



# Cuyamaca College's Nuventive Help Guide

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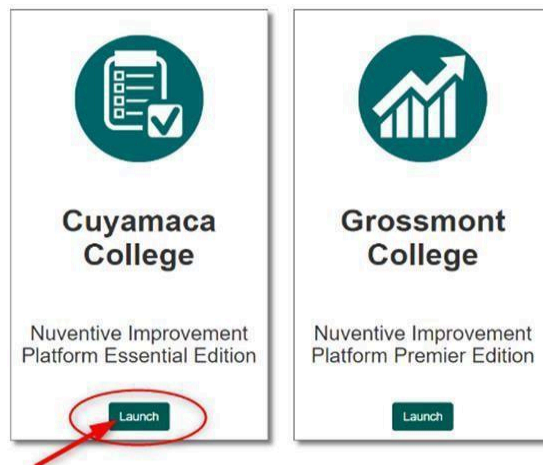
# LOG-IN

## HOW TO LOG IN TO NUVENTIVE

You can log in to [Nuventive](#) using Single Sign-On (your GCCCD email and password) directly at [Solutions.Nuventive.com](#) OR via the Website



Select Cuyamaca College








If you have issues logging in or need updated permissions, please contact [Cuyamaca.IESE@gcccd.edu](mailto:Cuyamaca.IESE@gcccd.edu).


# BASIC NAVIGATION

## NUVENTIVE BASIC NAVIGATION

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



Main Menu (Hamburger Menu)	
Unit Drop-down	Academic - American Sign Language (ASL) - (AHSS)   
Information Panel View	
Instructions	
Ellipsis	

Plus (+) Sign	
---------------	-----------------------------------------------------------------------------------

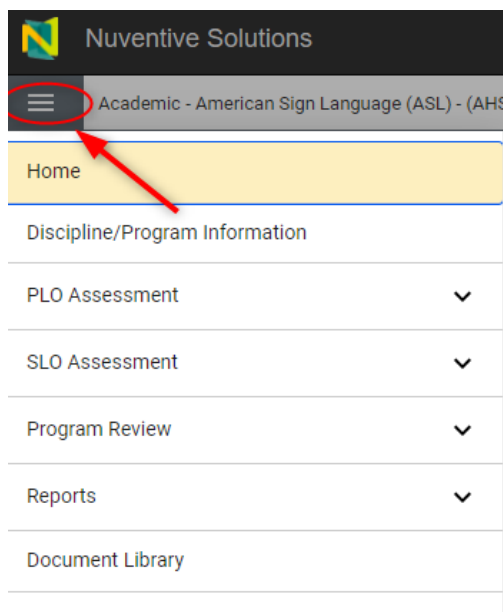
## The Unit Drop-down

The center unit drop-down is where you will locate your unit(s) in the platform. By clicking the down arrow/caret to the right in the drop-down, you will be able to locate the unit(s) that are available to you. If this is your first time logging in and you do not see your unit, please contact your Nuventive Administrator(s). If there are numerous units listed in the drop-down, you may type in a unit name to quickly locate it.



## The Main Menu (Hamburger Menu)

Now that you have found your unit, click the hamburger icon (☰) on the left to reveal your platform menu.



**NOTE:** Your main menu may differ from this example, depending on your access and selected unit (Instructional/Administrative/Student Services). Most menus, will include the following headings: Home or Dashboard, General Information, one or more of the Assessment processes, Reviews, Mapping, Reports, and Document Library/Repository. Feel free to explore your menu by clicking on any of the menu headings.





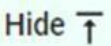

## Split Screen/Documents and Reports

To the far right of the navigation bar, you will find a set of icons referred to as Information Panel View. Under the icons, a space is provided for various documents/reports to be viewed. The purpose of this area is to provide you with the information necessary to complete your tasks in the Nuventive Improvement Platform, such as Program Review. Each of the icons represents the amount of space the information panel takes up on the screen.



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

## Other Important Navigation

	Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.
	Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include: Open, Copy, and/or Delete.
 	Throughout the Platform, wherever you see this icon is where you will click to <b>Add a NEW</b> Goal, Outcome, Objective, or other element to that screen.
 	In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the hidden information.

# OUTCOMES & ASSESSMENT

## STUDENT LEARNING OUTCOMES (SLOs)

### Update Course Student Learning Outcomes

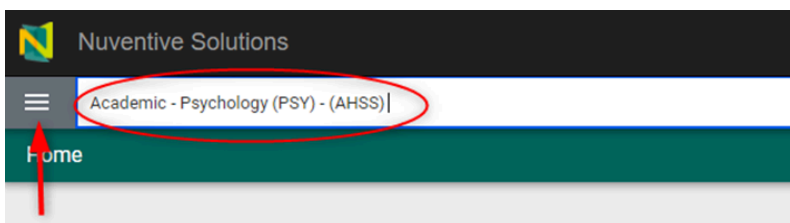
New Student Learning Outcomes (SLOs) approved through the curriculum process will be updated manually in Nuventive by the Nuventive Admin until CourseLeaf, the new Curriculum Management System, is fully integrated with Nuventive. Once the integration is complete, SLOs will be automatically updated in Nuventive by CourseLeaf.

**NOTE:** If you have questions about your SLOs in Nuventive, contact the Nuventive Admin

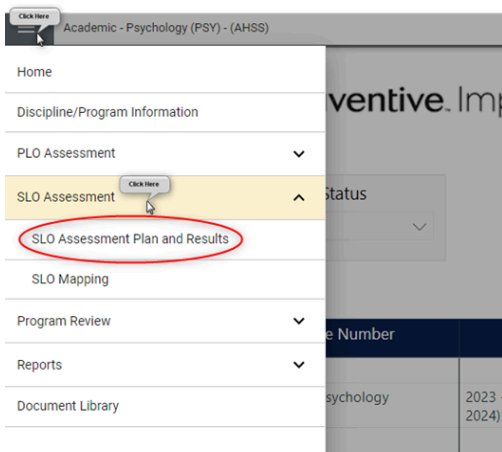
### Add SLO Assessment Data

A person or persons designated by each department will be able to add assessment data. To get more information about who the designated person is for your department, please contact your Department Chair. The Nuventive Admin can work with the Department Chair to ensure the appropriate person has the correct permissions in Nuventive to do so.

1. In the unit drop-down menu, type the name of the academic unit you are looking for.

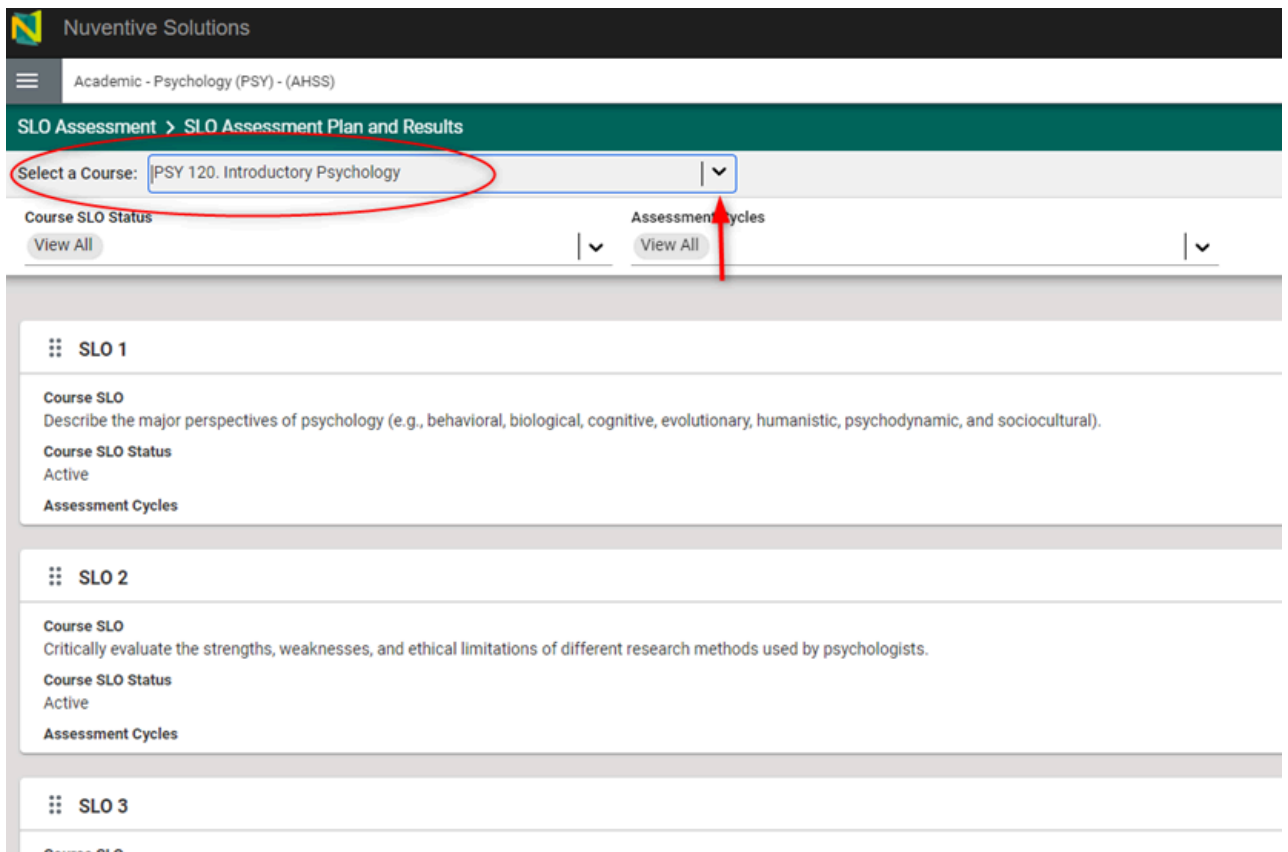


2. Select the hamburger menu on the left (☰) and navigate to the "SLO Assessment" module to reveal the "SLO Assessment Plan and Results" and "SLO Mapping" sections. Select "SLO Assessment Plan and Results".

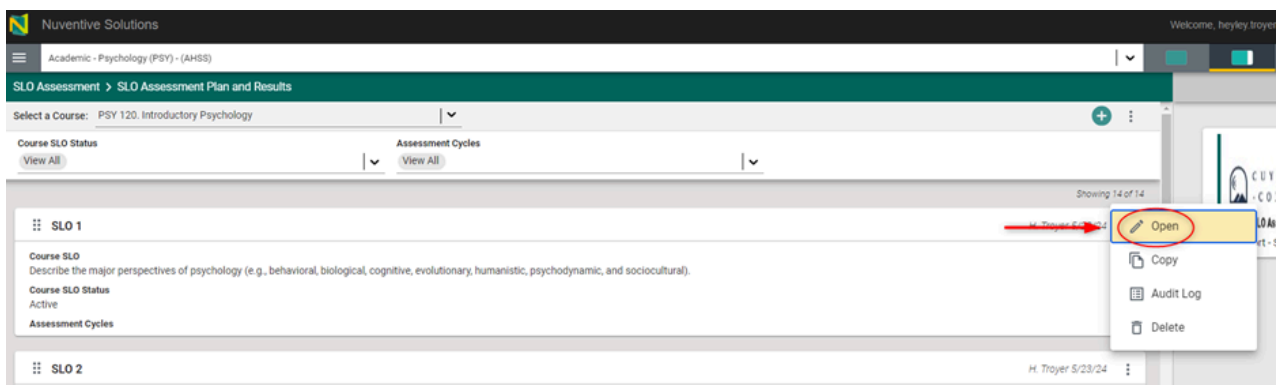


3. Use the drop-down menu to select the course you are looking for.





4. The SLOs for each course are separated into cards. Navigate to the SLO you are looking to assess (ex: SLO 1), select the ellipsis on the right-hand side (...), and select “open” to open the card for that SLO.



5. Before inputting your assessment information, confirm the Course SLO statement matches the SLO statement you are assessing. Course SLOs can also be found on the [course outlines](#) available online. If you notice a discrepancy in the SLO statement, contact your Nuventive Administrator.

Then navigate to the “Summary of Results” tab at the top of the card.

SLO Assessment > SLO Assessment Plan and Results Close Save

Q PSY 120 - SLO 1

**COURSE SLO** **SUMMARY OF RESULTS** Click here

\* denotes a required field.

Course SLO Number ? \*

SLO 1

Course SLO ? \*

Describe the major perspectives of psychology (e.g., behavioral, biological, cognitive, evolutionary, humanistic, psychodynamic, and sociocultural).

Course SLO Status

Active ▼

Assessment Cycles ▼

SLO Activation Date/Start Date

09/27/2021

Deactivated/Inactive/Suspended/Deleted Date

- To add an assessment, select the green plus (+) sign.

Nuventive Solutions

Academic - Psychology (PSY) - (AHSS)

SLO Assessment > SLO Assessment Plan and Results Close Save

Q PSY 120 - SLO 1

Showing 0 of 0

**COURSE SLO** **SLO & MOA DESCRIPTIONS** **SUMMARY OF RESULTS** **SLO ASSESSMENT RESULTS**

SLO 1

No Summary of Results has/have been entered.

+

- Begin entering your assessment and assessment result information.

Academic - Psychology (PSY) - (AHSS)

SLO Assessment > SLO Assessment Plan and Results

Close Save

### PSY 120 - SLO 1

Course SLO: Describe the major perspectives of psychology (e.g., behavioral, biological, cognitive, evolutionary, humanistic, psychodynamic, and sociocultural). Hide Details

*\* denotes a required field.*

Date SLO is being reported \*

07/01/2024

Semester SLO is Being Assessed \*

2023 - 2024 (Spring 2024) ▼

#### Method of Assessment

MOA Used to Assess SLO ⓘ

Capstone Assignment/Project ▼

Description of MOA \*

**\*Describe the method of assessment\***

Instructional Modality ⓘ \*

HyFlex × ▼

Section(s) Assessed ⓘ

#3145 **Note: If this course is cross-listed with another course, include cross-listed course info here**

#### SLO Assessment Results

Assessment Results \*

19 out of 22 students were successful resulting in an 86% success rate.

Was the Set Criteria For This SLO Met? \*

Yes ▼ **Note: The college-wide success rate standard is 70% or higher.**

Instructor Notes & Comments

**\*Reflect on the method assessment used and assessment results. Provide future improvement is applicable.\***

Attach Related Documents for this assessment here.

Document Name	Document Description
There are no documents attached	

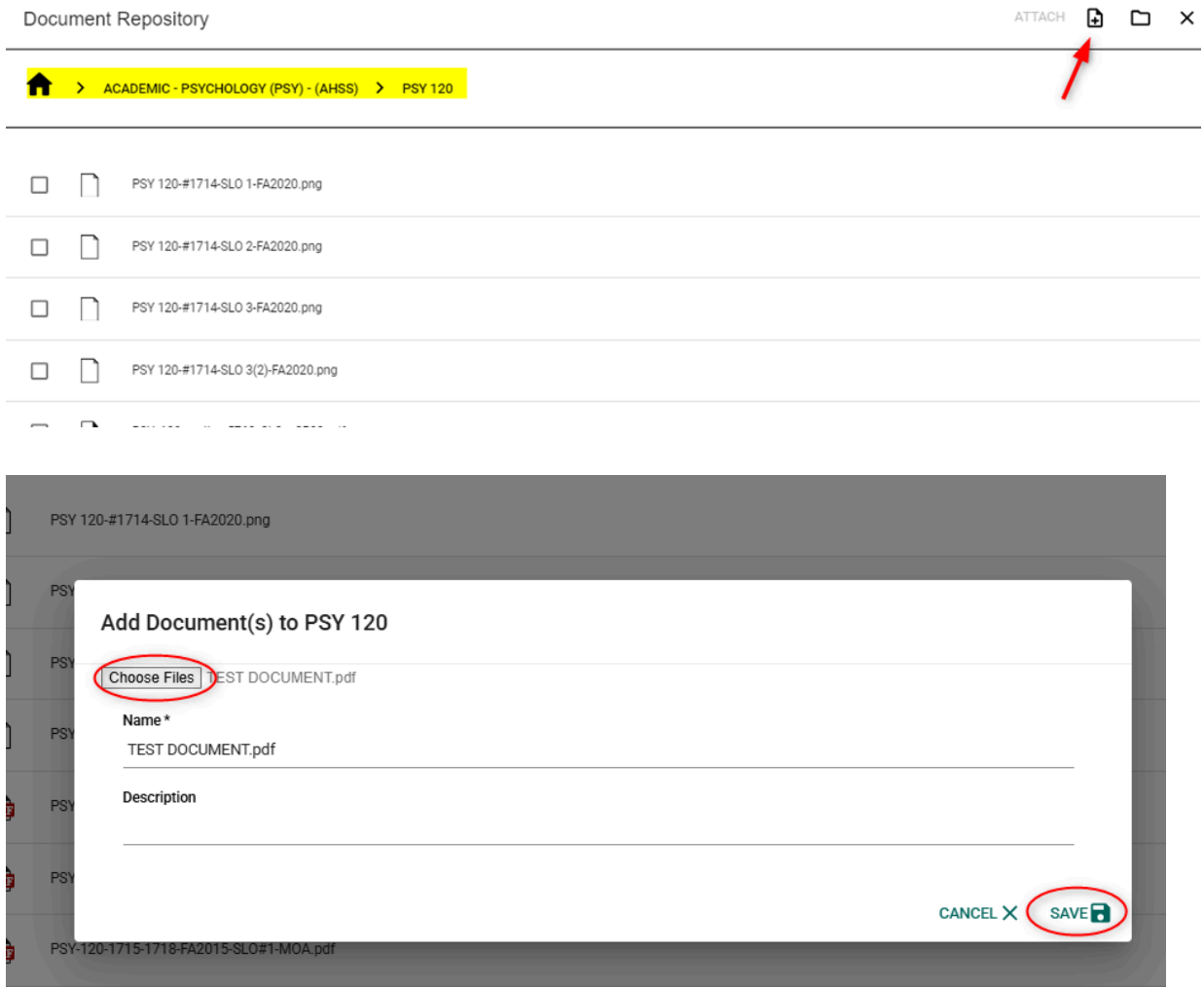
- Select the green plus (+) sign to add any attachments or supporting documents (optional). Do not include documents with students' personal information. Use the file naming convention: Course-section#-SLO#-description-semester (ex: PSY120-3145-SLO1-Exam-SP24)

Attach Related Documents for this assessment here.

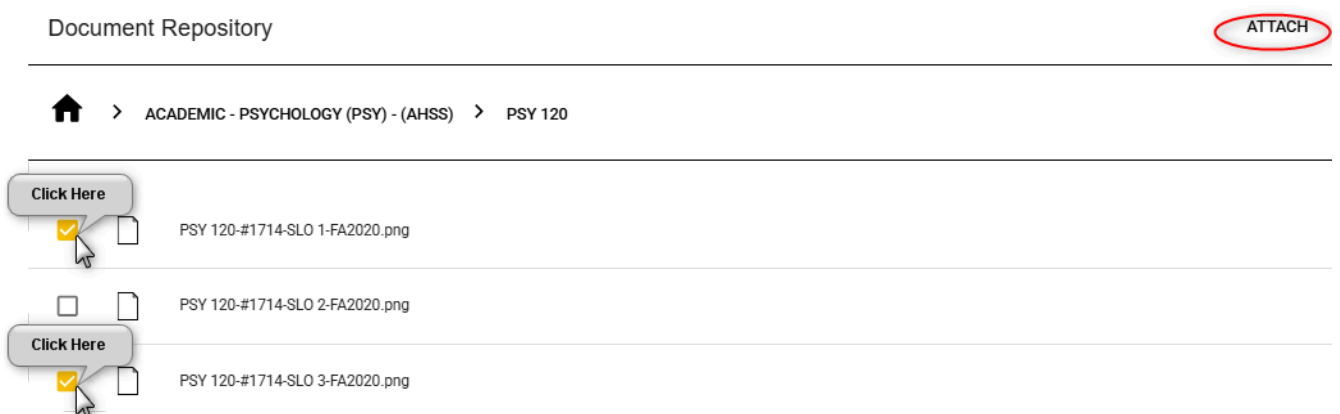
Document Name	Document Description
There are no documents attached	

+

- Navigate to your current course and select add a new file(s)



- Once the file has been uploaded, find and select the checkbox to the left of the file name(s) and select "Attach"



- Once your documents have been attached and your assessment information looks correct, select the downward arrow on the Save button and select "Save & Close". If you are entering another assessment for the same course, you can select "Save & Add New" instead.

Academic - Psychology (PSY) - (AHSS)

SLO Assessment > SLO Assessment Plan and Results

PSY 120 - SLO 1

Course SLO: Describe the major perspectives of psychology (e.g., behavioral, biological, cognitive, evolutionary, humanistic, psychodynamic, and sociocultural).

\* denotes a required field

Date SLO is being reported \*

07/01/2024

Semester SLO is Being Assessed \*

2023 - 2024 (Spring 2024)

Method of Assessment

MOA Used to Assess SLO ⓘ

Capstone Assignment/Project

Description of MOA \*

Critically evaluate the strengths, weaknesses, and ethical limitations of different research methods used by psychologists

Instructional Modality ⓘ \*

HyFlex x

Save & Add New

Save & Close

12. Your new entry(s) will appear under the “Summary of Results” tab. Select “Close” to close the card and return to all Course SLOs.

SLO Assessment > SLO Assessment Plan and Results

Close Save

PSY 120 - SLO 1

Select The SLO # at the top to reveal a drop-down and navigate to another SLO #

Semester SLO is Being Assessed

View All

Select "Close" to return to the SLO home Screen

COURSE SLO

SUMMARY OF RESULTS

SLO 1

Your entry will appear here

2023 - 2024 (Spring 2024)

Select the ellipsis to edit your entry

H. Troyer 7/1/24

Repeat steps, 1-11 to complete the rest of your assessment entries.

## Use Canvas Analytics Dashboard for SLO Assessment

To use the Canvas Analytics Dashboards for your SLO Assessment, navigate to your Course SLO by following steps 1-4 of the [Add SLO Assessment Data](#) section.

**NOTE:** The Canvas Analytics Dashboard is updated weekly. If you do not see any data populated in your dashboard, it is most likely because there is no data for that specific discipline/course/semester or section. If there is an issue with the Canvas Analytic Dashboard or you have questions, please contact your Nuventive Admin and/or Learning Outcomes and Assessment Coordinators.

1. Once you have navigated to the Course SLO you plan to assess, select the Canvas Outcomes Dashboard in your information panel.

Academic - Mathematics (MATH) - (MS&E)

SLO Assessment > SLO Assessment Plan and Results CLOSE SAVE

### MATH 160 - SLO 1

**Course SLO:** Use analytical, numerical, and graphical methods to solve statistics problems Hide Details

*\* denotes a required field.*

**Date SLO is being reported \***  
04/02/2025

**Semester SLO is Being Assessed \***  
▼

**Method of Assessment**

**MOA Used to Assess SLO** ▼

**Description of MOA \***

**Instructional Modality** ▼

Use these icons to adjust your information panel view

**Canvas Outcomes Dashboard**

- On the “Outcome Mastery” tab listed at the bottom of the dashboard, you can filter by Term, Course, Section, and SLO # to retrieve the data you need to submit your assessment data for that SLO.

Nuventive Canvas Outcome Mastery Dataset Refreshed 3/29/2025

**Term:** Spring 2025 **Course:** MATH 160 **Section:** All **Assignment Title:** All **Quiz Title:** All **Learning Outcome:** 21FA-MATH 160-1

**Students Demonstrating Mastery**

5 (12.8%)  
87.2%  
Students Demonstrating Mastery %  
34 (87.2%)

**Percent Mastery by Outcome**

21FA-MATH 160-1 87.2%

1 Courses 1 Sections 1 Outcomes 39 Student Scores

**Outcome Mastery** Outcome Mastery and Score Distribution Data Export - Quiz Data Export - Assignment Privacy Policy

- Under the “Data Export - Assignment” tab listed at the bottom of the dashboard, you can find a breakdown of how that SLO was assessed or additional information needed to complete your assessment. You will need to update the filters again to see the information about your specific course and SLO.

Data Export - Assignment
Dataset Refreshed  
3/29/2025

Term  
Spring 2025

Course  
MATH 160

Section  
All

Assignment Title  
All

Learning Outcome  
21FA-MATH 160-1

Department	Spring 2025	Total
Academic - Mathematics (MATH) -	87.2%	87.2%
MATH 160	87.2%	87.2%
21FA-MATH 160-1	87.2%	87.2%
Module 7 - Histogram Lab Final Draft	86.8%	86.8%
Unit 3 Project - Final Draft	100.0%	100.0%
Total	87.2%	87.2%

< >
Outcome Mastery
Outcome Mastery and Score Distribution
Data Export - Quiz
Data Export - Assignment

## SLO Reporting

The SLO Report can be accessed in two different locations:

- SLO Assessment Plan and Results in the Information Panel
- Reports

Academic - Mathematics (MATH) - (MS&E)

Home

Discipline/Program Information

PLO Assessment

SLO Assessment

SLO Assessment Plan and Results

SLO Mapping

Program Review

Reports

Document Library

Assignment Management

- Once you have navigated to the Reports files in one of the two locations, you'll see there are two different SLO Reports, "SLO Report (Prior to 2023)" and the "SLO Report". Select your report.

**NOTE:** The "SLO Report (Prior to 2023)" includes assessment information prior to the Nuventive migration (Tracdat) and the "SLO Report" includes assessment information after the Nuventive migration. We are working on combining the data on these reports.

- Use the filters to update your report criteria. You can select specific courses by using the "Selected Courses" filter.

Report Settings

RUN REPORT

Customize report content using the filters below.

Selected Courses: 21 (of 21)

Course SLO Status

Active x

Semester SLO is Being Assessed

View All

Was the Set Criteria for This SLO Met?

View All

Select Courses

CLOSE

APPLY

Available Courses

Showing 20 of 21

Search...

MATH 020: Foundations for Quantitative Reasoning  
MATH 060: Foundations for Elementary Statistics  
MATH 076: Foundations for Precalculus  
MATH 078: Foundations for Calculus for Business, Social, & Behavioral  
MATH 080: Foundation for Calculus & Analytic Geometry I  
MATH 120: Quantitative Reasoning  
MATH 121: Quantitative Reasoning for Career Education  
MATH 125: Structure and Concepts of Elementary Mathematics I  
MATH 126: Structure and Concepts of Elementary Mathematics II  
MATH 128: Children's Mathematical Thinking  
MATH 170: Analytic Trigonometry  
MATH 175: College Algebra  
MATH 176: Precalculus: Functions and Graphs  
MATH 178: Calculus for Business, Social and Behavioral Sciences  
MATH 180: Analytic Geometry and Calculus I  
MATH 245: Discrete Mathematics  
MATH 280: Analytic Geometry and Calculus II  
MATH 281: Multivariable Calculus  
MATH 284: Linear Algebra  
MATH 285: Differential Equations

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Selected Courses

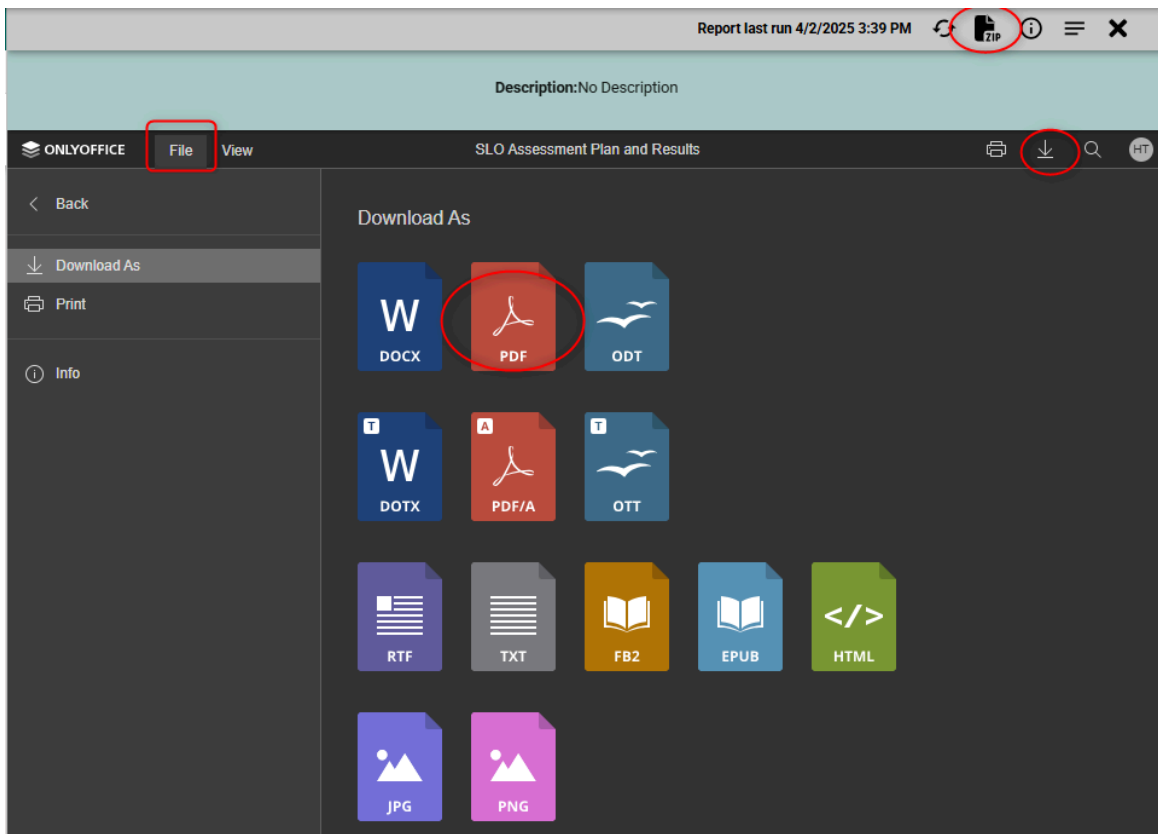
Showing 1 of 1

Search...

MATH 160: Elementary Statistics

- When you have updated the filter criteria, select "Run Report"
- Once the report is available, you can choose to download it as a ZIP, Word Doc, PDF file, etc. It is recommended that you download the report as a PDF file by selecting "File" at the top of the report and selecting download as a PDF. This will ensure that any attachments included in the report can be accessed and do not require a Nuventive login.

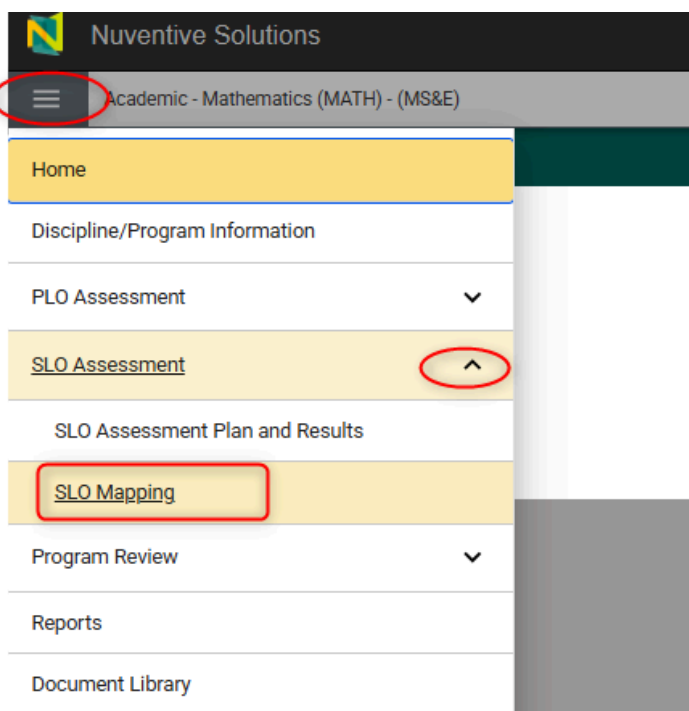




## SLO Mapping

A person or persons designated by each department will be able to map SLOs to PLOs. To get more information about who the designated person is for your department, please contact your Department Chair. The Nuventive Admin can work with the Department Chair to ensure the appropriate person has the correct permissions in Nuventive to do so.

1. You can access SLO - PLO mapping by selecting "SLO Assessment" from the main menu and then selecting "SLO Mapping".



- Make sure to select the correct course from the drop-down menu at the top of your screen. Next, confirm the correct SLOs and PLOs are listed for that program and course.

**Select a Course:** MATH 121 Quantitative Reasoning for Career Education ▼

**Course SLO Status** Active x ▼ **Assessment Cycles** View All

To map SLOs to PLOs or ILOs, click in the cell where the two align to turn it green.  
 If any text is truncated, click on the three dots where the text trails off and the full text will pop up.  
 Be sure to click "Save" in the upper right before exiting the Mapping screen.

SLO Assessment X = X			
<b>Mapping/Alignment Options:</b> PLO Assessment ▼ <a href="#">Apply Filters</a>	<b>SLO 1</b> Use analytical, numerical, graphical, and statistical methods to solve trade problems.	<b>SLO 2</b> Solve multi-disciplinary trade applications and interpret the results in context.	
<b>PLO 1 - Math (AS-T, AS, &amp; CA)</b> Draw conclusions about simple and complex systems by collecting, assessing, and analyzing information.			
<b>PLO 2 - Math (AS-T, AS, &amp; CA)</b> Communicate technical ideas in group and professional settings in both written and oral form.			
<b>inactive_1-Math; AS-T &amp; Certificate</b> Apply mathematical reasoning and problem-solving strategies to analyze, interpret, and model applications in STEM or business programs			
<b>inactive_2-Math; AS-T &amp; Certificate</b> Select and apply appropriate definitions, postulates, and theorems to prove mathematical statements.			

- Select the box that aligns the correct PLO(s) with the correct SLO(s). Once you have finished mapping for this course, select "Save" before closing out or moving to the next course.

**SLO Assessment > SLO Mapping** SAVE

**Select a Course:** MATH 121 Quantitative Reasoning for Career Education ▼

**Course SLO Status** Active x ▼ **Assessment Cycles** View All ▼

To map SLOs to PLOs or ILOs, click in the cell where the two align to turn it green. ×  
 If any text is truncated, click on the three dots where the text trails off and the full text will pop up.  
 Be sure to click "Save" in the upper right before exiting the Mapping screen.

SLO Assessment X = X <span>Add Note ⋮</span>			
<b>Mapping/Alignment Options:</b> PLO Assessment ▼ <a href="#">Apply Filters</a>	<b>SLO 1</b> Use analytical, numerical, graphical, and statistical methods to solve trade problems.	<b>SLO 2</b> Solve multi-disciplinary trade applications and interpret the results in context.	<b>SLO 3</b> Communicate the industry standards skills.
<b>PLO 1 - Math (AS-T, AS, &amp; CA)</b> Draw conclusions about simple and complex systems by collecting, assessing, and analyzing information.	X		
<b>PLO 2 - Math (AS-T, AS, &amp; CA)</b> Communicate technical ideas in group and professional settings in both written and oral form.	X	X	
<b>inactive_1-Math; AS-T &amp; Certificate</b> Apply mathematical reasoning and problem-solving strategies to analyze, interpret, and model applications in STEM or business programs			
<b>inactive_2-Math; AS-T &amp; Certificate</b> Select and apply appropriate definitions, postulates, and theorems to prove mathematical statements.			

# PROGRAM LEARNING OUTCOMES (PLOs)

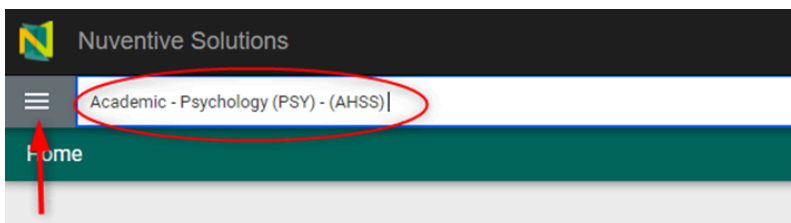
## Update Program Learning Outcomes

New Program Learning Outcomes (PLOs) approved through the curriculum process will be updated manually in Nuventive by the Nuventive Admin until CourseLeaf, the new Curriculum Management System, is fully integrated with Nuventive. Once the integration is complete, SLOs will be automatically updated in Nuventive by CourseLeaf.

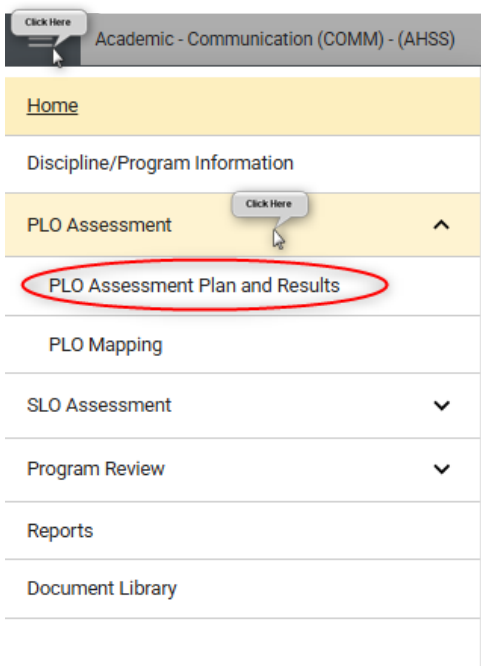
**NOTE:** If you have questions about your PLOs in Nuventive contact the Nuventive Admin

## Add PLO Assessment Data

1. In the unit drop-down menu, type the name of the academic unit you are looking for.



2. Select the hamburger menu on the left (☰) and navigate to the “PLO Assessment” module to reveal the “PLO Assessment Plan and Results” and “PLO Mapping” sections. Select “PLO Assessment Plan and Results”.



3. The PLOs for each degree/certificate are separated into cards. Navigate to the PLO you are looking to assess (ex: PLO 1), confirm the PLO statement matches the PLO statement you are assessing, select the ellipsis on the right-hand side (...), and select

“open” to open the card for that SLO. OR use the purple plus sign as a shortcut to begin adding your PLO assessment data and skip step 4.

Academic - Communication (COMM) - (AHSS)

PLO Assessment > PLO Assessment Plan and Results

PLO Assessment

PLO Status: Active x | Assessment Cycles: View All

Showing 5 of 15

**PLO 1 - Communication Studies 2.0 for Transfer (AA-T)** H. Troyer 5/25/23 (+)

PLO: Research, write and deliver an effective public speech.

PLO Status: Active

Assessment Cycles

Open

Copy

Audit Log

Delete

**PLO 2 - Communication Studies 2.0 for Transfer (AA-T)** H. Troyer 5/25/23 (+)

PLO: Critically analyze, critique and synthesize arguments and information.

4. To add an assessment, select the green plus (+) sign.

Academic - Communication (COMM) - (AHSS)

PLO Assessment > PLO Assessment Plan and Results

CLOSE SAVE

Q PLO 1 - Communication Studies 2.0 for Transfer (AA-T)

Showing 0 of 0

PLO PLOS & MOA **PLO ASSESSMENT RESULTS** PLO ASSESSMENT RESULTS

PLO 1 - Communication Studies 2.0 for Transfer (AA-T)

No PLO Assessment Results has/have been entered.

5. Begin entering your assessment and assessment result information.

Academic - Communication (COMM) - (AHSS)

PLO Assessment > PLO Assessment Plan and Results

CLOSE SAVE

### PLO 1 - Communication Studies 2.0 for Transfer (AA-T)

PLO: Research, write and deliver an effective public speech. Hide Details

Date PLO is being reported \*

05/01/2025

Semester PLO is Being Assessed \*

2023-2024 (Spring 2024) ▼

#### Method of Assessment

MOA Used to Assess PLO

Capstone Assignment/Project ▼

Description of MOA

Describe the method of assessment

Instructional Modality

Face to Face ▼

Section(s) Assessed #1234 Note: If this course is cross-listed with another course, include the cross-listed course info here

#### PLO Assessment Results

Assessment Results \*

20 out of 25 students were successful resulting in an 80% success rate.

Was the Set Criteria for this PLO Met? \* Note: The College-wide success rate standard is 70% or higher

Yes ▼

Instructor Notes & Comments

\*Reflect on the method of assessment used and the assessment results. Provide future improvement if applicable\*

Attach Related Documents for this Assessment

Document Name	Document Description
There are no documents attached	

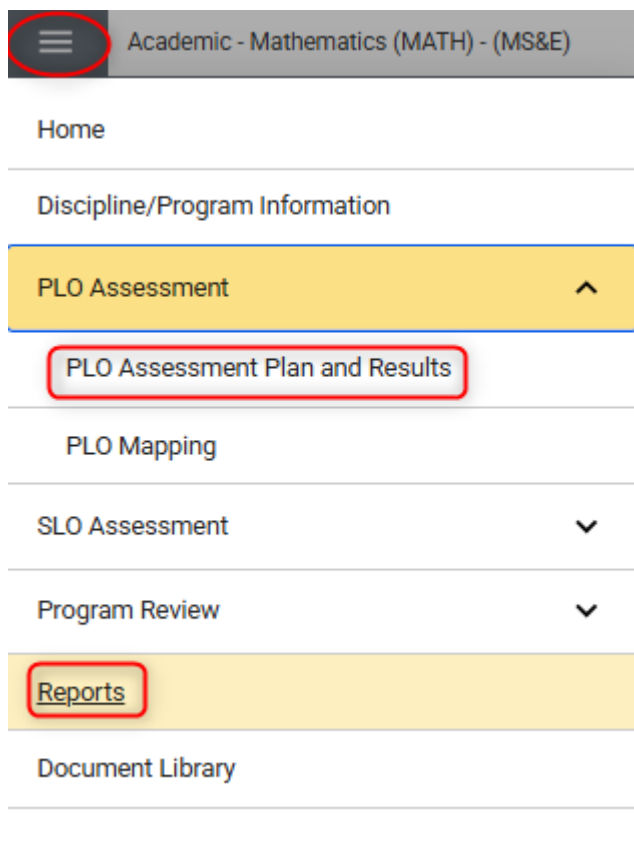
6. [Review Steps 8-10 of “Add SLO Assessment Data”](#) to upload supporting PLO assessment Documents.
7. When you have completed the assessment form and uploaded any attachments, select Save & Close in the top right corner.
8. Your new entry(s) will appear under the “Summary of Results” tab. Select “Close” to close the card and return to the other PLOs.

Repeat steps 1-8 to complete additional PLO assessment entries.

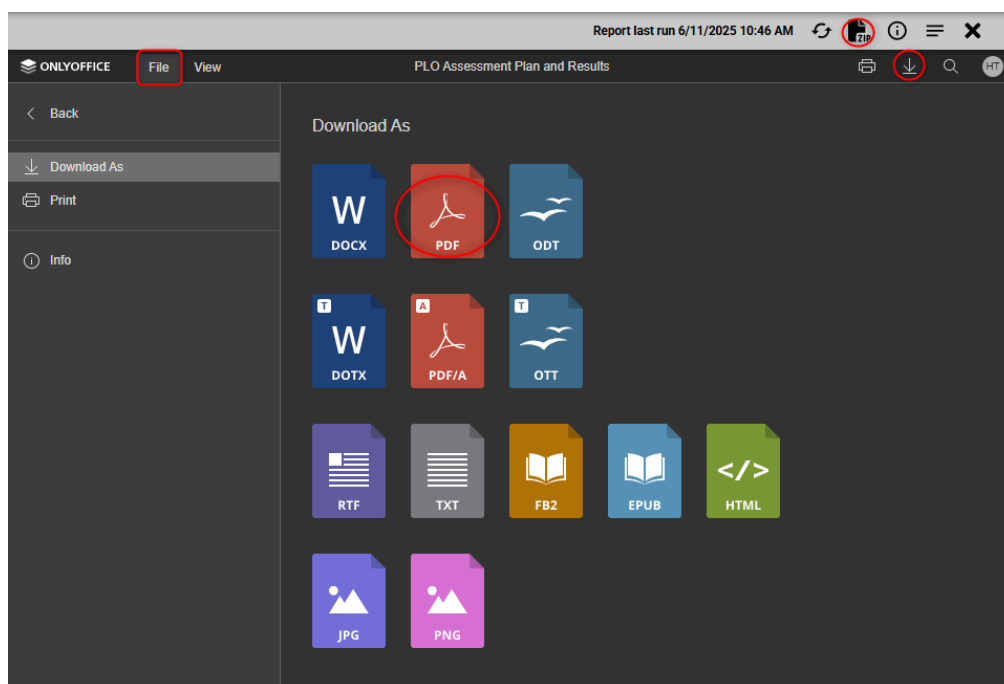
## PLO Reporting

The PLO Report can be accessed in two different locations:

- PLO Assessment Plan and Results in the Information Panel
- Reports



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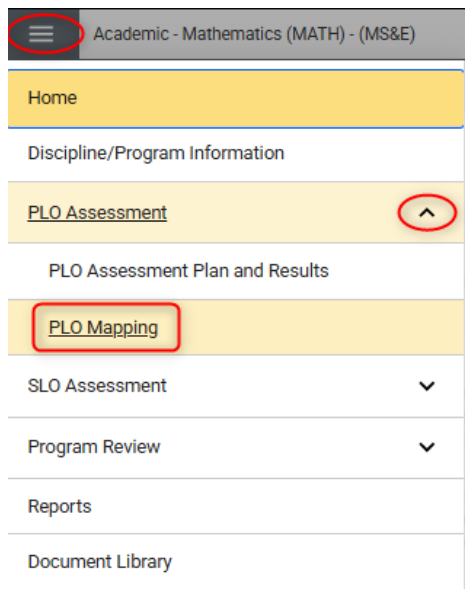


## PLO Mapping

A person or persons designated by each department will be able to map PLOs to ILOs. To get more information about who the designated person is for your department, please contact your

Department Chair. The Nuventive Admin can work with the Department Chair to ensure the appropriate person has the correct permissions in Nuventive to do so.

1. You can access PLO - ILO mapping by selecting “PLO Assessment” from the main menu and then selecting “PLO Mapping”.



2. Use the bottom scroll bar to view all available PLOs. You can also use the Status filter to view only Active PLOs instead of both “Active” and “Inactive” PLOs (View All). Next, confirm that the correct PLO statements are listed for that program and course.

PLO Assessment > PLO Mapping

PLO Status  
View All

PLO Assessment X = X		
Mapping/Alignment Options: Institutional Learning Outcomes ...   ▼	PLO 1 - Advanced Water Treatment (AS, CA) Perform advanced water treatment work functions in accordance with accepted water and wastewater industry standards and practices.	PLO 2 - Advanced Water Treatment (AS, CA) Assess and resolve advanced water treatment process issues and problems using current water and wastewater industry-specific methods, tools, and...
<b>COMMUNICATION COMPETENCY</b> Students will communicate information, arguments, and opinions effectively to different audiences through various modalities, including listening, speaking, an...		
<b>INFORMATION LITERACY</b> Students will identify, evaluate, and integrate information effectively in various contexts.		
<b>CRITICAL THINKING COMPETENCY</b> Students will analyze and evaluate qualitative and quantitative information, and synthesize findings to make decisions within various contexts.		
<b>CULTURAL COMPETENCY</b> Students will interact effectively with others, taking into account their diverse backgrounds, and work well in cross-cultural situations.		
<b>PROFESSIONAL RESPONSIBILITY</b> Students will practice ethical and civil conduct in professional environments, as well as resolve conflict and build alliances.		

Red arrow pointing to the bottom scroll bar.

3. Select the box that aligns the correct ILO(s) with the correct PLO(s). Once you have finished mapping for this course, select “Save” before closing out or moving to the next course.

PLO Assessment > PLO Mapping i **SAVE**

PLO Status: Active x | Assessment Cycles: View All

PLO Assessment X = X			
Mapping/Alignment Options: Institutional Learning Outcomes ...   v	PLO 1 - Advanced Water Treatment (AS, CA) Perform advanced water treatment work functions in accordance with accepted water and wastewater industry standards and practices.	PLO 2 - Advanced Water Treatment (AS, CA) Assess and resolve advanced water treatment process issues and problems using current water and wastewater industry-specific methods, tools, and...	PLO 3 - Advanced Water Treatment (AS, CA) Communicate effectively, orally and in writing, to managers, peers, subordinates, and the public.
<b>COMMUNICATION COMPETENCY</b> Students will communicate information, arguments, and opinions effectively to different audiences through various modalities, including listening, speaking, an...			X
<b>INFORMATION LITERACY</b> Students will identify, evaluate, and integrate information effectively in various contexts.	X		
<b>CRITICAL THINKING COMPETENCY</b> Students will analyze and evaluate qualitative and quantitative information, and synthesize findings to make decisions within various contexts.		X	X
<b>CULTURAL COMPETENCY</b> Students will interact effectively with others, taking into account their diverse backgrounds, and work well in cross-cultural situations.			X
<b>PROFESSIONAL RESPONSIBILITY</b> Students will practice ethical and civil conduct in professional environments, as well as resolve conflict and build alliances.			

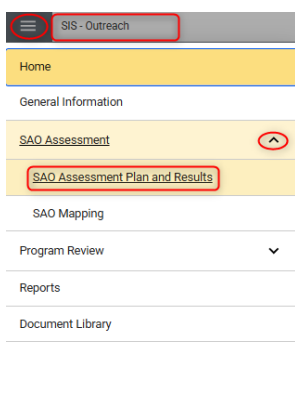
← →

## SERVICE AREA OUTCOMES (SAOs)

### Update Service Area Outcomes

New Service Area Outcomes can be updated at any time by the person or persons designated by each department. To get more information about who the designated person is for your service area, please contact your Dean/Director. The Nuventive Admin can work with the Dean/Director to ensure the appropriate person has the correct permissions in Nuventive to make any necessary updates.

1. Once you have selected the correct Assessment Unit (ex. Outreach) navigate to “SAO Assessment Plan and Results” from the hamburger Menu.




2. You can start by filtering by “SAO Status” to reveal only your “Active” SAO statements.





SIS - Outreach







SAO Assessment > SAO Assessment Plan and Results

SAO Assessment

Add New SAO → 


SAO Status:  Assessment Cycles: 

Showing 6 of 6



 <b>SAO 1</b>	H. Troyer 6/5/25  
<p><b>SAO</b> Increase the percentage of students who register for classes after participating in outreach events or functions.</p> <p><b>SAO Status</b> Active</p> <p><b>Assessment Cycles</b></p>	
 <b>Inactive_SAO 1</b>	H. Troyer 6/5/25  
<p><b>SAO</b> Increase equitable access and effectiveness of research support services</p> <p><b>SAO Status</b> Inactive</p> <p><b>Assessment Cycles</b></p>	

- To add a New SAO, select the green plus sign at the top right-hand corner to reveal the “New SAO” screen and complete the necessary fields. Once completed, select “Save”.

SAO Assessment > SAO Assessment Plan and Results

CLOSE 

New SAO

 SAO  SUMMARY OF RESULTS

\* denotes a required field.


**SAO Name \***

SAO #


**SAO \***

Test SAO Statement

**SAO Status**

Active | 

**Assessment Cycles**

| 

**SAO Activation Date/Start Date**

06/11/2025

Deactivated/Inactive/Suspended/Deleted Date

- To edit or update the SAO status, select the three dots or ellipses.

SAO Assessment

SAO Status

Active x

Assessment Cycles

View All

Showing 1 of 6

SAO 1	<div> <div>Open</div> <div>Copy</div> <div>Audit Log</div> <div>Delete</div> </div>
<div>SAO</div> <div>Increase the percentage of students who register for classes after participating in outreach events or functions.</div> <div>SAO Status</div> <div>Active</div> <div>Assessment Cycles</div>	

- To update your SAO from “Active” to “Inactive”, update the “SAO Name” (add the “inactive\_” prefix before the SAO #), “SAO Status”, and “Deactivation Date”. Once complete, select “Save”.

SAO Assessment > SAO Assessment Plan and Results

CLOSE

SAVE

SAO 1

SAO

SUMMARY OF RESULTS

*\* denotes a required field.*

SAO Name \*

Inactive\_SAO 1

SAO \*

Increase the percentage of students who register for classes after participating in outreach events or functions.

SAO Status

Inactive

Assessment Cycles

SAO Activation Date/Start Date

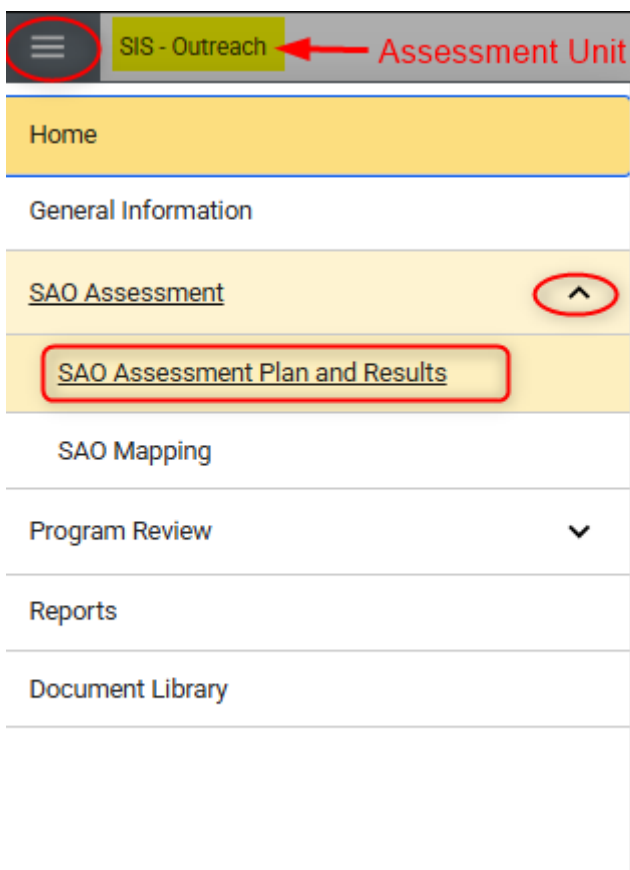
Deactivated/Inactive/Suspended/Deleted Date

06/11/2025

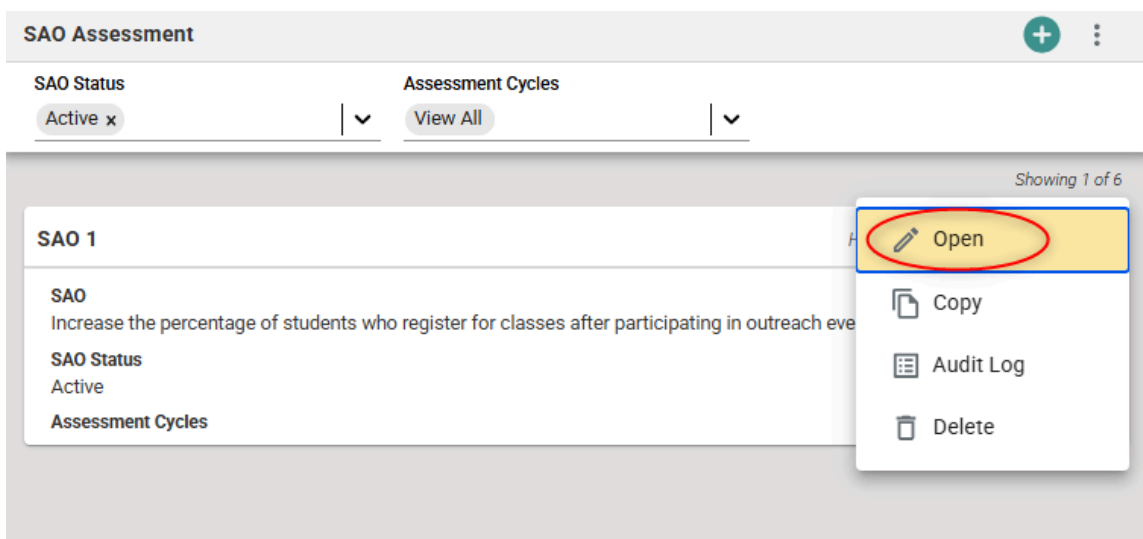
## Add SAO Assessment Data

A person or persons designated by each Service Area will be able to add assessment data. To get more information about who the designated person is for your service area, please contact your Dean/Director. The Nuventive Admin can work with the Dean/Director to ensure the appropriate person has the correct permissions in Nuventive.

1. In the unit drop-down menu, type the name of the assessment unit you are looking for.



2. Select the hamburger menu on the left (☰) and navigate to the “SAO Assessment” module to reveal the “SAO Assessment Plan and Results” and “SAO Mapping” sections. Select “SAO Assessment Plan and Results”.
3. The SAOs for each course are separated into cards. Navigate to the SAO you are looking to assess (ex: SAO 1), select the ellipsis on the right-hand side (⋮), and select “open” to open the card for that SAO.



4. Navigate to the “Summary of Results” tab at the top of the card.

Q SAO 1 | v

SAO SUMMARY OF RESULTS

*\* denotes a required field.*

SAO Name \*

SAO 1

SAO \*

Increase the percentage of students who register for classes after participating in outreach events or functions.

SAO Status

Active | v

Assessment Cycles

| v

SAO Activation Date/Start Date

Deactivated/Inactive/Suspended/Deleted Date

- To add an assessment, select the green plus (+) sign.

**NOTE:** In the example below, there are no previous “summary of results” or assessment data entered, but if data had been entered previously for this SAO, it would be shown here.

Q SAO 1 | v

Showing 0 of 0

SAO SUMMARY OF RESULTS

SAO 1

No Summary of Results has/have been entered.

- Begin entering your assessment and assessment result information.

SAO Assessment > SAO Assessment Plan and Results CLOSE SAVE

### SAO 1

SAO: Increase the percentage of students who register for classes after participating in outreach events or functions. Hide Details

*\* denotes a required field.*

Date SAO is being reported \*

06/11/2025

Semester SAO is Being Assessed \*

2024 - 2025 (Fall 2024) ▼

#### Method of Assessment

MOA Used to Assess SAO ⓘ

Other internal department data (e.g., number of applications, number of petitions, number of workshops, number of pa... ▼

Description of MOA \*

Describe the method of assessment

#### SAO Assessment Results

Assessment Results \*

Describe the assessment results

Was the Set Criteria for This SAO Met? \*

Yes ▼

Notes & Comments

Reflect of the MOA used and the assessment results. Provide future improvement if applicable

Attach Related Documents for this assessment here.

Document Name	Document Description
There are no documents attached	

+

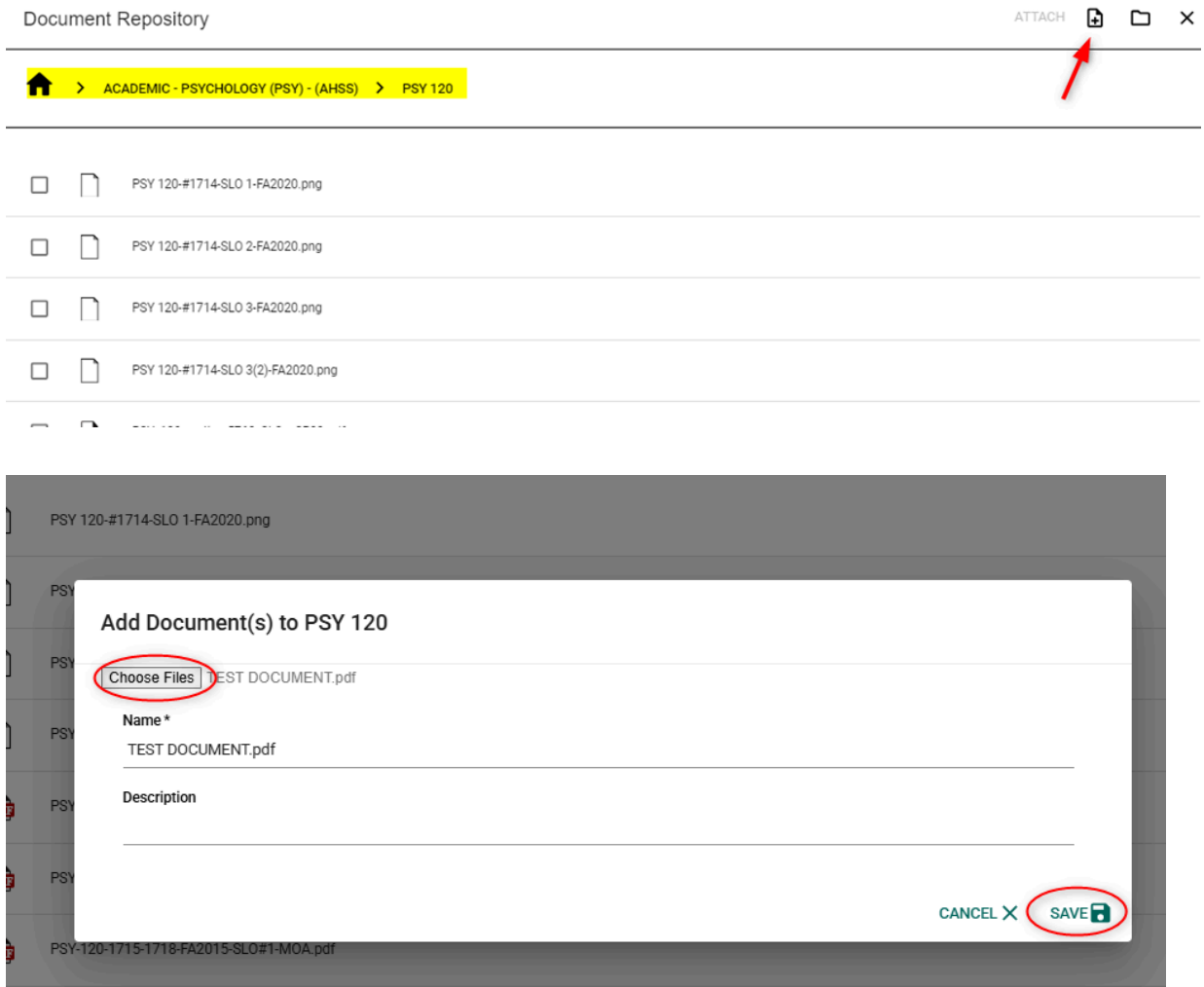
7. Select the green plus (+) sign to add any attachments or supporting documents (optional). Do not include documents with students' personal information. Use the file naming convention: Department-SLO#-document description-semester/year (ex: Outreach-SLO1-SurveyData-SP24)

Attach Related Documents for this assessment here.

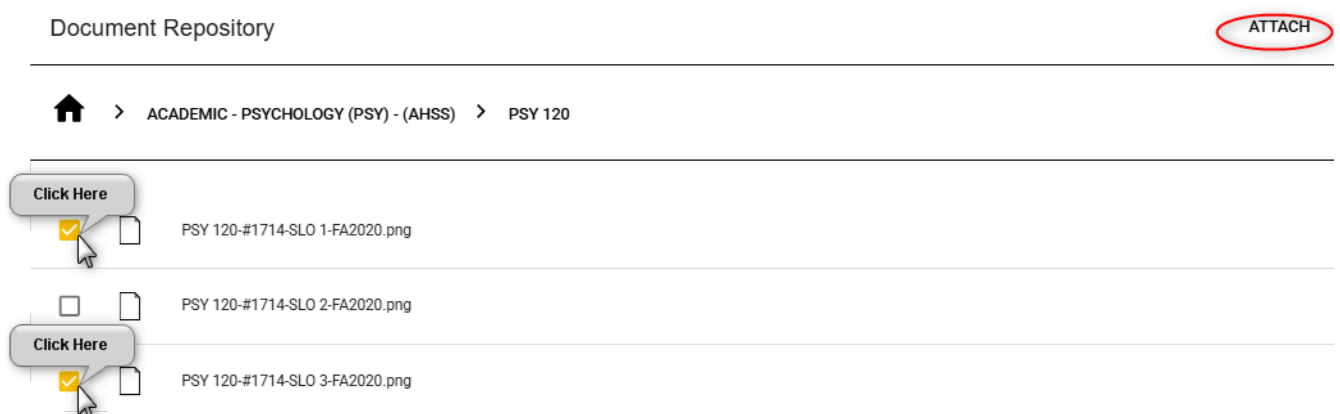
Document Name	Document Description
There are no documents attached	

+

8. Navigate to your service area and select add a new file(s)



- Once the file has been uploaded, find and select the checkbox to the left of the file name(s) and select "Attach"



- Once your documents have been attached and your assessment information looks correct, select the downward arrow on the Save button and select "Save & Close". If you are entering another assessment for the same course, you can select "Save & Add New" instead.

SIS - Outreach

SAO Assessment > SAO Assessment Plan and Results

CLOSE SAVE

### SAO 1

SAO: Increase the percentage of students who register for classes after participating in outreach events or functions. Hide Details

*\* denotes a required field.*

Date SAO is being reported \*

06/16/2025

Semester SAO is Being Assessed \*

2023 - 2024 (Spring 202...) ▼

11. Your new entry(s) will appear under the “Summary of Results” tab. Select “Close” to close the card and return to all Course SAOs/SLOs. Or select the drop-down next to SAO 1 to quickly navigate to the next SAO/SLO.

SIS - Library

SAO Assessment > SAO Assessment Plan and Results

CLOSE SAVE

SAO 1

You can use this drop down to quickly navigate to the next SAO/SLO or select "Close" to return to the home screen

Semester SAO is Being Assessed

View All

MOA Used to Assess SAO

View All

Showing 1 of 1

SAO

SUMMARY OF RESULTS

SAO 1

2023 - 2024 (Spring 2024) H. Troyer 4/9/25

Method of Assessment

Assessment Results

Was the Set Criteria for This SAO Met?

Unknown

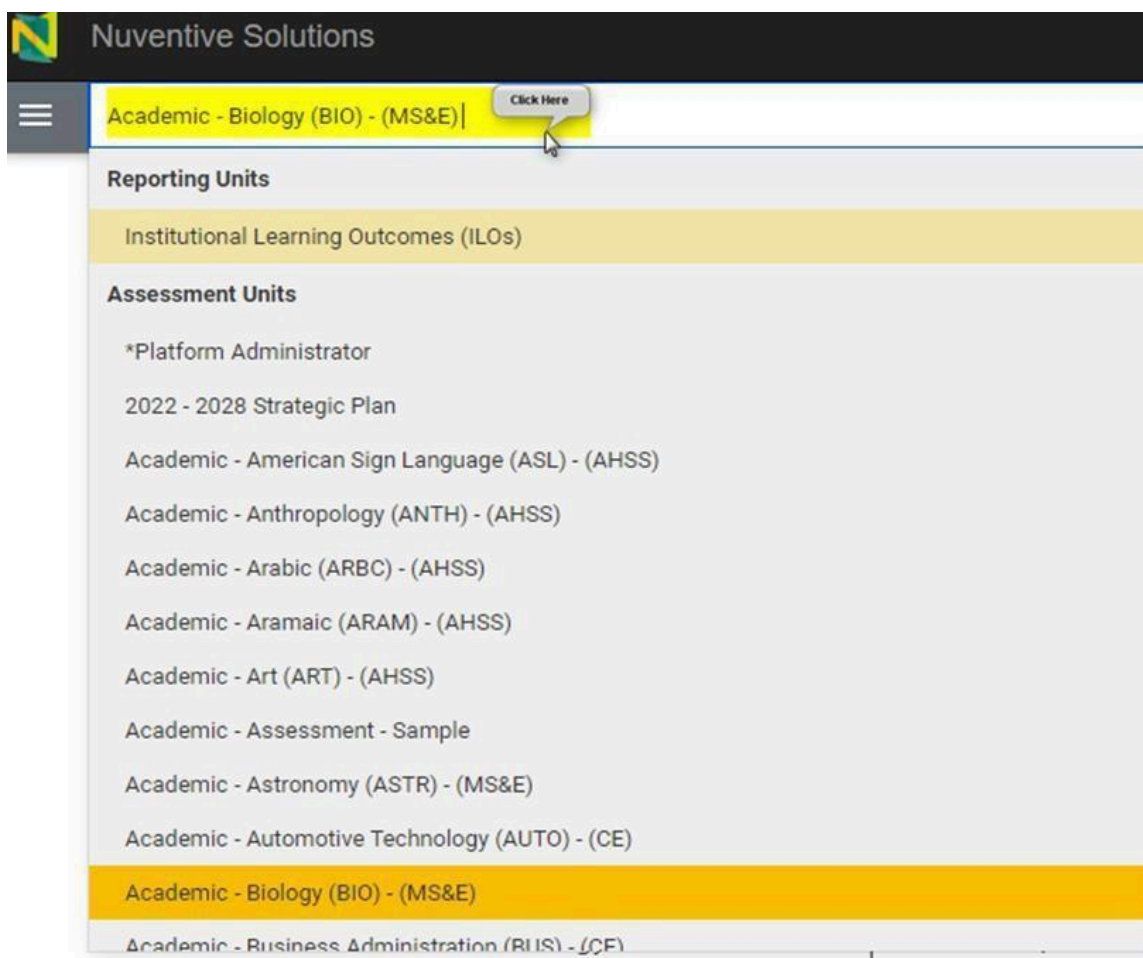
Repeat steps, 1-11 to complete the rest of your assessment entries.

# PROGRAM REVIEW

## Submit a Program Review - Comprehensive or Annual Update

1. After logging into Nuventive, select the unit drop-down in the center of the page and navigate to your assessment unit. Your drop-down may look different depending on how many units you have been assigned. Example 1 shows a user who has access to multiple units and example 2 shows a user with access to one unit.

Example 1:





Example 2:

Nuventive Solutions

Academic - American Sign Language (ASL) - (AHSS)

Assessment Units

Academic - American Sign Language (ASL) - (AHSS)

Course SLO Status

Active

Semester SLO is Being Assessed

All

Course Number	SLO 1	SLO 2
<b>ASL 120</b>		
American Sign Language I	2023-2024 (Fall 2023)	2023-2024 (Fall 2023)
<b>ASL 121</b>		
American Sign Language II	2022-2023 (Spring 2023)	
<b>ASL 125</b>		
American Sign Language with	2022-2023 (Spring 2023)	2022-2023 (Spring 2023)
<b>ASL 126</b>		
American Sign Language with	2022-2023 (Spring 2023)	2022-2023 (Spring 2023)
<b>ASL 220</b>		
American Sign Language III	2020-2021 (Fall 2020)	2020-2021 (Fall 2020)
<b>ASL 221</b>		

2. Then open the hamburger menu and navigate to the Program Review Section. Based on the Program Review Schedule, you will either see Annual Update or Comprehensive Program Review under the Program Review section. If you think you were assigned the incorrect program review, please contact the Program Review Steering Committee tri-chairs..

Nuventive Solutions

Academic - Biology (BIO) - (MS&E)

Program Review

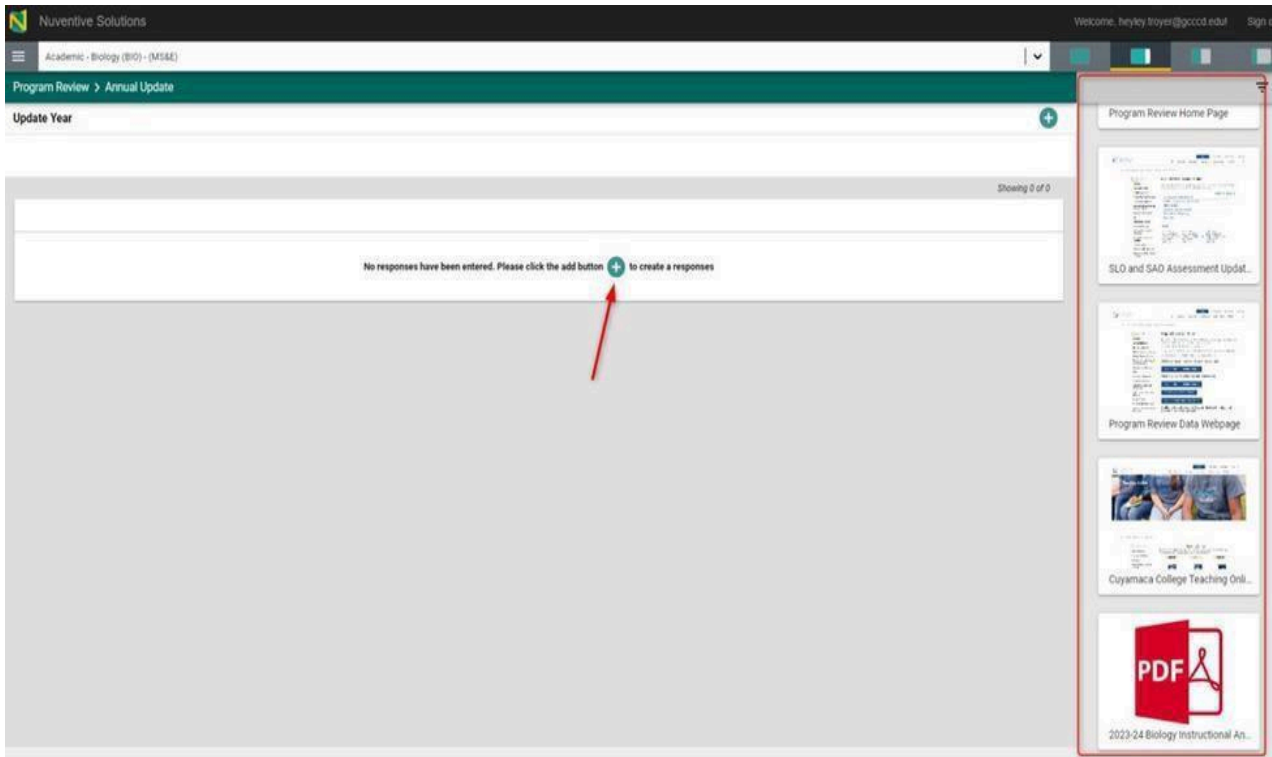
Annual Update

Program Goals

Program Goals Mapping

Comprehensive Program Review

- Once you select either Annual Update or Comprehensive Program Review, select the green plus (+) sign to open the program review (PR) template and start recording your responses. The information panel on the right-hand side supplies you with easy-to-access resources to help inform your PR, such as last year's Program Review Responses and Current Program Review Data.



4. Select the caret/arrow symbol to display questions in that section.

**NOTE:** The questions on your screen will vary depending on which Program Review template you have been assigned.

Program Review > Comprehensive Program Review Close Save

2024 - 2025

JUMP TO SECTION EXPAND ALL COLLAPSE ALL

For assistance with SLOs, please contact SLO Coordinators Tania Jabour at [tania.jabour@gcccd.edu](mailto:tania.jabour@gcccd.edu) and Rachel Polakoski at [rachel.polakoski@gcccd.edu](mailto:rachel.polakoski@gcccd.edu). For assistance with Nuventive Improve, please contact Heyley Troyer at [heyley.troyer@gcccd.edu](mailto:heyley.troyer@gcccd.edu). Additional resources are provided on the Learning Outcomes and Assessment webpage.

**> Degree and Certificate Programs**  
(Only Complete if Your Program Offers Degrees and/or Certificates)

**> Student Access and Achievement**  
Student characteristics and achievement data (both college-wide and by discipline) can be located on the program review data webpage.

**> Distance Education Course Success (If Applicable)**  
For distance education teaching and learning resources, please visit the Cuyamaca College Teaching Online webpage available in the panel to the right.

**> Career Exploration and Program Demand (Career Education Programs Only)**

**> Strengths, Challenges & External Influences**  
Consider your program's strengths, challenges, areas for improvement, and internal and external factors impacting your program.

**> Submission**

5. Each section allows you to Attach Related Documents. Select the green plus (+) sign to attach the file of your choice under the appropriate section.

2024 - 2025

JUMP TO SECTION EXPAND ALL COLLAPSE ALL

Dean/Manager(s)

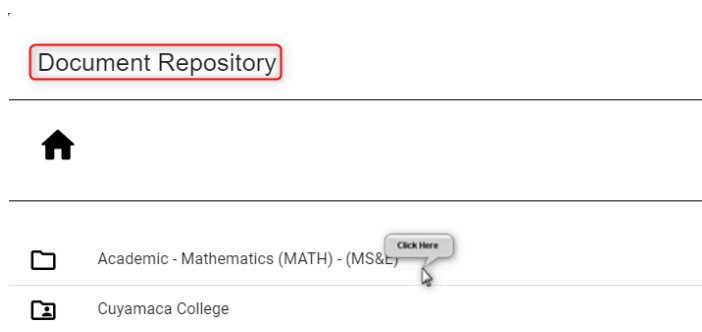
Initial Collaboration Date with Dean ⓘ

**Attach Related Documents - Program Overview and Update**

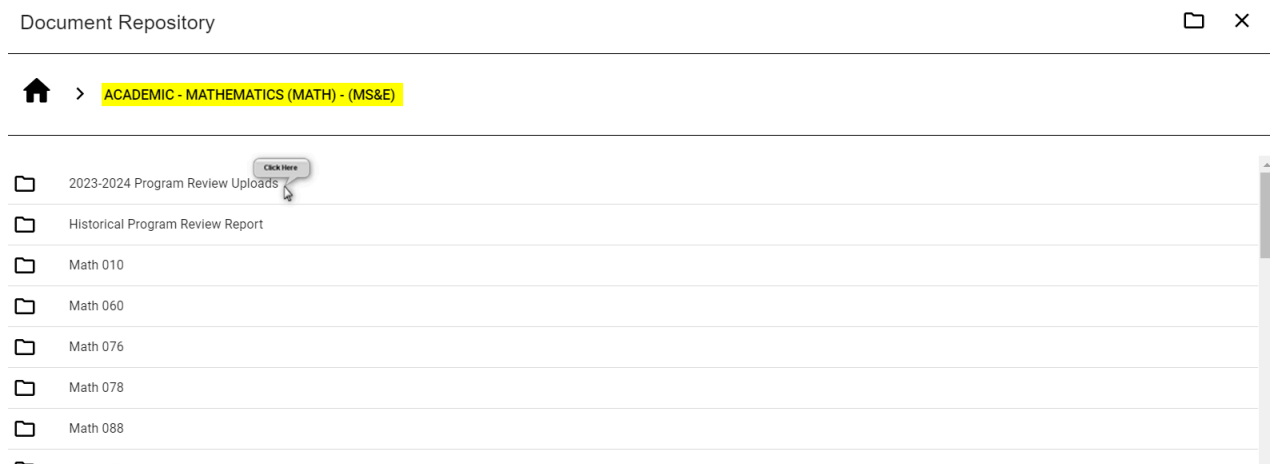
Document Name	Document Description
There are no documents attached	

A green plus sign (+) is located in the bottom right corner of the document repository table, with a red arrow pointing to it.

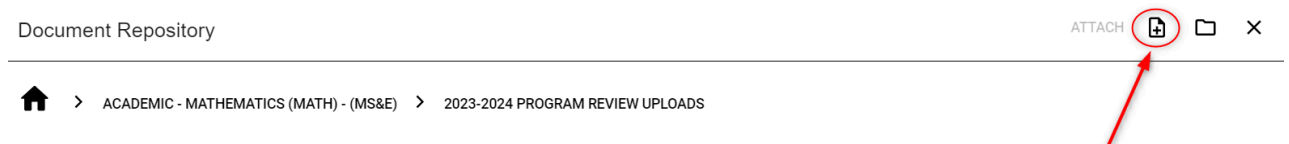
6. Once the Document Repository appears, navigate to your Discipline/Program's folder (example 1) and then to the Program Review Uploads folder (example 2).  
Example 1:



## Example 2:



7. Select the file icon with a plus sign in the middle to add a document to this folder.



8. Select “Choose Files”, select your document, and then update the file name and description fields. When finished, select Save.

Add Document(s) to 2023-2024 Program Review Uploads

Choose Files TEST DOCUMENT.docx

**Name \***

TEST DOCUMENT.docx

**Description**

CANCEL X **SAVE**

9. Once you have successfully uploaded the document to the appropriate folder, select your document by checking the box to its left and then select “ATTACH”.



TEST DOCUMENT.docx

10. Once you have filled in your responses and uploaded all necessary attachments, you can save your work by clicking “Save” in the top right-hand corner of the page and return to it later.

Program Review > Comprehensive Program Review Close Save

2024 - 2025

JUMP TO SECTION EXPAND ALL COLLAPSE ALL

**Program Overview and Update**

\* denotes a required field

**Lead Author**

First Name Last Name

**Collaborator(s)** ⓘ

Others:

**Initial Collaboration Date with Program Team** ⓘ

09/30/2024

**Dean/Manager(s)**

Dean

**Initial Collaboration Date with Dean** ⓘ

10/04/2024

**Attach Related Documents - Program Overview and Update**

Document Name	Document Description
There are no documents attached	

**Program Reflection and Description**

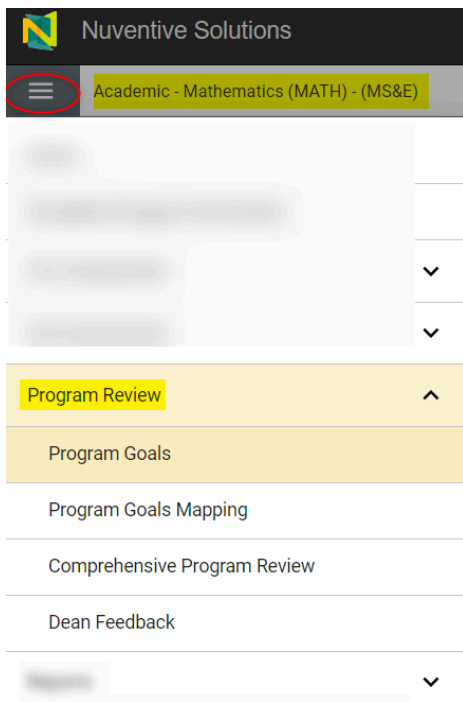
**Academic Review and Assessment**

11. Before submitting your Program Review, Complete the “Program Goals” Section using the drop-downs provided. For more information on how to update or map program goals, visit the [Program Goals](#) and [Program Goals Mapping](#) section of this guide.
12. If you are ready to “Submit” your Program Review, open the drop-down menu under the Submission Section, then select “Yes - Response complete and ready for review” and lastly select “Save” in the top right-hand corner of the page.

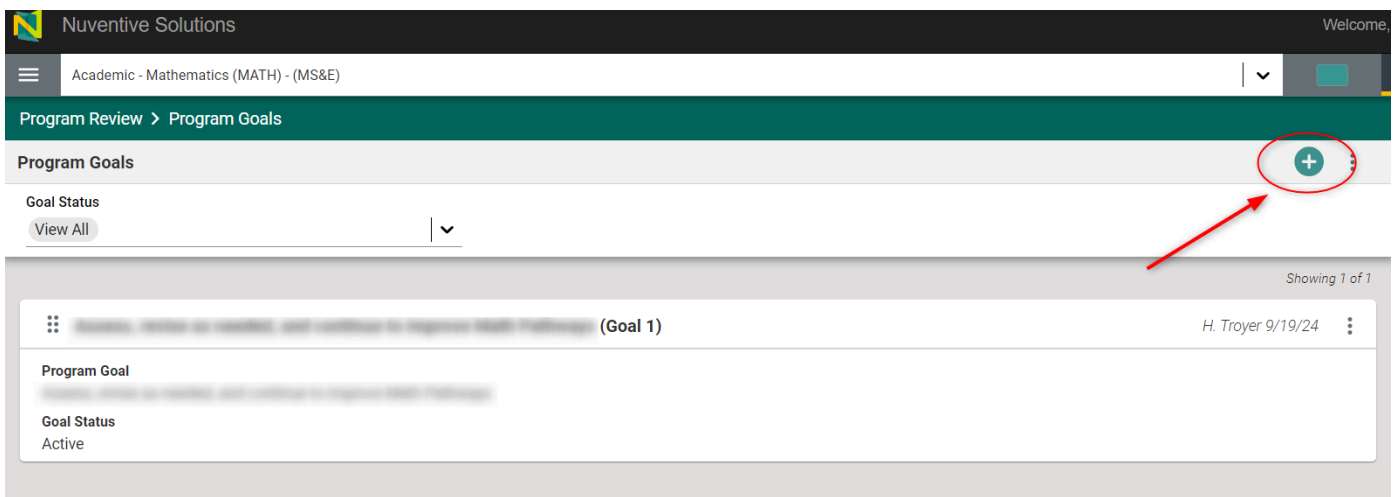
The screenshot shows the 'Program Review > Comprehensive Program Review' interface. At the top, there's a header with 'Academic - Mathematics (MATH) - (MS&E)' and a 'Close' button. Below the header, the '2024 - 2025' section is visible. There are buttons for 'JUMP TO SECTION', 'EXPAND ALL', and 'COLLAPSE ALL'. The main content area has several expandable sections: 'Distance Education Course Success (if Applicable)', 'Career Exploration and Program Demand (Career Education Programs Only)', 'Strengths, Challenges & External Influences', and 'Program Goals'. The 'Submission' section is expanded, showing a message: 'Program Review response is complete and ready for review.' Below this message, there is a dropdown menu with the selected option 'Yes - Response complete and ready for review' highlighted in yellow. A red circle is drawn around the dropdown arrow, indicating where to click to open the menu.

## Program Goals

1. Program Goals are stored under the section titled “Program Goals” in the Program Review module (found in the main menu/hamburger menu). Start by selecting your assessment unit in the center unit drop-down and then navigate to the Program Goals section.



2. To add a new goal, select the green plus (+) sign in the right corner of the page.



3. Under the “Program Goal” tab, Complete the fields and set the goal status to active. To proceed, select “Save” at the top right corner of the screen.

4. Once you save your Goal information under the “Program Goal” tab you can select “close” in the top right corner of your screen to return to the Program Goals home page **OR** you can navigate to the “Goal Progress and Results” tab and add an update by clicking the green plus (+) sign.

5. Complete the Goal Progress and Results fields and then select “Save” at the top right corner of the screen. You can return to this screen to update your program goals anytime throughout the year.

6. If you update the status of a goal to “Completed” or “Deleted” on the Goal Progress and Results tab (Example 1), return to the Program Goal tab and mark the goal as “Inactive” (Example 2).



### Example 1:

Program Review > Program Goals Close Save

**Assess, revise as needed, and continue to improve Math Pathways (Goal 1)**

Goal Status: Active Hide Details

TBD - In Progress

Reporting Period \*  
2024 - 2025

Status ⓘ  
Completed

Action steps for this academic year. [Press ALT + 0 for accessibility help](#)

1. [Redacted]

### Example 2:

Nuventive Solutions

Academic - Mathematics (MATH) - (MS&E)

Program Review > Program Goals Close Save

Assess, revise as needed, and continue to improve Math Pathways (Go...)

**PROGRAM GOAL** **GOAL PROGRESS AND RESULTS**

\* denotes a required field.

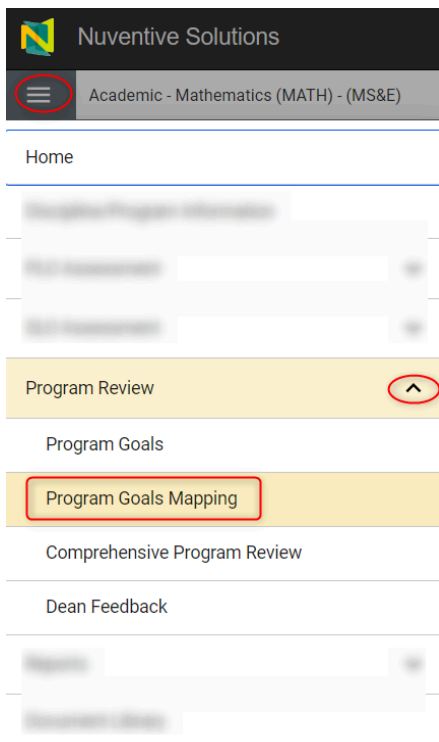
Program Goal Name \*  
Assess, revise as needed, and continue to improve Math Pathways (Goal 1)

Program Goal \*  
Assess, revise as needed, and continue to improve Math Pathways

Goal Status  
Inactive

## Program Goals Mapping

1. To map your program goals, navigate to the main menu (hamburger menu) and select Program Goals Mapping under the Program Review module.



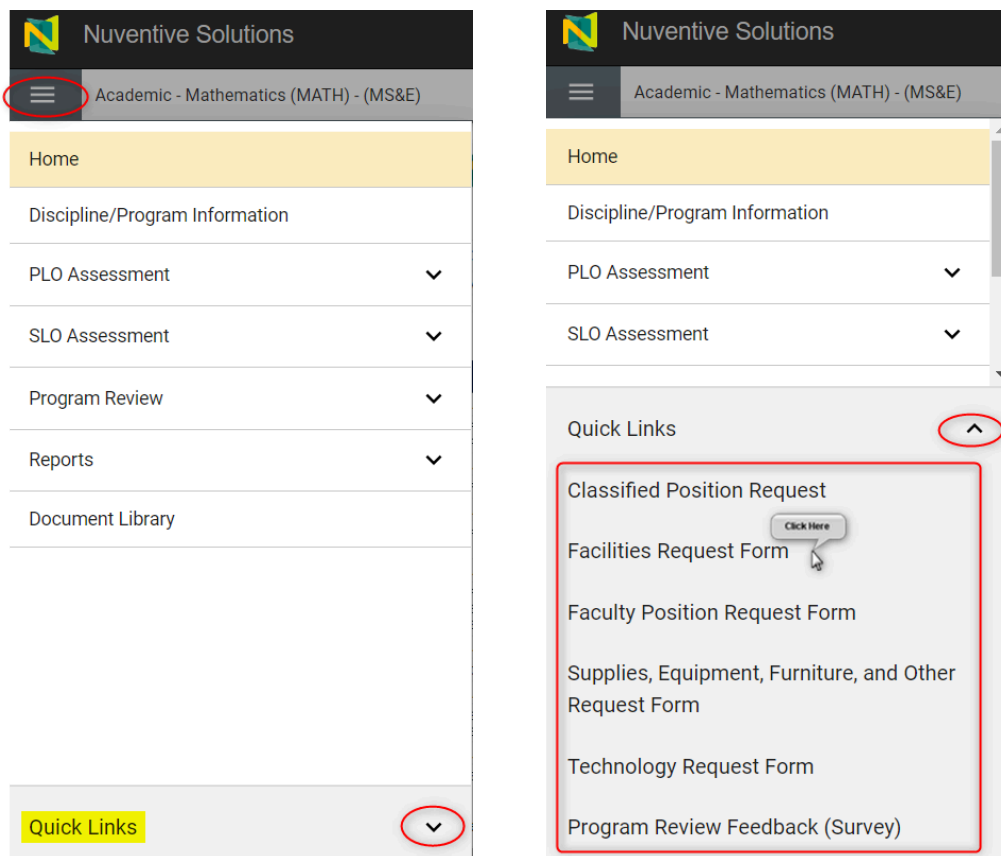
- The goals you have entered in the Program Goals section will automatically populate in the Program Goals Mapping section. Find and select the College Strategic Goal that aligns with your program goal, then select the “Save” button in the top right corner of the page.

The screenshot shows the Nuventive Solutions interface with the 'Program Review > Program Goals Mapping' breadcrumb. The 'Save' button is circled in red. The 'Goal Status' dropdown is set to 'View All'. The 'Program Goals' section shows a table with the following data:

Program Goals	College Strategic Goals	Mapping
2022 - 2028 Strategic Plan - Strat...	Close equity gaps and increase student success in English courses.... Close equity gaps and increase student success in English courses.	Grow the English major (Goal 2) Grow the English major
Increase Equitable Access		Create an equitable department culture (Goal 3) Create an equitable department culture
Eliminate Equity Gaps in Course Success	X	
Increase Persistence and Eliminate Equity Gaps		X
Increase Completion and Eliminate Equity Gaps		X
Increase Hiring and Retention of Diverse Employees		X

## Resource Requests

1. Resource requests can be found under the Quick Links section under the main menu (hamburger menu). Select the caret next to Quick Links to reveal the different resource request forms and the Program Review Feedback survey.



2. Once you select the form you want, a second window will pop up directing you to a link that will take you out of Nuventive and into SurveyMonkey, where you will complete the form request as done in previous years.

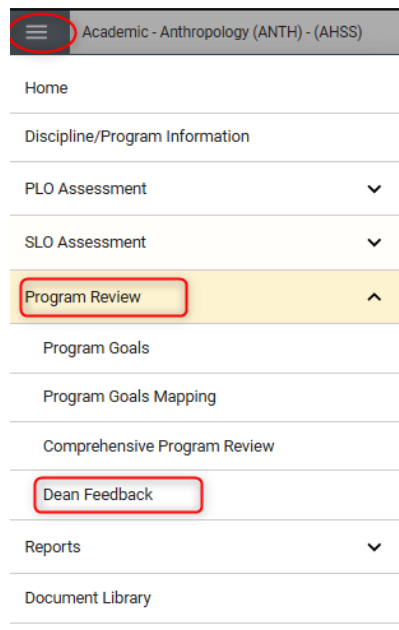


**NOTE:** This process is temporary until the forms are put directly into Nuventive to be completed.

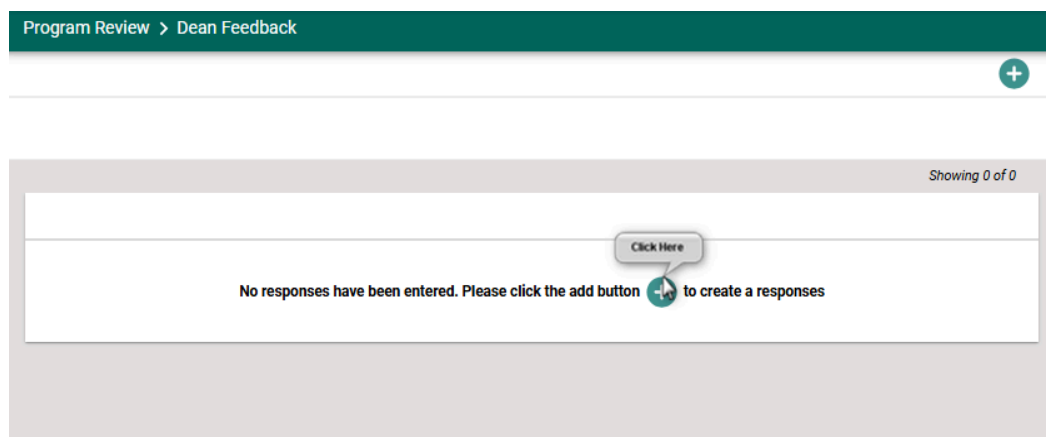
## Dean Feedback

Deans of Instructional Units can provide feedback on Program Reviews in their areas for the Authors to review and incorporate before submitting their Program Review.

1. Start by navigating to the "Dean Feedback" section under Program Review.



2. Select the green plus (+) sign to begin recording your feedback.



3. Complete the drop-down and feedback section and then select “Save”

Program Review > Dean Feedback
Close
Save

2024 - 2025

Dean Approval and Feedback

*\* denotes a required field.*

I have reviewed the program review with the author and provided feedback.

Yes - Review and feedback complete | ▼

**Feedback** **Example:**

Great job! Please consider incorporating the following:

Section 1:

Section 2:

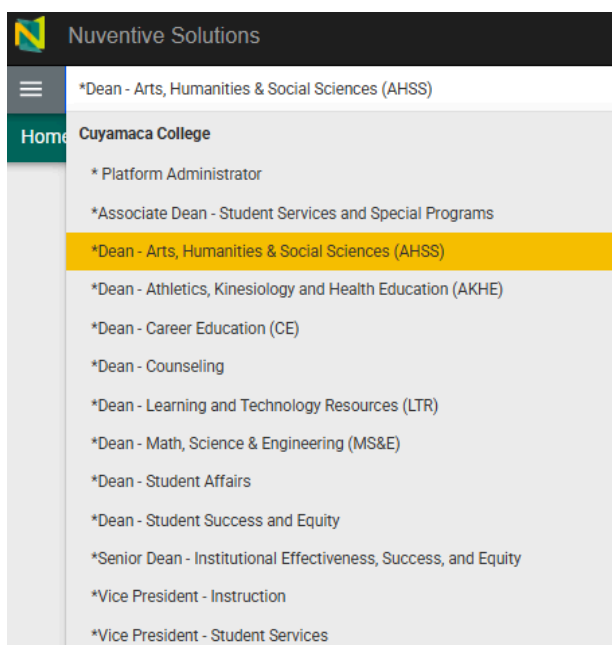
Once feedback is saved, it can be reviewed by the Program Review Authors and Faculty. To update permissions and access to any section of Nuventive, please contact your Nuventive Admin.

**NOTE:** There is currently no notification process for Program Authors or Deans. Please communicate with your Author or Dean when the Program Review is ready to review or feedback has been submitted. We are hoping to improve this process in the future.

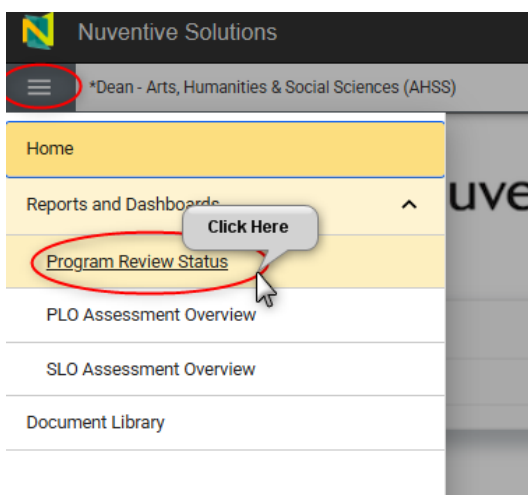
## Program Review Status Dashboards (Deans & Vice Presidents)

Those who oversee multiple areas with a Program Review requirement (Deans and VPs), can access a Program Review status dashboard for their assigned areas. You can navigate to your Dashboard by following the steps below:

1. Use the center drop-down to select the unit starting with an asterisk (\*) and followed by your title/area (example: \*Dean - Arts, Humanities & Social Sciences (AHSS)).



2. Navigate to the main menu on the left-hand side, and select “Reports and Dashboards” and select the “Program Review Status” dashboard.



**NOTE:** You may need to navigate using the tabs at the bottom of the dashboard to see Annual Updates vs. Comprehensive Program Review Statuses.

Units with a “Program Review” prefix instead of an “Academic” prefix are combined units for Program Review purposes (example: Arabic, Aramaic and Spanish are combined into one Program Review called World Languages).

Depending on the Program Review Rotation, you may not see a separate table for Comprehensive Program Reviews.

Each dashboard contains multiple tables:

**Table 1:** “Annual Update/Comprehensive Submission”

- A green check mark (✓) indicates the Program review has been submitted.
- A red X (✗) signifies the Program Review has been started but is incomplete.

**Table 2:** “No Annual/Comprehensive Response Created”

- A red X (✗) indicates the Program Review has not been started



## CONTACTS

### **Nuventive Admin**

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### **Rachel Polakoski**

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