

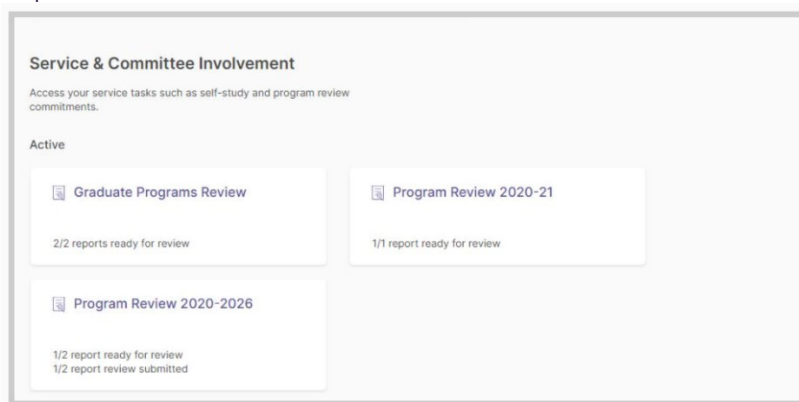
Planning and Self-Study

Reviewing Annual Reports

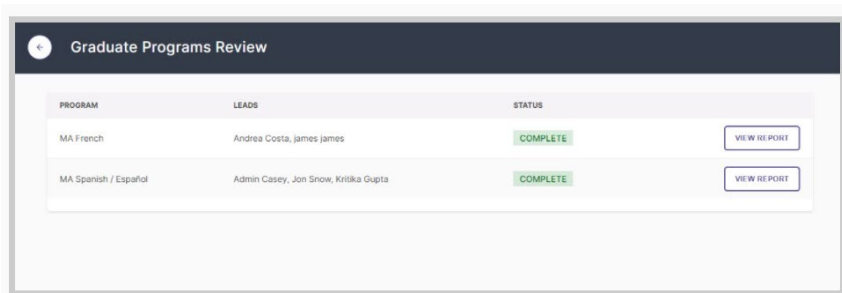
Planning and Self-Study (PSS) is an external, cloud-based software system. Any faculty or staff can login to PSS with their Buffalo State credentials.



1. From the Home screen, scroll down to “Service & Committee Involvement” and select “2021-22 Annual Report”



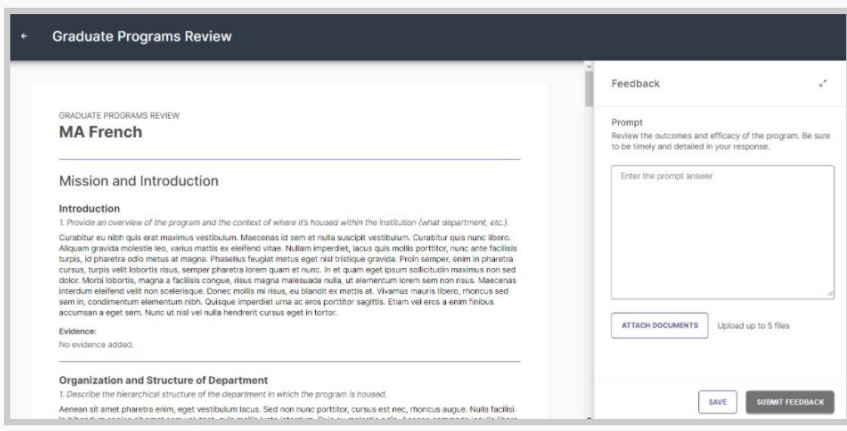
If you have more than one report submitted to you, you will see a list the list of programs that submitted. If there is only 1 program review report that needs feedback, you will land directly on the feedback page.



PROGRAM	LEADS	STATUS	
MA French	Andrea Costa, James James	COMPLETE	VIEW REPORT
MA Spanish / Español	Admin Casey, Jon Snow, Kritika Gupta	COMPLETE	VIEW REPORT

2. Clicking on the “View Report” button for any program will bring you to the feedback page. In the left panel, the HTML report of the program review is displayed which shows the data entered by the contributors for various categories and sections along with evidence (if any) uploaded by the contributors.

In the right panel, the reviewers have a text box where they can add their feedback



Once you have entered feedback, you can either save a draft in order to revisit it again and complete the feedback. Or you can submit the feedback. Once the feedback has been submitted, you will not be able to revisit it.

For additional help with Planning and Self-Study (PSS):

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