

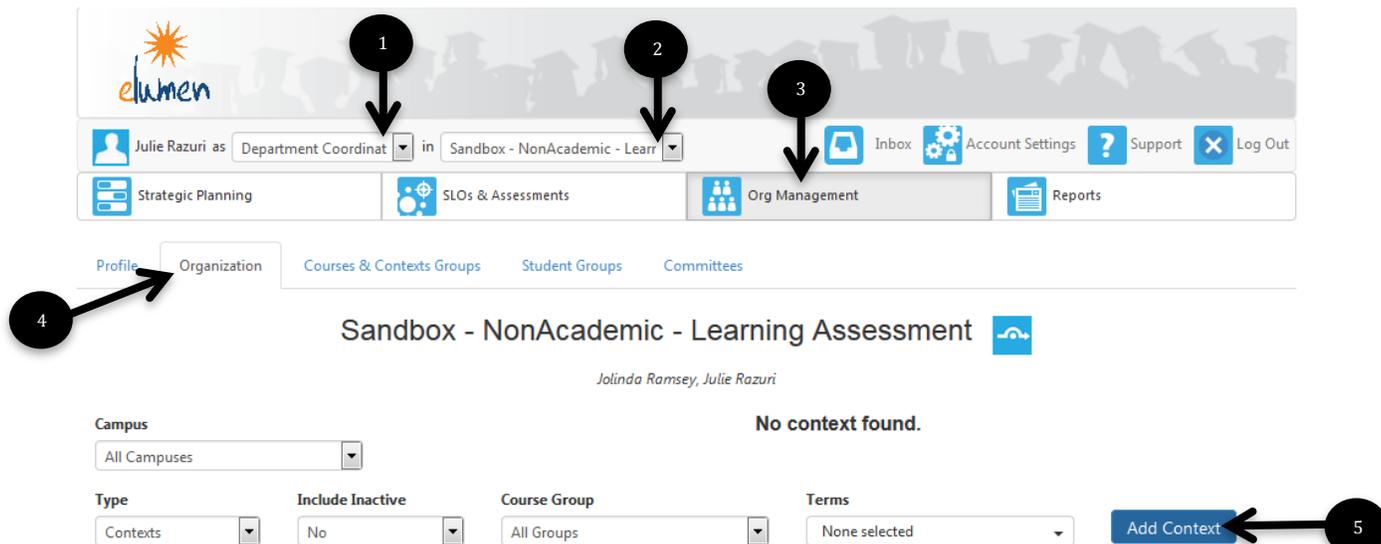
# eLumen Quick Guide – Student Success

**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

The screenshot shows a 'Create Context' form with the following fields and callouts:

- 6**: Points to the 'Code' field containing 'ADV 100'.
- 7**: Points to the 'Name \*' field containing 'Walk-in Advising'.
- 8**: Points to the 'Description' text area containing 'Account of the students who walk in for Advising Services. (Does not include students who have scheduled an appointment.)'.
- 9**: Points to the 'Type \*' dropdown menu showing 'STUDENT\_SUPPORT'.
- 10**: Points to the 'Status' dropdown menu showing 'Active'.
- 11**: Points to the 'Credits' field containing 'Credits'.
- 12**: Points to the 'Enrollment' field containing 'Max Enrollment'.
- 13**: Points to the checkbox 'This Context has a Coordinator'.
- 14**: Points to the 'Save' button.

Other visible elements include a 'Cancel' button, an 'Add Group' link, and an 'Owner' field with the value 'Sandbox - NonAcademic - Learning Assessment'.

**\*\* 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](mailto:sac-slos@alamo.edu) with the following information:

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