OFFICE OF ACADEMIC ASSESSMENT
The UNIVERSITY *of* OKLAHOMA

Nuventive Improvement Platform

USER GUIDE

September 2025

CONTENTS

WELCOME

Welcome to the *Nuventive Improvement Platform Help Guide* for the University of Oklahoma. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform (a.k.a., *"the Platform"*). If at any time you have questions about the Platform, please email Felix Wao, Associate Provost for Academic Assessment, at wao@ou.edu.

BASIC NAVIGATION

Accessing the Platform is simple and straightforward. It is supported on Apple Mac iOS as well as Microsoft Windows. **The Platform is most compatible with Google Chrome, Safari, or Firefox Web browsers. It is <u>not</u> compatible with Internet Explorer or Microsoft Edge**.

To access the Platform, simply use your OU Net ID (4x4) and password via the link below (please bookmark the link as that'll make it easier for you to access it whenever you need to).

⟹ Go to https://solutions.nuventive.com/Account/SSOInit/b03a7f23-59d4-4b42-b881-131cf38ba852
⟹ Enter your 4x4 and password.

ANALYTICS DASHBOARD

Once you are logged in, the first thing you see should be the analytic dashboard for your program with the (**1**) college acronym (e.g., College of Arts & Sciences = CAS), (**2**) name of the program (e.g., Anthropology), and (**3**) degree level (BA; see example below).
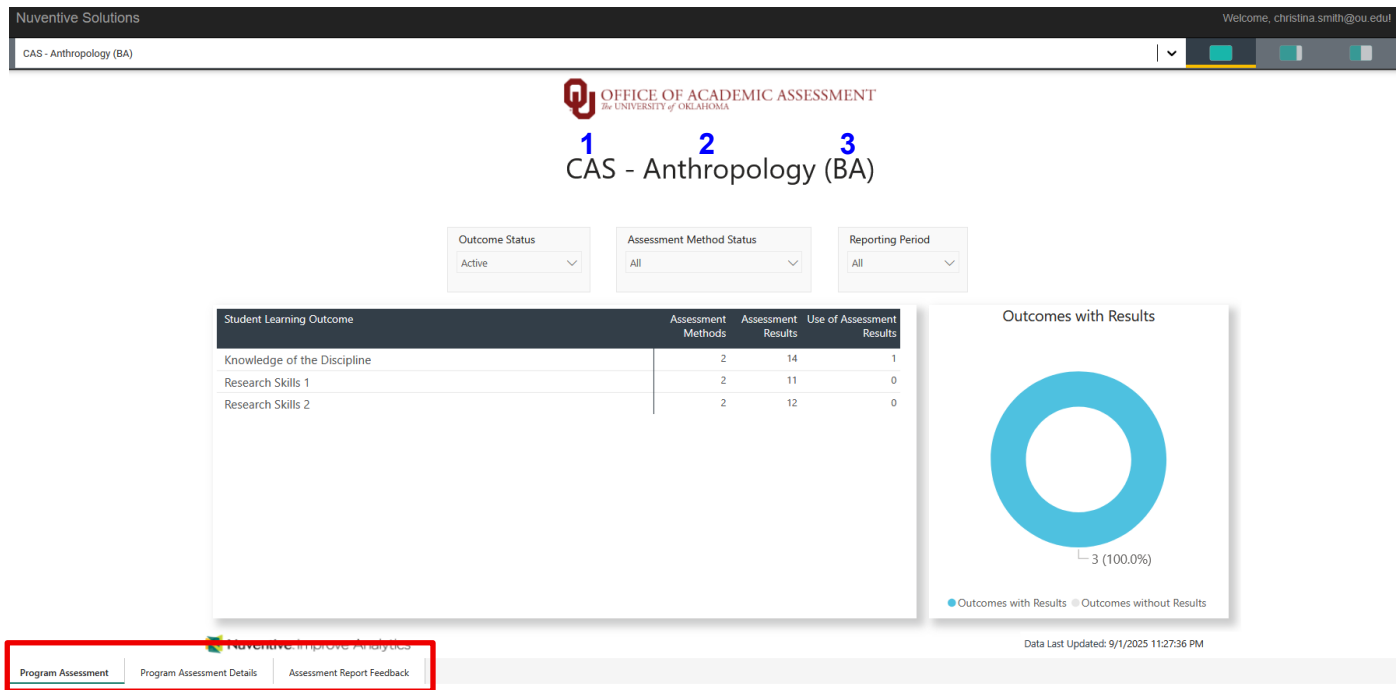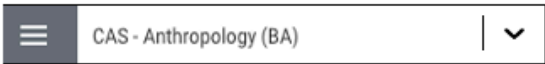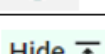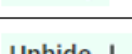

At the bottom of this page, there are two tabs in addition to the **Program Assessment** tab: **Program Assessment Details**, which displays the assessment information from all available reporting periods, and **Assessment Report Feedback**, which displays color-coded feedback based on each step of the program assessment process. *NOTE: This is simply a landing page, and there's really nothing that needs to be done on any of these 3 tabs.*

TOP NAVIGATION BAR & ICONS

At the top of each screen, you will find two sets of icons (to the left and right) and a drop-down in the middle. **This is the primary navigation bar throughout the platform**.

Below are the primary icons that will be utilized throughout the present Help Guide.

Hamburger Menu	☰
Unit Drop- down	☰ CAS - Anthropology (BA) ⌄
Data View/Split Screen/ Documents & Reports	▣ ▣ ▣ ▣
Instructions	ⓘ
Ellipsis	⋮
Plus (+) Sign	➕
Hide	Hide ⊤
Unhide	Unhide ⊥

☰   The hamburger menu button helps users navigate around the Platform from *Program General Information*, to *Program Assessment*, *Reports*, and *Documents Library*.

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

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

➕   Throughout the Platform, wherever you see this icon is where you will click to **Add NEW** information on that screen regarding any of the steps of the program assessment process (i.e., *Student Learning Outcome, Methods of Assessment, Assessment Results* and *Use of Assessment Results*).
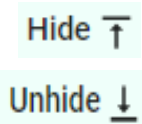
Hide ⊤
Unhide ⊥   In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.
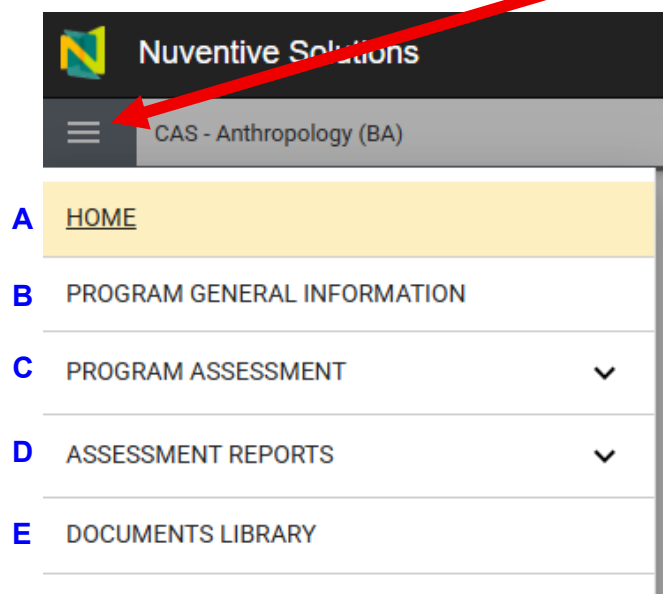
THE UNIT DROP-DOWN

The center unit drop-down is where you will locate your program(s) in the Platform. By clicking the down arrow to the right in the drop-down you will be able to locate the program(s) assigned to you. The name/title of each certificate or degree program is preceded by college initials where that program resides. For instance, in the diagram below, "CAS" simply means "College of Arts and Sciences" as the BA in Anthropology program is within that college.

Once you have selected a program from the drop-down you should see an automatically displayed dashboard with a summary of basic information/analytics for that program. **If this is your first time logging in, and you do not see your unit, please contact Felix Wao (wao@ou.edu).** If you are in charge of more than one program, simply type the name of the program in the drop-down box to quickly locate it.

THE MAIN MENU (Hamburger Menu) ☰

A HOME

B PROGRAM GENERAL INFORMATION

C PROGRAM ASSESSMENT ∨

D ASSESSMENT REPORTS ∨

E DOCUMENTS LIBRARY

Now that you have found your program, click the hamburger icon on the left to reveal your platform menu. **The options are:**

A. **HOME:** Main dashboards for the program.

B. **PROGRAM GENERAL INFORMATION:** Contains (1) the mission statement for the program, (2) name of the college and department or school where the program belongs, and (3) the name of the Assessment Liaison for the program.

C. **PROGRAM ASSESSMENT:**
    - **Assessment Plans & Results:** This is where contents for the 4-step OU program assessment are uploaded.
    - **Assessment Reports Review & Feedback:** Feedback provided for each program after review using the color-coded program assessment review

D. **ASSESSMENT REPORTS**: Where reports for previous years are located.

E. **DOCUMENTS LIBRARY:** Repository for various documents (e.g., rubrics) "attached" or "related" to one or more steps of the assessment process.

SPLIT SCREEN/DIFFERENT VIEW OPTIONS

When you are in the **Program Assessment** section (Section **C** above), the icons on the far right of the navigation bar (referred to as *Split Screen/Documents & Reports*) will become interactive.

The first icon (*Full Layout*) provides information regarding the specific step of the assessment process you're working on.

The next three icons show the same information as *Full Layout*, but adds a separate window to the right that displays image of a document or documents that can be in various formats (e.g., Word, PDF, Excel, Video, HTML, Power BI Reports). The display area provides you with information that you (or the Office of Academic Assessment) deem necessary to complete your tasks in the Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint – **see next two pages for examples of each**.

Below are examples of the expanded *Split Screen/Documents & Reports* areas using the **Program Assessment → Plans & Results** screens (see step **C** on previous page).

View 1 (Full Layout):

View 2 (3-Quarter Layout).

View 3. (Half Layout)

View 4 (Quarter Layout).

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

PROGRAM GENERAL INFORMATION

The **Program General Information** section has basic or general information about your program:
1. *Mission Statement*
2. *Assessment Liaison*
3. *College, Department/School/Division*

If there is no information entered, or, you need to update the information currently reflected on that section (e.g., Assessment Liaison name), simply click the ellipsis icon to the right…

…and then select "**Open**".

The form will then open to the following editable view for you to complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the drop - down. **NOTE**: **Where you see an asterisk (*) next to the name of a field, that field is required**, and you will not be able to save the form until information has been entered into that field.

Next, save your updates by clicking on the **Save** button at the top of the screen (see screenshot below). **NOTE**: **Always use the SAVE button and do not push the back button on the browser.**

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

PROGRAM ASSESSMENT

The **Program Assessment** screens are where you will enter contents for the **Assessment Plans & Results** – based on the four steps of the program assessment process:

- **Step 1**: Student Learning Outcomes (SLOs).

- **Step 2**: Methods of Assessment and Performance Targets for each SLO.

- **Step 3**: Assessment Results for each SLO.

- **Step 4**: Use of Assessment Results for each SLO.

Steps 1 and 2 constitute the "**Plans**" while Steps 3 and 4 refer to the "**Results**":

Once you click **Assessment Plans & Results**, you'll see, as shown in the example below, one or more of the Program's Student Learning Outcomes (SLOs) with their respective categories and statements that have been previously articulated and posted (example shown with the red arrow) as well as instructions regarding SLOs (see the yellow section).
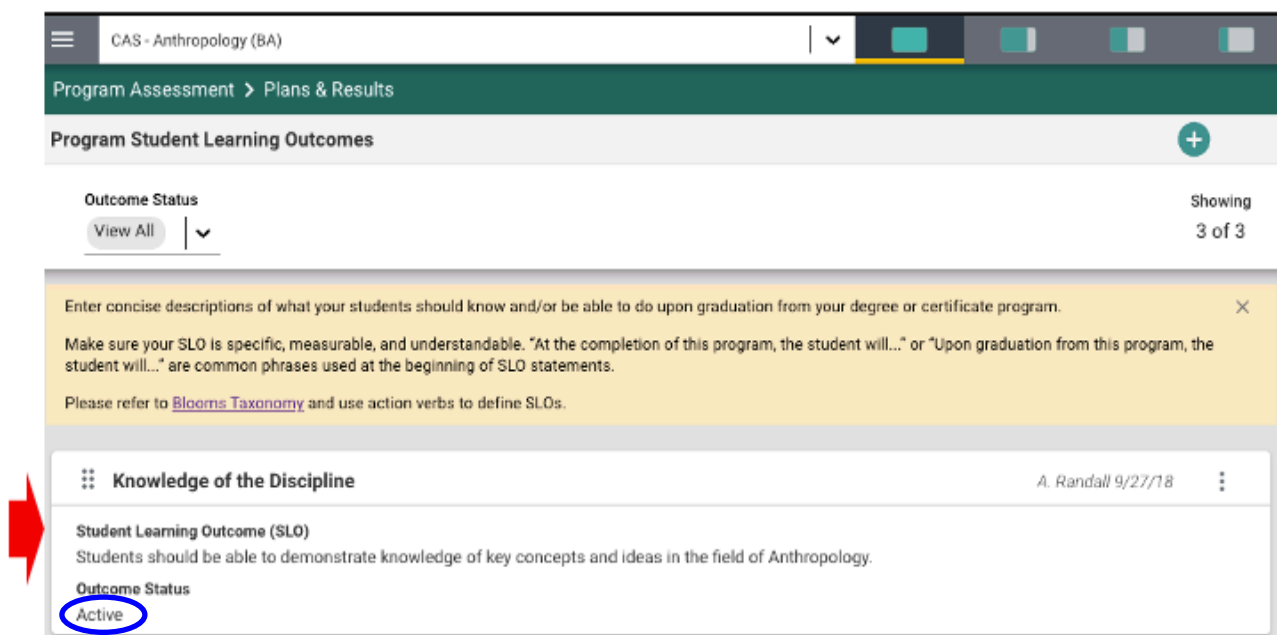
You will also be able to see if it is **ACTIVE** (i.e., requires assessment info) or **INACTIVE** (no longer being taught)

ADDING A NEW STUDENT LEARNING OUTCOME (SLO)

If you need to **add a new SLO**, simply click the green circle with a (+) sign (See below). **If you do NOT need to add a new SLO and simply need to enter in your Assessment Results and Use of Results for existing SLOs, skip to page ##.**

After clicking the green circle, follow the following steps (also indicated on the diagram below):

A. Enter the **Outcome Category** (e.g., "*Critical Thinking Skills*", "*Research Skills*").
B. Enter the **Student Learning Outcome** (SLO) statement associated with the "Outcome Category".
C. Under "Outcome Status", options will be "***Active***" or "***Inactive***". Select "Active" if this is a new SLO and you will be assessing this it. "Inactive" may be chosen if this SLO will not be assessed.
D. Now, **save your work** by clicking on the green **SAVE** button in the top right-hand corner of the card.
   a. By clicking on the **Save** button, *without clicking on the arrow*, your work will be saved, and you can continue working on the plan for this SLO.
   b. By clicking on the **arrow** you will be offered the options to either **Save & Add New** or **Save & Close** the card. If you have other SLOs to enter, you may wish to select **Save & Add New** and continue adding SLOs. Otherwise, if you have finished adding SLOs, click the **Save** button to move on to Assessment Methods.

ASSESSMENT METHODS

If you would like to proceed with adding a new **Assessment Methods** section for your new SLO, simply hit **SAVE** while still on the SLO tab and then click on **Assessment Methods**, where you will be presented with this screen:

To enter **NEW assessment method** for that SLO or a different SLO, click the green circle with the plus (+) sign.

You will then see the following screen:

Alternatively, if you would NOT like to add new methods just yet and simply wanted to add the new SLO into the system, click **Save & Close where** you will see the following screen. In the following example you can see that three SLOs have been entered and saved (see below):

ENTERING PROGRAM ASSESSMENT INFORMATION

For adding assessment information for existing or recently added SLOs, you can either click on the ellipsis (red arrow), **OR**, double click the SLO card itself to open it up.

Clicking on the ellipsis will allow you to **Open** the SLO card or **Delete** the SLO. ==*Note that if you delete any SLO, you will also be deleting any results that have been entered for that SLO. Therefore, please do not delete any previously documented SLO from the system.*==

Now that you have entered the program's SLOs, click the **ASSESSMENT METHODS** tab to enter one or more *Assessment Methods* for that SLO.

After clicking the **ASSESSMENT METHODS** tab, you will see the following screen only **IF details regarding assessment methods have already been entered for that SLO** (see red arrows below).

Follow the following steps to complete each field and attach any related document(s):

A. Assessment Method Type (DIRECT ASSESSMENT): Click the drop-down caret/arrow icon (see below) to select the appropriate "Direct" assessment method type (see instructions in the yellow section). *Please note that: (1) each SLO must be assessed using at least **one direct assessment method** and (2) only one assessment type can be selected from the list. If the SLO is assessed using an additional direct assessment method, then that would be entered separately as the second direct assessment method.*

☰	CAS - Anthropology (BA)	⌄	▢ ▢ ▢ ▢

Program Assessment > Plans & Results   Close   Save ⌄

Knowledge of the Discipline

> Select the most appropriate Assessment Method Type from the drop-down menu. Every SLO must be assessed using a Direct Method first, then results ✕ ils ⌄
> of that can be augmented using outcome of the indirect assessments.

* de

Assessment Method Type *

Direct - Course Embedded Assessment   ⌄

Direct - Course Embedded Assessment

Direct - Dissertation, Literature Review

Direct - Dissertation/Thesis

Direct - Oral Dissertation or Thesis Defense

Direct - Thesis or Dissertation Prospectus

Direct - Annual Performance Report by Faculty/Adviser   iption   ➕

Direct - Evaluation, Journal

Direct - Evaluation, Practicum/Internship

B. Assessment Method Description (DIRECT ASSESSMENT): Enter the text description of the Direct Assessment Method and Performance Target based on the Direct Assessment Method selected in (**A**). You may also attach a document using the green circle ➕ with the (+) sign.

Assessment Method Type ⓘ *****
_____ ⌄

Assessment Method Description ⓘ *****
_____

Performance Target ⓘ *****
_____

Related Documents

Document Name	Document Description	➕

There are no documents attached

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C. **Assessment Method Type (INDIRECT ASSESSMENT)**: Click the drop-down caret/arrow icon (see below) to select the appropriate "Indirect" assessment method type (see instructions in the yellow section). *Please note that: (1) Indirect methods such as a Student Survey or Focus Group can be used to gather opinions of students about aspects of a given SLO and results are used only to **augment or supplement** those of direct methods (2) only one indirect assessment type can be selected from the list. If the SLO is assessed using an additional indirect assessment method, then that would need to be entered separately as the second indirect assessment method.*

D. **Assessment Method Description (INDIRECT ASSESSMENT):** Enter the text description of the Indirect Assessment Method and Expected Target based on the Indirect Assessment Method selected in (**C**). You may also attach a document using the green circle ⊕ with the (+) sign.

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the arrow*, your work will be saved, and you can continue working on the plan for this SLO. By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card.

If you have other indirect assessment methods to enter, you may select **Save & Add New** and continue adding indirect assessment methods. If you have finished adding indirect assessment methods, click the **Save & Close**.

Once you have finished adding both "direct" and "indirect" assessment methods for each of the SLOs, and have clicked the **Save & Close**, the following screen will appear showing the assessment methods that have been entered.

ENTERING "ASSESSMENT RESULTS" INFORMATION

To enter descriptions of **Assessment Results**, click on the ASSESSMENT RESULTS AND USE OF RESULTS tab (**A**). You will see the specific SLO you're currently working on (**B**) and descriptions of "Assessment Results" entered in previous academic years for that SLO (**C**).

To enter a **new** description of "Assessment Results" for the above SLO, simply click green circle ⊕ with the plus (+) sign. (See arrow "**D**" above)

Once you do that, the following window (see next page) will appear - allowing you to enter information for "Assessment Results". Here are the steps to follow:

A. Select the "**Reporting Period**" from the drop-down menu. This will automatically default to the current reporting period.

B. **Ignore** the "Assessment Results Entry Date" as the system populates that automatically.

C. Enter detailed description of "Assessment Results" – i.e., a short narrative of actual student performance (in aggregate) for that specific SLO based on the assessment method(s) initially described for the SLO.

D. Upload any charts, graphs, etc., if you wish to – especially if they enhance the already entered narrative of results. *This step is optional.*

E. Select the "Results Status".

F. Enter the number of students assessed for that SLO during the academic year.

G. Upload any documents (e.g., detailed reports or graphs reflecting data analysis) if desired. See page 18 for detailed information on how to "relate" or attach a document. ***This is optional.***

Please remember to save your work!

RELATING or ATTACHING A DOCUMENT

The "Related Documents" field (labeled "**G**") will allow you to select documents from the Document Library 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, begin by clicking the green circle with the plus (+) sign. ⊕

The following screen will open and allow you to select a folder.
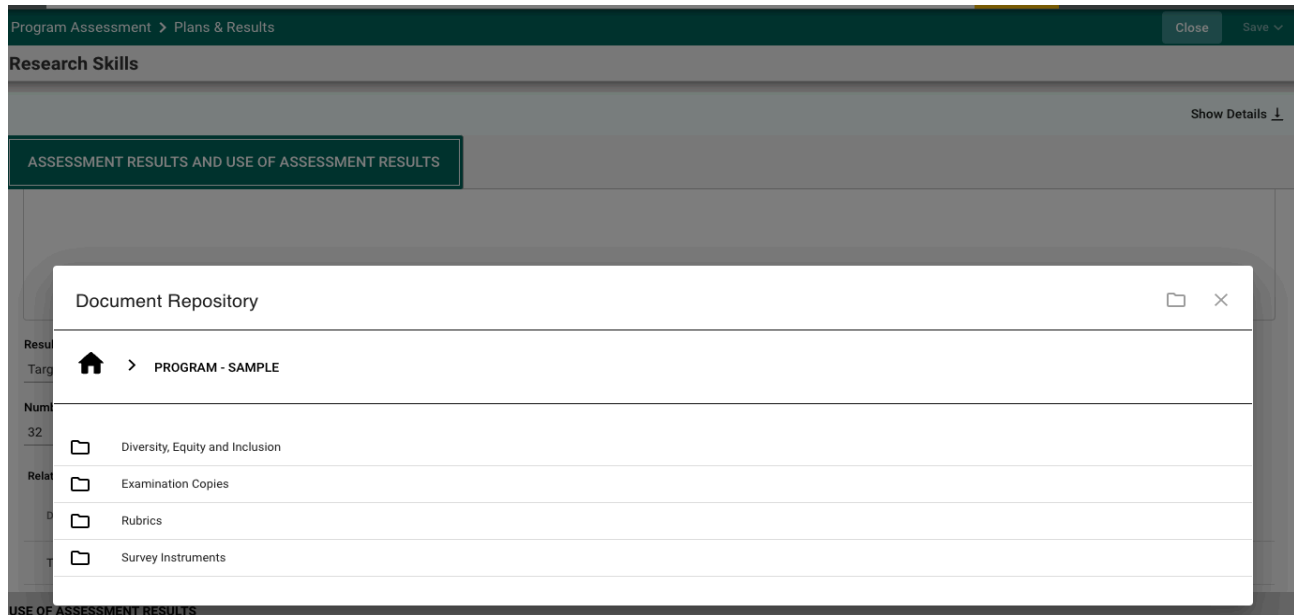
Select a folder where you have stored the file by clicking on the folder. The folder will open and allow you to select a file. Locate the file that you would like to include in your **Assessment Results**. You may select more than one file by clicking on the check box next to each file.
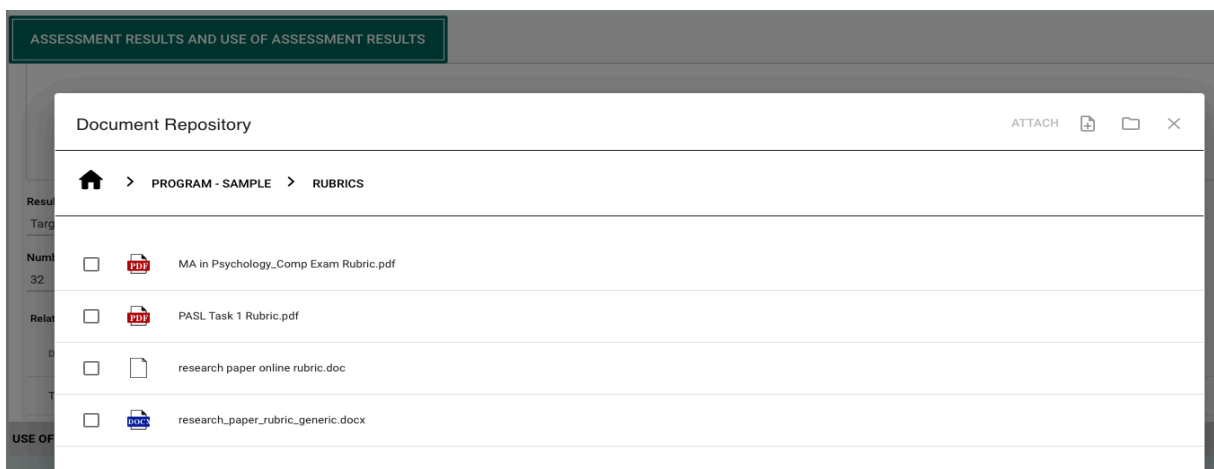
Once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow.
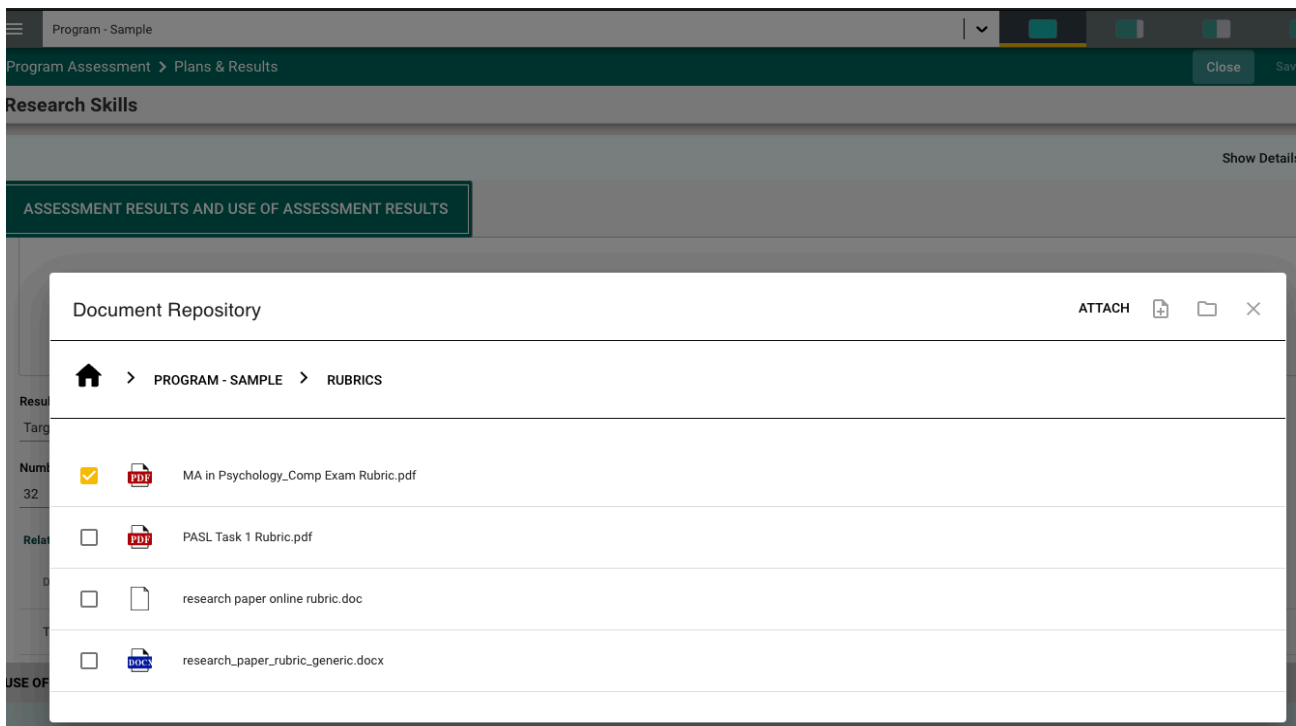
Note: If the file you are wanting to include in your results in not among the files listed, you can add a file to the library from your computer by clicking on the file + icon to the right of the "**Attach"** icon.

Once you have clicked on the icon, the following dialog box will open. Click on the Choose Files button and select a file from your computer.
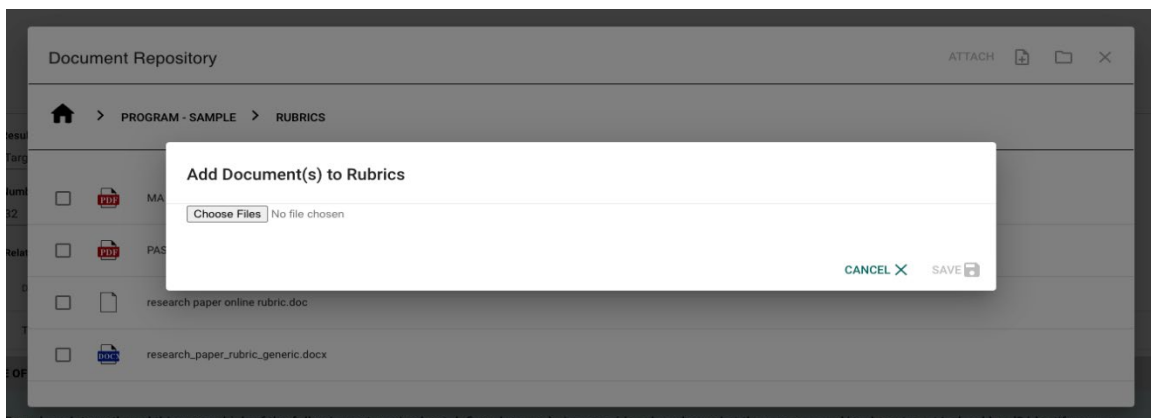
The file will now appear in the in the dialog box. Now click **Save** to upload the file.
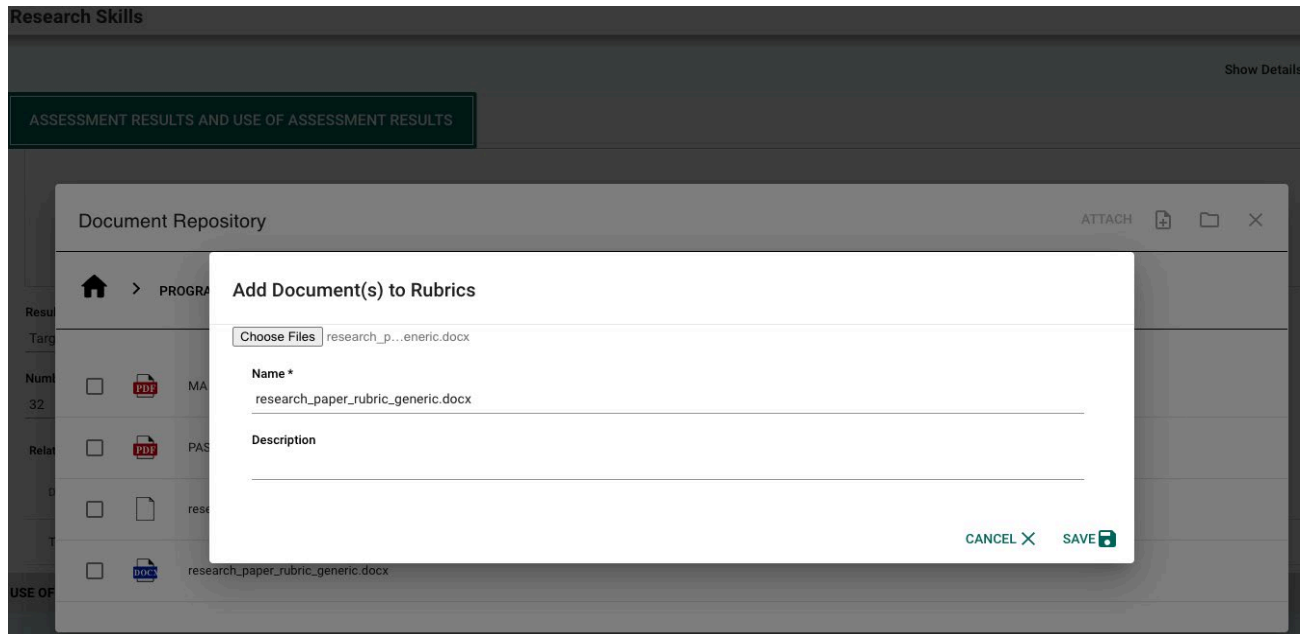
The file will now appear in the list of files and is ready for you to attach to your Assessment Results.
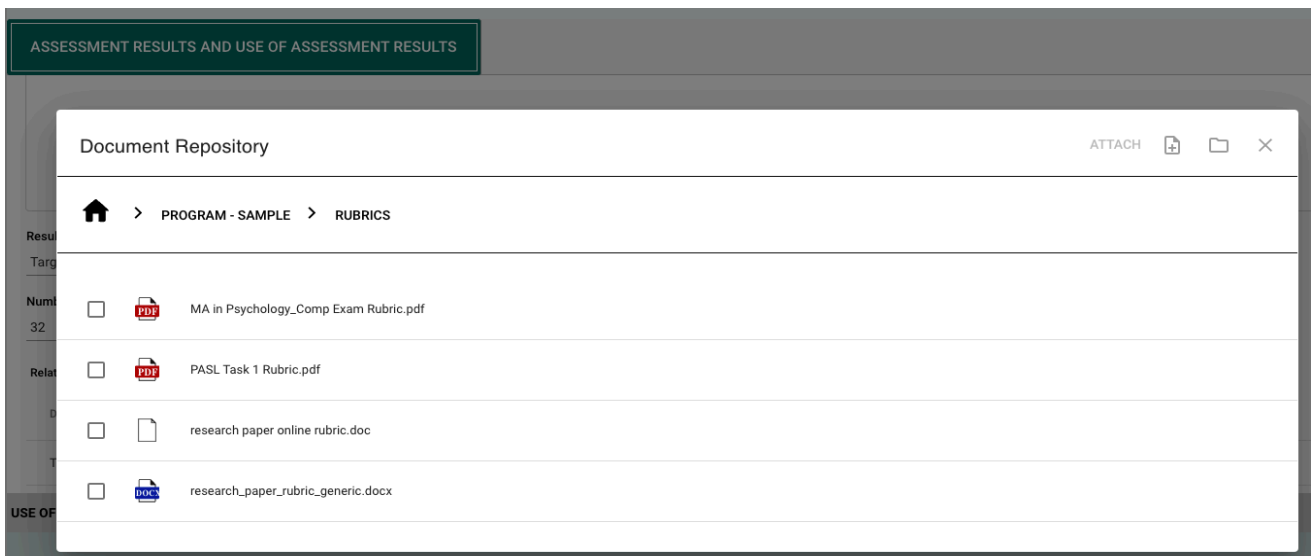
Again, once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow as you click on it.

As shown below, the files are now "related" or attached to the Assessment Results for the above the Research Skills SLO.

Related Documents

Document Name	Document Description	⊕
research paper online rubric.doc		✕
research_paper_rubric_generic.docx		✕

The **Assessment Results** are now complete.

ASSESSMENT RESULTS AND USE OF ASSESSMENT RESULTS

* denotes a required field.

Reporting Period ⓘ *
2022 - 2023 ⌄

Assessment Results Entry Date
06/29/2023

Assessment Results ⓘ *
90% of research papers were rated "adequate" and above with the remaining rated as "needs work" due to weaknesses in most of the criteria reflected in the rubric. More than half of the research papers reflected solid application of various theories of psychology to real life situations.

Optional Charts, Graphs, Images Press ALT + 0 for accessibility help

Results Status *
Target Met ⌄

Number of Students Assessed *
23

Related Documents

Document Name	Document Description	⊕
research_paper_rubric_generic.docx		✕

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the arrow*, your work will be saved, and you can continue working on entering information for another SLO or enter information for the "Use of Assessment Results" for this SLO.

By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other Assessment Results info to enter, you may select **Save & Add New** and continue adding Assessment Results. If you have finished, click the **Save & Close**.
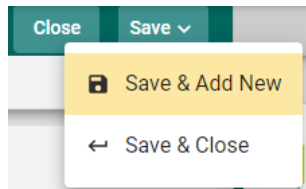
You have now completed the Assessment Results! The next and final step is entering information for "**Use of Assessment Results**". Given that "Assessment Results" and "Use of Assessment Results" are on the same window, **do not close the current window** after saving "Assessment Results" info. Simply scroll down and you'll see 'USE OF ASSESSMENT RESULTS" section.

USE OF ASSESSMENT RESULTS

Based on data gathered this year, which of the following categories best define changes being considered or planned at the program and/or department/school level? Identify one or more, then describe briefly.

❶ **Note:** Selecting "No Changes Needed" for every outcome every year is NOT acceptable. There is *always* room for improvement, even in situations where students are doing very well.

See further details on the next pages.

ENTERING "USE OF ASSESSMENT RESULTS" INFORMATION

The "**Use of Assessment Results**" section has been enhanced to make it easier for faculty to determine specific/appropriate areas (see below) they deem necessary to modify as part of using results to improve aspects of the degree or certificate program. Given that **this is the most important step of the assessment process**, faculty should select **at least one area of improvement** based on assessment results of each SLO and describe the **recommendations, modifications** as well as **action plan(s)** for improving aspects of the SLO.

Please note that while it is ok to select "**No Changes Needed**", that option should **NOT** be selected (1) for **all** SLOs in a single report and (2) for the same SLO every year. This is because there is **always room for improvement** even when assessment results are favorable.

Once you've scrolled down to the "USE OF ASSESSMENT RESULTS" section (shown on previous page), you'll see the following. Included in the diagram below are instructions/examples (see the section in yellow) for each element that can be seen by clicking the instructions icon (i)

USE OF ASSESSMENT RESULTS

Based on data gathered this year, which of the following categories best define changes being considered or planned at the program and/or department/school level? Identify one or more, then describe briefly.

(!) Note: Selecting "No Changes Needed" for every outcome every year is NOT acceptable. There is always room for improvement, even in situations where students are doing very well.

Curriculum (i)   (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Faculty Develoment (i)   (e.g., recommending faculty workshops at CFE, conference attendance)

Learning Outcomes (i)   (e.g., revising learning outcomes, articulating new learning outcomes)

Methods of Assessment (i)   (e.g., modifying major assignments, changes in general exam procedures or dissertation defense process, adopting or developing a

Assessment Process/Procedures (i)   (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Overall Program Effectiveness (i)   (e.g., modifying admission standards seeking new faculty lines)

Other (i)   (e.g., Please select this option if changes proposed by faculty do not fit any of the areas above)

No Changes Needed (i)   (e.g., Please select this option if faculty have determined that, based on the results of student performance in a given outcome, no changes are needed. It is crucial that a rationale is included in this section to indicate, for instance, that faculty will continue to monitor student performance for that outcome in future semesters and make modifications as needed)

To enter information on Use of Assessment Results for a given SLO, simply click the space beneath each **appropriate element** (e.g., Curriculum) that corresponds to the recommendations, modifications and/or action plans discussed by faculty based on assessment results for that SLO. Then enter contents for the SLO. You can select more than one element for any given SLO.

Below is an example of a completed "**Use of Assessment Results**" section. This example (see info in the red brackets) shows recommendations and actions undertaken or to be undertaken to enhance, in this case, aspects of the "**Methods of Assessment**".

USE OF ASSESSMENT RESULTS

Based on data gathered this year, which of the following categories best define changes being considered or planned at the program and/or department/school level? Identify one or more, then describe briefly.

🛈 Note: Selecting "No Changes Needed" for every outcome every year is NOT acceptable. There is always room for improvement, even in situations where students are doing very well.

Curriculum 🛈   (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Faculty Develoment 🛈   (e.g., recommending faculty workshops at CFE, conference attendance)

Learning Outcomes 🛈   (e.g., revising learning outcomes, articulating new learning outcomes)

Methods of Assessment 🛈   (e.g., modifying major assignments, changes in general exam procedures or dissertation defense process, adopting or developing a

Results of the comprehensive exams were better this year that they were last year. Faculty will introduce peer assessment activities among students to boost their overall performance in the comprehensive exams.

Student perceptions are regarded as extremely important by the department. Faculty will begin to seek student opinions as part of self-assessment at the end of each course in addition to course evaluations. This is intended to gather adequate longitudinal data upon which faculty may begin discussing strategies for continuous improvement.

Assessment Process/Procedures 🛈   (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Overall Program Effectiveness 🛈   (e.g., modifying admission standards seeking new faculty lines)

Other 🛈   (e.g., Please select this option if changes proposed by faculty do not fit any of the areas above)

No Changes Needed 🛈   (e.g., Please select this option if faculty have determined that, based on the results of student performance in a given outcome, no changes are needed. It is crucial that a rationale is included in this section to indicate, for instance, that faculty will continue to monitor student performance for that outcome in future semesters and make modifications as needed)

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the arrow*, your work will be saved, and you can continue entering "use of Assessment Results" information for another SLO.

By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other "Use of Assessment Results" information to enter, you may select **Save & Add New** and continue adding "Use of Assessment Results". If you have finished, simply click the **Save & Close**.

Close   Save ⌄

💾   Save & Add New

↵   Save & Close
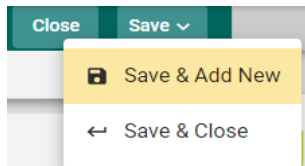
You have now completed entering contents for the Use of Assessment Results!

DOWNLOADING ASSESSMENT REPORTS

From time to time, Assessment Liaisons may need to download an assessment report or reports to share with the department's faculty in Curriculum and/or Assessment Committees. This is especially common when faculty need to discuss student performance to determine recommendations for using the results to modify aspects of the curriculum as part of the continuous improvement process. To download a report for any degree or certificate program, first, click on the Hamburger Menu ☰ to reveal the Main Menu, then click ASSESSMENT REPORTS.
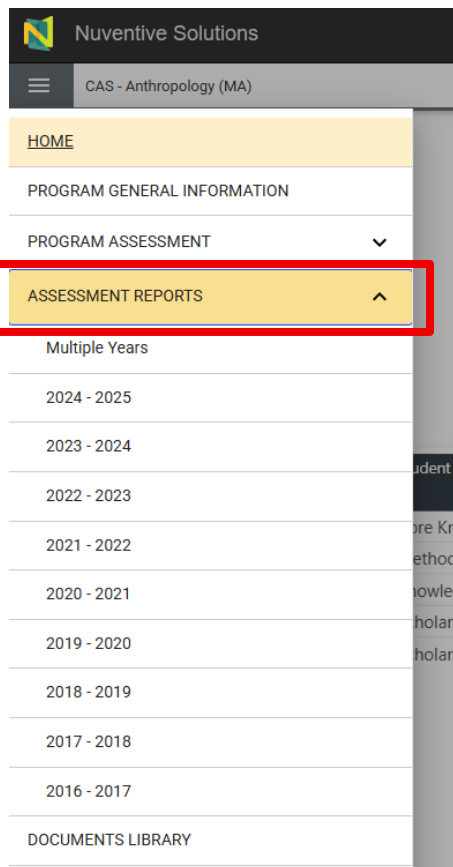
Once selected it will display several assessment cycles (by Academic Years [AY]) starting with the most recent AY as shown above. Select the AY for which you'd like to download a report. The report will pop up on the screen. If nothing appears, simply click the "refresh" button on the top right corner and give the system a few seconds to download the report. Once the report is displayed, feel free to download it to the desired location.

DOCUMENTS LIBRARY

The **Documents Library** is where a variety of documents and files can be uploaded and stored for use within the Platform. To find the Documents Library, first, click on the Hamburger Menu to reveal the Main Menu then click DOCUMENTS LIBRARY.
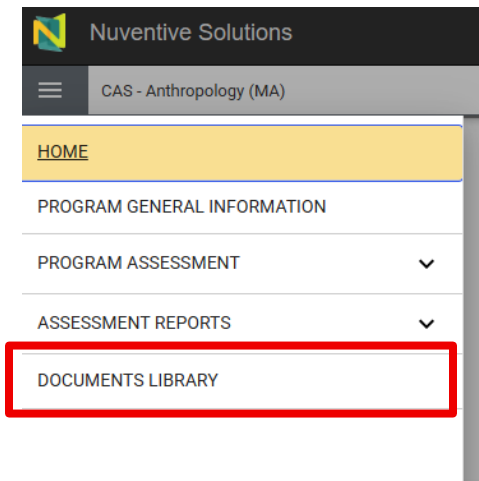
Once selected it will display several document folders where pertinent information can be stored and linked later to information on any step of the assessment process (*e.g., linking a rubric to the Assessment Methods or linking a detailed report of student performance to the Assessment Results*). To add a document, simply click the appropriate folder, then upload the document in that folder. Below is an example of folder within the Anthropology (MA) program's information (this is just an example).