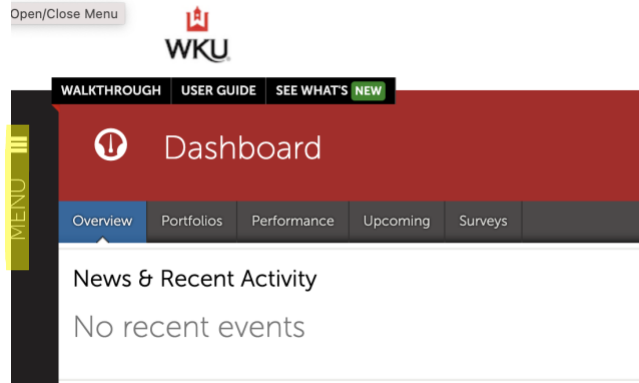
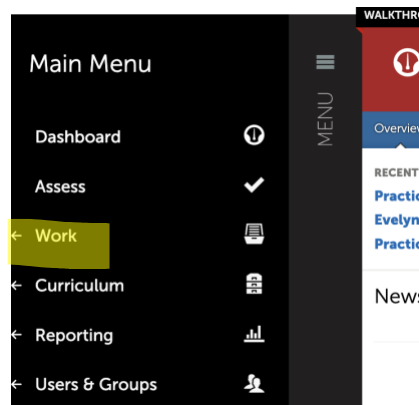


Step 3. Submitting the PSC Self-Study Draft for Initial Consideration

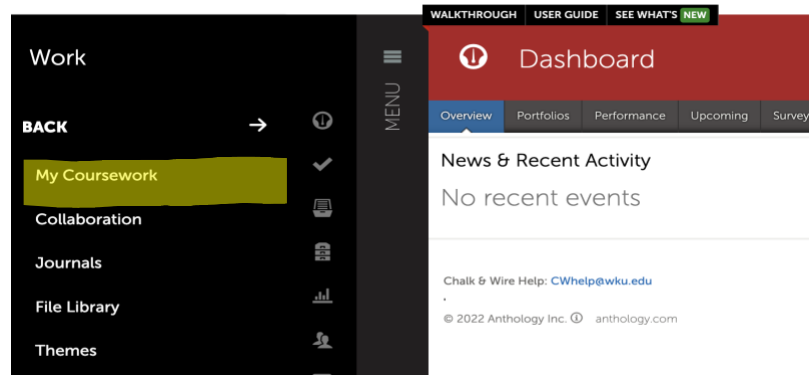
1. Have a copy of your PSC Self-Study saved in Word and labeled *Program Name-WKU Ref #-Department-College-PSC Draft- current year* (i.e, Art History-613-Art-PCAL-PSC Draft-2023). Also have pdfs of Visual Analytics report and any supplemental information.
2. Log in to **your department's** Anthology-Portfolio account at <https://wku.chalkandwire.com> to go to the dashboard.
3. Click on "Menu" on the left.



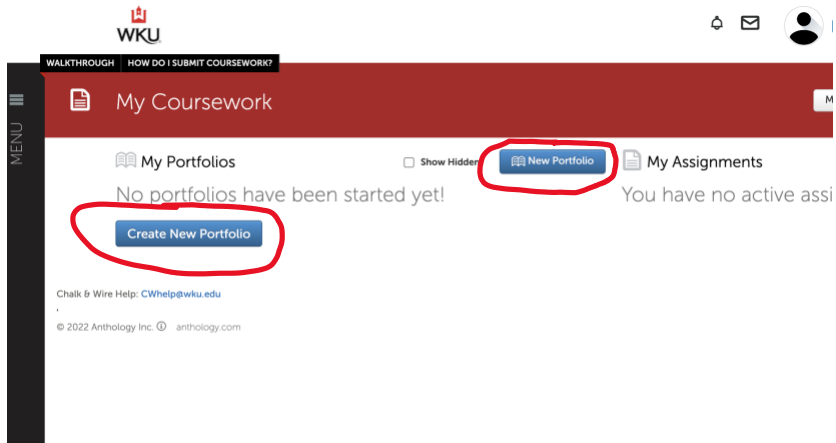
4. Then, click "Work" to get to "My Coursework."



5. Click on "My Coursework" to get to the Portfolios page.



6. Click on “Create New Portfolio” or “New Portfolio.”



7. When the “Create New Portfolio” box appears, name your portfolio with this convention:

- a) **Program Name-WKU Ref #-Department-College Abbreviation-PSC Portfolio-and the current year (i.e, Art History-613-Art-PCAL-PSC Portfolio-2023).**
- b) Select “Program Sustainability Check-up (PSC)” for the table of contents.
Note: if you cannot find the Program Sustainability Check-up (PSC) table of contents, click “Can’t find your table of contents” and you should be able to navigate to the correct Table of Contents.
- c) Click “Create.”

A screenshot of the 'Create New Portfolio' dialog box. The dialog has a title bar with a close button (X). Below the title, there is a 'Name' field with a text input and a small icon. Below that is a 'Table of Contents' dropdown menu with 'Program Sustainability Check-up (PSC)' selected. There is a link 'What's this?' next to the dropdown. Below the dropdown is a link 'Can't find your table of contents?'. At the bottom, there are two buttons: 'Create' and 'Cancel'. The 'Create' button is circled in red.

8. You'll then arrive at the Table of Contents for your program. Click on "PSC Initial Submitted Self-Study" to begin adding content (you will see a blue dot on this section)

Program-Department-COLL PSC Portfolio 2022

0 Overdue Submission(s) 0 Submission(s) Due Now 2 Upcoming Submission(s) 0 Submitted
0 Resubmission Request(s)

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

+ Setup

+ How will I

Sharing

Secure Shari

Share this P

This page will appear. Click "Add Content."

Add Content Submit When Ready

ADD CONTENT

Part I PSC Template

Instructions & Resources

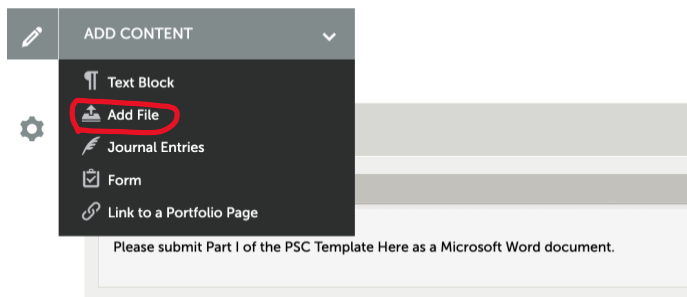
Visual Analytics Information

Instructions & Resources

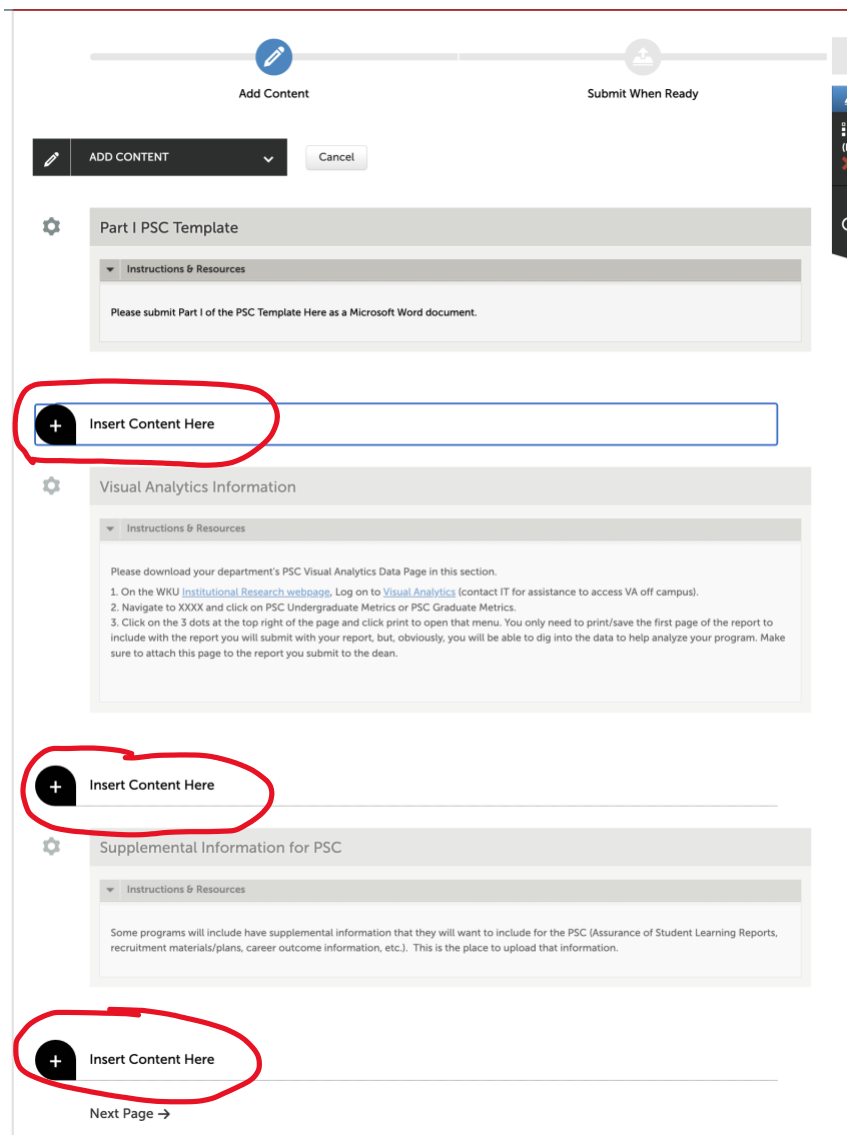
Supplemental Information for PSC

Instructions & Resources

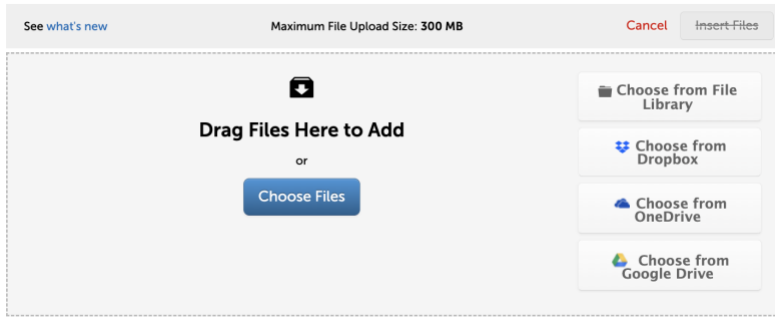
9. And then select “Add File”



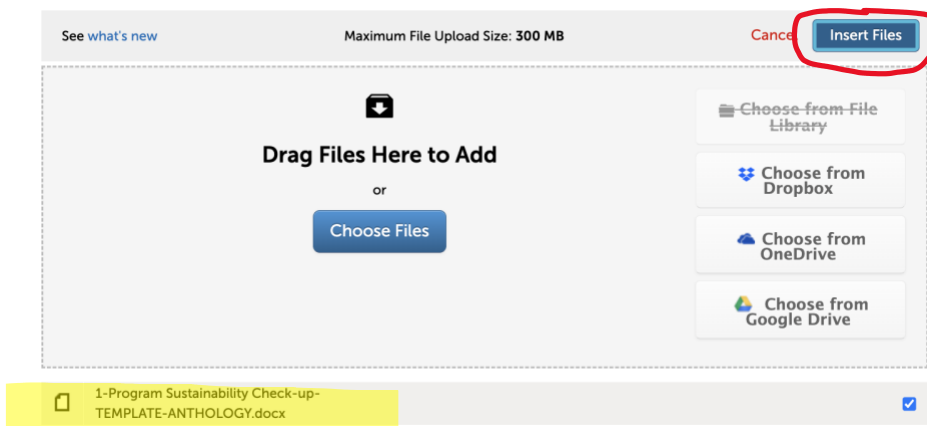
10. When this page appears, you will see + Sign Insert Content Here that allows you to insert the content directly. Click “Insert Content Here.”



11. And use this screen to drag or drop files into the portfolio:

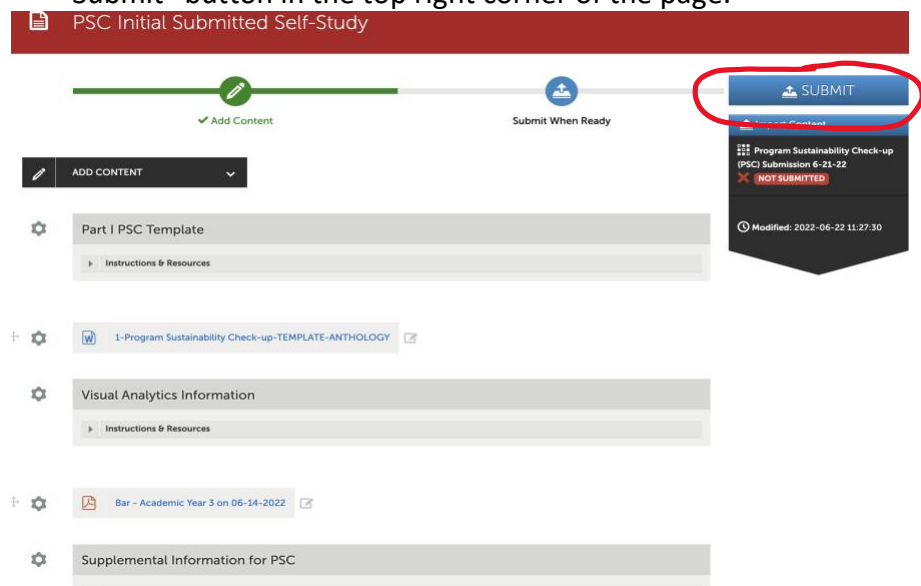


12. After you choose/drag file the fill name appears at the bottom of the screen. MAKE SURE TO SELECT INSERT FILES in order for them to be added to your portfolio.



13. Follow the same basic process to continue to add documents (the Visual Analytics pdf from part I, and any supplemental information including ASL Reports) to your portfolio.

14. After you have uploaded all of the documents you want your dean to consider, click on the "Submit" button in the top right corner of the page.



15. You'll then see a box asking for the names of the Assessors. For this process, you **will use your college (CEBS, CHHS, GFCB, OCSE, PCAL and the word Portfolio)**. When you start typing in the box, the college's name should eventually appear. After you select the college, press "Submit."

Submitting Content Close

STATUS **NOT SUBMITTED**

Program Sustainability Check-up (PSC) Submission 6-21-22

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

Submit

You'll get a screen confirming that your portfolio has been sent.

Submitting Content Close

STATUS **SUBMITTED**

✓ Content Submitted

Congratulations! Your work has been successfully submitted. Use the Review Submission feature below to review your work, add comments, and tag submitted content.

Assessor	Assessment Instrument	Page	Submitted
Hale, Rob	Program Sustainability Check-up (PSC) Submission 6-21-22	PSC Initial Submitted Self-Study	2022-06-22

REVIEW SUBMISSION