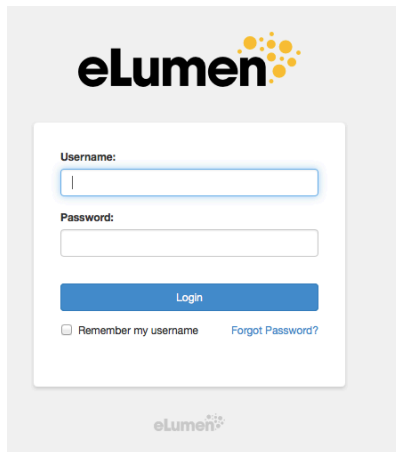


eLumen Quick Guide

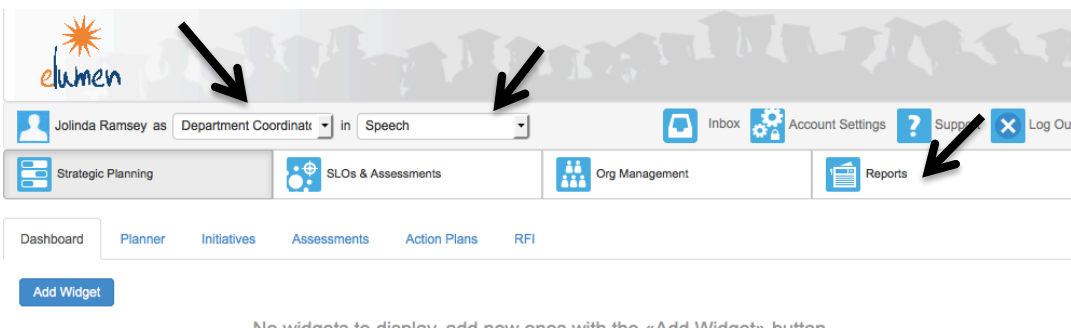
What: Generate a SLO Performance-By Department, Course, CSLO Report

Role: Director/ Lead

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



2. Make sure Department Coordinator is showing next to your name and you are in the right department (if you have more than one). Click on Reports.



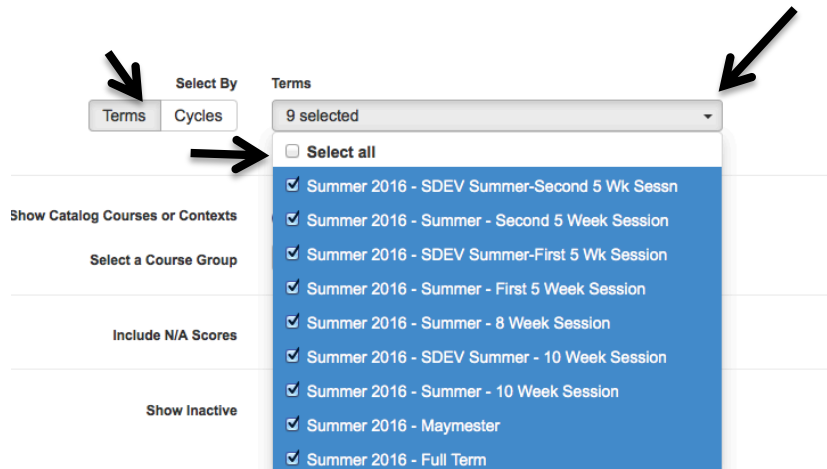
3. Once in Reports, click on SLO Performance-By Department, Course, CSLO.

Please select one of the following reports

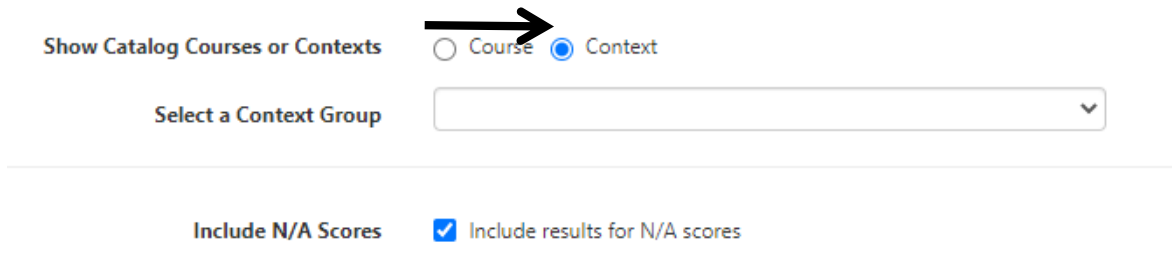
Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	0	
Faculty Participation Report	25	04/25/2016 13:40
Institutional Statistics	0	
ISLO/PSLO Summary Map by Course/Context	1	02/12/2016 11:11
SLO Performance - By Department, Course, CSLO	12	05/02/2016 20:03
SLO Performance - ISLO/PSLO With Courses	2	10/11/2015 23:14
SLO Performance Report	0	

4. You can change the Report Title and Name if you wish, but can leave the report folder as the default, unless you have set up a specific folder for your reports in the document library.

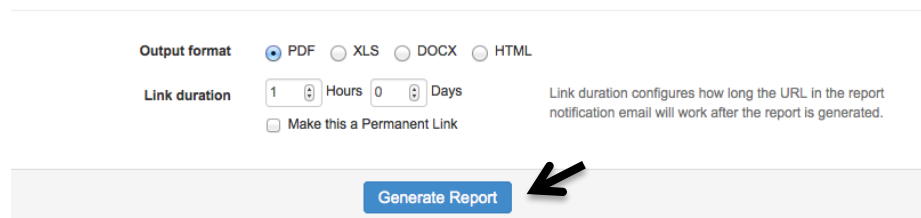
5. Next, select the terms, using the drop down arrow.
For example, Fall 2020 full term, Spring 200 full term, Summer 2020 full term, etc. Note: Student Success only reports on "Full-Term" parts of term"
Make sure "Terms" is selected, not Cycles.



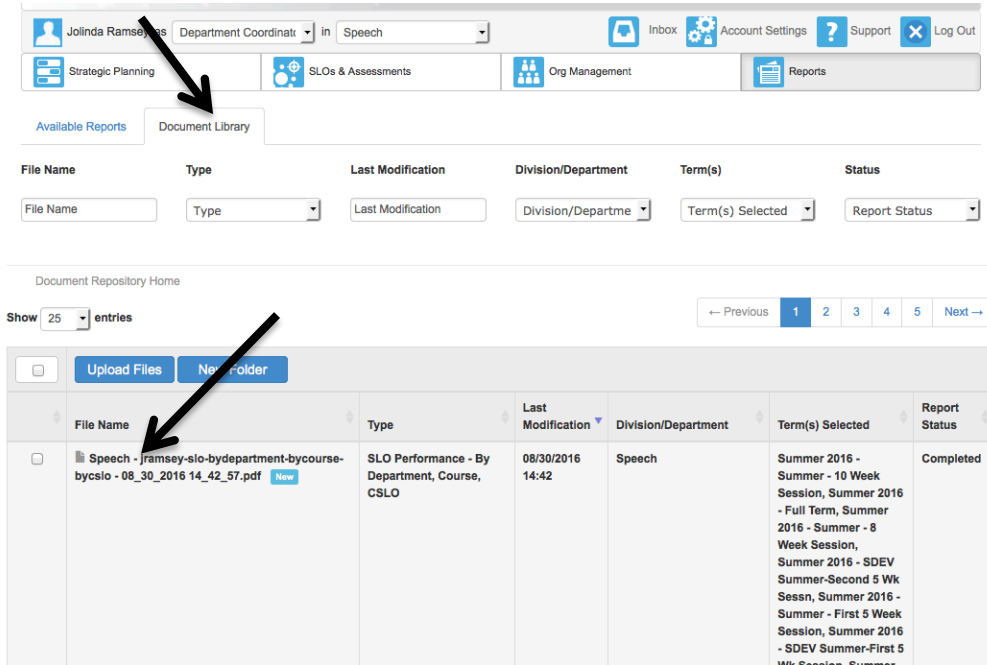
6. Show Catalog Courses or Contexts: Select a CONTEX Group, and Include N/A scores. There isn't a need to show inactive Courses/Contexts.



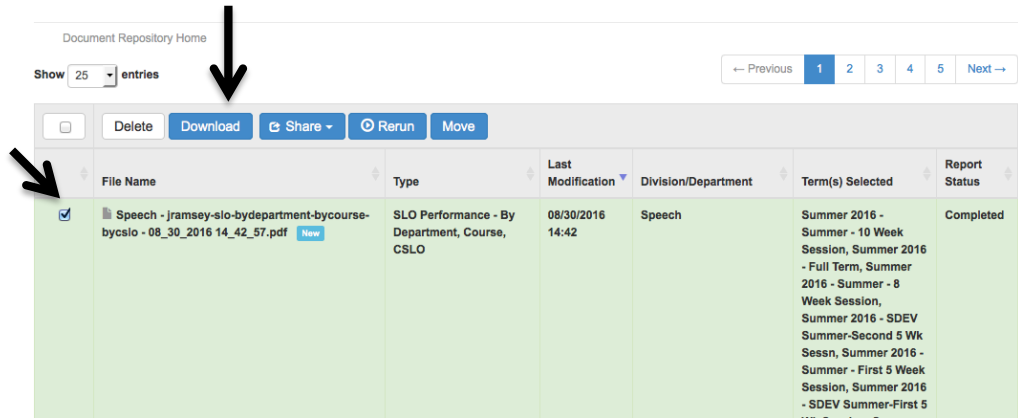
7. Finally, select how the report will look (recommend PDF) and how long you wish to save it as an active link. Since this is a report only you need, it is not necessary to save it as a permanent link. It will save to your Document Library in eLumen, or you can create a folder on your desktop and save all your eLumen academic reports in one area. Once complete, click on GENERATE REPORT.



8. eLumen will send you an email with the report (It may end up in your quarantined folder for email). However, once you click on Generate Report, it will take you to the Document Library to see your report (if not, you can click on the Document Library tab, when under Reports). Please note, it may take a few minutes for the report to generate and appear on this screen.



9. Click in the box next to the file name and click download.



10. Your report will be ready to print, read, and evaluate.

11. Repeat the steps for all other disciplines in your department.