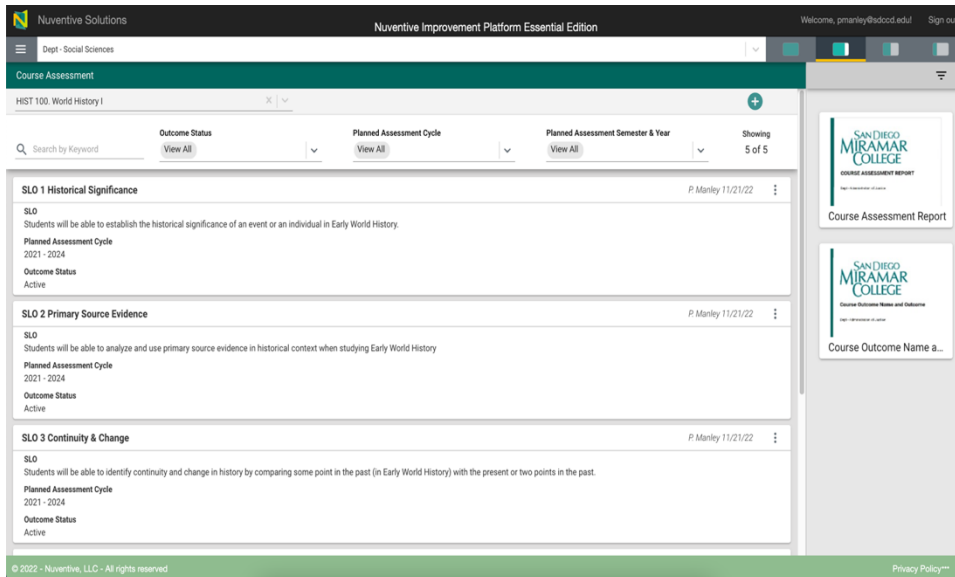
There are no documents attached

You have now completed the Measure for this SLO. Remember to **SAVE** your work! If you will be using additional measures, you may continue adding assessment Measures for each of the SLOs or you may **Save and Close** to return to the main COURSE ASSESSMENT screen.

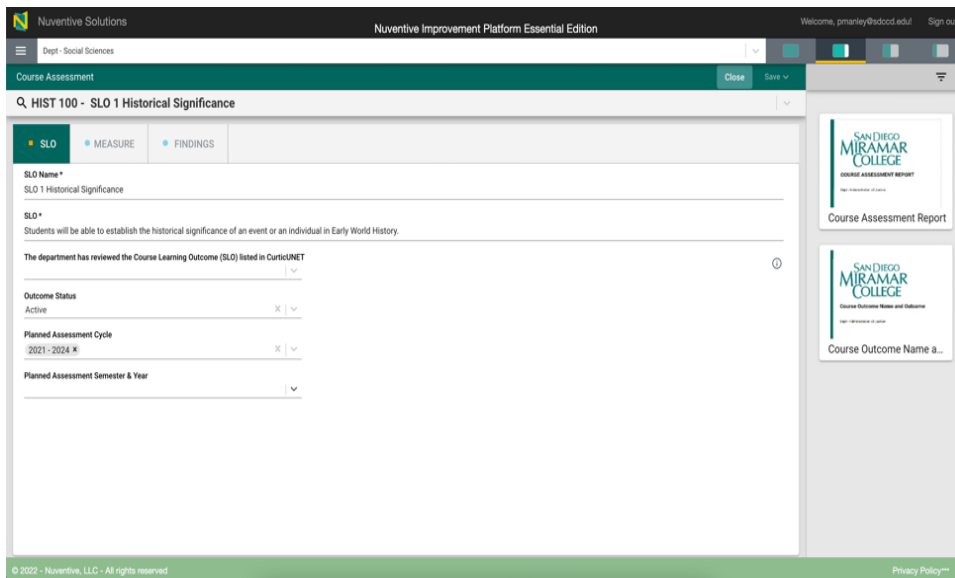
COURSE STUDENT LEARNING OUTCOME (SLO) ASSESSMENT FINDINGS

The next step in the SLO Assessment Process is to add SLO Assessment FINDINGS.

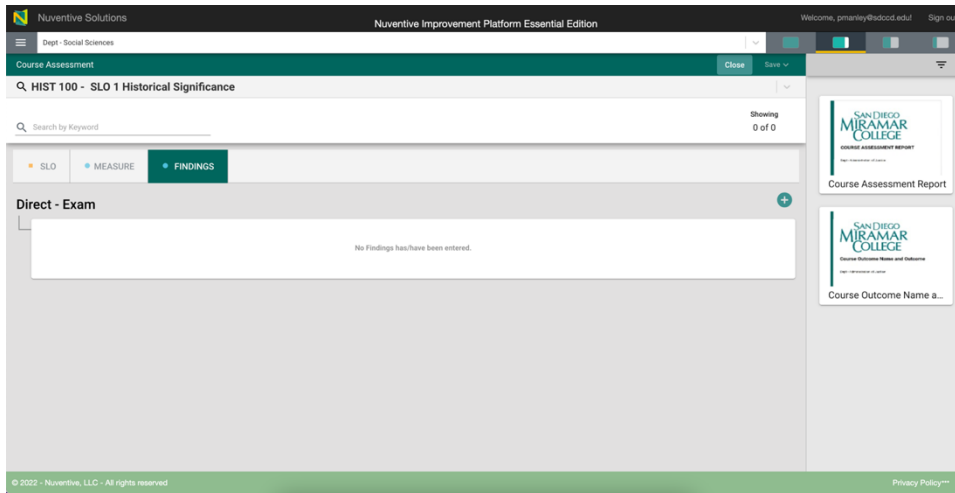
To begin entering the Assessment Findings for a Course Student Learning Outcome (SLO), from the main Department Menu, select the Course Assessment tab. The SLO Main screen will open. From the main SLO screen, select the SLO card where you would like to enter the results. Open the card by clicking on the ellipsis on the right of the SLO card.




The specific STUDENT LEARNING OUTCOME screen will open – as shown below.

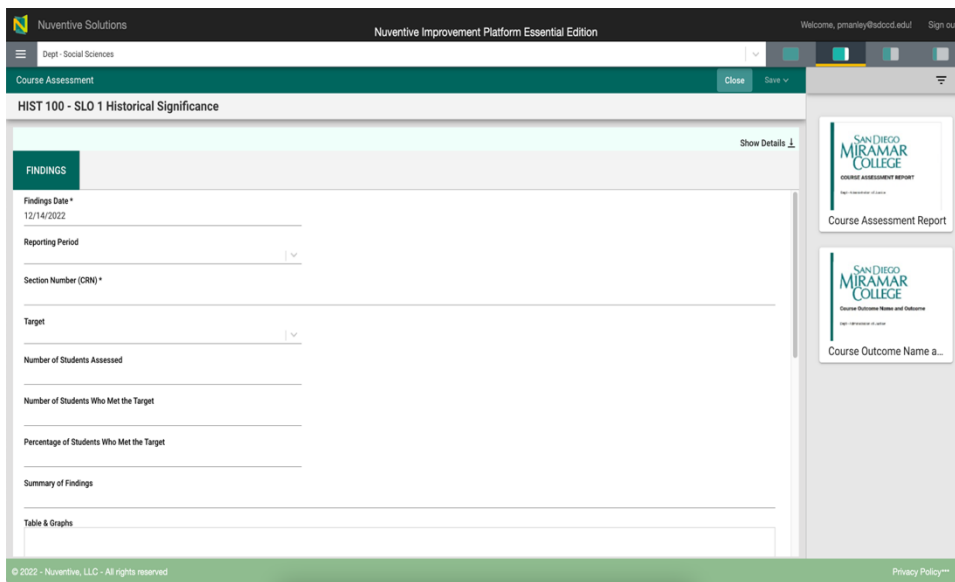


Next, select the FINDINGS tab. The following screen will open.

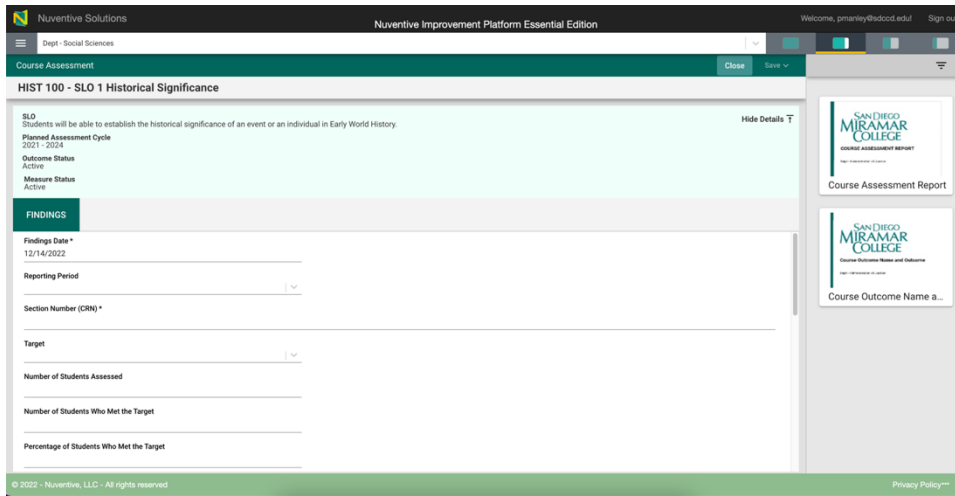



If FINDINGS are being added for an assessment measure, click on the green circle with the plus (+) sign 

The following screen will open.



Next select Show Details on the top right. The following screen will open.

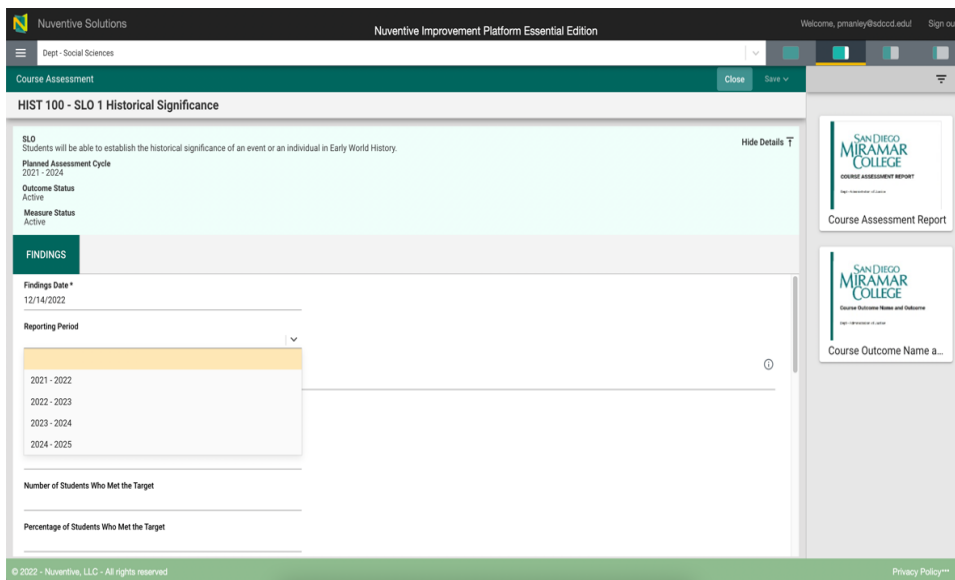


Notice the light green area at the top of the card. This is the information that was entered previously for the SLO. You can choose to leave this information available as you enter the assessment method information, or you can click the Hide icon to the right **Hide**  to hide the information while you work. **Note:** Hiding the SLO information is temporary and can be undone by clicking on

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

Next enter the Reporting Period field.

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 completing the fields.

Next add the five-digit Section CRN(S). This is a numeric field only.

The screenshot shows the Nuventive Solutions interface for 'HIST 100 - SLO 1 Historical Significance'. The 'FINDINGS' section is active, and a red arrow points to the 'Section Number (CRN)' field. The form includes the following fields:

- Findings Date * (12/14/2022)
- Reporting Period (dropdown menu)
- Section Number (CRN) *
- Target (dropdown menu)
- Number of Students Assessed
- Number of Students Who Met the Target
- Percentage of Students Who Met the Target

On the right side, there are two report cards from San Diego Miramar College: 'Course Assessment Report' and 'Course Outcome Name and Outcome'.

Next enter the Target results (Met/Not Met)

The screenshot shows the Nuventive Solutions interface for 'HIST 100 - SLO 1 Historical Significance'. The 'FINDINGS' section is active, and a red arrow points to the 'Target' field. The form includes the following fields:

- Findings Date * (12/14/2022)
- Reporting Period (dropdown menu)
- Section Number (CRN) *
- Target (dropdown menu)
- Number of Students Assessed
- Number of Students Who Met the Target
- Percentage of Students Who Met the Target

On the right side, there are two report cards from San Diego Miramar College: 'Course Assessment Report' and 'Course Outcome Name and Outcome'.

Complete the remaining fields. Number of Students Assessed; Number of Students who met the target; Percentage of Students who met the target.

Next, complete the Summary of Findings.

Finally, use the scroll bar to the right to add any **Supporting Information 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.

Example:

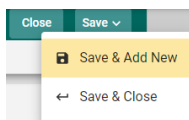


To attach Supporting Documents, Click the green circle plus + sign. For detailed instructions on attaching documents, return to the Table of Contents and select Documents Library – Attaching documents.

Supporting Documents

Document Name	Document Description	
There are no documents attached		

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

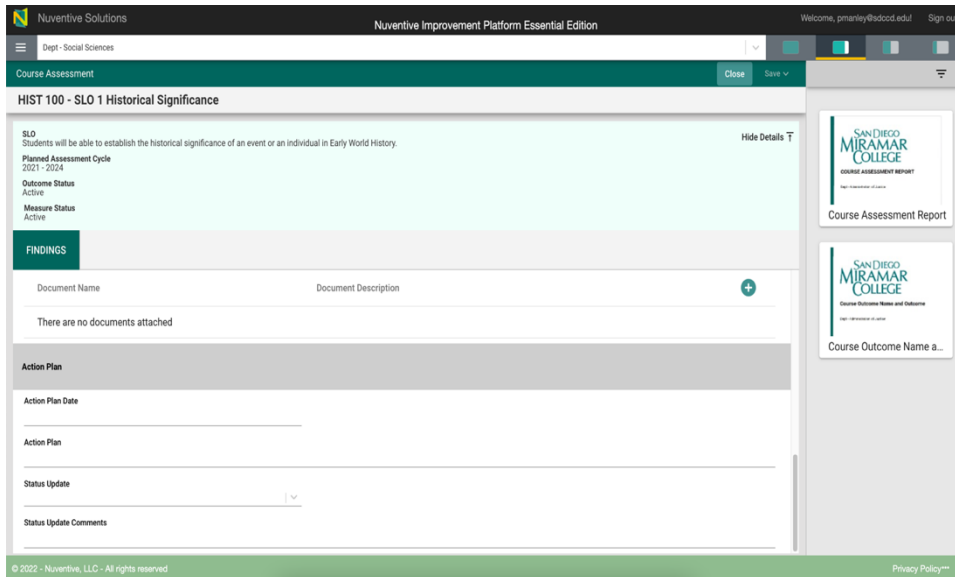


You have now completed the SLO ASSESSMENT FINDINGS

COURSE STUDENT LEARNING OUTCOME (SLO) FINDINGS ACTION PLAN

Now, complete the Action Plan fields by entering an Action Plan “Date” and Action Plan description on the same page. Scroll down the page to the Action Plan section.

NOTE: You will not be able to add the Action Plan information until the Findings information is saved. Once you have saved the work, proceed to the Action Plan.



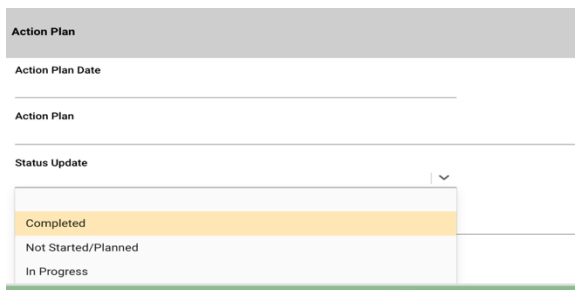
The screenshot displays the Nuventive Solutions interface for a course assessment. The main content area is titled "HIST 100 - SLO 1 Historical Significance". It shows the SLO description: "Students will be able to establish the historical significance of an event or an individual in Early World History." Below this, there are fields for "Planned Assessment Cycle" (2021 - 2024), "Outcome Status" (Active), and "Measure Status" (Active). The "FINDINGS" section is currently empty, with a message "There are no documents attached". Below the findings section is the "Action Plan" section, which includes fields for "Action Plan Date", "Action Plan", "Status Update" (with a dropdown menu), and "Status Update Comments". The interface also features a sidebar with "Course Assessment Report" and "Course Outcome Name and Delivery" sections, both with "SAN DIEGO MIRAMAR COLLEGE" branding. The footer includes "© 2022 - Nuventive, LLC - All rights reserved" and a "Privacy Policy" link.

COURSE STUDENT LEARNING OUTCOME (SLO) ACTION PLAN STATUS UPDATE

You will return to this screen during the Program Review process to update the status of the action plans and add any comments.

To update the SLO Action Plan, complete the last two questions on the SLO Action Plan page.

To complete the Status Update, select from the drop-down menu as shown below.



The screenshot shows a close-up of the "Action Plan" section. It includes fields for "Action Plan Date", "Action Plan", and "Status Update". The "Status Update" dropdown menu is open, showing three options: "Completed" (highlighted in yellow), "Not Started/Planned", and "In Progress".

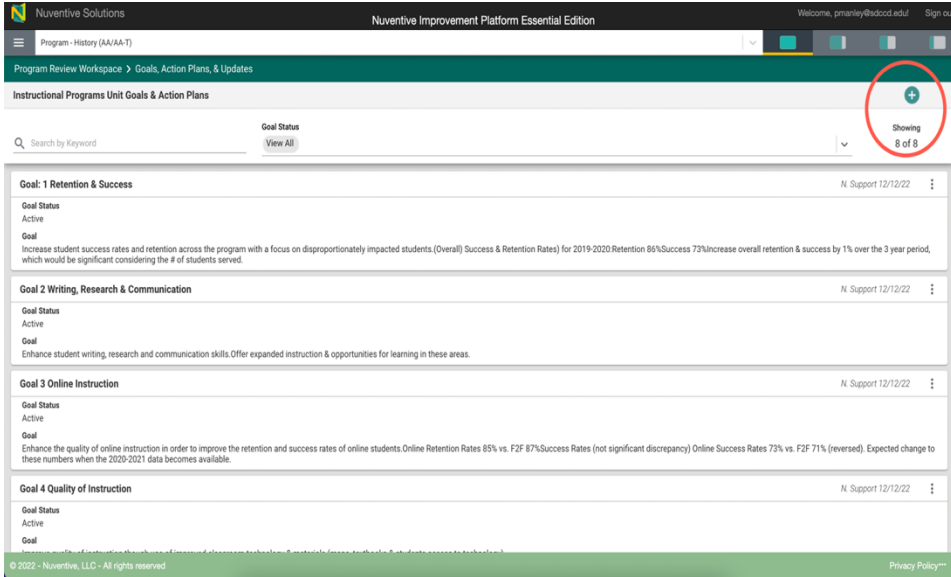
Add any comments in the Status Comments textbox. You have now completed the SLO Assessment Results and Analysis!

MAPPING

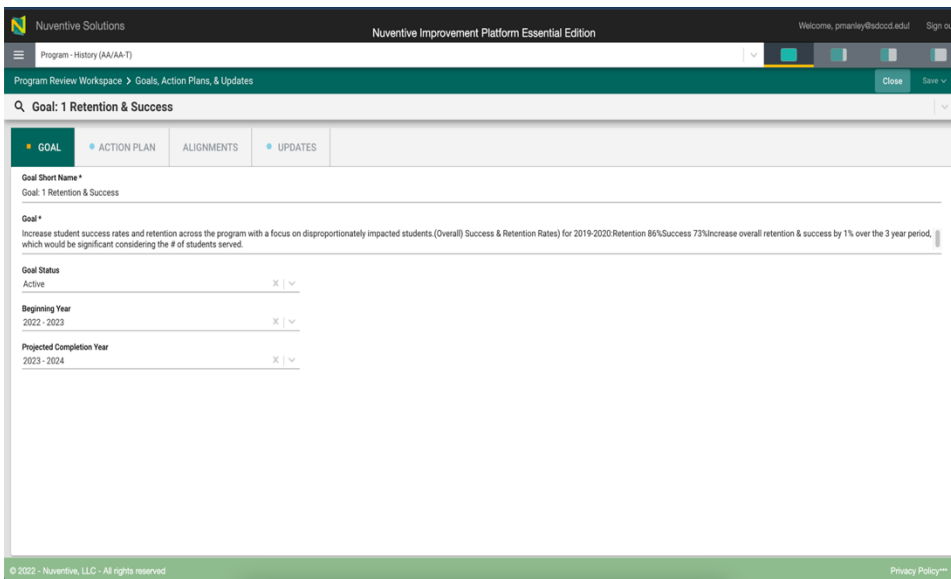
All mapping, conducted within the mapping screens (Curriculum Mapping, Goals Mapping, Outcomes Mapping, etc.) function the same. The only differences are that: 1. You will select the type of mapping from the drop-down menu. The indicators may change.

PROGRAM GOAL MAPPING/ALIGNMENT

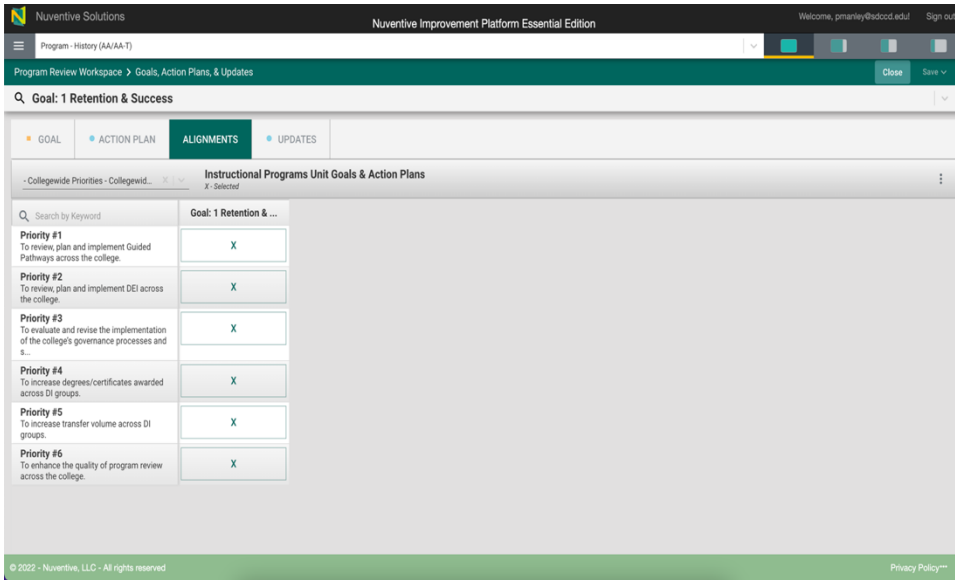
To begin select Program Review in the Program’s hamburger menu. Select the sub-menu item Goals, Action Plans & Updates. The Program Goal main screen will open.



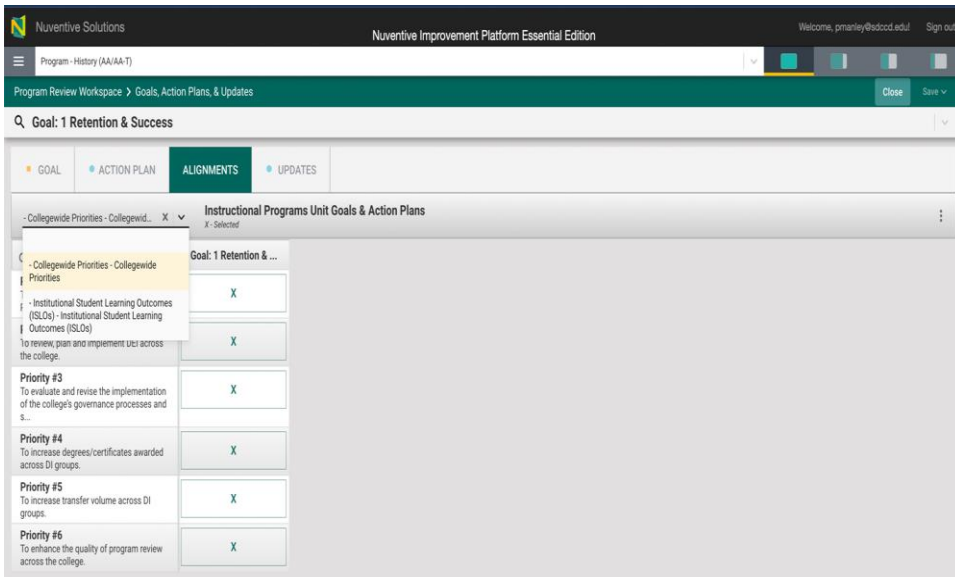
Next, open the appropriate goal by double clicking the goal card or by selecting the ellipsis on the right. Select Open. The following screen will open.



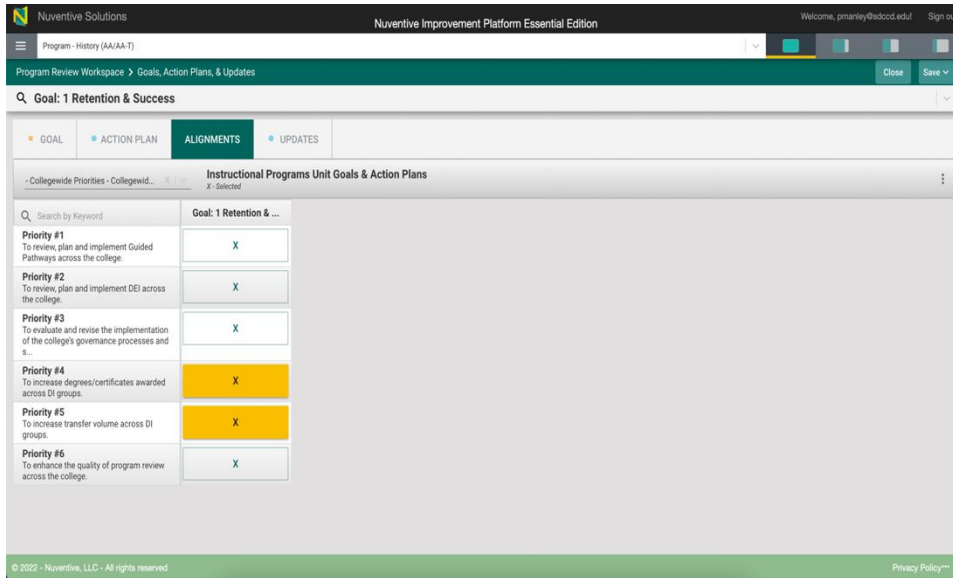
Click on the Alignment tab to navigate to the Alignment screen where the Program can align/map their Program Goals with Miramar’s Collegewide Priorities and Institutional Outcomes. The aligned/mapped elements will be visible on various Standard/Analytic Reports.



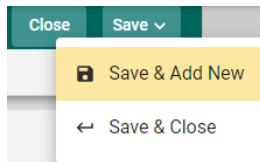
To begin, select the institutional outcome from the drop-down on the left see screen below.



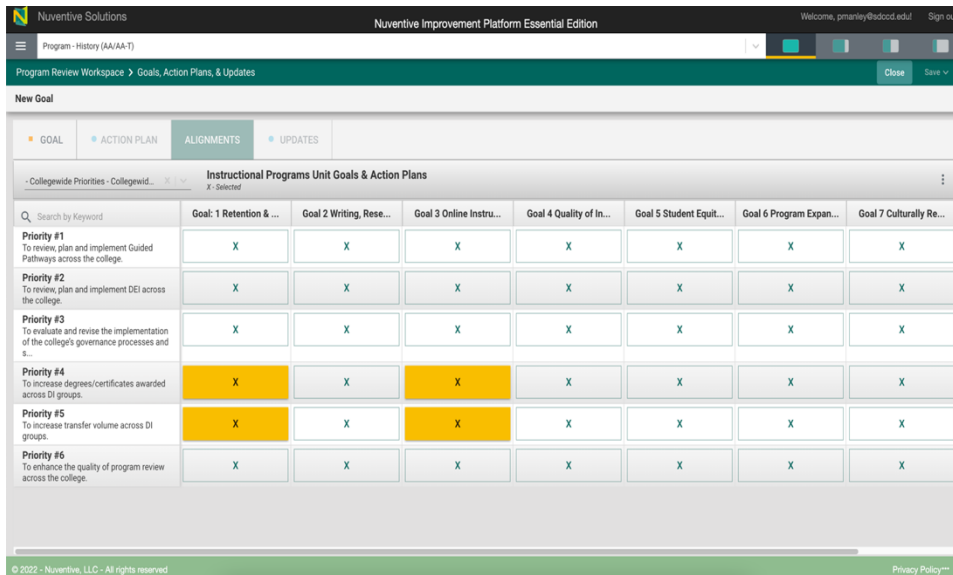
To map a goal, click in the box/space to the right of the Collegewide Priority and/or an Institutional Learning Outcome. The highlighted indicator (X) denotes that the goal has been aligned/mapped to the corresponding institutional outcome.



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



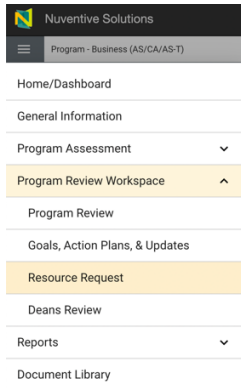
Save & Add New: Will show all goals that have been entered for mapping and you may continue to map the goals. You can quickly align goals on this screen (shown below).



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

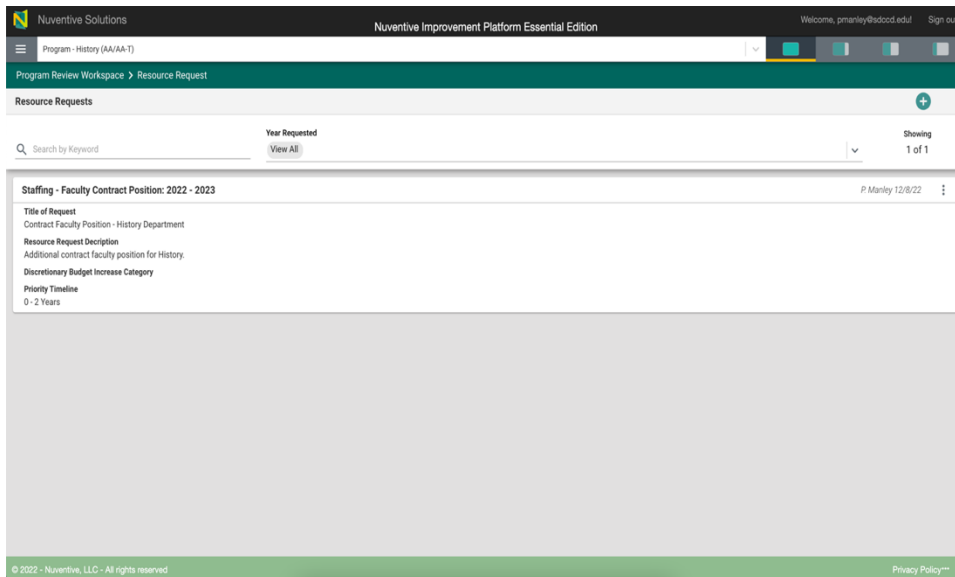
RESOURCE REQUEST MAPPING/ALIGNMENT

To begin from the Program hamburger menu, select Program Review Workspace, and the sub-menu Resource Request.

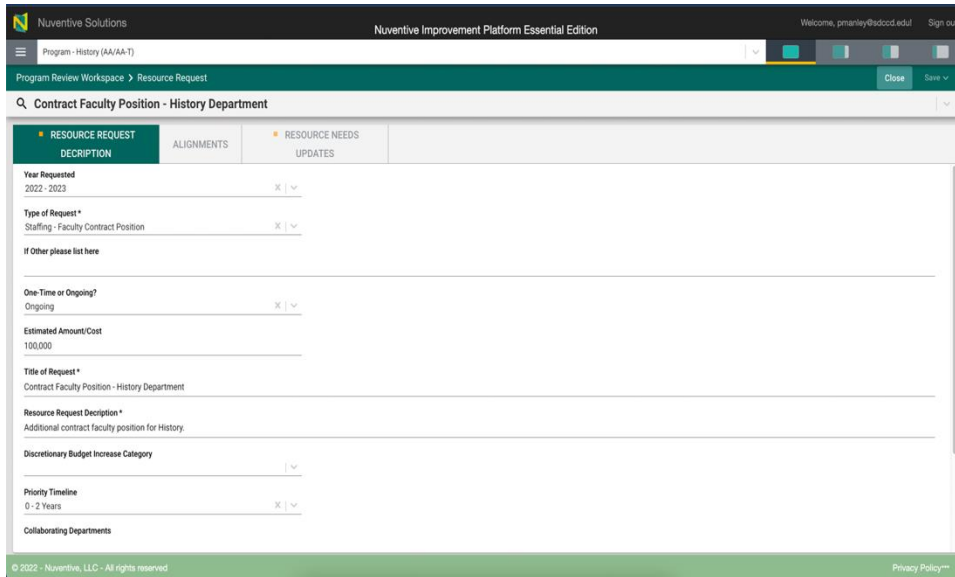


ALL RESOURCE REQUESTS MUST BE ALIGNED TO AN ACTIVE PROGRAM GOAL.

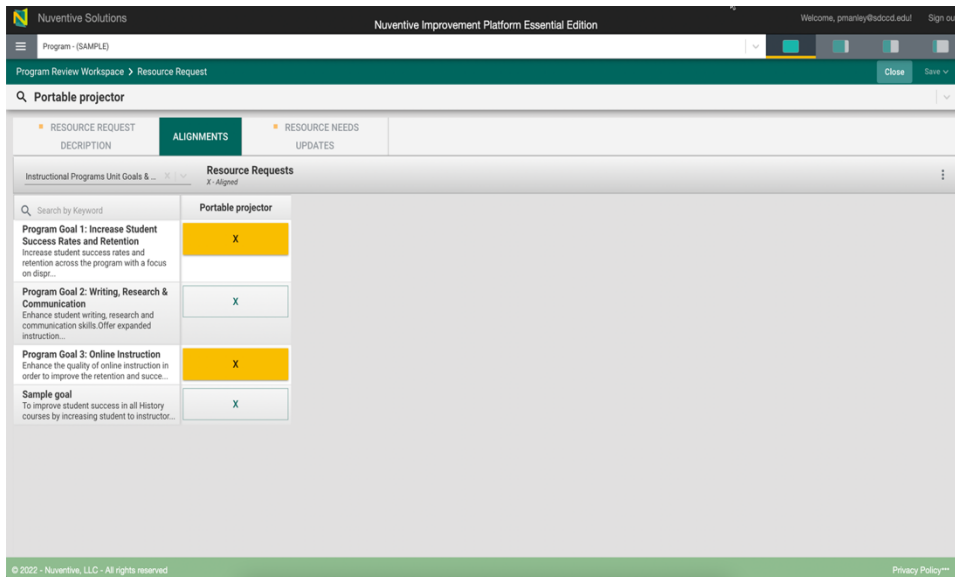
The main Resource Request screen will open as shown below.



To open the Resource Requests, double click the card or select the ellipsis on the right. You will have the option to open or delete the resource request. Select Open the following screen will open.



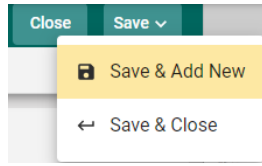
Clicking on the Alignment tab will navigate to the Alignment page/screen where the Program can align/map their Resource Requests to an active Program Goal. Aligned/mapped elements can be visible on various Standard/Analytic Reports.



To begin, select the Program Goals from the drop-down on the left under the green highlighted Alignment tab.

To align a Resource Request with a Goal, click in the box/space to the right of the Goal. The highlighted indicator (X) denotes that the goal has been mapped to the corresponding goal.

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



Save & Add New: Will show all resource requests that have been entered for alignment and you may continue to align the resource requests.

Save & Close: Will save your alignments and return you to the main Resource Request screen.

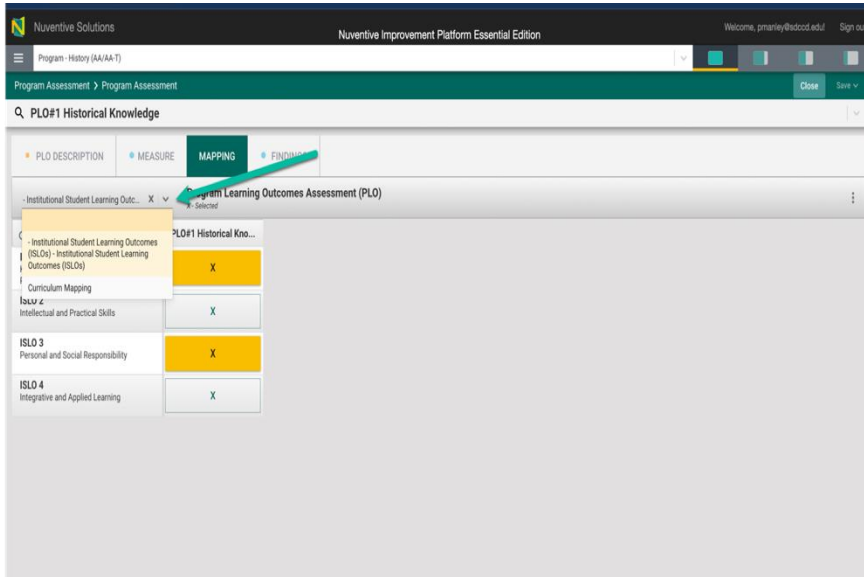
NOTE: For more information on Alignment/Mapping, return to the Table of Contents and select **Alignment/Mapping**.

PROGRAM LEARNING OUTCOME (PLO) TO ISLO MAPPING

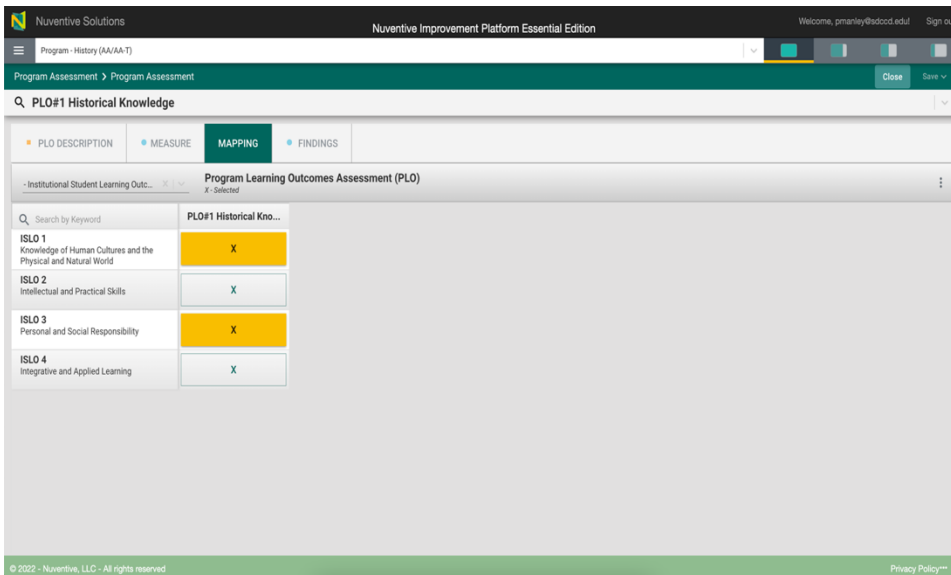
Next, click the “MAPPING” tab to map the Program Learning Outcome (PLO). You will be mapping the PLO to the College’s ISLOs and also completing Curriculum Mapping in this section.

All mapping within the mapping screens (Goal mapping, PLO mapping, Curriculum Mapping, Outcome Mapping) function the same. The only differences are that you will select the type of mapping from the drop-down menu and the indicators may change.

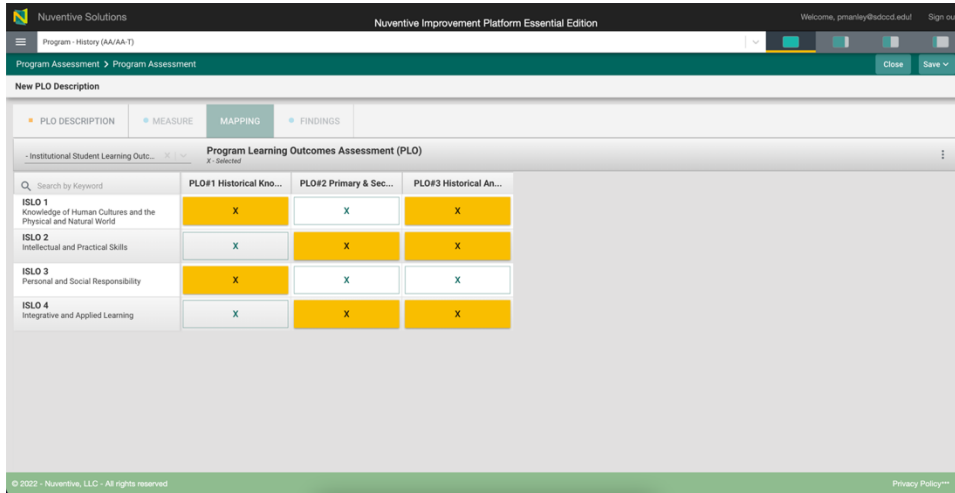
Begin by selecting the ISLO Mapping from the drop-down menu to the left of the screen as shown below.



Notice that the ISLOs are on the left and the PLO is shown to the right. These are the PLOs for this Program. The indicators are an “X.” Click on the X under the PLO and the ISLO on the left to align the PLO to the ISLO. When selected the “X” box will be highlighted.



Once you have completed the mapping for that PLO, select the SAVE button in the top right. Selecting Save and Close will return you to the PLO screen. Select Save and add New will allow you to see all the PLOs for the Program and continue mapping PLOs to ISLOs. The following screen will open when selecting “Save and New.” Note: You can also select a PLO from the search bar drop-down menu.

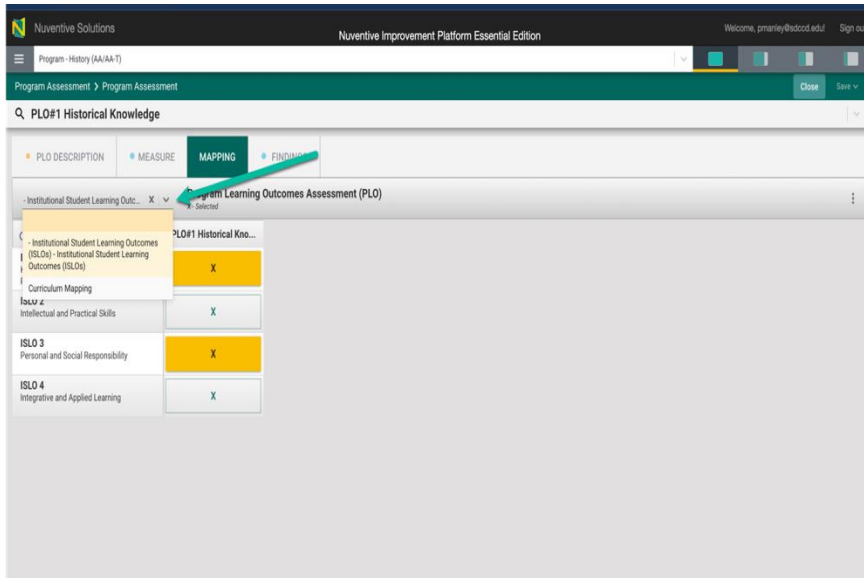


Once you have completed the mapping for all the PLOs, select the SAVE button in the top right. Selecting Save and Close will return you to the PLO screen.

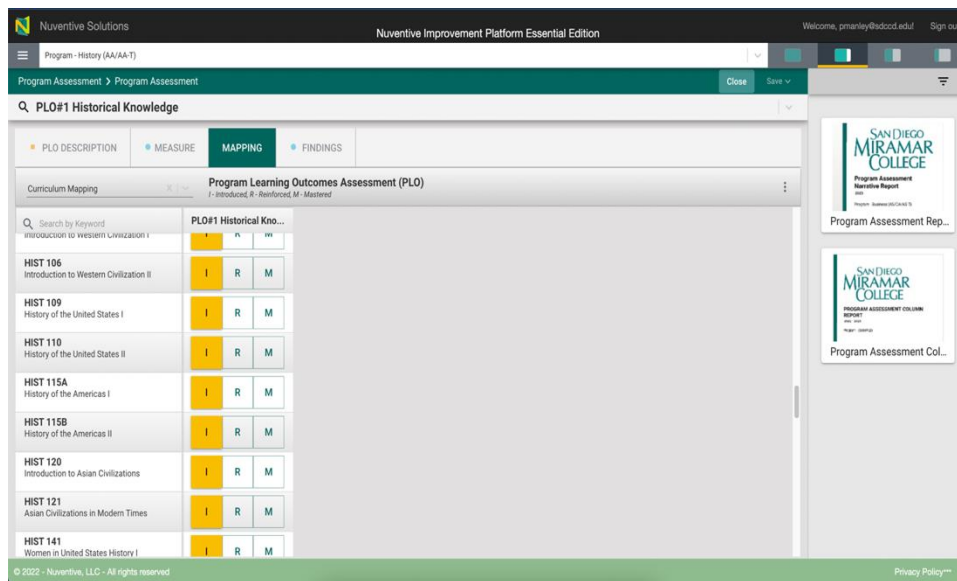
PROGRAM LEARNING OUTCOME CURRICULUM MAPPING (PLO TO COURSE)

Next, click the “MAPPING” tab to map the Program Learning Outcome (PLO). You will be mapping the PLO to Course to complete the Curriculum Mapping. Begin by selecting Curriculum Mapping from the drop-down to the left of the screen as depicted below.

All mapping within the mapping screens (Goal mapping, PLO mapping, Curriculum Mapping, Outcome Mapping) function the same. The only differences are that you will select the type of mapping from the drop-down and the indicators may change.



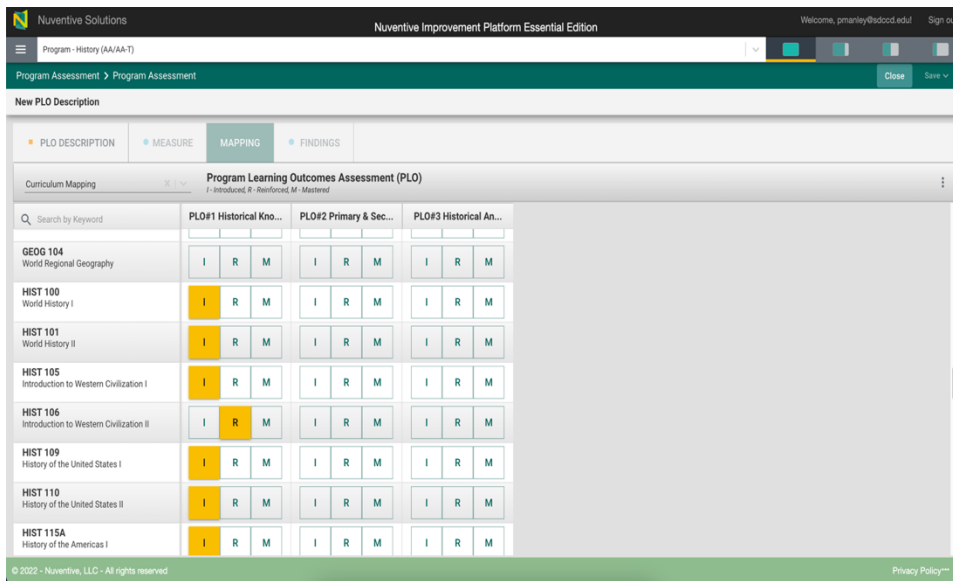
The following screen will open



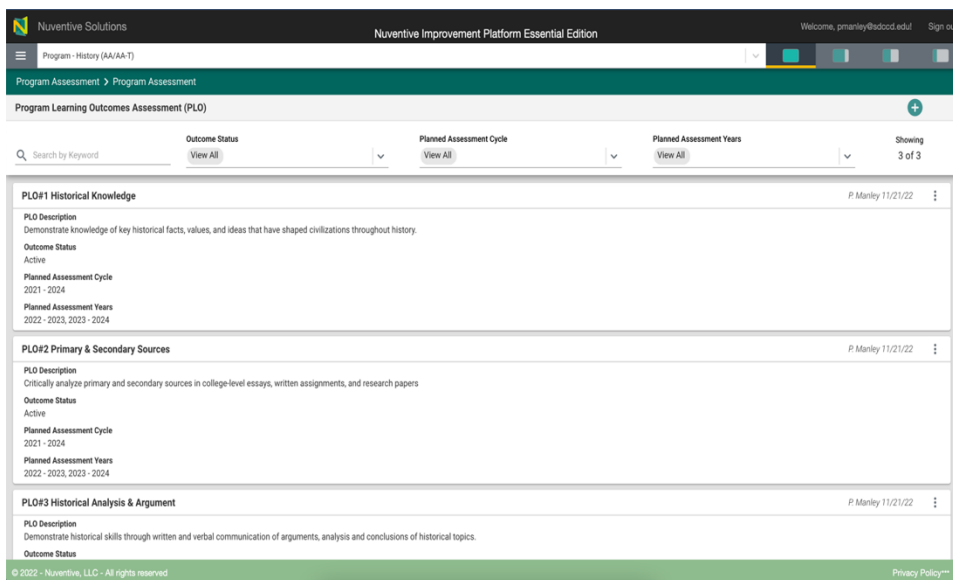
Next, notice that the courses aligned to this program are listed in the left column. To the right is the PLO for this Program.

The indicators provided are I=Introduced, R=Reinforced, M=Mastered. By clicking on the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced or Mastered. Use the scroll bars at the right to scroll down to search for appropriate courses.

To remove any mapping indicator, click the selected indicator again to unselect. Once you have completed the mapping, select the Save button in the top right corner. You can select save & close or SAVE and add New. Select Save and Close will return you to the main PLO screen. Selecting SAVE and Add NEW will show all the PLOs for the Program and allow you to continue Mapping. Save and NEW the following screen will open.

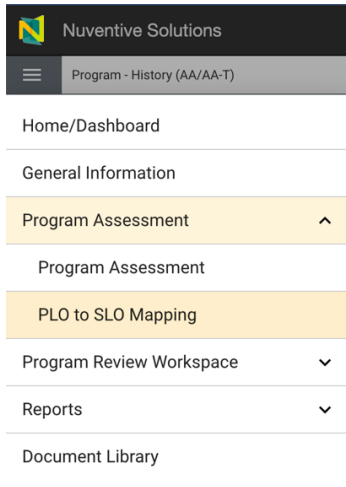


When you are finished mapping all PLOs, select Save and Close in the top right. You will return to the main PLO screen shown below.

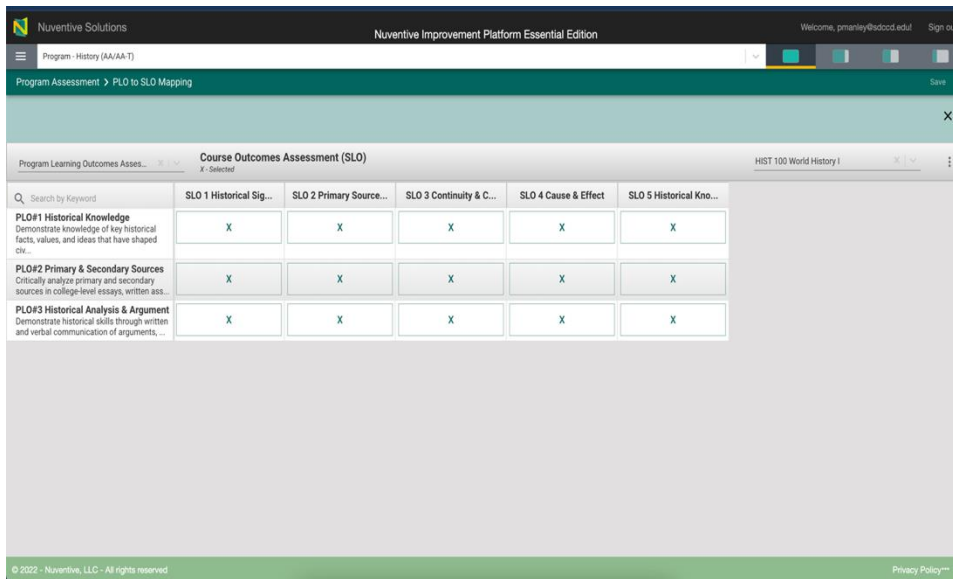


PROGRAM LEARNING OUTCOME (PLO) TO STUDENT LEARNING OUTCOME (SLO) MAPPING

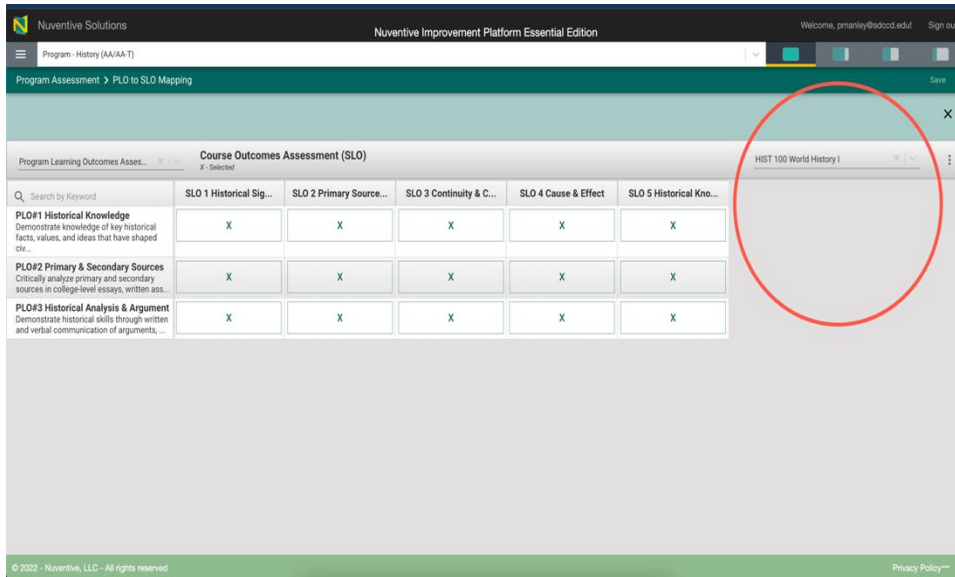
PLO to SLO/SLO to PLO Mapping is completed under the Program Assessment tab.



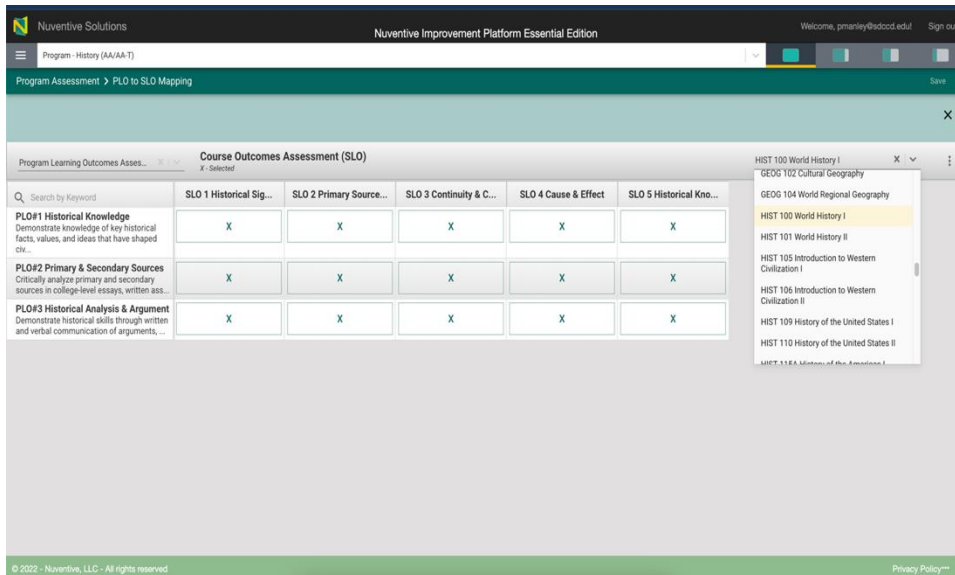
To begin from the Program hamburger menu, select Program Assessment then the sub-menu PLO TO SLO Mapping. The following screen will open.



Notice the PLO on the left and the course SLOs on the right. To select a course to align the PLO to use the drop-down menu on the right.



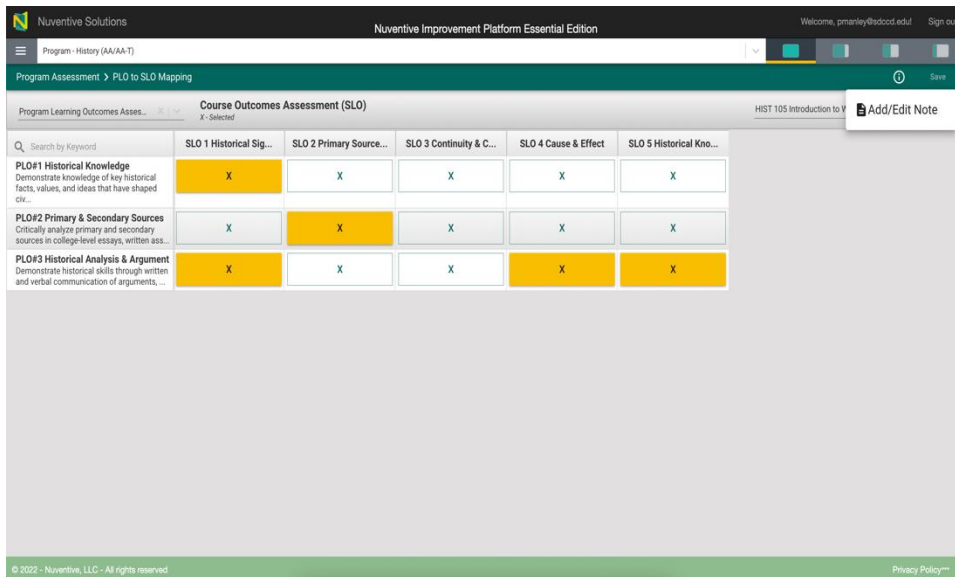
The following drop-down menu will display. Select the appropriate course.



Click on the appropriate indicator under each Course Outcome and align to the PLO on the left. You can align the PLO to multiple course(s) and course outcomes. When you are finished select save in the top right.

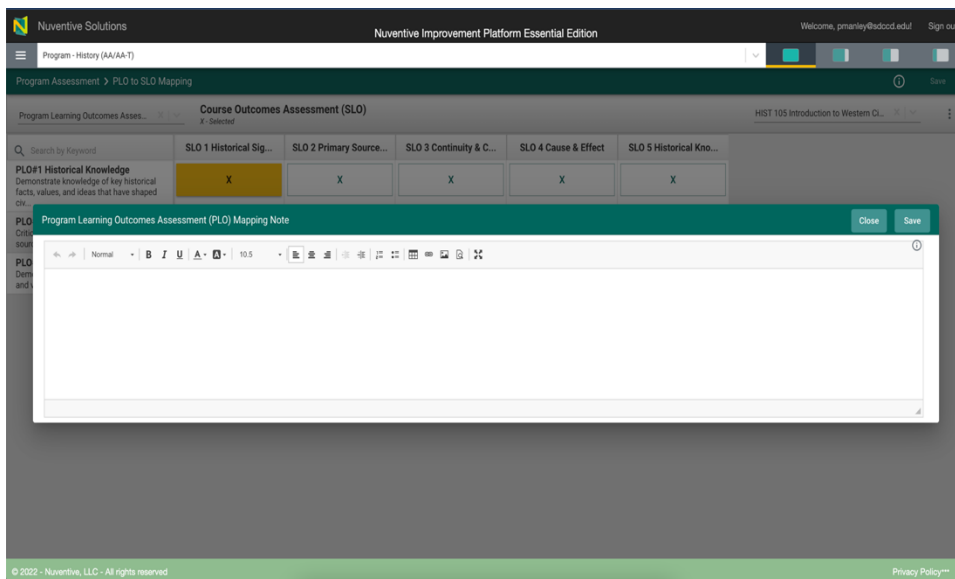
To remove any mapping, click on the selected indicator again to unselect. Once you have completed the mapping, select the SAVE button in the top right corner.

Another feature offered in the mapping screen is the option to add notes. Notice the small ellipsis icon to the right just below the save button. By clicking the ellipsis, the following options appear. Add/Edit note.



After clicking the Add/Edit Note icon, the following dialog box will open. Click in the text box to add text.

Notice that the text box now has a tool bar, similar to a Word document toolbar where you can customize the font, 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.

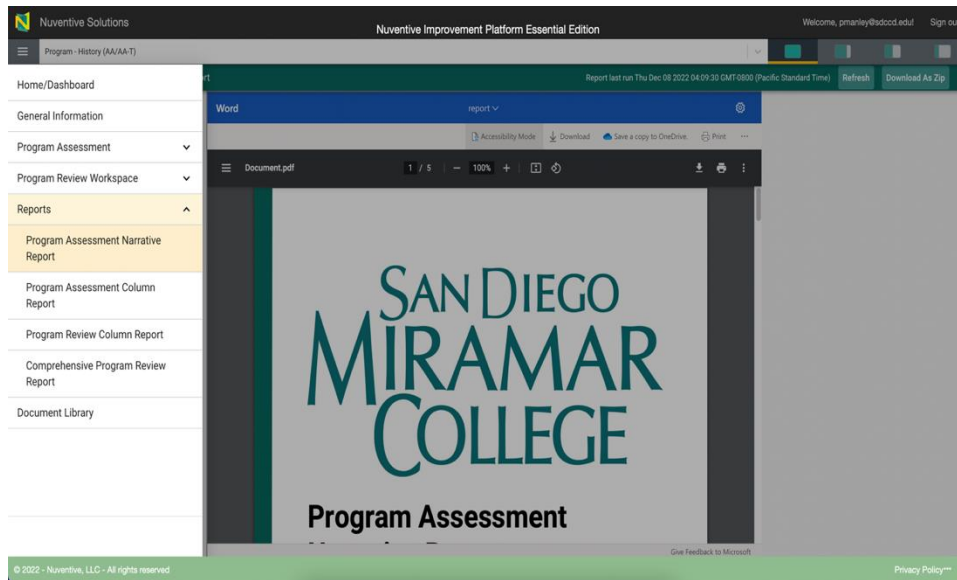


This is where you can add notes relevant to your mapping work. To add notes, click in the dialog box.

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 mapping or if you have completed all mapping for this session, return to the Main Menu by clicking on the Hamburger Menu.


REPORTS



Various types of reports are available under the Reports tab (Program Assessment Narrative, Program Assessment Column Report, Program Review Column Report, and a Comprehensive Program Review Report). Explore each of these types of reports by selecting the sub-menu items. Limited information will be available until the additional Program information has been added. Selected reports update automatically as information is added and others update overnight.

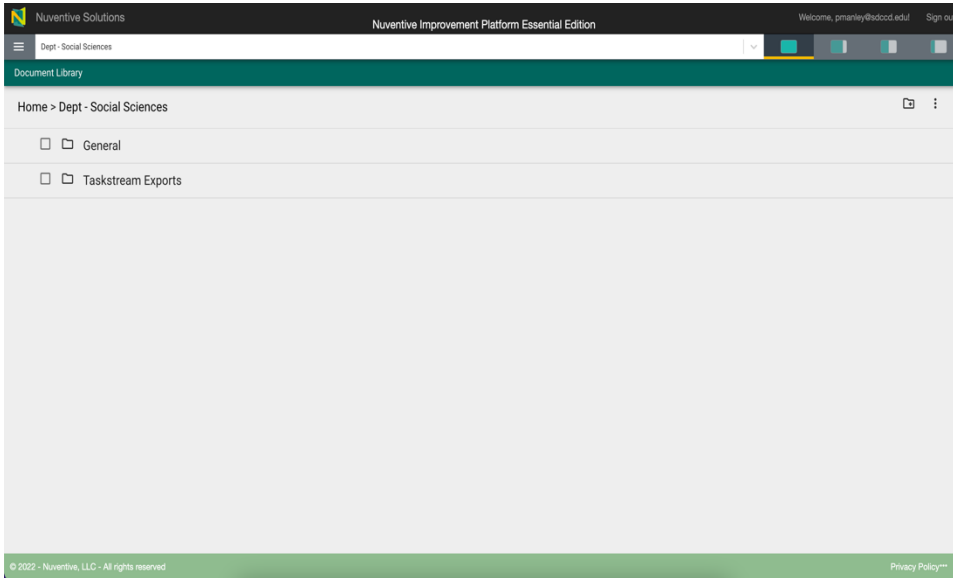
Note: The Program General Information page will appear as the second page on standard Program reports.

DOCUMENT LIBRARY

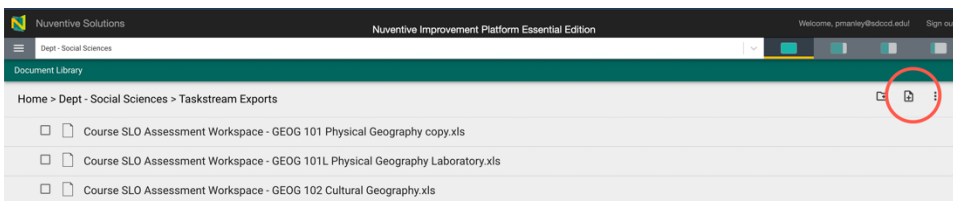
The Document Library/Repository is where a variety of documents and files can be uploaded and stored for use within the Nuventive Improvement Platform. To find the Document Library/Repository, first click on the Hamburger Menu  to reveal the Main Menu.

Documents and files exported from Taskstream are stored in the “Taskstream Exports” folder.

ADDING DOCUMENTS TO LIBRARY



Now select from the folder options available. In this example there is one folder titled General and one folder titled Taskstream. Click the folder name to open that folder.



Select the “Add File” icon on the top right to add a file to the selected folder. The following screen will open. Select the file to add to the folder.

Add Document(s) to Taskstream Exports

No file chosen

Urls

Name *	Url *	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

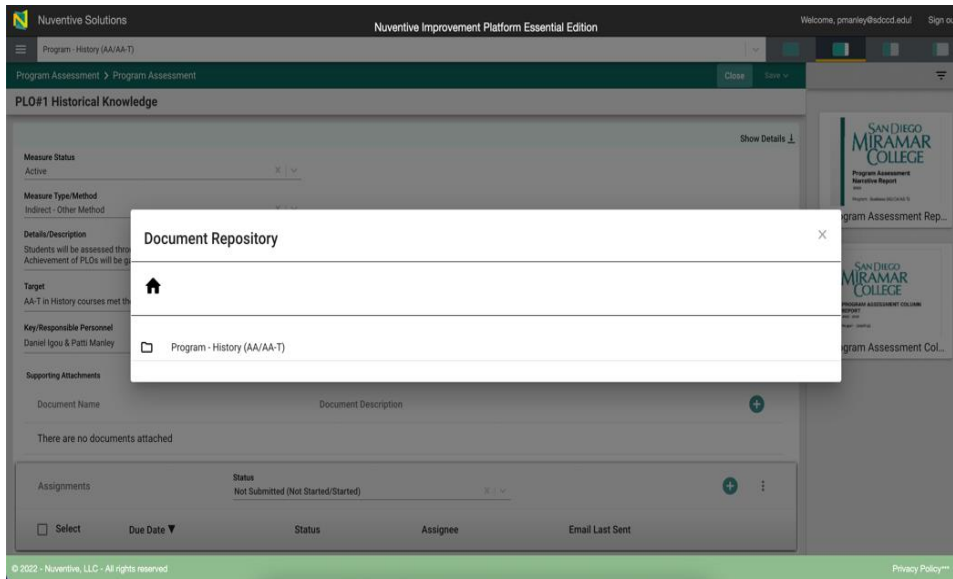
ADDING SUPPORTING DOCUMENTS

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

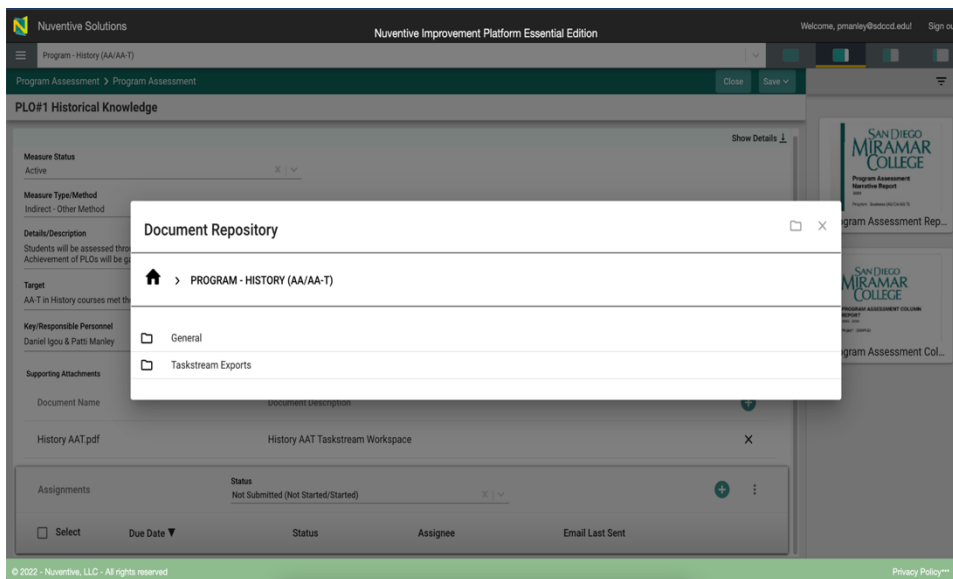
Supporting Documents

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.

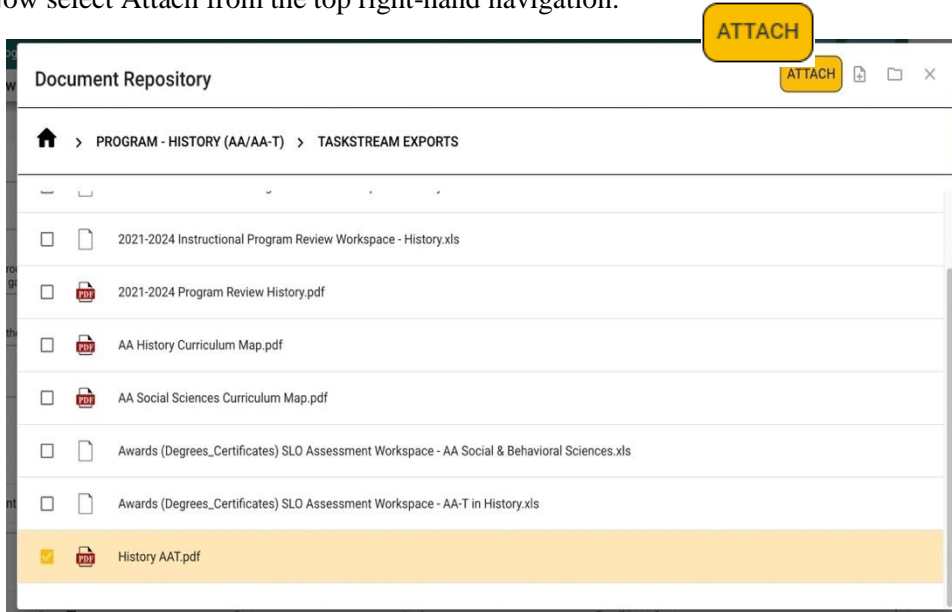


Now select from the folder options available. In this example there is one folder titled General and one folder titled Taskstream. Click the folder name to open that folder.



Select a file (or files) from that folder by clicking the check-box next to each file you would like to add.

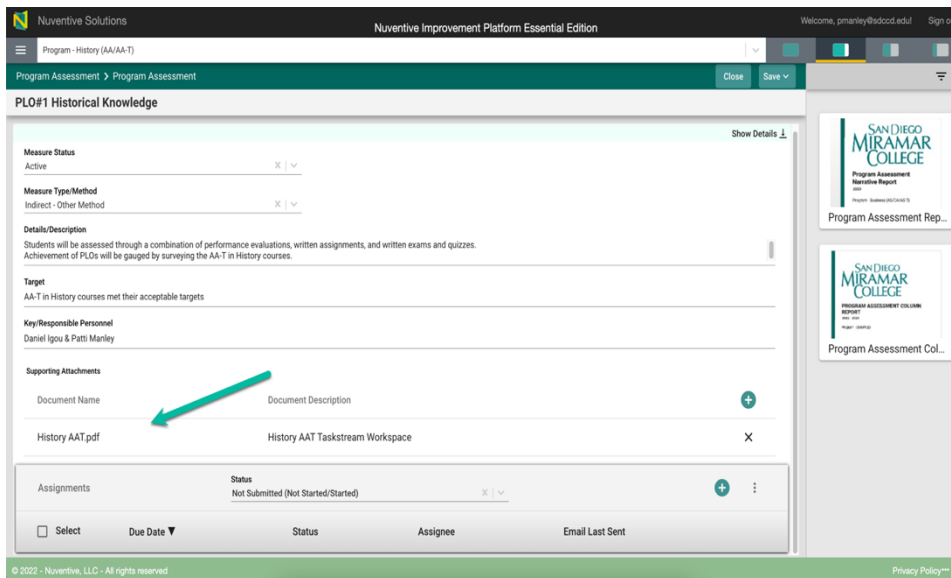
Now select Attach from the top right-hand navigation.



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.



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



**QUESTIONS?
CONTACT US.**

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PLATFORM
ADMINISTRATOR**

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