**eLumen Quick Guide**

**What:** SLO Performance by SLO Category with Course

**Role:** Arts and Sciences Department Chair/Coordinator/DAR

**When:** before SAC Scores: Learning Assessment Event

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

Be sure that you are in the role of Department Coordinator and in the correct discipline then:

2. Click on Reports
3. Click on Available Reports
4. Click on SLO Performance Report
5. Select the appropriate Arts & Sciences discipline
6. Select all the term taught in that semester
7. Check the box under Marketable Skills to indicate Show by SLO Category and check the box to indicate the Courses
8. Click on Generate Report
eLumen will automatically take you to the Document Library and process the report. You will most likely see the terms “Waiting”, “Queued” or “Processing” appear in the status of your report. It will take several minutes to show that it is Completed.

Once the status shows Completed,

9. Click on the box to the left of the Report name
10. Click Download and view/print the report
Reading the Report

The report will display the eight Marketable Skills indicated with a header beginning with “SLO Category:” and will include the following eight areas of focus:

1. Communication Skills
2. Critical Thinking
3. Empirical & Quantitative Skills
4. Leadership
5. Performance
6. Personal Responsibility
7. Social Responsibility
8. Teamwork

It will go on to the breakdown the information by class and by term. The goal is have 70% or higher when the Exceeds Expectations and Meets Expectations percentages are added together.
Using the aggregate numbers for all term combined, look for the “Overall by Course for SLO Category: (Marketable Skills)” box at the end of each section to measure the numbers per course.

The goal is have 70% or higher when the Exceeds Expectations and Meets Expectations percentages are added together. *Please note: if you see boxes with “0” or “0.00%”, then this means the discipline did not map any CSLOs to the PSLO/Marketable Skills for that course and no action should be taken.

<table>
<thead>
<tr>
<th>Overall by Course for SLO Category: Communication Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds Expectations</td>
</tr>
<tr>
<td>Intro To Speech Communication</td>
</tr>
<tr>
<td>Public Speaking</td>
</tr>
<tr>
<td>Interpersonal Communication</td>
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<tr>
<td>Rhet &amp; Prof Communication</td>
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<tr>
<td>Voice and Diction</td>
</tr>
<tr>
<td>Discussion/Small Group Comm</td>
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<tr>
<td>Oral Interpretation</td>
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</tbody>
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Using the aggregate numbers, if you identify any courses below 70%, create an Action Plan in eLumen to improve the Marketable Skills performance at the CSLO level.

To create an Action Plan in eLumen, refer the appropriate quick guide.