



Office of Institutional Effectiveness

SUNY BROOME

Nuventive Improve Analytics: Course Student Learning Outcomes Guide

Table of Contents

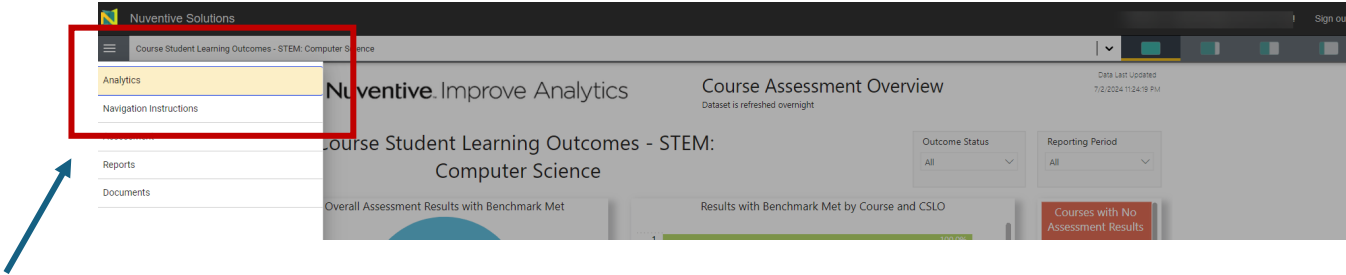
Introduction and Accessing Your Course.....	3
Overview Tab	5
Details Tab.....	6
Entering Assessment Data.....	7
Audit Log & Order Courses	12
Outcome Status	13
Course Level Student Learning Outcome Tab	14
Assessment Method Tab	15
Results Tab	18

Introduction and Accessing Your Course

Welcome to the **Nuventive Solutions** walkthrough. This guide will help you navigate through the process of selecting **Course Student Learning Outcomes (SLO)** related to your course.



The initial window that appears is the first tab (Analytics) from the three-line menu on the top left side of the screen.



From the main screen, locate the dropdown menu at the top.

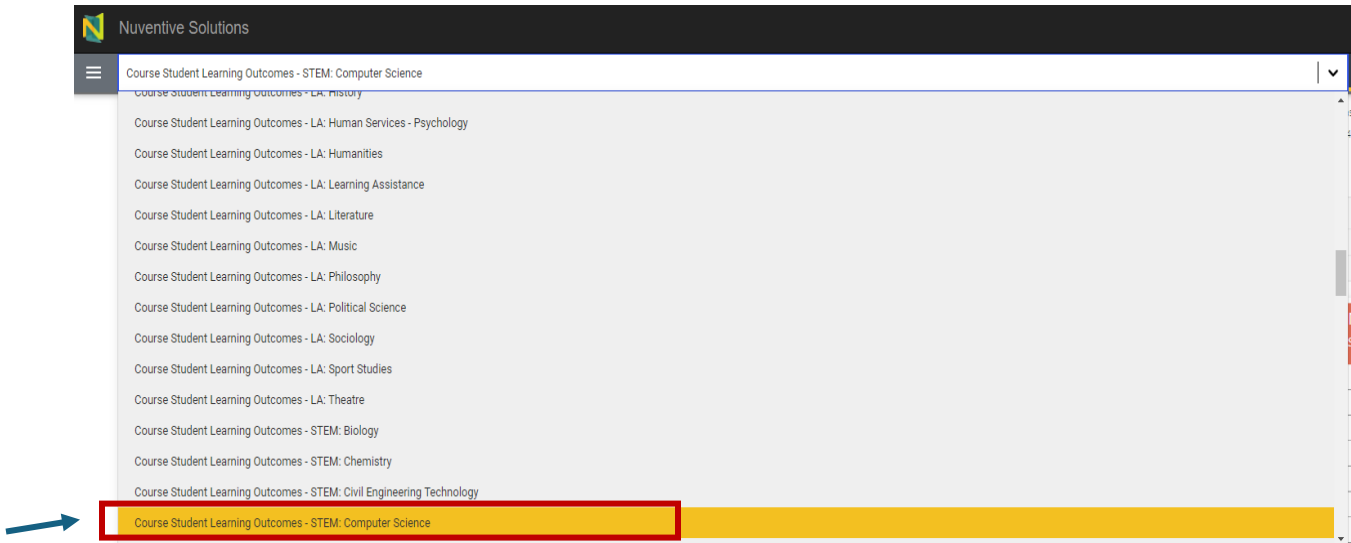


Click on the dropdown menu to see a list of options. From that list, **select the course** on which we are doing the assessment.

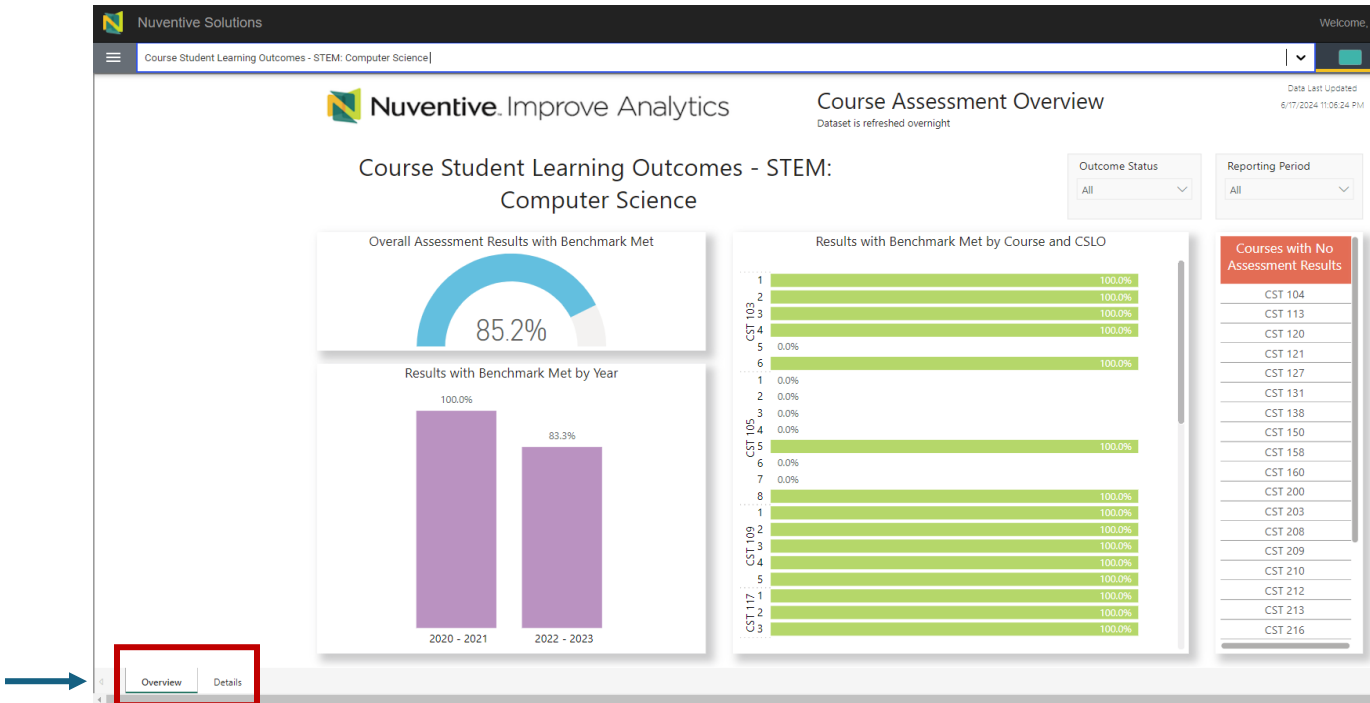


For example, I am looking into **Course Student Learning Outcomes – STEM: Computer Science**

Please click on 'Course Student Learning Outcomes – STEM: Computer Science' from the list. This option is highlighted in the image below.

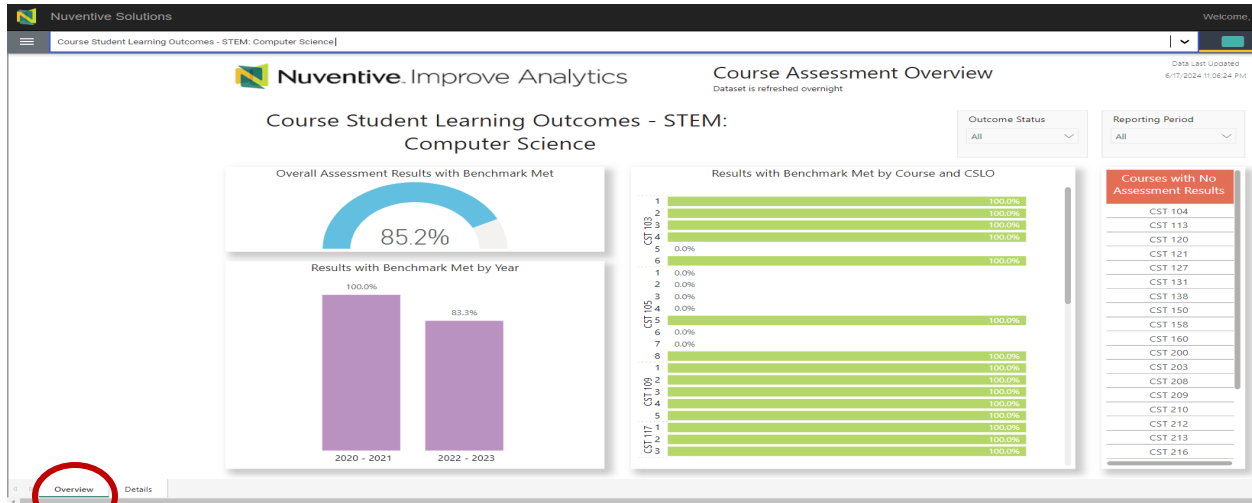


After selecting the appropriate course, the interface provides an overview and details tabs for the course assessment results.



Overview Tab

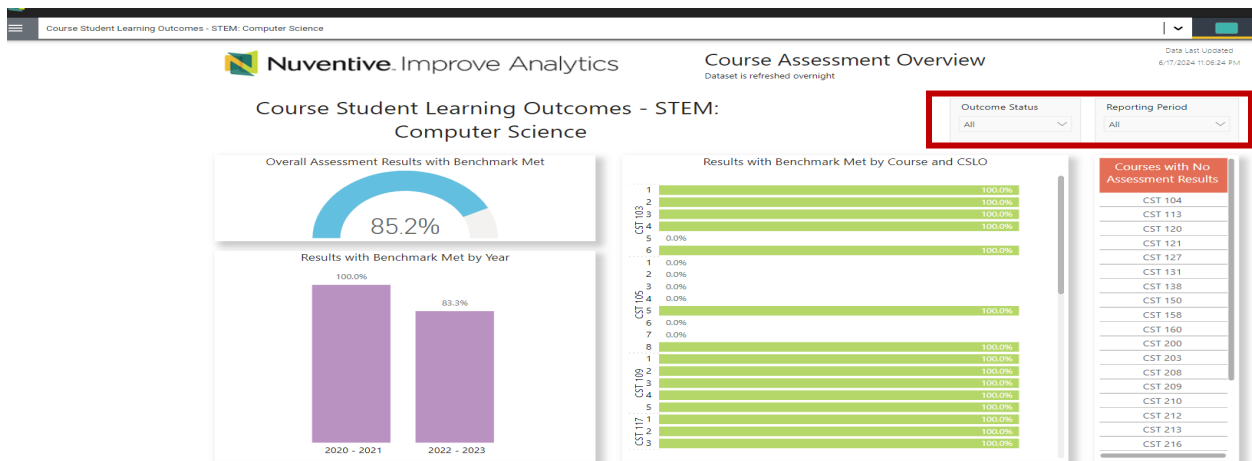
In the **overview tab**, Course Assessment Overview for Computer Science (Course selected from the list) course is presented. On the left side, key metrics such as the overall assessment results with benchmark met rate is shown, which is 85.2%. The results are broken down by year, showing a 100% benchmark met rate for 2020-2021 and 83.3% for 2022-2023. On the right side, it lists individual course performance, with most courses meeting the benchmark, while highlighting courses with no assessment results. This overview aids in understanding the assessment performance and identifying gaps in data collection.



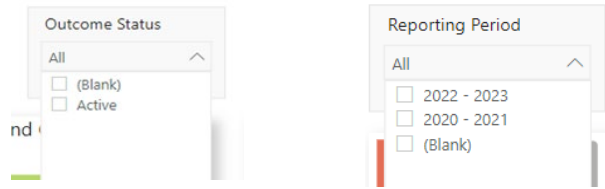
The Overview tab also provides a comprehensive presentation of assessment outcomes for Computer Science courses. It includes features such as Outcome status and Reporting period on the top right side of the screen.

Outcome Status Dropdown Menu: Allows users to filter results based on various outcome statuses.

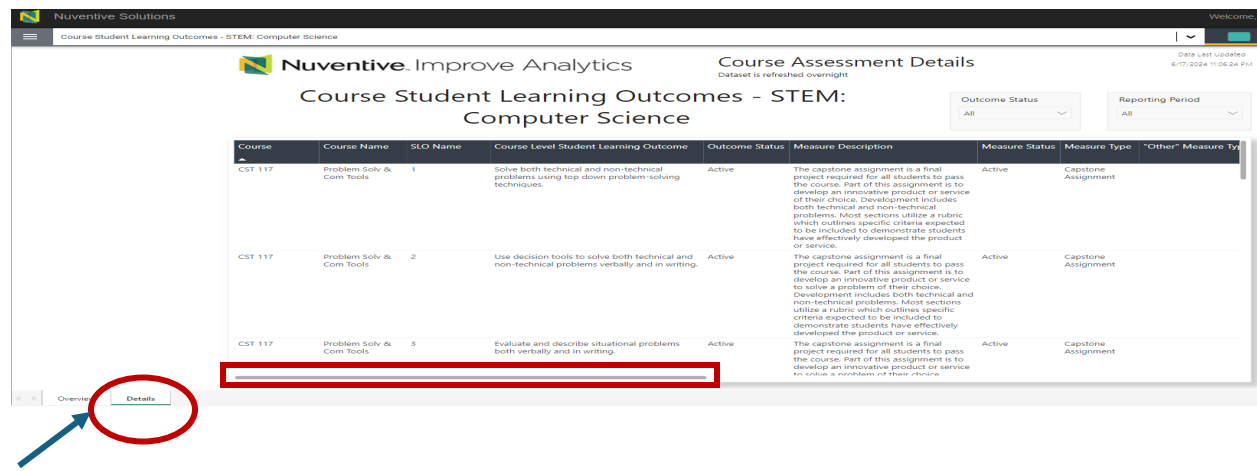
Reporting Period Dropdown Menu: Enables users to select different time frames for displaying the data.



Below is a screenshot showing the Outcome Status and Reporting Period dropdown menus.



In the **Details tab**, users can view a comprehensive set of data, including Course, Course Name, SLO Name, Course Level Student Learning Outcome, Outcome Status, Measure Description, Measure Status, Measure Type, Other Measure Type, Benchmark, Analysis of Result, Reporting Period, Benchmark Conclusion, Total Number of Assessments, Total Number of Assessments where Benchmark was Met, and Percentage of Benchmark Met. All the columns can be viewed by scrolling horizontally.

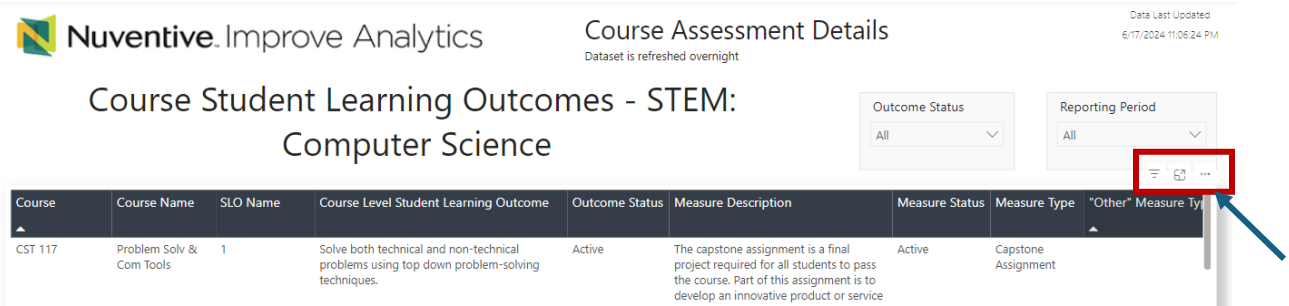


In the **details tab**, when the user wants the analytics to export in excel sheet, the user should hover




over the other measure type column, then these icons

pop-up.





When the user clicks on the ellipsis  options such as **export data**, **show as table**, **spotlight**, **get insights**, **sort descending**, **sort ascending**, and **sort by** are available.

Nuventive. Improve Analytics Course Assessment Details Data Last Updated: 6/17/2024 11:06:24 PM
Dataset is refreshed overnight

Course Student Learning Outcomes - STEM: Computer Science

Course	Course Name	SLO Name	Course Level Student Learning Outcome	Outcome Status	Measure Description	Measure Status	Measure Type	"Other" Measure
CST 117	Problem Solv & Com Tools	1	Solve both technical and non-technical problems using top-down problem-solving techniques.	Active	The capstone assignment is a final project required for all students to pass the course. Part of this assignment is to develop an innovative product or service of their choice. Development includes both technical and non-technical problems. Most sections utilize a rubric.	Active	Capstone Assignment	

Export data

When the user clicks on the **export data** option a dialogue box appears. From this dialog box, the user can select the desired option and export the data by clicking on the export button.

Which data do you want to export?

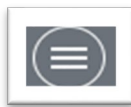
Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

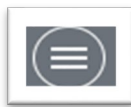
- Data with current layout**: Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.
- Summarized data**: Export the summarized data used to create your visual (for example, sums, averages, and medians).
- Underlying data**: The report author turned off this option.

File format: .xlsx (Excel 150,000-row max)

Export Cancel

Entering Assessment Data



Next, on clicking the **three-line menu**  icon on the top left corner of the screen, it opens a navigation panel.

Nuventive Solutions Course Student Learning Outcomes - STEM: Computer Science Welcome, sar

Nuventive. Improve Analytics Course Assessment Details Data Last Updated: 6/17/2024 11:06:24 PM
Dataset is refreshed overnight

Course Student Learning Outcomes - STEM: Computer Science

Course	Course Name	SLO Name	Course Level Student Learning Outcome	Outcome Status	Measure Description	Measure Status	Measure Type	"Other" Measure Ty
CST 117	Problem Solv & Com Tools	1	Solve both technical and non-technical problems using top-down problem-solving techniques.	Active	The capstone assignment is a final project required for all students to pass the course. Part of this assignment is to develop an innovative product or service of their choice. Development includes both technical and non-technical problems. Most sections utilize a rubric.	Active	Capstone Assignment	

We have **Analytics, Navigation Instructions, Assessment, Reports, and Documents** under the three-line menu.

The screenshot shows the Nuventive Solutions interface. At the top left, there is a three-line menu icon. A dropdown menu is open, listing the following options: Analytics, Navigation Instructions, Assessment, Reports, and Documents. The 'Assessment' option is highlighted with a red rectangular box. The background of the interface shows a dashboard for 'Course Student Learning Outcomes - STEM: Computer Science' with a table of data.

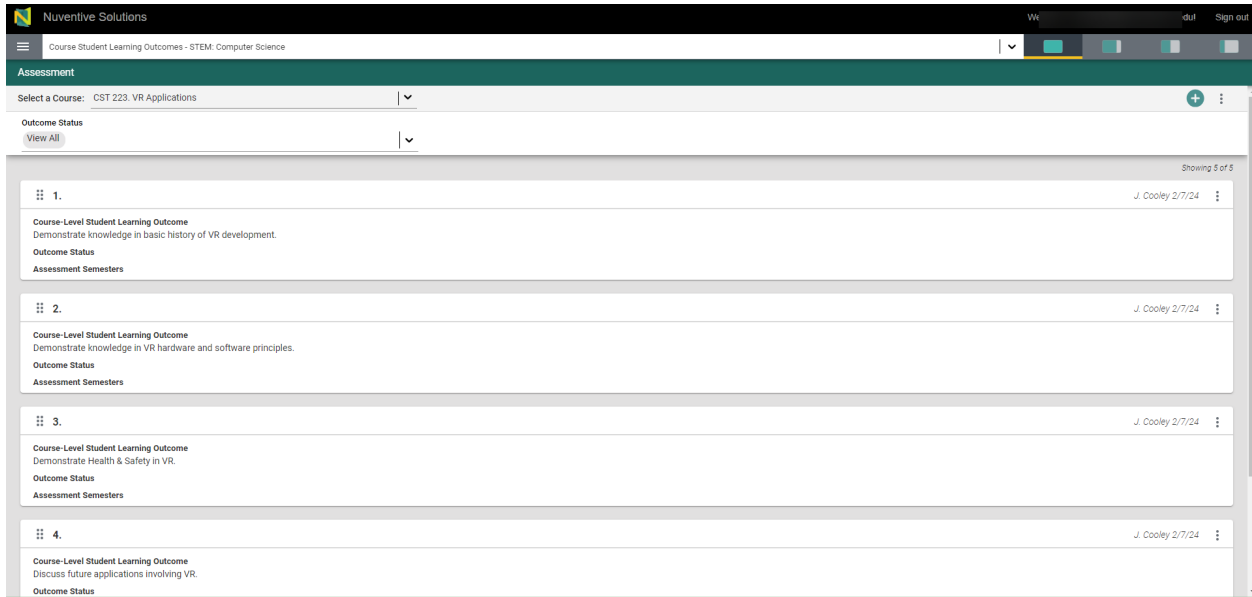
Course Name	SLO Name	Course Level Student Learning Outcome	Outcome Status	Measure Description	Measure Status	Measure Type	Other Measure Ty
Problem Solv & Com Tools	1	Solve both technical and non-technical problems using top-down problem-solving techniques.	Active	The capstone assignment is a final project required for all students to pass the course. Part of this assignment is to develop an innovative product or service of their choice. Development includes both technical and non-technical problems. Most sections utilize a rubric which outlines specific criteria expected to be included to demonstrate students have effectively developed the product or service.	Active	Capstone Assignment	
Problem Solv & Com Tools	2	Use decision tools to solve both technical and non-technical problems verbally and in writing.	Active	The capstone assignment is a final project required for all students to pass the course. Part of this assignment is to develop an innovative product or service to solve a problem of their choice. Development includes both technical and non-technical problems. Most sections utilize a rubric which outlines specific criteria expected to be included to demonstrate students have effectively developed the product or service.	Active	Capstone Assignment	
Problem Solv & Com Tools	3	Evaluate and describe situational problems both verbally and in writing.	Active	The capstone assignment is a final project required for all students to pass the course. Part of this assignment is to develop an innovative product or service to solve a problem of their choice.	Active	Capstone Assignment	

To access the **assessments**, click on the assessment page that appears inside **three-line menu**.

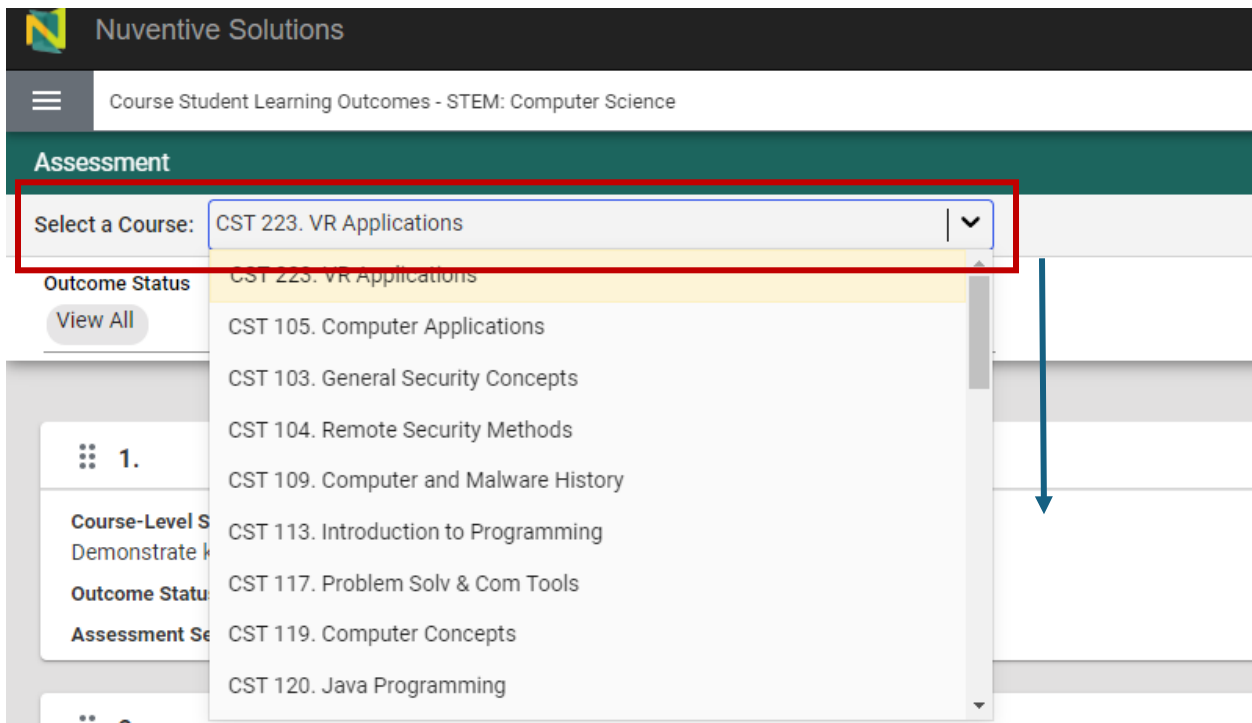
The screenshot shows the Nuventive Solutions interface. At the top left, there is a three-line menu icon. A dropdown menu is open, listing the following options: Analytics, Navigation Instructions, Assessment, Reports, and Documents. The 'Assessment' option is highlighted with a red rectangular box. The background of the interface shows a dashboard for 'Course Student Learning Outcomes - STEM: Computer Science' with a table of data.

Course Name	SLO Name	Course Level Student Learning Outcome
Problem Solv & Com Tools	1	Solve both technical and non-technical problems using top-down techniques.

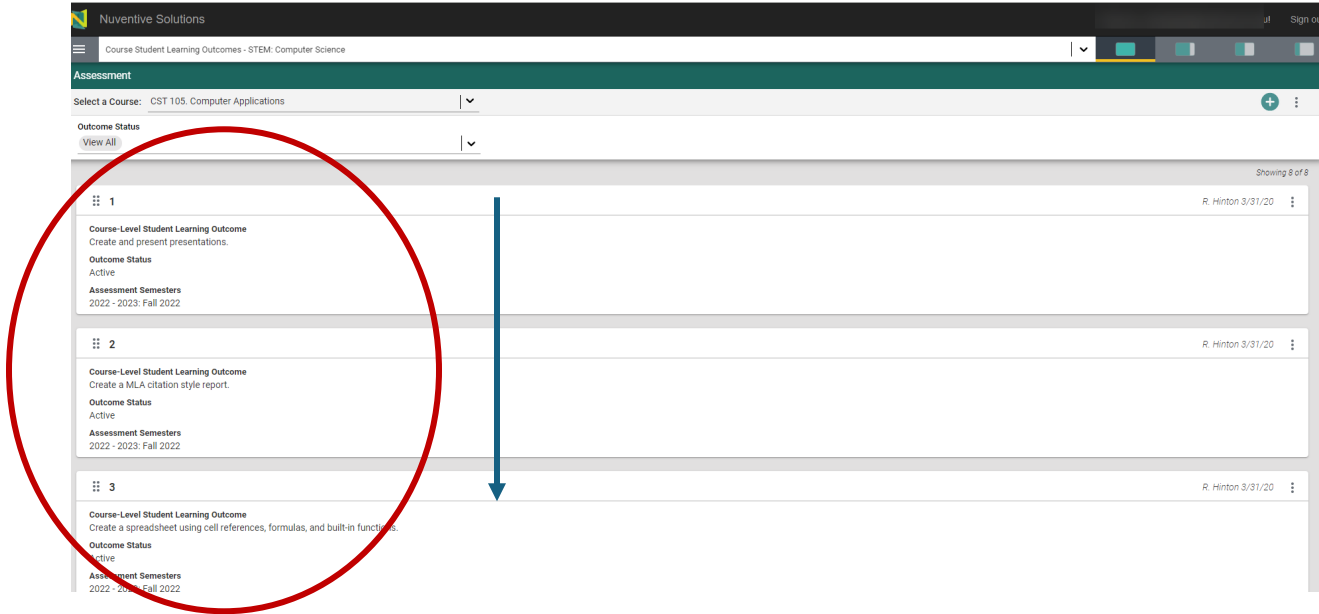
After clicking on the **assessment page**, you will be navigated to the assessment section, which appears as shown below.



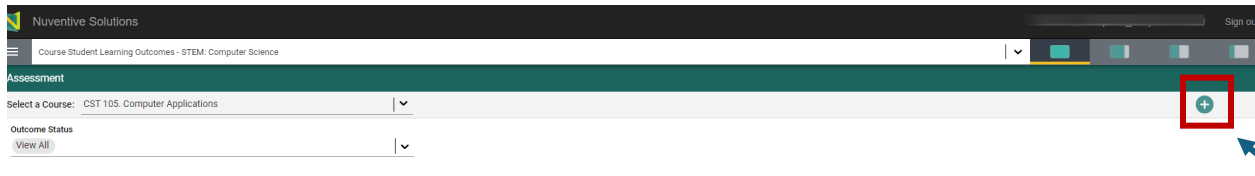
Upon entering the **assessment page**, the user can **select the course** to document the assessment from the dropdown menu located just below the assessment title in the top left corner.



After selecting the course, **SLOs** related to the specific course displays as shown below. As you can see, the SLOs can be viewed vertically by scrolling down the page.

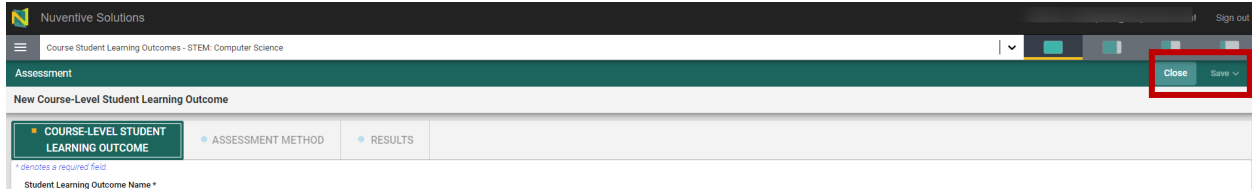


By clicking the  icon, which appears towards the right-side corner of the screen, the user can add **new Course-Level Student Learning Outcomes** into the selected course.



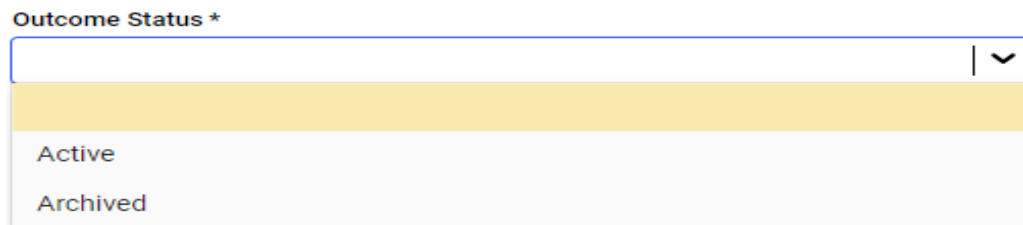
The below screen appears on clicking the “+” sign. The user can enter **the Student Learning Outcome Name, Course-Level Student Learning Outcome, Outcome Status, and Assessment Semesters** information.

The user can add the information related to the SLO. If changes are made, be sure to click save otherwise click close as shown below, on the top right side of the screen.



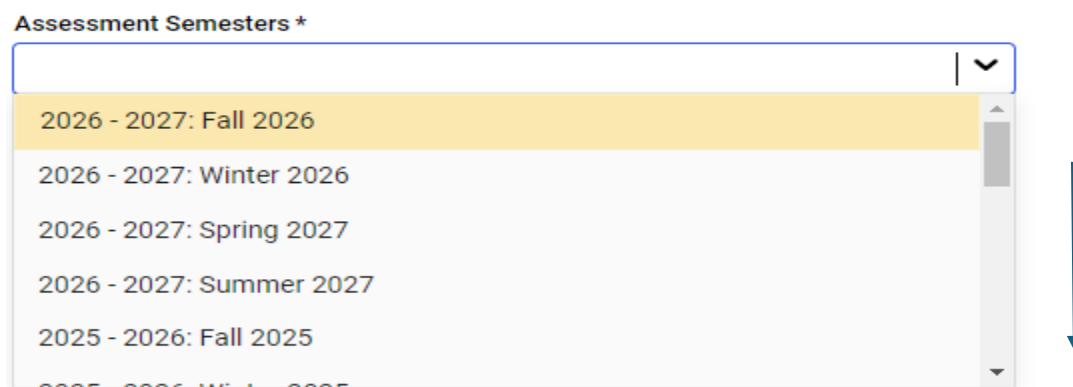
The **Outcome Status** dropdown menu provides a filter for viewing either "Active" or "Archived" outcomes.

Outcome Status drop-down menu appears as below:



The **Assessment Semester** dropdown menu displays a list of all terms for academic years. The user can select the specific semester you want to assess from this list.

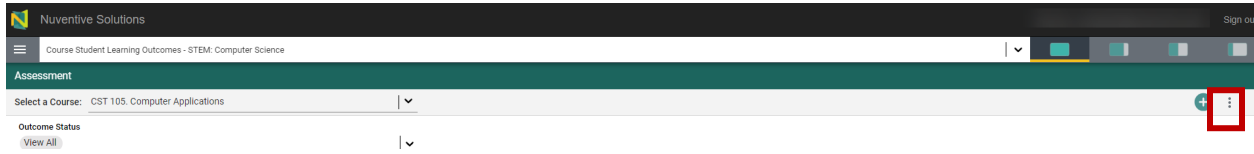
Assessment Semesters drop-drown menu appears as below:



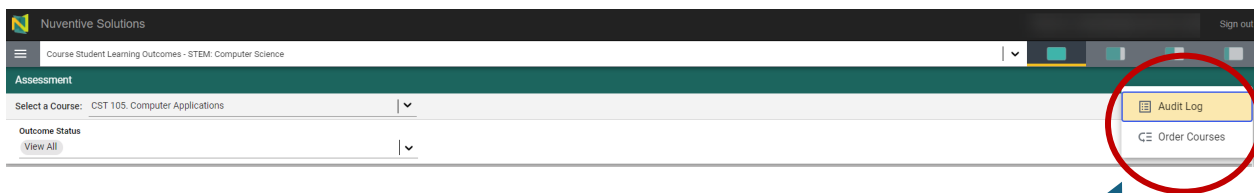
Audit Log & Order Courses



When the user clicks on ellipsis on the top right corner next to the "+" sign reveals an additional menu.



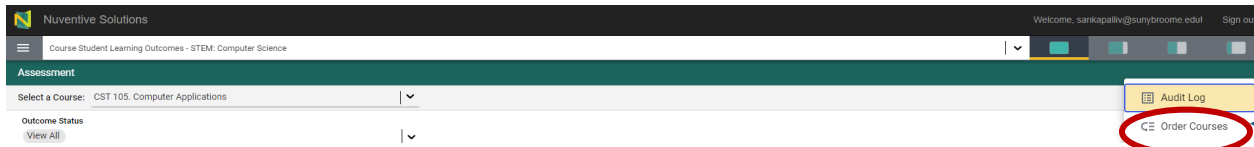
The additional menu appears after clicking the ellipsis. **Audit log** and **Order courses** appears.



The **Audit Log** provides a comprehensive view of activity within the system, allowing you to filter and analyze specific events. The user can search for keywords within the log entries using the **"Filter by Keyword"** option. Additionally, the **tab** drop-down menu lets you focus on specific categories of audit events, such as Course-Level Student Learning Outcomes, Assessment Methods, or Results. Filtering by **course** is also possible through the dedicated course drop-down menu. The **activity** drop-down menu allows users to further refine their search by selecting addition, deletion, or modification. This allows the user to see whether information was added, deleted, or modified, by whom, and when.

Date Modified	Modified By	Tab	Item	Activity
2/6/2024 7:00 pm		Course-Level Student Learning Outcome	CST 223 1.	Added
2/6/2024 7:00 pm		Course-Level Student Learning Outcome	CST 223 2.	Added
2/6/2024 7:00 pm		Course-Level Student Learning Outcome	CST 223 3.	Added
2/6/2024 7:00 pm		Course-Level Student Learning Outcome	CST 223 4.	Added
2/6/2024 7:00 pm		Course-Level Student Learning Outcome	CST 223 5.	Added
2/5/2024 7:00 pm		Assessment Method	CST 133 1 Write a program to create a report of statistics for a softball team.	Added
2/5/2024 7:00 pm		Results	CST 133 1 Write a program to create a report of statistics for a softball team. 2022 - 2023: Benchmark Met	Added
2/5/2024 7:00 pm		Assessment Method	CST 202 1 This assignment requires you to work in small teams. You will be writing code, a paper to explain the behavio...	Added
2/5/2024 7:00 pm		Results	CST 202 1 This assignment requires you to work in small teams. You will be writing code, a paper to explain the behavior... 2022 - 2023: Benchmark Met	Added

Under the Audit Log is the Order Courses option as shown below.

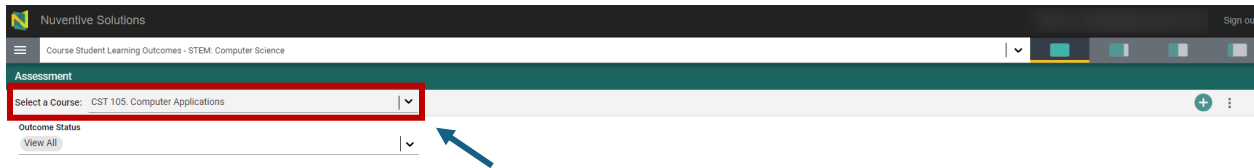


By clicking the Order Courses, the below screen appears. The user can change the **order of the courses** by clicking on **move to bottom** or **move to top**. Be sure to save any changes.

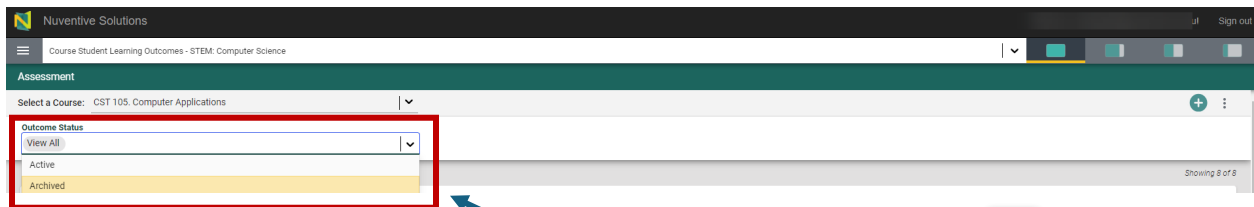


Outcome Status

Outcome status is displayed below 'Select a Course' in the assessment screen.



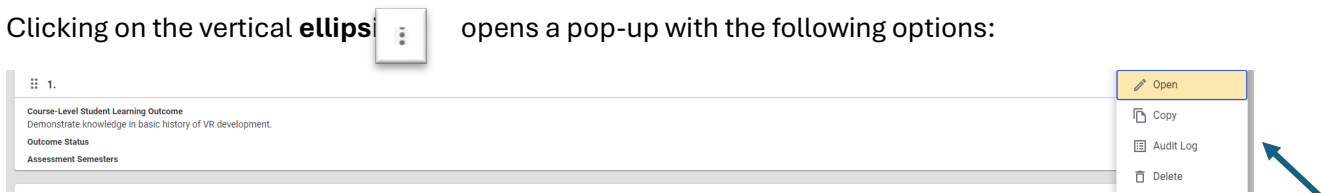
The **Outcome Status** dropdown lets you filter by **active** or **archived** outcomes.



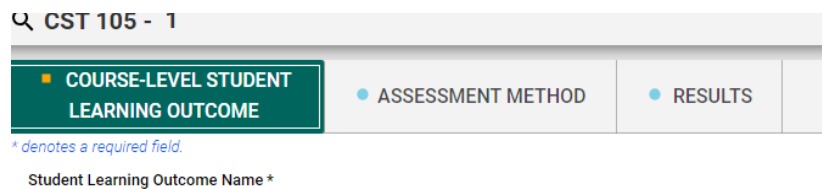
To edit or enter data related to SLO, **double-click** on the SLO, or click on the **edit**  that appears on the right side of the screen.



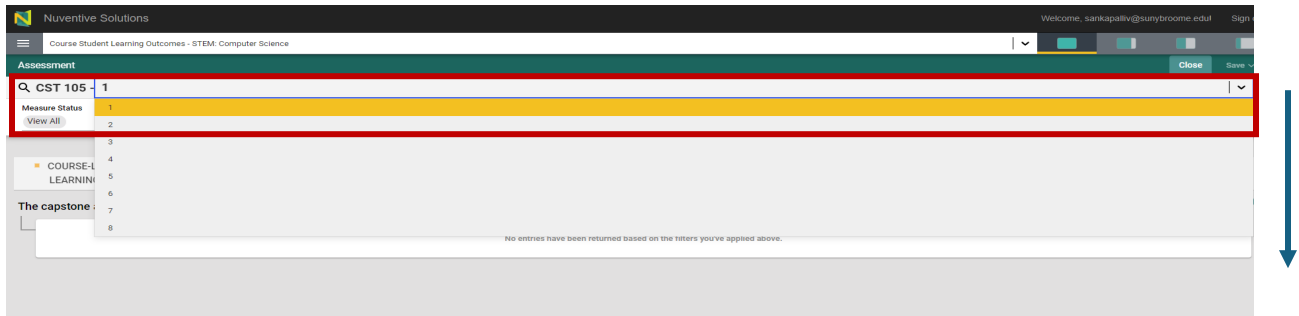
Clicking on the vertical **ellipsis** opens a pop-up with the following options:



Once opened, course-level student learning outcome, assessment method, and results tabs are displayed.

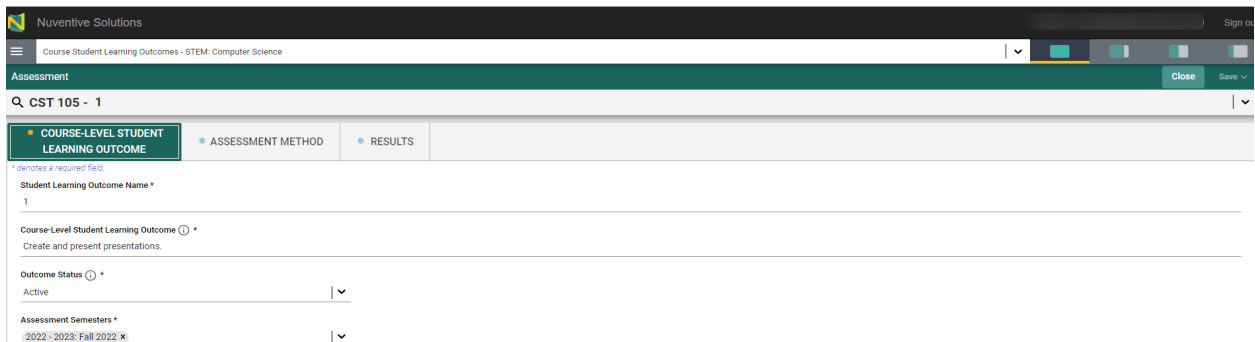


Now the user will select which SLO for which to enter assessment data. As shown below in this particular course, the user has 8 SLOs to choose from.

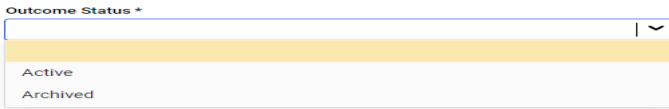


Course Level Student Learning Outcome Tab

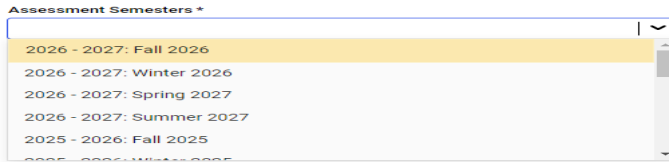
Under the Course-Level Student Learning Outcome tab, the **mandatory fields** to enter are Student Learning Outcome Name, Course-Level Student Learning Outcome, Outcome Status, and Assessment Semesters.



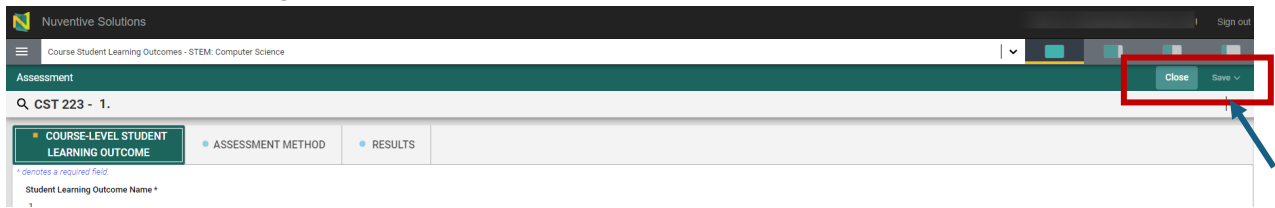
In the **Outcome Status** dropdown, select **active** or **archived** outcomes. Active are those outcomes which are in the College catalog, and are currently in use.



In the Assessment Semesters drop-down menu, **all semesters** related to each academic year are listed. The user can **choose** the specific term of the assessment.

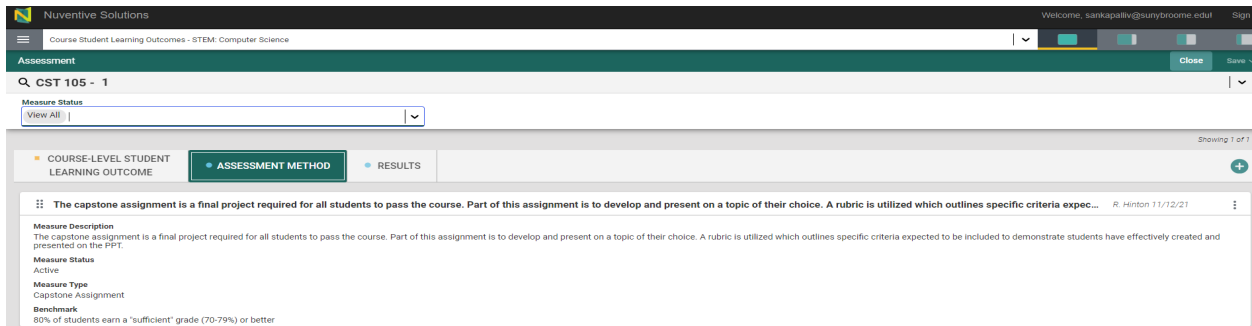
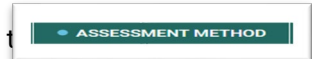


Be sure to **SAVE** changes.

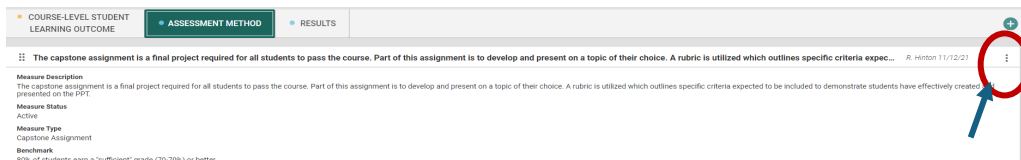


Assessment Method Tab

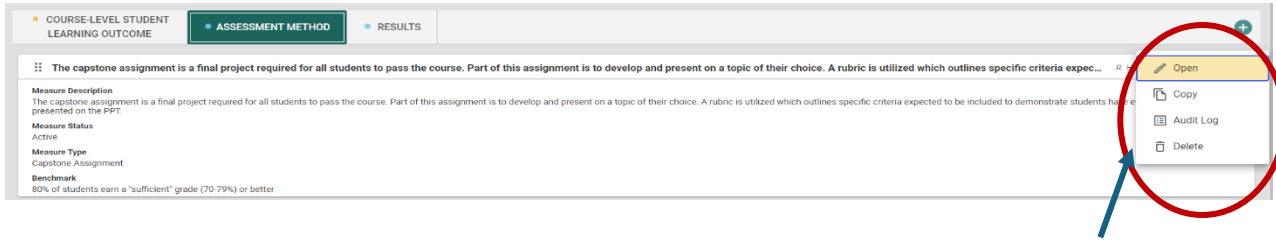
Next to the Course Level Student Learning Outcome tab is the Assessment Method tab. This tab includes the Measure Description, Measure Status, Measure Type, and Benchmark related to the Assessment Method.



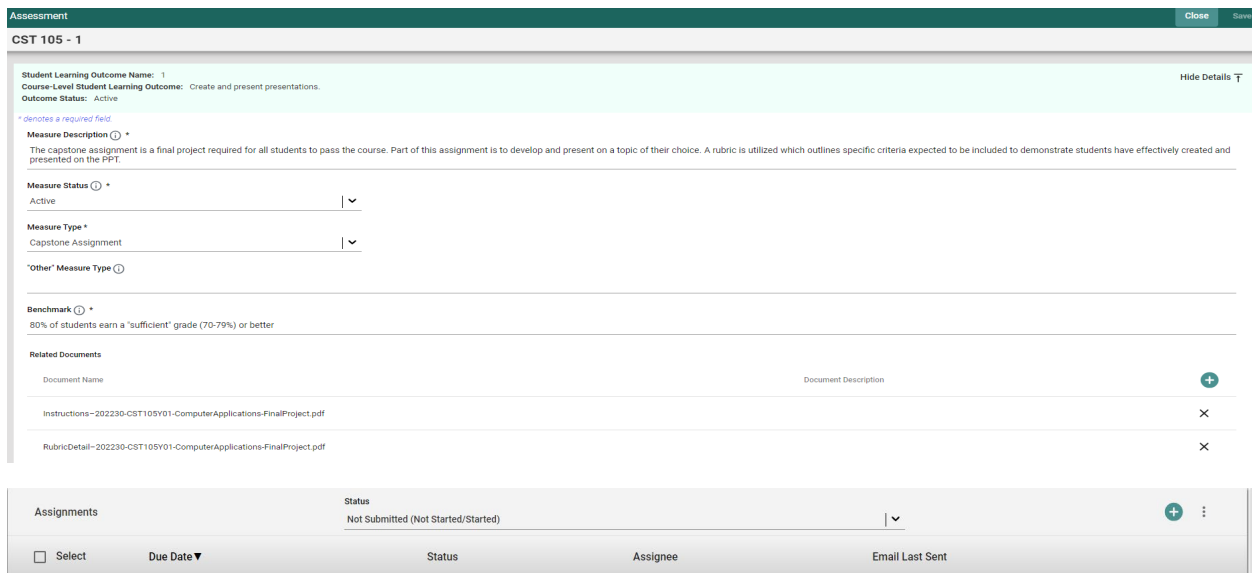
To enter measure information, double-click in the box or click on the vertical ellipsis to the right side of the measure description.



When you click the vertical ellipsis on the right-side corner, then a dialogue box appears with **open, copy, audit log, and delete options**. To edit the measure, click on the **open** option.

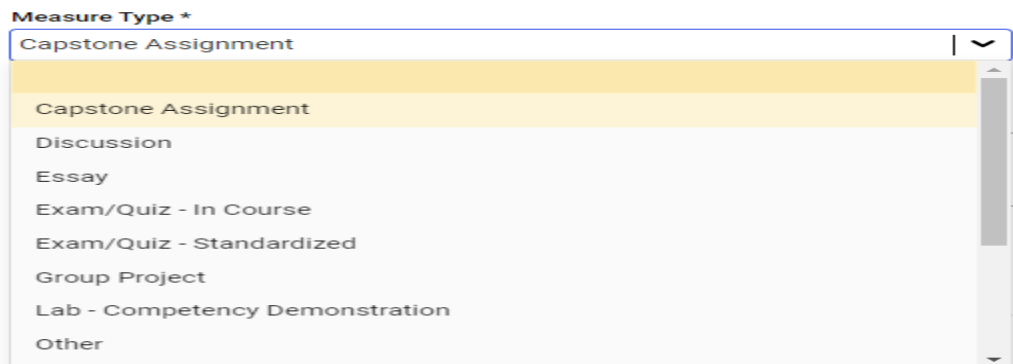


The user should see a similar screen as presented below.



We can enter/edit data as required. **Measure Description, Measure Type, Other Measure Type, and Benchmark** are required fields. In addition, the user can upload **Related Documents**.

Select the **Measure Type** used to assess the SLO. The Measure Type drop-down menu looks as follows:





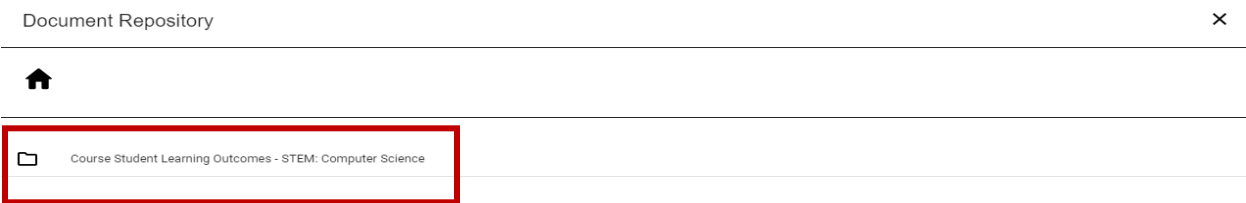
To add a Related Document, **add the documents** by clicking towards the right side of Related Documents.

Benchmark ⓘ *
80% of students earn a "sufficient" grade (70-79%) or better

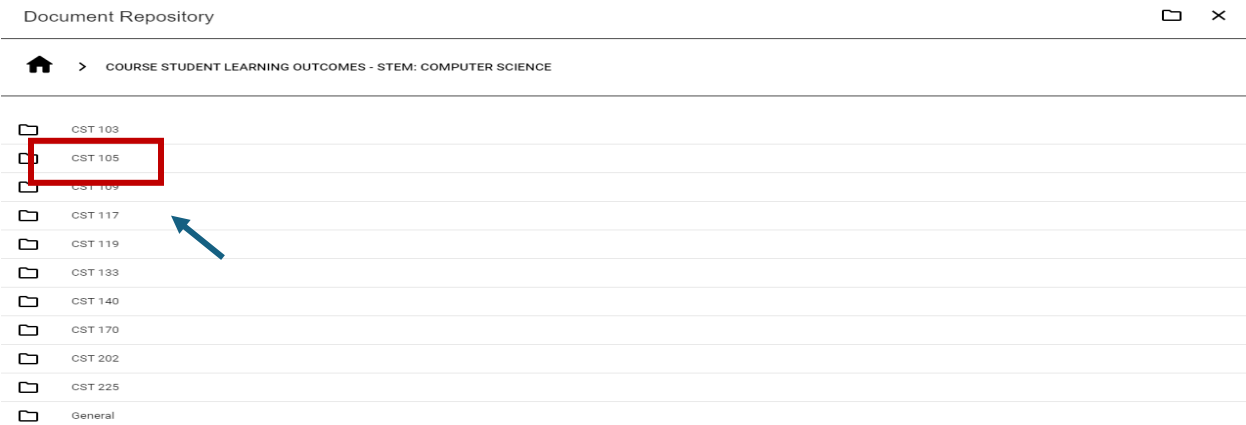
Document Name	Document Description
Instructions-202230-CST105V01-ComputerApplications-FinalProject.pdf	
RubricDetail-202230-CST105V01-ComputerApplications-FinalProject.pdf	



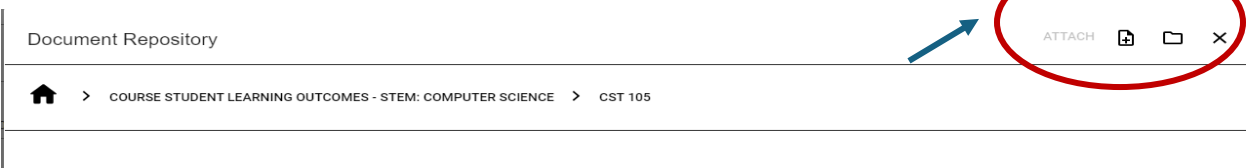
A dialogue box will appear, with the folder related to the department.




By clicking the main **folder**, all sub-folders are displayed. Note, by default a General folder may be found within the main folder. Additional folders may be created and the General folder may be renamed.

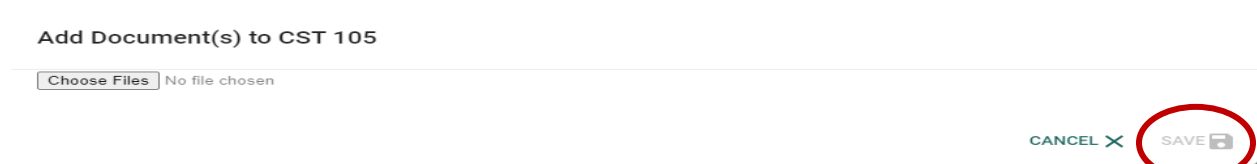



By clicking a **sub-folder**, files, documents, and folders can be added by clicking attach.



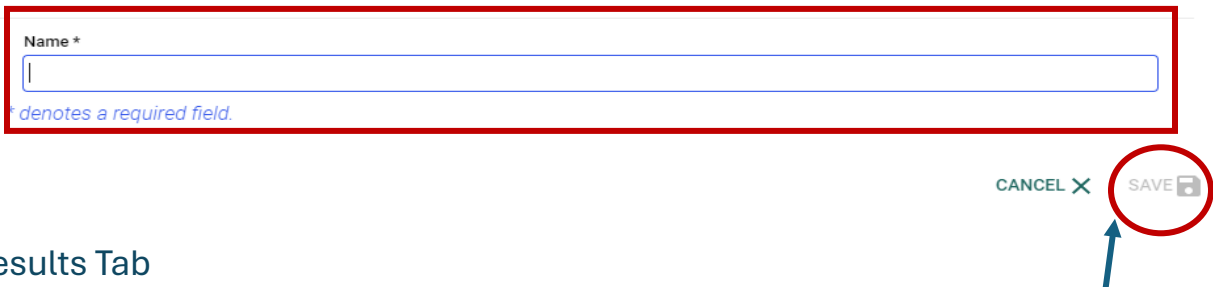


On clicking the , it allows user to enter the below screen. User can choose files to add into sub-folder. If changes are made, make sure you save the data by clicking on save option as shown below.



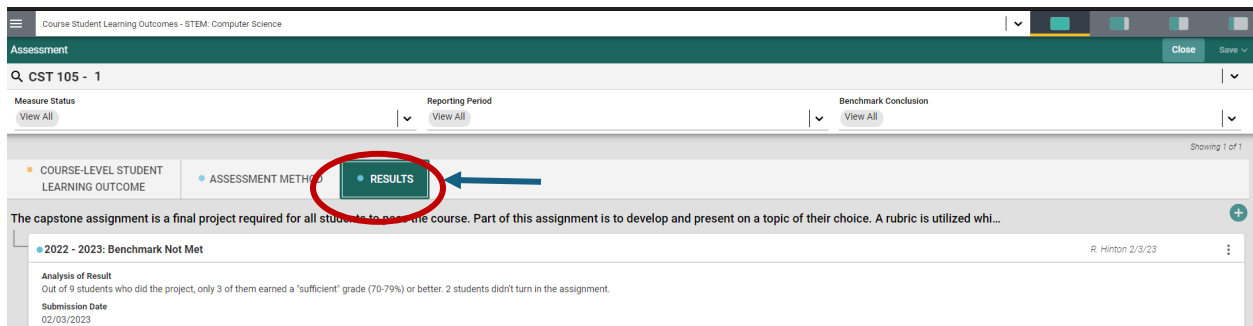
By clicking the , it allows user to add folders into sub-folder. Make sure to save data by clicking on save button as shown below.

Add Folder to CST 105

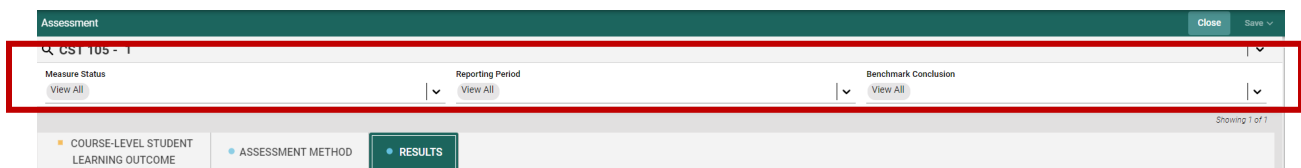


Results Tab

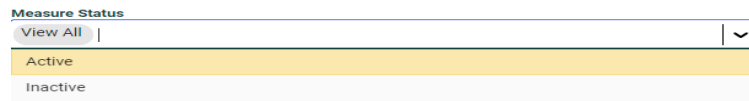
The Results section is the third tab. The following window appears upon clicking the Results tab.



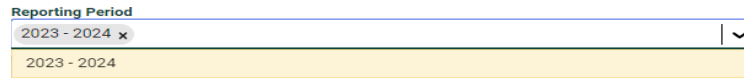
Within the Results section, are the **Measure Status**, **Reporting Period** and **Benchmark Conclusion** drop-down menus.



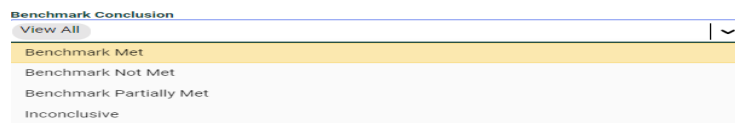
Select the options accordingly from the drop-down menus. For **Measure Status** we have **Active** and **Inactive** options in the drop-down.



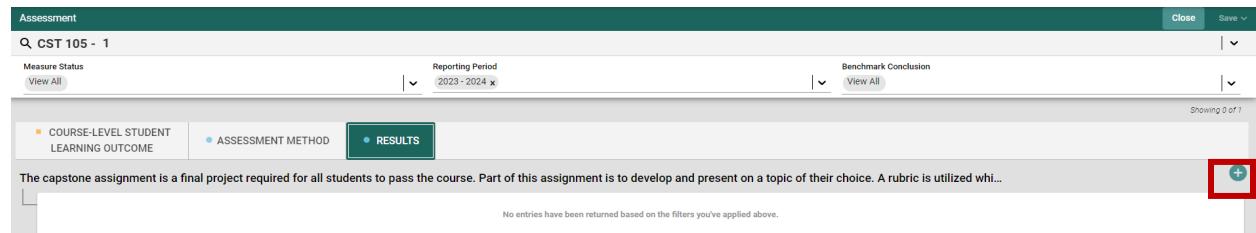
For **Reporting Period**, select the assessment year.



The **Benchmark Conclusion** also has a drop-down menu, which includes the options: **Benchmark Met**, **Benchmark Not Met**, **Benchmark Partially Met**, and **Inconclusive**. Select the appropriate option.

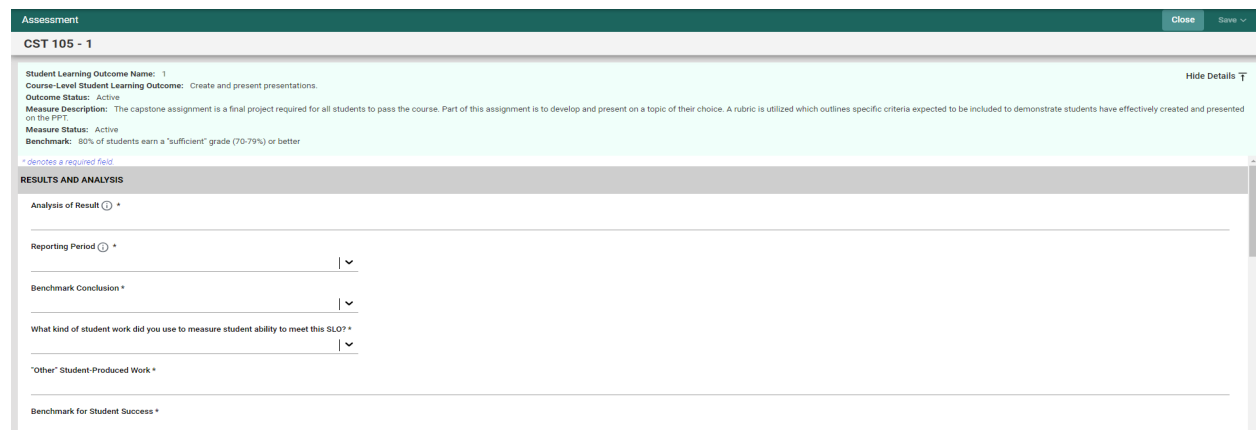


The user can add results by clicking on  towards the right side of the screen.



The below window appears. There are sections for **Results and Analysis**, Disaggregation of Data, Continuous Improvement, and Final Submission.

In the results and analysis section, the user may enter information within the **Analysis of Result**, **Reporting Period**, **Benchmark Conclusion**, and **What Kind of Student Work Did You Use to Measure Student Ability to Meet This SLO**.



The **Reporting Period** has a drop-down menu. The user can filter the data based on the year the data was collected.

Reporting Period *

2023 - 2024

The **Benchmark Conclusion** also has a drop-down menu, which includes the options: **Benchmark Met, Benchmark Not Met, Benchmark Partially Met, and Inconclusive**. Select the appropriate option.

Benchmark Conclusion *

Benchmark Met

Benchmark Not Met

Benchmark Partially Met

Inconclusive

Next, in the **Disaggregation of Data** section, enter the data as needed.

DISAGGREGATION OF DATA

of Online Students Assessed

of Successful Online Students

of Face to Face Students Assessed

of Successful Face to Face Students

of Blend Students Assessed

of Successful Blend Students

of Dual Credit Students Assessed

of Successful Dual Credit Students

of Fast Forward Students Assessed

of Successful Fast Forward Students

Recommendations for Maintaining/Improving Student Success *

Success Across Modalities

Disparity Between Modalities

Department and College Support

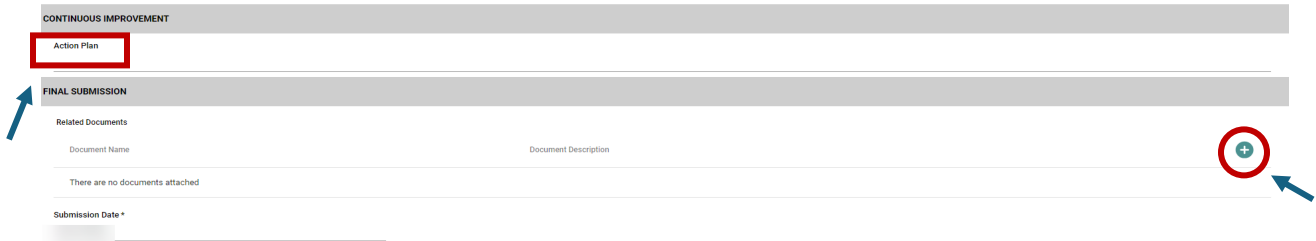
Additional Comments

After the **Disaggregation of Data** section, we have the **Continuous Improvement** and **Final Submission** sections. **Action Plan** information is entered into the **Continuous Improvement** section. Within the **Final Submission** section, the user can attach documents related to the

assessment results. To add the documents, click on



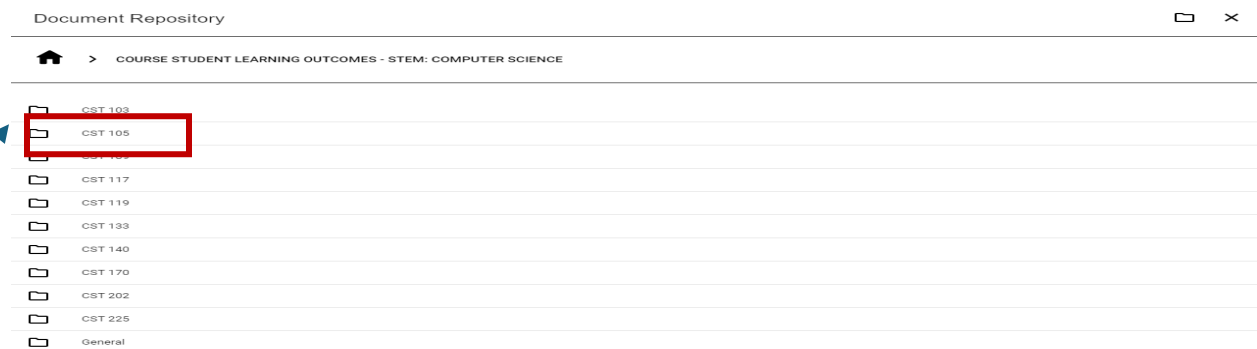
which appears towards the right side of the screen.



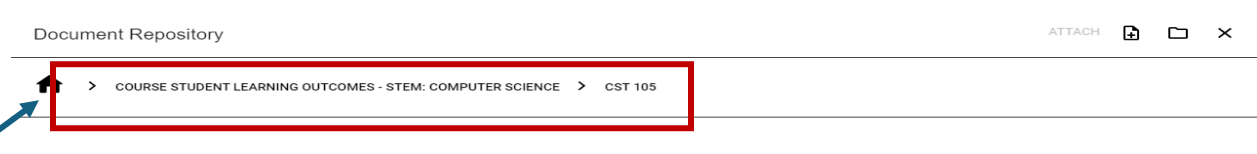
After clicking the “+” sign, the **Document Repository** window pops-out.



Choose the desired course folder from the list.

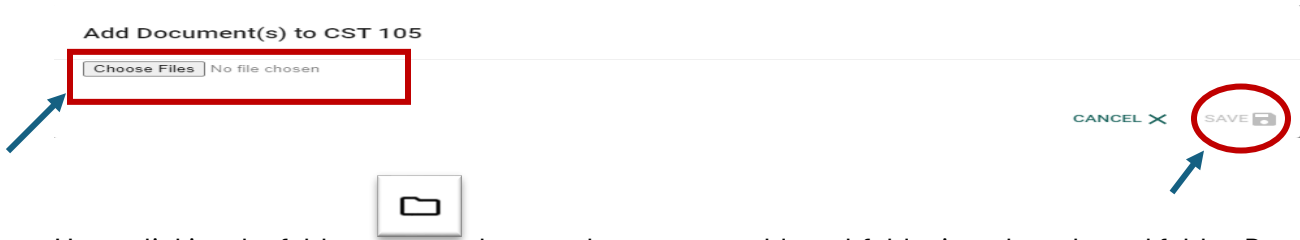


The below window appears.

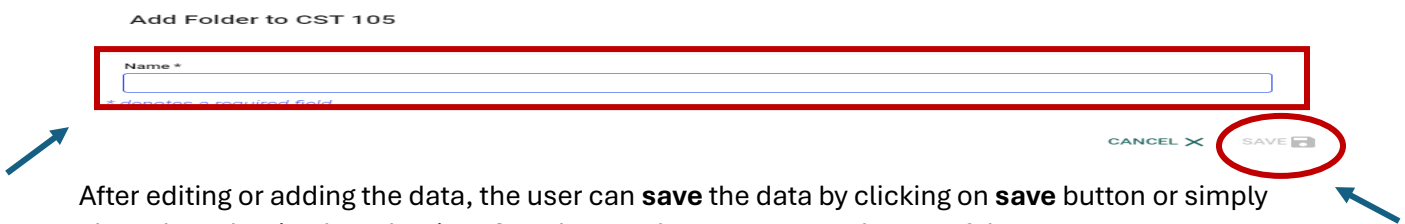


Upon clicking the folder, a new window appears like below.

The user can add documents into the selected folder. Be sure to save the data by clicking on the “save” button as it appears below.



Upon clicking the folder button, the user can add a subfolder into the selected folder. Be sure to save the data if any changes are made by clicking on the “save” option as appears below.



After editing or adding the data, the user can **save** the data by clicking on **save** button or simply close the selection by selecting **close** button that appears on the top of the screen.

