



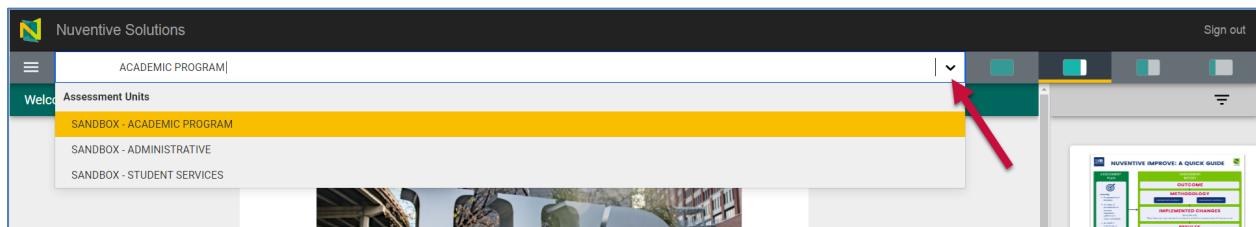
Deans' Sign Off on Assessment Report

The instructions below are for Deans to ensure assessment reports maintain high quality and meet expectations.

For instructions on logging into Nuventive, please view the [Basic Navigation](#) guide.

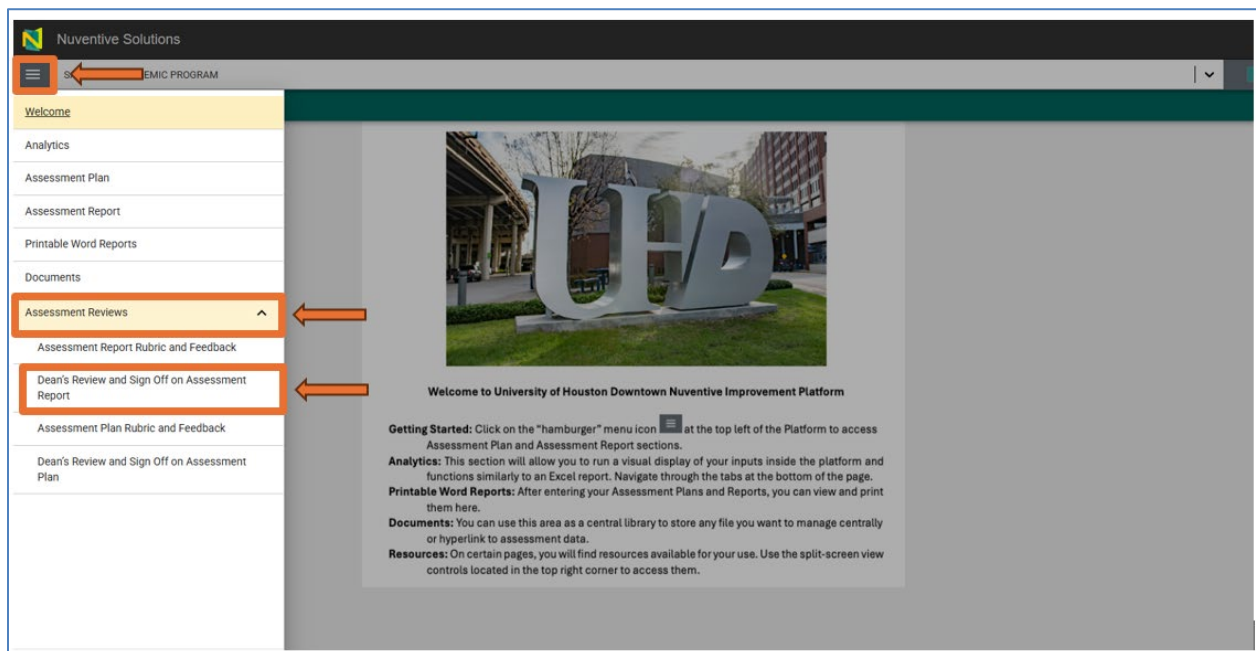
UNIT DROP-DOWN MENU

The center **Unit Drop-Down Menu** is where you will locate your programs or departments. By clicking the drop-down arrow to the right, you will be able to locate the units assigned to you. You may also type the name of your unit in the drop-down box to quickly locate it. Selecting a program will take you to the program's **Workspace**.



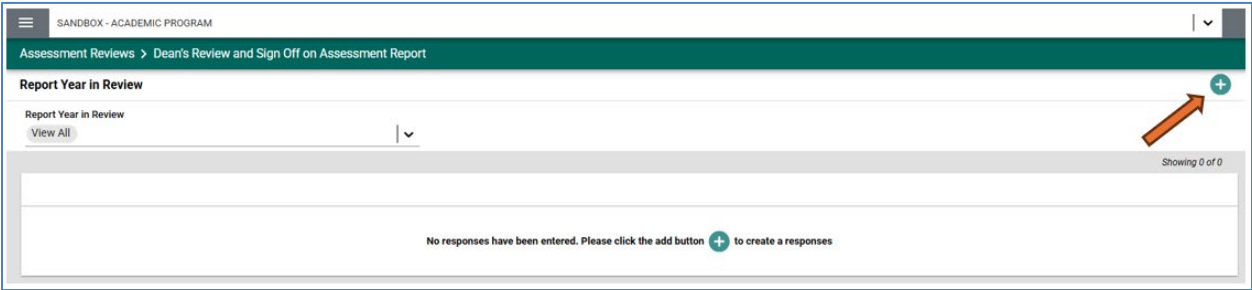
HAMBURGER ICON / PLATFORM MENU

Once you have located the program whose assessment report you will be reviewing, click the **Hamburger Icon** to the left of the **Unit Drop-Down Menu**, and then **Assessment Reviews** to access the **Dean's Review and Sign Off on Assessment Report** area.

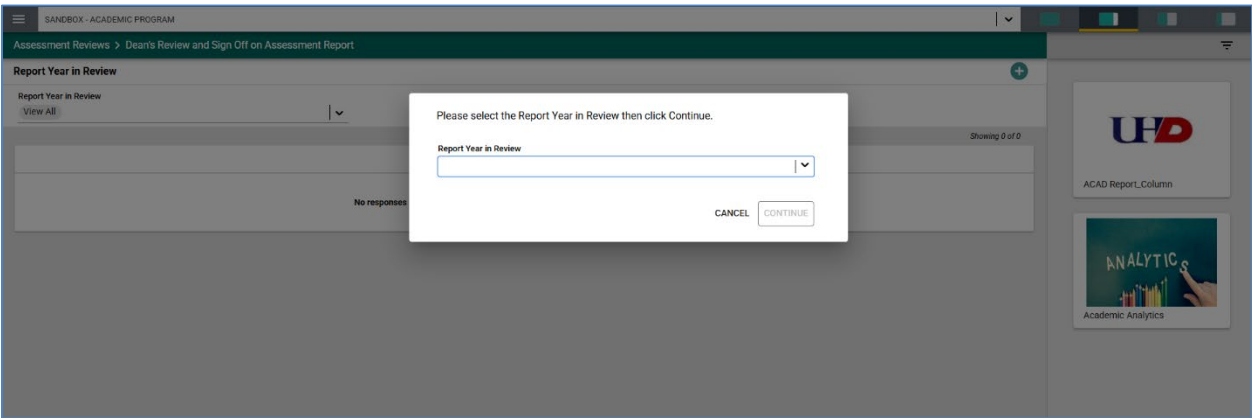


CONDUCTING YOUR REVIEW

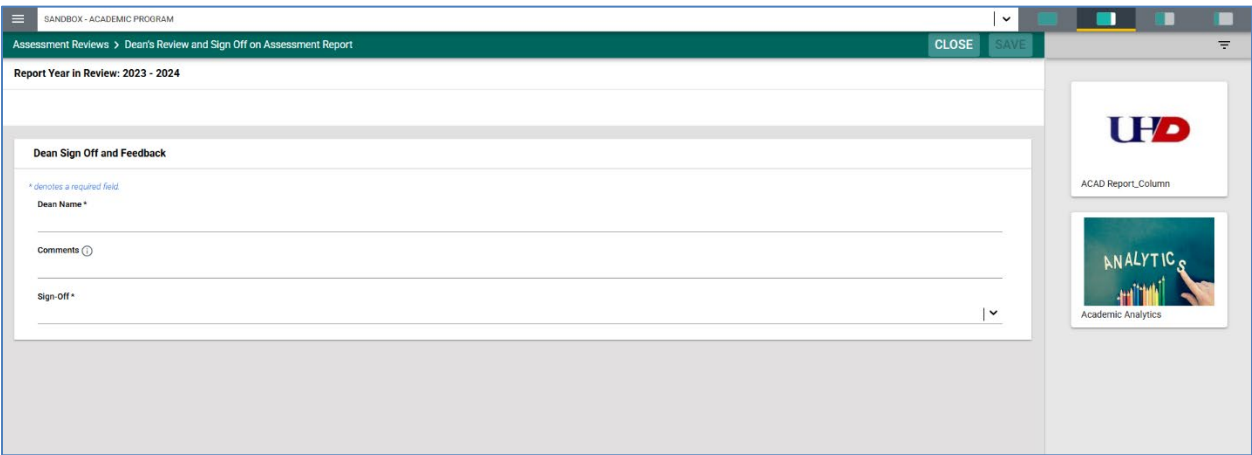
When you enter the **Dean Sign Off** area, in the top right corner, you will find a plus (+) sign (see image below) – this is where you should go to create your review.



Once you click on the plus sign, you should see a pop-up window will appear asking to choose the Report Year in Review. Please select the report year (e.g., 2023-2024).



Once you select the report year, you will see the screen appear below.



Next, use the **Split Screen/Layout Options** at the top right corner to view both the Dean Sign Off area and the assessment report side by side. To do this, select the 50/50 split-screen view.



Once you set up the split-screen view, you can run the report to access it. Click on the 'ACAD Report_Column'

SANDBOX - ACADEMIC PROGRAM

Assessment Reviews > Dean's Review and Sign Off on Assessment Report

Report Year in Review: 2023 - 2024

Dean Sign Off and Feedback

* denotes a required field.

Dean Name *

Comments ⓘ

Sign-Off *

ACAD Report_Column

Academic Analytics

When you click on the report, you can choose from the filter options for running the report. Simply go to the **Reporting Year(s)** field to select the year (e.g., 2023-2024) for which the report was created to generate and download the corresponding report. Click **RUN REPORT**.

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Dean Sign Off and Feedback

* denotes a required field.

Dean Name *

Comments ⓘ

Sign-Off *

Report Settings

Use the filters to select Outcome Status, Outcome Type, and the years of data in which you want to render in this report. When you select a filter for the data.

Select your filters below

Outcome Status
View All

Outcome Type
View All

Assessment Method Utilized
View All

Assessment Method Status
View All

Reporting Year(s)
View All

RUN REPORT

The report you selected will be downloaded. On the first few pages, you will see the program's assessment plan, followed by the report on the outcomes assessed that year.

You are all set to begin your review on the left side of the screen.

- Enter your name in the designated field.
- The Comments section is optional and may be used to provide any feedback. If you click the (i) icon, helpful pointers will appear to guide you through the process.
- In the sign-off section, use the dropdown menu to select your decision:
 - Approve the report, or
 - Request revisions before final approval.
- Once you have submitted your selection, proceed by hitting the **SAVE** button (located in the top right corner).

Once you save your review, report writers will be able to see your feedback, along with any feedback/review from other reviewers.