

Quick Guide for using eLumen to answer questions from the SLO section of Program Review

Questions from the [program review template](#) are shown in **green**. Instructions are found below each question.

- C1: Instructional programs with PSLOs, refer to pages 1-5
- C2: Instructional programs with CSLOs (*Departments without degrees, non-major courses, and/or other courses up for assessment*), refer to pages 6-10.
- C3: Non-instructional programs, refer to pages 11-14.

C1: Instructional Programs with PSLOs

3. What percentage of faculty completed the planned assessments for the selected PSLO? (run Faculty Participation report from last year). _____%

- **Instructions for running a Faculty Participation Report** – The report generated will break down faculty participation by Section, CSLOs Assessed, and Students Scored. Use this report to ensure that assessment data has been successfully inputted into eLumen.

How to Run Reports in eLumen

To run a report make sure that you are logged in as a **Discipline Coordinator**, then select **Reports** on the top right-hand side. You will see a list of available reports. Select “Faculty Participation Report.”

The screenshot shows the eLumen dashboard. At the top, the user is logged in as 'Ann Hight' as a 'Discipline Coordinator' in the 'Biological Sciences' department. The navigation menu includes 'Strategic Planning', 'SLOs & Assessments', 'Org Management', and 'Reports'. The 'Reports' section is currently selected, showing 'Available Reports' and 'Document Library' tabs.

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	34	03-14-2021 20:49:50
Faculty Participation Report	118	02-03-2021 17:24:02
Institutional Statistics	10	02-24-2021 22:06:04
ISLO/PSLO Summary Map by Course/Context	10	02-12-2021 23:23:57
SLO Performance - By Division, Course, CSLO	30	03-14-2021 20:53:59
SLO Performance - ISLO/PSLO With Courses	21	02-12-2021 23:25:24
SLO Performance Report	221	02-26-2021 22:30:28
SLO Presentation	15	03-08-2021 22:58:04
Strategic Initiative Section Report	0	

The following screen will appear:

The screenshot shows the 'Faculty Participation' report generation interface. It includes the following elements:

- Generate for:** Disciplines, Programs, Currently selected Discipline (dropdown). Radio buttons for Single report and One report per Discipline (selected).
- Filters:** Show only those with plans, Show only those with incomplete plans.
- Report Title:** Faculty Participation Report.
- Report File Name:** prefix: Faculty Participation, suffix: (dropdown). Link: Customize file name.
- Report Folder:** Document Repository Home.
- Select By:** Terms (selected), Cycles. Terms dropdown: Spring 2021, Fall 2020. Check: Exclude terms with No Data.
- Show Catalog Courses or Contexts:** Course (selected), Context. Select a Course Group dropdown: All Courses.
- Include ISLO/PSLO counts:** Do not show ISLO/PSLO (dropdown).
- Score count method:** Include multiple assessment scores for same SLO (checkbox).
- Show Inactive:** Include results for inactive Courses/Contexts (checkbox), Include results for inactive Assessments (checkbox).
- Show results for:** Assessments (checked), Planned SLOs (checkbox), Action Plans (checkbox), RFIs (checkbox). Sub-options: with Scores (checked), with Responses (checkbox).
- Show distributions for:** Assessments (Sections), SLOs (Sections).
- Show Format and Share options:** (dropdown).
- Generate Report:** (button).

- Terms** - select the terms for the current program review
- Select a Course Group** - the default is all courses or select a specific degree or certificate.
- Output format** – The report is generated as a PDF file but you may also change it to XLS, DOCX, HTML, OR CSV.
- Select** Generate Report at the bottom of the page

From the completed report:

Use the far-left column to calculate the percentage of faculty participation. For example, 0 of 0 means that no assessments were planned so no assessments were completed. 5 of 6 means that of the 6 assessments planned only 5 were completed, or $5/6 \times 100 = 83\%$ for faculty participation. **Report this number in the space provide in program review.**

4. **Non-disaggregated Analysis of PSLO(s): In general, what conclusions can be drawn about student learning in your program?**
5. **Disaggregated Analysis of PSLO(s) to identify potential inequity: Disaggregation allows you to examine inequities in student learning outcomes within sub-populations in your program. See the Guide for instructions on how to disaggregate PSLO data.**

To answer questions 4 and 5, the same report is run in eLumen with some different boxes checked. You must run this report twice; once for all of the data (non-disaggregated analysis to answer question 4) and a second time for disaggregated data (to answer question 5). See instructions below

How to Run Reports in eLumen

To run a report make sure that you are logged in as a **Discipline Coordinator**, then select **Reports** on the top right-hand side. You will see a list of available reports. Select **SLO Performance Report**.

Available Reports [Document Library](#)

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	34	03-14-2021 20:49:50
Faculty Participation Report	118	02-03-2021 17:24:02
Institutional Statistics	10	02-24-2021 22:06:04
ISLO/PSLO Summary Map by Course/Context	10	02-12-2021 23:23:57
SLO Performance - By Division, Course, CSLO	30	03-14-2021 20:53:59
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SLO Performance Report	221	02-26-2021 22:30:28
SLO Presentation	15	03-08-2021 22:58:04
Strategic Initiative Section Report	0	

The following screen will appear:

SLO Performance Report

Generate for Disciplines Programs Currently selected Discipline

Report Title

Report File Name

Customize file name

Report Folder

1 → Terms Cycles **Select By** **Terms**

Exclude terms with No Data

2 → **Show Catalog Courses or Contexts** Course Context

Select a Course Group

3 → **SLO Dimension**

Show by SLO Category

4 → **Course Dimension** Course Types None

Course Section Attributes Demographics

5 → **Dimension Order** SLO then Course Dimension Course then SLO Dimension

Additional settings Include roster totals Include N/A


Show inactive Include results for inactive Courses/Contexts Include results for inactive SLOs

6 → Show Format and Share options

Generate Report

- 1 **Terms** - select the terms for the current program review
- 2 **Select a Course Group** - the default is all courses, change the course group to the specific degree or certificate you are interested in.
- 3 Change the **SLO Dimension** to the same degree or certificate as selected in 2.
- 4 Under **Course Dimension**, keep “none” selected to answer question 4. To disaggregate the data for question 5, you have the option to disaggregate on selected dimensions. Explore the options under “Section Attributes” or “Demographics” to select the demographics that are of interest.
- 5 Under **Dimension Order**, change to Course then SLO Dimension.
- 6 Click on “Show Format and Share Options”. Unclick **Report explanation text** (it’s not needed). For **Output format**, we suggest XLS so that you can edit the data tables since

there is a lot of redundancy that you may choose to delete. If you are experienced in Excel and want to create graphs, then select CSV.

- 7 **Select**  at the bottom of the page

How to use the SLO Performance Report

There is an overabundance of tables in the report, especially as an XLS file (I don't recommend a PDF file). However, there is a summary table for each demographic attribute at the bottom of each attribute.

If you plan on creating bar graphs within Excel, the CSV format may be easier to use.

If you are not sure, run both and then decide.

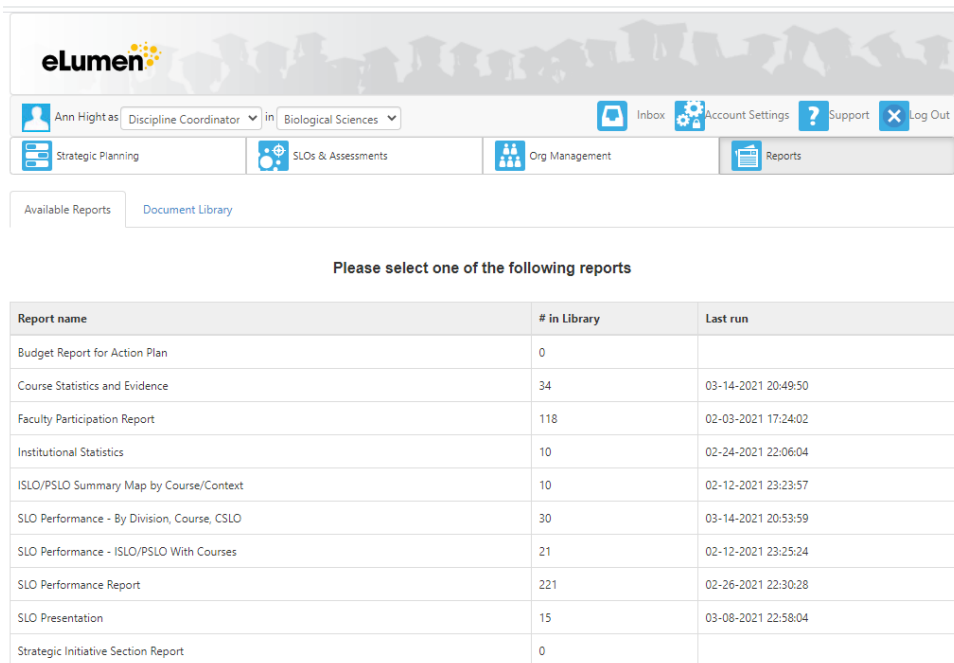
C2: Instructional Programs with PSLOs

2. What percentage of faculty completed the planned assessments? (run Faculty Participation report from last year).

- **Faculty Participation Report** – The report generated will break down faculty participation by Section, CSLOs Assessed, and Students Scored. Use this report to ensure that assessment data has been successfully inputted into eLumen.

How to Run Reports in eLumen

To run a report make sure that you are logged in as a **Discipline Coordinator**, then select **Reports** on the top right-hand side. You will see a list of available reports.



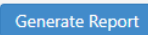
The screenshot shows the eLumen interface. At the top, the user is logged in as Ann Hight as a Discipline Coordinator in Biological Sciences. The 'Reports' menu item is highlighted. Below the navigation bar, there are tabs for 'Available Reports' and 'Document Library'. A message says 'Please select one of the following reports'. A table lists various reports with columns for 'Report name', '# in Library', and 'Last run'. A blue arrow points to the 'Faculty Participation Report' row.

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	34	03-14-2021 20:49:50
Faculty Participation Report	118	02-03-2021 17:24:02
Institutional Statistics	10	02-24-2021 22:06:04
ISLO/PSLO Summary Map by Course/Context	10	02-12-2021 23:23:57
SLO Performance - By Division, Course, CSLO	30	03-14-2021 20:53:59
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SLO Presentation	15	03-08-2021 22:58:04
Strategic Initiative Section Report	0	

The following screen will appear:

The screenshot shows the 'Faculty Participation' report generation interface. It includes the following elements:

- Generate for:** Disciplines, Programs, Currently selected Discipline (dropdown). Radio buttons for Single report and One report per Discipline (selected).
- Filters:** Show only those with plans, Show only those with incomplete plans.
- Report Title:** Faculty Participation Report.
- Report File Name:** prefix: Faculty Participation, suffix: (dropdown). Link: Customize file name.
- Report Folder:** Document Repository Home.
- Select By:** Terms (selected), Cycles. Terms dropdown: Spring 2021, Fall 2020. Check: Exclude terms with No Data.
- Show Catalog Courses or Contexts:** Course (selected), Context. Select a Course Group dropdown: All Courses.
- Include ISLO/PSLO counts:** Do not show ISLO/PSLO (dropdown).
- Score count method:** Include multiple assessment scores for same SLO (checkbox).
- Show Inactive:** Include results for inactive Courses/Contexts (checkbox), Include results for inactive Assessments (checkbox).
- Show results for:** Assessments (checked), Planned SLOs (checkbox), Action Plans (checkbox), RPIs (checkbox). with Scores (checked), with Responses (checkbox), with Responses (checkbox).
- Show distributions for:** Assessments (Sections), SLOs (Sections).
- Show Format and Share options:** (link).
- Generate Report:** (button).

- 5 **Terms** - select the terms for the current program review
- 6 **Select a Course Group** - the default is all courses or select a specific degree or certificate.
- 7 **Output format** – The report is generated as a PDF file but you may also change it to XLS, DOCX, HTML, OR CSV.
- 8 **Select**  **at the bottom of the page**

From the completed report:

Use the far-left column to calculate the percentage of faculty participation. For example, 0 of 0 means that no assessments were planned so no assessments were completed. 5 of 6 means that of the 6 assessments planned only 5 were completed, or $5/6 \times 100 = 83\%$ for faculty participation. **Report this number in program review.**

3. **Based on discussion with others in your program: Using the CSLO data and answers to the reflection questions, what type of conclusions can be made about student learning?**

How to Run Reports in eLumen

Assessment results are compiled into reports within eLumen. To run a report make sure that you are logged in as a **Discipline Coordinator**, then select **Reports** on the top right-hand side. You will see a list of available reports.

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	34	03-14-2021 20:49:50
Faculty Participation Report	118	02-03-2021 17:24:02
Institutional Statistics	10	02-24-2021 22:06:04
ISLO/PSLO Summary Map by Course/Context	10	02-12-2021 23:23:57
→ SLO Performance - By Division, Course, CSLO	30	03-14-2021 20:53:59
SLO Performance - ISLO/PSLO With Courses	21	02-12-2021 23:25:24
SLO Performance Report	221	02-26-2021 22:30:28
SLO Presentation	15	03-08-2021 22:58:04
Strategic Initiative Section Report	0	

- **SLO Performance - By Division, Course, CSLO** – The report generated will break down each CSLO and the percentage of students at each mastery level.

TIPS FOR FILLING IN THE REPORT CRITERIA:

- 1) **Generate for-** select your discipline from the dropdown menu
- 2) **Report File Name** allows you to change the default name of the report.
- 3) **Terms** - select the academic terms that you would like to examine
- 4) **Select a Course Group** – keep at the default of all courses.

How to View Answers to Reflection Questions in eLumen

Answers to reflection questions are gathered from the assessment library and are not available in a report.

1. Open the **Assessment Library**. (To get there, select **SLOs and Assessments** and then **Assessments**.)

Faculty Reflections
LPC default template 2019

Group Responses by: Show:

Strategic Planning | **SLOs & Assessments** | Org Management | Reports

SLOs Listing | Curriculum Map | Outcomes Groups | **Assessments**


Assessments | Reflection Templates

Assessment Library

[Show Filters](#) >

< 1 2 3 4 **5** 6 7 ... 13 >

Display Inactive Assessments Display Latest Versions

<input type="checkbox"/>	Assessment Name ⇅	Assessment Description ⇅	Type ⇅	Planned Terms	Actions
<input type="checkbox"/>	Math 40 - Problem Solving Active since 08/2016	Solve an application problem using the central limit theorem.	Course-ending review of overall student achievement	<ul style="list-style-type: none"> Spring 2017 Fall 2017 	

2. Click the blue scorecard to the right of the assessment
3. Select the academic terms of interest and then click Table view.

Math 40 - Problem Solving

Results Explorer

Count scores from: Course: Terms: Show results as:

Include Inactive SLOs

4. The following page appears.

Assessments Reflection Templates

Math 40 - Problem Solving

Results Explorer Print

Count scores from: Section Direct and Collectiv... Course: MATH40 - Statistics and Pro... Terms: Fall 2017, Spring 2017 Show results as: Count

Include Inactive SLOs

Chart View Table View

SLO Performance Term by Term

SLO	Spring 2017						Fall 2017					
	Mastery	Above Average	Average	Below Average	No Demonstrated Achievement	N/A	Mastery	Above Average	Average	Below Average	No Demonstrated Achievement	N/A
Upon completion of Math 40, a student should be able to solve an application problem using the central limit theorem.	130	73	89	51	38	17	3 ▼-19%	3 ▼-4%	6 ▲7%	8 ▲27%	0 ▼-10%	0 ▼-4%

[Assessment Rubric](#) [View Rubric](#)

Scroll down to the bottom of the page to view Faculty Reflections. You can view reflections by either Respondent or Question. Clicking on Question allows the answers to be pooled.

Faculty Reflections

LPC default template 2019

Group Responses by:

Show:

Answers to Reflection Questions provide a framework when discussing assessment data provided by eLumen reports

C3: Non-Instructional Programs

2. What percentage of faculty completed the planned assessments? (run Faculty Participation report from last year). _____%

How to Run Reports in eLumen

To run a report make sure that you are logged in as a **Discipline Coordinator**, then select **Reports** on the top right-hand side. You will see a list of available reports.

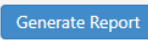
The screenshot shows the eLumen user interface. At the top, the user is logged in as 'Ann Hight' as a 'Discipline Coordinator' in the 'Biological Sciences' department. The navigation menu includes 'Strategic Planning', 'SLOs & Assessments', 'Org Management', and 'Reports'. Below the menu, there are tabs for 'Available Reports' and 'Document Library'. The main content area displays a list of reports with the following data:

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	34	03-14-2021 20:49:50
Faculty Participation Report	118	02-03-2021 17:24:02
Institutional Statistics	10	02-24-2021 22:06:04
ISLO/PSLO Summary Map by Course/Context	10	02-12-2021 23:23:57
SLO Performance - By Division, Course, CSLO	30	03-14-2021 20:53:59
SLO Performance - ISLO/PSLO With Courses	21	02-12-2021 23:25:24
SLO Performance Report	221	02-26-2021 22:30:28
SLO Presentation	15	03-08-2021 22:58:04
Strategic Initiative Section Report	0	

The following screen will appear:

The screenshot shows the 'Faculty Participation' report generation interface. It includes the following elements:

- Generate for:** Disciplines, Programs, Currently selected Discipline (dropdown)
- Report Options:**
 - Single report
 - One report per Discipline
 - Show only those with plans
 - Show only those with incomplete plans
- Report Title:** Faculty Participation Report
- Report File Name:** prefix: Faculty Participation, suffix:
- Report Folder:** Document Repository Home
- Select By:** Terms, Cycles
- Terms:** Spring 2021, Fall 2020
- Exclude terms with No Data
- Show Catalog Courses or Contexts:** Course, Context
- Select a Course Group:** All Courses
- Include ISLO/PSLO counts:** Do not show ISLO/PSLO
- Score count method:** Include multiple assessment scores for same SLO
- Show Inactive:**
 - Include results for inactive Courses/Contexts
 - Include results for inactive Assessments
- Show results for:**
 - Assessments
 - Planned SLOs
 - Action Plans
 - RFI
 - with Scores
 - with Responses
 - with Responses
- Show distributions for:**
 - Assessments (Sections)
 - SLOs (Sections)
- Show Format and Share options:** (indicated by arrow 3)
- Generate Report:** (indicated by arrow 4)

- 1 **Terms** - select the terms for the current program review
- 2 The default courses, change to context.
- 3 **Output format** – The report is generated as a PDF file but you may also change it to XLS, DOCX, HTML, OR CSV.
- 4 **Select**  at the bottom of the page

From the completed report:

Use the far-left column to calculate the percentage of faculty participation. For example, 0 of 0 means that no assessments were planned so no assessments were completed. 5 of 6 means that of the 6 assessments planned only 5 were completed, or $5/6 \times 100 = 83\%$ for faculty participation. **Report this number in program review.**

3. **Based on discussion with others in your area: Using the SAO data and answers to the reflection questions, what type of conclusions can be made about student learning?**

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	36	08-31-2021 19:03:36
Faculty Participation Report	125	09-28-2021 18:41:27
Institutional Statistics	12	05-26-2021 01:16:32
ISLO/PSLO Summary Map by Course/Context	10	02-12-2021 23:23:57
→ SAO Performance - By Division, Course, CSLO	33	10-08-2021 17:34:46
SAO Performance - ISLO/PSLO With Courses	21	02-12-2021 23:25:24
SAO Performance Report	237	10-07-2021 19:36:33
SAO Presentation	21	08-23-2021 23:17:21
Strategic Initiative Section Report	0	

- **SAO Performance - By Division, Course, CSLO** – The report generated will break down each SAO and the percentage of students at each mastery level.

TIPS FOR FILLING IN THE REPORT CRITERIA:

- 1) **Generate for-** select your discipline from the dropdown menu
- 2) **Report File Name** allows you to change the default name of the report.
- 3) **Terms** - select the academic terms that you would like to examine
- 4) **Select a Course Group** – change from Courses to Context

How to View Answers to Reflection Questions in eLumen

Answers to reflection questions are gathered from the assessment library and are not available in a report.

1. Open the **Assessment Library**. (To get there, select **SLOs and Assessments** and then **Assessments**.)

Faculty Reflections

LPC default template 2019

Group Responses by:

Respondent Question

Show:

Shared by Evaluators

Strategic Planning
 SLOs & Assessments
 Org Management
 Reports

SLOs Listing Curriculum Map Outcomes Groups Assessments

Assessments Reflection Templates

Assessment Library

Show Filters >

< 1 2 3 4 5 6 7 ... 13 >

Add Assessment <input type="checkbox"/> Display Inactive Assessments <input checked="" type="checkbox"/> Display Latest Versions					
<input type="checkbox"/>	Assessment Name ⇅	Assessment Description ⇅	Type ⇅	Planned Terms	Actions
<input type="checkbox"/>	Math 40 - Problem Solving <small>Active since 08/2016</small>	Solve an application problem using the central limit theorem.	Course-ending review of overall student achievement	<ul style="list-style-type: none"> Spring 2017 Fall 2017 	

Actions



- Click the blue scorecard to the right of the assessment
- Select the academic terms of interest and then click Table view.

Count scores from:
 Course:
 Terms:
 Show results as:

Include Inactive SLOs