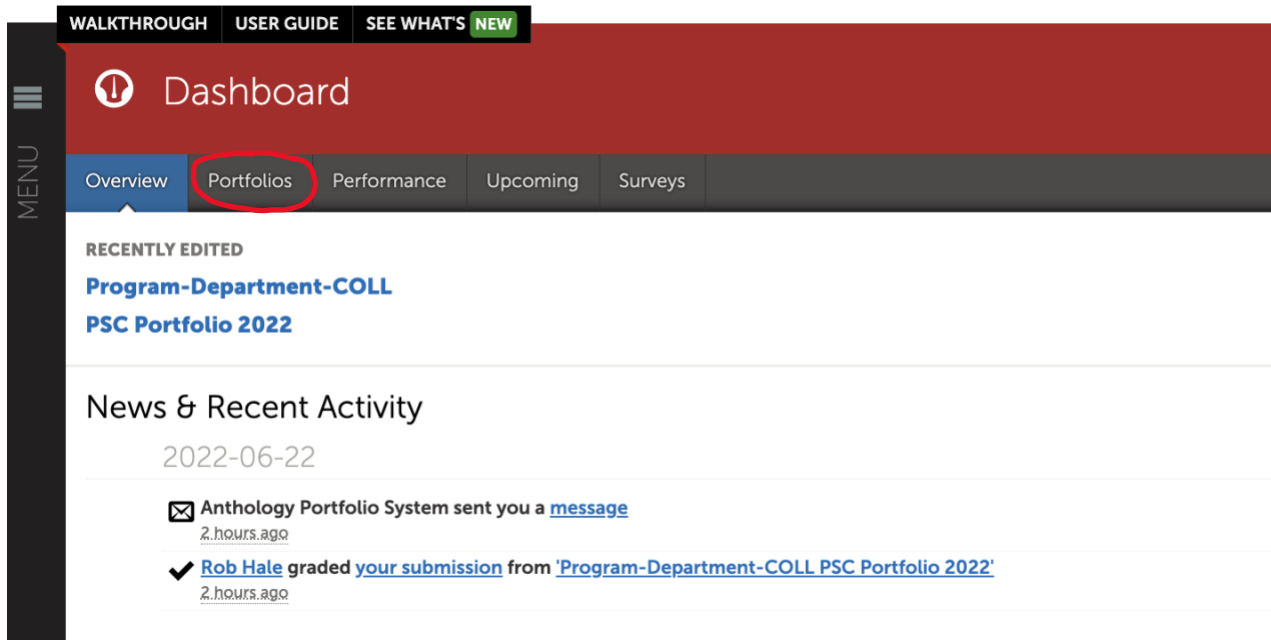


## Submitting PSC Annual Report in Anthology-Portfolio (rev. 7-5-23)

1. Make sure that you have your PSC annual report completed and saved on your computer as a Word document. Please make sure the document is labeled using this nomenclature: *Program Name-WKU Ref #-Department-College Abbreviation-PSC Annual Report-and the current year* (i.e, Art History-613-Art-PCAL-PSC Annual Report-2023).
2. Log on to Anthology-Portfolio and go to your department's dashboard. Click on "Portfolios" and navigate to the correct portfolio.



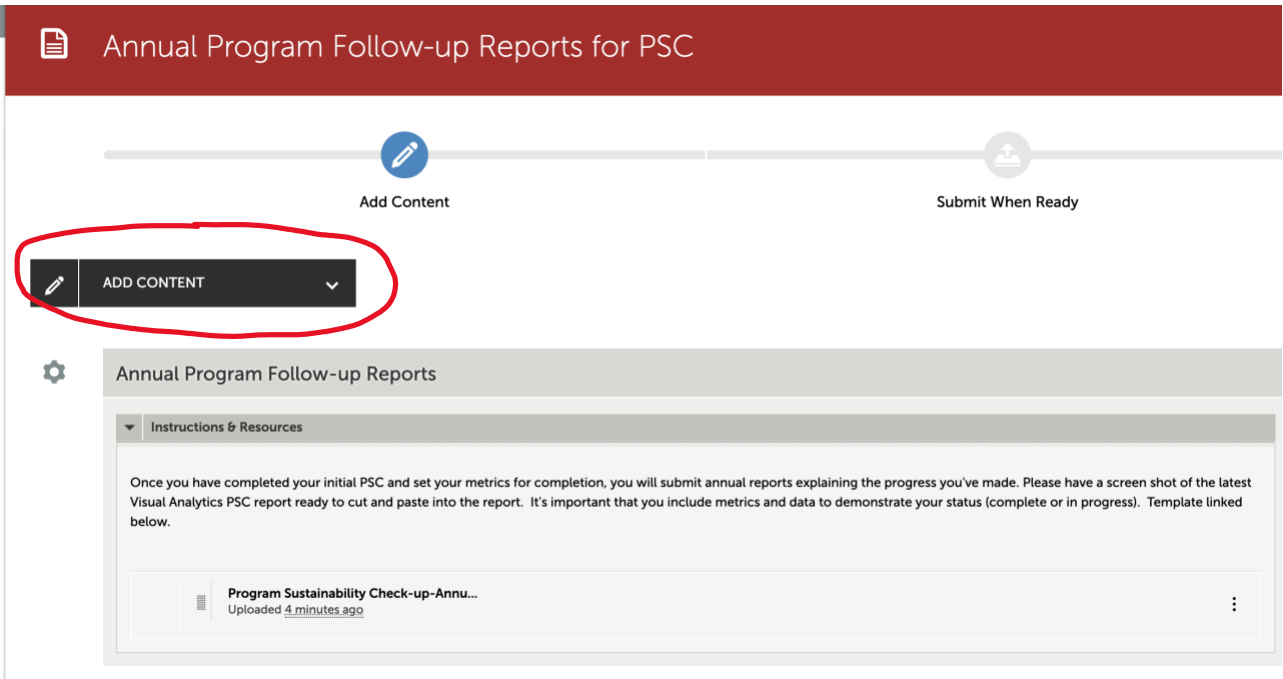
3. Once you are in the Table of Contents for your *Program Sustainability Check-up (PSC)* portfolio, click on Annual Program Follow-up Reports for PSC. Annual Program Follow-up Reports for PSC”

## Program Sustainability Check-up (PSC)

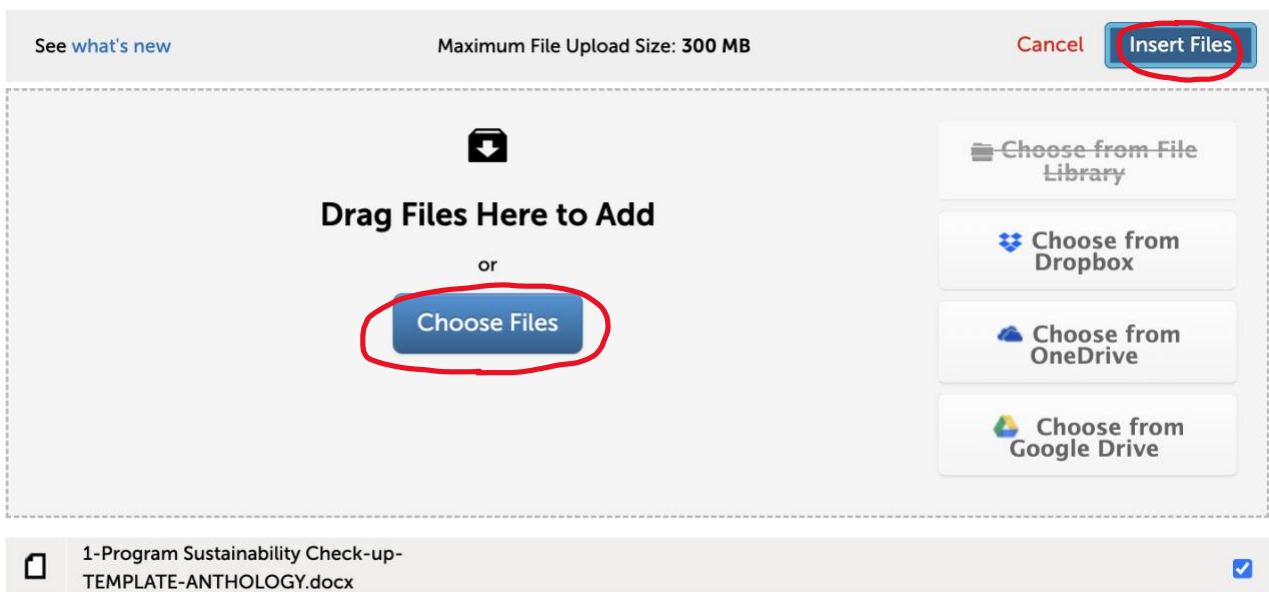
Enable Table of Contents Edit Mode

- Program Sustainability Check-up (PSC)
  - PSC Initial Submitted Self-Study
  - Final/Approved Program PSC Self-Study
  - Annual Program Follow-up Reports for PSC

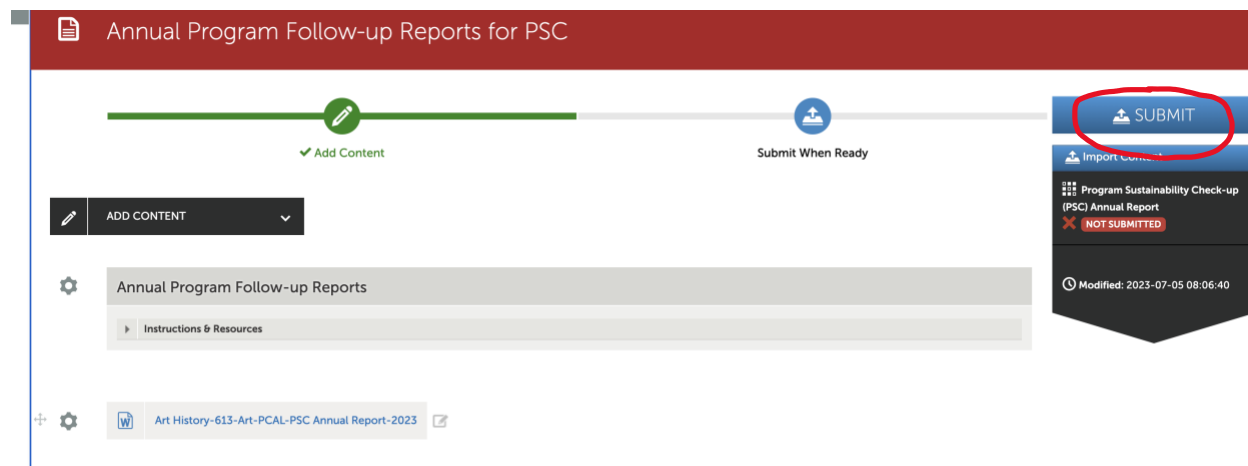
- The following page will appear. Click “ADD CONTENT,” select “Add File,” and click the Insert Content Here plus sign. upload your annual report that you saved in step 1. Please make sure the document is labeled using this nomenclature: *Program Name-WKU Ref #-Department-College Abbreviation-PSC Annual Report-and the current year* (i.e, Art History-613-Art-PCAL-PSC Annual Report-2023).



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



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



7. When this page appears, enter your college’s abbreviation (CEBS, CHHS, GFCB, OCSE, or PCAL and the word Portfolio) and click on the correct name that appears. Make sure college portfolio name appears with a blue checkmark. Then, click “Submit.”

## Submitting Content

**Program Sustainability Check-up (PSC) Annual Report**

Enter the Name(s) of the Assessor(s) to Whom You Wish to Submit:

**PCAL Portfolio**

After deans receive a submission, they will review your report and respond on your sustainability status (Plan Complete or Plan in Progress) and provide you with comments. Occasionally, they will request a meeting to get additional information.