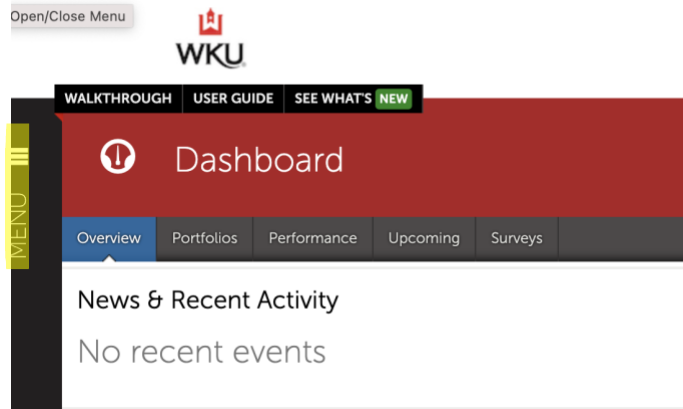
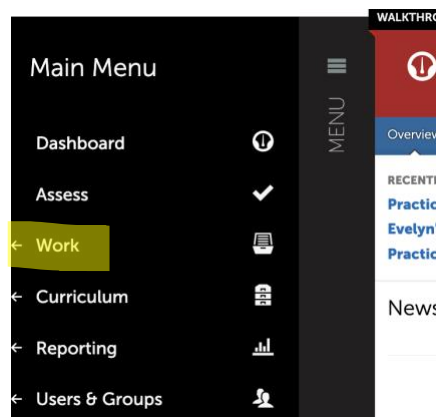


Department Chairs Guide to Submitting the APR ACCREDITED Self-Study (1-8-2024)

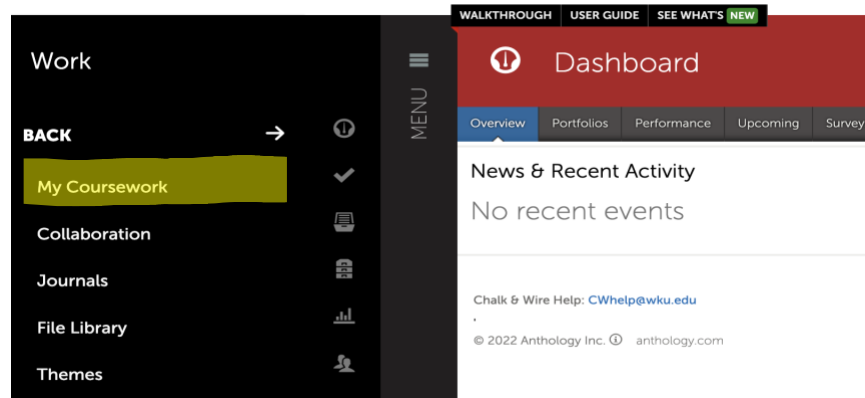
1. Log in to YOUR DEPARTMENT'S Anthology-Portfolio account at <https://wku.chalkandwire.com> to go to the dashboard. *MAKE SURE TO SEND FROM YOUR DEPARTMENT AND NOT YOUR PERSONAL ACCOUNT.*
2. Click on "Menu" on the left.



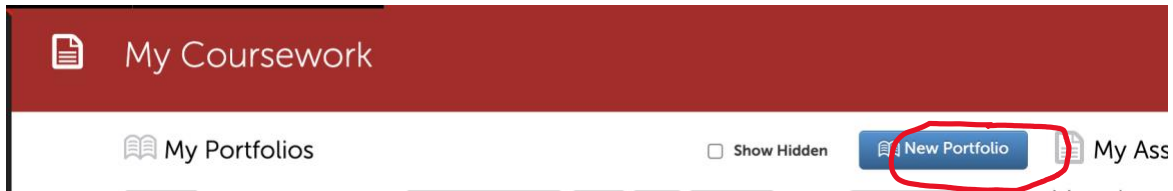
3. Then, click "Work" to get to "My Coursework."



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



5. Click on “New Portfolio.”

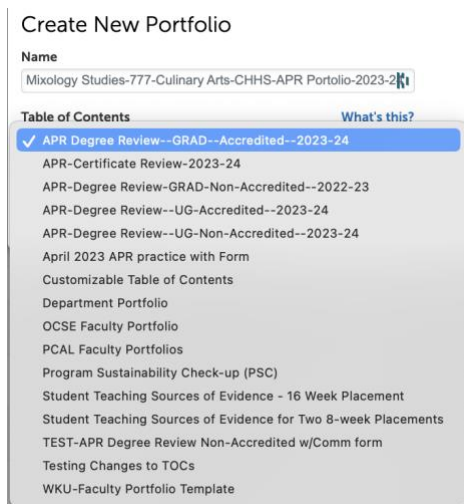


6. When the “Create New Portfolio” box appears, name your portfolio with this convention:
a) **Program Name-Program #-Department-College Abbreviation APR Portfolio and the academic year.**

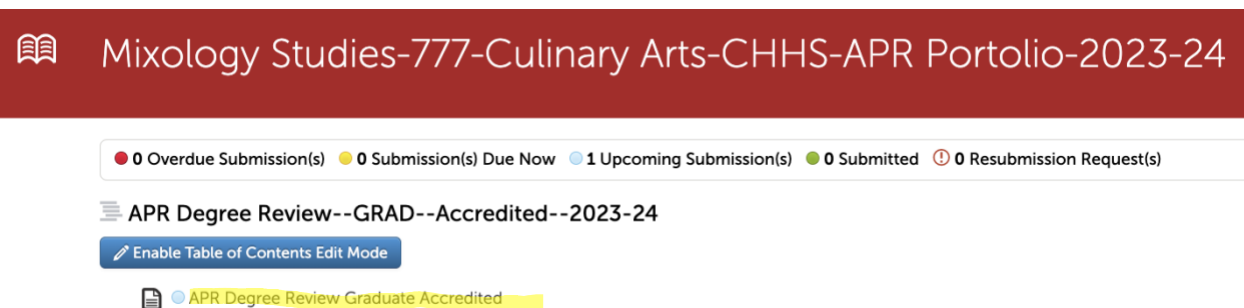
For example, **Mixology Studies-Culinary Arts-CHHS APR Portfolio 2023-24.**

b) Select “APR Degree Review-GRAD-Accredited-2023-24” OR “APR Degree Review-UG-Accredited-2023-24” for the table of contents depending on your program’s level. **Make sure to pick correct level from menu—UG or GRAD.**

c) Click “Create.”



7. You’ll then arrive at the Table of Contents for your program. Click on “APR Degree Review—GRAD (or UG)—Accredited—2023-24” to begin adding content. (note do not enable Table of Contents Edit mode—if you accidentally click it, simply click the “Done Editing” to return to the screen you need).



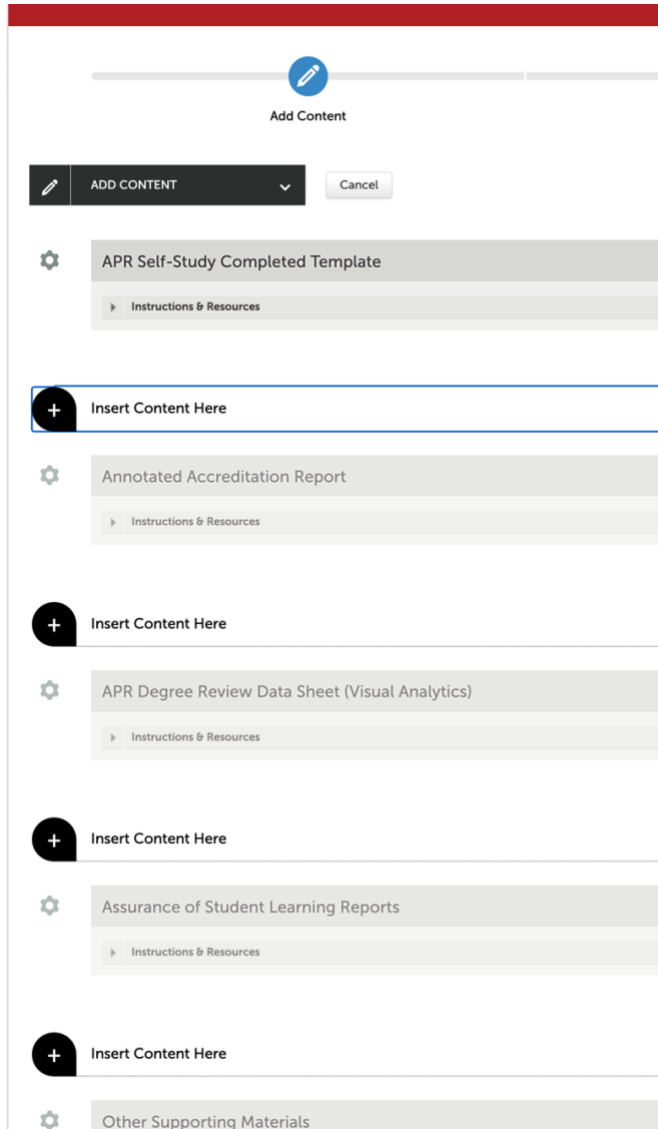
This page will appear. Click “Add Content.”

The screenshot shows a web interface for 'APR Degree Review Graduate Accredited'. At the top, there is a red header with a document icon and the title. Below the header is a progress bar with two steps: 'Add Content' (active) and 'Submit When Ready'. A red circle highlights the 'ADD CONTENT' button in the left sidebar. The main content area lists several sections, each with a gear icon and an 'Instructions & Resources' link: 'APR Self-Study Completed Template', 'Annotated Accreditation Report', 'APR Degree Review Data Sheet (Visual Analytics)', 'Assurance of Student Learning Reports', and 'Other Supporting Materials'. On the right side, there is a dark sidebar with 'Import Content' and 'APR Accredited Acceptance' (with a red 'NOT SUBMITTED' status) and a 'Modified: 2023' timestamp.

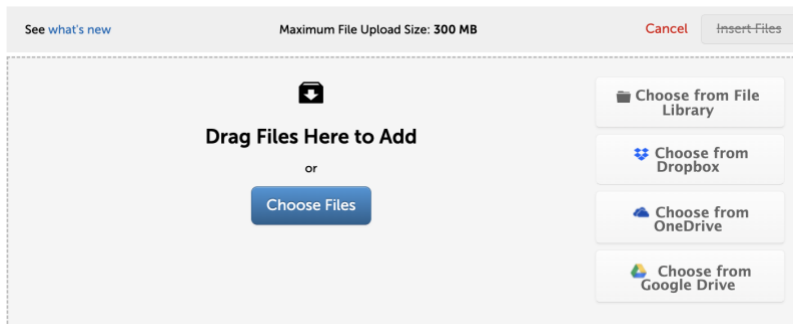
8. And then select “Add File”

This screenshot shows the same 'APR Degree Review Graduate Accredited' page, but with the 'Add Content' dropdown menu open. The 'ADD CONTENT' button is still highlighted. The dropdown menu lists several options: 'Text Block', 'Add File', 'Journal Entries', 'Form', and 'Link to a Portfolio Page'. The 'Add File' option is selected, and the word 'Template' is visible to the right of the dropdown. The 'Annotated Accreditation Report' section is visible at the bottom of the main content area.

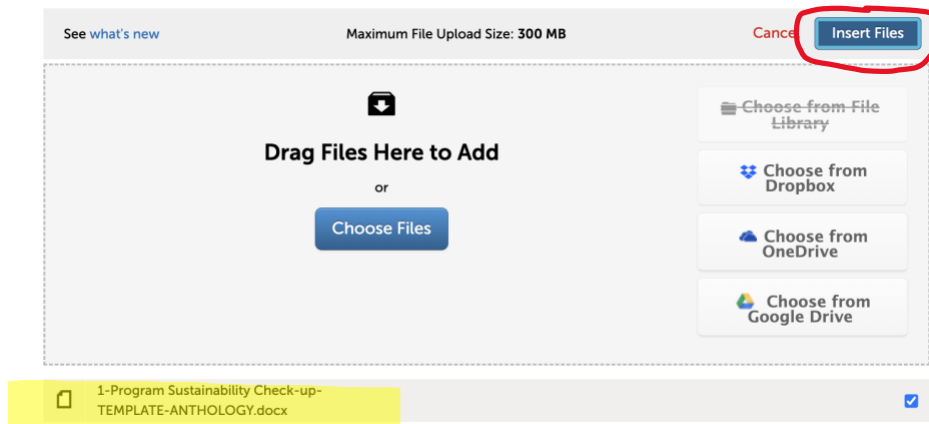
9. When this page appears, you will see **+ Sign Insert Content Here** that allows you to insert the content directly. Click “Insert Content Here.”



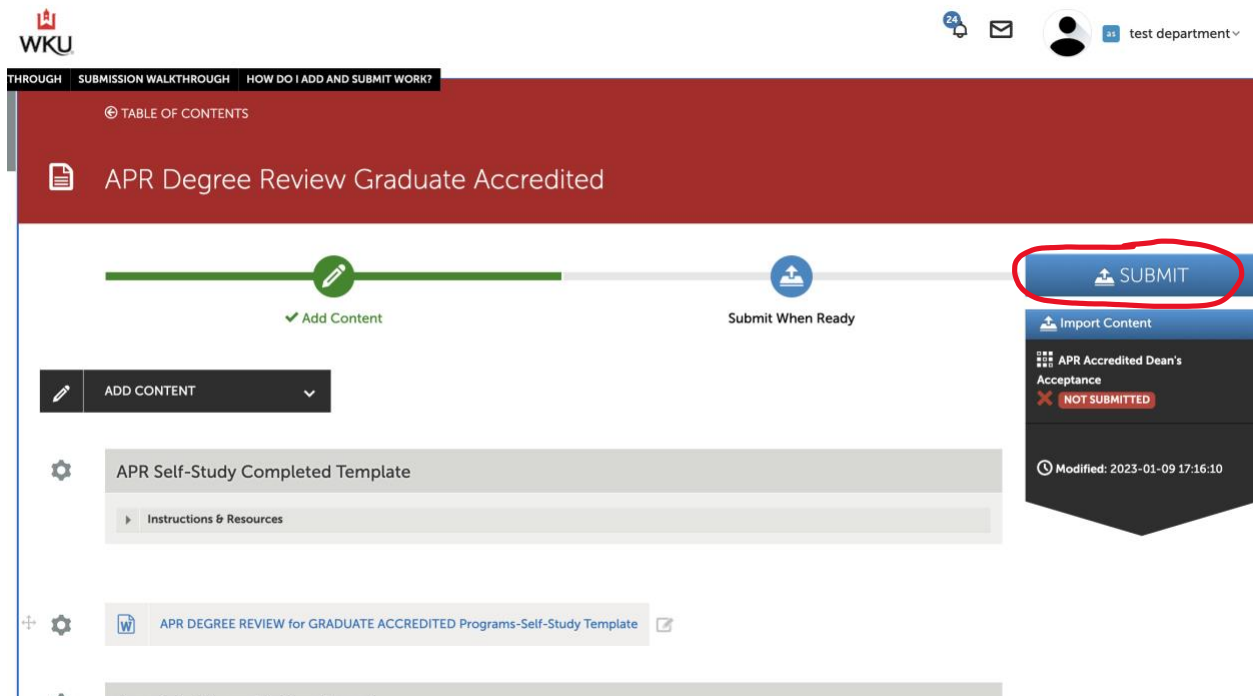
10. And use this screen to drag or drop files into the portfolio:



11. 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.



12. Follow the same basic process to continue to add documents (the Visual Analytics pdf, accreditation report, ASL Reports, supplemental info) to your portfolio.
13. After you have uploaded all of the documents, click on the “Submit” button in the top right corner of the page.



14. You'll then see a box asking for the names of the Assessors. Typically, this will be your college. Type in the word *portfolio* and all of the college accounts will appear—click on your college and the system will confirm the address with a blue check. After you select the college, press “Submit.”

APR Degree Review Graduate Acc

Submitting Content

APR Accredited Dean's Acceptance

Enter the Name(s) of the Assessor(s) to Who

portfolio

- CEBS Portfolio
- CHHS Portfolio
- GFCB Portfolio
- OCSE Portfolio
- PCAL Portfolio

APR Degree Review Graduate Acc

Submitting Content

APR Accredited Dean's Acceptance

Enter the Name(s) of the Assessor(s) to Who

Type here...

CHHS Portfolio

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
	APR Accredited Dean's Acceptance	APR Degree Review Graduate Accredited	2023-01-11