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

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

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

***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.

16. Click 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

16. Uncheck Send Notifications and Alerts

17. Click 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***