

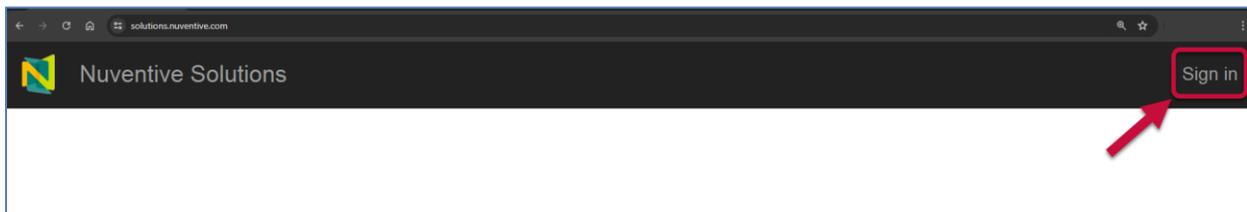


CONDUCTING ASSESSMENT REPORT REVIEWS

The instructions below are for individuals with assigned review and oversight roles (such as Chairs, deans, and VPs) to ensure assessment reports maintain high quality and meet expectations.

LOGGING INTO NUVENTIVE

On the **Nuventive Log-In page** (<https://solutions.nuventive.com/>), click **Sign In**, located in the top right corner of the screen.



Choose or enter your UHD email address and then enter your password when prompted. You may also need to perform two-factor authentication via Duo.

NOTE: If you are already logged into other UHD services (like O365, Canvas, or PeopleSoft), you may not be required to enter your password.

For assistance with logging in to Nuventive, contact the UHD Service Desk (itservicedesk@uhd.edu or by phone at 713-221-8031).

NAVIGATING NUVENTIVE

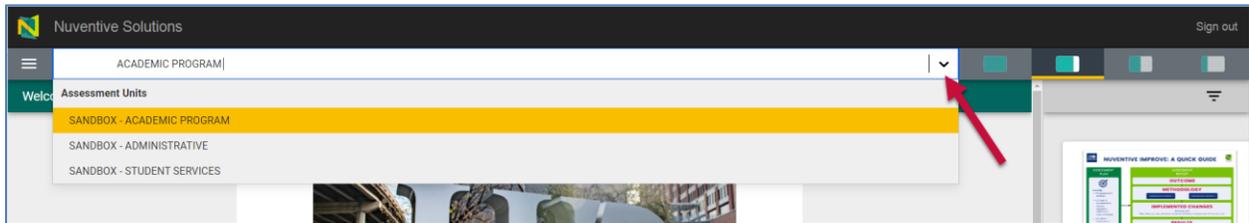
Once logged into Nuventive, you will be taken to the **UHD Welcome Page**. Pages within Nuventive are known as **Workspaces**. At the top of each **Workspace**, you will find two sets of icons (to the left and right) and the **Unit Drop-Down Menu** in the center. This is the primary navigation menu through-out Nuventive.



NOTE: After logging into Nuventive for the first time, subsequent logins will show the area you last accessed. You may have to navigate back to the Analytics Dashboard after logging in.

Unit Drop-Down Menu

The center **Unit Drop-Down Menu** is where you will locate your programs or departments. Your programs or departments are referred to as **Units**. By clicking the drop-down caret/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 program will take you to the program's **Workspace**.

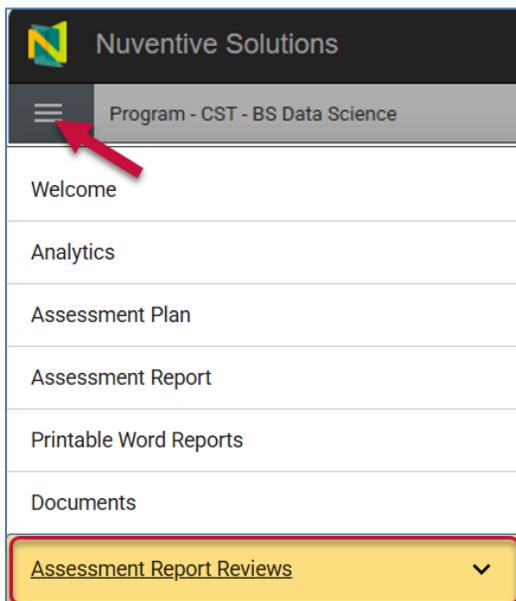


Hamburger Icon / Platform Menu



Once you have located the program/unit whose assessment report you will be reviewing, click the **Hamburger Icon** to the left of the **Unit Drop-Down Menu** to access the area where you will conduct your review of the report. Select **Assessment Report Reviews**.

IMPORTANT NOTE: This area is only visible to individuals with assigned review and oversight roles, such as Chairs, deans, and VPs.

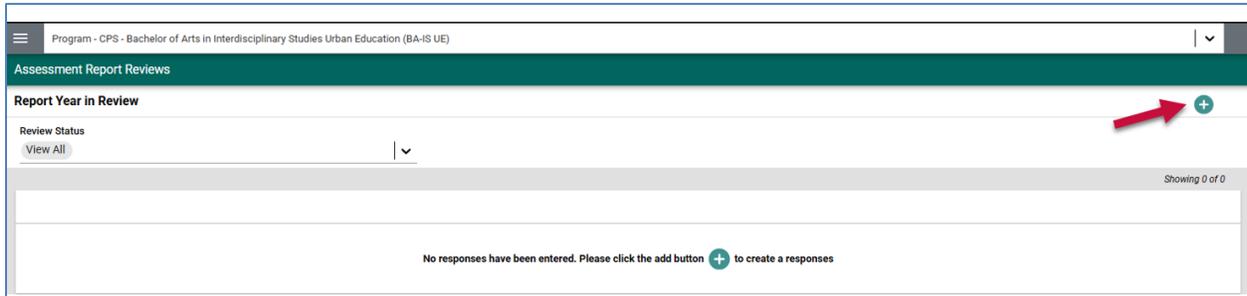


CONDUCTING YOUR REVIEW OF ASSESSMENT REPORTS

When you enter the **Assessment Report Reviews** area, you will see one of the following on your screen:

- If no reviews have been completed, you will see the message “No responses have been entered.” Please click the add button to create a response.
- If reviews exist, you will see the name of the person(s) who have evaluated the report.

In the top right corner, you will find a plus (+) sign (see image below) – this is where you should go to create your review.



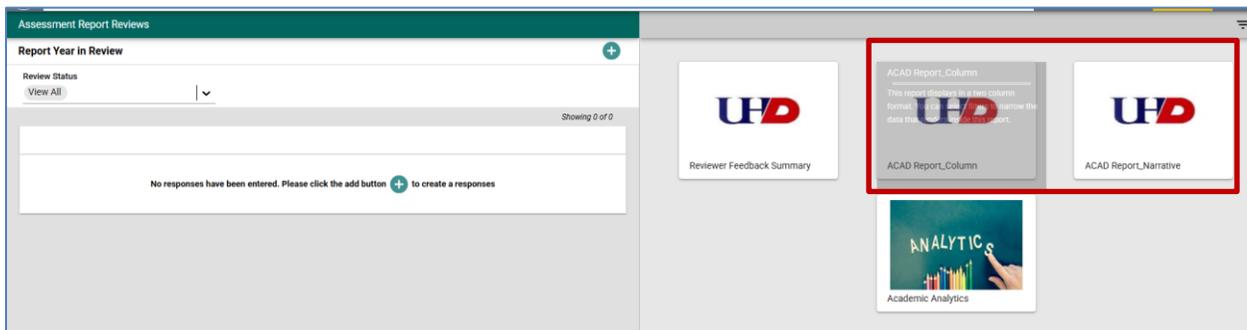
Next, use the **Split Screen/Layout Options** to view both the rubric and the assessment report side by side. To do this, select the 50/50 split-screen view, which will place the rubric review area on the left and the report you will be reviewing on the right for easier review.

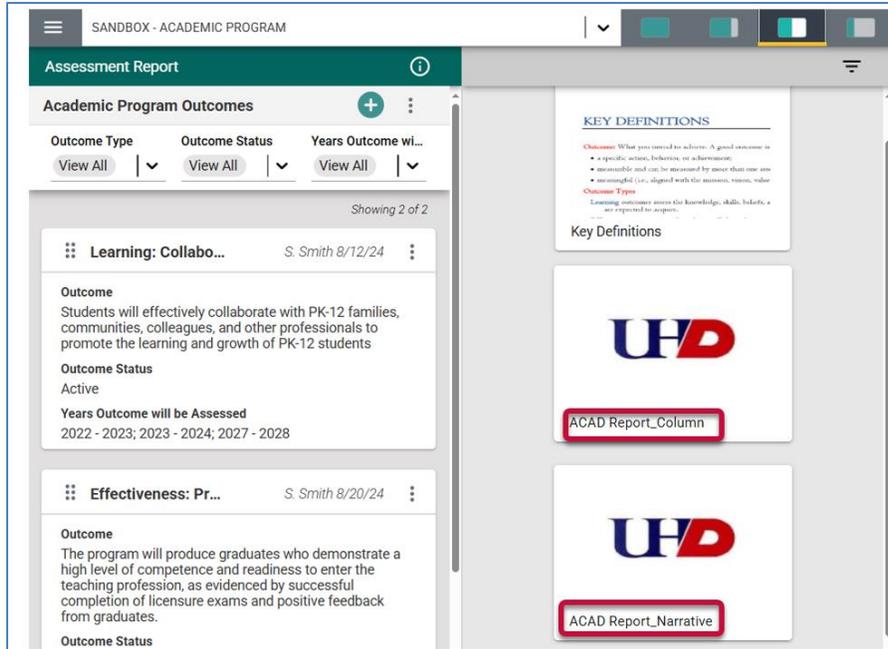


Once you set up the split-screen view, you can run the report to access it. You will have two format options for downloading the report:

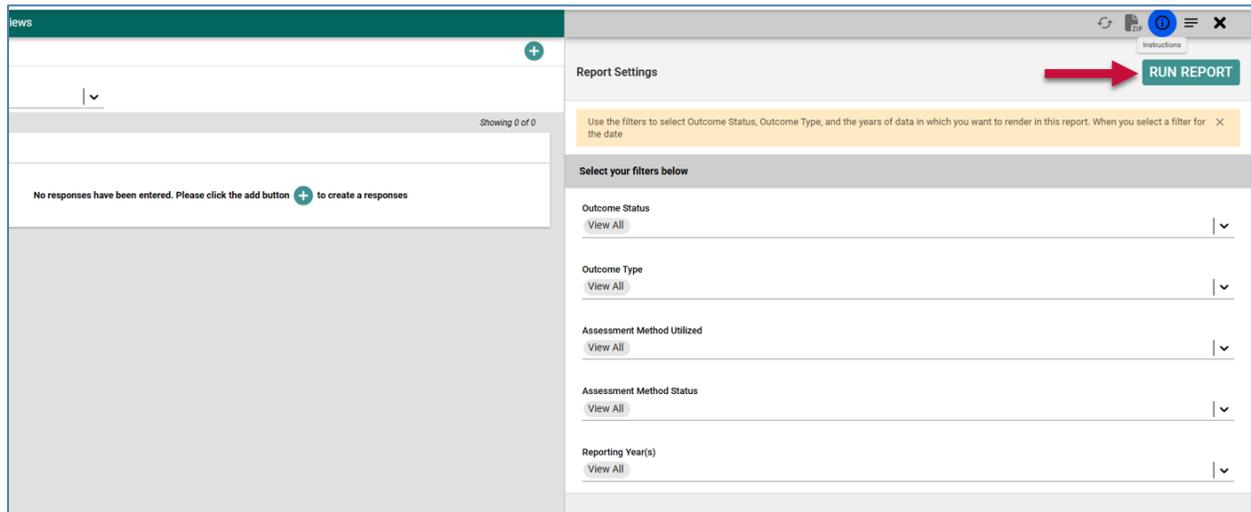
- The column format
- The narrative format

(Most people prefer the column format, but the choice is yours).





When you select your preferred format, you can choose the settings 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 program's/unit's assessment plan, followed by the report on the outcomes assessed that year.

You are all set to begin your review. Please follow the instructions under the **USER GUIDE**.

- You don't have to complete your review in one sitting. As described under REVIEW STATUS, you can save your work and return at any time. The **SAVE** button is located in the top right corner.
- If you plan to return to your review later, mark it as "In Progress" and be sure to come back to finish it.

- You must complete the **OVERALL EVALUATION** (the section towards the end of the review) before you mark your Review Status as **COMPLETE**. This evaluation will be tracked for institutional effectiveness data and will serve as your final comment to the report's writers. Based on your evaluation, they will make revisions or not.
- Once you complete and save your review, report writers will be able to see your feedback, along with any feedback/review from other reviewers, in the **Reviewer Feedback and Dean Sign Off Summary** report.

If a previous reviewer has already provided feedback on the report and you want to determine whether any changes were made in response, you can track modifications to the report. To do this, click on **Academic Analytics** 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.

Also note that reviewer feedback and rubric evaluations do not appear within any assessment reports. Instead, they are captured separately in the **Reviewer Feedback and Dean Sign Off Summary** reports, which both you and the writers of the reports have access to.

Nuventive does not have a workflow that notifies report writers when a review has been completed, and feedback is available for them. It is up to you to facilitate the process by informing the report writer(s) that you have provided feedback. They will then need to download the Reviewer Feedback Summary and determine next steps.