☐ Add Assessment Results for any existing or new Assessment Methods

    ☐ Change Results Date if needed. It will auto-populate with today's date

    ☐ Result discussion information

Include the number assessed (n=x), numerical results data, and analysis and interpretation of the results. This may include a comparison of current results to previous results, descriptions of levels of performance, or a discussion of what factors may have contributed to performance on the measure. Ensure the description included here supports what was gathered through the Assessment Method.

    ☐ Reporting Period. **Enter Reporting Period 2020-2021**.

For data collected during a summer term, include the summer results with the academic year that follows (i.e. Summer II 2021 assessment data should be reported during the 2021-2022 Assessment Cycle).

    ☐ Conclusion

Only select Inconclusive if the results were unable to be collected. Otherwise, select either Met or Not Met.

    ☐ Add the Follow up on the Previous Year Action Plan

This is a required field; if you implemented an action plan or modification from the previous year, describe what impact that had on the collected assessment results. If you did not implement an action plan in the previous year, enter "N/A."

☐ Add Actions/Use of Results

This is required if your Conclusion was Not Met. Describe how the results will be used to seek improvement on the student learning outcome. This should include an action or modification that impacts curriculum/pedagogy or operations/services, not simply a change to the method of assessment. In cases where the standard of success was met, you may also enter an action which describes how the results will be used to seek further improvements.

    ☐ Anticipated date the action will or had occurred

    ☐ Actions/Use of Results information

Describe how the results will be used, including actions being taken to seek improvement.

☐ Add Related Assessment Documents

    ☐ Any documents from the Document Repository

    ☐ Newly related documents being added from your computer

☐ Update the Assessment Plan

There are three scenarios that may occur at this point:

1. *No changes are made to the Assessment Plan SLOs/Goals except to update the planned assessment cycle (if the SLO/Goal will continue to be assessed for the next cycle)*
☐ [Planned Assessment Cycle](link) (full year ex. 2020-2021). **One or more SLOs or Goals should be marked for Planned Assessment Cycle 2021-2022.** Up to three years can be added.

2. *Existing assessment plan SLOs/Goals and/or assessment methods need to be edited or have been changed in some way*
☐ [Review existing Goals or SLOs](link)
    ☐ Updated the name of the existing Goals/SLOs if not done previously
    ☐ Add a start date to the existing Goals/SLOs if not done previously
    ☐ If the Learning Outcome will no longer be used, select Phased Out as the Status and enter a Phased Out date. DO NOT DELETE the SLO.
☐ [Review existing Assessment Methods](link)

3. *New SLOs/Goals or Assessment Methods are being added and will be assessed for the upcoming cycle(s)*
☐ [Add new Goal/SLO](link)

    ☐ Goals/SLOs Name

    ☐ Goals/SLOs Statement

> *This will be the complete phrase or statement of the learning outcome or goal. Keep in mind that an SLO is defined as what students are able to demonstrate in terms of knowledge, skills, and attitudes upon completion of a program while a goal is defined as an observable and measurable outcome that assesses a particular process, service, or experience.*

    ☐ Goals/SLOs Status (should be active)

    ☐ Planned Assessment Cycle (full year ex. 2020-2021). **One or more SLOs or Goals should be marked for Planned Assessment Cycle 2021-2022.** Up to three years can be added.

        ☐Start Date, if known

        ☐Phase out Date, if known and relevant

☐ [Add new Assessment Methods](#) (for an existing Goal/SLO or a new Goal/SLO)

    ☐ Assessment Type (drop down list)

    ☐ Assessment Method Statement

> *Information entered here should include what is being assessed, who administers the assessment, who is being assessed, a description of the assessment measure, when the assessment is administered, and where it is assessed (for example, physically or during a certain time cycle). Please be as detailed as possible in this section, keeping in mind that someone not familiar with the assessment could be reviewing this information during the IE Cycle.*

    ☐ Standard of Success

> *The Standard of Success should set a numerical criterion for evaluating results, align with the assessment method, and relate to the type of assessment data collected. For example, 85% of graduating students will achieve a 4 or better on the final presentation rubric.*

    ☐ Internal notes for author or others reviewing the assessment method

☐ [Map New Goals or SLOs](#)

    ☐ University Marketable Skills (Academic Programs, Support Units with student learning outcomes)

    ☐College/Division Level Map

☐ [Review Feedback](#) on Assessment Reports

    ☐ Access completed rubrics under Plan Review/Approval for each reviewing group

    ☐ Review feedback and incorporate into the Assessment Plans/Results

    ☐ Email reviewer to let them know the revisions have been completed and are ready for additional review.

1. To locate your program or division, begin typing the name of your program or division in the search bar at the top to access the appropriate assessment plan if you author more than one plan. If you author one plan, Nuventive Improvement should open to your program or unit home page.

Adding Assessment Results

2. Using the Main (hamburger) menu to the left of the search bar, navigate to the **Plan and Results** dropdown menu and then **Assessment Results**.

3. Click the left drop down arrow next to each Goal/SLO to view previous results entries and to add a new one.
   a. Results that have already been entered for the 2019-2020 cycle SHOULD NOT be changed or updated at this time. Leave them as they are and consider them locked.

4. To add a new results entry for a Goal/SLO, click the green add button for each Goal/SLO.
   a. Note the Assessment Method and Goal or SLO information that will appear at the top to inform which Assessment data is being entered.

5. The Result Date will auto populate with the date you access the Results page, most commonly the date the results are being recorded in Nuventive.

6. Add the Result discussion information.
   a. Be sure to include the number assessed (n=x), numerical results data, and analysis and interpretation of the results. This may include a comparison of current results to previous results, descriptions of levels of performance, or a discussion of what factors may have contributed to performance on the measure. Ensure the description included here supports what was gathered through the Assessment Method.

7. Select the Reporting Period from the drop-down list. This will be the assessment cycle in which the results were collected. For data collected during a summer term, include the summer results with the academic year that follows (i.e. Summer II 2021 assessment data should be reported during the 2021-2022 Assessment Cycle).

8. Select the results Conclusion from the drop-down list. Only select Inconclusive if the results were unable to be collected. Otherwise, select either Met or Not Met.

9. Add information in the Follow Up on Previous Year Action Plan.
   a. This is a required field; if you implemented an action plan or modification from the previous year, describe what impact that had on the collected assessment results. If you did not implement an action plan in the previous year, enter "N/A."
10. Save your work when you are done adding the Results data and then select Return to return to the Assessment Results page.
11. Be sure to also add the Actions/Use of Results for each Assessment Result by clicking on the green Add button on the Actions/Use of Results bar.
    a. Adding the Action/Use of Results entry can start either from the specific results entry or from the larger Assessment Results page for the program or unit.
12. Enter the anticipated Action Date on which the action(s) will occur.
13. Add the Actions/Use of Results information. Describe how the results will be used, including actions being taken to seek improvement.
    a. This is required if your Conclusion was Not Met. Describe how the results will be used to seek improvement on the student learning outcome. This should include an action or modification that impacts curriculum/pedagogy or operations/services, not simply a change to the method of assessment. In cases where the standard of success was met, you may also enter an action which describes how the results will be used to seek further improvements.
14. Save your work when you are done adding the Action/Use of Results and then select Return to return to the Assessment Results page.

Adding Assessment Documents

15. If there are documents to support the assessment results, these should also be loaded or added at this time. Start by selecting the green wrench icon to open the available Document Repository for the Assessment Results entry.

16. To access the available documents, select a black down arrow. If a down arrow is white, there are no documents in that particular folder to relate to the results.
17. Click one by one on the documents that need to be related and loaded as supporting results documentation and drag them to the right side field under Related Documents. Release them into the green box that will appear.

18. If you need to add documents (not currently in the Document Repository) to the Document Repository that need to be Related to the Assessment Results, click the green Addition button to the right of the document repository. Use the Documents box that appears to browse for the files saved on your computer.
    a. Once you have located the files, select the folder where they are to be saved. For documents being related to IE Results, it is important to select the dedicated Supporting Documents folder for the current IE Cycle.
    b. Click Save and Relate to complete the action.
    c. If you select the arrow next to Save and Relate, you will have two additional options; Save and Add New and Save and Close.
19. Once all applicable files have been Related in the right hand field, select Complete to add them to the Assessment Results. After the documents have been successfully Related, they will appear in the Assessment Results for the Assessment Method and will also appear in the resource viewing pane.

Updating Assessment Plans
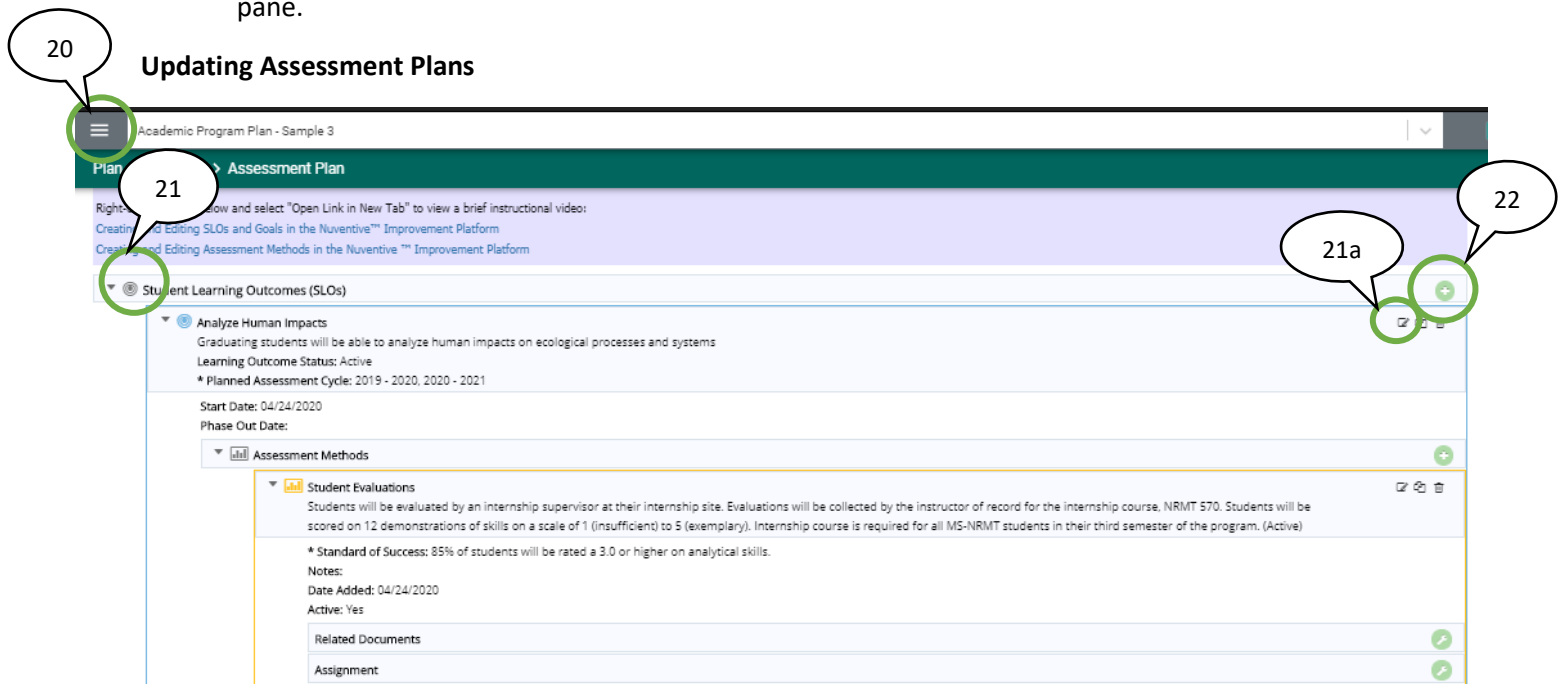
20. Using the Main (hamburger) menu to the left of the search bar, navigate to the **Plan and Results** dropdown menu and then **Assessment Plan**.

There are three scenarios that may occur at this point:

4. No changes are made to the Assessment Plan SLOs/Goals except to update the planned assessment cycle (if the SLO/Goal will continue to be assessed for the next cycle)
    a. See step 21a.iii
5. Existing assessment plan SLOs/Goals and/or assessment methods need to be edited or have been changed in some way
    a. See steps 21, 24
6. New SLOs/Goals or Assessment Methods are being added and will be assessed for the upcoming cycle(s)
    a. See steps 22, 23
21. Click the left drop down arrow for each existing Goal/SLO to review them.

a. You can take this time to Edit standing Goals/SLOs by clicking the Edit button.

<table>
<tr><td>* Learning Outcome Name</td><td>Professional Behavior and Standards</td><td>❓</td></tr>
<tr><td>* Student Learning Outcome (SLO)</td><td>Exemplify professional social work behavior and standards</td><td>❓</td></tr>
<tr><td>Learning Outcome Status</td><td>Phased Out ⌄ ❓</td><td></td></tr>
<tr><td>* Planned Assessment Cycle</td><td>2019 - 2020 ✖   2020 - 2021 ✖   ❓</td><td></td></tr>
<tr><td>Start Date</td><td> ❓</td><td></td></tr>
<tr><td>Phase Out Date</td><td> ❓</td><td></td></tr>
</table>

     i. Replace the existing text in the Learning Outcomes Name or Goal Name box (if it is not unique to the SLO or Goal) with a shorter descriptive phrase. It is recommended to NOT use numbers (SLO 1, Goal 4, etc.) for the name.

     ii. Only if an SLO or Goal will NO LONGER BE ASSESSED MOVING FORWARD, should you select Phase Out as the status.

     iii. Ensure the correct Planned Assessment Cycles are added for the SLO/Goal. Up to 3 years can be added at a time. **One or more SLOs or Goals should be marked for Planned Assessment Cycle 2021-2022.**

     iv. If a Start Date wasn't added previously, you can add this information, if available.

     v. While on the Assessment Plan screen for each SLO or Goal, take the time to review and edit any of the other information on this screen. Click on the question mark to view instructions for each field if you have questions. Be sure to select Save once you are done.

22. To add a new Goal or SLO, click the green plus sign on the Goals/SLO bar

    a. Add the Learning Outcome Name or Goal Name. This will be a shorter reference name that will be displayed in the Summary Table on the home page. This name should succinctly summarize the key theme of the SLO or Goal. It is recommended that numbers not be used to name the SLO or Goal. 3.

    b. Add the Student Learning Outcome (SLO) or Goal Statement. This will be the complete phrase or statement of the learning outcome or goal. Keep in mind that an SLO is defined as what students are able to demonstrate in terms of knowledge, skills, and attitudes upon completion of a program while a goal is defined as an observable and measurable outcome that assesses a particular process, service, or experience.

    c. Add the SLO Status or Goal Status. For a new SLO or Goal, this will be Active

    d. Input the Planned Assessment Cycle. Please include the full year (ex. 2020-2021, or 20-21). Up to three assessment cycles can be included here at a time.

    e. Select the Start Date and, if known, the Phase Out Date. Most often, the Phase Out date will not be populated until the assessment has actually been phased out from the active assessment plan.

    f. Be sure to Save your work when you are done adding the SLO or Goal and then select Return to return to the Assessment Plan page.

23. If you need to add a new Assessment Method to an existing Goal/SLO or a new Goal/SLO, this will be done in the Assessment Plan also.

a. Start by clicking the arrow next to the SLO or Goal Assessment Method and then the green Addition button on the Assessment Methods bar.
b. Select the Assessment Method Type from the Assessment Type drop-down list. The Assessment Method Type Definitions resource on the right hand resource viewing pane can be helpful.
c. Add the Assessment Method. Information entered here should include what is being assessed, who administers the assessment, who is being assessed, a description of the assessment measure, when the assessment is administered, and where it is assessed (for example, physically or during a certain time cycle). Please be as detailed as possible in this section, keeping in mind that someone not familiar with the assessment could be reviewing this information during the IE Cycle. For more detailed guidance on what should be included in the Assessment Method information, refer to the Academic Program or Support Unit Rubric in the resources on the right of the screen.
d. Add the Standard of Success. The Standard of Success should set a numerical criterion for evaluating results, align with the assessment method, and relate to the type of assessment data collected. For example, 85% of graduating students will achieve a 4 or better on the final presentation rubric.
e. The Notes box can be used by the IE Author to add any internal notes for the author or for others related to the Assessment Method or the data collection. Use as you see fit.
f. Be sure to Save your work when you are done adding the Assessment Method.
g. Select Return to return to the Assessment Plan page.
   **Note that at least one direct method of assessment is required for each SLO. Please avoid simply using student grades on graded assignments or tests. Grades often incorporate other factors (format, adherence to directions, etc.) or learning components that may not relate to performance on the SLO. Best practices for the assessment of both SLOs and Goals recommend using multiple methods or a combination of direct and indirect methods. **

24. If you need to edit an Assessment Method, select the Edit button for the Assessment Method entry and make the appropriate edits. Be sure to save your work.

MAPPING

25. Once all Results have been added, they will need to be mapped to the university Marketable Skills or the College/Division level Map. Within the Main Menu, navigate to Mapping.
26. Once here, to map an SLO or Goal, click in the intersection of the SLO or Goal and the Marketable Skill. A black checkmark will appear to indicate mapping.
    a. To unselect a checkmark or unmap an intersection, click on the checkmark and it will disappear.
27. Click Save before moving on to the College or Division map.
28. To navigate to another Map, select the Mapping dropdown list.

REVIEWING FEEDBACK ON THE ASSESSMENT REPORT

1. To review feedback completed by any of review parties, start by opening the Main Menu for your program or unit.
2. Select the Plan Review/Approval menu option.
3. From the drop-down menu options, click on the reviewer level whose feedback needs to be reviewed.
4. Click on the vertical ellipsis on the right side of the screen, next to the rubric completion bar.
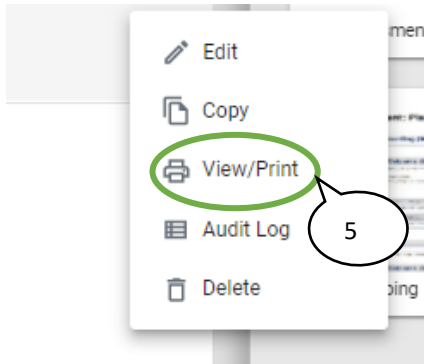
5. To access the Review/Approval form and completed rubric in Nuventive (also to print or download as a PDF), click on View/Print.
   a. Feedback or requested revisions will be included in the text at the end of each section of the rubric under Comments and/or Requests for Revisions. Be sure to save your work.
6. Incorporate feedback and email the reviewer to let them know revisions have been completed and are ready for additional review.