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.

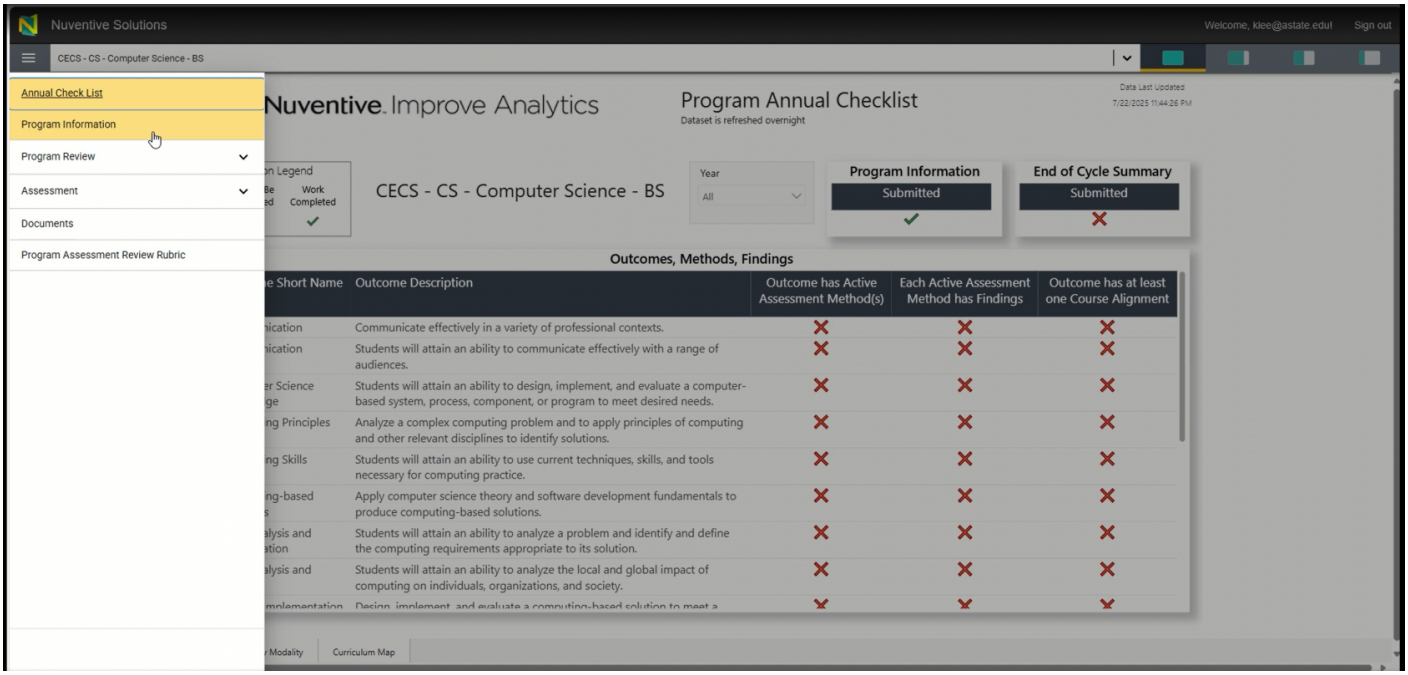
Video Tutorial

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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Revision #11
Created 2025-09-03 15:37:26 UTC by William Murry
Updated 2026-05-19 20:41:43 UTC by William Murry