

# eLumen Quick Guide

**What:** Generating and Reading the Faculty Participation Report

**Role:** Chairs, Coordinators, Discipline Assessment Rep (DAR)

**When:** Two weeks before finals, one week before finals and at the end of term.

## \*\* Step-by-Step Video Guide

- **Generating the Report:** <https://youtu.be/l63DRbGBsUQ>
- **Reading the Report:** <https://youtu.be/hNOln8sq-U>

1. Go to this website: [alamo.elumenapp.com](http://alamo.elumenapp.com)
2. Enter your username and password. Click “Login.”

3. Be sure you are in the role of “Department Coordinator” and you are in the correct discipline.

- Click on “Reports”
- Click on “Available Reports”
- Click on “Faculty Participation Report”

Julie Razuri as Department Coordinal in AM\_Siqn\_Lanq\_Interpreter

Strategic Planning SLOs & Assessments Org Management Reports

Available Reports Document Library

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	0	
Faculty Participation Report	0	
Institutional Statistics	0	
ISLO/PSLO Summary Map by Course/Context	0	
SLO Performance - By Department, Course, CSLO	0	

- Click “Departments”
- Click “Single report” if you have multiple rubrics within the discipline [for example: the World Languages discipline has multiple rubrics to include SPAN (Spanish), FREN (French), JAPN (Japanese), etc]. OR click on “One report per Department” if the discipline only has one rubric [for example: RNSG is the only rubric for Nursing]
- Do NOT click the boxes for “Show only those with plans” or “Show only those with incomplete plans”
- Click the drop down menu for “Currently selected Department”

Faculty Participation

Generate for Departments Programs Currently selected Department

Single report One report per Department

Show only those with plans Show only those with incomplete plans

Report Title Faculty Participation Report Spring SLNG 2016

6. From the “Currently selected Department”, select the discipline(s) desired.  
\*\*Note\*\* If the discipline has only one rubric, then only one should be selected. If the discipline has multiple rubrics, all rubrics should be selected.

Faculty Participation

Generate for: **Departments** | Programs | American\_Sign\_Language, AM\_Sign\_Lan...

Single report  C

Show only those with plans  S

Report Title: Faculty Participation Report

Report File Name: prefix Faculty Participati

Customize file name

Report Folder: Document Repository Home

Discipline Selection List:

- Admissions & Records
- Advising/Counseling
- American\_Sign\_Language
- AM\_Sign\_Lang\_Interpreter
- Anthropology
- Arabic\_Language
- Architecture
- ART

7. In the “Report Title” change the name that reflects the current term (fall, spring or summer) and the year.  
The “Report File Name” can be changed so you can identify it more easily in your downloads library.  
The “Report Folder” should remain on “Document Repository Home”  
The “Campus” should remain as “San Antonio College” and “Single Report” should stay defaulted.

**Report Title**

Faculty Participation Report Spring SLNG 2016

**Report File Name**

prefix

Faculty Participation

suffix

[Customize file name](#)

**Report Folder**

Document Repository Home



**Campus**

San Antonio College

Single Report  One report per Campus  Breakdown by Campus

**Select By**

Terms

Cycles

**Terms**

None selected

Exclude terms with No Data

8. Click the “Terms” drop down menu and select all the terms for a particular semester.

The screenshot shows a 'Select By' section with 'Terms' selected. The 'Terms' dropdown menu is open, displaying '7 selected' at the top. Below this, there is a 'Select all' option with an unchecked checkbox. A list of seven terms is shown with checked checkboxes: 'Fall 2016 - Mini Session 2nd 4-Weeks', 'Fall 2016 - Mini Session 1st 4-Weeks', 'Fall 2016 - SDEV 8-Weeks Flex I', 'Fall 2016 - 8 Weeks Flex I', 'Fall 2016 - Full Term', 'Fall 2016 - SDEV 16-Week Full Term', and 'Fall 2016 - Dual Credit Full Term'. Below these are two unselected terms for Summer 2016. An arrow points to the top of the dropdown menu.

9. The “Exclude terms with No Data” should remain checked.  
In the “Show Catalog Courses or Contexts,” “Course” should be defaulted and selected.  
In “Include ISLO/PSLO counts,” it should be defaulted at “Do not show ISLO/PSLO”  
On the “Score count method,” select the box stating “Include multiple assessment scores for same SLO”  
In the “Show Inactive,” leave all of the them unselected.  
In “Show results for,” deselect “Action Plans,” “with Responses,” “RFIs,” and “with Responses”

The screenshot shows the main configuration form with the following settings:

- Select By:** 'Terms' selected.
- Terms:** '7 selected' dropdown.
- Exclude terms with No Data:**
- Show Catalog Courses or Contexts:** 'Course' selected (radio button).
- Select a Course Group:** 'All Courses' dropdown.
- Include Marketable Skill/PSLO counts:** 'Do not show Marketable Skill/PSLO' dropdown.
- Score count method:**  'Include multiple assessment scores for same SLO'. A callout box with an arrow points to this checkbox, containing the text: 'Double check that this box is checked'.
- Show Inactive:** All checkboxes are unchecked:
  - Include results for inactive Courses/Contexts
  - Include results for inactive Marketable Skills
  - Include results for inactive PSLOs
  - Include results for inactive CSLOs
  - Include results for inactive Assessments
- Show results for:**
  - Assessments
  - Planned SLOs
  - Action Plans
  - RFIs
  - with Scores
  - with Responses
  - with Responses

10. Click “Show distributions for”

Deselect all check marks in the “Action Plans” and “RFIs” lines.

**\*\* NOTE\*\*** The only checks that should be included would be in the Assessments and SLOs line under Sections as pictured below.

▲ Show distributions for

	Assessments (Sections)	SLOs (Sections)	
	Departments	Courses	Sections
Assessments			✓
SLOs			✓
Action Plans			
RFIs			

11. Click “Hide Format and Share options”

Click the box for “Include report explanation text”

Click “Generate Report”

▲ Hide Format and Share options

Report explanation text  Include report explanation text

Purpose of this report is to show the coordinator and evaluator completion of creating assessments for planned SLOs, assessment scoring, action plan responses, and RFIs by department, course and section.

Output format  PDF  XLS  DOCX  HTML

Link duration  Hours  Days

Make this a Permanent Link

Link duration configures how long the URL in the report notification email will work after the report is generated.

Generate Report

12. After clicking “Generate Report,” you will be lead to the Document Library. Your report will need a few moments to process. You will need to wait until the Report Status changes from Queued or Processing to Complete.

Document Repository Home

ihow 25 entries

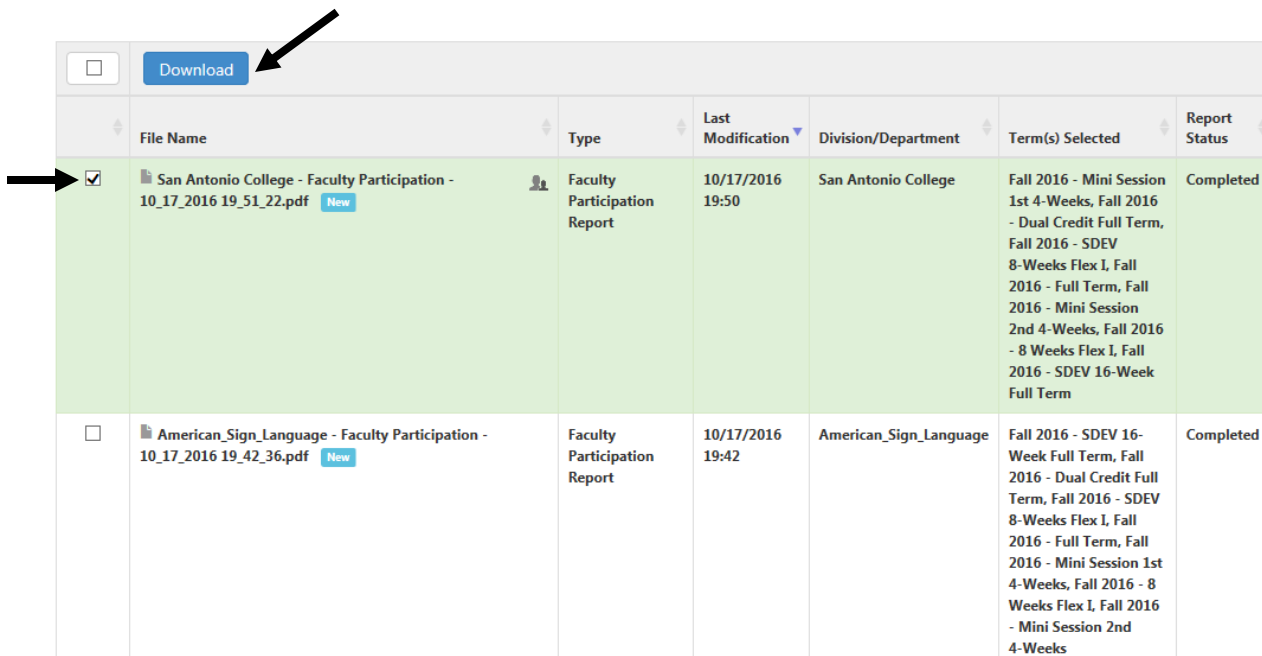
File Name	Type	Last Modification	Division/Department	Term(s)	Report Status
	Faculty Participation Report	10/17/2016 21:34	AM_Sign_Lang_Interpreter	Fall 2016 - Mini Session 2nd 4-Weeks, Fall 2016 Full Term, Fall 2016 - SDEV 16-Week Full Term, Fall 2016 - 8 Weeks Flex I, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 Mini Session 1st	Processing




13. Once the Report Status is “Completed,” click on the desired report. If you have run the Single Report (report for disciplines with multiple rubrics), each rubric will have it’s own report; therefore, you will have to scroll down to find them all.

File Name	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
San Antonio College - Faculty Participation - 10_17_2016 19_51_22.pdf	Faculty Participation Report	10/17/2016 19:50	San Antonio College	Fall 2016 - Mini Session 1st 4-Weeks, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 2nd 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - SDEV 16-Week Full Term	Completed
American_Sign_Language - Faculty Participation - 10_17_2016 19_42_36.pdf	Faculty Participation Report	10/17/2016 19:42	American_Sign_Language	Fall 2016 - SDEV 16-Week Full Term, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 1st 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - Mini Session 2nd 4-Weeks	Completed

14. Select the report you would like to run.

Click "Download"



<input type="checkbox"/>	File Name	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
<input checked="" type="checkbox"/>	 San Antonio College - Faculty Participation - 10_17_2016 19_51_22.pdf <small>New</small>	 Faculty Participation Report	10/17/2016 19:50	San Antonio College	Fall 2016 - Mini Session 1st 4-Weeks, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 2nd 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - SDEV 16-Week Full Term	Completed
<input type="checkbox"/>	 American_Sign_Language - Faculty Participation - 10_17_2016 19_42_36.pdf <small>New</small>	Faculty Participation Report	10/17/2016 19:42	American_Sign_Language	Fall 2016 - SDEV 16-Week Full Term, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 1st 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - Mini Session 2nd 4-Weeks	Completed



# How to Read the Faculty Participation Report - Basics

There are three main areas to focus on for this report and are indicated below with text boxes.

San Antonio College

## Faculty Participation Report Spring SLNG 2016

Purpose of this report is to show the coordinator and evaluator completion of creating assessments for planned SLOs, assessment scoring, action plan responses, and RFIs by department, course and section.

American\_Sign\_Language, AM\_Sign\_Lang\_Interpreter

Campus: San Antonio College  
 Terms: Fall 2016 - Full Term  
 Showing: All

Date: 10/24/2016

Fall 2016 - Full Term

### Section Participation

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
SGNL1301								
American_Sign_Language								
Section 14540	Teacher Name 1	12	4	4 of 4	12 of 12	58 of 108	2 of 108	5 of 8
Section 14575	Teacher Name 2	15	4	4 of 4	0 of 15	0 of 210	0 of 210	0 of 12
Section 14586	Teacher Name 3	11	4	4 of 4	0 of 11	0 of 154	0 of 154	0 of 12
Section 14604	Teacher Name 4	9	4	4 of 4	0 of 9	0 of 126	0 of 126	0 of 12
Section 14685	Teacher Name 5	14	4	4 of 4	14 of 14	84 of 140	0 of 140	5 of 8
Section 14688	Teacher Name 6	16	4	4 of 4	0 of 16	0 of 224	0 of 224	0 of 12
Section 14691	Teacher Name 7	13	4	4 of 4	0 of 13	0 of 494	0 of 494	0 of 29
Section 14696	Teacher Name 8	13	4	4 of 4	0 of 13	0 of 182	0 of 182	0 of 12
Section 14704	Teacher Name 9	15	4	4 of 4	15 of 15	87 of 150	3 of 150	5 of 8
Section Totals for SGNL1301	9 Evaluators	118	4	4 of 4	41 of 118	229 of 1788	5 of 1788	15 of 113

**“Planned SLOs”**  
 indicates how many SLO expectations have been assigned to the course. The Chair, Coordinator or DAR is responsible for setting the SLO expectations. If the total reflects a zero, the SLO expectations have not yet been assigned.

**“CSLOs Assessed”**  
 indicates how many of the required SLOs have been linked to an assessment. After SLOs expectations have been assigned by the Chair, Coordinator or DAR, the faculty will begin to enter assessments and link them to the SLOs. This column is completed when the same number is reflected in the X of X total.

**“Completed Assessments”**  
 indicates how many assessments linked to an SLO have been scored. After the faculty has entered their assessments and have begun the scoring process. This column is completed when the same number is reflected in the X of X total. It also reflects which instructors have not yet completed.

# How to Read the Faculty Participation Report – Troubleshooting

## How to See if the SLOs Expectations were planned for a course.

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
<b>(PSYC) Psychology</b>								
PSYC2301								
Section 14676	Instructor Name	27	6	6 of 6	27 of 27	324 of 324	0 of 324	2 of 2
Section 14676	Instructor Name	27	0	6 of 6	27 of 27	324 of 324	0 of 324	2 of 2

Planned SLOs: Under the Planned SLOs, Coordinators/DARs will see the number of SLOs planned.

SLOs Not Planned: Under Planned SLOs, Coordinator/DARs will see a 0 (zero).

## Example of Completed Participation –Instructor used Summative Assessments

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
<b>(PSYC) Psychology</b>								
PSYC2301								
Section 14676	Instructor Name	27	6	6 of 6	27 of 27	324 of 324	0 of 324	2 of 2

The CSLOs Assessed reads 6 of 6 showing that all outcomes are linked to the assessment(s).

The Completed Assessments reads 2 of 2 meaning that 2 assessments have been entered and 2 were scored.

**ACTION:** No further action is required by instructor for this section

## \*Rarer Cases\* Example of Instructor using Formative Assessments Instead of Summative

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
Section 14839	Instructor Name	20	6	6 of 6	0 of 20	0 of 0	0 of 0	0 of 0

The CSLOs Assessed reads 6 of 6 showing that all outcomes are linked to the assessment(s).

The Completed Assessments reads 0 of 0. Because CSLOs Assessed are complete, we can identify them as Formative Assessments. For our data collection, the outcomes must be measured using Summative assessments.

**ACTION:** The Instructor needs to Find or Add summative assessment(s) that measure the CSLOs.

### Example of Partially Completed Participation

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
Section 14535	Instructor Name	3	4	4 of 4	3 of 3	12 of 12	0 of 12	8 of 11

The CSLOs Assessed reads 4 of 4 showing that all outcomes are linked to the assessment(s).

The Completed Assessments reads 8 of 11 meaning that 11 assessments have been entered but only 8 have been scored.

**ACTION:** The instructor needs to score the remaining assessments.

### Example of Partially Completed Participation

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
(PSYC) Psychology								
PSYC2301								
Section 14676	Instructor Name	27	6	3 of 6	27 of 27	324 of 324	0 of 324	4 of 4

The CSLOs Assessed reads 3 of 6 showing that only some of the outcomes are linked to the assessment(s).

**ACTION:** The instructor needs to Find or Add assessment(s) that link to the remaining outcomes.

The Completed Assessments reads 4 of 4 meaning that 4 assessments have been entered and 4 were scored.

**ACTION:** The instructor will need to score the assessments once more are added to complete the CSLOs Assessed.

### Example of No Participation by Instructor

Course or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planned SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
Section 14887	Instructor Name	11	5	0 of 5	0 of 11	0 of 0	0 of 0	0 of 0

The CSLOs Assessed reads 0 of 5 showing that none of the outcomes are linked to the assessment(s).

The Completed Assessments reads 0 of 0 meaning that 0 assessments have been entered and 0 have been scored.

**ACTION:** Please meet with the instructor to help them complete entering and scoring assessments.