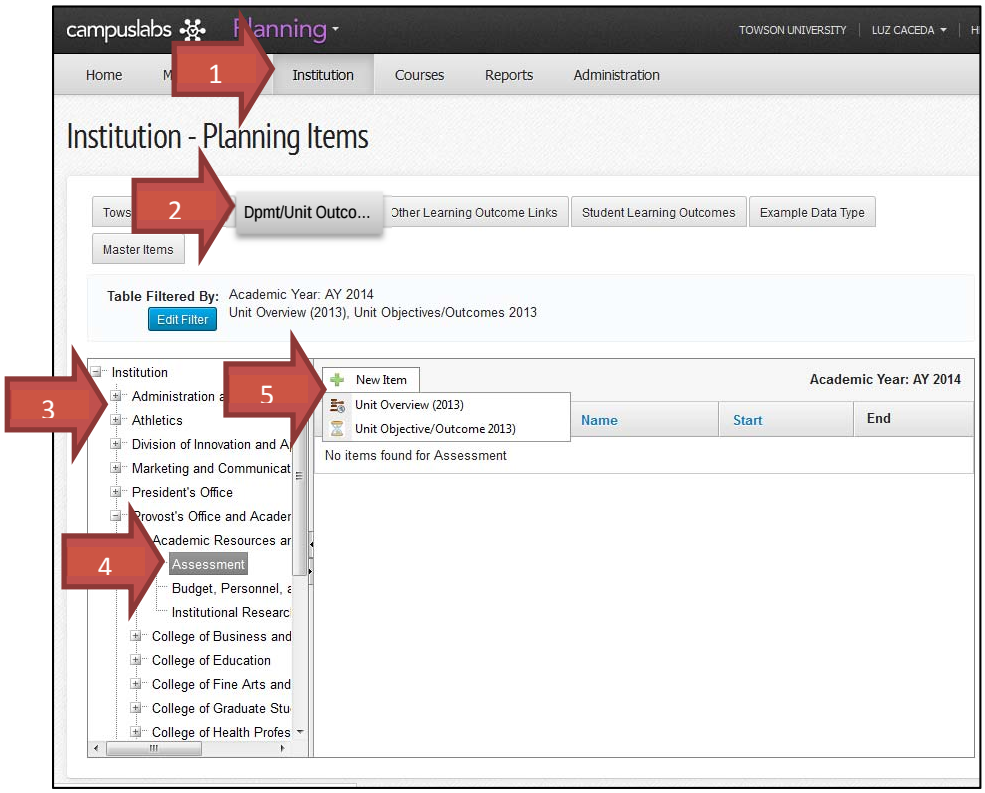
How to enter Information in Compliance Assist

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

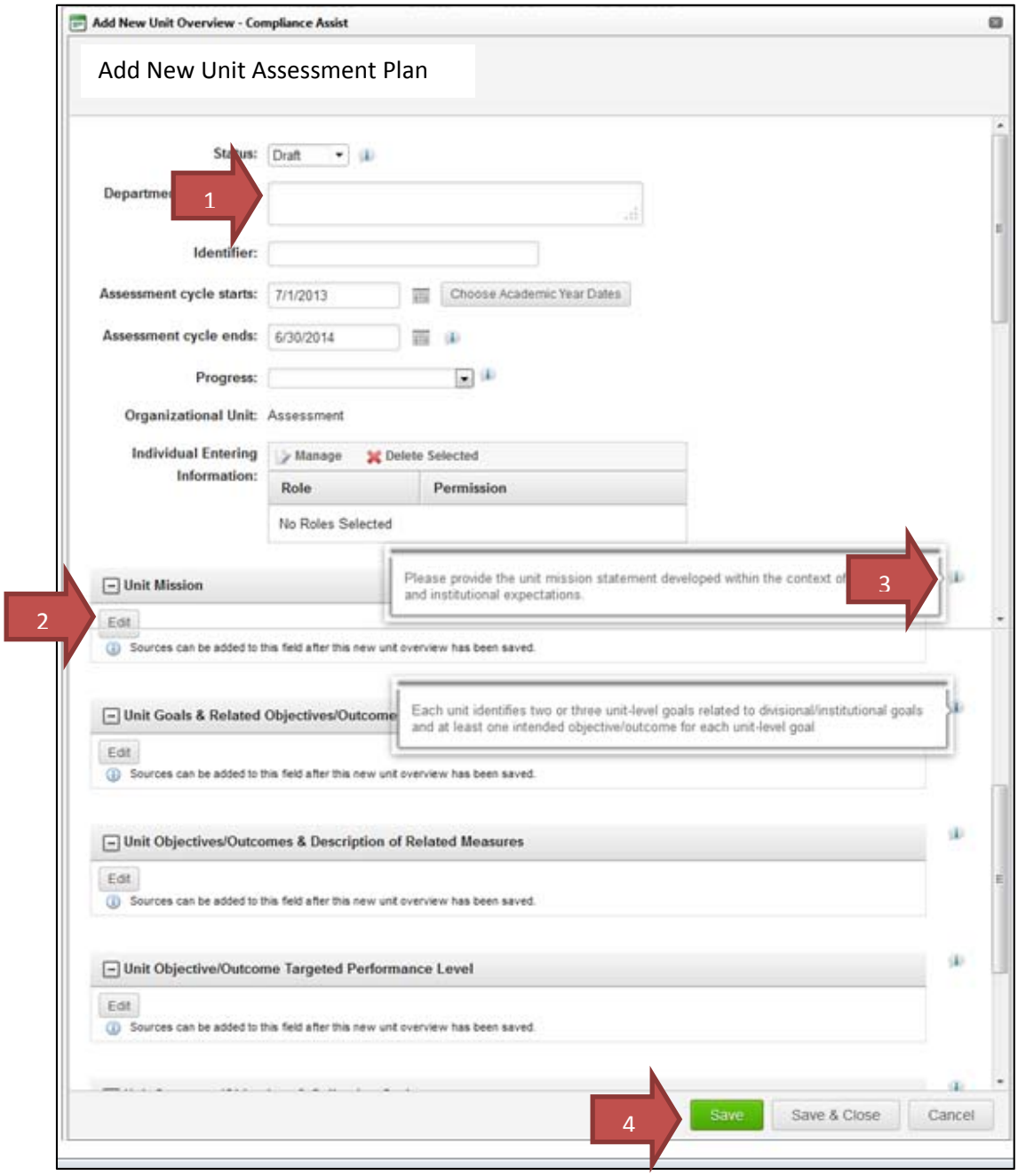
1. Once you have logged in in Compliance Assist, and clicked on "**Planning**" click on "Institution" in the top Menu.
2. Click on the tab associated with the type of assessment you are preparing (unit level assessment appears in "**Dpmt/Unit Outcomes**," program and course assessment appears in "**Student 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.



Source: Office of Assessment
Updated: July 2015

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."



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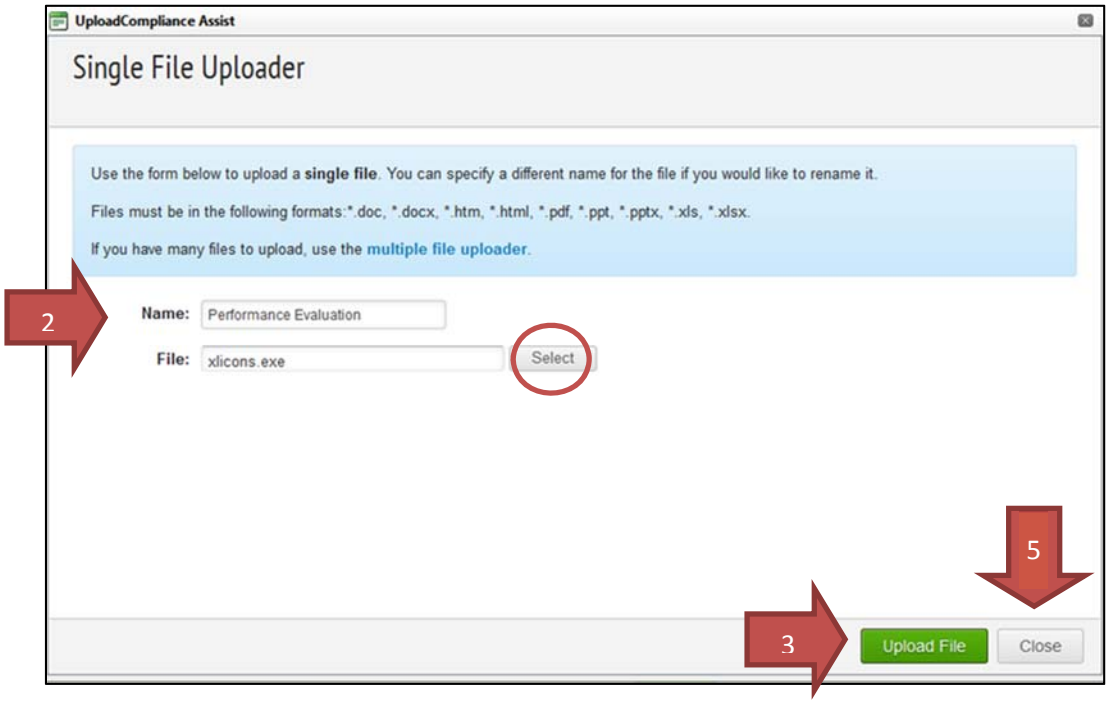
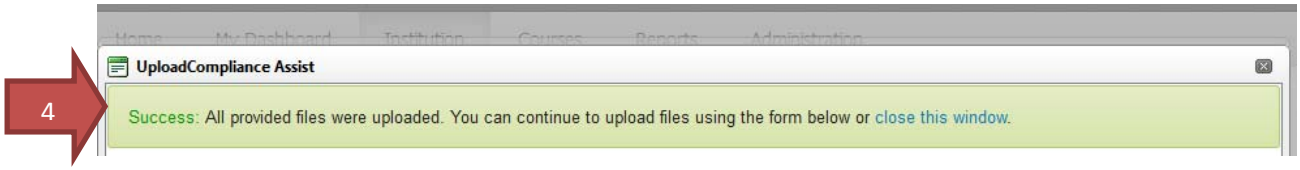
Updated: July 2015

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."





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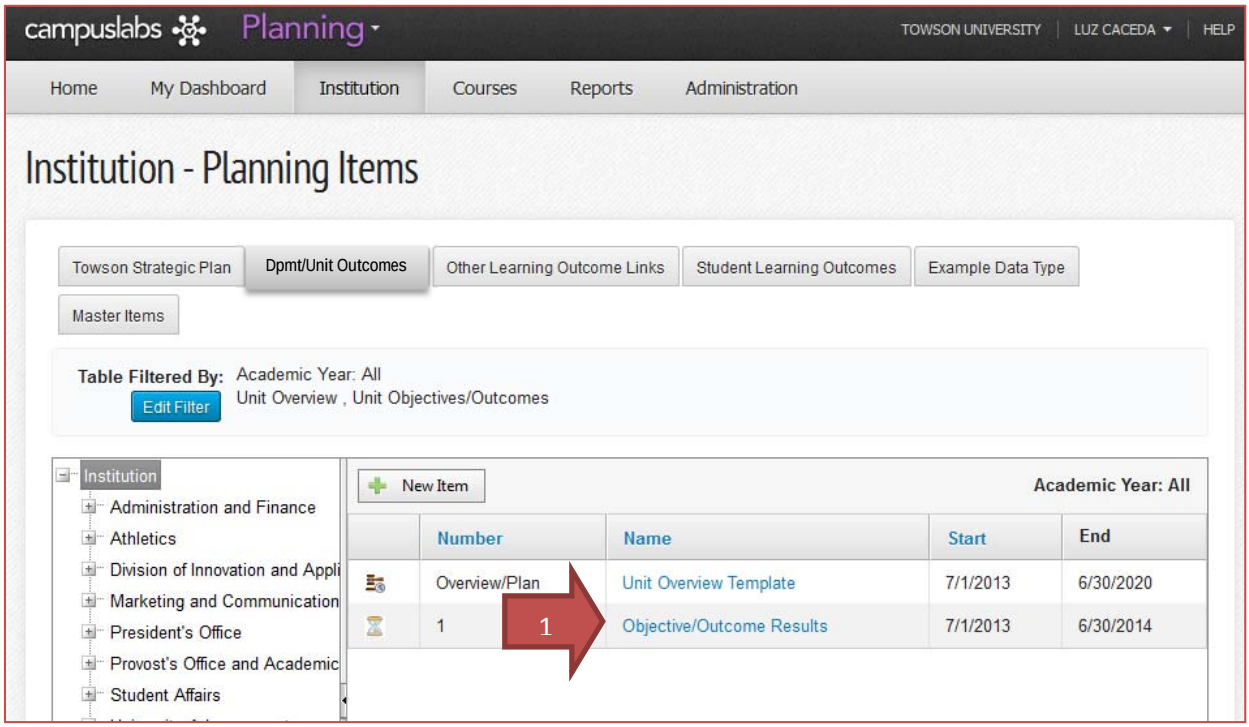
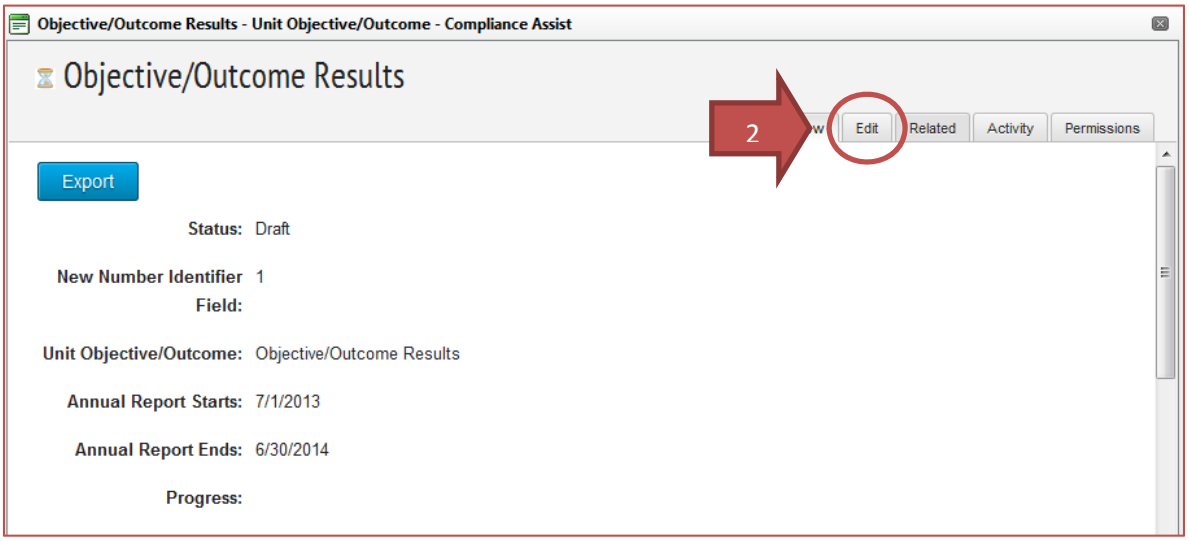
Updated: July 2015

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."





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