



Welcome to the 2024-2025 reporting year!

Your program/unit may fall into one of two situations:

1. You are starting fresh. You fall into this group if:
 - a. You are a brand-new program/unit, and this is your first time reporting in Nuventive; or
 - b. You scrapped your old plan entirely and none of your existing outcomes in are relevant anymore.

If this is you, follow these instructions. Exit this guide.

2. You are not starting from scratch – whether
 - a. Nothing changed (i.e., the outcomes, methods, targets listed in Nuventive are what you will report on for 2024-2025)
 - b. Some elements (e.g., outcomes, methods, and/or success criteria/targets changed)

If this is you, stay in this guide. It will walk you through exactly what to do.

If you are not starting from scratch, you may fall into one or more of these scenarios:

- Scenario 1: Outcome changed (even slightly)
- Scenario 2: Outcome, method, and success criteria (targets) same
- Scenario 3: Method(s) changed (even though the outcome stayed the same)
- Scenario 4: Success Criterion (target) changed (This also applies to situations where your target in the first year was set to “baseline” and now you are reporting data for subsequent years)

This guide is structured in 2 parts:

1. **Quick reference (Page 2):** a summary table and tips to help you quickly determine what to do based on your situation
2. **Detailed instructions (Starts on page 3).** Step-by-step instructions to walk you through each case.

Quick Reference

Outcome Changed	Method Changed	Target (Success criteria) Changed	What to do
Yes			Archive old outcome and create a new one and add methods (see page 3)
No	No	No	Enter new results (see page 8)
No	Yes		Archive old method, add a new one, report using the new version (see page 12)
No	No	Yes	Same as method changed: archive the method with the old target, add new method with the new target, and report accordingly (see page 16 first then go to 12)

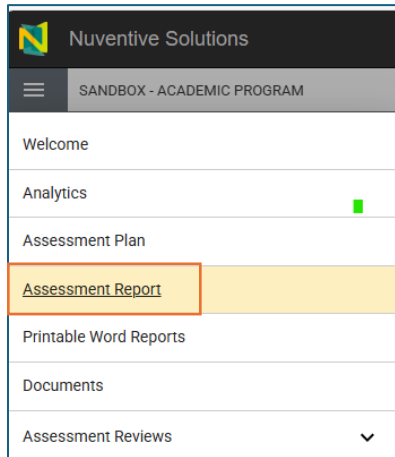
Tips:

- **Always archive** when in doubt about changes.
- **Never edit** existing outcomes or methods as the change affects historical reporting.
- **Do not delete** previous reporting years—this permanently removes your data.
- If you're unsure, reach out to the assessment folks.

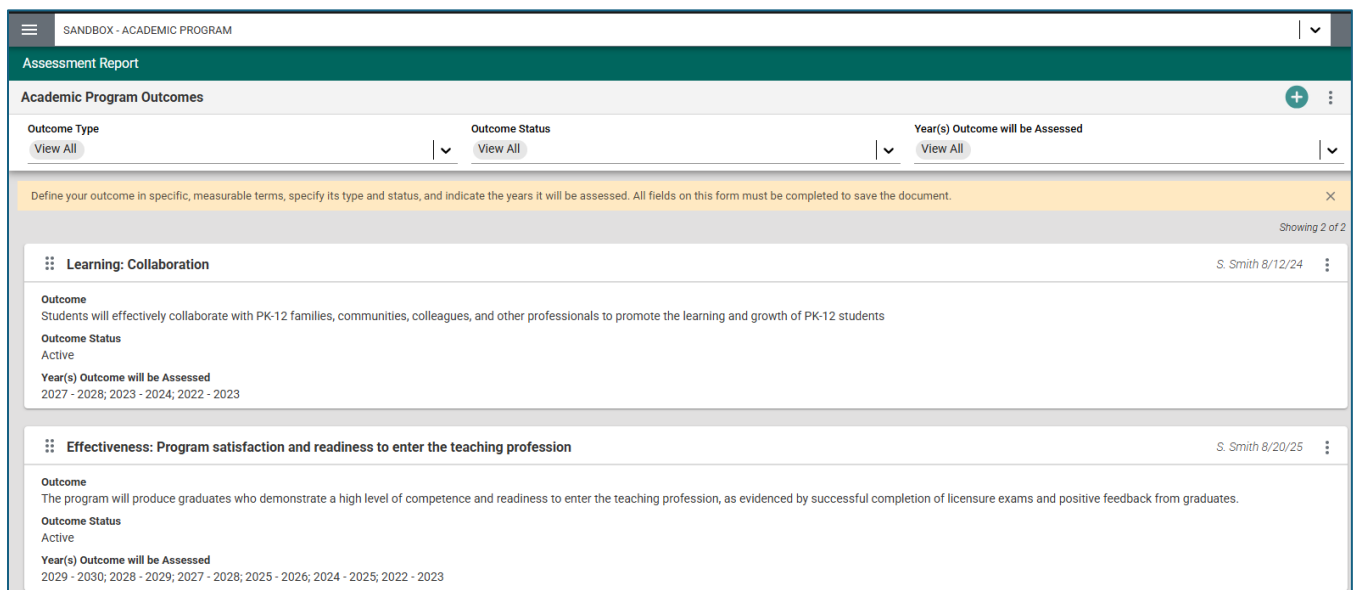
Scenario 1: Your Outcome Has Changed (Even Slightly)

If your outcome changed in any way (big or small), you MUST archive it first. If you modify an outcome even slightly, the change will retroactively appear in past reports, making it look like those reports were based on the updated outcome.

To archive the old outcome, start from the “Assessment Report” area:



Next, double click on the outcome you want to archive from the outcomes listed (the page will look like the image below)



Click on the 'Outcome Status' and change it to **Archived**.

The screenshot shows the 'Assessment Report' form for the 'Collaboration' outcome. The form has tabs for 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES', and 'RESULTS'. The 'OUTCOME' tab is active. The 'Outcome Type' is 'Learning'. The 'Outcome Title' is 'Collaboration'. The 'Outcome Status' dropdown menu is open, showing 'Active' and 'Archived' options. An orange arrow points to the 'Archived' option.

After changing the status, click on **Save** in the top right corner of the page and then click on **Close**. When you click on close, it will take you to the main page with the list of outcomes for your program. There, you will notice the status of the outcome you changed listed as **Archived**.

The screenshot shows the 'Learning: Collaboration' outcome page. The 'Outcome Status' is listed as 'Archived'. The page also shows the 'Effectiveness: Program satisfaction and readiness to enter the teaching profession' outcome.

Learning: Collaboration	V. Nandakumar 8/20/25
Outcome Students will effectively collaborate with PK-12 families, communities, colleagues, and other professionals to promote the learning and growth of PK-12 students	
Outcome Status Archived	
Year(s) Outcome will be Assessed 2027 - 2028; 2023 - 2024; 2022 - 2023	

Effectiveness: Program satisfaction and readiness to enter the teaching profession	S. Smith 8/20/25
Outcome The program will produce graduates who demonstrate a high level of competence and readiness to enter the teaching profession, as evidenced by successful completion of licensure exams and positive feedback from graduates.	
Outcome Status Active	
Year(s) Outcome will be Assessed 2029 - 2030; 2028 - 2029; 2027 - 2028; 2025 - 2026; 2024 - 2025; 2022 - 2023	

Now, you can add/record your revised outcome. Follow these steps:

1. Click on the green plus (+) sign to enter your new outcome.

The screenshot shows the Nuventive Solutions interface. At the top, there's a header with the logo and 'Sandbox - Academic Program'. Below it, a green bar indicates the 'Assessment Report' section. The main area is titled 'Academic Program Outcomes' and features three filters: 'Outcome Type', 'Outcome Status', and 'Year(s) Outcome will be Assessed', each with a 'View All' button. A green plus sign in the top right corner is highlighted with an orange arrow. Below the filters, a yellow box contains instructions: 'Define your outcome in specific, measurable terms, specify its type and status, and indicate the years it will be assessed. All fields on this form must be completed to save the document.' The main content area shows a list of outcomes. The first outcome is 'Learning: Collaboration' by V. Nandakumar, dated 8/20/25. It has an 'Outcome' description, an 'Outcome Status' of 'Archived', and 'Year(s) Outcome will be Assessed' as '2027 - 2028; 2023 - 2024; 2022 - 2023'. A green bar at the bottom indicates 'Showing 3 of 3'.

Fill out the outcome details in its entirety and click on **save** at the top right corner of the page and then click on **close**. Once you click on close it will take you back to the main outcomes page where you can locate your new outcome at the bottom of the page.

The screenshot shows the Nuventive Solutions interface. At the top, there's a header with the logo and 'Sandbox - Academic Program'. Below it, a green bar indicates the 'Assessment Report' section. The main area is titled 'Academic Program Outcomes' and features three filters: 'Outcome Type', 'Outcome Status', and 'Year(s) Outcome will be Assessed', each with a 'View All' button. A green plus sign in the top right corner is highlighted with an orange arrow. Below the filters, a yellow box contains instructions: 'Define your outcome in specific, measurable terms, specify its type and status, and indicate the years it will be assessed. All fields on this form must be completed to save the document.' The main content area shows a list of outcomes. The first outcome is 'Learning: Reasoning' by V. Nandakumar, dated 8/20/25. It has an 'Outcome' description, an 'Outcome Status' of 'Active', and 'Year(s) Outcome will be Assessed' as '2026 - 2027; 2025 - 2026; 2024 - 2025'. A green bar at the bottom indicates 'Showing 3 of 3'.

2. Once you locate your new outcome, double click on it and then proceed to the METHODOLOGY tab at the top of the page.

The screenshot shows the Nuventive Solutions interface. At the top, there's a header with the logo and 'Sandbox - Academic Program'. Below it, a green bar indicates the 'Assessment Report' section. The main area is titled 'Academic Program Outcomes' and features three filters: 'Outcome Type', 'Outcome Status', and 'Year(s) Outcome will be Assessed', each with a 'View All' button. A green plus sign in the top right corner is highlighted with an orange arrow. Below the filters, a yellow box contains instructions: 'Define your outcome in specific, measurable terms, specify its type and status, and indicate the years it will be assessed. All fields on this form must be completed to save the document.' The main content area shows a list of outcomes. The first outcome is 'Learning: Reasoning' by V. Nandakumar, dated 8/20/25. It has an 'Outcome' description, an 'Outcome Status' of 'Active', and 'Year(s) Outcome will be Assessed' as '2026 - 2027; 2025 - 2026; 2024 - 2025'. A green bar at the bottom indicates 'Showing 3 of 3'.

Next, begin creating your methods. To do this, click on the green (+) sign to enter your new method.

The screenshot shows the 'Assessment Report' interface for 'Reasoning'. At the top, there are 'CLOSE' and 'SAVE' buttons. Below the header, a search bar contains 'Reasoning'. A yellow banner provides instructions: 'Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria. All fields on this form must be completed to save the document.' Below this, a tabbed interface shows 'OUTCOME', 'METHODOLOGY' (selected), 'IMPLEMENTED CHANGES', and 'RESULTS'. An orange arrow points to a green '+' button on the right. The main content area displays the message: 'No Assessment Method has/have been entered. Please click the add button + to create a/n Assessment Method'.

3. After saving your methods, proceed to the IMPLEMENTED CHANGES tab at the top of the page to begin your reporting on the outcome.

This close-up shows the tabbed interface with 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES' (highlighted with an orange box), and 'RESULTS'. A small note at the bottom left states: '* denotes a required field'.

To do this, click on the green plus (+) sign:

The screenshot shows the 'Assessment Report' interface for 'Reasoning' with the 'IMPLEMENTED CHANGES' tab selected. The 'OUTCOME' tab is also visible. An orange arrow points to a green '+' button on the right. The main content area displays the message: 'No Implemented Changes has/have been entered.' Below this, there is a section titled 'Learning: Reasoning' with a text input field.

Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can generate a report.

Next, select the correct reporting year (2024-2025). This is essential. If you don’t select the correct year, your results will not appear in the report for that year.

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Reasoning

* denotes a required field.

Enroll in an Academic Initiative (X)

Select the academic year this assessment report is for. X

Reporting Year *

2024 - 2025

2023 - 2024

add supporting documentation to speak to the extent to which recommended improvements were implemented. X

Use the green plus sign, click on the main folder. You can add sub-folders or use "General". If the file already exists, select by clicking the check box, then save. Then Attach. If the file needs to be uploaded, click "Add File". Then select, Save, Attach.

Supporting Documentation

Document Name	Document Description
There are no documents attached	

+

Next, navigate to the RESULTS area. Click the green plus (+) sign for your method.

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Assessment Report CLOSE SAVE

Reasoning

Showing 0 of 0

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

Problem Sets

No Results has/have been entered.

+

Once you are inside the method area, select the correct reporting year (2024-2025) and follow the prompts to complete this section. Once done, click on **save** at the top right corner of the page and then click on **close**.

Repeat this process for all methods (if you have more than one).

Scenario 2: Your Outcome, Methods and Success Criteria Stayed the Same

If nothing has changed – the outcome, methods, and success criteria all remain the same – you are ready to begin reporting. Follow these steps:

1. Double click on the outcome for which you wish to report results and proceed to the IMPLEMENTED CHANGES area.

The screenshot shows a web application interface for an 'Assessment Report'. At the top, there's a header with 'Sandbox - Academic Program' and a 'CLOSE' button. Below the header, the title 'Assessment Report' is followed by a 'SAVE' button. A search bar contains the word 'Collaboration'. Underneath, there's a 'Reporting Year' section with a dropdown menu set to 'View All'. A tabbed interface shows four tabs: 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES' (which is selected and highlighted in green), and 'RESULTS'. Below the tabs, the section is titled 'Learning: Collaboration'. Under this title, there's a sub-section for '2023 - 2024' with a date '8/19/24' and a user 'S. Smith'. An orange arrow points to a green plus icon in the top right corner of this section. The main content area contains text under the heading 'Follow Up on Previous Initiatives', describing a Saturday Bootcamp and its purpose.

Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can’t generate a report.

Next, select the correct reporting year (2024-2025). This is essential. If you don’t select the correct year, your results will not appear in the report for that year.

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Assessment Report CLOSE SAVE

Collaboration Show Details

* denotes a required field

Follow Up on Previous Initiatives *

The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.

Reporting Year *

2024 - 2025

UPLOAD DOCUMENTS

Upload supporting documentation. This is where you can upload supporting documentation to speak to the extent to which recommended improvements were implemented.

Use the green plus sign, click on the main folder. You can add sub-folders or use "General". If the file already exists, select by clicking the check box, then save. Then Attach. If the file needs to be uploaded, click "Add File". Then select, Save, Attach.

Document Name	Document Description
There are no documents attached	

After saving your IMPLEMENTED CHANGES, hit close (top right corner) and you will see the implemented changes for 2024-2025 appear at the top.

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Collaboration

Reporting Year

View All

Showing 2 of 2

OUTCOME	METHODOLOGY	IMPLEMENTED CHANGES	RESULTS
Learning: Collaboration			
2024 - 2025 V. Nandakumar 8/20/25			
Follow Up on Previous Initiatives The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.			
2023 - 2024 S. Smith 8/19/24			
Follow Up on Previous Initiatives The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results. The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned in October 2023.			

2. Next, navigate to the RESULTS area.

The first thing you will see on this page are the previous years' results tied to each method. DO NOT DELETE THEM. Once removed, they can't be recovered, and this will result in lost reports.

Preserve the results from past years, and create new entries for new results.

3. Find the method you wish to report results on and click the green plus (+) sign to report your results.

The screenshot shows the 'Assessment Report' page for 'Sandbox - Academic Program'. The 'RESULTS' tab is active. Under 'Clinical Observation', the reporting year is '2023 - 2024' and the data conclusion is 'Success Criterion Not Met'. An orange arrow points to the green plus sign to the right of this entry. The 'Mentor Teacher Survey' entry also shows '2023 - 2024' and 'Success Criterion Not Met'.

Once you are inside the method area, select the correct reporting year and follow the prompts to complete this section. Once done, click on **save** at the top right corner of the page and then click on **close**.

The screenshot shows the 'Collaboration' method area. The 'Reporting Year' dropdown is set to '2024 - 2025', with an orange arrow pointing to it. The 'Results' section has a text area with the placeholder text: 'The results provide a descriptive summary of the students work during their capstone project.' The 'Disaggregation of Data' section is empty.

After saving your RESULTS, you will see the results for the new reporting year appear at the top.

SANDBOX - ACADEMIC PROGRAM

Assessment Report

Collaboration

Assessment Method Status Reporting Year Data Conclusion

View All View All View All

Showing 3 of 3

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

Clinical Observation

2024 - 2025 V. Nandakumar 8/20/25

Data Conclusion
Success Criterion Met

2023 - 2024 S. Smith 5/27/25

Data Conclusion
Success Criterion Not Met

Mentor Teacher Survey

2023 - 2024 S. Smith 5/27/25

Data Conclusion
Success Criterion Not Met

Repeat this process for all methods (if you have more than one).

Scenario 3: Your Outcome Stayed the Same but Method(s) Changed

1. Archive your old method. Double click on the outcome for which you wish to archive your method. Next, navigate to the METHODS tab. Double click on the method and scroll down to the 'Assessment Method Status'. Change the status to **Archived**, click on **save** and **close**.

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Assessment Report [CLOSE] [SAVE]

Collaboration

Outcome Type: Learning
Outcome Title: Collaboration
Outcome: Students will effectively collaborate with PK-12 families, communities, colleagues, and other professionals to promote the learning and growth of PK-12 students
Year(s) Outcome will be Assessed: 2027 - 2028, 2023 - 2024, 2022 - 2023

* denotes a required field

Assessment Title *
Clinical Observation

Assessment Method Utilized *
Direct

Assessment Method Status *
Archived
Active
Archived

Assessment Artifacts - Upload assessment instruments and accompanying rubrics (if any).

Document Name Document Description

NuventiveWorkshop_20240917.docx

On the main METHODS tab, you will notice that your existing method indicates **archived**.

2. Next, click the green (+) sign and add your new method.

SANDBOX - ACADEMIC PROGRAM

Assessment Report [CLOSE] [SAVE]

Collaboration

Assessment Method Status
View All

Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria. All fields on this form must be completed to save the document.

Showing 2 of 2

OUTCOME [METHODS] IMPLEMENTED CHANGES RESULTS

Clinical Observation V. Nandakumar 8/20/25

Assessment Method Description
Clinical Observation: Involves direct observation of students during student teaching. These observations are conducted by mentor teachers using a rubric designed to assess various competencies. One key criterion is collaboration, which evaluates students' ability to work effectively with PK-12 families, communities, colleagues, and other professionals (e.g., special education coordinators, counselors, instructional coaches, professional development trainers, etc.). Mentors base their assessments on evidence.

Assessment Method Status
Archived

Assessment Method Utilized
Direct

Success Criteria
85% of students score at "Meets Expectations" or "Exceeds Expectations" on the collaboration component of the rubric.

Mentor Teacher Survey S. Smith 8/29/24

Assessment Method Description
The Mentor Teacher Survey is distributed to mentor teachers supervising our students during student teaching. The survey focuses on gathering feedback from mentors about how effectively our students worked with parents, instructional coaches, professional development specialists, special education coordinators, and other key individuals to deliver impactful lessons during their student teaching experiences. The survey includes 3 areas: Collaboration with families (assesses students' ability to engage with parents and families and involving them in the learning process), Teamwork with colleagues (assesses students' effectiveness in working with instructional coaches, professional development specialists, other colleagues in schools to share ideas, seek feedback etc.), Engagement with specialists (assesses students' ability to collaborate with special ed and ESL coordinators). Mentor teachers are asked to evaluate the students they worked with or supervised in these areas using a rating scale of 1-5, where 1 indicates "very dissatisfied" and 5 indicates "very satisfied."

Once you have created your new method, you will see it at the bottom of the page on the METHODS tab.

Sandbox - Academic Program

Assessment Report

CLOSE SAVE

Q Collaboration

Assessment Method Status

View All

Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria. All items on this form must be completed to save the document.

Showing 3 of 3

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

The Mentor Teacher Survey is distributed to mentor teachers supervising our students during student teaching. The survey focuses on gathering feedback from mentors about how effectively our students worked with parents, instructional coaches, professional development specialists, special education coordinators, and other key individuals to deliver impactful lessons during their student teaching experiences. The survey includes 3 areas: Collaboration with families (assesses students' ability to engage with parents and families and involving them in the learning process); Teamwork with colleagues (assesses students' effectiveness in working with instructional coaches, professional development specialists, other colleagues in schools to share ideas, seek feedback etc.); Engagement with specialists (assesses students' ability to collaborate with special ed and ESL coordinators). Mentor teachers are asked to evaluate the students they worked with or supervised in these areas using a rating scale of 1-5, where 1 indicates "very dissatisfied" and 5 indicates "very satisfied."

Assessment Method Status

Active

Assessment Method Utilized

Indirect

Success Criteria

80% of survey respondents indicate satisfaction with our students' collaboration efforts

Student Self Assessments

V. Nandakumar 8/20/25

Assessment Method Description

Self Reflection Journals: Students reflect on how they contribute to collaboration and how they engaged with peers.

Assessment Method Status

Active

Assessment Method Utilized

Direct

Success Criteria

90% of students provide reflective entries

Repeat this process if you have more than one method to archive and/or add a new one.

Once your outcome and its methods are ready for you to report on them, proceed to the IMPLEMENTED CHANGES area at the top of the page to start reporting on your outcome.

Next, click on the green plus (+) sign.

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Assessment Report CLOSE SAVE

Q Collaboration

Reporting Year
View All

Showing 1 of 7

OUTCOME METHODOLOGY **IMPLEMENTED CHANGES** RESULTS

Learning: Collaboration

2023 - 2024 S. Smith 6/19/24

Follow Up on Previous Initiatives

The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.

The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned in October 2023.

Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can generate a report.

Next, select the correct reporting year. This is essential. If you don’t select the correct year, your results will not appear in the report for that year. (The reporting year refers to the academic year for which you are submitting data and results on an outcome).

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Assessment Report CLOSE SAVE

Collaboration

Show Details

* denotes a required field

Follow Up on Previous Initiatives

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Reporting Year *

2024 - 2025

UPLOAD DOCUMENTS

Upload supporting documentation. This is where you can upload supporting documentation to speak to the extent to which recommended improvements were implemented.

Use the green plus sign, click on the main folder. You can add sub-folders or use "General". If the file already exists, select by clicking the check box, then save. Then Attach. If the file needs to be uploaded, click "Add File". Then select, Save, Attach.

Supporting Documentation

Document Name	Document Description
There are no documents attached	

After saving your IMPLEMENTED CHANGES, hit close (top right corner) and you will see the implemented changes for the reporting year appear at the top.

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Q Collaboration

Reporting Year View All

Showing 2 of 2

OUTCOME METHODOLOGY **IMPLEMENTED CHANGES** RESULTS

Learning: Collaboration +

2024 - 2025 V. Nandakumar 8/20/25 ⋮

Follow Up on Previous Initiatives
 The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.

2023 - 2024 S. Smith 8/19/24 ⋮

Follow Up on Previous Initiatives
 The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.

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3. Next, proceed to the RESULTS tab at the top of the page.

When you reach the RESULTS area, you may see results from previous years. DO NOT DELETE THEM. Once removed, they can't be recovered, and this will result in lost reports.

Helpful tip: If you click on the filter 'Assessment Method Status' and select the option 'Active', this allows you view and report on only active methods.

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Q Collaboration

Assessment Method Status View All Reporting Year Data Conclusion View All

Active ⬅

Archived

OUTCOME METHODOLOGY **RESULTS**

Clinical Observation +

2023 - 2024 S. Smith 5/27/25 ⋮

Data Conclusion
 Success Criterion Not Met

Mentor Teacher Survey +

2023 - 2024 S. Smith 5/27/25 ⋮

Data Conclusion
 Success Criterion Not Met

Student Self Assessments ➡

No Results has/have been entered.

Next, locate the new method you created (appears at the bottom of the page) and click the plus sign (+) to enter your results.

Continue reporting results for all other methods associated with your outcome – whether they are newly added or already existing.

Scenario 4: Your Method Stayed the Same but Target (Success criteria) Changed

In Nuventive, the target (success criteria) is part of the method description; it is not stored as a separate field. So, when a target changes, you are technically changing the description of the method. Because of that:

- Archive the method for which the target changed (follow the instructions for scenario 3 above)
- Create new method (with the updated target, even if the method itself stays the same) (again, follow the instructions for scenario 3 above)

!!! if you don't follow this approach and instead edit the target directly within the existing method, it will override historical targets and alter past reports – making your prior data misleading or inaccurate. Always archive and create a new method to preserve accuracy.

This approach also applies when your target in the first year was set to “baseline”. Once that baseline is established, you are no longer evaluating performance against it. That shift requires updating the method. Archive the method with the original baseline and create a new one with the updated target.