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 "**Student Learning Outcomes**." Then click "**SLO Assessment Plan & Results**."
6. Each SLO appears on a white "card". Double click on the SLO 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.
8. Scroll down and double click or click on the three-dot icon located to the right on the desired year and select "Open".
9. Scroll down to the section titled "**Use of Results**"
10. Input data by clicking the text line below each field. **Use of Results Date, Use of Results for Improvement, and Student Learning Improvement Category are <u>required</u>.**
    a. When inputting the Use of Results action plan, please ensure that it describes specific, measurable, attainable, and relevant behaviors. There should be a clear way of measuring the action as you will need to provide proof of implementation in follow-up next academic year. Additionally, action plans should directly relate to the improvement of the outcome.
11. Once the action is entered, click the "**Save**" icon in the top, right of the screen.
12. Click "**Close**".
13. To move on to the next SLO, click the drop-down arrow located under the "Save" button and select the next SLO.
14. 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.