# Nuventive™

Rubric-Based Review of Assessment Reports

The instructions below are for Assessment Staff, Program Chairs, Program Directors, and Associate 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 units. By clicking the drop-down arrow to the right, you will be able to locate the programs or units assigned to you. You may also type the name of your program or unit in the drop-down box to quickly locate it. Selecting a program or unit will take you to the **Workspace**.
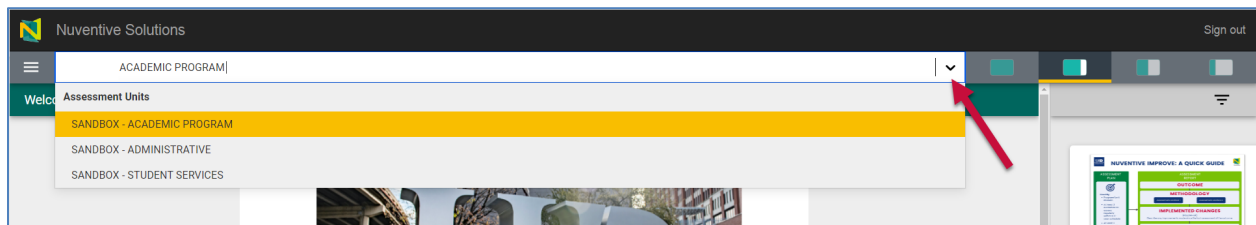

HAMBURGER ICON / PLATFORM MENU

Once you have located the program or unit 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 **Assessment Report Rubric and Feedback** area.
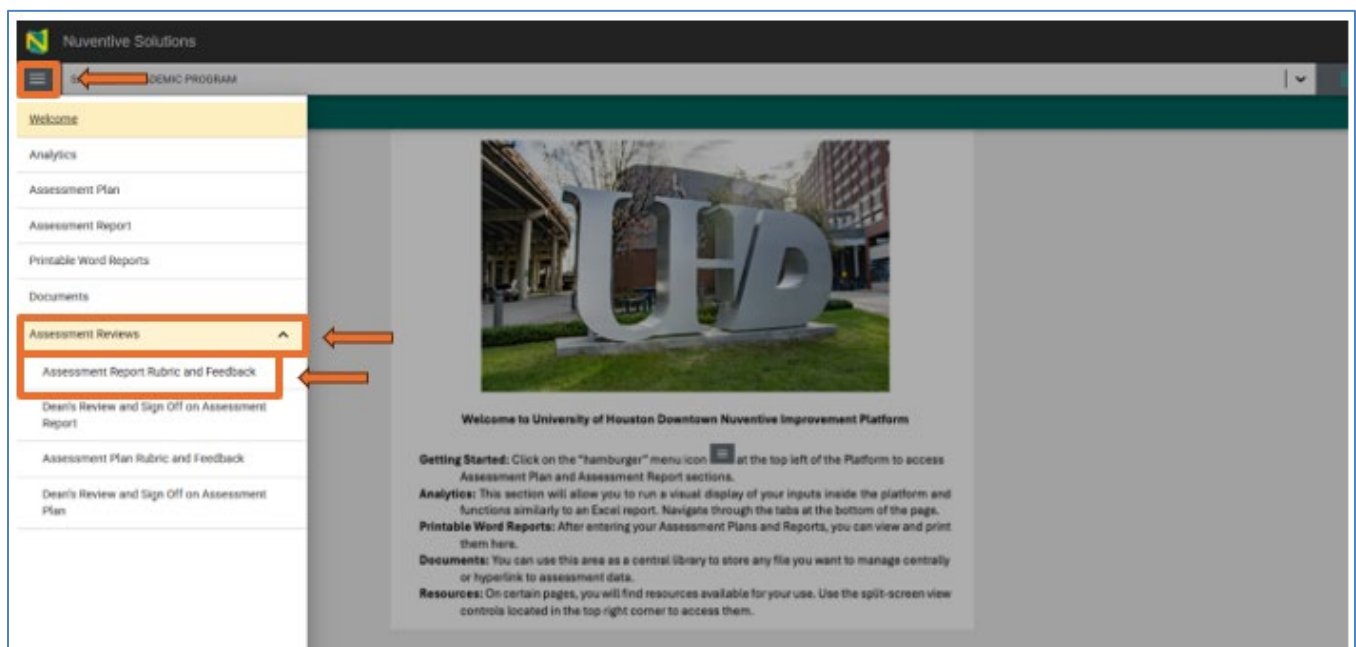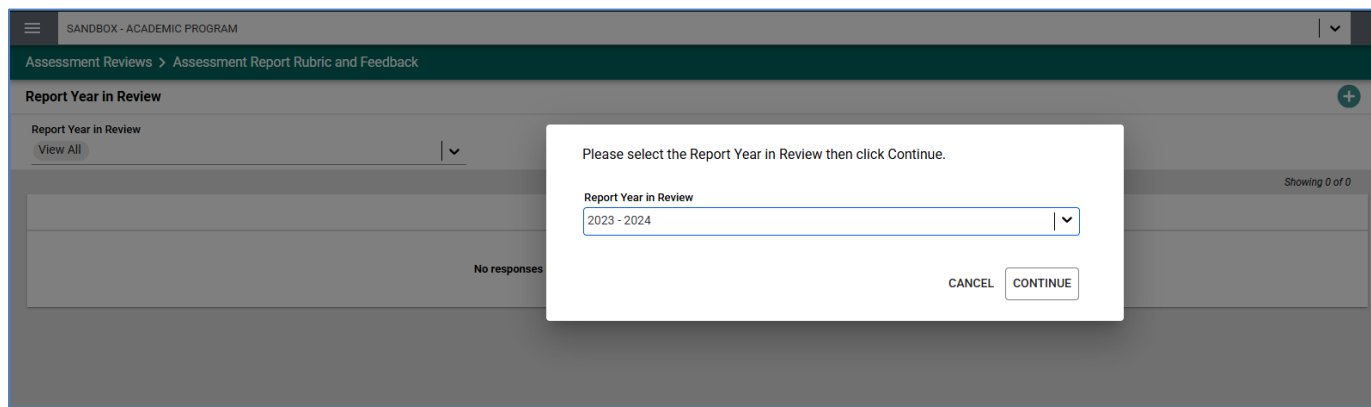
CONDUCTING YOUR REVIEW

When you enter the **Assessment Report Rubric and Feedback** area, at the top right corner, you will find a plus (+) sign (see image below) – this is where you should go to create your review.
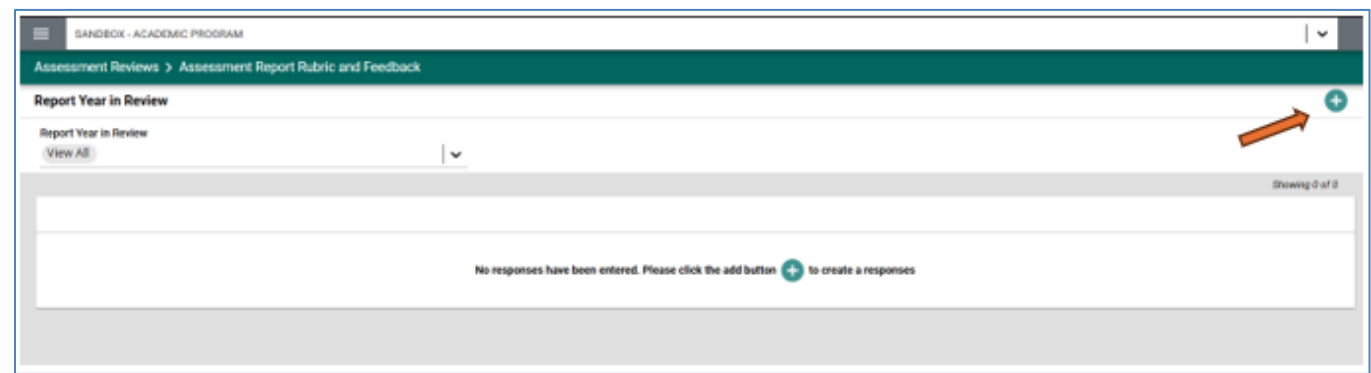
Once you click on the plus sign, you should see a pop-up window appear asking to choose the Report Year in Review. Please select the report year (e.g., 2023-2024).


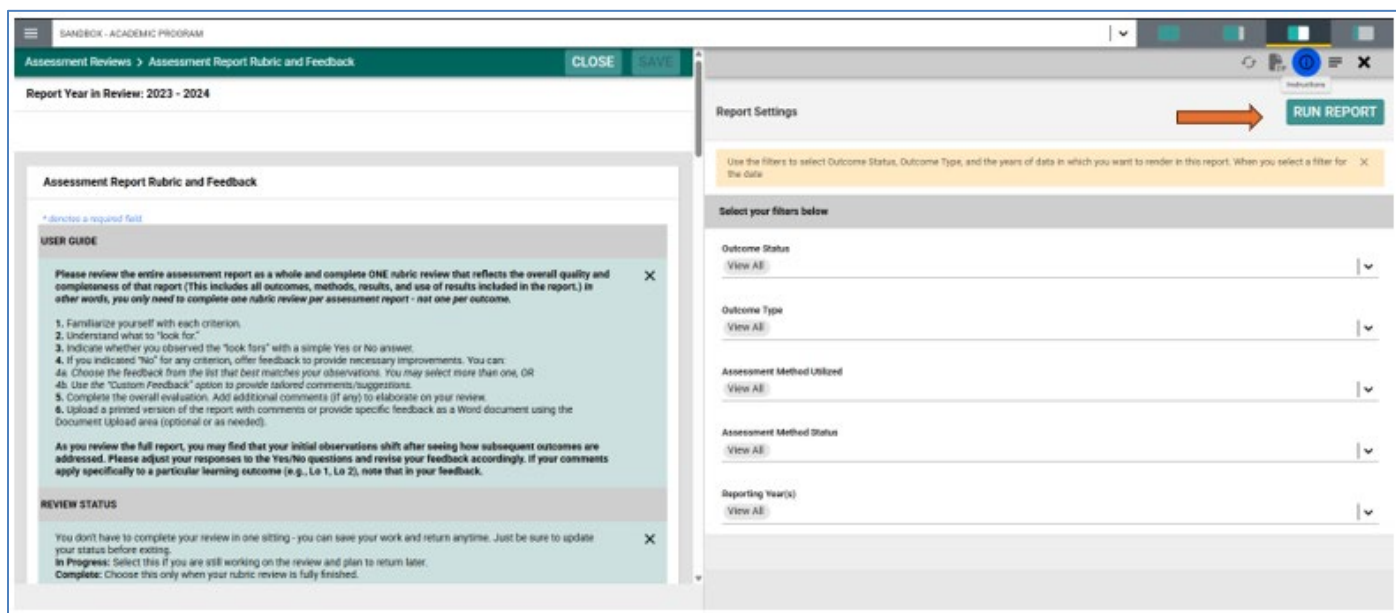Once you select the report year, you will see the screen below.
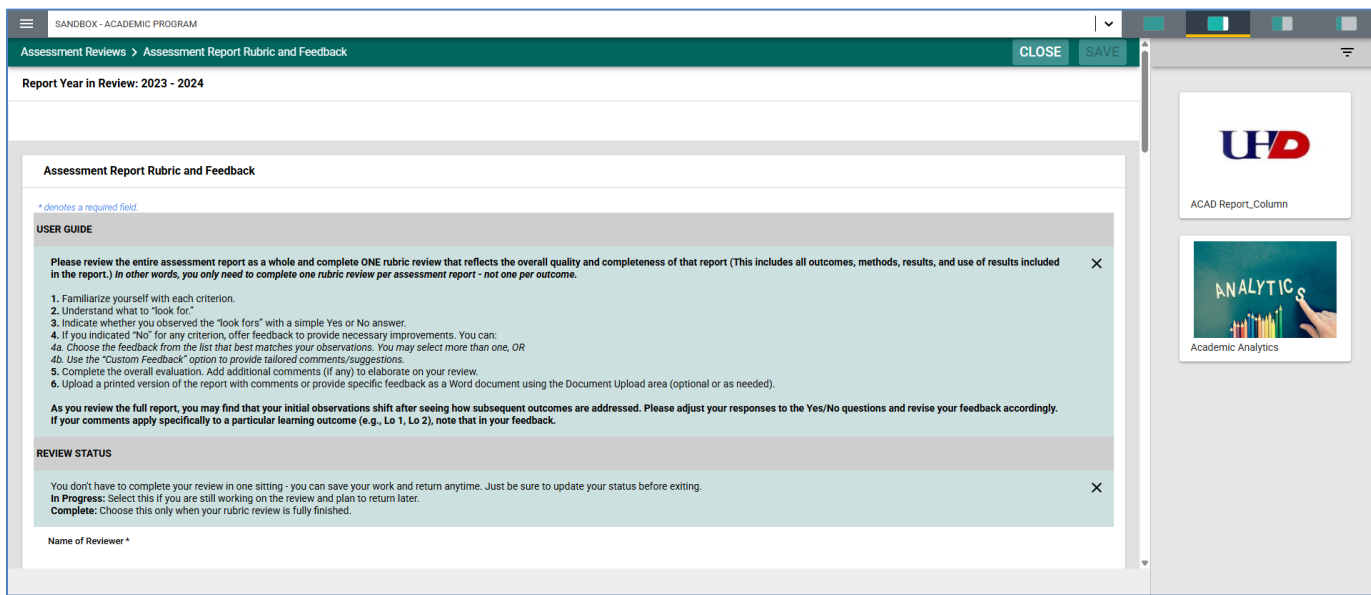
Next, use the **Split Screen/Layout Options** at the top right corner to view both the Assessment report rubric and feedback area and the assessment report side by side. To do this, select the 50/50 split-screen view.

Once you set up the split-screen view, you can run the report to access it. Click on the 'Report_Column' to the right.
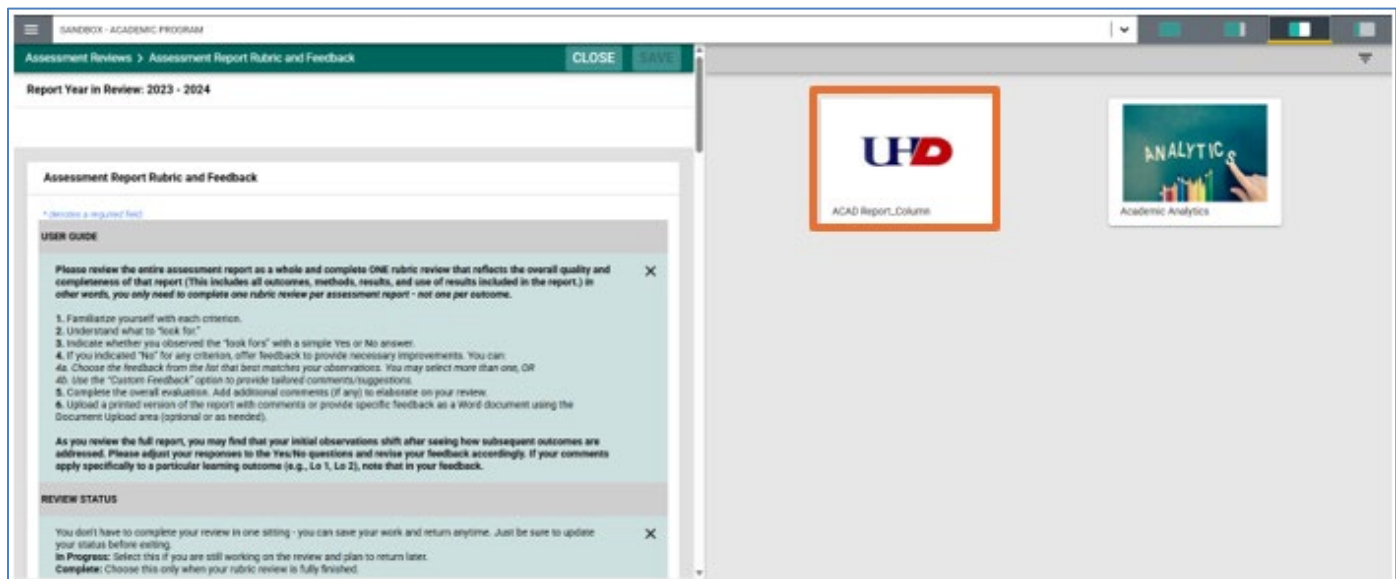
When you click on the report, you can choose from the filter options for running the report. Simply go to the **Reporting Year(s)** field to select the year (e.g., 2023-2024) for which the report was written and to download the corresponding report. Click **RUN REPORT.**

The report you selected will be downloaded. On the first few pages, you will see the program's/unit'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. Follow the instructions (user guide and look fors) to complete your review of the program's/unit's report. Scroll down to **Review Status** to begin your review.

When you have completed providing feedback, proceed by hitting the **SAVE** button (located at the top).