

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: kleee@astate.edu

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