

## Compliance Assist Assessment Quick Reference Guide

### Entering Assessment Plans

Compliance Assist is a web-based tool for documenting, tracking and reporting unit assessment efforts. The following is a 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: <http://oiep.cofc.edu/complianceassist/index.php> (Google Chrome is the preferred browser)
2. Login with your CofC Username and Password
3. Select Planning (to the far right)
4. Select the organizational chart button at the top left
5. Select the appropriate year (using drop down menu)
6. Select Assessment Plan (using drop down menu)
7. Select program/unit name using organizational on the left

Watch a brief video [here](#).

##### **Step 2: Entering and Updating Program Information and Assessment Process** (Plan items tab)

1. To enter new program information, select "+ Plan Item," then Program Information and Assessment Process
2. To update program information, select the program name to open that item
3. Enter or update appropriate fields by typing information directly in each field
4. To add supporting documentation, select the "+File" or "+Folder," then select your file, then select Open
5. Select Done when all work is completed

Watch a brief video [here](#).

##### **Step 3: Entering and Updating Outcomes** (Plan items tab)

1. To enter a new outcome, select "+ Plan Item," then Outcome
2. To update an outcome, select the outcome name
3. To enter/update an outcome, enter/update necessary fields
4. To add supporting documentation, select the "+File" or "+Folder," then select your file, then select Open

Watch a brief video [here](#).

##### **Step 4: Relating Outcomes College of Charleston Strategic Plan** (Related tab within an outcome)

1. Select the related tab at top right within an outcome
2. Select the "+ Supports" link for the Connected Up option
3. Change the drop down from Assessment Plan to Strategic Plan
4. Select the appropriate Strategic Initiatives by clicking the blue plus
5. Once you have selected appropriate Strategic Initiatives, select the Back to Plan Item box on the right-hand side (under the Supported by section)
6. Complete this step for each outcome
7. On the main dashboard, the double arrows indicate that the relationship is present

Watch a brief video [here](#).

# Compliance Assist Assessment Quick Reference Guide

## Entering Assessment Results

### Steps for Entering Assessment Results

#### **Step 5: Entering Assessment Results and Use of Results** (Plan Items tab)

1. Select the outcome name
2. To enter/update "Assessment Results", enter information in the appropriate fields
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 "Descriptions of Selections" box for each measure, enter the information in the appropriate field
5. To enter/update "Use of Assessment Results", enter the information in the appropriate field
6. To enter/update "Budget Changes", enter the information in the appropriate field
7. To add supporting documentation, select the "+File" or "+Folder," then select your file, then select Open
8. Complete these steps for each outcome

Watch a brief video [here](#).

#### **Step 6: Assessment Report Summary** (Plan Items tab)

1. To enter the assessment report summary, select "+ Plan Item," then Assessment Report Summary
2. Enter "Assessment Report Summary" title (program or unit name)
3. Enter/update "Summary of Assessment Results", enter the information in the available text box
4. Enter Assigned Assessment Committee Member review and date of review, DAC/AAC review and date of review, Dean/AVP/EVP approval and date of approval, and President approval and date of approval
5. Select Done

Watch a brief video [here](#).

#### **Step 7: Printing an Assessment Report** (*Reports tab*)

1. Select the Reports tab at the top of the page next to the Plan Items tab
2. Select program name using organizational chart of left (if needed)
3. Select "View Report Link" from *Assessment Report (2016 Forward)*
4. Customize the year by using the "Customize Dates" option under the View Report link
5. Select Print to save as PDF file to print hard copy

Watch a brief video [here](#).