Program Review User Guide for Faculty and Department Chairs

*Using Compliance Assist*

This is a quick step-by-step guide on using the Compliance Assist module of Anthology to enter various reports for your program review.
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**Part One: Overview of Compliance Assist**

**Steps 1 and 2:**

The easiest way to access campus labs is through our campus portal. Go to [https://my.csusb.edu/default/mycoyote](https://my.csusb.edu/default/mycoyote), scroll down, click on “Collaborate,” then select “Campus Labs.” The Campus Labs platform will now open in a new tab.
**Step 2**

For program review, we will use the Compliance Assist module. Click on Compliance Assist.

![Compliance Assist Module](image)

**Step 3:**

Click on Program Review.

![Program Review](image)
**Step 4:**

Welcome to the main page for Program Review! Our 5-year cycle and calendar are on the left, and the “help” feature on the top-right takes you to Anthology’s support page.

**Step 5:**

To access your program’s reporting section, click on the drop-down menu and choose your college.
**Step 6:**

Then, choose your program from the second drop-down menu.

**Step 7:**

You will see four separate tabs for reporting and a Document Directly for storing documents and reports. All sections are organized in order of the review process and contain sections for specific reporting. Click on the link in the tab to provide information.
Step 8:

Writing and making edits in Compliance Assist is similar to using a Word document. To edit, click on the “options” drop-down menu, and then click “edit item.”
Step 9:

Once in editing mode, type in your recommendations. Part Three will teach how to upload documents, such as CV/Resumes, into the Document Directory and then link them to your body of text.
Step 10:
The final step! Save and check the item back in. This is similar to checking out a library book: when editing an item, you have “checked it out,” and once you “check it back in,” you are returning it so others can “borrow” the item and contribute to it as well.
Part Two: Self-Study

Your self-study is linked from the Planning module.

Using the Document Directly is pretty simple once you get the hang of it. Only PDF documents can be uploaded since the point is to upload final documents. We already uploaded our new Program Review Policy for your convenience.

To begin uploading, click on “Options” and then “Manage Files.” Feel free to upload files or create folders by pressing their respective buttons and organize as you wish.
To link documents to your reporting sections, in editing mode, scroll down to “Document Directory Sources” and click on “+ New Document Source.” Then, choose the Document to upload and click on “Add Source.” We created a test document for demonstrative purposes.
You will now see your Document in the sources section.
The final step is to link the Document to your body of text. Choose your reporting section, and click on “Custom Links” from the menu bar. You will have three options to choose from; select the “+” next to “Document Directory Sources,” and select your PDF. This will add it to your text box.

That’s it! We hope this quick guide is helpful during your program review process.