

Cuyamaca College's Nuventive Help Guide





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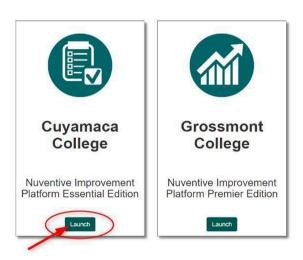
LOG-IN

HOW TO LOG IN TO NUVENTIVE

You can log in to <u>Nuventive</u> using Single Sign-On (your GCCCD email and password) directly at Solutions. Nuventive.com OR via the Website



Select Cuyamaca College



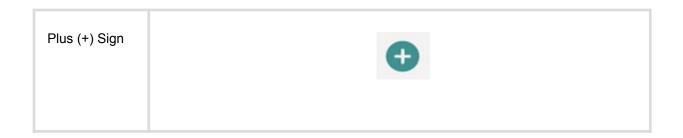
If you have issues logging in or need updated permissions, please contact <u>Cuyamaca.IESE@gcccd.edu</u>.

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.





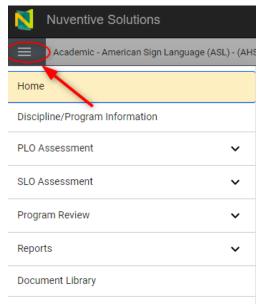
The Unit Drop-down

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

| (i) | 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 Add a NEW Goal, Outcome, Objective, or other element to that screen. |
| Hide ↑ Unhide ↓ | In several places throughout the Platform, you will find these icons. 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 Nuvenitve by CourseLeaf.

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

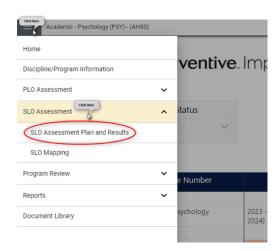
Add SLO Assessment Data

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.

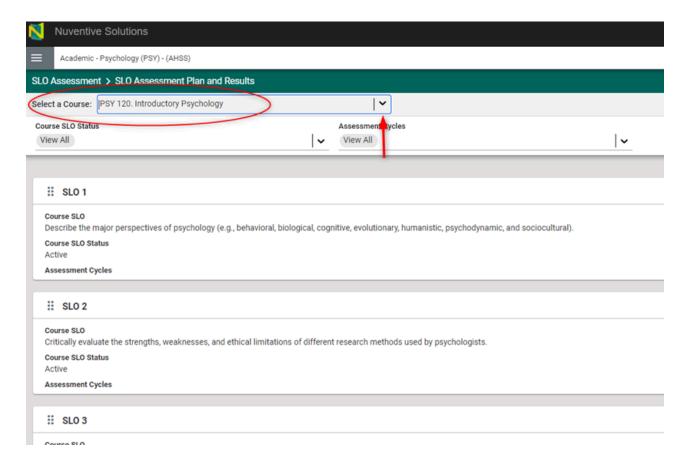
1. In the unit drop-down menu, type the name of the academic unit you are looking for.



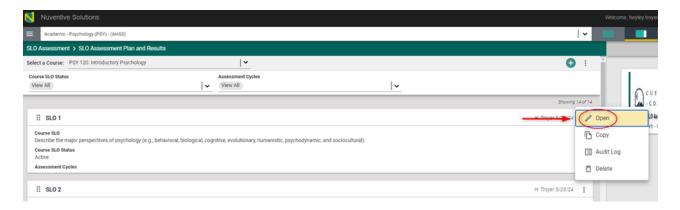
2. Select the hamburger menu on the left () and navigate to the "SLO Assessment" module to reveal the "SLO Assessment Plan and Results" and "SLO Mapping" sections. Select "SLO Assessment Plan and Results".



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

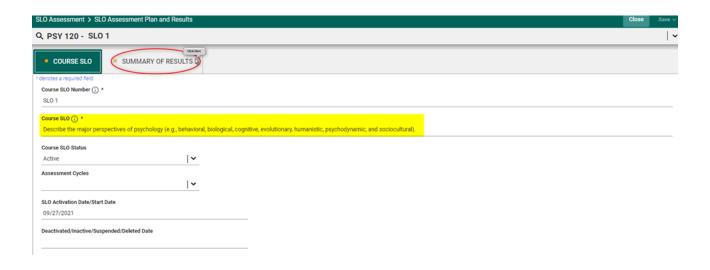


4. The SLOs for each course are separated into cards. Navigate to the SLO you are looking to assess (ex: SLO 1), select the ellipsis on the right-hand side (:), and select "open" to open the card for that SLO.

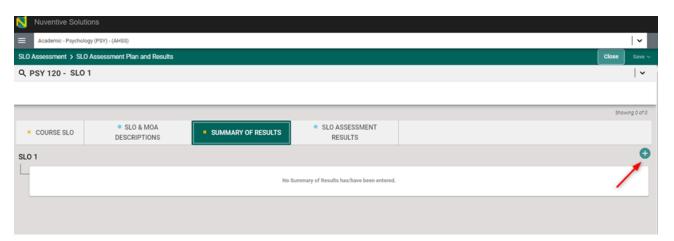


5. Before inputting your assessment information, confirm the Course SLO statement matches the SLO statement you are assessing. Course SLOs can also be found on the course outlines available online. If you notice a discrepancy in the SLO statement, contact your Nuventive Administrator.

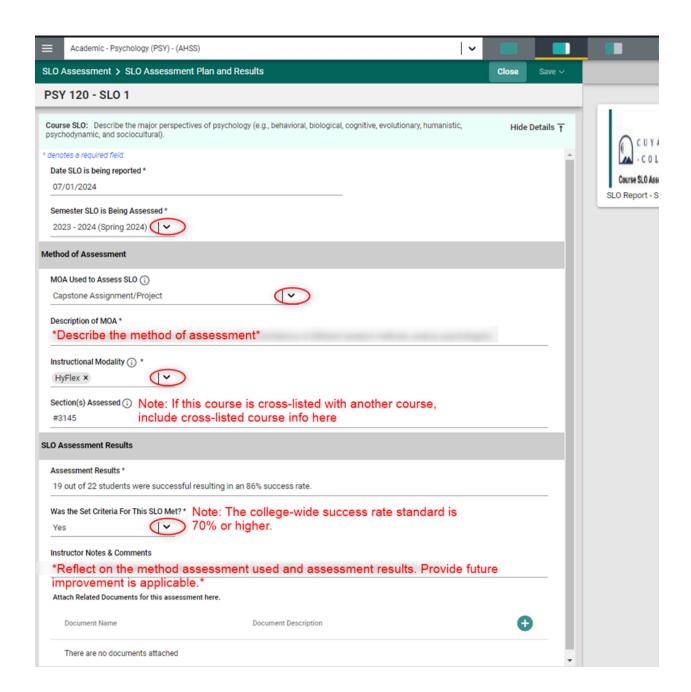
Then navigate to the "Summary of Results" tab at the top of the card.



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



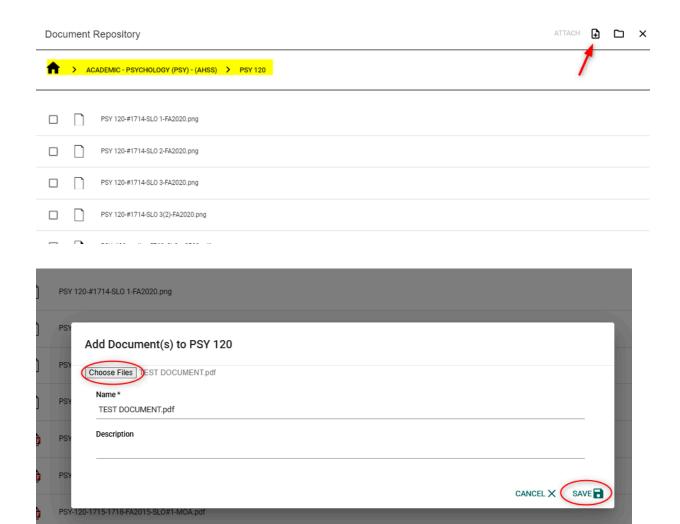
7. Begin entering your assessment and assessment result information.



 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)



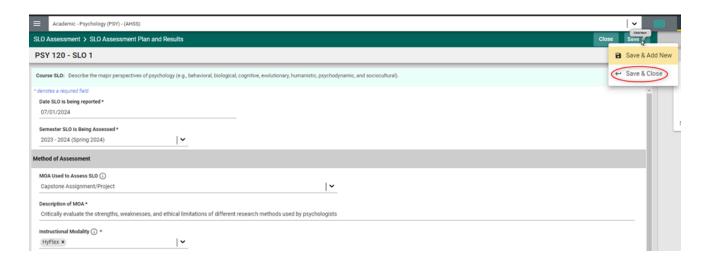
9. Navigate to your current course and select add a new file(s)



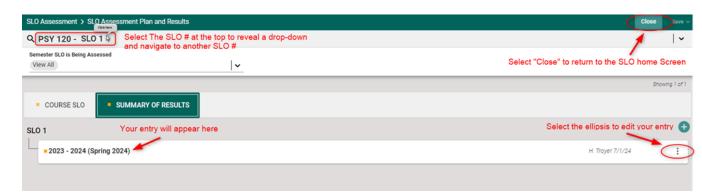
10. Once the file has been uploaded, find and select the checkbox to the left of the file name(s) and select "Attach"



11. 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.



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.



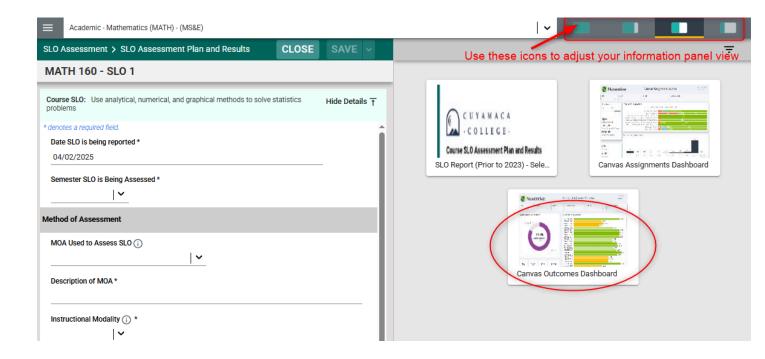
Repeat steps, 1-11 to complete the rest of your assessment entries.

Use Canvas Analytics Dashboard for SLO Assessment

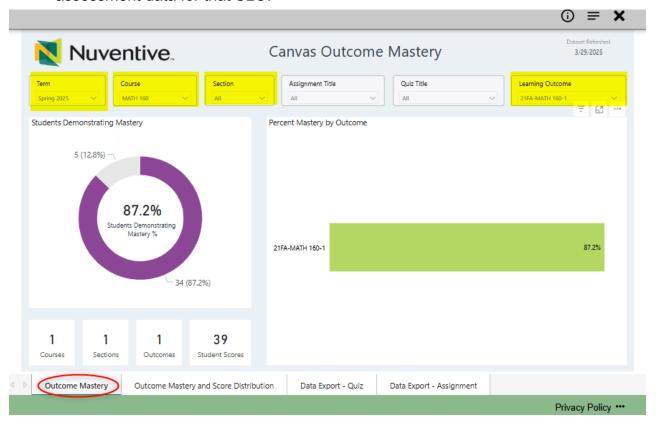
To use the Canvas Analytics Dashboards for your SLO Assessment, navigate to your Course SLO by following steps 1-4 of the <u>Add SLO Assessment Data</u> section.

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.

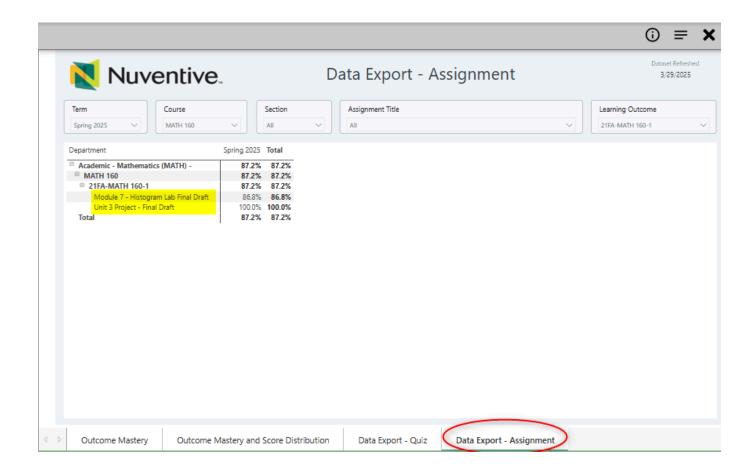
1. Once you have navigated to the Course SLO you plan to assess, select the Canvas Outcomes Dashboard in your information panel.



2. 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.



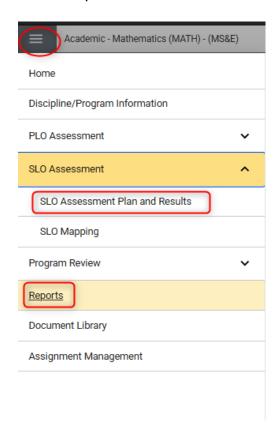
3. Under the "Data Export - Assignment" tab listed at the bottom of the dashboard, you can find a breakdown of how that SLO was assessed or additional information needed to complete your assessment. You will need to update the filters again to see the information about your specific course and SLO.



SLO Reporting

The SLO Report can be accessed in two different locations:

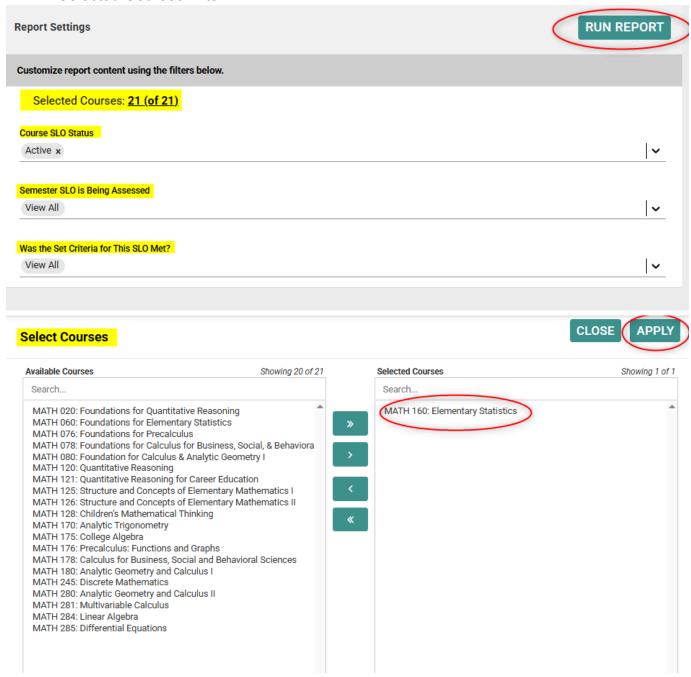
- SLO Assessment Plan and Results in the Information Panel
- Reports



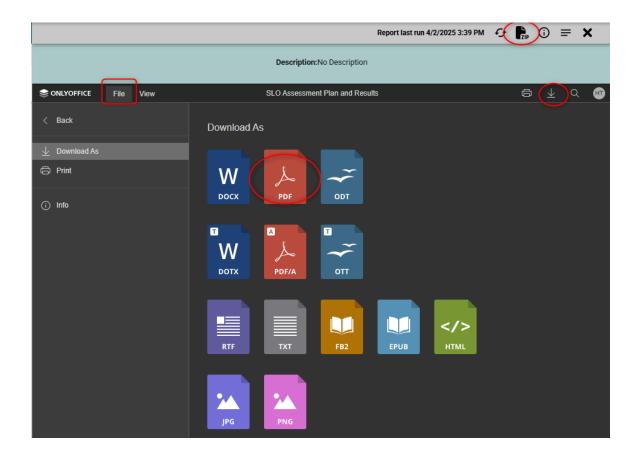
Once you have navigated to the Reports files in one of the two locations, you'll see there
are two different SLO Reports, "SLO Report (Prior to 2023)" and the "SLO Report". Select
your report.

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 Nuvenitve migration. We are working on combining the data on these reports.

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



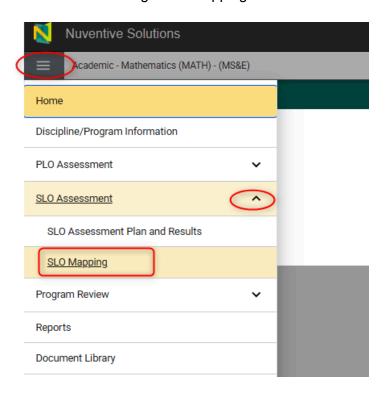
- 3. When you have updated the filter criteria, select "Run Report"
- 4. Once the report is available, you can choose to download it as a ZIP, Word Doc, PDF file, etc. It is recommended that you download the report as a PDF file by selecting "File" at the top of the report and selecting download as a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



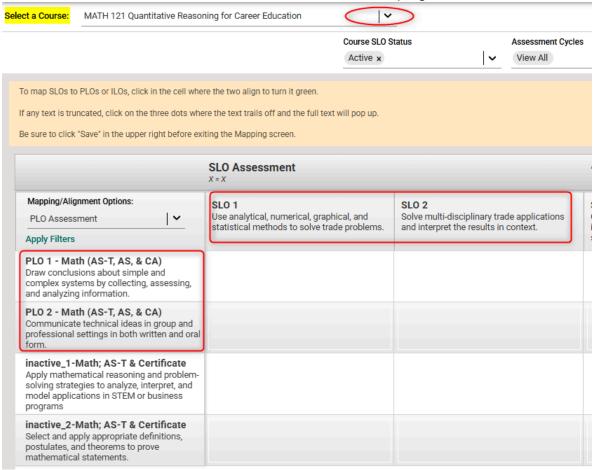
SLO Mapping

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.

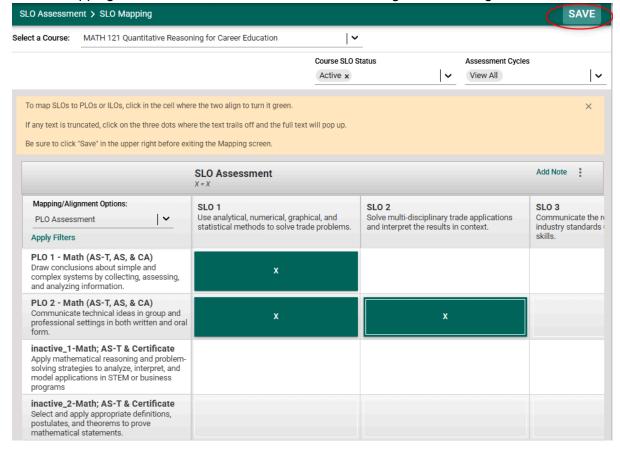
1. You can access SLO - PLO mapping by selecting "SLO Assessment" from the main menu and then selecting "SLO Mapping".



2. 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.



3. 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.



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 Nuvenitve by CourseLeaf.

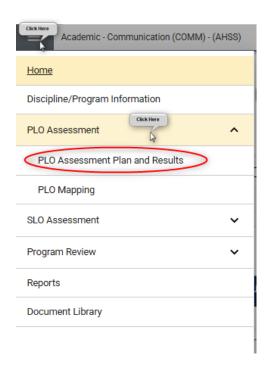
NOTE: If you have questions about your PLOs in Nuventive contact the Nuventive Admin

Add PLO Assessment Data

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

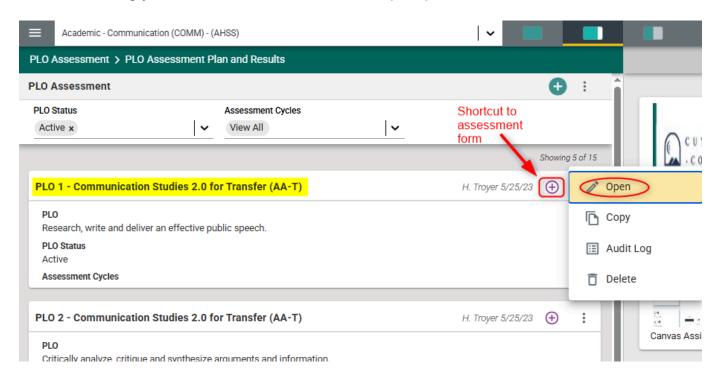


2. Select the hamburger menu on the left () and navigate to the "PLO Assessment" module to reveal the "PLO Assessment Plan and Results" and "PLO Mapping" sections. Select "PLO Assessment Plan and Results".

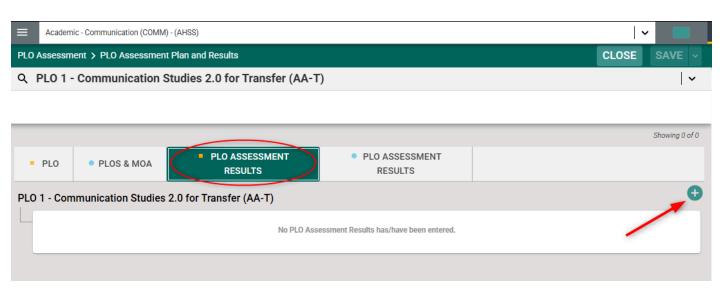


3. The PLOs for each degree/certificate are separated into cards. Navigate to the PLO you are looking to assess (ex: PLO 1), confirm the PLO statement matches the PLO statement you are assessing, select the ellipsis on the right-hand side (:), and select

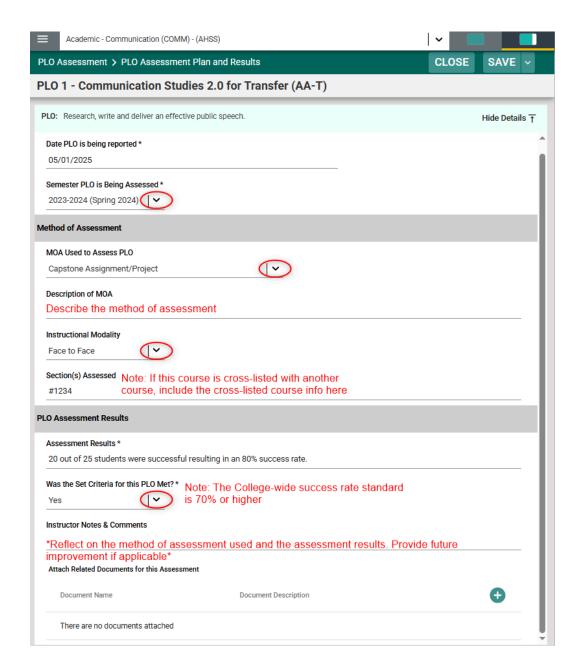
"open" to open the card for that SLO. OR use the purple plus sign as a shortcut to begin adding your PLO assessment data and skip step 4.



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



5. Begin entering your assessment and assessment result information.



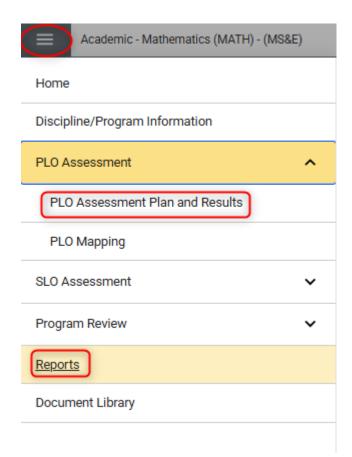
- Review Steps 8-10 of "Add SLO Assessment Data" to upload supporting PLO assessment Documents.
- 7. When you have completed the assessment form and uploaded any attachments, select Save & Close in the top right corner.
- 8. Your new entry(s) will appear under the "Summary of Results" tab. Select "Close"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

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

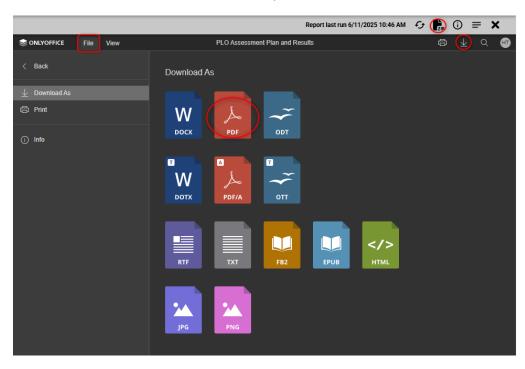
PLO Reporting

The PLO Report can be accessed in two different locations:

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



- 1. Once you have navigated to the Reports files in one of the two locations, *u*se the filters to update your report criteria, and then select "Run Report".
- 2. 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.

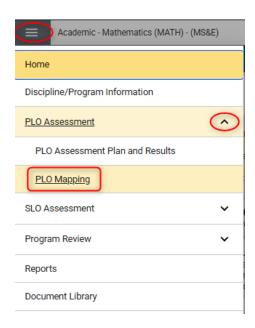


PLO Mapping

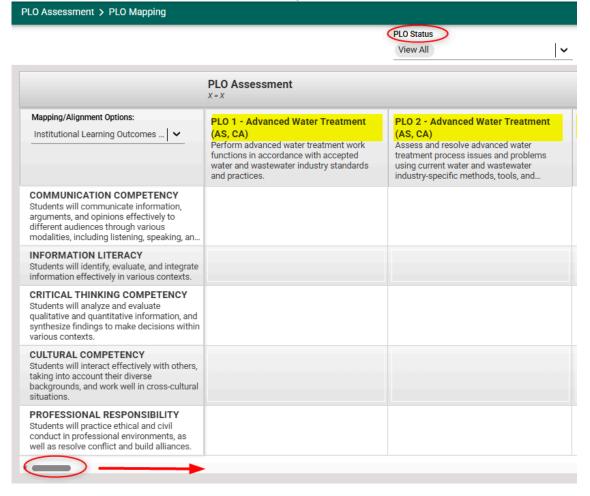
A person or persons designated by each department will be able to map PLOs to ILOs. To get more information about who the designated person is for your department, please contact your

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.

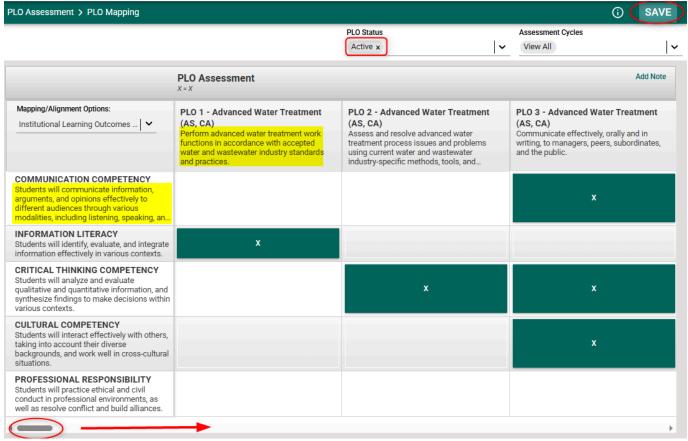
1. You can access PLO - ILO mapping by selecting "PLO Assessment" from the main menu and then selecting "PLO Mapping".



 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.



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.

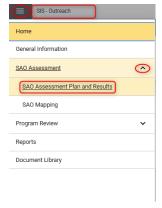


SERVICE AREA OUTCOMES (SAOs)

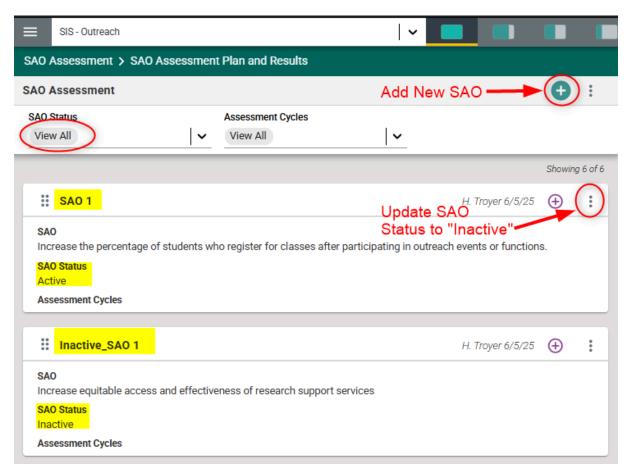
Update Service Area Outcomes

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.

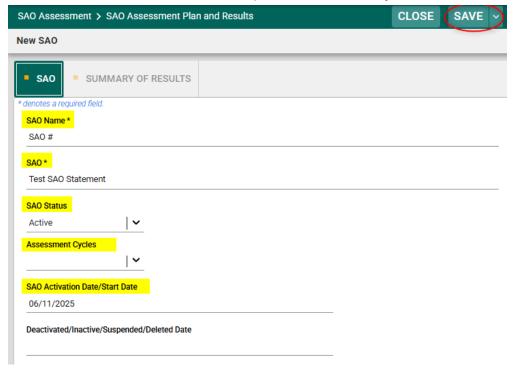
 Once you have selected the correct Assessment Unit (ex. Outreach) navigate to "SAO Assessment Plan and Results" from the hamburger Menu.



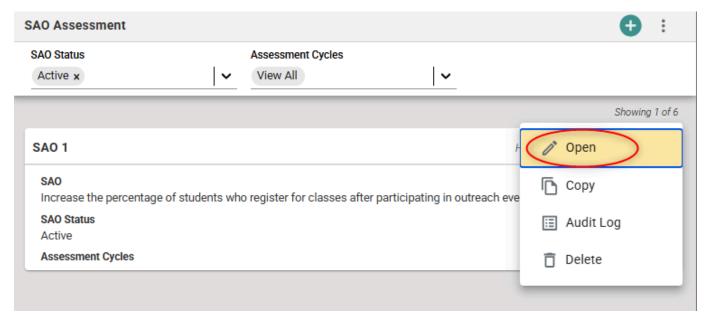
2. You can start by filtering by "SAO Status" to reveal only your "Active" SAO statements.



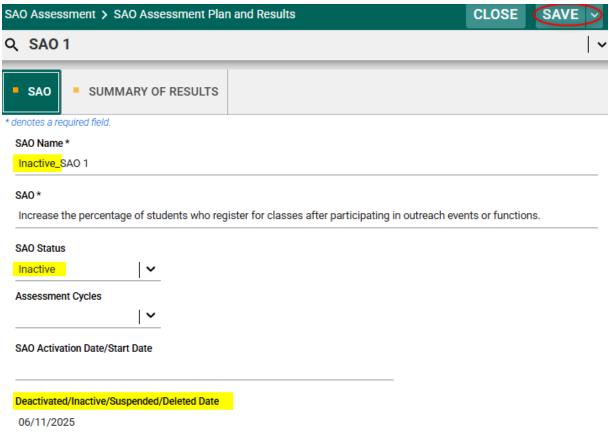
3. To add a New SAO, select the green plus sign at the top right-hand corner to reveal the "New SAO" screen and complete the necessary fields. Once completed, select "Save".



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



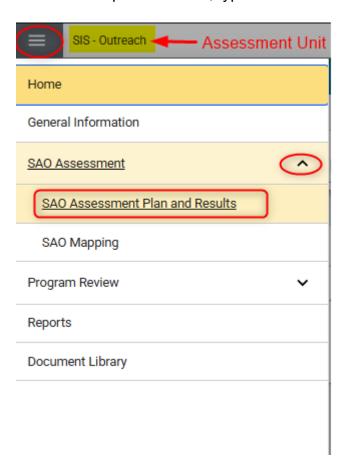
5. To update your SAO from "Active" to "Inactive", update the "SAO Name" (add the "inactive_" prefix before the SAO #), "SAO Status", and "Deactivation Date". Once complete, select "Save".



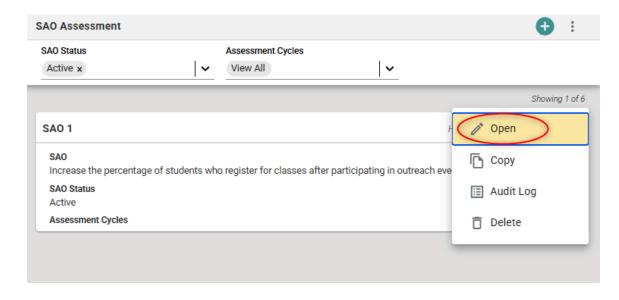
Add SAO Assessment Data

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.

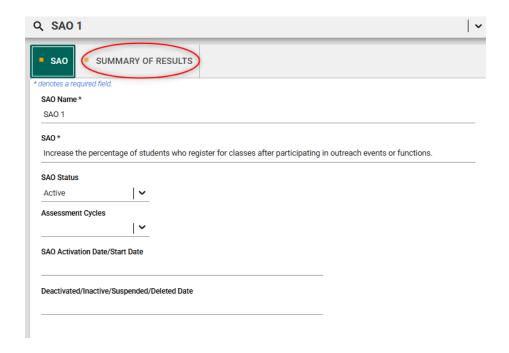
1. In the unit drop-down menu, type the name of the assessment unit you are looking for.



- 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.

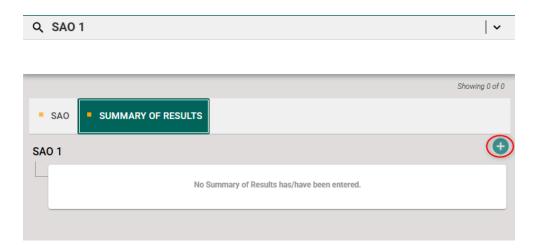


4. Navigate to the "Summary of Results" tab at the top of the card.

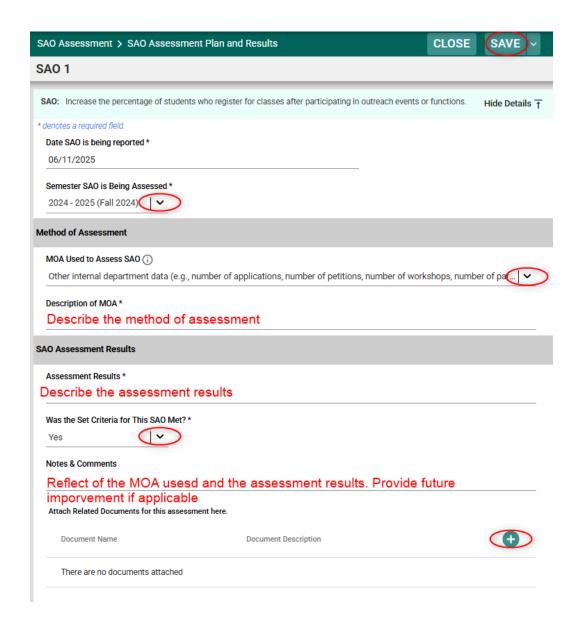


5. To add an assessment, select the green plus (+) sign.

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.



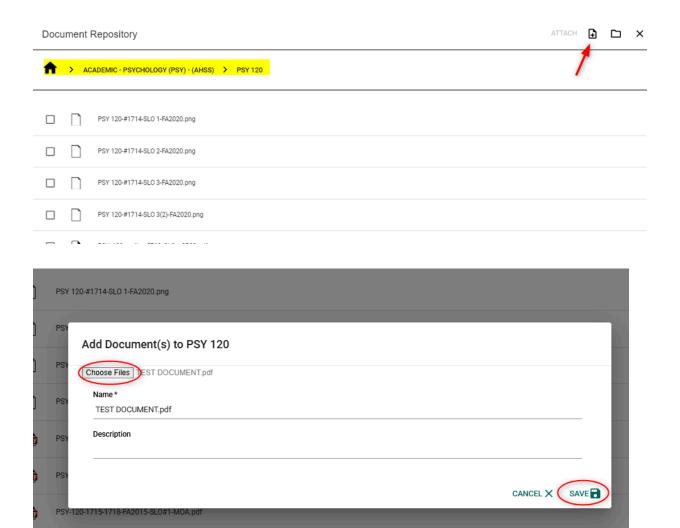
6. Begin entering your assessment and assessment result information.



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)



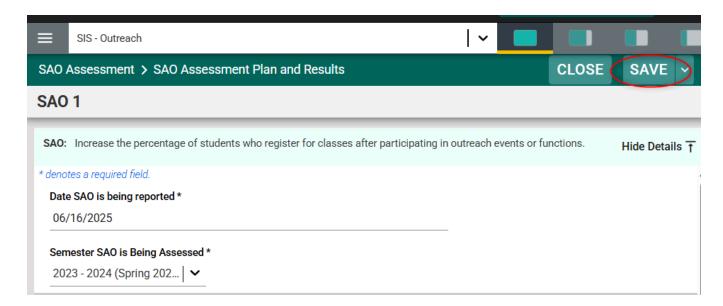
8. Navigate to your service area and select add a new file(s)



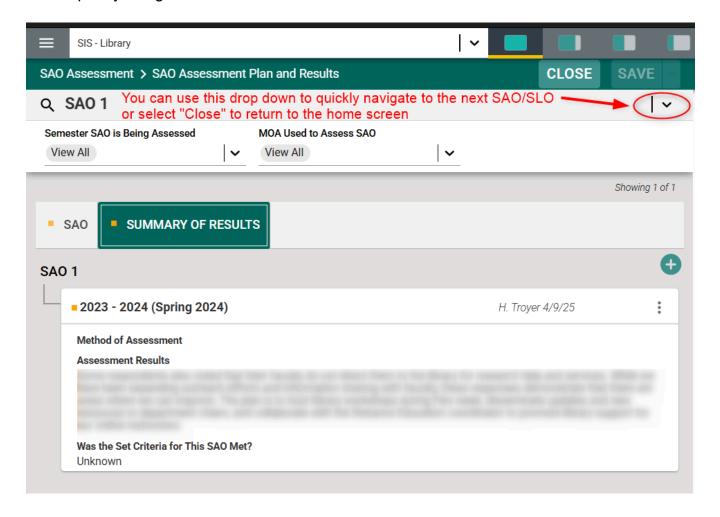
9. Once the file has been uploaded, find and select the checkbox to the left of the file name(s) and select "Attach"



10. 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.



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.



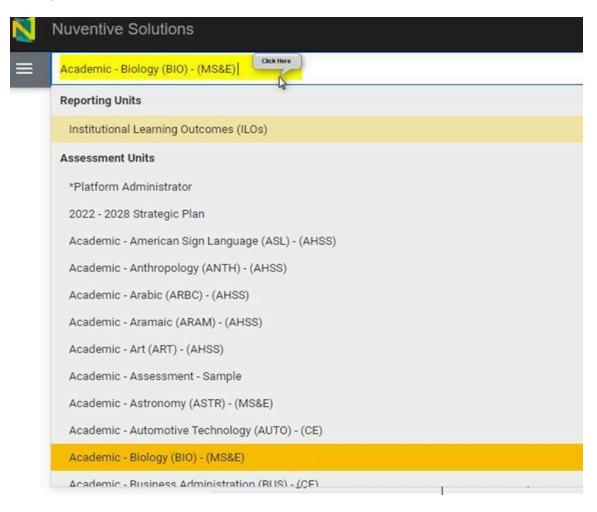
Repeat steps, 1-11 to complete the rest of your assessment entries.

PROGRAM REVIEW

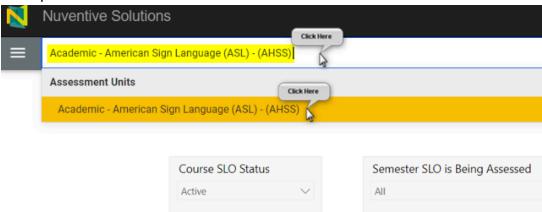
Submit a Program Review - Comprehensive or Annual Update

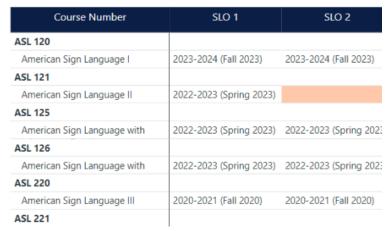
 After logging into Nuventive, select the unit drop-down in the center of the page and navigate to your assessment unit. Your drop-down may look different depending on how many units you have been assigned. Example 1 shows a user who has access to multiple units and example 2 shows a user with access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

Example 1:

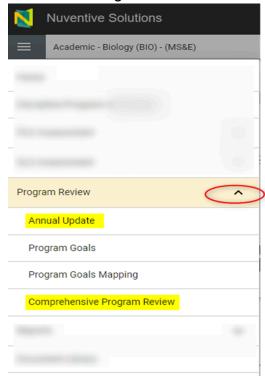


Example 2:

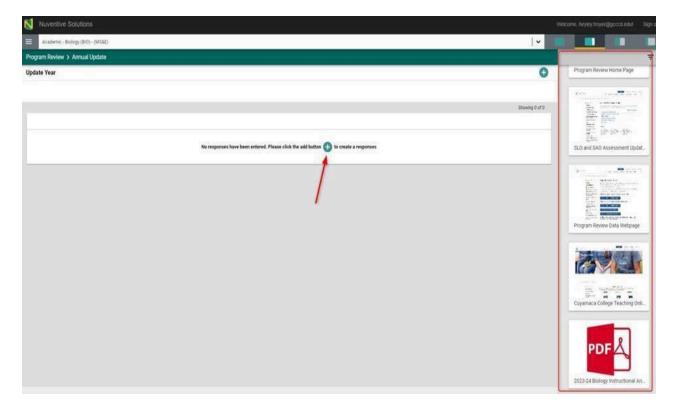




2. Then open the hamburger menu and navigate to the Program Review Section. Based on the Program Review Schedule, you will either see Annual Update or Comprehensive Program Review under the Program Review section. If you think you were assigned the incorrect program review, please contact the Program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

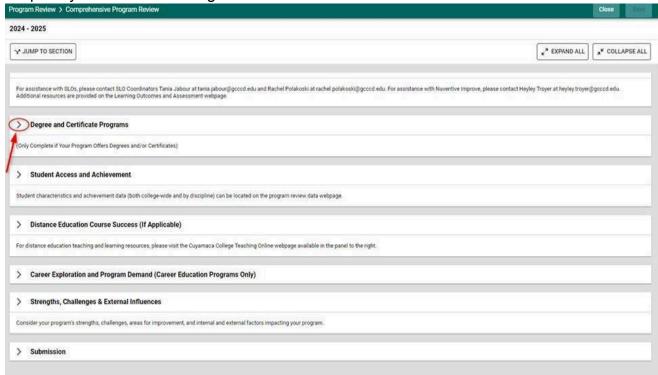


3. Once you select either Annual Update or Comprehensive Program Review, select the green plus (+) sign to open the program review (PR) template and start recording your responses. The information panel on the right-hand side supplies you with easy-to-access resources to help inform your PR, such as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

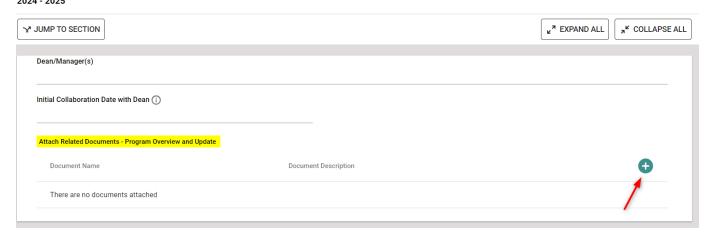


4. Select the caret/arrow symbol to display questions in that section.

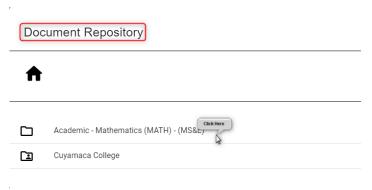
NOTE: The questions on your screen will vary depending on which Program Review template you have been assigned.



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.



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:



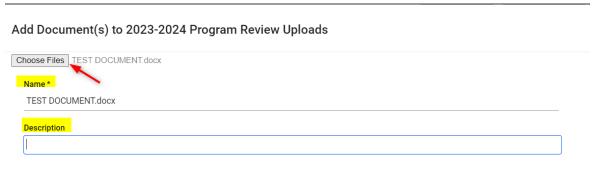
Example 2:



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

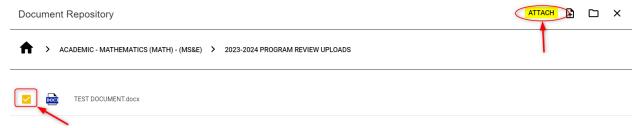


8. Select "Choose Files", select your document, and then update the file name and description fields. When finished, select Save.

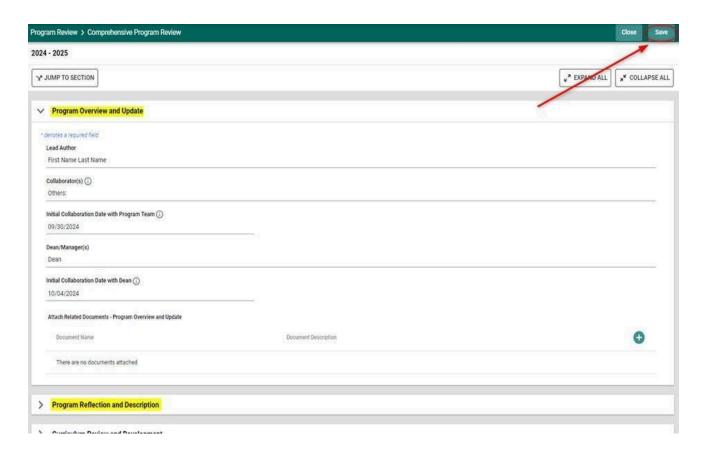




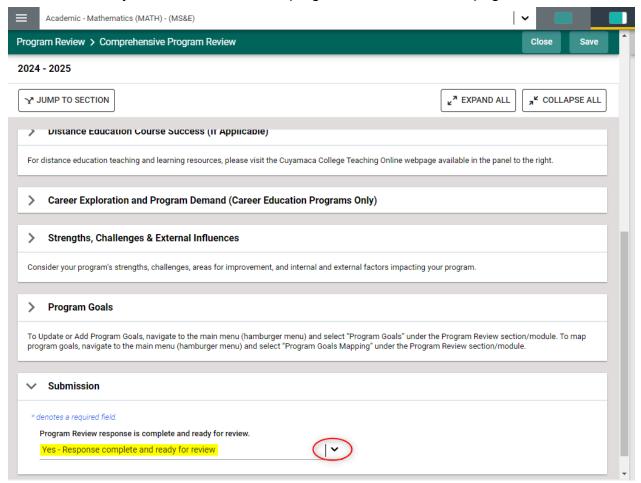
9. Once you have successfully uploaded the document to the appropriate folder, select your document by checking the box to its left and then select "ATTACH".



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.

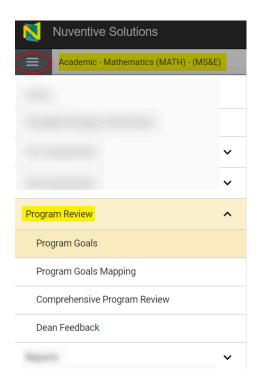


- 11. Before submitting your Program Review, Complete the "Program Goals" Section using the drop-downs provided. For more information on how to update or map program goals, visit the *Program Goals* and *Program Goals Mapping* section of this guide.
- 12. If you are ready to "Submit" your Program Review, 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.

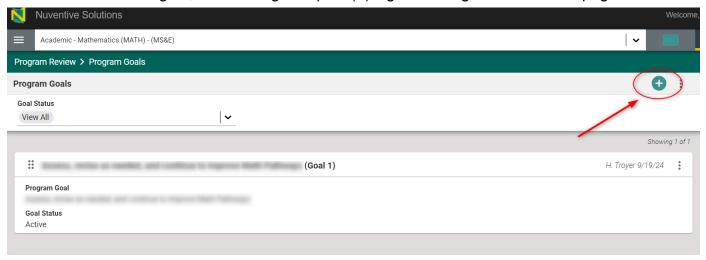


Program Goals

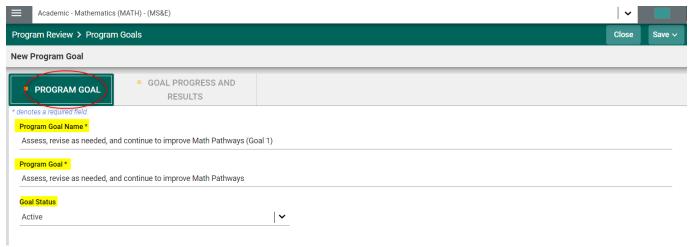
1. Program Goals are stored under the section titled "Program Goals" in the Program Review module (found in the main menu/hamburger menu). Start by selecting your assessment unit in the center unit drop-down and then navigate to the Program Goals section.



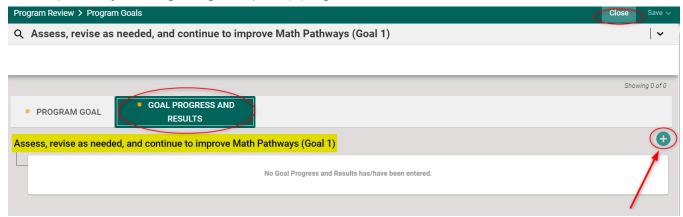
2. To add a new goal, select the green plus (+) sign in the right corner of the page.



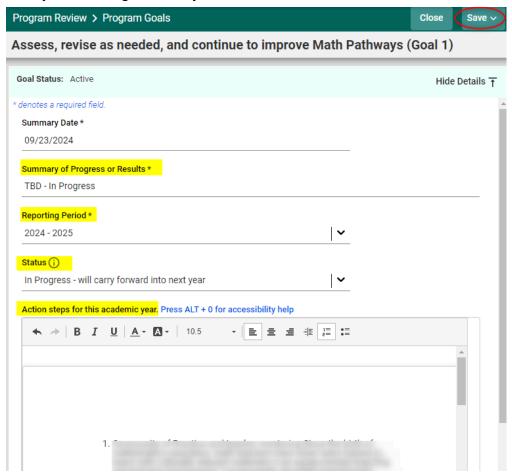
3. Under the "Program Goal" tab, Complete the fields and set the goal status to active. To proceed, select "Save" at the top right corner of the screen.



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.

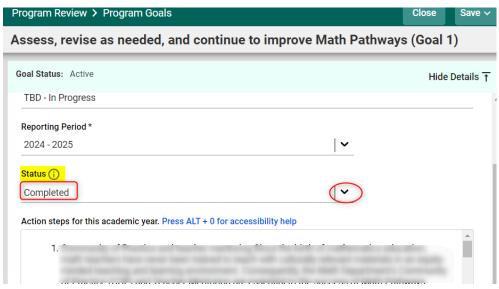


5. Complete the Goal Progress and Results fields and then select "Save" at the top right corner of the screen. You can return to this screen to update your program goals anytime throughout the year.

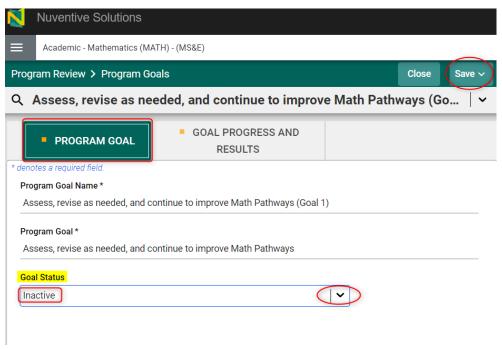


6. If you update the status of a goal to "Completed" or "Deleted" on the Goal Progress and Results tab (Example 1), return to the Program Goal tab and mark the goal as "Inactive" (Example 2).

Example 1:

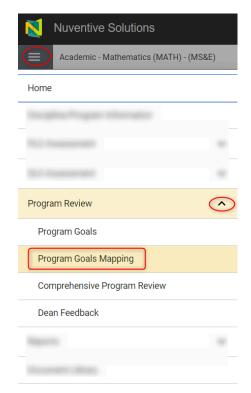


Example 2:

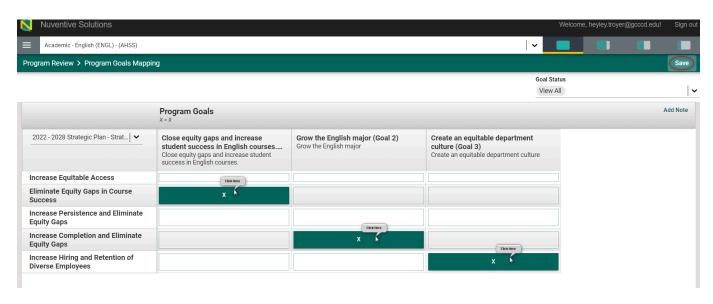


Program Goals Mapping

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

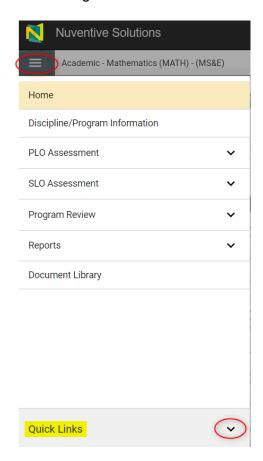


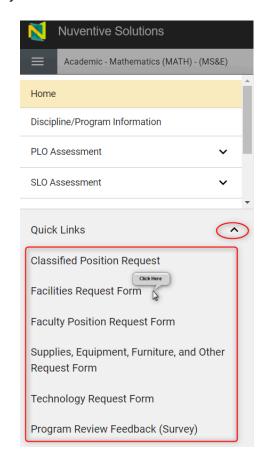
2. The goals you have entered in the Program Goals section will automatically populate in the Program Goals Mapping section. Find and select the College Strategic Goal that aligns with your program goal, then select the "Save" button in the top right corner of the page.



Resource Requests

 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.

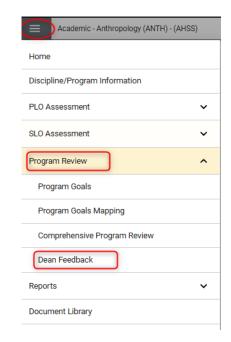


NOTE: This process is temporary until the forms are put directly into Nuventive to be completed.

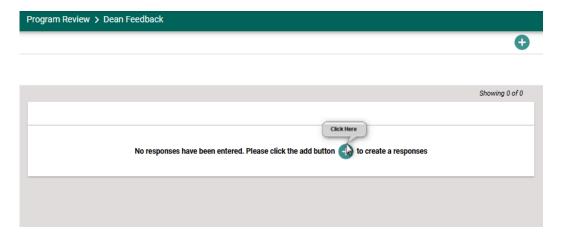
Dean Feedback

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.

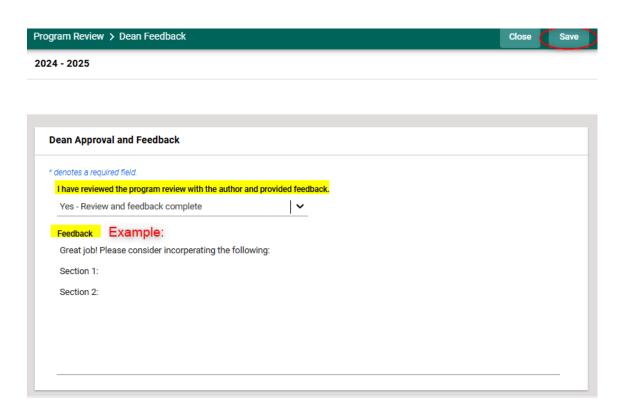
Start by navigating to the "Dean Feedback" section under Program Review.



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



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



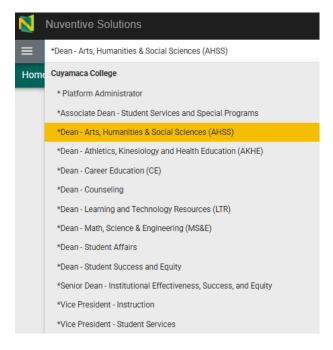
Once feedback is saved, it can be reviewed by the Program Review Authors and Faculty. To update permissions and access to any section of Nuventive, please contact your Nuventive Admin.

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.

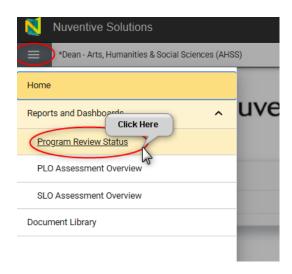
Program Review Status Dashboards (Deans & Vice Presidents)

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 (X) signifies the Program Review has been started but is incomplete.

Table 2: "No Annual/Comprehensive Response Created"

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



CONTACTS

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