

## eLumen Quick Guide

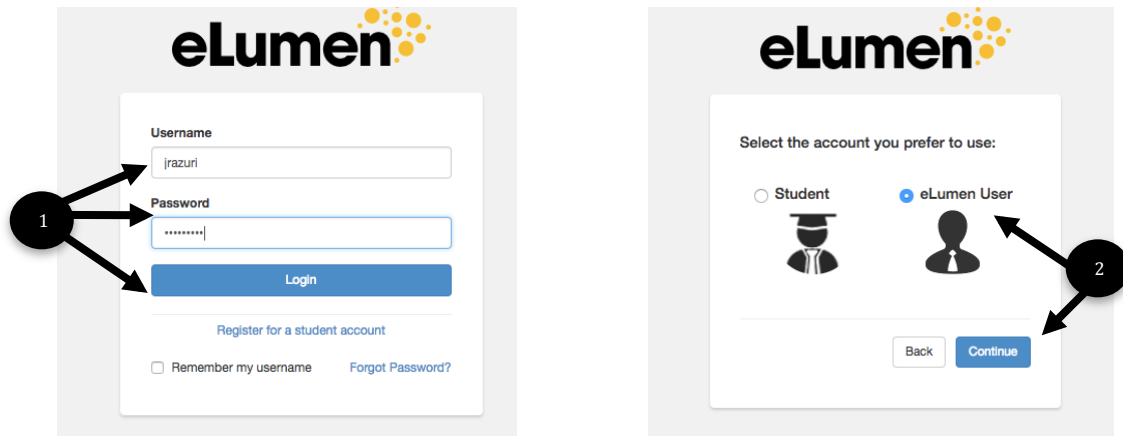
**What:** Generating a Faculty SLO by Course Report

**Role:** Faculty

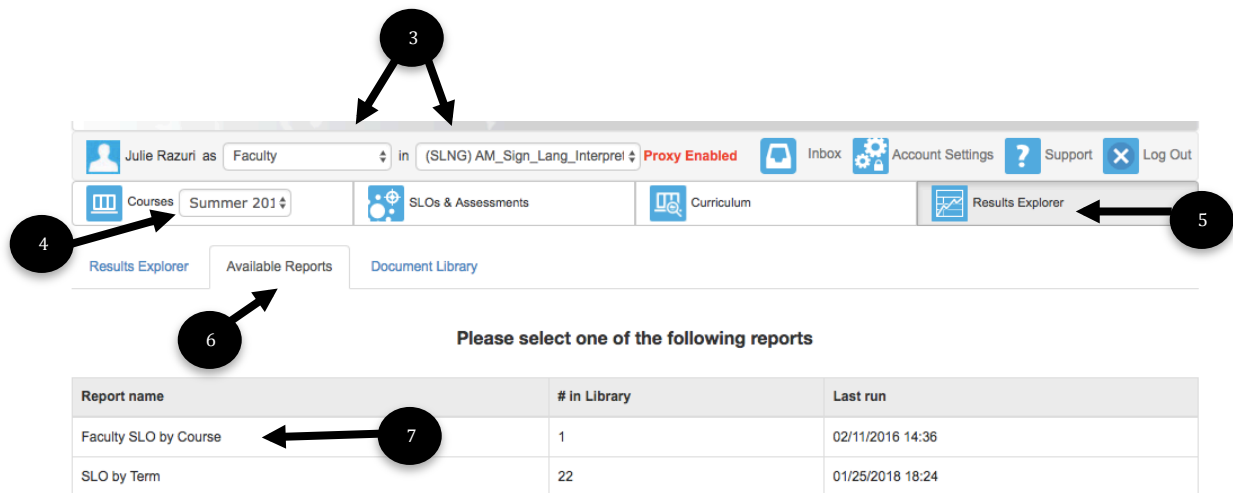
**When:** At the end of the term once assessment have been scored

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 Generate Report

SLO by Course

Report File Name: prefix  suffix

[Customize file name](#)

Report Folder:

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Select By: **Terms**

← 8

Exclude terms with No Data

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Show by Mastery Levels or Score Levels:  Mastery Level  Score Level

Show by Roster or Aggregate Scores:  Roster  Aggregate ← 9

Show by Assessment:  Group SLOs by Assessment

Show Assessment Annotations:  Assessment Annotations

Show Catalog Courses or Contexts:  Course  Context

Select a Course:  ← 10

Select a Set of SLOs:

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Show Inactive:  Include results for inactive Marketable Skills  
 Include results for inactive PSLOs  
 Include results for inactive CSLOs

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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** ← 11

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

File Name	Owner	Type	Last Modification	Division/Department	Term(s) Selected	Report
AM_Sign_Lang_Interpreter - SLNG1206 - 22209 - Jrazuri-slo-by-term - 04_07_2017 15_01_24.pdf <a href="#">New</a>	You	SLO by Term	04/07/2017 15:01	AM_Sign_Lang_Interpreter	Fall 2016 - Full Te	Completed

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 7<sup>th</sup> floor Innovation Center for Faculty is ready to assist

The screenshot shows a file management interface. At the top, there are four buttons: a checkbox, 'Delete', 'Download', 'Rerun', and 'Move'. Below this is a table with columns: File Name, Owner, Type, Last Modification, Division/Department, Term(s) Selected, and Report Status. A callout '13' points to a checkbox in the first row, which is checked. A callout '14' points to the 'Download' button.

	File Name	Owner	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
<input checked="" type="checkbox"/>	(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