Entering your Assessment Plan in Nuventive

University Assessment and Accreditation
How to access Nuventive

1. Go to https://unthsc.tracdat.com/ and enter your username (EUID) and the password.
   • Your Nuventive Improve password is not the same as your UNTHSC password. If you need help with logging in or any other Nuventive Improve assistance, contact UAA@unthsc.edu
   • Click Login

Authorization for new users: The person requesting authorization for a new user should send an e-mail to the University Assessment & Accreditation, UAA@unthsc.edu. Please include:
1. Full name of new user
2. EUID
3. email address
4. Unit(s) for which you are requesting authorization and reasons for the access
General Navigation

Click on the question mark in the green box for specific help throughout Nuventive Improve.

If there are institution-specific instructions, they will automatically appear in light purple with the “i” icon in the upper left hand corner of the message. To hide these instructions, either click on the “i” icon or click the X in the message bubble.

Click on icon to open Page Log (editing log) in Context View.

Click on the funnel icon in the blue box to access any filtering options available for the page.

Click on the Program tab to access the General Information, Assignments, or Personnel sub tabs

Click on the Program Planning tab to access the Assessment Plan and Assessment Results sub tabs

Click on this tab to access the Standard Reports and Ad Hoc Reports sub tabs

Click on this tab to access the Document Repository sub tab
Once logged in, please look at the top of the page to find the small upside down triangle to find your specific program. You will have to come back to this drop down menu if you have to enter assessment plans for multiple programs.

After selecting the program, you will arrive at the “Home” page where your “Program Planning Summary” is displayed. Each of the items in blue font is a live link that will take you to that specific portion of the assessment plan.
To work on your Program’s Assessment Plan, click on 1) “Program Planning” tab and 2) “Assessment Plan” tab. You will arrive at the list of your existing outcomes. 3) To add “new” outcome, click on green + symbol on the right side of the screen. When you hover over the + symbol, ‘Add Outcome’ will appear on the screen.
Adding New Outcome(s)

Program Outcomes include Program Learning Outcomes and Program Outcomes.

- Program Learning Outcomes (PLO) are statements which clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire from educational experience.
- Program Outcome (PO) statements clearly state what a program or process is to do, achieve, or accomplish for its own improvement and/or in support of institutional or divisional goals.

Once you complete all the required fields, click “save and return” to go back to the previous page.

<table>
<thead>
<tr>
<th>Outcome Short Name</th>
<th>Biomedical Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outcome</td>
<td>Graduates will be able to synthesize fundamental concepts of biomedical science.</td>
</tr>
<tr>
<td>Outcome Status</td>
<td>Active</td>
</tr>
<tr>
<td>Assessment Years</td>
<td>2021-2022</td>
</tr>
<tr>
<td>Start Date</td>
<td>08/22/2022</td>
</tr>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Outcome Type</td>
<td>Program Learning Outcome</td>
</tr>
<tr>
<td>Learning Cognitive Level</td>
<td>Synthesis (Level 3)</td>
</tr>
</tbody>
</table>

Select Active or Inactive to indicate the Outcome status.
Enter the date you initiate the outcome.
Enter the date you expect to end the outcome. Leave it blank if it is ongoing.

Select an appropriate type of outcomes i.e. if you are an academic program, select “Problem Learning Outcome”. On the other hand if you are a co-curricular unit, you are likely to select “Program Outcome”.

Please enter the level of cognition (Bloom’s Taxonomy) for any Program Learning Outcomes i.e. 1) knowledge (retention of specific information), 2) Application (ability to apply knowledge & skills in new situations, 3) Synthesis (ability to create something new (product) in specific situation).

Enter a short name or title of the Outcome.
Enter a full description of the Outcome.
Enter all years in which the Outcome is Active.
Adding Assessment Methods

Choose the Outcome for which you wish to enter the Assessment Method and 1) Click the green + symbol to ‘Add Assessment Method’.
1. Select the ‘Assessment Method Type’ from the drop down list.
2. Enter a detailed description of the assessment method in the ‘Assessment Method Description’ field. The Assessment Methods information in this field should describe how the assessment will be accomplished.
3. State what level of achievement of the outcome will be considered a success.
4. Indicate the desired level of achievement and how the criteria will allow for improvement over time.
5. Enter the time when the data collection will be collected for this assessment method.
6. Select the type of method will be used to measure the outcome, “Direct” or Indirect.
7. List all courses or co-curricular activities that this assessment method will be administered in (use course numbers).
8. Enter a name of an Individual that is responsible for the analysis and interpretation of results for this assessment measure.

When you finish, click “Save” and “Return” to go back to the previous page.
Editing/Revising Existing Outcome(s)

To edit/revise outcome, 1) click on pencil symbol ☰ on the right side of the screen. When you hover over the symbol, ‘Edit Outcome’ will appear on the screen.
Editing/Revising Existing Outcome(s)

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 and add the end date. Click “Save” and return to the previous page when finish.