Nuventive Improvement Platform for MSSU

Welcome to the Nuventive Improvement Platform Help Guide. This Help Guide will walk you through the structure and navigation of the Nuventive Improvement Platform screens.

Improvement Platform Help Guide

CONTENTS

WELCOME

Welcome to the Nuventive Improvement Platform Help Guide for MSSU. The purpose of this help guide is to walk you through the navigation of the Nuventive Improvement Platform. If at any time you have questions about this platform, please contact Institutional Effectiveness at ie@mssu.edu.

BASIC NAVIGATION

Accessing the Nuventive Improvement Platform is simple and straight forward. It is supported on Apple Mac iOS as well as Microsoft Windows. The Platform is most compatible with Google Chrome or Firefox Web browsers. Nuventive is accessible using your MSSU credentials.

- Go to https://solutions.nuventive.com/
    - o There is also a link located on the Faculty and Staff section of the MSSU webpage
- Click on "Sign In" in the upper right side:

- Choose your MSSU account when prompted
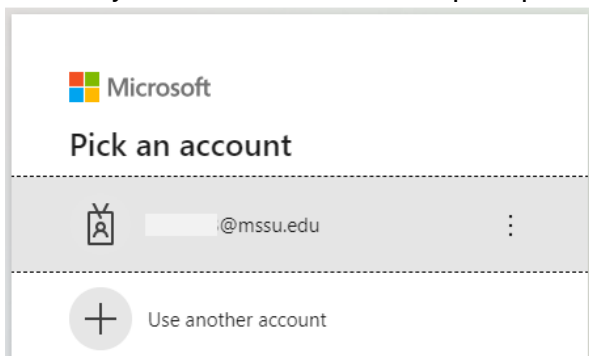
- Enter your MSSU password if prompted. If you are already logged into other MSSU services (like Banner or Lionet), you may not be required to enter your password.
- Perform the two-factor authentication method that you previously set up for accessing MSSU systems.
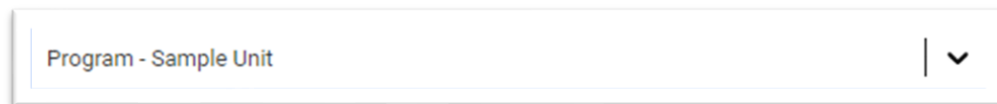
TOP NAVIGATION BAR & ICONS

At the top of each screen, you will find two sets of icons (to the left and right) and a drop-down in the center. This is the primary navigation bar throughout the platform.
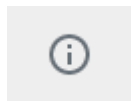

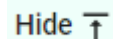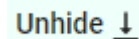|	
Hamburger Menu	
Unit Drop-down	
Data View/Split Screen/ Documents & Reports	
Information	
Ellipsis	
Plus (+) Sign	
Hide	Hide
Unhide	Unhide
caret	

THE UNIT DROP-DOWN

The center unit drop-down is where you will locate your unit(s) in the platform. By clicking the down arrow/caret to the right in the drop - down you will be able to locate the units that are available to you.

Once you have selected a unit from the drop-down you should see a dashboard with a summary of basic information. The dashboard may also display automatically if you only have access to one unit. If this is your first time logging in, and you do not see your unit, please contact Institutional Effectiveness at ie@mssu.edu. If there are numerous units listed in the drop-down, you may type in the drop-down box to quickly locate a unit.

THE MAIN MENU (HAMBURGER MENU)

Now that you have found your unit, click the "hamburger" icon on the left to reveal your platform menu. The main menu will vary depending on if you are viewing your unit's strategic plan, co-curricular assessment, or academic program assessment and review.

Program Assessment & Review Menu

Menu	Description
Home	
Program Information	Mission, College, Department, Assessment Lead
Program Objectives & Results ⌄	
Program Objectives & Results	Record program objectives and results here
Program Objectives Mapping	Map program objectives to university learning objectives
Program Assessment & Review ⌄	Complete 3-year and 6-year Program Assessment & Review Self-Studies here
3-Year (mid) Program Assessment & Review Self-Study	
6-Year (full) Program Assessment & Review Self-Study	
PARC Feedback Form	Receive feedback from PARC committee
Reports ⌄	Generate assessment reports
Program Assessment Report (2-column)	

Assessment Report (narrative)	
Documents	Upload documents

Co-Curricular Assessment Menu

Home		
Co-Curricular Information		Unit mission
Co-Curricular Assessment	⌄	
Goals		Unit Goals
Assessment Plan & Results		Unit objectives, measures, and results
Mapping	⌄	
Goals Mapping		Map your goals to university learning objectives
Objectives Mapping		Map your objectives to unit goals
Reports	⌄	Generate assessment reports
Assessment Report (2-column)		
Assessment Report (narrative)		

Documents	Upload documents

Strategic Planning Menu

|	
Home	Home
Assignments	Make or review your assignment
Objectives and Strategies	Enter unit objectives and strategies
Mapping to MSSU Strategic Plan	Map your unit objectives to MSSU Strategic Plan
Reports	Generate a unit report
Documents	Upload documents

SPLIT SCREEN/DOCUMENTS AND REPORTS

To the far right of the navigation bar you will find a set of icons referred to as Split Screen/Documents & Reports. Under the icons, a space is provided for various documents/reports to be viewed. This area can house the following type of documents: Word, PDF, Excel, Video, HTML, Power BI Reports, etc. The purpose of this area is to provide you with information that you deem necessary to complete your tasks in the Nuventive Improvement

Platform. Each of the icons represent the amount of space to be taken up on the screen (split-screen view) when clicking on and opening an item in the list. This expansion allows you to view the information provided in this area from an intelligible viewpoint.

OTHER IMPORTANT NAVIGATION
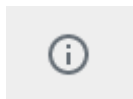
Throughout the Platform, wherever you see this icon, instructions may have been provided for that specific field, item, or area. Clicking on the icon will reveal any instructions that have been made available.

Throughout the Platform, wherever you see this icon, options will be presented by clicking on the ellipsis. Typical options include: Open, View/Print, Copy, and/or Delete.

Throughout the Platform, wherever you see this icon is where you will click to **Add** a **NEW** Goal, Strategy, Objective, or other element to that screen.
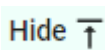
In several places throughout the Platform, you will find these icons. Clicking on the icon allows you to choose between leaving the highlighted information available as you enter information, or you can click the Hide icon to hide the information. Unhide allows you to uncover the highlighted information.
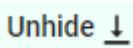
ENTERING GENERAL INFORMATION

Select either Program Information or Co-Curricular Information from the menu. To enter information on the General Information form, begin by clicking on the green circle with the plus (+) sign icon ⊕ on the card.

Complete the form fields/text boxes, as designated, by clicking in the text box or selecting from the drop - down. **NOTE**: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to save the form until information has been entered into that field. Next, **SAVE**, by clicking on the **SAVE** button at the top of the screen.
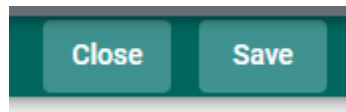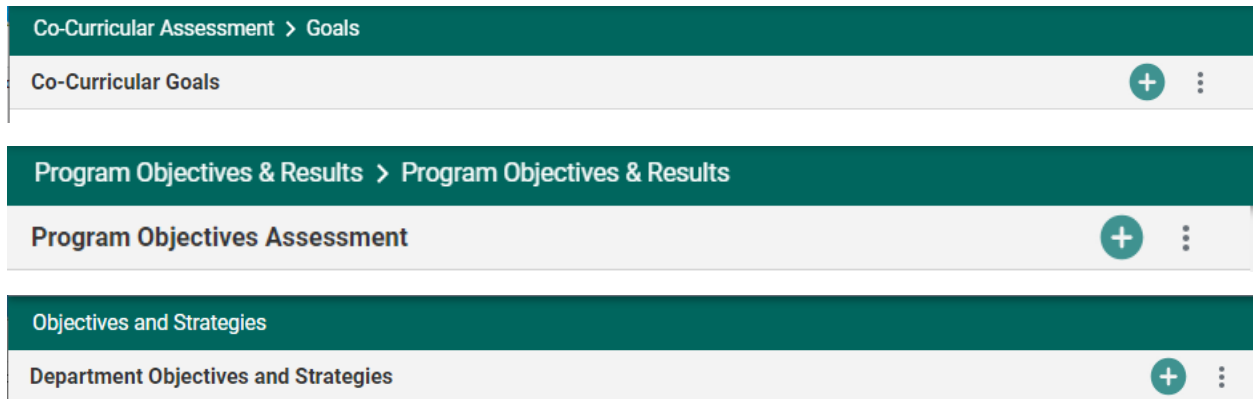
Once you are satisfied with the information you have entered, and have **saved** the form, click the **Close** button at the top of the screen.

If at any time you need to edit, copy, view/print, view the audit log, or delete the form, click on the ellipses on the top right of the form.

PROGRAM GOALS/OBJECTIVES

To add a new goal or objective, click on the green circle with plus (+) sign on the top right.

Co-Curricular Assessment > Goals		
Co-Curricular Goals	➕	⋮

Program Objectives & Results > Program Objectives & Results		
Program Objectives Assessment	➕	⋮

Objectives and Strategies		
Department Objectives and Strategies	➕	⋮

Next, type in each field provided to enter the **Short Goal/Objective Name** and **Long Goal/Objective Description**.

Note: Where you see an Asterisk (*) next to the name of a field, that field is required, and you will not be able to **Save** the card until information has been entered into that field.

Once you have completed entering the goal/objective information, **SAVE** your work by clicking on the **Arrow/Caret** next to the **SAVE** button at the top of the screen. Notice that when you click the **Arrow/Caret** on the **SAVE** button you are provided with the options to **Save & Add New** or **Save & Close** this goal. If you have additional goals to add, click the **Save & Add New**. If you have finished adding goals, click the **Save & Close**.

To edit a current goal, locate the ellipsis to the far right of the card.

Once you click on the ellipsis you will be provided with the options to **Open**, **View/Print**, or **Delete** the goal/objective. **Keep in mind that if there have been updates/results entered for any goal/objective, deleting it will also remove any updates/results that have been entered for that specific goal/objective.**
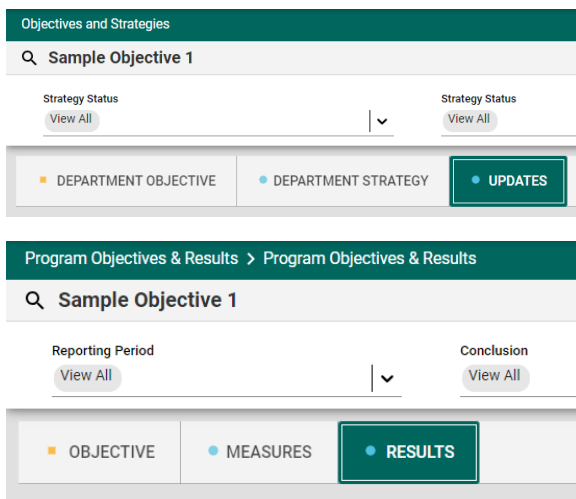
ENTERING DEPARTMENT STRATEGY OR MEASURES

To add Measures or Department Strategy, click the green circle with the plus (+) sign
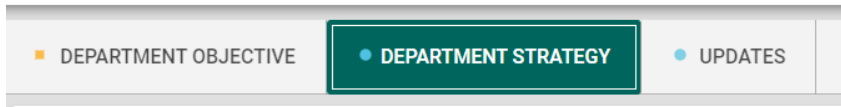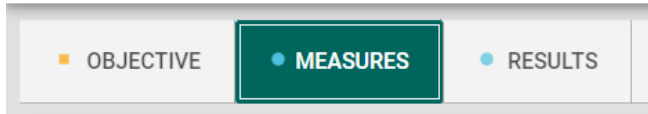
ENTERING UPDATES/RESULTS

Navigate to your department objective. Click on the Updates or Results tab.

To add a Goal Update for the goal, click the green circle with the plus (+) sign

Notice the light green area at the top of the card. This is the information that was entered previously for the goal/objective. You can choose to leave this information available as you enter updates/results, or you can click the **Hide** icon to the right to hide the information while you work.
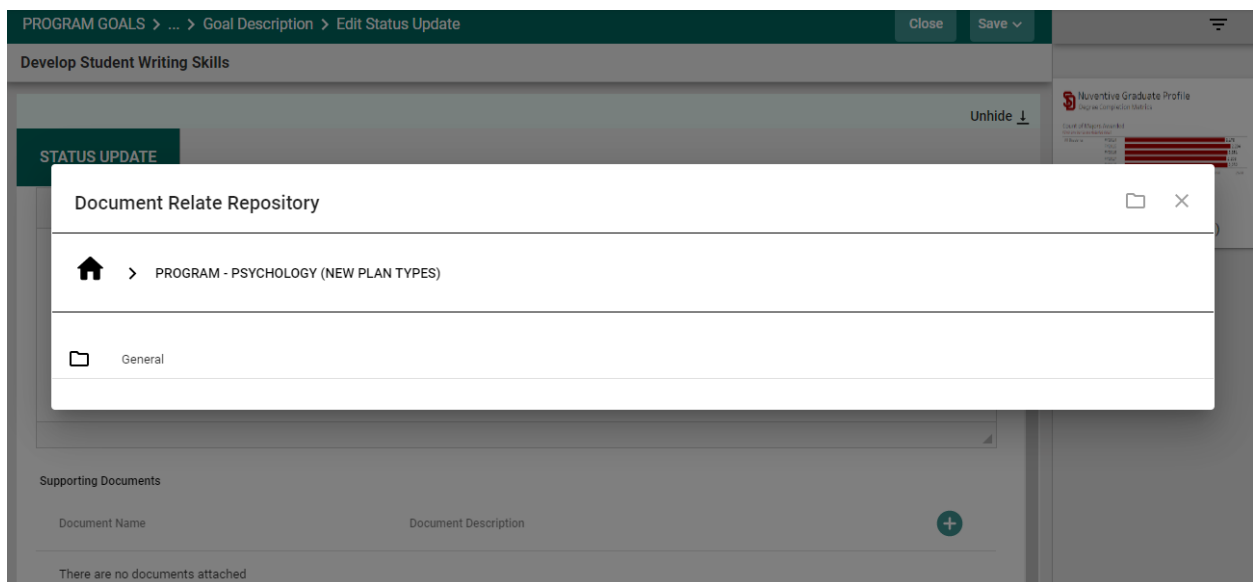
Adding Supporting Documents

To add Supporting Documents, Click the green circle plus + sign
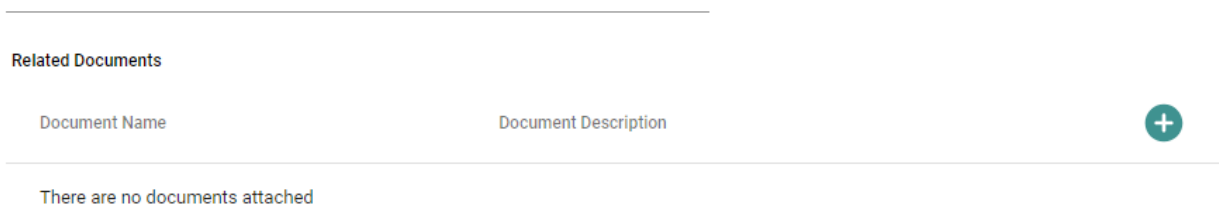
The following screen will appear. Click on the primary folder to open the Document Library folders where this document has been stored.
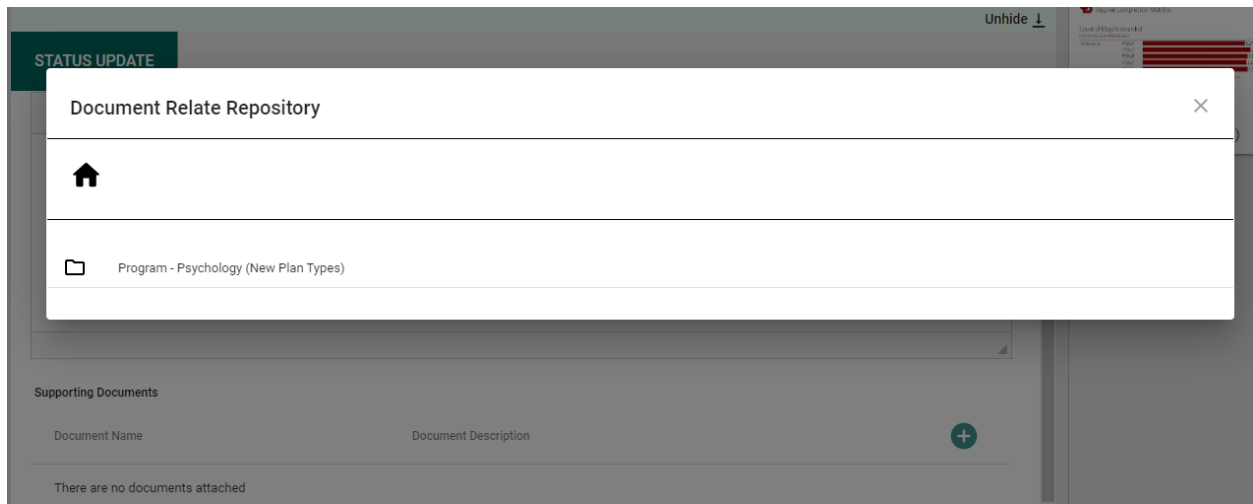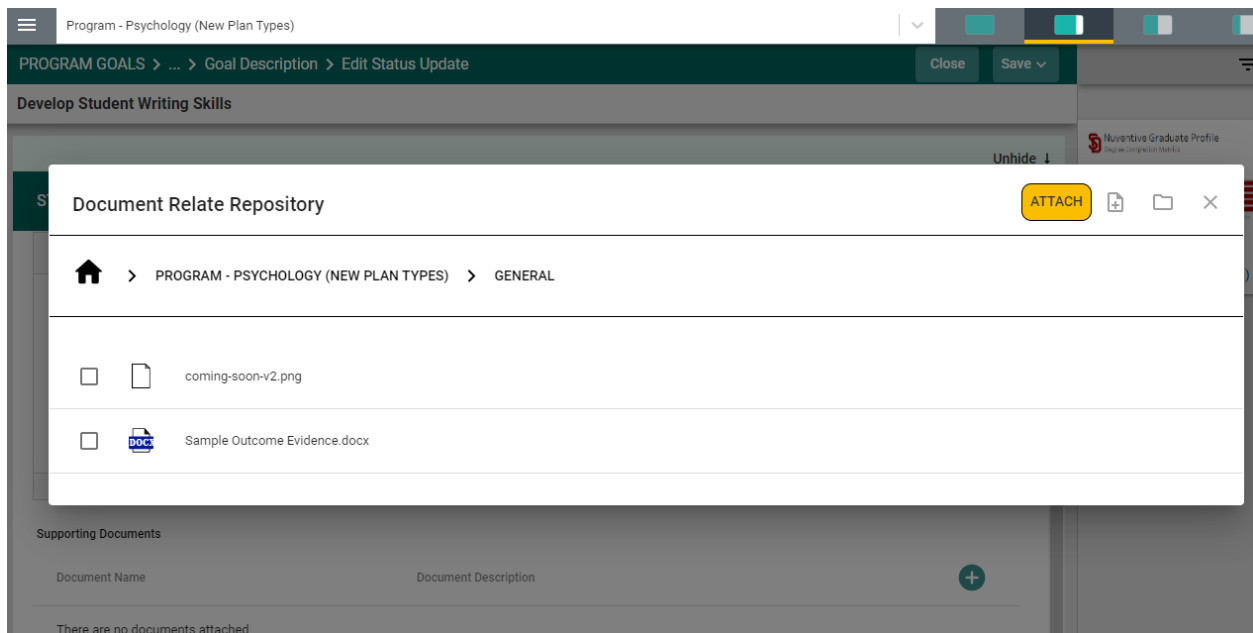

Now select from the folder options available. In this example there is one folder titled General.

Click the folder name to open that folder. Then, select a file (or files) from that folder by clicking the checkbox next to each file you would like to add.
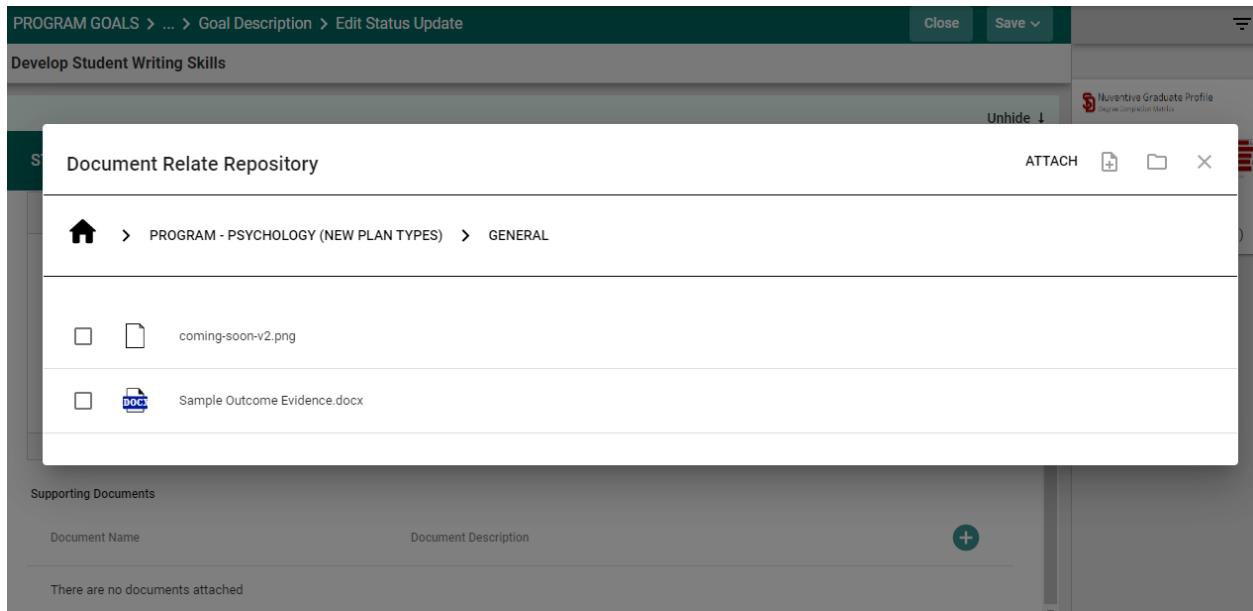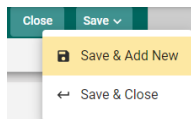
Now select [ATTACH] from the from the top right-hand navigation.

You should now see the file attached as a supporting document.

Once you are satisfied with the information you have entered Click [Save ⌄] and choose to **Save & Add New** or **Save & Close**.

Close	Save ⌄
🖫 Save & Add New
← Save & Close

MAPPING

Clicking on the MAPPING menu item will navigate to the Mapping page/screen where the unit can map their Unit Goals with other institutional outcomes or MSSU Strategic Plan. The Mapping tool is a diagnostic tool and the mapped elements can be visible on various Standard/Analytic Reports. To map a goal, click in the box/space to the right of the institutional goal.
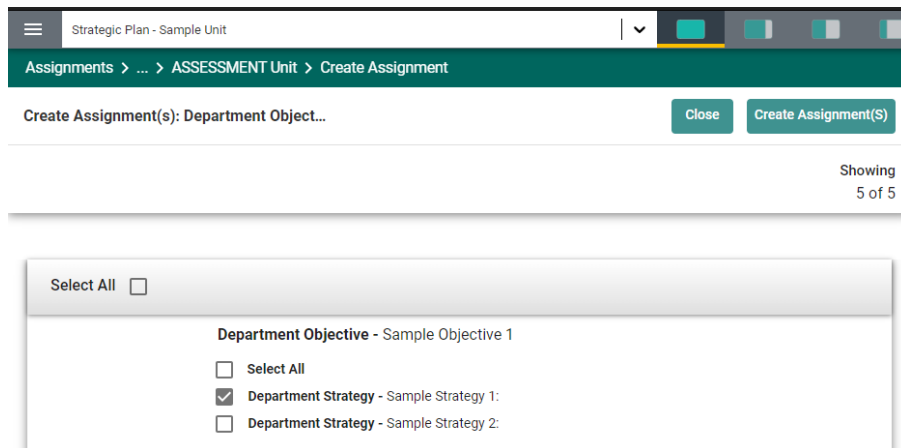
2023 - 2028 Strategic Plan - Strategic Pla... ⌄	**Department Objectives and Strategies** _X = X_		
🔍 Search by Keyword	Sample Objective 1	Sample Objective 2	Sample Objective 3
Academic Excellence 1.1 Immersive learning experiences, such as study abroad and collaborative research, will...	X	X	X
Academic Excellence 1.2 Flexible and accessible learning environments will promote student success....	**X**	X	X
Academic Excellence 1.3 Collaborative academic programs taught by innovative faculty will prepare students fo...	X	X	X
Academic Excellence 1.4 Cutting-edge technology, support for faculty, and facilities will be the catalyst for...	X	X	X
Culture of Caring 2.1 Student success will be the center of every interaction on campus.	X	**X**	X
Culture of Caring 2.2 The campus community will embrace a standard of conduct that promotes excellence, res...	X	X	X

When you have completed the mapping, click **Save** in the top right-hand area of this screen.
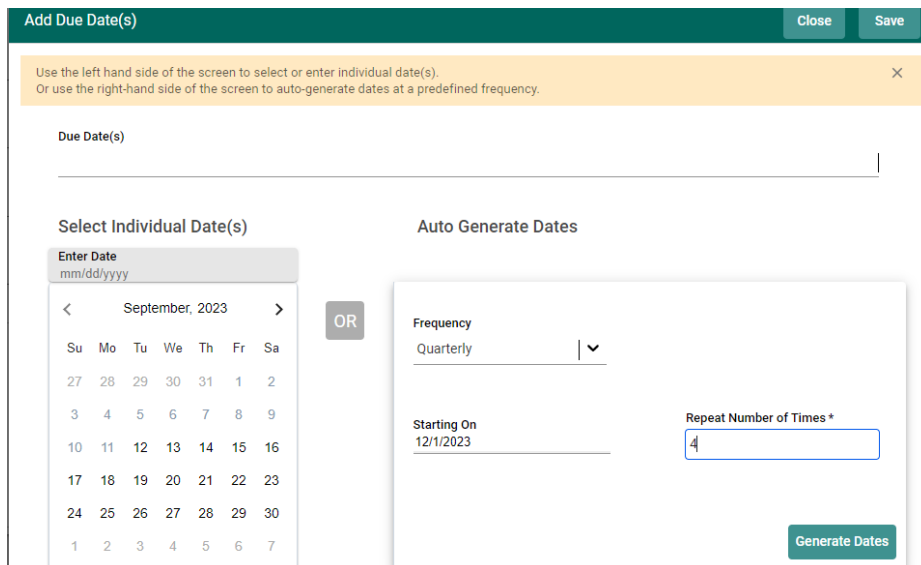
GENERATING ASSIGNMENTS

Assignments are used with Strategic Planning to schedule quarterly updates. From your Strategic Plan Unit, select "Assignments" from the menu. To add Assignments, click the green circle plus + sign

You can add Assignments for department Strategies. Select the Strategies that you want to assign and choose "Create Assignment(s)" in the top right.

The "Assign To" box will be populated with all MSSU employees. Choose the employee from the list. **NOTE:** Users must be granted individual access to each unit in Nuventive manually. If this individual is someone new to strategic planning in your unit, or if you do not see the employee in the list, contact Institutional Effectiveness at ie@mssu.edu.

Click on the due date box. A pop up will open where you can autogenerate quarterly updates.

Click **Save** in the upper right corner.

If desired, designate the folder for attachments. Nuventive will send an initial email to the employee alerting them of new assignments. Enter the subject line and any notes or instructions.

Assignments

New Assignment

denotes a required field.

Assign To *

Wood, Betsy Wood-B@mssu.edu ✕   ⌄

Due Date(s) *

12/1/2023 ✕   3/1/2024 ✕   6/1/2024 ✕   9/1/2024 ✕

Repeat Until Criteria

Select Folder for Attachments

Assignee(s) may choose Repository Folder   ⌄

Email Subject

Test Assignment

Notes and Instructions Press ALT + 0 for accessibility help

↶ ↷ | **B** *I* U | **A** ▾ **A** ▾ | 10.5 ▾ | ≣ ≣ ≣ ≣ ≟ ≡

Please provide quarterly updates for this strategy.

Close   Save & Close

Click **Save & Close** in the upper right corner.

You will be prompted to send the email.

Would you like to send an email notification to each of the assigned personnel?

CANCEL   DO NOT SEND   SEND

If you select send, the assignee receives an email immediately.

Test Assignment

NR   no-reply@nuventive.com   😊 ↩ Reply ↩ Reply All → Forward 📑 ⋯
      To ☑ Wood, Betsy   Mon 9/11/2023 4:30 PM

You have new Assignments from the Nuventive Platform.

Please provide quarterly updates for this strategy.

To view, go to:
https://solutions.nuventive.com/Account/Wood-B@mssu.edu/assignments
You can bookmark the URL above to return to your Assignments at anytime.

N Nuventive.

VIEWING ASSIGNMENTS
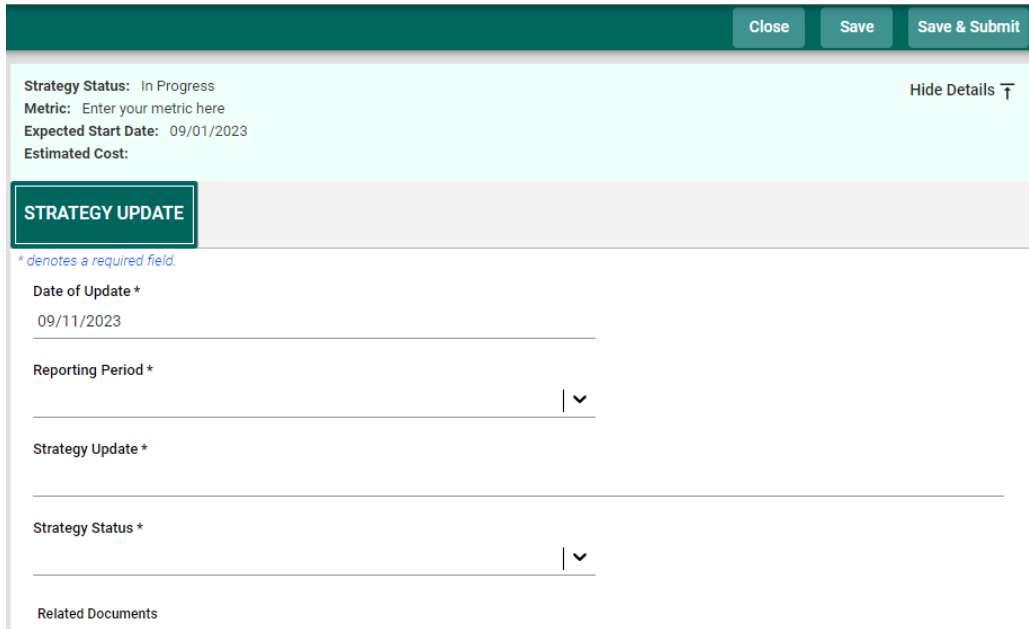
Users can access Assignments by clicking on the link in the email, or they can use the "Go to My Assignments" button in the top right of the home screen.

Go To My Assignments ➤
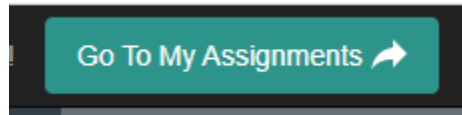
By default, a user's upcoming assignments will appear. If there is a series of assignments, on the ones with the nearest due date will appear.

My Assignments

Keyword	Status	Due Date	Showing
≡	Not Submitted (Not Started/Started)	All ⌄	1 of 1 ⌄

Due Date	Status	Assignment	Field Details	
12/1/23 (Part of a Series)	Not Started	**From:** Betsy Wood **Unit:** Strategic Plan - Sample Unit **Assignment Type:** Updates	**Department Objective Name:** Sample Objective 1 **Department Strategy:** Sample Strategy 1	➤

15

Clicking on the arrow key ➔ will take the user to that assignment where they can enter the Strategy Update.

| | Close | Save | Save & Submit |

Strategy Status: In Progress
Metric: Enter your metric here
Expected Start Date: 09/01/2023
Estimated Cost:

Hide Details ⊤

STRATEGY UPDATE

* denotes a required field.

Date of Update *
09/11/2023

Reporting Period *

Strategy Update *

Strategy Status *

Related Documents

REPORTS

Using the reports menu item, you can generate a Word version of your assessment plan. If this is a PARC or Co-Curricular plan, you can choose the assessment year or you can choose "View All" to pull all assessment information.

MISSOURI
SOUTHERN
STATE UNIVERSITY

Program Assessment Report
All-Years

Program - Sample Unit

STRATEGIC PLAN POWER BI REPORTS

Users with appropriate permissions can access Strategic Plan Power BI Reports. These reports will show departmental objectives that have been mapped to the MSSU Strategic Plan. If department objectives are missing, verify that they are mapped to the MSSU Strategic Plan. To access these reports, navigate to the "2023-2024 Strategic Plan" unit in Nuventive using the unit drop down. Reports will open by default.

Strategic Plan Overview Report

This report displays all department objectives and how they are mapped to the MSSU Strategic Plan goals. To view a specific goal, click on the goal name located across the top of the report.
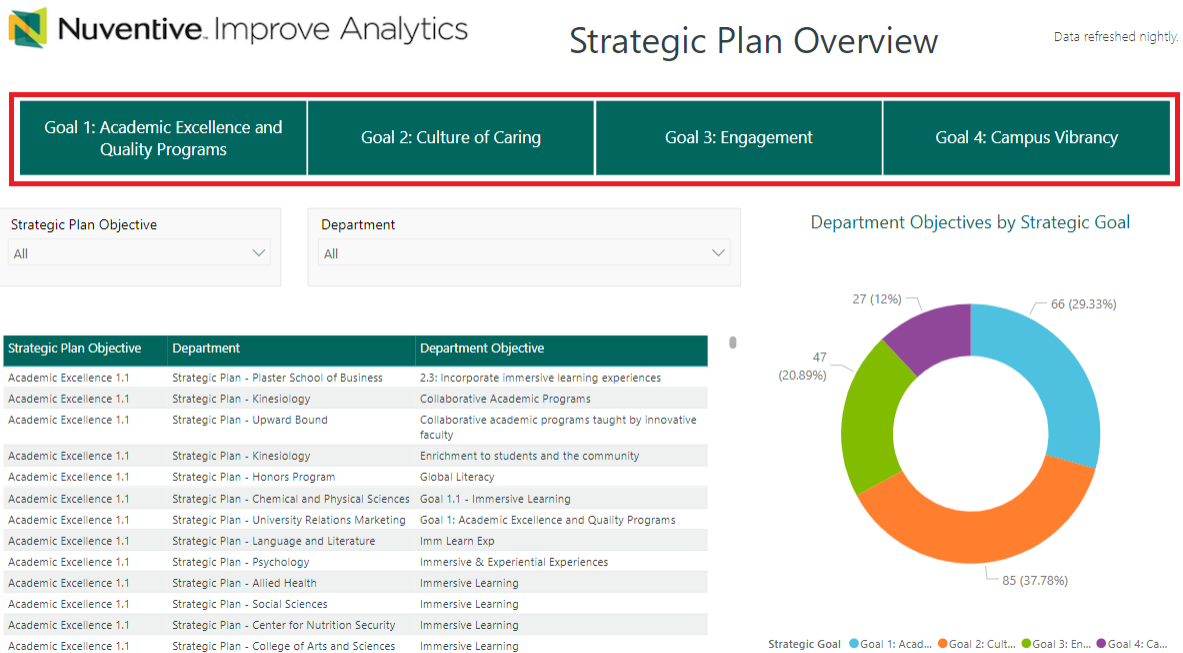
To view a specific objective or department, use the filter lists.

Strategies Overview Report

You can access the Strategies Overview Report from the Strategic Plan Overview Report page. To access this report, click on the second tab labeled "Strategies Overview".
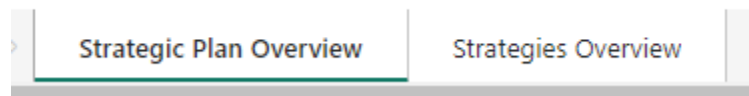
This report can be filtered by goal, strategic plan objective, department, or strategy status.

Strategic Plan Assignments Report

Access this report by choosing "Strategic Plan Assignments Report" from the menu.

This report can be filtered by unit or assigned to name.

Nuventive. Improve Analytics   Assignments Overview

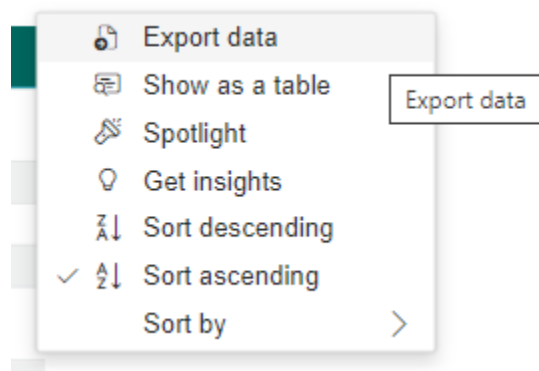| Unit	Assigned To Name	Assigned To Email	Subject	Assignment	Due Date	Completion Date
			Committee Goal	curriculum.		
Strategic Plan - Biology & Environmental Health	M	@mssu.edu	Strategic Plan Assignments	Please add these dates and the link to your Outlook calendar so that you do not forget when they are due.	1/1/2025	
Strategic Plan - Biology & Environmental Health	M	@mssu.edu	Strategic Plan Assignments	Please add these dates and the link to your Outlook calendar so that you do not forget when they are due.	10/1/2024	
Strategic Plan - Biology & Environmental Health	M	@mssu.edu	Strategic Plan Assignments	Please add these dates and the link to your Outlook calendar so that you do not forget when they are due.	4/1/2024	
Strategic Plan - Biology & Environmental Health	M	@mssu.edu	Strategic Plan Assignments	Please add these dates and the link to your Outlook calendar so that you do not forget when they are due.	7/1/2024	
Strategic Plan - Justice Studies	A	.@mssu.edu	Justice Studies Strategic Plan - Digital Media	Please provide an update for the Digital Media goal into Nuventive	1/1/2025	
Strategic Plan - Justice Studies	A	@mssu.edu	Justice Studies Strategic Plan - Digital Media	Please provide an update for the Digital Media goal into Nuventive	10/1/2024	
Strategic Plan - Justice Studies	A	@mssu.edu	Justice Studies Strategic Plan - Digital Media	Please provide an update for the Digital Media goal into Nuventive	4/1/2024	
Strategic Plan - Justice Studies	A	@mssu.edu	Justice Studies Strategic Plan - Digital Media	Please provide an update for the Digital Media goal into Nuventive	7/1/2024	
Strategic Plan - Justice Studies	Cl	@mssu.edu	Justice Studies	Please provide and update of the Law Enforcement Academy goal	1/1/2025	

Liaisons can filter the report by their assigned units and sort by due date to view upcoming or past due assignments. The assigned to name and email are listed.

Exporting Data

You can export an Excel version of data from these Power BI reports. In the top right of a data table, you will see icons for filter, focus, and three dots for "More options".
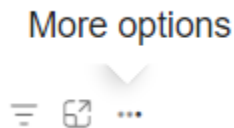
Click on the three dots for more options and choose "Export Data"

Choose the "data with current layout" option and hit the Export button.

Your data will be available in Excel in your computer's download folder. Look for a file named "data.xls". Note that if you have downloaded data multiple times, your computer will automatically add a number to distinguish the data files.
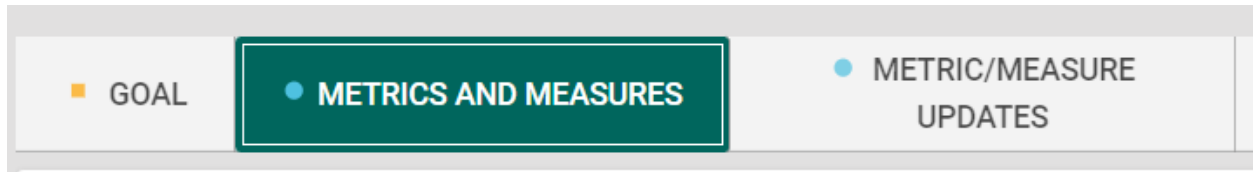
STRATEGIC PLAN METRICS AND UPDATES

Goal Metrics

To navigate to Goal Metrics, choose "Strategic Goals" from the 2023-2028 Strategic Plan menu.
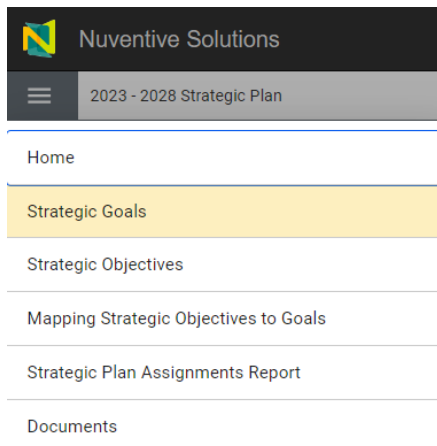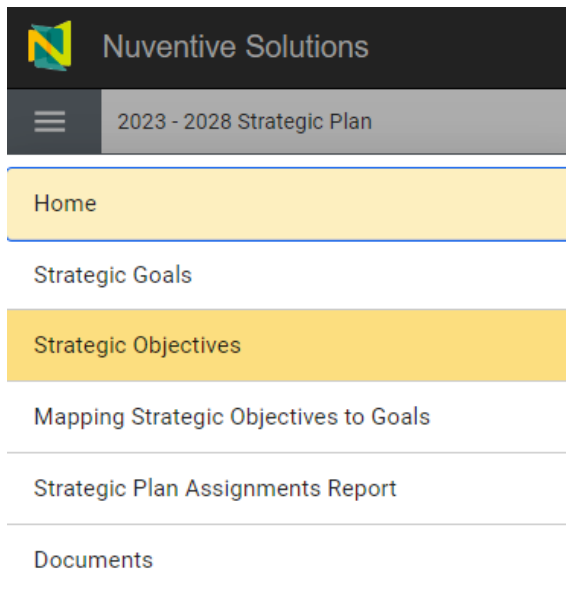
Edit a goal by using the three dots in the top right of the goal statement and choose "Open". Metrics and Measures and Metric/Measure Updates tabs are available.

GOAL   ● METRICS AND MEASURES   ● METRIC/MEASURE UPDATES

Strategic Objectives Metrics

To navigate to Strategic Objective Metrics, choose "Strategic Objectives" from the 2023-2028 Strategic Plan menu.

Nuventive Solutions

2023 - 2028 Strategic Plan

Home

Strategic Goals

Strategic Objectives

Mapping Strategic Objectives to Goals

Strategic Plan Assignments Report

Documents

Edit an objective by using the three dots in the top right of the objective statement and choose "Open". Metrics and Measures and Metric/Measure Updates tabs are available.

STRATEGIC OBJECTIVE   ● METRICS AND MEASURES   ● METRIC/MEASURE UPDATES