



OFFICE OF ACADEMIC ASSESSMENT
The UNIVERSITY of OKLAHOMA

Nuventive Improvement Platform

USER GUIDE

July 2023

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WELCOME

Welcome to the Nuventive Improvement Platform Help Guide for the University of Oklahoma. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform (aka, “**the Platform**”). If at any time you have questions about the Platform, please email Felix Wao, Director of Academic Assessment, at wao@ou.edu.

BASIC NAVIGATION

Accessing the Platform is simple and straight forward. It is supported on Apple Mac iOS as well as Microsoft Windows. The Platform is most compatible with Google Chrome, Safari, or Firefox Web browsers. It is not compatible with Internet Explorer. To access the Platform, simply use your **OU Net ID (4x4)** and **password** via the link below (please bookmark the link as that’ll make it easier for you to access it whenever you need to).

- ⇒ Go to <https://solutions.nuventive.com/Account/SSOInit/b03a7f23-59d4-4b42-b881-131cf38ba852>
- ⇒ Enter your 4x4 and password.

A screenshot of the Nuventive login interface for the University of Oklahoma. The page features the OU logo at the top, followed by the text "One account. One university." and "Sign in to Nuventive using your OU Email or OUNetID." Below this are two input fields: "OU Email or OUNetID" and "Password", both with eye icons for toggling visibility. A blue "Sign In" button is positioned below the fields. At the bottom, there are links for "Forgot password?" and "Forgot OUNetID?", and a footer link that says "New to OU? Setup your OU account." The entire login form is enclosed in a red rectangular border.

TOP NAVIGATION BAR & ICONS

At the top of each screen, you will find two sets of icons (to the left and right) and a drop-down in the middle. This is the primary navigation bar through-out the platform.

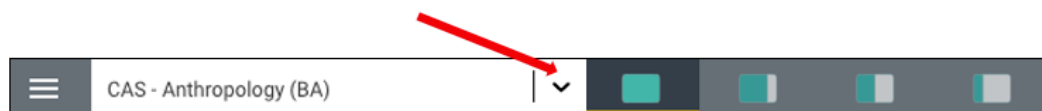


Below are additional icons.

Hamburger Menu	
Unit Drop- down	
Data View/Split Screen/ Documents & Reports	
Instructions	
Ellipsis	
Plus (+) Sign	
Hide	
Unhide	

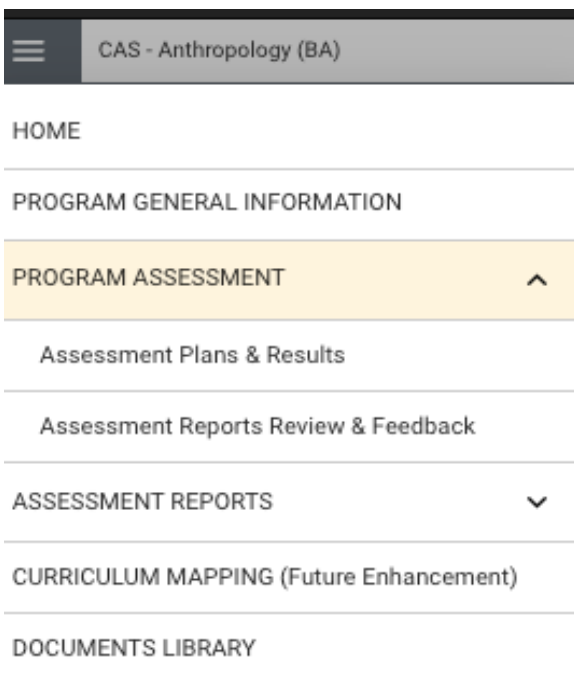
THE UNIT DROP-DOWN

The center unit drop-down is where you will locate your program(s) in the platform. By clicking the down arrow/caret to the right in the drop-down you will be able to locate the program(s) assigned to you. The name/title of each certificate or degree program is preceded by college initials where that program resides. For instance, in the diagram below, “CAS” simply means “College of Arts and Sciences” as the BA in Anthropology program is within that college.



Once you have selected a program from the drop-down you should see an automatically displayed dashboard with a summary of basic information/analytics for that program. If this is your first time logging in, and you do not see your unit, please contact Felix Wao (wao@ou.edu). If you are in charge of more than one program, simply type the name of the program in the drop-down box to quickly locate it.

THE MAIN MENU (HAMBURGER MENU)



Now that you have found your program, click the hamburger icon on the left to reveal your platform menu. **The options are:**

- ⇒ **HOME:** Main dashboards for the program.
- ⇒ **PROGRAM GENERAL INFORMATION:** Mission statement for the program, name of the college and department or school where the program belongs and the name of the Assessment Liaison for the program.
- ⇒ **PROGRAM ASSESSMENT:**
 - **Assessment Plans & Results:** This is where contents for the 4-step OU program assessment are uploaded.
 - **Assessment Reports Review & Feedback:** Feedback provided for each program after review using the color-coded program

- ⇒ **ASSESSMENT REPORTS:** This is where assessment reports for previous years are located.
- ⇒ **CURRICULUM MAPPING:** Mapping of student learning outcomes to program's core courses. This feature is currently not being utilized.
- ⇒ **DOCUMENTS LIBRARY:** Repository for various documents (e.g., rubrics) "attached" or "related" to one or more steps of the assessment process.

SPLIT SCREEN/DOCUMENTS AND REPORTS



To the far right of the navigation bar, there are a set of four icons (see above) referred to as *Split Screen/Documents & Reports*. The first icon provides information regarding the specific step of the assessment process you're working on. The next three icons show the same information and a separate window to the right that displays image of a document or documents that can be in various formats (e.g., Word, PDF, Excel, Video, HTML, Power BI Reports). The display area provides you with information that you (or Academic Assessment) deem necessary to complete your tasks in the Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

Below are examples of the expanded *Split Screen/Documents & Reports* areas.

View 1.

CAS - Anthropology (BA) | Program Assessment > Plans & Results

Program Student Learning Outcomes +

Outcome Status View All | Showing 3 of 3

Make sure your SLO is specific, measurable, and understandable. "At the completion of this program, the student will..." or "Upon graduation from this program, the student will..." are common phrases used at the beginning of SLO statements. Please refer to [Blooms Taxonomy](#) and use action verbs to define SLOs.

Knowledge of the Discipline A. Randall 9/27/18

Student Learning Outcome (SLO)
Students should be able to demonstrate knowledge of key concepts and ideas in the field of Anthropology.

Outcome Status
Active

View 2.

Showing 3 of 3

Common phrases used at the

Knowledge

Student recalls or recognizes information, ideas, and principles in the approximate form in which they were learned.

Examples Action Verbs: defines; describes; enumerates; identifies; labels; lists; matches; names; reads; records; reproduces; selects; states; views, writes.

Sample Learning Outcome: The student will define the 6 levels of Bloom's Taxonomy of the cognitive domain.

Bloom's Taxonomy

View 3.

CAS - Anthropology (BA)

Program Assessment > Plans & Results

Program Student Learning Outcomes +

Outcome Status Showing 3 of 3

V...

able to do upon graduation from your degree or certificate program.

Make sure your SLO is specific, measurable, and understandable. "At the completion of this program, the student will..." or "Upon graduation from this program, the student will..." are common phrases used at the beginning of SLO statements.

Please refer to [Blooms Taxonomy](#) and use action verbs to define SLOs.

Knowledge of the Discipline A. Randall 9/27/18

Student Learning Outcome (SLO)
Students should be able to demonstrate knowledge of key concepts and ideas in the field of Anthropology.

Outcome Status
Active

Knowledge

Student recalls or recognizes information, ideas, and principles in the approximate form in which they were learned.

Examples Action Verbs: defines, describes, enumerates, identifies, labels, lists, matches, names, reads, records, reproduces, selects, states, views, writes.

Sample Learning Outcome: The student will define the 6 levels of Bloom's Taxonomy of the cognitive domain.

Bloom's Taxonomy

View 4.

CAS - Anthropology (BA)

Program Assessment > Plans & Results

Program Student Learning Outcomes +

Outcome Status Showing 3 of 3

V...

able to do upon graduation from your degree or certificate program.

Make sure your SLO is specific, measurable, and understandable. "At the completion of this program, the student will..." or "Upon graduation from this program, the student will..." are common phrases used at the beginning of SLO statements.

Please refer to [Blooms Taxonomy](#) and use action verbs to define SLOs.

Knowledge of the Discipline A. Randall 9/27/18

Student Learning Outcome (SLO)
Students should be able to demonstrate knowledge of key concepts and ideas in the field of Anthropology.

Outcome Status
Active

Knowledge

Student recalls or recognizes information, ideas, and principles in the approximate form in which they were learned.

Examples Action Verbs: defines, describes, enumerates, identifies, labels, lists, matches, names, reads, records, reproduces, selects, states, views, writes.

Sample Learning Outcome: The student will define the 6 levels of Bloom's Taxonomy of the cognitive domain.

Bloom's Taxonomy

NOTE: The area will also expand to the first level of expansion by clicking on a document/report in the list. You can expand further, or minimize the view of the document/report, by again clicking on one of the icons.

OTHER IMPORTANT NAVIGATION



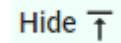
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.



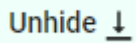
Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include *Open*, *View/Print*, *Copy*, and/or *Delete*.



Throughout the Platform, wherever you see this icon is where you will click to **Add NEW** information on that screen regarding any of the steps of the program assessment process (i.e., *Student Learning Outcome*, *Methods of Assessment*, *Assessment Results* and *Use of Assessment Results*).



In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information.



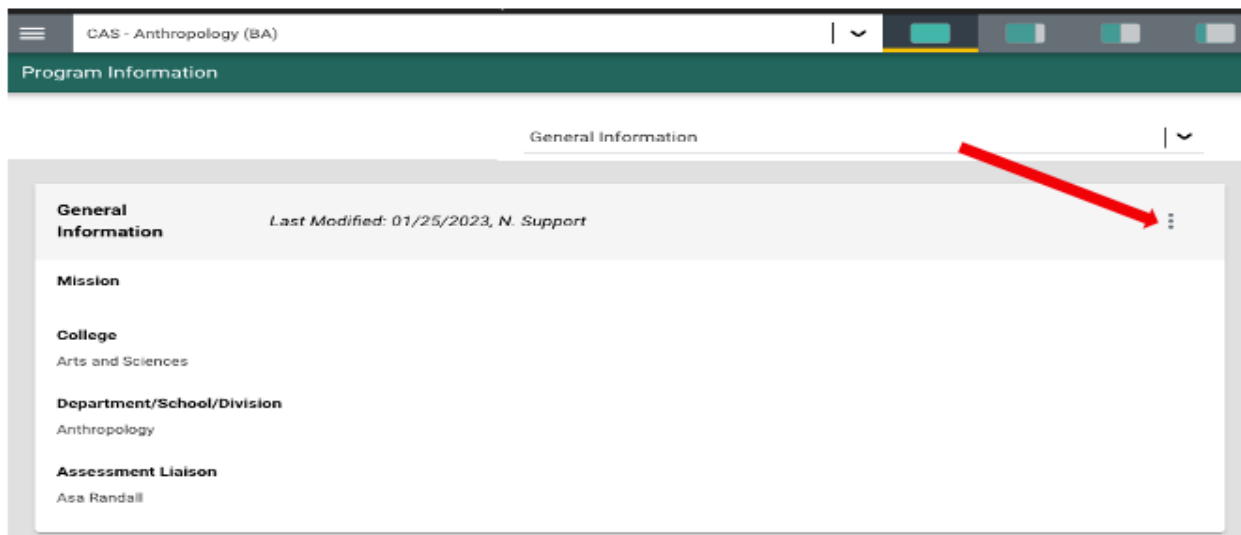
Unhide allows you to uncover the highlighted information.

PROGRAM GENERAL INFORMATION

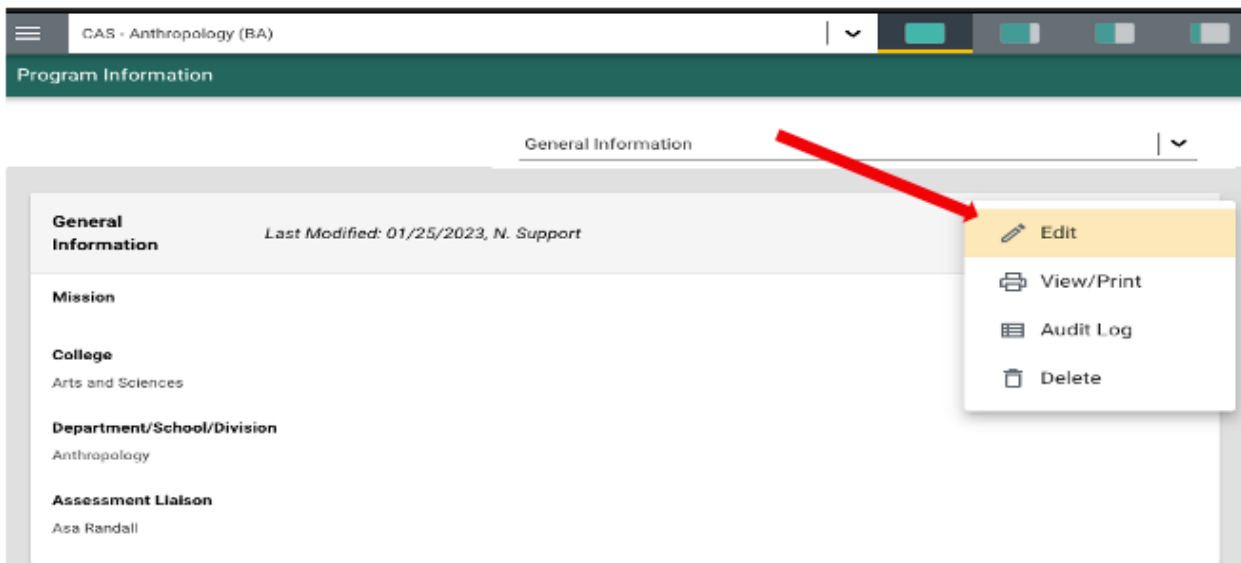
Program Information

The Program General Information has basic or general information about your program (i.e., *Mission Statement, College, Department/School/Division, and the Assessment Liaison's name*). Once you access your program(s), please check if Program Information has already been uploaded.

In case there is no information entered or you need to edit the information currently reflected on that section, simply click the ellipsis icon to the right.



Once clicked, you'll see the following menu. Select "edit".



The form will then open to the following view.

The screenshot shows a web interface for 'CAS - Anthropology (BA)'. At the top, there is a navigation bar with 'Program Information > General Information' and buttons for 'Close' and 'Save'. Below this is a 'COLLAPSE ALL' button. The main section is titled 'General Information *' with a sub-header 'Last Modified: 01/25/2023, N. Support'. A note states '* denotes a required field.' The form contains the following fields:

- Mission ***: A text input field.
- College ***: A dropdown menu.
- Department/School/Division ***: A text input field containing 'Anthropology'.
- Assessment Liaison ***: A text input field containing 'Asa Randall'.

Complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the drop - down. **NOTE:** Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to save the form until information has been entered into that field. Next, **SAVE**, by clicking on the **SAVE** button at the top of the screen.

Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen. You will now see the following view of the completed form.

The screenshot shows a web interface for 'CAS - Chemistry (BS)'. At the top, there is a navigation bar with 'Program Information' and a 'View All' button. The main section is titled 'General Information' with a sub-header 'Last Modified: 04/26/2023, F. Wao'. The form contains the following information:

- Mission**: Our mission is to serve the citizens of the State of Oklahoma and the nation through instructing our undergraduate majors, those in cognate disciplines and as part of the general education programs of the College of Arts and Sciences to understand the role of chemistry and biochemistry in the natural world, through professional training of graduate students and postdoctoral researchers, through creating and disseminating new research-based understanding of chemistry and biochemistry, through providing expert advice and consultation to educational, industrial and governmental units, and through participating in service to the university and professional communities.
- College**: Arts and Sciences
- Department/School/Division**: Chemistry and Biochemistry
- Assessment Liaison**: Paul A. Sims

PROGRAM ASSESSMENT

Program Assessment

The Program Assessment screens are where you will enter contents for the **Assessment Plan** and **Assessment Results** – based on the four steps of the program assessment process. Steps 1 and 2 constitute the “Plan” while Steps 3 and 4 refer to the “Results”:

- Step 1: **Student Learning Outcomes (SLOs).**
- Step 2: **Methods of Assessment and Performance Targets for each SLO.**
- Step 3: **Assessment Results for each SLO.**
- Step 4: **Use of Assessment Results for each SLO.**

Once you click “Assessment Plans and Results” under Program Assessment, you’ll see, as shown in the example below, the SLOs (categories and statements) that have been articulated and posted for that program (shown with the red arrow) as well as instructions regarding SLOs (see the yellow section).

The screenshot shows the 'Program Student Learning Outcomes' page for 'CAS - Anthropology (BA)'. At the top, there's a navigation bar with 'Program Assessment > Plans & Results'. Below that, the page title is 'Program Student Learning Outcomes' with a green plus icon. There's a filter for 'Outcome Status' set to 'View All' and a 'Showing 3 of 3' indicator. A yellow instructional box provides guidance on writing SLOs, mentioning 'Bloom's Taxonomy'. Below this, a list of SLOs is shown. The first SLO, 'Knowledge of the Discipline', is highlighted with a red arrow. It includes the text: 'Student Learning Outcome (SLO) Students should be able to demonstrate knowledge of key concepts and ideas in the field of Anthropology.' and 'Outcome Status Active'.

To add a **new** SLO, simply click the green circle with a (+) sign. See below.

This screenshot is similar to the one above, showing the 'Program Student Learning Outcomes' page. A red arrow points to the green plus icon in the top right corner of the SLO list area, indicating where to click to add a new SLO.

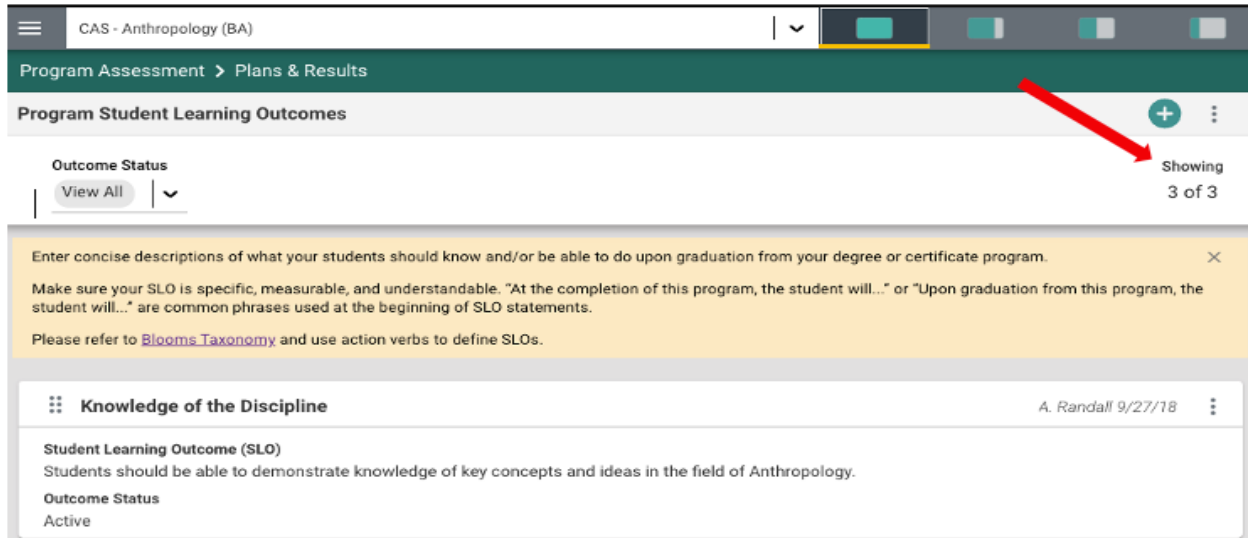
After clicking the green circle, follow the following steps (also indicated on the diagram below):

- A. Enter the “Outcome Category” (e.g., “*Critical Thinking Skills*”, “*Research Skills*”).
- B. Enter the *Student Learning Outcome* (SLO) statement associated with the “Outcome Category”.
- C. Under “Outcome Status”, options will be “**Active**” or “**Inactive**”. Select “Active” if this is a new SLO and you will be assessing this it. “Inactive” may be chosen if this SLO will not be assessed.
- D. Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, **without clicking on the caret/arrow**, your work will be saved, and you can continue working on the plan for this SLO.

By clicking on the **caret/arrow** you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other SLOs to enter, you may select **Save & Add New** and continue adding SLOs. If you have finished adding SLOs, click the **Save & Close**.

The screenshot shows a web interface for adding a new Student Learning Outcome (SLO). The page title is "CAS - Anthropology (BA)". The breadcrumb trail is "Program Assessment > Plans & Results". The main heading is "New Student Learning Outcome (SLO)". Below the heading is a yellow instruction box: "Enter the Student Learning Outcome (SLO) category, SLO statement and Status of each SLO. The description should be directly related to or define the 'Outcome Category' entered above." There are three tabs: "STUDENT LEARNING OUTCOME (SLO)" (selected), "ASSESSMENT METHODS", and "ASSESSMENT RESULTS AND USE OF RESULTS". A note below the tabs says "* denotes a required field." The form has three input fields: "Outcome Category" (with an information icon and an asterisk), "Student Learning Outcome (SLO)" (with an information icon and an asterisk), and "Outcome Status" (with a dropdown arrow and an asterisk). In the top right corner, there are two buttons: "Close" and "Save" (with a dropdown arrow). Red arrows labeled A, B, C, and D point to the "Outcome Category" field, the "Student Learning Outcome (SLO)" field, the "Outcome Status" dropdown, and the "Save" button, respectively.

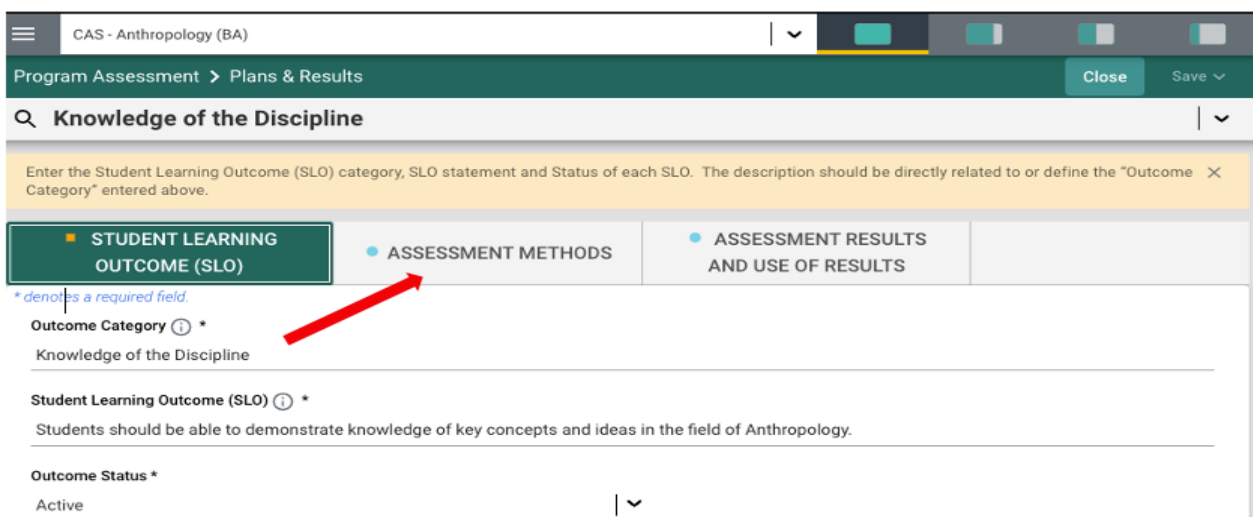
If you click the **Save & Close** you will see the following screen. In the following example you can see that several Outcomes have been entered and saved. The number of SLOs is depicted in the top right-hand area of the screen (see below):



If you have clicked on the **Save & Close**, have been returned to the screen above, and would like to continue working on the assessment plans (entering *Assessment Methods*, *Assessment Results* and *Use of Assessment Results*), click on the ellipsis **⋮** to the right on the outcome card where you would like to continue working.

Clicking on the ellipsis will allow you to **Open** the SLO card or **Delete** the SLO. **Note that if you delete any SLO, you will also be deleting any results that have been entered for that SLO. Therefore, please do not delete any previously documented SLO from the system.**

Now that you have entered the Program Student Learning Outcome(s), Click the **ASSESSMENT METHOD** tab to enter an *Assessment Method* for that SLO.



After clicking the ASSESSMENT METHODS tab, you will see the following screen **IF details regarding assessment methods have already been entered for that SLO** (see red arrows below).

CAS - Anthropology (BA) | Program Assessment > Plans & Results | Close | Save

Knowledge of the Discipline

Assessment Method Type | Showing 2 of 2

View All

On this page, select the Assessment Method type for each SLO, describe the assessments and provide a statement of the expected performance target.

STUDENT LEARNING OUTCOME (SLO) | **ASSESSMENT METHODS** | ASSESSMENT RESULTS AND USE OF RESULTS | +

<p>Exam P Livingood 1/5/16</p> <p>Assessment Method Type Direct - Examination</p> <p>Assessment Method Status Active</p> <p>Performance Target 20% or more improvement between Freshmen who Have not Taken a Core Class and those that have taken the class</p>
<p>Survey 1/5/16</p> <p>Assessment Method Type Indirect - Student Survey</p> <p>Assessment Method Status Active</p> <p>Performance Target</p>

To enter **NEW assessment method** for that SLO or a different SLO, click the green circle with the plus (+) sign.

You will then see the following screen.

CAS - Anthropology (BA) | Program Assessment > Plans & Results | Close | Save

Knowledge of the Discipline

Show Details

* denotes a required field.

Assessment Method Type *

Assessment Method Description *

Performance Target *

Related Documents

Document Name	Document Description	
There are no documents attached		

Follow the following steps to complete each field and attach any related document(s):

- A. Assessment Method Type (DIRECT ASSESSMENT):** Click the drop-down caret/arrow icon (see below) to select the appropriate “Direct” assessment method type (see instructions in the yellow section). *Please note that: (1) each SLO must be assessed using at least one direct assessment method and (2) only one assessment type can be selected from the list. If the SLO is assessed using an additional direct assessment method, then that would be entered separately as the second direct assessment method.*

CAS - Anthropology (BA) | Program Assessment > Plans & Results | Close | Save

Knowledge of the Discipline

Select the most appropriate Assessment Method Type from the drop-down menu. Every SLO must be assessed using a Direct Method first, then results of that can be augmented using outcome of the indirect assessments.

Assessment Method Type *

- Direct - Course Embedded Assessment
- Direct - Course Embedded Assessment
- Direct - Dissertation, Literature Review
- Direct - Dissertation/Thesis
- Direct - Oral Dissertation or Thesis Defense
- Direct - Thesis or Dissertation Prospectus
- Direct - Annual Performance Report by Faculty/Adviser
- Direct - Evaluation, Journal
- Direct - Evaluation, Practicum/Internship

- B. Assessment Method Description (DIRECT ASSESSMENT):** Enter the text description of the Direct Assessment Method and Performance Target based on the Direct Assessment Method selected in (A). You may also attach a document using the green circle with the (+) sign.

Assessment Method Type ⓘ *

Assessment Method Description ⓘ *

Performance Target ⓘ *

Related Documents

Document Name	Document Description	
There are no documents attached		

- C. Assessment Method Type (INDIRECT ASSESSMENT):** Click the drop-down caret/arrow icon (see below) to select the appropriate “Indirect” assessment method type (see instructions in the yellow section). *Please note that: (1) Indirect methods such as a Student Survey or Focus Group can be used to gather opinions of students about aspects of a given SLO and results are used only to **augment or supplement** those of direct methods (2) only one indirect assessment type can be selected from the list. If the SLO is assessed using an additional indirect assessment method, then that would need to be entered separately as the second indirect assessment method.*

PROGRAM ASSESSMENT > Assessment Plans & Results Close Save v

Social Contexts of Education

Select the most appropriate Assessment Method Type from the drop-down menu. Every SLO must be assessed using a Direct Method first, then results of that can be augmented using outcome of the indirect assessments. × ils ↓

* de

Assessment Method Type *

- Direct - Project, Exhibition
- Direct - Project, Research/Writing
- Direct - Publication
- Indirect - Student Survey
- Indirect - Interview
- Indirect - Focus Group
- Indirect - G.P.A./Transcript Analysis
- Indirect - Student Course Evaluation
- Indirect - Student Awards

+

- D. Assessment Method Description (INDIRECT ASSESSMENT):** Enter the text description of the Indirect Assessment Method and Expected Target based on the Indirect Assessment Method selected in (C). You may also attach a document using the green circle + with the (+) sign.

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the caret/arrow*, your work will be saved, and you can continue working on the plan for this SLO. By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card.

If you have other indirect assessment methods to enter, you may select **Save & Add New** and continue adding indirect assessment methods. If you have finished adding indirect assessment methods, click the **Save & Close**.

Close Save v

- + Save & Add New
- ← Save & Close

Once you have finished adding both “direct” and “indirect” assessment methods for each of the SLOs, and have clicked the **Save & Close**, the following screen will appear showing the assessment methods that have been entered.


The screenshot shows a web interface for 'PROGRAM ASSESSMENT > Assessment Plans & Results'. At the top, there is a search bar with 'Research Skills' and a dropdown arrow. Below this, a table lists assessment methods. The table has columns for 'STUDENT LEARNING OUTCOME (SLO)', 'ASSESSMENT METHODS', 'ASSESSMENT RESULTS AND USE OF RESULTS', and a plus sign. Two rows are visible, each with a red arrow pointing to the 'ASSESSMENT METHODS' column.

STUDENT LEARNING OUTCOME (SLO)	ASSESSMENT METHODS	ASSESSMENT RESULTS AND USE OF RESULTS	+
Research Paper in PSYC 5008 (Advanced Seminar) – this is a required course: All students [n=3...	Assessment Method Type Direct - Project, Research/Writing Assessment Method Status Performance Target ALL research papers will be rated at "adequate" or above.	F. Wao 7/18/23	⋮
Graduating Survey: All students in the Advanced Seminar (Required course), will be asked to co...	Assessment Method Type Indirect - Student Survey Assessment Method Status Performance Target All of students in PSYC 5008 (Advanced Seminar) will "agree" or "strongly agree" that the coursework in the program have helped them to acquire the ability to understanding and application of basic research methods in psychology, including research design, data analysis, and interpretation.	F. Wao 7/24/23	⋮

ENTERING “ASSESSMENT RESULTS” INFORMATION

To enter descriptions of **Assessment Results**, click on the ASSESSMENT RESULTS AND USE OF RESULTS tab (see red arrow “A”). You will see the specific SLO you’re currently working on (see arrow “B”) and descriptions of “Assessment Results” entered in previous academic years for that SLO (see arrow “C”).

The screenshot shows the CAS - Anthropology (BA) Program Assessment > Plans & Results interface. The search bar contains "Knowledge of the Discipline" with a red arrow labeled "B" pointing to it. Below the search bar are filters for "Assessment Method Type" and "Reporting Period". A navigation bar has three tabs: "STUDENT LEARNING OUTCOME (SLO)", "ASSESSMENT METHODS", and "ASSESSMENT RESULTS AND USE OF RESULTS", with a red arrow labeled "A" pointing to the third tab. Below the tabs, under the "Exam" section, there are two entries for "2021 - 2022: Target Not Met" and "2020 - 2021: Target Met". A red arrow labeled "C" points to the first entry, and a red arrow labeled "D" points to a green plus sign icon in the top right corner of the entry area.

To enter a **new** description of “Assessment Results” for the above SLO, simply click green circle  with the plus (+) sign. (See arrow “D” above)

Once you do that, the following window (see next page) will appear - allowing you to enter information for “Assessment Results”. Here are the steps to follow:

- A. Select the “**Reporting Period**” from the drop-down menu. Please make sure that you select the **accurate reporting period** denoting the academic year for which results are being reported.
- B. **Ignore** the “Assessment Results Entry Date” as the system populates that automatically.
- C. Enter detailed description of “Assessment Results” – i.e., a short narrative of actual student performance (in aggregate) for that specific SLO based on the assessment method(s) initially described for the SLO.

- D. Upload any charts, graphs, etc., if you wish to – especially if they enhance the already entered narrative of results. *This step is optional.*
- E. Select the “Results Status”.
- F. Enter the number of students assessed for that SLO during the academic year.
- G. Upload any documents (e.g., detailed reports or graphs reflecting data analysis) if desired. See page 18 for detailed information on how to “relate” or attach a document. *This is optional.*

CAS - Anthropology (BA) | Program Assessment > Plans & Results

Knowledge of the Discipline

Show Details [↓](#)

ASSESSMENT RESULTS AND USE OF ASSESSMENT RESULTS

* denotes a required field.

Reporting Period ⓘ * ← **A**

Assessment Results Entry Date ← **B**
06/20/2023

Assessment Results ⓘ * ← **C**

Optional Charts, Graphs, Images Press ALT + 0 for accessibility help

D →

Results Status * ← **E**

Number of Students Assessed * ← **F**

Related Documents ← **G**


Document Name	Document Description

Please remember to **save** your work!

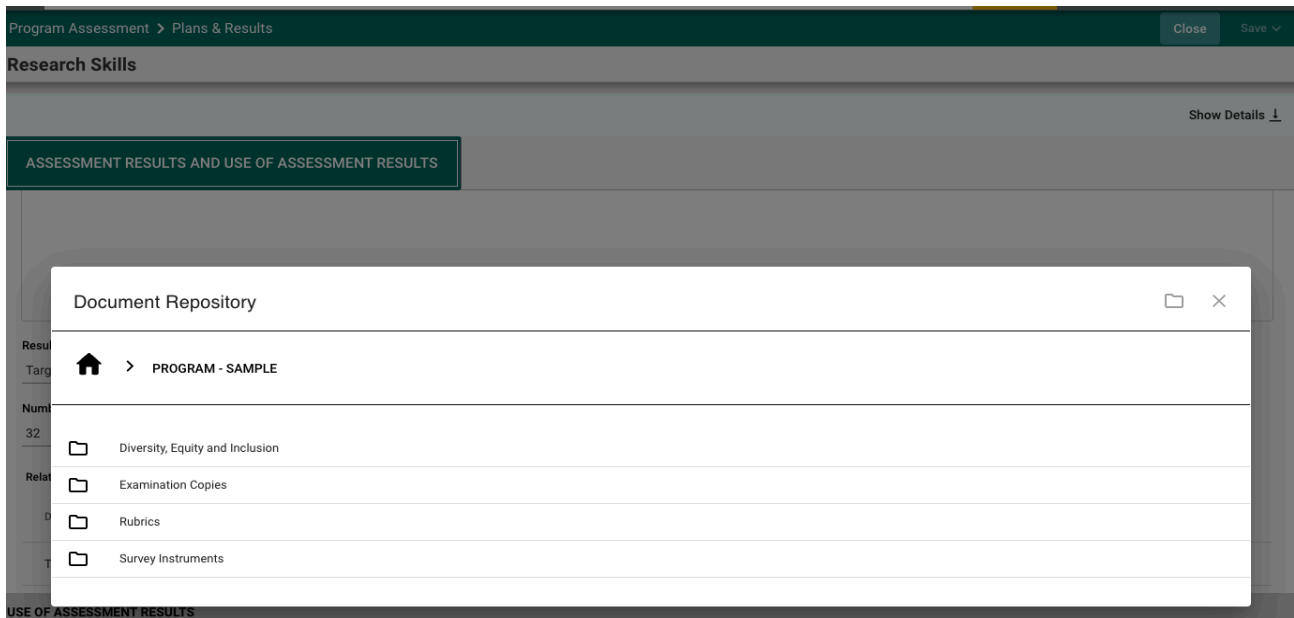
The “Related Documents” field (labeled “G” will allow you to select documents from the Document Library and attach them to the results report.

Related Documents

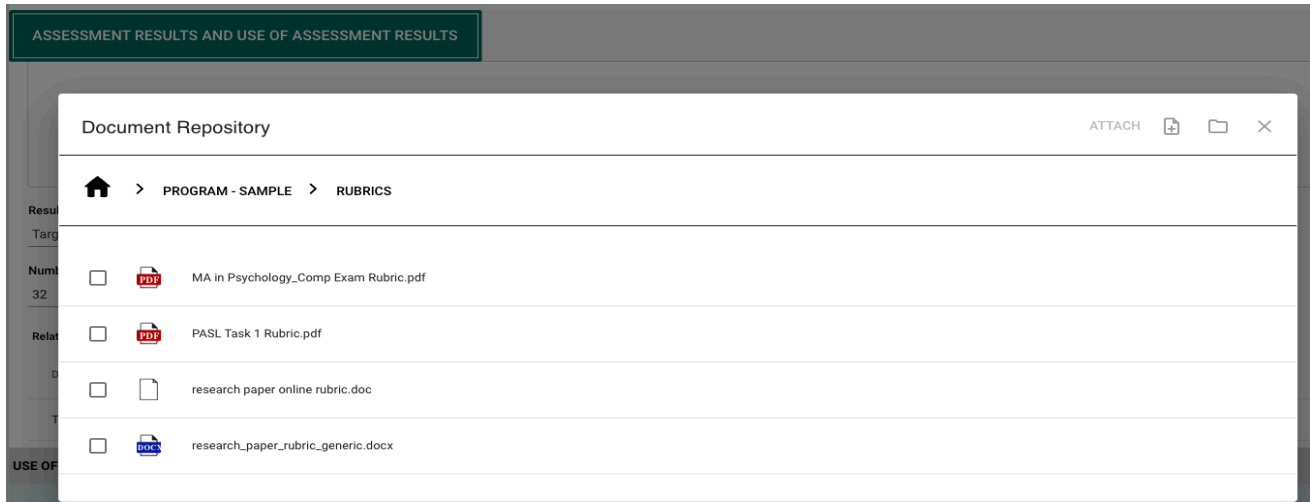
Document Name	Document Description
There are no documents attached	

To add an item from the Document Library, begin by clicking the green circle with the plus (+) sign. 

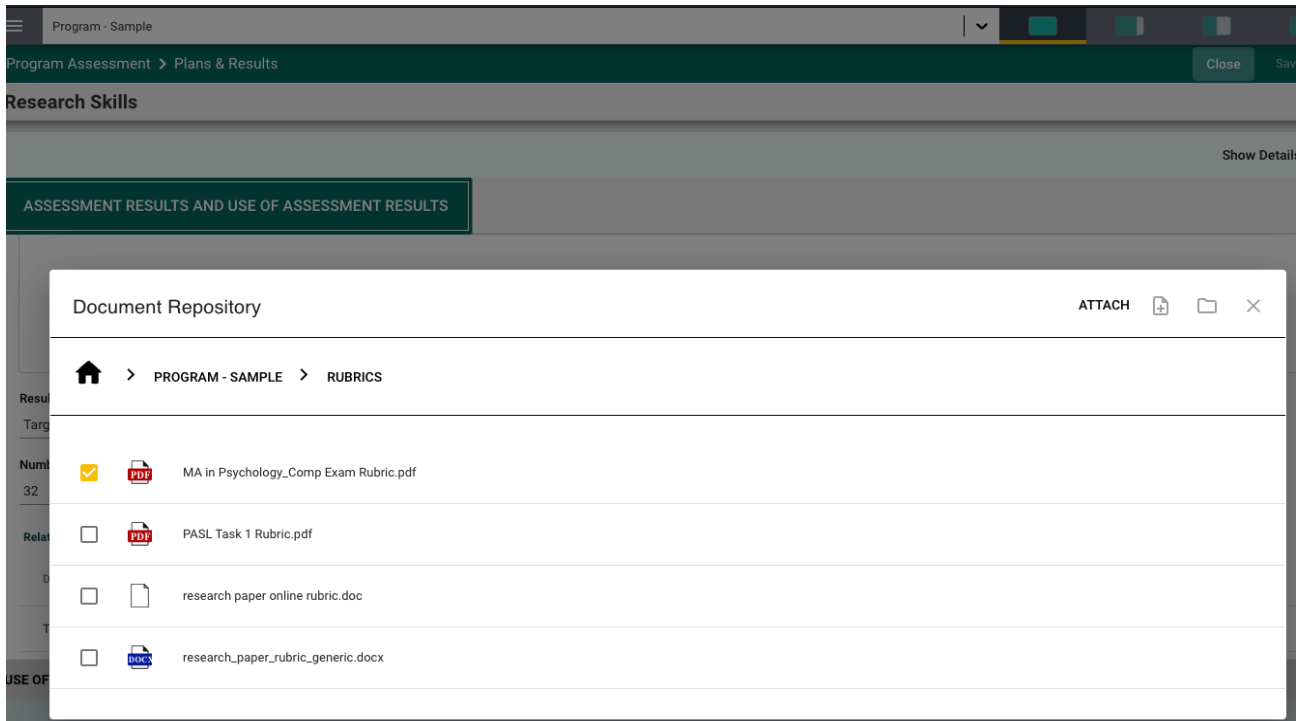
The following screen will open and allow you to select a folder.



Select a folder where you have stored the file by clicking on the folder. The folder will open and allow you to select a file. Locate the file that you would like to include in your **Assessment Results**. You may select more than one file by clicking on the check box next to each file.



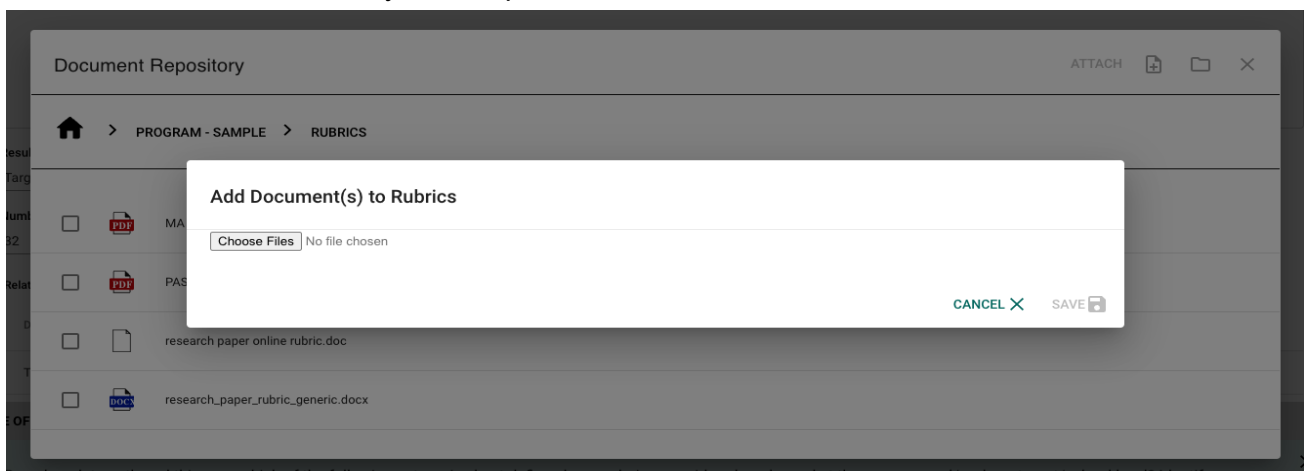
Once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow.



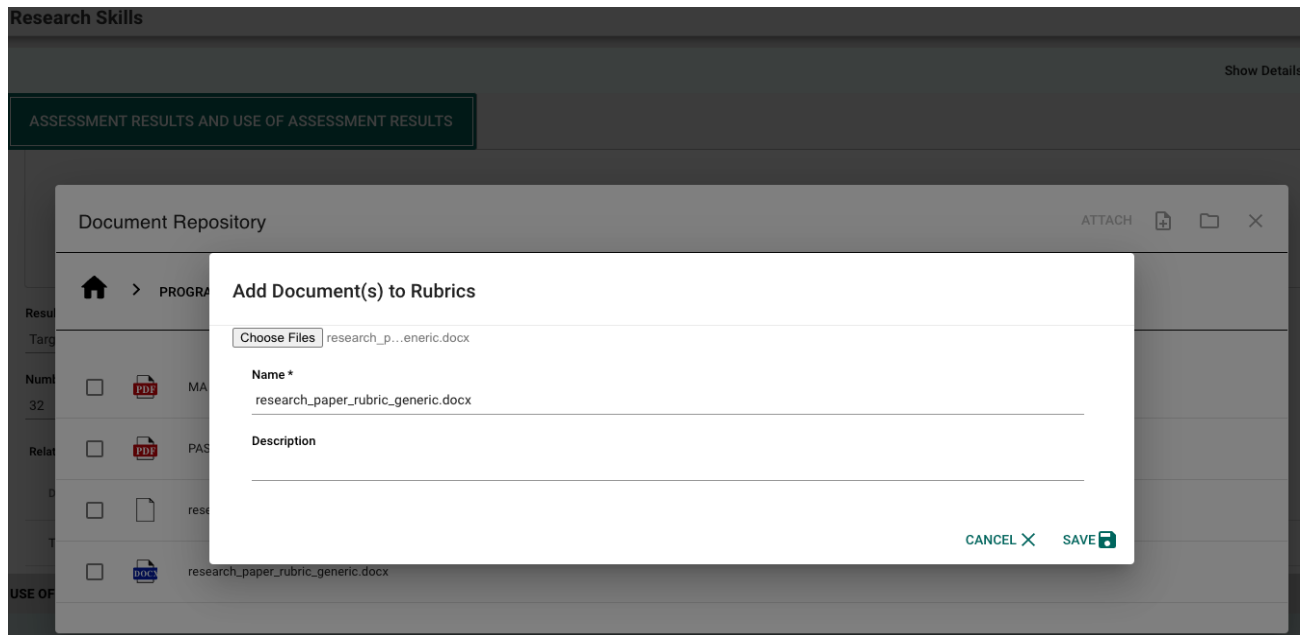
Note: If the file you are wanting to include in your results is not among the files listed, you can add a file to the library from your computer by clicking on the file + icon to the right of the “**Attach**” icon.



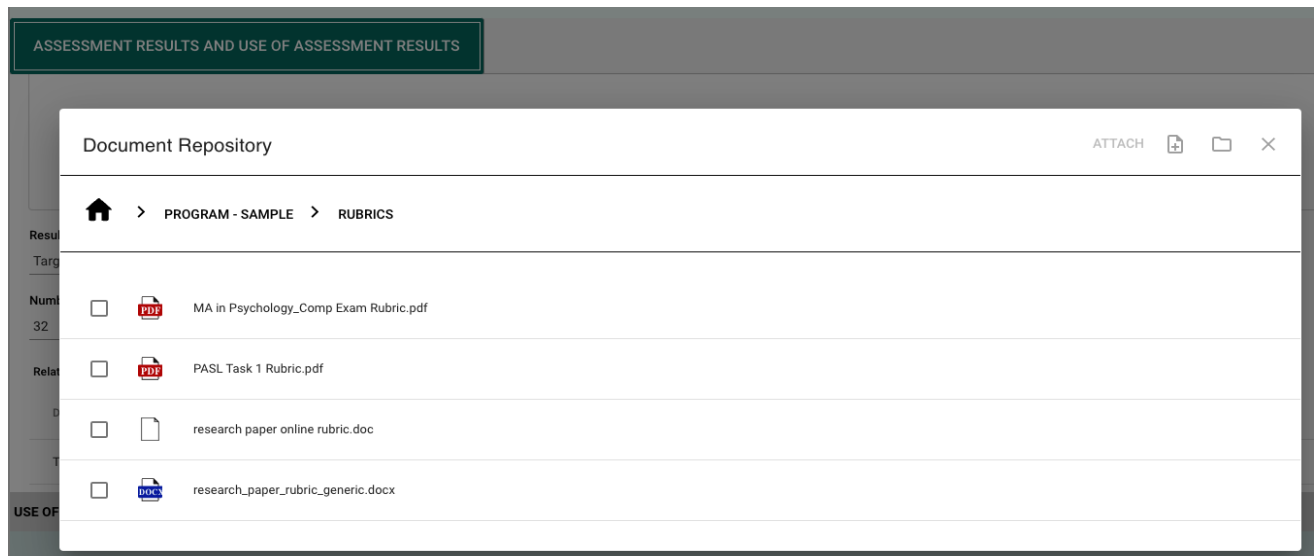
Once you have clicked on the icon, the following dialog box will open. Click on the Choose Files button and select a file from your computer.



The file will now appear in the in the dialog box. Now click **Save** to upload the file.





The file will now appear in the list of files and is ready for you to attach to your Assessment Results.



Again, once you have selected the file(s) that you would like to include, click on the **Attach** icon in the top right-side of the card. Notice that the **Attach** icon turns yellow as you click on it.

As shown below, the files are now “related” or attached to the Assessment Results for the above the Research Skills SLO.

Related Documents


Document Name	Document Description	
research paper online rubric.doc		
research_paper_rubric_generic.docx		

The **Assessment Results** are now complete.

ASSESSMENT RESULTS AND USE OF ASSESSMENT RESULTS

* denotes a required field.

Reporting Period ⓘ *

2022 - 2023 | 

Assessment Results Entry Date


06/29/2023

Assessment Results ⓘ *

90% of research papers were rated “adequate” and above with the remaining rated as “needs work” due to weaknesses in most of the criteria reflected in the rubric. More than half of the research papers reflected solid application of various theories of psychology to real life situations.

Optional Charts, Graphs, Images [Press ALT + 0 for accessibility help](#)



Results Status *

Target Met | 

Number of Students Assessed *

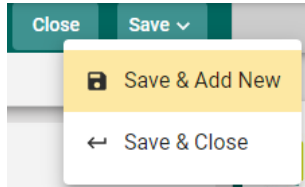
23

Related Documents

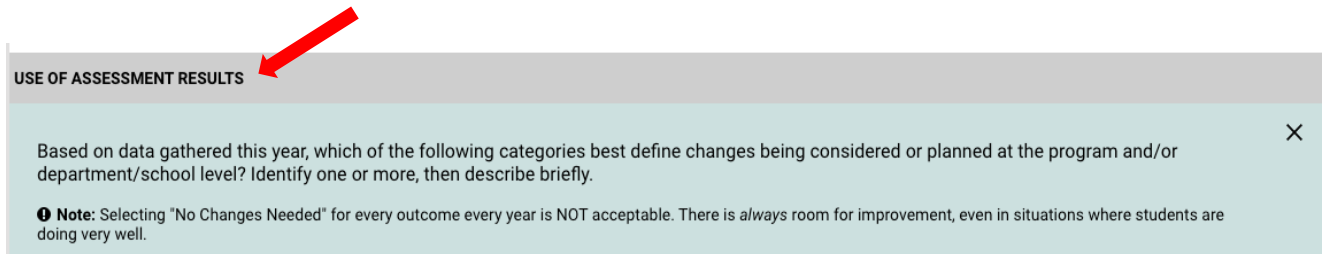
Document Name	Document Description	
research_paper_rubric_generic.docx		
		

Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, **without clicking on the caret/arrow**, your work will be saved, and you can continue working on entering information for another SLO or enter information for the “Use of Assessment Results” for this SLO.

By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other Assessment Results info to enter, you may select **Save & Add New** and continue adding Assessment Results. If you have finished, click the **Save & Close**.



You have now completed the Assessment Results! The next and final step is entering information for “**Use of Assessment Results**”. Given that “Assessment Results” and “Use of Assessment Results” are on the same window, **do not close the current window** after saving “Assessment Results” info. Simply scroll down and you’ll see “USE OF ASSESSMENT RESULTS” section.



See further details on the next pages.

ENTERING “USE OF ASSESSMENT RESULTS” INFORMATION

The “**Use of Assessment Results**” section has been enhanced to make it easier for faculty to determine specific/appropriate areas (see below) they deem necessary to modify as part of using results to improve aspects of the degree or certificate program. Given that **this is the most important step of the assessment process**, faculty should select **at least one area of improvement** based on assessment results of each SLO and describe the **recommendations, modifications** as well as **action plan(s)** for improving aspects of the SLO.

Please note that while it is ok to select “**No Changes Needed**”, that option should **NOT** be selected (1) for **all** SLOs in a single report and (2) for the same SLO every year. This is because there is **always room for improvement** even when assessment results are favorable.

Once you’ve scrolled down to the “USE OF ASSESSMENT RESULTS” section (shown on previous page), you’ll see the following. Included in the diagram below are instructions/examples (see the section in yellow) for each element that can be seen by clicking the instructions icon ⓘ

USE OF ASSESSMENT RESULTS

Based on data gathered this year, which of the following categories best define changes being considered or planned at the program and/or department/school level? Identify one or more, then describe briefly.

ⓘ Note: Selecting "No Changes Needed" for every outcome every year is NOT acceptable. There is always room for improvement, even in situations where students are doing very well.

Curriculum ⓘ (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Faculty Development ⓘ (e.g., recommending faculty workshops at CFE, conference attendance)

Learning Outcomes ⓘ (e.g., revising learning outcomes, articulating new learning outcomes)

Methods of Assessment ⓘ (e.g., modifying major assignments, changes in general exam procedures or dissertation defense process, adopting or developing a

Assessment Process/Procedures ⓘ (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Overall Program Effectiveness ⓘ (e.g., modifying admission standards seeking new faculty lines)

Other ⓘ (e.g., Please select this option if changes proposed by faculty do not fit any of the areas above)

No Changes Needed ⓘ (e.g., Please select this option if faculty have determined that, based on the results of student performance in a given outcome, no changes are needed. It is crucial that a rationale is included in this section to indicate, for instance, that faculty will continue to monitor student performance for that outcome in future semesters and make modifications as needed)

Comments on the Use of Assessment Results ⓘ **PLEASE IGNORE THIS OPTION!**

To enter information on Use of Assessment Results for a given SLO, simply click the space beneath each **appropriate element** (e.g., Curriculum) that corresponds to the recommendations, modifications and/or action plans discussed by faculty based on assessment results for that SLO. Then enter contents for the SLO. You can select more than one element for any given SLO.

Please ignore the last element (i.e., “Comments on the Use of Assessment Results”). Below is an example of a completed “Use of Assessment Results” section. This example (see info in the red brackets) shows recommendations and actions undertaken or to be undertaken to enhance, in this case, aspects of the “Methods of Assessment”.

USE OF ASSESSMENT RESULTS

Based on data gathered this year, which of the following categories best define changes being considered or planned at the program and/or department/school level? Identify one or more, then describe briefly.

Note: Selecting "No Changes Needed" for every outcome every year is NOT acceptable. There is always room for improvement, even in situations where students are doing very well.

Curriculum ⓘ (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Faculty Development ⓘ (e.g., recommending faculty workshops at CFE, conference attendance)

Learning Outcomes ⓘ (e.g., revising learning outcomes, articulating new learning outcomes)

Methods of Assessment ⓘ (e.g., modifying major assignments, changes in general exam procedures or dissertation defense process, adopting or developing a

Results of the comprehensive exams were better this year than they were last year. Faculty will introduce peer assessment activities among students to boost their overall performance in the comprehensive exams.

Student perceptions are regarded as extremely important by the department. Faculty will begin to seek student opinions as part of self-assessment at the end of each course in addition to course evaluations. This is intended to gather adequate longitudinal data upon which faculty may begin discussing strategies for continuous improvement.

Assessment Process/Procedures ⓘ (e.g., changes in course sequencing, program modality, course content, improving academic advisement) process)

Overall Program Effectiveness ⓘ (e.g., modifying admission standards seeking new faculty lines)

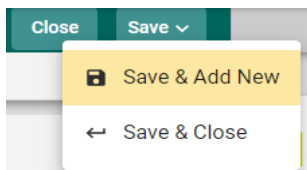
Other ⓘ (e.g., Please select this option if changes proposed by faculty do not fit any of the areas above)

No Changes Needed ⓘ (e.g., Please select this option if faculty have determined that, based on the results of student performance in a given outcome, no changes are needed. It is crucial that a rationale is included in this section to indicate, for instance, that faculty will continue to monitor student performance for that outcome in future semesters and make modifications as needed)

Comments on the Use of Assessment Results ⓘ **PLEASE IGNORE THIS OPTION!**


Now, save your work by clicking on the green **Save** button in the top right-hand corner of the card. By clicking on the **Save** button, *without clicking on the caret/arrow*, your work will be saved, and you can continue entering “use of Assessment Results” information for another SLO.

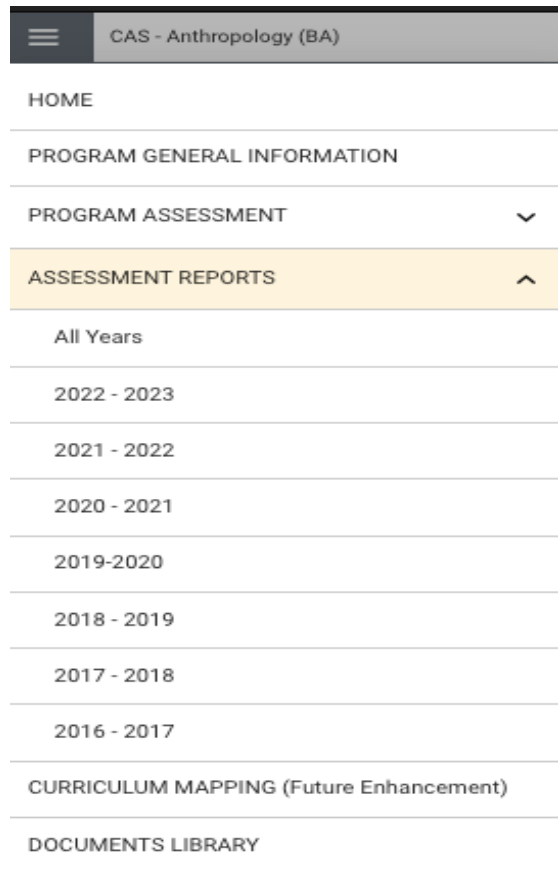
By clicking on the caret/arrow you will be offered the options to **Save & Add New** or **Save & Close** the card. If you have other “Use of Assessment Results” information to enter, you may select **Save & Add New** and continue adding “Use of Assessment Results”. If you have finished, simply click the **Save & Close**.



You have now completed entering contents for the Use of Assessment Results!

DOWNLOADING ASSESSMENT REPORTS


From time to time, Assessment Liaisons may need to download an assessment report or reports to share with the department's faculty in Curriculum and/or Assessment Committees. This is especially common when faculty need to discuss student performance to determine recommendations for using the results to modify aspects of the curriculum as part of the continuous improvement process. To download a report for any degree or certificate program, first, click on the Hamburger Menu  to reveal the Main Menu, then click ASSESSMENT REPORTS.

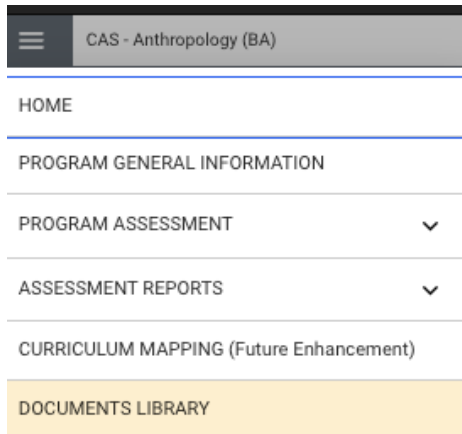


Once selected it will display several assessment cycles (by Academic Years [AY]) starting with the most recent AY as shown above. Select the AY for which you'd like to download a report. The report will pop up on the screen. If nothing appears, simply click the "refresh" button on the top right corner and give the system a few seconds to download the report. Once the report is displayed, feel free to download to the desired location.

DOCUMENTS LIBRARY

DOCUMENTS LIBRARY

The Documents Library is where a variety of documents and files can be uploaded and stored for use within the Platform. To find the Documents Library, first, click on the Hamburger Menu  to reveal the Main Menu then click DOCUMENTS LIBRARY.



Once selected it will display several document folders where pertinent information can be stored and linked later to information on any step of the assessment process (*e.g., linking a rubric to the Assessment Methods or linking a detailed report of student performance to the Assessment Results*). To add a document, simply click the appropriate folder, then upload the document in that folder. Below is an example of folder within the Anthropology (MA) program's information (this is just an example).

