

Nuventive

This guide provides step-by-step instructions for using Nuventive, A-State's assessment management platform. It is designed to support faculty and staff in entering outcomes, documenting findings, and generating reports within the Nuventive system.

As a companion to the Assessment Manual, this book focuses specifically on the software tools and workflows used during the assessment process. Each page includes a short video walkthrough and direct links to the Office of Accreditation and Assessment for support. For timelines, procedures, and institutional policies, please refer to the Assessment Knowledge Base Book.

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Chapter 1: Getting Started

Learn how to access Nuventive, navigate your workspace, and understand the basic layout and tools available. This chapter also covers how to request user access or make changes to existing permissions, ensuring your team is ready to begin entering and managing assessment data.

Logging in to Nuventive

Nuventive is accessed through A-State's centralized **Pack Portal**. This page walks you through how to locate Nuventive within the portal and what to do if you encounter login issues.

Video Tutorial

Watch: Logging In to Nuventive

This short video walks you through the login process step-by-step.

-  Announcements
-  Resources
-  Forms
-  Events & Calendars
-  Directory

Tools

...

 Banner 9 ▶

 Academics ▶

 **Campus Tools** ▼

 Argos

 eAccounts

 Emergency Text Alerts

 Faculty Book Adoptions

 Handshake (Career Services)

 Housing Portal

 Marketplace

 **Nuventive (Assessment)**

 Parking eBiz

 Private Scholarship Portal

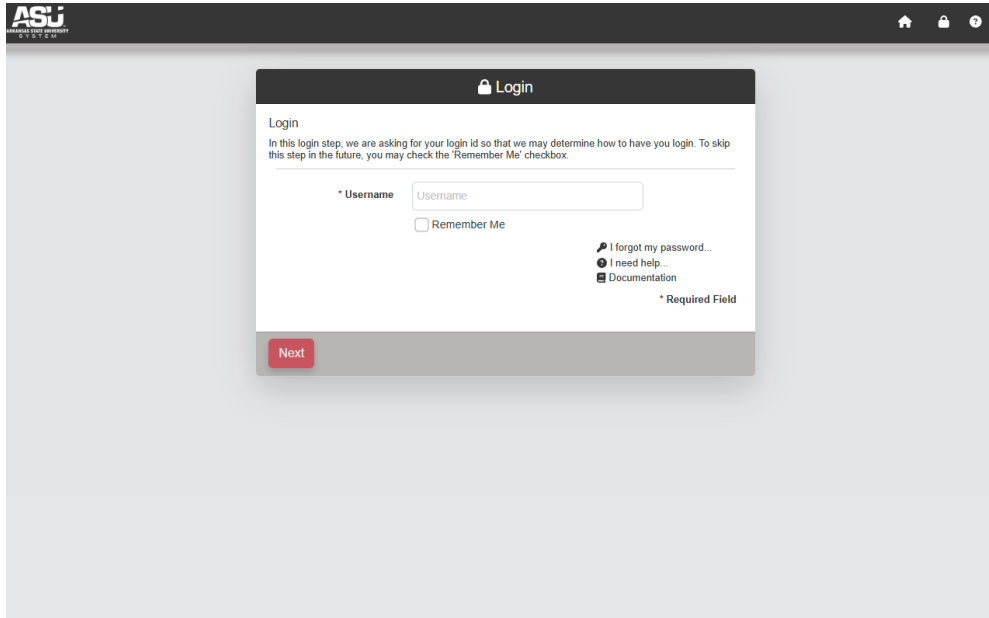
Steps to Log In

1. **Go to pack.astate.edu**

This is the university's main hub for accessing campus tools.

2. **Log in using your A-State credentials**

Enter your username and password through the university's single sign-on system.

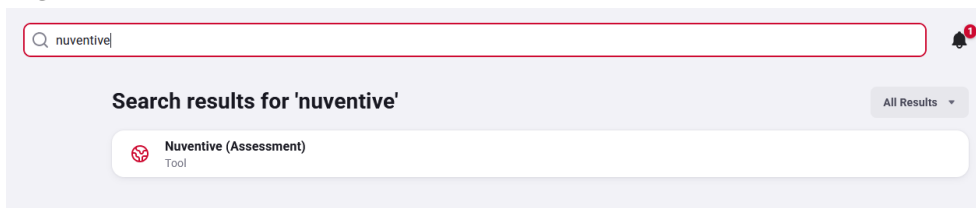


3. Find Nuventive in the left-hand menu

- Click **Campus Tools** under the **Tools** section in the left-hand navigation.
- If Nuventive isn't immediately visible, click **"Show More"** to expand the list.
- Select **Nuventive** from the expanded menu.

4. Alternatively, use the search bar

Type "Nuventive" in the search box at the top of the Pack Portal to quickly locate the tile.



Troubleshooting Access

- **Error Message in Nuventive?**



We are having a problem finding an account that matches missing email

Please refresh the page and try again.

If the issue persists, please contact your Nuventive Platform administrator.

Error Code: UA03

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[Privacy Policy](#) ***

Contact the **Office of Accreditation & Assessment:**

- Phone: (870) 972-2989
- Location: Room 610, Dean B. Ellis Library
- Email: klee@astate.edu

• **Issues Logging into Pack Portal?**

Contact the **ITS Help Desk:**

- Phone: (870) 972-3933
- Email: itshelpdesk@AState.edu

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Adding or Deleting Users

Adding or deleting users in **Nuventive** requires coordination with the **Office of Accreditation and Assessment**. This page explains what information you need to provide and the types of permissions available.

Video Tutorial

Watch: Adding or Deleting Users

This short video explains the process for requesting user additions or deletions.

Information Required

When requesting to add or delete a user, provide:

- **Last Name**
 - **First Name**
 - **A-State Email Address**
 - **Name of every workspace** the user should be added to
 - **Role and permissions** the user should receive
-

Roles and Permissions by Workspace

Academic Department and College Dashboards

- **Full Access**

Academic Programs

- **Assessment Access - Faculty**
- **Assessment Leader**

- **External Reviewer Access** (for program accreditors)
- **Full Access**
- **PAR Form** (for peer review)
- **Read Only**

Accreditation Standards

- **Full Access**

Auxiliary Assessment

- **Full Access**
- **Read Only**

Co-curricular Assessment

- **Full Access**
- **Read Only**

Discover 2025 Executive View

- **Full Access**
- **Read Only**

Extracurricular Assessment

- **Full Access**
- **Read Only**

General Education Quadrennial

- **Assessment Access (Read Only Feedback)**
- **Feedback Access (Read Only Assessment Forms)**
- **Full Access (Assessment and Feedback)**

Platform Administrator

- **Canvas Analytics**

Strategic Plan – Discover 2025

- **Full Access**
- **Reviewer Access**

“ **Note:** These roles and permissions apply across all spaces, including accreditation and co-curricular workspaces.

Need Help?

Contact the **Office of Accreditation and Assessment**:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: assessment@astate.edu

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Accessing Your Workspace

After logging into Nuventive through the Pack Portal, you'll be directed to your personalized workspace. This is where you enter assessment data, upload documents, and manage program-level information. Most users will only have access to one workspace, but some may see multiple options depending on their role.

Video Tutorial

Watch: Accessing Your Workspace

This video walks you through how to locate and enter your assigned workspace in Nuventive.

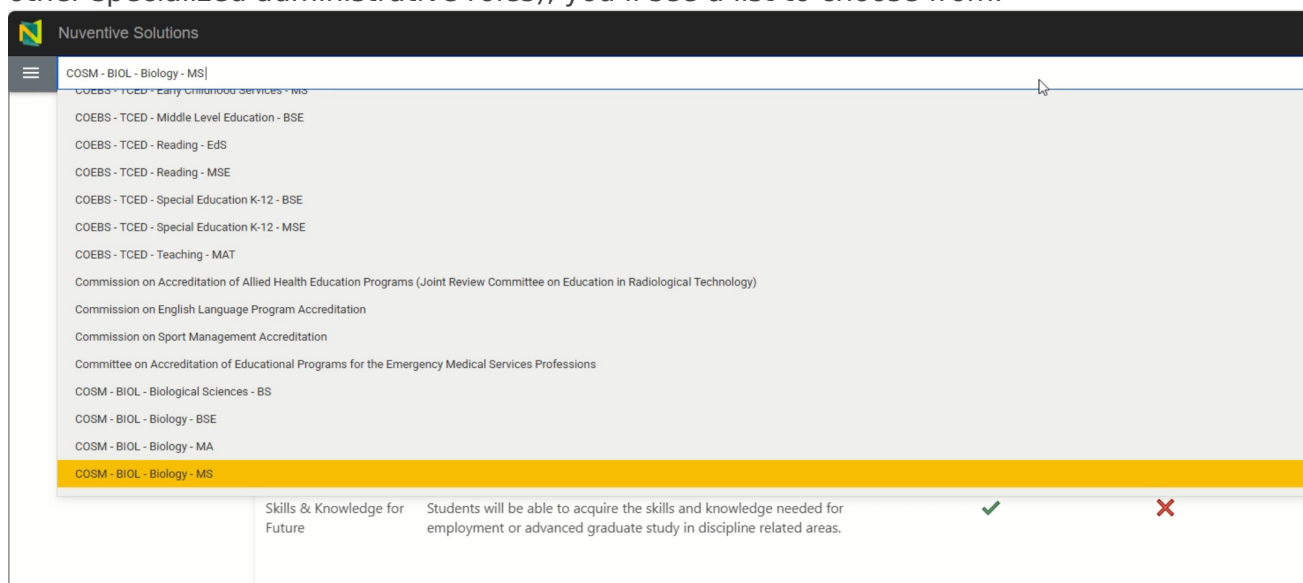
Steps to Access Your Workspace

1. Log in to Nuventive via pack.astate.edu

Follow the login instructions from the Logging In to Nuventive page.

2. Once Nuventive opens, look for the workspace selection screen

- If you only have one workspace, it will open automatically.
- If you have access to multiple workspaces (e.g., college, department, program, or other specialized administrative roles), you'll see a list to choose from.



3. Click the name of the workspace you want to enter

- Workspaces are typically named by department, program, or role.
- If you're unsure which workspace to select, contact the Office of Accreditation & Assessment.

The screenshot displays the Nuventive Solutions interface for the 'Program Annual Checklist'. The top navigation bar includes the Nuventive logo, the text 'Improve Analytics', and a 'Program Annual Checklist' title. Below the navigation bar, there is a sidebar menu on the left and a main content area. The main content area features a 'Program Information' section with a 'Submitted' status, an 'End of Cycle Summary' section with a 'Submitted' status, and a table titled 'Outcomes, Methods, Findings'. The table has columns for 'Outcome Short Name', 'Outcome Description', 'Outcome has Active Assessment Method(s)', 'Each Active Assessment Method has Findings', and 'Outcome has at least one Course Alignment'. The table lists three outcomes: 'Communication: Written & Oral', 'Research Design & Conducting Scientific Study', and 'Skills & Knowledge for Future'. The status for each outcome is indicated by a green checkmark or a red X.

Outcome Short Name	Outcome Description	Outcome has Active Assessment Method(s)	Each Active Assessment Method has Findings	Outcome has at least one Course Alignment
Communication: Written & Oral	Students will be able to prepare, communicate and defend original research in writing and in an oral presentation.	✓	✗	✗
Research Design & Conducting Scientific Study	Students will be able to demonstrate the importance of research by designing and conducting a scientific study.	✓	✗	✓
Skills & Knowledge for Future	Students will be able to acquire the skills and knowledge needed for employment or advanced graduate study in discipline related areas.	✓	✗	✗

Tips for Navigating Your Workspace

- The left-hand menu provides access to key sections like **Program Information**, **Documents**, and **Assessment Plans**.
- Use the breadcrumb trail at the top of the page to return to the workspace home or switch between sections.
- If you accidentally enter the wrong workspace, use the **Home** or **Workspace Selector** to return and choose again.

Need Help?

If your workspace is missing or incorrect, contact:

Office of Accreditation & Assessment: (870) 972-2989

klee@astate.edu

Room 610, Dean B. Ellis Library

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Workspace Menu Overview

The Nuventive workspace menu is your central hub for managing assessment tasks. While the layout may vary slightly depending on your role or program, most users will see a consistent set of tools for entering outcomes, uploading documents, and reviewing reports.

Video Tutorial

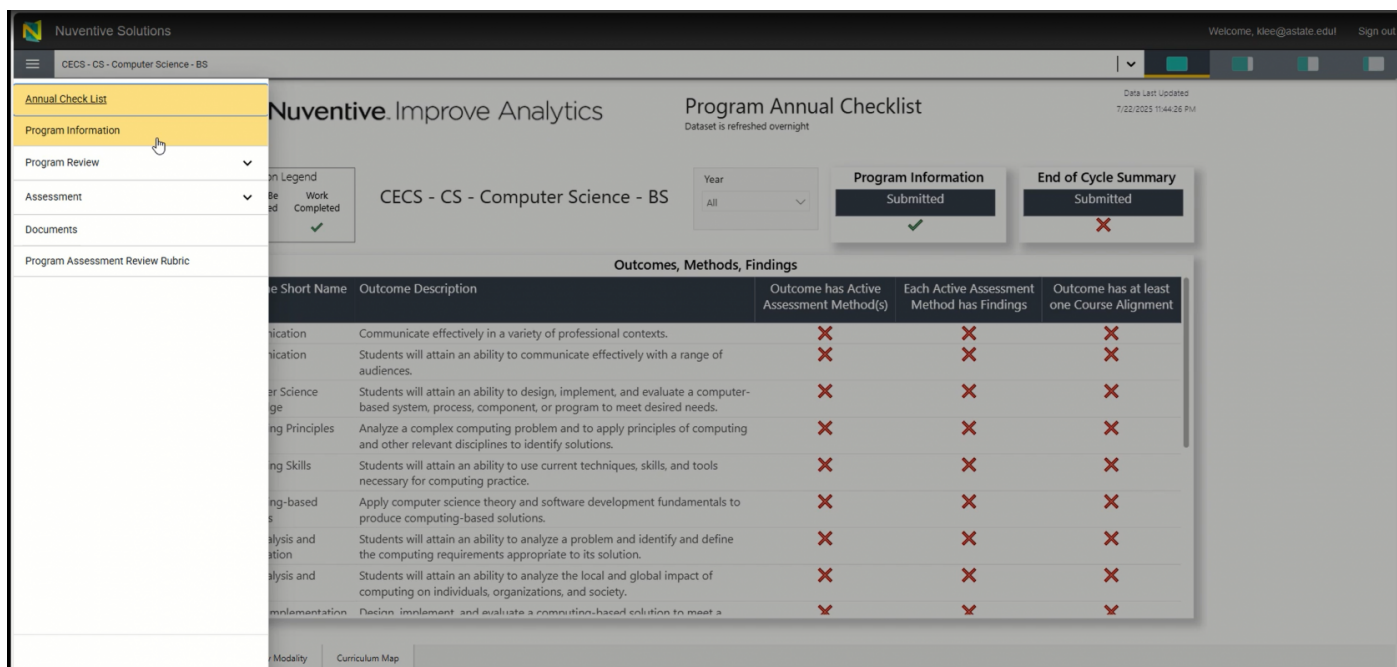
Watch: Workspace Menu Overview

This video walks you through the layout and function of each section in the Nuventive workspace menu.

Home Page Features

- **Completion Indicators**
 - Red  or green  icons show whether each section is complete.
 - These indicators update **once daily**, typically around midnight.
 - **Right-Hand Viewing Panels**
 - Toggle between layout options and access supplemental documents.
 - If the home screen appears empty, use these panels to explore additional views.
 - **Bottom-of-Screen Reports**
 - Some reports can be accessed directly from the home page using toggles at the bottom.
-

Menu Sections Explained



1. Annual Checklist

- Located at the top of the left-hand menu.
- Returns you to the workspace home page.
- Useful for tracking completion status across key sections.

2. Program Information

- Contains standing details about your program, such as mission statements and degree levels.

3. Program Review

- Used by programs **without specialized accreditation** to complete their annual review.

4. Assessment

- Where you'll spend most of your time.
- Includes:
 - **Outcomes, Methods, and Findings:** Enter and track assessment data.
 - **Mapping:** Align outcomes with courses or standards.
 - **End of Cycle Summary:** Reflect on results and plan improvements.
 - **Printable Reports:** Generate formatted reports for review or submission.
 - **Canvas:** View linked data from Canvas if applicable.
 - **Dashboards:** Visualize assessment data across departments or colleges.

5. Documents

- Archive for supplemental materials such as syllabi, meeting notes, or evidence files.
- Can be accessed from various viewing panels.

6. Program Assessment Review Rubric

- View the rubric used for peer evaluation.
- Receive feedback from reviewers directly in this section.

Tips & Support

- Use the **breadcrumb trail** at the top of the page to move between sections.
- If you accidentally enter the wrong workspace, use the **Workspace Selector** to return and choose again.
- If a section is missing, your role may not have access.
- For help with missing menu items or workspace issues, contact:

Office of Accreditation & Assessment:

(870) 972-2989

klee@astate.edu

Room 610, Dean B. Ellis Library

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Chapter 2: Building Your Assessment Plan

Prepare your Nuventive workspace for assessment reporting by entering program details, uploading documents, and defining measurable outcomes. This chapter guides you through mapping outcomes to institutional goals, creating and managing assessment methods, and documenting findings. These steps ensure your assessment process is well-organized, actionable, and aligned with university priorities.

Program Information

The **Program Information** tab stores essential details about your program, including accreditation status, review dates, and program codes. This page explains how to access and update this information.

Video Tutorial

Watch: Program Information

This short video walks you through navigating to the Program Information tab and completing the required fields.

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Steps to Access Program Information

1. **Navigate to the Program Information tab**
 - Use the **left-hand menu** in Nuventive.
 - It should be the **second option**, labeled **Program Information**.
 2. **Open or Create Program Information**
 - If you see a **green and white plus button**, click it to create your program information record.
 - If you see an existing record, you can **edit** it by:
 - Clicking the **ellipsis menu** (three dots), or
 - **Double-clicking** in the white space of the record.
-

Fields to Complete

- **Specialized Accreditor**
 - Indicate whether your program has **specialized accreditation** or **program review** (you will have one or the other, not both).
- **Accreditor Name**
- **Last Accreditation Date**
- **Next Anticipated Accreditation Visit Date**
- **Last Program Review** (if applicable)

- **Next Program Review** (if applicable)

“ Program reviews apply to programs **without specialized accreditation**.

- **Classification of Instructional Programs (CIP) Code** and **Degree Code**
 - Use these Knowledge Base resources to find active codes:
 - [ADHE Degree Information and Approved Lists](#)
 - [Undergraduate Curriculum Committee](#)
 - [Graduate Council](#)
- **Notes** (optional)
- **Program Status**
 - Should be set to **Active** unless the program is in phase-out.
- **Phase-Out Details** (if applicable)
 - Notice to Student Date
 - Final Phase-Out Date

Need Help?

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Email: kleee@astate.edu

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Documents

The **Documents** section in Nuventive is where you can upload and organize files related to assessment and accreditation. It also serves as the archive for historical Taskstream data. You can create your own folder structure, similar to how you organize files on your computer.

Video Tutorial

Watch: Documents

This short video walks you through navigating the Documents section and managing files.

Steps to Access and Manage Documents

1. **Navigate to the Documents menu**
 - Use the **left-hand sidebar** in Nuventive.
 - Select **Documents** (second-to-last option).
 2. **Understand the Archive Location**
 - The top of the page shows where your documents are being archived.
 3. **Create and Organize Folders**
 - Add folders to build a structure that works for your program to keep documents organized.
 - Navigate between folders using the **breadcrumb menu** at the top.
 4. **Add Documents**
 - Click **Add Document** (or the green and white plus icon).
 - Upload files from your computer.
 - Provide a **title** and **description** if prompted.
 5. **Manage Files**
 - Move items between folders.
 - Use the **ellipsis menu** (three dots) for options like rename or delete.
-

Best Practices

- Use **clear file names** that indicate the content and date.
 - Archive **Taskstream data** here if it's not already present.
 - Store **supporting documentation** for assessment or accreditation purposes.
 - Upload **final versions** of reports and evidence to avoid confusion.
 - Check **file size and format** requirements (e.g., PDF, Word, Excel).
 - Link documents back to your workspace in **Outcomes, Methods, and Findings** when needed.
-

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Defining Program Outcomes

Program outcomes describe what students should know, do, or value upon completing a program. In Nuventive, outcomes form the foundation of your assessment plan and must be created before you can add methods or findings.

You cannot add **Methods** or **Findings** until at least one **Outcome** has been created and saved.

Video Tutorial

Watch: Defining Program Outcomes

This short video explains how to create and manage program outcomes in Nuventive.

Key Features

Accessing Outcomes

- Navigate to your program using the **selection menu**.
- From the **left-hand menu**, select **Assessment > Outcomes, Methods, and Findings**.

Creating an Outcome

- If no outcomes exist, you'll see blank fields for **Outcome Short Name** and **Outcome Description**.
 - Click the **green and white plus button** to add a new outcome.
 - Complete the following fields:
 - **Outcome Short Name:** A brief label (e.g., *Communication*).
 - **Outcome Description:** Full text of the outcome statement.
 - **Status:** Defaults to *Active* unless archiving an old outcome.
 - **Assessment Schedule:** Select the academic years for assessment.
- Institutional requirement: All outcomes must be assessed within a four-year cycle.*

- **Outcome Type:** Typically *Program-Level Outcome*.
-

Saving and Managing Outcomes

- Click **Save** in the top-right corner to finalize your outcome.
 - After saving:
 - Reorder outcomes using the **six-dot handle**.
 - Edit, copy, or delete outcomes using the **vertical ellipses (⋮)** menu.
-

Need Help?

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Email: klee@astate.edu

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Mapping Outcomes

The **Mapping** feature in Nuventive allows you to align program outcomes with university learning outcomes, curriculum courses, and (if applicable) specialized accreditors. You can complete mapping in two ways: through the **Mapping menu** or within **Outcomes, Methods, and Findings**.

Video Tutorial

Watch: Mapping

This short video walks you through both mapping options and how to align outcomes effectively.

Steps to Access Mapping

1. **Navigate to Mapping**
 - In the **left-hand menu**, go to **Assessment** → **Mapping**.
 2. **Choose a Mapping Option**
 - Under **Mapping Alignment and Options**, use the dropdown menu.
 - Options may include:
 - **University Learning Outcomes**
 - **Curriculum Mapping**
 - **Specialized Accreditor** (if applicable)
-

Alternative Mapping Access

- Navigate to **Outcomes, Methods, and Findings**.
 - Double-click an **outcome** → go to the **Outcome Alignment** tab.
 - View and edit:
 - **University Learning Outcomes**
 - **Curriculum Map**
 - This view is more granular, focusing on a single outcome.
-

University Learning Outcomes Mapping

- Align each **program outcome** to one or more **university learning outcomes** listed on the left.
 - Use the **Contributes** option to indicate alignment.
 - Click **Save** when finished.
-

Curriculum Mapping

- Ensure all **program courses** are listed on the left.
- If courses are missing or incorrect:
 - Click the **vertical ellipses** → **Assign Courses**.
 - Search and select courses from Banner.
 - Click **Save** and **Close**.
- Return to the curriculum map and use the **key at the top**:
 - **I** = Introduced
 - **R** = Reinforced
 - **M** = Mastered
 - **A** = Assessed
- Apply the most accurate designation for each **course-outcome combination**.

Tip: Only **A (Assessed)** should appear more than once in a category.

Specialized Accreditor Mapping

- If your program has specialized accreditation, follow the same process as above for mapping outcomes to accreditor standards.
-

Note: Accurate mapping not only aligns your outcomes with institutional goals—it also powers dashboard visualizations and supports reporting tools in later stages of the assessment cycle.

Need Help?

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Creating and Managing Assessment Methods

Assessment methods describe how you will measure each program outcome. In Nuventive, methods ensure that your outcomes are supported by clear, measurable strategies for collecting evidence of student learning.

You cannot add **Methods** or **Findings** until at least one **Outcome** has been created and saved.

You cannot add **Findings** until at least one **Method** has been created and saved for the **Outcome**.

Video Tutorial

Watch: Documenting Assessment Methods

This short video explains how to create and manage assessment methods in Nuventive.

Key Features

Accessing Methods

- Navigate to your program using the **selection menu**.
- From the **left-hand menu**, select **Assessment > Outcomes, Methods, and Findings**.
- If no outcomes exist, you must create at least one before adding methods.

Creating a Method

- Open the outcome you want to assess by:
 - Double-clicking the outcome name, or
 - Using the **vertical ellipses (⋮)** menu on the right.

- Select the **Methods** tab.
 - Click the **green and white plus button** to add a new method.
 - Complete the following fields:
 - **Assessment Method Short Name:** A brief label (e.g., *Direct Measure*).
 - **Assessment Method Description:** Full explanation of the method, including measurable targets (e.g., *80% of students score 4 or higher on the presentation rubric*).
 - **Status:** Defaults to *Active* unless archiving an old method.
 - **Attach a Tool:** Use the **green and white plus button** to upload supporting materials (e.g., assignment instructions, rubrics).
-

Saving and Managing Methods

- Click **Save** in the top-right corner to finalize your method.
 - After saving:
 - Review the breadcrumb trail at the top to confirm the method is linked to the correct outcome.
 - Edit or delete methods using the **vertical ellipses (⋮)** menu.
-

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Documenting Findings

Findings document the results of your assessment activities and indicate whether your program met its established targets. In Nuventive, findings also include analysis, reflection, and action planning for continuous improvement.

You cannot add **Findings** until at least one **Method** has been created and saved for the **Outcome**.

Video Tutorial

Watch: Recording Findings

This short video explains how to enter findings and interpret results in Nuventive.

Key Features

Accessing Findings

- Navigate to your program using the **selection menu**.
- From the **left-hand menu**, select **Assessment > Outcomes, Methods, and Findings**.
- Open the outcome you want to report on by:
 - Double-clicking the outcome name, or
 - Using the **vertical ellipses (⋮)** menu on the right.
- Select the **Findings** tab.

Creating a Finding

- Click the **green and white plus button** to add a new finding.
- Complete the following fields:
 - **Overview:** Summarize the results of your assessment.
 - **Target Met?:** Indicate whether the target was met, exceeded, or not met.
 - **Reporting Period:** Select the academic year for which you are reporting.

- **Multiple Modalities:** Indicate whether results represent multiple program modalities (e.g., hybrid vs. fully online).
 - **Student Counts:** Enter the number of students assessed and the number who met the target.
 - **Analysis and Reflection:** Provide interpretation of results and implications for improvement.
 - **Action Plan:** Outline steps for addressing findings.
 - **Evidence (Optional):** Upload supporting documentation.
-

Saving and Managing Findings

- Click **Save** in the top-right corner to finalize your finding.
 - After saving:
 - Review the breadcrumb trail at the top to confirm the finding is linked to the correct outcome and method.
 - Edit or delete findings using the **vertical ellipses (⋮)** menu.
-

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Chapter 3: Dashboards and Visualization

Explore how to view and interpret data through dashboards tailored to colleges, departments, specialized accreditors, and Canvas-integrated courses. These visual tools help track progress, monitor student success, and identify areas for improvement across multiple levels of assessment.

College Dashboards

The **College Dashboard** provides assessment administrators with a high-level view of program progress within their college. It includes tools for monitoring assessment activity, running reports, and managing documentation.

Video Tutorial

Watch: College Dashboard

This short video explains how to navigate the college-level dashboard and use its features.

Key Features

1. **Dashboard Access**

- In the **left-hand menu**, select **Dashboard**, then choose your college from the dropdown menu.

2. **Program Annual Checklist**

- Displays all programs within your college and their progress in the assessment process for the selected academic year.
- Notes about the administrative dashboard appear at the bottom of this menu.

3. **Reports**

- Run reports to view:
 - Current users
 - Co-curricular programs attached to your college
 - Program outcomes by modality
- Export reports at any time.
- If you need a report that isn't available, contact the **Office of Accreditation and Assessment** to request it.

4. **Printable Reports**

- Access printable report options directly from the dashboard.

5. **Document Library**

- Any files added to the **college dashboard documentation** will be accessible to all programs under your college in Nuventive.
-

Need Help?

Contact the **Office of Accreditation and Assessment**:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

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Department Dashboards

The Department Dashboard provides department chairs and program coordinators with a consolidated view of all programs within their department. It includes tools for monitoring assessment progress, running reports, and sharing documentation.

Video Tutorial

Watch: Department Dashboard

This short video explains how to navigate the department-level dashboard and use its features.

Key Features

Dashboard Access

- In the left-hand menu, select **Dashboard**, then choose **Department Dashboard** from the dropdown list.
 - Select your department to view all associated programs.
-

Program Annual Checklist

- Displays all programs within your department and their progress in the assessment process for the selected academic year.
 - Provides an overview of completion status rather than listing individual outcomes.
 - Updates nightly, so data reflects activity as of the previous day.
-

Reports

- Run reports to view:
 - Program progress by academic year
 - Current users associated with your department
- Export reports at any time for offline review.

- If you need a report that isn't available, contact the **Office of Accreditation and Assessment** to request it.
-

Printable Reports

- Access printable report options directly from the dashboard for comprehensive overviews of all programs in your department.
-

Document Library

- Any files added to the department dashboard documentation will be accessible to all programs under your department in Nuventive.
 - Use this space for shared resources, templates, or departmental guidelines.
-

Need Help?

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Specialized Accreditor Dashboards

The Specialized Accreditor Dashboard allows programs with specialized accreditation requirements to manage and update their accreditation standards within Nuventive. This dashboard is designed to help programs maintain compliance and streamline reporting for accrediting bodies.

Video Tutorial

Watch: Specialized Accreditor Dashboard

This short video explains how to navigate the specialized accreditor dashboard and edit accreditation standards.

Key Features

Accessing the Accreditation Workspace

- Use the **drop-down menu** at the top of the screen to toggle to the appropriate **accreditation workspace**.
 - This may take you to a home screen before accessing standards.
-

Accreditation Standards

- In the **left-hand menu**, select **Accreditation Standards**.
 - You will see all standards associated with your specialized accreditor.
 - If your accreditor's standards are missing, contact the **Office of Accreditation and Assessment** for assistance.
-

Editing Standards

- To edit a standard:
 - Double-click in the white space of the standard, **or**
 - Use the **vertical ellipses** (;) menu to open and edit.
 - For large edits or a full overhaul of standards, contact the **Office of Accreditation and Assessment** for support.
-

Need Help?

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Canvas Dashboards

The **Canvas Dashboards** in Nuventive provide detailed visualizations of student performance data at the course and assignment level. These dashboards allow you to analyze results for courses included in your curriculum map and support evidence-based reporting in your assessment process.

Video Tutorial

Watch: Canvas Integration

This short video explains how to access Canvas dashboards and use them to support assessment reporting.

Steps to Access Canvas Dashboards

1. **Navigate to Canvas Dashboards**
 - In the **left-hand menu**, go to **Assessment** →
 - **Canvas Assignment Dashboard**, or
 - **Canvas Outcomes Dashboard**.
 2. **Understand Dashboard Differences**
 - **Assignment Dashboard:** Displays courses in your curriculum map where faculty are actively grading in Canvas.
 - **Outcomes Dashboard:** Displays courses in your curriculum map where faculty have mapped outcomes in Canvas.
 3. **Filter and View Data**
 - Use filters for **term**, **modality**, **course**, **section**, and **assignment title**.
 - Review the **student success spread** for selected items.
 4. **Capture and Use Data**
 - Take a **screenshot** of the dashboard if needed.
 - Insert the screenshot into **Outcomes, Methods, and Findings**, specifically in the **Findings** section.
-

Additional Access Point

- You can also view Canvas dashboards from inside **Outcomes, Methods, and Findings** by expanding the **right-hand side panel**.
 - Use the toggle to **hide or extend** the panel as needed while reviewing findings.
-

Related Resource

Creating and Using Outcomes in Canvas

If you're unfamiliar with how outcomes are created and mapped in Canvas, visit the [Creating and Using Outcomes in Canvas](#) page in the Learning Technology Book. This guide explains how to define outcomes, align them with assignments, and prepare your course for dashboard integration.

Need Help?

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Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

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Chapter 4: Reporting and Feedback

Enter assessment results, generate printable reports, and review feedback from rubrics and committees. This chapter supports continuous improvement through structured reflection and documentation of assessment practices.

Program Assessment Review and Rubric

The Program Assessment Review is conducted every two years by the Peer Review Committee to evaluate the quality of your program's assessment work in Nuventive. Using a standardized rubric, reviewers assess the clarity of learning outcomes, the appropriateness of assessment methods, the interpretation and use of results, and the documentation of action plans and resource needs. This process supports continuous improvement and helps programs align with institutional expectations.

Tip: Use rubric feedback to revise outcomes, strengthen methods, and improve documentation in future cycles.

Video Tutorials

Watch: Program Assessment Review Rubric

How to access and interpret the rubric used during the review.

Watch: Program Assessment Review

Overview of the review process and how feedback is delivered.

Accessing the Program Assessment Review Rubric

To view the rubric:

- Use the left-hand menu in Nuventive to navigate to **Program Assessment Review Rubric**

- Select the rubric from the side panel
- You can view the rubric directly in Nuventive or download a copy

The rubric covers all major sections of your assessment documentation, including:

- Program Information
- Outcomes
- Methods
- Findings
- Curriculum Mapping

You can also access the rubric from within the **Assessment Outcomes**, **Methods**, and **Findings** sections using the same side panel.

Feedback and Purpose

Once the review is complete, your program will receive feedback from the Office of Accreditation and Assessment. This includes:

- A completed rubric with scores and comments
- Highlights of strengths and areas for improvement
- Recommendations for future assessment cycles

This feedback helps ensure that:

- Assessment practices are meaningful and well-documented
 - Programs receive consistent, actionable guidance
 - Institutional standards for assessment are upheld
-

Need Help?

Contact the Office of Accreditation and Assessment:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

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Program Review Process

This page walks you through the complete **Program Review workflow** in Nuventive, including self-studies, reviewer feedback, responses, action plans, and printable reports. These steps are required for programs **without specialized accreditation** and support submission to **ADHE**.

?See: [External Academic Reviews](#) page of the Knowledge Base.

Self-Studies

Watch: Program Review Self-Studies

To begin a self-study:

- Select your program from the drop-down menu.
- Use the left-hand menu: **Program Review → Self-Studies**.
- Click the  icon to start a new self-study.
- Choose the year and begin editing each section.
- Save progress and mark completion when finished.

Tip: Use the audit log to track edits and restore previous versions if needed.

External Reviewer Feedback

Watch: Program Review External Reviewer Feedback

External reviewers receive a login link via email. Everyone else uses single sign-on.

To enter feedback:

- Select your program and go to **Program Review → External Reviewer Feedback**.
- Click  to begin a new review.
- Complete each section using the ADHD Program Review Template.
- Upload the **signed cover sheet** (required for ADHE).

- Save and close.

Tip: Cover sheets can be digitally signed or scanned and uploaded.

Response to Reviewer

Watch: Program Review Response to Reviewer

To respond to reviewer recommendations:

- Go to **Program Review → Responses to External Reviewer Recommendations**.
- Click **Add New Response**.
- Select the self-study year and enter your response.
- Set completion status and date, then save.

Tip: You can reopen and edit responses later using the three-dot menu.

Action Plans

Watch: Program Review Action Plans

To create and track action plans:

- Go to **Program Review → Action Plan**.
- Click **Add Recommendation** and enter the reviewer's suggestion.
- Add your response and select the self-study year.
- Click **Future Planned Actions** to enter your plan, timeline, responsible party, and needed resources.
- Later, add a **Progress Report** to document completion.

Tip: Use clear timelines and designate responsible individuals to ensure accountability.

Printable Reports

Watch: Program Review Printable Reports

To generate a comprehensive report:

- Go to **Program Review → Program Review Printable Reports**.
- Select the self-study year and action plan update year.
- Click **Run Report**.
- Download or print the file for submission to ADHE.

Tip: These reports include your self-study, reviewer feedback, and action plans.

Need Help?

Contact the Office of Accreditation and Assessment:

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Location: Room 610, Dean B. Ellis Library

Email: kleee@astate.edu

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General Education Outcomes Assessment

General Education Outcomes Assessment in Nuventive follows a structured process designed to support institutional goals and ensure consistency across departments. The General Education Committee sets the outcomes, and faculty assess student learning within designated General Education courses.

Tip: Use the quadrennial summary to reflect on long-term trends and provide meaningful feedback to the General Education Committee.

Video Tutorial

Watch: General Education Outcomes Assessment

How to navigate the workspace and complete assessment for General Education courses.

Navigating the Workspace

To begin:

- Use the **drop-down menu** to select your **General Education Course** and **Department**
- In the **left-hand menu**, choose **Course General Education Outcomes Assessment**

You'll also see related sections in the menu:

- **GEC Quadrennial Feedback**
- **Printable Reports**
- **Documents Library** – functions like other workspaces and stores supplemental documentation

Completing the Assessment

Once you've selected your course:

- The **General Education outcomes** should already be present in your workspace
- You do **not** need to create new outcomes—these are set by the General Education Committee
- Open the outcome using double-click or the ellipses menu
- Proceed through the assessment steps in order:
 1. **Methods**
 2. **Findings**
 3. **Quadrennial Summary**

Each step builds on the previous one—methods must be entered before findings, and findings must be entered before completing the quadrennial summary.

Quadrennial Summary

The **Quadrennial Summary** is reviewed by the General Education Committee and should reflect four years of assessment data. Use this section to:

- Provide overall feedback on student learning
- Develop a narrative based on your findings
- Reference the **General Education Quadrennial Reports** in the side panel to select your cycle and run a report

After completing your summary, be sure to **save and close**.

Need Help?

Contact the Office of Accreditation and Assessment:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

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GEC Quadrennial Feedback

The GEC Quadrennial Feedback workspace is used by the General Education Committee to review your program's General Education assessment over a four-year cycle. Feedback is provided using a standardized rubric and helps guide future improvements in teaching and assessment practices.

Tip: Review the Quadrennial Review Rubric before submitting your summary to ensure your report addresses all key areas.

Video Tutorial

Watch: GEC Quadrennial Feedback

How to access the feedback workspace and understand the review process.

Navigating the Feedback Workspace

To access the feedback workspace:

- Use the **left-hand menu** in Nuventive to select **GEC Quadrennial Feedback**
- This section is used by the **Quadrennial Review Committee** to evaluate your four-year assessment summary
- Feedback is based on the **Quadrennial Review Rubric**

Using the Rubric

The **Quadrennial Review Rubric** outlines the criteria used by reviewers to assess your report. You are encouraged to use the rubric as a guide while developing your assessment process and reporting on methods and findings.

Feedback and Notification

Once the committee has completed its review:

- You will receive feedback based on the rubric
 - A determination will be made regarding your quadrennial report
 - Notifications will be sent by both the **General Education Committee** and the **Office of Accreditation and Assessment**
-

Need Help?

Contact the Office of Accreditation and Assessment:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

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End of Cycle Summary

The **End of Cycle Summary** is a key reporting tool in Nuventive. It provides a comprehensive overview of your program's assessment work at the end of its **evaluation cycle** (every two years). This summary is reviewed by the **Peer Review Committee** and helps communicate program priorities, resource needs, and future plans to chairs, deans, and other administrators.

Video Tutorial

Watch: End of Cycle Summary

This short video explains when and how to complete the End of Cycle Summary.

Steps to Complete the End of Cycle Summary

1. **Navigate to the End of Cycle Summary**
 - In the **left-hand menu**, go to **Assessment** → **End of Cycle Summary**.
 2. **Create or Edit a Summary**
 - If you have not completed one before, click the **green and white plus button** to create a new response.
 3. **Complete the Required Sections**
 - **Executive Summary**
 - **Activities and Priorities Impact**
 - **Summary of Action Plans and Needs**
 - **Anticipated Cost of Needs**
 - **Completion Status**
 4. **Use Supporting Resources**
 - Refer to your **Program Assessment Review Rubric** and **assessment reports** to provide a comprehensive summary.
-

Purpose

The End of Cycle Summary should provide a clear picture of:

- Program priorities
- Identified needs
- Plans for moving forward

“ **Tip:** This summary should be something you could share with a **chair, dean, or administrator** to communicate program priorities and resource needs.

Need Help?

Contact the **Office of Accreditation and Assessment:**

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Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

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Printable Reports

The Printable Reports section in Nuventive allows you to generate downloadable Word documents summarizing your assessment data. These reports can be used for internal planning, accreditation documentation, or sharing with chairs, deans, and committees.

Tip: Use the report filters to narrow your results by cycle, outcome status, or method before generating your document.

Video Tutorial

Watch: Printable Reports

How to access, filter, and download assessment reports from Nuventive.

Accessing Printable Reports

To begin:

- Use the **left-hand menu** to navigate to **Assessment → Printable Reports**
- Use the **right-hand side panel** to expand the layout and view available reports

Running a Report

To generate a report:

1. **Hover over** a report to view a short description of its contents
2. **Click** the report to open filter options
3. Use the **drop-down menus** to select:
 - Active or archived status
 - Assessment cycle
 - Outcome status
 - Methods
 - Cycle

4. Click **Run Report**

The report will open as a **Word document** within Nuventive. You can then **download and edit** the file as needed.

Need Help?

If you need a custom report or encounter issues, contact the Office of Accreditation and Assessment:

Phone: (870) 972-2989

Location: Room 610, Dean B. Ellis Library

Email: klee@astate.edu

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Chapter 5: Resources and Support

This chapter brings together helpful tools, troubleshooting tips, accessibility guidance, and support contacts to assist you in using Nuventive effectively. It also includes links to related Knowledge Base books and external resources for deeper learning and institutional context. If you're unsure where to start or run into an issue, this is your go-to reference.

Nuventive Support Index

This page provides a centralized reference for troubleshooting, frequently asked questions, accessibility tips, support contacts, external Nuventive resources, and links to related Knowledge Base books. If you're unsure where to go for help or need quick answers, start here.

Troubleshooting Common Issues

Workspace Not Loading

- Try clearing your browser cache or switching to Chrome or Firefox.
- Confirm you're logged into the Pack Portal and have the correct permissions.

Missing Permissions

- Contact the Office of Accreditation and Assessment to request access or role changes.

Upload Errors

- Ensure your file name does not contain special characters.
- Try uploading from a different browser if issues persist.

Dashboard Not Displaying Data

- Confirm that your program has completed mapping and entered outcomes.
 - Dashboards may take time to update after new data is entered.
-

Frequently Asked Questions

Can I edit findings after submission?

Yes, but only during the active reporting window. Contact the assessment office if you need access outside that timeframe.

How do I know if my outcomes are mapped correctly?

Use the Mapping menu or check within the Outcomes, Methods, and Findings section. Dashboards will reflect mapped outcomes.

Who reviews my End of Cycle Summary?

The Peer Review Committee evaluates summaries using a standardized rubric every two years.

What if I have multiple workspaces?

Your role may span multiple programs. Use the workspace selector at the top of the Nuventive interface to switch views.

Accessibility Tips

- Nuventive is web-based and generally compatible with screen readers, but some dashboard visualizations may not be fully accessible.
 - Use keyboard navigation for form fields and menus.
 - When uploading documents, ensure they are accessible (e.g., tagged PDFs, alt text for images).
-

Support Contacts

Office of Accreditation and Assessment

For access issues, permissions, and assessment guidance

klee@astate.edu

870-972-2989

Center for Excellence in Teaching and Learning (CETL)

For pedagogy and instructional design support

CETL@astate.edu

870-972-2334

ITS Help Desk

For technical issues with login, browsers, or file uploads

itshelpdesk@astate.edu

870-972-3933

Nuventive Resources

- [Nuventive Resources Page](#)
Includes product sheets, videos, and white papers
- [Nuventive News](#)
Updates on partnerships and platform enhancements

Related Knowledge Base Books

- **[Assessment Book](#)**

Institutional timelines, procedures, and review processes for assessment at A-State.

- **[Canvas for Educators](#)**

Guides faculty on using Canvas to create assignments and activities that support assessment data collection.

- **[Surveys and Evaluations](#)**

Provides guidance on using survey tools, including those used for student course evaluations. These evaluations can inform future changes to improve learning outcomes.

- **[Campus Resources](#)**

Lists external tools and services provided by other university offices that support teaching, learning, and assessment.

Next Academic Year Prep

Video Tutorial

Watch: Nuventive Prep for Next Academic Year

This short video walks you through getting your workspace ready for the next academic year.