

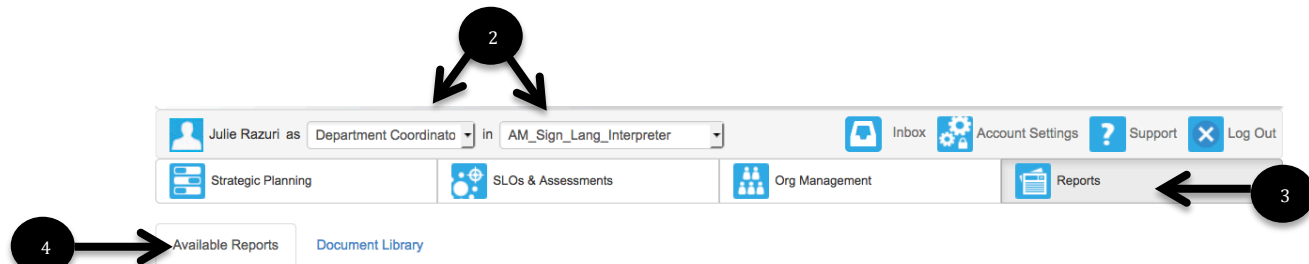
eLumen Quick Guide

What: Viewing/Printing all CSLOs for Each Course in Discipline

Role: Department Chair/Coordinator/DAR

When: At any time

1. Login to eLumen at <https://alamo.elumenapp.com/elumen/>
2. Make sure Department Coordinator is showing next to your name and you are on the right discipline (you may have several disciplines).
3. Click on Reports
4. Click on Available Reports
5. Click on SLO Presentation



Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	4	02/21/2017 16:01
Faculty Participation Report	147	06/26/2017 22:02
Institutional Statistics	4	05/01/2017 14:23
ISLO/PSLO Summary Map by Course/Context	13	06/26/2017 21:19
SLO Performance - By Department, Course, CSLO	6	04/21/2017 14:55
SLO Performance - ISLO/PSLO With Courses	10	05/01/2017 14:20
SLO Performance Report	60	06/07/2017 19:30
SLO Presentation	4	06/27/2017 14:47
Strategic Initiative Section Report	0	

6. Make sure you are in right discipline under the heading Department
7. Click on the box for CSLOs under the heading Include SLOs
8. Click Generate Report

The screenshot shows a web interface for generating an SLO report. At the top, the user is identified as Julie Razuri, a Department Coordinator in the AM_Sign_Lang_Interpreter department. The interface includes navigation tabs for Strategic Planning, SLOs & Assessments, Org Management, and Reports. The main form, titled 'Select Report Criteria for SLO Presentation', contains the following fields and options:

- Report Title:** SLO Presentation
- Report File Name:** prefix: jrazuri-slo-presentation, suffix: (empty)
- Report Folder:** Document Repository Home
- Departments:** AM_Sign_Lang_Interpreter (indicated by callout 6)
- Include SLOs:** ISLOs, PSLOs, CSLOs (indicated by callout 7)
- Show Inactive:** Include results for inactive Courses/Contexts, Include results for inactive ISLOs, Include results for inactive PSLOs, Include results for inactive CSLOs
- Output format:** PDF, XLS, DOCX, HTML
- Link duration:** 1 Hours, 0 Days. Note: Link duration configures how long the URL in the report notification email will work after the report is generated.
- Make this a Permanent Link:**
- Generate Report:** A blue button at the bottom (indicated by callout 8).

9. In the Document Library, wait for the report to indicate it is Complete.
10. Click the box of the newly generated report. (Item will highlight in green)
11. Click Download to view/save/print the file

The screenshot shows a user interface for a document library. At the top, there is a navigation bar with the user's name 'Julie Razuri' and various menu items like 'Inbox', 'Account Settings', 'Support', and 'Log Out'. Below this is a secondary navigation bar with icons for 'Strategic Planning', 'SLOs & Assessments', 'Org Management', and 'Reports'. The main content area is titled 'Document Library' and features a search and filter section with fields for 'File Name', 'Type', 'Last Modification', 'Division/Department', 'Term(s)', and 'Status'. Below this is a table of reports. The table has columns for 'File Name', 'Owner', 'Type', 'Last Modification', 'Division/Department', 'Term(s) Selected', and 'Report Status'. One report is highlighted in green, and its status is 'Completed'. Callout 9 points to the 'Completed' status, callout 10 points to the selection checkbox, and callout 11 points to the 'Download' button above the table.

File Name	Type	Last Modification	Division/Department	Term(s)	Status
AM_Sign_Lang_Interpreter - jrazuri-slo-presentation - 06_27_2017 15_06_21.pdf	SLO Presentation	06/27/2017 15:06	AM_Sign_Lang_Interpreter		Completed