eLumen Quick Guide – Student Success

What: Creating a Roster for a Setting
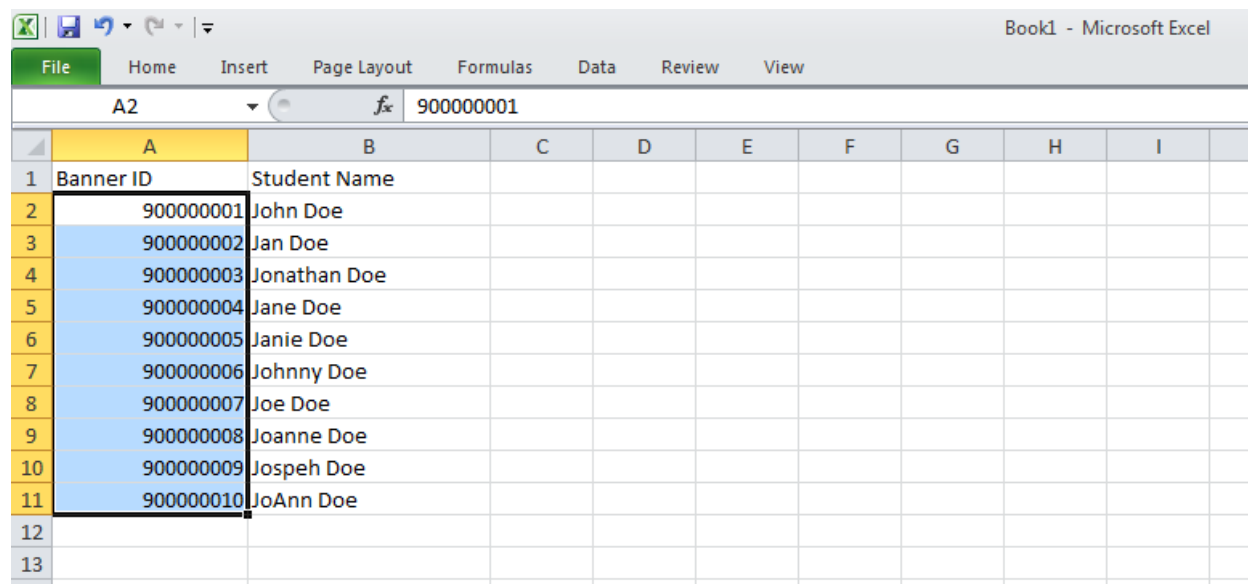***eLumen Role:*** Department Coordinator

Login to eLumen at https://alamo.elumenapp.com/elumen/

To upload the roster into eLumen, you should begin by entering all the banner IDs and names of students who attended the Setting in an Excel spreadsheet. eLumen can recognize a list of any size. (Must be Excel for the eLumen software to recognize it).

** SPECIAL NOTE **
Not all settings will have a roster to enter into eLumen. In these cases, go directly to guide on How to Creating an Assessment for Scoring.

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1. Select the correct Term
2. Be sure you are in the correct Context.
3. To add a roster, click on the Import Roster Tab in the correct Setting line.

4. To upload the file, click the file and drag it inside the dashed box or click inside the dashed box to locate it the file from your computer.

5. Verify that the correct file has been selected. If this is not the correct file, click the red X and go back a step.
6. Click Upload

Import Roster for Walk-In Advising - Feb 2017   ×

Drag files here or **click** to select from your computer.

5 → Student List Mock.xlsx   ✖

Cancel   ⊕ Upload ← 6
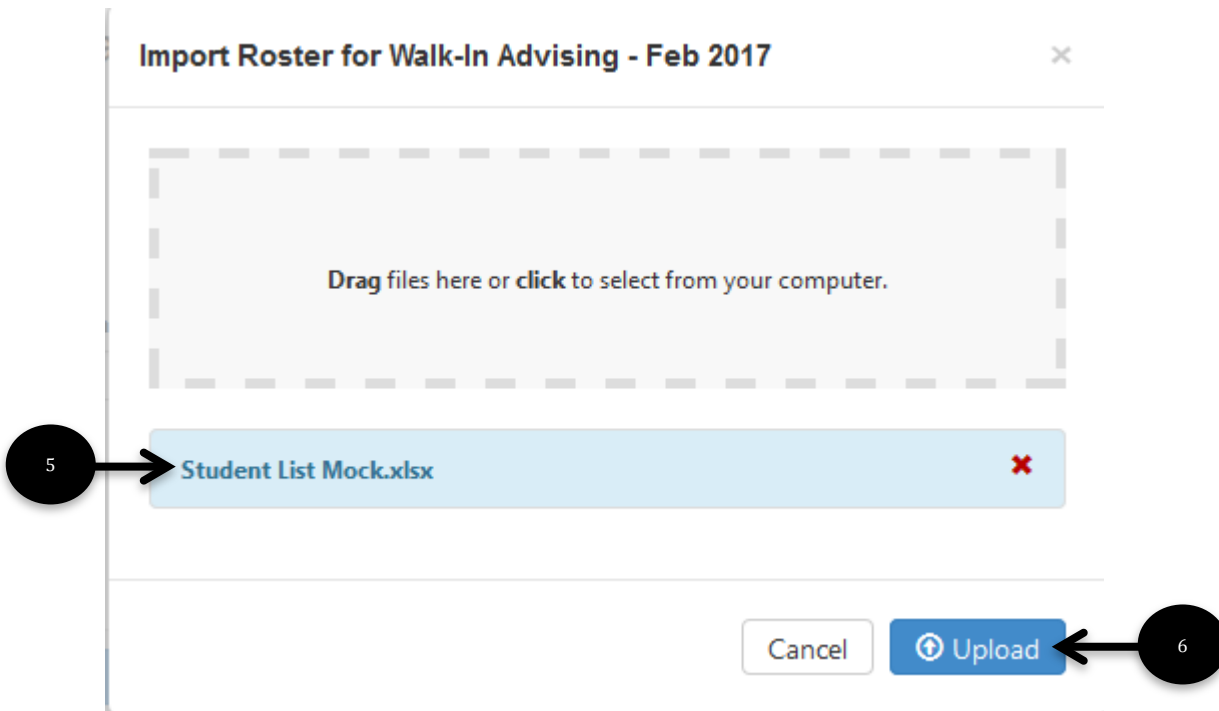
7. Click the letter of the column with the banner IDs (it will not highlight)
8. Click Align Selected Column (it will now highlight)
9. Click Import Roster

Importing Roster from Excel worksheet
Context: Walk-In Advising
Setting: Feb 2017

Please select the columns from your excel file that contain the **Student ID.**

10. Confirm that this is the correct roster for the correct Setting
11. Click Save

Importing Roster from Excel worksheet
Context: Walk-In Advising
Setting: Feb 2017

Are you sure you want to use this roster as the new roster for **Feb 2017**?

New Roster

Student ID	Last Name	Name
901036841	James	Emma
901200444	Long	Michayla
901048499	Mccoy	Dillon
901218111	Rubac	Abby
901045187	Sonnier	Tyshee

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You will receive a confirmation that the Import of Roster has been completed.

12. Click Go Back to Courses and Contexts Screen

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