



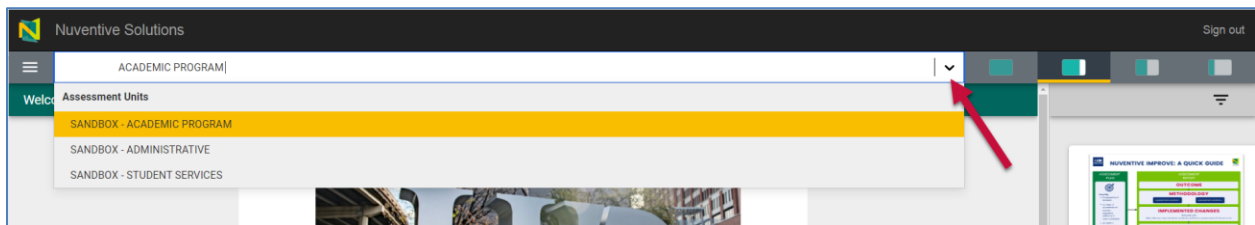
# Rubric-Based Review of Assessment Plans

The instructions below are for Assessment staff and Department Chairs to ensure assessment plans maintain high quality and meet expectations.

For instructions on logging into Nuventive, please view the [Basic Navigation](#) guide.

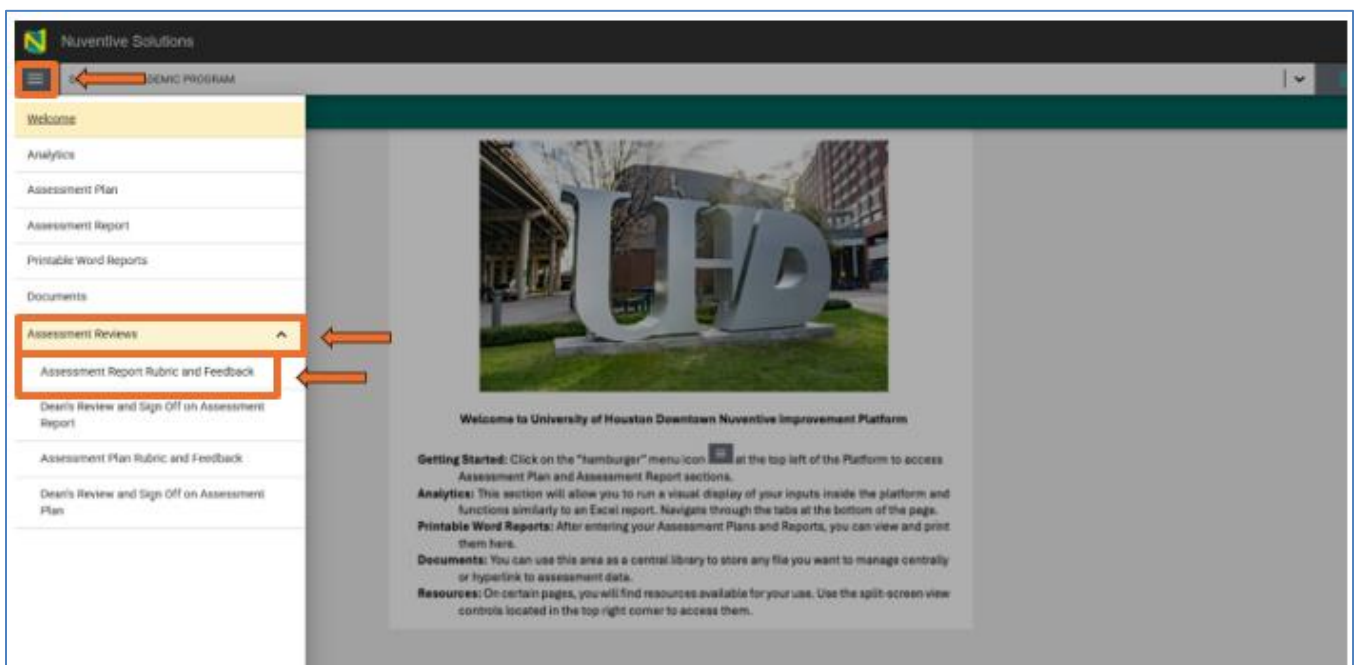
## UNIT DROP-DOWN MENU

The center **Unit Drop-Down Menu** is where you will locate your programs or units. By clicking the drop-down arrow to the right, you will be able to locate the programs or units assigned to you. You may also type the name of your program or unit in the drop-down box to quickly locate it. Selecting a program or unit will take you to the **Workspace**.



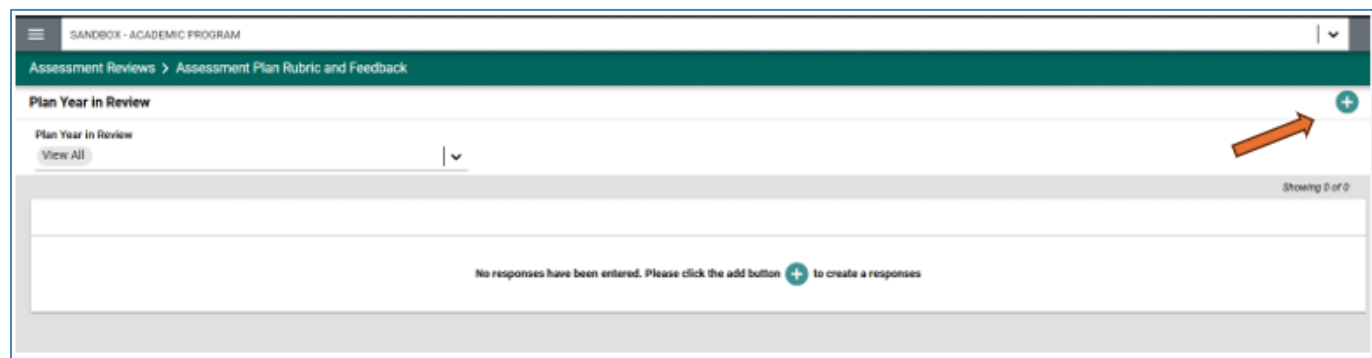
## HAMBURGER ICON / PLATFORM MENU

Once you have located the program or unit whose assessment plan you will be reviewing, click the **Hamburger Icon** to the left of the **Unit Drop-Down Menu**, and then **Assessment Reviews** to access the **Assessment Plan Rubric and Feedback** area.

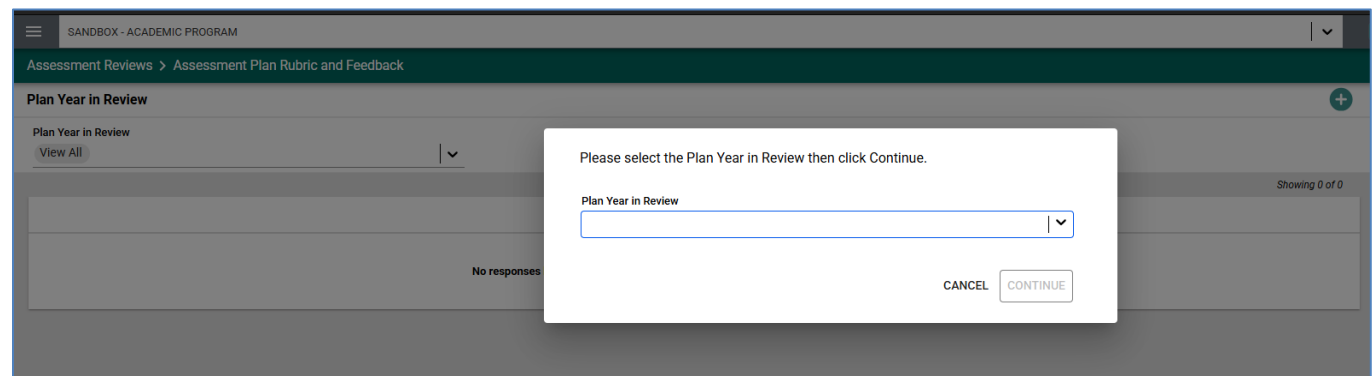


**CONDUCTING YOUR REVIEW**

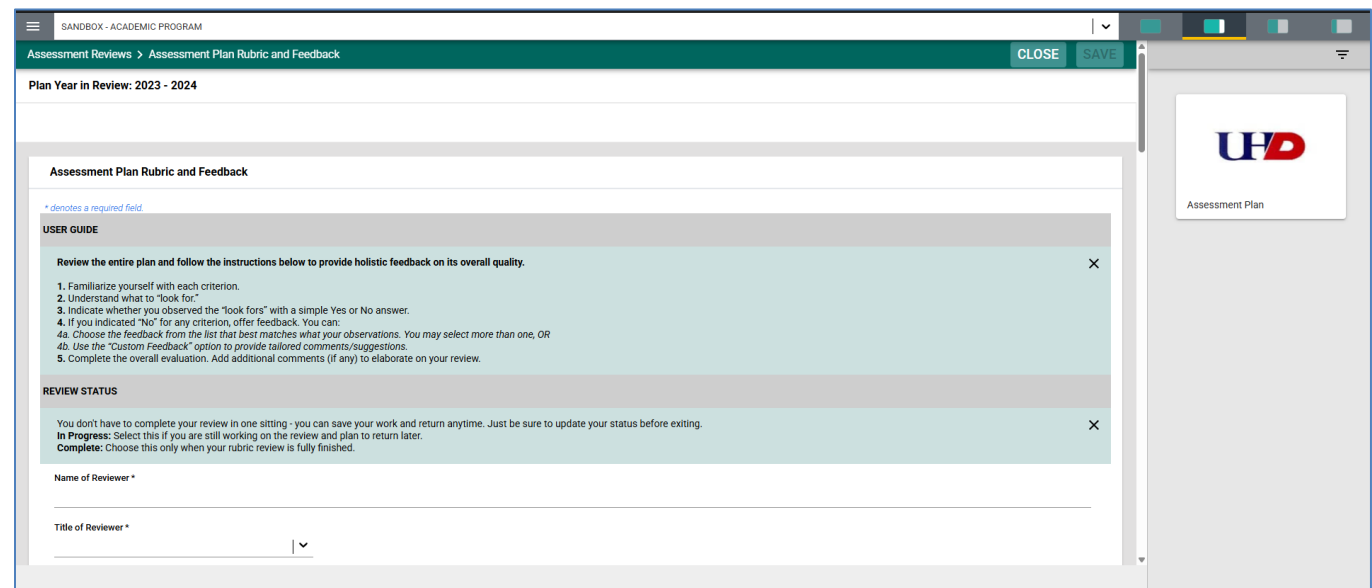
When you enter the **Assessment Plan Rubric and Feedback** area, at the top right corner, you will find a plus (+) sign (see image below) – this is where you should go to create your review.



Once you click on the plus sign, you should see a pop-up window appear asking to choose the Plan Year in Review. Please select the year (e.g., 2023-2024).



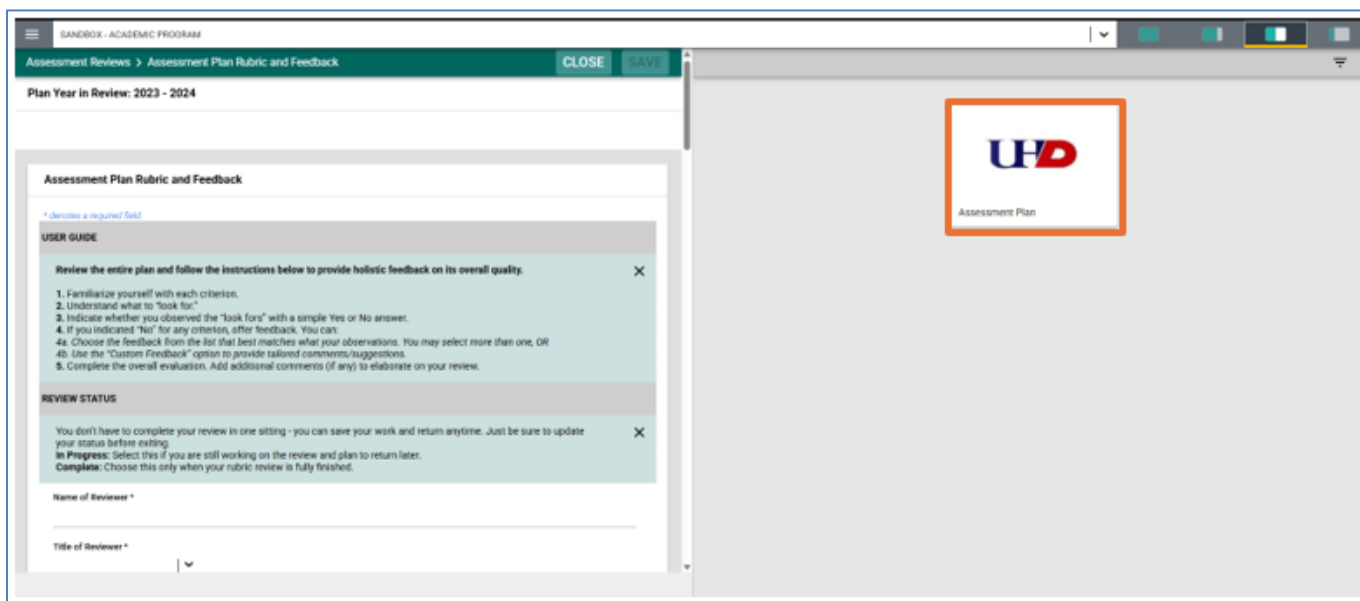
Once you select the year, you will see the screen below.



Next, use the **Split Screen/Layout Options** at the top right corner to view both the Assessment plan rubric and feedback area and the assessment plan side by side. To do this, select the 50/50 split-screen view.



Once you set up the split-screen view, you can run the report to access it. Click on the ‘Assessment Plan’ to the right.



When you click on the assessment plan, you will see:

- The program/unit name
- The program’s/unit’s responses to three questions about mission and strategic plan alignment
- **A clickable link to the assessment plan. Click on the link to open it.**

You are all set to begin your review on the left side of the screen. Follow the instructions (user guide) to complete your review of the program’s/unit’s plan. Scroll down to **Review Status** to begin your review.

- When you have completed providing feedback, proceed by hitting the **SAVE** button (located at the top).

*NOTE: Nuventive does not have a workflow that notifies programs/units when their assessment plan has been reviewed. If you are requesting revisions, contact the person responsible for maintaining the plan to let them know there is feedback for them.*