eLumen Quick Guide – Student Success

What: Creating a Setting
eLumen Role: Department Coordinator

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

1. Select the correct Term
2. Be sure you are in the correct Context
3. To add a Setting, click Add Setting.

sac-slos@alamo.edu

4. Create your Setting (each setting has to be entered separately)
5. Select the Term that applies
6. Select the Start Date (pop up calendar will appear when you click icon)
7. Select the End Date
8. Assign the evaluators who will score the setting by clicking Assign Evaluators.
9. Click Save

** AS NEEDED **

If you need to correct/update information in a setting:
    A. Select the correct Term and deselect the any other terms
    B. Click the box to the left of the Setting.
    C. Click Edit to return to the Create Setting box.