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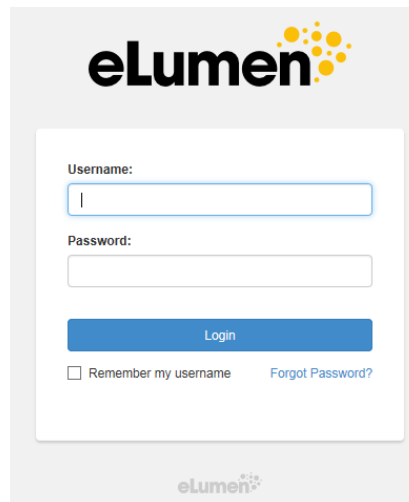
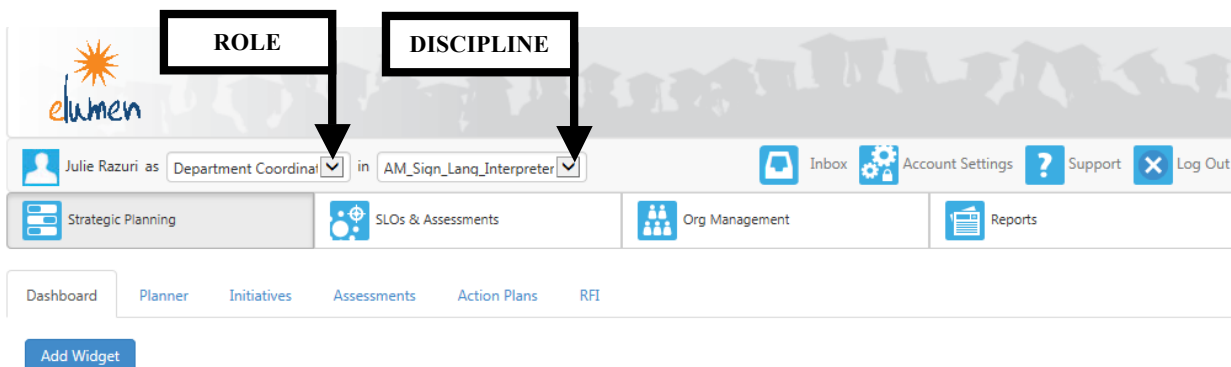*What:* Printing and Reading the Faculty Participation Report
Role: Chairs, Coordinators, Discipline Assessment Rep (DAR)
When: Two weeks before finals, one week before finals and at the end of term.

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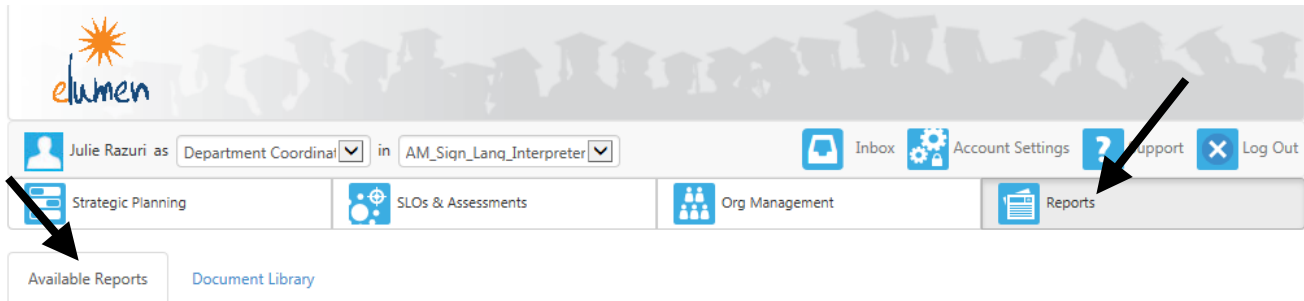2. Enter your username and password. Click "Login."

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

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

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]. OR 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"

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.

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

Customize file name

Report Folder Document Repository Home

Campus San Antonio College

● Single Report ○ One report per Campus ○ Breakdown by Campus

Select By **Terms**

Terms | Cycles None selected

☑ Exclude terms with No Data

8. Click the "Terms" drop down menu and select all the terms for a particular semester.
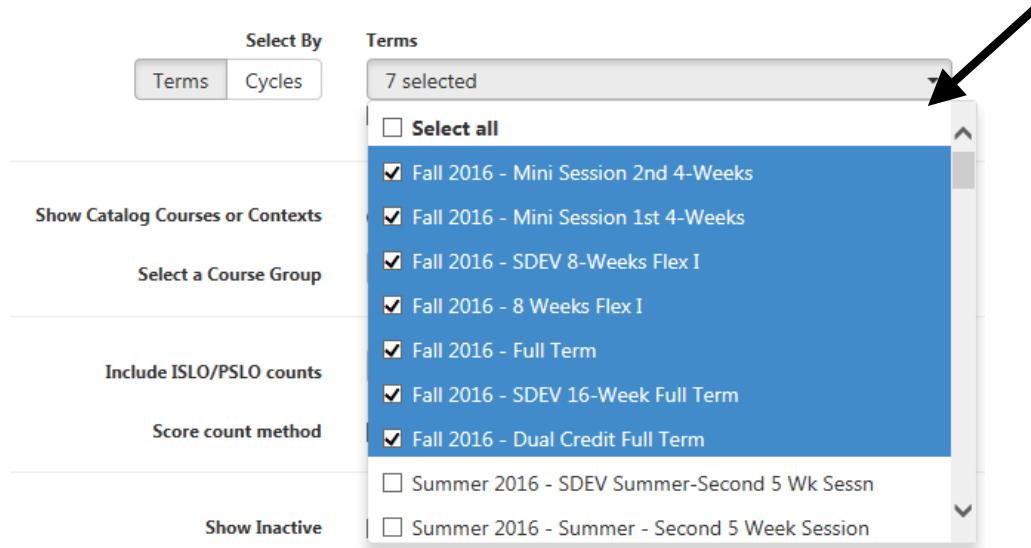
9. The "Exclude terms with No Data" should remain checked.
In the "Show Catalog Courses or Contexts," "Course" should be defaulted and selected.
In "Include ISLO/PSLO counts," it should be defaulted at "Do not show ISLO/PSLO"
On the "Score count method," select the box stating "Include multiple assessment 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"
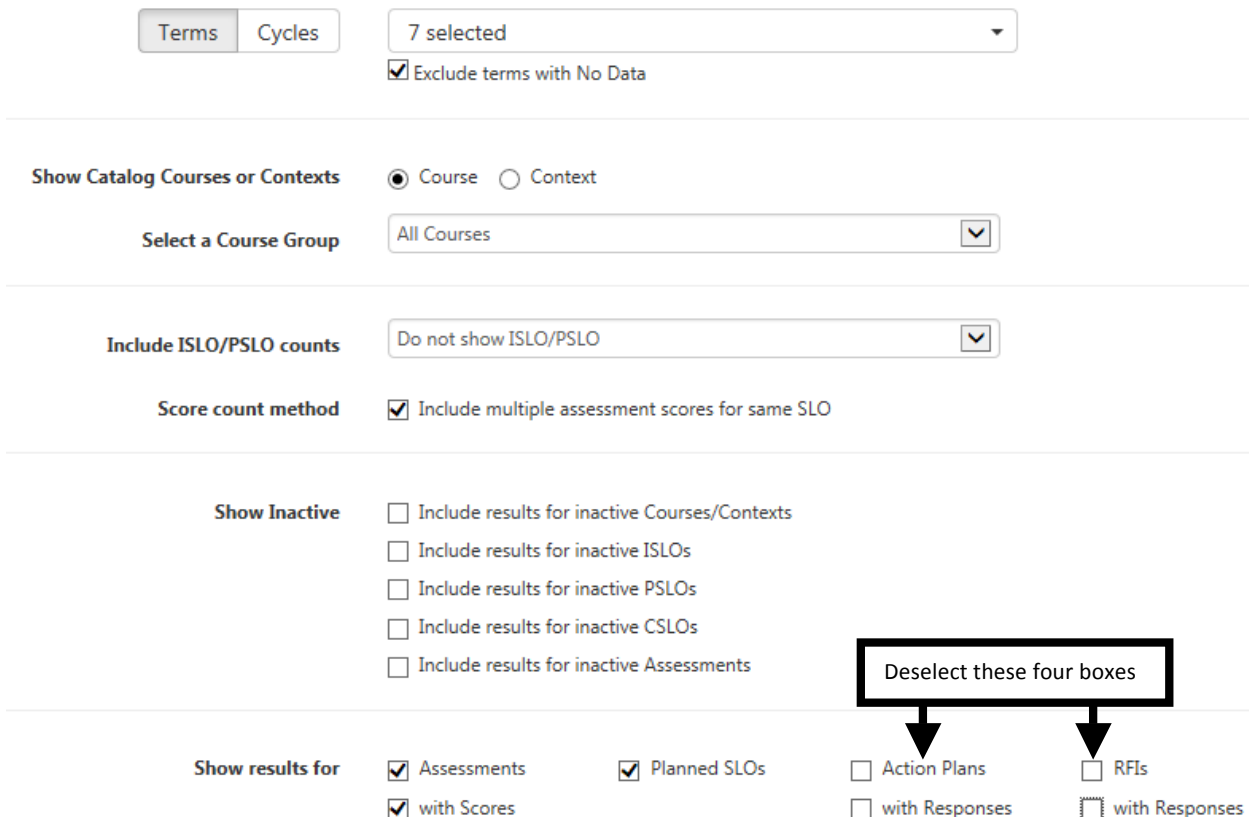
10. Click "Show distributions for"
    Deselect all check marks in the "Action Plans" and "RFIs" lines.
    ** NOTE** The only checks that should be included would be in the Assessments and SLOs line under
    Sections as pictured below.

▲ Show distributions for   **Assessments** (Sections)
                            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"

▲ Hide Format and Share options

Report explanation text   ☑ Include report explanation text

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.

Output format   ⦿ PDF ○ XLS ○ DOCX ○ HTML

Link duration   [1] Hours [0] Days   Link duration configures how long the URL in the report
                                               notification email will work after the report is generated.
                     ☐ Make this a Permanent Link

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.

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.

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

Report 1 ➤

Report 2 ➤

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

	File Name		Type	Last Modification ▼	Division/Department	Term(s) Selected	Report Status
☑	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 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	Completed
☐	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	Completed

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 or Section	Course Coordinators or Evaluators	Enrolled Students	SLO Assessment					Completed Assessments
			Planed SLOs	CSLOs Assessed	Students Scored	Total Scores for All Assessments	N/A Scores for All Assessments	
SGNL1301								
American_Sign_Language								
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	15	4	4 of 4	0 of 15	0 of 210	0 of 210	0 of 12
Section 14586	Teacher Name 3	11	4	4 of 4	0 of 11	0 of 154	0 of 154	0 of 12
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.