Guide: Entering Student Services or Administrative Services Outcomes Data in Nuventive Solutions

1 Logging In

Nuventive Solutions
Single sign-on. GWC computer login username and password.

2 Select Assessment Unit

- From the dropdown menu at the top, select the program you want to assess.
- On the left navigation, hamburger icon, click on "SAO/AUO Assessment."

3 Assessment Outcomes

ADD NEW OUTCOMES ➕

- Click on the plus sign at the top right corner of the Student Services Outcomes page or Admin Services Outcomes page.
- Enter required information. (*)
- **Click "Save"**

EDIT/RETIRE EXISTING OUTCOMES ⋮

- Click on the ellipsis to the right of the learning outcomes to edit. Select "Open."
- Edit desired data then click **"Save"**
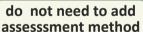- To retire, follow help text for "SAO/AUO Name"

4 Assessment Method

How did you assess the SAO/AUO (e.g. survey, focus groups, data collection)?

- From the AUO/SAO tab, click on **"Assessment Method"** tab.
- **Is the assessment method to measure your outcome already entered?**

yes — do not need to add assesssment method

no →

ADD NEW ASSESSMENT METHOD

- Click on the green plus sign to the right; **"Add Assessment Method."**
- Enter required information.
- **Click "Save" then "Close."**

5 Results

- Click on "Results" tab.
- To the right ofselected assessment method, click on the green plus sign, **"Add Results."**
- Enter required information.
- Scroll down to the next section.

6 Data Evaluation

- Enter required information.
- Scroll down to the next section.

7 Planning

- Enter required information.
- Scroll up to review assessment data.

8 Save Assessment Data

Click "Save" then **"Close"** at the top right to complete the assessment process.

FINISH

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