



Nuventive Improvement Platform

Welcome to the Nuventive Improvement Platform Help Guide. This Help Guide will walk you through the structure and navigation of the Nuventive Improvement Platform screens.

Help Guide



Improvement Platform Help Guide

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WELCOME


Welcome to the Nuventive Improvement Platform Help Guide. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform. The current configuration of the system was established by workgroups of the Program Review and Outcomes Assessment Committees. Visit the [Nuventive information page on SAC.edu](https://sac.edu/Nuventive) for additional information.

BASIC NAVIGATION

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

Example: Improvement Analytics Dashboard

☰ Academic Affairs - Nursing
 ▼
🌞
🌙


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

Data Refreshed Nightly

Semester of Assessment
 All ▼

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

TOP NAVIGATION BAR & ICONS

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



Main Menu



Unit Drop-
down

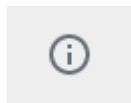
Program - Psychology (BA)



Data
View/Split
Screen/
Documents
& Reports



Instructions



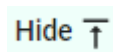
Ellipsis



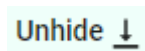
Plus (+)
Sign



Hide



Unhide



THE UNIT DROP-DOWN

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



THE MAIN MENU



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

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

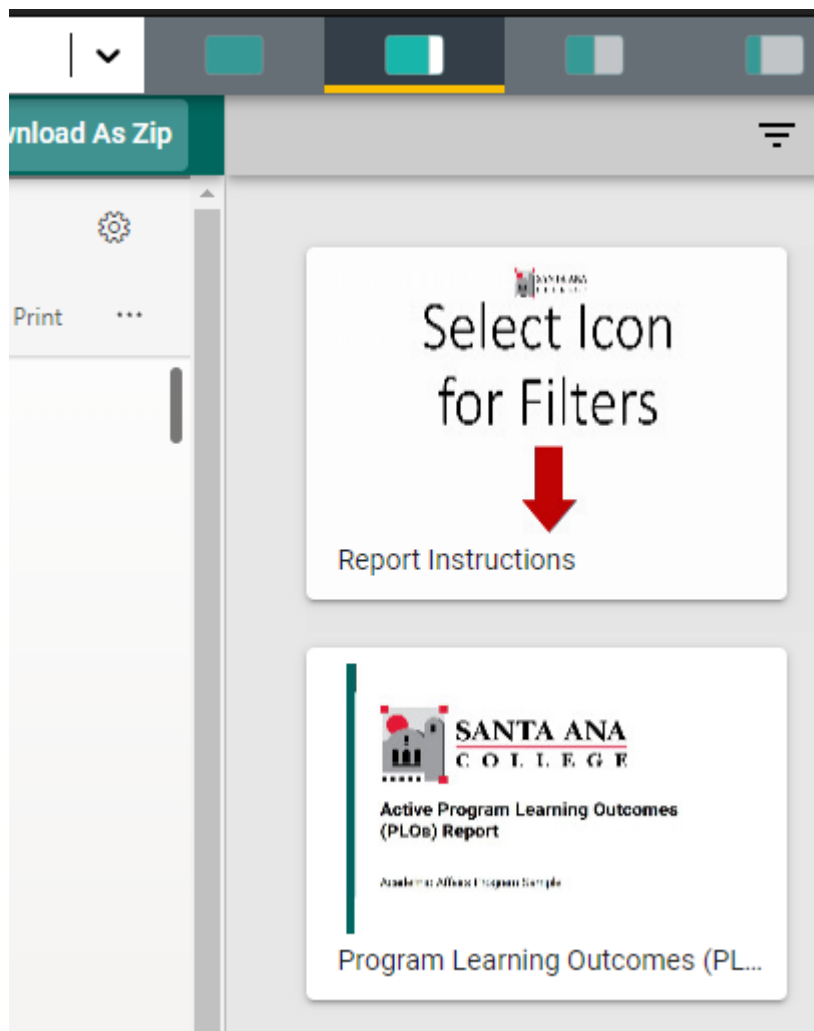
SPLIT SCREEN/DOCUMENTS AND REPORTS



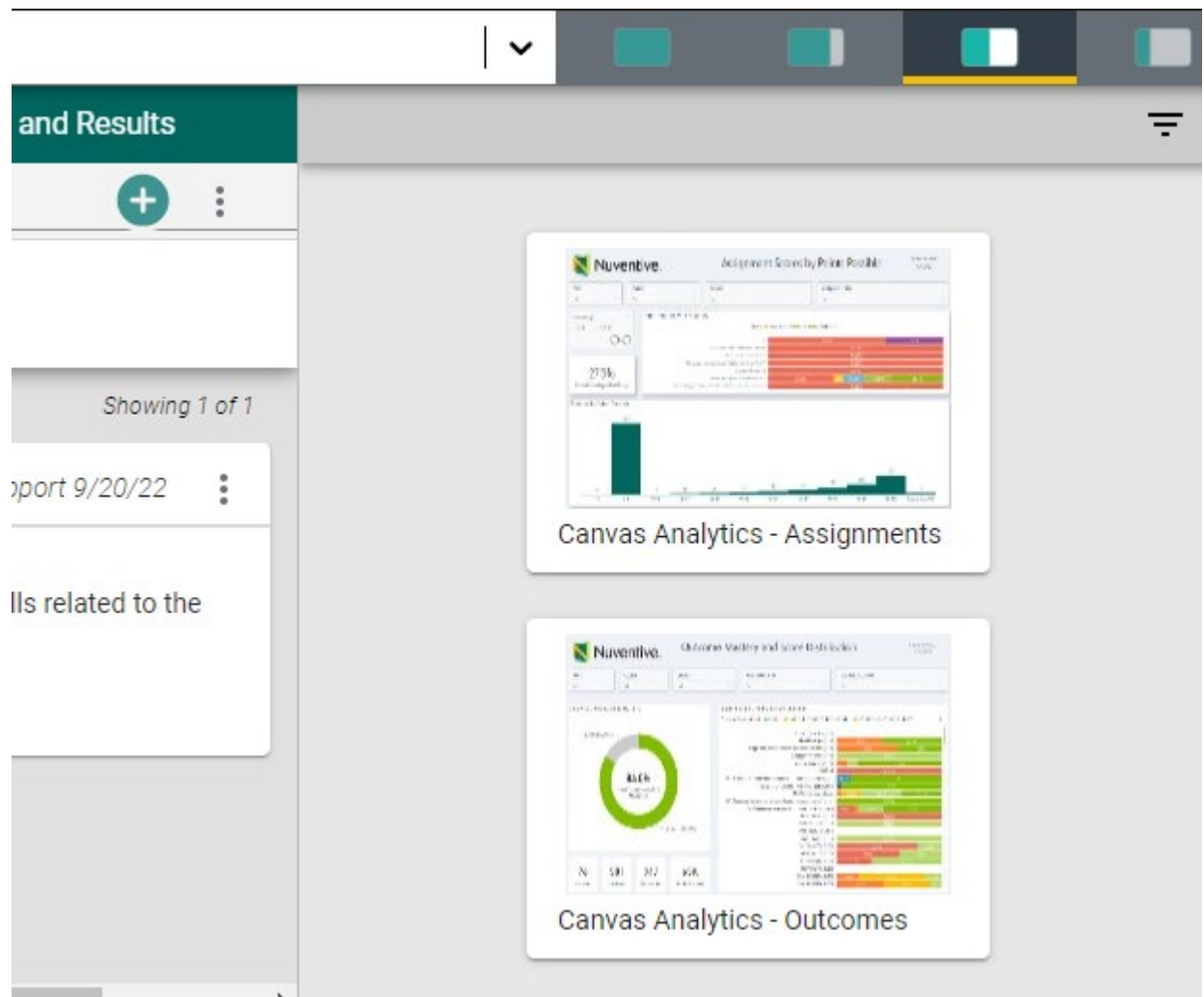
To the far right of the navigation bar, you will find a set of icons referred to as Split Screen/Documents & Reports. Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following types of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information for your reference to complete tasks in the Nuventive Improvement Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when selecting and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

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

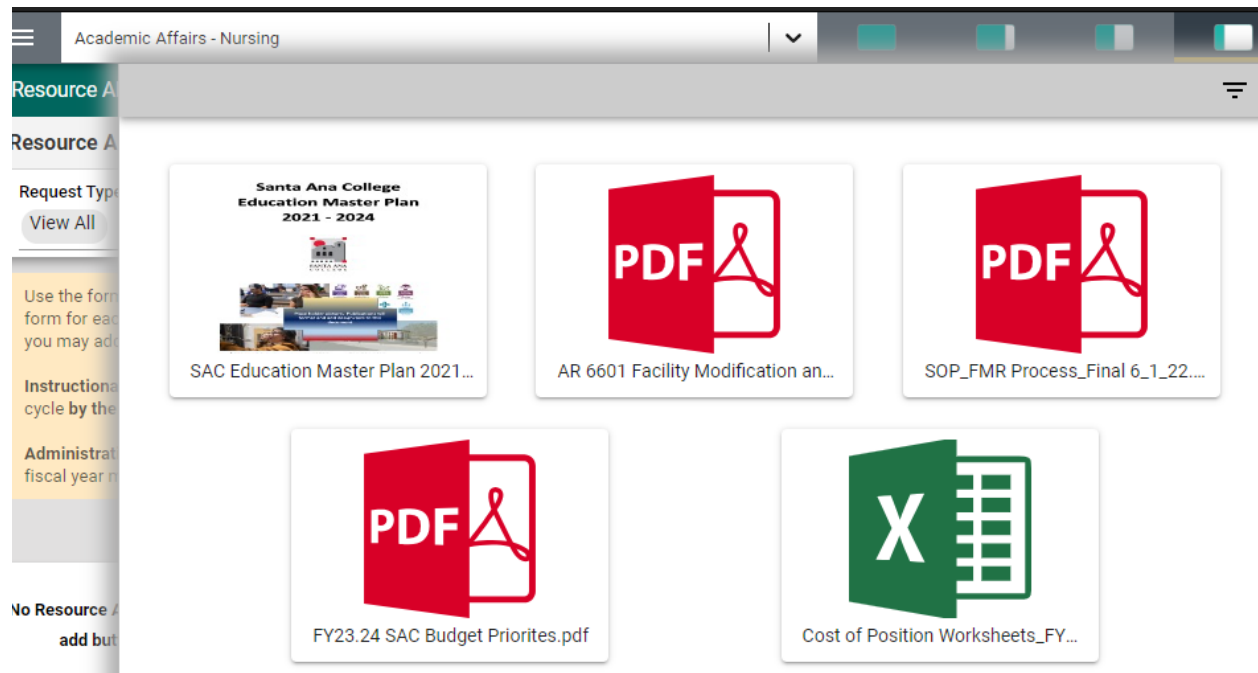
View 1.



View 2.

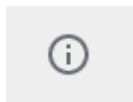


View 3.



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

OTHER IMPORTANT NAVIGATION



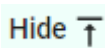
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Selecting the icon will reveal any instructions that have been made available.



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



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



Hide ↑




Unhide ↓

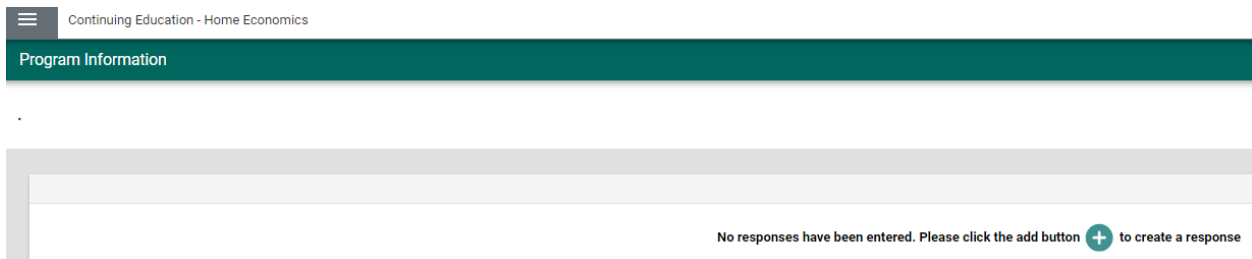
In several places throughout the Platform, you will find these icons. Selecting the icon allows you to choose between leaving the highlighted information available as you enter information, or you can select the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.

PROGRAM/GENERAL INFORMATION FORM

PROGRAM/GENERAL INFORMATION


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

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

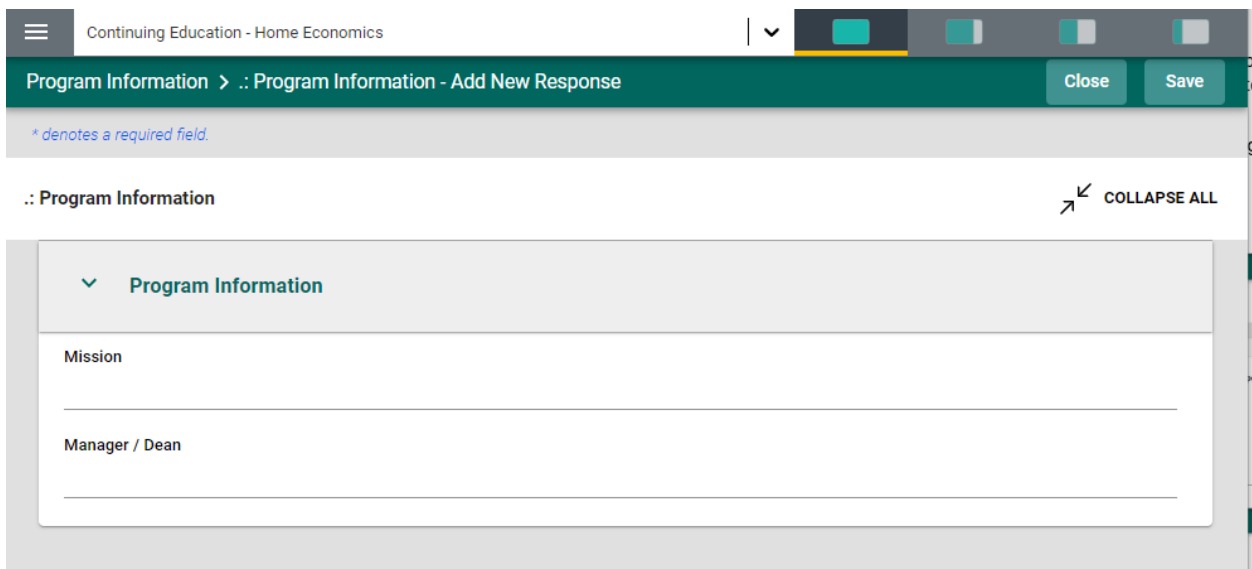


Continuing Education - Home Economics

Program Information

No responses have been entered. Please click the add button  to create a response

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



Continuing Education - Home Economics

Program Information > :: Program Information - Add New Response

* denotes a required field.

:: Program Information

COLLAPSE ALL

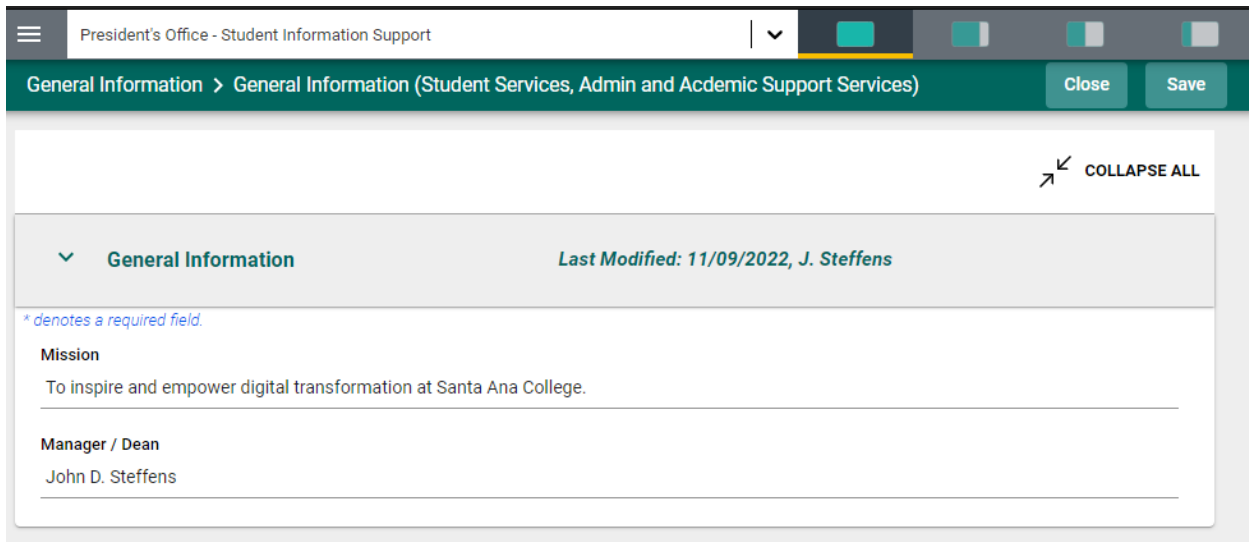
Program Information

Mission

Manager / Dean

Complete the form fields/text boxes, as designated, by selecting in the text box or selecting from the drop - down. **NOTE:** If you see an Asterisk (*) next to the name of a field on any form, that field is required, and you will not be able to save the form until information has been entered into that field. Next, **SAVE**, by selecting the **SAVE** button at the top of the screen.

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



President's Office - Student Information Support

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

COLLAPSE ALL

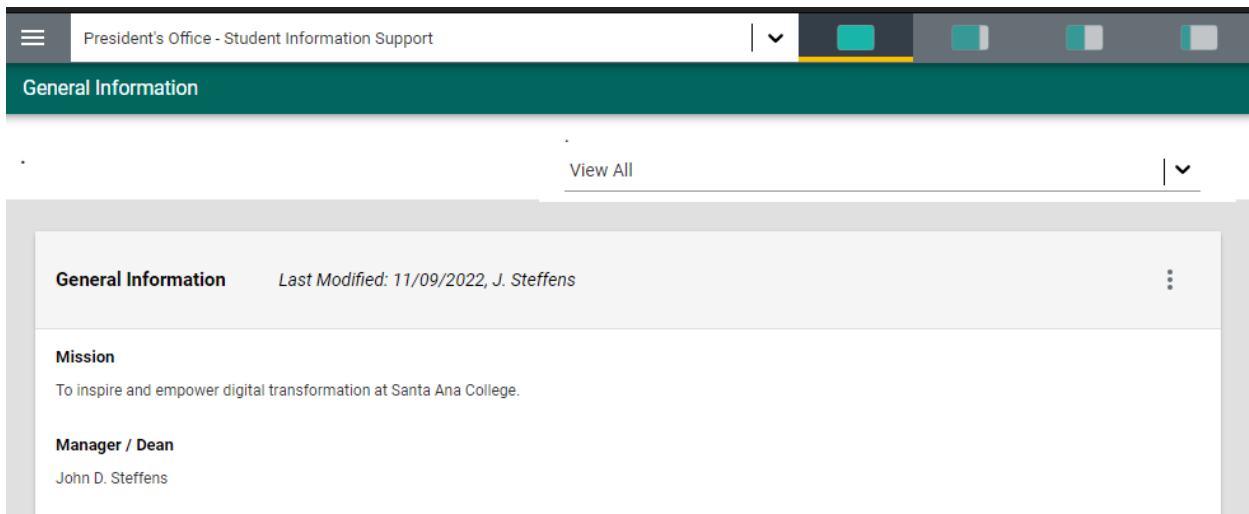
General Information *Last Modified: 11/09/2022, J. Steffens*

** denotes a required field.*

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

Manager / Dean
 John D. Steffens

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



President's Office - Student Information Support

General Information

View All

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

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

Manager / Dean
 John D. Steffens

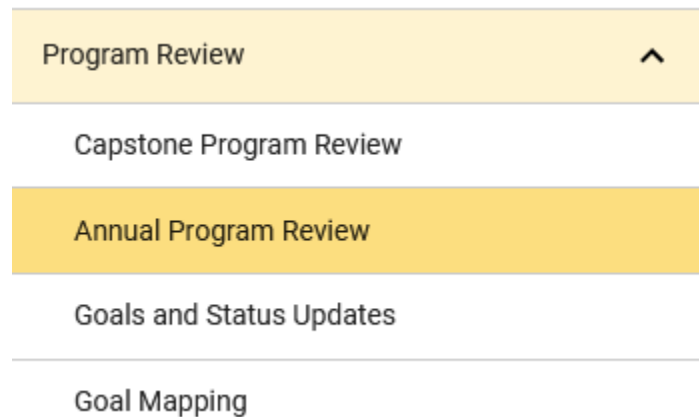
If at any time you need to edit, copy, view/print, view the audit log, or delete the form, select the ellipses on the top right of the Program/General Information form.

PROGRAM REVIEW

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

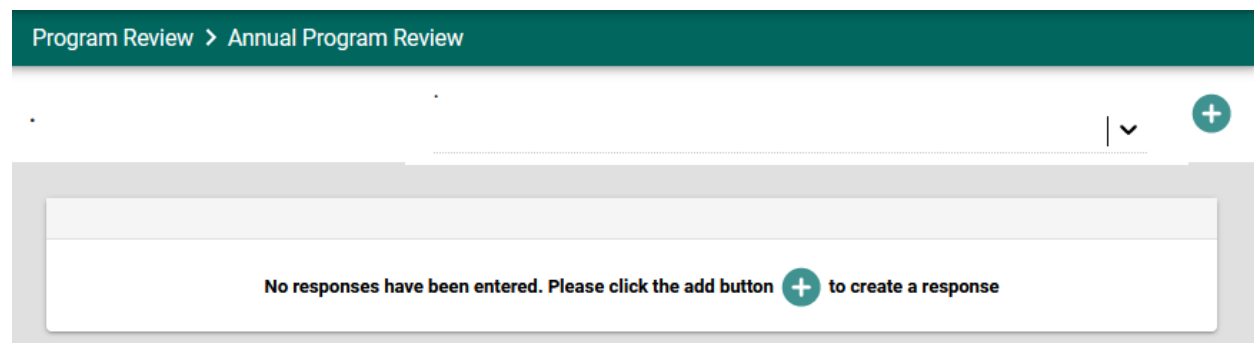
ANNUAL PROGRAM REVIEW


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




A screenshot of a navigation menu. At the top is a yellow bar with the text "Program Review" and a small upward-pointing arrow icon. Below this bar are four menu items: "Capstone Program Review", "Annual Program Review" (which is highlighted with a yellow background), "Goals and Status Updates", and "Goal Mapping".

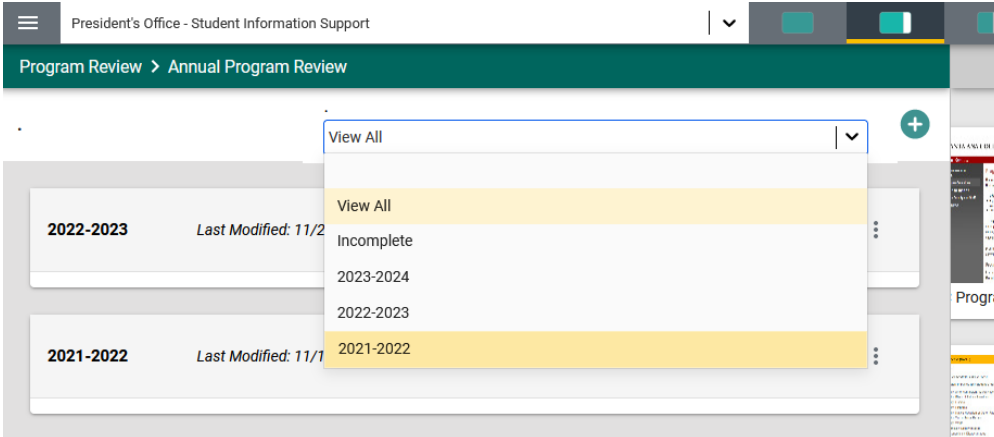
While the overall function of entering information on this form will be the same as the General Information form, there are some differences such as selecting from multiple date cycles.



A screenshot of the "Annual Program Review" form interface. At the top is a dark green header bar with the text "Program Review > Annual Program Review". Below the header is a light gray area containing a white box. Inside the white box, the text reads: "No responses have been entered. Please click the add button  to create a response". To the right of the white box is a green circular button with a white plus sign icon.

Select the cycle from the drop-down provided after selecting the add button . Then, proceed with completing that form. Once you have completed the fields within the form, remember to **SAVE** your work and **Close** the form.

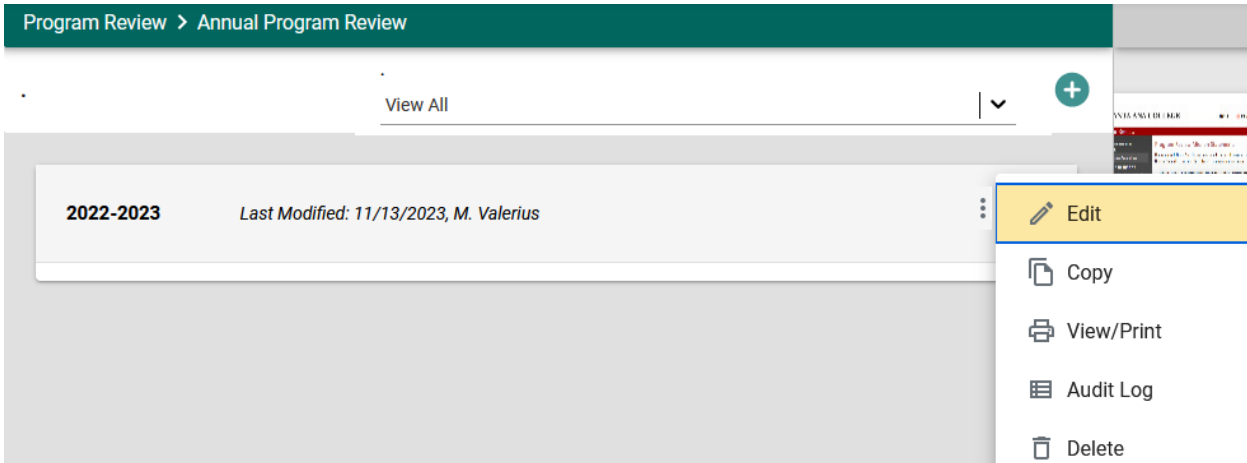
Once closed, each cycle will be exhibited as indicated in the graphic below. Notice that in the example the drop-down is set to **View All**. This means that you will see all cycles that have data on this form. You may choose a specific cycle such as 2021 – 2022 from the drop-down to filter your view. In that case you will only see that cycle of information.



The screenshot shows the 'Program Review > Annual Program Review' page. A dropdown menu is open, showing options: 'View All', 'Incomplete', '2023-2024', '2022-2023', and '2021-2022'. The 'View All' option is selected. Below the dropdown, two rows of data are visible:

Cycle	Last Modified
2022-2023	11/2
2021-2022	11/1

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



The screenshot shows the 'Program Review > Annual Program Review' page. The dropdown menu is set to 'View All'. A row of data is visible:

Cycle	Last Modified
2022-2023	11/13/2023, M. Valerius

An ellipsis menu is open, showing options: 'Edit', 'Copy', 'View/Print', 'Audit Log', and 'Delete'.

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

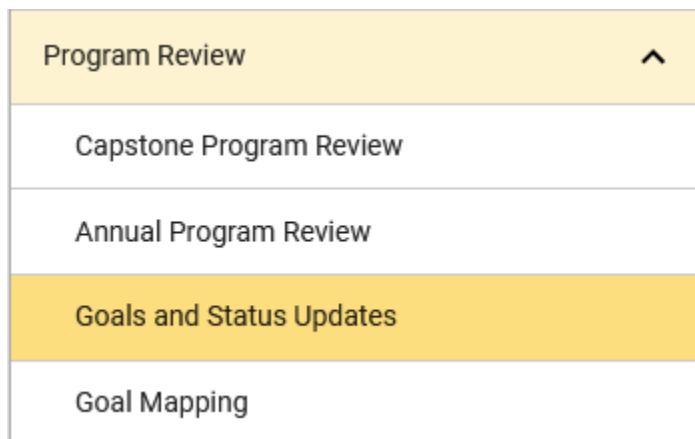
Audit For Cycle: 2022-2023, Response 141


Show activity from the
 Show All Activity

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

PROGRAM GOALS

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



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

Program Review > Goals and Status Updates

Program Review Goals

+

⋮

Expected Completion

View All

▼

Goal Status

View All

▼

This will open the following card:

Program Review > Goals and Status Updates

New Goal

GOAL

UPDATES

* denotes a required field.

Goal Name *

Goal *

Rationale for Creating Goal

Goal Status

▼

Responsible Party(ies)

Objectives ⓘ

Expected Completion

▼

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

Note: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

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

Program - Psychology (New Plan Types)

PROGRAM GOALS > Program Goals > Add Goal

New Goal

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

Save & Add New

Save & Close

Graduate Profile

Graduation Rates (Tableau)

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

Program Review > Goals and Status Updates

Program Review Goals

Expected Completion

View All

Showing 13 of 13

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

NOTE: As you add goals, the number of goals that have been entered is reflected at the top, right, of the goals/cards. In this example you see **"Showing"** 13 of 13.

Program Review > Goals and Status Updates

Program Review Goals



Expected Completion

View All



Showing 13 of 13

Student Business Office Training

J. Adams 10/12/22



Goal

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

Expected Completion

Spring 2023

Objectives

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

Student Business Office Payment Pages

J. Adams 11/21/23



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

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

Program Review > Goals and Status Updates

Program Review Goals



Expected Completion

View All



Showing 13 of 13

Student Business Office Training

Goal

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

Expected Completion

Spring 2023

Objectives


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

- Open
- Copy
- Audit Log
- Delete

ARCHIVING GOALS

If a previously entered goal is no longer relevant, either because it has been completed or abandoned, it is recommended that you do **not** delete it as that removes historical data for your program. Instead, open the goal and change the goal status to "Archived."

ENTERING GOAL UPDATES/RESULTS

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

Program Review > Goals and Status Updates
 Close
Save

Q Student Business Office Training
 ▼

Reporting Period: View All
 Goal Progress: View All


Showing 1 of 1

GOAL
 UPDATES

Student Business Office Training
 +

2022 - 2023
 J. Adams 7/26/23
 ⋮

Goal Status Update
 The documentation process is still underway. Once the manual is complete a training schedule will be implemented.

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

the **Show Details** icon:  .

Chemistry Lab

Show Details ↓

* denotes a required field.

Reporting Period *



Goal Status Update *

Goal Progress *



Percent Complete *



Supporting Documents

Document Name

Document Description



There are no documents attached


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

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


To add **Optional Information**, select in the text/dialog box. Once you select in the text/dialog box a typical Word toolbar will appear. You have a variety of options such as pasting from a Word document, adding a table, linking to a document outside of the platform, or pasting a graphic/picture from another sources.

Optional Information


Supporting Information



Adding Supporting Documents


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


Supporting Documents

Document Name	Document Description	
There are no documents attached		

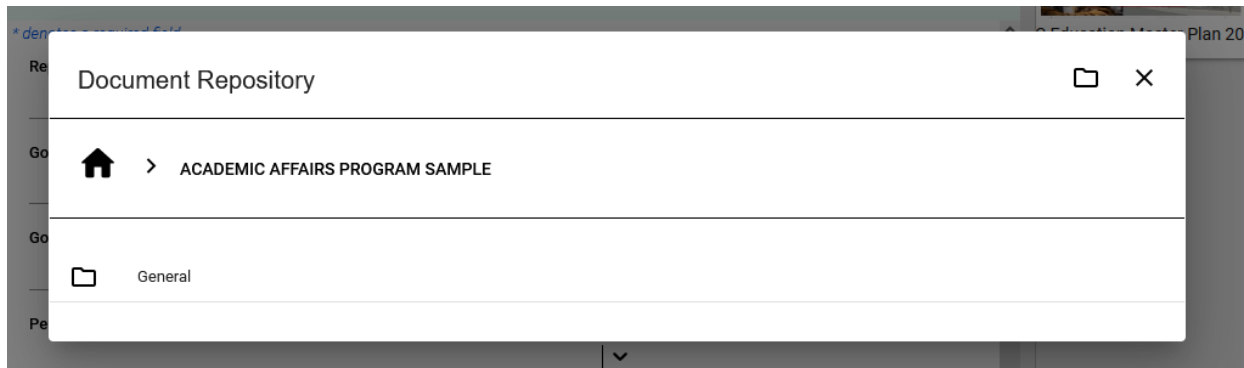
The following screen for the Document Repository will appear. Select the primary folder to open the Document Library folders where this document has been stored.

Document Repository ×

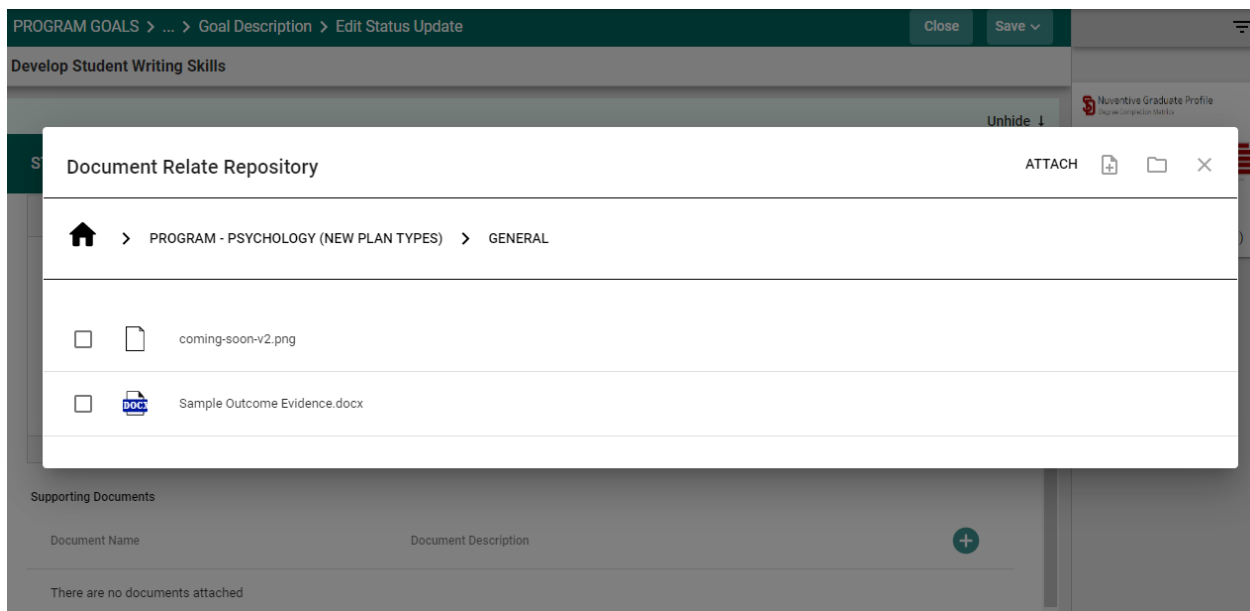



 Academic Affairs Program Sample

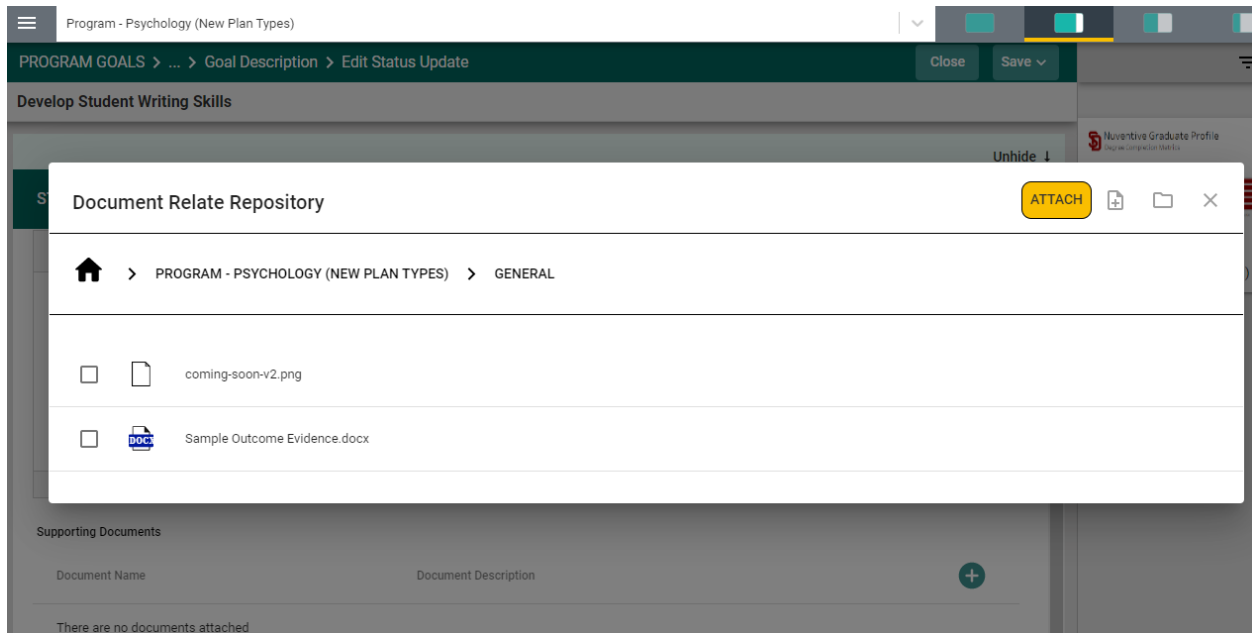
Now select from the folder options available. In this example there is one folder titled General.



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



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

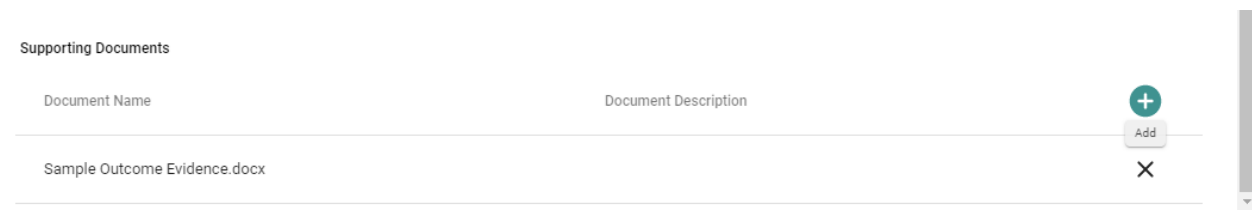


Note: If the folder, or file, is not available in the Document Library/Repository, you can add a folder and/or file, right from this screen by selecting one of the icons next to the Attach icon.

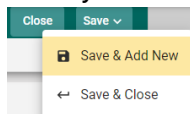


More on the Document Library/Repository later in this Help Guide.

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



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

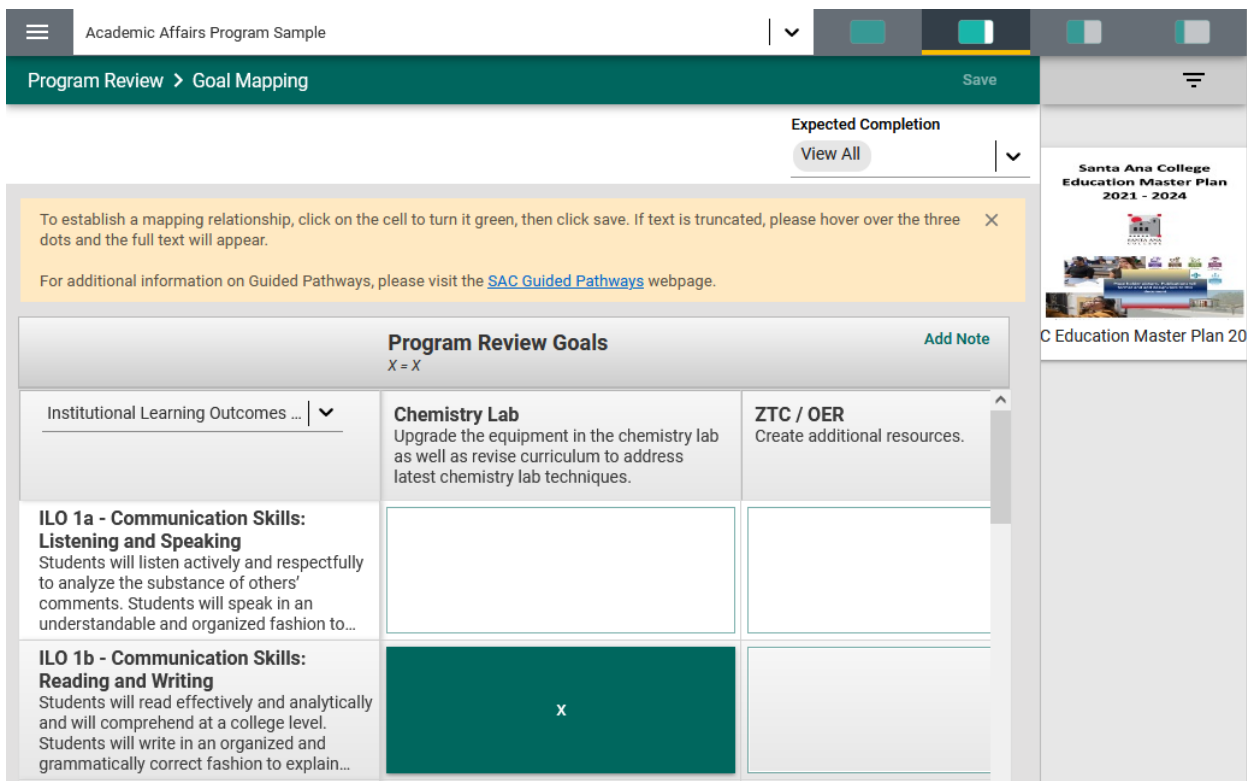


to **Save & Add New** or **Save & Close**.

The **Save & Add New** will allow you to continue adding Updates/Results to other goals. The **Save & Close** will take you back to the main goal page.

GOAL MAPPING

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



Academic Affairs Program Sample

Program Review > Goal Mapping

Expected Completion
View All

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

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

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

Santa Ana College Education Master Plan 2021 - 2024

C Education Master Plan 20

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

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

RESOURCE ALLOCATION REQUESTS

RESOURCE ALLOCATION REQUESTS

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

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

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

Resource Allocation Requests (RAR) > RAR Form

Resource Allocation Request (RAR) + ⋮

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

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

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

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

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

Academic Affairs Program Sample

Resource Allocation Requests (RAR) > RAR Form
Close
Save

New Resource Allocation Request (RAR)

RESOURCE ALLOCATION REQUEST (RAR)

** denotes a required field.*

Fiscal Year *

Requester's Name *

Requester's Department *

Item Description *

Request Type

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

How will you measure the success of this resource?

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

Santa Ana College Education Master Plan 2021 - 2024

Education Master Plan :

PDF

601 Facility Modification


PDF

_FMR Process_Final 6.1

PDF


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

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

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

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


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




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


New Resource Allocation Request (RAR)

RESOURCE ALLOCATION REQUEST (RAR)

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

Has this request been submitted to other funding sources? *

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

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

Estimated Cost (Enter numbers only) 

Is this an annual on-going expense?

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

Was this item funded?

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


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

Note: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

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



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

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

Resource Allocation Requests (RAR) > RAR Form

Resource Allocation Request (RAR)

Request Type

View All

Was this item funded?

View All

Fiscal Year

View All

Showing 2 of 2

2021 - 2022: Chemistry Faculty

N. Support 6/15/22

Item Description

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

Request Type

Conferences

Estimated Cost (Enter numbers only)

2,500

2022 - 2023: Faculty Member Name

J. Steffens 10/4/22

Item Description

Teaching Assistant

Request Type

Personnel (Instructional)

Estimated Cost (Enter numbers only)

5,000

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

2021 - 2022: Chemistry Faculty

N. Support 6/15/22

Item Description

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

Request Type

Conferences

Estimated Cost (Enter numbers only)

2,500

Open

Copy

Audit Log

Delete

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

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

Resource Allocation Requests (RAR) ^

RAR Form

RAR Mapping (Required for Approval)

Unit RAR Dashboard

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


☰

Resource Allocation Request Overview

▼

🖥️

Home



Nuventive Solutions

☰

Resource Allocation Request Overview

Home

RAR Dashboard

PROGRAM OUTCOMES ASSESSMENT


PROGRAM OUTCOMES ASSESSMENT

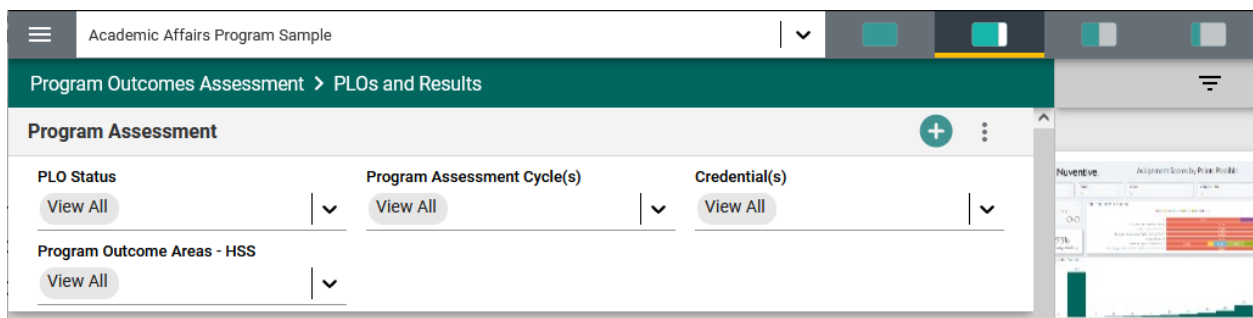
The Program Outcomes Assessment screens are where you will enter your PLOs and Results and your PLO Mapping:


Program Outcomes Assessment ^

PLOs and Results

PLO Mapping

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



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

Academic Affairs Program Sample

Program Outcomes Assessment > PLOs and Results
Close Save

New Program Learning Outcome (PLO)

PROGRAM LEARNING OUTCOME (PLO)

ASSESSMENT METHODS
RESULTS & ANALYSIS

** denotes a required field.*

PLO Name ⓘ *

Program Learning Outcome (PLO) *

PLO Status * ▾

Program Assessment Cycle(s) * ▾

Credential(s) * ▾

Program Outcome Areas - HSS ▾

Begin by entering the PLO Name*. Notice the Asterisk (*) next to the name of several of the fields. The Asterisk (*) indicates that the field is required, and information must be entered for the card/information to be saved. The Name should reflect the Outcome. For example: Critical Thinking instead of PLO 1.

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

For the PLO Status, options will be Active or Archived. Select Active if this is a new Outcome and you will be assessing this outcome. Archived may be chosen if this outcome will not be assessed.

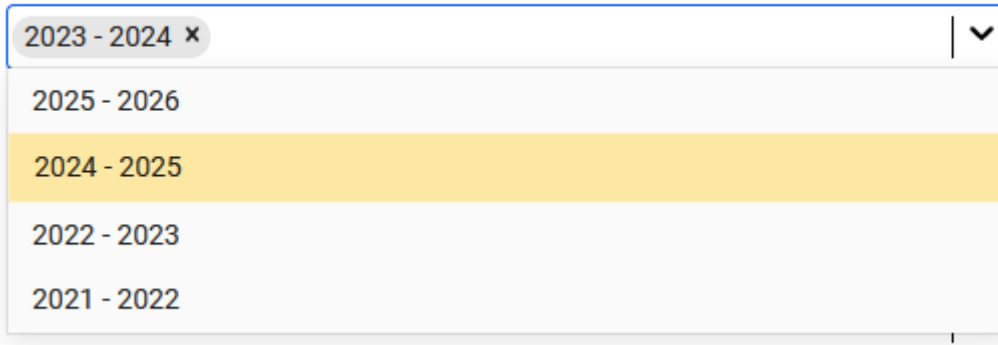
Outcome Status *

▾

Active
Archived

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

Program Assessment Cycle(s) *



2023 - 2024 ✕

2025 - 2026

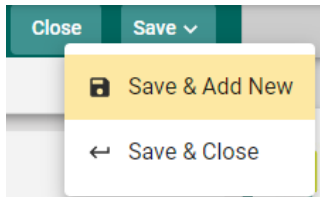
2024 - 2025

2022 - 2023

2021 - 2022

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

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

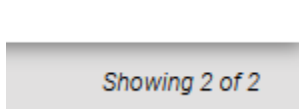


Close Save ▾

Save & Add New

← Save & Close

If you select the **Save & Close** option, you will see a list of the PLOs that have been entered. In the following example you can see that several Outcomes have been entered and saved. The number of Outcomes is depicted in the top right-hand area of the screen:



Showing 2 of 2

Program Outcomes Assessment > PLOs and Results

Program Assessment

PLO Status

View All

Program Assessment Cycle(s)

View All

Credential(s)

View All

Program Outcome Areas - HSS

View All

Showing 2 of 2

Anthropology: Analytic Skills

N. Support 11/1/23

Program Learning Outcome (PLO)

Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

PLO Status

Active

Program Assessment Cycle(s)

2022 - 2023, 2024 - 2025

Credential(s)

AA

Program Outcome Areas - HSS

Anthropology

Sociology: Sample PLO 2

N. Support 11/1/23

Program Learning Outcome (PLO)

At the end of the program ...


PLO Status

Active

Program Assessment Cycle(s)

2023 - 2024, 2024 - 2025

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

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

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

Now that you have entered the Program Learning Outcome, Select the ASSESSMENT METHODS tab to enter an Assessment Method for that Outcome.

Program Outcomes Assessment > PLOs and Results
 Close
Save

Q **Analytic Skills**
▼

PROGRAM LEARNING OUTCOME (PLO)

ASSESSMENT METHODS

RESULTS & ANALYSIS

* denotes a required field.

PLO Name (i) *

Analytic Skills

Program Learning Outcome (PLO) *

Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.

PLO Status *

Active ▼

Program Assessment Cycle(s) *

2022 - 2023 x 2024 - 2025 x ▼

Credential(s) *

AA x ▼

Program Outcome Areas - HSS

Anthropology ▼

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

Program Outcomes Assessment > PLOs and Results
 Close
Save

Q **Analytic Skills**
▼

Assessment Method Status

View All ▼

Assessment Type

View All ▼

PROGRAM LEARNING OUTCOME (PLO)

ASSESSMENT METHODS

RESULTS & ANALYSIS

+

Showing 2 of 2

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



The following screen will open:

Program Outcomes Assessment > PLOs and Results
Close
Save

Analytic Skills

Program Outcome Areas - HSS: Anthropology
Hide Details

** denotes a required field.*

Assessment Method Status *

_____ | v

Assessment Type ⓘ *

_____ | v

Method of Assessment *


Criterion/Target *

Notes

Related Documents

Document Name	Document Description	
There are no documents attached		+

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

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

For the Assessment Method Status, options may be Active or Inactive.

Assessment Method Status

▼

Active

Inactive

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

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

Program Outcome Areas - HSS: Anthropology

Hide Details ↑

** denotes a required field.*

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

Assessment Type *

▼

Exam/Quiz - In Course

Exam/Quiz - Standardized

Group Project

Individual Project

Media Production

Observation

Performance/Presentation

Portfolio Review

Survey



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

Next, enter the Method of Assessment.

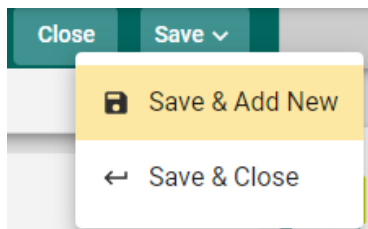
Method of Assessment *

Criterion/Target *

Notes

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

By selecting the arrow, you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other assessment method to enter, you may select **Save & Add New** and continue adding assessment methods. If you have finished adding assessment methods, select the **Save & Close** option.



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

Q **Analytic Skills**


Assessment Method Status

View All



Assessment Type

View All



Showing 2 of 2

■ PROGRAM LEARNING
OUTCOME (PLO)

● **ASSESSMENT METHODS**

● RESULTS & ANALYSIS


⋮ **Term Paper**

C. Brocatto 6/28/23


Assessment Type

Exam/Quiz - In Course

Method of Assessment

Term Paper

Criterion/Target

Departmental scale employed for assessment of student work:

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

80% of students achieved target on departmental assessment scale.

⋮ **Written essay ...**

C. Brocatto 6/28/23


Assessment Type

Written Assignment

Method of Assessment

Written essay ...

Criterion/Target

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

PROGRAM ASSESSMENT RESULTS & ANALYSIS

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

Program Outcomes Assessment > PLOs and Results
Close
Save

Analytic Skills

Assessment Method Status
View All

Assessment Type
View All

Criterion/Target Met
View All

Program Assessment Cycle
View All

Showing 3 of 3

PROGRAM LEARNING OUTCOME (PLO)

ASSESSMENT METHODS

RESULTS & ANALYSIS

Term Paper

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

Once you select the green circle with the plus (+) sign the following information will appear allowing you to choose the assessment methods that have been previously entered for assessment.

Now, select the assessment method where you would like to enter the results and analysis. For this example, Term Paper has been selected. The following card will open.

Analytic Skills

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

Hide Details ↑

PLO Status: Active

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

Credential(s): AA

Program Outcome Areas - HSS: Anthropology

Assessment Type: Exam/Quiz - In Course

Method of Assessment: Term Paper

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

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

80% of students achieved target on departmental assessment scale.

Results & Analysis Date *

04/26/2024

Program Assessment Cycle *



Results & Analysis *

Criterion/Target Met



Action Plan for Improvement

Related Documents

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

Hide Details ↑

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

Show Details ↓

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

Academic Affairs Program Sample

Program Outcomes Assessment > PLOs and Results

Close

Save

Analytic Skills

Show Details

* denotes a required field.

Results & Analysis Date *

04/26/2024

Program Assessment Cycle *

Results & Analysis *

Criterion/Target Met

Action Plan for Improvement

Related Documents

Document Name

Document Description


There are no documents attached

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

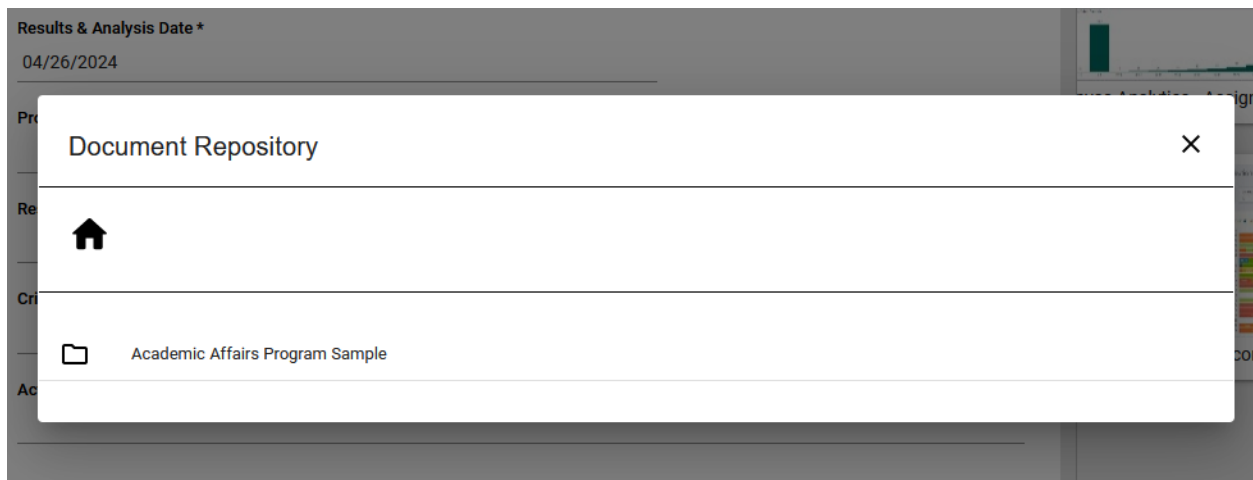
Continue this process of entering information through to the last field. The last field, Related Documents, will allow you to select documents from the Document Library/Repository and attach them to the results report.

Related Documents

Document Name	Document Description	
There are no documents attached		

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

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

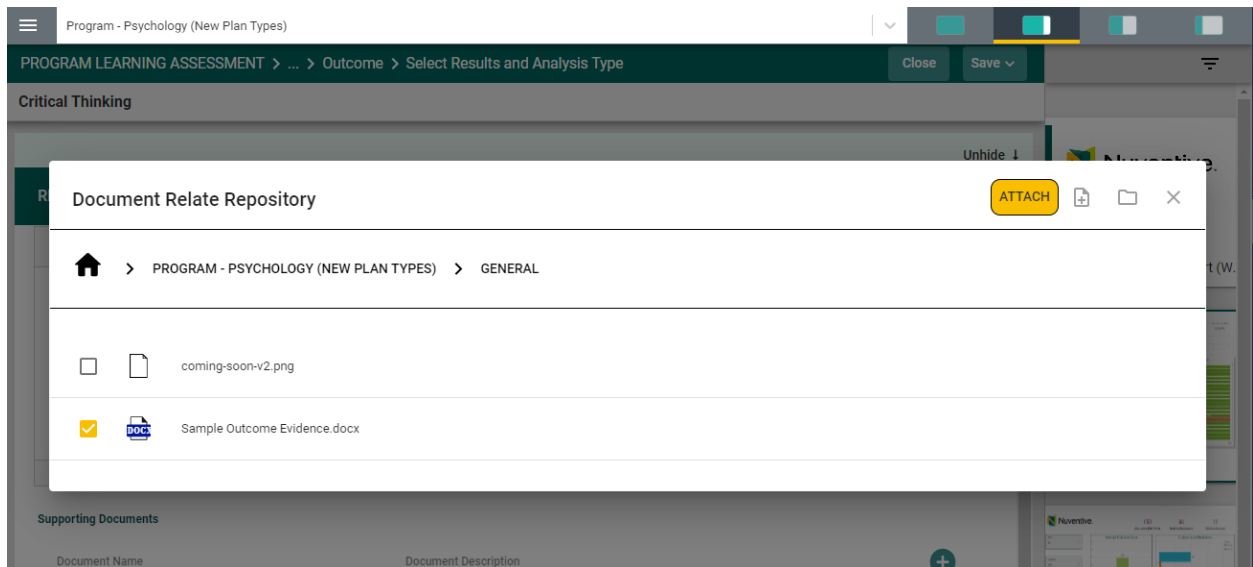


Select a folder where you have stored the file by selecting the folder. The folder will open and allow you to select a file.

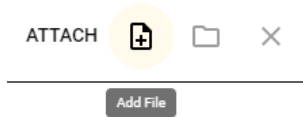
Locate the file that you would like to include in your results/analysis. You may select more than one file by selecting the check box next to each file.



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

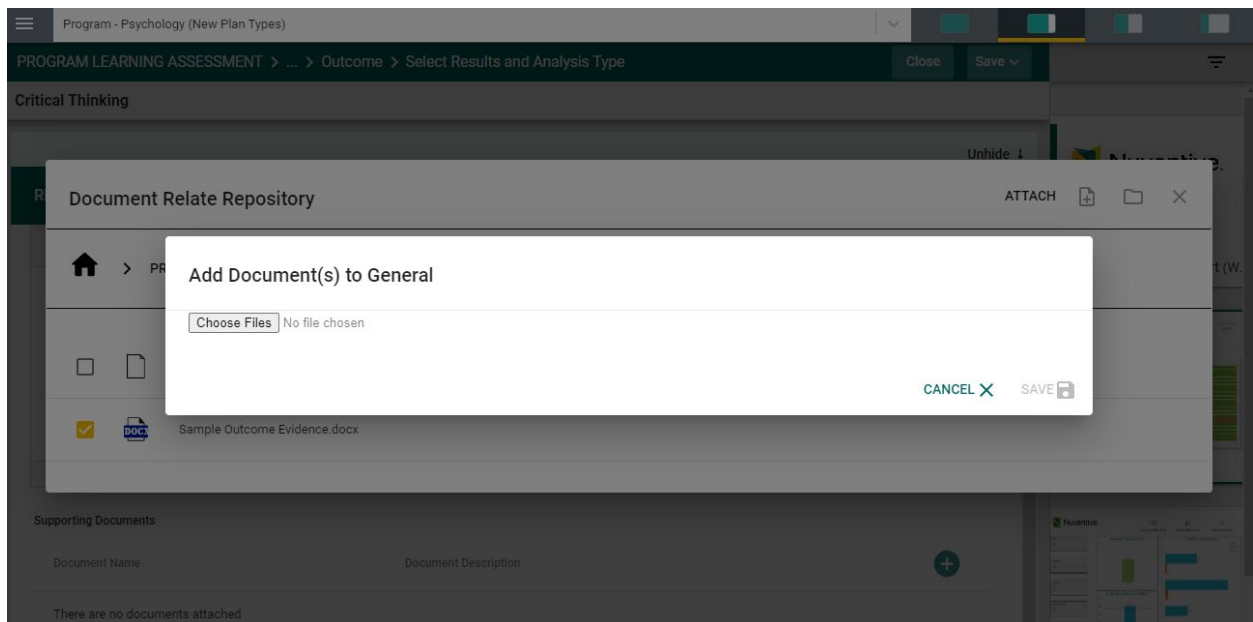


Note: If the file you want to include in your results is not among the files listed, you can add a file to the library/repository by selecting the file + icon to the right on the Attach icon.

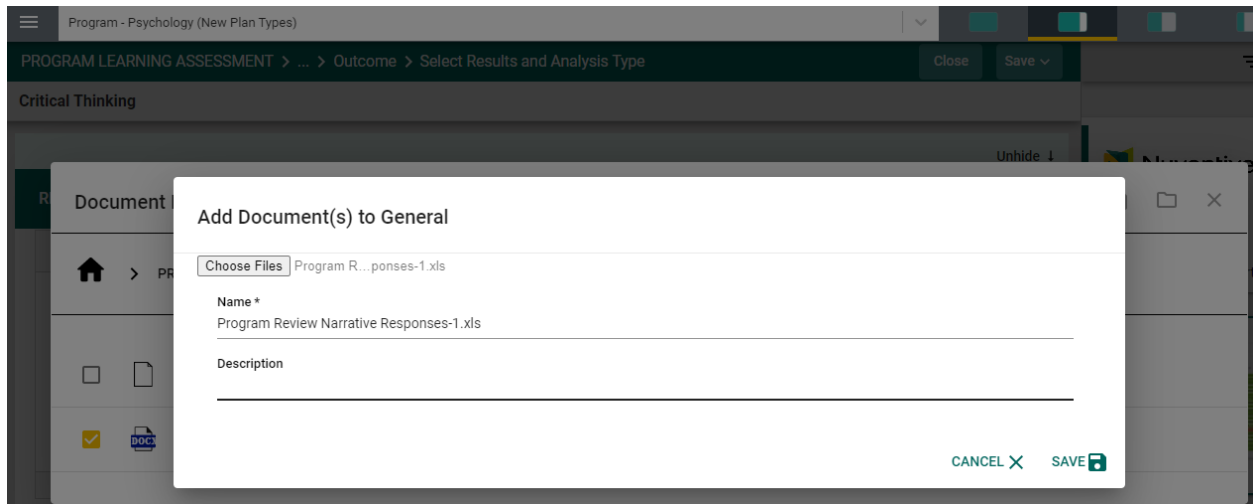


Selecting this icon will allow you to select a file from your computer.

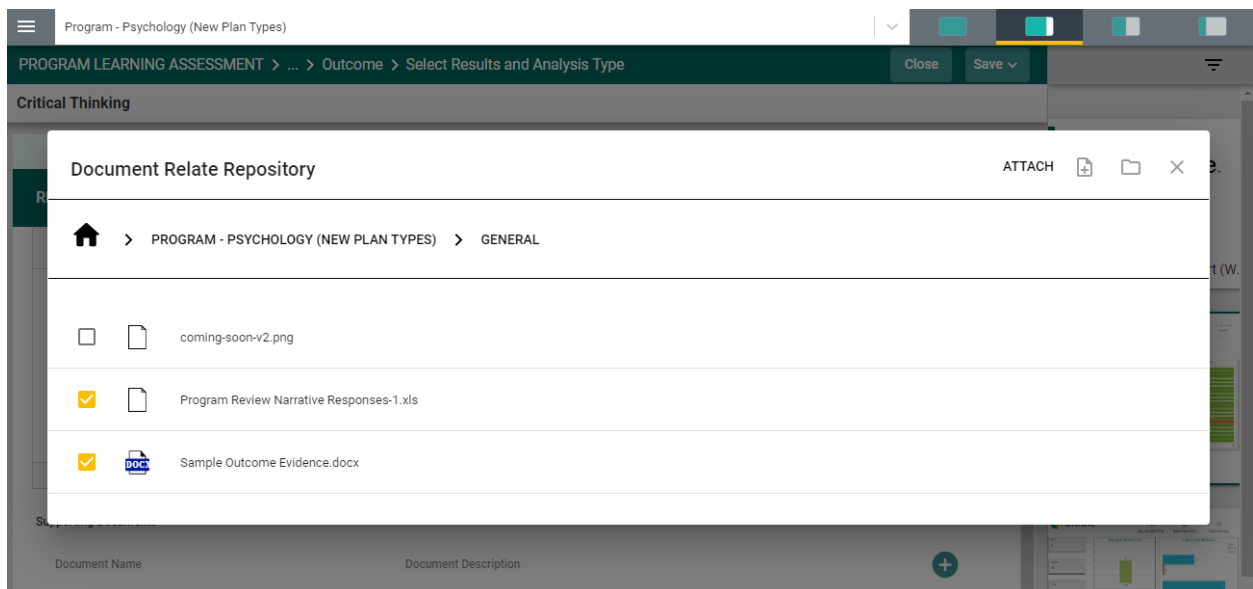
Once you have selected the icon, the following dialog box will open. Select the Choose Files button and select a file from your computer.



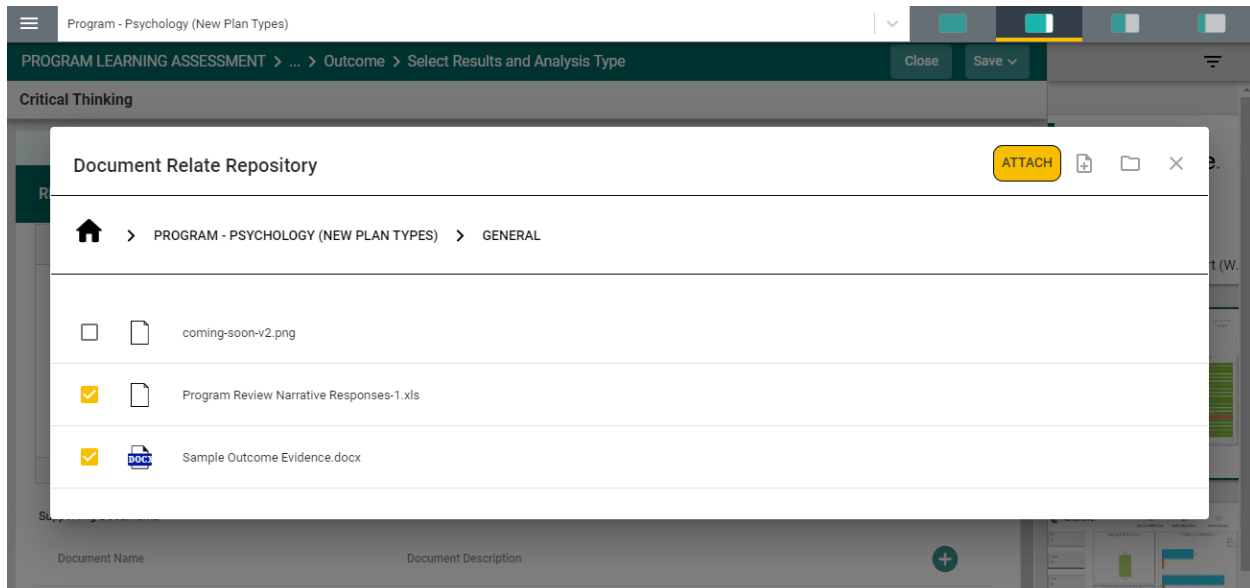
The file will now appear in the dialog box. Now select **Save** to upload the file.



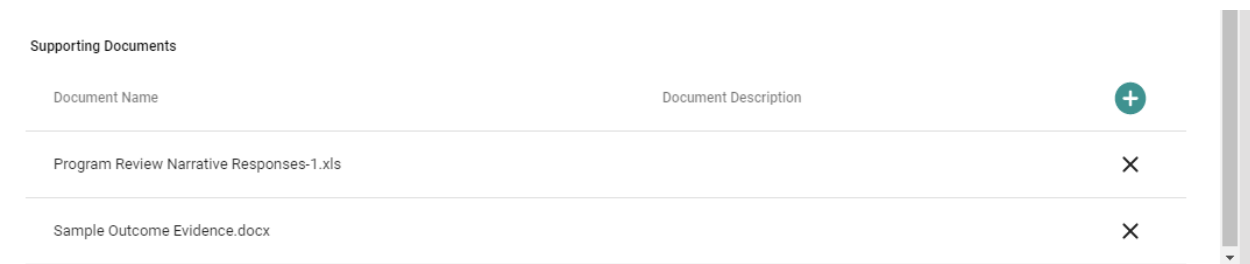
The file will now appear in the list of files and is ready for you to attach to your results/analysis.



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



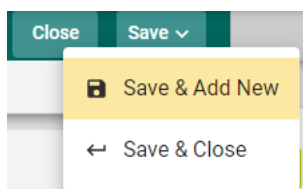
The files are now attached to the results/analysis for this assessment method.



The RESULTS tab is now complete.

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

By selecting the arrow, you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other assessment method to enter, you may select **Save & Add New** and continue adding assessment methods. If you have finished adding assessment methods, select the **Save & Close** option.



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

COURSE OUTCOMES ASSESSMENT

COURSE OUTCOMES ASSESSMENT

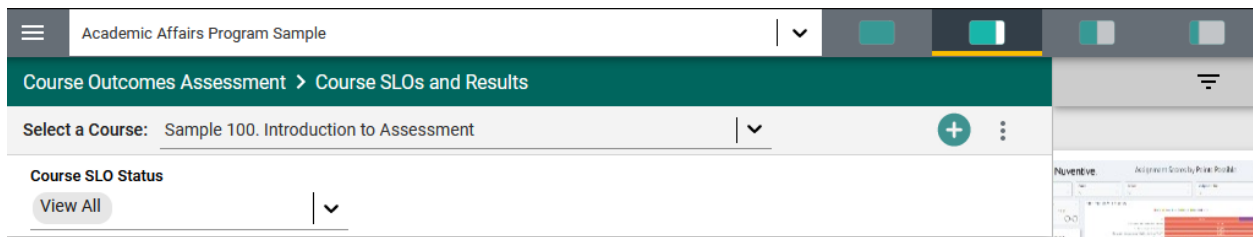
If you have been granted the correct permissions, you will see the Course Assessment menu heading in the Main Menu. Select the Menu heading to expand the menu:

Course Outcomes Assessment ▼

Course SLOs and Results

SLO Mapping

Selecting Course SLOs and Results will show the following screen:



The screenshot shows a web application interface. At the top, there is a header bar with a hamburger menu icon, the text 'Academic Affairs Program Sample', a dropdown arrow, and several colored status indicators. Below the header, a green navigation bar contains the text 'Course Outcomes Assessment > Course SLOs and Results'. Underneath, there is a section titled 'Select a Course:' followed by a dropdown menu showing 'Sample 100. Introduction to Assessment' and a plus icon. Below this is a 'Course SLO Status' section with a 'View All' button and a dropdown arrow. On the right side of the interface, there is a sidebar with a hamburger menu icon and a section titled 'Nuventive' with a sub-section 'Assignment Scores, Print Profile'.

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

Program - Psychology (New Plan Types)

COURSE ASSESSMENT > Course Assessment

PSY-235. Developmental Psychology I

PSY-112. Addictions and Recoveries

PSY-205. Business and Industrial Psychology*

PSY-209. Behavior Modification*

PSY-212. Psychological Experimentation*

PSY-215. Advanced Experimental Psychology


PSY-220. Introduction to Human Services


PSY-225. Introduction to Statistics for Social Sciences

PSY-230. Statistics and Methodology in the Behavioral Sciences

PSY-235. Developmental Psychology I

Showing 0 of 0

entered. Please click the add button  to create a/n Student Learning Outcome

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


Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results Close Save

New Course SLO


COURSE SLO METHOD OF ASSESSMENT RESULTS

** denotes a required field.*


Course SLO Name  *

Course SLO *

Course SLO Status

Implementation Date 

Inactive Date

Identifier 

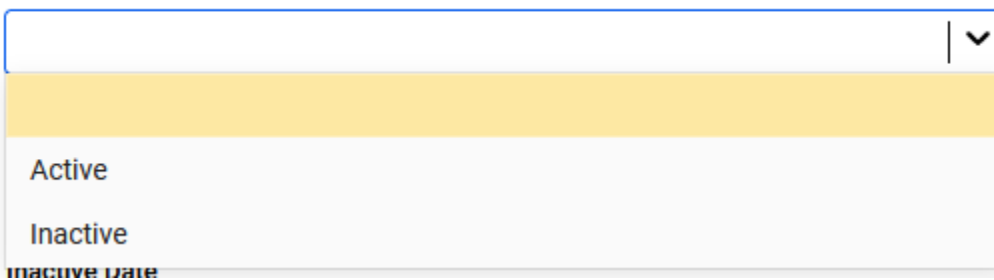
Begin by entering the Student Learning Outcome (SLO) Name. It is recommended that you refrain from using only SLO 1, SLO 2, etc. to avoid confusion if/when SLOs will be archived. Instead, provide a unique name that represents the Student Learning Outcome in the next field. **For Example:** SLO 1 - Logic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

SLO Name *. Anytime you see an Asterisk (*), the field is required, and you will not be able to save your work until this field is completed.

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

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

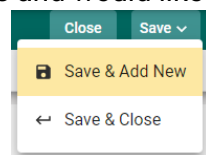
Course SLO Status



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

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

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



Save & Close option.

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

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Select a Course: Sample 100. Introduction to Assessment

Course SLO Status
View All

Sample SLO 1

N. Support 4/26/23

Course SLO
Students will learn ...

Course SLO Status
Active

Save and Add New will provide a new card for you to continue adding SLOs. Notice that in the upper right-hand side of the card above, under the green circle with the plus sign (+), you see 1 of 1. This is an indicator of the number of Student Learning Outcomes (SLOs) that have been entered. Once you open the Outcome, this same indicator will allow you to see which Outcome you are currently viewing and working on.

The next step in the planning process is to add the Assessment Method for each SLO. From the main Course Assessment Screen, select the SLO where you would like to enter the Assessment Method, by selecting the vertical ellipsis to the right of the SLO card.

Open

View/Print

Delete

The following dialog box will appear.

Open will open the SLO card.

View/Print will allow you save the information to your computer for printing. **Delete** will delete the SLO, and all information connected to that SLO, including any results that have been entered.

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

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results
Close Save

Sample 100 - Sample SLO 1

COURSE SLO
METHOD OF ASSESSMENT
RESULTS

** denotes a required field.*

Course SLO Name ⓘ *

Sample SLO 1

Course SLO *

Students will learn ...

Course SLO Status

Active | ▾

Implementation Date ⓘ

04/26/2023

Inactive Date

Identifier ⓘ

XXXXXXXX

Next, select the METHOD OF ASSESSMENT tab.

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results
Close Save


Sample 100 - Sample SLO 1

COURSE SLO
METHOD OF ASSESSMENT
RESULTS

Showing 1 of 1

COURSE SLO
METHOD OF ASSESSMENT
RESULTS

+

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

The following card will open.

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results
Close Save

Sample 100 - Sample SLO 1

** denotes a required field.*

Status

_____ | v

Assessment Type

_____ | v

Method of Assessment *

Criterion/Target

Notes

Canvas Analytics - Assignmen

Canvas Analytics - Outcomes

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

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

** denotes a required field.*

Status

v

Active
Inactive

Method of Assessment *

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

Next, select the Assessment Type. You can only select 1 Assessment Type. If you plan to Assess this SLO by additional Assessment Methods, you will be provided with that option when you are ready to SAVE this card.

Assessment Type

▼

Exam/Quiz - Standardized

Group Project

Individual Project

Media Production

Observation

Performance/Presentation

Portfolio Review

Survey

Written Assignment

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

Academic Affairs Program Sample
▼

Course Outcomes Assessment > Course SLOs and Results
Close Save ▼

Sample 100 - Sample SLO 1

** denotes a required field.*

Status

Active

Assessment Type

Exam/Quiz - In Course



Method of Assessment *

Students will be assessed using Quiz #3 ...

Criterion/Target

75% of students will score 75/100

Notes

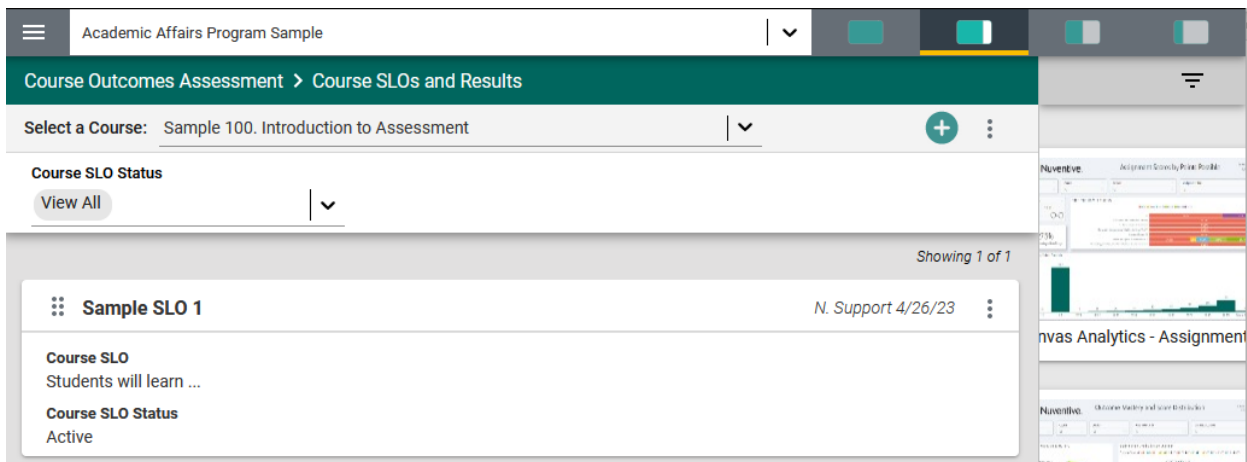



Next, provide the success Criterion. This will be the Target level of achievement for the group being assessed. Continue entering information for the remainder of the fields for this Method.

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

COURSE ASSESSMENT RESULTS

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



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

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results

Select a Course: Sample 100. Introduction to Assessment

Course SLO Status
View All

Showing 1 of 1

Sample SLO 1 N. Support 4/26/23

Course SLO
Students will learn ...

Course SLO Status
Active

Open
Copy
Audit Log
Delete

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

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results Close Save

Sample 100 - Sample SLO 1

COURSE SLO • METHOD OF ASSESSMENT • RESULTS

** denotes a required field.*

Course SLO Name ⁱ *
Sample SLO 1

Course SLO *
Students will learn ...

Course SLO Status
Active

Implementation Date ⁱ
04/26/2023

Inactive Date

Identifier ⁱ
XXXXXXXX

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

Academic Affairs Program Sample

Course Outcomes Assessment > Course SLOs and Results
Close Save

Sample 100 - Sample SLO 1

Showing 0 of 0

COURSE SLO
METHOD OF ASSESSMENT
RESULTS


Exam/Quiz - In Course
+

No Results has/have been entered.


Nuventive Assignment Scores by Point Possible

Canvas Analytics - Assignment


Nuventive Outcome Mastery and Score Breakdown

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

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

Hide Details 

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

Show Details 

Course Outcomes Assessment > Course SLOs and Results
Close
Save

Sample 100 - Sample SLO 1


Course SLO: Students will learn ...
Course SLO Status: Active
Method of Assessment: Students will be assessed using Quiz #3 ...
** denotes a required field.*
Results & Analysis Date *
Semester of Assessment *
Results & Analysis *
Criterion/Target Met *

Actions

Action Date
Action

Assignment Scores, Print Results
nvas Analytics - Assignment
nvas Analytics - Outcomes

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

Also, notice that there is an arrow  to the right of the Semester of Assessment field. Selecting any arrow will open a drop-down where you will select from the choices provided. See example below.

Semester of Assessment *

▼

2024 - 2025 (Spring 2025)

2024 - 2025 (Fall 2024)

2023 - 2024 (Spring 2024)

2023 - 2024 (Fall 2023)

2022 - 2023 (Spring 2023)

2022 - 2023 (Fall 2022)

Continue working down the card.

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

Course Outcomes Assessment	^
Course SLOs and Results	
SLO Mapping	

MAPPING

MAPPING

There are many mapping options in Nuventive. You can map Program Goals to Resource Allocation Requests, SLOs to PLOs, SLOs to ILOs, PLOs to ILOs, and much more. Look for a mapping option in the menu under each major menu heading. All mapping, conducted within the mapping screens (Curriculum Mapping, Goals Mapping, Outcomes Mapping, etc.) function the same. The only differences are that: 1. You will select the type of mapping from the drop-down, 2. The rows and columns of the mapping table may change.

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

Course Outcomes Assessment > SLO Mapping

Select a Course: Sample 100 Introduction to Assessment

To map/align a course SLO to a PLO, ILO, etc., click in the cell where the two line up and turn it green. Be sure to turn it green. If the text of any objective is truncated, simply hover over the three dots at the end of the text shown on the right.

Course Assessment	
X = X	
Program Assessment	Sample SLO 1 Students will learn ...
Analytic Skills Demonstrate strong skills in critical thinking, logical analysis, and analytical writing.	X
Sample PLO 2 At the end of the program ...	

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

CURRICULUM MAPPING

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

Program Outcomes Assessment > PLO Mapping

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

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

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

Curriculum Mapping


(ILOs) - Institutional Learning Outcomes (ILOs)

SAC Educational Master Plan 2021-2024 - SAC Educational Master Plan

Curriculum Mapping

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

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


Academic Affairs - Nursing

Program Outcomes Assessment > PLO M

PLO Status
View All

Program
View A

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

Curriculum Mapping

NCE-145
Advanced Cardiac Life Support

NRN-098
Topics

NRN-105
Cooperative Work Experience-Occupational

NRN-106A
Health Science Skills Laboratory- First Semester

NRN-106B
Health Science Skills Laboratory- Second Semester

NRN-106C
Health Science Skills Laboratory- First Year Refresher

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

Program Learning Assessment											
<i>I - Introduced, R - Reinforced, M - Mastered</i>											
Critical Thinking			Application			Communication			Research		
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M
I	R	M	I	R	M	I	R	M	I	R	M

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

Program - Psychology (New Plan Types)

MAPPING

Save

Curriculum Mapping


Program Learning Assessment

I - Introduced, R - Reinforced, M - Mastered

Q

Search by Keyword

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

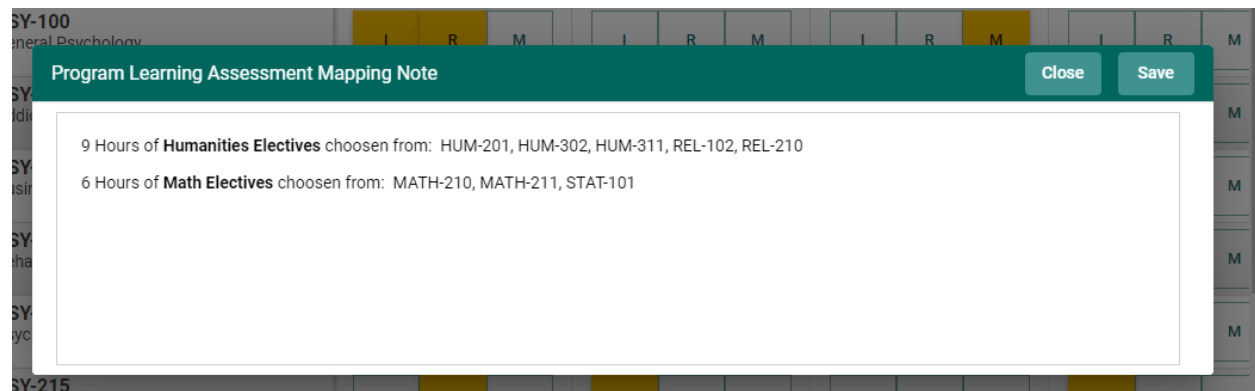
By selecting the appropriate indicator under each PLO and aligned to the course(s) on the left, select where this PLO will be Introduced, Reinforced, or Mastered. Use the scroll bars at the bottom, and to the right, to move across the screen to reveal all courses and/or PLOs). If you would like to remove any mapping you have selected, select the highlighted indicator again to unselect. Once you have completed the mapping, the **SAVE** button,  in the top right-hand corner, will illuminate and you will be able to save your mapping work.

Another feature offered in the mapping screens is the option to add notes. Notice the icons to

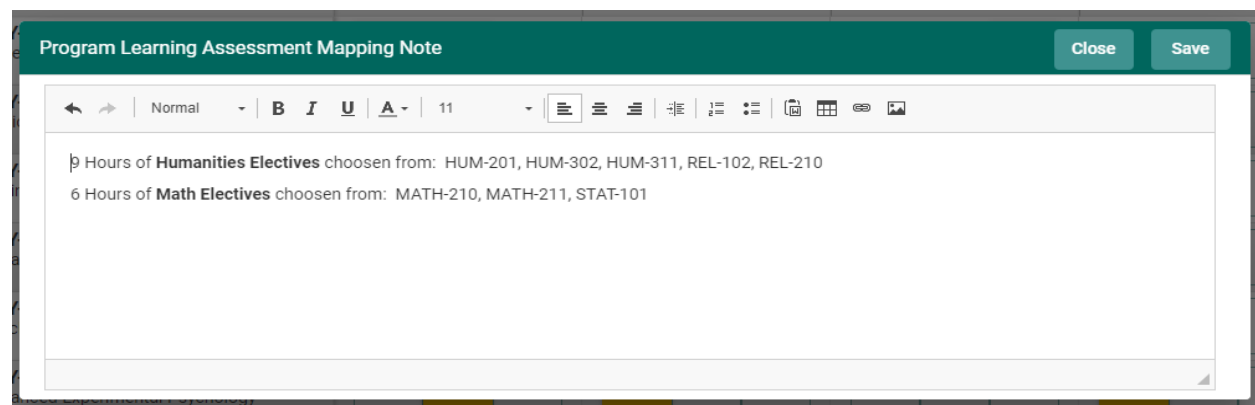
the right, just below the Save button.



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



This is where you can add notes relevant to your mapping work. To add notes, Select within the dialog box. The dialog box now changes to a text box with options like that of a Word document. You will now be able to customize the font, add a table, include a picture or graphic, and/or link (URL) to an external document, and/or locate and include a document in your Document Library/Repository.



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

Close

Save

RAR MAPPING

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

Program Review
▼

Resource Allocation Requests (RAR)
▲

RAR Form

RAR Mapping (Required for Approval)

Academic Affairs Program Sample
▼

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

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

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

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

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

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

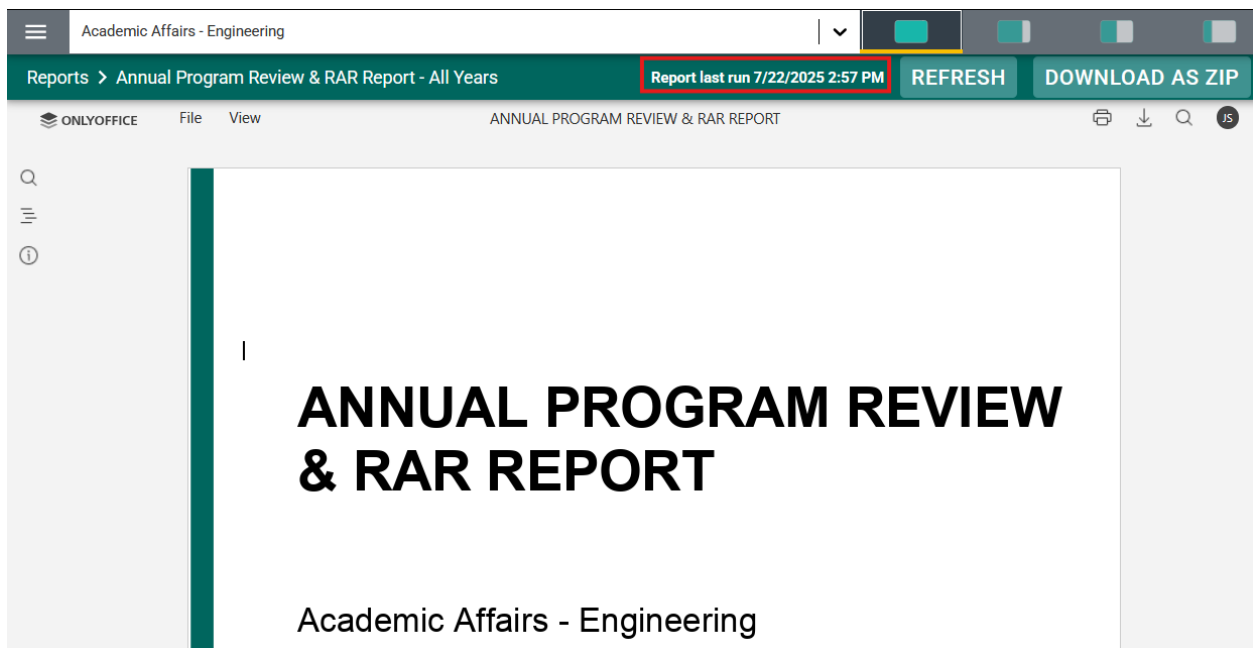
Selecting the appropriate indicator under each RAR aligned to the Goal(s) on the left. If you would like to remove any mapping you have selected, select the selected indicator again to unselect. Once you have completed the mapping, the **SAVE** button, **Save** in the top right-hand corner, will illuminate and you will be able to save your mapping work.

Save

REPORTS

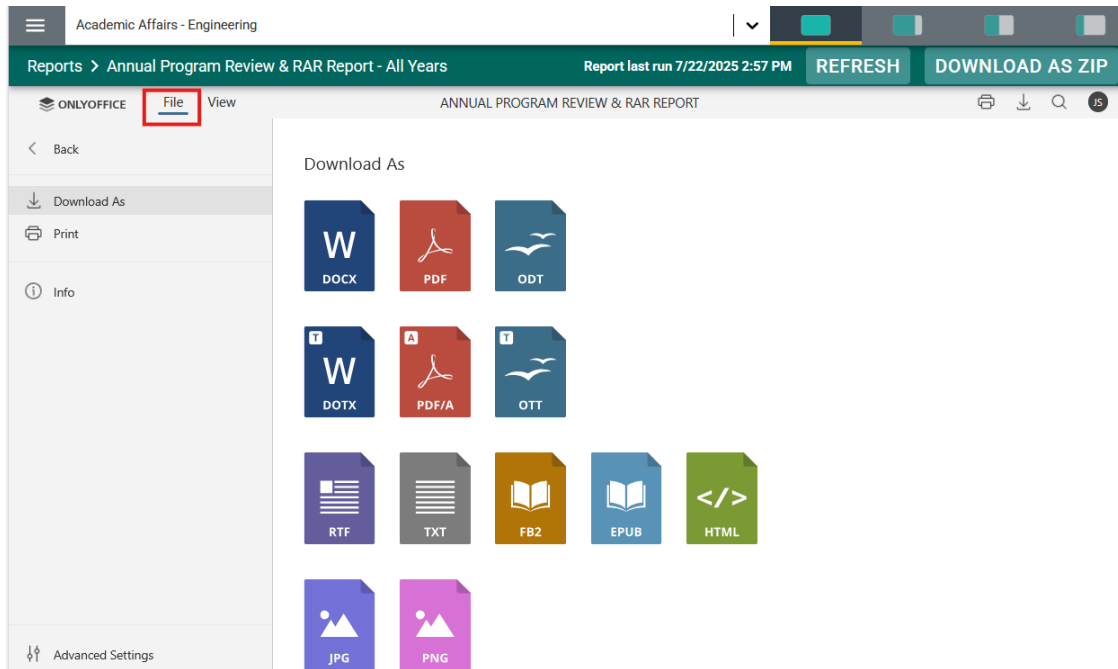
Word reports can be generated using the options in the main navigation menu.

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

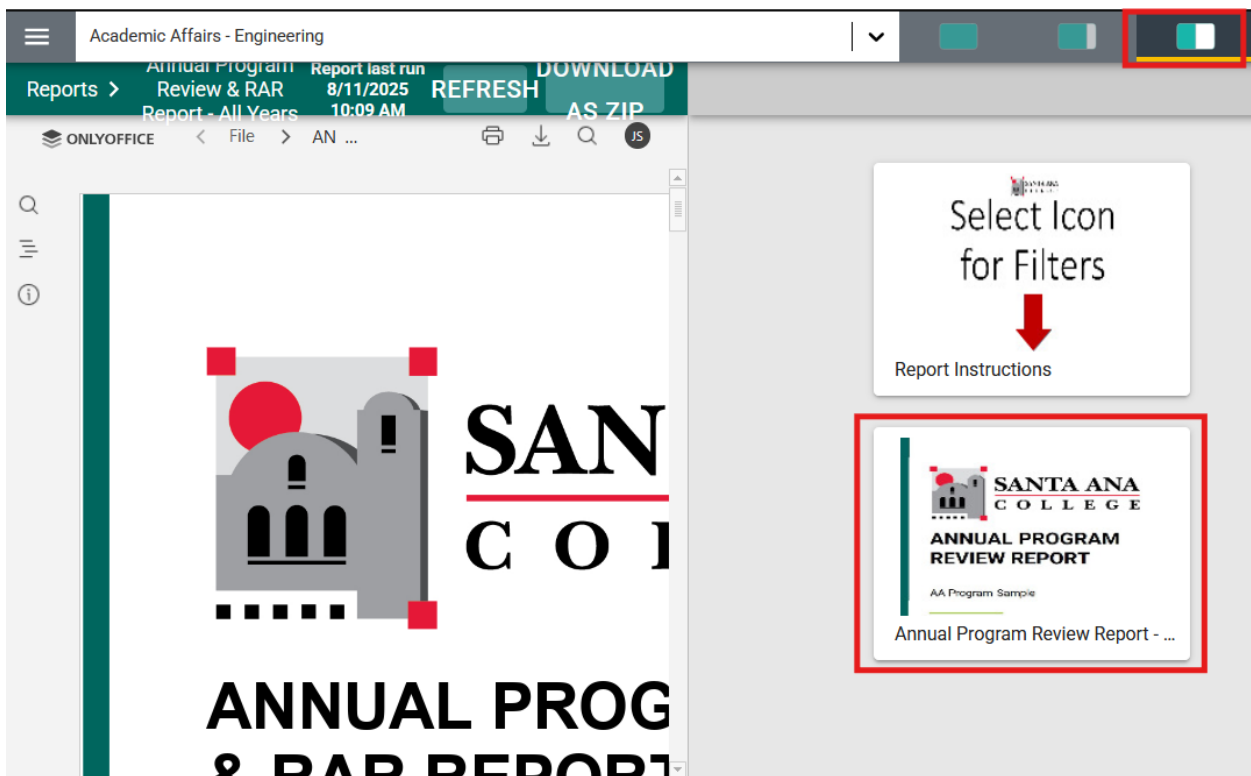


The screenshot shows the ONLYOFFICE interface for the 'ANNUAL PROGRAM REVIEW & RAR REPORT'. The top navigation bar includes 'Academic Affairs - Engineering' and a dropdown menu. Below this, a teal bar displays 'Reports > Annual Program Review & RAR Report - All Years'. To the right of this bar, a red box highlights the text 'Report last run 7/22/2025 2:57 PM', followed by 'REFRESH' and 'DOWNLOAD AS ZIP' buttons. The main content area features a large title 'ANNUAL PROGRAM REVIEW & RAR REPORT' and a subtitle 'Academic Affairs - Engineering'. On the left, a sidebar contains search, menu, and info icons.

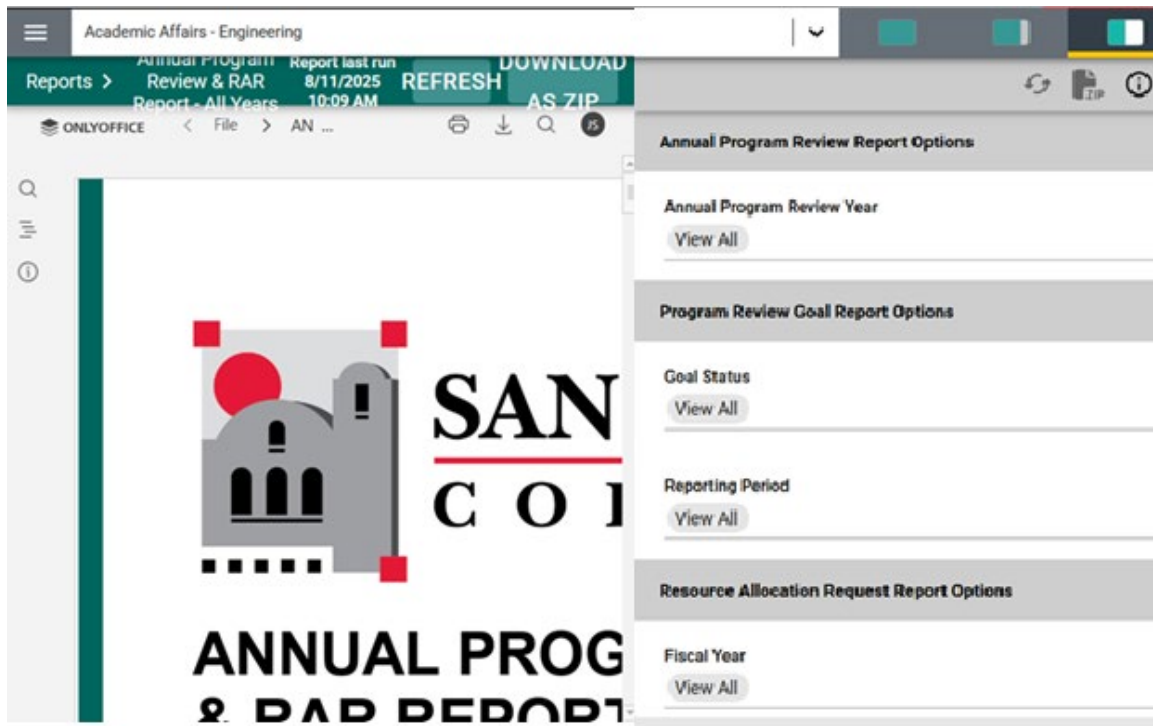
Open the file menu to see additional options for working with the report document. You can Download, Print, view Info or adjust Advanced Settings in this menu.



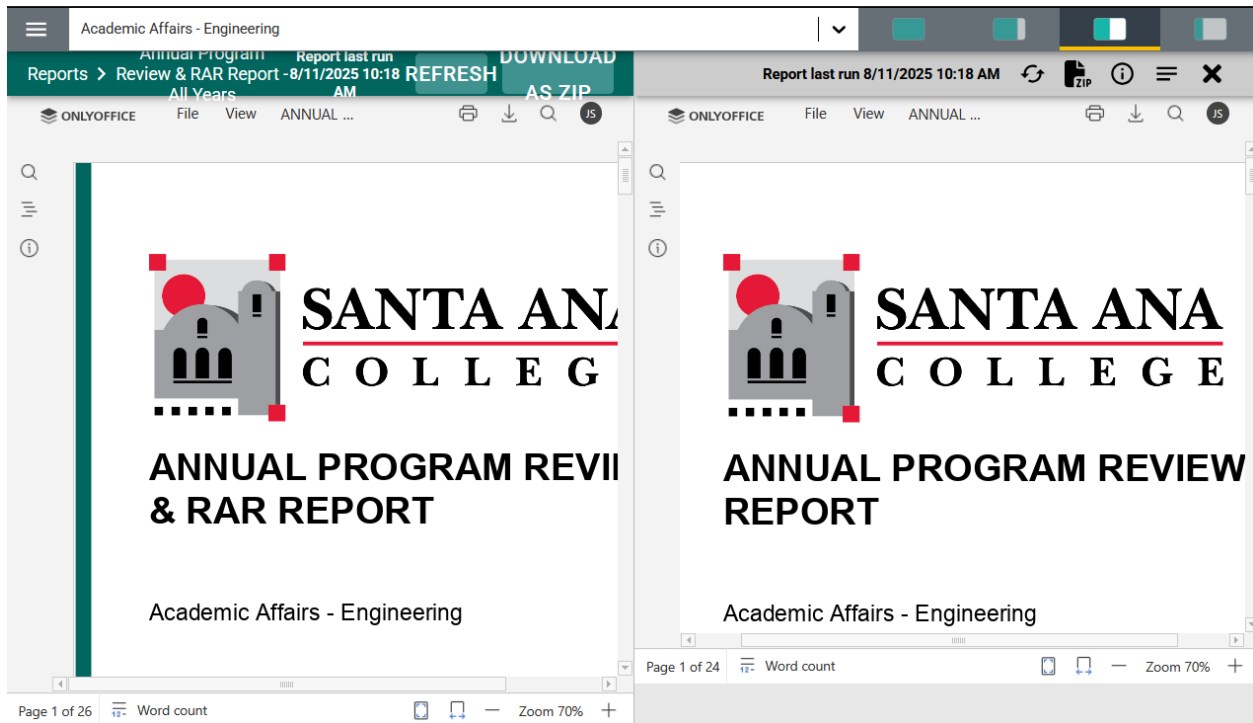
Some reports offer the option to filter the data that they contain. By default, many reports include data from every year of entry. To filter information in the report, use one of the split window buttons in the top right to open the right pane and select the report icon.



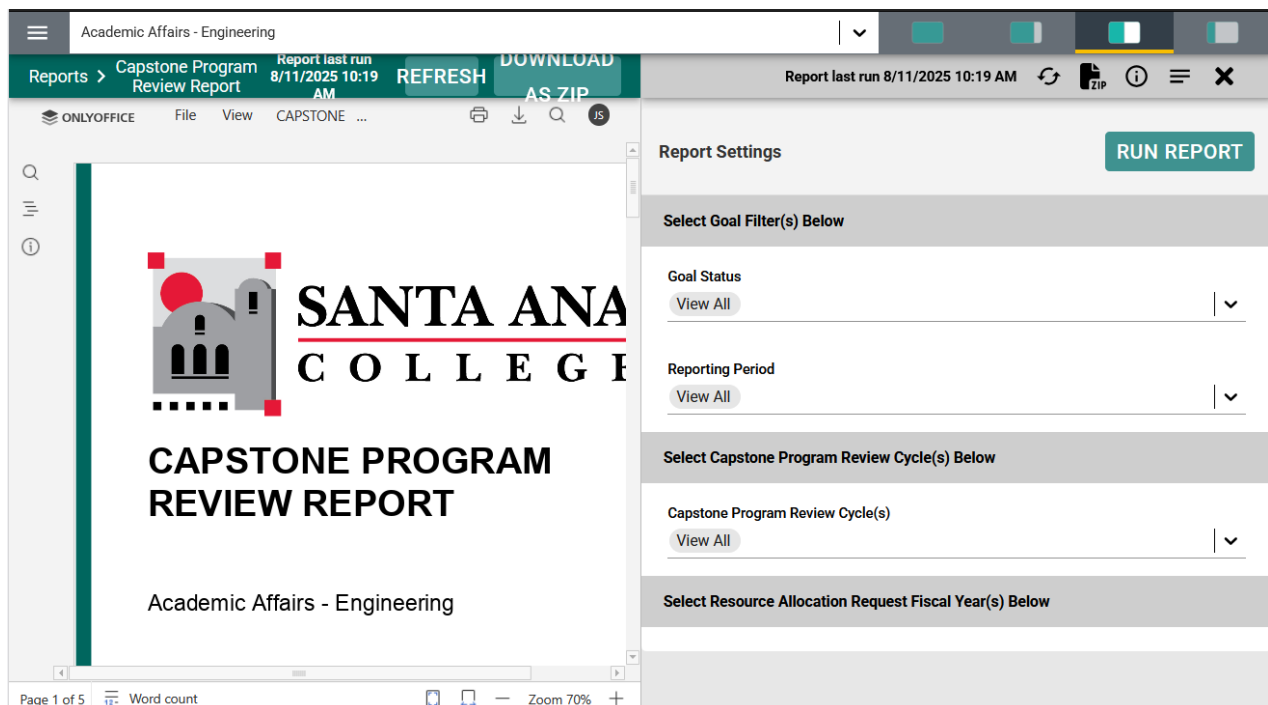
By selecting the report icon, filters will open.



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

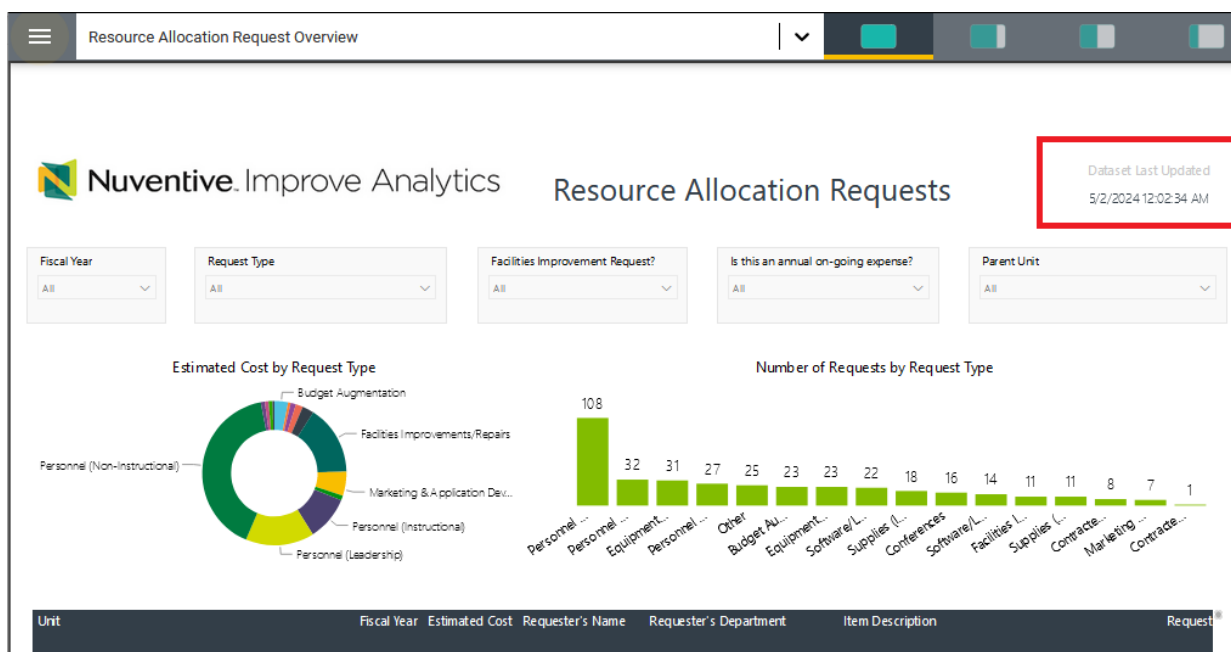


The Capstone Program Review report is similar to the Annual Program Review and RAR Report except that it excludes RARs by default. To include RARs in the Capstone Program Review Report, open the right content pane, select the fiscal year(s) of the RARs to include, and run the report.



DASHBOARDS

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



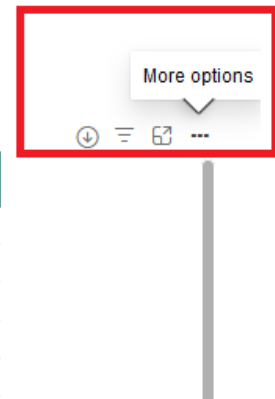
Data that is displayed on a dashboard can be exported by hovering over it until the data menu appears to the side.

Semester of Assessment

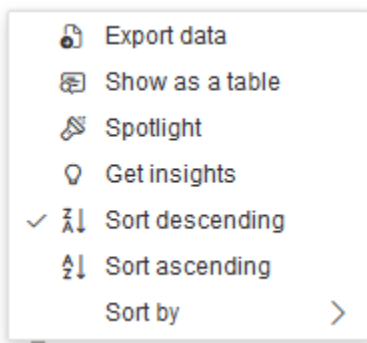
All ▼

⬆ ⬇ ⬅

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



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



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

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



Parent Unit

All ^

Search

- ☐ All Academic Affairs Units
- ☐ All Academic Support Services Units
- ☐ All Administrative Services Units
- ☐ All Continuing Education Units
- ☐ All Student Services Units
- ☐ Division - Business
- ☐ Division - FPA
- ☐ Division - HS&T
- ☐ Division - HSS
- ☐ Division - Kinesiology
- ☐ Division - SCE Departments

Typ

Parent Unit

All ^


Search

- ☐ All Academic Affairs Units
- ☐ Division - Business

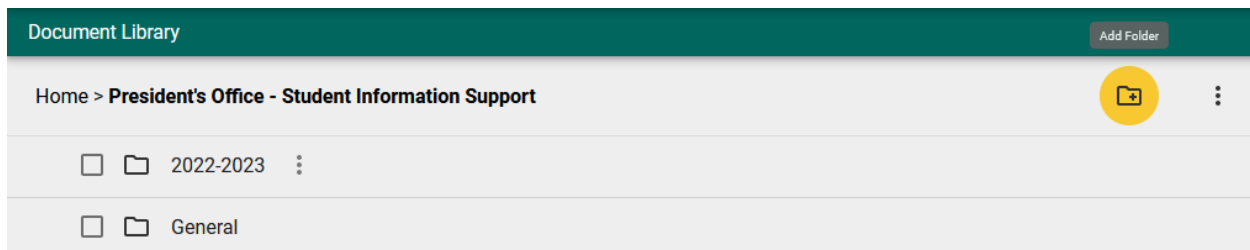
: Typ


DOCUMENT LIBRARY

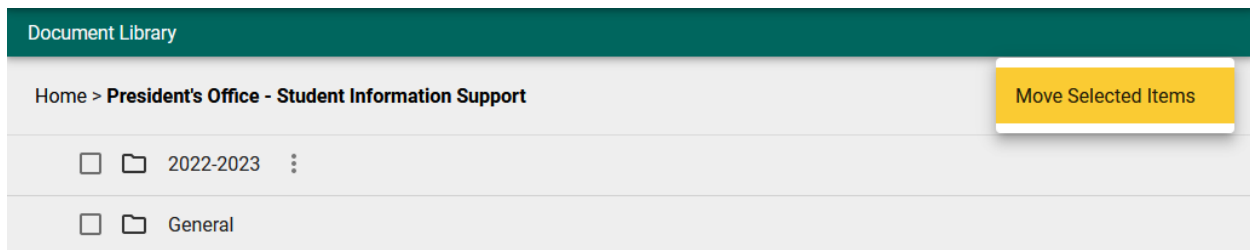
DOCUMENT LIBRARY


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

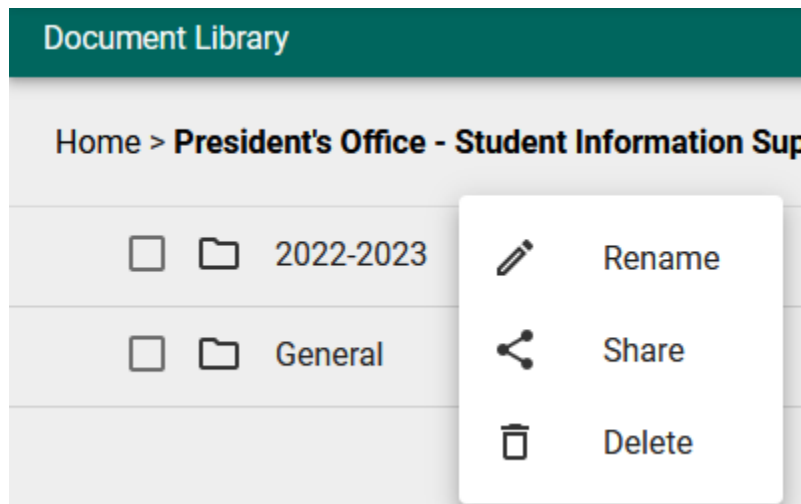
To add a folder to your Document Library, select the Add Folder icon in the top right.



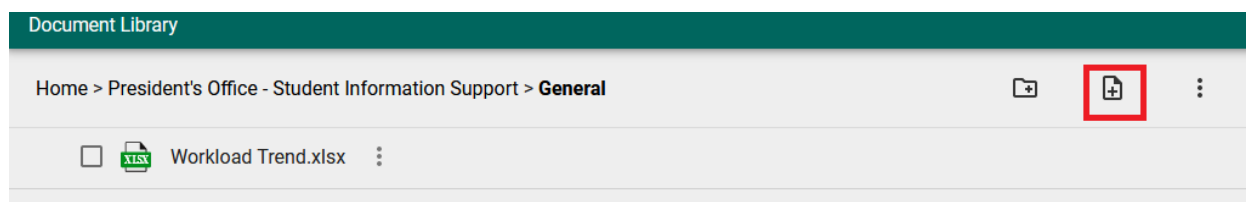
To move folders(s), first select the item(s) and then use the ellipsis menu  in the top right to open a dialog box and select a destination.



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



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



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


Add Document(s) to General

Browse... No files selected.

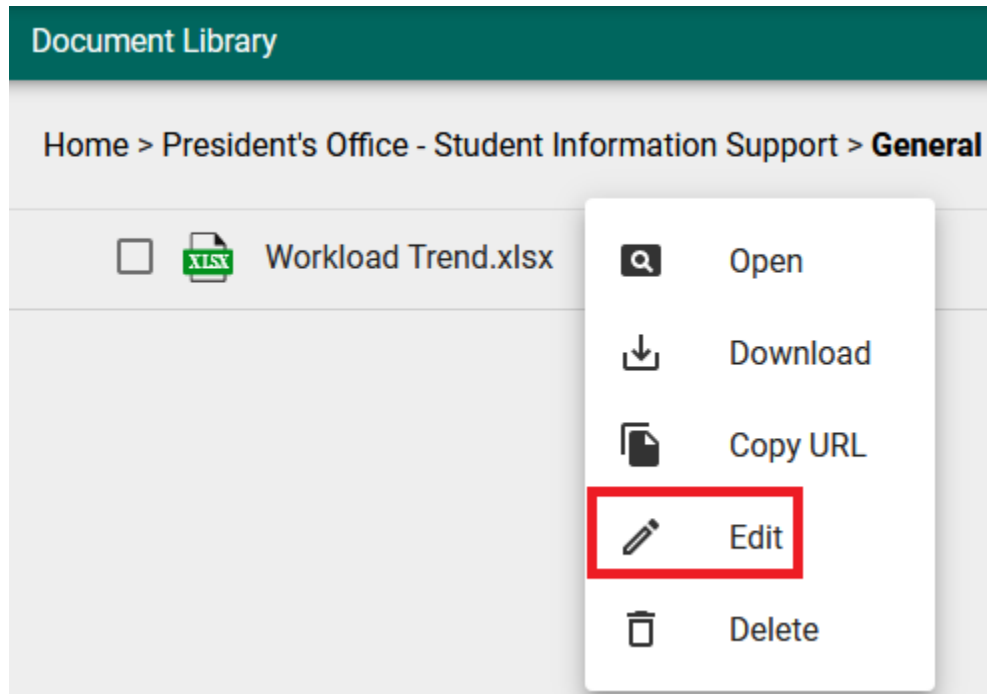
Urls

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

* denotes a required field.

CANCEL ✕ SAVE 

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



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

Edit Document

Display Name

Workload Trend.xlsx

Description

System Support Increase Over Time

Last Modified: 11/10/2022

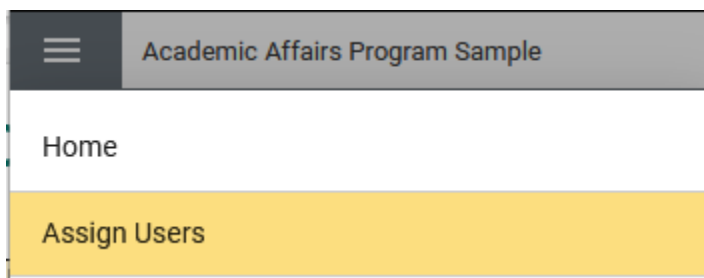
Browse... No file selected.

CANCEL ✕ SAVE 

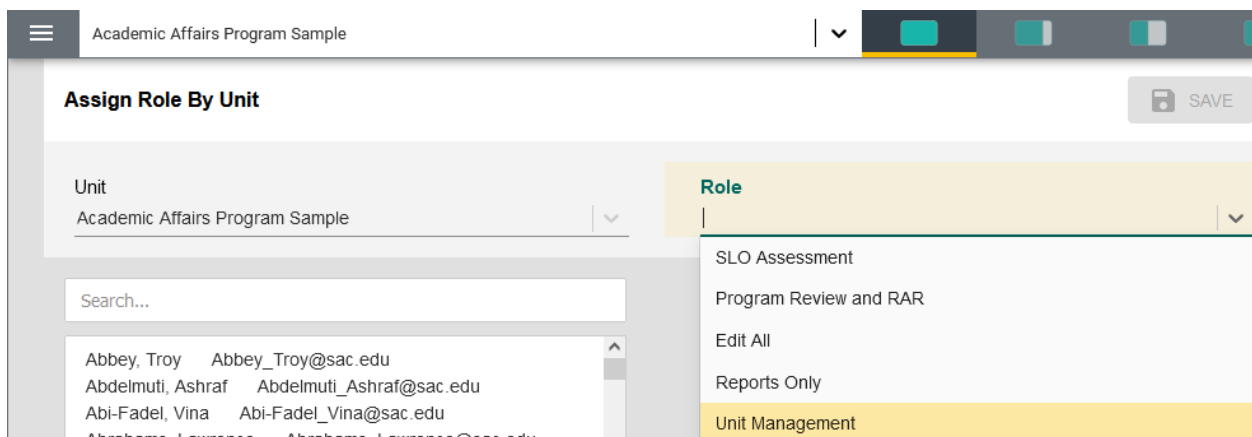
USER ASSIGNMENT AND ROLES

USER ASSIGNMENT AND ROLES

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



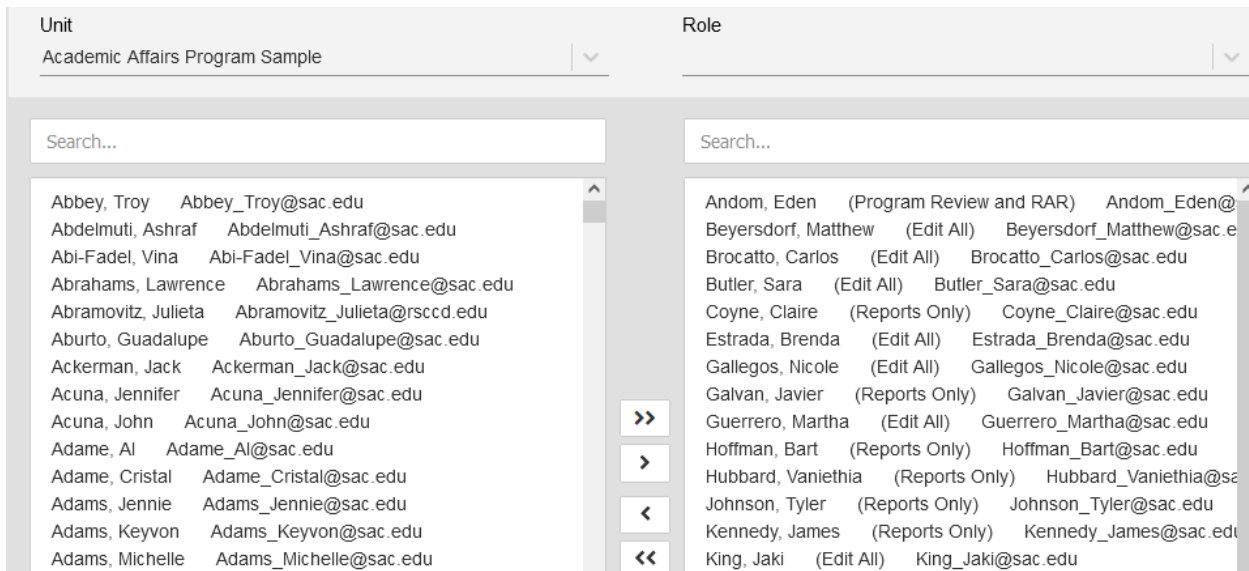
The Assign Users menu will list the unit that you are currently in on the left, with assignable roles in a dropdown on the right.



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

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

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



Unit: Academic Affairs Program Sample

Role:

Search...

Search...

Abbey, Troy Abbey_Troy@sac.edu

Abdelmuti, Ashraf Abdelmuti_Ashraf@sac.edu

Abi-Fadel, Vina Abi-Fadel_Vina@sac.edu

Abrahams, Lawrence Abrahams_Lawrence@sac.edu

Abramovitz, Julieta Abramovitz_Julieta@rsccd.edu

Aburto, Guadalupe Aburto_Guadalupe@sac.edu

Ackerman, Jack Ackerman_Jack@sac.edu

Acuna, Jennifer Acuna_Jennifer@sac.edu

Acuna, John Acuna_John@sac.edu

Adame, Al Adame_Al@sac.edu

Adame, Cristal Adame_Cristal@sac.edu

Adams, Jennie Adams_Jennie@sac.edu

Adams, Keyvon Adams_Keyvon@sac.edu

Adams, Michelle Adams_Michelle@sac.edu

Andom, Eden (Program Review and RAR) Andom_Eden@

Beyersdorf, Matthew (Edit All) Beyersdorf_Matthew@sac.e

Brocatto, Carlos (Edit All) Brocatto_Carlos@sac.edu

Butler, Sara (Edit All) Butler_Sara@sac.edu

Coyne, Claire (Reports Only) Coyne_Claire@sac.edu

Estrada, Brenda (Edit All) Estrada_Brenda@sac.edu

Gallegos, Nicole (Edit All) Gallegos_Nicole@sac.edu

Galvan, Javier (Reports Only) Galvan_Javier@sac.edu

Guerrero, Martha (Edit All) Guerrero_Martha@sac.edu

Hoffman, Bart (Reports Only) Hoffman_Bart@sac.edu

Hubbard, Vaniethia (Reports Only) Hubbard_Vaniethia@sac

Johnson, Tyler (Reports Only) Johnson_Tyler@sac.edu

Kennedy, James (Reports Only) Kennedy_James@sac.edu

King, Jaki (Edit All) King_Jaki@sac.edu

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



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

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

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



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

Unit	Role
Academic Affairs Program Sample	Program Review and RAR

Eden	Search...
Andom, Eden Andom_Eden@sac.edu	Beyersdorf, Matthew (Edit All) Beyersdorf_Matthew@sac.edu Brocatto, Carlos (Edit All) Brocatto_Carlos@sac.edu Butler, Sara (Edit All) Butler_Sara@sac.edu Coyne, Claire (Reports Only) Coyne_Claire@sac.edu Estrada, Brenda (Edit All) Estrada_Brenda@sac.edu Gallegos, Nicole (Edit All) Gallegos_Nicole@sac.edu Galvan, Javier (Reports Only) Galvan_Javier@sac.edu Guerrero, Martha (Edit All) Guerrero_Martha@sac.edu Hoffman, Bart (Reports Only) Hoffman_Bart@sac.edu Hubbard, Vaniethia (Reports Only) Hubbard_Vaniethia@sac.edu Johnson, Tyler (Reports Only) Johnson_Tyler@sac.edu

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