eLumen Quick Guide

What: Printing and Reading the Faculty Participation Report *Role:* Chairs, Coordinators, Discipline Assessment Rep (DAR) *When:* Two weeks before finals, one week before finals and at the end of term.

- 1. Go to this website: alamo.elumenapp.com
- 2. Enter your username and password. Click "Login."

| Username: | |
|----------------------|------------------|
| | |
| Password: | |
| | |
| | |
| Login | |
| Remember my username | Forgot Password? |
| | |

3. Be sure you are in the role of "Department Coordinator" and you are in the correct discipline.

| ROLE | DISCIPLINE | | |
|------------------------------------|------------------------------------|----------------|--|
| Julie Razuri as Department Coordin | at 💟 in AM_Sign_Lang_Interpreter 💟 | 🖪 Inbox | Account Settings ? Support X Log Out |
| Strategic Planning | SLOs & Assessments | Org Management | Reports |
| Dashboard Planner Initiatives | Assessments Action Plans RFI | | |
| Add Widget | | | |

No widgets to display, add new ones with the «Add Widget» button.

4. Click on "Reports" Click on "Available Reports" Click on "Faculty Participation Report"

| elumen | | | | | | |
|-------------------|----------------------|-----------------------------|----------------|--------------------------|--------|---------|
| Julie Razuri as | Department Coordinat | in AM_Sign_Lang_Interpreter | | Inbox 🧟 Account Settings | upport | Log Out |
| Strategic Plann | ing | SLOs & Assessments | Org Management | Rep | orts | |
| Available Reports | Document Library | | | | | |

Please select one of the following reports

| Report name | # in Library | Last run |
|---|--------------|----------|
| Budget Report for Action Plan | 0 | |
| Course Statistics and Evidence | 0 | |
| Faculty Participation Report | 0 | |
| Institutional Statistics | 0 | |
| ISLO/PSLO Summary Map by Course/Context | 0 | |
| SLO Performance - By Department, Course, CSLO | 0 | |

5. Click "Departments"

Click "Single report" if you have multiple rubrics within the discipline [for example: the World Languages discipline has multiple rubrics to include SPAN (Spanish), FREN (French), JAPN (Japanese), etc]. <u>OR</u> click on "One report per Department" if the discipline only has one rubric [for example: RNSG is the only rubric for Nursing]

Do NOT click the boxes for "Show only those with plans" or "Show only those with incomplete plans" Click the drop down menu for "Currently selected Department"

| | | Faculty | Participation | |
|--------------|-------------|--------------------|-------------------------------|---|
| Generate for | Departments | Programs | Currently selected Department | • |
| | | _ | One report per Department | |
| Report 1 | Faculty F | Participation Repo | ort Spring SLNG 2016 | |

6. From the "Currently selected Department", select the discipline(s) desired.
Note If the discipline has only one rubric, then only one should be selected. If the discipline has multiple rubrics, all rubrics should be selected.

| | | Faculty Pa | articipation | |
|---------------|-----------------|----------------------|---------------------------------------|----------|
| Generate for | Departments | Programs | American_Sign_Language, AM_Sign_Lan 👻 | |
| | 🔾 Si | ngle report 💿 C | Admissions & Records | ^ |
| [| Show only those | e with plans 🗌 S | Advising/Counseling | |
| Report | Title Faculty 6 | Participation Repor | American_Sign_Language | \vdash |
| Report | The Tucking I | andepadon Repor | AM_Sign_Lang_Interpreter | ⊢ |
| Denset File N | | Faculty Darticipati | Anthropology | |
| Report File N | ame prefix | Faculty Participati | Arabic_Language | |
| | Customiz | e file name | Architecture | |
| | Custonia | the truthe truth the | ART | \sim |
| Report Fo | Docume | nt Repository Hom | e 📁 | |

7. In the "Report Title" change the name that reflects the current term (fall, spring or summer) and the year.

The "Report File Name" can be changed so you can identify it more easily in your downloads library. The "Report Folder" should remain on "Document Repository Home"

The "Campus should remain as "San Antonio College" and "Single Report" should stay defaulted.

| Report Title | Faculty Participation Report Spring SLNG 2016 | |
|----------------------------------|--|--|
| Report File Name | Prefix Faculty Participation suffix | |
| Report Folder | Customize file name Document Repository Home | |
| Campus | San Antonio College | |
| Select By Terms Cycles | Terms None selected ▼ ✓ Exclude terms with No Data | |

8. Click the "Terms" drop down menu and select all the terms for a particular semester.

| Select By | Terms | |
|----------------------------------|--|---|
| Terms Cycles | 7 selected | × |
| | Select all | ^ |
| | Fall 2016 - Mini Session 2nd 4-Weeks | |
| Show Catalog Courses or Contexts | Fall 2016 - Mini Session 1st 4-Weeks | |
| Select a Course Group | Fall 2016 - SDEV 8-Weeks Flex I | |
| | Fall 2016 - 8 Weeks Flex I | - |
| Include ISLO/PSLO counts | ✓ Fall 2016 - Full Term | |
| Include 1520/1 520 Counts | Fall 2016 - SDEV 16-Week Full Term | |
| Score count method | Fall 2016 - Dual Credit Full Term | |
| | Summer 2016 - SDEV Summer-Second 5 Wk Sessn | |
| Show Inactive | Summer 2016 - Summer - Second 5 Week Session | ~ |

9. The "Exclude terms with No Data" should remain checked. In the "Show Catalog Courses or Contexts," "Course" should be defaulted and selected. In "Include ISLO/PSLO counts," it should be defaulted at "Do not show ISLO/PSLO" On the "Score count method," select the box stating "Include multiple assessment scores for same SLO" In the "Show Inactive," leave all of the them unselected.

In "Show results for," deselect "Action Plans," "with Responses," "RFIs," and "with Responses"

| Terms Cycles | 7 selected | | • | |
|----------------------------------|--|---------------------------|-------------------|----------------|
| | Exclude terms with No | Data | | |
| | | | | |
| Show Catalog Courses or Contexts | ● Course ○ Context | | | |
| Select a Course Group | All Courses | | ~ | |
| | | | | |
| Include ISLO/PSLO counts | Do not show ISLO/PSLO | | ~ | |
| | | | | |
| Score count method | Include multiple asses | sment scores for same SLO | | |
| | | | | |
| Show Inactive | Include results for inaction | ctive Courses/Contexts | | |
| | Include results for inaction | ctive ISLOs | | |
| | Include results for inaction | ctive PSLOs | | |
| | Include results for inaction | ctive CSLOs | | |
| | Include results for ina | ctive Assessments | Deselect these fo | our boxes |
| | | | <u> </u> | |
| Show results for | Assessments | Planned SLOs | Action Plans | RFIs |
| | with Scores | | with Responses | with Responses |
| | | | | |

Word Doc: Chairs, Coor, DARs eLumen Quick Guide PRINTING AND READING A FACULTY PARTICIPATION REPORT Updated: 10/2016

10. Click "Show distributions for"

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Deselect all check marks in the "Action Plans" and "RFIs" lines.

** NOTE** The only checks that should be included would be in the Assessments and SLOs line under Sections as pictured below.

| Show distributions for | Assessments (Section SLOs (Sections) | | | |
|--|--------------------------------------|---------|----------|--|
| | Departments | Courses | Sections | |
| Assessments | | | × | |
| SLOs | | | × | |
| Action Plans | | | | |
| RFIs | | | | |

11. Click "Hide Format and Share options" Click the box for "Include report explanation text" Click "Generate Report"

| Report explanation text | \checkmark Include report explanation text | |
|-------------------------|--|--|
| | Purpose of this report is to show the coordi completion of creating assessments for plan scoring, action plan responses, and RFIs by section. | nned SLOs, assessment |
| Output format | PDF O XLS O DOCX O HTML | |
| Link duration | 1 Hours 0 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 | |

12. After clicking "Generate Report," you will be lead to the Document Library. Your report will need a few moments to process. You will need to wait until the Report Status changes from Queued or Processing to Complete.

| Strategic Planning Available Reports File Name File Name Document Repository F | Document Library Type Type | SLOs & Assessments Last Modificati Last Modificati | ion | Org Manageme Division/Departmen Division/Departmen | nt Term(s) | Reports Status d Report Sta | |
|--|----------------------------|--|------------------------|--|--------------------------|---|------------------|
| ile Name | Туре | | | · . | | | |
| ile Name | | | | · . | | | |
| | Туре | Last Modificati | on | Division/Departmer | Term(s) Selecter | I Panast Sta | h |
| Document Repository H | | | | | | I Neport Sta | tus 🗸 |
| Upload File | es New Folder | | | | | | |
| File Name | | ¢ т | уре | Last Modification | Division/Department | Term(s) Selected | Report Status |
| | | | aculty articipation | 10/17/2016 21:34 | AM_Sign_Lang_Interpreter | Fall 2016 - Mini Sessic 2nd 4-Weeks, Fall 2016 | Processin |
| | | | eport | | | Full Term, Fall 2016 - SDEV 16-Week Full | |
| | | | | | | Term, Fall 2016 - 8 Weeks Flex I, Fall 2016 - | |

13. Once the Report Status is "Completed," click on the desired report. If you have run the Single Report (report for disciplines with multiple rubrics), each rubric will have it's own report; therefore, you will have to scroll down to find them all.

8-Weeks Flex I, Fall 2016

| | | Upload Files New Folder | | | | | | | |
|----------|--------|---|------------------------------------|----------------------|------------------------|---|------------------|--|--|
| | | File Name | Туре | Last Modification | Division/Department | Term(s) Selected | Report Status | | |
| Report 1 | | San Antonio College - Faculty Participation - 10_17_2016 19_51_22.pdf New | Faculty Participation Report | 10/17/2016 19:50 | San Antonio College | Fall 2016 - Mini Serion 1st 4-Weeks, Fall 2016 - Dual Credit Full Tern Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 2nd 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - SDEV 16-Week Full Term | Completed | | |
| Report 2 | □ ► | American_Sign_Language - Faculty Participation - 10_17_2016 19_42_36.pdf New | Faculty Participation Report | 10/17/2016 19:42 | American_Sign_Language | Fall 2016 - SDEV 16 Week Full Term, Fal 2016 - Dual Credit Fu Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 1st 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - Mini Session 2nd 4-Weeks | Completed | | |

14. Select the report you would like to run. Click "Download"

| Download Last Reg | | | | | | | |
|---|-----|------------------------------------|-----------------------|------------------------|---|----------|--|
| File Name | | Туре | Modification * | Division/Department | Term(s) Selected | Status | |
| San Antonio College - Faculty Participation - 10_17_2016 19_51_22.pdf New | .81 | Faculty Participation Report | 10/17/2016 19:50 | San Antonio College | Fall 2016 - Mini Session 1st 4-Weeks, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 2nd 4-Weeks, Fall 2016 - 8 Weeks Flex I, Fall 2016 - SDEV 16-Week Full Term | Complete | |
| American_Sign_Language - Faculty Participation - 10_17_2016 19_42_36.pdf New | | Faculty Participation Report | 10/17/2016 19:42 | American_Sign_Language | Fall 2016 - SDEV 16- Week Full Term, Fall 2016 - Dual Credit Full Term, Fall 2016 - SDEV 8-Weeks Flex I, Fall 2016 - Full Term, Fall 2016 - Mini Session 1st 4-Weeks Fall 2016 - 8 Weeks Flex I, Fall 2016 - Mini Session 2nd 4-Weeks | Complete | |

How to Read the Faculty Participation Report

There are three main areas to focus on for this report and are indicated below with text boxes.

San Antonio College

Faculty Participation Report Spring SLNG 2016

Purpose of this report is to show the coordinator and evaluator completion of creating assessments for planned SLOs, assessment scoring, action plan responses, and RFIs by department, course and section.

American_Sign_Language, AM_Sign_Lang_Interpreter

Campus: San Antonio College Terms: Fall 2016 - Full Term Showing: All

Date: 10/24/2016

Fall 2016 - Full Term

Section Participation

| | Course | Enrolled | SLO Assessment | | | | | |
|--------------------------------|-------------------------------|----------------------------|----------------|----------------|-------------------------------|----------------------|-----------------------------------|---------------------|
| Course or Section | Coordinators or Evaluators | Students | Planed SLOs | CSLOs Assessed | SLOs Assessed Students Scored | | N/A Scores for All Assessments | Completed Assessmen |
| SGNL1301 | | | | | | | | |
| American Sign Lang | guage | | | | | | | |
| Section 14540 | Teacher Name 1 | 12 | 4 | 4 of 4 | 12 of 12 | 58 of 108 | 2 of 108 | 5 of 8 |
| Section 14575 | Teacher Name 2 | Teacher Name 2 15 4 4 of 4 | | 4 of 4 | | 0 of 210 0 of 154 | 0 of 210 0 of 154 | 0 of 12 0 of 12 |
| Section 14586 | Teacher Name 3 | | | 4 of 4 | | | | |
| Section 14604 | Teacher Name 4 | 9 | 4 | 4 of 4 | 0 of 9 | 0 of 126 | 0 of 126 | 0 of 12 |
| Section 14685 | Teacher Name 5 | 14 | 4 | 4 of 4 | 14 of 14 | 84 of 140 | 0 of 140 | 5 of 8 |
| Section 14688 | Teacher Name 6 | 16 | 4 | 4 of 4 | 0 of 16 | 0 of 224 | 0 of 224 | 0 of 12 |
| Section 14691 | Teacher Name 7 | 13 | 4 | 4 of 4 | 0 of 13 | 0 of 494 | 0 of 494 | 0 of 29 |
| Section 14696 | Teacher Name 8 | 13 | 4 | 4 of 4 | 0 of 13 | 0 of 182 | 0 of 182 | 0 of 12 |
| Section 14704 | Teacher Name 9 | 15 | 4 | 4 of 4 | 15 of 15 | 87 of 150 | 3 of 150 | 5 of 8 |
| Section Totals for SGNL1301 | 9 Evaluators | 118 | 4 | 4 of 4 | 41 of 118 | 229 of 1788 | 5 of 1788 | 15 of 113 |

"Planned SLOs" indicates how many SLO expectations have been assigned to the course. The Chair, Coordinator or DAR is responsible for setting the SLO expectations. If the total reflects a zero, the SLO expectations have not yet been assigned. "CSLOs Assessed" indicates how many of the required SLOs have been linked to an assessment. After SLOs expectations have been assigned by the Chair, Coordinator or DAR, the faculty will begin to enter assessments and link them to the SLOs. This column is completed when the same number is reflected in the X of X total.

"Completed Assessments"

indicates how many assessments linked to an SLO have been scored. After the faculty has entered their assessments and have begun the scoring process. This column is completed when the same number is reflected in the X of X total. It also reflects which instructors have not yet completed.