

## eLumen Quick Guide

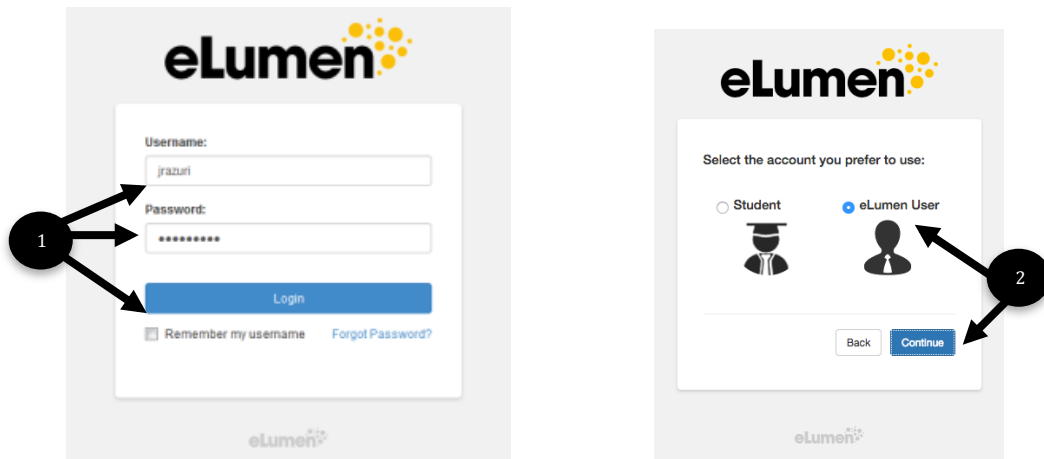
**What:** Generating an SLO by Term Report

**Role:** Faculty

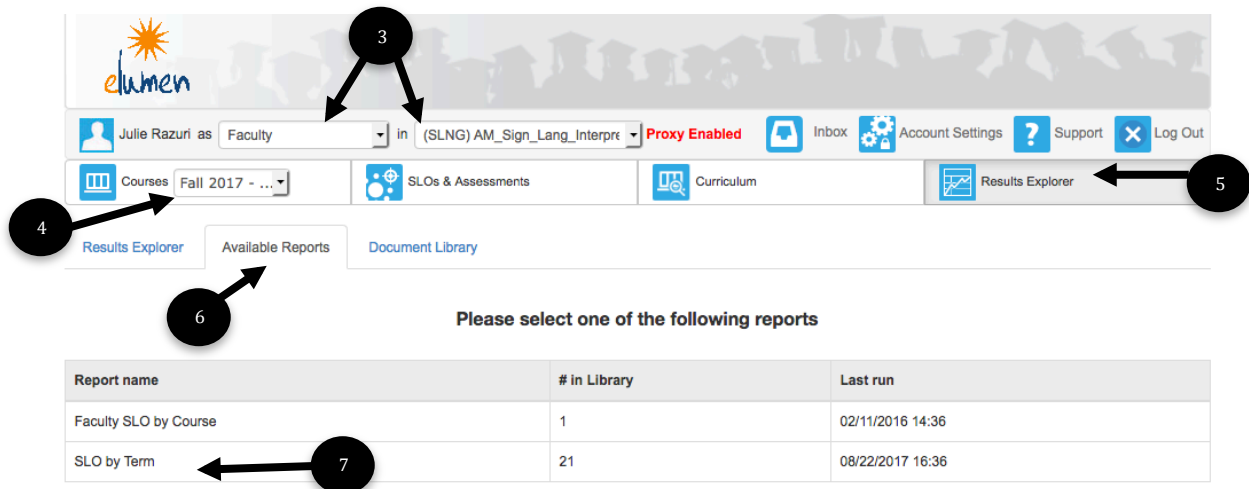
**When:** At the end of the term once assessment have been scored

Go to this website: <https://alamo.elumenapp.com>

1. Enter your username and password and click Login
2. Select eLumen User and click Continue



3. Be sure you are in the role of Faculty and that you are in the correct discipline.
4. Select the term you will be printing the report for
5. Click the Results Explorer tab
6. Click on the sub tab Available Reports
7. Click on SLO by Term



8. Select the term you will be printing the report for
9. Select a course to be printed by using the drop down arrow  
**\*\*NOTE\*\*** each course will have to be printed individually – if you do not see a course, be sure you have selected the correct term in Step 3
10. Click Generate Report

The screenshot shows the 'SLO by Term' report generation interface. It includes the following elements:

- Report File Name:** A text input field with 'prefix' and 'suffix' buttons. The text 'jrazuri-slo-by-term' is entered. A 'Customize file name' link is below it.
- Report Folder:** A dropdown menu showing 'Document Repository Home' with a folder icon.
- Select By:** A dropdown menu showing 'Terms' with 'Fall 2016 - Full Term' selected. A checkbox for 'Exclude terms with No Data' is checked. A callout '8' points to the dropdown.
- Show by Mastery Levels or Score Levels:** Radio buttons for 'Mastery Level' (selected) and 'Score Level'.
- Show by Assessment:** A checked checkbox for 'Group SLOs by Assessment'.
- Show Catalog Courses or Contexts:** Radio buttons for 'Course' (selected) and 'Context'.
- Select a Course:** A dropdown menu showing 'SLNG1206-Interpreting Artistic Texts'. A callout '9' points to the dropdown.
- Select a Set of SLOs:** A dropdown menu showing 'CSLOs for selected Course'.
- Show Inactive:** Three unchecked checkboxes: 'Include results for inactive ISLOs', 'Include results for inactive PSLOs', and 'Include results for inactive CSLOs'.
- Output format:** Radio buttons for 'PDF' (selected), 'XLS', 'DOCX', and 'HTML'.
- Link duration:** Input fields for '1' Hours and '0' Days. A checkbox for 'Make this a Permanent Link' is unchecked. A note states: 'Link duration configures how long the URL in the report notification email will work after the report is generated.'
- Generate Report:** A blue button at the bottom. A callout '10' points to the button.

11. In the document library, wait until the file shows as complete.

The screenshot shows the Document Library interface. At the top, there is a navigation bar with user information (Julie Razuri as Faculty) and various utility icons. Below this, there are tabs for 'Results Explorer', 'Available Reports', and 'Document Library'. A table lists files with columns for File Name, Type, Last Modification, Division/Department, Term(s), and Status. The file 'AM\_Sign\_Lang\_Interpreter - SLNG1206 - 22209 - jrazuri-slo-by-term - 04\_07\_2017 15\_01\_24.pdf' is highlighted, and its status is 'Completed'. A callout bubble with the number 11 points to the 'Completed' status cell.

File Name	Type	Last Modification	Division/Department	Term(s)	Status
AM_Sign_Lang_Interpreter - SLNG1206 - 22209 - jrazuri-slo-by-term - 04_07_2017 15_01_24.pdf	SLO by Term	04/07/2017 15:01	AM_Sign_Lang_Interpreter	Fall 2016 - Full Term	Completed

12. Click on the box to the left of the file name

13. Click the Download tab

\*\* different computers will download in different ways – if you need assistance in the download process, the MLC 7<sup>th</sup> floor Innovation Center for Faculty is ready to assist

The screenshot shows the Document Library interface with the file 'AM\_Sign\_Lang\_Interpreter - SLNG1206 - 22209 - jrazuri-slo-by-term - 04\_07\_2017 15\_01\_24.pdf' selected. The 'Download' button is highlighted, and a callout bubble with the number 13 points to it. A callout bubble with the number 12 points to the checkbox next to the file name in the table.

File Name	Owner	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
AM_Sign_Lang_Interpreter - SLNG1206 - 22209 - jrazuri-slo-by-term - 04_07_2017 15_01_24.pdf	You	SLO by Term	04/07/2017 15:01	AM_Sign_Lang_Interpreter	Fall 2016 - Full Term	Completed