

eLumen Main Page Navigation for Faculty

After log in, the faculty main page is the initial page viewed. The default listing is the Courses tab in the most current semester (term) loaded into eLumen from Banner. Notice the main page lists the department, what role you have (faculty), and the viewed semester. By default, the most current semester is listed, but you can always use the pull-down menu to change semesters and view previously taught courses.

Be aware that the main page is not static. It has a different appearance if you have added assessments and already added assessment scores, the page might look something like this:


A semester is named “term” in eLumen. The default semester is the current semester, but you can always to an earlier semester to complete work, print out results, or write reports. Change the semester by using the pull-down menu in the Courses tab to the upper left.


There are three tabs to select: Courses, SLOs and Assessments, and Reports. The default is the Courses tab and the active tab is shaded light blue. On the default Courses tab, you can change the semester by using the pull-down menu. The other two tabs are to the right of Courses:


Icons




After the title of each course, there are several icons associated with the course. You can hover over each icon individually on the main page to determine what it represents.

RFI The first icon,  is a RFI. This icon represents a Request for Information. A RFI allows Data Stewards and Coordinators to collect outcomes data outside of student learning outcomes assessment. The RFI system functions as a survey system that allows *faculty* to answer questions, upload data, or respond to uploaded documents. Currently faculty do not initiate a RFI and are not distributed to students.

Action Plan The second icon  indicates the status of an action plan. An action plan in eLumen is distributed to the course evaluator (faculty member) for use after scoring an assessment. The generic action plan template is the same as the second page reflective questions of the [Course-Level SLO Assessment Form](#) submitted in previous years as a hard copy to the department coordinator. Further instructions for the action plan use will be available soon on the [eLumen Instruction Page](#) at slo.fullcoll.edu.


View Assessment Results The third icon  provides a quick snapshot of SLO assessment results for the course. The results are provided by student count or percentage for each *completed* assessment. If an assessment is partially complete and in progress, there is nothing available for review here. This is only a quick snapshot of the results. To download the results viewed here, click on the next Reports icon.

Reports The fourth icon  is used to print out reports. eLumen contains exportable reports for use outside of the eLumen software.

Faculty may print out two types of reports:

- 1) SLO by Term provides student counts for mastery levels and scale scores for the SLOs and
- 2) Faculty SLO by Course provides student counts or per student scores for mastery levels and scale scores for the SLOs.

To run a report click on the Reports icon or the Reports tab and then select the type of report to generate. To find previously generated reports, click on the Documents Library tab. In the document library, one can create new folders to organize reports, upload samples of student work, share reports with other faculty members, etc. A video on the variety of reports available and use of the document library will be available at the [eLumen Instruction Page](#) on the slo website.


Class Roster The last icon  is the class roster. For instructional entities, a class roster is available for the course. The class roster is loaded from Banner and the roster may change during the semester. The roster is loaded at the beginning of the term, after census, and after the twelfth week (drop deadline) of classes. For security purposes stipulated by law and enforced throughout the district for third party vendors, the roster includes only the last name and first initial and an encrypted student ID. If you have more than one person with the same last name and first initial, please keep track of them if more than one assessment is scored during the semester.

To build an assessment so you can enter your data, click on Add Assessment. Use the Find Assessment tab if you or someone else has already created an assessment and added it to the library. Further step-by-step instructions for adding or finding an assessment are available along with a video at the [eLumen Instruction Page](#) on the slo.fullcoll.edu website.

After adding an assessment, access to score the assessment or to continue scoring an assessment is available in the Courses tab. The green check mark indicates the course assessment scores are complete. The 0/23 denotes that no students in a 23 student class are currently scored for the assessment provided. The 22/23 denotes there is one student remaining to score. A video on scoring will be available at the [eLumen Instruction Page](#) on the slo website soon.

In the upper right portion of the page, the account settings include a password change and other personalization areas. The logout button should be used when logging out. Data could be lost if the logout button is not used, so please do not simply close the browser. When leaving eLumen, please use the Log Out button and then close the browser. eLumen provides online help that may be used as a quick reference for the area or task attempted.

The last final icon  simply collapses the Fullerton College Banner at the top of the main page. It is not an upload icon.

For further instructions and “how-to” videos, check the Fullerton College SLO website at slo.fullcoll.edu and click on the eLumen Instruction Page. Also click on the  for help provided by eLumen. If you need further assistance, check with Staff Development for workshops, check with your SLO Committee Division Representative. Please feel free to contact SLO Coordinator whose email address and phone number is on the [slo website](#).