

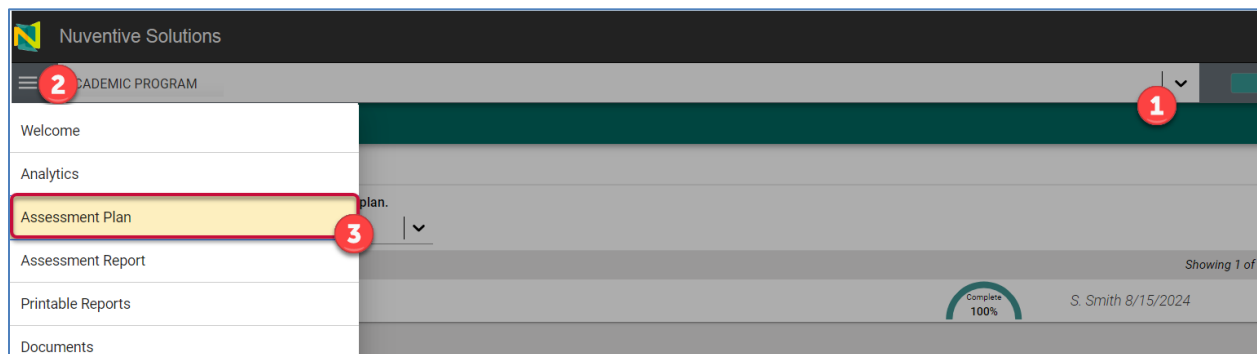


## Uploading Assessment Plans

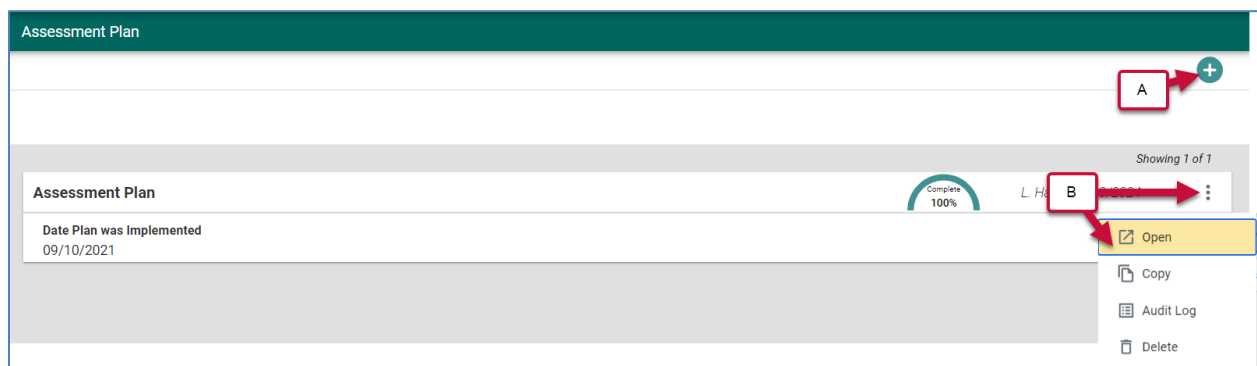
The **Assessment Plan** area is where programs and units articulate their mission and its alignment with college/division- and institutional-level priorities. Establishing these connections is essential for creating an assessment plan that aligns with the broader mission and overarching goals within the organizational ecosystem. Once these connections are articulated, you will be prompted to attach/upload your assessment plan. Instructions for this step are provided below.

### UPLOADING THE ASSESSMENT PLAN

To upload your **Assessment Plan**, select your program/unit from the **Unit Drop-Down Menu** (1) and then use the **Hamburger Icon** (2) to select **Assessment Plan** from the **Platform Menu** (3).



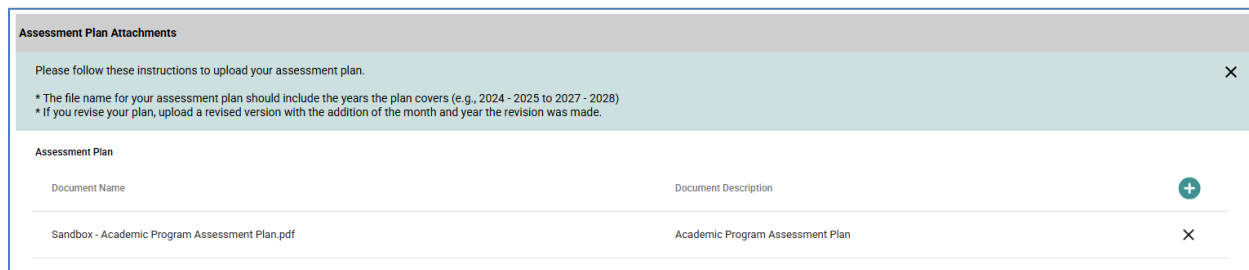
If you see the message “No responses have been entered. Please click the add button to create a response,” click on the plus sign (A) to create and enter the Assessment Plan area. If this area already exists on your Nuventive page, then go to the **Ellipsis Icon** (B) in the right corner of the workspace and select **Open**.



*NOTE: You will only have access to edit or view units/programs you are assigned to. If you require access to units/programs not available to you, please send an email ([oie@uhd.edu](mailto:oie@uhd.edu)) to the Office of Assessment & Accreditation for assistance.*

*NOTE: Fields where you see an Asterisk (\*) next to the name, indicating the field is required, **you will not be able to save the form until information has been entered into the field.***

After responding to the prompts regarding program/unit mission, upload your plan by clicking the Add Document with the (+) sign as seen in the bottom right corner of the image below. Please pay specific attention to the instructions in the shared area to appropriately name your file.



**Assessment Plan Attachments**

Please follow these instructions to upload your assessment plan.

- \* The file name for your assessment plan should include the years the plan covers (e.g., 2024 - 2025 to 2027 - 2028)
- \* If you revise your plan, upload a revised version with the addition of the month and year the revision was made.

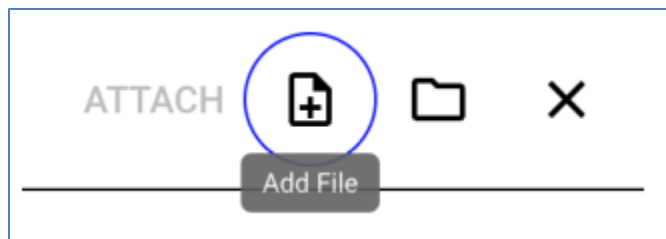
Document Name	Document Description	
Sandbox - Academic Program Assessment Plan.pdf	Academic Program Assessment Plan	X

Each time you revise your assessment plan, you can return to this area to upload the updated version. As outlined in the instructions, the revised version should include the month and year of the revision along with the years the plan covers.

To attach your assessment plan, after clicking on the green (+) sign, select the folder in your program's/unit's Document Library that you would like the document to be stored in. A "General" area already exists for you to add your documents to. You also have the option to create sub-areas by clicking the folder icon with a plus sign on top right corner.



To attach your assessment plan in the folder/area your choice, go to that folder/area and then select the Add Document icon on the right to select documents from your computer to upload to the Nuventive platform.



After adding the file, click Save.

**Add Document(s) to General**

**Choose Files** Example Document

**Name \***  
Example Document.docx

**Description**

CANCEL X **SAVE**

Once saved, you can attach the document in the Assessment Plan area by selecting the box to the left of the uploaded document and then clicking “Attach” on the right.

Document Repository

ATTACH

HOME > PROGRAM - BIOLOGY (BA/BS) > GENERAL

<input checked="" type="checkbox"/>	Example Document.docx
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Once you upload your assessment plan, it will appear as a static document without a live link. Don’t worry – this doesn’t mean your plan is not uploaded. The entire content of the Assessment Plan area will appear at the top of the generated reports, and the uploaded plan will have a live link there. If you upload plan, a single link will appear. If multiple versions were uploaded due to revisions, all of them will be listed, with the most recently uploaded plan displayed at the bottom. Hence, when naming your plan, the file name should indicate the years the plan covers, along with the month and year of revision, if a revised plan was uploaded. Otherwise, it will be difficult to distinguish between the old plan(s) and the revised plan(s).

Here is how the contents of the Assessment Plan area will show up in the generated reports.

## Assessment Plan

### Assessment Plan

#### Mission/Strategic Plan/Assessment Plan

##### What is your Program/Unit Mission Statement

The teacher education program is dedicated to preparing future educators who are passionate, reflective, and committed to enhancing the academic progress and well-being of K-12 students. Our program emphasizes the importance of lifelong learning, reflective practice, and collaboration to ensure that our graduates make a positive impact on the lives of their students and contribute to the advancement of the teaching profession.

##### How does this Program/Unit Mission Statement align to the UHD Mission Statement and Strategic Plan?

The program's mission aligns with the university's core values of academic excellence, ethical leadership, and community engagement. Additionally, the program supports the university's strategic plan to enhance student success and promote effective teaching by preparing educators who are equipped to advance both the academic learning and well-being of PK-12 students.

##### How does this Program/Unit Mission Statement align to your College/Division's Mission Statement and Strategic Plan?

The program's mission aligns strongly with the College's mission statement, particularly in its emphasis on cultivating educators who are both reflective and committed to enhancing educational outcomes. The College's first goal in its strategic plan is to foster educational practices that advance both academic excellence and student well-being. Our program's mission directly complements this by aiming to ensure that future teachers are well-equipped to support both the intellectual and emotional needs of their students. The College's strategic plan also emphasizes preparing educators to be globally-minded and culturally responsive. This focus on innovation and reflection mirrors our mission to prepare reflective educators who are constantly improving their practice.

##### Assessment Plan Attachments

###### Assessment Plan

[Sandbox - Academic Program Assessment Plan.pdf](#)

Once you are satisfied with the information you have entered, hit **Save** and then the **Close** button at the top of the screen to leave the Assessment Plan area.

**Important!** The form does not automatically save. If you walk away, Nuventive may time-out and unsaved changes will be lost.



The screenshot shows the top of the Assessment Plan form. It has a dark green header bar with the text "Assessment Plan" on the left. Below the header, there is a light green bar with the text "Assessment Plan" on the left. On the right side of the light green bar, there are two buttons: "Close" and "Save". Both buttons are circled in red.