STUDENT SUCCESS DIRECTORS AND LEADS

LEARNING ASSESSMENT eLumen TIMELINE

**SUMMER**
Before Convocation Week
- Notify IPPE: Learning Assessment of SSLO changes for upcoming academic year
- Verify SSLOs are in eLumen
- Verify/edit SSLO mapping to Marketable Skills
- Student Success (SS) Learning Assessment Validation Recommendations returned to departments for review

**FALL**
Week of Convocation
- Determine your assessment(s) for data collection
- Start collecting data for input in eLumen

**FALL**
Week After Census
- Upload assessment(s) in eLumen for Fall reporting
- Continue to collect data for input in eLumen
- Develop strategies to address SS Learning Assessment Validation Recommendations

**FALL**
During Each Term
- Prepare for Fall SAC Scores: Assessment Day
- SS Learning Assessment Validation Recommendations strategies implemented and submitted on SAC Scores form

**FALL**
End of Term
- Score assessments in eLumen for Fall reporting (enter the data into eLumen)

**SPRING**
Week After Census
- Upload assessment(s) in eLumen for Spring and Summer or Academic Year (AY) reporting
- Start/Continue to collect data for input in eLumen

**SPRING**
During Each Term
- Prepare for Spring SAC Scores: Assessment Day
- SS Units selected for review will submit process deliverables to the SS Learning Assessment Validation Committee during SAC Scores

**SPRING**
End of Term
- Score assessments in eLumen for Spring reporting (enter the data into eLumen)
- Evaluate validity of SSLOs for new academic year

**SUMMER**
During Each Term
- SS Validation Committee reviews submissions from SAC Scores
- Score assessments in eLumen for Academic Year reporting (enter the data into eLumen)

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For support with eLumen, Contact:
Office of Integrated Planning and Performance Excellence Learning Assessment Team
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