# Nuventive Improve

## Instruction Manual

Texas Tech University
Office *of* Planning & Assessment

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The tool selected by Texas Tech University for managing the evidence collected for our assessments is Nuventive Improve.  As a web-based assessment management system, Nuventive Improve is designed to help institutions manage assessment, planning, and quality improvement processes, as well as overcome common assessment obstacles. Nuventive Improve is not assessment, nor does it teach individuals how to assess; its sole purpose is to assist us in organizing and managing the process.

The purpose of this manual is to provide TTU Nuventive Improve users with the "how to" for entering their assessments into the software, and to expedite the creation of their unit's Annual Assessment Report. It presents all the major heading tabs and their sub-tabs with explanations of their functionality and use. Further information is given on how to accomplish tasks below the sub-tab level, such as editing, copying, adding follow-up and relating documents. No attempt is made to explain Nuventive Improve functions not currently in use at TTU. Those functions may be added to this manual at some future date when their use has been implemented.

If you have any questions or concerns regarding Nuventive Improve, please call or email the Office of Planning and Assessment at 806-742-1505 or OPA.tracdat_support@ttu.edu.

## Why Have I Received This Manual?

You have received this manual because you are responsible for submitting your department's or unit's annual academic assessment evidence for Student Learning Outcomes, and have completed a training session on the Nuventive Improve software platform. You have communicated with staff from the Office of Planning and Assessment (OPA), set up your account, and are ready to do your report. This manual will walk you through the reporting process from logging in to Nuventive Improve to submitting your report. To set up a Nuventive Improve account or to troubleshoot, contact the Office of Planning and Assessment (806.742.1505).

## Why Do I Need To Submit Assessment Evidence?

Your submitted report will provide the University Administration with evidence that your department or unit is assessing student learning. Evidence reported by each unit will help the University track accomplishments across campus, and ensure that all unit activities are coherent with TTU's goals.

## What Will My Assessment Evidence Be Based On?

Your annual report will address what learning outcomes are essential for students in your department.  These learning outcomes will vary based on your desired objectives for learning within each academic program or unit. You will enter quantitative or qualitative data into Nuventive Improve to show how your unit has met each of these outcomes. Every unit is different, so each unit's report will include different kinds of data and responses. Your report will be complete as long as it addresses all the learning outcomes for your department.

## Where Will My Data Go?

Data that you enter into the Nuventive Improve database is reviewed by OPA, which monitors institutional effectiveness outcomes for the whole campus. OPA uses Nuventive Improve data as evidence for internal and external reports to the University President, Board of Regents, and Regional Accrediting Agencies.

**Step 1:** Open up your internet browser (Safari, Chrome & Firefox recommended)
**Step 2:** In the address bar, type in the following URL:

**http://tracdat.opa.ttu.edu/tracdat**
This will take you to the Nuventive Improve home page for Texas Tech University. For ease of future access, you may wish to bookmark this site.

**Step 3:** Enter your eRaider username and password. Depending on your browser, you may have to enter TTU\ before your eRaider username. It is suggested to always enter in TTU\ to avoid access issues. Select 'Login' when you have entered in both your eRaider and password.

**NOTE:** If you are unable to login or cannot remember your username or password, please contact the Office of Planning and Assessment at 806.742.1505 for assistance.

**AUTHORIZATION FOR NEW USER:** The person requesting authorization for a new user should send an e-mail to the Office of Planning and Assessment at OPA.tracdat_support@ttu.edu.
Please include:

1.     Full name of new user and TTU title or function. E.g., Dept. Chair, Dean
2.     TTU eRaider username
3.     TTU email address
4.     Unit(s) for which you are requesting authorization
5.     Reason for the access requested

When you login, you will arrive at the '**Home**' tab. This page displays an 'Assessment Plan Summary' within the department, division, and institution. Users will not make changes to the information on this tab. Each of the items in blue font is a live link that will take you to that specific portion of the assessment plan.



The 'Account Information' tab allows users to add general information about each degree program, (Examples: Program purpose statement, contact information, degree program coordinator's name, etc.) This information should be updated by the program coordinator, if any changes occur.



Click on the image that looks like a pencil above to edit information.

When you click on 'Assessment Plan' at the top left portion of the page, you will see the sub-tabs of 'Program Assessment Plan' and 'Results'. This tab is where you enter your unit's assessment plan. The following functions can be performed in this section:

1. Under the 'Program Assessment Plan' tab: Add, copy, edit, and delete the unit's SLOs, Relate Outcomes to General Education, and Strategic Plan goals.
2. Under the 'Results' tab: Results are given based on SLOs.



Click Assessment Plan to see tabs to enter data.

**Adding SLOs:**
1.  Click on 'Program Assessment Plan'

2.  Select the **green + symbol** on the right side of the screen.  When you hover over the **+ symbol,** 'Add Student Learning Outcome' will appear on the screen.
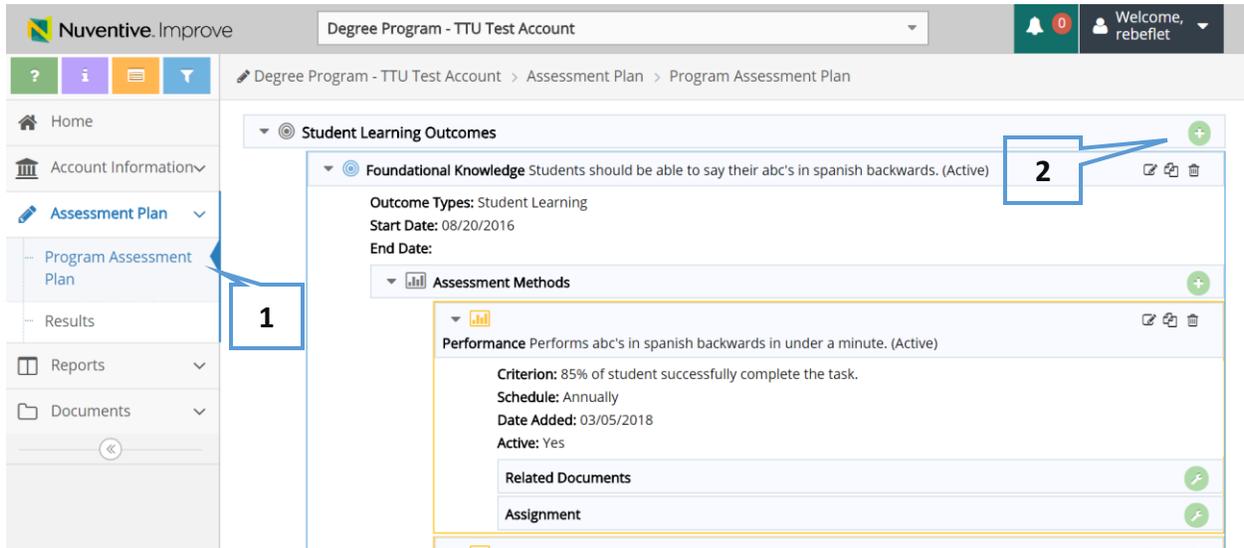


3.  Enter the 'Student Learning Outcome Name'.
4.  Enter the 'Student Learning Outcome'.
5.  Choose Outcome Status from drop down. (Active/Inactive)
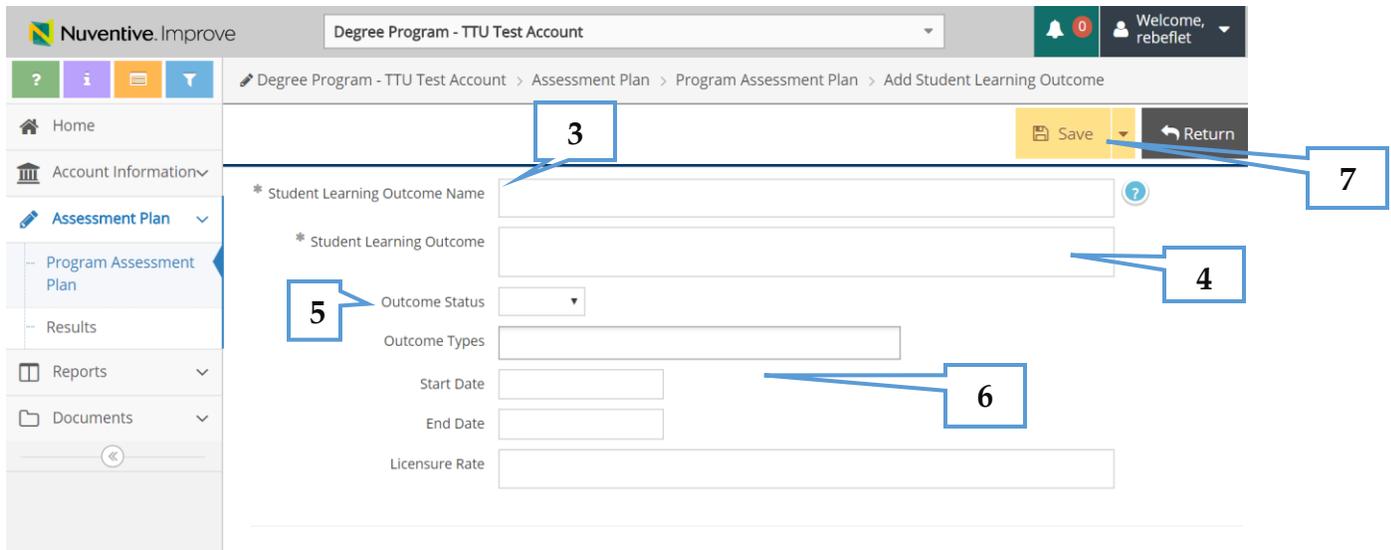


**NOTE:** SLOs should indicate the specific skills, knowledge, or attitudes students should be able to demonstrate at the conclusion of a course of study. Non-academic outcomes should state a goal or outcome the unit plans to pursue or achieve during the assessment period.

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6. Select the 'Outcome Type' then select a 'Start' and 'End' date. For a continuing/repeated outcome, leave the original start date.
7. Select 'Save' at the right side of the page and select 'Return'.

If a program is adding and/or removing an outdated SLO, make sure to Inactivate the SLO that will no longer be used and then add a new SLO. Please do not delete outdated SLOs. Also, there is no need to add the same SLO every year and activate and inactivate. OPA looks for Active or Inactive. It is acceptable for a program to use the same SLOs for a few years. SLOs can remain active until a new SLO will replace it, then the old one will be inactivated.

**Editing SLOs:**

1. Select the 'Edit' button on the right hand side of the page.
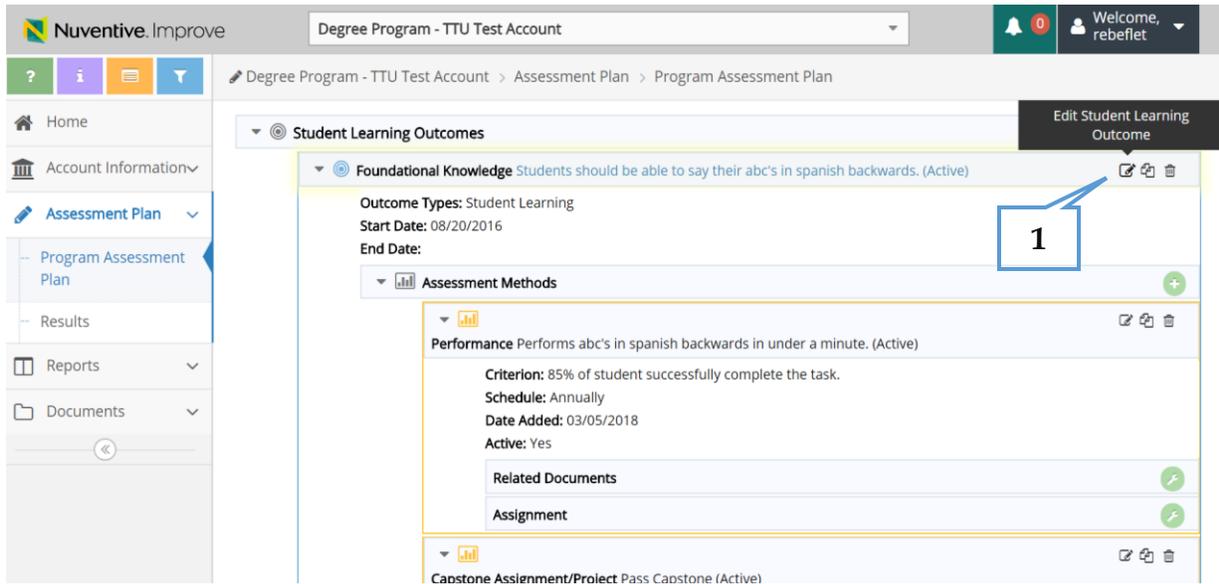


2. A new page will open that allows you to make changes to the Outcome. You can make an outcome Inactive by choosing from the dropdown in Outcome Status. If Inactivating an SLO, be sure to enter an end date.
3. Select 'Save' at the top right corner of the page, then select 'Return'.
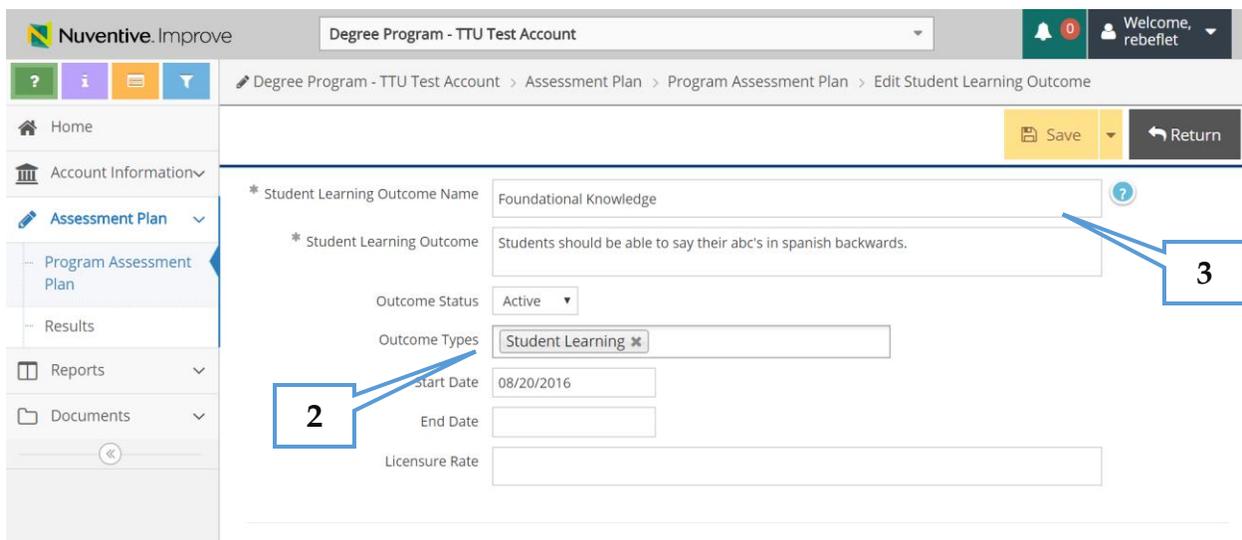
**Adding Assessment Methods:**

Choose the Outcome for which you wish to enter the Assessment Method.

1.  Click the **green + symbol** to 'Add Assessment Method'.
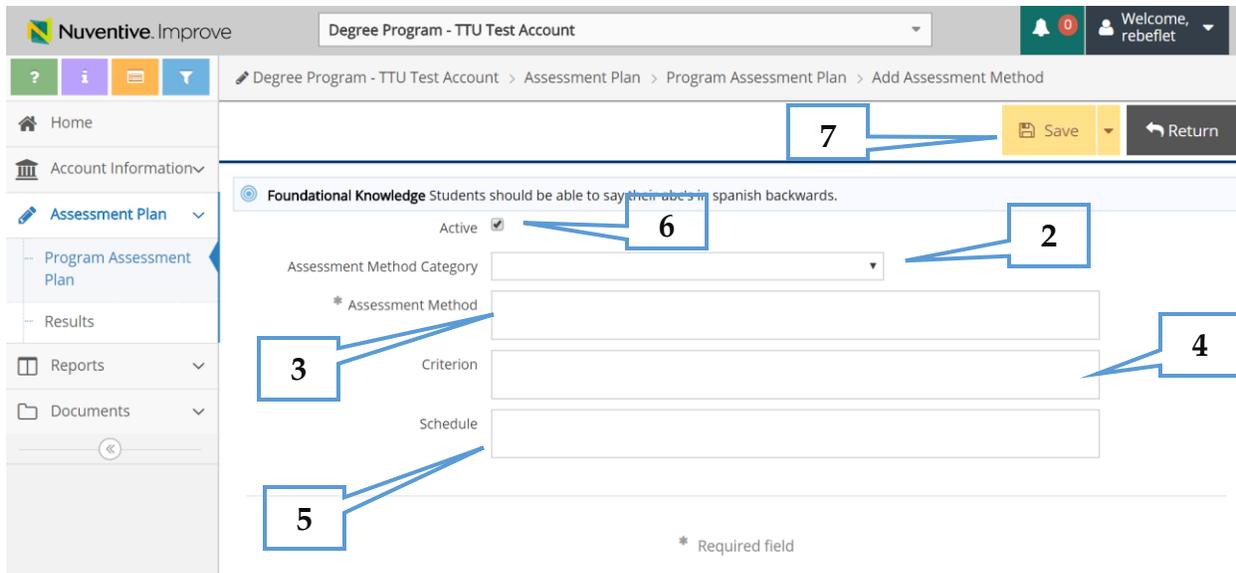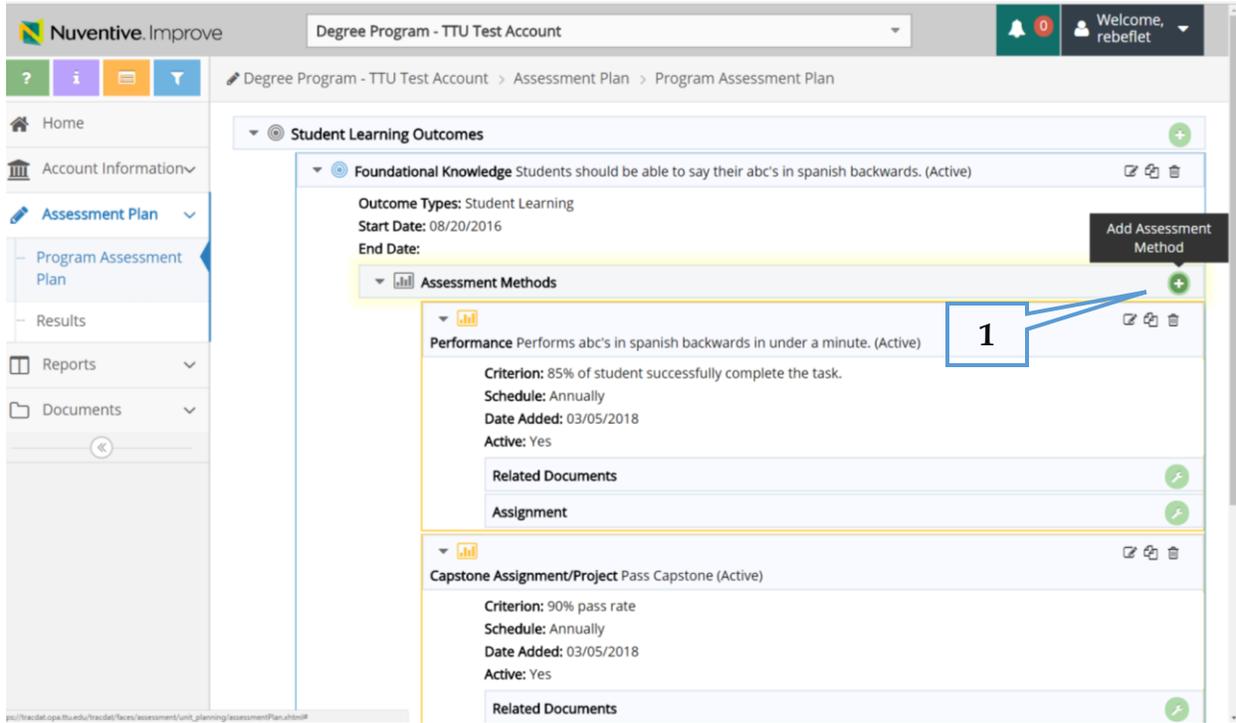




2.  Select the 'Assessment Method Category' from the drop down list.
3.  After you have selected the type of assessment method, enter a detailed description of the assessment method in the 'Assessment Method' field. The

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information in this field should describe how the assessment will be accomplished.

4. In the 'Criterion' box, state what level of achievement of the outcome will be considered a success. E.g. 60% of all students will achieve a 70% or better rating on the outcome.

5. Use the 'Schedule' box to set up a calendar of when you will accomplish each step in the assessment process such as collecting data, analyzing and entering your results, planning how to use the results, and following-up on the changes you have made.

   **NOTE:** You are not required to use the schedule field.

6. The 'Active' box should be checked.
7. Select 'Save' at the top right corner of the page, then select 'Return'.

The 'Results' tab allows you to enter the data collected for 'Outcomes'. These functions can be performed in this section:
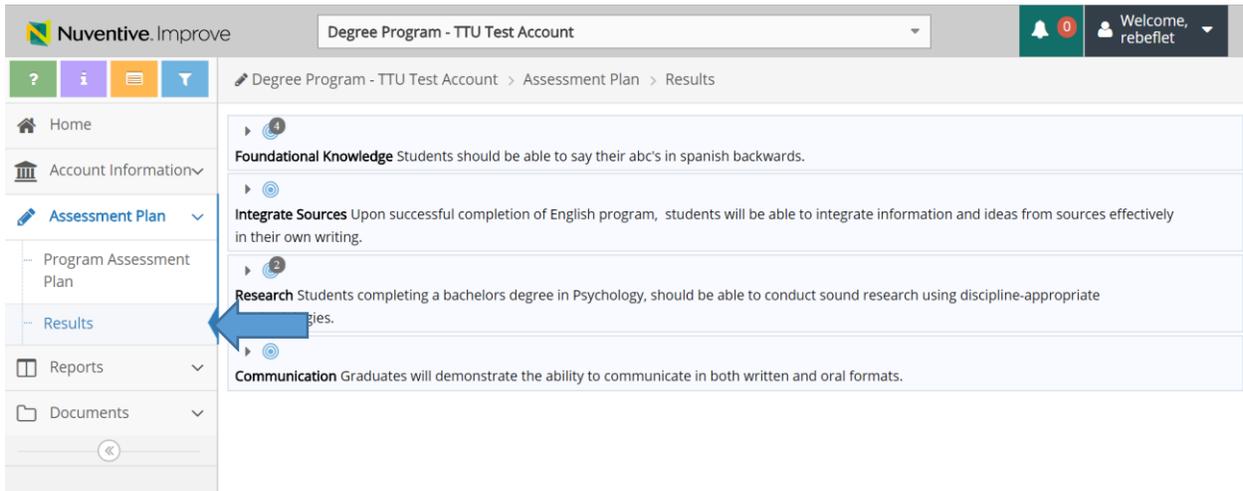


Add, edit, and delete 'Results' for each outcome or assessment method. Edit and Delete can be used if errors have been made reporting.

Enter 'Actions for Improvement' for each Result.
Relate evidence from the document repository or your hard drive that supports your findings, details your plans for improvement, or supports your follow-up.

**Adding a Result:**

1. Select the **green + symbol** that appears when the arrow next to an Outcome is selected.  This will allow you to enter a new result for that specific SLO.
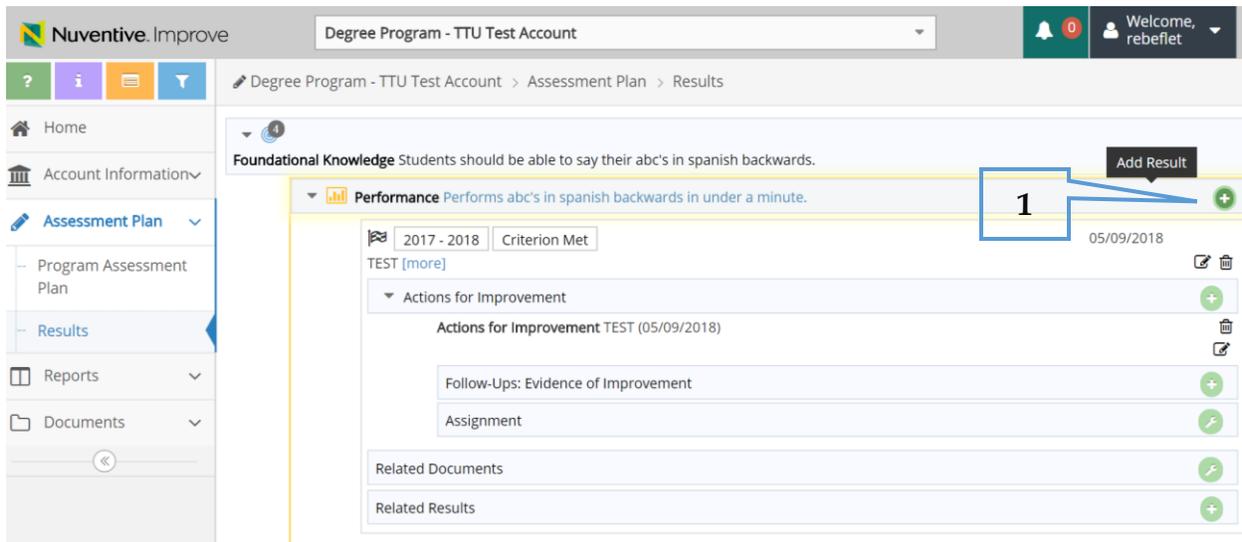


   **NOTE:** The number of results that have been entered will appear next to each Outcome.
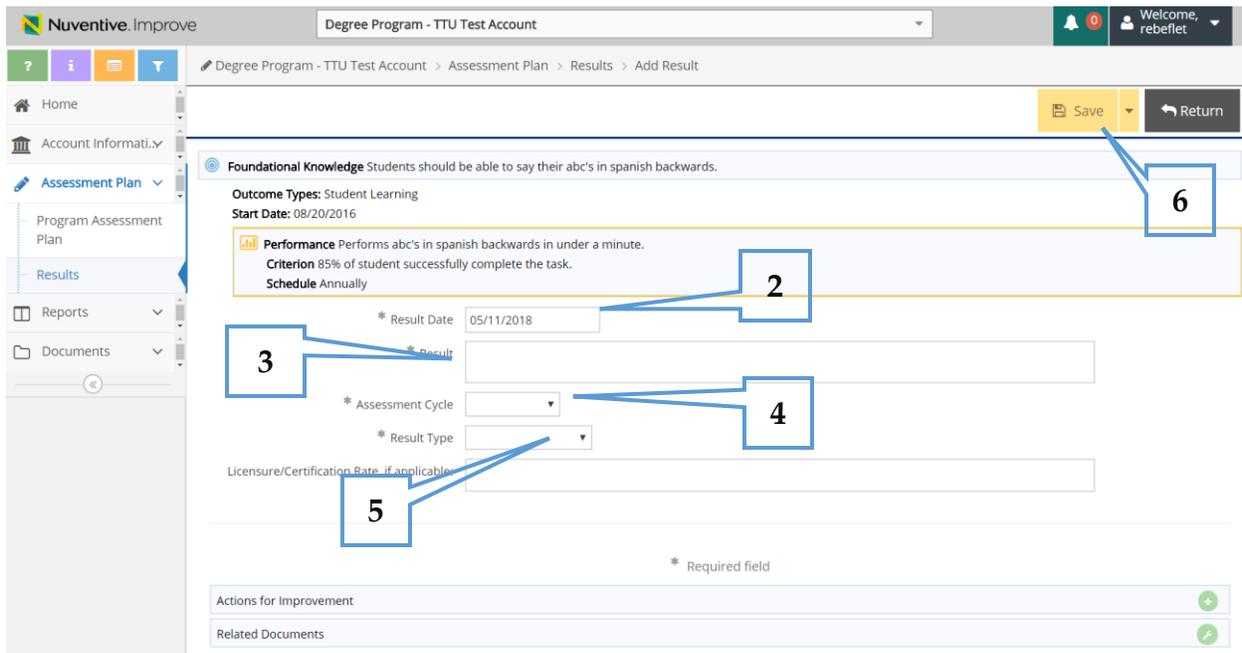


2. Select 'Results Date'.  This should reflect the date when Results were completed, not necessarily the date it is entered or the end of the assessment cycle.

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3. Summarize the Results for the selected Outcome and Assessment Method in the 'Result' box. DO NOT attempt to enter charts, tables or bullets. TracDat will not be able to recognize the format. Save them in a Word, PDF, or picture file.

   **NOTE:** Please do not enter more than 5-7 sentences in this section. Summarize your data and answer the basic question—did you meet or not meet your identified target? The detailed explanation and evidence should be added as a document in the repository and related to the Results. When relating evidence, please be sure it is clear what year the evidence is for, and that you relate the document to the Results for the correct Outcome and Assessment Methods. See pages 20-21 on how to relate a document.

4. Select 'Assessment Cycle' from drop down menu.
5. Select 'Result Type' from the drop down menu. Select 'Criterion Met' if the criterion was achieved or exceeded. Select 'Criterion Not Met' if the criterion was not achieved. Select 'Inconclusive' if the procedure or data cannot be analyzed, which would make using results impossible or if you do not know how the data should be interpreted.
6. Select 'Save' at the top right of the page then 'Return' to enter in another result. Follow the previous steps.

   **NOTE:** You must select a 'Result Type' and 'Assessment Cycle' for your Result to be saved.

**Entering Actions for Improvement:**

After entering a result and saving the data, scroll down to the bottom of the screen.

1. Select the **green + symbol**.
2. Add the Action in the 'Actions for Improvement' window.
3. Select 'Save'.
4. Select 'Return' and repeat steps to add an additional Action.
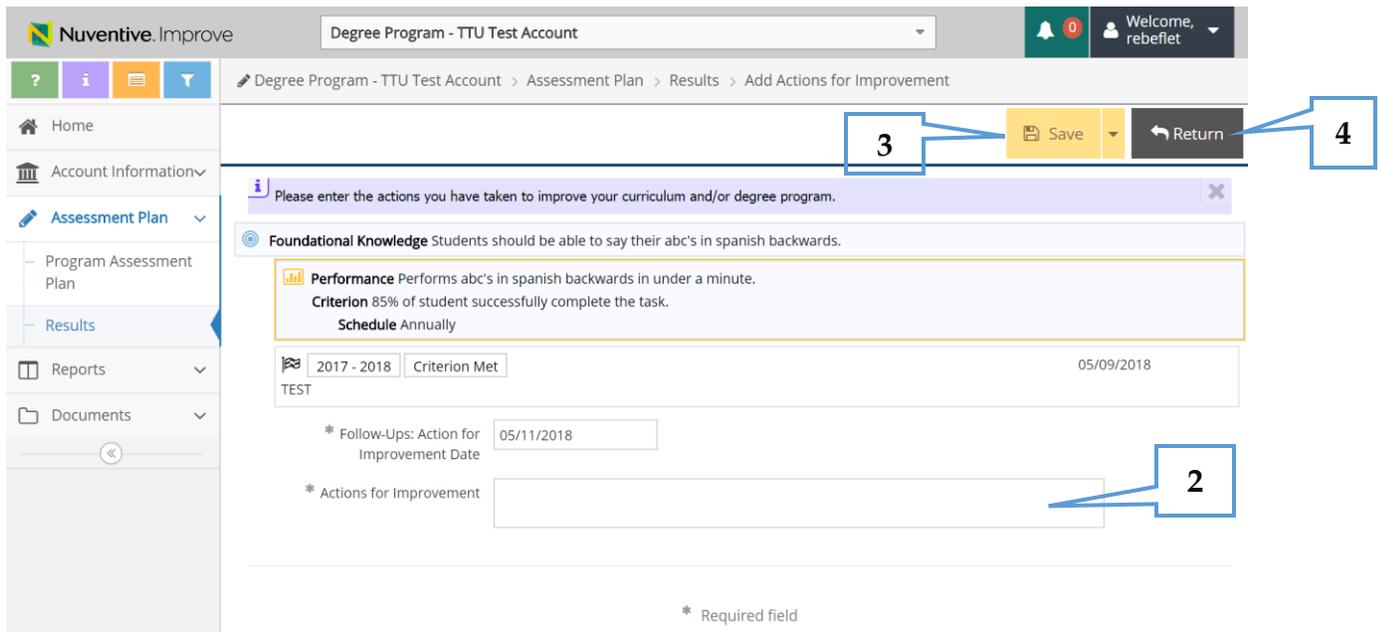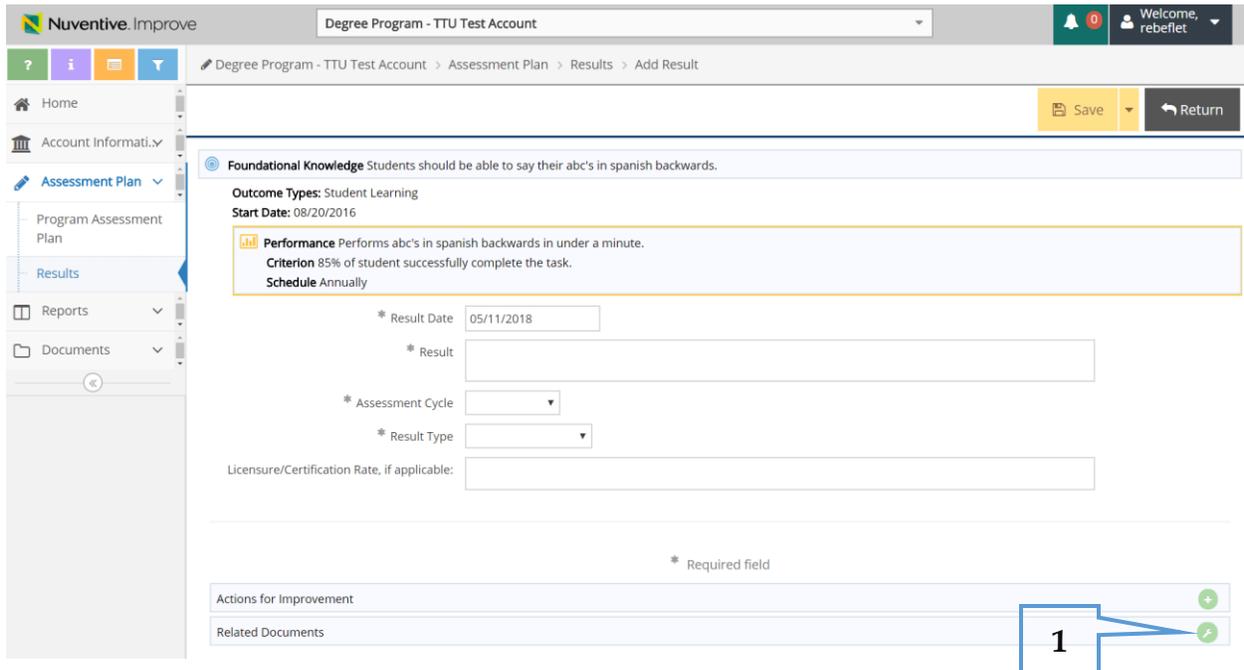
**Adding a Follow-up: Evidence for Improvement**
1. Click on the **green + symbol** at the top right of the screen in the same column as 'Follow-Ups: Evidence of Improvement', which is directly under the Actions for Improvement.
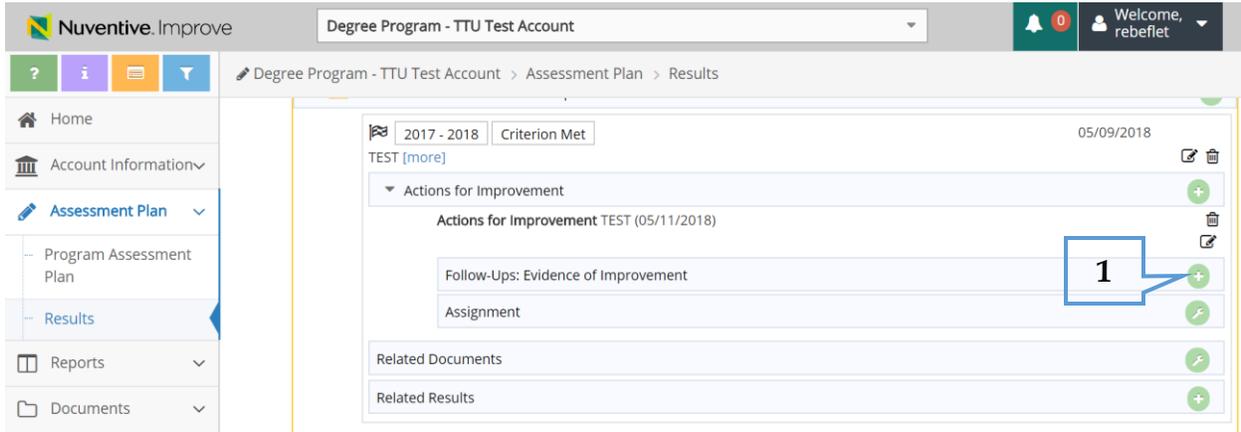


2. Enter the 'Follow-Up: Evidence of Improvement' in the box provided.
3. Select 'Save' near the top of the page.
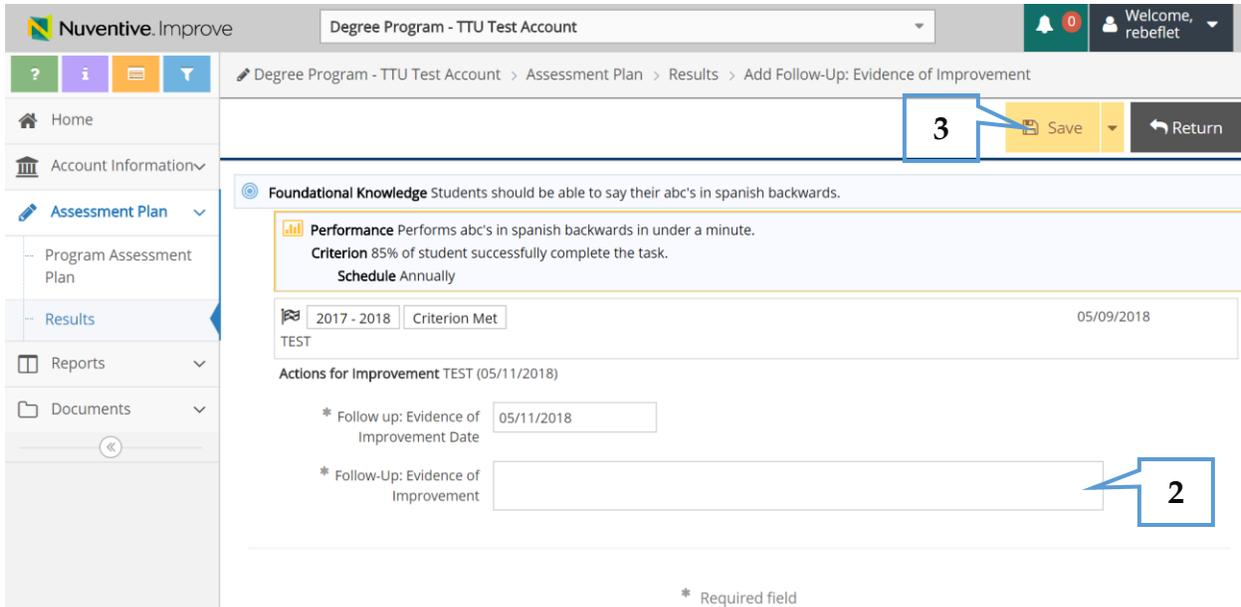


NOTE: The Follow-Up is entered at a later date than the 'Action for Improvement', so it will be necessary to return to your Unit's Nuventive Improve account at a later date. Follow up is added to Actions for Improvement after time has passed to see if the Action was successful or not.

**Editing a Result:**

1.  Click on the arrow next to the assessment method that the result is located that needs to be edited, which is directly under the Outcome that you are interested in. This will reveal the actual data/result that needs to be edited.
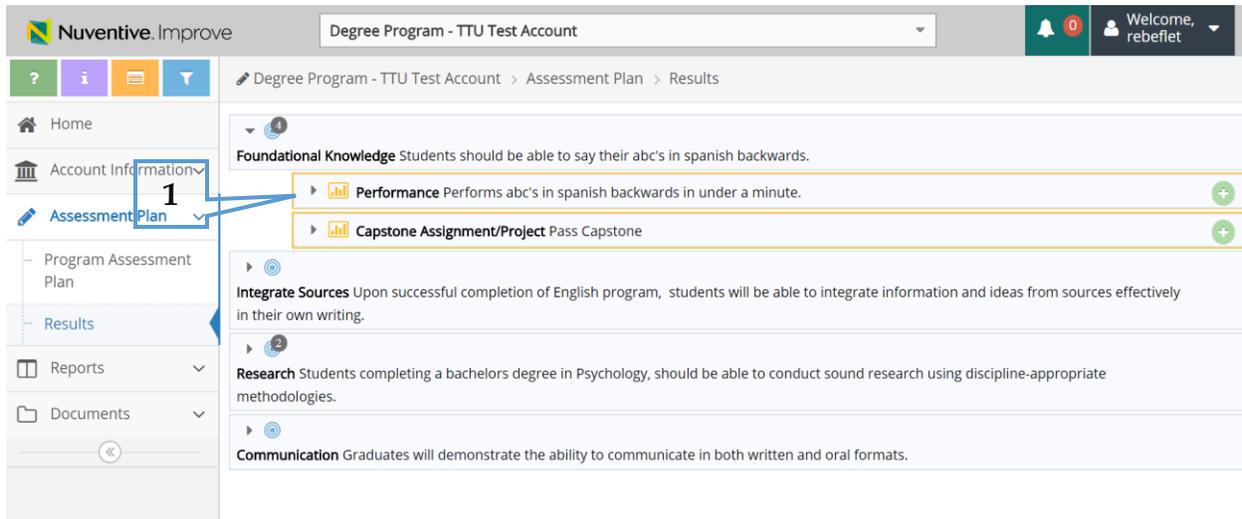


2.  Next, select 'Edit' on the right-hand side of the page.
3.  Change what is needed and select 'Save' then 'Return'.

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**Deleting a Result:**

1. Click on the arrow next to the assessment method that the result is located that needs to be edited, which is directly under the Outcome that you are interested in.
2. Next, click on 'Delete' (the trash can icon) on the right side of the page.
3. Select 'OK'.

**Relating a Document:**

The 'Document Repository' is located under the 'Documents' tab. When you click on 'Document Repository', your program account will appear. By clicking on the arrow to the left of the program, folders and documents that have been added will appear. When you scroll over the account, a drop down will appear, that will provide an option to 'Add Folder'.
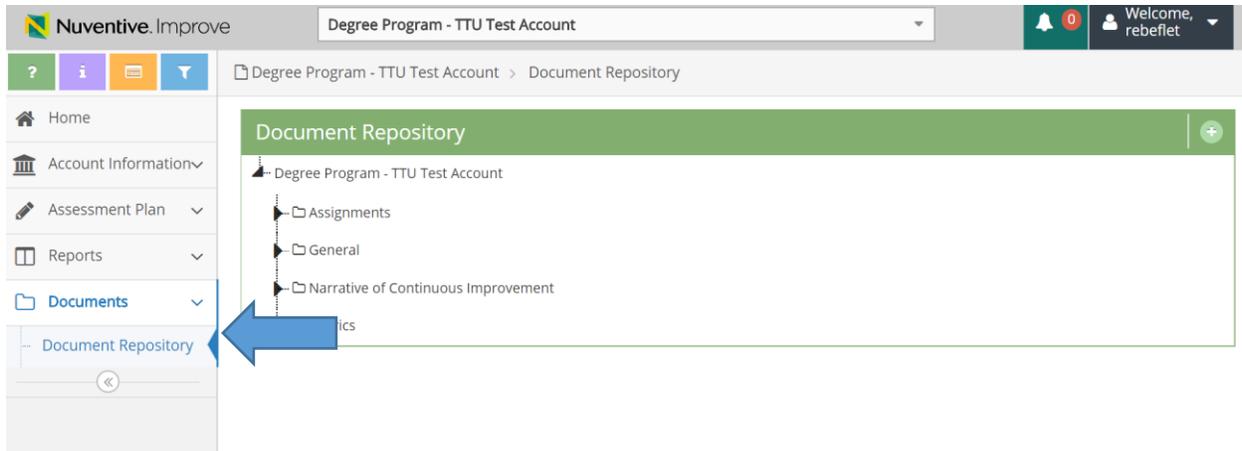


1. Folders will help keep documents organized. Add Folder by name. Select Save.
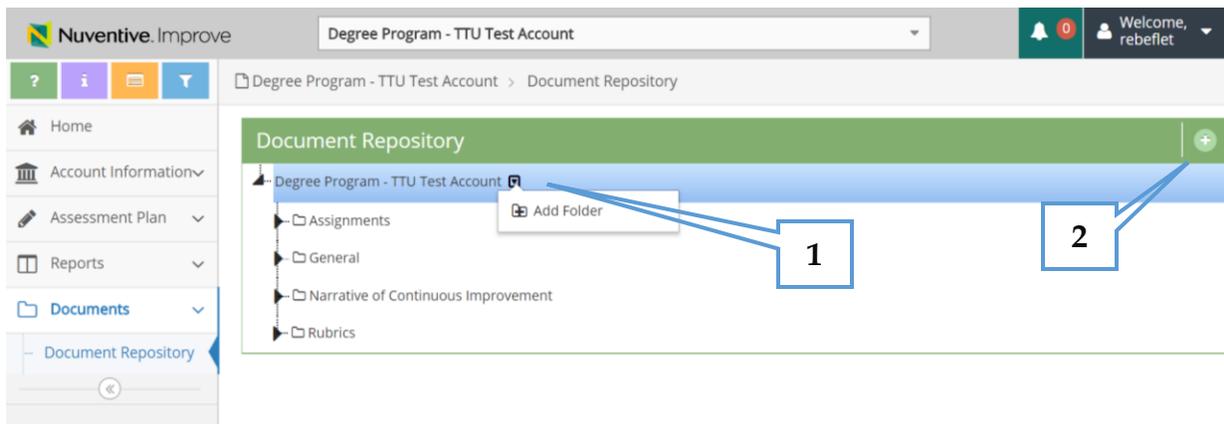


2. Click the **green + symbol** on the right side of the 'Document Repository' column to upload a new document

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3. Click on browse for files. Choose a document that you would like to add. The 'Places documents into' section has a drop down that allows you to choose what folder to place chosen document into.
4. Select 'Save', then 'Return'. The document is now saved in the 'Document Repository'.

   **NOTE:** 'Relating' a document can occur in the 'Assessment Methods' for SLO's in the 'Program Assessment Plan' and in the 'Results' for SLO's.

5. A document can be 'Related' by clicking on the document and dragging it over to the 'Related Documents'. The 'Related Documents' box will turn green when a

document has been related.  Click complete and the document will then be considered 'Related'.
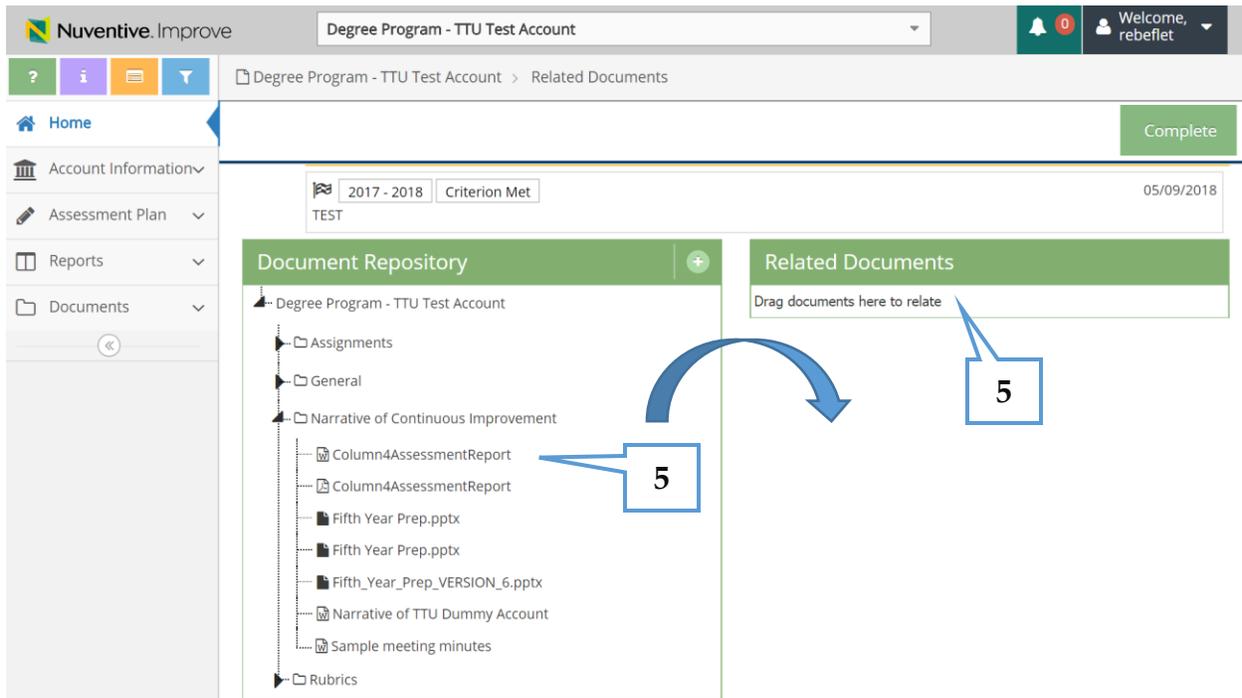


**NOTE:** In order to 'Relate a Document', it has to be uploaded into the 'Document Repository'.  See pages 23-24 for further information.

1.  Select 'Standard Report' on the right side of the page and there are two types of reports that listed.

    The **Assessment: Account Information Four Column** is the 4 column report. This report is displayed in the 4 column layout and contains all assessment from the history of the program.

    The **Assessment: Assessment Unit Planning** is a report that is formatted as a word document. This report can detail assessment information categorized by date. Annual reports can be run, 2 years' worth or data, etc.
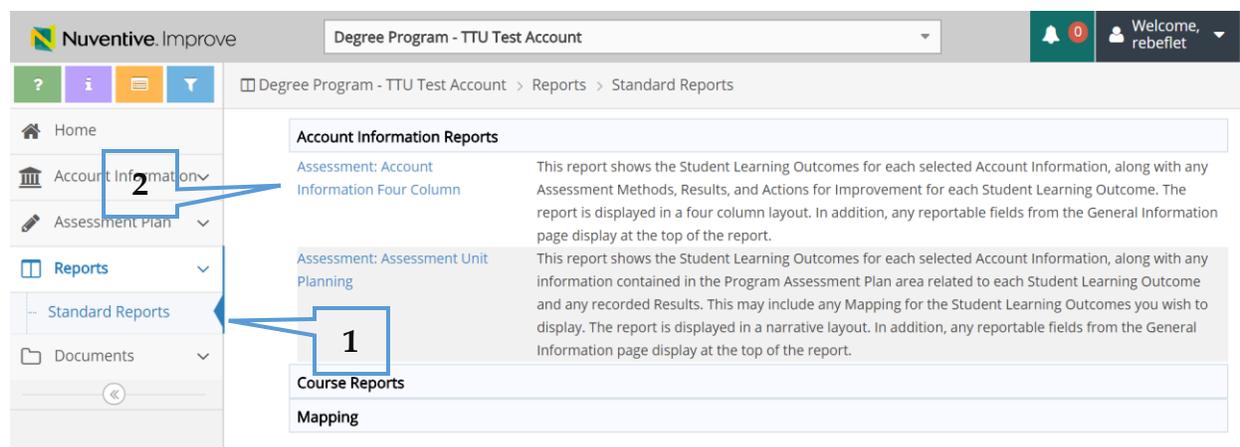


2.  To run a 4 column report, click on Assessment: Account Information Four Column.

3. This report format can be run in pdf, html, and word. The format choice is located at the top of the page. After selecting the format, then Select Open Report. An example of a 4 column report is below. Once opened, you can print the report or save it to your computer as a PDF file

**4.** To run the Assessment: Assessment Unit Planning, click on Assessment: Assessment Unit Planning.
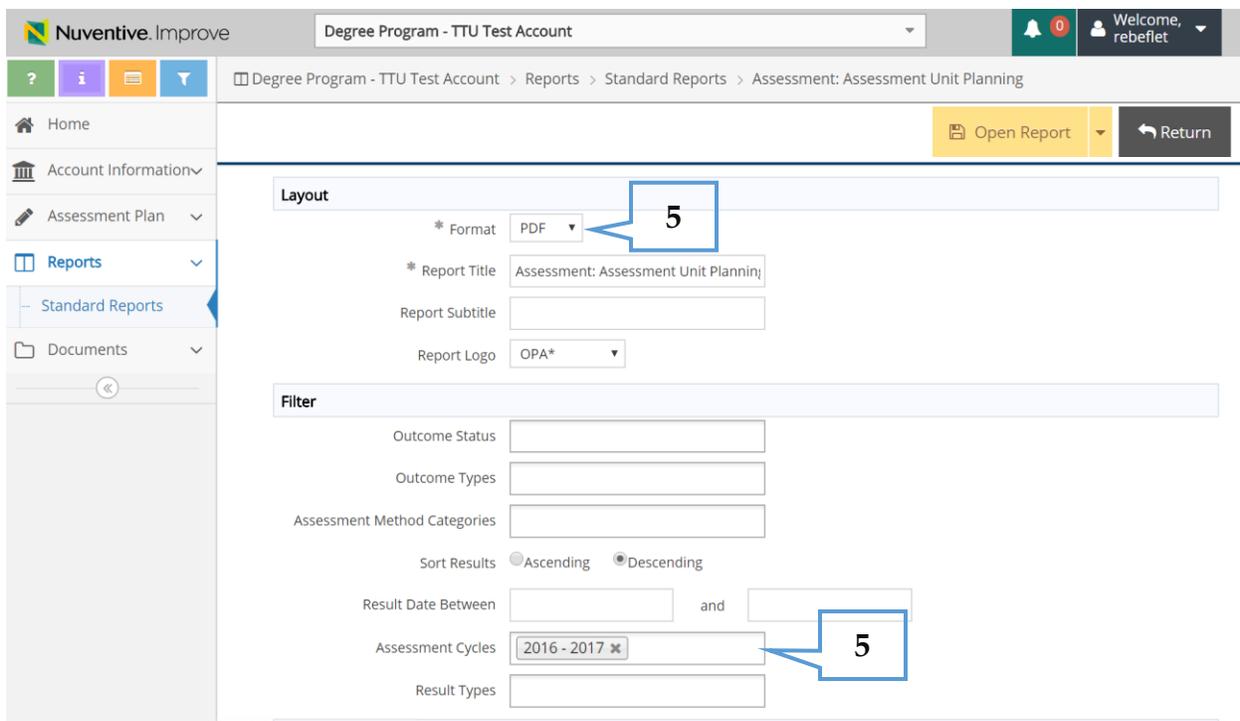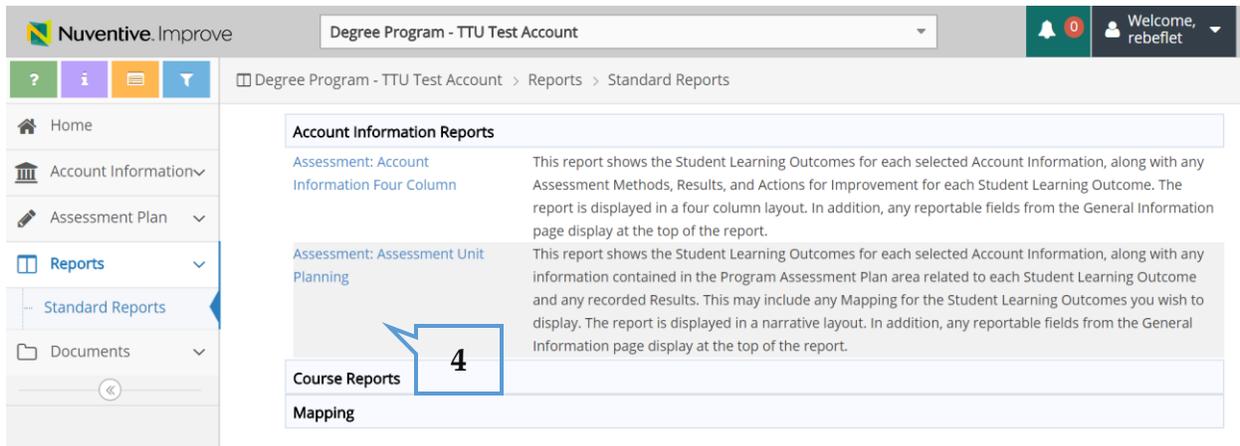


**5.** This report format can be run in pdf, html, and word. The format choice is located at the top of the page. This report can be filtered by Assessment Cycles, so annual reports may be run, etc. After selecting the format, then Assessment Cycles you wish to include (be sure to choose Active only Outcomes if wanting to see most up to date data), then Select Open Report. An example of the Assessment: Assessment Unit Planning Report is below.
Once opened, you can print the report or save it to your computer as a PDF file.

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The '**Documents'** Tab provides an electronic filing cabinet in which all documents uploaded to Nuventive Improve are stored. Use this Tab to add or view documents.

> **NOTE:** Documents uploaded to folders in the Document Repository are listed in their respective folders under the 'Document Repository' sub-tab. Previously related documents are listed under the 'Related Documents' sub-tab.

1. Under the 'Document Repository' sub-tab, scroll over 'Degree Program'. A drop down symbol will appear to the right of the Degree Program name. Click on the drop down symbol and enter the name of your Folder.
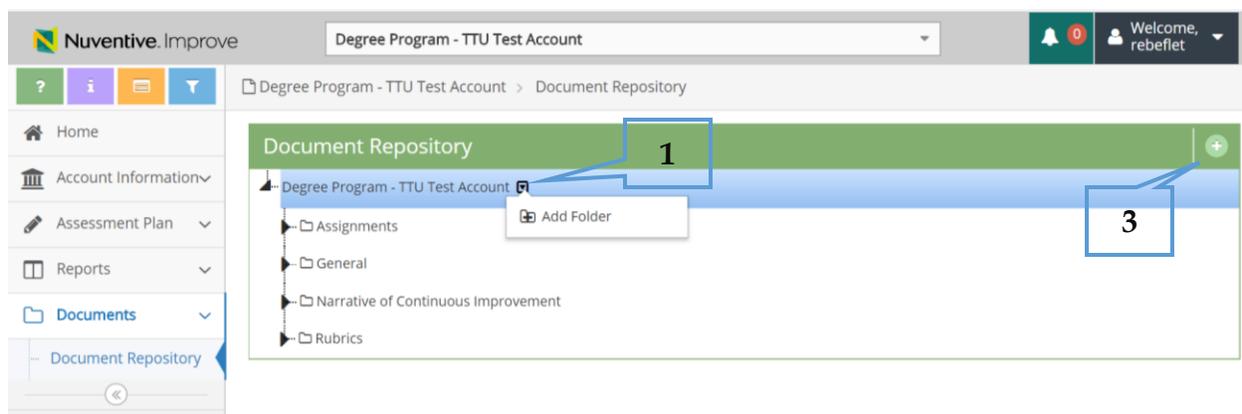


2. Select 'Save'. You should now see the new folder listed in the 'Document Repository'.
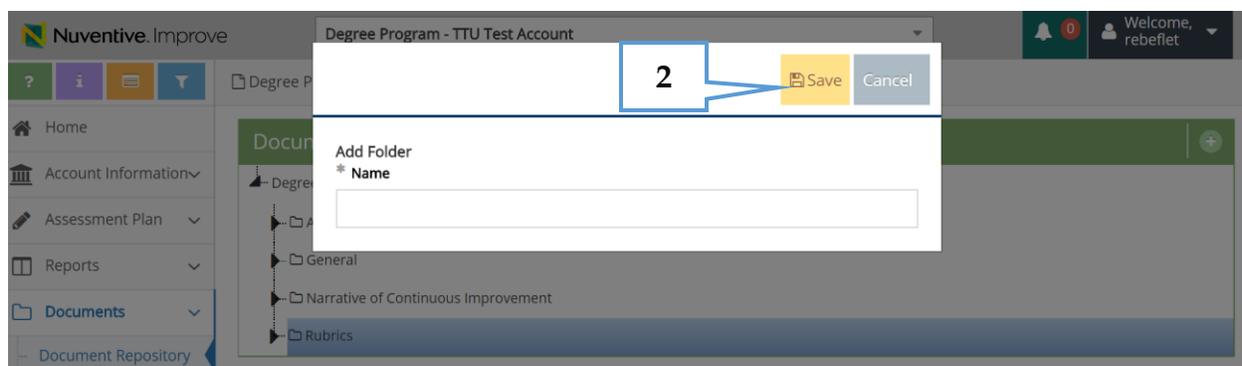


3. To 'Upload a New Document', click the **green + symbol** at the top right side of the page.
4. Select from the drop down 'Places documents into', which are the folders that each program has created in their document repository.

5. Click on the 'Files' box to browse for files to upload.
6. Add a description of the document in the 'Description' box.
7. Select 'Save'.

8. User has options to 'Rename, Share, Add Folder, or Delete' from the 'Document Repository'. Click on the drop down arrow next to the folder and the aforementioned options will appear.
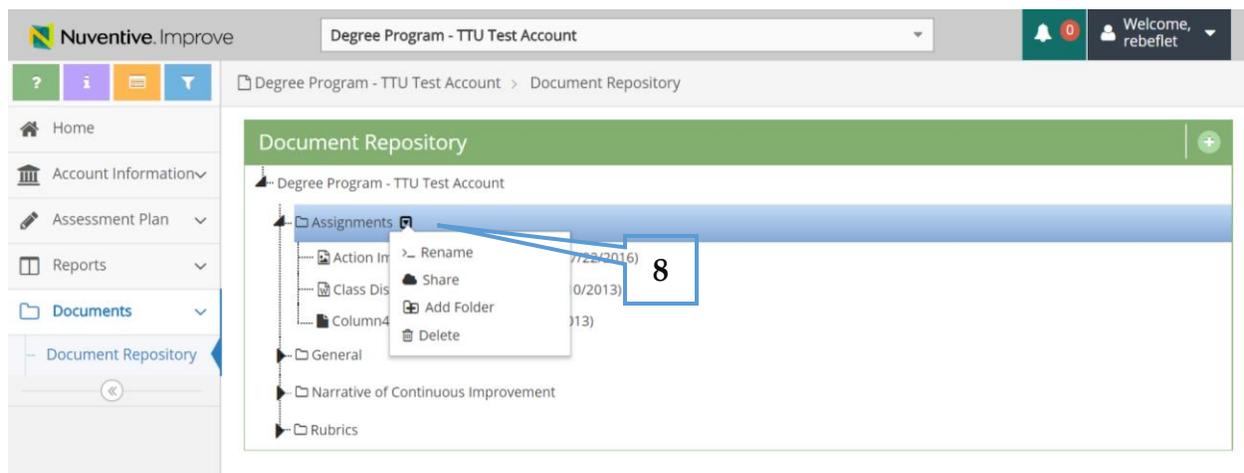


9. User also has options to 'View, Download, Edit, or Delete' a document that is located in the 'Document Repository'. Click on drop down arrow next to the document and the aforementioned options will appear.
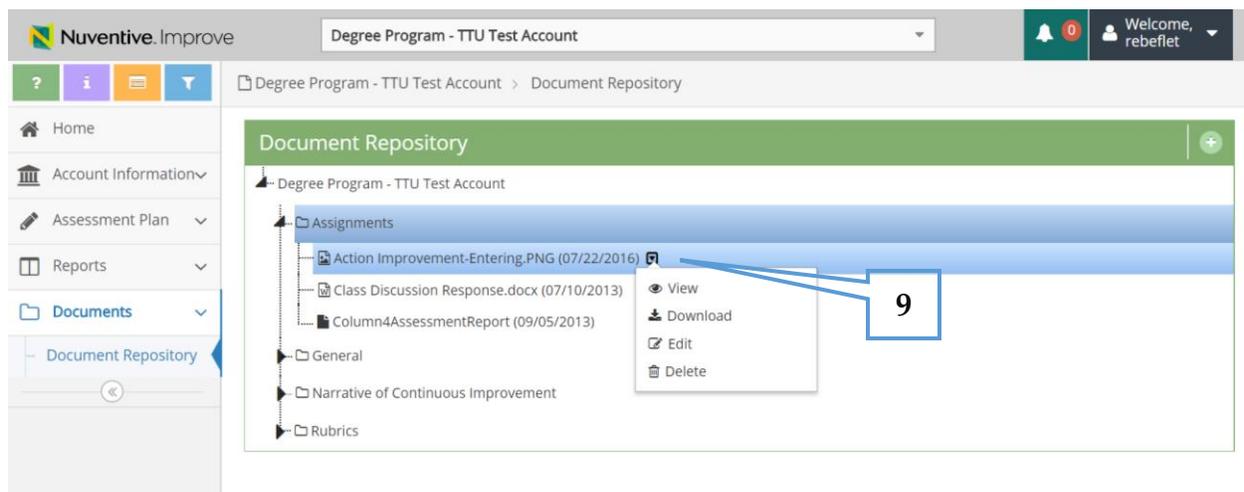
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