

GENERATING A CERTIFICATE OR PROGRAM REPORT

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 program by typing on 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 one of the green and white rectangle icons in the top right of the screen so that the side panel appears.
6. Different types of reports will be displayed on the right side of the screen. Click on the type of report you would like to generate.
 - a. The Assessment Plan reports **will not** display any of the inputted data for the year, only the Outcome and Assessment Method.
 - b. The Assessment Report provides the Outcome, Method, and all data inputted for the reporting period
7. Click the dropdown arrow under “Reporting Year” and select the years you would like to generate a report for
 - a. Note: Assessment cycles last two academic years, so you will often need to generate reports that include multiple years
8. Click the “**Run Report**” button in the top right corner of the screen
9. Click on “File” on the top right side of the screen which will open the drop-down menu
10. Click Download as “PDF”

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](#).