

ComplianceAssist! Assessment Quick Reference Guide Building an Assessment Plan

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 entering/updating assessment plans.

Steps for Completing an Assessment Plan

STEP 1: Accessing Compliance Assist

1. Use the link on OIEP's website: <https://cofc.compliance-assist.com> (Google Chrome is preferred)
2. Login with CofC Username and Password
3. Select Planning
4. Select My Dashboard
5. Select Assessment Plans tab
6. Select program name using organizational chart on left (to expand chart, select the plus button)
7. Select Edit Filter to change the year, if needed

➤ [Click here for a brief video tutorial on STEP 1](#)

STEP 2: Entering and Updating Program Information and Assessment Process (Assessment Plans tab)

1. To enter new program information, select New Item and Program Information and Assessment process
2. To update program information, select the underlined program name and select Edit tab
3. To enter/update Program Assessment Coordinator and/or Administrative Unit Director, enter information in the appropriate fields
4. To enter/update mission statements, select Edit, enter the information, and select Update
5. To enter/update assessment process, select Edit, enter the information, and select Update
6. To add supporting documentation, expand Comments and Attachments, and select Upload File(s), Select your file, select Upload File
7. Select Save

➤ [Click here for a brief video tutorial on STEP 2](#)

STEP 3: Entering and Updating Outcomes (Assessment Plans tab)

1. To enter a new outcome, select New Item and Outcome
2. To update an existing outcome, select the underlined outcome name and select Edit tab
3. To enter/update an outcome, select Edit, enter/update outcome and select Update
4. To enter/update assessment methods, select Edit, enter/update assessment methods and select Update
5. To add supporting documentation, expand Comments and Attachments, and select Upload File(s), Select your file, select Upload File
6. Select the Progress status from the drop-down list at the bottom of the page
7. Select Save to continue working in this box to relate outcomes in Step 4

➤ [Click here for a brief video tutorial on STEP 3](#)





STEP 4: Relating Outcomes to Program Information and College of Charleston Strategic Plan

1. Select Related tab at top within program outcome
2. Select Add
3. Select the checkbox for the program name
4. Select College of Charleston from the organizational chart on the left
5. Select the checkbox(es) for the appropriate Strategic Initiatives
6. Select Add
7. Select Close
8. Complete these steps for each outcome

Note: School of Business and Student Affairs must also relate to division goals

➤ [Click here for a brief video tutorial on STEP 4](#)

Compliance Assist Symbol Legend

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