Nuventive Improvement Platform Guide

University of Guam
AY2025-2026

Academic and Student Affairs
Office of Institutional Effectiveness
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UNIVERSITY OF GUAM
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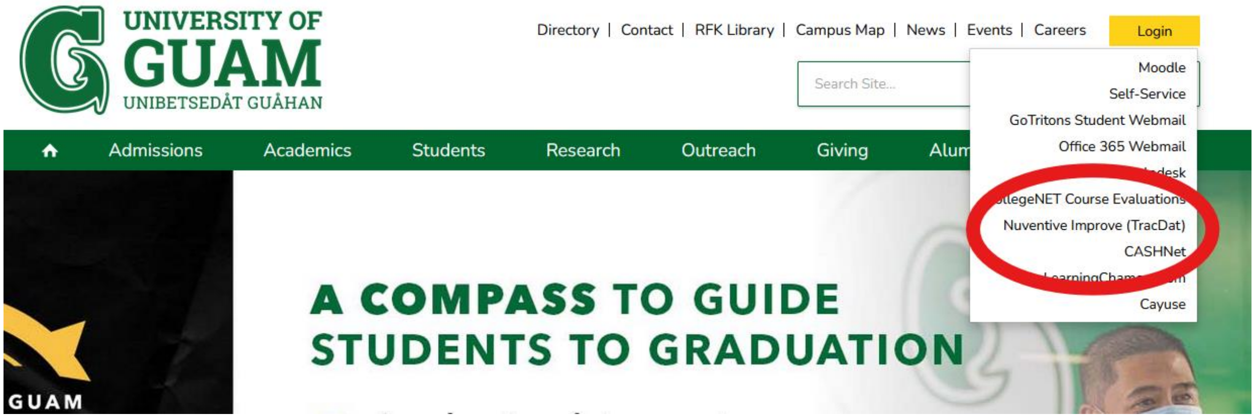
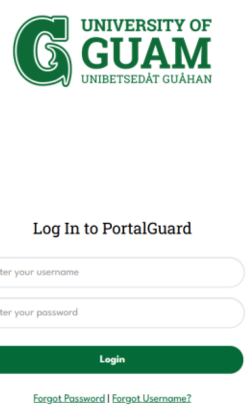
Contents

Accessing Nuventive Improve

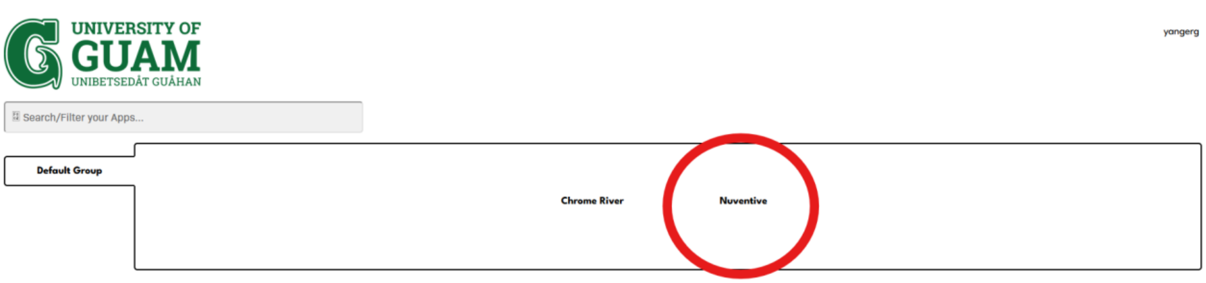
Nuventive Improvement can be accessed through the University of Guam (UOG) website. The Login button at the top right of the page will provide users with a drop-down menu to various UOG systems. Select "Nuventive Improve (TracDat)" to be redirected to the UOG Portal Guard Log In page.



Please contact the Office of Information Technology (OIT) for your login credentials.



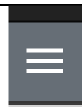
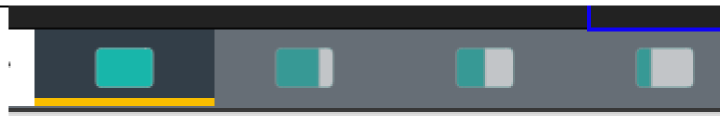
Upon logging in, users must select their name on the top right of the page and select "SSO Portal". Select Nuventive to access UOG's Nuventive Improvement platform.



Basic Navigation

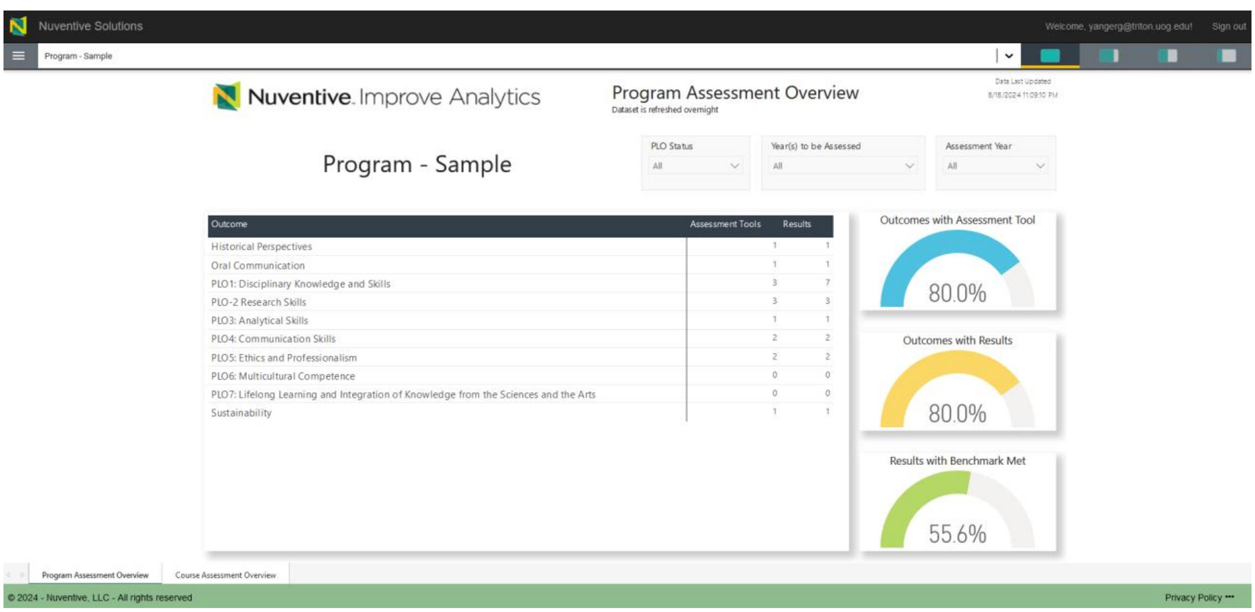
Navigation Bar and Icons

Users will see the following set of icons at the top of the Nuventive Improvement page:

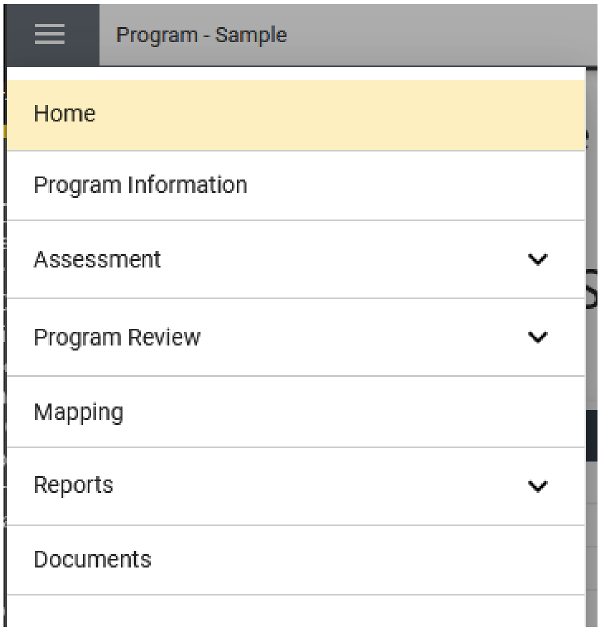
Main (Hamburger) Menu	
Unit Drop-Down	
Data View/Split Screen/Documents & Reports	
Instructions	

Unit Drop-Down Menu

Users can locate their program(s) by clicking the drop-down arrow found on the right side of the unit drop down menu. Once selected, the user will see a dashboard of their unit.



Main Menu (Hamburger menu)

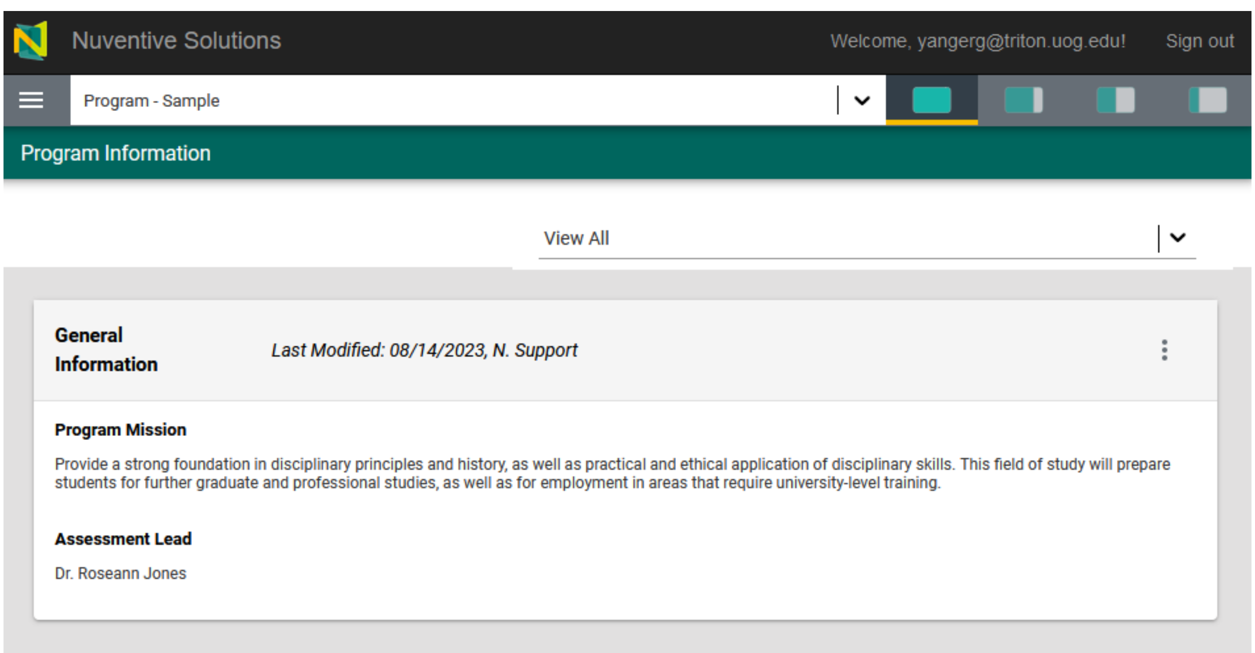


Platform options relevant to your unit can be found in the Main Menu (Hamburger menu). This includes:

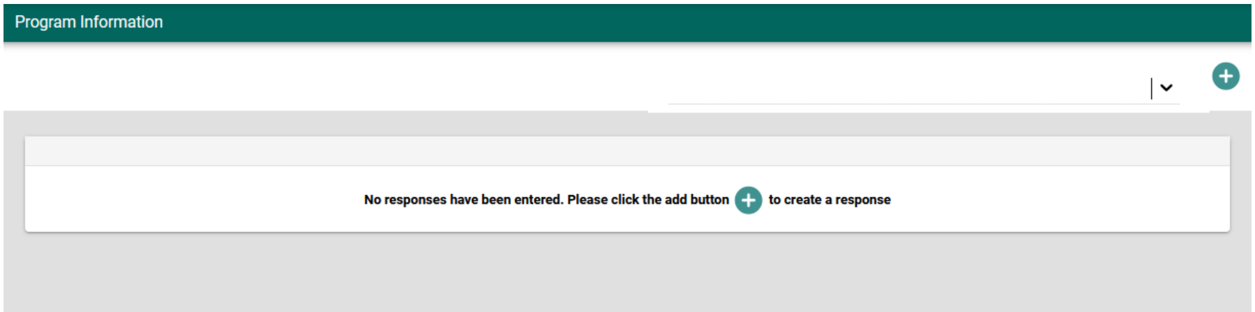
- **Home:** The main dashboard view of your unit
- **Program Information**: General information including Program Mission and Assessment Leads
- **Assessment:**
  - Program Assessment: Program Learning Outcomes (PLO) status and years to be assessed
  - Course Assessment: Course Outcome status by course
- **Program Review:** Five-year breakdown and rating
- **Mapping:** PLO alignment indicator
- **Reports:** Reports regarding assessment and curricula
- **Documents:** Supporting documents related to your unit

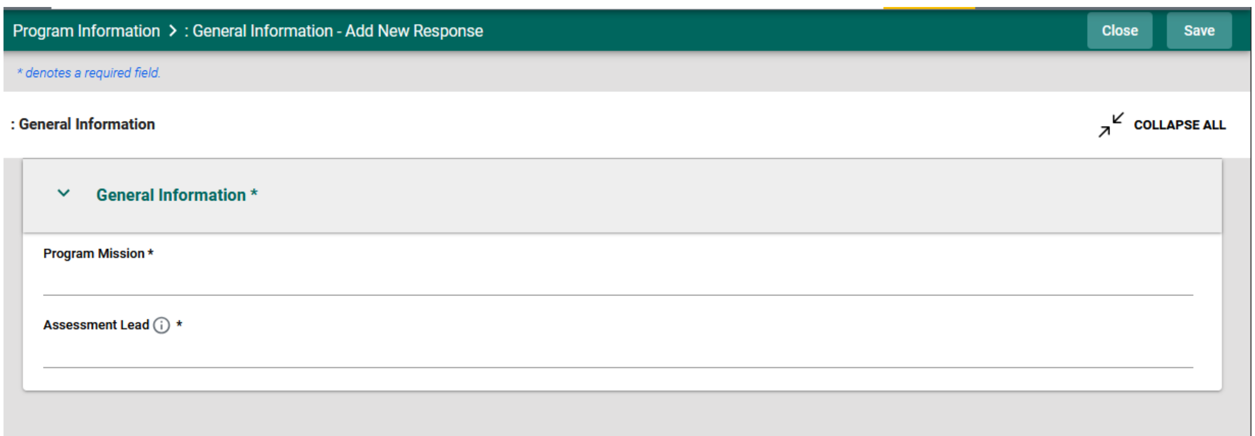
Program Information

The Program Information tab includes information including Program Mission and Assessment Lead.

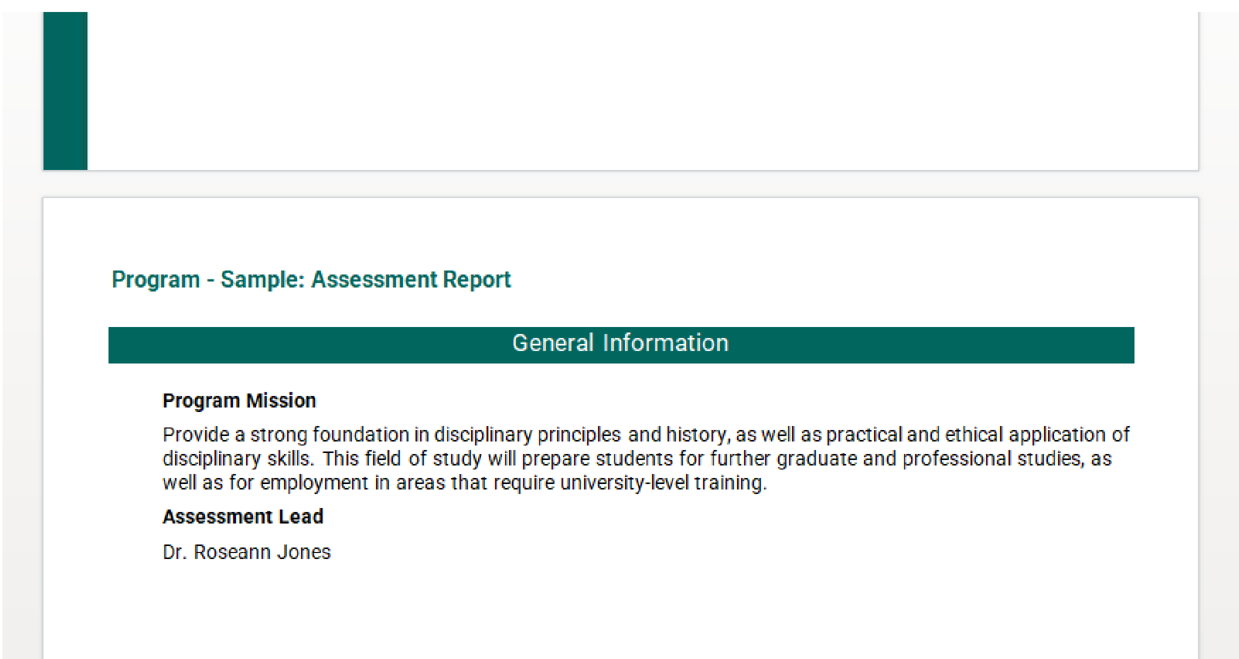


If there is no information, users will be met with the following image. Simply add the necessary information by selecting the "+" and filling out the required fields.





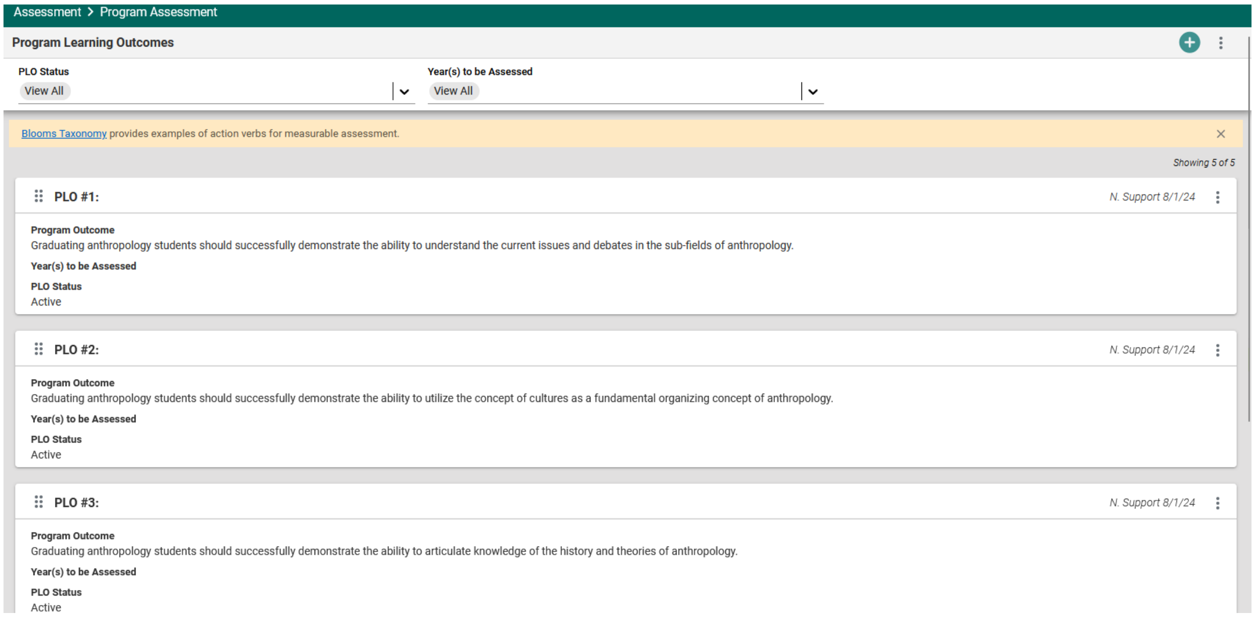
Information from this section will be automatically inputted at the beginning of reports generated for this unit.



Assessment

Program Assessment

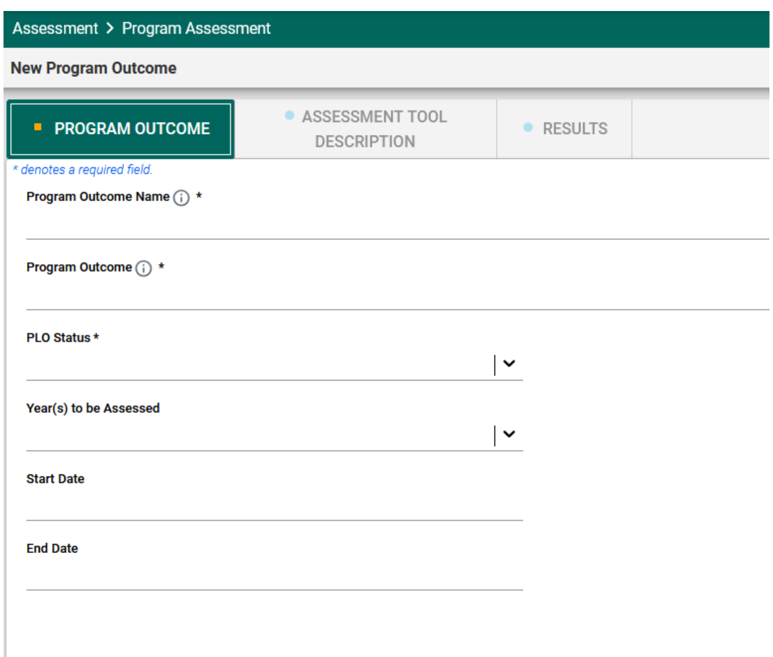
Program Assessment can be found under the Assessment tab. Program Learning Outcomes (PLOs) for each unit have been uploaded and can be seen in this section.



Adding New Program Learning Outcomes (PLOs)

Program Outcomes

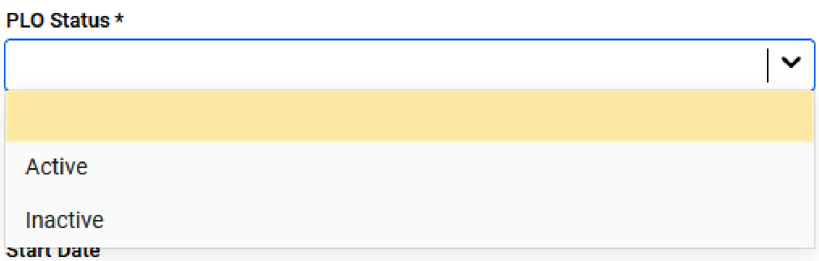
PLOs can be added by selecting the "+" icon on the top right of the page.



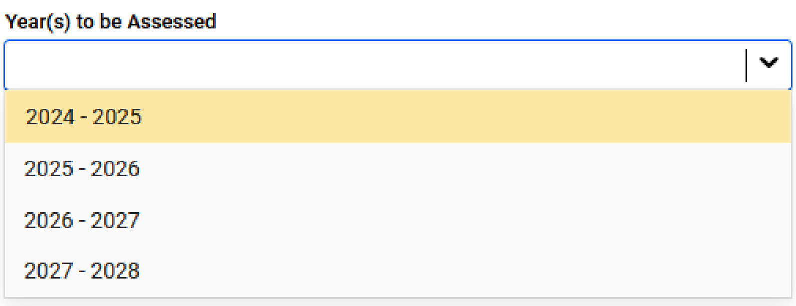
All fields with an asterisk (*) must be filled out. Program Outcome Name should be formatted as the following example:

PLO #1: Political Systems Analysis

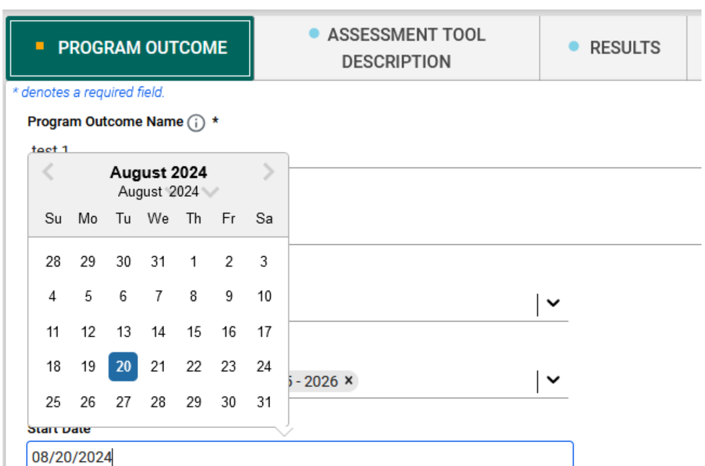
When writing, a pop-up with more information will become visible. This can be closed by clicking the "x" on the right side of the pop-up.



PLO status must be either Active or Inactive. All PLOs that are going to be assessed should be set to "Active". All PLOs NOT set to be assessed this year will be set as "Inactive".

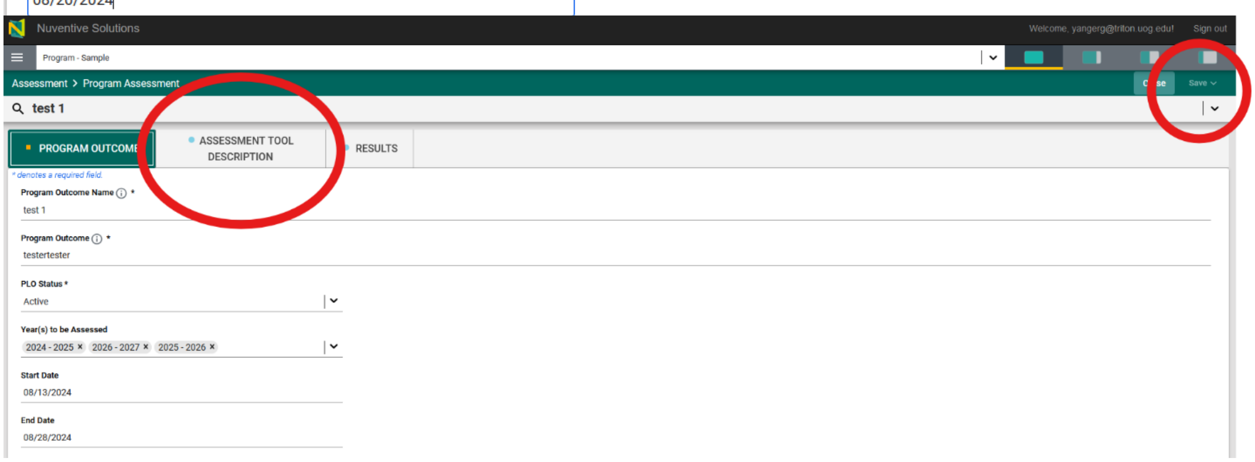


Years to be Assessed should be set to the academic year(s) your unit has assigned for this PLO. Multiple academic years can be selected.

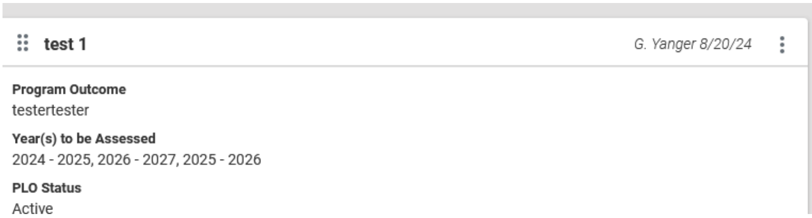


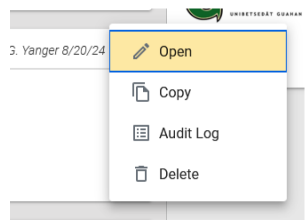
Start Date and End Date of your PLO are included as optional information. A calendar with month and year drop-down menus will appear. Select the proper dates for each.

Once all required fields are completed, select "Save" at the top right of the page.



This will allow the user to transition to the Assessment Tool Description. Select “Close” to be taken back to the page with all the PLOs. Users can make edits to the PLO or go the other tabs by clicking the three vertical dots on and choosing “Open”.

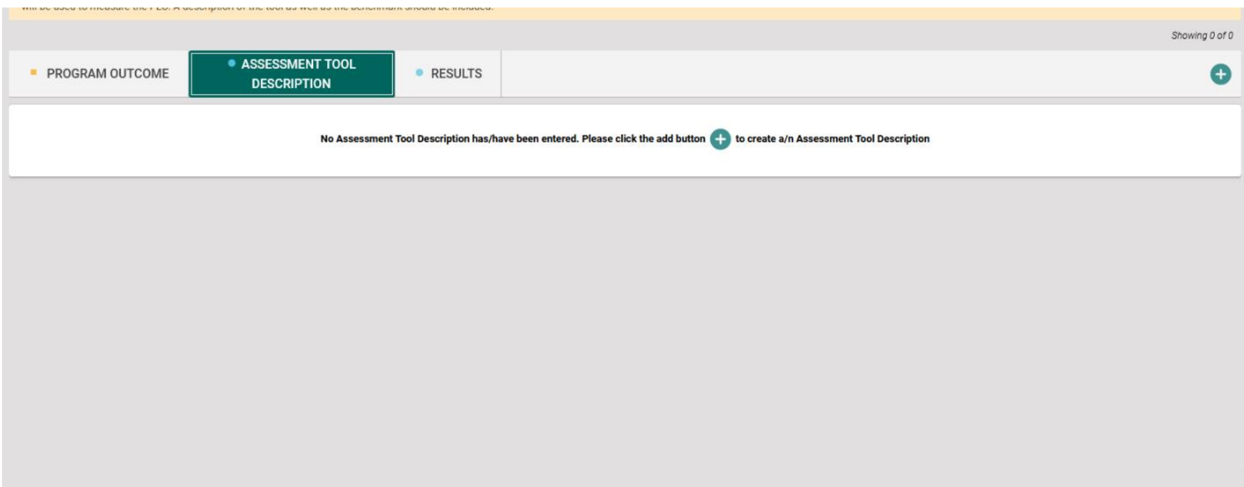


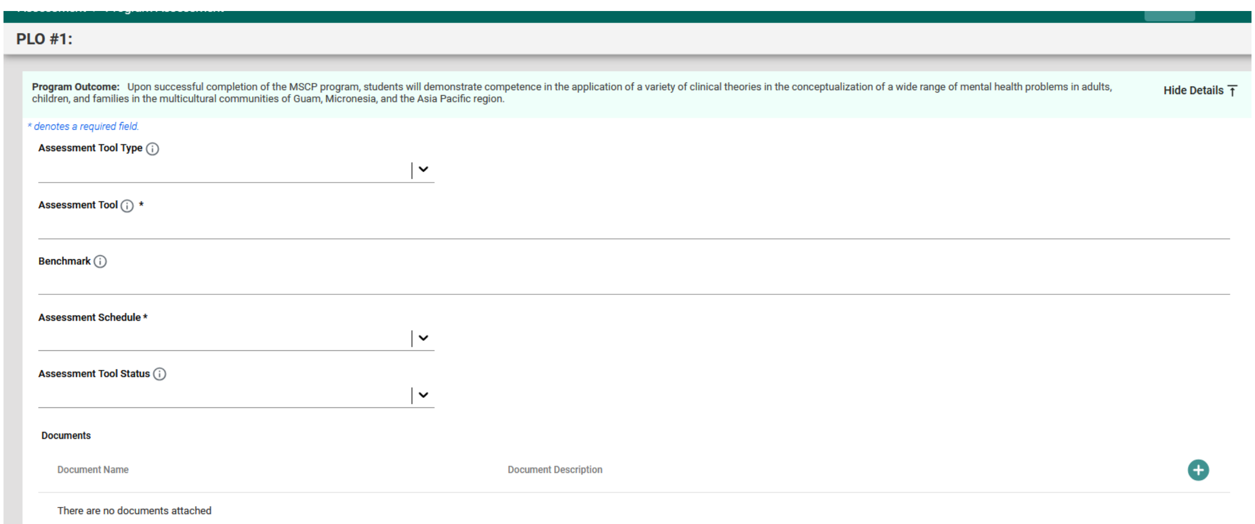


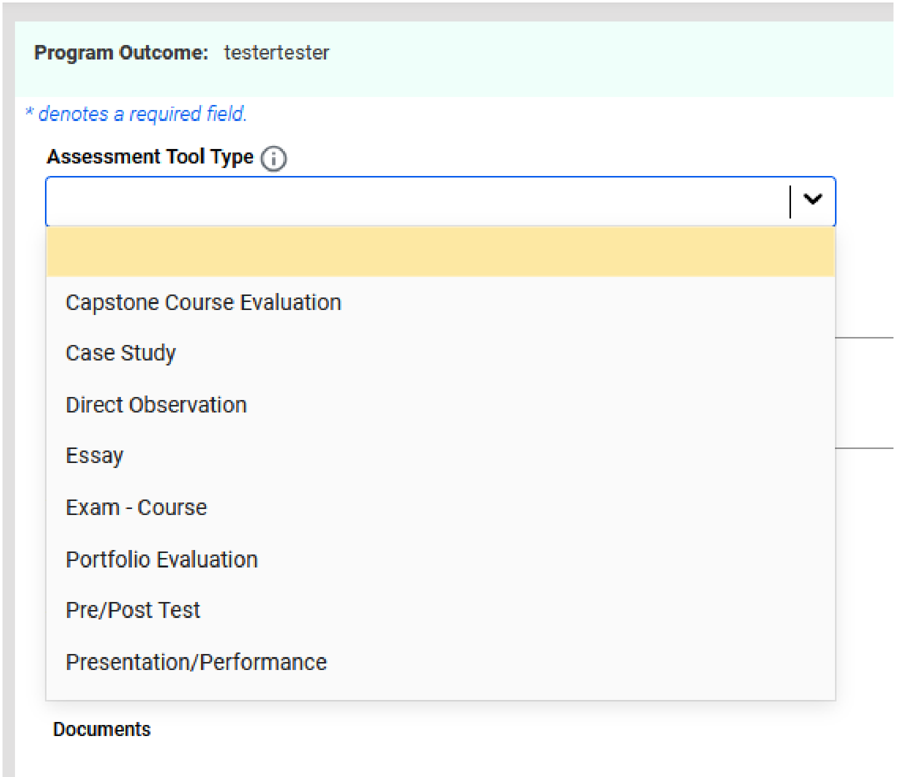
If the information in the Program Outcomes section requires any changes after saving, please select Assessment Tool Description and go back to Program Outcomes again.

Assessment Tool Description

Select the “+” found in the center of the page to add a new Assessment Tool Description.



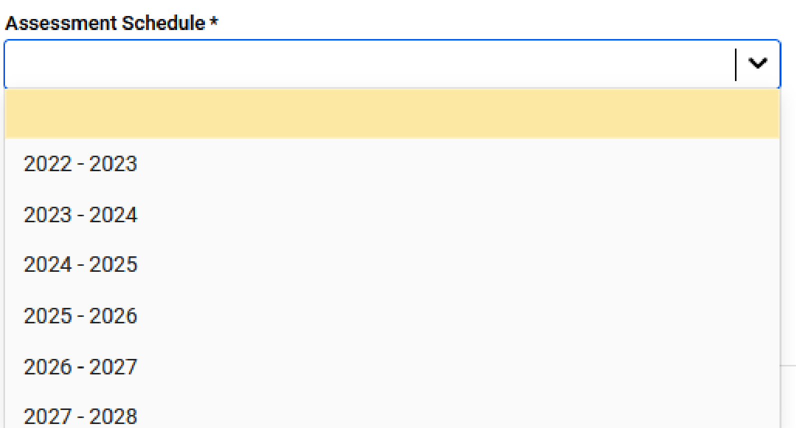




Assessment Tool Type is selected by using a drop-down menu with all available options. Users can contact the Office of Institutional Effectiveness (oie@triton.uog.edu) if their selected method is not included in this listing.

The Assessment Tool Type must be described in the Assessment Tool section. Users must clearly describe how the tool selected is an appropriate way to measure the PLO

Benchmarks can be added as additional information. If inputted, this field should clearly state the benchmark for the tool selected. For example, if the tool is a rubric, then the benchmark could be “75% of the rubric scores would be in the 4–5-point range”, or “75% of students will fall under the ‘Highly Developed’ range.”



An Assessment Schedule must be selected. Simply select the academic year this assessment will be used.

Assessment Tool Status is provided as an optional field. Select “Active” if the assessment tool for the program is active.

Documents can also be uploaded in the Assessment Tool Description. To add documents, select the “+” found on the bottom right of the page.

A pop-up will appear on screen. Users can select the program they would like to upload to. A new folder within the desired unit can be created by selecting the file icon on the top right of the pop-up screen. Select the Document with "+" on the top right of the pop-up screen to upload a file from your desktop.

When reports are generated, the PDFs that users have uploaded will appear as hyperlinks. These links will be accessible to all that access the report PDF.

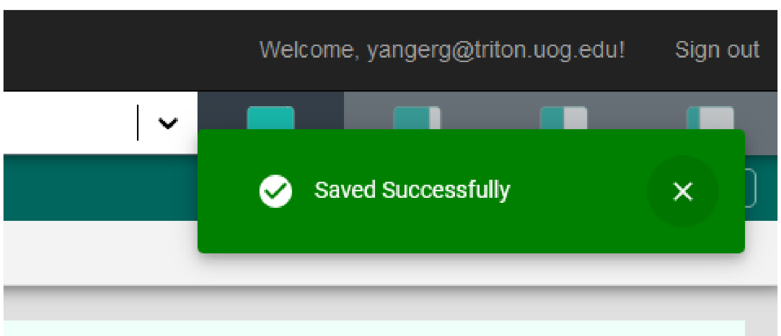
Curriculum Mapping
PS-101 (I)

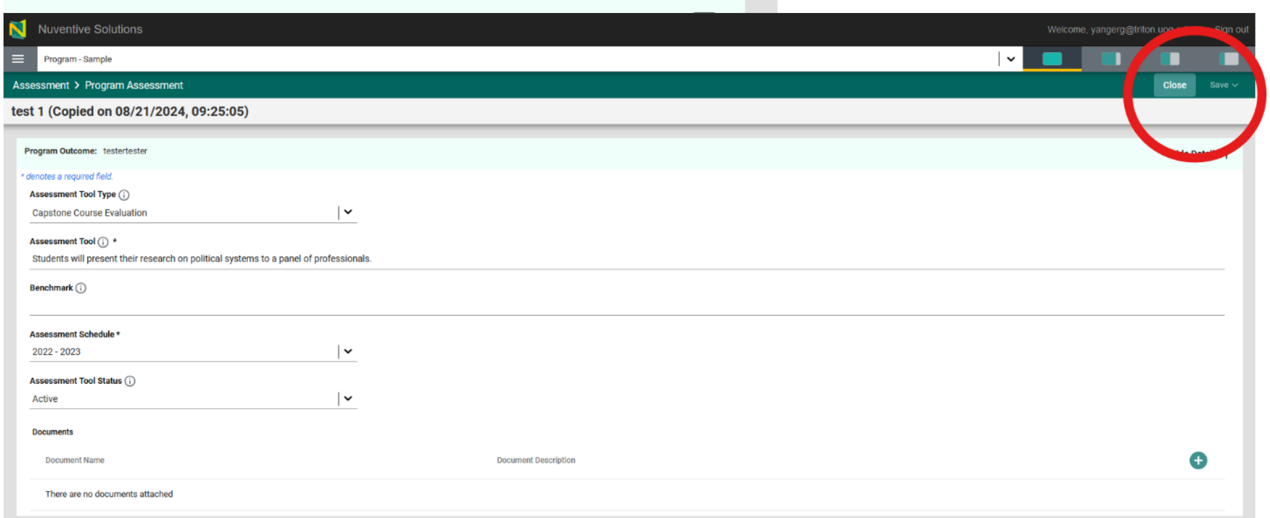
Assessment Tool Description	Result
Assessment Tool Type: Capstone Course Evaluation **Assessment Tool:** As part of the capstone course evaluation, students will successfully complete an oral presentation on various governance structures found in the US and Micronesia based on a faculty developed rubric. **Benchmark:** Students will rate between 3 and 5 of the 5 point rubric for assessing this oral presentation. **Assessment Schedule:** 2024 - 2025 **Assessment Tool Status:** Active	**Assessment Year**: 2024 - 2025 **Result**: Program Learning Outcome (PLO) #1: Political Systems Analysis Students in PS306-Politics of Developing Nations achieved between 3 and 5 of the 5 point rubric for assessing this oral presentation. **Analysis**: HELP! What does the Result mean? What insights on student learning can be gained? **Result Type**: Benchmark Met **Result Entry Date**: 02/15/2024 **Semester(s) Data Collected**: Fall **Documents**: critical_thinking_rubric.pdf

8/21/2024 Generated by Nuventive Improvement Platform Page 3

Once complete, select “Save” at the top right of the Assessment Tool Description page and exit by clicking “Close”. Exit the pop-up screen when all documents are uploaded.

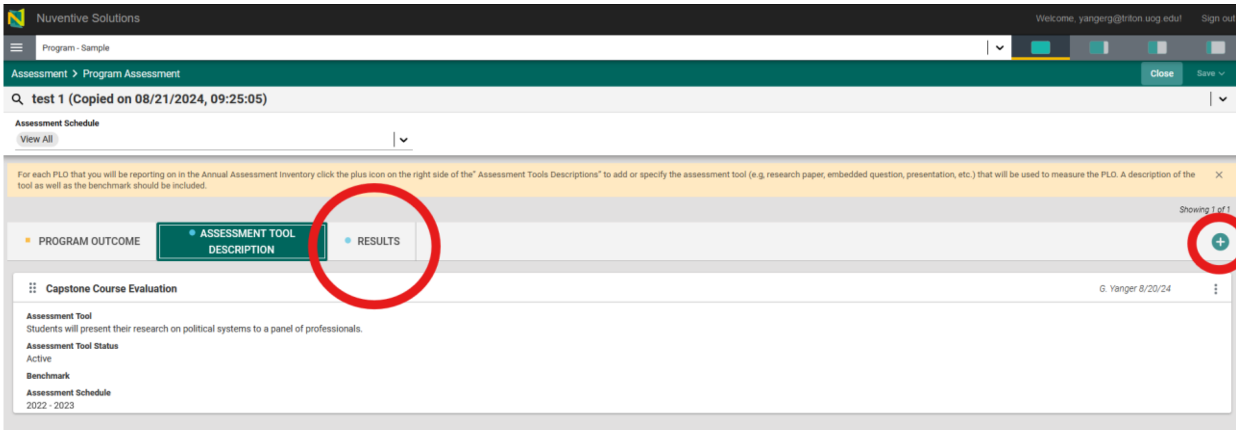
Select “Save” at the top right of the screen and exit the Assessment Tool Description page by clicking “Close”. Ensure that any changes are saved before exiting the Assessment Tool Description page. A green confirmation pop-up will appear above the “Save” button. Users will be redirected to the Program Assessment page when “Close” is selected.

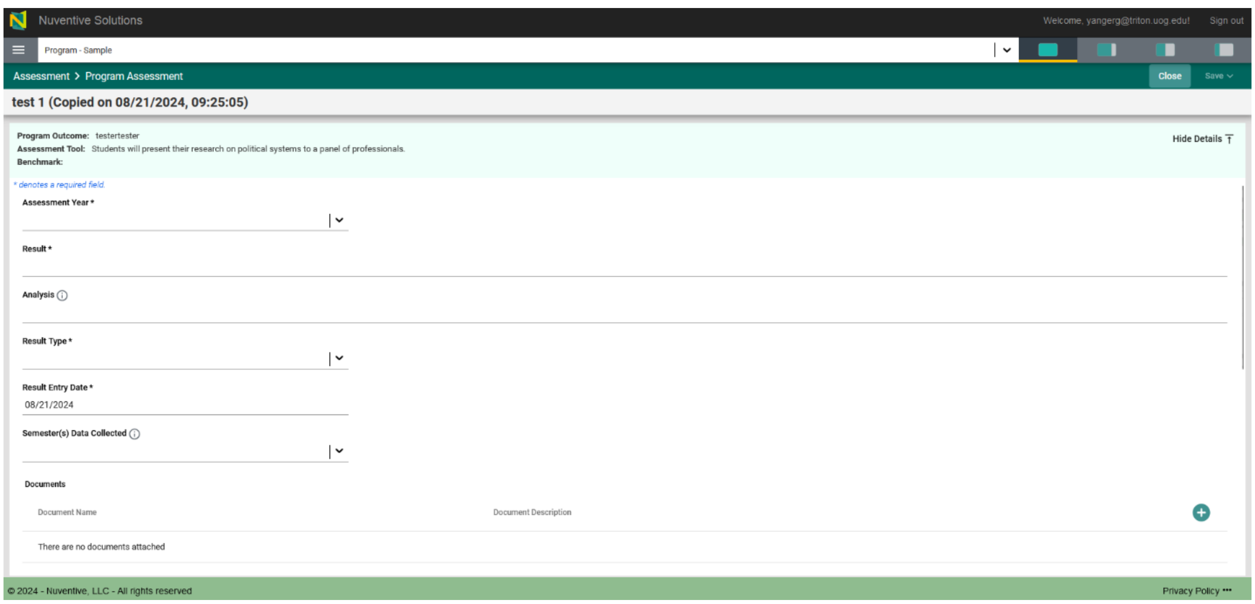


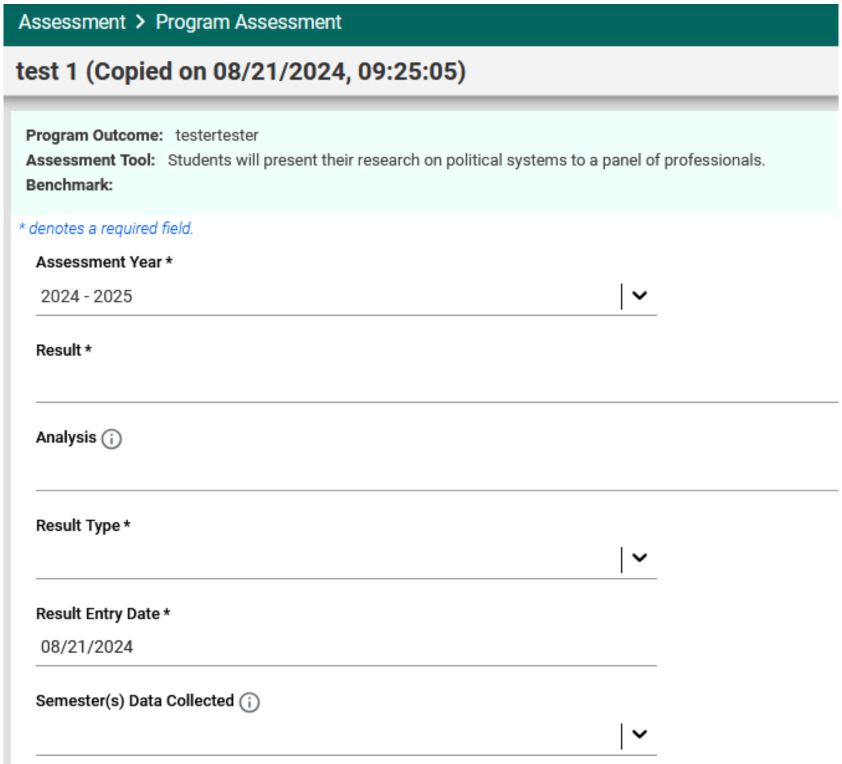


Results

Select the Results tab to proceed to the last part of PLO set up. New results can be added by selecting the "+" on the right side of the of the page.







This section of PLO creation sets up the required fields that appear in this PLO's reports.

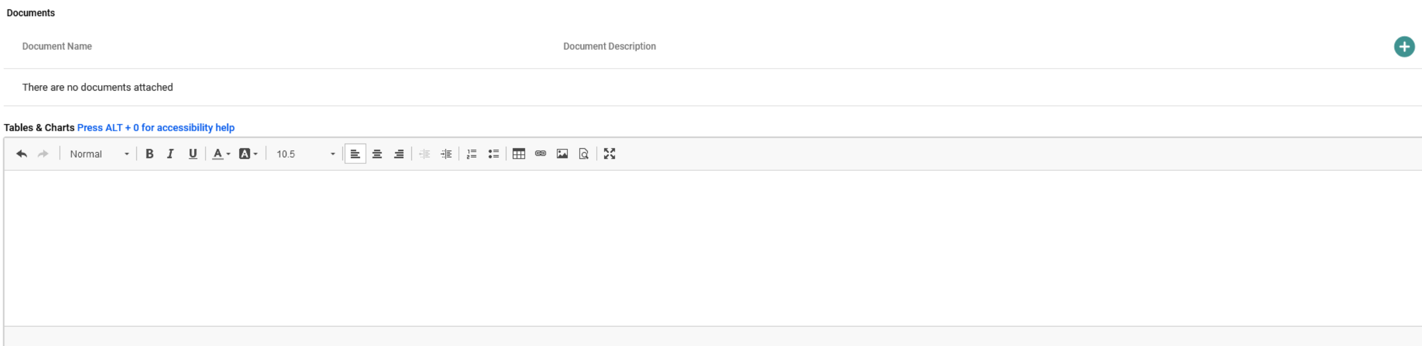
Assessment Year will provide a drop-down menu of academic years for the user to choose from. Note that only one academic year can be selected.

Though not a required field, the Analysis section provides insight into what the results mean. Insights on student learning can be included in this section

Result Type provides a drop-down menu that allows users to select whether the benchmark was or was not met. This is required.

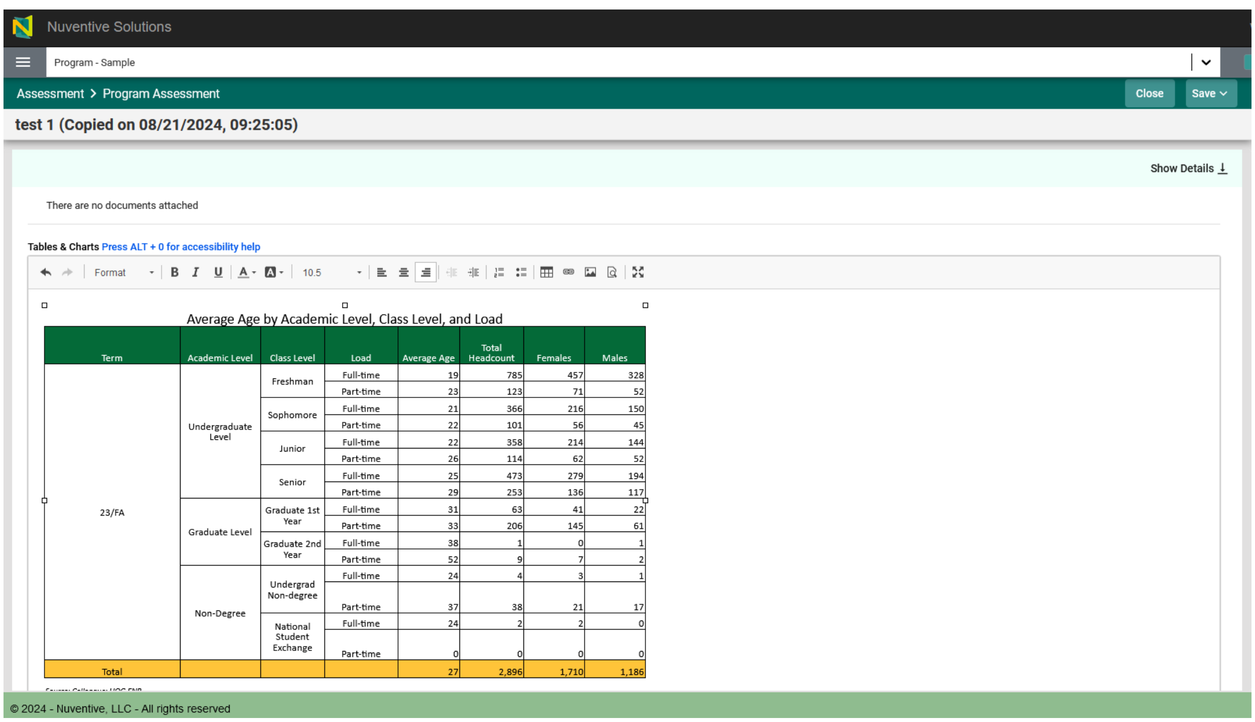
Result Entry Date is automatically inputted from the previous page. This can be edited on this page as well.

Semester(s) Data Collected provides a drop-down menu in which users can select the term the PLO. Multiple semesters can be selected from this drop-down.



Additional documents – such as the rubric – can be attached. Simply follow the instructions provided in the tables and charts section.

The Tables and Charts text box allows users to copy and paste information from Word documents, insert tables from excel, link outside sources (URLs), and add graphics/pictures.

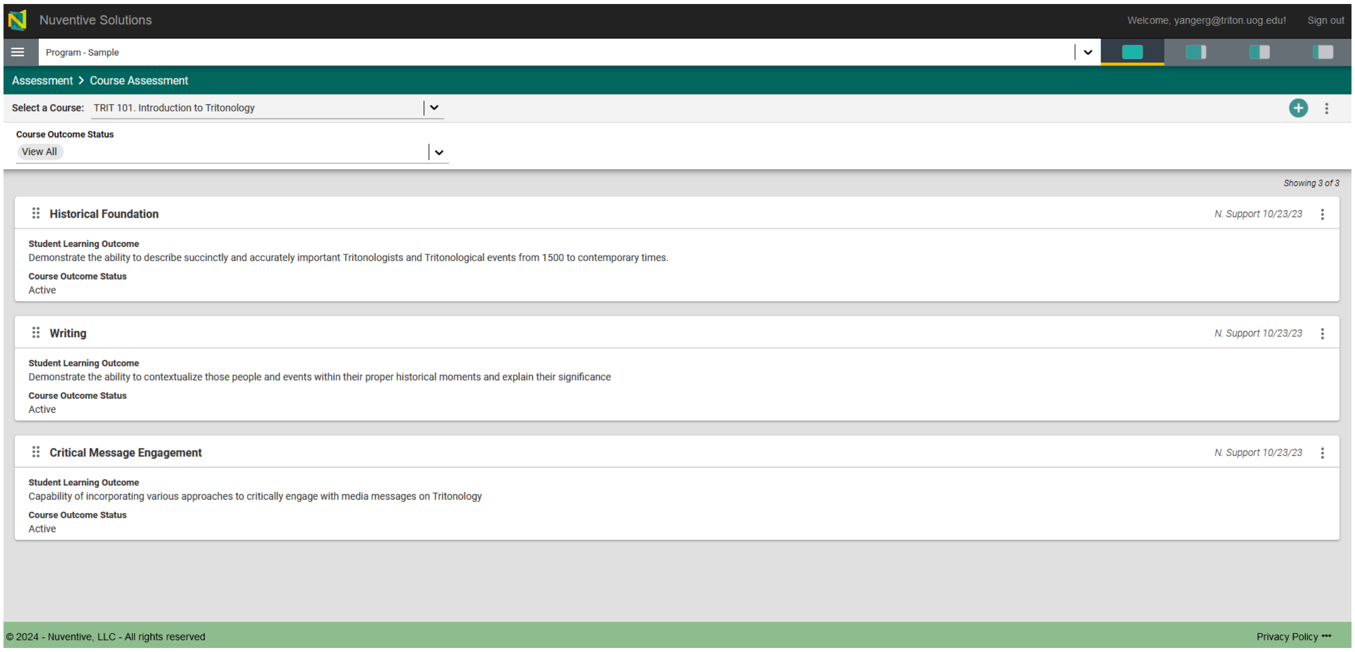


Average Age by Academic Level, Class Level, and Load

Term	Academic Level	Class Level	Load	Average Age	Total Headcount	Females	Males
23/FA	Undergraduate Level	Freshman	Full-time	19	785	457	328
			Part-time	23	123	71	52
		Sophomore	Full-time	21	366	216	150
			Part-time	22	101	56	45
		Junior	Full-time	22	358	214	144
			Part-time	26	114	62	52
		Senior	Full-time	25	473	279	194
			Part-time	29	253	136	117
	Graduate Level	Graduate 1st Year	Full-time	31	63	41	22
			Part-time	33	206	145	61
		Graduate 2nd Year	Full-time	38	1	0	1
			Part-time	52	9	7	2
	Non-Degree	Undergrad Non-degree	Full-time	24	4	3	1
			Part-time	37	38	21	17
		National Student Exchange	Full-time	24	2	2	0
			Part-time	0	0	0	0
Total				27	2,896	1,710	1,186

Course Assessment

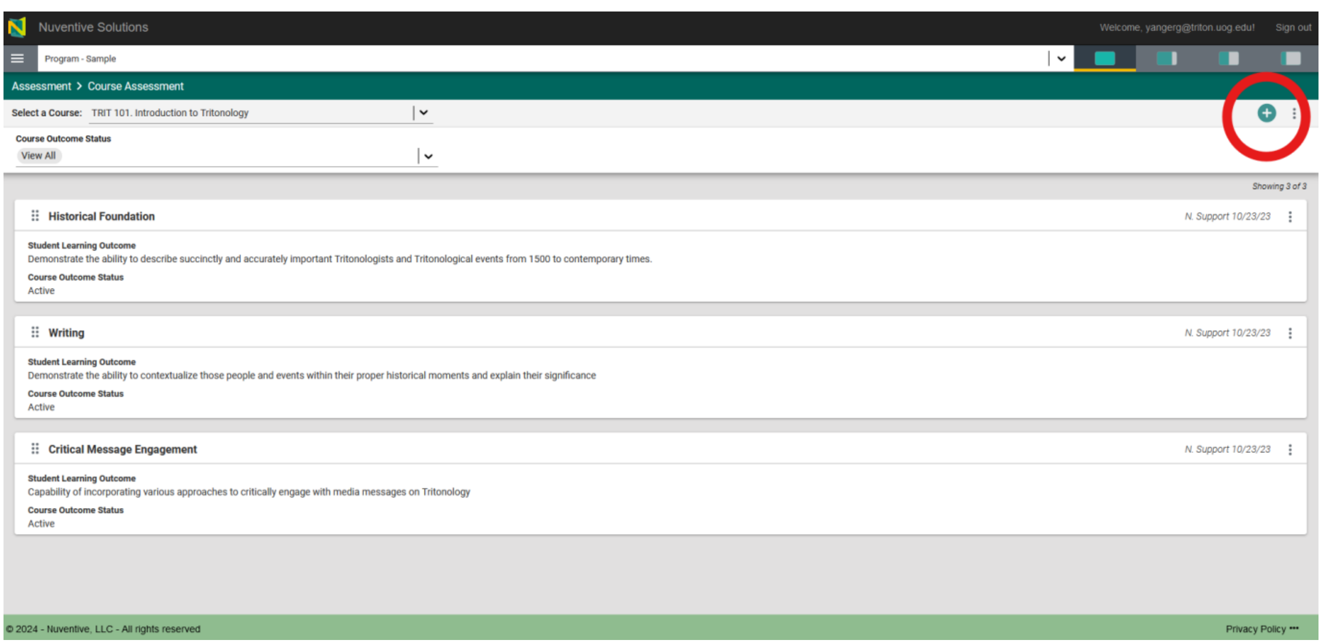
Course assessment can be found in the Assessment tab. Users can review outcomes of specific courses within their unit in this section.



Adding New Course Student Learning Outcomes (SLOs)

Student Learning Outcomes

Course Student Learning Outcomes (SLOs) can be added to a unit's Course Assessment section by selecting the "+" on the right side of the page.



All fields with an asterisk (*) must be filled out. Program Outcome Name should be formatted as the following example:

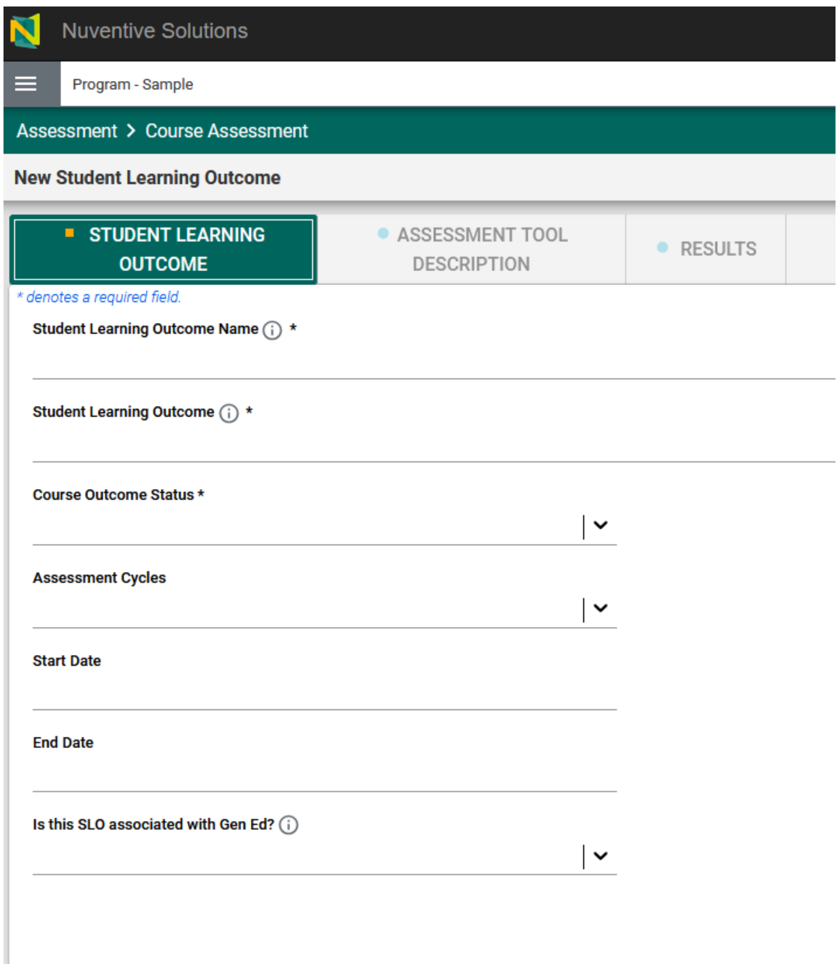
Data Analysis

When writing, a pop-up with more information will become visible. This can be closed by clicking the "x" on the right side of the pop-up.

The Student Learning Outcome field requires users to insert a description of the SLO being created.

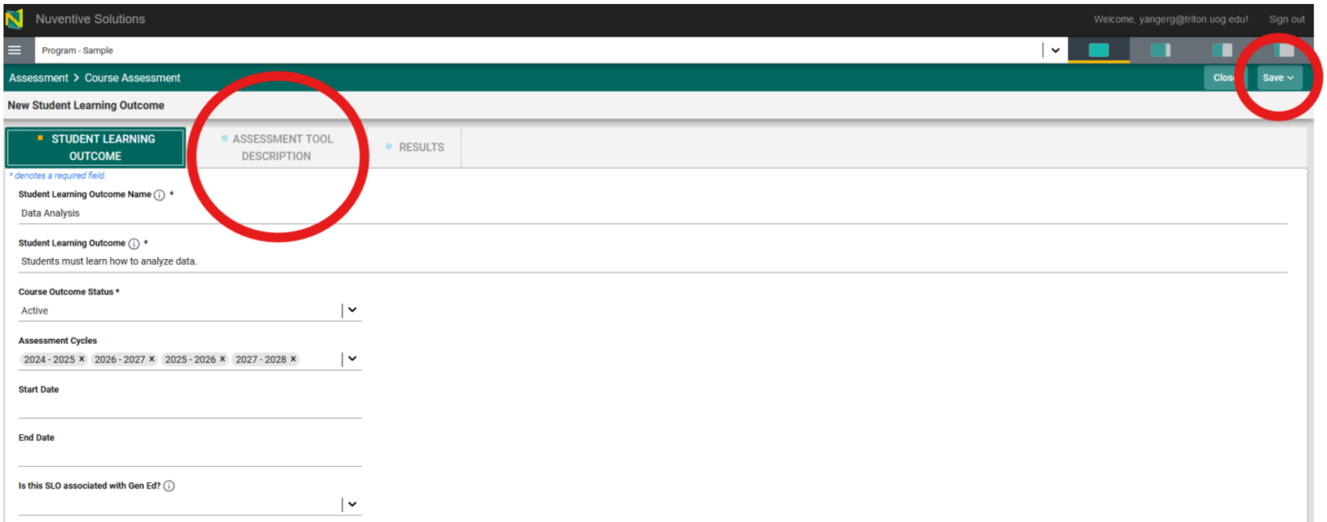
Course Outcome Status provides users with a drop-down list to identify if the SLO is "Active" or "Inactive". All PLOs NOT set to be assessed this year will be set as "Inactive".

Assessment Cycles provides a drop-down of academic years for the user to choose from. Users can select multiple years for this field. This field is optional.



Start Date and End Date of the SLO are included as optional information. A calendar with month and year drop-down menus will appear. Select the proper dates for each.

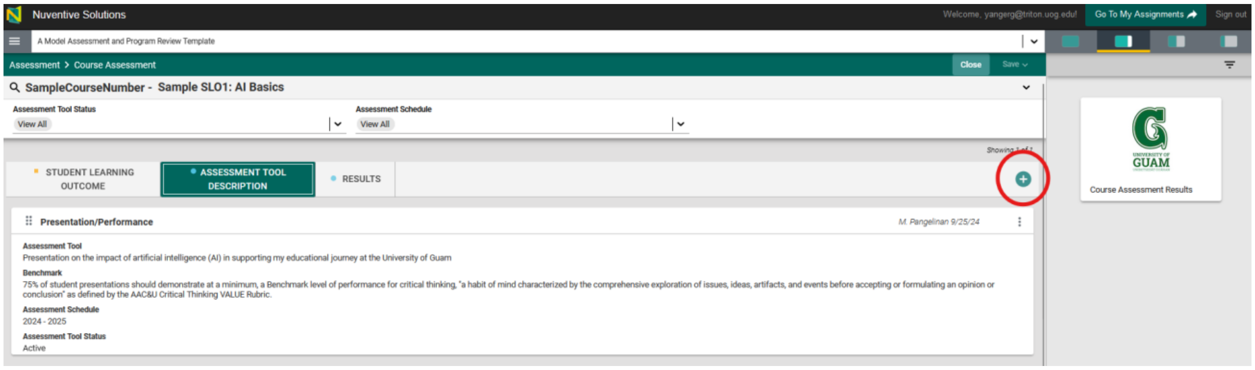
Users must identify if the SLO being created is part of the General Education Curriculum. To do this, users must select either "Yes" or "No" in the field that asks whether the SLO is associated with Gen Ed.

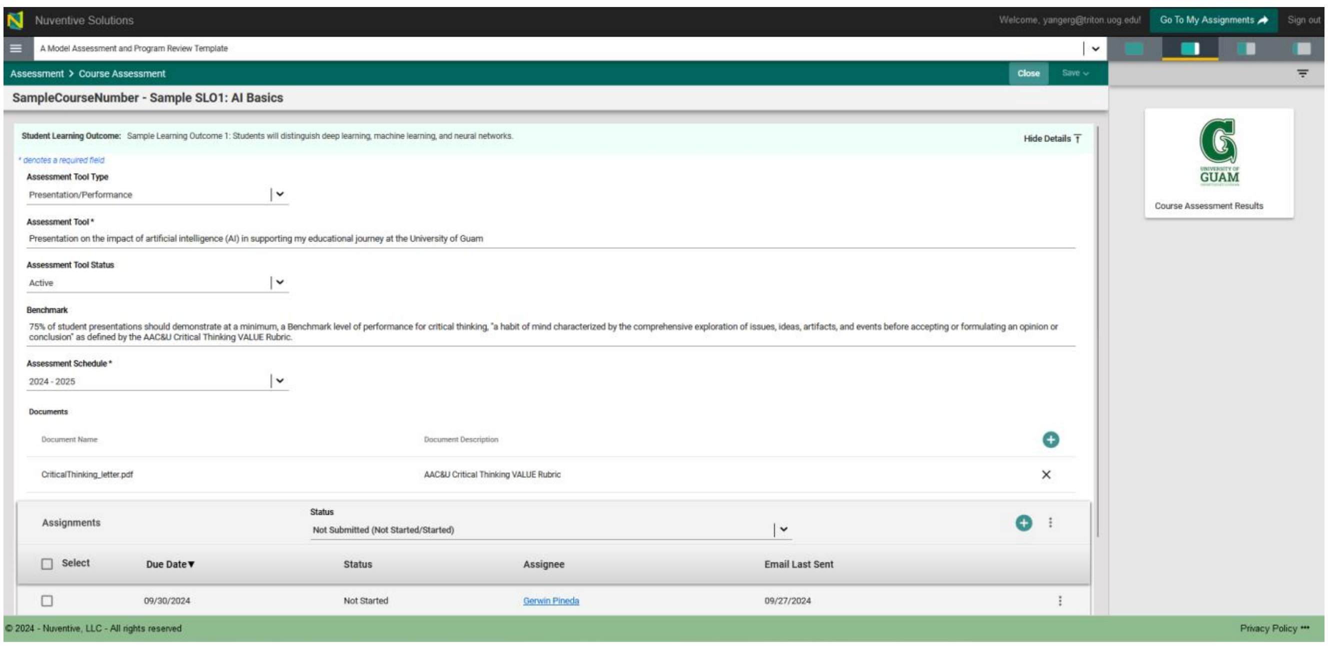


Once all required fields are completed, select "Save" at the top right of the page. Users will then see the Assignment section appear at the bottom of the screen.

Assessment Tool Description

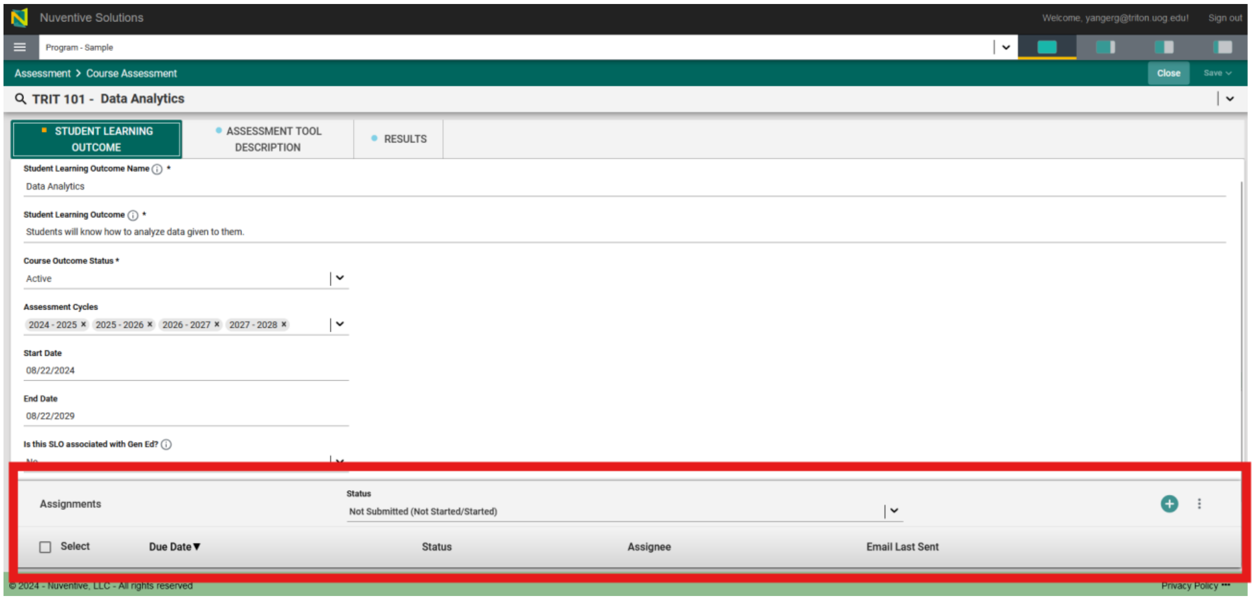
Proceed to the Assessment Tool Description. Use the same instructions in the Program [Assessment Tool Description] section.



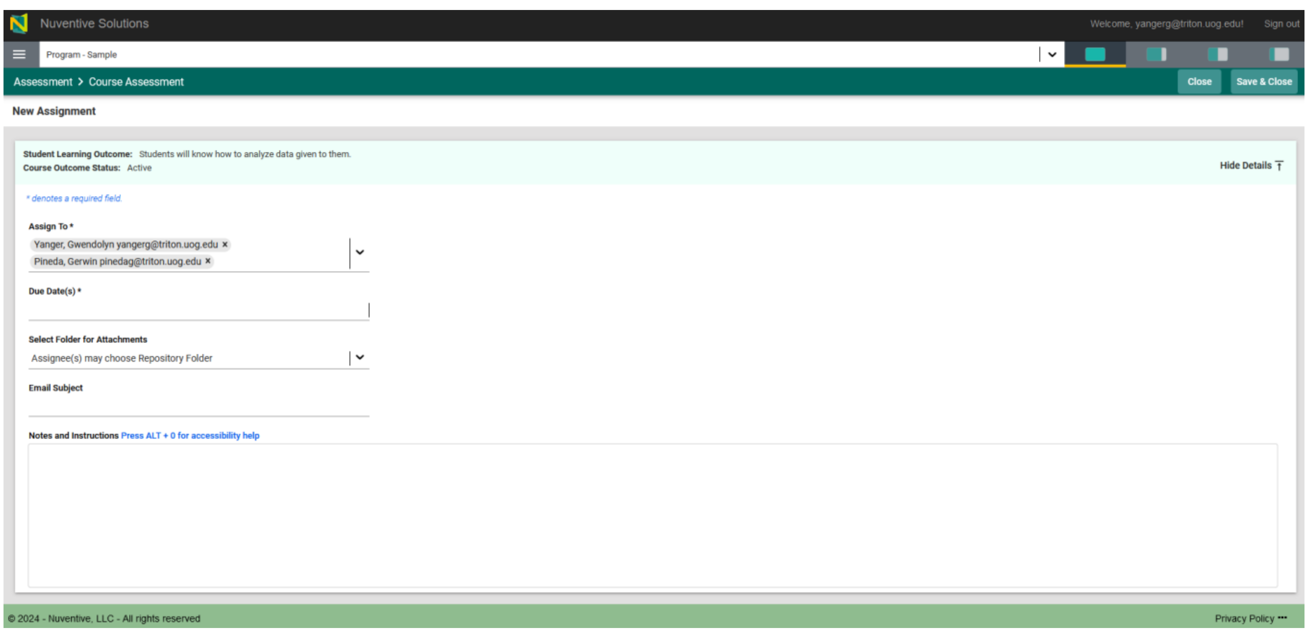


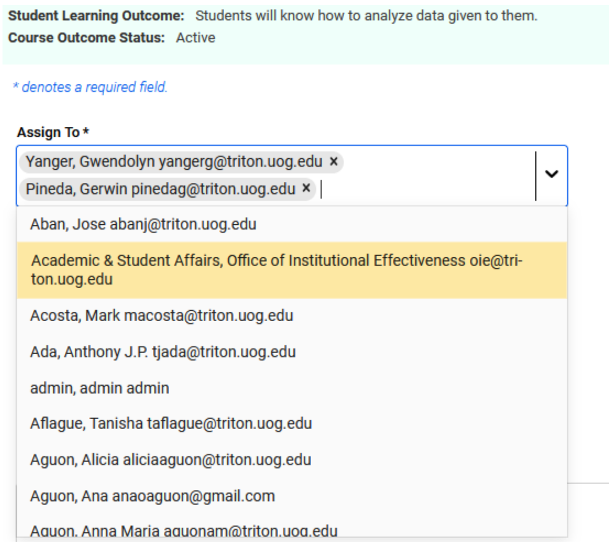
Adding Assignments

Users can add Assignments by selecting the "+" on the top right of the Assignment section. Completion of this field is not required to proceed.



When creating a new assignment, users are required to state who the assignment is assigned to as well as the due date for the assignment.

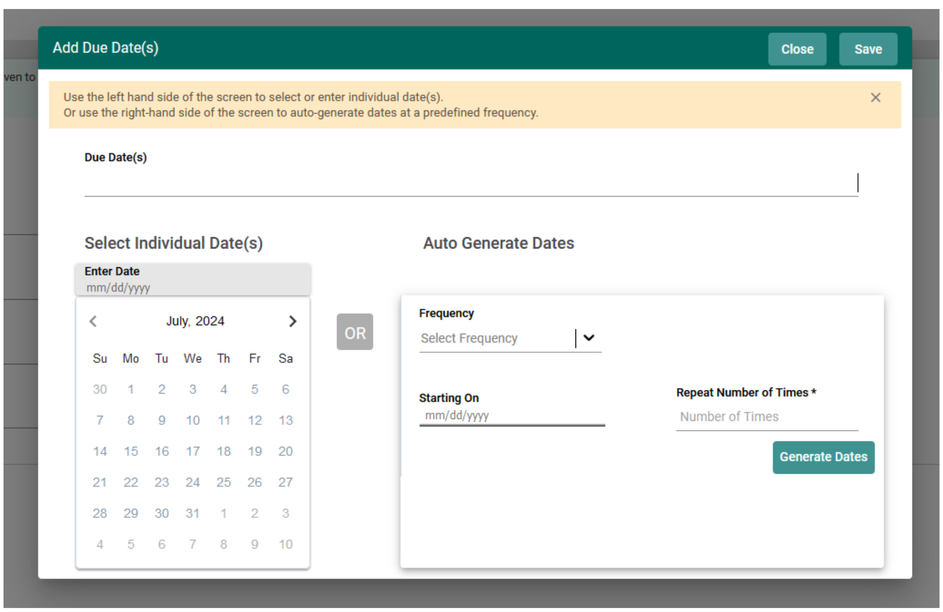




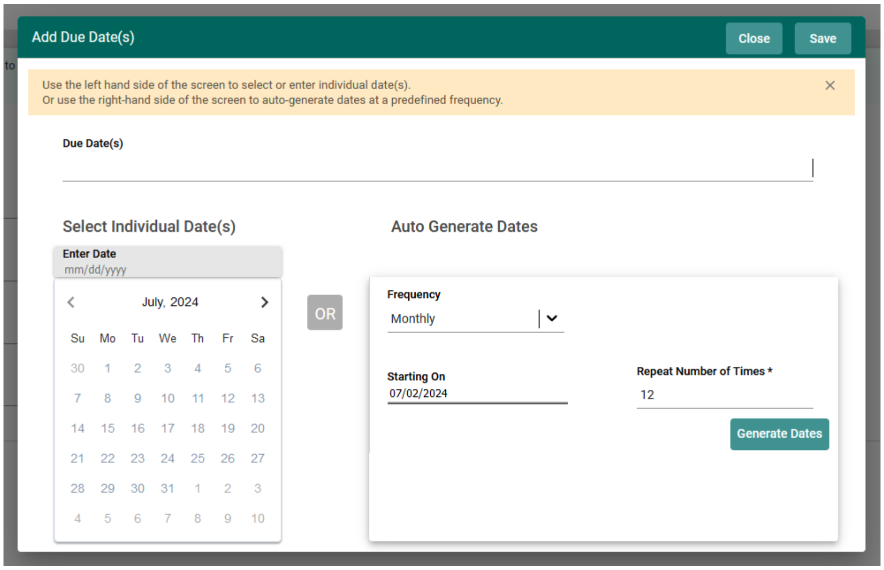
A drop-down menu of all UOG personnel with access to Nuventive Improvement. Multiple users can be selected.

Please contact OIE (oie@triton.uog.edu) for access to the platform.

Selecting the Due Date(s) field will open a pop-up that allows users to either select individual date(s) or auto generate dates. Users manually selecting individual dates can enter the date (mm/dd/yyyy) on the calendar option. If not, users can interact with the calendar and navigate to the month and year of choice.

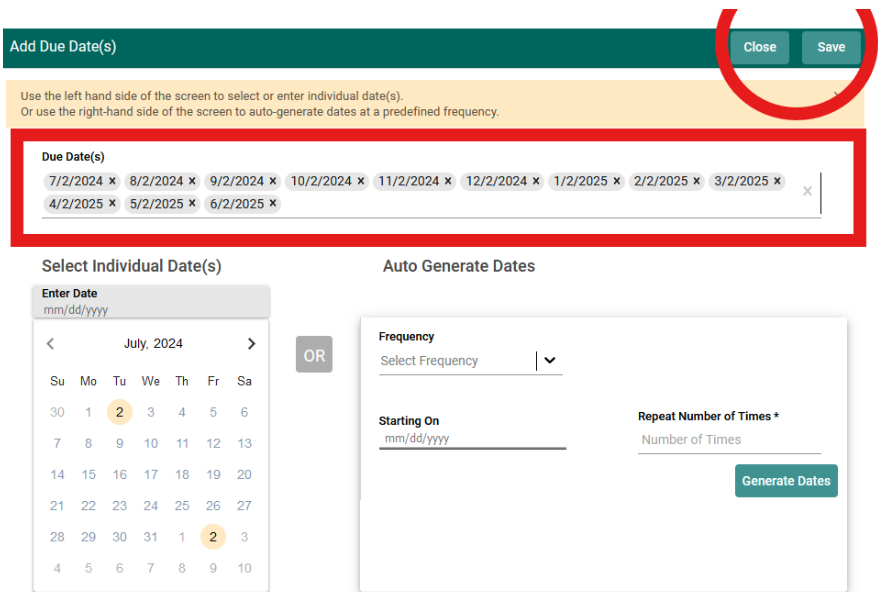


If dates of assessment are not already established, Nuventive Improvement assists users by determining the dates of assessment by frequency in the Auto Generate Dates section. The Auto Generate Date section allows users to select the frequency their assignment is set to be assessed.

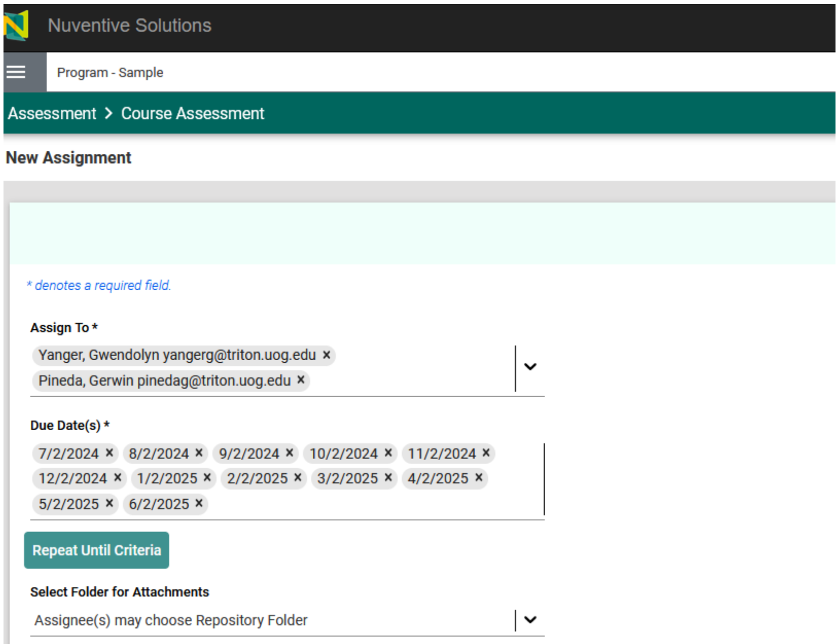


Users must identify a frequency by selecting a time increment (weekly, bi-weekly, monthly, yearly) in the provided drop-down menu. Only one can be selected.

Users must also identify the number of times the assignment is to be assessed. Completion of this field is required for Nuventive to auto-generate dates for assessment. Completing the Starting Date field further helps in narrowing down dates for auto generation. Once all required fields have been completed, select the "Generate Dates".



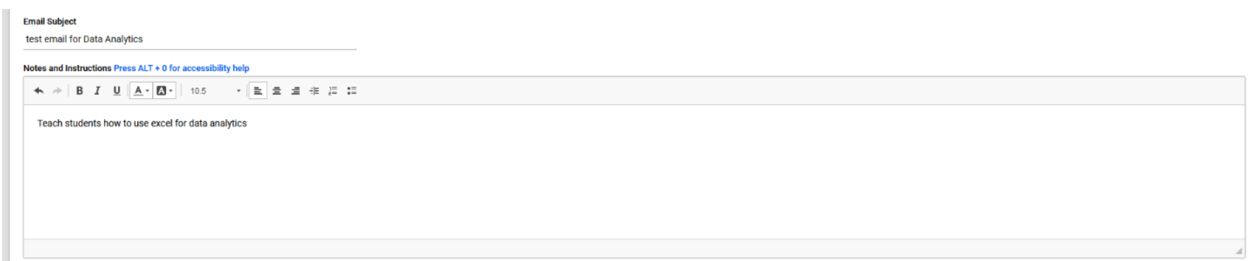
The auto-generated dates will appear in the Due Dates section found at the top of the pop-up. These dates can be deleted by selecting the "x" on the right side of the individual date. Once complete, select "Save" on the top right of the pop-up screen and "Close" to return to the New Assignment page.

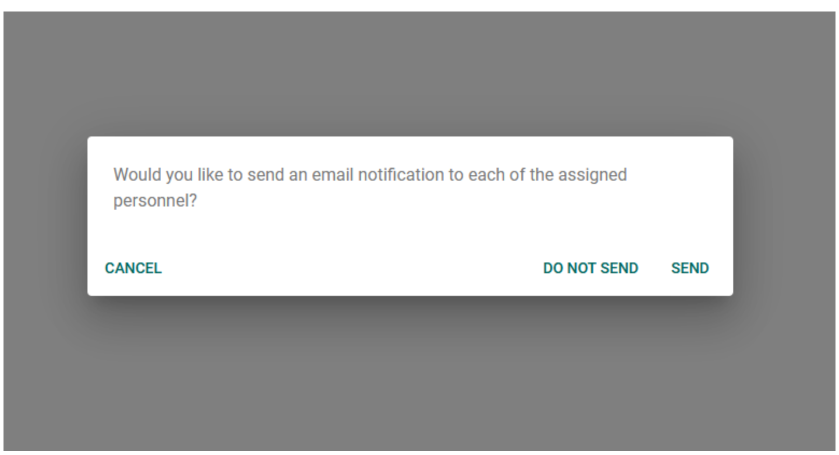


Users have the option to repeat the assignment until the frequency criteria is met. Select the "Repeat Until Criteria" button below the Due Date(s) to do so.

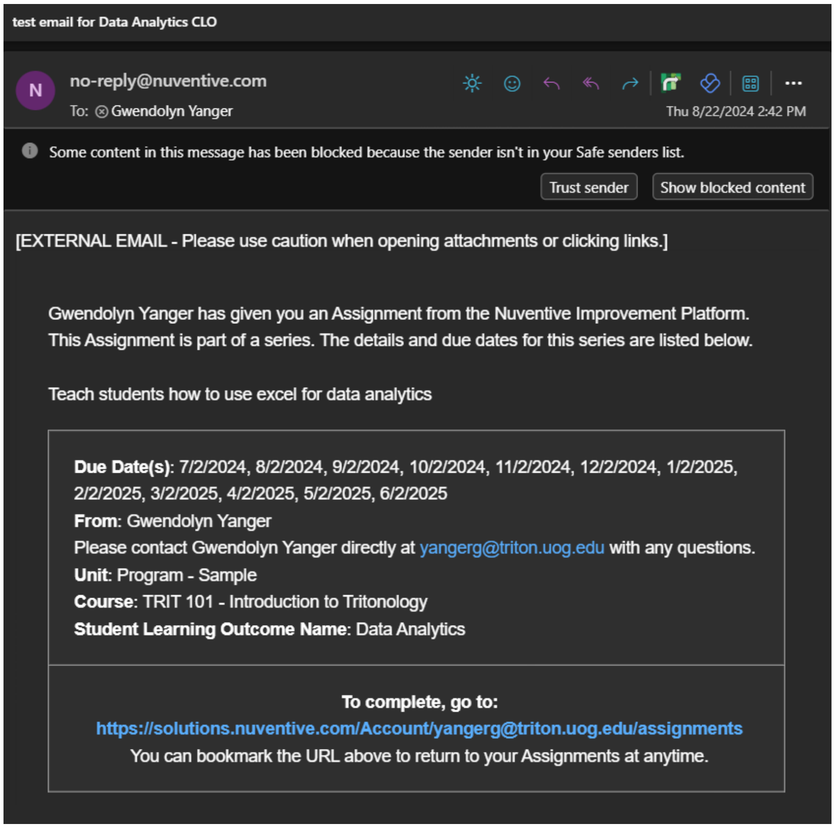
Attachments can be uploaded as an attachment. Follow the uploading instructions as detailed in

The last part of Assignment creation allows the user to write an email to the assignees. Provide the email title in the Email Subject field. Include the body of the email in the Notes and Instructions text box.





When complete, select "Save". A pop-up window will appear asking if the user would like to send an email notification to the assignees. Select "Send".



The email notification will look like the following:

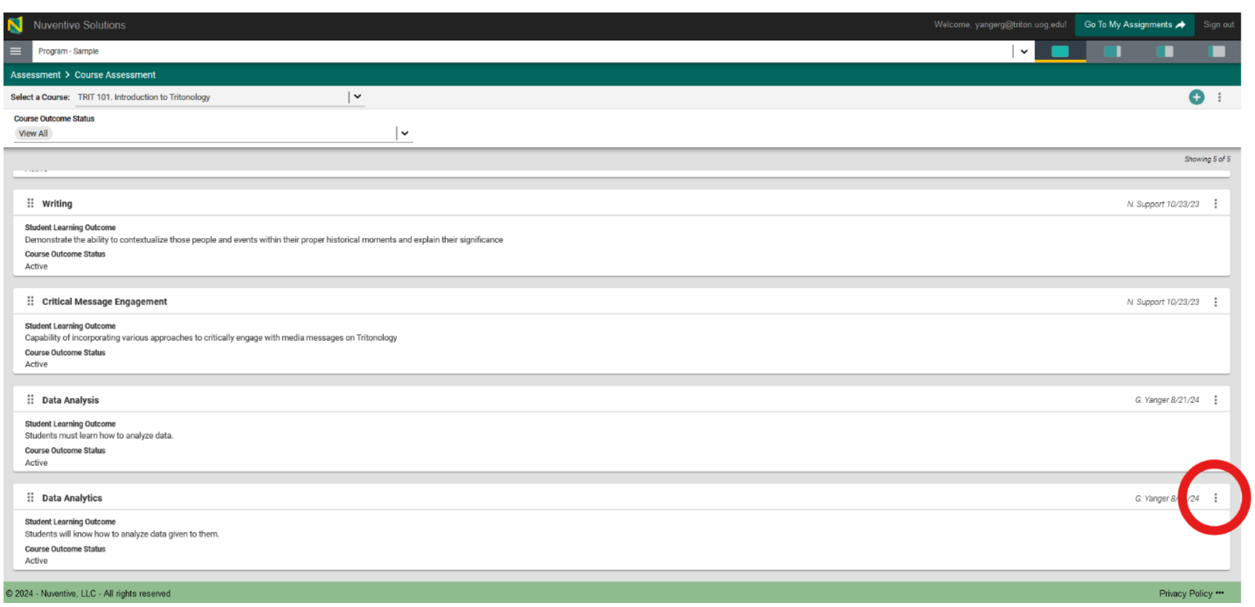
Once the email is sent, a green pop-up confirming the email was sent will appear on the top right of the screen.

Select "Save" again and exit this section by clicking "Close".

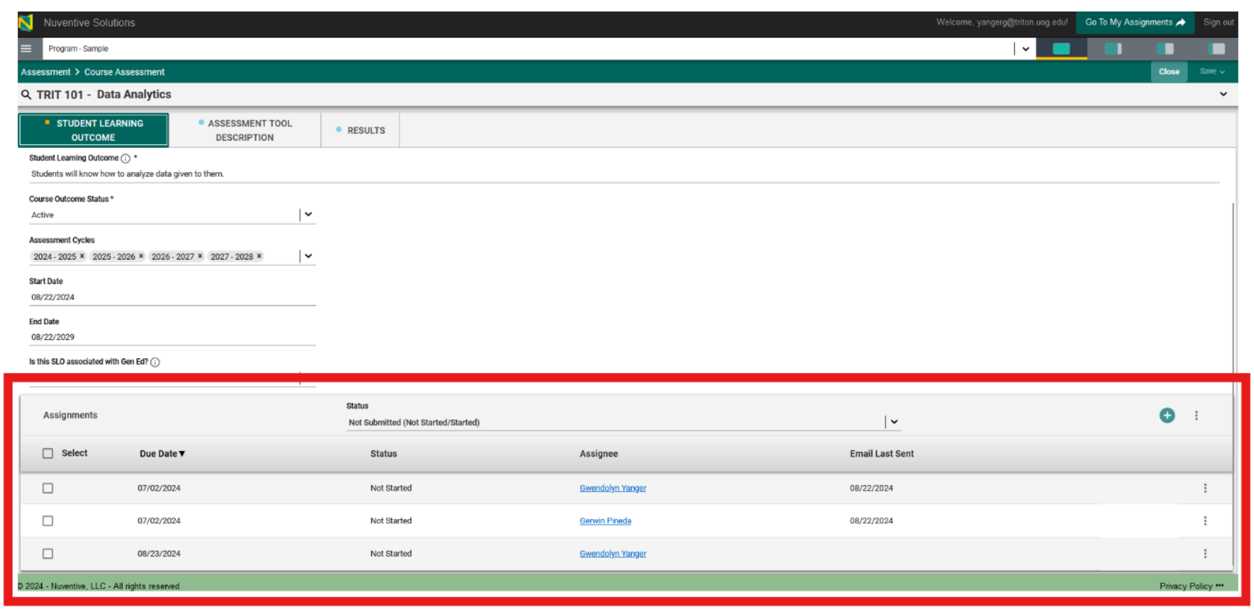
Course assignees can navigate here for further instruction.

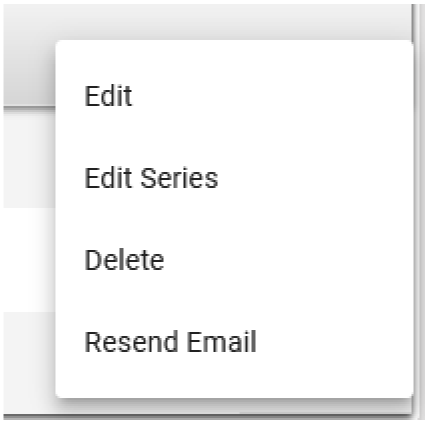
Editing/Deleting Course Assignments

Users can edit courses by navigating to the Course Assessment with the assignment they would like to alter. Select the three vertical dots on the top-right side of the assessment and select "Open" to edit.



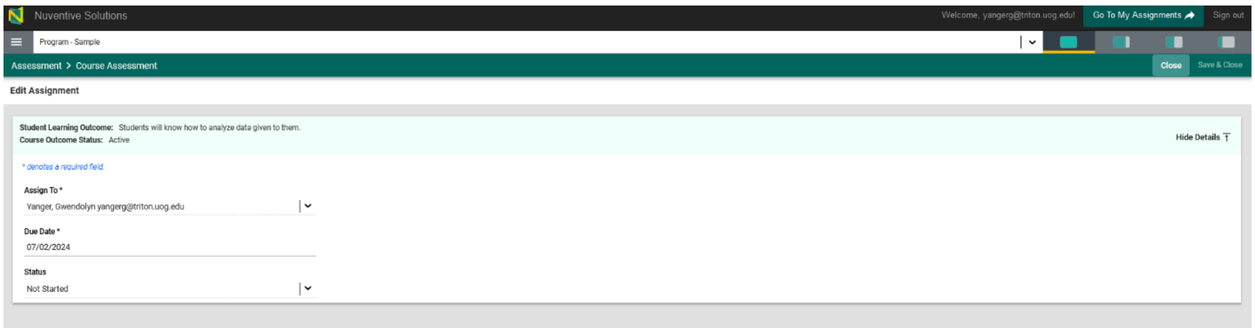
Users will be redirected to the Student Learning Outcomes page. Scroll to the bottom of the page to see all assignments. Select the three vertical dots and select “Open” to see all available options.





Users will have the option to edit, delete, or resend notification emails to assignees. If the assignment is part of a series, users will have the option to edit all assignments within the series.

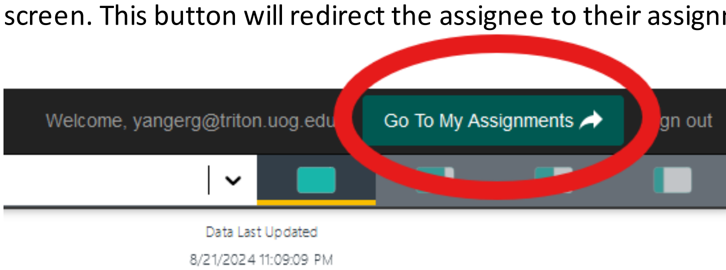
Select "Edit" to edit the assignment. Users will be redirected to the Edit Assignment page. The assignees, due date, and status can be changed on this page. Once all edits are made, select "Save and Close" at the top right of the page.



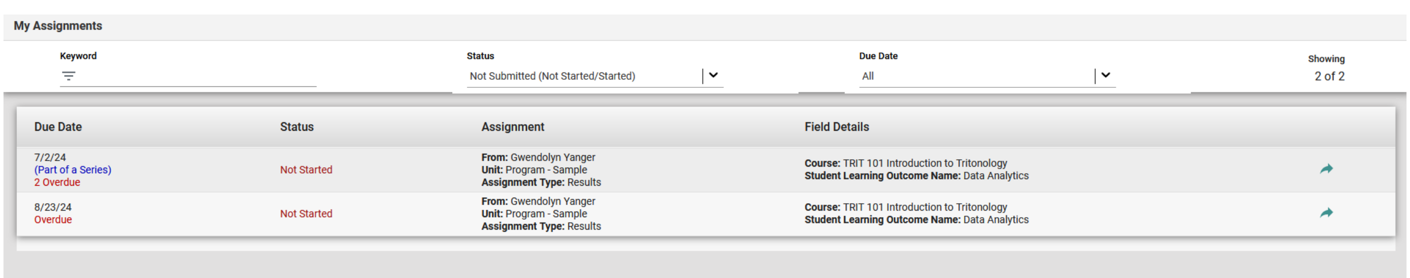
To edit assignment series, users must select "Edit Series". Users will have the ability to edit the assignees and due dates. Additional folders

Course Assignees

All persons assigned a course will see a "Go To My Assignments" option at the top right of their home screen. This button will redirect the assignee to their assignments.

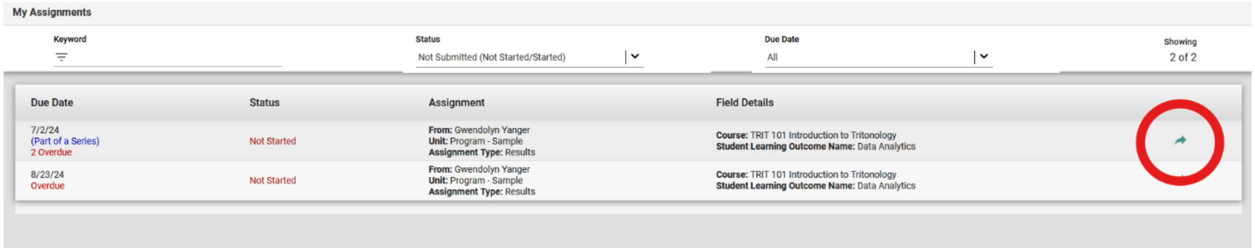


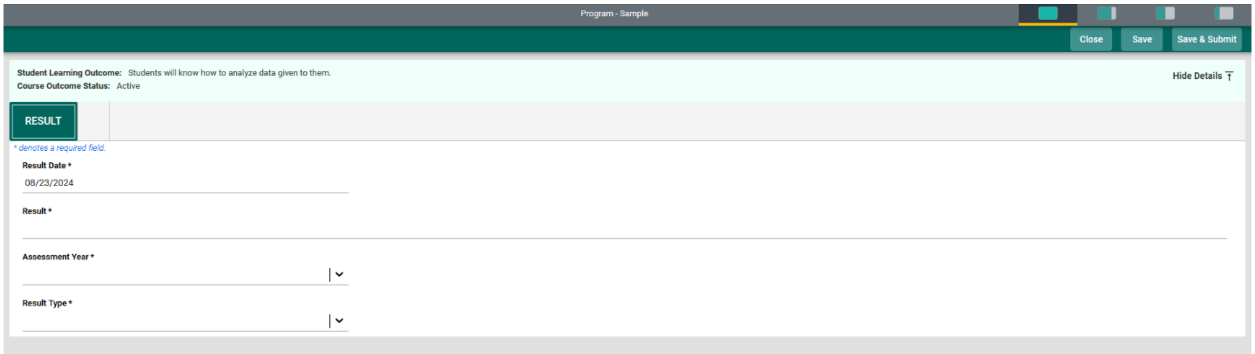
Assignees will then be able to view a list of all assignments with details including their Due Date (due date, series indicator, and overdue status), Status (all, not submitted, not started, started, and



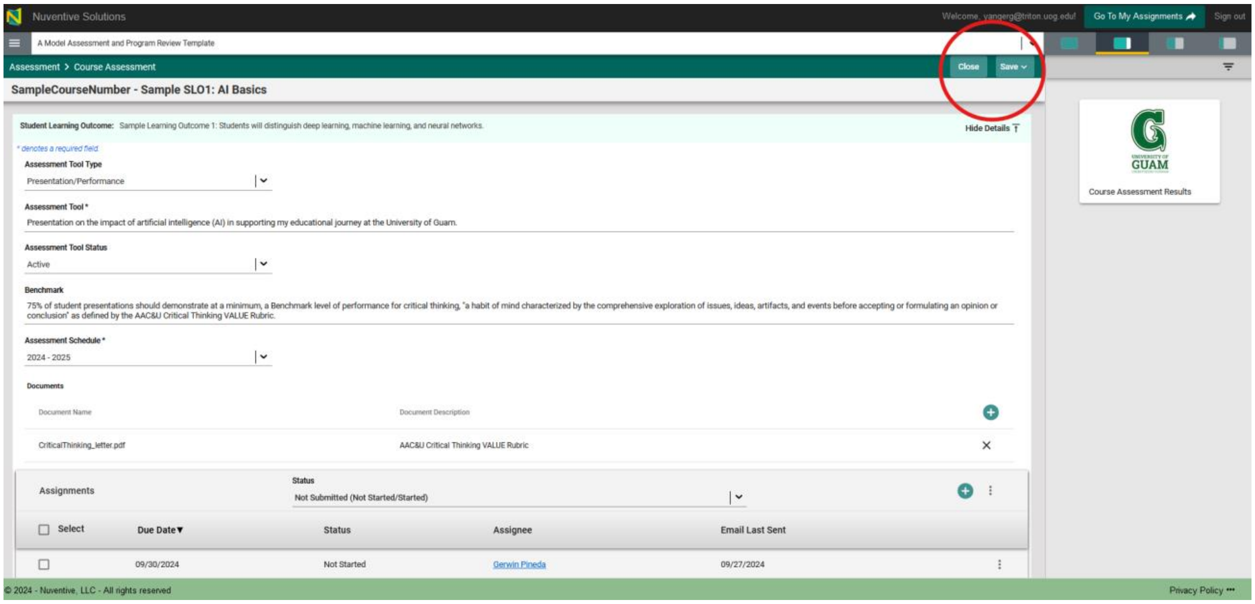
submitted), Assignment (who assigned it, the unit, and the assignment type), and Field Details (course and student learning outcome name). Assignees can filter the assignments by keyword, status, and due date on the top-most row.

Assignees can navigate to the assignment they would like to work on by selecting the arrow on the right-most side of the assignment they would like to work on. Selecting the arrow will redirect the assignee to their assignment that needs to be completed.

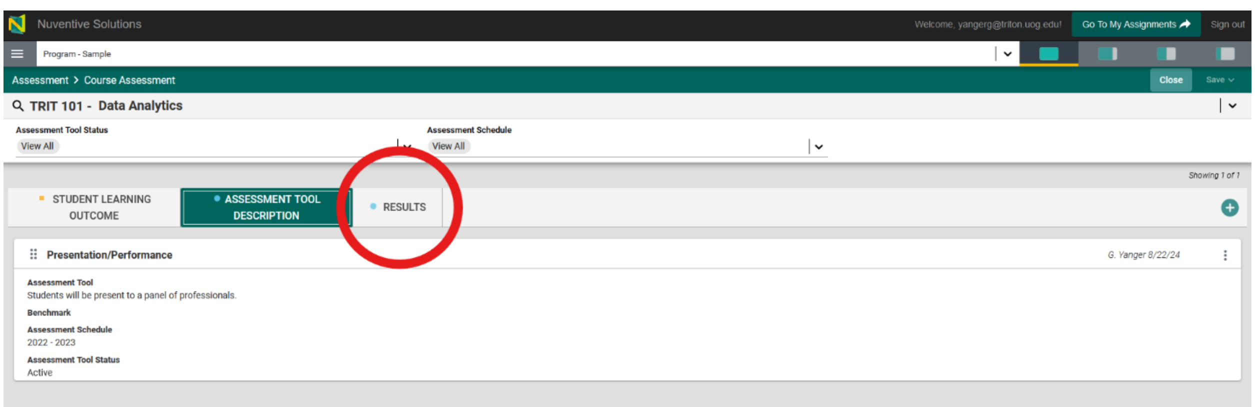




Once all required fields are completed, the assignee can select either “Save” or “Save and Submit” on the top right of the page.

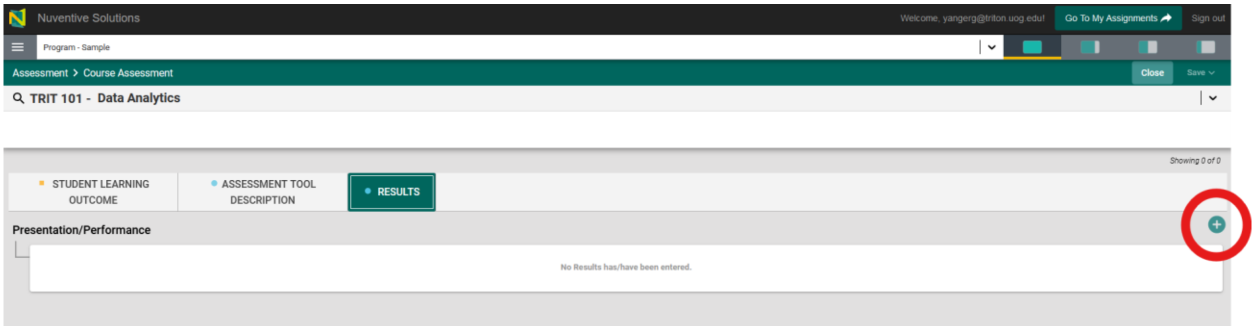


Once all required fields are complete, users must select “Save” on the top right of the screen. Select “Close”. Return to the Course Assessment creation page. Select the “Results” tab to proceed.

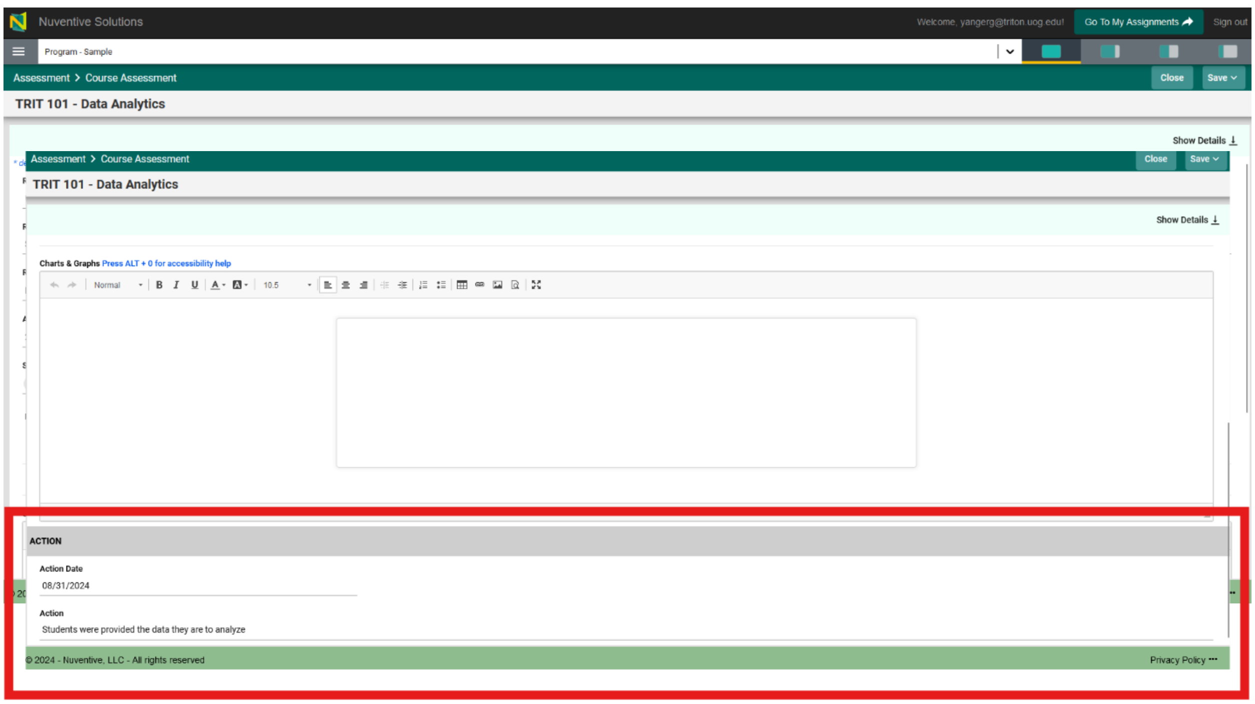


Results

Users can create a new Result by selecting the “+” on the right-side of the page.



Use the same instructions in the [Results](#) section.

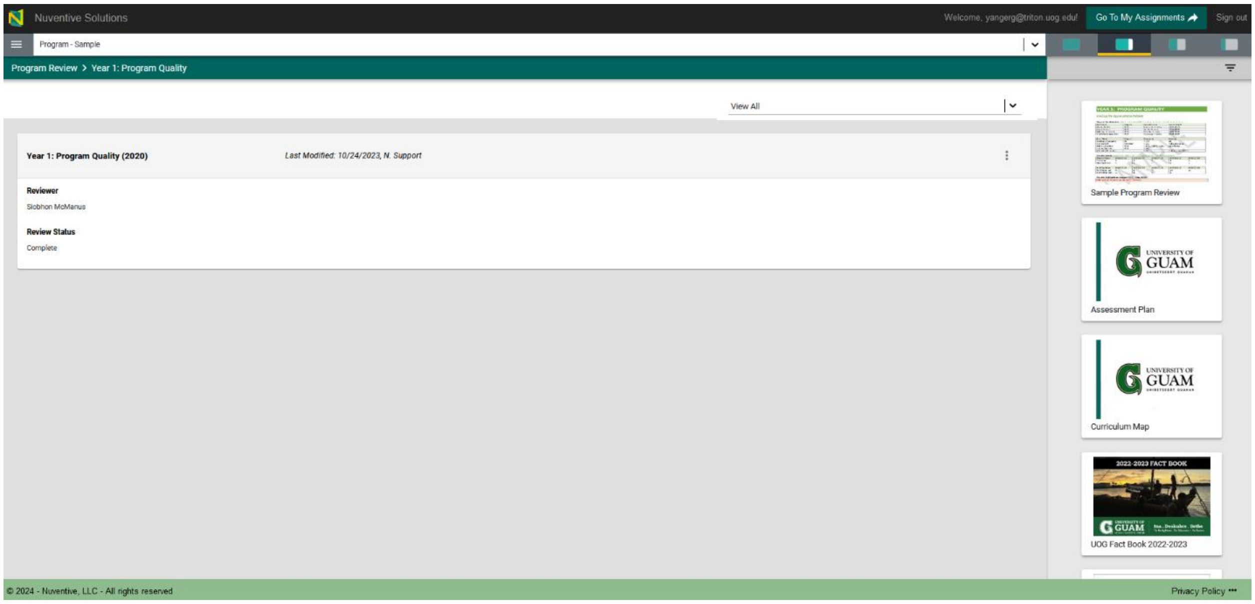


Note that there is an additional section at the bottom of the Course Assessment Results titled “Action”. Users can input the date of their action and a description of the action in this section.

When complete, select “Save” at the top right of the screen. Select “Close” to exit this section.

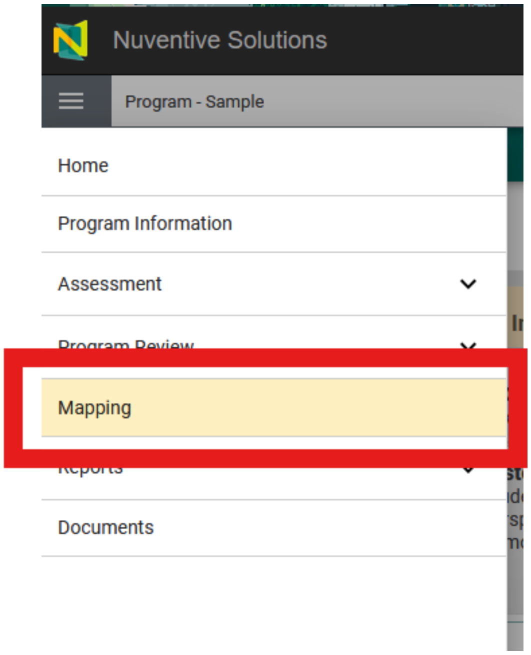
Program Review

Program Review can be accessed by selecting the “Program Review” tab in the main menu. Users will see the following page:



Important documents including a [Sample Program Review](), the UOG Fact Book, UOG Enrollment Reports, and the National Survey on Student Engagement (NSSE) snapshot. Users will have the option to create an Assessment Plan Report as well as a Curriculum Map Report on the right side of the page. Users can toggle the view of these reports by using the data view/split screen/documents and reports on the top-right side of the page.

Mapping

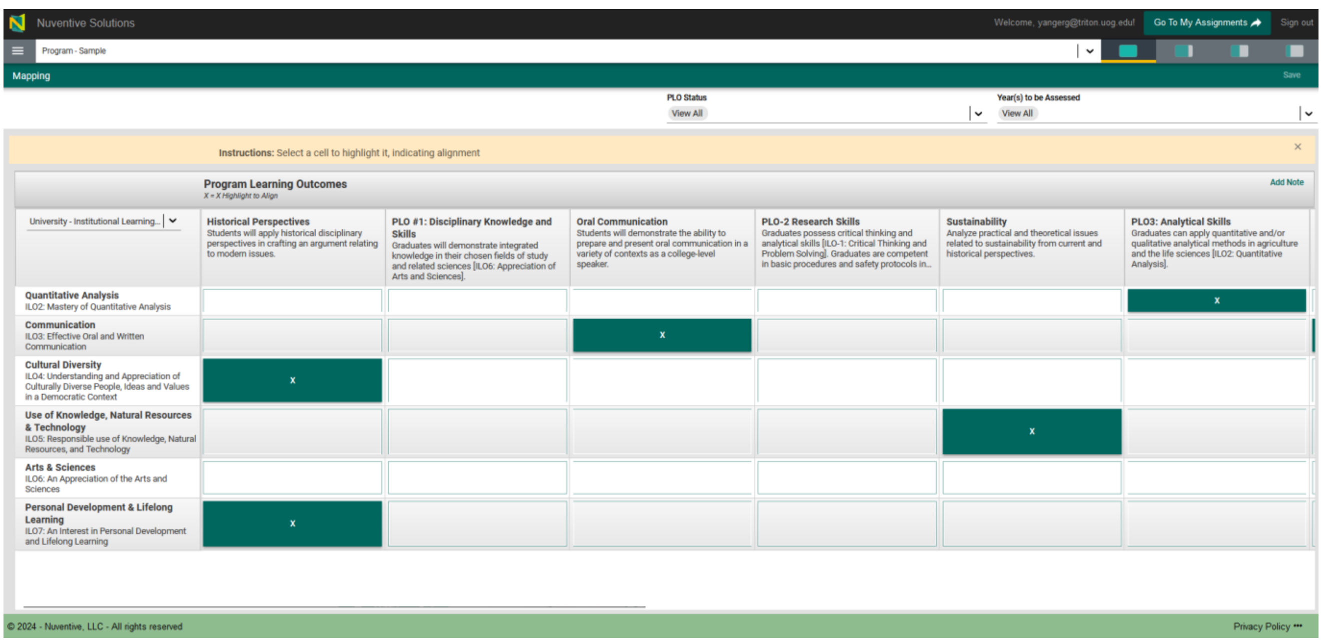


Users can navigate to the Mapping section of the Nuventive Improvement platform by selecting the burger menu and selecting "Mapping". Nuventive Mapping is provided for diagnostic and reporting purposes only. All mapping, conducted within the mapping screens (Curriculum Mapping, Goals Mapping, Outcomes Mapping, etc.) function the same. The only differences are that:

1. Users will select the type of mapping from the drop-down; and

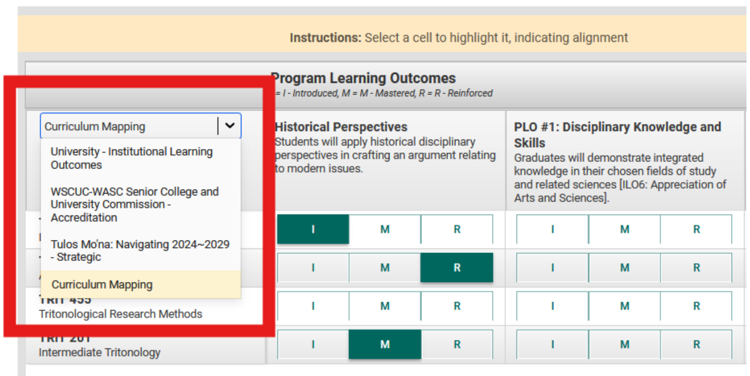
2. The indicators may change.

Users will see the following page:



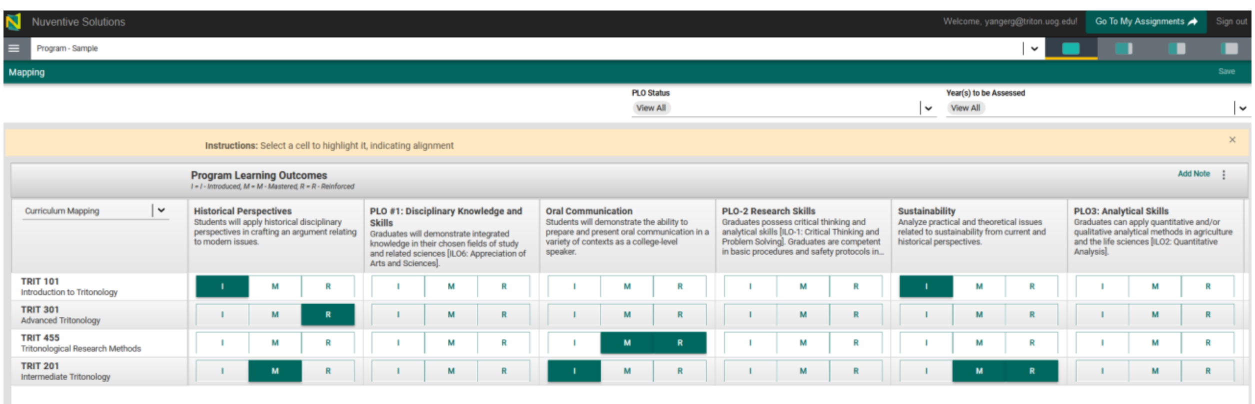
Curriculum Mapping

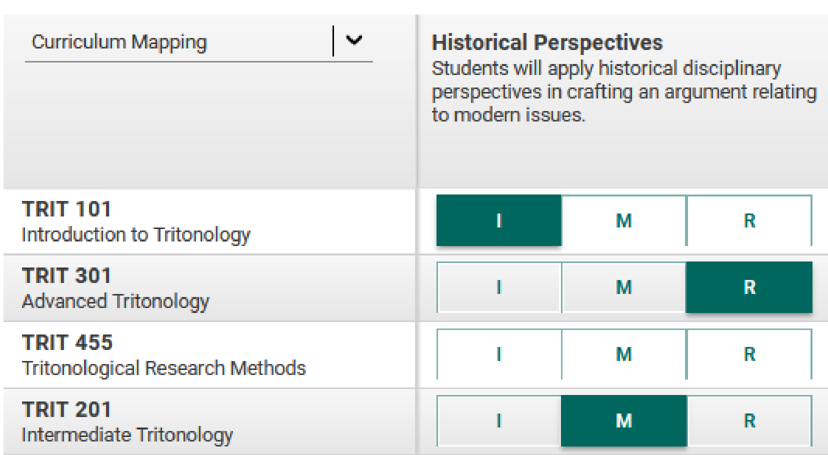
Users can begin curriculum mapping for programs by selecting the drop-down arrow on the left-side of the page.



Courses aligned with the program are listed on the left-hand column.

To the right of each course is the PLO for the selected program. These are the PLOs that have been entered for this Program Assessment Plan



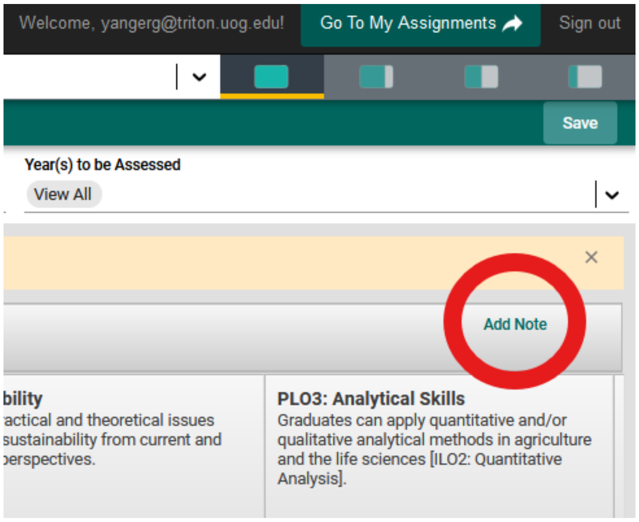


Indicators for each PLO are provided at the top of the chart:

I = Introduced, M = Mastered, R = Reinforced

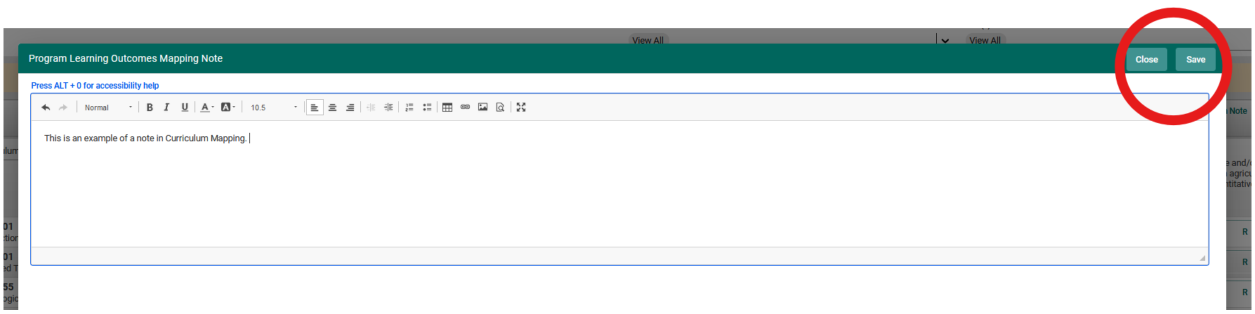
Users must select the appropriate indicator. Indicators can be unselected by selecting the highlighted indicator again.

More PLOs can be visible by using the horizontal scroll bar found at the bottom of the page to the right.

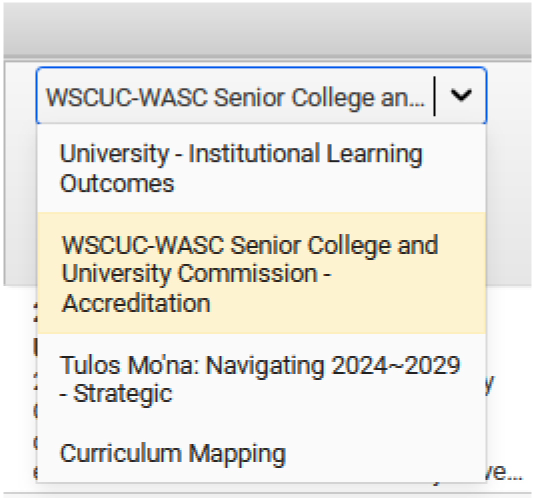


Users can add notes to the program's curriculum mapping by selecting the "Add Note" function on the top right of the chart. A pop-up with a text box will appear. This is where users can add notes relevant to their mapping work. Users can insert text, pictures, and tables in this text box.

Users must select "Save" found on the top right of the pop-up when all information is added. Select "Close" to exit the pop-up.

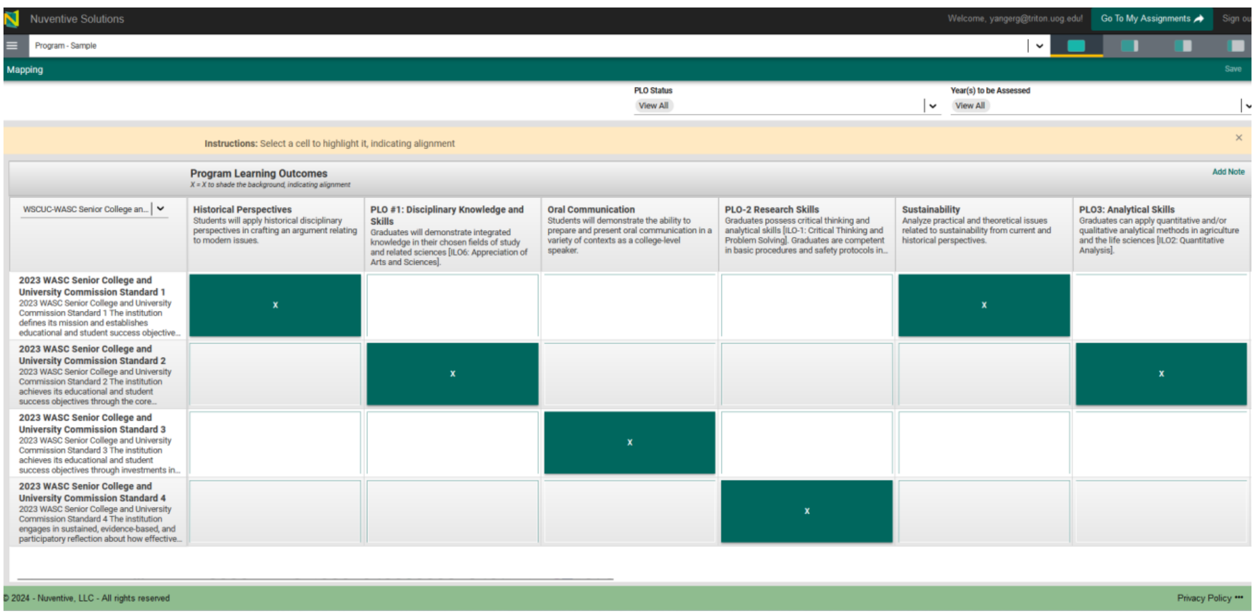


Institutional Learning Outcomes, WSCUC Standards, and Strategic Plan Mapping



Users can map their program to UOG's Institutional Learning Outcomes, WSCUC-WASC Senior College and University Commission Accreditation, and Tulos Mo'na Strategic Plan standards.

Select the drop-down arrow to choose the set of standards. Upon selection, users will see the following:

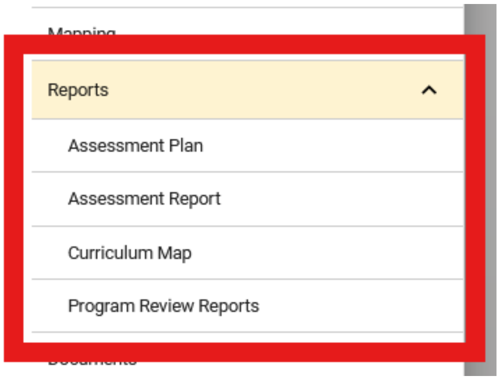


PLOs in view can be filtered by using the "PLO Status" and "Year(s) of Assessment" drop-down menus at the top right of the page. "PLO Status" allows users to select between active, inactive, or all PLOs. Similarly, "Year(s) of Assessment" allows users to view PLOs for review in certain academic year(s).

All PLOs will be displayed on the top of the chart while strategic initiatives/goals will be displayed vertically on the left side of the chart.

Users can indicate alignment to the strategic goal/initiative by selecting a cell to highlight. Cells can be unselected by selecting the highlighted cell again.

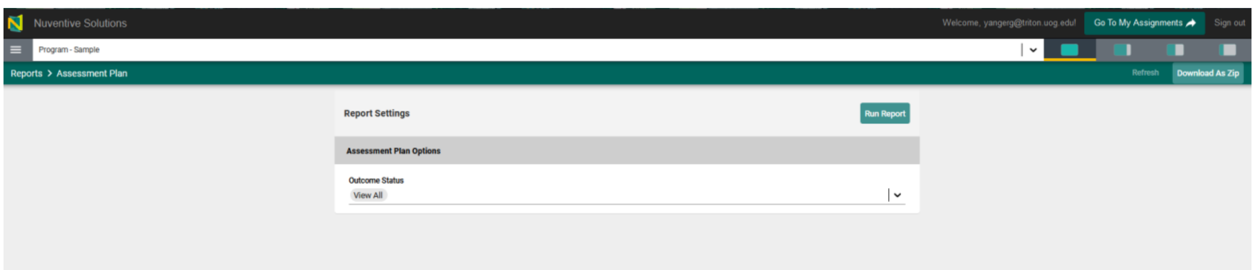
Reports



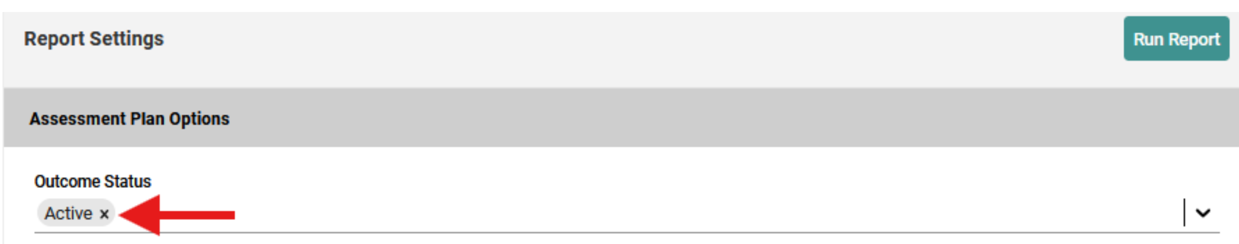
Reports can be created by selecting the Reports tab in the Main Menu. Users will have the ability to select between reports for their program's Assessment Plan, Assessment Report, Curriculum Map, and Program Review Reports.

Creating Reports

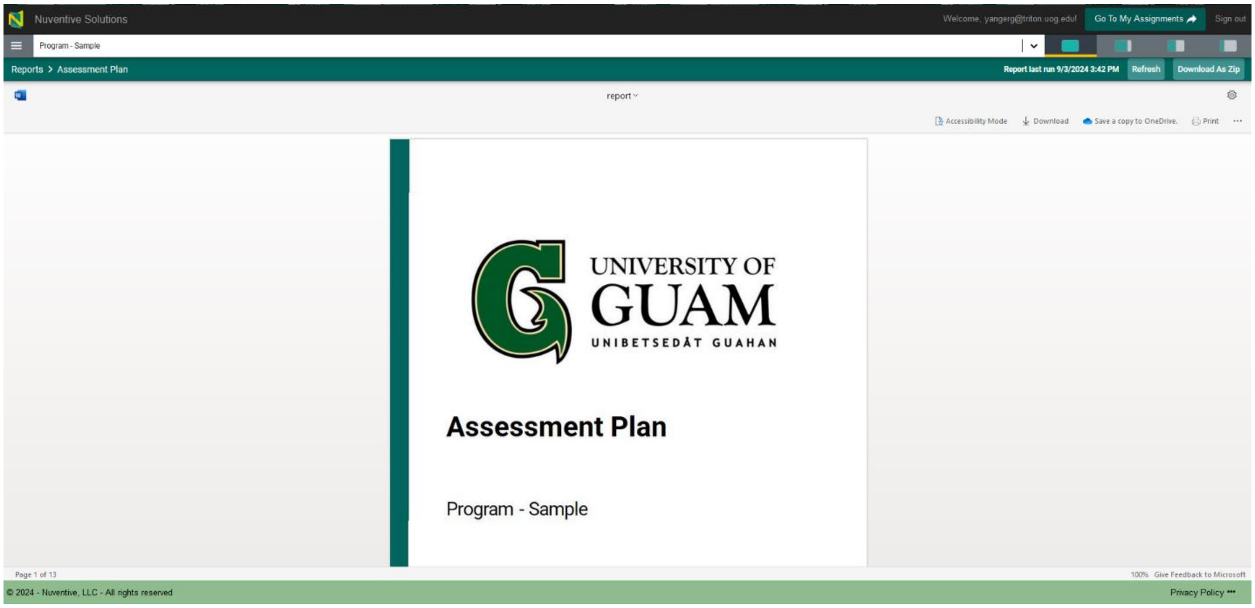
Assessment Plan reports can be made by selecting the Assessment Plan option in the Reports drop-down. Upon selection, users will see the following page:

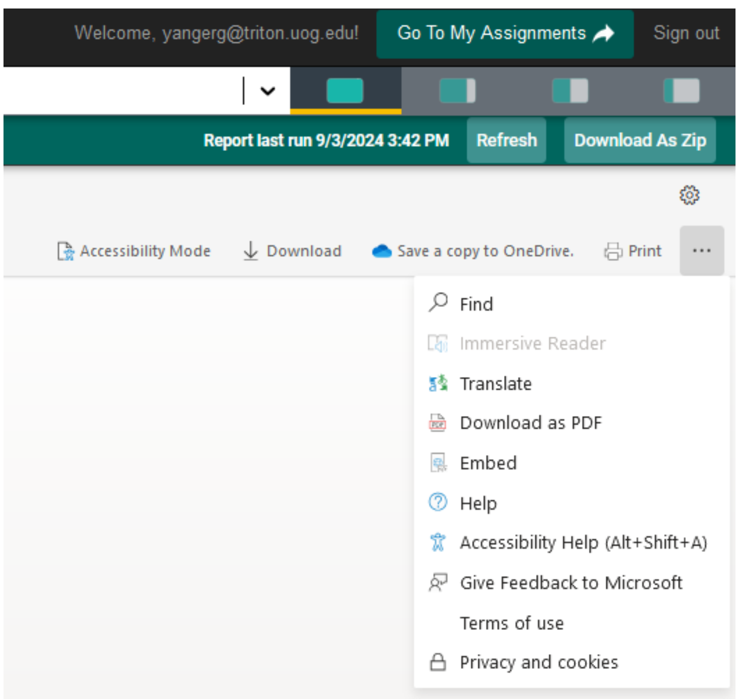


Users may select their plan's outcome status in the Assessment Plans Options section. The default field for the Outcome Status field is set to "View All". However, this can be changed by selecting the drop-down arrow on the right. Users may select either "Active" or "Inactive" outcomes. The selected outcome status can be deselected by clicking the small "x" on the right of the outcome status.



Select “Run Report” to create the report. Nuventive Improvement will autogenerate the Assessment Program Report with the outcome status field selected as a word document.





The report can be downloaded as a word document, saved to OneDrive, or printed directly from the display. It can also be saved as a PDF by selecting the ellipses on the top right and selecting “Download as PDF”.

The report will be comprised of all information the user has input. General information of the program as well as assessments for each Program Outcome will be included in the reports.

Please see the Program – Sample Assessment Plan Report EXAMPLE for reference.

If the report is not generated within two minutes, users may contact support@nuventive.com.