Data Entry Guide for *Compliance Assist!* Reporting SLO Data

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

Assessment Method:
- List the assignment, exam, project, etc.
- If this is a sample, describe the sampling procedure used
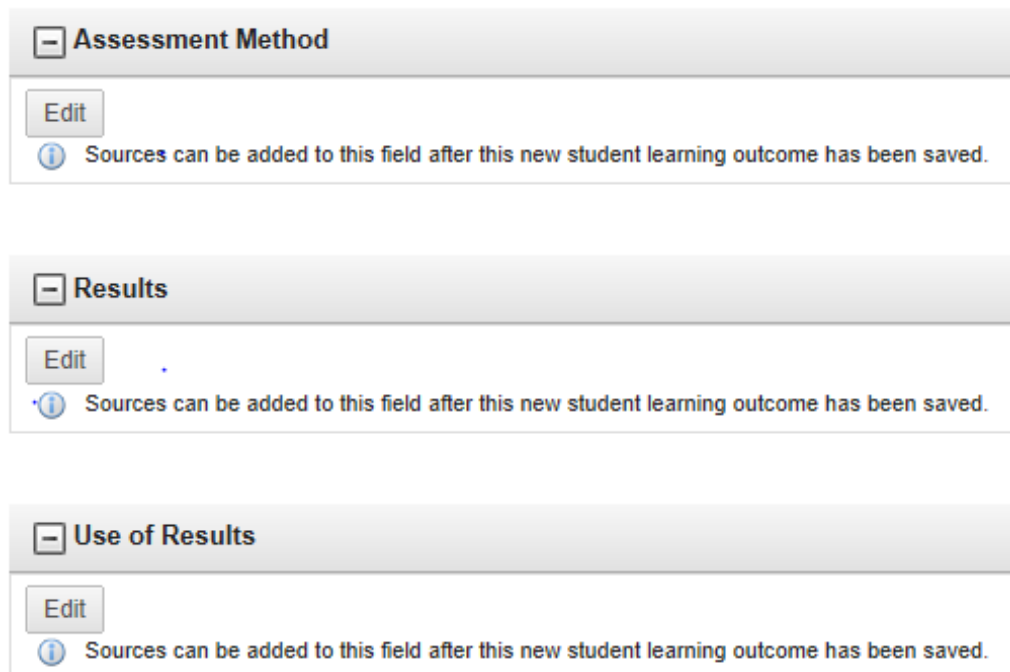
Results:
- Enter the criterion for success. The "criterion for success" is the minimum percentage of students who pass the assessment that you consider to be acceptable for your program. *If the criterion is less than 70%, provide a rationale.*
- State: "X number of students passed the assessment out of a total of Y students, for a percentage of Z%".
- State: This meets/does not meet the criterion for success.
- Attach the data you shared with your faculty (student names redacted). NOTE: Please have raw data available in case it is requested.

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…"
    - "We modified our SLO #1 because the data indicated that…"
    - "We changed the course content for ABCXXXX effective fall 20XX because the data revealed that…"

Compliance Assist data entry window for SLOs:

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