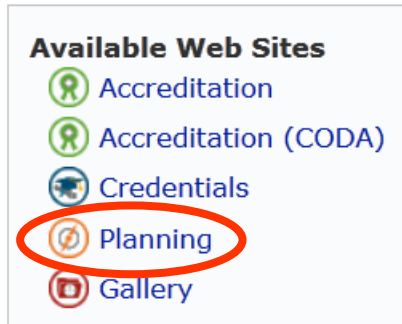
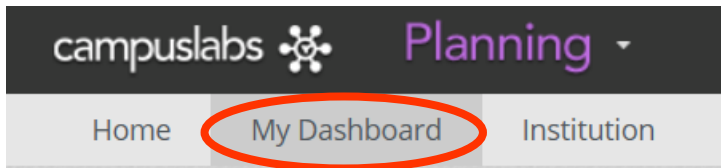


## Compliance Assist Annual Data Reporting – Unit/College Goals

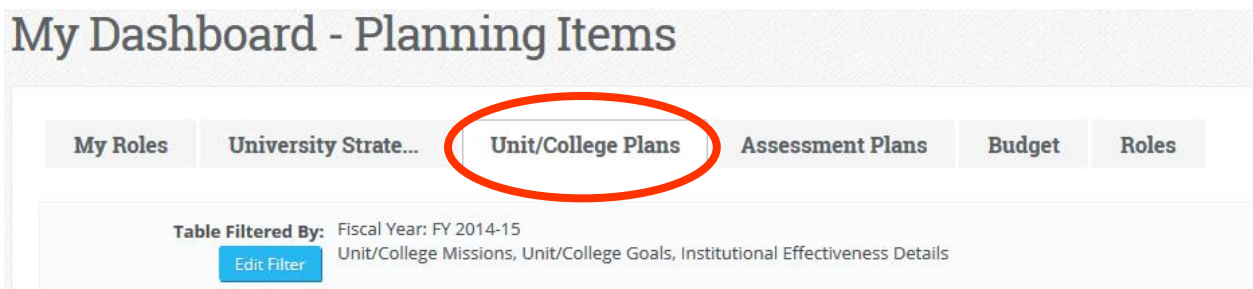
- ❖ Log into Compliance Assist using your GatorLink credentials at <https://ufl.compliance-assist.com>
- ❖ Click “Planning” from the Available Web Sites listing on the left:



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



- ❖ Click the “Unit/College Plans” tab under My Roles



- ❖ Select your unit/college from the organizational chart on the left hand side. To ‘drill down’ in the org chart, click the “+” to the left of Senior VP Unit if necessary. In this example Business Affairs is selected. You can verify it’s the program selected as it is highlighted in light blue.

My Roles
University Strate...
Unit/College Plans
Asses

**Table Filtered By:** Fiscal Year: FY 2014-15  
 Unit/College Missions, Unit/College Goals, Institutional

Edit Filter

- [-] University of Florida
  - [-] Academic Affairs
  - [-] Agriculture & Natural Resources, IFAS
  - [-] Development & Alumni Affairs
  - [-] General Counsel
  - [-] Health Affairs
  - [-] SVP & COO
    - Business Affairs
    - [-] Chief Information Officer
    - [-] Human Resource Services
    - [-] Research
    - [-] University Relations

+ New Item

	Number
	Goal 1
	Goal 2
	Goal 3

- ❖ **VERY IMPORTANT!** Click the blue “Edit Filter” button and select the previous fiscal year in the pop up window, then click “OK”.
  - 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 2015-16  
 Unit/College Missions, Unit/College Goals, Institutional Effectiveness Details

[Edit Filter](#)

---

**Select Items**

---

**Fiscal Year:**

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

Unit/College Missions






Unit/College Goals

Institutional Effectiveness Details

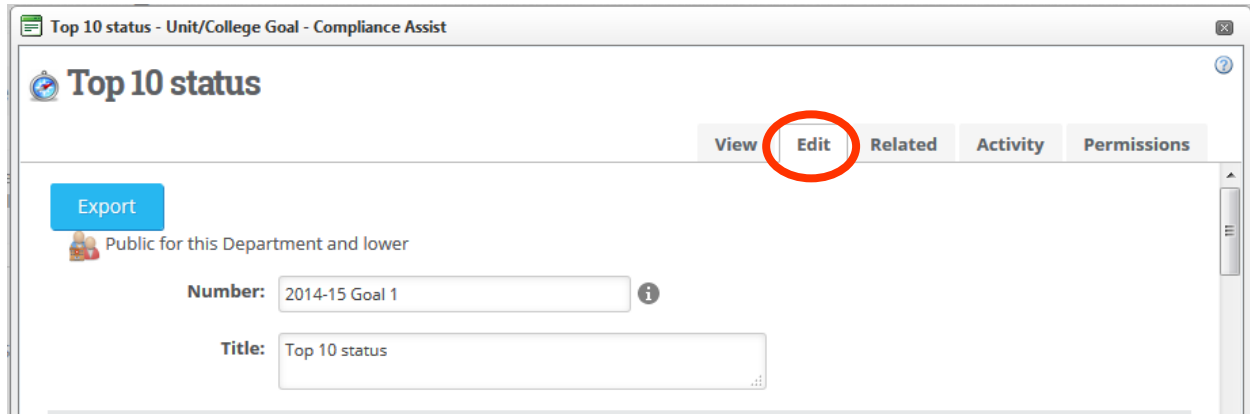
[OK](#) [Cancel](#)

- ❖ To edit a goal, simply click on the blue, hyperlinked “Name”.

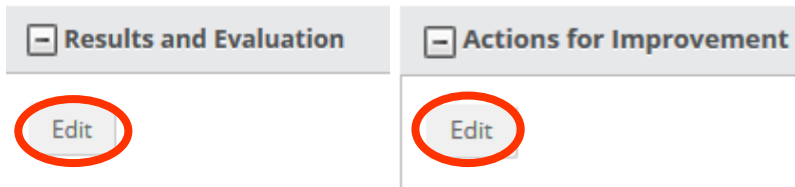
[+ New Item](#)

	<u>Number</u>	<u>Name</u>
		<a href="#">SVP Academic Affairs Mission</a>
	2014-15 Goal 1	<a href="#">Top 10 status</a>
	2014-15 Goal 2	<a href="#">UF Online</a>
	2014-15 Goal 3	<a href="#">UF Common Core</a>
		<a href="#">SVP Academic Affairs IE Detail</a>

- ❖ The goal will open in the “view” format, to edit click the “Edit” tab in the upper right corner.



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



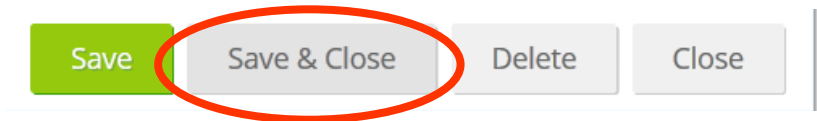
A few guidelines for entering data:

- Results and Evaluation:
  - Briefly state your results in a narrative format.
  - Include or attach the data you collected in summary form.
- Actions for Improvement:
  - 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...”

- ❖ 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 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 listing where you can select the next item to update.



- ❖ Once all the goals for the year have been updated, you’re done. Everything is complete for the annual data entry!
- ❖ Contact Information regarding Compliance Assist: Cheryl Gater, 392-4208, [cgater@aa.ufl.edu](mailto:cgater@aa.ufl.edu)
- ❖ Contact Information regarding reporting data, attachments, or other assessment questions: Tim Brophy, 273-4476, [tbrophy@aa.ufl.edu](mailto:tbrophy@aa.ufl.edu).