



VSU Nuventive Sustainment Platform

User Guide

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Welcome

The Office of Planning and Institutional Effectiveness (OPIE) welcomes you to the Nuventive Sustainment Platform User Guide. The purpose of this user guide is to walk you through the navigation of the Nuventive Sustainment Platform. The configuration of our Nuventive Sustainment Platform screen has been customized to meet the unique need of Virginia State University.

If at any time you have questions regarding the use of this user guide, please contact OPIE at opie@vsu.edu or at 804-524-9611

Introduction to Virginia State University Nuventive Sustainment Platform

Virginia State University is committed to the success and professional development of students. This commitment to success hinges on the idea that students who graduate from the university will have added to their preexisting knowledge when entering VSU. Therefore, the assessment of student learning is crucial to ensuring and documenting that students get the added value they expected from the institution.

Every year, each VSU academic program engages in institution-wide and ongoing effort of continuous improvement by identifying expected student learning outcomes and goals, assessing the extent to which these outcomes and goals are achieved, and providing evidence of seeking improvement based on analysis of these results. To support this effort, the Nuventive™ Sustainment Platform serves as an online assessment platform in which to collect, organize, and manage the assessment process at Virginia State University. This platform creates a digital repository of assessment data that offer an easily accessible, web-based planning and reporting tool, which automatically saves all entered information, and maintains a historical record of assessment data. The Nuventive system produces a succinct and comprehensive document of the annual Institutional Effectiveness reporting.

At VSU, assessment is an outcome-based and data-driven process. This occurs in both the academic and non-academic units. Each year, every program/unit uses the Annual Assessment Template to plan the assessment of each outcome and to report results and the use of results. While, each academic program determines the desired Program Level Student Learning Outcomes (PLSLOs), each non-academic unit sets the performance outcomes for the services it provides. Various assessment tools are used to measure the degree to which the outcomes have been achieved. Benchmarks are established for each outcome and the data obtained through various assessment tools are compared to the benchmarks. If the results show that students are not performing at the predetermined benchmark, the faculty members of the academic program use the findings of the analysis and interpretation of results to make informed changes in the program. These changes are included in the Plan for Improvement to be implemented in the next assessment cycle. The program uses the result to determine the impact of the implementation on students' performance.

Virginia State University has chosen Nuventive software to facilitate assessment activities for both the academic and non-academic programs/units. The VSU Nuventive Sustainment Platform User Guide will empower you to use the platform to manage the planning, assessment, and reporting of your PLSLOs and unit outcomes. Nuventive Sustainment Platform will not only support your ability to record this information, but will also allow you to generate data, run reports using different filters for program/unit decision making for continuous improvement.

Assessment Plans, Results, and Reports entered in the platform are reviewed by the Assessment Coordinators, members of the University Effectiveness Committee (UEC), and the Office of Planning and Institutional Effectiveness (OPIE). These are then made available to University Leadership for decision-making for continuous improvement across the campus. These data are used in internal and external communications and publications as well as to generate reports for agencies such as the Virginia University System, State Council of Higher Education (SCHEV), SACSCOC and accrediting agencies.

A Few Quick Questions and Answers

Why am I required to be familiar with this User Guide?

You are required to be familiar with this **USER GUIDE** because you are responsible for submitting and updating your program's or unit's annual assessment planning and report for Student Learning Outcomes or Unit Outcomes. Hopefully, you attended the NUVENTIVE DEMO session to empower you to effectively navigate the Nuventive Sustainment platform. The Office of Planning and Institutional Effectiveness (OPIE) has given you access to the platform. Therefore, you are ready to upload your assessment documents, reports, and all supporting evidence. This USER GUIDE will guide you as you utilize the platform features to complete all your program/unit assessment related activities.

Why Do I Need to Submit Program or Unit Assessment Evidence?

You need to submit program/unit assessment evidence as documentation to support the contents of your reports. The documentation you provide will enable relevant stakeholders such as the University Administration and accrediting bodies to ascertain that your academic program or unit has an assessment plan, implemented the plan, and assessed the level of attainment of the PLSLOs or unit outcomes. Evidence reported by each unit will help the University track accomplishments across campus, and ensure that all unit activities are in line with [Virginia State University Strategic Plan](#).

What Will My Assessment Evidence Be Based On?

Your assessment evidence will be based on the information provided on your Annual Assessment Report Template such as means of assessment, results, and use of results for continuous improvement. Examples of assessment evidence include student work samples, attendance sheets at library session, attendance sheets at writing studio sessions, department or unit relevant meeting minutes, advisory committee reports, field trips, and assessment retreat reports. Every program or unit is different. Therefore, each program or unit's report will include different kinds of assessment evidence.

After All These Assessment Work, Where Will My Assessment Data Go?

Data that you enter into the Nuventive Sustainment database is reviewed by Office of Planning and Institutional Effectiveness (OPIE), which monitors institutional effectiveness outcomes for the entire university. OPIE utilizes Nuventive Sustainment data as evidence for internal (University Provost and Vice President of Academic Affairs as well as the University President) and external reports to stakeholders such as State Council of Higher Education for Virginia (SCHEV), regional and national accrediting agencies.

If you have any questions or concerns about utilizing the Nuventive Sustainment platform, conducting assessments, or how to use the collected information, please email OPIE@vsu.edu or call 804-524-1196.

Now Let Us Fly



Nuventive Sustainment Platform Basics

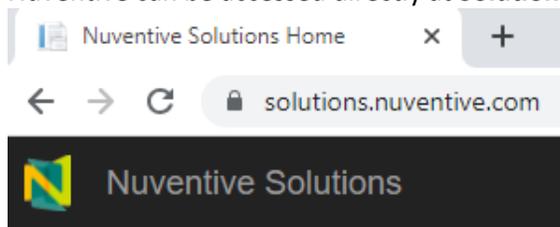
Accessing Nuventive is simple and straightforward! It is supported on Apple Mac iOS as well as Microsoft Windows.

Nuventive Improvement Platform is most compatible with Google Chrome, Safari or Firefox web Browsers. The recommendation is to avoid the use of Internet Explorer for accessing and using this software.

How to Log into the Nuventive Sustainment Platform

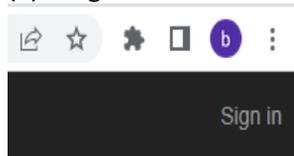
Existing User's Login

- Nuventive can be accessed directly at **Solutions.Nuventive.com**



- Your VSU active directory credentials (your usual work username and password is **SINGLE SIGN ON**. **At the Right-hand side, please click - Select Sign-In (a)**. By clicking on sign-in, you will be redirected to **VSU secure sign-in page (b)**. After signing in, you will be directed at VSU NUVENTIVE **Landing page (c)** as shown below:

(a) – Sign in



(b) – VSU secure sign in page



(c) – Nuventive landing page



If you need assistance, please email OPIE@vsu.edu or call 804-524-1196.

New User's Request Process

- For a new user, please send an email to OPIE@vsu.edu and include the following information in your email:
 - New user's full name and title
 - VSU email address (e.g., JanDoe@vsu.edu)
 - Academic program or unit to which the new user belongs
 - Your role in the assessment process of your program
 - Reason for the request

If you need assistance with resetting or unlocking of your account, please email OPIE@vsu.edu or call 804-524-1196.

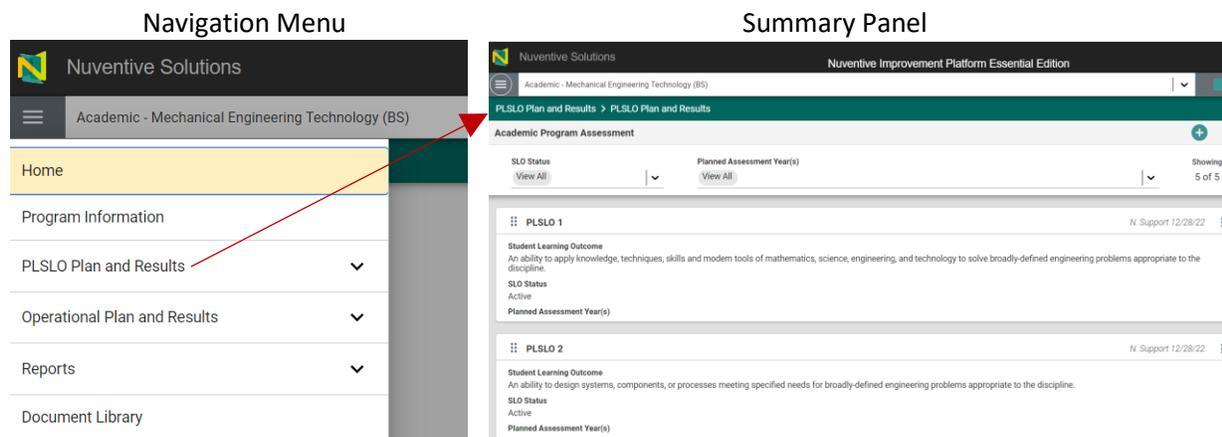
Understanding Your Home Page

Your **Home** page will serve as a **landing page** (*VSU LOGO will welcome you*) and will provide summary information on your program(s).

Starting at the top of the screen next to the “**Nuventive Solutions**” logo is the “**program/Unit**” textbox (white bar). Click on the white textbox as shown by the **RED** arrow. All academic programs and administrative units will be listed. Choose your **program/unit**. If you are responsible for multiple programs, you can use the **Smart Search** capability to locate the programs you are searching for.



Since this page also acts as a dashboard, you will be able to click the Hamburger Button (the triple bar ≡ or trigram symbol ≡) on the left side of the screen to access the **NAVIGATION MENU**. By clicking on any of the items, it will be visible on the **Summary Panel**. You are able to see the various elements created for each academic unit/program. The **drop-down arrow** beside each element indicates that there are other content for that particular aspect of the program. You can also use the **Navigation Menu** to move to the same location as those locations with the active links.

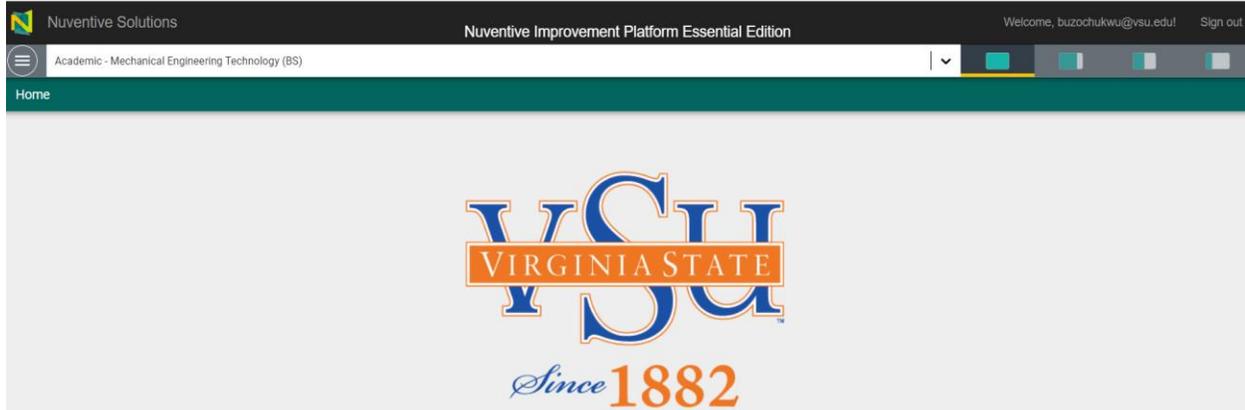


The difference between the **Navigation Menu** and the **Summary Panel** is that if you want to enter **NEW** information (such as Program Information), you are required to use the **Navigation Menu**. Once the information has been entered it will then appear on the **Summary Panel**.

Understanding and Using the Navigation Menu

For Assessment Unit

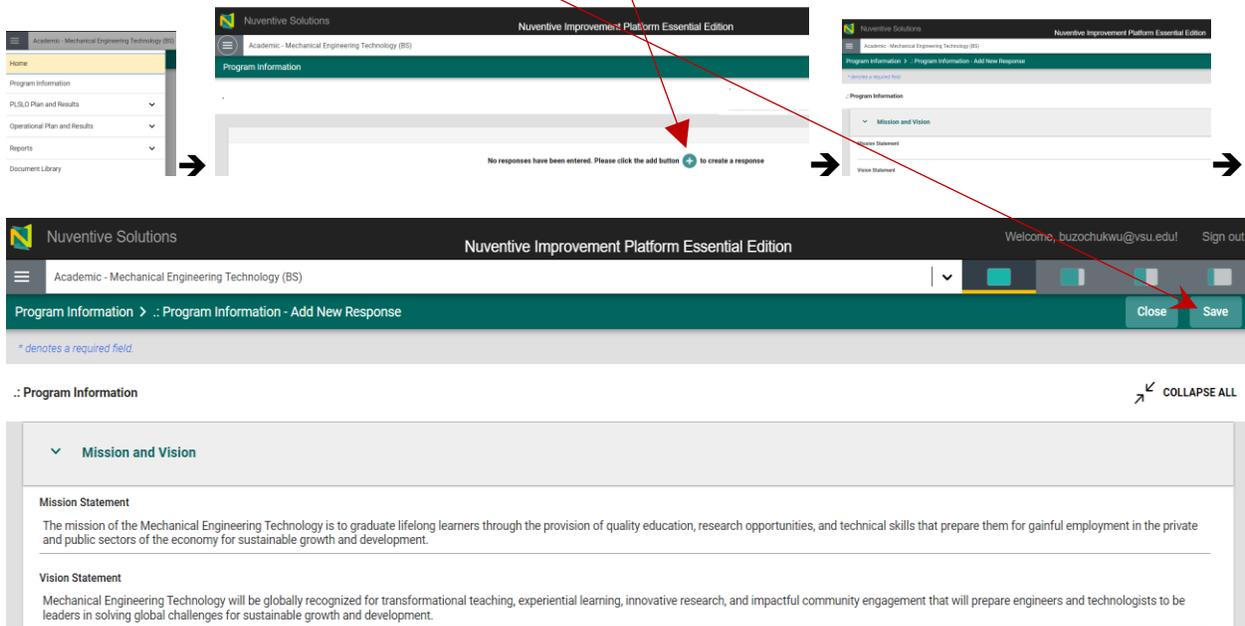
Let us take a trip back to the HOMEPAGE as shown below:



How to Enter the Mission and Vision Statements for a Program or Unit

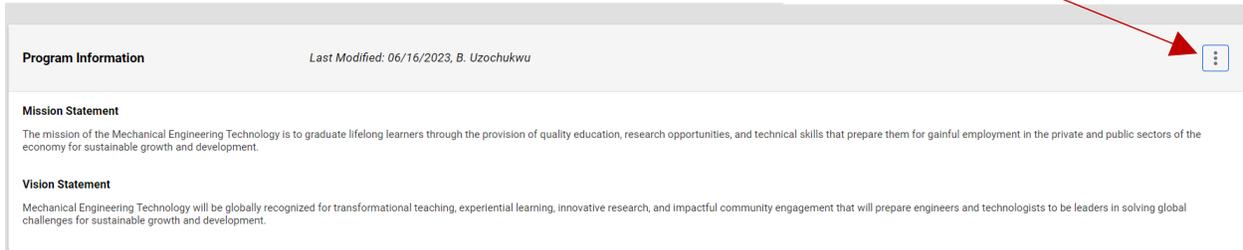
Our task here is to **Enter the Mission and Vision Statements for the program shown on the address box above – In this case, the Mechanical Engineering Technology (MCET) program.**

To add a new **mission** or **vision** statement, click on the Hamburger Button (the triple bar ☰ or trigram symbol ☰) on the left-hand side of the screen that takes you to the summary page for MCET program. Click on Program Information field. You will see fields for the mission and vision statement. To add/edit content, click on the green circle with a plus sign **+** icon on middle of your screen. Add/Edit program information. Do not forget to click on **SAVE** button before you close.



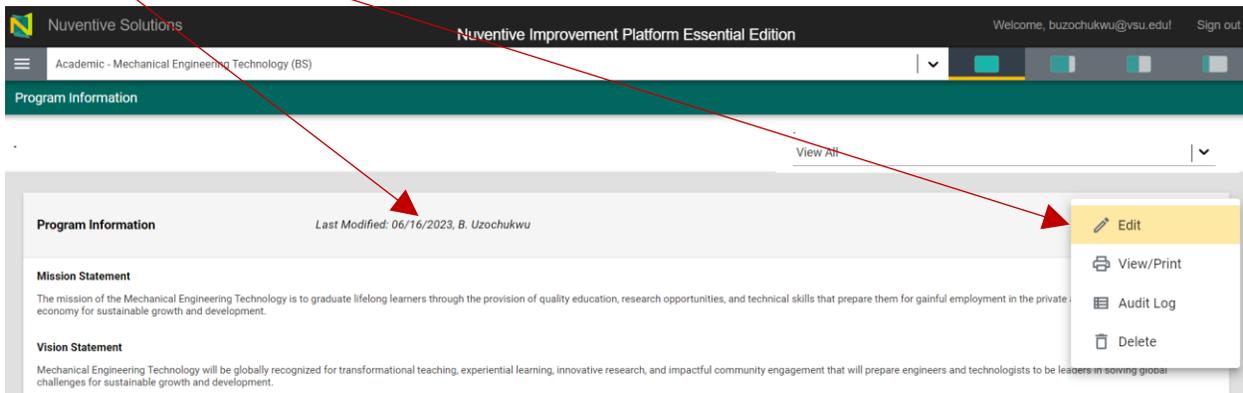
How to Edit Content

To edit your program information, you will see **kebab menu** (☰) or **three dots menu** (⋮) to the right side of the figure below contained in a square box. By clicking on the **kebab menu** (☰) or **three dots menu** (⋮), a menu of choices will pop up.



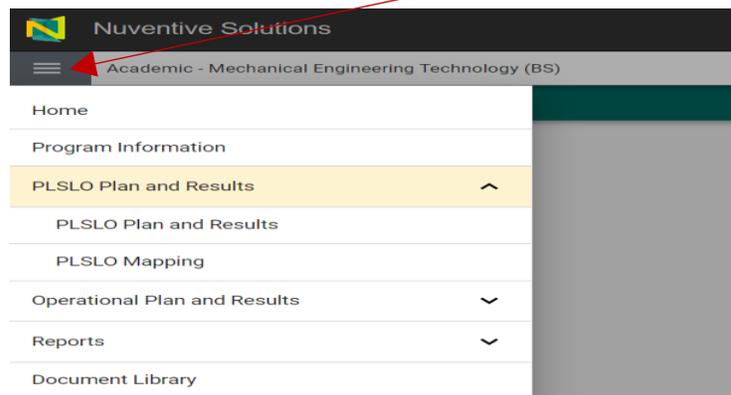
8

To **edit/view/audit or delete**, please select any of the options shown below. Please note that the **name/date stamp** of the person making any modification(s) or changes will be shown.



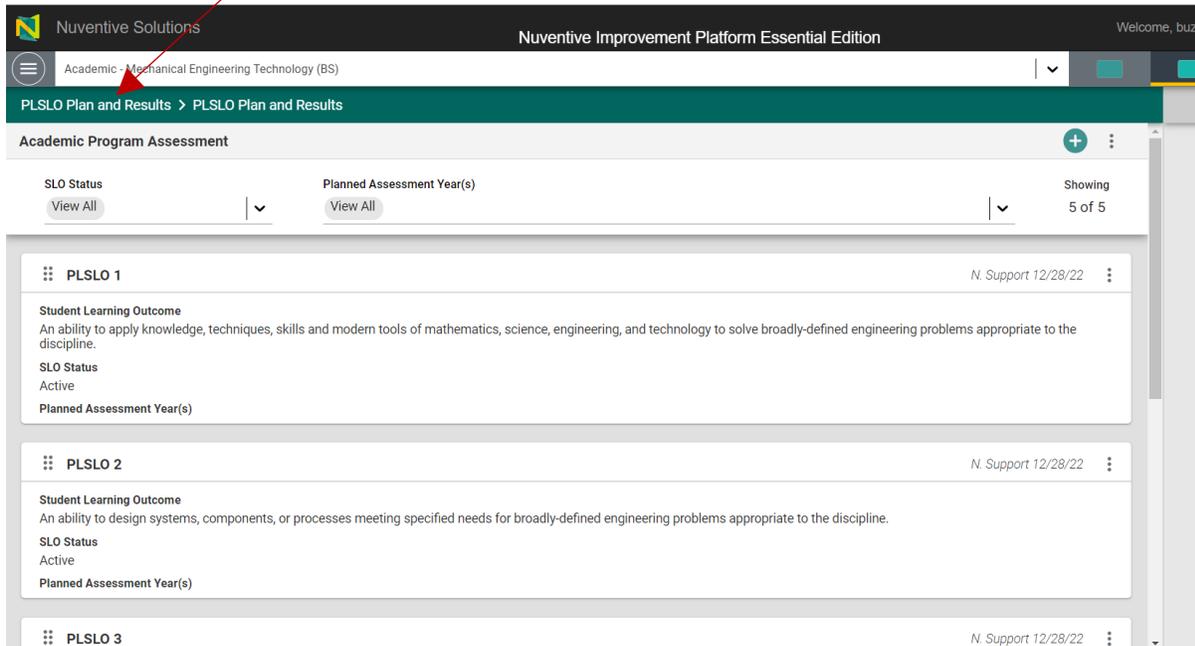
Adding PLSLO Plan Results Elements

You may choose to go back to the Home page and click on the **Hamburger Button** (the triple bar ☰ or trigram symbol ≡) on the left side of the screen. Click PLSLO Plan and Results. You will notice that there are multiple sub elements.



9

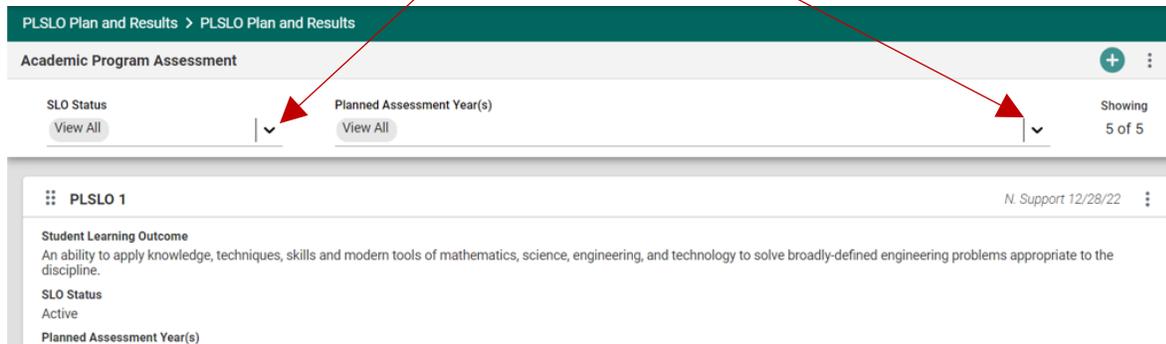
By clicking on the PLSLO Plan and Results, it will bring you in to a screen that will give you an overview of the PLSLOs associated with your particular program.



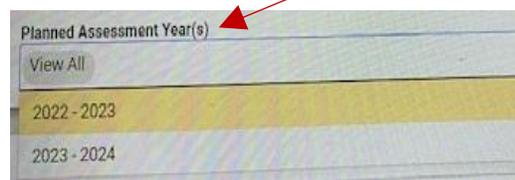
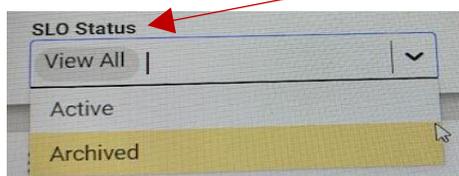
SLO Status and Planned Assessment Year

Please note that there is a drop-down menu under both the **SLO Status** and **Planned Assessment Year**. By clicking on the drop-down menu beside SLO Status, you will see the ACTIVE and ARCHIVED PLSLOs.

By clicking on the drop-down menu beside Planned Assessment Year, you will see the assessment years. Select the applicable assessment year by clicking on that year.



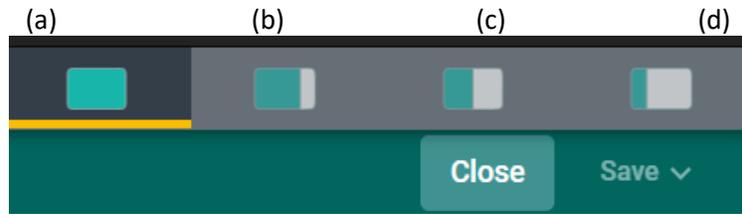
Below is what you will see when you click on either the SLO Status or the Planned Assessment Year(s) drop down button.



It is strongly **not** recommended that you delete any PLSLO that have previously been assessed, have assessment schedules set, and assessment results documented in the document repository. Instead, if your course PLSLO(s) changed, it is better to make the old PLSLO(s) inactive (see **SLO Status** shown on page 10). Making a PLSLO inactive retains record of activities of the old PLSLO. This gives stakeholders, including accrediting bodies, access to the history of assessment activities for PLSLOs over a period of time.

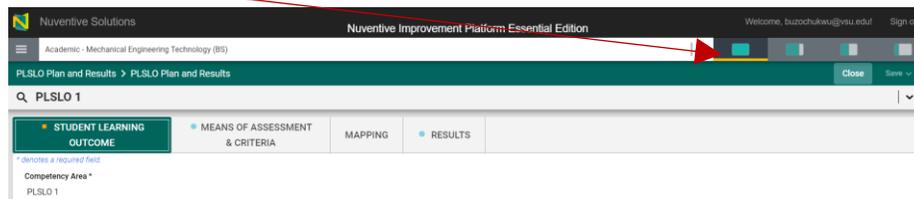
Split Screen/Documents & Reports

To the far right of the Navigation Bar, you will find a set of ICONS (a, b, c, d shown below) referred to as Split Screen/Documents & Reports.

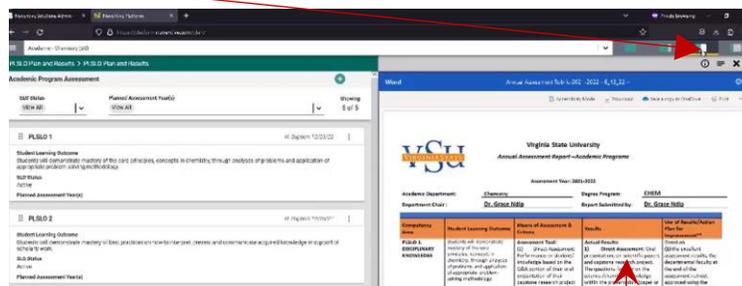


Under the ICONS, a space is provided for various documents/reports to be viewed. Each of the ICONS represent the amount of space to be taken up on the screen (Split-Screen View) when clicking on and opening an item in the list.

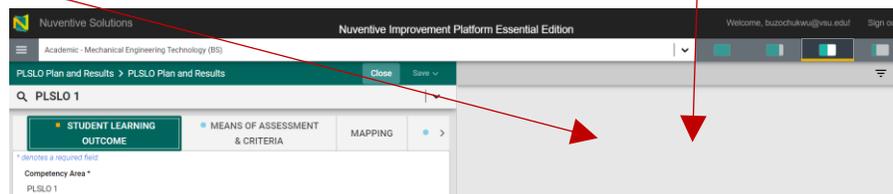
By clicking on (a), you are still on PLSLO 1 for the MCET Program and have the benefit of a full screen.



By clicking on (b or c), you will have split screens that will show any prior assessment document(s).



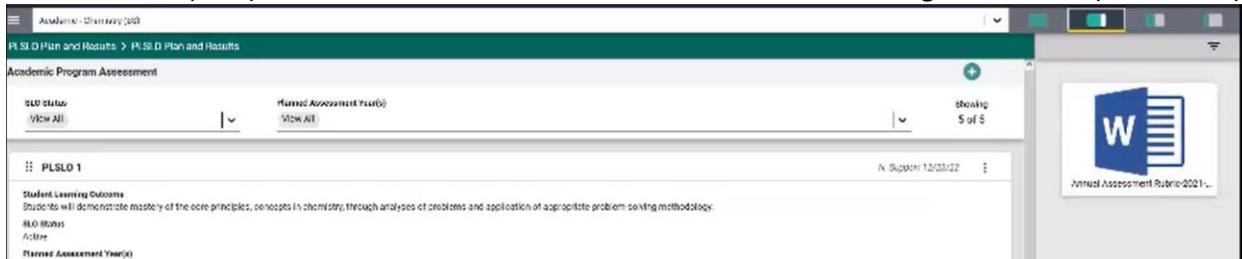
If there is no document(s) that are preloaded for your program, the right side of your screen will be **blank**.



By clicking on (d), you will have a 50-50 split screen that will show the entire assessment document. The left-hand side is for data entry while the right-hand side is for your references.

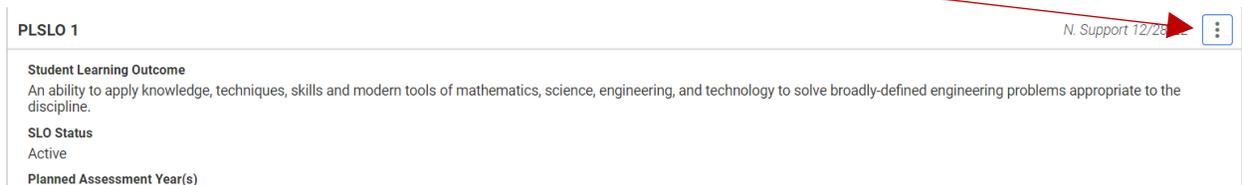
Left-Hand Side (data)

Right-Hand side (References)

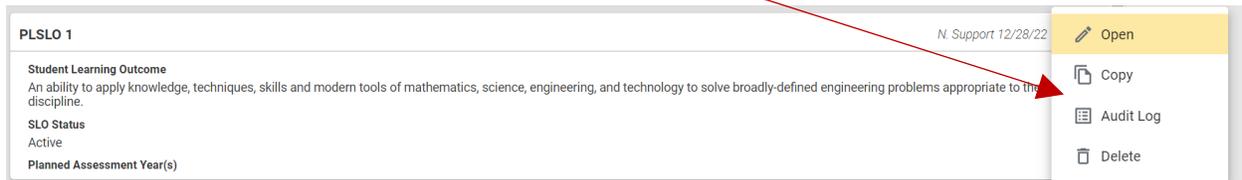


Note: All PLSLOs have been preloaded for you. So, you do not have to start from scratch.

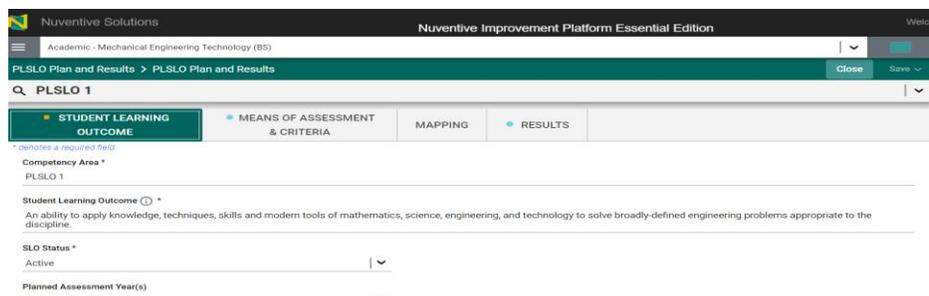
For each of your program PLSLOs, you may want to see additional information or carry out some editing work, all you need to do is to select a particular PLSLO. There are 2 ways of doing it. At the right-hand side of your screen, you will see **Kabab** ICON menu (3 dots menu). Click on it.



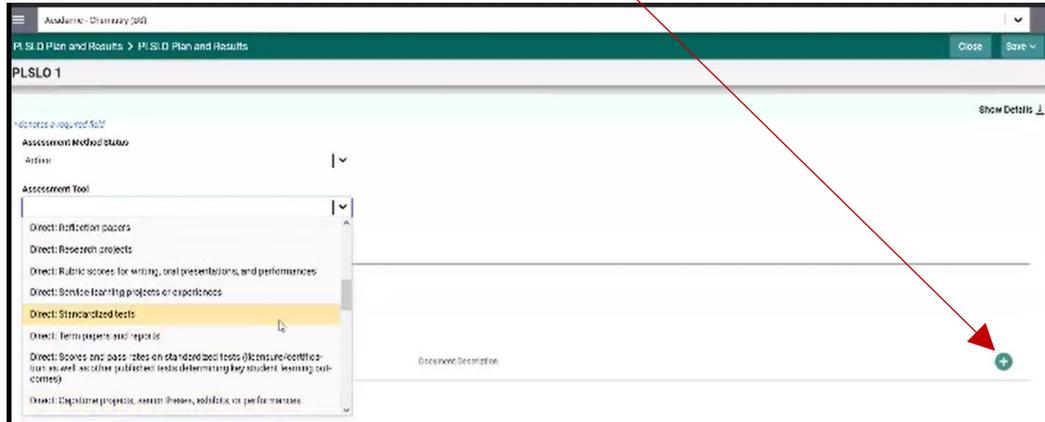
Once you click on the Kabab ICON menu (3-dots menu), the **open/copy/audit or delete** features will appear for you.



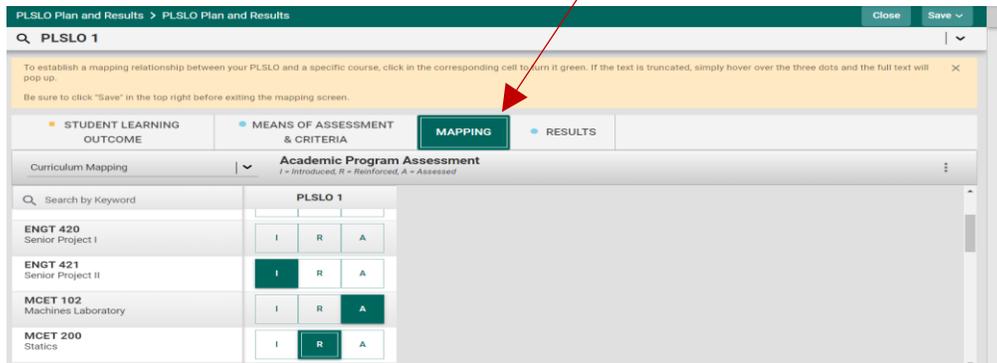
If you select OPEN for example, a new screen will appear as shown below. There are tabs for student learning outcome, means of assessment and criteria, mapping and results. For the desired action, click on each tab. The asterisk ** indicate the fields that are required. Also, you can click on the circle beside the asterisk ** to see required details regarding PLSLO 1 for example. Remember to **SAVE** before you click "close"



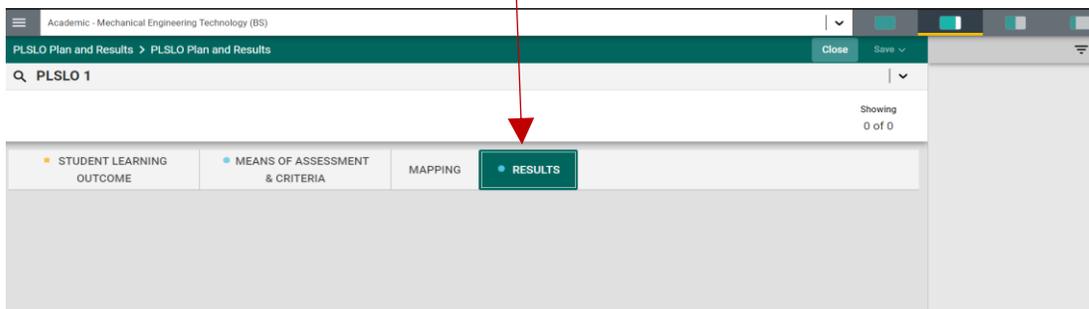
Next tab to the Student Learning Outcome is the **Means of Assessment and Criteria**. Currently, there is no recorded information on the Means of Assessment and Criteria tab. To add new content, click on the small circular green icon with the embedded plus (+) sign. Enter your data as required by adding the assessment tool, assessment method, and criterion. Importantly, you have the ability to attach documents. You are to name the documents properly.



The next tab after the Means of Assessment and Criteria is the **Mapping** tab. By clicking on the Mapping Tab, information from the program curriculum map relevant to the PLSLO is displayed. For each course shown, you can indicate whether the course is used to **introduce, reinforce or assess** the learning content of the PLSLO by selecting **I = Introduced, R = Reinforced, A = Assessed**. Do the same for all other PLSLOs.



The last tab on PLSLO Plan and Results is the **Results** tab. The results tab displays the data for direct and indirect assessments. Some program results may have no content. Do not worry about it. Once appropriate assessment results data are entered, this tab will be populated.



Program Level Student Learning Outcome (PLSLO) Mapping

Though, **Mapping** was included under the PLSLO Plan and Results, a more comprehensive visual representation of your curriculum map is available as a separate item on your homepage. This gives you a more global view/picture of your program/unit entire curriculum map. The **listed courses** should be the core/required courses for your program. Any changes you make here will show on each individual tab for each PLSLO.

The screenshot shows the 'PLSLO Plan and Results > PLSLO Mapping' interface. The left sidebar contains a navigation menu with 'PLSLO Mapping' highlighted. The main content area displays a table for mapping courses to PLSLOs. The table has columns for PLSLO 1 through PLSLO 5 and rows for various courses. A search bar is located above the table. A red arrow points from the text 'The listed courses should be the core/required courses for your program' to the course list in the table.

Search by Keyword	PLSLO 1	PLSLO 2	PLSLO 3	PLSLO 4	PLSLO 5
ENGT 100 Introduction Engineering Tech	I R A	I R A	I R A	I R A	I R A
ENGT 105 Engineering Problem Solving	I R A	I R A	I R A	I R A	I R A
ENGT 261 Fundamentals of ENGR Graphics	I R A	I R A	I R A	I R A	I R A
ENGT 420 Senior Project I	I R A	I R A	I R A	I R A	I R A
ENGT 421 Senior Project II	I R A	I R A	I R A	I R A	I R A
MCET 102 Machines Laboratory	I R A	I R A	I R A	I R A	I R A

Running Your Annual Assessment Report

You have the capability to run your program **Annual Assessment Report**. Go back to your homepage, click on PLSLO Mapping. You will see your Curriculum Mapping and your Assessment Report as shown below:

The screenshot shows the 'PLSLO Plan and Results > PLSLO Mapping' interface. The 'Annual Assessment Report' button is highlighted in the top right corner. A red arrow points from the text 'You will see your Curriculum Mapping and your Assessment Report as shown below:' to the 'Annual Assessment Report' button.

By clicking on the Annual Assessment Report shown on the right-hand side of the picture above, you will be defaulted to the current **Assessment Year**.

The screenshot shows the 'Report Settings' dialog box. The 'Assessment Year' is set to '2022 - 2023'. A red arrow points from the text 'you will be defaulted to the current Assessment Year.' to the 'Assessment Year' field. Another red arrow points from the text 'Note the Run Report Tab' to the 'Run Report' button.

Note the **Run Report Tab** on the top right-hand side of the screen. Click on it. You will see the assessment report and your curriculum map. By using your green split screen icons  you

enlarge or reduce the available spaces for your assessment report. By clicking on the **Kabab icon** (☰) you will see the **ADD/EDIT Note** icon which will enable you to make/review changes etc.

The screenshot shows the 'Academic Program Assessment' interface. On the left is a table for mapping courses to PLSLOs. On the right is an 'Annual Assessment Report' for PLSLO 1. Below the table is a header for 'Academic Program Assessment' with a search bar and an 'Add/Edit Note' button. Red arrows indicate the relationship between the text and the UI elements.

Search by Keyword	PLSLO 1	PLSLO 2	PLSLO 3
CHEM 161 Chemistry I	I R A	I R A	I R A
CHEM 162 Chemistry II	I R A	I R A	I R A
CHEM 163 Chemistry Laboratory I	I R A	I R A	I R A
CHEM 164 Chemistry Laboratory II	I R A	I R A	I R A
CHEM 210 History of Chemistry	I R A	I R A	I R A
CHEM 214 Inorganic Chemistry	I R A	I R A	I R A
CHEM 215 Inorganic Chemistry Laboratory	I R A	I R A	I R A
CHEM 218 Analytical Chemistry I	I R A	I R A	I R A
CHEM 219			

Annual Assessment Report

PLSLO 1

Student Learning Outcome
Student will demonstrate mastery of the core principles, concepts in chemistry, through analysis of problems and application of appropriate problem-solving methodology.
SLO Status: Active

Direct: Research projects
-

Assessment Method Status
Active

Assessment Method
Students will be assessed using the research project in Chem 200 ...

Criteria
20% of students scoring 4 or better

Result Date
04/18/2023

Actual results based on student performance
32% of students ...

Criterion Met
Yes

Indirect: Enrollment numbers

Assessment Method Status
Active

Assessment Method
None

PLSLO 2

Student Learning Outcome
Student will demonstrate mastery of basic practices on how to interpret, present and communicate scientific evidence in support of scientific work.
SLO Status: Active

PLSLO 3

Academic Program Assessment
I = Introduced, R = Reinforced, A = Assessed

Add/Edit Note

Search by Keyword	PLSLO 1	PLSLO 2	
ENGT 100 Introduction Engineering Tech	I R A	I R A	I

The Operational Plan Results

On your homepage, you will see the Operational Plan and Results which has two tabs: **Operational Plan and Results** and **Operational Plan Mapping**. When you click on the **Operational Plan and Results** tab, you will see the **Operational Plan**. On the screen you will see two sub-headings: The **Objective Status** and **Planned Assessment Year(s)**. If you click on the drop-down arrow under Objective Status, you will see the Active and Completed status. By clicking on the drop-down arrow under Planned Assessment Year(s), you will see the assessment years.

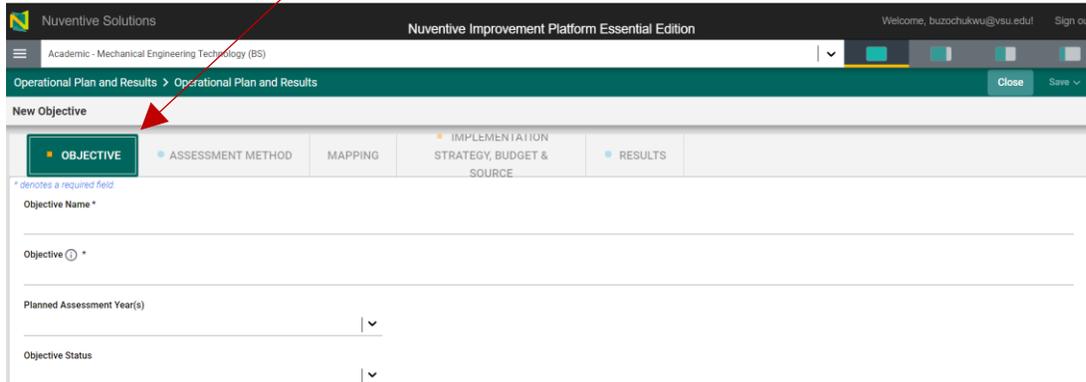
To add data, click on the green circle with embedded plus sign (+). You will see five tabs namely: Objective; Assessment Method; Mapping; Implementation Strategy/Budget & Source; and Results. By clicking the green circle (+) with a plus sign (shown below), you are on way to creating your program new objective. You are now ready to add your program information to each of the five tabs as shown below.

The screenshot shows the 'Operational Plan and Results' interface. It features a table with columns for 'Objective Status' and 'Planned Assessment Year(s)'. Below the table, there is a message: 'No Objective has/have been entered. Please click the add button (+) to create a/n Objective'. A red arrow points from the text above to the plus sign button.

Objective Status	Planned Assessment Year(s)	Showing
View All	2021 - 2022 x	0 of 0

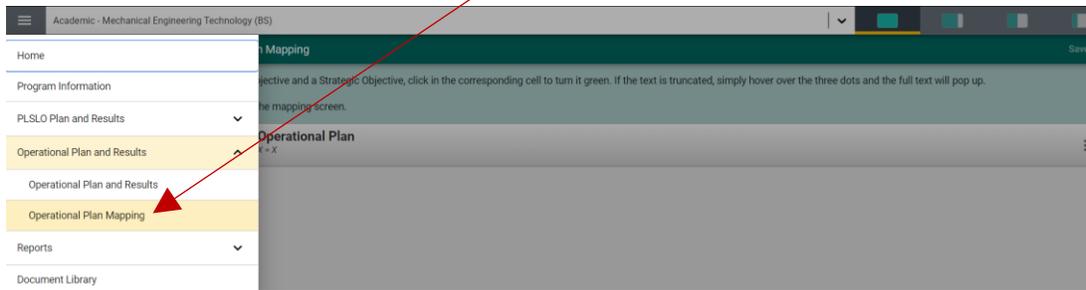
No Objective has/have been entered. Please click the add button (+) to create a/n Objective

For example, under the **Objective Tab**, you are required to state the Objective Name, the Objective, Planned Assessment Year(s) and Objective Status.



Operational Plan Mapping

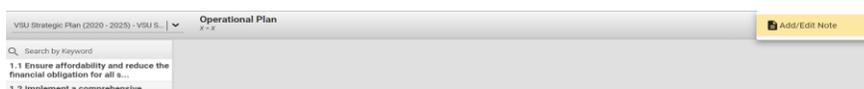
The next sub heading under the Operational Plan and Results is the **Operational Plan Mapping**. To access it, go back to your home page as shown below.



Click on the Operational Plan Mapping tab. The data here reflects the VSU Strategic Plan (2020-2025) and Priorities.

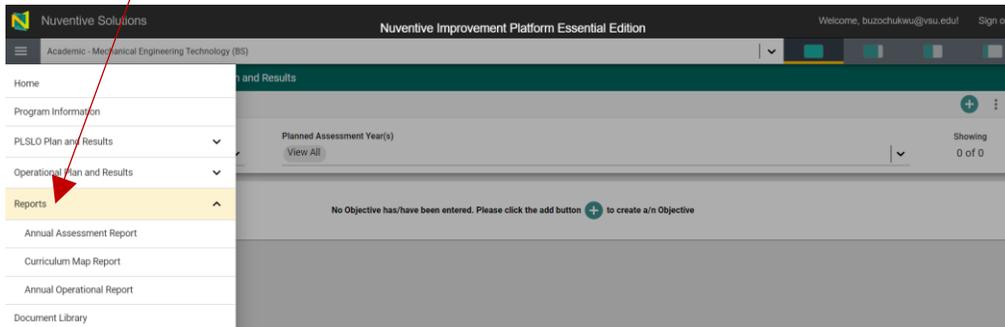


By clicking on the kabab icon (☰) on the right-hand side of your screen, you will see the **ADD/EDIT Note** function for your use as appropriate.

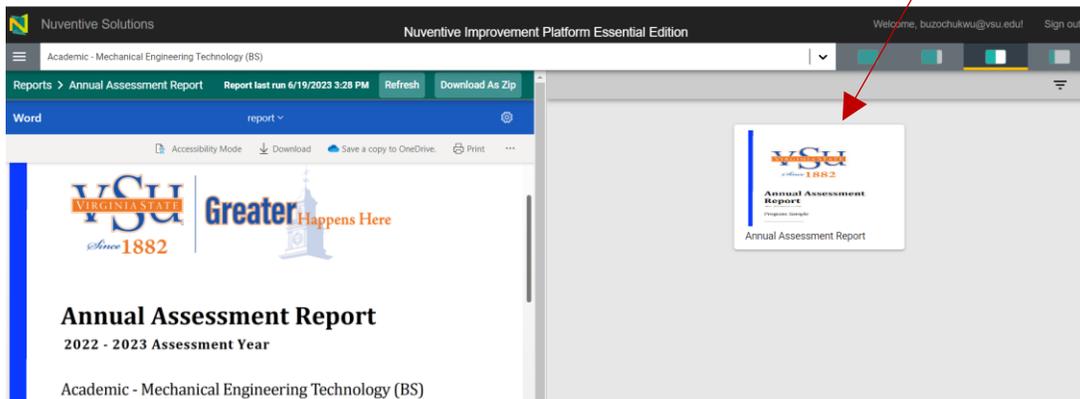


Reports

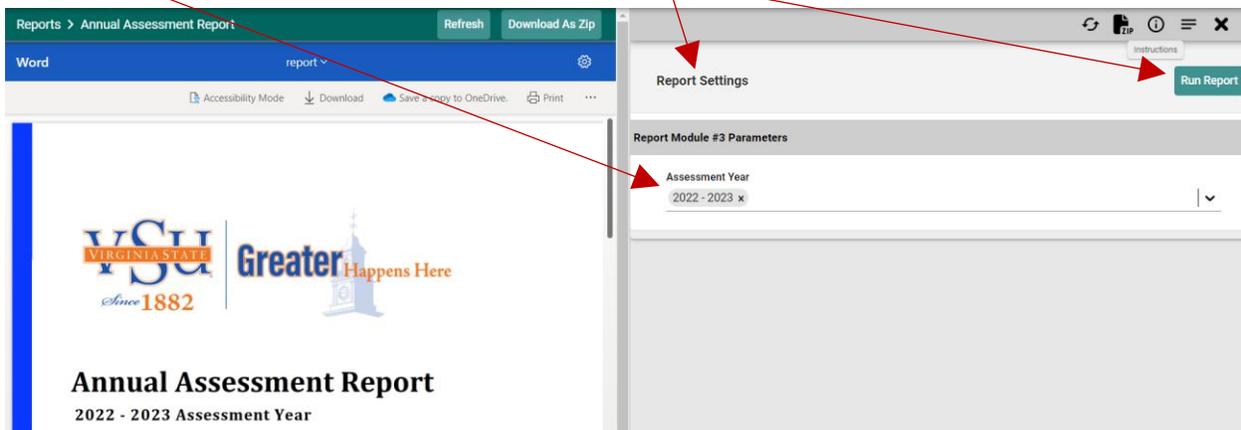
When you click on **Reports** tab on your Homepage, you will see three tabs listed under Reports namely: **Annual Assessment Report**, **Curriculum Map Report**, and **Annual Operational Report**. Once you click on any of the tabs, you will have access to that particular report.



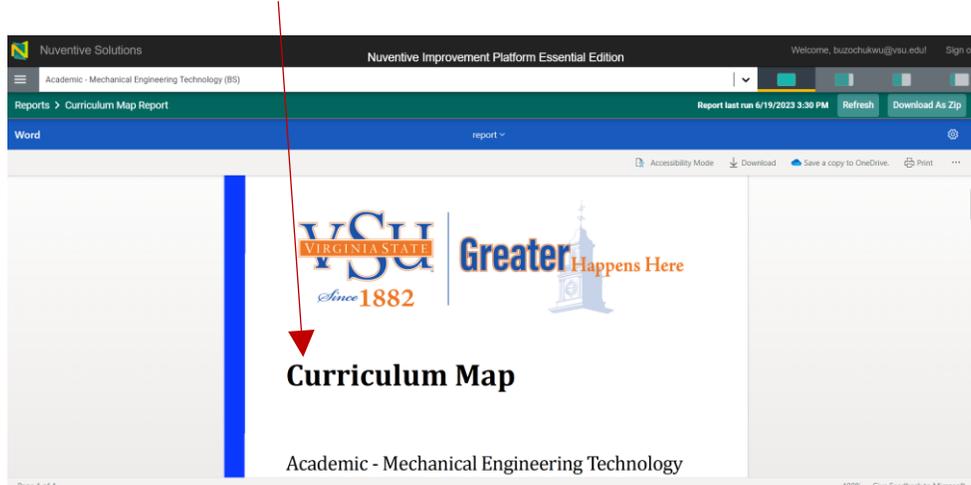
For example, by clicking on the first tab titled Annual Assessment Report tab, you will see an **Annual Assessment Report** submitted by your Program Assessment Coordinator.



When you click on the report, you will see the **Report Settings** and the drop-down menu for the **Assessment Year**. Select desired year. Click **Run Report** found on the right-hand side of your screen.



The second tab under Reports on your Homepage is the Curriculum Map Report. Click on and you will have access to your program Curriculum Map. You can download, save a copy, and print.

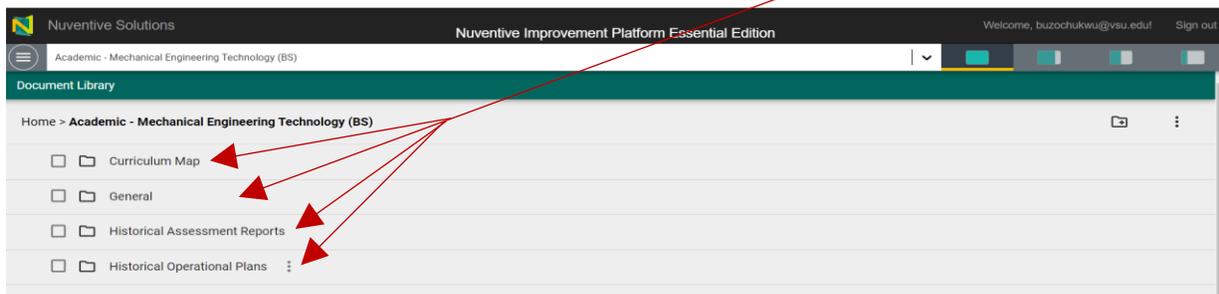


The third tab under Reports on your Homepage is the **Operational Plan Report**. Click on it and you will have access to your program Operational Plan Report.

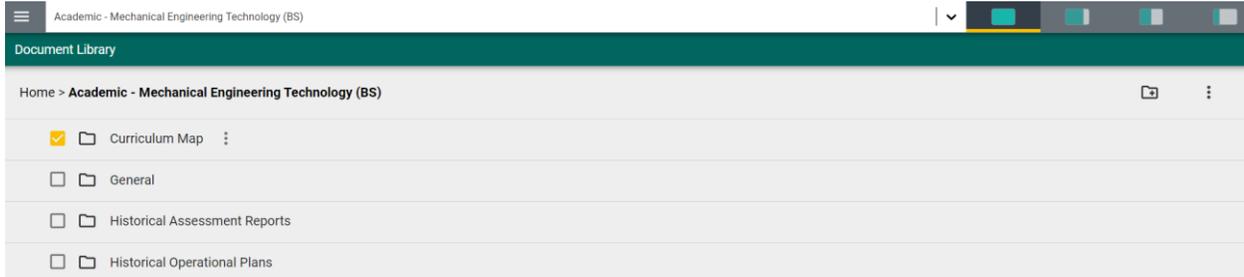


Document Library

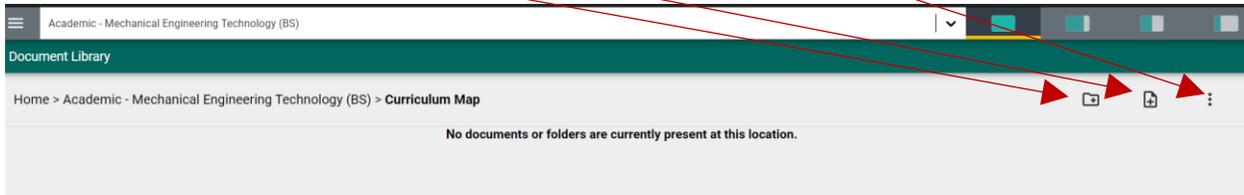
The **Document Library** is where a variety of documents and files can be uploaded and stored for use within the VSU Nuventive Sustainment Platform. To access the Document Library, go to the homepage. When you click on the Document Library on the homepage, you will see all the files housed under the Document Library.



By hovering your cursor over any of the files, you will see the **Kebab icon** (☰), You will be able to rename, share or delete file(s) as applicable. The list of files here is not exhaustive.



You can **Add folder**, **Add documents**, and **Move selected items**.



Additional Support

If you have any questions or concerns about your VSU Nuventive Sustainment Platform, please contact the Office of Planning and Institutional Effectiveness (OPIE) at opie@vsu.edu

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