

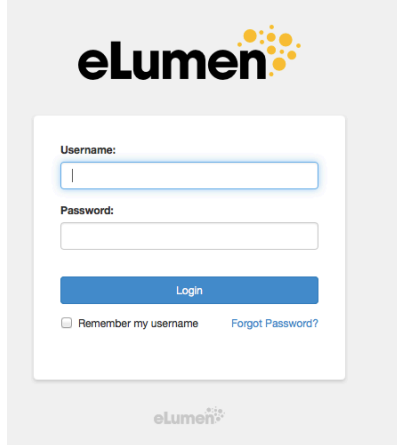
eLumen Quick Guide

What: Generate a SLO Performance-By Department, Course, CSLO Report

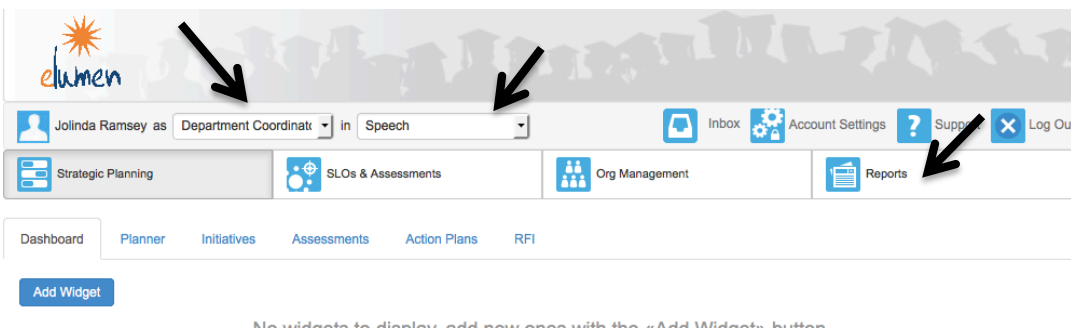
Role: Department Chair/Coordinator/Discipline Assessment Representative

When: Run report at the beginning of a new term, for the prior term.

1. Login to eLumen at <https://alamo.elumenapp.com>



2. Make sure Department Coordinator is showing next to your name and you are on the right discipline (you may have several disciplines). Click on Reports.



3. Once in Reports, click on SLO Performance-By Department, Course, CSLO.

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	25	04/25/2016 13:40
Institutional Statistics	0	
ISLO/PSLO Summary Map by Course/Context	1	02/12/2016 11:11
SLO Performance - By Department, Course, CSLO	12	05/02/2016 20:03
SLO Performance - ISLO/PSLO With Courses	2	10/11/2015 23:14
SLO Performance Report	0	

4. You can change the Report Title and Name if you wish, but can leave the report folder as the default, unless you have set up a specific folder for your reports in the document library.

SLO Performance Report: By Department, Course, CSLO

Report Title Ramsey-PER

Report File Name prefix | jramsey-slo-bydepartment-bycourse-bycslo | suffix

[Customize file name](#)

Report Folder Document Repository Home

5. Next, select the terms, using the drop down arrow. For example, run the academic year of 2014-15 (Fall 2014, Spring 2015, and Summer 2015) or a specific term year (Fall 2014), including all terms that were taught for the discipline, during that time period. Make sure “Terms” is selected, not Cycles. Be sure to deselect the “select all” box and then check the boxes of the terms you taught ONLY for the academic year. Remember, the program breaks down terms into Flex I, Flex II, Second Start, Full Term, etc.

The screenshot shows a form with a 'Select By' section containing 'Terms' and 'Cycles' buttons. To the right is a 'Terms' dropdown menu showing '9 selected'. Below the dropdown is a 'Select all' checkbox and a list of terms, each with a checked checkbox:

- Summer 2016 - SDEV Summer-Second 5 Wk Sessn
- Summer 2016 - Summer - Second 5 Week Session
- Summer 2016 - SDEV Summer-First 5 Wk Session
- Summer 2016 - Summer - First 5 Week Session
- Summer 2016 - Summer - 8 Week Session
- Summer 2016 - SDEV Summer - 10 Week Session
- Summer 2016 - Summer - 10 Week Session
- Summer 2016 - Maymester
- Summer 2016 - Full Term

6. Leave as the default: Show Catalog Courses or Contexts, Select a Course Group, and Include N/A scores. There isn't a need to show inactive Courses/Contexts.

The screenshot shows the 'Show Catalog Courses or Contexts' section with the following settings:

- Show Catalog Courses or Contexts: Course Context
- Select a Course Group: All Courses
- Include N/A Scores: Include results for N/A scores
- Show Inactive: Include results for inactive Courses/Contexts, Include results for inactive CSLOs

7. Finally, select how the report will look (recommend PDF) and how long you wish to save it as an active link. Since this is a report only you need, it is not necessary to save it as a permanent link. It will save to your Document Library in eLumen, or you can create a folder on your desktop and save all your eLumen academic reports in one area. Once complete, click on GENERATE REPORT.

The screenshot shows the 'Output format' and 'Link duration' sections with the following settings:

- Output format: PDF XLS DOCX HTML
- Link duration: 1 Hours 0 Days
- Make this a Permanent Link:

Below these settings is a blue button labeled 'Generate Report' with an arrow pointing to it.

8. eLumen will send you an email with the report (It may end up in your quarantined folder for email). However, once you click on Generate Report, it will take you to the Document Library to see your report (if not, you can click on the Document Library tab, when under Reports). Please note, it may take a few minutes for the report to generate and appear on this screen.

Document Repository Home

Show 25 entries

File Name	Type	Last Modification	Division/Department	Term(s)	Status
Speech - jramsey-slo-bydepartment-bycourse-bycslo - 08_30_2016 14_42_57.pdf	SLO Performance - By Department, Course, CSLO	08/30/2016 14:42	Speech	Summer 2016 - Summer - 10 Week Session, Summer 2016 - Full Term, Summer 2016 - Summer - 8 Week Session, Summer 2016 - SDEV Summer-Second 5 Wk Sessn, Summer 2016 - Summer - First 5 Week Session, Summer 2016 - SDEV Summer-First 5 Wk Session, Summer	Completed

9. Click in the box next to the file name and click download.

Document Repository Home

Show 25 entries

File Name	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
<input checked="" type="checkbox"/> Speech - jramsey-slo-bydepartment-bycourse-bycslo - 08_30_2016 14_42_57.pdf	SLO Performance - By Department, Course, CSLO	08/30/2016 14:42	Speech	Summer 2016 - Summer - 10 Week Session, Summer 2016 - Full Term, Summer 2016 - Summer - 8 Week Session, Summer 2016 - SDEV Summer-Second 5 Wk Sessn, Summer 2016 - Summer - First 5 Week Session, Summer 2016 - SDEV Summer-First 5 Wk Session, Summer	Completed

10. Your report will be ready to print, read, and evaluate.

11. Repeat the steps for all other disciplines in your department.