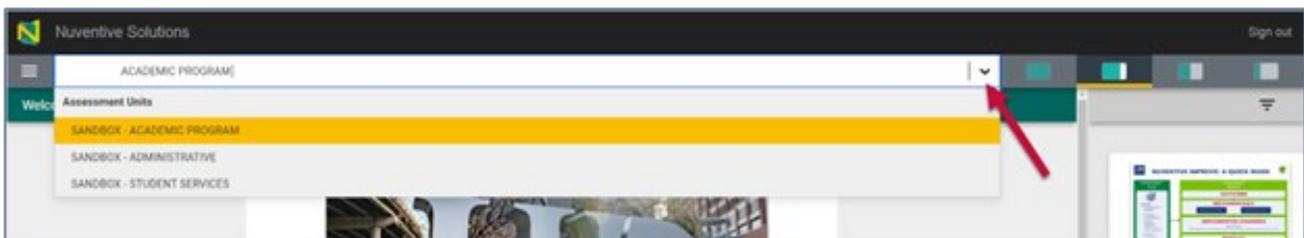# Co-curricular or Administrative Units Analytics Dashboard

The **Analytics** Dashboard is the second tab in the **Platform Menu**. This workspace allows you to run visual analytics on assessment data. The purpose of the analytics dashboard is to offer a quick overview of the information entered into the platform, rather than generating a report.

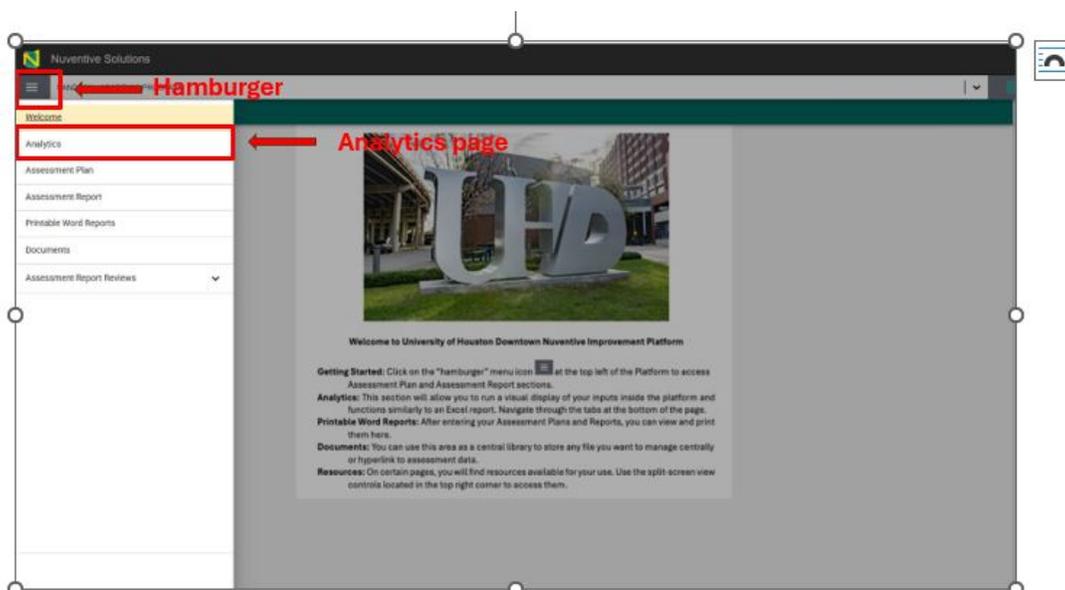**For instructions on logging into Nuventive, please view the Basic Navigation guide.**

UNIT DROP-DOWN MENU

The center **Unit Drop-Down Menu** is where you will locate your units. 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**.
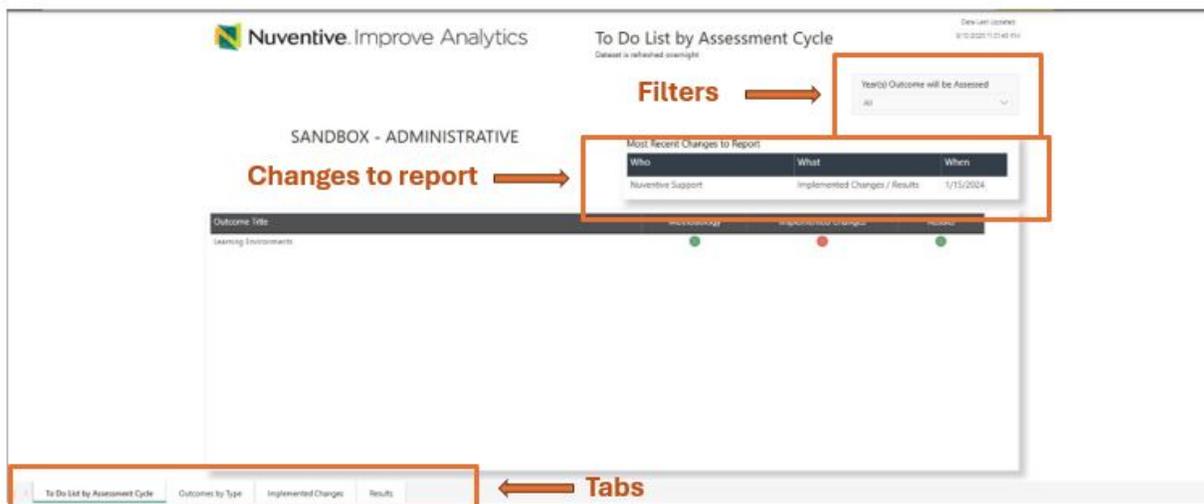

HAMBURGER ICON / PLATFORM MENU

Once you have located the unit whose analytics you will be viewing, click the **Hamburger icon** to the left of the **Unit Drop-Down Menu** and then **Analytics** to access the unit's analytics page.

ANALYTICS PAGE

The **Analytics** page has four tabs at the bottom left. These tabs provide quick access to unit data and information. Information on each tab can be filtered using filters at the top right corner of the page. The analytics page also displays recent edits to the report in terms of who edited the report, what areas they edited on the report, and when they last edited the report.

Each of the filters and tabs are described below:

<u>**FILTERS**</u>

1. **Years Outcomes will be Assessed**: provides a list of assessment cycles. This filter can be utilized to view a specific assessment cycle, e.g., 2023-2024. Choosing a specific assessment cycle will remain as a default selection for all tabs listed at the bottom (**Available on all tabs**).
2. **Outcome Status**: provides a list of outcomes by status, i.e., active - currently being assessed or archived - no longer being assessed in following assessment cycles (**Available on the Outcomes by Type tab**).
3. **Outcome Type**: provides a list of outcome types, i.e., learning, effectiveness, utilization, compliance, efficiency, needs, and satisfaction. (**Available on the Outcomes by Type and Results tabs**).
4. **Method Utilized**: provides a list of methods utilized in assessing outcomes during a specific assessment cycle, i.e., direct or indirect methods (**Available on the Results tab**).
5. **Data Conclusion**: provides a list of data conclusion options with regards to success criteria, i.e., success criterion met, success criterion partially met, success criterion not met, or no data collected (**Available on the Results tab**).

NOTE: If you don't see an option listed under the filters, e.g., the dropdown options for <u>Outcome Status</u> displays only 'active' as an option and not 'archived', it means that the unit did not archive any of its outcomes; or, if a unit has only learning outcomes, the filter <u>Outcome Type</u>, will not display 'effectiveness' or any other outcome type as an option.

TABS

1. **To Do List by Assessment Cycle:** This tab provides an overview of completed sections and those that need to be worked on. A green icon under methodology, implemented changes, and results sections indicate that they are complete. If sections appear with red icons, it is an indicator that those sections are incomplete and need to be addressed.

   *NOTE: Under the **Methodology** section, per policy PS 03.A.39 units are expected to use at least one direct method of assessment per outcome. If only one method is provided, the method is indirect, or both, the **Methodology** section will display a red icon, indicating it is incomplete.*

2. **Outcomes by Type:** This tab offers an overview of the type of outcomes utilized by a specific unit, thereby helping units see which outcome types they are concentrating on and reviewing. This tab will help clarify priorities.

3. **Implemented Changes:** This tab provides an overview of the changes made as a result of assessment data from the previous assessment cycle. The column that relates to implemented changes is '**Follow up on Previous Initiatives**'.

   Use the scrolling bars at the bottom and right to move right and left or up and down to view the entire page. This tab also functions like an Excel spreadsheet, allowing manipulation of columns as needed (in terms of width to help increase readability).

4. **Results:** This tab provides a comprehensive overview of outcomes, methods, interpretation of the data, and use of results. The data conclusions column is color-coded: **Red** indicates the criterion is not met, **yellow** indicates it is partially met, **green** indicates it is met, and **gray** indicates that no data was collected.

   Use the scrolling bars at the bottom and right to move right and left or up and down to view the entire page. This tab also functions like an Excel spreadsheet, allowing manipulation of columns as needed (in terms of width to help increase readability).

NOTE: The data in Nuventive is updated overnight. Data entered by others may not be available until the next day. Nuventive will provide a date when data was last updated at the top of this screen.