

Nuventive Improve Quick Guide for Improvement Objectives

This guide is a quick, task-focused reference tool for entering and updating Improvement Objectives (including how objectives link to the institution's mission and strategic plan), Assessment Methods, and Results in the University's assessment management system.

Accessing Nuventive Improve

1. Log in to **MySFA**
 2. Select the **Resources** tab
 3. Click **Nuventive Improve**
 4. Sign in with institutional credentials (first-time users)
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Key Navigation Icons

-  **Hamburger Menu** – Opens program navigation
 - **Unit Drop-down** – Select your academic program
 -  **Plus Icon** – Add new items
 -  **Ellipsis** – Open/edit/delete existing items
 - **Save** – Upper-right corner (use often)
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Step 1: Select Your Unit(s)

1. Click the **Unit Drop-down** (top center)
 2. Search for or scroll to your **unit(s)**
 3. Select the program name to load the dashboard
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Step 2: Navigating to Improvement Objectives

Navigation Path:

 Hamburger Menu

→ Programs: Improvement Objectives or ADMIN/EDUC Assessment

→ Programs: Improvement Objective Assessment Plan & Results or ADMIN/EDUC Improvement Objectives Assessment

→ Improvement Objective

Step 3: Add or Open an Improvement Objective

Open an Existing Objective

- Double-click the **Improvement Objective tile**, OR
- Click  **Ellipsis** → **Open**

Create a New Improvement Objective

1. Click  **Plus Icon**
2. Complete required fields
3.  Click **Save**

Required Improvement Objective Fields

- Improvement Objective Name
- Improvement Objective
- Strategic Goals Supported
- Mission Elements Supported

Important: Improvement Objectives must be created before adding assessment methods or results.

Step 4: Add or Update Assessment Methods

OPEN the desired **Improvement Objective** tile → **Assessment Methods** tab

To add, open or edit Assessment Methods, please follow the same procedures outlined in Step 3.

Required Assessment Method Fields:

- Assessment Method Category
- Assessment Method Name
- Assessment Method (*Aligns directly to the improvement objective*)
- Criteria for Success

 Click **Save**

Step 5: Enter Results and Analysis

OPEN the desired **Improvement Objective** tile → **Results** tab

To add, open or edit Results and Analysis, please follow the same procedures outlined in Step 3.

Required Results and Analysis Fields:

- Results and Analysis Date
- Results and Analysis (*Narrative findings*)
- Reporting Period
- Result Type
- Actions for Improvement
- Results from Previous Year Follow-Up Planning

 Click **Save**

Need Help?

- Contact okie@sfasu.edu
- Use the built-in **Help (i)** icon in Nuventive Improve