# PROGRAM REVIEW:

DIY for Compliance Assist

Visit the Institutional Research and Effectiveness website at:
http://mcciep.mclennan.edu/

Click the 'Compliance Assist' link under Login Screens on the right side of the home page.

HOW TO LOGIN

Username and Password are your MCC login information.

The Dashboard

After logging in, you will immediately be taken to the Dashboard. Consider this your Home Screen in the Planning Module.

Select the second 'Plan' tab.

Plan Tab: Panel 2 (Navigation)

On the Plan Tab, Panel 2

1. Adjust the Academic Year

2. To view your plan items, make sure you have selected 'Assessment Plan.'

3. Use the Organizational Chart to navigate to your unit.

Plan Tab: Panel 3 (Plan Items and Reports)

Panel 3: Plan Items

In Panel 3, under 'Plan Items,' you will find all of the Plan Items you have created.

Panel 3: Create New Item

To create a New Item, click the '+Plan Item' drop down menu, and select the appropriate item.

Input the requested information.

Panel 3: Edit Existing Item

To edit an existing item, click the Title of the item and input the requested information.

Program Review Data Items

- Student Performance
- Course Data
- Next Major/Graduation Data
- Faculty Data
- Cost/Benefit
- Workforce Projections
- Division Chair Comments
- Dean Comments

Input the requested information into the provided dialogue box.

Items will **automatically save!**
When finished, simply **click 'Done' and move on** to the next item.

Attaching a File

If you would like to attach a file to any part of your Program Review, click '+File' under the related dialogue box. After attaching your file, a link to the file should appear in the 'Attached Files' section below the box.

Panel 3: Reports

In Panel 3, under 'Reports,' you are able to view, save, and print reports for the various Plan Items.

To **SAVE**, you will need to Print to PDF.

Panel 3: View Report

To run a Program Review Report, click 'View Report' under 'Program Review.'

To change the date range, next click 'Customize Dates' in the dropdown menu.

Program Review

Report that displays the Cost/Benefit Analysis of Academic and Workforce programs.

View Report: 9/1/17 - 8/31/18

Program Review

Report that displays the Cost/Benefit Analysis of Academic and Workforce programs.

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- View Report
- Customize Dates
- CSV Report
- Print

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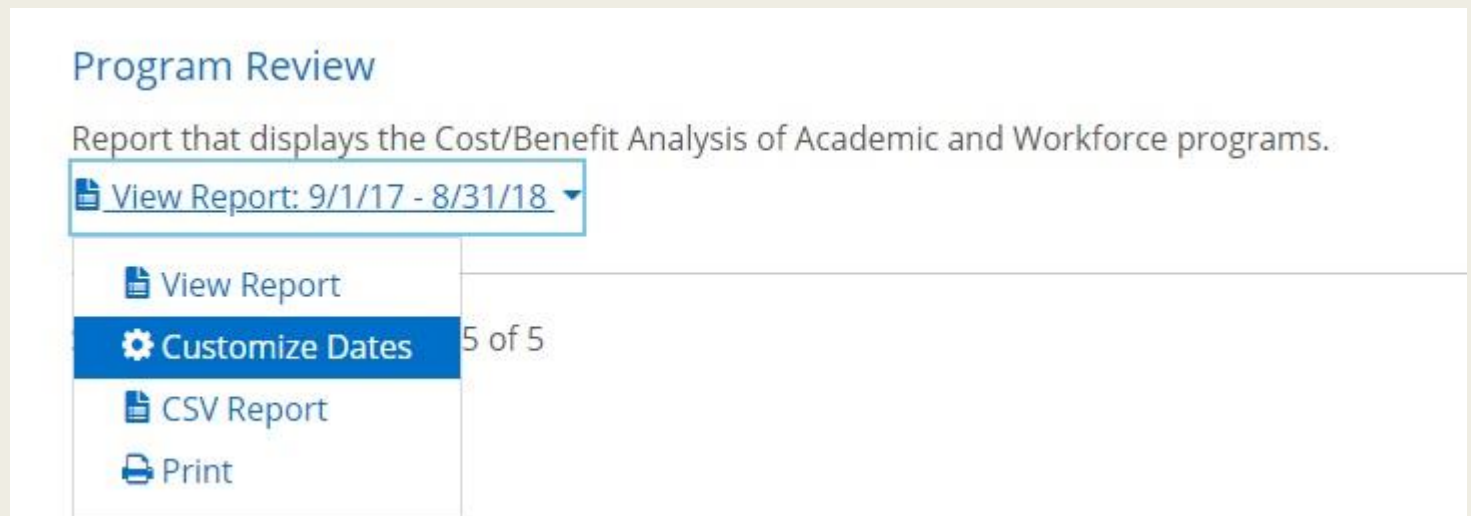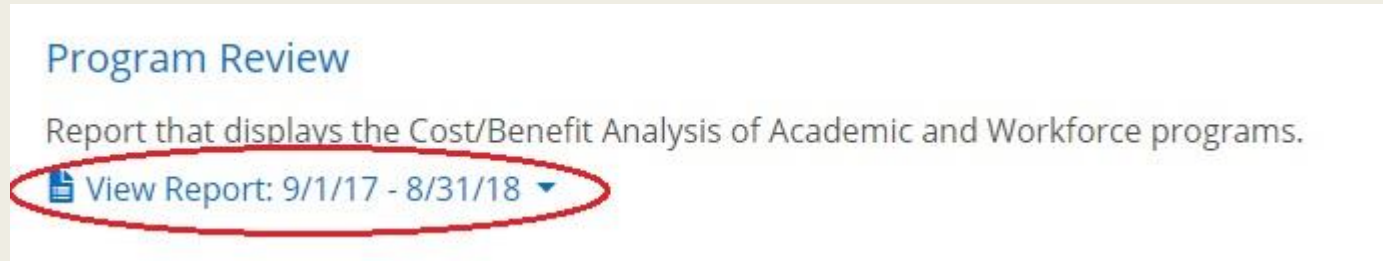
Panel 3: View Report

Enter the appropriate date range in the dialogue boxes provided, and click 'View Report' when ready.

Start Date

09/01/2017

End Date

08/31/2018

Cancel

CSV Report   View Report

CONTACT

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