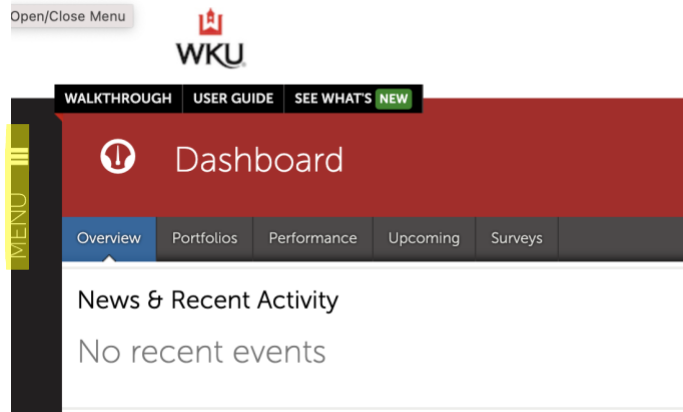
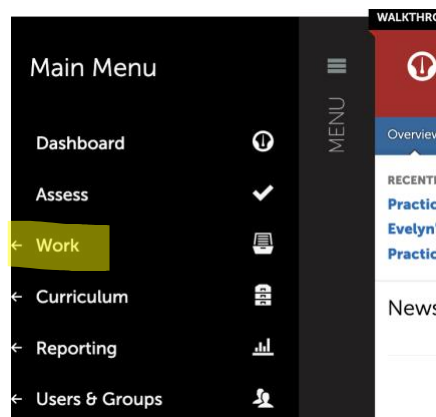


Department Chairs Directions for Submitting APR NON-ACCREDITED Self-Study in Portfolio (1-8-24)

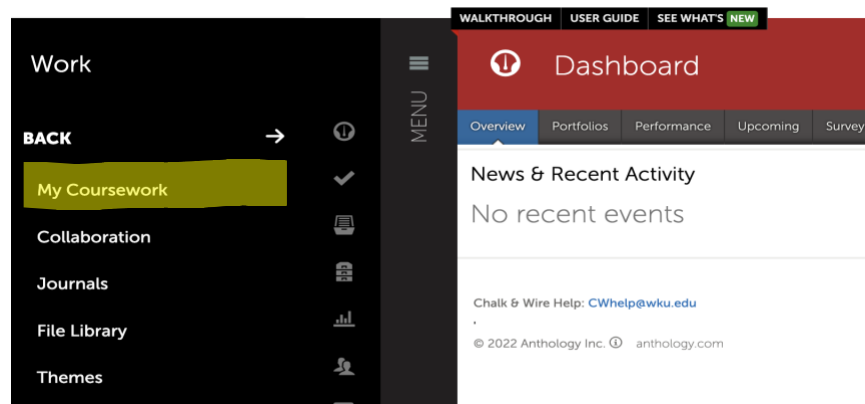
1. Log in to **YOUR DEPARTMENT'S** Anthology-Portfolio account at <https://wku.chalkandwire.com> to go to the dashboard. **MAKE SURE TO SEND FROM YOUR DEPARTMENT AND NOT YOUR PERSONAL ACCOUNT.**
2. Click on "Menu" on the left.



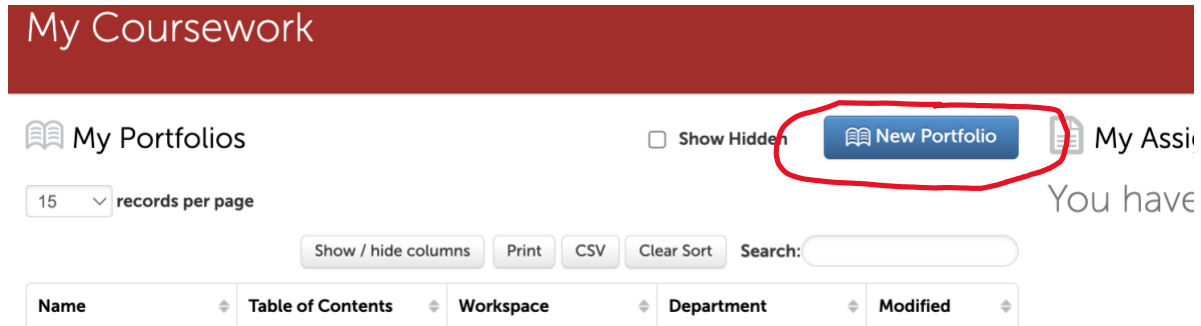
3. Then, click "Work" to get to "My Coursework."



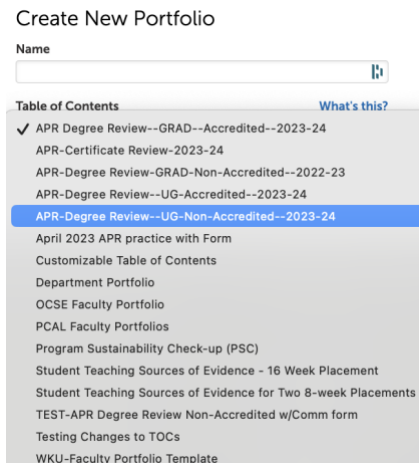
4. Click on "My Coursework" to get to the Portfolios page.



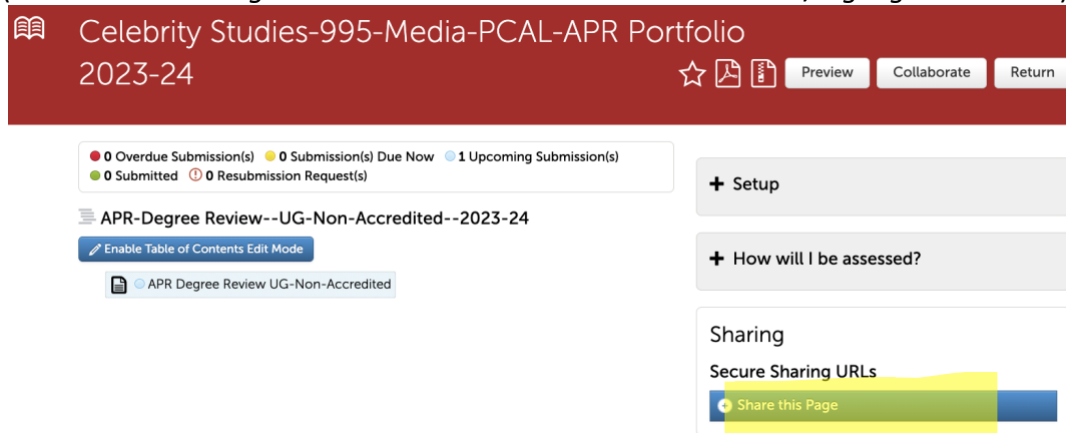
5. Click on "New Portfolio."



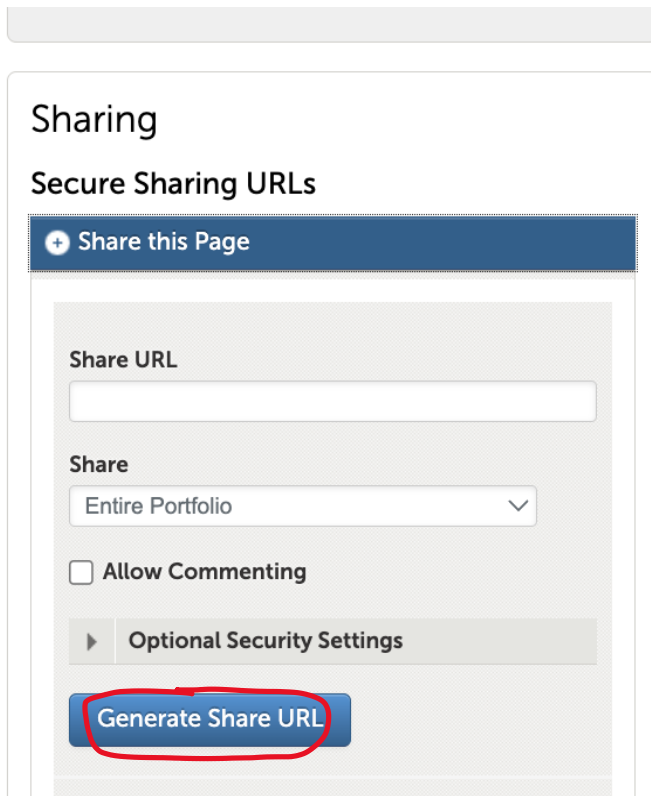
6. When the "Create New Portfolio" box appears, name your portfolio with this convention:
- Program Name-Program #-Department-College Abbreviation-APR Portfolio and the academic year.**
For example, *Celebrity Studies-995-Media-PCAL-APR Portfolio 2023-24.*
 - Select "APR Degree Review-GRAD-NON-Accredited-2023-24" OR "APR Degree Review-UG-NON-Accredited-2023-24" for the table of contents depending on the level. **Make sure to pick the correct level UG or GRAD.**
 - Click "Create."



7. You'll then arrive at the Table of Contents for your program. Click on "Share this Page" (Make sure APR Degree Review UG-Non-Accredited is selected/highlighted in blue).

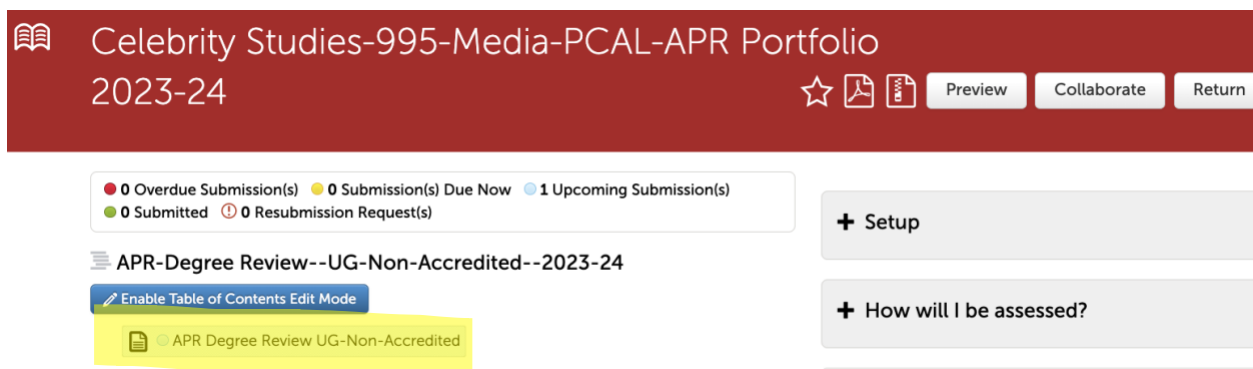


And then, “Generate Share URL”



After you click “Generate Share URL,” a link will appear in the box. You should select URL and right click to COPY IT. Also, send a copy to yourself by using the Send Email function as a back-up to the link. You are now ready to upload documents for your APR portfolio.

8. Click on “APR Degree Review—UG (or GRAD)—Non-Accredited” to begin adding content—there should be a blue dot to the left of APR.



This page will appear. Click “Add Content.”



Settings icon (gear) | Add a Shareable Link to Your Portfolio Here

Open Paragraph Options Menu

▶ Instructions & Resources

Settings icon (gear) | APR Self-Study Completed Template

▶ Instructions & Resources

Settings icon (gear) | APR Degree Review Data Sheet (Visual Analytics)

▶ Instructions & Resources

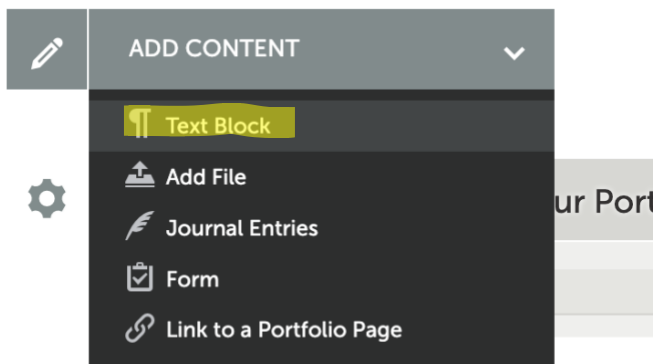
Settings icon (gear) | Assurance of Student Learning Reports

▶ Instructions & Resources

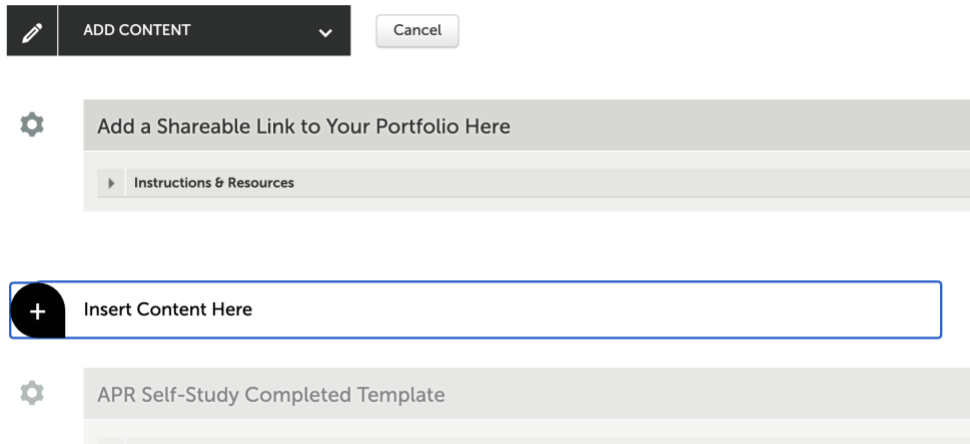
Settings icon (gear) | Other Supporting Materials

▶ Instructions & Resources

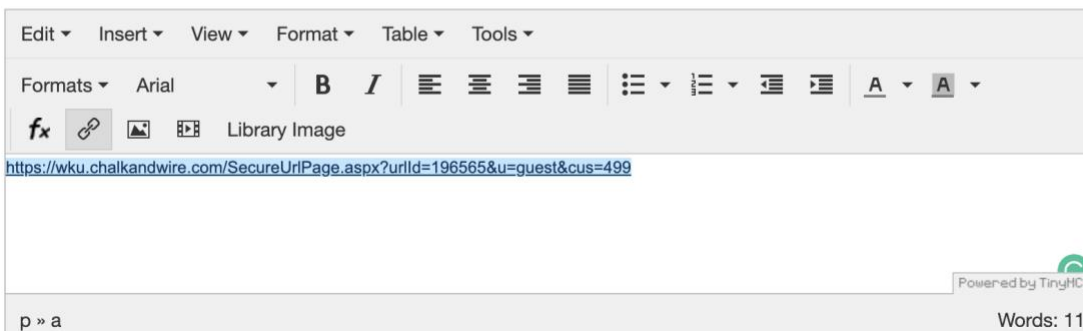
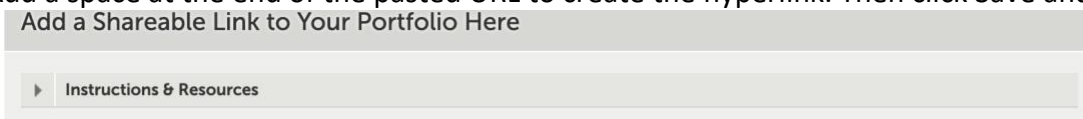
9. And then select “Text Block



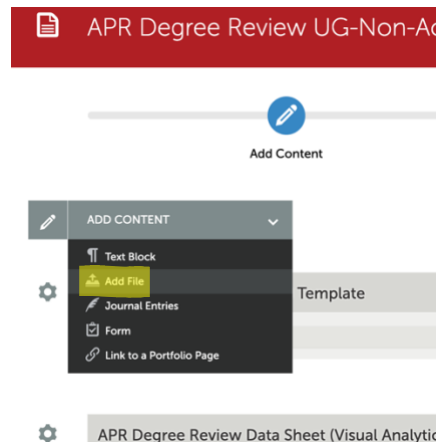
This page will appear. Click +Insert Content Here in the first Insert content Here slot



10. You will then PASTE the URL that you copied in step 7. You should be able to just Control-V. Add a space at the end of the pasted URL to create the hyperlink. Then click Save and Close.



11. You are now ready to begin uploading documents to complete your APR Portfolio for submission. Click the ADD Content button again, but this time select Add File.



12. When this page appears, you will again see **+ Insert Content Here** that allows you to insert the content. Click “Insert Content Here” after each description.

✓ Add Content Submit When Ready

ADD CONTENT Cancel

⚙️ Add a Shareable Link to Your Portfolio Here
▶ Instructions & Resources

+ Insert Content Here
<https://wku.chalkandwire.com/SecureUrlPage.aspx?urlId=1965656u=guest&cus=499>

+ Insert Content Here

⚙️ APR Self-Study Completed Template
▶ Instructions & Resources

+ Insert Content Here

⚙️ APR Degree Review Data Sheet (Visual Analytics)
▶ Instructions & Resources

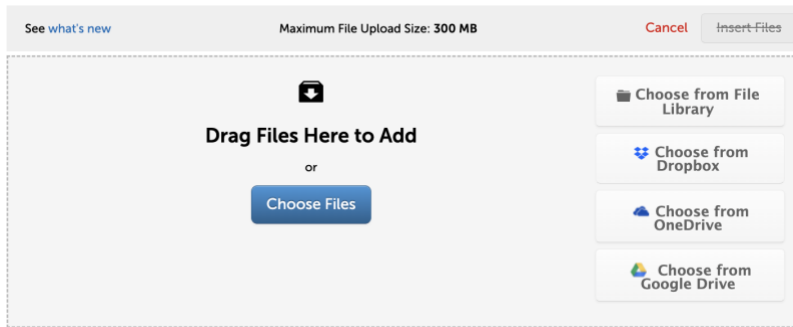
+ Insert Content Here

⚙️ Assurance of Student Learning Reports
▶ Instructions & Resources

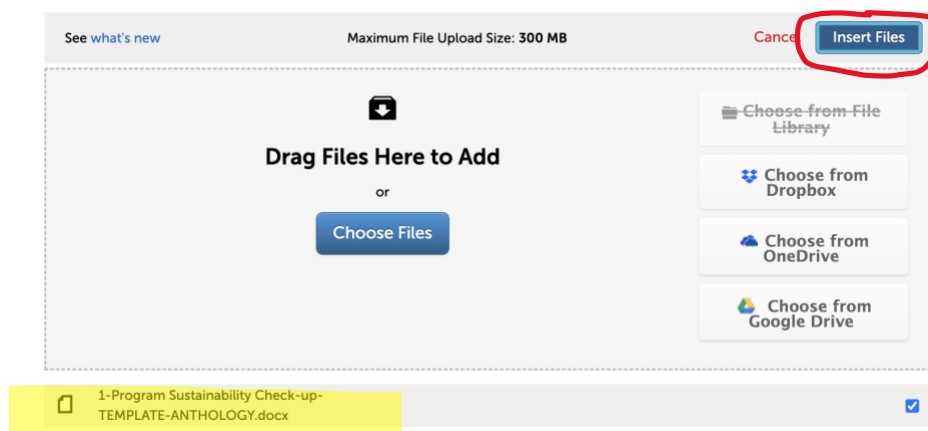
+ Insert Content Here

⚙️ Other Supporting Materials

13. Use this screen to drag or drop files into the portfolio:



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



15. Follow the same basic process to continue to add documents (the APR template, data sheet, ASL docs, etc., and any supplemental information including ASL Reports) to your portfolio. It will look something like this. Note: Please use the file naming conventions listed in the directions. Essentially, they are:


Program Name-Program Number-APR Final Template Year

Program Name-Program Number-APR Data Sheet-Year


ASL-Program Name-Program Number-academic year of learning that is reviewed


Once you've added everything it should look something like this (*note, file dates are for demonstration purposes only—you'll want dates/years appropriate to submission*):

 Add a Shareable Link to Your Portfolio Here

 Instructions & Resources


  <https://wku.chalkandwire.com/SecureUrlPage.aspx?urlId=196565&u=guest&cus=499>





 APR Self-Study Completed Template


 Instructions & Resources


   [Celebrity Studies-995-Final Template-2022-23](#) 

 APR Degree Review Data Sheet (Visual Analytics)

 Instructions & Resources

   [Celebrity Studies-995-APR Data Sheet-2022-23](#) 

 Assurance of Student Learning Reports

 Instructions & Resources


   [ASL-Celebrity Studies-995-2021-22](#) 

   [ASL-Celebrity Studies-995-2020-21](#) 

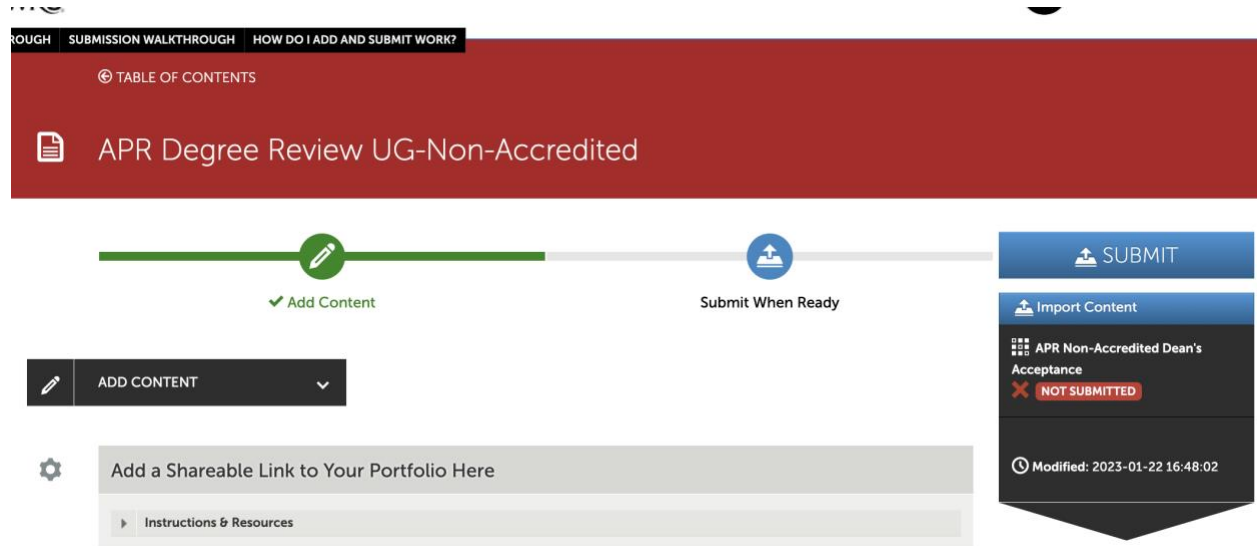
   [ASL-Celebrity Studies-995-2019-20](#) 

   [ASL-Celebrity Studies-995-2018-19](#) 

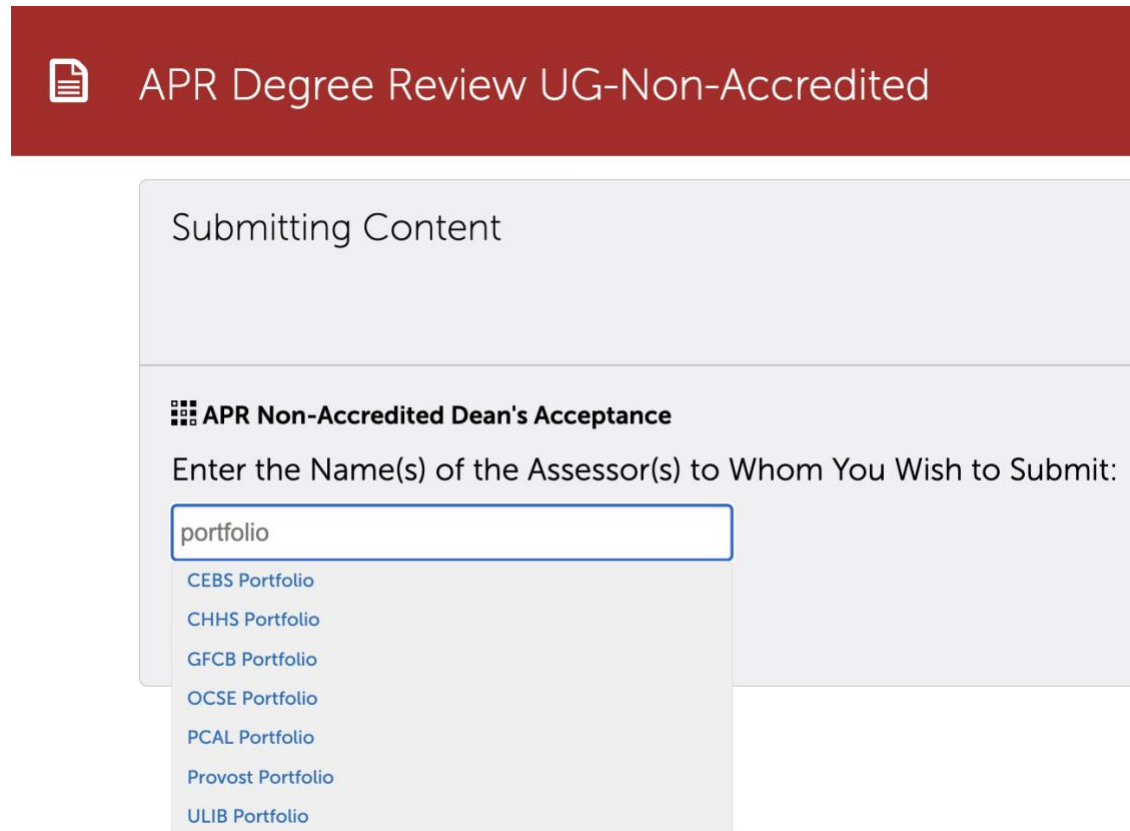
   [ASL-Celebrity Studies-995-2017-18](#) 

 Other Supporting Materials


After you have uploaded all of the documents, click on the “Submit” button in the top right corner of the page.




When the submit page appears type the word Portfolio into the name box and click on your college’s portfolio account.



After you click your college, the college portfolio account will appear with a blue check mark beside it. Click submit.

 **APR Degree Review UG-Non-Accredited**


Submitting Content

 **APR Non-Accredited Dean's Acceptance**

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


 PCAL Portfolio

You will see a notification that your portfolio has been sent.


 **APR Degree Review UG-Non-Accredited**

Submitting Content

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
	APR Non-Accredited Dean's Acceptance	APR Degree Review UG-Non-Accredited	2023-01-23