

Writing Your Self-Study Using Nuventive



CALIFORNIA STATE UNIVERSITY
LONG BEACH

**Office of Program &
Institutional Effectiveness**

For use beginning AY 2024-2025

The OPIE Team

The Office of Program and Institutional Effectiveness (OPIE) is your central resource for any questions regarding program review, assessment, or Nuventive, including access to the system and to necessary data tables.

Pei-Fang Hung – Interim Vice Provost for Academic Programs

Sharlene Sayegh – Director of Institutional Assessment & ALO

David Sheridan – Coordinator for Assessment

Jody Cormack – Coordinator for Program Review

Tiffanie Graves – Data & Program Analyst for Institutional Effectiveness

Introduction to Nuventive

Nuventive is an Assessment Management System (AMS) adopted by CSULB in 2022. As an AMS, Nuventive serves as a repository for assessment reports, program review self-studies, alignment of outcomes, and feedback for all degree programs, academic support programs, initiatives, and division reports.

As a repository, Nuventive facilitates the input, analysis, and longitudinal storage of institutional data, including, but not limited to:

- Program-Review documents and Tableau data;
- Institutional and Strategic Planning assessment;
- Class, Program, and GE assessment data, analysis, reporting, and feedback.

This training booklet is designed to help you prepare your program's self-study. Other booklets are focused on annual assessment reports and data analytics.

If you have any questions about using Nuventive, please contact Sharlene (Sharlene.Sayegh@csulb.edu).

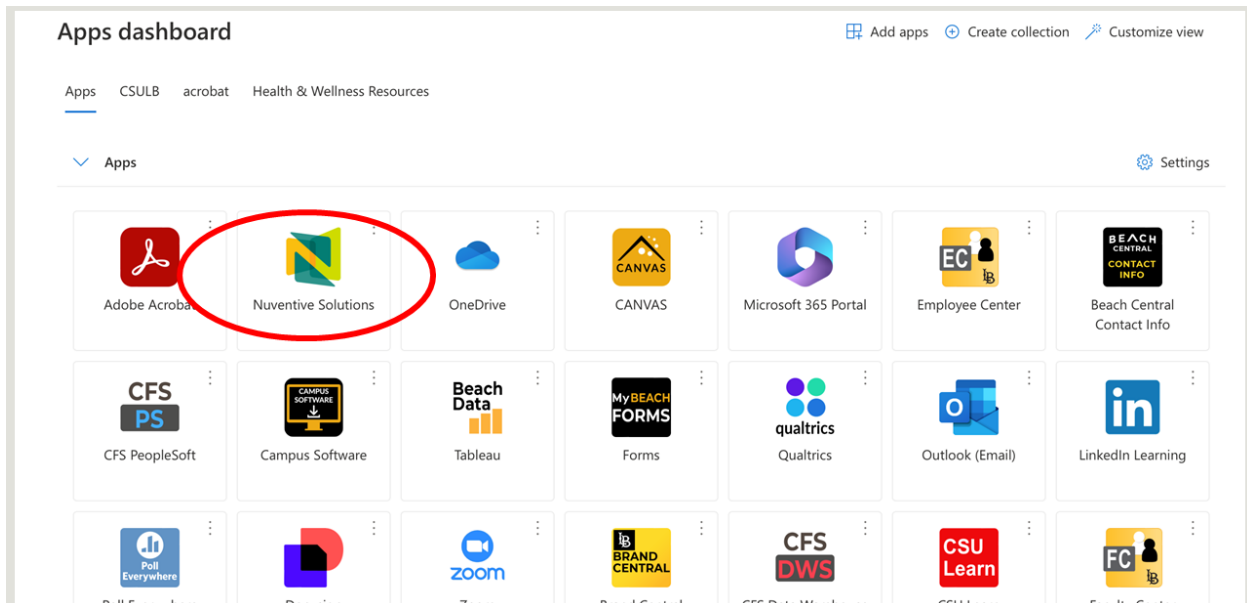
To make an appointment for access to IR&A data tables, please contact Tiffanie Graves through her [scheduler](#) or email at Tiffanie.Graves@csulb.edu.

Accessing and Using Nuventive for Program Review

Step 1: Gain access to Nuventive. If you do not yet have access to Nuventive, email Sharlene Sayegh who will provide access to relevant program areas.

Step 2: Once you have Nuventive access, you will see it as a chiclet on your SSO dashboard. Click on that chiclet. If you don't see the chiclet, you can always go directly to the site:

<https://solutions.nuventive.com/> and sign in using your CSULB credentials.

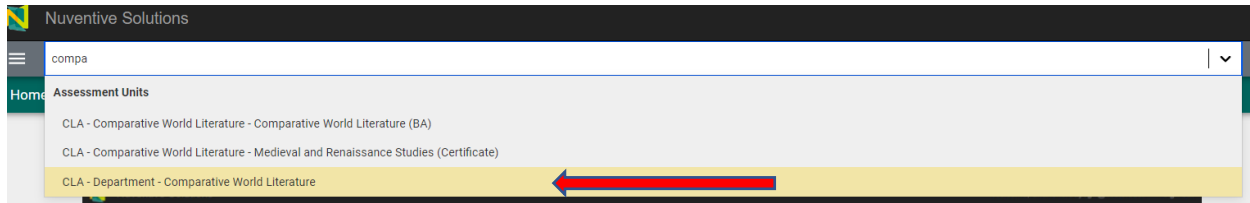


Step 3: Signing in to Nuventive. If you have already signed in to the SSO, you should not need your login credentials.

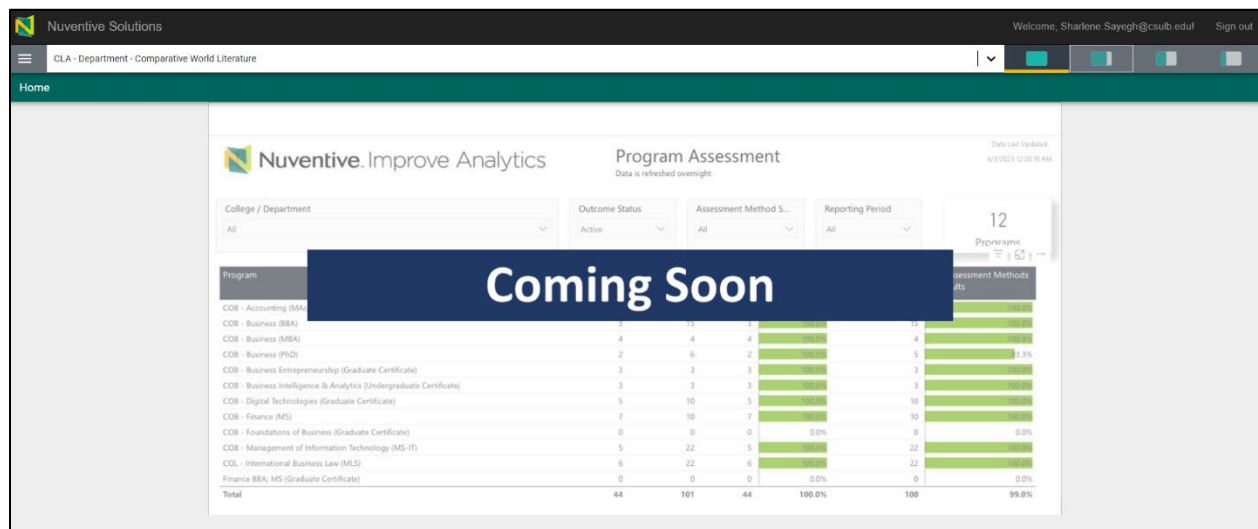


Step 4: For program review, choose your DEPARTMENT, not a degree, certificate, or credential.

NB: for departments with multiple degree programs on different program-review schedules (often those where some have disciplinary accreditation and others do not), you should use the specific degree program for your self-study rather than department. The appendix has additional steps for accredited programs to submit their accreditation documents. If you have questions whether your department falls into this category, reach out to any of the OPIE staff.

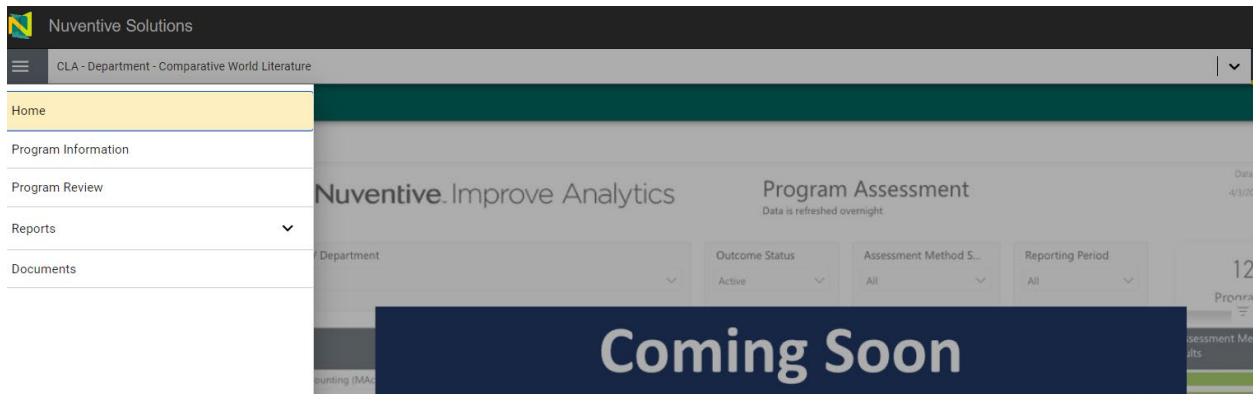


4a. Your department Home screen:



- The main window with the drop-down arrow will list all the departments and programs you can access.
- The green bar lets you know what page you are visiting (in this case, “Home”).
- The drop down on the left (≡) is called the “hamburger menu.” From the hamburger menu, you can access your program’s material.
- The screen images on the right allow you to work in full screen, $\frac{3}{4}$, or $\frac{1}{2}$. If you are pulling data tables, it is recommended you use at least the $\frac{1}{2}$ screen or the $\frac{3}{4}$ right screen (shown later).
- Currently there are no data points on department homepages. There is data shown on degree homepages showing if you have listed PLOs within Nuventive and where those PLOs are in the assessment process (this is discussed in the Nuventive Assessment workshop).

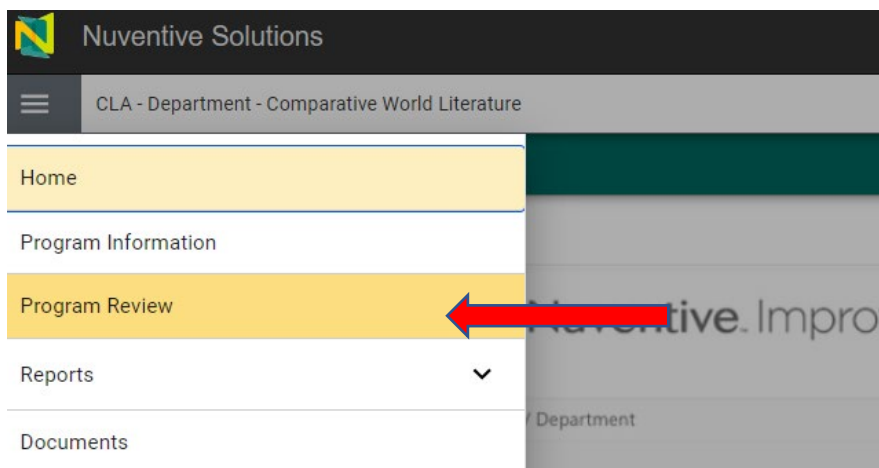
Step 5: Making menu selections.



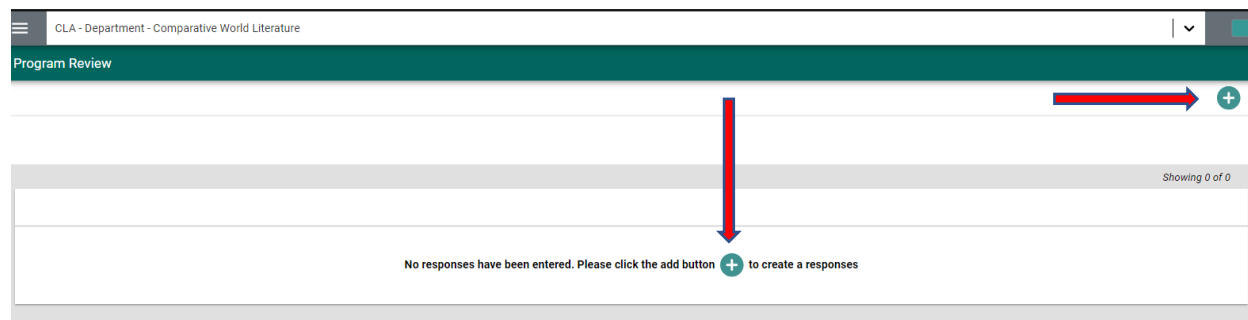
There are five main selections under the hamburger (≡) menu:

1. Home – your department’s home screen. Please note, currently data analytics are available only at the degree level on the homescreen.
2. Program information – In this screen, you can update department information including contact(s), mission, website, and any disciplinary accreditations you may hold.
3. **Program Review** – this will be our focus in this manual.
4. Reports – This drop down allows you to prepare and save multiple types of reports.
5. Documents – An important link, as the documents screen allows you to create folders and update any documents to support your program review and / or assessment efforts. The Documents link operates the same as ONE Drive, Dropbox, Google Docs, or Box in terms of creating or uploading entire folders or individual files.

Step 6: Click the Program Review link



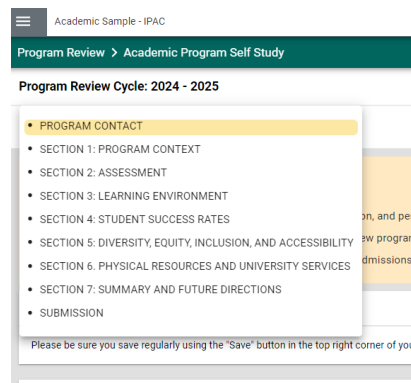
Step 7: Start a new self-study document. Use the green + buttons (+) to start your self-study. Either button will work.



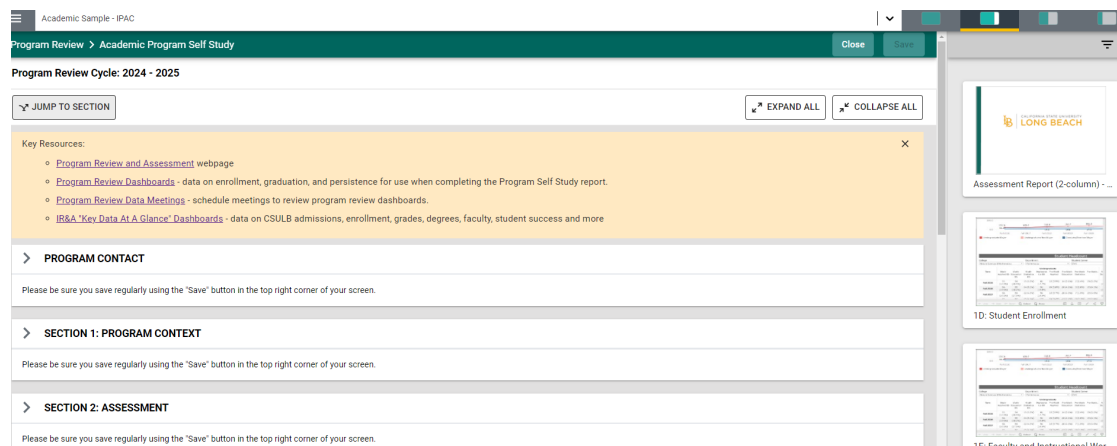
Step 8: Accessing each section of the template.

When you open the self-study template, you will see multiple sections. You can jump to any section you want to work on (8a). If you have your screen set at least to $\frac{3}{4}$, you will be able to see the data tables to the right (8b). These are just images that link to CSULB's IR&A data. Make sure you have obtained access to these tables by contacting Tiffanie Graves (scheduling link on page 2).

8a: Drop-down list of sections of the template.

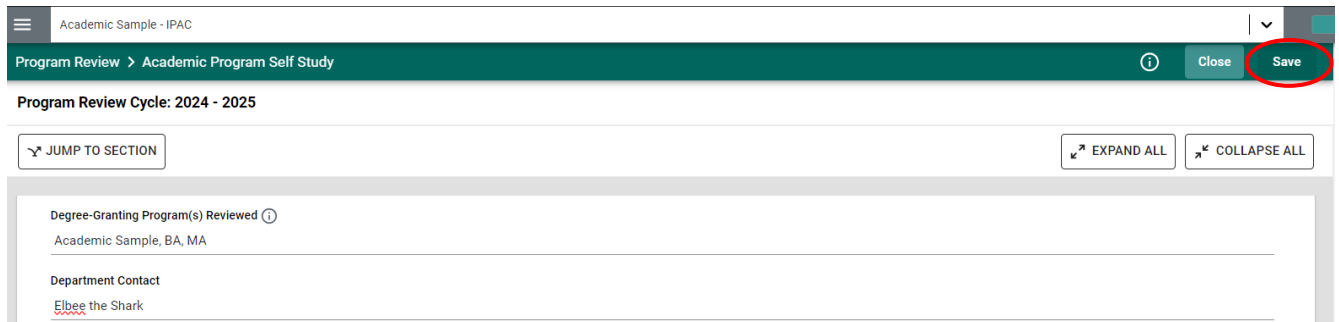


8b. Screen view of three sections and the data table links to the right.



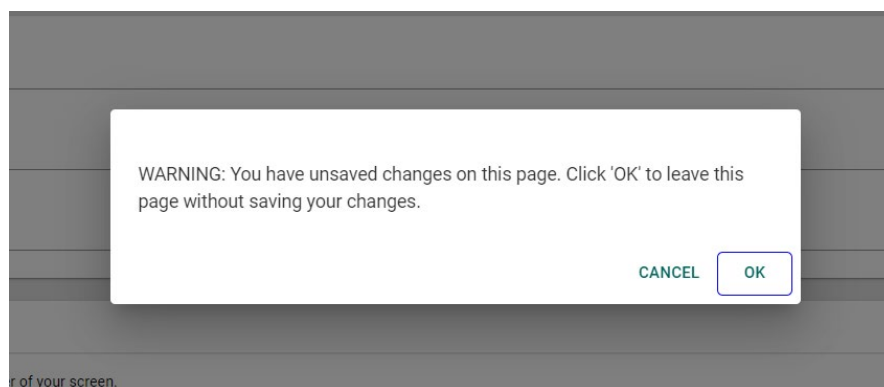
Step 9: Inputting your information and saving as you go.

Nuventive allows you to work on individual sections of your self-study and save any changes. This functionality allows for multiple users to access the document. It also allows change over time – that is, you do not have to complete the document in the same sitting but can work on it over the course of the self-study year.



NB: ALWAYS hit the save button when moving between sections or ending a Nuventive session.

Nuventive will warn you that you are about to leave without saving. If you wanted to save, just hit “cancel” on this warning and go to the save button in the right-hand corner.



Step 10: Working on each section and inputting data.

Most sections of the template have a “Narrative” component and a “Charts and Graphs” component. The narrative component allows you to discuss your department in relation to the specific topics of the section and also is the place for you to provide substantive analysis of required data tables for each section (10a). The charts and graphs component is where you copy and paste data from IR&A (10b). Many sections also have spots to upload material from your Documents folder (10c). You can add those documents using the green + button (+) in each section. Make sure the documents are already in your documents folder from your homepage.

10a. As you can see here with part of Section 4, each subsection has narrative and “Charts and Graphs” components.

SECTION 4: STUDENT SUCCESS RATES

For each degree / option under review, discuss the persistence rates, graduation rates, and time to degree. Consider addressing: * Persistence and graduation rates trends * Program completions, average time to degree (TTD) in years, and average total units earned * Efforts made to improve student graduation rates and time-to-degree Please be sure you save regularly using the 'Save' button in the top right corner of your screen.

* denotes a required field

4A: First-Time, First-Year Student Persistence, Graduation, and Time to Degree [Press ALT + 0 for accessibility help](#)

4A: Charts & Graphs [Press ALT + 0 for accessibility help](#)

Each narrative field has a recommended word count as noted in the yellow pop-up box. These sections are rich-text fields allowing for font changes. The fields also allow organizational structure (bulleted / numbered lists, justification, etc.)

300 - 1,000 X

* de

4A: First-Time, First-Year Student Persistence, Graduation, and Time to Degree [Press ALT + 0 for accessibility help](#)

← → B I U A - A - 10.5

This is a sample discussion of FTFY persistence, graduation, and time to degree. As the chart shows, FTFY persistence has been steady over the last program-review cycle

10b. A chart that has been inserted into Component 4A.

4A: Charts & Graphs [Press ALT + 0 for accessibility help](#)

	Included for trend		Year Type / Cohort Term				
	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Headcount	4,331	4,506	4,253	4,138	4,912	4,908	5,161
4-year Graduation	15.6%	20.0%	21.9%	19.2%	29.4%	29.9%	25.3%
6-year Graduation	32.2%	36.9%	34.8%	31.0%	32.8%		

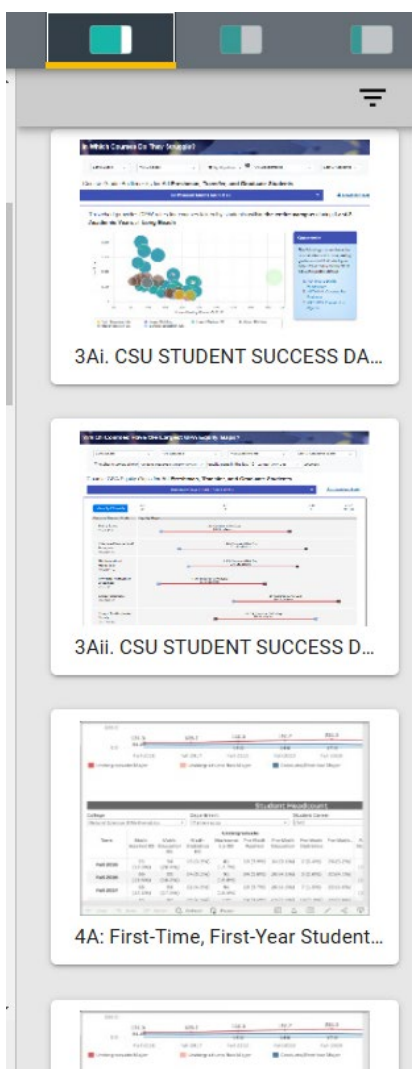
10c. There are fields within each section to attach specific items.

1C: Academic Offerings Press ALT + 0 for accessibility help ⓘ

Document Attachment: Roadmaps

Document Name	Document Description
There are no documents attached	

Step 11: Using the IR&A data



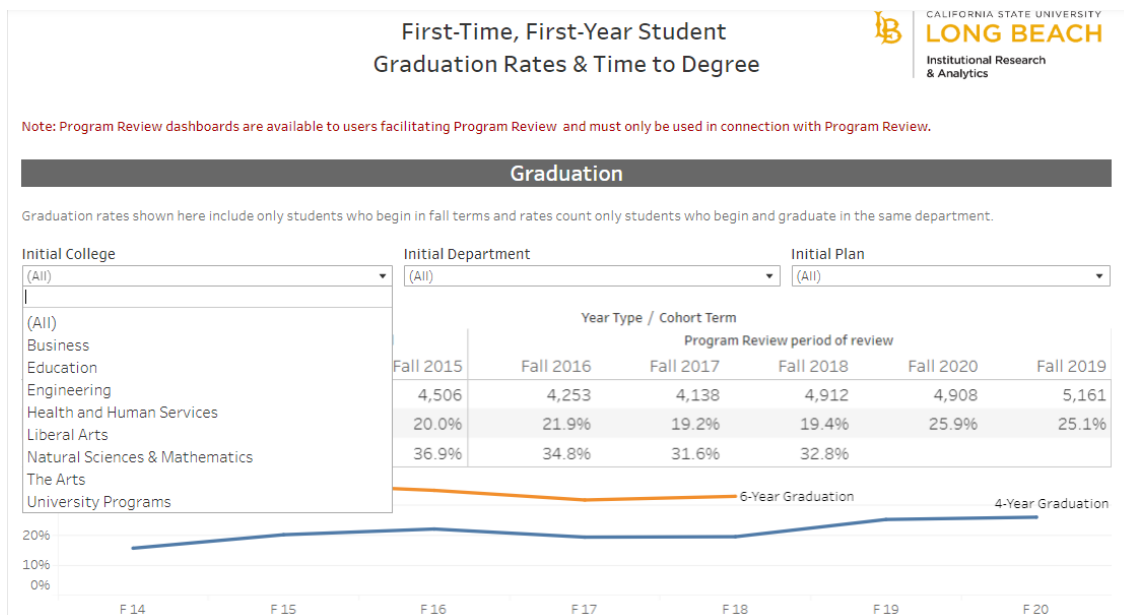
Remember the full-screen, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ screen discussed earlier? This section is where they come in handy. The default is left $\frac{3}{4}$. As you see, the images of the dashboards are available. When you click on any dashboard, you will be prompted to sign in using your CSULB credentials.



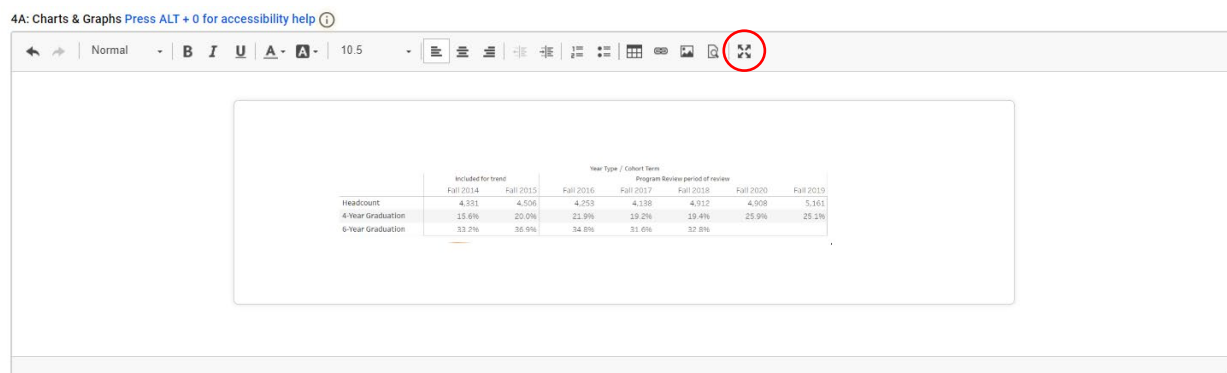
NB: if you are not an authorized Tableau user, you will receive an error message. If using these tables is part of your work, reach out to Tiffanie Graves for access. Make sure you have authorization from the department chair (if you aren't the chair).

We were working on FTFY data. You click on this image. Once in Tableau, you may wish to change to $\frac{3}{4}$ right mode () so you can better see the tables and copy them for your report.

11a. Copying / Pasting Data Tables. A view of graduation rates from IR&A.



11b. Use the screenshot function on your computer to copy the chart and paste it into your document.



Some tips:

1. To screenshot using a Mac, use the screenshot function. Using a PC, press Windows key+shift+S to copy your selection, then ctrl+v to paste.
2. Once pasted, the image may not fit. Use the  (circled above) to open the section and resize the image. Click the same button to go back to the document.
3. Choose each chart individually to copy and paste rather than trying to select all elements.

Step 12: Continue inputting narrative and relevant charts and document attachments for each section, saving intermittently and at the end of each session.

Step 13: When the self-study is complete, fill out the “Submission section” with the date the document is complete. Once you choose “yes,” date the document, and save, your self-study is complete!

▼ SUBMISSION

Be sure to click “Save” in the upper right corner before exiting the Self-Study screen.

** denotes a required field.*

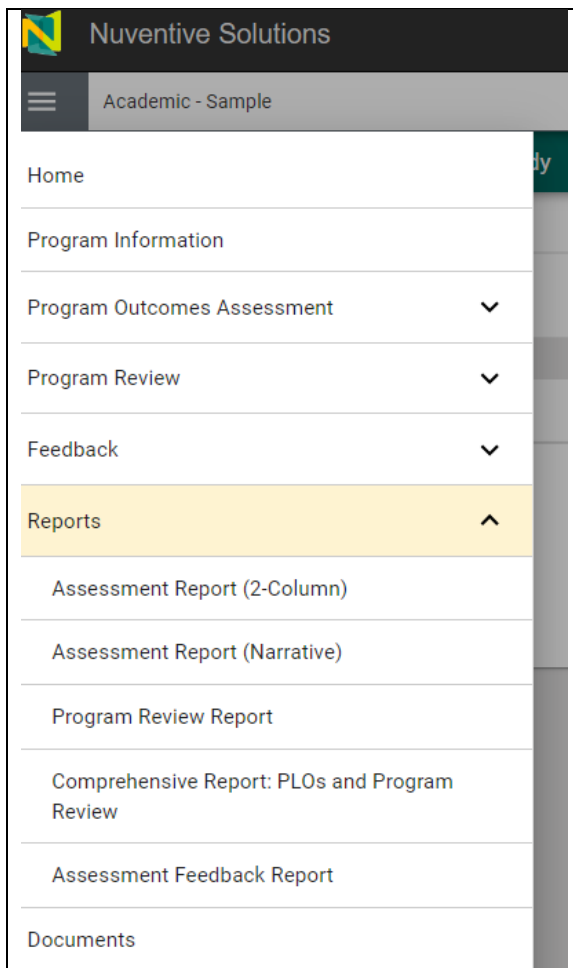
My Program Review Self Study form is complete and ready for submission.

Yes | ▼

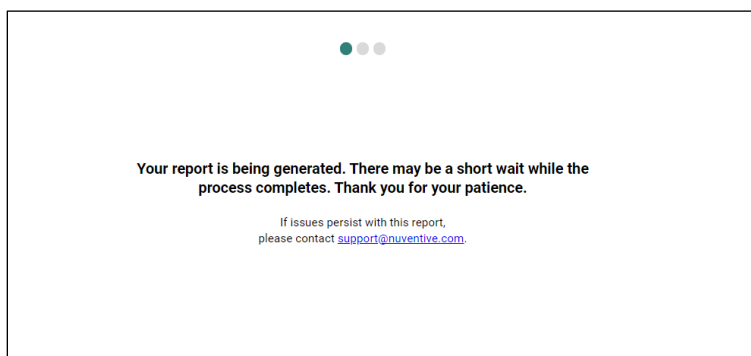
Date of Submission

Step 14: Downloading and distributing your report.

While Nuventive will serve as a repository for your self-study materials, the document will need to be distributed to external reviewers and to the Institutional and Program Assessment Committee (IPAC). You may also wish to keep a printable version of your self-study for your department’s use during the review period.

 The screenshot shows the Nuventive Solutions web application. The top navigation bar includes the Nuventive logo and the text "Nuventive Solutions". Below this is a sub-header "Academic - Sample". A left-hand sidebar menu lists several options: Home, Program Information, Program Outcomes Assessment, Program Review, Feedback, Reports, Assessment Report (2-Column), Assessment Report (Narrative), Program Review Report, Comprehensive Report: PLOs and Program Review, Assessment Feedback Report, and Documents. The "Reports" option is highlighted in yellow and has an upward-pointing arrow next to it, indicating it is expanded. The expanded list shows the following report types: Assessment Report (2-Column), Assessment Report (Narrative), Program Review Report, Comprehensive Report: PLOs and Program Review, and Assessment Feedback Report.	Going back to the hamburger menu, you can choose to prepare your self-study for downloading. ← Using the dropdown, you can see different types of reports. A program-review report only prepares the self-study, but a Comprehensive report includes the required assessment reports and your self-study. It is recommended that you choose the comprehensive report.
--	---

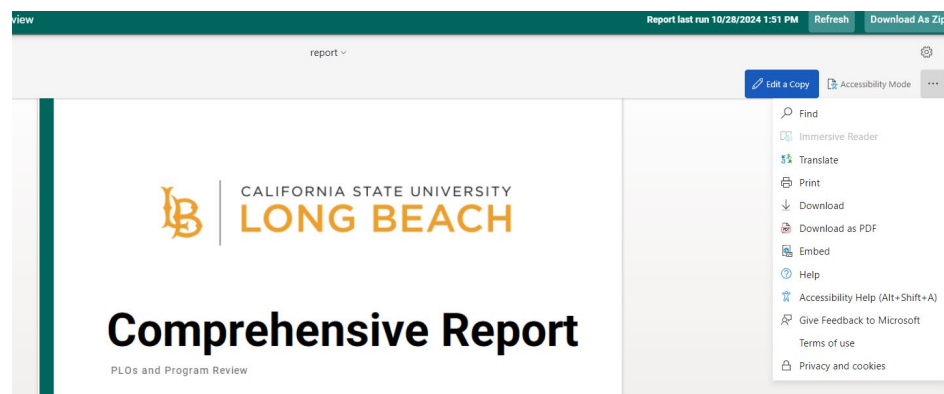
When you make your selection, the system will prepare your report:



When complete, your report will look like this:



You can then choose to create an editable version, download the file as a zip (recommended) or download as a PDF. Downloading as a zip file preserves all the internal links within the system.

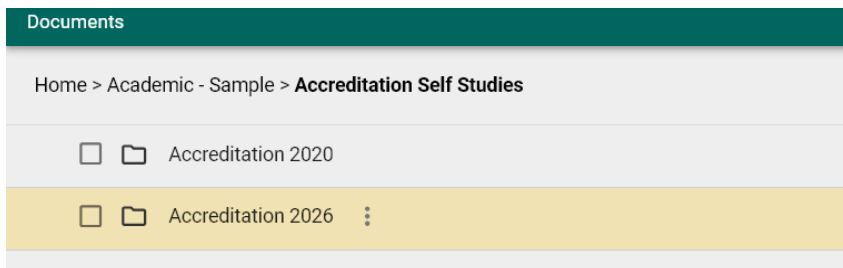
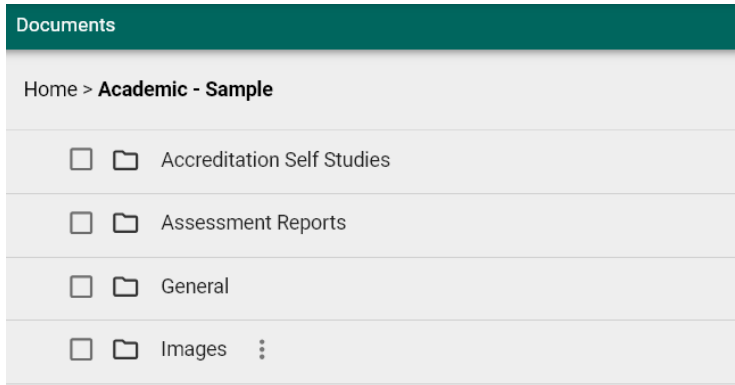


CONGRATULATIONS! You have now completed your program review self-study!

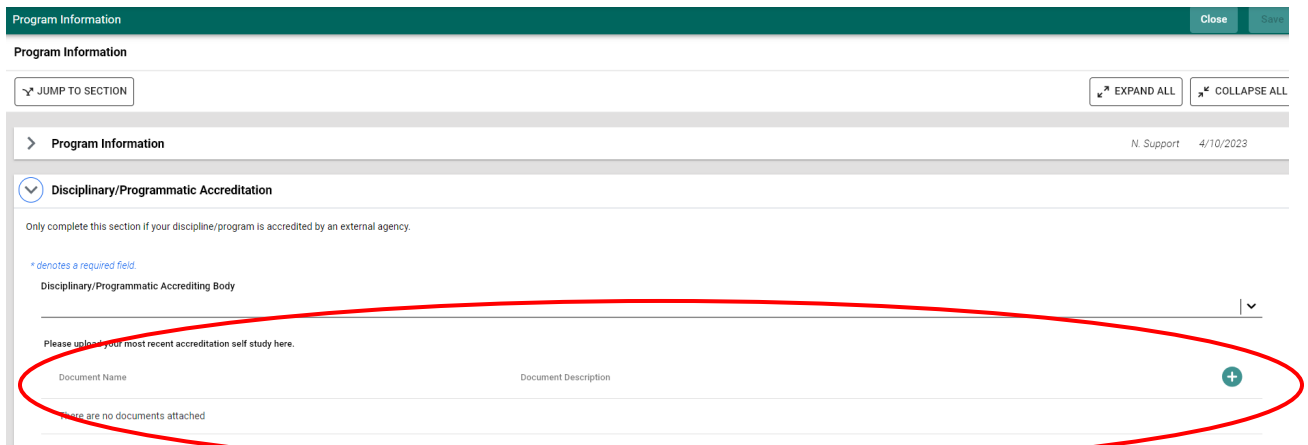
APPENDIX: For Accredited Programs

If you are an accredited program using Nuventive, please use the following steps:

Step 1: Accredited programs can upload their accreditation documents in their document folder by creating a sub-folder. Name this folder something meaningful, such as “ABET – 2026.” This way, your program can have folders for each accreditation cycle.



Step 2: Next, go to “Program Information” from the main screen. Choose your disciplinary accrediting body from the drop-down menu, then add your documents. Once your documents are added here, they will be included as a [link](#) in your comprehensive report (see Step 14 above).



Step 3: Currently, Nuventive only allows for attaching individual files into reports and program information. An alternative to attaching individual files is to upload your accreditation materials as one zip file in Steps 1 and 2 on the previous page.

Step 4: Once you have your accreditation documents attached / uploaded in the program information section of Nuventive, use the menu to return to the self-study template (page 4 of the main section of this guide).

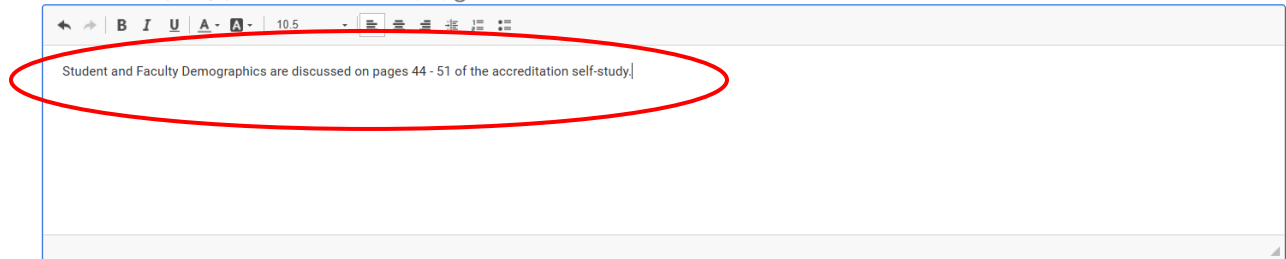
Step 5: In the narrative component of each section of the self-study template, write the page number in your accreditation self-study that we can find the related discussion. If the accreditation self-study does not discuss a particular required component, please write a brief analysis.

▼ **SECTION 5: DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY**

Please be sure you save regularly using the "Save" button in the top right corner of your screen.

** denotes a required field.*

5A: Student and Faculty Demographics [Press ALT + 0 for accessibility help](#) ⓘ



5A: Charts & Graphs [Press ALT + 0 for accessibility help](#) ⓘ

Step 6: All accredited programs will need to provide **the required data tables** available from CSULB's IR&A and the CSU Chancellor's Office. **Steps 10 – 12** of the main section of this guide explains how to insert data for each of your degree programs into the "Charts and Graphs" components of each section.

Step 7: Once you have added the required data tables and any additional narrative to the self-study template, please follow steps 12 and 13 of the main section of this guide (pp 10 – 11) to complete your submission to OPIE.

As an additional note, when you print your comprehensive report, a link will be provided in the Program Information section. For illustrative purposes, we have included a link to a document called "CSULB Core Values." If your accreditation documents are not too long, you can run a secondary report and everything can be consolidated in one zip file that can be downloaded and distributed. Note: this secondary report option is not yet available and report readers will need access to Nuventive to access links in a downloaded report.

Program Information

Program Mission

Prepare a diverse generation of professionals committed to improving the quality of life of individuals and communities through rewarding careers in education, social work, health services, media, and the nonprofit sector.

Chair / Assessment Coordinator

Lauren Heidbrink

Program Website

- [Spanish Program page](#)
- [Catalog](#)

CIP Code

16.0905

Academic Plan Code

11051

Disciplinary/Programmatic Accreditation

Disciplinary/Programmatic Accrediting Body

Accreditation Board for Engineering and Technology, Inc. (ABET)

Please upload your most recent accreditation self study here.

[CSULB Core Values:](#)

[Architecture.zip](#)

If you have any questions regarding your accreditation self-study, please contact Jody Cormack, Coordinator for Program Review (Jody.Cormack@csulb.edu). For technical aspects in Nuventive regarding your documents, please contact Sharlene.

CONGRATULATIONS! You have now completed your accreditation materials for IPAC!

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):

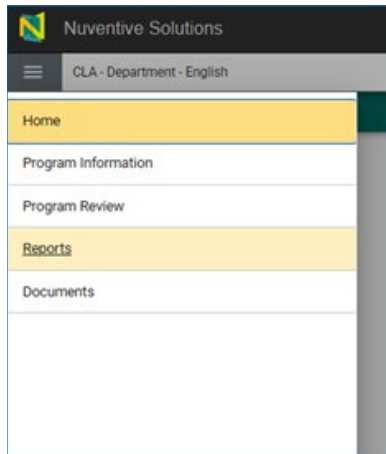


Image 1

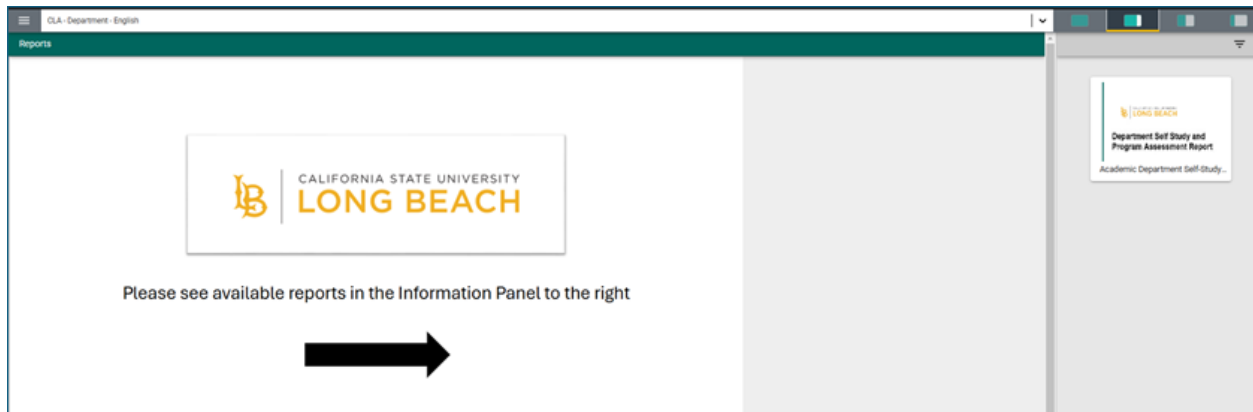


Image 2

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

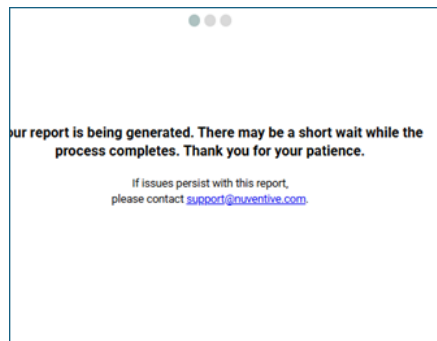


Image 3

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.

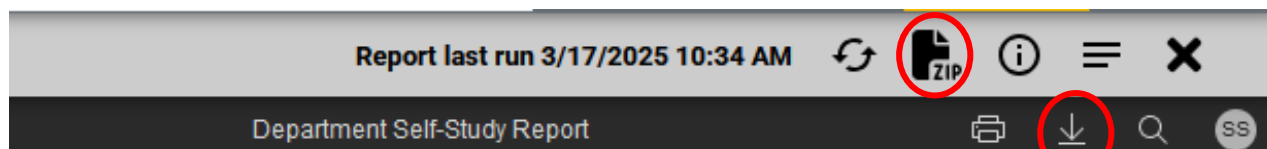


Image 4

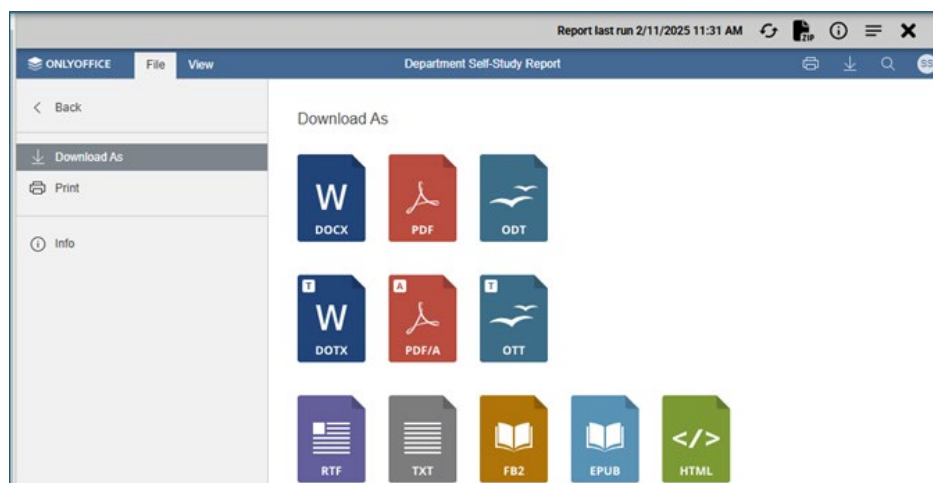


Image 5

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.

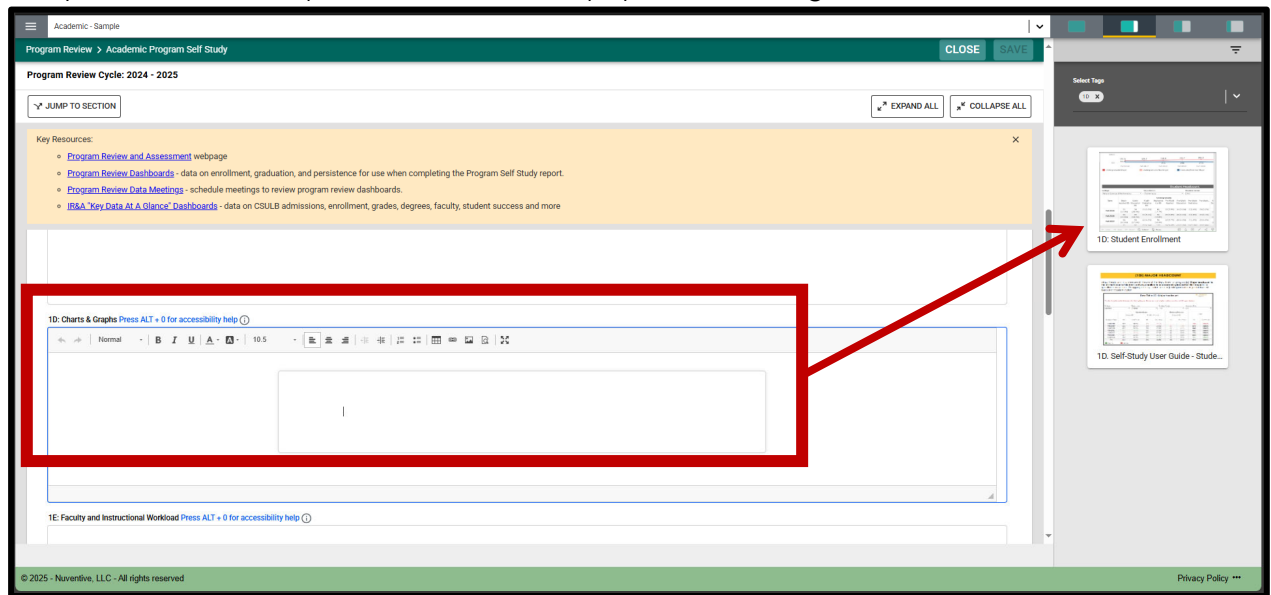
ADDENDUM to Nuventive Training Writing Your Self-Study Using Nuventive

INSERTING DATA TABLES INTO THE SELF STUDY FORM IN NUVENTIVE (by Tiffanie Graves)

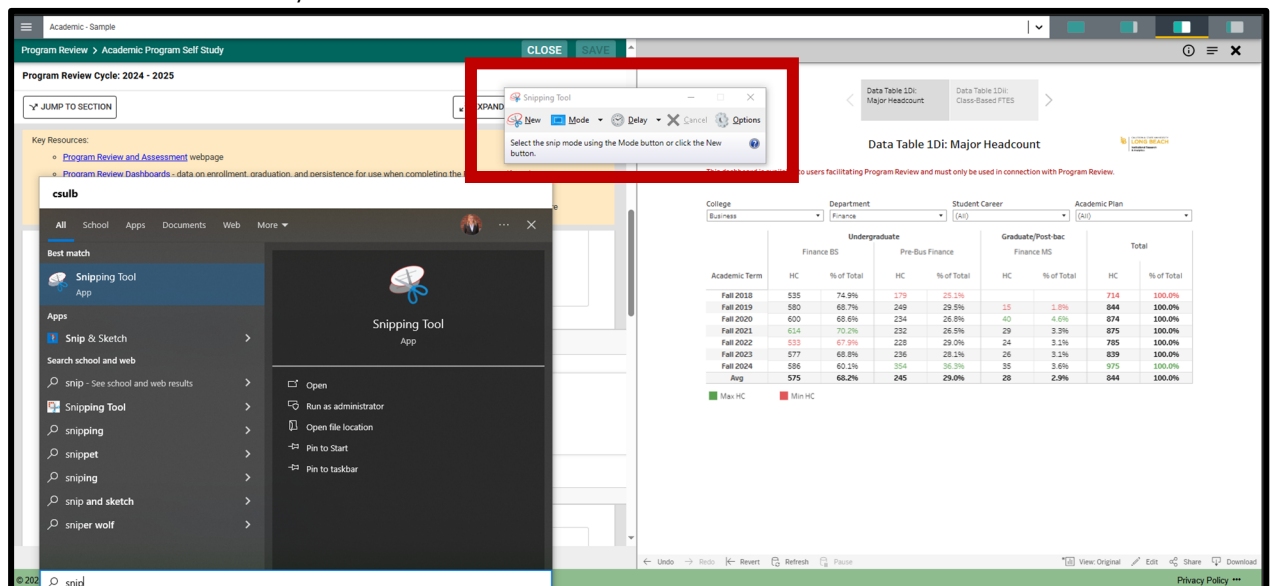
A screen capture of the data tables can be copied and pasted directly into the associated 'Charts & Graphs' response section of the Self Study form. Do not include as a separate data appendix.

Detailed instructions provided below:

1. For Self Study sections with data requirements, **click in the 'Charts & Graphs' section** within the Self Study form, and the required data tables will populate in the right-hand menu.



2. **Click on the preview image of the 'Data Table(s)' in the right-hand menu** to load the data table(s). (You may be prompted to sign into Tableau using your SSO log in.) After **using the drop-down filter(s) to populate data specific to the program(s) under review**, then **use a screenshot tool of choice to capture a view of the data table**. (The keyboard shortcut to take a screenshot on a PC is 'Windows Key + Shift + S' and on a Mac is 'Shift + Command + 5').



- Copy the screenshot, then navigate to the 'Charts & Graphs' section within the Self Study form, and paste/insert the image.

The top screenshot shows the 'Academic Program Self Study' interface. The 'Charts & Graphs' section is active, and a red box highlights the 'Paste' button. A red arrow points from the 'Copy' button in the browser's context menu to the 'Paste' button. The 'Data Table 1D: Major Headcount' is displayed on the right.

The bottom screenshot shows the 'Faculty and Instructional Workload' section. A red box highlights the 'Paste' button. A red arrow points from the 'Copy' button in the browser's context menu to the 'Paste' button. The 'Data Table 1D: Major Headcount' is also displayed on the right.

Academic Term	Undergraduate		Graduate/Post-bac		Total	
	HC	% of Total	HC	% of Total	HC	% of Total
Fall 2018	535	74.9%	179	25.1%	714	100.0%
Fall 2019	580	68.7%	249	29.5%	844	100.0%
Fall 2020	600	68.6%	234	26.8%	874	100.0%
Fall 2021	614	70.2%	232	26.5%	875	100.0%
Fall 2022	533	67.9%	228	29.0%	785	100.0%
Fall 2023	577	68.8%	236	28.1%	839	100.0%
Fall 2024	586	60.1%	354	35.3%	975	100.0%
Avg	575	68.2%	245	29.0%	844	100.0%

NOTE:

- To paste more than one data table in a 'Charts & Graphs' section, press Enter after each image to start a new line or place the cursor where you want the screenshot to go
- If adjustments to the sizing of the data table(s) or view of the screenshot is needed, there are options to maximize or minimize within both Nuventive and the internet browser

The left screenshot shows the 'Academic Program Self Study' interface. The 'Charts & Graphs' section is active, and a red box highlights the 'Zoom' button in the browser's context menu. The 'Data Table 1D: Major Headcount' is displayed on the right.

The right screenshot shows the 'Faculty and Instructional Workload' section. A red box highlights the 'Zoom' button in the browser's context menu. The 'Data Table 1D: Major Headcount' is also displayed on the right.