

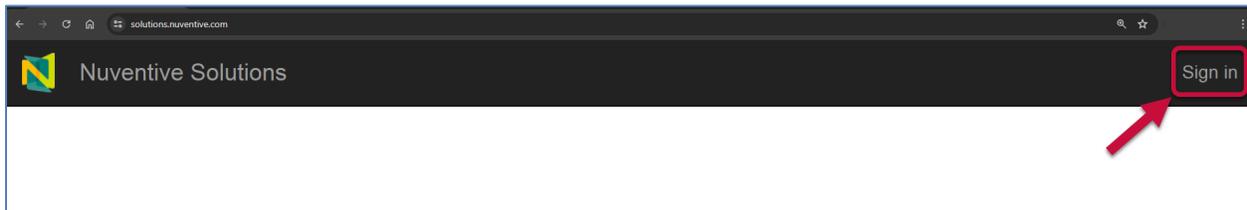


## Deans' Sign Off and Review

The instructions below are for Deans 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](mailto:itservicedesk@uhd.edu) or by phone at 713-221-8031).

### NAVIGATING NUVENTIVE

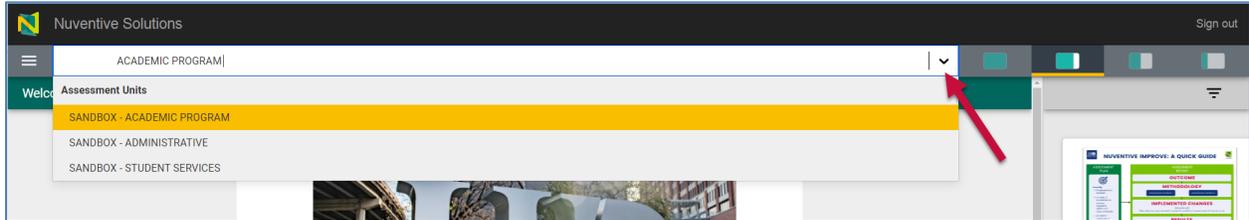
Once logged into Nuventive, you will be taken to the **UHD Welcome Page**. Pages within Nuventive are known as **Workspaces**. At the top of each **Workspace**, you will find two sets of icons (to the left and right) and the **Unit Drop-Down Menu** in the center. This is the primary navigation menu through-out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

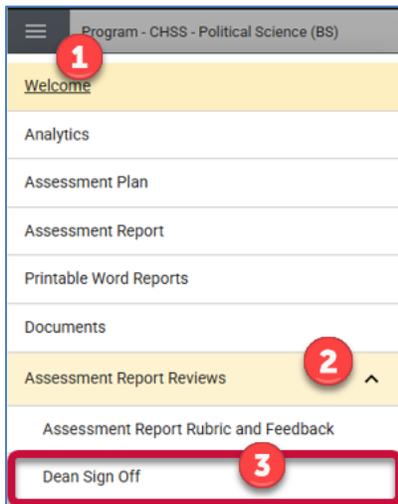
The center **Unit Drop-Down Menu** is where you will locate your programs or departments. Your programs or departments are referred to as **Units**. By clicking the drop-down caret/arrow to the right, you will be able to locate the units assigned to you. You may also type the name of your unit in the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



## Hamburger Icon / Platform Menu

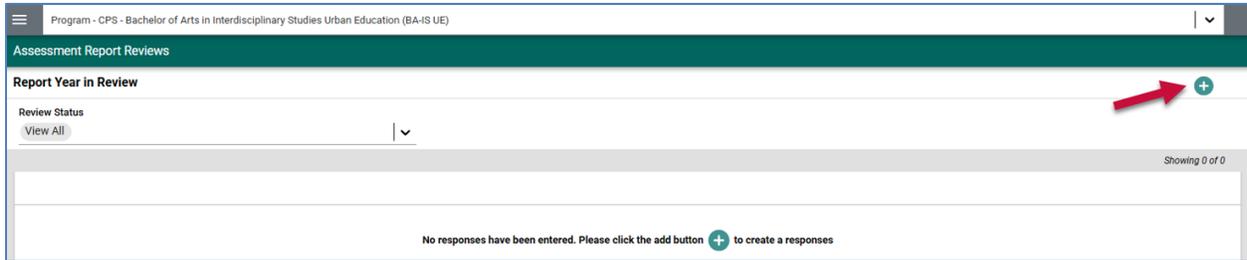


Once you have located the program/unit whose assessment report you will be reviewing, click the **Hamburger Icon** (1) to the left of the **Unit Drop-Down Menu**, and then **Assessment Report Reviews** (2) to access the **Dean Sign Off** (3) area.

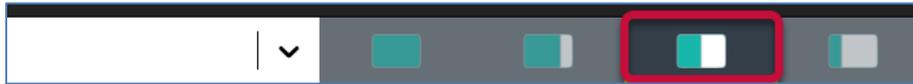


## CONDUCTING YOUR REVIEW

When you enter the **Dean 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.



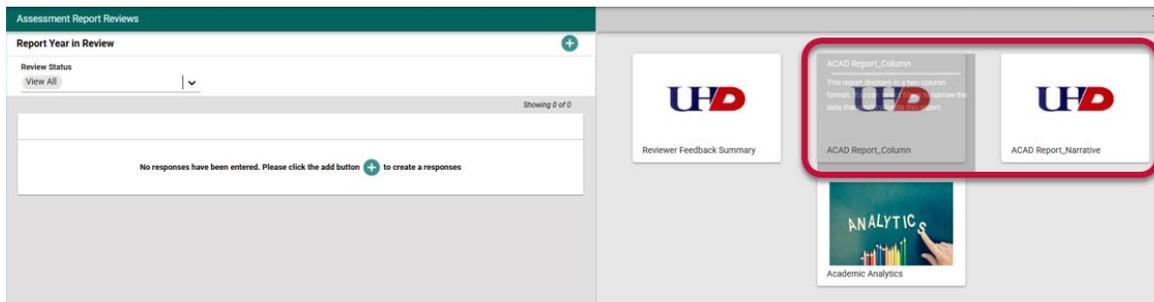
Next, use the **Split Screen/Layout Options** to view both the Dean Sign Off area and the assessment report side by side. To do this, select the 50/50 split-screen view.

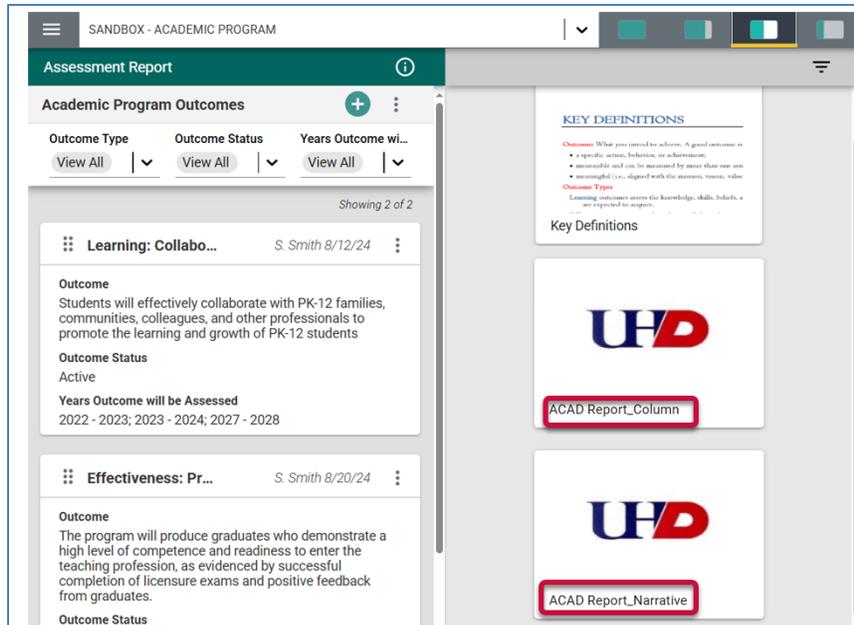


Once you set up the split-screen view, you can run the report to access it. You will have two format options for downloading the report:

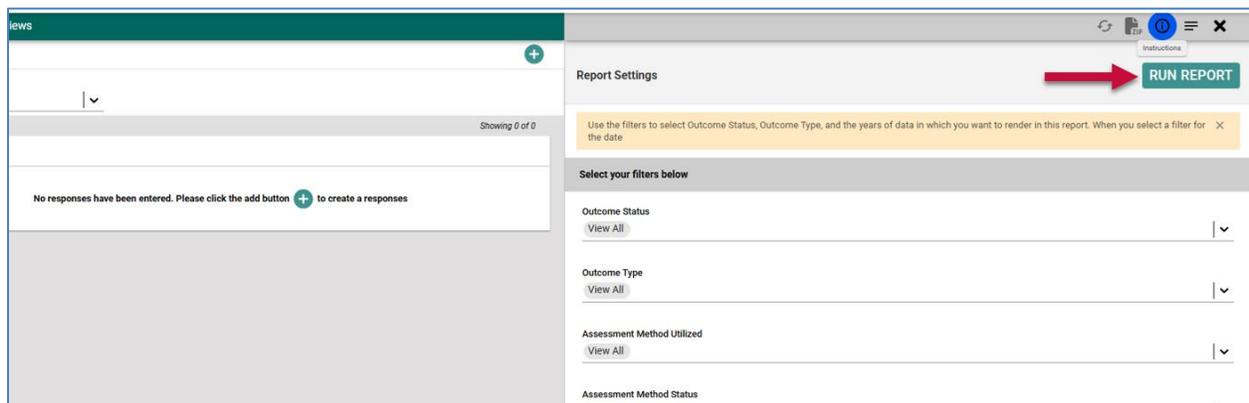
- The column format
- The narrative format

(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.

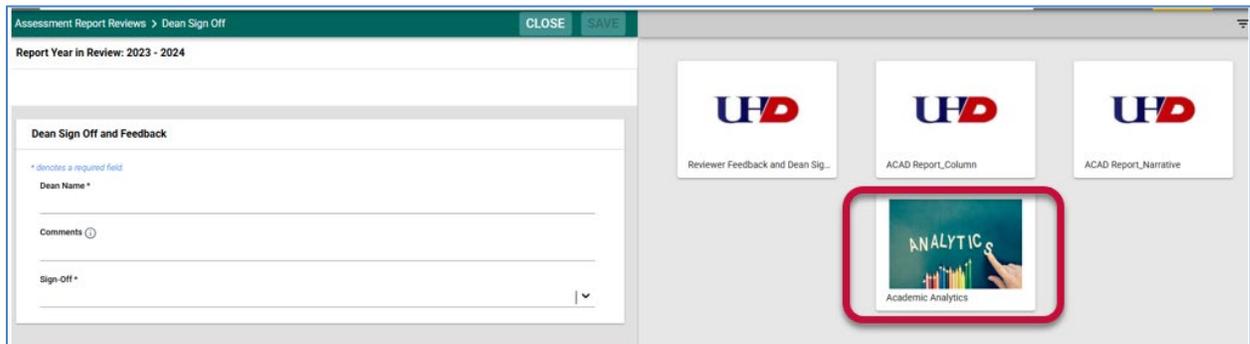
- Enter your name in the designated field.
- The Comments section is optional and may be used to provide any feedback. If you hover over the (i) icon, helpful pointers will appear to guide you through the process.
- In the sign-off section, use the dropdown menu to select your decision:
  - Approve the 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, in the **Reviewer Feedback and Dean Sign Off Summary** report.

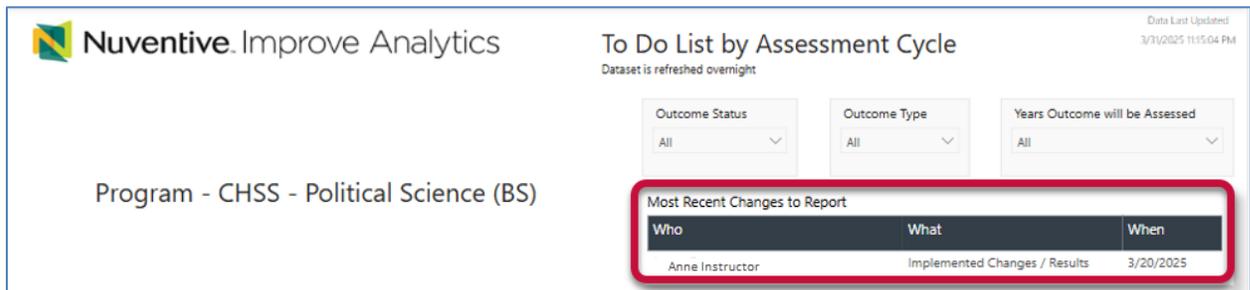
**Nuventive does not have a workflow that notifies report writers when you submit your decision. If you select “request revisions”, please coordinate with your department chair and the assistant director of assessment to ensure the necessary changes are communicated to and addressed by the program representative.**

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 **Academic 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.