

Guidelines for Using Nuventive to Set-Up Course Student Learning Outcomes **Revised March 13, 2019**

Objectives

1. Provide a definition of a course student learning outcomes (CSLO).
2. Explain how to set up a CSLO in Nuventive.
3. Explain how to set up a measure for a CSLO in Nuventive.
4. Explain for Disciplines, how to set up CSLO mapping to institutional learning outcomes and general education outcomes and competencies in Nuventive.
5. Explain how to input course outcome data in Nuventive for Disciplines.
6. Explain how to upload documents into the document repository.
7. How to minimize your time in setting up CSLOs by using the copying function in Nuventive.
8. How to run a CSLO report in Nuventive.

Definitions

Course Student Learning Outcome: Course level student learning outcomes reflect those attitudes, knowledge, skills, and/or behaviors a student will have learned upon completion of a course.
(CSLO)

Setting up a CSLO

Step One: Sign onto Nuventive.

Step Two: Select the Course Student Learning Outcome area associated with your discipline or program. The example below shows the CSLO area of English. The courses associated with your discipline or program will be reflected in this area. If you cannot find your courses, please make sure you are in the correct CSLO area. Please note that the course list will reflect those courses your program or discipline “owns” (i.e., those courses for which your area is responsible for establishing learning outcomes and for assessing).

If the course list is not accurate (i.e., has errors in course titles, is missing a course, etc.), please make a list of edits and submit those edits to the SLAC committee. The SLAC committee will work with the Nuventive Administrator to make the appropriate edits.

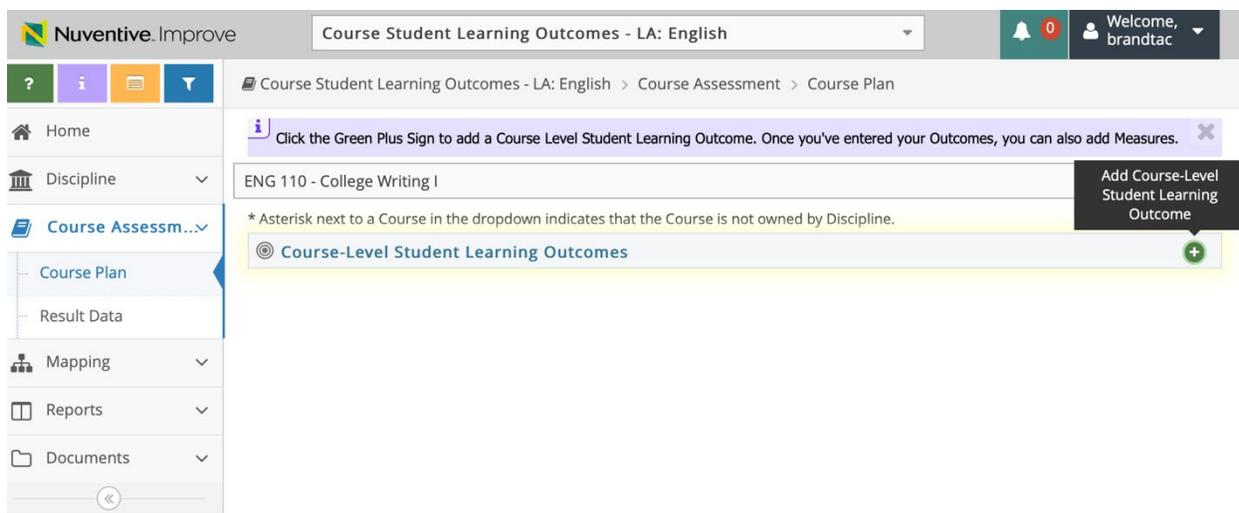
	Courses	Course-Level Student Learning Outcomes	Measures	Result Data	Action Plans	Follow-Up
✓	ENG 106 - Intro. to Academic Writing	0	0	0	0	0
✓	ENG 107 - College Writing I for Non-Native Speakers of English	0	0	0	0	0
✓	ENG 108 - College Writing II for Non Native Speakers of English	0	0	0	0	0
✓	ENG 11 - English Bridge to Success	0	0	0	0	0
▶	ENG 110 - College Writing I	2	3	1	0	0
✓	ENG 110S - College Writing I (Enhanced)	0	0	0	0	0

Step Three: Select the course from the course list for which you want to set up the CSLOs. In the below example, the cursor is resting on ENG 110. When the cursor rests on a course, you will see a text box appear that says what you will be able to do if you click on the course. Click on the course.

✓	ENG 110 - College Writing I	0	0	0
✓	ENG 110S - College Writing I (Enhanced)	0	0	0
✓	ENG 111 - College Writing II	0	0	0

Opens Course Plan in current tab or window and changes Course

After you click, you will move to the screen below. In order to input a CSLO, you will need to click on the green plus sign on the right of the screen.



Step Four: Populate the fields.

You will need to provide a short name for the student learning name and a full statement for the outcome. The outcome's status is "active," and you select the assessment semesters in which the CSLO will be evaluated. In the example below, you will see the semesters selected. For each semester selected, it will shade grey in the box so you will not be able to accidentally add it multiple times. The start date field is the date that you set up the CSLO. Archived date would only be appropriate in the future should course revisions render some CSLOs no longer relevant. The CSLO could be inactivated and an archive date input. Once the fields are populated, hit "Save." You can then hit "Return" to take you back to the initial field where you can then enter another CSLO. Most courses will have multiple CSLOs.

Save Return

ENG 110 - College Writing I

* Student Learning Outcome Name CSLO 1 - Thesis statement

* Course-Level Student Learning Outcome The student will develop a coherent thesis statement that provides the organizing idea around which their paper will be developed. ?

Outcome Status Active ?

* Assessment Semesters

2018 - 2019: Fall 2018 ✕
2018 - 2019: Winter 2019 ✕
2019 - 2020: Spring 2020 ✕

Start Date

2017 - 2018: Fall 2017
2017 - 2018: Spring 2018

Archived Date

2017 - 2018: Summer 2018
2018 - 2019: Fall 2018
2018 - 2019: Spring 2019
2018 - 2019: Summer 2019
2018 - 2019: Winter 2019
2019 - 2020: Fall 2019
2019 - 2020: Spring 2020

Some fields may have a blue question mark next to them. If you place your cursor over the blue question mark and click it, it will give you information about the field.

Any field with an asterisk will require you to input data before you can hit “Save.” If you try to save without first entering data into the systems, the system will not let you save.

Save Return

ENG 110 - College Writing I

* Student Learning Outcome Name CSLO 1 - Thesis statement

* Course-Level Student Learning Outcome This is a required field. All Course Level Student Learning Outcomes that are actively taught in the curriculum should be marked as Active. If the SLO is removed from the curriculum, mark it as Archived. If you mark the SLO as Archived, you must provide a date in the last field on this form. ✕

Outcome Status Active ? Click for expanded help

* Assessment Semesters

2018 - 2019: Fall 2018 ✕
2018 - 2019: Winter 2019 ✕
2019 - 2020: Spring 2020 ✕

Start Date 03/08/2019

Archived Date ?

Setting up a Measure for a CSLO

Step One: Click on the green plus button next to “Measure” for the selected CSLO.

The screenshot shows a software interface for managing Course Level Student Learning Outcomes (CSLOs). At the top, a purple notification bar contains an information icon and the text: "Click the Green Plus Sign to add a Course Level Student Learning Outcome. Once you've entered your Outcomes, you can also add Measures." Below this is a dropdown menu showing "ENG 110 - College Writing I". A note below the dropdown states: "* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Discipline." The main content area is titled "Course-Level Student Learning Outcomes" and features a green plus button. A list of CSLOs is shown, with the first one selected: "CSLO 1 - Thesis statement The student will develop a coherent thesis statement that provides the organizing idea around which their paper will be developed. (Active)". This CSLO has an asterisk next to it. Below the CSLO name, it lists "Assessment Semesters: 2018 - 2019: Fall 2018, 2018 - 2019: Winter 2019, 2019 - 2020: Spring 2020", "Start Date: 03/08/2019", and "Archived Date:". To the right of the CSLO name is an "Add Measure" button. Below the CSLO name are three tabs: "Measures", "Mapping", and "Assignment". The "Measures" tab is active and shows a green plus button. The "Mapping" and "Assignment" tabs show green wrench icons.

Input data into the fields. “Measure Type” is a pull-down menu from which you can select the type of measure that will be used to assess the CSLO. If the pull-down menu does not reflect an assignment type you use, select “Other.” If you use a common assignment type that is not on this menu, you can make a request to the SLAC Committee that the measure be included in this list. You will need to define the measure in the “Measure” field and explain the benchmark for assessing student performance on the measure.

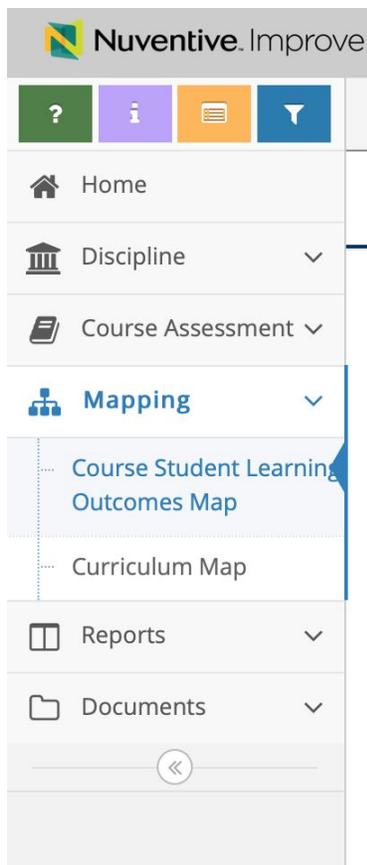
When you are done entering information, hit “Save.” Hit “Return” to move back to the previous screen.

The screenshot shows the same software interface as above, but now with the "Add Measure" button clicked. At the top right, there are two buttons: "Save" and "Return". Below the buttons, the CSLO name and description are displayed. The "Active" checkbox is checked. The "Measure Type" dropdown menu is set to "Essay". The "Measure" field contains the text: "Assessment of thesis statement on thesis statement rubric." The "Benchmark" field contains the text: "Student will receive at least 70% on thesis statement rubric." There is also an "Other" Measure Type field. At the bottom, there is a note: "* Required field".

Setting up Mapping for Disciplines

Mapping for disciplines will be done at the course level. If you are not sure if you are a program or discipline, consult the SLAC Committee. You can access the course level mapping tool on the left side bar in the Course Student Learning Outcome area for your discipline. Programs will be provided information on mapping in the guide for setting up program learning outcomes.

Click on “*Course Student Learning Outcomes Map.*”



Select the course you need to map in the course pull down menu. You will then need to select what you are mapping to, such as Broome Institutional Learning Outcomes or SUNY General Education in the pull-down menu.

In the example below, ENG 110 CSLOs are going to be mapped to Broome ILOs.

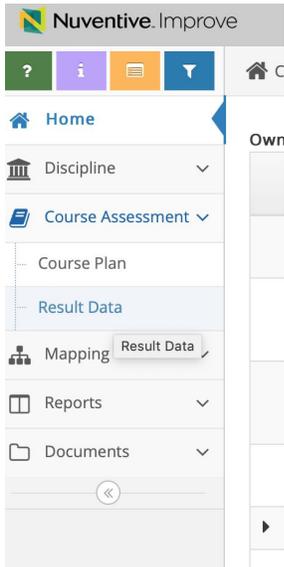
You click on the CSLO that aligns with the Broome ILO. A black check will appear in the box. After the mapping is complete for the course, hit “Save.” You can select another course from the pull-down menu and continue the mapping process. This mapping process allows CSLO data to be accessed for assessing institutional learning outcomes. Mapping for SUNY general education permits the institution to demonstrate how it meets and performance on SUNY general education outcomes and competencies.

BCC Institution Learning Outcomes	ENG 110 - College Writing I	
ISLOs	CSLO 1 - Effective Essays Students will write effective, college-level essays.	CSLO 2 - Ideas from Sources Students will include ideas from sources properly and ...
BCC ISLO 2 Critical Analysis and Decision-Making		
BCC ISLO 3 Oral and Written Communication	✓	
BCC ISLO 4 Scientific and Quantitative Reasoning		

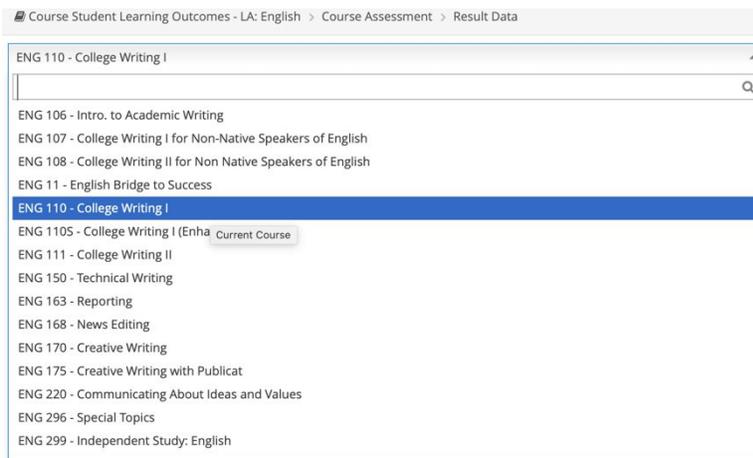
If you have multiple CSLOs for your course that are also in other courses, you will want to map your course before moving onto setting up CSLOs in other courses. See “Copying CSLOs Between Sections” later in this document. The copy feature allows you to copy the CSLO, along with its mapping to additional courses, thus reducing your data entry time.

Inputting Course Outcome Data in Nuventive in the CSLO Area:

Step One: On the left side toolbar, click on “Result Data.”

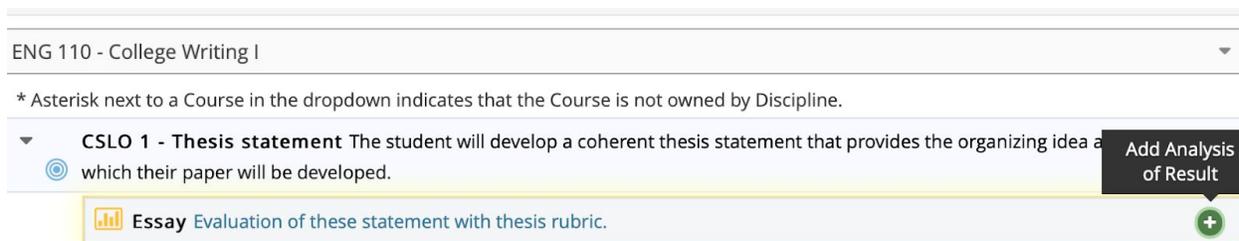


Step Two: In the drop-down menu, select the course for which you want to input data.



Step Three: Click on the green plus to the right of the measure that was set up to assess the CSLO.

In the example below, you will see only one CSLO listed for ENG 110. Only the CSLOs set up per the directions in previous steps will appear.



When you click on the green arrow, you will see another window open up. Complete all the fields and hit "Save." The screenshot below is a partial image of the fields that need to be populated. Click on the blue question mark for information or help with each field. All the fields set up reflect the customary fields in the old Google SLAC form. Some of the old variables have been further refined to provide information that is required for accreditation and regulatory reporting.

ENG 110 - College Writing I

CSLO 1 - Thesis statement The student will develop a coherent thesis statement that provides the organizing idea around which their paper will be developed.

Start Date: 03/08/2019

Essay Evaluation of these statement with thesis rubric.
 * **Benchmark** Student will receive at least 3 out of 5 on the thesis evaluation rubric to demonstrate baseline competence
"Other" Measure Type

* Submission Date

* Analysis of Result

* Reporting Period

* Benchmark Conclusion

* What kind of student work did you use to measure student ability to meet this SLO?

"Other" Student-Produced Work

Step Four: Complete the Action Plan.

Once all the fields are populated and the data saved, click on the green arrow next to "Action Plan." "Action Date" is the date you are entering the action data. Input a concise narrative explaining the action plan that will be taken based on the data collected, entered, and examined in the SLAC fields. Hit "Save" once you are done.

Course Student Learning Outcomes - LA: English > Course Assessment > Result Data > Add Action Plan

Save Return

ENG 110 - College Writing I

CSLO 1 - Thesis statement The student will develop a coherent thesis statement that provides the organizing idea around which their paper will be developed.

Essay Evaluation of these statement with thesis rubric.
 * **Benchmark** Student will receive at least 3 out of 5 on the thesis evaluation rubric to demonstrate baseline competence
"Other" Measure Type

2018 - 2019 03/08/2019

* Action Date

* Action Plan

* Required field

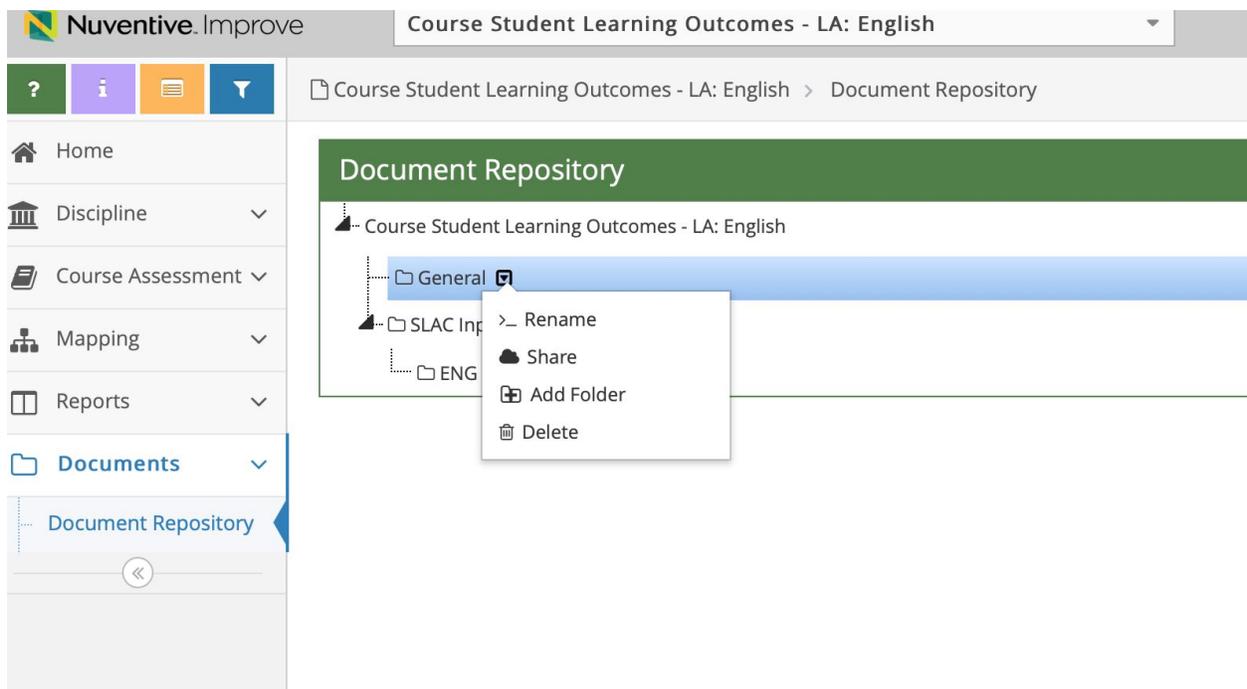
Uploading Relevant Documents

The CSLO area for your discipline 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 discipline engaged in to evaluate and reflect on decisions and actions taken on student learning assessment data for various courses. 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 discipline 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 course 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.

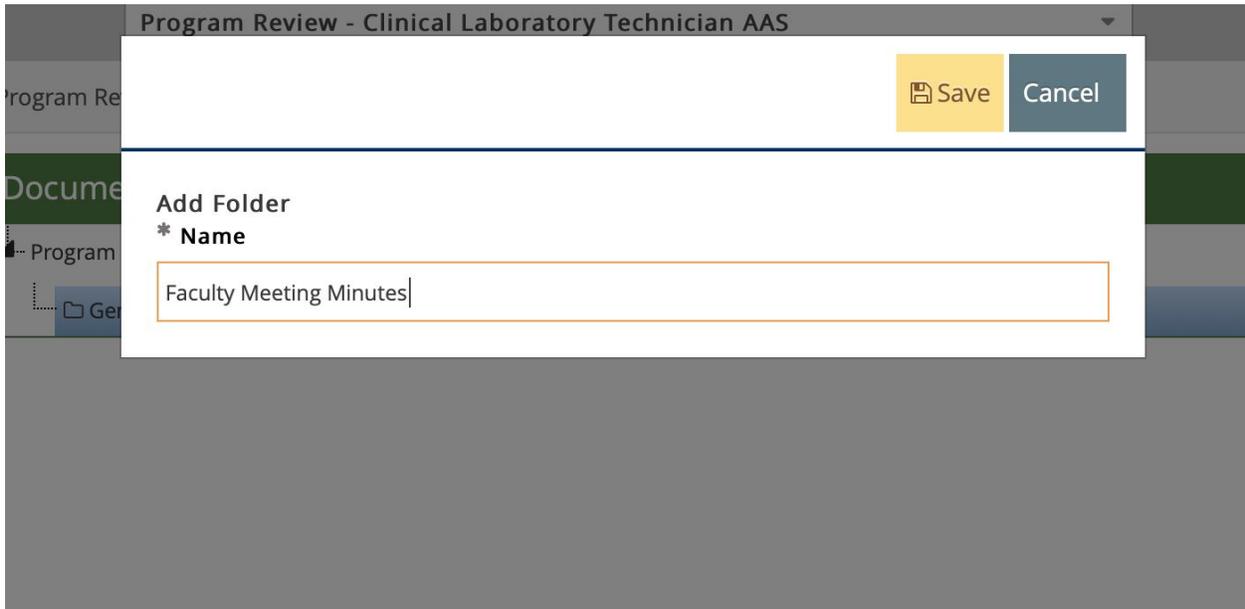
Step One: Go to the CSLO area for your discipline in Nuventive and click on “Documents” on the left side bar and then click on “Document Repository.”

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 student learning outcomes. You do not need to store all faculty meeting minutes, merely

those that relate to discussing student learning outcomes, changes to courses based on SLAC data, etc.



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



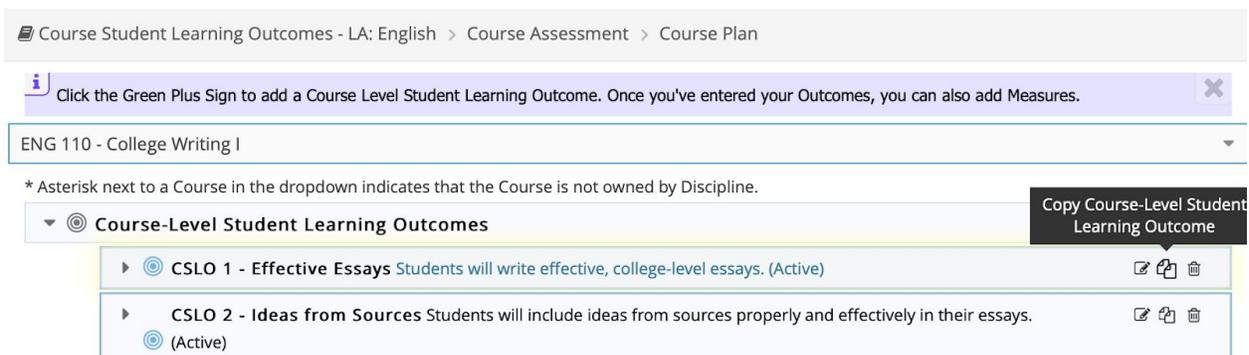
Step Five: Click in the “Click to Browse for Files.” It will pop open a window for you to browse and select files off of your computer.

Step Six: Name the document in the “Description” box and click “Save.”

Copying CSLO Between Courses

Some disciplines have CSLOs that are found in multiple courses. When setting up the CSLOs in Nuventive, you can save time and keep CSLOs entered consistently if you use the copy function.

Step One: Open up the course from which you want to copy a CSLO. If you have multiple courses in your CSLO section, you will need to select the course in the pull-down menu. In the example below, ENG 110 has been selected in the pull-down menu and the cursor is hovering over the copy icon and, as a result, a black pop up menu appears. It says, "copy course-level student learning outcome."



Step Two: Click on the copy button. When you do, a new window will open as per below. Select all the classes that have that same CSLO. In the example below, a CSLO – 1 from ENG 110 was selected and is being copied into ENG 106. The mapping for the course and the measures that are used to assess the CSLO are the same between both courses. Hence, the box for each of these is checked. This will copy over not only the CSLO, but the measure and mapping that were set up for it.

The screenshot displays the Nuventive Improve interface for configuring course student learning outcomes. The breadcrumb trail indicates the path: Course Student Learning Outcomes - LA: English > Course Assessment > Course Plan > Copy Course-Level Student Learning Outcome. The main content area is titled "ENG 110 - College Writing I" and features a search field for "Student Learning Outcome Name" with the value "CSLO 1 - Effective Essays". Below this, there are checkboxes for "Include Measures" and "Include Mapping", both of which are checked. The interface is split into two panels. The left panel, titled "Showing all 16", contains a list of 16 courses: ENG 107 - College Writing I for Non-Native Speakers of English, ENG 108 - College Writing II for Non Native Speakers of English, ENG 11 - English Bridge to Success, ENG 110 - College Writing I, ENG 110S - College Writing I (Enhanced), ENG 111 - College Writing II, ENG 150 - Technical Writing, ENG 163 - Reporting, ENG 168 - News Editing, ENG 170 - Creative Writing, ENG 175 - Creative Writing with Publicat, ENG 220 - Communicating About Ideas and Values, ENG 296 - Special Topics, ENG 299 - Independent Study: English, ENG 90 - Basic Language Skills, and ENG 95 - Intro. to Academic Writing. The right panel, titled "Showing all 1", contains a single course: ENG 106 - Intro. to Academic Writing. A sidebar on the left provides navigation options: Home, Discipline, Course Assess..., Course Plan, Result Data, Mapping, Reports, and Documents. The top right corner includes a "Save" button and a "Return" button.

When you open up the “course plan” for ENG 110 and ENG 106, they now both reflect the same information for CSLO 1.

Click the Green Plus Sign to add a Course Level Student Learning Outcome. Once you've entered your Outcomes, you can also add Measures.

ENG 106 - Intro. to Academic Writing

* Asterisk next to a Course in the dropdown indicates that the Course is not owned by Discipline.

Course-Level Student Learning Outcomes

CSLO 1 - Effective Essays Students will write effective, college-level essays. (Active)

* **Assessment Semesters:** 2019 - 2020: Spring 2020
Start Date: 08/31/2020
Archived Date:

Measures

Essay The explanation of an "effective, college-level essay" appears on the ENG 110 assessment rubric. The rubric for this assessment appears in the Document Repository. (Active)

* **Benchmark:** A score of at least 3 out of 5 on the "effective essay" rubric to demonstrate that the student's work meets the outcome.
"Other" Measure Type:
Date Added: 03/08/2019
Active: Yes

Related Documents

Assignment

Mapping

BCC Institution Learning Outcomes
BCC ISLO 3 - Oral and Written Communication

Assignment

Click the Green Plus Sign to add a Course Level Student Learning Outcome. Once you've entered your Outcomes, you can also add Measures.

ENG 110 - College Writing I

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Course-Level Student Learning Outcomes

CSLO 1 - Effective Essays Students will write effective, college-level essays. (Active)

* **Assessment Semesters:** 2019 - 2020: Spring 2020
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Essay The explanation of an "effective, college-level essay" appears on the ENG 110 assessment rubric. The rubric for this assessment appears in the Document Repository. (Active)

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"Other" Measure Type:
Date Added: 03/08/2019
Active: Yes

Related Documents

Assignment

Mapping

BCC Institution Learning Outcomes
BCC ISLO 3 - Oral and Written Communication

Assignment

Generating a CSLO Report

Reports are available in the CSLO area for your discipline. Based on a discipline's assessment cycle, it will want to run reports. The reports extract data that has been input into Nuventive in a more useable form.

Step One: To run a report, select the “Reports” button on the left-side bar. Reports can be run from the standard or ad hoc list. Standard reports are pre-structured by Nuventive. They include the most common ones that a program would want to access. The ad hoc allows a discipline to create custom reports.

Course Student Learning Outcomes - LA: English > Reports > Standard Reports

Discipline Reports

Course Reports

[Course Assessment: Course Plans](#) This report shows the Course-Level Student Learning Outcomes for the selected Courses, along with any information contained in the Course Plan area related to each Course-Level Student Learning Outcomes. This may include any Mapping for the Course-Level Student Learning Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

[Course Assessment: Course Plans and Result Data](#) This report shows the Course-Level Student Learning Outcomes for the selected Courses, along with any information contained in the Course Plan area related to each Course-Level Student Learning Outcomes and any recorded Result Data. This may include any Mapping for the Course-Level Student Learning Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.

[Course Assessment: Four Column](#) This report shows the Course-Level Student Learning Outcomes for the selected Courses, along with any Measures, Result Data, and Action Plans for each Course-Level Student Learning Outcome. The report is displayed in a four column layout. In addition, any reportable fields from the General Information page display at the top of the report.

Mapping

Step Two: Click on “Course Assessment: Course Plans and Result Data” report. Once CSLO set up and results data has been input for CSLOs, the report will organize the data into a report that a discipline can use to review and examine performance on CSLOs, actions that have been taken, etc.

Plans and Result Data

[Course Assessment: Course Plans and Result Data](#) This report shows the Course-Level Student Learning Outcomes for the selected Courses, along with any information contained in the Course Plan area related to each Course-Level Student Learning Outcomes and any recorded Result Data. This may include any Mapping for the Course-Level Student Learning Outcomes you wish to display. The report is displayed in a narrative layout. In addition, any reportable fields from the General Information page display at the top of the report.