

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

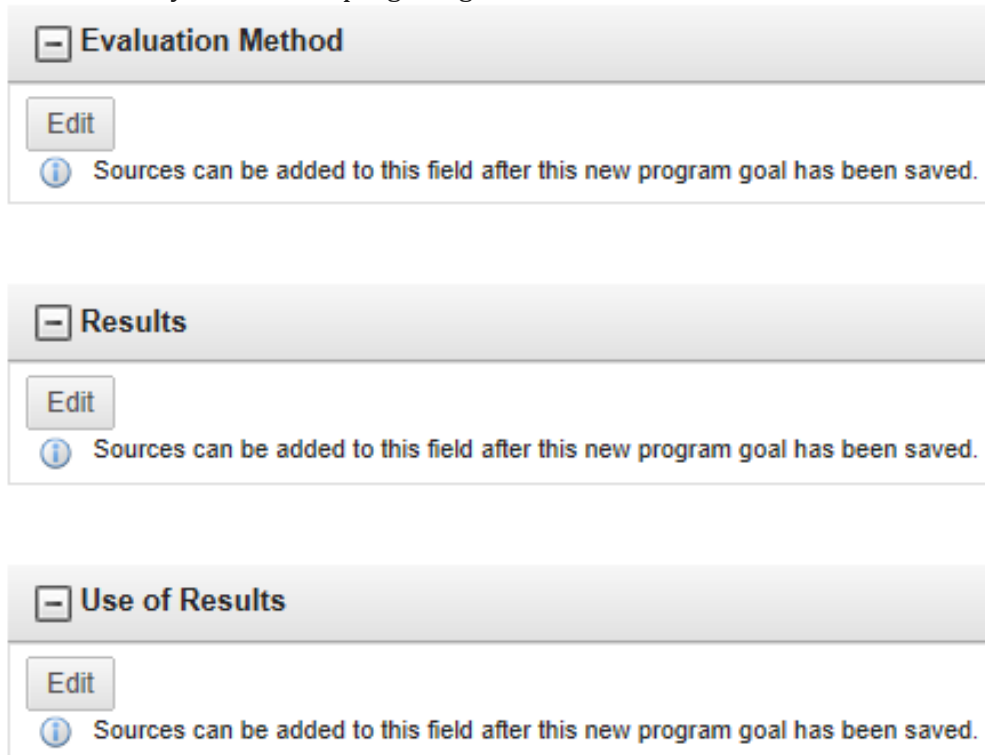
Results:

- 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:



The image shows three stacked data entry sections from the Compliance Assist system. Each section has a header bar with a minus sign icon and the section name, followed by an 'Edit' button and an information icon with a note.

- Evaluation Method**: Header bar with a minus sign icon and the text "Evaluation Method". Below it is an "Edit" button and an information icon with the text "Sources can be added to this field after this new program goal has been saved."
- Results**: Header bar with a minus sign icon and the text "Results". Below it is an "Edit" button and an information icon with the text "Sources can be added to this field after this new program goal has been saved."
- Use of Results**: Header bar with a minus sign icon and the text "Use of Results". Below it is an "Edit" button and an information icon with the text "Sources can be added to this field after this new program goal has been saved."

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