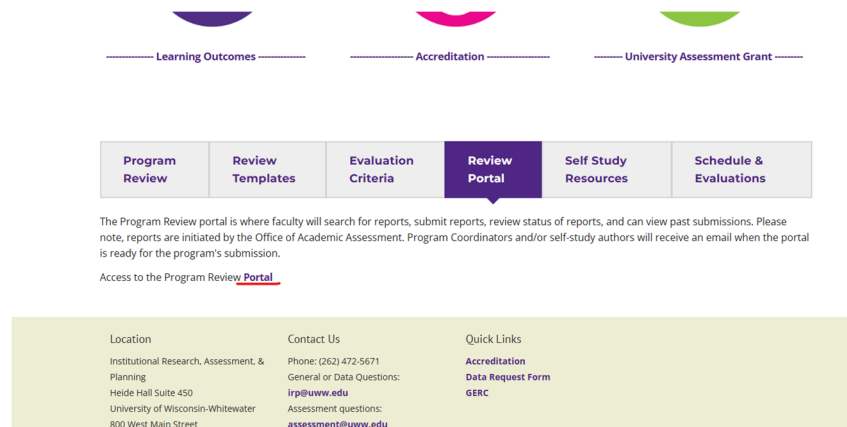
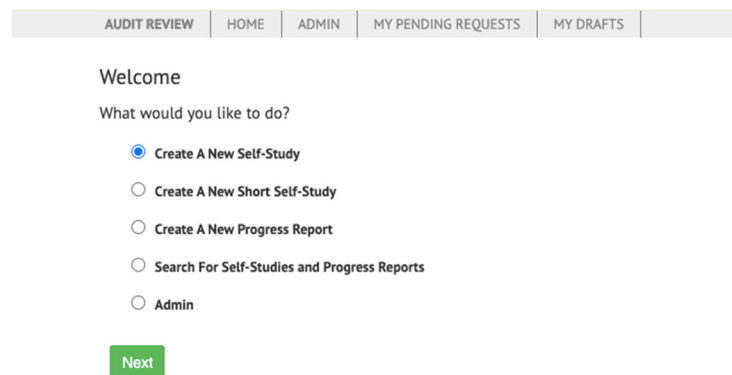


How to Create a Self-Study in the Program Review Portal

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'



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



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 in the Program Review Portal. At the top, there is a navigation bar with five items: 'NEW SELF-STUDY', 'HOME', 'ADMIN', 'MY PENDING REQUESTS', and 'MY DRAFTS'. Below the navigation bar, there is a 'New Self-Study' heading. The form has four fields: 'Review Year' (dropdown menu with 'Select a year...' selected), 'Degree Level' (dropdown menu with 'Select degree level...' selected), 'Program' (dropdown menu with 'Select a program...' selected), and 'Self-Study Author' (text input field). Below the fields, there are three buttons: 'Back' (red), 'Save Draft' (green), and 'Submit' (green).

- 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.