Data Entry Guide for *Compliance Assist!* - Division/Unit Goals Data

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

Goal implementation and Resource Strategy:

- Personnel and resources used

Annual Progress on Goals:

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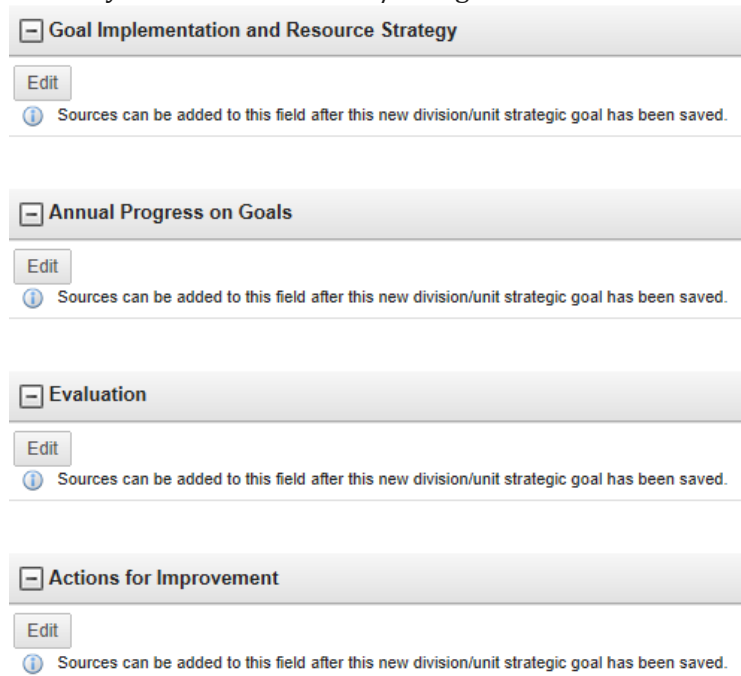- Include or attach the data you collected in summary form

Evaluation:

- State the measurement method
- State who reviewed the results and refer to the results that were reviewed
- Briefly summarize your evaluation of the data

Actions for improvement:
- 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 goal based on our review…"

Compliance Assist data entry window for Division/Unit goals:

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