COMPLIANCE ASSIST

PLANNING USER GUIDE: CREATING REPORTS

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HOW TO USE THIS GUIDE

Within the instructions you will find the following types of references:

**Buttons:** indicated by bold text enclosed in brackets, e.g. [Save]

**Fields:** indicated by bold text, e.g. Outcome Type

**Navigation Tabs & Links:** indicated by underlined text, e.g. Institution

**Pages & Screens:** indicated by italicized text, e.g. Related Item Chooser

**Tips & Helpful Information:** indicated by red text, e.g. TIP: Use the [Save] button often and every time before navigating to a different screen. This will prevent losing entered information.

CREATING REPORTS

There are two types of reports that can be created, Department and Individual reports. The report functions within the **Department** and **Individual** tabs are exactly alike, the only difference being who can view/run and edit the reports. Department reports can be viewed/run by all users within the unit structure that have been granted report access. Individual reports can be viewed/run only by the report creator and other users that the report creator designates.
**CREATING A NEW DEPARTMENT REPORT**

Before creating a new report, navigate to the correct level in the organizational chart pane, i.e., the unit or subunit for which you have authorization to manage reports. Then select Reports from the top navigation. If [+ Add Report] is not at the top of the report list pane, then permission to define a new report at this level has not been granted.

![Department Reports Screen](image)

**TIP:** To request permission to create reports, use [http://www.fullerton.edu/assessment/_resources/pdfs/assessment_reporting/CAARF.pdf](http://www.fullerton.edu/assessment/_resources/pdfs/assessment_reporting/CAARF.pdf) form to modify your Compliance Assist access.
2. Enter a name for the report (required).
3. Enter a description (required).
4. In the Report Access area there are options to Share this report with all sub-departments (recommended) and List the department name at the beginning of the report (optional).
5. Check Confidentiality box to include a confidentiality notice on the report. The data generated by this report are for internal use only. The document footer will specify “Confidential – For Internal Use Only”.
6. [Next >>]
**STEP 2: DATA TYPES**

1. Click on the type of information to be reported from the list on the left and then move it by using the right arrow button to add it to the list on the right.
   1.1. While the system contains several types of data, Outcome is the most often used type.
2. Number/Title Separator can be set to preference.
3. Data type icons can be shown on PDF and Word reports only. Icon will not appear in Excel reports. Including the icon can be a visual prompt, but can cause reports to compile more slowly.
4. [Next >>]
**STE P 3: DATA FIELDS**

1. The content of this screen will depend on the Data Types selected in the previous step. In this example, the data fields for Outcome are shown. The selection process is identical to the prior step; click on a field name and use the arrow button to move it into the report field list.
   1.1. The **Number** and **Outcome Abbreviation** will automatically be added to the report.
   1.2. In this example, the report will contain **Step 1: Assessable Outcome, Outcome Type** and **Step 4 (2014-15): Summary fields**.

2. When done selecting, click [Next >>]
**Step 4: Related Items**

1. **Sections**: Course Sections are not currently being used (do not check).
2. Related Items: Check **Show Related Items for each item in the report**, if you want related items to be included. Related Items (Mission, Goals, ULG, SPG, CC) are not data fields, so this is the only way to see relationships between Outcomes and these items.

   2.1. When **Show related items...** is checked, the dialog box expands to include the following:

      2.1.1. **Direction** – Select “Upward” because sub-units or departments relate to the goals or strategic plan of their parent College or Division and University which is above them in the organizational chart (shown on next page).

      2.1.2. **Number of Levels** – Selecting “4” will ensure that the University level is reached.

      2.1.3. **Report Field Name** – Usually left as is, but could be changed to a different label.

      2.1.4. **Icons** – If checked, will show icons for the related items.

      2.1.5. **Data Types to Include** – Select desired related item(s). In this example, the report will show related University Learning Goals.

      2.1.6. **Data Fields of chosen related item(s)** – In this example, Goal Statement is selected.
3. [Next >>]
**STEP 5: FILTERING (OPTIONAL)**

1. **Filter Summary** will show a summary of filters at the end of the report (optional).
2. Checking **Start & End Dates** allows you to select only that data for the specified timeframe.
   2.1. The [Enter Fiscal Year Dates] button will automatically populate both fields with the dates for the FY selected.
   2.2. Checking the **Allow these dates to be changed when this report is generated** box permits running the same report information for different timeframes when the report is run subsequently. This option only works for PDF reports.
3. **Report Filters** are useful when fields contained in the report can be used to drill down to a specific sub-set of data such as reporting only Outcomes that have been assessed and not met.
   3.1. In this example, the report will be filtered by the common field **Progress** and field **Step 4 (214-15): Summary**.
   3.1.1. **Common Fields** filter: Click on the Add Expression button (green plus sign) to add an expression dialog box (shown on next page).
   3.1.2. From the drop down menu, select the desired field (in this example, **Progress**).
   3.1.3. Select the condition from the drop down menu (in this example, equal to).
   3.1.4. Select the field criterion (in this example, **In Use**).
3.1.5. **Custom Fields** filter: Click on the Add Expression button (green plus sign) to add an expression dialog box.
3.1.6. From the drop down menu, select the desired field (in this example, **Step 4 (2014-15): Summary**).
3.1.7. Select the condition from the drop down menu (in this example, contains).
3.1.8. Select the field criterion (in this example, Not Assessed).
3.1.9. Multiple filter criteria can be added if necessary.

**TIP:** Boolean operators can be set to combine or exclude multiple filter criteria.

4. [Next >>]
Step 6: Sorting & Grouping (Optional)

To organize the report by Department, check the box under Grouping and select Department, otherwise, the report will be grouped by Data Type.

2. Results can be sorted by the common fields that were included in the report in step 3. Related items included in the report can also be sorted.
   2.1. Check the Sort report based on specified sorting options box.
      2.1.1. Use [Add New] to add as many sort fields as desired. Select the field name and sort order, then click [Insert].

3. [Next >>]
**STEP 7: PERMISSIONS**

1. Department-Level Access automatically displays users that can access the report. To share the report with another user, click [+ Add Role] and select desired user by clicking on role icon to the right. Then click [Add].
TIP: If the person is not available in the user name search it means that person does not have an assigned role within Compliance Assist. They may use the Compliance Assist Access Request Form at http://www.fullerton.edu/assessment/_resources/pdfs/assessment_reporting/CAARF.pdf to establish or modify their Compliance Assist user account.

2. [Next >>]

**STEP 8: SUMMARY**

1. This screen summarizes all of the choices made in designing the report.

![Add New Report](image)

1.1. Review to see that all of the report elements are set as desired.

1.1.1. To make changes, click [<<Previous] to edit previous report set-up screens.

1.2. [Create and Run]
2. Select the **Type of Report** (in this example, PDF).

2.1. The chart below describes report type attributes.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Start/End Dates</th>
<th>Icons</th>
<th>Related Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>✅</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Word</td>
<td>✗</td>
<td>✅</td>
<td>✅</td>
</tr>
<tr>
<td>Excel</td>
<td>✗</td>
<td>✗</td>
<td>✅</td>
</tr>
</tbody>
</table>

3. [Generate Report]

4. Watch status window for “Completed” message and then click [Download].
REPORT EXAMPLE

CSUF
Outcomes: Not Assessed

University
Academic Affairs
Mihaylo College of Business and Economics
BA Business Administration

116-001-G1BABA-SLO-01: Functional Knowledge
1. a. Demonstrate an understanding of each of the functional areas of business.

Outcome Type: Learning Outcome
Related Items
ULG-01: Intellectual Literacy

116-001-G2BABA-SLO-02: Business Opportunity Recognition and Problem Solving
2. b. Identify solutions using appropriate techniques and models.

Outcome Type: Learning Outcome
Related Items
ULG-02: Critical Thinking

116-001-G1BABA-SLO-02: Functional Knowledge
1. b. Analyze and integrate techniques and theories from multiple business disciplines.

Outcome Type: Learning Outcome
Related Items
ULG-01: Intellectual Literacy

116-001-G2BABA-SLO-01: Business Opportunity Recognition and Problem Solving
2. a. Recognize and understand how to respond to business opportunities in the global marketplace.

Outcome Type: Learning Outcome
Related Items
ULG-02: Critical Thinking
RUNNING AN EXISTING REPORT

On the Reports tab, there is an organizational chart pane on the left and a report list pane on the right for both the Department and Individual tabs.

1. Select Reports from the top navigation.
2. Select the Department or Individual tab where the desired report is located.
3. Use the organizational chart pane to navigate to and select the desired report to be run.

TIP: If the desired report is not listed, it means that either your role does not have permission to view reports within your org chart area, or you are trying to view a report in an area of the org chart that you do not have permission to access. To request report viewing permission within your org chart area, use the Compliance Assist Access Request Form at http://www.fullerton.edu/assessment/_resources/pdfs/assessment_reporting/CAARF.pdf to modify your Compliance Assist user account. To request access to a report outside of your org chart area, request access from the report creator.

4. Click the Generate link on the right.
Planning User Guide: Creating Reports

5. **Type of Report** – Select from the dropdown menu: PDF, Word, Excel.

![Generate Report Request](image)

5.1. The chart below describes report type attributes. The start and end dates will not be available if the report was originally created without the start & end dates filter option selected.

<table>
<thead>
<tr>
<th>Report Type</th>
<th>Start/End Dates</th>
<th>Icons</th>
<th>Related Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Word</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Excel</td>
<td>✗</td>
<td>✗</td>
<td>✔</td>
</tr>
</tbody>
</table>

**TIP:** The Word option is most commonly used to perform report editing *after* the report is generated.

6. **Notify User** – Some reports may take a long time to generate. To be notified when the report is ready for download, enter an email address. Clear the email address if notification is not necessary.
Editing an Existing Report

1. Click on the report’s name in blue in the report list pane.
2. For a report that you created or have permission to edit, you will see the report structure and the different report section tabs. Refer to the *Creating a New Department Report* section for an explanation of the different report sections.

3. Make changes to any screen necessary, remembering to [Save] on every screen that is modified.
4. Once done editing, click [Save & Close].

**TIP:** If the pop up window states “You have not been granted access to modify this report,” it means that your role does not have permission to edit a report within your org chart area, or you are trying to edit a report in an area of the org chart that you do not have permission to edit. To request report editing permission within your org chart area, use the Compliance Assist Access Request Form at [http://www.fullerton.edu/assessment/_resources/pdfs/assessment_reporting/CAARF.pdf](http://www.fullerton.edu/assessment/_resources/pdfs/assessment_reporting/CAARF.pdf) to modify your Compliance Assist user account. To request access to edit a report outside of your org chart area, request access to edit the report from the report creator.