



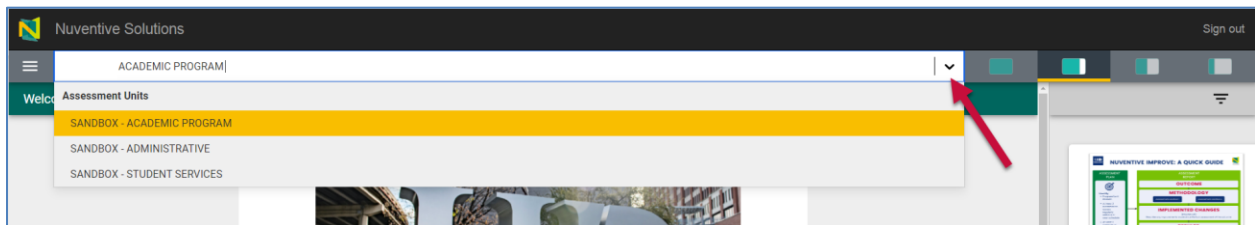
VP or Proxy Review and Sign Off on Assessment Report

The instructions below are for VPs to ensure assessment reports maintain high quality and meet expectations.

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

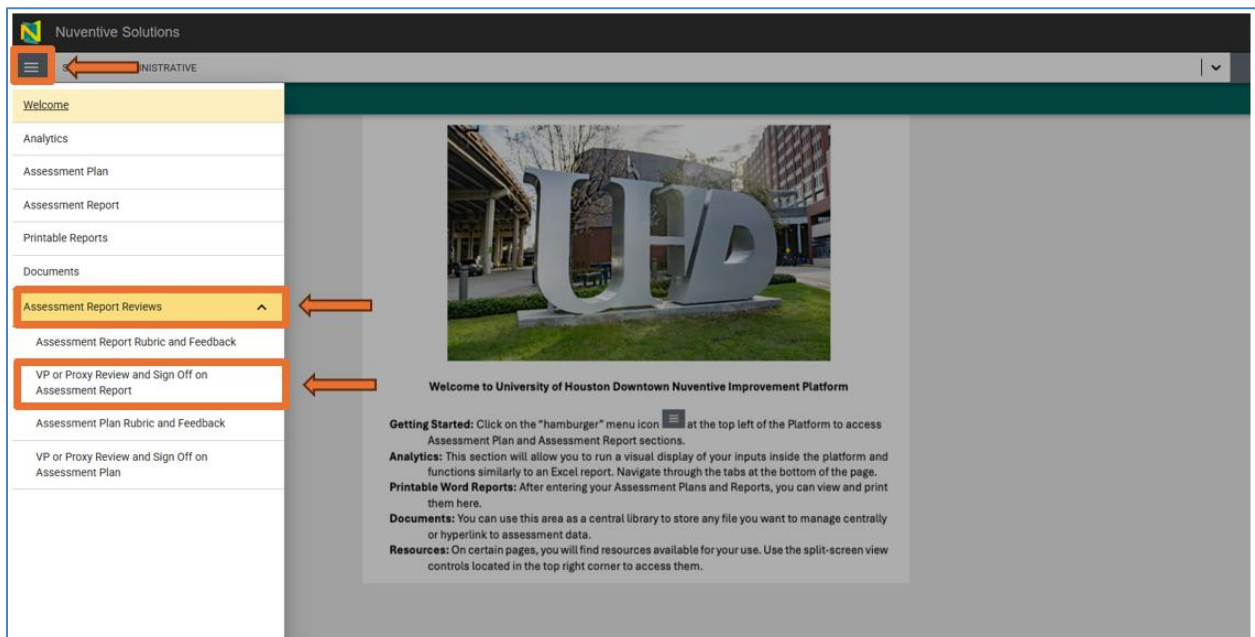
UNIT DROP-DOWN MENU

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



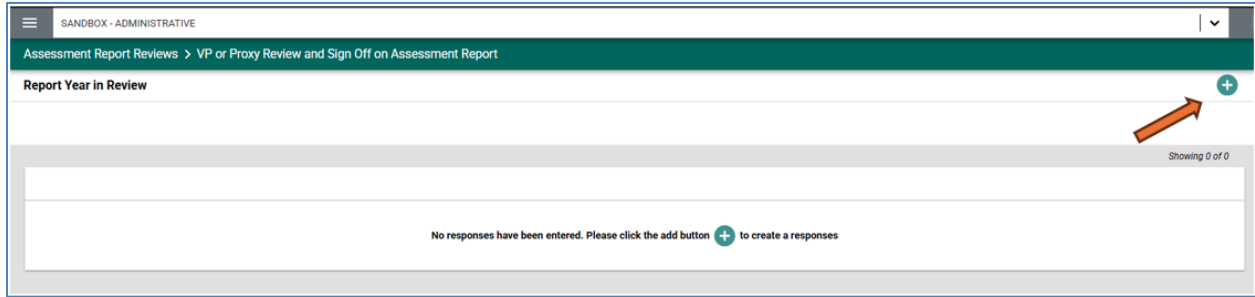
HAMBURGER ICON / PLATFORM MENU

Once you have located the program whose assessment report you will be reviewing, click the **Hamburger Icon** to the left of the **Unit Drop-Down Menu**, and then **Assessment Reviews** to access the **VP or Proxy Review and Sign Off on Assessment Report** area.



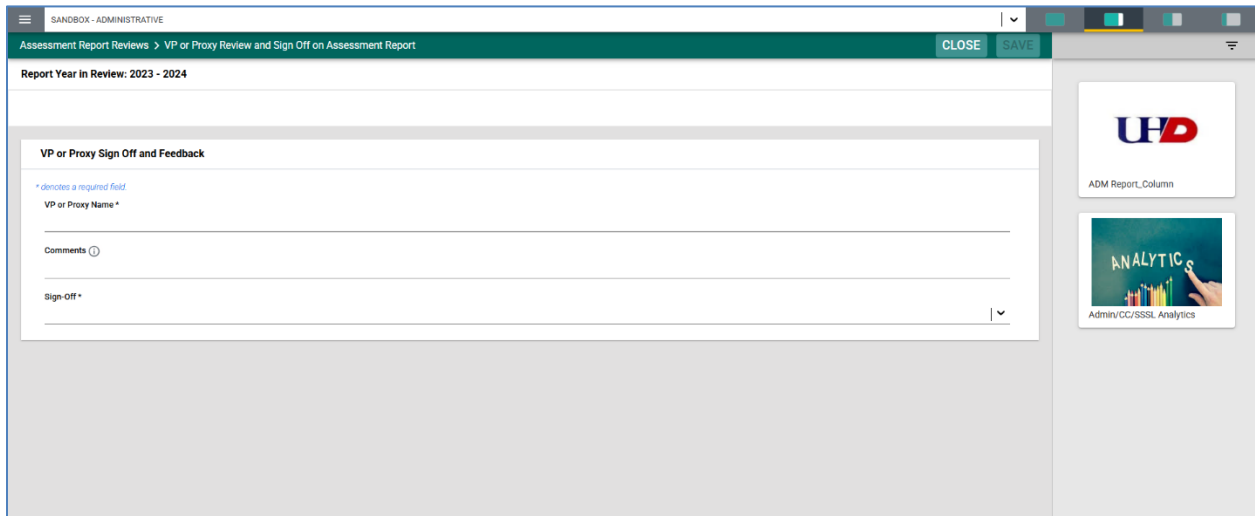
CONDUCTING YOUR REVIEW

When you enter the **VP or Proxy Review and Sign Off** area, in the top right corner, you will find a plus (+) sign (see image below) – this is where you should go to create your review.

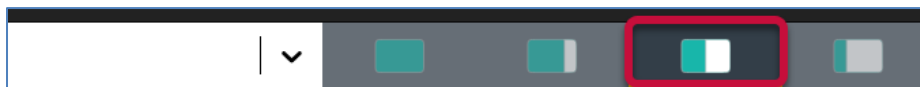


Once you click on the plus sign, you should see a pop-up window will appear asking to choose the Report Year in Review. Please select the report year (e.g., 2023-2024).

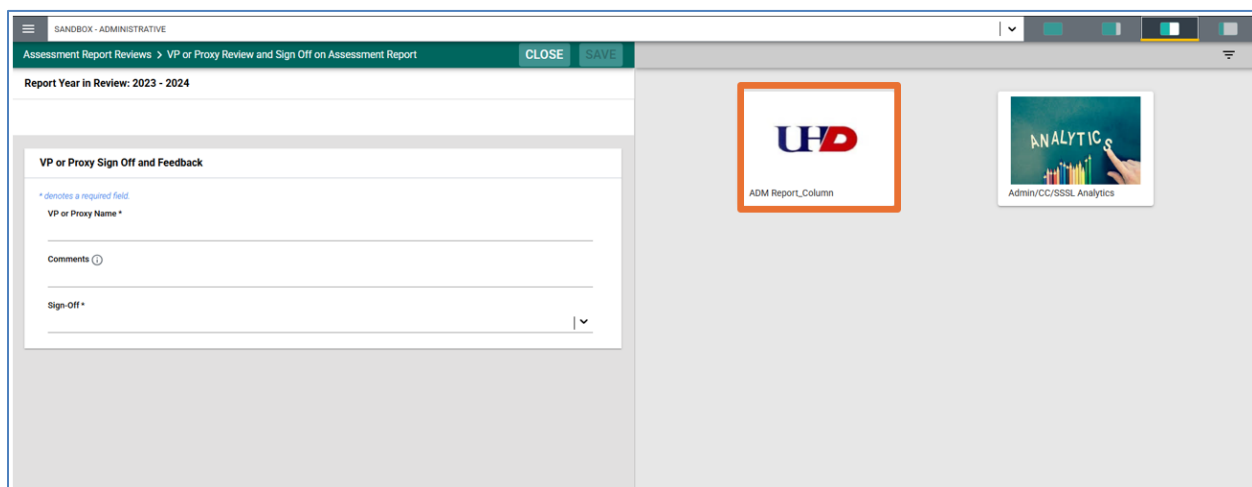
Once you click on the plus sign, you should see the screen below.



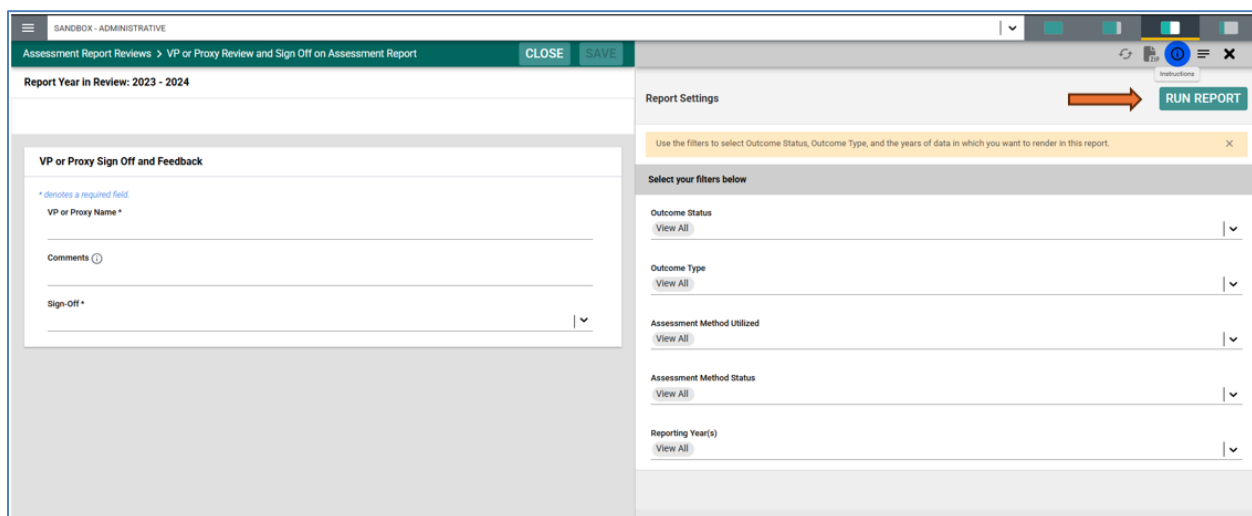
Next, use the **Split Screen/Layout Options** at the top right corner to view both the VP or Proxy Sign Off area and the assessment report side by side. To do this, select the 50/50 split-screen view.



Once you set up the split-screen view, you can run the report to access it. Click on the 'ADM Report_Column'



When you select your preferred format, you can choose from the filter options for running the report. Simply go to the **Reporting Year(s)** field to select the year (e.g., 2023-2024) for which the report was created to generate and download the corresponding report. Click **RUN REPORT**.



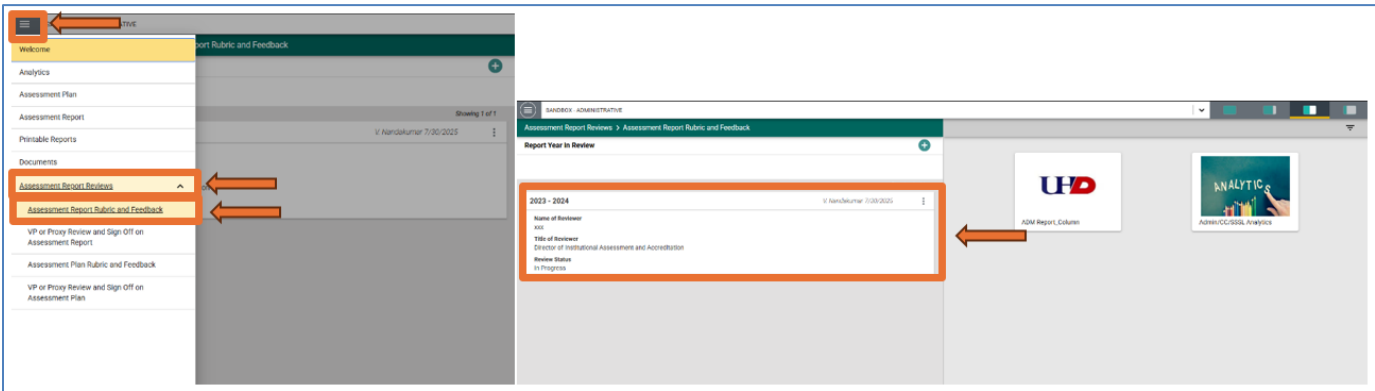
The report you selected will download. On the first few pages, you will see the unit's assessment plan, followed by the report on the outcomes assessed that year.

You are all set to begin your review on the left side of the screen.

- Enter your name in the designated field.
- The Comments section is optional and may be used to provide any feedback. If you click the (i) icon, helpful pointers will appear to guide you through the process.
- In the sign-off section, use the dropdown menu to select your decision:
 - Approve the report, or
 - Request revisions before final approval.
- Once you have submitted your selection, proceed with hitting the **SAVE** button (located in the top right corner).

Once you save your review, report writers will be able to see your feedback, along with any feedback/review from other reviewers.

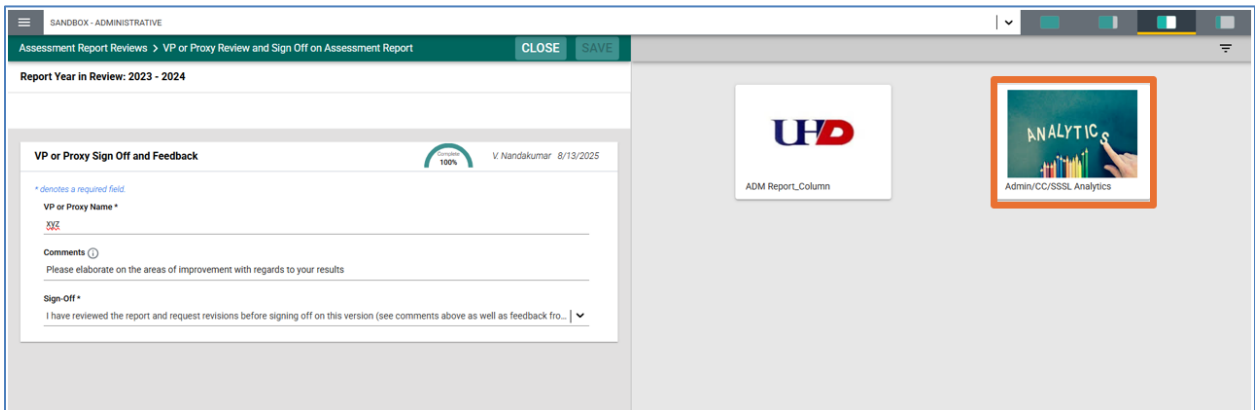
If you would like to access the feedback provided by those before you (i.e., Assessment Staff), click on the **Hamburger** in the top left corner and then **Assessment Reviews** followed by **Assessment Report Rubric and Feedback**. Double click on the review to access feedback provided by those before you.



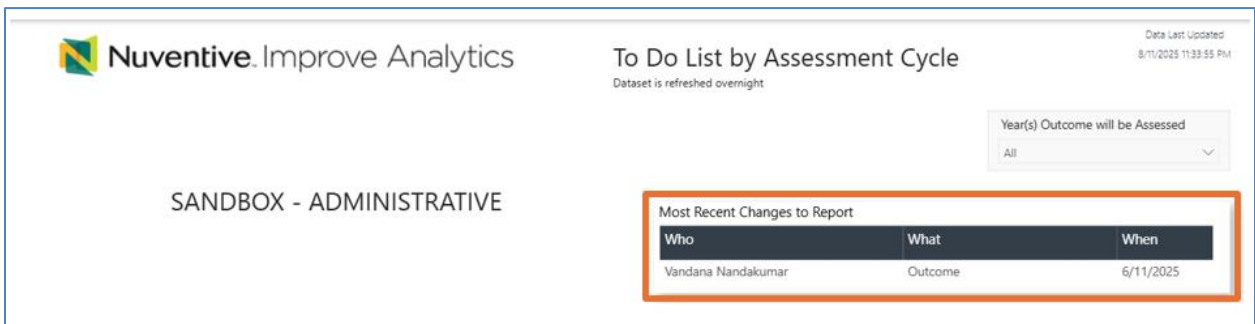
NOTE: Nuventive does not have a workflow that notifies report writers when you submit your decision. If you select “request revisions” as your sign-off option, please coordinate with your designated assessment staff to ensure the necessary changes are communicated to and addressed by the unit representative.

Once the report has been revised and improved, you should return to update your review status. It is important to change your sign-off to reflect your approval once the revisions have been made – otherwise, the system will continue to reflect that you are requesting changes, even if the report has been enhanced.

One way to check if a report has been revised is by using the **Analytics** feature from the Split-screen view.



Once you get to the analytics, you will see a section labeled: **Most recent Changes to Report**, which shows what changes were made and when.



This is tracking information only; it does not directly allow you to link changes in a report to specific feedback from a reviewer. To understand the nature of the changes, you will need to read the report.