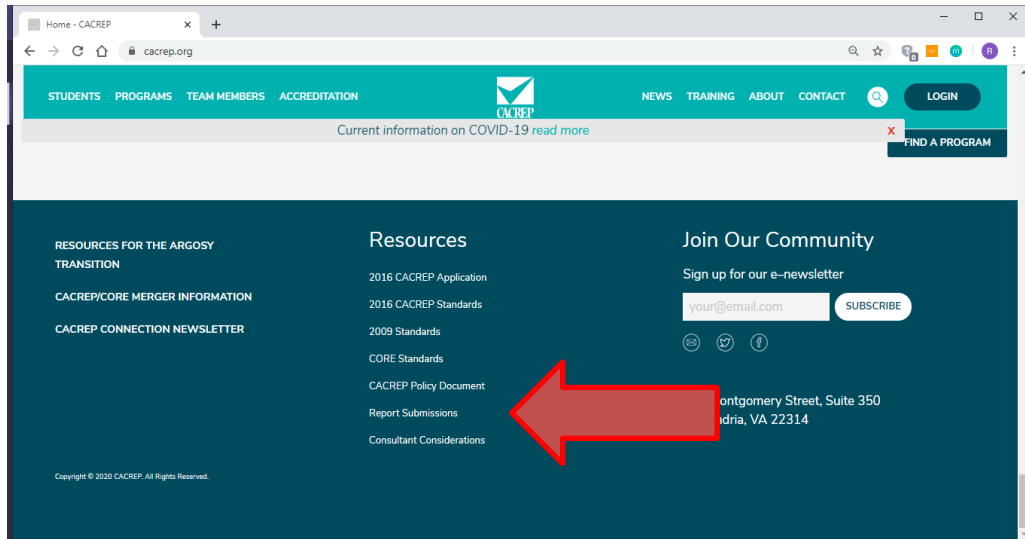




Submitting Self-Study Reports Through the Online Portal

1. The online report submission portal is available through a link located at the bottom of the CACREP website home page: www.cacrep.org



2. Self-study reports that have been developed in a variety of formats, such as MS Word, Adobe PDF, or HTML may be uploaded. All reports must be zipped prior to uploading. If possible, please use the built-in zip utility on your Mac or PC to zip the document or group of documents to minimize compatibility challenges when others need to unzip the report.

As indicated, you can develop your report using a variety of formats. Key considerations for a report are that it contains both narrative responses and supporting documentation for the information in the narrative responses, and that the reviewers can readily identify and access the supporting documentation while reviewing the narrative responses. This can be accomplished through how you organize the self-study, utilizing such approaches as clear labeling and indicators of where to locate the supporting documentation, or internal links*. An easy method for directly linking the supporting documentation to a narrative response is to use the embedding objects function in MS Word. Please contact a CACREP staff member if you have questions about how to use this function for developing your self-study report. As this approach can lead to a large overall document, it is advisable to create different documents for the application and for each of the sections of the standards.

** External links to websites or document locations should not be included in the self-study report. The self-study report should be a self-contained report with all documentation provided in a static format within the report itself.*



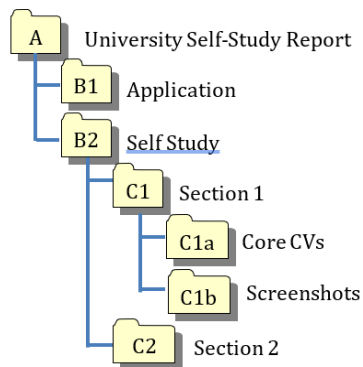
It generally is your prerogative as to how to structure and organize the self-study report. Regardless of what method you choose, please be sure to attend to the specifications in [Policy 1m – Electronic Submission of Accreditation Documents](#).

Recommendations

- If you are embedding your documentation in an overall single report document, it is recommended that you create a separate report document for the application and the different sections of the standards
- If you are using a single report document approach (even for sections of the standards), please be sure to use the bookmark functions in Word and Adobe so that reviewers can both jump to the documentation and then can rapidly navigate back to the specific standard response. For example, if they are reviewing standard X and a link in standard X takes them to document X, there should be a bookmark specifically for standard X rather than back to the beginning of a section
- Having a separate folder of clearly labeled syllabi is helpful. If you are embedding the syllabi, please be sure to attend to the recommendation above about navigation bookmarks to the separate standards.

3. Special Considerations for Self-Studies Organized with Microsoft File Explorer

Sometimes programs use the folder function in Microsoft File Explorer to organize the many documents included in a self-study report. The following is an example of such a structure:



CACREP uses Sharefile for uploading the reports and to distribute the review materials. **Sharefile has a maximum file path length of 180 characters, including spaces.**



When a folder hierarchy system is used to organize the documents in a self-study report, the potential for a file path name longer than 180 characters exists. A file path name represents the location of the file within the overall directory and folder hierarchy. The ultimate file path name is a string of characters representative of each layer of the hierarchy. For example, in the image above, the file path name for a document in folder C1b would consist of the name of folder A + the name of folder B2 + the name of folder C1 + the name of folder C1b + the name of the actual document (i.e., A+B2+C1+C1b+Doc).

Because of the additive nature of how file path names get built, it is important that programs attend both to how many folder levels there are in their hierarchy and the length of folder and file names, to ensure that at the lowest level the file path name for a document does not exceed 180 characters, counting spaces. Having file path names over 180 characters likely WILL NOT interfere with uploading the zipped file into the system, but it WILL interfere with the ability of reviewers to access and review components of the self-study report and for CACREP to transfer the report.

There are third party or potentially free online path checkers available. Programs, however, should be able to stay under the 180-character limit by limiting the depth of the folder hierarchy and with careful attention to naming conventions for files.

	Sample Folder Name	Sample File Name
Shorter	Core-CVs <i>[8 characters]</i>	CV-Smith <i>[8 characters]</i>
Longer	Curricula Vitae – Core Faculty Members <i>[38 characters]</i>	Vita – Jane Smith (updated 2020) <i>[32 characters]</i>

4. If you have any questions about structuring your self-study report or experience any challenges uploading the report, please contact the CACREP office at cacrep@cacrep.org or 703-535-5990.