



NUVENTIVE IMPROVEMENT PLATFORM

USER MANUAL



**ACADEMIC
PROGRAMS**

**ACADEMIC
DEPARTMENTS**





ENTERING COURSE ASSESSMENT IN NUVENTIVE

STEPS

1

PREPARE ASSESSMENT INFORMATION & EVIDENCE

- Score student work using the CLO rubric (not course grades).
- **Include** only students who **completed the signature assignment** and note required disaggregation (LM, Gender, Nationality, Age)
- Prepare signature assignment evidence — two per rubric level, or one if only one student reached that level.

2

LOG IN

Log in to Nuventive Improvement Platform using your college credentials. Click [LINK](#)

3

SELECT COURSE

Go to Main Menu → Course Assessment → Select Course

4

ENTER ASSESSMENT DATA

Enter assessment data for each Course Learning Outcome (CLO)

FAMED

Formulate

CLO & CLO Statement: Already pre-entered; no action needed.
Course Assessment Cycle: Add the current cycle and keep all previously entered cycles in the list.

Assess & Measure

Identify Signature Assignment

Evaluate

Select Signature Assignment used
Enter assessment data
Attach evidence

Develop

Analyze results
Enter action plans
Return later for follow-ups



Multi-section courses: Individual instructors **do not complete the DEVELOP tab.**

The Program/Department Chair will enter the combined information for all sections in the DEVELOP tab.

5

SAVE and REPEAT STEPS TO ASSESS OTHER CLOs

SECTION 1: ACCESSING NUVENTIVE PLATFORM

LOGGING IN

Option 1: Click the Link

- Click [Nuventive Platform](#)
- Sign in using Single Sign-On (SSO) with your **college email address**.

Option 2: Click the Link from the PCC Website

- Go to: About PCC -> Institutional Effectiveness -> Nuventive -> Nuventive Platform
- Sign in using Single Sign-On (SSO) with your **college email address**.

Option 3: Copy and Paste the Link

<https://solutions.nuventive.com/Account/SSOInit/e6172655-40c2-4db3-aad0-9acbd63bab07>

- Copy the link and paste it into your preferred web browser.
- Sign in using **Single Sign-On (SSO)** with your **college email address**.

 PLEASE NOTE: ONLY AUTHORIZED USERS WITH THE NECESSARY PERMISSIONS CAN ACCESS THE SYSTEM.

Quick Tip: Save this link as a favorite or add a shortcut link for quick and easy access in the future!







ESSENTIAL PLATFORM NAVIGATION

TOP NAVIGATION BAR & ICONS

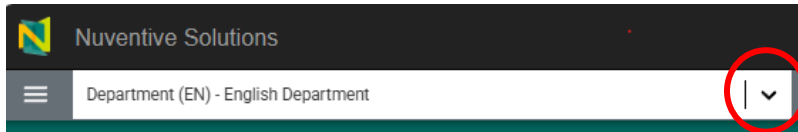
At the top of each screen, you will find two sets of icons (to the left and right) and a drop-down bar in the center. This is primary navigation bar through-out the platform.



Common Icons

	Menu (Hamburger Menu)
	Dropdown
	Data View / Split Screen / Documents & Reports
	Instructions Icon. <i>Click to view helpful instructions or details about that section or field.</i>
	Options Icon (Ellipsis, 3Dots) <i>Click this icon to see more options, such as Open, Copy, Audit Log, or Delete.</i>
	Add Icon Click this icon to add the course assessment outcomes.

THE UNIT DROP-DOWN



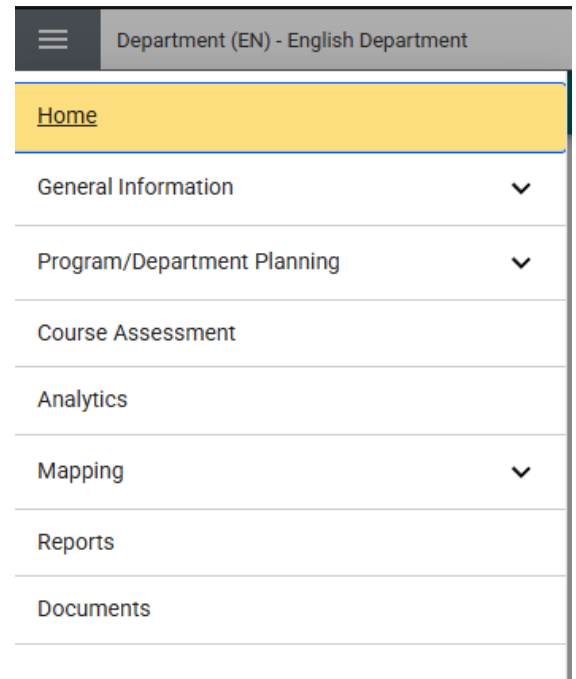
The Unit drop-down list is where you will locate your unit/units in the platform. Click the arrow on the right to view the courses within your program(s) or department(s).

THE MAIN MENU (HAMBURGER MENU)

The menu icon on the left will reveal your platform menu options. Feel free to explore by clicking on any of the menu headings.

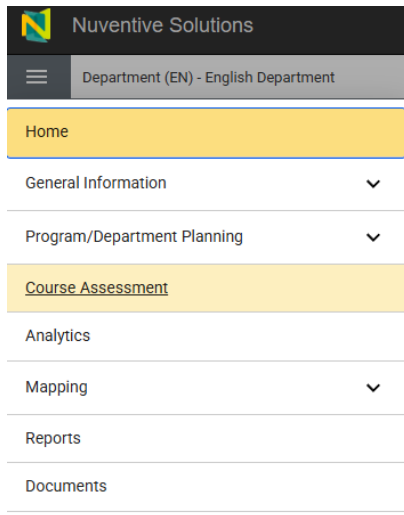
Once you have located your program /department, click the **hamburger icon** on the left to open the platform menu. The available options are:

- **HOME:**
- **GENERAL INFORMATION:** View the program’s mission statement and the contact information for the program or department Chairperson.
- **PROGRAM/DEPARTMENT PLANNING:**
 - Program Goals:
 - Program Learning Outcomes (PLOs) Assessment
- **COURSE ASSESSMENT:** Submit course assessment reports
- **ANALYTICS:** Shows the Analytics Dashboard
- **MAPPING:** Mapping of CLOs to PLOs and ILOs student learning outcomes
- **DOCUMENTS:** Evidence repository

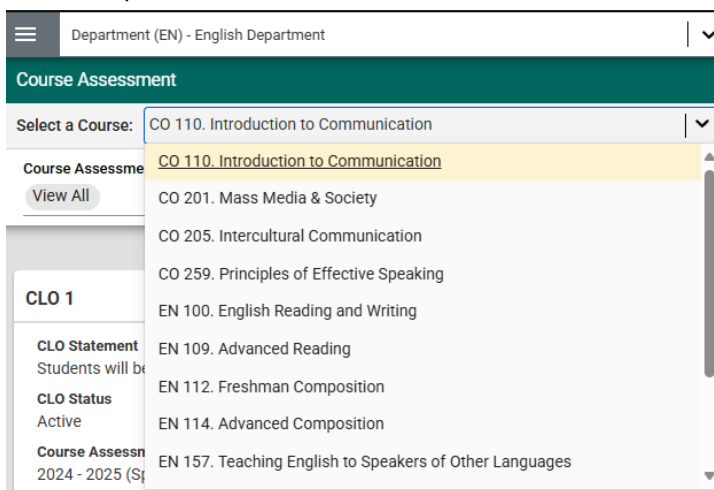


SECTION 2. ENTERING OR VIEWING COURSE ASSESSMENTS

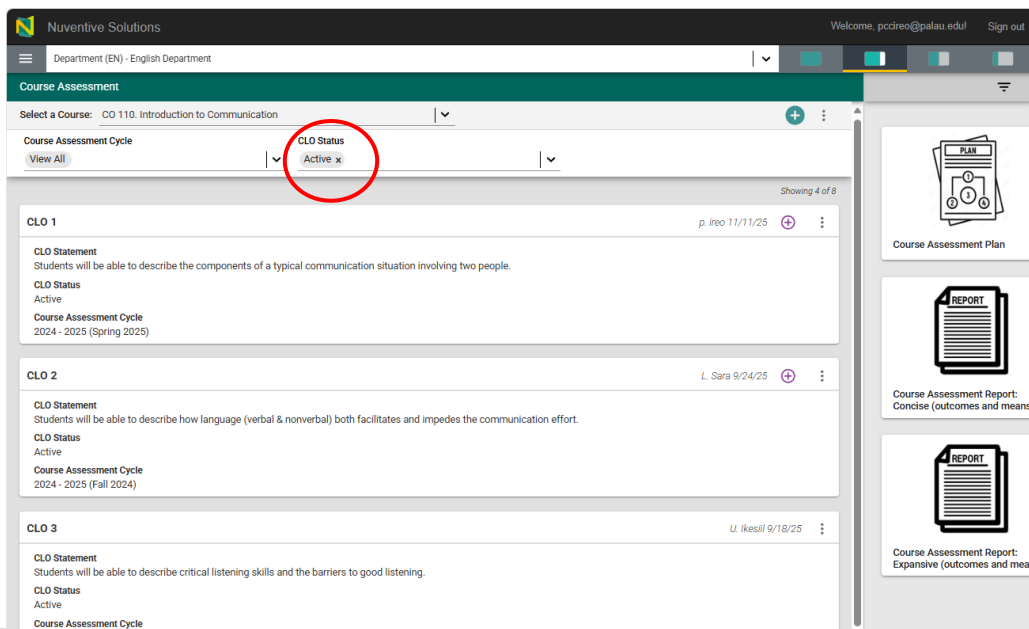
1. Select the Course Assessment Tab from the Main Menu.




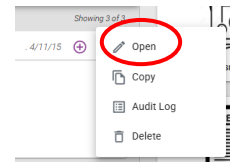
2. Use the drop-down bar to **select a course** from the course list. Screen shows below.



3. From the course list, click on the course you want to view or assess. The following screen will open. You will notice that the Course Learning Outcomes (CLOs) have already been entered for each course. In the **CLO Status** section, ensure that **Active** CLOs are selected.



4. To enter assessment information, click the **Options Icon**  for that **CLO** and select **OPEN**. or you can also double-click the CLO card to open.



5. Upon opening, the following screen will appear, displaying the FAMED tabs.

Note: This is modeled to the FAMED Grid Template we use to assess our courses.

6. The **FAMED TABS** (entering your assessment results)

FORMULATE Tab

In the **FORMULATE** tab, users are required to update **only the Course Assessment Cycle**.


- ☞ **In the Course Assessment Cycle field:**
 - **Add** the assessment cycle for the current assessment period.
 - Do not remove any previously entered assessment cycles, if any.

Do not edit the following fields CLO, CLO Statement, CLO Status, Start Date, or Inactive Date.
(Do not modify these fields. If any updates are needed, contact the Nuventive Administrators.)


- ☞ Click **Save**, then proceed to the **Assess and Measure** tab.

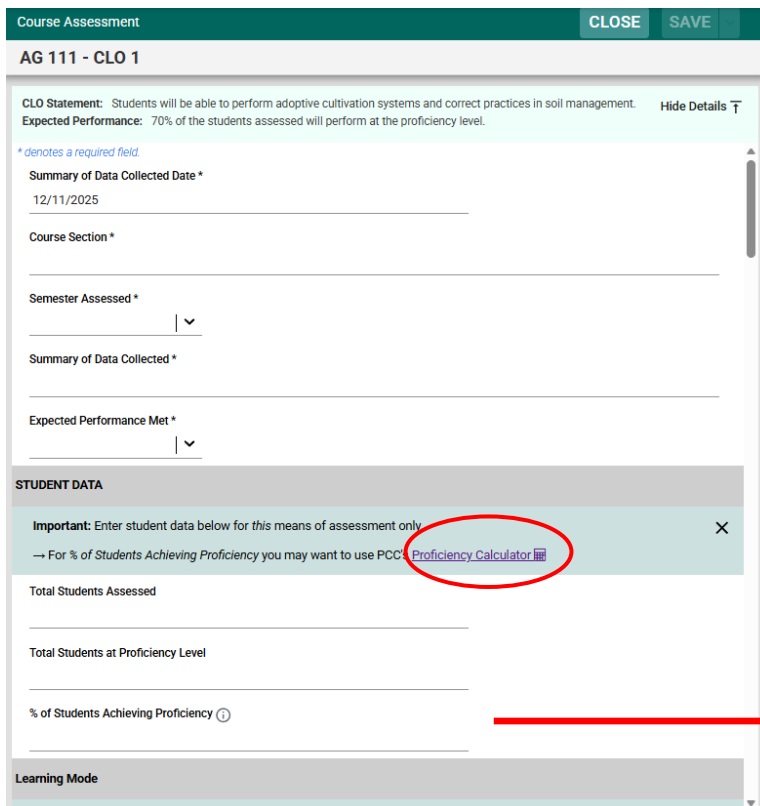
ASSESS AND MEASURE Tab

In this tab, you can find the Signature Assignment and Expected Performance

- ☞ If a **Signature Assignment** is **not shown or listed**, you will need to **add it manually**.
- ☞ To Add a Signature Assignment:
 - ☞ On the right side of this section, click the Add Button .
 - ☞ Select Signature Assignment from the dropdown list. If an assignment is not listed, select "Others" and enter the assignment in the Signature Assignment Details. Enter Expected Performance: *70% of the students assessed will perform at the proficiency level.*
 - ☞ Click **Save and Close**, then proceed to the Evaluate tab

EVALUATE (Actual Data)

- ☞ Choose the Signature Assignment you used for this current assessment.
- ☞ Open the Signature Assignment. Click the Add button  to enter new Assessment Data.
(Do not click "Open" on an existing entry, as this may overwrite previously saved data.)
- ☞ Enter Assessment Information:
 - Fill in all required fields such as Semester Assessed, Summary of Data Collected, Expected Performance Met, and Student Data (e.g., total students assessed and those at proficiency level).



Course Assessment CLOSE SAVE

AG 111 - CLO 1

CLO Statement: Students will be able to perform adoptive cultivation systems and correct practices in soil management. Hide Details

Expected Performance: 70% of the students assessed will perform at the proficiency level.

* denotes a required field.

Summary of Data Collected Date *

12/11/2025

Course Section *

Semester Assessed *

Summary of Data Collected *

Expected Performance Met *


STUDENT DATA

Important: Enter student data below for this means of assessment only. ✕

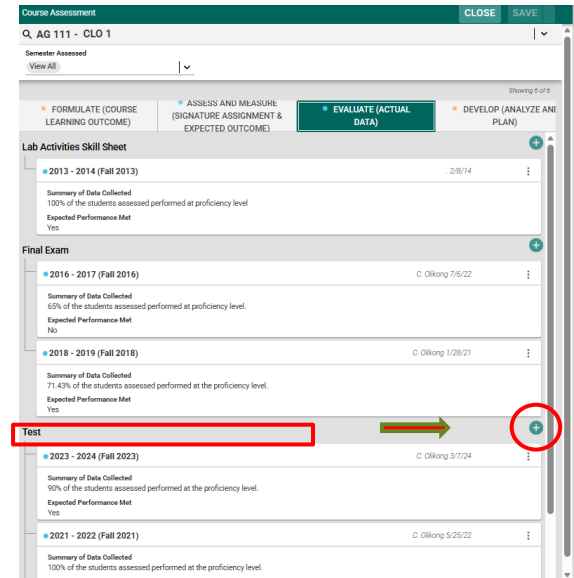
→ For % of Students Achieving Proficiency you may want to use PCC's [Proficiency Calculator](#)

Total Students Assessed

Total Students at Proficiency Level

% of Students Achieving Proficiency 

Learning Mode



Course Assessment CLOSE SAVE

AG 111 - CLO 1

Semester Assessed (View All)

FORMULATE (COURSE LEARNING OUTCOME) ASSESS AND MEASURE (SIGNATURE ASSIGNMENT & EXPECTED OUTCOME) **EVALUATE (ACTUAL DATA)** DEVELOP (ANALYZE AND PLAN)

Lab Activities Skill Sheet

2013 - 2014 (Fall 2013) 2/8/14

Summary of Data Collected: 100% of the students assessed performed at the proficiency level.

Expected Performance Met: Yes

Final Exam

2016 - 2017 (Fall 2016) C. Olkang 7/6/22

Summary of Data Collected: 65% of the students assessed performed at the proficiency level.

Expected Performance Met: No

2018 - 2019 (Fall 2018) C. Olkang 1/28/21

Summary of Data Collected: 71.43% of the students assessed performed at the proficiency level.

Expected Performance Met: Yes

Test +

2023 - 2024 (Fall 2023) C. Olkang 3/7/24

Summary of Data Collected: 90% of the students assessed performed at the proficiency level.


Expected Performance Met: Yes

2021 - 2022 (Fall 2021) C. Olkang 5/25/22

Summary of Data Collected: 100% of the students assessed performed at the proficiency level.

You can use the [Proficiency Calculator](#) to get the % of Students Achieving Proficiency.

- **Summary of Data Collected:**
You may use the following template when writing your summary:

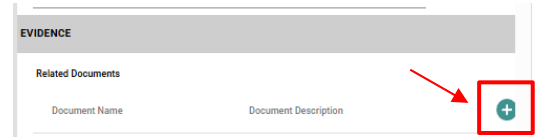
 % of the students assessed performed at the proficiency level.
[Optional] Students demonstrated strengths in , while may need improvement.

1. **83%** of students assessed performed at the proficiency level.
Students performed well in identifying soil types **but** showed minor gaps in applying soil management techniques.
2. **100%** of students assessed performed at the proficiency level. Students consistently demonstrated strong understanding and application of course concepts.

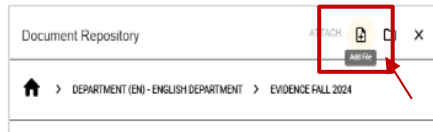
EVALUATE (Actual Data)

👉 Attaching Evidence

1. Click the **Add icon** to begin attaching your Evidence.
2. Select the appropriate folder for the **Year** and **Semester**.

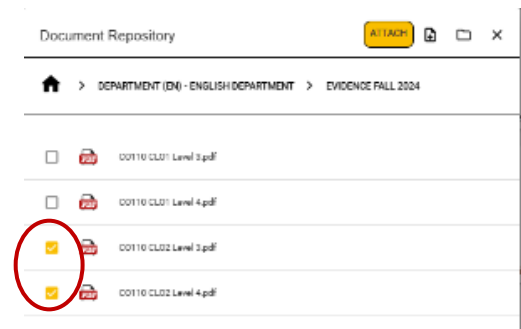


3. Click “Add File”.



4. **Locate the file** from your device where the Evidence is saved.
Once selected, click **SAVE**.

5. Checkmark the files to be attached, and click ATTACH.



👉 Save Your Entry: Click Save to record the data.

Note: If you are **using the same evidence for all CLOs**, you must **still attach that evidence separately to each CLO**. Simply **repeat steps 1, 2, and 5** for every CLO. The evidence will appear under each CLO, but it will only be stored once in the Nuventive document repository.



For courses that have multiple sections (e.g. EN100, EN109, SS100, MA103, MA105, IT100, SC103):

If you are an instructor teaching *one* section of a multi-section course, you do **NOT** complete the DEVELOP tab.

The **Program/Department Chair** will enter the combined information in the DEVELOP tab on behalf of all sections.

DEVELOP (ANALYZE and PLAN)

FORMULATE (COURSE LEARNING OUTCOME)	ASSESS AND MEASURE (SIGNATURE ASSIGNMENT & EXPECTED OUTCOME)	EVALUATE (ACTUAL DATA)	DEVELOP (ANALYZE AND PLAN)
CLO 1			

Enter Information

- **Summary of Data Collected Date:** Choose the date on which the assessment data was entered. By default, this field is set to today's date.
- **Semester Assessed:** Select the semester and year of assessment.
- **Course Section(s):** Indicate the section(s) included in the assessment.
- **Combined Analysis Summary:**
 - ⇒ Write a brief summary of the overall results.
 - For **multiple course sections**, provide a combined summary results from all sections.
 - For **a single section**, you may simply restate the Summary of Data Collected information.

Example (Single Section):

83% of students assessed performed at the proficiency level.

Students demonstrated a strong understanding of key CLO concepts.

Example (Multiple Sections):

Across all course sections, **85%** of students assessed achieved proficiency.

Students demonstrated a strong understanding of key CLO concepts.

- **Total Students Enrolled:** Enter the total number of students in the course.
- **Instructor(s):** List the instructor(s) who conducted the assessment.
- **Instructional Mode(s):** Select the course delivery mode.

After entering this information, proceed to the **Planning, Follow-Up, and Assessment Review** sections below.

PLANNING

Looking ahead, describe the actions you plan to take to improve student success based on the assessment results and analysis.

- **Planned Action Type:** Select **one or more action types** from the dropdown list to reflect all actions being planned in response to assessment results.
- **Anticipated Action Implementation Date:**
This date should fall in the next semester when the course is offered or within one year of the assessment. If the planned action involves curriculum changes or requires college-level support, a later date may be appropriate. Make sure to select a realistic and appropriate date. Avoid leaving this field blank or selecting a date that is unreasonably far in the future.
- **Actions Planned:**
Use this field to describe the actions that will be taken to improve the outcome based on the selected action plan type(s). Provide additional detail or clarification as needed to explain the planned approach.

FOLLOW-UP *(This section will be completed the next time you assess this CLO.)*

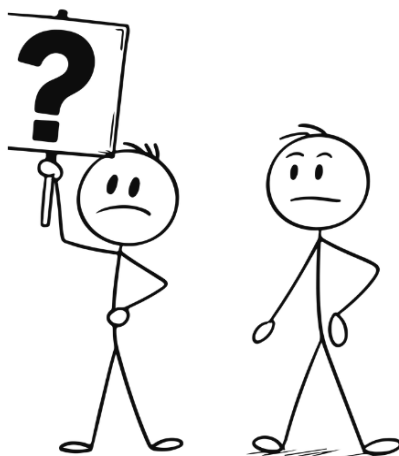
Describe the actions that were actually implemented related to this outcome.

- **Actions Taken Date:**
Enter the date when the action was carried out.
- **Actions Taken:**
Provide a brief explanation of what was completed, including any changes, improvements, or adjustments made as part of the follow-up.

ASSESSMENT REVIEW

- **Prepared by:** Enter the name of the faculty member who completed the assessment.
- **Reviewed by** (must be program/departments chair): Enter the name of the program or department chair who reviewed and approved the assessment.

Save Your Entry: Click **Save** and **proceed to the next CLO.** Repeat the steps (FAMED) tabs to assess other CLOs



FOR ANY QUESTIONS AND
CLARIFICATIONS

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