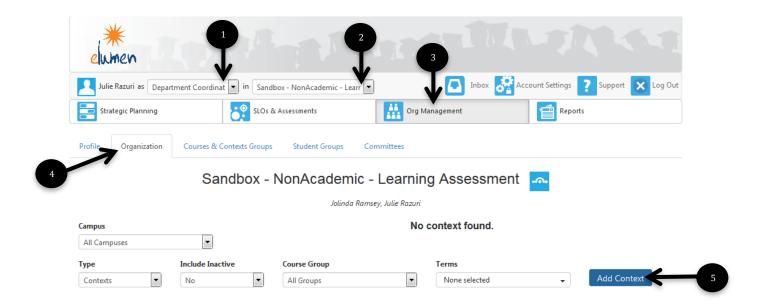# eLumen Quick Guide – Student Success

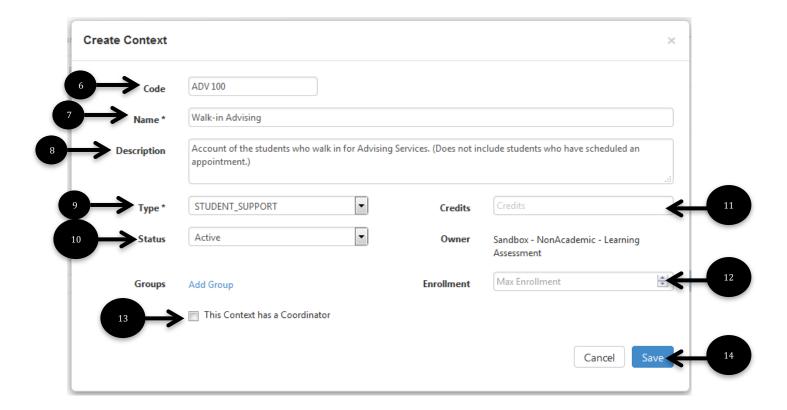***What:*** Creating Contexts
eLumen Role: Department Coordinator

Login to eLumen at https://alamo.elumenapp.com/elumen/

1. Be sure your logged in as the Department Coordinator
2. Select the correct organization
3. Click on Org Management tab
4. Click on the Organization subtab
5. Click on Add Context

6. Enter a code (this code should be an organization ID and a course number)
7. Enter the Name of the course/workshop/event
8. Enter the Description of the course/workshop/event
9. Select the Type from the drop down menu
10. Status should remain Active
11. If this is worth credits, then enter the number of Credits.
12. If you know the total or maximum enrollment for the course/workshop/event, then enter that number under Enrollment.
13. If the course/workshop/event has its own lead/facilitator/coordinator, click the box This Context has a Coordinator
14. Click Save

** SPECIAL NOTE ** LINKING SLO(s)

Once the Context is created, an SLO must be linked. The IPPE Learning Assessment Office is responsible for entering the SLO information. Please email sac-slos@alamo.edu with the following information:

- Name of your department
- Name of Context
- SLO(s) to be attached to the Context

sac-slos@alamo.edu