



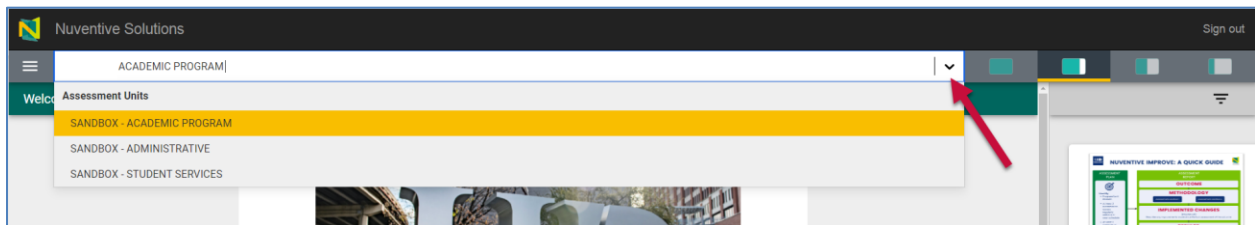
VP or Proxy Review and Sign Off on Assessment Report

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

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

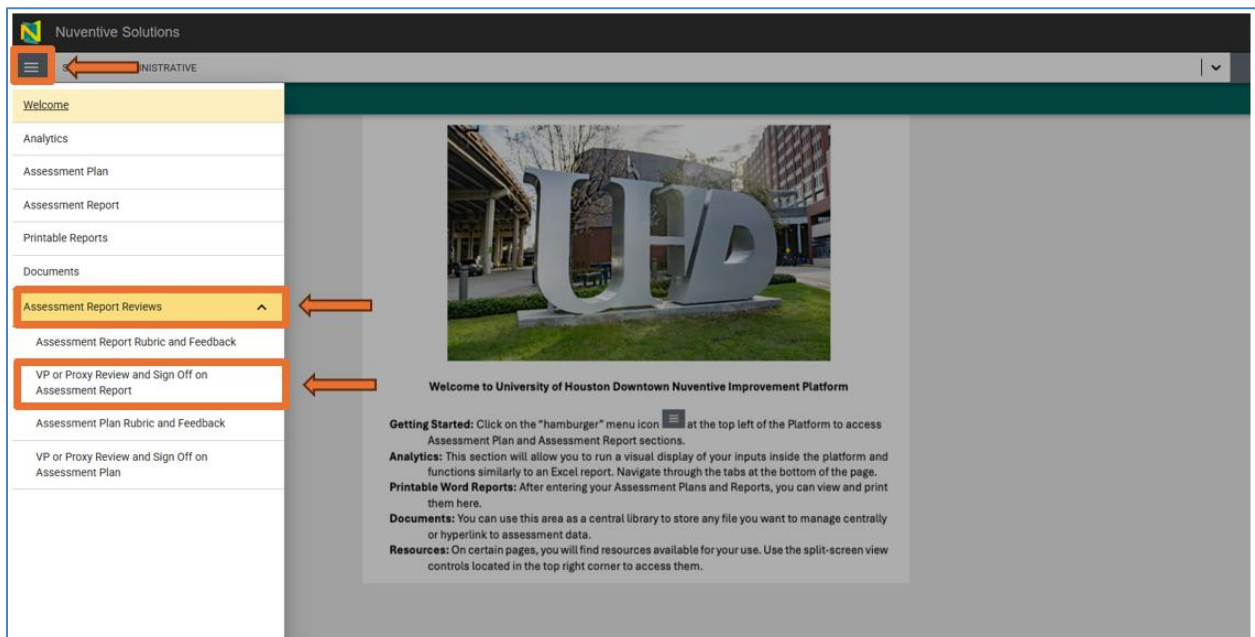
UNIT DROP-DOWN MENU

The center **Unit Drop-Down Menu** is where you will locate your Unit. 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 unit will take you to the unit's **Workspace**.



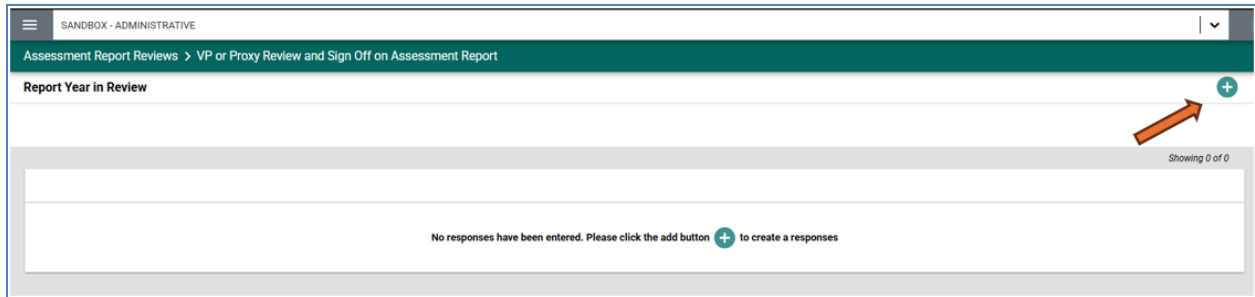
HAMBURGER ICON / PLATFORM MENU

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 **VP or Proxy Review and Sign Off on Assessment Report** area.



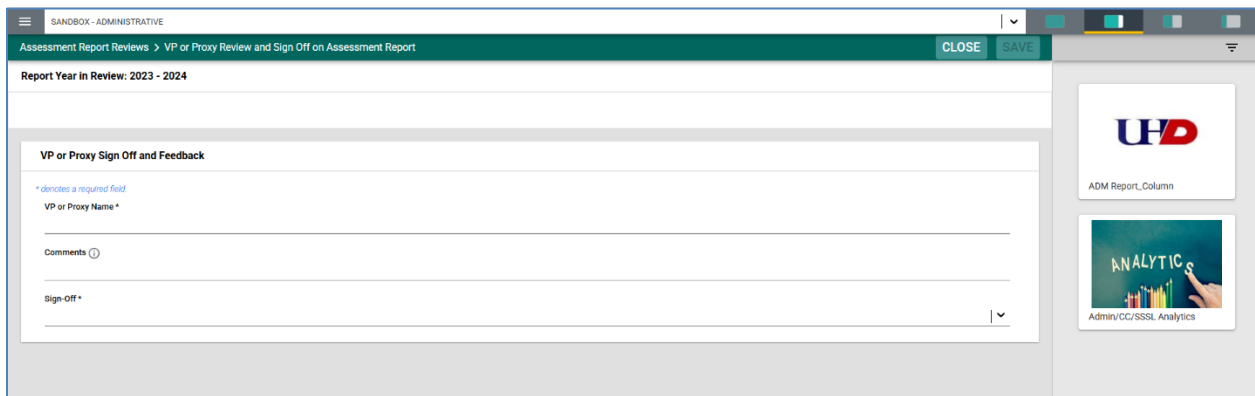
CONDUCTING YOUR REVIEW

When you enter the **VP or Proxy Review and 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.

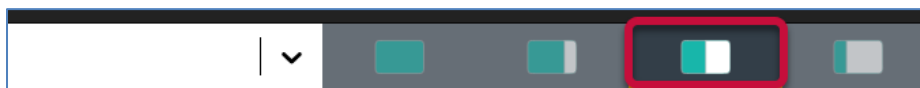


Once you click on the plus sign, you should see a pop-up window will appear asking to choose the Report Year in Review. Please select the report year (e.g., 2023-2024).

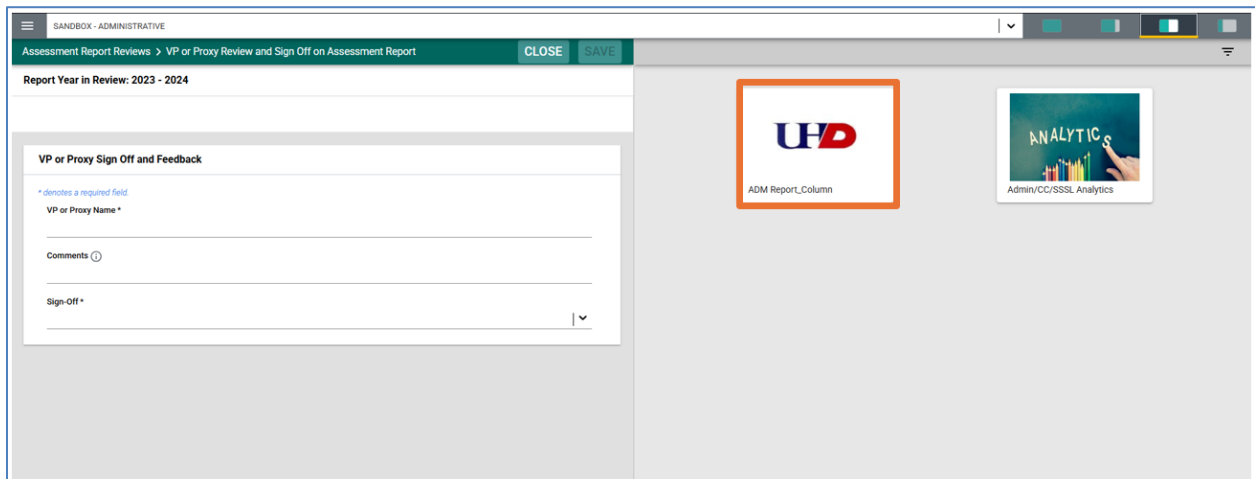
Once you click on the plus sign, you should see the screen below.



Next, use the **Split Screen/Layout Options** at the top right corner to view both the VP or Proxy 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 'ADM Report_Column'



When you select your preferred format, 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**.

The screenshot shows a web application interface for 'Assessment Report Reviews'. The top navigation bar includes 'Sandbox - Administrative' and 'Assessment Report Reviews > VP or Proxy Review and Sign Off on Assessment Report'. Below the navigation bar, the 'Report Year in Review' is set to '2023 - 2024'. The main content area is divided into two sections. On the left, the 'VP or Proxy Sign Off and Feedback' section contains a form with fields for 'VP or Proxy Name *', 'Comments (i)', and 'Sign-Off *'. On the right, the 'Report Settings' section contains a list of filters: 'Outcome Status', 'Outcome Type', 'Assessment Method Utilized', 'Assessment Method Status', and 'Reporting Year(s)'. Each filter has a 'View All' button. A 'RUN REPORT' button is located at the top right of the 'Report Settings' section, highlighted with an orange arrow.

The report you selected will be downloaded. On the first few pages, you will see the 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.

- 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 with 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.