

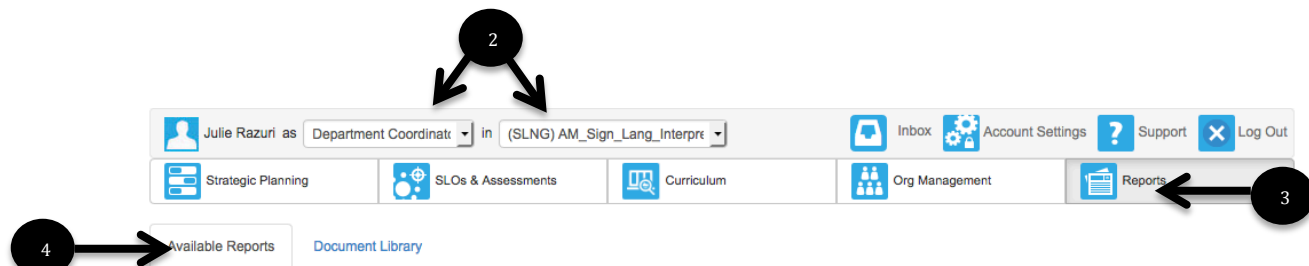
eLumen Quick Guide

What: Viewing/Printing eLumen Curriculum Map

Role: Department Chair/Coordinator/DAR

When: At any time

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 Reports
4. Click on Available Reports
5. Click on Marketable Skills/PSLO Summary Map by Course/Context

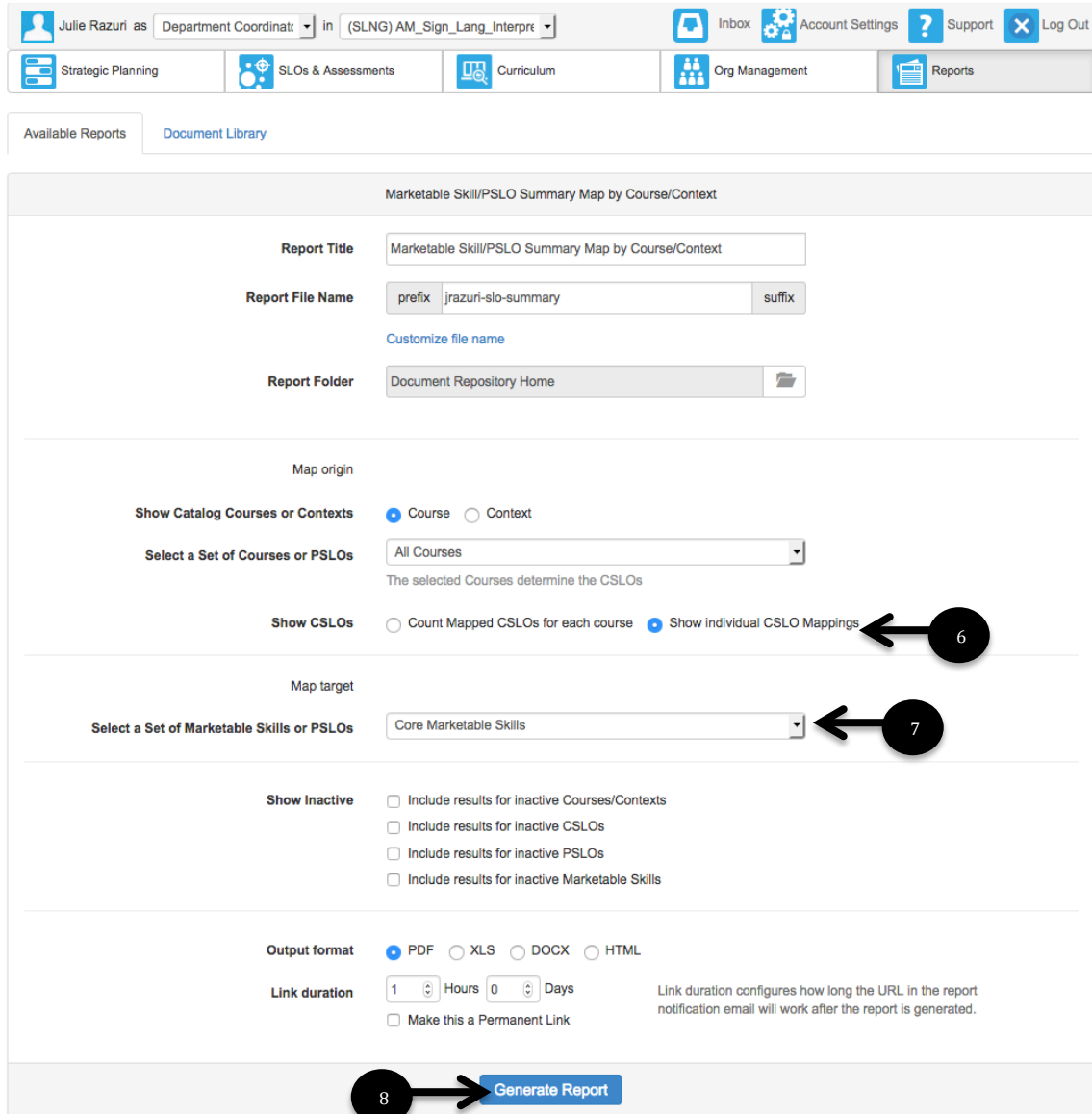


Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	4	02/21/2017 16:01
Faculty Participation Report	151	08/07/2017 15:33
Institutional Statistics	4	05/01/2017 14:23
Marketable Skill/PSLO Summary Map by Course/Context	134	07/11/2017 19:30
SLO Performance - By Department, Course, CSLO	8	08/22/2017 16:52
SLO Performance - Marketable Skill/PSLO With Courses	10	05/01/2017 14:20
SLO Performance Report	97	09/26/2017 16:25
SLO Presentation	8	08/24/2017 13:54
Strategic Initiative Section Report	0	



6. Click the button Show Individual CSLO Mapping
7. **Arts & Sciences: Select Core Marketable Skills from drop down
**PTE: Select PSLOs or Core Marketable Skills from drop down
8. Click Generate Report



Julie Razuri as Department Coordinator in (SLNG) AM_Sign_Lang_Interpre

Inbox Account Settings Support Log Out

Strategic Planning SLOs & Assessments Curriculum Org Management Reports

Available Reports Document Library

Marketable Skill/PSLO Summary Map by Course/Context

Report Title Marketable Skill/PSLO Summary Map by Course/Context

Report File Name prefix jrazuri-slo-summary suffix
[Customize file name](#)

Report Folder Document Repository Home

Map origin

Show Catalog Courses or Contexts Course Context

Select a Set of Courses or PSLOs All Courses
The selected Courses determine the CSLOs

Show CSLOs Count Mapped CSLOs for each course Show individual CSLO Mappings

Map target

Select a Set of Marketable Skills or PSLOs Core Marketable Skills

Show Inactive

Include results for inactive Courses/Contexts
 Include results for inactive CSLOs
 Include results for inactive PSLOs
 Include results for inactive Marketable Skills

Output format PDF XLS DOCX HTML

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

8 [Generate Report](#)

9. In the Document Library, wait for the report to indicate it is Complete.
10. Click the box of the newly generated report. (Item will highlight in green)
11. Click Download to view/save/print the file

The screenshot shows the eLumen Document Library interface. At the top, there is a navigation bar with user information (Julie Razuri as Department Coordinator) and various menu items (Inbox, Account Settings, Support, Log Out). Below this is a secondary navigation bar with tabs for Strategic Planning, SLOs & Assessments, Org Management, and Reports. The main content area is titled 'Document Library' and contains a table of reports. The table has columns for File Name, Type, Last Modification, Division/Department, Term(s), and Status. A single report is listed, highlighted in green, with a checkbox in the first column. Above the table, there are filter options for File Name, Type, Last Modification, Division/Department, Term(s), and Report Status. A 'Download' button is visible above the table. Callout 10 points to the checkbox, callout 11 points to the Download button, and callout 9 points to the 'Completed' status.

File Name	Type	Last Modification	Division/Department	Term(s)	Status
(SPCH) Speech - jrazuri-slo-summary -06_27_2017 15_45_52.pdf	ISLO/PSLO Summary Map by Course/Context	06/27/2017 15:43	(SPCH) Speech		Completed