

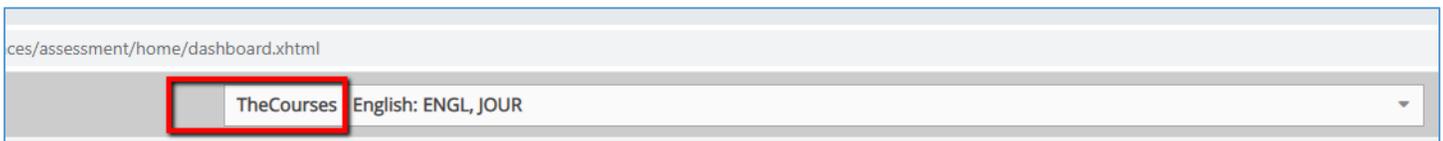
LSSU Faculty Guide: Entering Assessment Data In Nuventive™ *Improve*

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Red Flags and Green Checkmarks

After logging in, choose your Courses Unit from the top dropdown; be sure to scroll to “TheCourses” options:



All courses in a Program are listed on the main page of the assessment unit.

Red flags alert users that there are missing pieces of data. Look at the top of the column to see which areas have missing data.

In the example image below, Program-level units are shown. The structure will look the same at “TheCourses” level. The first Program on the list is missing data in the “Results” section. The second Program on the list is missing data in the “Program Learning Outcomes” section, and so on. You can click on the number next to the red flag to open the section with the missing data, or you can enter the course by clicking on your course name in the main list in the far-left column. Step-by-step instructions for entering your assessment data are provided in the later sections of this guide.

RU - College of Arts and Sciences > Home

Unit Planning Summary

Assessment Units	Program Learning Outcomes	Assessment Methods	Results	Use of Results	Follow-Up
▶ Program - Art (BA)	3	4	0	0	0
▶ Program - Liberal Arts (AA)	0	0	0	0	0
▶ Program - Psychology (BA/BS)	2	2	0	0	0
▶ Program - Speech Communication (BA)	4	6	4	6	1
▶ Program - Theater (BFA)	0	0	0	0	0

Green checkmarks next to the assessment units (e.g., courses or programs) listed on your home page indicate that all assessment data has been entered. As shown in the image below, there are no red flags in any of the columns:

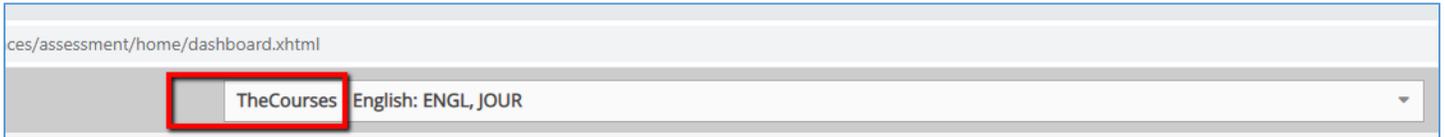
Course Planning Summary

Assessment Units	Courses	Course Outcomes	Assessment Methods	Results	Use of Results	Follow-Up
▶ Program - Art (BA)	6	7	8	8	4	1
▶ Program - Liberal Arts (AA)	7	7	8	8	4	1
▶ Program - Psychology (BA/BS)	6	1	0	0	0	0
▶ Program - Speech Communication (BA)	6	10	3	3	3	1

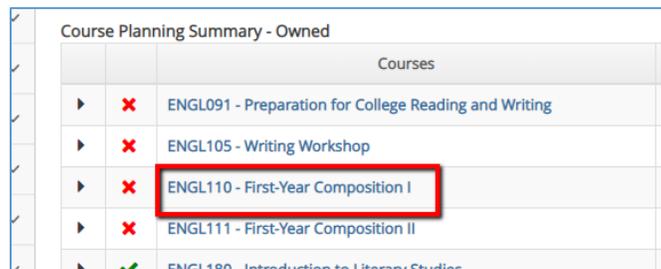
Entering Course Assessment Data

Course Learning Outcomes, Assessment Methods, and Targets

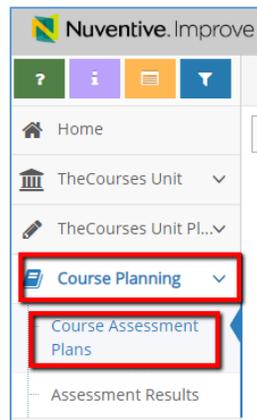
1. After logging in, choose your Courses Unit from the top dropdown; be sure to scroll to “TheCourses” options:



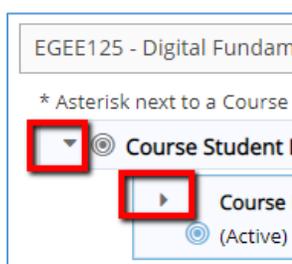
2. Click on the course title to open it:



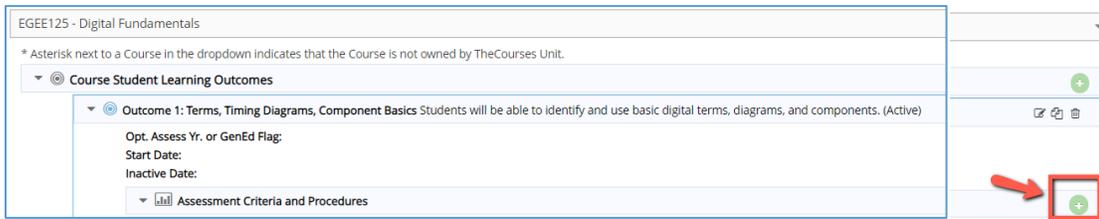
3. To enter assessment data for learning outcomes (CLOs), select *Course Planning* and then *Course Assessment Plans* from the left menu:



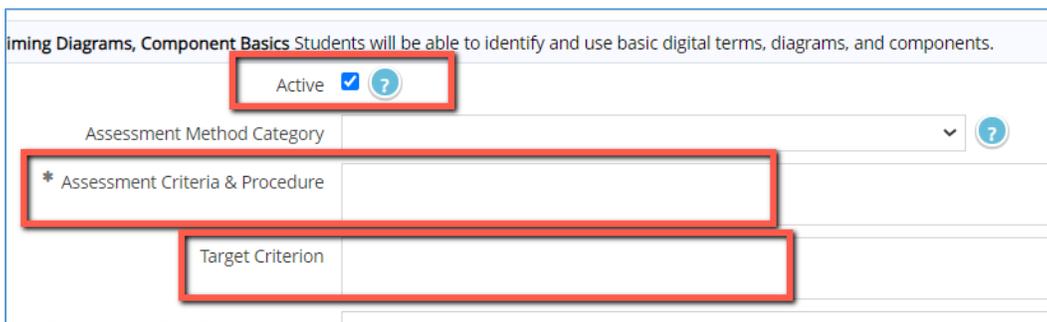
4. To add this semester’s Assessment Criteria & Procedures (Method) and the Assessment Target, open/expand each Course Learning Outcome by clicking on the small triangles at the top left of the outcome. (If you need to add a *new* learning outcome, see step 5).



- To add a **new** learning outcome (if your outcome is **not** already listed in Nuventive), see page 8 of this guide.
- For each active outcome, Use the “+” symbol to the far right of “Assessment Criteria and Procedures”:



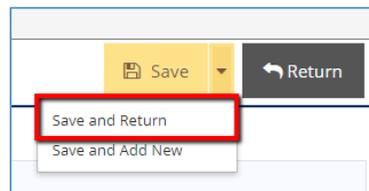
Check the “active” box. The two textboxes you need to fill in are “Assessment Criteria and Procedures” (the assessment *method*, such as test, paper, etc.), and the “Target Criteria” (how many students will achieve the outcome, and at what level on the assessment?):



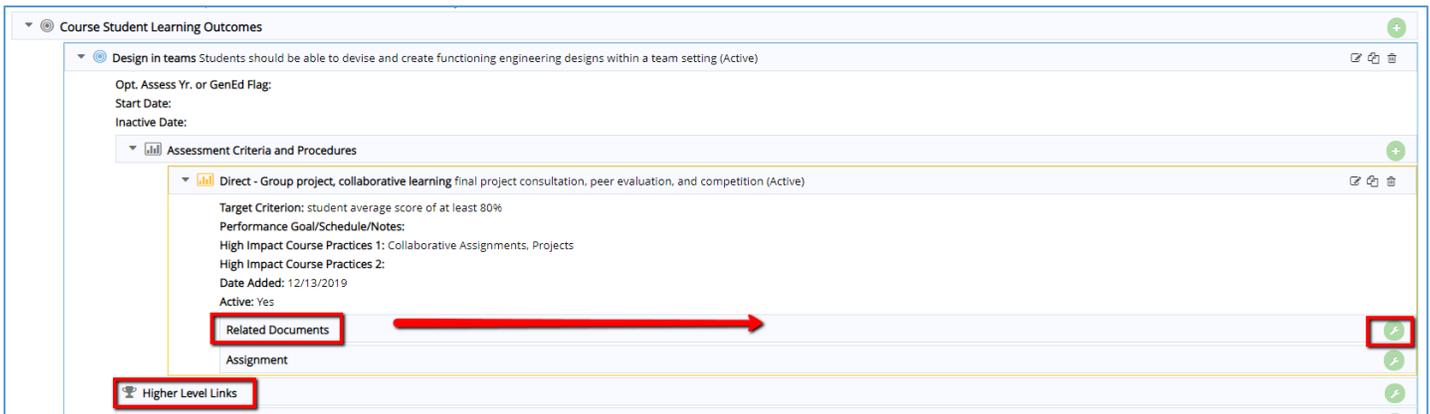
- If for some reason you need to edit an existing target criteria or the phrasing of an outcome to ensure it is a “measurable” statement, you can use the Paper/Pencil icon.
NOTE: While in edit mode, **be careful not to “edit” and overwrite previous criteria entries the outcome. Also, be careful not to click on the ‘delete’ icon, as the content will not be retrievable.**



- Be sure to Save and Return with the top right button:

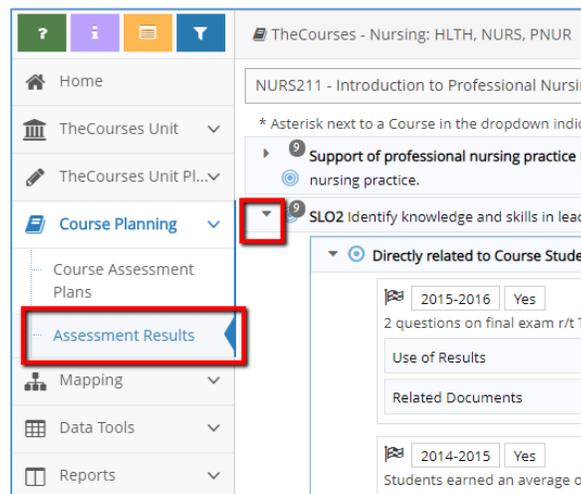


- On the “Return” screen you will also see options to upload your assessment tool (rubric, etc.) if you would like.
NOTE: *only GenEd courses enter their Higher Level Links to ILOs from this location. All program-specific courses enter Higher Level Links from the “Program” areas.*



Entering Results and Use of Results Data

1. Follow steps 1 and 2 in the previous section to open the course for which you are entering results data.
2. Open the Course Planning → Assessment Results area from the left-side menu. All current learning outcomes will display. To enter Results data for the current semester, click on the triangle chevron to expand the outcome for which you are entering assessment results:



3. The outcome will expand. Outcomes used in previous years will display the data that was entered each year (see image below). **Do not open or change data in previous years.** Instead, you need to add results for the current year, as shown starting in step 4.

SLO2 Identify knowledge and skills in lea

Directly related to Course Stud

2015-2016 Yes

2 questions on final exam r/t

Use of Results

Related Documents

2014-2015 Yes

Students earned an average c

Use of Results

Use of Result Moni

Budget Rationale

Budget Request

Follow-Up

Assignment

Related Documents

Direct - Exam/Quiz - within the

2019-2020 Yes

76% of student received the

Use of Results

Use of Result incre

- Open the dropdown icon for the outcome assessment results you want to enter. You will see the assessment method you entered for this outcome listed to the right of a gold icon (see steps 5-9 in Section 1 of this guide). In the example below, the assessment criteria is “Exam/Quiz”:

Outcome 1: Terms, Timing Diagrams, Component Basics Students will be able to identify and use

Directly related to Course Student Learning Outcome

Direct - Exam/Quiz - within the course Aggregated average on final exam problems tha

- Use the plus symbol at the far right / top row of the assessment method you used for this outcome. (Also, specify the course section number if multiple instructors teach the course and use this same outcome).

TheCourses - Natural Resources & Environment: EVRN GEOL NRES NSCI RECS > Course Planning > Assessment Results

NRES199 - Freshman Seminar

* Asterisk next to a Course in the dropdown indicates that the Course is not owned by TheCourses Unit.

Using University Resources Navigate university resources including the academic success center, counseling center, library and scientific journal databases

Directly related to Course Student Learning Outcome

Student self-evaluation survey

2019-2020 No

COURSE SECTION 001:

meeting this learning outcome fully % of students reporting meeting this learning outcome partially. [more]

Use of Results

Use of Result Develop additional in-class and homework activities to improve on measurable assessment for this outcome and to increase opportunities for freshman to practice navigating and using campus resources.

Budget Rationale

Budget Request

Follow-Up

Assignment

Related Documents

Specify section # if appropriate

Enter data with "+" (not with edit icon)

6. Enter results data in the textbox for “Assessment Results,” and use dropdowns for Year and Goal Met areas:

MATH207 - Principles of Statistical Methods

General Education - Mathematics Analyze situations symbolically and quantitatively in order to make decisions and solve problems

Directly related to Course Student Learning Outcome

* Assessment Results Date 12/12/2019

* Assessment Results **Fill in your assessment results here**

* Finding Reporting Year

* Goal met

Optional Data Point ?

Optional Data Point 2 ?

Course Instructional Modality ?

Course Outcomes and/or Assessment Method (optional) ?

GenEd Common Assessment Field ?

Use dropdowns to select reporting year and Goal status

7. SAVE and Return:

Save

Save and Return

Save and Add New

8. The final required step is to enter Use of Results. After clicking save and return in the previous step, the new page will display each reporting year and that year’s results data. When you are entering “Use of results,” select only the current year you are reporting.

NOTE: If the current year does not display for a specific assessment method you want to use, you must go back into the “Course Assessment Plans” area from the main menu and enter the assessment method you want to use under the current year.

9. To enter your Use of Results for the current year, locate the correct year (it should display at the top, above all the older entries) and click on the plus symbol to the far right:

General Education - Mathematics Analyze situations symbolically and quantitatively in order to make decisions and solve problems

Directly related to Course Student Learning Outcome

2019-2020 Yes

84.5% of students were successful [more]

Use of Results

Related Documents

Final Examination

2019-2020 Yes

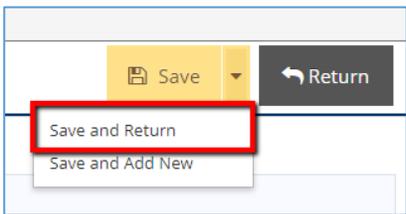
Final exam average [more]

Use of Results

10. Use of Results must state future action planned, based on your assessment results. Use of results should provide statements focused on continuous improvement efforts. Examples:

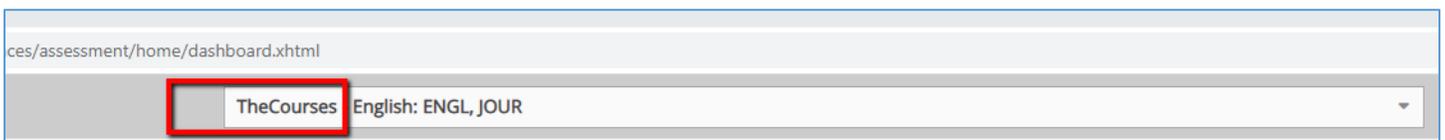
- For this outcome, the current assessment method and results indicate students are learning successfully and well. The current instructional methods and assessment method will be continued, but the target will be raised. An in-class group activity with practice problems to be solved by the group will be added to the instructional unit to help struggling students. This action plan should increase the number of students achieving the targeting level for the learning outcome.
- The targeted number of students have not achieved this outcome. A Supplemental Instruction session (SI) has been established for the course, and students will be directed to use the SI sessions and other tutoring resources. In addition, in-class practice sets will be increased to provide additional learning opportunities for this outcome.

11. Once your Use of Results statements are entered, click SAVE and Return at the top right of the screen:



Adding a New Learning Outcome

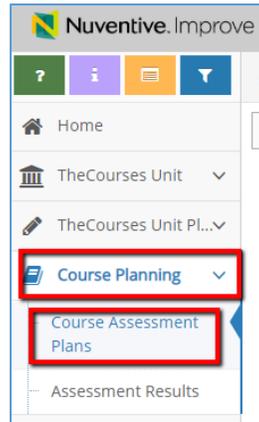
1. After logging in, choose your Courses Unit from the top dropdown; be sure to scroll to “TheCourses” options:



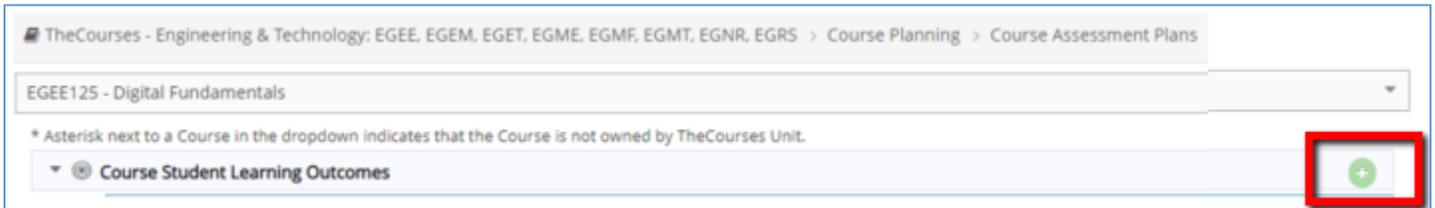
2. Click on the course title to open it:

Course Planning Summary - Owned		
Courses		
▶	✘	ENGL091 - Preparation for College Reading and Writing
▶	✘	ENGL105 - Writing Workshop
▶	✘	ENGL110 - First-Year Composition I
▶	✘	ENGL111 - First-Year Composition II
▶	✔	ENGL180 - Introduction to Literary Studies

3. To add a new learning outcomes (CLO), select *Course Planning* and then *Course Assessment Plans* from the left menu:

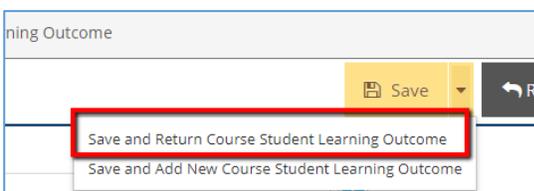


4. Click on the plus sign on the right of “Course Learning Outcomes”:

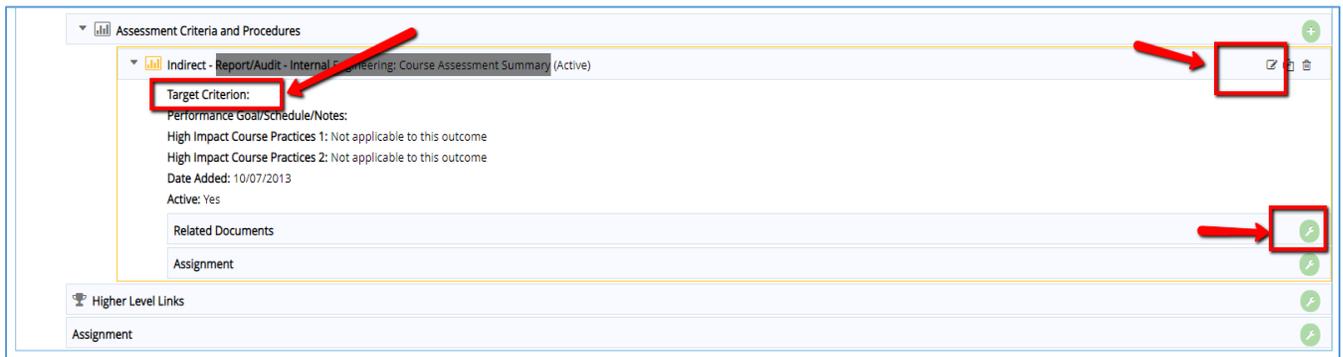
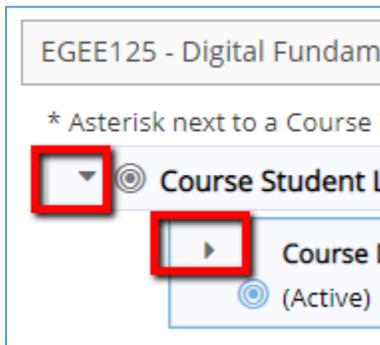


5. Enter the information for the NEW learning outcome, and make sure the dropdown next to “Course Outcome Status” is set to “active.” It will be *very helpful* if you also set the year in “Opt. Assess. Yr. of GenEd Flag.” This helps “sort” your data by year for course-level and program-level reporting. Click into that textbox area to select the academic year from the dropdown.

6. SAVE and Return:



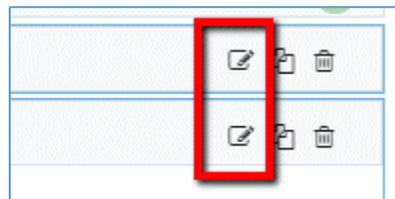
- Open each Course Learning Outcome to add the Assessment Criteria & Procedures and the Assessment Target. See steps 4-11 under section heading “Entering Course Assessment Data” for step-by-step screenshots.



Editing (changing) an Existing Learning Outcome

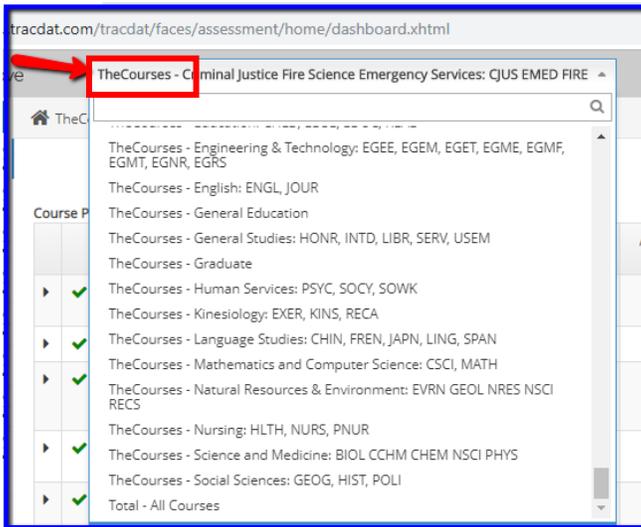
Changes to existing learning outcomes should be made only with Dean approval. It is better to add a new learning outcome and make an existing learning outcome “Inactive” if it will not be assessed. Previously entered data should always remain intact and unchanged.

- For Dean-approved edits, be very careful not to overwrite or change previous content entered by another faculty member.
- Open the course planning area from the left menu, and click on the edit icons to edit the outcome to the far right of the element you want to edit:

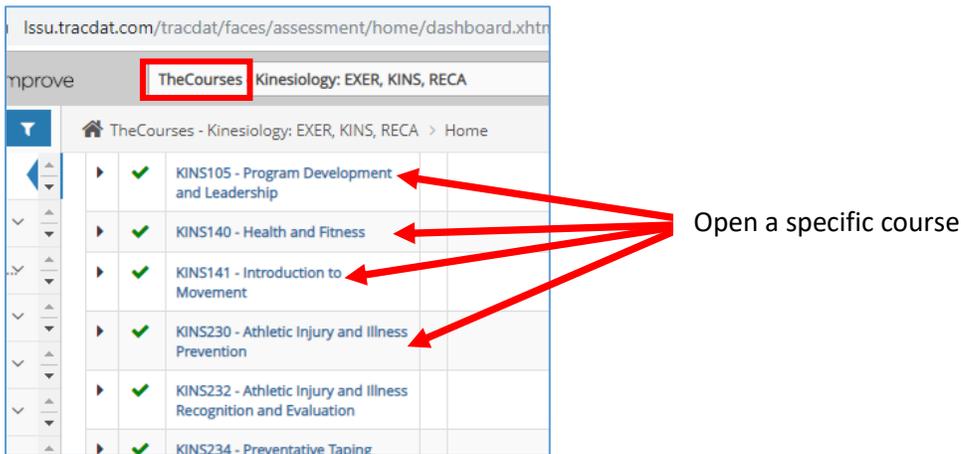


Mapping GenEd Outcomes to ILOs (Institutional Learning Outcomes)

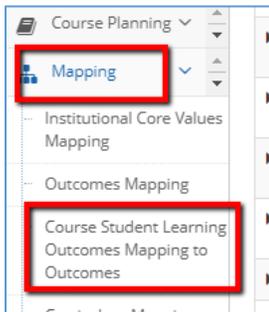
1. From top toolbar dropdown, scroll down to select “TheCourses – xxxx...” and click on the set of courses you need to open:



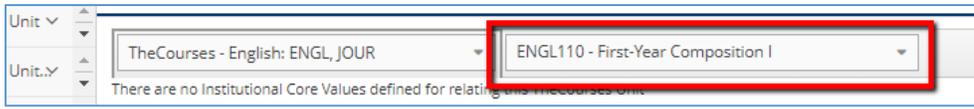
2. From the courses displayed on the landing page, click on a specific course name to open it:



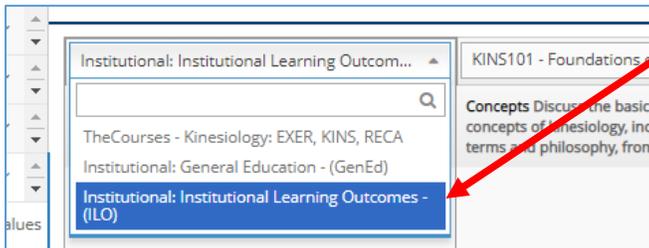
3. From the left menu area, open “Mapping” → “Course Student Learning Outcomes Mapping to Outcomes”



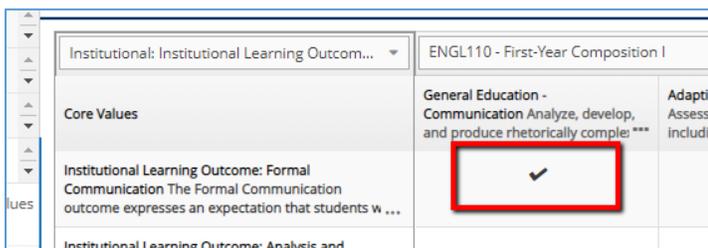
4. The right-side dropdown will reflect the name of the course in which you are working.



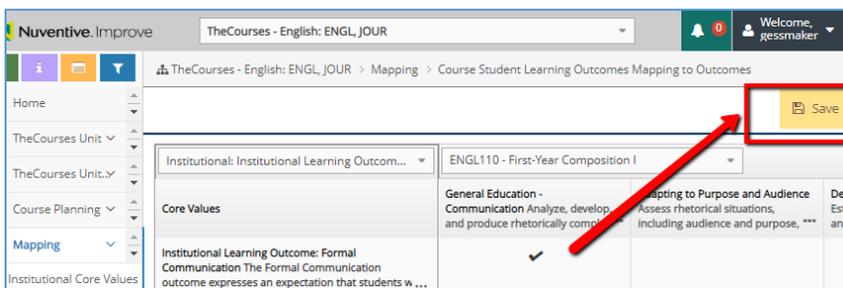
5. From the left-side dropdown, select “Institutional: Institutional Learning Outcomes - (ILO)”



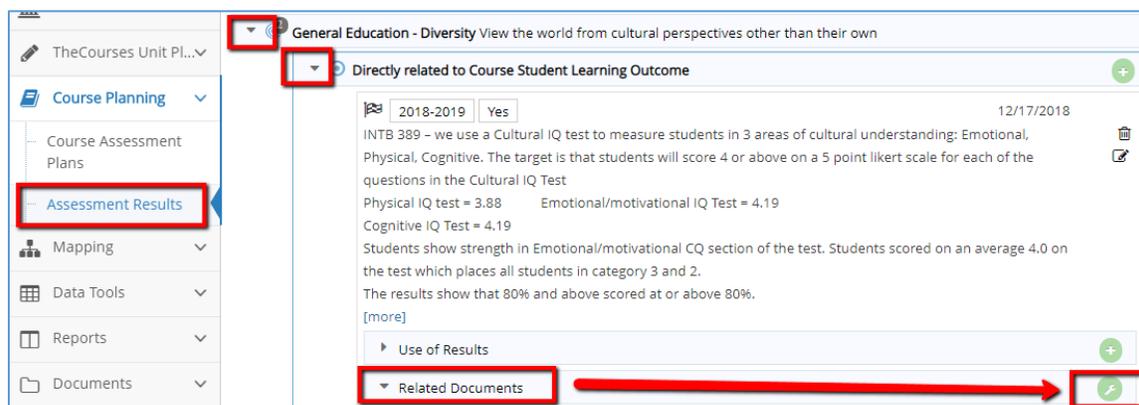
6. Click on a box in a column / row to “map” the course outcomes listed along the top row to the appropriate ILO listed along the far-left column.



7. Be sure to click the “SAVE” button in the top right corner before leaving the page:



We also recommend uploading the ILO rubrics/assessment results document into Nuventive as supporting evidence:

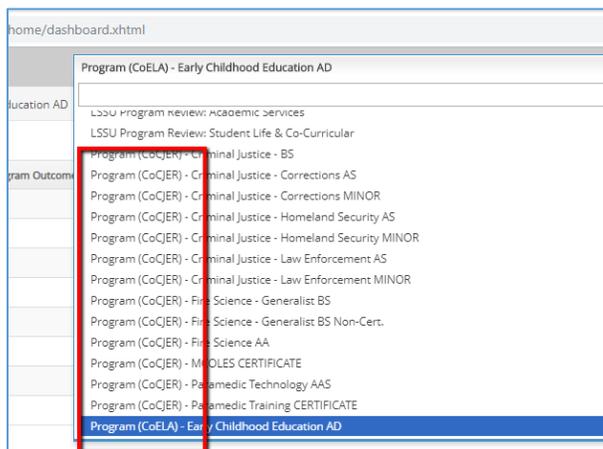




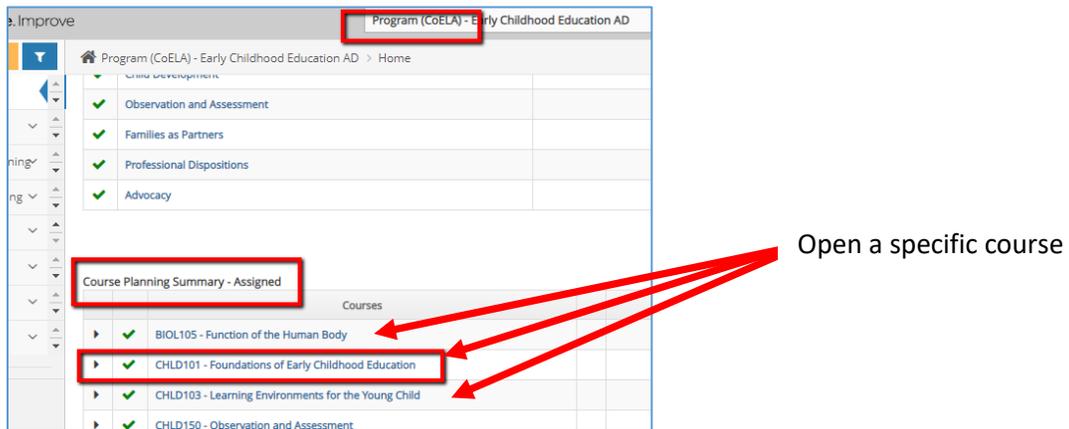
Mapping Non-GenEd Outcomes to PLOs (Program Learning Outcomes)

NOTE: Only GenEd courses enter their Higher Level Links from “TheCourses” locations. All program-specific courses enter and map their Higher Level Links from the “Program” areas.

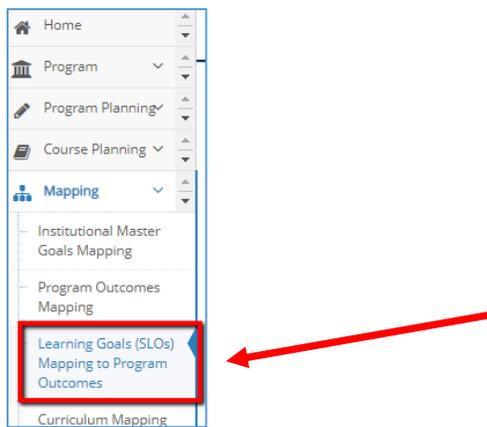
1. From top toolbar dropdown, scroll down to locate “Program (Coxxxx) - ...” and click on the program you need to open:



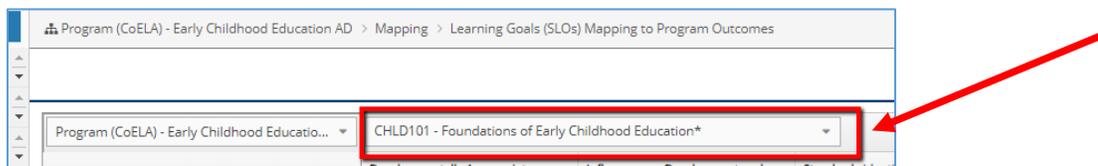
2. Scroll down to the list of Courses under “Course Planning Summary – Assigned” and click on the course you want to link to Program-level Outcomes.



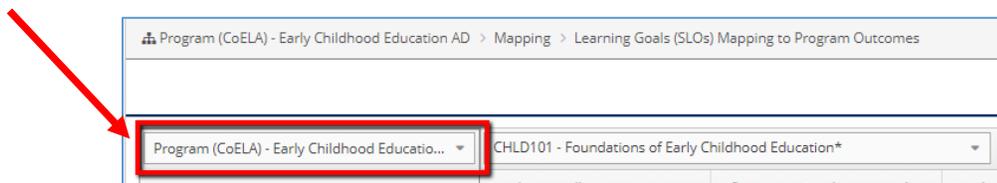
3. From the left menu area, open “Mapping” → “Learning Goals (SLOs) Mapping to Program Outcomes”



4. The right-side dropdown should reflect the name of the course in which you are working.



5. The left-side dropdown should reflect the name of the program in which you are working.



6. Click in a column / row to “map” the Course Learning Outcomes (CLOs) listed along the top row to the appropriate Program Learning Outcomes (PLOs) listed along the far-left column.

The screenshot shows the 'Improve' interface for 'Program (CoELA) - Early Childhood Education AD'. The breadcrumb trail is 'Program (CoELA) - Early Childhood Education AD > Mapping > Learning Goals (SLOs) Mapping to Program'. The table below shows the mapping between Program Outcomes and Learning Goals.

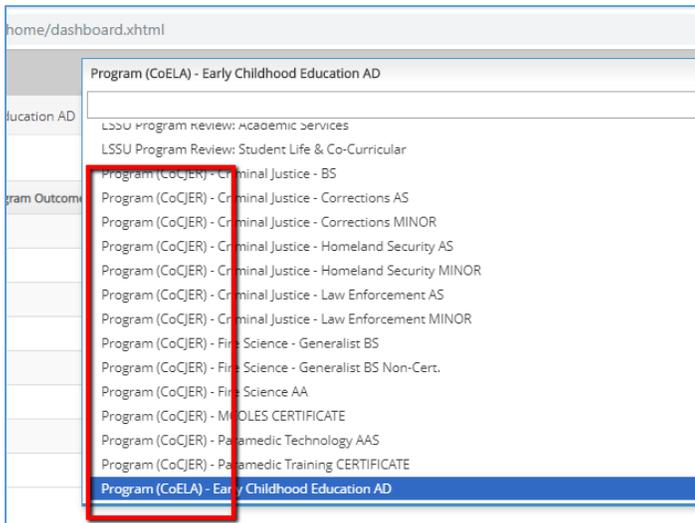
Program Outcomes	Learning Goals (SLOs)	Mapping
Content Knowledge Candidates demonstrate their content area knowledge in the design, implementation, and evaluation of experiences th...	Influences on Development and Learning Describe multiple influences of family, culture, and ...	✓

7. Be sure to click the “SAVE” button in the top right corner before leaving the page.

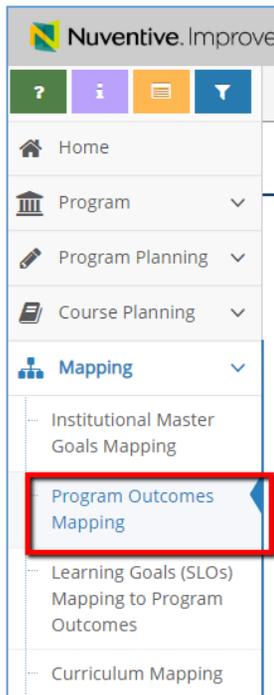
The screenshot shows the top right corner of the 'Improve' interface. The breadcrumb trail is 'Program (CoELA) - Early Childhood Education AD > Mapping > Learning Goals (SLOs) Mapping to Program Outcomes'. A yellow 'Save' button is highlighted with a red box and a red arrow.

Mapping Program Learning Outcomes to ILOs (Institutional Learning Outcomes)

1. From top toolbar dropdown, scroll down to locate “Program (Coxxxx) - ...” and click on the program you need to open:



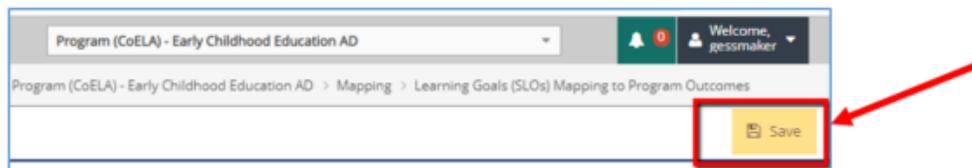
2. From the left menu area, open “Mapping” → “Program Outcomes Mapping”



3. Make sure the top row for columns lists as “Program Outcomes,” and the left-side dropdown is set to “Institutional Learning outcomes.” Click on the boxes in the rows/columns to connect your PLOs along the top to the ILOs in the far-left column.

Institutional: Institutional Learning Outcom...	Program Outcomes			
Core Values	Criterion 3.a Students will be able to apply knowledge of mathematics, science, and ...	Criterion 3.b Students will be able to design and conduct experiments, as well as to analyze and interpre ...	Criterion 3.c Students will be able to design a system, component, or process to meet desired needs ...	Criterion 3.d Students will be able to function on multidisciplinary teams.
Institutional Learning Outcome: Formal Communication The Formal Communication outcome expresses an expectation that students w ...				
Institutional Learning Outcome: Analysis and Synthesis The Analysis and Synthesis outcome expresses an expectation that students will organiz ...		✓	✓	
Institutional Learning Outcome: Use of Evidence The Use of Evidence outcome expresses an expectation that students will identify the need for, gather, and ...	✓			
Institutional Learning Outcome: Professional Responsibility The Professional Responsibility outcome expresses an expectation that students w ...				✓

4. Be sure to click the “SAVE” button in the top right corner before leaving the page.

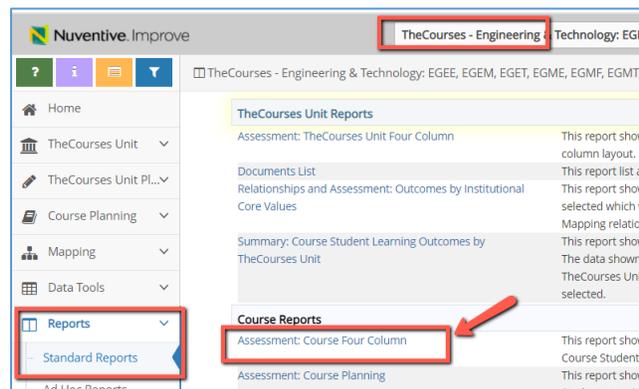


Running Reports in Nuventive™ Improve

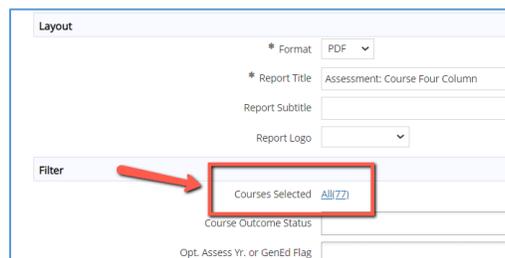
NOTE: Reports may take a long time to open, depending on how many courses / how much data are being reported, how many people are using the system while you are working, or the speed of your internet connection. If the report does not open within 5 minutes, please try using a different browser.

Course Level Assessment Reports

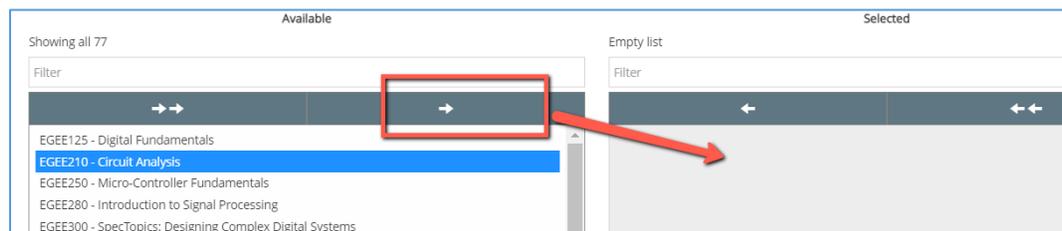
1. Course Level (CLO) 4-Column Assessment Reports
 - a. Go to TheCourses (Choose your department) → go to Reports → select Standard → Under heading 2 for “Course Reports”, choose: Assessment: Course Four Column



- b. Under “Filter,” choose one or more courses:



- c. Move highlighted course to right-side column area. Be sure to ‘save’ at top right of the popup.



- d. Keep textboxes and tickboxes same, unless you want to set a specific date range for running your report. [If courses already have multiple years of data, the reports can be long and confusing. If you prefer to see only the data for the current year, change the date range. To do this, type into the textboxes for "Finding Date Between," or select specific year(s) from the dropbox textbox for "Finding Reporting Years."]
 - e. Click “Open Report”

Program Level Assessment Reports

1. Program Level (PLO) 4-Column Assessment Report
 - a. From top-screen dropdown, select program
 - b. Left menu – Reports – Standard – Assessment: Program Four Column
 - c. Keep textboxes and tickboxes same, unless you want to set a specific date range for running your report. [If programs already have multiple years of data, the reports can be long and confusing. If you prefer to see only the data for the current year, change the date range. To do this, type into the textboxes for "Finding Date Between," or select specific year(s) from the dropbox textbox for "Finding Reporting Years."]
 - d. Click "Open Report"
2. Alternate Program Level (PLO) Assessment Report
 - a. Go to Program – Reports – Standard – Assessment: Assessment Unit Planning
 - b. Keep tickboxes same OR see note above for step "c".
 - c. Click "Open Report"

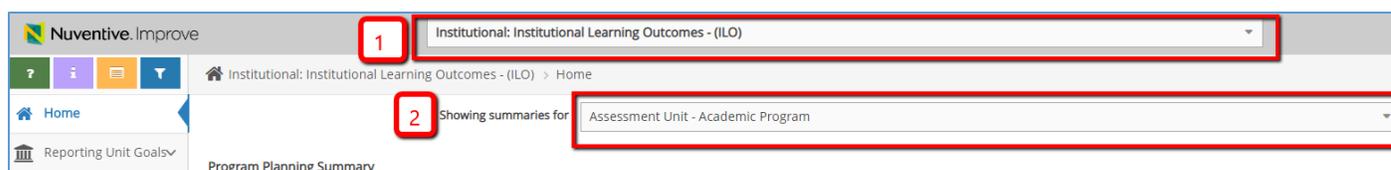
Higher Level Links Reports

(Step-by-Step screenshots follow this outline)

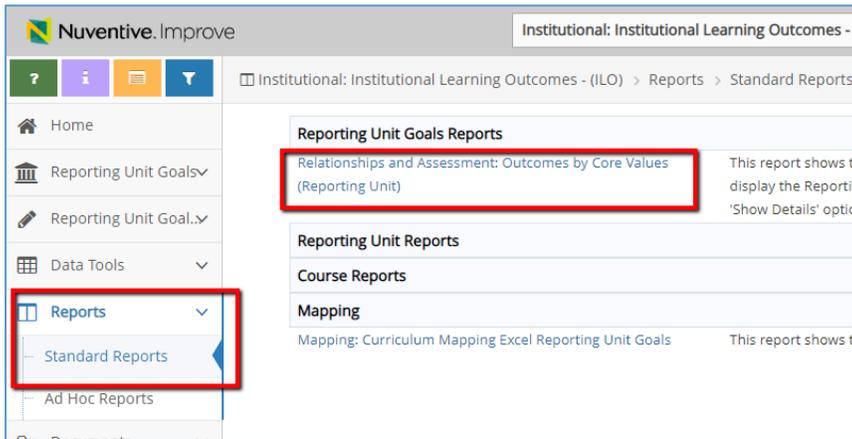
1. CLOs linked to PLOs (Course Learning Outcomes -> Program Learning Outcomes)
 - a. From top-screen dropdown, select program
 - b. Left menu – Reports – Standard –Scroll to Course Reports heading – Relationships and Assessment: Learning Goals (SLOs) by Program Outcomes
 - c. Choose one or more courses (click on *Courses Selected*)
 - d. Move highlighted course to right-side column area and 'save'
 - e. Keep tickboxes same
 - f. Click "Open Report"
2. PLOs linked to ILOs (Program Learning Outcomes -> Institutional Learning Outcomes)
 - a. From top-screen dropdown, select Institutional: Institutional Learning Outcomes (ILOs)
 - b. Left menu – Reports – Standard – Relationships and Assessment: Outcomes by Core Values (Reporting Unit)
 - c. Choose one or more programs (click on *Units Selected*)
 - d. Move highlighted program to right-side column area and 'save'
 - e. Keep tickboxes same
 - f. Click "Open Report"

Reporting PLOs linked to ILOs (Program Learning Outcomes -> Institutional Learning Outcomes)

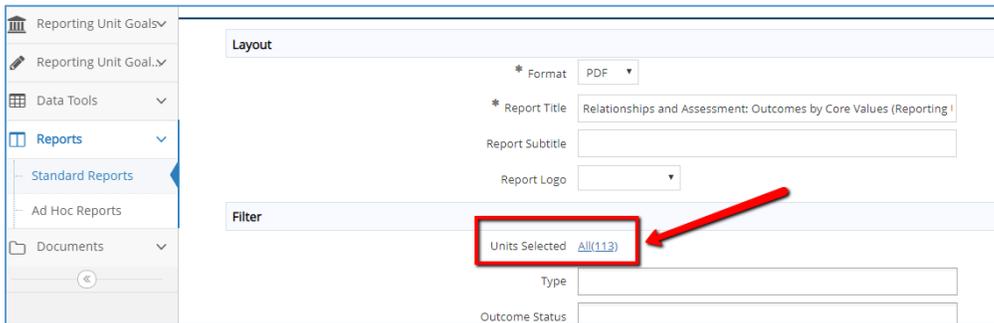
- a. From top-screen dropdown, select Institutional: Institutional Learning Outcomes (ILOs)



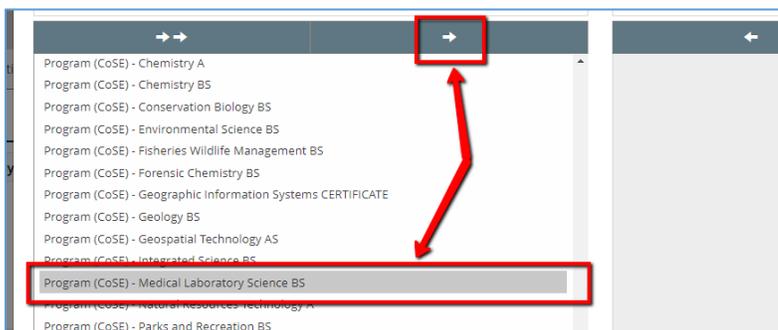
- b. Make sure the “showing summaries for” dropdown is set to “Assessment Unit: Academic Programs” too. (I don’t think you will see any other options, but just in case you do ...)
- c. From the left menu, select – Reports – Standard – Relationships and Assessment: Outcomes by Core Values (Reporting Unit)



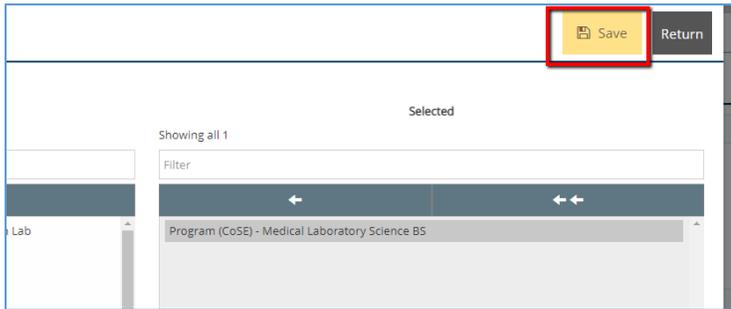
- d. Click on the Filter option to select the specific program in which you want to run the report:



- e. Choose one or more programs (click on *Units Selected*) and move highlighted program to right side:



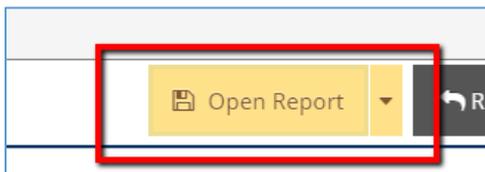
- f. Above the column areas, click ‘Save’.



- g. On the next screen, keep all the tickboxes the same. You will also see that only the course(s) you have selected is now available for running the report:

 A screenshot of a report configuration form. The 'Units Selected' field is highlighted with a red box and contains the text 'Filtered(1)'. A red arrow points to this field. Other fields include 'Type', 'Goal Status', 'Goal Categories', 'Strategy Categories', 'Sort Assessment Results' (with radio buttons for 'Ascending' and 'Descending'), 'Assessment Result Date Between' (with two date input fields and 'and' in between), 'Finding Reporting Years', and 'Goals met'. There are also several checkboxes for display options: 'Show Details' (checked), 'Include Inactive Core Values' (unchecked), 'Include Fields With No Data' (unchecked), 'Items With No Assessment Results' (checked), and 'Procedures With No Assessment Results' (checked).

- h. Click "Open Report"



- i. If it takes more than 5 minutes or the report does not open, check to enable pop-up blockers in your browser, or try using Firefox (which seems to work better).