

# eLumen Quick Guide

**What:** Setting up SLO Expectations for Course Sections **OR** Pushing Out Common Assessments

**Role:** Department Chair/Coordinator/Discipline Assessment Representative

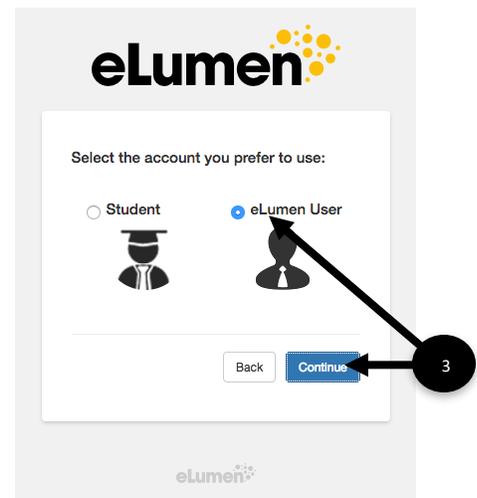
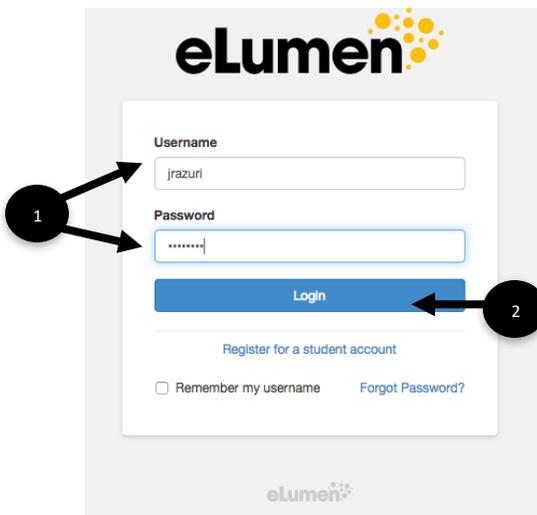
**When:** At the beginning of the academic year

## \*\* Step-by-Step Video Guide

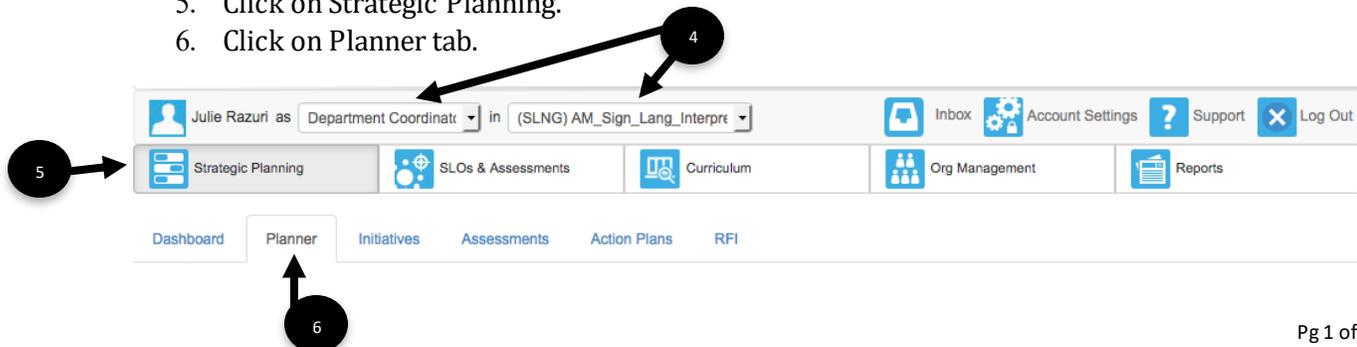
- Plan SLOs and Push Assessments: <https://youtu.be/kK8tjBfYtfU>
- Create and Assessment: [https://youtu.be/4cDogC\\_ECmc](https://youtu.be/4cDogC_ECmc)

Go to this website: <https://alamo.elumenapp.com>

1. Enter your user ID and password. User ID: Username is the same as your **ACES ID**.
2. Click "Login."
3. Highlight "eLumen User" and Click "Continue."



4. Make sure Department Coordinator is showing next to your name and you are on the right discipline (you may have several disciplines).
5. Click on Strategic Planning.
6. Click on Planner tab.



7. Under Terms, select all the terms taught in the discipline for the current semester.
8. Click Refresh

The screenshot shows a user interface for a Department Coordinator. At the top, there are navigation tabs: Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. Below these are sub-tabs: Dashboard, Planner, Initiatives, Assessments, Action Plans, and RFI. The 'Terms' dropdown menu is open, showing options for Fall 2017. The 'Fall 2017 - Full Term' option is selected. A 'Refresh' button is located on the right side of the interface.

9. Click on the square next to the discipline name
10. Click on any of the white space in the discipline box

The screenshot shows the discipline page for '(SLNG) AM\_Sign\_Lang\_Interpreter'. The page has a header with 'Plan' and buttons for 'Assessments', 'Action Plan', and 'RFI'. Below the header is a section for 'Fall 2017 - Full Term' with a checkbox next to the discipline name. Below this is a dashboard with five sections: Assessments, SLOs, Action Plans, RFIs, and Strategic Initiatives. Each section shows 'Complete' and 'Total' counts. The SLOs section shows 0 Active and 104 Planned. A black circle with the number 9 points to the checkbox next to the discipline name, and another black circle with the number 10 points to the SLOs section.

**\*\*\*SETTING  
SLO EXPECTATIONS\*\*\***

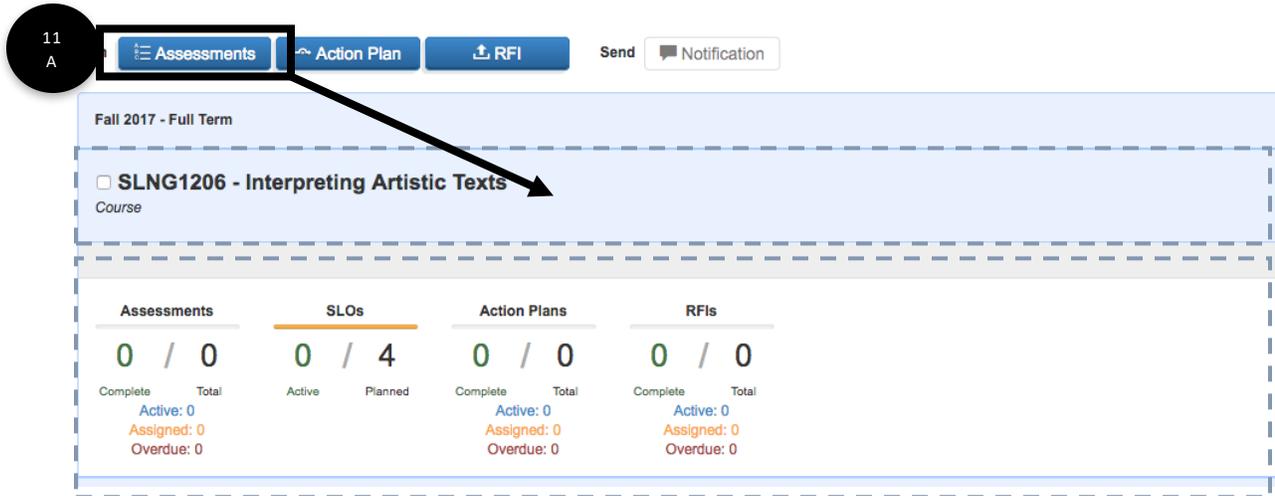
**Continue on page 3  
with steps #11A to #16A**

**\*\*\*PUSHING OUT COMMON  
ASSESSMENTS\*\*\***

**Continue on page 5  
with steps #11B to #17B**

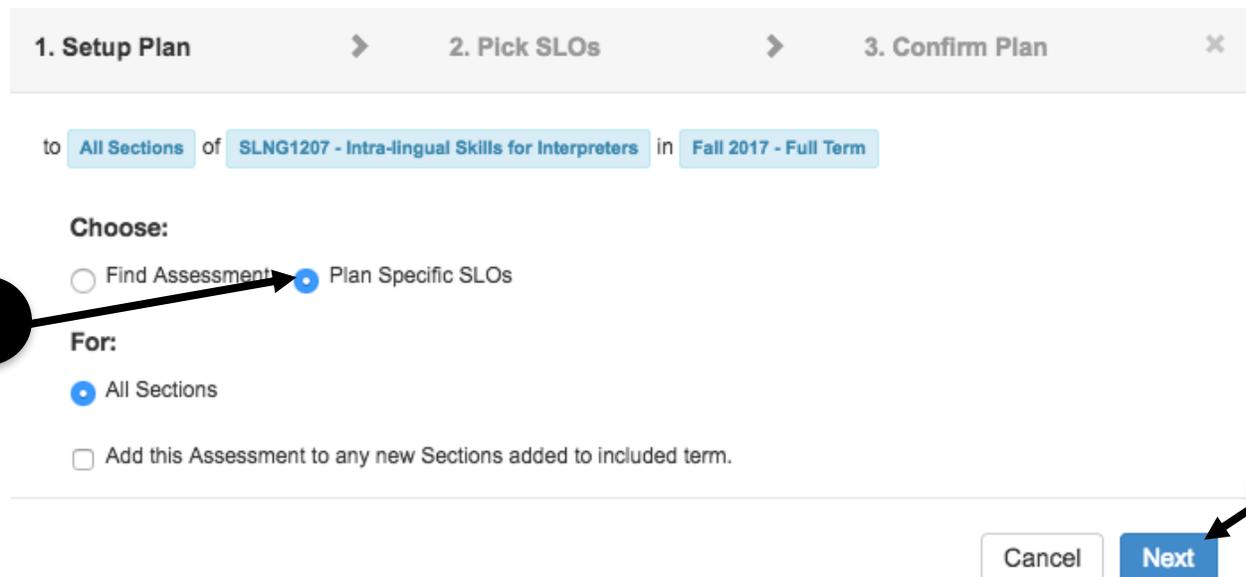
**\*\*\*TO SET SLO EXPECTATIONS\*\*\***

11. Click and drag the Assessments button to the title of the course and release the click. [as you drag the button down, a dotted blue box will appear around the discipline information]



12. Click Plan Specific SLOs

13. Click Next



14. In the Available CSLOs column, select ALL the CSLOs. [any inactive CSLOs will be grayed out] The selected CSLOs will populate in the first column of Selected SLOs.
15. When all CSLOs have been selected, click Next.

Setup Plan > **2. Pick SLOs** > 3. Confirm Plan

to All Sections of SLNG1207 - Intra-lingual Skills for Interpreters in Fall 2017 - Full Term

**Selected SLOs**

SLNG1207 - Intra-lingual Skills for Interpreters  
The student will demonstrate an understanding of various intra-ling...

**Available CSLOs**

Course: SLNG1207 - Intra-lingual Skills

various intra-lingual skills to English...

The student will demonstrate the ability to apply various intra-lingual skills to English material, both written and spoken texts, with a m...

The student will demonstrate the ability to assess and evaluate the accuracy of paraphrased material with a minimum of 70% accuracy.

**Available PSLOs**

SLO Class: American Sign Language: Sign

SLO Category:

Demonstrate foundational competencies in the areas of language, culture and professionalism for Sign Languag...

Demonstrate the ability to work as entry level Sign Language Interpreters.

**Available Marketable Skills**

SLO Class: Marketable Skills

SLO Category: Communication Skills

Oral: Students will individually or collaboratively demonstrate appropriate speaking techniques based upon delivery of verbal and...

Visual: Students will individually or collaboratively demonstrate visual communication through formal, ...

Back **Next**

16. Click Confirm

Setup Plan > Pick SLOs > **3. Confirm Plan**

to All Sections of SLNG1207 - Intra-lingual Skills for Interpreters in Fall 2017 - Full Term

**Expectations**

- The student will demonstrate an understanding of various intra-lingual skills as they relate to English with a minimum of 70% accuracy.
- The student will demonstrate at least a basic understanding of a broad range of knowledge, thus expanding cultural literacy with a minimum of 70% accuracy.
- The student will demonstrate the ability to apply various intra-lingual skills to English material, both written and spoken texts, with a minimum of 70% accuracy.
- The student will demonstrate the ability to assess and evaluate the accuracy of paraphrased material with a minimum of 70% accuracy.

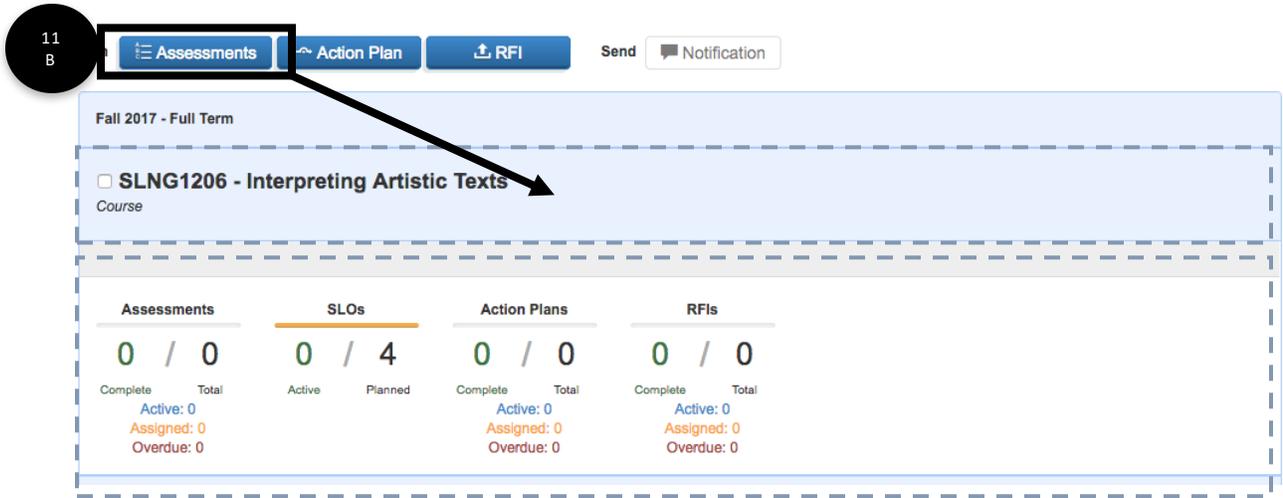
Back **Confirm**

The current course is complete. Repeat steps #11A – 16A for each course you are wanting to set SLO Expectations.

**\*\*\*For Setting SLO Expectations, STOP HERE\*\*\***

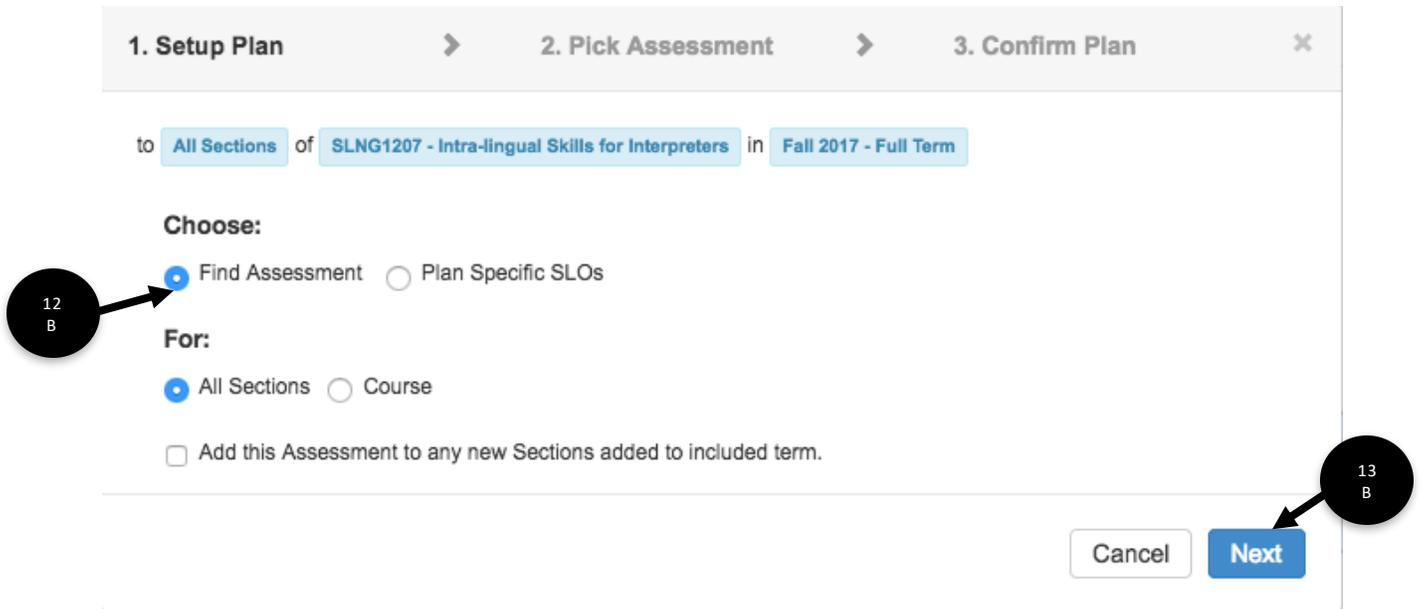
**\*\*\*TO PUSH OUT COMMON ASSESSMENTS\*\*\***

11. Click and drag the Assessments button to the title of the course and release the click. [as you drag the button down, a dotted blue box will appear around the discipline information]



12. Click Find Assessment

13. Click Next



14. Click on the assessments that will be used for the common assessments.
15. Click Next

✓ Setup Plan > **2. Pick Assessment** > 3. Confirm Plan ✕

to All Sections of SLNG1211 - Fingerspelling and Numbers in Fall 2017 - Full Term Show Filters >

<input type="checkbox"/>	Assessment Name	Assessment Description	Type	Terms
<input checked="" type="checkbox"/>	MT - Midterm	Midterm covers LO 1, 2, 3	Exam	<ul style="list-style-type: none"> <li>• Spring 2015 - Full Term</li> <li>• Fall 2015 - Full Term</li> <li>• Spring 2016 - Full Term</li> <li>• ...1 more</li> </ul>
<input type="checkbox"/>	MT - Final	Final covers LO 1, 2, 3	Exam	<ul style="list-style-type: none"> <li>• Spring 2015 - Full Term</li> <li>• Fall 2015 - Full Term</li> <li>• Spring 2016 - Full Term</li> <li>• ...1 more</li> </ul>
<input checked="" type="checkbox"/>	MT - Top 10 grades for Fingerspelling Practices	top 10 Fingerspelling Practice grades	Quiz	<ul style="list-style-type: none"> <li>• Spring 2015 - Full Term</li> <li>• Fall 2015 - Full Term</li> <li>• Spring 2016 - Full Term</li> <li>• ...1 more</li> </ul>
<input type="checkbox"/>	MT - Top 10 grades for Numbering Practices	top 10 Numbering Practice grades	Quiz	<ul style="list-style-type: none"> <li>• Spring 2015 - Full Term</li> <li>• Fall 2015 - Full Term</li> </ul>

Back **Next**

16. Uncheck Send Notifications and Alerts
17. Click Confirm

✓ Setup Plan > ✓ Pick Assessment > **3. Confirm Plan** ✕

to All Sections of SLNG1207 - Intra-lingual Skills for Interpreters in Fall 2017 - Full Term

Final Exam >

ILS-DOBSON-Final >

Send Notifications and Alerts

Back **Confirm**

The current course is complete. Repeat steps #11B – 17B for each course you are wanting to push a common assessment.

**\*\*\*For Pushing Out Common Assessments, STOP HERE\*\*\***