



Welcome to the 2025-2026 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 Nuventive 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 2025-2026)
 - 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)

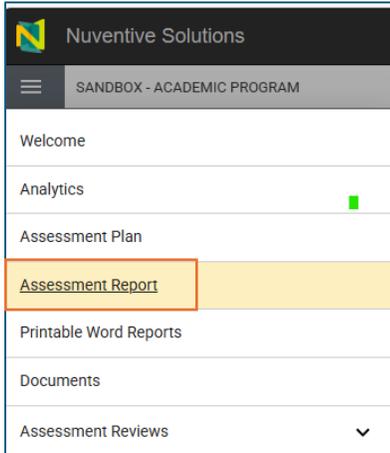
Tips:

- **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.

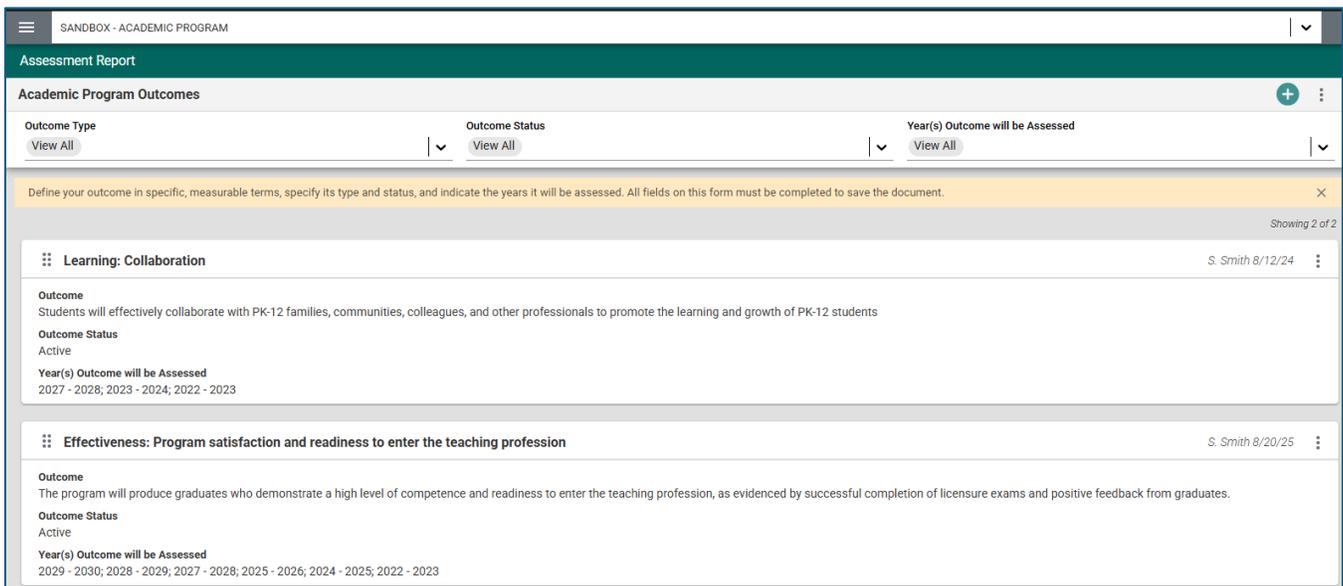
Scenario 1: Your Outcome Has Changed (Even Slightly)

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**.

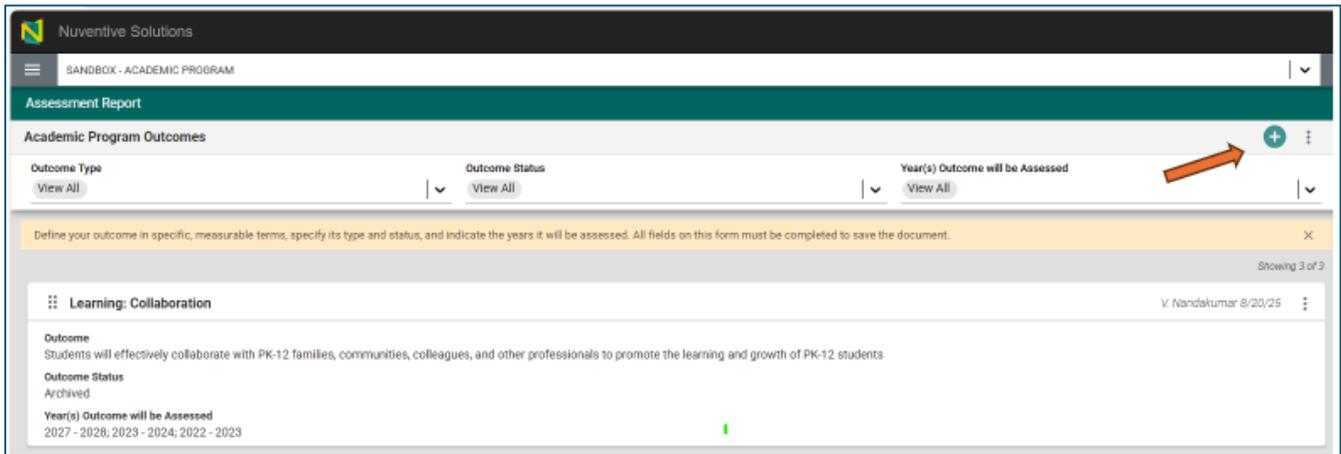
The screenshot shows the 'Sandbox - Academic Program' interface. At the top, there is a header with 'Sandbox - Academic Program' and a dropdown arrow. Below the header is a green bar with 'Assessment Report' and buttons for 'CLOSE' and 'SAVE'. The main content area is titled 'Collaboration' and has tabs for 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES', and 'RESULTS'. The 'OUTCOME' tab is selected. Below the tabs, there are several fields: 'Outcome Type' (Learning), 'Outcome Title' (Collaboration), and 'Outcome Status'. The 'Outcome Status' dropdown menu is open, showing 'Active' and 'Archived' options. A red arrow points to the 'Archived' option. There is also a yellow tooltip for the 'Outcome Title' field with instructions on how to select from a dropdown menu.

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**.

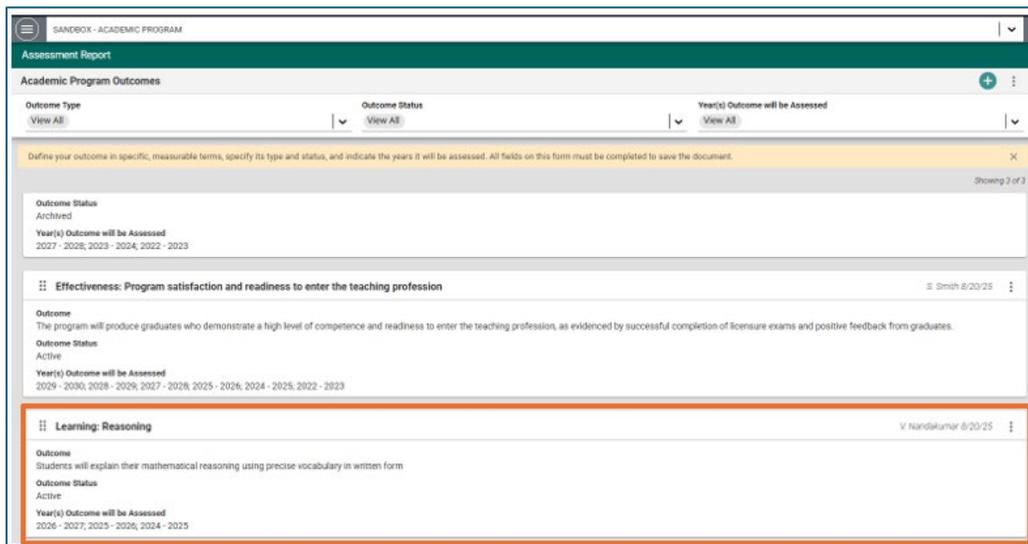
The screenshot shows the 'Learning: Collaboration' outcome page. The page title is 'Learning: Collaboration' and the author is 'V. Nandakumar 8/20/25'. The outcome description is 'Students will effectively collaborate with PK-12 families, communities, colleagues, and other professionals to promote the learning and growth of PK-12 students'. The 'Outcome Status' is 'Archived', which is highlighted with a red box. The 'Year(s) Outcome will be Assessed' are '2027 - 2028; 2023 - 2024; 2022 - 2023'. Below this, there is another outcome titled 'Effectiveness: Program satisfaction and readiness to enter the teaching profession' by 'S. Smith 8/20/25'. The 'Outcome Status' for this second outcome is 'Active' and the 'Year(s) Outcome will be Assessed' are '2029 - 2030; 2026 - 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.



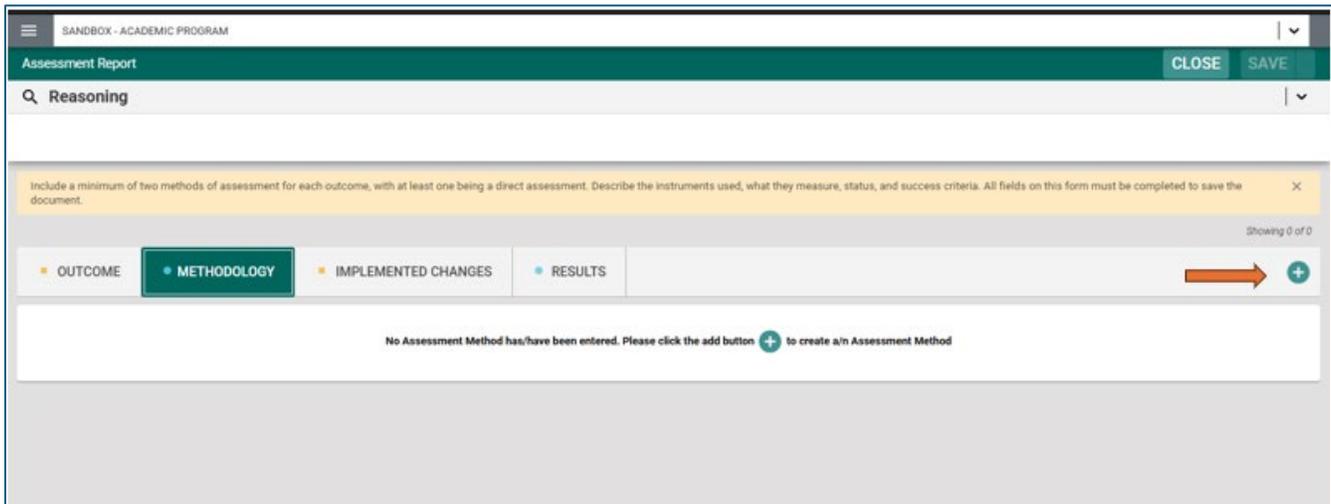
Fill out the outcome details in its entirety and click on **save** at the top right corner of the page and then click on **close**. Once you click on close it will take you back to the main outcomes page where you can locate your new outcome at the bottom of the page.



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



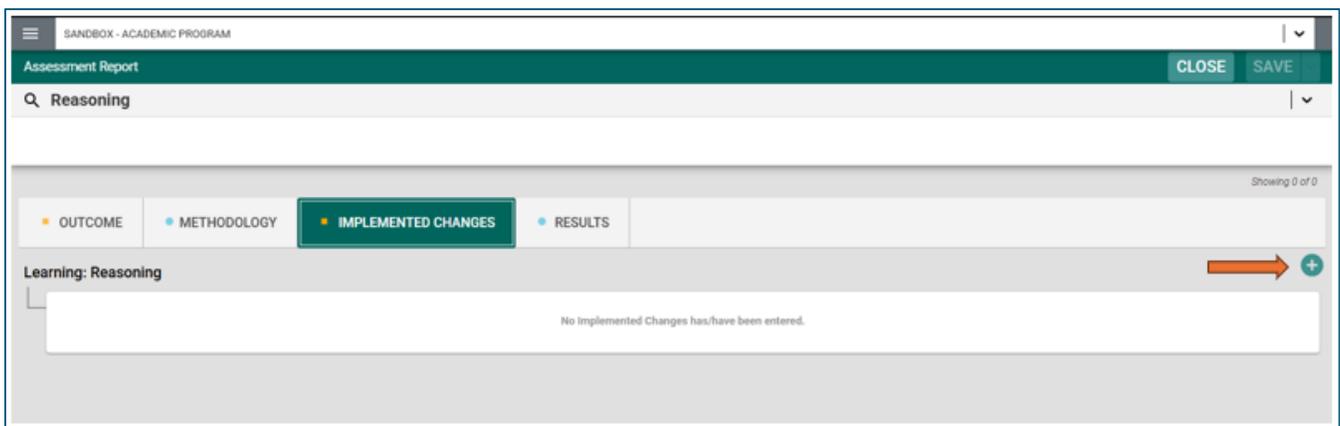
Next, begin creating your methods. To do this, click on the green (+) sign to enter your new method.



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



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



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 (2025-2026). 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 Show Details ↓

* denotes a required field

Enroll in an Sandbox Initiative (i) *

Select the academic year this assessment report is for. X

Reporting Year *

2024 - 2025

2023 - 2024

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.

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Reasoning

Showing 0 of 0

OUTCOME METHODOLOGY IMPLEMENTED CHANGES **RESULTS**

Problem Sets

No Results has/have been entered.

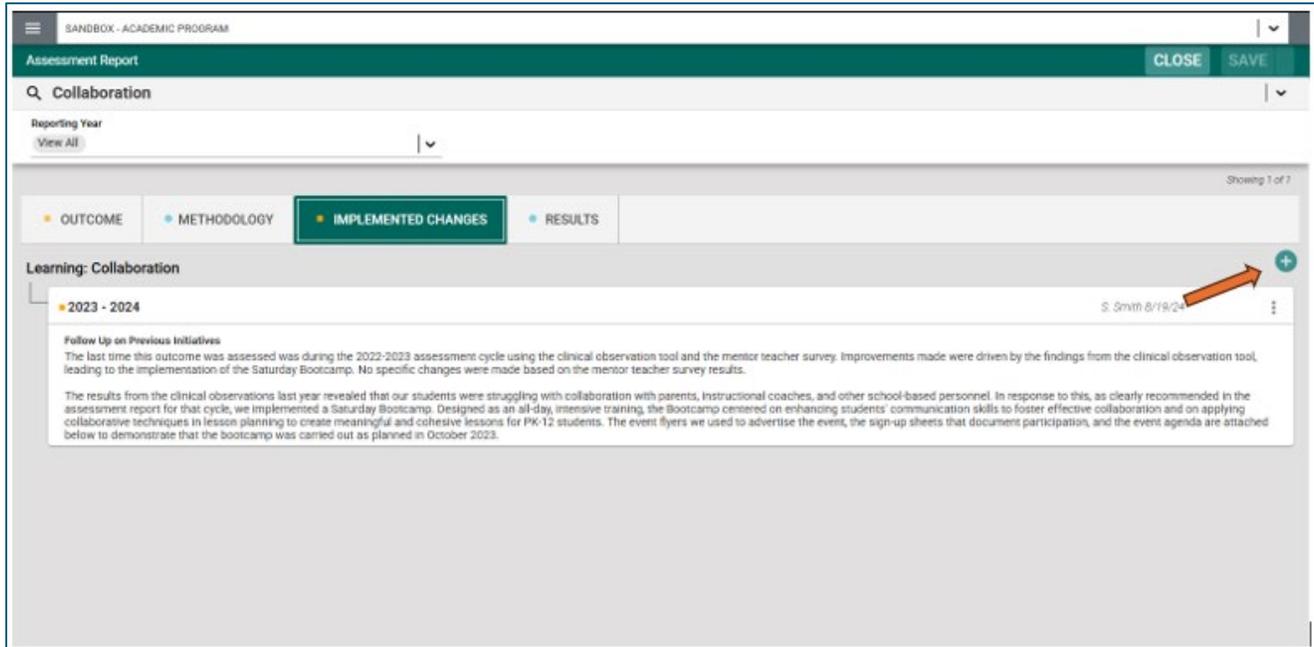
Once you are inside the method area, select the correct reporting year (2025-2026) and follow the prompts to complete this section. Once done, click on **save** at the top right corner of the page and then click on **close**.

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

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

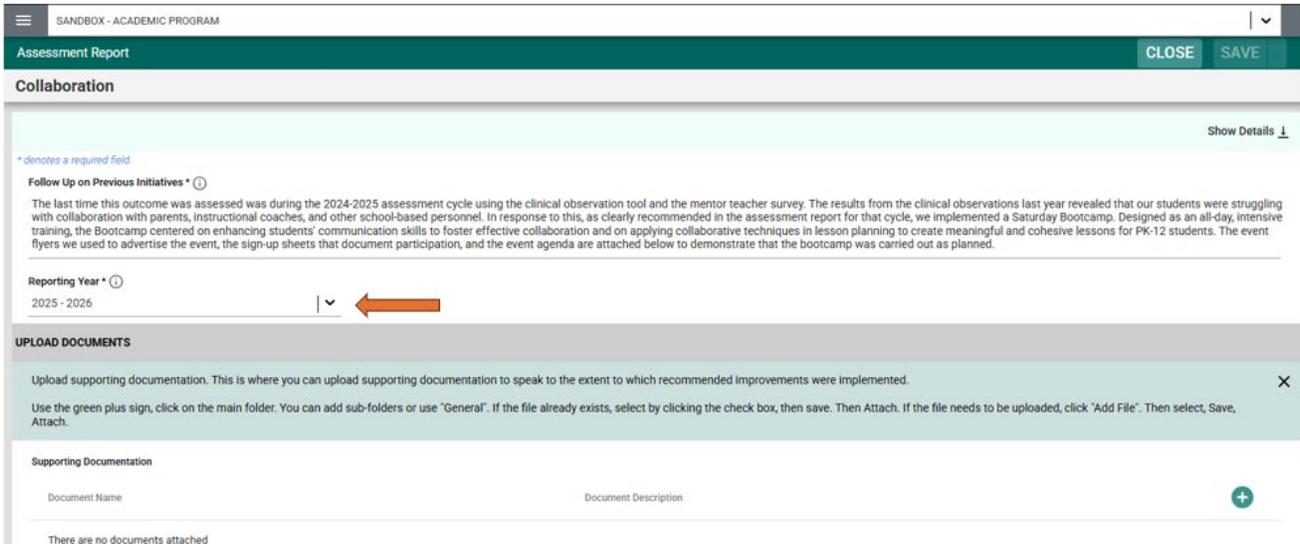
If nothing has changed – the outcome, methods, and success criteria all remain the same – you are ready to begin reporting. Follow these steps:

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

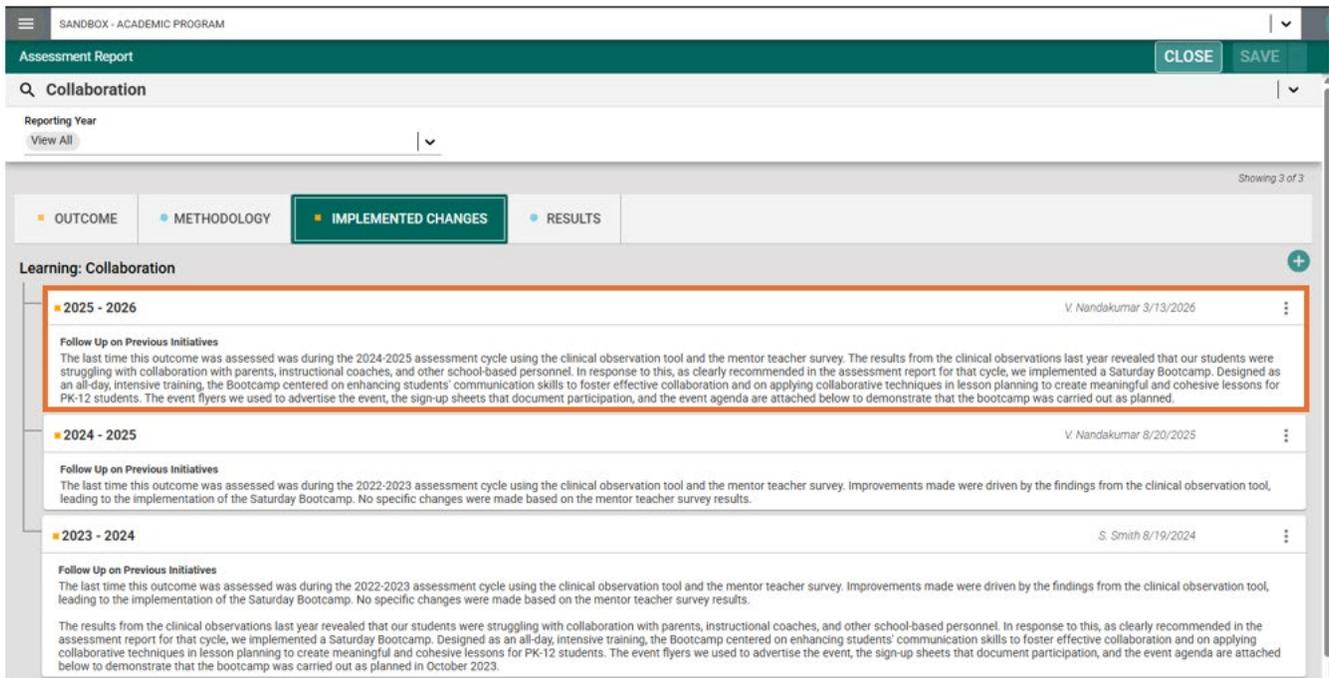


Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can’t generate a report.

Next, select the correct reporting year (2025-2026). This is essential. If you don’t select the correct year, your results will not appear in the report for that year.



After saving your IMPLEMENTED CHANGES, hit close (top right corner) and you will see the implemented changes for 2025-2026 appear at the top.



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' interface for 'Sandbox - Academic Program'. The 'Collaboration' section is active, and the 'RESULTS' tab is selected. Under 'Clinical Observation', there are two reporting periods: '2024 - 2025' with a 'Data Conclusion' of 'Success Criterion Met' and '2023 - 2024' with a 'Data Conclusion' of 'Success Criterion Not Met'. Under 'Mentor Teacher Survey', there is one reporting period: '2023 - 2024' with a 'Data Conclusion' of 'Success Criterion Not Met'. A green plus sign (+) is visible next to the '2024 - 2025' entry, and an orange arrow points to it.

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 'Assessment Report' interface for 'Sandbox - Academic Program'. The 'Collaboration' section is active, and the 'RESULTS' tab is selected. The 'Reporting Year' dropdown menu is open, showing '2024 - 2025' selected. An orange arrow points to the dropdown arrow. Below the dropdown is a text area for entering results, with a placeholder text: 'The results provide a descriptive summary of the students work during their capstone project.' The interface also includes a 'Show Details' link and a 'Disaggregation of Data' section.

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

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Q Collaboration

Assessment Method Status View All Reporting Year View All Data Conclusion View All

Showing 4 of

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

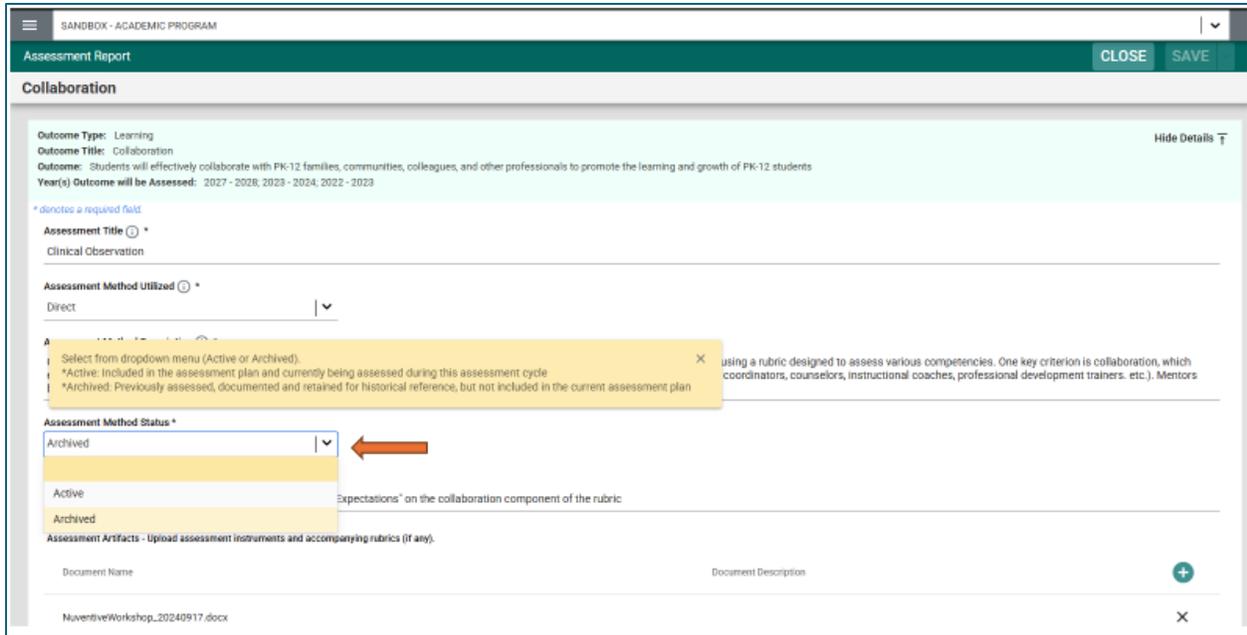
Clinical Observation +

2025 - 2026	V. Nandakumar 3/13/2026
Data Conclusion Success Criterion Not Met	
2024 - 2025	S. Smith 8/21/2025
Data Conclusion Success Criterion Met	
2023 - 2024	S. Smith 5/27/2025
Data Conclusion Success Criterion Not Met	

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

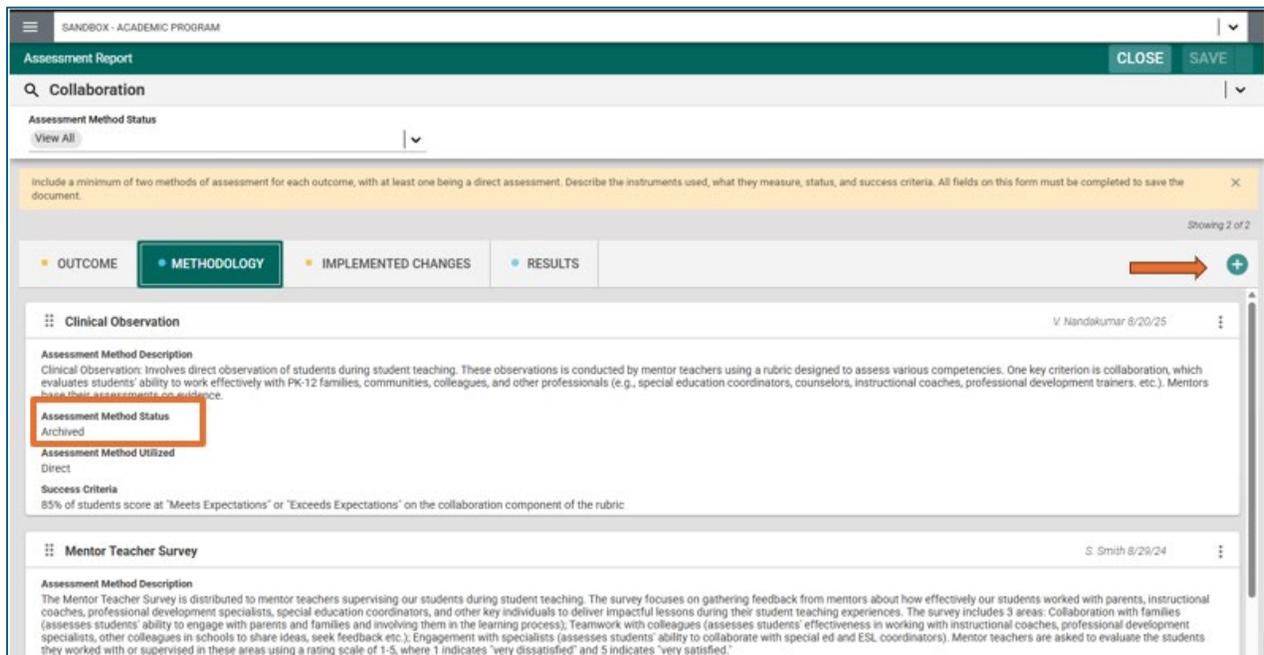
Scenario 3: Your Outcome Stayed the Same but Method(s) Changed

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**.



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.



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

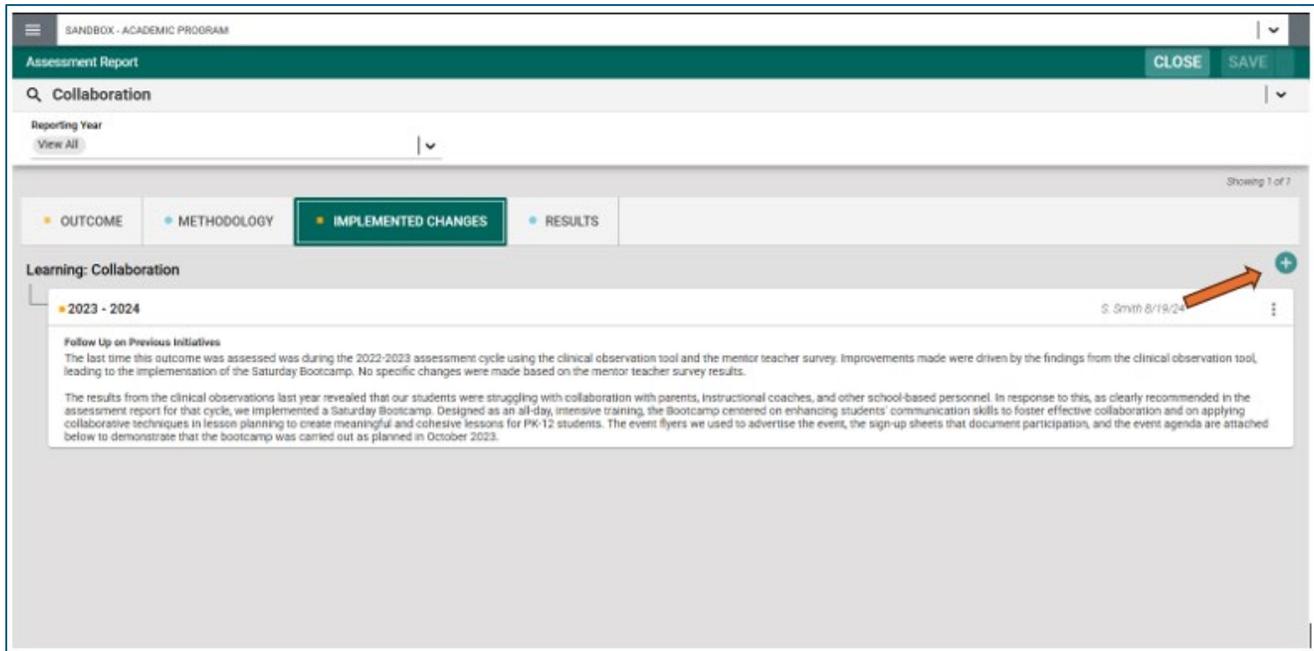
The screenshot shows a web interface for an 'Assessment Report' under the 'Sandbox - Academic Program' header. The main section is titled 'Collaboration' and includes a search bar and a 'View All' link. Below this is a yellow warning banner stating: 'Include a minimum of two methods of assessment for 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.' A navigation bar contains four tabs: 'OUTCOME', 'METHODOLOGY' (highlighted in green), 'IMPLEMENTED CHANGES', and 'RESULTS'. A green plus sign (+) is visible on the right side of the navigation bar. The 'METHODOLOGY' tab displays two assessment methods:

- The Mentor Teacher Survey**: A paragraph describing the survey's purpose and areas of focus. Below it, the 'Assessment Method Status' is 'Active', the 'Assessment Method Utilized' is 'Indirect', and the 'Success Criteria' is '80% of survey respondents indicate satisfaction with our students' collaboration efforts'.
- Student Self Assessments**: A section with a date 'V. Nandakumar 8/20/25'. Below it, the 'Assessment Method Description' is 'Self Reflection Journals: Students reflect on how they contribute to collaboration and how they engaged with peers.' The 'Assessment Method Status' is 'Active', the 'Assessment Method Utilized' is 'Direct', and the 'Success Criteria' is '90% of students provide reflective entries'.

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

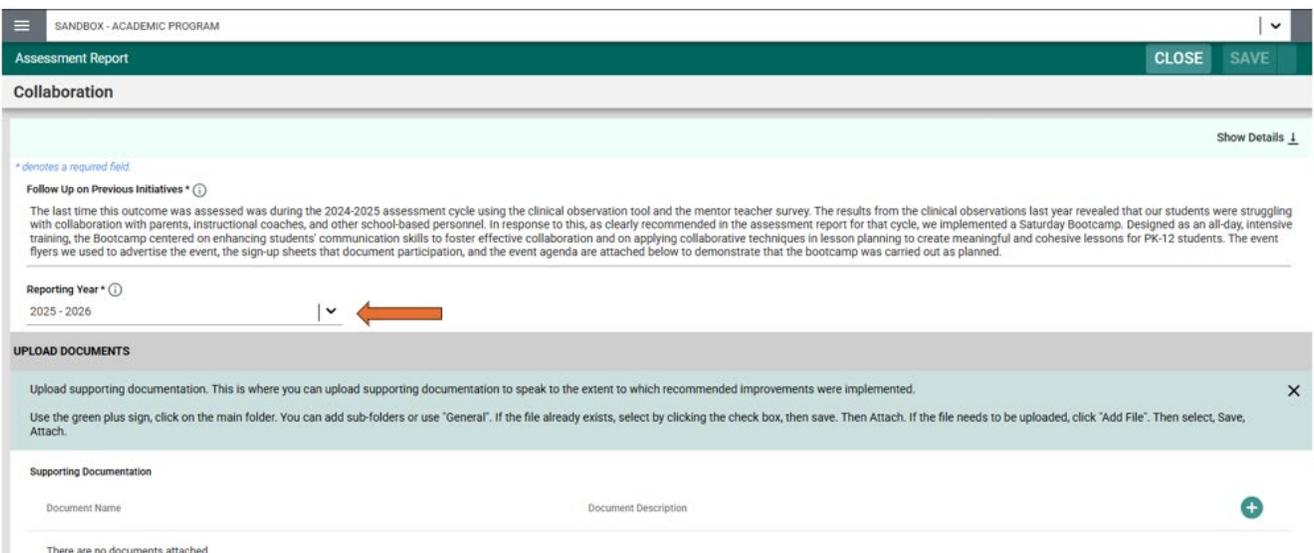
Once your outcome and its methods are ready for you to report on them, proceed to the IMPLEMENTED CHANGES area at the top of the page to start reporting on your outcome.

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



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. 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).



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 3 of 3

OUTCOME METHODOLOGY **IMPLEMENTED CHANGES** RESULTS

Learning: Collaboration +

2025 - 2026 V. Nandakumar 3/13/2026

Follow Up on Previous Initiatives

The last time this outcome was assessed was during the 2024-2025 assessment cycle using the clinical observation tool and the mentor teacher survey. 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.

2024 - 2025 V. Nandakumar 8/20/2025

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 8/19/2024

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.

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' at the top 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 Active x Reporting Year Data Conclusion

Active View All

Archived View All

Showing 1 of 4

OUTCOME METHODOLOGY **RESULTS** IMPLEMENTED CHANGES

Mentor Teacher Survey +

2023 - 2024 S. Smith 5/27/2025

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.