

UH APAR Portal Training/Reference Manual

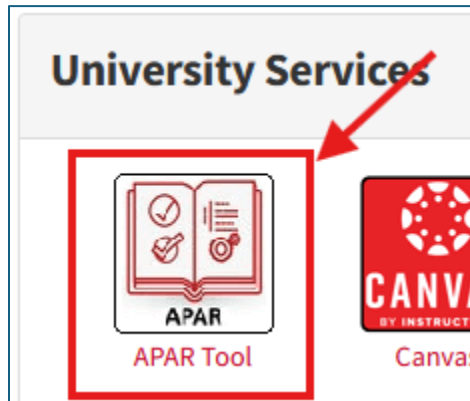
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Logging in

Method 1: AccessUH

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



Method 2: Direct URL

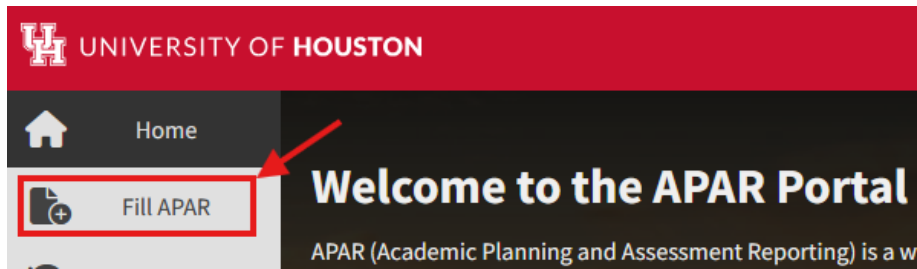
- Go to <https://apar.es.uh.edu/>
- Click “Login using cougarnet” to authenticate if necessary

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)

Academic Year: --Academic Year--

College: --Select College--

Department: --Select Department--

Program: --Select Program--

Clear above selection

→

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

Academic Year: 2025

College: Business

Department: --Select Department--

Program: --Select Program--

→

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

Academic Year: 2025

College: Business

Department: --Select Department--

Program: --Select Program--

→

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

Academic Year: 2025

College: Business

Department: Accountancy & Taxation

Program: Accountancy, MS

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**

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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 report.
- After filling in the required items, click the report. The 'View/Print Report' tab will appear.

Report Parameters

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

College Level Report

Department Level Reports

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

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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 the item added to open a window to add a report.
- After filling in the required items, click the report 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**

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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:

Advertising, BA

Detailed Report

Instructions:

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

Report Parameters

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

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

+ College Report Items

College Mission Statement

College Strategic Objectives

College URL

Dean's Email

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

Missing Items:

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

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

+ Department Report Items

Department Mission Statement

Department Strategic Goals

50 in 50 Recognition

Awards for Excellence

Success Story

Department URL

Department Chair Email

Note: A complete APAR, must include all items listed in the "+Report Items" dropdown menu. At 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

Program Level Reports

Required items

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

Program Level Report

[Create/Edit Report](#)[Add/View Attachments](#)[View/Print Report](#)

+ Program Report Items

Program Mission Statement

Student Learning Outcome

Program Outcomes

Program URL

Program Director Email

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

Missing Items:

- Program Mission Statement
- Program Director Email
- Program URL
- Student Learning Outcome 1
- Student Learning Outcome 2
- Student Learning Outcome 3
- 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.

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. Upload any attachments (e.g. rubrics) that you wish to have included in the APAR report.
6. 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.

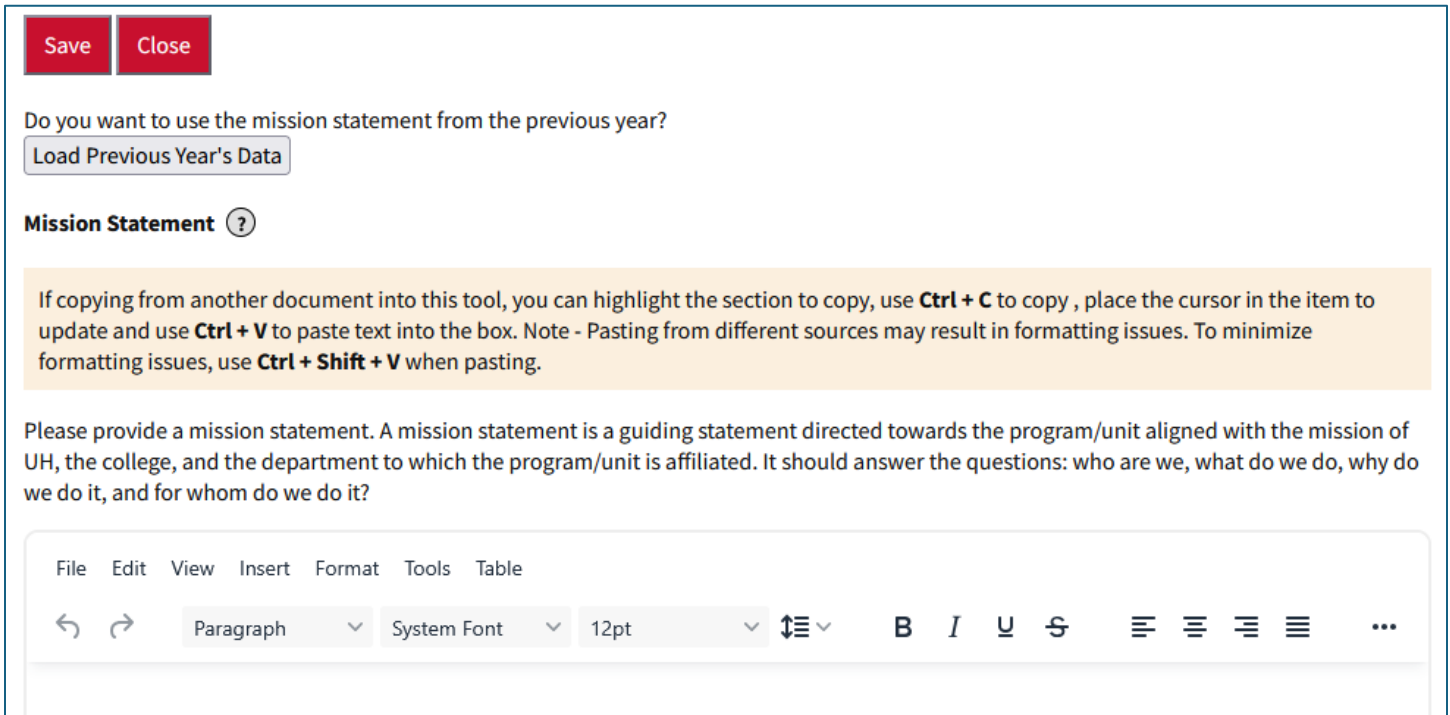
The screenshot shows the 'Create/Edit Report' tab of the APAR report creation interface. At the top right of the tab is a red button labeled '+ Program Report Items'. Below this is a yellow note box with the text: 'Note: A complete APAR, must include all items listed in the "+Report Items" list. At the Program level, at least 3-5 Student Learning Outcomes and the Program Outcomes are required for your program.' Below the note is a list of items. The first item, 'Mission Statement', is highlighted with a red box and a red arrow pointing to it. To the right of the list is a red 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.

Where available¹, the “Load Previous Year’s Data” button will copy the contents of the field from the prior year’s report, overwriting any information you have already entered.

¹ Currently, the “Load Previous Year’s Data” function is only available for mission statements.
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*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.*



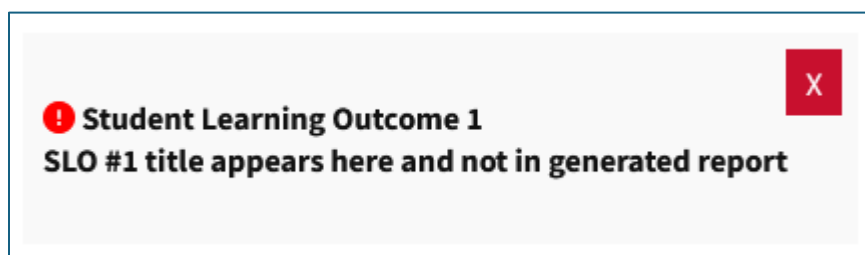
The screenshot shows a web interface for entering a mission statement. At the top, there are two red buttons: "Save" and "Close". Below them is a question: "Do you want to use the mission statement from the previous year?" with a button labeled "Load Previous Year's Data". The main section is titled "Mission Statement" with a help icon. A yellow 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 this is a paragraph of text explaining what a mission statement is. At the bottom is a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various formatting options like undo, redo, paragraph style, font, size, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent.

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) should be created in the order that you wish to have them appear in the report. 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 reports. For example:



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)

Add/View Attachments

Attachments may be used to upload files relevant to the report. These files may be viewed directly and will also be linked in generated reports.

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

or

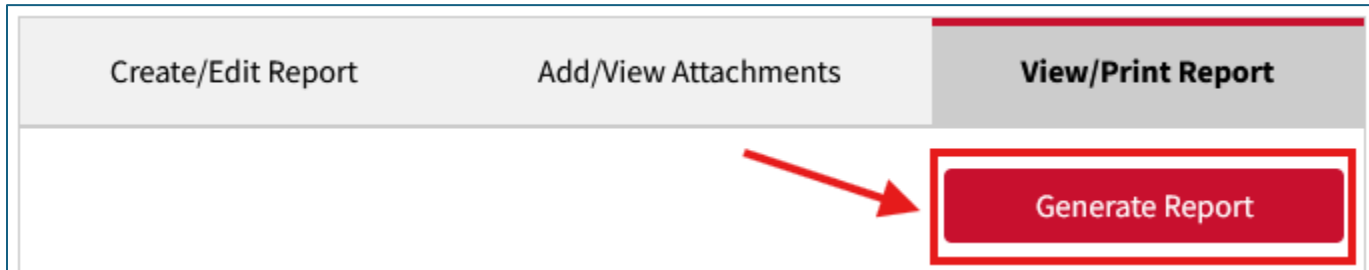
Browse

Files Uploaded :
Supply Chain and Logistics Technology BS - 2023-2024 - attachments.pdf [View](#) 

View/Print Report

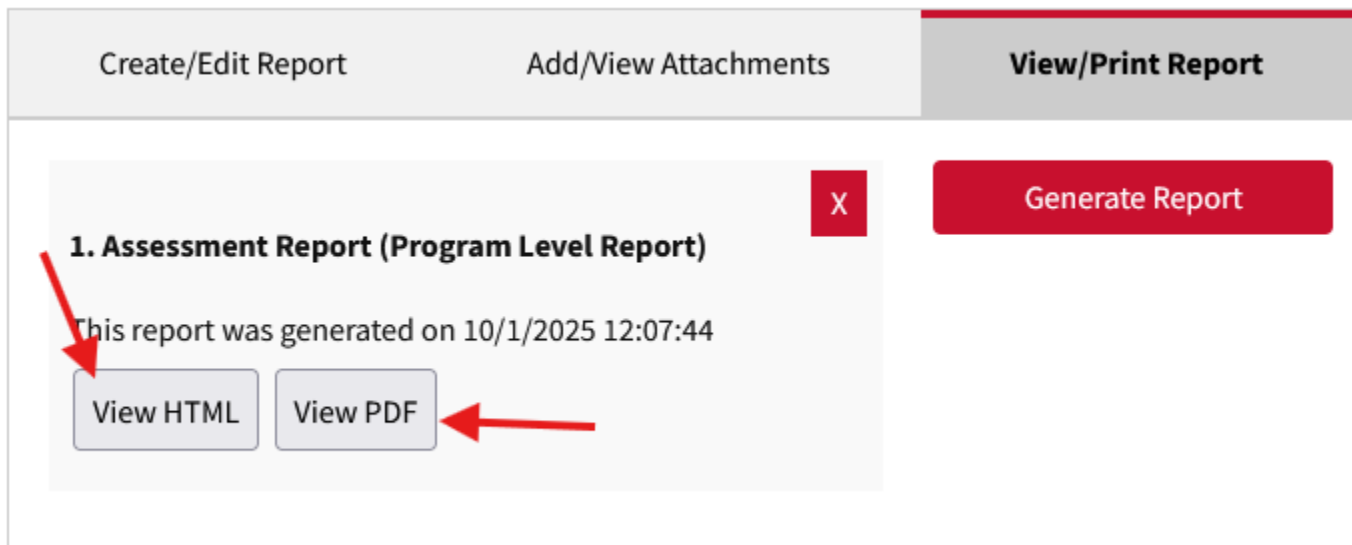
Click the “Generate Report” button to create a new report based on the currently saved data for the currently selected college, department or program.

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.