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. Be sure to ADD a new result and not edit or overwrite an existing results entry.

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.