Signing onto Nuventive for Program Review

Objectives

The objectives of this guide are to:
1. Explain how to sign onto Nuventive.
2. Explain how to access the five-year program review template for your program.
3. Explain how to access to information prompts in the program review narrative.
4. Explain how to set up folders in the document repository.
5. Explain how to upload documents in the document repository.

For eetting up operational variables needed for program review and using Argos data reports provided to a program to conduct program review, please consult the other program review guides to understand how to use Nuventive and the data to complete program review.

Signing onto Nuventive and Accessing the Program Review Templte

*Step One***:**   Turn on your computer.

*Step Two***:**   Access Nuventive through My College or directly at:
https://sunybroome.tracdat.com/tracdat/
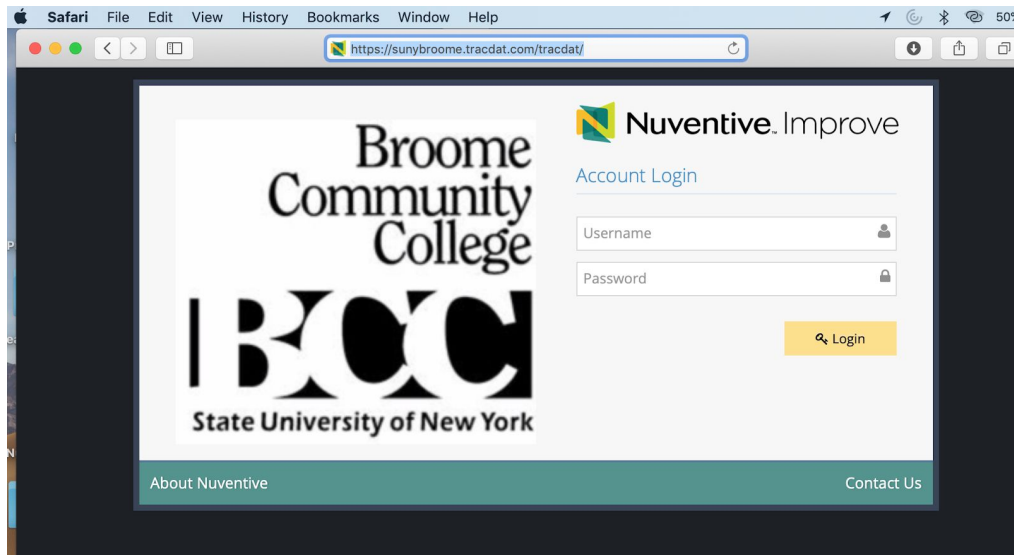
*Step Three***:**   For very first time Nuventive users, log-on and change your password. If you are not a first-time user, move to step four.

*Step Four***:**   Log-on using your username. Your username may grant access to different tabs in the Nuventive system that align to course-level student learning outcomes, program-level student learning outcomes, and program review. Select program review; then select your program in the pull-down tab menu.
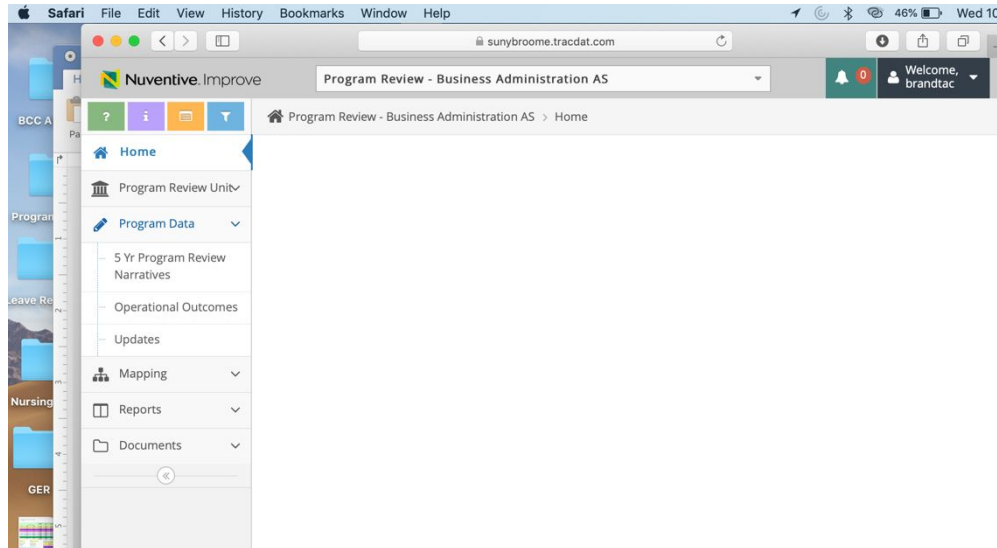
In the screenshot below, Business Administration is used as an example of what this process looks like:
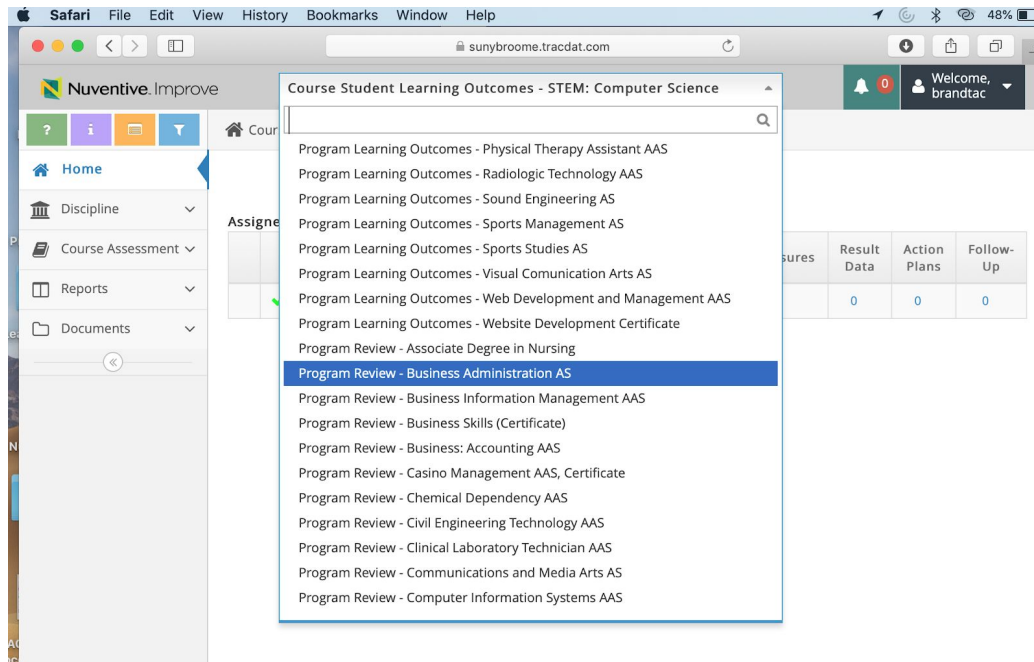
Here is what the screen looks like after clicking on Program Review – Business Administration.

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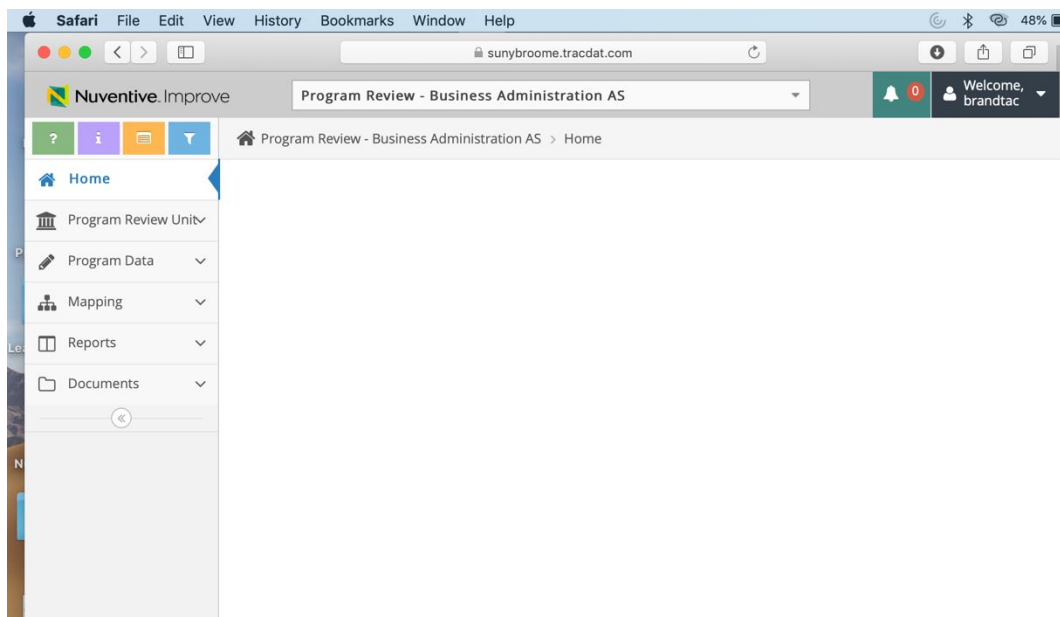
*Step Five***:** Click on "Program Data" on the sidebar. The menu will expand:

*Step Six***:**   Click on "5 Yr Program Review Narrative."   Below is what your screen will look like:

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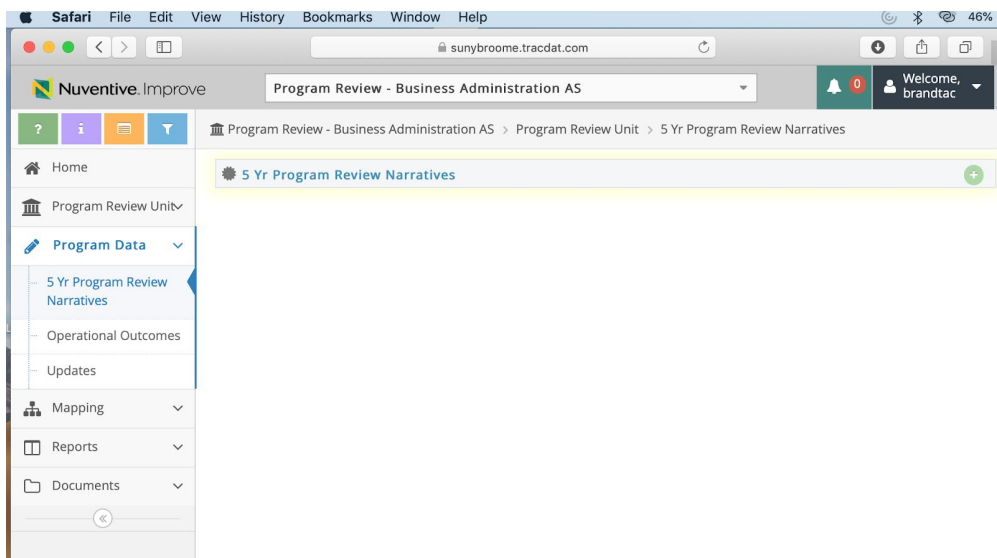
*Step Seven***:** Click on the green circle with a plus sign. It is on the right-hand side of the screen. After you click, your screen will look like the screenshot below. Once you expand and you can see the program review template, you can input data.
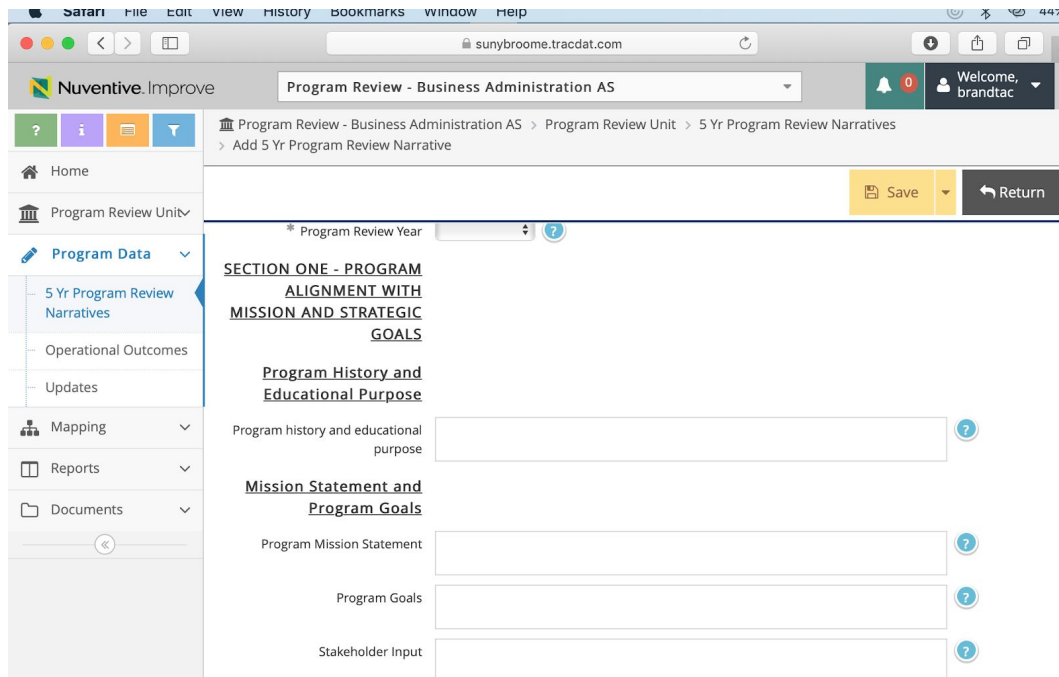

*Step Eight***:** Before you exit the screen, save any work input by clicking on save. There are two save options:
- "Save and Return" permits you to save work and exit the program review entry page
- "Save and Add New" allows you to save work done and then remain on the program review page to continue adding in data

Help Prompts

Next to each text box is a circle with a question mark in it. If you click on it, a purple box with text will pop up. These boxes provide an explanation of and guidelines for the data that should be input into the textbox.
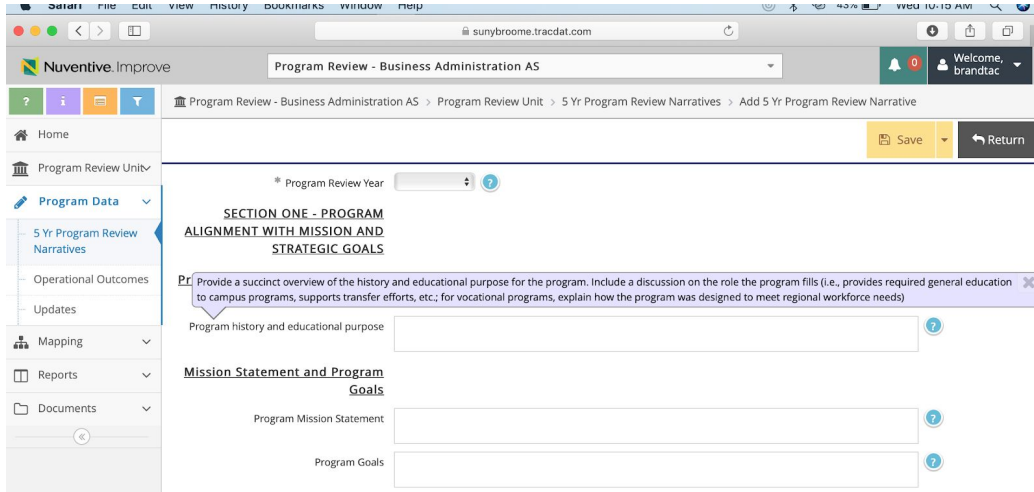

## Setting Up Folders in the Document Repository

*Step One***:** Click on "Documents" on the left sidebar and then "Document Repository." Your screen should appear as below.
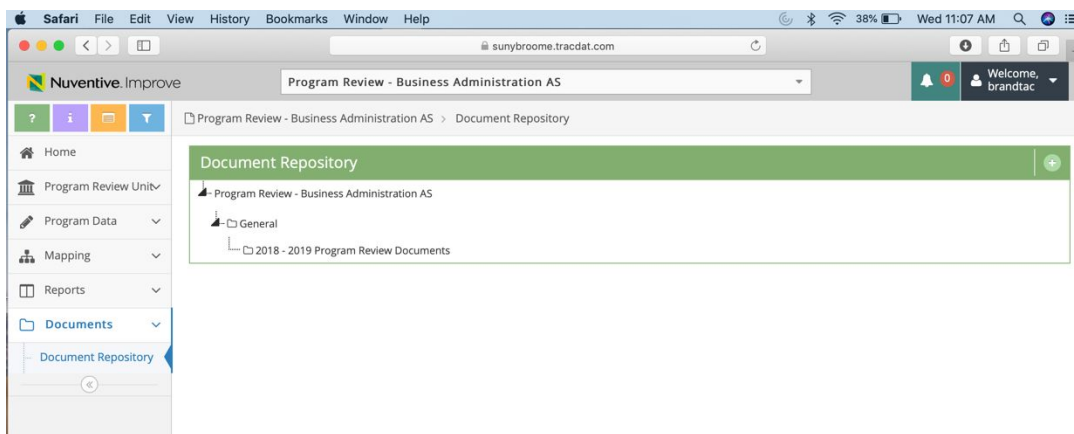

*Step Two***:** Create a folder called "2018 – 2019 Program Review Documents." To do this, place your cursor over "Program Review – Business Administration" to the right and a tab will pull down that says, "Add Folder". Click on this icon.

Clicl on the black down arrow and you will see the "Add Folder"
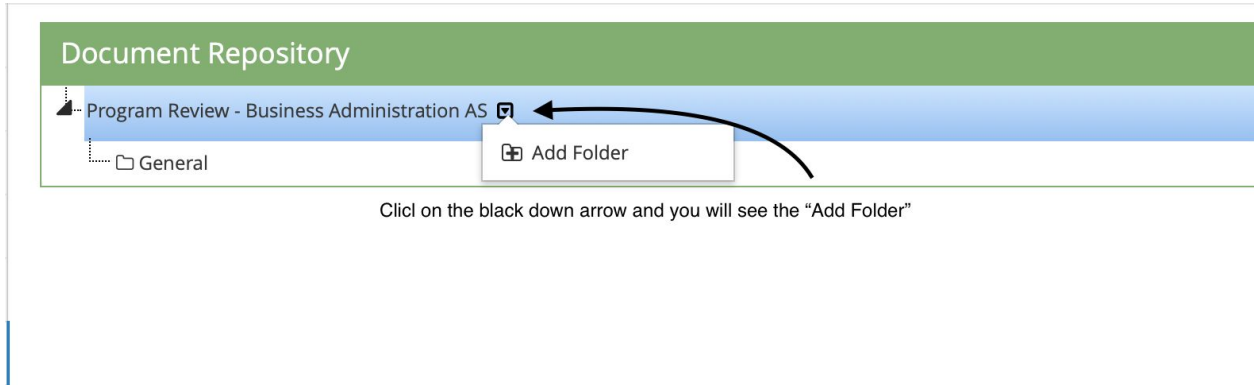
You will see the window below open. Type in ""2018 – 2019 Program Review Documents."
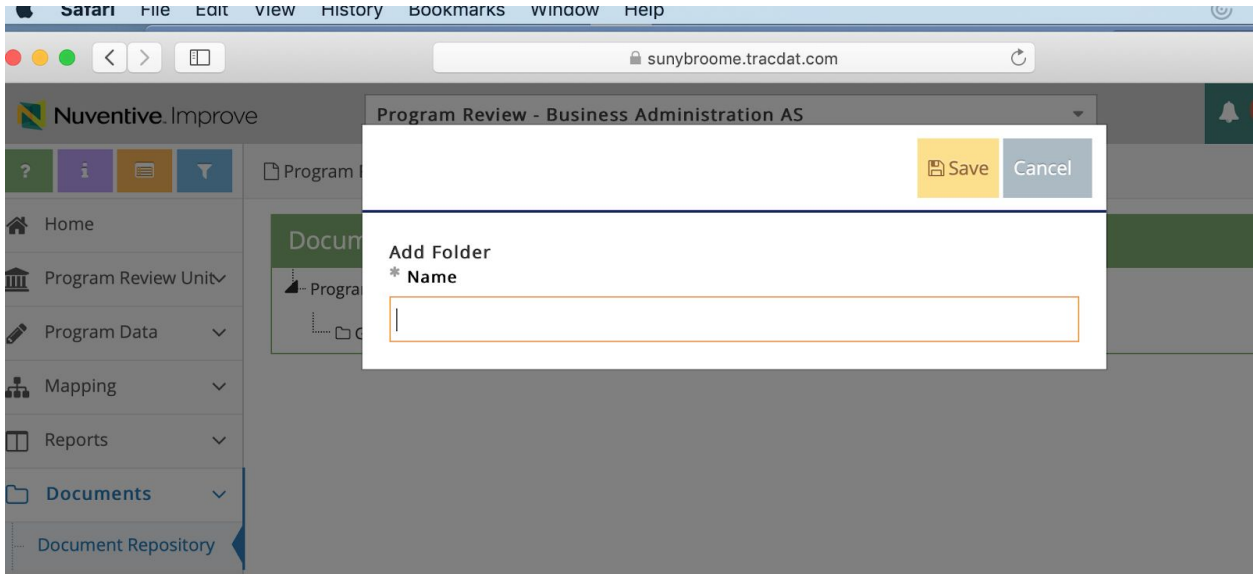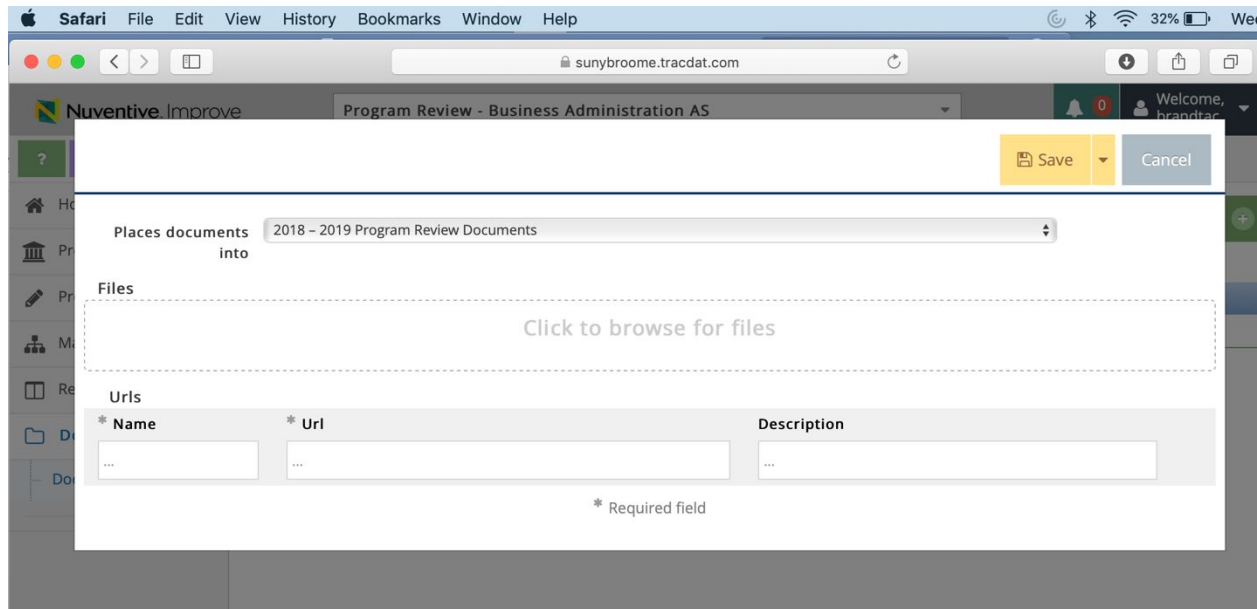
After you type in the folder name and click "save," the window should look as follows:

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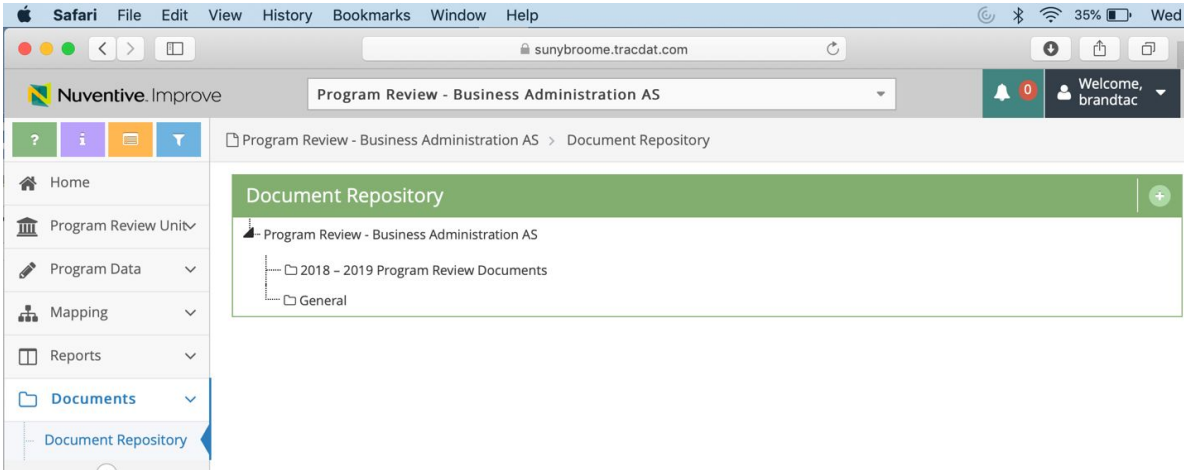
Uploading a Document to the System

*Step One***:**   Click the circle with the plus sign on the green bar that says, "Document Repository." A new field will open.
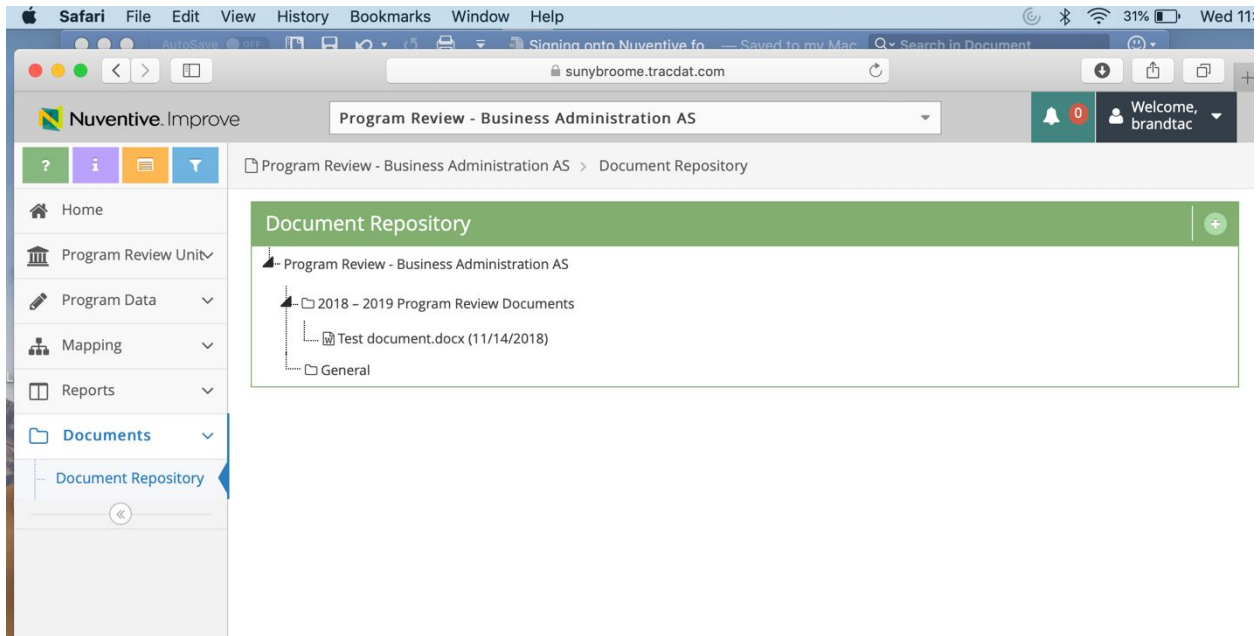

*Step Two***:**   Click "Click to Browse for Files." A file search window for your computer will pop up. Select the file you wish to upload. Select the document and click "save." The document will appear as uploaded.

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The kinds of documents that are recommended for you to upload to the system for a program review include:

- IE reports that provide relevant data.
- Advisory Board minutes reflecting relevant Advisory Board input.
- Bureau of Labor statistics or reports that discuss employment needs.
- Transfer data, as applicable.
- Programmatic accreditation correspondence, as applicable.
- Any other documents deems to demonstrate important processes or outcomes relevant to program review, as applicable.

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