

AMERICAN UNIVERSITY ANNUAL ASSESSMENT REPORT TO COLA

LOG IN

Log into Nuventive using your regular AU name and password at <http://nuventive.american.edu>

If you do not have access, please request access by emailing aulearning@american.edu. Share your name, email address, and the specific programs that you will need to access.

If at any time you need assistance email Karen Froslid Jones at kfroslid@american.edu or ping her on Teams.

UNDERSTANDING THE NUVENTIVE MENU

The screenshot shows the Nuventive Solutions Essential Edition interface. A blue arrow points to the left-hand navigation menu. The main content area displays the 'Program Assessment Summary' for 'SPA: Political Science - MA'. The interface includes a table with columns for 'Courses Mapped to LO', 'Assessment Methods', 'Assessment Results', and 'Results with Use of Findings'. Below the table, there are two gauge charts: 'Percent of Learning Outcomes Assessed within the Last 5 Years' at 100.0% and 'Percent of Results Met or Exceeded within the Last 5 Years' at 54.5%.

| Courses Mapped to LO | Assessment Methods | Assessment Results | Results with Use of Findings |
|------------------------|--------------------|--------------------|------------------------------|
| Actual Politics | 6 | 2 | 7 |
| History and Literature | 2 | 2 | 8 |
| Skills | 2 | 1 | 8 |
| Design | 2 | 1 | 7 |
| | 2 | 1 | 5 |

General Information – General information about program, such as school/college, department, chair, enrollment. (**Please check to confirm that we have the correct department or division chair.**)

Program Planning and Results – Assessment plan (learning outcomes and methods) and results are here. “Mapping” includes how the learning outcomes map to courses. **This is where you report on the assessments you completed this year.**

Annual Updates – Use this to provide your reflection on your assessment results. Let us know if faculty have been informed. Let us know if you affirmed learning outcomes, revised assessment plan, etc. The name of your COLA contact is here! Also, update us on the assessment coordinator contact info. (**The reflection is required for us to affirm that the report is submitted. Please confirm that the assessment coordinator information is correct. Once you receive COLA feedback, come back to this spot to affirm that you have received it.**)

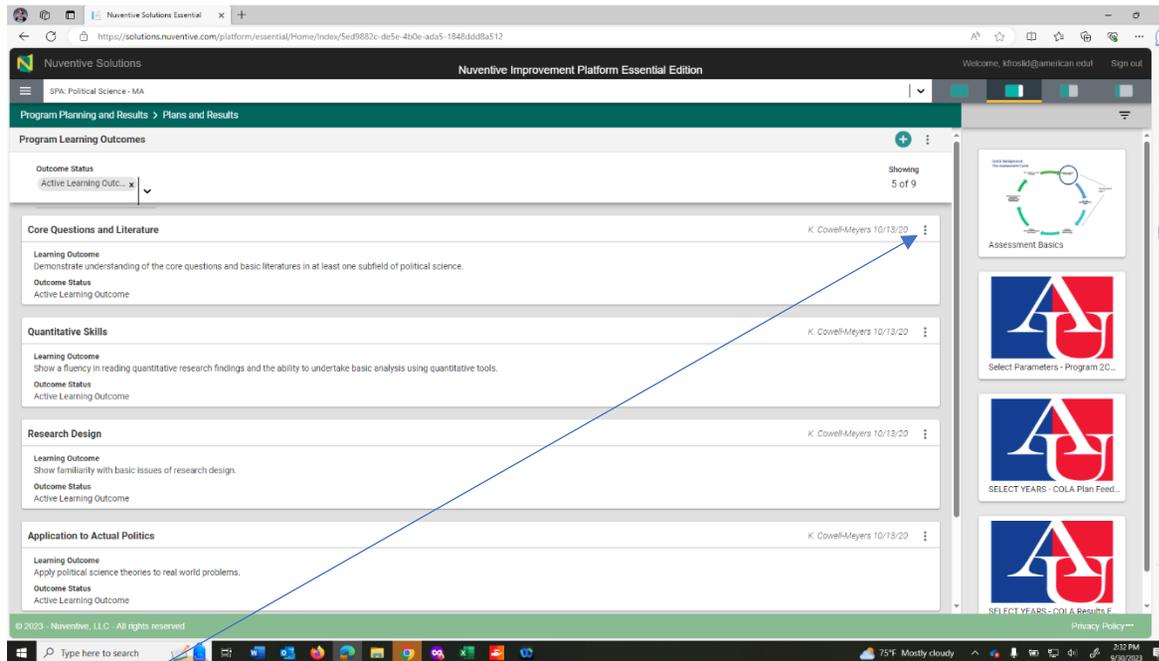
Printable Reports – Just as it sounds. On the right, you have options to filter reports by various features.

Documents – Past documents are here, including a PDF of your entire report that includes data back to 2010.

ENTERING ASSESSMENT RESULTS IN NUVENTIVE AND SUBMITTING ANNUAL REPORT

1. Go to the Plan and Assessment Results Menu

Each “card” is a different learning outcome. You can filter for just the active learning outcomes. You’ll enter assessment results based on the outcome you assessed.

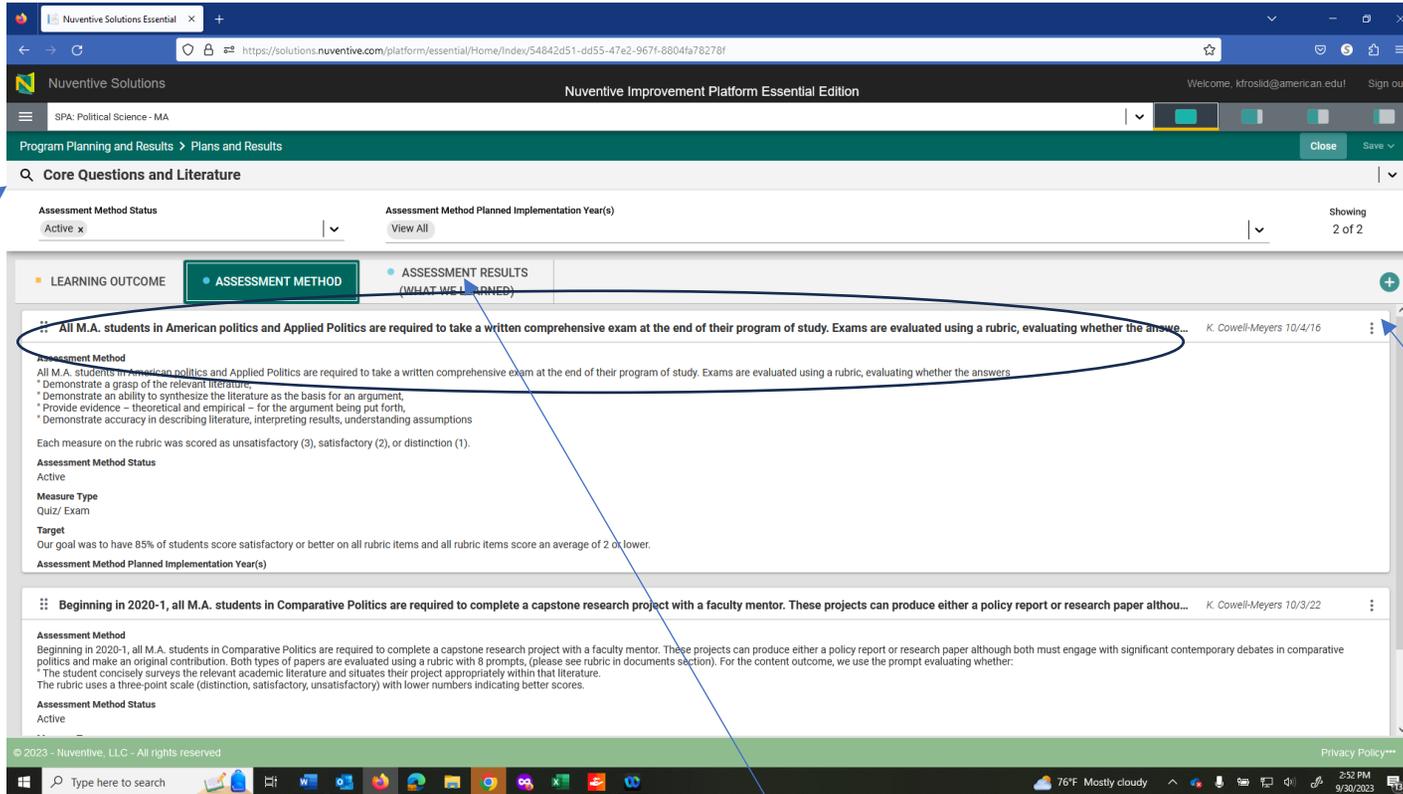


On the right, you can select a green/white panel to see the supporting documentation available to help you here. This includes a tutorial on assessment basics, a copy of your full assessment plan and results, as well as COLA feedback.

Hint: It is a good idea to print out your assessment plan so that you can affirm that the assessment method you used is in the plan, and to see how it has been reported in the past.

Click the ellipses to go into the learning outcome that you would like to report on this year. Note: if you have an assessment method that provides insights into more than one learning outcome, make sure you are ready to summarize results by outcome. That will make it easier to enter your findings. If you have results not related to a learning outcome, please speak to your COLA representative.

- Affirm that the assessment method you used is in the assessment plan. If it is not in the plan, please add it. (See Green plus circle.) In this case, we'll assume that it is in the plan. We'll add results for this first outcome, circled.



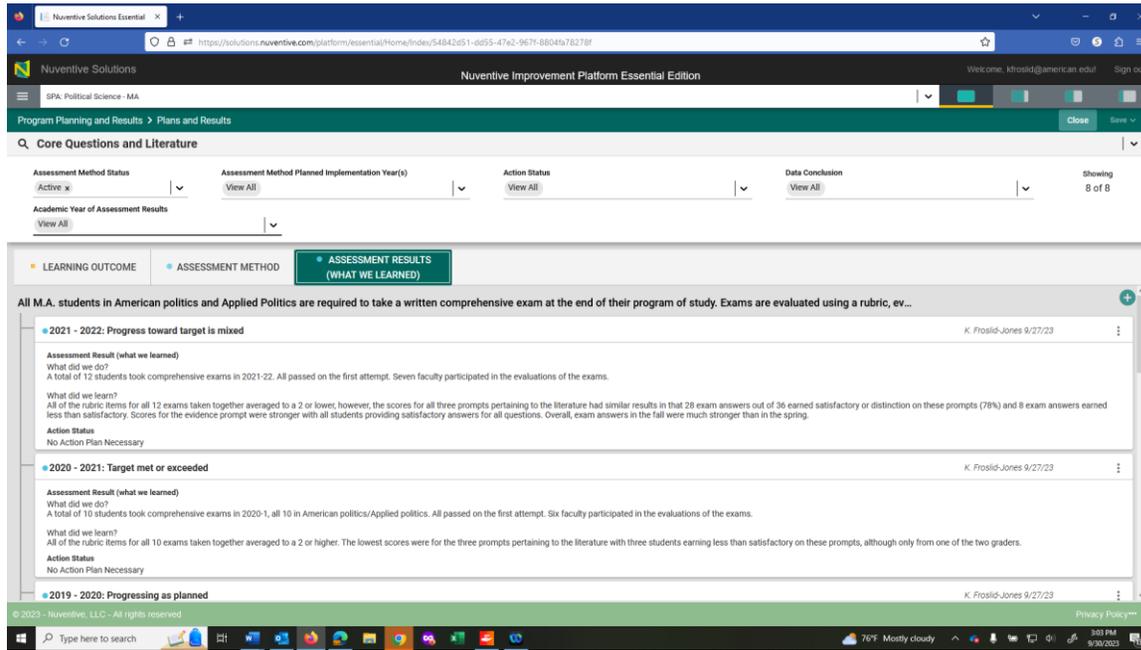
Notice that the learning outcome I'm in is listed here. I can pivot to another outcome if I want to do so.

Add new assessment method by clicking on this.

Edit the current measure by clicking this.

- If the measurement is in the plan, go to "assessment results".

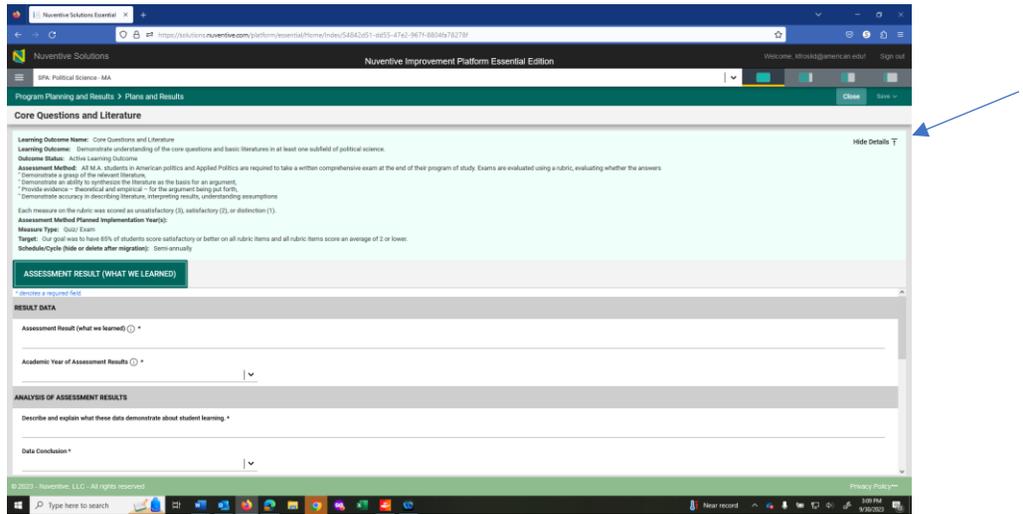
4. You can see by the fact that the “Assessment Results (What We Learned)” is highlighted in green that you’re now in the spot to add results. Go to the correct assessment measure and click the green plus circle next to it. You’ll notice that this program already has quite a few results posted for this assessment measure. Previous results can be edited, if need be, by clicking on the three dots.



You can switch to another learning outcome here.

The green plus sign is right by “All MA students in...” so I know that this is the method I’ll add results for. Scroll down to see other measures.

- Follow the prompts to enter data. You'll notice that the default is to provide you with lots of information about this measure at the top, in green. This has helpful information, however, it takes up space! You can hide it by clicking "hide details". Note that the form has required fields. Review the requests for information to be sure you can answer the questions. It will not let you save your work until all required fields are complete. OIRA and COLA offer a template that you can use to plan your data entry.

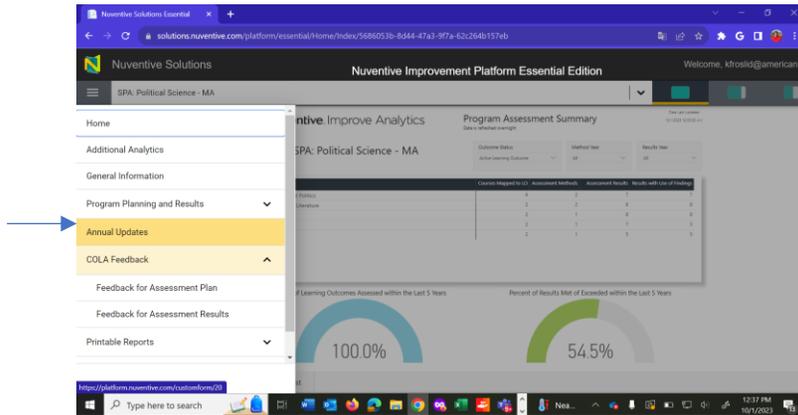


A few hints for success:

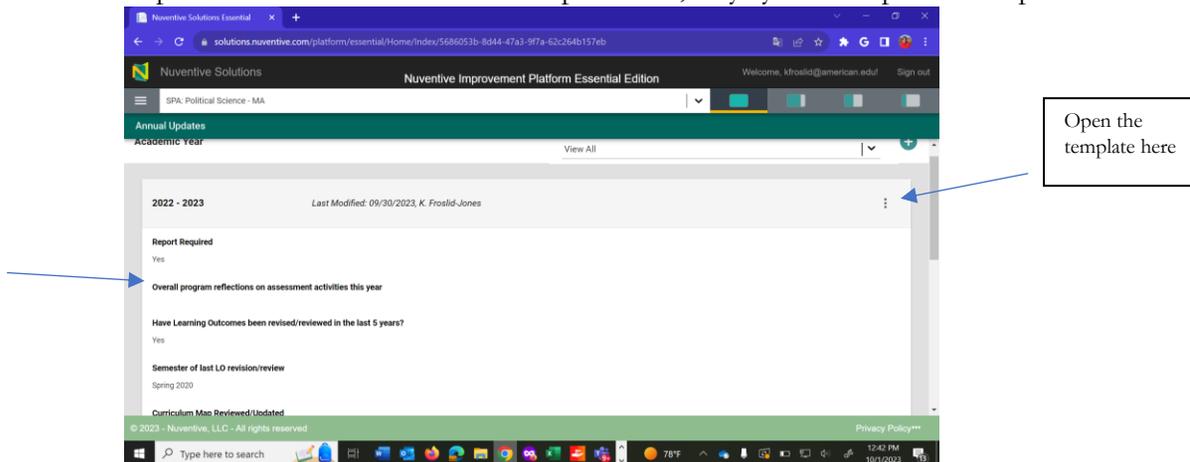
- This year enter the year of assessment results as 2022-2023. Fall 2023 assessment reports are based on 2022-2023 data.
- There is now a place to describe the results AND a spot to describe what those results mean. This provides everyone with a more direct way to reflect on the results.
- There is a continuous improvement section that is required. Even positive results can be used, if only to promote the program or share with others. Consider adding to this after you discuss results with faculty.
- If you have not yet shared your results with faculty associated with the program, mark this question as “no”. Come back to it later this semester and change it to “yes” after you have done so. This form can be updated at any time. For example, there is a spot to indicate that you are developing an action plan. Once you have implemented a plan to use the results, you can come back to this and update us to let us know that a plan for use of data has been completed.
- If you use rubrics, attach them. If you have a full set of results/data attach it. Your colleagues who work on assessment in later years will thank you.

COMPLETING THE ASSESSMENT REPORT

1. Once you have added all your assessment results, go to “Annual Updates” on the menu.



2. Open the template using the three dots on the right.
3. Share a reflection on your assessments/assessment process. This should include anything you'd like to share about improvements made to assessment processes, ways you've implemented previous COLA feedback, challenges, etc.



4. Review the information already in the template. If your unit reviewed the learning outcomes this year, or the assessment plan, update the information on when they were last reviewed.
5. Come back to this template after COLA provides you with feedback on your 2022-2023 assessment report. Affirm that you've seen their feedback and reviewed it with your faculty.