

UH APAR Portal Training/Reference Manual

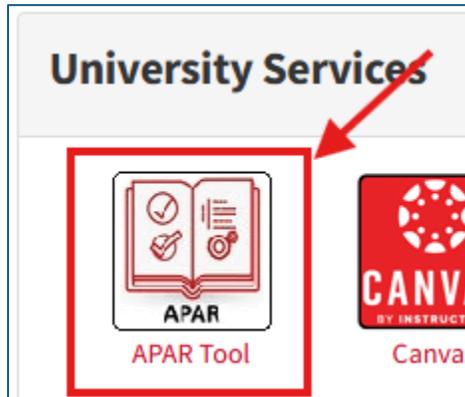
Contents

Logging in.....	2
Requesting Access	2
Navigating to an APAR.....	3
College Level Reports.....	4
Department Level Reports	4
Program Level Reports	5
Completing/Entering an APAR.....	6
College Level Reports.....	6
Department Level Reports	6
Program Level Reports	7
Importing from last year	8
Entering required items.....	9
Item entry order.....	10
Title fields	10
Item Status	11
Report Status.....	12
Rubrics in Student Learning Outcomes	12
Add/View Attachments	13
View/Print Report	14

Logging in

Method 1: AccessUH

- Go to <https://accessuh.uh.edu/>
- Click on APAR Tool



Method 2: Direct URL

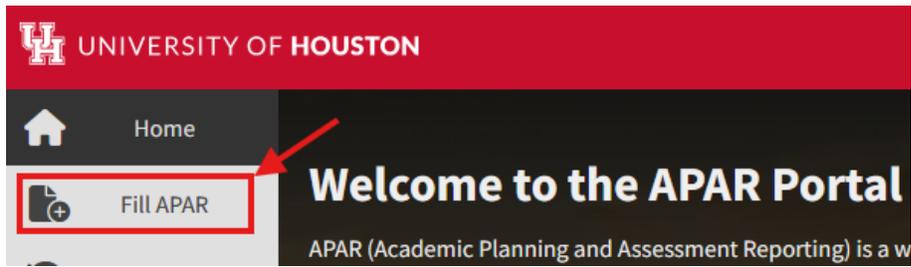
- Go to <https://apar.es.uh.edu/>
- Click “Login using cougarnet” to authenticate if necessary

Requesting Access

Please email the Office of Institutional Effectiveness at ieoffice@central.uh.edu if you need access to the APAR tool itself or to additional reports within the tool.

Navigating to an APAR

- Click the “Fill APAR” link in the left sidebar



- Using the dropdown menus, select the Academic Year, College, Department, and Program as appropriate.



Note: Academic year 2024 refers to the 2023-24 year (Fall 2023, Spring 2024, and Summer 2024)

College Level Reports

- Select **academic year** and **college**

UNIVERSITY OF HOUSTON

Home

Fill APAR

Past Changes

Glossary

Note: Academic year 2024 refers to the 2023-24 year (Fall 2023, Spring 2024 and Summer 2024)

Academic Year: 2024

College: Liberal Arts & Social Scie

Department: --Select Department--

Program: --Select Program--

Detailed Report

Instructions:

- Using the dropdown menu on the left,
- In the "Create/Edit Report" section, click the item added to open a window to add a
- After filling in the required items, click the report. The 'View/Print Report' tab

Report Parameters

Academic Year: **2024**
College: **Liberal Arts & Social Sciences**
Department:
Program:

College Level Report

Department Level Reports

- Select **academic year**, **college**, and **department**

UNIVERSITY OF HOUSTON

Home

Fill APAR

Past Changes

Glossary

Note: Academic year 2024 refers to the 2023-24 year (Fall 2023, Spring 2024 and Summer 2024)

Academic Year: 2024

College: Liberal Arts & Social Scie

Department: Communication

Program: --Select Program--

Detailed Report

Instructions:

- Using the dropdown menu on the left,
- In the "Create/Edit Report" section, click
- After filling in the required items, click of the report created.

Report Parameters

Academic Year: **2024**
College: **Liberal Arts & Social Sciences**
Department: **Communication**
Program:

Department Level Report

Program Level Reports

- Select **academic year, college, department, and program**

The screenshot shows the University of Houston's Program Level Reports interface. The top navigation bar is red with the UH logo and the text "UNIVERSITY OF HOUSTON". Below this is a sidebar with four menu items: "Home" (with a house icon), "Fill APAR" (with a document icon and a plus sign), "Past Changes" (with a clock icon), and "Glossary" (with a document icon). The main content area is divided into three sections. The first section is a "Note" box with a yellow background, stating: "Note: Academic year 2024 refers to the 2023-24 year (Fall 2023, Spring 2024 and Summer 2024)". Below the note are four dropdown menus for selection: "Academic Year:" with "2024" selected; "College:" with "Liberal Arts & Social Scie" selected; "Department:" with "Communication" selected; and "Program:" with "Advertising, BA" selected. The second section is titled "Detailed Report" and contains an "Instructions:" box with a yellow background, listing two bullet points: "Using the dropdown menu on the left," and "In the 'Create/Edit Report' section, click of the report created." Below the instructions is a "Report Parameters" section showing the selected values: "Academic Year: 2024", "College: Liberal Arts & Social Sciences", "Department: Communication", and "Program: Advertising, BA". The third section is titled "Program Level Report".

Completing/Entering an APAR

After navigating to a report, you will see the screen with the list of items for that report level. New/blank reports will show the minimum set of required items under the Missing Items heading.

College Level Reports

Required items:

- Mission Statement
- Strategic Objectives
- College URL
- Dean's Email

College Level Report

Create/Edit Report
Add/View Attachments
View/Print Report

↓ Import from last year
+ College Report Items

Note: A complete APAR, must include all items listed in the Program level, at least 3-5 Student Learning Outcomes and required for your program.

Missing Items:

- Dean's Email
- College Mission Statement
- College URL
- College Strategic Objectives 1

- College Mission Statement
- College Strategic Objectives
- College URL
- Dean's Email

Department Level Reports

Required items

- Mission Statement
- Strategic Goals
- 50 in 50 Recognition
- Awards for Excellence
- Success Story
- Department URL
- Department Chair Email

Department Level Report

Create/Edit Report
Add/View Attachments
View/Print Report

↓ Import from last year
+ Department Report Items

Note: A complete APAR, must include all items listed in the "Program level, at least 3-5 Student Learning Outcomes and the required for your program.

Missing Items:

- 50 in 50 Recognition
- Awards for Excellence
- Department Chair Email
- Department Mission Statement
- Success Story
- Department URL
- Department Strategic Goals 1

- Department Mission Statement
- Department Strategic Goals
- 50 in 50 Recognition
- Awards for Excellence
- Success Story
- Department URL
- Department Chair Email

Program Level Reports

Required items

- Mission Statement
- Student Learning Outcomes*
- Program Outcomes**
- Program URL
- Program Director Email & Name

The screenshot shows the 'Program Level Report' interface. At the top, there are three tabs: 'Create/Edit Report' (active), 'Add/View Attachments', and 'View/Print Report'. Below the tabs, there are two buttons: a green 'Import from last year' button and a red '+ Program Report Items' button. A dropdown menu is open from the red button, listing the following items: Program Mission Statement, Student Learning Outcome, Program Outcomes, Program URL, and Program Director Email. Below the buttons, there is a note: 'Note: A complete APAR, must include all items listed in the "+Re Program level, at least 3-5 Student Learning Outcomes and the required for your program.' Below the note, there is a section titled 'Missing Items:' with a bulleted list: Program Mission Statement, Program Director Email, Program URL, Student Learning Outcome 1, Student Learning Outcome 2, Student Learning Outcome 3, and Program Outcomes 1.

* A minimum of three (3) Student Learning Outcomes are required for each program.

** All undergraduate programs must have the following two required program outcomes:

Program Outcome 1 (Student Achievement – FTIC Undergraduate Graduation Rate):

The percentage of a First Time in College bachelors (or equivalent) degree-seeking cohort who graduated within six academic years or less.

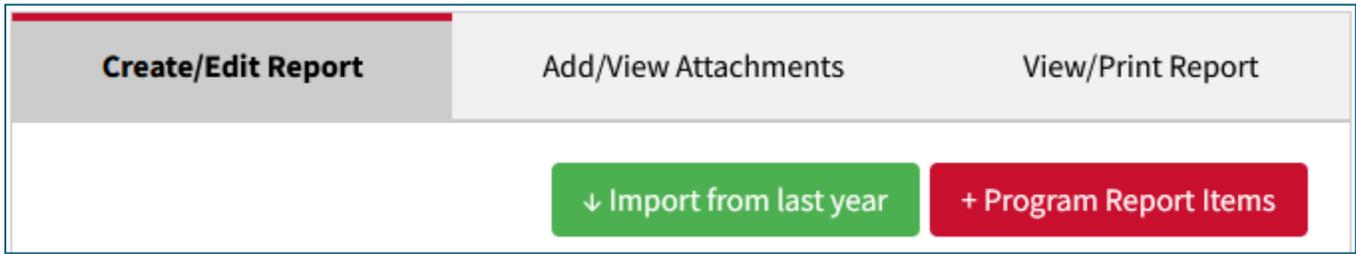
Program Outcome 2 (Student Achievement – FTIC Undergraduate Retention Rate):

Percentage of First Time in College bachelors (or equivalent) degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.

All **graduate programs** are required to include a program outcome addressing the number of graduate degrees awarded per academic year.

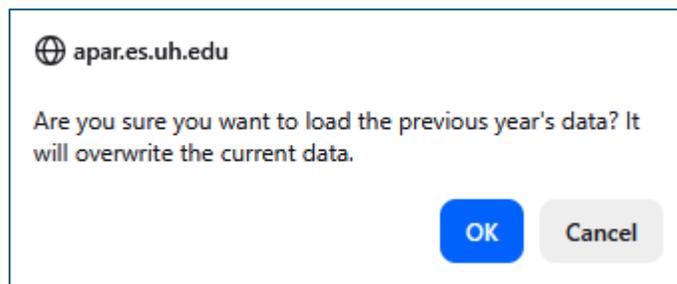
All programs with **mandatory licensing requirements** must include a program outcome addressing licensure/board pass rates.

Importing from last year



The “Import from last year” button in the **Create/Edit Report** tab will copy all sections from the previous year for the selected report.

- If the currently selected program has no information saved for the previous year, the system will display the message “No record found for the previous year”.
- **Use with care!** This is a destructive operation that will replace any items you have already entered for the currently selected report and year.



- Changes made to imported data will not alter prior years' data.

Remember that you must update your data after importing from last year!

Entering required items

Note: While this example uses Program-level reports, the same process applies at all report levels.

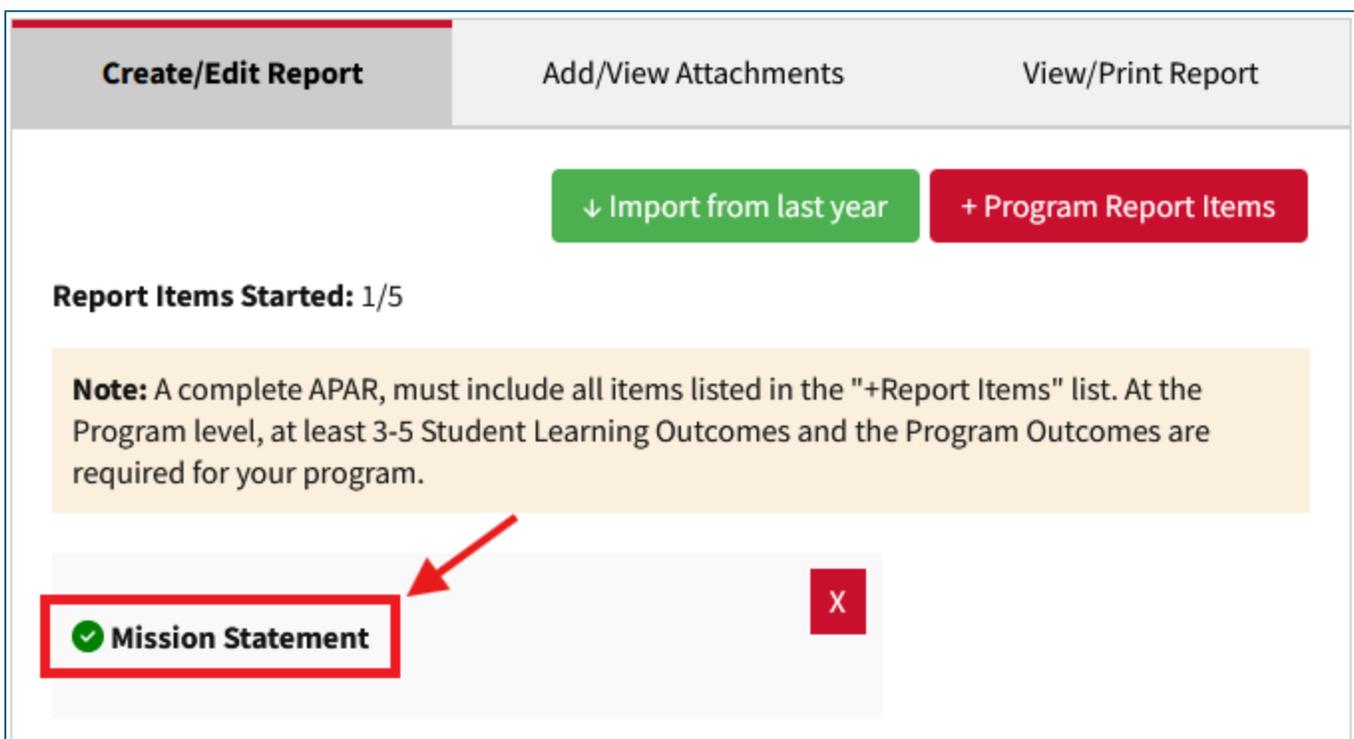
Workflow:

1. Click the “+ Program Report Items” button and select the item you wish to add.
2. Click the item title to open the newly created item.
3. Enter the information into the fields and click “Save.”
4. Repeat 1 & 2 for each additional item until all items have been entered.
5. Generate the report and verify that everything appears as intended.

Tips:

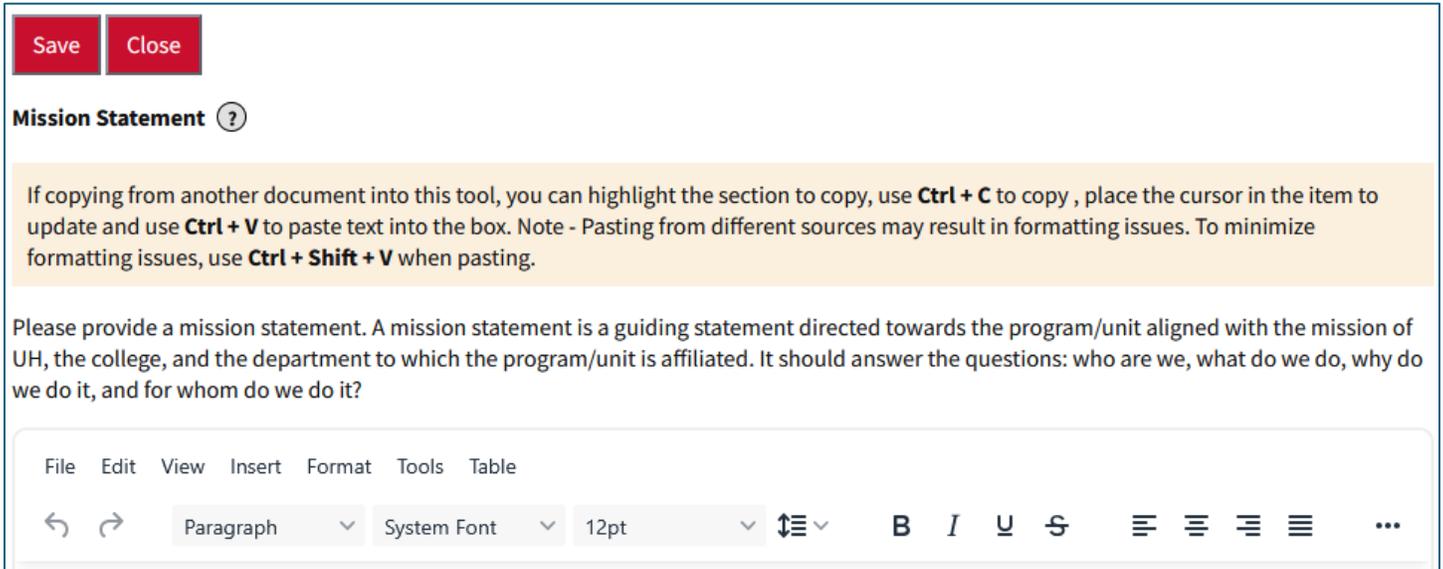
- Items will not be saved until you have entered information and clicked “Save.”
- Complex structures such as tables may not format correctly when copy-pasted.

Click the “+ Program Report Items” button to reveal the menu. Select the item you wish to add, and it will appear in the list below. Click the item title in the list to edit the item.



The screenshot displays the 'Create/Edit Report' interface. At the top, there are three tabs: 'Create/Edit Report' (active), 'Add/View Attachments', and 'View/Print Report'. Below the tabs, there are two buttons: a green button labeled '↓ Import from last year' and a red button labeled '+ Program Report Items'. A progress indicator shows 'Report Items Started: 1/5'. A yellow note box contains the text: 'Note: A complete APAR, must include all items listed in the "+Report Items" list. At the Program level, at least 3-5 Student Learning Outcomes and the Program Outcomes are required for your program.' Below the note, a list of report items is shown. The first item, 'Mission Statement', is highlighted with a red box and a red arrow pointing to it. To the right of the 'Mission Statement' item is a red square button with a white 'X' icon.

In the item editing page, enter the information in the editor window that appears. Click the “Save” button to save changes and close the item. Click the “Close” button to close the item without saving changes.



The screenshot shows a web-based editor for a "Mission Statement". At the top left, there are two red buttons: "Save" and "Close". Below them is the title "Mission Statement" with a help icon. A yellow warning box contains instructions: "If copying from another document into this tool, you can highlight the section to copy, use **Ctrl + C** to copy, place the cursor in the item to update and use **Ctrl + V** to paste text into the box. Note - Pasting from different sources may result in formatting issues. To minimize formatting issues, use **Ctrl + Shift + V** when pasting." Below the warning is a paragraph of text: "Please provide a mission statement. A mission statement is a guiding statement directed towards the program/unit aligned with the mission of UH, the college, and the department to which the program/unit is affiliated. It should answer the questions: who are we, what do we do, why do we do it, and for whom do we do it?" At the bottom is a rich text editor toolbar with menus for "File", "Edit", "View", "Insert", "Format", "Tools", and "Table". The toolbar includes icons for undo, redo, paragraph style (set to "Paragraph"), font family (set to "System Font"), font size (set to "12pt"), bulleted list, numbered list, bold (B), italic (I), underline (U), strikethrough (ABC), indent, outdent, and a more options menu (three dots).

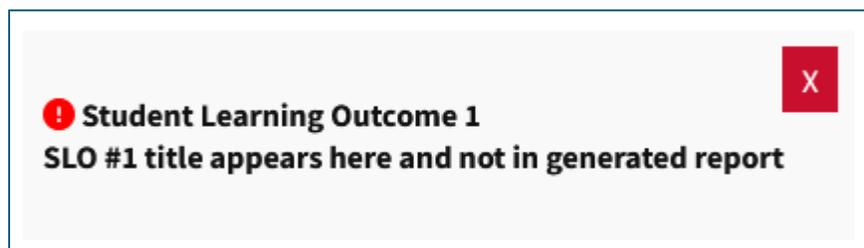
*Note: If you create a new item and click “Close” without saving it, any information you entered will **not** be saved in the system and the new item will not appear in the list of report items.*

Item entry order

- Items that appear in the report **once** (e.g. URL, email, mission statement) can be entered in any order.
- Items that are used **multiple times** in the report (e.g. Student Learning Outcomes and Program Outcomes) will appear in the report in the order they are created. For example, the first Student Learning Outcome you create will appear as “Student Learning Outcome 1” and will be printed first in the Student Learning Outcome section.

Title fields

Certain items such as Student Learning Outcomes and Program Outcomes have a title field. Titles are displayed in the APAR Tool interface so you can easily locate a specific item, but the titles are *not* included in the generated reports¹. For example:



¹ Title field values may eventually be limited to a pre-determined list for reporting purposes. Values entered here may be changed by the Office of Institutional Effectiveness.

Item Status

The Create/Edit Report tab includes various elements to help you quickly see the status of various items in the report such as the number of items started, which items are missing, and incomplete parts of each item.



Checkmark in a green circle indicates all fields in the item have been entered.



Exclamation point in a red circle indicates that one or more fields in the item have not been entered.

The **Missing Items** section shows the minimum list of items that must be included in the report for it to be considered complete.

The **Incomplete Items** section lists the items that are not complete along with the specific fields/items that need to be completed.

Create/Edit Report Add/View Attachments View/Print Report

+ Program Report Items

Report Items Started: 2/5

Note: A complete APAR, must include all items listed in the "+Report Items" list. At the Program level, at least 3-5 Student Learning Outcomes and the Program Outcomes are required for your program.

 Mission Statement	
 Student Learning Outcome 1 SLO #1 title appears here and not in generated report	

Missing Items:

- Program Director Email
- Program URL
- Student Learning Outcome 2
- Student Learning Outcome 3
- Program Outcomes 1

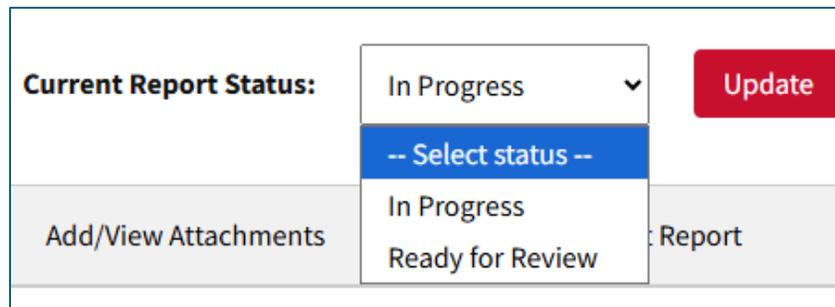
Incomplete Items:

- Student Learning Outcome 1 (Assessment Method, Performance Standard, Assessment Results, Program Improvement Plan, Prior Program Improvements, Performance Standard Met (Yes/No), rubrics)

Report Status

Each report has a Current Report Status:

- **In Progress:** This status indicates that the report is being worked on. This is the default status that is automatically set once you create an item for a new report.
- **Ready for Review:** This status indicates that you have finished the report and it is ready to be reviewed by the Institutional Effectiveness team.

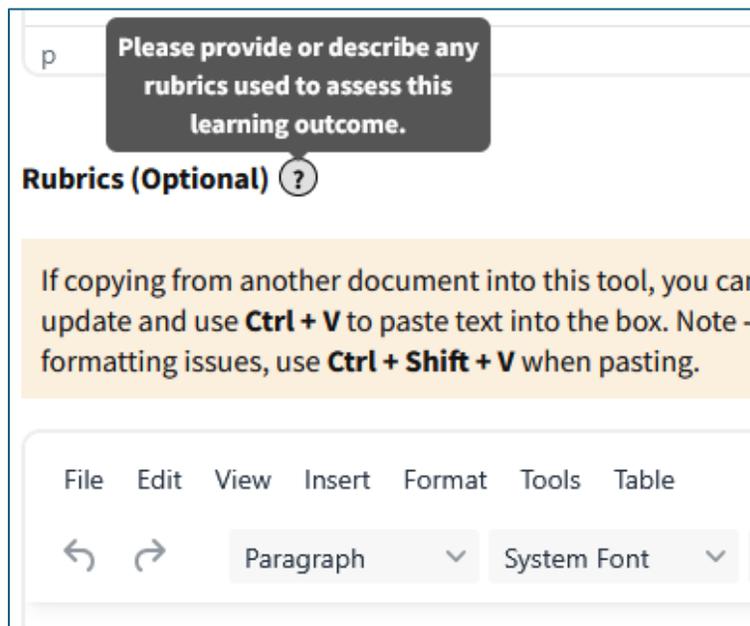


The screenshot shows a form element for 'Current Report Status'. It features a dropdown menu currently set to 'In Progress'. A red 'Update' button is positioned to the right of the dropdown. Below the dropdown, a list of options is visible: 'In Progress' and 'Ready for Review'. To the left of the dropdown is a button labeled 'Add/View Attachments', and to the right is a button labeled 'Report'.

- **Completed:** This admin-only status is selected by the Institutional Effectiveness team *after* the final review is done and no additional changes are needed. Reports with Completed status are locked and can no longer be edited.

Rubrics in Student Learning Outcomes

When editing a Student Learning Outcome (SLO) you can include rubrics in the **Rubrics (Optional)** field at the bottom of the SLO editing page:



The screenshot displays the 'Rubrics (Optional)' field in the SLO editing interface. A dark grey tooltip box with white text reads: 'Please provide or describe any rubrics used to assess this learning outcome.' Below the tooltip, the label 'Rubrics (Optional)' is followed by a question mark icon. A yellow instructional box contains the text: 'If copying from another document into this tool, you can update and use **Ctrl + V** to paste text into the box. Note - formatting issues, use **Ctrl + Shift + V** when pasting.' At the bottom, a rich text editor toolbar is visible, including menus for File, Edit, View, Insert, Format, Tools, and Table, along with navigation arrows and dropdowns for Paragraph and System Font.

Information entered in this section will be included in the generated report at the end under headings “**Student Learning Outcome 1 Rubric**”, “**Student Learning Outcome 2 Rubric**”, etc.

If you include your rubric in other sections of the SLO and leave the **Rubrics (Optional)** field blank, the SLO item will appear with a red exclamation mark; however, this will *not* result in the item being listed as missing or incomplete.

Add/View Attachments

Attachments may be used to upload files relevant to the report. These files may be viewed in the system and are linked in generated reports; however, the contents of the attachments are not included in the reports.

If the contents of an attachment need to be printed in the report (e.g. in the case of rubrics) you should put the content in the appropriate item entry field(s).

Create/Edit Report	Add/View Attachments	View/Print Report
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Drag and drop files here

or

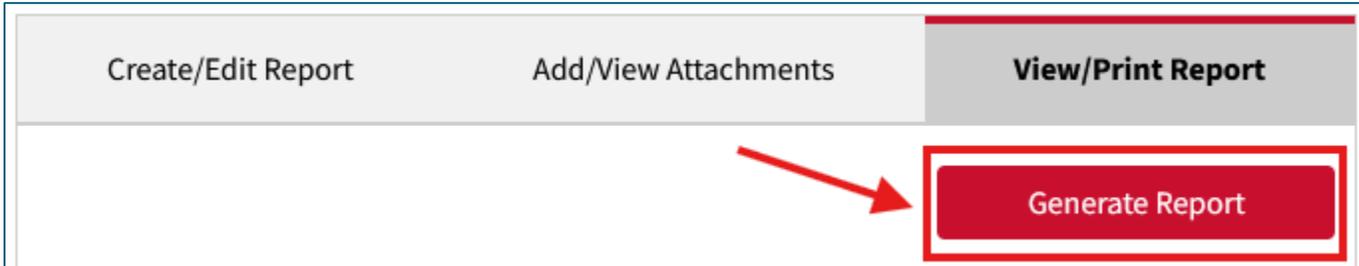
[Browse](#)

Files Uploaded :

View/Print Report

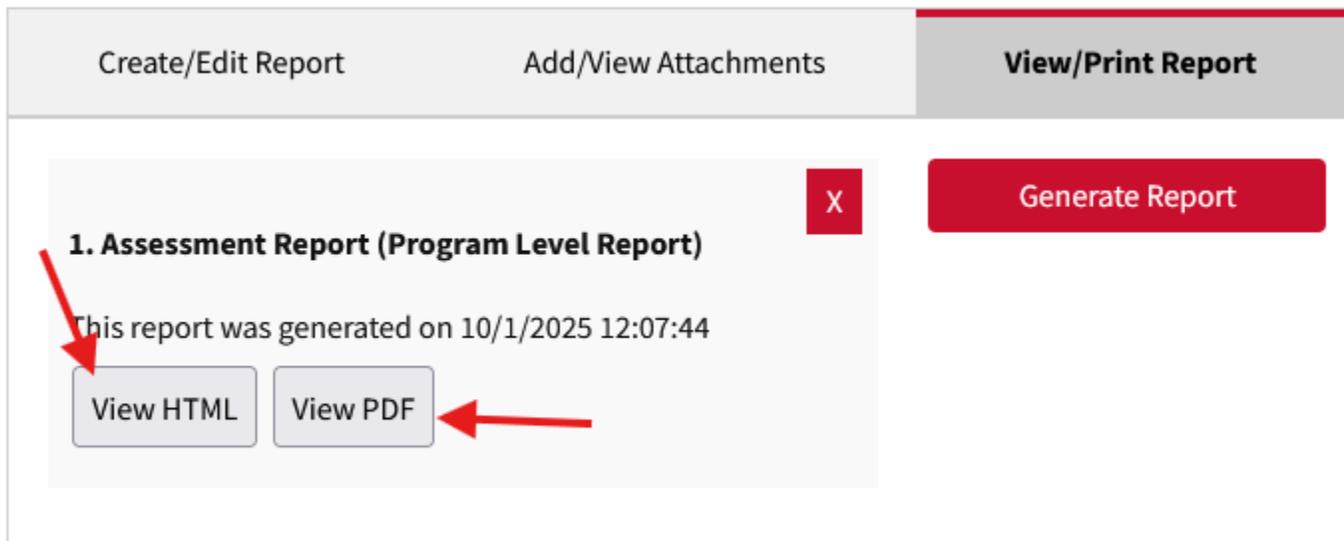
Click the “Generate Report” button to create a new report based on the currently saved data for the currently selected college, department or program.

Important tip: Use the “Clear above selection” button when selecting a new report if you plan to view/print the report.



Next, click the “View HTML” or “View PDF” buttons to view the generated report in that format.

The report will appear in the list with a date/time stamp corresponding to when you clicked Generate Report, as shown below:



Reports in HTML format will open in a new browser tab/window.

When you click “View PDF”, the system will generate a PDF file and download it to your device. Normally this will open in a new browser tab/window. If the report does not open automatically, you can find the generated file in your default download location (check device/browser settings for details).

Although the data you enter is saved on the server, the HTML and PDF reports are generated on demand and are only available during your current session. They are **not** retained on the server, but are cleared when you log out, click the “Clear above selection” button, or manually delete the report listing.