

Deans' Sign Off and Review

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. Your programs or departments are referred to as **Units**. By clicking the drop-down caret/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/unit whose assessment report you will be reviewing, click the **Hamburger Icon** (1) to the left of the **Unit Drop-Down Menu**, and then **Assessment Report Reviews** (2) to access the **Dean Sign Off** (3) 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.

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Assessment Report Reviews > Dean Sign Off	
Report Year in Review	0
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No responses have been entered. Pleas	e click the add button 🚯 to create a responses

Next, use the **Split Screen/Layout Options** 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. You will have two format options for downloading the report:

- The column format
- The narrative format

(Most people prefer the column format, but the choice is yours).

Assessment Report Reviews			Ŧ
Report Year in Review 🕒			
Review Status View All	TTT	ACAD Report_Column This report displays in a two column	TTA
Showing 0 of 0	UPD		
No responses have been entered. Please click the add button 😝 to create a responses	Reviewer Feedback Summary	ACAD Report_Column	ACAD Report_Narrative
		Academic Analytics	



When you select your preferred format, you can choose the settings 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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○	Report Settings RUN REPORT
Showing 0 of 0	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 \times the date
	Select your filters below
No responses have been entered. Please click the add button 🛟 to create a responses	Outcome Status (View All)
	Outcome Type View All
	Assessment Method Utilized View All
	Assessment Method Status

The report you selected will download. 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.

- Enter your name in the designated field.
- The Comments section is optional and may be used to provide any feedback. If you hover over 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, in the **Reviewer Feedback and Dean Sign Off Summary** report.

<u>Nuventive does not have a workflow that notifies report writers when you submit your decision. If</u> you select "request revisions", please coordinate with your department chair and the assistant director of assessment to ensure the necessary changes are communicated to and addressed by the program representative.

Once the report has been revised and improved, you should return to update your review statis. It is important to change your sign-off to reflect your approval once the revisions have been made – otherwise, the system will continue to reflect that you are requesting changes, even if the report has been enhanced.

One way to check if a report has been revised is by using the **Academic Analytics** feature from the Split-screen view.

Assessment Report Reviews > Dean Sign Off	CLOSE SAVE			Ŧ
Report Year in Review: 2023 - 2024				
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Dean Sign Off and Feedback		u	u	u
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Sign-Off *	1.4			
			Academic Analytics)

Once you get to the analytics, you will see a section labeled: **Most recent Changes to Report**, which shows what changes were made and when.

🔰 Nuventive. Improve Analytics	To Do List by Assessment Cycle Dataset is refreshed overright	Data Lant Upoated 6/10/2023 11:01:43 (H
		Year(s) Outcome will be Assessed
SANDBOX - ACADEMIC PROGRAM	Most Recent Changes to Report	
SANDBOX - ACADEMIC PROGRAM	Most Recent Changes to Report Who What	When

This is tracking information only; it does not directly allow you to link changes in a report to specific feedback from a reviewer. To understand the nature of the changes, you will need to read the report.