

eLumen Quick Guide – Student Success

What: Creating a Setting

eLumen Role: Department Coordinator

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

1. Select the correct Term
2. Be sure you are in the correct Context
3. To add a Setting, click Add Setting.

Sandbox - NonAcademic - Learning Assessment

Jolinda Ramsey, Julie Razuri

Campus: All Campuses

Type: Contexts

Include Inactive: No

Course Group: All Groups

Terms: Spring 2017 - Full Term

Add Context

2 → **ADV 100 - Walk-In Advising** **Edit Context**

3 → **Add Setting**

Setting	Attribute	Evaluators	Campus	Import Roster
No Settings defined.				

4. Create your Setting (each setting has to be entered separately)
5. Select the Term that applies
6. Select the Start Date (pop up calendar will appear when you click icon)
7. Select the End Date
8. Assign the evaluators who will score the setting by clicking Assign Evaluators.
9. Click Save

Create Setting

4 → Setting* January 2017 5 → Term* Summer 2017 - Full Term

Campus San Antonio College

6 → Start Date 01/01/2017 (mm/dd/yyyy) 7 → End Date 01/31/2017 (mm/dd/yyyy)

Attributes No attributes assigned. Assign Attributes

Roster No students assigned. Assign Roster

Student Group No student groups as roster assigned. Assign Student Group as Roster

8 → Evaluators No Evaluators assigned. Assign Evaluators

Close Save 9

**** AS NEEDED ****

If you need to correct/update information in a setting:

- A. Select the correct Term and deselect the any other terms
- B. Click the box to the left of the Setting.
- C. Click Edit to return to the Create Setting box.

Campus All Campuses

Type Contexts

Include Inactive No

Course Group All Groups

Terms Spring 2017 - Full Term

Add Context

A

ADV 100 - Walk-In Advising [Edit Context](#)

Context Coordinator(s): <unassigned> Add Context Coordinator

Setting	Attribute	Evaluators	Campus	Import Roster
<input checked="" type="checkbox"/>	Feb 2017	No attributes assigned.	San Antonio College	
<input type="checkbox"/>	Jan 2017	No attributes assigned.	San Antonio College	

B

C