

## How to enter Information in Compliance Assist

To access the site, copy and paste link into a browser (do not just click the link):

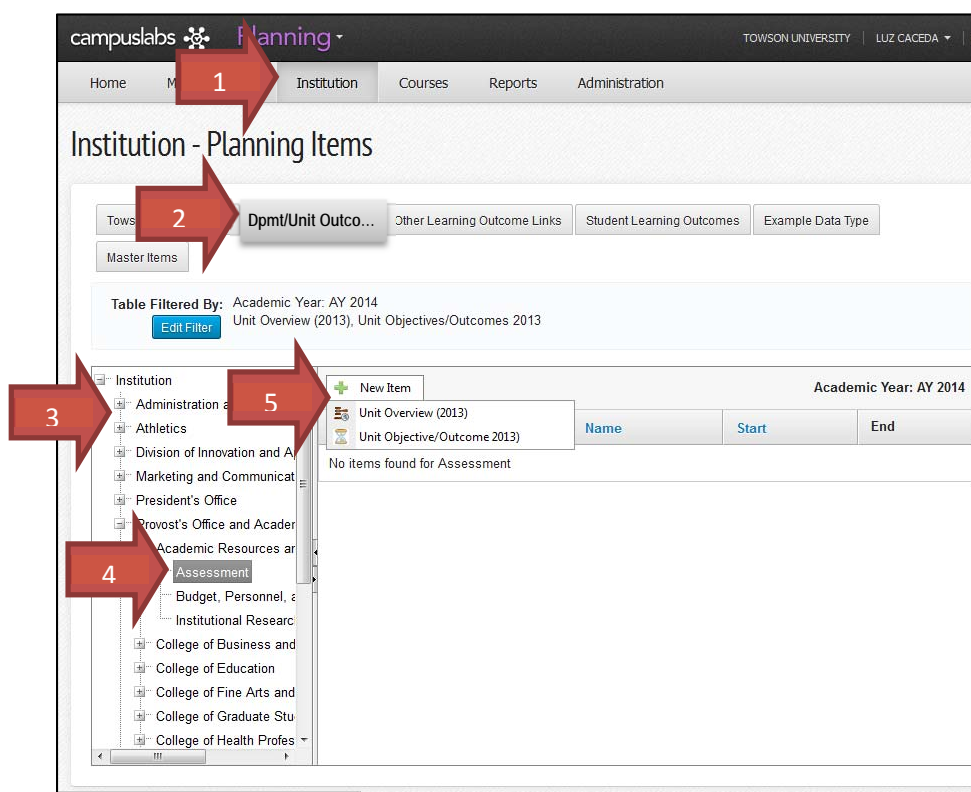
<https://towson.compliance-assist.com>

Or visit the announcement section in our Assessment website:

<http://www.towson.edu/provost/assessment/index.html>

1. Once you have logged in in Compliance Assist, and clicked on **"Planning"** click on **"Institution"** in the top Menu.
  2. Click on the tab associated with the type of assessment you are preparing (unit level assessment appears in **"Dpmt/Unit Outcomes,"** program and course assessment appears in **"Student Learning Outcomes."**
  3. Use the **"+"** symbol to expand the organizational tree and to locate your unit in the organizational tree.
  4. Place your pointer on the name of your unit and click.
  5. Available templates for data entry are accessed in the **" + New Item"** tab. Click on **"Unit Assessment Plan"** to enter information related to your assessment plan or click on **"Unit Objective/Outcome"** to enter information about your results by outcome.
- For unit level assessment the templates are: **"Unit Assessment Plan"** and **"Unit Objective/Outcomes."** For student learning assessment the templates are: **"Core Assessment Plan"**, **"Core Outcomes Results"**, **"Program Assessment Plan"**, and **"Program Outcome Results."**

You will only see the **" + New Item"** tab if you have the proper role assigned.



Click on a template type to create one ("*Unit Assessment Plan*" or "*Unit Objective/Outcomes*"), A new window will open.

1. Place the cursor in each one of the empty fields, to enter the respective information.
2. When the field contains an "Edit" button, click on "Edit" to enter information. When the information is entered, click on "Upload."
3. Additional instructions will pop up when you place the cursor over the "(i)" button to the right of each field.
4. After the information is entered, click on "Save" or "Save and Close."

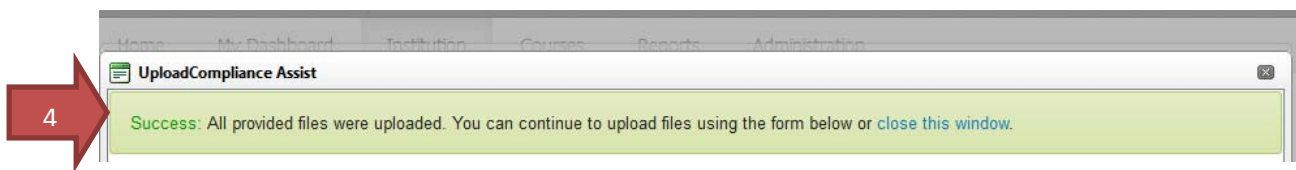
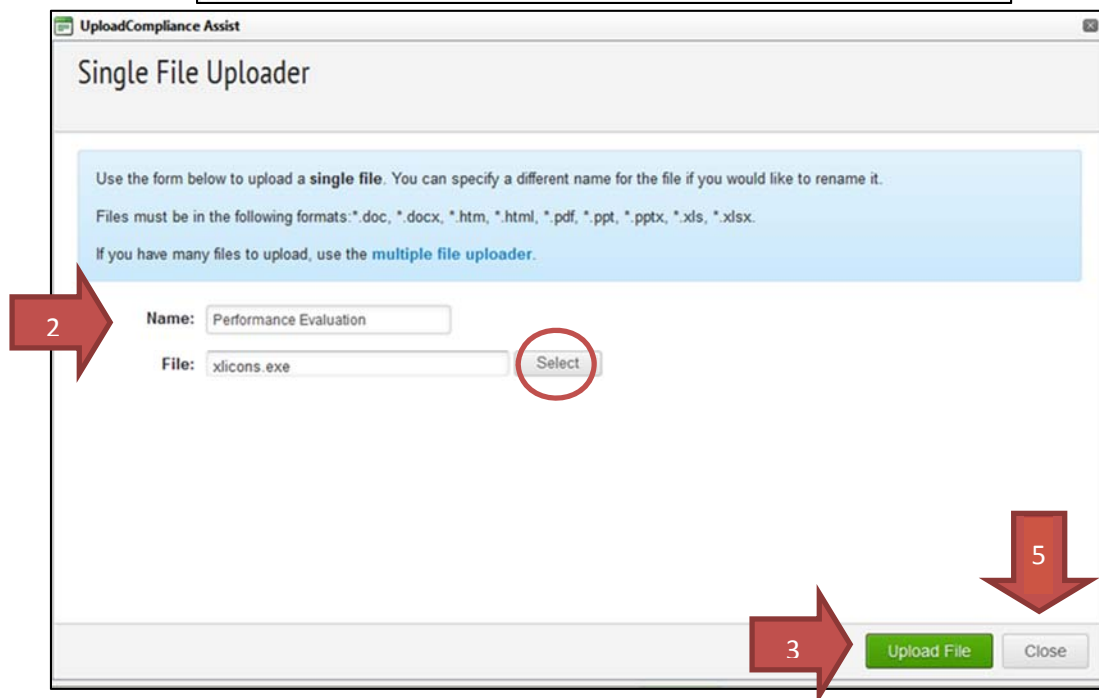
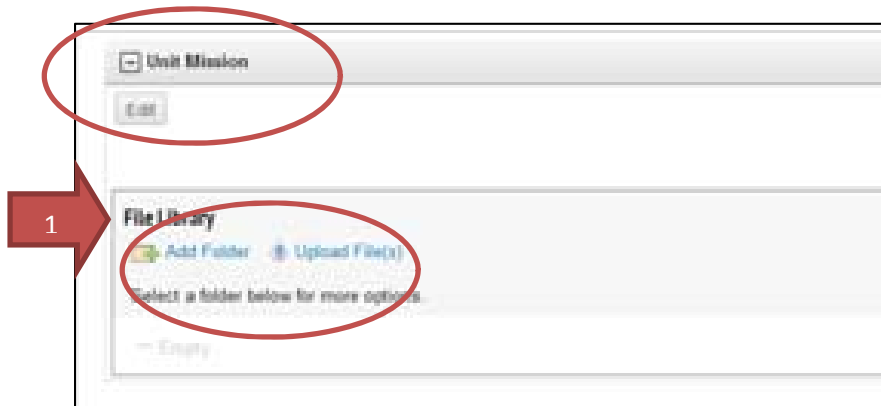
The screenshot shows a web application window titled "Add New Unit Overview - Compliance Assist". Inside, there's a sub-header "Add New Unit Assessment Plan". The form includes several input fields and sections:

- Status:** A dropdown menu currently set to "Draft".
- Department:** An empty text input field. A red arrow labeled "1" points to it.
- Identifier:** An empty text input field.
- Assessment cycle starts:** A date picker set to "7/1/2013".
- Assessment cycle ends:** A date picker set to "6/30/2014".
- Progress:** A progress bar and a dropdown menu.
- Organizational Unit:** A dropdown menu set to "Assessment".
- Individual Entering Information:** A section with "Manage" and "Delete Selected" buttons, and a table with "Role" and "Permission" headers. Below the table, it says "No Roles Selected".
- Unit Mission:** A section with a minus icon, the title "Unit Mission", an "Edit" button, and a text area. A red arrow labeled "2" points to the "Edit" button. A tooltip with the text "Please provide the unit mission statement developed within the context of and institutional expectations." is visible next to it. A red arrow labeled "3" points to the "(i)" icon to the right of the text area.
- Unit Goals & Related Objectives/Outcome:** A section with a minus icon, the title "Unit Goals & Related Objectives/Outcome", an "Edit" button, and a text area. A tooltip with the text "Each unit identifies two or three unit-level goals related to divisional/institutional goals and at least one intended objective/outcome for each unit-level goal" is visible next to it.
- Unit Objectives/Outcomes & Description of Related Measures:** A section with a minus icon, the title "Unit Objectives/Outcomes & Description of Related Measures", an "Edit" button, and a text area.
- Unit Objective/Outcome Targeted Performance Level:** A section with a minus icon, the title "Unit Objective/Outcome Targeted Performance Level", an "Edit" button, and a text area.

At the bottom of the window, there are three buttons: "Save" (green), "Save & Close", and "Cancel". A red arrow labeled "4" points to the "Save" button.

## How to Upload Supporting Documents in Compliance Assist

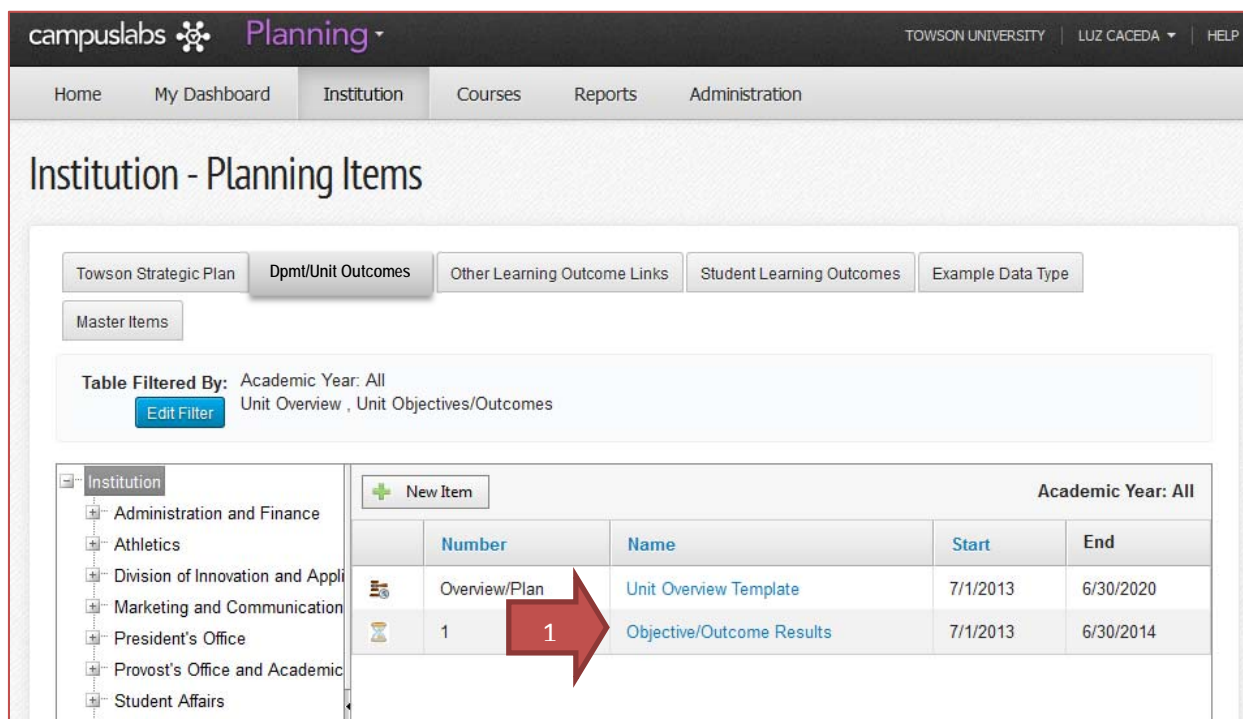
1. Supporting documents can be uploaded using the “**File Library**” window when available in the data fields. Folders and individual files can be added. Select the appropriate option.
2. Once in the desired option, upload the documents following the prompts. “**File Name**” to label the document, “**Select**” to browse the location of the file.
3. Click on “**Upload**”
4. The process is complete when the success message appears on the top of the page.
5. Click on “**Close**”
6. After the information is entered, click on “**Save**” or “**Save and Close**.”



## How to Edit Stored Information in Compliance Assist

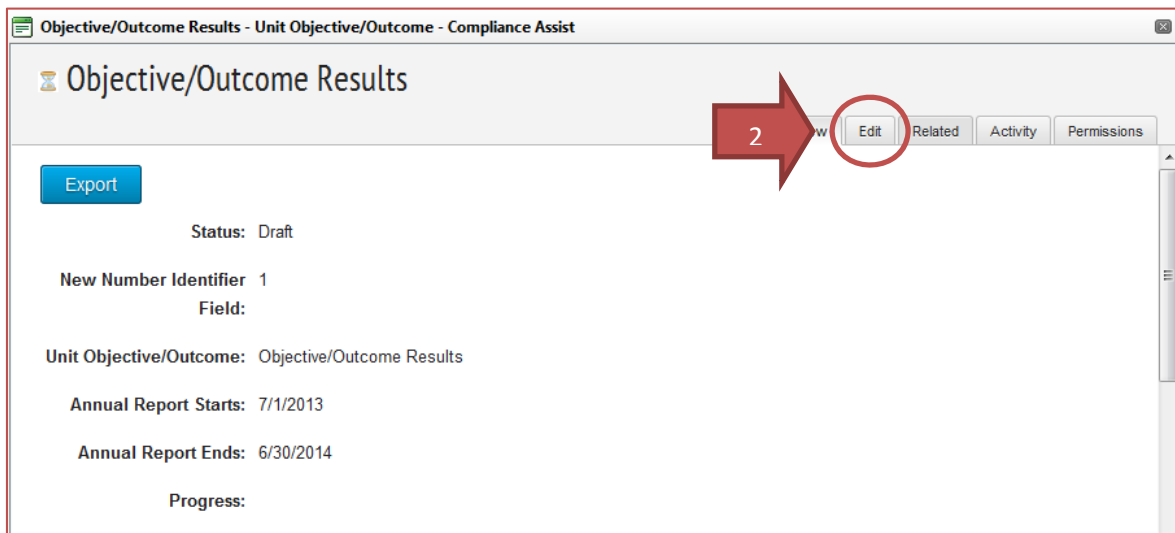
Fields can be edited after the templates have been saved up until the templates are “locked down” by the administrator.

1. Find the stored information. Click on the appropriate item for editing.
2. Once the item you want to edit is open, select the “**Edit**” tab from the top right side. The item will open up and you will be able to modify the stored information.
3. After the information is edited, click on “**Save**” or “**Save and Close**.”



The screenshot shows the 'Institution - Planning Items' page. The top navigation bar includes 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The 'Institution' tab is active. Below the navigation bar, there are several tabs: 'Towson Strategic Plan', 'Dpmt/Unit Outcomes', 'Other Learning Outcome Links', 'Student Learning Outcomes', and 'Example Data Type'. The 'Dpmt/Unit Outcomes' tab is selected. Below these tabs, there is a 'Table Filtered By' section showing 'Academic Year: All' and 'Unit Overview, Unit Objectives/Outcomes'. A table with 5 columns (Number, Name, Start, End) is displayed. The table contains two rows: 'Overview/Plan' and 'Objective/Outcome Results'. A red arrow labeled '1' points from the 'Objective/Outcome Results' row to the 'Edit' button in the top right corner of the table.

Number	Name	Start	End
	Overview/Plan	7/1/2013	6/30/2020
1	Objective/Outcome Results	7/1/2013	6/30/2014



The screenshot shows the 'Objective/Outcome Results' form. The top navigation bar includes 'Home', 'My Dashboard', 'Institution', 'Courses', 'Reports', and 'Administration'. The 'Institution' tab is active. Below the navigation bar, there are several tabs: 'Towson Strategic Plan', 'Dpmt/Unit Outcomes', 'Other Learning Outcome Links', 'Student Learning Outcomes', and 'Example Data Type'. The 'Dpmt/Unit Outcomes' tab is selected. Below these tabs, there is a 'Table Filtered By' section showing 'Academic Year: All' and 'Unit Overview, Unit Objectives/Outcomes'. A table with 5 columns (Number, Name, Start, End) is displayed. The table contains two rows: 'Overview/Plan' and 'Objective/Outcome Results'. A red arrow labeled '2' points from the 'Objective/Outcome Results' row to the 'Edit' button in the top right corner of the table.

Objective/Outcome Results

Status: Draft

New Number Identifier 1

Field:

Unit Objective/Outcome: Objective/Outcome Results

Annual Report Starts: 7/1/2013

Annual Report Ends: 6/30/2014

Progress: