eLumen Quick Guide

What: Creating an Action Plan for SLOs (used by Arts and Science and PTE)
Role: Department Chair/Coordinator/DAR
When: If a student learning outcome for a course, during any term, falls below the 70% mastery level. Department Chairs/Coordinators/DARs will input and monitor action plans in eLumen, not individual faculty members.

1. Login to eLumen at https://alamo.elumenapp.com/elumen/
2. Make sure Department Coordinator is showing next to your name and you are on the right discipline (you may have several disciplines).
3. Click on Strategic Planning & Click on Action Plans
4. Click on the Organization drop down arrow to select the appropriate discipline
5. Click on the Courses drop down arrow and click Select None then scroll down to click on the one course you will enter an Action Plan for
6. Click on the Terms drop down arrow and click on Select None and then click on the current Spring 20XX Full Term
7. Click on Add Action Plan

8. Under Name, enter the Rubric/Course Number, the targeted SLO and Term/Year. In the Description, include “Improve the mastery of this SLO form XX% to 70% or higher by the end of Term/Year.
9. Click on the drop down arrow and click on Assessment Plan
10. Click on Add Action
11. Type the Action Expected that the faculty members will execute in reaching the Action Plan goal. Also indicate if this action requires a modification to the discipline’s budget in order to accomplish the improvement.

12. Click Link SLO

13. Under Available CSLOs, click the drop down arrow and select the course associated with this Action Plan.
14. Under Available CSLOs, identify the SLO associated with the Action Plan and click on it. You will see that it will appear in the first column under Selected SLOs.

15. Click Close
16. Click the boxes Marketable Skills, PSLOs and CSLOs to check them. **Please note: The mastery level of each SLO directly link to the mastery level of CSLOs, PSLOs and Marketable Skills.

17. **AS NEEDED** Click Add Action if adding multiple actions

18. Click Save
You will see the entry you entered under Action Plan. If you click the box to the left of the Action Plan, you will have options for editing, i.e. to update or report on your action plan, or removing the Action Plan if errors occurred.

Repeat these steps from the beginning if you need to add another Action Plan.