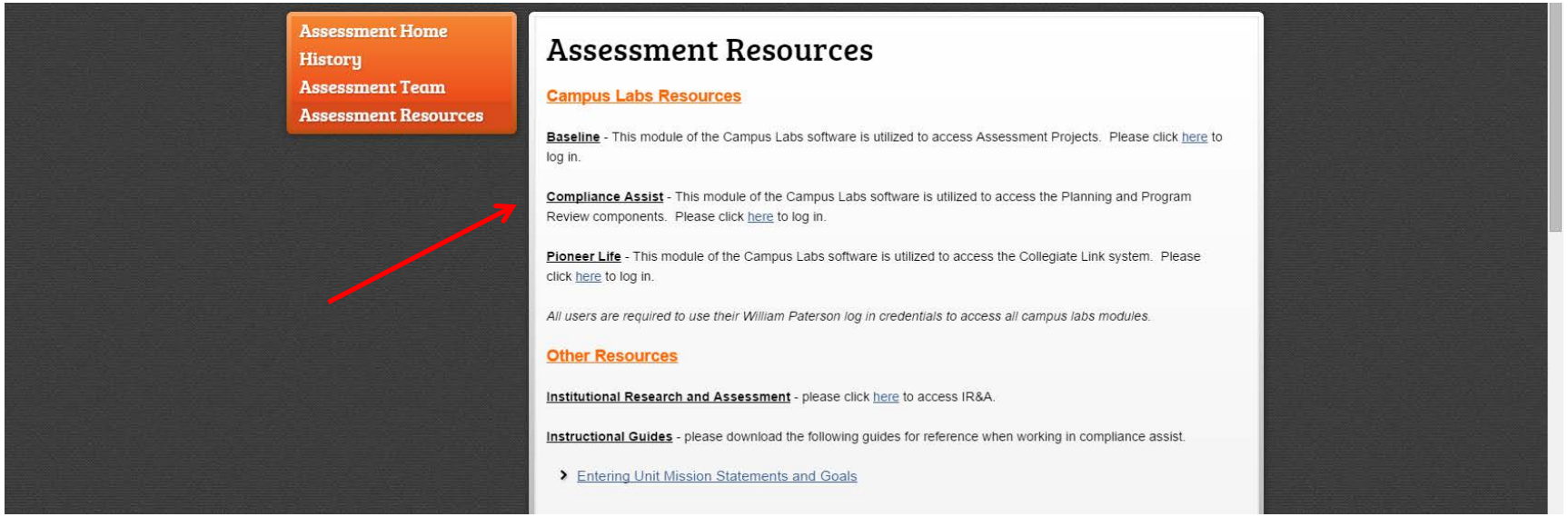
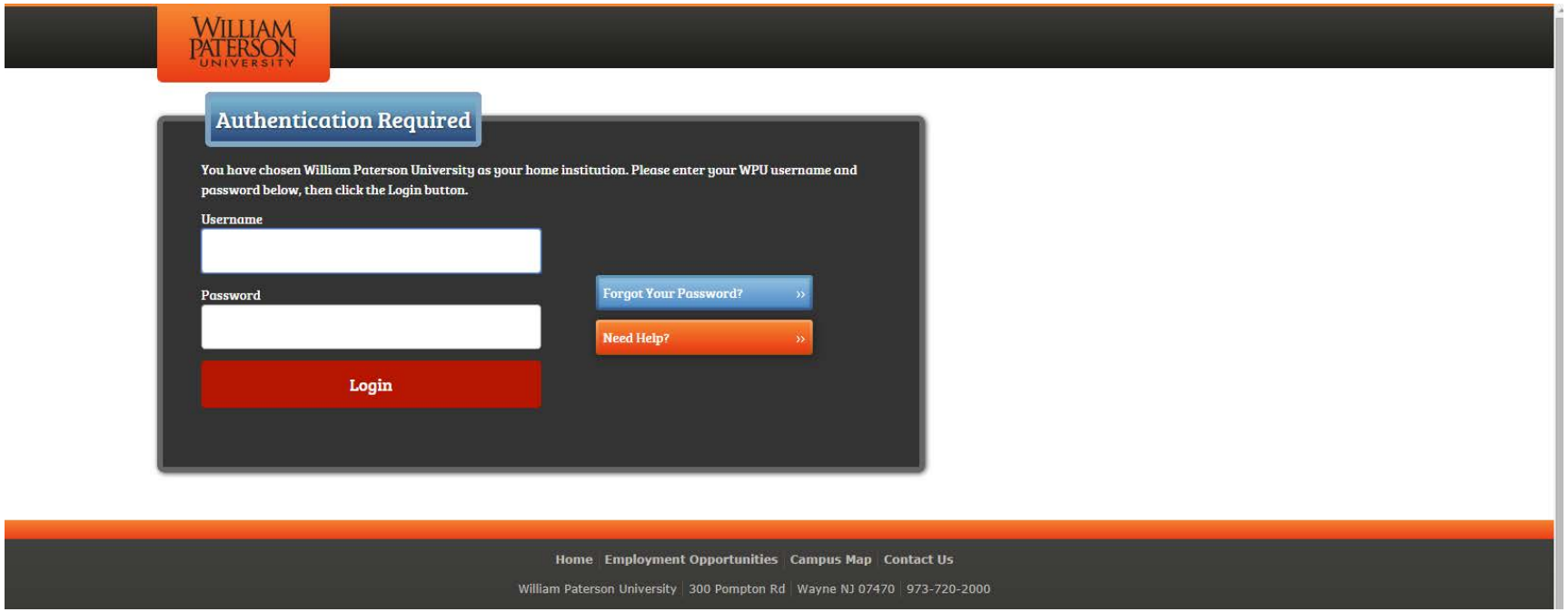
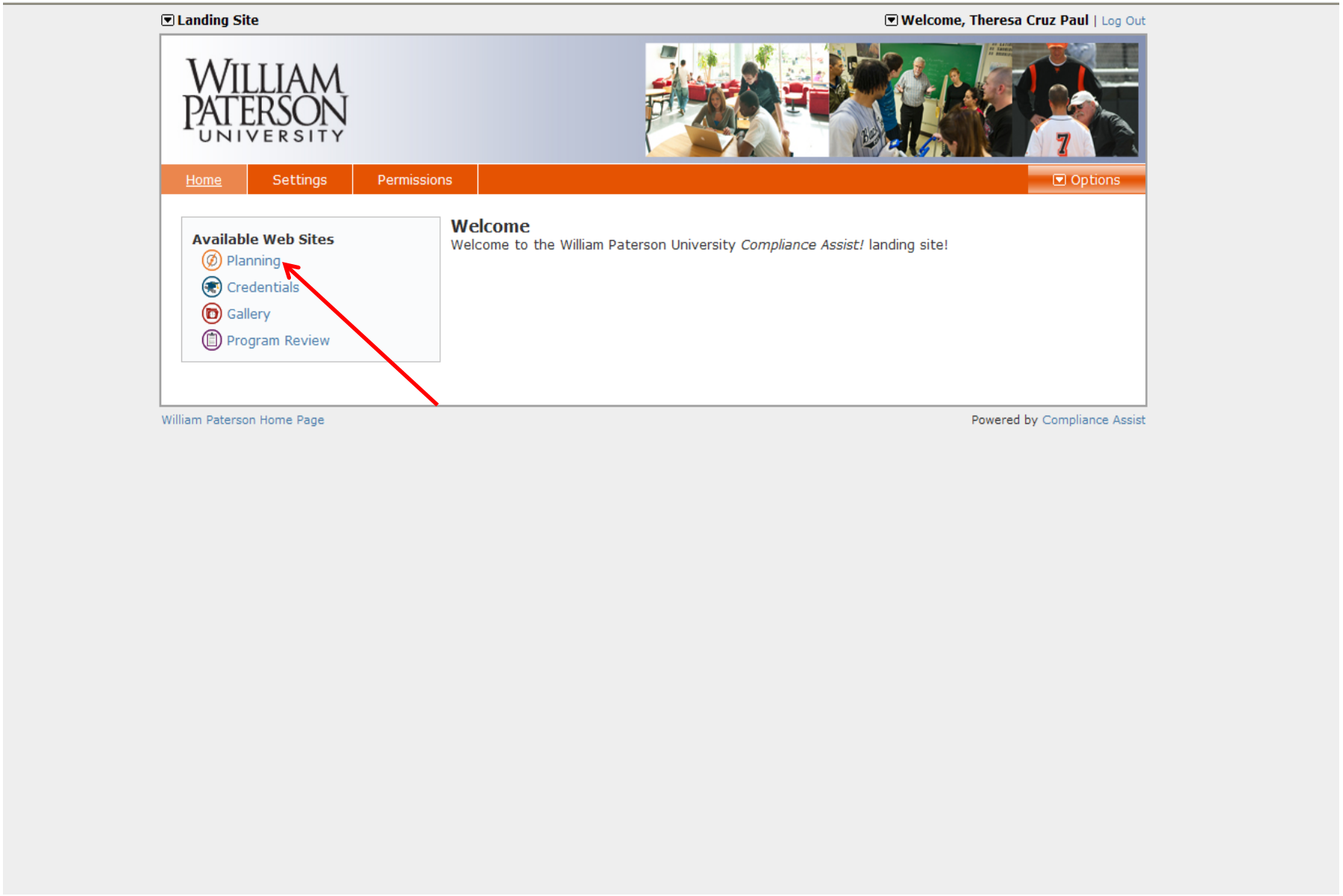
Instructions for Entering Assessment Projects

1. **Sign in** to Compliance Assist (use the link on the Student Development Assessment website)

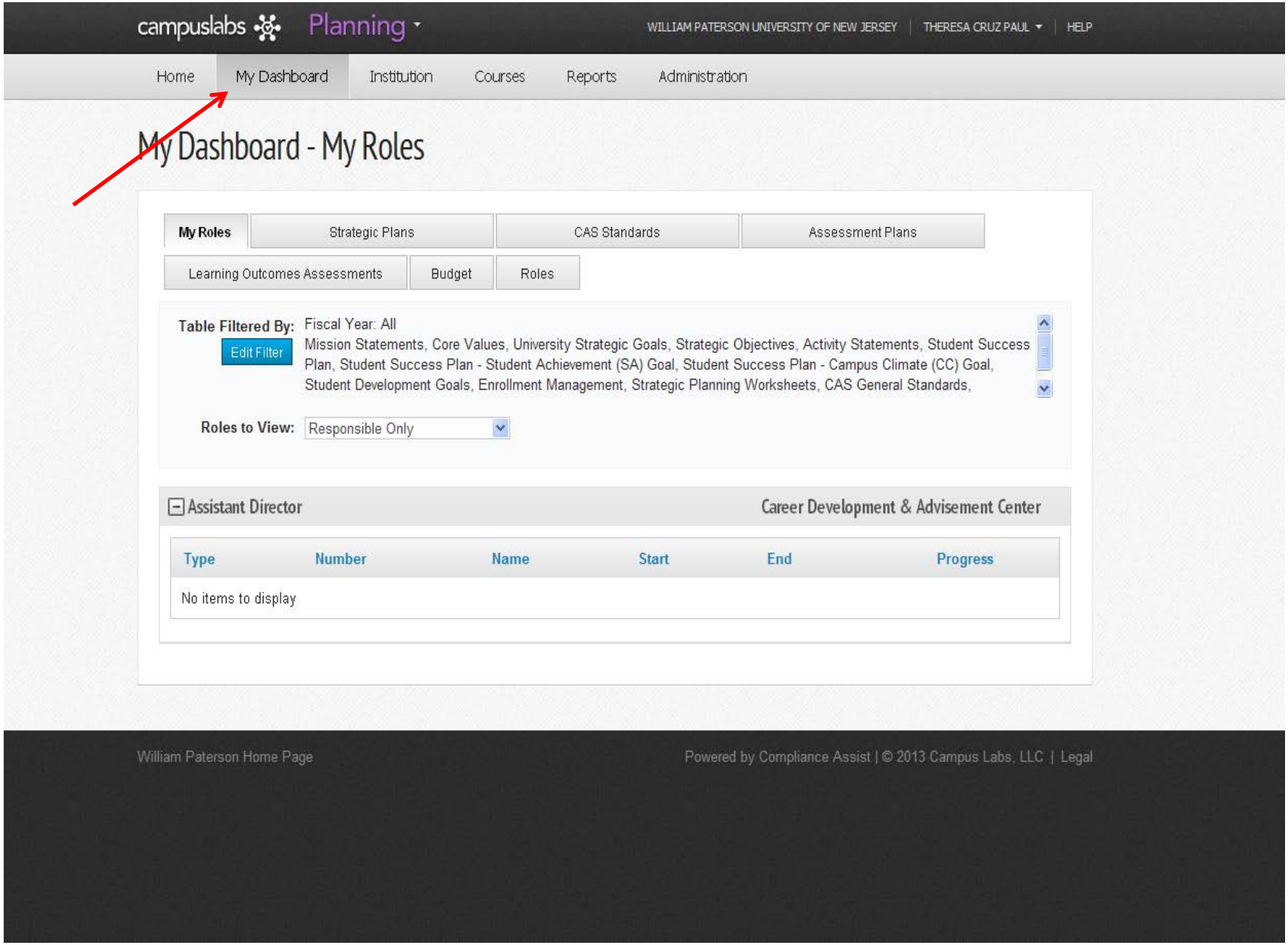




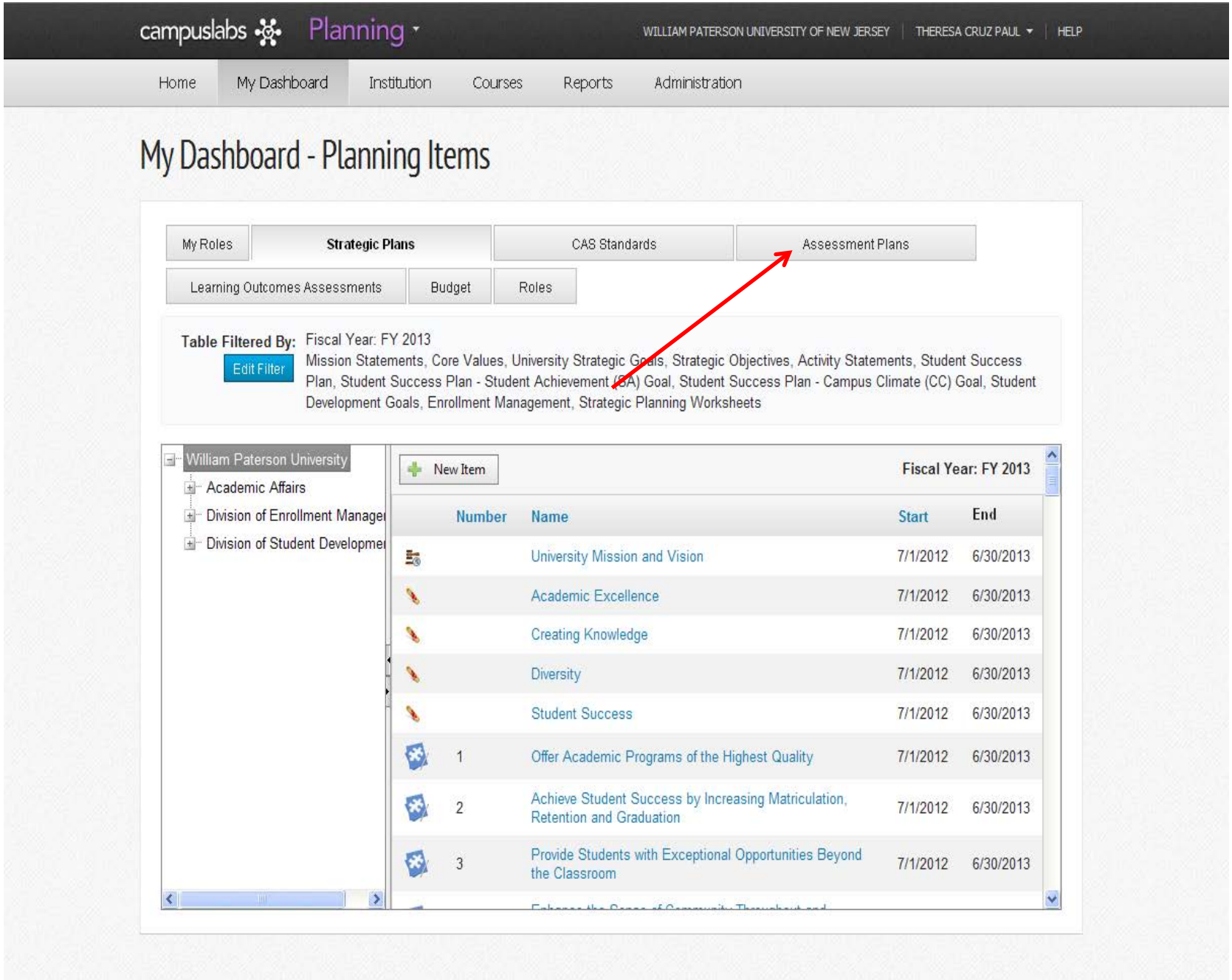
2. Click on **Planning**



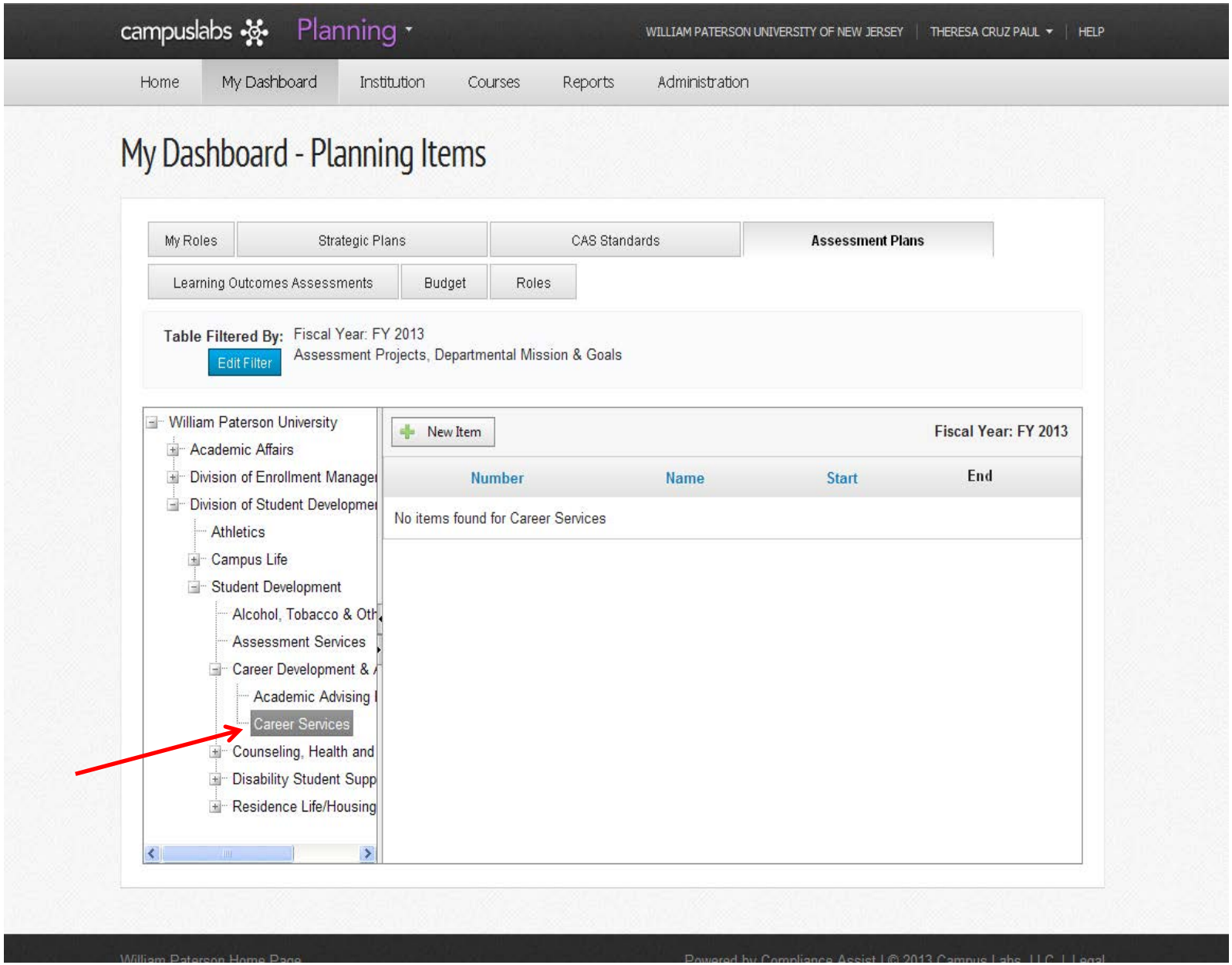
3. Go to **My Dashboard**



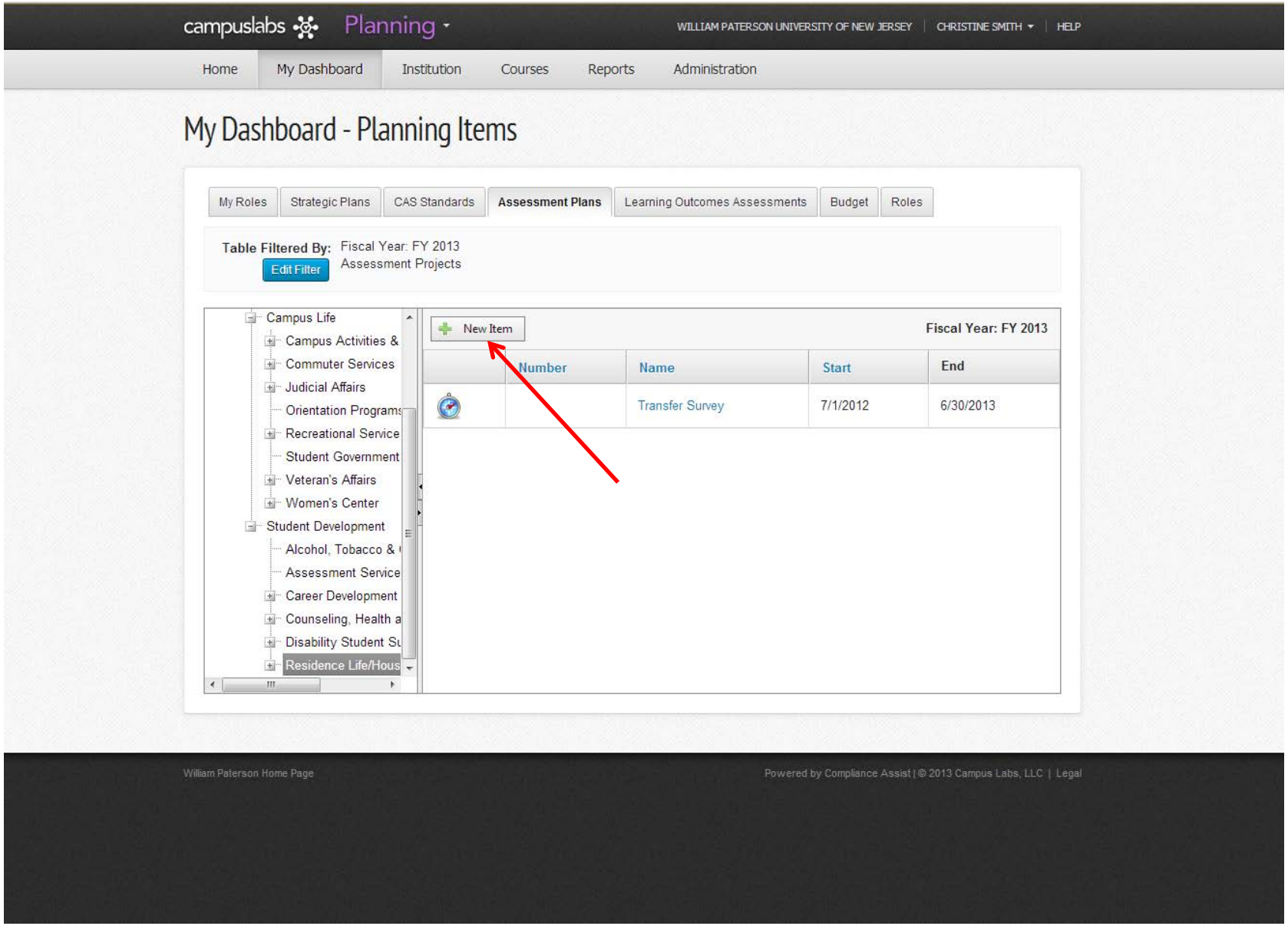
4. Click on the **Assessment Plans** tab



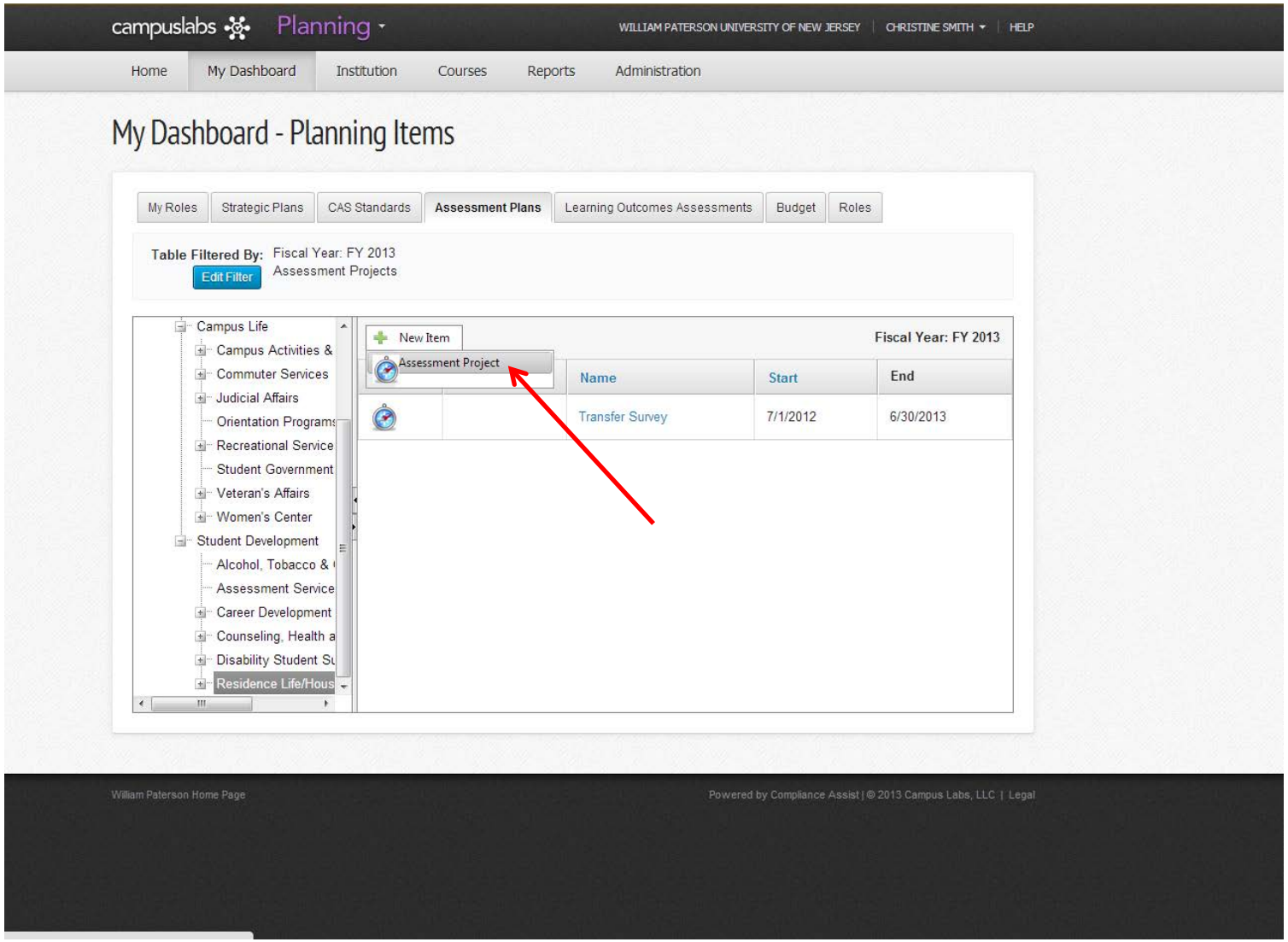
5. Select your **department/functional area** from the drop down menu on the left side of page.
   Click on the + to expand the menu(s)



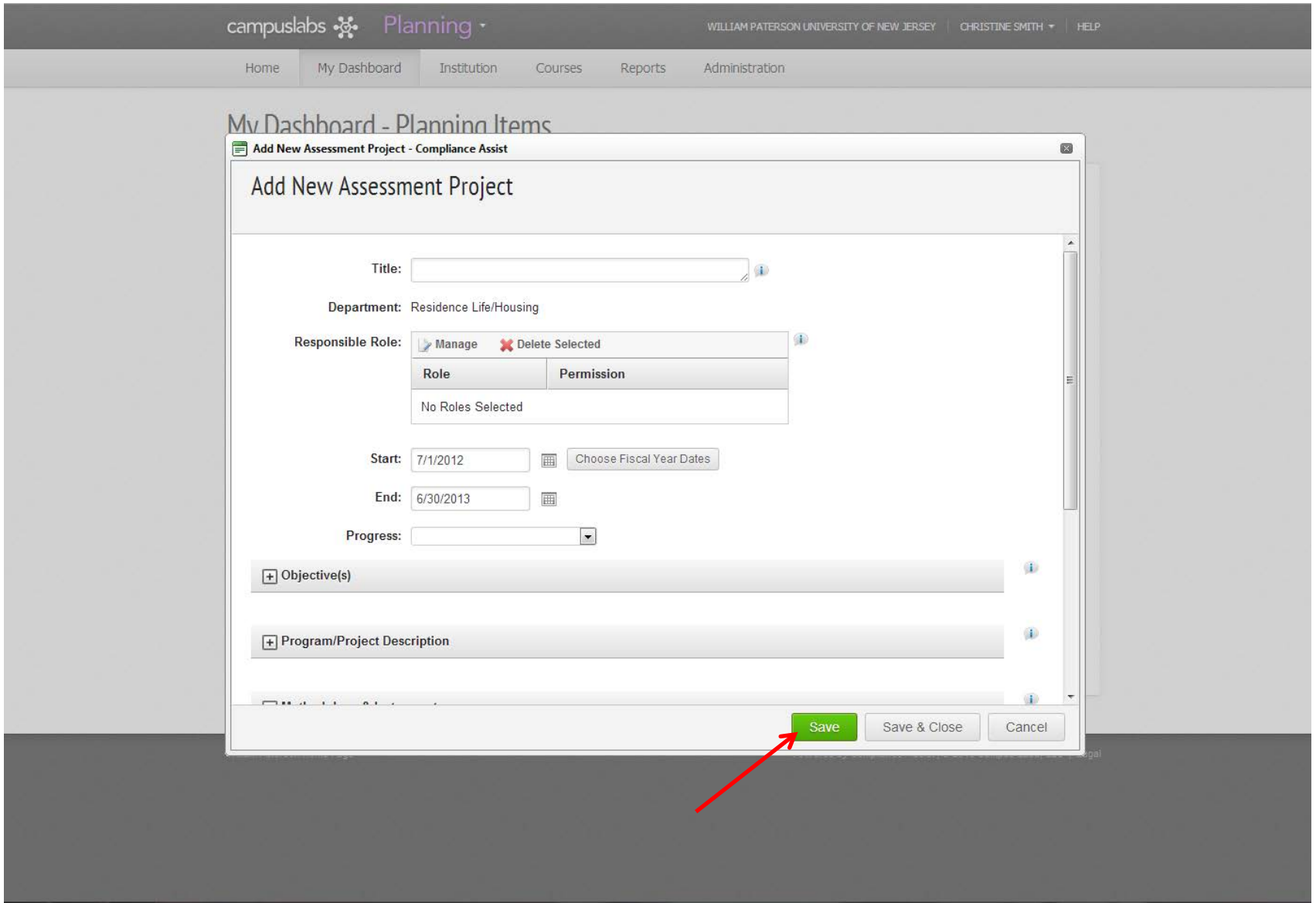
6. Select **New Item**



7. Select **Assessment Project**

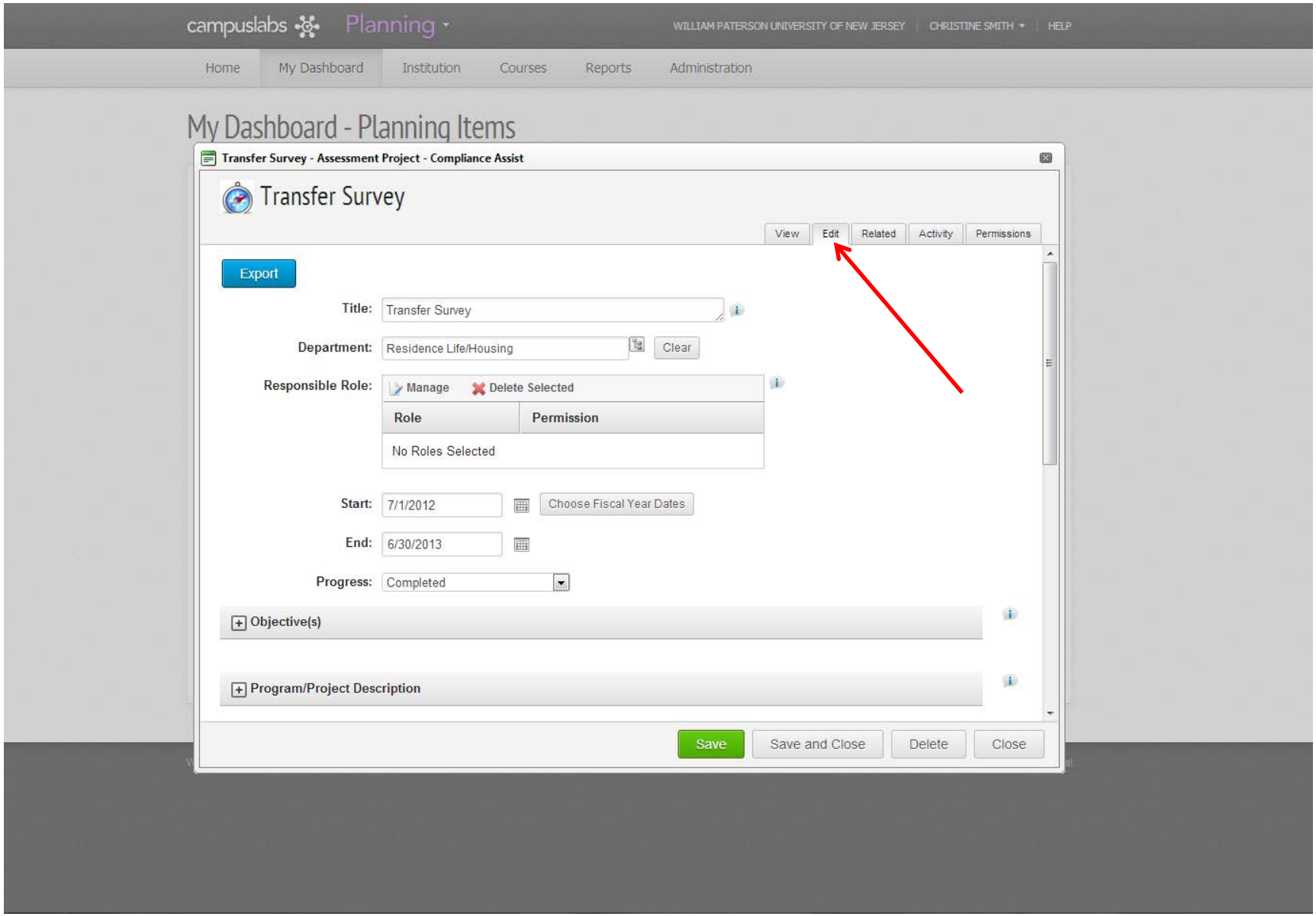


8. Complete all fields in the form and then click S**ave**.

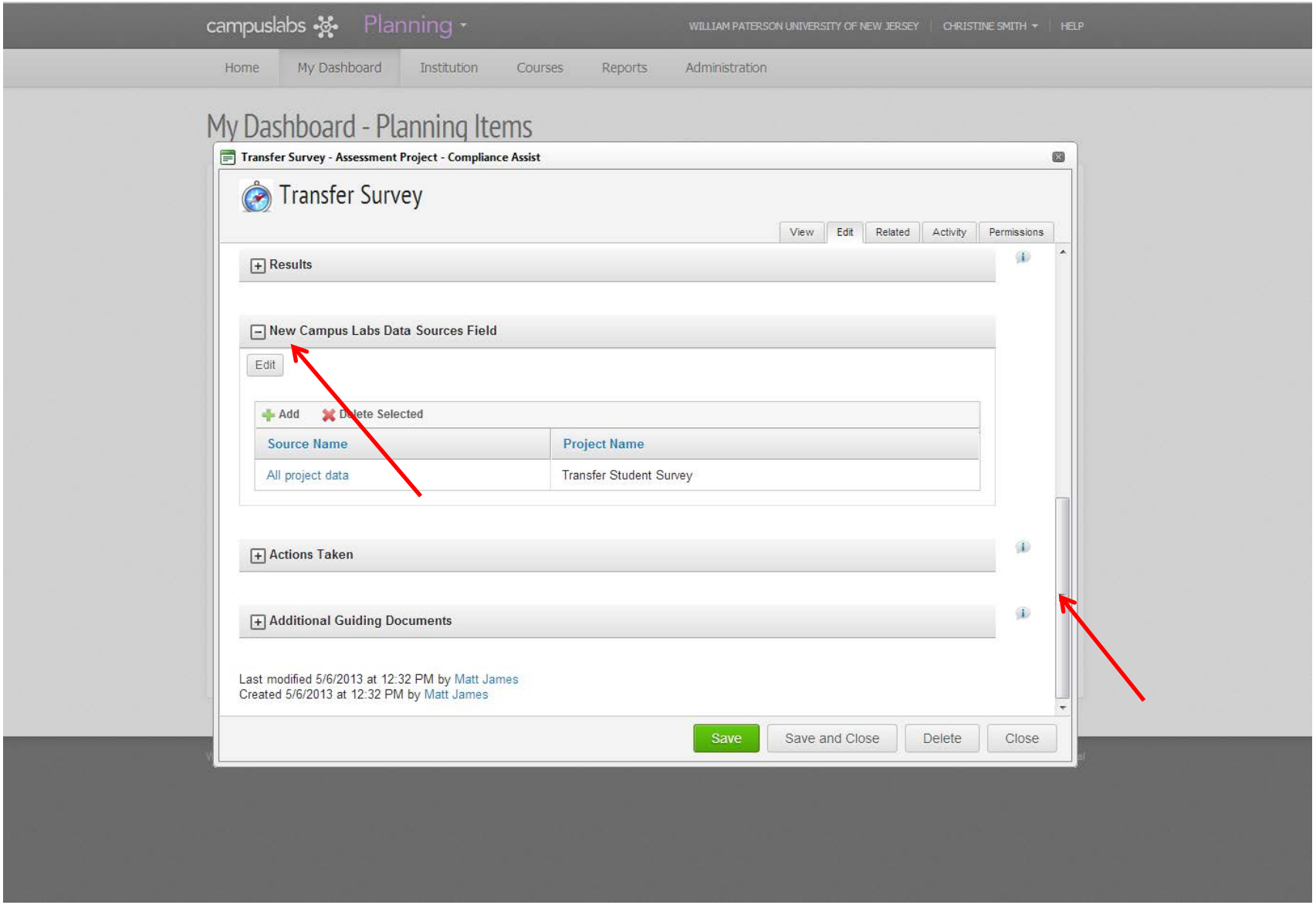


9. **If you have administered a survey and/or tracked data through the use of baseline for this project see step 10. If not, move ahead to step 17.**

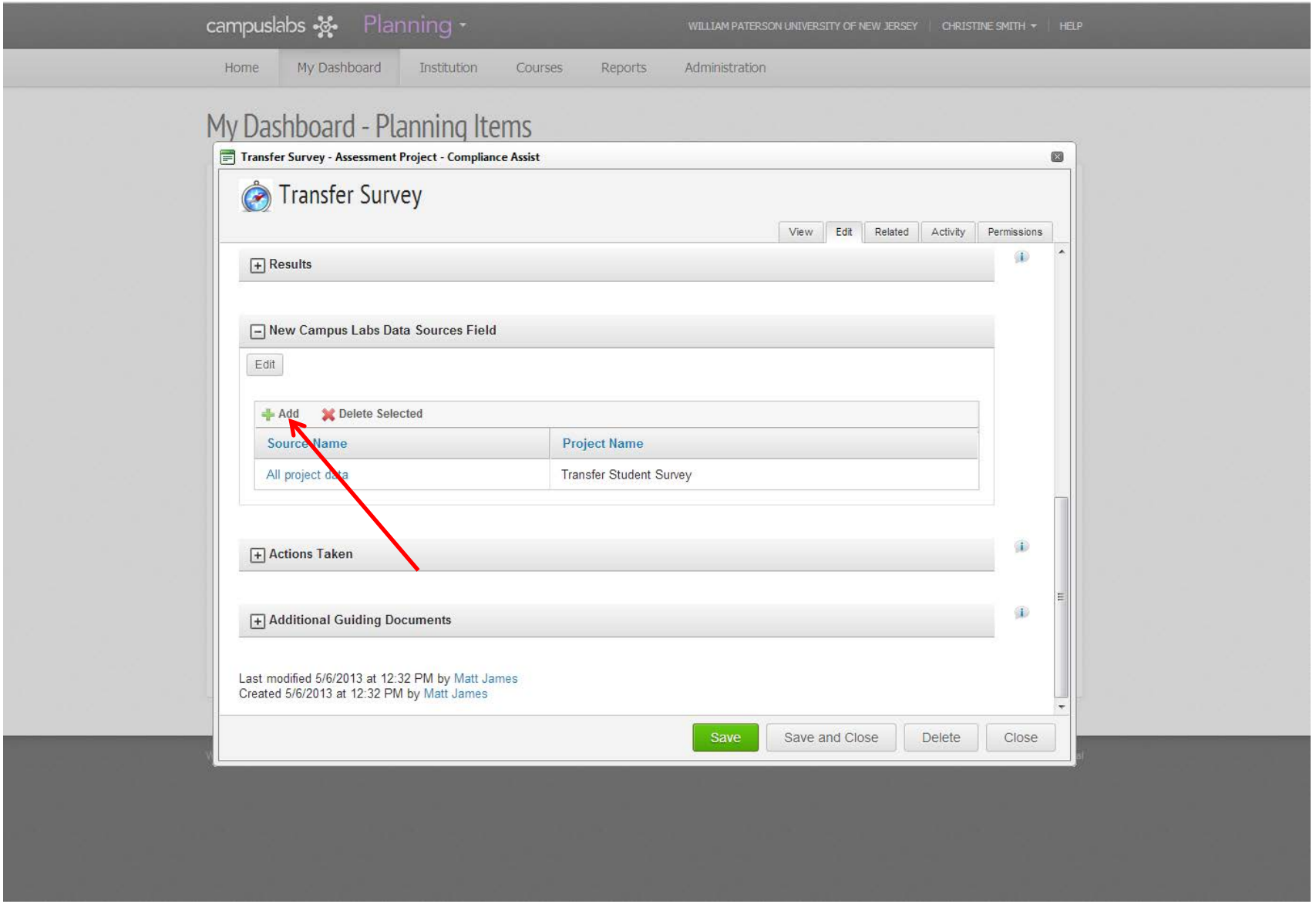
10. Once you select **Save** the tabs on the top right will appear. Select **Edit.**



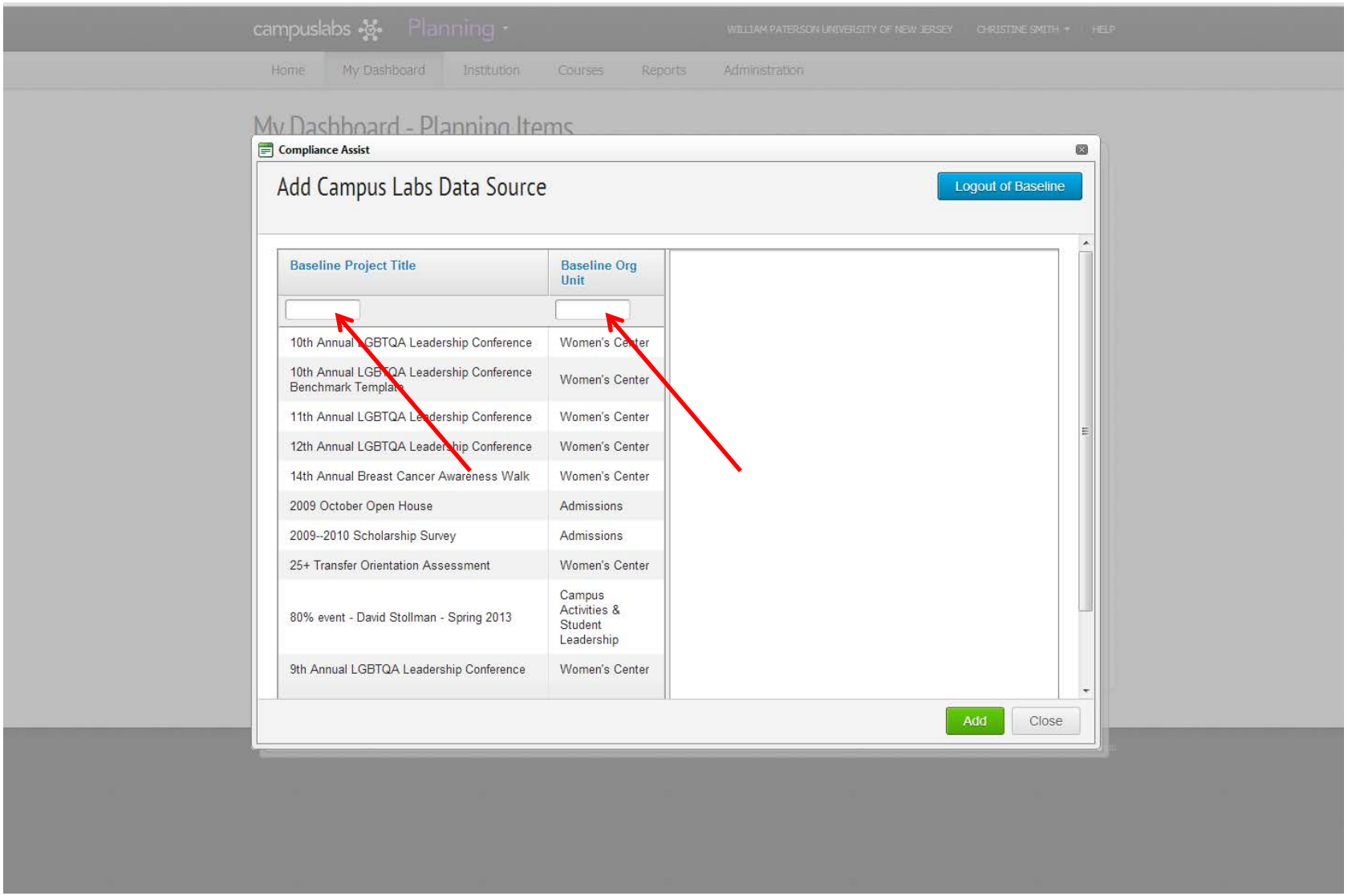
11. Use the **right scroll bar** to scroll down to the section titled **New Campus Labs Data Source Field**.



12.Select **Add.**

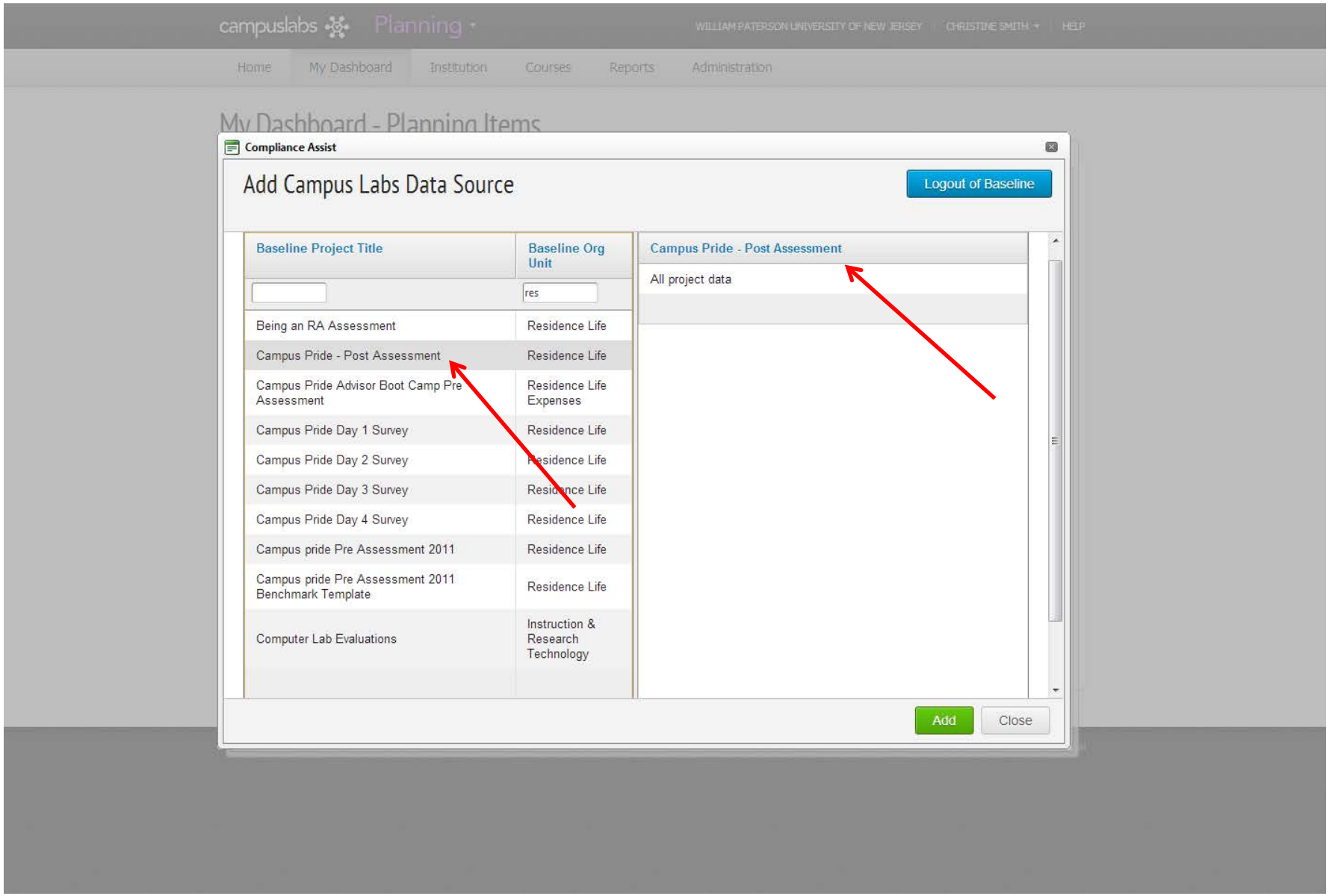


13. Search for your Baseline project in either the project title field or by your department.

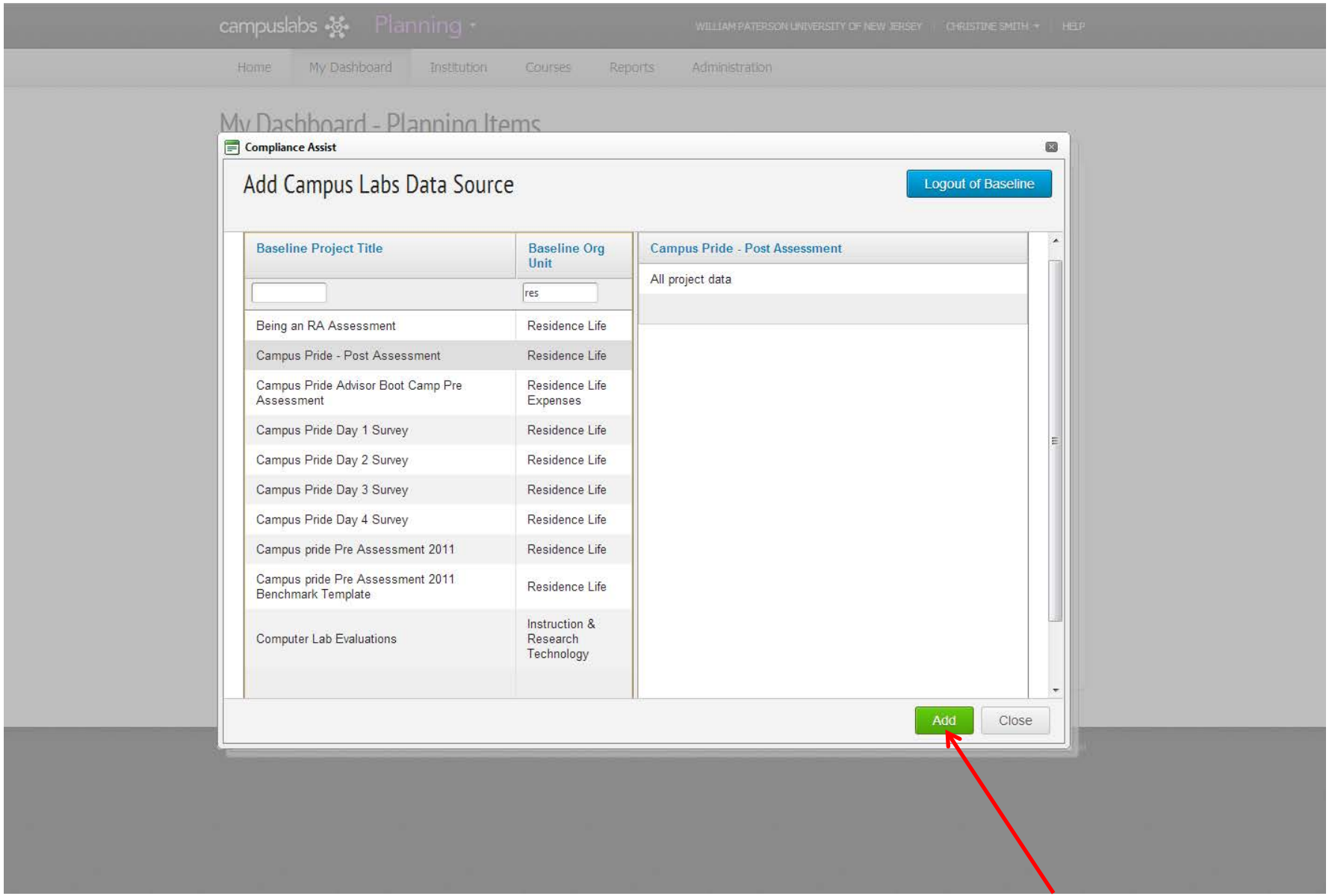


14. Once you have found your project click on the **title of the project** and it will be appear in the column on the right.

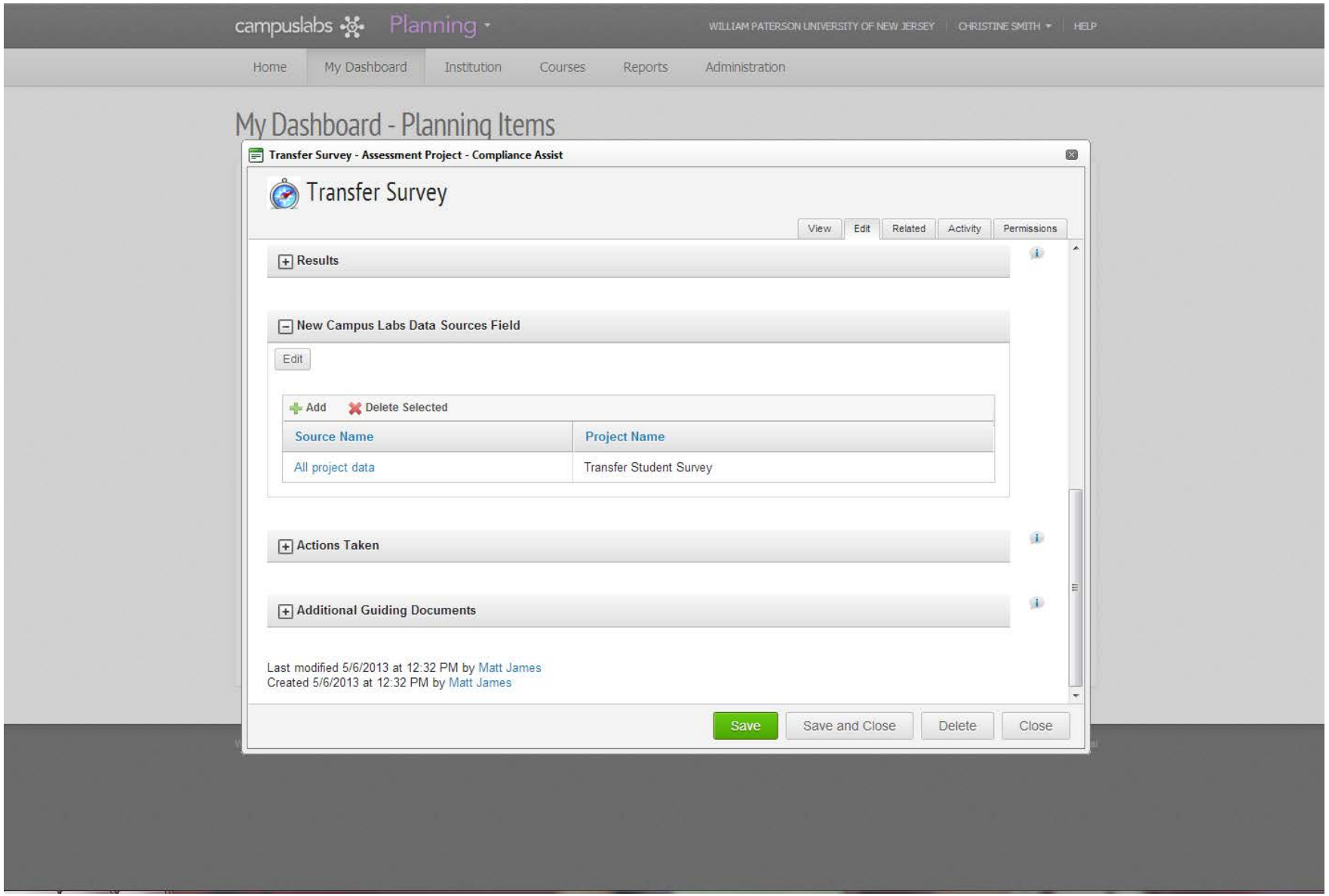
If you have created any saved views of the project data in Baseline you will have the option to select All project data OR any of the saved views.



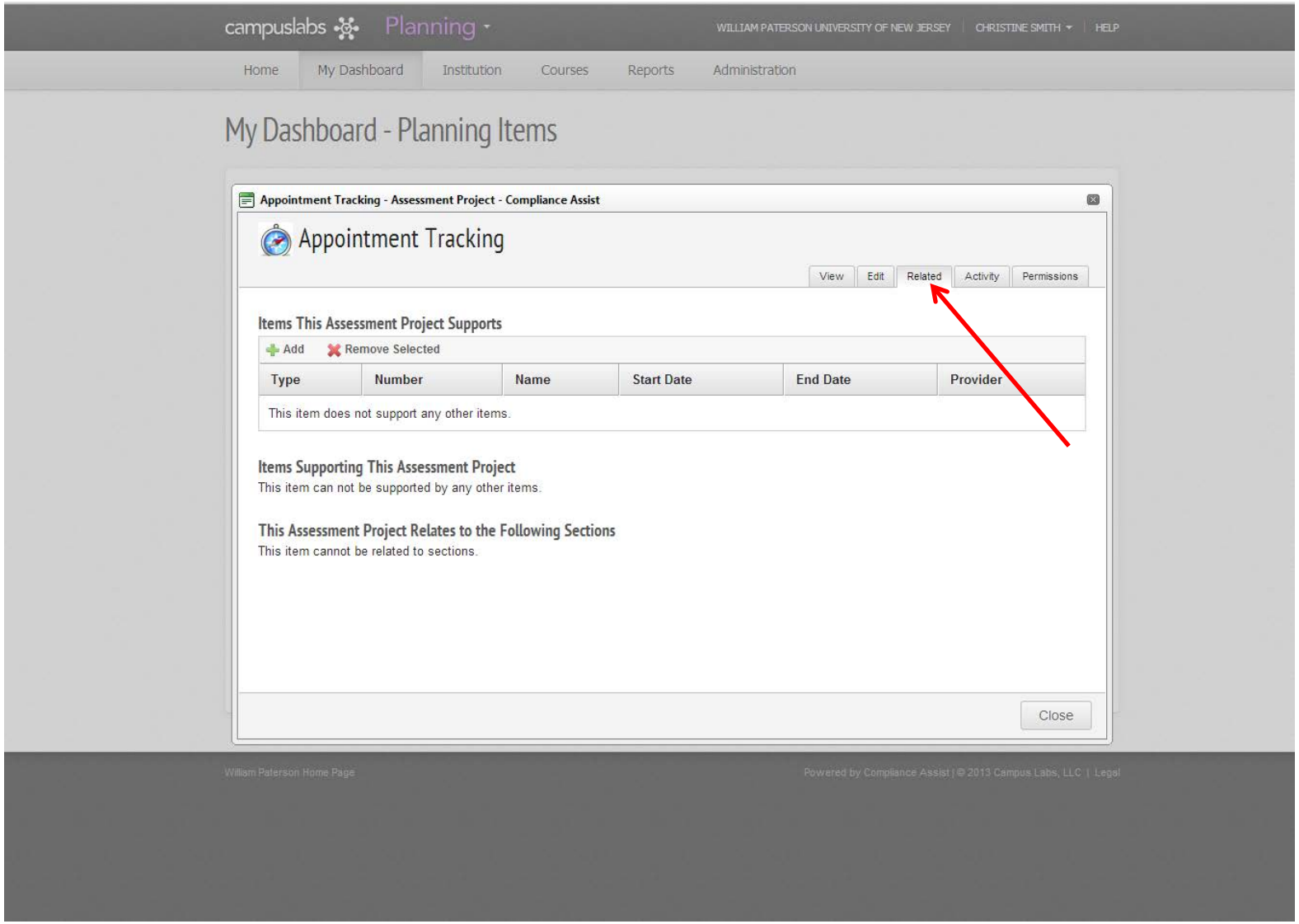
15. Select **Add.**



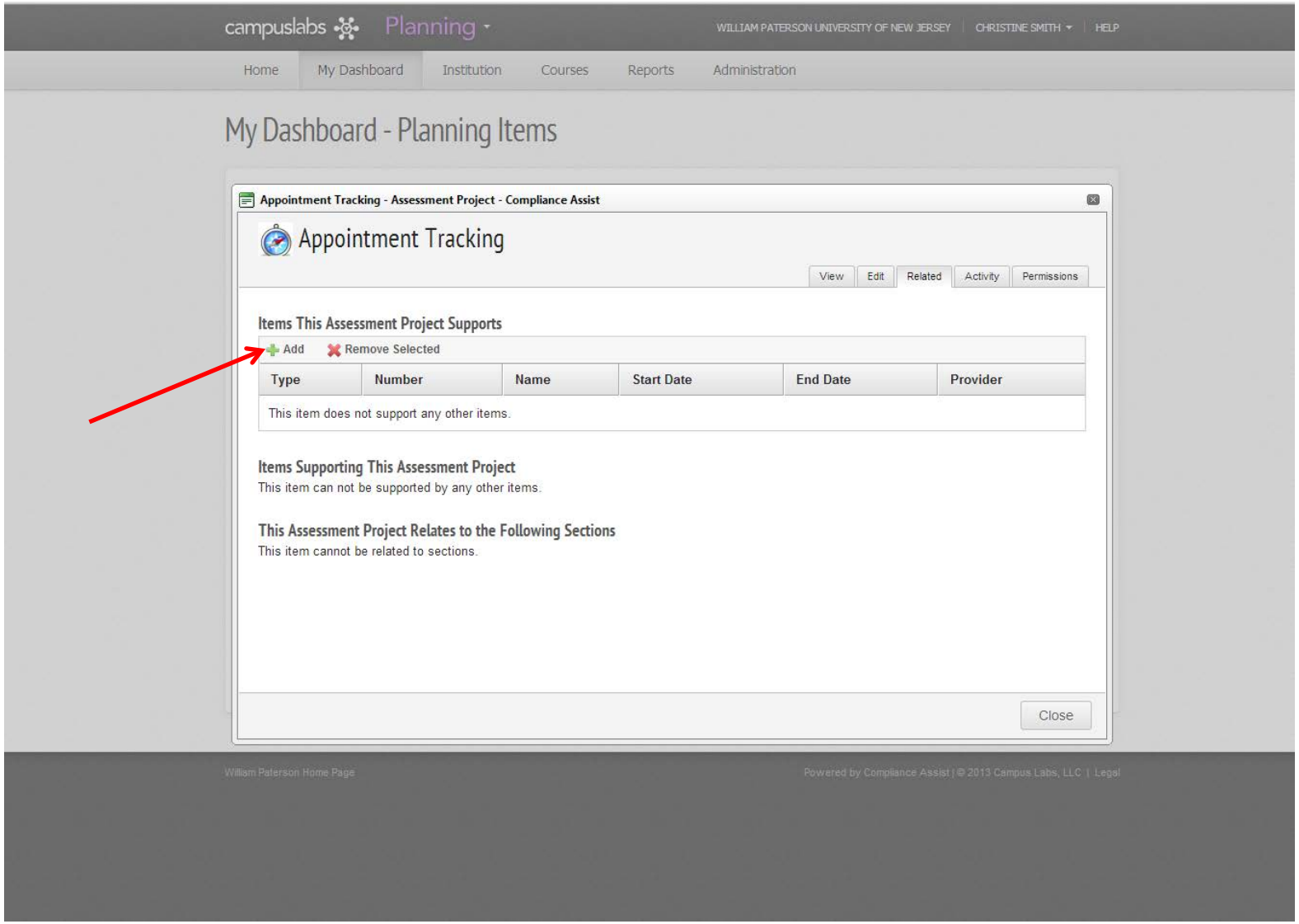
16.Your project data will now appear as a part of your Assessment Project.



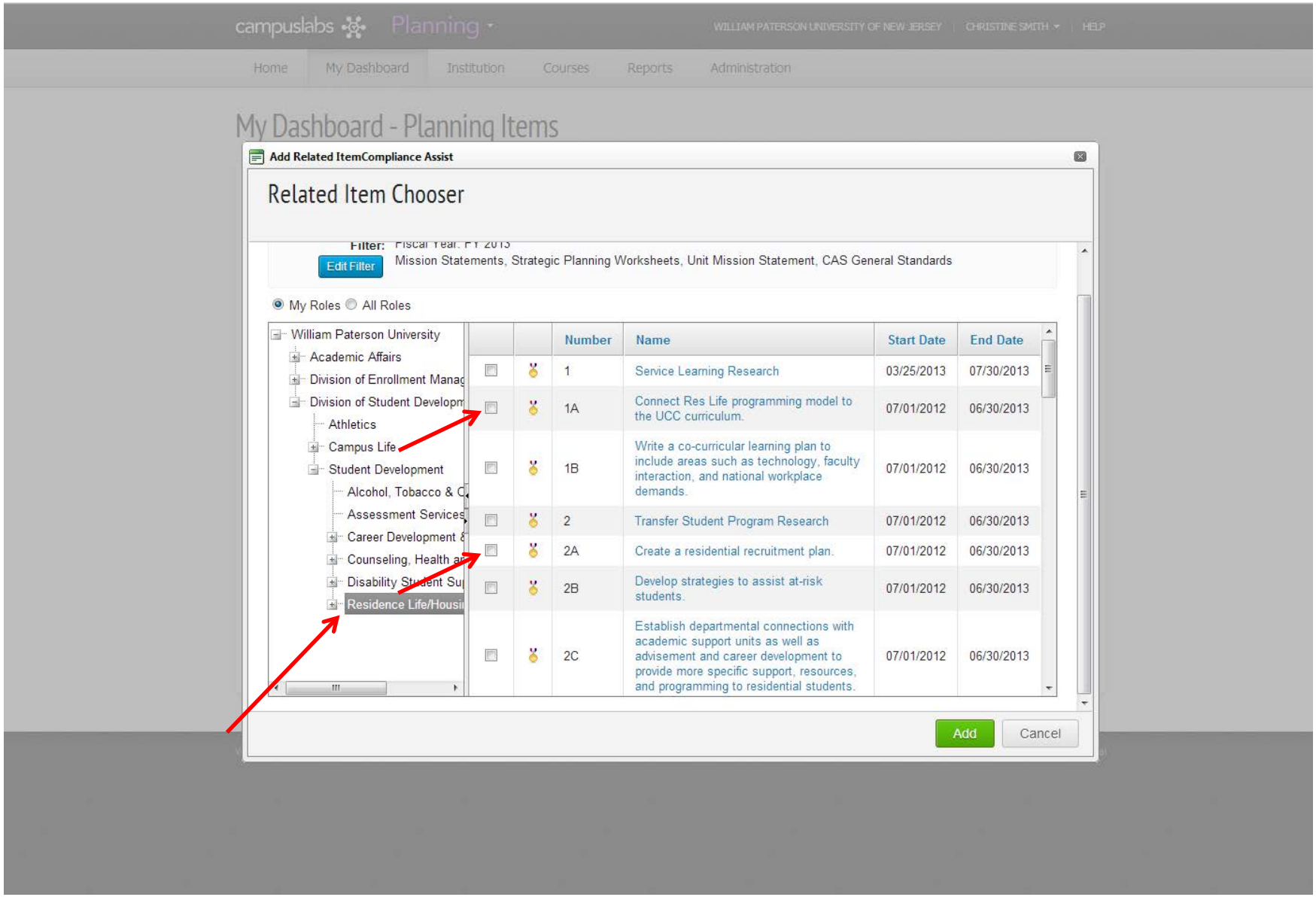
17. Once you have selected **Save** the tabs on the top right will appear. Select the **Related** tab.



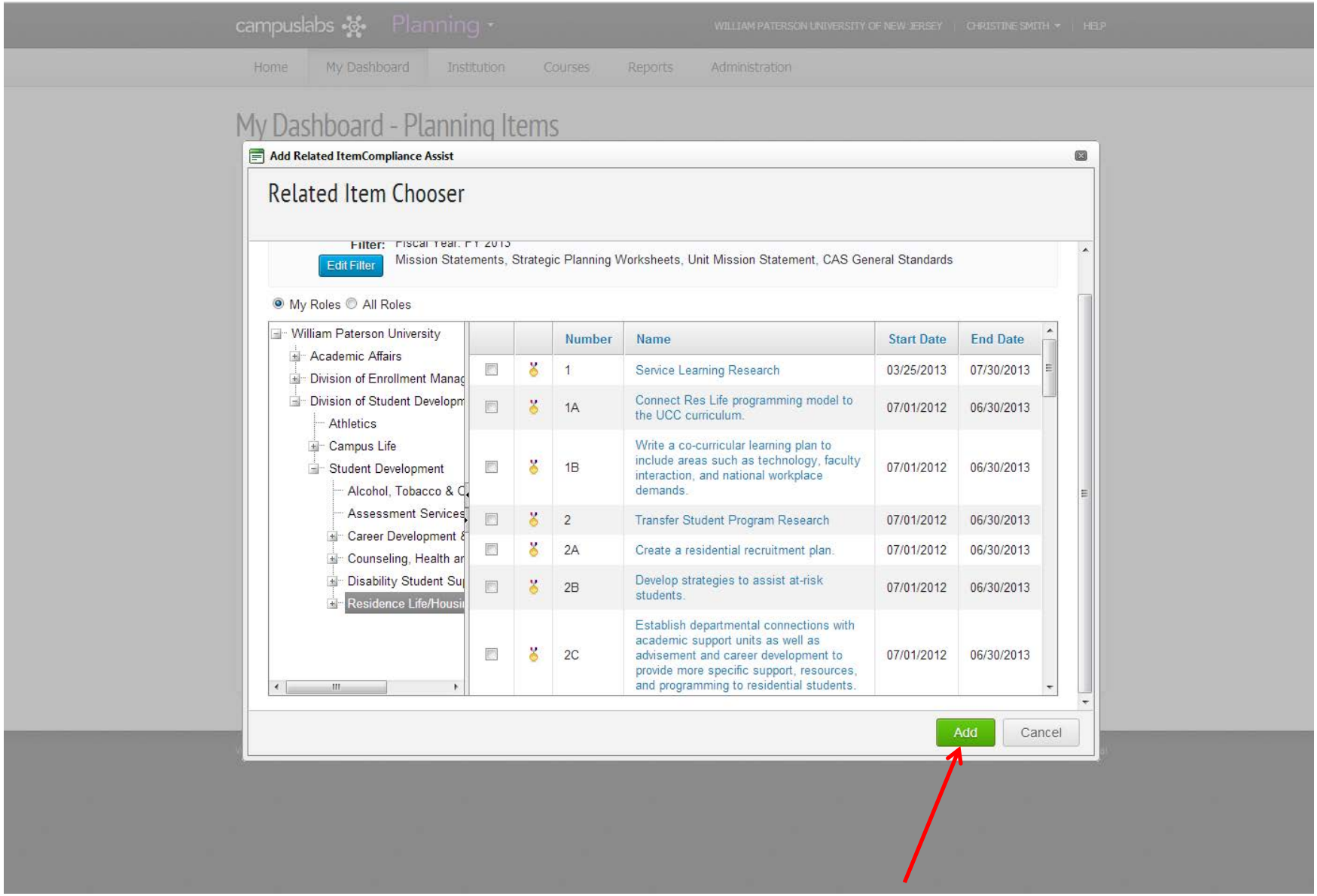
18.Select **Add**



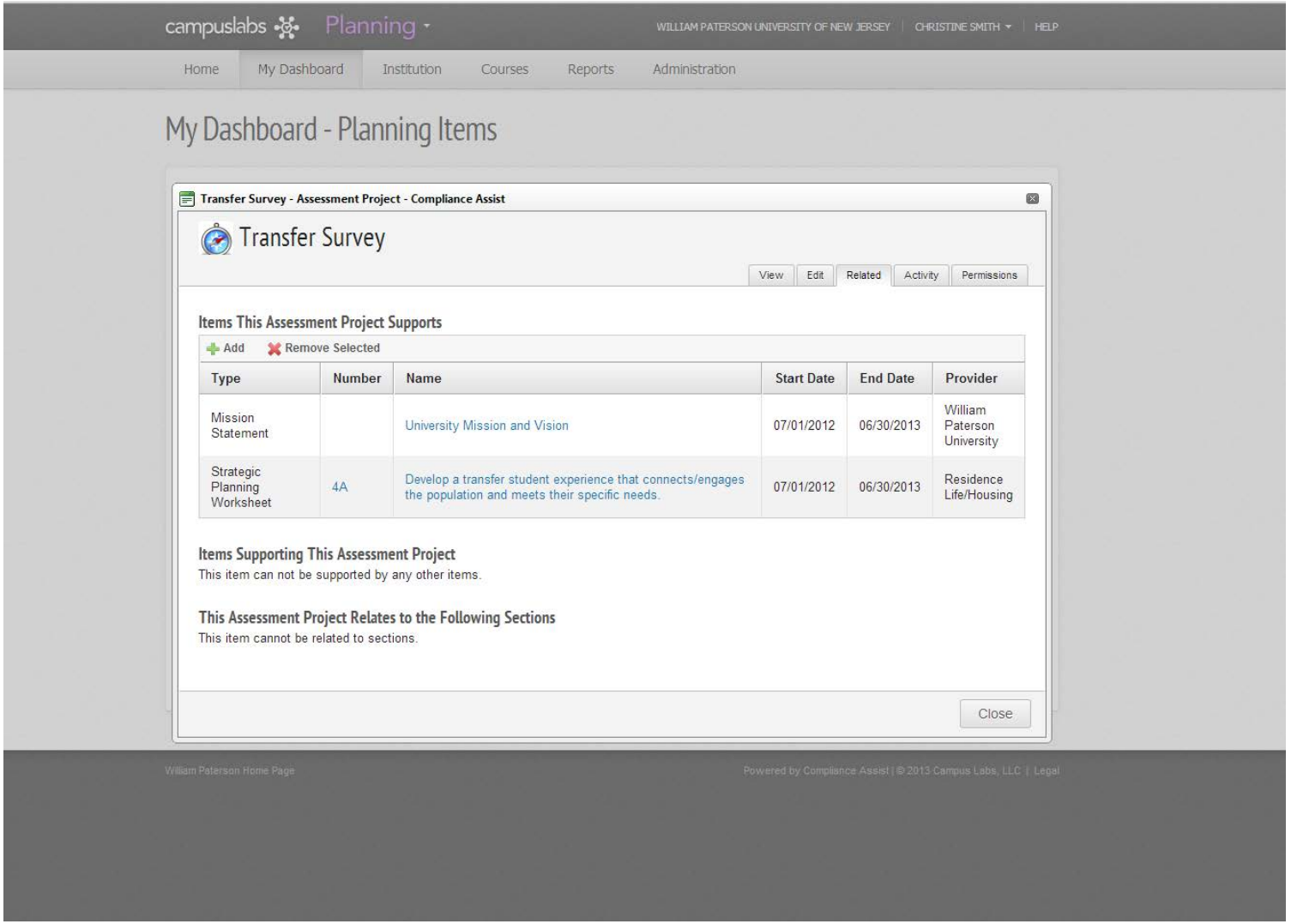
19. Click on **your department** to display your departmental mission statement (unit mission statements) and strategic goals (strategic planning worksheet). **Check the boxes** next to each statement that your assessment project supports.



20.After selecting all applicable statements click **Add**



21. Review the related items that you have selected



22. Repeat steps 7-21 for each Assessment Project that you have conducted this year.