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.

Need Help?

Contact the Office of Accreditation and Assessment:
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