

## **Improvement Objective Nuventive Improve User Guide**

|                                               |    |
|-----------------------------------------------|----|
| Purpose                                       | 2  |
| Navigating Nuventive Improve                  | 3  |
| Objectives Tab in Nuventive Improve           | 5  |
| Assessment Methods Tab in Nuventive Improve   | 10 |
| Results and Analysis Tab in Nuventive Improve | 12 |
| Attaching Supporting Documents                | 14 |

## **Nuventive Improve User Guide: Entering Improvement Objectives**

**Purpose:** This guide provides step-by-step instructions for administrative and academic units that use Improvement Objectives in the Nuventive Improve platform to plan and document their annual assessment reporting activities. Many of the steps and navigation described here are consistent for recording both program learning outcomes and improvement objectives in Nuventive Improve.

Improvement Objectives describe what the unit intends to improve, why the improvement is important, and how the unit will determine success. These objectives should support strategic priorities, the institution's mission, and accountability measures for operational effectiveness.

---

## Navigating Nuventive Improve

### Accessing Nuventive Improve

Nuventive Improve is a web-based platform accessed through MySFA under the Resource Tab.

#### General access steps:

1. Navigate to Nuventive Improve under the Resources tab in MySFA. (see *Figure 1*)

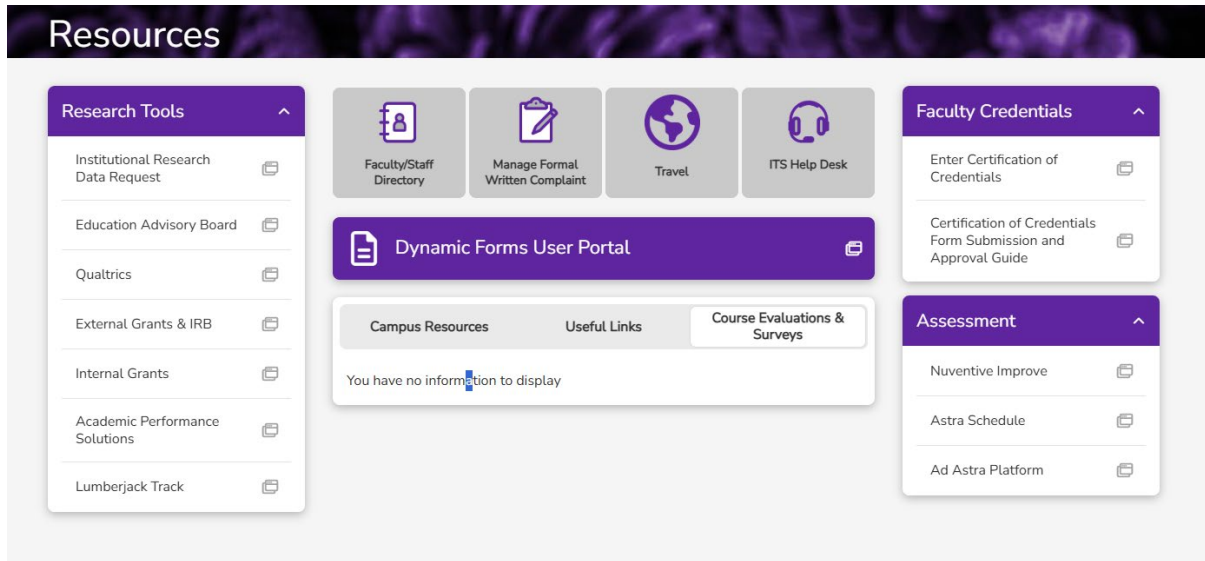


Figure 1

2. Sign in using the button in the upper right-hand corner of the screen. (You will have to use your institutional credentials the first time you sign in.) (see *Figure 2*)



Figure 2

### Key Navigation Icons:

- **Hamburger Menu (≡):** Opens the left-side menu for the selected program
- **Unit (Program) Drop-down:** Selects the academic program you are working in
- **Plus (+) Icon:** Adds new items such as objectives, methods, or results
- **Ellipsis (:):** Accesses additional actions like “open” or “delete”
- **Save:** Upper-right corner (use often)
- **Selecting Your Unit**

### Selecting Your Program

Before entering a new improvement objective or editing an existing one, you must select an unit from the drop-down menu. (see *Figure 3*)



Figure 3

### Navigation Path to Access Unit/Program Information: (see *Figure 4*)

1. Click the **Unit drop-down menu** at the top center of the screen
2. Search for or scroll to find your **unit or program**
3. Select the **unit or program** name to load its dashboard

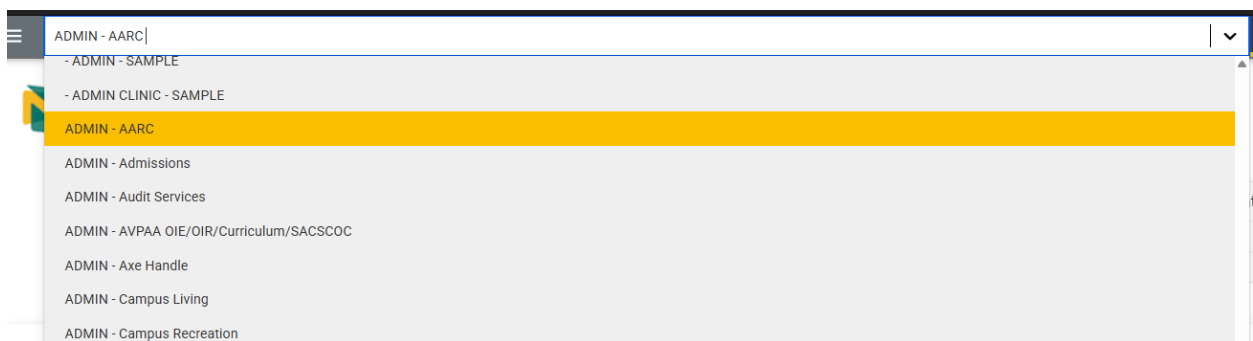


Figure 4

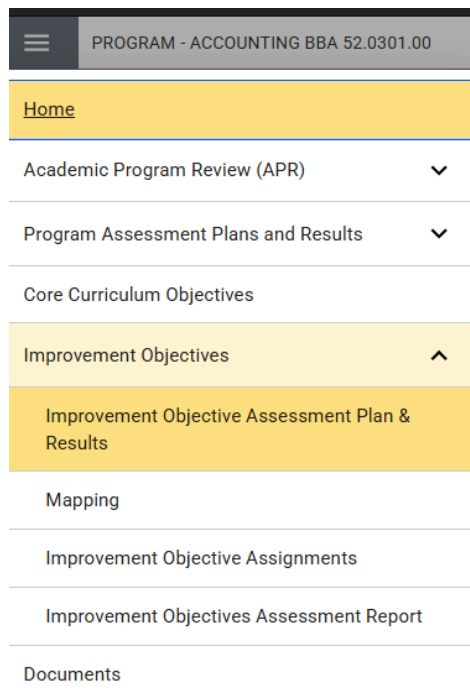
## Objectives Tab In Nuventive Improve

### ***Accessing and Selective Improvement Objectives (IOs)***

IOs are managed within the **Improvement Objectives** area of the selected unit.

**Navigation Path to Access an Improvement Objective:** (see *Figure 5*)

1. **Hamburger Menu (≡)**
2. **PROGRAM Improvement Objectives or ADMIN/EDUC Assessment**
3. **PROGRAM Improvement Objective Assessment Plan & Results or ADMIN/EDUC Improvement Objectives Assessment**
4. **Improvement Objective**



*Figure 5*

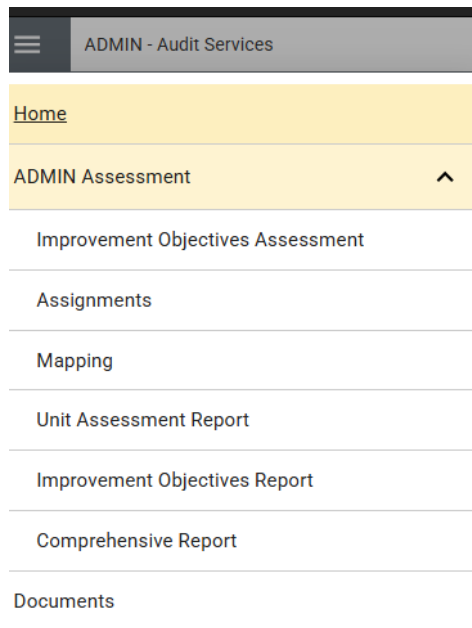


Figure 5

**Navigation Path to Select an Improvement Objective** (see *Figure 6*):

1. Locate the desired **IO tile**.
2. Double-click the tile **or** click the **Options (:)** icon and select **Open**.
3. The objective record will open with multiple tabs that include:
  - Improvement Objective
  - Assessment Method
  - Results and Analysis

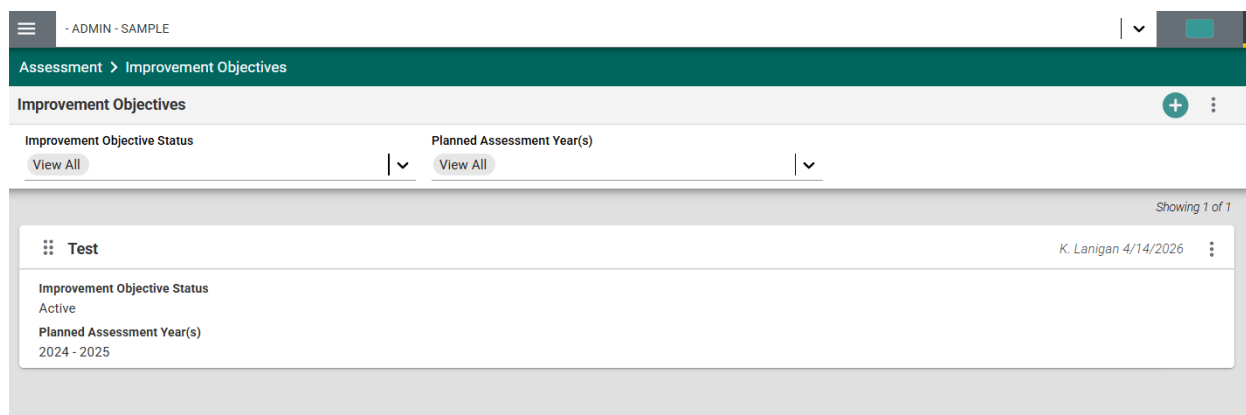


Figure 6

### ***Creating a New IO in the Improvement Objectives Tab***

In Nuventive Improve, **objectives must be created before assessment methods or results can be added.**

#### **Steps to Add a New IO: (see Figure 7)**

1. In the **Improvement Objective** section, click the **Plus (+) icon**.
2. Complete the improvement objective fields described below.
3. Click **Save** in the upper-right corner of the screen to save your work.

#### Improvement Objective fields:

- **Improvement Objective Name:** Brief label to identify objective (e.g. Training)
- **Improvement Objective:** Full statement written in measurable language (Unit will...)
- **Improvement Objective Status:** Indicates whether or not an objective is Active or Inactive
- **Planned Assessment Years:** Academic years objective will be assessed
- **Start Date**
- **End Date**
- **Related Documents:** You can upload supporting documents into the Improvement Objective section in the platform. Please see the Attaching Supporting Documents section of this guide for instructions on how to upload documents
- **\*\*Strategic Plan Alignment:** Strategic Goals supported

○ **\*\*Mission Alignment: Mission Element supported**

Improvement Objectives > Improvement Objective Assessment Plan & Results
CLOSE
SAVE

New Improvement Objective

IMPROVEMENT OBJECTIVE

ASSESSMENT METHOD

RESULTS AND ANALYSIS

\* denotes a required field.

Improvement Objective Name \*

Improvement Objective \*

Improvement Objective Status | ▾

Planned Assessment Year(s) | ▾

Start Date

End Date

Related Documents

| Document Name                   | Document Description |  |
|---------------------------------|----------------------|--|
| There are no documents attached |                      |  |

Figure 7

**\*\*Strategic Plan Alignment and Mission Alignment (see Figure 8)**

STRATEGIC PLAN ALIGNMENT

SFAU Strategic Goals:
X

- STUDENT EXPERIENCE:**  
Ensure students have the opportunity for a transformative, student-centered experience that provides comprehensive support and an affordable education, and supplies a vibrant, engaging campus life — empowering every student to thrive personally and professionally before and after graduation.
- ACADEMIC PROGRAMS:**  
Refine academic programming to develop graduates who are versatile, creative thinkers with a broad range of skills — ready to thrive in a rapidly changing job market with the ability to solve complex, real-world problems.
- RESEARCH AND CREATIVE ACTIVITIES:**  
Establish SFA as a nationally recognized hub for interdisciplinary research, scholarship, and creative excellence through strategic investment in infrastructure, partnerships, graduate education, and community engagement.
- INNOVATION:**  
Establish SFA as the regional hub for innovation that cultivates opportunities for students to meet the emerging needs of the future, allowing SFA to become the premier hands-on, experiential and service learning university that addresses the unique needs of our local and regional communities.
- WORKPLACE CULTURE:**  
Foster an empowering environment that attracts and retains exceptional faculty and staff by championing professional growth and meaningful recognition.

Strategic Goal(s) Supported \* | ▾

MISSION ALIGNMENT

Mission: Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community. X

Mission Elements Supported \* | ▾

Figure 8



## Managing and Editing Improvement Objectives (IOs)

After saving, IOs appear as tiles within the Improvement Objective section in Nuventive. You can manage and edit IOs, Assessment Methods, and Results and Analysis by selecting the appropriate Objective tile in the platform and double clicking the tile or using the ellipsis on the right side of the tile. (see *Figure 9*)

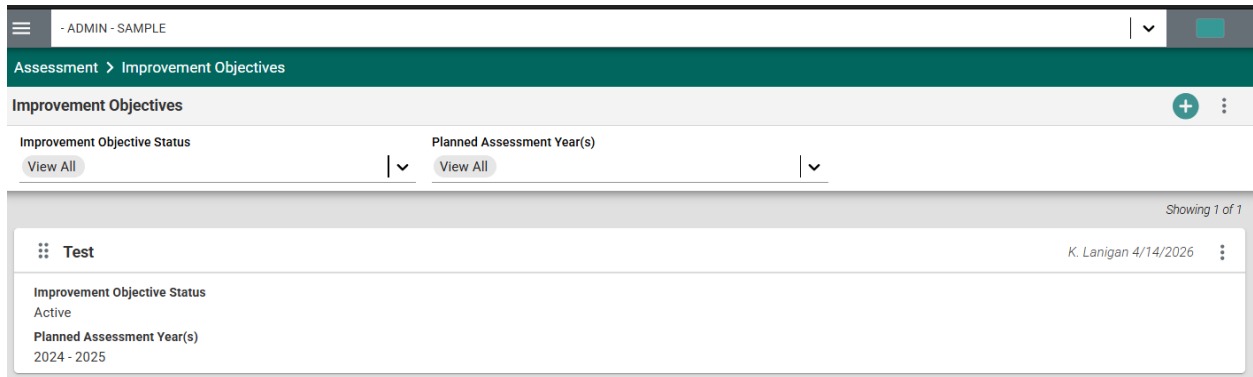


Figure 9

### **Assessment Methods Tab in Nuventive Improve**

Assessment Methods describe **how learning or performance was measured**. ***Remember you access individual assessment methods under the desired Improvement Objective tile in the platform.***

#### **Steps to Add or Edit an Assessment Method:** (see *Figure 10*)

1. Within the open Improvement Objective, locate the **Assessment Method** tab at the top of the screen.
2. Open the **Assessment Method** tab by double clicking the tile. You can use the **Ellipsis (:)** to edit a current **method** or the **plus (+) sign** to add a new **method**.
3. Complete the following fields to document activities related to your assessment methods:
  - **Assessment Method Name** (a more specific description of the assessment method category)
  - **Assessment Method** (should directly measure the objective and contain language that mirrors the objective)
  - **Assessment Method Category** (dropdown menu- select closest description)
  - **Assessment Method Status** (dropdown menu indicates method status)
  - **Criteria for Success** (reasonable targets for success)
  - **\*Related Documents**
  - You can upload supporting documents into the Assessment Method section in the platform. Please see the Attaching Supporting Documents section of this guide for instructions on how to upload documents.
4. Click **Save** in the upper-right corner of the screen to save your work.

Assessment > Improvement Objectives

CLOSESAVE

Test

Improvement Objective: Example

Hide Details

\* denotes a required field.

Assessment Method Name \* ⓘ

Assessment Method \* ⓘ

Assessment Method Category \*

Assessment Method Status

Criteria for Success \* ⓘ

Schedule

Related Documents

Document Name

Document Description

There are no documents attached

Figure 10

### **Results and Analysis Tab**

Assessment Results document **what happened when the method was applied**.  
***Remember you access individual results under the desired Improvement Objective tile.***

#### **Steps to Enter Results:** (see Figure 11)

1. Within the open Improvement Objective, locate the **Results and Analysis Tab** at the top of the screen.
2. Open this tab by double clicking the tile. You can use the **Ellipsis (:)** or the **plus (+) sign** to add a new result.
3. Complete the following fields to document activities related to reporting your assessment results:
  - **Results and Analysis Date** (today's date)
  - **Results and Analysis** (narrative description of findings)
  - **Reporting Period** (choose year from dropdown)
  - **Result Type** (choose from dropdown)
  - **Related Documents** - You can upload supporting documents into the Results and Analysis section in the platform. Please see the Attaching Supporting Documents section of this guide for instructions on how to upload documents
  - **Actions for Improvement** (explanation of how you plan to use these results to improve your program and/or student learning)
  - **Results from Previous Year Follow-Up Planning** (how did you implement your previous years assessment results to improve your program and/or student learning)
4. Click **Save** in the upper-right corner of the screen to save your work.

\* denotes a required field.

**Results and Analysis Date \***  
04/14/2026

**Results and Analysis \***

**Reporting Period \*** | ▾

**Result Type \*** | ▾

**Related Documents**

| Document Name                   | Document Description |
|---------------------------------|----------------------|
| There are no documents attached |                      |

**Charts & Graphs** [Press ALT + 0 for accessibility help](#)

**FOLLOW-UP PLANNING: USING RESULTS TO DEMONSTRATE IMPROVEMENT**

**Requirements:** ✕

1. State how results will be shared, discussed, and acted upon
2. Ensure actions are based on assessment results
3. Be substantive, specific, and clear

**Actions for Improvement \*** ⓘ

**Results from Previous Year Follow-Up Planning \*** ⓘ

Figure 11

### **Attaching Supporting Documents (Optional but Recommended)**

Examples of supporting documents may include:

- Rubrics
- Data reports
- Spreadsheets
- Survey summaries

#### ***To Attach a Document into Nuventive:***

**This is a two-step process.** (See *Figures 12 and 13*)

First, your document must be attached in the **Document Repository**.

Steps:

1. Click Hamburger Menu (≡).
2. Click **Documents** and then into the program documents.
3. Click the **Folder Plus sign** (  ) on the right to add a folder or click into a folder provided.
4. Click the **Plus (+) icon** on page on right corner to add a document.

Second, your document must be added to the appropriate method or results within the **Improvement Objective, Assessment Method** tab or **Results** tab: (see *Figures 14 and 15*)

1. In the outcome or results screen, select **Related Documents**.
2. Click the green plus sign.
3. Upload the file or link an existing document from the repository.
4. Click **Save** in the upper-right corner of the screen to save your work.

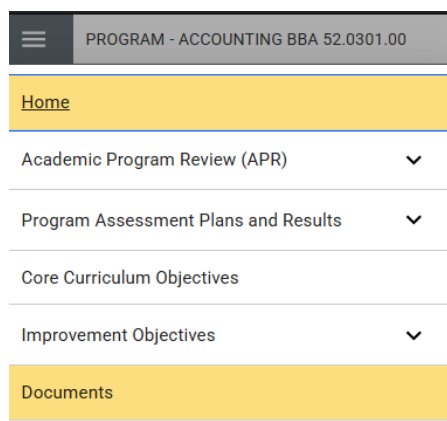


Figure 12

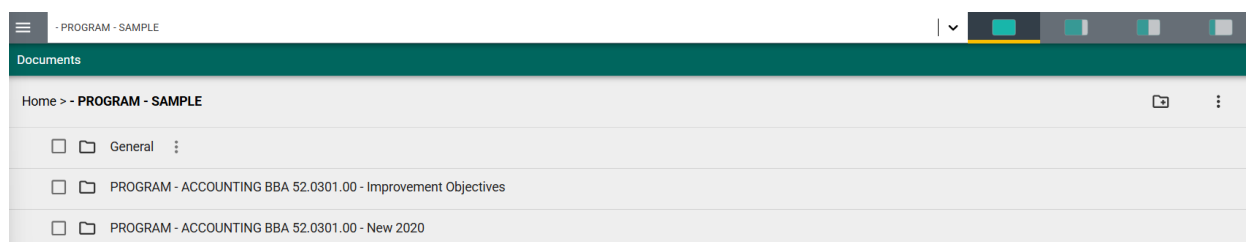


Figure 13

Improvement Objectives > Improvement Objective Assessment Plan & Results CLOSE SAVE ▼

Q Sample Improvement Objective ▼

**IMPROVEMENT OBJECTIVE** • ASSESSMENT METHOD • RESULTS AND ANALYSIS

\* denotes a required field

**Improvement Objective Name \***  
Sample Improvement Objective

**Improvement Objective \***  
Sample Improvement Objective Sample Improvement Objective Sample Improvement Objective Sample Improvement Objective Sample Improvement Objective Sample Improvement Objective

**Improvement Objective Status**  
Active ▼

**Planned Assessment Year(s)**  
▼

**Start Date**  
\_\_\_\_\_

**End Date**  
\_\_\_\_\_

**Connection to SFA Envisioned**  
▼

**How** ⓘ  
How we will achieve this.  
\_\_\_\_\_

**Related Documents**

| Document Name                   | Document Description |  |
|---------------------------------|----------------------|--|
| There are no documents attached |                      |  |

+

Figure 14

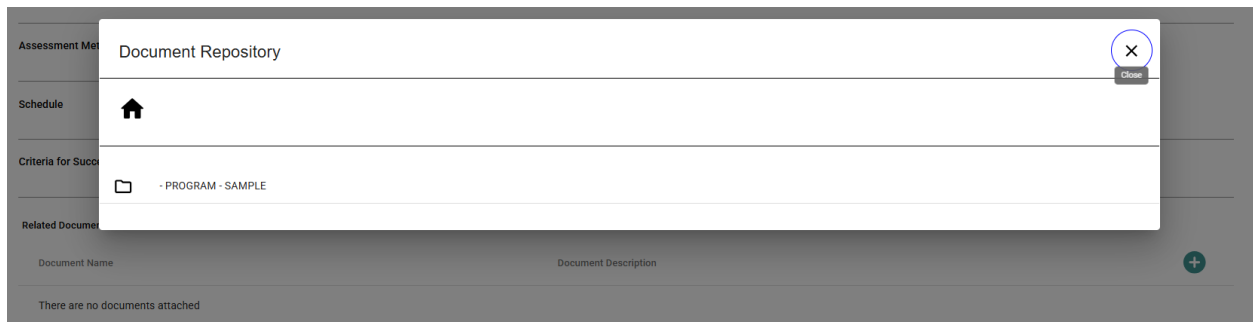


Figure 15



***Reviewing and Saving Your Work***

- Ensure all required fields are completed.
- Click **Save** after each section, in the upper-right corner of the screen to save your work.
- Confirm the tile shows updated content.
- Saved work will not display on the roll up reports until the next day. Nuventive updates overnight.

***Getting Help***

If you encounter issues:

- Contact the Office of Institutional Effectiveness.
- Use built-in **help icon (i)**.