Instructions for IE Authors

*Follow the steps below to complete your annual assessment (IE) report.*

1. Log into the Nuventive Improvement Platform to access the assessment plan for your program or unit. Access Nuventive through the myLEO App or on our website under **Assessment** at **Institutional Effectiveness**.

2. Enter Results for each Assessment Method, document Actions/Use of Results as applicable, and upload any Related Documents. Be sure to **ADD** a new result and not edit or overwrite an existing results entry.

3. Update your Plan information as needed for the upcoming year - SLOs/Goals, Assessment Methods, and Standards of Success. For any SLO/Goal that will carry over, enter the Planned Assessment Cycle dated for the upcoming year.

4. Update your Mapping selections as needed for the upcoming year - Strategic Planning and/or Marketable Skills. OR, leave as is if no changes.

5. Access the Review/Approval Form in Nuventive to view the approval status and feedback for your annual report. Complete revisions as requested.

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Each assessment report will be reviewed by an IE Representative, a Department Head or Direct Supervisor, and a Dean or VP.

- You will be contacted by the reviewer requesting the revisions.
- Access the Review/Approval form to view the requested revisions. These will be marked as “Revise” on the Assessment Review Rubric and described in the comments section of the form.
- Complete the requested revisions within Nuventive and notify the requester.

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For assistance with using the Nuventive Improvement Platform or with your assessment plan, please visit [Institutional Effectiveness](#) to access the resources there or contact [IE@tamuc.edu](mailto:IE@tamuc.edu).