

How to Create a Self-Study in the Program Review Portal

1. Go to the Institutional Research, Assessment, and Planning website:

<https://www.uww.edu/irap/assessment#reviewportal>

2. Scroll down to 'Review Portal' and click 'Portal'

The screenshot shows a navigation menu with three main categories: Learning Outcomes, Accreditation, and University Assessment Grant. Under the Accreditation category, there is a sub-menu with six items: Program Review, Review Templates, Evaluation Criteria, Review Portal (highlighted in purple), Self Study Resources, and Schedule & Evaluations. Below the menu, there is a paragraph of text explaining the Program Review portal and a link to access it.

Learning Outcomes Accreditation University Assessment Grant

Program Review Review Templates Evaluation Criteria **Review Portal** Self Study Resources Schedule & Evaluations

The Program Review portal is where faculty will search for reports, submit reports, review status of reports, and can view past submissions. Please note, reports are initiated by the Office of Academic Assessment. Program Coordinators and/or self-study authors will receive an email when the portal is ready for the program's submission.

Access to the Program Review [Portal](#)

3. Log into the portal using your campus login
4. After logging in, you'll see this screen:

The screenshot shows the home page of the Program Review Portal. At the top, there is a navigation bar with links: AUDIT REVIEW, HOME, ADMIN, MY PENDING REQUESTS, and MY DRAFTS. Below the navigation bar, there is a 'Welcome' section with the question 'What would you like to do?'. There are five radio button options: Create A New Self-Study (selected), Create A New Short Self-Study, Create A New Progress Report, Search For Self-Studies and Progress Reports, and Admin. A green 'Next' button is located below the options.

AUDIT REVIEW HOME ADMIN MY PENDING REQUESTS MY DRAFTS

Welcome

What would you like to do?

Create A New Self-Study

Create A New Short Self-Study

Create A New Progress Report

Search For Self-Studies and Progress Reports

Admin

Next

5. Select 'Create A New Self-Study' then 'Next'
6. You must fill out 'Review Year, Degree Level, Program, and Self-Study Author'

The screenshot shows the 'New Self-Study' form. At the top, there is a navigation bar with links: NEW SELF-STUDY, HOME, ADMIN, MY PENDING REQUESTS, and MY DRAFTS. Below the navigation bar, there is a 'New Self-Study' section with four fields: Review Year (dropdown menu), Degree Level (dropdown menu), Program (dropdown menu), and Self-Study Author (text input field). At the bottom, there are three buttons: Back, Save Draft, and Submit.

NEW SELF-STUDY HOME ADMIN MY PENDING REQUESTS MY DRAFTS

New Self-Study

Review Year Select a year... ▼

Degree Level Select degree level... ▼

Program Select a program... ▼

Self-Study Author [Text Input Field]

Back Save Draft Submit

- a. Review Year – academic year of your Program Review (e.g., 2020-21)
- b. Degree Level – Graduate, Undergraduate, or Accredited
- c. Program – Program title
- d. Self-Study Author – Type in the author’s name and select the correct name from the drop down (make sure the name matches the email address of the author to verify you are selecting the correct name)

New Self-Study

Review Year	<input type="text" value="2025-26"/>
Degree Level	<input type="text" value="Undergraduate"/>
Program	<input type="text" value="Biology Majors, Minors (BA, BS, BSI)"/>
Self-Study Author	<input type="text"/>

Location	Tools and Resources	Links
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7. **Submit.**
8. The new self-study will open. The self-study author listed in the above step will also receive an email with a direct link to the self-study.
 - a. If you are unable to access or edit the self-study you created, please reach out to the assessment team: assessment@uww.edu. Do not create another new self-study.
9. You can begin to fill out the self-study and add supporting attachments. We recommend creating the self-study on a word document and then copying and pasting the information into the portal.