

# ADDENDUM to Nuventive Training Writing Your Self-Study Using Nuventive

March 17, 2025

Since the publication of the Nuventive Program Review Training Manual, Nuventive began a separate project for CSULB to link the degree program reports to department reports and in so doing removed the ability to download self-studies. They have provided a workaround for us as they work on the project.

**Step 1:** Go to your department page. You'll now see a reports button with no drop down. Click that (image 1) and it will open up a right-hand screen (image 2):

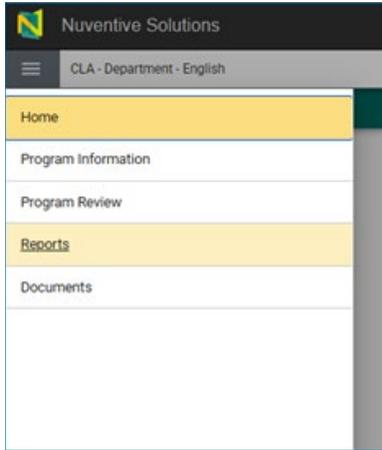


Image 1

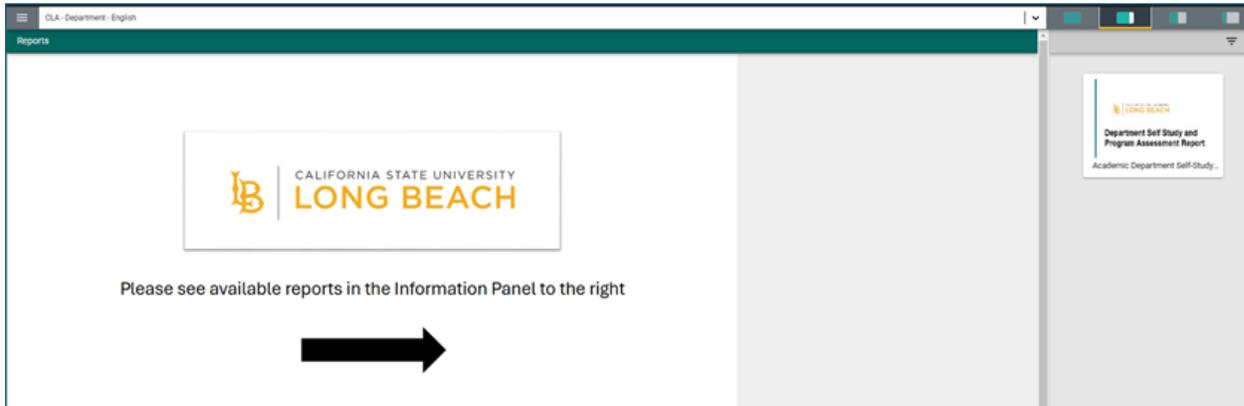


Image 2

**Step 2:** Click on the "Department Self Study..." box. When it opens, you will see this:

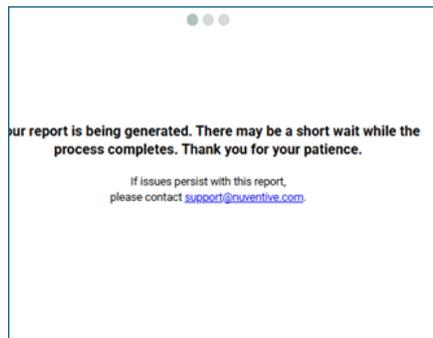


Image 3

**Step 3:** When generated, you'll see your report in "printable" form. Now you can download it. There are a few ways you can do this. If you download it as a **.Zip file, that will ensure both the report itself, and any linked documents, will be downloaded.** The second option is to click the printer icon and use the print to PDF option to save the report as a PDF. Lastly, if you just want to download the report, you can use the icon next to the printer (arrow pointing down) and the report will download as a Word document.

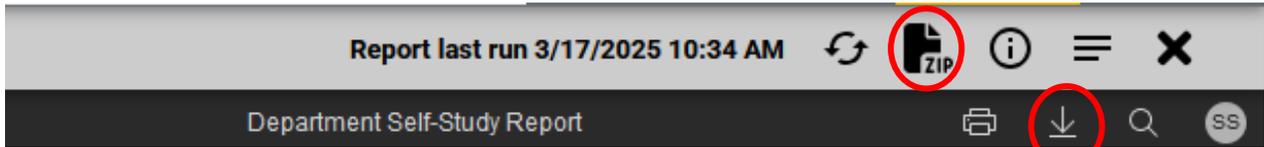


Image 4

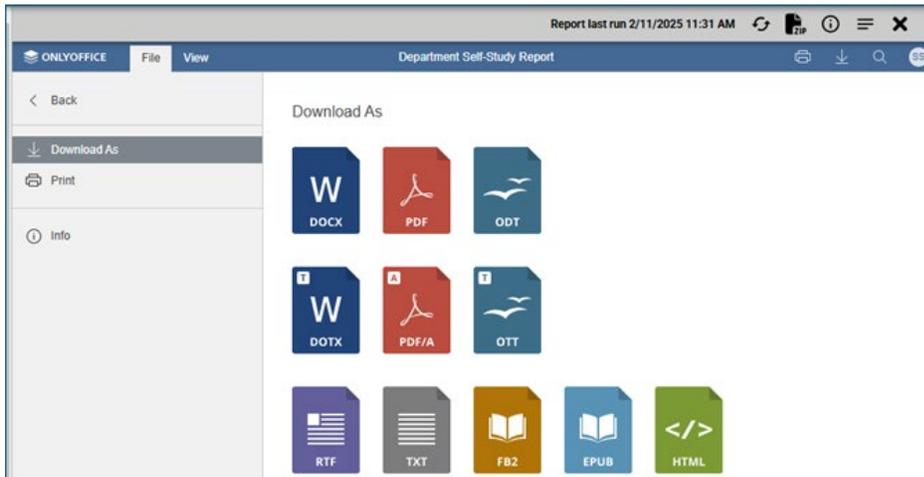


Image 5

**NOTE:** If you download to edit / make changes, those changes will need to be manually entered into the Nuventive templates.

If you download as a ZIP, your report will include all attachments you have added from your documents folder.