

Adding 2-Year Program Assessment Plans in Nuventive

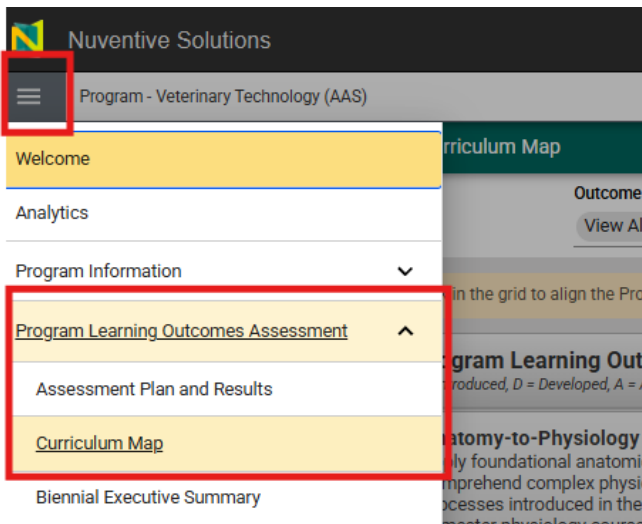
The Nuventive platform login can always be found on the [Institutional Assessment website](#) along with additional instructions and resources under the **General Education and Program Assessment** section of the page.

For additional questions, please contact osu-okc-ira@okstate.edu.

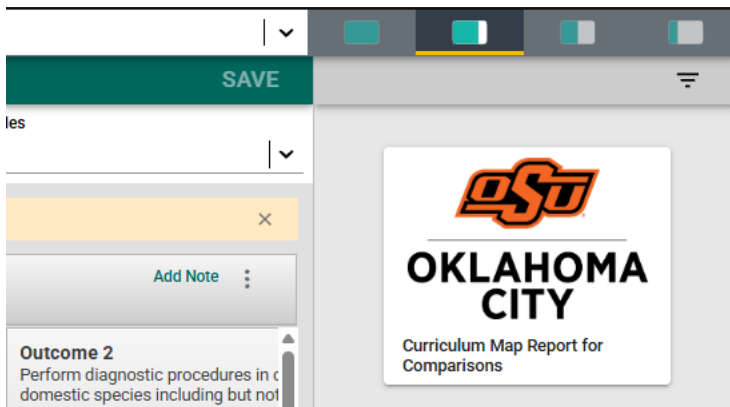
Step 1: Archiving the Curriculum Map

Select the **gray menu box** with the three horizontal lines, on the top left of your page.

Choose the **Program Learning Outcomes Assessment** drop down menu and click **Curriculum Map**.



On the right-hand side of the screen you will see a new report called **Curriculum Map Report for Comparisons**.



Click the down arrow on the **Outcome Status** menu and select only **Active**.

We do not want to export old outcomes that were previously archived and are not in use.

Then click **Run Report**. The report will run inside the Nuventive platform and may take a few moments.

Report Settings

RUN REPORT

Select an Program Learning Outcome Status

Outcome Status

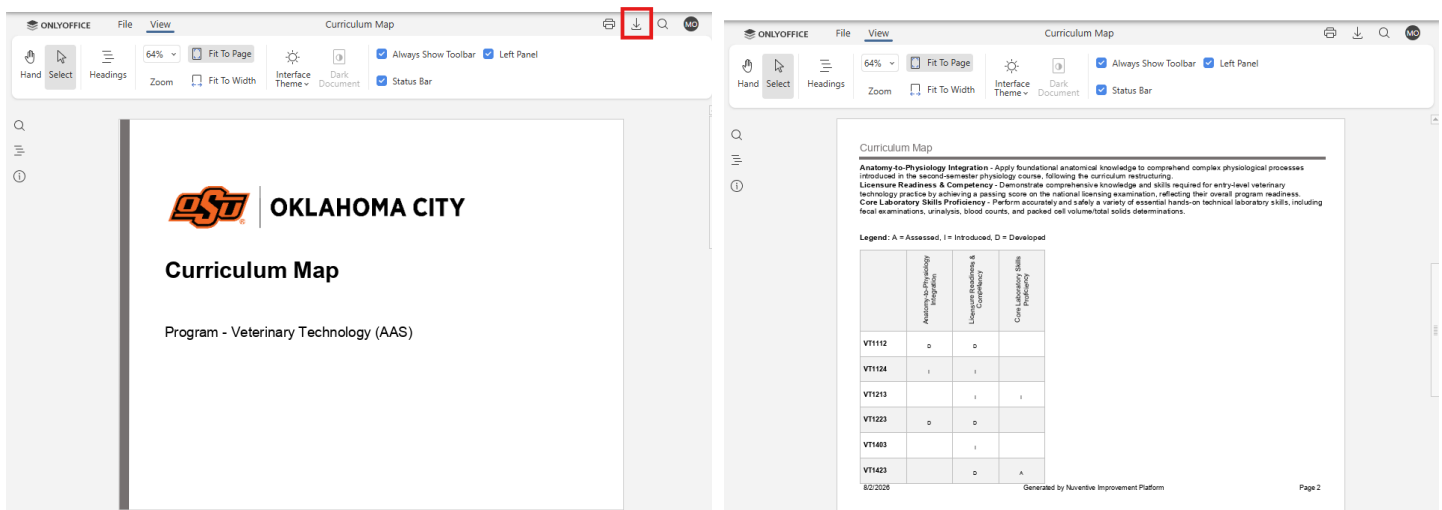
View All |

Active

Archived

From here you can scroll down to read the report in the platform.

To archive a copy, simply **click the download button** at the top right of the page and save the file somewhere easily accessible.

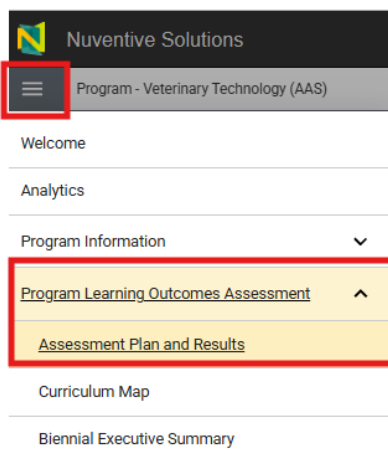


To return to the previous page at any time, click **Close**.

Step 2: Archiving Outcomes

Return to the gray menu at the top left of the page.

Select the **Program Learning Outcomes Assessment** drop-down menu again. Click the **Assessment Plan and Results** option.



Go to the top of the page and click the down arrow on the **Outcome Status** filter and select **Active**.

This helps simplify your view so that you are only seeing those Outcomes currently in use by your program.

Program - Veterinary Technology (AAS)

Program Learning Outcomes Assessment > Assessment Plan and Results

Program Learning Outcomes

Outcome Status

View All | v

Active

Archived

Program Learning Outcomes are statements clearly state the expected knowledge, skills, attitude
Program outcome statements clearly state what a program or process is to do, achieve, or acc

Anatomy-to-Physiology Integration: Active

Next, double-click on the first outcome you would like to stop assessing and archive.

When the page opens, click the **Outcome Status** drop-down box and choose **Archived**.

Immediately go to the top right of the page and click **Save**.

Note: Outcome archiving is restricted to the platform administrator except during the designated two-year assessment plan update period. Requests to archive outcomes outside that period require approval from school administration and the platform administrator. This policy safeguards data integrity and prevents accidental changes.

To return to the previous page at any time, click **Close**.

Q Anatomy-to-Physiology Integration

Program Outcomes include Program Learning Outcomes and Program Outcomes.

Program Learning Outcomes (PLO) are statements which clearly state the expected knowledge, skills, attitude
Program Outcome (PO) statements clearly state what a program or process is to do, achieve, or acc

OUTCOME ASSESSMENT METHOD RESULTS ON ASSESSMENT METHOD

* denotes a required field.

Outcome Short Name * Anatomy-to-Physiology Integration

Outcome * Select Active or Archived to indicate whether or not this outcome is being taught in the c

Outcome Status * Active

Active

Archived

2025 - 2026 x

Outcome Type: If this outcome is mandated by an accreditor or another agency, you must have

Outcome Type

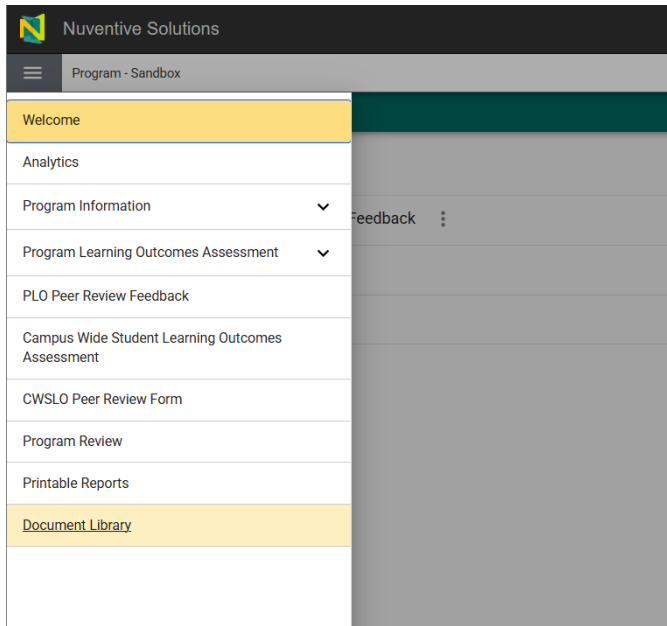
You will notice that the newly archived outcome is no longer visible since your view is still filtered by **Outcome Status**.

Step 3: Upload Supporting Documents

Before adding your new program outcomes or attempting to complete any of the the assessment forms on the **Assessment Plan and Results** page, upload any supporting documents you plan to attach to your assessment methods later.

To begin, open the **Document Library** from the navigation menu.

Uploading documents in advance will allow you to easily link them to your assessment plan later.



Program Directors can create and upload individual or bulk files and folders using the **buttons in the top right of the Document Library**.

Supporting documents can help clarify how your outcome is measured and evaluated. Examples include:

Assessment Materials

Documents that show what students are asked to complete.

- Capstone project instructions
- Lab assignment prompt
- Case study scenario
- Exam blueprint or question set

These help reviewers understand **how the assignment directly measures the outcome**.

Scoring or Evaluation Tools

Documents that show how student performance is evaluated.

- Analytic rubric (preferred)
- Checklist scoring guide
- Industry certification scoring criteria

These demonstrate **how the benchmark will be measured**.

Benchmark Rationale (Optional)

Documentation explaining how the benchmark was determined.

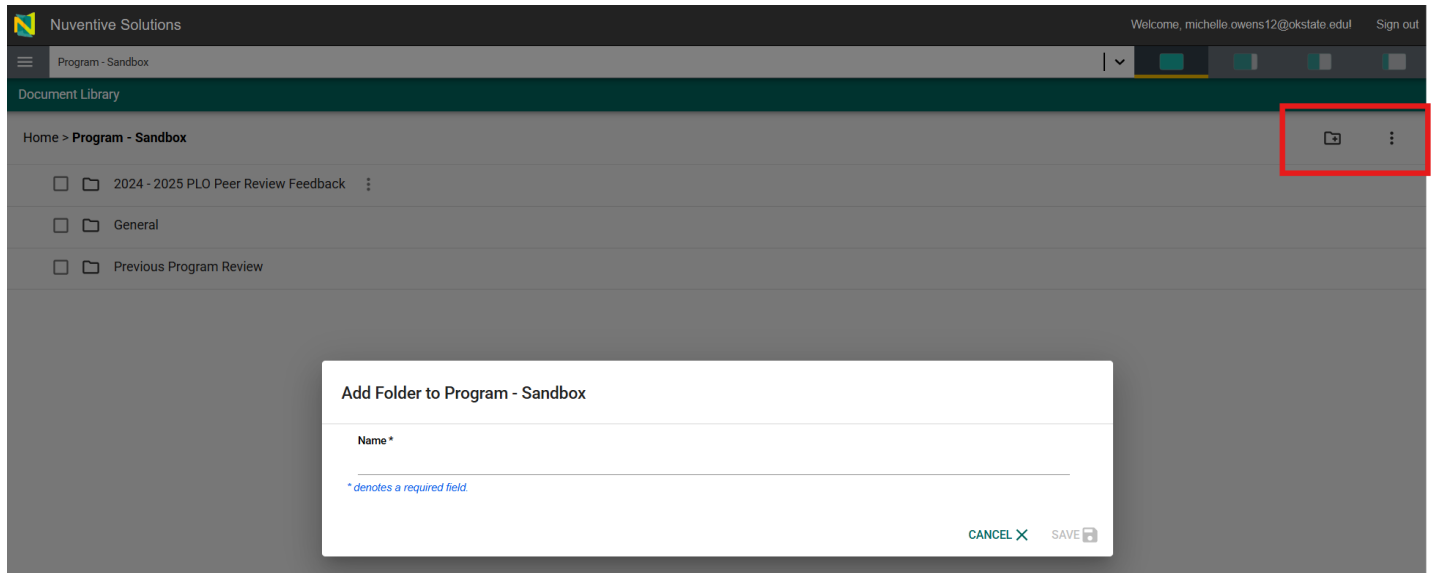
- Accreditation requirements
- Industry standards
- Historical program data

External Standards (if applicable)

If an external exam or tool is used, you may include supporting documentation such as:

- Certification exam outline
- Industry competency lists
- Licensing standards

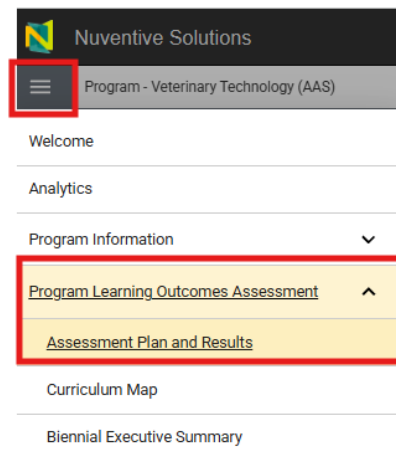
Including relevant documents helps reviewers clearly understand **what is being assessed, how it is scored, and why the benchmark was selected.**



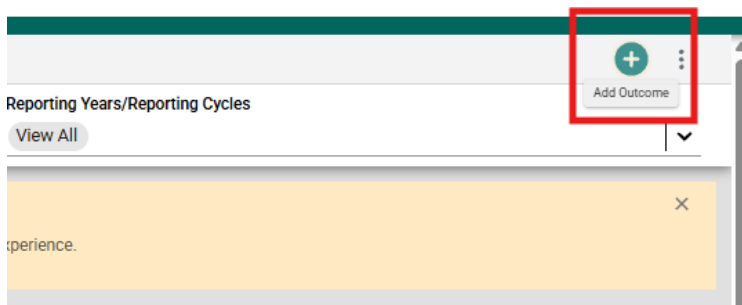
Step 4: Adding your new Outcomes

Return to the gray menu on the top left of the page.

From the navigation menu, select: **Program Learning Outcomes Assessment → Assessment Plan and Results.**



On the top right of the page you will click the **green plus sign** to add a new outcome.



Fill out all parts of the outcome form. If you are uncertain how to answer, click the circle (i) next to each question for details.

Please keep the outcome short name clear by numbering it.

Remember, all new outcomes must be measurable. **“Students will be able to [one verb/action] [task].”**
– Higher Learning Commission.

Be sure to click **Save**. To return to the previous page at any time, click **Close**.

Note: The addition of new Outcomes is restricted to the platform administrator except during the designated two-year assessment plan update period. Requests to add new outcomes outside that period require approval from school administration and the platform administrator. This policy safeguards data integrity and prevents accidental changes.

 A screenshot of a web form titled 'New Outcome'. At the top, there is a green header bar with the text 'Program Learning Outcomes Assessment > Assessment Plan and Results' and buttons for 'CLOSE' and 'SAVE'. Below the header, there is a yellow banner with text explaining Program Outcomes and Program Learning Outcomes (PLO). The form is divided into four tabs: 'OUTCOME' (selected), 'ASSESSMENT METHOD', 'RESULTS ON ASSESSMENT METHODS', and 'PROGRAM OUTCOME RESULTS SUMMARY'. The 'OUTCOME' tab contains the following fields: 'Outcome Short Name' (with a lock icon and a red box around the 'i' icon), 'Outcome' (with a red box around the 'i' icon), 'Outcome Status' (with a red box around the 'i' icon), 'Assessment Plan Cycles' (with a red box around the 'i' icon), and 'Reporting Years/Reporting Cycles' (with a red box around the 'i' icon). At the bottom, there is a section for 'Outcome Type' with a dropdown menu showing 'Other'.

Once you have saved your new outcome, you will immediately see that it has been added to your **Curriculum Map** as an active outcome, ready for course mapping.

Program - Veterinary Technology (AAS)

Program Learning Outcomes Assessment

Curriculum Map

Outcome Status

Active x

Outcome Type

View All

Reporting Years/Reporting Cycle

View All

Select the ILO that best aligns with your outcome. Click in the grid to align the Program Learning/Student Outcome with any institutional outcomes such as ILOs or Gen Ed Outcomes.

Program Learning Outcomes

I = Introduced, D = Developed, A = Assessed

Mapping/Alignment Options:

Curriculum Mapping

Anatomy-to-Physiology Integration

Apply foundational anatomical knowledge to comprehend complex physiological processes introduced in the second-semester physiology course, following the...

Licensure Readiness & Competency

Demonstrate comprehensive knowledge and skills required for entry-level veterinary technology practice by achieving a passing score on the national licensing examination...

Core Laboratory Skills Proficiency

Perform accurately and safely a variety of essential hands-on technical laboratory skills, including fecal examinations, urinalysis, blood counts, and packed cell...

Test Outcome 1

This outcome was created to demonstrate how to correctly complete the outcome form and update the program curriculum map.

VT1124

Veterinary Technology Anatomy

I

D

A

VT1403

Animal Reproduction, Nutrition and Production

I

D

A

VT1213

Laboratory Techniques I

I

D

A

VT1112

Breeds, Restraint and First Aid

I

D

A

VT1223

Veterinary Technology Physiology

I

D

A

VT1423

Laboratory Techniques II

I

D

A

VT2402

Veterinary Clinic Management

I

D

A

VT2114

I

D

A

Step 5: Open the Assessment Plan and Results Page

Once your new outcome has been added, you need to enter all the assessment plans associated with measuring the outcome.

Program Learning Outcomes Assessment → Assessment Plan and Results

This is where you will enter your assessment methods and later report your results.

Program - Sandbox	
Welcome	Assess
Analytics	
Program Information	on
Program Learning Outcomes Assessment	analyz
Assessment Plan and Results	26 - 2
Curriculum Map	d Ou
Biennial Executive Summary	

Step 6 Select an Outcome

To begin adding assessment methods, **select the outcome you want to assess**.

Simply **double-click anywhere inside the white outcome box** to open it.

This will take you to the page where you can add and manage the **assessment methods** used to measure that outcome.

Program - Veterinary Technology (AAS)

Program Learning Outcomes Assessment > Assessment Plan and Results

Program Learning Outcomes

Outcome Status: Active x Outcome Type: View All Reporting Years/Reporting Cycles: View All

Outcomes include Learning Outcomes and Program Outcomes:

Program Learning Outcomes are statements clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire from an educational experience. Program outcome statements clearly state what a program or process is to do, achieve, or accomplish for its own improvement and/or in support of institutional or divisional goals.

Showing 4 of 9

2025 - 2026
Outcome Type
Programmatic Accreditation Mandated Outcome

Core Laboratory Skills Proficiency: Active M. Owens 7/2/2026

Outcome
Perform accurately and safely a variety of essential hands-on technical laboratory skills, including fecal examinations, urinalysis, blood counts, and packed cell volume/total solids determinations.

Assessment Plan Cycles
2024 - 2026

Reporting Years/Reporting Cycles
2025 - 2026

Outcome Type

Test Outcome 1: Active M. Owens 8/2/2026

Outcome
This outcome was created to demonstrate how to correctly complete the outcome form and update the program curriculum map.

Assessment Plan Cycles
2026 - 2028

Reporting Years/Reporting Cycles
2026 - 2027

Outcome Type
Other

Step 5: Review Outcome Information

Review the information associated with your outcome and confirm that the **Outcome Type** and **Reporting Years** are correct.

If you make any changes, click **Save**. If updates are needed to the **Outcome itself** outside of the assessment plan update period, please contact osu-okc-ira@okstate.edu for assistance.

To return to the previous page at any time, click **Close**.

Program Learning Outcomes Assessment > Assessment Plan and Results

CLOSE SAVE

Test Outcome 1

Program Outcomes include Program Learning Outcomes and Program Outcomes.

Program Learning Outcomes (PLO) are statements which clearly state the expected knowledge, skills, attitudes, competencies, and habits of mind that students are expected to acquire from an educational experience. Program Outcome (PO) statements clearly state what a program or process is to do, achieve, or accomplish for its own improvement and/or in support of institutional or divisional goals.

OUTCOME ASSESSMENT METHOD RESULTS ON ASSESSMENT METHODS PROGRAM OUTCOME RESULTS SUMMARY

* denotes a required field

Outcome Short Name *
Test Outcome 1

Outcome *
This outcome was created to demonstrate how to correctly complete the outcome form and update the program curriculum map.

Outcome Status *
Active

Assessment Plan Cycles *
2026 - 2028 x

Reporting Years/Reporting Cycles *
2026 - 2027 x

Outcome Type: If this outcome is mandated by an accreditor or another agency, you must have approval to edit the outcome

Outcome Type
Other

Programmatic Accreditation Mandated Outcome

State Mandated Outcome

Other

Step 6: Add Assessment Methods

Click **Assessment Method** to begin entering the assignments, exams, or other measures you will use to assess the selected outcome.

To **add a new assessment**, click the **green plus (+) icon** in the top right corner of the screen.

To **edit an existing assessment**, double-click inside the white fields within the assessment entry.

The screenshot shows the top navigation bar with four tabs: 'OUTCOME', 'ASSESSMENT METHOD' (highlighted with a green border), 'RESULTS ON ASSESSMENT METHODS', and 'PROGRAM OUTCOME RESULTS SUMMARY'. In the top right corner, there is a 'Showing 0 of 0' label and a green plus icon in a circle, which is highlighted with a red box. Below the tabs, a message box states: 'No Assessment Method has/have been entered. Please click the add button  to create a/n Assessment Method'. This message box is also highlighted with a red box.

Step 7: Adding a new Assessment Method

To add a new assessment, complete the fields in the form and click **Save**.

Information about the **Outcome** associated with the assessment will appear at the top of the form. If needed, you can collapse this section by selecting **Hide Details**.

- Please be sure to note the **Academic Year & Semester** the assessment method will be used.
- Be sure to note the **Course ID number(s)** of the class where the method will be used in the **Assessment Method Description**. This ensures assessment alignment can be verified.

The screenshot shows the 'Assessment Method' form. At the top, there is a breadcrumb trail: 'Program - Veterinary Technology (AAS) > Program Learning Outcomes Assessment > Assessment Plan and Results'. To the right of the breadcrumb are 'CLOSE' and 'SAVE' buttons, with the 'SAVE' button highlighted by a red box. Below the breadcrumb, the form is titled 'Test Outcome 1'. A red box highlights the 'Outcome' section, which contains the following information: 'Outcome Short Name: Test Outcome 1', 'Outcome: This outcome was created to demonstrate how to correctly complete the outcome form and update the program curriculum map.', 'Outcome Status: Active', 'Assessment Plan Cycles: 2026 - 2028', 'Reporting Years/Reporting Cycles: 2026 - 2027', and 'Outcome Type: Other'. To the right of this section is a 'Hide Details' link. Below the outcome section, the form has several input fields: 'Assessment Method Short Name *', 'Assessment Method Description *', 'Benchmark (minimally acceptable level of performance, e.g. score of 80 out of 100 on exam) *', 'Target (% of students expected to meet the benchmark) *', 'Assessment Method Status *' (with a dropdown arrow), 'Academic Year & Semester' (highlighted with a red box), 'Assessment Method Category' (with a dropdown arrow), 'If "Other" Assessment Method was selected, indicate it here.', and 'Who is responsible?'.

Attaching Supporting Documents

Before leaving the assessment form, be sure to attach any relevant supporting documents.

1. Scroll to the **Related Documents** section at the bottom of the form.
2. Click the **green plus (+) icon** to add files.
3. Select documents from the **Document Library** that you uploaded in Steps 1 and 2.

Attaching documents allows reviewers to see the materials used to assess the outcome.

Saving Your Assessment



After completing the form and attaching documents:

1. Click **Save**
2. Then select **Save and Close** to return to your list of outcomes.

Programs may add **multiple assessment methods for a single outcome** if needed.

Note: All courses containing an Assessment Method must be marked with an (A) on your curriculum map.

Step 8: Updating the Curriculum Map

Note: Curriculum Map updates must be made AFTER outcomes and assessment methods have been updated or entered for the first time. Do not attempt to modify the map before this step.

Be sure to set the **Outcome Status** filter to **Active** so that old outcomes are hidden from view. This prevents confusion and accidental errors.

All outcomes must contain at least one I-D-A to show progression of learning. Not all courses will support all outcomes.

After changes are complete or before you navigate away from the page, be sure to click **Save!**

Program - Veterinary Technology (AAS)

Program Learning Outcomes Assessment > Curriculum Map

Outcome Status: Active x

Outcome Type: View All

Reporting Years/Reporting Cycles: View All

SAVE

Select the ILO that best aligns with your outcome. Click in the grid to align the Program Learning/Student Outcome with any institutional outcomes such as ILOs or Gen Ed Outcomes.

Program Learning Outcomes
I = Introduced, D = Developed, A = Assessed

Mapping/Alignment Options: Curriculum Mapping

	Anatomy-to-Physiology Integration Apply foundational anatomical knowledge to comprehend complex physiological processes introduced in the second-semester physiology course, following the...	Licensure Readiness & Competency Demonstrate comprehensive knowledge and skills required for entry-level veterinary technology practice by achieving a passing score on the national licensing examination...	Core Laboratory Skills Proficiency Perform accurately and safely a variety of essential hands-on technical laboratory skills, including fecal examinations, urinalysis, blood counts, and packed cell...	Test Outcome 1 This outcome was created to demonstrate how to correctly complete the outcome form and update the program curriculum map.
VT1124 Veterinary Technology Anatomy	I D A	I D A	I D A	I D A
VT1403 Animal Reproduction, Nutrition and Production	I D A	I D A	I D A	I D A
VT1213 Laboratory Techniques I	I D A	I D A	I D A	I D A
VT1112 Breeds, Restraint and First Aid	I D A	I D A	I D A	I D A
VT1223 Veterinary Technology Physiology	I D A	I D A	I D A	I D A
VT1423 Laboratory Techniques II	I D A	I D A	I D A	I D A
VT2402 Veterinary Clinic Management	I D A	I D A	I D A	I D A
VT2114 Clinics and Nursing	I D A	I D A	I D A	I D A
VT2233 Veterinary Technology Pharmacology	I D A	I D A	I D A	I D A
VT2413 Animal Pathology	I D A	I D A	I D A	I D A
VT2213 Wild, Zoo and Lab Animal Care	I D A	I D A	I D A	I D A
VT2223 Veterinary Technology Radiology	I D A	I D A	I D A	I D A
VT2504 Advanced Clinics and Nursing	I D A	I D A	I D A	I D A
VT2514 Diagnostics	I D A	I D A	I D A	I D A

Step 9: Completing the Biennial Executive Summary

Return to the gray menu box and select the Program Learning Outcomes Assessment drop-down, then click on the **Biennial Executive Summary** form.

This form provides a standardized way to document changes made after reviewing feedback and assessment data. It serves as direct evidence of continuous improvement.

Nuventive Solutions

Program - Veterinary Technology (AAS)

Welcome

Analytics

Program Information

Program Learning Outcomes Assessment

Assessment Plan and Results

Curriculum Map

Biennial Executive Summary

To begin the form, click on one of the **green plus signs** and select the correct two-year time frame you are entering. Then choose **CONTINUE**.

Program - Veterinary Technology (AAS)

Program Learning Outcomes Assessment > Biennial Executive Summary

Academic Year

Academic Year Completion Status

Showing 0 of 0

No responses have been entered. Please click the add button to create a responses

Please select the Academic Year then click Continue.

Academic Year

2024 - 2026

2026 - 2028

When you begin the survey, immediately mark the **Completion Status** as **In Progress**, in case you need to navigate away from the form while you are still working on it.

You will only mark it Completed when it is ready for submission.

Executive Summary

* denotes a required field.

Completion Status *

In Progress

Completed

If you are uncertain how to answer the questions, click on the circled (i) beside the questions.

When you are finished editing, click **Save** and then **Close**.

When the report is complete. Change the **Completion Status**, enter the **Submission Date**, and add your first and last name.

Program - Veterinary Technology (AAS)

Program Learning Outcomes Assessment > Biennial Executive Summary

Academic Year: 2026 - 2028

Executive Summary

* denotes a required field.

Completion Status

Completion Status *

Submission Date

Completed by

Summary

What changes did you make to your curriculum map, outcomes, or assessment methods this cycle?

How do these changes respond to what you learned over the past two years?

Is there anything related to this cycle's changes that the program lead should specifically check on when this cycle closes?