ComplianceAssist! Assessment Quick Reference Guide
Building an Assessment Report

ComplianceAssist! is a web-based tool for documenting, tracking, and reporting unit assessment efforts. The following is a brief step-by-step summary with video tutorials for completing assessment reports.

For instructions on how to enter/update assessment plans, please refer to steps 1 – 4 on the Building an Assessment Plan.

<u>Steps for Entering an Assessment Report</u>

STEP 5: Entering Assessment Results and Use of Results (Assessment Plans tab)

1. Select the underlined outcome name and select Edit tab
2. To enter/update Assessment Results, select Edit, enter the information, and select Update
3. From the drop-down lists, select if the targets were met and if the results demonstrated improvement from previous assessments
4. To enter/update description of selections for each measure, select Edit, enter the information, and select Update
5. To enter/update Use of Assessment Results, select Edit, enter the information, and select Update
6. To enter/update Budget Changes, select Edit, enter the information, and select Update
7. To add supporting documentation, expand Comments and Attachments and select Upload File(s), Select your file, select Upload File.
8. Select the Progress status from the drop-down list at the bottom of the page
9. Select Save and Close after all fields have been entered or updated
10. Complete these steps for each outcome

- Click here for a brief video tutorial on STEP 5

STEP 6: Assessment Report Summary (Assessment Plans tab)

1. To enter assessment report summary, select New Item, and Assessment Report Summary
2. Enter Assessment Report Summary title
3. To enter/update Summary of Assessment Results, select Edit, enter the information and select Update
4. Enter Assigned Assessment Committee Member Review and Date, DAC/AAC Review and Date, Dean/AVP/EVP Approval and Date
5. Select the Progress status from the drop-down list at the bottom of the page
6. To enter/update Responsible Roles, select Manage, search by name in User Name field, and select the checkbox next to the name in Available Roles
7. From the Add Roles drop-down list on the right, choose Selected and then select Add Roles
8. Select Save and Close

- Click here for a brief video tutorial on STEP 6

STEP 7: Viewing an Assessment Report

1. Select Reports at top of page
2. Select program name using organizational chart on left (to expand chart, select the plus button)
3. Select Generate under Actions column for the Program(s) Assessment Report
4. In the Generate Report Request window, select PDF, Word, or Excel from the drop-down

Note: PDF is the recommended format for printing and saving

5. Select Generate Report
6. Select Download to view generated reports

Note: The system will send an email when the report is ready to be viewed

- Click here for a brief video tutorial on STEP 7

Compliance Assist Symbol Legend

	i Bubble	Provides Instruction/Descriptions
	Star	Program Information and Assessment Process
	Yellow Circle	Outcome
	Lightbulb	Assessment Report Summary