**Tennessee State University**

**Annual Assessment Report**

**Instructions**

**Phase 1 Preliminary**

1. In Compliance Assist – Planning, select the Reports tab
2. Navigate in the left-hand pane to your Unit
3. Generate the report, “AY 2014 UAIC Preliminary Status Report …” as an Acrobat PDF.
4. Select Download once report is generated to view it.
5. Use the report results to determine level of completion by Units and Sub-units in your area.
6. Assist Unit/Division heads in completing the data entry.

**Phase 2 Completing the Annual Assessment Report**

1. Download the UAIC Annual Report Template from the Home page in Compliance Assist – Planning.
2. In the Reports tab, navigate to your unit in the navigation pane.
3. Generate the report “AY 2014 UAIC Annual Assessment Report Data” in Acrobat pdf format.
4. Select Download to access the report.
5. Tabulate Outcomes met and not met by related Mission and KPI
	1. Enter values directly into the template for 2A and 2B.
	2. Enter tabulations in the fields of the Word template

Percentages will calculate automatically and not include any outcomes not scheduled for assessment this cycle. If there are Mission or KPI elements for which your unit has no related outcomes, enter 0 in the **# related outcomes** cell and leave the other cells blank.

1. The report will give you indicators for completing the rest of the report, but you may need to go to individual outcomes from the Institution tab to provide more information.