

Nuventive Improve Quick Guide for Program Learning Outcomes

This guide is a quick, task-focused reference tool for entering and updating Program Learning Outcomes, 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 Program Learning Outcomes

Navigation Path:

 Hamburger Menu
→ Program Assessment Plans and Results
→ Program Assessment
→ Outcome

Step 3: Add or Open an Outcome

Open or Edit an Existing Objective

- Double-click the **Outcome tile**, OR
- Click  **Ellipsis** → **Open**
- Click  **Ellipsis** → **Edit**

Create a New Outcome

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

Required Outcome Fields

- Outcome Name
- Outcome

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

Step 4: Add or Update Assessment Methods

OPEN the desired **Outcome** tile → **Assessment Methods** tab

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

Required Fields:

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

 Click **Save**

Step 5: Enter Results and Analysis

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

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

Required Fields:

- Results and Analysis Date
- Results and Analysis (*Narrative findings*)
- Reporting Period
- Result Type (*Criterion Met / Not Met*)
- Actions for Improvement
- Results from Previous Year Follow-Up Planning

 Click **Save**

Need Help?

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