



2021-22 Nuventive Quick Guide
Academic Affairs & Student Services Areas

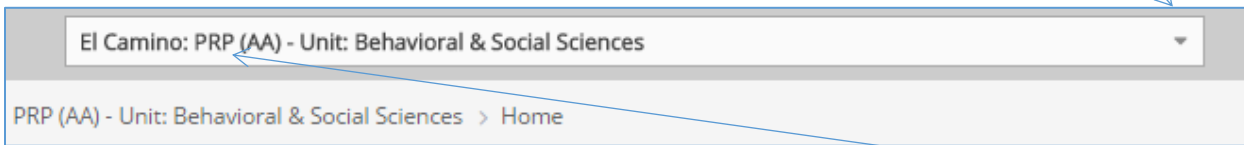
LOGGING INTO NUVENTIVE


Go to the [ECC IRP webpage](#) (*Google Chrome* has the best functionality with **Nuventive**, as little items may not work with the other browsers, such as the drag-option to make text boxes larger).

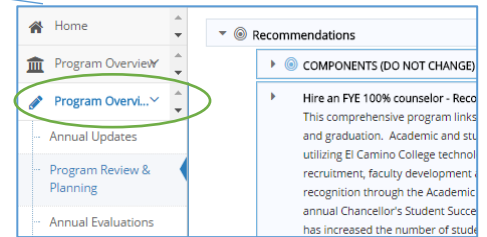
Once at the **ECC IRP webpage**, go to “**Planning Processes and Calendars**” and click on “**Nuventive**”. Then, click on “**Click here to open a link to Nuventive (existing version)**”. [You can also access Nuventive by clicking here.](#)

Log into **Nuventive** with your *ECC Username* and *Password*.


At the top of the Nuventive view at all times, there is a drop-down menu which lists all the units to which you have access. Click on the drop-down carrot and choose the unit you wish to open. The last unit you worked on will display the next time you log in.

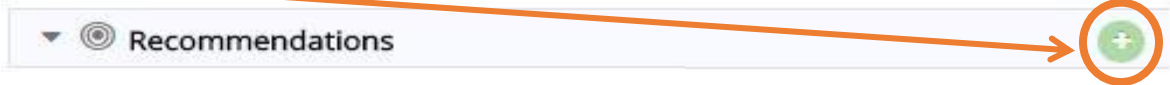


Click on  **Program Overview** from the left menu, and then **Program Review & Planning**.



ENTERING A NEW RECOMMENDATION IN NUVENTIVE

Click on the  **button** to the far right of **Recommendations** to add a new goal.

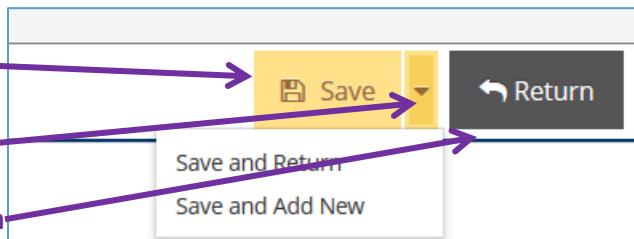


The following fields appear on the Add Recommendation or Edit Recommendation pages. An asterisk (*) by a field denotes that it is required.

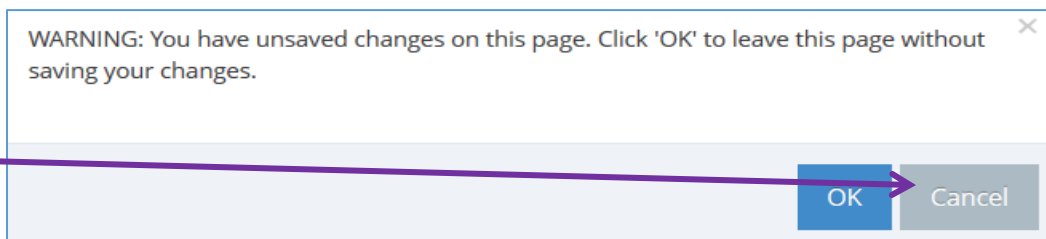
Fields	Content to enter into Nuventive
* Recommendation Name	Use the following naming convention: [Unit-Abbrev.] [Program-Name] [Fiscal-Year] "Rec" [Unique-Number] Example: <i>BSS HDEV 2018-19 Rec 1</i> Clarity, consistency, and brevity are key to the planning processes as recommendations migrate up to the next levels of planning. AVOID Recommendation Names that: <ul style="list-style-type: none"> List the requested item as part of the Rec Name. Save this for the Recommendation field. Include references to the Program Review – This linkage will be handled in STEP 4. Use lengthy phrases.
* Recommendation	Input the Recommendation text here (e.g., Hire full-time faculty in Painting/Drawing, or Purchase MS-Widget to support graduation efforts). Please limit the description of the recommendation to <u>one or two sentences</u> ; more detail can be provided in Rationale & Expected Outcome .
Recommendation Status	Select the appropriate status. Begin with "Not Started".
Implementation Timeline	This field is not marked with *, but <u>it is important to include an implementation timeline</u> . This will help when generating reports in excel or PDF format for the next levels of planning. Click on the empty field and select the year for anticipated/desired implementation of the recommendation.
Input/Last Revised Date	Enter today's date; revise this date when changes are made.
Completed Date	Leave blank.
* Origin of Recommendation	Select the source of your Recommendation (Program Review, Emerging Need, Other). If you select Program Review as the source, please be sure to complete STEP 4.
* Expense Category	Select an expense category that most closely relates to your recommendation. Select 'Other' if the Recommendation needs no funding.
Program Rank	Select priority number given by the program for the Recommendation <u>within the given expense category</u> .
Unit Rank	Select priority number given by the Unit for the Recommendation <u>within the given expense category</u> .
* Rationale & Expected Outcome	<u>Briefly</u> describe the rationale for your request; sketch out an evaluation plan.
* Anticipated Cost	Use whole numbers only. Enter '0' if no cost is involved.
* Primary SI Supporting Recommendation*	Select the strategic initiative that the recommendation supports.
* Any Impact on Other Programs, Areas or Units?	Select Yes if recommendation has an impact on other programs, areas, or units.
List impacted areas and describe potential impact	If 'Yes' was selected in previous field, list all programs that would be potentially impacted by the recommendation and briefly describe potential impact.
* Funding Status	Set Funding Status to Proposed or N/A.

*Funding Type	Select the appropriate Funding Type
Annual Evaluation Date	Leave blank. This will be completed after the close of the year.
Annual Evaluation	Leave blank. This will be completed after the close of the year.

After completing all necessary fields for your new recommendation, you must **Save** it. Click the gold **Save** button in the upper right corner before leaving the page. You may select the **carrot on the Save** button to either **Save and Return** to your list of Recommendations or **Save and Add a New** Recommendation. Click the **Return** button to go back to your Recommendations page.



If you try to return without saving changes, the system will prompt you to confirm this. To go back and save your changes, click **Cancel**.



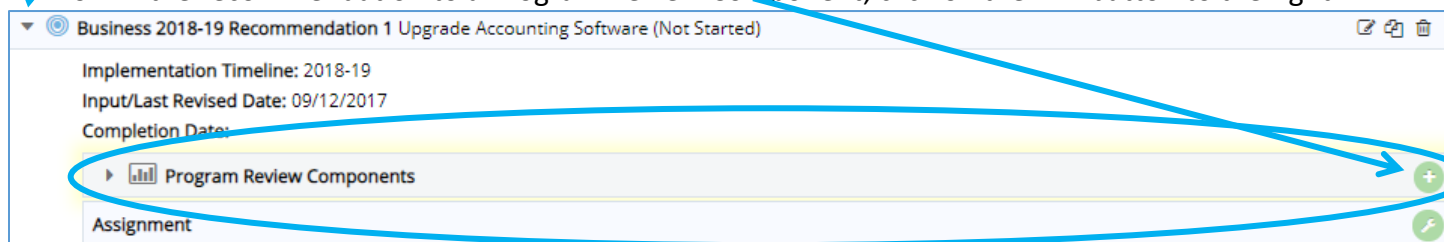
WHEN ORIGIN OF RECOMMENDATION IS PROGRAM REVIEW

If the **Origin of Recommendation** is your Program Review, you will need to link your Program Review to the Recommendation using the following process.

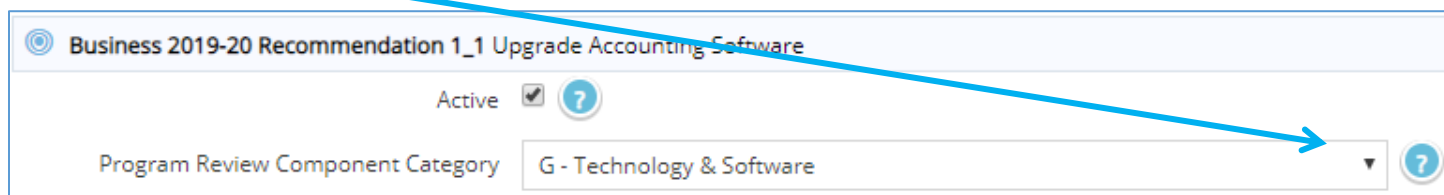
FIRST, open your program review document. Leave this document open as you will need it later.

If you are on the Program Review & Planning page, click the **carrot to the left of the Recommendation** that you need to link to your program review. Do not open or edit the Recommendation.

↓ To link the recommendation to a Program Review Component, click on the **+** button to the right.



This opens the Add Program Review Component dialog box. Select the appropriate **Program Review Component Category** by clicking the drop-down list.



Then, go to your program review document, and copy/paste the recommendation from the Program Review document into the **Program Review Component** field. Copy the relevant text that supports the need for your

Recommendation. You don't need to copy lengthy content, just enough to support your Recommendation and show the linkage with Program Review.

Business 2019-20 Recommendation 1_1 Upgrade Accounting Software

Active ?

Program Review Component Category G - Technology & Software ?

* Program Review Component Recommendation 1. Accounting software needs to be upgraded. ?

Details PASTE TEXT FROM PROGRAM REVIEW ?

Year of Program Review Refers to PR Fall 2014 ?

Then, in the **Details** field, you should enter the text from the program review document that justifies your need for the Recommendation.

Finally, enter your program review year in the **Year of Program Review** field.

When each field is complete, click **Save**. Then click **Return** to go back to the Recommendation and Components.

Save Return

Business 2019-20 Recommendation 1_1 Upgrade Accounting Software

Active ?

Program Review Component Category G - Technology & Software ?

* Program Review Component Recommendation 1. Accounting software needs to be upgraded. ?

Details PASTE TEXT FROM PROGRAM REVIEW ?

Year of Program Review Refers to PR Fall 2014 ?

You may wish to associate related documents by clicking the **Related Documents Settings** icon. This feature may be used to attach any supporting documentation with graphs, tables, etc. to a specific recommendation.

G - Technology & Software Recommendation 1. Accounting software needs to be upgraded. (Active)

Details: PASTE TEXT FROM PROGRAM REVIEW

Year of Program Review: Refers to PR Fall 2014

Date Added: 11/01/2016

Active: Yes

Related Documents

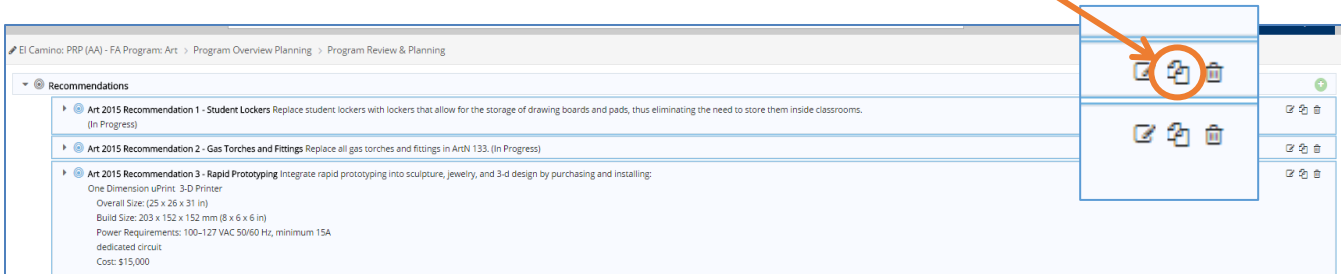
Assignment

The supporting program review component is now linked to your recommendation and the link will print along with the Recommendation in standard reports.

COPYING A RECOMMENDATION IN NUVENTIVE

STEP 1

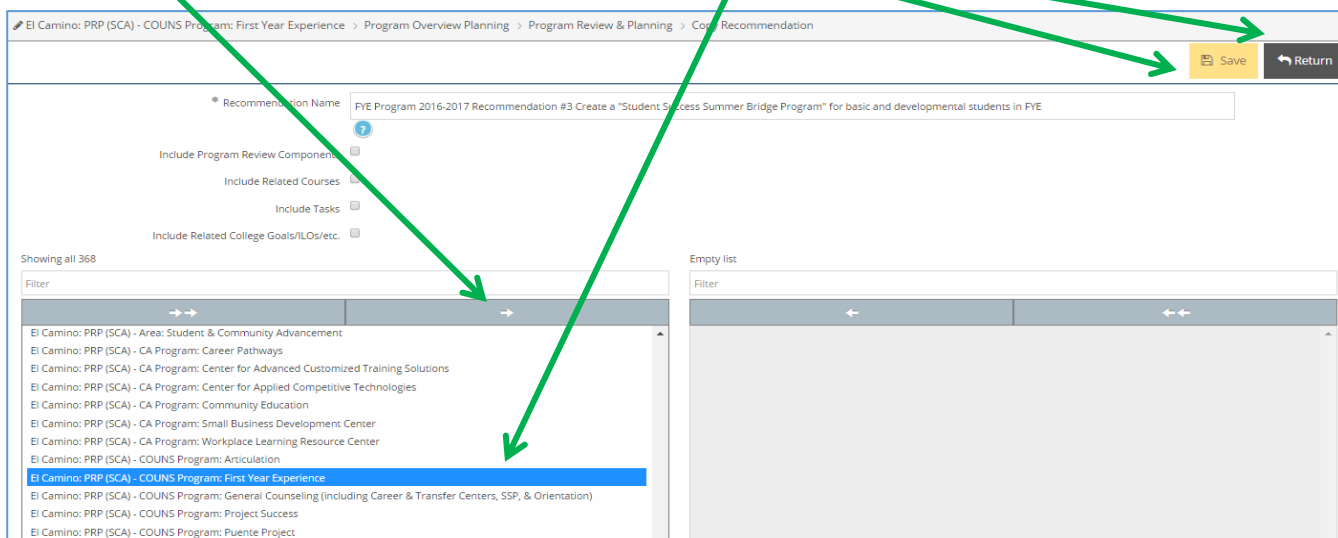
Locate the old Recommendation that you would like to copy. Click on the **Copy** icon next to the Recommendation.



STEP 2

PASTE the Recommendation into your list by selecting the **Program** from the left-handed list. Check to ensure the **Program** is highlighted in blue, as shown.

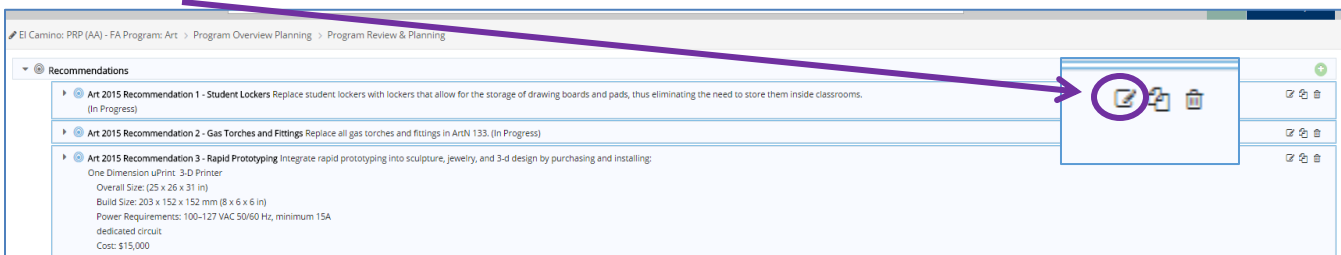
Use the **single arrow** to move the recommendation over. Click **Save** and **Return**.



The copied Recommendation will appear at the bottom of your recommendation list. To move the Recommendation up to the top, click and hold the blue **bull's eye** (🎯) to the left of the Recommendation and move it up or down.

STEP 3

Click on the **Edit** icon located to the left of the Recommendation.



EDIT the applicable fields, including the **Recommendation Name** and **Implementation Timeline** to reflect the correct fiscal year.