

ENTERING FOLLOW-UPS FOR CORE REPORTS

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 Core Class 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 **“Course Assessment”** Then click **“Plans & Results.”**
6. Each Course Outcome appears on a white “card”. Double click on the outcome in which you would like to add data. 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 “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”** button in the top, right of the screen.
12. Click **“Close”**.
13. To move on to the next outcome, simply 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.

NEED ADDITIONAL ASSISTANCE?

- Watch video tutorial
- 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](#).