

Instructions for Planning Assist Academic Programs

1. Enter the following link:
<https://pstcc.compliance-assist.com>
2. Enter PSCC credentials to sign in.
3. On the left, select **Planning**.
4. Click **My Dashboard**.
5. Click **Academic Planning**.
6. On left-hand side, you will see a box. At the top, click on **Edit Filter**, and select fiscal year 2017. Click **President's Office**, select Academic Affairs and then select your program. A menu will appear that includes data elements, review of findings, and dean recommendations.
7. Click on **Data Elements**. A page will appear which includes text boxes for Trend Data, Analysis of Program Enrollment and Analysis of Student Performance Data. In the Trend Data section, you will upload the spreadsheets provided by IEAP. To upload the spreadsheet, click **edit** in textbox and using the File Library, upload the spreadsheet. The spreadsheet is the only thing loaded in Trend Data.
8. In text boxes labeled Analysis of Program Enrollment Data and Analysis of Student Performance Data, you will enter narrative. Once you have reviewed enrollment and performance trends, you will need to write narrative explaining any patterns you see emerging.

REVIEW OF FINDINGS

9. You will go back to the main page. When there, click on **Review of Findings**. This is the section where you will enter information on strengths, progress on goals for year in review, goals for the upcoming year and department accomplishments.
10. Click **Edit**. Click **edit** again each textbox and enter the appropriate narrative. Upload any files you feel are necessary.
11. Click **Save & Close**.

DEAN RECOMMENDATIONS

12. Click on **Dean Recommendations** (Deans only) on the main page menu. Then, click **Edit** in the textbox. Enter any comments regarding the report.