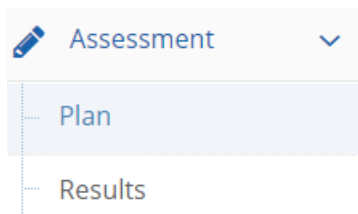


Quick Tip Sheet for Entering Results

Entering Results, Use of Data, and Budget Requests

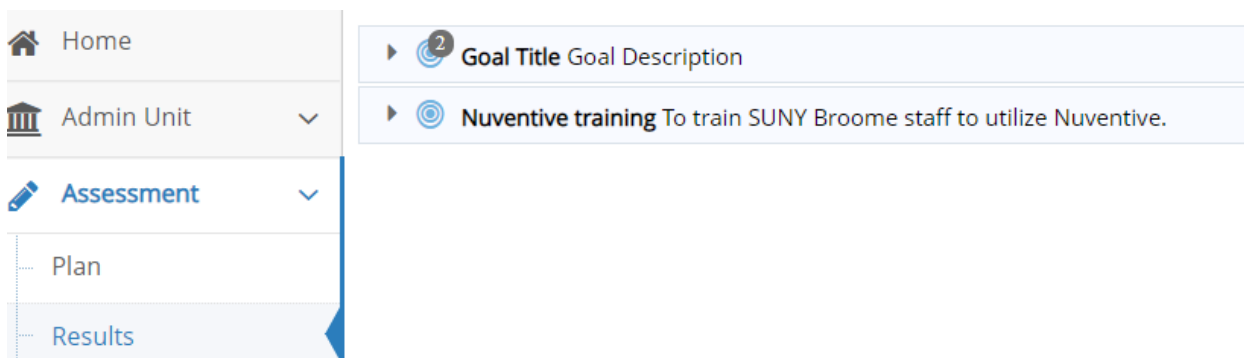
A. Entering Results

1. Under “Assessment”, to the left side of the page, you will see “Plan” and “Results”. *Click “Results” to enter Results.* (Use Plan when you enter NEW goals or edit current goals).

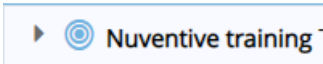


****Be sure you are in the RESULTS area, and not in the PLAN area when entering results.**

2. After selecting “Results”, you will see all the Goals/Plans that you have already established.




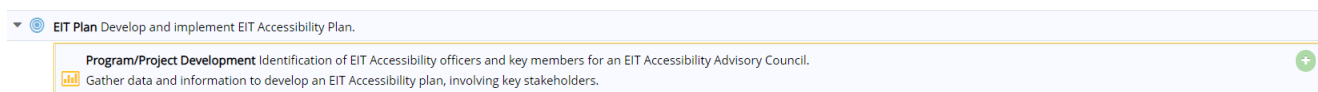
3. To enter data, click on the *side arrow next to the Goal* for which you would like to enter Results, as

shown here: 

This will expand the goal area so that you can see the measures you established.

Note: You will NOT be able to enter results for goals which have not included a “Means of Assessment”. If you do not see a green plus sign in the Results area, check that all your Goal information has been completed.

4. To add results, click on the Green Plus sign  all the way to the right of the screen, as shown below:



Hint: Hovering over the Green Plus sign gives you a prompt: “Add result”.

5. After selecting the Green Plus sign, your screen will open with the below fields. This is where you enter your assessment results. *Below the image is an explanation of what to enter for each field.*

Goal Title Goal Description

Planned Assessment Cycle: 2019 - 2020
Start Date: 08/26/2019

Institutional Reports This is how we will assess (measure) our goal to determine whether or not we have achieved it. Provide specific measurements that will be utilized.
Benchmark This is the target for success and allows us to determine whether or not we have met our goal. The benchmark should be specific and measurable.
Resource Requests If any resources are needed from the College to assist you with conducting your assessment, document those requests here.

* Submission Date: 05/13/2020

* Summary of Findings

* Reporting Period

* Conclusion

If your benchmark was not met, what changes do you plan to make to help achieve your goal?

If you met your benchmark, how will you maintain your ability to keep meeting goals?

What did you learn about your unit through this assessment cycle?

a. **Submission date** defaults to today's date.

b. **Summary of Findings:** Provide a summary of what you found (results) by doing your assessment. You can use both qualitative and quantitative data. The more specific you are, the easier it will be to understand what you found in conducting your assessment.

c. **Reporting period:** Select the year for which this assessment was conducted.

* Reporting Period

* Conclusion

what changes do you plan to make to help achieve your goal?

will you maintain your ability to keep meeting goals?

2015 - 2016
2016 - 2017
2017 - 2018
2018 - 2019
2019 - 2020
2020 - 2021
2021 - 2022

d. **Conclusion:** Select the most appropriate conclusion (Benchmark Met, Benchmark Not Met, Inconclusive)

* Conclusion

changes do you plan to make to help achieve your goal?

Benchmark Met
Benchmark Not Met
Inconclusive

e. **If your benchmark was not met:** Describe here what changes you plan to make to help achieve your goal. Briefly describe the steps you will take moving forward to help achieve your goal.


If your benchmark was not met, what changes do you plan to make to help achieve your goal?

f. If your benchmark was met: Describe here how you will maintain your ability to keep meeting goals. Briefly describe what you will continue to do to keep meeting your goal related to this particular goal.

If you met your benchmark, how will you maintain your ability to keep meeting goals?

g. What did you learn about your unit through this assessment cycle? Summarize what you learned about your particular department or program by conducting this assessment. Consider the challenges, roadblocks, positive achievements, and insights you gained. This is a good place to reflect on the assessment process and describe what you learned by engaging in it. This section, along with your assessment data helps inform your Action Plan.

What did you learn about your unit through this assessment cycle?

Hint: If you ever get stuck about what to enter, you can also hover over any blue question mark  and you will receive a prompt to remind you of what to enter in that particular area.

B. Action Plan: How will you/your unit demonstrate continuous improvement?


Once you have entered your results, there is a **very** important step related to the assessment process: a discussion of continuous improvement. Since assessment is all about the *process*, an important component to the gathering, analyzing, and interpreting of data is the continuous improvement piece.

It is helpful to engage in discussions with the people in your department about the assessment findings to determine together what steps should be taken as you move forward with your work (how you will use the assessment findings). Together, consider the following: How will you work to continuously make your services better for our students/campus? How are you going to use the results you found from your assessment in an ongoing effort of improvement?

Note: You can enter your results and later go back to the Action Plan area once you have these conversations.

1. In the same area that you entered your results, below the results area, click the Green Plus sign to the right of the page next to “Action Plan”, as seen below.

Required field

Action Plans	
Related Documents	

2. A box will appear similar to what is below, in which you can enter your plans to demonstrate continuous improvement. The Action Plan are your next steps, which is developed after considering what you learned and your assessment results.

* Submission Date	<input type="text" value="07/31/2020"/>
* Action Plan	<input type="text"/>
Budget/Resource Implications	<input type="text"/>

C. Budget/Resource Implications

An important component to effective planning and demonstrating institutional effectiveness, is to ensure our assessments are tied to our resource allocation and planning processes. Nuventive gives you the ability to discuss the budget/resource implications for your area, as they relate to your goals and assessment results. Assessment data about our outcomes helps to strengthen requests for funding/resources and provides support for budget requests and resource allocations.

1. When entering your assessment results, within the same area as “Action Plan”, the “Budget/Resource Implications” area can also be found, as seen below.

* Action Plan	<input type="text"/>
Budget/Resource Implications	<input type="text"/>

You can enter this information at the same time as developing your Action Plan.

Hint: In determining the budget/resource implications, consider the following: What resources would be helpful from the College to aid you in reaching your goal? How will you plan for budgeting needs within your budget for the upcoming year? These are important conversations to have with your supervisor to ensure they are aware of your area’s needs and to aid in resource planning discussions and decisions.

D. Follow -up

At a later time, **after** implementation of your Action Plan, you will want to come back to this section and complete the Follow-Up section. This area allows you to discuss the changes and strategies you implemented and the lessons you learned based on your Action Plan. This is also a good place to discuss the resource allocations you may need as you plan goals for next year to continuously refine your programs and services.

Within the Action Plan area, you can access Follow-up, which will look like the below:

* Follow-Up Date	<input type="text" value="07/31/2020"/>
* Follow-Up	<input type="text"/>

E. Adding Documents

Adding documents and relating them to your assessments is a great way to provide evidence of your work and to put the system to good use as a method of storage of data, reports, summaries, etc. These reports can later be easily accessed by not only you, but also others who work in your area who have access to the system, as well as your supervisor.

1. After you enter results, you can add your Related Documents in the same screen, below the “Use of Results” box, as seen below.

* Required field

Use of Results	+
Related Documents	+

2. Clicking on the Green Wrench  will bring you to a screen that looks like this:

Goal Title Goal Description	
Institutional Reports This is how we will assess (measure) our goal to determine whether or not we have achieved it. Provide specific measurements that will be utilized. * Benchmark This is the target for success and allows us to determine whether or not we have met our goal. The benchmark should be specific and measurable. Resource Requests If any resources are needed from the College to assist you with conducting your assessment, document those requests here.	
2015 - 2016 Measure Benchmark Met This is the data produced	11/10/2017
Document Repository +	Related Documents
Admin - TEMPLATE General	Drag documents here to relate

Anything uploaded to the Document Repository can be added to the Related Documents area, which will allow it to be easily tied to your assessment results. You can drag and drop from the Document Repository area into the Related Documents area if you have already uploaded the documents.

Note: You must first save a document in the Document Repository in order to relate it.

****You can also upload to the document repository area and relate to your result at the same time (Click Save and Relate) after uploading.**

1. After clicking the Green Plus sign in the Document Repository, on the left side of the screen, you will be brought to a screen that looks like the below.

****You can attach a file saved on your computer (Click to browse for files) or add a weblink.**

Places documents into

Files

Click to browse for files

Urls

* Name	* Url	Description
...


* Required field

In this example, I am adding a word document titled “Training Document,” as well as a website where I have reports stored. I have added a “Description” for each and a Name for the website. The items are being placed into the “General” folder, but I can create and name any number of folders.


Places documents into

Files

Click to browse for files

* Name	Description
 Training Document.docx	Training Document






Urls

* Name	* Url	Description
IE website	http://www2.sunybroome.edu/ie/reports/	IE Reports 

2. Once you have uploaded your files, be sure to click the Green Complete button:

Complete

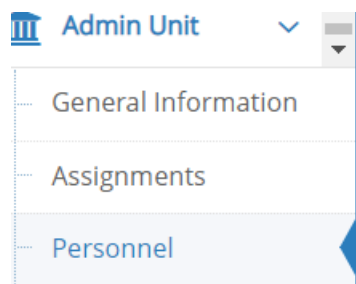
3. After clicking the Green Complete button in the upper right corner, which saves my work, I see that my documents are now related to the results I just entered. (Clicking on any of those documents brings me right to the document/website).

Assignment		
Related Documents 		
IE website	IE Reports	
Training Document.docx	Training Document	

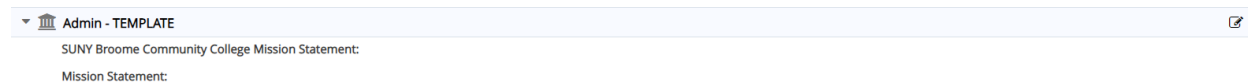
Other Things to Check:

Mission Statement: Is your mission statement in Nuventive and on your department/division website (if applicable)?

1. Click on “General Information” to check that your mission statement is there and it is accurate.



2. If you need to make an edit, click the edit icon to the right side of the page:



3. A screen that looks like the below will appear. Enter/edit information as needed. **Be sure to click save!**

Name	Admin - TEMPLATE
SUNY Broome Community College Mission Statement	SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic & community engagement
Mission Statement	This is my mission statement.

Who Has Access to my Area?

1. Click “Personnel” to see who has access to your area. **Send me an email if anyone else should or should not have access.** Please also let me know if there are staff in your area that needs any training or a refresher in Nuventive.

A screen like the below will appear, showing you who has access.

Last Name	First Name	Title	Email	Role	Search:
Allen	Lawrence		allenlp@sunybroome.edu	Admin Unit - Administrator	<input type="text"/>
McLain	Kimberly		mclainkb@sunybroome.edu	Admin Unit - Administrator	<input type="text"/>

Definitions:

Administrator=editing capability

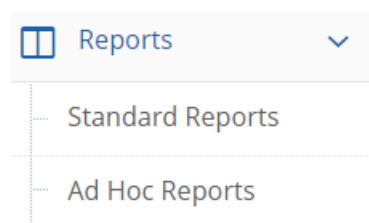
Read-only=can only read, NOT edit content

Email-only=can only receive emails to enter assignments; NO editing ability and cannot access Nuventive outside of the email received

Running Reports

1. You may wish to run a report of your assessment to keep for your records, submit to a supervisor, etc.

Click on the Reports tab: **Select “Standard Reports”**



The type of report you select is based on preference and what type of information you want to have within the report. You may want to try one of each to see what you prefer.

Admin Unit Reports	
Unit Assessment: Four Column	This report shows the Goals for each selected Admin Unit, along with any Means of Assessment, Summary of Findings, and Use of Results for each Goal. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.
Unit Assessment: Plans	This report shows the Goals for each selected Admin Unit, along with any information contained in the Plan area related to each Goal. This may include any Mapping for the Goals you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.
Unit Assessment: Plans and Summary of Findings	This report shows the Goals for each selected Admin Unit, along with any information contained in the Plan area related to each Goal and any recorded Summary of Findings. This may include any Mapping for the Goals you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

Types of Reports:

- **Unit assessment Four Column:** Goals, Means of Assessment, Summary of Findings, and Use of Results
- **Unit Assessment Plans:** Useful if you wish to prepare a report that shows Goals established, along with the Means of Assessment and mapping.
- **Unit Assessment: Plans and Summary of Findings:** Useful if you wish to prepare a report that shows the Goals, Means of Assessment, Mapping, and Summary of Findings.

Hints:

- If you want a report with only the Goal plans, select Unit Assessment Plans.
- If you want a report with Plans plus the Results, select either Unit Assessment: Four Column OR Unit Assessment Plans and Summary of Findings.
 - The difference between the two is the page set up and is a matter of preference.

A. The Four Column Report gives you the report in four horizontal columns:

Unit Assessment: Four Column



Admin - TEMPLATE

SUNY Broome Community College Mission Statement: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic & community engagement.

Mission Statement: This is my mission statement.

<i>Goals</i>	<i>Means of Assessment</i>	<i>Summary of Findings</i>	<i>Use of Results</i>
<p>Goal Title - Goal Description Goal Status: Active Planned Assessment Cycle: 2019 - 2020 Start Date: 08/26/2019</p>	<p>Institutional Reports - This is how we will assess (measure) our goal to determine whether or not we have achieved it. Provide specific measurements that will be utilized. * Benchmark: This is the target for success and allows us to determine whether or not we have met our goal. The benchmark should be specific and measurable. Resource Requests: If any resources are needed from the College to assist you with conducting your assessment, document those requests here.</p>	<p>Reporting Period: 2015 - 2016 Conclusion: Measure Benchmark Met This is the data produced (11/10/2017) What did you learn about your unit through this assessment cycle?: test Related Documents: Training Document.docx IE website</p>	<p>Use of Results: this is our plan (11/10/2017) Budget/Resource Implications: these are the budget implications</p>
<p>Nuventive training - To train SUNY</p>	<p>Audit Reports - The percentage of</p>		

B. The Assessment Plans and Summary of Findings produces a vertical document:

Goal: Goal Title

Goal Description

Goal Status: Active

Planned Assessment Cycle: 2019 - 2020

Start Date: 08/26/2019

Means of Assessment

Institutional Reports - This is how we will assess (measure) our goal to determine whether or not we have achieved it. Provide specific measurements that will be utilized. (Active)

*** Benchmark:** This is the target for success and allows us to determine whether or not we have met our goal. The benchmark should be specific and measurable.

Resource Requests: If any resources are needed from the College to assist you with conducting your assessment, document those requests here.

Summary of Findings

Reporting Period: 2015 - 2016

Conclusion: Measure Benchmark Met

This is the data produced

11/10/2017

What did you learn about your unit through this assessment cycle?: test

Related Documents:

[Training Document.docx](#)

[IE website](#)

Use of Results

Use of Results: this is our plan (11/10/2017)

Budget/Resource Implications: these are the budget implications

C. The Unit Assessment Plan report is vertical and provides the goals and measures established.

Note: This report is probably most useful at the start of the academic year after goals for that year have been established to keep as a reference or to submit to a supervisor.

Unit Assessment: Plans

Admin - TEMPLATE

SUNY Broome Community College Mission Statement: SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic & community engagement.

Mission Statement: This is my mission statement.

Goal: Goal Title

Goal Description

Goal Status: Active

Planned Assessment Cycle: 2019 - 2020

Start Date: 08/26/2019

Means of Assessment

Institutional Reports - This is how we will assess (measure) our goal to determine whether or not we have achieved it. Provide specific measurements that will be utilized. (Active)

* **Benchmark:** This is the target for success and allows us to determine whether or not we have met our goal. The benchmark should be specific and measurable.

Resource Requests: If any resources are needed from the College to assist you with conducting your assessment, document those requests here.