


Compliance Assist for Inventory of Assessment Activities

Logging in:

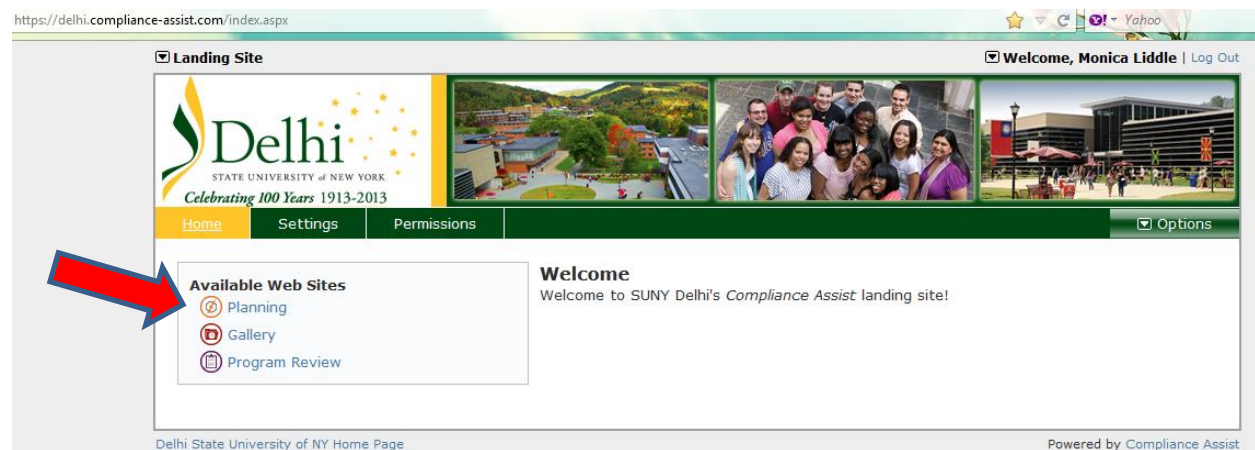
On the Delhi Logins page the link for COMPLIANCE ASSIST is found in the center. NOTE: Compliance Assist works best using Firefox as a browser.



The image shows the SUNY Delhi Single Sign On Gateway login form. At the top is the SUNY Delhi logo with the text "STATE UNIVERSITY of NEW YORK" and "Celebrating 100 Years 1913-2013". Below the logo is the title "SUNY Delhi Single Sign On Gateway". The form itself is a white box with a light gray border. Inside, it says "Type your user name and password." followed by two input fields: "User name:" and "Password:". To the right of the "User name:" field is an example: "Example: username, username@delhi.edu or username@live.delhi.edu". Below the input fields is a "Sign In" button.

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 image is a screenshot of the SUNY Delhi Compliance Assist landing site. The browser's address bar shows "https://delhi.compliance-assist.com/index.aspx". The page has a green header with the SUNY Delhi logo on the left and "Welcome, Monica Liddle | Log Out" on the right. Below the header is a navigation bar with tabs: "Home" (selected), "Settings", "Permissions", and "Options". The main content area is divided into two columns. The left column is titled "Available Web Sites" and contains three links: "Planning" (with a gear icon), "Gallery" (with a photo icon), and "Program Review" (with a document icon). A large red arrow points to the "Planning" link. The right column is titled "Welcome" and contains the text "Welcome to SUNY Delhi's Compliance Assist landing site!". At the bottom of the page, there is a footer with "Delhi State University of NY Home Page" on the left and "Powered by Compliance Assist" on the right.

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.

campuslabs

Planning

DELHI STATE UNIVERSITY OF NY
MONICA LIDDLE
HELP

Home
My Dashboard
Institution
Courses
Reports
Administration

Home






Manage Announcements

Announcements

Welcome to the SUNY Delhi Strategic and Unit Planning Site!

by Monica Liddle

This site was launched in December, 2012 as a tool to document, track and report on the strategic planning and unit planning efforts of SUNY Delhi. As you navigate through the system, please utilize the "Help" link located in the upper right-hand corner of each main site page, and the question mark icon in the upper right-hand corner of each pop-up page. Clicking these links will take you directly to the user guide for the Compliance Assist! Planning software. The user guide contains screen shot... [More >>](#)

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.

My Dashboard - Planning Items

My Roles
Assessment Plans
Strategic Plans
Gen Ed Plans
Budget
Roles








Table Filtered By: Fiscal Year: FY 2013
Missions, Aspirational Goals, Objectives, Inventory of Assessment Activities, Budget Forms

Edit Filter

Delhi

- Business & Finance
- College Advancement
- College Relations
- Enrollment Services
- Office of the President
- Operations
- Provost
- Student Life

+ New Item
Fiscal Year: FY 2013

	Number	Name	Start	End
	1	Engaging Students for Success	7/1/2009	6/30/2015
	2	Achieving Academic Excellence	7/1/2009	6/30/2015
	3	Sustaining Educational Innovation	7/1/2009	6/30/2015
	4	Building Strategic Partnerships	7/1/2009	6/30/2015
	5	Promoting Environmental Stewardship	7/1/2009	6/30/2015
	6	Accomplishing Service Excellence and Operational Efficiencies	7/1/2009	6/30/2015
	1.1	retaining and strengthening its status as a college where the student is the most important person	7/1/2009	6/30/2015

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: Do not change the fiscal year.

My Dashboard - Planning Items

My Roles

Assessment Plans

Strategic Plans

Gen Ed Plans

Budget

Roles

Table Filtered By: Fiscal Year: FY 2013
[Edit Filter](#) Missions, Aspirational Goals, Objectives, Inventory of Assessment Activities, Budget Forms

Delhi

Business & Finance

College Advancement

College Relations

Enrollment Services

Office of the President

Operations

Provost

Student Life

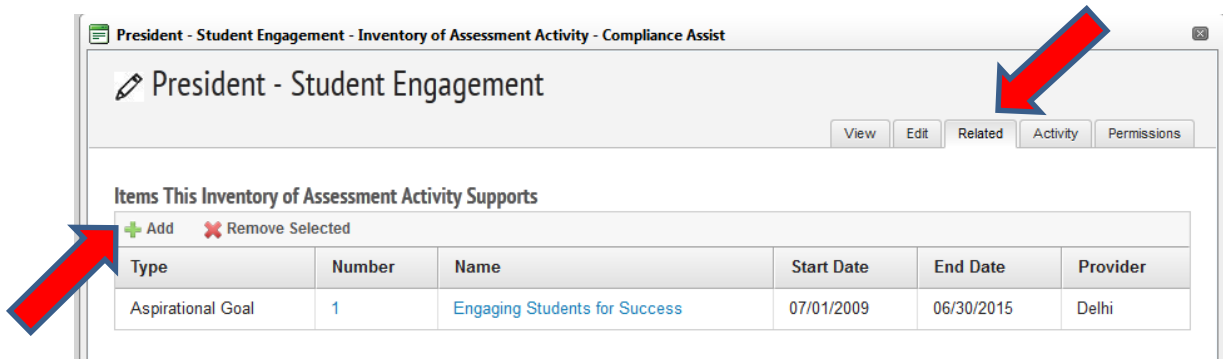
+ New Item

	Number	Name	Start	End
	1	Engaging Students for Success	7/1/2009	6/30/2015
	2	Achieving Academic Excellence	7/1/2009	6/30/2015
	3	Sustaining Educational Innovation	7/1/2009	6/30/2015
	4	Building Strategic Partnerships	7/1/2009	6/30/2015
	5	Promoting Environmental Stewardship	7/1/2009	6/30/2015
	6	Accomplishing Service Excellence and Operational Efficiencies	7/1/2009	6/30/2015
	1.1	retaining and strengthening its status as a college where the student is the most important person	7/1/2009	6/30/2015

Fiscal Year: FY 2013

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.



President - Student Engagement - Inventory of Assessment Activity - Compliance Assist

President - Student Engagement

View Edit **Related** Activity Permissions

Items This Inventory of Assessment Activity Supports

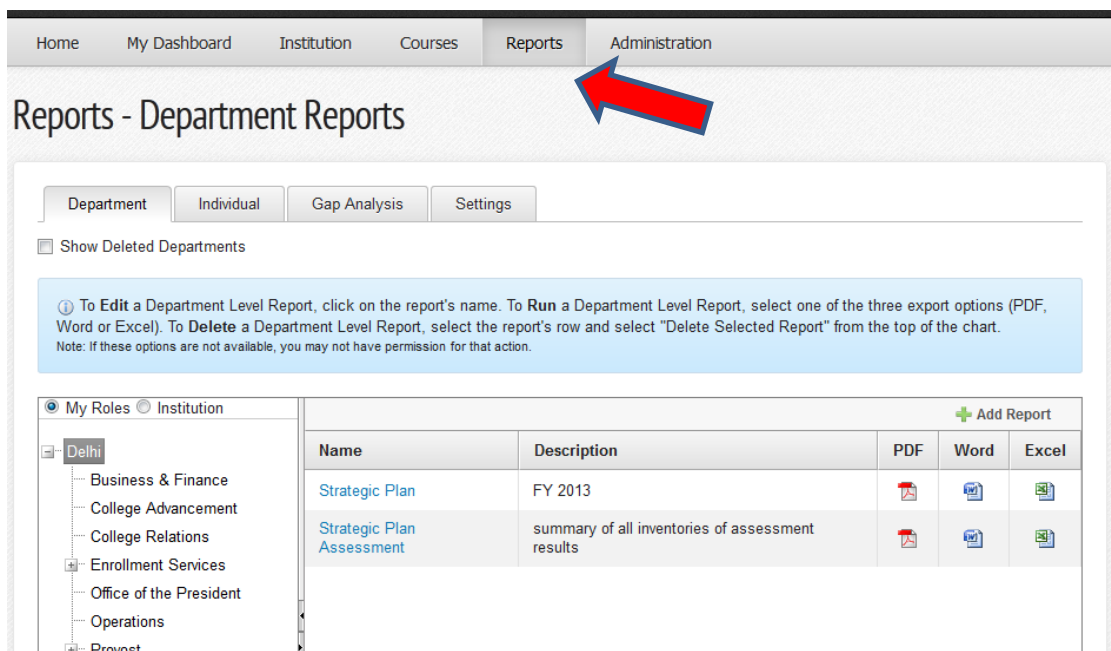
+ Add - Remove Selected

Type	Number	Name	Start Date	End Date	Provider
Aspirational Goal	1	Engaging Students for Success	07/01/2009	06/30/2015	Delhi

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.



Home My Dashboard Institution Courses **Reports** Administration

Reports - Department Reports

Department Individual Gap Analysis Settings

☐ Show Deleted Departments

*To Edit a Department Level Report, click on the report's name. To Run a Department Level Report, select one of the three export options (PDF, Word or Excel). To Delete a Department Level Report, select the report's row and select "Delete Selected Report" from the top of the chart.
Note: If these options are not available, you may not have permission for that action.*

My Roles Institution

Delhi

- Business & Finance
- College Advancement
- College Relations
- Enrollment Services
- Office of the President
- Operations
- Provost

Name	Description	PDF	Word	Excel
Strategic Plan	FY 2013			
Strategic Plan Assessment	summary of all inventories of assessment results			

+ Add Report