

# **SACSCOC Ten-Year Review**

## **Working Site (Compliance Assist)**

### **User Guide**



**Produced by the**  
**Office of Institutional Research, Assessment, and Analytics**

<http://sc.compliance-assist.com>

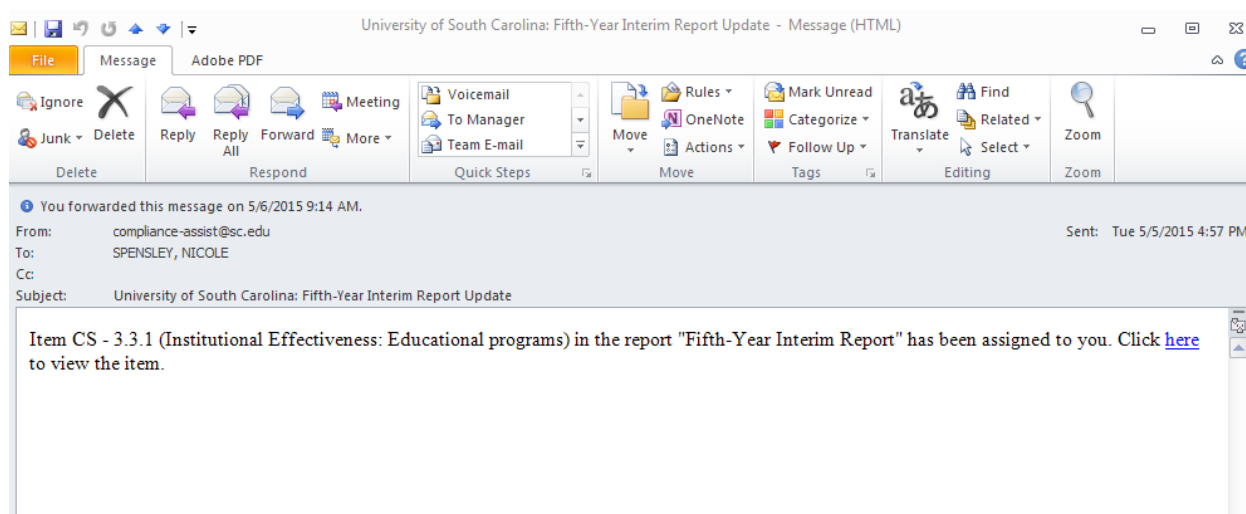
Contents

Accessing Working Site (Compliance Assist).....	3
From an email link.....	3
Accessing the report from the webpage .....	4
Accessing Assigned Standard/Requirement .....	6
Unauthorized access to a Standard/Requirement.....	6
Editing Assigned Standard/Requirement.....	7
Linking Documents to Standard/Requirement .....	8
Embedding link to Documents within Narrative.....	10
Embedding link to websites within Narrative .....	11
Saving .....	13
Checked out items .....	14
Adding files to the Document Directory .....	14

## Accessing Working Site (Compliance Assist)

### From an email link

You should have received an email from [compliance-assist@sc.edu](mailto:compliance-assist@sc.edu) that states: "Item XX - X.X.X, Title of SACSCOC Standard, in the report "Ten-Year Report" has been assigned to you. Click [here](#) to view the item." You will receive a separate email notification for every standard/requirement to which you have been assigned.



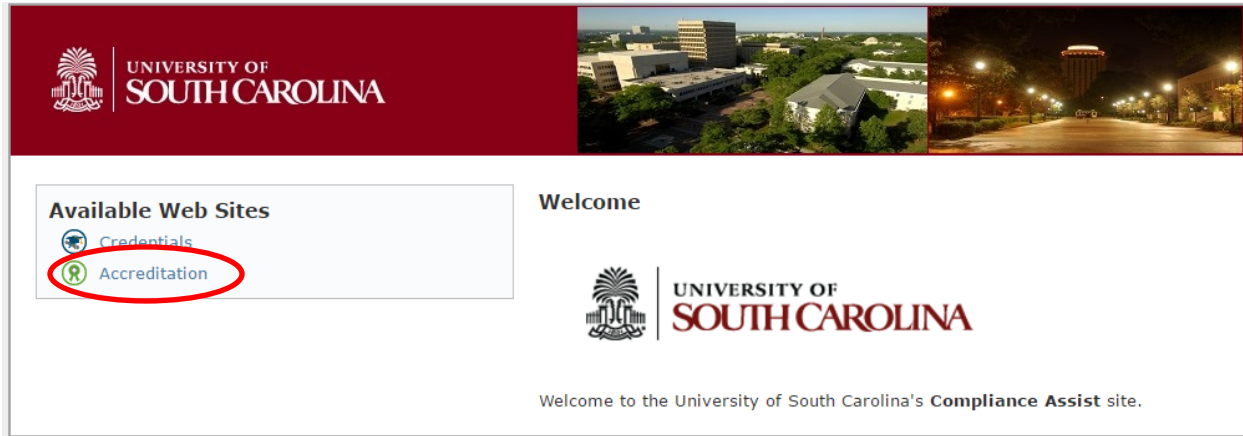
If you click on the hyperlink in your email, you will be taken to the login page for Compliance Assist. Log in using your network username and password. You will then be taken directly to the page for the standard(s)/requirement(s) to which you have been assigned. **Continue to page 7 of this document for further instructions.**



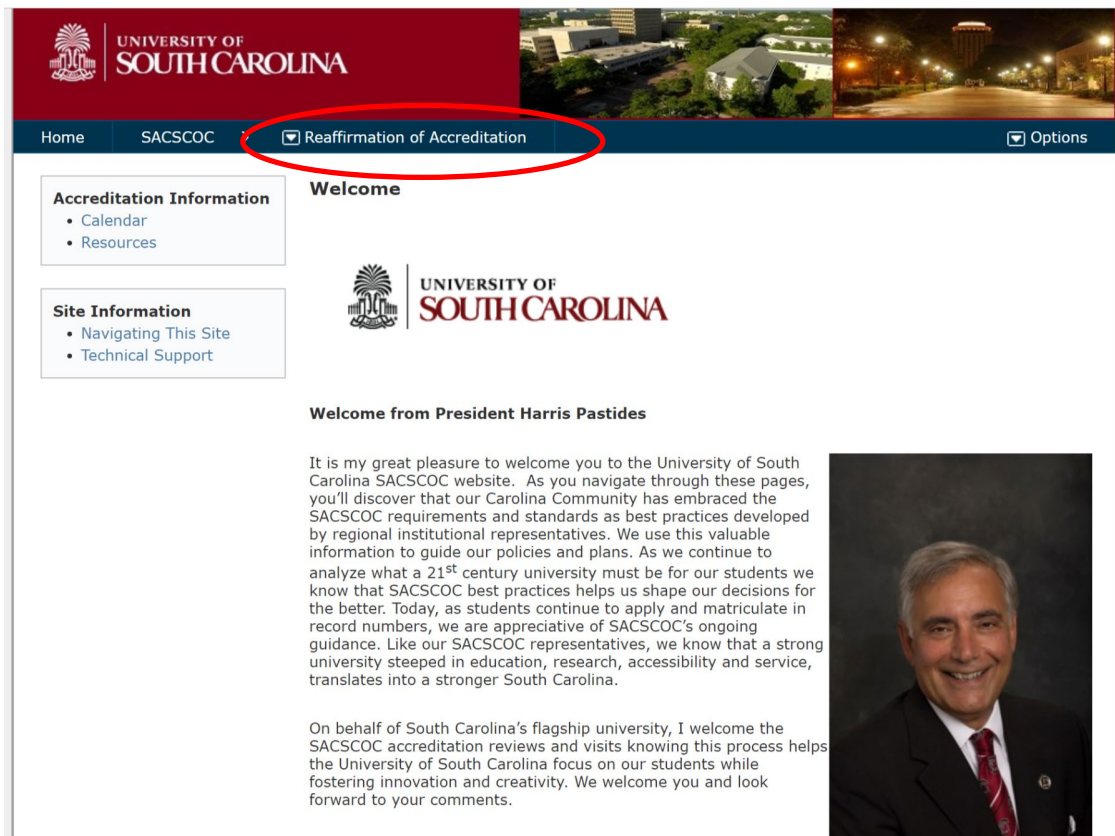
## Accessing the report from the webpage

Log in to <https://sc.compliance-assist.com/> using your **network username and password**.

You should see a page similar to the image below. Click on “Accreditation” on the left.



You should see a welcome screen. Click on “Reaffirmation of Accreditation” on the top menu bar.




## Using Compliance Assist for SACSCOC 10-Year Review

You will then see a page that lists all the requirements and standards for the Ten-Year Review. However, you will only have access to requirements and standards that are assigned to you. Click on the standard/requirement number on the left to open the standard/requirement.

[Home](#) > [SACSCOC](#) > [Reaffirmation of Accreditation](#) Options

[Compliance Report](#) [QEP](#) [Document Directory](#)

 **Report Overview**

**Part I: Signatures Attesting to Compliance**

**Part II: List of Substantive Changes Approved Since the Last Reaffirmation**

**Part III: Requirements**

**Section 1. The Principle of Integrity**  
1.1 - Integrity

**Section 2. Mission**  
2.1 - Institutional Mission

**Section 3. Basic Eligibility Standards**  
3.1.a - Degree-granting Authority  
3.1.b - Coursework for Degrees  
3.1.c - Continuous Operation

**Section 4. Governing Board**  
4.1.a - Governing Board: Legal Body with Authority  
4.1.b - Governing Board: Exercises Fiduciary Oversight  
4.1.c - Governing Board: Free of Financial Interest  
4.1.d - Governing Board: Not Controlled by a Minority  
4.1.e - Governing Board: Not Presided Over by the Chief Executive Officer  
4.2.a - Mission Review  
4.2.b - Board/Administrative Distinction  
4.2.c - CEO Evaluation/Selection  
4.2.d - Conflict of Interest  
4.2.e - Board Dismissal  
4.2.f - External Influences  
4.2.g - Board Evaluation

**Judgments**  
✔ Compliant  
✘ Non-Compliant  
— Not Applicable

## Accessing Assigned Standard/Requirement

When you click on standards/requirements for which you have access, you will see a page similar to the picture below.

The screenshot shows the University of South Carolina's Compliance Certification Report interface. The header includes the university's logo and name. The navigation bar shows the path: Home > SACSCOC > Compliance Certification Report. Below the navigation bar, there are tabs for Compliance Report, QEP, and Document Directory. The main content area displays Standard 2.5, Institutional Effectiveness, with a description of the institution's ongoing planning and evaluation processes. Below the description, there is a Judgment section with four radio button options: Compliance, Partial Compliance, Non-Compliance, and Not Applicable. A Narrative section is also present but empty.

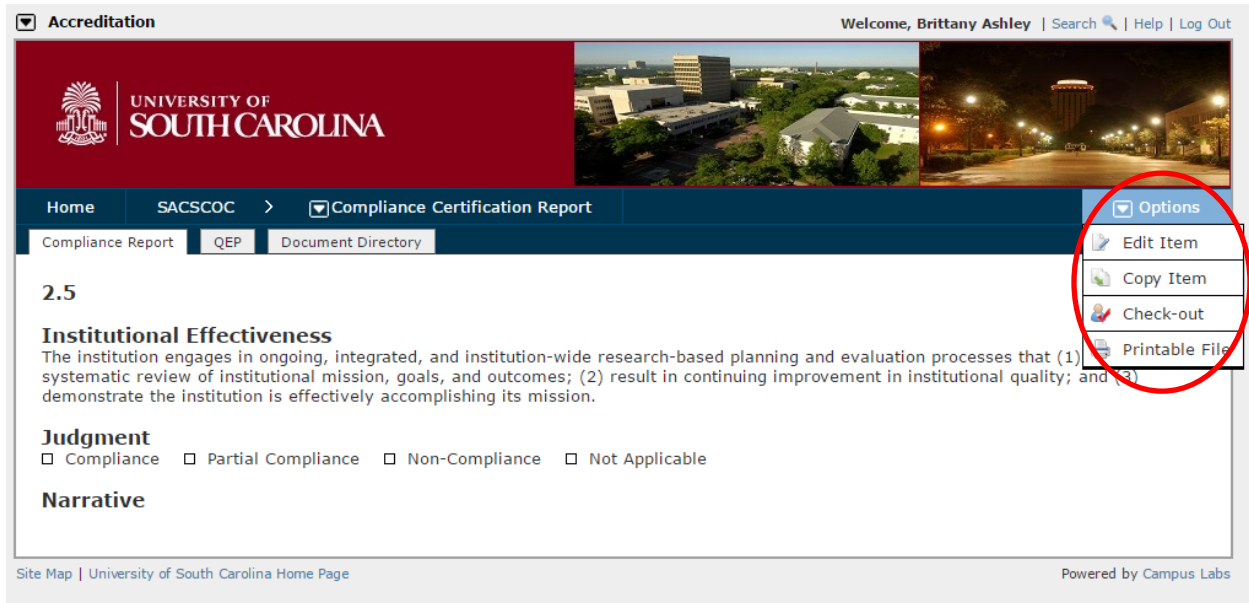
## Unauthorized access to a Standard/Requirement

You will receive this message if you click on a requirement or standard for which you do not have permission to view or edit. Please [contact Donald Miles](#) if you believe you should have access to a standard or requirement for which you do not have access.

The screenshot shows the same University of South Carolina Compliance Certification Report interface, but with an "Unauthorized Access Attempt" message displayed in a red-bordered box. The message includes a yellow padlock icon and text stating: "You do not have permission to view the requested page. Please contact a site administrator to request access. [Return Home](#)". The footer of the page contains site map links and power-by information for Compliance Assist.

## Editing Assigned Standard/Requirement

In the “Options” menu in the top right corner, click “Edit Item” to begin writing your assigned standards/requirements.



Accreditation Welcome, Brittany Ashley | Search | Help | Log Out

Home SACSCOC > Compliance Certification Report

Compliance Report QEP Document Directory

**2.5**

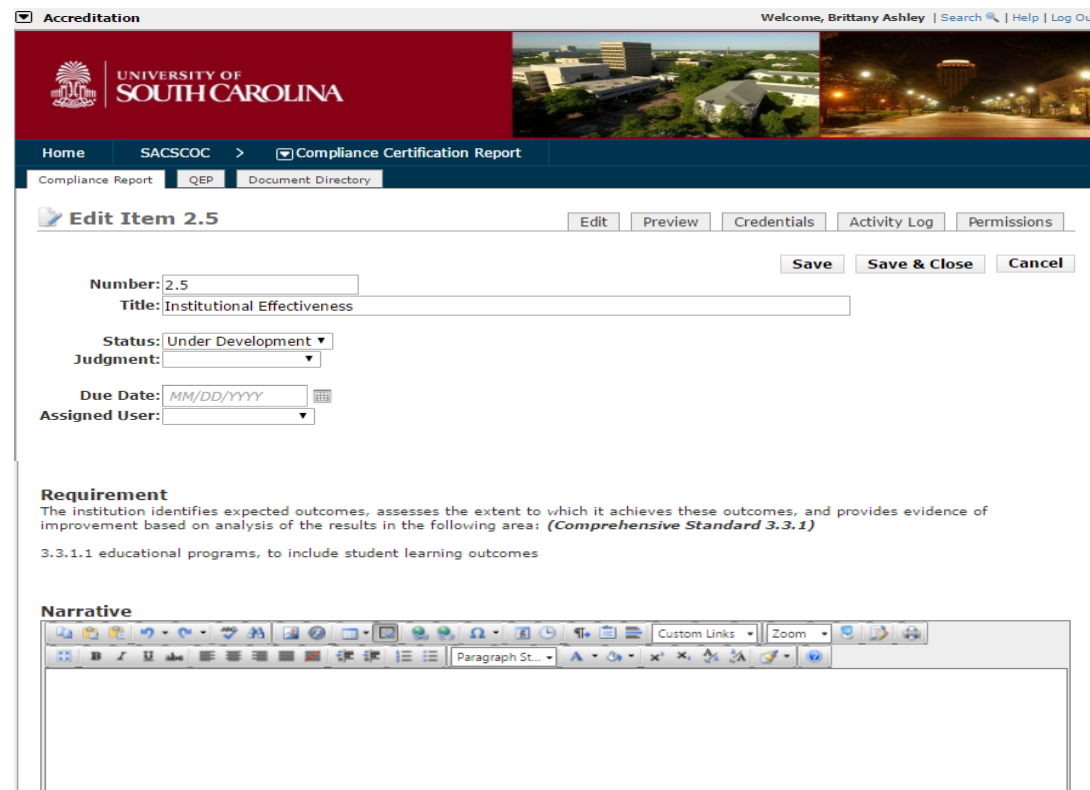
**Institutional Effectiveness**  
The institution engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) systematic review of institutional mission, goals, and outcomes; (2) result in continuing improvement in institutional quality; and (3) demonstrate the institution is effectively accomplishing its mission.

**Judgment**  
☐ Compliance ☐ Partial Compliance ☐ Non-Compliance ☐ Not Applicable

**Narrative**

Site Map | University of South Carolina Home Page Powered by Campus Labs

You will then see the page in which you can add information. The standard/requirement number and description will be at the top. Under “Requirement” you will see a more detailed description of the standard/requirement. Use this description as well as the information on [OIRA’s SACS webpage](#) to guide your writing. Type in the “Narrative” box to describe how USC is in compliance with the standard/requirement.



Accreditation Welcome, Brittany Ashley | Search | Help | Log Out

Home SACSCOC > Compliance Certification Report

Compliance Report QEP Document Directory

**Edit Item 2.5** Edit Preview Credentials Activity Log Permissions

Save Save & Close Cancel

Number: 2.5  
Title: Institutional Effectiveness

Status: Under Development  
Judgment:   
Due Date: MM/DD/YYYY  
Assigned User:

**Requirement**  
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: **(Comprehensive Standard 3.3.1)**  
3.3.1.1 educational programs, to include student learning outcomes

**Narrative**

Paragraph St...



## Linking Documents to Standard/Requirement

There is an option to add PDF documents to the narrative which support the standard/requirement. These documents can be hyperlinked within the narrative (instructions below). In the “Document Directory Sources” box found below the Narrative box, select “Add New Source”.

**Requirement**  
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: **(Comprehensive Standard 3.3.1)**  
3.3.1.1 educational programs, to include student learning outcomes

**Narrative**

Document Directory Sources

Add New Source

Name	View	Edit	Delete
Fifth Year - Part II - Institutional Summary (Page 2)			

Save Save & Close Cancel

Site Map | University of South Carolina Home Page Powered by Compliance Assist

Once you select “Add New Source” a pop-up box will open, from which you select the relevant document. A page number may be selected so the document will automatically open to the relevant page when accessed in the narrative. Click “Add Source” at the bottom of the pop-up box to return to the standard/requirement edit page. Please note that documents must already be added to the Document Directory before they can be added to a standard/requirement.



## Using Compliance Assist for SACSCOC 10-Year Review

### Requirement

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: **(Comprehensive Standard 3.3.1)**


3.3.1.1 educational programs, to include student learning outcomes

**Add New Source**

SACS Documents

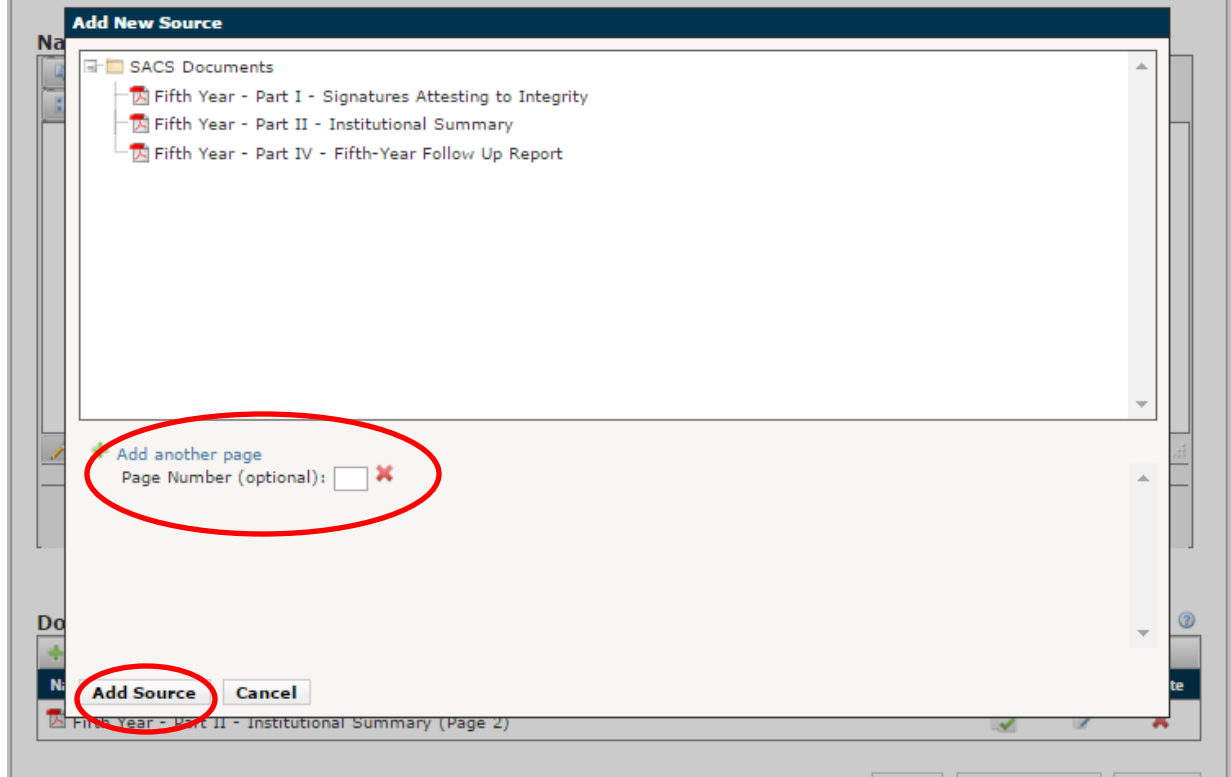
- Fifth Year - Part I - Signatures Attesting to Integrity
- Fifth Year - Part II - Institutional Summary
- Fifth Year - Part IV - Fifth-Year Follow Up Report

[Add another page](#)

Page Number (optional):  

**Add Source** **Cancel**

Fifth Year - Part II - Institutional Summary (Page 2)



### Embedding link to Documents within Narrative

Highlight the word(s) in the narrative that you would like to use as the link to a document. In the toolbar at the top of the “Narrative”, click the “Custom Links” drop-down menu. You will see the list of documents that you have already added from the Document Directory to your standard/requirement. Select the document you would like to link.

**Requirement**  
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: **(Comprehensive Standard 3.3.1)**  
3.3.1.1 educational programs, to include student learning outcomes

**Narrative**

I am writing the narrative here. I have the ability to directly link related documents.

Custom Links | Zoom

Document Directory Sources

Fifth Year - Part II - Institutional Summary

Design | HTML | Words: 20 | Characters: 113

**Document Directory Sources**

+ Add New Source

Name	View	Edit	Delete
Fifth Year - Part II - Institutional Summary			

Save | Save & Close | Cancel

## Embedding link to websites within Narrative

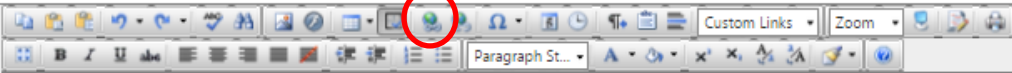
Highlight the word(s) in the narrative that you would like to use as the link to a website. In the toolbar at the top of the “Narrative”, click the hyperlink button (globe with chain link). The “Hyperlink Manager” window will open. Type or copy/paste the webpage into the URL box. You can select how you would like the link to open in the “Target” box (new window, same window, etc.) Click ok.

**Requirement**

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: **(Comprehensive Standard 3.3.1)**

3.3.1.1 educational programs, to include student learning outcomes

**Narrative**



I am writing the narrative here. I have the ability to directly link related documents or webpages within the text.

Design HTML Words: 20 Characters: 113

**Document Directory Sources**

+ Add New Source

Name	View	Edit	Delete
Fifth Year - Part II - Institutional Summary			

Save Save & Close Cancel

## Using Compliance Assist for SACSCOC 10-Year Review


**Number:** CS - 3.3.1  
**Title:** Institutional Effectiveness: Educational programs  
**Status:** Under Development ▼  
**Judgment:** ▼  
**Due Date:** 6/1/2015  
**Assigned User:** Spensley, Nicole ▼

**Requirement**  
The institution identifies expected outcomes, provides evidence of improvement based on analysis of the results, and provides evidence of continuous improvement.  
3.3.1.1 educational programs, to include:


**Narrative**  
I am writing the narrative here. I have

**Hyperlink Manager**

Hyperlink   Anchor   E-mail

URL:  

Link Text:

ID:  

Target:

Existing Anchor:

Tooltip:

CSS Class:

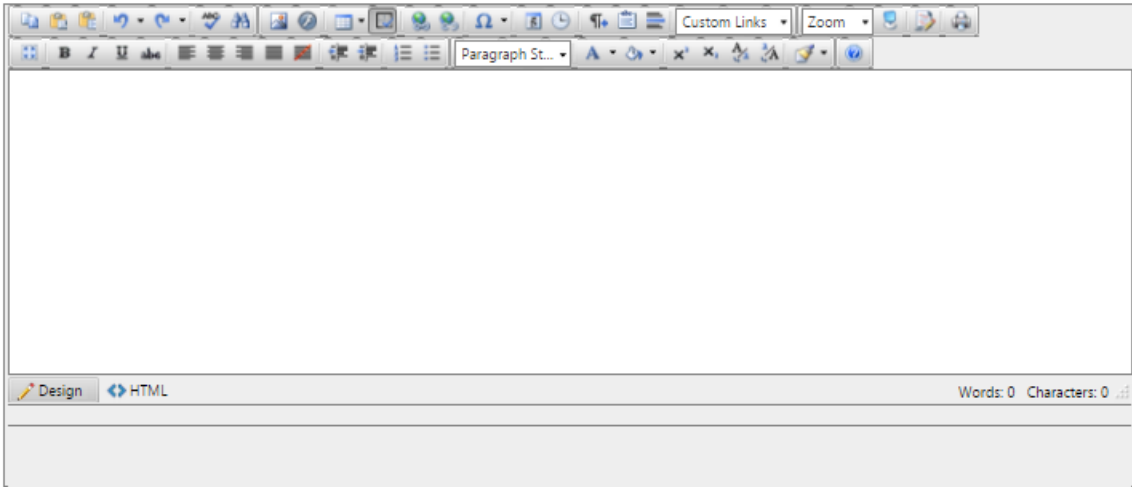
Design   HTML   Words: 20   Characters: 113

## Saving

Once you have completed your work in the standard/requirement, click “Save & Close” at the bottom of the screen. **Please click “Save” frequently when working within a standard/requirement.** After clicking “Save & Close” you will receive a pop-up box with the option to Check-In the item. **Please Check-In all standards/requirements when you close them.**

**Requirement**  
The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in the following area: **(Comprehensive Standard 3.3.1)**  
3.3.1.1 educational programs, to include student learning outcomes

**Narrative**



Design HTML Words: 0 Characters: 0

**Document Directory Sources**

+ Add New Source

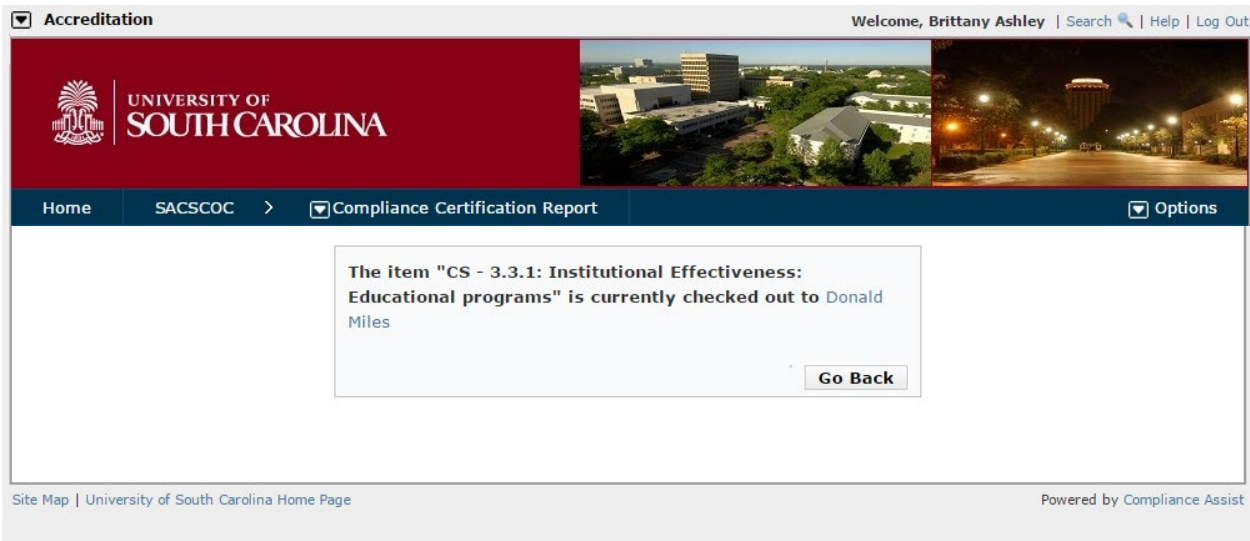
Name	View	Edit	Delete
Fifth Year - Part II - Institutional Summary (Page 2)			

Save Save & Close Cancel

Site Map | University of South Carolina Home Page Powered by Compliance Assist

## Checked out items

If an item is checked out by another user, you will receive the following message:



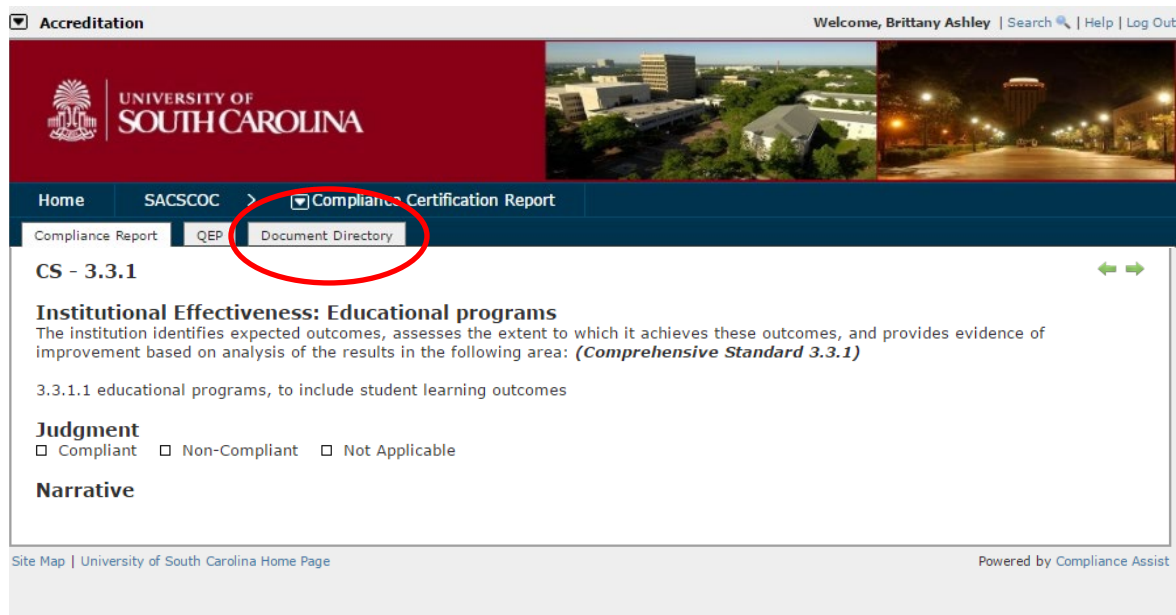
The screenshot shows the top navigation bar with 'Accreditation' selected. The main content area displays a message: 'The item "CS - 3.3.1: Institutional Effectiveness: Educational programs" is currently checked out to Donald Miles'. A 'Go Back' button is located at the bottom right of the message box. The footer includes 'Site Map | University of South Carolina Home Page' and 'Powered by Compliance Assist'.

This prevents users from over-riding changes made by others. If you need to access a standard/requirement that is checked out by another user, please [contact Donald Miles](#).

## Adding files to the Document Directory

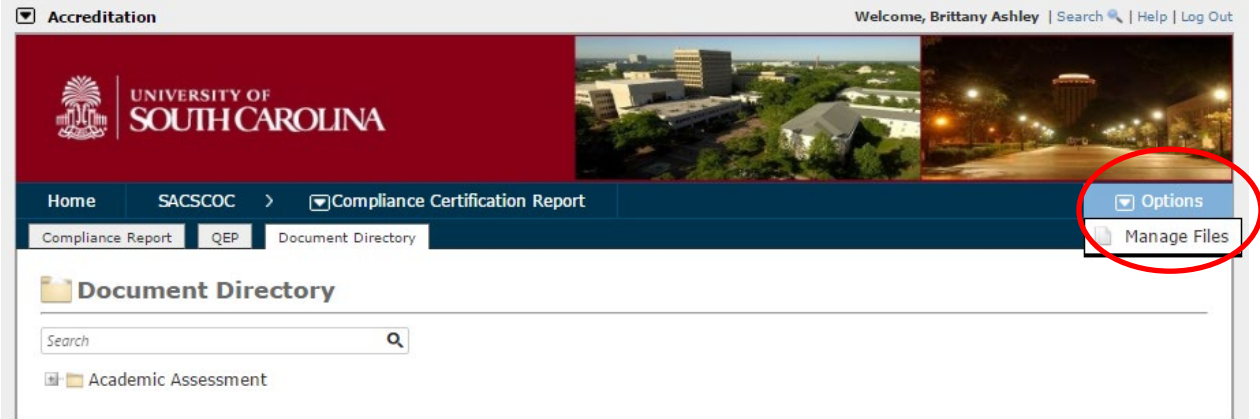
At the top of the page, click "Document Directory".

In the Document Directory page, click the "Options" drop-down menu in the top right corner and select "Manage Files".



The screenshot shows the 'Document Directory' page. The 'Document Directory' link in the top navigation bar is circled in red. The main content area displays the title 'CS - 3.3.1' and 'Institutional Effectiveness: Educational programs'. Below this, there is a description of the standard and a section for 'Judgment' with radio buttons for 'Compliant', 'Non-Compliant', and 'Not Applicable'. The 'Narrative' section is also visible. The footer includes 'Site Map | University of South Carolina Home Page' and 'Powered by Compliance Assist'.

## Using Compliance Assist for SACSCOC 10-Year Review



You will then have the option to upload files or add files for organization. Only PDF files can be uploaded.

