

## 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 Center/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.
9. Scroll down to the section titled **“Use of Results”**
10. Input data by clicking the text line below each field. **Use of Results Date, Use of Results for Improvement, and Student Learning Improvement Category are required.**
  - 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.
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 to add data.
14. Repeat steps 7-13, as needed.

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### NEED ADDITIONAL ASSISTANCE?

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