

Nuventive Improvement User Guide For Core Curriculum Courses

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System Overview

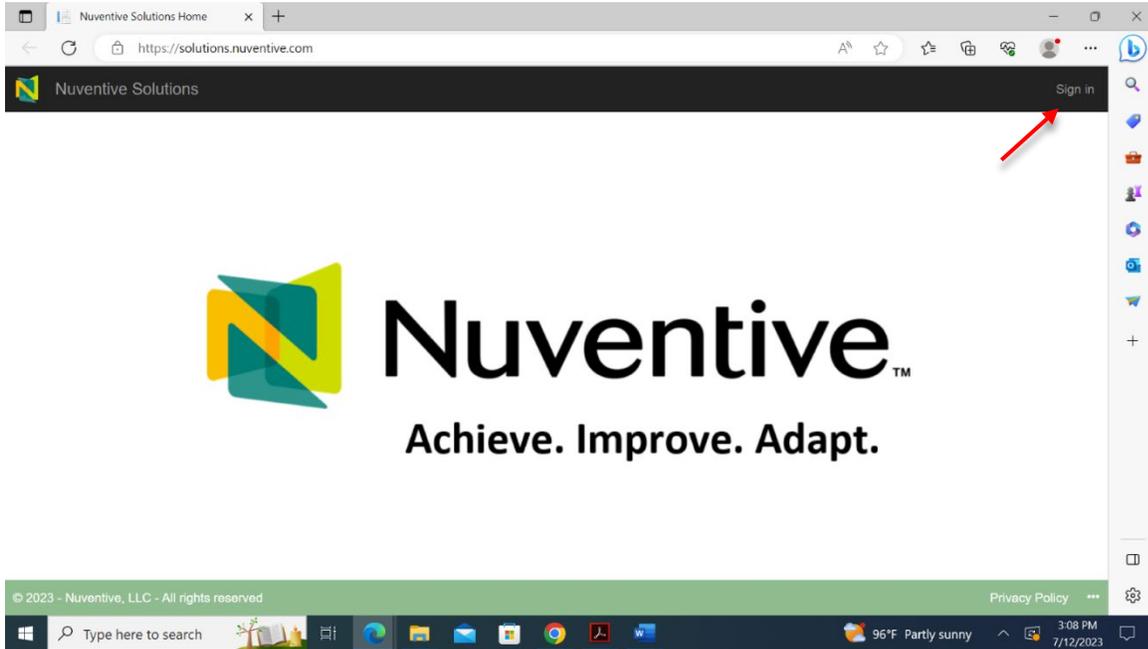
Nuventive Improvement Premiere Platform is an assessment and planning system developed to collect and share assessment data. It is designed to overcome common obstacles and close the loop between planning and action. The system facilitates assessment plans and results in data collection, review, and management. It provides formatted reports that address critical aspects of the assessment cycle.

Section 1: Accessing Nuventive Improvement

Logging In

There are two ways to access Nuventive Improvement:

1. Visit: <http://solutions.nuventive.com>.
 - The screen below will appear. Click on “Sign in” on the top right of the page. Enter your AD Username and Password (the Username is your email without @fiu.edu).



2. Visit tracdat.fiu.edu. This is the Institutional Effectiveness team’s Assessment Hub.
 - Scroll down and click on Submit Data to navigate to the Nuventive Improvement platform.



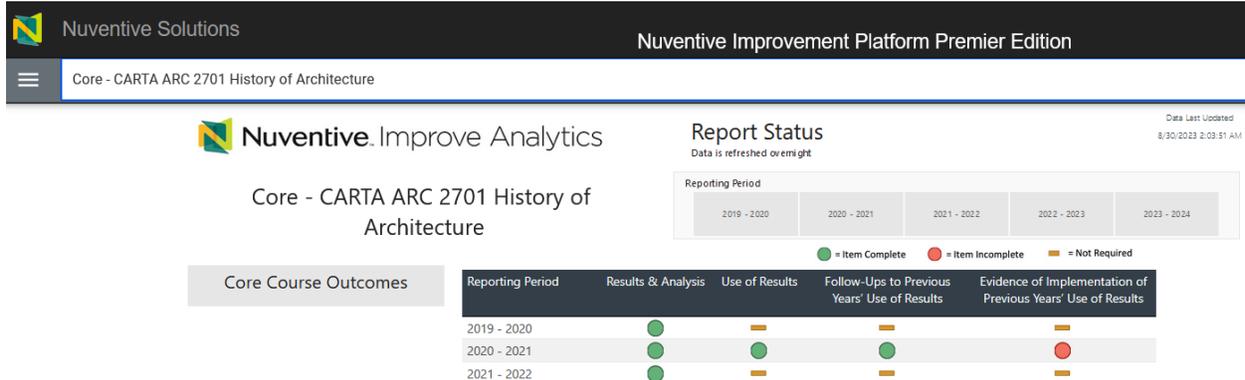
User Access

- **Returning users:** Enter your AD Username and Password (the Username is your email without @fiu.edu).
- **Add and/or remove users:** <https://airtable.com/app3SmT0yoAqiDoz2/shr3FgpkxWEIzNJfe>

Section 2: New Features

Customized Home Page

The newly customized Home Page provides completion data for the assessment report selected, per outcome, per required field, and per reporting period. This makes it easier to identify which required components for a particular reporting period are missing to be entered. It also provides trend analyses on scores received from the Metric of Assessment Performance (MAP), the Institutional Effectiveness' tool to evaluate assessment reports. Refer to Section 4 for further details on the Home Page.



Right-Side Panel

The right-side panel provides relevant resources and reports (e.g., links to generating assessment reports) for each section of the system.



To access this panel, use any of the four icons on the right side of the page, which allow for size customization.

Nuventive Solutions | Nuventive Improvement Platform Premier Edition | Welcome, esanabri@fiu.edu | Sign out

Core - CARTA ARC 2701 History of Architecture

Nuventive Improve Analytics

Core - CARTA ARC 2701 History of Architecture

Report Status
Data collected overnight

Reporting Period: 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, 2023 - 2024

Legend: ● Item Complete, ● Item Incomplete, ● Not Required

Reporting Period	Results & Analysis	Use of Results	Follow Up to Previous Year's Use of Results	Evidence of Implementation of Previous Year's Use of Results
2019 - 2020	●	●	●	●
2020 - 2021	●	●	●	●
2021 - 2022	●	●	●	●

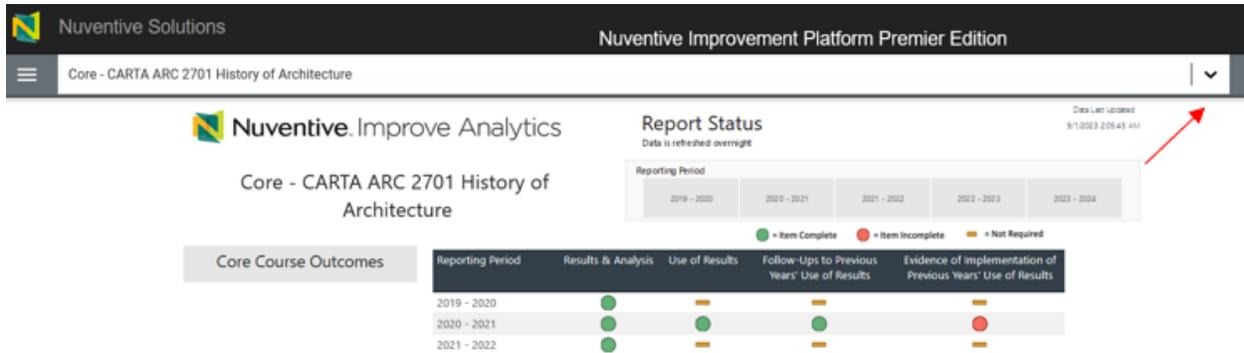
Course Assessment Plan

Course Assessment Report

Each section of this guide will discuss any relevant documents within the right-side panel, if applicable.

Section 3: Selecting Desired Course

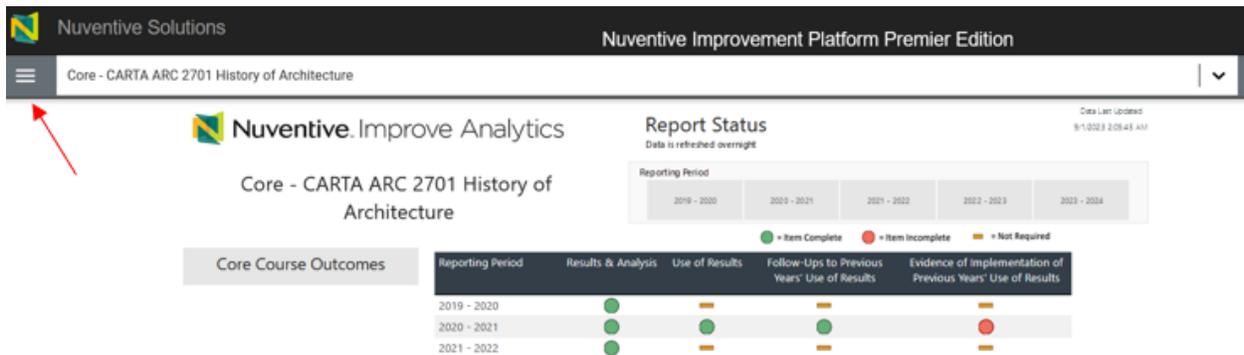
After logging in, a drop-down box will appear at the top center of the screen. Use this box to select the appropriate course and modality.



The screenshot shows the Nuventive Improve Analytics interface for the course 'Core - CARTA ARC 2701 History of Architecture'. At the top, there is a navigation bar with the course name and a dropdown arrow. Below this, the 'Report Status' section indicates that data is refreshed overnight and shows a 'Data Last Updated' timestamp of 9/1/2023 2:09:45 AM. A red arrow points to this timestamp. The 'Reporting Period' section allows selection of the current reporting period, with options for 2019 - 2020, 2020 - 2021, 2021 - 2022, 2022 - 2023, and 2023 - 2024. A legend indicates that green circles represent 'Item Complete', red circles represent 'Item Incomplete', and orange squares represent 'Not Required'. The 'Core Course Outcomes' table below shows the status for each reporting period across five categories: Results & Analysis, Use of Results, Follow-Ups to Previous Years' Use of Results, and Evidence of Implementation of Previous Years' Use of Results.

Reporting Period	Results & Analysis	Use of Results	Follow-Ups to Previous Years' Use of Results	Evidence of Implementation of Previous Years' Use of Results
2019 - 2020	Item Complete (Green Circle)	Not Required (Orange Square)	Not Required (Orange Square)	Not Required (Orange Square)
2020 - 2021	Item Complete (Green Circle)	Item Complete (Green Circle)	Item Complete (Green Circle)	Item Incomplete (Red Circle)
2021 - 2022	Item Complete (Green Circle)	Not Required (Orange Square)	Not Required (Orange Square)	Not Required (Orange Square)

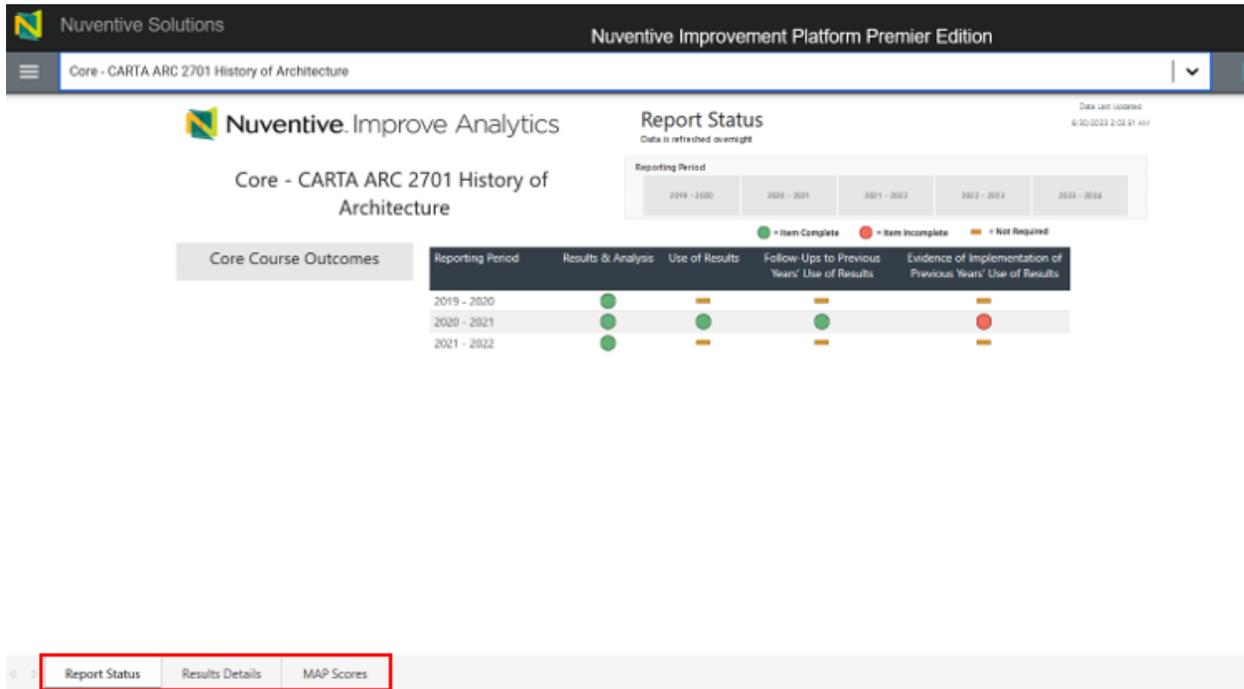
Once the course is selected, the hamburger icon on the top, left side of the page, is used to navigate through the components of the course assessment report.



This screenshot is identical to the one above, but with a red arrow pointing to the hamburger menu icon (three horizontal lines) located on the top left side of the navigation bar.

Section 4: Home

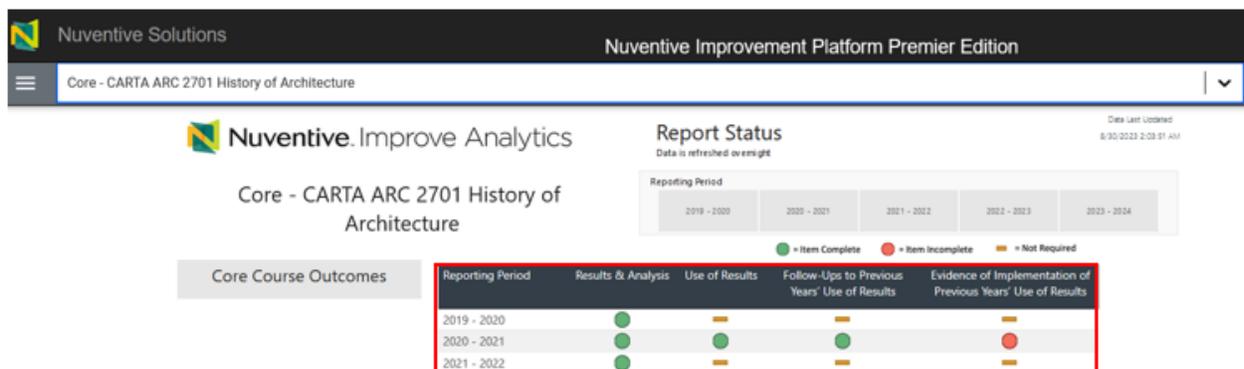
The Home screen contains three tabs: Report Status, Results Details, and MAP Scores.



Reporting Period	Results & Analysis	Use of Results	Follow-Ups to Previous Years' Use of Results	Evidence of Implementation of Previous Years' Use of Results
2019 - 2020	●	■	■	■
2020 - 2021	●	●	●	●
2021 - 2022	●	■	■	■

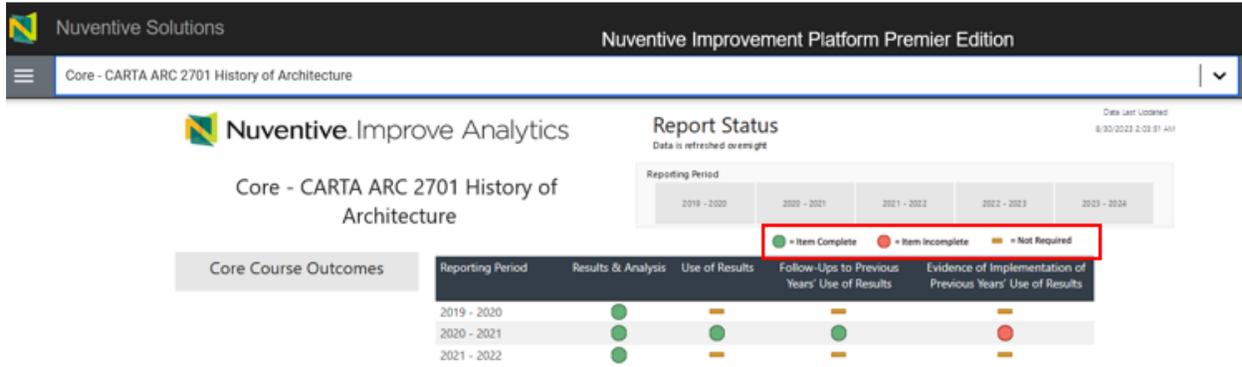
Report Status

The Report Status tab displays information on submitted, pending, and/or not required fields per reporting period for the overall assessment report. The table provided breaks down the fields (i.e., components) of an assessment report (e.g., Results, Use of Results, etc.) and indicates when each are due for each reporting period. **This table is used to determine whether all required fields of the overall assessment report have been submitted for a reporting period.**

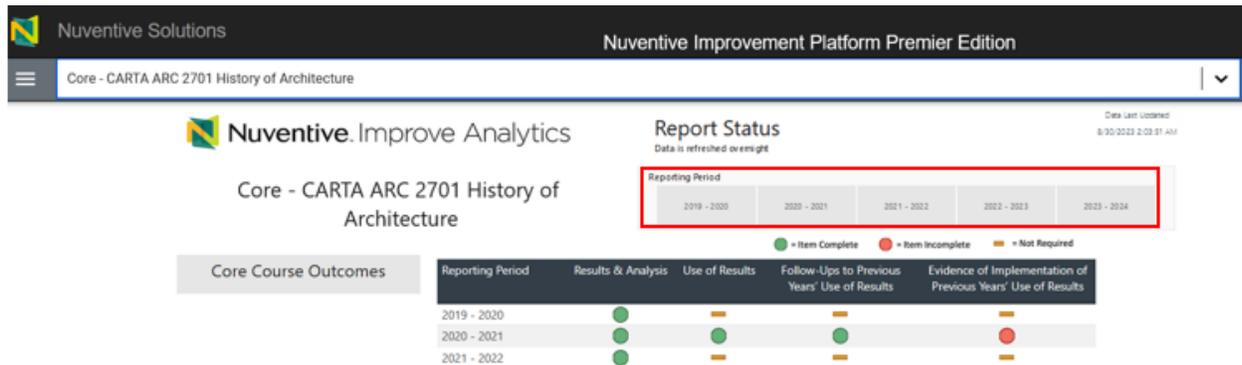


Reporting Period	Results & Analysis	Use of Results	Follow-Ups to Previous Years' Use of Results	Evidence of Implementation of Previous Years' Use of Results
2019 - 2020	●	■	■	■
2020 - 2021	●	●	●	●
2021 - 2022	●	■	■	■

To identify which fields of the overall assessment report are complete, pending, and/or not required for a reporting period, refer to the legend provided.



To view a single reporting period, use the filters at the top of the page.



If a field for a reporting period is marked as incomplete (i.e., shows the red circle), use the next tab, Results Details, to identify exactly which outcome(s) are missing to have this field completed. If there are green circles across all fields, or the “Not Required” yellow dash, for a reporting period, then all required fields have been submitted.

NOTE: The green circles only indicate required fields have been submitted. The quality of the data submitted will still be reviewed by the Institutional Effectiveness team and the program/department/unit may be contacted to address feedback.

Results Details

The Results Details tab displays information on submitted, pending, and/or not required fields per reporting period AND per outcome of the assessment report (i.e., it indicates which fields are submitted, pending, and/or not required for *each* outcome within the report). **This table is used to determine which field(s) of a particular outcome are missing.**

Nuventive Improve Analytics Assessment Overview Data Last Updated: 9/6/2023 2:06:57 AM
Data is refreshed overnight

Core - CARTA DAA 1200 Ballet Technique I

Reporting Period: 2019 - 2020, 2020 - 2021, **2021 - 2022**, 2022 - 2023, 2023 - 2024

● Item Complete ● Item Incomplete

Core Course Outcome	Instrument	Results & Analysis	Use of Results	Follow-Up	Evidence
Content Knowledge	Rubric	●	■	■	■
Content Knowledge	Rubric	●	■	■	■
Critical Thinking	Rubric	●	■	■	■

Core Course Outcomes: All Outcome Items Complete

Review and Feedback Status: No Entry

Use the Reporting Period filter to look at a single reporting period.

Nuventive Improve Analytics Assessment Overview Data Last Updated: 9/6/2023 2:06:57 AM
Data is refreshed overnight

Core - CARTA DAA 1200 Ballet Technique I

Reporting Period: 2019 - 2020, 2020 - 2021, **2021 - 2022**, 2022 - 2023, 2023 - 2024

● Item Complete ● Item Incomplete

Core Course Outcome	Instrument	Results & Analysis	Use of Results	Follow-Up	Evidence
Content Knowledge	Rubric	●	■	■	■
Content Knowledge	Rubric	●	■	■	■
Critical Thinking	Rubric	●	■	■	■

Core Course Outcomes: All Outcome Items Complete

Review and Feedback Status: No Entry

MAP Scores

The Metric of Assessment Performance (MAP) is the tool/rubric the Institutional Effectiveness team utilizes to evaluate assessment reports. This tab provides scores earned per component of the MAP, including a visual trend analysis, and access to the feedback provided by the reviewer.

Nuventive Improve Analytics MAP Scores from Feedback Review Data Last Updated: 9/1/2023 2:05:45 AM
Data is refreshed overnight

Core - CARTA ARC 2701 History of Architecture

Review Year	Outcome	Method	Results	Use of Results
2023 - 2024	2.33	2.50	2.00	2.75

Core Course Outcomes: Overall Average MAP Score

Review Year	Overall Average MAP Score
2023 - 2024	2.46

Legend: ● Outcome ● Method ● Results ● Use of Results

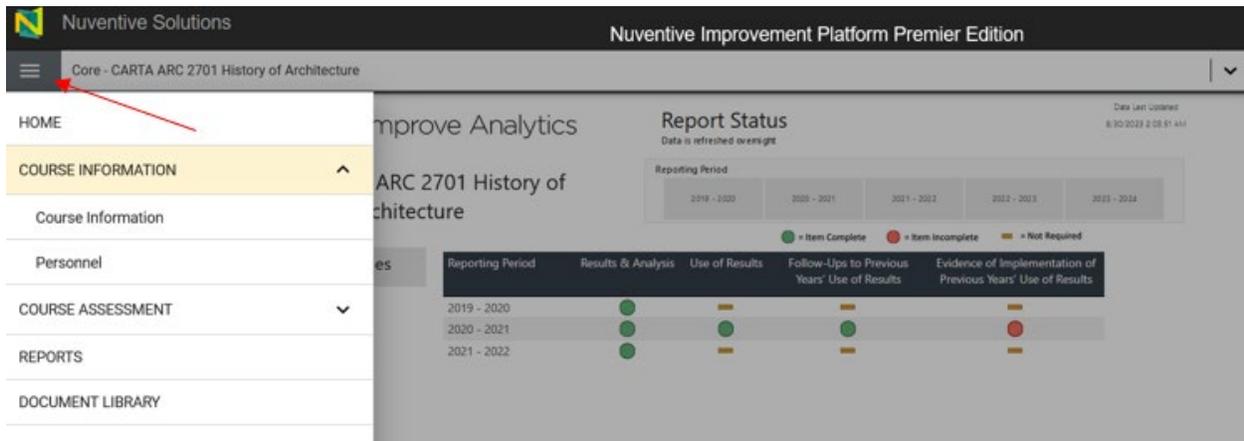
Right-Side Panel Documents

The right-side panel of the Home screen contains links to four documents:

1. *Course Assessment Plan*: Assessment Plan for the course (outcomes and methods only). This report does NOT contain results. Filter for Outcome Status is available.
2. *Course Assessment Report*: Complete assessment report for the course (outcomes, methods, results, improvement actions, etc.). Filters for Outcome Status and Reporting Period are available.
3. *MAP Rubric*: Metric of Assessment Performance (MAP) tool used by the Institutional Effectiveness team to evaluate University Core Curriculum course assessment reports.
4. *MAP Score Report*: Metric of Assessment Performance (MAP) tool with ratings and feedback from the Institutional Effectiveness team. Filter by Review Year is available.

Section 5: Course Information

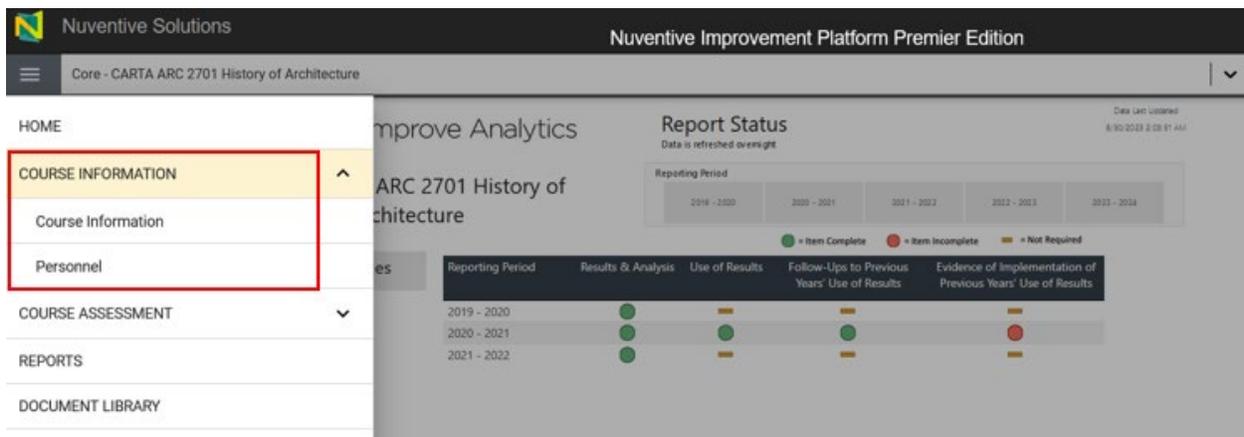
To view Course Information, click on the hamburger menu icon at the top left of the page.



The screenshot shows the Nuventive Solutions interface for the course 'Core - CARTA ARC 2701 History of Architecture'. The left sidebar menu is open, and the 'COURSE INFORMATION' section is highlighted in yellow. A red arrow points to the hamburger menu icon at the top left of the sidebar. The main content area displays a 'Report Status' dashboard with a table of reporting periods and their corresponding completion status.

Reporting Period	Results & Analysis	Use of Results	Follow-Ups to Previous Years' Use of Results	Evidence of Implementation of Previous Years' Use of Results
2019 - 2020	● (Green)	■ (Yellow)	■ (Yellow)	■ (Yellow)
2020 - 2021	● (Green)	● (Green)	● (Green)	● (Red)
2021 - 2022	● (Green)	■ (Yellow)	■ (Yellow)	■ (Yellow)

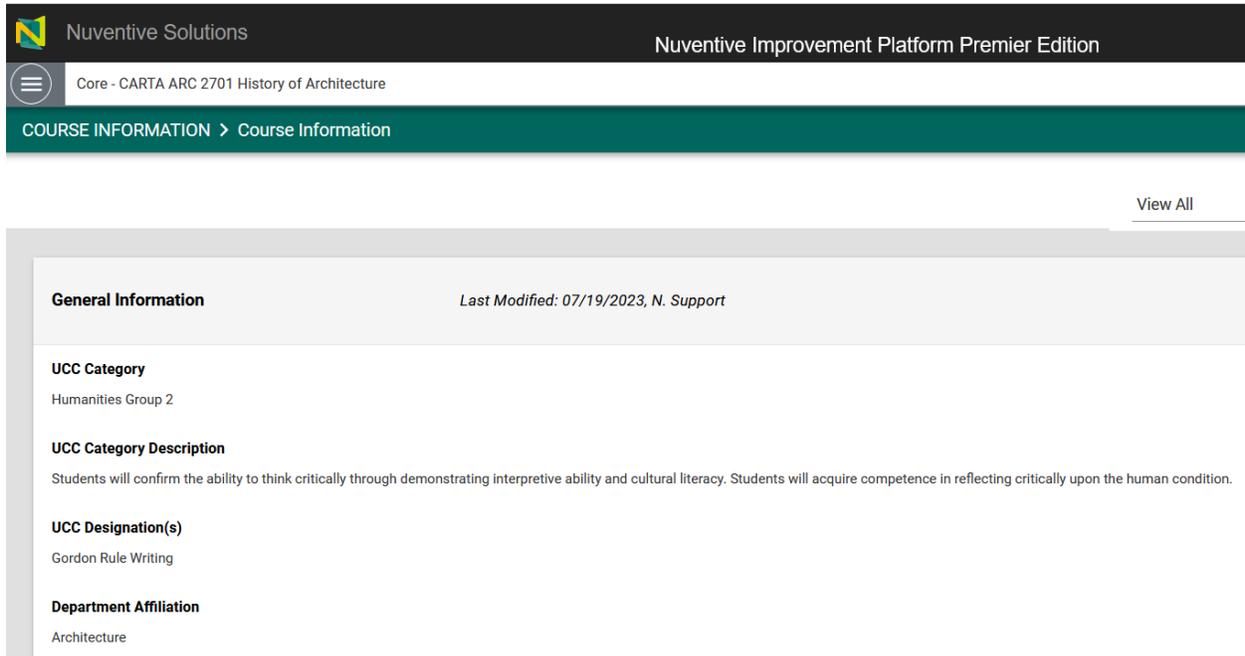
The Course Information section is comprised of two sub tabs: Course Information and Personnel.



This screenshot is similar to the previous one, but the 'COURSE INFORMATION' section in the sidebar menu is highlighted with a red border, and its sub-tabs, 'Course Information' and 'Personnel', are also highlighted with a red border. The main content area remains the same, showing the 'Report Status' dashboard.

Course Information

The Course Information sub tab will display the UCC category, category description, designation(s), and department affiliation.



The screenshot shows the Nuventive Solutions interface. At the top, it says 'Nuventive Solutions' and 'Nuventive Improvement Platform Premier Edition'. Below that, the course title 'Core - CARTA ARC 2701 History of Architecture' is displayed. A navigation bar shows 'COURSE INFORMATION > Course Information'. On the right, there is a 'View All' link. The main content area is titled 'General Information' with a sub-header 'Last Modified: 07/19/2023, N. Support'. The details listed are:

- UCC Category:** Humanities Group 2
- UCC Category Description:** Students will confirm the ability to think critically through demonstrating interpretive ability and cultural literacy. Students will acquire competence in reflecting critically upon the human condition.
- UCC Designation(s):** Gordon Rule Writing
- Department Affiliation:** Architecture

This is a read-only section. If changes are needed, please email us at assess@fiu.edu.

Personnel

The Personnel sub tab will display all individuals who have access to the report, along with their corresponding role. This is a read-only section. Follow the instructions above the table to request new user access and/or to remove a current user.

Core - CARTA ARC 2701 History of Architecture

Role
All

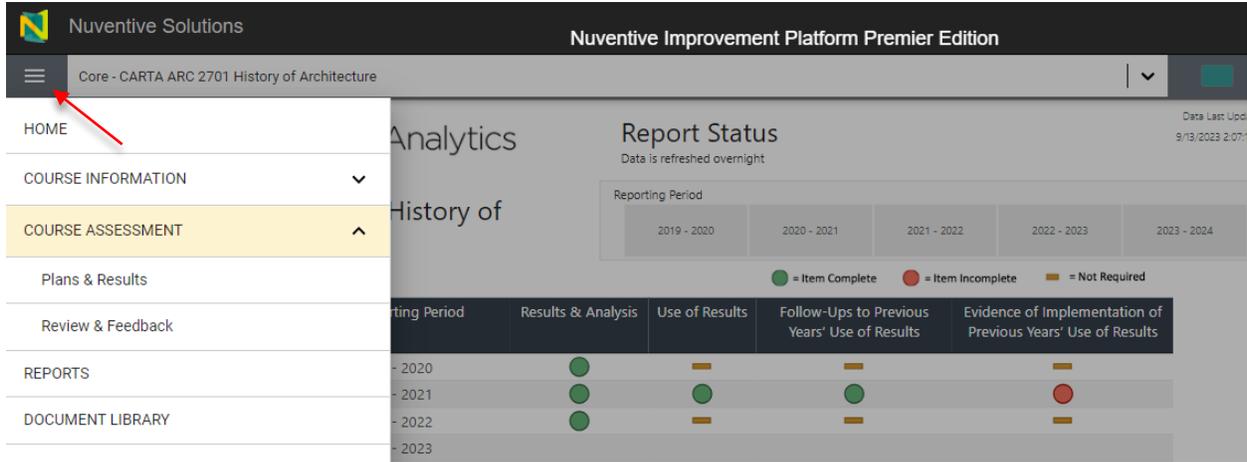
Name and Email
All

To request access for a new user, or to remove an existing user, please submit a [User Form](#).

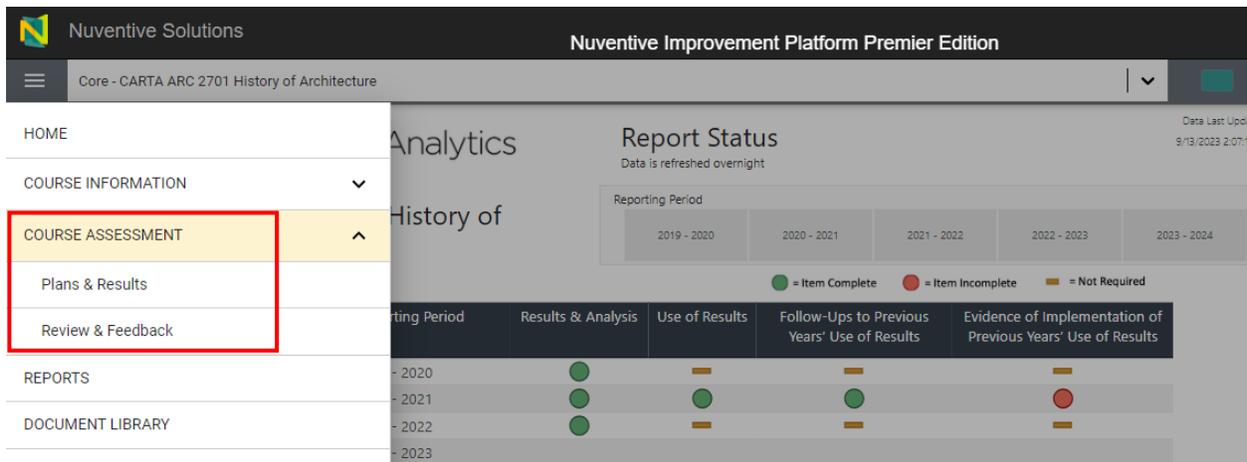
Unit	Role	Name and Email
Core - CARTA ARC 2701 History of Architecture	Report Writer	Anna Sanchez <annsanch@fiu.edu>
		Assessment Assessment <assess@fiu.edu>
		Daniel Royles <droyles@fiu.edu>
		David Chang <dchang@fiu.edu>
		David Rifkind <drifkind@fiu.edu>
		Eilyn Sanabria <esana001@fiu.edu>
		Henry Rueda Coronel <hruedaco@fiu.edu>
		Jason Chandler <chandler@fiu.edu>
		Justin Santos <justsant@fiu.edu>
		...

Section 6: Course Assessment

To view Course Assessment, click on the hamburger menu icon at the top left of the page. **This is the section used to enter data.**



The Course Assessment section is comprised of two sub sections: Plan & Results and Review and Feedback.



Plan & Results

This is the section used to enter data.

Outcomes

This area displays the **outcomes** for the course (both active and archived) in a “card” format, with one outcome displayed per card.

Observe & Describe . 9/9/20

Outcome
Students will observe and describe a building, landscape or interior.
Outcome Status
Active

Analyze & Interpret . 9/9/20

Outcome
Students will be able to analyze and interpret buildings, landscapes and interiors.
Outcome Status
Active

Each card is used to navigate to the Assessment Method and Analysis & Results components of the outcome. To add/remove/edit outcomes, follow the instructions on the yellow informational box at the top, or email us at assess@fiu.edu for assistance.

Nuventive Solutions Nuventive Improvement Platform Premier Edition

Core - CARTA ARC 2701 History of Architecture

COURSE ASSESSMENT > Plans & Results

Course Assessment

Outcome Status Showing 5 of 5

View All

To change and/or edit unit outcomes: (1) [Download this template](#) and (2) upload completed template, along with any required documentation (e.g., rubrics) to our [Assessment Plan Portal](#). For assistance, please email assess@fiu.edu.

Observe & Describe . 9/9/20

Outcome
Students will observe and describe a building, landscape or interior.
Outcome Status
Active

To change which outcomes are shown (e.g., to only see active outcomes), use the filter at the top.

Nuventive Solutions

Core - CARTA ARC 2701 History of Architecture

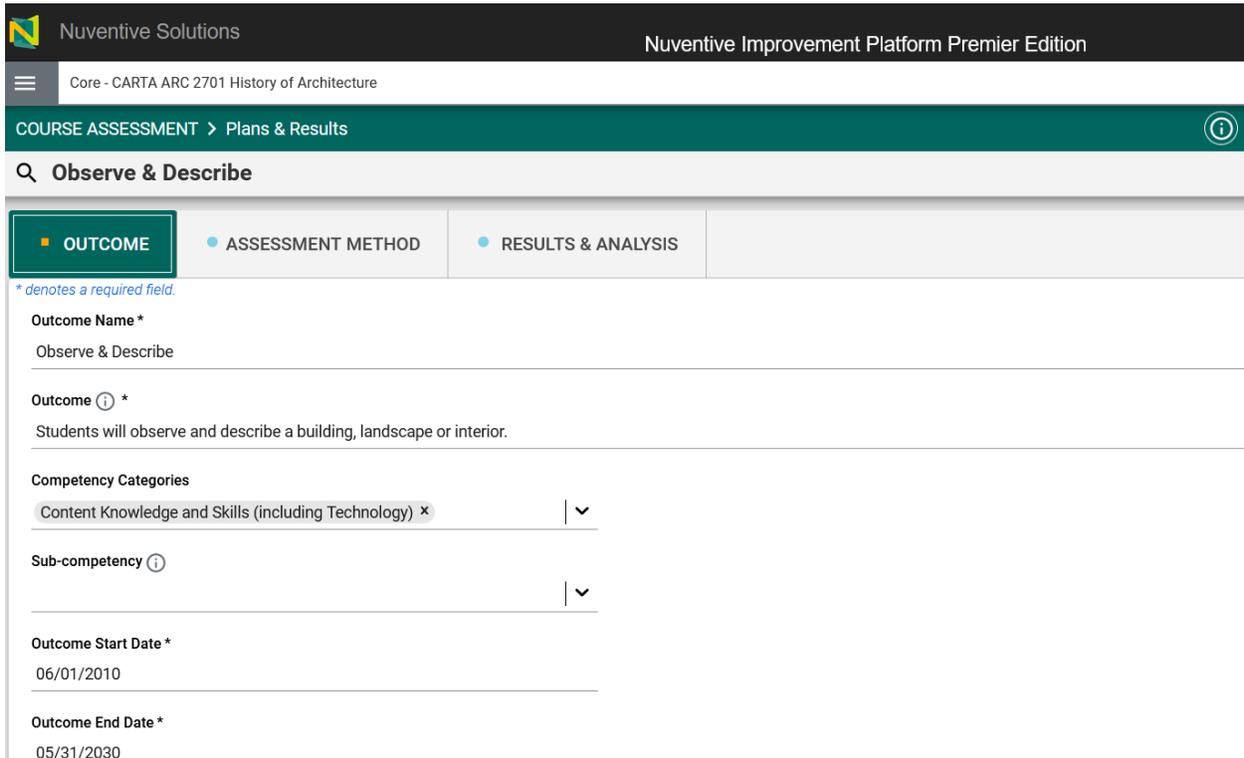
COURSE ASSESSMENT > Plans & Results

Course Assessment

Outcome Status

View All

To view additional outcome details (e.g., start/end dates, alignments, etc.), double-click on the outcome's card.



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Core - CARTA ARC 2701 History of Architecture

COURSE ASSESSMENT > Plans & Results

Observe & Describe

OUTCOME | ASSESSMENT METHOD | RESULTS & ANALYSIS

* denotes a required field.

Outcome Name *
Observe & Describe

Outcome ⓘ *
Students will observe and describe a building, landscape or interior.

Competency Categories
Content Knowledge and Skills (including Technology) ×

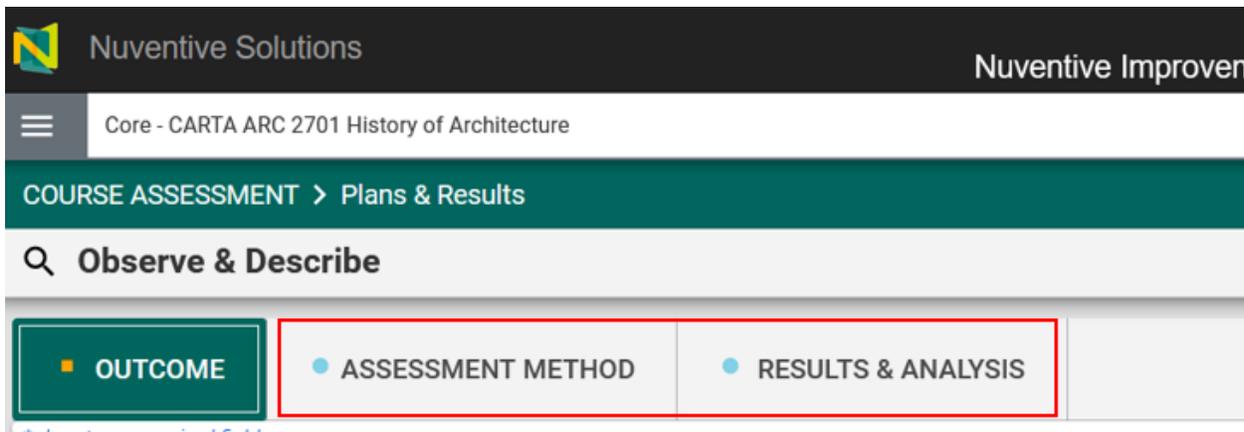
Sub-competency ⓘ

Outcome Start Date *
06/01/2010

Outcome End Date *
05/31/2030

This is a read-only section. To make changes, follow the instructions in the yellow informational box or email us at assess@fiu.edu.

After double-clicking on the outcome card, the navigation to the Assessment Method and Results & Analysis sections will appear.



Nuventive Solutions | Nuventive Improvement Platform Premier Edition

Core - CARTA ARC 2701 History of Architecture

COURSE ASSESSMENT > Plans & Results

Observe & Describe

OUTCOME | ASSESSMENT METHOD | RESULTS & ANALYSIS

* denotes a required field.

Assessment Method

The Assessment Method area displays the components of the assessment method established for the outcome (e.g., sampling strategy, minimum criteria for success, etc.).

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Core - CARTA ARC 2701 History of Architecture

COURSE ASSESSMENT > Plans & Results

Q Observe & Describe

Method Status View All

OUTCOME ASSESSMENT METHOD RESULTS & ANALYSIS

Observation Essay V Garcia 7/26/23

Assessment Instrument
Rubric

Assessment Method
Students will observe and describe through an observation essay. Student essays are read closely and annotated with comments intended to help them as they develop their analytical papers. Students will be evaluated by professors or teaching assistants who worked in close collaboration with the professor who taught the course. A 4-point scale rubric will be used to assess this learning outcome.

Sampling
All students in ARC 2701.

Minimum Criteria for Success
Students will score 7.5 or above.

Method Status
Active

This is a read-only section. To make changes, follow the instructions in the yellow informational box or email us at assess@fiu.edu for assistance.

Results & Analysis

The Results & Analysis area is where data per reporting period can be found and where additional data are entered. The outcome is displayed at the top, and filters for Method Status and Reporting Period are available.

Nuventive Solutions Nuventive Improvement Platform Premier Edition

Core - CARTA ARC 2701 History of Architecture

COURSE ASSESSMENT > Plans & Results

Q Observe & Describe

Method Status Reporting Period
View All View All

OUTCOME ASSESSMENT METHOD RESULTS & ANALYSIS

Observation Essay S. Hosseini 8/30/23

2021 - 2022

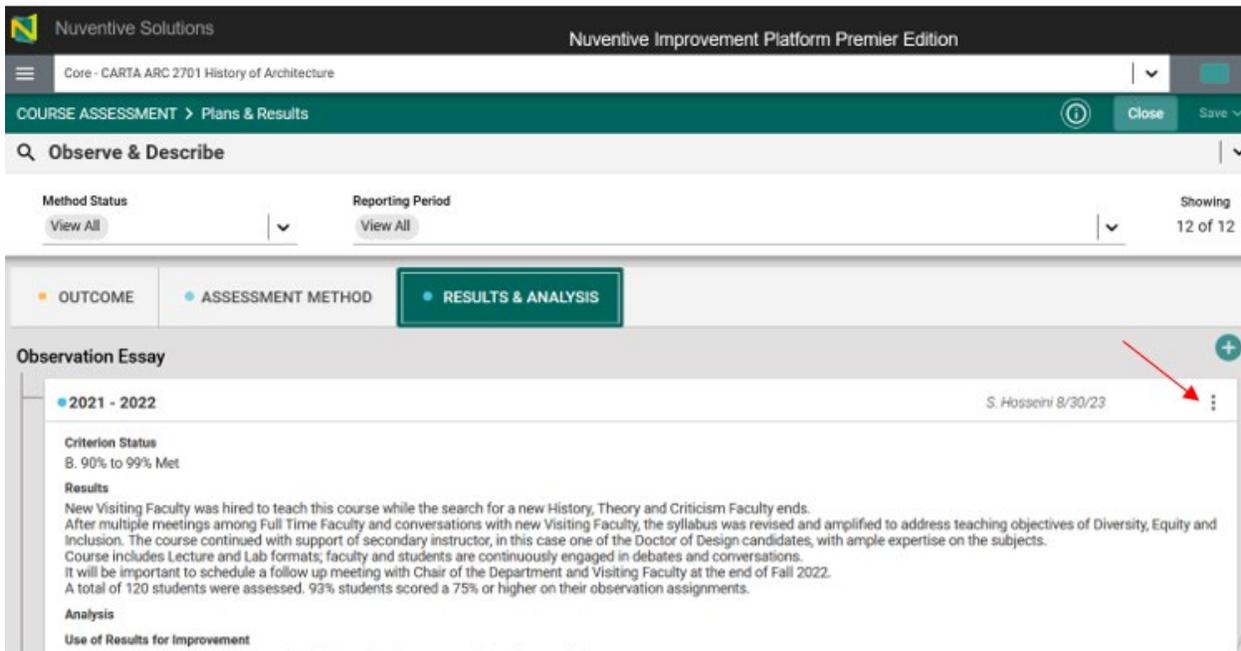
Criterion Status
B. 90% to 99% Met

Results
New Visiting Faculty was hired to teach this course while the search for a new History, Theory and Criticism Faculty ends. After multiple meetings among Full Time Faculty and conversations with new Visiting Faculty, the syllabus was revised and amplified to address teaching objectives of Diver Inclusion. The course continued with support of secondary instructor, in this case one of the Doctor of Design candidates, with ample expertise on the subjects. Course includes Lecture and Lab formats; faculty and students are continuously engaged in debates and conversations. It will be important to schedule a follow up meeting with Chair of the Department and Visiting Faculty at the end of Fall 2022. A total of 120 students were assessed. 93% students scored a 75% or higher on their observation assignments.

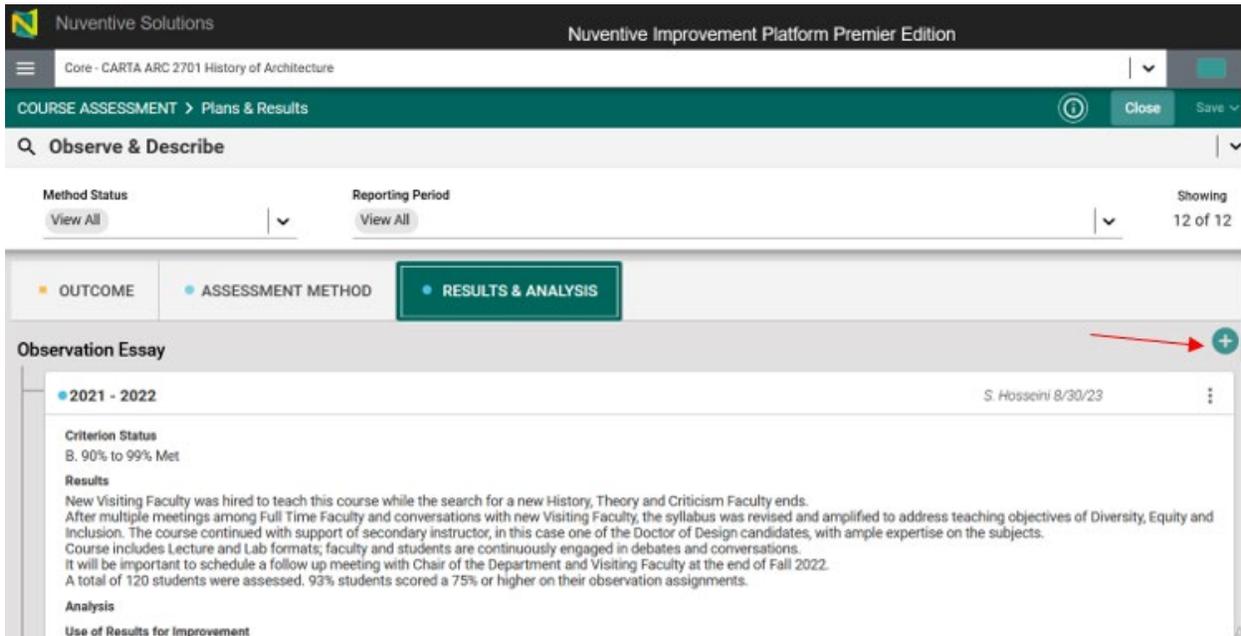
Analysis
Use of Results for Improvement
This is the first year of a two-year cycle of data collection. No Use of Results required.

Questions? Email us at assess@fiu.edu

To edit existing data, click on the three vertical dots on the right side of the page.



To enter data for a new reporting period, click on the plus sign on the right.



Results

When adding new results, the below fields will generate. All required fields are marked with an asterisk. The light green box at the top can be used to ensure data are being provided for the correct method.

Results for all core courses are due annually.

Observe & Describe

Outcome: Students will observe and describe a building, landscape or interior. Hide Details
Assessment Method: Students will observe and describe through an observation essay. Student essays are read closely and annotated with comments intended to help them as they develop their analytical papers. Students will be evaluated by professors or teaching assistants who worked in close collaboration with the professor who taught the course. A 4-point scale rubric will be used to assess this learning outcome.
Minimum Criteria for Success: Students will score 7.5 or above.

RESULTS & ANALYSIS

Reporting Period ⓘ *

Semester Assessed *

Criterion Status *

Number of Students Assessed

- *Results Date:* Date when Results were entered. Field populates automatically.
- *Reporting Period:* Academic year of when data were collected.
- *Semester Assessed:* Semester(s) in which data were collected.
- *Criterion Status:* Percentage range by which outcome was met, based on minimum criteria for success established.
- *Number of Students Assessed:* Number of students in the sample size.
- *Number of Students Who Met the Minimum Criteria for Success:* Number of students, from those sampled, that met the established minimum criteria.
- *Results:* Data based on established method
- *Analysis:* Insights on data collected (e.g., trend analysis across multiple years).
- *Results Documents:* Documents to support the results provided (e.g., completed rubrics).
- *Tables & Charts:* Images, tables, etc., that display, or further support, results provided.

QUICK TIP: Use the light green box at the top to ensure data are being entered for the correct outcome and method and to look at the previously-established minimum criteria for success.

Observe & Describe

Outcome: Students will observe and describe a building, landscape or interior. Hide Details
Assessment Method: Students will observe and describe through an observation essay. Student essays are read closely and annotated with comments intended to help them as they develop their analytical papers. Students will be evaluated by professors or teaching assistants who worked in close collaboration with the professor who taught the course. A 4-point scale rubric will be used to assess this learning outcome.
Minimum Criteria for Success: Students will score 7.5 or above.

RESULTS & ANALYSIS

Reporting Period ⓘ *

Semester Assessed *

Criterion Status *

Use of Results

Underneath the Results area will be Use of Results. These are the improvement action(s) that will be implemented (i.e., the plan) the following year. **Use of Results are due at the end of the two-year cycle**

Questions? Email us at assess@fiu.edu

(i.e., the second year of the cycle). If data are being entered for the first year of the cycle, please leave Use of Results blank.

USE OF RESULTS

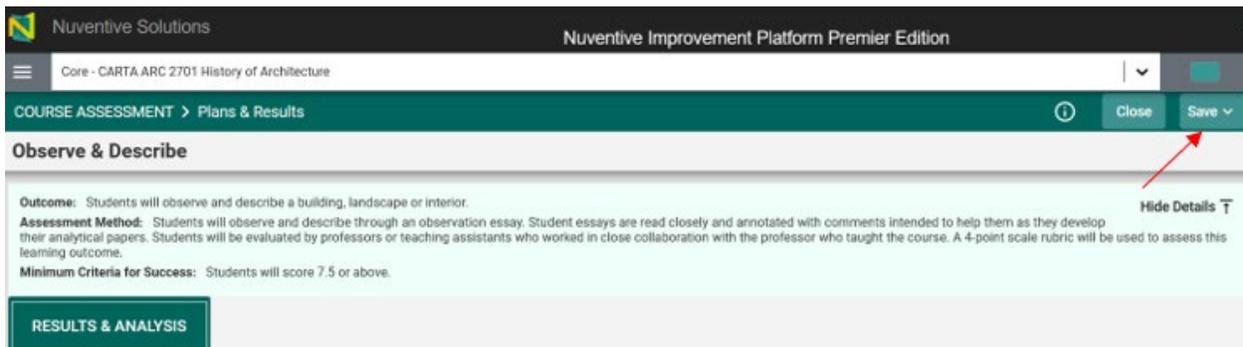
Use of Results Date

Use of Results for Improvement

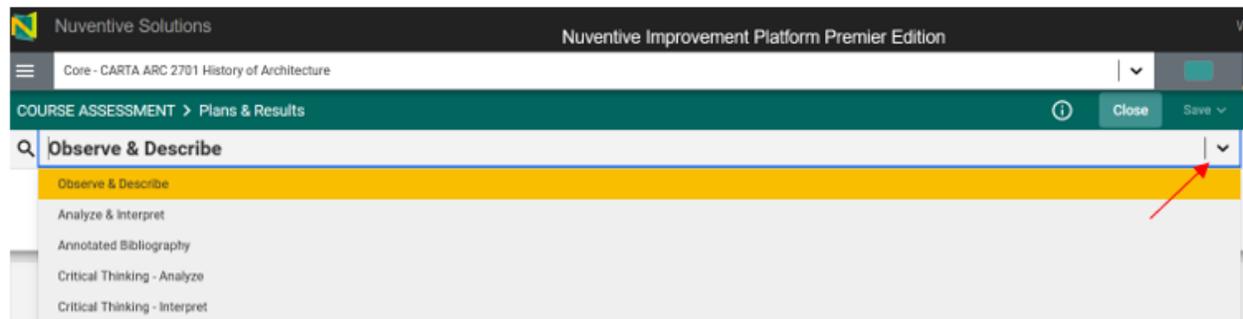
Core Curriculum Course Improvement Category

| v

Once Results and Use of Results (if applicable) are entered, click on Save at the top right.



QUICK TIP: To switch outcomes (i.e., to enter data for a different outcome), click on the drop-down menu on the right.



Follow-Up

Underneath the Results section will be Follow-Ups. Follow-Ups is the “closing the loop” section where it is discussed whether Use of Results submitted at the end of the two-year cycle were implemented and evidence of implementation are provided.

FOLLOW-UP

Follow-Up & Evidence Date

Follow-Up

Follow-Up Evidence Documents

Document Name

Document Description

NOTE: As Follow-Ups are provided one year *after* the Use of Results are submitted, use the Results card of the previous reporting period to submit Follow-Ups (i.e., Edit the card of the previous reporting period by clicking on the three vertical dots and scroll down to complete the Follow-Up section). This means that:

- **1st year of the cycle: A new Results entry is created AND the previous year's card is edited to enter Follow-up and evidence**
- **2nd year of the cycle: A new Results entry is created that includes Results AND Use of Results**

Right-Side Panel Documents

The right-side panel of the Plans & Results section contains links to three documents:

1. *Assessment Template*: Use this template to change outcomes and/or methods.
2. *Assessment Plan*: Report showing all outcomes and methods for the course. Filter for Outcome Status is available.
3. *Assessment Report*: Report showing the complete assessment report for the course (outcomes, methods, results, etc.,). Filters for Outcome Status and Reporting Period are available.

Review and Feedback

This section displays scores obtained on the Metric of Assessment Performance (MAP) as well as feedback provided by the Institutional Effectiveness (IE) team on the assessment report, per reporting period. To view the report with the feedback provided, click on the three vertical dots on the right.



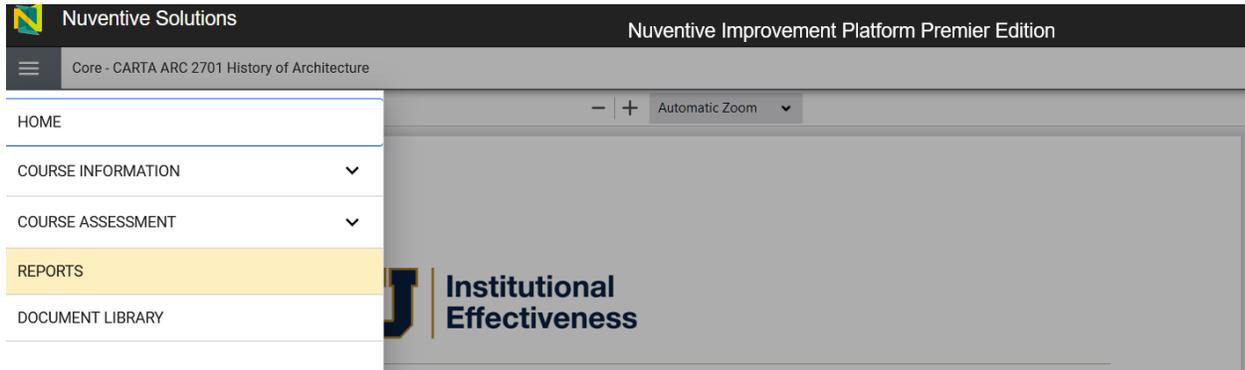
Right-Side Panel Documents

The right-side panel of the Review and Feedback section contains links to two documents:

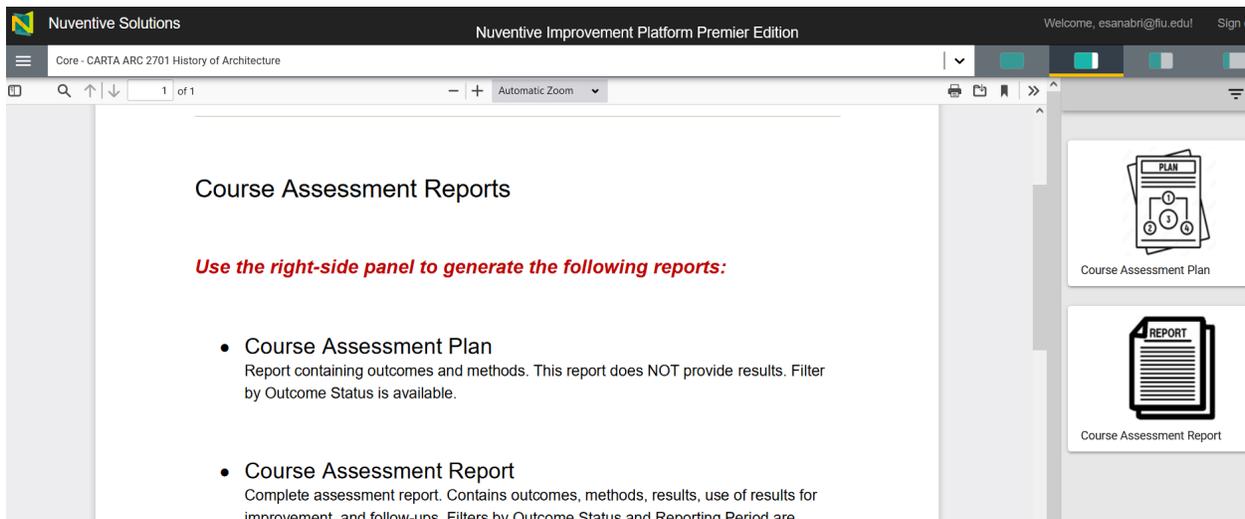
1. *MAP Rubric*: Blank Metric of Assessment Performance rubric
2. *MAP Score report*: Report containing scores and feedback from the IE team. Filter is available for Review Year.

Section 7: Reports

The Reports section allows the creation of reports for the course.



The document displayed explains the types of reports available to generate.



Right-Side Panel Documents

The right-side panel of the Review and Feedback section contains links to two documents:

1. *SLO Assessment Plan*: Report showing all outcomes and methods for the course. Filter for Outcome Status is available.
2. *SLO Assessment Report*: Report showing the complete assessment report for the course (outcomes, methods, results, etc.,). Filters for Outcome Status and Reporting Period are available.

Section 8: Document Library

The Document Library section houses all documents uploaded onto the report (e.g., evidence documents).



Folders can be created to maintain files organized.

