# Department Chairs Guide to Submitting CERTIFICATE REVIEW Self-Study (10-31-23)

Before you begin the submission process, make sure you have saved all necessary documents with required naming conventions including your:
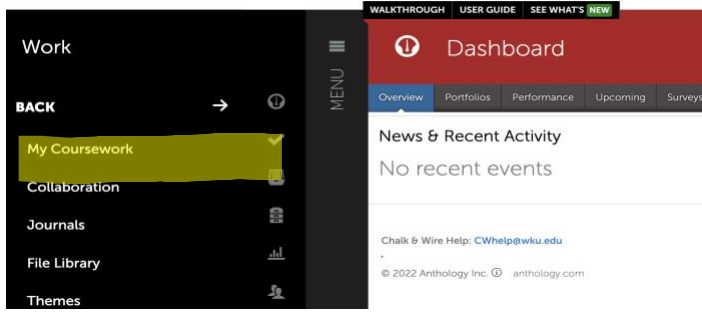
- completed self-study template (Program Name-Program #-Level [UG OR GR]-Department-College Abbreviation-Certificate Portfolio-academic year),
- certificate review data sheet from Visual Analytics (Program Name-Program #-Level [UG OR GR}-Certificate Data--academic year),
- assurance of student learning reports (ASL-Program Name-Program Number-academic year of learning that is reviewed),
- and any other supporting materials.

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.
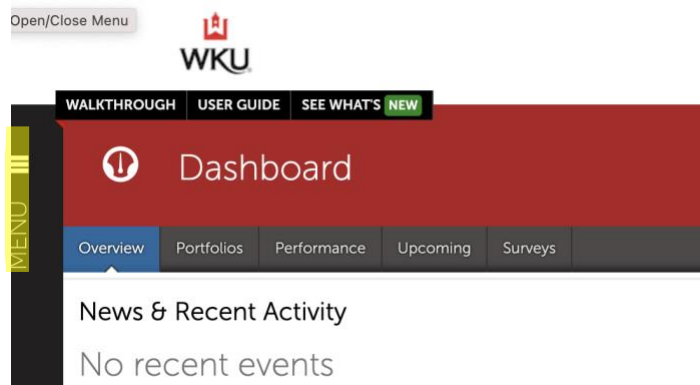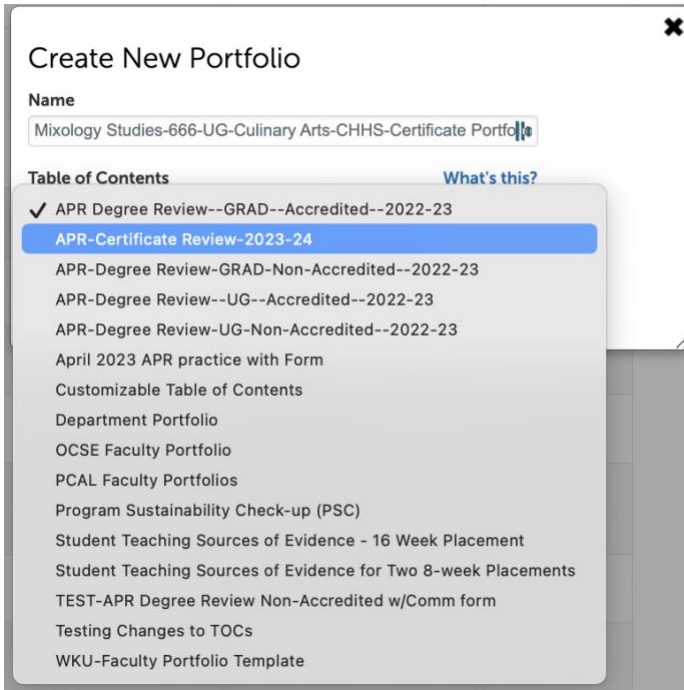

3. Then, click "Work" to get to "My Coursework."
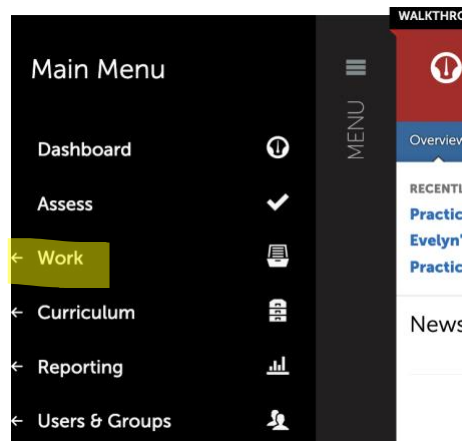
4. Click on "My Coursework" to get to the Portfolios page.

5. Click on "New Portfolio."

6. When the "Create New Portfolio" box appears, name your portfolio with this convention:
   a) **Program Name-Program #-Level [UG OR GR}-Department-College Abbreviation Certificate Portfolio and the academic year**.
      For example, ***Mixology Studies-666-UG-Culinary Arts-CHHS-Certificate Portfolio-2023-24***.
   b) Select "APR Certificate Review-2023-24" for the table of contents.
   c) Click "Create."

7. You'll then arrive at the Table of Contents for your program. Click on "Share this Page"

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 create your your Certificate Review portfolio.

8. Click on "APR Certificate Review-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).
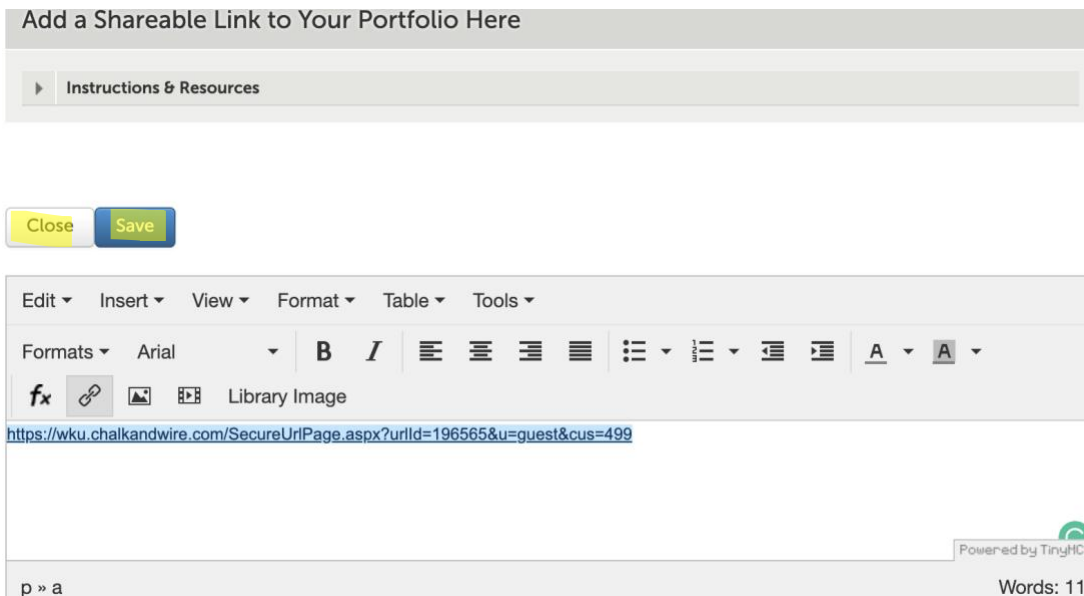

This page will appear. Click "Add Content."


9. And then select "Text Block
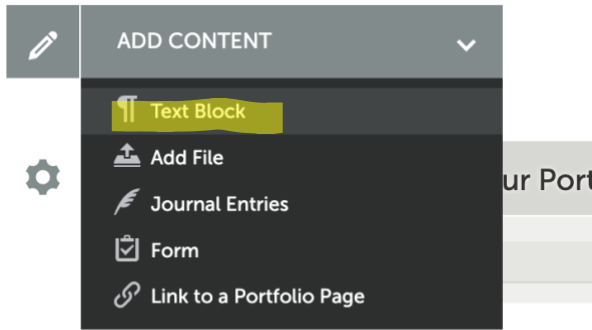
This page will appear. Click +Insert Content Here in the first Insert Content Here slot
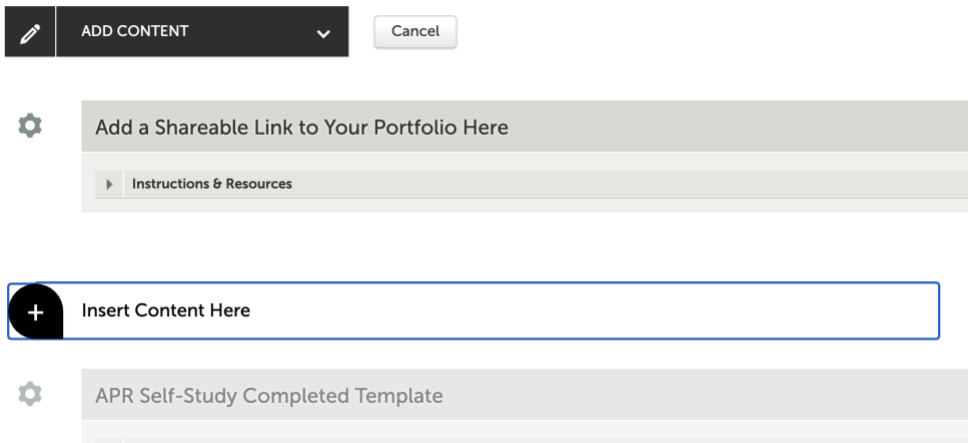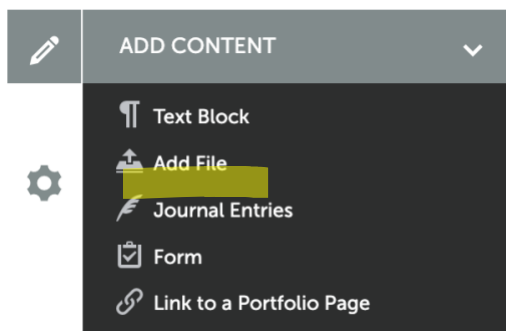

10. You will then PASTE the URL that you copied in step 7. You should be able to just Control-V
<u>Add a space at the end of the pasted URL to create the hyperlink</u>. Then click Save and Close.
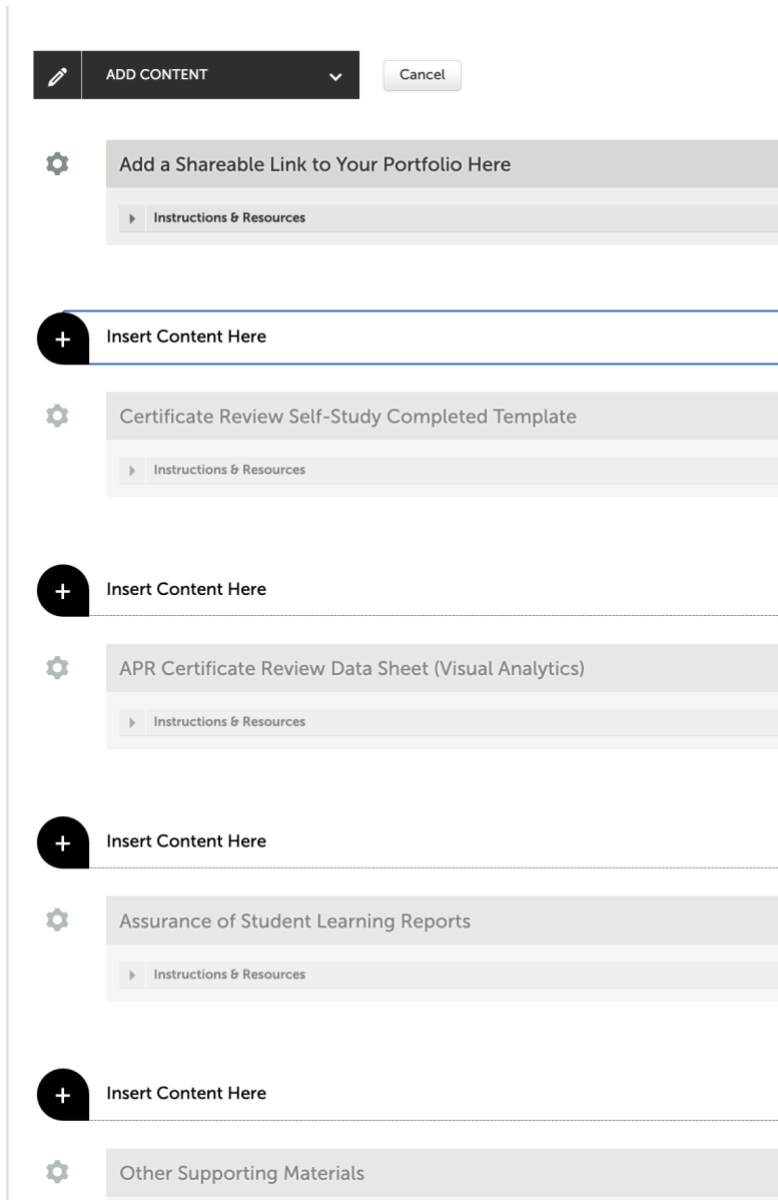
11. Now you will add all of the files that are part of your self-study and that you have already saved on your computer. Click ADD CONTENT, again.
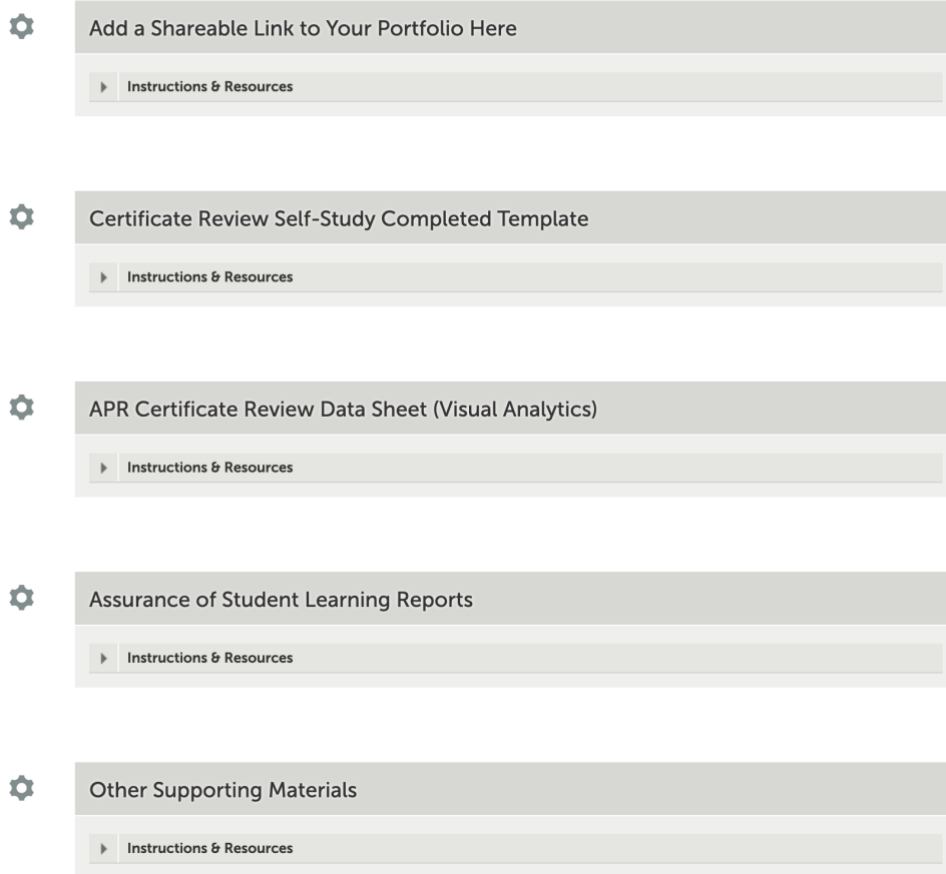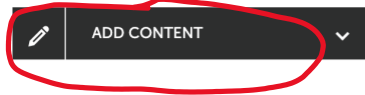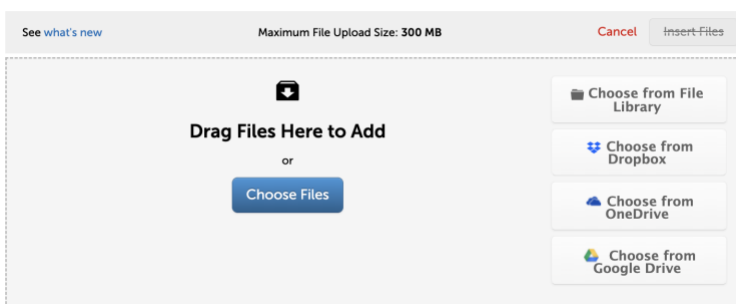

12. And then select "Add File"

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

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

15. After you choose/drag file the file name appears at the bottom of the screen. MAKE SURE TO SELECT INSERT FILES for them to be added to your portfolio.
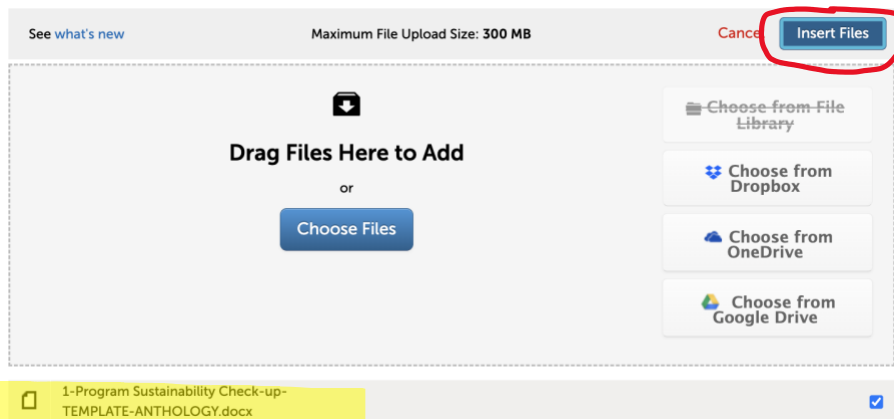
16. Follow the same basic process to continue to add documents (the completed template, Visual Analytics pdf, accreditation report, ASL Reports, supplemental info) to your portfolio.

17. After you have uploaded all of the documents, click on the "Submit" button in the top right corner of the page.
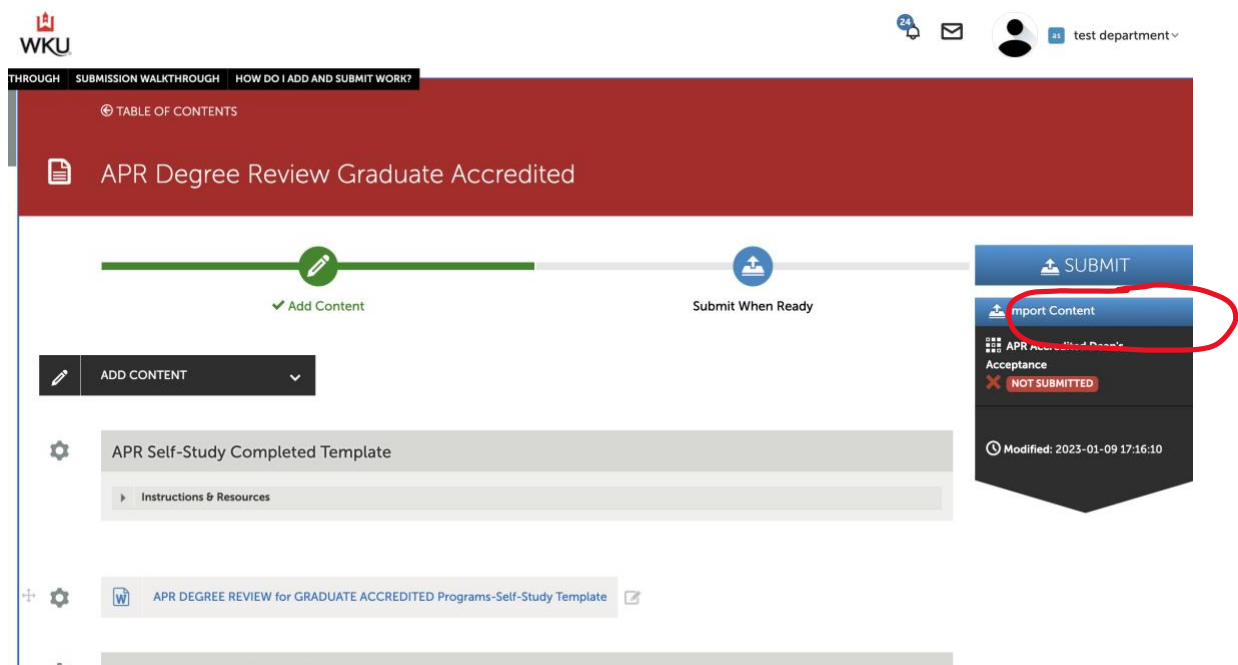
18. You'll then see a box asking for the names of the Assessors. Typically, this will be your college. Type in the word *portfolio* and all of the college accounts will appear—click on your college, and the system will confirm the address with a blue check.   After you select the college, press "Submit."

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