Step 5. Submitting the Final PSC Plan for Approval

- 1. Have a copy of your <u>Final</u> PSC Self-Study saved in Word and labeled *Program Name-WKU Ref #-Department-College-PSC Final-year* (i.e, Art History-613-Art-PCAL-PSC Final-2023).
- Log on to Anthology-Portfolio and go to your department's dashboard. Either click on "Recently Edited" if your portfolio is listed there. If not, click on "Portfolios" and navigate to the correct portfolio.

	WALKTHROUGH USER GUIDE SEE WHAT'S NEW						
=	Dashboard						
	Overview	Portfolios Performance Upcoming Surveys					
	RECENTLY EDITED Program-Department-COLL PSC Portfolio 2022						
	News & Recent Activity						
	2	2022-06-22					
	Anthology Portfolio System sent you a <u>message</u> Zhours ago Anthology Portfolio System sent you a <u>message</u> Zhours ago Anthology Portfolio 2022' Zhours ago Anthology Portfolio 2022' Anthology Portfolio 2						

3. Once you are in the Table of Contents for the portfolio, click on "Final/Approved Program PSC Self-Study."



4. This page will appear. Click "ADD CONTENT," select "Add File," and upload your final report.



5. After you choose/drag file it will show up at the bottom of the screen. MAKE SURE TO SELECT "INSERT FILES" for them to be added to your portfolio.

See what's new	Maximum File Upload Size: 300 MB	Cance Insert Files
	Choose Files	Choose from File Library Choose from Dropbox Choose from OneDrive Choose from OneDrive Choose from Google Drive
1-Program Sust TEMPLATE-ANT	tainability Check-up- THOLOGY.docx	

6. Once your final copy has been uploaded, you will see this screen. Click "Submit" to submit your final copy for approval.

)	B	Final/Approved Program PSC Self-Study				
	Ø	Add Content Sul	bmit When Ready	SUBMIT Import Content Frogram Sustainability Check-up (PSC) Approval 6-21-22 NOT SUBMITED		
	\$	Final PSC Report for Approval Instructions & Resources		() Modified: 2022-06-22 15:31:48		
	⊕ \$	I-Program Sustainability Check-up-TEMPLATE-ANTHOLOGY	Z			

7. When this page appears, enter your college's abbreviation (CEBS, CHHS, GFCB, OCSE, or PCAL and the word Portfolio) and then click submit "Submit."

	Final/Approved Program PSC Self-Study	
	Submitting Content	Close
(H Program Sustainability Check-up (PSC) Approval 6-21-22 Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit: Type here	

After deans receive a submission, they will either approve it or return it to you with comments for additional revision. If deans have revisions, you can discuss with them and/or make changes and resubmit following the same steps. Once you receive notice of approval, you should begin to actualize the plan you made in the self-study.