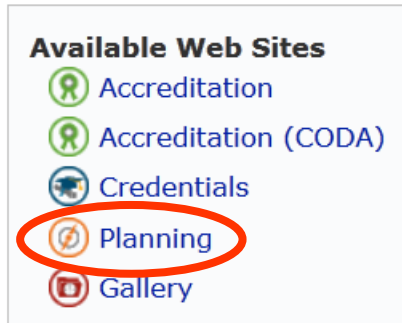
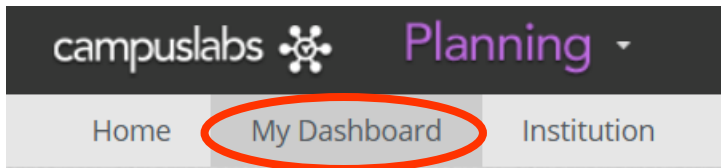


Compliance Assist Annual Data Reporting – Academic Degree Programs

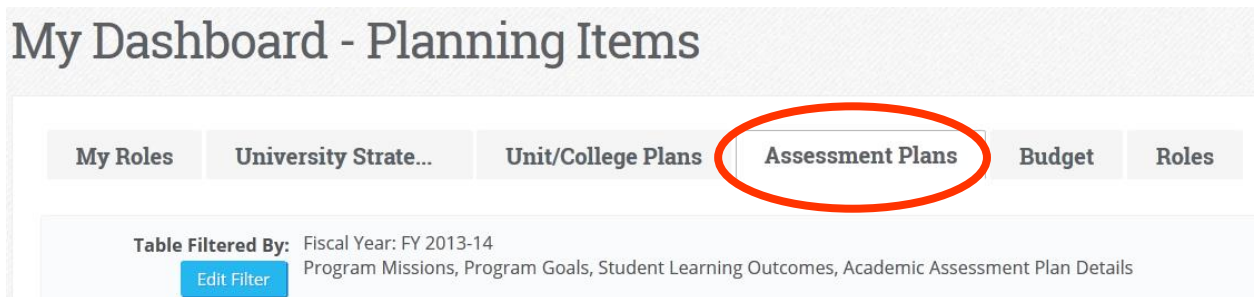
- ❖ Log into Compliance Assist using your GatorLink credentials at <https://ufl.compliance-assist.com>
- ❖ Click “Planning” from the Available Web Sites listing on the left:



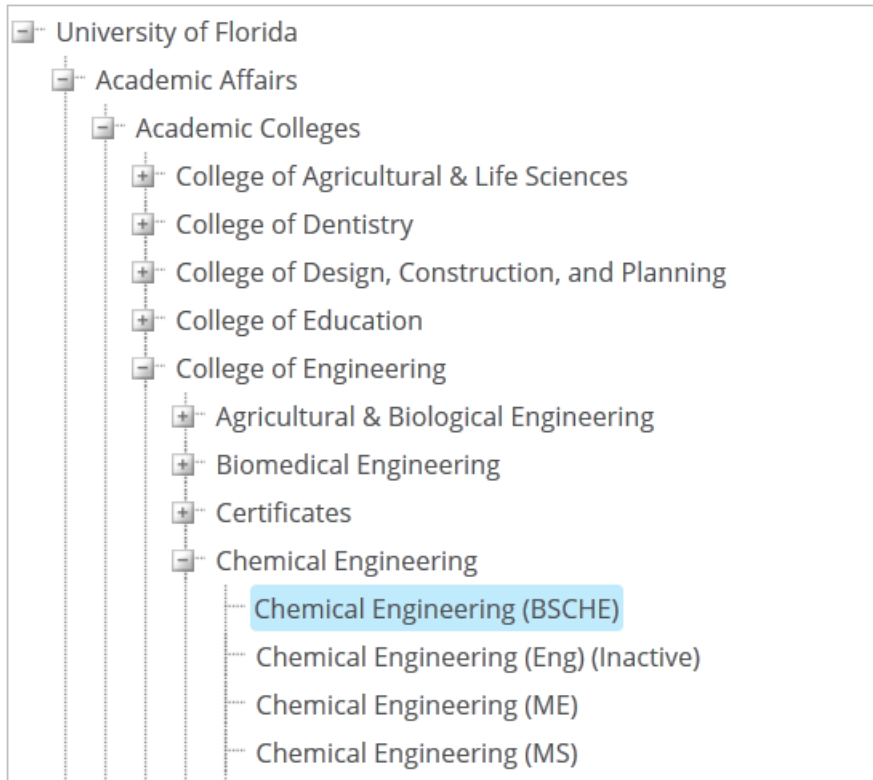
- ❖ Click “My Dashboard” in the light grey banner across the top:



- ❖ Click the “Assessment Plans” tab under My Roles



- ❖ Select the degree program you wish to update from the organizational chart on the left hand side. To ‘drill down’ in the org chart, click the “+” to the left of College of the Engineering. In this example I’ve selected the BS in Chemical Engineering (BSCHE). You can verify it’s the program selected as it is highlighted in light blue.



- ❖ **VERY IMPORTANT!** Click the blue “Edit Filter” button and select the previous year, in this example FY 2013-14 is selected. The system defaults to the current year and you will always be entering data for the previous year. You must ALWAYS edit the filter to reflect the previous year when entering annual data information.

Table Filtered By: Fiscal Year: FY 2013-14
Program Missions, Program Goals, Student Learning Outcomes,

[Edit Filter](#)

Select Items

Fiscal Year: FY 2013-14

[Select All](#) | [Select None](#)

- Program Missions
- Program Goals
- Student Learning Outcomes
- Academic Assessment Plan Details

[OK](#) [Cancel](#)

- ❖ To edit a goal or outcome, simply click on the blue, hyperlinked “Name”. In this example, I’ve selected SLO 1 “Content Knowledge”. The goal or outcome will open in the “view” format, to edit click the “Edit” tab in the upper right corner.

Content Knowledge

[View](#) **[Edit](#)** [Related](#) [Activity](#) [Permissions](#)

[Export](#)

Public for this Department and lower

Number: 2013-14 SLO 1

Title: Content Knowledge

- ❖ Scroll to the lower part of the goal or outcome, and you will see the “Results” and “Use of Results” fields. To enter information in these fields, click the grey “Edit” button under each title.

The image shows two side-by-side form fields. The left field is titled 'Results' and the right field is titled 'Use of Results'. Below each title is a grey button labeled 'Edit'.

A few guidelines for entering data:

Program Goals

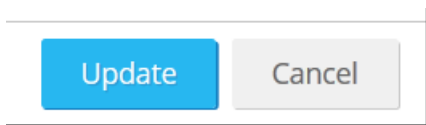
- Results:
 - Briefly state your results.
 - Include or attach the data you collected in summary form.
- Use of Results:
 - State who reviewed the results.
 - Refer to the results that were reviewed.
 - State actions taken in past tense. For example:
 - “Based on our review, we decided to...”
 - “Our results led us to modify our goal to...”
 - “We developed a new measure for this long term goal based on our review...”

SLOs

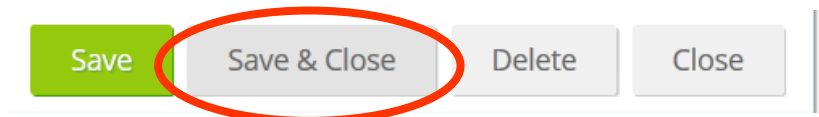
- Results:
 - Enter the criterion for success. The “criterion for success” is the minimum percentage of students who pass the assessment that you consider to be acceptable for your program. *If the criterion is less than 70%, provide a rationale.*
 - State: “X number of students passed the assessment out of a total of Y students, for a percentage of Z%.”
 - State: This meets/does not meet [choose one] the criterion for success.

- Attach the data you shared with your faculty (student names redacted). NOTE: Please have raw data available in case it is requested.
- Use of Results:
 - State who reviewed the results.
 - Refer to the results that were reviewed.
 - State actions taken in past tense. For example:
 - “Based on our review, we decided to...”
 - “We modified our SLO #1 because the data indicated that...”
 - “We changed the course content for ABCXXX effective fall 20XX because the data revealed that...”

❖ Once the information has been entered for that section, click the blue “Update” button. For each field, the blue “Update” button must be clicked to save the entered information.



❖ Once all the information for the goal or outcome has been entered and updated, click the “Save & Close” button at the bottom, right-hand side of the screen. This will return you the goals and outcome listing where you can select the next item to update.



❖ Once all the goals and outcomes have been updated, you’re done. Everything is complete for the annual data entry!

❖ Contact Information:

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