Nuventive™

Achieve. Improve. Adapt.

User Manual

University of Houston DOWNTOWN

Last Updated: 11/20/2024

TABLE CONTENTS

GETTING STARTED

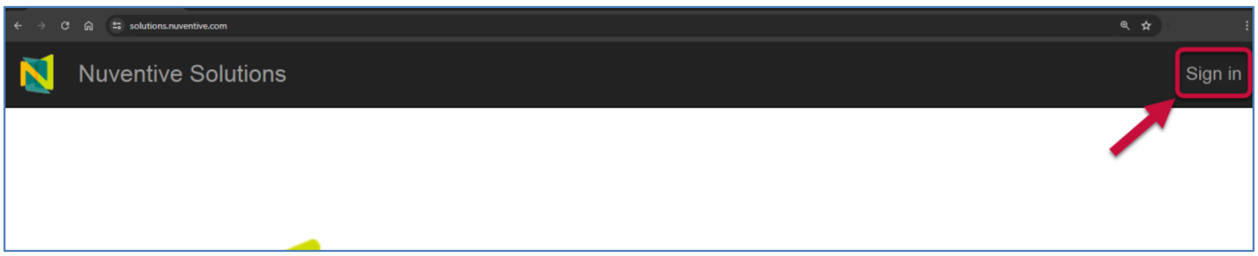
Nuventive is a web-based program used for keeping track of assessment plans, outcomes, reports, and documents. It is the platform UHD selected for campus-wide outcomes assessment by educational programs and co-curricular and administrative units.

This training manual is designed to provide information and instructions for navigating the Nuventive Platform. Additional video instructions can be found on UHD's Nuventive webpage.

Logging Into Nuventive

Authorized users can log into Nuventive using their UHD email address and password. It will be helpful to bookmark the Nuventive Log-In page for easy access at https://solutions.nuventive.com/.

On the **Nuventive Log-In page**, click **Sign In**, located in the top right corner of the screen.



Choose or enter your UHD email address and then enter your password when prompted. You may also need to perform two-factor authentication via Duo.

NOTE: If you are already logged into other UHD services (like O365, Canvas, or PeopleSoft), you may not be required to enter your password.

If you need to gain access to Nuventive, please contact the Office of Assessment and Accreditation at oie@uhd.edu

If you are having trouble logging in to Nuventive, contact the IT Service Desk (itservicedesk@uhd.edu or by phone at 713-221-8031) for password assistance.

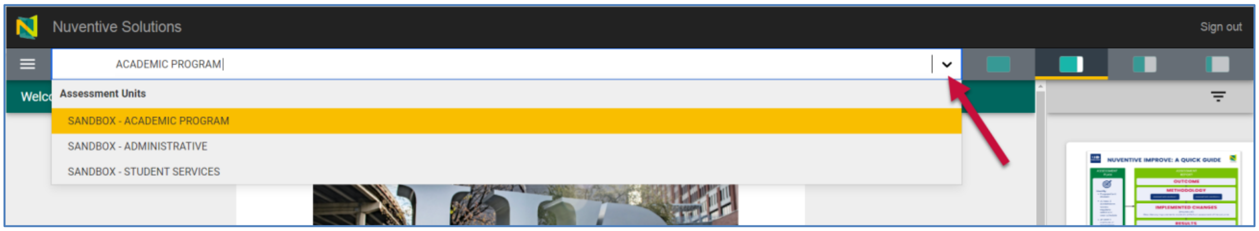
Navigating Nuventive

Once logged into Nuventive, you will be taken to the **Landing Page**. Pages within Nuventive are known as **Workspaces**. At the top of each **Workspace**, you will find two sets of icons (to the left and right) and the **Unit Drop-Down Menu** in the center. This is the primary navigation menu throughout Nuventive.

NOTE: After logging into Nuventive for the first time, subsequent logins will show the area you last accessed.

Unit Drop-Down Menu

The center **Unit Drop-Down Menu** is where you will locate your programs or departments. Your programs or departments are referred to as **Units**. By clicking the drop-down caret/arrow to the right, you will be able to locate the units assigned to you. You may also type the name of your unit in the drop-down box to quickly locate it. Selecting a program will take you to the program's **Workspace**.



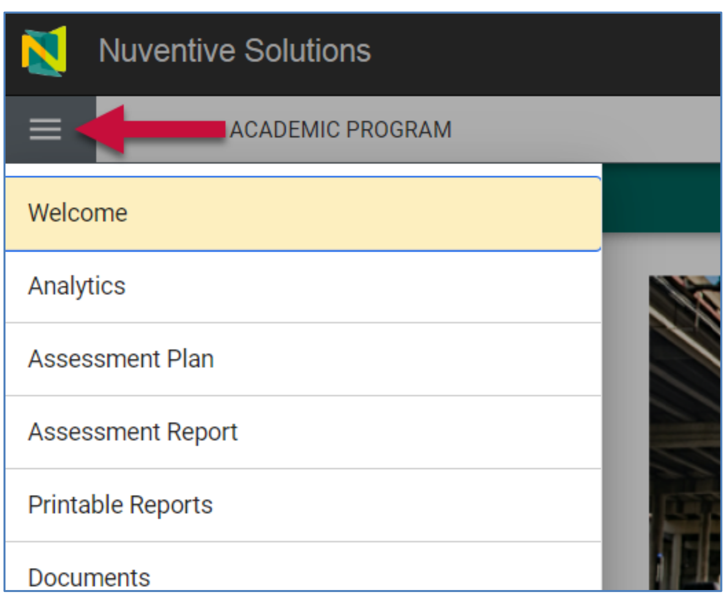
Hamburger Icon / Platform Menu

Once you have found your program or department, click the **Hamburger Icon** to the left of the **Unit Drop-Down Menu** to reveal the **Platform Menu**. Each unit will have similar options under the **Platform Menu**.

Unit options may include the following headings:

- **Analytics**
- **Assessment Plan**
- **Assessment Report**
- **Printable Reports**
- **Documents**

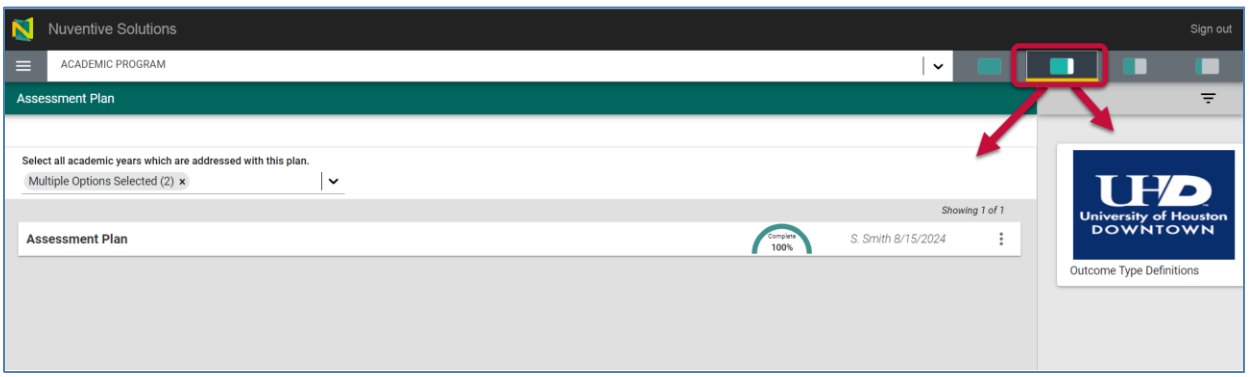
Each of these areas will be discussed in the **Working With Program Workspaces** section of this manual.



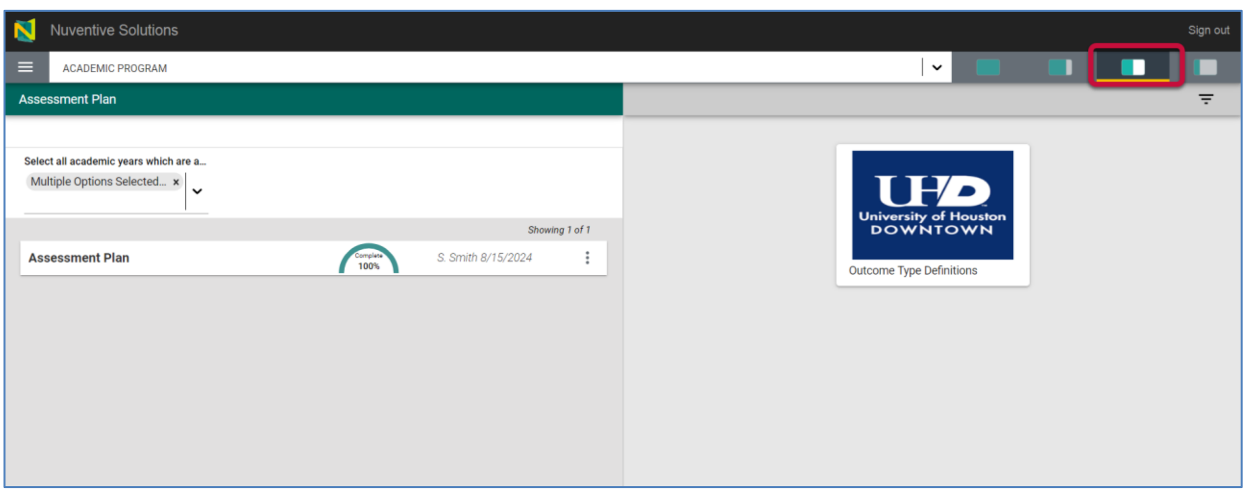
Data View/Split Screen Documents & Reports

To the right of the **Unit Drop-Down Menu**, you will find a set of icons referred to as **Split Screen/Layout Options.** 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 and reports to be viewed. The purpose of this area on the right side is to provide you with information, reports, and data to complete various tasks including assessment and program review while in Nuventive. Below is an example of a 75/25 split screen:



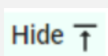
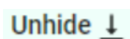
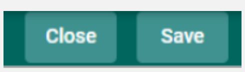
Below is an example of a 50/50 split screen:



NOTE: The workspace will also expand to the first level of expansion by clicking on a document or report in the side panel. You can expand further, or minimize the view of the document or report, by again clicking on one of the icons. Some workspaces do not expand.

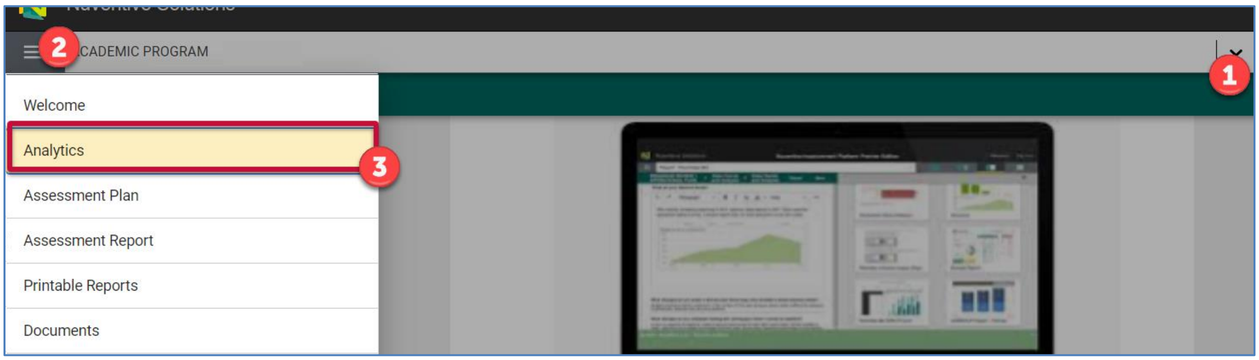
Other Navigation Items

While working in Nuventive, you will see the following icons and buttons in various areas. Below are descriptions, as you will use these navigation items frequently:

 **Information Icon**	Clicking on the **Information Icon** will reveal instructions or additional information that have been made available for a specific field, item, or area.
Ellipsis Icon	Clicking on the **Ellipsis Icon** will reveal options such as Open, View/Print, or Delete.
 **Add New Icon**	Clicking on the **Add New Icon** will allow you to add a new Assessment Plan, Outcome, or other element. You will see this icon on workspaces where you have privileges to add items.
 **Hide Icon**	Clicking on the **Hide 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 Icon**	Clicking on the **Unhide Icon** allows you to uncover the highlighted information.
 **Close & Save Buttons**	After completing form fields/text boxes, as designated, you may want to click the **Save Button** to retain your progress. Once you are satisfied with the information you have entered, and have saved the form, click the **Close Button.** These buttons are usually located at the top right of the screen.
 **Focus Mode**	Clicking **Focus Mode** expands data to fit your current computer screen.
More Options	Clicking on the **More Options Icon** will reveal options that allow data manipulation, such as exporting data to Excel or downloading a PDF.

WORKING WITHIN PROGRAM WORKSPACES

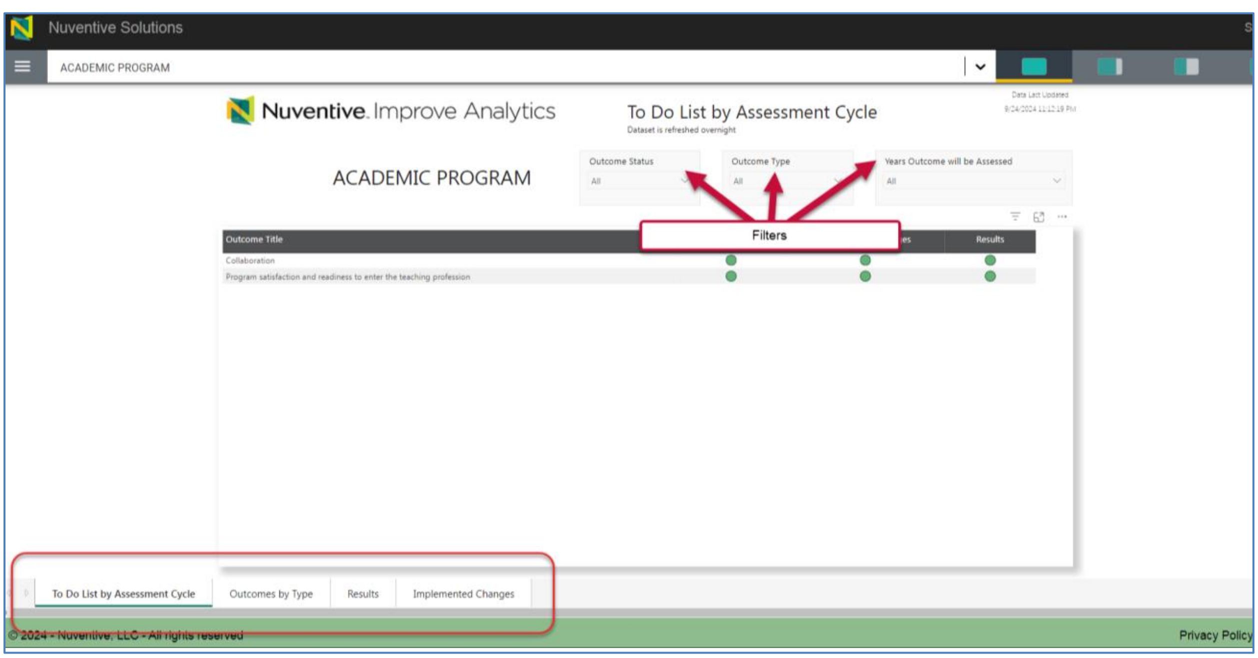
Use the **Unit Drop-Down Menu** to select a program or department (1). Once you have found the program or department you wish to work with, click the **Hamburger Icon** (2) on the left to reveal the **Platform Menu**. Each unit will have similar options under the **Platform Menu** (Analytics, Assessment Plan, Assessment Report, Printable Reports, and Documents). Select an option to begin working in the **Program's Workspace** (3).



Analytics Dashboard

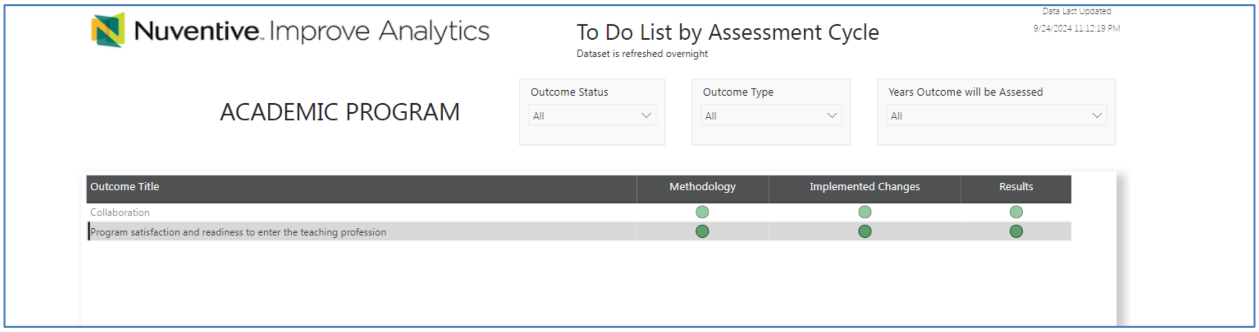
The **Analytics** Dashboard is the first tab in the **Platform Menu**. This workspace allows you to run visual analytics on assessment data.

The **Analytic Dashboard** has four tabs at the bottom left (**To do list by Assessment Cycle, Outcomes by Type, Results and Implemented Changes)**. These tabs provide quick access to program data and information. Information on the tabs can be filtered using the filters such as **Outcome Status**, **Outcome Type** or **Years Outcomes will be Assessed** at the top right of the workspace.



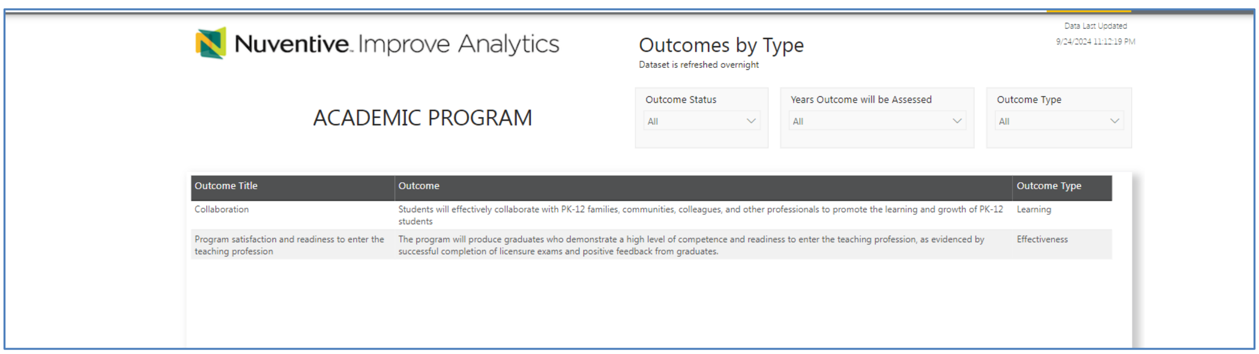
Each tab is described below:

To Do List by Assessment Cycle: This tab provides an overview of completed sections and those that need to be worked on. Programs are expected to use a minimum of 2 methods of assessment per outcome (at least one must be direct). If only one method is provided, the "**Methodology**" section will display red, or as incomplete.

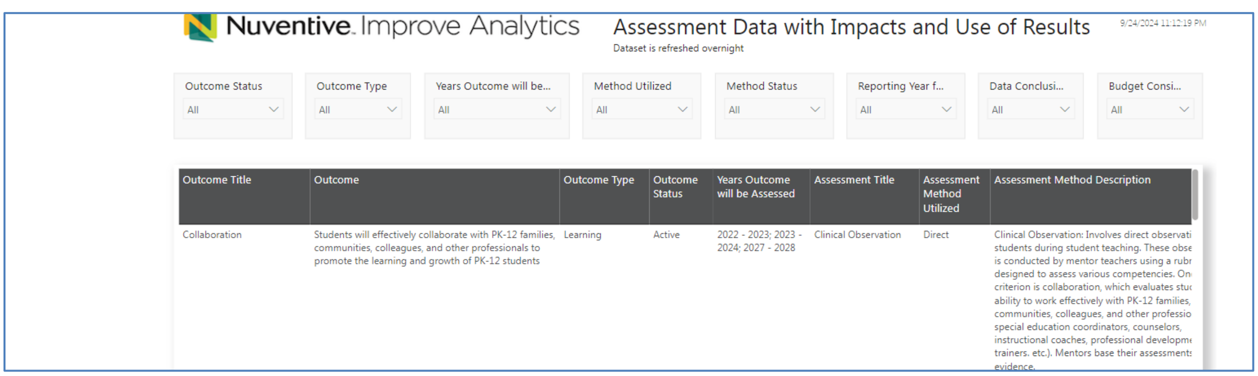


Outcomes by Type: This tab offers an overview of the outcomes and their types, helping programs/units see which outcome types they are concentrating on. Reviewing this tab will help clarify priorities.

For example, if a co—curricular unit is providing learning opportunities for students but only focusing on effectiveness outcomes rather than learning outcomes, this table will highlight this information.

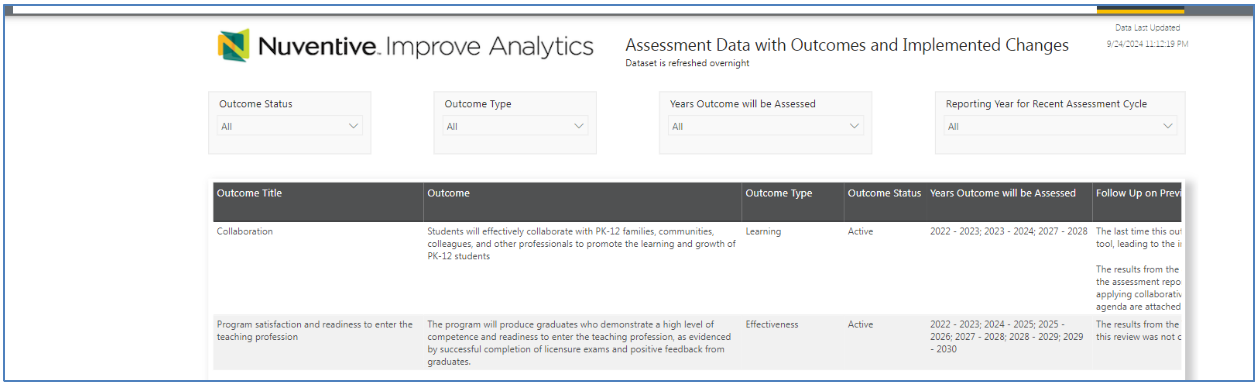


Results: This tab provides a comprehensive overview of outcomes, methods, results, and use of results. The data conclusions are color-coded. **Red** indicates the criterion is not met, **yellow** indicates it is partially met, and **green** indicates it is met.

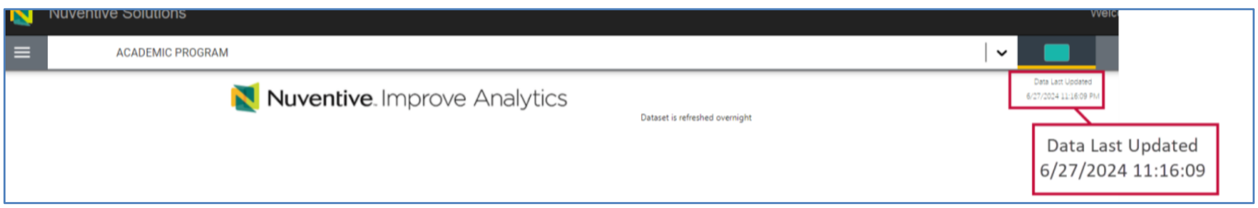


Implemented Changes: This tab provides an overview of the changes made as a result of assessment data.

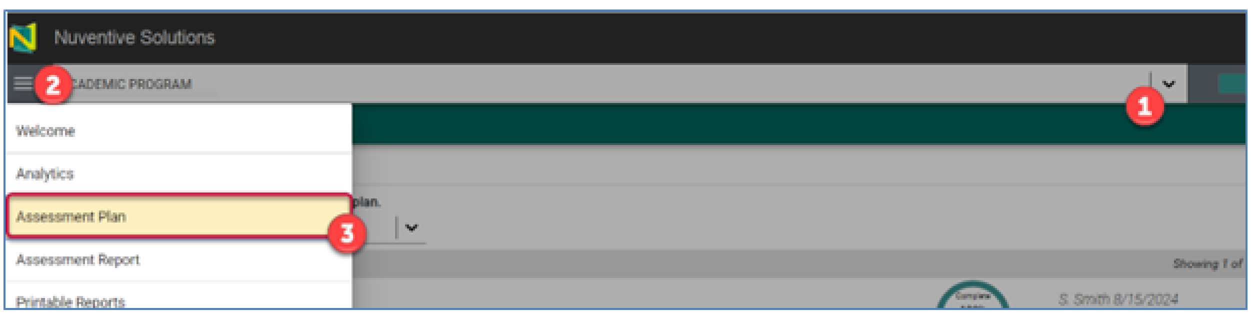
The purpose of the last two tabs (**Results** and **Implemented Changes**) is to offer a quick overview of the information entered into the platform, rather than generating a report. They function similarly to an Excel spreadsheet, allowing manipulation of columns as needed (in terms of width to help increase readability).



NOTE: The data in Nuventive is updated overnight. Data entered by others may not be available until the next day. Nuventive will provide a date when data was last updated at the top of this screen.



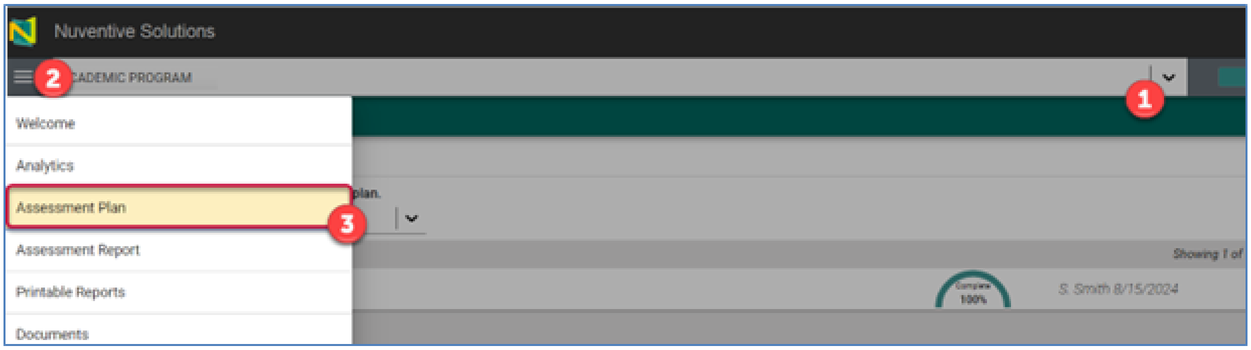
Assessment Plan



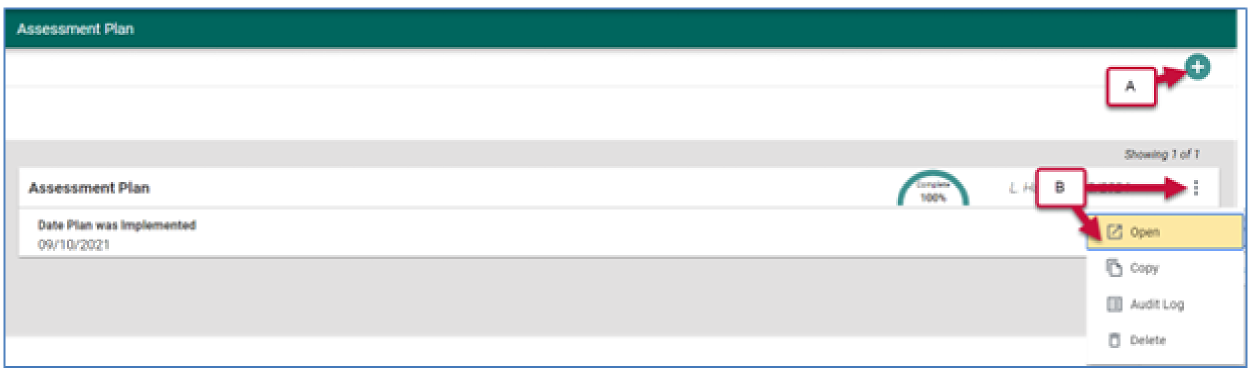
The **Assessment Plan** area is where programs and units articulate their mission and its alignment with college/division- and institutional-level priorities. Establishing these connections is essential for creating an assessment plan that aligns with the broader mission and overarching goals within the organizational ecosystem. Once these connections are articulated, you will be prompted to attach/upload your assessment plan. Instructions for this step are provided below.

Uploading Your Assessment Plan

To upload your **Assessment Plan**, select your program/unit from the **Unit Drop-Down Menu** (1) and then use the **Hamburger Icon** (2) to select **Assessment Plan** from the **Platform Menu** (3).



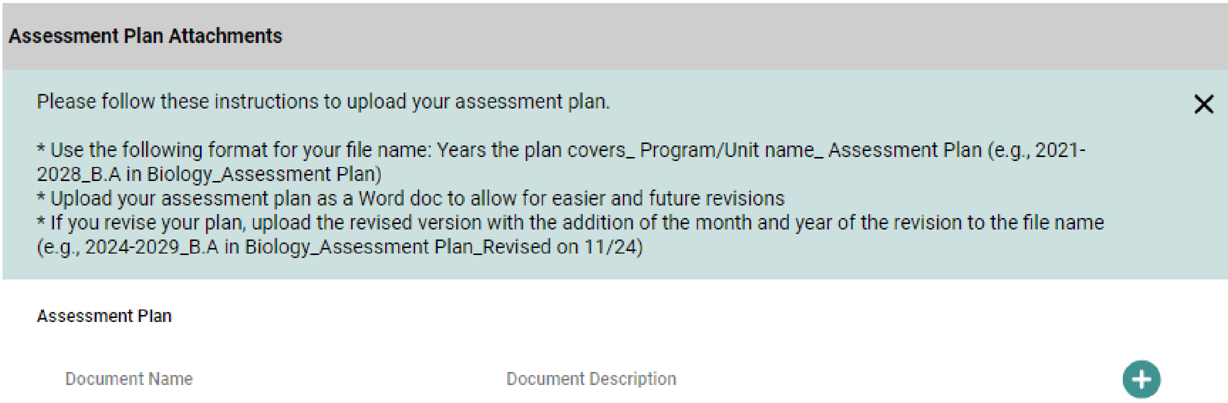
If you see the message "No responses have been entered. Please click the add button to create a response," click on the plus sign (A) to create and enter the Assessment Plan area. If this area already exists on your Nuventive page, then go to the **Ellipsis Icon** (B) in the right corner of the workspace and select **Open**.



NOTE: You will only have access to edit or view units/programs you are assigned to. If you require access to units/programs not available to you, please send an email (oie@uhd.edu) to the Office of Assessment & Accreditation for assistance.

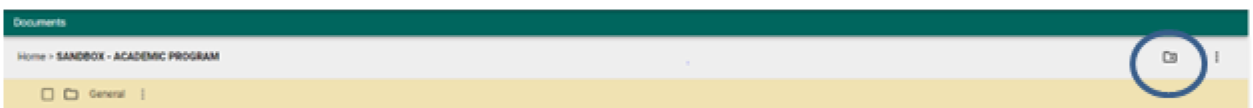
*NOTE: Fields where you see an Asterisk (*) next to the name, indicating the field is required, **you will not be able to save the form until information has been entered into the field**.*

After responding to the prompts regarding program/unit mission, upload your plan by clicking the Add Document with the (+) sign as seen in the bottom right corner of the image below. Please pay specific attention to the instructions in the shared area to appropriately name your file.

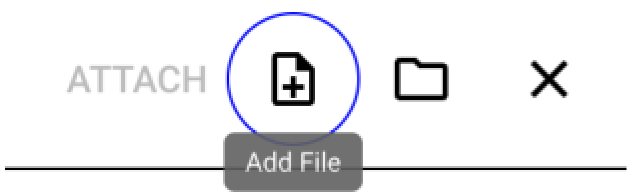


Each time you revise your assessment plan, you can return to this area to upload the updated version. As outlined in the instructions, the revised version should include the month and year of the revision along with the years the plan covers.

To attach your assessment plan, after clicking on the green (+) sign, select the folder in your program's/unit's Document Library that you would like the document to be stored in. A "General" area already exists for you to add your documents to. You also have the option to create sub-areas by clicking the folder icon with a plus sign on top right corner.



To attach your assessment plan in the folder/area your choice, go to that folder/area and then select the Add Document icon on the right to select documents from your computer to upload to the Nuventive platform.

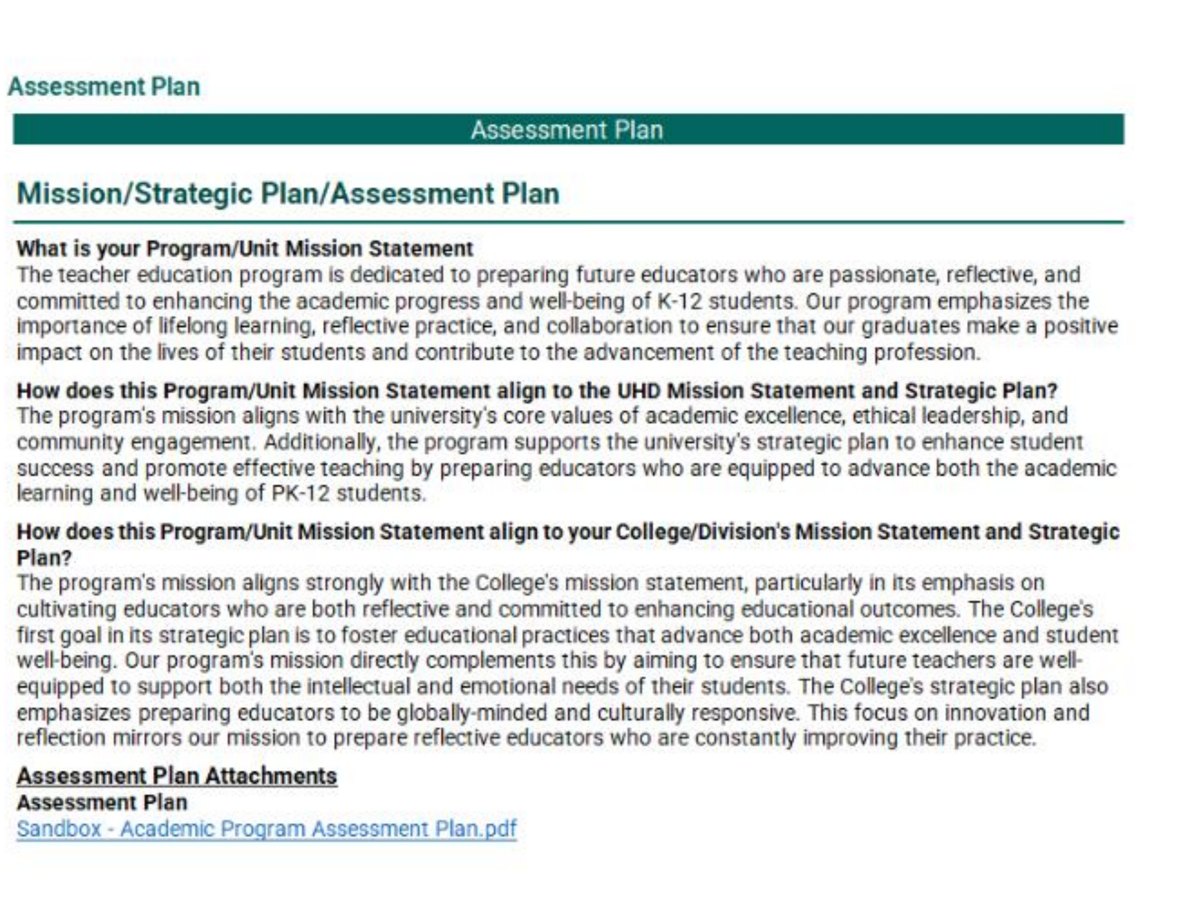


After adding the file, click Save.

Once saved, you can attach the document in the Assessment Plan area by selecting the box to the left of the uploaded document and then clicking “Attach” on the right.

Once you upload your assessment plan, it will appear as a static document without a live link. Don’t worry – this doesn’t mean your plan is not uploaded. The entire content of the Assessment Plan area will appear at the top of the generated reports, and the uploaded plan will have a live link there. If you upload plan, a single link will appear. If multiple versions were uploaded due to revisions, all of them will be listed, with the most recently uploaded plan displayed at the bottom. Hence, when naming your plan, the file name should indicate the years the plan covers, along with the month and year of revision, f a revised plan was uploaded. Otherwise, it will be difficult to distinguish between the old plan(s) and the revised plan(s).

Here is how the contents of the Assessment Plan area will show up in the generated reports.


Assessment Plan

Assessment Plan

Mission/Strategic Plan/Assessment Plan

What is your Program/Unit Mission Statement
The teacher education program is dedicated to preparing future educators who are passionate, reflective, and committed to enhancing the academic progress and well-being of K-12 students. Our program emphasizes the importance of lifelong learning, reflective practice, and collaboration to ensure that our graduates make a positive impact on the lives of their students and contribute to the advancement of the teaching profession.

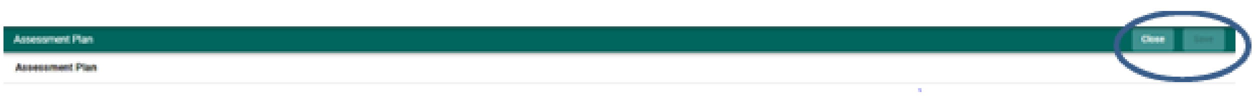
How does this Program/Unit Mission Statement align to the UHD Mission Statement and Strategic Plan?
The program's mission aligns with the university's core values of academic excellence, ethical leadership, and community engagement. Additionally, the program supports the university's strategic plan to enhance student success and promote effective teaching by preparing educators who are equipped to advance both the academic learning and well-being of PK-12 students.

How does this Program/Unit Mission Statement align to your College/Division's Mission Statement and Strategic Plan?
The program's mission aligns strongly with the College's mission statement, particularly in its emphasis on cultivating educators who are both reflective and committed to enhancing educational outcomes. The College's first goal in its strategic plan is to foster educational practices that advance both academic excellence and student well-being. Our program's mission directly complements this by aiming to ensure that future teachers are well-equipped to support both the intellectual and emotional needs of their students. The College's strategic plan also emphasizes preparing educators to be globally-minded and culturally responsive. This focus on innovation and reflection mirrors our mission to prepare reflective educators who are constantly improving their practice.

Assessment Plan Attachments
Assessment Plan
Sandbox - Academic Program Assessment Plan.pdf

Once you are satisfied with the information you have entered, hit **Save** and then the **Close** button at the top of the screen to leave the Assessment Plan area.

Important! *The form does not automatically save. If you walk away, Nuventive may time-out and unsaved changes will be lost.*

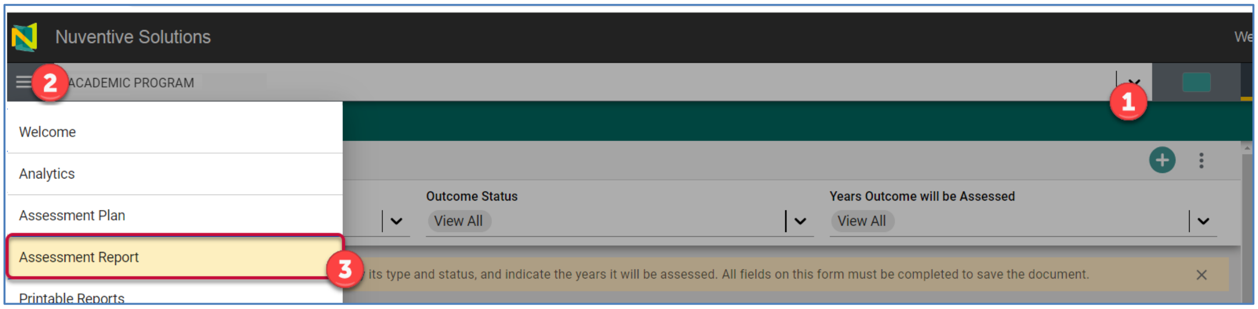


Assessment Report

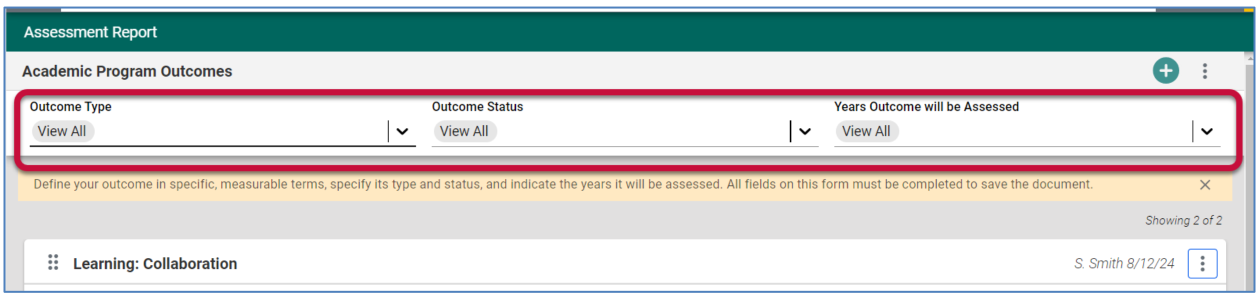
The **Assessment Report** workspace is where you will define outcome(s) in specific measurable terms, specify the type and status, and indicate the years it will be assessed. For each **Outcome** you will enter the **Methodology**, **Implemented Changes**, and **Results**.

Viewing or Editing an Outcome

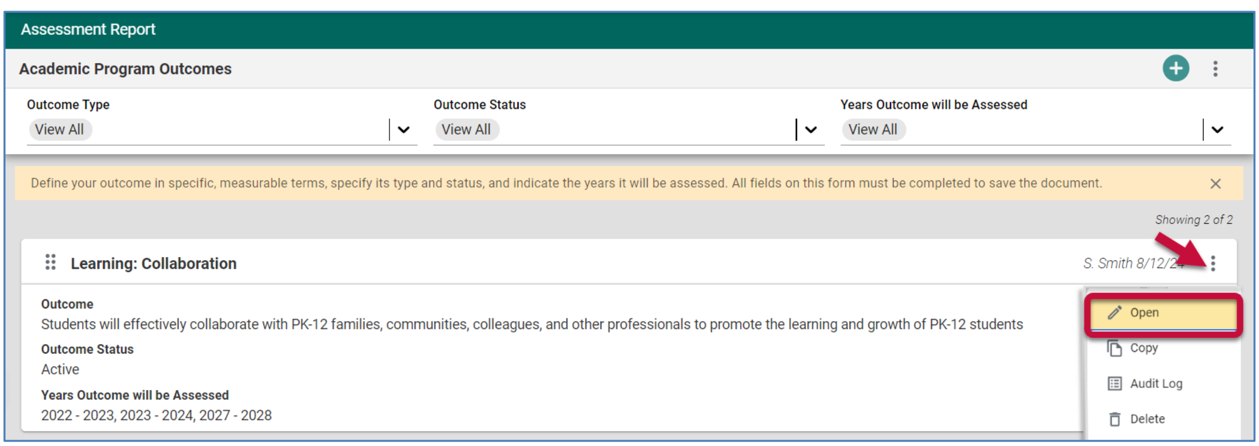
To locate existing **Outcomes**, first, select your department from the **Unit Drop-Down Menu** (1) and then use the Hamburger Icon (2) to select **Assessment Report** from the **Platform Menu** (3).



To view or update information for existing **Outcomes**, locate the outcome you would like to edit using the filters at the top of the screen (Outcome Type, Outcome Status, Years Outcome will be Assessed).



Once you have located the **Outcome**, click the **Ellipse Icon** on the right side of the screen and then select **Open**. You may now edit each form field. Descriptions of each field are described in the **Adding a Program Outcome** section of this manual.

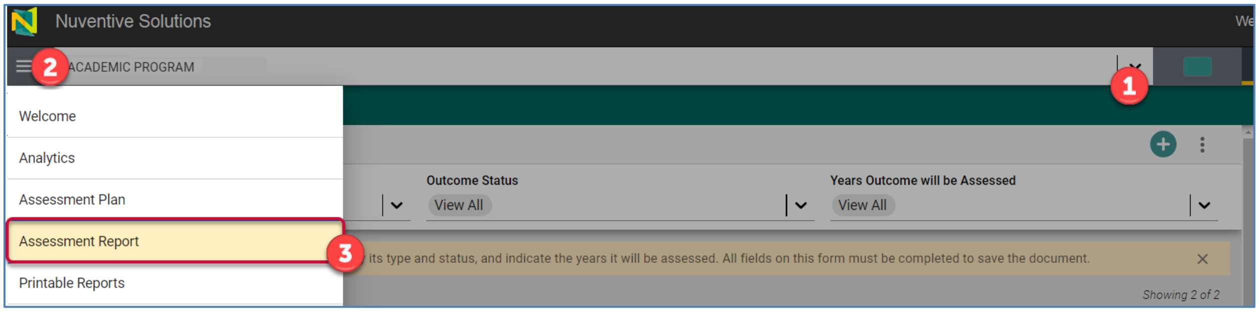


*NOTE: Fields where you see an Asterisk (*) next to the name, indicating the field is required, **you will not be able to save the form until information has been entered into the field**.*

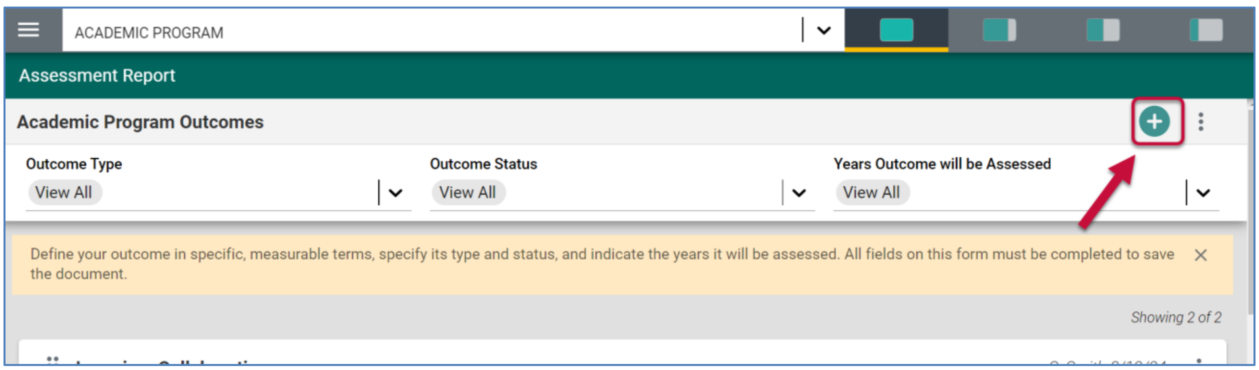
Important! *The form does not automatically save. If you walk away, Nuventive may time-out and unsaved changes will be lost.*

Adding a Program Outcome

To add a new **Outcome**, select your department from the **Unit Drop-Down Menu** (1) and then use the Hamburger Icon (2) to select **Assessment Report** from the **Platform Menu** (3).



On the **Program Outcomes** page, click the **Add New Icon** to enter a new Outcome (some outcomes may have been pre-entered for your program).



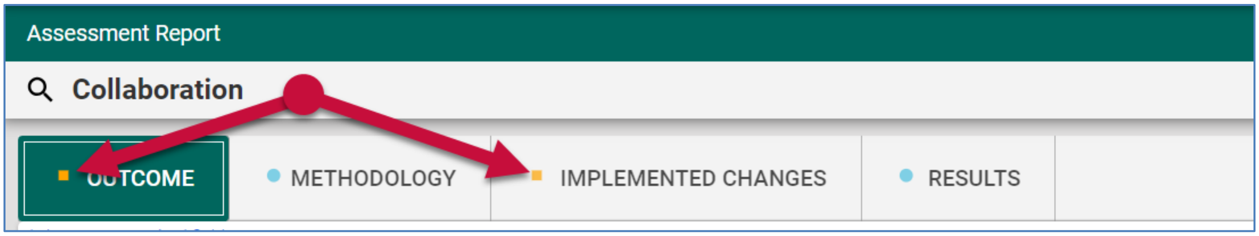
When editing the **Outcome**, complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the dropdown lists. Ensure you save your changes frequently by clicking the **Save** button at the top right of the screen. Edit all fields as needed.

Begin by entering the **Outcome's Type** and **Title**. 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 form to be saved.

The **Outcome Title** should reflect the **Outcome** and be a shortened version. For example: "LO 1- Critical Thinking" or "LO 2 -Ethics" instead of "LO 1". Continue by entering the specific information in measurable terms in the **Outcome** area. This should mirror the outcome in the **Assessment Plan.** This step is crucial. Without assigning a title to your outcome, you won't be able to create a space to report results for your assessment method in the "**Results**" tab.

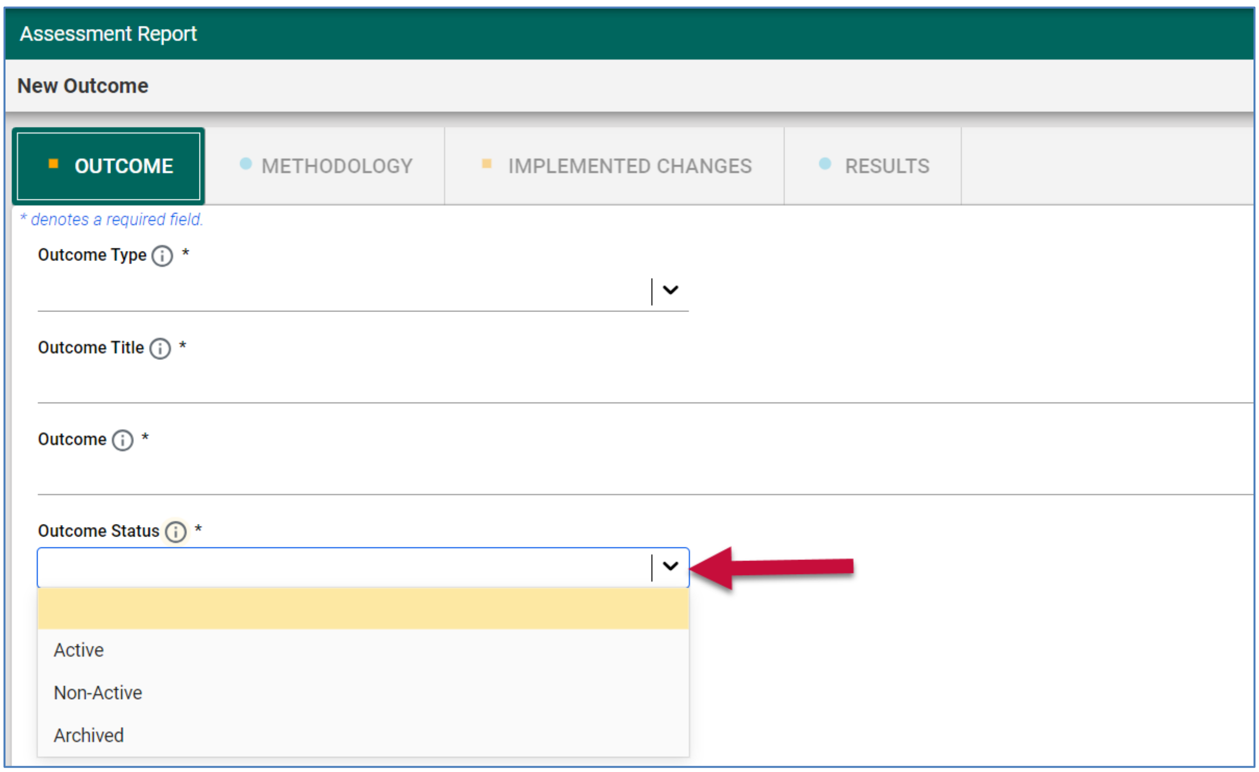
NOTE: All fields must be entered as requested. This prevents titles in the final Assessment Report from displaying as blank.

Important! Notice the corresponding icons on each tab. Information entered in the **Outcome** tab, will carry over to information presented on the **Implemented Changes** tab.



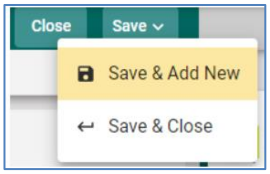
Next, from the drop-down caret/arrow enter the **Outcome Status** and **Years the Outcome will be Assessed**. Notice the caret/arrow icon next to some of the fields. This icon indicates that options have been provided from which you are to choose.

For the **Outcome Status**, options will be **Active**, **Non-Active**, or **Archived**. Select "**Active**" if the outcome is included in the assessment plan and is assessed during the current assessment cycle. Select "**Non-Active**" if the outcome is included in the **Assessment Plan**, but not assessed in this assessment cycle. "**Archived**" may be chosen if this outcome was previously assessed, documented and retained for historical reference, but not included in the current assessment plan.



The **Years Outcomes will be Assessed** drop-down requires you to select multiple years to create a six-year schedule. This ensures each outcome is assessed at least twice. This should mirror the years listed in the **Assessment Plan**.

Save your work by clicking on the **Save button** in the top right-hand corner. 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.



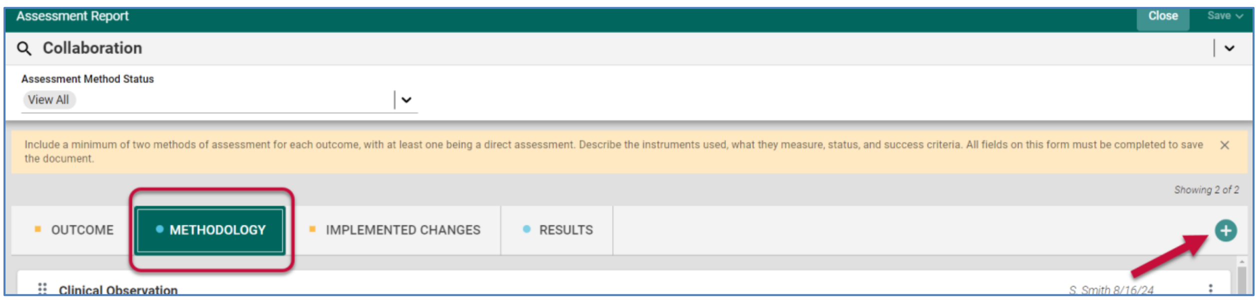
By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the Outcome. If you have other outcomes to enter, you may select **Save & Add New** to continue adding outcomes. If you have finished adding outcomes, click **Save & Close**.

Entering Methodology/ Assessment Method

Once you have finished entering the **Outcome**, click the **Methodology** tab to enter the **Assessment Method** for the **Outcome**.

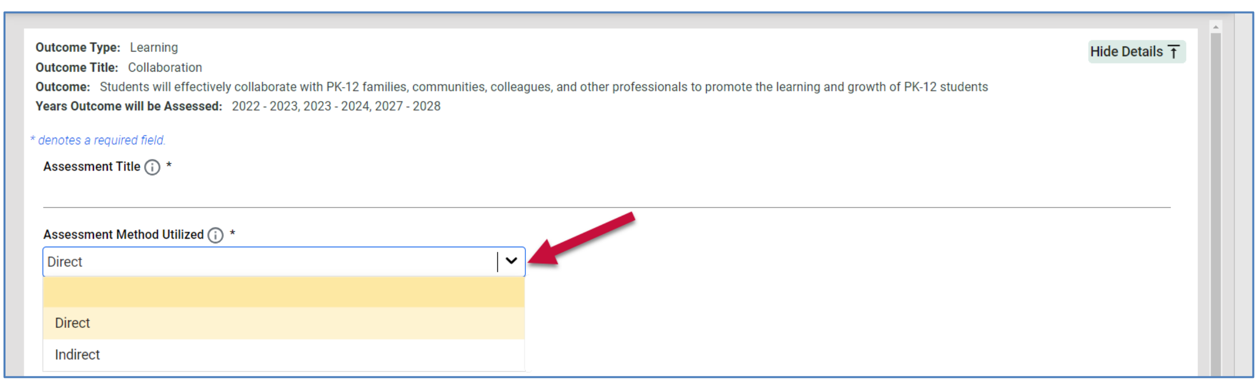
When entering the **Assessment Method**, include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria.

Click the **Add New Icon**, to enter the first **Assessment Method**.



When entering information for the **Assessment Method**, first provide an **Assessment Title**. This is a short name for your assessment. This must be unique for each assessment method. This step is crucial. Without assigning a title to your assessment method, you won't be able to create a space to report results for your assessment method in the "Results" tab.

Next enter the **Assessment Method Utilized**. 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. You will select either "**Direct**" or "**Indirect**".



The **Assessment Method Description** is where you will describe the instrument used to assess the outcome and what it measures. **This should mirror the method or assessment described in the Assessment Plan.**

For the **Assessment Method Status**, options will be **Active**, **Non-Active**, or **Archived**. Select "**Active**" if this method is included in the **Assessment Plan** and is currently being assessed during this assessment cycle. Select "**Non-Active**" if this method is included in the Assessment plan but is not being assessed during this assessment cycle. "**Archived**" indicates the method was previously assessed, documented and retained for historical reference, but is not included in the current **Assessment Plan**.

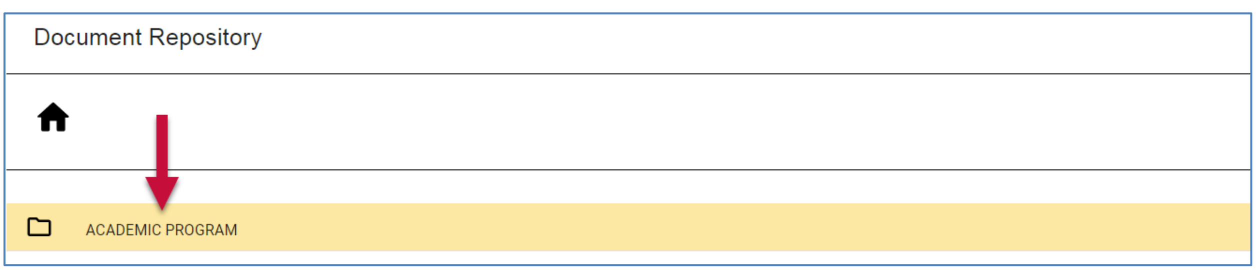
In the **Success Criteria** section, indicate the success criteria/target. This should mirror the criteria in the **Assessment Plan**.

NOTE: All fields must be entered as requested. This prevents titles in the final Assessment Report from displaying as blank.

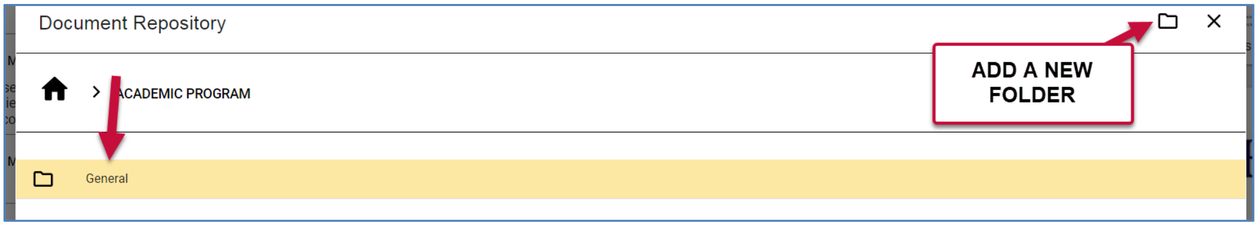
Upload any assessment instruments and/or accompanying rubrics in the **Assessments Artifacts** area.

To upload an artifact, click the **Add New Icon** to the right of **Document Description**.

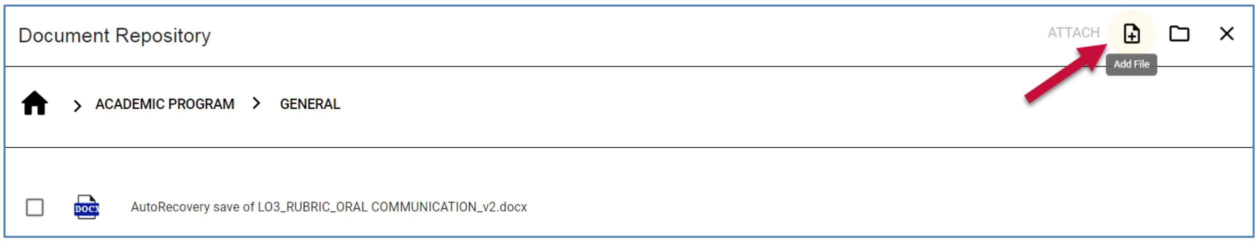
You will be taken to an area called the **Document Repository**. Select the first folder in your program's **Document Repository**.



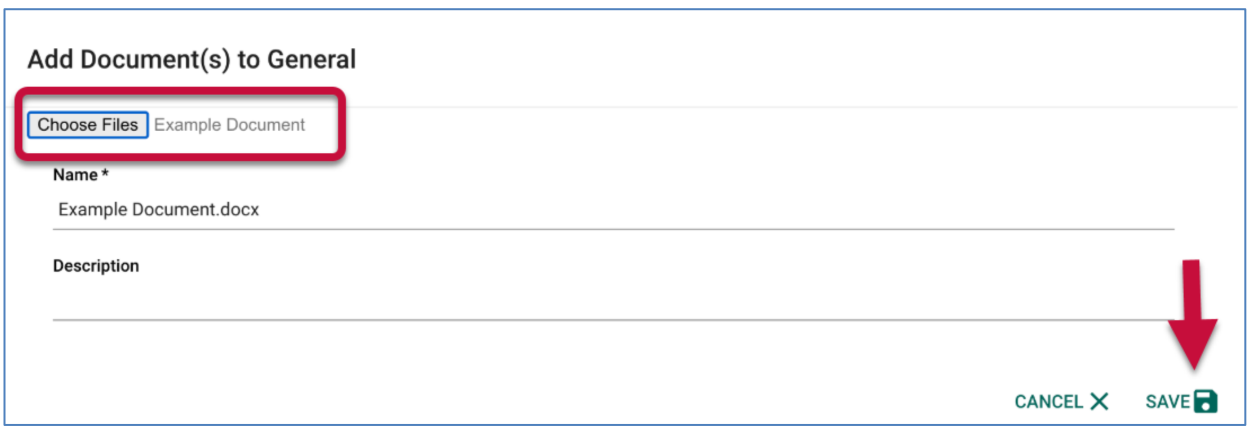
Then select the folder where you would like the document stored. This may be the "**General**" folder. You may also create a **new folder**.



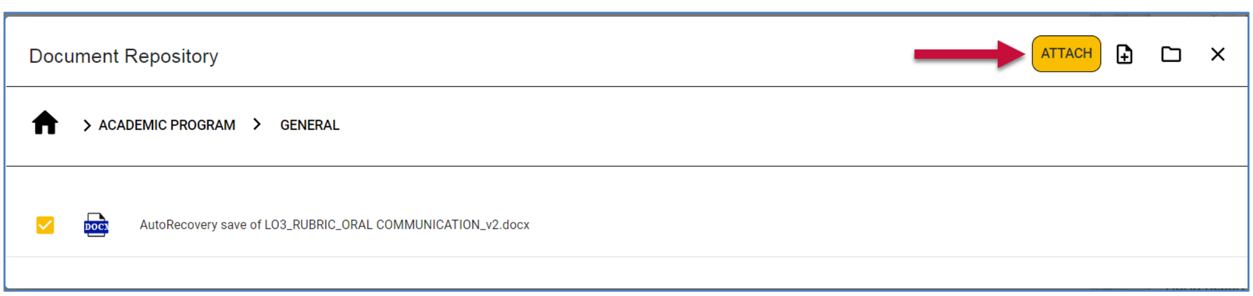
After selecting a folder, click **the Add File** icon on the right to select documents from your computer.



Click **Choose Files** to browse your computer and select files to upload. You can select multiple documents if needed. When complete, **Save** the document, which will upload it.

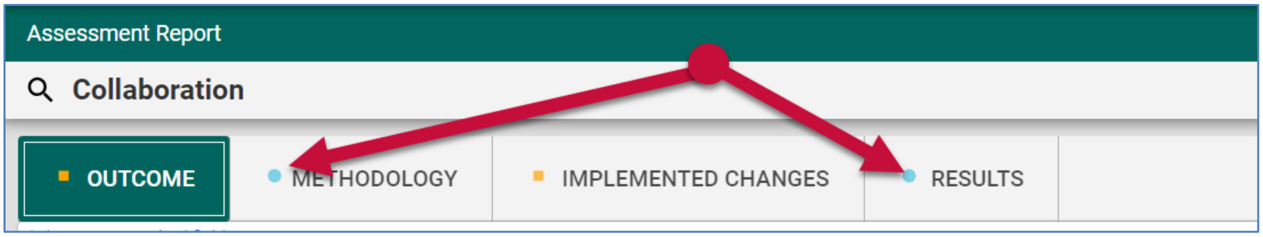


Next, select the file and click **Attach**. This will attach the file to the **Assessments Artifacts** area.



All uploaded items will be stored in the **Documents Library/Repository**. You can find corresponding documents and folders in the **Program Menu**, under **Documents**. Read more about the **Documents Library/Repository** in the [Documents](#) section of this manual.

Important! Notice the corresponding icons on each tab. Information entered in the **Methodology** tab, will carry over to information presented on the [Results](#) tab.

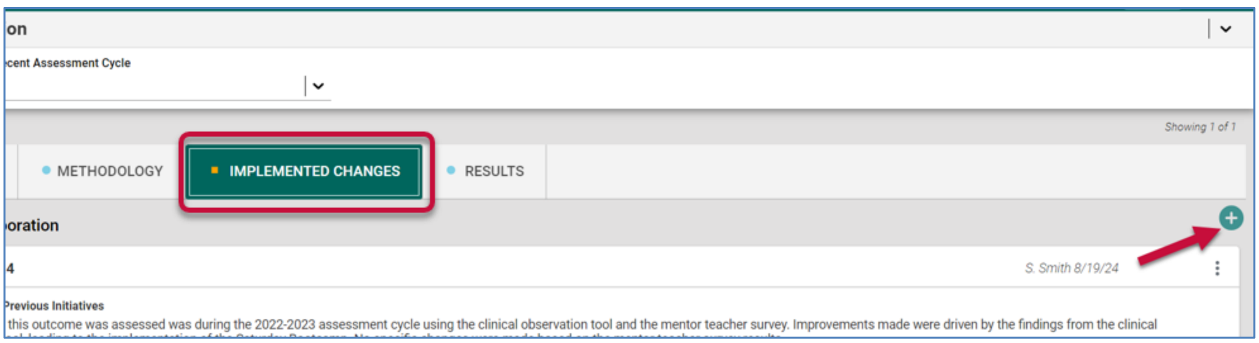


Once you have finished editing the **Methodology** section, **save** your work and proceed to the **Implemented Changes** tab.

Entering Implemented Changes

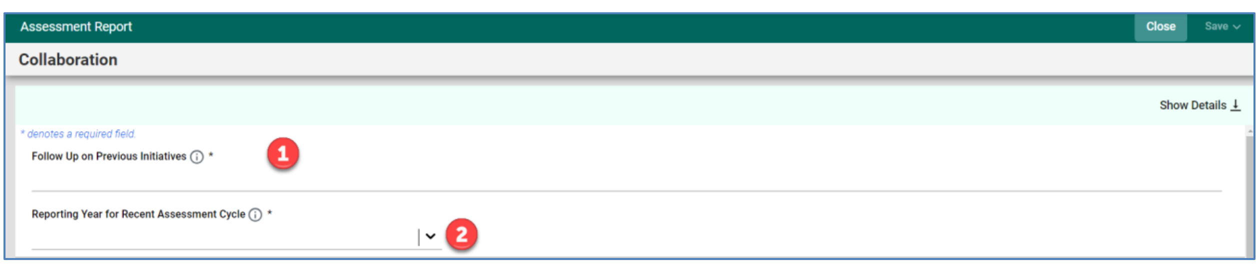
On the **Implemented Changes** tab, you will describe the extent to which recommended improvements from the previous assessment of the outcome have been implemented.

To enter a new **Implemented Change**, click the **Add New Icon**.



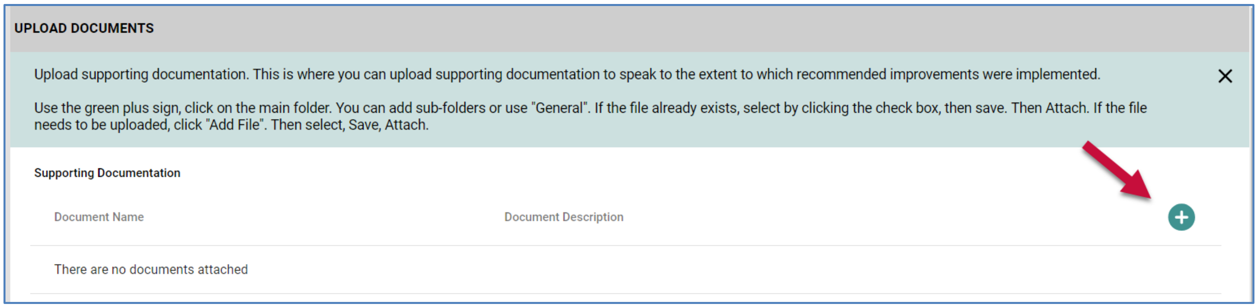
In the **Follow Up on Previous Initiatives area** (1), enter your implemented changes. If no changes were made, please explain why. When describing improvements made, avoid discussing their impact in this area, as the impact will be addressed later in the report.

Next, select the **Reporting Year for Recent Assessment Cycle** (2), click the caret/arrow and choose the academic year this report reflects.

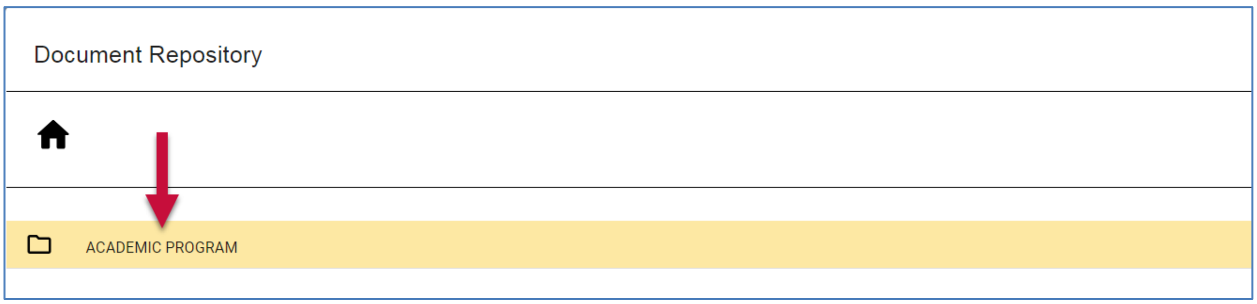


The **Supporting Documentation area** is where you can upload supporting documentation to speak to the recommended improvements.

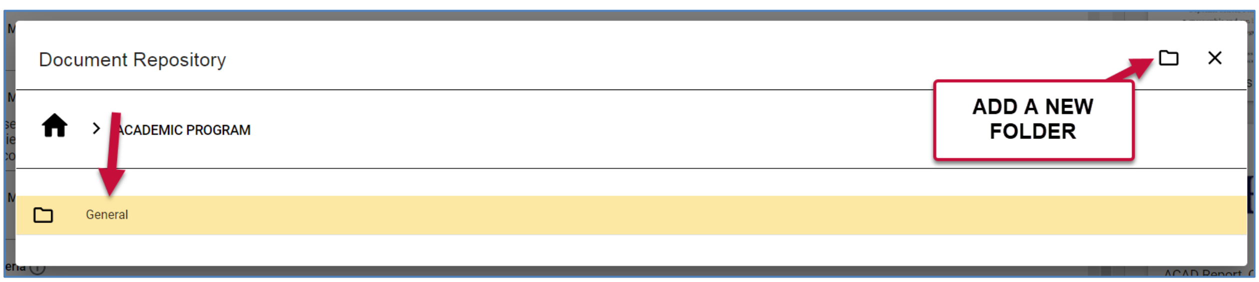
To upload an artifact, click the **Add New Icon** to the right of **Document Description**.



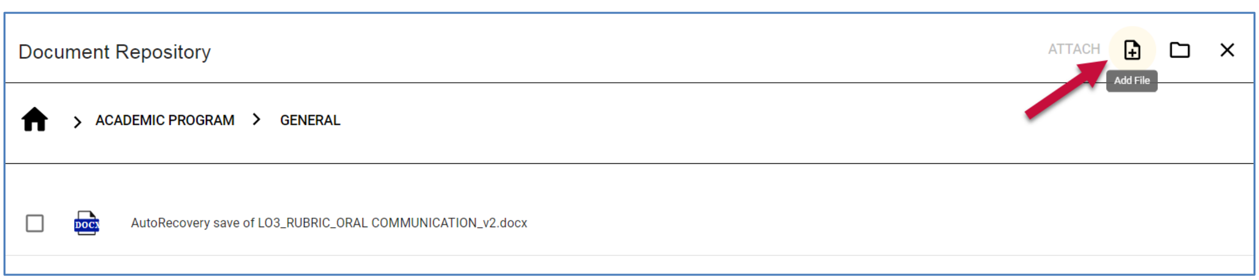
You will be taken to an area called the **Document Repository**. Select the first folder in your program's **Document Repository**.



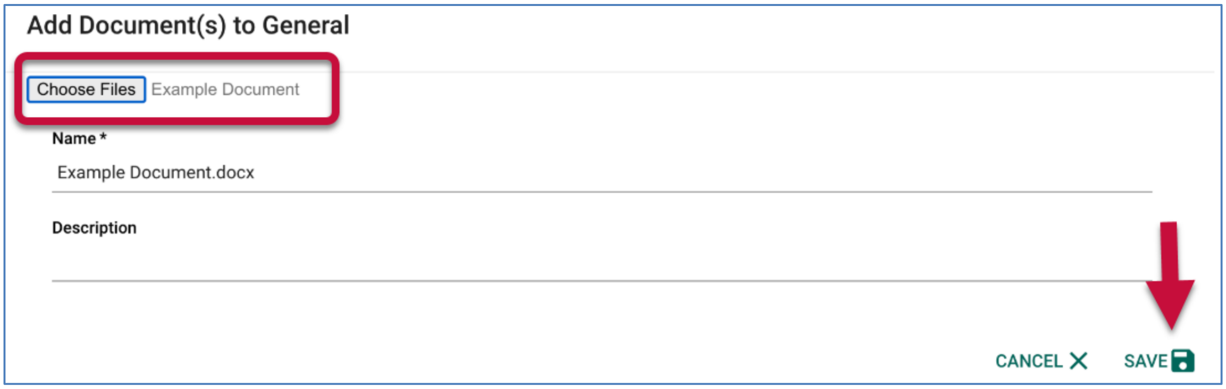
Then select the folder where you would like the document stored. This may be the "**General**" folder. You may also create a **new folder**.



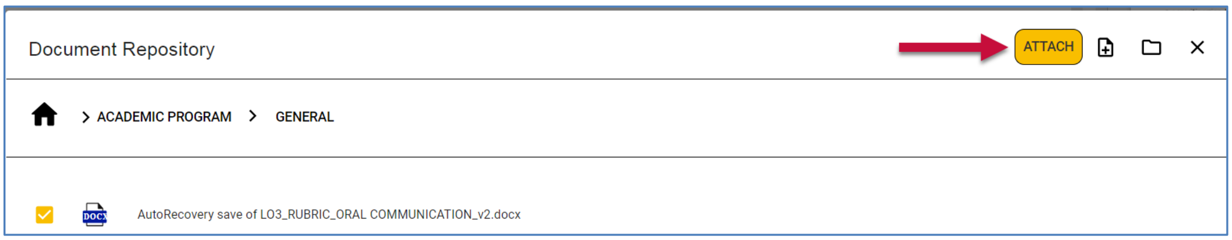
After selecting a folder, click **the Add File** icon on the right to select documents from your computer.



Click **Choose Files** to browse your computer and select files to upload. You can select multiple documents if needed. When complete, **Save** the document, which will upload it.



Next, select the file and click **Attach**. This will attach the file to the **Assessments Artifacts** area.

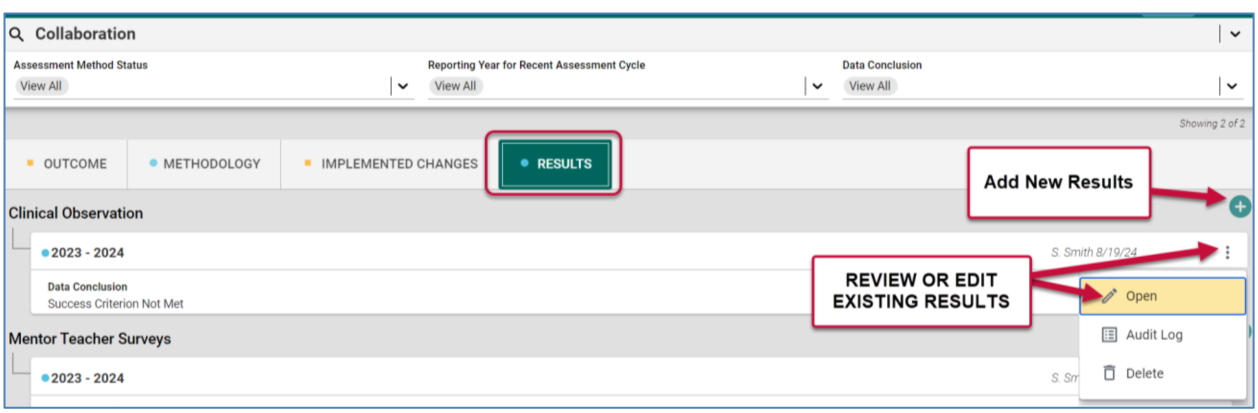


All uploaded items will be stored in the **Documents Library/Repository**. You can find corresponding documents and folders in the **Program Menu**, under **Documents**. Read more about the **Library/Repository** in the [Documents](#) section of this manual. After uploading, **save** your work and proceed to the **Results** tab.

Updating Assessment Results

When clicking the **Results tab**, the previously entered **Assessment Methods** will be displayed in the order they appear on the **Methodology** tab. Click the **Ellipse Icon** on the right side of the **Assessment Method** and then click **Open** to add or review existing **Results**.

If new Results are being added for an **Assessment Method**, click on the **Add New Icon** next to the **Assessment Method**.



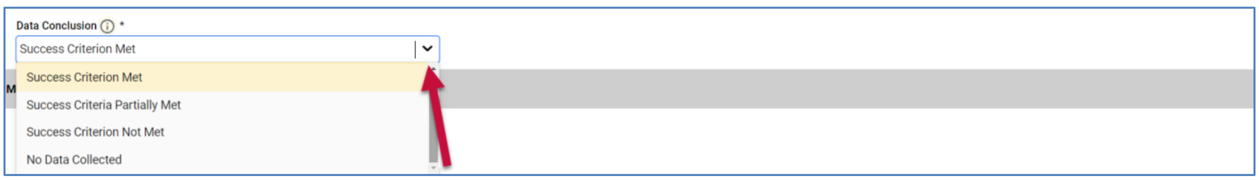
When entering **Report Results**, first select the **Reporting Year for Recent Assessment Cycle**. Next enter the **Results** including the number of work products reviewed, sampling methodology, population size, sample size (for surveys and broader assessments), and data tables (including longitudinal data if available). Provide details on how you analyzed the data, but do not interpret.

If applicable, enter the **Disaggregation of Data**. Type “N/A” if not applicable.

NOTE: Per Policy PS 03.A.31, programs are required to disaggregate assessment data by mode of instruction or site of instruction once the total number of graduates completing 50 percent of their UHD coursework online or at an off-campus site reaches 20 graduates for undergraduate programs (beyond the common core) and reaches 10 for graduate programs.

In the **Interpreting the Data** section, detail what the data means. Focus on the patterns that may have emerged in the data.

Select the caret/arrow icon to provide the **Data Conclusion**. Choose if the **Success Criteria** was met, partially met, not met, or if no data was collected.

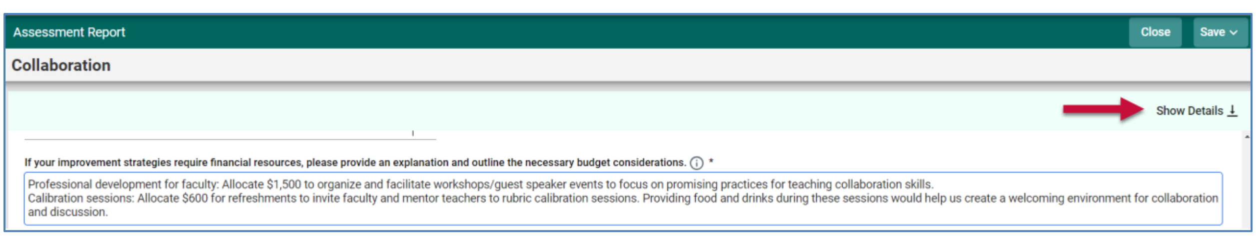


Continue to the **Impact of Improvements Previously Made** and **Use of Results** sections. Reflect on how the improvements implemented since the last assessment, specifically based on the results from this methodology, have positively or negatively affected the current results.

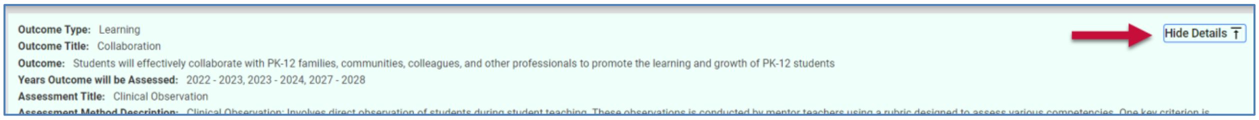
In the **Improvements to Student Learning and/or Operations** and **Improvements to the Measurement / Assessment Tool / Assessment Process** areas, tell how you will use the results from this assessment cycle to improve student learning or operations. Describe the actions planned for future implementation.

Next, provide any **Additional Insights or New Directions** and **Budget Considerations**. If your improvement strategies require financial resources, please provide an explanation and outline the necessary budget considerations. If you do not require financial resources, you may enter “N/A”.

Remember to click the **Information Icon** ⓘ for additional information or help with an area. If you need to review Outcome information, you can click “**Show Details**” at the top of the screen to view additional information such as, **Years the Outcome will be Assessed**, and the **Assessment Method Description**.

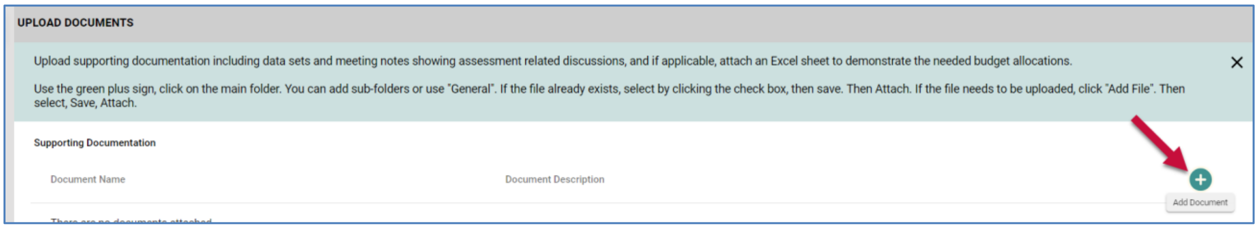


Click “**Hide Details**” to collapse the information displayed.

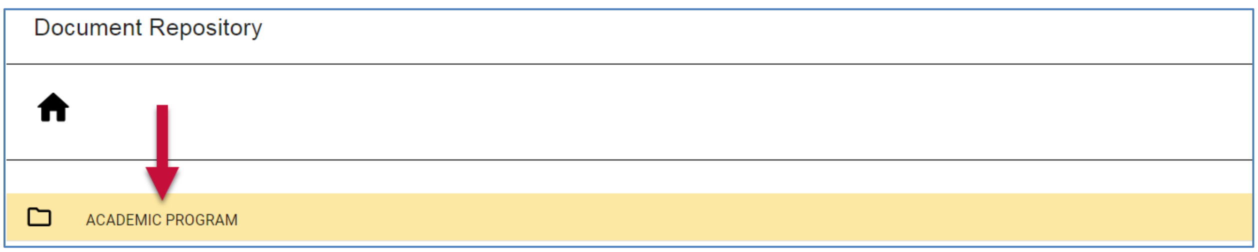


Finally, upload supporting documentation including data sets and meeting notes showing assessment related discussions, and if applicable, attach an Excel sheet to demonstrate the needed budget allocations.

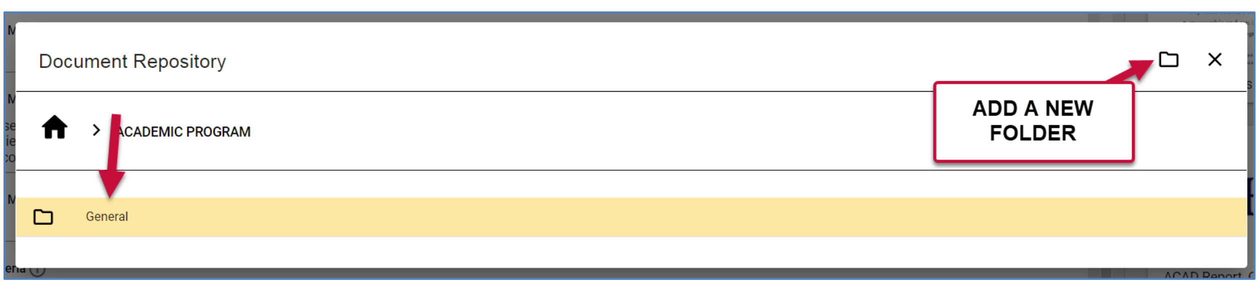
To upload **Supporting Documentation**, click the **Add New Icon** to the right of **Document Description**.



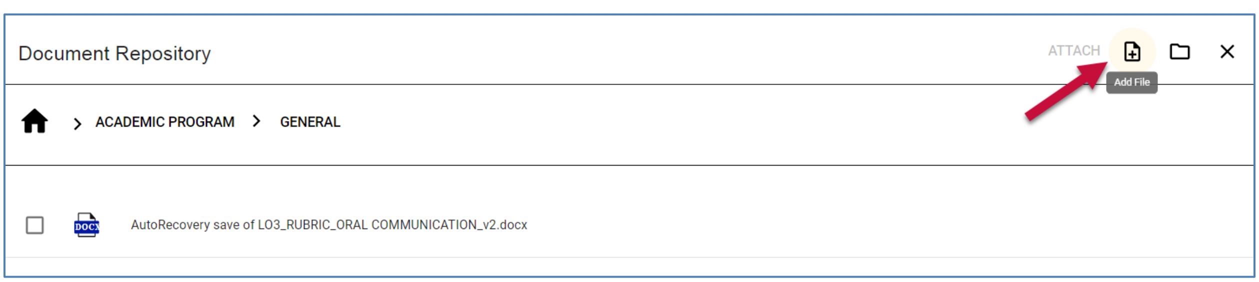
You will be taken to an area called the **Document Repository**. Select the first folder in your program's **Document Repository**.



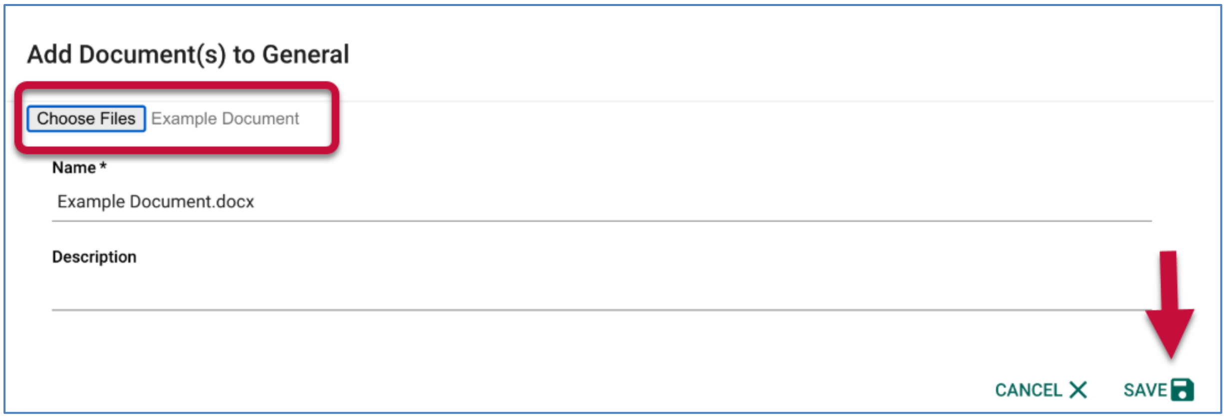
Then select the folder where you would like the document stored. This may be the "**General**" folder. You may also create a **new folder**.



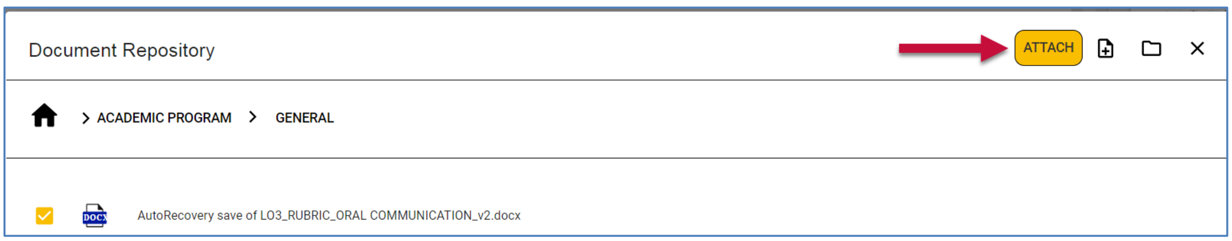
After selecting a folder, click **the Add File** icon on the right to select documents from your computer.



Click **Choose Files** to browse your computer and select files to upload. You can select multiple documents if needed. When complete, **Save** the document, which will upload it.

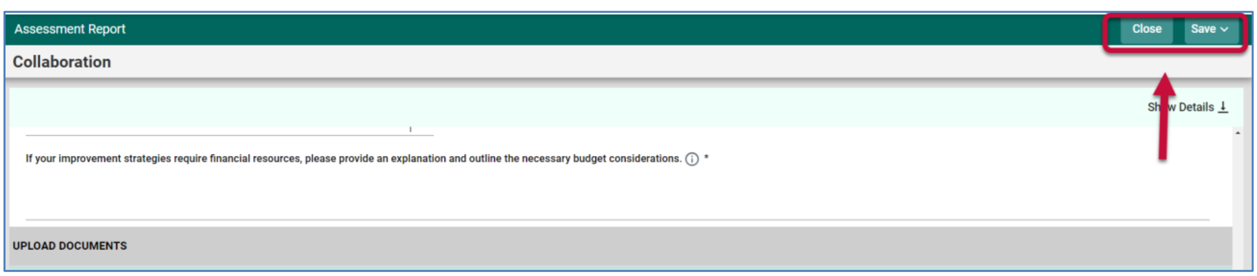


Next, select the file and click **Attach**. This will attach the file to the **Assessments Artifacts** area.



All uploaded items will be stored in the **Documents Library/Repository**. You can find corresponding documents and folders in the **Program Menu**, under **Documents**. Read more about the **Library/Repository** in the [**Documents**] section of this manual.

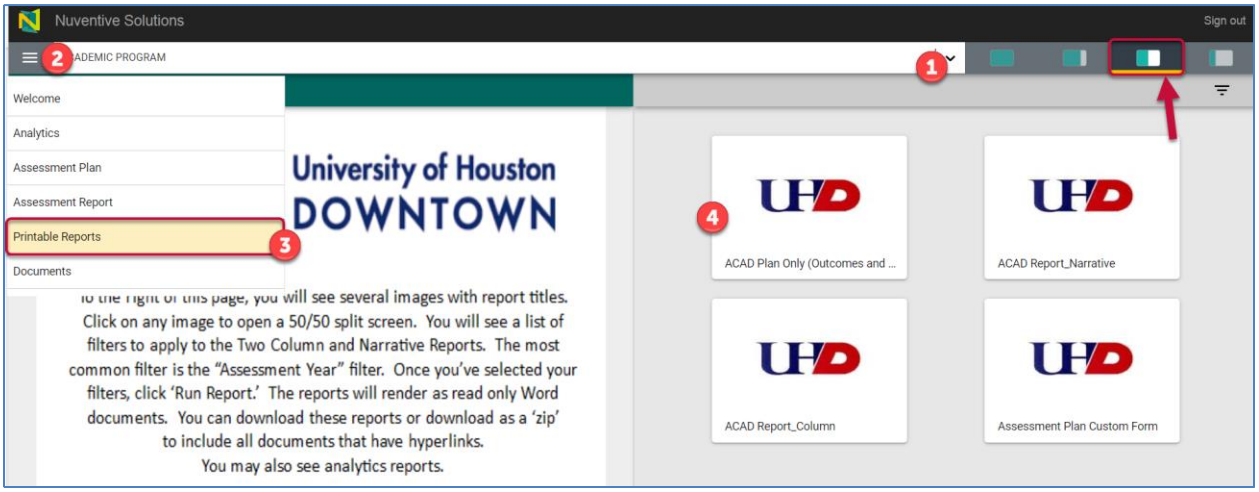
Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen.



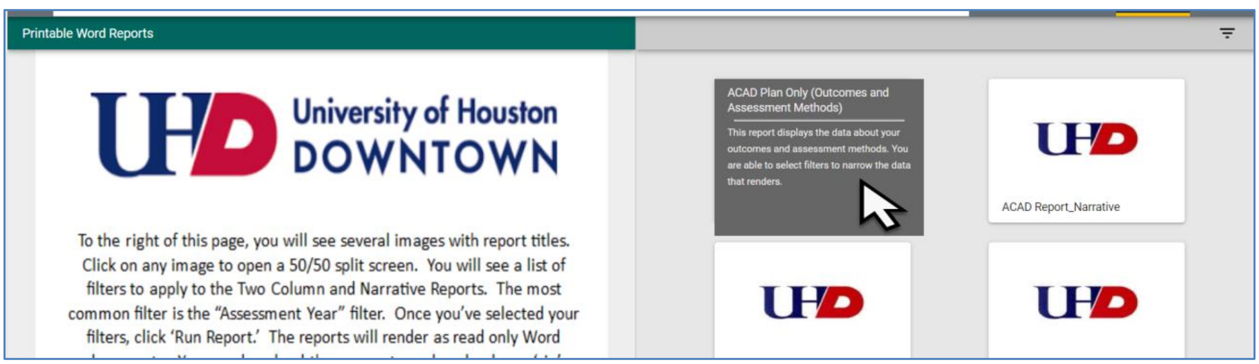
Printable Reports

Various **Report Formats** are available under the **Printable Reports** tab. To explore each of these formats, select your department from the **Unit Drop-Down Menu** (1), use the **Hamburger Icon** (2) to select **Printable Reports** from the **Platform Menu** (3), and then select the **Report Format** type tile from the right-hand side of the screen (4).

If you do not see the submenu, click on the **50/50 Split Screen/Layout Icon.**



Hover your mouse over any **Report Format** tile to view a detailed description.

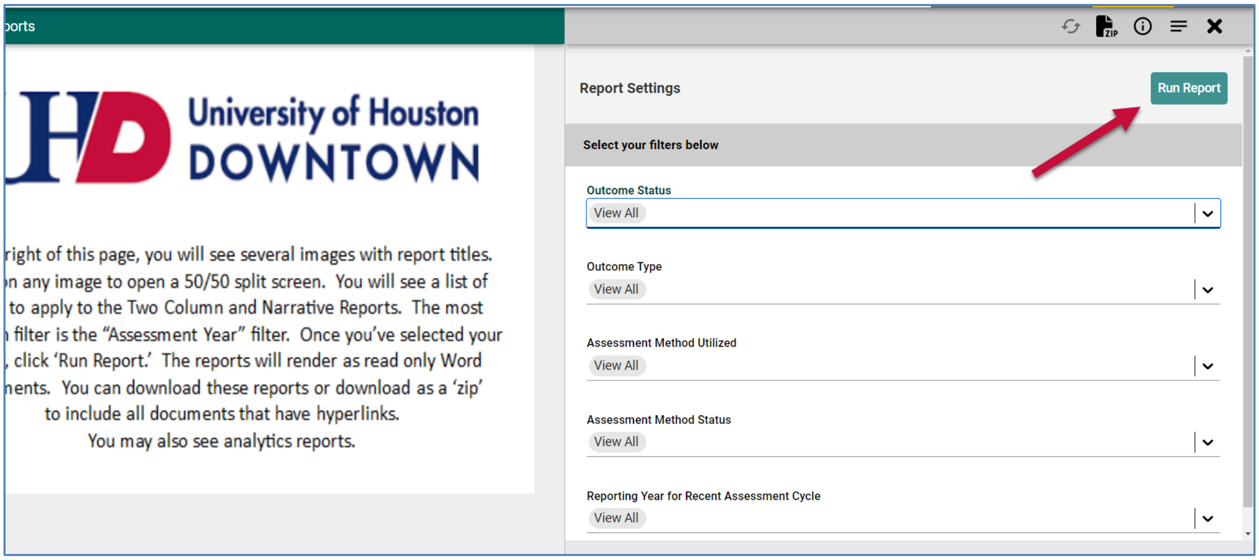


Report Descriptions are as follows:

- Assessment Plan Custom Form - displays the entire assessment plan.
- Plan (Outcomes and Methods Only) - displays the information entered into the platform regarding outcomes and their assessment methods. This option does not display the entire plan.
- Report Column - displays the assessment report in a two-column format.
- Report Narrative - displays the assessment report in a narrative form.

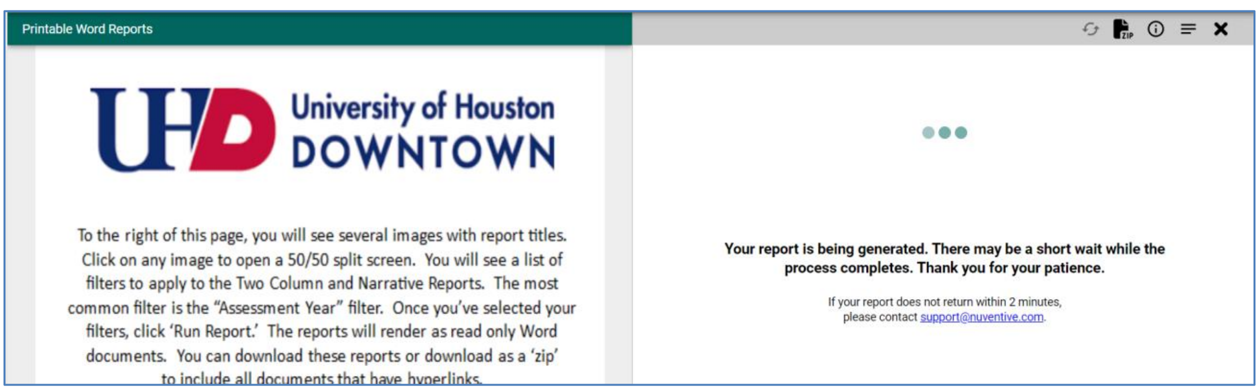
Filtering Reports

Select any of the **Report Formats** to apply filters and run the report. Use the filters to select **Outcome Status**, **Outcome Type**, and the years of data in which you want to render in this report. When finished, click "**Run Report".**



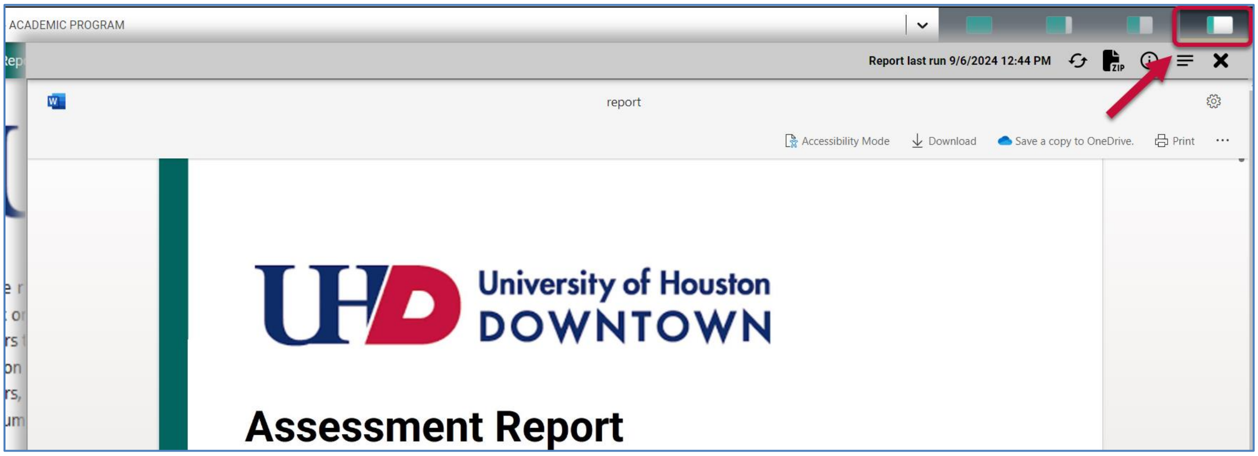
NOTE: Limited information will be available until the Program's Assessment and Outcome information has been added. Some reports update automatically as information is added and others update overnight.

After clicking "**Run Report"**, your report will be generated. If your report is not returned within 2 minutes, please contact support@nuventive.com.

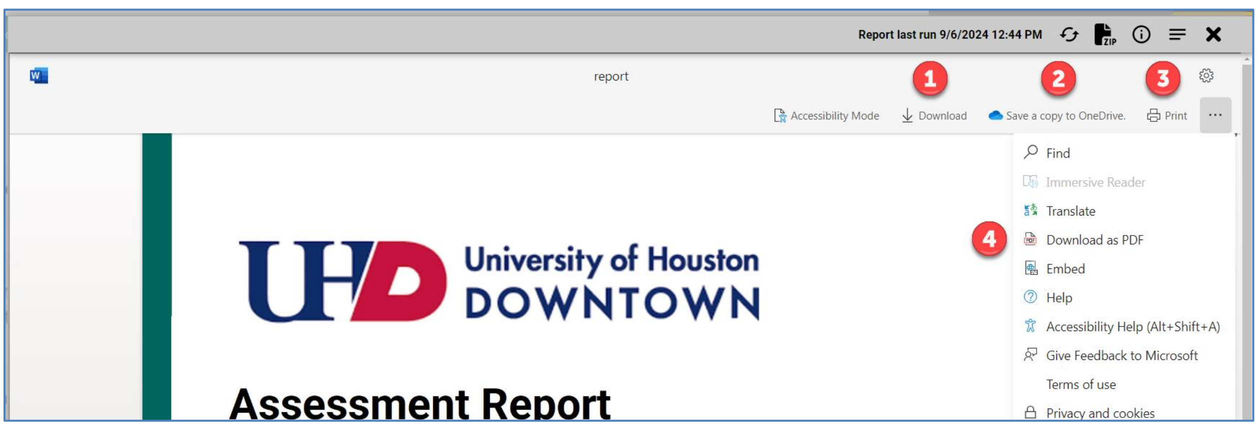


Downloading Reports

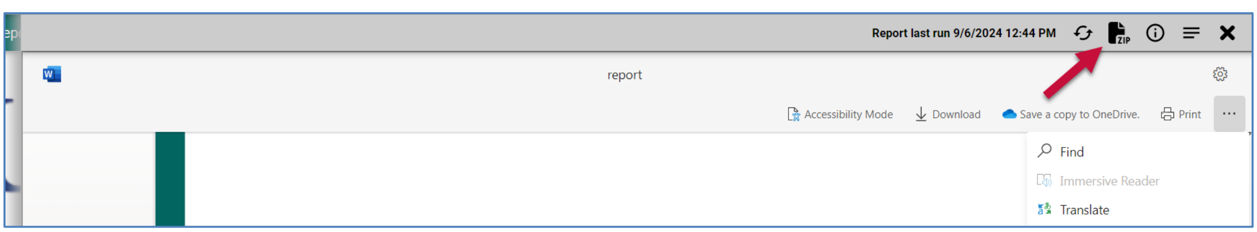
Reports are shown on the right side of the Nuventive workspace. You may use the 100% **Split Screen/Layout Option** to view the report full screen.



To view the report outside of Nuventive, **Download** the report to view a ***read-only*** version of the document within Microsoft Word (1). You may also **Save a Copy of the Report to OneDrive** (2), **Print** the report (3) or **download a PDF** version (4).

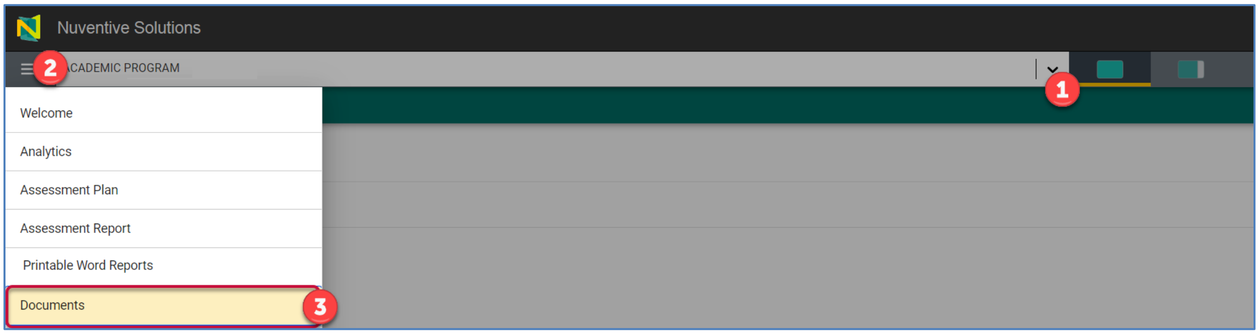


To include all documents with hyperlinks within the report, download a .Zip file by clicking the **Zip Icon**.



Documents:

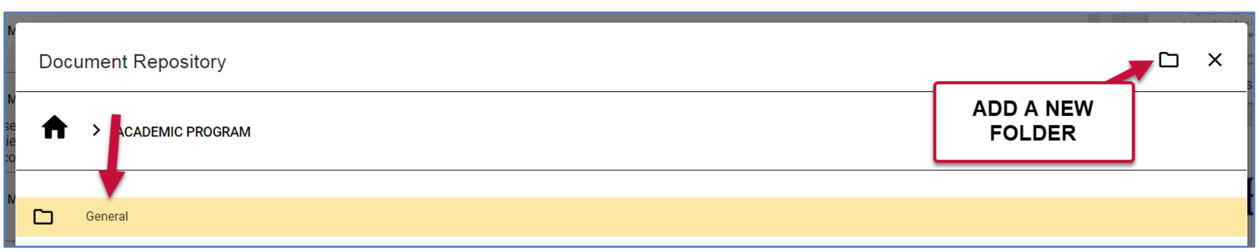
The **Document Library/Repository** is where a variety of documents and files can be uploaded and stored for use within the Nuventive Improvement Platform. To find the **Document Library/Repository**, select your department from the **Unit Drop-Down Menu** (1), use the **Hamburger Icon** (2) and then select **Documents** from the **Platform Menu**.



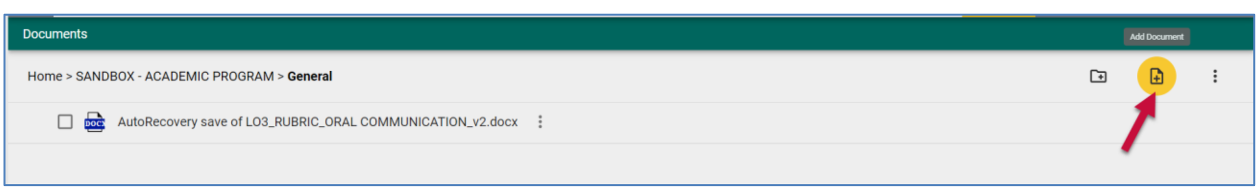
The document library will have documents organized into folders. To explore the contents of these folders, you can click on them to see the files stored inside.

Adding Documents to the Library

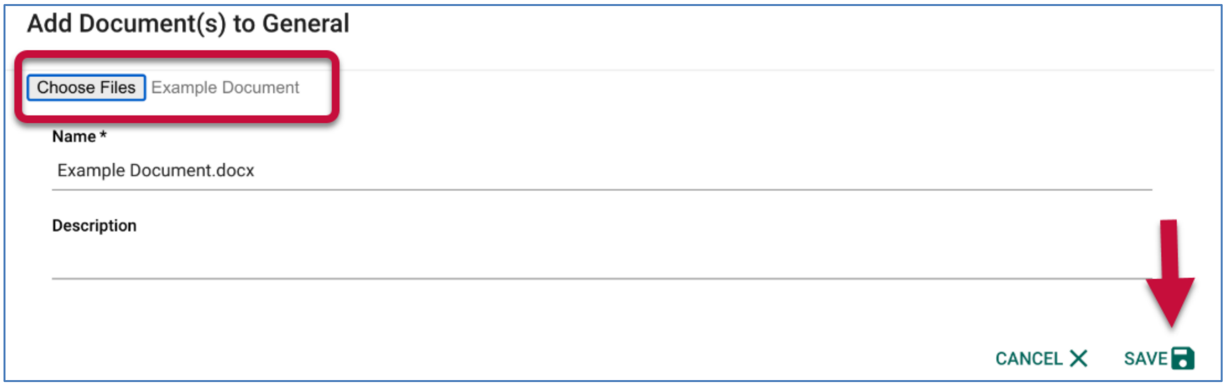
When uploading documents to the **Documents Library**, you will need to select an existing folder or create a new folder.



After selecting a folder, click **the Add File** icon on the right to select documents from your computer.



Click **Choose Files** to browse your computer and select files to upload. You can select multiple documents if needed. When complete, **Save** the document, which will upload it.



*NOTE: You may add files to the Nuventive **Document Library/ Repository** or in other units when **Adding Supporting Documents**. Files uploaded to the Document Library first, will be available for selection when **Adding Supporting Documents**.*

GETTING HELP

Access to Nuventive will be given to those designated as the assessment contact for a department or program on campus. Accounts may also be needed for personnel responsible for running reports from Nuventive. If you feel you need an account for Nuventive, please contact the Office of Assessment & Accreditation at oie@uhd.edu.

Help with Logging In

Nuventive uses the same network email address and password used for most of UHD's applications. For assistance with logging in to Nuventive, contact the UHD Service Desk (itservicedesk@uhd.edu or by phone at 713-221-8031).

Help with Technical Issues

If you are experiencing technical difficulties in Nuventive, please follow the following steps:

1. Take a screenshot of what you see and save the image.
2. Make a note of what browser you are using.
3. Write a detailed description of what you were trying to do or what you were doing when you encountered the issue.
4. Send the information (bullet 1-3) to the Office of Assessment & Accreditation at oie@uhd.edu.