Strategic Planning and Assessment at UNC Charlotte: Compliance Assist Update

Issue 2: April 2017

Adding Users to the System
If you or your department needs to add a user to the Compliance Assist system, email Annette Simmons at annette.simmons@uncc.edu

Look for the “iBubble”
Hovering the cursor over “iBubbles” on the data entry forms reveals more information about what to enter into the fields.

Need Training?
Visit https://assessment.uncc.edu and click Assessment Academy from the left menu to see available training sessions for Compliance Assist.

Or
Schedule a training session—email annette.simmons@uncc.edu. We can set up a space for 1 to 30 users for a one hour session to cover data entry and printing basic reports.

The “My Roles” Tab
Upon first clicking on My Dashboard, the system defaults to “My Roles.” Unless you have specific instructions for this tab, ignore it and click directly on the “College/Unit” or “SLO” tabs, then select your department/program/unit from the Organization Tree.

Helpful Tips!
- Click “Save” early and often before stepping away or clicking any other tabs/screens to avoid losing work!
- Be sure you are working in the correct fiscal/calendar year. For this year’s updates, all information is saved in CY2016/FY2016-17. Click the blue “Edit Filter” button to select the correct fiscal year if needed.

Accessing the System
To access Compliance Assist, enter https://uncc.compliance-assist.com or visit UNC Charlotte’s assessment webpage at https://assessment.uncc.edu, and click on Compliance Assist from the right menu.

Who Needs Compliance Assist Access and Training?
Any University personnel who develops and/or enters:
- Strategic Plan Updates
- Annual Reports, or
- Student Learning Outcome Assessment Plans and Reports

Questions or Issues?
Contact Annette Simmons at x77866 or annette.simmons@uncc.edu

Reminder! Annual Reports, SLO Reports, and Strategic Plan Updates are due by June 1, 2017.
*Individual departments may require earlier due dates for reviewing purposes.