



Welcome to the 2025-2026 reporting year!

Your program/unit may fall into one of two situations:

1. You are starting fresh. You fall into this group if:
 - a. You are a brand new program/unit, and this is your first time reporting in Nuventive; or
 - b. You scrapped your old plan entirely and none of your existing outcomes in Nuventive are relevant.

If this is you, follow **these instructions**. Exit this guide.

2. You are not starting from scratch, whether:
 - a. Nothing changed (i.e., the outcomes, methods, targets listed in Nuventive are what you will report on for 2025-2026)
 - b. Some elements changed (e.g., outcomes, methods, and/or success criteria/targets)

If this is you, stay in this guide. It will walk you through exactly what to do.

If you are not starting from scratch, you may fall into one or more of these scenarios:

- Scenario 1: Outcome changed (even slightly)
- Scenario 2: Outcome, method, and success criteria (targets) stayed the same
- Scenario 3: Method(s) changed (even though the outcome stayed the same)
- Scenario 4: Success Criterion (target) changed (this also applies to situations where your target in the first year was set to “baseline” and now you are reporting data for subsequent years)

This guide is structured in 2 parts:

1. **Quick reference (Page 2):** a summary table and tips to help you quickly determine what to do based on your situation
2. **Detailed instructions (Starts on page 3).** Step-by-step instructions to walk you through each case.

Quick Reference

Outcome Changed	Method Changed	Target (Success criteria) Changed	What to do
Yes			Archive old outcome and create a new one and add methods (see page 3)
No	No	No	Enter new results (see page 10)
No	Yes		Archive old method, add a new one, report using the new version (see page 12)
No	No	Yes	Same as method changed: archive the method with the old target, add new method with the new target, and report accordingly (see page 16 first then go to 12)

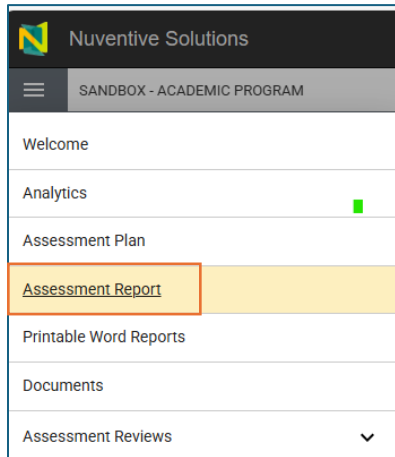
Tips:

- **Always archive** when in doubt about changes.
- **Never edit** existing outcomes or methods as the change affects historical reporting.
- **Do not delete** previous reporting years—this permanently removes your data.
- If you're unsure, reach out to the assessment staff.

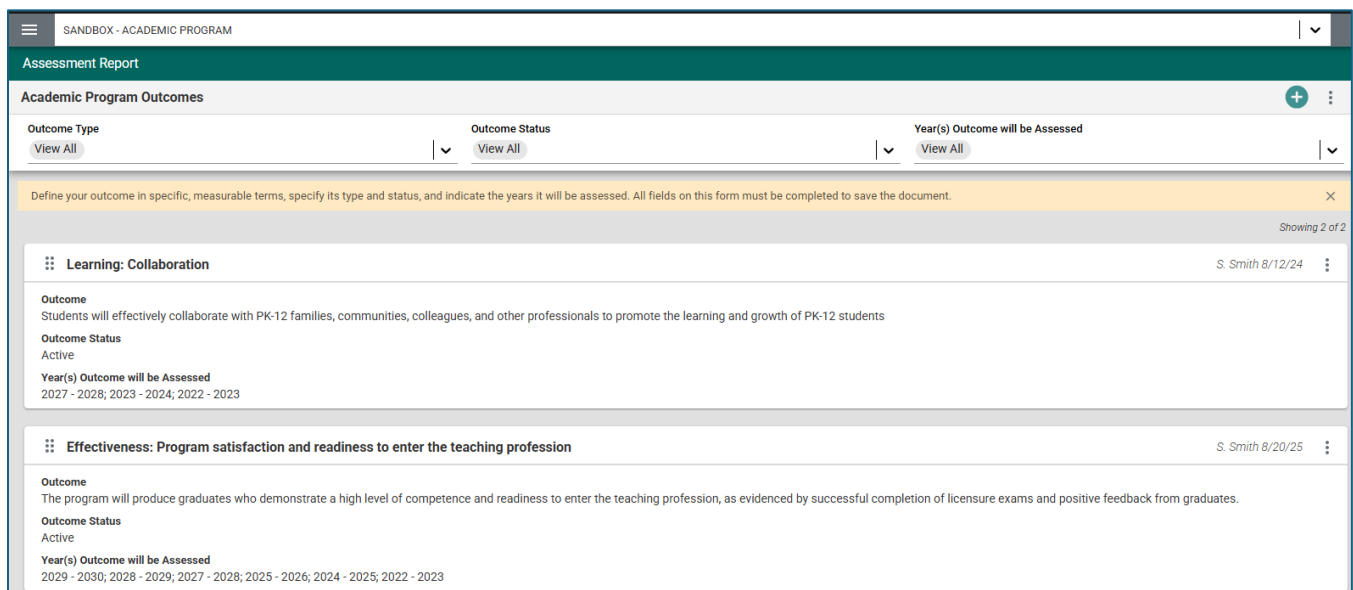
Scenario 1: Your Outcome Has Changed (Even Slightly)

If your outcome changed in any way (big or small), you MUST archive it first. If you modify an outcome even slightly, the change will retroactively appear in past reports, making it look like those reports were based on the updated outcome.

To archive the old outcome, start from the “Assessment Report” area:



Next, double click on the outcome you want to archive from the outcomes listed (the page will look like the image below)



Click on the 'Outcome Status' and change it to **Archived**.

The screenshot shows the 'Assessment Report' interface for a 'Collaboration' outcome. The 'Outcome Status' dropdown menu is open, displaying 'Active' and 'Archived' options. An orange arrow points to the 'Archived' option. The form includes fields for 'Outcome Type' (Learning), 'Outcome Title' (Collaboration), and 'Outcome Status'.

After changing the status, click on **Save** in the top right corner of the page and then click on **Close**. When you click on close, it will take you to the main page with the list of outcomes for your program. There, you will notice the status of the outcome you changed listed as **Archived**.

The screenshot shows the 'Learning: Collaboration' outcome page. The 'Outcome Status' is listed as 'Archived'. The page also displays the 'Outcome Title' and 'Year(s) Outcome will be Assessed'.

Learning: Collaboration	V. Nandakumar 8/20/25
Outcome Students will effectively collaborate with PK-12 families, communities, colleagues, and other professionals to promote the learning and growth of PK-12 students	
Outcome Status Archived	
Year(s) Outcome will be Assessed 2027 - 2028; 2023 - 2024; 2022 - 2023	

Effectiveness: Program satisfaction and readiness to enter the teaching profession	S. Smith 8/20/25
Outcome The program will produce graduates who demonstrate a high level of competence and readiness to enter the teaching profession, as evidenced by successful completion of licensure exams and positive feedback from graduates.	
Outcome Status Active	
Year(s) Outcome will be Assessed 2029 - 2030; 2028 - 2029; 2027 - 2028; 2025 - 2026; 2024 - 2025; 2022 - 2023	

Now, you can add/record your revised outcome. Follow these steps:

1. Click on the green plus (+) sign to enter your new outcome.

The screenshot shows the Nuventive Solutions interface. At the top, there's a header with the logo and 'Sandbox - Academic Program'. Below it, a green bar indicates the 'Assessment Report' section. The main area is titled 'Academic Program Outcomes' and features three filters: 'Outcome Type', 'Outcome Status', and 'Year(s) Outcome will be Assessed', each with a 'View All' button. A yellow instruction bar states: 'Define your outcome in specific, measurable terms, specify its type and status, and indicate the years it will be assessed. All fields on this form must be completed to save the document.' Below this, a list of outcomes is shown. The first outcome, 'Learning: Collaboration', is expanded, showing details like 'Outcome Status: Archived' and 'Year(s) Outcome will be Assessed: 2027 - 2028; 2023 - 2024; 2022 - 2023'. A green plus sign in the top right corner of the outcomes list is highlighted with an orange arrow.

Fill out the outcome details in its entirety and click on **save** at the top right corner of the page and then click on **close**. Once you click on close it will take you back to the main outcomes page where you can locate your new outcome at the bottom of the page.

This screenshot shows the same interface as the previous one, but with the 'Learning: Reasoning' outcome expanded and highlighted with an orange box. The details for this outcome are: 'Outcome Status: Active' and 'Year(s) Outcome will be Assessed: 2026 - 2027; 2025 - 2026; 2024 - 2025'. The 'Outcome' description is: 'Students will explain their mathematical reasoning using precise vocabulary in written form.'

2. Once you locate your new outcome, double click on it and then proceed to the METHODOLOGY tab at the top of the page.

The screenshot shows the bottom of the page with a horizontal tab bar. The tabs are: 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES', and 'RESULTS'. The 'METHODOLOGY' tab is highlighted with an orange box. A small note at the bottom left says '* denotes a required field'.

Next, begin creating your methods. To do this, click on the green (+) sign to enter your new method.

The screenshot shows the 'Assessment Report' interface for 'Reasoning'. At the top, there are 'CLOSE' and 'SAVE' buttons. Below the search bar, a yellow banner provides instructions: 'Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria. All fields on this form must be completed to save the document.' Below this, a tabbed interface shows 'OUTCOME', 'METHODOLOGY' (selected), 'IMPLEMENTED CHANGES', and 'RESULTS'. A red arrow points to a green '+' button at the end of the tabs. The main content area displays the message: 'No Assessment Method has/have been entered. Please click the add button + to create a/n Assessment Method'.

3. After saving your methods, proceed to the IMPLEMENTED CHANGES tab at the top of the page to begin your reporting on the outcome.

This close-up shows the tabbed interface with 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES' (highlighted with a red box), and 'RESULTS'. A small note at the bottom left states: '* denotes a required field'.

To do this, click on the green plus (+) sign:

The screenshot shows the 'Assessment Report' interface for 'Reasoning' with the 'IMPLEMENTED CHANGES' tab selected. A red arrow points to a green '+' button at the end of the tabs. The main content area displays the message: 'No Implemented Changes has/have been entered.' Below this, there is a section titled 'Learning: Reasoning' with a text input field.

Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can’t generate a report.

Next, select the correct reporting year (2025-2026). This is essential. If you don’t select the correct year, your results will not appear in the report for that year.

SANDBOX - ACADEMIC PROGRAM

Assessment Report

Reasoning

* denotes a required field

Follow Up on Previous Initiatives *

Select the academic year this assessment report is for. X

Reporting Year *

2025 - 2026

2024 - 2025

2023 - 2024

Supporting Documentation

Document Name

Document Description

There are no documents attached

Show Details

Next, navigate to the RESULTS area. Click the green plus (+) sign for your method.

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Assessment Report

Reasoning

Showing 0 of 0

OUTCOME

METHODOLOGY

IMPLEMENTED CHANGES

RESULTS

Problem Sets

No Results has/have been entered.

Once you are inside the method area, select the correct reporting year (2025-2026) and follow the prompts to complete this section. Once done, click on **save** at the top right corner of the page and then click on **close**.

Repeat this process for all methods (if you have more than one).

Scenario 2: Your Outcome, Methods and Success Criteria Stayed the Same

If nothing has changed – the outcome, methods, and success criteria all remain the same – you are ready to begin reporting. Follow these steps:

1. Double click on the outcome for which you wish to report results and proceed to the IMPLEMENTED CHANGES area.

The screenshot shows a web application interface for an 'Assessment Report'. At the top, there's a header with 'Sandbox - Academic Program' and a 'CLOSE' button. Below the header, the title 'Assessment Report' is displayed. A search bar contains the word 'Collaboration'. Underneath, there's a 'Reporting Year' section with a dropdown menu set to 'View All'. A tabbed interface shows four tabs: 'OUTCOME', 'METHODOLOGY', 'IMPLEMENTED CHANGES' (which is selected and highlighted in green), and 'RESULTS'. The main content area is titled 'Learning: Collaboration'. It shows a list of items for the '2023 - 2024' reporting year. The first item is titled 'Follow Up on Previous Initiatives' and contains text about a Saturday Bootcamp. An orange arrow points to a green plus icon in the top right corner of the item's card, indicating where to click to add or edit content.

Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can’t generate a report.

Next, select the correct reporting year (2025-2026). This is essential. If you don’t select the correct year, your results will not appear in the report for that year.

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Assessment Report CLOSE SAVE

Collaboration Show Details

* denotes a required field.

Follow Up on Previous Initiatives * ①

The last time this outcome was assessed was during the 2024-2025 assessment cycle using the clinical observation tool and the mentor teacher survey. The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned.

Reporting Year * ①

2025 - 2026

UPLOAD DOCUMENTS

Upload supporting documentation. This is where you can upload supporting documentation to speak to the extent to which recommended improvements were implemented.

Use the green plus sign, click on the main folder. You can add sub-folders or use "General". If the file already exists, select by clicking the check box, then save. Then Attach. If the file needs to be uploaded, click "Add File". Then select, Save, Attach.

Supporting Documentation

Document Name	Document Description
There are no documents attached	

After saving your IMPLEMENTED CHANGES, hit close (top right corner) and you will see the implemented changes for 2025-2026 appear at the top.

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Collaboration

Reporting Year

View All

Showing 3 of 3

OUTCOME METHODOLOGY **IMPLEMENTED CHANGES** RESULTS

Learning: Collaboration

2025 - 2026 Follow Up on Previous Initiatives The last time this outcome was assessed was during the 2024-2025 assessment cycle using the clinical observation tool and the mentor teacher survey. The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned.	V. Nandakumar 3/13/2026
2024 - 2025 Follow Up on Previous Initiatives The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.	V. Nandakumar 8/20/2025
2023 - 2024 Follow Up on Previous Initiatives The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results. The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned in October 2023.	S. Smith 8/19/2024

2. Next, navigate to the RESULTS area.

The first thing you will see on this page are the previous years' results tied to each method. DO NOT DELETE THEM. Once removed, they can't be recovered, and this will result in lost reports.

Preserve the results from past years, and create new entries for new results.

3. Find the method you wish to report results on and click the green plus (+) sign to report your results.

SANDBOX - ACADEMIC PROGRAM

Assessment Report

Collaboration

Assessment Method Status Reporting Year Data Conclusion

View All View All View All

Showing 3 of 3

OUTCOME METHODOLOGY IMPLEMENTED CHANGES RESULTS

Clinical Observation

2024 - 2025 S. Smith 8/21/2025

Data Conclusion
Success Criterion Met

2023 - 2024 S. Smith 5/27/2025

Data Conclusion
Success Criterion Not Met

Mentor Teacher Survey

2023 - 2024 S. Smith 5/27/2025

Data Conclusion
Success Criterion Not Met

Once you are inside the method area, select the correct reporting year and follow the prompts to complete this section. Once done, click on **save** at the top right corner of the page and then click on **close**.

SANDBOX - ACADEMIC PROGRAM

Assessment Report

Collaboration

Reporting Year * 2025 - 2026

Results * Press ALT + 0 for accessibility help

The results provide a descriptive summary of the students work during their capstone project.

Disaggregation of Data (if applicable) * Press ALT + 0 for accessibility help

After saving your RESULTS, you will see the results for the new reporting year appear at the top.

Assessment Report

CLOSESAVE

Q Collaboration

Assessment Method Status

Reporting Year

Data Conclusion

View All

View All

View All

Showing 4 of

OUTCOME

METHODOLOGY

IMPLEMENTED CHANGES

RESULTS

Clinical Observation

2025 - 2026

V. Nandakumar 3/13/2026

Data Conclusion

Success Criterion Not Met

2024 - 2025

S. Smith 8/21/2025

Data Conclusion

Success Criterion Met

2023 - 2024

S. Smith 5/27/2025

Data Conclusion

Success Criterion Not Met

Repeat this process for all methods (if you have more than one).

Scenario 3: Your Outcome Stayed the Same but Method(s) Changed

1. Archive your old method. Double click on the outcome for which you wish to archive your method. Next, navigate to the METHODS tab. Double click on the method and scroll down to the 'Assessment Method Status'. Change the status to **Archived**, click on **save** and **close**.

The screenshot shows the 'Assessment Report' form for the 'Collaboration' outcome. The 'Assessment Method Status' dropdown menu is open, showing three options: 'Archived', 'Active', and 'Archived'. An orange arrow points to the 'Archived' option. The form also includes fields for 'Assessment Title', 'Assessment Method Utilized', and 'Assessment Artifacts'.

2. On the main METHODS tab, you will notice that your existing method indicates **archived**. Next, click the green (+) sign and add your new method.

The screenshot shows the 'Assessment Report' form with the 'METHODS' tab selected. The 'Assessment Method Status' dropdown is set to 'Archived'. An orange arrow points to the green (+) sign in the top right corner. The form displays a list of methods, including 'Clinical Observation' and 'Mentor Teacher Survey'.

Once you have created your new method, you will see it at the bottom of the page on the METHODS tab.

The screenshot shows a web application interface for an 'Assessment Report'. At the top, there's a header bar with 'Sandbox - Academic Program' and a 'CLOSE' button. Below this, the title 'Assessment Report' is followed by a 'SAVE' button. A search bar contains the word 'Collaboration'. Underneath, there's a section for 'Assessment Method Status' with a 'View All' link. A yellow banner contains a note: 'Include a minimum of two methods of assessment for each outcome, with at least one being a direct assessment. Describe the instruments used, what they measure, status, and success criteria. All fields on this form must be completed to save the document.' Below the banner is a tabbed interface with four tabs: 'OUTCOME', 'METHODOLOGY' (which is selected and highlighted in green), 'IMPLEMENTED CHANGES', and 'RESULTS'. To the right of these tabs is a green plus sign (+) button. The 'METHODOLOGY' tab displays a detailed description of the 'Mentor Teacher Survey', its purpose, and its areas of focus. Below the description, there are fields for 'Assessment Method Status' (set to 'Active'), 'Assessment Method Utilized' (set to 'Indirect'), and 'Success Criteria' (stating '80% of survey respondents indicate satisfaction with our students' collaboration efforts'). At the bottom of the page, there's a section titled 'Student Self Assessments' with a date 'V. Nandakumar 8/20/25'. This section includes an 'Assessment Method Description' (Self Reflection Journals), 'Assessment Method Status' (set to 'Active'), 'Assessment Method Utilized' (set to 'Direct'), and 'Success Criteria' (stating '90% of students provide reflective entries').

Repeat this process if you have more than one method to archive and/or add a new one.

Once your outcome and its methods are ready for you to report on them, proceed to the IMPLEMENTED CHANGES area at the top of the page to start reporting on your outcome.

Next, click on the green plus (+) sign.

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Assessment Report CLOSE SAVE

Collaboration

Reporting Year
View All

Showing 1 of 7

OUTCOME METHODOLOGY **IMPLEMENTED CHANGES** RESULTS

Learning: Collaboration

2023 - 2024 S. Smith 8/19/24

Follow Up on Previous Initiatives

The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.

The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned in October 2023.

Follow the instructions for “Follow up on Previous Initiatives”. Read the guiding questions closely to understand what you are being asked to do. Do not leave this section blank. If you leave this area blank, you can’t generate a report.

Next, select the correct reporting year. This is essential. If you don’t select the correct year, your results will not appear in the report for that year. (The reporting year refers to the academic year for which you are submitting data and results on an outcome).

SANDBOX - ACADEMIC PROGRAM

Assessment Report CLOSE SAVE

Collaboration

Show Details

* denotes a required field.

Follow Up on Previous Initiatives *

The last time this outcome was assessed was during the 2024-2025 assessment cycle using the clinical observation tool and the mentor teacher survey. The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned.

Reporting Year *
2025 - 2026

UPLOAD DOCUMENTS

Upload supporting documentation. This is where you can upload supporting documentation to speak to the extent to which recommended improvements were implemented.

Use the green plus sign, click on the main folder. You can add sub-folders or use "General". If the file already exists, select by clicking the check box, then save. Then Attach. If the file needs to be uploaded, click "Add File". Then select, Save, Attach.

Supporting Documentation

Document Name	Document Description
There are no documents attached	

After saving your IMPLEMENTED CHANGES, hit close (top right corner) and you will see the implemented changes for the reporting year appear at the top.

Assessment Report [CLOSE] [SAVE]

Collaboration

Reporting Year: [View All]

Showing 3 of 3

OUTCOME | METHODOLOGY | **IMPLEMENTED CHANGES** | RESULTS

Learning: Collaboration +

- 2025 - 2026** V. Nandakumar 3/13/2026

Follow Up on Previous Initiatives

The last time this outcome was assessed was during the 2024-2025 assessment cycle using the clinical observation tool and the mentor teacher survey. The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned.
- 2024 - 2025** V. Nandakumar 8/20/2025

Follow Up on Previous Initiatives

The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.
- 2023 - 2024** S. Smith 8/19/2024

Follow Up on Previous Initiatives

The last time this outcome was assessed was during the 2022-2023 assessment cycle using the clinical observation tool and the mentor teacher survey. Improvements made were driven by the findings from the clinical observation tool, leading to the implementation of the Saturday Bootcamp. No specific changes were made based on the mentor teacher survey results.

The results from the clinical observations last year revealed that our students were struggling with collaboration with parents, instructional coaches, and other school-based personnel. In response to this, as clearly recommended in the assessment report for that cycle, we implemented a Saturday Bootcamp. Designed as an all-day, intensive training, the Bootcamp centered on enhancing students' communication skills to foster effective collaboration and on applying collaborative techniques in lesson planning to create meaningful and cohesive lessons for PK-12 students. The event flyers we used to advertise the event, the sign-up sheets that document participation, and the event agenda are attached below to demonstrate that the bootcamp was carried out as planned in October 2023.

3. Next, proceed to the RESULTS tab at the top of the page.

When you reach the RESULTS area, you may see results from previous years. DO NOT DELETE THEM. Once removed, they can't be recovered, and this will result in lost reports.

Helpful tip: If you click on the filter 'Assessment Method Status' at the top and select the option 'Active', this allows you view and report on only active methods.

Assessment Report [CLOSE] [SAVE]

Collaboration

Assessment Method Status: Active x [View All]

Reporting Year: [View All]

Data Conclusion: [View All]

Showing 1 of 4

OUTCOME | METHODOLOGY | IMPLEMENTED CHANGES | **RESULTS**

Mentor Teacher Survey +

- 2023 - 2024** S. Smith 5/27/2025

Data Conclusion

Success Criterion Not Met

Student Self Assessments +

No Results has/have been entered.

Next, locate the new method you created (appears at the bottom of the page) and click the plus sign (+) to enter your results.

Continue reporting results for all other methods associated with your outcome – whether they are newly added or already existing.

Scenario 4: Your Method Stayed the Same but Target (Success criteria) Changed

In Nuventive, the target (success criteria) is part of the method description; it is not stored as a separate field. So, when a target changes, you are technically changing the description of the method. Because of that:

- Archive the method for which the target changed (follow the instructions for scenario 3 above)
- Create new method (with the updated target, even if the method itself stays the same) (again, follow the instructions for scenario 3 above)

!!! If you don't follow this approach and instead edit the target directly within the existing method, it will override historical targets and alter past reports – making your prior data misleading or inaccurate. Always archive and create a new method to preserve accuracy.

This approach also applies when your target in the first year was set to “baseline”. Once that baseline is established, you are no longer evaluating performance against it. That shift requires updating the method. Archive the method with the original baseline and create a new one with the updated target.