INSTRUCTIONS FOR UPDATING GOALS & OUTCOMES WITHIN THE NUVENTIVE SOFTWARE

USD OFFICE OF INSTITUTIONAL RESEARCH, PLANNING, & ASSESSMENT
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Nuventive User Guide

Introduction

This guide is to help you navigate the Nuventive system to update department goals and student learning outcomes. Department Chairs are responsible for notifying Institutional Research, Planning & Assessment (IRPA) staff if faculty members need to added or removed.

Assistance

IRPA staff are here to help you with your Nuventive needs. If you have any questions, problems, or concerns, contact Lisa Bonneau at 605-677-5005 or Lisa.Bonneau@usd.edu.
Logging In

You will need to use your portal/email credentials to log into the system. Nuventive is available through the MyUSD portal by selecting the Academics tab then paging down to Evaluation & Assessment and clicking on Nuventive.

Evaluation and Assessment

- Program Assessments
- IDEA (IDEA Student Rating of Instruction)
  - IDEA Campus Labs FAQs
  - Administering IDEA through Campus Labs: Step-by-Step Instructions
  - IDEA Campus Labs Training Video
- Nuventive

You can also access the site by going to the IRPA website under Assessment > Services & Tools.
Nuventive Home Page

When you login to Nuventive, it will open to the home page. From this page, there are three options: 1) Select the ‘Tutorials’ link on the left side to view videos and PowerPoint presentations to help you learn to use the software; 2) Select the ‘Department Profile’ link at the top left to go to the university student data tool; or 3) Select the ‘Goals & Outcomes’ tab at the top left to go to the strategic planning and student learning outcomes tracking tool.

There are several icons in the software that direct the addition of text, files, or figures. There is a ‘camera’ icon in the Department Profile that allows screen shots of data to be uploaded into the comment section. The green ‘+’ icon is used to add text, whether to add a comment in the Department Profile, or to add results and use of results in the Goals & Outcomes areas. The green ‘wrench’ icon is used to upload files in the Document Repository and link documents in the Goals & Outcomes areas.
Department Profile

The Department Profile provides access to graduate, student, and credit hour data for the institution which can be broken down to the department or program level. The default setting for each data tab is university aggregate data. Filters are provided to allow faculty to explore data specific to their department, major, or program. Each Department Chair is able to comment and track progress on each of the three data profile categories by adding comments under the ‘Actionpoint’ section on the right side of the page.

Notice that there are five tabs on the page: Introduction, Graduate Profile, Student Profile, Credit Hour Profile, and Technical Notes. The Introduction and Technical Notes tabs will provide some general information about the data that are provided in the three data profile tabs. Data are updated annually and are provided for the most recent five years.
Graduate Profile

There are several data measures provided in the Graduate Profile which include the count of majors awarded and the count of degrees awarded. ‘Majors’ references the number of majors while 'Degree' references the unduplicated count of degree conferrals in the department. As seen below, the Comparison and Filters allow you to view the data based on the selected parameters.

Student Profile

The Student Profile provides data on the current students enrolled in majors. The 'majors’ is duplicated while 'students' is unduplicated. As seen below, the Comparison and Filters allow you to view the data based on the selected parameters.

Credit Hour Profile

There are several data measures that are provided in the Credit Hour Profile. The data in these profiles describe course section trend data. As seen below, the Comparison and Filters allow you to view the data based on the selected parameters.
Comments for Graduate, Student, and Credit Hour Profiles

Department chairs can add comments to data tracked in each of the data profile categories. The comments are then linked to the department’s strategic goals in the ‘Goals & Outcomes’ section. This linkage will help track data driven progress to department strategic goals. Comments made in the Department Profile are directly linked to specific department strategic goals within ‘Goals & Outcomes’ through the ‘Mapping’ feature.

To make a comment on department profile data, select the green ‘+’ on the right side of the screen. A set of text boxes will open to allow you to type your comments in ‘Analysis’ and describe the intentions for improvement in ‘Strategies to Move Forward’. Boxes with an asterisk (*) are required. Once complete, click ‘Save’. To take a screen shot of the graph provided in the data tool, click the camera icon and follow the instructions. The process and windows are the same regardless of the profile selected. Any documents that are related to the action item can be uploaded and linked by selecting the green wrench to the right of ‘Related Documents’.

![Image of the interface for adding comments and uploading related documents.](image-url)
Goals & Outcomes

There are two components to the Goals & Outcomes section of the software:

- **Department Goals**: Helps departments track progress on their strategic goals and plans.
- **Programs**: Helps program faculty track progress on the student learning outcomes and assessment strategies for academic programs.

All faculty in the department are able to view both the strategic planning and student learning outcomes sections. Only Department Chairs and Program Directors are able to make updates.

**Department Goals**

The pull-down menu in the top center provides a list of all departments and programs to which an individual has been given access. To view and update progress on department strategic planning, select the item with the prefix ‘Dept’.

To view the full description of all department goals, select the ‘Dept. Planning’ tab on the left of the screen. Under Dept. Planning is a ‘Department Goals’ tab. This tab opens the full text of each department goal. The ‘Actions’ listed by each goal can be viewed by clicking the arrows to the left of each individual goal.
**Annually Update Goals**

Each summer, Department Chairs need to provide updates on the progress to the department goals. To complete this project, select ‘Update/Analysis’ under the Dept. Planning tab. Select a goal from the list and click the drop down arrow which will open the status update function for the goal. Click the green ‘+’ sign to the right of the action item.
The green ‘+’ opens text boxes to write comments on the progress for the particular action item selected. Each box is a required field. Once you are finished adding information for the update click ‘Save’ in the upper right corner. The ‘Return’ takes you back to the previous page. The green wrench icon to the right of ‘Related Documents’ at the bottom of the screen allows you to upload any documents that are important to be referenced for that particular action item.
Program Outcomes

The pull-down menu in the top center provides a list of all departments and programs to which an individual has been given access. To view and update progress on student learning outcomes, select the item with the prefix ‘Program’.

To view the full description of all student learning outcomes select the ‘Program Assessment’ tab on the left of the screen. Under Program Assessment is an ‘Assessment Plan’ tab. This tab opens the full text of each student learning outcome. By clicking the arrows to the left of each individual outcome, the ‘Assessment Methods’ listed to measure each outcome can be viewed. Any documents that are related to the assessment item can be uploaded and linked by selecting the green wrench to the right of ‘Related Documents’.
Annually Update Student Learning Outcomes

Each summer (or early fall), Program Directors (or Department Chairs in the absence of a Program Director) need to provide updates on the progress to the student learning outcomes. To complete this project, select ‘Results’ under the Program Assessment tab. Select a learning outcome from the list and click the drop down arrow which will open the status update function for the outcome. Click the green ‘+’ sign to the right of the assessment method.
The green ‘+’ opens text boxes to write comments on the progress for the particular assessment method selected. Each box is a required field. Once you are finished adding information for the update, click ‘Save’ in the upper right corner. The ‘Return’ takes you back to the previous page. The green wrench icon to the right of ‘Related Documents’ at the bottom of the screen allows you to upload any documents that are important to be referenced for that particular assessment method.

You are also expected to complete the ‘Use of Results’ for the assessment method. This can only be done after the results have been completed and saved. Click the green ‘+’ sign to the right of ‘Use of Results’. This will open another set of text boxes to enter comments for how the program will use the assessment results for that year. When finished, click ‘Save’ and then ‘Return’.
**Document Repository**

The document repository (found under the ‘Documents’ tab) allows you to post documents associated with strategic planning goals and student learning outcomes (flyers, rubrics, graphs, tables, etc.). As mentioned in the Department Goals and Program Outcomes sections above, documents can be linked to particular Action Items or Assessment Methods if the documents are uploaded into the Document Repository and subsequently selected under ‘Related Documents’ in the appropriate section. Documents can also be held in the repository for reference and not linked to any goal or assessment. All faculty assigned to the department can see the documents in the repository for the department. All faculty assigned to the program can see the documents in the repository for the program.

To add documents to the repository, click on the green ‘+’ sign to the right of Document Repository. It will open a set of boxes: the top box allows you to select a subfolder; the ‘Files’ box is for you to drag and drop your document. In the bottom set of boxes, you may add a URL. Click ‘Save’ when you are finished.
Reports

Reports can be generated from within the software. By clicking on ‘Reports’ on the left side of the software, you have access to ‘Standard Reports’ and ‘Ad Hoc Reports’. There are a variety of standardized reports that are available to each department and program. Included is a traditional four column report. In addition, ad hoc reports can be generated based on data that are captured within the software. All standardized reports are already available under the ‘Standard Reports’ tab. If you would like ad hoc reports, talk with IRPA staff.
To open a report, click on the blue title for the report. A set of report boxes will open. The only change that needs to be made is to determine the file type for the report using the pull-down menu for ‘Format’. Click ‘Open Report’ at the top right of the page and the report will open in another window. Click ‘Return’ to move back to the reports page.