



## eLumen Coordinators/SLO Liaisons Finding SLO Results in eLumen Student Affairs

As a Coordinator in eLumen, you have the ability to run a variety of reports regarding your area's SLO results. The directions below will guide you through the generation of various eLumen reports.

Listed below are reports SLO Coordinators/Liaisons can run to examine SLO work and results within their student affairs area. Not all reports are active, however the main reports are listed below (and offer more than enough information to assess SLO results).

Running each report follows a similar pattern, so once you learn how to run one, you can probably figure out how to run them all.

All reports have a "save as PDF" feature. Each report can be saved as a PDF and sent out to discipline faculty as needed.

- **Report Number 2 - Assessments by Program** (SLO results by unit by raw scores and percentages)  
Run an Assessments by Program Report to view aggregated scores for area. You can select a single semester or a group of semesters to examine.
- **Plan of Improvement** (Evaluator Analysis Summary)  
Find and save a copy of the plan for improvement created by your unit/area.

### Accessing eLumen as a Coordinator

All SLO Liaisons have been given "Coordinator" access in eLumen. If you wish to have more than one faculty member as a coordinator in eLumen, please contact the ISLO Coordinator.

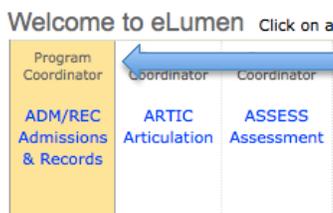
1. Go to eLumen website at <http://elumen.swccd.edu:8080/elumen/>  
Links to eLumen are available on our SWC website in two places
  - a. SWC home page, hover over "Faculty/Staff" and scroll down to "Student Learning Outcomes" and click eLumen
  - b. SLO webpage, hover over "Faculty/Staff" and scroll down to "Student Learning Outcomes" and click SLO webpage. An eLumen link is available at the top of the page.
2. Log into eLumen using your SWC server (email) username and password.

#### Welcome to eLumen

User Id: type in your user name for your SWC email account. Example: jsmith

Password: type in your SWC email password.

3. At the top of the screen, you should see at least two boxes (tabs). They will list the name(s) of the discipline(s) to which you belong. At the top of each tab should be a title stating either "Member" or "Program Coordinator." Click the "Coordinator" tab.



Click the "Coordinator" tab for your unit/area.

## Report Number 2: Assessments by Program (SLO results by unit by raw scores and percentages)

Run an Assessments by Program Report to view aggregated scores for your unit/area. You can select a single semester or a group of semesters to examine.

1. Using the Coordinator tab, click “view results,” then click “2. Assessments by Program.”

Click the term “view results.”

Please select one of the following reports	
1.	Assessments by Achievement Area
2.	Assessments by Program
3.	Assessments by Shared Asmt Package
4.	Assessments by Course Group
5.	Program Analysis
6.	SLO Scoring Completion Report
7.	Course Statistics and Evidence
8.	Action Status Report
Slo Analysis Reports	
9.	The ISLO/PSLO Summary Map by Course/Context
10.	SLO Achievement Report: ISLOs/PSLOs with Courses/Contexts
11.	SLO Achievement Report: ISLOs/PSLOs Overall with Courses/Contexts
12.	SLO Achievement Report: ISLOs/PSLOs Overall
13.	SLO Achievement Report: By Dept, Course/Context, SLO
14.	SLO Achievement Report: Performance Summary

When the reports box appears, click on report number 2.

2. Click the button titled, “select terms.”

Select an option →

Define SLOs	Map SLOs to SLOs	Define Assessments	View Courses	Define Contexts	View Results	Add Analysis	Admi
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[Return to report list](#)

### Assessments by Program Report

Please select report options

Term(s):

Click the button “select terms.”

3. Click the term “select’ for one or more terms for which you want data.

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### Select Terms for Asmt by Program Report

Terms available to Select	Selected Terms
Link All (11)	
<input type="button" value="Select"/>	Summer 2013
<input type="button" value="Select"/>	Spring 2013
<input type="button" value="Select"/>	Fall 2012
<input type="button" value="Select"/>	Summer 2012
<input type="button" value="Select"/>	Spring 2012
<input type="button" value="Select"/>	Fall 2011
<input type="button" value="Select"/>	Spring 2011
<input type="button" value="Select"/>	Fall 2010
<input type="button" value="Select"/>	Fall 2009
<input type="button" value="Select"/>	Summer 2009
<input type="button" value="Select"/>	Spring 2009

Clicking the term “select” next to a specific term, will move that term to the right side of the table.

[Return to report list](#)

### Select Terms for Asmt by Program Report

Terms available to Select	Selected Terms
Link All (8)	
<input type="button" value="Select"/>	Summer 2013
<input type="button" value="Select"/>	Spring 2012
<input type="button" value="Select"/>	Fall 2011
<input type="button" value="Select"/>	Spring 2011
<input type="button" value="Select"/>	Fall 2010
<input type="button" value="Select"/>	Fall 2009
<input type="button" value="Select"/>	Summer 2009
<input type="button" value="Select"/>	Spring 2009
Unlink All (3)	
<input type="button" value="✕"/>	Spring 2013
<input type="button" value="✕"/>	Fall 2012
<input type="button" value="✕"/>	Summer 2012

4. Click the button titled “Return” at the bottom of the list of terms.

5. After clicking return, an additional drop down menu appears. In the “Achievement Area,” leave it at “All.”

### Assessments by Program Report

Please select report options

Term(s):  ■ Spring 2013

Achievement Area:

Indicate how you would prefer to see the scores:  
 Actuals  Percentages

Leave the term “all” in the drop down box titled “Achievement Area.”

6. Select either “actuals” or “percentages.” If you choose “actuals” you will view the raw scores as entered into eLumen. If you choose “percentages,” you will only see the overall percentages in each area (and not raw scores). Some folks simply run the report twice. Once for “actuals” and then again for “percentages.” **Click the “report” button to run the report.**

7. It may take several minutes to run the report.

8. Once the report is complete, it will show up on the screen. Note that in the top left corner, two options appear: “Display as PDF” or “Download to Excel.”

[Display as PDF](#), [Download to Excel](#)

To save a copy of your report in either PDF or Excel format, click the appropriate button.

9. This report lists all data entered into eLumen for the terms selected. Listed at the bottom of the report is the grand total of all scores combined.

# Running a Plan of Improvement Report

1. After clicking the Coordinator tab, click “Define Contexts” from the row of terms that appears.



Click “Define Contexts.”

2. A small box appears below listing the contexts set up for your unit in eLumen. Select a context by clicking the title of a context.



Student Services

[Define a new context](#)

Context	Context description
<b>Student Support Interactions</b>	
1. Assessment Center	
2. Prerequisites	

Select a context by clicking on its title.

3. After clicking a context, select the date in which the last improvement plan was entered into eLumen (you can also insert a plan of improvement on this page using the boxes that appear and clicking “save.”). Using the drop down menu, select a date.



Use the drop down menu to select the date in which the most recent plan of improvement was submitted.

**Context Improvement Plan**

- How was SLO data collected?
- After analyzing the SLO data collected, what strengths and/or weakness in achieving student learning outcomes are indicated?
- What can faculty within your discipline do to help improve student achievement of student learning outcomes? (State plan(s) for improvement.)
- If plan(s) of improvement have been implemented, did student achievement of stated learning outcomes improve? Explain results.

4. At this point, a “settings analysis” will appear. Currently, there is no way to print a copy of the plan from this screen. You may take a screen shot of the area (or retype the text into a different document) if necessary.

Note: These direction show how to view plans from improvement under the “Coordinator” tab. You can also access these reports from the “Member” tab if you are a member of the context selected. You should be able to save a PDF version from the “Member” area. Please ontact Nelson Riley if you need assistance, x6552.





