

Instructions for IE Authors

Follow the steps below to complete your annual assessment (IE) report.

1

Log into the Nuventive Improvement Platform to access the assessment plan for your program or unit. Access Nuventive through the myLEO App or on our website under **Assessment** at [Institutional Effectiveness](#).

2

Enter Results for each Assessment Method, document Actions/Use of Results as applicable, and upload any Related Documents.


3

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 Assessment Cycle dated for the upcoming year.

4

Update your Mapping selections as needed for the upcoming year - Strategic Planning and/or Marketable Skills. OR, leave as is if no changes.

5

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 [Institutional Effectiveness](#) to access the resources there or contact IE@tamuc.edu.