Data Entry Guide for *Compliance Assist!* - Reporting Academic Program Goals Data

Office of Institutional Assessment, University of Florida Office of the Provost

**Evaluation (Measurement) Method:**

- State the measurement method

**Results:**

- Briefly state your results
- Include or attach the data you collected in summary form

**Use of Results:**

- State who reviewed the results.
- Refer to the results that were reviewed.
- State actions taken in past tense. For example:
  - “Based on our review, we decided to...”
  - “Our results led us to modify our goal to...”
  - “We developed a new measure for this long term goal based on our review...”

Compliance Assist data entry window for program goals:

When you click “edit”, a text window opens – enter the text and attach any documents, then “update.”