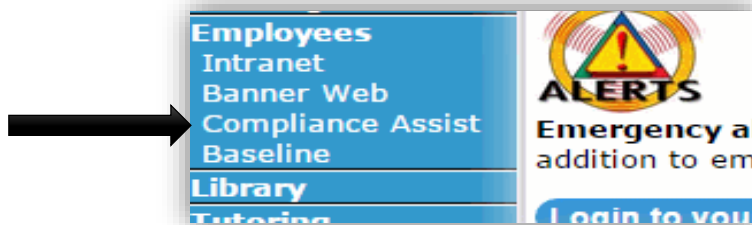


# Compliance Assist – Planning Co-Curricular Assessment Quick Guide – Fall 2015

## To Login

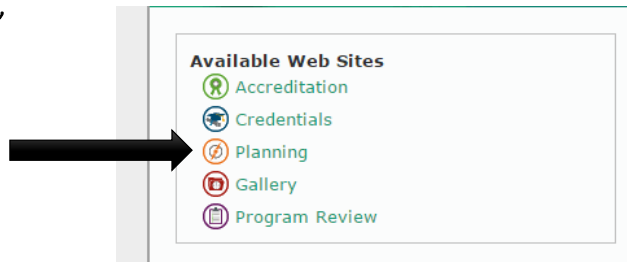
*It is recommended that you use Chrome or Firefox to access all Campus Labs products.* Internet Explorer does not always function properly.

1. Go to **Entrata**
  - a. Click under **“Compliance Assist”** under the Employee heading on the left hand side.

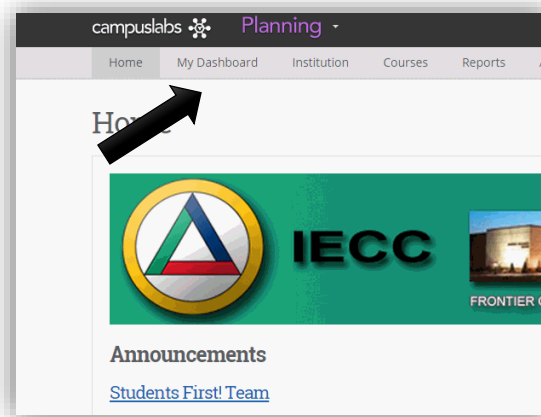


## Navigating Compliance Assist

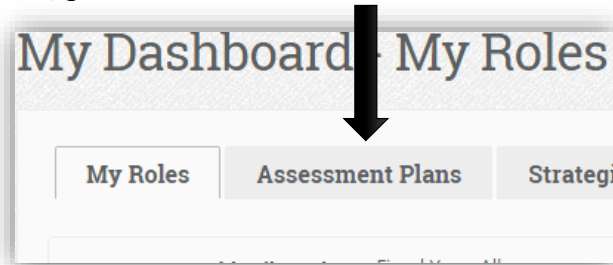
2. Click on **“Planning”**



3. Go to **“My Dashboard”**

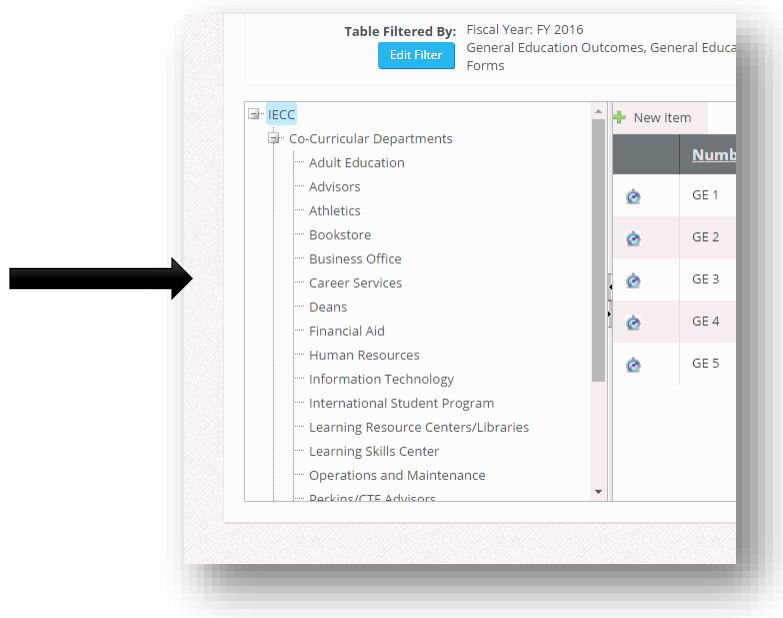


4. Under My Dashboard, go to **“Assessment Plans.”**



## To Navigate to Your Department's Workspace

5. Use the Organization Chart on the left hand side to navigate to your Department.
  - a. Once you find your Department, you should be able to view all items that are on-going during the current fiscal year. If you want to review something and you can't find it, I recommend changing your fiscal year to ALL. This should give you the history for your department.



## Co-Curricular Checklist

- I. **Mission** – A Mission Statement is a general, concise statement outlining the purpose guiding the practices of a Co-Curricular group. Accrediting bodies expect that student learning outcomes flow from the mission statements of the institution and departments; i.e., the department/Co-Curricular mission should be in harmony with the mission statement of the institution.
- II. **Goals** – Each Co-Curricular Group should establish a set of goals that are broad and overarching statements of intent or desired accomplishment and are central to the mission and duties of the group.
- III. **Program/Service Outcomes** – Each Co-Curricular group should establish a set of outcomes that are student-centered and reflect the goals and mission of the group.
- IV. **Outcome Assessment Results Form** – Each Co-curricular group should plan to assess each of their outcomes multiple times throughout a given 5-year Program Review Cycle.