

NUVENTIVE IMPROVE

USER'S GUIDE



STEPHEN F. AUSTIN STATE
UNIVERSITY

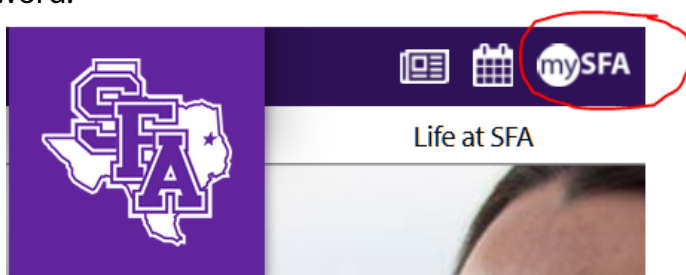
OFFICE OF
INSTITUTIONAL
EFFECTIVENESS

Ferguson Building 290
(936) 468-1038

GETTING STARTED

This guide is meant to assist Nuventive Improve users at SFA in setting up unit and program assessment plans, inputting results, and answer any questions regarding the icons and options available within the software. If you need additional assistance with the software, help in formulating objectives, assessment methods and/or criterion, please contact the office of Institutional Effectiveness (936) 468-1038.

Step 1: Go to mySFA and enter your Username and Password.



Enter your mySFA Username and Password

Username:

Password:

Warn me before logging me into other sites.

LOGIN clear

[Lookup Username?](#)
[Help with your Password?](#)
[Lookup Campus ID?](#)
[Report a Problem.](#)

Step 2: Click on the Resources tab. Then, click on the Nuventive Improve link.

STEPHEN F. AUSTIN STATE UNIVERSITY

HOME REGISTRATION ACADEMICS ADVISING BILLING FUTURE LUMBERJACKS FINANCIAL AID CAMPUS LIFE EMPLOYEE **RESOURCES** BUDGET

mySFA Home

IMPORTANT NOTIFICATIONS EMPLOYEE

COURSE EVALUATIONS AND SURVEYS

[Course Evaluations](#)
None

DINING SERVICES

[Faculty/Staff Meal Plans - Signup or Change](#)
[View Meal Plan Balance & Purchase History](#)
[Purchase Additional Dining Dollars](#)
[View Dining Dollars Balance & Purchase History](#)

INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

[Nuventive Improve](#)

SPACE SCHEDULING AND UTILIZATION

[Astra Schedule](#)
[Platinum Analytics](#)

SEARCHING FOR A UNIT PAGE

Step 3: Start entering the name of the organization or use the drop down menu. When you see the organization, you are interested in, click on it.

Nuventive Improve

ADMIN - Institutional Effectiveness > Home



Unit Planning Summary



	Objective
✓	Platform Transition
✓	A Less Invasive OSLIA
✓	OSLIA Cost Reduction
✓	OSLIA Planning
✓	OIE Messaging and Communication O...

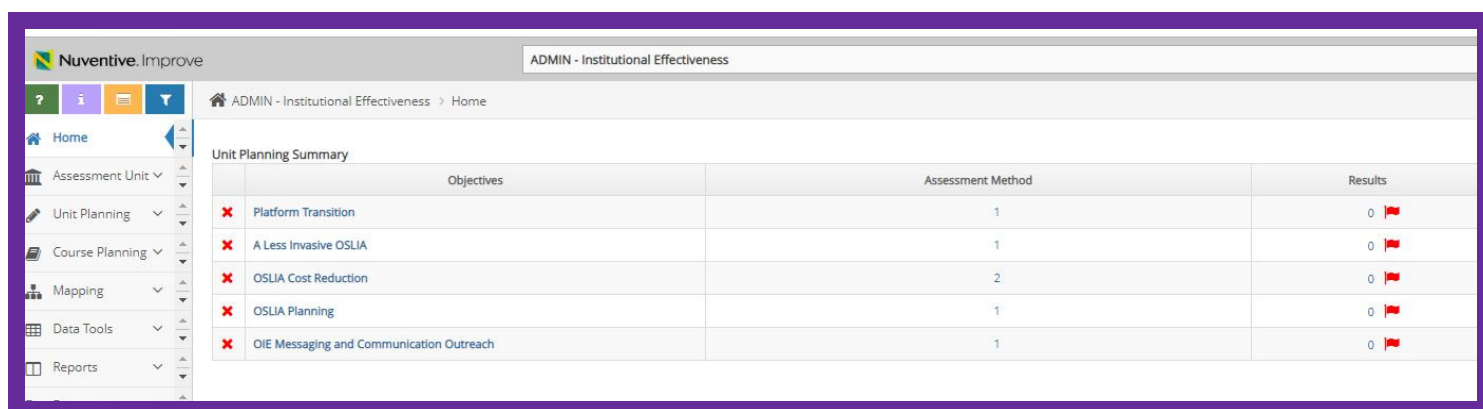
ADMIN - Institutional Effectiveness

- Admin - Employee Wellness Connection
- Admin - Enrollment Management - Academic Advising Center - Undeclared Majors & TSI
- Admin - Enrollment Management - Admissions
- Admin - Enrollment Management - Registrar
- Admin - Enrollment Management - SFA 101
- Admin - Environmental Health, Safety & Risk Management
- Admin - Example Bubble Gum Support Unit Complete
- Admin - Example Bubble Gum Support Unit Training
- Admin - Financial Aid
- Admin - General Counsel
- Admin - Health Services
- Admin - Housing & Residence Life
- Admin - Human Resources
- Admin - Information Technology Services
- ADMIN - Institutional Effectiveness**

UNIT HOME PAGE


You will initially see the unit home page. The home page gives you a basic compliance status of reporting. ****Caveat - The "as of" reporting date is set by the IE office and changes throughout the day based on office workflows. You may see a red  or a red flag .**

The  indicates that reporting requirements have not been met, and the  indicates what information is missing in the report. (The "as of" dates for the screenshot example below were set for 2018-2019. the current reporting period for which reporting is not due yet.)

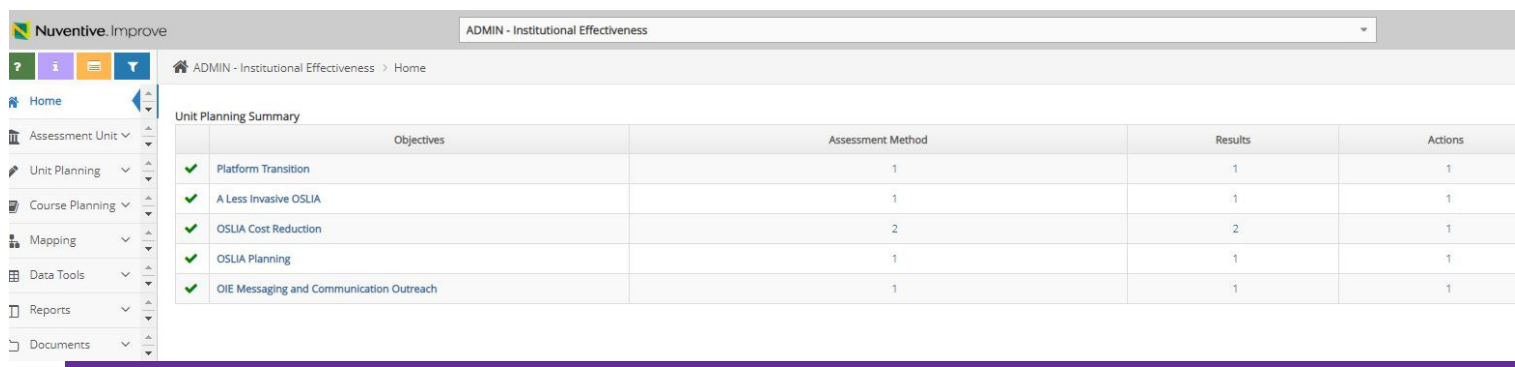


The screenshot shows the 'Unit Planning Summary' table in the Nuventive.Improve system. The table has four columns: Objectives, Assessment Method, Results, and an unlabeled column for status. The status column contains red X icons and red flag icons.

Objectives	Assessment Method	Results	Status
Platform Transition	1	0	Red X
A Less Invasive OSLIA	1	0	Red Flag
OSLIA Cost Reduction	2	0	Red Flag
OSLIA Planning	1	0	Red Flag
OIE Messaging and Communication Outreach	1	0	Red Flag

A green check  indicates that reporting for that objective is complete for the current "as of" year. This may not be the current year based upon what the IE staff is working on. Moving forward, we will have an improved compliance reporting capability that is not dependent on what the IE office is working on.

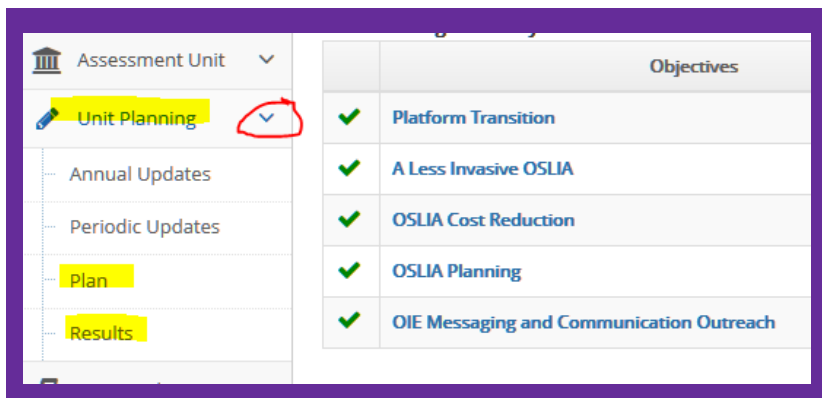
The "Home" or Unit Planning Summary view provides the objective title, the number of methods used to assess attainment of the objective, the number or results entered (each method should have a result), any action plans and follow-up actions to close the loop.



The screenshot shows the 'Unit Planning Summary' table in the Nuventive.Improve system. The table has five columns: Objectives, Assessment Method, Results, Actions, and an unlabeled column for status. The status column contains green check icons.

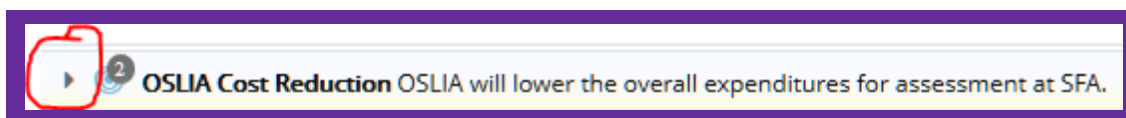
Objectives	Assessment Method	Results	Actions	Status
Platform Transition	1	1	1	Green Check
A Less Invasive OSLIA	1	1	1	Green Check
OSLIA Cost Reduction	2	2	1	Green Check
OSLIA Planning	1	1	1	Green Check
OIE Messaging and Communication Outreach	1	1	1	Green Check

ADDING AND EDITING UNIT OBJECTIVES

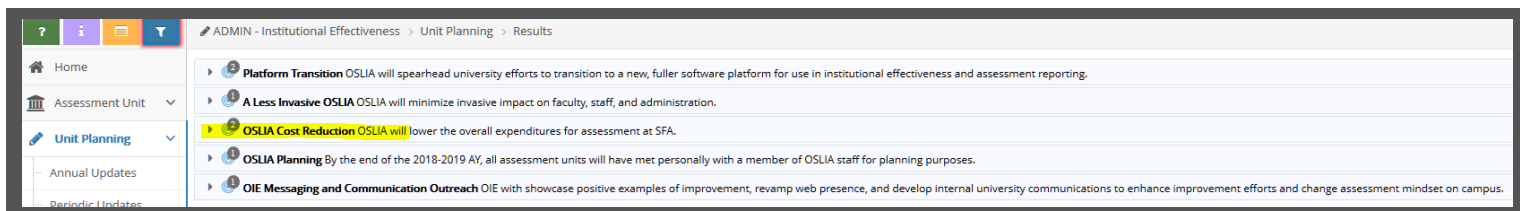


Step 4: Click on Unit Planning on the left side of the screen to access the Unit Planning menu. Currently, we do not use Annual Updates or Periodic Updates. Clicking on Plan allows you to view the objectives in detail and the assessment methods used to measure the accomplishment of the objective. Clicking on Results provides the annual results of the assessment of each objective, the actions, and the follow-up comments.

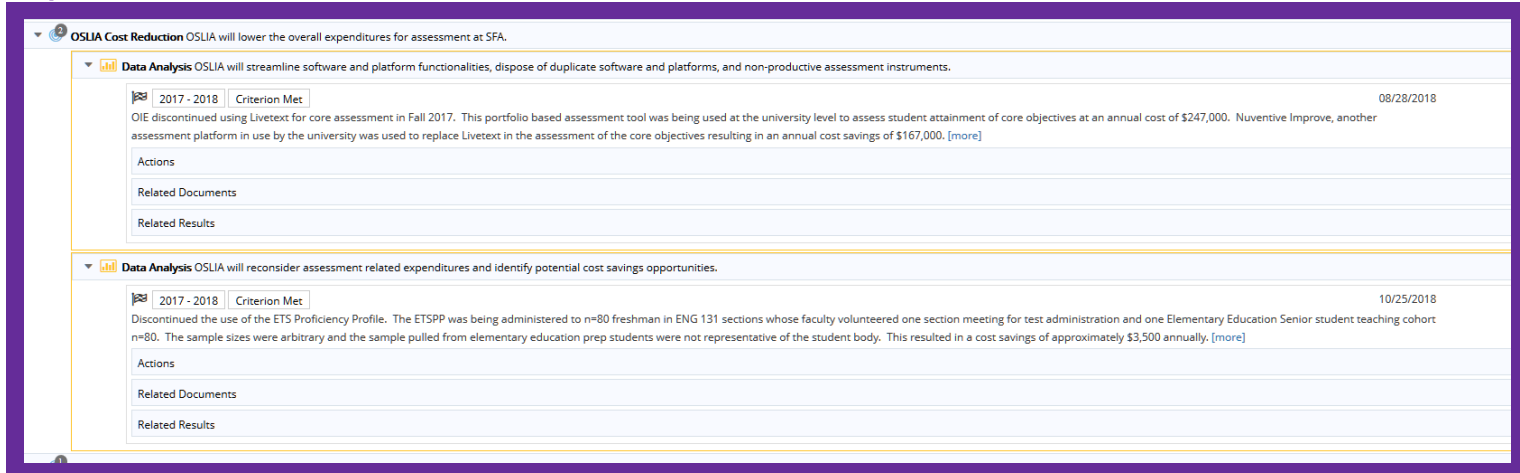
If the objectives are collapsed, you will need to click on the triangle icon to expand the objective details.



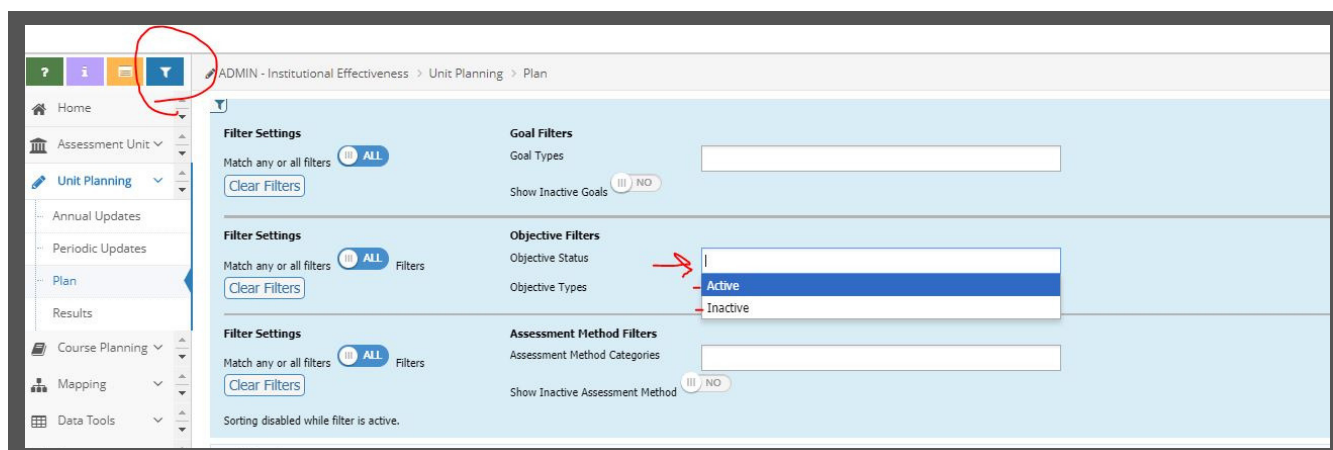
Collapsed:



Expanded:

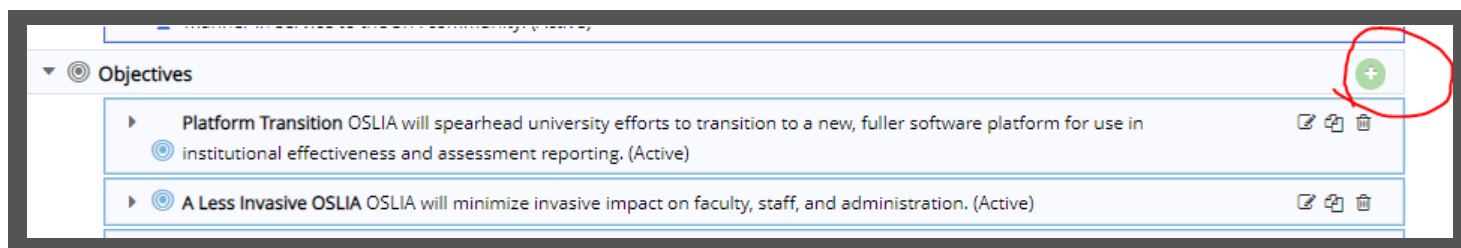


Active/Inactive Objectives: Click on the blue funnel on the top left of the page. To see only active objectives select Active in the Objective Status field. The same can be done to view only Inactive objectives. To view both active and inactive objectives, leave the Objective Status field blank.



Creating a New Objective

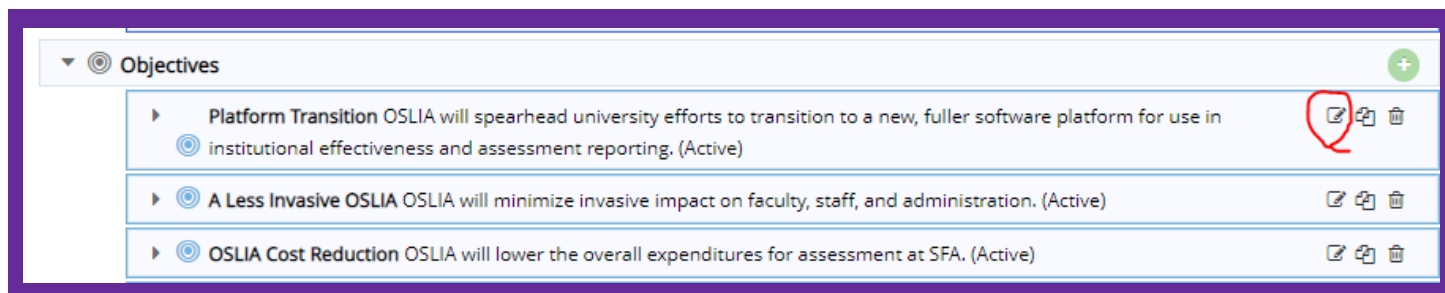
1. To add a new objective, click on the green plus sign to the right of the word Objectives (circled).



2. Complete the form in the pop-up window. Please include the date the objective will begin being assessed in the Start Date field. Choose Save and Return in the drop down on the far right of the screen to save the objective and return to the plan page.

Inactivating an Objective

1. To inactivate an objective, click the pencil and paper icon next to the objective name (circled).

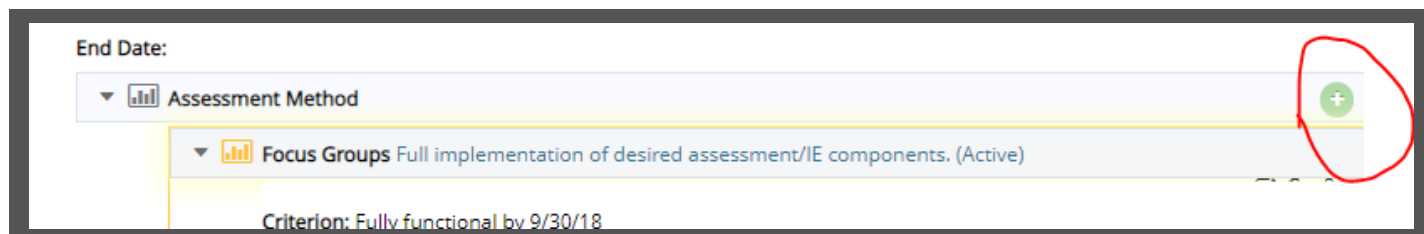


2. Select Inactive from the Objective Status drop down menu. (circled)

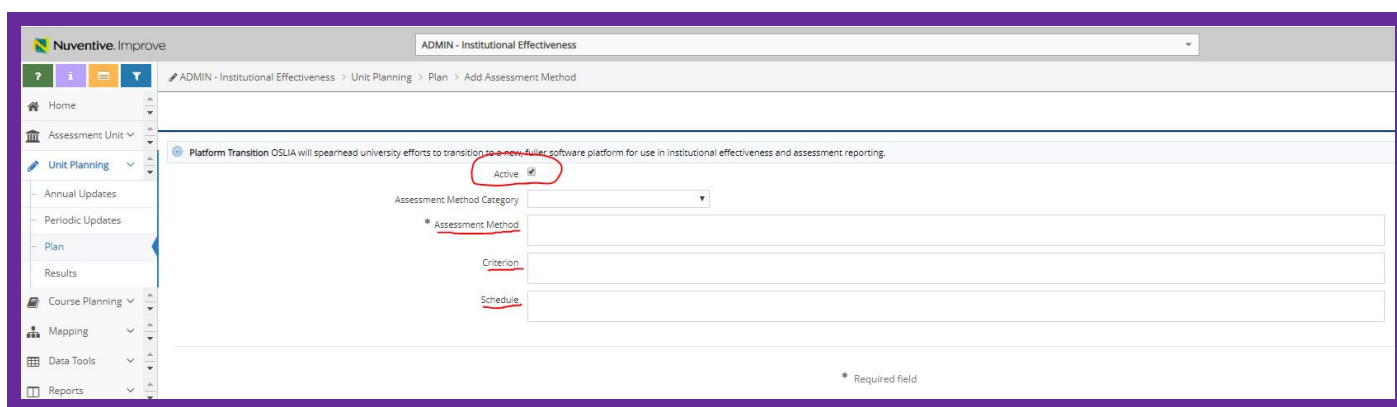
ADDING AND EDITING ASSESSMENT METHODS

Creating a New Assessment Method

1. Expand the objective if it is collapsed by clicking on the triangle to the left of the objective name. Click on the green plus icon to the right of the words Assessment Method (circled).

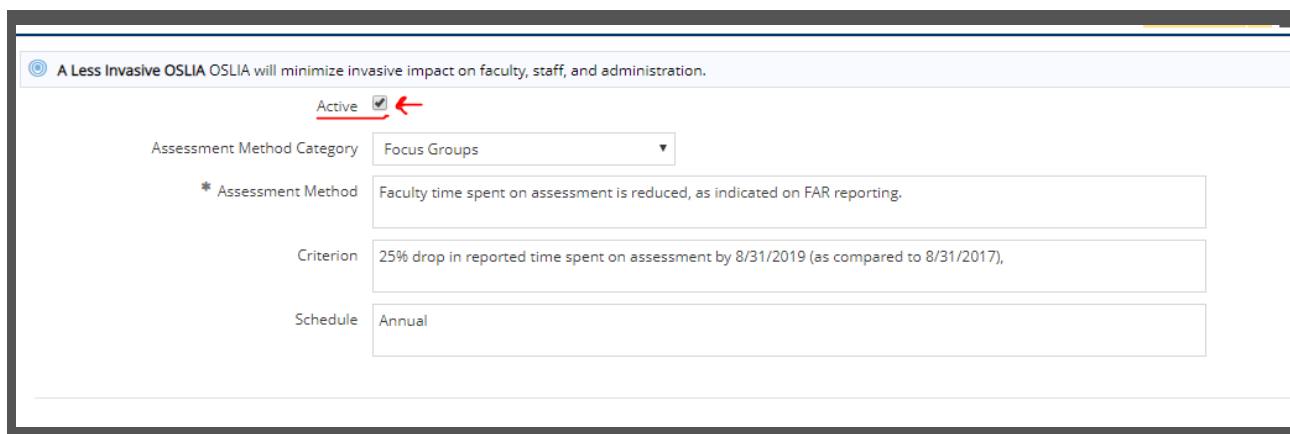
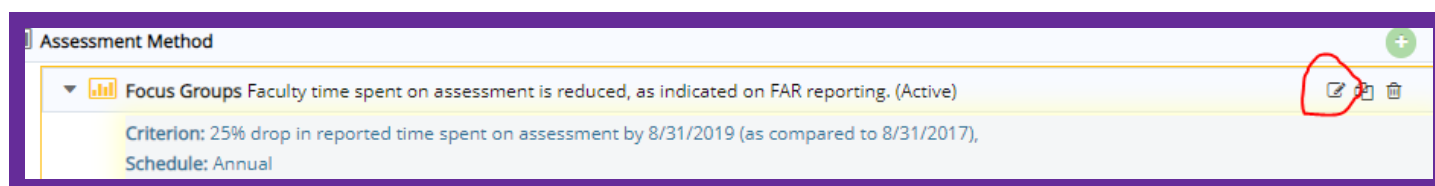


2. Fill out the Assessment Method form that appears to include the Assessment Method description, Criterion for acceptable performance, and the schedule that the assessment will occur (annual, semiannual, monthly, etc.). Also, please ensure that the Active button is checked to activate your assessment method.



1. To edit or inactivate an assessment method, click on the pen and paper icon next to the assessment method name (circled).

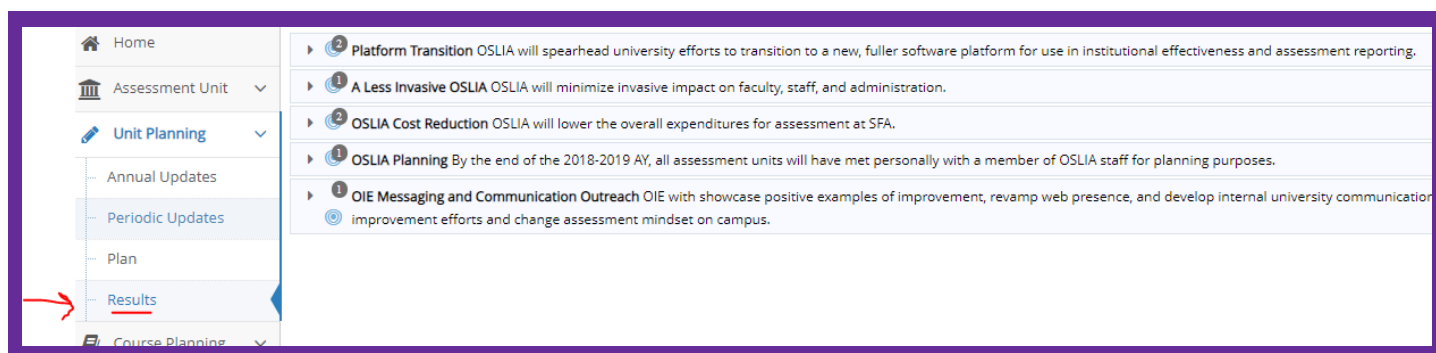
Editing or Inactivating an Assessment Method



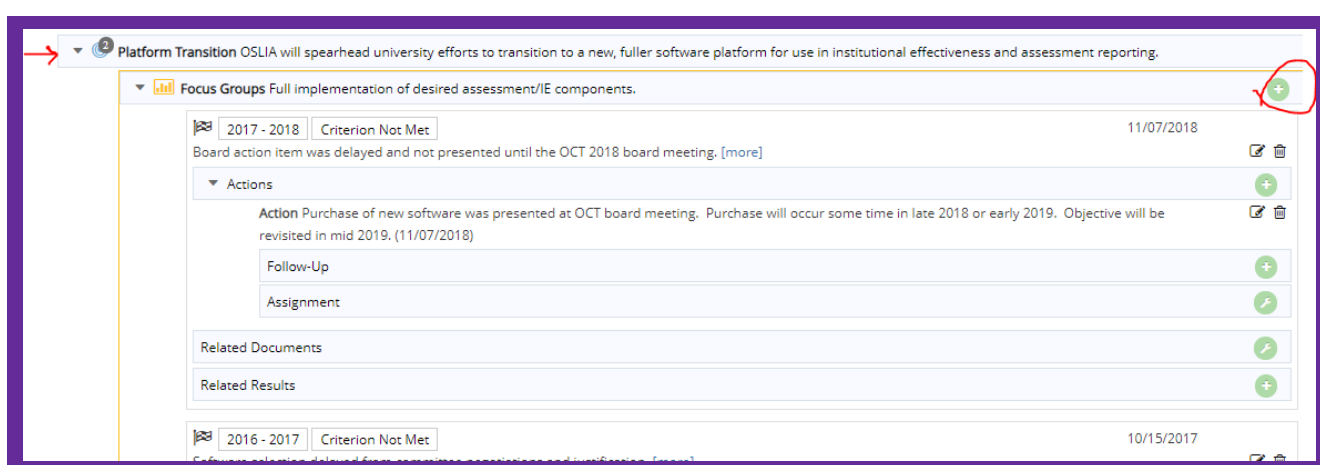
2. From this screen, you can make changes to the assessment method description, criterion and/or the assessment schedule frequency. To inactivate an assessment method, uncheck the Active box. Click Save and Return to save your changes and return to the plan page.

INPUTTING RESULTS

- When you are ready to report on your objectives, click on Results on the left side of the screen under Unit Planning on the home page.



- Expand the objective you want to add results to by clicking on the arrow to the left of the Objective name. Click on the green plus icon to the right of the corresponding assessment method.



- Complete the form that appears in the pop-up window. Ensure that all the required fields are filled in. Please input your name in the Person Entering Results field, as well. For results requiring additional action or for instances when additional action regarding the results will be taken, please input the actions taken by clicking the green plus icon on the same line as Actions to bring up the Actions input screen. Additionally, to store documents related to the results input, please click the green tool icon on the same line as Related Documents to upload the supporting documentation. Click Save and Return to go back to the results page.

ADMIN - Institutional Effectiveness > Unit Planning > Results > Add Result

The result date defaults to the current date. The result date MUST BE UPDATED to a date close to the time when the assessment occurred (a date within the semester of the results collection). THIS RESULT DATE IS USED TO RUN REPORTS ON ASSESSMENTS FOR PARTICULAR TIME PERIODS and is VERY IMPORTANT!!

A Less Invasive OSLIA OSLIA will minimize invasive impact on faculty, staff, and administration.
Objective Types: Strategic
Start Date: 09/01/2017

Focus Groups Faculty time spent on assessment is reduced, as indicated on FAR reporting.
Criterion 25% drop in reported time spent on assessment by 8/31/2019 (as compared to 8/31/2017).
Schedule Annual

* Result Date: 08/28/2019

* Result:

* Reporting Period:

* Result Type:

Person(s) Entering Results:

* Required field

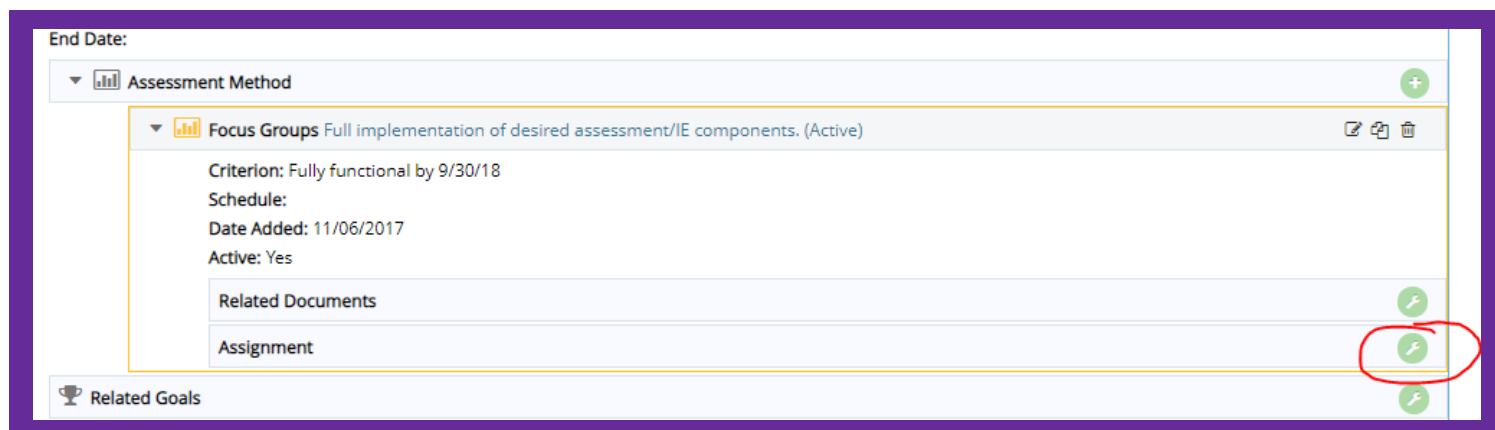
Actions:

Related Documents:

ADDITIONAL FEATURES

Assignments

1. When creating an Assessment Method you can use the Assignments feature to send an email to anyone that you would like to enter results or provide information. Click on the green tool button next to Assignments under the corresponding Assessment Method on the Plan page.



2. Complete the pop-up form to assign the person responsible for completing the task, providing information or inputting results. You can email the assignment to them, which will send them a link and allow them to open the assignment in Nuventive Improve directly from the email.

****Therefore, the person being assigned to enter results does not have to have a user account in Nuventive Improve.****

The screenshot shows the assignment pop-up form with the following fields and options:

- * Assign To: [Empty text box]
- Due Date: 03/28/2019
- Subject: Nuventive Improve Assignment
- Notes/Instructions: Assessment Method Category: Focus Groups
Assessment Method: Full implementation of desired assessment/IE components.
Criterion: Fully functional by 9/30/18
- Repeats: Once (dropdown menu)
- Provide: Related Document, Result and Actions (dropdown menu)
- Put Documents in: Assignee(s) may choose Repository Folder (dropdown menu)
- E-mail Assignment to Assignee(s) (checkbox, circled in red)
- Send CC to Person Assigning (checkbox)

* Required field

ADDITIONAL FEATURES

Actions & Follow-ups

When results call for an additional actions (criterion not met or a change in the reporting period), you can add actions to the Result by clicking on the green plus icon to the right of Actions and complete the form on the page that appears. You will also be able to report on actions taken with a Follow-up and/or assign the action to someone with an Assignment.

****As a reminder, the person being assigned to enter results does not have to have a user account in Nuventive Improve.**

The screenshot shows a user interface for managing assessment results. At the top, it displays '2017 - 2018' and 'Criterion Not Met' with a date of '11/07/2018'. A board action item is noted as delayed. The 'Actions' section is expanded, showing an action for software purchase. To the right of the 'Actions' header is a green plus icon in a circle. Below the action list, 'Follow-Up' and 'Assignment' buttons are also circled in red.

Objective Mapping

Once your plan is complete, you can map your objectives to your Division, College, or Department goals and objectives and/or the Institution's Strategic Plan. Click on Objectives Mapping under the Mapping Tab on the left side menu. Use the drop down box to select the appropriate unit or the Strategic Plan. Your objectives will appear on the top row of the matrix, and the goals for the unit or Strategic Plan will appear in the column on the left side of the matrix. Check the boxes under each objective that corresponds to the VP's goal(s) or Strategic Plan goal(s).

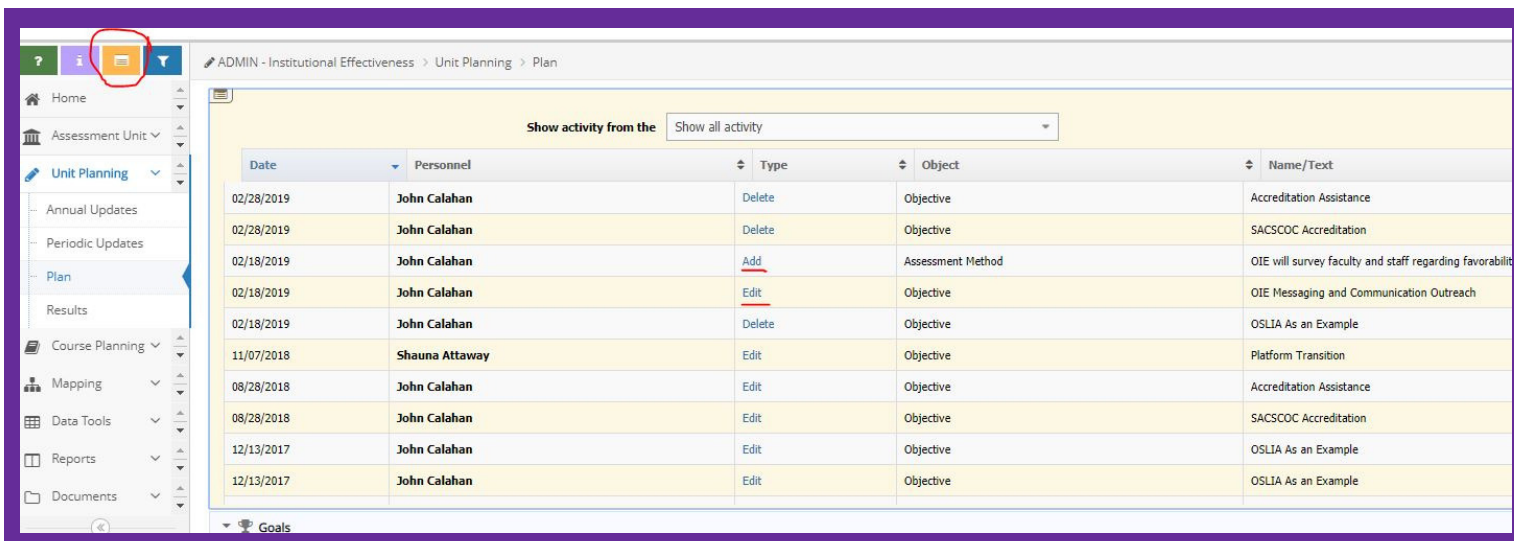
The screenshot shows the 'Objectives Mapping' page. The left sidebar has 'Objectives Mapping' selected. A dropdown menu is open, showing 'Institution Strategic Goals SFA Envisioned 2...'. The main table has 'Goals' in the first column and 'Objectives' in the first row. The table contains several rows of goals and objectives. Red 'X' marks are placed in the cells where a goal is mapped to an objective.

Goals	Platform Transition OSLIA will spearhead university efforts to transition to a new, fuller softwar ...	A Less Invasive OSLIA OSLIA will minimize invasive impact on faculty, staff, and administration.	OSLIA Cost Reduction OSLIA will lower the overall expenditures for assessment at SFA.	OSLIA Planning By the end of the 2018-2019 AY, all assessment units will have met personally with a ...	OIE Messaging and Communication Outreach OIE with showcase positive examples of improvemei ...
SFA Envisioned Foundational Goal: Meaningful and Sustained Enrollment Growth - We will expand our reach and increase our enrollment, not merely for ...					
SFA Envisioned Overarching Goal: Transformative Experiences for SFA Students - SFA will have a distinct and stellar reputation based on the transformator ...					
SFA Envisioned Supporting Goal 1: Attract and Support a High Quality Faculty and Staff- Provide salary support that reflects the importance of curr ...		X			
SFA Envisioned Supporting Goal 2: Fostering Academic & Co-Curricular Innovation To respond to the realities of higher education today and to serve ...					
SFA Envisioned Supporting Goal 3: Redefining University Culture A positive, productive university culture-defined as the norms and practices used in ...					X
SFA Envisioned Supporting Goal 4: Increasing Connections In order to provide the transformative educational experiences to SFA students that will le ...					

ADDITIONAL FEATURES

Audit Logs

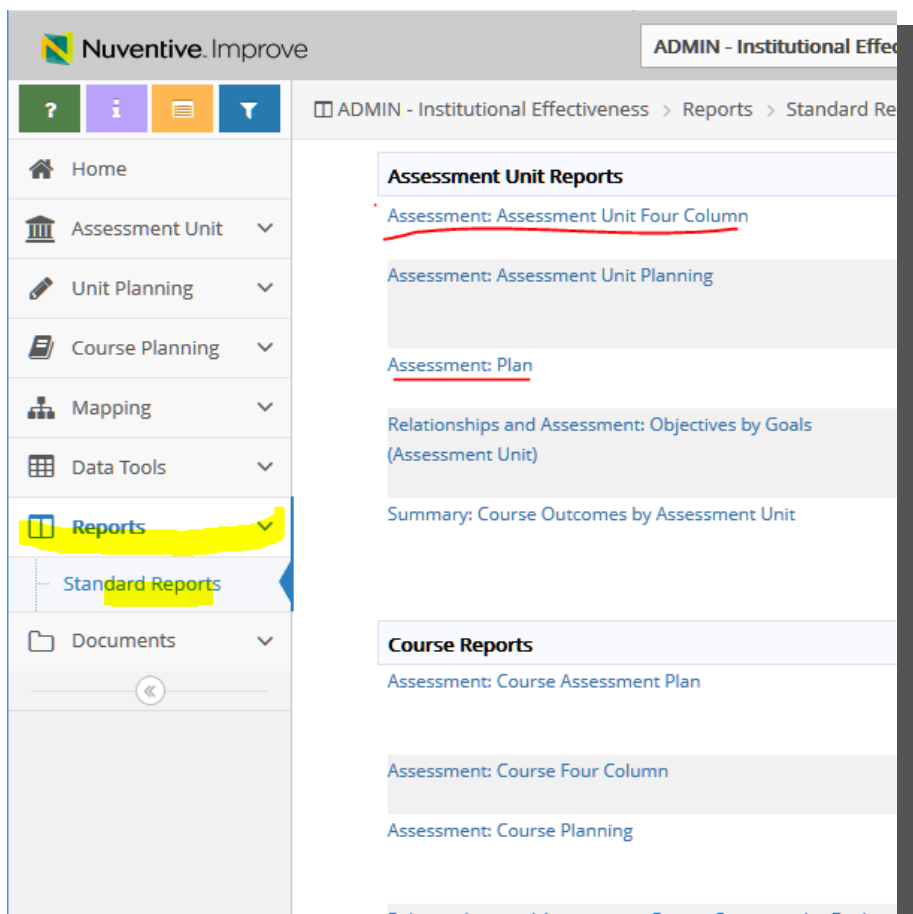
As an additional resource, the Plan and Results pages are equipped with an audit log that tracks the recent activity and changes made to assessment plans. The audit log can be accessed on either the Plan or Results page by clicking on the orange button on the top left side of the page. A drop down menu will appear at the top of the page showing all of the recent activity in chronological order starting with the most recent. To view the details of the changes made, click on the description in the Type column (Edit, Add, or Delete).



Date	Personnel	Type	Object	Name/Text
02/28/2019	John Calahan	Delete	Objective	Accreditation Assistance
02/28/2019	John Calahan	Delete	Objective	SACSCOC Accreditation
02/18/2019	John Calahan	Add	Assessment Method	OIE will survey faculty and staff regarding favorability
02/18/2019	John Calahan	Edit	Objective	OIE Messaging and Communication Outreach
02/18/2019	John Calahan	Delete	Objective	OSLIA As an Example
11/07/2018	Shauna Attaway	Edit	Objective	Platform Transition
08/28/2018	John Calahan	Edit	Objective	Accreditation Assistance
08/28/2018	John Calahan	Edit	Objective	SACSCOC Accreditation
12/13/2017	John Calahan	Edit	Objective	OSLIA As an Example
12/13/2017	John Calahan	Edit	Objective	OSLIA As an Example

Reports

You can also create reports, which might be an easier way to review information until the new platform is ready for use. Click on Reports in the side bar menu, Then, click on Standard Reports. Assessment Unit Four Column Reports will print your assessment plan with results in a horizontal columned report. Assessment Plan Reports produces a report of your assessment plan in a vertical narrative format, and the criterion for each result is present. Both reports are downloaded in PDF format by default. On the report page, the first drop down box allows you to select PDF, Word, or HTML formatting.



Assessment Unit Reports

- Assessment: Assessment Unit Four Column
- Assessment: Assessment Unit Planning
- Assessment: Plan
- Relationships and Assessment: Objectives by Goals (Assessment Unit)
- Summary: Course Outcomes by Assessment Unit

Course Reports

- Assessment: Course Assessment Plan
- Assessment: Course Four Column
- Assessment: Course Planning