For support with eLumen, contact the Office of Integrated Planning and Performance Excellence Learning Assessment Team sac-slos@alamo.edu

**eLumen TIMELINE**

**SUMMER Before Start of Fall**
1. Notify IPPE: Learning Assessment of curriculum changes for upcoming academic year (degrees, PSLOs, CSLOs)
2. Verify existing CSLOs
3. Verify/edit PSLO/CSLO mapping

**FALL Week After Census**
1. New terms will be loaded in the system
2. If not using common assessments, “plan” SLO expectations for terms
3. If using common assessments, “plan” assessments, not the SLO expectations, for the terms
4. Ensure faculty verify CSLOs, confirm course sections and load assessments
5. Run SLO by Performance: Dept, Course, CSLO & SLO by Performance for Spring term

**FALL During Each Term**
1. Prompt faculty to complete scoring assessment alongside delivery of assessments in class
2. Completes preparation work and leads disciplines with Fall SAC Scores: Assessment Day

**FALL End of Term**
1. Ensure faculty has completed in eLumen
2. Run SLO by Performance: Dept, Course, CSLO & SLO by Performance for Fall term

**SPRING Week After Census**
1. New terms will be loaded in the system
2. If not using common assessments, “plan” SLO expectations for terms
3. If using common assessments, “plan” assessments, not the SLO expectations, for the terms
4. Ensure faculty verify CSLOs, confirm course sections and load assessments
5. Run SLO by Performance: Dept, Course, CSLO & SLO by Performance for Spring term

**SPRING During Each Term**
1. Prompt faculty to complete scoring assessment alongside delivery of assessment in class
2. Completes preparation work and leads disciplines with Spring SAC Scores: Assessment Day

**SPRING End of Term**
1. Ensure faculty has completed in eLumen
2. Ensure faculty reviews recommendations from the Learning Assessment Validation Committee (LAVC)

**SUMMER During Each Term**
1. Prompt faculty to complete scoring assessments
2. Ensure faculty score assessments by Final Grade due date

Updated AY 2021-2022