


Student Affairs Diversity Database Using Compliance Assist Guide

General Instructions

- Log into Compliance Assist at <https://ucsd.compliance-assist.com>. If you do not have a login or forgot your username and/or password, contact Marlene Lowe at mplowe@ucsd.edu.
- Click on "Planning" and select "My Dashboard" from the top bar.
- Click on "Diversity and Campus Climate." Once you are in the "Diversity and Campus Climate" screen, expand the "Student Affairs" line under "UCSD" to select your department.
- Once you highlight your department, place your cursor over the green plus sign "New Item" and select "Diversity and Campus Climate."
- Enter the requested information. Place your cursor over the information bubble  to the right of each field for details on what to include in the field.
- To enter text into fields, click "edit." When you have completed entering the information, click "update" to save.
- Certain fields include the option to upload a document. These fields say "*Sources can be added to this field after this new Diversity and Campus Climate Effort has been saved.*" After clicking "save" at the top of the screen, the option to upload files will become available.

Hints & Tips for Completing the Diversity and Campus Climate Template

1. Diversity/Climate Effort Name:
2. Lead Staff Person:
To enter a name in this field, click the "manage" icon. Search for the user, and check the box next to their name. Place your cursor over "add," then click "selected." Click "save and close" to return to the Diversity and Campus Climate Efforts screen.
3. Other Partners:
Choose all that apply.
4. Please identify Non-SA Partner(s)
5. Type of Activity
6. Diversity/Climate Effort Description
Be as specific as possible in your program description. Enter a clear description of the program including campus collaborators, location, amount of students participating, etc. Be specific about the intended audience, e.g., Revelle Resident Life students, all undergraduate students, transfer students, LGBT students & community, veterans, etc.
7. Type of Program:
8. Intended Audience:
Choose all that apply.
9. Please indicate year Diversity/Climate Effort started:
10. Specify Audience:

Briefly describe the intended audience. This may include the "demographics" identified on the EDI worksheet. Example: Student Veterans, Career Peer Educators, Revelle residents, etc.

11. Please indicate the number of participants Diversity/Climate Effort served:

12. When does this Diversity/Climate Effort occur?

Choose all that apply.

13. How frequently does this Diversity/Climate Effort occur?

14. Program URL, if available:

15. Program Outcomes/ Learning Outcomes

List the program outcomes and/or learning outcomes. These may include the "goals" on the EDI worksheet. Please refer to the Student Affairs Learning Outcomes (SALOs) and use the SALOS, if appropriate.

16. Assessment Description

Describe how you will determine the effectiveness of the program/event/service/initiative. This may include the "Measures of Success" on the EDI worksheet.

17. Link Project to Campus Labs Baseline

If you assessed the Diversity/Climate Effort using Campus Labs Baseline, you can link to the results by clicking "add" and entering your Baseline login information. Search for your Baseline assessment project by title, and click the title when it appears. A box should appear on the right with the same title as your Baseline project. Select the data you would like to include from this box (for example "all project data") and click "add."

18. Summary of Findings

If you assessed the Diversity/Climate Effort, please summarize the highlights. Indicate the year and quarter in which you are summarizing.

19. Fund Sources:

Choose all that apply.

20. Specify Funding

Briefly describe your funding, e.g., name of grant or award, departments that are contributing funds, cost savings, permanent budget of the department, etc.

21. Pertinent Notes

Include other information you feel is relevant to this Diversity/Climate Effort. You may upload files by clicking on "Upload Files" and choosing the file to upload.

22. Start/End

Click on "Choose Fiscal Year Dates" and choose the current fiscal year.

23. Progress

Leave this area blank.