ENTERING RESULTS FOR PROGRAM OUTCOMES (POs)

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 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 "**Program Outcomes**" then click "**PO Assessment Plan & Results**."
6. Each PO appears on a white "card". Double click on the PO 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. 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 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 field. **Reporting Period, Criterion Status, and Results sections are <u>required</u>.**
    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 are entered, click the "**Save**" icon in the top, right of the screen. Then click "**Close**".
10. To move on to the next PO, click the drop-down arrow located under the "Save" button and select the next PO.
11. Repeat the process described above, 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.