

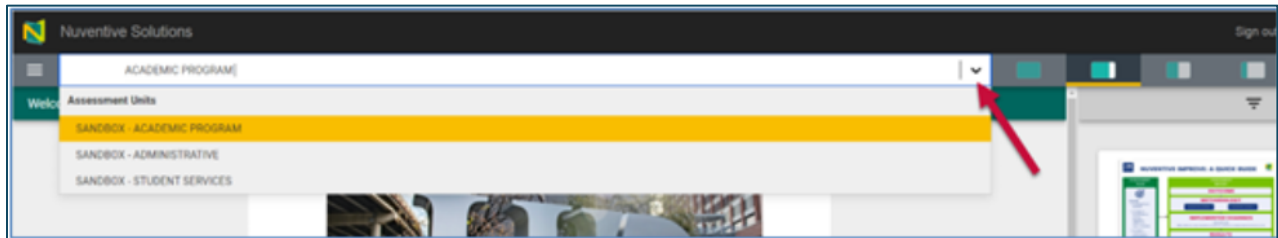


Nuventive™

Writing an Assessment Report

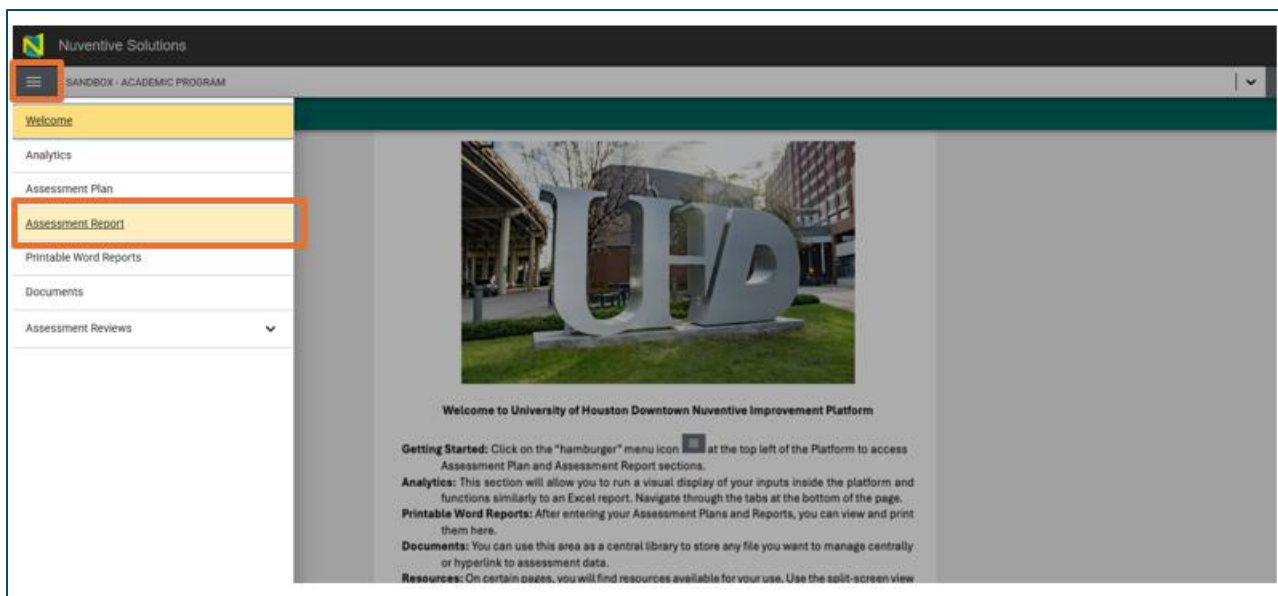
UNIT DROP-DOWN MENU

The center Unit Drop-Down Menu is where you will locate your program or unit. 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 its Workspace.



HAMBURGER ICON / PLATFORM MENU

Once you have located the program or unit whose report you will be writing, click the **Hamburger icon** to the left of the **Unit Drop-Down Menu** and then **Assessment Report** to access the program or unit report page.



For instructions on adding or editing outcomes into Nuventive, please view the [Adding & Editing Outcomes manual](#).

WRITING AN ASSESSMENT REPORT

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

The screenshot shows the 'Assessment Report' interface for 'Sandbox - Academic Program'. It features a table of 'Academic Program Outcomes'. The first outcome is 'Effectiveness: Program satisfaction and readiness to enter the teaching profession' by S. Smith, dated 8/20/25. The second outcome, 'Learning: Reasoning' by V. Nandakumar, dated 8/20/25, is highlighted with an orange border. This outcome is currently in 'Archived' status. The interface includes filters for 'Outcome Type', 'Outcome Status', and 'Year(s) Outcome will be Assessed', each with a 'View All' button. A message at the top states: '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.'

2. On the **IMPLEMENTED CHANGES** tab, click on the green (+) sign.

This screenshot shows the 'IMPLEMENTED CHANGES' tab for the 'Learning: Reasoning' outcome. The 'Outcome' tab is selected, and the 'IMPLEMENTED CHANGES' tab is highlighted with an orange border. The interface shows a search bar with 'Reasoning' entered. Below the tabs, there is a message: 'No Implemented Changes has/have been entered.' An orange arrow points to a green (+) sign in the bottom right corner, indicating where to click to add changes.

When you click on the first field “Follow up on Previous Initiatives”, a yellow box appears with instructions. 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.

SANDBOX - ACADEMIC PROGRAM

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.

Supporting Documentation

| Document Name | Document Description |
|---------------------------------|----------------------|
| There are no documents attached | |

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

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

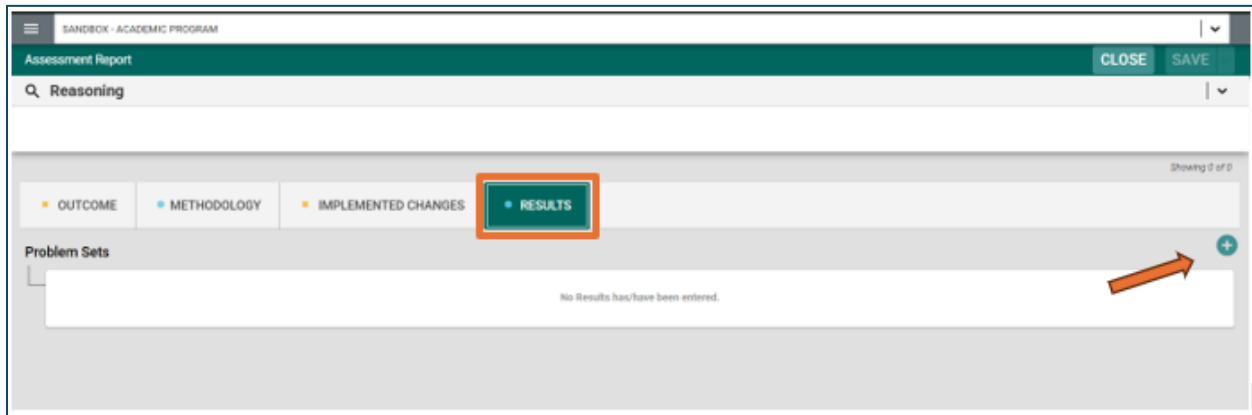
V. Nandakumar 8/20/25

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.

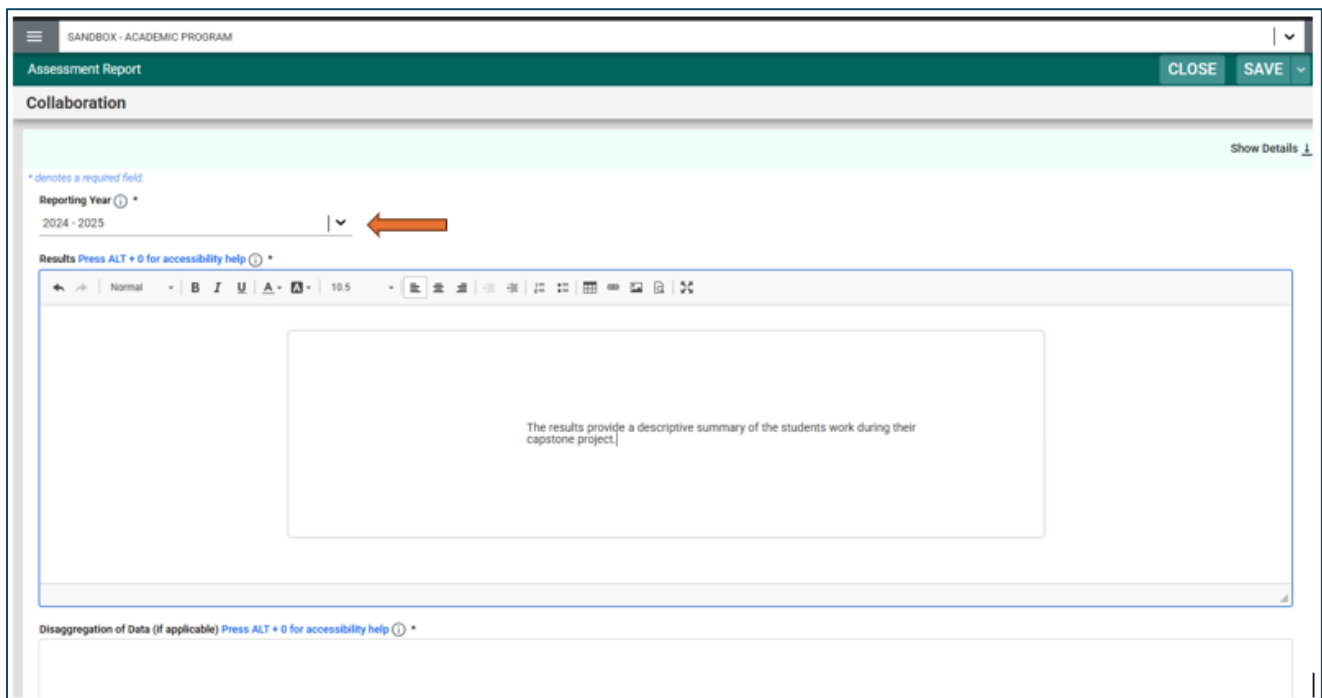
3. Next, navigate to the RESULTS tab.

If you have more than one method for an outcome, 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 'Reasoning'. At the top, there are 'CLOSE' and 'SAVE' buttons. Below the search bar, there are four tabs: 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES', and 'RESULTS'. The 'RESULTS' tab is highlighted with a green border and a green plus sign. Below the tabs, there is a section titled 'Problem Sets' with a message 'No Results has/have been entered.' and a green plus sign button on the right, indicated by an orange arrow.

Once you are inside the results area for a specific method, 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 'Reasoning' with the 'RESULTS' tab selected. The 'Reporting Year' dropdown menu is set to '2024 - 2025', indicated by an orange arrow. Below the dropdown, there is a text area for 'Results' with a placeholder text 'The results provide a descriptive summary of the students work during their capstone project.' and a green plus sign button on the right. At the bottom, there is a section for 'Disaggregation of Data (if applicable)' with a green plus sign button.

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

The screenshot displays the 'Assessment Report' interface for the 'Sandbox - Academic Program'. The top navigation bar includes 'CLOSE' and 'SAVE' buttons. Below the header, there are filters for 'Collaboration', 'Assessment Method Status', 'Reporting Year', and 'Data Conclusion', each with a 'View All' link. A tabbed interface shows four categories: 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES', and 'RESULTS' (which is currently selected and highlighted in green). Under the 'RESULTS' tab, a section titled 'Clinical Observation' is visible. Within this section, a row for the reporting year '2024 - 2025' is highlighted with an orange border and an orange arrow pointing to it. To the right of the year, the user 'V. Nandakumar' and the date '8/20/25' are displayed. Below the year, the 'Data Conclusion' is listed as 'Success Criterion Met'.

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

NOTE: Nuventive does not have a workflow that notifies your designated assessment staff when you submit your report. Please coordinate with your designated assessment staff to work on any necessary revisions and/or finalize your report.