Department Chairs Guide to Submitting the APR <mark>ACCREDITED</mark> Self-Study (1-8-2024)
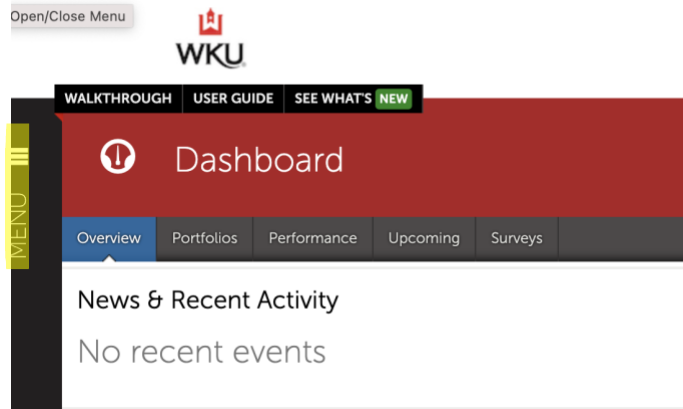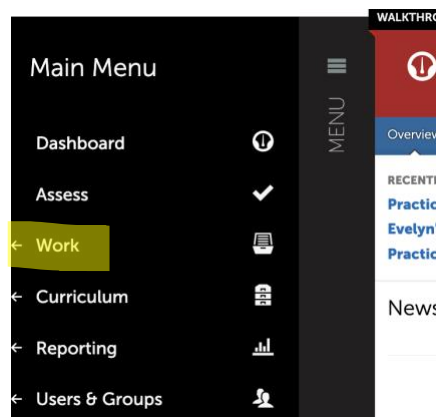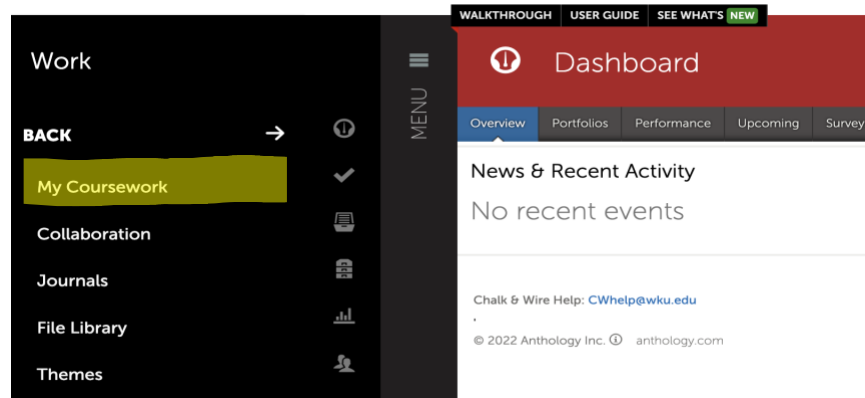
1. Log in to <mark>YOUR DEPARTMENT'S</mark> Anthology-Portfolio account at
   https://wku.chalkandwire.com to go to the dashboard. *MAKE SURE TO SEND FROM YOUR
   DEPARTMENT AND NOT YOUR PERSONAL ACCOUNT*.
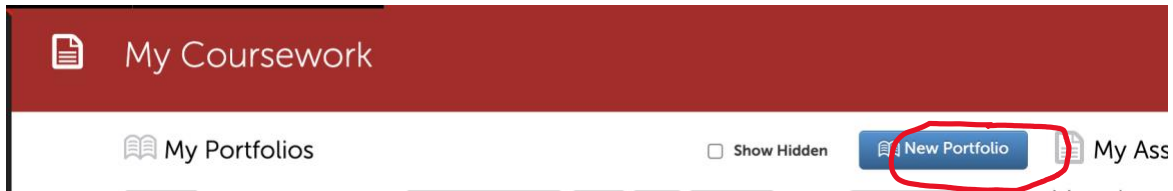2. Click on "Menu" on the left.

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:
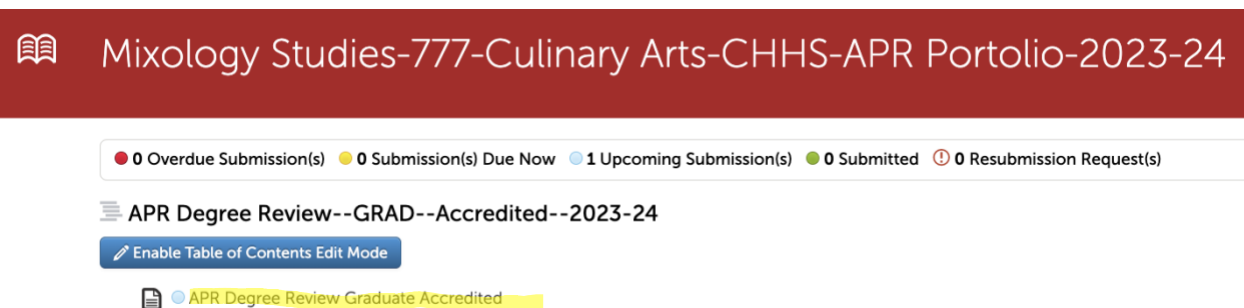   a) **Program Name-Program #-Department-College Abbreviation APR Portfolio and the academic year**.
      For example, ***Mixology Studies-Culinary Arts-CHHS APR Portfolio 2023-24***.
   b) Select "APR Degree Review-GRAD-Accredited-2023-24" OR "APR Degree Review-UG-Accredited-2023-24" for the table of contents depending on your program's level. Make sure to pick correct level from menu—UG or GRAD.
   c) Click "Create."
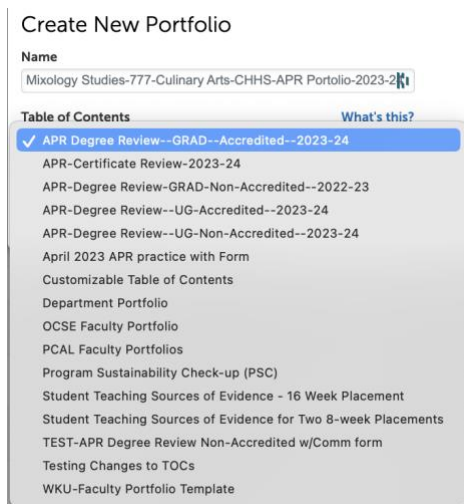
7. You'll then arrive at the Table of Contents for your program. Click on "APR Degree Review—GRAD (or UG)—Accredited—2023-24" to begin adding content. (note <u>do not enable Table of Contents Edit mode</u>—if you accidentally click it, simply click the "Done Editing" to return to the screen you need).
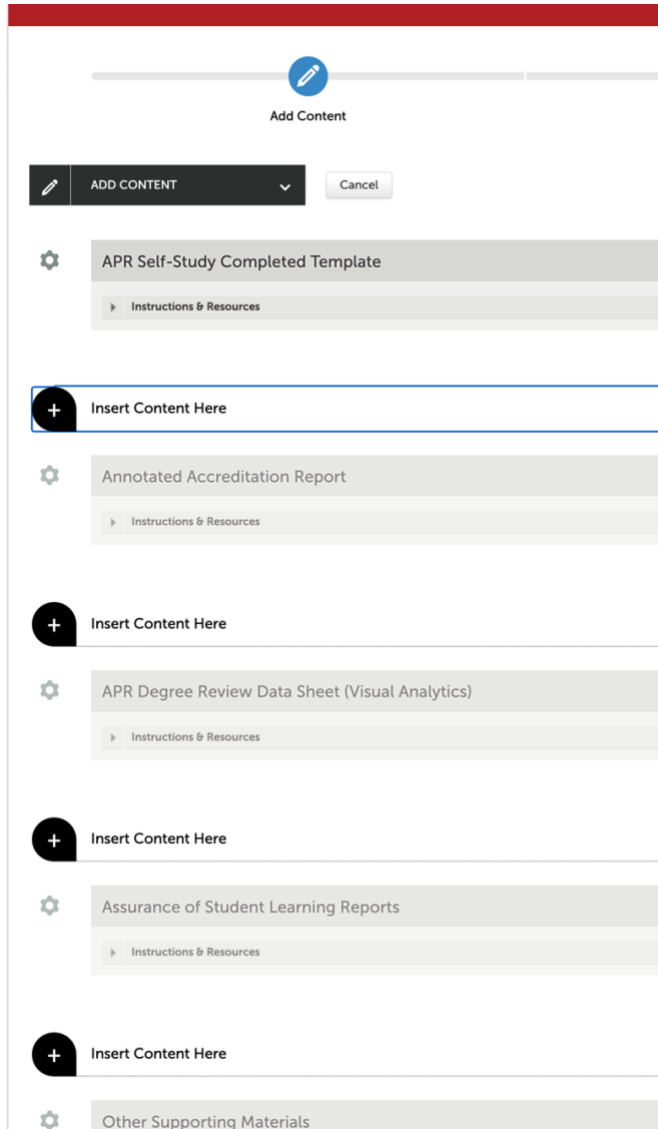
This page will appear. Click "Add Content."

8. And then select "Add File"

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:
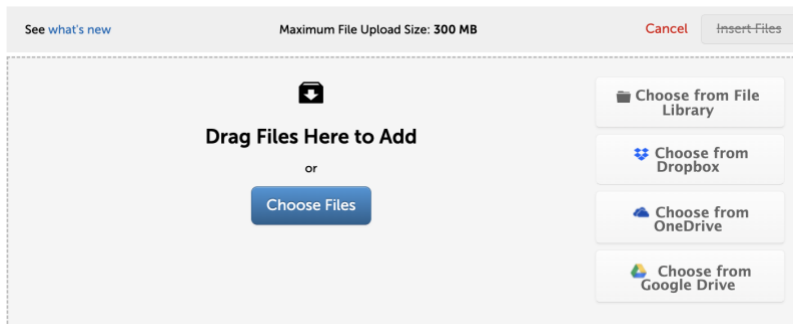
11. After you choose/drag file, the file name appears at the bottom of the screen. MAKE SURE TO SELECT INSERT FILES in order for them to be added to your portfolio.
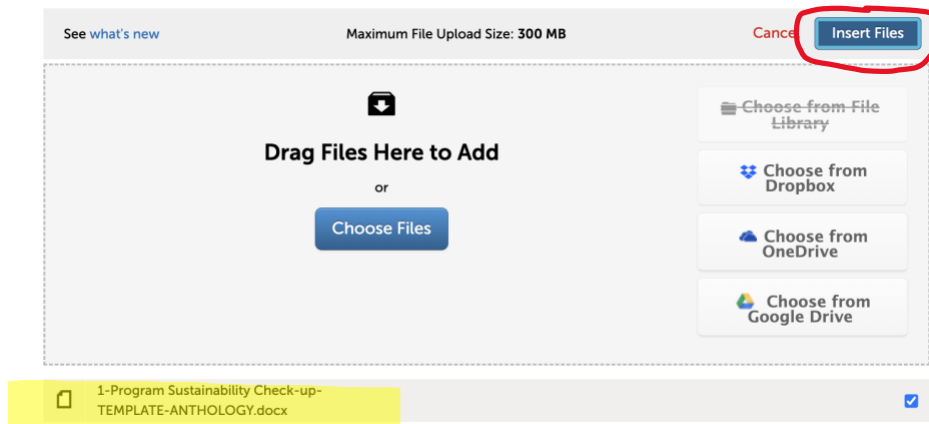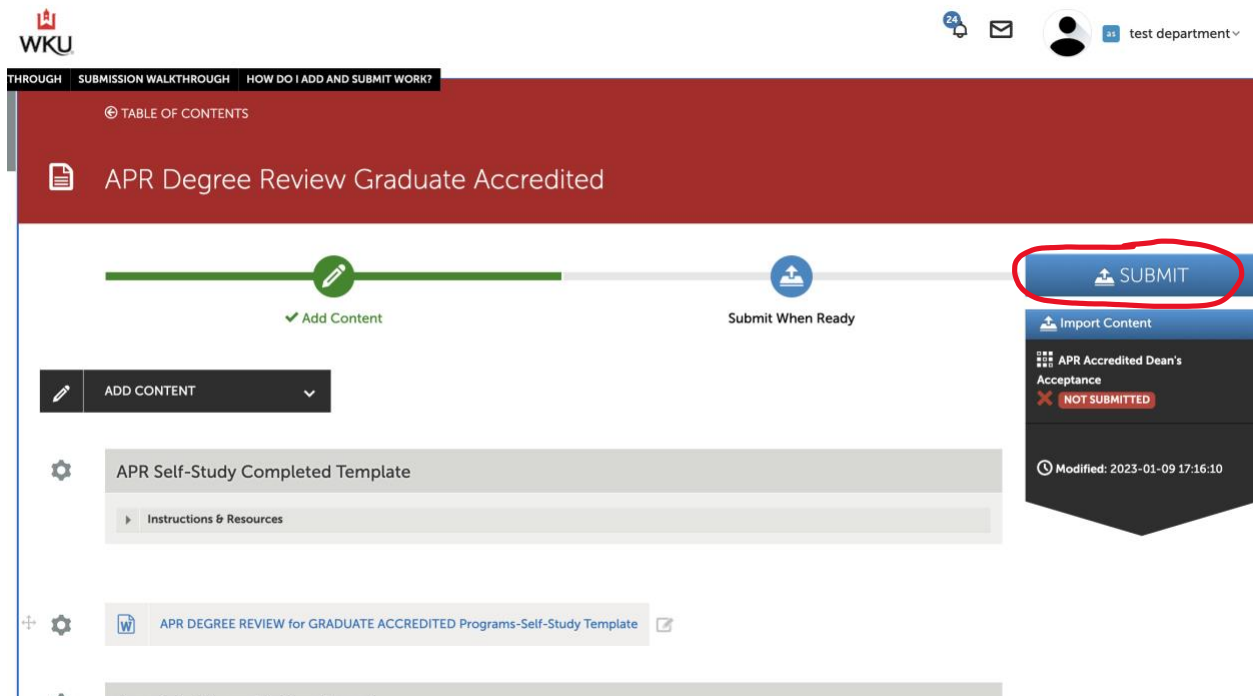
See what's new   Maximum File Upload Size: **300 MB**   Cancel   **Insert Files**

Drag Files Here to Add

or

Choose Files

📁 Choose from File Library

📦 Choose from Dropbox

☁ Choose from OneDrive

🔺 Choose from Google Drive

☐ 1-Program Sustainability Check-up-TEMPLATE-ANTHOLOGY.docx   ☑

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.

WKU

THROUGH   SUBMISSION WALKTHROUGH   HOW DO I ADD AND SUBMIT WORK?

test department

⬅ TABLE OF CONTENTS

📄 APR Degree Review Graduate Accredited

✏   ⬆

✔ Add Content   Submit When Ready   ⬆ **SUBMIT**

⬆ Import Content

▦ APR Accredited Dean's Acceptance
✖ NOT SUBMITTED

✏ ADD CONTENT ⌄

⏱ Modified: 2023-01-09 17:16:10

⚙   APR Self-Study Completed Template

▸ Instructions & Resources

⊹ ⚙   W   APR DEGREE REVIEW for GRADUATE ACCREDITED Programs-Self-Study Template ☑

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."

You'll get a screen confirming that your portfolio has been sent.