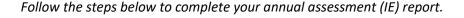
Instructions for IE Authors



- Log into the Nuventive Improvement Platform to access the assessment plan for your program or unit. Access Nuventive through the myLEO App or www.tamuc.edu/ie.
- 2 Enter Results for each Assessment Method, document Actions/Use of Results as applicable, and upload any Related Documents.
- Update your Plan information as needed for the upcoming year SLOs/Goals, Assessment Methods, and Standards of Success. For any SLO/Goal that will carry over, enter the Planned
- 4 Update your Mapping selections as needed for the upcoming year Strategic Planning and/or Marketable Skills. OR, leave as is if no changes.

Assessment Cycle dated for the upcoming year.

Access the Review/Approval Form in Nuventive to view the approval status and feedback for your annual report. Complete revisions as requested.

Each assessment report will be reviewed by an IE Representative, a Department Head or Direct Supervisor, and a Dean or VP.

- You will be contacted by the reviewer requesting the revisions.
- Access the Review/Approval form to view the requested revisions. These will be marked as "Revise" on the Assessment Review Rubric and described in the comments section of the form.
- Complete the requested revisions within Nuventive and notify the requester.

For assistance with using the Nuventive Improvement Platform or with your assessment plan, please visit www.tamuc.edu/ie to access the resources there or contact IE@tamuc.edu.