# Guidelines for Using Nuventive to Set-Up Program Learning Outcomes
## Revised March 11, 2019

Objectives
1. Provide a definition of a program learning outcomes (PLO).
2. Explain how to set up a PLO in Nuventive.
3. Explain how to set up a measure for a PLO in Nuventive.
4. Explain how to set up PLO mapping to institutional learning outcomes and general education outcomes and/or competencies in Nuventive.
5. Explain how to set up the curriculum map in Nuventive.
6. Explain how to input PLO outcome data in Nuventive.
7. Explain how to upload documents into the document repository in the PLO area of Nuventive.
8. How to run a PLO report in Nuventive.

Definitions

Program Learning Outcome:  Program level student learning outcomes reflect those
(PLO)                                          attitudes, knowledge, skills, and/or behaviors a student will
                                                   have learned upon completion of a program.

Setting up a PLO
Each program should have completed a SUNY Broome Crosswalk Template. The template should have your PLOs listed and reflect their alignment to SUNY Broome ILOs and/or SUNY General Education Outcomes/Competencies.

*Step One*:      Sign onto Nuventive.

*Step Two*:      Select the Program Learning Outcome area for your program from the pull-down menu.

                      Disciplines will not have a program learning outcome area since they are not degree awarding entities. To have a program learning outcome area or a program review area, you need to be a degree awarding program, certificate, or AOS.

*Step Three*:   Click "Program LOAssessment" on the left side menu and then click on "LO Plan." Then, click the green circle with a plus sign in it and a new window will open.
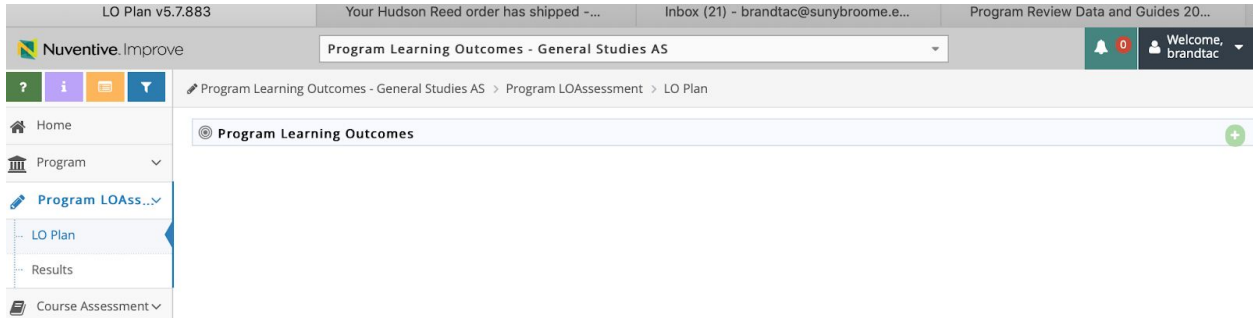
*Step Four*:    Enter the PLO data into the fields and then hit "Save" and "Return."

PLO Name:    Should be a number with a short name that allows you to identify the PLO quickly without having to look up the description.

PLO Learning Outcome:
            The description of what the student will know, do, perform, etc. upon the close of the program.

PLO Status:   At initial set-up of PLOs, all should be active. As a program changes or reassesses its PLOs, it may opt to archive ones that are no longer relevant.

Planned Assessment Cycle:
            Note the academic years in which the program will assess the PLO.

Start Date:   Input the date the PLO was initially set up.
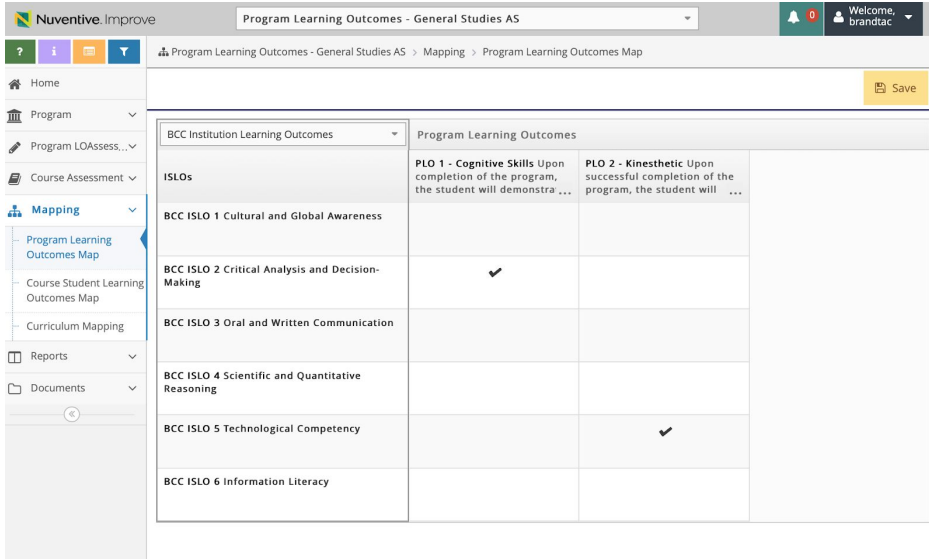
Archive Date: Input the date the PLO is being archived if it is being discontinued.

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Mapping the PLO

All programs should have completed the SUNY Broome Crosswalk template.  The crosswalk template will have helped the program identify how its program learning outcomes map to the SUNY Broome Institutional Learning Outcomes (ILOs) or SUNY General Education Learning Outcomes or competencies.  If you do not have a copy of this template, consult with the SLAC committee.

*Step One*:        Click "Mapping" and then "Program Learning Outcomes Map" on the left side bar.  Select the outcomes being mapped in the pull-down menu.

*Step Two*:        Click on the boxes to map the PLOs to the ILOs.  Black check marks will appear.



*Step Three*:     Hit "Save."

## Setting up the Curriculum Map

Your program should have a basic curriculum map completed.  A curriculum map should identify where program learning outcomes are introduced, reinforced, and mastered.

*Step One*:     Select your program learning outcome are from the pull-down menu.  The example below shows CLT as the selection.
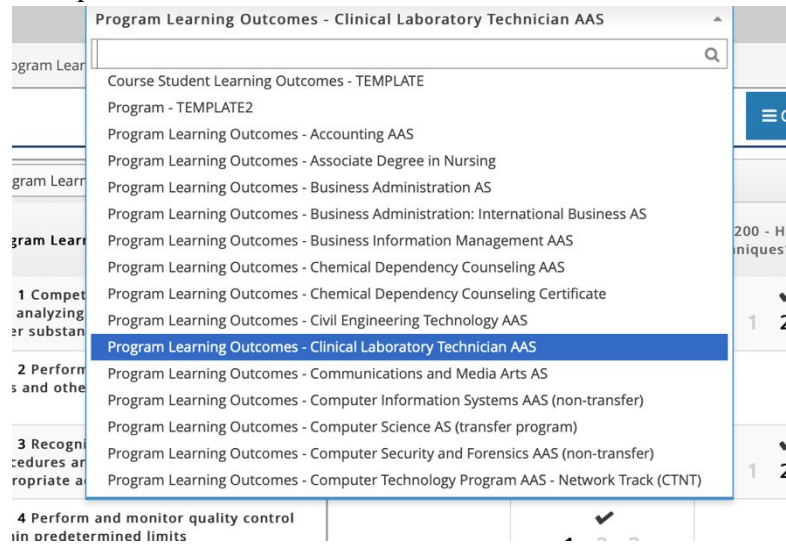


*Step Two*:     Select the "Curriculum Mapping" on the left-hand tab under "Mapping."

*Step Three*:   In the pull-down menu select the program learning outcomes tab for your program.
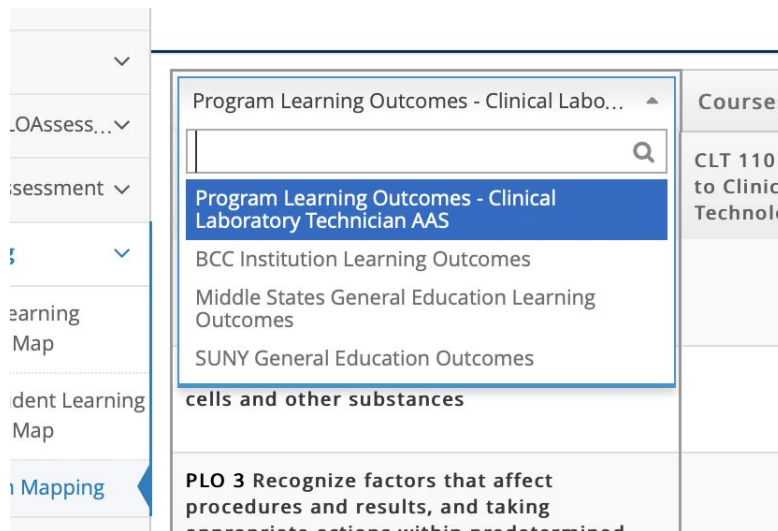
*Step Four*:    Record the correct level for each PLO based on if it introduced, reinforced, or mastered in a class.  Generally speaking, PLO assessment will include measures in courses where the assessment assessed at the mastery level.



## Uploading Relevant Documents

The PLO area will have a document repository.  The document repository is where you will want to set up a filing system to maintain relevant documents that demonstrate the *process* your program engaged in to evaluate and reflect on decisions and actions taken related to performance on program learning outcomes.  Please note that MSCHE not only is looking for actual outcome data, they may also request you provide examples of documents that reflect the *process* your program engaged in in order to address student learning.  Documents that can reflect a faculty's process may include faculty meeting minutes or meetings with other stakeholder groups to discuss student learning data and the actions that will or were taken to demonstrate improvements or maintenance of effective practices.

Below is an example of the basic steps to set up the document repository, so you can store these documents.

*Step One*:    Go to the PLO area for your program in Nuventive and click on "Documents" on the left side bar and then click on "Document Repository."

*Step Two*:      Click on the arrow next to "General" and click on "Add Folder".
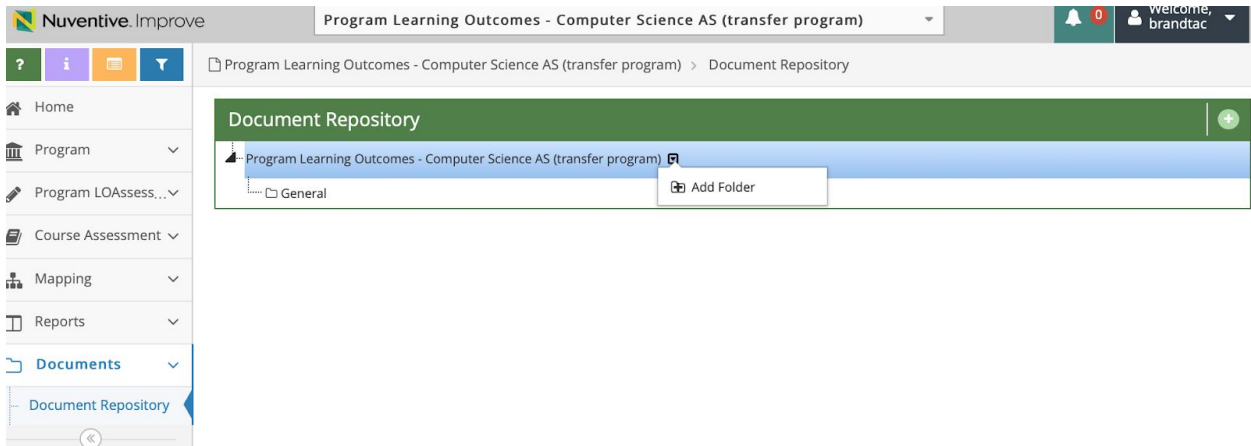


*Step Three*:   Type "Faculty Meeting Minutes" and click "Save."  You now have set up the folder to store faculty meeting minutes related to the faculty discussing program learning outcomes.  You do not need to store all faculty meeting minutes, merely those that relate to discussing learning outcomes, etc.
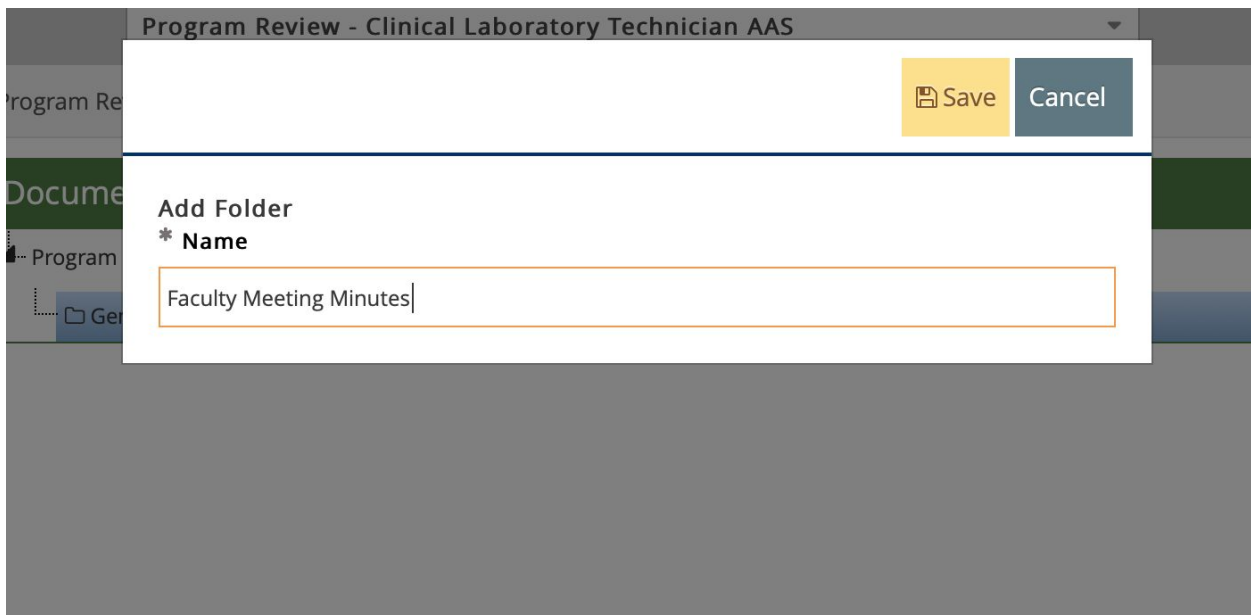


*Step Four*:    Click the green plus button to the right.

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*Step Five*:    Click in the "Click to Browse for Files." It will pop open a window for you to browse and select files off of your computer.

*Step Six*:    Name the document in the "Description" box and click "Save."



## Running a PLO Report

*Step One*:    Click on the program learning outcome area for your program in the top pull-down menu. The example below, shows the PLO area for Clinical Laboratory Technology.

*Step Two*:    Click on the "Report" tab on the left-side menu.

*Step Three*:    Click "Standard Report."

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*Step Four*:           Click on "Program LOAssessment: LO Plans and Results."

*Step Five*:    Complete all required fields and then click the yellow "Open Report" button.

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