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.

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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