Compliance Assist for Inventory of Assessment Activities
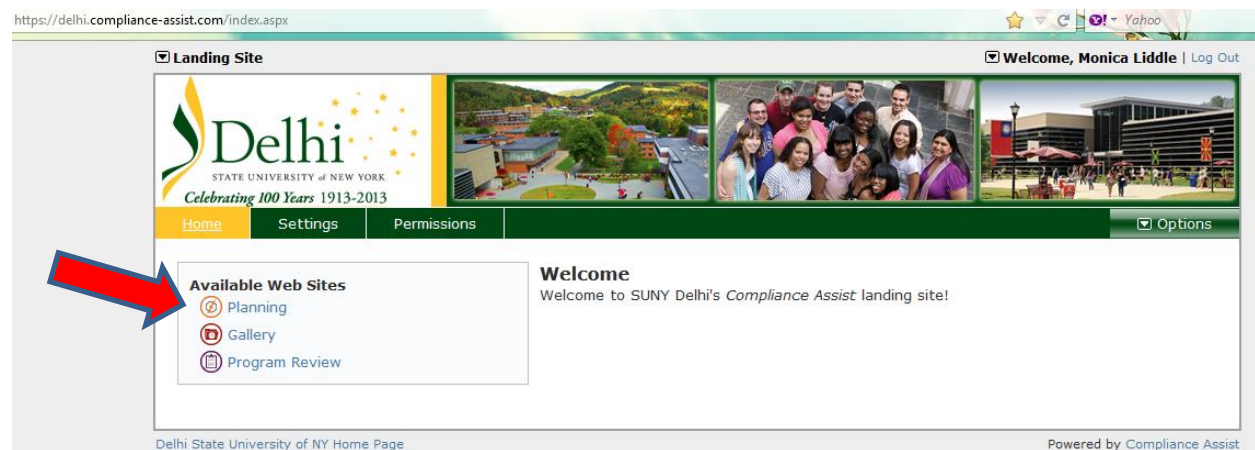
Logging in:

On the Delhi Logins page the link for COMPLIANCE ASSIST is found in the center.   NOTE: Compliance Assist works best using Firefox as a browser.

Your username and password are the same ones you use to login to your computer.

Once in Compliance Assist, you want to go to Planning.

The dashboard will look similar to this (although you might not see all of the things across the top on your screen). You will use the HOME, MY DASHBOARD and REPORTS tabs.

My Dashboard

When you click on the My Dashboard tab, you will see the various plans on campus (Assessment Plan, Strategic Plan, Gen Ed Plan). Click on the Strategic Plan tab.

Entering data

In the organization chart on the left, click on your area. Then click on new item, and a list of forms will drop down. Click on "Inventory of Assessment Activity." Complete the form (you will complete a form for each row of the table in which you previously reported information). When all information has been entered hit SAVE.

Note: The Number Identifier and Title fields are the information that is listed below. I have been using the following numbering system (but you can choose anything that makes sense to you): If the result is supporting Goal #1 (Engaging Students for Success), use 1.1, 1.2, etc. for the number identifier and then write a brief description in the Title field so that you can identify the result.

Note: <u>Do not change the fiscal year</u>.

Linking Results to the Strategic Plan

Once results have been entered and saved in the Inventory of Assessment Activity form, you will need to relate the result to the appropriate goal in the strategic plan. With the form open, click on the Related Tab. Then click on the Add button and choose the Strategic Plan goal that this result supports – make sure that "Delhi" is highlighted in the organization chart on the left so that you can see the goals of the strategic plan. Click on Close.

Reports

Once all results have been entered, you can run a report that shows all results. At the top of the page, click on the results tab. You should see a report called "Strategic Plan Assessment." You can run this report as a PDF file, a Word file, or an Excel file by clicking on one of the icons next to the name of the report.

Note: If you want to see all results for the college, highlight "Delhi" in the organization chart on the left and then run the report. If you want to see the results for your area, highlight your area in the organization chart on the left and then run the report.