

ENTERING FOLLOW-UPS FOR CENTERS, DEANS OFFICES, AND 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 or Administrative report 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 Administrative/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. On the next page, click the “**Results & Analysis**” tab.
8. Scroll down to find the desired year. Then, either double-click on it or click the three-dot icon to the right and select “Open.”
9. Scroll down to the section titled “Follow-Up”
10. Input data by clicking the text line below each field. **Follow-Up & Evidence Date, Follow-Up, and Follow-up Evidence Documents are required.**
 - a. In the follow-up, for each improvement strategy described in "Use of Results for Improvement," please list:
 - i. Whether it was implemented (if no, why and when will it be implemented)
 - ii. Date of implementation or stage at which the implementation is at
 - iii. People involved in implementation
 - iv. Relevant observations or information regarding implementation
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 7-10, as needed.

NEED ADDITIONAL ASSISTANCE?

- [Go to our website for more guides.](#)
- Email us at assess@fiu.edu
- Join our live support hours Monday-Thursdays [10-11:00am](#) and [2-3:00pm](#).