

eLumen Quick Guide

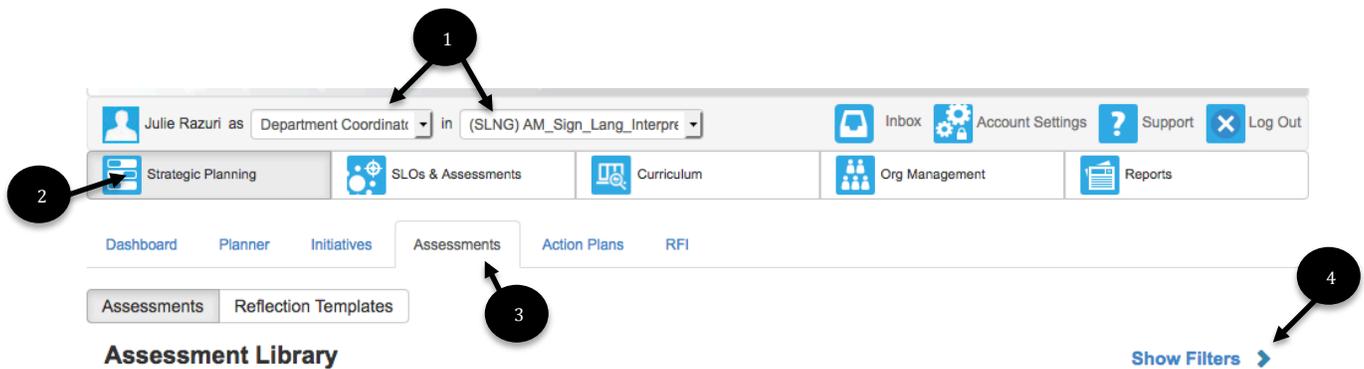
What: Cleaning Up the Assessment Library

Role: Department Chair/Coordinator/DAR

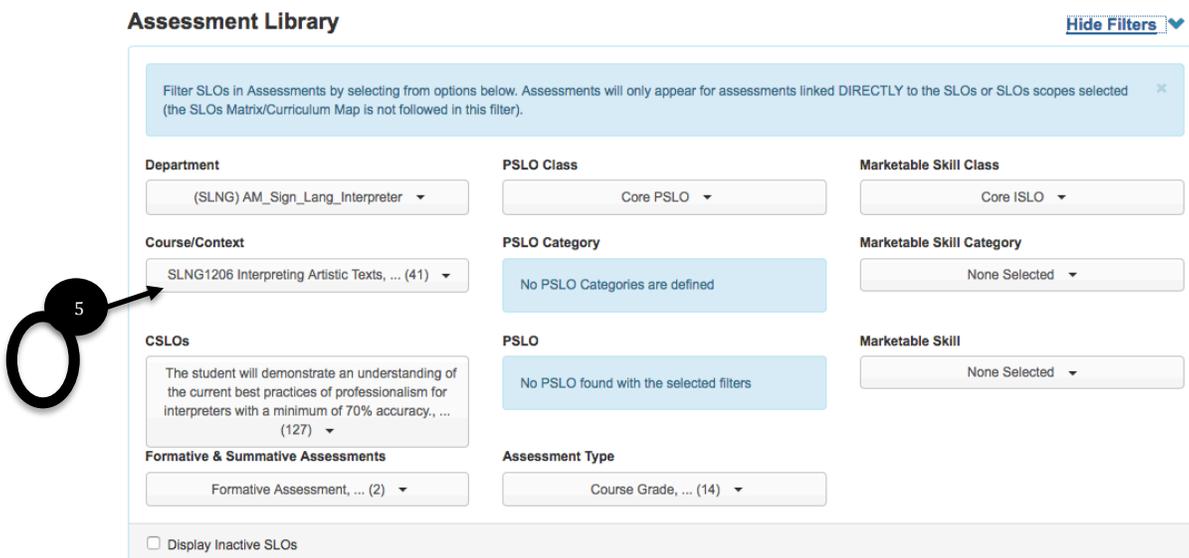
When: Beginning of the Academic Year

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

1. Be sure you in the role of Department Coordinator and in the correct discipline.
2. Click on Strategic Planning
3. Click on the sub tab Assessments
4. Click on Show Filters



5. Click in the Course/Context to select specific courses then in a white space. You will see the number of assessments change based on number of courses selected.



6. Select all the courses to be deactivated.
7. Click the Deactivate Selected tab.

Deactivate Selected					
<input type="checkbox"/>	Assessment Name ⇅	Assessment Description ⇅	Type ⇅	Terms	
<input type="checkbox"/>	JAR - ASL Talent Show	ASL Glee Club will create a large group production for the ASL Talent Show and perform that evening.	Performance	• Spring 2015 - Full Term	
<input checked="" type="checkbox"/>	JAR - Glee(k) Panel Discussion	ASL Glee Club members will perform a minimum of 2 group performances in this public venue.	Performance	• Spring 2015 - Full Term	
<input type="checkbox"/>	JAR - National Anthem: Individual	Students will create a version of the National Anthem and perform in class.	Performance	• Fall 2015 - Full Term • Fall 2016 - Full Term	
<input checked="" type="checkbox"/>	JAR - National Anthem: Large Group	Students will demonstrate understanding of the interpreting process and perform with a group appropriately.	Performance	• Fall 2015 - Full Term • Fall 2016 - Full Term	
<input checked="" type="checkbox"/>	JAR - Jabberwocky	Students will be given the text of the Jabberwocky to analyze the text and to create an interpretation of the nonsensical poem.	Performance	• Fall 2015 - Full Term • Fall 2016 - Full Term	
<input type="checkbox"/>	JAR - Round 1 Christmas Songs	Students will work in groups to create a cultural and visually interesting performance for the upcoming ASL Glee Club Christmas Show.	Performance	• Fall 2015 - Full Term • Fall 2016 - Full Term	

The assessments will be deactivated but not deleted.

To clean up additional courses, repeat steps #5 to #7