

## 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.

The screenshot shows the 'campuslabs' web application interface. At the top, there is a navigation bar with 'Home', 'Institution', 'Courses', 'Reports', and 'Administration'. A red arrow labeled '1' points to the 'Institution' tab. Below the navigation bar, the main heading is 'Institution - Planning Items'. There are several tabs: 'Dpmt/Unit Outco...', 'Other Learning Outcome Links', 'Student Learning Outcomes', and 'Example Data Type'. A red arrow labeled '2' points to the 'Dpmt/Unit Outco...' tab. Below the tabs, there is a filter section: 'Table Filtered By: Academic Year: AY 2014' and 'Unit Overview (2013), Unit Objectives/Outcomes 2013'. A red arrow labeled '3' points to the 'Unit Overview (2013)' filter. Below the filter, there is a tree view of the organizational structure. A red arrow labeled '4' points to the 'Assessment' folder. A red arrow labeled '5' points to the 'New Item' button. To the right of the tree view, there is a table with columns 'Name', 'Start', and 'End'. The table is currently empty, showing 'No items found for Assessment'.

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."

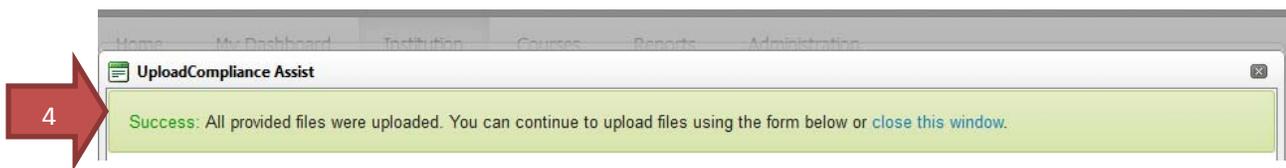
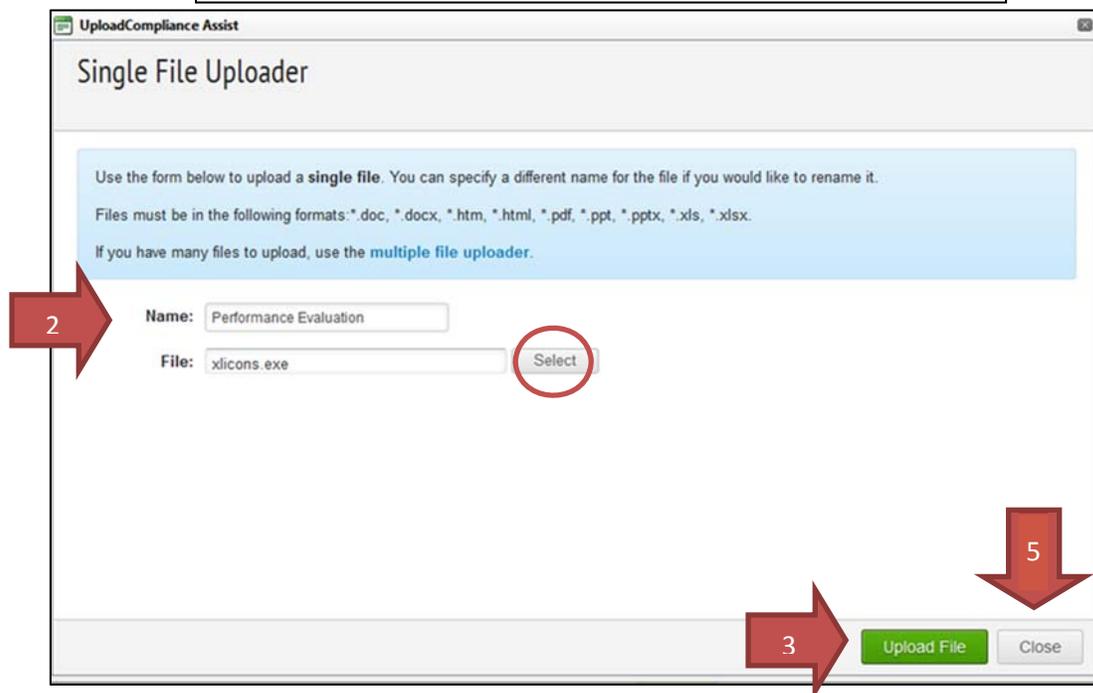
The screenshot shows a web application window titled "Add New Unit Overview - Compliance Assist". The main heading is "Add New Unit Assessment Plan". The form includes the following fields and controls:

- Status: Draft (dropdown menu)
- Department: [Empty text field]
- Identifier: [Empty text field]
- Assessment cycle starts: 7/1/2013 (calendar icon)
- Assessment cycle ends: 6/30/2014 (calendar icon)
- Progress: [Empty progress bar]
- Organizational Unit: Assessment
- Individual Entering Information: Manage, Delete Selected, Role, Permission, No Roles Selected
- Unit Mission: [Text area with "Edit" button and "(i)" icon]
- Unit Goals & Related Objectives/Outcome: [Text area with "Edit" button and "(i)" icon]
- Unit Objectives/Outcomes & Description of Related Measures: [Text area with "Edit" button and "(i)" icon]
- Unit Objective/Outcome Targeted Performance Level: [Text area with "Edit" button and "(i)" icon]
- Buttons: Save, Save & Close, Cancel

Four red arrows with numbers 1, 2, 3, and 4 point to the Department field, the Edit button for Unit Mission, the information popup for Unit Mission, and the Save button, respectively.

## 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 'Planning' interface for Towson University. The main heading is 'Institution - Planning Items'. Below this, there are filter tabs: 'Towson Strategic Plan', 'Dpmt/Unit Outcomes', 'Other Learning Outcome Links', 'Student Learning Outcomes', and 'Example Data Type'. A 'Master Items' button is also present. The table is filtered by 'Academic Year: All' and 'Unit Overview, Unit Objectives/Outcomes'. The table has columns for 'Number', 'Name', 'Start', and 'End'. The 'Objective/Outcome Results' row is highlighted, and a red arrow labeled '1' points to it.

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

The screenshot shows the 'Objective/Outcome Results' edit page. The page title is 'Objective/Outcome Results - Unit Objective/Outcome - Compliance Assist'. The main heading is 'Objective/Outcome Results'. There is an 'Export' button and a 'Status: Draft' indicator. The page displays several fields: 'New Number Identifier 1', 'Field:', 'Unit Objective/Outcome: Objective/Outcome Results', 'Annual Report Starts: 7/1/2013', 'Annual Report Ends: 6/30/2014', and 'Progress:'. In the top right corner, there are tabs: 'Edit', 'Related', 'Activity', and 'Permissions'. The 'Edit' tab is selected and circled in red, with a red arrow labeled '2' pointing to it.