



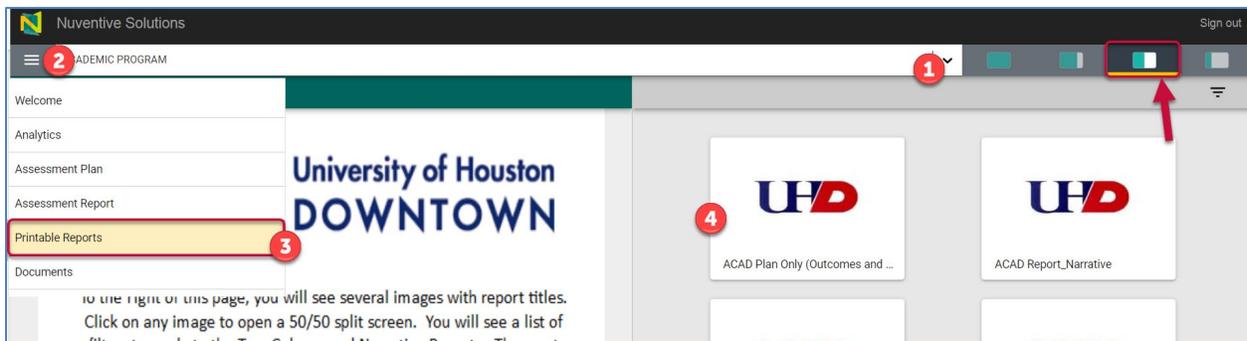
# Generating Assessment Reports

Data and inputs entered into Nuventive are compiled into assessment reports, which can be generated under the **Printable Word Reports** area.

## ACCESSING AND GENERATING REPORTS

Select your program/unit from the **Unit Drop-Down Menu** (1), use the **Hamburger Icon** (2) to select **Printable Reports** from the **Platform Menu** (3), and then select the **Report Format** type tile from the right-hand side of the screen (4).

If you do not see the submenu, click on the **50/50 Split Screen/Layout Icon**.



Nuventive offers two report formats:

- Column Format – a side-by-side layout where assessment outcomes and methods appear on one side and results, interpretations, and use of results appear on the other.
- Narrative format – a paragraph-style, free-flowing text format without column separation.

The choice of report format depends on user preference. Many users find the column format more practical. The choice is yours.

## FILTERING REPORTS

Nuventive provides multiple filtering options for generating reports. **However, the simplest and most essential filter is the one at the bottom: Reporting Year(s).** To display the report for a specific academic year:

1. Locate the Reporting Year filter (i.e., the last filtering option)
2. Select the academic year for which you want to generate/access the report.

- When finished, click the **“Run Report” button** (the big green button on the top right corner of the page) to generate the report.

Report Settings

**RUN REPORT**

Use the filters to select Outcome Status, Outcome Type, and the years of data in which you want to render in this report. When you select a filter for the date

Select your filters below

Outcome Status  
View All

Outcome Type  
View All

Assessment Method Utilized  
View All

Assessment Method Status  
View All

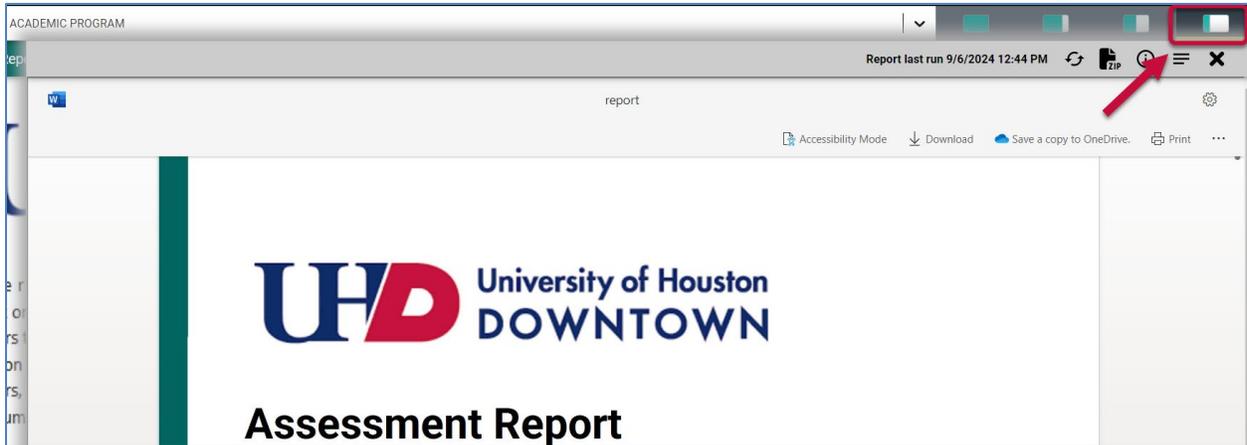
Reporting Year(s)  
View All

**IMPORTANT NOTES:**

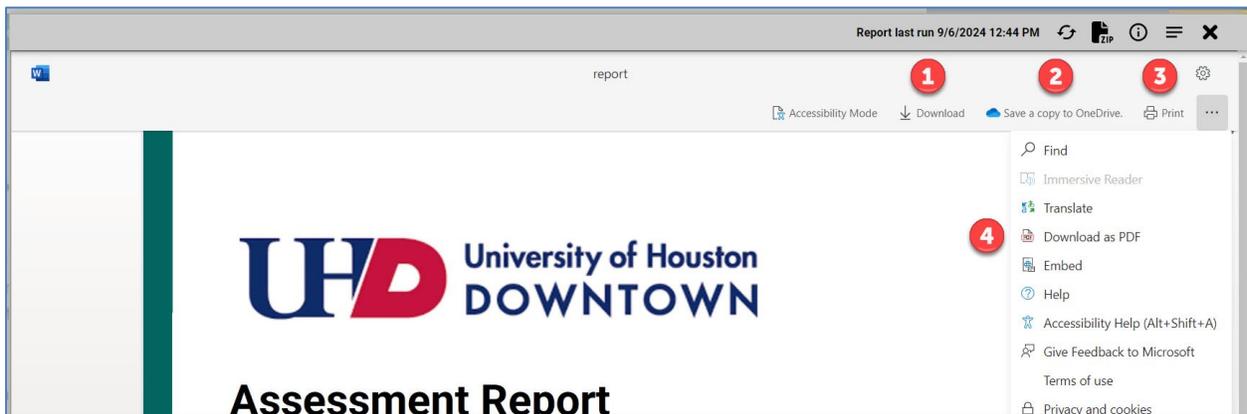
- The first page of the report will display the program name and the second page will include the assessment plan information. To view the main report content, start from page 3.
- If the report is generating as a blank document, it is likely due to an incomplete Implemented Changes section for at least one of the assessed outcomes for that year.
- If your report is not returned within 2 minutes, please contact [support@nuventive.com](mailto:support@nuventive.com).

## DOWNLOADING REPORTS

Reports are shown on the right side of the Nuventive workspace. You may use the 100% **Split Screen/Layout Option** to view the report full screen.



To view the report outside of Nuventive, **Download** the report to view a **read-only** version of the document within Microsoft Word (1). You may also **Save a Copy of the Report to OneDrive** (2), **Print** the report (3) or **download a PDF** version (4).



To include all documents with hyperlinks within the report, download a .Zip file by clicking the **Zip Icon**.

