

# eLumen Quick Guide

**What:** SLO Performance by SLO Category with Course

**Role:** Arts and Sciences Department Chair/Coordinator/DAR

**When:** before SAC Scores: Learning Assessment Event

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

Be sure that you are in the role of Department Coordinator and in the correct discipline then:

2. Click on Reports
3. Click on Available Reports
4. Click on SLO Performance Report

The screenshot shows the eLumen application interface. At the top, the user is logged in as Julie Razuri, Department Coordinator, in the American Sign Language discipline. The navigation menu includes Strategic Planning, SLOs & Assessments, Org Management, and Reports. The Reports menu item is highlighted with a yellow background and a black arrow labeled '2'. Below the Reports menu, the Available Reports sub-menu is highlighted with a yellow background and a black arrow labeled '3'. The Available Reports sub-menu contains a list of reports, with the SLO Performance Report highlighted in yellow and a black arrow labeled '4' pointing to it.

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	4	02/21/2017 16:01
Faculty Participation Report	11	02/21/2017 16:20
Institutional Statistics	3	02/22/2017 17:38
ISLO/PSLO Summary Map by Course/Context	4	02/23/2017 17:12
SLO Performance - By Department, Course, CSLO	2	02/28/2017 15:42
SLO Performance - ISLO/PSLO With Courses	6	02/28/2017 15:58
<b>SLO Performance Report</b>	9	03/06/2017 15:28
SLO Presentation	1	02/16/2017 17:39
Strategic Initiative Section Report	0	

5. Select the appropriate Arts & Sciences discipline
6. Select all the term taught in that semester
7. Check the box under Marketable Skills to indicate Show by SLO Category and check the box to indicate the Courses
8. Click on Generate Report

SLO Performance Report

Generate for: Departments Programs (SPCH) Speech ← 5

Report Title: SLO Performance Report

Report File Name: prefix SLO Performance suffix [Customize file name](#)

Report Folder: Document Repository Home

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Select By: Terms Cycles Spring 2017 - 8 Weeks Flex II, Spring 2017 - 8 Weeks ... ← 6  
 Exclude terms with No Data

Show Catalog Courses or Contexts:  Course  Context

Select a Course Group: All Courses

SLO Dimension: Marketable Skills ↓

7  Show by SLO Category

Course Dimension:  Department  None  
 Course Types  Campuses  
 Course  Section Attributes  
 Demographics

Dimension Order:  SLO then Course Dimension  Course then SLO Dimension

Additional settings:  Include roster totals  
 Include N/A

Show Inactive:  Include results for inactive Courses/Contexts  
 Include results for inactive SLOs

[Show Format and Share options](#)

8 Generate Report

eLumen will automatically take you to the Document Library and process the report. You will most likely see the terms “Waiting”, “Queued” or “Processing” appear in the status of your report. It will take several minutes to show that it is Completed.

		You	SLO Performance Report	03/06/2017 17:33	Speech	Fall 2016 - 8 Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - 8 Weeks Flex II	Waiting
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Once the status shows Completed,

9. Click on the box to the left of the Report name
10. Click Download and view/print the report

The screenshot shows the eLumen Document Library interface. At the top, there is a navigation bar with the eLumen logo and user information for Julie Razuri. Below this is a menu with options like Strategic Planning, SLOs & Assessments, Org Management, and Reports. The main content area is titled 'Document Library' and contains a table of reports. The table has columns for File Name, Type, Last Modification, Division/Department, Term(s), and Status. A report titled 'Speech - SLO Performance - 03\_06\_2017 17\_39\_00.pdf' is shown with a status of 'Completed'. A callout '9' points to a checkbox in the first column of this report row. Above the table, there are action buttons: Delete, Download, Rename, Rerun, and Move. A callout '10' points to the 'Download' button.

File Name	Type	Last Modification	Division/Department	Term(s)	Status
File Name	Type	Last Modification	Division/Department	Term(s) Selected	Report Status

  

File Name	Owner	Type	Last Modification	Division/Department	Term(s) Selected	Report Status
<input checked="" type="checkbox"/> Speech - SLO Performance - 03_06_2017 17_39_00.pdf	You	SLO Performance Report	03/06/2017 17:33	Speech	Fall 2016 - 8 Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - 8 Weeks Flex II	Completed

## Reading the Report

The report will display the eight Marketable Skills indicated with a header beginning with “SLO Category:” and will include the following eight areas of focus:

1. Communication Skills
2. Critical Thinking
3. Empirical & Quantitative Skills
4. Leadership
5. Performance
6. Personal Responsibility
7. Social Responsibility
8. Teamwork

It will go on to the breakdown the information by class and by term. The goal is have 70% or higher when the Exceeds Expectations and Meets Expectations percentages are added together.

San Antonio College

## SLO Performance Report

by SLO Category with Course

The purpose of this report is to present the number and percent of assessment scores at each mastery level for each program or institution learning outcome for a given term(s) or assessment cycle(s) for a given department, program, or course group. You can also choose to show this information by course.

Department: Speech

Courses: All Courses

Terms: Fall 2016 - 8 Weeks Flex II, Fall 2016 - 8 Weeks Flex I, Fall 2016 - Full Term

SLOs: ISLOs

Date: 03/08/2017

<b>SLO Category: Communication Skills</b>						
<b>Course: SPCH1311 - Intro To Speech Communication</b>						
	Exceeds Expectations		Meets Expectations		Does Not Meet Expectations	
Fall 2016 - 8 Weeks Flex I	738	84.83%	69	7.93%	63	7.24%
Fall 2016 - Full Term	5142	55.34%	3210	34.55%	939	10.11%
Fall 2016 - 8 Weeks Flex II	567	70.00%	141	17.41%	102	12.59%
Overall	6447	58.76%	3420	31.17%	1104	10.06%
<b>Course: SPCH1315 - Public Speaking</b>						
	Exceeds Expectations		Meets Expectations		Does Not Meet Expectations	
Fall 2016 - 8 Weeks Flex I	1244	69.57%	353	19.74%	191	10.68%
Fall 2016 - Full Term	5911	59.63%	2859	28.84%	1142	11.52%
Fall 2016 - 8 Weeks Flex II	1125	45.47%	1103	44.58%	246	9.94%
Overall	8280	58.42%	4315	30.44%	1579	11.14%

Using the aggregate numbers for all term combined, look for the “Overall by Course for SLO Category: (Marketable Skills)” box at the end of each section to measure the numbers per course.

The goal is have 70% or higher when the Exceeds Expectations and Meets Expectations percentages are added together. \*Please note: if you see boxes with “0” or “0.00%”, then this means the discipline did not map any CSLOs to the PSLO/Marketable Skills for that course and no action should be taken.

Overall by Course for SLO Category: Communication Skills						
	Exceeds Expectations		Meets Expectations		Does Not Meet Expectations	
	Intro To Speech Communication	6447	58.76%	3420	31.17%	1104
Public Speaking	8280	58.42%	4315	30.44%	1579	11.14%
Interpersonal Communication	1168	55.91%	508	24.32%	413	19.77%
Bus & Prof Communication	3207	69.28%	945	20.41%	477	10.30%
Voice and Diction	0	0.00%	0	0.00%	0	0.00%
Discussion/Small Group Comm	0	0.00%	0	0.00%	0	0.00%
Oral Interpretation	0	0.00%	0	0.00%	0	0.00%

Using the aggregate numbers, if you identify any courses below 70%, create an Action Plan in eLumen to improve the Marketable Skills performance at the CSLO level.

To create an Action Plan in eLumen, refer the appropriate quick guide.