

Course Coordinator Distribution Removal

Make sure you have the Course Coordinator Role, Semester, and Department Set

The screenshot shows the eLumen interface for a Course Coordinator. At the top, the user is identified as 'Janice - Default eLumen client' with the role 'Course Coordinator'. The department is set to 'Chemistry Dept.' and the semester is 'Fall 2015'. The main content area displays 'Unmapped CSLOs' and 'CSLOs without Assessments', both showing 'All Completed' status. Below this, the course 'CHEM103 F - Chemistry in a Changing World' is listed with an 'Add CSLO' button.

1. Click on SLO & Assessments

The screenshot shows the 'SLO & Assessments' tab selected for the course 'CHEM103 F - Chemistry in a Changing World'. The course coordinators are listed as 'Janice Chadwick, Samuel Foster'. Below this, a table shows the sections and their attributes:

Sections	Attribute	Evaluators
12284	No attributes assigned.	James Yano
13017	No attributes assigned.	Janice Chadwick

Below the table, the course 'CHEM111BF - General Chemistry II' is listed with coordinators 'Janice Chadwick, Mohd Ansari'.

2. Click on Assessments

The screenshot shows the eLumen interface for the Chemistry Department. The user is logged in as Janice - Default eLumen client, Course Coordinator. The interface includes a navigation bar with 'Strategic Planning', 'Courses' (Fall 2015), 'SLOs & Assessments', and 'Reports'. The 'Assessments' tab is selected, and a red arrow points to it with the text 'Click on Assessments'. Below the tabs, there are filters for 'Type' (Course), 'Include Inactive SLOs' (No), and 'Include Inactive Courses' (No). Two summary boxes show 'Unmapped CSLOs' and 'CSLOs without Assessments', both with 'All Completed' status. The course 'CHEM103 F - Chemistry in a Changing World' is selected, and an 'Add CSLO' button is visible.

3. Click on the Assessment Results

The screenshot shows the eLumen interface for the Chemistry Department, now on the 'Assessment Results' tab. A red arrow points to the 'Assessment Results' tab with the text 'Click on Assessment Results'. The interface includes a filter section with the text: 'Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter)'. Below the filter, there are dropdown menus for 'Program' (Chemistry Dept.), 'Course/Context' ((CHEM103 F) Chemistry in a Changing World, (CHE...)), 'CSLOs' ([CHEM103 F - Chemistry in a Changing World], [CH...]), 'PSLO Class' (PSLO), 'ISLO Class' (ISLO), 'PSLOs', 'ISLO Category', and 'ISLOs'. There are also checkboxes for 'Display Inactive SLOs' and 'Display old versions of SLOs'. A dropdown menu for 'Do not distribute to future terms' is visible. At the bottom, a table header shows 'Name', 'Description', and 'Terms'.

4. Check the checkbox of the assessment designated for removal

Janice - Default eLumen client | Course Coordinator

Strategic Planning | Courses | Fall 2015 | SLOs & Assessments | Reports

SLOs Listing | Assessments

Assessment Results | Assessment Library | Reflection Templates

Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter).

Program: Chemistry Dept. | PSLO Class: PSLO | ISLO Class: ISLO
Course/Context: (CHEM103 F) Chemistry in a Changing World, (CHE... | PSLOs: | ISLO Category: |
CSLOs: [CHEM103 F - Chemistry in a Changing World], [CH... | ISLOs: |

Display Inactive SLOs Display old versions of SLOs

Name	Description	Terms	
<input type="checkbox"/> 2-level example w/o reflection	Example of an Outcomes-oriented 2-level scorecard without a reflection. An action plan will be submitted instead. Criteria for success is 70% or greater on exam problem 17.	• Fall 2015	
<input checked="" type="checkbox"/> 2-Level Scorecard Example	Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc	• Fall 2015	
<input type="checkbox"/> asmt 2 saved to shared	2 level scorecard shared in f 2015 will distribute into f 2014	• Fall 2014	

5. Click on Edit Distribution

Janice - Default eLumen client | Course Coordinator

Strategic Planning | Courses | Fall 2015 | SLOs & Assessments | Reports

SLOs Listing | Assessments

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Filter SLOs in Assessments by selecting from options below. Assessments will only appear for assessments linked DIRECTLY to the SLOs or SLO scopes selected (the SLO Matrix/Curriculum Map is not followed in this filter).

Program: Chemistry Dept. | PSLO Class: PSLO | ISLO Class: ISLO
Course/Context: (CHEM103 F) Chemistry in a Changing World, (CHE... | PSLOs: | ISLO Category: |
CSLOs: [CHEM103 F - Chemistry in a Changing World], [CH... | ISLOs: |

Display Inactive SLOs Display old versions of SLOs

Name	Description	Terms	
<input type="checkbox"/> 2-level example w/o reflection	Example of an Outcomes-oriented 2-level scorecard without a reflection. An action plan will be submitted instead. Criteria for success is 70% or greater on exam problem 17.	• Fall 2015	
<input checked="" type="checkbox"/> 2-Level Scorecard Example	Example of an Outcomes-Oriented 2-level scorecard saved to the Shared Library, linked to a reflection template, and linked to one SLO -jc	• Fall 2015	

6. Click on Modify Distribution

Edit distribution

Division: Natural Science Div.
Program: All Programs
Course: Chemistry in a Changing World
Term: Terms
Section: All Sections

This Assessment will be distributed to the following roles:

- Faculty Member

Terms:

- Fall 2015

Click on Modify Distribution

Modify Distribution

Save

7. Check the correct course and semester is selected, then click on Edit

Assessment Distribution for 2-Level Scorecard Example

No cycles available | Fall 2015 | Do not distribute to future terms | No Course Group selected

Division	Program	Course	Section
Natural Science Div.	All Programs	Chemistry in a Changing World	All Sections
			Edit

Make sure you have the correct semester & course

Click on Edit

Distribution recipients set.
The silhouette icons mark the distribution recipients.

Save

8. Click on the Selected Section(s) on the left for distribution removal – they are then placed in the Available Sections on the right-hand column

Assessment Distribution for 2-Level Scorecard Example

No cycles available | Fall 2015 | Do not distribute to future terms | No Course Group selected

Division | Program | Course | Section | All

Natural Science Div.

Select Section

Selected items	Available items
Unselect all	Select all
Fall 2015 CHEM103 F 12284 James Yano	
Fall 2015 CHEM103 F 13017 Janice Chadwick	Fall 2015 CHEM103 F 13017 Janice Chadwick

Select the course section for removal or edit

Close

Distribution recipients set.
The silhouette icons mark the distribution recipients.

Save

Assessment Distribution for 2-Level Scorecard Example

No cycles available | Fall 2015 | Do not distribute to future terms | No Course Group selected

Division | Program | Course | Section | All

Natural Science Div.

Select Section

Selected items	Available items
Unselect all	Select all
Fall 2015 CHEM103 F 12284 James Yano	Fall 2015 CHEM103 F 13017 Janice Chadwick

This section is now selected for distribution

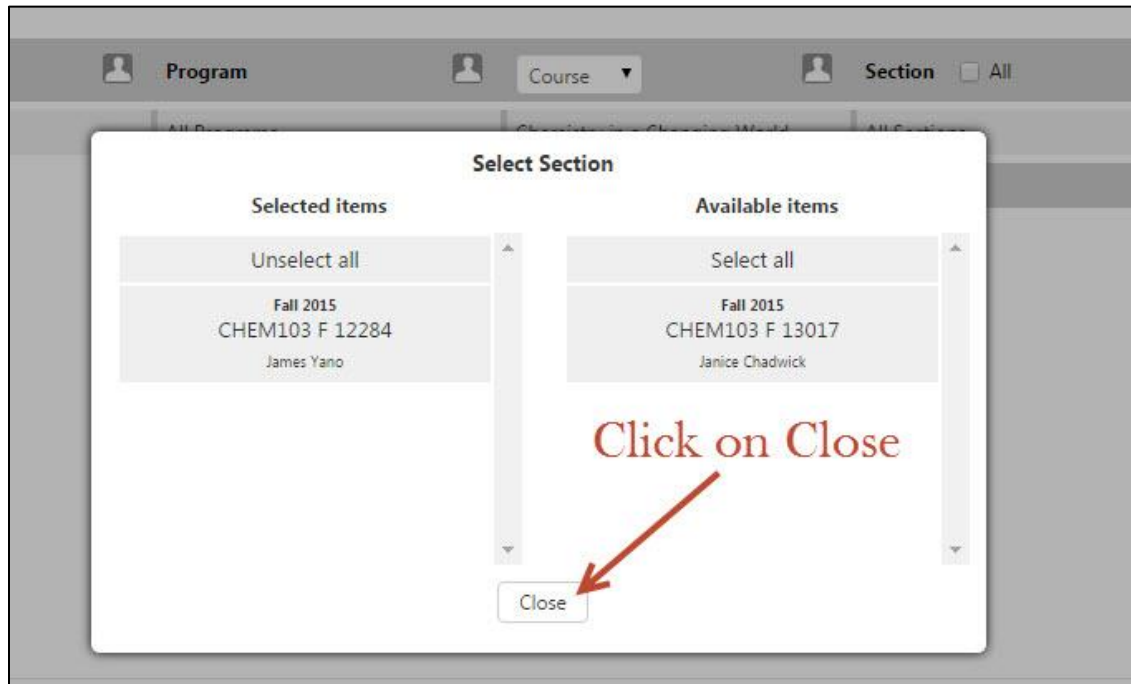
This section is not distributed but available for distribution

Close

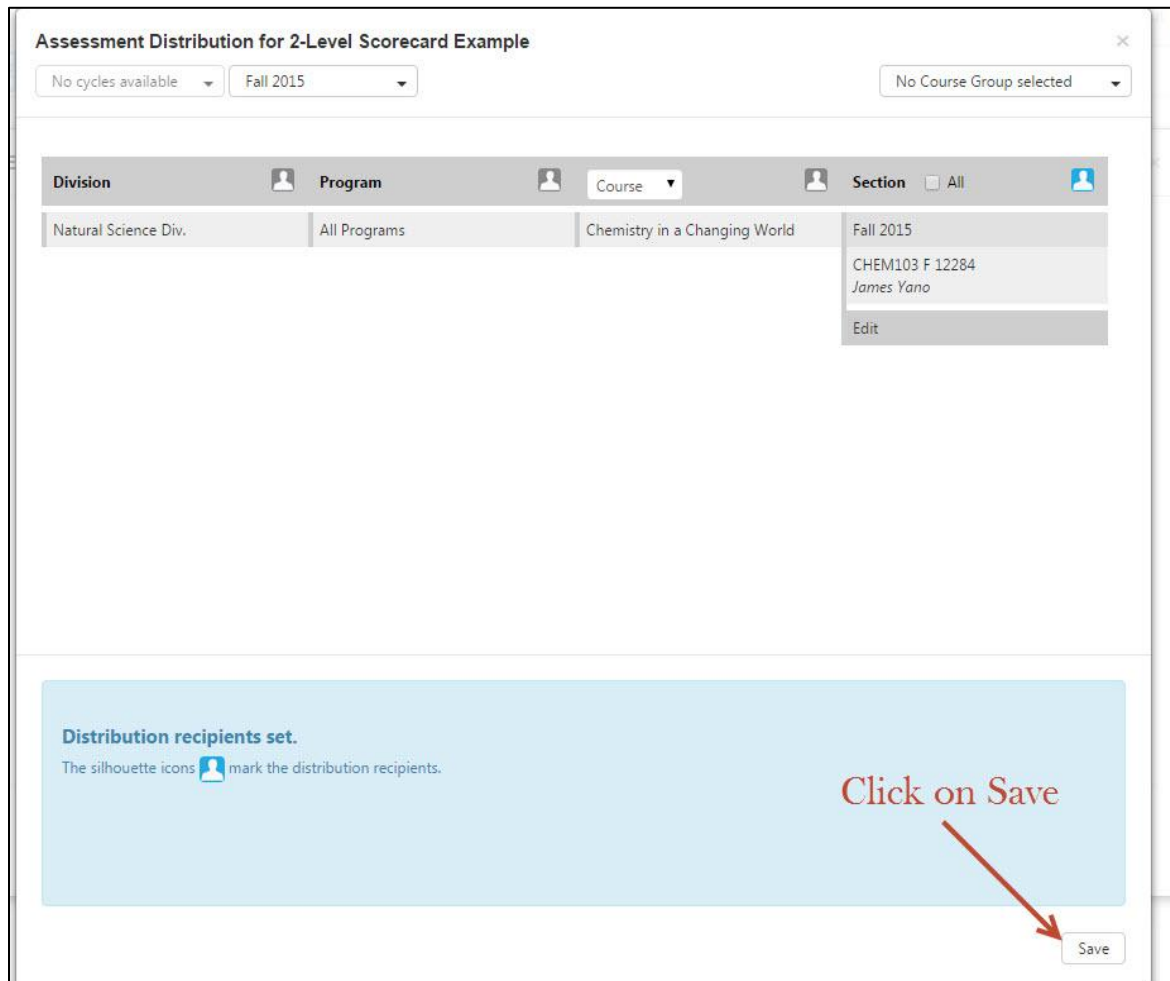
Distribution recipients set.
The silhouette icons mark the distribution recipients.

Save

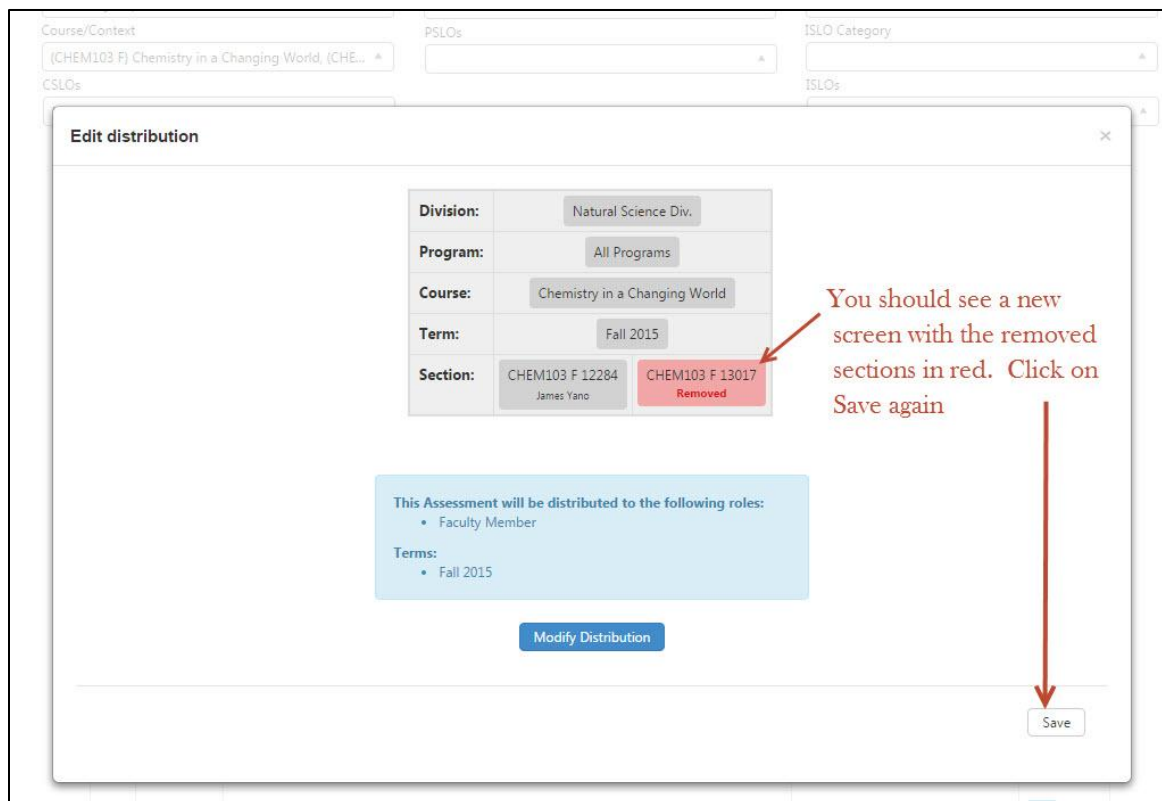
9. Click on Close



10. Click on Save



11. You should see a new screen with the removed sections in red. Click on Save again



12. You will see a last notification screen. If you want to remove the section(s) from the distribution, click on Yes.

