**eLumen Quick Guide**

**What:** Cleaning Up the Assessment Library  
**Role:** Department Chair/Coordinator/DAR  
**When:** Beginning of the Academic Year

Login to eLumen at [https://alamo.elumenapp.com/elumen/](https://alamo.elumenapp.com/elumen/)

1. Be sure you in the role of Department Coordinator and in the correct discipline.  
2. Click on Strategic Planning  
3. Click on the sub tab Assessments  
4. Click on Show Filters  
5. Click in the Course/Context to select specific courses then in a white space. You will see the number of assessments change based on number of courses selected.
6. Select all the courses to be deactivated.
7. Click the Deactivate Selected tab.

The assessments will be deactivated but not deleted.

To clean up additional courses, repeat steps #5 to #7