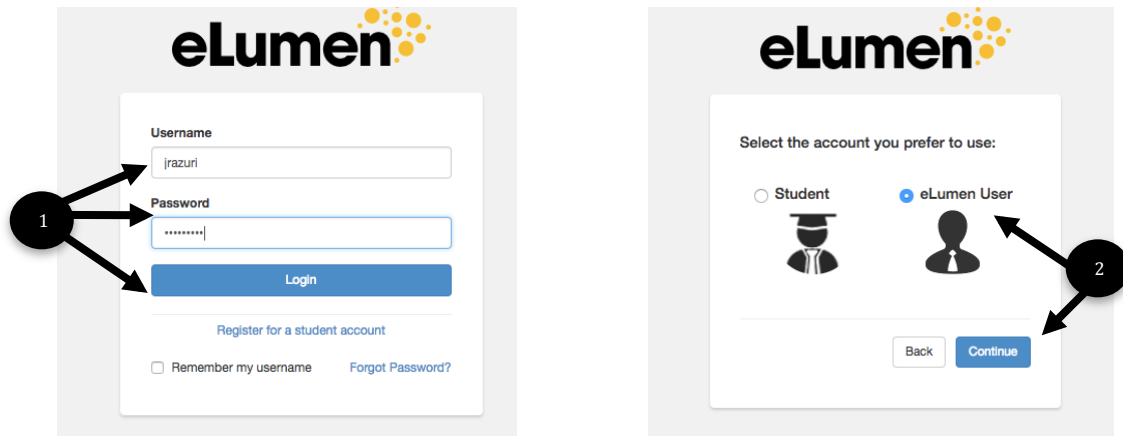# eLumen Quick Guide

What: Generating a Faculty SLO by Course 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 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 Faculty SLO by Course
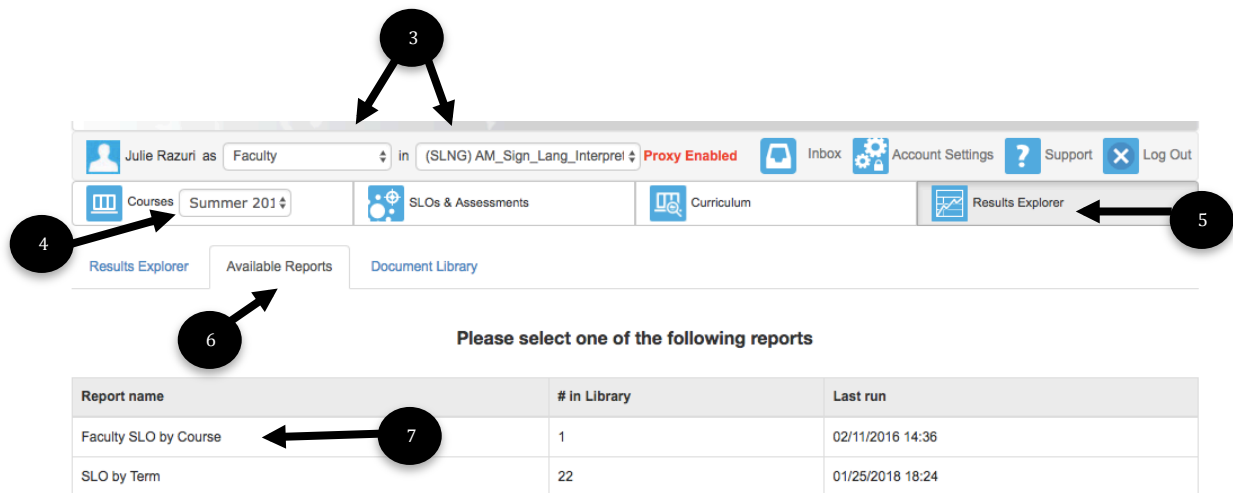
8. Select the desired term(s)
9. Click on Aggregate
10. Click on the desired class (only one class can be run at a time)
11. Click Genreate Report

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

13. Click on the box to the left of the file name
14. Click the Download tab
** different computers will download in different ways – if you need assistance in the download process, the MLC 7th floor Innovation Center for Faculty is ready to assist

	File Name	Owner	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
☑	(SLNG) AM_Sign_Lang_Interpreter - jrazuri-slo-summary - 06_13_2018 20_13_04.pdf	You	Marketable Skill/PSLO Summary Map by Course/Context	06/13/2018 20:07	(SLNG) AM_Sign_Lang_Interpreter		Completed