

Program Learning Outcome (PLO) Nuventive Improve User Guide

Purpose	2
Navigating the Nuventive Platform	3
Outcomes Tab in Nuventive Improve	5
Assessment Method Tab in Nuventive Improve	9
Results Tab in Nuventive Improve	11
Attaching Supporting Documents	13
Reviewing and Saving Your Work	15

Nuventive Improve User Guide: Entering Program Learning Outcomes

Purpose: This guide provides step-by-step instructions for academic programs that use Program Learning Outcomes (PLOs) 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 program learning outcomes and improvement objectives in Nuventive Improve.

Navigating the Assessment Platform

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*)

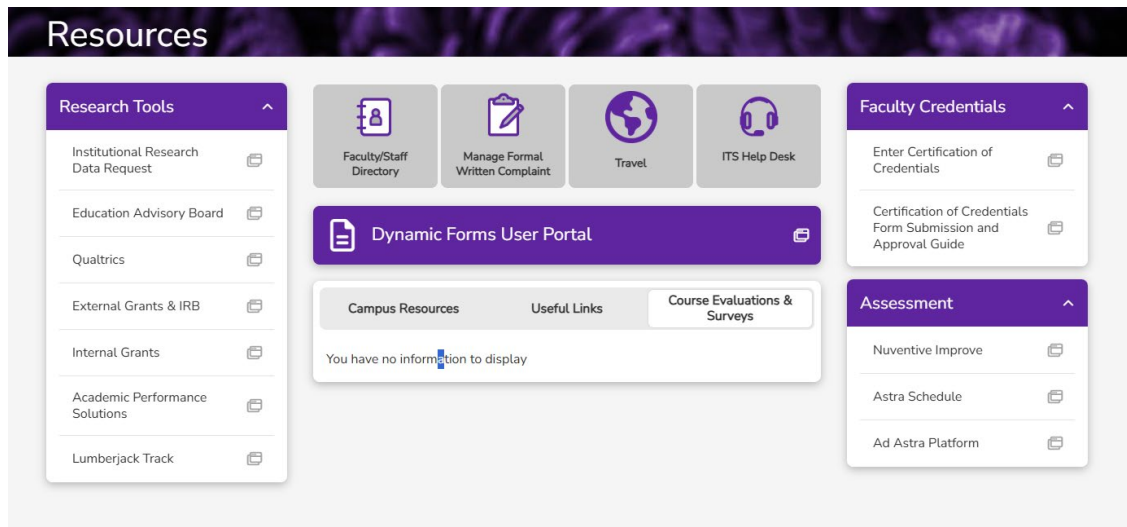


Figure 1

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 outcomes, methods, or results
- **Ellipsis (⋮):** Accesses additional actions
- **Save:** Upper-right corner (use often)

Selecting Your Program

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



Figure 3

Navigation Path to Access 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 **program**
3. Select the **program** name to load its dashboard

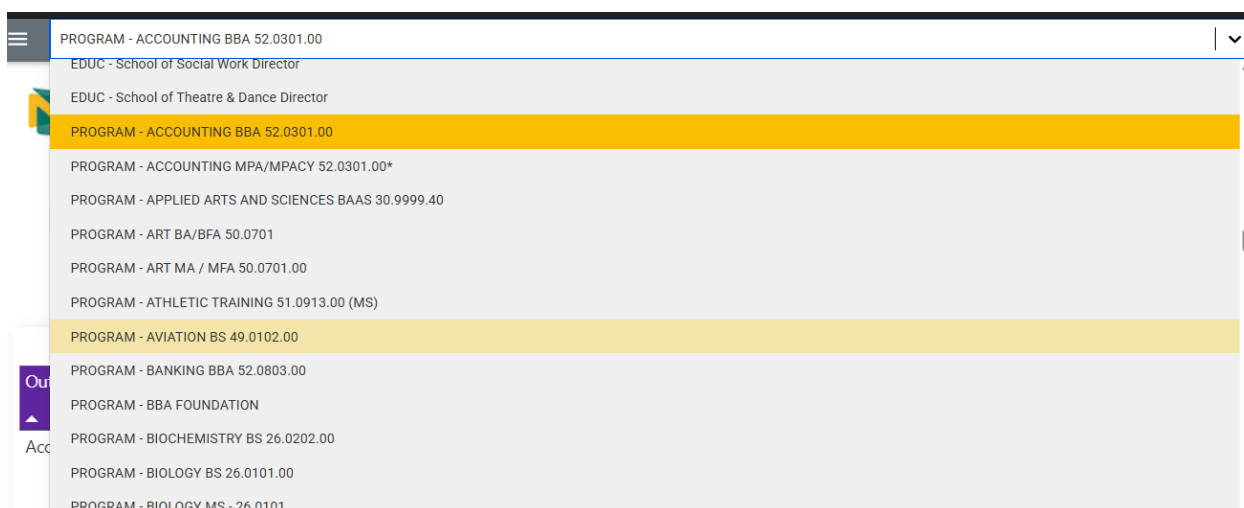


Figure 4

Outcomes Tab in Nuventive Improve

Accessing and Selecting Program Learning Outcomes (PLOs)

PLOs are managed within the **Program Assessment Plans and Results** area of the selected program.

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

1. **Hamburger Menu (≡)**
2. **Program Assessment Plans and Results**
3. **Program Assessment**
4. **Outcome**

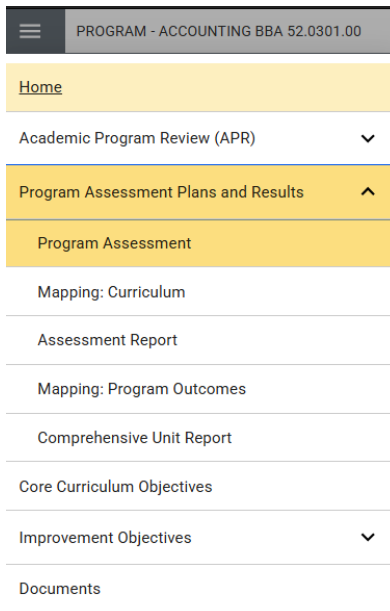


Figure 5

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

1. Locate the desired **Outcome tile**
2. Double-click the **Outcome tile** or click the **Ellipsis (:)** icon and select **Open**
3. The outcome record will open with multiple tabs that include:
 - Outcome
 - Assessment Method
 - Results

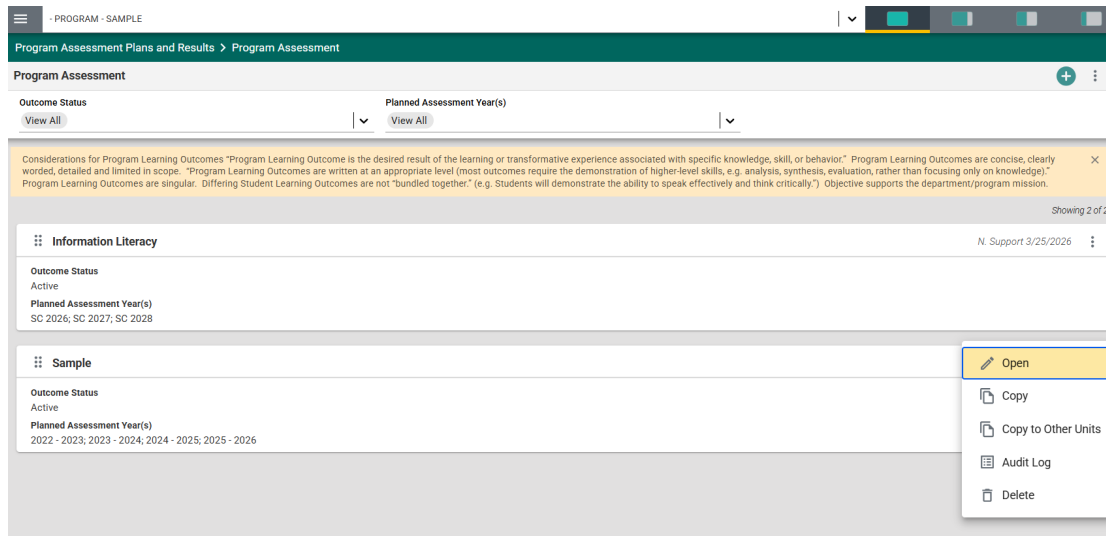


Figure 6

Creating a New PLO in the Outcomes Tab

Program Learning Outcomes (PLOs) describe what students should know or be able to do upon completing the program. In Nuventive Improve, **outcomes must be created before assessment methods or results can be added.**

Steps to Add a New PLO:

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

Outcome fields (see *Figure 7*)

- **Outcome Name:** Brief description of the outcome (Critical Thinking)
- **Outcome:** Full outcome statement written in measurable language (Students will...)
- **Outcome Status:** Indicates whether or not an outcome is Active or Inactive
- **Planned Assessment Years:** Academic years outcome will be assessed

PROGRAM - SAMPLE

Program Assessment Plans and Results > Program Assessment

CLOSE SAVE

New Outcome

OUTCOME ASSESSMENT METHODS RESULTS

* denotes a required field.

Outcome Name *

Outcome *

Outcome Status

Planned Assessment Year(s)

Start Date

End Date

Figure 7

Managing and Editing Program Learning Outcomes (PLOs):

After saving, PLOs appear as tiles within the Outcomes section in Nuventive. You can manage and edit PLOs, Assessment Methods, and Results by selecting the appropriate Outcome tile in the platform and double clicking the tile or using the ellipsis on the right side of the tile. (see *Figure 8*)

The screenshot displays the 'Program Assessment' section in Nuventive. At the top, there's a header with 'PROGRAM - SAMPLE' and a navigation bar. Below this, the 'Program Assessment' section is active, showing filters for 'Outcome Status' (View All) and 'Planned Assessment Year(s)' (View All). A yellow banner provides considerations for Program Learning Outcomes. Below the banner, two tiles are shown: 'Information Literacy' and 'Sample'. The 'Sample' tile is selected, and a context menu is open, offering options: 'Open', 'Copy', 'Copy to Other Units', 'Audit Log', and 'Delete'.

Information Literacy N. Support 3/25/2026

Outcome Status: Active
Planned Assessment Year(s): SC 2026; SC 2027; SC 2028

Sample

Outcome Status: Active
Planned Assessment Year(s): 2022 - 2023; 2023 - 2024; 2024 - 2025; 2025 - 2026

Showing 2 of 2

Open
Copy
Copy to Other Units
Audit Log
Delete

Figure 8

Assessment Methods Tab in Nuventive Improve

Documenting Assessment Methods

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

Steps to Add or Edit an Assessment Method:

1. Within the open Outcome, locate the **Assessment Methods** tab at the top of the screen.
2. Open the **Assessment Methods** 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: (see *Figure 9*)
 - **Assessment Method Category:** dropdown menu - select closest description
 - **Assessment Method Name:** a more specific description of the assessment method category
 - **Assessment Method:** should directly measure the outcome and contain language that mirrors the outcome
 - **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 Methods 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.

Program Assessment Plans and Results > Program Assessment

CLOSESAVE

example

Outcome: sample

Hide Details

* denotes a required field.

Assessment Method Category *

Assessment Method Name * ⓘ

Assessment Method * ⓘ

Assessment Method Status

Schedule

Criteria for Success * ⓘ

Related Documents

Document Name

Document Description

There are no documents attached

Figure 9

Results Tab in Nuventive Improve

Documenting Results

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

Steps to Enter Results:

1. Within the open Outcome, locate the **Results Tab** at the top of the screen.
2. Open this tab by double clicking the tile. You can use the **Ellipsis (:)** or the **Plus (+) icon** to add a new result.
3. Complete the following fields to document activities related to reporting your assessment results: (see *Figure 10*)
 - **Results and Analysis Date:** today's date
 - **Results and Analysis:** narrative description of findings
 - **Reporting Period:** choose year from dropdown
 - **Result Type:** choose criterion met or criterion not met from dropdown
 - **Actions for Improvement:** explanation of how you plan to use these results to improve your program and/or student learning (see *Figure 11*)
 - **Results from Previous Year Follow-Up Planning:** how you implemented your previous years assessment results to improve your program and/or student learning
 - ***Related Documents:** You can upload supporting documents into the Assessment Methods 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.

Program Assessment Plans and Results > Program Assessment
CLOSE SAVE

Sample

Outcome: Students will ...
Assessment Method: Students mastery of _____ will be assessed by...
Criteria for Success: 75% of student in _____ will complete _____ assignment with a score of 80% or higher.
Hide Details

* denotes a required field

Results and Analysis Date *

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](#)

Figure 10

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 include:

- Rubrics
- Data reports
- Spreadsheets
- Survey summaries
- Samples of student work (de-identified)

To Attach a Document into Nuventive:

This is a two-step process:

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

Steps to Add a Document: (see *Figure 12*)

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. (see *Figure 13*)
4. Click the **Plus (+) icon** on page on right corner to add a document.

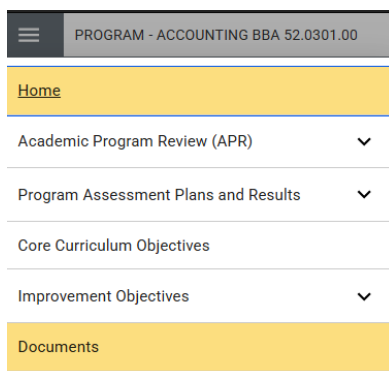


Figure 12

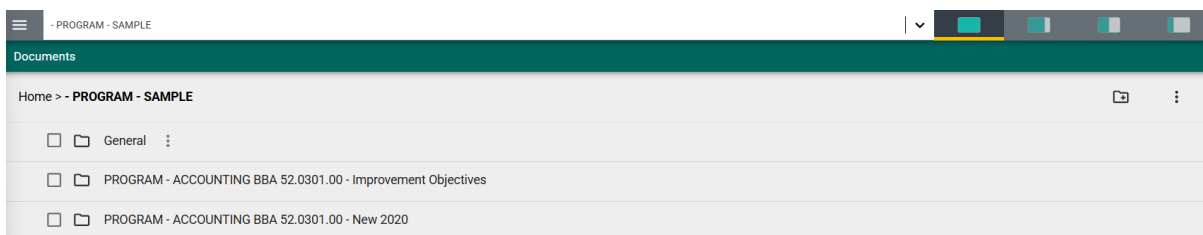


Figure 13

Second, your document must be added to the appropriate method or results within the **Assessment Method** tab or **Results** tab:

5. In the outcome or results screen, select **Related Documents**.
6. Click the green **plus (+) sign**. (see *Figure 14*)
7. Upload the file or link an existing document from the repository. (see *Figure 15*)
8. Click **Save** in the upper-right corner of the screen to save your work.

Program Assessment Plans and Results > Program Assessment

CLOSE SAVE

example

Outcome: sample Hide Details

* denotes a required field.

Assessment Method Category *

Assessment Method Name *

Assessment Method *

Assessment Method Status

Schedule

Criteria for Success *

Related Documents

Document Name	Document Description
There are no documents attached	

Add Document

Figure 14

Document Repository

Close

Home

- PROGRAM - SAMPLE

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 may 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)**.