Nuventive Improve Analytics: Course Student Learning Outcomes Guide

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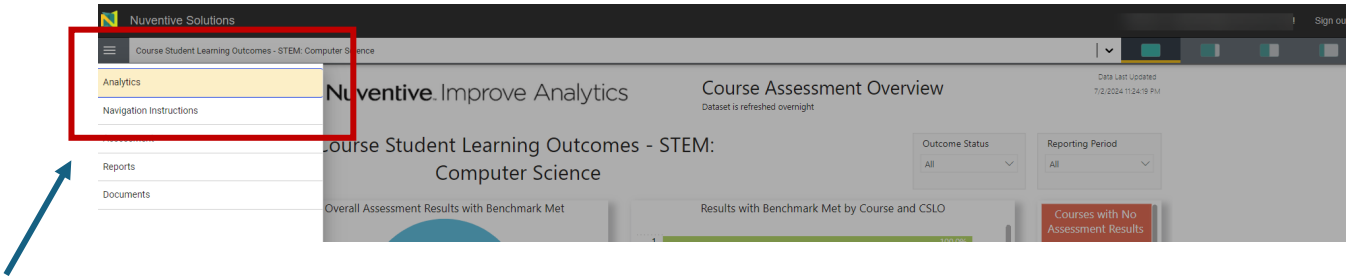
Introduction and Accessing Your Course

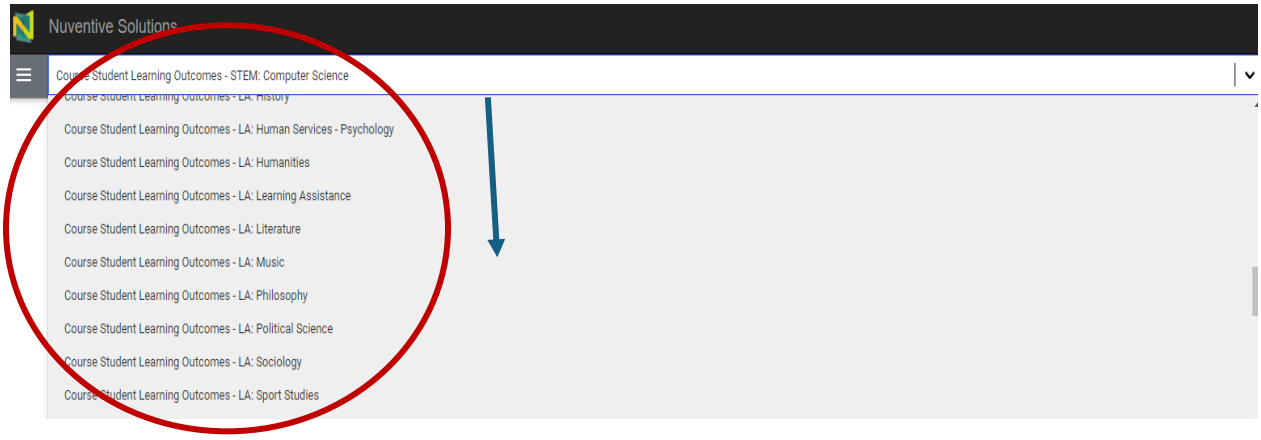
Welcome to the **Nuventive Solutions** walkthrough. This guide will help you navigate through the process of selecting **Course Student Learning Outcomes (SLO)** related to your course.

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



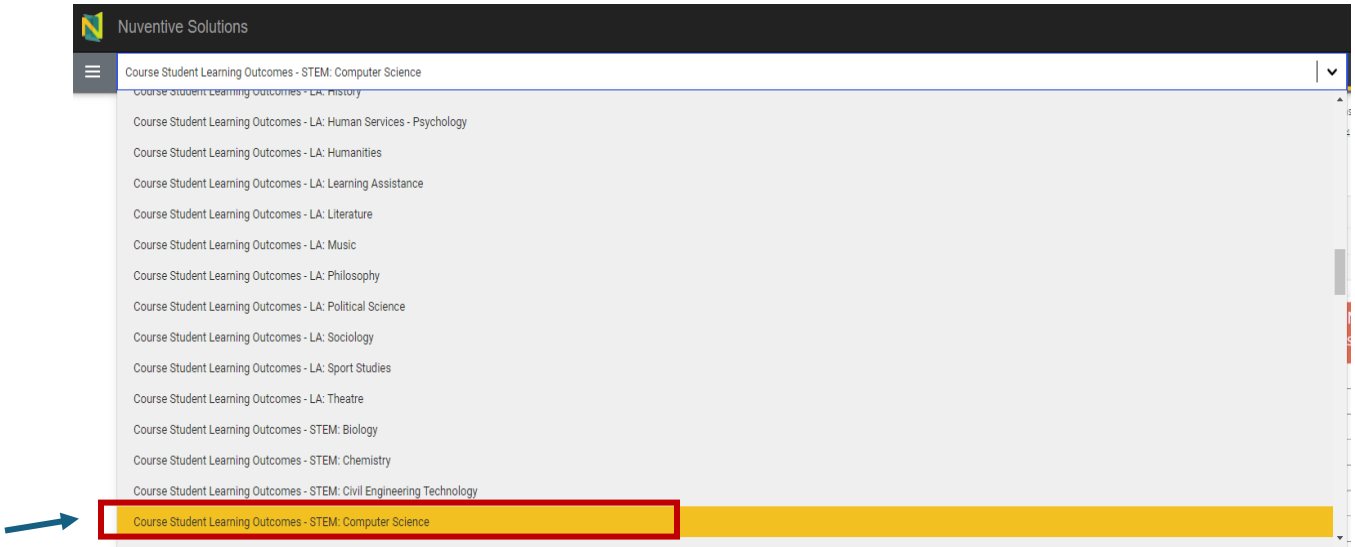
From the main screen, locate the dropdown menu at the top.

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

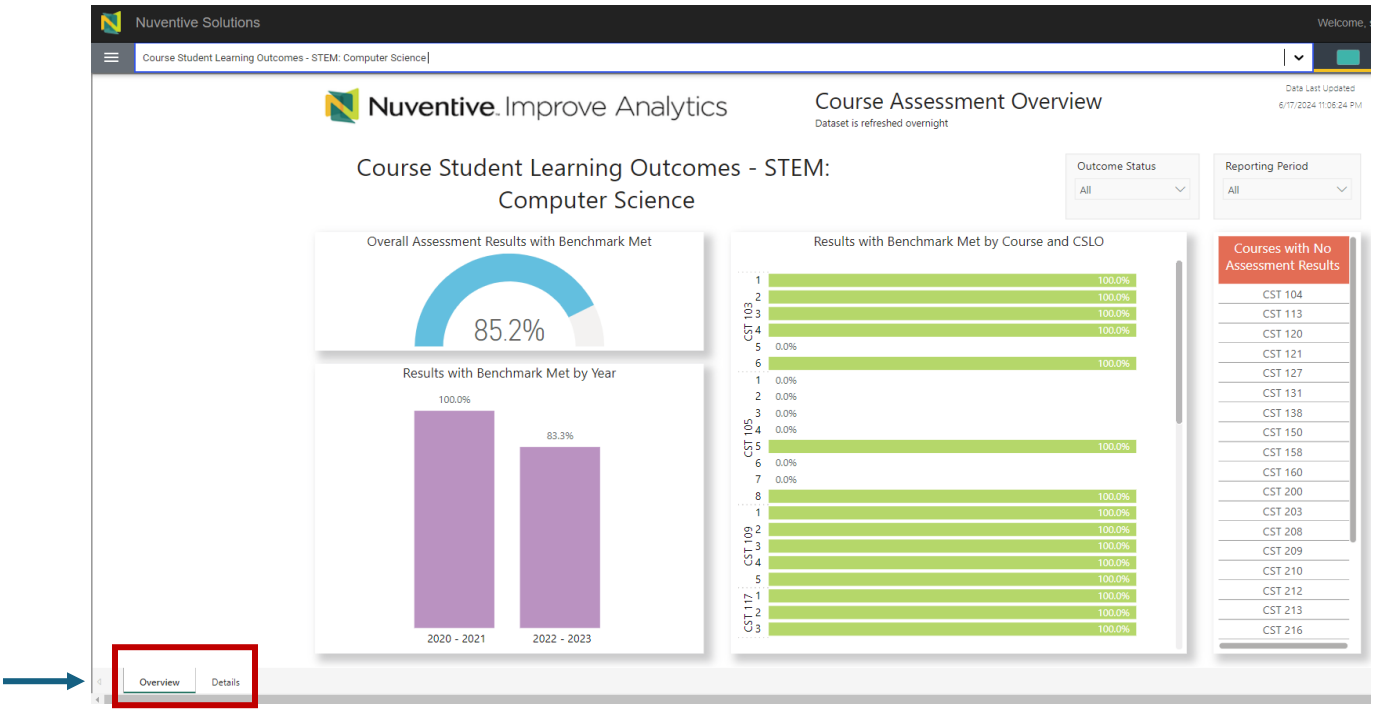


For example, I am looking into **Course Student Learning Outcomes – STEM: Computer Science**

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

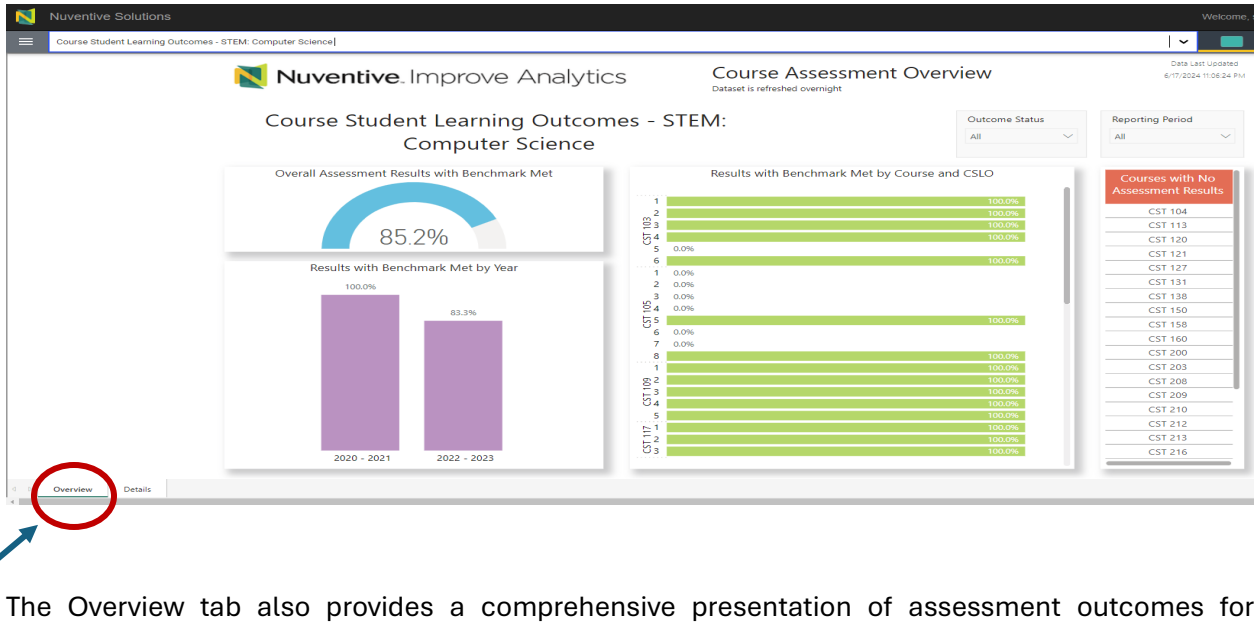


After selecting the appropriate course, the interface provides an overview and details tabs for the course assessment results.



Overview Tab

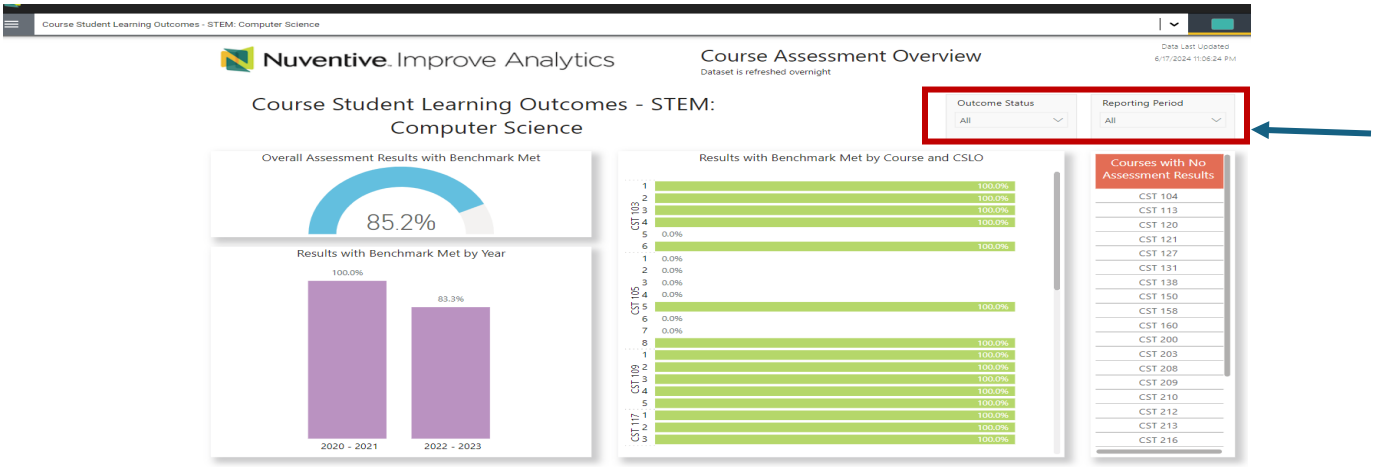
In the **overview tab**, Course Assessment Overview for Computer Science (Course selected from the list) course is presented. On the left side, key metrics such as the overall assessment results with benchmark met rate is shown, which is 85.2%. The results are broken down by year, showing a 100% benchmark 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.



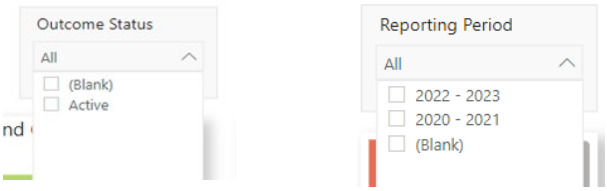
The Overview tab also provides a comprehensive presentation of assessment outcomes for Computer Science courses. It includes features such as Outcome status and Reporting period on the top right side of the screen.

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

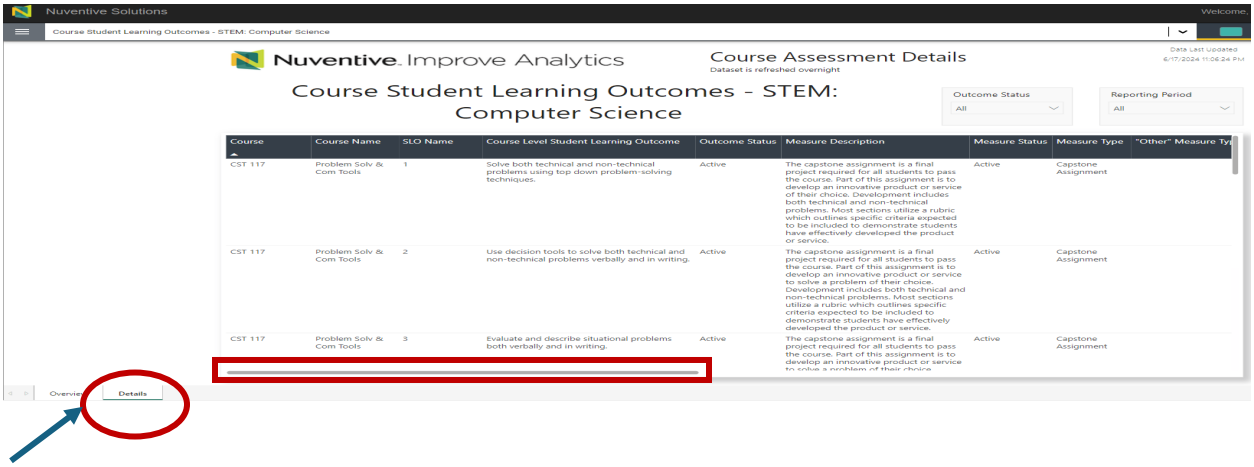
Reporting Period Dropdown Menu: Enables users to select different time frames for displaying the data.



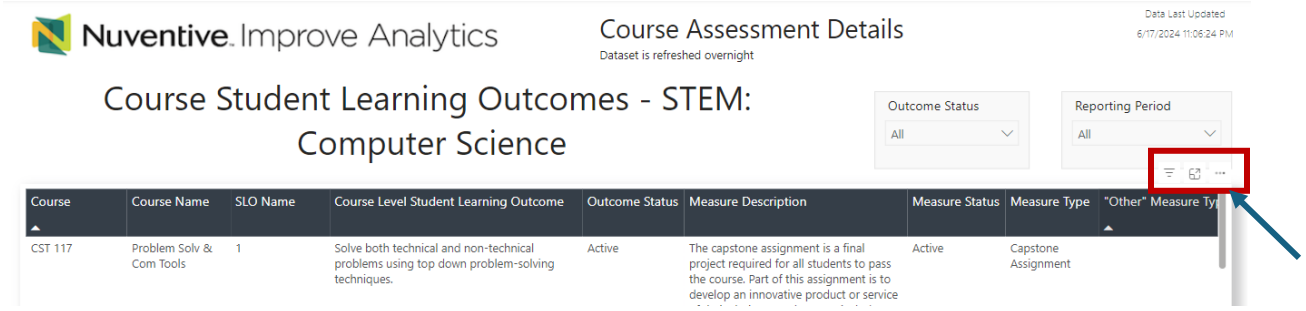
Below is a screenshot showing the Outcome Status and Reporting Period dropdown menus.



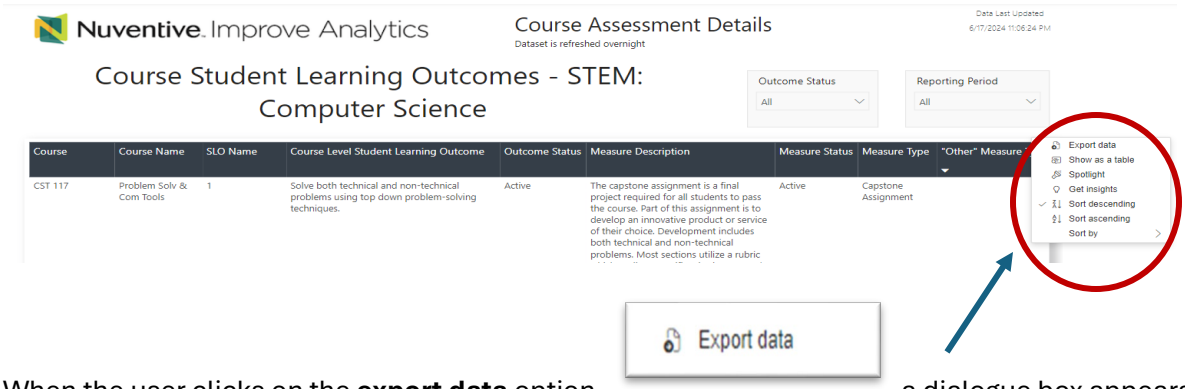
In the **Details tab**, users can view a comprehensive set of data, including Course, Course Name, SLO Name, Course Level Student Learning Outcome, Outcome Status, Measure Description, Measure Status, Measure Type, Other Measure Type, Benchmark, Analysis of Result, Reporting Period, Benchmark Conclusion, 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.



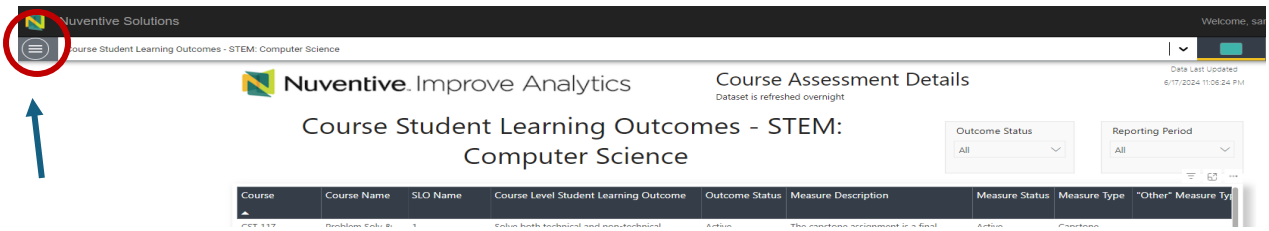
When the user clicks on the ellipsis  options such as **export data, show as table, spotlight, get insights, sort descending, sort ascending,** and **sort by** are available**.**



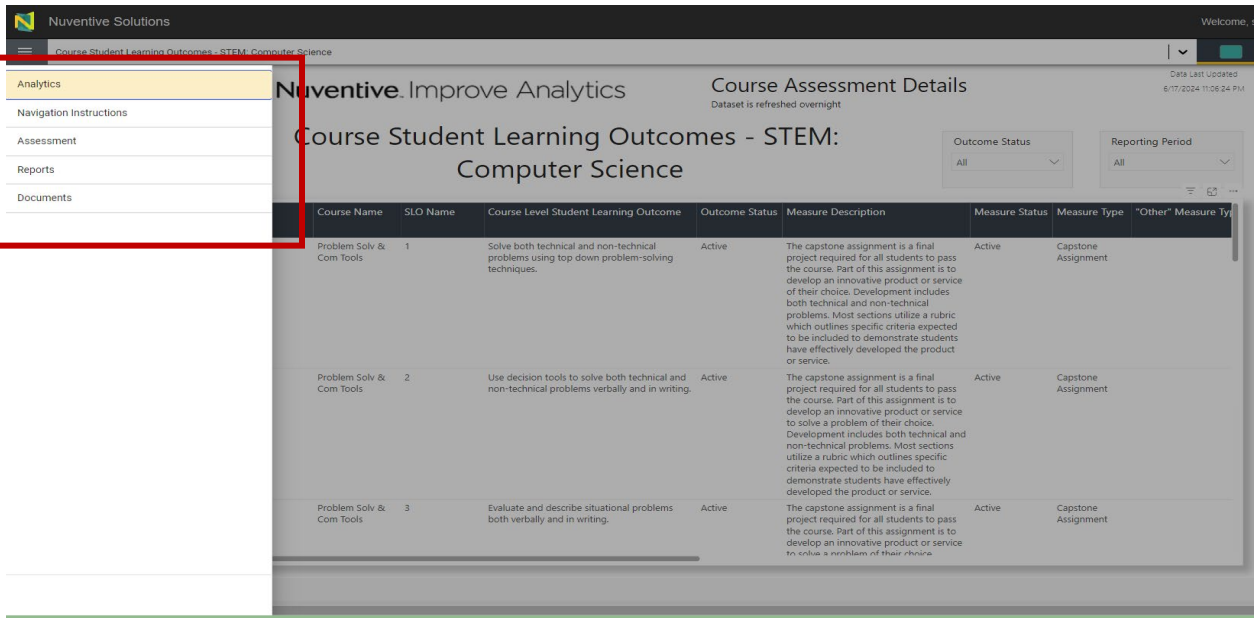
When the user clicks on the **export data** option a dialogue box appears. From this dialog box, the user can select the desired option and export the data by clicking on the export button.

Entering Assessment Data

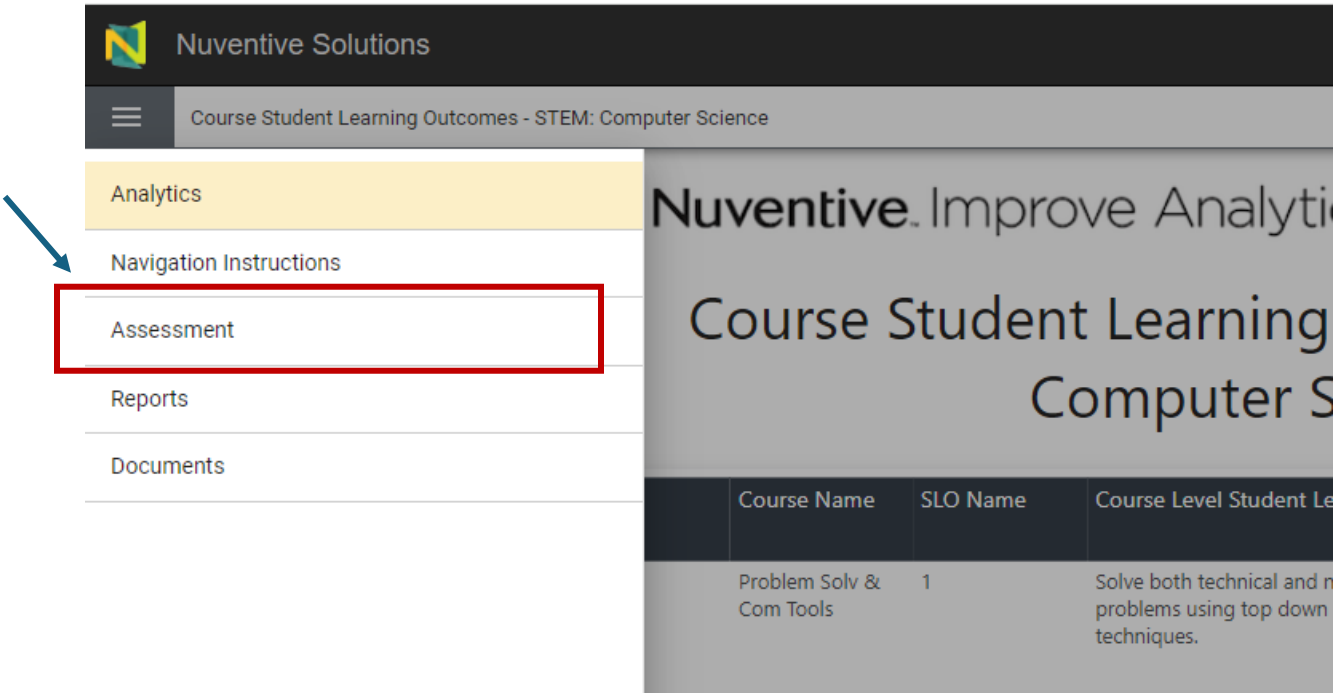
Next, on clicking the **three-line menu**  icon on the top left corner of the screen, it opens a navigation panel.



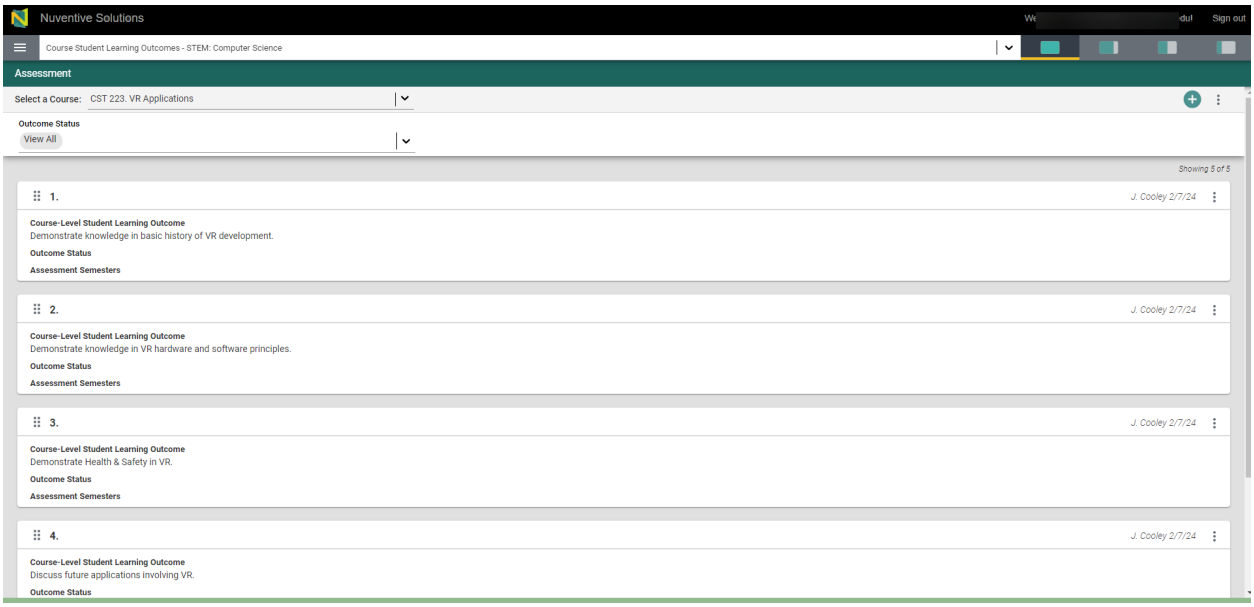
We have **Analytics, Navigation Instructions, Assessment, Reports,** and **Documents** under the three-line menu.



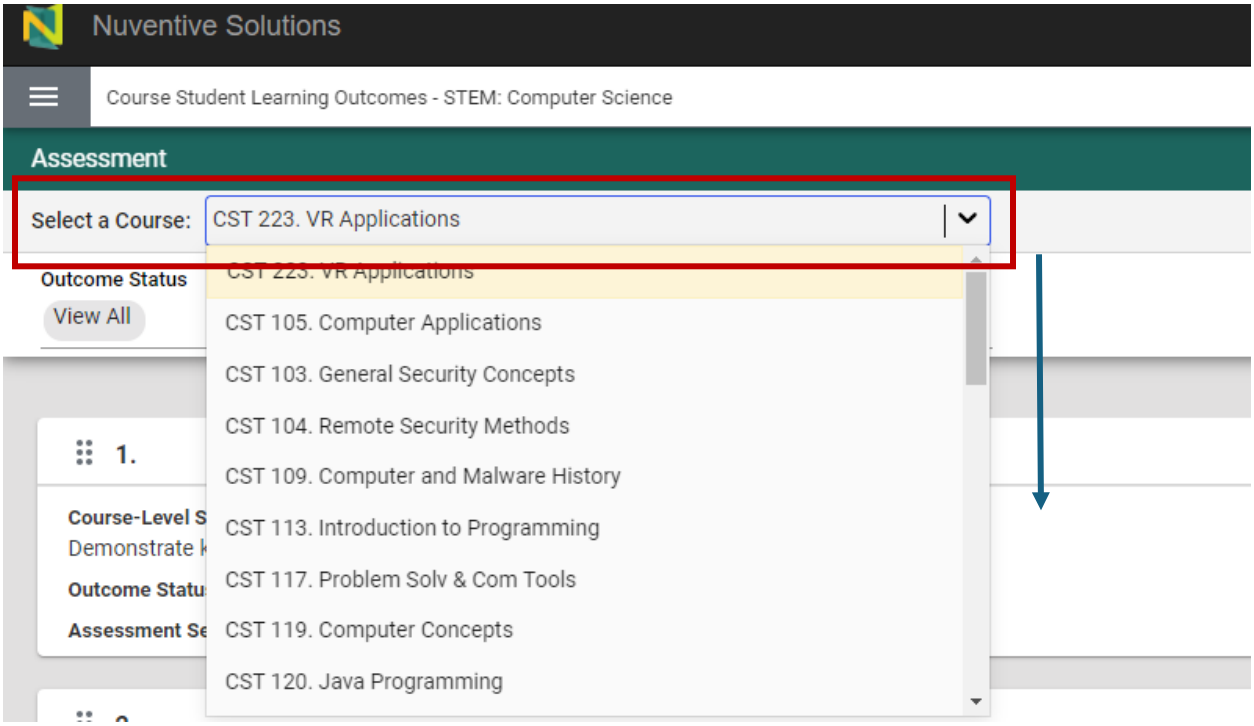
To access the **assessments**, click on the assessment page that appears inside **three-line menu**.



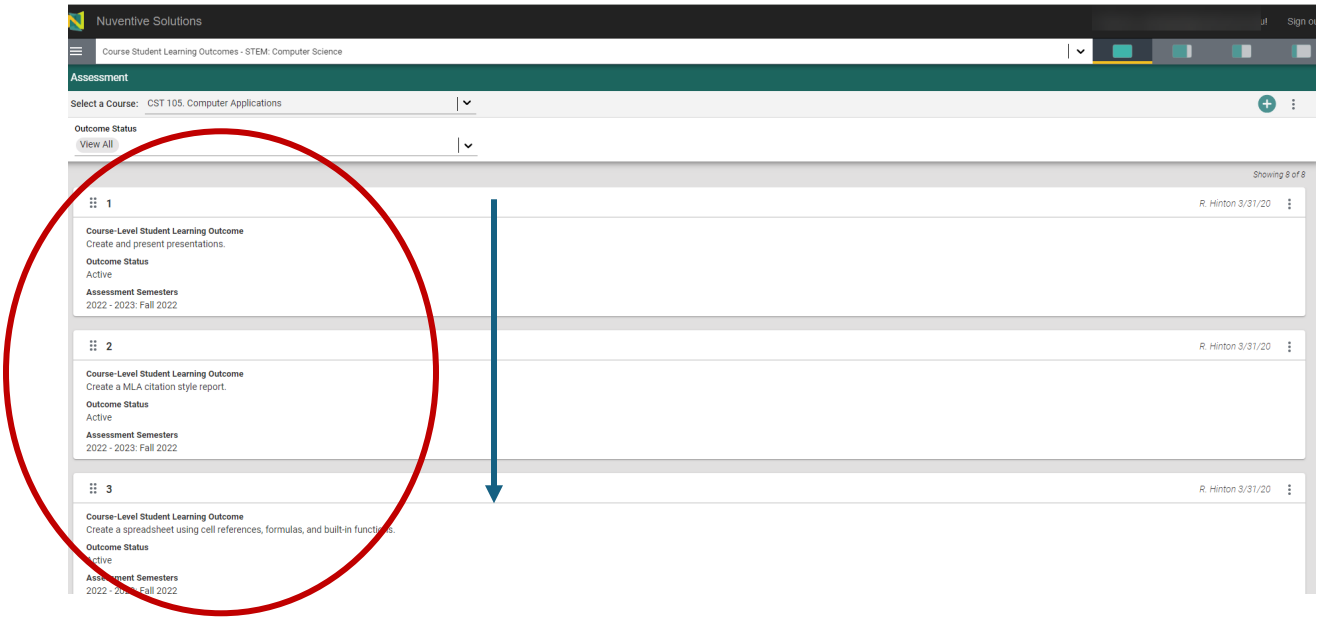
After clicking on the **assessment page**, you will be navigated to the assessment section, which appears as shown below.



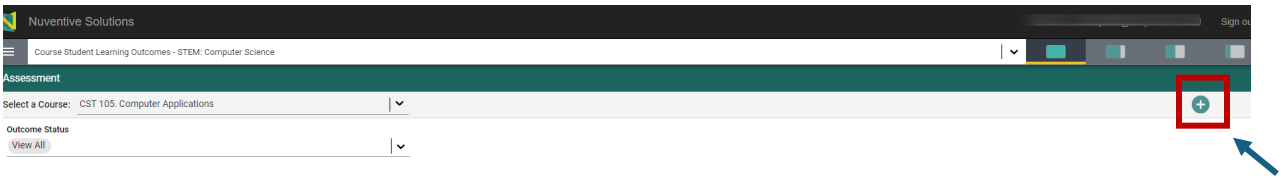
Upon entering the **assessment page**, the user can **select the course** to document the assessment from the dropdown menu located just below the assessment title in the top left corner.



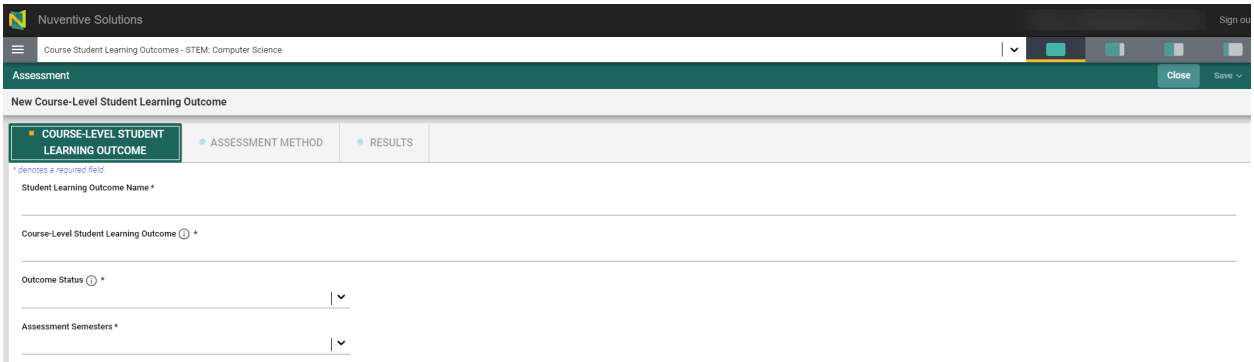
After selecting the course, **SLO**s related to the specific course displays as shown below. As you can see, the SLOs can be viewed vertically by scrolling down the page.



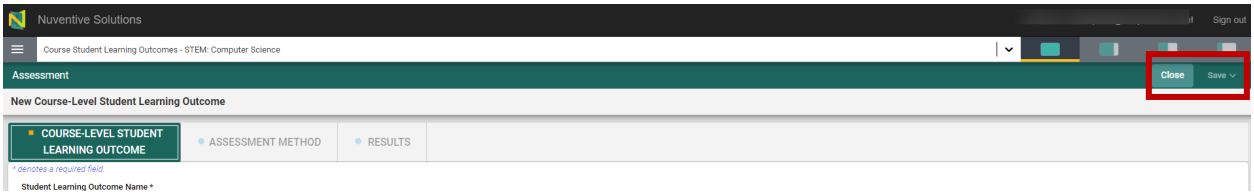
By clicking the  icon, which appears towards the right-side corner of the screen, the user can add **new Course-Level Student Learning Outcomes** into the selected course.



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.

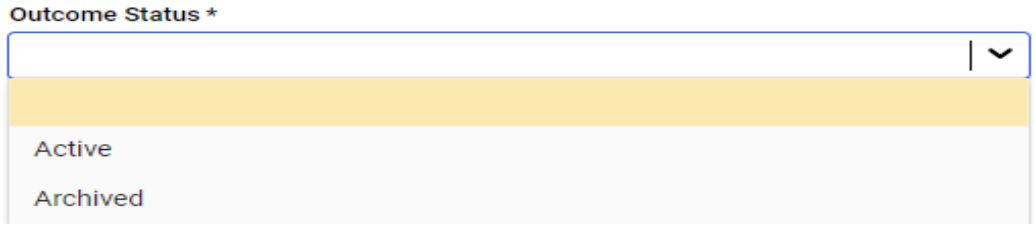


The user can add the information related to the SLO. If changes are made, be sure to click save otherwise click close as shown below, on the top right side of the screen.



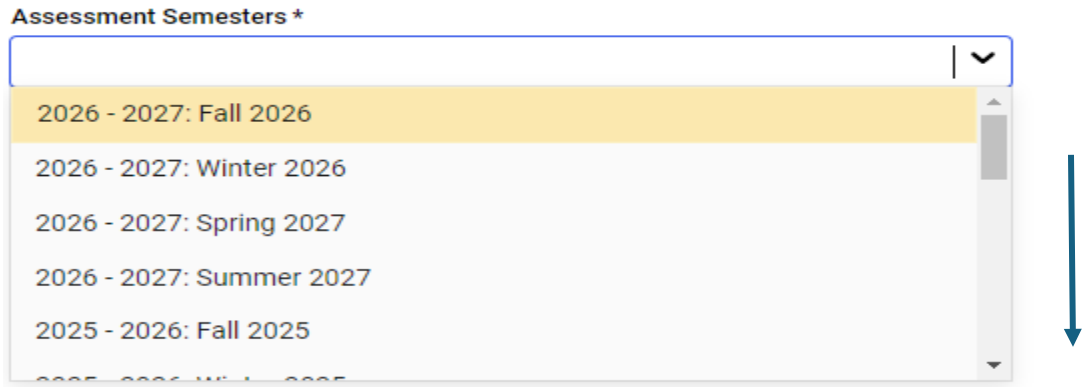
The **Outcome Status** dropdown menu provides a filter for viewing either "**Active**" or "**Archived**" outcomes.

Outcome Status drop-down menu appears as below:



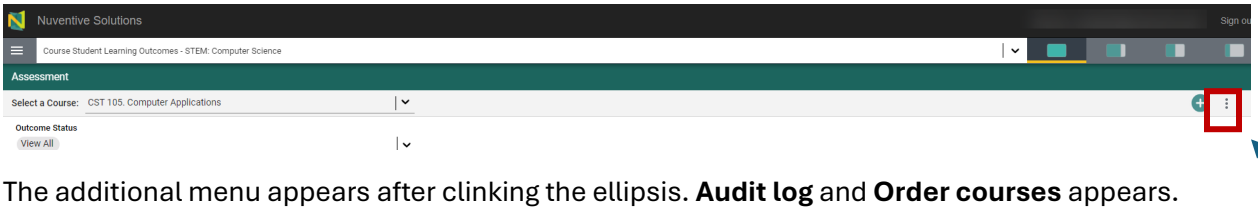
The **Assessment Semester** dropdown menu displays a list of all terms for academic years. The user can select the specific semester you want to assess from this list.

Assessment Semesters drop-drown menu appears as below:

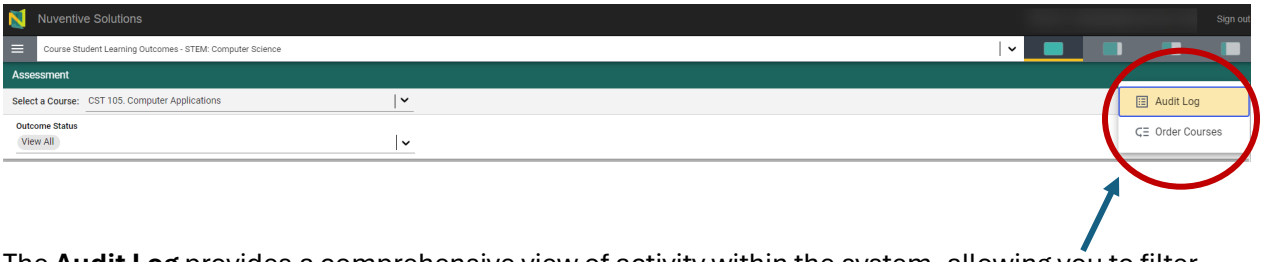


Audit Log & Order Courses

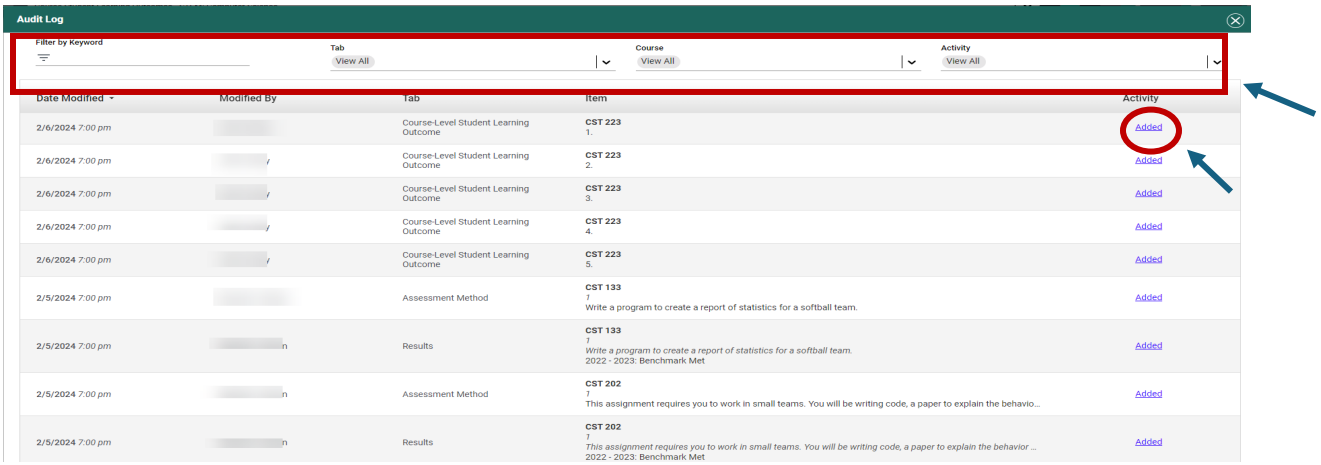
When the user clicks on ellipsis  on the top right corner next to the "+" sign reveals an additional menu.



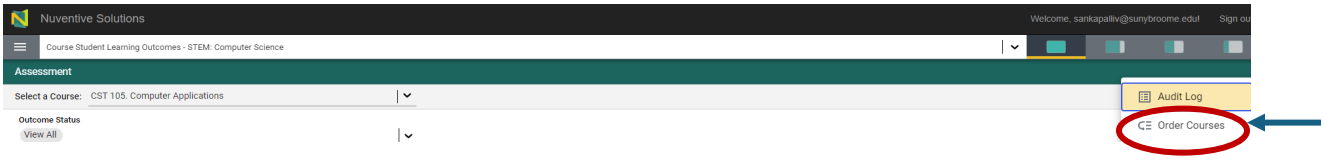
The additional menu appears after clinking the ellipsis. **Audit log** and **Order courses** appears.



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.



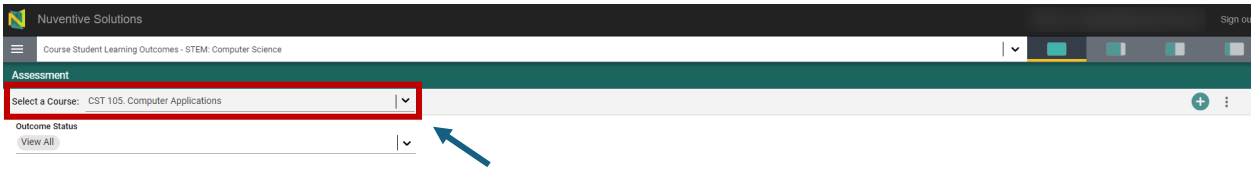
Under the Audit Log is the Order Courses option as shown below.



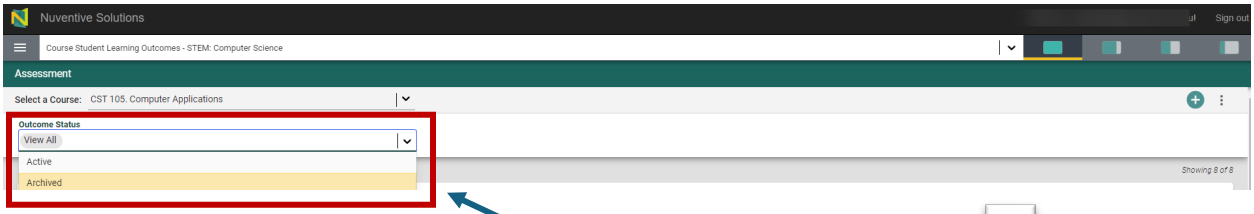
By clicking the Order Courses, the below screen appears. The user can change the **order of the courses** by clicking on **move to bottom** or **move to top.** Be sure to save any changes.

Outcome Status

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

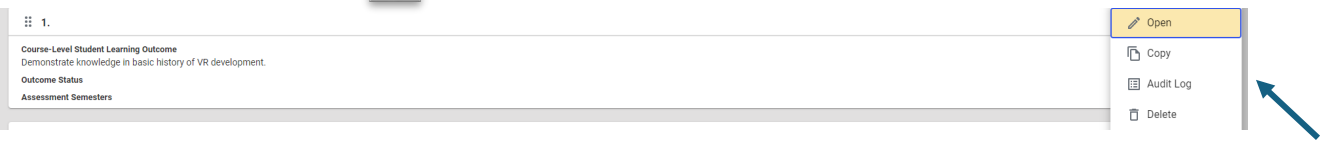


The **Outcome Status** dropdown lets you filter by **active** or **archived** outcomes.

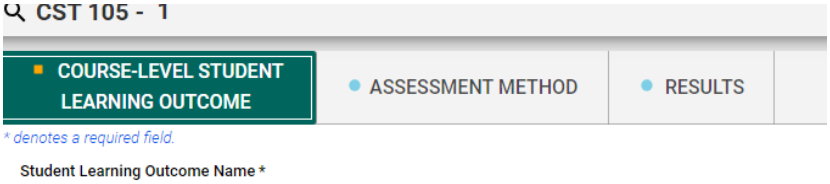


To edit or enter data related to SLO, **double-click** on the SLO, or click on the **ell s** that appears on the right side of the screen.

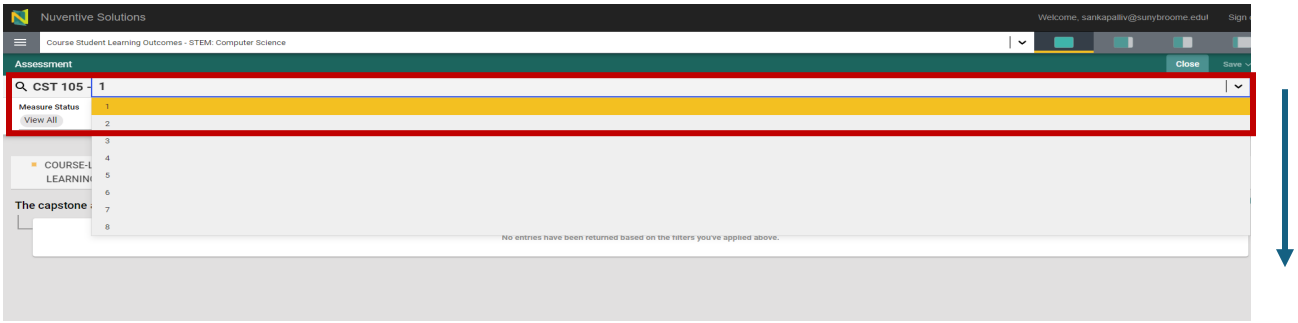
Clicking on the vertical **ellipsis** opens a pop-up with the following options:



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

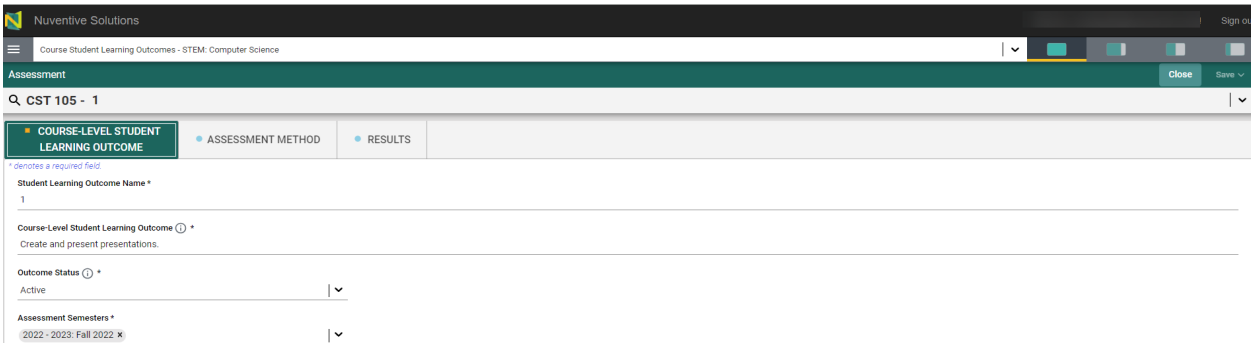


Now the user will select which SLO for which to enter assessment data. As shown below in this particular course, the user has 8 SLOs to choose from.

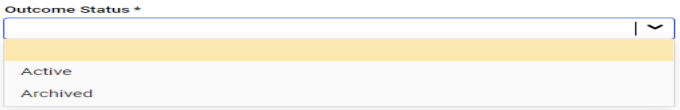


Course Level Student Learning Outcome Tab

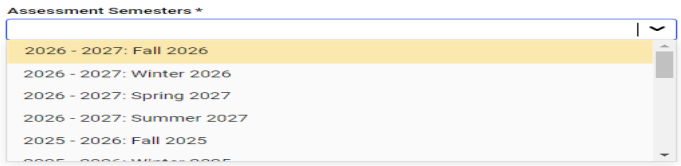
Under the Course-Level Student Learning Outcome tab, the **mandatory fields** to enter are Student Learning Outcome Name, Course-Level Student Learning Outcome, Outcome Status, and Assessment Semesters.



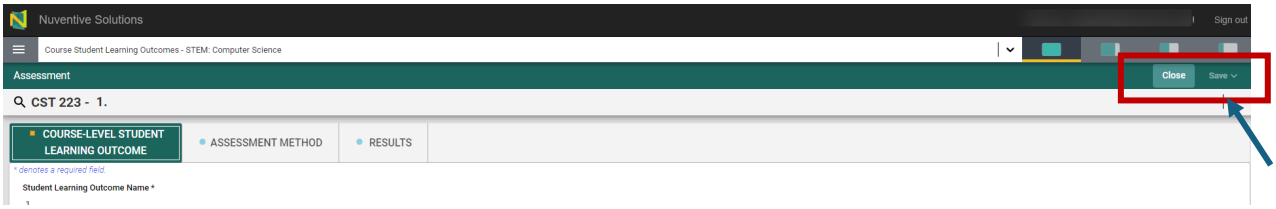
In the **Outcome Status** dropdown, select **active** or **archived** outcomes. Active are those outcomes which are in the College catalog, and are currently in use.



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.

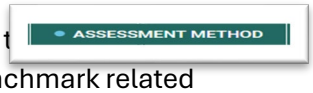


Be sure to **SAVE** changes**.**

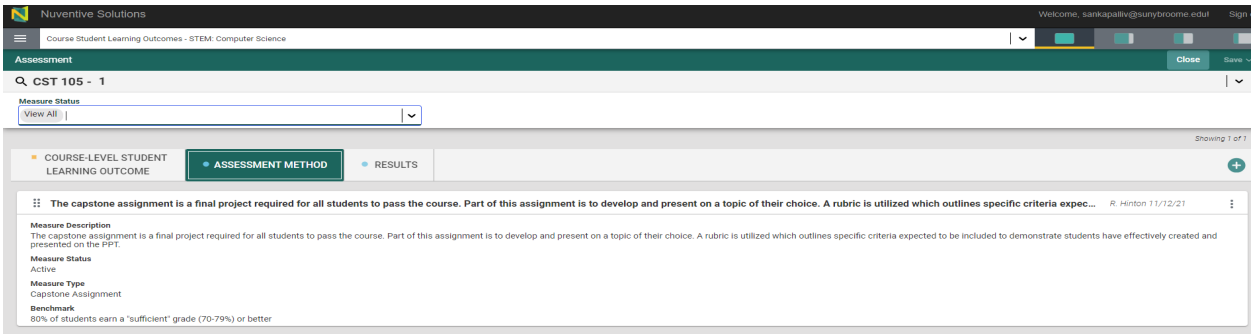


Assessment Method Tab

Next to the Course Level Student Learning Outcome tab is the Assessment Method t

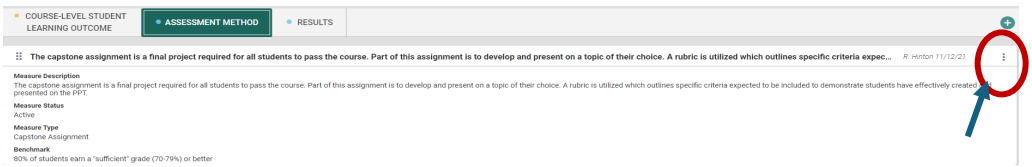


This tab includes the Measure Description, Measure Status, Measure Type, and Benchmark related to the Assessment Method.

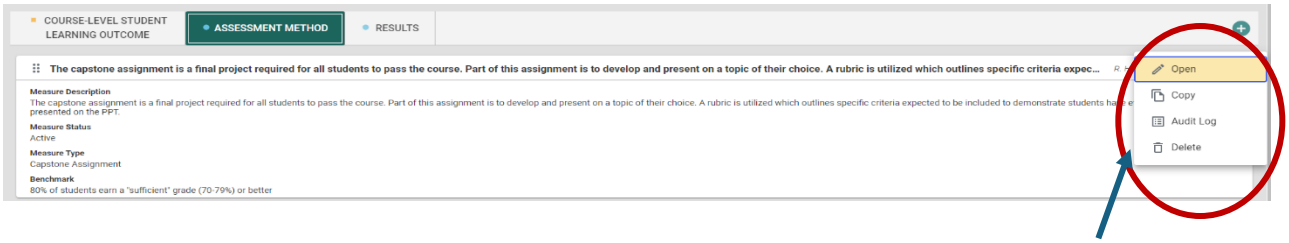


To enter measure information, double-click in the box or click on the vertical ellipsis

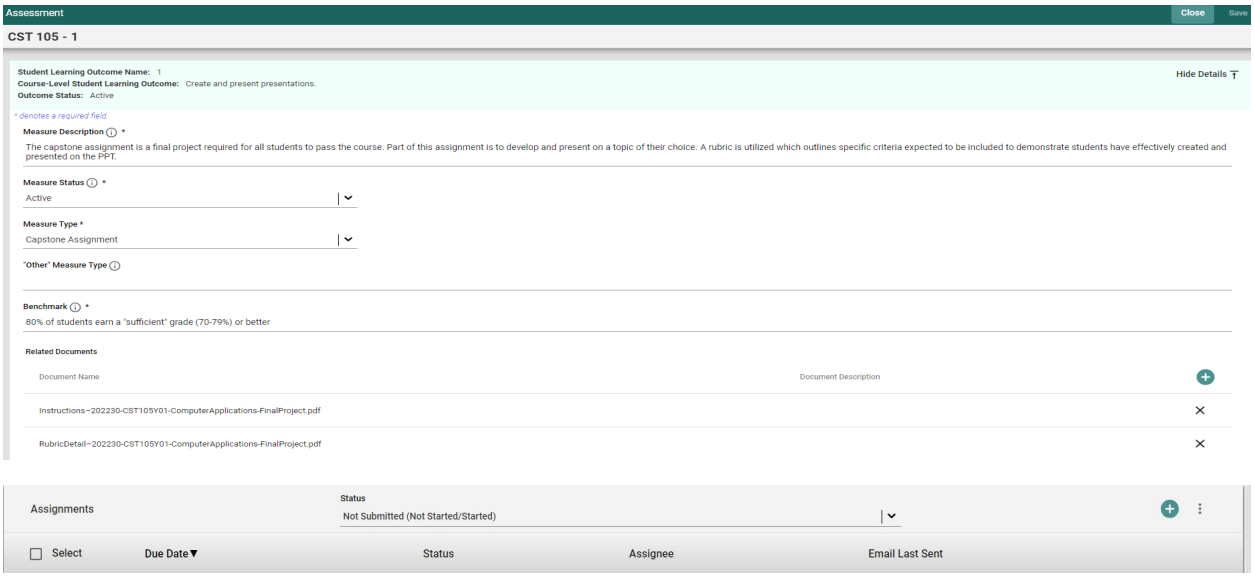
to the right side of the measure description.



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.

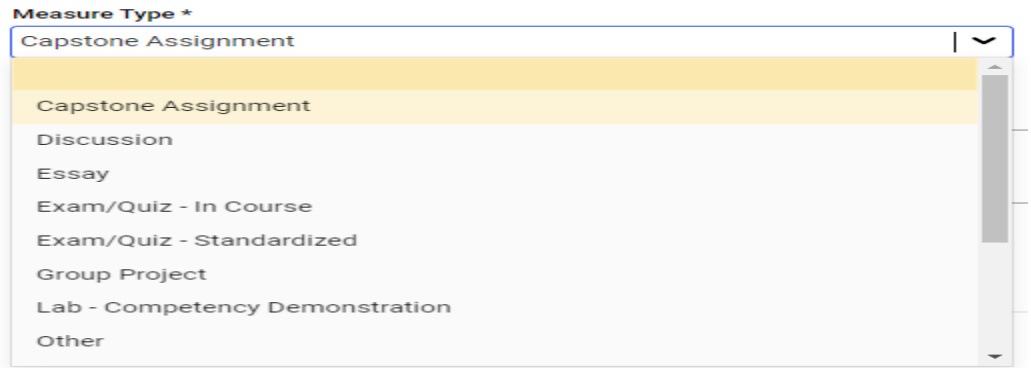


The user should see a similar screen as presented below.

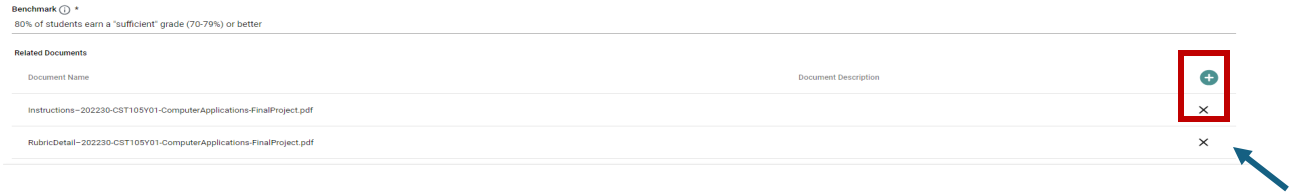


We can enter/edit data as required. **Measure Description, Measure Type, Other Measure Type, and Benchmark** are required fields. In addition, the user can upload **Related Documents**.

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

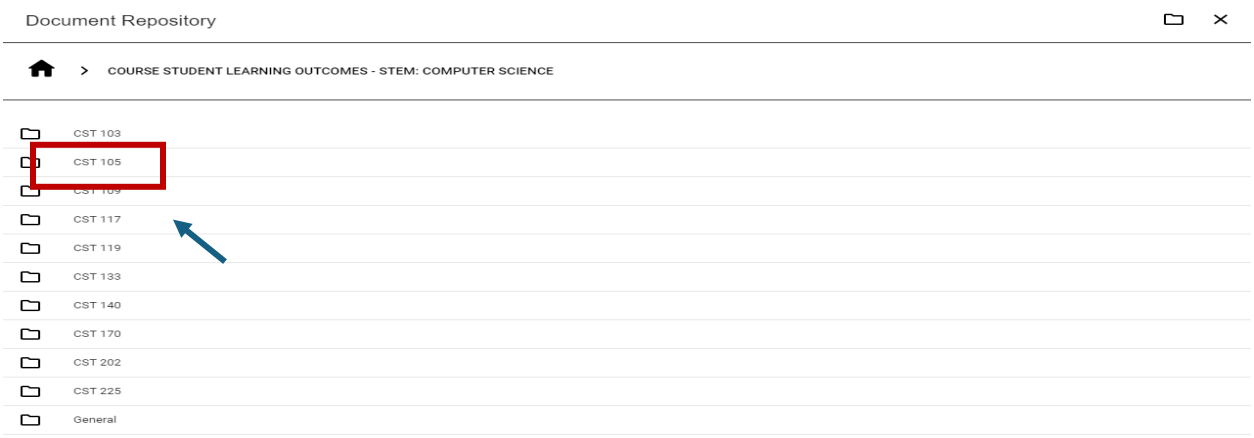


To add a Related Document, **add the documents** by clicking  towards the right side of Related Documents.

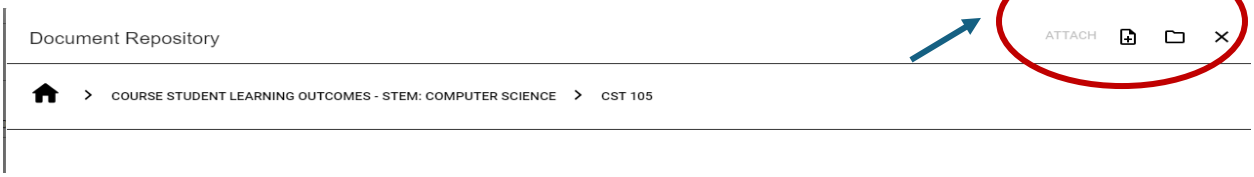


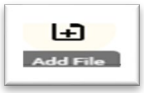
A dialogue box will appear, with the folder related to the department.

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.

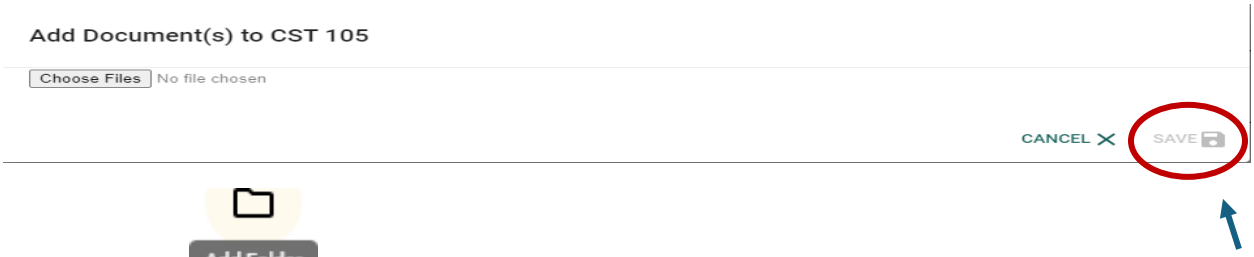


By clicking a **sub-folder**, files, documents, and folders can be added by clicking attach.



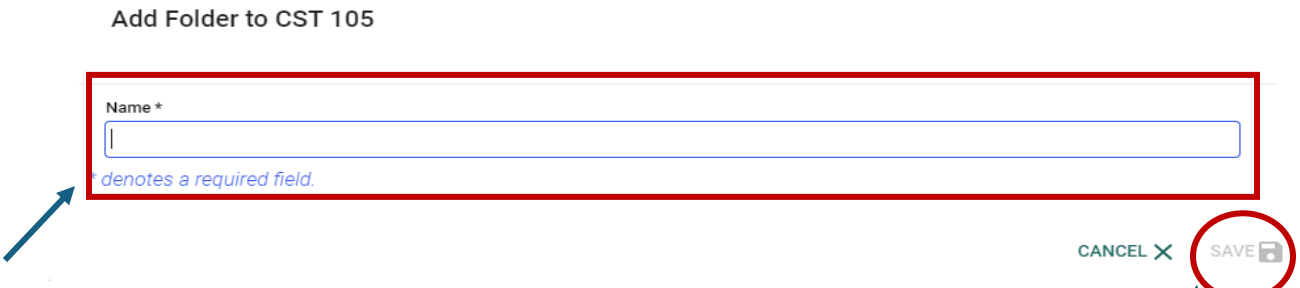
On clicking the 

, 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.



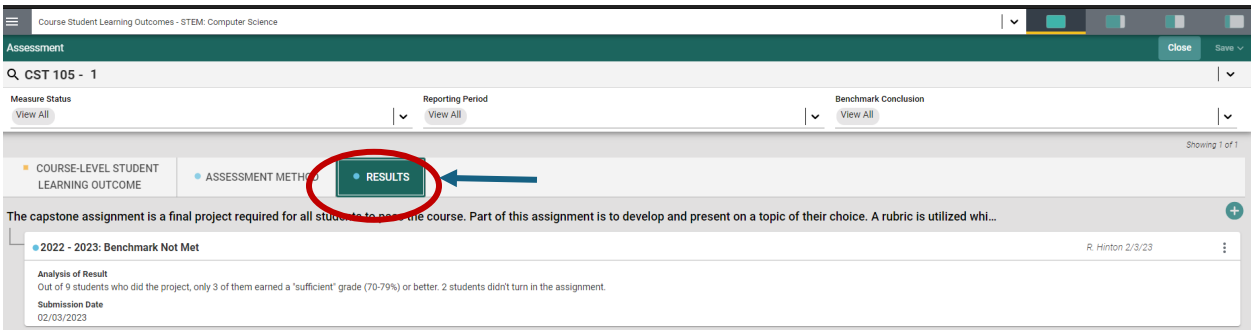
By clicking the

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

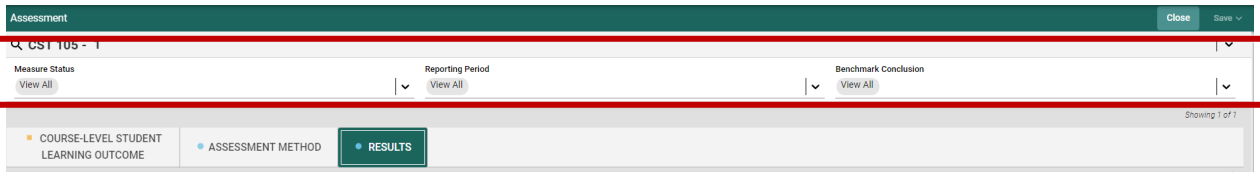


Results Tab

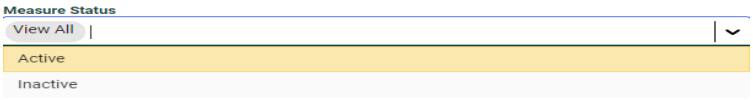
The Results section is the third tab. The following window appears upon clicking the Results tab.



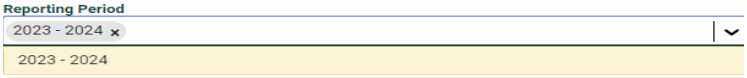
Within the Results section, are the **Measure Status**, **Reporting Period** and **Benchmark Conclusion** drop-down menus.



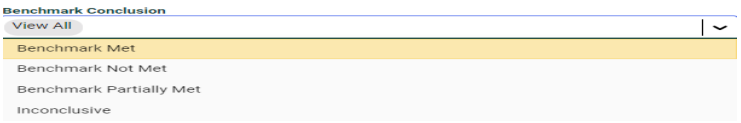
Select the options accordingly from the drop-down menus. For **Measure Status** we have **Active** and **Inactive** options in the drop-down.



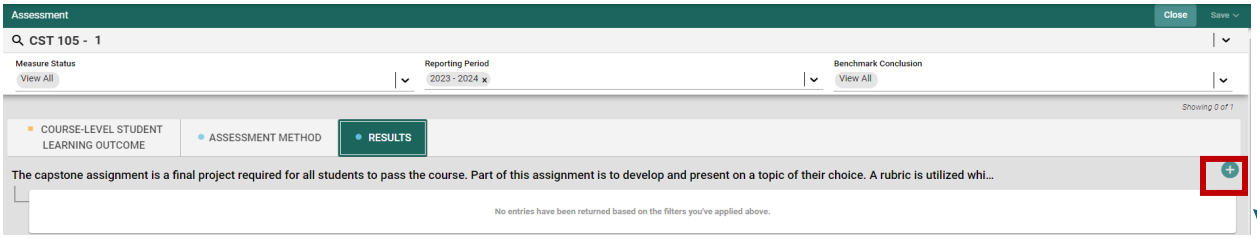
For **Reporting Period**, select the assessment year.



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.

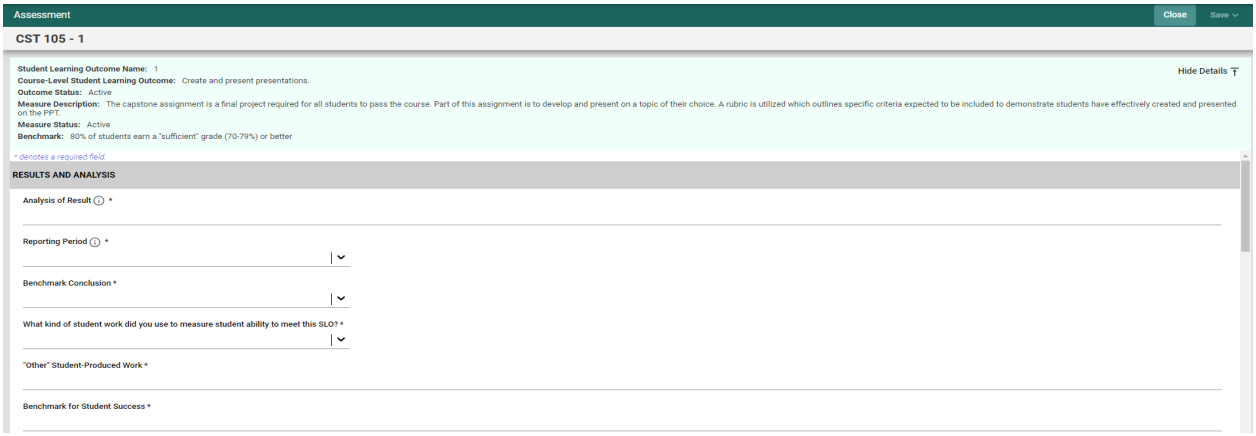


The user can add results by clicking on  towards the right side of the screen.



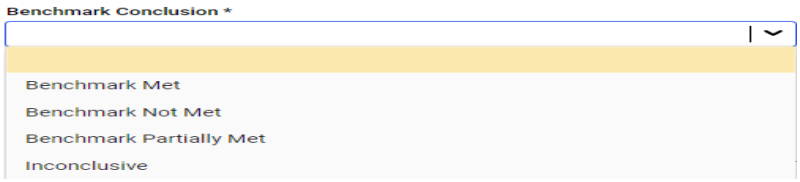
The below window appears. There are sections for **Results and Analysis**, Disaggregation of Data, Continuous Improvement, and Final Submission.

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**.

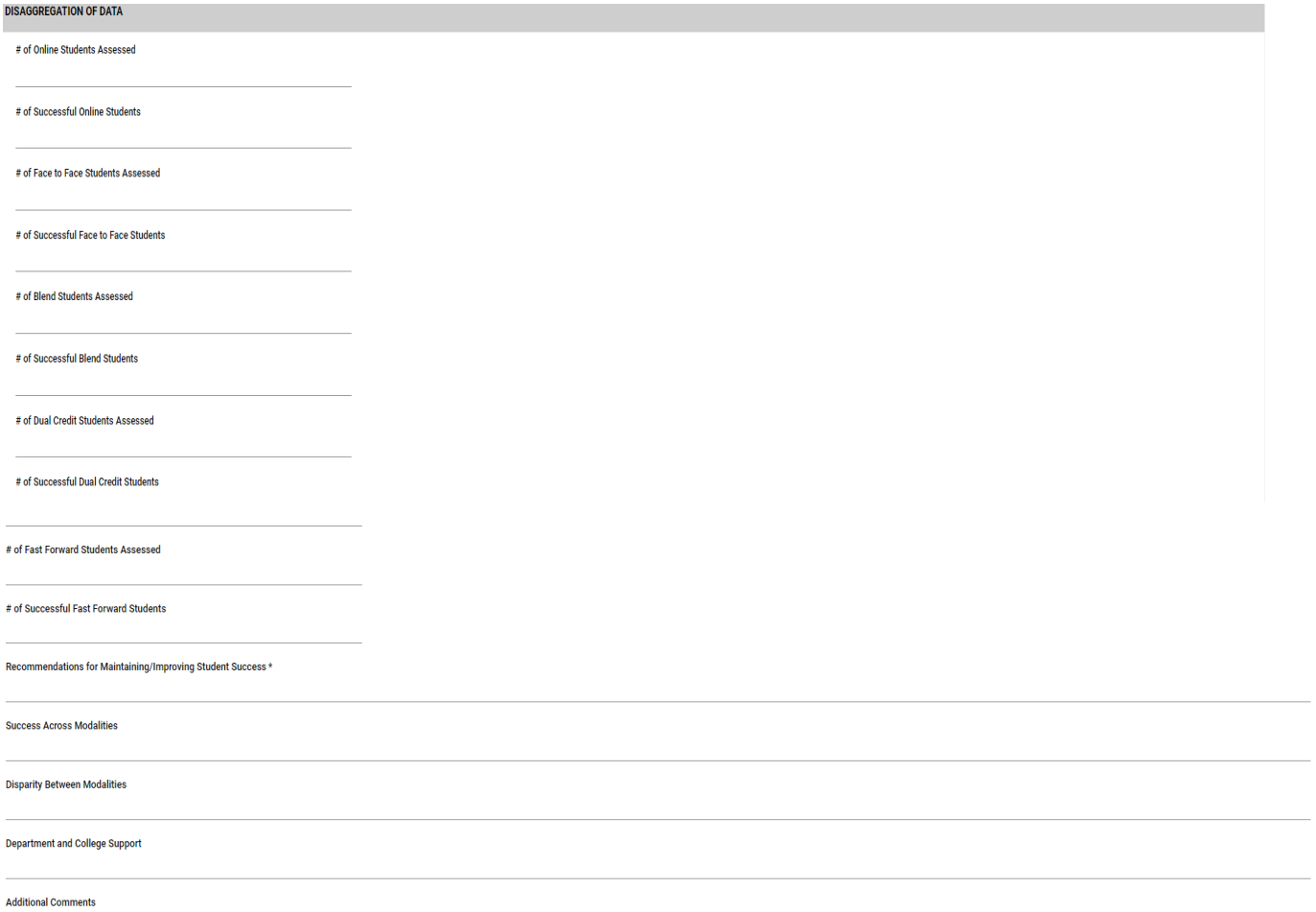


The **Reporting Period** has a drop-down menu. The user can filter the data based on the year the data was collected.

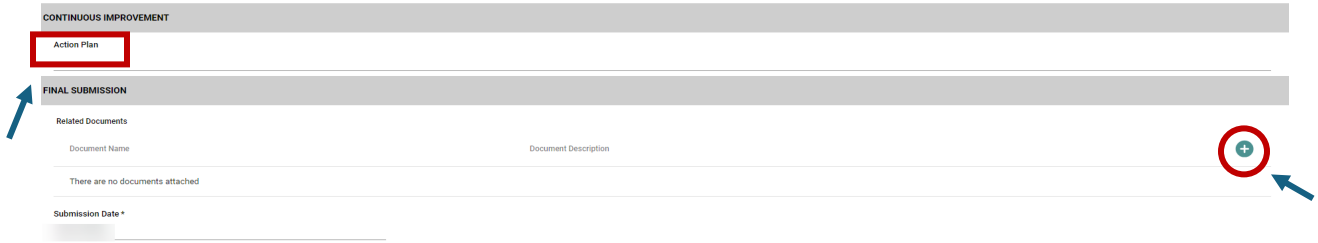
The **Benchmark Conclusion** also has a drop-down menu, which includes the options: **Benchmark Met, Benchmark Not Met, Benchmark Partially Met, and Inconclusive**. Select the appropriate option.



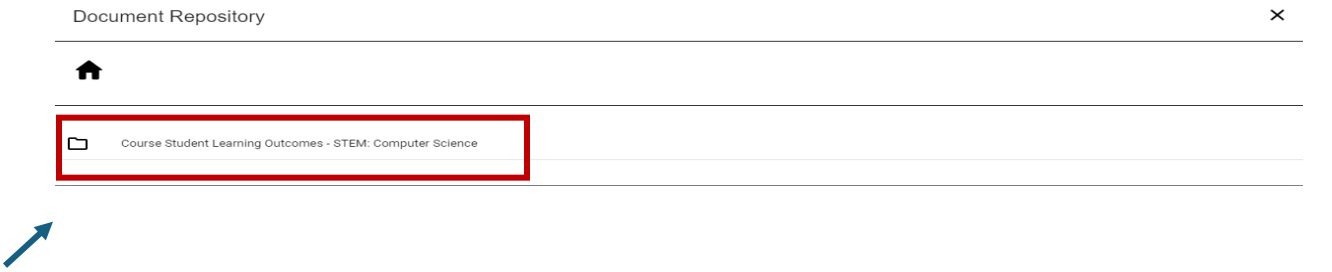
Next, in the **Disaggregation of Data** section, enter the data as needed.



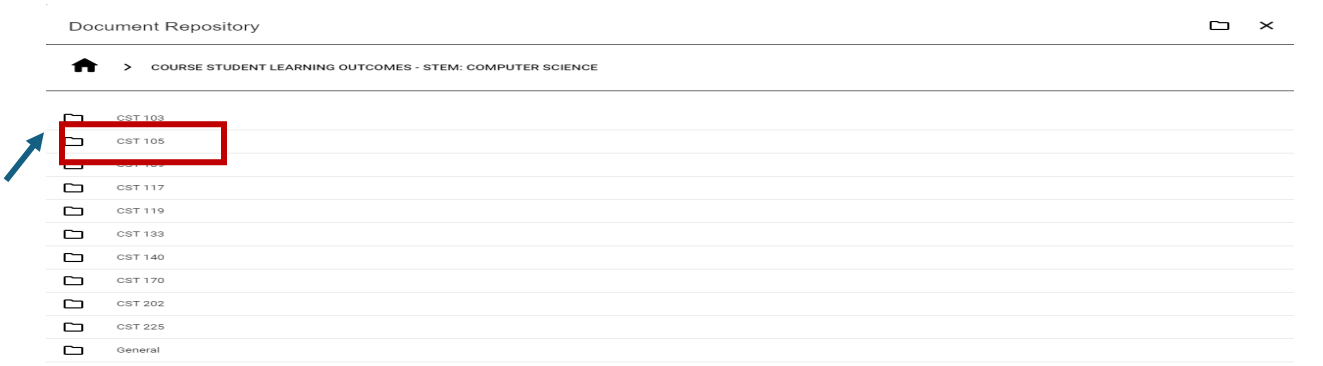
After the **Disaggregation of Data** section, we have the **Continuous Improvement** and **Final Submission** sections. **Action Plan** information is entered into the **Continuous Improvement** section. Within the **Final Submission** section, the user can attach documents related to the assessment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



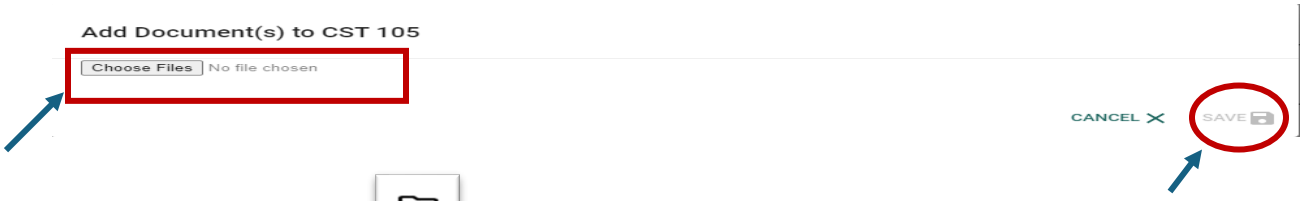
Choose the desired course folder from the list.



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.