

Instructions for IE Authors

Follow the steps below to complete your annual assessment (IE) report.

1

Log into the Nuventive Improvement Platform to access the assessment plan for your program or unit. Access Nuventive through the myLEO App or on our website at [Institutional Effectiveness](#) under Nuventive™ Improvement Platform.

2

Enter Results for each Assessment Method within the **Plan and Results** tab by clicking the ellipsis to the far right of each SLO/Goal and selecting *Open*. Select RESULTS card, click “Add Results” green plus sign and document Reporting Period, Result, Conclusion and Action/Use of Results. Upload any Related Documents. Be sure to ADD a new result and not edit or overwrite an existing results entry from a previous cycle. Select green *Close* on Plan and Results line twice to return to list of all SLOs/Goals.



3

Update your Plan information as needed for the upcoming year within **Plan and Results** tab by clicking the ellipsis to the far right of each SLO/Goal and selecting *Open*.

- Select ASSESSMENT METHOD card, click the ellipsis to the far right of each Assessment Method and select *Open*. Update Assessment Method Status, Assessment Type, Assessment Method, Standard of Success as appropriate. Please use Notes to record and date these changes for historical purposes. Select green *Close* on Plan and Results line to return to list of all SLOs/Goals.
- Select SLO/GOAL STATEMENT card. If SLO/Goal will carry over, add the Planned Assessment Cycle dated for the upcoming year. If not continuing, change Learning Outcome/Goal Status to “Phased Out” and provide Phased Out Date. Select green *Close* on Plan and Results line to return to list of all SLOs/Goals.

4

Update your **Mapping** selections as needed for the upcoming year - Strategic Planning and/or Marketable Skills. OR, leave as is if no changes.

5

Access the **Plan Review/Approval** forms to view the approval status and feedback for your annual report. Complete revisions as requested. →

Each assessment report will be reviewed by the IE Office, an IE Representative, a Department Head or Direct Supervisor, and a Dean or VP.

- *You will be contacted by the reviewer requesting the revisions.*
- *Complete the requested revisions within Nuventive and notify the requester.*
- *Access the Review/Approval form to view the approval status and any comments provided.*

For assistance with using the Nuventive Improvement Platform or with your assessment plan, please visit [Institutional Effectiveness](#) to access the resources there or contact IE@etamu.edu.