

Instructions for Planning Assist Academic Programs

1. Enter the following link:
<https://pstcc.compliance-assist.com>
2. Enter your PSCC credentials to sign in.
3. On the left, select **Planning**.
4. Click on **My Dashboard** tab at top of screen.
5. Click on **Academic Assessment**.
6. Click on **Edit Filter** (in blue box), select fiscal year 2014, and click **ok**.
7. On left-hand side, click **President's Office**, select **Academic Affairs**, and then select your department and program. A menu will appear that includes Data Elements, Review of Findings, Program Resources, and Dean Recommendations.

DATA ELEMENTS

8. Click on **Data Elements**. A page will appear which includes text boxes for Program Enrollment, Student Performance, and Other. In this section you will upload spreadsheets with data for the last three years.
9. Click **Edit** in top tool bar. Then, click **edit** in first textbox. Enter any narrative which is appropriate and click **Update**.
10. Under **File Library**, click on **Upload File**. Type in a **name** for the spreadsheet; then "browse" to locate it in your files and **upload file**.
11. Type information in the other textboxes as appropriate. Then click **Update** and **Save & Close**.

REVIEW OF FINDINGS

12. When the main page comes up, click on **Review of Findings**. This is the section where you will enter information on Strengths, Opportunities for Improvement, Previous Year's Deficiencies, Student Learning Outcomes Assessment and Analysis, Upcoming Assessments, and Significant Results.
13. Click **Edit**; then click **edit** again in each textbox and enter the appropriate narrative. Upload any files you feel are necessary and **Update**.
14. Click **Save & Close**.

PROGRAM RESOURCES

15. Click **Program Resources**.
16. Click **Edit** at top; complete each section and **Update**.
17. Click **Save & Close**.

DEAN RECOMMENDATIONS

18. Click on **Dean Recommendations** (Deans only) on the main page menu. Click **Edit** at top and in the textbox. After review of report and discussion with faculty, enter any comments and recommendations.
19. **Update; Save & close**.
20. To exit the program, click **X** at top of screen.