



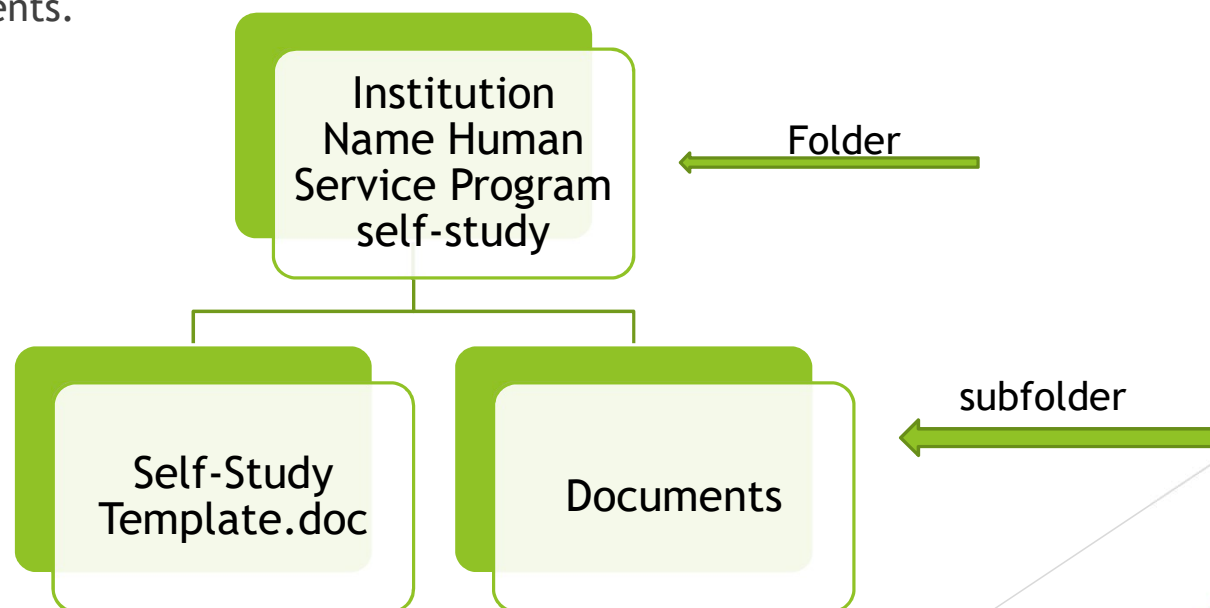
COUNCIL FOR STANDARDS
IN
HUMAN SERVICE EDUCATION

Self-Study: Improving Navigation Using Windows and WORD Technology

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Step 1: Create a folder entitled “Institution Name” Human Service Program Self-study

- ▶ The self-study template and document subfolders will reside in one folder. Save this folder on your desktop or other storage unit. Create a subfolder for the documents.

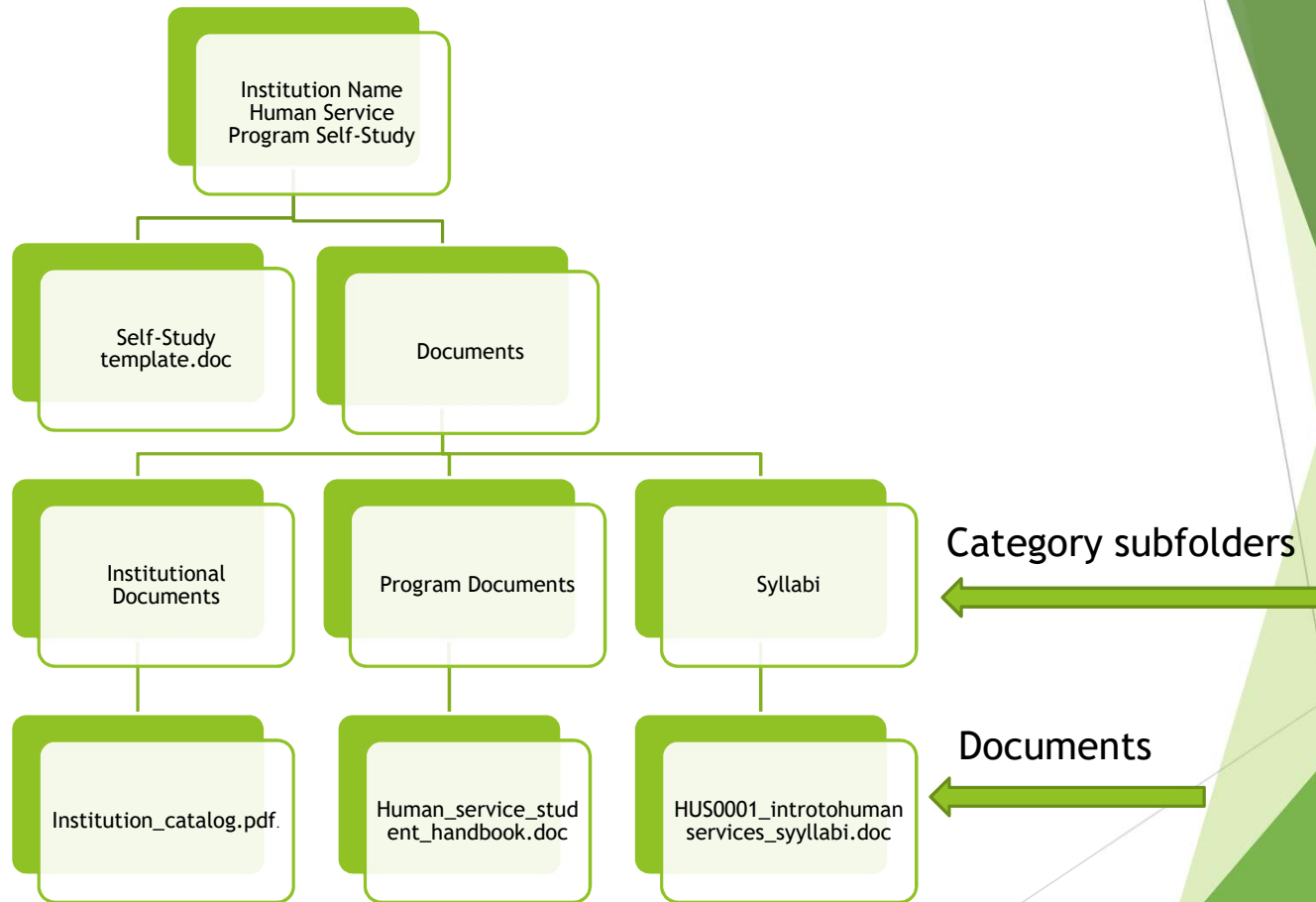


Step 2: Organize the Document Folder

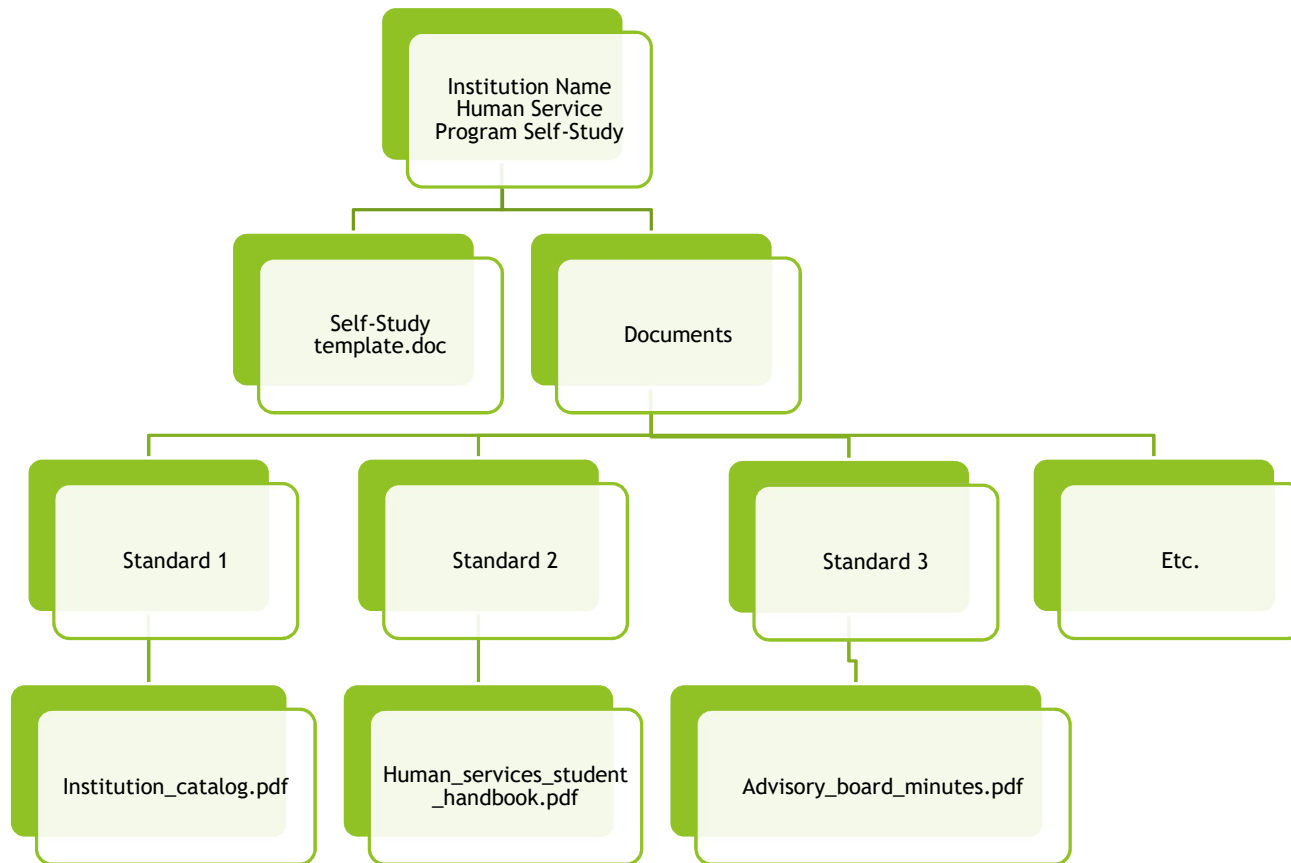
- ▶ Envision how you want the reader to navigate through the supporting documents of the self-study
 - ▶ By Standards
 - ▶ By Categories (institutional documents, program documents, syllabi, etc)
 - ▶ Other method according to how the self-study is written
- ▶ Create subfolders to hold referenced documents according to selected navigation method.
- ▶ Upload documents into the created subfolders



Sample of Folder Organization by Categories



Sample of Folder Organization by Standards



Documents demonstrating compliance

- ▶ Format all documents in a pdf format
- ▶ Ensure that multiple paged documents are numbered.



Embedding Hyperlinks to Webpages and Documents

Refer to Microsoft for directions on inserting hyperlinks:

<https://support.office.com/en-us/article/Create-or-edit-a-hyperlink-5D8C0804-F998-4143-86B1-1199735E07BF>

Hyperlink to an external URL

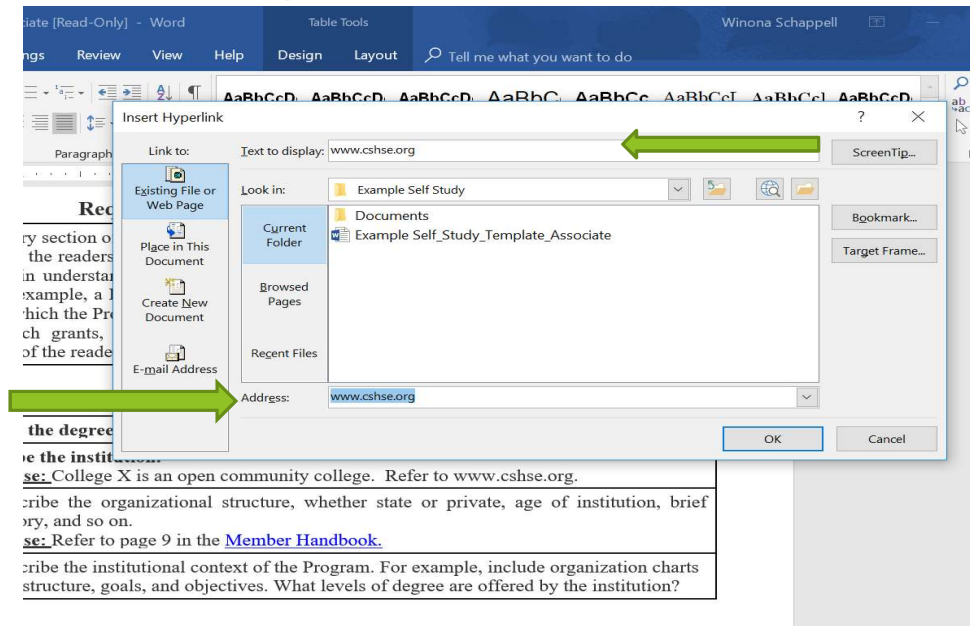
- ▶ Use this method if referring to pages on the college's website.
- ▶ In the narrative, highlight the word or the URL address you wish to hyperlink.

Describe the institution.

Response: The Institution is an open community college. Refer to

www.cshse.org.

Type in URL



Word or URL in text which will be hyperlinked.

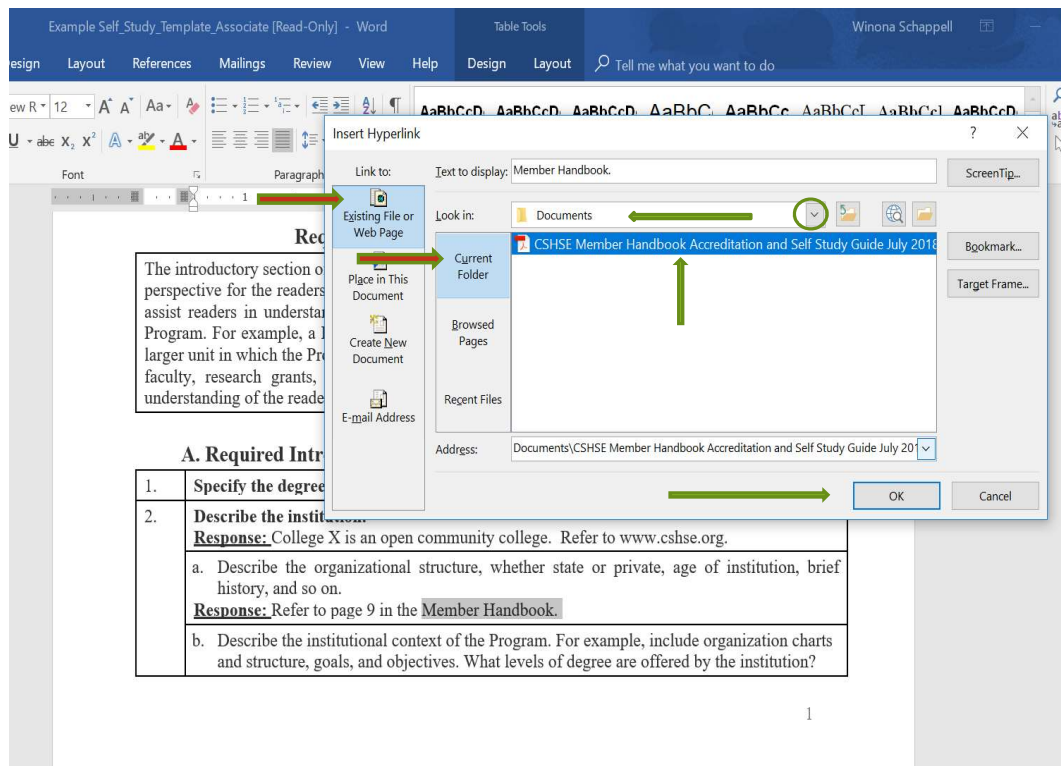
Hyperlink to an external URL

- ▶ Avoid password protected pages.
 - ▶ If the page on the Institution's website requires a password access, consider creating a pdf of the page and linking that document from a folder.



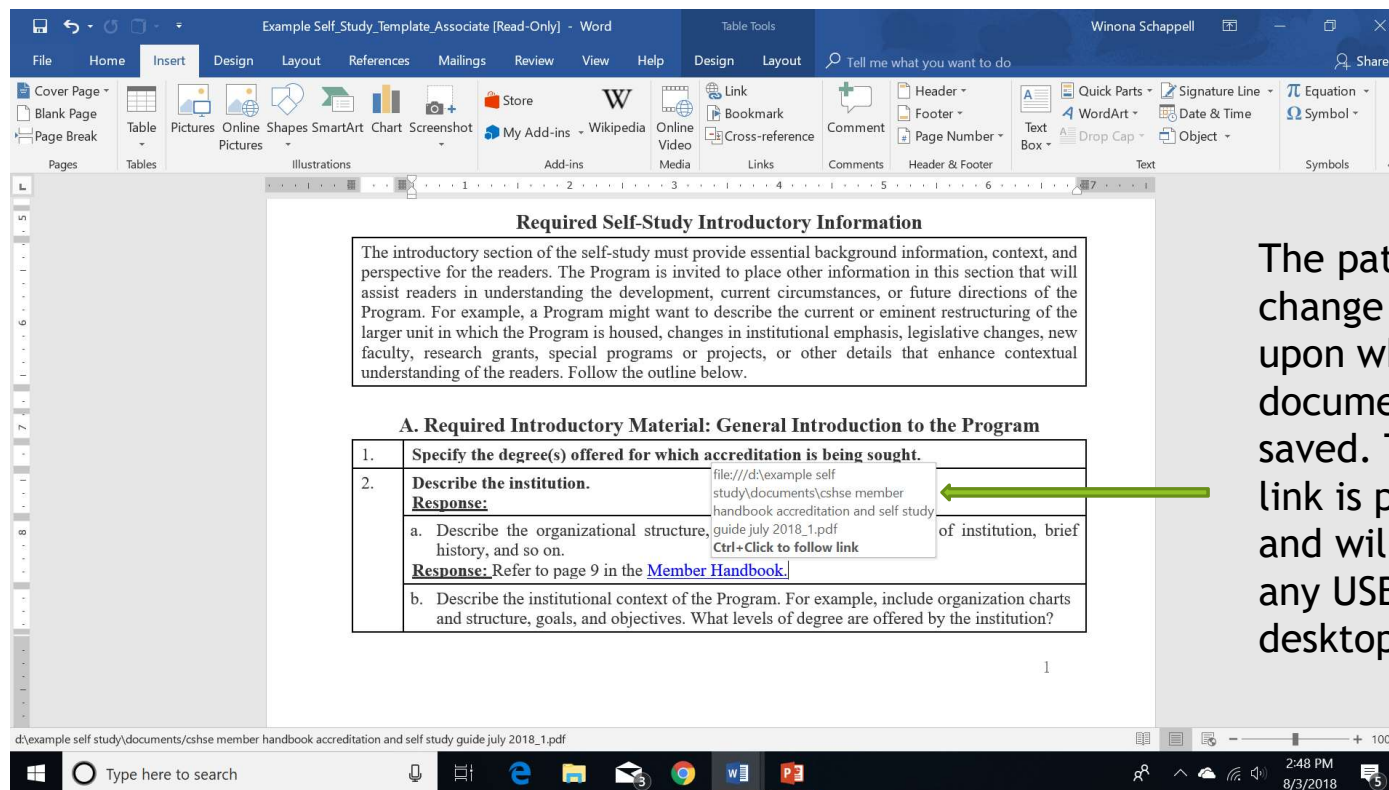
Hyperlink to a document in a folder

- ▶ Highlight the word in the narrative and insert link. Be sure “current folder” and “existing File or Web Page” is selected in the dialog box.



Use the down arrow to locate the folder in which the document exists. Select the name of the desired document. Click OK.

Hyperlink to a Folder or Subfolder: Check the path



The screenshot shows a Microsoft Word document titled "Example Self_Study_Template_Associate [Read-Only] - Word". The document content includes a section titled "Required Self-Study Introductory Information" and a table with two rows. The second row contains a table with two columns: a question and a response. The response cell contains a hyperlink to a PDF file. A green arrow points to the file path in the response cell.

Required Self-Study Introductory Information

The introductory section of the self-study must provide essential background information, context, and perspective for the readers. The Program is invited to place other information in this section that will assist readers in understanding the development, current circumstances, or future directions of the Program. For example, a Program might want to describe the current or eminent restructuring of the larger unit in which the Program is housed, changes in institutional emphasis, legislative changes, new faculty, research grants, special programs or projects, or other details that enhance contextual understanding of the readers. Follow the outline below.

A. Required Introductory Material: General Introduction to the Program

1.	Specify the degree(s) offered for which accreditation is being sought.	
2.	Describe the institution. Response:	file:///d:/example self study/documents/cshse member handbook accreditation and self study guide july 2018_1.pdf
	a. Describe the organizational structure, history, and so on. Response: Refer to page 9 in the Member Handbook .	of institution, brief Ctrl+Click to follow link
	b. Describe the institutional context of the Program. For example, include organization charts and structure, goals, and objectives. What levels of degree are offered by the institution?	

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d:/example self study/documents/cshse member handbook accreditation and self study guide july 2018_1.pdf

The path (d:) will change depending upon where the document is saved. Thus the link is portable and will work in any USB or desktop

Hyperlink to a Folder or Subfolder: Check the path

- ▶ Be aware of saving to desktops that are connected to an Institution's intranetwork system. The links may not be portable and thus not work when transferred to other storage devices.
- ▶ Before mailing the USB devices, test on computers that are not connected to the Institution's network.

