

ENTERING RESULTS 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”. You can double click on the outcome, or 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.
 - a. If entering data for a new year, click the green + icon located near the right side of the screen.
 - b. If adding or editing data for a previous year, scroll down and double click or you can click on the three-dot icon located to the right on the desired year and select “**Open**”.
8. Input data by clicking the text line below each required field displaying a “ * ” icon next to it. **Reporting Period, Criterion Status, Results sections Number of Students Assessed and number of Students Who Met Criteria are required if applicable.**
 - a. If reporting for a reporting period ending in an **odd** year (e.g.: 2022-2023, 2024-2025) you are required to input information in the Results, Analysis and Use of Results sections.
 - b. If reporting for a reporting period ending in an **even** year (e.g., 2023-24, 2025-26) you are required to input information in the Results section **only**.
9. Once all data is entered, click the “**Save**” icon in the top, right of the screen. Then click “**Close**”.
10. 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.
11. Repeat steps 7-10, 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](#).