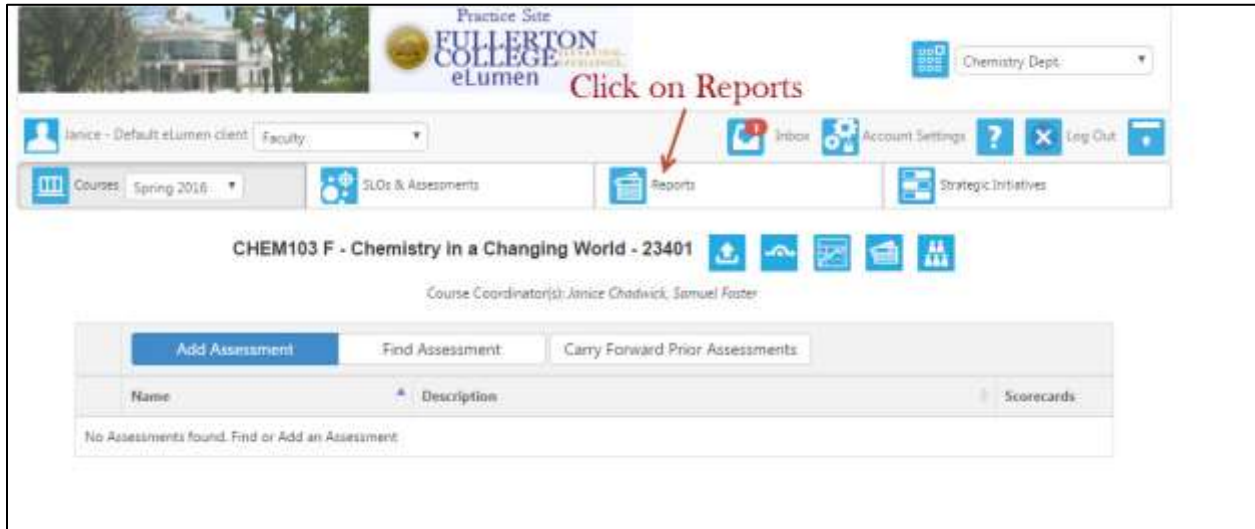


How to add files into eLumen for evidence, reports, action plans, or reflections.

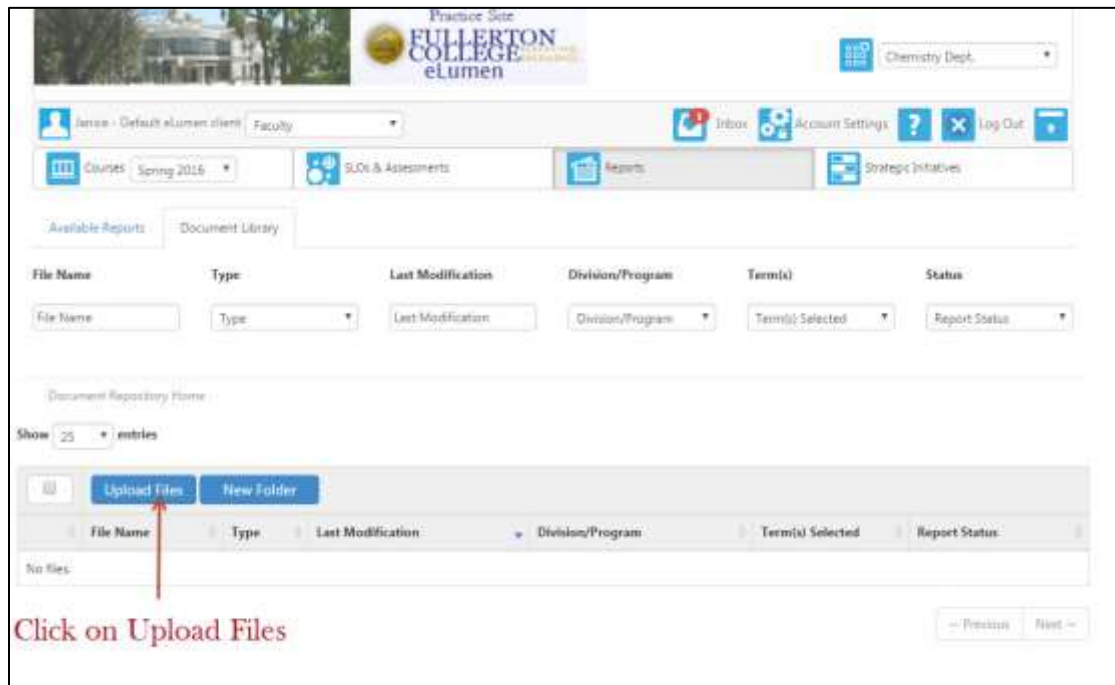
1. Click on Reports



2. Click on the Document Library link.

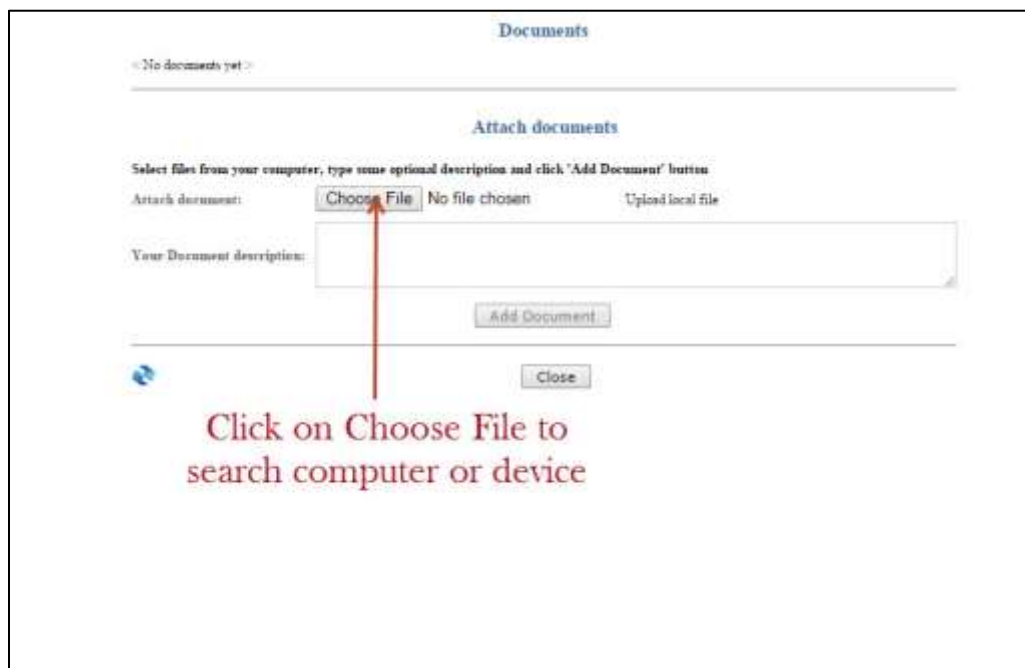


3. Click on Upload Files.



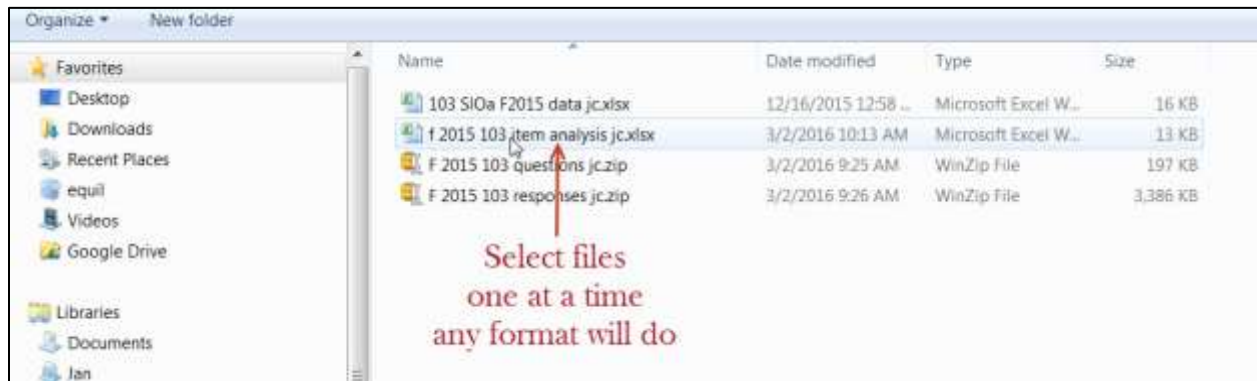
The screenshot shows the Fullerton College eLumen interface. At the top, there is a navigation bar with the college logo and 'eLumen' branding. Below this, there are user profile information and various system icons like 'Inbox', 'Account Settings', and 'Log Out'. The main content area is titled 'Document Library' and features a table with columns for 'File Name', 'Type', 'Last Modification', 'Division/Program', 'Term(s)', and 'Status'. Below the table, there are two buttons: 'Upload Files' and 'New Folder'. A red arrow points to the 'Upload Files' button. Below the screenshot, the text 'Click on Upload Files' is written in red.

4. Click on Choose File.



The screenshot shows a dialog box titled 'Documents'. It contains the text '< No documents yet >'. Below this, there is a section titled 'Attach documents' with the instruction 'Select files from your computer, type some optional description and click 'Add Document' button'. There is a text input field for 'Attach document:' followed by a 'Choose File' button, the text 'No file chosen', and an 'Upload local file' button. Below this is a text input field for 'Your Document description:'. At the bottom of the dialog, there are 'Add Document' and 'Close' buttons. A red arrow points to the 'Choose File' button. Below the screenshot, the text 'Click on Choose File to search computer or device' is written in red.

5. Select a file from your computer or flash drive.



6. Add a description of the file.



7. Click on Add Document.

Documents

<No documents yet >

Attach documents

Select files from your computer, type some optional description and click 'Add Document' button

Attach document: f 2015 103 it...lysis jc.xlsx Click 'Add Document' to submit file

Your Document description:

Click on Add Document

8. There is a notification that the file loaded.

s://ruinerontest.eidmenapp.com/eidmen/controllerPlus

Documents

Attachments	Date ^	Remove?
f 2015 103 item analysis jc.xlsx (12 KB)	03/02/2016	Remove

Attach documents

Item successfully added

Select files from your computer, type some optional description and click 'Add Document' button

Attach document: No file chosen Upload local file

Your Document description:

Remove document if needed

Document processes and then when loaded, notification is here

9. Click on Close. This takes you back to the Document Library.

Documents

Documents Attached:	Attachments	Date ^	Remove?
	f 2015 103 item analysis ic.xlsx (12 KB)	03/02/2016	Remove

Attach documents

Item successfully added

Select files from your computer, type some optional description and click 'Add Document' button

Attach document: No file chosen

Your Document description:

Click on Close →

10. Click on the checkbox to the left of a file to Delete, Download, Share (the document with others uses or Share a link to the document), or Move it to another folder.

Practice Site
FULLERTON COLLEGE
eLumen

Chemistry Dept.

James - Default eLumen client Faculty

Courses: Spring 2016

SLOs & Assessments

Reports

Strategic Initiatives

Available Reports: Document Library

File Name	Type	Last Modification	Division/Program	Term(s) Selected	Status
<input type="checkbox"/>	<input type="text" value="File Name"/>	<input type="text" value="Last Modification"/>	<input type="text" value="Division/Program"/>	<input type="text" value="Term(s) Selected"/>	<input type="text" value="Report Status"/>

Document Repository Name

View 25 entries

File Name	Type	Last Modification	Division/Program	Term(s) Selected	Report Status
<input checked="" type="checkbox"/>	f 2015 103 item analysis ic.xlsx	03/02/2016 16:31	Chemistry Dept.		Completed

Click on checkbox to Delete, Download, Share with other eLumen users and/or make a link, or Move to another folder →

