

ENTERING USE OF RESULTS FOR ADMINISTRATIVE UNITS.

1. Log into <https://solutions.nuventive.com/>
2. Click **"Sign In"** located in the top, right corner of the screen. Use your FIU AD credentials to log in.
3. Click on the drop-down arrow near the top, right-side of the screen. Find your Admin Site by typing in its name then clicking on it.
4. Click on the ☰ icon located in the top, left area of the screen under the "Nuventive Solutions" logo.
5. Click on **"Unit Assessment"** Then click **"Plans & Results."**
6. Each Admin/Center Outcome appears on a white "card". Double click on the outcome that you would like to add data to. Alternatively, you can click on the three-dot icon located to the right of the outcome name and select "Open."
7. Click the **"Results & Analysis"** tab.
8. Scroll down and double click or click on the three-dot icon located to the right on the desired year and select "Open".
9. Scroll down to the section titled **"Results"**
10. Input data by clicking the text line below each field. **Reporting Period, Results Date, Criterion Status, Results, Analysis, Use of Results.**
 - a. When inputting the Use of Results action plan, please ensure that it describes specific, measurable, attainable, and relevant behaviors. There should be a clear way of measuring the action as you will need to provide proof of implementation in follow-up next academic year. Additionally, action plans should directly relate to the improvement of the outcome.
11. Once the action is entered, click the **"Save"** icon in the top, right of the screen.
12. Click **"Close"**.
13. To move on to the next outcome, click the drop-down arrow located under the "Save" button and select the next outcome.
14. Repeat the process described above, as needed.

NEED ADDITIONAL ASSISTANCE?

- Watch videotutorial
- Refer to the extended Nuventive Improvement User Guide
- Email us at assess@fiu.edu
- Join our live support hours Monday-Thursdays [10-11:00am](#) and [2-3:00pm](#).