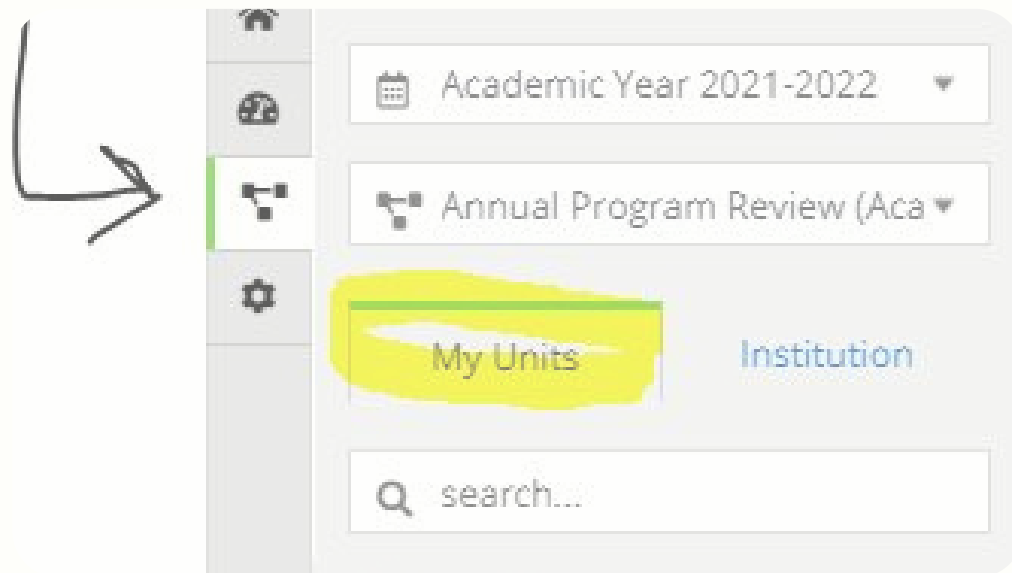# APR: How-to Series

Build Your APR Report Template

1. Select your unit/department under "My Units," listed under the "Plans" menu.

2. Build your report by adding "Plan Item" templates, as follows:
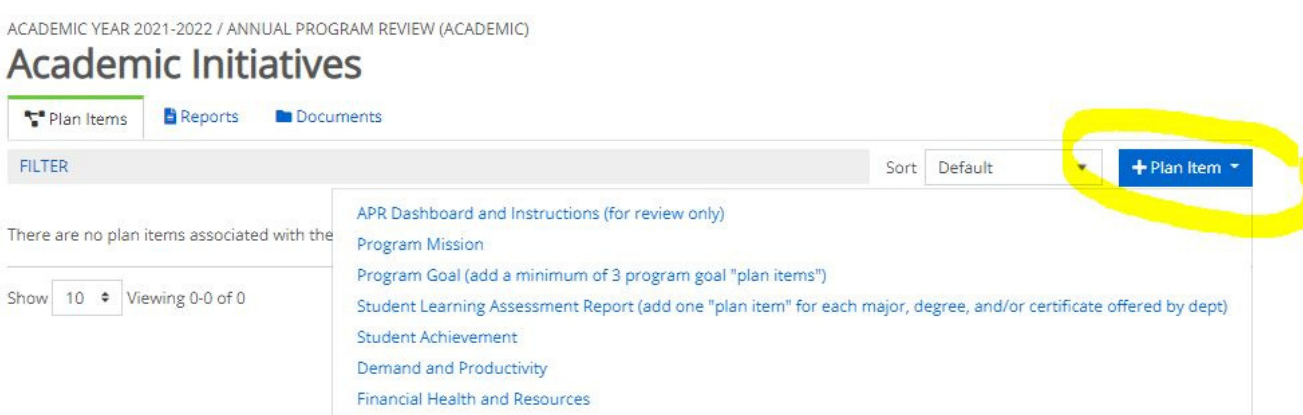
Add 1 "Program Mission"
Add 3 or more "Program Goal"
Add 1 "Student Learning Assessment Report" for each major/degree
Add 1 "Student Achievement"
Add 1 "Demand and Productivity"
Add 1 "Financial Health and Resources"

3. When you select a "Plan Item," it will open the template. Click the "back button," to continue adding Plan Items until your APR template is complete.